

COUNCIL MEETING OF WESLEYVILLE BOROUGH
BOROUGH HALL, 3421 BUFFALO ROAD, ERIE, PA 16510-1813

August 28, 2019 at 6:00pm

***** APPROVED *** MINUTES**

1. **Call To Order:** Dr. Merritt, President
2. **Invocation:** Dr. Merritt, President
3. **Pledge of Allegiance:** Dr. Merritt, President
 - a. Mr. Wittenberg pointed out the flag was on the wrong side.
4. **Roll Call:** Ms. Bigwood, Borough Secretary
 - Present:** Dr. Merritt, President; Mr. Lombardozzi, Vice-President; Councilors: Mrs. Julius, Mrs. Lijewski, Mr. Wittenberg; Mr. Gross, Public Works Supervisor; Ms. Bigwood, Borough Secretary
 - Required attendance only 1st meeting of the month:
Mr. Betza, Esq., Solicitor;
Mrs. Roseberry, Treasurer/Borough office supervisor
 - Optional: Mrs. Silbaugh, Tax Collector; Mr. Petrini, Sewer/Street Tech
 - Absent:** Mr. Bills, Mayor; Councilors: Mr. Bello, Mr. Pietsch
 - Required attendance only 1st meeting of the month:
Zoning/Permits/License;
Junior Council Members: Annastet Ngo, Tim Gallagher
 - Optional: Mr. Corey, Engineer; Chief Schulz, WPD;
5. **Citizens to Address Council:** (5-minute time limit per signed-in citizen) None
6. **Approve Agenda:** Motion to approve Agenda, made by Mr. Wittenberg. Seconded by Mrs. Lijewski, no further discussion, unanimous voice vote, motion carries.
7. **Approve Minutes:** Motion to approve 7-24-19 & 8-16-19 draft Meeting Minutes, with the change of 13.a.i. National Night out only received funding from four (4) local churches (not five [5]) on the 7-24-19 Minutes made by Mr. Wittenberg. Seconded by Mrs. Lijewski, no further discussion, unanimous voice vote with Dr. Merritt abstaining due to absence, motion carries.
8. **Christie Mahany, Erie County Land Bank:**
 - a. Erie County Land Bank detailed discussion. Land Bank Q&A's from Council, Borough employees and residents.
 - b. Presented Erie County Land Bank Intergovernmental Cooperation Agreement and requested five (5) signed copies be approved and returned at Council's earliest convenience.
9. **Old Business:**
 - a. Wesleyville Area Museum, tabled.
 - b. Motion to approve Mr. Owen's request for disability parking sign in front of his mother's house at 2227 Eastern Avenue made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
 - c. 8-page Borough Newsletter content.
 - i. Resident suggestion of an advertisement page for Wesleyville businesses to assist with financially supporting more frequent distribution of the newsletter, somehow mentioning 'support local businesses and 'welcome new businesses to the Borough' via citing this idea on the first circular.
 - ii. Mrs. Roseberry suggested sending a letter with the business tax license at end of year with this info.
 - iii. Mr. Wittenberg suggested to include in the business tax letter an inquiry regarding who does the business' recycling.
 - iv. Mr. Wittenberg asked if Council will be seeing a draft newsletter before it is printed. Mrs. Lijewski confirmed.

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- d. Motion to approve Street Closing request form and authorizing procedure made by Mr. Lombardozzi. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
 - i. Mr. Wittenberg suggested if Chief approves a street closing, Council may vote on it retroactively, Dr. Merritt questioned the retroactive vote necessity, Mrs. Julius suggested if the WPD and/or BOST approves it at their discretion, Council shouldn't have to approve each one, and to give a copy of the form to the WHC. Mrs. Lijewski suggested posting it on social media & WHC be made aware.

10. New Business:

- a. Motion to approve/Council approval for Wesleyville business Lulu's Graphics have indoor special event(s).
 - i. Council approval, no motion needed.
- b. Motion to approve removal of old 'No Parking' Signs on the 23 Hundred Block of Eastern, behind the former Wesleyville School made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
- c. Erie Area Metro Planning Organization Transportation Planning Study Funds Handout
 - i. Mr. Wittenberg presented handout and requested Council input for their 9-4-19 meeting.
- d. Motion to approve Yovich Contracting do roofing on both pavilions at Hinkler Park in the amount of \$7900 made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
- e. Waste Management Contract conclusion.
 - i. Mrs. Roseberry to get garbage & recycling drop facility request for proposals.
- f. Donated American Flag.
 - i. Mrs. Lijewski suggested placing it in a flag box with a marker of explanation. Mr. Lombardozzi suggested flying this particular flag on Lighthouse Day, August 7th. Mrs. Julius suggested asking Duskas Funeral if they have a box. Mr. Wittenberg offered to find out about getting a storage box.
- g. Motion to approve Messiah Lutheran Church street closing.
 - i. No motion needed, Council approval.
- h. Erie County Planning & Community Development letter presented to Council.

11. Borough Administration/Management:

- a. Treasurer/Borough office supervisor – Mrs. Roseberry
 - i. Treasurers Report:
 - (1) Motion to approve July 2019 check detail made by Mr. Wittenberg. Seconded by Mrs. Lijewski, no further discussion, unanimous voice vote, motion carries.
 - (2) Unreconciled reports and summary presented.
 - (a) Mr. Wittenberg commended the presentation of the dated summary.
 - (3) Bank balance print out presented.
 - ii. Discuss Recycling grant purchases status:
 - (1) NW recycling loan paperwork will be signed on 8-30-19 to be used for purchase payments: dump trailer, wood chipper, four (4) roll off containers, and tipper-toter cans.
 - iii. Public Works employee CDL classification. Tabled.
 - iv. Mrs. Roseberry sincerely thanked Chief Flak for his speediness in removing the semitrailers.
 - (1) Mr. Wittenberg added this is an excellent example of the Borough taking action and immediately coordinating with the right person. He also encouraged Council to task items more often.
 - v. Code Enforcement Complaint Form for Francis Goss, 3013 East 33rd Street.
 - (1) Mrs. Roseberry to contact Building Insurance Underwriters & Carlin Plumbing regarding discrepancies.
 - vi. New procedure to implement, Incident Report Form presented.
 - (1) Mr. Wittenberg requested a Forms Binder be made.
 - vii. Mrs. Roseberry received four (4) sewer garbage forgiveness requests.
 - (1) Mr. Wittenberg suggested giving the discount in accordance with the ordinance, as a day-to-day function.
 - viii. Mrs. Roseberry is coordinating additional rfp's for EIP program (now STMP program).

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- b. Borough Secretary – Ms. Bigwood
 - i. Codification book distribution.
 - (1) Borough Office, Wesleyville Police Department & District Justice to receive book. Extra copies will be kept in Borough Office.
 - ii. Gmail deletion clarification.
 - (1) Council Member thought it prudent to make sure everyone knew if you delete a Gmail email, it deletes from all folders except the Trash folder.
 - iii. Iroquois High School’s annual 9/11 Day of Service.
 - (1) Ballfields at Memorial Park will be painted-dugouts, concession and bleachers.
 - (2) Flowers will be planted in Duskas & Ripley Parks.
 - (3) Mr. Wittenberg suggested looking into Probation & Parole’s supervised workforce community service.
 - (4) Mr. Wittenberg mentioned 9/11 Iroquois is having a lunch/presentation if anyone would like to attend.
- c. Public Works Supervisor – Mr. Gross
 - i. Motion to approve SKS Collision Center estimate for the work to be done on the 2012 Ford in the amount of \$9962.24 made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
 - ii. Motion to approve purchase up to \$8,000 for 2003 Dodge Ram 3500 and one (1) plow from Kunco Landscape made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, motion rescinded.
 - iii. Motion to approve purchase up to \$10,000 for 2003 Dodge Ram 3500 and possibly two (2) plows from Kunco Landscape made by Mr. Wittenberg. Seconded by Mrs. Lijewski, further discussion, unanimous voice vote, motion carries.
 - iv. Motion to approve spending \$425 for five (5) needed auction items for the garage made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.

12. **Executive Session:** 8:05pm

13. **Reconvene:** 9:20pm

14. **Borough Officers:**

- a. Mr. Wittenberg Streets, Sanitary/Storm Sewer Chair
 - i. Questioned the Job Description (Position Profile) status for the Zoning Officer position.
 - 1. Mrs. Julius said it will be done for discussion by the next Council Meeting.
 - ii. Questioned Wesleyville Borough General Borough Policy’s status.
 - 1. Mrs. Julius said they will be incorporated into the revised Employee Handbook at the first of the year.
- b. Mr. Lombardozzi Council Vice President, Public Safety Chair
 - i. Met with Erie County Emergency Management Agency & their review specialist this week. Reminded Council about the yearly NIMS classes.

15. **Good of the Order:**

- a. Next Regular Meeting: Wednesday, September 11, 2019 @ 6:00pm, Borough Hall.
- b. Next Work Session Meeting: Wednesday, September 25, 2019 @ 6:00pm, Borough Hall.

16. **Motion to Adjourn:**

- a. Motion to adjourn made by Mrs. Julius. Seconded by Mr. Lombardozzi, no further discussion, unanimous voice vote, motion carries.

Meeting Minutes Approved:

Melissa Bigwood
Borough Secretary

Date: 9/12/19