

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

October 23, 2019 at 6:00pm

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

1. **Call To Order:** Mr. Lombardozzi, Council Vice-President
2. **Invocation:** Mr. Lombardozzi, Council Vice-President
3. **Pledge of Allegiance:** Mr. Lombardozzi, Council Vice-President
4. **Roll Call:** Ms. Bigwood, Borough Secretary
 - Present:** Mr. Bills, Mayor; Mr. Lombardozzi, Council 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:
Mrs. Roseberry, Treasurer/Borough Office Supervisor
 - Optional: Mrs. Silbaugh, Tax Collector
 - Absent:** Dr. Merritt, Council President; Councilors: Mr. Bello, Mr. Pietsch
 - Required attendance only 1st meeting of the month:
Mr. Betza, Esq., Solicitor; Zoning/Permits/License;
Junior Council Members: Annastet Ngo, Tim Gallagher
 - Optional: Mr. Corey, Engineer; Chief Schulz, WPD; Sewer/Street Tech
5. **Citizens to Address Council:** None
6. **Approve Agenda:**
 - a. Motion to approve 10-23-19 Agenda as presented made by Mr. Wittenberg. Seconded by Mrs. Lijewski, further discussion, unanimous voice vote, motion carries.
7. **Approve Minutes:**
 - a. Motion to approve 10-9-19 draft Meeting Minutes with section 12.e. verbiage 'Public Works' added made by Mr. Wittenberg. Seconded by Mrs. Lijewski, further discussion, unanimous voice vote, motion carries.
8. Sean Silman, Census Bureau
 - a. Verbal presentation on 2020 Census.
 - b. Question and Answer period with Council.
9. **Executive Session:** 6:19pm
10. **Reconvene:** 6:41pm
 - a. Motion to approve hiring Craig Dyne for full time Sewer Tech/Zoning/Permit/License Officer at \$13.50/hr. with anticipated start date of 11-4-19 made by Mrs. Julius. Seconded by Mrs. Lijewski, further discussion, unanimous roll call vote, motion carries.
11. **Old Business:**
 - a. Status of items from prior meetings:
 - i. Land Bank collaboration status update. Mr. Bills sent Borough Office forwarded Land Bank Coordinator email from Dr. Merritt. Dr. Merritt to follow up.
 - ii. Residents' long term parking in North Street parking lot update.
 - (1) Motion to approve Public Works put up Wesleyville Area Museum 'No Parking' signs made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
12. **New Business:**
 - a. National Fuel Gas Company & other contractor work curb/handicap access damage. Mr. Wittenberg requested this item stay under Old Business until fully resolved.

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13. Borough Administration/Management:

- a. Treasurer/Borough Office Supervisor – Mrs. Roseberry
 - i. Treasurers Report, unreconciled reports, and Bank Balance print out presented.
 - ii. CDL fact sheet presented.
 - (1) Motion to approve all full time current public works employees with a Class B license must obtain CDL Class A license with a tentative deadline of December 31, 2019, all current holders of a CDL will not be eligible for the \$1/hr. increase, all new CDL license employees will be eligible made by Mr. Wittenberg. Seconded by Mrs. Lijewski, further discussion, unanimous voice vote, motion carries.
 - iii. Motion to approve Jason Bronson’s auction purchase reimbursement in the amount \$324 and freeze additional purchases until after January 1, 2020 made by Mrs. Lijewski. Seconded by Mr. Wittenberg, further discussion, unanimous voice vote, motion carries.
 - (1) Mrs. Roseberry identified which budget line auction items would be placed under.
 - iv. Draft 2020 Budget presented.
 - v. Commonwealth of Pennsylvania 904 Recycling Grant amount was \$634.00.
 - vi. Motion to approve damaged ice box repair reimbursement to Home City Ice in the amount of \$682.09 made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
- b. Borough Secretary – Ms. Bigwood
 - i. Motion to approve General Code Supplement No. 1 Estimate-Revision 3 in the amount \$1325 made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
 - (1) Mrs. Roseberry requested a copy of the original General Code contract.
 - ii. Present Erie Area Council of Governments (EACOG) Fair Housing Workshop invite.
 - (1) Ms. Bigwood to make reservations.
 - (2) Mrs. Roseberry already registered Craig Dyne.
 - iii. Resident inquiry of Wesleyville Yearbooks location.
 - (1) Tabled pending information confirmation.
 - iv. Realtor sewer lateral requirement letter update.
 - (1) Council approved, Ms. Bigwood to send out.
 - v. ID Badge update.
 - (1) Cancel badges until after 2020 elections.
 - vi. Motion to approve Draft 2020 Borough Calendar-tabled.
 - (1) Add Halloween Trick or Treat hours & Reorg Meeting November 11, 2020 (second Wednesday) Council Meeting in question.
- c. Zoning/Permits/Licenses – Absent.
- d. Public Works Supervisor – Mr. Gross
 - i. Recycling tipper toters were delivered to the recycling center.
 - (1) Mrs. Roseberry spoke of resident notification possibilities and distribution options.
 - (2) Mr. Wittenberg suggested resident get a list of acceptable recycling procedures/instruction sheet upon delivery after the 1st of the year, when new recycling processes take effect.
 - (3) Mr. Gross suggested asking Wesleyville Hose Company if the new recyclable cans could be stored in their training center.
 - ii. Motion to approve up to \$7000 be used for Walker Tree Service for needed tree trimming and tree/stump removal made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
 - (1) Mrs. Roseberry asked if this monies should be taken out of the General Capital Purchase Improvement of the Parks budget.

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14. Borough Boards, Committees and Commissions:

- a. Metropolitan Planning Organization (MPO) – Mr. Wittenberg
 - i. PennDot Grant information presented.

15. Borough Council Department Chairs:

- a. Finance Chair – Mrs. Lijewski
 - i. Presented Mayor Bills with Erie County Association of Boroughs ten (10) year recognition award.
 - ii. Reported 2020 Erie County Association of Boroughs summer picnic may be held in Hinkler Park.
 - iii. Sending letters out for Wesleyville Community Day Foundation.
 - iv. Take Back the Drugs will be held at Borough Hall on Saturday, October 26, 2019.
- b. Parks & Recreation Chair – Mrs. Julius
 - i. Working on a fundraiser/donation letter for playground equipment at Hinkler Park.

16. Borough Officers:

- a. Wesleyville Mayor – Mr. Bills
 - i. Presented Treasurer with Wesleyville Police Department final budget.
 - ii. Requested Council re-assemble the Civil Service Commission and consider approving promoting an officer to Sergeant. Mr. Wittenberg requested this go on the agenda for the next meeting.
 - (1) Mrs. Roseberry to send job description to Council.
 - iii. Mr. Bills asked if Boy or Girl Scouts have to have a permit to sell candy or cookies door to door.
 - (1) Mrs. Roseberry suggested they fill out a transient permit and the office will forgive the fee.
 - (a) Mrs. Roseberry will review the ordinance and confer with Chief Schulz. Mr. Wittenberg asked for the information for the next Council Meeting.
 - (b) Mr. Wittenberg proposed ‘For-profit’ applications pay, ‘Not-for-profit’ do not pay.

17. Good of the Order:

- a. First Budget Meeting: Wednesday, November 6th at 6:00pm, Borough Hall.
- b. Next Regular Meeting: Wednesday, November 13th at 6:00pm, Borough Hall.
- c. Second Budget Meeting: Wednesday, November 20th at 6:00pm, Borough Hall.
- d. Next Work Session Meeting: Wednesday, November 27th at 6:00pm, Borough Hall.

18. Meeting Adjournment: Meeting adjourned at 8:15pm.

Meeting Minutes Approved:

Melissa Bigwood
Borough Secretary

Date: 11/14/19