

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

January 8, 2020 at 6:00pm

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

1. **Call To Order:** Mr. Lombardozzi, President
2. **Invocation:** Mr. Lombardozzi, President
3. **Pledge of Allegiance:** Mr. Lombardozzi, President
4. **Roll Call:** Ms. Bigwood, Borough Secretary
 - Present:** Mr. Bills, Mayor; Mr. Lombardozzi, Council President;
Mrs. Julius, Council Vice-President;
Councilors: Mr. Briggs, Mrs. Lijewski, Mr. Petrini, Mr. Pitonyak,
Mr. Silbaugh; 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;
Mr. Dyne, Sewer Tech/Zoning/Permits/License
 - Optional: Mrs. Silbaugh, Tax Collector
 - Absent:** None. All required in attendance.
Optional: Mr. Corey, Engineer; Chief Schulz, WPD
5. **Code Enforcement/Police Activity Report**-Officer J. Hawryliw
 - a. Verbal Code Enforcement report given.
6. **Citizens to Address Council:** (5-minute time limit per signed-in citizen)
 - a. Barbara Nye, 2052 Station Road
 - i. Asked the status of rental registration, water/sewer/garbage forgiveness she originally asked for on 12-17-18.
(1) Once Mr. Dyne confirms vacancy Council will deliberate. Tabled.
7. **Approve Agenda:**
 - a. Motion to approve 1-6-20 draft agenda not needed after-the-fact per Council President.
 - b. Motion to approve 1-8-20 draft Agenda made by Mrs. Lijewski. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
8. **Approve Minutes:** Motion to approve 12-18-19 & 1-6-20 draft meeting minutes tabled.
9. **Old Business:**
 - a. Status of items from prior meetings:
 - i. National Fuel Gas Company & other contractor work curb/handicap access damage. This item was requested to stay under Old Business until fully resolved. Complete assessment incomplete, Council President requested it be removed from agenda.
 - ii. Tabled motion for Robert's Rules of Order
(1) Council chose not to change the motion made and passed on 1/4/18 to adopt Robert's Rules of Order to govern the conduct of meetings. This is indicative the motion will be ongoing until a new motion is made. (Ultimately this motion each year does not need made, similar to Halloween.)
 - a. Motion is continued per Mr. Betza.
10. **New Business:**
 - a. President to assign Department Chairs.
 - i. Finance Department Chair assigned to Mr. Petrini.
 - ii. Parks & Recreation Department Chair assigned to Mrs. Julius.
 - iii. Public Improvement Department Chair assigned to Mrs. Lijewski.
 - iv. Public Safety Department Chair assigned to Mr. Lombardozzi
 - v. Refuse & Recycling Department Chair assigned to Mr. Pitonyak.
 - vi. Sanitary/Storm Sewer Department Chair assigned to Mr. Silbaugh.
 - vii. Streets Department Chair assigned to Mr. Briggs.

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10. New Business Cont.

- b. Streets and Sewer Department Chairs to form Committee.
- c. President to assign Personnel Committee.
 - i. Mrs. Julius, Mrs. Lijewski and Mr. Silbaugh assigned.
- d. President assigned two (2) Council Office Liaisons:
 - i. Mr. Lombardozzi assigned to General & Legal matters.
 - ii. Mr. Petrini assigned to Finance & Personnel matters.
- e. President to assign Erie Area Council of Governments (EACOG) representative:
 - i. Mrs. Julius is delegate, Mrs. Roseberry is alternate.
- f. Motion to approve Mrs. Briggs fill vacant Civil Service Commission seat (Mrs. Lombardozzi resigned today) made by Mrs. Lijewski. Seconded by Mr. Pitonyak, further discussion, unanimous voice vote, motion carries.
- g. Motion to approve Mr. Dyne re-key Borough Hall and wooden front door the same key cut made by Mrs. Lijewski. Seconded by Mr. Petrini, further discussion, unanimous voice vote, motion carries.

11. Borough Administration/Management:

- a. Treasurer/Borough Office Supervisor – Mrs. Roseberry
 - i. Treasurers Report:
 - (1) December check detail hardcopy presented, to be approved at 1-22-20 meeting.
 - (2) Unreconciled reports and bank balance print out distributed.
 - (3) Motion to approve the Non-Uniform Fiduciary MMO payment to be allocated from the General - Sewer - Garbage Funds at the same rate as the payroll allocation made by Mrs. Lijewski. Seconded by Mr. Pitonyak, further discussion, unanimous voice vote, motion carries.
 - (4) Motion to approve removal of Dr. Merritt from Northwest Bank accounts as an authorized signer and to add Regina Julius as the authorized signer made by Mrs. Lijewski. Seconded by Mr. Pitonyak, further discussion, unanimous voice vote, motion carries.
 - (5) Motion to approve Erie County Liquid Fuels in the amount of \$19,670 made by Mrs. Julius. Seconded by Mr. Pitonyak, further discussion, unanimous voice vote, motion carries.
- b. Borough Secretary – Ms. Bigwood
 - i. Recycling pages dated 2013/2014 on website.
 - (1) Mr. Pitonyak to collaborate with Ms. Bigwood on updating forms.
 - ii. Motion to approve advertising 2020 Sewer and Garbage Ordinances made by Mr. Pitonyak. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
 - (1) Mr. Petrini requested if sewer lateral request for proposal's can be obtained to conclusively increase the resident price to make up for cost increase.
 - a. Mr. Betza said to still place ad, while rfp's are out.
 - iii. Ms. Bigwood to order 500 business cards for Mrs. Lijewski and Mr. Dyne.
No motion needed.
- c. Zoning/Permits/Licenses – Craig Dyne, Activity Report
 - i. Mrs. Julius requested address, received/issued information be added to Activity Report.
 - ii. Mr. Lombardozzi requested the total of sewer laterals done since the Borough started the program. Mr. Briggs stated that information was somewhere on the zoning computer.
- d. Wesleyville Hose Company, Activity Report.

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11. Borough Administration/Management Cont.

- e. Public Works Supervisor – Mr. Gross
 - i. Resident Margaret Knight stated her personal tipper totter was damaged by the garbage truck. Mr. Gross said he believes he can fix it and will see her in the morning.
 - ii. Questioned if Jason can still purchase auction items and resell to Borough. Council concurred.
 - (1) Mr. Petrini requested chain of command procedure. Jason gives to Mr. Gross, Mr. Gross gives to Mrs. Roseberry, Mrs. Roseberry presents to Council.
 - a. Mrs. Roseberry said the new Purchase Order logs will be utilized.
 - iii. Mrs. Lijewski asked about the Public Works employees obtaining their CDL's.
 - (1) Mrs. Roseberry indicated both employees had extenuating family circumstances arise and the new date of completion is January 31, 2020.

12. Professional Services:

- a. Borough Solicitor, Mr. Betza, Esq. – nothing additional to report.

13. Borough Boards, Committees and Commissions:

- a. Planning Commission – Mr. Pitonyak
 - i. January Planning Commission meeting was rescheduled to January 14, 2020.

14. Borough Council Department Chairs:

- a. Finance Department Chair – Mr. Petrini
 - i. Requested to go through 2020 budget line item by line item after the audit.
- b. Parks & Recreation Department Chair – Mrs. Julius
 - i. Working on grants and receiving monies for Memorial Park playground equipment, hoping to be installed in early spring of 2020.
- c. Public Improvement Department Chair – Mrs. Lijewski
 - i. Requested website become updated with new Council information.
 - ii. Requested Council stage be remodeled.
 - (1) Mr. Gross will look into it.
 - iii. Requested updated Council Contact Information sheet.
 - iv. Asked status of ID cards.
 - (1) Council put on hold until 2020 Council was implemented.
 - a. Ms. Bigwood to take photos of new Council member's next meeting.
- d. Public Safety Department Chair – Mr. Lombardozi, nothing to report.
- e. Refuse & Recycling Department Chair – Mr. Pitonyak, nothing to report.
- f. Sanitary/Storm Sewer Department Chair – Mr. Silbaugh, nothing to report.
- g. Streets Department Chair – Mr. Briggs
 - i. Inquired about mailbox access. Ms. Bigwood to coordinate new mailbox key distribution.
 - ii. Posed a question to Mr. Lombardozi regarding the Sargent position. Mr. Lombardozi said he would speak with Mr. Briggs in private, as it was a Personnel issue.

15. Executive Session: None.

16. Borough Officers:

- a. Mayor – Mr. Bills
 - i. Three (3) PD candidates (and potentially a fourth) have turned in intent. Civil Service Commission needs to meet in order for us to buy the test. However many intents we get, that how many tests we will purchase.
- b. Council President – Mr. Lombardozi, nothing to report.
- c. Council Vice President – Mrs. Julius, nothing to report.

17. Good of the Order:

Next Work Session Council Meeting: Wednesday, January 22nd, 6:00pm, Borough Hall.

Next Regular Council Meeting: Wednesday, February 12th, 6:00pm, Borough Hall.

18. Meeting Adjournment: Meeting adjourned 7:18pm.

Meeting Minutes Approved:

 Melissa Bigwood

Date: 1/23/20

Borough Secretary