

MINUTES WEST MIDDLESEX BOROUGH

WORK SESSION

FEBRUARY 9, 2022

6:30 p.m.

Call to Order

Pledge of Allegiance

Council Present: President Eric Lucich, Vice-President Mike Williams, Pro Tem David Moyer, Robert Lark, William Novak and Mayor Stacey Curry.

Others Present: Sandra Ricci, Secretary/Treasurer, Bobby Cochran, Street Department Senior Laborer, Scott Haddox, Street Department Laborer, WMVFD President Adam Garrett, Ray Lucich and Chuck Haun.

Street Department Report, Garage Heater Quotes and Backhoe Repairs/Maintenance: Bobby Cochran discussed the Street and Sewer Department Reports with Mayor Curry and Council Members. Mr. Cochran said the approximate cost for the sewer pump and motor would be \$6,500.00 if purchased. Mr. Haddox and Mr. Cochran discussed snow plowing and snow removal from alleys and streets, stating the Street Department trucks do not fit into the alleys for snow plowing. Mayor Curry and Council discussed remedies such as the purchase of a smaller vehicle for alley plowing or the use of a backhoe. Mayor Curry addressed the Street Department employees in that she received a compliment regarding Haywood Street and what a great job they were doing with snow plowing. Snow removal from residents regarding sidewalks was also discussed. Eric Lucich said he will discuss this matter further with Dave Moyer since they are both on the Street and Sewer Committee. Mr. Cochran presented quotes for the garage heater; Grimm Heating & Cooling's price is \$4,690.00, Thompson Mechanical, Inc.'s price is \$4,980.00 and D & G Heating's price is \$6,400.0. Mr. Cochran explained the quoted prices and company offers. Mr. Lucich said the heater in the West Bay of the Municipal Building housing a Fire Truck needs repaired or purchased. Mr. Lucich said this heater needs to be replaced quickly due to the water main running through that area of the building. Mr. Lucich and Mr. Cochran discussed backhoe repairs and maintenance with an approximate cost of \$5,000.00 - \$6,000.00 for brakes, the tires were not included in the price. Mr. Cochran said there was no plate on the backhoe and he noticed model numbers with years 1989 -1996. Mr. Novak said he looked at the backhoe plate which was worn off and couldn't read it. Mr. Cochran said he does not have a title to the backhoe and Ms. Ricci said she will try to find the title. Mr. Novak said they also need to look into the purchase of a new seat since the one they have is beyond repair.

Snow Emergency Parking Ban Ordinance – “odd/even parking plan”: Mr. Moyer stated that an Ordinance dated in 2007 was never signed and therefore may not be in effect. Mr. Moyer suggested they could see what other surrounding communities were using since this would solve pretty much every problem that they have regarding snow removal. Mayor Curry said she spoke with Attorney Tesone and he told her the reason that Ordinance wasn't enforced and signed was because in a timely manner there wasn't a way to notify the residents that it was going to be put into effect because by the time they put it in the paper and television it would be past. Mayor Curry said her idea was that the kids at school have a remind app., goes out as a text message via cell phone with an access code once signed up and this code could be placed in a Newsletter for contacting everyone in the Borough from their cell phones so that an Ordinance could be enforced and signed. Mr. Novak suggested creating a template via emails. Mr. Lucich suggested what they can do is when it snows, they can park on odd/even sides of the street so that nobody needs to be updated about it and not to rely on technology. Mr. Moyer said they need to find out what they want with notifications to be sent and definitely something they have to work towards. Mayor Curry said a lot of residents thought the parking ban was not a good idea, but she said if they don't do this then the residents will complain if they are plowed in, so do they want to be part of the solution or the problem she asked. Mayor Curry said she was genuinely surprised by the feedback she received by the residents. Mayor Curry said they will need to notify Police Chief Jason Newton of what they want before it becomes an Ordinance so he will know what they want to do. Mr. Lark stated when this time goes into effect, this would overrule the rules they already have on parking since some streets have parking only on one side because they are narrow streets. Mr. Lucich stated Erie Street may pose a problem. Council discussed further.

Mr. Lucich addressed private roads such as Walker Lane, Campman Lane and Edgewood Drive regarding the requests from residents that the Borough take care of private roads. Mr. Lark stated that part of Campman Lane is in Shenango Township. Mr. Lucich said that Shenango Township doesn't plow private roads either. Mr. Williams said he thinks they should just do the main drag and not get into the business where they are taking care of private citizens and asked then where would it end. Mr. Lucich said they do not receive money for private roads and should not be responsible for them. Mr. Lark said these residents do pay taxes and do not receive their service, however he said when they bought their properties it was a private street/drive and that was simply done to avoid Borough Ordinances. Mr. Lark added that they knew it was not a maintained Borough street when purchased. Council discussed parking in the Borough. Mayor Curry suggested street parking sign placements.

Digitalizing Codes and Ordinances: Mr. Novak said this topic had been discussed in the past with previous Council on obtaining Ordinances via digital pdf. files and it is a long process currently to get information. Mr. Novak asked how do new people in town know what is and isn't okay. Mayor Curry said it is a great and good idea, and if they were a town that had much more tax income and they had money for those things, but she said it's so far down the list of priorities that it's a want and not a necessity and they have a lot more necessities that they have to address. Mr. Novak suggested the Ordinances be digitalized via a fax machine to be placed on the website. Mr. Novak said he just has to convert it from a work document to a pdf. Mayor Curry asked how it would be searchable and Mr. Novak said it would be searched by key words. Mr. Lucich said it would have to be scanned in and Mr. Novak agreed. Mr. Lucich suggested that a school could perform this task with their computers where they could either re-type the old Ordinances and then to give them back to the office for the preservation of the original documents, Mr. Novak agreed. Mr. Moyer said he spoke with the financial office at BC3 to talk about student programs they may have such as work studies or other jobs. Mr. Moyer said the woman at BC3 told him it would be easiest to look into hiring students to do this and they have jobs there where they would place the job description on an application letting them know the hours and pay. Mr. Moyer said BC3 are paying \$9.50 an hour for the jobs on campus. Mr. Moyer said another option was to let the school students do community service for their grades. Council and Mayor Curry discussed further.

Landlord Ordinance: Mr. Novak said there a lot of houses that are in disrepair and residents in town said the properties are not being maintained by the property owners. Mr. Novak said there is a problem with mold, floors falling in and they are public safety issues. Mr. Novak said there is something on the books but does not know the legality of moving forward with enforcing any of that. Mr. Moyer said he spoke with Jeff Richardson regarding property maintenance via emails with Sandy and he used the International Property Zoning Code. Mr. Moyer said he can share that with Council, which deals with a lot of property issues. Mr. Moyer said inspections do not cover rental properties but they can pull Ordinances from different communities such as Sharon and Farrell. Mr. Moyer said that is another Ordinance he is asking to Adopt. Mayor Curry questioned who pays for the inspections. Mr. Moyer said the inspections are paid for by the property owners, it is a yearly inspection and they need to schedule with the inspection service which covers topics such as; electrical, plumbing, fire and smoke safety procedures, and all things of safety. Mr. Moyer said there is no cost to the Borough whatsoever.

Welcome Packet: Mr. Moyer said again this would be ideal subject to be online where people who are new to the Borough. Mr. Moyer said it could be as simple as an article in the Newsletter letting them know the Code Zones, etc. and where they can go to find these things out. Mr. Moyer suggested online contact information, Mr. Williams said that was a good idea.

GPI Invoices: Mr. Lucich addressed GPI Invoices that will need approved at the next Council Meeting regarding general technical services and the Lillibridge Pump Station.

FNB CD Rates for Fire Department: Mr. Lucich addressed the rates as 3 months, 6 months and 12 months. Adam Garrett said they would prefer a 3 month CD.

Allocate FNB Credit Card for Mayor Curry: Mayor Stacey Curry politely declined the offer of a credit card in her name from FNB or any other financial institute. Mr. Novak asked what happens if there is a national disaster and they need to buy something. Mr. Lucich stated they shouldn't be buying anything. Mayor Curry said if there were any reasons that come up where she would need to act in that capacity, she would call an Emergency Meeting for a vote.

FNB Capital Improvement Fund – Matures 2/21/2022: Mr. Lark addressed the FNB Capital Improvement Fund in the amount of \$8,477.46 and based on the rate of interest he does not think they should renew it. Mr. Lark stated they have expenses coming up and he thinks they should transfer this money into the General Fund.

Liquid Fuels Allocations List: Mr. Lark addressed the Liquid Fuels and the American Rescue Act in that it is possible to recoup the money from the loss that they have in Liquid Fuels allocations. Mr. Lark discussed the amounts of money received annually from Liquid Fuel's from 2018 – 2021 and the losses during those years. Mr. Lark said he will put the list together for Council as part of their consideration for use of the money from the American Rescue Act which was cited due to lost revenues from the issues with Co-Vid. Mr. Lark said this money is needed for streets.

The American Rescue Plan, Fiscal Recovery Funds and Uses: Mr. Lark passed out paperwork regarding the American Rescue Plan, Recovery and Funds to Council. Mr. Lark read aloud the monies received from the American Rescue Act to other municipalities. Mr. Lark said West Middlesex Borough is due to receive \$84,049.38 with payments in July and that last July they received a payment of \$42,024.69 that has been sitting in the bank, which they can earn interest on, with a second payment on or about July of this year in the amount of \$42,024.69. Mr. Lark said the Act previous to this was the Cares Act which the Borough also received money from, distributed by the County which didn't have all of the restrictions, and they received from Mercer County about a year ago was the amount of \$17,000.00, also with none of the restrictions. Mr. Lark said the Borough Government must obligate the expenditure of the money on or before December 31, 2024. Mr. Lark said that doesn't mean they have to spend it, but they have to make commitments to a Contract. Mr. Lark then said all of the money must be expended by December 31, 2026, which means if they do not spend this money within this time frame, they will have to return what they did not spend from the \$84,049.38. Mr. Lark read aloud summaries of allowable and unallowable monies from the American Rescue Act. Mr. Lark said this money can also be used for the COG swimming pool loss and he passed out paperwork regarding monies lost annually. Mr. Lark and Mayor Curry discussed the COG meeting they attended with regards to the pool, playground and skate park. Mayor Curry explained the safety issues of running a huge risk since the Borough owns said property, and also remodeling of the areas via Grants that Mayor Curry is currently applying for. Council and Mayor Curry discussed further. Mr. Lark said as far as property boundaries in this area, the Engineers will have to be contacted along with property owners and Mayor Curry agreed.

West Middlesex Borough Government FaceBook Page: Mr. Novak said concerning the FaceBook Page, that most cities have a legitimate Government FaceBook Page that looks official and presentable, that everyone can see and access, not just friend requests to be added. Mr. Novak said he created one and Mayor Curry said there already is one. Mayor Curry said there is a Borough FaceBook Page that says Official Government Page, it was created before Sandy started working here and we aren't able to sign into it. Mayor Curry said there are also two more Borough FaceBook Pages. Mr. Novak said someone on Council should contact FaceBook to tell them that an account is inactive and he needs permission to make the FaceBook Account he set up to make it public. Mr. Novak said he doesn't think they even need to vote on it because they aren't spending any money. Mayor Curry said she thinks before they add another one, they should contact FaceBook to see if they can get into what is already there since there are 1,500 people that are already on that. Mr. Moyer said they need to remove the FaceBook Borough Page, which at the time was a great idea, but they can now send those people invites to go onto the Official Page. Mayor Curry agreed and said she thinks FaceBook needs to be contacted since we don't have the password, instead of creating a new one and starting from zero, Mr. Moyer agreed. Mayor Curry said she isn't sure who created the password, whether it was Tammy or someone from a previous Council, so they need to contact FaceBook because they do have an official page. Mayor Curry said then if not, Mr. Novak can do what he was talking about.

LED Lighting: Mr. Lucich explained two styles of LED lights with two quotes: the first quote for \$200.00 and the second quote for \$280.00. This topic will be on the Council Meeting held Tuesday, February 15, 2022.

Camera System: Mr. Novak addressed a camera system with adding technology. He said if an insurance claim was disputed, the Borough would be held for accountable of damages and to recoup costs. Mr. Lucich said there are already cameras in the building and that they can request the cameras for their access. Mr. Novak said they are outdated. Mr. Lucich said they are working and they don't have to spend anymore Government money than they need to. Adam Garrett stated that Council has full access to the cameras and that the Fire Department previously installed them. Mr. Garrett said the Fire Department no longer has any access to the cameras.

Missing chairs from meeting space: Mr. Lark had a question pertaining to Mr. Novak's Agenda topic stating missing chairs from the meeting space. Mr. Lark said the people that have access to this room are the Borough Council, the Women's Club and the Fire Department, this place hasn't been rented for months, so if something is missing whether it be the expensive china, the expensive silverware or the chairs, then it had to have been taken by one of those three groups. Mr. Novak said that was brought to his attention from someone on the Fire Department because they noticed missing chairs at a party that they had. Mr. Novak said he didn't know if someone borrowed them, taken them, or if they are upstairs. Mayor Curry said she personally borrowed twenty-five (25) chairs as a member of the Fire Department and they were returned the day after her son's graduation party. Mayor Curry said as the Women's Club, they leave everything exactly as they find it so she knows nothing was taken from the Women's Club. Mr. Cochran asked how many were missing. Mr. Novak said he didn't have a count.

Coffee pot waterline installation: Mr. Novak said due to the long hours the Fire Department has been getting and the cold days, they would like to install the coffee pot waterline. Mr. Novak said it should have been done during the time of installation, but that part of the project fell through the cracks, and as a Government building it is a pain in the butt to have to fill the top of it every time, heating the element back up which is more wear and tear versus keeping it at a certain temperature the entire time.

Exit sign and fire exit door operation: Mr. Lark stated that Mr. Mattson did not take down an exit sign since there was no exit sign there previously. Mr. Novak said that was on the Agenda because it was brought to their attention by the Fire Department. Mr. Lark said Mr. Mattson did not put a sign up because there had never been a sign there and it had been way for years. Mr. Novak said they can get one at Home Depot or Amazon for \$25.00. Mayor Curry said she had thought the last Council had voted on this when she brought it up about the sign, to do all of those things, and to spend the money. Mr. Lucich said they did not vote on spending the money. Mayor Curry said they had talked about finalizing it. Council discussed further. Mr. Lucich said he didn't know if they had planned on doing that or not. Mayor Curry said then they should vote on it.

Communication board for exterior of building: Mr. Lark asked what was the communication board topic for the exterior of the building that was on the Agenda. Mr. Novak explained that instead of putting pieces of paper on the exit door, to get a corkboard with a glass cabinet. Mr. Novak said; 1. Someone asked for that, 2. So as not to interfere with the exit and 3. They can put more activities and flyers on there versus on the door for a more professional look. Mayor Curry said that was a good idea and it couldn't be that expensive for a cork board.

O2 & smoke detectors for municipal building: Mr. Novak said they should have carbon monoxide and smoke detectors if they are renting out space. Mr. Moyer said they should put this on the Agenda for next week's Council Meeting.

Tech upgrades/installation: Mr. Novak addressed technical upgrades and quotes via email that he had sent of the MSRP pricing that he distributed. Mr. Novak said the price was above and beyond what they needed for the room, but the previous Council didn't give him a certain scope of work, so he just went above and beyond to go high with a balance and get something that they actually wanted and needed. Mayor Curry said she forwarded Mr. Novak's information of the specifics to her husband George who does this for a living and he feels that there would be comparable effective equipment that wouldn't be an overkill for their needs for under \$6,000.00, which she said is a huge savings. Mayor Curry said there is a lot of wiggle room in that \$22,000.00. Mr. Novak said the one thing they can't skimp on is the computer aspect because each manufacture has a different set price upwards of \$4,500.00. Mr. Novak said with the specifications they would have to buy another device, Mayor Curry agreed and said that George will give Mr. Novak more information. Mayor Curry and Mr. Novak discussed further options. Mr. Lark asked what the \$39,000.00 price was for and Mr. Novak explained. Mayor Curry said that is the Goldman Sac's Edition. Mr. Novak stated that is above and beyond, but that he did that to show them what stuff actually costs. Mr. Lark stated as long as they are cognizant because they have streets that have potholes in them and they have a sewer system that could go belly up. Mr. Lark stated they need to be cognizant of reality. Mr. Lark, Mr. Novak and Mayor Curry discussed further.

Bill Novak attending the PennDOT's 2022 Municipal Road Maintenance and Safety Symposium: Mr. Lucich addressed Mr. Novak on this topic that he had requested for the Agenda. Mr. Novak said it wasn't necessarily that one, but classes like that. Mr. Lucich said they are part of the Pennsylvania Borough's Association and as members he thinks they get almost all of those free. Mr. Novak said he will look into that and watch trainings online. Ms. Ricci will research the PSAB Membership Dues and Classes. Mr. Moyer said we need to add to the Agenda to purchase the Premium Membership.

Barris property car and trailer: Mr. Lark said the car has been removed and he has notified Mr. Richardson of that so that he is aware of it. Mr. Lark said the remaining issue is the abandoned trailer office and he will be dealing with it. Mr. Novak asked if they ever received the information of the legalities. Mr. Lark questioned Mr. Novak on the legality of what. Mr. Novak said for Council to see what the Agreement was. Mr. Novak said there was a meeting between the Judge, Mr. Richardson and the Dubrasky's and they can't violate that. Mr. Lark said they didn't do anything. Mr. Novak said that Jeff Richardson made an Agreement with the Court over that entire situation and they don't have that document yet. Mr. Lark again said they haven't done anything. Mr. Novak told Mr. Lark that Mr. Lark didn't understand what he was saying. Mr. Novak said he is looking into doing more things they need to do as a Council, with that Judgment they need to make sure that they're covered, and Jeff Richardson not going out and doing something he shouldn't be doing. Mr. Lark said and he's not going to. Mr. Lark stated that was brought up at the Hearing, both the car and the trailer, thus the car has been removed and the trailer status is unknown.

Work Session Request to be held on the same day as the Regular Meeting with the Work Session one half hour before the Regular Meeting: Mr. Lark said that some places do that but with everything here tonight, this is beneficial because Sandy do this, Sandy do that, and for meeting a half an hour before how are we going to collect the additional information, and that is the purpose of having a meeting one week and then another the following week. Mr. Lark said Municipalities do it both ways and School Board's do it both ways, and he thinks they should keep it as it is because it gives them the benefit of additional research and also gives them the benefit of mulling over some issues. Mayor Curry said in her opinion she prefers the two meetings for that reason, she said not that she has a vote but if she has a tie breaking vote she likes to be informed and not make quick decisions. Mr. Williams said he prefers to do it the other way suggesting that you can do a log of it through one meeting. Mr. Williams said obviously they would have to be more prepared for less discussions, which he said some of the discussions were a little off topic. Mr. Williams said if they kept it streamlined it could be done in one week and spoke of those busy with other schedules. Mayor Curry and Council discussed further. Mayor Curry asked what would they do if there was an emergency. Mr. Novak said then they could call an Emergency Meeting and it could be literally three or four of them and to notify the public afterwards because that is how the law reads to his knowledge. Mr. Lark said that is not what the District Attorney says, that it has to be advertised. Mr. Novak said there are different situations there they still will have to advertise. Mr. Moyer stated he likes the idea of one meeting but also sees the benefit of the two. Mr. Moyer said once they get to the point of cutting the Work Session to a half hour to almost train themselves to be trained, for example everything they need they could have ready for the meeting, but I don't think we are at that point yet. Mr. Lark said case in point, it's 8:30 p.m. and we have been here since 6:30 p.m., that's two hours, so where is the half hour. Mr. Novak said that they are still learning so it's not that every month they are going to have two (2) hour meetings. Mayor Curry and Council discussed further. Mr. Lucich said for several months they could do that. Mr. Lucich said in January they usually don't have a lot going on, but once they get to September then they begin the Budget. Mr. Lucich said they could definitely cut down on some of them. Mr. Williams suggested as an example, that if they were to have a Work Session at the March meeting, to have that on the table. Mr. Lark said it will have to be advertised. Mr. Lark said they have advertised the meetings for the whole year. Mr. Williams said they haven't voted on that yet. Mr. Lark said that they have. Mr. Lark said when they looked at the calendar, they looked at the meetings for the year. Mr. Lark asked Ms. Ricci if they had set the meetings for the year. Ms. Ricci said she place an advertisement. Mr. Lucich said he doesn't know if it was actually voted on or not though. Ms. Ricci said that Mr. Lucich asked for this topic to be put on the Agendas. Mr. Williams suggested to table it for the next Council Meeting coming up this Tuesday. Mr. Lucich said he will go back to the Minutes for review.

Mr. Lucich said he wanted Council's opinion to be discussed on Tuesday as well, the forming of a Consolidation Committee, if anyone had pros or cons to talk about with the Shenango Township. Mr. Novak said once he reads the Study then he will have a better opinion. Mr. Lucich asked what Study. Mr. Novak questioned that he thought there was a Study being done. Mr. Lucich said that Study was for the Fire Department, not for the Municipalities. Mr. Lucich had a 300 plus page binder of information regarding consolidations with maps if anyone wanted to take a look at it. Mr. Lucich said he thinks they should put a Committee together so that they can start talking to see what they have to offer. Mayor Curry said she sees pros and cons to it and that she would need more information. Mr. Lucich said they aren't voting on anything, just to start a Committee. Mr. Moyer said he could see a Committee going just to see the research and to figure out answers with that, and then they can make a determination in time. Mayor Curry said she can see an informed decision would have to be made if and when the time comes. Mayor Curry asked if she would be a part of that. Mr. Lucich said that is a grey area since their Solicitor advises not to, but he talked to the Borough's Association and they have no formality or anything on it.

David Moyer requested a brief Executive Session after the meeting.

Ray Lucich mentioned a generator for emergencies. Eric Lucich said he was researching generators.

Eric Lucich would like to get quotes on roofing repairs due to leaks, possibly a seal on the roof.

Mr. Novak mentioned floor repairs in the storage area upstairs.

Adjournment @ 8:38 p.m.

Executive Session - Personnel