

## MINUTES WEST MIDDLESEX BOROUGH

### WORK SESSION

MARCH 9, 2022

6:30 p.m.

#### Call to Order

#### Pledge of Allegiance

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

**Others Present:** Sandra Ricci, Secretary/Treasurer, Bobby Cochran, Street Department Senior Laborer and Ray Lucich.

**Street Department Report:** Mr. Cochran presented the Street Department Report. Mr. Cochran discussed the Borough's Hogback area, explaining high water incidents causing the bank to erode. Mr. Cochran said at this point it could be a public danger. Mr. Cochran said that Shenango Township was with them when they walked the areas of Hogback and he doesn't know if they will be going in there with machines since they are also having issues there as well with suggestions on what they can do as to how the process would be for repairs for proper inspections. Mr. Cochran said he is waiting on more information. Mr. Cochran said he was told there are Grants for high water incident repairs like this where they would pay eighty (80%) percent and the Borough would only have to pay twenty (20%) percent of the costs. Mr. Cochran said when they go through the inspection it has to be passable. Mayor Curry asked until it was fixed, could they put up signs for safety purposes. Mr. Cochran said he could place cones there and also there are downed trees that also need to be pulled out. Mr. Novak said he could get more information and asked for DEP's contact information. Ms. Ricci provided two DEP Representative's phone numbers to Mr. Novak. Mr. Cochran spoke of cold patching and needed repairs for streets. Council discussed streets that need repaired. Mr. Cochran and Mr. Novak discussed PennDOT's responsibilities on state roads and ditches. Mayor Curry said she heard of complaints regarding School Street. Mr. Moyer said he went through School Street and it was horrible. Mr. Novak discussed Streets between O'Neill Coffee and the Golden Bear. Eric Lucich discussed Main Street to Garfield. Mr. Lark said they are all bad and explained the studies from the Engineers of the streets and alleys that need to be taken care of. Council discussed the price of materials and Mr. Novak said he would get quotes. Mr. Lark said the repairs should be what they can afford and that the Engineers would need to be contacted. Mr. Cochran discussed the roof repairs of other buildings in the area where Penn Ohio performed the work. Council and Mr. Cochran discussed further.

**Lillibridge Pump Station – Pump Purchase:** Mr. Cochran addressed the need for a pump for the Lillibridge Pump Station. Mr. Cochran said they would put the new pump in and keep the old one (since it is technically still working) as a back-up. Mr. Cochran explained if they run the old one until it dies and then put the new pump in, then they will not have a back-up pump to rely on.

**Assessment of Paving and Storm Sewer Projects:** Mr. Lark passed around a Memo from Mr. Kordes of GPI with information that he previously shared with him and Council from a Seminar that Mr. Lark attended in regards to the money from the American Rescue Act with allowable uses to make necessary improvements in water, sewer, storm water or broadband infrastructure. Mr. Lark said they will need storm sewers on Garfield Street Extension and to write that up separately, which they have done, and ran that by Solicitor Tesone which they have, and he is in agreement. Mr. Lark said this will move the process forward, which means that they will write it up as a separate bid item which means one company could bid Garfield Street Extension and the milling and the paving or some other company might just bid for the storm sewers. Mr. Lark said there will only be additional storm sewers on Garfield Street Extension. Mr. Lark said the other streets mentioned, School Street, New Street and part of Carbaugh Street will just be milling and paving. Mr. Lark said Attorney Tesone is in agreement, as a legal and proper way to do this. Mr. Lark further explained the bid processes. Mr. Lark said GPI can now write up the specifications since Attorney Tesone is in agreement as separate bids and they anticipate to have that done by the end of March. Mr. Lark said if they can do that by the end of March, then we can have that information here so that when we have our first meeting on the April 13<sup>th</sup> Work Session, we can then review it. Mr. Lark said then having reviewed it, the following meeting of Tuesday, April 19<sup>th</sup>, they can approve those specifications and advertise. Mr. Lark said GPI will also prepare what they think will be a fair price, it could be less, more, or the same so they have some guidance going into this. Mr. Lark explained that if they approved the advertisement on Tuesday, April 19<sup>th</sup>, then Ms. Ricci will contact the Herald that Friday the 22<sup>nd</sup> and put it in the paper so that it can run for three weeks, the week of April 24<sup>th</sup>, the week of May 1<sup>st</sup>, the week of May 8<sup>th</sup> and then hopefully they will get some bids and then on Tuesday, May 17<sup>th</sup> at the meeting they can open the bids and approve the bids.

**Tracks for Skid Steer:** Mr. Cochran quoted a price of approximately \$2,100.00 to \$\$2,600.00. Mr. Lucich asked the price of labor. Mr. Cochran said it would be a little under \$2,400.00 for just the tracks without labor and with labor \$2,800.00. Mr. Lucich asked if they would be comfortable putting it on and Mr. Cochran said he has never put them on before. Council discussed further.

**Mayor Stacey Curry as an added Signer on Checks:** Eric Lucich questioned why this was on the Agenda. Ms. Ricci said she spoke with Attorney Tesone about putting this subject on the Agenda so that there would be an extra person to sign checks in case she had difficulty getting checks signed. Mr. Lucich said his thoughts were that when Ms. Ricci went on vacation that Mayor Curry could handle the office. Eric Lucich said they can get Mayor Curry, himself, Mr. Moyer and Mr. Williams a key to the office and make sure the money and checks are locked up so they don't have to be bonded and they can go in and sign checks and leave them there and lock them back up. Mr. Moyer asked if that was an Agenda item and Eric Lucich said no. Ms. Ricci said she spoke with Jack, the Auditor at Black, Bashor and Porsch today and he said that anyone who would be in the office would have to be bonded. Eric Lucich said he talked with the Insurance Agent and he told him no. Ms. Ricci said that Jack said for Auditing purposes he would rather have everyone bonded. Eric Lucich said if the money is locked up, they don't have to be bonded and they have never been bonded. Mr. Lark said to ask Attorney Tesone. Mr. Novak agreed and to put it on the Agenda. Mayor Curry questioned her also signing checks and Ms. Ricci said in case she needed checks signed and was unable to obtain someone to sign. Mayor Curry asked if she was in the office for a week, would that mean she would have to be bonded. Eric Lucich said that yes, she would since she would have access to the cash box.

Eric Lucich said when Ms. Ricci goes on vacation or something happens to her since accidents happen, which he hopes they don't, that he would like to have someone with somewhat of a knowledge there. Mr. Moyer asked if the transfers of the keys would stay on the Agenda. Eric Lucich said no they don't need to and to just make note of that.

**FNB CD Rates for Fire Department Request: Three (3) months - .03 APR vs. Savings Account @ .13 APR (Savings Account yields higher interest rates than a Three (3) Month CD):** Mr. Novak said he talked with Adam Garrett about this and he will address it, but that it makes more sense to just leave it in the savings account. Ms. Ricci asked if they would rather leave it in the savings account. Eric Lucich said yes for now and that it should come directly from Adam Garrett.

Mr. Lark said he has the books that were rebound, the Ordinances from 1845 to 1930, the Ordinances from 1907 to 1912 and another book of Ordinances not dated in the front and then Minute Book 1 and Minute Book 2. Mr. Lark said they are done and the cost is \$736.00 which will be on the Agenda next week. Mr. Lark said those estimates are in line with what was previously quoted in October. Eric Lucich said they were already approved and Mr. Lark agreed. Mr. Novak suggested a great art piece on the wall in the meeting room in a display case as part of history. Mayor Curry also suggested the pictures that were on the wall before were also back on the wall so people could appreciate them. Mr. Lark and Eric Lucich agreed.

Mr. Novak said he is still waiting on a bid for the sign outside from a local contractor, but that online they are \$600.00 plus shipping. Mr. Novak said the contractor told him the wood has to cure for over a year before it can be painted, but if they had treated lumber, he's sure it would dry, but he still thinks it would be best to get it online. Mayor Curry said due to the price of wood, it would be cheaper to purchase online and more economical. Mr. Novak asked if Council would like to see a quote for the online purchase and shipping cost for the bulletin board.

Mr. Novak questioned if the EMA person is Mike Williams, Mr. Lucich said yes and asked if 911 has been notified. Mr. Moyer said he spoke with them a couple of weeks ago and there is going to be a new training/informational class for the Mayor and Mr. Williams to attend. Mayor Curry said she received an email for a virtual class. Mr. Novak said he knows he isn't the EMA Coordinator but he would like to have knowledge of that as well, so that he could potentially sit on it that as well on Emergency Management Planning. He said he would like to do so now that they're members and it is cheaper. Mr. Novak said he would reach out to the Borough's Association for information. Mr. Lucich said he should speak with Mike Williams. Mayor Curry said she was mistaken, it is in Lancaster at the Holiday Inn and is the only conference in the State of Pennsylvania exclusively for the Mayor's Office, dates are July 21 through July 24, 2022. Mayor Curry said there is something April 9<sup>th</sup> and June 11<sup>th</sup> but she's not sure if she's available for those, she may go to one of them.

Mr. Novak said they now have the television mounts and they were already voted upon at the last Council to purchase and that it was in the allowed allowance of that project. Mr. Novak said he spoke to Attorney Tesone and advised that \$100.00 was acceptable for that.

Mr. Lark spoke of the Liquid Fuels distribution. Ms. Ricci said she was notified and will present the paperwork at the Council Meeting next week and will also be emailing the information to everyone.

Mr. Lark mentioned the swimming pool fundraiser breakfast and appreciated everyone that was there to support it. Mr. Lark said it was a successful event and that Brian Foster is putting together some Proposals regarding what they might do in using some of the American Rescue Act money.

Mr. Lark said when he spoke with GPI regarding the Lillibridge Pump Station, they will prepare a Report with options. Mr. Lark explained further regarding deterioration of the pump house. Mr. Lark, Mr. Lucich and Mr. Novak discussed further.

Mayor Curry said she has been working on a Grant Application regarding the pool meeting and she said there is simply no way they can meet the deadline for this Grant because there is a lot of specifics needed. She said she would need to get a Community Board of random people together, have to do surveying of people in town, public meetings of what they would want to do vs. what they hope to see. Mayor Curry would like this on the Agenda since she is still working on it and moving forward, she would be allowed to continue to do that, to continue to write the Grant. Mr. Lark said they probably would stand a better chance of Grants through the County where the County has money from Act 13. Mr. Lark explained further. Mayor Curry said she and Mr. Foster would have two separate Grants and explained further along with fundraisers towards matching money.

Mayor Curry said the Women's Club will be having an Easter Egg Hunt April 2<sup>nd</sup> at 11:00 a.m. Mayor Curry said they will have a special needs children area one hour before the Easter Egg Hunt and they do not have Flyers made up yet. Mr. Novak said he will help pack eggs.

Mr. Novak said he would like to add to the Agenda to hire a Grant Writer for specific Grants that Council wants, to take the burden off of us. Mayor Curry said we tried that. Mr. Novak said the last Council tried that. Mr. Lark said it isn't in the Budget. Mr. Novak said it is in the Budget. Mr. Novak said he would further discuss that at a General Session Meeting.

Eric Lucich announced that Attorney Tesone said they can have an Executive Session this evening regarding Personnel Matters and to be added to the Agenda next week with another Personnel Meeting at well.

**Adjournment @ 7:38 p.m.**

**Executive Session - Personnel**

