

**West Wyoming Borough Council Minutes- April 13, 2020**

The monthly meeting of West Wyoming Borough was called to order by Chairman Gary Stavish via Zoom Cloud Video Communications software. Roll call was taken by Secretary Jill Lukesh and the following were in attendance: Chairman Stavish, Councilman Colarusso, Vice-Chairwoman Zaboloski, Councilman Dolan, Solicitor Linell Lukesh, Treasurer Kendzor, Engineer Amato and Secretary Lukesh. Police Chief Curtis Nocera was also present.

Absent were Councilman Grescavage and Mayor Herbert.

Chairman Stavish asked for a motion to approve last meeting's minutes. Motion made by Councilman Colarusso and seconded by Councilwoman Zaboloski. Voice vote all in favor. Motion carried.

**OLD BUSINESS - None.**

**Randy Colarusso - Public Facilities:** Councilman Colarusso called upon Treasurer Mark Kendzor for the reading of the Treasurer's Report. It is as follows:

**West Wyoming Borough  
Treasurer's Report  
As of April 12, 2020**

**CASH ACCOUNTS**

**COMBINED GENERAL, HIGHWAY  
AID AND SEWER FUNDS**

**GENERAL FUND**

ESSA BANK REFUSE	\$140,101.99	PLGIT	\$564,391.83
FNCB DEBT SERVICE ACCOUNT	\$5,679.71	ESSA	\$140,101.99
FNCB GENERAL ACCOUNT	\$364,584.51	M&T	\$176,131.58
FNCB PROPERTY PROCEEDS	\$68,003.09	FNCB	<u>\$873,961.34</u>
FNCB REFUSE ACCOUNT	\$300,416.10		\$1,754,586.74
PLGIT EARNED INCOME TAX	\$169,300.90		
PLGIT PAYROLL	\$4,263.22		
PLGIT GENERAL	<u>\$2,021.28</u>		
<b>TOTAL GENERAL FUND CHECKING/SAVINGS</b>	<b><u>\$1,054,370.80</u></b>		

**HIGHWAY AID FUND**

PLGIT	<u>\$203,114.94</u>
<b>TOTAL HIGHWAY CHECKING/SAVINGS</b>	<b><u>\$203,114.94</u></b>

**SEWER FUND**

M&T	\$176,131.58
FNCB SEWER OPERATING FUND	\$135,277.93
PLGIT SEWER CREDIT CARD	<u>\$185,691.49</u>
<b>TOTAL COMBINED CHECKING/SAVINGS</b>	<b><u>\$1,754,586.74</u></b>

Motion made by Councilman Colarusso and seconded by Vice-Chairwoman Zabolki to approve the reading of the Treasurer's Report. Voice vote all in favor. Motion carried.

Councilman Colarusso brought up the issues with the sewer on 6<sup>th</sup> St. Someone was mixing the dirt possibly to make topsoil. We did not hear back from Code Enforcement Officer Ken Shefler on this issue.

Councilman Colarusso reported there was a report of a wire down on Narrow St.

**Maureen Zabolki - Administration/Finance, Health and Sanitation:**

Councilwoman Zabolki asked Mike Amato if his firm can look into assessing the future sewer needs of the Borough, so that Council can determine what to charge the residents for the sewer maintenance fee starting next year.

Councilwoman Zabolki made the motion to have the Engineer prepare a sewer assessment for rate adjustments, seconded by Councilman Colarusso. Voice vote all in favor. Motion carried.

LSA Grant for West Wyoming Hose Co #1. The Hose Company is looking into replacing the heating system with the grant funds. They have obtained some proposals. We would like to look into getting the process started. Engineer Amato will assist with this process. Motion made by Councilwoman Zabolki to continue this process in accordance with the Procurement Act. Motion seconded by Councilman Colarusso. Voice vote all in favor. Motion carried.

Councilwoman Zabolki made a motion to appoint Jill Lukesh as the Open Records Officer, seconded by Councilman Colarusso. Voice vote all in favor. Motion carried.

Councilwoman Zabolki made a motion to pay all outstanding bills approved by the Finance Committee, seconded by Councilman Colarusso. Voice vote all in favor. Motion Carried.

Councilwoman Zabolki stated that the yard waste pick-up on April 13, 2020 was from 8<sup>th</sup> Street to the Exeter line. Yard waste pick-up for April 20, 2020 will be from Atherton Park section to 8<sup>th</sup> Street, but not including 8<sup>th</sup> Street.

As for trash payments, a list has been compiled by Ann Marie which shows which residents have not made their yearly trash payment. Those addresses will not have their waste collected until payment is made.

Document Shredding event is still on for September.

**Mike Amato – Engineer:**

Engineer Amato brought up the repairs for the Borough's roof. The roofing companies are considered non-essential businesses because of Covid-19 and aren't open. Repairs will have to wait.

**Michael Dolan – Public Safety / Code Enforcement:** Police Chief Nocera reported that for March, there were 80 incidents, 3 criminal arrests and 2 citations. The Borough can turn in receipts for disinfectant cleaning supplies and get reimbursed from FEMA during the Covid-19 pandemic. Clean Force One came in on April 8 2020 to sanitize the building and both police cruisers.

COVID-19: Three of the West Wyoming policemen were quarantined because of the virus. One of our officers tested positive.

FFCRA—Families First Coronavirus Response Act: A business has to cover the pay of employees with sick leave due to COVID-19.

Solicitor Lukesh has information about the appropriate response for the FFCRA regarding payment for the officer with COVID-19. We must look at the officer's pay for a 6-month period and average the number of hours. This will determine the number of hours to pay for the sick leave period. The information will be sent to payroll and will be processed.

A discussion followed about the police officers that had to be tested. Word is that all are doing well.

There was a discussion about work being done and it was not supposed to be done. A cease-and-desist order was issued for the business and the work was shut down because there was no permit.

Other work that is being done at another location is being reviewed.

**Linell Lukesh - Solicitor:** Solicitor Lukesh brought up the issue of residents with complaints about businesses already in the borough and new ones moving into the borough. The borough doesn't have records on all the businesses, which makes it hard to respond to complaints. A draft will be drawn up, so that every business would have to register with the borough.

Solicitor Lukesh recommends that we ask for the business name, what the business is, the EIN# , the owners' names and their contact information. If an already existing business wants to open another business, they would have to apply for another permit. It is also suggested a \$35.00 fee for a business to obtain a permit. The Borough will have to create new files for all the businesses both physical and electronic files. There will also be restrictions on these businesses—illegal activity and nuisances will not be permitted. It is also proposed that there will be no grandfathering in of any business. Home-based businesses should also be included in this ordinance.

Mike Amato recommended that the Business Permit Ordinance should be changed to a Business Registration Ordinance. Businesses would register their businesses then, instead of getting a permit.

Councilman Colarusso made a motion to place the Business Registration Ordinance on the table for 30-day review. Motion was seconded by Councilwoman Zboski. Voice vote all in favor. Motion carried.

**Adjournment:**

A motion made by Councilman Colarusso to adjourn and seconded by Councilman Dolan. Voice vote all in favor. Motion carried.