

## **West Wyoming Borough Council Meeting Minutes - January 11, 2021**

The monthly meeting of West Wyoming Borough was called to order by Chairman Stavish via Zoom Cloud Video Communications software. Roll call was taken by Councilwoman Zaboloski and the following were in attendance: Chairman Stavish, Vice-Chairwoman Zaboloski, Councilman Colarusso, Councilman Dolan, Councilman Skok, Mayor Herbert, Solicitor Linell Lukesh, Treasurer Kendzor, Engineer Amato.

Absent was Secretary Jill Lukesh and Councilman Randy Colarusso.

Also present were Tax Collector Bob Connors and Police Chief Curtis Nocera.

**OLD BUSINESS.** None.

### **Gary Stavish-Chairman-Personnel:**

Chairman Stavish asked about the sewer pump station grant. Engineer Amato said we may be seeing electronic documents. Engineer Mike Amato will handle the specs for the bid.

On behalf of Councilman Colarusso, who was absent, Chairman Stavish reported that the street department will pick up trees on Monday. That is the third and final round. Next week, we will also go over with DPW the plans for the renovation of the office upstairs in the Borough Building.

Motion made by Chairman Stavish to approve all outstanding bills approved by the finance committee. Second by Councilman Skok. Voice vote all in favor. Motion carried.

Councilman Colarusso reported to Chairman Stavish previously that Bob Connors was asking about collecting taxes. Consensus is that we will keep the Borough building closed over the next few months and collect taxes through the collection box outside the Borough Building.

Tax Collector Connors (who was present on the Zoom meeting) needed to know the outlook for collecting taxes for his information sheet, so he can turn the information in to the County, for the County municipal cycle.

There was also a discussion about the Borough phone system, which is causing problems with voicemail. Tax Collector Connors needs to know the phone number that residents can use to reach him. Chairman Stavish recommended a local firm that might be able to help.

Chairman Stavish asked if we can put a notice on Facebook about the two boxes outside the Borough Building.

A discussion occurred among all about the building permit fees proposed by Ken Shefler, who performs the inspections. Engineer Amato thought the fee schedule proposed was fair. The current fees are from 2017. It was agreed that the payment method would be changed back to the way that it used to be, and the inspector reports would need to be turned into the Borough on a regular basis. There is a separate invoice that Mr. Shefler submits to be paid for ordinance/code enforcement. The permit fees will be submitted to the Borough and we will pay Mr. Shefler in increments, as long as reports are submitted in a timely manner and inspections are made. Full payment will be made when the inspections are done. A letter will be sent to Mr. Shefler outlining the revised procedures and that the Borough is willing to do an increase of permit fees of 10%.

Chairman Stavish had some complaints from Washington Avenue. There is a black pickup truck, who owner lives on Shoemaker Avenue, coming out to the pump station onto Washington Avenue. Some of the property is not our property. It belongs to Cooke; he bought the old railroad bed.

Chairman Stavish said a car is parked on E. Sperling Street and was not moved and was plowed in during the storm. Chief Nocera will look into the matter.

**COMMITTEE REPORTS**

**Maureen Zaboski: Vice-Chair - Administration/Finance, Health and Sanitation:** Councilwoman Zaboski called upon Treasurer Kendzor for the reading of the Treasurer’s report. It is as follows:

**WEST WYOMING BOROUGH  
TREASURER’S REPORT  
As of January 10, 2021**

**CASH ACCOUNTS**

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

<b>GENERAL FUND</b>			
* ESSA BANK	\$148,573.81	PLGIT	\$908,242.01
* FNCB DEBT SERVICE ACCOUNT	\$5,679.71	ESSA	\$148,573.81
* FNCB GENERAL ACCOUNT	\$135, 554.29	M&T	\$301,693.25
* FNCB PROPERTY PROCEEDS	\$50,204.93	FNCB	<u>\$552,583.09</u>
* FNCB REFUSE ACCOUNT	\$253,073.53		<u><u>\$1,911,092.16</u></u>
* PLGIT EARNED INCOME TAX	\$405,782.83		
* PLGIT PAYROLL	\$2,445.99		
* PLGIT GENERAL	<u>\$2,634.99</u>		
<b>TOTAL GENERAL FUND CHECKING/SAVINGS</b>	<u><b>\$1,003,950.08</b></u>		
<b>HIGHWAY AID FUND</b>			
* PLGIT	<u>\$260,800.18</u>		
<b>TOTAL HIGHWAY CHECKING/SAVINGS</b>	<u><b>\$260,800.18</b></u>		
<b>SEWER FUND</b>			
* M&T	\$301,693.25		
* FNCB SEWER OPERATING FUND	\$108,070.63		
* PLGIT SEWER CREDIT CARD	<u>\$236,578.02</u>		
<b>TOTAL SEWER FUND CHECKING/SAVINGS</b>	<u><b>\$646,341.90</b></u>		
<b>TOTAL COMBINED CHECKING/SAVINGS</b>	<u><b>\$1,911,092.16</b></u>		

*\*Unreconciled Balances*

Motion made by Councilwoman Zaboski and seconded by Councilman Dolan to approve the reading of the Treasurer's report. Voice vote all in favor. Motion carried.

Motion made By Councilwoman Zaboski to transfer \$405,783 from PLGIT EIT to FNCB General. Seconded by Councilman Dolan. Voice vote all in favor. Motion carried.

**Dan Skok: Community Development:**

The total for building permits for this past was \$53,160 for construction work.

There were two more recent complaints. Mike Dolan and Ken Shefler will go over those when the time comes. There is a structure on Lincoln Ave were a tree collapsed onto the property. There is also a complaint about Cooper Hill.

**Mike Dolan: Public Safety /Code Enforcement**

There was no Emergency Services report submitted for this month.

Things are quiet, as far as Code Enforcement is concerned.

The Police Chief, since he is present, can make his report.

**Police Chief:**

Chief Nocera reported: Car 2 needs a new windshield wiper hose. Arrangements were made to take care of the issue.

There was an update on the new cruiser – it is pushed back to April.

The Police Regionalization Survey was completed and will be sent to the state.

Call volumes are down for the year due to COVID. Cleaning with the fogger and disinfectant is done once a week on first floor and in the cruisers.

There was a question about the curb at the back of Borough on Holden Street which used to be painted yellow. Yes, there was a yellow curb. A one way sign also needs to be replaced at that location.

A stop sign on Hamilton and Evergreen needs to be replaced.

No Parking signs need to be replaced. Zaboski said the signs can be purchased through Highway Aid.

Chairman Stavish said that DPW will do the signs and the cleaning with the fogger in the building.

There are some issues with parking on the Ensign Street area, near Washington Street.

Chief Nocera was able to fill the entire schedule with our police officers this month.

The Mayor said that the Police Chief is now the proud father of a new baby girl. Congratulations to the family!

**Mike Amato – Engineer:**

We already spoke about the pump station grant.

There was a proposal for about \$10,000 for the Brady Street repairs. Still need more proposals to be submitted.

Also, we are looking for two more catch basins to repair.

**Linell Lukesh – Solicitor:**

Solicitor Lukesh asked if we can confirm that we advertised that residents could submit questions to the Borough Clerk. Yes, the notice did say send questions to Borough Clerk on the Facebook notice. However, it did say Borough Administrator in the newspaper – but that was before we knew the Administrator had COVID.

Solicitor Lukesh asked if we notified WWSA of the new sewer maintenance rates. Yes, we did do that a few months ago, per WWSA request.

As for the sewer claims: they have not found any negligence on the part of the Borough. The adjusters said they would send out communication to Mr. Simms (claim amount \$10,000) and Mr. DiLeo (claim amount 26,000).

There will be an executive session relating to legal matters.

We are going to put out request for proposals for Borough insurance, hopefully, before February. We are disappointed in the coverage for the sewer claims. We hope to get more competitive bids for those areas.

Solicitor Lukesh also reported that there are some questions she is handling on sewer liens for properties to satisfy those liens.

**Mayor Herbert:**

Police Report: 72 calls for the month, (3) citations, (3) burglary, (3) thefts, (2) frauds, (2) Harassment, 1 domestic, (2) Criminal mischiefs, (6) MVA, (1) Animal call, (5) Police Service, Misc (4), (19) EMS assists, (3) Fire Department, (10) Other Police Departments.

Yearly Total: 895 Total Calls from January 2020 to today. 13 Arrest Warrants, 60 Citations.

**Bob Connors - Tax Collector:** Since the Borough Administrator is currently out with COVID-19, can Councilwoman Zaboski sign the yearly real estate report for the Borough? Yes, arrangements will be made to sign the report.

Chairman Stavish reported on a complaint at 1540 Shoemaker Avenue. The snow that was plowed was pushed into the property. That will be corrected for the next storm. We will push the snow into the Borough property that is near there. We do not own the Cooke property behind Shoemaker, so we cannot plow back there.

Engineer Amato spoke of a rotted storm pipe on Cooper Hill. The issue will be looked into by DPW and Councilman Colarusso.

**Citizens Participation:**

Chairman Stavish noted that citizens are now asked to submit questions in writing to Council before the Council Meetings because last month a resident was on the Zoom call and gave a fake name and fake address and used inappropriate language.

**Executive Session:** Council went into Executive session to discuss legal matters.

Motion made by Councilman Dolan and seconded by Councilwoman Zabolski to adjourn. Voice vote all in favor. Motion carried.