

Minutes for the West Kittanning Borough Council meeting held Monday, November 2, 2020 at 6:30pm at the West Kittanning Municipal building.

Present: Henry Mores, President	Vince Cappo	Absent: Andrew Sacco, Solicitor
Bob Venesky	Mickey Langham	Bernie Bowser, Jr. Vice President
Jim Sobiski	Clyde Kline, Mayor	Paula Henry

The meeting was opened with the pledge of allegiance.

Public Comment:

Pastor Larry Edwards (Grace Brethren Church) asked for permission to hold the annual VANquish hunger program as they have done the past several years. On November 16th from 9:00 – 11:45am, they will be distributing bags to homes in the neighborhood to be filled with donations for the local food bank. Residents are to fill the bags and leave them on their porches to be picked up November 23rd between 9:00 – 11:45am. All of council gave their permission. Pastor Edwards thanked them for their continued support.

There was a motion by Councilperson Langham to approve the minutes from October’s meeting with a 2nd by Councilperson Cappo. All were in favor and the minutes were approved.

Mayor’s Report:

The police report for October was read aloud by Officer Pitzer. There were 18 traffic citations and 3 written warnings. There were 2 disorderly conduct charges – one related to narcotics and one retail theft. A stolen vehicle from Georgia was located and the suspect was apprehended. Officers initiated an investigation into a sexual assault that occurred approx. 35 years ago. Officers area also investigating an underage sexting crime. There were misdemeanor drug charges filed on a now-former resident of Northern Avenue.

Committee Reports:

Public Works: Councilperson Cappo said there are currently no major issues. Gary Good is working on traffic lights. Rick Cogley made all the one-call phone calls for installing the new signs. The handicapped parking sign for the 8’ wide parking space was taken down. There is still an 11’ wide parking space and a 5’ wide loading area and that is all that is required by law. Councilperson Cappo confirmed this with Senate Engineering.

Pat Ritrosky, who permits the borough to dump their leaves on his property for his compost pile, offered to purchase a leaf vacuum and store it at the borough garage for borough use. It would be the type that is hauled behind a truck. Residents would only have to rake their leaves to the edge of their yard and the street dept would come by and suck them up. The only cost to the borough would be the expense of building a wooden box to put in the dump bed to contain the leaves. Councilperson Venesky suggested the solicitor review the proposed arrangement and draft an agreement for both parties to sign. All of council was in agreement.

Councilperson Venesky said Gary Good does a lot of work on the borough vehicles, which saves a lot of money, and he wanted to thank him publicly. All of council thanked him, as well.

Finance/Insurance: Councilperson Langham mentioned the invoice on the bill list for \$156 to Lorrie Greiner. It is for extra work performed by the auditor in compliance with new DCED & GAAP regulations pertaining to COVID. Secretary Hileman mentioned the 2019 audit has been filed with the DCED. She will send a copy to all council members.

Councilperson Langham suggested the capacity for rental of the community room be revised, due to the current pandemic. There was recently a dinner with 30-40 people in attendance and the room was very crowded. The occupancy permit lists a max of 100 people and the rental agreement lists a max of 50 people. Council agreed that the capacity be limited to 25 people, which is 50% of the capacity listed on the rental agreement, as long as the pandemic continues.

Special Projects: Councilperson Cappo said the street dept checked out the posts for the Keystone markers. The posts are too heavily concreted to be removed so they will grind the lip off the one side and make one on the other side to correctly display the signs.

Crime Watch: Councilperson Langham said the 4 existing crime watch signs are in bad shape. Rick Cogley is ordering new ones and the crime watch committee will reimburse the borough for the cost.

Councilperson Langham said folks seemed to like having trick-or-treat during the day. There were quite a few kids. Maybe next year, we coordinate with other municipalities to hold it at the same day/time.

Council entered executive session at 6:51pm to discuss personnel and building matters. The meeting reconvened at 7:19pm.

Unfinished Business:

Councilperson Sobiski asked about the status of getting a light to illuminate the flag in front of the building. President Mores said he cleaned the sensor of the existing light so that it would come on and not be affected by the street light. Councilperson Cappo said he checked it and it is lit up.

New Business:

Councilperson Langham made a motion to give Frank Pitzer, Rick Cogley and Gary Good each 5, 8-hour PTO days per year, effective 1/1/2021. The days will not carry over if they are unused and will not be paid out if the employee quits or is terminated. There was a 2nd by Councilperson Cappo. All were in favor and the motion carried.

Secretary Hileman discussed the proposed 2021 budgets for the general fund and the liquid fuels fund. She met with the finance committee to discuss the budgets in greater detail. Included in the general fund budget is a 3% salary increase and normal increases in utilities and insurances. There is no increase in the tax millage thanks, in part, to the savings realized from shifting the payment of some of the fire department's insurances. There was a motion by Councilperson Cappo to advertise the proposed budget in the newspaper and hang a copy in the bulletin board on the front of the building. There was a 2nd by Councilperson Langham. All were in favor and the motion carried.

Councilperson Langham approached Attorney Ty Heller about the possibility of his firm acting as the borough's solicitor for 2021. Mr. Heller agreed and said if he could not attend a meeting, he could send his associate, Andrew Cypher, or we could convene a special meeting. Their retainer would be \$400, the hourly fee is \$125 and they would not charge for phone calls. There was discussion by council. Councilperson Langham made a motion to appoint Mechling & Heller as the solicitor for the borough for 2021 with a \$400 retainer and hourly fee of \$125. There was a 2nd by Councilperson Venesky. All were in favor and the motion carried.

Councilperson Sobiski asked when the new emails would be used. Secretary Hileman said they are already active and can be used. She thought possibly once the website is live, the borough email can be used exclusively. She is open to suggestions from council.

Councilperson Cappo explained the cost of the additional paving on Pine Hill Road is not permitted to come from the liquid fuels fund. The total - \$9,926.40 – is on the bills list for approval to be paid from the general fund. Councilperson Cappo looked into renting a SealMaster tar buggy to seal cracks in the roads. It would be good preventative maintenance, especially with winter coming. The cost for a 3-day rental with one pallet of tar (which will cover approximately 2,500 linear feet) is between \$2,300 - \$2,500. It runs on propane, which is included in the rental charge. The only cost might be for a truckload of sand to cover the sealed cracks. Councilperson checked and this expense can be paid from the liquid fuels fund. We would not be charged for any days that it's rented and it rains. There was a motion by Councilperson Cappo to rent the SealMaster tar buggy for 3-days with the conditions described above. There was a 2nd by Councilperson Langham. All were in favor and the motion carried.

There was a motion by Councilperson Langham to pay October's bills with a 2nd by Councilperson Sobiski. All were in favor and the motion carried.

Letters to be Read:

President Mores received a letter from the WHAWPCA, which was read aloud by Secretary Hileman. They are asking Council to fill an upcoming vacancy on their board of directors. It would be a 5-year term, to commence on January 5, 2021. Board meetings are held the fourth Tuesday of each month at 6:00pm in the Authority treatment plant office building. The individual must be a resident of West Kittanning Borough. Anyone who is interested should submit a letter of interest by December 4, 2020.

On a motion by Councilperson Langham, seconded by Councilperson Venesky and carried unanimously, the meeting was adjourned at 7:54pm.

Respectfully submitted,

Carly J. Hileman
Secretary/Treasurer/RTKO