

Minutes for the West Kittanning Borough Council meeting held Monday, March 1, 2021 at 6:30pm at the municipal building at 229 Arthur Street.

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

Absent: Paula Henry

The meeting was opened with the pledge of allegiance.

Public Comment:

None

There was a motion by Councilperson Sobiski to approve the minutes from February's meeting with a 2nd by Councilperson Venesky. All were in favor and the minutes were approved.

Mayor's Report:

The police report for February was read aloud by Officer Pitzer. There were 9 traffic citations and 4 warnings; all of which were stop sign violations as they have been cracking down on those. There were 2 disorderly conduct citations issued in reference to marijuana possession. The police department has received 4 complaints about a loose dog on the corner of Bluff Street and Central Avenue. If anyone encounters a black labradoodle in that area, please contact the police or the dog warden. Right now, the police cannot file charges without a victim coming forward to press charges. If they receive one more complaint, however, they can and will pursue further action. Councilperson Sobiski asked what the jet packs are and Officer Pitzer explained that they are portable internet hot spots. He also said they don't have a need for them because they are able to access the internet on their cell phones. Councilperson Cappo said the contract for the cell phones and jet packs is up in May and he would like to get rid of the jet packs at that time.

Committee Reports:

Buildings: Councilperson Venesky said the toilet in the ladies' room had been running, unsure of how long, but the public works guys fixed it today. They also got the keys to be able to turn off the water. Councilperson Langham got prices for new blinds for 5 windows in the building. They are all 24" x 36". The white blinds are \$27.00 and the brown blinds are \$58.00 apiece. Councilperson Cappo suggested getting ones that are 1" at the top so they will fit in the brackets that are already in place. Councilperson Cappo made a motion for Councilperson Langham to purchase 5 blinds from Home Depot and be reimbursed from the general fund. There was a 2nd by Councilperson Venesky. All were in favor and the motion carried.

Police: Officer Pitzer recently backed into a parked vehicle with the Ford Explorer while responding to a call. The incident was submitted to the insurance and a repair estimate of \$1,771.93 was received from Reesman's Body Shop. The borough will only be responsible for the \$500 deductible. While the vehicle was being checked out, they noticed that the hood is starting to corrode. With the vehicle being a 2017 with under 16,000 miles, Councilperson Cappo suggested we get the hood fixed at the same time as the collision damage. Reesman's provided a quote of \$541.00 to repair the hood. There was a motion by Councilperson Cappo to have Reesman's Body Shop repair the collision damage and the hood of the police Ford Explorer. There was a 2nd by Councilperson Langham. All were in favor and the motion carried.

Finance/Insurance: Secretary Hileman said she is interested in participating in a Quickbooks training session. She found some upcoming one-day trainings offered for \$149. There was a motion by Vice President Bowser to permit Secretary Hileman to participate in Quickbooks training. There was a 2nd by Councilperson Cappo. All were in favor and the motion carried. Councilperson Langham got a \$200 pre-paid debit card for the public works department with the scrap money. Councilperson Venesky would like to explore the option of getting a new time clock; one that you use a thumb print for or a swipe card. He said the current time clock is very out of date and

causes a lot of paperwork. He will look into some options and present them at the next meeting. Ideally, there would be one clock stationed in the garage for all the employees to use. Councilperson Langham said Rick Cogley's winter layoff is currently figured into his wages budgeted but the finance committee would like his full year's salary to be budgeted next year. Councilperson Langham said the website is not up to date. Secretary Hileman just recently sent in the current minutes to be added to the site. She also added the piece about home trash removal being the homeowner's responsibility. Councilperson Cappel asked if the new email address were going to start being used exclusively. Secretary Hileman said there is another program that can be used to run the email; it is much more user friendly than the version given by Quandarymat. She will work on getting it set up and disseminating that information to council. Councilperson Langham spoke with local CAP, Laura Wyant, about possibly performing the borough's audit next year. She charges \$65/hour. She handles audits for a few local municipalities. She said the DCED annual audit report may take her 5 hours to complete.

Public Works: Councilperson Cappel said we have been going through a lot of salt but hopefully we are nearing the end of the winter season.

Unfinished Business:

None

Council entered executive session at 6:55pm to discuss personnel matters. The meeting resumed at 7:20pm.

New Business:

Our Feral Friends will be holding a spay and neuter clinic for cats only at the West Kittanning fire hall on April 29, 2021. The cost is \$70 and includes spay or neuter surgery, rabies vaccine, FVRCP vaccine, ear mite treatment and flea treatment. All cats must be in carriers and feral cats must be in traps. You must call or text (724) 679-2422 to register and pre-pay.

Councilperson Sobiski questioned the items listed under the receipts for \$15 apiece. Secretary Hileman said they were payments for lien letters. She usually groups them all together but this time she separated them. There was a motion by Councilperson Langham to pay February's bills with a 2nd by Vice President Bowser. All were in favor and the motion carried.

Letters to be Read:

None

On a motion by Councilperson Langham, seconded by Councilperson Sobiski and carried unanimously, the meeting was adjourned at 7:25pm.

Respectfully submitted,

Carly J. Hileman
Secretary/Treasurer/RTKO