Minutes for the West Kittanning Borough Council meeting held Monday, December 4, 2023 at 6:30pm at the municipal building at 229 Arthur Street.

**Present:** Henry Mores, President Kevin Hetrick **Absent:** Jake Martin

 Vince Cappo, Vice President Bob Venesky

 Bernie Bowser, Jr. Jim Sobiski

 Mickey Langham, Mayor

The meeting was opened with the pledge of allegiance.

Public Comment:

Mia Airgood (HAVIN) was present to discuss the wide array of services offered by HAVIN, including a shelter, assistance with obtaining a PFA, advocacy and much more. They are the only facility of their kind in Armstrong County. Their office is manned 24/7. Ms. Airgood has visited all of the municipalities in the county to spread awareness of the facility and what they offer.

There was a motion by Councilperson Bowser to approve the minutes from the November 6th regular meeting with a 2nd by Vice President Cappo. All were in favor and the motion carried.

There was a motion by Councilperson Hetrick to approve the minutes from the November 29th special meeting with a 2nd by Councilperson Bowser. All were in favor and the motion carried.

Mayor’s Report:

Lieutenant Pitzer read aloud the police report for the month of November. There were 6 traffic incidents, 2 medical assists and 2 assists to other departments. He said they recently had their PCCD audit and received 100% for the 3rd year in a row. The investigation for the burglary at Jeff Westwood’s apartment is at a standstill because the DA has still not yet signed off on the warrant to arrest the suspect. The charges were filed in July and items stolen total around $20,000. Lieutenant Pitzer would like to have the mayor send a letter to the DA requesting action on this case. Mr. Westwood has since passed away, also.

Secretary Hileman said the laptop for the police vehicle has been ordered and should be delivered soon. Bevington Technologies will set it up.

Committee Reports:

Buildings: Councilperson Sobiski said there are several lights burnt out around the borough building. Vice President Cappo said the guys will take a look around. President Mores said there is a major leak in the garage roof. If it worsens and if they find someone to fix it, we may need to hold a special meeting to approve the work.

Public Works: Vice President Cappo said the guys are ready for winter. They are done picking up leaves and returned the leaf vacuum and box to Pat Ritrosky. They will be picking up Christmas trees. The new truck will be getting a front set of tires put on this Friday. President Mores commended the workers for always doing a good job and for performing work on the vehicles that saves the borough money.

Finance/Insurance: Vice President Cappo said the committee reviewed the bills and everything looks good. He also said the 2024 budget is ready to be adopted. There have been no changes since it was proposed.

Personnel: Vice President Cappo said they are waiting to hear back from RJ Hartman about his physical.

Special Projects: Councilperson Hetrick gave an update about the playground project. We are waiting to get some information to upload to the portal and then we will be as current as possible for now.

Police: Mayor Langham said there were a lot of positive comments about trick-or-treat being on a Saturday afternoon.

Crime Watch: Mayor Langham said the committee is working to update the “Now You Know” publication.

EMC: Vice President Cappo said Eric Kunkle is currently working out of town. He said the fire department has had 196 calls, year to date.

Unfinished Business:

Secretary Hileman presented a resolution to fix the tax rate for 2024 at 9.25 mills. This is required by Borough code. There was a motion by Councilperson Bowser to adopt the resolution with a 2nd by Councilperson Hetrick. All were in favor and the motion carried.

Secretary Hileman said there have been no changes to the 2024 budget as it was proposed. It has been advertised and posted, as required by borough code. There was a motion by Vice President Cappo to adopt the 2024 budget with a 2nd by Councilperson Sobiski. All were in favor and the motion carried.

There was some discussion about the 911 address sign ordinance. There was never a deadline set by which residents must post the sign on their home. The kits for the numbers are available at Walmart. There was a motion by Councilperson Hetrick to give residents until July 1, 2024 to post the required address signage on their home. There was a 2nd by Vice President Cappo. All were in favor and the motion carried.

There was some discussion about a possible donation to the PA Preparedness Education Network (PPEN). Vice President Cappo said they are doing some fundraising activities and he has not yet collected any information about what, if any, donations they’ve received from other municipalities. Councilperson Bowser would like a member of the organization to come to a meeting and Mayor Langham said she will contact Ruth Wible, one of the folks in charge of the organization.

New Business:

Secretary Hileman presented a resolution to appoint Charlton Law as the borough’s Solicitor for 2024. Vice President Cappo and Mayor Langham met with Attorney Brian Farrington a few weeks ago to discuss his serving the borough as solicitor. Their fee is $185/hour for attorney work and $75/hour for any legal assistants’ time. There was a motion by Councilperson Bowser to adopt the resolution appointing Charlton Law as the borough’s solicitor for 2024. There was a 2nd by Councilperson Hetrick. All were in favor and the motion carried.

Secretary Hileman presented a resolution to appoint Wyant Accounting as the borough’s independent auditor for 2024. She spoke with Laura Wyant and she did raise her fee from $65/hour to $75/hour. There was a motion by Councilperson Bowser to adopt the resolution appointing Wyant Accounting as the borough’s independent auditor for 2024. There was a 2nd by Vice President Cappo. All were in favor and the motion carried.

There was a motion by Vice President Cappo to pay the dues of $50 to become a member of the Association of Mayors of the Boroughs of Pennsylvania. The borough has not been a member since 2019. There was a 2nd by Councilperson Hetrick. All were in favor and the motion carried.

Vice President Cappo said the motor is bad on the current impact wrench. He obtained a quote of $499 to purchase a new one from Ace Hardware. He made a motion to purchase a new ½” impact wrench from Ace Hardware for $499. There was a 2nd by Councilperson Bowser. All were in favor and the motion carried.

Vice President Cappo made a motion to pay Secretary Hileman a $400 bonus for the extra work she’s done with the budget, special meetings and grant administration. There was a 2nd by Councilperson Venesky. All were in favor and the motion carried. Secretary Hileman expressed her sincere gratitude.

There was a motion by Councilperson Bowser to pay November’s bills with a 2nd by Vice President Cappo. All were in favor and the motion carried.

Letters to be Read:

None

As this is Jim Sobiski’s last meeting, all of council thanked him for his service over the years.

Mayor Langham wanted to add some clarification toward an article that ran in the leader times recently. It said that council approached Kittanning Borough about providing police coverage to the borough. It was not council as a whole that approached Kittanning Borough, it was one council member specifically.

On a motion by Councilperson Sobiski, seconded by Councilperson Hetrick and carried unanimously, the meeting adjourned at 7:14pm.

Respectfully submitted,

Carly J. Hileman

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Carly J. Hileman, Secretary/Treasurer/RTKO