

Waterford Borough

Meeting Minutes – February 4, 2019

Opening

President Tim E. LaFlamme called the meeting to order at 7:03 pm followed by the Pledge of Allegiance, Invocation.

Council Members Present

Tim E. LaFlamme, Tim Williams, Judy Cline, Kevin Gardner, Garry Sargent, Jeff Smith and Tim (TJ) LaFlamme. Also in attendance Mayor Justin Blose, Solicitor Ed Betza and Secretary Stacy Mattson.

Others in Attendance

Beth Weldon

Public Comment

Beth Weldon discussed back-in parking with relation to mobility issues.

Minutes

Tim (TJ) LaFlamme motioned to accept the January 7, 2019 minutes as presented. Garry Sargent seconded the motion. All in favor, motion passed.

Bills

Jeff Smith motioned to pay the bills as presented, with the notation that Mitchell Surveying will be paid from Liquid Fuels. Judy Cline seconded the motion. All in favor, motion passed.

President's Report

Tim E. LaFlamme discussed the fact that Monahan & Monahan is no longer able to do our annual audit. The last 2 years, we have been charged \$1,550.00. Our Budget is \$1,600.00. Stacy is looking at more accounting firms. So far, the estimates range from \$3,200.00 to \$6,300.00.

Tim E. then discussed the Carm Bonito Field project. Kevin Gardner made a motion to approve the Storm Water Management Plan submitted by the Fort LeBoeuf School District, contingent upon the receipt of the Erosion and Sediment Control Plan, NPDES approval, signed Operation and Maintenance Agreement, and acceptable Financial Guarantee. Garry Sargent seconded the motion. All in favor, motion passed. Kevin Gardner made a motion to authorize the President and Secretary to sign the Operation and Maintenance Agreement on behalf of Waterford Borough. Judy Cline seconded the motion. All in favor, motion passed.

Tim E. then discussed letters received from Waterford Municipal Authority recommending Richard Freeburg and Norman Rosenthal II to another 5 year term, expiring December 31, 2023. Kevin Gardner made a motion to re-appoint Richard Freeburg to a five year term, expiring December 31, 2023. Jeff Smith seconded the motion. All in favor, motion passed. Judy Cline mad a motion to re-appoint Norman Rosenthal II to another 5 year term, expiring December

31, 2023. Tim Williams seconded the motion. All in favor, motion passed. Tim E. discussed the culvert replacement at 6th & Circuit Streets. Tim E. researched and it is our responsibility to pay for the culvert and Waterford Township will put it in. Tim (TJ) motioned to purchase the culvert pipe, from liquid fuels, at a cost of up to \$750.00 with Waterford Township to install. Garry Sargent seconded the motion. All in favor, motion passed. Tim E. mentioned a seminar he attended on January 17th, pertaining to a National Flood Insurance program, pertaining to flood zones. Tim E. noted that what he took away from the seminar was that this mostly pertains to high river waters, such as the Susquehanna River. Tim E. discussed the Waterford Public Library and their desire to have a locking showcase in the foyer for their flyers, etc. Judy Cline motioned to buy a locking showcase for the Library at a price up to \$150.00. Tim (TJ) LaFlamme seconded the motion. All in favor, motion passed. Tim E. discussed meeting with the Library Board, along with Tim (TJ) LaFlamme and Judy Cline. Tim discussed how the Library gets credit from the State for utilities paid by the Borough. Tim stated 59% of the cost of electric is attributed to the Library and the heating would be 50%. This results in an \$800 increase in costs incurred by the Library for credit for the State report. Tim is inquiring into getting credit for Hazard insurance paid and is waiting to hear back. Tim also discussed the storage room, with Borough information being stored with no locks on cabinets. Tim would like us to get locks for the 2 cabinets at about \$30 each, a coat of paint on the floor, additional lighting and shelving, which will cost about \$400.00. Tim asked that we approve up to \$550.00 to update the storage room. Tim would like to see the Library store things in the storage room that they don't use very often and the rest kept in the Library area. Judy motioned to spend up to \$550.00 to revamp the storage area. Tim (TJ) LaFlamme seconded the motion. All in favor, motion carried. Tim mentioned the Secretary's Report and asked that any suggestions and/or requests of anything they would like included in the report be forwarded to the secretary. Judy asked if the Bank balances could be read out loud. Tim read the balances as follows: General Fund \$203,341.99, Liquid Fuels \$36,122.46, Savings \$100,166.56, Bridge Reserve \$71,115.51. Liquid Fuels to be paid this year \$66,352.00. This will mean about \$99,000.00 for Liquid Fuels, which can be spent on street repairs. This brings a total on hand of \$410,746.52 for the Borough. Tim noted that Judy has been looking into Health Insurance and will continue to do so.

Mayor's Report

Mayor Justin Blose discussed the camper on W. 2nd St. which has been moved. If it is moved back, we'll take another look at it. Justin is also still working on the property on West 4th St. and looking to have it boarded up, while following code. Justin stated he has received lots of compliments from teachers, etc. on the plowing. Justin stated that he had a complaint about lighting on 9th and Cherry St. Tim E. mentioned upgrading our street lights to LED and noted that he found two grants that he believes we are eligible for. He is now working on getting costs to upgrade. Tim stated we have 191 street lights. Justin mentioned the parking at the Elementary School and that they are working on solutions.

Streets Report

Vice-President Tim Williams mentioned that the "daylighting" of Circuit St. has been completed. Tim received one quote for the north side of Circuit St. Garry is working on this. Tim Williams

motioned to put the signs back up by Kim's Diner for the odd/even parking for the winter months ending on April 15th. Garry Sargent seconded the motion. All in favor, motion carried. Discussion was held about if there was ever a stop sign at N. Chestnut and Circuit. It was decided that it should be an all-way stop. Tim will double check on this to see if there was an ordinance stating a stop sign should be there and then install one. President Tim E. LaFlamme discussed the fact that Tim Williams is stepping down as Chairman of Streets. Garry Sargent has agreed to be Chairman of Streets. Tim Williams is no longer on the Streets Committee, Tim (TJ) has been appointed to the Streets Committee, along with Kevin and Garry. Garry Sargent mentioned that someone has asked that East 2nd St. Alley be one-way by the Pour House Pub and Carini's. Garry will look into this.

Personnel

Tim (TJ) LaFlamme discussed an Employee Review Form that he drafted. He would like to implement employee reviews. Jeff Smith motioned to add an employee review to the employee handbook as presented. Judy Cline seconded the motion. All in favor, motion carried.

Tim (TJ) LaFlamme read an email received from David Senger resigning from the duty of Zoning. Tim E. LaFlamme stated his advice to council is that you resign the entire position or none of it. He was hired to do a certain job, it is part of the job and you can't resign from it. Tim E. stated he had Dave cease writing and sending Zoning violation letters as the letters were not meeting the basic criteria called for in the zoning ordinance. All letters require 3 things: 1) explain the part of the code that is being violated 2) What you can do to rectify it and 3) Explain your rights to appeal and how to appeal it. Ed mentioned that there has not been any zoning ordinance changes in at least seven years. Tim E. stated that since the Borough Code was only recently codified it supports that the online zoning is current. Kevin Gardner questioned if zoning was added to Dave's job description after he started. Zoning was added when Scott Greggs and Craig Gray were on streets. Justin stated zoning pay was added to that job before Dave started here, therefore, the elevated pay rate.

Tim (TJ) mentioned that he would like to see more attendance at the ECAB (Erie County Association of Boroughs) dinners. TJ thinks it is a great connection. The next dinner is Thursday, April 18th.

Judy Cline motioned to adjourn the meeting, Tim (TJ) LaFlamme seconded the motion. All in favor, meeting adjourned at 8:02 pm.