

Borough of Waterford Council

Meeting Minutes -February 1, 2016

Opening

Council President Jeff Horneman called the meeting to order at 7:02 pm followed by the Pledge of Allegiance and the Lord's Prayer.

Council Members Present

Jeff Horneman, Harry Latta, Judy Cline, Tim Williams and Kevin Gardner. Also in attendance Mayor Justin Blose and Secretary Stacy Mattson.

Others in attendance

Amy Murdock, Erie County Department of Planning, Ken & Hazel Thomas, Doris Becker, Steph Cox, Tom Piotrowski, Arnold Loop and David Zaffino

No Public Comment

Nominations were then solicited by President Jeff Horneman for two open seats on council. Harry Latta stated that a letter of interest was received from Dave Zaffino. Harry stated that Dave is a resident of Waterford, involved with the Eagle Scouts and would like to continue to be a strong supporter of the Borough of Waterford and be an active participant on council. No other nominations were received and Harry made a motion to nominate Dave Zaffino to fill the first vacancy. Tim seconded the motion. All in favor, motion carried.

Tim Williams then nominated Bob Powell for the second seat. Harry then stated that there was another letter of interest received from Gary Sargeant. Gary is also a resident of Waterford and is involved with the LeBoeuf Little League and is currently president. Gary also works at Penndot in Erie County.

Harry made a motion to nominate Gary Sargeant, Tim seconded the motion. All in favor, motion carried.

Mayor Justin Blose then did the swearing in of Dave Zaffino as a new council member.

Minutes

Judy Cline made a motion to accept the minutes from January 4th Council Meeting, Tim seconded the motion. All in favor, motion carried.

Pay Bills

Bills were discussed and questions answered. Judy Cline motioned to pay the bills, Tim seconded the motion. All in favor, motion carried.

Mayor Justin Blose did the swearing in of Gary Sargeant as the second new council member.

Congratulations to all new council members!

Mayor's Report

Mayor Justin discussed the requests being received to rent the park and the fees involved. \$50 to rent the park with a deposit of \$15 for clean-up. Vendors selling produce, etc., upon approval from the Mayor is at no charge. Harry said the fees are from 2014 and are comparable to other municipalities. Mayor Justin said he will provide a calendar including the vendors that will be there. Council members opted to stay with an electronic calendar versus a paper version.

New Business

President Jeff discussed the bills and the approval process. Bills are to be presented at the meeting by the secretary and following approval, will be signed and paid following the meeting. Any bills due before the meeting must be approved by either President Jeff or Mayor Justin. Checks would still need to be signed by President Jeff or Vice-President Harry.

President Jeff then discussed the process of when to call our solicitor and or engineers. Questions need to be presented to council and or President Jeff and Mayor Justin before calls are to be made, as this costs us money.

President Jeff discussed Porter Park and the need to replace the bridge as it is in deplorable condition and it is a hazard. Jeff discussed the options that are available, including re-bidding the first phase and mentioned that there is no line item in the budget for this. Amy Murdock suggested that we contact DCED and others for grants and possibly other options as well. Jeff also discussed that there

is no access to the park to do renovations and we have responsibility to demo the existing bridge as there is no chance of restoring it. Jeff estimates the demo to be approximately \$12,000 to \$14,000.

Tim motioned to re-bid and do demo, Dave seconded the motion. All in favor, motion passed.

Jeff stated he will meet with Erie County Planning and Urban Engineers.

Jeff discussed that he contacted Monahan & Monahan for the audit to be done for the DCED report due April 1st. Monahan & Monahan stated that they do not look at every transaction, only what is required of them by the state. Cost last year was \$1450 but due to the fact there was a change in secretaries, the amount could be more. Judy motioned for Monahan & Monahan to perform the audit, with a cost of up to \$2,000 per Jeff. Harry seconded the motion. All in favor, motion carried.

Committee's

Per President Jeff Horneman the following were appointed:

Streets Committee: Chairman Harry Latta and Kevin Gardner and Tim Williams

Parks Committee: Chairperson Judy Cline and Dave Zaffino

Grants: President Jeff Horneman and Stacy Mattson, Secretary

No need for a building and grounds committee as the streets department covers this.

Jeff would like to move forward with a sidewalks committee, noting that we would need to discuss budget options for this. He discussed that some time ago, we had offered rebates for residents who fixed their own sidewalks and this program could be an option.

More New Business

Jeff discussed a letter from PennDOT stating their intent to repave High St in 2017 and they want to discuss signage, etc. Jeff will turn this over to the streets department. Harry will take care of this.

Jeff discussed the standing water over by Russell's and the fact that it should be an easy fix. Gary Sargeant stated that yes, it is the state's responsibility and PennDOT has plans to take care of it, possibly this summer or next, with a catch basin. Gary did state that he has not had official word on this.

Jeff discussed rental of the Municipal Building and Judy stated that it is on the website and forms are on the desk in the lobby. Discussion was held about non-profits renting the building, with many pro's and con's and history of past events that produced garbage and the building being left unlocked and taken advantage of and being used by outside communities because it was no charge. The Little League and other Waterford residents are now going to the Legion, the fire house, etc. because the Borough charges a fee, which the residents don't feel is fair, especially as they are non-profit organizations. Ed Betza stated that the renters needed to be registered, the cleaning fees and what the charge should be. He also stated that they tried to make it a nominal fee so as to be fair to all. Discussion was held about already approving LECOM to hold a free health clinic in our facility - classes, shots, etc. This was approved at no charge by council last year as they are providing free services to our residents. This will hold as last council approved it. Discussion was tabled until a later date.

Jeff proceeded by asking questions concerning the budget. The new Ford truck needs to be paid for - \$73,477.91. Jeff questioned the truck not being a line item on the budget and Judy stated that it was on last year's budget. Bank accounts and balances were discussed. Discussions were held about the budget and line items – end result to all work together and clarify all transactions. Noted that this is a major concern to Jeff.

Streets Department

Streets Committee Chairman Harry Latta noted that the Streets Supervisors, Scott Driscoll and Dave Senger are doing very well, considering working in January with one vehicle. Harry noted a concern that the #1 International (the yellow plow truck) has a transmission problem and is leaking anti-freeze. Harry stated that the guys have had over-lapping shifts and some overtime, which is expected. Considering that we have a new crew, they are doing very well. President Jeff mentioned that it is very much appreciated and to pass it along. Zoning and code enforcement duties are coming along very well also, with follow-up to Stacy.

The new truck will be arriving tomorrow – 2016 Ford F550. Title will be signed over for the old truck at that time. Training/orientation will ensue immediately. Harry verified that the insurance is in place. We will keep insurance on the old truck until that time. Judy mentioned a problem in the past with non-employees operating borough equipment. Non-employees are not covered under our insurance. The missing buckets were discussed and the cost is @ \$2,000.00 for replacement value. The insurance company has been notified and we are considering used replacements. One is for digging ditches (the wider bucket) and the other for digging trenches. Harry will follow-up about replacements.

Judy and Harry discussed the catch basins at 6th Street and Fourth.

Exchange of services were discussed for Niemeyer Road, etc., with Waterford Township for plowing services. Waterford Township filled/patched many holes for the Borough.

Old Business

President Jeff inquired about the website maintenance. Judy provided Secretary Stacy Mattson with a list of updates for the website. Stacy promised to do this after taxes are done. An inventory of the garage was discussed, with Harry stating it is %80 done and Jeff stated it should be done in the office also – computers, etc.

Jeff requested that the bulletin board on the outside of the building be lowered – Harry stated he had no problem, what's up? Bulletin board will be lowered by Streets Crew.

Judy Cline discussed attending the Municipal Authority meetings and if anybody would be interested. Jeff offered it would be great if Judy wanted to attend.

Judy questioned the income we previously received from HANDS. Harry said we can look into having someone check on this.

Judy brought up the issue of flags and Harry said the old flags are going to the Legion for proper disposal and looking into replacing flags and banners. Discussion was held according to the flag requirements – lights, etc.

Harry discussed paperwork for new employees, training available. Zoning training should be coming up in March. Webinars were also discussed.

Judy motioned for everybody to get a copy of the borough code. It was stated that it is also available online. Judy made a motion to purchase 3 copies to be maintained at the Borough office of the latest version of the Borough Code. Dave seconded the motion. All in favor, motion carried.

Judy discussed the blue books from Urban Engineers, which a lot of money was paid for the work, core samples of the streets, etc. for the paving projects. Copies will be left in the Borough office with Stacy to be signed out.

Judy discussed the Water Authority and their plans to replace pipes and tearing up the streets and working with them on the planning of these projects.

Harry and Jeff agreed to involve Steve Laskowski on the Parks Committee with Judy Cline.

Jeff and Stacy have agreed to work on the budget together.

County Representative Ed DiMattio has graciously offered to give the Borough of Waterford 18 U.S. American Flags. Thank-You Representative DiMattio!!

Resident spoke about the streets crews making it nicer for the kids to walk to school – very nice and very appreciated.

Judy Cline motioned to adjourn the meeting. Kevin seconded the motion. All in favor, motion carried.

Meeting was adjourned at 8:29 pm

