Borough of Waterford Council

December 1, 2014 Regular Meeting

The Regular Meeting of the Waterford Borough Council was brought to order by President Judy Cline at 6:30 P.M. at the Waterford Municipal Building followed by the Pledge to the Flag, the Lord’s Prayer and a moment of silence.

**Council Members Present:** Judy Cline, Barry Pugh, Marian Burge, Karen Molitor, Jason Jack, Stephen Laskowski, and Kevin Gardner. Mayor-Justine Blose.

Borough Employees Present: Solicitor Edward Betza, Zoning Officer Harry Latta, and Secretary/Treasurer Catherine Wise.

Guests Present: Doris Becker, Stephanie Cox, Ken & Hazel Thomas, Phil Kuhn, Pam Green, Ron Jagta, Patrick Molitor and Michael Pennock.

**Previous Meeting Minutes:** Steve Laskowski moved to approve the minutes of the November 4, 2014 meeting with changes, Barry Pugh seconded the motion. All voted yes.

**Payment of Bills**: Secretary Wise presented and Councilman Barry Pugh motioned for the Payment of Bills and Payroll for November 2014, Councilwoman Marian Burge seconded. All voted yes.

**Public Comment**: Harry Latta asked why the contribution to the Stancliff Fire Department was removed from the 2015 budget. He was told that donations are contributions of tax payer’s money and residents could donate money directly to the fire department. Council members felt that the money could be used towards replacement of sidewalks. Council would like the Fire Department to ask for a contribution for a specific use.

Ms. Green was present to speak for State Senator elect Michelle Brooks. Mrs. Brooks would like to use the Borough Building 1 day a week from 9:00 a.m. to 4:30 p.m. as a satellite office. Council informed her that the rental amount for the building is $30.00 per day. She stated that she will let council know in January.

**Streets Supervisor Report**: Barry Pugh reported that the monthly report has been submitted by Street Supervisor Chris Kimmy. Leaf pick-up has been completed. Repairs have been done to streets. The Christmas Lights are being put up. Discussion was held on selling unwanted equipment. Snow plowing has been started. A letter was drafted by Solicitor Ed Betza concerning the placement of the school zone signs. The letter will be sent to Fort LeBoeuf Administration to review. The signs do not comply with regulations at this time and are not enforceable. A traffic study would need to be performed, an ordinance passed and enforceable times on the signs.

Barry Pugh motioned to accept a check from Waterford Township for the plowing of Niemeyer Road. Karen Molitor seconded. All voted yes.

**Zoning Officer’s Report**: The Zoning Officer, Harry Latta, presented his report. There has been a variance hearing request. The hearing will be held Monday – December 8, 2014 at 6:30 p.m. at the Municipal Building.

Karen Molitor moved, seconded by Marian Burge to have Solicitor Edward Betza represent Waterford Borough Council at the Variance Hearing. All voted yes.

**President’s Report –** Judy Cline reported that she would like the part-time employees, Steve and Jen to set the Christmas Tree up in the Gazebo.

**Mayor’s Report –** Park Permits are starting to come in for 2015. Gary Brown would like to volunteer be a part-time parking violations officer for the winter months. He is not requesting to be paid. Marian Burge motioned to hire Gary Brown with the stipulation that he signs an Insurance Waiver releasing Waterford Borough of any and all liability while performing his duties.

**Parks Committee** **Report:**  The Arbors have been placed, the perennials were planted and annuals will be added in the spring.

**Personnel Committee Report:** Applications have been received for part-time snow plow drivers. Barry Pugh interviewed Aileen Kowalski, who can work days and Tim Enterline, who is available for nights and weekends. Jennifer Russell-Coon will be taking her CDL test.

**Building and Grounds Committee:** The Municipal Authority moved into their new office on Tuesday, November 25, 2014.

**Sidewalk Committee** **Report:** Councilman Jason Jacks reported that he will be contacting PennDot Representative Mike Hammond concerning the ADA Ramps. He also asked that Road Supervisor Chris Kimmy check out the drain at 4th and Walnut Street. The water is not flowing or draining properly.

**Secretary/Treasurer Report:** The office has been painted and the desk and chair put together. Employees in the building would like to know if a small refrigerator and microwave could be bought or acquired in 2015.

**Grants:** Karen Molitor reported that the Mission Main Street Grant is available again in 2015 and applications for the Red Light –Green Light Grant to up-grade the Traffic Light is due in February.

**Municipal Authority:** Judy Cline, Karen Molitor and Steve Laskowski attended the October meeting of the Municipal Authority.

**New Business/Old Business:**

Marian Burge motioned to adopt Ordinance #1 of 2014 setting the Real Estate Tax millage at 2.40 mills. Karen Molitor seconded. All voted yes.

Barry Pugh motioned to pass Resolution #1 of 2014 setting the Local Service Tax at $52.00 per year. Kevin Gardner seconded. All voted yes.

Steve Laskowski motioned to pass Resolution #2 of 2014 enacting the Earned Income Taxes and Realty Transfer Taxes. Jason Jacks seconded. All voted yes.

Discussion was held on un-authorized personnel and visitors allowed in the Municipal Garage. Waterford Borough is covered by insurance, but if an injury occurs then the insurance rates can be increased. A list of people may need to be kept at the Garage. People would sign in and sign an insurance waiver form. A list of authorized people can be drafted and Street Supervisor would have the authority to allow people, at his discretion, into the building.

Karen Molitor moved to accept the 2015 budget as presented Barry Pugh seconded. Council opened budget for discussion. Councilman Kevin Gardner requested that the donation to the Fire Department be re-instated, after much discussion, Karen Molitor moved to budget a $1,000.00 donation to the Stancliff Fire Department and a $500.00 donation to the Waterford Public Library. Judy Cline, Steve Laskowski, Marian Burge, Jason Jacks and Kevin Garner voted yes. Barry Pugh and Karen Molitor voted no.

Karen Molitor moved to accept and pass the 2015 budget as presented and with revisions. Marian Burge seconded. All voted yes.

Council would like to review and approve The American Legion’s Stormwater management plan. They would also like to review the agreement with Oak Haven apartments. If the agreement cannot be found then a request will be sent to Oak Haven for a copy of the agreement.

The Zoning Hearing Board, Jason Jacks and Catherine Wise are being asked to attend the Spring Class regarding Zoning Hearing Boards rules and regulations. A date to be determined.

**Public Comment:** Ron Jagta stated that in his opinion the relationship between the Waterford Borough Council and the Stancliff Fire Department has been deteriorating in the past few years. He feels that Council has an obligation for Public Safety and that everyone needs to work together. He is willing to check in with the mayor on a monthly basis to keep him updated. The fire department is in need of additional funds and he quoted that only 3 out of 10 residents send a yearly donation. A financial report is completed by a CPA for the Fire Department and the council will receive a copy. He mentioned that according to the Borough Code a tax can be assessed on residents to raise money for the Fire Department.

Doris Becker reported that Cathy Proctor has resigned from the Waterford Public Library Board, Hazel Thomas has taken her place. At present time there are 5 members on the board from Waterford Borough and 4 members from Waterford Township.

Council members adjourned for an Executive session at 8:32 p.m. The meeting was re-adjourned at 9:03 p.m.

Karen Molitor motioned to hire Aileen Kowalski and Tim Enterline, after they pass their pre-employment drug test. Starting pay is $12.00 per hour. Kevin Gardner seconded. All voted yes.

Discussion was held on Secretary’s hours. The hours will be set for Monday, Tuesday and Thursday from 1:00-4:00. A 30 day trial was agreed upon to track people and phone calls and to determine if more hours are needed to do the job.

Barry Pugh motioned to adjourn at 9:20 p.m., Kevin Gardner seconded. All voted yes.

Sincerely,

Catherine Wise

Secretary/Treasurer