

Callery Borough Meeting Minutes
Regular Monthly Meeting

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May 1, 2023

Members Present: Don Adams (Meetings 2023-5) Lorre Adams (Meetings 2023-5) Mike Brandl (Meetings 2023-5) Robert Dugan (Meetings 2023-5) John Reed (Meetings 2023-5) Crystal Huffman (Meetings 2023-3) Mayor Al Wirtz (Meetings 2023-5) Rose Marie Wirtz (Meetings 2023-5)

Members Not Present: None

Visitors: Mary McIntyre

Meeting was called to order @ 7:00 PM by Rose Marie Wirtz.

Everyone in attendance recited the Pledge of Allegiance.

Rose reminded all present that the meeting is electronically recorded and advise if anyone intends to tape the meeting we need to be advised.

Roll call was taken.

OPEN VISITOR COMMENTS:

Mary McIntyre advised that she has two problems that she wanted to address.

First, there is someone who is walking their two dogs past her yard and they are allowing the dogs to do their business on the other side of her fence and is not picking up their feces. Rose asked Mary she has any idea who the person is and she said no. Rose told Mary that the Borough needs additional information in order for the Borough to act on addressing the problem (find out where the person lives, taking pictures of the dogs, etc.)

Secondly, someone is throwing rocks from the area of the railroad tracks. Mary thinks they are kids. She does not know who the kids are. Rose asked Mary to try to get any additional information so that the Police can look into investigating further for her.

Previous month's meeting minutes were reviewed and changes, if any were noted. Robert Dugan made a motion to accept the meeting minutes as presented. Second: Mike Brandl. A vote was taken and the motion passed unanimously.

OPEN ISSUES:

ACCOUNTS PAYABLE

Robert Dugan made a motion to approve bills that were paid after the regular scheduled meeting and pay those coming due prior to the next regular scheduled meeting. Second: John Reed. A vote was taken and the approval to do so was passed unanimously.

Lorre Adams questioned the payment to Cintas Corp. of \$118.00 per month as what that is specifically for. Rose explained it was for the rugs that are used on the floor as well as the rug cleaning. Rose continued without the rugs being down the floors would need to be scrubbed at least once a month. Lorre said she feels the Borough could find cheaper rugs to use. Mike Brandl said even the rugs you can buy at Home Depot are basically junk and they are expensive. Rose asked Lorre to get a pricing on alternatives and bring it to the June meeting.

ACCOUNTS RECEIVABLE

Previous months revenues were presented. Robert Dugan made a motion to accept the revenues as presented. Second: Rose Marie Wirtz. A vote was taken and the approval to accept the revenues was unanimous.

ACCOUNT BALANCES

Approval of all account balances. Mike Brandl made a motion to accept the account balances as presented. Second: Robert Dugan. A vote was taken and the approval to accept the revenues was unanimous.

Borough Foreman's Report:

Al stated there was nothing to report specifically. All equipment is working well.

Robert Dugan made a motion to accept Foreman's Report as presented. Second: Mike Brandl. A vote was taken and the motion was passed unanimously.

Zoning/Code Enforcement Report:

Sandra Cox, Zoning Officer stated that she had nothing to report in the meeting.

John Reed made a motion to accept the Zoning/Code Enforcement Report. Second: Rose Marie Wirtz. A vote was taken and the motion was passed unanimously.

Police Report

Matt discussed Community Service Day scheduled for Monday, May 22, 2023, which is the day the Seneca Valley School District is dedicating to community service. Matt reviewed with the Borough what the students can specifically do for the individual community. The students will be bused into the various communities that day. Matt advised the Borough will need to provide the students with the supplies they will need to use to do the various services for the Borough. Either Al and/or Mike will be available on May 22, in the event their assistance is needed.

Matt showed to the Council the senior project that Seneca Valley High School senior Joshua Berg donated to the Borough Police Department, which will be permanently displayed in the Borough Building. The Borough will be sending Joshua Berg a “thank you” to express their appreciation on behalf of the Borough and its Police Department.

Rose asked Matt about the Leadership Training Course hosted by the FBI he attended which he advised was informative.

Rose Marie Wirtz make a motion to accept the Police Report. Second: Robert Dugan. A vote was taken and the motion was passed unanimously.

EMC Report

Lorre reported that last week she attended a monthly Zoom meeting with a guest speaker from the Red Cross wherein they gave information about the various services that the Red Cross provides, how they can be contacted if they are needed, etc.

Robert Dugan asked if there were any CPR classes scheduled anywhere. Council agreed this would be a good thing to do. Rose said she will reach out to Curt to see if the firemen will be sponsoring a class and get the information.

Robert Dugan makes a motion to accept EMC Report. Second: Mike Brandl. A vote was taken and the motion was passed unanimously.

OLD BUSINESS:

Veterans Memorial Update

Crystal reported that a time limit needs to be established for any additional changes that people want to make to the bricks that they had initially ordered, which changes the people have been paying for, but every time a change is made it extends out the delivery time(s). Josh is going to be available to work on the monument the second week of June, therefore, a time limit needs to be set.

In discussion amongst the Council members, it was agreed to make a motion to schedule the final order date for any additional changes.

A motion was made by Mike Brandl that the time limit for making any further changes to bricks that were initially ordered is effective immediately. Second: Rose Marie Wirtz. A vote was taken and the motion was passed unanimously.

Breakneck Street Culvert

Rose said Darren from HRG is going to be e-mailing the form that we will need to sign. They need our tax number which Rose will provide. Everything is being pulled together and it will be going to the Conservation District. He had called with a question about the pipes so Rose will discuss with him tomorrow. Rose said we should know probably by the beginning of June if the Conservation District is going to accept the GP7 and GP8 and at that time we can have them write the specs and we will be able to block their bid so they are moving ahead. We knew it was going to be a lengthy project and we will need to have permitting involved.

Disorderly House Ordinance

Rose advised that the Disorderly House Ordinance has been advertised, as required, and will now have to be signed and adopted as an Ordinance by the Council.

Mike Brandl made a motion to adopt the Disorderly House Ordinance. Seconded by Rose Marie Wirtz. A vote was taken and the motion was passed unanimously.

Lorre Adams inquired about the status of the patching of the holes in the parking lot by the Post Office and Rose stated that a letter will need to be sent to Rev Management.

NEW BUSINESS

Meeting with Accountants for Additional Training of Quick Books

When our accounting program was converted to Quick Books from Sage, we were not completely trained in the various programs that can be used, including budget preparation, etc. With regard to the additional fees for the training, the Rewards funds received from the PNC Bank Credit Card will be used toward the training. We also have additional funds reserved that can be used for the training. Their hourly fee is \$125.00 per hour. We did meet briefly with Bonnie from Mars Borough but their budget is much more involved that is needed for the requirements of our Borough.

The date scheduled for the training session is Tuesday, May 30, 2023.

Motion made by Robert Dugan to go into Executive Session. Second: John Reed. A vote was taken and the motion was passed unanimously.

Council went into Executive Session at 7:30 P.M. for purpose of discussing topics of litigation.

Motion was made by John Reed to exit Executive Session. Second: Rose Marie Wirtz. A vote was taken and the motion was passed unanimously and Council came out of Executive Session at 8:00 P.M.

*****Regular Council Meeting reconvened at 8:00 P.M.**

With no further business to discuss:

Robert Dugan made a motion to adjourn at 8:04 P.M. EST. Second: Rose Marie Wirtz. A vote was taken and the motion passed unanimously.

Respectively Submitted,


Arlene M. Loop, Secretary/Treasurer

