

**Callery Borough Meeting Minutes**  
Regular Monthly Meeting

[www.calleryborough.com](http://www.calleryborough.com)

February 3, 2025

Members Present: Don Adams (Meetings 2025-2) Linda Wearing (Meetings 2025-2) Mike Brandl (Meetings 2025-2) Robert Dugan (Meetings 2025-2) John Reed (Meetings 2025-2) Crystal Huffman (Meetings 2025-(0) Mayor Al Wirtz (Meetings 2025-2) Rose Marie Wirtz (Meetings 2025-2)

Members Not Present: Crystal Huffman

Visitors: Mary McIntyre

Meeting was called to order @ 7:00 P.M. 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: None.**

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: John Reed. A vote was taken and the motion passed unanimously.

**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: Mike Brandl. A vote was taken and the motion was passed unanimously.

## **ACCOUNTS RECEIVABLE**

Previous months revenues were presented. Robert Dugan made a motion to accept the revenues as presented. Second: John Reed. A vote was taken and the motion passed unanimously.

## **ACCOUNT BALANCES**

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

### **Borough Foreman's Report:**

Al advised that they had to use some additional salt that has been stored at Adams Township due to the ongoing weather conditions. Nothing further to report.

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

### **Zoning/Code Enforcement**

Sandi Cox, Code Enforcement Officer advised that there was not anything to report within the Borough, other than the current status of the Lutz Subdivision Project as she indicated that she and Solicitor Thomas Smith have discussed in regard to what the deadline date should be relative to the work that is required to be done on the subdivision project to be approved by the Borough. After an extensive discussion, the Borough agreed to give Jeff Lutz a one hundred twenty (120) day extension, which Lutz would have to agree to in writing, relative to meet the requirements for approval by the Borough. Sandi was able to contact Jeff Lutz by phone and he did agree to the one hundred twenty (120) day extension via email during the meeting.

Rose Marie Wirtz made a motion to accept the one hundred twenty (120) day extension agreed to by Jeff Lutz, Jr., received via email at the meeting. Second: John Reed. A motion was passed unanimously.

Rose Marie Wirtz made a motion to accept the Zoning/Code Enforcement Officer's report. Second: Mike Brandl. A vote was taken and the motion passed unanimously.

### **Police Report**

Matt Irwin reported that he was at a Council Meeting in Cranberry a month ago and they brought up an issue concerning solicitation, wherein he discovered a recent case law pertaining to solicitors. He is in the process of gathering that information to ensure Borough policy is in line.

Matt obtained a quote for BWC from Utility Cameras. It is a good system at a good price. He has a meeting scheduled with the District Attorney to discuss matching funds for the program.

The logistics company involved in the hit-and-run will be submitting payment to the Borough for damages to the stop sign on Railroad Street at Kline Avenue.

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

### **EMC Report**

Rose received an e-mail from Amy Marree, Emergency Management Specialist regarding an intergovernmental agreement form that needs to be completed and signed for filing with the Commonwealth, which both Callery and Mars Boroughs must sign as they are jointly using the same EMC. Tom Smith voiced his issues about the form that the County wants to have the Boroughs signed jointly. Rose stated that she was told that every municipality/borough is required to submit the form to the Commonwealth. Rose asked Tom to contact Amy Marree to discuss with her directly regarding what is needed to meet the requirements of the Commonwealth.

### **OLD BUSINESS:**

#### **Review Zoning Ordinances (Update)**

Rose has asked at last month's meeting to review the Ordinances and asked again to take some time to look over some of the Ordinances, especially the "zoning" Ordinances since there appears a lot of grey areas in those Ordinances.

#### **No Further Updates on Lutz Project**

Covered in previous Zoning/Code Enforcement Report.

#### **Culvert Project – No Updates**

Rose reported no further updates on the Culvert Project.

#### **SVSD – Clean-Up Day – Update**

Rose advised that she did contact Tony Babusci from the School District and explained to him that they were going to "opt" out of the program. Council discussed the various reasons why it was decided that the Borough would not be participating this year.

#### **Late Fees on Bills**

On a review of the late fees language that was addressed at last month's meeting, Tom Smith discussed a change that should be made in invoices/statements sent, which should be reworded as follows: "Net balance is due ten (10) days from date of this bill or up to a 10% administrative charge will be added to the outstanding balance. All work and/or review will be stopped immediately until paid in full."

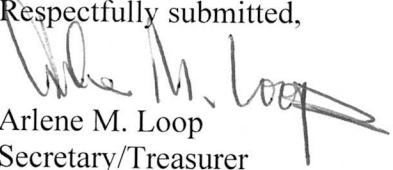
**NEW BUSINESS**

**Meeting Minutes – Moving forward w/books and using raised seal**

Rose wanted to update Council relative to the procedure in the keeping of the Borough's Meeting Minute Books. A special type of expensive binder book and paper were required to be used in previous years but is no longer required to be used. According to Tom Smith, only one Meeting Minute Book is required to be kept, which must be kept in a safe at all times. Additionally, only the Borough Secretary can handle the Minute Book(s) and is responsible for placing the Minute Book(s) in a safe. Tom further stated that an additional Minute Book is not required to be kept at the Borough Secretary's desk. Tom suggested that if anyone wants to review any of the Borough's Meeting Minutes, they can do so by going online and viewing them on the Borough webpage. If someone wants to view the Meeting Minutes in the Borough Office, then the Secretary can make copies for the person requesting the specific information they were looking for. There is a fee charged by the Borough for the page(s) that are copied if copies are requested.

Robert Dugan made a motion to adjourn the meeting at 8:30 P.M. Second: Rose Marie Wirtz. A vote was taken and the motion was passed unanimously.

Respectfully submitted,

  
Arlene M. Loop  
Secretary/Treasurer

(SEAL)

