

RICHLANDTOWN BOROUGH
Committee Meeting Minutes
Tuesday, November 23, 2021

OPENING:

- Call to Order made by Christopher Willever at 7:00 p.m.
- Moment of Silence
- Roll Call

Present: President, Chris Willever, Vice-President, Floyd Bless, Michele Grida, Iolanda Logan, Brooke Morita, Jillian Snyder, Bo Trovinger, and Secretary, Kathy Wetzel **Absent:** Mayor, Jim Dunn, McKenzie Huff, JCP

PUBLIC COMMENT: (held to a 5 min. time limit for comments only)

Steve Arnold, resident 29 First Ave, discussed sidewalk repairs required by the borough as it pertains to the borough ordinance. The Public Works Committee met with the Borough Engineer and they all agree with Randy that the roll-curbs and driveway apron are sufficient as they are, but that the slabs on either side of the driveway, as indicated at the time of the Borough Code Officer inspection must be repaired within the given timeframe of one year.

Dave Kinney, resident 104 First Ave, discussed sidewalk repairs required by the borough as it pertains to the borough ordinance.

REPORT OF THE PRESIDENT: (Christopher Willever)

- Purchasing Reminder – Chris reminded Council members to utilize the borough office tax-exempt accounts having the borough office place orders required by committees whenever possible to avoid paying sales tax. Chris reminded everyone that the use of the Purchase Order system is in place and should be utilized for all purchases. Kathy will remind Andy of the procedure. Kathy will work to set up tax-exempt purchasing arrangements with Target, Walmart, and try again at Tractor Supply.
- Neighborhood Watch Meeting, November 30, 2021, at 7 p.m. at Benner Hall. Iolanda has secured a PA State Trooper Representative to speak at the meeting to discuss proper reporting of incidents to the State Police and to answer questions regarding Police presence and how and when to contact the police. Chris will be uploading a submission form to the Borough Website for topics to discuss at upcoming meetings that will be scheduled quarterly. Kathy will be assisting Iolanda Logan. Kathy will adjust her schedule on Tuesday.
- Jr. Council Program will be overseen by Chris Willever moving forward and he will be instituting a shadowing program for the Jr. Council Person to learn what each committee concentrates on.
- HOA Letter regarding 104 Linda Court. Council agrees that the crack at 104 Linda Court can be repaired by patching it and must be performed within the given one-year time frame. Kathy will inform Randy of Council's decision.

REPORT OF THE BOROUGH: (Kathy Wetzel)

- Review and Approval of Council Meeting Minutes for November 9, 2021

Motion made by Floyd Bless, seconded by Michele Grida to approve the November 9, 2021, Council Meeting Minutes as presented. All in favor. Motion carries.

- Security Cameras being installed December 2-3, 2021, at Benner Hall and Benner Memorial Park.
- 2022 Mtg Schedule

Motion made by Floyd Bless, seconded by Brooke Morita to approve the 2022 Council Meeting Schedule for advertising after making the November 2022 correction. All in favor. Motion carries.

- December 28, 2021, Comm. Meeting will not be held

PARKS & REC COMMITTEE: (Brooke Morita, Chair; Michele Grida)

- Tree Lighting (Saturday 12/4/21, 6:30-7:30 pm at Kandel Memorial Park) - volunteers to report at 6 pm
- Ornaments available at the Borough Office (during regular business hours) or by contacting Brooke Morita - please decorate & return to the Christmas Tree Lighting
- Hang Over's Café will be serving 4 families and 33 individuals with a Thanksgiving Meal after working in conjunction with the Borough Council to prepare the food at Benner Hall.

PUBLIC WELFARE: (Jillian Snyder, Chair; Brooke Morita)

- Discuss regarding the Preliminary Draft of Transient Retail Business Ordinance and License Application presented, suggested changes will be made and the Ordinance will be discussed at a future meeting.

EXECUTIVE SESSSION called for at 8:30 p.m. to discuss a Personnel Matter. Council reconvened at 8:50 p.m.

OPEN ACTION ITEMS:

- NIMS 700 Training for Council
- New Borough Banners
- Tractor & Snow Blower Purchase

NO REPORTS

BUILDING COMMISSION (IDLE) (Jillian Snyder)

EMERGENCY MANAGEMENT COORDINATOR: (Calvin Trovinger)

JR. COUNCIL REPORT: (McKenzie Huff)

PERSONNEL: (Chair, Michele Grida; Jillian Snyder)

PLANNING COMMISSION: (Iolanda Logan)

REPORT FROM THE SOLICITOR: (Colby Grim)

POLICE & FIRE LIAISON: (Iolanda Logan, Chair)

PUBLIC WORKS, BUILDING & GROUNDS, WATER DEPT: (Calvin "Bo" Trovinger, Chair; Floyd Bless)

FINANCE: (Floyd Bless, Chair; Jillian Snyder)

ADJOURMENT: Adjourn Council Meeting (motion required)

With no further business to discuss **Motion made** to adjourn the meeting at 8:55 p.m. by Iolanda Logan, seconded by Jillian Snyder. Meeting ended.

UPCOMING MEETINGS: (all at Benner Hall @ 7 P.M.)

- Neighborhood Watch Meeting: Tuesday, November 30, 2021
- Council Meeting: Tuesday, December 14, 2021
- Council (Reorganizational) Meeting: Monday, January 3, 2022
- Council Meeting: Tuesday, January 11, 2022
- Committee Meeting: Tuesday, January 25, 2022

Respectfully submitted by:

Kathy Wetzel

Borough Secretary/Treasurer