

**MINUTES  
WEST MIDDLESEX BOROUGH  
COUNCIL MEETING  
MARCH 15, 2022  
6:30 p.m.**

**Call to Order**

**Pledge of Allegiance**

**Council Present:** President Eric Lucich, Vice-President Mike Williams, Pro Tem David Moyer, Robert Lark, Bill Novak and Mayor Stacey Curry.

**Others Present:** Secretary/Treasurer Sandra Ricci, Street Department Senior Laborer Bobby Cochran, Police Chief Jason Newton, WMVFD Fire Chief Rich Garrett, WMVFD President Adam Garrett, Ray Lucich, Brian Foster, Mrs. Barnes, Vicki Partridge, Chuck Haun and Brian Harmon. Attorney Robert Tesone attended the meeting at 6:42 p.m.

**Public Comments:** None

**Minutes:** Mr. Williams made a motion to accept the Minutes, seconded by Mr. Moyer with all in favor.

**Bills:** Mr. Williams made a motion to accept the Bills, seconded by Mr. Moyer with all in favor.

**Treasurer's Report:** Mr. Williams made a motion to accept the Treasurer's Report, seconded by Mr. Moyer with all in favor.

**Street and Sewer Report:** Mr. Cochran read the Street and Sewer Report. Mr. Cochran addressed a meeting with Thompson's Mechanical on March 22, 2022 at 7:00 a.m. for the heater. Mr. Cochran said there will be a quote from Daman's Company with an estimated price of \$5,500.00 to repair the North Street's pump. Mr. Novak made a motion for an Amendment to be added to the Agenda to approve it and then make a public notice tomorrow so that they can get the pump replaced. Mr. Moyer seconded the motion with all in favor. Attorney Tesone then arrived at the meeting. Eric Lucich told Attorney Tesone that they received a quote on the rebuild of the pump for the pump station and would like to add this to the Agenda. Attorney Tesone asked the price. Mr. Lucich said \$5,400.00. Attorney Tesone asked if this could wait until next month due to the Sunshine Act Laws. Mr. Cochran said it could wait until next month. Council and Attorney Tesone discussed further according to the Sunshine Act Laws. Attorney Tesone stated if this was an emergency it would be different, but since this isn't an emergency it should wait until next month. Attorney Tesone stated it has to be on the Agenda twenty-four (24) hours in advance if not an emergency. Mr. Novak and Attorney Tesone discussed further. Mr. Lucich stated they should take their Solicitor's advice. Mr. Lucich said he would rather wait according to the Sunshine Act Law and that they could rescind the previous motion. Mr. Novak made the motion to rescind the vote with all in favor. Mr. Cochran addressed the Skid Steer as part of the Street Department Report with quotes to be presented at the April meeting.

**Fire Department Report:** Fire Chief Rich Garrett read the Fire Department Report. Mr. Garrett said they will need to start taking their trucks to be undercoated which they do on a yearly basis and wanted their approval. Ms. Ricci said this on the Fire Department's Budget under Vehicle Maintenance. Mr. Moyer asked what company they would be using and Mr. Garrett said they take them to Krown every year. Council approved. Mr. Garrett said at Eric Lucich's request, to give an idea of their day turn calls, as an example in 2021 they had 78 total calls, of those 78 total calls 31 of them were during the day turn hours of 8:00 a.m.-4:00 p.m. and 18 were on standby. Mr. Moyer questioned the Fire Department as to which Fire Departments would be called as far as rotations. Mr. Garrett said it depends on the type of the call, the area of the call, which varies. Mr. Garrett said just because they are the closest department doesn't mean they are the best fit for the Borough. Mr. Garrett said they have three fire departments within five miles from here that are manned twenty-four seven and they need somebody on the first alarm. Mr. Garrett said it isn't personal, but for the best interest of the Borough. Mr. Garrett said there are people sitting in the Hermitage station twenty (24) four hours a day and they can be here before we do, it only makes sense to call them on first alarm. Mr. Garrett said Shenango would be the second one on a structure fire, depending on the type of call. Mr. Garrett told Mr. Moyer he could sit down with him to go over the calls and anyone else on Council. Mr. Moyer agreed. Mr. Lucich asked Mr. Garrett about the Fire Feasibility Study and Mr. Garrett said it has been completed, that Mr. Hedden has turned it into Harrisburg and the finished report is then to be sent to the Borough. Mr. Moyer and Mr. Garrett discussed their dates and times to meet.

**Police Department Report:** Police Chief Jason Newton read the Police Department Report.

**West Middlesex Borough Council conducted an Executive Session for Personnel Reasons at the Work Session on Wednesday, March 8, 2022:** Mr. Lucich acknowledged they held an Executive Session for Personnel matters added to the Work Session Agenda.

**GPI Invoice Approval to Pay – Wasteload Management Annual Report \$531.25:** Mr. Williams made the motion to pay, seconded by Mr. Moyer with all in favor.

**Mechling Bookbinding Approval to Pay - \$736.00:** Mr. Novak made the motion to pay, seconded by Mr. Williams with all in favor.

**Notice of Liquid Fuels Allocation in the amount of \$27,647.19:** Mr. Lark read the Liquid Fuels Account amounts and Council further discussed the allotted amount.

**FNB CD Rates for Fire Department Request: Three (3) months - .03 APR vs. Savings Account .13 APR:** Fire Chief Rich Garrett decided to keep the fire department monies in the savings account so as not to lose money based on FNB's rates. Ray Lucich questioned the savings amounts that were to be budgeted for this coming year and the money that was there for last year. Ms. Ricci said that the Treasurer's Reports are reflected from FNB's actual bank statements. Eric Lucich asked if last year's money is also included in these and she confirmed. Eric Lucich said it then is up to date. Eric Lucich explained that they wanted to take the money not spent from last year for a new CD, but since the rates are higher than the savings account it will stay in the savings account. Eric Lucich said that Ray Lucich's question is, was last year's amounts reflected in the bank accounts and Ms. Ricci confirmed. Council and Eric Lucich spoke with Ray Lucich about the Budget and Eric Lucich said regardless of the Budget, they won't know the amounts until the taxes are received, that they are only estimated amounts on what they will get.

Mr. Novak said he would speak with Mr. Lucich regarding the Budget. Eric Lucich said a Motion must be made to keep the monies in the savings account. Mr. Williams made the motion, seconded by Mr. Novak with all in favor.

**Lillibridge Pump Station – Pump Purchase:** Mr. Cochran said the quote he has is for the amount of \$6,540.00 with the motor. Mr. Novak made the motion to purchase, seconded by Mr. Williams with all in favor.

**GPI Engineering – Lillibridge Pump Station Information from Diane Altland:** Council discussed information from Diane Altland to Mr. Cochran of drawings from Clay Fails in 1975. There was no new information.

**Purchase (Installation) of LED Shop Lights – Bill Novak:** Mr. Novak said this is about the lights being installed. Mr. Williams asked how the Agenda should be worded based on the Agenda stating Purchase of LED Shop Lights. Mr. Lucich said the wording needs to be corrected since they had already voted to purchase last month. Attorney Tesone said to state it was placed on the Agenda in error. All agreed.

**Communication Board – Bill Novak:** Mr. Novak discussed quotes and costs from the website. Mayor Curry said a gentleman she knows that does woodworking cannot make the board cheaper than ordering from the website. Mr. Novak agreed. Mr. Novak said they were looking to purchase one, with plenty of room for the Borough's notices, the Fire Department notices and Borough's Events. Council discussed further on sizes of boards and prices. Mr. Novak said the largest board is 72"x36" at a cost of \$499.99 plus shipping costs. Mr. Williams liked the idea but suggested tabling this item until the next meeting to see if it's in the Budget. Mr. Moyer made a motion to table this item until the next meeting, seconded by Mr. Williams with all in favor.

**Hiring Grant Writers – Bill Novak:** Mr. Lark asked where the money was for this in the Budget. Mr. Novak said there is \$1,500.00 in the Budget for Grants. Mr. Lark asked Mr. Novak to tell him where was this in the Budget that Council approved. Mr. Lark said there is a Budget for a reason, that he has looked at the Budget and he doesn't see an item in the Budget that says hiring Grant Writers. Mr. Novak said it falls under the Grant Department. Mr. Lark said there is no Grant Department in the Budget. Mr. Novak said if he had a copy of that why didn't he speak up to the Fire Department about that. Mr. Lark said no, that was impertinent to him. Mr. Novak exclaimed are you fucking kidding me. Eric Lucich stated do not use that kind of language in a public meeting. Mr. Novak said excuse me and left the room for a few minutes. Mr. Lark exclaimed what and asked Attorney Tesone if that was appropriate, is that the level we have reached. Attorney Tesone said he didn't hear what was said. Mayor Curry told Attorney Tesone that he dropped the big one. Mr. Williams said Mr. Novak apologized as he was leaving. Mr. Lark asked what was next. Mr. Lark said they had Budget meetings that were open to the public and people were also told that when new people are elected to Council, they could re-open the Budget and asked Attorney Tesone, who agreed. Mr. Lark asked what is the purpose of Adopting a Budget and then all year long every month they deviate from the Budget. Attorney Tesone addressed Council telling them that at the end of this year they will have a chance to do the Budget. Mr. Novak, Council and Mayor Curry discussed further regarding the Budget. Mayor Curry discussed the Budget last year stating the past savings of money for Grant Writing.

Mayor Curry asked if there were any classes for the Mayor or Council to attend for a very small fee versus the cost of a Grant Writer. Mayor Curry explained what happened with a Grant Writer attending the past meetings and that it didn't work. Mr. Novak and Mayor Curry discussed further. Mr. Novak made a motion to table Grant Writers until the next council meeting, seconded by Mr. Williams with all in favor.

**Jones Performance Proposal:** Mayor Stacey Curry addressed everyone that she received a call from Mrs. Margie Jones, so she met with Mrs. Jones and her husband Dave at Jones Performance. Mayor Curry said she heard in the past that Council had been in talks with Jones Performance about them acquiring our maintenance garage and then they would build a building to replace that on a piece of our property somewhere in the Borough. Mr. Lark said it never went that far, that the discussion was that if we made some other arrangements as far as the garage, would they be interested in buying it, and obviously yes because that is appropriate to them, but it never went that far. Mayor Curry said now what Mr. Jones is discussing with her is that they can't keep up with production because they are growing, they don't have enough employees to meet their demands, they don't have enough space to meet their demands. Mayor Curry said so Jones had proposed that, for lack of a better term, it would be like a swap, if we gave them the Borough Maintenance Garage, they would build a pole building of comparability of what we would be giving them. Mayor Curry said it would have to go through negotiations, so she spoke to the maintenance men since it was on the way out, asking if they had any knowledge of it, and then she didn't know of any other Borough property other than at the end of North Street which seems to be a big enough piece of property. Mayor Curry said when she spoke to Eric Lucich about it, they weren't sure if it was sewer department or borough property, so she gave everything to Eric Lucich and he was going to speak to Dave Jones. Eric Lucich said he hasn't gotten in touch with him yet. Mayor Curry said she understands they have an old building with no room to expand everything, so if they were to give us something, possibly it might solve a few of their problems. Mayor Curry said if they have bays for the street garage and all of their maintenance equipment, areas of salt, a small office for the maintenance men, and what if we move all of our Borough things to this facility at the end of North Street. Mr. Lark questioned what was the meaning of all of the Borough things. Mayor Curry said potentially our Borough Office since they had talked about renovating and spending a lot of money and without getting into too many details, the renovations they would have to do would be quite expensive. Mayor Curry said they were willing to build us a comparable building if they had Sandy and Bobby's offices in an area that was there, it wouldn't have the fumes, it wouldn't have the issues that we would have to address, even if we had to put some money into it, we would be putting it into a brand new facility versus a sixty or seventy year old building that has seen better days. Mayor Curry said potentially if they are doing more business and hiring more employees, the Borough would get more tax money. Mr. Lark said it sounds like a good idea but that it needs polishing. Mayor Curry agreed. Mayor Curry said there is electric and sewer there, so if all of the hookups are there and they want our building, she thinks it is sort of a bargaining chip for them. Attorney Tesone said he thinks it is a good idea if they want him to attend a meeting. Eric Lucich said as soon as he hears from them, Tesone confirmed. Attorney Tesone said they can get the basics off of the old building to see what we would need for the office involving Sandy. Mr. Lark said there should be some sort of facility for the meetings. Mayor Curry said this seems to possibly address the things that they had spoken about in their last meeting. Council agreed Jones Performance has donated a lot in the past to the Borough. Eric Lucich said he wants to technically know if it's the Sewer Authority property or Borough's property.

Attorney Tesone said the Sewer Authority is another entity and we have management of sewers so we can have a Sewer Authority Meeting and they can sell this property as well as a separate entity. Eric Lucich said as soon as he hears from Mr. Jones, things can start moving in the right direction. Mayor Curry said it's an interesting idea and Council agreed.

**Locking File Cabinets:** Mr. Novak said he spoke with Sandy about the copier and other equipment that is outdated. Mr. Novak said he didn't know if they have budgeted for office supplies that they can solve. Mr. Lark said they have \$1,500.00 in the Budget for office equipment. Eric Lucich read the Budget where there's \$500.00 for administrative miscellaneous and \$500.00 for office supplies. Mr. Novak asked what was included in the office supplies. Ms. Ricci said it would be paper, ink, envelopes and anything used for billing purposes. Mr. Lucich and Mr. Novak discussed further. Mr. Novak suggested purchasing a printer/scanner/copier unit which would be under \$200.00. Eric Lucich said he didn't know if there was a lease now. Ms. Ricci said she believes there is a Contract with Lenzi's Company and that Mr. Lenzi told her that when the copier they have now dies they would need a new one, since she now operates with three units, a scanner, a copier and email separately. Ms. Ricci said Mr. Lenzi did say when they replace the copier with one equipment that does everything, that the one unit will be costly and he didn't give her a price. Mr. Novak asked if Council is okay with getting quotes in speaking with that company. Attorney Tesone said his office ordered a copier three months ago and they still have not received it. Mr. Moyer stated that Mercer County has file cabinets that they could probably get, five to seven for less than \$100.00, they bid on them and the bid just ended Monday, which is an option. Mr. Moyer said they can replace the locks on the cabinets which can be another option. Mayor Curry asked Ms. Ricci if any of the cabinets lock. Ms. Ricci said only one small cabinet has a lock on it, all of the other cabinets that contain Personnel files and Confidential files really should be locked. Mr. Lark said he thinks the issue is greater than locking file cabinets, he thinks they have a security and safety issue in case of a fire. Mr. Lark said he thinks they should buy an equivalent of a gun safe or some other type of item which is not built in. Mr. Lark said if they are getting prices, they can get prices on the whole realm. Ms. Ricci said that would include the Ordinances, Resolution and Minutes that are irreplaceable, Mr. Lark agreed. Council, Mayor and Rich Garrett discussed fire safety temperatures, gun safes and file cabinets. Ms. Ricci said there are bank account numbers and Personnel files for everyone. Mr. Novak said he would like to see all of that secured, Mayor Curry agreed. Ms. Ricci said if a gun safe was large enough, it would probably fit all of that plus the Ordinances, Resolutions and Minutes. Mr. Lark said that would take care of their temporary concern and if they build a new office, they can actually build something in the wall. Council and Attorney Tesone discussed further regarding monies from the Cares Act of \$17,000.00 which is included in the General Fund. Mr. Lark explained the Cares Act monies which does not have the guidance and restrictions of the American Rescue Act monies.

**Laptop, copier/scanner/printer:** Mr. Novak said he will look into information regarding paper, ink and maintenance.

**Cell Phone for Secretary:** Mr. Novak said Bobby Cochran had another one just sitting at the garage which is a flip phone. Mr. Novak would like to suggest her using a cell phone with possibly upgrading it for everything our tablet can do she can do it right from her cell phone instead of having the business phone routed to her personal cell phone number. Mr. Novak said if they pay for it, then she isn't getting business calls on her personal phone and has the ability to separate work from her personal life. Mayor Curry and Council discussed further and to pursue more information regarding phone lines and cell phones. Mr. Novak also said a DVR Recorder could be utilized and to talk about it at a later date.

**Snow Emergency Ordinance:** Attorney Tesone asked if they had any additions or corrections to the Drafted Snow Emergency Ordinance he prepared. Mr. Moyer said he would like to table this until next month. Mayor, Council and Chief Newton discussed snow emergencies with street parking procedures. Mr. Moyer made a motion to table the Snow Ordinance, seconded by Mr. Williams with all in favor.

**Discuss Braho's Appeal** – Attorney Tesone suggested Council may want to discuss this legal matter at the Executive Session.

**Brian Foster – LSWM Pool Feasibility and Study Resolution Pavilion Prices:** Mr. Foster addressed Council regarding costs of materials for the pavilion from Shenango Steel Building with the price of \$10,820.00 and that does not cover the cost of erection of the building. He is not sure about the types of engineering specs and costs will be for that process. Mr. Foster said the second topic they talked about was paving at the park and Davano quoted \$18,600.00 for the lower parking lot which is shared by the little league and also quoted \$11,800.00 for the upper parking lot along the road which would add additional parking spaces and then an add on to that section of \$4,200.00 which would extend the parking past the telephone poles in the yard and add additional space. Mr. Foster said then the last request was for updating the building with a quote from Bruce Mattson who was not able to give him a price based on the current fluctuation of prices and lack of material but that in April he may have more information. Mr. Foster said he is asking for a Resolution for the Feasibility Study for a Grant and his plan is to use Act 13 money as the local match and DCR would be the other fifty percent, so it wouldn't cost the community anything. Mr. Foster explained. Mr. Foster said the new director will work with Mr. Lark as the contact person and also if anyone else on this Board would want to meet to do more intimate pool meetings with Shenango Township, Lackawannock Township and West Middlesex Borough. Mr. Foster said they are going to try to meet during the day and Mr. Lark will gather more information for the Borough. Mayor Curry said there is no way to meet the deadline for the Grant she has been working on because she has to have a Community Board to discuss what the community wants for that situation and she has to take surveys and all kinds of things. Mayor Curry said she is still working on it but she won't be able to apply for that Grant until next year. Mr. Foster said the pancake breakfast fundraiser was a success. Council and Mr. Foster discussed further. Eric Lucich asked is there is a motion for signing the Resolution. Mr. Lark made the motion, seconded by Mr. Moyer with all in favor.

**Request to Continue Writing Grants – Mayor Stacey Curry:** Mayor Curry is requesting to continue Grant writing with needed information. Mr. Novak said he will send her the link from the Borough's Association website.

Mr. Lark distributed packets with explanations regarding street specifications and cost estimates, he said that the information will stay here, we don't want that information going out to affect the bids. Mr. Lark said they would meet at the Council Meeting on April 19<sup>th</sup> and Council would then need to advertise Bids based on those specifications, it will take two to three days to get the ad in the Herald hopefully by April 22<sup>nd</sup>. Attorney Tesone said that it has to be advertised twice. Mr. Lark explained Bid processes and they could open the Bids on Wednesday, May 18<sup>th</sup> and either accept or reject the Bids. Mr. Lark said he has proposed this before, as Attorney Tesone and GPI are in agreement, and that he reviewed with Council for the plan to be to write the specifications so that it would be a separate Bid, separate specifications on Garfield Street Extension. Mr. Lark explained there may be one Contractor to bid that and not bid anything else because some Contractors do not do blacktop. Mr. Lark explained the second Bid on Garfield Street would be to do the milling and the paving. Mr. Lark said the other streets that were under consideration will only be milled and paved so that factor wouldn't come into place.

Mr. Lark said by doing that they could then apply money from the American Rescue Act to help out in that regard. Mr. Lark explained further the use of Liquid Fuels monies.

Mr. Lark distributed paperwork relating to COG updates and reports regarding the swimming pool, softball field and bucket truck.

Mr. Lark reported that a couple of weeks ago the predecessor to Steward Health explained the money that they gained when they sold the hospital which was several million dollars and they have now established the Buhl Foundation which is supposed to do things to benefit the health of the Community. Mr. Lark said two weeks ago they did the vaccinations at The Good Shepard Church and they called him yesterday for another Co-Vid program, free of charge again, for free testing. Mr. Foster said he has also spoken with them and they have an AED Program for non-profit facilities and they said that every five years you can qualify and that their program is literally just starting this month. Mayor, Council and Rich Garrett explained the purchase of a new AED and suggested they definitely would need one for the garage and engine. Mayor Curry is asking to do a Community Event with the school and fire department and they will set something up.

Mr. Novak said he reached out to the Pennsylvania Game Commission regarding donations for the nature trail through local Veterans Officea for Veterans and for the public. Mr. Novak said he asked today about the hunter safety course for children and will have more information. Mayor Curry said she would like to look for Grant opportunities for Kiwanis Park where there is the brush area with shade gardens and benches and to walk the wildlife and to also make accessible pathways around that wooded area and coming back over a new bridge to hopefully construct. Mayor Curry said new playground equipment is also needed. Mr. Novak asked Ms. Ricci which account are they paying for fuel and salt. Ms. Ricci said that is coming out of the General Fund. Ms. Ricci said she hasn't touched the Liquid Fuels Accounts because she knows that a lot of streets and alleys need to be repaired and also for auditing purposes to have one or two checks versus fifty checks for the year. Ms. Ricci said she spoke with Liquid Fuels and they said that was allowable. Mr. Novak asked who quoted saying that our town cannot use concrete on our roads. Eric Lucich said he wasn't sure, but that he would say it is not very practical to spend money on concrete, it wouldn't be cost effective. Mr. Novak said it wouldn't be the entire area, just where they are turning the tires because vehicles tear up blacktop. Mr. Novak said he would at least like to look at it with a quote or two for sections of concrete. Eric Lucich and Mr. Novak spoke further on this topic. Mr. Moyer questioned if the quote should be presented from the Street Committee. Mr. Lucich said it would probably be better from the Street Committee and they should speak with Jon Wilson.

Eric Lucich said they will now Recess for an Executive Session regarding personnel matters and legal matters @ 7:30 p.m.

**Recessed - Executive Session – Personnel and Legal Matters from 7:30 p.m. – 8:55 p.m.**

**Council Reconvened the Meeting @ 8:55 p.m.**

Mr. Moyer made a motion to purchase a laptop computer for our Borough Secretary up to the amount of \$2,500.00 which would include Microsoft office, software and any accessories they may need for that laptop for portability, Mr. Williams seconded. Attorney Tesone said to phrase it "to not exceed the amount". Mr. Moyer said there are recommendations from Greg at COG for the minimum requirements. Eric Lucich stated they have a first and second motion and if all was in favor. Council was all in favor with no one opposing.

Mr. Lucich said after they buy the new laptop, to scrub all of the private information from it. Mr. Moyer made the motion that they have Greg from COG wipe the computer as required and set that up for the Borough Garage. Mr. Lucich stated this motion also includes transferring the necessary files and information to the laptop. Mr. Moyer agreed. Mr. Lucich asked if all was in favor. Council was all in favor with no one opposing.

**Adjournment @ 8:59 p.m.:** Mr. Moyer made the motion to Adjourn, seconded by Mr. Williams with all in favor.







