BOROUGH OF INGRAM
REGULAR COUNCIL MEETING
December 11, 2023

The December 11, 2023 Regular Meeting of Ingram Borough Council was called to order by Council President Richard Nucci at 6:30 p.m. in the Ingram Borough Municipal Building. The Pledge of Allegiance was led by Mr. Fiset.

Members present:
Richard Nucci - President
Karen Dixon
Peter Fiset
Jessica Haberley
Rick Smith
Samantha Wilfert

Also present were:
Robert Garvin – Solicitor
Bryan Flaugh – Engineer
Debbie Stecko – Secretary / Treasurer

Mayor Sharon Stetz and Council member Sue Radzanowski were unable to attend.

REQUESTS FROM CITIZENS

Ean Livinggood – 213 Maxwell Street – presented Council with a petition signed by residents of Maxwell Street requesting Council to install speed bumps on Maxwell Street. Mr. Nucci replied that he, personally, is not in favor of installing speed bumps. They interfere with proper drainage and cause problems with snow removal as well as cause damage to vehicles. Mr. Nucci stated that he will refer this matter to the Highways, Health and Sanitation Committee. In the meantime, a digital speed sign will be installed on Maxwell Street.

ENGINEER'S REPORT – Bryan Flaugh

Mr. Flaugh reported he met with Alcosan regarding the outstanding grant applications. Mr. Flaugh then discussed the CDBG Grant for handicapped curbs cuts. The total cost of the project was $33,850.00. The amount awarded by Char-West COG was $23,329.00. The Borough decided to reduce the scope of the work and awarded the bid to Independent Enterprises. Independent Enterprises contacted the Engineer and stated that they were not interested in doing the project since the scope was reduced. This matter was referred to the Solicitor and HHS Committee for review.

POLICE REPORT – Jack Doherty

Due to the absence of Chief Doherty, no report was given.

PUBLIC WORKS FOREMAN'S REPORT – Steve Palmer

Due to the absence of Mr. Palmer, no report was given.

APPROVAL OF MINUTES

A MOTION was made by Mr. Fiset; seconded by Mrs. Wilfert; to approve the minutes of the August 14, 2023 Council Meeting. The MOTION was unanimously passed.

COMMITTEE REPORTS

BUILDING & ZONING / CODE ENFORCEMENT – Rick Smith

Mr. Smith stated that this was his last meeting of Council and thanked all Council Members and staff for their time in making Ingram a great community.

A MOTION was made by Mr. Smith; seconded by Ms. Dixon; to advertise Ordinance No. 2 of 2023 adopting the 2018 Property Maintenance Code.

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The MOTION carried unanimously.

GENERAL GOVERNMENT – Jessica Haberley

Mrs. Haberley stated this meeting will be her last meeting also. She thanked Council and staff for all of the work that is being done. Mrs. Haberley reported that there will be training session on how to post items on the website later in the week.

A MOTION was made by Mrs. Haberley; seconded by Mr. Fiset; to advertise the 2024 Regular Meetings of Council for the second Monday of each month at 6:30 p.m. and the Pre-Council Meetings on the Thursday prior to the Regular Meeting at 6:30 p.m. The Reorganization Meeting of Council will be held on Tuesday, January 2, 2024 at 6:00 p.m.; the Regular Council Meeting in January will be held on January 2, 2024 at 6:15 p.m.

GENERAL GOVERNMENT – Jessica Haberley

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The MOTION carried unanimously.

A MOTION was made by Mrs. Haberley; seconded by Ms. Dixon; to hire Connie Klauck as Borough Secretary at the rate of $50,000.00 per/year beginning January 1, 2024.

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The MOTION carried unanimously.

A MOTION was made by Mrs. Haberley; seconded by Ms. Dixon; to appoint Debbie Stecko as Treasurer beginning January 1, 2024 in accordance with the 2024 Budget.

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The MOTION carried unanimously.

HIGHWAYS, HEALTH & SANITATION – Karen Dixon

Ms. Dixon reported her Committee will discuss the speed bump matter on Maxwell Street as well as the CDBG Handicapped Ramp project. She thanked Public Works Foreman, Steve Palmer, for all his effort to keep the leaf machine running this season.

PARKS AND RECREATION – Samantha Wilfert

Mrs. Wilfert reported that the "Rocket Ship" was installed at the Park this week. Next Spring, 10 benches will be installed and the landscaping completed. Mrs. Wilfert concluded her report by thanking all of the volunteers that helped out with the Light-Up Night event.

FINANCE – Sue Radzanowski

Due to the absence of Mrs. Radzanowski, Mr. Fiset gave her report.

A MOTION was made by Mr. Fiset; seconded by Mrs. Haberley; to ratify the payment of the November 16, 2023 payroll in the amount of $28,691.16 and the November 30, 2023 payroll in the amount of $28,934.91

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The MOTION carried unanimously.

A MOTION was made by Mr. Fiset; seconded by Ms. Dixon; to ratify the payment of expenses for November 28, 2023 as follows: General Fund - $4,986.71; Recreation Fund - $230.99; Sanitary Sewer Fund - $79.55; and Payroll Fund $2376.55.

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The MOTION carried unanimously.

A MOTION was made by Mr. Fiset; seconded by Mr. Smith; to pay the expenses of December 11, 2023 as follows: General Fund - $123,682.10; Recreation Fund - $107,824.83; Sanitary Sewer Fund - $178,346.02; and Payroll Fund - $2,473.64.

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The motion carried unanimously.

A MOTION was made by Mr. Fiset; seconded by Mrs. Haberley; to adopt the 2024 Budget as follows:

General Fund:	$2,022,268	Sanitary Sewer Fund:	$1,495,507
Recreation Fund:	$ 351,250	Capital Improvement Fund:	$1,505,355
Liquid Fuels Fund:	$ 328,963		

FINANCE - Sue Radzanowski

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The Motion carried unanimously.

A MOTION was made by Mr. Fiset; seconded by Mrs. Wilfert; to approve the 2024 salaries of all Borough employees as presented on Attachment 1 which will be made part of the December 11, 2023 minutes.

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The MOTION carried unanimously.

A MOTION was made by Mr. Fiset; seconded by Ms. Dixon; to adopt Resolution No. 8 of 2023 setting the 2024 Real Estate Tax Millage as follows: General Fund – 5.70 mills; and Recreation Fund - .20 mills; for a total tax millage of 5.90 mills. (same rate as last year)
FINANCE – Sue Radzanowski

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The MOTION carried unanimously.

A MOTION was made by Mr. Fiset; seconded by Ms. Dixon; to transfer $145,000.00 from the General Fund to the Capital Improvement Fund as follows:

$7,500 to future bridge repairs	$30,000 to future road repairs
$10,000 to future Police car	$20,000 to future PW vehicles
$10,000 to future window/gen replacement	$50,000 to future Fire service
$7,500 to future roof replacement	

FINANCE – Sue Radzanowski

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The MOTION carried unanimously.

A MOTION was made by Mr. Fiset; seconded by Ms. Dixon; to transfer $150,000 from the General Fund to the Capital Improvement Fund for future road repairs.

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Yes		

The MOTION carried unanimously.

A MOTION was made by Mr. Fiset; seconded by Ms. Dixon to approve the 2022 Real Estate Tax refunds in the amount of $11,500.73 as per Jordan Tax.

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The MOTION carried unanimously.

A MOTION was made by Mr. Fiset; seconded by Ms. Dixon; to approve 2023 Real Estate Tax refunds in the amount of $11,423.56 as per Jordan Tax.

ROLL CALL:	Ms. Dixon	Yes	Mr. Smith	Yes
	Mr. Fiset	Yes	Mrs. Wilfert	Yes
	Mrs. Haberley	Yes	Mr. Nucci	Yes
	Mrs. Radzanowski	Absent		

The MOTION carried unanimously.

POLICE & FIRE – Peter Fiset

Mr. Fiset reported that there were 6 fire calls for the period of November 9, 2023 through December 5, 2023.

MAYOR'S REPORT – Sharon Stetz

Due to the absence of Mayor Stetz, Mr. Nucci gave her report. The Police Department answered 140 calls for the month of November 2023. The income received from the Magistrate's Office totaled $399.74 for the month.

SECRETARY'S REPORT – Debbie Stecko

Mrs. Stecko had no report.

SOLICITOR'S REPORT – Robert Garvin

Mr. Garvin had no report.

PRESIDENT'S REPORT – Richard Nucci

Mr. Nucci reported that he will follow-up with the HHS Committee on the Maxwell Street matter. He stated that the commercial property on Foster Avenue was cleaned up. He spoke to the owner. Mr. Nucci stated the he and the solicitor followed up with the Building Inspector regarding the property on Charleton Street.

OLD BUSINESS

There was no Old business discussed.

NEW BUSINESS

There was no New business discussed.

PUBLIC COMMENT

Ken Meyers – 211 Maxwel Street – inquired about speed limits on residential streets. Mr. Nucci stated that the speed limits are determined by the State. The only areas that are 15 mph are school zones. Mr. Nucci explained that Council tried to have the speed limit lowered on Foster Avenue because of the Park. A traffic study was done. The state rejected lowering the speed limit on Foster Avenue.

MOTION TO ADJOURN

A MOTION was made by Ms. Dixon; seconded by Mrs. Wilfert; for Council to adjourn to Executive Session to discuss Personnel matters. The MOTION was unanimously passed at 6:58 p.m., Council adjourned to Executive Session.

Respectfully Submitted,

Deborah A. Stecko, Secretary