BOROUGH OF INGRAM
REGULAR COUNCIL MEETING
NOVEMBER 13, 2023

The November 13, 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, Vice President
Peter Fiset
Jessica Haberley
Sue Radzanowski -arrived at the meeting at 7:00 p.m.
Rick Smith
Samantha Wilfert

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

REQUESTS FROM CITIZENS

Ron McClellan – 50 W. Prospect Avenue – inquired about the Traffic light project on Ingram Avenue. Mr. Nucci explained the Borough received a grant from PennDOT to upgrade the intersection at Ingram Avenue and W. Prospect Avenue. The Engineer stated that once a signed Agreement is received, there will be a meeting to coordinate activities between utility companies, businesses in the area, and Port Authority. Mr. McClellan asked if he could review the study to see what is planned for the area and what is planned for traffic calming. Mr. Nucci stated that he will forward the plan to him electronically.

Sam Marbella – 95 Ingram Avenue – complained to Council regarding the condition of the Sevacko building on Foster Avenue. He stated that the property looks like a junk yard. Mr. Nucci stated that he will have the Code Enforcement Officer look into the matter. Mr. Marbella stated he was supposed to look at it but nothing has been corrected.

Faith Moore – 91 Ingram Avenue – also complained about the condition of the Sevacko property. She stated that she was trying to paint her fence however she cannot paint the outside of the fence due to the trash that is laying against it. She also stated that the piping stored smells like a sewer. She believes her property value has decreased because of the condition of the Sevacko property. Also, she would like an update from Council on the progress of the property maintenance discussed tonight. Ms. Moore then asked about leaf collection. Mr. Nucci explained that the leaf machine is in the shop being repaired. He stated you may see the Borough crew picking up leaves intermittently. The crew has borrowed Crafton's leaf machine when it is not in use in Crafton.

Don Bennett – 1 Wheeler Avenue – expressed his dissatisfaction with the Code Enforcement and Zoning Officer. He stated a property failed an occupancy inspection and no one can tell him why. He stated the

code being used needs to be on the website and there needs to be more transparency on the part of the Borough. Mr. Nucci stated that the Zoning Ordinance is currently on the website. The Property Maintenance Code is not and cannot be published on the website due to legal issues.

David Wojtaszek – 18 Charlton Street – spoke abut the property at 16 Charlton Street. He asked Council for an update since the last time he attended the Council Meeting. Mr. Nucci stated that he and the Solicitor contacted the Building Inspector to take action on this property. They have not received an explanation as of yet as to why they (Building Inspector Underwriters) will not act upon the request. The Solicitor explained the problem lies with who has jurisdiction to remedy the problem; building inspection or code enforcement. Mr. Nucci stated that Council and the Solicitor are still working on this problem.

ENGINEER'S REPORT – Bryan Flaugh

Mr. Flaugh updated Council regarding on-going sewer projects.

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 July 10, 2023 meeting. The MOTION was unanimously approved.

COMMITTEE REPORTS

BUILDING & ZONING / CODE ENFORCEMENT - Rick Smith

A MOTION was made by Mr. Smith; seconded by Mr. Fiset; to adopt Resolution No 8 of 2023, adopting the 2018 International Property Maintenance Code. The MOTION was unanimously approved.

GENERAL GOVERNMENT – Jessica Haberley

Mrs. Haberly announced the new Borough website launched on November 11, 2023. Employee training on how to post to the website will be upcoming.

GENERAL GOVERNMENT – Jessica Haberley

A MOTION was made by Mrs. Haberley; seconded by Mr. Fiset to lease a XEROX copier from Amcom Office Systems for the Police Department for 60 months at the cost of $128.00/month.

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 Mr. Fiset to authorize an expenditure to Seibel Carpet Service in the amount of $1,175.00 for new carpeting in the Police Department lunch room.

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

A MOTION was made by Ms. Dixon; seconded by Rick Smith; to accept the bid from Independent Enterprises in the amount of $26,260.00 for the ADA Curb Ramp Project. This Project is being administered through the Char-West COG CDBG Program.

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 was unanimously approved.

PARKS & RECREATION – Samantha Wilfert

Mrs. Wilfert thanked the Police, Pittsburgh Fire Department and volunteers for helping with the Halloween Parade. She stated that the "Rocket" (playground equipment) is scheduled to be installed the week of November 13, 2023. Mrs. Wilfert stated that Light-up Night will take place on Friday December 8, 2023 from 6:30 p.m. to 8:30 p.m.

PARKS AND RECREATION – Samantha Wilfert

A MOTION was made by Mrs. Wilfert; seconded by Jessica Haberley; to adopt Resolution No. 7 of 2023 authorizing the Borough to apply for a CDBG Grant in the amount of $61,000.00 for handicapped bathrooms at the Park through Char-West COG.

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. Wilfert; seconded by Mrs. Haberley; to authorize an expenditure in the amount of $107,712.83 to El Grande Industries, Inc. for the work completed on the Pickleball and Basketball Courts as per the Engineer's letter of November 9, 2023.

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.

FINANCE – Sue Radzanowski

A MOTION was made by Mrs. Radzanowski; seconded by Mr. Fiset; to ratify the payment of the October 19, 2023 payroll in the amount of $28,432.89; and the November 2, 2023 payroll in the amount of $27,935.86.

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 Mrs. Radzanowski; seconded by Ms. Dixon; to ratify the payment of expenses on October 10, 2023 as follows: General Fund - $59,053.11.

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

FINANCE – Sue Radzanowski

The MOTION carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Mrs. Wilfert; to ratify the payment of expenses on October 10, 2023 as follows: General Fund - $14,642.10 and Payroll Fund - $2,104.19.

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 Mrs. Radzanowski; seconded by Ms. Dixon; to ratify the payment of the expenses on October 26, 2023 as follows: General Fund - $3,225.59; Recreation Fund - $377.80; and Liquid Fuels Fund - $3,327.94.

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 Mrs. Radzanowski; seconded by Ms. Dixon; to ratify the payment of expenses on October 30, 2023 as follows: General Fund - $4,985.95; and Liquid Fuels Fund - $2,099.40.

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 Mrs. Radzanowski; seconded by Ms. Dixon; to ratify the payment of the expenses on November 13, 2023 as follows: General Fund - $46,725.08; Recreation Fund - $4,437.42; Sanitary Sewer Fund - $8,654.39 and Liquid Fuels Fund - $4,290.83.

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

FINANCE – Sue Radzanowski

The MOTION carried unanimously.

A MOTION was made by Mrs. Wilfert; seconded by Ms. Dixon; to advertise the availability of the preliminary 2024 Budget.

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.

POLICE & FIRE – Peter Fiset

There were 2 fire calls for the period October 5, 2023 through November 8, 2023. The Pittsburgh Bureau of Fire participated in the Halloween parade.

A MOTION was made by Mr. Fiset; seconded by Mr. Smith; to ratify the email vote of 10/18/2023 accepting the quote from Greenwich Insurance for Police Profession Liability Insurance in the amount of $4435.00.

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.

MAYOR'S REPORT – Sharon Stetz

Mayor Stetz reported the Police Department answered 157 Police calls for the month of October 2023. The income received from the Magistrate's Office totaled $408.57 for the month.

SECRETARY'S REPORT - Debbie Stecko

Mrs. Stecko had no report.

SOLICITOR'S REPORT – Robert Garvin

Solicitor Garvin had no report.

PRESIDENT'S REPORT – Richard Nucci

Mr. Nucci updated Council on Char – West COG matters.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

PUBLIC COMMENT

There were no comments or questions from the audience.

REVIEW OF THE 2024 PRELIMINARY BUDGET

Mr. Nucci reviewed each of the Fund budgets: General Fund, Capital Expense Fund, Recreation Fund, Sanitary Sewer Fund and Liquid Fuels Fund. The General Fund was reviewed first, noting that the millage will remain the same as it was in 2023 at 5.9 mills.

The Capital Expense Fund was then reviewed. He noted that in 2024, there will be $145,000.00 put away for future use including $50,000.00 for future fire contract payments. Also, there is $20,000.00 being put away for future windows/generator for the Borough Building.

The Recreation Fund was reviewed. Mr. Nucci stated the Borough has received three Recreation Grants through the DCED with the help of State Representative Dan Deasy and State Senator Wayne Fontana. The Borough is in the process of completing paperwork to receive the proceeds of the LGA grant in the amount of $231,273.00. The funds were used to install new playground equipment as well as construction of the pickleball courts and refurbishment of the baseball courts. The total grant money received was $375,000.00.

Mrs. Stecko reviewed the Liquid Fuels Fund. She stated the State sets the annual Liquid Fuels allocation to each municipality. The Borough uses the Liquid Fuels allocations for payment of street lights, road salt, repairs to the public works vehicles and line painting.

MOTION TO ADJOURN

A MOTION was made by Ms. Dixon; seconded by Mrs. Wilfert; to adjourn to executive session to discuss personnel matters and employee salaries. The MOTION was unanimously passed. At 7:33 p.m. Council adjourned to Executive Session.

Respectfully Submitted,

Deborah A. Stecko, Secretary