BOROUGH OF INGRAM

REGULAR COUNCIL MEETING

December 9, 2024

The December 9, 2024 Regular Meeting of Ingram Borough was brought to order by Council President Richard Nucci at 6:30 p.m. in the Ingram Municipal Building. The Pledge of Allegiance was led by Mayor Stetz.

Members Present:

Richard Nucci – President

Karen Dixon – Vice President

Jerry Ellis

Denise Embrey

Sue Radzanowski

Samantha Wilfert

Also Present Were:

Robert Garvin – Solicitor

Connie Klauck – Secretary

Sharon Stetz – Mayor

REQUESTS FROM CITIZENS

A representative from Brentwood Bank treasurer management group, Jen, attended the meeting to provide Council with information about what Brentwood Bank provided and how they do it. They work hard to make any transitions as smooth as possible. Mrs. Radzanowski noticed that accounts under $1,000,000.00 total can accrue account fees, she was assured that Brentwood would work with that number if need be.

ENGINEERS REPORT- Bryan Flaugh

Mr. Flaugh reported that the SHACOG MH – MH liner work is scheduled to start this week.

Gateway Engineers is starting to work on the plans for Ingram Avenue Grant project.

POLICE REPORT – Jack Doherty

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

PUBLIC WORKS FOREMAN – Steve Palmer

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

APPROVAL OF MINUTES

A MOTION was made by Mrs. Wilfert; seconded by Ms. Dixon; to approve the minutes of the November 11, 2024 Regular Council Meeting. The Motion was unanimously passed.

2025 BUDGET REVIEW

Mr. Nucci asked if anyone had any questions about the 2025 Budget. There were no questions.

COMMITTEE REPORTS

GENERAL GOVERNMENT – Denise Embrey

A MOTION was made by Ms. Embrey; seconded by Mr. Ellis; to advertise the 2025 Council Meeting / Pre-Council Meeting schedule.

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

POLICE & FIRE – Jerry Ellis

Mr. Ellis reported that there were 3 fire calls for the month of November 2024.

The new Full-time Patrolman, Ian Steele, has been sworn in and has started working.

HIGHWAYS, HEALTH & SANITATION – Karen Dixon

A MOTION was made by Ms. Dixon; seconded by Mr. Ellis; to adopt Ordinance No. 02-2024 AMENDING CHAPTER 179 – VEHICLES AND TRAFFIC, §179-34, NO PARKING AT ANY TIME, OF THE INGRAM BOROUGH CODE TO PROHIBIT PARKING ON THE WEST SIDE OF SOUTH LINSHAW AVENUE FROM THE EXTENDED CURBLINE OF MAXWELL STREET TO A LOCATION EIGHTY (80) FEET NORTH ALONG SOUTH LINSHAW AVENUE.

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

PARKS & RECREATION – Samantha Wilfert

Mrs. Wilfert reported that Light up Night was a success and that many families attended.

The Easter Egg hunt has been scheduled for April 12, 2025 with a rain date of April 19, 2025.

FINANCE – Sue Radzanowski

A MOTION was made by Mrs. Radzanowski; seconded by Ms. Embrey; to ratify the payment of the November 14, 2024 payroll in the amount of $28,078.99 and the November 27, 2024 payroll in the amount of $27,714.00.

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Mr. Ellis; to ratify the payment of expenses on November 17, 2024 as follows: General Fund - $53,710.88; Recreation Fund - $870.03; Sewer Fund - $187,323.52; Payroll Fund - $2,586.52; Liquid Fuels Tax Fund - $3,683.52.

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Mr. Ellis; to ratify the payment of expenses on November 25, 2024 as follows: General Fund - $484.67; Payroll Fund - $2,381.52.

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Mrs. Wilfert; to adopt the 2025 Budget as follows:

General Fund:	$2,024,441.00	Sanitary Sewer Fund:	$1,622,027.00
Recreation Fund:	$117,790.00	Capital Improvement Fund:	$1,885,963.00
Liquid Fuels Fund:	$326,527.00		

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Mr. Ellis; to adopt Ordinance No. 03-2024 FIXING A FINAL TAX RATE FOR 2025 OF 6.4 MILLS AS FOLLOWS: GENERAL FUND – 6.20 MILLS AND RECREATION FUND - .20 MILLS; SETTING AND FIXING PROVISIONS FOR THE PAYMENT OF PROPERTY TAXES AT A DISCOUNT; AND PROVIDING FOR THE ACCRUING OF PENALTY AND INTEREST ON ALL DELINQUENT AND UNPAID PROPERTY TAXES.

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Mr. Ellis; 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	$30,000 to Future PW Vehicles
$10,000 to Future Window/Gen Replacement	$50,000 to Future Fire Services
$7,500 to Future Roof Replacement	

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Mr. Ellis; to transfer $150,000.00 from the General Fund to the Capital Improvement Fund for Future Road Repairs.

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Mr. Ellis; to approve an Expenditure to SHACOG in the amount of $20,489.38 for the final payment of the Joint Municipal Sanitary Sewer Project Year 14 (2024) CCTV Inspections and Cleaning, as outlined in the Engineer's letter of November 21, 2024.

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

BUILDING & ZONING / CODE ENFORCEMENT – Peter Fiset

Due to the absence of Mr. Fiset, Ms. Dixon covered the Building & Zoning / Code Enforcement.

A MOTION was made by Ms. Dixon; seconded by Ms. Embrey to adopt Ordinance No. 04-2024 AMENDING CHAPTER 132, PEDDLING AND SOLICITING OF THE INGRAM BOROUGH CODE BY THE ADDITION OF ARTICLE II, FOOD TRUCK AND MOBILE VENDORS UNITS, ESTABLISHING FOOD TRUCK AND MOBILE VENDOR UNIT REGULATIONS FOR THE OPERATION OF FOOD TRUCKS AND MOBOLE VENDOR UNITS IN THE BOROUGH OF INGRAM; ESTABLISHING PROCEDURES FOR THE SUBMISSION OF APPLICATIONS FOR PERMITS AND THE ISSUANCE OF PERMITS AND EXEMPTIONS; ESTABLISHING FEES FOR PERMITS; AND ESTABLISHING FINES FOR THE VIOLATION OF THE REGULATIONS.

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

MAYOR'S REPORT – Sharon Stetz

Mayor Stetz reported that the Police Department answered 181 calls for the month of November 2024 and that the total amount received from the Magistrate's Office totaled $397.22.

SECRETARY'S REPORT – Connie Klauck

Ms. Klauck had no report.

SOLICITOR'S REPORT – Robert Garvin

Mr. Garvin had no report.

PRESIDENT'S REPORT – Richard Nucci

A MOTION was made by Mr. Ellis; seconded by Mrs. Wilfert; to amend the posted December 9, 2024 agenda by adding the following Authorized Official Grants for the Local Share Account (LSA) Grants for the Tot Lot improvements and the leaf collection machine.

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

A MOTION was made by Ms. Embrey; seconded by Mrs. Wilfert; to request a Statewide Local Share Assessment grant of $145,119.00 to be used for Ingram Borough Public Works Leaf Collection Machine and to designate Richard Nucci and Connie Klauck as the officials to execute all documents and agreements necessary to facilitate the requested grant.

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

A MOTION was made by Mr. Ellis; seconded by Mrs. Wilfert; to request a Statewide Local Share Assessment grant of $252,584.00 to be used for Ingram Borough Tot Lot Park Improvements and to designate Richard Nucci and Connie Klauck as the officials to execute all documents and agreements necessary to facilitate the requested grant.

ROLL CALL:	Ms. Dixon	Yes	Mr. Nucci	Yes
	Mr. Ellis	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes

The Motion carried unanimously.

OLD BUSINESS

Ms. Dixon asked about the status of the necessary bonding of the Tax Collector, Patricia Romonovich.

NEW BUSINESS

There was no New Business.

PUBLIC COMMENT

There was no Public Comment.

MOTION TO ADJOURN

A MOTION was made by Mr. Ellis; seconded by Mrs. Wilfert; to adjourn the Council Meeting. The Motion carried unanimously. The Council Meeting was adjourned at 6:54 p.m.

Respectfully Submitted,

Connie Klauck, Secretary