

SHICKSHINNY BOROUGH
Continuation of 1/2/2018 GENERAL COUNCIL MEETING
January 16, 2018
MINUTES

The continuation of the General Council Meeting of the Borough of Shickshinny Council was held on Tuesday, January 16, 2018, in the Council Room of the Shickshinny Borough Municipal Building. President Rosalie Whitebread called the meeting to order at 6:00 PM.

Per roll call, the following members of Council were present: Candice Kruczek, Jeff Norcross, Jim Wido, and Rosalie Whitebread. Absent: Chris Madl

Others in attendance: Mayor Brenda Long, Bobbi Titus, Andy Zahorsky, Paul Colarossi, Chris Cawley; Debra Coombs, Allen Coombs, Donald Switzer, Nancy Beach, Michael Steeber, Mark Smith, Kathy Llewellyn, Beverly Moore, Jule Moore, Aggie McDaniels. Please note there were additional members of the community present, however as they did not sign in, the minutes do not reflect their attendance.

The Pledge of Allegiance to the flag was recited.

President Whitebread introduced Andy Zahorsky from the Luzerne County 911 Center. Mr. Zahorsky provided general information on the role of the 911 department and the interaction with area municipalities for emergency alarms.

Mr. Zahorsky confirmed that changes were made to the Shickshinny fire alarm protocols in late December 2017 to remove Mocanaqua as first responders for Shickshinny fires. This change was a result of a letter provided to the 911 Department and signed by Shickshinny Fire Chief & Council President, Kevin Morris, and Mayor Beverly Moore, whose terms expired 12/31/17. He further explained that Shickshinny would have 9 (nine) minutes to respond to the 1st alarm before a 2nd alarm would be sounded.

Mr. Zahorsky also confirmed that any changes to the fire alarm protocols fall back to the municipality. It was explained by Council that this change was not addressed by the previous Council in a public forum. There was discussion by Council and residents concerning the amount of time that could elapse before the next closest fire company, Mocanaqua, would be called. All present agreed that this is a serious situation and that Mocanaqua Fire Company needs to be called in the event of a Shickshinny Fire.

President Whitebread explained that the Borough Solicitor, William Burke, had drafted a letter to be sent to the Shickshinny Fire Company outlining the information being requested by Shickshinny Borough Council as discussed at the January 2, 2018 General Council meeting. This letter indicated all requested information was to be provided within 30 days of receipt, where

the 1/2/18 Council had agreed to a 60-day response timeframe. Whitebread also read a letter from the Mocanaqua Fire Company indicating their willingness to provide the emergency fire protection for Shickshinny during the 60 day waiting period and that, during that time, Shickshinny crews would not be dispatched.

Mr. Zahorsky explained that the alarms could be returned to the protocols in place prior to the late December change by a letter/fax from Council to 911 and the change would be made immediately. He also suggested a future Council Resolution addressing the approval process for future changes.

Motion was made by Jim Wido/seconded by Jeff Norcross to put Mocanaqua back on the 911 alarm protocol and have Shickshinny as the only 1st responder. Yes votes: Jeff Norcross, Jim Wido; No votes: Candice Kruczek, Rosalie Whitebread. Due to the tie, Mayor Long cast the tie-breaking vote of No. The motion did not carry.

Motion was made by Candice Kruczek to have Mocanaqua named as the acting fire company for Shickshinny for 60 days, while the Shickshinny Fire Company was responding to the Council's documentation request. There was no second to this motion.

Motion was made by Jeff Norcross/seconded by Jim Wido to made changes to 911 to return to the protocols in place prior to the December change. Motion unanimously carried.

Motion was made by Jeff Norcross/seconded by Jim Wido to take the advice of counsel and request the information from the Shickshinny Fire Company within 30 days as opposed to 60 days. Motion was unanimously carried.

A letter will be sent to 911 via fax, following the meeting, to change the alarms back to the settings before the late-December change.

There was a brief discussion on the role of the Vacancy Board Chairperson.

Motion was made by Jeff Norcross/seconded by Jim Wido to have Council handle vacancies as needed and not fill this position. Motion was unanimously carried.

President Whitebread asked Council and the residents if there was any interest in serving on the Joint UCC (Uniform Construction Code) Board. No one expressed an interest in this position and the item was tabled.

President Whitebread asked Council and the residents in there was any interest in serving on the Floodplain Maintenance Advisory and/or Quality of Life- Property Maintenance Boards. These appointments were tabled pending more information on the role/purpose of each board.

President Whitebread opened the floor for citizen comments and discussion. Residents Allen and Debra Coombs expressed concerns with several Parker Hill homes that have been abandoned. They stated that these properties are a fire hazard and noted a Sulphur-like odor

also. Whitebread indicated that this will be referred to the Codes Enforcement Officer as soon as an appointment to that position is made.

Mr. Coombs also noted a safety issue with a stop sign on Parker Hill. He noted that the stop sign is actually on the left side of the road and there is a metal bar, used to reinforce the sign, protruding onto the road. Council responded that Art Zehner will handle this as soon as possible.

The following 2018 Committee appointments were made:

Building:	Madl/Norcross
Cemetery:	Wido/Norcross
Finance:	Norcross/Wido
Fire & Water:	Norcross/Madl
New Construction:	Norcross/Madl
Personnel:	Wido/Kruczek
Planning:	Kruczek/Madl
Pole & Light:	Kruczek/Madl
Police:	Wido/Kruczek
Recreation:	Wido/Kruczek
Street:	Wido/Kruczek
Safety:	Norcross/Madl

President Whitebread led a follow up discussion on the hourly wages for the Street Department employees. It was confirmed that there were erroneous payments for the street department supervisor and employee at a higher rate for snow removal hours in 2017.

Motion made by Jim Wido/seconded by Jeff Norcross to establish the Street Supervisor wage at \$12/hr for both normal and snow removal hours worked, recognizing a 3-hr minimum for “on call” snow removal. Motion unanimously carried.

Motion made by Jeff Norcross/seconded by Jim Wido to establish the Street Worker wage at \$10/hr for both normal and snow removal hours worked, recognizing a 3-hr minimum for “on call” snow removal. Motion unanimously carried.

President Whitebread led a discussion on the hourly wage for the temporary secretary/treasurer. This will be the same as the prior secretary at \$15/hour. Bobbi Titus provided a copy of a prior advertisement for that position and asked Council for any feedback so the ad can be placed with the newspaper.

Whitebread informed all that the previous police officer returned his badge and keys to the Borough office via mail. Discussion included the concern that after a prolonged period of time without a police officer, the state police may charge a per-capita fee to use them.

Motion made by Jeff Norcross/seconded by Jim Wido to advertise for a part time police officer. Motion was unanimously carried.

Rosalie Whitebread led a discussion on the Zoning and Code Enforcement Officer positions. She explained that James Ferry from Luzerne County would take on the Zoning tasks for Shickshinny at no cost to the Borough. Additionally, Larry Frace, Criteriums Peters Engineers, and Rick Harmon expressed interest in the Code Enforcement and/or Zoning positions.

Motion made by Jeff Norcross/seconded by Candice Kruczek to retain Rick Harmon for the Codes Enforcement Officer position (UCC, Codes, and Property Maintenance) for the 1st quarter of 2018 and have the Zoning Officer position handled by Luzerne County, James Ferry. Motion was unanimously carried.

There was discussion on the appointment of the Borough Engineer. Additionally correspondence was received from Peters Consultant, Inc. for this position.

Motion made by Jeff Norcross/seconded by Candice Kruczek to advertise for the Borough Engineer position. Motion unanimously carried.

Motion made by Jeff Norcross/seconded by Jim Wido to reappoint Rainey & Rainey as the Borough Auditor. Motion unanimously carried.

Bobbi Titus informed Council that a letter to PA Water Company from former Borough Solicitor Kevin Walsh was sent regarding the damage to the underground wires affecting the new pole lights, causing the flickering. Further, she stated she had received a call from the insurance company representing PA Water and indicated a claim had been filed for this charge.

Bobbi Titus requested approval from Council to provide residents copies of DRAFT meeting minutes at future meetings. Additionally, she requested permission to update Council information on www.shickshinny.org, as well as, provide copies of approved meeting minutes for upload to the website. Council unanimously agreed.

Motion was made by Jeff Norcross/seconded by Jim Wido to approve the minutes prepared by Carol Keiser of the 11/30/17 Work Session. Yes: Norcross, Wido No: Kruczek, Whitebread, Mayor Long.

Motion was made by Jeff Norcross/seconded by Jim Wido to approve the minutes prepared by Carol Keiser of the 12/5/17 General Council Meeting. Yes: Norcross No: Kruczek, Wido, Whitebread.

Motion was made by Jim Wido/seconded by Jeff Norcross to approve the minutes of the 12/28/17 Work Session as prepared by Bobbi Titus based on notes from the prior secretary. Yes: Kruczek, Norcross, Wido No: Whitebread. Motion carried.

Motion was made by Jim Wido/seconded by Candice Kruczek to approve the minutes of the 1/2/18 Reorganization Meeting. Motion was unanimously carried.

Motion was made by Jim Wido/seconded by Jeff Norcross to approve the minutes of the 1/2/18 General Council Meeting. Motion was unanimously carried.

Motion was made by Jeff Norcross/seconded by Jim Wido to ratify the December 2017 check listing as prepared by Carol Kieser. Yes: Norcross, Wido No: Kruczek, Whitebread

Motion was made by Jeff Norcross/seconded by Jim Wido to accept the December 2017 Account Balances as prepared by Carol Kieser. Yes: Norcross, Wido No: Kruczek, Whitebread

Motion was made by Jeff Norcross/seconded by Jim Wido to authorize payment of invoices/bills and process a \$4,000 transfer in funds for payroll. Motion unanimously carried.

Motion was made by Jim Wido/seconded by Candice Kruczek to purchase a new computer and upgrade the QuickBooks software, with a \$1,500 cap. Motion unanimously carried.

Bobbi Titus confirmed the advertisement of the 2018 Council Meeting dates was completed.

Motion by Jim Wido/seconded by Candice Kruczek to accept the Treasurer's Report. Motion unanimously carried.

Bobbi Titus informed Council that the Metrocast sale to Atlantic Broadhead was completed 1/4/18. Per correspondence from Atlantic Broadhead, the company sale should be transparent to customers.

Bobbi Titus provided an overview of the SPCA Municipal Agreement and an upcoming meeting for local leaders on January 31. Rosalie Whitebread and Brenda Long will attend the meeting. Residents supported Shickshinny participating in the SPCA agreement.

Motion made by Jeff Norcross/seconded by Candice Kruczek to agree to the 5 year Census option of the SPCA Municipal Agreement. Motion unanimously carried.

The letter from Joe Czarnecki is tabled until the January Work Session.

Council addressed the letter from Five Mountain Hardware regarding the lease of the flower shop upon demolition. Council indicated that cannot be addressed until the demo is complete and a lease prepared by the Borough Solicitor.

President Whitebread initiated discussion on the Borough leasing the vacant properties (as a result of the FEMA and HUD buyouts and demolitions) to Shickshinny Borough residents. She indicated that the opportunity to lease the property would be offered first to property owners of the property adjacent to the vacant site. She further explained that the Borough Attorney will be drafting a lease that takes all of the FEMA/HUD deed restrictions into consideration. The lease will require that the property is maintained, covered by liability insurance, and would be returned to the Borough in the same condition as received. Council and residents were all in agreement that this was a good idea. Whitebread also noted that a list of available properties will be developed.

Motion made by Jeff Norcross/seconded by Candice Kruczek to have the attorney draw up a lease for the vacant properties. Motion unanimously carried.

There was a question as to whether or not all of the leases for the vacant properties would have the same stipulations.

Motion made by Candice Kruczek/seconded by Jeff Norcross that all leases would contain the same stipulations. Motion unanimously carried.

Kathy Llewellyn stated she was in favor of residents being able to lease adjoining land, now vacant due to demo, but expressed concern over individuals outside of the borough leasing those parcels for inappropriate and/or nuisance reasons.

Motion was made by Jim Wido/seconded by Candice Kruczek that only Shickshinny Borough residents could lease the vacant land. Motion was unanimously carried.

There was a discussion of the 2018 Budget and line items that should be reviewed, including the tax collector & bond, the Fire Company amount, etc. It was decided that a Budget meeting would be held on Tuesday, January 23, 2018, at 6:00 PM. This meeting will be advertised.

Motion made by Jim Wido/seconded by Candice Kruczek to approve Attorney Burke to call or write the Luzerne County District Attorney requesting the DA access, inventory, and direct the handling of contents, if any, of the police department evidence locker. Motion unanimously carried.

There was discussion on the need for additional Borough manpower for emergency jobs, such as snow plowing, shoveling, etc. These would not be employees but would be paid an hourly wage.

Motion was made by Jim Wido/seconded by Jeff Norcross to create a list of interested individuals for emergency manpower at a payment of \$10/hour. Motion unanimously carried.

The following informational items were noted:

- Municipal Building locks have been changed by Don Cleary
- Frontier was contacted and performed updates/repairs/replacement to telephones
- Signatories were changed on bank accounts, as appropriate
- There have been numerous furnace repairs by United Heating at the building (1/12-13 & 1/16) & still an issue
- Bukevich Plumbing was called on 1/12 & 1/16 on multiple bathroom/plumbing issues. It was suggested to ask for a price on removal vs. replacement for the urinal.

There was discussion on purchasing a microphone for use in Council meetings, due to the difficulty of residents to hear discussions. Jeff Norcross suggested "choir microphones" that suspend from the ceiling.

There was discussion on acquiring a dumpster vs. purchasing a utility box-type trash container for the Borough Building trash handling. C & M Sanitation indicated their smallest dumpster is a 2-yd dumpster and would cost \$90/month, which doubles the present cost for trash removal.

Motion was made by Jeff Norcross/seconded by Candice Kruczek to purchase a utility box for trash. Motion unanimously carried.

It was noted that the sink hole on the former Siesko property has reopened.

There was discussion on a letter from BM Dieterick Landscaping stating that the weeds around the trees in the Borough problem. There was a suggestion that we should review the initial Work Order on the project and verify that a weed barrier was included in the Work Order. It was noted that any action of the prior Council could be rescinded with a majority vote of the present Council. This remains an open item.

The meeting was adjourned by Rosalie Whitebread at 8:07 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny