

SHICKSHINNY BOROUGH  
Work Session January 25, 2018  
MINUTES

The work session meeting of the Borough of Shickshinny Council was held on Thursday, January 25, 2018, in the Council room of the Shickshinny 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, Chris Cawley, Joe Noss, Jeff Noss, Jule Moore, Aggie McDaniels, Kathy Llewellyn. Please note there were additional members of the community present, however, as they did not sign in, the minutes do not reflect their names.

President Whitebread initiated a discussion on the January 24, 2018 meeting of the Shickshinny Sewer Authority and the dismissal/replacement of several positions. She indicated that Council would like a copy of the minutes of that meeting and regular updates from the Sewer Authority as it is an entity of Shickshinny Borough. Kathy Llewellyn, a Sewer Authority Board Member, provided information on the reorganization and confirmed that the Solicitor, Auditor, and Secretary positions were replaced. The Engineer position decision was tabled. Ms. Llewellyn stated that the prior secretary was making \$30/hour and had issued correspondence to the Board, along with a copy of a recent audit, recommending an increase in existing sewer rates. She further stated that there was the concern about a conflict of interest as the secretary's husband is the Sewer Authority Engineer. Carol Kieser was hired to fill the secretary position. The secretary position was not advertised. Mayor Long stated that the prior secretary was a subcontractor, rather than an employee, and, as such, did not require the employer portion of payment of required employer taxes or benefits, which reduces the cost for her expertise. There were passionate comments from Mayor Long and others in attendance regarding the expertise required from the prior secretary and her husband as Engineer, and whether or not her husband was retired from the firm. Barry Noss, newly appointed to the Sewer Authority Board, expressed his frustration and concern with the events from the meeting and indicated that neither he nor Mike Steeber were aware of the planned reorganization prior to the meeting. President Whitebread stated that a meeting was to be scheduled with the Board members of the Sewer Authority and Council and tabled further discussion on the topic.

**Mayor's Report** – Mayor Long had nothing to report.

**Code Officer's Report** – Rick Harmon was not present at the meeting. Bobbi Titus stated receipt of the required 2017 Annual C404 Survey, previously forwarded to Mr. Harmon, and she would follow up with him to confirm completion by the deadline.

**Solicitor's Report** – Solicitor Burke was not in attendance. President Whitebread stated that Attorney Burke would not be attending work sessions, unless requested, due to the cost constraints with travel expenses. All Council members agreed with that approach.

**Ashburn Advisors** – Chris Cawley provided coverage for Paul Colarossi, as Paul will be unavailable for a short period of time due to an accident.

Council was provided with copies of two (2) letters from Senator Lisa Baker to the Chairman of the Commonwealth Financing Authority supporting the two (2) grants for Shickshinny Borough that were prepared and submitted by Ashburn Advisors. The grants were for the installation of an HVAC system in the municipal building plus construction of restroom facilities at the Oak Street Park, and the conversion of traffic signals to LED systems along with user-actuated rapid flasher systems for pedestrians. As an aside, President stated that updated Borough contact names are needed for Senator Baker's office.

President Whitebread raised concerns over the proposed grant for the restroom. It is noted that the goal of the restroom was to eliminate the rental of the job Johnnies. She noted that the construction of the restrooms creates the expense and responsibility to maintain, clean, winterize, etc. Chris Cawley noted that the scope of the grant could be changed and he was not concerned with the previously noted January 31<sup>st</sup> deadline.

President Whitebread provided updates on the new LED light poles. There is a light on W Butler St hanging and needs repair and there is a light missing on Glen Ave. She informed Council that UGI no longer services the Borough on the lights/poles as Todd Hockenbroch of Howard Electric was the installer per the awarded grant. As a result of this, if we have a light that needs repair, we need to hire a contractor. Mr. Hockenbroch stated it will cost \$700-\$750 to have a light installed on Glen Ave. President Whitebread noted that not all lights were initially installed and 10 extra lights are at the Borough building. She further stated that the installation of the extra lights and repairs should have been included in the original grant.

Chris Cawley verified that Ashburn was the facilitator of the grant and Reilly Associated was the facilitator of the work (the engineer for the project). He further indicated that the cost from UGI per pole was not feasible for maintenance and there should not be a maintenance issue with the new lights for some time. It was stated that whoever installed the lights should be called for the maintenance.

After much discussion it was determined that a meeting is needed on a plan of action. The meeting will be held on Tuesday, February 6, 2018 at 4:30 with Chris Cawley from Ashburn Advisors.

**Secretary/Treasurer's Report** – The draft minutes of the 1/16/18 General Council Meeting and the bank balances as of 1/23/18 were presented for review. Bobbi Titus updated Council on the Liquid Fuels Audit for 2016 that was conducted on 1/25/18 by Robert Bauder. She noted there were three open items for this item and there was discussion on each item.

- 1) Purchase of bollards – it was stated that these should have been installed at the top of Grant Street and the bollards are in the garage. This should be considered a legitimate expense.
- 2) Praxair invoices – Bobbi updated Council on this small, monthly recurring charge and that she had contacted the vendor who explained that this is a monthly rental for an oxygen tank when oxygen was purchased and no empty tank was available. This is needed, along with acetylene, for cutting metal/bolts, etc. for maintenance of the road equipment.
- 3) Guide Rail – President Whitebread stated that, per the auditor, PennDot should have been involved in the grant proposal for the installation of the Guide Rails. Further, she stated that in 2014/2015 there was a grant for the repair of Chestnut Street and it appears the roads were not fixed. She stated further research on this issue is needed.

Bobbi Titus updated Council on upcoming deliverable deadlines for the 2017 W2/W3 filings and the 2017 Liquid Fuels report.

**Personnel Committee Report** - President Whitebread noted that advertisements for the Secretary/Treasurer position, Borough Engineer, and Police Officer were placed and will run 1/26/18 through 1/28/18. The Personnel Committee will conduct any interviews as needed.

**Old or Unfinished Business:**

**Reopened 2018 Budget** – President Whitebread noted there was a 1/24/18 meeting on changes needed for the 2018 Budget and a tentative reopened budget was developed.

**Motion was made by Jim Wido/seconded by Candice Kruczek to approve the tentative reopened 2018 budget. The motion was unanimously carried.**

The required public notice on the approved tentative reopened budget will be placed and run for the required 10 day period. This will require a vote for adoption at the 2/6/18 meeting.

**Letter from Joe Czarnecki** – Council requested the resolution for a position of anti-corruption be placed on the 2/6/18 agenda for a vote.

**Lights in Park** – There was discussion on why there were no lights on at the park. It was noted there was supposed to be limitation of the hours the lights were on, however none of the lights appeared to be on. It was stated that Gary Latorre, GTL Electric, handles the timer for these lights and they should be on until 10:00 PM curfew until there is a police officer.

**Open Grant Street Road** – There was discussion on the need to slow down traffic on this road. It appears that someone threw down the barricades that were placed there and broke the lights. There is much confusion on what should have been done and by whom. It was noted that perhaps a resolution had been passed by prior Council on this issue and it

was thought that flashing lights were to be installed. It appears the placement of the lights never materialized and now the barriers are down. It was noted that in the Spring, the barriers should be put back up if there was a resolution out of concern for the safety of the children and other pedestrians in the area.

**Cats & Licensing Issue** - tabled

**Update on Dumpster/Trash Utility Bin** – Two cost proposals for the same amount/month were received from C & M Sanitation and Eyerly Sanitation. A decision is needed by Council on this item.

**Leasing Vacant Lots** – President Whitebread led the discussion on the leasing of vacant lots, but the desire to not lease any of the Riverfront lots and keep them for recreational Borough use. Also stated that a letter will be needed from parties interested in leasing any of the available vacant lots.

**Bukevich Plumbing issues** – President Whitebread noted that Ken Bukevich will be at the Municipal Building on 1/26/18 regarding the repairs needed for the upstairs bathroom and radiator, and downstairs woman’s bathroom. He provided an estimate of \$200 to remove the leaking men’s urinal. All agreed that the urinal should be removed. Additionally, Tom Adams, who works with Bukevich will provide a free estimate on the window leaks in the front of the Municipal Building.

**Constable** - President Whitebread noted that Constable Flick will no longer be renting the office in the Municipal Building and will be removing his possessions in the next week.

### **New Business**

President Whitebread informed all that the condition of Crary Street road is getting worse and seems to be sinking. She further indicated that this needs to be fixed and will need involvement by the Borough Engineer. She will continue to research to identify the grant that was previously received.

Bobbi Titus stated that notification was received that the evidentiary hearing on Reinard v. Shickshinny Borough that was originally scheduled for February 12 2018 will be rescheduled to the March/April timeframe. Further she stated that the Borough contacts for this hearing were updated with the attorney representing the Borough, Attorney Michael Salek.

Bobbi Titus updated Luzerne County EMA – FEMA/PEMA with the new contact information.

Bobbi Titus informed Council that the binders containing past Council Resolutions and Ordinances are in disarray, with repeated numbering sequences and missing signatures, dates, etc. Council stated that anything not signed will need revisited including forwarding to our Borough Solicitor. This would include the Ordinance for the 2018 Tax Rate.

Angel Decorations – The angel decorations that were to be donated to Berwick for the Boulevard are still at the Municipal Building. It was suggested that since they were never taken, they could be used around Shickshinny. It was noted that the Municipal Building basement has condensation and decorations should not be stored in the basement. Art Zehner was instructed to move the Christmas Decorations to the upstairs storage area. Jim Wido suggested contacting Mike Monaco from Berwick to see if Berwick still wants the Angels as they were previously promised to them.

Fire & Carbon Monoxide Alarms – It was confirmed that the building does have the Emergency Fire Lights and that the smoke detectors should be checked.

Council agreed to release of their private telephone numbers to the public.

The meeting adjourned at 7:23 PM.

Respectfully submitted,

Roberta J. Titus, Secretary  
Borough of Shickshinny