

SHICKSHINNY BOROUGH
GENERAL COUNCIL MEETING February 6, 2018
MINUTES

The General Council meeting of the Borough of Shickshinny Council was held on Tuesday, February 6, 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: Jeff Norcross, Jim Wido, and Rosalie Whitebread. Absent: Candice Kruczek and Chris Madl.

Others in attendance: Mayor Brenda Long, Bobbi Titus, William Burke, Esq., Rick Harmon, Chris Cawley, Joe Noss, Jeff Noss, Jule Moore, Aggie McDaniels, Kathy Llewellyn, Kevin Morris, Randy Davis, Valerie Bigelow, Don Switzer, Nancy Beach, Barry Belles, Sharon Belles, Ricky Noss, Jack Reese Sr., Joe Knouse Sr, Bonnie Federici, Tommy Noss Jr and Ron Vogelbacher .

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

Code Officer's Report – Rick Harmon submitted a letter of resignation for the Borough Property Maintenance Official position. Rick explained that this portion of his job was very time consuming and could be performed by someone else at a lesser hourly wage. He noted that there are no certification requirements for the Property Maintenance Official position. Rick offered to provide coverage until someone is hired and is willing to assist in training. Rick also stated that the Zoning portion of the position is very fast and there is very little demand in the Borough. Rick stated he will continue to serve as the Shickshinny Borough Building Code Official for UCC at no cost to the Borough. He expressed his appreciation to the Borough for the years of employment.

Motion made by Jim Wido/seconded by Jeff Norcross to accept the Code Officer's Report. Motion unanimously carried.

Zoning Officer's Report – James Ferry from Luzerne County Zoning stated that if a municipality doesn't have a zoning ordinance, then the County ordinance comes into play. He also stated that Luzerne County can take on the Zoning for Shickshinny. Mr. Ferry provided an overview of the similarities and differences in the existing zoning ordinances between Luzerne County and Shickshinny Borough. Council will discuss this and get back to Mr. Ferry on the Borough needs.

Solicitor's Report – Attorney Burke provided updates as follows:

A certified letter was sent to Shickshinny Volunteer Fire Company requesting information as discussed in the 1/16/18 Council Meeting. The letter was picked up by the Fire Company on 1/22/2018.

The Jon May Judgement, initially prepared by Solicitor Kevin Walsh, for \$2,500, was filed at the Court House.

Review of the SPCA agreement for the 5 year, Census rationale - no issues, ok for Borough to proceed.

Review of prior solicitor final invoice – normal charges, recommends payment

Motion made by Jim Wido/seconded by Jeff Norcross to accept the Solicitor’s Report. Motion unanimously carried.

Ashburn Advisors – Chris Cawley advised that it would be necessary to have participation by the Borough Engineer in the discussion between Council and Ashburn to develop an action plan for pending and future grants. Council is to contact Chris when an Engineer has been appointed to schedule the meeting.

Motion made by Jim Wido/seconded by Jeff Norcross to accept the Ashburn Advisors Report. Motion unanimously carried.

Secretary/Treasurer’s Report

Motion made by Jim Wido/seconded by Jeff Norcross to accept the minutes of the January 16, 2018 General Meeting. Motion unanimously carried.

Motion made by Jim Wido/seconded by Jeff Norcross to accept the minutes of the January 28, 2018 Work Session. Motion unanimously carried.

Bobbi Titus presented the bank balances as of January 31, 2018 and the January 2018 bills paid to be ratified.

Motion made by Jim Wido/seconded by Jeff Norcross to ratify the January 2018 bills paid. Motion unanimously carried.

Bobbi presented a Deliverables Matrix being developed that defines key internal and external deliverables (reports to be filed, etc.) for informational purposes.

Motion made by Jeff Norcross/seconded by Jim Wido to accept the Secretary/Treasurer’s Report. Motion unanimously carried.

Personnel Committee Report

Secretary/Treasurer – Jim Wido informed Council that one (1) external candidate submitted a resume for the Secretary/Treasurer position. He noted that the experience history did not meet the needs for the position. Jim also stated that a resume from Roberta Titus, currently the temporary Secretary/Treasurer, was also received.

Motion made by Jim Wido/seconded by Jeff Norcross to hire Roberta J. Titus for the Secretary/Treasurer position. Motion unanimously carried.

Part Time Police Officer – Mayor Long stated that one (1) resume was received for the advertised position. Mayor Long will contact the applicant but clarified that no hiring will be

done until a letter is sent by the Solicitor to the Luzerne County District Attorney for direction on handling any existing contents of the police department and evidence locker.

Borough Engineer – Bobbi Titus distributed letters of interest/proposals from Penn Eastern Engineers, LLC, Peters Consultants, Inc., and Twin Oaks Consulting LLC.

Motion made by Jeff Norcross/seconded by Jim Wido to appoint Twin Oaks Consulting LLC as the Borough Engineer. Motion unanimously carried.

Old or Unfinished Business

Motion made by Jim Wido/seconded by Jeff Norcross to adopt the tentative reopened budget for 2018. Motion unanimously carried.

Ordinance 2018-0001 to fix the 2018 Tax Rates for Shickshinny Borough was signed. (Please note that the execution of this ordinance was necessary as the original ordinance from prior Council was not completely signed and dated.)

Motion made by Jeff Norcross/seconded by Jim Wido to accept the letter and resolution as submitted by Joe Czarnecki for an Anti-Corruption Position. Motion unanimously carried.

Resolution 2018-0002, a resolution of Shickshinny Borough, Anti-Corruption Position was signed.

Lights in Park – President Whitebread informed Council that the lights have been reset and are on from 4:00 PM to 10:00 PM daily.

Motion made by Jim Wido/seconded by Jeff Norcross to purchase the light pole arm and install the LED light on Glen Avenue. Motion unanimously carried.

Council requested that Bobbi Titus send an email to Howard Electric asking them to be our contractor/service provider for all repairs to the LED street lights.

Motion made by Jeff Norcross/seconded by Jim Wido to upgrade the trash service with C & M Sanitation for a 2 yard dumpster at \$50/month. Motion unanimously carried.

Leasing Vacant Lots – President Whitebread informed all that letters were received by four (4) residents (Wolfe, Shane, Caverly, Yanchick) requesting lease information for vacant lots adjacent to their properties. There was discussion about the intention of the PennMart to install additional diesel pumps and the concerns with space/traffic for related trucks. Mayor Long stated that PennDot would have the authority on the entrance/exit requirements for the PennMart lot or changes to it. President Whitebread confirmed that the adjacent property owners would be given the first chance to lease the property at no cost, but lease stipulations regarding maintenance, insurance, etc. will be included in the lease. She did verify that there are no taxes charged on the land. There was discussion that not all residents are aware of this opportunity and whether or not the Borough should publish something in the newspaper.

Bobbi Titus will develop a letter to be sent to adjacent property owners of this option so that all are informed.

The outstanding invoice from Twin Oaks Consulting, in the amount of \$1,715.38, for the design specifications/requirements for the two LSA Infrastructure Grants was paid.

Audience Comments

Jack Reese Sr. questioned the recent snow removal on Butler Street. He stated that Butler Street should be an emergency route and asked why it was not plowed curb to curb when no cars were parked there to interfere with plowing. Rosalie stated she received a call on Sunday 2/4/18 and she drove to Butler Street to inspect it. She confirmed that East Butler Street was not done. North Susquehanna Avenue had only one lane on Sunday and no salt or cinders on the road. There was much discussion on this issue and resident concern and dissatisfaction was expressed.

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 conducted research and identified the prior grant of 2015, received with assistance from Mark Hurst that included the necessary street repairs. The grant included recreation, lights, and street repairs. In 2016, Mark Hurst instructed Council to prioritize the items included in the grant, and as a result, the tennis and basketball courts were constructed but the roads did not get fixed.

Rosalie further noted that there are presently two pending infrastructure grants with Ashburn, but the grants do not include the necessary road repairs. Chris Cawley, Ashburn Associates, stated that when the grants are awarded, we would then petition Harrisburg for a change to the scope of the projects. He further stated we would then start ranking and reallocating the projects. He also noted that now through June is a busy time for grants. Council agreed that Rosalie should go ahead and meet with Chris on these issues.

Jeff Norcross noted that there was a past ordinance to restrict access on Grant Street, but not to close the road. Rosalie passed along information from Art Zehner that Sherm Fink was supposed to do something on this issue and did not do it. Art stated that he can't do anything on this until Spring. Jeff Norcross and Jim Wido agreed to check out this situation.

Motion made by Jeff Norcross/seconded by Jim Wido to accept the 2018 COSTARS (5610-15) Quotation. Motion unanimously carried.

President Whitebread informed Council that Pedestrian Crosswalk signs have been ordered through PennDot, at no cost. Art will need to pick these up when available.

President Whitebread updated Council on current research in progress by herself and Bobbi on the multiple UGI accounts, including the UGI Penn Natural account for natural gas heating at

the borough building. Rosalie noted the high dollar amount of several of the monthly invoices. Bobbi stated that she found documentation in the UGI Penn Natural file confirming that a change was made, effective with the 12/28/17 meter reading, changing the utility provider to Dominion Energy Solutions. There was discussion on the affordability of this change. Rosalie noted that there are several space heaters being used throughout the Municipal Building, including the garage and District Court office. Jeff suggested we retrieve the heaters.

President Whitebread stated that there is a leak on the roof and it leaks every time it rains. Jim Wido thought we should check the roof drains to see if they are plugged/clogged as that was a problem a few years ago. Council thought that Tom Adams should be contacted to get an estimate on checking the drains.

President Whitebread stated that the District Justice has requests for painting, changing lightbulbs, and door repairs. In addition, Bobbi stated that a request was made to change the parking signs. Rosalie will review the Borough lease to confirm who is responsible for all of these items. Jeff indicated that Belles signs could do the signs if the Justice determined what they should say.

Valerie Bigelow stated that the Maintenance Department should handle these tasks and Rosalie explained that we were short-staffed at this time. Rosalie is also researching free help from the Job Corps or prison. It was also stated that residents could help with any tasks.

Jeff Norcross stated he will finish the work on the security window.

Barry Belles stated that he is interested in three of the vacant lots. Rosalie emphasized that no building of anything with walls can be done on the lots as all structures must be temporary. Mr. Belles asked if putting up a fence was ok and Rosalie confirmed that was acceptable. She told Mr. Belles that he needs to submit a letter of interest, along with the address of the property.

Kathy Llewellyn asked if there could be a clause in the lease that eliminated any liability for the Borough rather than purchasing liability insurance. Rosalie stated that per Jim Brozena, there must be insurance.

Valerie Bigelow stated that the Borough looked nice for the Christmas holiday.

Jack Reese asked if anyone attended the meeting with the SPCA. Rosalie stated that no one attended due to deaths in the families, but the Borough will be signing the agreement with the SPCA.

It was noted that one of the Street Department trucks needs servicing and one needs a new heavy duty battery.

President Whitebread stated that the newspaper advertising with the Press Enterprise is quite expensive. The need to publish legal notices is from the Sunshine Act. Rosalie and Bobbi will check on prices from the Times Leader and Citizens Voice.

Motion made by Jeff Norcross/seconded by Jim Wido to allow Dennis Conklin to trim the flowering trees by park at no charge. Motion unanimously carried. Mr. Conklin does this so that he can use the trimmings for floral arrangements and will do this for any residents also. When he provides information on the types of trees, Council will provide that to the residents.

Bobbi Titus noted the follow correspondence was received:

- Luzerne County 2018 Paper Shredding Recycling Program
- Luzerne County 2018 Electronics Recycling Program
- Luzerne County 2017 Recycling Annual Report
- Email from T. McGroarty – FEMA 480 Review – National Flood Insurance Program
- Luzerne County EMA Training Announcement – ICS (Incident Command System) Overview for Executives/Senior Officials
- PA Department of Conservation – DCNR Grants

The meeting adjourned at 7:23 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny