

SHICKSHINNY BOROUGH
Work Session February 22, 2018
MINUTES

The work session meeting of the Borough of Shickshinny Council was held on Thursday, February 22, 2018, in the Council room of the Shickshinny Municipal Building. President Rosalie Whitebread called the meeting to order at 6:01 PM.

The Pledge of Allegiance was recited.

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, Joe Noss, Jeff Noss, Ricky Noss, Jule Moore, Aggie McDaniels, Kathy Llewellyn, Jack Reese, Don Switzer, Nancy Beach, Art Zehner, Brian Swingle, Amy McDaniels. Please note there may have been additional members of the community present, however, as they did not sign in, the minutes do not reflect their names. Mayor Brenda Long provided the Mayor's Report:

- The hiring of the Police Officer is on hold until the DA and State Police examine the police department office and evidence locker.
- A nonprofit community organization is being formed with the primary goal of hosting Children's Events. The first event will be an Easter Egg hunt. Information will be shared on Facebook about the first meeting of the group. All are encouraged to attend.
- AYSO (American Youth Soccer Organization) is interested in leasing property for soccer practices, games, events. There was discussion on possible locations, such as Don Hargrave's former property. Mayor Long will contact the organization and ask that they send a letter to the Borough and obtain more information about the size of the parcel needed.

There was discussion by Council on the Borough Code and Zoning Issues and Rick Harmon's resignation letter. There was consensus that Zoning should remain in the Borough as opposed to going to Luzerne County. As Larry Frace had previously expressed interest in this, Council requested Bobbi Titus to contact him for specific information on rates, etc.

There was no representative from Ashburn Advisors present to provide a report on current grant activity. President Whitebread stated that grants are needed for roads and other projects in the Borough. She also stated that there are other local sharing/multi grants available. Jeff Norcross asked if there was any news on the Yaple & Graham properties. It was stated that this is still in process. Rosalie stated that a meeting with Chris Cawley is still to be scheduled and the Borough could also use Murk Hurst from Luzerne County for grant assistance.

Bobbi Titus provided the Secretary/Treasurer's Report:

- The 2016 Liquid Fuels Audit has been completed. There were originally three findings, however one has been removed.
- The 2017 Financial Audit by Rainey & Rainey began last week.
- The Mocanaqua Branch of PNC Bank is closing on May 18, 2018 and the closest branch would be Berwick or Nanticoke. As frequent deposits are made to this account, Bobbi requested that the Borough transfer two accounts to 1st Keystone Bank in Shickshinny.
- The Plymouth Branch of Wells Fargo is closing on May 16, 2018, with the closest branch in Edwardsville. Bobbi stated that branch transactions are minimal and recommended keeping the Wells Fargo account. She also stated that she needs to be added to the current signatories list, but that Rosalie Whitebread and Jim Wido are still listed on the account from their prior Council term. Rosalie will need to accompany Bobbi to the branch to get this completed. Jim Wido indicated that there were previous changes to the Wells Fargo account and questioned any banking fees. Bobbi will look into fees being charged on the bank accounts.
- The draft of the minutes of the 2/6/18 General Council Meeting was provided for review.
- The Bank Balances as of 2/22/18 were provided for review.
- The February 2018 Bills Paid were provided for review.
- An unsolicited employment application was received for the Street Department. There was discussion on the need for additional street department help with specific experience. Bobbi will draft an ad and Jim Wido will review it.

Old or Unfinished Business

Council went into an Executive Session from 6:41 pm – 6:52 pm.

President Whitebread read a letter received from Attorney Franklin E. Kepner, Jr. representing the Shickshinny Volunteer Fire Company, in response to Council's request for documentation from the Fire Company. The response stated that the Fire Company was willing to meet with the Council Fire and Water Committee and the Borough Solicitor, at the fire hall, to review records. President Whitebread asked Council if they felt a meeting with only the Committee to review records was sufficient. All present indicated "no".

Motion made by Jeff Norcross/seconded by Candice Kruczek to authorize a resolution and any other necessary documentation to transfer fire service from the Shickshinny Volunteer

Fire Company to the Mocanaqua Volunteer Fire Company immediately, based on a public safety concern. Motion was unanimously passed.

Resolution 2018-0003, a resolution to transfer fire service from Shickshinny Fire Company to Mocanaqua Volunteer Fire Company was signed.

Several residents provided comments. A resident asked why this took so long? There was a resident question on who owns the Fire Company building. Another resident responded that all of the members own it. It was also stated that at the last Sewer Board meeting there was a motion passed to hold future Sewer Authority meetings at the Shickshinny Fire hall. There was discussion on the appropriateness of taking Sewer Authority documents out of the building to meetings. Kathy Llewellyn stated there was not enough room at the Sewer Authority to hold the meetings. Jeff Norcross asked why the Sewer Authority did not consider holding their meetings at the Municipal Building, rather than the Shickshinny Fire hall. Joe Noss asked if the Sewer Authority would have to pay a rental fee to the Fire Company for the meeting space. Amy McDaniels stated that previously the Ambulance Association had to provide documentation to the Borough and felt that the Fire Company should have to provide the documentation also.

Bobbi Titus updated Council that the Glen Avenue Light had been installed by Howard Company, but that UGI would not turn the light on until additional parts were installed.

There was a brief discussion on the Grant Street situation. The street is presently reopened and there were questions on whether or not speedbumps were permissible. Bobbi was asked to contact Chris at PennDot to identify any options for this situation.

Bobbi stated that the insurance claim for the PA Water Company damage to the wires for the LED lights in front of the Municipal Building (flashing LED lights) has been denied. This denial was due to the responses from the PA One Call alert that was issued for the water main break. Both Shickshinny and UGI responded "clear, no facilities". It was stated that UGI owns from the top of the meter base and the Customer (Shickshinny) owns from the bottom of the meter base. Bobbi was asked to contact Howard Company for a price to fix the flashing LED Lights and ask if they were interested in being the Borough provider for these lights. Bobbi was requested to pay the original invoice from TRA for the troubleshooting of the LED light problem done in January.

The dumpster from C & M Sanitation was delivered.

President Whitebread stated that the letter to be sent to adjacent property owners of vacant lots has been drafted and the drafting of the lease is in process by the Borough Attorney.

President Whitebread stated that a grant will be needed for the necessary repairs to Cray Street, Chestnut Street, and Rockview Avenue as the prior grant was used for the tennis & basketball courts.

There is no further update on the Pedestrian Crosswalk Signs, recently ordered from PennDot, at this time.

Correspondence was received from Dominion Energy Solutions stating an incorrect/higher rate was charged and an adjustment will be made. Bobbi will follow up on this. President Whitebread asked what was the cost that UGI wanted to be the LED contractor.

Price/rates were received from Times Leader & Citizens Voice and were comparable to the Press Enterprise rates. Sunshine laws require the advertising in a paid newspaper for meeting dates and budget, bidding issues, however advertising for personnel can be done online. Bobbi showed council a news article that will be published by the organization that sponsored the Anti-Corruption Position Resolution that was previously passed.

There is no further update on the tree trimming by Dennis Conklin at this time.

No information was provided Adam Sorber on microphones. Bobbi was asked to contact ICU Surveillance for the microphones.

Bobbi noted that the SPCA Municipal Partnership Agreement has been signed and is effective April 1, 2018. She confirmed that any surrenders of stray animals by Shickshinny residents, with proof of residency, will be accepted. If any pet owner wants to surrender their pets, the matter will be between the SPCA and the pet owner.

The issue of Cats/Licensing will be discussed after April.

NEW BUSINESS

Brian Swingle from Five Mountain Outfitters Co. updated Council on the various events he has scheduled and is planning for the area near the Boat Launch: June 24th will be kayaking, Freas Farm wine tasting, Sammy's Caribbean grill food truck; July 6-8 PA Fish Kayak Association; July 21st Heroes on the Water; July 28th Kayak Association. This draws many people to our area.

The deteriorating condition of the Bartoli Bridge and resulting safety issues were discussed. Jim Wido stated that Beach Fence should be called to find out the cost of installing a support at the bottom of the chain link fence so there is no gap between the bridge and the fence. Bobbi is to contact PennDot to see if they will perform a safety inspection of the bridge rather than contracting with Reilly & Associates at a cost of approximately \$2,000.

It was noted that the Borough received a resident complaint of a strong odor near 8 W. Butler St. The Sewer Authority was called and later reported that nothing was identified.

The Surveillance Equipment that was purchased after the flood is no longer functional. Repairs would not be practical for this outdated equipment. Mayor Long has asked ICU Surveillance to come into the Municipal Building on 2/28/18 to access our situation, including the need to have a camera covering the parking lot.

Rosalie updated Council on the possibility of having the Municipal Building be a distribution site for the CEO - Commodity Supplemental Food Program – Senior Food Box. Income criteria was distributed to residents.

Bobbi noted that the following correspondence was received:

- COSTARS Road Salt Contract - Due 3/15/18 & COSTARS Connection – this needs to include an estimate of the amount of salt we will need
- NEPA Regional Partnership - invoice & meeting information – Bobbi was asked to get more information on this organization before joining this association.
- United Bank – fee structure & associated costs (Garrison Fund Investment Account) – Bobbi was asked to contact them and provide new Borough contact information.
- YIS/Cowden Group – Calibration Schedule (Police Department) – informational only
- PSAB February Update Letter & 2018 Annual Conference – informational only
- Luzerne Foundation 2018 Nonprofit Forum – informational only
- Bridge Inspection Report – Glen Ave over Shickshinny Creek – informational only
- Ford Motor Company – Notice on 2006 F-350 Truck – informational only – copy provided to Art Zehner

Rosalie Whitebread updated Council on the rental of the Magistrate’s Office space. An official lease has not been in effect since 2013 and the Borough has not received the 2% rental fee increase for that time period. She has been discussing this matter with Luzerne County District Court.

Rosalie stated that SCI Retreat was contacted for street workers and a return call is needed in late March for Street Department assistance. Additionally, she stated that the Job Corps will provide assistance for a week in the Spring and another week in the Summer.

Rosalie negotiated with United Heating on their charges for the furnace/boiler repairs. She obtained a credit from them in the amount of \$906.39.

There was discussion on the roof and 3rd floor leaks. Jimmy Wido stated that the drains need to be checked. Bukevich should be called.

Rosalie stated various grants have been announced.

Bobbi stated that she was contacted by Paul from the Northwest Little League regarding practice space. All agreed that they could use the baseball field behind Family Dollar if they provide maintenance and insurance.

Amy McDaniels provided an update on a program with Commonwealth Health EMS to conduct a family and friends training session for Hands Only CPR. She is offering to conduct the training sessions, free of charge. She is also willing to do multiple training sessions if there is community interest. Bobbi is to schedule a time for this with Amy.

A resident asked why Chris Madl has not been attending meetings.

The meeting adjourned at 8:05 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny