

SHICKSHINNY BOROUGH
SPECIAL COUNCIL MEETING MARCH 15, 2018
MINUTES

A Special Meeting for General Business purposes of the Borough of Shickshinny Council was held on Thursday, March 15, 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 due to resignation.

President Whitebread led the reciting of the Pledge of Allegiance and then welcomed others in attendance.

Others in attendance: Mayor Brenda Long, Bobbi Titus, John Ackerman, Paul Colarossi (via telephone), Jeff Noss, Jule Moore, Aggie McDaniels, Stanley Helstowski, Diane Reese, Jack Reese, Sr, Tom Noss, Helen Ruffenach, Dawn Gregory, Joshua Gregory, Bonnie Federici, and Betty Wolford. 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.

President Whitebread asked if residents had any comments on agenda items. No comments were stated.

Motion made by Jeff Norcross/seconded by Jim Wido to accept the verbal resignation made at the March 6, 2018 meeting of Councilman Christopher Madl and, as a result, created a vacancy in the Council membership. Motion passed unanimously.

President Whitebread stated that a letter of interest in serving on the Shickshinny Borough Council was received by Shickshinny resident, Helen Ruffenach.

Motion made by Jim Wido/seconded by Candice Kruczek to appoint Helen Ruffenach, by Resolution 2018-0004, to the vacant Council position. Motion and Resolution passed by unanimous vote.

Mayor Long administered the Oath of Office to Helen Ruffenach and she assumed her seat at the Council table.

Old or Unfinished Business

Fire Company Updates – Bobbi Titus informed all that on March 9, 2018, documentation was received from the Mocanaqua Volunteer Fire Company which included a membership list with rank, a list of drivers, and a copy of the Certificate from the Office of the State Fire Commissioner recognizing the company as a participating department of the Pennsylvania Fire Service Certification Program. Additionally Titus stated that she and Councilman Kruczek reviewed individual files of training certificates for all active members, as well as, the file of

Pennsylvania background checks and child abuse clearances for all members conducted in December 2017. She stated that any member of Council was welcome to contact the fire company to personally review these documents.

Luzerne County Emergency Management Coordinator position – President Whitebread addressed this position presently held by Kevin Morris. She indicated her desire to have this function moved back to the Borough rather than the Shickshinny Fire Company. Bobbi Titus provided Council with an email from David Elmore, Deputy Coordinator/Operations and Training Officer of the Luzerne County Emergency Management Agency, which outlined the process needed to make a change to this position.

Motion made by Jeff Norcross/seconded by Jim Wido to return the Emergency Management to the Borough Building. Motion passed by unanimous vote.

Council asked Secretary Titus to contact Kevin Morris, indicating the decision to return the Emergency Management functions to the Borough, and asking if he had an interest in remaining in the position. If not, Council would consider Jay Smith or any other interested citizens for the EMC position. This would involve two standing meetings per year.

Grant Discussion

LSA Grants – Two LSA grants are in process. The Board of the Community Authority will meet this Spring to make the award decisions. Paul Colarossi will try to find out the date of the next Authority meeting. After the grants are approved, then there will be an opportunity to change the scope of work.

DCNR Grant – this is the Small Community (population under 5,000) grant for basic parks, recreation, and conservation site amenities. If the grant is under \$20,000, then no Borough match is required. Jeff Norcross asked about replacing the mulch at the playground. Rosalie indicated parking, lights, tables, and initial landscaping would be desirable for Knelly's vacant lot. John Ackerman stated that the Tree Vitalize grant could be related to this project. John Ackerman, Twin Oaks, will be the project engineer and prepare the cost estimate and site development. A resolution will be needed for this grant.

Motion made by Jeff Norcross/seconded by Jim Wido to pursue development of a park in the vacant lot next to the existing Municipal Building lot and pursue the DCNR Grant for this purpose. Motion passed by unanimous vote.

GTRP Grant – This grant is for public park and recreation areas and could include construction, fixed equipment. This grant would require a 15% match, but the assessed value of real estate can be used as the matched amount. Jeff Norcross suggested reaching out to Shickshinny Forward to see if there are any items planned and the Borough would be the loan grantee. Bobbi Titus is to contact Brian Phillips to attend the Work Session. There is a \$100 application fee for this grant.

CFA Multimodal – 7/31/18 Deadline

This can include sidewalks/curbs. No match is required. President Whitebread asked if this grant can include anything for the building. Paul stated that this cannot be for the building. Rosalie suggested sidewalks, curbs, lights (outside the flood plain), and additional lights. Jeff Norcross supported replacement of the sidewalks and if another grant was not approved, then shift funds for a previously developed project. Paul confirmed that no paving of roadways could be done with these grant funds and a resolution would be required. Council is in favor of pursuing this grant.

Luzerne County Community Development Revolving Loan Fund

Paul Colarossi explained that this grant could include the paving of Borough streets, construction of new properties, rehab of public facilities, water, sewer, and streets. Cannot use the grant to acquire buildings for government use. The question of inclusion of the demolition of the Graham and Yapple properties in this grant was addressed. Paul explained that once the repository sale was complete and the deeds were in hand, then yes, the demolition could be included. Paul will contact Mark Hurst to see if an internal amount by municipality has been determined.

President Whitebread asked Paul Colarossi if he received a copy of the 902 Recycling Grant with an April 7, 2018 deadline. Bobbi Titus will forward the email to Paul who will review for the upcoming Work Session.

New Business

Petty Cash Account – Bobbi Titus presented an overview of the existing petty cash account. She provided Council with a copy of a QuickBooks report of Petty Cash general ledger entries through December 2017, which showed an ending petty cash balance of \$18.71. She also noted an entry made on 11/16/17 for \$150.33 to “bring account current”, with no receipts to support the entry. Further, she stated she accounted for \$18.81 in cash and receipts that accounted for only \$16.19 of 2017 expenditures.

In January 2018, she implemented a Petty Cash Log and Petty Cash Expense Forms to track the expenses. She provided Council with a copy of Petty Cash activity for 2018 to date, noting high dollar activities because of the need to initially pay for snow removal and temporary Street Workers out of the Petty Cash fund.

Bobbi further stated that she no longer supported the use of the Petty Cash in the office. Payment for temporary help is now being made by check and there is a credit card that can be used for any other purchases. She requested Council consider the elimination of a Petty Cash account and remaining funds be deposited into the bank account.

Motion made by Jeff Norcross/seconded by Candice Kruczek to elimination the Petty Cash for the Borough. Motion carried by unanimous vote.

Mayor Long stated that she submitted a letter to the Borough on behalf of the Twin Cities Community Organization (TCCO), requesting monthly meetings to be held at the Municipal Building.

Motion by Helen Ruffenach/seconded by Candice Kruczek to allow Twin Cities Community Organization to hold meeting at the Shickshinny Municipal Building. Motion carried by unanimous vote.

Mayor Long reported that the 1st event of TCCO is an Easter Egg Hunt to be held Sunday, March 25, 2018 at 4:00 PM for ages 0 through 12.

Jeff Norcross requested the residents of Shickshinny show their support of our new fire company, the Mocanaqua Volunteer Fire Company. He expressed his appreciation that they have made a large move to protect us and we need to support them 100%. Jeff stated he would be joining the Fire Company. Membership applications will be available at the Borough Building.

Stanley Helstowski explained that membership in the Mocanaqua Volunteer Fire Company does not mean that everyone must be on the front lines. There is a need for membership to support the administrative side of things, as well as, social members.

President Whitebread stated that the Luzerne County Disaster Recovery Buyout program end on March 16, 2018 at 3:00 PM.

President Whitebread commented on the negative newspaper articles regarding the transfer of the fire services to Mocanaqua. She stated that this is a safety issue that should be been handled previously. Jim Wido stated that Council kept giving money with the promise that financial records would be provided.

There was a discussion on the lease to the Shickshinny Fire Company for the carnival. The lease was for 99 years for a carnival at the playground, one week each year. President Whitebread was going to discuss the lease with the Borough Solicitor to see if the lease can be terminated. Jeff Norcross stated we should be able to revoke the lease if no worker's compensation coverage exists or no certificate of insurance is provided.

President Whitebread got information about the FEMA grant money and confirmed that nothing purchased by the Fire Company with a FEMA grant should be sold.

Resident Betty Wolford wondered if fire hydrants have been tested and she believes there is low pressure in some of the hydrants. Bobbi Titus is to contact the Water Company on this issue.

President Whitebread questioned a high January water bill that may have included water charges for a building demolition and she will call Jim Brozena on this.

John Ackerman stated that Hazleton had an ordinance requiring the water company install a meter when a building demolition is done and the demo company is responsible for the charges. Bobbi Titus was asked to check to see if any similar ordinance exists for Shickshinny Borough.

Josh Gregory stated we should look into the ownership of the Luzerne County white trailer. Stanley Helstowski stated this is an Emergency Management asset purchased through Luzerne County.

The meeting adjourned at 7:22 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny