

SHICKSHINNY BOROUGH
COUNCIL WORK SESSION MEETING MARCH 29, 2018
MINUTES

The monthly work session of the Borough of Shickshinny Council was held on Thursday, March 29, 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, Helen Ruffenach, Jim Wido, and Rosalie Whitebread. Absent: Jeff Norcross.

President Whitebread welcomed others in attendance.

Others in attendance: Mayor Brenda Long, Bobbi Titus, Larry Frace, Chris Cawley, Brian Phillips, Rickey Noss, Jeff Noss, Jule Moore, Aggie McDaniels, Bonnie Federici, Stanley Helstowski, Diane Reese, Jack Reese, Sr, Tom Noss, Dawn Gregory, Joshua Gregory, Charles Titus, Richard Kuchta, Art Zehner, Randy Davis, Dave Dawson, Barb Dawson, Kurtis Summa, Joann Shaffer, and Kevin Morris. 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.

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

Zoning Officer Report – Larry Frace presented his March report to be included on the 4/3/18 agenda for approval/acceptance by Council, as well as, a document of recommended zoning fees. Larry introduced himself to residents and stated that he has begun property maintenance enforcement in the Borough. Rosalie asked for a status on the property with garbage on Susquehanna Avenue and Larry indicated he spoke with the owner about the issue and would issue an enforcement, if not resolved. Mayor Long recommended that signs regarding responsibility for dogs/cats be posted at all Borough parks. Jim Wido stated that Mr. Frace has done a good job and all Council members present agreed.

Ashburn Advisors/Grants

LSA Shickshinny Safety Infrastructure Grant – President Whitebread noted that a letter was received from the Commonwealth of Pennsylvania Commonwealth Financing Authority indicating that Shickshinny Borough was unsuccessful in this grant application.

LSA Shickshinny Municipal Infrastructure Grant – President Whitebread stated that the Borough has been awarded \$75,000 of the \$165,402 project for the HVAC and park restroom grant. After discussion, it was stated that Council wants to pursue the HVAC portion and eliminate the park restroom portion of the project.

Luzerne County Act 13 Recreational Grant – President Whitebread announced the award of \$4,423.86 of the original \$6,752.00 Shickshinny Borough Recreational Improvement Project for upgrades to the Oak Street and Crary Street Parks. Council can either accept the reduced amount, agree to cover the remaining cost balance, or decline the award. Council supported proceeding with the project.

DCNR Small Communities Application – 4/11/18 Deadline

Council wants to pursue this application to expand Municipal Park (next to the Municipal Building) to include benches, landscaping, walkways, a bike rack, bandstand, and senior citizen exercise stations. The back portion of the additional lot will expand the existing building parking to include 1 handicap and 5 regular parking spots. John Ackerman stated that he will do the initial drawing of the project. Chris Cawley recommended a project that we can scale down, if a lesser amount than the project cost is awarded. A resolution is necessary to pursue this grant.

Greenways, Trails and Recreation Program (GTRP) – 5/31/18 Deadline

Brian Phillips, representing Shickshinny Forwarded, provided some ideas including the expansion of camping near the boat launch and property near the bridge. He recommended an evaluation of the present utilities in the area, and the need to identify what entity would manage the area, stating that the licensing fee would be income for the Borough. Another suggestion was basic things to benefit the existing Warrior Trail, such as secured restrooms, which could be designed uses no water and minimal maintenance, with locks activated by smart phone apps. Mr. Phillips further stated that Shickshinny Forward may be able to contribute financially to the project.

Chris Cawley that a timeline needs established to develop the design in April, engage the Engineer for the cost estimate, and address the Resolution.

Chris Cawley stated it is necessary to define the project and scope of work/cost estimates in order to proceed.

Rosalie asked Council to review the grant details and consider the ideas presented. A Special Meeting will be held on Thursday, April 12, 2018 at 6:00 PM on this issue and to address the related Resolution.

Chris Cawley requested that Bobbi Titus send an email to him, Brian Phillips, and John Ackerman noting the April 12 Special Meeting. Brian requested that I include the email distribution to the Shickshinny Forward membership.

CFA Multimodal – 7/31/18 Deadline

Chris Cawley stated that this grant can include streetscapes, sidewalks, lighting, and curbs and should be done in conjunction geographically with the \$15M Luzerne County grant. Further,

Chris indicated he will take the same application and submit it for the PennDot multimodal grant that will be available at the end of the year.

Chris questioned how much we receive for the CDBG each year and stated that a status update on the acquisition of the Graham and Yaples properties is needed from the Borough Solicitor.

Luzerne County Development Revolving Loan Fund - \$15 Million -President Whitebread indicating that the Shickshinny Sewer Authority is also interested in this grant and their project(s) would need to be included in the Borough grant application. The Sewer Authority will have their engineer work on their scope of work and cost estimates. Chris Cawley will contact Tom Reilly to discuss the Sewer Authority portion. Shickshinny Council will need to identify the streets to be included in this project. The Borough Engineer will need to define the related costs. The application for this grant should be received by the Borough very soon.

902 Recycling Grant – An email from Berit Case, the Recycling Coordinator for the Department of Environmental Protection, was reviewed. Chris Cawley informed Council that ordinances would be needed prior to pursuing this grant and, based on the requirements, recommended putting this project on hold until Council develops a plan for recycling in the Borough. Council agreed that this should be put on hold at this time.

Future LSA Grants – Chris Cawley recommended establishing LSA priorities now, even though they are due at the end of the year. He further recommended a generic LSA for “redevelopment” that can be repurposed as needed for future opportunities.

2018 Dirt, Gravel and Low Volume Road Program Grant – There was discussion on whether or not there were Borough roads meeting the requirements. Rosalie stated that patching on top of Search Street (Williams Street) was done today (3/29/18) and questioned whether or not the road belonged to the Borough or not. Chris Cawley stated applications will be accepted through May 25, 2018 and the requesting agency must attend training. Chris will call the grant Point of Contact for further information.

Secretary/Treasurer’s Report – Bobbi Titus presented the report that included the following items:

- **Bank Balances as of March 29, 2018.**
- **Wells Fargo Garrison Bank Account** – The account was put into a deferred status in September 2017 has now been corrected to reflect current signatories and an active status.
- **Pikes Creek Asphalt Invoice Credit** – Due to a duplicate payment in September 2017, there is a credit of \$455.00 from this vendor. In order to use this credit, there must be a preapproval call made before the next order for cold patch is made.
- **PC Update** – ICU Surveillance is scheduled to deliver and install the new PC on 4/4/18.
- **Shickshinny Borough Independent Auditor’s Report – December 31, 2017 – Rainey & Rainey** – has been completed.

- **Job Applications** – an application has been received for the part time Street Department position

Street Department Update – President Whitebread updates all on the street department equipment/supplies requiring replacement or repair. Several items should have been handled by the prior Council. Mayor Long asked if the previous Council was aware of these issues. Rosalie said that they were aware per Art Zehner, but the issues were not addressed. Additionally, there is a need for assistance with the boat launch. Rosalie will try to get volunteers to help with the assembly process. Art Zehner also commented that the river needs to be at the right level to put the launch in and he will let Council know when this should be done.

Old or Unfinished Business

Fire Company Updates

President Whitebread reviewed the various actions that resulted in the transfer of fire protection from Shickshinny Volunteer Fire Company to the Mocanaqua Volunteer Fire Company and the subsequent compliance audit of the Shickshinny Volunteer Fireman's Relief Association, and how these items are safety issues.

Secretary Bobbi Titus presented the following updates related to the fire company transfer:

- An email on background information, along with a request to reconsider the potential withhold of any state aid to Shickshinny Borough, was sent to the Auditor General, along with copies to the Fire Commissioner, Director of the Fire Relief Bureau, and District Attorney
- Borough Solicitor Burke has provided a draft letter to be sent to the Shickshinny Volunteer Fire Company Fire Chief regarding the issues of the draft resolution to decertify, worker's compensation status, and the need for the certificate of insurance for the land leased for the annual carnival.
- The Pennsylvania Compensation Review Board has transferred the Shickshinny population from Shickshinny Borough to Conyngham Township and has added 60% of the Union Township population to Shickshinny Borough for Worker's Compensation insurance calculations. An email has been sent to Union Township indicating that, based on these changes, Union Township will need to be responsible to reimburse Shickshinny Borough for any related fire protection Worker's Compensation insurance coverage costs or provide the Borough with a written statement that Shickshinny Volunteer Fire Company is no longer providing 1st responder/primary coverage in Union Township. Union Township will address this issue at their April 3, 2018 meeting.
- A draft Resolution to Decertify the Shickshinny Volunteer Fire Company from Shickshinny Borough has been provided to Council for review/comments/changes. Per

the Borough Solicitor, the passing of this Resolution is a very important part of the transfer of fire services, per his conversation with the PA Fire Commissioner's Officer.

- The 2006 Triton Boat used by the Shickshinny Volunteer Fire Company is registered with the PA Fish & Boat Commission to the Borough of Shickshinny. In the past, it is believed that the registration is renewed by the Fire Company and then the card is brought to the Borough for signature. The current registration will expire on March 31, 2018.
- An email was sent to Kevin Morris on 3/16/18 indicating the Borough intention to return the Emergency Management activities and assets to the Borough Building and, whether or not, Mr. Morris was interested in continuing his role of the Emergency Management Coordinator. To date, no response has been received. In the event Mr. Morris is not interested in the position, a nomination form and completed background check will need to be submitted to the Deputy Coordinator of the Luzerne County Emergency Management Agency for a new Coordinator.
- A revision to Ordinance 2000-4, Ordinance Authorizing Payment for Services Provided by the Shickshinny Borough Volunteer Fire Department, is needed.

Water Company Update – Bobbi Titus reported that, as requested, she contacted the Water Company regarding information on the Fire Hydrant protection charges. She further explained that included in this charge is an annual inspection or water pressure flow test for each hydrant. The last flow test was 2016 and a physical inspection was conducted in 2017. Another physical inspection is scheduled for 2018, rather than the flow test per internal water company issues. As requested, a copy of all hydrants, including the 2016 test results was provided to Shickshinny Borough. Additionally, the matter of the increased January charges for water service (not hydrants), originally thought to be the result of the water use during the demolition of the Knelly building, was the result of a plumbing leak in the building. An inspection by the water company was conducted and no leaks are presently detected.

LED Lights – President Whitebread addressed this issue and stated a contractor quote was received by Northeast Power & Controls. She also updated all on her conversation with Dale Englehart who was involved in the original installation of the lights. She indicated that Mr. Englehart will check the lights on April 3 and then attend the Council meeting to explain his findings. Mr. Englehart stated that there should not have been any problems with these lights for 5 – 10 years. She noted that the warranty terms need to be addressed with the original contractor for this project. Chris Cawley will try to identify the appropriate point of contact for the original contractor and engineer.

Chris Cawley provided an update on the \$60,000 UGI invoice. He indicated that the initial problem was that the prior Council entered into an agreement without review by Ashburn Associates and the agreement did not require use of prevailing wages. He spoke with UGI on this issue and they want the issue resolved. It will require an amendment to the original agreement that was executed. Bobbi is to notify the Borough Solicitor of the need to amend the agreement. Rosalie indicated her desire to have UGI to be the Borough contractor. Chris

stated UGI may not accept ownership of the Borough owned lights. Chris further stated that funds remain in the grant to pay this invoice. Paul Colarossi will contact UGI again.

Family & Friends Hands On CPR Training – this needs to be scheduled with Amy McDaniels

Northwest Little League – Bobbi Titus stated that the Northwest Little League is interested in use of the baseball field and has secured a person to mow the grass. Council was pleased of their interest and intent.

New Business

Resident Requests for Street Lights – Rosalie Whitebread stated that requests from Richard Kuchta and Linda Huffman were received for street lights near their property. She further stated that there cannot be a street light in front of everyone's house or property and there cannot be lights installed by the river. Richard Kuchta presented his position that lights near his property would provide safety and promote more community use of the area. He further noted that the light that was previously there was moved to the other end of Canal Street, where a large cluster of lights exist. There was much discussion on this issue and whether or not the area near the Ambulance building was adequately lit. President Whitebread asked Council to drive by the area at night and bring their recommendations to the upcoming 4/3/18 meeting.

Northwest Rangers Foundation – Gary Bau – 5K Run, Warrior Trail – this will be held on May 19, 2018.

Memorial Day Parade – May 28, 2018 – Bobbi Titus reported that the Special Event Application has been submitted to PennDOT for the annual Shickshinny Memorial Day Parade to be held on Monday, May 28, 2018, at 9:30 AM.

Municipal Per Capita Bills – Bobbi Titus explained that, after discussion with the JoAnn Blaine, Tax Collector, there were no Municipal Per Capita bills issued for 2016, 2017, or 2018. Research of correspondence and past Council meeting minutes revealed that Luzerne County ceased responsibility for this in 2015 and the responsibility transferred to the municipality. At the April 6, 2016 Council Meeting it was decided that 2016 bills would not be sent and the matter would be addressed in the 2017 budget process. No further evidence of discussion was located. A decision is needed on whether or not to issue these bills for 2018 at a cost of approximately \$350.00. Mayor Long asked for the amount of revenue generated for 2014 and 2015 Municipal Per Capita tax. The question of who would handle collection of delinquencies will be addressed with the Tax Collector. This will be added to the April 3, 2018 agenda.

Friends of Camp Louise – A letter of support from elected officials has been requested for this nonprofit entity in their pursuit of grant opportunities. This will be added to the April 3, 2018 agenda.

Historical Society Grant – An Open Bids Meeting has been scheduled for May 3, 2018 at the Municipal Building.

Mature Worker's Luncheon – A luncheon will be held on May 23, 2018 and a representative from Shickshinny Borough is required. Council members should let Rosalie know if anyone is available and willing to attend.

Resident Comments

Mayor Long expressed concern over some of the proposed Zoning ordinances/fees, such as the amusement fees. She does not want to add an increase to local businesses. Larry Frace stated that the fees presented for the existing ordinances are only suggestions and Council needs to decide on the direction to be taken.

Richard Kuchta expressed that Council was doing a great job with the town and things are looking nice.

The meeting adjourned at 7:54 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny