

SHICKSHINNY BOROUGH  
GENERAL COUNCIL MEETING APRIL 3, 2018  
MINUTES

The General Meeting of the Borough of Shickshinny Council was held on Tuesday, April 3, 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, Helen Ruffenach, Jim Wido, and Rosalie Whitebread.

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

Others in attendance: Mayor Brenda Long, Borough Solicitor William Burke, Bobbi Titus, Chris Cawley, John Ackerman, Dale Englehart, Aggie McDaniels, Jack Reese, Sr., Diane Reese, Kathy Taylor, Bonnie Federici, Dawn Gregory, Joshua Gregory, Donald Switzer, Nancy Beach, Jule Moore, Valerie Bigelow, Stephen McDaniels, Kurtis Summa, Mike Duda, and Tom Noss Jr. 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. Barry Belles asked how the street light tax was calculated. President Whitebread stated she would follow up on that issue.

**Mayor's Report**

Mayor Long provided the following updates on the Twin Cities Community Organization (TCCO):

- The Easter Egg Hunt was a great success, with approximately 250 children in attendance. This was the first event for the Twin Cities Community Organization serving Shickshinny, Mocanaqua, and the surrounding areas.
- All interested people are welcome to attend future meetings.
- The non-profit registration for the TCCO is in process.
- The letter from TCCO to Shickshinny Council requesting use of Crary and/or North Canal Street Parks is forthcoming.
- Planning for the Memorial Day Parade will begin in the near future.
- Planning for future fundraisers and the related licensing is in process.

**Motion made by Jim Wido/seconded by Candice Kruczek to accept the Mayor's report as presented. Motion carried by unanimous vote.**

### **President's Report**

President Whitebread addressed "What is a Safety Issue?" regarding prior issues with the Shickshinny Volunteer Fire Company.

**Motion was made by Jeff Norcross/seconded by Candice Kruczek to accept and approve the President's Report. Motion carried by unanimous vote.**

### **Code Officer's Report**

Larry Frace provided a written report to Council for March 2018 and recommendations on ordinances requiring review by Council.

- Ordinance 2000-3 calls for fees, but no established fees can be located. This ordinance calls for zoning hearing board to hear appeals. Council to review this.
- Ordinance 424 sets the application fee at \$100 for any permit. This was established in 1990. Review is needed.
- Ordinance 371 does not set a fee for electrical permits. Jeff Norcross asked whether or not electrical work requires a permit. Larry replied that a permit is required, however fees cannot be located. Review is needed.
- Ordinances 53 and 162 prohibit the sale of fireworks in the Borough and was established in 1924. Current PA law allows the sale of fireworks. Change is recommended.

Mike Shoemaker questioned the condition of the property with the old school steps. It was stated that the Borough does not own the steps. Barry Belles stated that he felt Mr. Frace did a good job getting the rubbish removed from the property adjoining his and appreciated his efforts.

**Motion made by Jeff Norcross/seconded by Jim Wido to accept and approve the Code Officer's Report. The motion carried by unanimous vote.**

### **Solicitor's Report**

- Attorney Burke stated that he will be the contact person for any fire company matters, instead of the secretary.
- The question of the handling of the evidence locker has been resolved and will be addressed by the Shickshinny Police Officer, when hired.
- Vacant Lot Leases – Council will directly canvas residents with properties adjacent to the vacant lots to see if they have interest in leasing the lot so that the leases can be submitted to FEMA as a group, rather than one lease at a time for their approval. President Whitebread noted that initially, there will be only one vacant lot leased per adjacent property owner. Barry Belles questioned why only one lot per property owner. Attorney Burke stated the Borough will start with one lot for the adjacent property owner.

**Motion made by Jim Wido/seconded by Helen Ruffenach to accept and approve the Solicitor's Report. The motion carried by unanimous vote.**

**Ashburn Advisors**

Chris Cawley provided the following report:

**LSA** - Shickshinny Borough has been awarded the LSA grant in the amount of \$75,000 of the original \$165,402 submitted for purposes of the Municipal building HVAC system and restrooms at the Crary Street Park. A resolution will be needed to accept the award, with a decision on the project to be completed. President Whitebread noted that \$45,000 was paid for the furnace in 2011, approximately \$11,000 has been spent on HVAC repairs in the last few years and questioned if the funds can be used elsewhere. Chris noted that we can request an extension of 30 days before committing on acceptance of the award and it is possible to use the funds elsewhere, but the plan will need to be defined first. Jeff Norcross noted the leaky roof and leaking windows need addressed. Chris will check with DCED and provide an update at the April 12 meeting. Chris further suggested an immediate evaluation of the HVAC and then develop the plan. Mike Duda stated that he is employed doing boiler installations/repairs and offered to conduct a free evaluation of the building HVAC system. Council appreciated Mr. Duda's offer and agreed.

**ACT 13 Recreational Grant** - Shickshinny Borough has been awarded the Act 13 Recreational Grant in the amount of \$4,423.86 of the original \$6,752.00 submitted.

**Motion made by Jim Wido/seconded by Jeff Norcross to fund the difference between the Act 13 Recreational grant award and the total project cost as submitted. Motion carried by unanimous vote.**

**Motion made by Jim Wido/seconded by Candice Kruczek to pass Resolution 2018-0005 to accept the Act 13 Recreational grant award of \$4,423.86 and fund the difference between the grant award and the total project cost as submitted. Resolution passed by unanimous vote.**

**DCNR Small Communities** - The grant application for the DCNR Small Communities is due April 11, 2018. This project will be for the Senior Wellness Park – Phase I and will be for materials only, no labor costs included. Maximum award is \$20,000. Rosalie Whitebread and Helen Ruffenach suggested including a shuffleboard court in the park along with senior exercise stations. There was considerable discussion among Council and residents, including possible uses for a stage, horseshoes, who would be responsible to hand out the supplies for the equipment, and future options for the space with future grants. John Ackerman presented an initial site drawing for the project. It was decided that the project for the Senior Wellness Park – Phase I should include the shuffleboard court. Cost information is forthcoming from John Ackerman.

**Motion made by Jim Wido/seconded by Candice Kruczek to pass Resolution 2018-0006 to proceed with the grant application for the DCNR Small Communities Senior Wellness Park – Phase I. Resolution passed by unanimous vote.**

GTRP - A special meeting for planning of the GTRP and Multimodal grants will be held on April 12, 2018.

Chris asked if there was any update on the acquisition of the Graham and Yaple properties. Attorney Burke stated there was no update at this time.

**Motion made by Jeff Norcross/seconded by Jim Wido to accept and approve the Ashburn Advisor’s Report. The motion carried by unanimous vote.**

**Secretary/Treasurer’s Report**

**Motion made by Candice Kruczek/seconded by Jim Wido to accept and approve the minutes of March 6, 2018. Motion carried by unanimous vote.**

**Motion made by Jim Wido/seconded by Jeff Norcross to accept and approve the minutes of March 15, 2018. Motion carried by unanimous vote.**

**Motion made by Jim Wido/seconded by Helen Ruffenach to accept and approve the minutes of March, 29, 2018. Motion carried. Yes votes: Kruczek, Ruffenach, Wido, Whitebread.**

**Abstain: Norcross.**

**Motion made by Jim Wido/seconded by Helen Ruffenach to accept the bank balances as of 3/31/18 and ratify the March 2018 bills paid. Motion carried by unanimous vote.**

The current Deliverable Matrix and Open Issue List was provided to Council.

**Motion made by Candice Kruczek/seconded by Jim Wido to accept and approve the Secretary/Treasurer’s Report. The motion carried by unanimous vote.**

**Old or Unfinished Business**

**Fire Company Updates**

Attorney Burke addressed a resolution to decertify the Shickshinny Fire Company and stated that the resolution recites facts previously discussed at meetings and related matters, including the payment of worker’s compensation to Mocanaqua Fire Company rather than Shickshinny Fire Company.

**Motion made by Jeff Norcross/seconded by Jim Wido to pass Resolution 2018-0007 to decertify Shickshinny Volunteer Fire Company as an approved provider of fire protection and any other related services to Shickshinny Borough. Resolution passed by unanimous vote.**

President Whitebread stated that Ordinance 2018-0002 that addresses the fire company third party payments (original Ordinance 2000-4) needs revised to change the name to Mocanaqua

Volunteer Fire Company. Attorney Burke reminded Council that any ordinance requires public advertisement one week prior to the meeting acting on the Ordinance.

**Motion made by Jeff Norcross/seconded by Helen Ruffenach to publicly advertise Ordinance 2018-0002 (the revision of Ordinance 2000-4). Motion carried by unanimous vote.**

There was discussion on the registration of the rescue boat and that it had expired March 31, 2018. Attorney Burke suggested obtaining a duplication registration for the boat.

**Motion made by Jeff Norcross/seconded by Candice Kruczek to obtain a duplication registration for the rescue boat. Motion carried by unanimous vote.**

Emergency Management Coordinator (EMC) – Bobbi Titus reported that an email was sent to Kevin Morris asking whether or not he was interested in continuing in the role of EMC and, to date, there has not been a response. Attorney Burke recommended nominating Jay Smith to Luzerne County for the position. It was noted that a background check was needed in order to proceed with nominating him for the position. A resident asked about Mr. Smith’s qualifications and it was noted that Mr. Smith had previously served in that position. Council agreed to proceed with the background check and submission of necessary documentation to Luzerne County to nominate Jay Smith for the EMC position.

Mike Duda reported that Union Township Supervisors voted to remove Shickshinny Volunteer Fire Company as a first responder at tonight’s meeting (April 3).

**LED Lights** – Chris Cawley confirmed that Tom Reilly was the engineer for the street lights projects and identified two major issues:

- The water company put in a new water line and it may have caused problems with the wiring. Tom Reilly is to reach out to the contractors on the new water line installation.
- There is no maintenance agreement with UGI for the street lights. Initially, prior Council felt that the poles, as they now sit, should be covered under warranty.

Dale Englehart provided an update on the lights:

- Tom Reilly will contact contractor who installed lights.
- Lights had a high fail factor – the drivers went bad per The Howard Company. There is a 1 year warranty on all lights and fixtures (one year on related parts and labor).
- There should be very little maintenance on these lights.
- Construction was completed September 2017.
- Rosalie asked Dale whether or not we can shut off the lights that are blinking? Dale indicated yes, they can be shut off.

Jim Wido asked Dale Englehart for a set of light schematics for the Street Department for reference. Dale indicated he could provide a set of drawing and fixture cuts.

**Northwest Little League** – It was noted that the physical address of the baseball field is South Susquehanna Avenue. The physical address is needed for the certificate of insurance and lease of the property to the Little League.

**5K Run** - Gary Bau expressed interest in using the park/trail for an upcoming 5K run. President Whitebread stated that evidence of insurance was needed.

### **New Business**

**Resident Requests for Street Lights** – There was considerable discussion on the status of lights on various streets by Council and individual residents. Several residents feel the paying of the street light taxes entitle them to a street light in front of their property. It was explained that the street lights are to be located where needed for Borough safety. Costs to install, move, and/or operate are a major consideration. Mayor Long suggested trimming the trees that obscure lighting be addressed. At Jeff Norcross’s suggestion, the discussion was tabled.

### **Municipal Per Capita Bills**

Rosalie Whitebread presented information on prior year’s collection of municipal per capita taxes:

- 2014 - \$3,009 collected; \$1,650 was outstanding/delinquent
- 2015 - \$2,747 collected; \$1,910 was outstanding/delinquent
- There were no tax bills issued for 2016 and 2017.

Mayor Long noted there are less residents now than in 2014 and 2015. Jeff Norcross asked if we had an estimated assessed amount based on the current population. He further stated that previous Council voted not to pursue this tax because of the cost to issue the bills vs. actual percentage of tax collected. It was thought to be cost-prohibitive at that time.

**Motion made by Jeff Norcross/seconded by Candice Kruczek to not issue the Municipal Per Capita taxes for 2018 or future years. Motion carried. Yes votes: Kruczek, Norcross, Wido, Whitebread. No votes: Ruffenach.**

### **Friends of Camp Louise**

**Motion made by Candice Kruczek/seconded by Helen Ruffenach to issue a letter of support to the Friends of Camp Louise for the organization’s future grant submissions. Motion carried by unanimous vote.**

### **Mature Worker’s Program Luncheon**

There was discussion on Borough attendance at the upcoming luncheon for the Mature Worker’s Program to be held on May 23, 2018 at a Touch of Class in Wilkes-Barre. No decision was made on attendance.

### **Trees in Municipal Park**

There was a discussion on the overgrown trees in Municipal Park, next to the building. Estimates will be obtained from Apex Tree & Earth, Hunlock Creek, and Tomasacci Trees for consideration.

### **Street Department Hours**

President Whitebread addressed the issue of the hours for the Street Department and noted that when the volunteers from the Job Corps and/or Retreat are on-site, supervision is necessary.

**Motion made by Jeff Norcross/seconded by Helen Ruffenach to change the hours for the Street Department to 8:00 AM – 2:00 PM, beginning on Monday, April 9, 2018. Motion carried by unanimous vote.**

### **Resident Comments**

There was discussion on equipment needed by the Street Department. President Whitebread read a list of items needed for purchase or repair. Bobbi Titus was requested to order the supplies needed by the Job Corps.

There was a question on the current status of recruitment for the part time police officer. Mayor Long stated there was no update.

Art Zehner stated that he needs three new blades for the John Deere. Jeff Norcross requested Art provide a list to Bobbi and she should get a price from Five Mountain Hardware. This can then be addressed at the April 12, 2018 meeting.

**Motion made by Jeff Norcross/seconded by Candice Kruczek to advertise for the Street Department Worker. Motion carried by unanimous vote.**

**Motion made by Jeff Norcross/seconded by Candice Kruczek to adjourn the meeting. Motion unanimously carried.**

The meeting adjourned at 7:46 PM.

Respectfully submitted,

Roberta J. Titus, Secretary  
Borough of Shickshinny