

SHICKSHINNY BOROUGH
WORK SESSION APRIL 26, 2018
MINUTES

The monthly work session meeting of the Borough of Shickshinny Council was held on Thursday, April 26, 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.

Others in attendance: Mayor Brenda Long, Bobbi Titus, Chris Cawley, Larry Frace, Jack L. Reese, Sr., Diane R. Reese, Jeff Noss, Brian Swingle, Brian Phillips, Linda Wrba, Jule Moore, Aggie McDaniels, Richard Kuchta, Dawn Gregory, Joshua Gregory, Barry L. Noss, Sr., Valerie Bigelow, Anthony Davis, Mike Shoemaker, Art Zehner, and Tina Remensnyder, . 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 at this meeting.

ZONING OFFICER'S REPORT – Larry Frace presented the zoning officer's report. In addition to his monthly report, Mr. Frace provided a copy of Tree Ordinances as a reference to Council. President Whitebread raised concern over the UGI activity at the site of the old Opera house. Mr. Frace indicated he does not have any authority over the utility line but will inspect the property when the work is concluded. It was also noted that final property inspections have not yet been completed on the last properties demolished and there will be a need to reseed many of the lots and check the sidewalks. There was discussion on the ownership of the railroad trestle/bridge. Jeff Norcross asked the status on permits for a property on West Union. Mayor Long requested that names be added to the monthly report.

EXECUTIVE SESSION – Council reviewed confidential and sensitive matters at an Executive Session from 6:08 PM to 6:22 PM.

SECRETARY/TREASURER'S REPORT – Bobbi Titus presented the following:

- Draft Minutes of the General Council Meeting – April 3, 2018 – for review
- Draft Minutes of the Special General Council & Grants Meeting – April 12, 2018 – for review
- Bank Balances as of 4/26/2018 – for review
- April 2018 Bills Paid to be Ratified – for review
- Annual Financial Interest Statement (State Ethics) for Public Officials/Employees/Solicitor – All forms for current administration are on file/or have been requested. Additionally, reminder letters and the current form were sent to

outgoing public officials/employees. Per clarification with the State Ethics Commission, the forms for Shickshinny are to remain in the Borough office and are not required to be filed in Harrisburg.

- An advertisement for a PT Street Dept Worker will be published in Press Enterprise 4/27 – 4/29 (Fri – Sun).
- Deliverables Matrix – A current matrix was provided. Bobbi indicated that all known deliverables have been added to this list with the exception of items related to Berkheimer local taxes.
- Open Issues List – A current Open Issues List was provided. President Whitebread provided updates to several items.
- Bobbi Titus read her letter of resignation provided to Council. Council has expressed an interest in retaining Bobbi and she has agreed to work to identify those items that may reduce hours required for the position. The resignation decision has been tabled at this time.
- 3rd Party Payroll Recommendation – Bobbi Titus provided Council with information from WePay, a 3rd party payroll service located in Scranton. It is her recommendation that Council consider implementation of this to reduce Secretary hours and increase accuracy and efficiency in weekly payroll and monthly, quarterly, and annual tax filings. Bobbi will obtain cost information from another firm prior to the next meeting.
- President Whitebread requested that the May 8th agenda should include a vote on transferring bank accounts/funds from PNC to 1st Keystone.

Old or Unfinished Business

Fire Company

- Ordinance No. 2018-0002 – The proposed revision of Ordinance 2000-4 was published 4/20/18 in the Press Enterprise. This Ordinance will be addressed at the May 8, 2018 meeting.
- The following items are to be addressed with the Borough Solicitor – Shickshinny Fire Co missing assets, fundraisers on Borough property, changing name on fire trucks and building.
- Boat – Bobbi Titus reported that the boat has been added to the Borough insurance. Council has requested a letter be sent to Kevin Morris to retrieve the boat/motor/trailer.
- Emergency Management Coordinator – President Whitebread informed Council that the annual Radiation Grant from Luzerne County EMA was received in the amount of \$1,500. Items are to be purchased and receipts submitted to Luzerne County EMA.
- Worker's Compensation Update – Bobbi Titus stated that a copy of correspondence from PSAB to State Worker's Insurance Fund to remove Shickshinny Fire Company from the Borough policy was received. She is awaiting a return call from SWIF confirming actions taken. A letter was sent to the surrounding municipalities indicating the removal of worker's compensation insurance was in process.
- Mayor Long asked if the Shickshinny Fire Company does not have liability insurance on their property and there is an incident, would this fall back on the Borough? The

consensus was that it would not fall back on the Borough as it is a separate entity and the Borough passed the Resolution to decertify the company.

Fallen Tree – Nicely Street – President Whitebread provided an overview on the fallen tree at 11 Nicely Street. The tree was uprooted on April 12, 2018 and was partially blocking the road, as well as, causing damage to two residences. There was not agreement on who owned the tree, Thomas Shoemaker or Shickshinny Borough. Shickshinny Code Officer Larry Frace indicated that the responsibility belonged to the homeowner. Whitebread agreed to hire Tomassacci Trees to remove the tree but stated that, if it is determined that the tree is the responsibility of the homeowner, then their insurer would be responsible. The invoice for the tree removal was \$3,000. Bobbi Titus indicated that the Borough’s insurance carrier stated that the invoice should be forwarded to the homeowner’s insurer and a letter was sent to the homeowner. Bobbi stated that a voice mail message was received by the homeowner’s insurer stating they will not pay for the tree removal and a denial letter was forthcoming. President Whitebread stated this will need to be handled between the insurance companies and Council will consider the matter of the invoice at the May 8, 2018 meeting. Bobbi was requested to update Tomassacci.

NEW BUSINESS

NEPA Alliance Membership – President Whitebread spoke with Donna Ritz at the NEPA Alliance and indicated that Shickshinny Borough has been a member for many years although records of payment have not been located. Membership renewal will be considered at the May 8, 2018 meeting.

Order of the Court – Tax Sales – The following Court Orders for Tax Sales were presented and noted that any objections, i.e. claims, liens, etc. must be filed by 6/11/18.

- Helena E. Shultz – Rockview Avenue – proposed sale date is August 9, 2018
- Christopher M. Parris – 22 Baer Alley – proposed sale date is August 9, 2018

Street Department 2017-2018 Final Winter Storm Report – This report was prepared by Art Zehner and provided to Council for their review.

ASHBURN ADVISORS/GRANTS

LSA – HVAC in municipal building, restroom on Oak St - \$75,000 awarded

- Ashburn Agreement with Shickshinny Borough – The Agreement was reviewed and the \$4,500 fee was discussed. The LSA grant allows 3% for the administrative tasks (\$2,250) and the Borough would be responsible for the remaining \$2,250. President Whitebread indicated she will sign the agreement and fax to Ashburn.
- HVAC – Chris Cawley noted that preliminary estimates are needed for the HVAC and then he will contact DCED on the additional line items for the grant. President Whitebread will obtain the estimates.
- President Whitebread noted that the Borough will need to make a decision on whether or not it can afford to proceed with future grants.

Act 13 Recreational Grant – Bobbi Titus updated Council that the Project Agreement was signed by President Whitebread and returned to the Council of Luzerne County. Chris Cawley stated that Paul Colarossi will direct Council on the next steps.

DCNR Small Communities Application – Senior Wellness Park – Phase I

- Ashburn Agreement with Shickshinny Borough – Council reviewed the agreement and confirmed that if the grant is not awarded, then the Borough does not owe money to Ashburn. This will be an agenda item for May 8, 2018.
- Master Plan Revision was provided by John Ackerman.

GTRP – 5/31/18 Deadline

- Phase II of Senior Wellness Park - Land Appraisal for Knelly property needed – need appraisal report by 5/15/18 – Bobbi will arrange for appraisal. A resolution to proceed with this grant will be addressed at the May 8, 2018 meeting.
- Five Mountain Camping – A separate resolution will be needed for this portion of the grant. Brian Phillips indicated that Shickshinny Forward may be able to contribute towards the required match once the final costs are determined.

CDBG Revolving Loan Fund - \$15 M – Chris Cawley stated that the resolution to proceed with this grant will need addressed at the May 8, 2018 meeting. John Ackerman did preliminary costs on ADA corners, and reconstruction of Cray, Rockview West, Rockview East, and Chestnut Streets. Costs are needed for Williams and Irene Streets. Guiderails were included for Rockview West and will be added for Chestnut Street. It was noted that if something is important for this grant and it is not awarded, then the approach would be to include it in the next LSA grant.

2018 Dirt, Gravel and Low Volume Road Program Grant (Luzerne County Conservation District) – It was stated that the Roadmaster mandatory training is May 1 & 2. Chris Cawley stated, after further review of criteria for this program, he did not recommend pursuit by Shickshinny Borough. No further action will be taken on this program for 2018.

LED Lights Update – Chris Cawley stated that Paul Colarossi is still awaiting information on the UGI agreement revisions and, when received, he will forward to the Borough Solicitor. Bobbi Titus was instructed to send an email to Dale Englehart, Reilly Associates, and copy Chris Cawley. This email was to address maintenance issues during the warranty and post-warranty period.

CFA Multimodal Grant – Chris Cawley stated that we will resubmit the LSA Traffic Safety grant that was not awarded and any other street scape projects. He will contact John Ackerman for development of the sidewalk/curb costs.

Ashburn Advisors and Shickshinny Borough – A copy of the previously executed agreement was provided to Council for review.

CORRESPONDENCE RECEIVED – Bobbi Titus provided Council with copies of the following informational correspondence items:

- SPCA Quarterly Report
- Request from National Weather Service on county events 500-1000
- COSTARS Connection – Spring 2018
- Atlantic Broadband (Metrocast) – official launch of new brand
- Medico Industries – Government Day 2018 – 5/17/18
- PA Dept of Environmental Protection – Environmental Excellence Awards
- PA One Call – Changes to Format of Notifications
- Mascaro – Total Recycle Letter on E-waste
- Luzerne County EMA – Local Government Role – Training Course – May 17 & 18 – 16 hours
- PennDOT – Traffic Counting on Municipally Owned Roads – 3/12/18 through 6/29/18
- Central Susquehanna Community Foundation – Impact Symposium – 6/6/18

RESIDENTS' COMMENTS

Jule Moore asked for more detail on the correspondence received from Mascaro on E-waste recycling. Bobbi Titus explained that this was for municipalities to begin a program for handling E-waste.

Resident Joe Mahalski raised a concern over the dirt road near his property and explained that, over the years, patching has caused the road to get higher and higher and now this is causing a drainage problem on his land. Mr. Mahalski requested the road be scraped down before any paving or patching. There was discussion on whether or not the repair of the road would qualify under any of the grants. Chris Cawley indicated we could pave Williams Street under the CDBG program. Mr. Mahalski also noted that traffic has increased on Search, Williams, and Tower Streets considerably and noted that recently UGI vehicles drove right through his yard. He has concerns with the weight limitations of the roads and whether or not weight restrictions should be imposed. President Whitebread indicated Council will consider their options on this issue.

Richard Kuchta asked if there was any update on adding street lights near his property/park. There was a question on the criteria needed for a location for a light. After discussion, President Whitebread indicated she will place it on the agenda for the May 8, 2018 meeting.

Anthony Davis raised concern regarding a property on Conyngham Street as the house is ready to cave in and is attracting snakes. It was stated this property is on the blight list.

PRESIDENT'S REPORT

- An inventory of the Street Department tools and supplies was completed.

- The Job Corps young adults will spend the week of 5/14 – 5/18/18 assisting the Borough on cleanup tasks. Approximately 16-18 people. Water/soda/lunch for each day will be needed. Ed Murphy has offered to make a cake. Subway, Thomas's, J-Angelo's were suggested. Rosalie will approach the businesses for possible discounts. Valerie Bigelow asked if Council wanted help from the residents? President Whitebread stated that help would be appreciated and the resident should pick a date and tell her at the next meeting.
- UGI was contacted to remove a tree on a power line near Vine St and Bartoli lane.
- A new PennDOT project will begin after Memorial Day to reconstruct Route 11 from Shickshinny To Berwick.
- An email was received on final information needed to finalize the 2016 Liquid Fuels Audit. An email was returned identifying all of the changes in Council membership and Borough employees.
- President Whitebread has been working with Asplundh on the annual tree trimming on behalf of UGI. She indicated that trees will be trimmed away from wires or cut down, at no cost to the homeowner or the Borough. This will only be for those trees near UGI lines. The trees will be removed but not the stump. She also noted that she gave permission for the removal of the 3 trees on North Main Street, and wanted confirmation from Council on the removal of the trees on the vacant lots and any other Borough trees impacting the UGI lines. There were no objections.
- President Whitebread has identified tasks needed to reverse the traffic pattern on Bartoli Lane from 1-way to 2-way. The Borough Engineer will need to conduct a street study for this to proceed.
- It was confirmed that the Street Light tax is calculated based on the property assessment value.
- The leases for the vacant lots are still under review. Council needs to provide updates to Rosalie as soon as possible.
- President Whitebread will be participating in a PSAB Webinar one evening this week.
- Art Zehner will be reporting for Jury Duty on 5/7/18.
- Ron Vogelbacher has indicated his last day of assistance to the Street Department will be May 18, 2018.
- President Whitebread expressed frustration at the duties of Council President and asked for anyone willing to take on the position. Council wants President Whitebread to remain in the President's chair and indicated a willingness to assist wherever possible. She is willing to stay on as Council President with Council's help.

Adjournment – The meeting adjourned at 8:11 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny