

SHICKSHINNY BOROUGH  
GENERAL COUNCIL MEETING MAY 8, 2018  
MINUTES

The General Meeting of the Borough of Shickshinny Council was held on Tuesday, May 8, 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. Helen Ruffenach arrived shortly after roll call was taken.

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

Others in attendance: Mayor Brenda Long, Bobbi Titus, Chris Cawley, John Ackerman, Brian Phillips, Brian Swingle, Larry Frace, Aggie McDaniels, Valerie Bigelow, Donald Switzer, Nancy Beach, Jack Reese, Sr, Diane Reese, Barry Belles, Sharon Belles, Richard Kuchta, Bonnie Federici, Linda Wrba, Jeffrey Noss, Lois Norcross, Dawn Gregory, Joshua Gregory, Rick Noss, Kathy Llewellyn, Walter Sims, Carol Kieser, Tom Noss, Michael Duda, Susan Schwartz, Beverly Moore, Gary Moore, Gary Moore, Jr., Kyle Morris, Anthony Davis, Mike Shoemaker, Holly Morris, Kevin Morris, and Art Zehner. Please note there were additional members of the community present, however, as they did not sign in, the minutes may not reflect their names.

President Whitebread asked if residents had any comments on agenda items. Beverly Moore raised questions on items on the fire company reflected in the draft minutes from the 4/26/18 work session. President Whitebread stated there were no updates on those issues at this time and any future items would be taken under advisement for future agendas.

Holly Morris took the floor and adamantly stated that she had a brief case full of papers related to the audit of the Fireman's Relief Fund and everything contained in the audit was corrected. She further stated that Tamira Bedic from the Auditor General's office would verify her statements. Mrs. Morris further stated that Council did not give the Fire Company 30 days to respond to the requests made of the Fire Company.

Comments were made by Walter Sims on his experience with a car fire, handled by the Mocanaqua Fire Company.

Barry Belles asked if there was a special fee paid to Mocanaqua Fire Company for fire protection. President Whitebread explained that the Workers Compensation insurance for the Shickshinny Borough population is being paid to Conyngham Township and there is no other fee.

**Executive Session** - Council held an Executive Session from 6:15 PM – 6:20 PM on personnel issues.

**Mayor's Report** – no report was provided.

**Zoning Officer's Report** – Larry Frace presented the April 2018 report of Zoning/Property Codes activity, noting several ordinances require Council review. There was discussion on various fees and requirements.

It was noted that video recording of the meeting was being done by Kyle Morris, stating his right to do so under the PA Sunshine Act.

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

#### **Secretary/Treasurer's Report**

**Motion made by Jim Wido/seconded by Helen Ruffenach to accept and approve the minutes of April 3, 2018. The motion carried by unanimous vote.**

**Motion made by Jim Wido/seconded by Candice Kruczek to accept and approve the minutes of April 12, 2018. The motion carried by unanimous vote.**

**Motion made by Helen Ruffenach/seconded by Candice Kruczek to accept and approve the minutes of April 26, 2018. The motion carried by unanimous vote.**

**Motion made by Jim Wido/seconded by Jeff Norcross to accept the bank balances as of 4/30/18 and ratify the April 2018 bills paid. The motion carried by unanimous vote.**

The current Deliverables and Open Items Lists were provided to Council.

A request was made for attendees at the Mature Worker's Luncheon scheduled for May 23, 2018.

The Historical Society Grant Bid Opening is scheduled for May 10, 2018 at the Municipal Building.

**Motion made by Helen Ruffenach/seconded by Jim Wido to proceed with the necessary tasks to open bank accounts to transfer the funds/close the PNC Bank accounts and open related accounts/transfer funds at First Keystone Bank. Motion carried by unanimous vote.**

**Motion made by Candice Kruczek/seconded by Jim Wido to change the Shickshinny Borough public office hours to Tuesday, Wednesday, and Thursday, 10:00 AM to 3:00 PM, with other hours by appointment. Motion carried by unanimous vote.**

It was noted that a request for Worker's Compensation Statistics was received. Calls to the Harrisburg Bureau of Worker's Compensation resulted in the receipt of the PA Right to Know request form & related laws. This remains an open item.

**Committees** – Employment Applications have been received for the advertised Street Department position and interviews will be scheduled.

#### **Old or Unfinished Business**

**Motion made by Jim Wido/seconded by Jeff Norcross to approve Ordinance Number 2018-0002, a revision of Ordinance 2000-4. The upcoming action was published in the Press-Enterprise on April 20, 2018. Motion carried by unanimous vote.**

Art Zehner stated that the river water level is still too high to put in the boat dock. He will alert Council when the river level is at the right level.

### **Ashburn Advisors/Grants**

**LSA – HVAC in Municipal Building - \$75,000** – There was discussion on the price differences between H.T.Lyons and Energy Technologies and concern whether both estimates included the same criteria. The Energy Technologies used the same manufacturer of the existing system and Jeff Norcross expressed concern with use of the same manufacturer, given the problems over the past several years. There was discussion on including water quality treatments with the new system. Mike Duda explained that the system in the H.T. Lyons estimate was essentially two boilers contained within one shell. Chris Cawley explained that the purpose of the estimates was to determine if excess funds would be available for roof and window repairs. Chris now has enough information to go back to DCED and get approval to redefine the project. Pinnacle Roofing from Nanticoke was suggested for one roof estimate and another estimate from Castle Creations. Chris further stated that HVAC specifications will need to be developed in order to proceed with the public bid process.

**Act 13 Recreational Grant** – The contract between Luzerne County Council and Shickshinny Borough is in process. Upon execution of the contract, one-half of the grant monies will be forwarded to Shickshinny Borough.

**DCNR Small Communities Application – Senior Wellness Park – Phase I** – The application was submitted and is pending review by DCNR.

### **GTRP – 5/31/18 Deadline**

Land Appraisal is in process by Ted Poggi of Poggi Berkshire Hathaway Home Services and is expected by May 15, 2018.

### **Motion made by Jeff Norcross/seconded by Jim Wido to approve Resolution 2018-2009 to proceed with the application for the Senior Wellness Park – Phase II. Motion carried by unanimous vote.**

There was discussion on the use of the HUD CDBG-DR lot while leasing the land for this project. Chris Cawley will follow up with Attorney Burke on this issue. John Ackerman indicated the land may need surveyed for subdivision.

John Ackerman needs the costs for Five Mountain Camping to proceed with the cost estimate for the grant application. It was stated that a letter from the Sewer Authority would not be needed for the land as Shickshinny Borough is the land owner. Brian Swingle stated he has many contacts who will assist with the improvement tasks needed, at no cost. Walter Sims questioned if it would be RV or tent camping and if it would be weekends only. Barry Belles expressed concern with adding camping to the Borough without a police presence. Brian Swingle noted that the Shickshinny State Police are very active and responsive in the area.

The question of liability insurance was raised and any other costs to the Borough. Brian Phillips said there will not be any costs for the Borough, including grass cutting.

Per Chris Cawley and John Ackerman, once costs are defined, then any in-kind work with heavy equipment, etc., could be considered in the funds match requirement of the grant.

**Motion made by Helen Ruffenach/seconded by Candice Kruczek to approve Resolution 2018-0010 to proceed with the application for Five Mountain Camping. Motion carried by unanimous vote.**

**CDBG Revolving Loan Fund - \$15 M**

The Graham property is to be pulled from this grant as the demolition will be included in a CDBG-CD grant.

President Whitebread questioned John Ackerman on what was included in his cost estimates for this project as she felt the estimate for Crary Street reconstruction was too low. Mr. Ackerman stated that storm water handling would be a separate issue and indicated the paving would be done around the drains.

Total costs are presently at \$265,607 for the project, not including the Ashburn Advisors costs.

**Motion made by Jeff Norcross/seconded by Helen Ruffenach to approve Resolution 2018-0008 to proceed with the grant application for the road reconstruction and demolition of the Yapple property. Motion carried by unanimous vote.**

**CFA Multimodal Grant** – This will include the sidewalks, curbs, and resubmission of the LSA traffic safety project. Chris Cawley stated this project will need to be defined prior to the June meeting. A resolution to proceed will need to be addressed at the June meeting. John will need to develop the scope of the project.

Chris Cawley also noted that the LSA grants and the PennDOT multimodal grant will be available at the end of 2018.

**LED Lights Update** – The needed revision of the agreement with UGI is still in process. Until that is completed, the payment of the UGI \$60,000 invoice cannot be made out of grant funds. President Whitebread expressed frustration on what the Borough can do to get the lights fixed. Chris Cawley stated he would try to assist in this matter, but it is between Reilly Engineering and Shickshinny Borough to resolve.

**Trees in Municipal Park/Crary Park** – Estimates from Tomassacci Tree and Apex Tree and Earth were reviewed. There was discussion on what was included in the estimates, including the disposal of the debris. Jeff Norcross asked if Apex will give a better deal if all of the tree work is done at once. Rosalie indicated she will ask Apex.

**Motion made by Jeff Norcross/seconded by Candice Kruczek to select Apex Tree and Earth to cut down all of the trees in question at Municipal Park and Crary Park. Motion carried by unanimous vote.**

## **New Business**

**NEPA Alliance Membership** – Council unanimously agreed not to renew the NEPA Alliance membership for 2018 at a cost of \$275 for the annual membership fee.

**PA One Call – Pennsylvania 811 – New Legislation – Act 50** – Documentation on the new legislation was provided to Council for review.

### **Correspondence Received:**

- Luzerne County EMA Training Course – Rapid Needs Assessment
- NEPA Regional Partnership Meeting – June 5, 2018
- Susquehanna Warrior Trail News
- PA Department of Labor & Industry – News & Notes – Spring 2018
- PennDOT Social Media Approach & Registration
- Lowering Flood Risk & Cost of Flood Insurance – Training Course

## **President's Report**

PSAB Webinar did not occur as the PSAB internet was down.

Farmer's Market Vouchers will be distributed at the Shickshinny High Rise on July 5, 2018.

The week for the Job Corps workers has been changed to May 21 – 25, 2018.

Memorial Day Parade will be held on May 28, 2018 at 9:30 AM. Council is requested to participate. The surrounding fire companies have been contacted for participation.

Mulch is needed for the playgrounds.

Bartoli Road – change back to two way traffic – John Ackerman is developing the proposal for this.

The Emergency Management Radiation grant was received with instructions to begin purchasing the needed items.

There was discussion on the UGI/Asplundh tree trimming/tree removal in the Borough. Jeff Norcross asked if the homeowners were being approached by Asplundh. Gary Moore Jr. indicated that Asplundh must get the homeowner's approval.

## **Resident Comments**

A resident asked about the traffic situation at the top of Grant Street and requested that the Street Department post signs to slow down traffic.

Richard Kuchta asked the status on installing street lights by his riverfront property/park to help protect the monument he wants to place on the property. There was much discussion, including the criteria to have a light installed. President Whitebread stated the issue of installation of a light near the Kuchta property was on the table and asked Council for a motion. No one made the motion for the light installation.

Amy Noss asked if there were any thoughts given to getting a police officer. Mayor Long stated that yes, this is still planned.

Walter Sims addressed Code Officer, Larry Frace, on why code violations were sent to him rather than his tenant. Mr. Frace explained that the homeowner has the responsibility for the condition/maintenance of the property. There was considerable discussion by various individuals on this issue.

President Whitebread explained that some of the vacant lots were not turned over from the Redevelopment Authority to Shickshinny Borough. Also PA Gas & Water is listed as the owner for the Rails to Trails property. The current Luzerne County GIS online map still shows several of the vacant lots with individual property owners. Research continues on this issue.

Letters of interest are still needed from some adjacent property owners.

Barry Belles asked for the status on the vacant lot leases. President Whitebread indicated it was in the hands of the Borough Solicitor.

Rosalie Whitebread noted that one of the vacant lots seems to be sinking again.

Gary Moore stated that individuals cannot get insurance coverage for the vacant lots. There was much discussion and Rosalie will check on this issue.

Holly Morris asked if Shickshinny Borough has financial statements from every non-profit organization in Shickshinny and made derogatory comments to Council President and Mayor.

Tina Remensnyder stated that years ago the ambulance provided financial statements to Council but the Fire Company did not provide them. She noted that the Ambulance Association does not get money from Shickshinny Borough.

Arguments broke out in the meeting. Multiple people were talking at the same time. As a result, some issues raised may not have been captured in these minutes.

**Motion made by Jeff Norcross/seconded by Helen Ruffenach to adjourn the meeting.** The meeting adjourned at 8:36 PM.

Respectfully submitted,

Roberta J. Titus, Secretary  
Borough of Shickshinny