

SHICKSHINNY BOROUGH
WORK SESSION MAY 31, 2018
MINUTES

The monthly work session meeting of the Borough of Shickshinny Council was held on Thursday, May 31, 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, Attorney William Burke, Bobbi Titus, Chris Cawley, Larry Frace, Jack L. Reese, Sr., Diane R. Reese, Jeff Noss, Brian Swingle, Brian Phillips, Jule Moore, Aggie McDaniels, Bonnie Federici, Joshua Gregory, Valerie Bigelow, Kevin Morris, Carol Kieser, Kathy Llewellyn, Mike Shoemaker, Mike Duda, Stanley Helstowski Jr., John Noss, 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. John Noss requested that Borough Council meeting dates be posted on the door rather than in the outside cabinet for better visibility.

EXECUTIVE SESSION – Mayor Brenda Long requested an Executive Session with Council. The Executive Session, on personnel matters, was held from 6:02 PM to 6:06 PM.

MAYOR'S REPORT - Mayor Long thanked all who participated in the Memorial Day Parade. She also requested an advertisement be placed for a part time police officer.

ZONING OFFICER'S REPORT –

- Larry Frace presented the zoning officer's report for May.
- A review of Zoning Ordinances requiring revision was discussed. Borough Solicitor Burke suggested a complete revamping of the Zoning Ordinances at the same time. This will be an agenda item for the June 5, 2018 meeting.
- Mayor Long noted a hole near the sidewalk has formed on E Butler St near the church garage and appears to be causing the sidewalk to drop. The sidewalk has been sprayed orange. Mr. Frace will look at this.
- A complaint letter was received about trash over the bank (due to a bear) on 74 Grant Street. Very little trash is left as the incident occurred in 2017. For safety reasons, he will not make anyone clean this up and will send a letter in response to the complaint.
- He had received a complaint about rats around a property near 56 W. Union St. An incorrect address was given. He will relook at the property.
- Larry received a letter from resident Sonja Sprague regarding permission to cut down trees near her property. Neither Larry nor Council will sign the letter that Ms. Sprague has requested, however Larry noted that no permit to cut down the trees is needed and

it is fine for her to remove them at her expense. He will send a response letter to Ms. Sprague.

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

- Draft Minutes of the General Council Meeting – May 8, 2018 – for review
- Bank Balances as of 5/31/2018 – for review
- May 2018 Bills Paid to be Ratified – for review
- Street Light Bank Account – Bobbi provided an overview and financial report of all 2018 deposits, to date, for Street Light taxes from the Tax Collector. She stated that all deposits were made to the PNC General Fund bank account. Upon her research, she learned that the Street Light portion of the payments should have been made to the PLGIT Street Light Fund. A check was issued from the PNC General Fund and deposited into the PLGIT Street Light account to resolve this matter.
- Invoice for Tomassacci Tree is to be placed on the June 5, 2018 agenda. It was noted that none of the debris cleanup will be covered by the Borough insurance company.
- Deliverables Matrix – A current matrix was provided. Bobbi indicated that all known deliverables have been added to this list.
- 3rd Party Payroll Recommendation – The 2-year agreement was received from We Pay requiring signature by Council. The agreement was forwarded to the Borough Solicitor for his review prior to signature. Bobbi noted that out of 63 deliverables currently on the Deliverables Matrix, 50 will be handled by We Pay.
- Call Log – A call log for May was presented to Council for their information and review. The log was started during the middle of the month and lists incoming/outgoing calls and in-person activity. There were 155 entries for the partial month of May.
- Request for Workers' Compensation Statistics – The loss run report was provided by the State Worker's Insurance Fund for 8 years and the request from EMC Insurance Co is still pending. This will be reviewed by the Borough Solicitor.
- Liquid Fuels Audit 2016 – To satisfy the Audit Finding of an unallowable expenditure of \$607, a check from the PNC General Fund was to be deposited to the PLGIT Liquid Fuels Account. This transaction was completed and documentation was provided to PennDOT, as instructed
- PIRMA Renewal Application Received – It was noted that the application for renewal was received. Council stated that a review of existing coverage should be conducted, particularly with coverage for road cleanup of debris from fallen trees.

STREET DEPARTMENT

- President Whitebread informed Council that Holli Pellam and Marc Laubach have been hired for the Street Department. Also, Ron Vogelbacher will remain as a Seasonal Worker.
- The boat dock is still an open item.
- Resident Mike Reese has a two-year old snow blower for sale. Specifications were provided to Council. Mr. Reese has offered the Borough a special price of \$200. This will be added to the June 5, 2018 agenda.

CLEANING STAFF – President Whitebread noted that Samantha Celona originally resigned but indicated she may return. Further discussion is tabled at this time.

ASHBURN ADVISORS/GRANTS

LSA – HVAC in municipal building - \$75,000 awarded - Chris Cawley contacted DCED and received approval to go ahead and add the other project items. An estimate for the roof/window repairs was received from Adams Construction. Jeff Norcross suggested using the HT Lyons estimate in creating the bid specifications for the HVAC. Bobbi is to send Chris a copy of the HT Lyons estimate. Tom Adams is to be contacted to include the office window in his estimate. A copy of the Tom Adams estimate, when revised, should be sent to Chris. These repairs will need to be advertised and follow the bid process.

Act 13 Recreational Grant – Bobbi noted that the funds for this grant have not been received to date. Chris stated that expenditures can proceed for this grant. Bobbi noted that one load of playground mulch was received for the Oak Street park. Mayor Long asked why the mulch was not purchased for Crary Park. Bobbi explained that was pending purchase due to the river water level.

GTRP – 5/31/18 Deadline

- Chris Cawley reported that due to the low appraisal value for the Knelly lot, the grant for the Senior Wellness Project – Phase II project was not submitted.
- Chris reported that due to the need for parcel subdivision for the Five Mountain Camping project and finalization of the project costs, the grant for this project was not submitted. There was considerable discussion on this matter. President Whitebread suggested a special meeting to discuss options for camping in the area. A meeting will be held on Tuesday, June 12, 2018, at 6:00 PM for this purpose. The legal concerns with the camping project will be needed from Solicitor Burke.

CDBG Revolving Loan Fund - \$15 M – Chris Cawley stated the deadline for this grant is June 15, 2018 and is presently approximately \$266,000. The necessary Resolution was passed at a previous meeting. The demolition of the Yapple Repository Sale property will be included in this grant. Chris will contact John Ackerman to get the cost estimate on the demolition for inclusion.

Luzerne County CDBG Buyout Program – The deed was received for the Graham Repository Sale property and the application for inclusion in this program was submitted.

CFA Multimodal – Due 7/31/18 – Per Chris Cawley, this will include the Traffic Safety project and Borough sidewalks. Council will meet with John Ackerman to identify the sidewalks to be included.

LSA's – Fall 2018 – Planning should begin for any projects to be included.

Old or Unfinished Business

Trees in Municipal Park – President Whitebread noted that the work is presently pending due to weather for Municipal Park. Three trees will be cut down and four will be trimmed back. The Christmas tree will be replaced by another. Council agreed with this approach.

EMC Coordinator – The Talen Energy – 2018 Emergency Preparedness Offsite Schedule was provided, along with current training sessions.

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

- Bridge Inspection Report (Pennoni Associates) – Glen Ave over Shickshinny Creek
- Shickshinny Forward Update – Car Shows – Bobbi Titus stated that she spoke with Harry Featherman about the July 28, 2018 car show and explained that evidence of insurance was necessary to hold the event. He indicated he will provide that.
- Sip and Savor Event – It was noted that Brian Swingle will provide Council with evidence of insurance.
- Luzerne County Boroughs & Townships Association – June 28, 2018 meeting
- PSAB – Special Event Insurance email

PRESIDENT'S REPORT

- President Whitebread expressed appreciation to the Job Corps team who worked in the Borough the week of May 21, 2018. She noted that the group may be back for a few days in the near future.
- President Whitebread thanked Brian Swingle and Walter Sims for their help with moving the boat dock to higher ground due to rising water.
- President Whitebread thanked Brenda Boston and Shickshinny Floral for all of the hard work in cleaning and replanting the flower beds in Memorial Park. It looks beautiful.
- Resident Valerie Bigelow was thanked for making cupcakes for the Job Corps team.
- Bobbi Titus was thanked for providing the water/soda and snacks for the Job Corps team.
- President Whitebread noted she spoke with Dale Englehart of Reilly Associates on the LED lights in front of the Borough building. Dale indicated that there will not be warranty coverage as it appears damage was done to the conduit when the repairs to the water line near PennMart were done.
- Jim Brozena has requested an unused utility pole be removed by UGI at 42 E Butler Street. The pole is in the middle of a vacant lot.
- President Whitebread expressed appreciation to Paul at Subway and Jim at J'Angelos for the discounts on the lunches provided for the Job Corps team.

RESIDENTS' COMMENTS

Kevin Morris stated that the vacant Yapple property is starting to collapse in the back and children are playing there. Larry Frace will look into this.

Kevin Morris questioned Jeff Norcross on the training requirements for Fire Police and felt that the training standards were not met at the Memorial Day Parade. Mr. Norcross noted that he was still in the Mocanaqua Fire Company probation period and his instructions were to assist Joshua Gregory, as needed. Mr. Morris challenged that the standards of caps, a whistle, and a badge were not met by all Fire Police. Mr. Norcross asked if Shickshinny Fire Police met all standards and Mr. Morris responded that no, they never had the hats.

Mr. Morris wanted a status on enforcement of the grass cutting ordinance in the Borough. Larry Frace responded that door tags will be placed giving property owners 5 days to comply. He noted that it has been quite rainy and is trying to work with owners on this. He will give one notice and then refer the owner to the magistrate.

Mr. Morris asked the purpose of the Executive Session. Mayor Long indicated it was for a personnel matter.

Mr. Morris noted he would be leaving copies of signed petitions requesting Council reverse its decision to remove Shickshinny Fire Co. from fire services in the Borough. He also noted that many people will be attending the June 5, 2018 General Council meeting and requested that Council allow them to speak. Jeff Norcross stated that when residents speak to Council, they should remain in their seats and speak in a normal tone or they will be asked to leave. Jeff requested Kevin to pass along that information.

Larry Frace requested that residents contact him directly via his cell phone for any issues.

Carol Kieser asked if the Fire Company will be an agenda item. President Whitebread stated that the Fire Company will not be an agenda item but people can speak during the Resident Comment period. Carol challenged President Whitebread on her decision and felt that it should be an agenda item. Attorney Burke confirmed that Council determines the agenda but there is a period during each meeting that allows comments from residents and taxpayers.

Brian Phillips asked Bobbi Titus to provide him with the term dates for the Zoning Appeals Board for himself, Jack Reese, and Gary Moore.

Adjournment – The meeting adjourned at 7:20 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny