

SHICKSHINNY BOROUGH
WORK SESSION MAY 26, 2022
MINUTES

The monthly work session meeting of the Borough of Shickshinny Council was held on Thursday, May 26, 2022, in the Council room of the Shickshinny Municipal Building. President Jessica Bolles called the meeting to order at 6:01 PM.

Per roll call, the following members of Council were present: Jessica Bolles, Joseph Buchalski, Rosalie Whitebread, and Jim Wido. Councilman Kevin Kruczek was absent.

Others in attendance: Mayor Jordan Madl, Bobbi Titus, Holly Morris, Kevin Morris, and Matt Barwick.

President Bolles welcomed residents in attendance and asked if residents had any comments on agenda items. There were no comments.

PRESIDENT'S REPORT

President Bolles reported the resignation of Samantha Celona, cleaning person for Shickshinny Borough. A telephone vote of Council was taken on May 17, 2022 to hire Amy Spencer for the cleaning position at a rate of \$10.00. Yes votes: Bolles, Buchalski, Whitebread, Wido.

President Bolles reported that a telephone vote was taken on May 17, 2022 to have Shickshinny Floral refresh the cemetery wreaths and the hanging baskets for Municipal Park for Memorial Day. Yes votes: Bolles, Buchalski, Whitebread, Wido.

President Bolles reported that in July 2022, WNEP TV will be reporting the news at noon live from Shickshinny at the Canal Street Park as part of the Joe Snedeker St. Joseph's charity race. More information will be provided when it becomes available.

MAYOR'S REPORT – No report was presented.

ENGINEER'S REPORT – No report was presented.

ZONING OFFICER'S REPORT – President Bolles reported that Sonny had three hearings this week. Of the three, one was won and two were lost. She also stated that Sonny has resigned from Larry Frace Inspections LLC, with June 3rd his last day. Larry will name a replacement to handle Shickshinny Borough. The replacement of the Shickshinny Codes/Zoning Officer will be added to the agenda for the June 7, 2022 meeting.

SOLICITOR'S REPORT – No report was presented.

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

- Draft Minutes of the Work Session – April 28, 2022 – provided for review.
- Draft Minutes of the General Council Meeting – May 3, 2022 – provided for review.
- Financial Report/Bank Balances as of May 26, 2022 – for review.

- May 2022 Bills Paid to be Ratified – provided for review.
- Deliverables Matrix was provided for review. Bobbi reported that the April IRS withholding report payment was delayed as the IRS payment was initially rejected due to a password issue with the IRS website. The matter has been resolved and the payment was successfully submitted.
- Right To Know Requests:
 - 125/127 W Union St Information – Bobbi reported that the January 2021 minutes still have not been located, however a memo on the telephone vote taken for the emergency demolition was located and provided to Holly Morris.
 - Sale of Police Car/Disposition of Police Equipment – Bobbi reported that file documentation has been provided to Joshua Gregory on this matter.
 - Bank of America Monthly Statements – Bobbi reported that documentation is being assembled for Peggy McDaniels.
- 2020 Audit Status – Bobbi reported that two auditors from Rainey & Rainey worked at the Borough office on May 26, 2022 and the audit was progressing well. QuickBooks information from the old PC was accessible and a review of the 2020 bank statements was conducted. The auditors stated they would be requesting some random invoice samples in the near future and anticipated completing the 2020 shortly.
- Bobbi reported that all approved Council meeting minutes for 2022 were posted on the www.shickshinny.org website. Future minutes will be provided for the website when approved by Council. She noted a goal to provide the 2021 minutes for upload to the website also.
- The PIRMA Renewal Application was submitted on May 24, 2022. The annual renewal meeting with BJ from HA Thomson has been scheduled for August 25, 2022 at 5:00 PM (prior to the Work Session), at the Borough Building. President Bolles will meet with BJ, along with any Council member interested in attending.
- The annual Memorial Day Parade will be held on Monday, May 30, 2022 with formation beginning at 9:00 AM and moving out at 9:30 AM. The PennDot Special Events Permit was obtained and the Pennsylvania State Police and Mocanaqua Volunteer Fire Department were notified. Jim Wido will deliver the wreath for the Garrison gravesite to the cemetery.
- The Elevator Inspection for the 2nd quarter of 2022 was completed and no issues were identified.
- Applications for the Senior Farmer’s Market Nutrition Program for 2022 were received. Copies were made for residents in attendance. Additionally, copies are available on the Bulletin Board in the Borough Building.
- Bobbi completed a review of the file for the CDBG grant for the Rockview East and Rockview West projects. She noted that John Ackerman had not received any monies to date for Engineer fees originally billed at \$13,333.96. She stated that the Luzerne County Grant’s Project Manager stated that a Request for Proposal (RFP) for the project was never completed. The remaining grant funds of \$4,800 is at risk without the RFP.
- Bobbi provided Council with a memorandum confirming the May 5th, 2022 receipt of a cell phone, copies of files, and miscellaneous office supplies from Rosalie Whitebread.
- Bobbi presented an invoice from United Heating & Air to Council. She also noted that presently thermostat control for the Magistrate’s Office is limited due to codes input by United Heating.
- Bobbi provided Council with a copy of an email she sent to PennDot regarding questions on allowable Liquid Fuels expenses.

- It was confirmed that UGI bills for Street Lights are an allowable expense and Liquid Fuels can be used to reimburse the 1st Keystone General Funds for those 2022 bills previously paid.
- It was confirmed that the invoice for Hayden Electric for the street light repair caused by the Furnace Street fire is an allowable expense and that, if reimbursement from the property owner occurred, a deposit into Liquid Fuels would be appropriate.
- PennDOT will come to Shickshinny to check on the roads included in the Liquid Fuels mileage calculation. Council suggested that Street Department Supervisor, Alex Blydenburgh, ride with PennDot to review Shickshinny Borough roads. Rosalie and Mayor Madl identified the following roads to be discussed: Wilson Street, Garden Street, Colfax Street.
- Approval to pay the Hayden Power Group Invoice in the amount of \$894.11 from the Liquid Fuels account will be placed on the agenda for the June 7, 2022 meeting.
- Bobbi provided Council with information from PSAB on minute taking and the use of recording devices. Minutes are intended to capture the decisions in a meeting and not to be a transcript of the meeting. Even if recording devices are used, the secretary should take manual notes of meeting discussions. Recording devices are not required, but if recording devices are used, then Council must determine if recordings are to be retained or erased when minutes are complete. If retained, the recordings become part of the Borough public records to be provided. This will be placed on the agenda for the June 7, 2022 meeting.
- Bobbi reported that an inquiry was received asking why Shickshinny Borough rejected their bid to purchase two properties in Parker Hill for a recent Repository Sale. There was some discussion on the intent of the buyer to create an Airbnb campsite on the property. The draft Short Term Rental ordinance will be added to the June 7, 2022 agenda.
- The Fire Protection Contract Payment of \$3,153 for year five of the contract will be added to the June 7, 2022 agenda. Bobbi noted that the contract is now expired and she will contact Chief Stephen McDaniels for a new contract for the June 7, 2022 meeting.
- Bobbi reported that a resident reported a concern about the location of the dumpster behind the Family Dollar store. It is presently on Borough property and is a safety concern.
- Bobbi stated that she received a call from the Sewer Authority on when Council will consider their additional \$1,000 ARPA donation request. Council stated no further action on this item at this time.
- Bobbi requested an updated address for Kevin Kruczek. Rosalie will give Bobbi a current address.

STREET DEPARTMENT

- The special-needs swing seat, donated by Twin Cities Community Organization, has been installed at the Oak/Chestnut Street Park. There was discussion that some older children are misusing the seat and Council hopes it will not be destroyed.
- A resident request was received regarding the Street Department mowing/maintaining the bank on Main Street across from the Donut Shop/Funeral Home. It was also noted that the property near the blinking light on Rt. 239 was overgrown. There was discussion as to ownership of some of these properties. This item will be placed on the agenda for the June 7, 2022 meeting.
- The issue of deep ruts in the grass at both parks and whether or not security cameras could be used to identify individuals responsible for the damage was raised. Council noted that

enforcement would be difficult without a police department. This issue will not be pursued at this time.

- The picnic tables have been placed at Oak/Chestnut Street Park in the pavilion and will remain there for the summer season.
- The Street Department hung some of the flags on the telephone poles in preparation for Memorial Day, however many of the flag pole brackets are broken. This will be an agenda item for the June 7, 2022 meeting.
- It was reported that someone is dumping bags of household garbage at the Salt Shed (old Rt. #11). Council questioned enforcement of this dumping and the fact that the road was actually in Union Township. Kevin Morris stated that Union Township gave Shickshinny Borough ownership of the road several years ago. There was no further discussion on the issue.
- The Street Department workers cleaned the boat ramp and it looks great.
- Mowing of the Borough owned lots is going well.
- The Street Department is requesting purchase of 4 Stihl weed wacker heads and the purchase of a new handheld blower. All Council agreed that Alex should purchase the necessary weed wacker heads. The purchase of the handheld blower will be agenda item for the June 7, 2022 meeting.

CORRESPONDENCE RECEIVED

- American Rescue Plan's State and Local Fiscal Recovery Funds email dated 5/16/22 was received. No further action required.
- Reilly Associates provided Shickshinny Borough with a copy of their application on behalf of the Shickshinny Sewer Authority's NPDES Permit Renewal. No further action required.
- Lance Kittleson's email of 5/6/22 with contact information for Eastwick Solutions was provided to Council. No further action to be taken at this time.
- Information on Luzerne County's Recycling programs for Paper Shredding and Electronics Recycling were provided to Council. No further action to be taken at this time.
- PSAB Update for May 2022 was provided to Council. No further action required.

OLD OR UNFINISHED BUSINESS

- Dredging Creek behind South Main Street – Joe Buchalski stated that all agreements should be signed by the June 7th meeting. Obtaining the necessary permit(s) will be added to the June 7, 2022 agenda.
- Office Space Rental – Bobbi stated that one inquiry was received on the office space and asked Council if they agreed that interested parties should submit a letter of interest stating the type of business. After discussion by Council, all agreed that an application should be developed. This will be added to the June 7, 2022 agenda.
- Status of Crary Street Sink Hole Project – LSA Grant – grant extension – Bobbi stated that the signed grant extension request is going through the legal process in Harrisburg and approval is expected
- Spring on Grant Street – Council is awaiting the revised Maintenance Agreement from Attorney Logsdon.
- Draft Set Back Ordinance – This amendment to the Zoning Ordinance was advertised on May 20, 2022. Copies of the ordinance were provided to residents in attendance. The Council vote on approval of this ordinance will be on the June 7, 2022 agenda.

- Board Vacancies – An email from Brian Phillips was received noting that he was no longer interested in serving on the Zoning Hearing Board. An email of interest from Scottie Jarmusik was received, however, as he is a Mocanaqua resident, he cannot serve on one of the committees. Jessica stated that Chris Madl has expressed interest in serving on the Flood Plain Management committee.
- Tree Trim Estimates – 38 N. Main St, 25 Conyngham St., and lot between 111 & 125 N. Canal Street – An estimate was requested from Undercut Tree Service however there was confusion on the location of the trees. Bobbi should tell Alex to show Brian from Undercut where the trees are or should mark them with a ribbon. Bobbi is to call Undercut and make the arrangements to identify the trees.
- Rockview Street – Damaged Guiderails – Work on this project was to begin the week of May 23rd.
- Lot Next Door Program – Bobbi informed Council that Jim Brozena and Denise Shimko will be in Shickshinny on June 7, 2022 to inspect the leased lots. Further, she stated that the new leases and insurance information should be obtained as soon as possible. There was discussion between Bobbi and Council regarding the types of leases, i.e., Luzerne County, PEMA, or FEMA, and the requirements.
- Draft Ordinance – Removal of Diseased or Dangerous Trees – This draft ordinance is to be added to the agenda for June 7, 2022.
- Food Giveaway Program – Matt Barwick from Not Bread Alone provided information on his food giveaway program and wants to continue with the program in Shickshinny. President Bolles stated that monetary donations should not be received by the Borough, deposited, and then a check issued to Not Bread Alone, per legal counsel. Jim Wido noted that the Borough should not use Borough funds to pay for employee wages and use of Borough equipment, including fuel, to administer this program. Further, other communities use all volunteers for their programs. Jim questioned whether or not Matt Barwick had the necessary insurance coverage. Jessica told Matt that Council would support using Shickshinny property for the program, but Matt would need to deliver and distribute the food. There was considerable discussion on the logistics of transporting the food and finding enough volunteers as the food all needs to be distributed on the same day as the Berwick program, every Thursday. The best location in the Borough was also discussed. Matt stated that he felt 2 trucks and 7 volunteers would be needed each Thursday. Matt also stated that he was the person who asked Rosalie Whitebread to accept donations to then be forwarded to Not Bread Alone. Matt stated he would check with some other people in his organization for more information and options. The food giveaway program will be added to the agenda for the June 7, 2022 meeting.
- Parker Hill – road repair issues – Jim Wido and Jordan Madl have agreed to help with cold patch of Rockview Street. Road damage was caused by the fallen tree that also damaged the guiderails. This will be added to the agenda for June 7, 2022.

NEW BUSINESS

- Flags on Mocanaqua/Shickshinny Bridge - Bobbi informed Council of repeated calls from Brian Gallagher regarding the condition of the flags on the bridge. He further stated that he was given flags from Conyngham Township that were donated by Senator Baker for the bridge. He was looking for a group to take ownership of handling the timely replacement of the flags. Further, he stated the Shickshinny American Legion did not want to take on this project. Rosalie stated that this is the responsibility of Conyngham Township. Bobbi will contact Conyngham Township for more information.

- Landlord Registry (Ordinance 9 of 2013) – This item will be added to the June 7, 2022 agenda.
- Shickshinny Business Association – Shickshinny Yard Sales – July 9, 2022 – request to allow public use of Municipal Park. This will be added to the June 7, 2022 agenda.
- Bobbi noted that a call was received from a resident requesting that Shickshinny Borough enforce the Brake Retarder Ordinance 10-2013R by contacting the Pennsylvania State Police. President Bolles stated that she will contact the State Police on this matter.
- Mocanaqua Volunteer Fire Company is requesting Shickshinny Borough become a sponsor for the annual golf tournament. A sponsorship of \$100 was paid in 2021. This will be added to the June 7, 2022 agenda.

COMMENTS FROM AUDIENCE

- Holly Morris stated that the “Snow Emergency – No Parking” sign at 30 Conyngham Street is rusted and needs replaced. Jessica has a contact of a person who restores signs.
- Holly Morris stated that 25 Conyngham Street which is owned by the Borough is seriously overgrown and is a breeding ground for snakes and other animals. Jim Wido stated that the Street Department should look at the property. Holly further stated that the adjoining property owned by John Belles also needs attention. Jessica stated that some grass violations from the Sonny have been mailed.
- Rosalie asked Bobbi to tell Alex that the speed limit sign at 89 Grant Street needs to be replaced and is laying in the property owner’s yard.
- Holly Morris stated she had requested information on 125/127 W Union Street under the Right To Know law. She is requesting the amount Reilly Associates was paid to prepare his report on the condition of the property and whether or not Reilly actually came to inspect the property. She further stated that the memo from secretary Lori Ragazzo stated that all Council members voted yes on the emergency demolition. Jim Wido stated that he voted yes to having Reilly come look at the property and that the vote never came across the Council table. Joe Buchalski stated that Reilly did physically inspect the property. Holly expressed concern that money was taken from the Garrison fund for the cost of the demolition and then a loan was taken out by the Borough. She also questioned a 2018 report that identified many code violations of the property and asked if any actions were taken at that time. Holly thanked Council for being allowed to speak on this issue.

Adjournment – The meeting adjourned at 8:03 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny