

SHICKSHINNY BOROUGH  
WORK SESSION MINUTES  
JANUARY 30, 2020

The monthly work session meeting of the Borough of Shickshinny Council was held on Thursday, January 30, 2020 in the council room of the Shickshinny Municipal Building. President Joseph Buchalski called the meeting to order at 6:00 pm.

Per roll call, the following members of council were present: Joe Buchalski and Rosalie Whitebread. Keven Kruczek, Candy Kruczek, Jim Wido arrived just following roll call.

Others in attendance: Secretary, Eleanor Molina, Valerie Bigelow, Nancy Beach, Jeff Noss, Temple and Leroy Wolfe, Kathy Llewellyn, Emmett Mancinelli and Chris Cawley. 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. Mayor Long was absent as was the zoning officer, Larry Frace.

President Buchalski welcomed all in attendance and asked if residents had any comments on agenda items. There were none.

**ASHBURN ADVISOR'S**

Rosalie Whitebread stated that since the selection of the grant writers for the Borough was tabled at the reorganization meeting, she contacted Reilly Associates. Tom Reilly would be willing to come in next Tuesday prior to the council meeting to address council about changing grant writers.

The Compliance Agreement – 2019 CDBG Street Improvement Grant was presented for approval. Ashburn Advisor's is requesting approval of a \$2500.00 fee, reduced from \$6500.00, for grant services since the county doesn't allow their fee to come from the grant. The Borough needs to enter into contract with Emmett Mancinelli to start design and bid process. Rosalie Whitebread questioned why wasn't the Borough previously notified about the charges that would be incurred. Chris Cawley stated that the annual contract clearly states that any grant specific services would not be covered by their monthly fee and would be an additional charge. Chris Cawley agreed to waive the \$2500.00 fee and work with Eleanor Molina on any grant requirements.

Act 13 grant for playground mulch and basketball backboards – Borough underspent what was allowed under the grant. The Borough would have to spend additional funds or take a lesser amount in reimbursement from Luzerne County. Put on agenda for vote.

**ENGINEER'S REPORT**

Written report provided.

**EXECUTIVE SESSION**

At 6:17 pm council went into an executive session to discuss personnel matters.

At 6:27 pm council returned to the work session.

**MAYOR'S REPORT**

No report.

## **ZONING OFFICER'S REPORT**

No report.

## **PRESIDENT'S REPORT**

2020 committee assignments were presented. Rosalie Whitebread objected to Joe Buchalski being on committees since he should oversee all committees. The list will be adjusted.

Two additional members are needed for the UCC Board. Rosalie Whitebread and Jim Wido volunteered to be on the board. There is a hearing coming up and Larry Frace will notify the board members.

Three openings still remain on both the Flood Plain Maintenance Advisory Board and the Quality of Life & Property Maintenance Board.

President Buchalski spoke to Jim Brozena regarding the CDBG DR Contract 2 Winter 2018 Change Order. Funds for this additional work do not come from Borough funds but will be paid by Luzerne County. They also discussed the Winter 2018 Demolition Contract Final Inspection and stated that this also needs to be signed. Place on agenda to vote on.

## **SECRETARY/TREASURER'S REPORT**

The following were presented for review and approval:

Special Council Meeting Minutes – 12/19/2019

Work Session Minutes – 12/19/2019

Reorganization Meeting Minutes – 1/6/2020

Council Meeting Minutes – 1/6/2020

Bills Paid in January 2020

Bank Balances as of 1/29/2020

Rosalie Whitebread requested the 1/6/2020 minutes be updated to indicate that she turned in Borough keys and phone and that a letter indicating such was requested. She also brought up the procedure for paying bills prior to approval at the council meeting. No answer was received from Attorney Burke at this time.

Changes to the Borough Code Book were printed out and distributed to council.

Rosalie Whitebread asked why the Borough funds totals dropped by so much this month. Eleanor Molina responded stating that several large bills were paid out including \$10,000.00 to PURTA, \$5,000.00 for the Fellows Street repair and \$2,800.00 for the W. Union Street light repair. Also, receipts for the month were in the lower end.

The following invoices/work need approval:

SPCA

Windows 10 upgrade - \$112.50 Koala Computer

PSAB - \$40.00

Luzerne County Boroughs & Townships Association - \$40.00 for membership

TRA W. Union Street invoice update. Insurance claim was reopened.

Five Mountain Hardware would like an updated list of who is authorized to make purchases.

An informational letter from IRM explaining what is covered under the Boroughs policy was included in the packets as an FYI.

Rosalie Whitebread questioned what amount was received for the Chestnut Street tree damage claim

and if the guiderails were ever repaired. Eleanor Molina will get information together and present it at the next council meeting.

Letter from the SWIF auditor was included in the packet. The total charges were for both fines for workers hired without workman's comp insurance and overage of hours for Borough workers. SWIF estimates the workers comp charges and then bills by actual hours after an audit is completed. A tentative payment plan was set up pending council's approval. Place on agenda.

The Census Bureau wants to use the Borough Building for training 3/30 and 4/8.

Senator Baker's office is holding a press conference on Friday, January 31, 2020 at 10:00 am at Stookey's in West Nanticoke to discuss community reinvestment legislation regarding Retreat Prison.

### **OLD OR UNFINISHED BUSINESS**

Rosalie Whitebread stated she had a few issues that needed to be addressed. First, was the matter of a proposal letter received from Nate Marsico for plowing services and why this was not presented at the last meeting. Candy Kruczek stated that she had the letter with her but forgot to give it to the secretary prior to the meeting and did so after the meeting had adjourned. Because of the news of an upcoming snow storm and the need for a person to plow the hills in the Borough, President Buchalski followed through on this proposal with the approval of Kevin and Candy Kruczek obtained by a phone vote, and Nate Marsico was hired for plowing. This was needed since Ed Sadowski, who council had approved to hire at the December 3, 2019 council meeting, did not have Workman's Comp insurance. Rosalie Whitebread objected to the fact that neither she nor Jim Wido were included in the vote but were notified after the fact.

Second, Rosalie Whitebread also stated that the new front door installed by Mesko Glass needs to be inspected. Secretary to contact John Ackerman.

Third, calls that were made to authorize the changing of Borough building locks did not include Rosalie Whitebread or Jim Wido. She also stated that the changing of the security door was unnecessary and that council members not having keys to that door is ridiculous especially since community organizations have access but not council members.

Candy Kruczek also asked for clarification of Ron Vogelbacher's rate of pay. It was stated that it is \$10.00 per hour for all work.

### **CORRESPONDENCE RECEIVED**

Mocanaqua Fire Department 2019 Year End Report.

Visit Luzerne County – Census committee information.

PA American Water meeting February 8, 2020 at 5:30 pm.

Luzerne County Recycling Programs.

### **COMMENTS FROM AUDIENCE**

Kathy Llewellyn asked if the Borough advertised for street department workers and if any applications were received. Council replied that yes it was advertised and that 2 applications were received but 1 person withdrew their application.

**ADJOURNMENT**

Meeting adjourned at 7:26 pm

Respectively submitted,

Eleanor Molina  
Secretary  
Shickshinny Borough