

SHICKSHINNY BOROUGH
GENERAL COUNCIL MEETING FEBRUARY 4, 2020
MINUTES

The General Meeting of the Borough of Shickshinny Council was held on Tuesday, February 4, 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, Kevin Kruczek, Candy Kruczek, Rosalie Whitebread and Jim Wido.

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

Others in attendance included Mayor Brenda Long, Code Officer Larry Frace, Secretary Eleanor Molina, Chris Cawley of Ashburn Advisors, Emmett Mancinelli, Kathy Llewellyn, Nancy Beach, Don Switzer, Beverly Moore, Holly Morris, Kevin Morris and Walt Simms. 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 Buchalski asked if there were any comments on agenda items. There were none.

ASHBURN ADVISORS

The balance of the Act 136 grant for playground mulch and backboards was discussed. Council decided they did not want to spend any additional funds but would take the balance from the County of \$790.21 that is currently owed to Shickshinny and earmark that for a purchase for the playground.

A motion was made by Rosalie Whitebread not to proceed with any additional spending on this grant and accept the balance of \$790.21 from the County/seconded by Candy Kruczek. Motion carried by unanimous vote.

A Compliance Agreement for the 2019 CDBG Street Improvement Grant was presented for discussion. Council understood from comments made at the previous Work Session that Ashburn was waiving their \$2500.00 fee. Attorney Burke recommended that the agreement should be rewritten to state that fact prior to council signing it.

A motion was made by Jim Wido not to sign the agreement at this time until further clarification is obtained by the secretary/seconded by Kevin Kruczek. Motion carried by unanimous vote.

ENGINEER'S REPORT

Written report provided.

Rosalie Whitebread questioned the issue of drain problems on Baer St and also clarification of why permits are needed to return Bartoli Lane to a 2-way street. Secretary to follow up with John Ackerman.

MAYOR'S REPORT

No report.

Mayor Long also stated she has put in a right to know request for Borough records.

ZONING OFFICERS'S REPORT

Written report was read by Larry Frace. A hearing may be coming up with the UCC Board but at this time there is only 1 member on the board and a minimum of 3 members are required. Beverly Moore volunteered to join the UCC Board.

Larry also stated that the issue of abandoned cars in the Borough at this time cannot be followed up on since there is not a police department in the Borough to run plates to determine ownership. The State Police will not do this so Larry is looking into other means to obtain this information.

Demo estimates were also provided for all the blight properties in the Borough.

A recommendation was made to update ordinance #455 regarding natural gas line hookups. The permit fee is now only \$5.00 set back in 1997. The current fee throughout the state is \$50.00 to \$75.00.

A motion was made by Rosalie Whitebread to accept the Zoning Officer's report/seconded by Kevin Kruczek. Motion carried by unanimous vote.

PRESIDENT'S REPORT

The 2020 committee assignments will be completed shortly.

One additional person is now needed for the UCC Board. Holly Morris volunteered to be the 3rd member in addition to Beverly Moore and Kathy Llewellyn.

Three members for both the Flood Plain Maintenance Advisory Board and Quality of Life & Property Maintenance Board are still needed. Appointments are tabled until volunteers can be found.

The appointment of both the Borough Engineer and Grant Writers were tabled at this time. Winter 2018 Demolition Contract Final Inspection report needs to be signed along with the CDBG DR Contract 2 Winter 2018 Change Order. Rosalie Whitebread objected to signing both and requested that Attorney Burke review both documents.

Jim Wido made a motion to sign the 2018 Demolition Contract Final Inspection pending the review of Attorney Burke/seconded by Candy Kruczek. Rosalie Whitebread voted No and all others voted Yes. Motion carried by majority vote.

Candy Kruczek made a motion to sign the CDBG DR Contract 2 Winter 2018 Change Order pending review by Attorney Burke/seconded by Kevin Kruczek. Rosalie Whitebread voted No and all others voted Yes. Motion carried by majority vote.

A discussion followed regarding the bill payment process currently being followed by the Borough. Attorney Burke recommended that council approve the practice of bills for normal operating expenses being paid prior to month end approval and holding all other bills to be paid until after they are approved at the council meeting.

Candy Kruczek made a motion to accept the President's Report/seconded by Kevin Kruczek. Motion carried by unanimous vote.

SECRETARY/TREASURER'S REPORT

The following motions/approvals were made of items presented:

A motion was made by Jim Wido to accept the minutes of the 12/19/19 Special Meeting/seconded by Candy Kruczek. Motion carried by unanimous vote.

A motion was made by Jim Wido to accept the minutes of the 12/19/19 Work Session/seconded by Candy Kruczek. Motion carried by unanimous vote.

A motion was made by Jim Wido to accept the minutes of the 1/6/2020 Reorganization meeting/seconded by Candy Kruczek. Motion carried by unanimous vote.

A motion was made by Candy Kruczek to accept the minutes of the 1/6/2020 Council Meeting/seconded by Kevin Kruczek. Motion carried by unanimous vote.

Rosalie Whitebread stated that before the bills for January were approved a motion should be made to accept the hiring of Nate Marsico for plowing and for hiring Buck's Locksmith to change Borough Building locks.

A motion was made by Candy Kruczek to approve hiring Nate Marsico/seconded by Kevin Kruczek. Motion carried by unanimous vote.

Rosalie Whitebread requested that Attorney Burke also look at the December 3, 2019 minutes where Ed Sadowski was hired to plow for the Borough to make sure that replacing him with Nate Marsico will not be a problem. President Buchalski explained that Ed Sadowski does not have workman's compensation and was not willing to obtain it, therefore Nate Marsico was hired.

A motion was made by Candy Kruczek to approve the changing g of Borough Building locks/seconded by Jim Wido. Rosalie Whitebread voted Yes for the secretary office lock change and abstained for the security door lock change. All others voted Yes. Motion carried by majority vote.

Jim Wido asked if all organizations that use the Borough Building obtained new keys. Eleanor Molina, Secretary/Treasurer, responded Yes.

Rosalie Whitebread stated she had some questions regarding bills paid in January prior to approving. First, what were the charges for ICU for? These were for reprogramming the video system. 2nd, what are the charges from Petroski Plumbing for? This was for an annual back flow test that is required by PA American Water Co. Petroski does the test and then submits a report to the water company. 3rd, the checks that were done for Jeff Norcross and Helen Ruffenach at the end of December 2019 were done in error but are still showing on the checks paid list. Per Secretary, these were voided and not distributed. She will get checks paid list

corrected. 4th, who is Clark & Hess and what services did they provide for the Borough? They are the company that now delivers cinders for the Borough. 5th, Rosalie Whitebread asked why \$2,860.88 was paid to TRA Electric. Eleanor Molina explained that was the amount of the estimate that was previous approved by council for the repair of the W Union Street lights. The hand written calculation provided to council at this meeting was to show the amount that was received from IRM insurance previously in the amount of \$1539.93, less the Boroughs \$500.00 deductible, leaving a balance of \$820.95 that will be received from IRM because Eleanor reopened the claim. Next Rosalie asked what rate Nate Marsico was hired at for plowing. The rate is \$77.25 per hour. Rosalie then asked if Mocanaqua Fire Company was contacted as to why there was a large initial payment for workers comp. Eleanor Molina stated that they were not yet contacted due to limited time available.

A motion was made by Kevin Kruczek to approve the bills paid in January 2020/seconded by Jim Wido. Motion carried by unanimous vote.

A motion was made by Candy Kruczek to approve the bank balances as of 1/29/2020/seconded by Jim Wido. Rosalie Whitebread voted No due to the fact that her name was not yet removed as a trustee on the Wells Fargo Garrison account. All others voted Yes. Motion carried by majority vote.

Joe Buchalski, Candy Kruczek and Eleanor Molina will meet at Wells Fargo, Edwardsville February 4, 2020 to make the changes of trustees on the account.

A motion was made by Candy Kruczek to approve the payment of \$10,684.75 to PIRMA from the Garrison Fund/seconded by Jim Wido/Motion carried by unanimous vote.

A motion was made by Candy Kruczek to pay \$276.54 to SPCA/seconded by Kevin Kruczek. Motion carried by unanimous vote.

A motion was made by Jim Wido to upgrade Windows 7 to Windows 10 by Koala Computer for \$112.50/seconded by Candy Kruczek. Motion carried by unanimous vote.

A motion was made by Jim Wido to pay \$40.00 invoice to PSAB/seconded by Kevin Kruczek. Motion carried by unanimous vote.

Membership to the Luzerne County Boroughs and Townships Association was unanimously declined.

A motion was made by Candy Kruczek to allow Barry Noss and Ron Vogelbacher to charge items at 5 Mountain Hardware/seconded by Kevin Kruczek. Motion carried by unanimous vote.

A motion was made by Kevin Kruczek to approve payment to SWIF in the amount of \$1,711.50/seconded by Jim Wido. Motion carried by unanimous vote.

A discussion regarding SWIF's email pertaining to whether vendors who do not have worker's comp can be used followed. Per SWIF vendor's either need to have worker's comp or sign a contract or waiver. Attorney Burke recommended requiring worker's comp and not allowing a waiver.

A motion to require vendors to have worker's comp was made by Candy Kruczek/seconded by Jim Wido. Motion carried by unanimous vote.

The Census Bureau would like to use the Borough building for training on 3/30/2020 and 4/8/2020. A request was made to find out if those attending would be covered under their own insurance or would anything fall back on the Borough.

A motion was made by Candy Kruczek to allow the use of the Borough building for training as long as their own insurance coverage exists/seconded by Jim Wido. Motion carried by unanimous vote.

A request for donations letter was received from the Historical Society. Request was tabled at this time.

A letter was received from Tarah Toohil requesting information on what streets in the Borough need to be repaired. Secretary will provide a street list to President Buchalski.

At the previous meeting Rosalie Whitebread had requested information regarding the cost of repair of the guiderail on Chestnut Street that was damaged when trees fell. \$6,770.00 was received from an insurance payment from IRM towards repairs. The amount paid out for cleanup was \$13,525.00 to Tomassacci Tree. The estimate from Chemung to repair the guiderail was \$3,470.00 but this was not repaired.

Candy Kruczek made a motion to allow Eleanor Molina to change work days for the week of 2/17/2020 to Monday, Tuesday and Wednesday/seconded by Keven Kruczek. Motion carried by unanimous vote.

Candy Kruczek made a motion to accept the Secretary/Treasurer's report/seconded by Kevin Kruczek. Motion carried by unanimous vote.

OLD OR UNFINISHED BUSINESS

Rosalie Whitebread asked if Jeffrey Norcross had been contacted regarding interest in the boat dock that was discussed at the previous week's work session. Secretary Eleanor Molina stated that he was called and had requested the specs from the boat dock and that these would be sent to him.

CORRESPONDENCE RECEIVED

None

COMMENTS FROM AUDIENCE

A question was raised as to where the decision to lease the FEMA properties stands. Jim Brozena consulted with FEMA but no answer was received by the Borough. President Buchalski will get information from Jim Brozena.

A question was raised regarding what area Nate Marsico was hired to plow. He was hired to do the hills in the Borough and street department workers will continue to plow the flats.

A resident requested that 15 mph speed limit signs be put up on Susquehanna Ave. Street department will put up signs.

Holly Morris asked if PennDOT approved the handicapped parking sign the was put up in front of Don Switzer's house. Secretary stated that PennDOT was called and they do not need to approve handicapped signs put up in the Borough. Holly Morris stated that this parking spot is too close to the fire hydrant and needs to be checked. She also stated that she is putting in a Right to Know request for financial information from the Borough, Shickshinny Ambulance Association and Mocanaqua Fire Department.

Kevin Morris asked why the Borough is selling the boat dock and stated many people use the boat dock. President Buchalski stated because of the changing of the river levels it is difficult to maintain it in the river. Council discussed reconsidering the sale of the dock because of the low amount of the offers received to purchase it and concluded not to sell the dock.

A motion to adjourn the meeting was made by Candy Kruczek/seconded by Rosalie Whitebread. All in favor.

Meeting adjourned at 7:52 pm.

Respectfully submitted,

Eleanor Molina
Secretary
Shickshinny Borough