

SHICKSHINNY BOROUGH
WORK SESSION MARCH 31, 2022
MINUTES

The monthly work session meeting of the Borough of Shickshinny Council was held on Thursday, March 31, 2022, in the Council room of the Shickshinny Municipal Building. President Jessica Bolles called the meeting to order at 6:00 PM.

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

Others in attendance: Mayor Jordan Madl, Bobbi Titus, Attorney Sean Logsdon, Holly Morris, and Kevin Morris.

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 presented the following:

Enforcement of Parking Violations – There was discussion on how legally to enforce the ordinance. Sean noted that the Borough would need to authorize the vehicle be towed and the State Police would need to approve the action. Sonny stated that Zoning Officer cannot enforce. Rosalie wants a copy of what was approved on parking enforcement in 2021.

Status of Crary Street sink Hole Project – grant extension - At this time there is still work remaining from Mohawk Construction for the project. The grant will expire on June 30, 2022 however the state will not consider a grant extension until the 2020 and 2021 audits are complete. Bobbi is to contact the auditors for an updated timeframe for completion.

Resident Concern – Borough tree on neighboring property – 38 N. Main Street – Jessica went to the property and observed that there are tree branches touching the roof of the neighboring property. Bobbi is to get an estimate for trimming. Item will be added to the next meeting agenda.

The Annual Susquehanna Warrior Trail Race will be held on April 9, 2022.

E Butler Street – road repairs are needed by UGI however a permanent solution cannot be completed until the weather is warmer.

Street Light Repair Needed – corner of Furnace & Church Streets – There may be spare LED head units in the Borough shop or 3rd floor. Howard Electric should be contacted for the repair.

Susquehanna Warrior Trail returned the Borough building keys as they are now holding their meetings at the FLT building.

Elections Bureau – Use of Building 4/5/22, 5/17/22, 11/8/22 – 7:00 AM – 8:00 PM. It was noted that election workers need access to the building by 5:30 AM and should have a key for access.

Hourly Rate – Borough Cleaning – Present rate is \$10.00/hr – Item to be added to the next meeting agenda.

Downstairs Bathroom – As this is now working, the out-of-order sign should be removed. Replacing the spring hinge on the door should be pursued.

Communication with Solicitor, Engineer, and Zoning Officer – In order to conserve funds, limiting direct communication to President, Vice President, and Secretary should be considered. Item will be added to next meeting agenda.

MAYOR'S REPORT – Mayor Madl presented the following:

The Borough Easter Egg Hunt will be held on April 10, 2022 at Noon at the Chestnut Street Park, behind Curry Donut's. Portable restrooms will still be in place from the Susquehanna Warrior Trail Race on 4/9/22.

Easter Egg Hunt - \$100 Donation Requested – Item to be added to next meeting agenda.

Spring on Grant Street – Jordan reported that he spoke with resident Eric Gotwalt regarding work Eric has been doing to correct the Spring water diversion so water damage to his adjoining property does not occur. He stated that Eric wants Borough permission to continue this work, at his own expense. Item to be added to next meeting agenda. Rosalie wants a copy of the original lease between the Borough and former property owners.

ENGINEER'S REPORT – No report was presented.

ZONING OFFICER'S REPORT – No report was presented.

SOLICITOR'S REPORT – Solicitor Sean Logsdon provided the Solicitor's Report.

Rockview Street – downed tree/guardrail – Sean explained that a property claim was filed by the Borough for the damage to the guiderail. \$10,000 is expected from the insurance company. With these funds, the tree removal (\$2,000), repair of the guiderail, and repair of the road is the goal. It is possible that the insurance company may want to pursue collection of the \$1,000 deductible with the property owner's insurance company. Future discussion will be conducted in Executive Sessions.

Ordinances on parking enforcement, food trucks, trees, and short-term rentals require further discussion with Council.

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

Draft Minutes of the General Council Meeting – March 8, 2022 – provided for review.

Financial Report/Bank Balances as of March 31, 2022 – for review – Bobbi explained a QuickBooks deposit error from March 2021 which has been corrected.

March 2022 Bills Paid to be Ratified – provided for review.

The current Deliverables Matrix was provided.

2020 Financial Audit - QuickBooks Reports were provided to the auditors via email on March 16, 2022.

The Liquid Fuels payment of \$32,240.05 was received on March 24, 2022.

Initial Treasury portal tasks have been completed for the reporting process for funds received and expended under the American Rescue Plan Act.

Invoices for 2022 membership for the NEPA Alliance (\$275/year) and the Luzerne County Boroughs and Townships Association (\$35/year) were received. Guidance is needed from Council on whether or not to renew. Items to be added to next meeting agenda.

The Shickshinny.org website has been updated with contact information for current Council members.

The PA One Call online database has been updated.

Electric Bill information was requested. The collective monthly amount paid to UGI, which includes gas heat, was \$1,801.33/month for 2021.

Peddler's Permit – 1st United Methodist Church is having a flower sale on 4/9/22 on sidewalk in front of church and inquired whether or not a permit is needed. Item will be added to the next meeting agenda.

Low Income Household Water Assistance Program (LIHWAP) – information was copied for residents and posted in the Borough Building.

CORRESPONDENCE RECEIVED

Sanitary Sewer Authority of the Borough of Shickshinny – minutes from 1/18/22 & 2/15/22 were received. Community Service Site Agreement – requires completion for continued participation. Item to be added to next meeting agenda.

PSAB Grants Update was received.

Pennsylvania Bureau of Worker’s Compensation – Free Safety Webinars April 2022 – Item to be added to next meeting agenda. Also add drug testing to next meeting agenda.

Luzerne County Board of Elections – Polling Sites Survey – Bobbi was instructed to complete and mail a favorable response on the survey.

Zoning Hearing Board – Vacancy – The resignation of Roberta Titus as a member of the Zoning Hearing Board was received as there is a conflict between the Secretary/Treasurer and Zoning Hearing Board positions. Board vacancies will be added to the next meeting agenda. Bobbi to research minutes for various board appointments.

OLD OR UNFINISHED BUSINESS

Luzerne County EMA Radiological Emergency Response Fund (RERF) Grant – Deadline 5/20/22 – Jay Smith should be contacted to determine needs.

Dredging Creek behind South Main Street – Bid received from Columbia Monument for \$2,700 – It was noted that a waiver for impacted residents is needed. Item is to be added to next meeting agenda.

Office Space Rental – Issues for discussion is monthly rent, lease terms, inclusion of light, heat, water, and wifi. Sean will provide a standard lease. Item to be added to next meeting agenda.

Shickshinny Sewer Authority – Request for \$5,000 ARPA funds – A more detailed breakdown of expenses is still needed. Item to be added to next meeting agenda.

NEW BUSINESS

Tina Remensnyder of the Shickshinny Volunteer Ambulance Association asked whether or not grants can be submitted under Shickshinny Borough and requested that any new grants, including Gaming grants, be communicated to the Ambulance Association. A new ambulance is needed and the grant amount would be approximately \$250,000. Council stated that it would be appropriate for any Local Share Assessment (LSA) grant for the Ambulance Association to be submitted by Shickshinny Borough.

Shickshinny Historical Society – Request for \$1,000 – This item will be added to the next meeting agenda.

COMMENTS FROM AUDIENCE - None

EXECUTIVE SESSION – No executive session was held.

Adjournment – The meeting adjourned at 8:08 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny