

SHICKSHINNY BOROUGH
WORK SESSION JUNE 30, 2022
MINUTES

The monthly work session meeting of the Borough of Shickshinny Council was held on Thursday, June 30, 2022, in the Council room of the Shickshinny Municipal Building. President Jessica Bolles called the meeting to order at 6:03 PM.

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

Others in attendance: Mayor Jordan Madl, Attorney Bill Stephens, Bobbi Titus, and Kathy Llewelyn.

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

PRESIDENT'S REPORT

President Bolles expressed Council's appreciation to resident, Donald Switzer, for the beautiful job he did putting mulch around the trees in the downtown of the Borough.

President Bolles expressed Council's appreciation to Jim Bach and the Historical & Preservation Society of the Greater Shickshinny Area for the framed 1901 map of a portion of Shickshinny.

President Bolles announced that the Borough's LSA CDBG Grant application for 2022 for East Butler Street Improvements was denied.

President Bolles announced that the Borough's LSA Grant application for 2022 for the Sewer Sanitary Authority for Sewer Sludge Aeration & Building Refurbishing in the amount of \$79,984 was approved.

President Bolles announced that the Borough's LSA Grant application for 2022 for the purchase of a Street Department Truck in the amount of \$93,463 was approved.

President Bolles noted that the sink hole at the intersections of Susquehanna/Oak Streets has been repaired by the water company.

President Bolles reported that WNEP TV will be reporting the news at noon live from Shickshinny at the Canal Street Park on Thursday, July 28, 2022, as part of the Joe Snedeker St. Joseph's charity race. This will be added to the July 5, 2022 agenda.

President Bolles announced that the Talon Emergency Management Drill is scheduled for July 19, 2022 at 6:00 PM at the Borough building. The need for EMA readiness and consideration of merging this function with another municipality will be placed on the July 5, 2022 agenda.

MAYOR'S REPORT – No report was presented.

ENGINEER'S REPORT – No report was presented.

ZONING OFFICER'S REPORT – No report was presented.

SOLICITOR'S REPORT – Attorney Bill Stephens reported that payment was received from the owner of 50 Furnace Street to cover the Brdaric invoice for demolition of the property (\$18,276) and for Hayden Power for the repair of the street light (\$894.11).

Attorney Stephens will follow up with Attorney Logsdon regarding the residents placing gravel in the parking area on Grant Street to get that area level with the street.

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

- Draft Minutes of the General Council Meeting of June 8, 2022 were provided for review.
- Financial Report/Bank Balances as of June 30, 2022 were provided for review.
- The June 2022 Bills Paid to be Ratified were provided for review.
- Deliverables Matrix was provided for review.
- Bobbi reported that she is still awaiting the final 2020 Financial Audit report from Rainey & Rainey.
- Bobbi reported that there was a vehicle accident on June 12, 2022 that damaged a Borough Stop Sign and Post. She obtained the Incident Number from the State Police but, without purchasing an online copy of the report, the driver's contact and insurance information could not be obtained. Attorney Stephens asked Bobbi to provide him with the incident number and he would attempt to obtain the necessary information to file a claim for the damaged signs/posts.
- Bobbi reported that she was in contact with the PA American Water Company regarding testing of the fire hydrants in the Borough. Further, she informed that, per Fire Chief Stephen McDaniels, there were six (6) hydrants with less pressure than is needed. The water company will retest and communicate the possible solutions. In addition, Chief McDaniels stated that two additional fire hydrants are needed for the Borough. The request for the additional fire hydrants will be added to the agenda for the July 5, 2022 meeting.
- Bobbi has requested a price quote from Mike Weaver, Smart Business Solutions, for the imprinted T-Shirts for the Borough Street Department workers.
- Jim Wido will contact Shawn Whitmire to purchase the two replacement Boat Launch signs for \$120.
- The Borough Building Thermostat control will be placed on the agenda for the July 5, 2022 meeting.
- Bobbi reported on a meeting held with Jim Brozena, Luzerne County, regarding the lot subsidence at 43 W. Union Street. Mr. Brozena stated that contractor Kevin Belles has been hired to correct the problem so that water drainage into the adjoining property no longer occurs. There will not be a cost to Shickshinny Borough for these repairs.
- Bobbi provided Council with the annual Stated Worker's Insurance Fund policy renewal information.

STREET DEPARTMENT

- A Stihl Blower for \$229.95 and four (4) trimmer heads for \$112.00 were purchased from Jerry's Engine Repair.
- The vacant lot at 25 Conygham Street on Parker Hill was cleared/trimmed.

STREET DEPARTMENT (continued)

- Bobbi explained that an electrician is needed for work in the garage. The junction box needs moved and the conduit needs replaced. Per Council, Bobbi will contact Gary Latorre, GTL Electric.
- A truck load of modified for road repair has been ordered from Don E. Bower, quoted at approximately \$200 per load.
- Jim Wido noted that Kenny Evan repaired the steering in the Borough truck.

CORRESPONDENCE RECEIVED

- An email dated June 16, 2022 was received from Vincent Cotrone regarding appropriate pruning and care of the young trees in the Borough. The information was passed along to Council and the Street Department workers.
- Correspondence from Cintas regarding the required fire extinguisher inspection was received. Council confirmed that this was required.
- The annual fund drive letter was received from Huntington Valley Volunteer Fire Company was received. There was not a donation in 2021. No further action to be taken at this time.
- Information on hosting a paper shredding event with vendor, Purple Paper Eaters, was provided. Luzerne County Recycling will reimburse municipalities up to \$2,000 for each event. Costs include \$900 for Purple Paper Eaters and any advertising costs associated with the 3-hour event. This will be an agenda item for the July 5, 2022 meeting.
- Minutes of the May 24, 2022 meeting of the Shickshinny Sewer Authority were received.

OLD OR UNFINISHED BUSINESS

- Dredging Creek behind South Main Street – All residents have signed the agreement. Bobbi has contacted DEP for the permit requirements. Jordan will obtain the linear footage of the dredging area for Bobbi. It is a DEP requirement that the contents be removed from the floodplain and cannot remain along the stream bank. Discussion of hauling contents by Borough Street Department will be added to the July 5, 2022 agenda.
- Office Space Rental – Furniture in the office space needs removed. Reconsideration of rental of the space will be added to the July 5, 2022 agenda. Suggested use is for EMA activities and access to a PC for internet training for the Street Department Workers.
- Status of Crary Street Sink Hole Project – LSA Grant extended through June 30, 2022. Discussion of the remaining tasks for completion will be added to the July 5, 2022 agenda.
- Spring on Grant Street – Attorney Stephens stated that they have been in contact with Mr. Gotwalt on revisions to the proposed agreement. This is still in discussion.
- Board Vacancies – Letters of Interest to serve on the Property Maintenance and Quality of Life Committee were received from Kathy Llewellyn and Bobbi Titus. A vote to accept will be placed on the July 5, 2022 agenda.
- Tree Trimming was completed by Chris Stoodley for North Canal Street. The other two trees – 38 N. Main St. and 25 Conyngham St. have not been completed to date.
- Rockview Street – Damaged Guiderails – The replacement of the guiderails is scheduled for July 5, 2022.
- Lot Next Door Program – Bobbi is still gathering the necessary signatures and insurance information. Additionally, a request has been received from John & Patricia Sauerwine for permission to lease another lot adjacent to 152 N. Susquehanna Avenue. Approval of the request will be added to the July 5, 2022 agenda.

OLD OR UNFINISHED BUSINESS (continued)

- Draft Ordinance – Removal of Diseased or Dangerous Trees – Further discussion is needed.
- Food Giveaway Program – To date, no additional information has been received from Matt Barwick from Not Bread Alone. President Bolles is still awaiting a decision from CEO on adding Shickshinny as a site for their food giveaway program.
- It is noted that there are road repair issues on Parker Hill roads near the residences of Sonja Sprague and Joe Buchalski. Further discussion on completing the repairs by the Borough Street Department or by a contractor will be added to the agenda for July 5, 2022.

NEW BUSINESS

- Landlord Registry (Ordinance 9 of 2013) – Revisions to this draft ordinance were in process by Attorney Logsdon and Sonny Kelchner. Attorney Stephens will follow up with Larry Frace on this matter.
- The Luzerne County CDBG Grant Application for 2023 was received. The application deadline is September 16, 2022. Discussion of possible projects will be added to the agenda for July 5, 2022.
- Discussion on the draft Short Term Rentals Ordinance will be added to the July 5, 2022 agenda.
- Mocanaqua Volunteer Fire Company Contract Renewal – The draft contract has been received and will be placed on the July 5, 2022 agenda for a Council vote.
- Discussion on requests from residents to haul bagged grass clippings will be added to the agenda for the July 5, 2022 meeting.
- There was discussion on a request from a resident to clear/trim the lot behind 25-27 E. Butler Street that was previously cleared by Retreat inmates. Council stated that the Street Department should work on this area as time permits.

COMMENTS FROM AUDIENCE

- There were no comments from residents in the audience.
- Jim Wido noted that the area behind CVS is still overgrown and has not been tended. Mayor Jordan Madl will stop into CVS and discuss this with the manager.

Adjournment – The meeting adjourned at 7:08 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny