

SHICKSHINNY BOROUGH
WORK SESSION JULY 28, 2022
MINUTES

The monthly work session meeting of the Borough of Shickshinny Council was held on Thursday, July 28, 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: Jessica Bolles and Jim Wido. Council members Joe Buchalski, Kevin Kruczek, and Rosalie Whitebread were absent.

Others in attendance: Mayor Jordan Madl and Bobbi Titus.

There were no residents in attendance.

PRESIDENT'S REPORT

President Bolles stated that the Talon Emergency Drill was successfully conducted at the Borough Building on July 19, 2022 and has the list of those individuals participating. The appointment of the Shickshinny Borough Emergency Management Coordinator and Assistant Emergency Management Coordinator is to be added to the agenda for the August 2, 2022 Council meeting.

MAYOR'S REPORT

Mayor Madl and Jim Wido discussed possible improvements to the Municipal Park Bandstand. A resident had requested placing a picnic table on the bandstand so there is covered shelter when it rains. This will be added to the agenda for the August 2, 2022 Council meeting.

ENGINEER'S REPORT – No report was presented.

ZONING OFFICER'S REPORT – The UCC permit report for 1/1/22 – 6/30/22 was received via email from Larry Frace. There were two UCC permits issued during this time period. No report was presented.

SOLICITOR'S REPORT – No report was presented.

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

- Draft Minutes of the Work Session of June 30, 2022 were provided for review.
- Draft Minutes of the General Council Meeting of July 5, 2022 were provided for review.
- Financial Report/Bank Balances as of July 28, 2022 were provided for review.
- The July 2022 Bills Paid to be Ratified were provided for review.
- Deliverables Matrix was provided for review.
- Bobbi reported the receipt of a Right To Know Request from the attorney representing Carl and Donna Hook.
- Bobbi provided Council with a comparison of payroll salary information, comparing 2022 and 2021, to date. President Bolles asked for a copy of the approved 2022 Budget.

- Bobbi updated Council that Smart Business Solutions was having difficulty getting prices for the Street Department T-shirts as it was such a small order. Mayor Madl suggested contacting Wet Paint Printing & Design for a price quote.
- Bobbi stated that the Community Shred Event has been scheduled for August 20, 2022, at the Borough Building.
- The June 30, 2022 bank statement for the Wells Fargo – Pine Hill Cemetery Association Trust was provided to Council.
- Bobbi provided Council with a memo outlining a meeting she had with Chris Goetz from PennDot regarding Shickshinny roads and related Liquid Fuels funding. The Street Department did road patching on Baer and William Streets, and Tower Road. At this time, it does not appear that anything more is needed. Creek Alley has speedbumps which disqualify those roads from Liquid Fuels funding. This will be added to the agenda for the August 2, 2022 meeting.
- Bobbi will be preparing the new EMA office and discussed the removal of personal furnishings from the office. Jessica suggested contacting Rosalie to see what items are still wanted.
- Bobbi asked for guidance on handling the old PCs and electronic equipment in the building. There are 2 PCs in the conference room closed and one in the 3rd floor storage area. Additionally, there is another unused PC in the secretary office. Bobbi is to get a price from Koala Computers for retrieving the data from each PC and then wiping the PCs clean. This will be added to the agenda for the August 2, 2022 meeting.

STREET DEPARTMENT

- Garbage is still being dumped at the old Salt Shed. Acquisition of a trail cam was requested. Jordan said that he has an extra camera and will mount one at the site.
- The Street Department recommended moving one of the security cameras to cover the side garage. This will be added to the agenda for the August 2, 2022 meeting.
- Routine servicing of the SkidSteer from Stephenson Equipment and repair of the backup alarm is requested. This will be added to the agenda for the August 2, 2022 meeting.
- An estimate of \$1,150.00 was received from Thomas' Electrical Services to repair and move the circuit breaker box conduit. This will be added to the agenda for the August 2, 2022 meeting.

CORRESPONDENCE RECEIVED

- Correspondence from the PA Department of Community & Economic Development regarding the distribution of ARPA unused funds. Shickshinny should be an eligible recipient and no application is needed.
- Notification from the Luzerne County Court of Common Pleas regarding the judicial tax sale for three properties was received. The properties included 28 Search Street (Eyerly), 25 Baer Street (O'Brien), and Creek Alley (Abernathy).
- The Borough received a notification from the State Workers' Insurance Fund of an upcoming audit of payroll records.
- The quarterly statement for the period 4/1/22 – 6/30/22 from the Symetra Police Pension Fund was received.
- Minutes of the June 21, 2022 meeting of the Shickshinny Sewer Authority were received.
- An email invitation was received from the Hunlock Township Supervisors for a special meeting on August 15, 2022 regarding ambulance resources. Tina Remensnyder is to be contacted to see if she will be attending the meeting.

- Information regarding the LTAP – Traffic Signal Technologies Grant Program was received.

OLD OR UNFINISHED BUSINESS

- Dredging Creek behind South Main Street – Information is needed from Larry Frace regarding the permit application.
- Status of Crary Street Sink Hole Project – Don E Bower and Rickey Noss are to be contacted. There was a brief discussion on going back to the original specifications so the project can be completed.
- Tree Trimming is still needed for 38 N. Main Street. Jessica is going to talk to Sharon Baluta on this.
- Lot Next Door Program – Bobbi is still awaiting information from two residents.
- Luzerne County CDBG Grant Application for 2023 – Deadline September 16, 2022 – An updated blighted property list is needed from Larry Frace.

NEW BUSINESS

The Northwest Area Quarterback Club has requested permission to hold the annual parade and bonfire in the park on September 29, 2022 at 5:30 pm. This will be added to the agenda for the August 2, 2022 meeting.

The Renegades are requesting permission to hold their annual race at the Warrior Trail on August 13, 2022. This will be added to the agenda for the August 2, 2022 meeting.

LSA Grant – Street Department Vehicle – The next steps for this grant were discussed. Reilly Engineering will be contacted regarding their future involvement, if any. There was a brief discussion on any value of trading in the old truck.

EXECUTIVE SESSION – Personnel Matter – A brief executive session was held from 7:23 – 7:26 PM. No further action to be taken as a result of the discussion.

COMMENTS FROM AUDIENCE - None

Adjournment – The meeting adjourned at 7:30 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny