

SHICKSHINNY BOROUGH
GENERAL COUNCIL MEETING NOVEMBER 7, 2022
MINUTES

The General Meeting of the Borough of Shickshinny Council was held on Monday, November 7, 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: Joe Buchalski, Rosalie Whitebread, Jim Wido, and Jessica Bolles. Absent was Kevin Kruczek.

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

Others in attendance: Mayor Jordan Madl, Attorney Bill Stephens, Bobbi Titus, Henry Mleczynski, Barry Noss Sr., Rickey Noss, Holly Morris, Kevin Morris, and Josh Gregory. (Please note: If any residents did not sign in, their names may not be included as attending.)

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

President's Report – President Bolles reported on the following:

Voting for the Election will be held at the Borough Building on November 8, 2022.

There was a discussion on the need to appoint another member of the Zoning Hearing Board, as well as, a Zoning Hearing Board Solicitor. Kevin Morris offered to serve as a member of the Zoning Hearing Board.

Motion made by Whitebread/seconded by Buchalski to advertise for a Zoning Hearing Board Solicitor and a member of the Zoning Hearing Board. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

President Bolles reported that there were three hearings scheduled with the Magistrate for codes/zoning violations. The District Magistrate granted a continuance for all of the hearings due to the current vacancy in the Borough of a Codes/Zoning Officer. The hearings have been rescheduled on January 31, 2022.

President Bolles reported that Council has received one application for the vacant Codes/Zoning Officer position, Mr. Henry Mleczynski. Mr. Mleczynski's compensation is \$500/month for eight (8) hours work. The hourly rate for any hours over 8/month is \$50.00/hour.

Motion made by Wido/seconded by Bolles to hire Henry Mleczynski as the Codes/Zoning Officer for Shickshinny Borough. Yes votes: Bolles, Buchalski, Whitebread, Wido Absent: Kruczek. Motion carried.

Motion made by Buchalski/seconded by Jessica Bolles to accept and approve the President's Report. Yes votes: Bolles, Buchalski, Whitebread, Wido Absent: Kruczek. Motion carried.

Mayor's Report

Mayor Madl reported that the Halloween events were successful and extended his thanks to all who participated.

The Wyoming Valley Striders Race at the Warrior Trail will be held on Sunday, November 13, 2022.

Plans for Christmas in the Park have begun. Dates and location for the event were discussed. Bobbi sent an email to Brian Phillips of the Business Association to ask if there was an interest in working together on this event.

Motion made by Whitebread/seconded by Bolles to hold Christmas in the Park on Saturday, December 3, 2022 in Municipal Park (next to the Borough Building). Yes votes: Bolles, Buchalski, Whitebread, Wido Absent: Kruczek. Motion carried.

Motion made by Whitebread/seconded by Buchalski to donate up to \$500.00 for Christmas in the Park. Yes votes: Bolles, Buchalski, Whitebread, Wido Absent: Kruczek. Motion carried.

Motion made by Buchalski/seconded by Bolles to accept and approve the Mayor's Report. Yes votes: Bolles, Buchalski, Whitebread, Wido Absent: Kruczek. Motion carried.

Solicitor's Report - Attorney Bill Stephens provided the following report:

Spring near Grant Street – No update.

125/127 W. Union Street – No update

William Reinhard Subdivision – The deeds have been sent to the Reinhard attorney.

Historical Society Grant – Attorney Stephens recommended an executive session to discuss this matter.

United Wealth Management – Objective Notification Form – Attorney Stephens reviewed the document provided and noted it seemed to be standard and straight-forward and the funds are presently invested for stable returns.

Motion made by Wido/seconded by Whitebread to adopt Resolution 2022-0004 for Act 57 of 2022. Yes votes: Bolles, Buchalski, Whitebread, Wido Absent: Kruczek. Motion carried.

Attorney Stephens reviewed the Comcast Expansion Project Franchise Agreement and stated it is a standard agreement, noting that the franchise percentage is usually between 3 to 5%, instead of 1%. Bobbi will contact Comcast regarding increasing the franchise percentage in the range of 3 to 5%.

Motion made by Buchalski/seconded by Bolles to accept and approve the Solicitor's Report. Yes votes: Bolles, Buchalski, Whitebread, Wido Absent: Kruczek. Motion carried.

EXECUTIVE SESSION – Council held an Executive Session from 6:19 PM – 6:24 PM for the purpose of discussing options on the issue of the nonpayment of the subcontractor for equipment installed under the Historical Society Grant.

Motion made by Wido/seconded by Buchalski for Attorney Stephens to reach out to Ameriglide (subcontractor), on behalf of Shickshinny Borough, with options for handling their dispute with Jim Dzielak (contractor) regarding payment for the stair lift equipment. Yes votes: Bolles, Buchalski, Whitebread, and Wido. Absent: Kruczek. Motion carried.

Secretary/Treasurer's Report – Bobbi Titus provided the October report.

Bobbi reported that she identified three typographical errors in the previously approved minutes of September 6, 2022. Three of the motions had incorrect names in the "Absent" votes. All three will be corrected to reflect "Absent: Buchalski and Kruczek".

Motion made by Buchalski/seconded by Wido to approve corrections to the minutes of September 6, 2022. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

After review of the draft minutes of October 4, 2022, Ms. Whitebread requested that the date of the meeting (September 21, 2022 at 5:00 PM) with Henry Mleczynski be included in the minutes.

Motion made by Buchalski/seconded by Wido to accept and approve the minutes of October 4, 2022 with the inclusion of the date of the meeting. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

Motion made by Wido/seconded by Buchalski to accept the bank balances as of 10/31/22 and ratify the October 2022 bills paid. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

Bobbi requested that a member of Council do a monthly review of the reconciliations between the bank statements and QuickBooks for each bank account. She felt this would strengthen our internal controls for audit purposes.

Motion made by Whitebread/seconded by Bolles to have Vice President Buchalski review and initial the monthly bank reconciliations. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

Bobbi provided Council with notification from the PSAB Unemployment Compensation Office for the voluntary 2023 Solvency Fee for Shickshinny Borough.

Motion made by Whitebread/seconded by Buchalski to pay the \$121.80 Solvency Fee for 2023. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

Bobbi requested Council consider approving Amy Spencer use up to 5 hours/week of her 15 hours maximum for clerical tasks, instead of cleaning, to assist with various cleanup clerical projects including scanning ordinances, organizing codes officer files, etc.

Motion made by Buchalski/seconded by Bolles to allow Amy Spencer to assist with clerical cleanup projects, up to a maximum of 5 hours/week. Yes votes: Bolles, Buchalski, Wido. No votes: Whitebread. Absent: Kruczek. Motion carried.

Motion made by Buchalski/seconded by Bolles to accept and approve the Secretary/Treasurer's report. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

Correspondence Received

PA DCED issued correspondence identifying required municipality due dates for early 2023.

PA DCED provided a notice on municipality/township boundary change reporting changes as a result of Act 41 of 2022.

PA DCED provided information on COVID-19 ARPA Grants for Water and Sewer Projects. Bobbi forwarded the email to the Shickshinny Sewer Authority.

Notification was received on a November 10, 2022 class on Emergency Management for Municipal Elected Officials and Officers. A copy was provided to Barry Noss and Josh Gregory. Josh will follow up with Dave Elmore regarding their attendance.

Council received an invitation to attend a COSTARS breakfast being hosted by FNCB and 1st Equipment Finance.

Old or Unfinished Business

Status of Crary Street Sink Hole Project – LSA Grant – \$44,916 Balance in Grant. – A revised project drawing was provided by John Ackerman, Twin Oaks Consulting. If Council approves the revised plan, Mr. Ackerman will forward same to Mohawk Contracting for a revised quote.

Motion made by Buchalski/seconded by Wido to approve the revised project plan for the Crary Street Project. Yes votes: Bolles, Buchalski, Wido. No votes: Whitebread. Absent: Kruczek. Motion carried.

2022 LSA Grant – Public Works Vehicle – Grant \$93,463 vs. Revised Quote \$120,542 – The grant expiration is June 30, 2025. The deadline for ordering a 2023 Vehicle was November 7, 2022. Nothing was submitted. Plans will be discussed at a future meeting.

Motion made by Buchalski/seconded by Wido to accept the report of Old or Unfinished Business. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

New Business

President Bolles reported that there was some old police department equipment remaining in the EMA room including old EMA pagers and a finger printing kit. Kevin Morris asked what happened to the firearms from the police department. Bobbi reported that the shotgun was sold to Larry Frace. Holly Morris asked if the Luzerne County EMA needs contacted before disposing of the old pagers. Ms. Whitebread stated they do not need to be contacted.

Motion made by Wido/seconded by Buchalski to donate the EMA pagers to the Mocanaqua Fire Department and the other police equipment to Salem Township Police Department. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

Comments from Residents

Rickey Noss asked when the election would be moving back to the Senior High-Rise building. President Bolles reported that the High Rise is no longer willing to host the election voting.

Motion made by Buchalski/seconded by Bolles to adjourn the meeting. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

The meeting adjourned at 6:49 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny