

Jermyn Borough
Council Minutes
September 18, 2025

The Jermyn Borough Council met on Thursday, September 18, 2025, at 7:00 p.m. in the Council Chambers of the Jermyn Borough Building, 440 Jefferson Ave, Jermyn, PA 18433.

The meeting was called to order by President Frank Kulick with the Pledge of Allegiance.

On roll call, the following members were present: Bobbi Ann Davis, Frank Kulick, Jeff Morcom, Carl Tomaine, Chris Cook, and Bob Chase. Mayor Tony Fuga and Attorney Brendan Fitzgerald were also present. Kevin Napoli, KBA, NEIC, Jim Perry, Nicole Stephens, and Stanley Hallowich were absent

Minutes: J. Morcom made a motion to accept the minutes of 8/21/25 as presented, and B. Davis seconded. All in favor, motion carried.

Treasurer's Report/Bills Payable: S. Lee read the treasurer's report:

Checking/Savings	
American Rescue Plan Fund	92,596.44
Capital Reserve - DPW	1,118.80
Capital Reserve – Police	6,869.82
Crime Watch Fund	222.69
General Fund - Community	110,589.87
General Fund - FNB	4,160.89
Holiday Lights Fund	400.59
Investment - General Fund	1,153.63
Investment - Liquid Fuels	25,400.27
Investment - Paving Fund	1,165.62
Investment - Recycling	127.38
Investment - Refuse	181.66
Liquid Fuels - FNB	41,479.22
Petty Cash	194.00
Recreations Fund	28,522.80
Recycling - Community	8,486.87
Refuse Checking – FNB	264,245.64
Total Checking/Savings	586,916.19
Accounts Payable	
200000 · Accounts Payable	59,831.02
Long Term Debt	0

A motion was made to accept the treasurer's report and pay current bills by C. Tomaine. Seconded by C. Cook. All members in favor. Motion carried.

Secretary Report: None

Public Comment: Mark Cordell, from Lackawanna County, presented the current and upcoming events and fliers happening in the area.

Artisan Fire Company: Judy Carit-graham- Artisan Fire Company. We are requesting a letter of support/ resolution so they are able to apply for a LSA Grant to help with building improvements to the building. This will help them finish off the pole barn and help with some updates for the kitchen area.

A motion was made to have the borough solicitor write a resolution for the Artisan Fire Company's LSA grant request by F. Kulick and seconded by B. Davis. All members in favor. Motion carried.

Building/zoning permit procedure: Council and the borough office requested that a procedure be put in place. The procedure will be as follows.

1. Applications should be submitted to the borough office
2. Applications should be time-stamped
3. Zoning officer/ building ucc - should be notified that a permit is in their mailbox/office at the time of receipt. (All permits are to be reviewed and approved by the zoning officer before any building permits can be sent to NEIC for issuance.)
4. Zoning officer/ building ucc - should either issue a permit or respond to the applicant what is missing or needed to complete the application within a reasonable amount of time (not longer than 5 working days)
5. If a variance and or zoning board hearing will be required, the zoning officer should notify the applicant within 5 working days
6. Zoning officer/ building ucc - can communicate, if necessary, through the borough secretary if communicating directly with the applicant is an issue for any reason

Correspondence: Collin Striefsky prepared a letter and read it to the council. He is writing to formally express his concerns regarding the timelines and communication in the zoning and permitting process within the borough of Jermyrn. During his recent projects within the borough, he has been experiencing great delays and a lack of communication from the assigned officers in these positions. And proceeded to give examples of such issues, and is hoping that the council will address these issues moving forward to help those who are looking to invest and make improvements within the borough.

Professional Reports:

Police: Absent

Fire: J. Morcom advised that they will be holding another training class over at the property located on Madison Ave. next Saturday at 8 am.

EMA: Absent

Solicitor: B. Fitzgerald is still working on getting the appraisal corrected for the remaining easement needed. At this time, he would like the council's approval to reach out to a different appraiser, as he has not been able to get in contact with the original appraiser used. He would like to use a Jamie Dench to complete the property.

Code Enforcement: NA

Grants: None

Zoning: None

Engineer: Absent

Tax Collector: Absent

Mayor: T. Fuga advised that the 2015 police cruiser just came back from the shop, and it is looking as though it is time to have this vehicle replaced. So he would like the council to maybe start looking at funding to have this replaced.

Committee Reports:

Planning: None

Public Safety: None

Finance: C. Cook would like to have a budget meeting within the next couple of weeks, so this can be started and passed promptly.

Shade Tree: None

Grants: None

MS4: None

DPW: None

Recreations: S. Lee advised that she will be switching companies for the park cameras and that she will be having additional cameras added to the park for more coverage with the new company.

Monroe County LSA grant resolution: A motion to pass Resolution 02-2025, A resolution of the governing board of the borough of Jermyn, Lackawanna County, Pennsylvania, hereby authorizing the submission of a DCED Monroe County local share account grant application for the Jermyn Borough infrastructure improvement project, was made by J. Morcom. Second By B. Davis. All members in favor. Motion carried

Police pension plan resolution: A motion to pass Resolution 03-2025, A resolution of the borough of Jermyn relative to the Establishment and maintenance of employees' pension, annuity, Insurance, and benefit fund or funds, to amend certain provisions of the pension plan or program applicable to the police employees of said borough, was made by F. Kulick. Second By C. Cook. All members in favor. Motion carried

On-Lot Sewage (Septic) permit resolution: A motion to pass Resolution 04-2025, A resolution establishing guidelines and a schedule of fees to be charged in connection with the administration of the Pennsylvania sewage facilities act, including applications for permits to install, modify, repair, and replace on-site sewage treatment facilities and site suitability evaluations, minor and major subdivision reviews, soil replacement verification and appeals in the borough of Jermyn. , was made by F. Kulick. Second By C. Tomaine. All members in favor. Motion carried

Sewage facilities certification: A motion to pass Resolution 05-2025, A Resolution for plan revision for new land development in conjunction with the Mayfield Borough sewer extension, was made by C. Cook. Second, By J. Morcom. All members in favor. Motion carried

Jermyn Historical Society Grand Opening: F. Kulick advised that the Grand Opening for the Jermyn Historical Society will be held on Saturday, September 27th, at 10:00 a.m. He requested that anyone on the council who can attend, please do so.

A motion to declare September 27, 2025, as Bruce Smallacomb Day was made by J. Morcom. Second, By C. Cook. All members in favor. Motion carried

Code enforcement: F. Kulick advised that we have received no applicants for this position.

Open council seat: F. Kulick advised that, do to no applications for the open council seat, this will now be handed over to the vacancy board. Hopefully, by then, we will be able to find someone to take over this open seat.

Trash removal bid specs: F. Kulick is hoping our bid specs will be completed for the next meeting, so we can then advertise and open at the November meeting.

New business: J. Morcom advised Stanley Hallowich requires a new radio; he is gathering quotes to hopefully have for next month's meeting.

Adjournment: A motion was made to adjourn by J. Morcom. Seconded by C. Cook. All members in favor. The meeting adjourned at 8:09 pm.



Respectfully submitted,

Shannon Lee, Secretary/ Treasurer