

Jermyn Borough

Council Meeting

4/15/21

The Jermyn Borough Council held a council meeting on Thursday, April 15, 2021 at 7:00 pm 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: Frank Kulick, Kristen Dougherty, Kevin Napoli, Cynthia Stephens, Robert Hunt and Kyra Davey. Amanda Rzucidlo was also present. Carl Tomaine, Mayor Fuga, Attorney Aquilino, Jim Perry, Bob Chase, KBA, Kathlyn Goodwin, and Stanley Hallowich were absent.

Minutes: A motion was made by C. Stephens to accept the minutes of 3/18/21 as presented. Seconded by K. Davey. All in favor, motion carried.

Ratify Bills Paid on 4/1/21: A motion was made by K. Dougherty to ratify bills paid on April 1, 2021. Seconded by C. Stephens. All members in favor, motion carried.

Treasurer's Report/Bills Payable: D. Markey presented the Treasurer's Report for April 15, 2021:

ASSETS

| | |
|---------------------------|------------|
| Capital Reserve - DPW | 10,398.35 |
| Capital Reserve - Police | 3,660.18 |
| Crime Watch Fund | 755.44 |
| General Fund - Community | 242,924.23 |
| General Fund - FNB | 2957.40 |
| Holiday Lights Fund | 516.14 |
| Investment - General Fund | 1,001.50 |
| Investment - Liquid Fuels | 33,813.35 |
| Investment - Paving Fund | 1,011.87 |
| Investment - Recycling | 5,003.33 |
| Investment - Refuse | 2,600.17 |
| Liquid Fuels - FNB | 69,549.97 |
| Petty Cash | 151.42 |
| Recreations Fund | 13,249.54 |
| Recycling - Community | 7,773.52 |
| Refuse Checking - FNB | 27,410.42 |

Total Checking/Savings **425,383.51**

LIABILITIES

Accounts Payable **41,063.19**

A motion was made by K. Napoli to accept the treasurer's report and pay the bills as presented. Seconded by K. Dougherty. All members in favor, motion carried.

Correspondence: F. Kulick read a thank you card from the family of Stephen Napoli, father of Councilman Kevin Napoli for the flowers sent to the funeral. We received a letter from Adams Cable regarding a rate increase. F. Kulick read a letter from the Shade Tree Commission requesting approval for Arbor Day Ceremonies (depending on COVID-19 situation), Jermyn Clean Up Month from April 18th to May 22nd.

F. Kulick read the Arbor Day Proclamation in the absence of Mayor Fuga, declaring April 30, 2021 as Arbor Day in the Borough of Jermyn.

F. Kulick stated we received a letter of resignation from tax collector Kathlyn Goodwin effective April 5, 2021, and this will be addressed later in the meeting.

Public Comment: Mr. Peter Glass, owner of 536 Washington Ave, was asked to come to the meeting to update council regarding 536 Washington Ave. Mr. Glass informed council that he is playing phone tag with Mr. Marino from NEIC about the plans and UCC Permit Applications, and some questions that NEIC had for Mr. Glass. When the permits are issued, work will begin with 90 days.

Police Chief: Absent.

Fire Chief: Absent.

EMA Director: Absent.

Solicitor: Absent.

Code Enforcement: Absent.

Zoning Officer: Absent.

Engineer: Absent.

Junior Council: Nothing to report.

Tax Collector: Absent.

Mayor: Absent.

Planning Commission: K. Napoli stated there is nothing to report.

Public Safety: K. Napoli made a motion to move Officer Ranakoski from training pay to regular pay, effective immediately. Seconded by K. Dougherty. All members in favor, motion carried. K. Napoli stated the safety commit received an application for a handicap parking sign to be placed at 528 Madison Ave, and it has been approved.

Finance: Absent.

Shade Tree: R. Hunt stated there is still an ongoing memorial brick sale. The yard sale is tentatively slated for sometime in August. The Historical Society is selling 50/50 tickets for a fundraiser, and the Jermyn 150 Committee is scheduling the dinner for October 4, 2021. F. Kulick asked about Hometown Hero banners. R. Hunt stated they're still waiting to hear back from PPL. D. Markey stated Ann Boylan asked about pole numbers, but he didn't have them. R. Hunt stated Mrs. Boylan has the pole numbers.

Grants: Nothing to report. D. Markey stated the borough was reimbursed for the last \$425 of the grant for the 2018 Ford DPW Truck.

MS4: Nothing to report.

DPW: D. Markey stated the county recycling center is not accepting brush and branch until May 3rd, so the chipping program won't restart until then.

Recreations: K. Davey stated we will be starting the movie nights again, hopefully in May, and we purchased a PA System for different events.

Borough Manager: D. Markey reported that ethics statements are due back to him by 5/1. The fire siren was discussed at the last meeting, and D. Markey needs approval to put it out for sale. A motion was made by K. Davey to allow D. Markey to advertise fire siren for sale, with stipulation that purchaser removes it. All members in favor. Motion carried.

D. Markey reported there is a donor that purchased the greenspace across the street from the Windsor. He would like to donate to the borough with the stipulation that there would be a Coal Miner/First Aid Memorial Park placed there, and he would like to have creative input, if council is amenable to the idea. Council agreed they are amenable to the idea.

D. Markey reported that he received a call from Archbald, who was made aware that Jermyn Aylesworth Park Authority still has a bank account open with funds in it. D. Markey is having a former authority member look into it further.

American Recovery Plan: F. Kulick advised he attended a zoom meeting regarding the funding, and there still a lot of unanswered questions regarding what the funds can and cannot be used for. Lackawanna County is getting \$40 million, and there is a chance that the borough could get a portion of the county funding, so we were advised not to spend funding right away. D. Markey asked if a separate account should be opened? F. Kulick stated yes. D. Markey asked if we can get it on record? A motion was made by K. Dougherty to allow D. Markey to open an account for the American Recovery Plan. Seconded by K. Davey. All members in favor, motion carried.

Bacon St. Sewer Rehabilitation Project: F. Kulick asked where we're at with the Bacon St. Sewer Rehabilitation Project? D. Markey stated the milling would be beginning Monday, and the contractor is still waiting on manholes that are on backorder, so that may be a couple weeks.

Dwight Ave Paving Quotes: D. Markey stated this was budgeted for 2021, and we are in the realm of three telephonic quotes rather than going out for bid. This is for a 2" mill and overlay of Dwight Ave. D. Markey stated he received two quotes over the phone, and one sealed envelope, which wasn't opened yet. ABC Construction came in at \$18,500 (including materials), Collura Excavation came in at \$19,200 (including materials). Rock Bottom Construction came in at \$10,500 (excluding materials). The COSTARS pricing for materials would be \$56/ton x 150 tons, which would be \$8,400. Added to Rock Bottom's price, would be

\$18,900. F. Kulick asked how much was budgeted? D. Markey stated around \$12K, but didn't include milling. R. Hunt stated without all the numbers for the asphalt, you don't know if the bids are right or not. A motion was made by C. Stephens to award Dwight Ave bid to ABC Construction at a price of \$18,500. Seconded by K. Davey. On a vote of 5 to 1, the motion carries.

DCED Audit: D. Markey explained the 2020 DCED Audit is completed, and read the letters addressed to council. He passed out copies of the audit for the present council members.

Tax Collector Position: F. Kulick stated we received a letter of resignation. His initial reaction was not to accept the resignation, due to the state of the office. However, we do need to accept her resignation. We need to appoint a new tax collector, and D. Markey and N. Stephens have already spent about 7 hours each trying to reconcile the tax accounts. F. Kulick asked D. Markey to advise council of what is needed in order to reconcile the books and move forward. D. Markey stated that the checks written to him for March taxes and garbage fees were about \$75K over what was actually collected. The bank conferred with us, and we advised the bank not to honor the garbage check. The tax check had already cleared. The tax software owner was consulted regarding how this could have happened, and he explained to D. Markey and N. Stephens. March reports were basically double stated on the DCED report, and the owner explained how to back those out of the system and correct them. D. Markey explained to council there are a number of things that need to be completed to be able to move forward: 1. Verify all 2021 tax bills that came in (completed). 2. Compare 2021 list with checks deposited, which images were acquired by the bank. 3. Reconcile 2020 bank deposits and tax bills, as some taxpayers have proof that they paid, but were sent delinquent for 2020 anyway. 4. N. Stephens to write borough a check for March garbage fees. 5. Borough to write N. Stephens check for tax overage. 6. N. Stephens to write Borough check for duplicate fees. 7. N. Stephens appointed as tax collector. 8. N. Stephens to open new bank accounts. 9. Send new delinquent list for 2020 to Lackawanna County Tax Claim Bureau to correct incorrect reporting. K. Dougherty asked if this is something that we should call in outside help to work on? D. Markey stated the insurance company was trying to get in touch with her to renew her bond, and they never received any response. R. Hunt asked D. Markey why he didn't notify her that her bond was expiring. D. Markey stated DGK notified her that her bond was expiring and they requested information from her that she didn't have a lapse, but she didn't respond. R. Hunt stated we hired her, so we're on the hook for making sure the accounts are right. F. Kulick stated we need to accept her resignation, we need to appoint Nicole Stephens, deputy tax collector, as the tax collector, and get all the tax accounting straightened out. F. Kulick stated D. Markey and N. Stephens already spent 7 hours each on this already, and estimate another 30-40 hours. They need to be paid for doing this, or we need to hire an outside group. K. Davey stated from a liability standpoint, we're better off hiring an outside group. F. Kulick stated the resignation will be accepted tonight, but no funds will be paid to her until everything is straightened out.

A motion was made by K. Dougherty to accept the resignation of the tax collector Kathlyn Goodwin effective April 5, 2021. Seconded by K. Davey. All members in favor.

A motion was made by R. Hunt that any monies owed to the former tax collector will be withheld pending the resolution of the ongoing issues; cost to be deducted from monies owed to tax collector. Seconded by K. Napoli. On the question, K. Dougherty asked if this is ok to do? F. Kulick stated according to the DCED, this is acceptable. All members in favor, motion carried.

A motion was made by K. Davey to appoint Nicole Stephens as the Jermyn Tax Collector, to fulfill the unexpired term of previous tax collector. Seconded by K. Dougherty. 5 members in favor, 0 opposed, 1 abstention. Motion carried.

F. Kulick advised D. Markey to contact Brian Kelly's office to see if they can handle a reconciliation of the books. K. Napoli asked if we can get Berkheimer or another firm to collect taxes? F. Kulick stated no, it must be a resident of the borough. K. Dougherty stated we need to make sure we have monthly reports and have the tax collector come to the meetings. D. Markey stated he received monthly reports, along with Excel spreadsheets. He gave her the spreadsheets back with comments in to correct the issues monthly, but they never got corrected.

F. Kulick stated once we appointed her, she's in. We couldn't do anything about it until she decided to resign. F. Kulick also stated that he's tired of what goes on in town with people saying council is not doing this and council is not doing that. We are not responsible for the tax collector. She is responsible for herself. Nobody is beating the door down or running for tax collector.

C. Stephens stated that N. Stephens and D. Markey should be compensated for the hours they already put in. D. Markey stated he doesn't want compensation. F. Kulick stated he thinks we should compensate N. Stephens for her time as well. F. Kulick instructed D. Markey to send a Rapid Cast to get the word out that the tax collector's hours will now be on Friday from 11am-1pm.

New Business: D. Markey stated he forgot to get this on the agenda, but the renaming of Bonnie Drive ordinance is ready to be voted on to be advertised. F. Kulick read the ordinance. A motion was made by K. Dougherty to advertise the ordinance. Seconded by C. Stephens. All members in favor, motion carried.

Adjournment: A motion was made to adjourn by K. Napoli. Seconded by K. Davey. All members in favor. The meeting adjourned at 8:10 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Daniel Markey". The signature is written in black ink and is positioned above the printed name and title.

Daniel Markey
Borough Manager