

Jermyn Borough  
**Council Minutes**  
September 7, 2017

The Jermyn Borough Council held a council meeting on September 7, 2017 at 7:00 p.m. at the Jermyn Community Center, 440 Jefferson Avenue, Jermyn, PA in the Council Chambers.

On roll call present were: Frank Kulick, Robert Parks, Dan Markey, Kevin Napoli, Joseph Smith and JoAnne Wilson. Also present were Mayor Smallacombe, Atty. Christopher Harrison, Evan Samuelsen and Ray Rood. Absent were; John Mark, Bob Chase and KBA.

Mr. Kulick requested for everyone to remain standing for a moment of silence for Mr. Joseph Pepper Krenitsky.

**MINUTES:**

A motion was made by Mr. Napoli to accept the August 17, 2017 minutes and seconded by Mr. Smith; all in favor, motion carried.

**NEIC – JOHN MARINO:**

Mr. Marino from the Northeast Inspection Consultants was present at the meeting to discuss the possible project of the new DPW garage. Mr. Marino just put up a similar pole barn building in Mayfield. It was built by Timberline, the building itself was \$45,000 including material and labor, also blueprints that were stamped and sealed by an architect. Interior of the building is empty, just a shell. He said they are very good and he inspects a lot of their work throughout Northeast PA. Mr. Markey said he was up there with Bob Chase and Tony Fuga to see their building in Mayfield. He said it is the exact size that we would envision to make a new DPW building for Jermyn. Mr. Markey said we wanted to get an idea from Mr. Marino as the building inspector for Jermyn, what we are required to have in this building. Mr. Markey said after we speak with Mr. Marino we can get a better idea to get estimates by having a better analysis on what it is going to cost from where we stand right now to turning the key and walking in. Mr. Marino said the key thing is to keep it under 5,000 sq. ft. anything under 5,000 sq. ft. you do not need sprinkler systems. Mr. Markey said as far as electricity goes one of the questions that came up would we need restrooms in it. Mr. Marino said no, we already have restrooms in the Borough Building and the DPW garage would be the storage building. Mr. Marino said if we stay away from the bathrooms and fire suppression, the costs should be minimal. He asked if we are going to heat it. Mr. Markey said yes because we would be working in there as well, just routine maintenance on vehicles.

Mr. Markey said we were thinking about possibly putting an office in there and we didn't know if we needed bathrooms. Mr. Marino said now if we have an office, we will need a bathroom in there. Mr. Markey said those could always be day 2 items and we can keep our office here. Mr. Marino said you would only need 1 unisex bathroom. Mr. Markey said asked if it would be S2 storage and it would be ok if we performed routine maintenance in there. Mr. Marino said it would be S1. Mr. Marino said if we are washing trucks in there, we would need a separator for the drainage so we do not take in any grease in the water. It would be in the floor drain system to keep it separate from the municipal waste. Mr. Marino said we won't need much power because

we will not be doing welding out there, just minimal welding maybe. A 200 amp service will do it. Mr. Napoli said it is minor welding. Mr. Marino said it would keep that cost down to. Mr. Smith said what if in the future a section of the building was going to be used for different offices, if the police department was to move in there. Mr. Marino said you would only need 1 bathroom if you keep the occupancy below 15. Mr. Marino said it is 100 sq. ft. per person. Mr. Markey said it will be 2,800 sq. ft. overall. He asked about height of the building if there are any restrictions. Mr. Marino said no restrictions. Mr. Smith said noting changes as far as storage is concerned correct. Mr. Marino said no. Mrs. Wilson asked about the heat. Mr. Marino said heat is up to your choice. Mr. Markey said as far as building inspection he does not think there is a requirement. Mr. Markey said that would be our preference. Mr. Marino said to get the most efficient heat, heat to slab with radiant heat. Once the slab heats up it will all heat up nice and do not shy off on insulation. Mrs. Wilson said if we do the radiant heat, the roof and the sides we have to have good insulation. Mr. Markey asked about fire prevention. Mr. Marino said up to 12,000 sq. ft. for an S2 with no commercial trucks in it we would not need sprinkler systems. Up to 5,000 sq. ft. for an S1 with commercial trucks we would not need a sprinkler system. We would be under the 5,000 sq. ft. and would not need a sprinkler system. Mr. Markey asked how many exits. Mr. Marino said one would be fine because the occupancy load isn't big enough to constitute two. Mr. Markey said we were looking at possibly at 3 bay doors in the front and 1 in the back for a pull thru. Mr. Markey said we would probably be able to store all of our equipment in the building. Council thanked Mr. Marino for coming.

#### **LST TAX COLLECTION:**

Mr. Kulick said we asked Mrs. Christian to come; she was unable to be here. We received a LST tax and she provided a report. Mr. Kulick said he does not know Mrs. Christian but for next year or next appointment time we need to consider a more efficient way of doing this, we do not know what is going on. How do we know we are getting what we are supposed to be getting. How do we know we are trying to enforce what we are supposed to get. Mr. Kulick said to him it not an acceptable form of record keeping. In comparison in what we get from Berkheimer, which is really efficient and tells you everything we need to know. Mr. Smith said he thinks in this day in age with everything you see on TV and people doing wrong, he thinks we have to do more to protect ourselves and protect the person who does it. He said one of the things as we plan our future is to make sure no matter who is here we have laid the ground work for them to follow. If council said they should be at a meeting then they should be at a meeting in case someone on council has a question. Mr. Smith he knows Mrs. Christian, she is a great lady and has no doubts about it, it is not Joan it may be the person after her. Mr. Kulick said he is not accusing anyone of doing anything wrong here but we need something more formal and we need to make sure we are collecting what we are supposed to collect, we need every penny or dollar we can get. The report is a list of companies that paid her, she deposits the money and she pays us. Mayor asked what the name of the company is that is across from Rapid Pallet, he does not see their name on there. Mayor said they are working and they should be on payroll. Mr. Smith said one thing on the Berkheimer report, as we look at it, it is pretty much in detail but he is wondering if there is anything we can request that can give us collections. He suggested we request something specifically to Jermyn only. The current report is a general report.

**LSA MONROE GRANT RESOLUTION:** A motion was made by Mr. Markey and seconded by Mr. Napoli to pass resolution #11-17 regarding the LSA grant in the amount of \$81,296.87 for a new DPW vehicle. All in favor; motion carried.

**INSURANCE RENEWAL:**

We have not received a renewal offer yet from DGK. Mr. Kyle is scheduled to come to the Nov. 2<sup>nd</sup> meeting with the new premium. Mr. Markey said so far so good and he does not think we had any big losses, which would put us at risk for a renewal increase above and beyond any typical renewal increase filed with the Pennsylvania Dept. of Insurance. Mr. Napoli said we should request him to come to the 2<sup>nd</sup> meeting in October. He shouldn't dictate to us when he should come to give us a renewal. Mr. Markey said we should at least have it hand so we can see the premium and shop around if we need to. Mr. Kulick said I think we learned last year that shopping around was a little bit of an effort and waste of time. Mrs. Wilson said do not wait until the last minute in case something occurs. Mr. Kulick said we need to have the renewal by the 2<sup>nd</sup> meeting in October.

**OLD SCOREBOARD:**

Mrs. Wilson said we should make a motion to give the old scoreboard to Archbald to use it for parts. Mr. Markey said he thought we did this already. Mrs. Wilson asked if anyone remembers that we did, we know we talked about it. She does not recall a motion on the books. A motion was made by Mrs. Wilson and seconded by Mr. Markey to give the old scoreboard to Archbald so they can use it as parts for their scoreboard. All in favor; motion carried.

**TONY CERMINARO BANNER:**

Mr. Kulick said at an earlier meeting we had decided to proclaim the day of the Steamtown Marathon as Tony Cerminaro day. Mr. Kulick said we talked about getting a banner, so we need to get a banner. Mr. Napoli said Cerra signs are usually the best. Mrs. Wilson said what do we want on it. Mr. Napoli said the date, Jermyn congratulates Tony Cerminaro. Mayor said unless we want to put it up every year we wouldn't want to put the date. Mr. Kulick said he took it upon himself to ask the County to also proclaim that day as Tony Cerminaro Day. Mr. Smith said he knows a girl he works with had a banner done and it was 8ft long, 5ft wide and it was professionally done. Mr. Smith said he would look into it.

**HURRICANE HARVEY:**

Mr. Markey said Archbald, Mayor Barrett was coordinating a Harvey relief drive and they are taking all types of donations and collections. They are going to load up a trailer and drive it down to Texas. Mr. Markey thought it would be a good thing to do. Mr. Kulick said he saw they are asking other Borough's to donate. Mr. Kulick said we should wait and see what happens with Florida. Mr. Napoli said we may want to hold off and it may be a Harvey/Irma relief. Mr. Kulick suggested waiting until next meeting to decide what to do.

**CREEK PROJECT:**

Mr. Kulick said he put this down because we are actively reminded on Facebook; it has been 14 years since the flood. It has been almost a year since we had everyone here. It is time we got the same people back here and tell us where we are at again and let the public know when that is. It

is our duty to keep them informed. Mr. Rood said he brought it up a couple of meetings ago about all the debris that is clogged in the creek. Mr. Kulick asked if it is in Jermyn. Mr. Rood said no but it affects Jermyn. Mr. Rood said in the past there was grant to clean up some of the trees because it affects us. Mr. Smith said they said anything outside of Jermyn boundaries we couldn't do anything. Mr. Smith asked who is responsible past Jermyn. Mr. Parks said Mayfield and Carbondale Twp. Mr. Parks said was sure \$10,000 that came from Staback's office. Mr. Kulick said didn't we ask recently to the county conservation and we were told other than going in by hand and removing stuff, we couldn't put any equipment in there. Mr. Rood said that is correct and they went in by hand and did that, they didn't put any equipment in. Mrs. Wilson said last meeting she brought up Senator Blake, there was a meeting scheduled for today but it has been postponed. Mr. Smith and Mrs. Wilson were going to meet him and had a whole list of things and that was one of them they would like to talk about. It has been postponed to September 25. Mr. Parks said when they were all here, didn't they say by everything should be finalized by the fall of 2017 and wouldn't start until 2018 sometime. Mr. Markey said they were looking at a project start date of 2018. Mr. Kulick said it is fair to get those same people that were here last time back.

#### **PENDOT LETTER:**

Traffic on Rushbrook St. A letter was sent to PennDOT in regards to a traffic study on Rushbrook. They cannot do anything about changing the speed limit but they can put up a sign for the "jake brakes" noise reduction. We also have to pay the costs for the sign and post. They suggested that lowering the speed limit doesn't help, only through strict enforcement that overall compliance can be attained. Therefore, if the trucks are in fact travelling above the legal speed limit, it is a citable offense that can and should be enforced by the local police. Mr. Kulick said basically they are telling us to camp out there and write tickets and people will complain about that of course. If that is the solution, then camp out there and write tickets. Mr. Kulick said he is concerned about before we pass the ordinance how much is it going to cost. Mayor said just the signs and breakaway posts. The signs must be state approved. A motion was made by Mr. Markey and seconded by Mrs. Wilson to allow the solicitor to draft an ordinance for installing signs in regards to the truck brakes. All in favor; motion carried.

#### **BOROUGH MANAGER:**

Mr. Kulick said he put this on the agenda, in the past we had a Borough Manager and we got rid of the position and it's his contention we need a Borough Manager in this town. There is too much stuff in this town and stuff we miss out in this town. Borough Manager can do a lot more than the previous one did and maybe we wouldn't need a code enforcement officer maybe the Borough Manager can do that. We would need to fund it by about \$50,000 salary and benefits and also still retain a borough secretary part time. If anyone wants to dispute him he said that is fine but he is bringing it out for discussion because we get this stuff in the mail and the Borough association handbook and there are so many things. The borough manager should not be just sitting in the office; they should be out in the town. It is something he would like to see the Finance Committee look at and see and possibly talking to the solicitor and getting us some kind of money to help us fund that position. Mayor said he suggested that a long time ago because every other town's Borough manager goes out in town and inspects the roads. They run the Borough and inform council on everything that needs to be done. Mr. Kulick said it is a full time job and right now we are all part time council people and everybody here puts a lot of their own

personal time and that's what we do it for but his point is we shouldn't have to put in 25 hours a month doing things that somebody should be getting paid to do and Mayor is exactly right. There are so many things in that position that somebody can and should do. Mr. Kulick said the key is finances. Mr. Kulick asked everyone to think about what we talked about and next meeting if we can talk about it more and if everybody thinks it's a good idea we can make a resolution to have the finance committee look at it seriously as going through the budget process. Mr. Smith said he looked back at the previous Borough Manager and not to talk negatively about her but he does believe any position should have a job description before we even get into this and that would qualify for what you might say it is worth x amount of dollars. Mr. Kulick said he does believe there was a job description. Mr. Smith said there was but does not know if there is now. It was never put into effect. Mr. Kulick will get another Borough's job description for the next meeting. Mrs. Wilson said when we were looking for the job descriptions she had found her part time job description and she knows the DPW's were changed and a former Borough Manager could not find hers, it was not in the personnel file where it should have been.

**OTHER:**

Mr. Markey said if everyone could get him whatever they want to have in the fall/winter newsletter by the next meeting, we will start putting that together. Mr. Tomaine was present and he offered to proofread the newsletter before it gets printed. Mrs. Wilson said he is excellent.

Mrs. Wilson said the Shade Tree is having a Woodloch Pines Trip \$80/per person October 11, 2017. Bus will leave at 4:30. Includes dinner, bus and show. A motion was made by Mr. Napoli and seconded by Mr. Markey to allow the Shade Tree to park at the Borough building on October 11 for their trip to Woodloch Pines. All in favor; motion carried.

The Christmas Concert will be the 2<sup>nd</sup> Sunday in December and the Girl Scouts Light Parade the Saturday before the concert.

Mr. Rood said he went out with the Shade Tree the other day. He talked to Mr. Napoli, just so everyone knows at the last fire one of the fireman got hurt. All insurance companies have been notified.

Mr. Rood asked Mrs. Wilson if anything happened with the Shade Tree ride. Mr. Napoli asked when they went out. Mrs. Wilson said Saturday morning and she went by herself a week before. A contractor working for PPL will be out around town marking trees. Mrs. Wilson said a Shade Tree person should meet with him. Mr. Rood said places that he took them that concerned him was Bacon St. fall ball is coming up everyone parks along that street and you have to get your car through there and the tree is starting to wipe them. Mr. Rood said years ago we bought all this equipment for DPW to go out and trim trees like that weeping willow to protect people's cars and all of a sudden we can't do it. So we buy equipment to not be able to do anything. Mr. Smith said why not. Mr. Rood said he has been bringing this up for months. Mr. Rood said it needed to be done awhile now and he took his own tree down that was on Borough property. Also above Kennedy's and the Woodlands is bad. Mrs. Wilson said the 700 block of Mellow Ct. is a catastrophe. The road and all the bushes hanging over. Mr. Markey asked if they are all privately owned trees. Mr. Rood said they are privately owned trees that are in the Borough property. Mr. Markey said we don't have to hire someone, DPW will do it but we wanted to give

the property owners right at first refusal. Mr. Rood said he has been having meetings with council for how many months about this. Mrs. Wilson said we have a new chairperson for Shade Tree. We have cut back and trimmed back those trees on Main. Mr. Smith said at the last meeting it was decided exactly the procedures we were going to do. Mrs. Wilson said we went out and looked on Saturday and Tuesday is the Shade Tree meeting and they will make a decision, do they ask the Borough to cut them. She said she will go knock on doors. Mr. Rood asked why this is a shade tree commission decision; it is a safety decision and should be a Jermyn Borough decision. Mr. Markey said because someone put it in the Shade Tree Ordinance. Mr. Rood said it is a safety hazard to the Jermyn Borough. It is a DPW Jermyn Borough problem. Mrs. Wilson said she is not stopping the DPW from doing it. Mr. Rood said they have a bucket truck now. They bought all the equipment to do it years ago and since then they bought a bucket truck to do it and there is no reason why they can't trim on Borough property. Mr. Rood is asking council to authorize it to be done. Mr. Markey said it will be done by next week.

Mayor has requested an executive session for personnel reasons at 8:24 pm

Council reconvened at 9:16 pm

A motion was made by Mr. Napoli and seconded by Mrs. Wilson to adjourn the meeting at 9:16pm. All in favor; motion carried.