

Jermyn Borough

Council Meeting

10/17/19

The Jermyn Borough Council held a council meeting on Thursday, October 17, 2019 at 7:00 pm in Council Chambers of the Jermyn Borough Building, 440 Jefferson Ave, Jermyn PA.

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, Jennifer Schreiner, Cynthia Stephens, Carl Tomaine, and Joanne Wilson. Attorney Aquilino and Bob Chase were also present. Kevin Napoli, Mayor Fuga, KBA, Stanley Hallowich, and Ann Marie DeSanto were absent.

Minutes: A motion was made by J. Schreiner to accept the minutes of 10/3/19 as presented. Seconded by C. Stephens. All in favor, motion carried.

Treasurer's Report/Bills Payable: D. Markey presented the treasurer's report as of 10/17/19.

Current Assets	
Checking/Savings	
2019 Revenue Anticipation Note	177,997.60
DPW Capital Reserve	71,587.90
General Fund - Community	31,040.43
Holiday Lights	3,508.40
Investment - General Fund	1.39
Investment - Liquid Fuels	45,356.93
Investment - Paving Fund	11.75
Investment - Recycling	1.33
Investment - Refuse	2,569.81
Petty Cash	162.01
Recycling - Community	11,398.96
Refuse Checking - FNB	58,761.34
Shade Tree Commission	7,135.37
100050 · FNB General Fund	1,045.06
100052 · Liquid Fuels - FNB	16,242.20
100125 · Crime Watch Account	780.69
100800 · Jermyn Recreations Commission	21,004.51
Total Checking/Savings	448,605.68

Current Liabilities	
Accounts Payable	
Accounts Payable	13,607.58
Other Current Liabilities	
210000 - Withholding - Federal Income Tx	1,188.58
210100 - Withholding - Social Security	1,428.36
210200 - Withholding - Medicare	334.06
210300 - Withholding - State Tax	353.64
210400 - Withholding - PA Unemployment	19.62
210500 - Withholding - Local Tax	129.20
Total Other Current Liabilities	3,453.46
Total Liabilities	17,061.04

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

Correspondence: A letter was sent from the Pennsylvania Hardwood Council. President Kulick gave it to the Shade Tree Commission.

F. Kulick read a letter from the Shade Tree Commission regarding the Veteran’s Day Ceremony.

F. Kulick read a letter from Griffin Pond Animal Shelter asking for a \$1000 donation. D. Markey stated we really don’t use them anymore.

Public Comment: None.

Reports:

Police Report: Chief Arthur reported that certification was completed for the two officers that were hired. The Chief and Officer Binner completed a motor vehicle inspection class in Wayne County. Steamtown Marathon detail, Chief thanked the fire police and fire departments. There will be extra patrols on Halloween week to promote safety. If you are not out trick or treating, please stay home and keep your vehicles off the road for the safety and everyone. There has been increased enforcement of speed and Jake Brake ordinance on Rushbrook St.

Bears are out, and the game commission has recommended to remove food sources such as bird feeders and garbage cans.

School bus stop, church traffic and house watch detail are all ongoing.

Chief Arthur thanked Jimmy Perry and Lenny Jaskiewicz for donating their time, equipment, and garage to fit the Humvee with new lights and light modification.

Trunk or Treat is Monday, October 28th, and is a safe way to trick or treat. Chief Arthur encouraged everyone to dress up their vehicle or donate candy.

The new police vehicle is still being worked on, and it will hopefully be finished within the next few weeks.

Fire Report: D. Markey read a fire report from Chief Hallowich. There were 18 calls for the month of September.

Zoning: Bob Chase stated he has nothing at this time right now, but the Planning Commission was calling a meeting.

Tax Collector: Absent.

Mayor's Report: Absent.

Solicitor/Code Enforcement Officer: W. Aquilino stated the Alternate Parking Ordinance has been duly published and will be voted on tonight.

Code Enforcement – legal proceedings will be instituted on 614/616 Washington Ave, but there is ownership questions, and we cannot enforce anything until we find out who owns the property.

106-118 Rushbrook St – there was a warning issued for the owner's arrest for failure to respond to the magistrate action. Chief Arthur and D. Markey stated that the owner answered the warrant.

Engineer: Absent. B. Chase stated he spoke with T. Grizzanti. D. Markey stated he spoke with him as well.

Planning Commission: A meeting will be called in the near future.

Public Safety: K. Napoli was absent.

Recreations: C. Stephens announced we received the padding for the gym walls and stage, as well as the backboard. It has been installed by DPW. Gym carpeting mats have been purchased by a donation. D. Markey is looking into getting the stage curtains replaced. Lakeland Youth Basketball will be beginning practices soon. Games will be every Saturday beginning December 28th, and a Kindergarten program will run on Sunday afternoons. Trunk or Treat will be Monday, October 28th from 6-7:30 pm. If anyone would be willing to dress their trunk or donate candy, we could use it. Mrs. Stackel asked about the gym carpeting. D. Markey explained the system is to protect the floor for non-sporting events.

Grants Committee: K. Dougherty announced we will have our leaf vacuum system delivered next week. She also reported that D. Markey applied for Phase II of the Woodlands Sewer & Paving Grant, and also the Walkworks grant.

MS4 Committee: K. Dougherty had nothing for MS4 at this time.

Shade Tree Commission: J. Wilson stated Shade Tree met last night, and there was an agreement from Verizon that was given to D. Markey for solicitor review regarding the banners. D. Markey states he gave it to W. Aquilino, who stated it's in his court. PPL already has an agreement with the borough. They will give 25 poles free, afterwards, it's \$35/pole. Verizon is \$45 per pole, none free. F. Kulick stated he doesn't think there will be enough requests to use Verizon poles. J. Wilson stated we need to have Verizon just in case. J. Wilson invited everyone to the Veteran's Day Ceremony. She asked if the borough would clean up WWI park the week prior to Veteran's Day? D. Markey stated yes. The seven greenways in the business district will be cut this fall. D. Markey asked about the trailer? J. Wilson stated to get rid of it.

Finance Committee: F. Kulick reported that the finance committee met to begin the budget process, and we will have another meeting probably next week. We should have the budget ready for the second meeting in November, and it should be ready to be duly advertised and passed in December. F. Kulick stated the garbage fee will be increasing. It's out of our control.

DPW Committee: J. Schreiner reported that chipping will be done for the season. Jessup Borough will be borrowing our chipper for a short time due to a tree in the river.

We interviewed two candidates for the part time DPW position. John Jubinsky and Jason Theobald were both very good candidates with a lot of good qualities and experience. A motion was made by J. Schreiner to hire John Jubinsky and Jason Theobald as part time DPW employees on an as-needed basis at the part time rate of \$10/hour. Seconded by Cindy Stephens. All members in favor. Motion carried.

D. Markey stated he also had an opportunity to interview Jennifer's husband, Brad Schreiner. He has different availability on the weekends, which would work well with the plow schedule. D. Markey asked council to make a motion to hire Brad Schreiner as part time DPW at the rate of \$10/hour. A motion was made by K. Dougherty, seconded by C. Stephens. J. Schreiner abstained, due to a direct financial conflict of interest (attached). All other members in favor, motion carried.

Borough Manager: D. Markey is looking to receive peer to peer training from the DCED on Quickbooks, but needs a motion of council. F. Kulick made a motion to allow D. Markey to apply for peer to peer Quickbooks training by DCED. Seconded by C. Stephens. All members in favor. Motion carried.

The Scranton Santa Parade is being held on November 23, 2019 and the borough is going to enter again this year. Interested organizations should let him know if interested by October 28, 2019.

The phones have been changed over and the new phone tree is in effect.

The Jermyn Sesquicentennial – there will be a ceremony at the borough building on January 3, 2020 to commemorate the 150th anniversary of the borough. Other events include a banquet to be held on April 25, 2020 at St. John's Russian Hall in Mayfield, and a picnic to be held in September, 2020 at the Artisan Fire Co.

K. Dougherty asked about the Woodlands Project. D. Markey stated he spoke with T. Grizzanti at KBA, and Stafursky Paving is trying to begin the project here in 2019 before the weather gets bad.

The elevator grant application is being handled by the county, and KBA is getting more information to them.

Delaware St. Stormwater Project – the county is reviewing the plans from KBA. Once they are approved, they will go out to bid, probably in November. Project might not begin now until the spring.

Insurance Bids: F. Kulick stated we need to table the bids until next meeting so C. Tomaine can go over everything in detail. D. Markey stated the policy doesn't expire until 11/13/19, but Kilmer Insurance is here tonight in case council has any questions. Josh Kilmer, President of Kilmer Group, asked to speak for a few minutes. He spoke about the dividend programs, and spoke about various programs. F. Kulick asked about the dividend program, and whether the borough would've gotten a dividend check this past year? Mr. Kilmer stated yes, it would be 4% last year. C. Tomaine asked how it works? Mr. Kilmer explained the process. D. Markey asked how long Astra has been in PA? Mr. Kilmer stated he believes its been around 2 years. D. Markey asked how often his borough council goes out to look for insurance, since he is on the council? He states now that he's on council, it's about every 3 years. Mr. Kilmer thanked council for the opportunity to speak, and stated to contact him if anyone had any questions.

Rental Ordinance: D. Markey stated currently a "rental" is defined as any structure that is not owner-occupied. He asked council whether we want to continue down that path or if we want to re-define rental? He gave examples of someone who owns the house their parents live in, and also an example of someone who owns a different house than they live in, and it's owned by a family member. Currently, they would need a rental permit. Attorney Aquilino states he'll have to go back to the original ordinance and find out what the

original intent was all about. From a code enforcement standpoint, who are we enforcing against? Perhaps there should be exceptions, however rent consideration probably should not be one of them. Attorney Aquilino suggested to decide what we want to enforce, and we can make it work. A discussion continued about the ordinance and how it should be worded, who should be protected, etc.

R&L Carriers: F. Kulick asked W. Aquilino where we are with the R&L Carriers agreement? W. Aquilino stated he will work on it. F. Kulick asked if anyone had any questions about the insurance before C. Tomaine reviews it. A discussion was had about the different agencies that submitted quotes.

Alternate Parking Ordinance: K. Dougherty made a motion to adopt the Alternate Parking Ordinance of 2019 as advertised. Seconded by J. Wilson. All members in favor, motion carried.

Executive Session: At 8:24pm, council convened into executive session for personnel reasons. Council reconvened from executive session at 8:50 pm.

New Business: K. Dougherty made a motion to cancel and dissolve the employee benefit health plan sponsored by the borough, and, as a result, increase the salary for Tony Fuga by \$650/month and Dan Markey by \$334/month, and cancel the \$4000 stipend in lieu of benefits, effective January 1, 2020. Seconded by J. Schreiner. All members in favor, motion carried.

K. Dougherty asked for permission to use the gym for a flag football informational meeting prior to the start of basketball practices.

F. Kulick stated we will have an election prior to the next council meeting, and encouraged everyone to get out and vote.

Adjournment: With no other business to come before the meeting, a motion was made by C. Stephens to adjourn, seconded by J. Wilson All in favor, motion passed. The meeting adjourned at 8:56 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