

**Jermyn Borough
Council Meeting
11/15/18**

The Jermyn Borough Council held a council meeting on Thursday, November 15, 2018 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, Kevin Napoli, Cynthia Stephens, and Joanne Wilson. Also present was Attorney Aquilino and Dennis Kutch from KBA. Carl Tomaine, Mayor Fuga and Ray Rood were absent. Bob Chase joined the meeting at 7:03 pm

Minutes:

A motion was made by K. Dougherty to accept the minutes of 11/1/18. Seconded by K. Napoli. All in favor, motion carried.

Treasurer's Report:

D. Markey read the treasurer's report as follows:

ASSETS:

Current Assets

100.01 Checking-General Fund 68,493.15

Cash – Paving First Com Bank 398.96

Liquid Fuels FNB Interest 63,822.25

Checking FNB Refuse 67,590.96

100.02 Checking-Tax Fund 23.32

Cash – Crime Watch 1,442.35

100.04 Checking-Liquid Fuels 25.54

100.05 Checking-Recycling 8,176.86

100.06 Checking-DARE (Closing) 28.10

100.08 Checking-Holiday Light 2,114.85

Cash Checking – Recreation 15,453.25

120.06 DPW Capital Reserve 30,026.58

120.01 Investment-General Fund 1.39

120.02 Investment-Recycling 1.33

120.03 Investment-Refuse 2,493.32

120.04 Investment-Dept of Hwy 43,994.79

120.05 Investment-Paving Fund 11.43

Prepaid Expenses – Other 1,900.00

Total Current Assets 305,998.43

Disbursements:

Disbursements 10/19/18 to 11/15/18 \$34,765.20

*Includes \$14,000 Fire Co Contributions, \$11,402 County Waste

Payroll 10/19/18 11,791.99

Payroll 11/1/18 11,143.99

Total Disbursements 58,349.18

Deposits:

Deposits 10/19/18 to 11/15/18 28,114.81

A motion was made by C. Stephens to accept the Treasurer's Report and pay the bills as presented, seconded

by J. Wilson. All in favor, motion carried.

Correspondence:

F. Kulick read a letter from FEMA regarding a meeting on 12/11/18 from 10am-noon at William Walker regarding the Mayfield Flood Risk Project, and stated if anyone wanted to go, mark your calendars.

F. Kulick also read an invitation for council to NEIC's Holiday Party. F. Kulick also reminded everyone about Light Up Christmas Night Out at the Artisan Fire Co. on December 15th from 6-9pm.

Public Comment: In absence of Katelyn English from Lackawanna County, D. Markey read different flyers regarding different events, including: Lackawanna County Winter Market, Festival of Trees 2018, Elf on the Shelf Trolley Special, Angel Trees, Santa Train, Blight to Bright Meeting, Gentle Yoga Classes, Hands on Floral Design Class, and Ice Jam Training.

Reports:

Police: Chief Arthur reported the police are increasing enforcement at school bus stops, concentrating on areas where they are receiving complaints. There are other investigations ongoing as well.

Fire: Chief Rood was not in attendance, but F. Kulick asked B. Chase in his role as Captain of Artisan Fire Co. if the grants going to the fire companies is something that Jermyn fire dept's will get a chunk of? B. Chase stated that this is grant money that is distributed yearly, and for some reason, it was up-played on the news this year.

Zoning: B. Chase states he received several zoning permit applications. One application was incomplete, and another he believes there is more going on than what was being applied for. B. Chase stated he is looking for the portion in zoning stating an accessory structure must have a primary structure on the lot.

Mayor: Mayor Fuga was absent due to plowing during the snowstorm.

Engineer: D. Kutch stated there were some manhole covers in the Woodlands that couldn't be found, as they may have been paved over, etc. DPW will open them for KBA so they can be videoed and can put the project out to bid for spring. Delaware St. Stormwater Project survey is complete. The DPW building plans are complete, and we are awaiting the USDA for funding. D. Markey reported he received a letter from the Lackawanna County Planning Commission regarding approval for a sub-division of the Moscovitz property by the Morans. B. Chase stated it should have gone to the Jermyn Planning Commission first prior to the county.

D. Markey stated he will send letter and maps to the Jermyn Planning Commission. K. Dougherty asked if we were in jeopardy of losing funding for the Woodlands Sewer & Paving Grant. D. Markey stated he didn't think so, and he remembers seeing a date of 2021 on the paperwork. D. Markey stated we need to look into putting

the parking lot paving project out for bid soon so we don't lose that grant funding. D. Kutch stated normally the structure is put up before the paving. D. Markey stated the USDA said it may be better to pave prior to the building being constructed. D. Kutch stated there may be grading issues. D. Kutch also stated concerns regarding R&L Carriers, stating a traffic study should be conducted, which R&L should be aware of.

Public Safety: K. Napoli stated he had nothing other than the full time officer, which will be handled later in the meeting.

DPW: D. Markey reported tonight is our first snowstorm of the season, and the part timers should be coming in overnight. The on-call schedule is in effect. D. Markey explained the on-call schedule to the council.

D. Markey stated we will need to hold a DPW Committee meeting shortly, as we have a new application for employment. We are starting a project in the side stairwell to dress up the building a bit, and we will have volunteer help.

Finance: F. Kulick reported there was a finance committee meeting held on 11/13/18, and at the next council meeting on 12/6/18, there will be a proposed 2019 budget to vote on. After it's accepted, it will need to be advertised and available for inspection for 10 days prior to passing. F. Kulick stated the budget looks promising, but will need to be finetuned.

Recreations: K. Dougherty reported the annual children's Christmas party will be held December 23rd from 5-7pm and preparations are being made. K. Dougherty asked D. Markey how the search for a new vending machine is going. D. Markey stated he asked the seller for pictures, and is still awaiting them.

Grants: K. Dougherty asked D. Markey if anything came back yet regarding the gym floor grant. D. Markey advised it was signed and delivered back to the state, but we haven't received anything back yet after that. K. Dougherty asked if there was a timeframe on the leaf vac. D. Markey stated we can't purchase until all the contracts are signed.

Shade Tree: J. Wilson reported that bare roots were planted today in areas where trees were diseased, destroyed, etc. The 12/8/18 parade is still on, but the Christmas Concert is postponed to 12/16/18.

D. Markey will let J. Wilson know for sure if they gym is available. J. Wilson stated she has all the cases for the Hometown Hero banners when they come down. J. Wilson reported that no more applications for banners are being accepted at this time, due to PPL charging to place items on their poles. F. Kulick stated he has an

issue with that, and everyone should have an opportunity to get a banner, even if the price goes up. F. Kulick asked when the next shade tree meeting is. J. Wilson stated the 2nd Tuesday in January.

Crime Watch: J. Schreiner has nothing to report at this time.

Solicitor: B. Aquilino stated he received Pension Plan Joinder Agreement documents which he will sign.

Code Enforcement: B. Aquilino stated that the apartments 106-118 Rushbrook St were inspected, and there are a list of code and safety violations. The owner hasn't been forthcoming with making corrections, so after the holiday, he may have to send out notices to the tenants that they need to find somewhere else to live until the building is up to code. B. Aquilino asked what happened with the certified mail? D. Markey stated he was told by the USPS that they couldn't send certified to the owner or to the owner of 734 Washington Ave due to the postal service not being able to find the addresses in their database.

Borough Manager: D. Markey reported that PENNDOT Liquid Fuels made two visits. The first visit was to go through what is eligible and ineligible for payment through the fund, and the second visit was to assist in the yearly report which must be submitted by January 31st of each year. They came in and got us up to date with the report. The PENNDOT liquid fuels 2017 audit was held on 11/6/18, everything went well, and there were 2 findings from the audit: 1. We need 2 signatures on each check, and 2. The audit requires both front and back of cancelled check. The DPW and Borough Manager attended PA One Call Locator Training. Things were being handled incorrectly by the borough, which was learned through the training, and corrective measures were taken immediately to ensure the borough is following proper protocol. J. Wilson stated when they plant trees, she calls PA One Call. D. Markey stated the Feed-A-Friend barrel will be picked up shortly.

He attended a Role of the Municipal Secretary Training, which was supposed to be a 2 day training. He did not attend the second day due to the snow storm, and a webinar make up will be held in the near future. The Santa Parade is this Saturday, and we will be leaving for the parade by 9:45am. We are in the 5th Division – the Santa Division. The Girl Scouts Christmas Lights Parade is Saturday, December 8th at 6pm. Light Up Christmas Night Out is at the Artisan Fire Company on Saturday, December 15th from 6-9pm, proceeds benefit the Jermyn Holiday Light Fund. Alternate parking is in effect currently, and residents have until midnight tonight to move to the even side of the street, then tomorrow at 5pm they will have until midnight to

move to the

odd side, unless rescinded earlier by the Mayor. F. Kulick asked what vehicles would be taken to the Santa

Parade. D. Markey stated the new DPW truck, the Police SUV, and Artisan vehicles.

Land Appraisal: K. Dougherty reported she hadn't heard anything back yet regarding the appraisal of the land.

F. Kulick offered to try to contact another appraiser as well.

Business Permit Ordinance: B. Aquilino states one of the things that has reared its ugly head is that

sometimes we don't know who is the owner of some businesses, and also all businesses need to have a

registered address for service, and we may need to add to the borough business ordinance.

Pension Plan Joinder Agreement: B. Aquilino stated we need to amend pension plan to comply with state

law.

Tax Bill Printing Update: D. Markey advised that Atty Aquilino doesn't have the resolution available that was

voted on last meeting, because the information we were given was incorrect, and Lackawanna County will

continue to print our tax bills, however they cannot print ad hoc items on the bills for each municipality.

Executive Session: Council went into executive session at 7:56 pm for personnel purposes.

Council convened

from executive session at 8:50 pm.

Contract for Chief Arthur: F. Kulick reviewed the terms of the contract proposal with Chief Arthur. Chief

Arthur agreed to the terms of the contract. Motion by K. Napoli to offer a 5 year contract to Chief Arthur with

15 sick days, 4 personal days, 4 weeks vacation after 12 years, sick days to be carried over to max of 12 weeks

or 60 days, terms of bereavement & holiday as per the borough handbook. Contract to include a 2% salary

increase each year, beginning with 2020, which is second of five contract years. Seconded by C. Stephens. All

in favor, motion carried.

Full Time Officer:

K. Napoli welcomed Officer Binner to the meeting, and stated council would like to offer Officer Binner the full

time position with the stipulation of six (6) sick days per year, plus two (2) personal days per year, with

carryover of sick days, maximum of 12 weeks or 60 days, and a rate of pay of \$20/hour. Officer Binner

accepted. Motion by K. Napoli to hire Jack Binner to fill the vacant full time officer shift with the agreed up stipulations, seconded by J. Wilson. All in favor, motion carried.

Adjournment: With no other business to come before the meeting, a motion was made by K.

Napoli to adjourn, seconded by J. Schreiner. All in favor, motion passed. The meeting adjourned at 8:56 pm.

Respectfully submitted,

Daniel Markey
Borough Manager