

SHICKSHINNY BOROUGH
SPECIAL COUNCIL MEETING MARCH 14, 2023
MINUTES

The General Meeting of the Borough of Shickshinny Council was held on Tuesday, March 14, 2023, in the Council room of the Shickshinny Municipal Building. President Jessica Bolles called the meeting to order at 5:36 PM.

Per roll call, the following members of Council were present: Jessica Bolles, Joe Buchalski, Rosalie Whitebread, and Jim Wido. Absent was Kevin Kruczek.

Others in attendance: Bobbi Titus, Sonja Sprague, and Mike Shoemaker.

President Bolles asked if there were any comments from residents in attendance on the agenda items. There were no comments.

President Bolles led the discussion on the following:

Farmer's Market – Sonja Sprague attended the meeting to answer any questions. Sonja stated that the Farmer's Market will be food and craft vendors only. Presently 18 vendors have signed up. Sonja noted that there have been questions about the possibility of food trucks at the market and she is directing them to contact the Borough for information and requirements. Sonja also asked about any requirements to post banners for the Market. President Bolles told her that the banners would be permitted on the market site as this was private property. Rosalie Whitebread told her to contact the Business Association for the area near the sign coming into the Borough.

Motion made by Buchalski/seconded by Wido to waive the permit fee for the Farmer's Market Zoning Permit. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

President Bolles stated the Zoning Permit has been approved by the Zoning Officer.

Sewer Authority LSA Grant – Bobbi Titus explained that Joe Durkin of Reilly Engineering contacted her requesting Council address the issue permitting the Sewer Authority to handle routine/administrative tasks related to the recently awarded grant.

Motion made by Wido/seconded by Buchalski to authorize the Sanitary Sewer Authority of the Borough of Shickshinny (SSABS) to carry out the approved activities as described in the grant application provided SSABS shall be subject to all conditions and requirements of the Grant Contract C000083104 wherein Shickshinny Borough received a Local Share Account (LSA) grant for the Sludge Aeration and Building Refurbishing Project on behalf of the Sanitary Sewer Authority of the Borough of Shickshinny (SSABS) in the maximum grant amount of \$79,904. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

PA Department of Community & Economic Development – Technical Assistance Program – Council discussed opportunities available for technical assistance through this program. In order to proceed with involvement, a completed Letter of Intent form is required that identifies the category of assistance being requested with a brief explanation. At that point, the cost to the Borough, if any, would be stated by PA DCED.

Joe Buchalski expressed an interest in the areas of Council of Government (COG) and Fire & Emergency Services. Jessica suggested a Financial Advisor for long-term financial matters. Bobbi stated that Information Technology advice be considered. Jim Wido suggested guidance for the Street Department/Public Works.

Motion made by Buchalski/seconded by Bolles to submit a Letter of Intent to PA DCED for technical assistance for the Council of Governments/Intergovernmental Cooperation with the intention of obtaining information including how to join an existing COG. Yes votes: Bolles, Buchalski, Wido Abstain: Whitebread abstained as she stated she is not knowledgeable on the subject. Absent: Kruczek. Motion carried.

Motion made by Buchalski/seconded by Wido to submit a Letter of Intent to PA DCED for technical assistance for Public Works with the intention of obtaining information including best practices for education, training, and equipment for existing Street Departments. Yes votes: Bolles, Buchalski, Whitebread, Wido Absent: Kruczek. Motion carried.

DCNR – Small Community Grant Application – Council discussed submitting an application to DCNR for the \$2,500 grant for an engineer to advise on the use of the Borough land for parks/recreation. Cost would be the \$100 application fee. President Bolles noted that this engineering assessment could be a stepping stone to future grants for parks/recreation purposes.

Motion made by Buchalski/seconded by Wido to apply for the \$2,500 DCNR grant for engineering services for land use for parks/recreation. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

Borough Cleaning Position – President Bolles stated that Amy Spencer, Borough Cleaning employee, has accepted another job. Amy has agreed to continue to clean the building during evening and/or weekend hours, until a replacement has been found.

Motion made by Buchalski/seconded by Bolles to advertise, where applicable, for a cleaning person at 10 hours/week for \$10.00/hour. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

Shickshinny Sign – President Bolles raised the issue of the ongoing efforts to replace the “Shickshinny” sign coming into town (near the Business Association sign, across from the bank property). She reported that the fundraising campaign is via social media and several Shickshinny residents and businesses have made contributions. Bolles stated that the remaining amount needed is \$255 and suggested that Borough Council contribute the remaining amount. Rosalie Whitebread questioned who organized this and the location of the sign as she did not know anything about the issue. It was explained that residents have independently undertaken this project and the design of the sign was determined by an online

Facebook vote. Rosalie Whitebread stated this issue be added to the April General Council agenda with no further discussion at the present meeting.

Motion made by Buchalski/seconded by Bolles to adjourn to an Executive Session. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

Executive Session commenced at 6:00 PM for Personnel Matters.

Motion made by Buchalski/seconded by Bolles to re-enter the General Council meeting at 6:12 PM. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

An Executive Session on personnel matters was held from 6:00 PM – 6:12 PM. Attending the session was Bolles, Buchalski, Whitebread, and Wido.

Resident Mike Shoemaker asked why snow removal services are being handled by Ed Sadowski rather than the Street Department. Council explained that a portion of the snow removal tasks were being outsourced due to our present limitations with equipment and available help.

Motion made by Wido/seconded by Buchalski to hire Michael Carey for a part-time, temporary position, as a Street Department employee during the anticipated absence of one employee. The offer is for 20 hours of work at \$12.00/hour during the employee's absence. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

President Bolles stated that if Mr. Carey declines the offer, the remaining Street Department worker will work by himself during the period of absence of the other employee.

Motion made by Buchalski/seconded by Wido to adjourn the meeting. Yes votes: Bolles, Buchalski, Whitebread, Wido. Absent: Kruczek. Motion carried.

The meeting adjourned at 6:18 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny