

SHICKSHINNY BOROUGH
WORK SESSION APRIL 30, 2020
MINUTES

The Work Session of the Borough of Shickshinny Council was held on Thursday, April 30, 2020 in the council room of the Shickshinny Municipal Building. President Joseph Buchalski called the meeting to order at 6:20 pm.

Per roll call, the following members of council were present: Joe Buchalski, Candy Kruczek, Rosalie Whitebread and Jim Wido. Kevin Kruczek was absent as was Mayor Long. Also in attendance was secretary, Eleanor Molina.

The meeting was closed to the public due to COVID 19 restrictions but is available for anyone to hear via recording.

ASHBURN ADVISORS

Ashburn Advisors is requesting additional information for the USDA Grant, including specs and cost estimates for a salt shed. Rosalie Whitebread asked why the Borough is being requested to do this since it should be the responsibility of Ashburn Advisors. Amount of grant is based on median household income and would be reimbursed at 75% from the grant and 25% would be the responsibility of the Borough. A discussion followed regarding the type of building that would be constructed. Options included block construction, a pole barn or prefab building. Jim Wido recommended putting the new shed on the Borough property near Boyer's behind Garrison School. Property would have to be surveyed but Larry Frace would need to check with DEP to see if they would allow shed to be built near the creek. The following would need to be done:

- Check to see if DEP would allow at that location
- Have survey done
- Find out if Liquid Fuels funds can be used for the Boroughs part of the payment
- Someone on council would need to get prices for the building and concrete slab
- Chris Cawley to be notified that council is moving forward with this grant

ENGINEER'S REPORT

Per email from John Ackerman, the bid receipt date had to be extended to May 21, 2020 due to COVID 19 business closures. Council decided to award at the Work Session on May 28, 2020.

Rosalie Whitebread questioned whether curbs are included in the LSA grant for W Union St and Glen Ave.

A question was raised regarding the zoning of the Shickshinny Fire Hall.

Larry Frace needs a list of all residents that have retaining walls on properties that will be affected by the sidewalk installation project. He will send notification letters to these residents indicating residents are responsible to repair walls.

MAYOR'S REPORT

No report.

ZONING OFFICER'S REPORT

No report.

PRESIDENT'S REPORT

The vacant lot leases and information packet received from Jim Brozena was presented. Copies will be made and given to council at next meeting. Two leases will need to be signed by residents, both the county lease and the Borough's lease. Council requested the information be sent to Attorney Burke for his review so that they will have an answer by Tuesday's council meeting.

Rosalie Whitebread questioned what the status of the home on N Susquehanna Ave where Jon May is residing and the home on Parker Hill where residents are living in a bus while they are working on the home. Both are in the hands of Larry Frace.

SECRETARY/TREASURER'S REPORT

PLGIT Street Light bank account is no longer being used since council combined the street light tax in with the real estate taxes. All street lighting can be paid out of liquid fuels per liquid fuels rules. A decision to close account will be placed on agenda.

A discussion arose regarding unemployment compensation for employees that are working reduced hours due to COVID19. Because of the fact that the Borough does not pay into unemployment, what employees are being paid by UC will be billed back to the Borough.

President Buchalski stated that council needs to consider hiring an employee that is competent to plow the hills of the Borough, perhaps at a higher pay rate. Another option would be to not keep a crew working a regular schedule in winter.

The following were presented for review:

Bills paid/to be paid for April 2020

Bank balances as of 4/28/2020

There were issues brought up at the 4/7/2020 meeting when the secretary was not present that needed to be answered.

1. The bank balances were not approved at the 4/7/2020 meeting. Rosalie Whitebread stated that the bank balances were incorrect. She has been requesting an updated balance list on the council meeting dates and because these are different than what is given for the cutoff for the work session, she is stating that they are incorrect. It is not that they are incorrect but rather that there were transactions, both deposits and checks written, that took place between the work session and the council meeting dates. Council is voting on the balances that are presented at the work session as of the cut-off date.

2. There was no time to type meeting minutes for the past two meetings since secretary is only working 8 hours per week. Rosalie Whitebread stated that it is not appropriate that minutes are not done. Eleanor stated that everything cannot be done in 8 hours yet that seems to be what is expected.

(Water began leaking in by front window) Jim Wido stated that possibly the drains on the roof need to be cleaned. Secretary to find out what company was called the last time roof needed to be repaired and call them to check it out.

Rosalie Whitebread again stated how important meeting minutes are. Eleanor stated that she understands that, but it's difficult enough to get everything done in her normal 20 hours a week and that now working only 8 hours a week, it is unreasonable to think that everything can be accomplished. She has missed approximately 60 hours in the month of April due to COVID19 and only so much can be accomplished in 8 hours. The option is to return to normal a schedule, beginning next week. Street department will also need to return to a normal schedule.

3. A comment was made that the OSHA posters that were requested to be ordered apparently were not. The posters were ordered on the same day that was requested by Candy Kruczek. Personnel Concepts was called to check on order status and they stated that they are behind in order processing due to moving their warehouse and due to COVID19. Posters should be received in approximately 2 weeks.

4. The price for the replacement of the police car battery that was given to council was questioned, so a written quote was obtained from Steve Shannon Tire verifying the \$62.00 quote.

A discussion followed about selling the police car and how much it could be sold for. Rosalie Whitebread stated that an inventory should be done of the car contents and all the police office supplies according to the inventory list that Elliott Miller signed.

5. A comment was made about the fact that the copier and fax machine have not been sold. Both pieces were advertised in the Times Leader and online for 30 days with no response. No additional money has been spent for ink cartridges on the use of the small printer/fax machine and when it runs out, it will stop being used. Council said to re-advertise both pieces.

6. At the 4/7/2020 council meeting, council voted on a parking ordinance and a gas line ordinance but secretary does not know what was voted on since no new ordinances were written. Council stated that Larry Frace is working on a parking ordinance and that secretary needs to do an amendment to the gas line hookup ordinance to change the fee.

Rosalie Whitebread brought up another parking issue on W Union St where residents are attempting to park 2 cars in one spot and stated this is illegal.

7. Secretary called Bognet in regard to the United Heating invoice. Mr. Bognet doesn't have an answer from the manufacturer yet. Warranty is for 1 year on parts and 90 days on labor.

Rosalie Whitebread stated that Don Switzer mulched the trees in the Borough and in front of the Borough building. The materials cost was \$80.00. Place on agenda to approve reimbursement. Comments were made that approval should be gotten before Don Switzer does any work in the Borough.

Rosalie also asked about status of the Yapple property and asked for Jim Brozena to be called to see why this property was not torn down. Joe Buchalski stated that this property is handled through the blight program that Mark Hurst oversees. Secretary has application to be completed.

A question was also asked about the status of the drain repairs and if they were submitted to IRM insurance to see if they would be covered.

A letter was received from Luzerne County Tax office stating that the County will be extending the relief of the penalty phase of property taxes until August 2020 and encouraged Boroughs to pass a resolution or ordinance to do the same. Place on agenda.

Rosalie Whitebread asked what council wants to do about the sale of the boat dock. She stated it is very difficult to get it into the river and that the Borough doesn't have the manpower to do this. A bid of \$2800.00 was received in the mail today.

OLD OR UNFINISHED BUSINESS

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Email from PA American Water regarding ownership of property on N Susquehanna Ave was included in packet.

CORRESPONDENCE

PA American rate increase notice was included in packet.

FEMA/PEMA Grant process information was included in packet.

ADJOURNMENT

Meeting adjourned at 8:23 pm