

SHICKSHINNY BOROUGH
WORK SESSION AUGUST 25, 2022
MINUTES

The Work Session of the Borough of Shickshinny Council was held on Thursday, August 25, 2022, in the Council room of the Shickshinny Municipal Building. President Jessica Bolles called the meeting to order at 6:05 PM.

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

President Bolles welcomed others in attendance.

Others in attendance: Attorney Bill Stephens, Bobbi Titus, and Kathy Llewellyn.

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

President's Report

President Bolles reported on the Borough's successful participation in the August 16, 2022 Talon EMA Drill. She reported that the Borough has a draft Emergency Plan prepared for submission to Luzerne County. A request was received from Jessica Shoup from Talen for Shickshinny Borough Council to sign the Promulgation document to accept the latest revision of the Radiological Emergency Response Plan that references Borough Resolution 2018-0003. Attorney Stephens agreed that it was appropriate for Council to sign the document and a new resolution was not needed.

President Bolles reported that she and Bobbi met with B. J. from H.A. Thomson prior to the Work Session regarding the renewal of the Borough's Liability Insurance policy (PIRMA). The current Borough equipment list was reviewed with B. J. and minor changes were made so that the policy does not include equipment no longer in service. It is expected that the annual premium will include an increase of approximately \$2,000.

Mayor's Report – In the absence of Mayor Madl, President Bolles presented the Mayor's Report.

Improvements to the Bandstand were discussed noting that the cost should not exceed \$500. Jim Wido stated that Council should hold off on purchasing any wood at this time as he might be able to get it donated.

President Bolles reported that Mayor Madl placed a Trail Cam at the Salt Shed. There was a brief discussion on the SD cards and whether or not they should be retained. Council felt that only if there was an incident would the SD card be retained. Otherwise, the contents could be erased and reused.

Zoning/Code/Property Maintenance Officer's Report – No report was provided, however President Bolles stated that because of contradictions in the Borough Ordinances, enforcement of property codes and vehicle/parking violations are temporarily on hold. Attorney Stephens needs copies of all of the ordinances to conduct a thorough review.

Solicitor's Report - Attorney Bill Stephens provided the following report:

- Attorney Logsdon is still working with Mr. Gotwalt on the agreement which should be finalized by the next Council meeting.
- Attorney Stephens stated that there has not been any further contact from Mr. Ackerman but Council needs to decide how to proceed. If Council intends to make an offer to Mr. Ackerman, then a decision is needed on what to offer.
- Attorney Logsdon has prepared the paperwork necessary to file the lien for 125/127 W Union Street.
- Attorney Logsdon needs the map of the Reinhard Subdivision Final Plan in order to complete the courthouse filing. Bobbi provided Attorney Stephens with the original map.
- Attorney Logsdon is reviewing the comments provided by Luzerne County for the Short-Term Rentals Ordinance. There will not be enough time to incorporate the comments and advertise prior to a September vote. This will be deferred until October.

Solicitor's Report (continued)

- Revision to Parking Ordinance 2011-0308 was discussed. Attorney Stephens stated the best approach is to draft a new parking ordinance for the Borough and repeal all of the old ordinances. Bobbi is to provide Attorney Stephens with copies of all related parking ordinances.
- Historical Society Grant – Attorney Logsdon has attempted to speak to Jim Dzielak, contractor for the grant regarding his nonpayment to subcontractor Ameriglide. To date, Mr. Dzielak has not returned Sean's call.
- Attorney Stephens provided Council with a draft ordinance addressing standards for attendance at Council meetings for Borough Council Members. A vote to advertise this draft ordinance will be on the agenda of the September meeting.

Secretary/Treasurer's Report – Bobbi Titus provided the report.

Draft minutes of the July 28, 2022 Work Session were provided for review.

Draft minutes of the August 2, 2022 General Council meeting were provided for review.

The Bank Balances as of 8/25/2022 and the listing of August 2022 bills paid to date were presented to Council for review. Bobbi noted that a transfer of funds between bank accounts may be needed in the near future and asked if a Council vote is needed. Council members stated that this is something the Treasurer handles as needed and approval is not required.

The Deliverables matrix was provided to Council showing dates of completion for all current deliverables.

Bobbi provided Council with the YTD Actual to Budget Comparison for income/expenses for the 1st Keystone General Fund. She informed Council that the 2022 Budget figures were not entered into QuickBooks and that some of the income/expense codes reflected in the Budget are not the codes presently in use on QuickBooks. She will continue to work on syncing QuickBooks with the Budget accounts.

Bobbi reported that she did obtain a price for imprinted T-shirts for the Street Department, however the Street Department workers stated they really don't care about the shirts and the Borough should not spend the money. No purchase will be made at this time.

Bobbi reported that Josh from ICU Surveillance was in the office on August 9, 2022. The existing wall monitor malfunctioned and Josh installed the flat screen monitor (previously in the Council room) as the camera monitor rather than purchase a new one. The monitor used was purchased with an EMA grant however can be used for the camera surveillance at this time. Josh noted that two cameras appear to have resolution damage and will need to be replaced. Further, he stated that the camera inside the new EMA office does not work and was never part of his original installation. Josh will obtain the two new cameras and will return to install them, moving one to the side garage. Additionally, when onsite, Josh will help Bobbi retrieve any files on the old/unused PCS and destroy the hard drives.

Bobbi reported that she was contacted by the auditors for the 2020 Financial Audit regarding missing entries from November and December of 2020 for two QuickBooks accounts. After review of related bank statements and the location of We-Pay reports from that period, it appears that those entries into QuickBooks are needed. Bobbi is awaiting a return call from the auditor regarding his agreement that the entries should be made.

SWIF Payroll Audit Update – The SWIF payroll audit by Accu-Audits was performed on 8/25/22. The auditor noted that the Borough must obtain Workers' Compensation proof of insurance or completion of a waiver form for any work done by individuals in the Borough. B.J. from H.A. Thomson will send Bobbi a sample of the form. Additionally, the question of issuing 1099's was raised. Bobbi stated that, to the best of her knowledge, the Borough has not issued 1099's in the past. Attorney Stephens suggested that Bobbi create a list identifying the number of qualifying 1099's for 2021 and 2022.

Bobbi reported that when she arrived at the office on August 16, 2022, CINTAS was already working on the Annual Inspections of the fire extinguishers, exit signs, etc. She noted that if the Borough wants to change the vendor for the annual inspection, we will need to notify CINTAS in writing prior to August 2023.

Secretary/Treasurer's Report (continued)

Bobbi raised the question of whether or not the Borough is supposed to be charging for photocopies. Bobbi feels that residents should not be charged for copies and is unwilling to handle cash. President Bolles suggested placing a sign that states "No Cash Accepted" in the Secretary's office. Attorney Stephens suggested that a policy be adopted that would include a threshold of copies for no charge, but charge a fee for any amount over that. This will be an agenda item for the September 6, 2022 meeting.

Bobbi asked Council whether or not the Street Department and Cleaning Person would be paid for the Labor Day Holiday as they typically work on Mondays. Joe Buchalski stated that part time workers should not receive holiday pay. Jim Wido noted that the Borough did not pay for holidays for the part time workers. No further action to be taken on this issue.

A compliance audit for the Borough Tax Collector was conducted by Luzerne County. All requested documents were submitted.

The H.A. Thomson – Travelers Public Employee Bond – Crime Policy Renewal and Invoice was provided to Council, for their information. This is the bond that covers all Borough employees except the Secretary/Treasurer.

Street Department

Bobbi reported that the Skidsteer Servicing was done onsite by Stephenson Equipment on August 24, 2022. Two additional parts are needed and will be installed as soon as possible.

President Bolles reported that the garage electrical repair was completed by Thomas' Electrical Services on August 10, 2022 at a cost of \$1,150.00.

Correspondence Received

The 3rd Quarter 2022 report was received from the Port Elevator inspection. No problems were found.

Council received information from Pennsylvania Department of Environmental Protection entitled "*Guidelines for Maintaining Streams in Your Community*".

An email was received on August 15, 2022 regarding the Borough's interest in participating in endorsing NCARS Legislation & Flood Resilience. This will be placed on the September 6, 2022 agenda.

Jim Bach provided Council with an article on Shickshinny's history and the Historical Society that was published in the Citizen's Voice on July 24, 2022.

Minutes of the July 19, 2022 meeting of the Shickshinny Sewer Authority were received.

A letter from the State Workers' Insurance Fund, dated 8/18/22, addressing Safety Services available, was received. The letter did not contain mandatory requirements.

A letter from the State Workers' Insurance Fund, dated 8/18/22, addressing new requirements for temporary employees was received. This does not apply to Shickshinny Borough.

A letter from the State Workers' Insurance Fund, dated 8/18/22, addressing new requirements for leased employees was received. This does not apply to Shickshinny Borough.

Information was received from the Luzerne County SPCA on the 2023 Municipal Services Partnership. The program information and fees were reviewed. The need for implementation of a program to help with stray feral cats was discussed. This will be placed on the agenda for the September 6, 2022 meeting.

Old or Unfinished Business

Dredging of the creek behind South Main Street – This project was completed on August 20, 2022. All involved did a great job and the residents are very happy.

Old or Unfinished Business (continued)

Status of Crary Street Sink Hole Project – LSA Grant – \$44,916 Balance in Grant. Bobbi explained that John Ackerman was the engineer for this project and Mohawk was the contractor. Additionally, in order to proceed, it is necessary to have involvement from the engineer and Council. Joe Buchalski suggested that he try to arrange a meeting with Council, the Solicitor, and John Ackerman to see if they can come to terms with necessary next steps for this project as well as resolution of the outstanding invoice for the Rockview East and West grant project.

The tree was trimmed at 25 Conyngham Street and the residents are satisfied. President Bolles has made numerous, unsuccessful attempts to contact Sharon Baluta on the tree problem at 38 North Main Street. Bobbi will send Ms. Baluta a letter requesting she contact the Borough.

Luzerne County CDBG Grant Application for 2023 – Deadline September 16, 2022 – Reilly Engineering will handle the submission of this grant application for the demolition of the blighted properties. Additional information may be needed from Larry Frace.

LSA Grant – Street Department Vehicle – Awaiting 2023 Truck Pricing – no further information was available for the meeting.

New Business

Chris Goetz – PennDOT Liquid Fuels Roads – Creek Alley Speedbumps – Based on the mileage factor, Shickshinny Borough could lose \$841.45 per year if all three speedbumps are not removed. A bid was received from Brian K Lowery DBA Quality Grounds Keeper for \$3,300.00 to remove all three speedbumps. All Council present agreed that additional bids should be requested. Jim Wido and Joe Buchalski will try to get other bids, including Don E. Bower. All agreed that the Borough needs to be concerned with keeping all potential incoming revenue.

Resident Comments

There was a list of properties with taxes due in a recent edition of the Times Leader and there were no Shickshinny properties.

It was stated that Thomas' Foodtown was closing by December 2022.

The meeting adjourned at 7:20 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny