

SHICKSHINNY BOROUGH  
GENERAL COUNCIL MEETING OCTOBER 4, 2022  
MINUTES

The General Meeting of the Borough of Shickshinny Council was held on Tuesday, October 4, 2022, in the Council room of the Shickshinny Municipal Building. President Jessica Bolles called the meeting to order at 6:03 PM.

Per roll call, the following members of Council were present: Rosalie Whitebread, Jim Wido, and Jessica Bolles. Absent were Joe Buchalski and Kevin Kruczek. ***Please note: Rosalie Whitebread left the meeting at 7:40 PM. Councilman Joe Buchalski joined the meeting via telephone at 7:42 PM until adjournment.***

President Bolles led the reciting of the Pledge of Allegiance and then welcomed others in attendance.

Others in attendance: Mayor Jordan Madl, Attorney Bill Stephens, Bobbi Titus, Greg Shoemaker, Diane Noss, Barry Noss Sr., Rickey Noss, Holly Morris, Kevin Morris, Josh Gregory, and Trooper Stravinsky. (Please note: If any residents did not sign in, their names may not be included as attending.)

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 following:

- The September 29, 2022 Work Session was canceled due to attendance. Council discussed whether or not Work Sessions were mandatory monthly meetings. Attorney Stephens noted that not many boroughs hold Work Sessions on a monthly basis and schedule them when major issues arise. Council discussed the possibility of canceling monthly work sessions and will discuss further when Joe Buchalski is present.
- The George Hasay Memorial Highway dedication was held on September 27, 2022 and went very well. The Street Department was commended on the nice appearance of the area.
- Filling in the sink hole on the lot of 24 W. Union Street was completed this week. The Street Department handled this project and flowable fill concrete was purchased from Dan-Ber Concrete. Casey Cawley, Reilly Engineering, made a visit to the site and agreed with this solution.
- A revised quote from Bradco was received for the purchase of a new Public Works Vehicle through the 2022 LSA Grant. The original quote from Bradco in September 2021 was \$50,343.99 vs. the revised quote of \$65,597.27. This is for the dump truck & accessories component of the purchase. We are still awaiting the revised quote from Hondru Ford. Jessica asked if we could get a certified used vehicle instead of a new vehicle. Jim asked if there were any other funds available to add to the grant. Attorney Stephens will discuss this with Attorney Logsdon and see if it is possible to modify or add onto the LSA grant.
- The Luzerne County CDBG Grant Application for 2023 was submitted by Reilly Engineering for the demolition of blighted properties #1 and #2 (54/56 W. Union Street and 20 Search Street).
- The Luzerne County ARPA Grant Application was submitted by Reilly Engineering for storm water/drain repairs for Chestnut Street.
- The Luzerne County LSA Grant Application was submitted by Reilly Engineering for the demolition of blighted properties #3 and #4 (18 Baer Street and 35 Search Street). This required adoption of

Resolution 2022-0003 designating the \$100,852.50 grant to be used for the 2022 Shickshinny Borough Demolition & Site Clearing Project.

- The Borough's Letter of Interest was submitted for the Vulnerable Road User Year 1 Countdown Pedestrian Signal Upgrade.
- President Bolles contacted the Luzerne County SPCA regarding their letter dated August 16, 2022 regarding the Municipal Services Partnership. She was unable to speak with anyone knowledgeable about the Trap/Neuter/Release Program and whether or not that was a part of the Municipal Services Partnership.
- Jim Brozena was contacted about ground subsidence at the 41 W. Union Street Lot. He will send the contractor to check on this.
- The Federal EMA Drill will be held on October 18, 2022 at the Borough building.
- A meeting was held with John Ackerman regarding his unpaid invoice for the Rockview East/Rockview West projects. He is willing to waive the interest charges on his unpaid invoices provided he is the engineer for the Crary Street Project using Mohawk Construction as the contractor. Invoices total \$15,679, excluding the interest charges.

**Motion made by Jim Wido/seconded by Jessica Bolles for the Secretary to negotiate a payment arrangement with Mr. Ackerman of \$1,000 in November, \$1,000 in December, then increasing the amount until the balance is paid. Yes votes: Bolles, Whitebread, Wido. Absent: Buchalski and Kruczek.**

**Motion made by Wido/seconded by Bolles to retain John Ackerman as the Special Project Engineer for the remainder of the Crary Street Project. Yes votes: Bolles, Wido. Abstain: Whitebread Absent: Buchalski and Kruczek. Motion carried.**

- Jessica, Jim, Joe, and Bobbi attended an informational meeting on September 21, 2022 at 5:00 PM with Henry Mleczynski who had expressed interest in future employment with Shickshinny Borough as a Codes Officer. Rosalie Whitebread asked why she was not contacted about the meeting. Jessica said she had notified her via email. Mr. Mleczynski's resume will be kept on file in the event of a future vacancy.

**Motion made by Jim Wido/seconded by Jessica Bolles to accept and approve the President's Report. Yes votes: Bolles, Whitebread, Wido Absent: Buchalski and Kruczek. Motion carried.**

### **Mayor's Report**

Mayor Madl discussed plans for celebrating Halloween in the Borough. The annual parade will be held on Sunday, October 30<sup>th</sup> to be followed by Trunk or Treat at the Oak St./Canal St. Park. Trick or Treating in the Borough will be held on Monday, 10/31 from 5:00 – 8:00 pm.

**Motion made by Wido/seconded by Bolles for the Borough to provide the \$100 fee for rental of a job-johnny for the Halloween events. Yes votes: Bolles, Whitebread, Wido. Absent: Buchalski and Kruczek. Motion carried.**

**Motion made by Wido/seconded by Bolles to accept and approve the Mayor's Report. Yes votes: Bolles, Whitebread, Wido Absent: Buchalski and Kruczek. Motion carried.**

### Zoning/Code/Property Maintenance Officer's Report

Larry Frace was unable to attend the meeting and no report was provided. Council and residents discussed concerns with the handling of codes/property maintenance issues in the Borough.

**Motion made by Wido/seconded by Bolles to terminate the Borough's agreement with Larry Frace for the Zoning Officer & Codes/Property Management Officer positions and advertise to fill the positions. Yes votes: Bolles, Whitebread, Wido. Absent: Buchalski and Kruczek.**

Council and residents discussed the ongoing parking problems and the need for enforcement in "No Parking" areas. President Bolles stated that if a vehicle is parked on Borough property that is posted with "no parking" signs, the Borough can contact the towing company to have the vehicle(s) removed. Attorney Stephens confirmed this was appropriate and no warning to the vehicle owner is required.

Trooper Stravinsky, from the Shickshinny Barracks of the Pennsylvania State Police, asked Council and residents if there were any issues of concern in the Borough. Residents mentioned ongoing parking issues, 4-wheelers on public roads, and people trespassing on private property. The PA State Police can respond to calls on 4-wheelers but cannot respond to calls that are local ordinance violations. In response to a resident question, Trooper Stravinsky stated that any referrals for investigations should be brought to Sergeant Mackachinas. He stated that troopers will periodically try to attend Council meetings. Bobbi stated that PA State Police had been in the Borough office and are investigating a few items. She is cooperating fully with investigators.

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

Spring near Grant Street – No progress has been made on the Maintenance Agreement between Shickshinny Borough and Erik Gotwalt as Mr. Gotwalt does not want to provide insurance for the property. There was considerable discussion on the issue with no resolution. This will be an agenda item for the next work session.

125/127 W. Union Street – Attorney Stephens stated that the paperwork for the lien has been forwarded to the Luzerne County Court House.

William Reinhard Subdivision – Attorney Stephens stated a final review of the deeds will be completed this week.

Historical Society Grant – Subcontractor (Ameriglide) was not paid by the Contractor (Jim Dzielak) – Attorney Logsdon is preparing options for handling for Council's consideration. An email will be sent to Council with those options as soon as possible.

**Motion made by Wido/seconded by Bolles to accept and approve the Solicitor's Report. Yes votes: Bolles, Whitebread, Wido Absent: Buchalski and Kruczek. Motion carried.**

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

**Motion made by Wido/seconded by Bolles to accept and approve the minutes of August 25, 2022. Yes votes: Bolles, Wido. Abstain: Whitebread. Ms. Whitebread stated she abstained because she didn't read the minutes. Absent: Kruczek and Buchalski. Motion carried.**

Motion made by Wido/seconded by Bolles to accept and approve the minutes of September 6, 2022. Yes votes: Bolles, Wido. Abstain: Whitebread. Ms. Whitebread stated she abstained because she didn't read the minutes. Absent: Kruczek and Buchalski. Motion carried.

Motion made by Wido/seconded by Bolles to accept the bank balances as of 9/30/22 and ratify the September 2022 bills paid. Yes votes: Bolles, Wido. Abstain: Whitebread. Ms. Whitebread stated she abstained because she didn't read the bank balances and bills paid reports. Absent: Buchalski and Kruczek. Motion carried.

- Bobbi provided Council with a copy of the current Deliverables Matrix.
- Bobbi reported receipt of the SWIF Final Audit Detail invoice for the period 8/19/21 through 8/19/22, for \$2,085.00 due. Bobbi questioned payments made to Larry Frace and whether or not they were for Zoning/Codes or UCC payments, as that could be the reason for the increased amount.
- Bobbi reported that \$2,853.52 was received from the Foreign Fire Insurance Premium Tax and that the same amount was then forwarded to the Mocanaqua Volunteer Fire Relief Association and the online filing of the 706B Form was completed.
- Bobbi reported that she contacted Denise Stalica, Project Director of the Mature Worker Program of Luzerne/Wyoming Counties to see if the Borough was still eligible to be a host site for clerical support. Ms. Stalica stated that if an applicant from the Shickshinny area was available, then one could be placed at the Borough, recognizing that a new agreement between the program and the Borough would be required. There is no cost to the Borough for clerical support hours when the Borough is a host site for the program.

Motion made by Wido/seconded by Bolles to participate in the Mature Worker Program of Luzerne/Wyoming Counties and complete the necessary agreement. Yes votes: Bolles, Whitebread, Wido. Absent: Buchalski and Kruczek. Motion carried.

Motion made by Wido/seconded by Bolles to accept and approve the Secretary/Treasurer's report. Yes votes: Bolles, Whitebread, Wido. Absent: Buchalski and Kruczek. Motion carried.

#### Street Department

Motion made by Wido/seconded by Bolles to order snow pellets for Street Department use for the sidewalks. Yes votes: Bolles, Whitebread, Wido. Absent: Buchalski and Kruczek. Motion carried.

A price is needed on a new spreader prior to purchasing.

Council addressed the request of the purchase of a wood chipper and has tabled the issue until mid-Winter for further discussion.

#### Correspondence Received

The August 16, 2022 meeting minutes of the Shickshinny Sewer Authority were received. Rosalie questioned Jessica on any decisions made about the Sewer Authority. Jessica stated there are no issues requiring discussion by Borough Council at this time and therefore no decisions were made. Jessica further stated that should issues arise, an executive session with Council and the Sewer Authority Board would be held so all parties can participate in any discussion.

The 2021 Financial Audit Report of the Shickshinny Sewer Authority was received.

Notification of the 2023-2024 application process for the PennDOT Multimodal Transportation Fund Grant was received. This grant requires a 30%. There was no motion to apply.

Correspondence was received with information and contact numbers from the Penn State Extension on Avian Influenza.

A solicitation email dated September 23, 2022 was received from Paul Castline, Pennsylvania State Constable.

Notification of the 2023 Estimated Allocation for Liquid Fuels funds in the amount of \$32,567.42 was received.

### **Old or Unfinished Business**

Status of Crary Street Sink Hole Project – LSA Grant – \$44,916 Balance in Grant. – Please see notes under the President’s report on this topic.

At 7:40 PM, Rosalie Whitebread left the meeting without explanation. Attorney Stephens stated that the meeting would need to adjourn as there was no longer a quorum. President Bolles asked if she could attempt to reach Joe Buchalski by phone for his participation in the remainder of the meeting. Per Attorney Stephens, that would be acceptable. At 7:42 PM, Joe Buchalski joined the meeting via telephone.

**Motion made by Wido/seconded by Bolles to adopt Ordinance 2022-0002 Short Term Rentals. Yes votes: Bolles, Buchalski, Wido. Absent: Kruczek and Whitebread. Motion carried.**

**Motion made by Wido/seconded by Bolles to adopt Ordinance 2022-0003 Council Attendance. Yes votes: Bolles, Buchalski, Wido. Absent: Kruczek and Whitebread. Motion carried.**

There was a brief discussion on removing the speedbumps on Creek Alley in order to save Liquid Fuels mileage allocation. Jim suggested contacting Matt at Don E. Bower for a quote.

**Motion made by Wido/seconded by Bolles to sign the agreement with the Pennsylvania Water Company to install a new fire hydrant at the corner of Grant and South Main Streets. Yes votes: Bolles, Buchalski, Wido. Absent: Kruczek and Whitebread.**

### **New Business**

It was reported that a portion of the sidewalk on Susquehanna Avenue (Lot Next Door Property leased by Lisa Zipay) is in poor condition and causing an issue with Ms. Zipay’s insurance company. Jim suggested that the Street Department remove the bad section of sidewalk and he would assist the Street Department at no charge to build the necessary forms, and then fill with concrete.

**Motion made by Buchalski/seconded by Wido to order concrete and replace the two sidewalk blocks. Yes votes: Bolles, Buchalski, Wido. Absent: Kruczek and Whitebread. Motion carried.**

Council briefly discussed using the elected Shickshinny Borough Constable, Josh Gregory, to enforce Shickshinny Ordinances. More information is needed.

*Motion made by Buchalski/seconded by Bolles to hire Barry Noss, Sr. to provide assistance to the Street Department, as needed. Yes votes: Bolles, Buchalski, Wido. Absent: Kruczek and Whitebread.*

*Motion made by Buchalski/seconded by Bolles to discontinue monthly Council Work Sessions as of January 1, 2023, and advertise a Work Session, if needed. Yes votes: Bolles, Buchalski, Wido. Absent: Kruczek and Whitebread.*

*Comments from Residents*

A question was raised, given the adoption of Ordinance 2022-0003, what will be the process to fill the seat of Councilman Kruczek. Attorney Stephens stated that the adoption of the Ordinance begins the process and if Mr. Kruczek does not have approved absences for three consecutive meetings, he will forfeit his Council seat.

*Motion made by Wido/seconded by Buchalski to immediately suspend monthly payments to Kevin Kruczek due to lack of active participation in Council responsibilities. Yes votes: Bolles, Buchalski, Wido. Absent: Kruczek and Whitebread.*

Greg Shoemaker questioned why Council closed the Borough parks at dusk. It was explained that questionable activities were going on and people were leaving cigarette butts and garbage in the area.

Holly Morris stated that the minutes of January 5, 2021 were located and it appears that the 1<sup>st</sup> Keystone Loan did not come across the table for a Council vote.

The meeting adjourned at 8:15 PM.

Respectfully submitted,

Roberta J. Titus, Secretary  
Borough of Shickshinny