

SHICKSHINNY BOROUGH
WORK SESSION OCTOBER 27, 2022
MINUTES

The Work Session of the Borough of Shickshinny Council was held on Thursday, October 27, 2022, in the Council room of the Shickshinny Municipal Building. President Jessica Bolles called the meeting to order at 6:02 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.

Others in attendance: Mayor Jordan Madl, Bobbi Titus, Jenn Frees, Barry Noss Sr., Rickey Noss, Holly Morris, Kevin Morris, and Josh Gregory. Attorney Bill Stephens arrived at 6:10 PM. (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.

New Business

Jenn Frees, Senior Manager of Government & External Affairs for Comcast, provided Council with an overview of Comcast's Expansion Project throughout Luzerne County, including into Shickshinny Borough. A benefit for residents of the Borough would be more choices for internet/cable/cellular providers. Comcast offers a low-income program. A franchise agreement between Shickshinny Borough and Comcast would be needed for the expansion into the Borough to occur. Attorney Stephens will review the standard franchise agreement provided by Ms. Frees. Upon approval of Council to consider the expansion, publication of the intention of Council to vote at the December or January meeting may be required. Expansion into Plymouth and Newport Township will occur in April 2023, followed by Shickshinny Borough if approved by Council. This will be added to the agenda for the November 7, 2022 Council Meeting.

President's Report – President Bolles reported on the following:

An advertisement will run in the Press Enterprise on 10/29/22 for the Zoning & Codes Officer position. One resume is on file. This will be added to the agenda for the November 7, 2022 Council Meeting.

Requests for a continuance for those Codes/Zoning Hearings previously filed by Larry France and scheduled with the Magistrate have been submitted. The continuance was granted and have been rescheduled in January 2023.

The Borough presently has an individual performing Community Service hours and is working with the Street Department. He is a very good worker and has also completed an application for employment with Shickshinny Borough. The application will be kept on file.

Multiple meeting changes were needed for November 2022. Legal notices have been published for those meeting changes. Due to next week's election being held at the Borough Building, the Council Meeting was rescheduled to Monday, November 7, 2022. The Budget Meeting for November 1, 2022 was changed to November 15, 2022. The November Work Session has been cancelled.

Confirmation was received that the LSA Grant for the Public Works Vehicle will remain open until 2025. This will be added to the agenda for the November 7, 2022 Council Meeting.

Mayor's Report

Mayor Madl stated that all appears to be in order for celebrating Halloween in the Borough. The annual parade will be held on Sunday, October 30th to be followed by Trunk or Treat at the Oak St./Canal St. Park. Because of weather forecasts, Trick or Treating in the Borough will be added for Sunday, 10/30 from 5:00 – 8:00 pm.

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

Spring near Grant Street – No additional information is available.

125/127 W. Union Street – No additional information is available.

William Reinhard Subdivision – Attorney Stephens stated the deeds have been forwarded to the Reinhard's attorney for signature.

Historical Society Grant – Attorney Stephens needs information from Attorney Logsdon. Upon receipt, he will forward same to Council.

United Wealth Management – review of the Investment Objective Notification – No additional information is available.

Draft Ordinance 2022-0004 – Adopt Act 57 of 2022 – Effect of Failure to Receive Real Estate Tax Notice – A Vote to advertise this draft ordinance will be added to the agenda for the November 7, 2022 Council Meeting.

Secretary/Treasurer's Report – Bobbi Titus provided the following:

Draft minutes of the General Council Meeting of October 4, 2022 were provided to Council for their review.

The bank balances as of 10/26/22 and the October 2022 Bills Paid through 10/26/22 were provided to Council for their review. Bobbi stated that funds for general purposes are only \$2,607.76, however income of approximately \$10,000 for Earned Income Tax and \$10,000 in interest from the Garrison Trust is expected in November 2022.

The report on ARPA funds received and expended was provided. Remaining available funds total \$67,048.87 as of October 27, 2022.

The September 2022 bank statement from United Bank Wealth Management was provided to Council.

The current Deliverables Matrix was provided. All October deliverables were submitted timely.

An email was received stated that the Commonwealth of Pennsylvania was reducing their stockpile of Personal Protective Equipment (PPE) and PPE was available to local municipalities, at no cost, in

preparation for the fall COVID/Flu Season. Bobbi submitted a request for a small amount of PPE for Shickshinny Borough.

Updated entries into the PLGIT Payroll and 1st Keystone Payroll Accounts were made for November and December 2020. Subsequent Bank Reconciliations were performed and the necessary financial reports were sent to the Rainey & Rainey auditors. As a result, the 2020 Financial Audit is progressing and is expected to be completed within two weeks.

There are several special projects/cleanup tasks requiring attention: digitizing ordinances, organization of zoning/codes files, organizing documents retained upstairs, and updating of the secretary procedure manual. Bobbi stated that she was not interested in additional hours for herself but thought that perhaps Amy Spencer would be able to carve out a few hours per week for clerical tasks instead of cleaning. This will be added to the agenda for the November 7, 2022 Council Meeting.

Correspondence Received

The meeting minutes of September 20, 2022 for the Shickshinny Sewer Authority were received.

Notification was received from Five Mountain Hardware that their new UPS shipping department is now open for business.

An Emission Recall from Ford Motor Company for the Borough's 2017 F-550 Ford Truck was received. The truck will be taken to the Ford dealer in Berwick for servicing.

The required Act 44 Disclosure Form from AFG Pension Administration was received.

The October 2022 PSAB Update was received.

The October 2022 PSAB Grants Update was received.

A letter of interest for any vacant Shickshinny Borough Council seat was received from Barry L. Noss, Sr.

A letter of interest for the vacant Sewer Authority Board seat was received from Barry L. Noss, Sr. Mr. Noss's term expires December 31, 2022.

An email dated 10/3/22 from the Pennsylvania One Call System regarding locating protocols for facility owners was received.

Old or Unfinished Business

Status of Crary Street Sink Hole Project – LSA Grant – \$44,916 Balance in Grant. – John Ackerman, Special Project Engineer, will revise the project drawing for the project and provide same to Council for review so the project can continue.

The removal of the speed bumps on Creek Alley was completed. There was a brief discussion on the difference between speed bumps and speed humps per PennDOT.

Comments from Residents

Josh Gregory stated that the new fire hydrant at Grant & Main Streets has been installed. The pavement repair will be completed in the near future.

Barry Noss Sr. stated that the repair of the sidewalks on Susquehanna Avenue has been completed.

The meeting adjourned at 6:35 PM.

Respectfully submitted,

Roberta J. Titus, Secretary
Borough of Shickshinny