

Vandling Borough Council Minutes
March 15, 2021

Council Vice-President Bill Boyle called the meeting to order. The Pledge of Allegiance was recited. Council members present included Bill Boyle, John Carachilo, Bill Matos, and John Mayers. Also present were Mayor Joseph Brady, Attorney Jeff Levine, Treasurer Jennifer Slick, Code Enforcement Officer Joe Lavin, and Secretary Nancy Perri. Councilman Pantzar was absent.

Minutes

Mr. Carachilo, second by Mr. Matos, motioned to approve the minutes of the previous meeting. All were in favor.

Correspondence:

- ❖ *Ralph Pappas, Lackawanna County Business Relations Manager; re: Land Bank sale*
- ❖ *Lackawanna County Bureau of Elections – Use of Borough Building*
- ❖ *Tom Collins, Sr. resignation*
- ❖ *Joseph Tedesco, resignation*
- ❖ *Tom Collins, Jr. resignation*

Mr. Matos, second by Mr. Carachilo motioned to approve the correspondence. Motion carried with all in favor.

Persons to be heard: None

Public Comment on Agenda Items:

Treasurer Report of Financial Status: (final for March)

| | Mar 1, 21 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| COVID Grant | 2,283.29 |
| General Fund | |
| HNB - 0113 | 202,504.33 |
| HNB - 4601 | 11,841.60 |
| Total General Fund | 214,345.93 |
| Liquid Fuels Fund | |
| HNB - 4613 | 31,331.49 |
| Total Liquid Fuels Fund | 31,331.49 |
| Refuse Fund | |
| HNB - 5401 | 19,527.00 |
| Total Refuse Fund | 19,527.00 |
| CD Balance (.40% Interest Renews 7/24/21) | 27,750.80 |
| TOTAL ASSETS | 295,238.51 |
| LIABILITIES & EQUITY | |
| Principal Balance on Loan | 103,953.26 |
| (Payment Due 1/15/22) | |

Mr. Carachilo, second by Mr. Matos motioned to accept the Treasurer's report. Motion carried with all in favor.

Treasurer Report of Receipts: (final for March)

| Revenue - March 2021 | | | | |
|----------------------|----------------------|-------------------------------|--------------------|--|
| Date | Name | Account | Amount | |
| 03/02/2021 | Hab-Eit | 310.20 · Wage Taxes | 84.87 | |
| 03/12/2021 | Hab-Eit | 310.20 · Wage Taxes | 546.56 | |
| 03/16/2021 | Commonwealth of PA | 355.02 · Liquid Fuel | 19,637.75 | |
| 03/16/2021 | Mary Ann Risboskin | 305.00 · Occ. Taxes | 152.00 | |
| 03/16/2021 | Tumblin Tots | 342.00 · Rent | 1,050.00 | |
| 03/16/2021 | District Magistrate | 330.00 · Fines | 148.50 | |
| 03/16/2021 | Lackawanna Rec Deeds | 310.10 - Real Estate Transfer | 573.41 | |
| 03/16/2021 | Wash Me Car Wash | 320.00 - Building Permit | 1,420.50 | |
| 03/24/2021 | Hab-Eit | 310.20 - Wage Taxes | 597.81 | |
| 03/31/2021 | Hab-Eit | 310.20 - Wage Taxes | 1,406.38 | |
| 03/31/2021 | HNB 4613 | 341.00 - Interest Earnings | 3.46 | |
| 03/31/2021 | HNB 0113 | 341.00 - Interest Earnings | 25.69 | |
| | | Total Revenue | \$25,646.93 | |

Mr. Mayers, second by Mr. Matos motioned to approve the revenue report. Motion carried with all in favor.

Treasurer Report of Expenses: (final for March)

| Bill Listing - March 2021 | | | | |
|---------------------------|---------------------|--------------------------------------|----------|--|
| Date | Name | Account | Amount | |
| 03/06/2021 | PP&L | 434.36 · Street Lighting | 945.33 | |
| 03/06/2021 | PAWC | 409.30 · Bldgs. Utilities | 52.64 | |
| 03/15/2021 | County Waste | 427.45 · Contract Sanitation Service | 6,417.16 | |
| 03/15/2021 | NEP Telephone | 409.30 · Bldgs. Utilities | 84.14 | |
| 03/15/2021 | Cube Auto Supply | 430.20 · Truck Gas & Supplies | 85.03 | |
| 03/15/2021 | Holt Lumber | 409.37 · Bldgs. /Grounds Rep & Main. | 33.96 | |
| 03/15/2021 | Forest City News | 404.20 · Legal Advertisement | 33.00 | |
| 03/15/2021 | PP&L | 409.30 · Bldgs. Utilities | 185.93 | |
| 03/15/2021 | LRBSA | 409.30 · Bldgs. Utilities | 61.80 | |
| 03/15/2021 | PAWC | 448.36 · Water Hydrants | 314.22 | |
| 03/15/2021 | Modern Gas | 409.30 · Bldgs. Utilities | 381.81 | |
| 03/15/2021 | John Bonham | 430.20 · Truck Gas & Supplies | 704.60 | |
| 03/15/2021 | Herlands & Levine | 404.10 · Legal Wages & Salary | 320.00 | |
| 03/15/2021 | Forest City Borough | 410.45 · Police | 2,000.00 | |
| 03/15/2021 | Forest City Borough | 430.25 · Road Material | 975.00 | |
| 03/15/2021 | Thomas Collins, Jr. | 430.10 · Street Maintenance Wages | 765.00 | |
| 03/15/2021 | Thomas Collins, Jr. | 488.00 · Employees Withholding | (174.27) | |
| 03/15/2021 | Jennifer Slick | 402.10 · Treasurer's Commissions | 400.00 | |
| 03/15/2021 | Jennifer Slick | 488.00 · Employees Withholding | (91.12) | |
| 03/15/2021 | Nancy Ann Perri | 405.10 · Secretary's Wages | 400.00 | |

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| 03/15/2021 | Nancy Ann Perri | 488.00 · Employees Withholding | (97.12) |
| 03/15/2021 | Bill Matos | 400.10 · Legislative Wages | 225.00 |
| 03/15/2021 | Bill Matos | 488.00 · Employees Withholding | (51.12) |
| 03/15/2021 | John Mayers | 400.10 · Legislative Wages | 225.00 |
| 03/15/2021 | John Mayers | 488.00 · Employees Withholding | (51.12) |
| 03/15/2021 | Francis Pantzar | 400.10 · Legislative Wages | 225.00 |
| 03/15/2021 | Francis Pantzar | 488.00 · Employees Withholding | (51.12) |
| 03/15/2021 | John Carachilo | 400.10 · Legislative Wages | 225.00 |
| 03/15/2021 | John Carachilo | 488.00 · Employees Withholding | (51.12) |
| 03/15/2021 | Thomas Collins, Sr. | 430.10 · Street Maintenance Wages | 1,037.00 |
| 03/15/2021 | Thomas Collins, Sr. | 488.00 · Employees Withholding | (236.23) |
| 03/15/2021 | Mary Ann Risboskin | 403.10 · Tax Collectors Commissions | 7.60 |
| 03/15/2021 | Mary Ann Risboskin | 488.00 · Employees Withholding | (115.33) |
| 03/15/2021 | Mary Ann Risboskin | 427.1 · Garbage Fee Comm. | 500.00 |
| 03/15/2021 | Mary Ann Risboskin | 403.20 · Tax Collectors Supplies & Exp | 258.15 |
| 03/15/2021 | Joseph Brady | 401.10 · Executive Wages | 225.00 |
| 03/15/2021 | Joseph Brady | 488.00 · Employees Withholding | (51.12) |
| 03/15/2021 | John Lavin | 413.2 · Protective Services Supplies | 380.00 |
| 03/15/2021 | John Lavin | 488.00 · Employees Withholding | (86.57) |
| 03/15/2021 | John Lavin | 413.2 · Protective Services Supplies | 39.35 |
| 03/15/2021 | Joseph Tedesco | 430.10 · Street Maintenance Wages | 280.50 |
| 03/15/2021 | Joseph Tedesco | 488.00 · Employees Withholding | (63.91) |
| 03/15/2021 | William Boyle | 400.10 · Legislative Wages | 225.00 |
| 03/15/2021 | William Boyle | 488.00 · Employees Withholding | (51.12) |
| 03/15/2021 | PSAB UC Plan | 6560 · Payroll Expenses | 228.79 |
| 03/16/2021 | Wex Bank (Sunoco) | 430.20 · Truck Gas & Supplies | 609.90 |
| 03/16/2021 | IRS | 6560 · Payroll Expenses | 1,346.60 |
| 03/16/2021 | PA Dept. of Revenue | 6560 · Payroll Expenses | 310.80 |
| 03/16/2021 | Hab-Eit | 6560 · Payroll Expenses | 119.25 |
| 03/16/2021 | Frugal Living LLC | 410.20 - Police Expenses | 50.00 |
| 03/16/2021 | UGI PNG | 409.30 - Building Utilities | 259.93 |
| | | Total Expenses March 2021 | \$19,766.22 |

Mr. Mayers, second by Mr. Matos motioned to approve the expense report. Motion carried with all in favor.

Mayor Report: Mayor Brady thanked the public works employees for all their work during recent storms noting they did a great job and went above and beyond to keep the streets open. He wished everyone a Happy Easter and Passover.

Solicitor Report: Nothing to report at this time.

Committee Reports & Unfinished Business:

Mr. Carachilo thanked all those who helped with the distribution of cleaning/sanitizing supplies. He stated that he would like to do it again when the weather improves. He reported that deliveries were made to elderly residents and he would have liked to have seen more media coverage.

Mr. Carachilo also noted that we should purchase air purifiers through the COVID grant for the Borough Building to improve the air quality. He would like to send a letter to the County requesting a \$250,000 grant through the funds the County will be receiving to be used in Vandling Borough.

Mr. Carachilo reported that initially Vandling residents were not being allowed to schedule vaccine appointments through the Lackawanna County 211 system because the zip code was being associated with Forest City/Susquehanna County. Mr. Carachilo contacted the county and got it worked out.

Mr. Boyle thanked Mr. Carachilo for all his efforts in putting the distribution project together.

Mr. Carachilo informed Council that at this time all the land bank properties were purchased.

In regard to the bidding policy, Mr. Matos stated that he and Mr. Boyle will get something out to Council because Mr. Mayers didn't think the copy distributed was done correctly.

Mr. Mayers explained how the Borough was audited for liquid fuels use for patching. He stated that the package is available from the State and can be used as a model for projects going forward. Mr. Boyle noted that there should be two bidding process because liquid fuels requirements would be differed from the general fund. According to state codes, there should be three price quotes for projects under a certain amount. It should be stated in our policy that under/over a specific threshold and how it would be paid for will determine some of the process requirements. Mr. Boyle requested that Attorney Levine obtain the state code and then Mr. Boyle and Mr. Matos will work on policy requirements.

In regard to the storm drain and road patching, twenty contractors were contacted, ten did a walkthrough of the project and five bid on the job. The low bid was for \$13,640. The patching would be paid through liquid fuels and the speed bump repair through the general fund. PA DoT has approved the activities. Mr. Mayers made a motion to accept the bid from Stafursky. Mr. Carachilo questioned if this would be after the Peterlin projected was completed which it would be. However there is no date set yet for Stafursky. This would be included in the Notice to Proceed which has not been issued yet. Mr. Boyle stated that the lowest bidder being Stafursky we should include contract amendment with a completion date. Mr. Matos seconded the motion so long as there is no price increase. Motion carried with all in favor.

Mr. Mayers reviewed KBA outline of services for inspection of the Peterlin project. In his opinion, 100% inspection is not warranted and 0% is irresponsible. Mr. Mayers made a motion to accept the proposal of \$2,500 for inspection services by KBA for the Peterlin project. Mr. Boyle seconded the motion. The motion carried with Mr. Boyle, Mr. Mayers, and Mr. Carachilo in favor.

Mayor Brady stated that there should be a precedent that bids are opened at meetings. It was noted that the committee will come up with a process to ensure transparency.

Mr. Boyle and Ms. Perri re-executed the maps for Mr. Mikloiche due to a timing issue from when they were originally signed. Mr. Mikloiche stated his interest in serving on the zoning board.

Mr. Boyle recommended advertising for the open positions in the street department. The Secretary will contact Forest City Borough for sample job descriptions. Mr. Mayers made a motion to advertise the street department openings. Mr. Boyle seconded the motion. Motion carried with all in favor.

Mr. Carachilo, second by Mr. Mayers regretfully accepted the resignations of Tom Collins, Sr., Tom Collins Jr., and Joseph Tedesco. Motion carried with all in favor.

New Business: none at this time

Public Comment: none at this time

The meeting was adjourned at 8:00 PM on a motion by Mr. Carachilo, second by Mr. Matos.

Borough Secretary Nancy Perri prepared these minutes.

Nancy Perri
Signature

April 19, 2021
Date