

*Vandling Borough Council Minutes*  
*December 21, 2020*

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

The 2021 meeting schedule was distributed.

**Minutes**

Mr. Boyle second by Mr. Mayers motioned to approve the minutes of the previous meeting. All were in favor.

**Correspondence:**

- *PSAB Borough News Magazine (officials interested in subscription noted)*

**Persons to be heard:** No one at this time

**Public Comment on Agenda Items:**

***Treasurer Report of Financial Status: (final for December)***

	<u>Dec 1, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>General Fund</b>	
HNB - 0113	248,582.11
HNB - 4601	<u>13,372.61</u>
<b>Total General Fund</b>	261,954.72
<b>Liquid Fuels Fund</b>	
HNB - 4613	<u>33,176.41</u>
<b>Total Liquid Fuels Fund</b>	33,176.41
<b>Refuse Fund</b>	
HNB - 5401	<u>29,577.19</u>
<b>Total Refuse Fund</b>	<u>29,577.19</u>
<b>Total Checking/Savings</b>	<u>324,708.32</u>
<b>CD Balance (.40% Interest Renews 7/24/21)</b>	<u>27,750.80</u>
<b>TOTAL ASSETS</b>	<u><u>352,459.12</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Principal Balance on Loan	140,505.20
(Payment Due 1/15/21)	

Ms. Slick also noted that a loan payment will be made for January 15<sup>th</sup>, prior to our meeting.

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

**Treasurer Report of Receipts: (final for December)**

Vandling Borough Revenue December 2020				
Date	Name	Account		Amount
12/02/2020	Hab-Eit	310.20 · Wage Taxes		285.11
12/16/2020	Hab-Eit	310.20 · Wage Taxes		601.16
12/22/2020	Lackawanna Co. Treasurer	319.00 · Delinquent Taxes		259.29
12/22/2020	Lackawanna Co. Treasurer	364.00 · Garbage Fees		632.25
12/22/2020	Rogers	321.00 · Rental Inspections		75.00
12/22/2020	Seaman	320.00 · Building Permits		64.50
12/22/2020	Garvin Construction	320.00 · Building Permits		177.84
12/22/2020	Collier	321.00 · Rental Inspections		75.00
12/22/2020	Patel	321.00 · Rental Inspections		150.00
12/22/2020	Mary Ann Risboskin	301.00 · Real Estate Taxes		1,870.15
12/22/2020	Lack. Co. Recorder of Deeds	310.10 · Real Estate Transfers		1,446.48
12/22/2020	Tumblin Tots	342.00 · Rent		1,050.00
12/22/2020	Commonwealth of PA	330.00 · Fines		155.82
12/22/2020	Mary Ann Risboskin	364.00 · Garbage Fees		1,720.00
12/31/2020	HNB 4613	341.00 - Interest		2.84
12/31/2020	HNB 0113	341.00 - Interest		35.00
				\$ 8,600.44

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

**Treasurer Report of Expenses: (final for December)**

Vandling Borough Expenses December 2020				
Date	Name	Account		Amount
12/01/2020	Rossi Rooter	438.00 · Road Mtn/Repair		850.00
12/01/2020	UGI PNG	409.30 · Bldgs. Utilities		167.97
12/01/2020	PAWC	409.30 · Bldgs. Utilities		53.20
12/21/2020	Forest City Borough	410.45 · Police		2,000.00
12/21/2020	For the Love of Roofing	320.00 · Building Permits		120.78
12/21/2020	Herlands & Levine	404.10 · Legal Wages & Salary		175.00
12/21/2020	County Waste	427.45 · Sanitation Service		6,230.25
12/21/2020	PP&L	434.36 · Street Lighting		893.33
12/21/2020	Clinton Township	411.50 · Fire Co. Contribution		2,758.00
12/21/2020	NEP Telephone	409.30 · Bldgs. Utilities		83.14
12/21/2020	PAWC	448.36 · Water Hydrants		314.22
12/21/2020	The Scranton Times	404.20 · Legal Advertisement		73.70
12/21/2020	LRBSA	409.30 · Bldgs. Utilities		61.80
12/21/2020	NEIC	413.10 · UCC & CE		35.00
12/21/2020	BIU	413.45 · Rental Expense		47.00
12/21/2020	PP&L	409.30 · Bldgs. Utilities		156.13
12/21/2020	Thomas Collins, Jr.	430.10 · Street Mnt Wages		204.00

12/21/2020	Thomas Collins, Jr.	488.00 · Employees Withholding	(46.47)
12/21/2020	Jennifer Slick	402.10 · Treasurer's Commissions	400.00
12/21/2020	Jennifer Slick	488.00 · Employees Withholding	(91.12)
12/21/2020	Jennifer Slick	405.20 · Sec. Supplies & Exp	220.00
12/21/2020	Nancy Ann Perri	405.10 · Secretary's Wages	500.00
12/21/2020	Nancy Ann Perri	488.00 · Employees Withholding	(121.40)
12/21/2020	Bill Matos	400.10 · Legislative Wages	225.00
12/21/2020	Bill Matos	488.00 · Employees Withholding	(51.12)
12/21/2020	John Mayers	400.10 · Legislative Wages	225.00
12/21/2020	John Mayers	488.00 · Employees Withholding	(51.12)
12/21/2020	John Mayers	405.20 · Sec. Supplies & Exp	55.00
12/21/2020	John Mayers	409.37 · Bldgs./Grounds Rep & Main.	11.95
12/21/2020	Francis Pantzar	400.10 · Legislative Wages	225.00
12/21/2020	Francis Pantzar	488.00 · Employees Withholding	(51.12)
12/21/2020	John Carachilo	400.10 · Legislative Wages	225.00
12/21/2020	John Carachilo	488.00 · Employees Withholding	(51.12)
12/21/2020	Thomas Collins, Sr.	430.10 · Street Maintenance Wages	85.00
12/21/2020	Thomas Collins, Sr.	488.00 · Employees Withholding	(19.36)
12/21/2020	Mary Ann Risboskin	403.10 · Tax Collectors Commissions	93.51
12/21/2020	Mary Ann Risboskin	488.00 · Employees Withholding	(21.26)
12/21/2020	Thomas Prince	429.66 · Sewer Expense	500.00
12/21/2020	Thomas Prince	488.00 · Employees Withholding	(113.90)
12/21/2020	Jay Lynch	429.66 · Sewer Expense	200.00
12/21/2020	Jay Lynch	488.00 · Employees Withholding	(45.56)
12/21/2020	Ronald Richards	413.2 · Protective Services Supplies	100.00
12/21/2020	Ronald Richards	488.00 · Employees Withholding	(22.78)
12/21/2020	Joseph Brady	401.10 · Executive Wages	225.00
12/21/2020	Joseph Brady	488.00 · Employees Withholding	(51.12)
12/21/2020	John Lavin	413.2 · Protective Services Supplies	420.00
12/21/2020	John Lavin	488.00 · Employees Withholding	(95.67)
12/21/2020	John Lavin	413.2 · Protective Services Supplies	8.85
12/21/2020	Joseph Tedesco	430.10 · Street Maintenance Wages	289.00
12/21/2020	Joseph Tedesco	488.00 · Employees Withholding	(65.83)
12/21/2020	William Boyle	400.10 · Legislative Wages	225.00
12/21/2020	William Boyle	488.00 · Employees Withholding	(51.12)
12/21/2020	PSAB UC Plan	6560 · Payroll Expenses	180.83
12/22/2020	IRS	6560 · Payroll Expenses	1,089.22
12/22/2020	PA Dept. of Revenue	6560 · Payroll Expenses	241.32
12/22/2020	Hab-Eit	6560 · Payroll Expenses	98.12
12/22/2020	PAUC	6560 · Payroll Expenses	3.81
12/22/2020	PP&L	409.3 - Bldg. Utilities	34.16
12/22/2020	John Mayers	413.2 - Protective Serv Supply	1,216.71
			\$ 20,370.93

Mr. Mayers questioned the payments to Tom Prince and Jay Lynch. Ms. Slick responded that they are all annual stipends. It was noted that Regal took care of the sewer problem on Clinton Street and

a bill will be forthcoming. Mr. Mayers, second by Mr. Boyle motioned to approve the expense report. Motion carried with all in favor.

**Mayor Report:** Mayor Brady was not present.

**Solicitor Report:** Nothing to report at this time.

**Committee Reports & Unfinished Business:**

Mr. Carachilo reported on the land bank and that there are residents that want to purchase some of the available properties, however Lackawanna County would like to wait until the after the first of the year. The buyer would have to go to the courthouse and the register of wills. Vandling has passed the necessary ordinance but they are waiting on Forest City School Board. There was a lot of paperwork involved in the process especially since the school district is in another county. Most of the proceeds would go to the school district and the county will handle distribution. There was some further discussion of the process among council members. Mr. Mayers questioned if we had any advertising requirements and it was noted that the county take care of all that and has the properties and information listed on their website. The prospective buyer does have to disclose their intended use of the property and if the property had a house they would have one year to bring it up to code.

Mr. Mayers reported that he has received some pushback from one rental unit about bringing inspectors in with children in the house and the pandemic. Mr. Mayers agrees and made a motion to defer rental inspections until April 30<sup>th</sup> at which time we can review the matter. Mr. Boyle seconded the motion which carried with all in favor.

Mr. Carachilo reported that County Waste missed a street during their collection. They were contacted and returned on Monday to pick up the trash and recycling.

Mr. Mayers noted that the newsletter went out as well a separate one that went to tenants that included information on Borough regulations. He also reported that the Secretary has brought the computer up to current status with all documents and that the ordinances and minutes are on the website.

The revision of the property maintenance code will be discussed month as it needs to be advertised.

The bidding process procedures will be discussed next month as Mr. Boyle and Mr. Matos were to meet tonight but Mr. Matos got called out for work. Mr. Mayers stated that a review group is a good idea and recommends a process be identified before we go out to request bids and have an approved statement of the request.

Mr. Carachilo questioned if there was anything in the bid that Stafursky was awarded as they haven't started yet. He thinks this is something we need to consider adding to the bid documents.

Mr. Mayers provided estimates for tree removal and made a motion to accept the bid from the Tree Guy for \$3,500 with his option to be to remove or grind the stumps. Mr. Boyle seconded the motion adding that proper insurance must be in place. Motion carried with all in favor.

The 2021 budget was previously introduced and has been advertised. Mr. Carachilo, seconded by Mr. Boyle motioned to accept and approve the budget. Motion carried with all in favor.

In regard to the County COVID grant, Council will need to ratify their approval of the agreement, Invoices have been submitted already. Mr. Mayers contacted all of our emergency service providers and ended up purchasing gowns, masks, etc. that will be split between FCEMS and FCPD. A hand sanitizer dispenser was also purchased for the Borough Building. FC Fire didn't need anything and Mr. Matos didn't report any needs for Browndale Fire.

It was noted that the County really helped us and Mr. Mayers will send a letter thanking them for their support.

A motion to ratify the agreements with the County was made by Mr. Mayers, second by Mr. Boyle. Motion carried with all in favor.

**New Business:** None at this time

**Public Comment:**

Steve Mikloiche discussed the difficulty finding the sewer line on Peterlin and that it was deeper than the specifications prepared by KBA. Mr. Mayers replied that he was told they put the camera in and were able to go about twenty feet. Koberlin was able to go in 120' and the pipe was four foot deep on west side of Peterlin.

With no further business, Mr. Pantzar wished everyone a Merry Christmas and Happy New Year, the meeting was adjourned at 7:50 PM on a motion by Mr. Mayers, second by Mr. Boyle.

Borough Secretary Nancy Perri prepared these minutes.

Nancy Perri

Signature

January 18, 2021

Date