

*Vandling Borough Council Minutes  
May 18, 2020 (Via Zoom)*

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

**Minutes**

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

**Correspondence:**

- *Attorney Jeffrey Levine re: Solicitor position*
- *FEMA; certified letter regarding floodplain management*

Mr. Carachilo, second by Mr. Boyle motioned to accept the correspondence. All were in favor. Attorney Smith will be provided a copy of the MOU prior to signing and sending to the County.

**Persons to be heard:** None at this time.

**Public Comment on Agenda Items:**

**Treasurer Report of Financial Status: (Final for April)**

	<u>Apr 1, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>General Fund</b>	
HNB - 0113	158,851.78
HNB - 4601	10,989.89
<b>Total General Fund</b>	169,841.67
<b>Liquid Fuels Fund</b>	
HNB - 4613	40,575.08
<b>Total Liquid Fuels Fund</b>	40,575.08
<b>Refuse Fund</b>	
HNB - 5401	15,168.73
<b>Total Refuse Fund</b>	15,168.73
<b>Total Checking/Savings</b>	225,585.48
<b>CD Balance (2.02% Interest Renews 7/24/20)</b>	27,245.68
<b>TOTAL ASSETS</b>	<b>252,831.16</b>
<b>LIABILITIES &amp; EQUITY</b>	
Principal Balance on Loan	140,505.20
(Payment Due 1/15/21)	

Mr. Boyle, second by Mr. Carachilo motioned to approve the April Treasurer's report. Motion carried with all in favor.

**Treasurer Report of Financial Status: (Final for May)**

May 1, 20

**ASSETS**

**Current Assets**

**Checking/Savings**

**General Fund**

HNB - 0113 188,288.49

HNB - 4601 5,966.85

**Total General Fund** 194,255.34

**Liquid Fuels Fund**

HNB - 4613 39,723.27

**Total Liquid Fuels Fund** 39,723.27

**Refuse Fund**

HNB - 5401 32,103.53

**Total Refuse Fund** 32,103.53

**Total Checking/Savings** 266,082.14

**CD Balance (2.02% Interest Renews 7/24/20)** 27,245.68

**TOTAL ASSETS** 293,327.82

**LIABILITIES & EQUITY**

**Principal Balance on Loan** 140,505.20

(Payment Due 1/15/21)

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

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

Vandling Borough ~ Revenue April 2020

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
04/02/2020	Hab-Eit	310.20 · Wage Taxes	43.44
04/15/2020	Hab-Eit	310.20 · Wage Taxes	722.91
04/20/2020	Lackawanna Co. Treasurer	319.00 · Delinquent Taxes	423.27
04/20/2020	Lackawanna Co. Treasurer	364.00 · Garbage Fees	805.05
04/20/2020	Lack. Co. Recorder of Deeds	310.10 · Real Estate Transfers	318.50
04/20/2020	District Magistrate	330.00 · Fines	61.94
04/20/2020	Mary Ann Risboskin	301.00 · Real Estate Taxes	27,168.57
04/20/2020	Tumblin Tots	342.00 · Rent	1,050.00
04/20/2020	Mary Ann Risboskin	364.00 · Garbage Fees	22,360.00
04/20/2020	Bloxham	321.00 · Rental Inspections	375.00
04/22/2020	Hab-Eit	310.20 · Wage Taxes	1,995.40
04/30/2020		341.00 · Interest Earnings	4.98
04/30/2020		HNB - 0113	39.43
		<b>Total Revenue</b>	<b>\$ 55,368.49</b>

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

**Treasurers report (final for May)****Vandling Borough ~ Revenue May 2020**

<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Amount</b>
05/01/2020	Hab-Eit	310.20 · Wage Taxes	2,351.02
05/04/2020	Hab-Eit	310.20 · Wage Taxes	92.40
05/08/2020	Hab-Eit	310.20 · Wage Taxes	1,238.47
05/13/2020	Hab-Eit	310.20 · Wage Taxes	2,774.91
05/15/2020	Hab-Eit	310.20 · Wage Taxes	2,499.78
05/29/2020	Hab-Eit	310.20 - Wage Taxes	1,426.53
		<b>Subtotal Wage Taxes</b>	<b>\$10,383.11</b>
05/19/2020	Mary Ann Risboskin	364.00 · Garbage Fees	27,090.00
05/19/2020	PP&L	389.00 · Misc. Revenue	370.27
05/19/2020	Tumblin Tots Lack. Co. Recorder of	342.00 · Rent	1,050.00
05/19/2020	Deeds	310.10 · Real Estate Transfers	85.75
05/19/2020	Mary Ann Risboskin	301.00 · Real Estate Taxes	27,611.91
05/19/2020	Mary Ann Risboskin	305.00 · Occ. Taxes	363.00
05/31/2020	HNB 0113	341.00 - Interest Earnings	42.57
05/31/2020	HNB 4613	341.00 - Interest Earnings	5.04
		<b>Total Revenue</b>	<b>\$67,001.65</b>

Ms. Slick noted that the PPL check came from an old street light account that had a credit balance. All lights are LED now and in a different account. She will be depositing to Liquid Fuels as it would have been paid out of that account originally. Mr. Mayers noted that it related to a pole that did not exist which is why the credit was issued. Mr. Boyle, second by Mr. Carachilo motioned to accept the revenue report. All in favor, motion carried.

**Treasurers' Report of Bills (final for April)****Vandling Borough ~ Expenses April 2020**

<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Amount</b>
04/01/2020	UGI PNG	409.30 · Bldgs Utilities	172.35
04/01/2020	PAWC	409.30 · Bldgs Utilities	57.76
04/20/2020	County Waste	427.45 · Contract Sanitation Service	6,230.25
04/20/2020	PAWC	448.36 · Water Hydrants	314.22
04/20/2020	Cube Auto Supply	430.20 · Truck Gas & Supplies	137.15
04/20/2020	NEP Telephone	409.30 · Bldgs Utilities	74.72
04/20/2020	PP&L	409.30 · Bldgs Utilities	185.04
04/20/2020	Regal Heating & Plumbing	409.37 · Bldgs/Grounds Rep & Main.	112.00
04/20/2020	John Bonham	430.20 · Truck Gas & Supplies	749.80
04/20/2020	John Bonham	430.25 · Road Material	165.00
04/20/2020	The Scranton Times	404.20 · Legal Advertisement	73.70
04/20/2020	BIU	413.45 · Rental Expense	235.00
04/20/2020	PP&L	434.36 · Street Lighting	856.79
04/20/2020	Forest City Borough	410.45 · Police	2,000.00

04/20/2020	Wex Bank (Sunoco)	430.20 · Truck Gas & Supplies	86.49
04/20/2020	Thomas Collins, Jr.	430.10 · Street Maintenance Wages	340.00
04/20/2020	Thomas Collins, Jr.	488.00 · Employees Withholding	(77.45)
04/20/2020	Thomas Collins, Jr.	403.20 · Tax Collectors Supplies & Exp	21.68
04/20/2020	Jennifer Slick	402.10 · Treasurer's Commissions	400.00
04/20/2020	Jennifer Slick	488.00 · Employees Withholding	(91.12)
04/20/2020	Nancy Ann Perri	405.10 · Secretary's Wages	400.00
04/20/2020	Nancy Ann Perri	488.00 · Employees Withholding	(97.12)
04/20/2020	Mary Ann Risboskin	403.10 · Tax Collectors Commissions	1,358.43
04/20/2020	Mary Ann Risboskin	488.00 · Employees Withholding	(308.63)
04/20/2020	Mary Ann Risboskin	403.20 · Tax Collectors Supplies & Exp	165.00
04/20/2020	Thomas Collins, Sr.	430.10 · Street Maintenance Wages	110.50
04/20/2020	Thomas Collins, Sr.	488.00 · Employees Withholding	(25.18)
04/20/2020	John Lavin	413.2 · Protective Services Supplies	430.00
04/20/2020	John Lavin	488.00 · Employees Withholding	(97.96)
04/20/2020	John Lavin	413.2 · Protective Services Supplies	14.10
04/20/2020	Joseph Tedesco	430.10 · Street Maintenance Wages	246.50
04/20/2020	Joseph Tedesco	488.00 · Employees Withholding	(56.16)
04/20/2020	IRS	6560 · Payroll Expenses	864.08
04/20/2020	USPS	402 · .20 Treasurer's Supplies	55.00
<b>Total Expenses</b>			<b>15,101.94</b>

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

**Treasurers' Report of Bills (final for May)**

Vandling Borough ~ Expenses May 2020			
<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
05/04/2020	UGI PNG	409.30 · Bldgs Utilities	144.49
05/04/2020	PAWC	409.30 · Bldgs Utilities	37.95
05/18/2020	PAWC	448.36 · Water Hydrants	314.22
05/18/2020	Modern Gas	409.30 · Bldgs Utilities	67.37
05/18/2020	NEP Telephone	409.30 · Bldgs Utilities	74.31
05/18/2020	PP&L	409.30 · Bldgs Utilities	167.54
05/18/2020	Browndale Fire Co	411.50 · Fire Co. Contribution	500.00
05/18/2020	Thomas Collins, Jr.	430.10 · Street Maintenance Wages	238.00
05/18/2020	Thomas Collins, Jr.	488.00 · Employees Withholding	(54.22)
05/18/2020	Jennifer Slick	402.10 · Treasurer's Commissions	400.00
05/18/2020	Jennifer Slick	488.00 · Employees Withholding	(91.12)
05/18/2020	Nancy Ann Perri	405.10 · Secretary's Wages	400.00
05/18/2020	Nancy Ann Perri	488.00 · Employees Withholding	(97.12)
05/18/2020	Mary Ann Risboskin	403.10 · Tax Collectors Commissions	1,398.75
05/18/2020	Mary Ann Risboskin	488.00 · Employees Withholding	(431.39)
05/18/2020	Mary Ann Risboskin	427.1 · Garbage Fee Comm.	500.00
05/18/2020	John Lavin	413.2 · Protective Services Supplies	340.00
05/18/2020	John Lavin	488.00 · Employees Withholding	(77.45)

05/18/2020	John Lavin	413.2 · Protective Services Supplies	1.40
05/18/2020	Joseph Tedesco	430.10 · Street Maintenance Wages	212.50
05/18/2020	Joseph Tedesco	488.00 · Employees Withholding	(48.42)
05/18/2020	Forest City Borough	410.45 · Police	2,000.00
05/18/2020	County Waste	427.45 · Contract Sanitation Service	6,230.25
05/18/2020	PP&L	434.36 · Street Lighting	869.64
05/19/2020	IRS	6560 · Payroll Expenses	918.37
<b>Total Expenses</b>			<b>\$14,015.07</b>

Ms. Slick noted that a bill from Forest City for police services has not been received yet but is included as per the contract. Mr. Boyle, second by Mr. Carachilo, motioned to approve the bills for payment. Motion carried with all in favor.

**Mayor Report:** Mayor Brady wished all a happy and safe Memorial Day. The Mayor also questioned when we might be able to reopen the parks. We likely will have to wait at least until our county is moved into the yellow designation.

The question was raised if people can walk in the big park if the gate is closed. Since being outdoors is okay, Mr. Pantzar will make sure the gate is open.

Mayor Brady also noted that people are getting lax about coming to a full stop at stop signs. He will follow up with FC Police Chief.

**Solicitor Report:** Attorney Smith was not present.

**Committee Reports:** Mr. Carachilo reported that the trees ordered through PPL will be delivered on Thursday. Mayor Brady and he will meet with Tom Collins to unload them. Mr. Carachilo has contacted a tree trimmer regarding large trees in the play area that need to be removed. He will get a couple of estimates. John Mayers is also getting other prices and should have within the next few weeks. An estimate should be obtained with the stump removal included. Council will review at the June meeting.

Mr. Carachilo questioned if we should consider making some accommodation regarding property taxes. Mr. Pantzar suggested that we be consistent with the County policy and forgo any penalties as long as the taxes are paid in full by December 31<sup>st</sup>. A ten percent late fee would normally kick in after July 15<sup>th</sup>. Mr. Pantzar stated that Attorney Smith had prepared a resolution for this matter and also noted that Mrs. Risboskin stated that about 70% of the tax revenue has already been collected. Mr. Carachilo made a motion to not charge any penalty on 2020 property taxes so long as they are paid by the end of the year. Mr. Boyle seconded the motion. Motion carried with all in favor.

Mr. Mayers reminded everyone that funds had been allocated for mulch delivery last year for the playground. It is scheduled to be delivered shortly. Mr. Boyle questioned if Tom Collins will be placing and spreading the mulch. Mr. Mayers replied that he would. Mr. Mayers, second by Mr. Boyle motioned to expend \$2,500 for mulch purchase. Motion carried with all in favor.

**Unfinished Business:** The prints for the Peterlin sewer project have been updated with some modifications requested by Mr. Mayers. The project will be bid as soon as KBA is able to reopen.

Mr. Mayers reported that patching that was underway last year has not been completed due to weather conditions. It will probably be completed by August. An extension has been requested for the permit for the work on Ash & Main.

Ms. Slick noted that an ordinance regarding the decrease in council pay was never enacted last year. Attorney Smith and Mr. Pantzar reviewed the minutes and an ordinance was never advertised or adopted. Therefore, the Council salary must remain the same. Mr. Mayers stated that it was symbolic at the time it was suggested as property taxes were doubled that year. Mr. Boyle noted that it was budgeted for the change but was an oversight that the ordinance process was not completed. Mr. Carachilo stated that he believes salary should be left at current level and made a motion for the same. Mr. Mayers stated that be things revenue will be down approximately \$20,000 this year. Motion died for lack of a second. Mr. Boyle stated that he would like to see the original motion that was made. (April 2018 minutes will be sent to all Council members).

**New Business:** Mr. Pantzar noted that Mr. Ciciloni who owns a rental property on Main Street was overbilled on his garbage fees. The error occurred in 2019 due to a discrepancy in the number of units billed. Mr. Pantzar will verify with Mrs. Risboskin and Council can address at June meeting.

Mr. Matos stated that many recycling bins in the Borough of full of trash. Mr. Pantzar suggested that he follow up with Mr. Lavin. Mr. Mayers replied that the information provided is not adequate and a specific address is necessary. There are many issues with County Waste who has not been cooperative recently and all of these issues need to be properly documented. Mr. Boyle stated that if tenants are putting garbage in recycling containers than it is a code violation; however, he agrees that we need to document dates and times for issues with County Waste. Mr. Mayers noted that he isn't saying Mr. Lavin can't address these issues but that he needs more specific information.

Council acted to formally accept the resignation of Attorney Paul Smith. Mayor Brady thanked Attorney Smith for his service and commitment to the Borough. All wished him well in his retirement. Mr. Matos made the motion to accept the resignation, second by Mr. Boyle. Motion carried with all in favor.

Mr. Carachilo asked the Secretary how long the advertisement for a new solicitor was in the paper. It ran in February. Mr. Carachilo made a motion to hire and appoint Attorney Jeff Levine as Borough Solicitor. Mr. Matos seconded the motion. Motion carried with all in favor.

Ms. Perri let Council know that she had spoken with Lackawanna Community Development and they are interested in doing a project in Vandling. Mr. Pantzar and Mr. Mayers will review the forms previously provided to come up with some potential projects.

Mr. Boyle stated that the Scranton Chamber has announced a grant opportunity beginning today. Lackawanna County small businesses can apply for Lackawanna County Business Relief Grants worth \$2,500. The county has \$250,000 economic development money to award to 100 local small businesses affected by the COVID-19 pandemic.

**Public Comment:** -

Rick Utegg thanked council for the temporary patching work that was completed.

Mr. Matos asked if the Mayor can also address the four-wheelers and side-by-sides that are getting out of control in the Borough with the police chief.

With no further business, the meeting was adjourned at 8:10 PM on a motion by Mr. Matos, second by Mr. Boyle Borough Secretary Nancy Perri prepared these minutes.

Nancy Perri  
Secretary Signature

June 15, 2020  
Date Approved