Vandling Borough Council Minutes

May 16, 2022

Mr. Carachilo called the meeting to order. The pledge of allegiance was recited. Council members present included John Carachilo, Bill Matos, and Fran Pantzar. Also present were Mayor Tom Prince, Treasurer Jennifer Slick, Attorney Jeff Levine, and Secretary Nancy Perri. Bill Boyle was absent.

Prior to the start of the meeting business, Mr. Carachilo noted that in the last two months he suffered a slight heart attack and had not been feeling well. He thanked everyone for their support and apologized for not being able to be active in Borough business but that he was able to maintain contact with other officials via phone. Mr. Carachilo added that sticking together we will get things done for the Borough.

**Minutes:** The minutes of the previous meeting were approved on a motion by Mr. Pantzar, second by Mr. Matos. Motion carried with all in favor.

***Correspondence:***

* + *Interest in Open Council Seat (Amanda Serge)*
  + *APPI Pricing Analysis*
  + *2021 Audit (DCED)*

The correspondence was accepted on a motion by Mr. Matos, second by Mr. Pantzar.

***Persons to be heard:***

Ted Ritsick of DCED introduced himself and provided Council with an overview of a proposed multi-municipal comprehensive plan update. He noted that the recommendation is for plans to be updated every ten years and the Vandling zoning ordinance was completed in 1993 and the comprehensive plan in 1994. An updated plan can help with obtaining grants as by law the state relies on plans to approve projects. It would be cost effective to undertake the project collaboratively with Carbondale City, Carbondale Township, Fell Township, Greenfield Township, Jermyn Borough, and Mayfield Borough. The project would include a multi-municipal comprehensive plan and an updated zoning ordinance.

The next steps include obtaining agreement from all municipalities involved. After which, DCED and the Lackawanna County Planning Commission will prepare a request for proposals to choose a consultant to undertake the project. Municipal cooperation agreements will be drafted and the County and City of Carbondale will apply for grants to fund the project which will commence upon approval of the grants.

The municipality portion of the consultant cost which will be minimal and based on population can be budgeted over two fiscal years. Mr. Pantzar made a motion to participate in the project, seconded by Mr. Matos. Motion carried with all in favor.

***Treasurer Report***

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **May 2, 22** |
| **ASSETS** | | |  |  |  |
|  | **Current Assets** | | | |  |
|  |  | **Checking/Savings** | | |  |
|  |  |  | **COVID Grant** | | 2,144.08 |
|  |  |  | **General Fund** | |  |
|  |  |  |  | **HNB - 0113** | 276,149.36 |
|  |  |  |  | **HNB - 4601** | 8,369.05 |
|  |  |  | **Total General Fund** | | 284,518.41 |
|  |  |  | **Liquid Fuels Fund** | |  |
|  |  |  |  | **HNB - 4613** | 49,208.77 |
|  |  |  | **Total Liquid Fuels Fund** | | 49,208.77 |
|  |  |  | **Refuse Fund** | |  |
|  |  |  |  | **HNB - 5401** | 37,681.62 |
|  |  |  | **Total Refuse Fund** | | 37,681.62 |
|  | **CD Balance (.25% Interest Renews 7/24/22)** | | | | 27,861.80 |
| **TOTAL ASSETS** | | | | | 401,414.68 |
| **LIABILITIES & EQUITY** | | | | |  |
|  |  | **Principal Balance on Loan** | | | 66,457.09 |
|  |  |  |  | **(Payment Due 2/15/23)** |  |

Mr. Matos, second by Pantzar motioned to approve the Treasurer’s repot. Motion carried with all in favor.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Revenue ~ May 2022 | | | | | | |
| **Date** |  | **Name** |  | **Account** |  | **Amount** |
| 05/01/2022 |  |  |  | 341.00 · Interest Earnings |  | 37.63 |
| 05/01/2022 |  |  |  | 341.00 · Interest Earnings |  | 4.23 |
| 05/03/2022 |  | Hab-Eit |  | 310.20 · Wage Taxes |  | 77.93 |
| 05/06/2022 |  | Hab-Eit |  | 310.20 · Wage Taxes |  | 764.25 |
| 05/09/2022 |  | Lack. Co. Recorder of Deeds |  | 310.10 · Real Estate Transfers |  | 857.50 |
| 05/11/2022 |  | Hab-Eit |  | 310.20 · Wage Taxes |  | 686.54 |
| 05/13/2022 |  | Hab-Eit |  | 310.20 · Wage Taxes |  | 2,500.40 |
| 05/16/2022 |  | Mary Ann Risboskin |  | 364.00 · Garbage Fees |  | 32,830.00 |
| 05/16/2022 |  | Mary Ann Risboskin |  | 301.00 · Real Estate Taxes |  | 30,944.41 |
| 05/16/2022 |  | Mary Ann Risboskin |  | 305.00 · Occ. Taxes |  | 230.10 |
| 05/16/2022 |  | Lackawanna Co. Treasurer |  | 319.00 · Delinquent Taxes |  | 419.46 |
| 05/16/2022 |  | Lackawanna Co. Treasurer |  | 364.00 · Garbage Fees |  | 236.25 |
| 05/16/2022 |  | Tumblin Tots |  | 342.00 · Rent |  | 1,050.00 |
| 05/16/2022 |  | District Magistrate |  | 330.00 · Fines |  | 150.00 |
| 05/16/2022 |  | Boyce Realty Management LLC |  | 321.00 · Rental Inspections |  | 300.00 |
| 05/16/2022 |  | Boyce Realty Management LLC |  | 321.00 · Rental Inspections |  | 75.00 |
| 05/16/2022 |  | Edward Kowalski |  | 321.00 · Rental Inspections |  | 150.00 |
| 05/16/2022 |  | Mark Ogozaly |  | 321.00 · Rental Inspections |  | 75.00 |
| 05/16/2022 |  | Jeffrey Pavlovich |  | 320.00 · Building Permits |  | 141.12 |
| 05/16/2022 |  | Susan SanMartin |  | 320.00 · Building Permits |  | 556.50 |
| 05/18/2022 |  | Hab-Eit |  | 310.20 · Wage Taxes |  | 1,331.72 |
| 05/20/2022 |  | Hab-Eit |  | 310.20 · Wage Taxes |  | 2,549.71 |
| 05/25/2022 |  | Hab-Eit |  | 310.20 · Wage Taxes |  | 1,724.53 |
| 05/27/2022 |  | Hab-Eit |  | 310.20 · Wage Taxes |  | 3,211.59 |
| 05/31/2022 |  | HNB 4613 |  | 341.00 · Interest Earnings |  | 4.02 |
| 05/31/2022 |  | HNB 0113 |  | 341.00 · Interest Earnings |  | 48.30 |
|  |  |  |  | Total Revenue |  | $80,956.19 |

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Expenses - May 2022 | | | | | | |
| **Date** |  | **Name** |  | **Account** |  | **Amount** |
| 05/09/2022 |  | County Waste |  | 427.45 · Contract Sanitation Service |  | 6,609.67 |
| 05/16/2022 |  | Herlands & Levine |  | 404.10 · Legal Wages & Salary |  | 440.00 |
| 05/16/2022 |  | LCAB |  | 400.42 · Borough Dues & Subscriptions |  | 75.00 |
| 05/16/2022 |  | LCAB |  | 400.20 · Legislative Supplies |  | 20.00 |
| 05/16/2022 |  | NEIC |  | 413.10 · UCC & Code Enforcement |  | 322.00 |
| 05/16/2022 |  | NEP Telephone |  | 409.30 · Bldgs. Utilities |  | 82.35 |
| 05/16/2022 |  | Regal Heating & Plumbing |  | 409.37 · Bldgs./Grounds Rep & Main. |  | 251.90 |
| 05/16/2022 |  | Rainey & Rainey |  | 402.45 · Contracted Financial Service |  | 975.00 |
| 05/16/2022 |  | UGI PNG |  | 409.30 · Bldgs. Utilities |  | 185.99 |
| 05/16/2022 |  | PAWC |  | 409.30 · Bldgs. Utilities |  | 53.89 |
| 05/16/2022 |  | PAWC |  | 448.36 · Water Hydrants |  | 331.61 |
| 05/16/2022 |  | PP&L |  | 409.30 · Bldgs. Utilities |  | 161.43 |
| 05/16/2022 |  | City of Carbondale |  | 410.45 · Police |  | 2,000.00 |
| 05/16/2022 |  | Jennifer Slick |  | 402.10 · Treasurer's Commissions |  | 400.00 |
| 05/16/2022 |  | Jennifer Slick |  | 488.00 · Employees Withholding |  | (91.12) |
| 05/16/2022 |  | Nancy Ann Perri |  | 405.10 · Secretary's Wages |  | 400.00 |
| 05/16/2022 |  | Nancy Ann Perri |  | 488.00 · Employees Withholding |  | (97.12) |
| 05/16/2022 |  | Thomas Collins, Sr. |  | 430.10 · Street Maintenance Wages |  | 569.50 |
| 05/16/2022 |  | Thomas Collins, Sr. |  | 488.00 · Employees Withholding |  | (129.74) |
| 05/16/2022 |  | Mary Ann Risboskin |  | 403.10 · Tax Collectors Commissions |  | 1,558.73 |
| 05/16/2022 |  | Mary Ann Risboskin |  | 488.00 · Employees Withholding |  | (467.74) |
| 05/16/2022 |  | Mary Ann Risboskin |  | 427.1 · Garbage Fee Comm. |  | 500.00 |
| 05/16/2022 |  | Mary Ann Risboskin |  | 403.20 · Tax Collectors Supplies & Exp |  |  |
| 05/16/2022 |  | Browndale Fire Co |  | 411.50 · Fire Co. Contribution |  | 500.00 |
| 05/16/2022 |  | John Lavin |  | 413.2 · Protective Services Supplies |  | 340.00 |
| 05/16/2022 |  | John Lavin |  | 488.00 · Employees Withholding |  | (77.45) |
| 05/16/2022 |  | Francis Pantzar |  | 409.37 · Bldgs./Grounds Rep & Main. |  | 284.05 |
| 05/16/2022 |  | PP&L |  | 434.36 · Street Lighting |  | 919.48 |
| 05/17/2022 |  | IRS |  | 6560 · Payroll Expenses |  | 991.05 |
|  |  |  |  |  |  | $ 17,108.48 |

Mr. Matos, second by Mr. Pantzar motioned to approve the bill listing. Motion carried with all in favor.

Mr. Carachilo asked Mr. Lavin in regard to the receipts on how we are doing on rental inspections. Mr. Lavin responded that they are about 25% complete.

***Mayor Report:***

Mayor Prince reported that PA DOT has ordered a grate for the storm drain at the corner of Main & Oak that they will install.

A letter has been sent to PA American Water requesting approval to paint they hydrants.

Students from Forest City School have started to paint the street signs. Mayor Prince also discussed with Mr. Pantzar the possibility of students working for the Borough in the summer. Attorney Levine will check to see if they can operate power tools and equipment if they are under eighteen. There are two students interested in the work.

Tom Collins is having difficulty obtaining the paint for the crosswalks, it is only available in Hazleton. Mayor Prince has offered to pick it up. Mr. Collins will need help painting the crosswalks.

Mayor Prince met with Chief Bognatz today who has requested we have Borough parking tickets printed. He is also looking for a few of our ordinances. A current ordinance around police coverage refers to Forest City. Attorney Levine will follow up with Chief Bognatz.

It was agreed that the paint, brushes, and sandpaper for the street signs can be purchased from the street department budget.

Mayor Prince has a meeting scheduled with Representative Kyle Mullins who will now represent the Borough in his Olyphant office next week. Mr. Carachilo would like to join him for the meeting. Secretary Nancy Perri also noted that she was recently contacted by Representative Mullins regarding the LSA grant that was submitted for Peterlin sewer line completion. The project will likely not be funded through LSA but there is another source of funding that Mr. Mullins will attempt to secure to assist with this project.

***Solicitor Report****:* Attorney Levine had nothing to report at this time.

***Committee Reports:***

***Unfinished Business:***

Mr. Pantzar stated that he has known Amanda Serge for a long time and was happy to see of her interest in joining council. Mr. Pantzar made a motion to appoint Amanda to the open council seat. The motion was seconded by Mr. Matos. Motion carried with all in favor.

Mrs. Serge took the oath of office administered by Mayor Prince and took her seat on Council.

Mr. Pantzar noted that there are several projects that were prepared to solicit bids for last year that never went out. He would like to move them forward at this time.

A motion was made by Mr. Matos, second by Mr. Pantzar to advertise and bid out the storm drain project at Ash & Hillside Streets. Motion carried with all in favor. Any required easements will be signed before the project is done.

The 5th & 6th street storm pipe replacement project was reviewed by Mr. Boyle and Mr. Matos last year. Mr. Matos noted that all easements were drawn up and the property owners agreed. Mr. Pantzar made a motion to advertise and bid this project. Mr. Matos seconded the motion. Motion carried with all in favor.

Mr. Pantzar made a motion to advertise and bid out the roof replacement project. Mr. Matos seconded the motion. Motion carried with all in favor.

***New Business:***

Mayor Prince will be attending Lackawanna County Boroughs Association meeting.

Mr. Carachilo would like to get some new playground equipment for children. He would also like to have a night out for kids with the police and fire departments present.

In regard to the proposal from APPI, after some discussion on distribution charges, Mr. Pantzar made a motion to accept the 59-month rate and lock it in at this time. Mr. Matos seconded the motion. Motion carried with all in favor.

***Public Comment:***

Sue Kulasinksy reported that the drain at Ash & Hillside is caving in around all sides. Special thanks to Tom Collins who came in the rain to clear it out. The Borough can look at this when the other project is underway.

John Wearing asked about the water at the corner of his property and if it might be sewer water. Mr. Pantzar replied that he spoke with their neighbor having their line videoed to see what might be happening. If it is sewage it can be a health problem. Mr. Pantzar will give the other property owner until the end of the week and if necessary, the Borough can fix the issue and lien the property.

Barbara Bock asked Mr. Carachilo to look into the farmers market vouchers again for this year for senior citizens.

There was a question about the possibility of installing some signs to prevent tractor trailers from entering the development. An ordinance would have to be prepared first before this could be done.

The meeting was adjourned at 8:25 PM on a motion by Mr. Pantzar, second by Mr. Matos.

These minutes were prepared by Borough Secretary Nancy Perri.

Nancy Perri June 20, 2022

Signature Date