

Vandling Borough Council Minutes
October 18, 2021

Council President Fran Pantzar called the meeting to order. The Pledge of Allegiance was recited.

Council members present included Bill Boyle, John Mayers, and Fran Pantzar. Also present were Mayor Joseph Brady, Treasurer Jennifer Slick, Attorney Jeff Levine, Secretary Nancy Perri, and Code Enforcement Officer Joe Lavin. Councilmen Carachilo and Matos were absent.

Minutes: The minutes of the previous regular and special meetings were approved on a motion by Mr. Boyle, second by Mr. Mayers All were in favor.

Correspondence:

- Auditor General Liquid Fuels Report
- PSAB ARPA Guidance

Noting that there were no deficiencies in the liquid fuel report, Mr. Boyle made a motion to accept the correspondence, second by Mr. Mayers. Motion carried with all in favor.

Persons to be heard: None at this time.

Treasurer Report

Treasurer Report of Financial Status: (final for October)

	<u>Oct 1, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
COVID Grant	2,144.08
General Fund	
HNB - 0113	238,009.99
HNB - 4601	<u>6,963.62</u>
Total General Fund	244,973.61
Liquid Fuels Fund	
HNB - 4613	<u>30,912.50</u>
Total Liquid Fuels Fund	30,912.50
Refuse Fund	
HNB - 5401	<u>48,865.13</u>
Total Refuse Fund	48,865.13
CD Balance (.25% Interest Renews 7/24/22)	<u>27,861.80</u>
TOTAL ASSETS	354,757.12
LIABILITIES & EQUITY	
Principal Balance on Loan	103,953.26
(Payment Due 1/15/22)	

A motion was made by Mr. Boyle, second by Mr. Mayers to approve the Treasurer's report, Motion carried with all in favor.

Treasurer Report of Receipts: (final for October)

Revenue ~ October 2021				
Date	Name	Account		Amount
10/04/2021	Hab-Eit	310.20 · Wage Taxes		332.65
10/15/2021	Hab-Eit	310.20 · Wage Taxes		556.65
10/19/2021	Commonwealth of PA	355.01 · PURTA		175.94
10/19/2021	District Magistrate	330.00 · Fines		25.00
10/19/2021	Tumblin Tots	342.00 · Rent		1,050.00
10/19/2021	Mary Ann Risboskin	301.00 · Real Estate Taxes		210.43
10/19/2021	Mary Ann Risboskin	364.00 · Garbage Fees		1,470.00
10/19/2021	LC Recorder of Deeds	310.10 - Real Estate Transfer		2,469.60
10/19/2021	Selective Insurance	38900 - Misc. Revenue		38.47
10/19/2021	District Magistrate	330.00 - Fines		17.90
10/19/2021	LC Treasurer	319.00 - Delinquent Taxes		342.00
10/19/2021	LC Treasurer	364.00 - Delinquent Garbage		225.72
10/20/2021	Hab-Eit	310.20 - Wage Taxes		1,036.02
10/27/2021	Hab-Eit	310.20 - Wage Taxes		1,062.86
10/31/2021	HNB 4613	341.00 - Interest Earnings		2.62
10/31/2021	HNB 0113	341.00 - Interest Earnings		30.21
Total Revenue				\$ 9,046.07

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

Treasurer Report of Expenses: (final for October)

Bill List ~ October 2021				
Date	Name	Account		Amount
10/03/2021	UGI PNG	409.30 · Bldgs. Utilities		27.18
10/03/2021	PAWC	409.30 · Bldgs. Utilities		50.38
10/18/2021	Herlands & Levine	404.10 · Legal Wages & Salary		407.50
10/18/2021	Forest City Borough	410.45 · Police		2,000.00
10/18/2021	The Scranton Times	404.20 · Legal Advertisement		96.45
10/18/2021	NEP Telephone	409.30 · Bldgs. Utilities		83.48
10/18/2021	PAWC	448.36 · Water Hydrants		331.61
10/18/2021	RB Fries, Inc.	430.20 · Truck Gas & Supplies		131.21
10/18/2021	PP&L	409.30 · Bldgs. Utilities		175.80
10/18/2021	Boot-A-Pest	409.20 · Bldgs./Grounds Supplies & Exp.		110.00
10/18/2021	4 Seasons Small Engine	409.37 · Bldgs. /Grounds Rep & Main.		437.77
10/18/2021	Forest City Fireman's Relief Assoc	411.51 · Fire Relief		1,537.62
10/18/2021	Browndale Fire Relief Association	411.51 · Fire Relief		1,537.63
10/18/2021	DCED	413.10 · UCC & Code Enforcement		4.50
10/18/2021	Jennifer Slick	402.10 · Treasurer's Commissions		400.00
10/18/2021	Jennifer Slick	488.00 · Employees Withholding		(91.12)
10/18/2021	Nancy Ann Perri	405.10 · Secretary's Wages		400.00

10/18/2021	Nancy Ann Perri	488.00 · Employees Withholding	(97.12)
10/18/2021	Thomas Collins, Sr.	430.10 · Street Maintenance Wages	238.00
10/18/2021	Thomas Collins, Sr.	488.00 · Employees Withholding	(54.22)
10/18/2021	Mary Ann Risboskin	403.10 · Tax Collectors Commissions	10.52
10/18/2021	Mary Ann Risboskin	488.00 · Employees Withholding	(2.39)
10/18/2021	John Lavin	413.2 · Protective Services Supplies	370.00
10/18/2021	John Lavin	488.00 · Employees Withholding	(84.29)
10/18/2021	John Lavin	413.2 · Protective Services Supplies	14.76
10/18/2021	James Van Leuven	430.10 · Street Maintenance Wages	442.50
10/18/2021	James Van Leuven	488.00 · Employees Withholding	(100.82)
10/18/2021	James Van Leuven	409.37 · Bldgs. /Grounds Rep & Main.	35.19
10/18/2021	County Waste	427.45 · Contract Sanitation Service	6,417.16
10/19/2021	IRS	6560 · Payroll Expenses	489.46
10/19/2021	PP&L	434.36 - Street Lighting	935.62
10/19/2021	PSAB	400.42 - Borough Dues/Subscript	164.00

Total Expenses \$16,418.38

Mr. Boyle, second by Mr. Mayers motioned to approve the bills as presented. Motion carried with all in favor.

Mayor Report:

Mayor Brady reminded everyone of the new law that does not allow items to be added to the agenda after it is posted unless there is an emergency or a good cause and all of Council agree to address the new agenda item. Any items added to the agenda must be added to the posted agenda within twenty-four hours of the meeting.

Trick or treating will be held on Halloween (Oct 31) between 6 PM and 9 PM.

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

Committee Reports:

A budget work session needs to be scheduled for the 2022 budget. It was decided to meet on Monday, November 1st at 6 PM.

The storm drain on Vine & Peterlin collapsed on one side. Mr. Pantzar and Mr. Mayers will inspect after the meeting and have it repaired tomorrow.

Emmett Mancinelli addressed Council regarding the new development by the Brennan's. He reminded everyone that the last Council action was conditional approval with three contingencies including the developers' agreement, inter-municipal agreement with Fell, and the PA DOT permits. The Brennan's are in the process of purchasing the property. Mr. Mancinelli stated that the driveway on PA 171 requires three permits to access the development, to remove an encroachment, and access for the new owner of the McAndrew property. He will provide an agency agreement that allows him to submit plans to PA DOT on behalf of Vandling Borough, Fell Township, and the new owners of Doctor McAndrew's office. All three permits are tied together and one cannot be granted without the others. It is anticipated that the closing will be held in the next thirty to sixty days and the name will be changed from Maple Ridge to Gracelyn

Estates. Plans should be submitted with the new name. Mr. Mancinelli is looking for direction on how the Borough wants to proceed.

Mr. Pantzar stated that he has no issue with the name change as long as plans are staying intact. There will be a driveway move for new owners. Mr. Mancinelli provided Attorney Levine with a copy of the inter-municipal agreement that needs to be signed.

Unfinished Business

Council discussed the ongoing flooding issues in the Borough. The Secretary recently submitted a letter of intent for a \$368,000 flood hazard mitigation grant. Mr. Carachilo will be contacting a grant writer to see how she works and what the process would be to contract with her.

In regard to the bid process and procedure, Mr. Mayers stated he would like another person to review specifications. Mr. Boyle reminded him that the review committee was removed from the process. Mr. Mayers would like to add it back in and feels there is value to have the entire Council review plans. Additionally, he suggested Mr. Pantzar could review the documents or appoint someone to review. Mr. Boyle clarified that the review committee was not removed but recommended that all Council have opportunity to review plans and specifications. Mr. Pantzar stated that he would not mind doing it and assigning review to committees (building/roads), but he does agree that all Councilmembers should be involved in the approval process.

Mr. Boyle questioned what action starts the process of appointing a project manager, how Council becomes aware there is a project. If a project is brought to Council, then a manager is appointed to initiate the bid process and then it is brought back for a vote. Mr. Pantzar and Mr. Mayers will meet and update the policy to reflect this process at the next meeting.

New Business

Mr. Mayers would like to request approval of the hourly salary for new DPW staff Mike VanLeuven from \$15 to \$17 per hour. He has been doing a great job, taking initiative to get work done, and requires little supervision. Mayor Brady commented that it would be nice if any new hires would do the same. Mr. Mayers made a motion, second by Mr. Boyle to increase Mr. VanLeuven salary by \$2/hour effective today. Motion carried with all in favor.

In regard to 5th and 6th streets, Mr. Mayers provided some background on weather events and flooding issues. An easement is needed in three areas between the two streets. He noted that pipe has been elevated by trees and roots and there seems to be a hole where some roots have grown through. Mr. Mayers asked Mr. Matos to scope the pipe so that he can generate a specification to get it repaired. The specification will be distributed to several contractors.

Mr. Mayers addressed installing a curb along Ash Street from 6th street to the storm drain. Mr. Pantzar stated that there was a curb but it has settled. They feel it is critical to install a six inch berm/curb to move storm water that overflows from the pipe. We cannot install a concrete curb as that would require engineering and a specification. Mr. Mayers has an estimate to install a 125 foot asphalt curb at \$9/foot. Attorney Levine has already prepared the easements. Mr. Mayers made a motion to install asphalt berm from 6th Street to the storm drain on Ash Street on north side by Stafursky at a cost of \$1,250 from the general fund. Mr. Boyle seconded the motion. Motion carried with all in favor. Mr. Martines noted that it is actually 150' as it runs along his property. Mr. Mayers amended his motion to note the 150' length of the project.

Public Comment: None

The meeting was adjourned at 8:05 PM on a motion by Mr. Boyle, second by Mr. Mayers. Borough Secretary Nancy Perri prepared the minutes.

Nancy Perri
Signature

November 14, 2021
Date