

*Vandling Borough Council Minutes*  
*October 19, 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, 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.

**Minutes**

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

**Correspondence:**

- *Lackawanna County Conservation District*

Mr. Matos made a motion, seconded by Mr. Boyle to approve the correspondence. Motion carried with all in favor.

**Persons to be heard:**

Fire Chief Josh Debevec reported that there were nine calls in September 126 hours of training, and 206 miles travelled on the vehicles.

John Carachilo asked if there is a charge for building inspections by the fire department. Chief Debevec replied that there is not. Attorney Levine stated that we would have to establish a fee for that service. Chief Debevec stated that the inspections do not necessarily occur by the request of the Borough and that often times they do them on their own. It would be up to the Borough inspection company to request fire company inspection services.

**Public Comment on Agenda Items:**

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

	<u>Oct 1, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>General Fund</b>	
HNB - 0113	240,623.54
HNB - 4601	<u>9,768.30</u>
<b>Total General Fund</b>	250,391.84
<b>Liquid Fuels Fund</b>	
HNB - 4613	<u>35,786.03</u>
<b>Total Liquid Fuels Fund</b>	35,786.03
<b>Refuse Fund</b>	
HNB - 5401	<u>39,461.44</u>
<b>Total Refuse Fund</b>	<u>39,461.44</u>
<b>Total Checking/Savings</b>	<u>325,639.31</u>
<b>CD Balance (.40% Interest Renews 7/24/21)</b>	27,750.80

**TOTAL ASSETS**353,390.11**LIABILITIES & EQUITY**

Principal Balance on Loan

140,505.20

(Payment Due 1/15/21)

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

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

Vandling Borough ~ Revenue October 2020			
<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
10/02/2020	Hab-Eit	310.20 · Wage Taxes	354.33
10/20/2020	Tumblin Tots	342.00 · Rent	1,050.00
10/20/2020	NEP Telephone	342.00 · Rent	500.00
10/20/2020	Lack. Co. Recorder of Deeds	310.10 · Real Estate Transfers	1,822.31
10/20/2020	GPTSO	354.07 · Intergovernmental Revenue	3,972.00
10/20/2020	Lackawanna Co. Treasurer	319.00 · Delinquent Taxes	697.32
10/20/2020	Lackawanna Co. Treasurer	364.00 · Garbage Fees	641.25
10/20/2020	Seaman	321.00 · Rental Inspections	75.00
10/20/2020	Rosal	321.00 · Rental Inspections	75.00
10/20/2020	Commonwealth of PA	355.01 · PURTA.	166.28
10/20/2020	Mary Ann Risboskin	364.00 · Garbage Fees	1,935.00
10/20/2020	Mary Ann Risboskin	301.00 · Real Estate Taxes	1,002.98
10/21/2020	Hab-Eit	310.20 - Wage Taxes	916.34
10/28/2020	Hab-Eit	310.20 - Wage Taxes	1,089.68
			<u>\$ 14,297.49</u>

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

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

Vandling Borough ~ Expenses October 2020			
<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
10/04/2020	PAWC	409.30 · Bldgs. Utilities	51.16
10/04/2020	UGI PNG	409.30 · Bldgs. Utilities	48.62
10/16/2020	DCED	413.10 · UCC & Code Enforcement	4.50
10/19/2020	County Waste	427.45 · Contract Sanitation Service	6,230.25
10/19/2020	PP&L	434.36 · Street Lighting	875.69
10/19/2020	PAWC	448.36 · Water Hydrants	314.22
10/19/2020	NEP Telephone	409.30 · Bldgs. Utilities	79.97
10/19/2020	BIU	413.45 · Rental Expense	47.00
10/19/2020	Holt Lumber	409.37 · Bldgs./Grounds Rep & Main.	39.99
10/19/2020	PP&L	409.30 · Bldgs. Utilities	166.83
10/19/2020	Forest City Borough	410.45 · Police	2,000.00
10/19/2020	Herlands & Levine	404.10 · Legal Wages & Salary	227.50

10/19/2020	Cube Auto Supply	430.20 · Truck Gas & Supplies	94.88
10/19/2020	Thomas Collins, Jr.	430.10 · Street Maintenance Wages	374.00
10/19/2020	Thomas Collins, Jr.	488.00 · Employees Withholding	(85.19)
10/19/2020	Jennifer Slick	402.10 · Treasurer's Commissions	400.00
10/19/2020	Jennifer Slick	488.00 · Employees Withholding	(91.12)
10/19/2020	Nancy Ann Perri	405.10 · Secretary's Wages	400.00
10/19/2020	Nancy Ann Perri	488.00 · Employees Withholding	(97.12)
10/19/2020	Thomas Collins, Sr.	430.10 · Street Maintenance Wages	365.50
10/19/2020	Thomas Collins, Sr.	488.00 · Employees Withholding	(83.27)
10/19/2020	John Lavin	413.2 · Protective Services Supplies	420.00
10/19/2020	John Lavin	488.00 · Employees Withholding	(95.67)
10/19/2020	John Lavin	413.2 · Protective Services Supplies	36.67
10/19/2020	Joseph Tedesco	430.10 · Street Maintenance Wages	195.50
10/19/2020	Joseph Tedesco	488.00 · Employees Withholding	(44.54)
10/19/2020	Mary Ann Risboskin	403.10 · Tax Collectors Commissions	50.15
10/19/2020	Mary Ann Risboskin	488.00 · Employees Withholding	(11.40)
10/20/2020	IRS	6560 · Payroll Expenses	579.97
10/20/2020	Browndale Fire Relief Assn	411.51 - Fire Relief	1,718.46
10/20/2020	Forest City Fire Relief Assn	411.51 - Fire Relief	1,718.45
10/20/2020	Tom Collins, Jr.	409.20 - Building/Grounds Equip	48.67
			\$ 15,979.67

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

**Mayor Report:** Mayor Brady reminded everyone to vote. He also stated that Halloween would not be promoted by the Borough and that it would be left up to the individuals if they want to turn their porch light on to alert children that they are providing treats. Secretary will post information on Facebook page.

**Solicitor Report:** Attorney Levine reported that he spoke to County Waste after the letter was sent to remind them of their requirements under the contract. Jennifer Slick stated that they were collecting trash at 5:20 AM last week. Attorney Levine recommended holding payment if this continues and to check the contract to see what penalties are allowable.

**Committee Reports & Unfinished Business:** John Mayers asked about the Borough Zoning Ordinance which was not signed. Attorney Levine stated that as long as it was passed by Council it is legal and the signature is a formality. John Mayers made a motion to have the existing ordinance signed. There was no second and it was noted that we can review the matter in the future if necessary.

Mr. Boyle commented that the chair can second a motion if he would like to have a vote on an issue. Mr. Boyle also noted that Attorney Levine can review and see if a signature is necessary. Mr. Pantzar stated that the only issue would be if it would stand up in court. Attorney Levine stated that as long as it was voted on at a meeting, it would be a legal document.

Mr. Mayers presented the resume of Brian Salak to fill the position of health officer. Mr. Boyle made a motion to accept the resume and appoint Mr. Salak Health Officer for the Borough. Mr. Matos seconded the motion. Motion carried with all in favor.

Mr. Mayers made a motion to accept Rossi Rooter quote to address the storm drain blockage on Pine Street between Main & Peterlin. The minimum cost would be \$485 with a maximum of \$1,150 to clean and determine the damage at this basin and within the pipe. Mr. Boyle seconded the motion. Motion carried with all in favor.

Mr. Mayers provided a copy of the draft newsletter and requested that any edits be provided to the Secretary so that it can be mailed out in early December.

Mr. Mayers reported that Stafursky is starting to work on Peterlin and are currently staging material onsite. John Carachilo stated that he was there last week when they were digging. Mr. Mayers stated that they were there to verify the position of the gas line.

Mr. Matos stated that the contractor couldn't find the sewer line and that KBA had not identified the location. Mr. Matos stated that no additional charged should be incurred from KBA for this. Mr. Mayers replied that expense may come from the contractor.

The Secretary noted that the garbage contract does include damages. A copy will be provided to Attorney Levine.

Council discussed the fire relief distribution. Mr. Carachilo noted that he went back ten years and it has always been split between the two companies and that we receive equal response. Mr. Carachilo made a motion to split the payment between Browndale and Forest City fire companies. Mr. Boyle suggested that a discussion should be held when the budget is approved if changes are to be made to the process that has been followed to date. Mr. Mayers seconded the motion. On a roll call vote, Mr. Boyle, Mr. Carachilo, Mr. Mayers, and Mr. Pantzar voted yes. Mr. Matos voted no. Motion carried 4-1.

Mr. Boyle stated that spoke with another municipality and the process that Mr. Mayers followed to obtain quotes was appropriate and he recommends maintaining the same process going forward.

Mr. Mayers replied that some additional detail is needed. There are three categories, with the lowest being obtained via phone and is informal. The next level prior to competitive bidding being required for over \$21,800 is more rigorous but needs a set of procedures developed. He stated that there should be one-point person for bidding. Mr. Pantzar requested that a document be prepared that outlines the procedures. Mr. Boyle and Mr. Matos will make recommendations.

In regard to the trees at the Borough building, Mr. Mayers contacted PPL to inspect, which they have done but he needs to follow up on the status. The trees have been marked with ribbons and he needs to determine what this indicates. The trees do appear to be on the neighboring property.

Mr. Pantzar suggested that Attorney Levine follow up with the property owner to see that his intentions are and that we should not take on an expense on property that does not belong to the Borough.

### **New Business:**

Mr. Mayers stated that he has reviewed the information provided by the Treasurer for the 2021 budget. Mr. Mayers, Mr. Boyle, and Jennifer can meet prior to the full Council review. It was determined that Council will hold a work session on November 4<sup>th</sup> at 6 PM to prepare the 2021 budget.

Council reviewed Resolution #4 in regard to the Mikloiche property. Mr. Pantzar questioned why a resolution was needed. Attorney Levine stated that the action is needed per the planning code. Mr. Pantzar noted that the purpose of the lot consolidation shouldn't be relevant or included in the resolution. This should only be about approving the consolidation.

Attorney Levine stated that there is nothing in Borough Ordinances about lot consolidation and that we should have it updated to include this activity.

Mr. Boyle stated that the Resolution should have Exhibit A attached and provide a description of the lots. Mr. Pantzar again reiterated that Council can not approve the purpose of the consolidation and that zoning and building permits will be required.

Mr. Boyle made a motion to approve the resolution with the changes noted including strikeout of purpose and adding Exhibit A with meets and bounds descriptions of three lots to be combined. Mr. Carachilo seconded the motion. On a roll call vote, motion carried with all in favor.

**Public Comment: None**

With no further business, the meeting was adjourned at 8:10 PM on a motion by Mr. Mayers, second by Mr. Matos.

Borough Secretary Nancy Perri prepared these minutes.

Nancy Perri  
Signature

November 15, 2020  
Date