

*Vandling Borough Council Minutes
September 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, Bill Matos, and John Mayers. Also present were Mayor Joseph Brady, Attorney Jeff Levine, Treasurer Jennifer Slick, 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 Board of Elections*
- *Auditor General – Fire Relief Payment*
- *LRBSA – Request for Resolution*
- *2021 Liquid Fuels Allocation*
- *PSAB 2021 U-Comp Rate*

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

Persons to be heard: None at this time.

Public Comment on Agenda Items:

Treasurer Report of Financial Status: (final for September)

| | Sep 1, 20 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| General Fund | |
| HNB - 0113 | 236,723.18 |
| HNB - 4601 | 12,588.41 |
| Total General Fund | 249,311.59 |
| Liquid Fuels Fund | |
| HNB - 4613 | 36,651.17 |
| Total Liquid Fuels Fund | 36,651.17 |
| Refuse Fund | |
| HNB - 5401 | 43,333.38 |
| Total Refuse Fund | 43,333.38 |
| Total Checking/Savings | 329,296.14 |
| CD Balance (.40% Interest Renews 7/24/21) | 27,750.80 |
| TOTAL ASSETS | 357,046.94 |

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 September)

| Vandling Borough Revenue - September 2020 | | | |
|--|-----------------------------|------------------------------------|--------------------|
| Date | Name | Account | Amount |
| 09/02/2020 | Hab-Eit | 310.20 · Wage Taxes | 649.28 |
| 09/22/2020 | District Magistrate | 330.00 · Fines | 39.15 |
| 09/22/2020 | Lack. Co. Recorder of Deeds | 310.10 · Real Estate Transfers | 827.24 |
| 09/22/2020 | McGovern Insurance Agency | 389.00 · Misc. Revenue (WC Refund) | 516.00 |
| 09/22/2020 | Lackawanna Co. Treasurer | 319.00 · Delinquent Taxes | 77.44 |
| 09/22/2020 | Lackawanna Co. Treasurer | 364.00 · Garbage Fees | 208.06 |
| 09/22/2020 | Shager | 320.00 · Building Permits | 143.13 |
| 09/22/2020 | Korty | 321.00 · Rental Inspections | 75.00 |
| 09/22/2020 | Tumblin Tots | 342.00 · Rent | 1,050.00 |
| 09/22/2020 | Mary Ann Carey | 301.00 · Real Estate Taxes | 917.10 |
| 09/22/2020 | Mary Ann Risboskin | 364.00 · Garbage Fees | 2,150.00 |
| 09/22/2020 | Commonwealth of PA | 355.07 - Fgn Fire ins Tax Dist. | 3,436.91 |
| 09/23/2020 | Hab-Eit | 310.20 - Wage Taxes | 708.38 |
| 09/30/2020 | Marjer | 321.00 - Rental Inspections | 225.00 |
| 09/30/2020 | HNB 4613 | 341.00 Interest Earned | 3.15 |
| 09/30/2020 | HNB 0113 | 341.00 Interest Earned | 30.30 |
| | | | \$11,056.14 |

Mr. Mayers questioned the refund. Treasurer Jennifer Slick responded that it was from the worker compensation audit. We were overcharged. She also noted that this varies from year to year and at times we owe some additional amount. Mr. Mayers, second by Mr. Matos motioned to approve the revenue report. Motion carried with all in favor.

Treasurer Report of Expenses: (final for September)

| Vandling Borough Expenses - September 2020 | | | |
|---|---------------------|--------------------------------------|---------------|
| Date | Name | Account | Amount |
| 09/04/2020 | PAWC | 409.30 · Bldgs. Utilities | 47.59 |
| 09/04/2020 | UGI PNG | 409.30 · Bldgs. Utilities | 23.91 |
| 09/21/2020 | PP&L | 434.36 · Street Lighting | 868.29 |
| 09/21/2020 | County Waste | 427.45 · Contract Sanitation Service | 6,230.00 |
| 09/21/2020 | PAWC | 448.36 · Water Hydrants | 314.22 |
| 09/21/2020 | LRBSA | 409.30 · Bldgs. Utilities | 61.80 |
| 09/21/2020 | Forest City Borough | 410.45 · Police | 2,000.00 |

| | | | |
|------------|---------------------|--------------------------------------|-------------|
| 09/21/2020 | RB Fries, Inc. | 430.20 · Truck Gas & Supplies | 134.41 |
| 09/21/2020 | NEP Telephone | 409.30 · Bldgs. Utilities | 80.15 |
| 09/21/2020 | PP&L | 409.30 · Bldgs. Utilities | 166.29 |
| 09/21/2020 | Cube Auto Supply | 430.20 · Truck Gas & Supplies | 14.32 |
| 09/21/2020 | Holt Lumber | 430.25 · Road Material | 131.76 |
| 09/21/2020 | Visa | 402 · .20 Treasurer's Supplies | 15.00 |
| 09/21/2020 | Jennifer Slick | 402.10 · Treasurer's Commissions | 400.00 |
| 09/21/2020 | Jennifer Slick | 488.00 · Employees Withholding | (91.12) |
| 09/21/2020 | Nancy Ann Perri | 405.10 · Secretary's Wages | 400.00 |
| 09/21/2020 | Nancy Ann Perri | 488.00 · Employees Withholding | (97.12) |
| 09/21/2020 | Bill Matos | 400.10 · Legislative Wages | 225.00 |
| 09/21/2020 | Bill Matos | 488.00 · Employees Withholding | (51.12) |
| 09/21/2020 | John Mayers | 400.10 · Legislative Wages | 225.00 |
| 09/21/2020 | John Mayers | 488.00 · Employees Withholding | (51.12) |
| 09/21/2020 | Francis Pantzar | 400.10 · Legislative Wages | 225.00 |
| 09/21/2020 | Francis Pantzar | 488.00 · Employees Withholding | (51.12) |
| 09/21/2020 | John Carachilo | 400.10 · Legislative Wages | 225.00 |
| 09/21/2020 | John Carachilo | 488.00 · Employees Withholding | (51.12) |
| 09/21/2020 | Mary Ann Risboskin | 403.10 · Tax Collectors Commissions | 45.86 |
| 09/21/2020 | Mary Ann Risboskin | 488.00 · Employees Withholding | (124.01) |
| 09/21/2020 | Mary Ann Risboskin | 427.1 · Garbage Fee Comm. | 500.00 |
| 09/21/2020 | Thomas Collins, Sr. | 430.10 · Street Maintenance Wages | 187.00 |
| 09/21/2020 | Thomas Collins, Sr. | 488.00 · Employees Withholding | (42.59) |
| 09/21/2020 | Joseph Brady | 401.10 · Executive Wages | 225.00 |
| 09/21/2020 | Joseph Brady | 488.00 · Employees Withholding | (51.12) |
| 09/21/2020 | John Lavin | 413.2 · Protective Services Supplies | 515.00 |
| 09/21/2020 | John Lavin | 488.00 · Employees Withholding | (117.32) |
| 09/21/2020 | John Lavin | 413.2 · Protective Services Supplies | 19.20 |
| 09/21/2020 | Joseph Tedesco | 430.10 · Street Maintenance Wages | 153.00 |
| 09/21/2020 | Joseph Tedesco | 488.00 · Employees Withholding | (34.86) |
| 09/21/2020 | William Boyle | 400.10 · Legislative Wages | 225.00 |
| 09/21/2020 | William Boyle | 488.00 · Employees Withholding | (51.12) |
| 09/21/2020 | PSAB UC Plan | 6560 · Payroll Expenses | 149.17 |
| 09/22/2020 | Wex Bank (Sunoco) | 430.20 · Truck Gas & Supplies | 57.19 |
| 09/22/2020 | Herlands & Levine | 404.10 - Legal Wages & Salary | 400.00 |
| 09/22/2020 | IRS | 6560 · Payroll Expenses | 933.87 |
| 09/22/2020 | PA Dept of Revenue | 6560 · Payroll Expenses | 231.97 |
| 09/22/2020 | Hab-Eit | 6560 · Payroll Expenses | 93.57 |
| 09/22/2020 | PAUC | 6560 · Payroll Expenses | 3.14 |
| | | | \$14,712.97 |

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

Mayor Report: Mayor Brady asked if Mr. Lavin would be attending the meeting as he thought he was planning to be present. Mr. Mayers replied that he will not be present. Mayor Brady would like to check with him to see if a carport construction requires a permit.

Mr. Carachilo and Mayor Brady met with Lackawanna County officials regarding the land bank. The Borough needs to approve the resolution to join the land bank which would allow a property with back taxes to be sold through the land bank for less money but would get it back on the tax rolls. Forest City School District would also have to approve. Mr. Carachilo made the motion to join the land bank, second by Mr. Matos. Motion carried. There are three properties currently available for this program in the Borough. Mr. Carachilo suggested that we may need to address the Forest City School Board to request their support. Any additional questions, can be referred to Attorney Levine.

Solicitor Report: Attorney Levine updated Council on bidding requirements. Anything over \$18,500 has to be competitively. A project/purchase between \$10,000 and \$18,499 must have written specification and documented telephone quotes. Anything under \$10,000 can be established by local preference. Attorney Levine suggested that a policy be established. Mayor Brady agreed that guidelines need to be set.

Committee Reports & Unfinished Business:

Mr. Matos stated that he was supposed to write up a bid document for tree removal; however the water issues on Peterlin need to be addressed first. There are two or three houses that are getting flooded during every rainstorm. Near the 300 block of Peterlin there are no catch basins and this must be addressed soon. Mr. Matos would like to contact another engineering firm to get an opinion on how to address the situation as he doesn't believe curbing will correct the problem and he doesn't believe KBA is capable of doing things properly. Mr. Boyle stated they are the Borough Engineer until another firm is appointed. Mr. Boyle stated that we need to have procedures in place for these issues.

Mr. Pantzar stated that Mr. Matos can look into contacting other engineers to provide an opinion on this project and that we should try to address it now during more favorable weather. Mr. Pantzar also stated that he believes it is a good idea to have a committee established for bidding purposes and requested that Mr. Boyle and Mr. Matos come up a plan for procedures, preparation of paperwork, obtaining bids, and bringing the matter to Council.

Mr. Matos reported that the trees on the Richmondale side of Hillside street are in Fell Township.

Mr. Mayers noted his concern about trees around the Borough Building. He stated that if the two pine trees were to fall they could take out the power to the building. Ownership of the trees needs to be determined and he believes we will be able to visually determine that when the DPW finishes clearing some brush. The owner of the neighboring property lives in New Jersey but is accessible.

Mr. Mayers reviewed a letter from KBA regarding inspection services. To provide 100% inspection of the project would be between \$4,000 and \$5,000. Providing 50% to 60% services would be approximately \$2,500. Mr. Mayers has reviewed the specifications and met with both KBA and Stafursky and recommends that a realistic inspection schedule be established. Stafursky estimates a two month project and KBA set costs based on three month project. Mr. Matos made a motion to accept all three parts of the outlined inspection process from KBA with no additional payment made to KBA. Mr. Matos stated that a compaction agency is supposed to be onsite to test and is required in the specification. Mr. Mayers stated that this is not required in the specification. This needs to be clarified.

Council discussed 679-680 Main Street and the complaint received from the Kresocks. There is still debris around the property and the owner is having someone come to do a cleanup. Mr. Mayers

stated that they have met with the owner and outlined the requirement in Borough for property maintenance and trash. Some of the problems are contained by not fixed. The only option the Borough has is to cite the owner via the existing ordinances. Mr. Mayers stated that they wanted to use NEIC for this inspection but we do not have a rental inspection contract with them. Mr. Carachilo questioned how many properties this owner has in the Borough. It was noted that he has seven or eight properties that are 90% of the violations.

Mr. Boyle made a motion to alternate rental inspections with NEIC for all inspections. Mr. Carachilo seconded the motion. On a roll call vote, motion carried with all in favor.

Mr. Mayers stated that the patching and storm drain work on Main & Ash will not be completed this year as Mr. Baldan is not able to do it. An additional estimate will be needed.

Mr. Mayers stated that he would like to get the budget process started for 2021. Mr. Boyle and Mr. Mayers will meet with the Treasurer and will provide a general overview to Council at the October meeting so that we are able to have the budget prepared for introduction at the November meeting.

In regard to the storm drain at the northeast corner of Pine between Main and Peterlin Streets, Mr. Mayers has received two bids to clear the line. Information was obtained from Rossi and Koberline. Roto-Rooter can't address because of the size of the pipe. Mr. Pantzar requested that Bid Committee gather consistent information on this project. Mayor Brady asked about the size of the pipe. It is a 12" terra cotta pipe.

Clarification is needed of where tree limbs and debris are being dumped.

Mr. Matos stated that site visits from a contractor to do compaction testing should be included in the Peterlin project. He does not believe there should be any additional expenses.

Mr. Matos made a motion that the Borough not pay KBA for any additional expenses other than those required in the specification. Mr. Boyle seconded the motion. All in favor.

In regard to the proposed ordinance changes, Mr. Pantzar would like to hold until we gather more information.

Tree removal on the playground will be on hold until we know the cost of the storm drain repairs.

Mr. Pantzar will have Tom Collins keep an eye on the trees.

New Business: None at this time

Mr. Boyle made a motion, second by Mr. Matos to approve the use of the Borough Building by the Lackawanna County Board of Elections. Motion carried with all in favor.

In regard to the fire relief payment, Mr. Matos made a motion to pay the full amount to Browndale Fire Company. Mr. Boyle stated that Forest City likely has this in their budget. Mr. Pantzar noted that while we are not obligated to split the payment it has been past practice. Mr. Carachilo agreed and stated that is what has always been done. Mr. Mayers noted that they respond equally within the Borough. Mr. Pantzar stated that the Borough pays Browndale an additional \$2,000 annually and a percentage of their workers compensation expense along with the fire relief payment.

Mr. Mayers made a motion to split the payment between the two companies. Both motions died for lack of a second and the matter will be taken up at the November meeting.

Mr. Boyle made a motion to approve the resolution requested by the Lackawanna River Basin Sewer Authority. Motion carried with a second by Mr. Mayers.

The lease with NEP Telephone has expired and a renewal was presented. The payment will be increased to \$300-\$500 with the ability of NEP to terminate with sixty days' notice. NEP does not think the lease will last ten years as they are moving to fiber optics. Mr. Matos made a motion to approve the lease renewal, second by Mr. Carachilo. Motion carried with all in favor.

Public Comment:

Krista Tomazic of Clinton Street addressed Council regarding garbage trucks picking up trash at 4:55 AM and waking her children. The agreement with the hauler states that they cannot start before 6 AM. The Borough can contact the company to remind them of this requirement. Ms. Tomazic stated that is an ongoing issue and they are here at these times every week. Mr. Pantzar replied that he would contact them tomorrow.

Ms. Tomazic asked what to do about people conducting open burning. She recently called the police and they told them who called leading to her being cursed at by a neighbor. Council recommended that she get pictures and Mayor Brady will call the Police Chief to discuss. Council asked her to document times and dates of the incidents.

With no further business, the meeting was adjourned at 8:40 PM on a motion by Mr. Matos, second by Mr. Carachilo.

Borough Secretary Nancy Perri prepared these minutes.

Nancy Perri

Signature

October 19, 2020

Date