

West Wyoming Borough Council Meeting Minutes - September 14, 2020

The monthly meeting of West Wyoming Borough was called to order by Chairman Stavish via Zoom Cloud Video Communications software. Roll call was taken by Secretary Lukesh and the following were in attendance: Chairman Stavish, Vice-Chairwoman Zaboski, Councilman Dolan, Solicitor Linell Lukesh, Treasurer Kendzor, Mayor Herbert, Engineer Amato and Secretary Lukesh. Absent was Councilman Colarusso.

OLD BUSINESS- None

Gary Stavish-Chairman-Personnel: Chairman Stavish made a motion, seconded by Councilwoman Zaboski to appoint, Dan Skok to fill the vacant seat of Dan Grescavage for the rest of the term, which is one year and a half (until the end of 2021). Voice vote all in favor. Motion carried.

COMMITTEE REPORTS

Randy Colarusso- Public Facilities- In the absence of Councilman Colarusso, Chairman Stavish called upon Treasurer Kendzor for the reading of the Treasurer’s Report. It is as follows:

**WEST WYOMING BOROUGH
TREASURER’S REPORT
September 13, 2020**

CASH ACCOUNTS

**COMBINED GENERAL,HIGHWAY
AID AND SEWER FUNDS**

GENERAL FUND			
ESSA BANK	\$147,660.00	PLGIT	\$828,395.05
FNCB DEBT SERVICE ACCOUNT	\$5,679.71	ESSA	\$147,660.00
FNCB GENERAL ACCOUNT	\$365,774.28	M&T	\$327,820.48
FNCB PROPERTY PROCEEDS	\$50,183.67	FNCB	<u>\$776,829.91</u>
FNCB REFUSE ACCOUNT	\$234,302.22		<u>\$2,080,705.44</u>
PLGIT EARNED INCOME TAX	\$326,391.83		
PLGIT PYROLL	\$2,661.35		
PLGIT GENERAL	<u>\$2,634.92</u>		
TOTAL GENERAL FUND CHECKING/SAVINGS	<u>\$1,135,287.98</u>		
HIGHWAY AID FUND			
PLGIT	<u>\$274,084.96</u>		
TOTAL HIGHWAY CHECKING/SAVINGS	<u>\$274,084.96</u>		
SEWER FUND			
M&T	\$327,820.48		
FNCB SEWER OPERATING FUND	\$120,890.03		
PLGIT SEWER CREDIT CARD	<u>\$222,621.99</u>		
TOTAL SEWER FUND CHECKING/SAVINGS	<u>\$671,332.50</u>		
TOTAL COMBINED CHECKING/SAVINGS	<u>\$2,080,705.44</u>		

Chairman Stavish asked for a motion made by Councilwoman Zabolski, and seconded by Councilman Dolan, to accept the reading of the Treasurer's report. Voice vote all in favor. Motion carried.

Chairman Stavish made a motion, seconded by Councilwoman Zabolski, to pay all outstanding bills approved by the Finance Committee. Voice vote all in favor. Motion carried.

Maureen Zabolski: Vice Chair-Administration/Finance, Health and Sanitation

Councilwoman Zabolski made a motion to apply for the Luzerne County Municipal COVID Program retroactive to Sept 1st, seconded by Councilman Dolan. Voice vote all in favor. Motion carried.

Councilwoman Zabolski made a motion to transfer \$ 326,391 from PLGIT EIT to FNCB General, seconded by Mike Dolan. Voice vote all in favor. Motion carried.

Councilwoman Zabolski made a motion to transfer \$222,621 from PLGIT Sewer Credit Card account to FNCB Sewer account seconded by Councilman Dolan. Voice vote all in favor. Motion carried.

Councilwoman Zabolski stated that we received a notice from WVSA that they need to start preparing the bills for next year. A discussion followed as to the amount that the Borough will be charging for the sewer maintenance fee for 2021. A motion was made by Councilman Dolan, seconded by Councilwoman Zabolski to approve the fee of \$42.00 quarterly on Sewer Maintenance. Voice vote all in favor.

Councilwoman Zabolski said that the Borough was notified by Rep. Kaufer that we will be receiving a fully-funded grant for the sewer pump stations.

We received a letter from the Police Pension MM0 2021 for the police. The amount we will be paying next year is \$ 113,214.00.

Councilwoman Zabolski stated that meetings will begin for the planning of the 2021 Budget. The budget meeting will be between Mark Kendzor, Randy Colarusso and Jill Lukesh in the evening next week.

Councilman Dolan asked about the the non-union pension fund. We were looking into whether or not we could cancel or terminate the non-uniform. Has there been any further looking into that? Solicitor Linell Lukesh answered that she did talk with our new actuary and there are several things we may be able to do, however there may be an issue if we can actually close that fund down. He has talked to me about getting annuities but we, meaning the Borough, would still have to administer it, and assure that there would be enough money to pay the two pensioners. We also have to think about if we close that fund, will we ever have to open it or re-establish an ordinance for it again. I want to make very certain that we can do that and re-open it, if the Borough needed to do that 5 or 6 years down the road. I will get a resolution to everybody and see what we have to do with that by next month.

Councilman Dolan gave reasons why we could go ahead and close the fund and open at a later date. Solicitor Lukesh stated that everything is being looked into about the fund, and will be brought forward for the next meeting.

Councilwoman Zabolski said that the agreement we have with County Waste will expire as of February 2021. Should we reach out to them to extend our agreement with them or put it out for bid again?

Councilman Stavish stated to reach out and see if they would extend the current contract. It was brought up about the yard waste pick up. Councilwoman Zaboloski will look into it.

Mike Dolan: Public Safety/Code Enforcement

The monthly Fire Chief's report for August 2020. There were 20 incidents:

- Medical assist, assist EMS crew 3
- Hazardous condition, other 1
- Water problem, other 2
- Water or steam leak 2
- Assist police or other governmental agency 1
- Public service 1
- Unauthorized burning 1
- Good intent call, other 2
- Dispatched & cancelled en route 1
- Sprinkler activation due to malfunction 1
- Alarm system sounded due to malfunction 1
- Carbon monoxide detector activation, no CO 1
- Flood assessment 1
- Wind storm, tornado/hurricane assessment 1
- Lightning strike (no fire) 1

The department has secured a grant to update scene and emergency lighting on our apparatus. They are allocating approx. \$12,000 of that grant to the Borough's engine. Engine One will be outfitted with five apparatus mounted scene lights which will increase safety and efficiency on emergency scenes. The work will be done by Glick Fire Equipment Company and should be complete by year end.

There were other repairs performed on the Borough Engine.

There was no report from Code Enforcement Officer Ken Shefler. Mike Dolan will get in touch with him.

Police Chief Nocera was not at the meeting, therefore there was no Police Report.

Mike Amato: Engineering

A few items: We completed the survey points for the Police Chief for the speeding pave lines, once the back road (Shoemaker Avenue) gets paved, and the other streets gets paved. With the utility company: at the eleventh hour, the property owner wanted the gas service, so there was time lost. At the completion of the gas service installation, the road will be resurfaced. There were some trees that need to be replaced, once the final service is installed.

We had a meeting with DEP on the Borough's MS4. If there are any findings, I will issue a report.

We were successful for receiving a grant for some repairs at the pump station. Once the agreement is back and executed, we will put the project out for bid.

Lastly, the sub division for the fire company behind the back of their house has been recorded. We are working on the description so we can process the deed.

Councilman Stavish asked Mike Amato once we get the grant secured for the pump station, we can get the Bids out. Engineer Amato suggested that council make that motion tonight.

Councilwoman Zaboloski made a motion when the grant is secured to put it out for bid, seconded by Mike Dolan. Voice vote all in favor.

Linell Lukesh: Solicitor

I have been working on the sewer blockage claim. I directed the residents to forward to the claims manager for Pennsy Supply and have them gather their receipts and email them directly. In addition, I have asked the residents to forward copies of the claims, so we have a record of that in case we have to notify our insurance company. Requests have come in and Jill has been forwarding them to me, so I can deal with the residents directly. That works very well.

We also have a Business Registration Ordinance that has been duly advertised and placed on the table for adoption. This particular ordinance, as we stated many months ago, is for the purpose for all businesses to place information with the borough so that we know what business is there, who the contact people are, especially for any emergency services that have to be provided. I am asking council to place a motion on the floor to adopt a Business Registration Ordinance.

Chairman Stavish made a motion to adopt the Business Registration Ordinance and also the amended Burn Ordinance, second by Councilman Dolan. Voice vote all in favor. Motion Carried.

Solicitor Lukesh has been working on lien satisfactions and other routine matters.

Chairman Stavish stated that the Borough will be reaching out to the county and state for the property issues on West 4th St. We did get bids, but this is something the Borough cannot sustain. The bids are astronomical and this is something we cannot entertain at this time. This is not our property and that is why we would like to reach out and see if there are any grants or any help from the county or state.

CITIZEN'S PARTICIPATION-None

A motion was made to adjourn by Councilwoman Zaboloski, seconded by Councilman Dolan. Voice vote all in favor. Motion carried.