

## **West Wyoming Borough Council Minutes - February 8, 2021**

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 present: Chairman Stavish, Vice-Chairwoman Zaboski, Councilman Dolan, Councilman Colarusso, Councilman Skok, Mayor Herbert, Solicitor Linell Lukesh, Treasurer Kendzor, Engineer Amato, and Secretary Jill Lukesh.

### **Gary Stavish: Chairman/Personnel**

Chairman Stavish introduced Patty Prociak the Borough's auditor who reviewed and reported on the 2019 audit with council.

Chairman Stavish asked Mayor Herbert if he would extend the state of emergency for the Borough for 3 months.

Chairman Stavish asked for a motion made by Councilman Colarusso and seconded by Councilman Dolan to approve the minutes from December and January council meetings and Councilman Dolan asked to insert for the month of January the monthly Chief's report which is reported on by him. Voice vote all in favor. Motion carried.

Councilman Stavish made a motion and seconded by Councilwoman Zaboski to put out a Request for Proposal on bids for the insurance for all the Borough's business. Solicitor Lukesh commented that the Borough had its last RFP five years ago, so it is timely and on target to have a new one after five years. Solicitor Lukesh stated that she is expanding on the RFPs, which would include more information regarding claims, processing of claims, claims investigation, liability insurance, making sure workmen's compensation is covered and several other items. Voice vote all in favor. Motion carried.

Chairman Stavish asked for a motion made by Councilman Colarusso and seconded by Councilman Dan Skok to approve all outstanding bills approved by the Finance Committee. Voice vote all in favor. Motion carried.

### **OLD BUSINESS-NONE**

## COMMITTEE REPORTS

**Randy Colarusso- Public Facilities:** Councilman Colarusso called upon Treasurer Kendzor for the reading of the Treasurer's Report. It is as follows:

**WEST WYOMING BOROUGH  
TREASURER'S REPORT  
February 7, 2021**

**CASH ACCOUNTS**

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

<b>GENERAL FUND</b>		
ESSA BANK	\$148,573.81	PLGIT \$930,683.65
FNCB DEBT SERVICE ACCOUNT	\$5,679.71	ESSA \$148,573.81
FNCB GENERAL ACCOUNT	\$128,848.56	M&T \$384,164.74
FNCB PROPERTY PROCEEDS	\$50,209.46	FNCB <u>\$607,925.91</u>
FNCB REFUSE ACCOUNT	\$320,474.81	<u>\$2,071,348.11</u>
PLGIT EARNED INCOME TAX	\$421,114.44	
PLGIT PYROLL	\$ 2,651.26	
PLGIT GENERAL	\$3,244.96	
<b>TOTAL GENERAL FUND CHECKING/SAVINGS</b>	<u><u>\$1,080,797.01</u></u>	
<b>HIGHWAY AID FUND</b>		
PLGIT	<u>\$252,166.85</u>	
<b>TOTAL HIGHWAY CHECKING/SAVINGS</b>	<u>\$252,166.85</u>	
<b>SEWER FUND</b>		
M&T	\$384,164.74	
FNCB SEWER OPERATING FUND	\$102,713.37	
PLGIT SEWER CREDIT CARD	<u>\$251,506.14</u>	
<b>TOTAL SEWER FUND CHECKING/SAVINGS</b>	<u>\$251,506.14</u>	
<b>TOTAL COMBINED CHECKING/SAVINGS</b>	<u><u>\$2,071,348.11</u></u>	

Motion was made by Councilman Colarusso and seconded by Councilwoman Zaboloski to approve the reading of the Treasurer's Report. Voice vote all in favor. Motion carried.

Councilman Colarusso stated that the DPW has been quite busy with all the snow we've had and that they are doing the best that they can. Councilman Colarusso asked if it would be feasible to enact an ordinance on street parking on a specific snow day we can have some vehicles on the right side of street and some on the left side of street like some towns do. Mayor Herbert said that it was tried but didn't work out.

**Maureen Zaboski: Vice-Chairman- Administration/Finance, Health and Sanitation**

Councilwoman Zaboski made a motion to approve the 2019 Audit by Prociak and Associates, seconded by Dan Skok. Voice vote all in favor. Motion carried.

Councilwoman Zaboski stated that a copy of Luzerne County Solid Waste Plan was sent to council members for review. It is a 10-year plan, 600 pages. The county has made suggestions as to what they would like municipalities to do as far as sample contracts for sanitation and recycling collection. Their recommendations include electronic recycling, and a proper way to dispose of household waste such as batteries and paint. Motion was made by Councilwoman Zaboski to accept Luzerne County Solid Waste Plan as presented, seconded by Councilman Colarusso. Voice vote all in favor. Motion carried.

Councilwoman Zaboski stated that the borough is having problem with its phone system. Comcast and Guyette Communications have been contacted. We have two proposals. Comcast would add to our monthly bill which is currently \$399 a month, so they would offer voice over internet protocol and depending on our bandwidth speed, our bill would go up \$100 or \$150 a month or close to \$200, depending on the speed. Second option would be just to replace the handsets, plus reconfigure our auto attendant and also include some training for the system. Fee would be \$2317. If we go with Comcast, they recommend a transmission rate of 300 megabits per second, our current rate is 75mbps. That would be \$547 a month. Motion made by Councilwoman Zaboski, and seconded by Councilman Skok to go with Guyette Communications for new phone system. Voice vote all in favor. Motion carried.

Councilwoman Zaboski stated that just a note that our trash payment rebate period was over January 31. Now we are into our regular period, which goes from February 1 to the end of February. That amount is for \$200. After March 1, that will increase to \$300.

**Dan Skok: Community Development**

I did get a copy of the report from Ken. The cost for Construction was \$14,864. Remodeling and repairs, included in that was demo on 6<sup>th</sup> street. I am looking into sewer protection for the Borough and I will get back to council on that.

**Mike Dolan: Public Safety/Code Enforcement**

West Wyoming Monthly Fire Chiefs Report:

West Wyoming Emergency Services responded to 20 alarms in January:

- 3 Building Fires
- 2 Medical Assists
- 3 Motor vehicle accidents with injuries; 1 with no injuries
- Search for person on land
- Extraction of a person from vehicle
- 1 Carbon Monoxide
- 1 Smoke detector
- Dispatch cancelled in route
- 1 Sprinkler activation malfunction
- 1 Alarm malfunction

On Code Enforcement - The Code Enforcement Officer has submitted his report for the period December 12 through January 8<sup>th</sup>. There are several items on reports that we have discussed. One, in fact, is the 4<sup>th</sup> St. complaint. Spoke with Ken Shefler prior to the start of this meeting and this is a property that we dealt with before and now the bank will be taking it over.

Other issues are pretty standard. Matter on Lincoln St is no concern to neighboring properties. There is a fence leaning onto property, which is a matter between two parties. W. Sperling St matter was addressed and Ann Marie contacted the Water Co. and that matter was closed. There was another item on 6<sup>th</sup> St. about cats and Ken did not see anything, but the resident was not happy with that. There was another complaint about these cats and the SPCA was involved with that. The SPCA offered some advice the owner could do but the cats are protected and any mistreatment of any animals -cats or dogs is a federal offence.

There is one other thing about getting these inspection reports and I did not get in touch with Dan Skok about that and spoke to Ken about that –it seems that there is a law that does not require us to inspect properties, even if we issue a permit, the law suggested that it is up to the owner or the contractor that when work is done they should call the inspector to come out and inspect the work. If the resident does not call for an inspection we are not liable for anything. He was going to get me a copy of the law that suggested this was the case. I have not seen it yet from him. Linell if you are there if you can let us know if he is correct.

Solicitor Lukesh answered that we can send a email out to him and I can look up the law and send a copy to everyone. I think we should have this on file.

A discussion followed as to the inspections. Suggestion was made by Councilman Dolan that we add a page to the permit informing the person who fills out the permit that a inspection needs to be done.

**Mike Amato: Engineer**

Routine business: I receive a proposal for the Brady St. repair. I am waiting on the 3<sup>rd</sup> proposal. Once I get them, I will submit to council. That work cannot be done until more favorable weather. Also completing the pump station documents and are striving to have them for our March meeting. If not March meeting then we will have them for the April meeting. Lastly, we did co-ordinate with WVSA and we are putting together a new preventative maintenance program for the Borough.

**Linell Lukesh: Solicitor**

I think I gave my report as we were going along this evening. I will ask for an Executive session at the end of this meeting tonight.

**Mayor Herbert**

For the month of January we have had a lot of calls. We had 21 assist for the EMS. 2 assists for the Fire Dept. 21 assists for other Police Departments. Criminal arrest 6, Citations issued 23. I want to thank the Police Department and the Fire Department for the terrific job they did in the ice cold weather, about the job they did with the accident by the Creek.

The police chief report is as follows: Vehicles—Car 1 N/A. Car 2 in for maintenance.

There were 7 vehicles reported items taken from them in one night. Residents are reminded to keep their vehicles locked and to report suspicious activity to police by calling 911.

Snow: Borough lot needs to be plowed during snow storms. The last 2 storms the police cars had a very difficult time getting in and out of the lot.

Calls for Service in January 2021---95

Criminal arrests—6

Citations—23

**Citizens Participation:**

Jessica Olejnik of 1540 Shoemaker Ave. emailed earlier today about the road off Stites Street that runs parallel to Shoemaker Ave. It is not getting plowed and is a major concern. Jill Lukesh did e-mail her back and let her know that the issue was discussed at the last council meeting. The property that includes the road was purchased and is now owned by Cook's Wholesale Foods. Therefore, the borough is not responsible for plowing that road. She would like to know if council has any recommendations on how to get the road plowed.

Council answered that the resident should contact Cook's Wholesale Foods.

Jessica Olejnik spoke and wanted to thank Council for looking into this situation for her. She will get in touch with Cook's Wholesale Foods and will take care of this. She said we just needed to get clarity on the situation.

The council took time out for the executive session.

Motion by Councilman Dolan to adjourn, seconded by Councilman Colarusso. Voice vote all in favor. Motion carried. Meeting adjourned.

