

## West Wyoming Borough Council Meeting Minutes - March 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 in attendance: Chairman Stavish, Vice-Chairwoman Zaboski, Councilman Colarusso, Councilman Dolan, Councilman Skok, Solicitor Linell Lukesh, Treasurer Kendzor, Engineer Amato and Secretary Jill Lukesh.

Absent Mayor Herbert.

### OLD BUSINESS- None

**Gary Stavish-Chairman-Personnel:** Chairman Stavish made a motion to approve the council meeting minutes for February, seconded by Councilman Colarusso. Voice vote all in favor. Motion carried.

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

Chairman Stavish introduced Jonas Krietzler from County Waste to discuss some issues on trash pick-up that pertained to the recent snow storm that resulted in the delay on trash pick-up for three weeks. Also raised was the issue of communication between residents and County Waste that sometimes does not go well. The County Waste Manager replied that he was not aware of delay of trash pick-up for that length of time. He stated concerns from some drivers that were not able to pick-up due to some streets not being plowed. Landfills were shut down for two days. Also, he stated that Covid is an issue for them and also finding CDL drivers. As far as the communication line, it is a major problem and the company is looking into a communication line for PA. A discussion followed between Mr. Krietzler and Council about a matter on Marshall Lane.

Chairman Stavish asked Secretary Lukesh to reach out to the Bureau of Aging regarding the replacement of the part time Assistant Borough Clerk.

### 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 As of March 7, 2021

#### CASH ACCOUNTS

GENERAL FUND			
ESSA BANK REFUSE	\$148,573.81	PLGIT	\$597,010.49
FNCB DEBT SERVICE ACCOUNT	\$5, 679.71	ESSA	\$148,573.81
FNCB GENERAL ACCOUNT	\$479,823.21	M&T	\$413,139.37
FNCB PROPERTY PROCEEDS	\$50,211.39	FNCB	<u>\$961,655.56</u>
FNCB REFUSE ACCOUNT	\$324,836.23		<u>\$2,120,379.23</u>
PLGIT EARNED INCOME TAX	\$80,654.26		
PLGIT PAYROLL	\$3,559.27		
PLGIT GENERAL	<u>\$3,244.99</u>		

	<u>\$1,096,582.87</u>
<b>TOTAL GENERAL FUND/CHECKING/SAVINGS</b>	
<b>HIGHWAY AID FUND</b>	<u>\$247,316.74</u>
<b>PLGIT HIGHWAY AID FUND CHECKING/SAVINGS</b>	<u>\$247,316.74</u>
<b>SEWER FUND</b>	
<b>M&amp;T SEWER</b>	<u>\$413,139.37</u>
<b>FNCB SEWER OPERATING FUND</b>	<u>\$101,105.02</u>
<b>PLGIT SEWER CREDIT CARD</b>	<u>\$262,235.23</u>
<b>TOTAL SEWER FUND CHEKING/SAVINGS</b>	<u>\$776,479.62</u>
<b>TOTAL COMBINED CHECKING/SAVINGS</b>	<u>\$2,120,379.23</u>

Chairman Stavish asked for a motion to approve the reading of the Treasurer's report, seconded by Councilman Skok. Voice vote all in favor. Motion carried.

Councilman Colarusso suggested the need to order some rock salt in case of another storm. DPW doing some pothole patching.

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

Councilwoman Zaboski gave a report on the sanitation payments. 1143 payments were made and 53 payments are outstanding. Letters were sent out to residents who have not paid.

New phone system has been installed. Guyette Communications installed 3 handsets and programmed a new auto attendant.

The Borough's Website has a new theme. Basically, it is just the colors and user interface. It has different calendar features.

Councilwoman Zaboski called upon Engineer Amato regarding information Tim Holden sent on Sewer Preventative Maintenance. Engineer Amato said that the information is basically routine documents that we have been using over the years with other sewer systems. They are standard forms that are DEP acceptable. The narrative explains a maintenance program that can be developed. The area that we should concentrate on would be starting with pump stations and working our way back. Standard maintenance we could do in house or have WVSA give us quote to get it done.

Councilwoman Zaboski asked Engineer Amato about a reference to different classes for manholes. Class A, B, C. His reply was that they are based on loading, rating and depth out on a state road versus going cross country. It has to do with the strength of manhole. Councilwoman Zaboski asked how the class can be determined. Identification can be determined when manhole is opened as to which class it is.

A discussion followed regarding sewer bidding between Engineer Amato and Council.

Councilwoman Zaboski will be working with Luzerne County and Secretary Lukesh for the upcoming paper shredding event that will be held sometime in September.

Councilwoman Zaboski made a motion, seconded by Councilman Dolan, to transfer from PLGIT EIT \$80,654.26 to FNCB General Acct. Voice vote all in favor. Motion carried.

Councilwoman Zaboski asked Councilman Colarusso if DPW can do inventory on street signs plus hardware that need to be replaced from Swetland Lane to West 3<sup>rd</sup> St. Green signs need to meet federal regulations.

Chairman Stavish will be meeting with Forty Fort Borough on March 18<sup>th</sup> to discuss DPW.

**Dan Skok: Community Development** - Reported that for the month of February home improvements totaled \$36,703. Councilman Skok noted that this is a substantial improvement within the Borough. Also, Councilman Skok stated that Wyoming Area recently got in contact with him for the use of the baseball field.

Councilman Skok stated that he is very much interested in re-establishing the Recreation Board and was approached by a resident who is interested in joining.

Councilman Skok noted that the police yard signs are available and the cost is \$10.00. \$300.00, so far, has been collected.

**Mike Dolan: Public Safety/Code Enforcement** - Councilman Dolan gave the reading of the West Wyoming Emergency Services Chief's report. There were 6 alarms for the month of February.

On Code Enforcement- Councilman Dolan brought up the issue with the dumpster that is located on Carolina Ave. Code Enforcement officer cited the owner but is waiting on a court date. Citation was issued back in November and Code Enforcement plans on talking to Magistrate's office on court date. Until this takes place nothing else can be done. For the rest of this month, there have been very minor issues and when they get addressed Code Enforcement will provide a report.

Councilman Dolan stated that one of the items opened from last month was the issue of permits and the legal documentation with regard to the owner or agent of the owner, a contractor, that it is their responsibility to contact the inspector to inspect the work that was done. This information is provided in the UCC code.

Councilwoman Zaboski stated to council that a revised permit application was done over and it states the certification process and also the information and direction on scheduling an appointment for inspection.

Solicitor Lukesh was in touch with Building Inspector Shefler on the process of inspections and is in agreement with this.

Police Chief Curtis Nocera thanked Councilman Skok on the handling of police yard signs.  
Report for month of March: Car 1: N/A Car 2: oil change, inspection/emission, windshield wiper fluid hose, air vent issue, rattling noise. Repairs made at Wyoming Valley Motors.

On New Vehicle: Spoke to Vic from Bonner Chevrolet due to the nationwide shortage of semiconductor chips, vehicle production date has been moved to August.

On Police Regionalization, a member from each town involved in the regional police department study met on Skype. We got to meet with the DCED representative, Rep Aaron Kaufer, a representative from Sen Baker's office and the regional police consultant conducting the study. Each town was given a chance to discuss our ideas and why the regional police department would benefit every town involved. The consultant stated this study will not take long to complete due to the size of each town, how every town already works together and the willingness of each town to join the regional police. This survey can be completed in about 3-4 months and regional police department can be up and running by the end of 2021 or early 2022.

Police officers handled 67 calls for service in the month of February 2021. Criminal arrests were made, 12 citations were issued.

**Mike Amato: Engineer** - Engineer Amato commented that he forwarded 2 quotes on Brady St. repair. Said he is working on pump station bids would like them ready for next month's meeting. Due to Covid, bids will not be open publicly. Will try to get results before next meeting.

On the English Street alley. We have not found any current deed to Borough. Will continue to research. Will co-ordinate with Solicitor when research is done.

**Solicitor- Linell Lukesh** - Solicitor Lukesh working on follow-up for the request for proposals from various insurance companies and agencies. She stated that she has spoken to several different representatives that had some follow-up questions. Responses had to be moved to March 22<sup>nd</sup> also said that she may be asking for a special meeting so that representatives can present their proposal. I will work with Secretary Lukesh and Councilwoman Zaboski on that.

Solicitor Lukesh stated that the auditors brought to her attention the WVSA has not been identifying properties that need to be liened. Over the next few months, there most likely will be over 30 liens that will be filed.

**Audience Participation:**

Report pending on e-mail received.

Motion to adjourn by Chairman Stavish and seconded by Councilman Colarusso. Voice vote all in favor. Motion carried.