

**OLYPHANT BOROUGH
COUNCIL MEETING
JULY 5, 2022**

Flag Salute: Baldan led with the Pledge of Allegiance.

Presentation: Baldan presented an Award to the Mid Valley Girls Softball Team in Honor of their successful season, and Lackawanna Division III Title as well as the District II Championship.

Roll Call: Harrington, Hudak, Tully, Abda, and Baldan were present.

Minutes: A motion was made by Abda and seconded by Harrington to approve the minutes from the previous meeting, all members assented.

Borough Bills: AJ Gilgallon \$100.00, Animal Arrest \$1,450.00, Berkheimer Associates \$166.32, Blakely Borough \$7,589.38, Cintas \$104.93, Comcast \$1,697.17, Thomas Cummings \$875.00, Electro Battery of PA \$155.00, ESC Design \$840.00, Five Star Equipment \$1,692.89, Gibbons Ford \$720.69, Greenfield Power Equipment \$150.35, Fire Chief Robert Powell \$50.00, Hose Co. #1 \$1,300.00, Hose Co. #2 \$1,300.00, Hose Co. #4 \$1,300.00, Hose Co. #6 \$1,300.00, Hose Co. #8 \$1,300.00, Hunter Keystone Peterbilt \$77.13, Keystone Propane \$160.00, Kwik N Ezy \$407.00, LRBSA \$612.60, Louis LaFratte \$11,500.00, Maria McCool \$150.00, Masters Concrete Products \$225.00, Mid Valley Plumbing \$46.00, New Technologies \$150.00, Northeast Inspection Consultants \$1,160.81, Olyphant Ambulance \$450.00, One Point \$398.09, Otis Elevator \$140.63, PA DEP \$2,500.00 Rave Mobile Safety \$5,750.00, Rite Temp \$305.00, Rosenn Jenkins & Greenwald LLP \$230.00, Rossi Rooter \$3,902.50, Staples \$273.59, UGI \$115.08, United Fence Supply \$143.50, Verizon \$784.22, Vision Benefits \$490.60, Witner Public Safety Group \$3,285.03, Zoning Joseph Kranick \$80.00 Leonard Mitchko \$80.00, **Total \$55,400.15.**

A motion was made by Abda and seconded by Tully, to pay the bills when funds are available, on the question Abda mentioned the correction of LRBSA bill; all members assented.

TREASURERS REPORT: Income: Taxes \$46,454.05, Licenses & Permits \$0, Fines & Forfeits \$15,666.35, Interest, Rents & Royalties \$2.85, Intergovernmental Revenue \$12,000.00, Charge for Services \$36,646.50, Miscellaneous Revenues \$9,178.50, Other Finance Source \$133,783.33, Total Income \$253,638.07. Expense, Legislative Body \$1,541.64, Executive \$291.67, Executive Manager \$0, Financial Administration \$375.00, Tax Collection \$2,007.68, Law-Retainer Fee \$1,041.67, Clerk/Secretary \$6,391.79, Data Processing \$136.24, Engineering Retainer Fee \$725.00, General Government \$1,656.37, Public Safety \$88,855.51, Fire \$9,528.13, Ambulance/Rescue \$450.00, Protective Inspection \$2,250.00, Planning & Zoning \$200.00, Employee Salaries \$30,505.32, Recycling Collection \$1,339.20, Solid Waste Collection \$17,190.35, Wastewater Sanitary Sewer \$4,520.00, Highways \$5,303.86, Recreation \$22,877.05, Miscellaneous Expenditures \$38,412.79, Total Expense \$235,599.07, Net Income **\$18,039.00.** **STATEMENT OF ACCOUNTS-** Olyphant Borough General Fund Beginning Balance \$95,802.60, Receipts \$197,389.92, Interest \$0.97, Bills Paid \$193,469.02, Ending Balance \$99,724.47, General Hi-Fi (Parking Meters) Beginning Balance \$12,446.52, Meter Collection \$0, Interest Earned \$0.11, Ending Balance \$12,447.52, Special Road Account (Liquid Fuels) Beginning Balance \$270,877.93, Interest Earned \$1.97, Stafursky Paving \$41,000.00 Liquid Fuels Ending Balance \$236,799.90, Sinking Fund Account Beginning Balance \$26,242.67, Receipts \$11,000.00 Loan Payments \$10,929.68, Ending Balance \$26,312.99, Refuse Account Beginning Balance \$56,740.02, Sale of Refuse Stickers \$33,340.00, Interest \$0.38, Bills Paid \$11,268.03, Ending Balance \$78,812.38, Police Pension Fund Beginning Balance \$2,264,512.23, Ending Balance \$2,167,098.89, Non Uniform Pension Plan Beginning Balance \$1,199,983.71, Ending Balance \$1,127,684.04, Phillip Condella Recreation Checking Beginning Balance \$498.03, Interest \$0, Ending Balance \$498.03, Fire Loss Escrow Account Beginning Balance \$58,455.64, Munley Deposit \$13,689.09 Ending Balance \$72,414.74, Contingency Fund Beginning Balance \$732,150.53, Transfer \$12,000.00, Interest \$6.09, DCED Reimbursement \$94,152.89, Taxes \$61,068.00, NC Outdoor \$10,500.00, BIU \$174,305.25, Ending Balance \$720,572.26, Flood Account Beginning Balance \$25,466.72, Interest \$0.25, Ending Balance \$25,466.97.

Secretary's Monthly Report: None.

Mayor's Monthly Report: June 2022 total incidents 729;: Abandoned Vehicles 17, ALS call 8, Animal Incident 3, Assault 0, Assist Motorist 14, ATV 3, Automatic Fire 5, Building Check 174, BSL 2, Brush Fire 1, Burglary 3, Phone Message 105, Carbon Monoxide 1, Child Custody 0, Chimney Fire 1, Criminal Mischief 5, DOA 0, Disorderly Person 3, Dog Complaint 21, Domestic 16, Driving Drunk 3, Drugs 1, Dumping 3, Emotionally/Mental 0, Escort 1, Fight 2, Fraud 5, Harassment 6, Hazardous 1, Hearing /court 3, Highway/road 9, Hit and Run 6, Hold up/ robbery 0, Identity Theft 4, Intrusion Alarm 6, Investigation 69, Juvenile 0, Landlord Tenant 3, Lockout 2, Loitering 0, Lost/recovered 4, Missing Person 2, Motor Vehicle 8, Neighbor dispute 4, Non-Structure Fire 0, Nuisance 5, Ordinance 5, Other Unspecified 21, Overdose 2, Parking Complaint 8, Police Assistance 3, Police Information 6, PFA 0, Rescue 1, Service 3, Sex Crime 1, Shooting 0, Special duty 4, Stolen Vehicle 2, Structure Fire 2, Suicide /attempt 3, Suspicious Person 3, Suspicious Vehicle 12, Theft 5, Threats 2, Two Truck 13, Traffic Control 14, Traffic Stops 61, Transport 0, Trespassing 5, Vehicle Pursuit 2, Warrant Service 4, Water Main 1, Weapon 0, Welfare Check 12, Wire Down 0. During the month Sgt. Kline and your patrolmen worked very hard on putting a case together for the arrest of the couple that were selling illegal fireworks for many years; the new full-time officer have passed and completed the 90 day probation period; a new computer was ordered for the truck; the drone is in and training is continuing; Sedlak said he and Chief DeVoe and the rest of the officers are continuing a great communication.

Engineer's Report: Attended Planning, Work Session and Monthly Borough Meetings, communicated with Soil Conservation Service, Lackawanna River Basin Sewer Authority and County engineer, pertaining to Borough Business; Communication with Zoning Officer about Planning Commission meeting items; Communication with Borough Manager/Solicitor, DPW Foreman and Zoning Officer regarding ongoing borough projects; Review of various Borough issues with DPW foreman, Borough Manager and council President; PA American and UGI, continued to call each utility company about repair to cuts made a various locations in the Borough; Communication with Delaware Ave, N Valley and side street re-pavement; MS-4 Communication with DEP and sub consultant KBA on submission of PRP; Lackawanna County OECD Borough Building ADA Access Project review of Shop Drawings and continued communication with Lackawanna County and contractor on project status; Olyphant Borough 2022- Infrastructure Project Continued design, specifications; pedestrian update project contractor completed project along Lackawanna Ave; Prepared and submitted for reimbursement of Grant funds; prepared and completed Change order no 1 and 2 and approve Payment Application on no. 2 and 3; Olyphant Borough 2021 Dirt and Gravel Roads Project continued, communication with Lackawanna County Soil Conservation; DCNR Condella Park Equipment Project, completed design, drawings and contract documents for project; 2022 Pothole patching project Contractor continued project; PADEP Sewer video of pipe penetrations and paper work for grant reimbursement; Lackawanna Co. 2023 OECD cost estimate for Jackson Street Phase 2 Sewer & Stormwater Project; Army Corp Engineer's Video Inspection began video of pipe penetrations through new Levee as part of every 5 year inspection program; Borough Building Stormwater/Paving Project- attended Bid Opening , review of Bids, prepared intent to award and award letters answered contractor questions; and all documents related to bid award ; Borough Building Hose Tower Emergency Repair- project completed and payment application approval.

Code Enforcement Officer Report: Permit Activity 4 \$2,117.50, Administration Fee 4- \$300.00; Zoning Permits 8- \$355.00, Dumpster Permit 1- \$25.00; Pave Cut \$500.00, Blasting Permit 1 \$250.00, Fire Escrow \$13,689.09, Total collected in June \$17,304.59; **Code Enforcement Activity:** Responded to RTK request; completed monthly permit report for Census Bureau; continue scanning plans to eliminate the need to store paper plans; continued to purge old paper work, plans and catalog pertinent documents for easier retrieval; Code Enforcement Activity: Mailed numerous Notices out concerning violations of Borough Ordinances; attended magistrate hearing; fielded numerous phone calls regarding complaints and concerns around the borough.

Manager/Solicitor Report: *Administration-* Coordinated the administration of the Olyphant Borough Electric Department and Electric Service Accounts including drafting and execution of

payment agreements, discussions with account holders and account collection procedures; reviewed delinquent electric accounts collection summary report as compiled and submitted to the Borough Light Committee; consulted with Borough Civil Engineer regarding ongoing projects including the Downtown Revitalization Project; consulted with Borough Electrical Engineer regarding ongoing purchases, maintenance, usage and repair of Borough Electric Distribution System and reviewed proposed new Electric Rates; consulted with Borough Civil and Electrical Engineers regarding ongoing projects and several proposed developments throughout the Borough; including meetings and discussions with PPL concerning the available capacity of electric supply to the Borough in order to provide Electric Service to the Endurance Development and for future growth; acted as CAO and provided required administration of Borough Police and Non-Uniform Pension Plans, reported balances and investments of Plans to Borough Council Conducted the administration of the Random Drug and Alcohol Testing Program regarding all DPW Employees having drivers licenses; conducted discussions regarding code enforcement officers and assisted in resolving several property maintenance conditions including the abatement of several nuisance properties; responded to several Right to Know Requests; processed and responded to several unemployment compensation claims; processed and coordinated several insurance claims regarding personal injury, property damage and sewer backups; participated in several discussions with the insurance carrier regarding ongoing Workers Compensation Litigation; received \$22,442.07 as a PMHIC Surplus Claim Fund Distribution for the 2021 Plan Year. **Legal:** Consultation with labor lawyer consultants regarding issues pertaining to the Olyphant Borough Police CBA; discussions with the Business Agent regarding personnel issues pertaining to the Olyphant Borough Non-Uniform CBA; discussion with Insurance Carrier Attorney regarding the Worker Compensation Claim Litigation concerning Eric Hartshorn; collected \$5,757.26 on an Electric Service Lien regarding the former Atlantic Veal Facility; drafted correspondence and an Invoice in the amount of \$105,000.00 directed to PAWC estimated to be the cost of the overlay for Mid-Valley Drive, however the funding to be used instead with additional Grant and Borough Funds for the reconstruction of the roadway.

Fire Chief Report: Tully read the Fire Chief's Report- 6/2 Mid Valley Dr damage to a main gas line; 6/6 636 E Lackawanna Ave water pipe busted onto electrical wires; 6/7 1400 E Lackawanna Ave CanPack AFA zone 993 General Fire; 6/12 401 N Garfield Ave alarm going off in basement possible CO Alarm; 6/13 76 University Dr Dunmore Residential AFA requested Engine 26-1; 6/16 CanPack General Commercial Fire Alarm and Commercial AFA Zone 993 General Fire; 6/16 McDade Apts. Smoke detector issue; 6/17 CanPack Commercial AFA Zone 993 General Fire 6/19 McDade Apts. Person stuck in elevator; 6/19 Lackawanna Ave at Bridge, brush fire; 6/23 401 Water Flowing onto Electrical Outlet in the kitchen; 6/25 CanPack Commercial AFA Zone 993 General Fire; 6/26 309 Sanko Dr Garage smoke detector; 6/26 Jessup fire in woods; 6/27 Heritage Apts. Smoke Detector; 6/28 Heritage Apts. Knox Box Investigation; 6/29 ARCO Construction notified Chief of blasting at 1300 Corporate Way; 7/4 Water main break in Dunmore, preparation and stand by precautions made. Powell present response protocol: Hudak said it should be more detailed; Mustacchio suggested presenting it to all Fire Departments for their approval, before sending it to Council.

Committee Reports: Tully said the Tanker Truck on standby with the water main break; Hudak asked about setting up training for fighting Lithium Battery fires; Tully said he just had an experience at his garage, using water made the situation worse; Abda said there should be training set up for such an event; Hudak asked LaFratte what the status of the Infrastructure was; he said he should have ready by next week; Abda asked about the pave patching; it should start tomorrow; Mustacchio said we are looking at getting an Electric Charging Station for the Municipal Parking Lot; Baldan wished Chief DeVoe a Happy Birthday.

A motion was made by Tully and seconded by Harrington to accept the reports; all members assented.

Unfinished Business: None

New Business: Bid Opening: A motion was made by Abda and seconded Tully to approve

cleanout project by Jacobeno Construction at \$250.00 per Tri-Axle of Eddy Creek; all members present assented.

A motion by Hudak and seconded by Abda to authorize the additional duties with Urban Electric as electrical consultant for Electric Department; all members present assented.

Fire Chief Qualifications: Hudak asked if there was a time frame for Chief Robert Powell to receive his Firefighter I Certification; Harrington said she wasn't sure if there was a deadline; Baldan recommended Hudak sit down with Fire Dept. Committee; Tully said Powell has all kinds of Certifications; Baldan said we have to research to see what Resolution has precedence, determining qualifications; Mustacchio said the original Resolution required a Certificate in Firefighter I; this will have to be researched.

Mustacchio said he plans on retiring as the Borough Manager at the end of the year and asked Council to consider, to have him participate in the recruitment of the next Manager.

Tully made a motion and seconded by Hudak to Introduce advertisement of Request for Qualification for the position of Borough Manager, all members assented.

A motion was made by Abda and seconded by Harrington to authorize Mustacchio to advertise for Request for Qualifications for the position of Borough Manager, all members assented.

Public Comment: Christine Powell asked about the Resolution that was on file that requires Firefighter I for qualification for Fire Chief; Harrington said she feels the qualifications for Fire Chief should include a Certification in Firefighter I; Glen Cashuric asked about the paving of N. Valley Ave. he was told it was going out to bid; he said there was a pave cut on the 500 block of Susquehanna; police informed Council it was an emergency gas repair; Cashuric said the Mid Valley School is installing Electric Charging Stations; he suggested coordination when installing the Charging station at Municipal Parking Lot; he mention a section of the walking trail retains water and creates a hazard; John Kowalchik asked if there any streets being paved; because of the cost Council has decided to only patch this year with the exception of the completion of N. Valley Ave.

Adjournment: A motion was made by Abda to Adjourn.

Secretary

John Tomcho