

**OLYPHANT BOROUGH  
COUNCIL MEETING  
MARCH, 7 2023**

**Flag Salute:** Baldan led with the Pledge of Allegiance.

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

**Bid Opening for Condella Park Playground Equipment: Baldan closed the bids:** LaFratte said there were three bids, Chilewski Enterprises \$122,775.00, N.C. Outdoor Services \$106,500.00, Wayco Inc. \$137,638.00; Council asked LaFratte to review the bids.

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

**Borough Bills:** 5A Supply \$1,753.34, Animal Arrest \$100.00, Berkheimer Associates \$2,374.93,, Blakely Borough \$5,410.61, Blue 360 Media \$254.15, Borgna Service Station \$715.00, Comcast \$22.76, Electro Battery of Pennsylvania \$450.00, Elite K-9 \$2,268.70, GBA Premium Account \$1,268.49, AJ Gilgallon \$100.00, Home Depot \$99.15, 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, Keystone Propane \$11.36, LRBSA \$550.80, Legendary Autoworks \$171.83, Louis LaFratte \$11,700.00, Manasek Auto Parts \$345.97, Mid Valley Plumbing \$67.72, NEPA \$295.00, Newday Technologies \$120.00, NEIC \$587.12, Olyphant Ambulance \$450.00, One Point \$595.64, Otis Elevator Co. \$151.88, PAWC \$2,902.90, Scranton Times \$420.86, Service Tire Truck Center \$127.95, Staples \$1,487.25, Starr Uniform \$4,789.36, UGI \$1,814.36, **Total \$47,907.63.**

A motion was made by Abda and seconded by Krukovitz, to pay the bills when funds are available; all members assent.

**TREASURER'S REPORT:** Income: Taxes \$214,984.21, Licenses & Permits \$12,312.93, Fines & Forfeits \$7,342.25, Interest and Employee Contribution (\$2,990.64) Intergovernmental Revenue \$12,000.00, Charge for Services \$2,329.50, Miscellaneous Revenues \$32,689.69, Other Finance Source \$121,616.67, Total Income \$400,284.61, Expense: Legislative Body \$1,541.64, Executive \$291.67, Executive Manager \$1,500.00, Financial Administration \$500.00, Tax Collection \$2,480.28, Law-Retainer Fee \$1,041.67, Clerk/Secretary \$18,788.72, Data Processing \$194.99, Engineering Retainer Fee \$833.33, General Government \$4,262.25, Public Safety \$102,383.05, Fire \$16,964.89, Ambulance/Rescue \$450.00, Protective Inspection \$8,129.45, Planning & Zoning \$100.00, Employee Salaries \$45,457.80, Recycling Collection \$1,388.16, Solid Waste Collection \$17,392.47, Wastewater Sanitary Sewer \$2,008.26, Highways \$4,738.28, Recreation \$0, Debt Service \$10,929.68, Miscellaneous Expenditures \$61,702.27, Finance Uses \$0, Total Expense \$303,078.86, Net Income \$97,205.75. **STATEMENT OF ACCOUNTS-** Olyphant Borough General Fund Beginning Balance \$77,633.66, Receipts \$274,211.37, Interest \$0.81, Bills Paid \$294,460.08, Ending Balance \$57,385.76, General Hi-Fi (Parking Meters) Beginning Balance \$12,495.77, Meter Collection \$47.50, Interest Earned \$0.97, Ending Balance \$12,544.24, Special Road Account (Liquid Fuels) Beginning Balance \$165,444.83, Interest Earned \$12.69, Liquid Fuels Ending Balance \$165,457.52, Sinking Fund Account Beginning Balance \$26,805.23, Receipts \$11,000.00 Loan Payments \$10,929.68, Ending Balance \$26,875.95, Refuse Account Beginning Balance \$34,232.32, Interest \$0.17, Bills Paid \$13,201.30, Ending Balance \$21,031.19, Police Pension Fund Beginning Balance \$2,062,573.17, Ending Balance \$2,208,472.24, Non Uniform Pension Plan Beginning Balance \$1,079,182.04, Ending Balance \$1,136,801.21, Phillip Condella Recreation Checking Beginning Balance \$498.03, Interest \$0, Ending Balance \$498.03, Fire Loss Escrow Account Beginning Balance \$72,275.05, Deposit \$0, Ending Balance \$72,275.05, Contingency Fund Beginning Balance \$830,232.50, Transfer \$12,000.00, Interest \$7.98, Dirt and Gravel Deposit \$23,366.59, Taxes \$100,133.91, CNA \$9,000.00, ESC Design \$2,577.50, Transfer \$50,000.00, Ending Balance \$912,262.62, Flood Account Beginning Balance \$25,468.43, Interest \$0.22, Ending Balance \$25,468.65, American Rescue Plan Beginning Balance \$526,584.61, Deposit \$263,707.88, Ending Balance \$526,584.61.

**Secretary's Monthly Report:** None.

**Mayor's Monthly Report:** February 2023 total incidents 603; Abandoned Vehicles 6, ACC 7, ALS call 10, Animal Incident 0, Assault 3, Assist Motorist 10, ATV 3, Automatic Fire 2, Black Mail 0, Building Check 210, BSL 3, Brush Fire 0, Burglary 2, Phone Message 69, Carbon Monoxide 0, Child Custody 0, Chimney Fire 0, Criminal Mischief 0, DOA 1, Disorderly Person 2, Dog Complaint 8, Domestic 10, Driving Drunk 2, Drugs 4, Dumping 0, Emotionally/Mental 0, Escort 2, Fight 2, Fraud 4, Harassment 1, Hazardous 1, Hearing /court 1, Highway/road 9, Hit and Run 0, Hold up/robbery 0, Identity Theft 1, Intrusion Alarm 7, Investigation 57, Juvenile 1, Landlord Tenant 3, Lockout 0, Loitering 0, Lost/recovered 0, Missing Person 0, Motor Vehicle 5, Neighbor dispute 1, Non-Structure Fire 1, Nuisance 4, Ordinance 1, Other Unspecified 3, Overdose 0, Parking Issue 6, Police Assistance 3, Police Information 2, PFA 0, Public Indecency 0, Robbery/Holdup 0, Service 2, Sex Crime 0, Shooting 0, Special duty 30, Stolen Vehicle 0, Structure Fire 3, Suicide /attempt 2, Suspicious Person 2, Suspicious Vehicle 10, Theft 3, Threats 1, Traffic Control 12, Traffic Stops 62, Transport 2, Trespassing 4, Vehicle Fire 1, Vehicle Pursuit 0, Warrant Service 9, Weapon 0, Welfare Check 1, WaterMain Pipe 2; Mayor Sedlak received equipment for our K9 program; still waiting for new printer for the Police Department; Sedlak praised Chief Powell for the quick response to the Atlantic Veal Fire; thanked DPW for great work with keeping streets cleared; reminded residents to please be mindful of disposing garbage properly.

**Engineers Report:** Attended Planning, Work Session and Monthly Borough Meeting; communicated with SoilConversation Service; LackawannaRiver Basin Sewer Authority and County Engineer pertaining to Borough Business; Communication with Zoning 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; **Flood Administrator**-Review of multiple zoning application for Flood Zone; continued communication with Engineer planning on construction in AE Floodway (Atlantic Veal); **DCNR Condella Park Trail Project**-completed and submitted grant application for 2023; **Borough Building -ADA Update Project**- continued communication with Contractor and Borough about remaining items to complete project; **Pavilion Project**-Scheduled with contractor of pavilion structure for assembly; **Zoom Install Council Chambers**-working with contractor to make adjustments to systems setup; **Traffic Signal at Burke By-Pass, S Valley, E Scott and LackawannaAve**- Kuharchik Construction repaired issue with traffic signal and R/R preemption, also repaired crosswalk light issue at Delaware Ave. **2022 LRBSA Chapter 94**-Began and completed annual report; **Delaware Ave-500 block sewer backup**, assisted Borough Foreman with determination of broken sewer lateral caused by Water Company contractor, contacted PAWC and repair made; **Mid Valley Drive Paving Project**- PennDot Multimodal Grant-attended Zoom scoping Meeting with PennDot; **Condella Park Equipment Rehab Project**-Held pre-bid meeting, sent out meeting minutes, and answered contractor question; **Borough Parking Lot**- replaced Kiosk printer with DPW Foreman. **Reimbursable:** Preliminary /Final Plans-Land Development Plan-Second Chapter, LLC-Review of Plan and prepared comment letter, communication with Engineering and attended Planning Meeting; communication with Engineer, Lackawanna County Regional Planning Commission, Borough Officials and Zoning Office.

**Code Enforcement:** Permit Activity for February 2023: UCC Building Permits Issued: 1, Administration Fee 2, Zoning Permits 4, Pave Cuts 5, Zoning Hearing Board Request 1, Borough Electric Permit 1, Dumpster 1, SALDO 1, Total money collected February **\$2,769.50**;

**February 25, 2023,** responded to request Olyphant PD for property owner information on old Atlantic Veal Property; Began review of recommended changes to the Zoning Map as well as possible addendums to existing Zoning Ordinance; Continued to compile data on the landlord/owners of rental properties within the borough; completed monthly report for Census Bureau; Continued scanning plans to eliminate the need to store paper plans; continued to purge old paperwork, plans and catalog pertinent documents for easier retrieval. **Code Enforcement Activity:** attended hearing at Magistrates' Office; Mailed numerous Violation Notices out concerning violation

of Borough Ordinances; Fielded numerous phone calls regarding complaints and concerns rough 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 new Electric Rates; consulted with Borough Civil and Electrical Engineers regarding ongoing projects and several proposed developments throughout the Borough; including meetings and discussions 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, compiled and reported balances, investments and management activities 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; drafted and submitted the Survey of Financial Condition Report to DECD as required; calculation of Wholesale Power Cost Adjustment for March 1,2023 Electric Department Billing; submitted Road Salt Costars Purchase Contract for 2023-2024.. **Legal:** coordination of the construction of the Electric Service Line to service the Endurance Development; discussions with Borough Consulting Engineer regarding the Project and future electric capacity of the Borough; discussions with Chief of Police regarding Police Contract and Police Chief Contract; preparations of Resolutions regarding CDBG Funding Administration and Authorization for Re-Invest Grant Application for Train Station Rehabilitation.

**Fire Chief Report:** None

**Committee Reports:** Harrington said she received a list of the areas the grass was cut by Kyle Lukowski last year; he is willing to do the same for this year at \$4,400.00 per month, starting in April, and working under a one year contract; Mustacchio said we would also need proof of insurance and workman's compensation insurance; Harrington asked the status of Rental Property Inspections; Shigo is compiling a list of rental properties and inspections will be handled by BIU. Krukovitz said the Garbage Collection tonage was down to 18 tons, versus 23 tons last month; Tully thanked Bob Powell for his handling the fire at the Atlantic Veal building, he was in charge of 250 firefighters; hats off to him for job well done; DPW did a great job in getting the streets cleared of ice and snow; Hudak reiterated the work done on the grasscutting agreement; Abda requested the Mayor to set up a Police Committee meeting for sometime in April; Baldan thanked Powell as well for a fantastic job; A motion was made by Krukovitz and seconded by Tully to accept the reports; all members assent..

**Unfinished Business:** None

**New Business:** A motion was made Hudak and seconded by Harrington to approve the Bid submitted NC Outdoor Services, in the amount of \$106,500.00 for providing and installing Condella Park Equipment; on the question Abda asked about the restrictions on completion; LaFratte said the contractor has 120 days to complete the project; all members assent.

A motion was made by Abda and seconded by Krukovitz to adopt a Resolution authorizing Lackawanna County to act as the administrator for the Olyphant CDBG Funding; all members assent. A motion was made by Hudak and seconded by Harrington to adopt a Resolution authorizing the submission of an application for \$5,000.00 Re-Invest Grant for the renovation of the Olyphant Train Station; all members assent.

A motion was made by Tully with regret and seconded by Krukovitz to accept the resignation of Robert Powell as Fire Chief of the Borough of Olyphant and consider appointment of his replacement; on the question Hudak thanked Powell for his service, all members assent.

A motion was made by Hudak and seconded by Harrington to approve a new website designer host, E-Vision, a \$2,000.00 set up fee and \$69.95 per month; on the question Mustacchio said there were other options examined; all members assent.

A motion was made by Harrington and seconded by Hudak to approve the hiring of Kyle Lukowski to cut the Borough grass, for this year at \$4,400.00 per month, starting in April, and working under a one year contract, all members assent.

A motion was made by Krukovitz and seconded by Harrington to appoint Jerry Tully Jr. as the new Fire Chief, to finish the term of Robert Powell; all members assent, with the exception of Tully, who abstained. (Mayor Sedlak swore Tully in as Fire Chief).

**Public Comment:** Christine Powell asked about the Starr Uniform bill, it was for the Police bullet proof vests; She asked if it was the grass company as last year; and felt the cost was excessive; she was told it was the same company, and the Borough does not have the personnel to cut the grass itself.

**Adjournment:** A motion was made by Abda and seconded by Krukovitz to adjourn the meeting.

Secretary

John Tomcho