

**OLYPHANT BOROUGH
COUNCIL MEETING
APRIL 4, 2023**

Flag Salute: Baldan led with the Pledge of Allegiance.

Lackawanna County Treasurer Candidate J R Refice introduced himself to Council.

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

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

Bid Closing: Bids for Olyphant Borough Decorative Crosswalk Project: received one bid from Stafursky Paving in the amount of \$48,290.00, LaFratte was asked to review the bid; the meeting convened.

CDBG Hearing: Joseph Rovinsky explained the process and the eligible projects; Olyphant will earmark their grant for the Improvement Project of Jackson St; the amount of funds available will not be known until the state announces amounts sometime in May; there was no public comment, the Hearing ended.

Borough Bills: 5 A Supply \$1,416.39, A&A Auto Stores \$945.98, AJ Gilgallon \$100.00, AmTrust North America \$11,894.00, American Rock Salt Company LLC \$17,398.60, Blakely Borough \$5,147.07, B I U. \$260.00, Center City Print \$110.00, Cintas \$602.78, Comcast \$905.10, Thomas Cumminga \$470.00, DGK Insurance \$17,853.40, Electro Battery of PA \$450.00, FedEx \$76.34, First Bankcard \$12,661.84, George Ely Associates \$8,023.03, Gerard Tully III \$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 \$1,134.26, Kelleher Tire Service \$690.44, Keystone Propane \$80.00, Kwik N Ezy Car Wash \$180.00, LRBSA \$61.80, Legendary Autoworks \$610.64, Louis LaFratte \$12,600.00, Mid Valley Printing \$220.90, Newday Technologies \$664.98, Northeast Hydraulics \$1,775.69, Olyphant Ambulance \$450.00, One Point \$322.01, Powells Sales & Service \$327.50, Rossi Rooter \$2,135.00, Staples \$1,575.00, UGI \$1,444.39, Verizon Wireless \$708.71, Vision Benefits of America \$263.15, We Pay \$358.75, Witmer Public Safety Group \$1,009.80, Zoning David Uhrin \$40.00, Ed Woytach \$40.00, Joseph Kranick \$40.00, Leonard Mitchko \$40.00, **Total \$111,536.95.**

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

TREASURER'S REPORT: Interest, Rents & Royalties \$0, Income: Taxes \$157,533.79, Licenses & Permits \$0, Fines & Forfeits \$2,028.49, Interest and Employee Contribution \$29.10, Intergovernmental Revenue \$12,000.00, Charge for Services \$9,307.82, Miscellaneous Revenues \$9,687.84, Other Finance Source \$280,550.06, Total Income \$471,137.10. Expense, Legislative Body \$1,836.64, Executive \$0, Executive Manager \$3,541.67, Financial Administration \$500.00, Tax Collection \$3,774.93, Law-Retainer Fee \$1,041.67, Clerk/Secretary \$6,115.92, Data Processing \$2,069.95, Engineering Retainer Fee \$833.33, General Government \$3,077.39, Public Safety \$67,23.91, Fire \$9,640.30, Ambulance/Rescue \$450.00, Protective Inspection \$2,943.37, Planning & Zoning \$785.00, Employee Salaries \$36,309.57, Recycling Collection \$556.36, Solid Waste Collection \$13,503.42, Wastewater Sanitary Sewer \$475.00, Highways \$3,483.91, Recreation \$1,348.60, Debt Service \$10,929.68, Miscellaneous Expenditures \$33,284.10, Finance Uses \$0, Total Expense \$195,808.04, Net Income \$278,329.06. **STATEMENT OF ACCOUNTS-** Olyphant Borough General Fund Beginning Balance \$61,185.90, Receipts \$249,891.67, Interest \$1.19, Bills Paid \$199,071.01, Ending Balance \$112,007.72, General Hi-Fi (Parking Meters) Beginning Balance \$12,544.24, Meter Collection \$0, Interest Earned \$1.06, Ending Balance \$12,545.30, Special Road Account (Liquid Fuels) Beginning Balance \$165,457.52, Interest Earned \$26.66, Liquid Fuels Deposit \$158,758.97, Liquid Fuels Ending Balance \$324,243.15, Sinking Fund Account Beginning Balance \$26,375.55, Receipts \$11,000.00 Loan Payments \$10,929.68, Ending Balance \$26,945.87, Refuse Account Beginning Balance \$21,031.19, Journal Entry Check Cut in Error \$30,918.27, Interest \$0.19, Bills Paid \$42,158.59, Ending Balance \$9,861.06, Police Pension Fund Beginning Balance

\$2,208,472.24, Ending Balance \$2,225,346.30, Non Uniform Pension Plan Beginning Balance \$1,136,801.21, Ending Balance \$1,139,264.25, 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 \$912,262.62, Transfer \$12,000.00, Interest \$3,96, Taxes \$19,641.47, Jacobeno \$11,000.00, Kuharchik \$360.00, Transfer to Endurance \$470,000.00, ESC Design \$1,207.50, Ending Balance \$461,400.55, Flood Account Beginning Balance \$25,468.23, Interest \$0.22, Ending Balance \$25,468.65, American Rescue Plan Beginning Balance \$526,584.61, Endurance Account Beginning Balance \$470,000.00, Interest \$3.25, Check Charge \$14.45, Deposit \$19,641.47, Stuart Irby \$21,960.93, Transfer \$19,647.47, Agostino \$252,000.00, Ending Balance \$196,027.88.

Secretary's Monthly Report: None.

Mayor's Monthly Report: March 2023 total incidents 628: Abandoned Vehicles 0, ACC 3, ALS call 9, Animal Incident 0, Assault 2, Assist Motorist 13, ATV 4, Automatic Fire 2, Black Mail 0, Building Check 224, BSL 5, Brush Fire 0, Burglary 5, Phone Message 78, Carbon Monoxide 0, Child Custody 0, Chimney Fire 0, Criminal Mischief 4, DOA 0, Disorderly Person 6, Dog Complaint 5, Domestic 7, Driving Drunk 1, Drugs 2, Dumping 0, Emotionally/Mental 3, Escort 2, Fight 0, Fraud 0, Harassment 4, Hazardous 0, Hearing /court 2, Highway/road 3, Hit and Run 1, Hold up/ robbery 0, Identity Theft 0, Intrusion Alarm 10, Investigation 47, Juvenile 1, Landlord Tenant 0, Lockout 5, Loitering 0, Lost/recovered 4, Missing Person 0, Motor Vehicle 6, Neighbor dispute 0, Non-Structure Fire 1, Nuisance 2, Ordinance 0, Other Unspecified 6, Overdose 1, Parking Issue 2, Police Assistance 4, Police Information 2, PFA 1, Public Indecency 0, Robbery/Holdup 0, Service 2, Sex Crime 1, Shooting 1, Special duty 10, Stolen Vehicle 0, Structure Fire 3, Suicide /attempt 3, Suspicious Person 3, Suspicious Vehicle 11, Theft 3, Threats 1, Traffic Control 17, Traffic Stops 74, Transport 1, Trespassing 0, Vehicle Fire 2, Vehicle Pursuit 0, Warrant Service 5, Water Pipe 0, Weapon 1, Welfare Check 6, Wire Down 1. Mayor Sedlak said there were 17 Warnings and 13 Citations on the traffic stops; the Printer is up and running; K9 vest is on the way, the rest of the equipment is at the station; Sedlak also announced Earth Day clean up in the downtown, looking for volunteers.

Engineers Report: Attended Planning, Work Session and Monthly Borough Meeting; communicated with Soil Conservation Service; Lackawanna River 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 applications located in the Olyphant Flood Zone; Continued communication with Engineer planning on construction ia AE Floodway; **Olyphant Borough 2022-Infrastructure Project:** Continued design, documents specifications; **Borough Building -ADA Update Project-** continued communication with Contractor and Borough about remaining items to complete project; **Pavilion Project-** contractor began and completed pavilion structure, placement of brick pavers, topsoil, seed and stone dust for ADA accessibility; **Delaware Ave 500 block-** sewer backup, assisted PA American Water Co. to repair cut in roadway and reimburse homeowner for cleaning invoice; **Mid Valley Drive Paving Project-PennDot Multimodal Grant-**Communication with PennDot, continued to work on design; **Condella Park Equipment Rehab Project-** Open Bids, sent out intent to award and award letters, review of Bonds and insurance; sent all information to DCNR and received approval to start construction; **Decorative Crosswalk Project-**Prepared contract documents and plans; held and attended Pre-Bid Meeting, sent out meeting minutes, and answered contractor questions; **Endurance-** attended meeting with Borough Zoning Officer for Borough punch list items; **Reimbursable-Preliminary/Final Plans- Land Development Plan-Second Chapter, LLC:** Re-review of plan and comment letter form LCRPC; Communication with Engineering, attended Planning Meeting; Communication with Engineer, LCRPC, Borough Officials and Zoning Officer.

Preliminary/Final Plans- Land Development Plan-Studebaker Lofts: Review of plan, attended meeting with Engineer; Communication with Engineering, and attended Planning Meeting; Communication with Engineer, LCRPC, Borough Officials and Zoning Officer.

Preliminary/Final Plans- Land Development Plan-Allegiant Trucks, LLC: Review of plan, Communication with Engineering, and attended Planning Meeting; Communication with Engineer, LCRPC, Borough Officials and Zoning Officer.

Code Enforcement Officer Report: Permit Activity for March **UCC Building Permits 4, Engineers Administrative Fee 4, Zoning Permits 4 Pave Cuts 4 Floodplain Permit 0 Zoning Hearing Board Request 1, Reimbursement for Electrical work 1, SALDO application 2, Flood Permit application 1, Magisterial Judgements 3, ;** Total Revenue Collected for March \$10,420.00; Met with Borough Manager and Utility Engineers to discuss current and future electrical needs of the borough; scanned and emailed electrical engineering maps to Utility Engineers for review; Correspond with Post Office regarding postal addresses for new development; Continued review of recommended changes to the Zoning map as well as possible addendums to existing Zoning Ordinance; Continued to compile data on the landlords/owners of rental properties within the Borough; attended Planning Commission meeting; Attended 2 Zoning Hearing Board meetings; Completed monthly report for Census Bureau; Continued to scan 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 hearings at Magistrates' Office; collected 3 magisterial judgments from recent hearings (\$4,000); Fielded numerous phone calls regarding complaints and concerns rough the borough:

Manager/Solicitor Report: 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 Finacial Condition Report to DECD as required; calculation of Wholesale Power Cost Adjustment for April 1,2023 Electric Department Billing; participation in discussions with DCNR Representatives regarding renovations of Courts and Walking Trail at Fern Hill Park; compiled and submitted Annual Recycling Report to Lackaawanna County **Legal:** coordination of the construction and payments to Contractor regarding the Electric Service Line to service the Endurance Development; discussions with Borough Consulting Engineer regarding the Project and future electric capacity of the Borough; Correspondence to CDBG submitting Cooperation Agreement and Administration Resolution; drafted Legal Ad for solicitation of Bids for the Decorate Crosswalk Project; reviewed Workers' Compensation Insurance Safety Policy Recommendations for implementation by the Borough of Olyphant.

Fire Chief Report: Chief Tully reported six (6) incidents for the month of March-March 7, 648 E Scott St. smoke detector odor of burnt wires and gas; 1106 Mid Valley Dr Cadden Brothers- AFA general; March 11, Dunmore assist to Station 6, Commercial AFA; March 16, CanPack AFA; March 20, 1098 Heart Lake Rd Carbondale Twp assist Station 60 garage fire; March 22, 126 Willow, side of

building on fire; Knox Box key was released from Ladder 26 visited 1300 Corporate Way at the new facility to put key in their new Knox Box; visited Tucker Rocky 1200 Corporate Way to open the Knox Box for this facility so they could put in their new keys into the Knox Box; Chief Tully thanked former Chief Powell with his assistance with the transition.

Committee Reports: Tully thanked the Police and Fire Department with their assistance and quick response to extinguishing a fire on Agnes St. Abda asked Chief Tully to work with both the Code Enforcement office and Borough Manager; Abda requested a meeting with Police Committee; Harrington asked the progress with the inspections of apartment complexes; Shigo said they are inspecting the buildings with the most complaints first;

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

Unfinished Business: LaFratte said he reviewed the bid submitted by Stafursky for the decorative crosswalks, and the bid is in order and within budget.

New Business: A motion was made by Abda and seconded by Tully to award the bid to Stafursky Paving in the amount of \$48,290.00, for the Decorative Crosswalk Project, all members assent, with the exception of Harrington who abstained.

A motion was made by Harrington and seconded by Krukovitz to authorize up to \$1,00.00 for Street Cleaning Contractor prior to Easter Holiday Church Service Activities; all members assent.

A motion was made by Abda and seconded by Krukovitz to award the bid for shingle replacement on Train Station to Collarini Roofing in the amount of \$10,400.00, (other submissions AJ Guzzi \$14,633.00 and Sean Byrne \$13,995.00); all members assent.

A motion was made by Abda and seconded by Tully to authorize solicitation of Quotes for Spring pothole patching and line painting phase I, all members assent.

A motion was made by Tully and seconded by Krukovitz to confirm approval of Chief of Police Contract \$91,000.00 per year, Four year term April 1, 2023-March 31, 2027) and Longevity Schedule to apply to Chief of Police, all members assent.

A motion was made by Harrington and seconded by Abda to authorize preparation of Bid Documents for 2023 Street Paving Project utilizing Liquid Fuels Funding, all members assent.

A motion was made by Harrington and seconded by Abda to introduce a motion for the installation of Wood Carpet for Fern Hill Park; all members assent, with the exception of Harrington who abstained.

A motion was made by Tully and seconded by Abda to award project to install Wood Carpet for Hill Park to NC Outdoor in the amount of \$8,000.00; all members assent.

Public Comment: IDWA Engineering asked Council to review a proposal that was submitted, that would assist with the inspection of paving projects, pave cut, utility replacement, etc.

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

Secretary

John Tomcho