

**FOREST CITY BOROUGH
MINUTES
MONDAY – July 10, 2017**

CALL TO ORDER: Vice President Scalzo called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

ROLLCALL: Present: V.P. Bernie Scalzo, Council Members Joann Matarese Nick Cost, Robert Lesjack, Chris DeGonzague, Ed Pearsall, Mayor Pauline Wilcox, Solicitor Paul Smith and Secr/Treasurer S. Vannan. Absent: President Bill Orasin.

PUBLIC COMMENT: V.P. Scalzo welcomed everyone, and opened the floor for public comment:

John Kameen met with Ed Osborne about the Steamtown Marathon and asked, “When will the Main Street paving be completed? The marathon is October 8.” V.P. Scalzo said, “No date yet, but we will follow-up and see if we could get more info, there are also several other odds & ends that need to be completed.”

Kevin Kane asked about the Garbage collection, “Will a decision be made tonight?” Councilman Cost stated that the committee had met and came up with three proposals that are an agenda item. “They will be discussed later in the meeting.” Councilman Scalzo commented, “We need to get more input from the public, there will no decision tonight, probably at the next regular meeting.

Mr. Kane expressed his appreciation for the resolution of the situation on 623 Delaware Street, and offered thanks to Nick Cost and the Mayor for their efforts.

No one else had any comments, so V.P. Scalzo moved on the regular business.

COMMITTEE REPORTS:

A. ADMINISTRATION: (Joann Matarese)

Councilwoman Matarese asked if everyone had reviewed the minutes for the regular monthly meeting and if there were any corrections, and then made a motion to accept the minutes for the June 5, 2017 meeting. Councilman Lesjack seconded the motion. All voted aye, the motion carried.

Council members reviewed the Treasurer’s Report for June 2017. Councilwoman Matarese made a motion to accept the Treasurer’s Report and authorize total disbursements of \$97,403.44. Cash Receipts totaled \$103,655.49. Councilman Cost seconded the motion that carried with a roll call vote of 6 to 0 in favor of accepting the June report.

Councilwoman Matarese made a motion to approve USDA Payment #57– PennDot Inspections - \$4,516.25 and payment to Leeward Construction for \$114,081.66, this covers work completed up to 6/30/17. Councilman Lesjack seconded the motion. It carried with a roll call vote six to zero in favor.

Council reviewed Change Order #10 – Leeward Construction additional charge for the Clock Tower base and revised plans for upgrades to the pump station at Kennedy Park - \$14,187.

Councilwoman Matarese offered a motion to approve Change Order #10. Councilman Cost seconded the motion, six voted in favor, none opposed. The motion carried.

An amendment from KBA Engineering for Change Order #8 for additional inspection costs of \$28,205 distributed for approval. Joann Matarese made a motion to approve the amendment. Ed Pearsall seconded the motion. Roll call vote – six in favor, none opposed, the motion carried.

A request from KBA authorizing President Orasin to sign-off on the letter to Kim Loftus, USDA, requesting an additional \$28,388 for engineering services and inspection fees. Councilwoman Matarese made a motion to approve the request. Councilman Pearsall seconded the motion. Roll call vote – 6 in favor, none opposed, the motion passed unopposed.

B. PUBLIC WORKS: (Bernie Scalzo)

Vice President Scalzo read the report for June 2017 citing the following items:

- Storm drain repairs-Maxey & Delaware – 700 lbs. Sakrete;
- Repaired storm drain near 745 Delaware – 500 lbs. Sakrete;
- Removed 5 bags of illegally dumped garbage from K.P., filed a report with the police;
- Collected \$115 from Archbald Wrecking for aluminum cans;

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- Removed entrance sign from Kennedy Park, repaired roof, painted frame, waiting for Cerra Signs to deliver sign;
- Turned in \$257 in recycling donations;
- Spread three truckloads of playground mulch at K.P. playground.

Bob Tedesco's report included the following: requested a meeting with council about "winter" issues, hoping to find resolution before the winter season returns. He also cited several issues in Vision Park Commerce Blvd. He suggested that council hire someone with an extended trimmer to remove overgrown trees, weeds & bushes along the berm and hanging over guardrails. He reports that the hole in Commerce Blvd. that he reported last August is getting deeper.

He would like an answer on the 36" drainpipe he requested for Kennedy Park. Wants to know the status of repairs to the access alleyway that runs parallel to Main Street across from Furdock's behind the houses on Main Street. He asks permission to remove the sign at Babe Ruth Park, since no playground equipment remains there. Councilman Scalzo will meet with Mr. Tedesco to address his concerns.

Council was asked to look over the material for the purchase of a 3-bay carport or protective structure to be erected at the Borough Garage to house three vehicles and/or three large pieces of equipment. V.P. Scalzo asked Councilman Cost to meet with him and President Orasin to discuss this request. They will research the proposal and return with answers at the next regular meeting. Councilman Cost agreed to help with this project.

C. BUILDINGS & GROUNDS: (Robert Lesjack)

Councilman Lesjack reported that he and Bill Orasin met with Dennis Kutch, KBA Engineering, to tour the borough building "from the basement to the bell tower". Mr. Kutch will put together his findings and recommendations and return on July 24 to review his plans in detail. Mortar is falling out of the bricks because of the continuous expansion and contraction of the structure as weather changes. Later Councilman Lesjack and President Orasin toured Pentecost Hall, putting together some ideas for a face-lift. Bringing the hall up to date will generate revenue and with nowhere else in the borough to gather, it could be in high demand. Before this can be done, a complete clean out is needed. Mr. Lesjack will inventory and label all of the items that will be available for a donation. After one month, unsold remaining items will be scrapped and the borough will get something out of the scrap value. He plans to add a lockable door to the entrance of the hall. This will secure the area for future use. Nick Cost asked about the renovation of the second floor bathrooms. Councilman Lesjack replied, "These are also on the list, but Bill wants us to get started on the Hall". Mr. Lesjack also noted, "Bill (President Orasin) also wants the hallways completely cleared of everything, he wants a major sweep."

D. PARKS & RECREATION: (Ed Pearsall)

Councilman Pearsall thanked the recently married Huss couple for donating their \$50 refund back to the park. He thanked Bob & Wally for getting things cleaned up for the Fourth of July holiday.

Councilman Pearsall said, "we're still waiting on word for the courts, need to put together additional plans which will take about thirty days and hope to get things started by the end of July."

E. CODE ENFORCEMENT: (Chris DeGonzague)

Councilman DeGonzague presented Resolution #4_2017 appointing him as the Code Enforcement Officer so that violations can be submitted to the District Magistrate until a Code Enforcement Officer has been hired. This met with opposition from Councilman Lesjack. Ms. Vannan explained that this is required by the Magistrate's office in order for the borough to be able to file complaints against violators. A CEO is not yet in place and whoever that is will be identified to the Magistrate as the appointed CEO. Councilman Lesjack still did not like the proposal, so Councilman DeGonzague moved on with the personnel committee's recommendation for appointment to the position so that a CEO is hired. Councilman DeGonzague made a motion to hire Stephanie Reisch and appoint her as CEO at a rate of \$11.20 per hour effective July 10, 2017 to work 6 to 10 hours per week. Ms.

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Reisch will respond to complaints, do phone calls, door hangers and letters. Eventually she will issue citations if needed. Councilman Cost seconded the motion. A roll call vote resulted in six in favor, none opposed. Ms. Vannan will edit the Resolution identifying Ms. Reisch as CEO and Chris DeGonzague as Deputy CEO to authorize both to represent the borough at the District Magistrate's office. Councilman Lesjack still questioned the appointment of Councilman DeGonzague, asking if he is paid. Councilman DeGonzague assured him that this was not a paid position and he would be working with Ms. Reisch on a voluntary basis until she was ready to be on her own. Councilman DeGonzague will work up a job description. Councilman DeGonzague offered a motion to accept Resolution #4_2017 with the requested revisions. Councilman Cost seconded the motion. The roll call vote was six in favor, none opposed. Ms. Vannan will revise the Resolution to identify Stephanie Reisch as the CEO and Councilman DeGonzague as Deputy CEO so that Councilman DeGonzague can cover in case Ms. Reisch is unavailable. The Resolution will be submitted to the Magistrate so that either can represent the borough.

Councilman DeGonzague distributed the June 2017 Residential Rental Unit (RRU) Activity report for review.

Councilman DeGonzague provided the monthly Code Enforcement Report. He had nothing significant to report.

F. COMMUNITY & ECONOMIC DEVELOPMENT: (Nick Cost)

Councilman Cost reported on Art McLain's efforts. Mr. McLain was unavailable but provided an update on his activities. He attended a Rail Trail Council meeting where Lynn Conrad & Carissa Dewey asked if the borough could erect signage in the grassy triangle across from Elegante that would direct people to the Rail Trail entrance on #247. Rail Trail will be sponsoring or co-sponsoring events on the Trail next year. They are hoping to find people to assist. Mr. McLain also said he is working with Steve Breznack who is planning to bring a business into the borough next spring. Another response to the survey from Mr. Spano saying he would consider any serious offer for his property across from the Borough Building.

Art spoke to Superintendent Aquilina about educational programs as well as finding an educational institution interested in opening a branch or satellite program in Forest City.

Art continues to submit articles about Forest City to the newspapers & media to "spread the good word." Mr. McLain reported that the "Barking Cupcake Bakery" is opening in August.

Councilman Cost proposed contracting to have weeds and grass cut along the road above Center Street. He got a price for a Brush Hog operator. Two other areas that need attention are the grassy bank between Upper North Main and North Main Street and along the guidrails on Commerce Blvd. in the Vision Park. Councilman Cost proposed a motion that permitted him to contract for these three areas if he could keep the cost under \$1,000 total. Councilman Pearsall seconded the motion. The roll call vote was six in favor, none opposed. Councilman Cost would contact the operator and have him begin work.

CORRESPONDENCE: (Vice President Scalzo)

Vice President Scalzo read a letter from Paul Mihelc, Emergency Management Coordinator, encouraging Council to develop a "Mutual Aid Agreement" with surrounding municipalities and equipment providers. He also recommends the establishment of a line item in the Budget for Emergency Management for at least \$1,000 to show that elected officials recognize their responsibilities in the event of a disaster/emergency and in accordance with the law. The Safety Committee will arrange to meet with Mr. Mihelc to get clarification on his recommendations and get more information on Emergency/Disaster preparedness.

Councilman Scalzo read an announcement from the Forest City School District about plans for the "Second Annual Back to School Carnival". The F.C. PTO, Student Council, FBLA, teachers & administrators will be working together to prepare. They are looking for ideas, volunteers, and/or sponsors who will contribute to the event. Contact information was included.

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J.M. Petrilak of 535 Delaware Street submitted a last minute item, not on the agenda - Proposal #999 with 26 proposals, plans and thoughts to improve the standards of the Borough of Forest City. Council agreed that they would review the suggestions and comment at a future meeting.

MAYORS REPORT: (Mayor Pauline Wilcox)

Mayor Wilcox distributed the June 2017 Police Report and the Vandaling Invoice for July Patrols and June calls.

The Mayor announced that the Police Department is sponsoring the “National Night Out” at Kennedy Park on Tuesday, August 1, from 5:00 a.m. to 7:00 p.m. and the Annual Fishing Derby on Saturday, August 5, 2017 from 9:00 a.m. to 12:00 noon. “This is an opportunity for the community to get together. A number of activities are planned for the kids and all are welcome.”

Chief Johnson submitted a grant application to the Bulletproof Vest Partnership (BVP) which if approved would provide ½ the cost of purchasing new vests for the department. The cost of each vest is \$799. Chief indicated that he would like to order an assortment of sizes, “We currently have no spare vests”. Ed Pearsall asked if the officers would understand that they are borough property and Chief Johnson assured him that the vests would remain with the department. Johnson added, “We really need extra for back-up and we’re planning a ride-along program to begin soon.” The grant period closes July 7 with approval by September. Mayor Wilcox added, “There is still a \$1,000 donation that was earmarked for equipment purchases and additional fund raising is planned.”

Vehicle #3_2007 is out of service. The Mayor asked for approval to advertise for bids. The car is stripped of all police equipment and identifying graphics. Councilman DeGonzague made a motion to advertise the sale of Car #3. Councilman Cost seconded the motion. All responded aye and the motion carried.

The SUV (Ford Interceptor) is ordered. Delivery date is September 2017.

Chief Johnson provided the following estimates at the beginning of the meeting. Estimate for repairs to Car #2 – 2011 - Hornbeck’s -\$1,682.80 - Kost - \$1485.00

The tire estimate for both cars (2007 & 2011) are Kost - \$2,134 and Hornbeck’s - \$2262.22. Councilman Cost made a motion to purchase the tires at Kost for \$2,134, which includes mounting & balancing. Ed Pearsall seconded the motion. The roll call vote was six in favor, none opposed. Nick Cost made a motion to authorize repairs on the 2007 at Hornbeck’s for \$1,682.80. Ed Pearsall seconded the motion. Six voted in favor of the motion, none opposed. The motion carried. Both the repairs and tire purchase for the 2007 depended on the purchase of the Union Dale SUV still under consideration.

Mayor Wilcox talked about the condition of the bathrooms at Kennedy Park. She officiated at a wedding there recently and found the bathrooms dirty and without toilet paper. Councilman DeGonzague agreed, “They are disgusting”. Councilman DeGonzague suggested that when the officer’s open the park, they check the bathroom and notify Wally, who may be interested in some overtime to cover the park on the weekends when the pavilion and/or kitchen area has been reserved. Councilman Scalzo will talk to the public works crew.

SOLICITORS REPORT: (Paul E. Smith, Esq.)

Solicitor Smith reported on his letter to the Griffin’s about their fence encroaching on the Borough ROW and the recent Planning Committee meeting. The Griffin’s agreed to the request and once the fence is relocated the subdivision will be approved. Improvements to the right of way should help to divert storm water to the catch basin.

NEW BUSINESS:

The Susquehanna County Housing Development submitted an agreement “Payment in Lieu of Taxes (PILOT), for the Depot Street Duplexes. Councilman Cost offered a motion to authorize President Orasin to sign on behalf of the Borough. Councilwoman Matarese seconded the motion. A roll call vote found six in favor, none opposed. The motion carried.

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CONTINUED BUSINESS:

Uniondale Police Contract proposal submitted to Union Dale Mayor. Mayor Wilcox said, “The Union Dale meeting is tonight, so they will get back to us.”

Lamppost specs presented – a motion to advertise for bids made by Councilman Pearsall, then seconded by Councilman Lesjack. All voted aye and the motion carried.

The garbage collection committee, Nick Cost, Chris DeGonzague & Bill Orasin met and presented their findings. Several ideas proposed by the committee:

1. Open – no contracted hauler – residents free to choose and pay directly to the hauler. This will require a new ordinance with a provision for weight slips on recycling provided by the hauler.
2. Charge a yearly fee to cover two bags/week - \$215/year with recycling done by the borough or \$240/year with recycling done by the contractor. Either way this annual fee would be added to the Borough tax bill;
3. Require residents to purchase 35 bags per year - \$126. Also added to the Borough tax bill.

Additional bags can be purchased at the Borough Office or at Zazzera’s Market.

Councilman Cost said the committee agreed that input is needed from the public. No decision can be made at this time. Councilman DeGonzague suggested that a “Town Hall meeting” be held within the next two weeks so that information could be gathered for consideration before the next regular meeting. The meeting will be advertised in the F.C. News, the white boards and on the website. Additional things like the NEP station, posters, and a notice in the sewer bills will be considered. The meeting will be on the third floor when the date and time have been determined.

ANNOUNCEMENTS:

The next regular meeting will be on Monday, August 7, 2017 at 7:00 p.m.

Council members, at the request of Solicitor Paul Smith briefly recessed for an Executive Session to discuss Contract/Employee negotiations.

ADJOURNMENT:

Upon returning from the closed door Executive Session, Councilman Pearsall moved to adjourn. Councilman Cost seconded the motion. All responded “aye” and the meeting adjourned at 9:30 p.m.