

**FOREST CITY BOROUGH
MINUTES
MONDAY, JANUARY 9, 2017**

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

ROLLCALL:

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

PUBLIC COMMENT:

President Orasin welcomed everyone to the first Regular Meeting of the New Year and wished everyone a great 2017, then opened the floor for public comment:

Tony Wilcox thanked everyone for attending his mother's funeral and the kindness and support offered during this difficult time.

D. Eileen Daugherty of Depot Street asked council to consider finding a solution to the snow removal problems faced by residents. Because of a car parked very close to her driveway, the plow is unable to make a clean sweep and leaves a snow bank at the corner of her driveway that makes it impossible for her to safely exit onto Depot Street. She has a disabled son and the van she uses to transport him cannot make the swing around the piles. Bernie Scalzo responded, "This is an ongoing problem that the borough is trying to work through, even/odd parking has been opposed in the past, and people's schedules sometimes mean that vehicles are parked very late or very early and residents can't be reached." He agreed to have the Safety Committee look into possible solutions. President Orasin thanked Ms. Daugherty and asked her to be patient. In the meantime, efforts will be made to try to do a better clean up on curbs and corners in the future.

COMMITTEE REPORTS:

A. ADMINISTRATION: (Joann Matarese)

Councilwoman Matarese asked if everyone had reviewed the minutes and then made a motion to accept the Minutes for a "Special Meeting and the regular monthly meeting, both held on December 5, 2016. Councilman Pearsall seconded the motion. All voted aye, the minutes were accepted.

Council members reviewed the Treasurer's Report for December 2016. Council Member Matarese made a motion to accept the Treasurer's Report and authorize total disbursements of \$250,601.06. Cash Receipts totaled \$67,734.43. Councilman Cost seconded the motion. Approval carried with a roll call vote of 6 to 0 in favor of accepting the report as submitted.

Councilwoman Matarese presented Ordinance #505_2017 Tax Levy offering a motion to adopt. Councilman Cost seconded the motion. A roll-call vote resulted in six in favor, none opposed, the motion carried.

The 2016 Audit Engagement letter from Brian Kelly, the borough's auditor, was presented for approval. His agency will do the 2016 Audit with no increase in the cost from 2015. Ed Pearsall made a motion to accept and authorized Council President Orasin to sign the Engagement Letter on the borough's behalf. Bernie Scalzo seconded the motion. Roll call vote – 6 for, 0 opposed. The motion carried.

B. PUBLIC WORKS: (Bernie Scalzo)

Vice President Scalzo read the report for November 2016 citing the following items:

- Recycling Donations - \$194 (12/1/2016); storm drain jetted on Maxey St on 12/19/16; netted \$115 for the sale of aluminum cans to Archbald Wrecking on 12/28. The month was busy with many hours of cindering and plowing. The crew also provided many hours of assistance to Bob Lesjack with the building renovations, moving office furniture, putting up moldings and painting.
- On 12/26, they were called out to cinder the length of Rt. #247 (Dundaff St.) from the borough garage to Main Street. PennDot trucks were not out yet and there were several vehicles stuck in the icy conditions.

Councilman Scalzo asked for everyone's patience when the roads are bad, the borough has limited time & equipment, "the guys are doing the best they can". The Safety Committee will be working on this as mentioned earlier in the meeting.

Vandling was invoiced \$975 for salt/cinder mix purchased from the Borough's stockpile.

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C. BUILDINGS & GROUNDS: (Robert Lesjack)

Councilman Lesjack provided an update on the building renovations, "So much has been accomplished and everything is coming together". Thank you to all of the following: Carpeting/flooring completed by Tom's Carpet. Ceilings painted by Tony Wilcox and John Williams; Bob & Wally for moving furniture, trimming and painting throughout. Wally installed all of the blinds. Thank you to Eileen Lynch and FNB for their donation of office furniture. Thank you to Sharon & Cindy for emptying out cabinets, packing and storing files, moving boxes, etc., and to Cindy for painting the file cabinets donated by FNB. Thank you to the Rosengrants for stripping, sanding and refinishing the council chamber floor and stair railings. Councilman Lesjack was not satisfied with the brass strips installed by Tom's Carpet, so he had them replaced with oak finished strips in doorways and around the stairs, all done for no extra charge. Chairs & tables added to the hallway in front of the Chamber entrance. Cam lighting installed, thanks to Bill Orasin for his assistance. Council member Lesjack stated that he plans to start back on upholstering the chairs in the next week or two and could use a few volunteers.

Dempsey submitted a quote for protective mats and runners in the halls. They would provide the mats and return weekly for \$35.25 or biweekly to remove and replace for \$45 per pick up. It would be around \$1,100 per year for the biweekly service. Councilman Lesjack recommended that council approve the purchase of 3'x5' mats for \$20 apiece at Sam's Club. Total cost is around \$160 to \$250. Extra mats could be purchased as back-ups. Ed Pearsall made a motion to approve the purchase. Nick Cost seconded the motion. All voted aye and the motion carried.

Councilman Lesjack then presented a list of additional purchases as follows: Microfiber mops (Home Depot) - \$20; Writing desk for Chambers - \$75 to \$150; Wood desk for Code Enforcement - \$100 to \$200; Photographer to take photos of council members for a collage - \$125; Decorative accessories totaling around \$250; And, a ½ circle council desk with seating for 10 to 12 people built by Wm.Penn Construction at a cost of \$6,175. Total cost - \$7,265. Councilman Lesjack made a motion to approve all purchases. Councilwoman Matarese seconded the motion. The motion carried with a roll call vote of six in favor, none opposed.

D. PARKS & RECREATION: (Ed Pearsall)

Councilman Pearsall announced that the Borough has received a \$40,000 grant from the Community Conservation Partnerships Program to resurface the basketball and tennis courts. A congratulatory letter from Cindy Adams Dunn, Secretary of the PA Dept. of Conservation & Natural Resources received on 12/15/2016. Ed asked Cindy to send out Thank you cards to those people who offered their support in the grant process. He noted that the Rotary promised to donate the hoops and that Tony Wilcox would be painting the courts. President Orasin asked Ms. Vannan to prepare an invoice to the Forest City Baseball/Softball Assoc. for \$2,000 repayment of money paid out for work on the upper field per the agreement made with Mark Lewis. Councilman Pearsall will be contacting local businesses for donations and sponsorships. He plans to install new lights and extend evening hours to make the courts more conveniently accessible. Ed also plans to send out letters to former Forest City athletes to plan an event honoring some of these men and women.

Councilman Pearsall then read an email from Mark Lewis, former president of the F. C. Baseball and Softball Association. Mr. Lewis will be leaving the organization and replaced by Eric Burns. Councilman Pearsall thanked Mr. Lewis for the accomplishments over the past two years that included improvements to the Upper Field at Kennedy Park and organizing the "Family Fun Day" with Mayor Wilcox.

E. CODE ENFORCEMENT: (Chris DeGonzague)

Councilman DeGonzague was unavailable for tonight's meeting. The Residential Rental Unit Activity Report was distributed for council review.

F. COMMUNITY & ECONOMIC DEVELOPMENT: (Nick Cost)

Council member Cost presented a draft of an ad to run in the Forest City News for a Main Street Coordinator. This individual will inventory empty business/store front locations and seek out potential tenants for these locations. This is a pilot program that will evolve as the individual determines the needs of the Main Street business owners and re-evaluated at the end of the year. John Kameen asked to whom this person would report. Nick Cost replied, "That would be me". Kameen added, ""This was tried in the

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80's with little success and this person needs a "boss" to direct them." President Orasin asked Nick, "how many hours would this person be providing?" Councilman Cost responded, "It will be open-ended. It is a part-time position and time cards and progress logs will be submitted for approval." Ed Pearsall asked if there are a "minimum" number of hours. President Orasin pointed out, "The main responsibility will be about bringing businesses into the borough, filling store fronts and not so much about event planning, although this person may be needed to participate in some of that as well. This will be a way to find out what the business owners need and it is an investment in the downtown." Councilman Cost made a motion to advertise for this position. Ed Pearsall seconded the motion. Roll call vote – 6 in favor, none opposed. Ms. Vannan will submit the ad to the F. C. News for publication after adding a cut-off date of February 3, 2017.

CORRESPONDENCE: (President Bill Orasin)

President Orasin shared a letter from the Susq. Co. Board of Elections requesting information about open seats in the upcoming elections. Ms. Vannan supplied the following information: one four-year term seat for Mayor, four 4-year term seats for council, and one 4-year term seat for Tax Collector. Anyone interested in running for one of these seats should contact the Election Board for information on what they need to do to get on the Primary Ballot.

The Borough received a letter from the PA DEP announcing the impending release of the Recycling Performance Grant for 2014. The borough will receive \$1,928 based on the collection of 186.7 tons of residential and commercial materials.

Forest City Fire Department submitted their 2016 Annual Report. A copy is included in council packets.

MAYORS REPORT: (Mayor Pauline Wilcox)

Mayor Wilcox distributed the December 2016 Police Report and Vandling Invoice for January Patrols and December calls. She also provided a copy of the Forest City Police Department Annual Report prepared by Chief Johnson.

Mayor Wilcox recommended Mr. Anthony Adam Telesco III for a part-time police officer position effective this date. Mr. Telesco will start at a rate of \$12.75. Councilman Cost made a motion to hire Anthony Adam Telesco III as a part-time officer effective 1/9/2017. Councilman Lesjack seconded the motion. Six members voted yes, no one opposed. The motion carried. Surrounded by family members Officer Telesco was administered the Oath and Sworn into the Police Department by Mayor Wilcox.

Chief Johnson provided members with information he had researched on the purchase, installation and video storage for cameras for the police vehicles; \$3,000 per vehicle, nearly \$4,000 for an independent server and secure Wi-Fi for video transfer with cloud storage at a cost of \$7,500 to \$10,000 per year. This information confirmed by the PA State Police as the acceptable and approved method for the use of police dash cams. The individual who had attended several previous meetings offering to purchase this equipment did not attend, and has not provided council with any hard copy evidence or his "research" to support his claims regarding this equipment.

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

Solicitor Smith presented Ordinance #506_2017 – Sidewalk maintenance, for council review and input. Following some discussion, President Orasin asked the Safety Committee to work on it and re-introduce it at the next meeting. Solicitor Smith recommended that council table the ordinance until then. All agreed.

Solicitor Smith asked council to begin a search for a Zoning Attorney. Smith stated that he is unable to represent the borough in zoning matters and someone who specializes in Zoning would be beneficial for the borough. President Orasin asked Ms. Vannan to seek quotes from attorneys that may be interested in providing the borough with their professional services.

Paul Smith then informed council that he had received a third party request regarding the establishment of a Medical Marijuana Disbursement Clinic. This announcement was met with verbal

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dissent from the group. President Orasin expressed his desire to amend current zoning to restrict the placement of this type of facility in a C1 Zone, permitting it in a C2 Zone, putting it in the same class as a Methadone Clinic. Smith replied, "If there is push-back, they may lose interest, but they are willing to meet with council to answer questions and hear concerns." Smith continued, "These clinics are very heavily regulated, with many restrictions already in place. They cannot be within 1,000 ft. of a Day Care Center. Special security is required. A doctor and pharmacist must be on site at all times and they are subject to stricter protocols than a regular pharmacy." Councilman Pearsall offered a motion to have Solicitor Smith draft an ordinance amending the Zoning Ordinance to restrict Medical Marijuana/Methadone Clinics to a C2 Zone and submit it to the Planning Commission for approval. Councilman Cost seconded the motion. A roll call vote found six members in favor of the motion, none opposed, the motion carried.

NEW BUSINESS:

President Orasin announced the 2017 bidding thresholds effective Jan. 1, 2017 as follows: any contract or purchase under \$10,700 requires no formal bidding. Contracts or purchases equal to or greater than \$10,700 and less than \$19,700 require three telephonic or written/email quotes. Any Contract or purchase greater than \$19,700 requires the formal public bidding process.

The IRS has set the 2017 mileage reimbursement rate at 53.5 cents, a slight decrease from 2016. Councilwoman Matarese made a motion to reduce the current reimbursement rate to 53.5 cents. Councilman Pearsall seconded the motion. All voted aye and the motion carried.

President Orasin shared information from the Susquehanna County Treasurer's office about three properties in the borough up for Repository Sale. Per this letter, Tax Claim Bureau Director, Jason Miller, requests borough council to "vote to accept any price negotiated by the bureau on each property" and forward the minutes to his office to speed up the process of finalizing a sale. This means that these properties can be sold "free and clear" from the repository at any price. These properties have been through two public sales and are no longer generating income. The sale of these properties means that future taxes will be collected. Councilman Pearsall made a motion to "accept any price negotiated by the bureau on the sale of these three properties". Councilwoman Matarese seconded the motion. All members voted aye and the motion carried.

ANNOUNCEMENTS:

Council received a Thank You card from the Wilcox Family, thanking council for their support and sympathy for the recent loss of Tony's mother.

Mayor Wilcox introduced Jeff Swegel, representing the American Legion. He wanted to address the council about a recent bid the Legion received from Wayne Memorial Hospital for the purchase of their property on Dundaff Street. Mr. Swegel will be leaving for Afghanistan soon and will not be available for a planned meeting on Wednesday with the GFCBA. He told Council, "This offer was thoroughly discussed and vigorously debated by members of the Legion, but a difficult decision had to be made." President Orasin expressed his support of bringing any business into our community, but preferred they locate to the Main Street or the Industrial Park, rather than in a residential neighborhood. Mr. Swegel said that it was beyond his control. The majority of the Legion members could not be convinced to continue to maintain the building. Mayor Wilcox offered her sympathy and support for this difficult decision. President Orasin will meet with people from Wayne Memorial Hospital to discuss further and he will talk with a Zoning Attorney for more information.

The next regular meeting will be on Monday, February 6, 2017 at 7:00 p.m.

ADJOURNMENT:

Councilman Pearsall moved to adjourn. Councilman Lesjack seconded the motion. All responded "aye" and the meeting adjourned at 8:34 p.m.