

**OLYPHANT BOROUGH
COUNCIL MEETING
MAY 3, 2022**

Flag Salute: Baldan led with the Pledge of Allegiance.

EXECUTIVE SESSION: Baldan announced Police and Non-Uniform personnel matters were discussed.

Roll Call: Harrington, 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 assented.

Baldan announced the closing off all bids for Demolition Project of the old Weber Building: there were three bids received: Scartelli Construction \$188,426.00, SRI \$44,745, Brdaric Excavating \$58,053.00; LaFratte was directed to review the bids to make sure they are in order and see if he can make a recommendation when it time to give his report.

Borough Bills: 5A \$1,818.11, AJ Gilgallon \$100.00, American Rock Salt \$2,759.09, Animal Arrest \$105.00, Berkheimer Associates \$304.95, Blakely Borough \$5,834.64, Cintas \$250.36, Comcast \$966.38, Thomas Cummings \$1,548.75, DGK Insurance \$6,610.00, Dunmore Materials \$150.00, Ehrlich \$5,563.00, English's Hardware \$7.99, Fire Chief Robert Powell \$50.00, Grandjean & Braverman Inc. \$400.00, HR Direct \$57.04, 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, Jalvo Inc \$530.00, Jan-Pro \$729.00, Kranson Uniform \$500.00, Kustom Signals \$159.80, Kwik N Ezy \$314.00 LRBSA \$61.80k Lackawanna County Recycling Center \$518.80, Louis LaFratte \$10,830.00, Legendary Auto \$127.22, Marie McCool \$129.50, Nagle Elevator Inspector \$80.00, Newday Technologies \$75.00, Northeast Inspection Consultants \$112.00, Olyphant Ambulance \$450.00, One Point \$201.43, Otis Elevator \$140.63, PA Municipal Health Insurance \$36,637.04, PA Turnpike by Plate \$104.80, PAWC \$246.84, \$624.75, Rite Temp \$122.94, Rossi Rooter \$3,350.00, Service Tire Truck \$2,048.10, Staples \$540.89, Stratix Systems \$7.00, Verizon \$739.87, Vision Benefits \$249.30, Zeller Armory \$379.00, **Total \$92,911.46.**

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

TREASURERS REPORT: Income: Taxes \$38,137.39, Licenses & Permits \$300.00, Fines & Forfeits \$1,500.36, Interest, Rents & Royalties \$6.57, Intergovernmental Revenue \$12,000, Charge for Services \$25,094.34, Miscellaneous Revenues \$6,759.65, Other Finance Source \$133,783.33, Total Income \$217,581.64. Expense, Legislative Body \$3,083.28, Executive \$583.34, Executive Manager \$0, Financial Administration \$750.00, Tax Collection \$3,474.56, Law-Retainer Fee \$1,041.67, Clerk/Secretary \$2,050.82, Data Processing \$0, Engineering Retainer Fee \$725.00, General Government \$0, Public Safety \$59,939.05, Fire \$6,550.00, Ambulance/Rescue \$450.00, Protective Inspection \$1,811.75, Planning & Zoning \$385.00, Employee Salaries \$25,121.60, Recycling Collection \$0, Solid Waste Collection \$9,043.21, Wastewater Sanitary Sewer \$17,682.00, Highways \$1,763.38, Recreation \$0, Debt Service 10,929.680, Miscellaneous Expenditures \$26,159.02, Total Expense \$172,543.16, Net Income **\$45,038.48. STATEMENT OF ACCOUNTS-** Olyphant Borough General Fund Beginning Balance \$14,589.07, Receipts \$195,149.07, Interest \$0.83, Bills Paid \$192,981.90, Ending Balance \$19,757.07, General Hi-Fi (Parking Meters) Beginning Balance \$12,446.52, Meter Collection \$0, Interest Earned \$0.10, Ending Balance \$12,446.62, Special Road Account (Liquid Fuels) Beginning Balance \$240,873.91, Interest Earned \$1.98, Liquid Fuels Ending Balance \$240,875.89, Sinking Fund Account Beginning Balance \$26,102.03, Receipts \$11,000.00 Loan Payments \$10,929.68, Ending Balance \$27,172.35, Refuse Account Beginning Balance \$47,983.23, Sale of Refuse Stickers \$22,475.87, Interest \$0.33, Bills Paid \$10,916.42, Ending Balance \$47,983.23, Police Pension Fund Beginning Balance \$2,419,856.77, Ending Balance \$2,271,353.55, Non Uniform Pension Plan Beginning Balance \$1,292,391.93, Ending Balance \$1,199,036.44, Phillip Condella Recreation Checking Beginning Balance \$498.03, Interest \$0, Ending Balance \$498.03, Fire Loss Escrow Account Beginning Balance \$58,455.64, Ending Balance \$58,455.64, Contingency Fund

Beginning Balance \$418,370.81, Transfer \$12,000.00, Interest \$3.33, Stafursky \$17,526.00, United Fence \$8,800.00, KBA Engineering \$13,537.00, Ending Balance \$390,511.14, Flood Account Beginning Balance \$25,466.30, Interest \$0.22, Ending Balance \$25,466.52.

Secretary's Monthly Report: None.

Mayor's Monthly Report: April 2022 total incidents 816 Traffic citations 36, Traffic warnings 17; Truck #5 is still at Ford Dealer for repair, waiting for parts; officers have all qualified in shooting this month, required by the state; currently under way with our state updates that must be done by June 4; officers and Chief are doing the training in anticipation of our approval of our drone program; the officers are training for part 107 licenses, from the FAA: Abandoned Vehicles 3, ALS call 9, Animal Incident 8, Assault 3, Assist Motorist 5, Automatic Fire 1, Building Check 194, BSL 4, Burglary 5, Phone Message 129, Carbon Monoxide 0, Child Custody 0, Criminal Mischief 2, DOA 4, Disorderly Person 4, Dog Complaint 10, Domestic 9, Driving Drunk 1, Drugs 2, Dumping 0, Emotionally/Mental 1, Escort 5, Fight 2, Fraud 1, Harassment 2, Hazardous 2, Hearing /court 2, Highway/road 3, Hit and Run 4, Hold up/ robbery 1, Identity Theft 0, Intrusion Alarm 9, Investigation 83, Juvenile 7, Landlord Tenant 2, Lockout 5, Loitering 0, Lost/recovered 6, Missing Person 1, Motor Vehicle 22, Neighbor dispute 2, Non-Structure Fire 1, Nuisance 6, Ordinance 3, Other Unspecified 32, Overdose 2, Parking Complaint 11, Police Assistance 7, Police Information 2, PFA 1, Rescue 0, Service 5, Sex Crime 1, Shooting 0, Special duty 3, Stolen Vehicle 0, Structure Fire 2, Suicide /attempt 4, Suspicious Person 5, Suspicious Vehicle 17, Theft 7, Threats 0, Traffic Control 22, Traffic Stops 106, Transport 2, Trespassing 5, Vehicle Pursuit 1, Warrant Service 5, Water Main 1, Weapon 0, Welfare Check 12. Harrington asked if all Officers are going to be trained to operate the drone; the Chief said four officers and himself, and that a trained officer will always be on duty.

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 at various locations in the Borough; MS-4 Communication with DEP and sub consultant KBA on submission of PRP; Lackawanna Co. 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, document specifications; attended meeting with committee members; pedestrian update project contractor continued project along Lackawanna Ave. Olyphant Borough 2021 Dirt and Gravel Roads Project continued communication with Lackawanna County Soil Conservation; completed design of rain garden for DSA Project; DCNR Condella Park Equipment Project, continued design and contract documents for project; CTC communicated with CTC Rep about scheduled; State and local fiscal recovery funds- submitted the annual report to Federal Government for account of funds; 2022 Line Painting phase 1 project, solicited price; 2022 Pothole patching project solicited price quote from three (3) contractors; Borough Building ADA Update Project, Contractor began demo of existing ramp, project inspection and communication with Lackawanna County and Contractor; Weber Building Demolition advertised with Borough Solicitor, held and attended pre-bid meeting; distributed meeting minutes and answered contractor questions. REIMBURSABLE Preliminary/final plans SKM Land Development review of plan, attended onsite meeting and Communication with Engineering, LCRPC, Borough Officials and Zoning Officer. LaFratte review the demolition bid and recommended SRI the lowest responsible bidder, be awarded the bid.

Code Enforcement Officer Report: Permit Activity 3 \$3,209.00, Administration Fee 3- \$190.00; Zoning Permits 11- \$475.00, Dumpster Permit 2- \$50.00; Zoning Hearing Board \$500.00; SALDO Land Development Application \$950.00, Blasting Agreement/permit \$250.00 Total collected in April \$5,732.50; **Code Enforcement Activity:** Attended Zoning Hearing Board meeting, Planning

Commission meeting and Council work session; answered numerous phone calls regarding complaints around the borough; prepared and filed Civil Complaint on nuisance property.

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 and several grant applications; consulted with Borough Electrical Engineer regarding ongoing purchases, maintenance, usage and repair of Borough Electric Distribution System; consulted with Borough Civil and Electrical Engineers regarding ongoing projects and several proposed developments throughout the Borough; 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; conducted discussions with Borough IT Technicians regarding the installation of equipment for the ability to accommodate remote participation in Borough Meetings by Official and members of the Public; drafted Letters of Intent requesting studies to be completed on the feasibility of Police Department Regionalization and Fire Department Hose Company Merger (Borough wide), and submitted letters to appropriate state agencies; participated in several discussions with the insurance carrier regarding ongoing Workers Compensation Litigation. **Legal:** Discussions 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; review of the Olyphant Borough LERTA Ordinance and Tax Assessments with Borough Tax Collector applicable to the CanPack Property.

Fire Chief Report: None.

Committee Reports: Tully said he stopped by to see the young men from CTC working on the Train Station who are removing the old flooring, he said they were all happy to be doing what they were doing; he said he opened the Firehouse to give them access to the restroom; Abda said he wants to schedule a Police Committee Meeting for later this week.

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

Unfinished Business: None

New Business: Bid Opening: A motion was made by Abda and seconded by Krukovitz to award the bid to SRI (\$44,745.00) the lowest responsible bidder for demolition of the former Weber Building on Delaware Street; on the question Abda asked if there was an estimated start date, and asked how long it would take; LaFratte said once the Contractor completes all the paper work, a determination would be made at that time; all members present assented.

A motion by Harrington and seconded by Abda to approve acquisition of a Drone for service to the Borough Police Department and other Departments of the Borough, approximately \$2,7000; all members present assented.

Harrington said she is requesting an update to the requirements the Fire Chief must have, to be Chief; he/she are required to have at least Firefighter Fire One Qualifications which is the state's standard; Abda said Powell needs to get his Hazmat training; Baldan wanted to know if there was any consultation with the Fire Department; Harrington said we need to establish a timeline for Powell to receive his certification.

A motion was made by Harrington and seconded by Frushon to modify the education, training and certifications (Firefighter One) to be obtained by a person in order to be qualified to be appointed to the position of Fire Chief of the Borough of Olyphant; all members present assented.

Public Comment: Brook Williams Scranton Times/Tribune, wanted know if there were any plans for the space that would be created once demolition occurred to former Weber Building; Mustacchio no final decision was made, but it could be used for parking or incorporate the space with the property on N Valley Ave. the Borough owns, to be used in conjunction with the Heritage Trail project; Don Kazmerak wanted to know the status of the Munley Building at 401 Lackawanna Ave. Mustacchio said we only heard there has been discussion with a private enterprise that may interested in the property.

Adjournment: A motion was made by Krukovitz and seconded by Abda.

Secretary

John Tomcho