

MINUTES FOR SPECIAL MEETING OF NESQUEHONING BOROUGH COUNCIL

Wednesday, August 10, 2016 at 6:00p.m., Borough Office

114 W. Catawissa Street, Nesquehoning, PA 18240

ROLL CALL: COUNCILMEN JACOBS, SABOL III; COUNCILWOMAN FOX, POREMBO;
PRESIDENT HAWK; & MAYOR KITCHKO

President Hawk called the meeting to order at 6:01 p.m.

Councilmen DeMarco and DeMelfi were absent.

PURPOSE: Committees/Workshop

1. STREETS DON DeMARCO, CHAIRMAN; DAVID DeMELFI, CO-CHAIRMAN;
GEORGE SABOL, III

President Hawk stated that at the Water Authority's Meeting Monday night, they had decided to hire Radocha to do some patch work on the Water Authority's openings. (Center Street, Willow Lane, etc.)

Councilwoman Fox asked if they were going to be doing anything on Tippetts Road. She stated how they had talked about the Borough Crew cutting out areas and laying hot base down. She stated how the modified that they were putting on Tippetts Road was not doing anything except washing away. Councilman Sabol stated that the last he had heard anything was when they had met on Tippetts Road and were supposed to get a price from Mike Tirpak. He stated how he was under the impression that they had the money to fix the road but ran out of time last year.

Councilman Jacobs stated how Councilman DeMarco had talked to contractors, but they never gave him anything in writing. Mayor Kitchko stated about Councilman DeMelfi having figures (quote). President Hawk stated how they had asked Councilman DeMelfi to get it in writing, but they never heard anything back on that either. Councilwoman Fox stated how she did not know if the Borough Crew was going to do any work on Tippetts Road with patching. Councilman Sabol stated how the grant for Tippetts Road would not be until next year. President Hawk stated how that was why they had looked at cutting out some of the really bad spots and hot patching with 4" of base. Councilman Sabol asked when they would find out if they were awarded the grant. Secretary/Treasurer Ahner stated how it would be around that time next year.

Councilwoman Porembo asked about the Ordinance for the no parking on Tippetts Road.

Councilwoman Fox stated about some questions she had on the Ordinance. She stated about the Route 209 from Catawissa Street to Allen Street. President Hawk stated how it should be Market Street. Councilwoman Fox stated about Allen Street not being listed on the Ordinance. She stated how it should be Allen Street from Railroad Street to Willow Lane "no parking" and Allen Street from High Street to Railroad Street "no parking on the east side".

Councilman Sabol asked if they would have enough time next year to do Tippetts Road. He stated how they would not be able to get it done until the Spring of 2018. Councilwoman Fox stated how that was why she had asked about fixing the two bad spots.

Councilman Sabol stated about getting a copy of the 5-year street plan from the Engineer.

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2. SEWER

**MARY FOX, CHAIRWOMAN; FRANK JACOBS, CO- CHAIRMAN;
GEORGE SABOL, III**

Councilwoman Fox stated how Emory Toth's new contract started on August 1st. She stated how everyone was informed that Rose Chapello had passed her tests. She stated how there was a time period for on the job training before she would get her final license. Councilwoman Fox stated how she was able to get her A license because of her degree. Councilman Jacobs asked if they had anything in writing as to how much training she would need and what she was allowed to do under each license. Councilwoman Fox stated how she could get in touch with Mary Zeigler from DEP and have them send her something. Councilman Jacobs stated how the thought that the A license was just the collection system.

Councilwoman Fox stated how Hazard Street & Railroad Street sewer manhole (taking away the two dog legs) was ready to be done. She asked if they wanted the Borough crew to do the work or were they getting three quotes. Councilwoman Fox stated that Mike Tirpak felt that the lines running down Hazard Street were in good shape. Councilman Sabol asked if they were going to be blacktopping Hazard Street. Councilwoman Fox stated how Hazard Street was going to be done. She stated how they had received the CDBG from the County. She stated how the project was being held up by the County and would be done next year.

Councilman Sabol asked about the Borough crew's schedule. Councilwoman Poremba asked if they had the equipment and the knowledge to do the work. Councilwoman Fox stated how she did not know if the backhoe could handle the job. Councilman Jacobs stated about the manufacturer possibly setting the manhole. He stated how he did not know if they were going to have the manpower. President Hawk stated how it would not hurt to get three quotes. He asked about the manufacturer setting the manhole and how long the service could be interrupted. Councilman Jacobs stated how they would not have to interrupt the service until after the new manhole was in place. Councilwoman Fox asked about getting three quotes. President Hawk stated how they should get three quotes. It was mentioned about asking Radocha, Stempa and Dirt Works.

Councilwoman Fox stated about the grease trap ordinance. She stated how Mike Tirpak had suggested sending a copy of the ordinance, once it was passed, to any facility/business that uses grease and request information of what kind of grease trap they have installed and how/when they have it cleaned out. She stated how the ordinance will give them the authority to inspect the grease traps.

Councilwoman Fox stated how they have to start looking at the sewer budget for September. She stated about setting up a Sewer Committee Meeting to review the budget.

Councilwoman Fox stated how the Rhume Street project specifications were nearly complete. She stated how Mike Tirpak had asked her about curbing for Rhume Street, because some of the piping was located on properties. Councilwoman Fox stated how it was going to be two separate lines, sewer and storm lines. She stated how they had been talking about using the old sewer line as a storm line, but it was not feasible to use that line. Councilwoman Fox stated how it would not get completed until Spring.

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Councilwoman Fox stated about the Vac truck. Councilman Jacobs stated how they had picked it up but they never inspected it. He stated how the power steering was still not working right so they had taken it back over to Kovatch.

Councilman Jacobs stated how the ceiling was installed in the Headworks building. He stated how they were looking into putting the wall up to separate the caustic.

Councilman Jacobs stated how he had asked Solicitor Yurchak to look into reducing the rates for the residential customers for sewer and garbage. Councilwoman Fox stated how they will have to find out how many residential customers they have.

3. BUILDINGS GEORGE SABOL, III, CHAIRMAN; FRANK JACOBS, CO-CHAIRMAN; DAVID DeMELFI

Councilman Sabol asked if there were any changes planned for the building. Councilwoman Fox stated about the heat pumps for the Recreation Center. Councilman Jacobs asked Councilman Sabol if he had talked to Nick Degiglio concerning if there was any room in the electrical box at the Recreation Center. Councilman Sabol stated how he would stop up at the garage and talk to him.

Councilman Jacobs stated how they had relocated the cable line so it would not interfere with the flag pole. He stated how the solar light was giving off enough light to see the flag. Councilman Jacobs stated about Councilman DeMarco wanting a light on the flag pole at the monument. He stated how a solar light like that one might be enough light for that flag pole also.

Councilman Sabol asked if they were happy with the Borough building. He stated about purchasing the rectory on Mill Street for a Borough office. He also stated about the vacant property on Locust Street. President Hawk stated how she had wanted too much for the property on Locust Street. Councilwoman Fox stated how they were fighting to keep the church open. She stated about a letter from the Borough concerning abandoned buildings and property values. President Hawk stated how he did not have a problem sending a letter of support. Councilwoman Porembo stated about sending a letter for an abandoned building because it would still be up to the Diocese of Allentown to maintain the property. She stated how she would prefer sending a blanket letter. President Hawk stated how they would not site an ordinance and abandoned might not be the proper term. He stated how they could state in the letter their concern about a vacant building/church and how they would sooner see an active congregation.

Councilwoman Porembo asked about the situation with the Borough building. Councilman Sabol stated that if they were planning on staying at that buildings, he would like to see it modernized. Councilwoman Fox stated how they had talked about a different front door with a vestibule. Councilwoman Porembo asked if there was anything written down. Councilwoman Fox stated how each committee should be submitting something to budget so that it could be reviewed and worked into the budget for the following year.

Councilman Sabol stated about the meeting with the owner of the property across the street from the Borough office. He stated how he was willing to meet with them. Secretary/Treasurer Ahner stated how they were waiting for him to get back from vacation.

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Councilman Sabol asked what they could do to take possession of the property if nothing was being done. Secretary/Treasurer Ahner stated how it was a long process and if the owner was making an attempt to fix it, the courts might not be willing to give the Borough possession. Councilman Sabol stated about acquiring several properties on the corner of Catawissa and School Street to knock down the houses and create a parking lot. He stated about the lot in New Columbus. Councilwoman Fox stated how they had it listed for sale several times. Councilman Sabol stated how it was a nice lot.

4. PUBLIC SAFETY

DON DeMARCO, CHAIRMAN; DAVID HAWK, CO- CHAIRMAN; ROSEMARY POREMBO

Mayor Kitchko stated about Officer Glenn Laninger and how he was off on short term disability. He stated how he was going for therapy. Mayor Kitchko stated how he has to get a fit for duty before returning to work. He stated how Officer Wuttke and Officer Breiner offered 40 hours of their sick time to Officer Laninger, which was allowable under the contract.

5. SANITATION **DAVID DeMELFI, CHAIRMAN; MARY FOX, CO-CHAIRWOMAN DON DeMARCO**

Councilwoman Fox stated how there were 10 dumpsters (recycling bins) on Locust Street. Secretary/Treasurer Ahner stated how they were under contract for 9 – 8 yard containers. Councilwoman Fox stated how two of them were smaller and that might have been why there was an extra container there.

Secretary/Treasurer Ahner stated how she had called the company and left a message regarding the bin in the CVS parking lot and picking the items up more often. She stated how she did not get a call back, but did not know if there was any improvement either. President Hawk stated how he has not seen a mess there lately.

Secretary/Treasurer Ahner stated how she did not know if they were still having an issue at the recycling bins because of looking into purchasing cameras. She stated how the Borough crew did post signs on the bins but did not know if it was helping. Councilman Jacobs stated how he has not seen anything down there lately.

6. RECREATION **MARY FOX, CHAIRWOMAN; GEORGE SABOL, III, CO- CHAIRMAN; DAVID HAWK**

Councilwoman Fox stated how all of the playground equipment had been delivered. She stated how Mayor Kitchko was trying to coordinate with the Borough crew to get it installed. Mayor Kitchko stated about the playground mulch being delivered Thursday. Secretary/Treasurer Ahner stated how it was being delivered to the Borough garage. Mayor Kitchko stated about having to order concrete.

Councilwoman Fox stated how the paint and sip went very well with them making a profit of \$300.00. She stated how they have another one scheduled for Thursday, September 15th. Councilwoman Fox stated about the other scheduled events for the Recreation Commission: October 9th – 31 Bingo; October 22nd – indoor yard sale; October 23rd – Kiddie Bingo; October 29th – adult Halloween dance with a DJ.

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Councilwoman Fox stated how they have someone who needed to do community service and they would be painting the benches and picnic table in the Johnson Park.

Councilwoman Fox asked about keys to the Recreation Center and who all had them, because of the members needing them to open the doors for different events. Secretary/Treasurer Ahner stated how she did not know who all had keys. Councilman Jacobs stated how they have to get them cut at Frank's Locks in Hazleton.

Councilwoman Fox stated about the lady coming from DCNR to the Recreation Commission's October 3rd meeting to discuss the DCNR Grants. She stated about all of the renovations that were done in the Recreation Center. She stated about all of Council attending the October Meeting to see all of the improvements. Councilwoman Fox stated how she had a copy of the Commission's Treasurer's Report. President Hawk stated how they even have a profit with all of the renovations. Secretary/Treasurer Ahner asked about the rental agreements. Councilwoman Fox asked if the Borough had received any copies of the rental agreements. Secretary/Treasurer Ahner stated "no". She stated how the agreements were a three part copy (Recreation Commission, Renter, Borough) so the Borough would have a copy in the office in the event something were to happen because the Borough would be held liable.

7. BUDGET/ PURCHASING

**FRANK JACOBS, CHAIRMAN; ROSEMARY POREMBO, CO-
CHAIRWOMAN; DAVID HAWK**

Councilman Jacobs stated about a Budget Committee Meeting for Tuesday, August 16th at 4:30 p.m.

Councilman Jacobs stated about the tax bills and looking into an alternate agency for printing the Borough's tax bills. He stated how he had made mention to the County and they were not in favor of printing the Borough's tax bills.

Councilman Jacobs asked Secretary/Treasurer Ahner if she had gotten in touch with PPL regarding the street lights. Secretary/Treasurer Ahner stated how she had called and got the process started for the two lights that were going to be installed on Locust Street. She stated how someone was supposed to be getting back in touch with her to finalize everything. Secretary/Treasurer Ahner stated how the conversion to LED for the block on Catawissa Street would have to be done online, but she was not sure what lumination they wanted to go with and how she would need those pole numbers. She stated how she figured that she would wait until the lights were installed on Locust Street so they could see the lowest lumination, because once they were changed, it would cost the Borough to change them again. Mayor Kitchko stated about having two different lumination lights installed on Locust Street. Councilman Jacobs stated about having the brighter one installed closer to MapleShade. Secretary/Treasurer Ahner stated how she will need to know which pole number belongs to the pole closer to MapleShade.

Councilman Jacobs stated how they had heard back from Mr. & Mrs. Macalush concerning the trees on Park Avenue. He stated how he was going to get in touch with Seltzers to set up an appointment to meet them up at the property to see what their options were. Councilman Sabol stated how he should let him know when and he would go to the meeting with him.

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8. PERSONNEL/ ROSEMARY POREMBO, CHAIRWOMAN; MARY FOX, CO- SAFETY CHAIRWOMAN; FRANK JACOBS

Councilwoman Porembo stated how they did have a meeting and there were a couple of things that they were looking into. She stated that she did not know if they needed to vote on some changes that they wanted to implement concerning the payroll. She stated how they wanted to make these changes because they were cross training the office personnel for payroll. Councilwoman Porembo stated how they were asking each employee to mark their own time card with the appropriate pay (regular, overtime, vacation, sick, holiday, etc.). She stated how they have a memo to send out to each employee as to what they needed to do. Councilwoman Porembo asked if they were going to need to vote on those changes. Councilman Jacobs stated how he felt that it was in house and would not need a vote. President Hawk stated how there was not enough in the contracts that specifies anything so he felt that they were okay with asking them to do it. He stated that since it was not in the contract, if they would not do it, they would not have anything to stand on to get them to do it.

Councilwoman Porembo stated that with asking the employee to mark their own time card would help the office staff when preparing payroll. She stated that if there was a discrepancy it would be reviewed and adjusted, if need be, on their next paycheck. Councilwoman Porembo stated how they were not having major problems. Councilwoman Fox stated how it was basically simple with the Public Works because they were on a straight shift schedule unless they would get called out for something. She stated how the police schedule could get a little confusing because of the shift differentials, overtime and court time. Councilman Sabol stated how he agreed with that but was questioning the cross training. Secretary/Treasurer Ahner stated that if something were to happen to her, someone else in the office should be able to do the payroll. President Hawk stated that for someone who has not done the payroll for the last how many years, it would be hard for them to jump in and figure everything out. Councilwoman Porembo stated how she will send the information to all of Council.

Councilwoman Porembo stated how they had discussed the Sewer/Sanitation billing and they would be meeting with Tom Tobin. She stated how the capacity for the billing program was not being utilized to the fullest extent. She stated how they were going to take a look at online payments to see if the services were worth providing. Councilwoman Porembo stated how they were going to have a meeting with the entire office staff to review and revise the procedures of the office to mainstream the way the office was running.

Councilwoman Fox stated about the weekly report they were receiving from the Sewer Department. She stated that when she had originally talked to Mr. Pilla, they had wanted a two week outlook as to what they had on their schedule. She stated how they would know what the Sewer workers were planning to do.

Councilman Jacobs asked if they were getting the quotes for September's Regular meeting or August's Regular Meeting. President Hawk stated how he would ask for the quotes for the August's Regular Meeting. Secretary/Treasurer Ahner stated about getting additional copies of the plans to give to the contractors.

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ADJOURNMENT

Councilman Jacobs moved and Councilman Sabol seconded to adjourn the meeting. All voted yes.
Meeting adjourned at 7:44 p.m.

RoniSue Ahner
Secretary/Treasurer