

**MINUTES FOR SPECIAL MEETING OF NESQUEHONING BOROUGH COUNCIL**

Wednesday, March 13, 2019 at 6:00 p.m., Borough Office  
114 W. Catawissa Street, Nesquehoning, PA 18240

**ROLL CALL:** COUNCILMEN JACOBS, SABOL III; COUNCILWOMEN FOX, POREMBO;  
& MAYOR KITCHKO

Vice-President Fox called the meeting to order at 6:02 p.m.  
Councilmen DeMelfi, Radocha and President Hawk were absent.

**PURPOSE:** Committees/Workshop

**1. STREETS**                    **MICHAEL RADOCHA, CHAIRMAN; GEORGE SABOL III, CO-CHAIRMAN; FRANK JACOBS**

Councilman Jacobs stated that they were waiting for the specifications from Mike Tirpak in order to advertise for bids for the Willow Lane Project. Councilwoman Fox stated how Mike Tirpak had submitted the plans/cost estimate for Diaz Avenue to the County for the CDBG.

Councilman Sabol stated how the Borough crew was patching pot holes in New Columbus. Councilwoman Fox stated that there were a lot of pot holes on W. High Street. She stated that it was a real mess. Councilwoman Porembo stated how the pot holes on Cemetery Road could also use some attention. Councilman Sabol stated how he was told that they were allowed to use the excess material (millings) that was dumped across the street from the Lantern. He stated that they were out of millings at the garage, but he was going to get in touch with PennDOT to see if they could get some again.

Councilman Jacobs stated how they have to get the “no parking” signs posted on Allen Street. He stated that once they get them up, they will have to let the police know.

Secretary/Treasurer Ahner stated how the training/certification seminars for the Dirt and Gravel Roads were posted and that there was one in Bethlehem on April 2<sup>nd</sup> & 3<sup>rd</sup>. She stated that she would like to get registered before the class fills up. Secretary/Treasurer Ahner stated that Greg Haas from Carbon Engineering has contacted her that he had registered already. She stated about a Borough worker also attending the seminar. Councilman Jacobs asked when they find out about the funding. Secretary/Treasurer Ahner stated that they were not able to apply for anything yet because they had to be certified first. Councilman Jacobs stated about asking the Borough crew to see who wanted to attend the class and getting registered.

Councilwoman Fox asked who was going to the training session for the Street Sweeper on March 19<sup>th</sup>. Secretary/Treasurer Ahner stated that she had emailed Kris Hoffner that Daniel Staehle would be attending with one other Borough worker.

**2. SEWER**                    **MARY FOX, CHAIRWOMAN; FRANK JACOBS, CO-CHAIRMAN; MICHAEL RADOCHA**

Councilwoman Fox stated about the Sewer Payment Ordinance that would need to be adopted at the Regular Meeting.

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Councilman Jacobs stated that the pump at the first beech was giving them problems.

Councilwoman Fox stated that they would be having a Sewer Committee Meeting on Friday, March 15<sup>th</sup> at 1:00 p.m.

Councilwoman Fox stated about getting pre-trip inspection forms. She stated that they would have to turn them in at the end of the week.

### **3. BUILDINGS      GEORGE SABOL, III, CHAIRMAN; DAVID DeMELFI, CO-CHAIRMAN; MICHAEL RADOCHA**

Councilman Sabol stated about the issue they had with the apartment. He stated that they need to get the Borough crew to tear the carpet out, patch holes and paint the apartment. He stated that he wants the Borough crew to clean the kitchen floor in the apartment also. Councilman Sabol stated that they were going to try and institute the work orders again.

### **4. PUBLIC SAFETY      ROSEMARY POREMBO, CHAIRWOMAN; DAVID DeMELFI CO-CHAIRMAN; DAVID HAWK**

Councilwoman Porembo stated how they had met with all of the Fire Chiefs to explain the Ordinance. She stated that they gave them the applications and registers. Councilwoman Porembo stated how they were asking them to have the registers back into the office by March 26<sup>th</sup>. She stated that they would vote on the Fire Companies registers at their Regular Meeting in March. Councilwoman Porembo stated how there was a property tax credit or a credit on their local taxes. She stated how Solicitor Yurchak was checking into if there was a husband and wife for the Real Estate tax credit. Councilwoman Porembo stated how the credit was \$200.00 per person for either the Real Estate or the EIT. She stated how the Borough would have to reimbursement the individual for the Real Estate, but they would get a credit on the local taxes when they file their tax returns.

Councilwoman Porembo stated about the Knox Boxes. Secretary/Treasurer Ahner stated how they were in the office and that they just had to be installed. Councilwoman Porembo stated how they had been purchased and about getting the Borough crew to install them on the Borough Buildings. Secretary/Treasurer Ahner stated how the Sewer Workers could install theirs at the Sewer Plant and the Borough Crew could install the other three (Borough office, Recreation Center, Borough Garage).

Councilwoman Porembo stated how they still had two AFA appeals. She stated how 121 W. High Street had submitted a log sheet, so they were still working on that one. Councilwoman Porembo stated that as of February 21<sup>st</sup>, Carl Faust had not been contacted about 90 E. Catawissa Street. She stated how they have said that they have been working on it.

Councilwoman Porembo stated about the wages for the part-time police officers. She gave the wage rates as follows: \$12.00 per hour to start; \$18.00 per hour – stand alone MOPEC; \$19.00 per hour 6 month anniversary MOPEC; \$20.00 per hour 1 year anniversary MOPEC; and \$22.00 per hour 2 year anniversary MOPEC.

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Councilwoman Porembo stated how John McArdle asked if the Borough had written a letter for the railroad crossing to be reinstalled up at the pond for the dry hydrants. Secretary/Treasurer Ahner stated that she was expecting Mr. McArdle to write something up because he would know what they were looking for plus he had the pictures of the crossing prior to it being removed. Councilwoman Porembo stated about using the information that she received in an email about the Dry Hydrants on Industrial Road. She stated about stating in the letter as to where they needed to get to and how many homes would be affected with the fire protection.

Councilwoman Porembo stated about the Red Cross 4 year survey agreement in order to use the Recreation Center in times of disaster. She stated how that they will need to approve at the Regular Meeting.

Councilwoman Porembo stated how the LCJWA was submitting paperwork for a grant. She asked if they should get a meeting together with all of the entities. Councilwoman Fox stated how they had already started the process. Councilwoman Porembo stated how it sounded like they were asking the Borough to offer funding to help with their project. She stated how they should not have to give them any funding because it was not their responsibility for the water service. Councilwoman Fox stated how they have been corresponding with them about the water lines for the Fire Protection. She stated about assisting them with the grant application and supporting them for the grant. Councilwoman Porembo stated how it did not seem, when they first brought the issue to their attention (LCJWA & Lake Hauto Club) that it was an urgency for either entity. She stated that they felt and stated how the dry hydrants were there and available. Councilwoman Porembo stated that they seem to be moving forward/progress was being made one step at a time.

Councilwoman Porembo stated how they were still asking for a representative for the UCC Joint Board of Appeals. Secretary/Treasurer Ahner stated about getting letters of interest for an individual for the Joint Board of Appeals.

Mayor Kitchko asked if they had heard anything from Tim Dow. Secretary/Treasurer Ahner stated that she did not hear back from Mr. Dow, but was informed from the office that he had inspected it last year and it had the right connection. She stated how it did not matter if they were using a 100 lb tank or a 20 lb tank, as long as the connections were right.

Secretary/Treasurer Ahner stated that she had reached out to Timm Berger from Representative Heffley's office in regards to any grants that might be available for vehicle equipment (Cameras, lap tops, plate readers). She stated that there was a grant application open (PCCD) Pennsylvania Commission on Crime and Delinquency, but it had to be submitted by March 22, 2019.

### **5. SANITATION      GEORGE SABOL, CHAIRMAN; ROSEMARY POREMBO, CO-CHAIR, MARY FOX**

Councilman Sabol stated about setting up a Sanitation Committee Meeting for Thursday, March 21<sup>st</sup> at 1:00 p.m.

Councilman Sabol stated about the Sanitation Payment Ordinance that would need to be adopted at the Regular Meeting.

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Councilman Jacobs stated about how it was cutting down the office collection times.

Secretary/Treasurer Ahner stated that they usually have anywhere from 19 – 22 days a month to make their payments, which was cutting out weekends and any holidays that they might be closed. Councilwoman Fox stated that when it was written up originally, they were giving 30 days to make payments. She stated how they changed it as to being paid by the last day of the month, because they were able to pay online. Councilman Jacobs stated that if they were going to make a change like that, they should be sending letters out.

Councilwoman Poremba stated that if they were going to vote on it, they should put in the stipulation a start date. She stated that they could inform the public of the change. Secretary/Treasurer Ahner stated that the first time it would come into effect would be July 1, 2019. She stated how the last day of June would fall on the weekend. Secretary/Treasurer Ahner stated how it has been posted in the office for the last two months. She stated that the other issue they had was the post marks on the mail. Secretary/Treasurer Ahner stated that Shawn Coniglio had to post approximately 20 adjustments to remove penalties for the post mark on the envelopes. She stated that if it was post marked a week before receiving the payment, she could see adjusting the penalty, but for a post mark for the last day of the month . . . She stated that those people know that it was not going to be received in the office on the last day.

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

Councilwoman Fox stated how they could not find a copy of the bi-laws. She stated that they had new bi-laws but they were never adopted or signed. Councilwoman Fox stated about setting up a meeting to review and update the bi-laws that were never adopted years ago. She stated that the next Recreation Commission Meeting was scheduled for April 1<sup>st</sup> at 7:00 p.m.

Councilman Jacobs stated about the Powerhouse Ministries. He stated how the Borough was subsidizing someone to run a church at the Recreation Center. Councilman Jacobs stated how church and State were supposed to be separate. Secretary/Treasurer Ahner stated how they were requesting to use the New Columbus Park for an Easter Egg Hunt. Councilman Jacobs stated how they would have to give a copy of their liability insurance before they were going to approve the egg hunt. Councilman Jacobs stated that when he had seen the place of worship, he was going to question why they were subsidizing a church. Councilwoman Fox stated about asking Solicitor Yurchak. Councilwoman Poremba stated that if they were paying a different rate, that would be one of her first question. She stated that if they were renting the Recreation Center and people of their own choice were attending, she could not see why it would not be appropriate.

Councilwoman Poremba stated that they should ask Solicitor Yurchak. She stated that if it was not any jeopardy to the town or making a need to increase the police force/protection, then it was not that the Borough was giving funding to them to run their church. Councilman Jacobs stated how they were not from town. He asked if anyone had checked their background or if anyone knew what they were teaching. He stated how that was his questions because they did not know. Councilman Jacobs stated that if anyone wanted to rent the Recreation Center for a birthday party, they were not able to because they were using the facilities every weekend. He stated how they were not receiving the rental agreements.

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Councilwoman Fox stated how they should be paying the same rate. She stated that they were not funding them, but they were providing their insurance. Councilwoman Fox stated how they should have some kind of liability insurance. She stated that it would be the same thing for using the New Columbus Park for the Easter Egg Hunt. Councilwoman Fox stated that when other places have rentals, they ask for proof of homeowners insurance. Councilman Jacobs stated about the rental agreements and how they were not being turned into the Borough office. He stated that Council was supposed to review to approve who was renting the Recreation Center, which was not happening.

Councilman Sabol stated about the plans from Michael Kafkalas for the property on Mill Street. He stated that they want to get the ball rolling on acquiring that property. He stated that he wanted to make sure that he Borough Crew was cutting that back before the growing season really starts.

**7. BUDGET/ PURCHASING FRANK JACOBS, CHAIRMAN; ROSEMARY POREMBO, CO-CHAIRWOMAN; DAVID HAWK**

Councilwoman Porembo stated about a gentleman, Rich Ritzer, from CBIZ. She stated how he was the gentleman that was working with the police for the 457 Pension Plan. Councilwoman Porembo stated how he had offered to look at the Borough’s Police Pension Plan. She stated that they could have another set of eyes review what they had.

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

Councilwoman Porembo stated about the Light and Restricted Duty Policy. She stated that Tim Growler had not gotten back to her in regards to the policy. Councilwoman Porembo asked about the information that Secretary/Treasurer Ahner had sent to them. Secretary/Treasurer Ahner stated how that information from their insurance carrier regarding the Light Duty Policy.

Councilwoman Porembo stated about setting up a Personnel/Safety Committee Meeting for Thursday, March 21<sup>st</sup> at 2:00 p.m.

Councilwoman Fox stated that a few years ago, they had discussed about a call out service. She stated that they could go through the Emergency Management System. Secretary/Treasurer Ahner stated that they had set her up as an administer to be able to submit call outs. She stated that the residents have to sign up for the call outs. Councilwoman Fox stated that they have never used it. Secretary/Treasurer Ahner stated that no, they had never used it and she did not know if she even remembered how to access the website. Councilwoman Fox stated how she has been asked about a Facebook page for the Borough. She stated how it was something that they could have used because of the trash pickup being delayed last week. Councilwoman Fox stated that if there was an emergency, they could let people know that the Recreation Center would be open.

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Secretary/Treasurer Ahner stated that the Water Authority was supposed to have a call out system, but she did not know if they had ever set it up. She stated that if the Authority's was set up, they would be able to utilize that system for local emergency situations. Councilwoman Fox stated that she thought how it would be a good thing for the town. She stated how it was like the call out for the School District. Councilwoman Poremba stated that it was already there, they just had to get the residents to get registered.

Councilwoman Fox stated about the street lighting list and how it was the suggestions for the Council to vote on to remove, move and add street lights throughout the town, except for Catawissa Street. There was a brief discussion about the lights that they wanted to remove, move or add. Councilman Sabol stated about going out to check the street lights on Catawissa Street on Monday, March 25<sup>th</sup> at 7:00 p.m.

Councilman Jacobs stated that they were discussing at the Historical Directors Workshop to have the Borough institute a First Night Out sometime in August. He stated that the office did so well with the street lights, that they might be able to institute it. Councilwoman Fox stated how the church had been discussing about holding a 5K Run. She stated that the first year, the donations would go towards the maintenance on the town clock. She stated that each year, they would donate to different organizations. Councilwoman Fox stated that they had wanted to hold it in the Spring, but they were not able to get it organized that quick. She stated that they will probably try to schedule it for the Fall.

Secretary/Treasurer Ahner stated that she had asked Mr. Staehle to take one of the Mayor's picture frames up to Heritage Glass to see if they had any more of the picture frames. She stated that they were going to donate 6 more frames to the Borough.

### **ADJOURNMENT**

**Councilman Jacobs moved and Councilman Sabol seconded to adjourn the meeting. All voted yes. Meeting adjourned at 7:42 p.m.**

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RoniSue Ahner  
Secretary/Treasurer