

The November 8, 2017 Regular Borough Council meeting was called to order by President Martin Ditsky at 6:30 p.m. and all those in attendance recited the Pledge of Allegiance. Roll call was taken by secretary treasurer Jill Seigendall. Council persons attending were President Martin Ditsky, Vice President Rose Mary Cannon, Matthew Walsh, Joseph (Joe) Butrie, Jared Soto, John Turcmanovich, Mayor James Romankow, Junior Council Person Isabella Blasko, and Solicitor Michael Greek. Absent was Colin Jones.

Public Courtesy:

Marie Ondrus, 36 Coal Street, asked what the Northeastern Pennsylvania Alliance (NEPA) is and why Lansford is not a member. Martin Ditsky explained that it is a regional community and economic development agency. The borough has not been a member since 2014.

Councilman Joseph Butrie, 443 E. Ridge Street, said he does not like the new street lights (LED bulbs) and he did not vote for them.

Approval of Meeting Minutes:

Council reviewed the regular meeting minutes for October 11, 2017.

Rose Mary Cannon made a motion to approve the Oct 11, 2017 meeting minutes. John Turcmanovich seconds the motion. All were in favor, motion passed.

The November 1, 2017 meeting minutes were offered for approval.

Rose Mary Cannon made a motion to approve the November 1, 2017 special (budget) meeting minutes. The motion was second by John Turcmanovich, all were in favor except Joe Butrie who is opposed. The motion passed.

Borough Garage Bid Opening Results:

The bid opening for construction of a pole building at 200 W. Water Street, for the public works department, was held 2:00 p.m. Monday afternoon, November 6, 2017, at borough hall, 1 W. Ridge Street, Lansford. Attending were Borough Engineer Eric Snyder of Keystone Consulting Engineers, Martin Ditsky, and Jill Seigendall.

Two bids were received, one from B & B Pole Buildings, 602 W. High Street, Hummelstown, PA 17036 and one from C. E. Ankiewicz Construction & Excavation, 155 Yeager Road, Mountain Top, PA 18707.

Martin Ditsky opened the bids with the following results:

B & B Pole Buildings: \$479,180.00

C.E. Ankiewicz Construction & Excavation: \$461,406.15

At 2:05 p.m. Eric Snyder closed the session and no further action was taken. The results were presented to borough council at tonight's meeting. Martin Ditsky read the bid tabulation letter from Eric Snyder, Keystone Consulting Engineers, which outlined the bid opening. Mr. Snyder recommended rejecting the bids and rebidding the project for spring construction.

Joe Butrie made a motion to reject all the bids. The motion was second by Matthew Walsh. All were in favor, motion passed.

Correspondence:

American Fire Co. No. 1 - Mr. Ditsky read a letter from the American Fire Co No. 1 requesting \$10,000.00 be included in the 2018 Budget. There was discussion that the fire company has ability to hold fund raisers whereas the borough does not. Rose Mary Cannon suggested using \$5,000.00 from the LST Account and Mayor Romankow suggested allotting \$5,000.00 from the police budget.

Rose Mary Cannon made a motion to forward \$6,000.00 from the LST Fund to the Lansford American Fire Co No.1. The motion was second by Matthew Walsh. All were in favor, motion passed.

Vest Grant - Lansford has received an award (\$734.35) from the 2017 **Bulletproof Vest Partnership** (must be used by August 31, 2019).

Christmas Tree Lighting – A Special Event Application was reviewed from Lansford Alive to hold its annual Christmas Tree Lighting event on Nov. 25, 2017, 5:00 p.m. – 7:00 p.m. at Kennedy Park.

Rose Mary Cannon made a motion to approve the Lansford Alive Tree Lighting Special Event. The motion was second by Jared Soto, All were in favor, motion passed.

Small Business Saturday - Invitation to Council to attend Lansford Alive Small Business Saturday program, 10:00 a.m. to 12:00 p.m., Nov 25th, at the opening of the Gathering Grounds Coffee House at 36 W. Ridge Street, ribbon cutting at 11:30 a.m.

Lansford Alive Christmas Party - Invitation to Council to attend Lansford Alive Christmas Party on Friday, December 8th, at Am. Legion Post #123. (Cost is \$10.00) George Krajnak will be honored.

CC Board of Assessment Appeals determination shows \$193,910.00 assessment loss in October.

Correspondence not enclosed to conserve paper, copy available on request:

- **Keystone Engineering** - Final Inspection & Punch List for Elks Demolition
- **PCI Pennsylvania Correctional Industries** – Catalogue of Products and Services
- **UNIVEST** – Police Pension Quarterly investment Report
- **USDA Rural Development** - Forms to apply for 3.5% interest loan for borough facilities; for the borough garage project. Rose Mary Cannon said that during the meeting with USDA, they require that there be a plan to rehab or demolish the current building. There was discussion that perhaps the LSA Grant could be used to rehab the current garage.
- **PMAA** - Unemployment Compensation Base Wage Rate Notification for 2018 (the wage base increased from \$9,750.00 to \$10,000.00)
- **Northeast Pennsylvania Alliance 2017 Annual Report** – Lansford is not a member (\$275 membership fee)
- **Payment Request #4 from Northeast Industrial Services Corp.** for siding at 4 E. Ridge Street (the borough's portion \$8,629.80 as part of the Elks building demolition project & pledge to contribute up to \$18,000.00 for Siding at 4 E. Ridge St.) Joe Butrie mentioned fresh tire tracks going through the property.
- **Act 44 Disclosure Form from Beyer-Barber Company** regarding its professional services to the borough's police pension plan; the document has been posted on the borough's website.

Committee Reports:

Municipal Administration – Nov 1, 2017 meeting cancelled due to special budget meeting scheduled on that date. Rose Mary Cannon explained that there were many budget meetings to prepare the proposed budget. She commended the office staff, Jill Seigendall and Wendy Butrie, for their input. Wendy Butrie has taken on the billing and bill collecting for Sanitation, Sewer Transmission, and Residential Rental Licensing. Ms. Cannon recommended both be approved for wage increases as requested in the proposed budget and wage resolution for 2018.

Public Safety – Oct. 25, 2017 no meeting due to lack of quorum. Jim Romankow said that because the bank accounts were moved from Key Bank to Jim Thorpe Neighborhood Bank (JTNB), there is nowhere to cash in the coins from the parking meters and he recommends removal of the parking meters. JTNB is

working on providing a coin counter at the Lansford Branch. Community Bank has a coin machine but the borough would need to establish an account to use the coin counter. The borough workers are no longer certified to calibrate the meters. Matt Walsh wants to do away with the meters but wants to establish rules for parking in the business district. Joe Butrie is against the meters. Martin Ditsky recommended the topic go committee and bring its recommendation to the next regular council meeting.

Fire Department – The October American Fire Co. report showed 14 total calls in October; 5 in Lansford, 3 in Summit Hill, 1 in Coaldale, 4 in Nesquehoning, and 1 to Tamaqua.

Ambulance – The Lehighon Ambulance responded to Lansford 42 times in October with an average response time of 9.83 minutes from time of dispatch to the arrival on scene.

Mayor's Report – The October report monthly total is \$2,157.06, year to date \$26,622.90

Police Report – The October police report showed 29 criminal arrests, 36 traffic citations, 6 non traffic citations, 17 meter tickets, 1 parking ordinance ticket and 15 quality of life tickets.

Parks & Recreation – Nov 1, 2017 meeting cancelled due to budget meeting. Rose Mary Cannon said the friends of Lansford Pool had another soup sale to raise funds. Councilman Soto explained a grant program available through State Farm Insurance for community revitalization. Lansford Alive will complete the application to tear down and replace the gazebo (\$21,000.00) at Kennedy Park and add a 15' x 15' mural (\$750.00 for materials.)

Rose Mary Cannon made a motion to approve Lansford Alive's application for a State Farm Grant to replace the borough's Kennedy Park Gazebo and a mural at no cost to the borough. The motion was second by Joe Butrie, all were in favor, motion passed.

Mayor James Romankow left the meeting at approximately 7:10 p.m.

Public Works – October 25, 2017 meeting was cancelled, no quorum

Community Development / Planning/Zoning – October 25, 2017 meeting was held but there was no written report.

Carbon County Council of Governments (COG) – 2003 Ford Police cruiser was sold at the COG auction. (Payment has been received, title has been transferred, and insurance has been removed)

Carbon County Tax Committee – CCTC representative Jill Seigendall corrected her statement from last month's meeting when she informed the group that the 5 year contract renewal with Berkheimer was set at 1.75%. The correct rate is 1.73%. The next CCTC meeting is November 15, 2017.

Tax Collector's Report – October report is enclosed; borough taxes collected in October total \$10,381.66. Total 2017 current real estate taxes collected to October 31, 2017 is \$856,553.70.

Code Compliance – October Report from Zoning Officer Sean Corey showed 2 fence permits issued, 4 renovation permits, 10 Rental registrations renewed, 20 citation filed for past due fees, 7 re-inspections performed, 11 complaints investigated. Mr. Corey attended the code committee meeting.

Treasurer's Report – Council reviewed the bills to be approved on written reports total \$29,520.07; General Fund \$23,251.62, Liquid Fuels Fund \$306.38, Sewer Transmission \$5,718.93, Park & Recreation \$243.14. Council packet includes: Income Statements, Checking Account balances, and Profit & Loss Budget vs. Actual for all funds.

End of Month Balances

	Account Title	Sept	Oct
7673	General Acct	\$361,119.70	\$274,532.82
7681	Sanitation Fund	\$70,341.81	\$105,652.48
0283	Investors Money Mkt Acct	\$51,555.39	\$51,564.15
1198	Sewer Transmission(reserve acct)	\$164,238.75	\$164,266.65
7772	Escrow for 22 W(E) Kline Ave	\$3,000.00	\$3,000.00
7780	Escrow for 20 E Kline Ave	\$2,180.11	\$2,180.11
7699	Lansford Pool Account	\$41,311.73	\$41,315.35
7706	Treasurers Special HiWay	\$80,950.40	\$57,981.87
4585	DCED Grant/Fire Co	\$0.00	\$0.00
7714	Sewage Transmission	\$127,279.05	\$107,576.32
5402	Loan Proceeds Acct(reserve acct)	\$202,669.10	\$202,679.10
7722	Local Service Tax/EIT	\$39,309.75	\$39,386.82
7730	Sanitation Fund Money Mkt Acct	\$12,134.16	\$12,135.22
7748	Fire	\$41,560.61	\$41,799.50
7756	Recreation	\$38,206.29	\$39,040.16
7764	Street Lights	\$37,086.78	\$34,418.05
		\$1,272,943.63	\$1,177,528.60
Loans	Paid from Fund	Est Balance	Est Balance
	Sewer Transm#5537	1,154,941.82	1,140,399.95
	General Fund#0132	0.00	0.00
	Street Light Fund#6309	154,859.11	154,859.11
	Liquid Fuels #3886	22,256.35	22,256.35
	Gen Fund or LST	36,521.57	36,521.57
		1,368,578.85	1,354,036.98

A motion was made by Matthew Walsh to approve all bills presented plus the following verbally explained bills received in the office on 11-8-2017: \$418.00 Galls (police uniform shoulder patches), \$126.43 Krajcirik's (water pump), \$535.48 Good Year Tire (Police Ford Explorer 4 tires), and \$555.20 Lehigh Tire (Police Ford Taurus 4 tires), totaling \$31,155.18 bills to be approved. The motion was second by Jared Soto. All were in favor, motion passed.

Solicitor's Report: Attorney Greek urged the planning commission to create a Subdivision and Land Development Ordinance (SALDO.) Solicitor Geek explained that in the late 80's there was a public hearing that a SALDO was adopted but there is no evidence of the motion or vote to accept it or the actual SALDO signed ordinance document. The Borough code requires a borough to have one. The Planning Commission has been asked to do so but no action has been taken. Additionally the borough needs a Comprehensive Plan because the one on file expired at the end of 2014.

Attorney Greek informed Fraternal Order of Police Attorney Todd Egan that Attorney Greek will be arbitrator for the borough. Should arbitration begin, Attorney Greek will recuse himself and another attorney will be appointed.

Mayor James Romankow returned to the meeting at about 7:30 p.m.

Unfinished Business:

- The proposed 2018 Budget (with 1.31 millage increase as reviewed at Nov. 1 budget meeting) was reviewed by council.
- There was discussion on the following Topics:
 - Jared Soto questioned (1) line items for office equipment and major office equipment. The difference being office equipment is a maintenance fee for copiers whereas major office equipment is for purchasing equipment, like a copier. (2) Whether we are anticipating more engineering fees. (This was considered but it is unknown at the present time.) (3) An explanation of public works part time salaries (wages for 1 part time worker who works about 32 hours a week.) (4) Whether the replacement of street lights with LED bulbs was considered in the proposed budget. Jill explained that the rate for generation and transmission is variable it is unknown whether the new bulbs will actually be a savings. The topic of locking in a fixed rate will be discussed later in the meeting.
 - Jill Seigendall explained that one concern was that in 2017 the Street Light Fund was underfunded and \$10,000.00 was moved from the General Fund to cover this expense. To correct this, millage was raised .35 mills in the Street Light Fund budget. In the General Fund, an increase in wages, health insurance, and worker’s compensation insurance initiated a 1 mill increase.
 - Martin Ditsky pointed out that in the Sanitation Fund the garbage contract collection expense is \$305,000.00. The contract with Tamaqua Transfer expires in April 2018. He mentioned the possibility of billing vacant units due to the fact that landlords may clean out a unit and use the borough’s sanitation service unknown to the borough office and that he has seen garbage set-out at vacant units. The Sanitation Fund shows a 20% delinquency rate. Another alternative is to increase the quarterly rate to residents.

The budget includes a Tax Anticipation Note for \$100,000.00 at 3.25% fixed interest rate from M & T Bank and a tax increase of 1.31 mills; 1 mill to the General Fund, .35 mills to the Street Light Fund. Tax decreases of .02 mills to the Fire Tax Fund and .02 mills to the Park and Recreation Fund. A recap of all funds in the proposed 2018 budget is as follows:

Proposed 2018 Budget with 1.31 millage increase				
RECAP OF ALL FUNDS		Income	Expense	Profit or Loss
01	General Fund	1,556,543.00	1,556,543.00	0.00
02	Street Light Fund	96,700.00	96,700.00	0.00
03	Fire Tax Fund	33,006.00	33,006.00	0.00
04	Park & Rec Fund	32,773.00	32,773.00	0.00
09	Sanitation Fund	316,540.00	316,540.00	0.00
10	LST Fund	12,500.00	12,500.00	0.00
18	Sewer Transmission Fund	268,025.00	268,025.00	0.00
35	Hiway Fund	119,300.00	119,300.00	0.00
	TOTAL	2,435,387.00	2,435,387.00	0.00
	Lansford	Current	Proposed	
	Millage by Fund	2017	2018	Millage
		Millage	Millage	Change
	General Fund & Pol Pen	28.50	29.50	1.00

Street Light Fund	2.61	2.96	0.35
Fire Tax Fund	1.00	0.98	-0.02
Park & Rec Fund	1.02	1.00	-0.02
Sanitation Fund	0.00	0.00	0.00
LST Fund	0.00	0.00	0.00
Sewer Transmission Fund	1.40	1.40	0.00
Hiway Fund			
TOTAL	34.53	35.84	1.31

Rose Mary Cannon made a motion to advertise the proposed 2018 Budget. The motion was second by Jared Soto. All were in favor except Matthew Walsh & Martin Ditsky who were opposed. Motion passed.

Rose Mary Cannon made a motion to advertise the proposed 2018 Tax Ordinance. Motion was second by Jared Soto. All were in favor except Matthew Walsh and Martin Ditsky who were opposed. Motion passed.

Resolution 2017-21 Salary Schedule update; The updated resolution shows a \$.50 cent/hr. increase for Secretary Treasurer and a \$2.00/hr. increase for Assistant Secretary Treasurer. There was discussion about the \$13.50 rate for CDL drivers (snow plow drivers), and part time police officers. Martin Ditsky told council that the office sent letters to contractors to estimate the cost for snow removal in the event of a big storm. No motion was made to adopt the resolution and the topic was tabled by Jared Soto.

- **Ordinance No. 2017-04 Neighborhood Blight & Revitalization** was reviewed. It was previously advertised.
Joe Butrie made a motion to adopt Ordinance 2017-04. The motion was second by Rose Mary Cannon. All were in favor, motion passed.
- Borough Hall door estimates; C. Polete Glass & Aluminum \$3,860.00; Hess Doors & Windows \$7,551.00
A motion was made by Jared Soto to accept the lowest bid from C. Polete Glass & Aluminum, as long as the doors are ADA acceptable. The motion was second by Matthew Walsh. All were in approval, motion passed.
- **Dock Street Bridge guardrails** – Two bids were received; Collinson Inc. \$8,100.00 & MorganRail Inc. \$11,740.00. Joe Butrie asked to table the issue and get more bids. Rose Mary Cannon and Martin Ditsky said they have looked for more bids, PennDOT does not sell guardrails, and Keystone Engineers provided the estimates. They don't know where to get more estimates. Joe Butrie was asked to get estimates.
- A Street Side Tree was removed by Narrow Valley Tree Removal at 21 E. Abbott Street (2 verbal estimates were received, Matt Dunn \$595.00 & Narrow Valley \$380.00). The remaining tree stump is still quite high, either the stump should be cut lower by Narrow Valley or the street department.
- **PennDOT Adopt & Beautify Hi-way cleanup Program.** The application for the Adopt & Beautify Program needs a signature to attest to the project. Borough Council will be named as the sponsor on road signs along Route 902 from Summit Hill to Lansford and along Route 209 between Ashton Park to Coaldale. Councilman Jared Soto will take responsibility for the yearly cleanup along those roads.
A motion was made by Rose Mary Cannon to have the borough secretary-treasurer sign the application to adopt a highway cleanup program along Route 902 from Summit Hill to Lansford and along Route 209 from Ashton Park to Coaldale. The motion was second by Joe Butrie. All were in favor, motion passed.

- **Dumpster Ordinance** – There was discussion about making changes to the dumpster ordinance 2008-01 to include trash removal using wheeled trailers, pods, etc.. and the fee schedule associated with the ordinance. Matthew Walsh asked whether we have a comprehensive list of the changes needed. Joe Butrie said he has a list of things to include in the ordinance.
Rose Mary Cannon made a motion to have the topic sent to public works committee and have them send the needed changes to the solicitor to rewrite the ordinance. The motion was second by Joe Butrie. All were in favor, motion passed.

New Business:

- **Dump Truck estimates;** The Street Department currently has a 1991 Turnpike Truck which needs to be replaced. It is getting hard to find parts for repairs. Mr. Ditsky and Mr. Butrie checked Municibid for used trucks with no luck. Street Department Supervisor Mario Marconi provided the following estimates, read by Martin Ditsky:
 - 2019 Freightliner 10 ton dump trucks108SD dump/plow/spreader - Estimate from A & H Equipment Co./ Murrays FL/West \$131,942.00
 - 2019 Mack Granite GR42F MHD Single Axle Truck – Estimate from Allentown Mack Sales & Service/TransEdge Truck Center \$141,106.51.

There was no motion to proceed with a purchase.

- **PP&L invoices;** Four PPL accounts have the generator and transmission provider Direct Energy. Direct Energy contacted the borough offering a two year term fixed rate of .0799. A spreadsheet of charges for the past ten months was reviewed. The lowest rate in the past ten months was .0899. Matthew Walsh said he found three lower rates on the website PA Electric Rates Choice and the topic was tabled.
- **Borough Office Holiday Hours:** For Thanksgiving the office will be closed Thursday and Friday, Nov 23 & 24, reopening on Monday, Nov. 27th. For Christmas the office will close at noon on Friday, Dec. 22nd, be closed Monday, December 25th and reopen Tuesday December 26. For New Year's Day the office will be closed.
- **December Committee meetings** – The December committee meetings for Zoning & Ordinance, Public Safety and Public Works are scheduled for Christmas evening, December 25th. The members of these committees will be contacted to cancel or postpone those meetings.

Executive Session – At 9:00 p.m. Martin Ditsky called for a short recess followed by an Executive session to discuss personnel matters; contract negotiations for full time police & crossing guards.

The group came out of executive session at 9:20 p.m.

A Motion to approve the Teamster's Crossing Guard Collective Bargaining Agreement for September 1, 2017 through August 31, 2022 was made by Jared Soto. The motion was second by John Turcmanovich, all were in favor, motion passed.

Adjournment: At 9:25 p.m. a motion to adjourn the meeting was made by Rose Mary Cannon and second by Martin Ditsky and the group dispersed.

Respectfully Submitted,

Jill Seigendall
Secretary Treasurer