

The November 14, 2018 Lansford Borough Council meeting was called to order by President Jarred Soto at 6:00 p.m. at borough hall, 1 W. Ridge Street, Lansford. The group recited the Pledge of Allegiance and Roll Call was taken by Secretary Treasurer Jill Seigendall. Attending were council persons Bruce Markovich, President ProTemp John Turcmanovich, Joseph Butrie, President Jared Soto, Bob Silver, Marie Ondrus, Vice President Irma Leibensperger, and Mayor James Romankow. Solicitor Michael Greek arrived at the end of Executive Session. President Soto called an executive session to discuss personnel issues, possible property purchases for the public works garage, and litigation issues.

The group came out of executive session at 6:30 p.m. About 8 residents, Chris Reber of the Times News Newspaper and a cameraman from Channel 13 attended the meeting.

### **Public Courtesy:**

David Benevy, Effort, PA, is a Landlord of several properties in Lansford and is facing charges with code enforcement because he does not complete the Addendum Forms in the Residential Rental License Applications. He said he will provide the information and asked that the charges be dropped. His intentions will be passed to code enforcement officer Tracy Herman.

Rose Mary Cannon, 242 W. Ridge Street, asked councilman Silver for the cost of the sewer inlet replacement project undertaken by the public works department. He said the estimated cost is \$29,795.29.

Councilman Joseph Butrie thanked everyone who helped with the Veterans Day Parade.

Robert Pavlick, 22 E. Bertsch Street, said cars are traveling east through the vacant lot between the former middle school and the fire company building, traveling between the unit blocks of E. Patterson Street to E. Bertsch Street. The police will be notified.

### **Approval of Meeting Minutes:**

The meeting minutes for the regular meeting on October 10, 2018 and a special meeting on October 24 were offered for approval.

**A motion was made by Bob Silver to approve the October 10, 2018 meeting minutes as written. The motion was second by John Turcmanovich. All were in favor, motion passed.**

**A motion was made by Joseph Butrie to approve the October 24, 2018 special meeting minutes as written. The motion was second by Bob Silver. All were in favor, motion passed.**

### **Correspondence:**

- Invitation to Lansford Alive Christmas Party, December 14, 2018, 5:00 p.m. American Legion Post 123. The Black Diamond Award will be presented to resident Michael Knies for his many years of service to the community; fire company and fire police
- Special Event Application submitted by Lansford Alive for a Christmas Tree Lighting event, 5:00 p.m. Saturday, November 24, 2018 at Kennedy Park. The groups' insurance information is on file.

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**A motion was made by Bob Silver to approve the Lansford Alive Tree Lighting at Kennedy Park on November 24, 2018. The motion was second by John Turcmanovich. All were in favor, motion passed.**

- Benecon – Health Insurance renewal information; Renewal increase is .7%. The plan rate sheet was enclosed. The increase is about \$7.38/month for individuals and \$21.69/month for family coverage.
- Bob Silver pointed out that the health insurance cost for individuals is about \$15,531.12 per individual employee covered and \$35,919.12 per family covered. This expense is about \$319,200.00 per year. The cost is offset when the healthcare cooperative reimburses the borough with a surplus distribution, as earned through performance. When the claim fund deposit account exceeds the paid claims, the surplus is returned to the borough. In 2018 the borough was reimbursed \$109,277.47.
- Assessment Recap Report from Tax Assessment Office, October 3, 2018, shows borough assessments totaling \$32,580,320.00 this is down \$800,624.00 from last year's report showing \$33,380,944.00.

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

- Silberline Manufacturing Company Cleanup Plan from Leidos Inc.
- Portnoff Law Associates – Notice of Sheriff Sales – 849 E. Patterson Street Parcel 115A-22-P18 owner Desmond & Kimberly Wade and 337 E. Water Street Parcel 122A3-22-N44 owners Dianne Hajcak and Dianne Walck, Jan 11, 2019, 11:00 a.m. at the Sheriff's office.
- ACELA Engineering Co., Allentown, for Municipal Engineering Services
- CC Council of Governments (COG) – October 23<sup>rd</sup> meeting agenda and September 25, 2018 minutes.

**Council Committee Reports** (meetings were held 11/7/18)

**Park & Recreation** – The committee report & basketball court layout at Ashton Park was submitted by Jared Soto. The group reviewed potential projects. The park budget was reviewed and consideration was given to reducing millage in the park & recreation fund. Jared Soto volunteered to distribute the mulch at the park. Attorney Greek suggested he write a letter to the public works employees of his intentions and their agreement for him to perform the job; it is not in violation of the Teamsters contract.

**Public Works** - No written committee report was submitted at the meeting however a written report was submitted to the borough office on November 27<sup>th</sup> via e-mail. Bob Silver said public works will move park benches away from the Ashton Park Tennis Courts. There was discussion about an air compressor, replacement of street name signs, sewer line relocation at Edgemont Lodge and replaced sewer inlets that are not taking in storm water. Bruce Markovich checked the replaced inlets during a rain storm and some are not taking in water. He said the cause is the corner handicap ramps. The construction company does not plan to correct the problem. He also said parking space lines will be painted on newly paved Patterson Street but expects to lose about 40 spaces due to PennDOT regulations. No parking areas (from here to corner) will be marked from each corner for 30 feet.

**Municipal Administration** – No written or verbal report.

**Ordinance, Zoning, and Planning**– A report was submitted and reviewed by Jared Soto. There was discussion about the scaffolding at St. Katherine’s Church and the possibility of purchasing code enforcement software. Zoning Officer Tracy Herman attended the meeting and explained what an average work day is like as well as answering questions and discussions about how to restrict access to her work station so she can concentrate on completing paperwork.

**Public Safety** – Emergency Management Training schedule was enclosed for council. John Turcmanovich said he would like the Civil Service Commission to get a list of officers for council should an officer need to be hired. Mr. Turcmanovich explained that the current members of the Civil Service Commission are having health and scheduling problems. He asked council to appoint an alternate member to speed up the Civil Service hiring process and recommended resident Jeff Greaves. Bruce Markovich said the current Civil Service Ordinance allows for only three members no alternates. Attorney Greek explained the Ordinance can be changed to allow alternate members by a Motion to Amend the Ordinance.

**A motion was made by John Turcmanovich to amend the current Civil Service Ordinance to allow for up to 3 alternate members, as allowed in the State Civil Service Rules and Regulations. The motion was second by Bob Silver. All were in favor, motion passed.**

Mr. Turcmanovich said Carbon County EMA Director Mark Nalesnick is willing to hold National Incident Management System (NIMS) classes for council at the borough hall. A date in January is recommended.

### **Municipal Reports:**

**Fire Department** – The activity report from the American Fire Co. No 1 shows 18 fire calls; 13 in Lansford, 1 in summit Hill, 3 in Coaldale and 1 in Nesquehoning. The company held 2 fundraising events, 4 training events, and 2 community service events.

**Ambulance** – the Leighton Ambulance Association (LAA) responded to 50 calls in October with an average response time from dispatch to arrival on scene of 8.36 minutes. Joni Gestl, LAA Administrator made council aware of a “fictitious” name filing of Leighton Ambulance made by Advanced Medical Transport Systems, LLC from 1 South 2<sup>nd</sup> Street in Pottsville. The LAA has used the name on the side of its emergency equipment for 26 years but the AMTS is making trouble for LAA by making the filing. The LAA

**Mayor’s Report** – The Police Department collected \$1,814.34 in October. Year to date total is \$18,854.94

**Police Report** – In its report there were 25 criminal arrests, 32 traffic citations, 16 non traffic citations, 2 parking/ordinance tickets and 16 quality of Life Tickets.

**Carbon County Council of Governments (COG)** – September meeting minutes and October Agenda are on file. New membership fee has been raised from \$50 to \$100.

**Carbon County Tax Committee** – Next meeting is November 21, 2018 at the Leighton Area School district (Representative Jill Seigendall cannot attend due to the absence of the assistant secretary treasurer who is out on sick leave.)

**Mayor James Romankow left the meeting at 7:05 p.m.**

**Tax Collector’s Report** – October 31, 2018 report is enclosed; borough taxes collected in October total \$5,958.81. Total 2018 real estate taxes collected to October 31, 2018 is \$ 880,674.34.

**Code Compliance** –Report & two Zoning Permit Application denials from Zoning Officer Tracy Herman:

- 1) 200 W. Bertsch Street - former paint store denied use as an antique store because it is not a permitted use in a R2 Area.
- 2) 213 E. Ridge Street denied placing a concrete 16' by 24' pad on its lot in an R-2 district the property is 1,560 sq. ft. and the residence covers 1,200 sq. ft. Section 502.5F of the Zoning Ordinance “not more than 45% of the lot shall be covered with buildings or structures.
- 3) Zoning Hearing scheduled for proposed construction at 25 W. Ridge Street on November 20, 2018 at 6:00 p.m. at borough hall.

**Treasurer’s Report** - Bills to be approved total \$76,048.47; General Fund \$65,101.51, Sanitation \$582.99; Sewer Transmission \$4,015.99; Park & Recreation \$393.50; Hi Way Liquid Fuels \$5,954.48. Council packet includes: monthly checking account detail and projection until Nov. 30, 2018. There was discussion about paying the MacMain Law Group for its review of procedures in the Borough vs. Barbara Gonclaves civil suit.

**A motion to approve the bills was made by Bruce Markovich, second by Jared Soto. Voting yes to approve payment of the bills were Bruce Markovich, John Turcmanovich, Joseph Butrie, Jared Soto, and Irma Leibensperber. Voting no were Bob Silver and Marie Ondrus. Motion passed 5 yes, 2 no.**

**2019 Tax Anticipation Note Authorization;** The interest rate is 3.60% on borrowing \$99,000.00 from M & T Bank.

**A motion was made by Joseph Butrie to approve the borrowing of \$99,000.00 Tax Anticipation Note from M & T Bank at an interest rate of 3.60%. The motion was second by Irma Leibensperger. All were in favor, motion passed.**

**2018 Audit** – a Letter of Engagement was received from Auditors Hutchinson, Gillahan and Freeh, P.C. to perform the 2018 Audit of Funds and Financial Report for the Borough of Lansford in May 2019 at a base price of \$9,700.00.

**A motion was made by Joseph Butrie to appoint Hutchinson, Gillahan and Freeh, P.C. to perform the 2018 Annual Audit. The motion was second by Jared Soto. Bob Silver wanted to wait until December to get other price quotes. On roll call vote: voting yes were, Joseph Butrie, Jared Soto, and Irma Leibensperger. Voting no were Bruce Markovich, John Turcmanovich, Bob Silver, and Marie Ondrus. 3 yes, 4 no, Motion failed.**

	<b>Account Title</b>	<b>Sept</b>	<b>Oct</b>
7673	General Acct	\$368,742.57	\$265,553.19
7681	Sanitation Fund	\$98,209.52	\$139,829.25
0283	Investors Money Mkt Acct-Sani	\$51,660.60	\$51,669.38
1198	Sewer Transmission(reserve acct)	\$164,569.54	\$164,597.49
7772	Escrow for 22 E Kline Ave	\$3,000.00	\$3,000.00
7780	Escrow for 20 E Kline Ave	\$2,180.11	\$2,180.11
4529	Escrow for 401-405 E Abbott St	\$7,333.33	\$7,333.33
7699	Lansford Pool Account	\$41,352.94	\$41,356.68
7706	Treasurers Special Hi Way	\$131,349.54	\$109,968.14

7714	Sewage Transmission	\$118,222.44	\$103,470.88
5402	Loan Proceeds Acct(Sewer res acct)	\$152,796.96	\$152,796.96
7722	Local Service Tax	\$37,603.69	\$37,703.86
7730	Sanitation Fund Money Mkt Acct	\$12,146.25	\$12,147.35
7748	Fire	\$41,220.53	\$41,114.84
7756	Recreation	\$63,231.55	\$63,874.66
7764	Street Lights	\$40,172.85	\$37,502.10
CD 8/18	Sewer Transm CD/12 mo.	\$50,097.75	\$50,189.57
		<b>\$1,383,890.17</b>	<b>\$1,284,287.79</b>
<b>Loans</b>	<b>LOANS Paid from Fund</b>	<b>Est Balance</b>	<b>Est Balance</b>
	Sewer Transm#5537 4/21/15 Monthly	976,974.25	961,789.42
	Street Light Fund#6309 May&Nov11/12/09	138,724.11	138,724.11
	Liquid Fuels #3886 10/28/14	22,256.35	0.00
	Gen Fund or LST 1/5/17	23,317.48	23,317.48
2018 Police RAM	Gen Fund or LST 6/1/18	42,073.00	42,073.00
		<b>1,161,272.19</b>	<b>1,165,904.01</b>

**Solicitor's Report:** Tax assessment appeals were reviewed by Attorney Greek. He met with Tracy Herman regarding property ownership issues.

**Unfinished Business:**

- **Mutual Aid Agreement** – as presented by CC Fire Chief's Association to all boroughs in the county, reviewed and recommended by Attorney Greek.  
**A motion was made by Bob Silver to accept the Carbon County Mutual Aid Agreement as presented. The motion was second by Joseph Butrie. All were in favor, motion passed.**
- **Handicap Parking** request, 32 E Bertsch Street, Sylvanus Schmick. The application was recommended for approval by the Handicap Parking Committee.  
**A motion was made by Joseph Butrie to approve the Handicap Parking Application for 32 E. Bertsch Street. The motion was second by Jared Soto. All were in favor, motion passed.**
- Proposed 2019 Budget meetings – Jared Soto asked for a public budget meeting on November 28, 2018.  
**A motion was made by Bob Silver to hold a special budget meeting at 6:00 p.m. on November 28, 2019. The motion was second by John Turcmanovich. All were in favor motion passed.**
- **Codification of Borough Ordinances** – quotes and documentation is on file in the borough office.
- **Parking Meters** – Jared Soto plans to have a map of all meters for council to decipher which meters to keep and which to eliminate.

**New Business:**

- **Veterans Day Parade Observations**
- **Lights at the Pool on Parkway/Parking Lot** – the cost will be reviewed before a decision is made. The topic was tabled until the December meeting.
- **Mayor Proclamation for Michael Knies** – was read by Jared Soto in the absence of Mayor Romankow and is on file in the current Resolution Book.
- **Thomson Reuters CLEAR Content investigation system** – Asked council to consider purchasing the CLEAR system in addition to the In sync investigation system currently in use.
- **Borough Office Holiday Hours:** For Thanksgiving the office will be closed Thursday and Friday, Nov 22 & 23, reopening on Monday, Nov. 26<sup>th</sup>. For Christmas the office will close at noon on Monday, Dec. 24<sup>th</sup>, be closed Tuesday, December 25<sup>th</sup> and reopen Wednesday December 26<sup>th</sup>. The office will be closed New Year's Day, Tuesday, January 1, 2019.
- The organization Turn To Us and Foothill Farms will provide a Christmas Tree at Kennedy Park for Christmas in the Park and a wreath for the Borough Office.

At 7:35 p.m. a short executive session was called to discuss a police officer salary steps.

Back on the record at 7:45 p.m.

**A motion was made by Irma Leibensperger to waive the salary steps of twelve months to twenty-four months; September 9, 2018 through September 9, 2019 for Police officer Jarrod Bulger; raising his rate to the eighteen month rate of \$22.406 per hour, effective now until September 9, 2019. This change in salary steps will not have any effect on his longevity or tenure as an officer in the borough. All were in favor, motion passed.**

**Motion to adjourn was made by Irma Leibensperger, second by Marie Ondrus and everyone dispersed.**

Respectfully Submitted,

*Jill Seigendall*

Secretary/Treasurer