

LANSFORD BOROUGH COUNCIL
Regular Monthly Meeting 1 W. Ridge Street October 9, 2019 6:00 p.m.

- **Call to Order:** By President Jared Soto at 6:00 p.m. followed by Pledge of Allegiance

- **Roll Call:** Council members present: President Jared Soto, Vice President Irma Leibensperger, President Pro Tem John Turcmanovich, William Chuma, Bruce Markovich, and Marie Ondrus. Absent were Bob Silver, Mayor James Romankow and Solicitor Michael Greek.

- **Executive Session:** 6:00 to 6:30 p.m. - To discuss possible property purchase of parcels 122-22-V3.01, V3.02, V3.05, V3.06, V3.09. from Silberline Corporation, to relocate the borough public works garage.

- Back on the record at 6:30 p.m. Jared Soto called the public meeting to order and asked for a motion regarding the purchase of Silberline property. A letter of Intent was received by the borough from Silberline outlining the conditions of the sale and giving the borough 45 days to investigate the property; air quality, soil quality, EPA & DEP reports, Engineering estimates for renovations.
A Motion was made by Bruce Markovich to proceed with the purchase/acceptance of Silberline property parcels 122-22-V3.01, V3.02, V3.05, V3.06, and V3.09 by signing a Letter of Intent, giving the borough a period of 45 days to research details of the property; inspect the property, get renovation estimates, obtain quality tests. The Motion was second by John Turcmanovich. All were in favor of the Motion except Marie Ondrus and Irma Leibensperger who were opposed. Motion passed, 4 yes, 2 no.

- **Guest Speaker Michael Carpenter of the Strategic Management Planning Program (STMP)** – Local Government Policy Specialist from the Governor’s Center for Local Government Services, DCED, explained the program; a consulting services review and analysis of the borough’s administrative, operational and financial procedures for the next 3 to 5 years, with recommendations how to improve these functions for efficiency. The program offers 50/50 matching funds. For Lansford, the borough cost would be 40% and Commonwealth Grant portion 60% up to \$200,000.00. Phase 1, Financial Assessment; Phase 2, Comprehensive Plan and Subdivision and Land Development Ordinance (SALDO); Phase 3, Codification of Ordinances. The Commonwealth’s grant share 60% is paid first. The borough’s 40% share of payments begins after the first three years. As a first step, Mr. Carpenter suggested getting estimates for the cost of the program by sending an RFP to interested consultants.

- **Public Courtesy:**
Martin Ditsky, 330 ½ E. Abbott Street, asked what borough departments would move to the Silberline property.
Rose Mary Cannon, 242 W. Abbott Street, asked about the utilities needed to clean the concession stand at Ashton Park on Oct. 25, 2019, noon to 4:00 p.m., and recommended extending the park pool grant before the grant term expires.
Michele Bartek, 333 E. Bertsch Street, explained details for the Lansford Alive Halloween event on October 26, 2019 at Ashton Park.

- **Approval of Meeting Minutes :**
 - September 9, 2019 Special Meeting with Friends of Lansford Recreation
 - September 11, 2019 Regular
 - September 16, 2019 Budget Meeting**A Motion was made by William Chuma to approve the September 9, 2019 Special Meeting minutes as written. The Motion was second by Jared Soto. All were in favor, Motion passed.**

A Motion was made by William Chuma to approve the September 11, 2019 Regular Meeting minutes as written. The Motion was second by Bruce Markovich. All were in favor, Motion passed.

A Motion was made by William Chuma to approve the September 16, 2019 Budget Meeting minutes as written. The Motion was second by Irma Leibensperger. All were in favor, Motion passed.

- **Correspondence:**

- Lansford Coaldale Joint Water Authority - Resignation letter of borough appointee Joseph Horvat 9/26/19.

A Motion was made by William Chuma to accept the resignation of Joseph Horvat from the Lansford Coaldale Joint Water Authority. Mr. Horvat's term expires at the end of 2019. The motion was second by Jared Soto. All were in favor, Motion passed.

A Motion was made by William Chuma to advertise for Letters of Interest from residents interested in serving on the Lansford Coaldale Joint Water Authority to fill the unexpired term of Joseph Horvat which expires at the end of 2019. The Motion was second by Irma Leibensperger. All were in favor, Motion passed.

- Jared Soto read a letter of resignation from Bob Silver, resigning from the Municipal Administration Committee effective 9/2/19. Mr. Soto will not appoint a replacement.
- Special Event Application – Lansford Alive Haunted Halloween at Ashton Park 10/26/19
A Motion was made William Chuma to approve the Lansford Alive Halloween Event at Ashton Park on October 26th, 5:00 p.m. to 9:00 p.m. The Motion was second by Irma Leibensperger. All were in favor, Motion passed.
- Special Event Application – Blue Army Rosary Group – Kennedy Park, 1 hr. at noon on 10/12/19
A Motion was made by William Chuma to approve the Rosary Group's event on 10/12/19 at Kennedy Park. The Motion was second by Irma Leibensperger. All were in favor, Motion passed.
- Handicap Parking request - 237 E Ridge Street, Harold Schock Jr.
A Motion was made by William Chuma to approve a Handicap Parking Space Request from Harold Schock, 237 E. Ridge Street. The Motion was second by Irma Leibensperger. All were in favor, Motion passed.
- Serina's Bakery & Café - Commercial Parking Space Request, 22 W. Ridge Street, from owner Victor Daniels and Café proprietor Joseph Serina, for 2 customer parking spaces.
A Motion was made by Irma Leibensperger to approve two business parking spaces in front of 22 W. Ridge Street. The Motion was second by William Chuma. Everyone was in favor, Motion passed.
- **CC Assessment Office** – Assessment Recap Report shows current assessed values of all properties \$32,689,547. Last year's value in October was \$32,580,320; \$183,383 increase in property values.
- **Traud Law Offices** – Subdivision request for separate tax parcel numbers for St. Katherine Drexel Church & School Building. Attorney Greek will be contacted to instruct the diocese attorneys how to proceed.
- **Correspondence not enclosed to save paper:**
 - Assessment Appeal for 600 E. Front Street and 340 W Snyder Ave
 - USDA Water & Waste Loan & Grant Program – Jared Soto will look into the program for the 400 E. Snyder Street sewer project.
 - Girard Benefits Group – Quarterly Report of the Police Pension Plan/on file

- CC Office of Planning & Development – CDBG Funding for Brimble’s Wall did not qualify for 2019 but will receive funding in Funding Year 2020.
- Bankruptcy Notification – Desmond Wade, 849 E. Patterson St. Chapter 13
- Northeast Inspection Consultants invitation to Council – Annual Holiday Party Dec 6, 2019 in Peckville
- **Committee Reports** – From committee meetings held October 2, 2019:
 - Parks & Recreation** – report submitted by Jared Soto is on file
 - Public Works** – report is on file
 - Municipal Administration** – report is on file
 - Code, Zoning & Planning** – report submitted by Jared Soto is on file
 - Public Safety** – no written report
- **Municipal Reports:**
 - Mayor’s Report** – \$2,205.55 was collected in September, year to date total is \$18,607.13. Date for Trick or Treat Night is October 31, 2019, 6 p.m. to 8 p.m. Please have your porch light on to participate.
 - Police Report** – September report shows 444 calls, 25 criminal arrests, 6 traffic citations, 17 non-traffic citations, 20 parking/ordinance tickets and 8 quality of life violations.
 - Fire Department** – Am. Fire Co. No. 1 – September report shows 9 fire calls, 5 in Lansford and 4 in Summit Hill.
 - Ambulance** – Lehighon Ambulance responded to 59 incidents with a response time of 8.89 minutes in September.
 - Zoning/Code Enforcement** – James Dean invoice for September is on file \$2,008.75.
 - Uniform Construction Code** – NEIC – Reports during the months July to September shows two permits were issued for residential projects and two permits were issued for nonresidential projects.
 - C.C. Council of Governments (COG)** – The Next meeting is Oct. 22nd, 2019, 6:30 p.m. At the Sept 24th meeting NEPA reps spoke about long range (10 to 15 years) transportation plans for our area. Jared Soto suggested connection to the D & L Trail.
 - C.C. Tax Collection Committee** – Next meeting is Nov. 20, 2019, 10:00 a.m. Lehighon S.D. Admin. Building.
 - Tax Collector’s Report** - \$14,784.62 was collected in September; Total collected in 2019 \$885,957.18.
 - Treasurer’s Report** –Total bills to be approved \$71,923.93; Breakdown: General Fund \$35,959.00; High Way Liquid Fuels \$25,284.20; Street Light \$5,055.61; Sanitation \$1,091.55; Sewer Transmission \$1,423.31; Park & Recreation \$3,110.26. Council received checking account detail for all funds.
 - Sanitation Bills may be paid online at https://lansford.secure.munibilling.com/customers/sign_in Online payment requires an access code – call the borough office 570-645-3900 for the code.
 - The annual Public Utility Realty Tax Act distribution to the borough was received \$1,042.78.
 - Police Pension contribution from the Commonwealth of Pa. was received \$37,608.02 and sent to Girard Investments, the Police Pension Plan
 - Police Act 44 Disclosure Form has been received from Girard Pension Services
 - Penn DOT notification of 2020 estimated Liquid Fuels Allocation: \$117,605.29
 - Fire Relief check \$13,778.00 was received deposited into the General Fund and paid to the American Fire Company No. 1 on Sept. 16, 2019

End of Month Balances 2019			
No.	Account Title	Aug	Sept
7673	General Acct	\$509,759.92	\$456,614.82
7780	Escrow for 20 E Kline Ave	\$2,180.11	\$2,180.11
7772	Escrow for 22 E Kline Ave	\$3,000.00	\$3,000.00
4529	Escrow for 401-405 E Abbott St	CLOSED	CLOSED

7681	Sanitation Fund	\$160,344.08	\$138,399.54
0283	Sani-investors Money Mkt Acct	\$51,755.51	\$51,764.02
7730	Sanitation Fund Money Mkt Acct	\$12,157.44	\$12,158.47
7714	Sewage Transmission	\$124,794.40	\$94,552.55
1198	Sewer Transmission(reserve acct)	\$164,871.89	\$164,898.99
5402	Sewer Loan Proceeds Acct(res acct)	\$152,873.33	\$152,880.87
1277	Sewer Transm. CD/Aug-12 mo.	\$51,126.48	\$51,137.69
7722	Local Service Tax	\$23,209.34	\$23,277.65
7764	Street Lights	\$47,800.25	\$44,217.29
7748	Fire	\$46,804.65	\$38,897.61
7706	Treasurers Special HI Way	\$158,584.85	\$149,332.63
7699	Lansford Pool Account	\$41,391.01	\$41,394.53
7756	Recreation	\$70,964.18	\$69,088.92
		\$1,621,617.44	\$1,493,795.69
	LOANS	Est Balance	Est Balance
	Tax Anticipation Note	\$0.00	\$0.00
	Tunnel St/Storm Separation	\$806,968.88	\$791,182.85
	MEM Debacle	\$121,859.11	\$121,859.11
	2017 Police Expedition-Community Leasing Partners	\$13,204.09	\$13,204.09
	2018 Police RAM	\$32,351.80	\$32,351.80
		\$974,383.88	\$958,597.85

William Chuma made a motion to pay the bills as presented. The Motion was second by Irma Leibensperger. All were in favor, Motion passed.

A Motion was made by Irma Leibensperger to transfer money to the General Fund to cover employee wages as appropriated in the 2019 budget: transfer \$30,000.00 from Hi-Way Liquid Fuel Account to reimburse public works wages for work done on borough streets, transfer \$11,000.00 from Sanitation Fund to reimburse the assistant secretary treasurer wages for work on billing and collecting sanitation bills, transfer \$8,800.00 from the Sewer Transmission Fund to reimburse wages of the public works employees for hours worked on borough sewer lines. The Motion was second by William Chuma. All were in favor, Motion passed.

- **Unfinished Business:**

- Strategic Management Planning Program

A Motion was made by Bruce Markovich to send a Request for Proposals to interested consultants to get an idea of what the STMP Program would cost. The Motion was second by John Turcmanovich. All were in favor, Motion passed.

- Tunnel Street Lighting – A resident requested a new Street Light on Tunnel Street. (estimate for a 4900 lumens LED light is \$16.15 per month/ \$193.80 per year/\$2,907.00 for the life of the 15 year contract- enclosed is the monthly cost of streetlights 2014 to 2019 showing a decrease of about \$200.00 per month since installation of the LED lights)

A Motion was made by John Turcmanovich to have PPL install a street light on an existing pole on Tunnel Street, between Patterson and Bertsch Streets in the center of the block where a PPL pole already exists. The Motion was second William Chuma. All were in favor, Motion passed.

- Edgemont Sewer Project update - Jared, William and Greg Dailey met with insurance adjuster Toby Bell about sewage backup into the lodge basement. Cost of the project to repair the sewer line in Edgemont is \$38,289.33.

- 400 E. Snyder Ave. Sewer Project - Lehigh Engineering Work Authorization Forms were reviewed

A Motion was made by William Chuma to have Lehigh Engineering provide construction management (Phase I) for the installation of 24" sanitary sewer line replacement between E. Ridge Street and 400 E. Snyder Avenue. The Motion was second by Bruce Markovich. All were in favor, Motion passed.

A Motion was made by Bruce Markovich to have Lehigh Engineering provide construction stake out (Phase II) for the sanitary sewer line replacement between E Ridge Street and 400 E. Snyder Avenue to include cut sheets and surveys associated with the project. The Motion was second by William Chuma. All were in favor, Motion passed.

A Motion was made by Bruce Markovich to have Lehigh Engineering provide a topographic survey and construction documents (Phase III) for the sanitary sewer line replacement between E. Ridge Street and 400 E. Snyder Avenue to include cut sheets and surveys associated with the project. The Motion was second by Jared Soto. All were in favor, Motion passed.

- Street Paving 2019

A Motion was made by William Chuma to resurface the 100 block of W. Front Street, approximately 600 feet by 18 feet to Klock's Hill. The Motion was second by Bruce Markovich. All were in favor, Motion passed.

- Fire Company request for setbacks (or fire lanes) for no parking on 200 & 300 blocks W. Kline Ave and W. Water Street. Consultation with Attorney Greek is needed. Topic tabled by Jared Soto.
- **Resolution 2019-10 Fee Schedule**– reviewed to consider changes to the Fee Schedule
- Tractor Trailer Parking along Dock Street is being researched.

- **New Business:**

- **Resolution 2019-09 for 2020 Police Pension Plan**

A Motion was made by William Chuma to adopt Resolution 2019-09 keeping the 3.5 % deduction rate for contributions to the Police Pension Plan. The Motion was second by Jared Soto. All were in favor, Motion passed.

- **Tax Anticipation Note 2020** - Jim Thorpe Neighborhood Bank offered the following for a Tax Anticipation Note: \$100,000.00 Loan at 1.99% fixed rate and no origination fee. Last year M&T Bank TAN was 3.60% with \$1,000.00 origination fee.

A Motion was made by Irma Leibensperger to accept the terms from Jim Thorpe Neighborhood Bank for a Tax Anticipation Note for 2020; 1.99% fixed rate loan for 1 year. The Motion was second by William Chuma. All were in favor, Motion passed.

- Police USDA Grant pre-application revised cost enclosed (\$26,387.45)
Financial details of including a public works truck in the USDA Loan/Grant Program were discussed. Kovatch 2020 Ford F-550 Dump Truck estimate \$78,401.08 USDA program estimated 35% grant is \$27,440.38. Borough would pay \$50,960.70 however recommend the borough put a few thousand towards it. Attorney and bond counsel fees are yet to be determined.

A Motion was made by William Chuma to include a 2020 Ford F550 dump truck in the USDA application for a police vehicle. The Motion was second by Bruce Markovich. On roll call vote: Bruce Markovich, Yes, John Turcmanovich, Yes, William Chuma, Yes; Jared Soto Yes; Marie Ondrus, No; Irma Leibensperger, No. Motion passed, 4 Yes, 2 No.

- **Gazebo Estimates:** The topic was tabled by Jared Soto in the hopes of getting three metal roof estimates. Received to date:
 1. Timber Ridge Roofing Solutions \$8,680.00 (metal roof August 8, 2019 estimate)
 2. DD & Z Home Improvements \$5,740.95 (asphalt shingles June 4, 2019 estimate)
 3. Didyoung Home Improvements \$6,900.00 (asphalt shingles July 2018 estimate)

- **Riding Mower Estimates:**

1. Tractor Supply: Swisher 66 in. 31HP (999cc) Kawasaki Commercial Pro Front Deck ZTR \$11,999.99
2. Home Depot: Swisher 60 in. 24HP (726cc) Kawasaki Commercial Grade ZTR \$7,249.95
3. M & S Hardware: Exmark 60 in. Kawasaki FX730V 726cc (with bagger) Radius X series \$9,557.00

A Motion was made by William Chuma to purchase an Exmark 60 inch Kawasaki lawn mower from M & S Hardware for \$9,557.00. The Motion was second by Jared Soto. All were in favor, Motion passed.

- Lehigh Valley Center for Independent Living (LVCIL) Accessibility Report- is on file at the borough office.
- PA Regional Innovation Day sponsored by Penn DOT, November 14, 2019, PA Farm Show Complex, Harrisburg, for municipal equipment and strategies for the public works department.

A Motion was made by Bruce Markovich to have William Chuma and employee Greg Dailey attend PA Regional Innovation Day in Harrisburg on November 14th. The Motion was second by John Turcmanovich. All were in favor, Motion passed.

A Motion was made by William Chuma to purchase 2250 pounds of superflex street crack sealer from Crafc0, Allentown, at a cost of \$1,650.00. The Motion was second by Jared Soto. All were in favor, Motion passed.

A Motion was made by William Chuma to approve the purchase of four new tires for the 2014 International Dump Truck, plow blades, and tire chains for all borough trucks. The Motion was second by Jared Soto. All were in favor, Motion passed.

- **Motion to Adjourn by Irma Leibensperger, second by Jared Soto and everyone dispersed.**

Respectfully Submitted,

Jill Seigendall
Secretary/Treasurer