

**MOSCOW BOROUGH COUNCIL  
AGENDA  
APRIL 4, 2022**

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1. CALL TO ORDER: Arthur Pencek, Council President
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL:

COUNCIL MEMBER	PRESENT	ABSENT
Rosemarie Warner, Mayor		
Paula Bechaver		
Joseph Castrogiovanni, Secretary		
Dennis Cawley		
Edward Gaughan, Vice President		
Marc Gaughan		
William Heim		
Arthur Pencek, President		
Jacob Bianchi - Junior Council Member		
Conor Mann - Junior Council Member		

4. MOSCOW VOLUNTEER FIRE AND HOSE COMPANY:
  - A. Letter dated March 9, 2022 from the Pennsylvania Compensation Rating Bureau regarding Workers Compensation and volunteer fire companies (copies provided)
5. MOSCOW BOROUGH HISTORIAN: Brian Shaffer
  - A. History of Moscow: Located on the Borough's Home Page of the Borough's Website under the Community Tab
6. CITIZEN'S COMMENTS:
7. APPROVAL OF MINUTES OF PREVIOUS MEETING: Minutes of the March 7, 2022 Meeting (copies provided)
8. TREASURER'S REPORT: Elizabeth Murray
  - A. Treasurer's Reports (copies to be provided)
  - B. Monthly Bills
  - C. Monthly Reports for March, 2022 (payroll transactions by payee, deposit detail, general fund register)(copies provided)
  - D. Berkheimer Earned Income Tax reports for January and February 2022 (copies provided)
9. REAL ESTATE TAX COLLECTOR:
  - A. Real Estate Tax Collector's Report for the month of March 2022 (copies provided)
  - B. Second Reading of Ordinance #268 – 2022 establishing fees for tax certifications, duplicate bills, and overdraft checks (copies provided)**(ACTION REQUIRED)**
10. JUNIOR COUNCIL PERSONS:
11. ENGINEER'S REPORT: Greenman-Pedersen
12. SECRETARY'S REPORT: Constance A. Sanko
  - A. Administrative Assistant Position – fifty-one (51) applications received
  - B. Clean and Green Bids – One (1) sealed bid received **(ACTION REQUIRED)**

- C. Newsletter will be mailed around April 15, 2022
13. GRANTS: Constance A. Sanko
    - A. An audit of the Redevelopment Assistance Capital Program grant is tentatively scheduled for April 19, 2022
  14. CORRESPONDENCE:
    - A. Letter dated March 10, 2022 and flyer from the North Pocono Cultural Society (copies provided)
    - B. Letter dated March 7, 2022 from the Pennsylvania Route 6 Alliance (copies provided)
    - C. Email dated March 9, 2022 from James Dorn (copies provided)
  15. POLICE DEPARTMENT: Ivy Brenzel, Police Chief
    - A. Monthly Report (copies provided)
    - B. Full-time police position – Two (2) applications received (only one is qualified)
    - C. Thank you note to Chief Brenzel from the family of Ann Moore (copies provided)
    - D. Letter from Senator Mary Flynn asking police departments to donate body armor for the soldiers of Ukraine (copies provided)
    - E. Photo of Chief Brenzel with fifteen (15) bulletproof vests to be donated (copies provided)
    - F. Letter dated March 30, 2022 from Senator Marty Flynn thanking Chief Brenzel for the donations of protective gear for the people of Ukraine (copies provided)
    - G. Email dated April 1, 2022 from Chief Brenzel and thank you to Chief Brenzel from the Jacksonville, Florida Sheriff's Office for her assistance to them in their arrest of two people in connection to the killing of two men in separate shootings in 2020 (copies provided)
    - H. Newspaper article from First Coast News, Jacksonville, Florida, regarding the arrest of the two men noted above (copies provided)
  16. CIVIL SERVICE COMMISSION:
  17. MAYOR'S REPORT: Rosemarie Warner
  18. SHADE TREE COMMISSION:
    - A. 2021 Annual report (copies provided)
    - B. Email dated March 15, 2022 from the Tree City USA Arbor Day Foundation recognition the Borough as a 2021 Tree City USA (copies provided)
    - C. Arbor Day Event – April 29, 2022
  19. NORTH POCONO COUNCIL OF GOVERNMENTS: Marc Gaughan, Council Representative
    - A. A meeting of the North Pocono Council of Governments is scheduled for Wednesday, April 13, 2022 (copies provided)
  20. FLOOD PLAIN MANAGEMENT: George Parker, PE
  21. BUILDING INSPECTOR'S REPORT: Building Inspection Underwriters of PA, Inc.
    - A. Monthly Report
  22. ZONING OFFICER AND CODE ENFORCEMENT OFFICER: George Parker, PE
    - A. Monthly Report for the month of March 2022 (copies provided)

23. ZONING HEARING BOARD:
24. PLANNING COMMISSION: Marc Gaughan, Council Representative
- A. Minutes of the March 28, 2022 Planning Commission Meeting
  - B. Letter dated March 25, 2022 from George Parker to Mr. John Gentile regarding lands of JBAR Realty, Inc. (copies provided)
  - C. Email dated March 28, 2022 from Michael Halpern regarding "Neighborhood Blight: Updates and Best Practices from Across the Country – March 28, 2022" (copies provided)
  - D. Email dated March 29, 2022 from Markoz Realty requesting another 120-day extension. The current extension expired on March 1, 2022 (copies provided) **(ACTION REQUIRED)**
  - E. Email dated March 24, 2022 from Bruce Zero regarding PMPEI Managing the Subdivision Review Process (copies provided)
  - F. Letter dated March 28, 2022 from Judy Castrogiovanni expressing an interest in being appointed to the Planning Commission for fill Mike Vilello's unexpired term to end on December 31, 2023 (copies provided) **(ACTION REQUIRED)**
25. RECREATION: Paula Bechaver, Council Representative
- A. Letter to the North Pocono Youth Soccer League (copies provided)
  - B. Two benches for Golden Park have been delivered
  - C. Recreation Project Plans (copies provided)
26. RECYCLING: Joseph Castrogiovanni, Council Representative
27. MUNICIPAL BUILDING: Dennis Cawley, Councilperson
- A. Generator
  - B. Air filtration system
  - C. Information from ZOLL regarding AED and trauma kits (copies provided)
  - D. Proposal from Dan Schilling for Spring/Fall Cleanup (copies provided)
28. FINANCIAL REPORT: William Heim, Councilperson
- A. Certificate of Deposit Renewal #\*\*\*\*0809 (copies provided) **(ACTION REQUIRED)**
  - B. Certificate of Deposit Renewal #\*\*\*\*0810 (copies provided) **(ACTION REQUIRED)**
  - C. American Rescue Plan Funds – report is due April 30, 2022
  - D. Email dated March 21, 2022 from the Pennsylvania Municipal Retirement System regarding an PMRS CEO update (copies provided)
  - E. Pennsylvania Municipal Retirement System Employer Guidelines (copies provided)
  - F. Murphy Dougherty and Company – requesting an extension from DCED for completion of 2021 audit (copies provided)
  - G. Email dated March 30, 2022 from the United States Department of the Treasury notifying municipalities that there will be a DUNS Number transition to a Unique Entity Identifier (UEI) through the System for Award Management effective April 4, 2022 (copies provided)
29. LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA):
30. MOSCOW SEWER AUTHORITY:

- A. Documents for trailhead at the Moscow Sewer Authority
31. SEWER ENFORCEMENT OFFICER: Jerome Loftus
  32. STREETS: Marc Gaughan, Councilperson
    - A. No parking on lower Hideaway Drive
    - B. Two additional handicapped parking spaces in the Borough parking lot
    - C. Installation of a fence at the VanBrunt Street bridge
    - D. DPW position was advertised on April 1, 2022 and April 3, 2022 - one (1) application has been received so far
    - E. Email dated March 24, 2022 from FSSolutions regarding Clearinghouse Services (copies provided)
  33. EMERGENCY MANAGEMENT COORDINATOR: Kimberly Mecca
    - A. NIMS tests
    - B. Updated Emergency Management Manual
  34. SOLICITOR'S REPORT: Attorney Bruce S. Zero
  35. STRATEGIC/LONG TERM PLAN: Edward Gaughan
  36. HEALTH AND SAFETY: Edward Gaughan, Council Representative
  37. PERSONNEL COMMITTEE: Edward Gaughan
  38. OLD BUSINESS:
    - A. Vacancy on the Planning Commission (**ACTION REQUIRED**)
    - B. Fee Schedule
  39. NEW BUSINESS:
  40. ADJOURNMENT:

NEXT MEETING DATE: **MAY 2, 2022**