

MOSCOW BOROUGH COUNCIL

MINUTES OF THE MARCH 4, 2019 MEETING

A meeting of the Moscow Borough Council was held on March 4, 2019 at 7:00 p.m. at the Moscow Borough Building, 123 VanBrunt Street, Moscow, PA. The following Council members were either present or absent:

Rosemarie Warner – Mayor	Absent	Marc Gaughan	Present
Arthur Pencek – President	Present	Daniel Hanna	Present
Joseph Castrogiovanni	Present	William Heim, Vice-President	Present
Edward Gaughan	Present	Thomas Lynch	Present

Also present were Constance Sanko (Secretary), Ivy Brenzel (Police Chief), David Lamm (Building Inspector/Zoning Officer), Bruce Zero (Solicitor) and Andrew Zero (Junior Council Member).

Minutes of the February 19, 2019 meeting: Bill Heim made a motion to accept the minutes of the February 19, 2019 meeting as written. Ed Gaughan seconded the motion. The motion carried unanimously.

Treasurer's Report: Elizabeth Murray submitted the Treasurer's Report for the month of February and lists of bills to be paid from the General Fund and Liquid Fuels Fund. Bill Heim made a motion to accept the Treasurer's Report and to pay the bills as presented. Marc Gaughan seconded the motion. The motion carried unanimously with a roll call vote.

Secretary's Report:

- Council members were provided with an updated 2019 Moscow Borough Elected and Appointed Officials, Commissions-Committees-Employees list.
- Council members were provided with the Office of Open Records Official Right to Know Law Fee Schedule and were asked to look it over for the next meeting.
- The North Pocono Cultural Society sent a letter dated February 27, 2019 asking the local municipalities to partnership with the North Pocono Cultural Society with their Lackawanna County Arts and Culture Grants. Marc Gaughan made a motion to allocate Moscow Borough's Lackawanna County Arts and Culture Grant of \$500.00 to the North Pocono Cultural Society.

Correspondence: Council members were provided with a flyer from the Pennsylvania Emergency Management Agency regarding Substantial Damage Estimations. Art Pencek said he will attend; Marc Gaughan and Tom Lynch will let Connie know. Connie will check with Mark Mecca to see if he is interested in going.

Police Report: Chief Brenzel gave the police report for the month of February. There were 149 911 calls and 144 cleared called.

Building Permits/Zoning Permits: Dave Lamm reported on the following:

There was one building permit issued in the month of February.

He completed a report for the U.S. Census Bureau. There were no new residences built in 2018.

Zoning Hearing Board:

- A letter dated February 26, 2019 was sent to Rickie B. Emily and Timothy J. Pappas regarding a zoning hearing scheduled for Wednesday, March 13, 2019 to hear their request for a special exception to conduct on-line car sales at 412 Brook Street.
- A letter dated February 26, 2019 was sent to SMDM, LLC (Lyn Gruber) and David Martin regarding a zoning hearing scheduled for Wednesday, March 13, 2019 to hear their request for a variance to have an Air B and B at 100 Church Street.

- A letter dated February 21, 2019 was received from EMC Insurance regarding its representation in the Sams Land LLC appeal.

Planning Commission:

- A letter dated February 26, 2019 was sent to Steckbeck Engineering and Surveying, Inc. regarding the Planning Commission's recommendation for a preliminary conditional approval of the Dollar General project. Still outstanding are the Pennsylvania Department of Transportation Highway Occupancy Permit and the Pennsylvania Department of Environmental Protection NPDES permit. Borough Council must act on the recommendation today as the 90-day extension period is expiring as of today. Marc said that Dollar General has worked well with the Borough and that they were very accommodating with the Borough's requests regarding the exterior of the building. Marc Gaughan made a motion to grant Dollar General preliminary conditional approval. Dan Hanna seconded the motion. The motion carried unanimously with a roll call vote. Once the two permits are obtained, Dollar General must come back to the Planning Commission and Borough Council for final approval. The consolidation of the two lots involved is part of the Land Development Plan.
- The next Planning Commission meeting is scheduled for 6:30 p.m. to enable the members to have more time to begin reviewing amendments to the current zoning ordinance.

Recreation: Connie Sanko reported that the part-time seasonal position in the Department of Public Works has been advertised. Applications are due on March 18, 2019.

Dan Hanna reported that he spoke to Mark Mecca about the new mower being purchased. He said it is Mark's intent to keep the old mower stored in the shed at Harmony Park to use there.

Municipal Building: During a recent inspection of the boiler by the state several minor deficiencies were found. Tom Lynch will contact Mark Mecca to discuss the deficiencies.

Financial Report: The Borough will be entering into a lease agreement with Community Leasing Partners for a 2019 Ford Interceptor SUV police vehicle for \$43,209.32. This was approved during the budget process and is a budgeted item.

Moscow Sewer Authority: Revised subdivision plans for the trailhead were submitted to the Borough however prior to acting on them they need approval of the Pennsylvania Department of Natural Resources for the trailhead project.

Streets: Marc Gaughan reported on the following:

- Harry Andes reviewed the bid proposals for the Grove Street Roadway Improvements Project and he recommended that the low bid of E.R. Linde in the amount of \$153,915.00 for the base bid and \$2,000.00 for the bid bond be awarded. Marc Gaughan made a motion to award the bid of E. R. Linde for the Grove Street Restoration Project in the amount of \$153,915.00 base bid and \$2,000.00 bid bond. Tom Lynch seconded the motion. The motion carried unanimously with a roll call vote.
- Council members were provided with a letter dated February 26, 2019 that was sent to the Pennsylvania Emergency Management Agency regarding possible grant funds for Scanlon Lane; an email from PEMA stating that these funds are not available for private roads such as Scanlon Lane but suggested other possible resources such as Act 13; and an email from State Representative Mike Carroll regarding these resources. The Borough will look into these other options that may assist the residents affected by the damage to Scanlon Lane.
- Attorney Bruce Zero will work on getting an easement from Carmel Ardito for the Borough to do repair work to a drain pipe in her parking lot at 204 North Main Street.
- Marc is waiting to hear back from Leeward Construction about the rental of a street sweeper.
- The 1998 GMC truck will be readvertised soon.
- Marc said that the Department of Public Works did an outstanding job on snow removal during the last storm.

Solicitor's Report: Attorney Zero contacted the solicitor of Jefferson Township regarding its request for an intermunicipal agreement.

Personnel Committee:

- The Employee Handbook will be updated to include the five year requirements of DGK Insurance for employee background checks and that the Borough will pay for the fees involved.
- Bill Heim is working on guidelines for eligible part-time employees to receive vacation time.

Old Business:

- Bill Heim contacted one of the companies that submitted a quote for a new copy machine for clarification.
- Bill Heim and Rose Warner met with Marketshare Inc. to discuss the upgrades to the website. They will be coming up with a new format which is much simpler to use.

Adjournment: Bill Heim made a motion to adjourn the meeting. Joe Castrogiovanni seconded the motion. The motion carried unanimously.

Minutes submitted by Constance Sanko