

MOSCOW BOROUGH COUNCIL MINUTES

08/08/22

A meeting of the Moscow Borough Council was held on August 8, 2022 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	Joseph Castrogiovanni	Present
Arthur Pencek – President	Present	Dennis Cawley	Present
Edward Gaughan - Vice-President	Present	Marc Gaughan	Present
Paula Bechaver	Absent	William Heim	Present

Also present were Amy Carlson (Administrative Assistant), Ivy Brenzel (Police Chief), Bruce Zero (Solicitor), George Parker (Zoning and Code Enforcement Officer), Conor Mann and Jason Castrogiovanni (Junior Council Persons) Shawn Young (Moscow Fire Company)

Opening of Meeting:

- Arthur Pencek, Council President, called the August 8, 2022 meeting to order at 7:00 p.m. and also stated that meeting is being recorded.
- Art Pencek welcomed Jason Castrogiovanni to his first Borough Council Meeting as the newest appointed junior council member.

Moscow Volunteer Fire Company:

- Shawn Young, Fire Chief, reported that there were five (5) fire related calls and seventy-four (74) EMS calls in the month of July 2022.
- Marc Gaughan thanked Chief Young and his volunteer staff for their efforts as emergency personnel for the Moscow Borough. Chief Young expressed that the Moscow Volunteer Fire Co. is down on the number of calls vs. last year. This could be due to Covington Township now being dispatched to all calls from Madison Township. Chief stated when anyone comes to the Moscow Volunteer Fire Co. with inquires as to why they are advising that they contact their township representatives for discussion. He also stated that the annual fund drive will also be affected by the change.
- Chief asked for permission Tuesday August 9, 2022 from 7 p.m. to 9 p.m. to refresh current and train new members on how to operate using codes for the Knox Box located at the Borough Building. Council expressed they had no issues and granted permission with the training.

Minutes of the July 5, 2022 meeting: Ed Gaughan made a motion to accept the minutes of the July 5, 2022 meeting as written. Bill Heim seconded the motion. The motion carried unanimously.

Treasurer's Report:

- Elizabeth Murray submitted the Treasurer's Report for the month of July 2022 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. Ed Gaughan seconded the motion. The motion carried unanimously with a roll call vote.
- Marc Gaughan made a motion to make the budget transfers as noted below. Joe Castrogiovanni seconded the motion. The motion carried unanimously with a roll call vote.

Name of Account (Number and Name)	Amount Over Budget	Amount to be Transferred	Account to be Transferred from (Number and Name)	
410.115 Part-Time Police Wages Full time police wages were budgeted for starting in January but was not hired until June	\$158.31	\$4,500.00	410.112 Full Time Police Wages	
427.450 Clean and Green	\$6,305.00	\$6,305.00	493 Contingency	

Real Estate Tax Collector: Connie Sanko

- Connie Sanko submitted the Real Estate Tax Collector’s Report for the month of July 2022.

Junior Council Persons: Conor Mann and Jason Castrogiovanni

- Conor Mann stated that he and Jason Castrogiovanni are working on getting all of the pictures compiled that were taken for National Night Out submission.

Administrative Assistant: Amy Carlson

- Darrielle J. Carter, Events & PR Coordinator, Children’s Advocacy Center sponsorship letter for Cocktails by Moonlight on Friday, September 23, 2022 if anyone is interested in attending.
- Credit and/or Training is currently needed for NIMS (National Incident Management System). Credits can be obtained through the Pennsylvania Department of Environmental Protection Website. All that are not in compliance should contact Amy who will forward information to Kimberly Mecca, Emergency Management Coordinator for the Moscow Borough to coordinate personnel that are not currently certified and trained.
- The Alliance for NEPA Alliance Annual Networking Reception to be held Thursday October 6, 2022 at the Radisson Lackawanna Station Hotel, Scranton from 4:30 p.m. to 7:00 p.m. Deadline for RSVP September 29, 2022. The Moscow Borough is a member and has one complimentary ticket if anyone on Council is interested in attending. Anyone interested is to contact the Moscow Borough Business Office.
- Pennsylvania Emergency Management Agency is in need for 10 new Adjunct Fire Instructors at the Fire Academy.

Grants:

- Pennsylvania Department of Community & Economic Development regarding the American Rescue Plan Act unused funding from First Tranche ARPA funding. Amy Carlson will see what disbursement was made to the Borough of Moscow from Beth Murray, Borough Treasurer to report on at next Council meeting.
- Copies of an article dated July 16, 2022 published in the Times-Tribune regarding Scranton, PA’s details of the use of portions of its Federal American Rescue Plan Act funds allocation through June 2022 were provided for council to review.
- Traffic Signal Technologies Grant Program. Applications being accepted from September 1, 2022 to September 30, 2022. Marc Gaughan will look into this and see if the Borough will pursue.

Police Department: Ivy Brenzel, Police Chief

- Monthly Report Chief Brenzel gave the monthly report for the month of July 2022. There were (154) one hundred fifty-four 911 calls and (150) one hundred fifty cleared calls.
- National Night Out was held Tuesday August 2, 2022 from 6:00 p.m. to 9:00 p.m. Marc Gaughan thanked the Borough Police Department and the Borough business office for coordinating the event which was a huge success and was enjoyed by all in attendance. Marc Gaughan thanked Chief Ivy Brenzel, the business office and volunteers for organizing the event.

- A letter dated July 23, 2022 from the Pennsylvania Juvenile Court Judges' Commission to Chief Ivy Brenzel was reviewed. The Pennsylvania Commission on Crime and Delinquency Compliance Monitoring Program visit on Friday, July 22, 2022 was in compliance with guidelines set forth.
- Letter dated July 19, 2022 from the Commonwealth of Pennsylvania, Office of Attorney General regarding the Pennsylvania Commission on Crime and Delinquency (PCCD) grants was submitted for review. Chief Brenzel to get more information to be provided in upcoming council meetings.
- Moscow Borough Police Department patch was recognized by Mission BBQ.
- A thank you note to Chief Ivy Brenzel from Ella and P.J. Carrigan was acknowledged for having the rad kids program for the children in the community. Approximately 40 children were in attendance.

North Pocono Council of Governments: Marc Gaughan, Council Representative

- Mary Liz Donato is scheduled to make Regional Council of Governments presentation for Comprehensive Regional planning on October 12, 2022 at the monthly Council of Government meeting.
- An email dated July 14, 2022 from Coleen Watt, Jefferson Township Secretary regarding North Pocono Council of Government by-laws was reviewed. Marc Gaughan stated that they are looking to make them formalized and Jason Hollister and Coleen Watts are acknowledging at the next Council of Government meeting.
- An email dated July 14, 2022 from Coleen Watt, Jefferson Township Secretary regarding Act 172 being expanded to include County and School District Real Estate Tax Credit was included as correspondence for council review.
- An email dated July 20, 2022 response from Holly M. Fishel, Policy & Research Director, Pennsylvania State Association of Township Supervisors response regarding Act 172 tax credits /rebates for review. Marc stated that this is an incentive for volunteers if this is expanded. They are looking to get support from Congress, school districts and the county.

Zoning Officer and Code Enforcement Officer: George Parker, PE

- George Parker submitted the Zoning and Code Enforcement Officer's monthly report for the month of July 2022.
- An email dated July 6, 2022 from the Pennsylvania Department of Environmental Protection regarding permit information for Moscow Family Dollar Addition correspondence for review.
- On July 28, 2022 George participated in an onsite meeting with Art Pencek Moscow Borough Council President, Marc Mecca DPW Supervisor, Robert Bochicchio, P.E. DBIA, of Greenman-Pedersen, Inc. and representatives from RLE Enterprises (JBAR) to discuss sidewalk and curb repairs and driveway installation along Hideaway Drive. Agreement was made on all repairs and RLE Enterprises will get their engineer to provide Robert Bochicchio with details for the construction of the new driveway entrance to the equipment storage yard. Repairs have begun. No conversations yet on the trees, Art Pencek has asked George if he can have another discussion about the trees in the next few weeks with RLE.
- A residential structure that was in deteriorating condition on 113-117 Lincoln Street had been raised. George added that the area is now cleaner and the property owner was very cooperative.
- Art Pencek brought up concerns about the Dollar General of covering up the cardboard left out, George stated the person in charge is looking for a letter from council. Borough Solicitor Bruce Zero advised George that he can submit the letter on behalf of council which is sufficient as he is the zoning officer and represents council in which Dollar General should comply with direction given in the letter.

Planning Commission: Marc Gaughan, Council Representative / Secretary Planning Commission

- July 25, 2022 Planning Commission Meeting Minutes reviewed.
- An email dated July 13, 2022 from MarKoz Realty regarding verdict for Harmony Hills Phase 3 Pre-App Meeting. Neil Fisher, Aquatic Biologist II Department of Environmental Protection, Northeast Regional Office, of the Waterways and Wetlands Program stated in the email the result of the verdict is the GP-7(permit) and GP-5 (permit) are valid and the applicant can proceed with the construction as approved.

- MarKoz 120-day extension deadline is October 27, 2022. MarKoz is required to attend a Planning Commission meeting and/or Council Meeting to update where they stand on terms of the development project. No further 120-day extensions will be granted if a planning commission meeting is not attended before deadline expires. A letter from Art Pencek on behalf of Council will be mailed to MarKoz as a reminder. Solicitor Bruce Zero advised if they do not ask for an additional extension before the October 27, 2022 deadline expires the application should be denied as it is incomplete.
- New proposed zoning fee permit draft was submitted by George Parker proposing the current \$40.00 fee to very least \$80.00 fee covering the zoning officer's paperwork, labor and compiling documentation to property owner. Also, proposing \$10.00 for every \$1,000 of the cost estimate of doing the project to collect additional money. Proof can be based on checking with the contractor or property owner showing a copy of his contract with the contractor.
- Subdivision of the land for the Moscow Sewer Authority for the former New Street Park that has not been finalized. Solicitor Bruce Zero stated they have to send the Borough a new deed. The original plan was incorrect in terms of the piece of property that was being conveyed to the Borough. The boundaries in the first plan they gave us were incorrect. It was previously surveyed and there had to be an agreement between the Borough and the Sewer Authority as to what the lines were. Once that agreement was made a new deed had to be drawn up, making that conveyance to the Borough. Art Pencek stated that we are waiting on an approval from the Department of Conservation and Recreation.
- Robert J Bochicchio P.E. DBIA of Greenman-Pedersen, Inc. response to documents emailed to him regarding Moscow Family Dollar Addition for the Borough Council's Conditional Approval. Robert replied in the email response that the provided documents were reviewed and GPI has no additional comments.

Municipal Building: Dennis Cawley, Councilperson

- Email dated July 28, 2022 from Robert Bochicchio, P.E. DBIA, of Greenman-Pedersen, Inc. regarding update on generator proposal. Dennis stated he needs to contact Robert to see when specs will be available for advertisement to be placed for bids.
- Air Filtration System update Dennis is waiting to hear back from Scranton Electric but going to look at others for other opportunities.
- Defibrillator update Dennis is following up with Zoll Medical and Cintas.
- Estimate from T. Renkel Painting for painting of breakroom and filing cabinet room. Dennis Cawley stated since the expense is included in 2022 budget no additional action is needed. Permission granted to schedule contractor to paint areas included in estimate (business office breakroom and file room) at the quoted price of \$775.00.

Financial Report: Bill Heim, Councilperson

- Email dated July 12, 2022 from Collen Watts, Jefferson Township Secretary with information pertaining to a Firefighter/EMS Tax Break Program. Jefferson Township Ordinance No. 1 of 2021 and PSATS Guidance on Act 172 of 2016 for review. This was already addressed in the North Pocono Council of Governments mentioned above.
- Certificate of Deposit #****1136 for \$21, 533.71 and Certificate of Deposit #****1137 \$21,533.71 are due for renewal. Bill Heim spoke to Brian Goldsack, Financial Advisor of Edward Jones who quoted interest rate of 2.65%. The maturity dates on Certificate of Deposit #****1136 and Certificate of Deposit #****1137 are both on August 15, 2022. Bill recommended council to cash these Certificate of Deposits and combine them as one at the interest rate of 2.65%. Joe Castrogiovanni motioned to cash both and combine as one with Edward Jones. Marc Gaughan seconded the motion. The motion carried unanimously with a roll call vote. Bill Heim informed Elizabeth Murray, Moscow Borough Treasurer to proceed with the process to cash both Certificate of Deposit #****1136 and Certificate of Deposit #****1137.
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- A General Obligation Note (Series of 2020) dated December 14, 2020 in the amount of \$262,478.00 received from Peoples Security Bank and Trust was paid off on June 13, 2022.
- Email dated July 19, 2022 from Denise Maleski, Chief Financial Officer, DGK Insurance confirming new blanket accident policy was purchased that provides coverage to volunteers at events conducted by the Borough of Moscow. This policy coverage is one year. Bill Heim advised to renew yearly.

Streets: Marc Gaughan, Councilperson

- The Van Brunt Street Bridge fence has been installed. Commended Art Pencek on recommending the fence.
- Mention was made of email dated July 13, 2022 from Ken Reuther to thank the Moscow Borough and its DPW workers for replacing an inlet on 249 Maple Street.
- Marc Gaughan attended the July 13, 2022 Council of Governments Meeting. He will be sending a letter to support a grant for Spencer's Road Cooperative Grant Application together with Roaring Brook Township and the Moscow Borough. Roaring Brook township has agreed to take the lead for this project.
- Letter dated July 19, 2022 from Arthur Pencek to PA Department of Community and Economic Development supporting Roaring Brook Township for proposed Multimodel Road Grant-Spencer Road ID #9353978 road improvement project. Marc Gaughan motioned to approve. Bill Heim seconded the motion. The motion carried unanimously with a roll call vote.
- Email dated July 5, 2022 from Attorney Bruce Zero regarding authorization for him to enter stipulation - Fuller v. Lackawanna Assessment Appeal. After further review, wording on the document contains Madison Township and Moscow Borough. Atty Bruce Zero will look into the documents content for more clarification.

Personnel Committee: Edward Gaughan Jr.

- Recognized paid Federal and State holiday, Columbus Day (second Monday in October) is currently not recognized in the Moscow Borough Employee Handbook. This will be put on the agenda for an approval vote at the next Borough Council meeting scheduled for Tuesday September 6, 2022.

Adjournment: Marc Gaughan made a motion to adjourn the meeting. Edward Gaughan Jr. seconded the motion. The motion carried unanimously.

Minutes Submitted by: Amy Carlson