

**MOSCOW BOROUGH COUNCIL MEETING MINUTES
NOVEMBER 7, 2022**

A meeting of the Moscow Borough Council was held on November 7, 2022 at 7:00 p.m. at the Moscow Borough Building, 123 VanBrunt Street, Moscow, PA. The Pledge of Allegiance was led by Cub Scout Pack 132.

Opening of Meeting:

Arthur Pencek, Council President, called the November 7, 2022 meeting to order at 7:00 p.m. and also stated that meeting is being recorded.

The following Council members were either present or absent:

Rosemarie Warner (Mayor)	Present	Joseph Castrogiovanni	Present
Arthur Pencek (President)	Present	Dennis Cawley	Absent
Edward Gaughan (Vice-President)	Present	Marc Gaughan	Present
Paula Bechaver	Present	William Heim	Absent

Also present were Amy Carlson (Administrative Assistant), Ivy Brenzel (Police Chief), George Parker (Zoning and Code Enforcement Officer) Shawn Young (Fire Chief) Jason Castrogiovanni (Junior Council) Cub Scout Pack 132.

Engineers Report:

Robert Bochicchio, P.E. DBIA of Greenman-Pedersen Inc. addressed the following topics of discussion.

Moscow Sewer is applying for Chapter 102 Permit which is the first step of the process. They are applying for the permit which is standard procedure in which the permit basically states that they are going to perform proper stormwater management during construction. DEP and/or Conservation District will do the full technical review for the permit application for the environmental side which is the stormwater runoff and the sewer line extensions system.

Second part they sent was normal part of the permit process we need to acknowledge and make sure it was in line with the Stormwater and Floodplain Management for the Borough. The Borough has a Stormwater Ordinance in which they comply and GPI stated that it was in line with the Act 167 and Floodplain Consistency of Lackawanna County. They have agreed that everything they are going to disrupt they will put back exactly as they found it.

Bottom line the project is in line with the Stormwater and Floodplain, first letter issued by council is the letter that they are aware that the project exists. The second letter once approved by council will be attached and sent to their engineer for inclusion with their application packet.

GPI has completed their review of JBAR Realty Inc. Stormwater Management Plan Review Project No. SCR-2021201.00 and was sent back to JBAR Realty Inc.'s engineer, ESC Design Inc., as there is outstanding issue that need to be addressed with the design. They also need to provide all of their DEP permits to the Moscow Borough.

Second letter dated November 1, 2022 from the Moscow Sewer Authority Church Street Sanitary Sewer Extension Act 167 and Floodplain Consistency approval report. Motion made to accept the letter and send it on for the Sewer Authority so they can continue to get the approvals needed. Motion made by Marc Gaughan. Seconded by Ed Gaughan. Motion carried unanimously.

Junior Council:

Mayor Rosemarie Warner expressed the need for volunteers for service hours to help for the December 1, 2022, Christmas Tree Lighting Event. Marc Gaughan suggested maybe business windows could be painted by student volunteers for the holidays. Due to time constraints this will be tabled until the spring.

Moscow Volunteer Fire Company:

Fire Chief Shawn Young stated that there were 12 Fire Related Calls and 56 EMS related calls.

On Wednesday November 2, 2022, Carl DePew was recognized for his 50 years of continued volunteer service to the Moscow Volunteer Fire Company.

Commonwealth Health EMS has been sold off which Moscow Volunteer Fire Co. uses currently during the day. He is not sure currently what is going to happen with that. It was finalized and haven't heard anything back but the borough may be losing the daytime EMT. Currently, EMT is from 6am to 6pm. The fire company currently pays for the EMT. Not sure as of right now but they may be looking to hire a full-time employee through the borough in the near future if needed. Chief Young stated that he will keep everyone updated as information comes available to him.

Approval of Minutes:

The regular monthly council meeting was held on October 3, 2022. Minutes were submitted for review and approval. Motion was made by Edward Gaughan to accept minutes as written. The motion was seconded by Joseph Castrogiovanni. The motion carried unanimously.

Treasurer's Report:

Transfer of monies as presented and read. Motion to approve the transfers was made by Paula Bechaver. Motion seconded by Marc Gaughan. The motion carried unanimously with a roll call vote.

Elizabeth Murray submitted the Treasurer's Report for the month of October 2022 and lists of bills to be paid from the general fund and liquid fuels fund. Marc Gaughan made a motion to accept the Treasurer's Report as reported and to pay the bills as presented. Ed Gaughan seconded the motion. The motion carried unanimously with a roll call vote.

Real Estate Tax Collector:

The Real Estate Tax Collector's Report was provided for the month of October 2022.

A letter dated November 1, 2022 from Constance Sanko, Moscow Borough Real Estate Tax Collector regarding Frank W. and Jean B. Hubbard, 502 Hideaway Drive, PIN: 1900401012056. Court order stating refund must be issued in the amount of \$755.53. Marc Gaughan made a motion to approve and issue the refund. Ed Gaughan seconded the motion. The motion carried unanimously with a roll call vote

Administrative Assistant:

The Lackawanna County Association of Boroughs will conduct a meeting on Thursday November 17, 2022. If anyone is interested please notify the business office to make a reservation.

The bi-yearly newsletter was mailed out on October 17, 2022 to all Moscow Borough residents.

Holiday gift cards will be purchased from local businesses for employees and scheduled to be distributed to employees with their paystub on Friday December 23, 2022.

Art Pencek asked if Amy Carlson could research website package possibilities for the Moscow Borough for review to possibly outsource to.

Professional grant writer discussion was held to possibly hire to write and execute large dollar amount grants for the Borough. Most of the grant writer fees are paid through the grant itself. Amy Carlson will research through other Boroughs and Townships in the area as to how they handle theirs and bring information for review to next council meeting.

Police Department:

Chief Brenzel gave the monthly report for the month of October 2022.

There were 158 911 calls and 153 cleared calls.

The police department completed numerous mandatory training and certification courses which were listed individually on the October 2022 Police Report. (a copy of the report can be obtained through the business office)

Chief Brenzel assisted the Lackawanna/Susquehanna Office of Drug and Alcohol Programs and the DEA with their collection of unused, unwanted or expired prescription medications during the National Take Back Event was held at the North Pocono Public Library on Saturday October 29, 2022. There was a total of 35 pounds collected for disposal.

Mayor's Report:

Mayor Rosemarie Warner reported on the following:

Recognized Helen Orlowski, Moscow Borough resident on her 100th birthday on October 2, 2022 and presented her with a proclamation and flowers at her residence on behalf of the Moscow Borough.

The Annual Christmas Tree Lighting Event will take place on Thursday December 1, 2022 beginning at 6:00 p.m. at Rotary Park.

Recognized and thanked Officer DeJesus for his patrol assistance and community service on Halloween night throughout the Moscow Borough.

Thanked Rose Gazelle, a citizen of North Pocono, for donating bags of stuffed animals that were extra from Operation Santa Claus that she was involved in. They will be given out to the children at the annual tree lighting on December 1, 2022.

North Pocono Council of Governments:

Marc Gaughan attended the Council of Governments meeting on Wednesday October 12, 2022 at 7:00 pm. A presentation was made on regional planning by Mary Liz Donato, Planning Department Manager, Lackawanna County Department of Planning & Economic Development. He stated that the meeting was very positive and well received by all in attendance but they are waiting on cost figures as this is an issue.

Council of Governments Fuel/Oil pricing is .03 over rack. Propane is .05 over rack price. Motion made by Marc Gaughan to remain with the Council of Government prices for oil and propane for 2023. Paula Behaver seconded the motion. The motion carried unanimously with a roll call vote.

Zoning Officer:

George Parker, PE submitted Monthly Report for the month of October 2022.

Inquiry was made about if a house is bought in the Borough can it be used as a property rental? Marc Gaughan stated zoning allows it in the commercial district but has to meet certain criteria.

Art Pencek for update on Ms. Leta Stoeckel's 518 Main Street property maintenance. George stated she does not have the money to hire a contractor and is going to do it herself. He does not see any progress being made. Art Pencek suggested maybe get some volunteers for a local project to help clean up the maintenance on the property. Marc Gaughan stated if she is refusing help maybe we can take this through an ordinance code, as the property would fall under the property maintenance code. Art Pencek stated that no matter what way the council chooses to go it will cost her money and ultimately the borough would have to put a lien on the property. If the property gets cleaned up through volunteer work it will just occur again and again. Marc Gaughan stated that this is a perfect example of the nuisance code. After a verbal discussion, council agreed that this needs to be discussed with Moscow Borough solicitor, Atty. Bruce Zero for next steps of action.

Loren Busted property discussion. It is not a hazard but still needs to be cleaned up. Mr. Busted in a nursing home and currently there is no one living in the building. Suggestion was made for George Parker to discuss with Borough solicitor Bruce Zero for any ideas as to how to handle.

The Moscow Family Dollar Variance Application received information from the developer that the variance application and Zoning Hearing is currently put on hold until further notice.

JBAR Realty (RLE Enterprises) decision was that he needs to plant the trees. Trees were planted along Hideaway Drive but not on the back property. Last week JBAR Realty (RLE Enterprises) started installing stormwater facilities (pipe inlets). They had to stop the work because they did not have a permit. JBAR Realty (RLE Enterprises) contacted their Engineer, Mary Lou Butler to get the permit.

Planning Commission:

Marc Gaughan, Secretary, Planning Commission presented updates on the following:

No meeting on Monday October 31, 2022.

MarKoz has until February 24, 2023 deadline for 120-Day extension to give update on Harmony Hills Phase III submission of plans.

Recreation:

Paula Bechaver, Parks and Recreation Chairperson presented updates on the following:

Information has been received from Tony Seidita of the North Pocono Minisink Lions' Club that they have agreed to commit \$2,000 to the Clover Park project. Once they have more information on where the other funding is coming from, they may reassess and increase the amount.

Grants seem to be a dead end for this small of a project.

Requesting to see if Council would consider allotting Recreation an additional amount in each annual budget (possibly 1 mill) to pay off a loan. The loan would allow for the funding of Clover Park, to assist with grant matching to get the park on the Moscow Sewer Authority property rolling and to update some of the other parks (baseball field at Golden Park and rubber mulching, for example). Other considerations would be to seek additional contributions from other organizations.

New Street Park finalized deed transferred from Moscow Sewer Authority to the Moscow Borough. Borough needs to start from scratch and apply for a grant which would be inexpensive.

Improvements on Golden Park needed.

Art Pencek suggested each park come up with a plan, put a dollar amount on them and then discuss to see what to do from that point.

Recycling:

Leaf pickup still in process, Thursday, November 10, 2022 it will be complete for the year. Mr. and Mrs. Daniel Kopcza, Stephens Heights, Moscow, told Mayor Rosemarie Warner that they were very pleased with the leaf pickup this year and expressed their gratitude to the DPW Department.

2023 Recycling Schedule was mailed with newsletter and posted to the Moscow Borough website.

Municipal Building:

Robert Bochicchio, P.E. DBIA of Greenman-Pedersen, Inc with the bid recommendation letter for the generator project. Recommending Gene Metchulat Electrical Contractors, Springbrook Township be awarded the contract for \$86,586.00. Art Pencek stated this will take at least a year since generators are on backorder. Motion made to grant Gene Metchulat Electrical Contractors the contract

Financial Report:

Art Pencek read first reading of the 2023 Proposed Budget. Joseph Castrogiovanni made a motion to accept the first reading of the 2023 Proposed budget and to advertise it for the second reading at the Borough Council regularly scheduled meeting to be held on December 5, 2022. Ed Gaughan seconded the motion. The motion carried unanimously with a roll call vote. Final reading of ordinance 269-2022 will be voted on to adopt on December 5, 2022 as to be advertised.

Art Pencek read the tax assessment values for proposed 2023 Budget and proposed Tax Levy Ordinance #269-2022 for the first time. Joseph Castrogiovanni made a motion accept proposed Tax Levy Ordinance #269-2022 reading for the first time. Ed Gaughan seconded the motion. The motion carried unanimously with a roll call vote. Final reading of the 2023 Proposed Budget will be voted on to adopt on December 5, 2022 as to be advertised.

Defined Benefit Plan Adoption Agreement and ordinance that is required each year regarding contributions to the police pension plan. Art Pencek read the proposed ordinance 270-2022 for the first time. Marc Gaughan made a motion to advertise the proposed ordinance. Paula Bechaver seconded the motion. The motion carried unanimously. Final reading of ordinance 270-2022 will be voted on to adopt on December 5, 2022 as to be advertised.

A letter from Highmark dated September 2022 regarding a Medical Loss Ratio (MLR) rebate check required by the Affordable Care Act was reviewed.

A letter from Highmark dated September 2022 with Notice of Health Insurance Premium Rebate was Reviewed.

A letter dated September 16, 2022 from Highmark with the Medical Loss Ratio (MLR) rebate check enclosed in the amount of \$6,298.77. Beth Murray, Moscow Borough Treasurer, as instructed by Bill Heim and Art Pencek, deposited the check into the General Fund and distribute accordingly to the Moscow Sewer Authority for their portion.

Email dated October 7, 2022 from Sherry Flynn, Senior Client Manager, Highmark, Inc. regarding increase of 3% on medical premiums effective January 1, 2023 was reviewed.

A letter dated October 12, 2022 from Donato Consulting regarding increase of professional fees for planning and zoning services effective January 1, 2023 was reviewed. Ed Gaughan made a motion to accept contract. Marc Gaughan seconded the motion. The motion carried unanimously with a roll call vote.

A letter dated October 12, 2022 from Building Inspection Underwriters of PA regarding new fee schedule. Council agreed that the rate schedule is passed on and no motion is needed. Copies can be obtained at the business office.

A letter dated November 2, 2022 from Moscow Borough Treasurer, Elizabeth Murray regarding check #19745 in the amount of \$42,000.00 and check #19746 in the amount of \$42877.89 that were sent to Edward Jones to purchase two separate certificates of deposit, each for a one-year term at a rate to be determined at the time of purchase.

Moscow Sewer Authority:

A copy of the deed dated October 04, 2022 from Evie Rafalko McNulty, Lackawanna County Recorder of Deeds in reference to Instrument # 202220047 Receipt # 22-17710 between The Moscow Sewer Authority and the Borough of Moscow that was filed and deed is now in possession of the Moscow Borough as ownership.

A letter dated October 19, 2022 from the Moscow Borough to the Moscow Sewer Authority regarding check #19739 in the amount of \$5,000.00 released for the purchase of the property of the Trailhead.

Streets:

Marc Gaughan, Streets Chairperson presented updates on the following:

Spray patch serviced certain areas of the Borough on the roads.

PennDOT requires the Borough to place 35 MPH speed limit sign on Church Street. Signs were ordered and paid for.

Email dated October 4, 2022 from Geoff Gribble, Highway Discipline Leader for TRC Companies regarding the State Route 690 over Van Brunt Creek – Bridge Replacement Project updates were reviewed.

Marc stated he will be working with Robert Bochicchio, P.E. DBIA of Greenman-Pedersen Inc. regarding the stormwater program that is scheduled for the 200 block of Main Street.

Emergency Management Coordinator:

Moscow Borough Emergency Management Coordinator, Kimberly Mecca

Nothing new to report.

Old Business:

Marc Gaughan stated that the new fencing on Van Brunt Street Bridge there is no gate to get to the other side. Not sure that we want to put in a gate as there is only 2 feet of grass and then a 10 foot drop off right next to it. He recommended to come up with another plan due to it being too dangerous to put a gate with the current setup. Maybe put some plastic down and stone on top for the time being until a new plan is initiated.

Amy Carlson reconfirmed with council that there will be no additional budget planning meetings needed before the final proposed 2023 Budget is presented for adoption at the next Council Meeting scheduled for December 5, 2022.

Marc Gaughan asked on behalf of a concerned resident what happens if the Lackawanna County Rail Authority decides not to renew the railroad lease and turn it into a restaurant? Marc Gaughan stated he would have to address with Samantha assistant to State Representative Mike Carroll to retrieve that information.

Art Pencek brought up topic of anyone objecting to who will occupy the office left behind after the election by State Representative Mike Carroll's staff at the Borough Building. Suggestion was made by Joseph Castrogiovanni to wait on the outcome of the election for State Representative and offer it to them. If they are not interested in it next in line would be the representative for Senate. All agreed to wait on the outcome of the election to proceed.

Adjournment:

Motion was made by Marc Gaughan to adjourn the meeting. Seconded Joseph Castrogiovanni. The motion carried unanimously.

Minutes submitted by Amy Carlson