

*MOSCOW BOROUGH COUNCIL MEETING AGENDA  
SEPTEMBER 6, 2022*

**1. CALL TO ORDER AND ANNOUNCE MEETING IS BEING RECORDED:**

Arthur Pencek, Council President

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL:**

Rosemarie Warner Mayor	Present _____	Absent _____
Joseph Castrogiovanni, Secretary	Present _____	Absent _____
Edward Gaughan Jr., Vice President	Present _____	Absent _____
Arthur Pencek, President	Present _____	Absent _____
Marc Gaughan	Present _____	Absent _____
Paula Bechaver	Present _____	Absent _____
Dennis Cawley	Present _____	Absent _____
 <u>Junior Council</u>		
Conor Mann	Present _____	Absent _____
Jason Castrogiovanni	Present _____	Absent _____

**ADDITIONAL INDIVIDUALS IN ATTENDANCE AT THE COUNCIL MEETING:**

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**4. MOSCOW VOLUNTEER FIRE AND HOSE COMPANY:** Fire Chief Shawn Young

**5. MOSCOW BOROUGH HISTORIAN:** Brian Shaffer

**6. CITIZEN'S COMMENTS:**

**7. APPROVAL OF MINUTES OF PREVIOUS MEETING:** Minutes of the August 8, 2022 Meeting (copies provided)

8. TREASURER'S REPORT: Elizabeth Murray
  - A. Treasurer's Report (copies to be provided)
  - B. Monthly Bills
  - C. Monthly Reports for August 2022 (payroll transactions by payee, deposit detail and general fund register) (copies provided)
  - D. The 2023 Minimum Municipal Obligation (MMO) for the Moscow Borough Police pension plan (35-078-3 P) worksheet for review and approval (copies provided)  
**(ACTION REQUIRED)**
9. REAL ESTATE TAX COLLECTOR: Connie Sanko
  - A. Real Estate Tax Collector's Report for the month of August 2022 (copies to be provided)
10. JUNIOR COUNCIL PERSONS: Conor Mann and Jason Castrogiovanni
11. ENGINEER'S REPORT: Greenman-Pedersen Inc.
12. ADMINISTRATIVE ASSISTANT: Amy Carlson
  - A. Volume 49 Issue 4 August 2022 copy of Laurel Lines (a publication of the Lackawanna and Wyoming Valley Railway Historical Society) referenced Connie Sanko's retirement. (copies provided)
  - B. Newspaper article dated August 13, 2022 titled "Stewards of North Pocono Trails are raising money so more people can enjoy a visit there" (copies provided)
  - C. T. Renkel Painting completed the painting at the Borough Building on the first floor of the breakroom and filing cabinet room on Saturday August 13, 2022.
  - D. Email dated August 15, 2022 details for Second Annual Latin Festival Saturday, September 10, 2022 from noon until 7:00 p.m. (copies provided)
  - E. Article published in Pennsylvania Borough News, September 2022 edition regarding the new Pennsylvania state fireworks law set to take effect on September 9, 2022. (copies provided)
  - F. September is National Preparedness Month literature for review. (copies provided)
13. GRANTS:
  - A. Email dated August 30, 2022 from Allison Cramer of the Pennsylvania Department of Community & Economic Development with attached copies of the fully executed contracts for the following grants. C000083204, Moscow Sewer Authority Extension Project in the amount of \$150,336.00, C000083207 Moscow Train Station in the amount of \$24,850.00 and C000083205 Moscow Borough/Roaring Brook Township

Wood Chipper in the amount of \$58,087.00. (due to the large content the copies of the above mentioned can be obtained upon request)

14. POLICE DEPARTMENT: Ivy Brenzel, Police Chief
  - A. Monthly Report (copies provided)
  - B. A thank you note was received from the North Pocono Cultural Society to Chief Ivy Brenzel and officers for their help, guidance and assistance during the Moscow Street Fair held on August 4, 5 & 6 2022. (copies provided)
  - C. Letter of resignation letter dated August 21, 2022 from Justin Zeiler. (copies provided)
  - D. Act 77 Amending the Crime Victims Act (CVA) from the Pennsylvania Commission on Crime and Delinquency effective September 8, 2022. **Chief Brenzel informed all police department employees of the policy and effective date for this to be implemented.** (copies provided)
15. CIVIL SERVICE COMMISSION:
16. MAYOR'S REPORT: Rosemarie Warner
17. SHADE TREE COMMISSION:
18. NORTH POCONO COUNCIL OF GOVERNMENTS: Marc Gaughan, Council Representative
  - A. An email dated August 17, 2022 from Coleen Watt, Secretary/Treasurer Jefferson Township, stated at the August 8, 2022 meeting of the Jefferson Township Supervisors, the Board voted Bill Heim as alternate representative to vote on behalf of Jefferson Township at the quarterly TCC meetings. (copies provided)
19. BUILDING INSPECTOR'S REPORT: Building Inspection Underwriters of PA, Inc.
20. ZONING OFFICER AND CODE ENFORCEMENT OFFICER: George Parker, PE
  - A. Monthly Report for the month of August 2022. (copies to be provided)
21. ZONING HEARING BOARD:
22. PLANNING COMMISSION: Marc Gaughan, Council Representative
  - A. Letter dated August 18, 2022 from Art Pencek to MarKoz Realty, Inc. regarding the 120-day extension deadline of October 27, 2022 to attend a Planning Commission meeting with an update on the Harmony Hills III project. (copies provided)
  - B. Certified mail received August 9, 2022 from ESC & Design, Inc. regarding documents needed to be reviewed and signed from Moscow Borough. Email dated August 29, 2022 from Atty. Bruce Zero advised to email this information to Mary Liz Donato and Robert J Bochicchio P.E. DBIA of Greenman-Pedersen, Inc. for review and comments. (copies provided)

- C. The August 2022 Planning Commission Meeting was postponed on Monday August 29, 2022 until the September 26, 2022 meeting due to minimal topic content.
- D. Email dated August 23, 2022 from Jody of MarKoz Realty stating that they would be attending the **September 26, 2022** Planning Commission meeting at 7:00 p.m. (copies provided)
- E. Email dated August 24, 2022 from Mary Liz Donato Lackawanna County Department of Planning and Economic Development regarding a free Pennsylvania Solar Energy Zoning Workshop being September 13, 2022 from 6:00 pm to 7:30 pm at the Northeastern Pennsylvania Alliance in Pittston. (copies provided)

**23. RECREATION:** Paula Bechaver, Council Representative

- A. Parks and Recreation Report August 2022 (copies to be provided)

**24. RECYCLING:** Joseph Castrogiovanni, Council Representative

- A. Email dated August 30, 2022 from Nicole Shapiro, Director of Recycling, Lackawanna County regarding participation in a tire recycling event to be held in October 2022. Joe Castrogiovanni will discuss with Mark Mecca so that a response can be sent back as to if the Moscow Borough would be interested. (copies provided)

**25. MUNICIPAL BUILDING:** Dennis Cawley, Councilperson updates on the following:

- A. Email from Robert Bochicchio, P.E. DBIA Senior Engineer/Project Manager at GPI regarding the generator project and a copy of the proposed advertisement. (a copy of the project manual can be obtained for review by contacting Amy Carlson at the Moscow Borough Office)
- B. Air Filtration System
- C. Automatic Defibrillator

**26. FINANCIAL REPORT:** Bill Heim, Councilperson

- A. Certificate of deposits #10001136 and #10001137 both in the amounts of \$21,553.71 have upcoming six-month maturity dates of October 6, 2022 for review.
- B. Letter dated August 11, 2022 from DGK Insurance & Financial Services regarding contract for insurance coverage purchased for volunteers of the Moscow Borough for the plan year July 20, 2022 up to and including July 20, 2023. (copies provided)
- D. Email dated August 25, 2022 from Pennsylvania Municipal Retirement System regarding copies issued of the 2020 GASB report. (a copy of the 2020 GASB report can be obtained for review by contacting Amy Carlson at the Moscow Borough Office)
- C. Letter dated September 1, 2022 to Brian Goldsack, Edward Jones from William Heim to open account for Moscow Borough. (copies provided)

**27. LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA):**

28. MOSCOW SEWER AUTHORITY:

29. SEWER ENFORCEMENT OFFICER: Jerome Loftus

30. STREETS: Marc Gaughan, Councilperson

D. Email dated Wednesday August 24, 2022 from Robert Bochicchio, P.E. DBIA Senior Engineer/Project Manager at GPI forwarding New Street and Orchard Street inspection reports. (due to the large content the copies of the above mentioned can be obtained upon request)

31. EMERGENCY MANAGEMENT COORDINATOR: Kimberly Mecca

A. Email dated August 12, 2022 from Kimberly Mecca, Moscow Borough Emergency Management Coordinator regarding NIMS certification / training for Council and any Moscow Borough Personnel pertinent to be involved should a National or State of Emergency occur. (copies provided)

B. Email dated August 12, 2022 from Kimberly Mecca, Moscow Borough Emergency Management Coordinator regarding Emergency Management Manual stating she is in process of working on and will have update for October 2022 Council Meeting. Email dated August 31, 2022 from Kimberly Mecca, stating there is nothing new to add to the agenda for September meeting. (copies provided)

32. SOLICITOR'S REPORT: Attorney Bruce S. Zero

33. STRATEGIC/LONG TERM PLAN: Edward Gaughan Jr.

34. HEALTH AND SAFETY: Edward Gaughan Jr., Council Representative

35. PERSONNEL COMMITTEE: Edward Gaughan Jr.

A. Columbus Day (second Monday in October annually) recognized as a federal paid holiday for Moscow Borough employees effective date October 10, 2022. If approved by Borough Council, the addition will need to be added to the current Moscow Borough Employee Handbook. (copies provided) **(ACTION REQUIRED)**

36. OLD BUSINESS:

37. NEW BUSINESS:

38. ADJOURNMENT:

THE NEXT SCHEDULED COUNCIL MEETING WILL BE MONDAY OCTOBER 3, 2022