

Moscow Borough Council Meeting Agenda
Monday March 6, 2023

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 _____
William Heim	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 ATTENDENCE AT THE COUNCIL MEETING:

5. CITIZEN'S COMMENTS

Advertisement was placed in the Times-Tribune accepting bids for Clean and Green for the Borough of Moscow. Submission deadline was March 2, 2023 at noon.

Sealed bid submission by deadline to be opened and read:

Solid Waste Services, Inc., D/b/a J. P. Mascaro & Sons, 2650 Audubon Road, Audubon, PA 19403

6. APPROVAL OF MINUTES OF PREVIOUS MEETING:
 - A. Minutes of the February 6, 2023 Meeting (copies provided)
7. JUNIOR COUNCIL PERSONS: Conor Mann and Jason Castrogiovanni
8. MOSCOW VOLUNTEER FIRE AND HOSE COMPANY: Fire Chief Colin Young
 - A. Moscow Volunteer Fire and Hose Co. report for month of February 2023
 - B. Applications for Employment Actions Required (copy of application provided)
 1. David R. Prell (EMT)
9. MOSCOW BOROUGH HISTORIAN: Brian Shaffer
10. GENERAL CORRESPONDENCE:
 - A. Request for approval of increase in Cyber Liability Insurance Coverage for from DGK Insurance from \$50,000 to \$100,000. Additional annual premium would be \$400.00. (copies provided) **(Action Required)**
 - B. Email dated March 1, 2023 from Mary Liz Donato, Planning Department Manager, Lackawanna County Dept of Planning & Econ Dev, regarding Community Planning Course being offered May 2023 if anyone is interested in registering.
 - C. North Pocono Public Library Newsletter 2023 Issue 1 (copies provided)
 - D. Thank You card from the Bianchi Family (copies attached)
11. TREASURER'S REPORT: Elizabeth Murray
 - A. Treasurer's Report (copies to be provided)
 - B. Monthly Bills (copies to be provided)
 - C. Monthly Reports for February 2023 (payroll transactions by payee, deposit detail and general fund register) (copies to be provided)
12. REAL ESTATE TAX COLLECTOR: Connie Sanko
 - A. Real Estate Tax Collector's Report for the month of February 2023 (copies provided)
 - B. Real Estate Tax Collector new policy notice for payments sent out with invoices. (copies provided)
13. ENGINEER'S REPORT: Greenman-Pedersen Inc.
14. ADMINISTRATIVE ASSISTANT: Amy Carlson
 - A. School flashing speed limit sign damaged in traffic accident on January 17, 2023. Report was necessary from the Pennsylvania State Police who are investigating. I retrieved PA State Police report and submitted Speed Limit Sign invoice to Jeff Kyle DGK Insurance.
 - B. Email dated Tuesday February 14, 2023 from Holly Maria, DGK Insurance regarding the School flashing speed limit sign damaged in traffic accident on January 17, 2023. The information was sent to the driver's insurance as the adjustor felt that it could be handled directly through them. She will follow up and update accordingly. (copies provided)

- C. February 14, 2023 contacted Jeff Kyle, DGK Insurance to see if we will be getting the \$1,000.00 deductible from the claim submitted for the damage sustained for the school speed limit sign and the tree from an accident that occurred on July 2, 2022. Check L34602321 dated February 14, 2023 for \$1,000.00 received on Friday February 17, 2023. (copies provided)
- D. Wednesday March 1, 2023 met with Kevin Adams, Computer Visionaries Web Designer. Went over formats and project is progressing. Kevin sated his goal is the end of March to have draft completed for review before it goes live. He will be in contact with me to set a date in April to review.
- E. Brief update of the discussion I had with State Representative Kyle Donahue as far as he Borough possibly working with Council of Governments on a Park Study/Master Park Plan when applying for grants.
- F. Laurel Lines Vol 50 Issue 2 February 2023 (copies provided)

15. GRANTS:

- A. Email dated February 21, 2023 regarding information for application for CRP (Community Re-Invest) and BIG (Business Improvement Grants through Lackawanna County. CRP (Community Re-Invest) will be addressed on Parks and Recreation line item on this agenda. (copies provided)

16. POLICE DEPARTMENT: Ivy Brenzel, Police Chief

- A. Monthly Report for February 2023 (copies provided)

17. CIVIL SERVICE COMMISSION

- A. Police Chief Brenzel provided the Moscow Borough Civil Service Commission Annual Reports and Minutes for the calendar years 2020, 2021 and 2022 submitted to her by Kevin Strausser. (copies provided)

18. MAYOR'S REPORT: Rosemarie Warner

19. SHADE TREE COMMISSION:

20. NORTH POCONO COUNCIL OF GOVERNMENTS: Marc Gaughan, Council Representative

21. BUILDING INSPECTOR'S REPORT: Building Inspection Underwriters of PA, Inc.

22. ZONING OFFICER AND CODE ENFORCEMENT OFFICER: George Parker, PE

- A. Monthly Report for the month of February 2023. (copies provided)
- B. As an informational piece, an article dated February 24, 2023 entitled, "Dollar Tree Accused of "Endangering Everyone "Who Shops There" regarding a Dollar Tree store in Texas that OSHA is proposing fines against (copies provided)

23. ZONING HEARING BOARD:

24. PLANNING COMMISSION: Marc Gaughan, Council Representative

- A. Letter of interest dated February 10, 2023 from Nichole Musewicz for open position on the Planning Commission. (copies provided)

25. RECREATION: Paula Bechaver, Council Representative

- A. Email dated February 15, 2023 from Louis LaFratte Jr. regarding Moscow Borough Parks and Recreation grant information. (copies provided)
- B. Update on LC-CRP Grant #2021-12 and LC-CRP Grant 2022-11. These grants total \$8,000.00 and will be used for the fencing at Golden Park. Requesting Lackawanna County Department of Economic Development for an extension of June 2, 2024 for these two grants that currently have deadlines of June 2, 2023. (copies of letter provided)
- C. Request for The Moscow Borough Council grant permission to apply for Lackawanna County 2023 Re-Invest Grant for \$5,000.00. The application would be submitted to cover the cost of rubber mulch for Clover Park.

26. RECYCLING: Joseph Castrogiovanni, Council Representative

A. Recycling Reports for October 2022 through January 2023

- 1. Monthly Recycling Report for October 2022: 1.74 tons paper; 1.25 tons comingled; 3.01 tons cardboard; 23.50 tons brush; 10 trips to recycling center
- 2. Monthly Recycling Report for November 2022: 2.31 tons paper; 1.50 tons comingled; 1.53 tons cardboard; 19.81 tons brush; 9 trips to recycling center
- 3. Monthly Recycling Report for December 2022: 2.04 tons paper; 1.56 tons comingled; 2.39 tons cardboard; 5.45 tons brush; 7 trips to recycling center
- 4. Monthly Recycling Report for January 2023: 1.58 tons paper; 2.86 tons comingled; 1.05 tons cardboard; 0.25 tons brush; 7 trips to recycling center

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

- A. Generator
- B. Air Filtration Systems
- C. Automatic Defibrillator – Email received February 27, 2023 from Sean Riley, Account Representative for AED Brand, that he was notified that morning that the ZOLL AED Plus are inbound and should be shipping out within the next week. He also stated that he will have more specific information in a few days from the date of the email.

28. FINANCIAL REPORT: William Heim, Financial Chair

- A. A letter from Pennsylvania Department of Transportation Michael B. Carroll, Acting Secretary of Transportation regarding the Liquid Fuels Tax Fund Payment of \$69,492.28 to be paid to the Moscow Borough on March 1, 2023. (copies provided)
- B. PA Department of the Auditor General completed Moscow Borough Pension Audit via telephone with Elizabeth Murray, Treasurer for the period of January 2018 to December 2022. Audit is complete and in the review process which takes approximately 90 days for the final report to be released. Once finalization is complete the audit report will be released to the Moscow Borough for review. (copies provided)

29. MOSCOW SEWER AUTHORITY:

- A. Letter dated February 6, 2023 from the Lackawanna County Conservation District regarding Completeness Notification Letter. (copies provided)

- B. Email dated February 21, 2023 from Gregg Ciravolo, Department of environmental Protection, Waterways and wetlands Program regarding Technical Deficiency Letter for the Moscow Sewer Authority, Church Street Sanitary Sewer Extension (copies provided)
- C. Email dated February 28, 2023 from James Kanavy, Moscow Sewer Authority regarding information received regarding invoice Pay Estimate #13 Baltimore Moscow Sewer Extension as informational piece for review. (copies provided)
- D. Resolution 296-2023 waiving the permit fee required to be paid by the Moscow Sewer Authority pursuant to ordinance 243-2017 (copies provided)
- E. Letter dated February 28, 2023 from James Kanavy, Moscow Sewer Authority regarding information received in reference to SR690, Section D50 over Van Brunt Creek, Moscow Borough, Lackawanna County. (copies provided)

30. LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA):

31. SEWER ENFORCEMENT OFFICER: Jerome Loftus

32. STREETS: Marc Gaughan, Councilperson

- A. DPW Supervisor, Mark Mecca has not yet heard back as to when the street sweeper will be available for use for the Borough of Moscow.

33. EMERGENCY MANAGEMENT COORDINATOR: Kimberly Mecca

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

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

36. HEALTH AND SAFETY: Edward Gaughan Jr.

37. PERSONNEL COMMITTEE: Edward Gaughan Jr.

38. OLD BUSINESS:

39. NEW BUSINESS:

40. ADJOURNMENT:

THE NEXT SCHEDULED COUNCIL MEETING WILL BE MONDAY APRIL 3, 2023