

**MOSCOW BOROUGH COUNCIL MEETING MINUTES  
DECEMBER 4, 2023**

A meeting of the Moscow Borough Council was held on December 4, 2023 at 7:00 pm. at the Moscow Borough Building, 123 VanBrunt Street, Moscow, PA.

**Opening of Meeting**

Arthur Pencek, Council President, called the December 4, 2023 meeting to order at 7:00 pm. The 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	Present
Edward Gaughan (Vice-President)	Present	Marc Gaughan	Present
Paula Bechaver	Absent	William Heim	Present

Also present were Attorney Bruce Zero (Moscow Borough Solicitor), George Parker (Zoning and Code Enforcement Officer) Ivy Brenzel (Police Chief), Colin Young (Fire Chief) Jason Castrogiovanni, (Junior Council), Katherine Barker (Junior Council), James Kanavy (Moscow Sewer Authority) Maria Lucarine (Moscow Resident) James Powell (Citizen), Katrina Powell (Citizen), Brian Shaffer (Borough Historian), Amy Carlson (Business Office Manager)

**Sealed Bid Openings**

All sealed bids that were received by the deadline of Friday December 1, 2023 by 11:00 AM for the "Bid for Borough of Moscow Jennifer Street Stormwater Improvements" were opened and read aloud by Moscow Borough Council President Arthur Pencek as follows:

Linde Corp.	Lump Sum \$179,725.50	Alternate \$ 44,103.00
Wayco Corp.	Lump Sum \$170,796.25	Alternate \$ 32,377.40
Stafursky Paving Co.	Lump Sum \$253,104.75	Alternate \$ 52,930.35
Leeward Construction.	Lump Sum \$223,310.00	Alternate \$ 12,940.00
James O'Hara.	Lump Sum \$190,270.00	Alternate \$ 38,720.00

Marc Gaughan made a motion to accept the bids and to submit to Robert Bochicchio, P.E. DBIA of Greenman-Pedersen Inc. for approval. Bill Heim seconded the motion. The motion carried unanimously.

**Moscow Sewer Authority**

James Kanavy, president of the Moscow Sewer Authority presented the 2024 Moscow Sewer Authority Budget. William Heim made a motion to accept the 2024 Moscow Sewer Authority Budget. Ed Gaughan seconded the motion. The motion carried unanimously with a roll call vote.

James Kanavy stated that Jeffery Huff of Moscow has expressed interest in filling the vacant seat on the Moscow Sewer Authority. Marc Gaughan made a motion to accept Jeffrey Huff as new Moscow Sewer Authority member. William Heim seconded the motion. The motion carried unanimously.

Due to the passing of current Sewage Enforcement Officer for the Moscow Borough Jerome Loftus, Art Pencek stated he spoke with Paul Kosik who is interested in filling the vacancy of the Sewage Enforcement

Officer for the Moscow Borough. Marc Gaughan made a motion to accept appointment of Paul Kosik as Sewer Enforcement Officer for the Moscow Borough. William Heim seconded the motion. The motion carried unanimously.

### **Approval of Minutes**

The regular monthly council meeting was held on November 6, 2023. Minutes were submitted for review and approval. Motion was made by Joseph Castrogiovanni to accept minutes as written. Motion was seconded by Ed Gaughan. The motion carried unanimously with a roll call vote.

### **Citizen's Comments**

Moscow Borough resident, Maria Lucarine, was in attendance requesting an update on her concerns regarding a fence and concrete barriers placed near her property at R149 Market Street. Ms. Lucarine is requesting the concrete barriers be spaced with a minimum opening of 13 feet for emergency fire vehicles to pass through per the recommendation of the Fire Chief. She also does not like the construction method for the wooden rail fence along the property line. Zoning Officer, George Parker stated that a certified letter would be sent to C P Garnett, LLC, 149 Market St. Moscow, PA to address this matter per his determination of regulations set forth on the stated property lines affected. Ms. Lucarine requested to be informed when the letter is sent. Amy Carlson, Business Office Manager will inform Ms. Lucarine via USPS when the certified letter has been sent to property owner C P Garnett, LLC.

### **Moscow Volunteer Fire & Hose Company**

Chief Colin Young reported on the following:

November 2023 monthly report had a total of 90 calls. The breakdown was 72 EMS calls and 18 fire calls.

On December 10, 2023 at 11:00 AM Santa will be riding in the Moscow Volunteer firetruck throughout the borough.

Bill Heim made a motion to hire Raegan Donahue (EMT). Motion was seconded by Ed Gaughan. The motion carried unanimously.

### **General Correspondence**

Laurel Lines Vol 50, Issue 9 an informational piece was submitted for review.

Art Pencek and Marc Gaughan attended the Lackawanna & Wyoming Valley Railway Historical Society 50<sup>th</sup> Anniversary Dinner held at the Radisson in Scranton. A proclamation was presented to the Lackawanna & Wyoming Valley Railway Historical Society on behalf of the Moscow Borough.

### **Treasurer's Report**

The transfer report was submitted by Elizabeth Murray, Treasurer for approval for the month of November 2023. Bill Heim made a motion to make the transfers as reported. Dennis Cawley seconded the motion. The motion carried unanimously with a roll call vote.

The treasurer's report was submitted by Elizabeth Murray, Treasurer for the month of November 2023 and lists of bills to be paid from the general fund and liquid fuels fund. Dennis Cawley made a motion to accept the Treasurer's Report as reported and to pay the bills as presented. Joseph Castrogiovanni seconded the motion. The motion carried unanimously with a roll call vote. Monthly Reports for November 2023 were submitted for review (payroll transactions by payee, deposit detail and general fund register)

Joseph Castrogiovanni questioned whether the American Rescue Funds bank account was excluded from the new 4% interest rate structure since the paperwork was showing no interest. Amy Carlson, Business Office Manager stated she would look into as why this occurred and report back.

## **Real Estate Tax Collector**

The Real Estate Tax Collector's Report was provided for the month of November 2023.

## **Financial Report**

TCC Meeting was cancelled this month.

## **Streets/Planning Commission/Council of Governments**

The scheduled November 2023 Planning Commission Meeting was cancelled due to lack of content on the agenda.

Marc Gaughan made a motion to accept Resolution #271-2023 authorizing an application to the Pennsylvania Municipal Assistance Program. The motion was seconded by Dennis Cawley. The motion carried unanimously with a roll call vote.

Email dated November 15, 2023 from Timothy L. DeFoor, Department of the Auditor General, audit report of the Liquid Fuels Tax Fund of the Borough of Moscow. Requesting reimbursement of the Liquid Fuels money \$2,310.00 reason being submitted as ornamental fence due to incorrect verbiage on the invoice. Bruce Zero asked if we ever got an official notification as this is an audit. Council recommends submit to Robert Bochicchio, P.E. DBIA of Greenman-Pedersen Inc. for recommendation.

## **Zoning Officer Report**

George Parker, PE submitted Monthly Report for the month of November 2023.

George stated he was on site visit to meet with General Contractor for Family Dollar, 208 S Main St. (Andy M. Najibi, Pres., Atlas Mountain Construction) (267-210-5441). 4 permits are almost completed and a 5<sup>th</sup> permit is being put together. He also discussed with Mr. Najibi to keep the property neat during construction.

Marc Gaughan expressed concerns of the parking availability at Family Dollar and Pivot PT. George will consult Robert Bochicchio, P.E. DBIA of Greenman-Pedersen Inc., Moscow Borough engineer for recommendations if any.

Email dated November 13, 2023 regarding Notice of Judgement/Transcript Civil Case Moscow Borough vs. Thomas Reese. Docket No: MJ-45302-CV-0000115-2023 judgement was awarded as follows: Civil Judgement \$5,000.00 Server Fees \$31.64.

## **Police Report**

Chief Brenzel gave the Police report for the month of November 2023. There were at total of 108 911-calls and 107 cleared calls. Also, several events and training.

2023 National Night Out Moscow Borough placed third for areas with less than 5,000 population.

Bill Heim questioned the reduction of man hours from October to November, Chief Brenzel responded that Officer DeJesus has been off duty.

## **Mayor's Report**

Mayor Rosemarie Warner reported on the following:

The Annual Christmas Tree Lighting was held Thursday November 30, 2023 and was a huge success. The Mayor thanked all who worked, participated and volunteered for the annual event. Good time was had by all.

### **Junior Council**

Jason Castrogiovanni is finishing up editing pictures from the Annual Christmas Tree Lighting event and will forward them to be put on the website.

### **Personnel**

Ed Gaughan presented options and plans for Highmark 2024 Moscow Borough medical and vision plans due to premium cost increases. After a thorough presentation and discussion, the conclusion was to continue with the same medical and vision plan as 2023. The premium rates and deductibles are included in the 2024 budget

Suggestion by both Ed Gaughan and Atty. Bruce Zero was to research and look into other plans in September 2024 for the year 2025 plans.

### **Historian**

Brian Shaffer, Moscow Borough Historian, stated that he purchased frames and other items to preserve and put more on display.

### **Old Business**

The final presentation of the 2024 Moscow Borough Preliminary Budget was read by Council President Art Pencek. A motion was made by Bill Heim to accept the 2024 Moscow Borough Preliminary Budget as presented. The motion was seconded by Dennis Cawley. The motion carried unanimously with a roll call vote.

The final proposed Tax Levy Ordinance #271 – 2023 was read by Council President Art Pencek. A motion was made by Marc Gaughan to accept the 2024 Moscow Borough Preliminary Budget as presented. The motion was seconded by Ed Gaughan. The motion carried unanimously with a roll call vote.

Bill Heim recognized and thanked Amy Carlson, Business Office Manager for her efforts and work put into the 2024 budget process.

### **Adjournment**

Motion was made by Ed Gaughan to adjourn the meeting. Motion was seconded by Bill Heim. The motion carried unanimously.

### **Minutes submitted by Amy Carlson**