

**MOSCOW BOROUGH REORGANIZATION COUNCIL MEETING MINUTES  
JANUARY 2, 2024**

The meeting is being recorded.

Mayor Rosemarie Warner called the January 2, 2024 reorganization meeting to order at 7:00 pm.

North Pocono Weblos Pack 126 opened the meeting with the Pledge of Allegiance.

Mayor Rosemarie Warner administered Oath of Office to re-elected Moscow Borough councilmembers Joseph Castrogiovanni, Edward Gaughan and Marc Gaughan. Mayor Warner congratulated all of the re-elected officials.

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	Present

Also present were: Attorney Bruce Zero (Moscow Borough Solicitor), George Parker (Zoning and Code Enforcement Officer) Amy Carlson (Business Office Manager) Colin Young (Fire Chief) Ivy Brenzel (Police Chief), Jason Castrogiovanni, (Junior Council), Katherine Barker (Junior Council), Chuck Garnett (Moscow Business Owner) Joan Lucarine (Borough Resident), North Pocono Weblos Pack 126, Jacob Bianchi (Borough Resident) M. Bianchi (Borough Resident)

**Nominations for Council President, Vice-President and Secretary:**

Marc Gaughan made a motion to nominate Art Pencek as Council President. Bill Heim seconded the motion. Marc Gaughan made a motion to close nominations for President. Bill Heim seconded the motion.

Paula Bechaver made a motion to nominate Edward Gaughan as Council Vice President. Joseph Castrogiovanni seconded the motion. Marc Gaughan made a motion to close nominations for Vice President. Joseph Castrogiovanni seconded the motion.

Edward Gaughan made a motion to nominate Joseph Castrogiovanni as Council Secretary. Arthur Pencek seconded the motion. Marc Gaughan made a motion to close nominations for Council Secretary. Art Pencek seconded the motion.

All motions carried unanimously with a roll call vote. Art Pencek abstained from the President vote. Edward Gaughan abstained from the Vice President vote. Joseph Castrogiovanni abstained from the Secretary vote.

Mayor Warner then turned the meeting over to Art Pencek, Council President.

**MOSCOW BOROUGH MONTHLY COUNCIL MEETING MINUTES  
JANUARY 2, 2024**

Arthur Pencek, President Art Pencek called the January 2, 2024 regular meeting to order at 7:10 p.m.

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	Present

Also present were: Attorney Bruce Zero (Moscow Borough Solicitor), George Parker (Zoning and Code Enforcement Officer) Amy Carlson (Business Office Manager) Colin Young (Fire Chief) Ivy Brenzel (Police Chief), Jason Castrogiovanni, (Junior Council), Katherine Barker (Junior Council), Chuck Garnett (Moscow Business Owner) Joan Lucarine (Borough Resident), North Pocono Weblos Pack 126, Jacob Bianchi (Borough Resident) M. Bianchi (Borough Resident)

**Appointments to Boards/Committees/Commissions/Authorities/Officials:**

Marc Gaughan made a motion to make the appointments as listed below. Bill Heim seconded the motion. The motion carried unanimously. (no roll call taken)

Moscow Sewer Authority Board	Jeffrey Huff, Kevin McDonough
Planning Commission	Marc Gaughan, Judy Castrogiovanni
Recreation Commission	Kim Bochicchio, Michael Vilello
Moscow Borough Zoning Hearing Board (Alternate)	Donald Julian

Marc Gaughan made a motion to make the appointments as listed below. Bill Heim seconded the motion. The motion carried unanimously with a roll call.

Auditor	Murphy, Dougherty and Company
Depository	Peoples Security Bank
Insurance Company	DGK Insurance
Building Inspector	Building Inspectors Underwriters of PA
Engineer	Greenman - Pedersen, Inc.

Marc Gaughan made a motion to make the appointments as listed below. Bill Heim seconded the motion. The motion carried unanimously with a roll call.

Borough Solicitor	Attorney Bruce Zero
Borough Solicitor (Alternate)	Attorney Joseph McDonald
Emergency Management Coordinator	Kimberly Mecca
Flood Plain Administrator	George Parker
Flood Plain Administrator (Alternate)	Greenman - Pedersen, Inc.
North Pocono Council of Governments	Marc Gaughan
Planning Consultant	Mary Liz Donato
Right to Know Officer	Amy Carlson

Marc Gaughan made a motion to make the appointments as listed below. Bill Heim seconded the motion. The motion carried unanimously with a roll call.

Sewage Enforcement Officer	Paul Kozik
Tax Collection Committee (Delegate)	William Heim
Tax Collection Committee (First Alternate)	Arthur Pencek
Tax Collection Committee (Second Alternate)	Elizabeth Murray
Vacancy Board	Lisa Notarianni
Zoning and Code Enforcement Officer	George Parker
Zoning Hearing Board Solicitor	Attorney Brian Yeager

### **Citizen's Comments**

Chuck Garnett, Business property owner of C P Garnett, LLC. 149 Market Street, Moscow PA 18444 addressed council regarding a certified letter dated December 7, 2023 he received from Moscow Borough Zoning Officer, George Parker. The letter referred to cement concrete delineation devices that have been placed on his property line at the chosen point along your northwesternmost property line where access to lands of David and Maria Lucarine is positioned. The letter requested Mr. Garnett to adjust the space between the barriers to provide a clearance distance of thirteen (13) feet within 30 days of the letter. Mr. Garnett stated he feels he is being harassed. Arthur Pencek stated in no way is anyone trying to harass Mr. Garnett but just submitting a formal request. After addressing council Mr. Garnett stated if there is an ordinance or documentation with language of the set dimensions he will abide. Until that is made clear the barriers will remain where they currently are. Moscow Borough council solicitor Bruce Zero and Zoning Officer George Parker will review any such ordinance or documentation and respond to Mr. Garnett's request.

### **Approval of Minutes**

The regular monthly council meeting was held on December 5, 2023. Minutes were submitted for review and approval. Motion was made by Joseph Castrogiovanni to accept minutes as written. Motion was seconded by William Heim. The motion carried unanimously with a roll call vote.

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

Chief Colin Young reported on the following:

There were 17 fire related calls and 72 EMS calls for the month of December 2023.

### **General Correspondence**

Laurel Lines Vol 50, Issue 11 an informational piece was submitted for review.

Email dated December 21, 2023 regarding PMRS Administered Plan | 2022 GASB 68 Report for 35-078-3 P.0553 - Moscow Borough Police was submitted for review. A copy of entire report can be obtained at the business office

Email dated December 21, 2023 regarding PMRS Administered Plan | 2022 GASB 68 Report for 35-078-3 N.0552 - Moscow Borough was submitted for review. A copy of entire report can be obtained at the business office.

### **Treasurer's Report**

The transfer report was submitted by Elizabeth Murray, Treasurer for approval for the month of December 2023. Bill Heim made a motion to make the transfers as reported. Edward Gaughan 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 December 2023 and lists of bills to be paid from the general fund and liquid fuels fund. Joseph Catrogiovanni 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. Monthly Reports for December 2023 were submitted for review (payroll transactions by payee, deposit detail and general fund register)

### **Financial Report**

A motion was made by Marc Gaughan to implement up to 26 weeks Short-Term Disability Coverage for Employees through DGK Insurance. The motion was seconded by Paula Bechaver. The motion was carried unanimously with a roll call vote.

Permission was granted to have Elizabeth Murray, Treasurer set up and begin paying monthly recurring invoices where possible online.

Letter dated December 11, 2023 from Peoples Security Bank & Trust, Certificate of Deposit acct Ending in 3302 will automatically renew on January 05, 2024. Amy Carlson was instructed to compare that interest rate with interest rate at Edward Jones. Certificate of Deposit will be invested with the higher interest rate for a one-year period.

### **Business Office**

2024 Meeting Schedule, was advertised in the Times-Tribune December 14, 2023 and copies submitted to councilmembers.

A motion was made by Marc Gaughan to approve Ordinance 272- 2024 Amend Police Pension Plan to waive member contributions for 2024. Motion was seconded by Bill Heim. The motion was carried unanimously with a roll call vote.

### **Civil Service Commission**

Kevin Strausser, President has scheduled a Moscow Borough Civil Service Commission reorganization meeting for January 8, 2024 at 6:00 pm at the Borough Building.

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

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

Marc Gaughan had discussion revisiting paving cut ordinance at the next Planning Commission Meeting

Email dated December 5, 2023 from Robert Bochicchio, P.E. DBIA Greenman-Pedersen, Inc., regarding Maple Street Paving Plans was submitted for review.

A motion was made by Marc Gaughan to reject all previous bids submitted for the Jennifer Street project due to overbudget cost. Greenman Pederson is looking at adjusting scope of the work or perform the job in house through DPW department. Update to be submitted at the February 5, 2024 council meeting Bill Heim seconded the motion. The motion was carried unanimously with a roll call vote.

Marc Gaughan made a motion for the business office to advertise on Municibid to put the 2017 Ford F350 pickup truck out for bid. Bill Heim seconded the motion. The motion was carried unanimously with a roll call vote.

### **Zoning Officer Report**

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

### **Grants**

Contact Lou LaFratte regarding stormwater management grants.

## **Police Report**

Chief Brenzel gave the Police report for the month of December 2023. There were a total of 84 911-calls and 83 cleared calls for the month, also several events and training. The 2023 annual police report was read aloud. A copy can be obtained by contacting Chief Ivy Brenzel at the Moscow Borough Police Station.

A motion was made by Ed Gaughan to accept letter of resignation from Part-time Patrolman Andrew Cox and retirement letter from Part-time Patrolman Kevin Grace. Bill Heim seconded the motion. The motion was carried unanimously.

Picture dated December 6, 2023 in the Times-Tribune regarding the North Pocono Minisink Lions Club which was presented with Volunteer of the Year Award at the Moscow Borough 20<sup>th</sup> Annual National Night Out was submitted for review.

## **Recycling**

2024 Recycling schedule will be posted on the Moscow Borough website.

Moscow Borough residents can drop off Christmas trees for disposal at the Moscow Borough building area located to the right side of the building area located to the right side of the building (brush disposal area) there will be no curbside pick-up. Residents can also drop off Christmas tree for the disposal at the Lackawanna County Recycling Center for a \$15.00 fee.

## **Municipal Building**

Art Pencek announced that the generator was delivered on Wednesday December 20, 2023, Mark Mecca DPW Director will report back when it is up and running.

## **Moscow Sewer Authority:**

A motion was made by Marc Gaughan to accept Resolution #302-2024 in addition to an internal resolution from the Moscow Sewer Authority granting authorized signature authority to James Kanavy, Chairman of the Moscow Sewer Authority Board and Cheryl Bosley, Secretary. Motion was seconded by Joseph Castrogiovanni. Motion was carried with a roll call vote.

## **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**