



Moscow Borough Council  
Meeting Minutes

Monday July 1, 2024

Moscow Borough Municipal Building  
123 Van Brunt Street  
Moscow, PA 18444  
570.842.1699  
www.moscowboro.com

### Call Meeting to Order

President Art Pencek called the July 1, 2024 regular meeting to order at 7:00 p.m.

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                  | Present | William Heim          | Absent  |

Also present were: George Parker (Zoning and Code Enforcement Officer) Attorney Bruce Zero (Moscow Borough Solicitor) Amy Carlson (Business Office Manager) Colin Young (Chief Moscow Volunteer Fire & Hose Co) Ivy Brenzel (Police Chief), Katherine Barker (Junior Councilmember) Luis Arias (Incoming Junior Councilmember) Carol Yanko (resident)

### Oath of Office

Moscow Mayor Rosemarie Warner administered oath to Luis Arias as representative of the 2024-2026 term of Moscow Borough Junior Council. Luis thanked the Mayor and Moscow Borough Council for selecting voting for him for the position. He stated it is his honor to serve his community and perform his civic duty.

### Presentations:

On Thursday June 4, 2024 Art Pencek attended the Pennsylvania Association of Boroughs Annual Luncheon at the Hershey Lodge, Hershey, PA. He was presented with the award for 46 Years of Service to the Moscow Borough. Art received other awards on behalf and made presentations to Marc Gaughan (21 years of service), Rosemarie Warner (14 years of service Council/Mayor), Edward Gaughan (12 years of service) William Heim (38 years of service) also received recognition but could not attend tonight’s meeting for his presentation.

### Approval of Minutes

The monthly Council meeting was held on June 3, 2024. Minutes were submitted for review and approval. Motion was made by Joseph Casrogiovanni.to accept council meeting minutes as written. Motion was seconded by Dennis Cawley. The motion carried unanimously.

### Solicitors Report

Attorney Bruce Zero reported on the following:

Reviewed email dated June 18, 2024 from Mary Liz Donato, Planning Department Manager, Lackawanna County Planning and Economic Development which included the North Pocono Regional Plan Intergovernmental Agreement (IGA). Atty. Zero stated that everything is in order but ordinance cannot be voted on tonight as it needs to be advertised. Mary Liz Donato will also be at the Council of Governments meeting on July 10, 2024 if anyone has any further questions regarding the agreement.

Subject of responsible party to maintain or replace trees. Solicitor Bruce Zero stated that a resident He could not find anything in the borough ordinance that stated the property owner needs to replant the trees. The Covenant in Harmony Hills Development adjacent property owner could try to enforce to have trees replaced but the Moscow Borough is not responsible for enforcement.

### **Zoning Officer Report**

George Parker, PE submitted Monthly Report for the month of June 2024 for review.

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

Chief Colin Young, reported on the following:

There were 146 total calls 20 fire related calls and 126 EMS calls for the month of June 2024.

Reminded everyone that they will be conducting a raffle for (1) 2024 Honda FourTrax Rancher 4x4 ES with a drawing date on or around Labor Day 2024. For information and to purchase tickets visit the Moscow Volunteer Fire & Hose Co. Facebook page.

### **General Information**

Email dated June 12, 2024 from the PA Bureau of Workman's Compensation was submitted for review regarding the 2023 PA Workers' Compensation and Workplace Annual Report. Due to the extensive amount of information a PDF of the entire report is available upon request from the business office.

Social media post dated June 14, 2024 was submitted of Corporal Marty Cieless and Senator Rosemary Brown participating in the Jefferson Township Volunteer Fire Co. annual parade.

### **Treasurer's Report**

The treasurer's report was submitted by Elizabeth Murray, Treasurer for the month of June 2024 and lists of bills to be paid from the general fund and liquid fuels fund. Marc Gaughan made a motion to accept the transfer report and was seconded by Ed Gaughan. The Treasurers Report was read Marc Gaughan made a motion to accept the Treasurer's Report as reported and to pay the bills as presented. Monthly Reports for June 2024 were submitted for review (payroll transactions by payee, deposit detail and general fund register for review) Ed Gaughan seconded the motion. The motion carried unanimously with a roll call vote.

### **Real Estate Tax Collector's Report**

There were no Real Estate Tax Collector's Report submitted for the month of May 2024 due to meeting date of council meeting.

### **Financial Report**

Nothing to report for month of June 2024.

### **Business Office**

On Thursday June 6, 2024 Art Pencek, Dennis Cawley and Amy Carlson attended a zoom meeting with Thomas Skoch of ClearGov regarding an overview of digital budgeting software and current pricing for the Moscow Borough. Conclusion, the basic features presented already exist and additional features provided do not fit our needs at this time. Amy will contact Thomas to report the decision not to proceed going forward.

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

Marc Gaughan addressed the following:

Jennifer Street Stormwater Project is working well and Marc Gaughan complimented DPW Department Mark Mecca and Joy Savitz for their hard work in completing the project.

DPW Department next curbing and minor draining project to start on Greenfield Road, Mark Mecca getting pricing.

200 block of Maple Street waiting on additional review from Greenman-Pedersen Inc. making formal engineering recommendations/agreement. The Golden Park area tar and chip will not work, will either get an overlay or try and get a grant.

Council of Governments meeting will take place Wednesday July 10, 2024, at the Moscow Borough Building at 7:00 PM.

Marc Gaughan made a motion to advertise the North Pocono Regional Plan Intergovernmental Agreement (IGA) ordinance. Dennis Cawley seconded the motion. The motion carried unanimously with a roll call vote. Amy Carlson stated that she will have the ordinance advertised.

The monthly Planning Commission Meeting was held on June 24, 2024. Dave Lopatka, Engineer, Reuther Bowen Engineering Design, Construction Services presented and update and informal preliminary land development plans for 203 N Main St, Moscow, PA which will be a 1600 square foot construction of the Honesdale National Bank Branch. (The preliminary plans are on file and can be reviewed at the business office upon request)

### **Parks and Recreation**

Paula Bechaver Chairperson reported on the following listed below:

On May 21, 2024 \$57,626.00 of the \$100,000.00 LSA Grant was approved for Harmony Park & Clover Park. This will cover most if not all of Clover. Motion was made by Dennis Cawley to approve the proposal for \$44,899.00 from Lyons Recreation for playground equipment purchase and labor costs for Clover Park Ed Gaughan seconded the motion. The motion carried unanimously with a roll call vote.

Meeting with Louis LaFratte, grant writer to assist with process for application which opens in July 2024 for an additional LSA grant for 2025 in the amount of \$100,000.00 for completion of Clover and Harmony Park.

### **Mayor's Report**

Moscow Mayor Rosemarie Warner again congratulated Luis Arias as representative of the 2024-2026 term of Moscow Borough Junior Council. Also noted that Katherine Barker made her aware that she was unable to attend tonight's meeting.

### **Police Report**

Chief Brenzel gave the police report for the month of June 2024. There were at total of 133 911-calls and 132 cleared calls for the month, also several events and training.

### **Personnel Committee**

Ed Gaughan, Chairperson stated he has updates for the handbook were submitted for review with council. Before a vote for approval at next meeting Mayor Rose Warner suggested that Amy Carlson should distribute to employees for review to have the opportunity to voice any questions and concerns. Agreed to proceed with distribution and will update at next August 5, 2024 council meeting.

### **Adjournment**

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

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