

# JESSUP BOROUGH COUNCIL

December 18, 2024

## SPECIAL MEETING

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### AGENDA

**1. MEETING CALLED TO ORDER**

**2. ANNOUNCEMENT**

Pledge of Allegiance

Executive Session(s) held

Roll Call

Gregg Betti	Tom Fiorelli
Curt Camoni	Joe Mellado
Jeffrey Castellani	Roberta Galati
Jerry Crinella	

**3. PUBLIC COMMENT**

*Public Comment period is for oral comments regarding any action item(s) listed on this meeting agenda or any comments in general. No deliberations will be entered into by Council at this time. For an accurate public record, citizens are asked to approach the podium, state their name and address. Comment is limited to 5 minutes.*

**4. ADDITIONS TO THE COUNCIL MEETING AGENDA**

*Act 65 of 2021, if a matter is not on the Agenda, Council may not take official action on it with the following exceptions: Council can act on matter relating to potential or real emergencies. Council may add a matter of agency business to its agenda through a majority vote. The council must state why the action item is being added to the Agenda. Council may vote to add action item(s) to the agenda.*

**5. MOTIONS**

**A. Motion to adopt Resolution 22- 2024 fixing various Borough tax rates.**

Gregg Betti	Yea___	Nay___
Curt Camoni	Yea___	Nay___
Jeffrey Castellani	Yea___	Nay___
Jerry Crinella	Yea___	Nay___
Tom Fiorelli	Yea___	Nay___

Joe Mellado	Yea___	Nay___
Roberta Galati	Yea___	Nay___

**B. Motion to adopt to 2025 Budget.**

Gregg Betti	Yea___	Nay___
Curt Camoni	Yea___	Nay___
Jeffrey Castellani	Yea___	Nay___
Jerry Crinella	Yea___	Nay___
Tom Fiorelli	Yea___	Nay___
Joe Mellado	Yea___	Nay___
Roberta Galati	Yea___	Nay___

**C. Motion to accept the proposal of IWDA Engineering as Pave Cut Inspector effective January 1, 2025.**

Gregg Betti	Yea___	Nay___
Curt Camoni	Yea___	Nay___
Jeffrey Castellani	Yea___	Nay___
Jerry Crinella	Yea___	Nay___
Tom Fiorelli	Yea___	Nay___
Joe Mellado	Yea___	Nay___
Roberta Galati	Yea___	Nay___

**D. Motion to accept the resignation of Lindsay Tratthen effective January 3, 2025.**

Gregg Betti	Yea___	Nay___
Curt Camoni	Yea___	Nay___
Jeffrey Castellani	Yea___	Nay___
Jerry Crinella	Yea___	Nay___
Tom Fiorelli	Yea___	Nay___
Joe Mellado	Yea___	Nay___
Roberta Galati	Yea___	Nay___

**E. Motion to hire Jeremy Rivera Ruiz as a full-time DPW employee at a rate of \$ 24.68 per hour effective January 6, 2025.**

Gregg Betti	Yea___	Nay___
Curt Camoni	Yea___	Nay___
Jeffrey Castellani	Yea___	Nay___

Jerry Crinella	Yea___	Nay___
Tom Fiorelli	Yea___	Nay___
Joe Mellado	Yea___	Nay___
Roberta Galati	Yea___	Nay___

- F.** Motion to hire Vaughn Black as a part-time police officer at a rate of \$ 25.75 per hour contingent upon passage of a background check.

Gregg Betti	Yea___	Nay___
Curt Camoni	Yea___	Nay___
Jeffrey Castellani	Yea___	Nay___
Jerry Crinella	Yea___	Nay___
Tom Fiorelli	Yea___	Nay___
Joe Mellado	Yea___	Nay___
Roberta Galati	Yea___	Nay___

- G.** Motion to adopt Resolution 23- 2024 ratifying an agreement between Retired Chief Berta and the Borough.

Gregg Betti	Yea___	Nay___
Curt Camoni	Yea___	Nay___
Jeffrey Castellani	Yea___	Nay___
Jerry Crinella	Yea___	Nay___
Tom Fiorelli	Yea___	Nay___
Joe Mellado	Yea___	Nay___
Roberta Galati	Yea___	Nay___

- H.** Motion to contract with CODY Systems (COSTARS) for the purchase of a new police data management system at a cost of \$47,178.00.

Gregg Betti	Yea___	Nay___
Curt Camoni	Yea___	Nay___
Jeffrey Castellani	Yea___	Nay___
Jerry Crinella	Yea___	Nay___
Tom Fiorelli	Yea___	Nay___
Joe Mellado	Yea___	Nay___
Roberta Galati	Yea___	Nay___

**6. ADJOURN**



Consulting Engineers ▪  
Materials Testing ▪  
Construction Inspection ▪

November 27, 2024

Jessup Borough  
395 Lane St.  
Jessup, PA 18434

Attention: Borough Council

Reference: Jessup Borough  
Pavement Cut Ordinance

To whom it may concern,

IWDA, LLC would like to formally submit a proposal for the management and implementation of the Borough's Pavement Cut Ordinance within the Borough of Jessup. IWDA, with over 20 years of expertise in geotechnical engineering, construction management, and materials testing, is well-positioned to assist the Borough in ensuring the integrity of its infrastructure.

**Overview of Proposal:**

IWDA, under the leadership of Principal Michael Piepoli PE, has drafted an innovative pavement cut inspection program that has been successfully implemented in municipalities throughout northeastern Pennsylvania. This program is designed to enable the Borough to adopt a hands-off approach to managing pavement cut activities. IWDA will collaborate with Borough officials to review and revise the existing pavement cut ordinance, ensuring it aligns with PennDOT standards and provides the necessary oversight to safeguard the Borough's infrastructure.

**Current Clients:**

IWDA Engineering currently serves the following municipalities: Dunmore Borough, City of Carbondale, Jermyn Borough, Clarks Summit Borough, and Blakely Borough.

**Operational Process:**

IWDA will automatically receive all of the Borough's Pennsylvania One-Call tickets. Upon receipt of each ticket a thorough review of each ticket will be conducted to determine if inspection oversight is required. In cases where oversight is necessary, IWDA will contact the respective contractor/utility to schedule inspection services. This process will be applicable to all types of work within the Borough Right-of-Way (ROW) including backfilling, temporary restoration, and permanent pavement restoration. Additionally, following backfill/repair by contractors, IWDA will monitor cuts to ensure maintenance is completed until final restoration is complete.

**Invoicing Procedure:**

IWDA will send monthly invoices to the Borough along with a copy of each inspection report. Under the version of IWDA recommended ordinance, the Borough has the ability to add ten percent (10%) to the



monthly invoice and pass it on to the relevant utility company. IWDA will await payment from the Borough until the Borough receives payment from the billed client.

We believe that our proposal offers a robust solution for efficient pave cut ordinance management while maintaining transparency in the invoicing process. We are enthusiastic about the opportunity to collaborate with the Borough of Jessup on this initiative. IWDA is the designated pavement cut inspection company in the following municipalities: Dunmore Borough, Blakely Borough, Jermyn Borough, the City of Carbondale, and Clarks Summit Borough.

Should you have any questions or require additional information, please do not hesitate to contact me at 570-309-7681 or [Ldemarco@iwdaengineering.com](mailto:Ldemarco@iwdaengineering.com). We look forward to contributing to the success of the Jessup Borough infrastructure management.

Respectfully submitted,

*Louis DeMarco Jr*

Louis DeMarco Jr.

# **FEE STRUCTURE**



Consulting Engineers ▪  
Materials Testing ▪  
Construction Inspection ▪

November 27, 2024

Jessup Borough  
395 Lane St.  
Jessup, PA 18434

Attention: Borough Council

Reference: Jessup Borough  
Pavement Cut Ordinance

To Whom It May Concern,

Below is a list of IWDA Fees:

- Inspection First hour (minimum inspection) \$67.00/hour
- Second hour or hours thereafter or part thereof, per hour \$67.00/hour
- Inspection fees between the hours of 5:00 PM and 7:00 AM will carry a surcharge of 25%
- Inspection fees beyond 8 hours in a day will incur a premium surcharge of fee times 1.5 the hourly rate.
- Same day scheduling fee in accordance with the updated ordinance \$150.00/per inspection.
- Standard IRS mileage rate from 810 Mill St., Dunmore, Pa 18510.

Should you have any questions or require additional information please do not hesitate to contact our office.

Very truly yours,

A handwritten signature in black ink that reads 'Louis DeMarco Jr' in a cursive script.

Louis DeMarco Jr  
Project Manager

**Borough of Jessup  
Resolution # 22 of 2024**

**A RESOLUTION OF THE BOROUGH OF JESSUP, LACKAWANNA COUNTY,  
PENNSYLVANIA ASSIGNING THE VARIOUS BOROUGH TAX RATES FOR THE  
FISCAL YEAR 2025**

**BE IT RESOLVED**, the Borough of Jessup hereby enacts, approves, and ordains the following:

**Section One:**

A “Local Services Tax” at the rate of fifty-two (\$52.00) dollars per person or persons engaged in gainful employment within the Borough of Jessup, is hereby imposed for the fiscal year 2025, pursuant to the “Local Services Tax Ordinance of 2007”, as amended.

**Section Two:**

A wage tax of one-half percent (1/2%) on the earned income of all residents of the Borough of Jessup is hereby imposed for the fiscal year 2025, pursuant to the wage tax ordinance originally adopted April 23, 1948, as amended.

**Section Three:**

A one percent (1%) tax on the value of transfers of real estate within the Borough of Jessup is hereby imposed for the fiscal year 2025, pursuant to the Real Estate Transfer Tax Ordinance, originally adopted December 2, 1966, as amended.

**Section Four:**

A tax will be, and the same is hereby levied upon real property situate within the Borough of Jessup which is subject to taxation for Borough purposes for the fiscal year 2025 as follows:

The real estate tax rate for general Borough purposes is the sum of twenty-one and seven tenths (21.7) mills, or \$21.70 on each \$100.00 of assessed valuation of taxable property.

**THIS RESOLUTION IS DULY ENACTED AND APPROVED** at a public meeting duly advertised by a majority vote of Jessup Borough Council on this 18<sup>th</sup> day of December 2024.

**ATTEST:**

**THE BOROUGH OF JESSUP**

\_\_\_\_\_ (SEAL)

BY: \_\_\_\_\_

**Coleen Watt  
Borough Manager/Secretary**

**Council President**

**EXAMINED AND APPROVED THIS 18<sup>TH</sup> DAY OF DECEMBER 2024.**

BY: \_\_\_\_\_  
**Mayor – Borough of Jessup**



**BOROUGH OF JESSUP  
LACKAWANNA COUNTY, PENNSYLVANIA  
RESOLUTION # 23 OF 2024**

**A RESOLUTION OF THE BOROUGH OF JESSUP APPROVING AN AGREEMENT  
BETWEEN THE BOROUGH OF JESSUP AND ROBERT BERTA**

**WHEREAS**, the Borough of Jessup and Robert Berta (“Berta”) have negotiated an agreement wherein the rights and responsibilities of the Borough and Berta are addressed with respect to his remaining PTO and his retirement as Chief of Police.

**WHEREAS**, the Borough of Jessup and Berta desire to enter into an agreement based on that process.

**NOW, THEREFORE, BE IT RESOLVED**, that the Jessup Borough Council adopts this resolution approving an agreement between the Borough of Jessup and Roberta Berta attached hereto and authorizes the Borough officials to execute the same for the purposes herein contained.

**THIS RESOLUTION IS DULY ENACTED AND APPROVED** at a public meeting duly advertised by a majority vote of Jessup Borough Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**ATTEST:**

**THE BOROUGH OF JESSUP**

\_\_\_\_\_  
Coleen Watt, Secretary

\_\_\_\_\_  
Council President

**EXAMINED AND APPROVED THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_, 2024.

By: \_\_\_\_\_  
Mayor of the Borough of Jessup

**Jessup Borough  
2025 Proposed Budget**

**Revenue**

Taxes	\$ 2,052,594.00
Licenses & Permits	\$ 52,000.00
Fines	\$ 5,300.00
Interest	\$ 98,000.00
Intergovernmental Revenue	\$ 2,543,467.00
Zoning and Planning	\$ 10,750.00
Public Safety	\$ 142,095.00
Highways & Streets	\$ 20,000.00
Miscellaneous Income	\$ 1,550,769.00
Capital Improvements	\$ 858,513.00
Liquid Fuels	\$ 226,892.00
Refuse Fund	\$ 932,000.00
<b>Total</b>	<b>\$ 8,492,380.00</b>

**Expenses**

General Government	\$ 694,719.00
Public Safety	\$ 1,087,000.00
Health & Human Services	\$ 14,000.00
Public Works	\$ 464,650.00
Culture and Recreation	\$ 65,320.00
Insurance	\$ 193,250.00
Pension and Workers Compensation	\$ 199,000.00
Interfund Transfers	\$ 1,359,069.00
Capital Improvements	\$ 3,256,480.00
Liquid Fuels	\$ 226,892.00
Refuse Fund	\$ 932,000.00
<b>Total</b>	<b>\$ 8,492,380.00</b>

The Jessup Borough 2025 proposed budget will be available for public inspection in the Jessup Borough Bldg., 395 Lane St., Jessup, PA 18434 December 6, 2024 through December 18, 2024. Total millage for 2025 is 21.7 mills

**\*AMENDED\***

**Borough of Jessup  
Resolution # 22 of 2024**

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PENNSYLVANIA ASSIGNING THE VARIOUS BOROUGH TAX RATES FOR THE  
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**ATTEST:**

**THE BOROUGH OF JESSUP**

\_\_\_\_\_  
(SEAL)

**BY:** \_\_\_\_\_

**Coleen Watt  
Borough Manager/Secretary**

**Council President**

**EXAMINED AND APPROVED THIS 18<sup>TH</sup> DAY OF DECEMBER 2024.**