

JESSUP BOROUGH COUNCIL

January 6, 2025

REGULAR MEETING

.....
AGENDA

1. MEETING CALLED TO ORDER

2. ANNOUNCEMENT

Executive Session(s)

Pledge of Allegiance

Roll Call

Gregg Betti

Tom Fiorelli

Curt Camoni

Joe Mellado

Jeffrey Castellani

Roberta Galati

Jerry Crinella

3. LACKAWANNA ENERGY CENTER

4. PUBLIC COMMENT

5. CONSENT AGENDA

All items listed on the consent agenda are considered routine and will be acted upon by a single motion.

Approve the Minutes of the Special Meeting on November 26, 2024.

Approve the Minutes of the Regular Meeting on December 4, 2024

Approve the Minutes of Special Meeting on December 18, 2024

Approve the Secretary Report.

Approve the December Payroll in the amount of \$ 63,112.40.

Approve monthly payments in the amount of \$ 89,247.73 from General Fund.

Approve monthly payments in the amount of \$ 67,156.30 from Capital
Improvements.

6. ADDITIONS TO THE COUNCIL MEETING AGENDA

7. OLD OR UNFINISHED BUSINESS

Community Vision Plan

8. REPORTS

Mayor

Committees, Commissions, and Boards

- Stormwater; Chairperson – Jerry Crinella
Draft minutes, memos, reports, etc.
- Finance & Grants; Chairperson – Tom Fiorelli
Draft minutes, memos, reports, etc.
- Planning Commission; Chairperson – Corey Mahon
Draft minutes, memos, reports, etc.
- Zoning Hearing Board; Chairperson – Jeff Smith
Draft minutes, memos, reports, etc.

Controller; Benjamin Cardoni

Tax Collector; Genevieve Lupini

Zoning Officer; NEIC, Anthony Mengoni

Police Department; Chief Derek Fozard

DPW; Foreman Joseph Cirba

Engineer; Peters Consultants, Inc

Solicitor: Maura Armezzani Tunis

Borough Manager: Coleen Watt

9. COMMUNICATIONS (All available at the Borough Office for review)

10. NEW BUSINESS / MOTIONS

- A.** Motion to name People’s Security Bank and Trust Jessup Borough Depository for 2025.
- B.** Motion to approve the purchase of handguns for the Police Department from Witmer Public Safety Group in the amount of \$14,879.91. Vendor is a COSTARS participant.
- C.** Motion to accept the proposal from Hanover Engineering for a wetland’s delineation and environmental assessment not to exceed \$1,529.00.
- D.** Motion to appoint Bob Wasilchak, Jr, to the Planning Commission. Term to expire 12/31/2029.
- E.** Motion to appoint Steve Esagro to the Planning Commission. Term to expire 12/31/2029.
- F.** Motion to appoint Brittani Hamer Barcheski to the Planning Commission. Term to expire 12/31/2029.

- G.** Motion to appoint Rella Scassellati to the Zoning Hearing Board. Term to expire 12/31/2030.
- H.** Motion to appoint Steve Pitoniak to the Civil Service Commission. Term to expire 12/31/2031.
- I.** Motion to adopt updated Police Department Policies.
- J.** Motion to add public comment to the end of the agenda.
- K.** Motion to adopt Resolution 2025-1 ratifying the agreement between Chief Derek Fozard and Jessup Borough.
- L.** Motion to appoint Michael Arthur temporary Police Sergeant for a period of six (6) months. If after six (6) months no other full-time officer is interested in the position the current officer will remain in the position until such time as another full-time officer expresses interest, or the Sergeant position is filled after posting/test is given.
- M.** Motion to bid 1,400 tons of road salt through PA COSTARS for the 2025/2026 winter season.
- N.** Motion the adopt Resolution 2025-2 authorizing payment of Emergency Medical Technicians bills upon receipt.
- O.** Motion to contract with Pennsylvania Association of Boroughs for a CDL Drug and Alcohol Testing Program.
- P.** Motion to send a letter to PennDOT requesting deer crossing signs near Constitution Ave. and Lane St. and a speed study on Constitution Ave.
- Q.** Motion to advertise a request for proposal for borough engineering services for a full-service engineering company.
- R.** Motion to advertise for on-call snowplow drivers.
- S. ADJOURN**

**JESSUP BOROUGH COUNCIL
SPECIAL MEETING MINUTES
NOVEMBER 26, 2024, AT 6:45 PM**

A special meeting of Jessup Borough Council was held on Tuesday, November 26, 2024, at 6:45 p.m. in the Jessup Borough Building, 395 Lane Street, Jessup, PA 18434. The following business was transacted.

Pledge of allegiance to the flag was given.

Call to Order: Meeting was called to order at 7:00 p.m. by Council President, Roberta Galati

Roll Call: Present 4

Absent 3

Gregg Betti (absent)

Tom Fiorelli

Curt Camoni

Roberta Galati

Jerry Crinella

Joe Mellado – (absent)

Jeffrey Castellani (absent)

Announcements: Council held an executive session on November 26, 2024, at 6:30 p.m. regarding litigation.

Public Comment: None

Motions:

- A. Motion contract with Infracore to slip line the existing sanitary sewer lines on Church Street at a cost of \$49,555.00. The motion was made by Jerry Crinella second by Curt Camoni. Aye carried. (4-0)
- B. Motion to contract with Snyder Environmental to repair manholes on Church Street at a cost of \$113,621.25. The motion was made by Tom Fiorelli second by Jerry Crinella. Aye carried. (4-0)
- C. Motion to contract with Snyder Environmental to repair manholes on Church Street in the amount of \$113,621.25 provided the requested bonds are included. The motion was made by Jerry Crinella second by Tom Fiorelli to approve the amended motion. Aye carried. (4-0)
- D. Motion to purchase a snowplow for the DPW Utility Truck from Lowe's Sales and Service at a cost of \$7,950.00. The motion was made by Curt Camoni second by Tom Fiorelli. Aye carried. (4-0)
- E. Motion to adopt Resolution No. 19 of 2024 entering into an interim employment agreement with Derek Fozard and to authorize the appropriate Borough Officers to

**JESSUP BOROUGH COUNCIL
SPECIAL MEETING MINUTES
NOVEMBER 26, 2024, AT 6:45 PM**

execute the same. The motion was made by Jerry Crinella second by Curt Camoni. Aye carried. (4-0)

There being no further business, a motion was made by Tom Fiorelli second by Jerry Crinella. Meeting adjourned 6:55 p.m.

Respectfully submitted,

Coleen Watt, Secretary

**JESSUP BOROUGH COUNCIL
REGULAR MEETING MINUTES
DECEMBER 4, 2024, AT 7:00 PM**

The regular monthly meeting of Jessup Borough Council was held on Wednesday, December 4, 2024, at 7:00 p.m. in the Jessup Borough Building, 395 Lane Street, Jessup, PA 18434. The following business was transacted.

Pledge of allegiance to the flag was given.

Call to Order: Meeting was called to order at 7:00 p.m. by Council President, Roberta Galati

Roll Call: Present 7

Absent 0

Gregg Betti

Tom Fiorelli

Curt Camoni

Roberta Galati

Jerry Crinella

Joe Mellado

Jeffrey Castellani

Announcements: Council held an executive session on December 4, 2024, at 6:30 p.m. regarding litigation.

Lackawanna Energy Center: Harry Weiss had nothing to report. He wished everyone the best.

Public Comment:

Genevieve Lupini announced the Santa Train is this upcoming Saturday at 12:20 p.m. She thanked the DPW and Police and wished everyone a Merry Christmas.

Consent Agenda:

Approve the minutes of the regular November meeting. Motion by Gregg Betti second by Joe Mellado. Aye carried. (7-0)

Approve the minutes of the special meeting on November 12, 2024. Motion by Gregg Betti second by Tom Fiorelli. Aye carried. (7-0)

Approve the minutes of the special meeting on November 26, 2024. No action was taken. Minutes were not posted.

Approve the Secretary's report. Motion by Jerry Crinella second by Joe Mellado. Aye carried. (7-0)

Approve the November payroll in the amount of \$56,118.18. Motion by Curt Camoni second by Tom Fiorelli. Aye carried. (7-0)

Approve monthly payments in the amount of \$75,224.70 from the general fund. Motion made by Jerry Crinella second by Joe Mellado. Aye carried. (7-0)

**JESSUP BOROUGH COUNCIL
REGULAR MEETING MINUTES
DECEMBER 4, 2024, AT 7:00 PM**

Approve monthly payments in the amount of \$4,449.89 from Capital Improvements. Motion made by Gregg Betti second by Jeff Castellani. Aye carried. (7-0)

Reports of Officials and Committees:

Mayor: Mayor Buckshon welcomed Chief of Police Derek Fozard and thanked Past Chief of Police Robert Berta for over 40 years of service. The Christmas Tree Lighting was a great event despite the cold. The Valley Community Library is having a fundraiser on December 9th at Texas Roadhouse.

Controller: Ben Cardoni read the financial reports for the month.

Tax Collector: Genevieve Lupini reported what was collected as well as what is still outstanding. She also noted she sent out late notices.

Police Department: Chief Derek Fozard thanked the Mayor and Council for his new position as Chief of Police. He gave a synopsis of the calls for the month.

Council Member Jeffery Castellani needed to leave due to illness.

Motions:

- A. Motion to adopt Resolution 20 of 2024 authorizing the Borough Manager to act as the liaison between the Borough and Berkheimer. Motion made by Jerry Crinella second by Joe Mellado. Aye carried. (6-0)
- B. Motion to accept proposal of _____ for the creation of a Community Vision Plan at a cost of \$ _____. **Tabled.** Motion was made by Curt Camoni second by Jerry Crinella to table. Aye carried. (6-0)
- C. Motion to accept the proposal of _____ as a pave cut inspector. **Tabled.** A motion was made by Jerry Crinella second by Joe Mellado to table. Aye carried. (6-0)
- D. Motion to advertise the Proposed 2025 Fiscal Year Budget. A motion was made by Gregg Betti second by Joe Mellado. Aye carried. (6-0)
- E. Motion to accept the Geisinger Funding Alternative Proposal for employee health insurance benefits. The motion was made by Jerry Crinella second by Joe Mellado. Aye carried. (6-0)
- F. Motion to accept the Guardian Dental and Vision Proposal for employee benefits. The motion was made by Curt Camoni second by Jerry Crinella. Aye carried. (6-0)
- G. Motion to approve the Jessup Council meeting dates and advertise the same. The motion was made by Joe Mellado second by Gregg Betti. Aye carried. (6-0)
- H. Motion to pass Resolution 21 of 2024 authorizing and ratifying an application for the statewide LSA grant to replace the roofs on the bank building. Curt Camoni is not in favor and would like to sell the bank. The motion was made by Tom Fiorelli second by Jerry Crinella. Aye carried. (5-1)
- I. Motion to reimburse DPW employees for CDL license renewal in the amount of \$123.50. The motion was made by Curt Camoni second by Joe Mellado. Aye carried. (6-0)

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REGULAR MEETING MINUTES
DECEMBER 4, 2024, AT 7:00 PM**

- J.** A motion to remove Jerry Crinella, Robert Wasilchak and Mia Stine as trustees for the Borough's Uniform and Non-uniform pension plans with Integrated Capital Management. The motion was made by Joe Mellado second by Jerry Crinella. Aye carried. (6-0)
- K.** Motion to add Roberta Galati, Benjamin Cardoni and Coleen Watt as trustees for the Borough's Uniform and Non-uniform pension plans through Integrated Capital Management. A motion was made by Curt Camoni second by Jerry Crinella. Aye carried. (6-0)

Adjourn:

A motion was made by Joe Mellado second by Tom Fiorelli to adjourn the meeting. Meeting adjourned 7:55 p.m.

Respectfully submitted,

Coleen Watt, Secretary

**JESSUP BOROUGH COUNCIL
SPECIAL MEETING MINUTES
DECEMBER 18, 2024, AT 7:00 PM**

The regular monthly meeting of Jessup Borough Council was held on Wednesday, December 18, 2024, at 7:00 p.m. in the Jessup Borough Building, 395 Lane Street, Jessup, PA 18434. The following business was transacted.

Pledge of allegiance to the flag was given.

Call to Order: Meeting was called to order at 7:00 p.m. by Council President, Roberta Galati

Roll Call: Present 7

Absent 0

Gregg Betti

Tom Fiorelli

Curt Camoni

Roberta Galati

Jerry Crinella

Joe Mellado

Jeffrey Castellani

Announcements: Council held an executive session on December 18, 2024, at 6:30 p.m. regarding personnel.

Public comment: Miles Swift asked for an update on the property at 369 Lane St. Jessup, PA.

Motions:

- A. Motion to adopt Resolution 22-2024 fixing various Borough tax rates. There was a typo on the posted resolution that was corrected. A motion was made by Gregg Betti second by Jerry Crinella. Aye carried. (7-0)
- B. Motion to adopt 2025 budget. Curt Camoni asked numerous questions and noted he would be voting no. A motion was made by Jerry Crinella second by Joe Mellado. Aye carried. (6-1)
- C. Motion to accept the proposal of IWDA Engineering as Pave Cut Inspector effective January 1, 2025. A motion was made by Jerry Crinella second by Joe Mellado. Aye carried. (7-0)
- D. Motion to accept the resignation of Lindsay Tratthen effective January 3, 2025. A motion was made by Joe Mellado second by Gregg Betti. Aye carried. (7-0)
- E. Motion to hire Jermy Rivera Ruiz as a full time DPW employee at a rate of \$24.68 per hr. effective January 6, 2025. A motion was made by Gregg Betti second by Jeff Castellani. Aye carried. (7-0)
- F. Motion to hire Vaughn Black as a part time police officer at a rate of \$25.75 per hr. contingent upon passage of a background check. A motion was made by Gregg Betti second by Joe Mellado. Aye carried. (7-0)

**JESSUP BOROUGH COUNCIL
SPECIAL MEETING MINUTES
DECEMBER 18, 2024, AT 7:00 PM**

- G. Motion to adopt Resolution 23-2024 ratifying an agreement between Retired Chief Berta and the Borough. A motion was made by Jerry Crinella second by Gregg Betti. Aye carried. (7-0)
- 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. A motion was made by Jerry Crinella second by Curt Camoni to amend the motion to read contingent on a 5% cap for renewal. Aye carried. (7-0) A motion made by Gregg Betti second by Curt Camoni to approve the amended motion. Aye carried. (7-0)

Adjourned:

A motion was made by Joe Mellado second by Gregg Betti to adjourn the meeting. Meeting adjourned: 7:46 p.m.

Respectfully submitted,

Coleen Watt, Secretary

Bills Received in December 2024 - General Fund

1st Alarm Security	Annual monitoring for the Borough Building	\$	270.00
A & A Auto Parts	Vehicle supplies	\$	33.75
Anthony Snyder	EMS services provided	\$	374.00
AutoZone	Vehicle supplies	\$	26.97
Belgray Oil	DPW supplies	\$	218.00
Blakely Borough	Fuel for Borough vehicles	\$	2,253.48
Curtin & Heefner LLP	Municipal Environmental Representation services	\$	538.80
Danny's Car Spa Inc.	Washing services for police vehicles	\$	20.00
DAVIDHEISER'S INC.	Testing and servicing of police stop watches	\$	140.00
Dempsey Uniform & Linen Supply	Cleaning & sanitation services & supplies	\$	547.89
Donald G. Karpowich, Attorney-At-Law, P.C.	Legal services	\$	420.00
Econo Signs LLC	Traffic signs	\$	58.71
English's Pro Hardware & Appliance	General supplies for Borough	\$	83.10
Fagnani Firearms, LLC	Police supplies	\$	1,440.65
FleetPride	DPW supplies	\$	58.90
Geo-Science Engineering & Testing	Professional services rendered in connection with street cuts	\$	646.25
George Yurkanin	EMS services provided	\$	510.00
Greenfield Equipment	DPW Uniforms	\$	130.50
Iron Nebula	IT Services	\$	4,795.75
James O'Neill	EMS services provided	\$	824.50
Jennifer Filipski	Reimbursement for breakroom supplies	\$	54.74
Lowes Sales & Service	Repairs to DPW vehicles	\$	9,150.00
Mario J. Hanyon, Esquire	Legal services for Zoning Hearing Board	\$	1,660.82
Michael Dinning	EMS services provided	\$	408.00
Mid-Valley Plumbing Supply, Inc.	DPW supplies	\$	13.50
NEIC	Billing for building and zoning services	\$	921.82
Nicole Pisarski	Court reporting services	\$	150.00
Northeast Hydraulics	Vehicle supplies	\$	422.47
PA State Association of Boroughs	Borough News subscription and listing	\$	40.00
Pena-Plas	DPW supplies	\$	455.63
Pennsylvania Municipal Retirement Systems	Annual administrative fee	\$	120.00
Peters Consultants, Inc.	Engineering services	\$	19,879.25
Powell's Sales & Service	Vehicle supplies	\$	809.50
Rainey & Rainey, CPAs	Annual audit	\$	8,975.00
Reeves Rent-A-John, Inc.	Services to Memorial Field, Station Park, Pioneer Field & Sara Bratty Park	\$	744.00
Robert Vislosky	Reimbursement for CDL License fee	\$	84.00
Rossi Rooter, LLC	Service on Thomas Street	\$	595.00
S&S Automotive Repair LLC	Repair to DPW vehicles	\$	3,571.76
Sandra Opshinsky	Grant writing services	\$	5,850.00
Saporito, Falcone, & Watt	Monthly bill for legal services	\$	4,574.20
Scranton Dodge	Maintenance/service to police vehicle	\$	157.15
Scranton Times	General advertising costs	\$	1,138.52
Stafursky Auto Parts Inc (NAPA Auto Parts)	Vehicle supplies	\$	420.00
Stafursky Paving Company	Paving services at 2nd & Hill Streets	\$	5,100.00
Starr Uniform Center	Police uniforms	\$	5,999.81
Stephenson Equipment, Inc.	Vehicle supplies	\$	338.88
Thomas J. Anderson & Associates, Inc.	Consulting services for police pension plan	\$	3,400.00
Valley Carpet & Janitorial Services	Monthly bill for cleaning services	\$	370.00
Zachary Roditski	Reimbursement for uniform purchases	\$	452.43

Total \$ 89,247.73

December 4, 2024		
GENERAL FUND - December 2024		
SAVINGS ACCOUNT		
BALANCE: November 30, 2024		\$ 2,373.24
RECEIPTS: December 2024		
Interest on Savings-Peoples Security Bank		\$ -
SUB-TOTAL		\$ 2,373.24
Transferred from Savings to Checking		\$ -
BALANCE GENERAL FUND SAVINGS ACCOUNT: December 31, 2024		\$ 2,373.24
CHECKING ACCOUNT		
BALANCE: November 30, 2024		\$ 238,696.49
DEPOSIT RECEIPTS: December 2024		
Berkheimer LST - December 2024	\$ 1,911.74	
Berkheimer EIT - December 2024	\$ 8,336.70	
Building Permits	\$ 195.00	
Zoning and/or Land Development Fees	\$ 50.00	
Jessup Borough 2024 Real Estate Tax	\$ 4,058.68	
Real Estate Transfer Tax	\$ 44,782.20	
Police Fines - Magistrate & State Police	\$ 1,076.77	
Transfer from Money Market Account	\$ 200,000.00	
Interest on Checking-Peoples Security Bank	\$ 932.95	
Total Checking Account Receipts		\$ 261,344.04
SUB-TOTAL		\$ 500,040.53
<i>Total Checking Account Expenditures</i>		<i>\$ 195,484.83</i>
GENERAL FUND CHECKING ACCOUNT BALANCE: December 31, 2024		<u>\$ 304,555.70</u>
GENERAL FUND EXPENDITURES: December 2024		
AFLAC	\$ 247.02	
Airgas	\$ 117.77	
American Legion Post 411	\$ 1,076.50	
Anthony Snyder	\$ 306.00	
AutoZone	\$ 127.07	
Blakely Borough	\$ 2,230.99	
Charles Schwab	\$ 2,227.79	
Comcast	\$ 771.83	
Crystal Clear Spring Water Co.	\$ 70.00	
Curtin & Heefner LLP	\$ 561.30	
Danny's Car Spa, Inc.	\$ 30.00	
DeLage Landen-Financial Services	\$ 189.33	
Dempsey Uniform & Linen Supply Inc.	\$ 495.25	
Donald G Karpowich	\$ 540.00	
Dunmore Materials	\$ 1,249.37	
Econo Signs	\$ 244.11	

GENERAL FUND EXPENDITURES: December 2024		
English Hardware	\$	15.99
Foster & Foster, Inc.	\$	1,300.00
Geisinger - Employer paid portion	\$	9,257.68
Geisinger - Employee paid portion	\$	659.12
George Yurkanin	\$	1,164.50
Grasshopper Lawns, Inc.	\$	54.98
Guardian - Dental employer paid portion	\$	376.96
Guardian - Dental employee paid portion	\$	35.98
Guardian - Life	\$	141.75
Guardian - Vision employer paid portion	\$	87.67
Guardian - Vision employee paid portion	\$	6.02
James O'Neill	\$	1,224.00
Jeffrey or Jessica Cirba	\$	2,850.00
Jennifer Filipski	\$	133.20
Jessup Auto	\$	169.01
Jessup Tax Collector	\$	128.24
John Robinson	\$	1,024.00
Joseph Cirba	\$	250.00
Joyce, Carmody, & Moran, P.C.	\$	560.00
Justus Home & Garden	\$	4.99
L.R.B.S.A.	\$	231.75
Lowe's	\$	29.00
Lowes Sales & Service	\$	998.50
Magnum Screening	\$	300.00
Masters Concrete Products, Inc.	\$	210.00
Michael Dinning	\$	1,326.00
NEIC	\$	14,223.78
Nicole Pisarski	\$	150.00
PA State Association of Boroughs	\$	75.00
PAWC	\$	3,019.90
Pennsylvania One Call System	\$	99.75
Peters Consultants, Inc.	\$	18,624.50
Powell's Rental	\$	385.00
Powell's Sales & Service	\$	471.75
PPL Electric Utilities	\$	1,928.28
Rave Mobile Safety	\$	5,130.00
Reeves Rent-A-John, Inc	\$	612.00
Robert Vislosky	\$	500.00
S&S Automotive	\$	905.50
Saporito, Falcone, & Watt	\$	4,408.86
Scranton Times	\$	1,574.42
Service Tire Truck Centers	\$	998.26
Sherwin-Williams	\$	63.74
Stafursky Auto Parts	\$	439.96
Starr Uniform	\$	2,021.22
State Workmen's Insurance Fund	\$	5,428.00

GENERAL FUND EXPENDITURES: December 2024		
Stephenson Equipment, Inc.	\$	775.08
Teamsters Local Union 229	\$	815.00
Throop Landscape Supply, LLC	\$	8.25
TOPP Business Solutions	\$	19.56
UGI Penn Natural Gas, Inc.	\$	396.88
United Fence Supply Co.	\$	279.55
Urban Electrical Contractors	\$	7,740.80
Valley Carpet Cleaning	\$	370.00
Verizon	\$	170.82
Verizon Wireless	\$	926.15
Peoples Security Bank-Credit Card Payment	\$	1,779.05
Employee Payroll	\$	63,112.40
We Pay Payroll Processing Co.	\$	380.00
Payroll Tax Liabilities	\$	24,627.70
	TOTAL	\$ 195,484.83



January 6, 2025

CAPITAL IMPROVEMENTS

BALANCE: November 30, 2024		\$ 444,033.67
RECEIPTS: December 2024		
Peoples Security (Interest)	\$ 1,475.43	
TOTAL ACCOUNT RECEIPTS		\$ 1,475.43
SUB-TOTAL		\$ 445,509.10
<i>Total Expenses December 2024</i>		<i>\$ 67,156.30</i>
Balance December 31, 2024		\$ 378,352.80
EXPENSES December 2024		
Roche Supply Inc. <i>For Constitution Avenue project payment</i>	\$ 3,134.90	
Specialty Traffic Control & Flagging LLC <i>For Constitution Avenue project payment</i>	\$ 1,245.50	
Pioneer Contruction Company Inc. <i>For Mary Jo Drive sewer line project</i>	\$ 62,775.90	
Total Expenses	\$ 67,156.30	

MONEY MARKET ACCOUNT

BALANCE: November 30, 2024		\$ 807,953.91
RECEIPTS: December 2024		
Peoples Security (Interest)	\$ 2,317.36	
TOTAL ACCOUNT RECEIPTS		\$ 2,317.36
SUB-TOTAL		\$ 810,271.27
<i>Total Expenses December 2024</i>		<i>\$ 200,000.00</i>
Balance December 31, 2024		\$ 610,271.27
EXPENSES December 2024		
Transfer to General Fund	\$ 200,000.00	
Total Expenses	\$ 200,000.00	

MOTOR LICENSE FUND

BALANCE: November 30, 2024		\$ 97,637.03
RECEIPTS: December 2024		
Peoples Security (Interest)	\$ 295.33	
TOTAL ACCOUNT RECEIPTS		\$ 295.33
SUB-TOTAL		\$ 97,932.36
<i>Total Expenses December 2024</i>		<i>\$ 23,574.03</i>
Balance December 31, 2024		\$ 74,358.33
EXPENSES December 2024		
American Rock Salt Co.	\$ 15,176.55	
PP&L	\$ 8,397.48	
Total Expenses	\$ 23,574.03	

REFUSE ACCOUNT

BALANCE: November 30, 2024		\$ 108,434.19
RECEIPTS: December 2024		
Refuse Fee Collected	\$ 15.00	
Peoples Security (Interest)	\$ 823.91	
TOTAL ACCOUNT RECEIPTS		\$ 838.91
SUB-TOTAL		\$ 109,273.10
<i>Total Expenses December 2024</i>		<i>\$ 77,670.00</i>
Balance December 31, 2024		\$ 31,603.10
EXPENSES December 2024		
JP Mascaro & Sons	\$ 77,670.00	
Total Expenses	\$ 77,670.00	

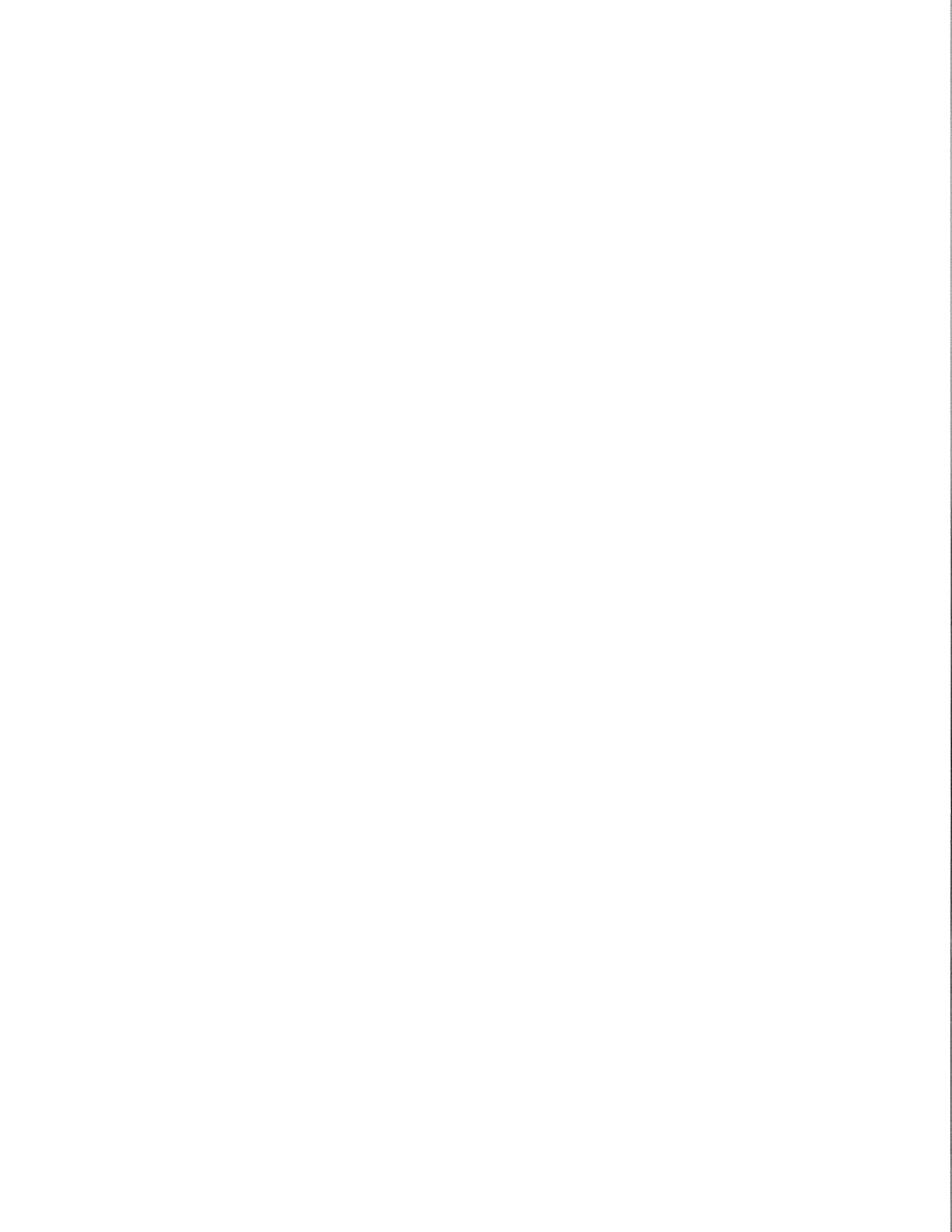
January 6, 2025

12 Month CD

ORIGINAL BALANCE		\$ 250,000.00
CURRENT BALANCE		\$ 273,002.36
<i>Maturity Date:</i>	<i>2/4/2025</i>	
<i>Interest Rate:</i>	<i>4.75%</i>	
<i>*Rollover 02/04/2023, 08/04/2023, 02/04/2024</i>		

12 Month CD

ORIGINAL BALANCE		\$ 258,137.21
CURRENT BALANCE		\$ 273,445.07
<i>Maturity Date:</i>	<i>5/11/2025</i>	
<i>Interest Rate:</i>	<i>4.43%</i>	
<i>*Rollover 05/11/2024</i>		



January 6, 2025

12 Month US Treasury Securities

ORIGINAL PURCHASE PRICE		\$ 130,556.36
VALUE AS OF 12/31/2024		\$ 134,767.43
Maturity Date:	3/31/2025	

12 Month US Treasury Securities

ORIGINAL PURCHASE PRICE		\$ 124,648.36
VALUE AS OF 12/31/2024		\$ 138,379.79
Maturity Date:	6/12/2025	

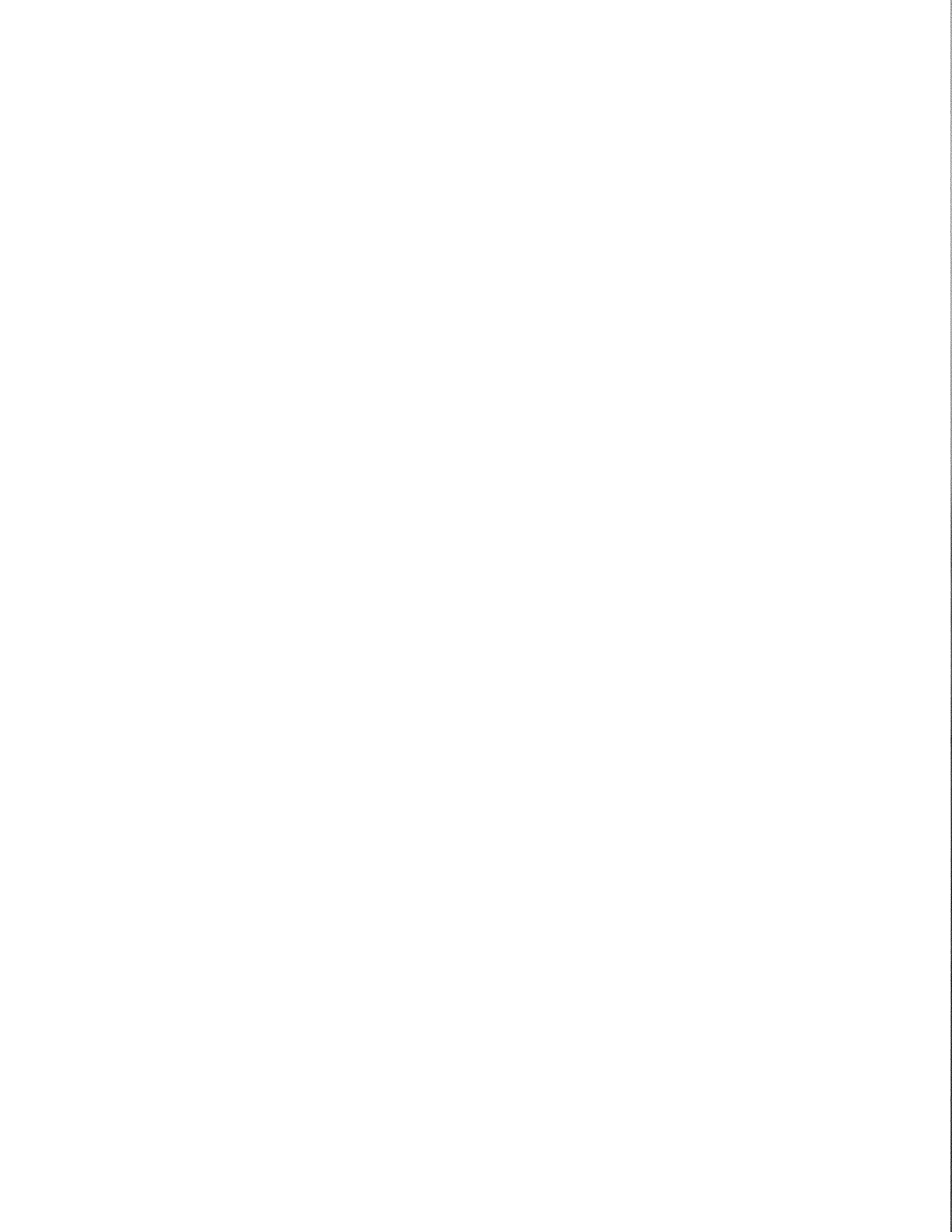
12 Month US Treasury Securities

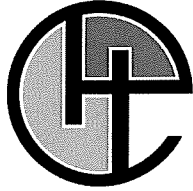
ORIGINAL PURCHASE PRICE		\$ 128,984.04
VALUE AS OF 12/31/2024		\$ 133,946.25
Maturity Date:	9/30/2025	

Insured Cash Account

ORIGINAL BALANCE		\$ 1,664.90
CURRENT BALANCE		\$ 134,945.40

*Please note that values fluctuate on a daily basis and the interest on the bills is not fully recognized until the bills have reached their maturity dates.





HanoverEngineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944
Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

November 25, 2024

Borough of Jessup
395 Lane Street
Jessup, PA 18434

RE: Proposal – Wetlands and Waters Evaluation and
Environmental Assessment
Morgan Street Outfall
Borough of Jessup, Lackawanna County, PA
Hanover Project P24-1108

Dear Borough Council Members:

Thank you for the opportunity to present this proposal to conduct a Wetlands and Waters Evaluation and Environmental Assessment for the proposed outfall at Morgan Street, as described below in greater detail.

Scope of Work

1. Wetlands and Waters Evaluation

We will conduct a field evaluation to identify and delineate the boundary line(s) of any wetlands and “waters of the Commonwealth/ United States” at the location of the proposed Morgan Street Outfall Project, in accordance with the *Corps of Engineers Wetlands Delineation Manual* (January 1987) and subsequent guidance documents and regional supplements. All applicable field notes recorded during the site evaluation and photographs will be taken for documentation and will be included in a formal wetland letter report, including field data sheets and a sketch map of delineated features. Any wetlands/waters boundaries flagged on the property will be located using a handheld Global Positioning Systems unit (e.g., Trimble GeoXH 6000 Series) which may be provided in raw data format to the client upon request.

Fee for Task 1: \$625.00

2. Environmental Assessment

In accordance with the Department’s *Aquatic Resource Conditional Level 2 Rapid Assessment Protocols* and subsequent Guidance documents and instructions, Hanover Engineering we will expand the evaluation area beyond the proposed limits of disturbance for the outfall to investigate surrounding conditions for preparation of the Environmental Assessment (EA). Upon gathering the field data, additional desktop evaluations will be conducted for the preparation of the EA Form, Narrative, and Riverine Assessment. This information shall be included as part of the Chapter 105 Waters Obstruction and Encroachment (Joint Permit) Application.

Fee for Task 2: \$904.00

Project Cost & Schedule

Hanover Engineering can complete the above Scope of Work on a “time and materials” basis not to exceed \$1,529.00. Field work will be completed within one (1) to two (2) weeks upon receiving a signed copy of this Proposal, weather permitting. The Environmental Assessment will be completed within one (1) after

completing the field work, unless additional time is required for coordination with Peters Consultants, Inc. for overlapping Joint Permit Application documents.

This Proposal does not include the following items and their associated costs:

1. Professional Land Surveying to locate and map the property boundaries, wetlands/waters boundaries flagged on the properties, or any other features;
2. Completion and submission of any project permits or approvals including, but not limited to, wetlands and waters encroachment permits, building/utility permits, Natural Features Conservation Plans, Township Ordinance Variances, and others;
3. Delineation of wetlands and waterways boundaries beyond the property boundary;
4. Obtaining a Jurisdictional Determination from the United States Army Corps of Engineers;
5. Formal surveys or reports for listed rare, threatened, and/or endangered species and/or resources;
6. Labor and materials not explicitly described and included in the above Scope of Work; and
7. Any meetings that are not expressly included in the above Scope of Work.

Our firm's obligation, as defined within this proposal, will be to assist with the above scope of work. Additional work will be performed as directed by the client on a time and material basis or as further agreed to in accordance with subsequent proposals or contract Change Orders. Tasks and/or deliverables not specifically identified within this proposal are specifically excluded from the scope of work and estimated costs identified above.

Should circumstances cause the cessation of the project, the client shall be responsible for payment of all work completed by Hanover Engineering Associates, Inc. and any of its subcontractors up until the day of notification to cease services. Should the project start again after cessation notification, Hanover Engineering reserves the right to prepare a new proposal with a new scope of work prior to Hanover Engineering resuming consulting services.

If you wish for us to proceed, please sign and return the Authorization to Proceed (below) and Terms and Conditions (attached).

If you have any questions or require additional information, please call me at 610.691.5644.

Respectfully,

HANOVER ENGINEERING

Pamela J. Kemecsy

Pamela J. Kemecsy
Project Scientist

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Enclosure(s)

1. Terms and Conditions of Service Agreement (P24-1108)
2. 2024 Municipal Fee Schedule (1-1-24)