

JESSUP BOROUGH COUNCIL

March 5, 2025

REGULAR MEETING

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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. SWEARING IN OF POLICE OFFICERS

4. 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 Regular Meeting on February 5, 2025.

Approve the Secretary Report.

Approve the February Payroll in the amount of \$ 59,696.15

Approve monthly payments in the amount of \$92,955.77 General Fund.

5. ADDITIONS TO THE COUNCIL MEETING AGENDA

6. OLD OR UNFINISHED BUSINESS

Community Vision Plan

7. 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

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

9. PUBLIC COMMENT

10. NEW BUSINESS / MOTIONS

- A.** Motion to use Community Development Block Grant money to install a handicap bathroom at Kidz Korner.
- B.** Motion to approve expenditure for vehicle damage caused during an ice storm in the amount of \$2,543.33.
- C.** Motion authorizing Civil Service testing for up to three (3) additional officers.
- D.** Motion to amend Jessup Borough Public Meeting Policy
- E.** Motion to adopt Ordinance 1 of 2025 amending Ordinance 6 of 2022 along with amendments thereto regarding pave cuts in the Borough of Jessup.
- F.** Motion to adopt Resolution 2025-6 establishing a fee schedule for pave cuts and related fees regarding pave cuts.
- G.** Motion to advertise for a lead counselor for the 2025 summer camp.
- H.** Motion to advertise for camp counselors for the 2025 summer camp.

- I.** Motion to update the employee handbook.
- J.** Motion to advertise DPW summer help beginning in April and ending in September.
- K.** Motion to advertise an ordinance implementing a sewer hookup fee.
- L.** Motion to advertise an amendment to the Zoning Ordinance regarding electric vehicle charging stations.
- M.** Motion to advertise an amendment to the Refuse Ordinance.
- N.** Motion to send interested Borough employees to PSAB Annual Conference June 1-4, 2025, at the Hershey Lodge and Convention Center. Borough to pay registration, hotel, meals and mileage. Registration for all 4 days is \$250.00. Registration for one day is \$100.00. Hotel rates are \$239.00 per night.
- O.** Motion to enter into an independent contractor agreement with Sarah McDougall for EMT services at an hourly rate of \$17.00.
- P.** Motion to enter into an independent contractor agreement with Nicole McDonald for EMT services at an hourly rate of \$17.00.
- Q. ADJOURN**

**JESSUP BOROUGH COUNCIL
REGULAR MEETING MINUTES
February 5, 2025, AT 7:00 PM**

The regular monthly meeting of Jessup Borough Council was held on Monday, February 5, 2025, 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.

A moment of silence was observed in remembrance of the past Chief of Police, Patrick Kane.

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

Council held an executive session February 5, 2025, at 6:30 p.m. regarding personnel.

Roll Call: Present 5

Absent 2

Gregg Betti

Tom Fiorelli

Curt Camoni

Roberta Galati

Jerry Crinella - absent Joe Mellado – absent

Jeffrey Castellani

Lackawanna Energy Center – Harry had nothing there was nothing to report.

Consent Agenda

Motion to approve the minutes of the regular meeting on January 6, 2025. Motion made by Jeff Castellani second by Gregg Betti. Aye carried. (5-0)

Motion to approve the minutes of the special meeting on January 9, 2025. Motion made by Gregg Betti second by Jeff Castellani. Aye carried. (5-0)

Motion to approve the minutes of the special meeting on January 23, 2025. Motion made by Curt Camoni second by Gregg Betti. Aye carried. (5-0)

Motion to approve the secretary's report. Motion made by Gregg Betti second by Jeff Castellani. Aye carried. (5-0)

Motion to amend the motion to approve payroll to read the January payroll. Motion made by Gregg Betti second by Curt Camoni. Aye carried (5-0)

Motion to approve the January payroll in the amount of \$97,030.04. Aye carried. (5-0)

Motion to approve general fund monthly payments in the amount of \$50,510.60. Aye carried. (5-0)

Old Business

Community Vision Plan

**JESSUP BOROUGH COUNCIL
REGULAR MEETING MINUTES
February 5, 2025, AT 7:00 PM**

Reports

Finance and Grants – Tom Fiorelli gave a recap of the capital improvement projects the borough completed in 2024. We received \$1,174,181.00 in grant funding.

Zoning Hearing Board Chairman – Jeff Smith noted there is a zoning hearing scheduled for February 26, 2025, regarding 308-310 Hill Street. Solicitor Hanyon is going to try to make contact with the court regarding Kearney Steel. Mario did speak with Attorney Walsh. The required policy for the borough's insurance is in progress. In conjunction with the policy, ethics training is required.

Mayor – Mayor Buckshon thanked the police for putting on a classy show for past Chief Patrick Kane's funeral as well as DPW for all their help.

Controller – Ben Cardoni reported the balances of all borough accounts.

Tax Collector – Genevieve Lupini gave an account of taxes collected in 2024. She also announced there are two (2) KOZ's that received extensions.

Zoning Officer, Anthony Mengoni – The zoning officer reported there will be a hearing February 18, 2025, regarding the 4th Avenue property that was destroyed by a fire. There was a question regarding raising chickens. Anthony noted residents with questions regarding raising fowl on their property should reach out to the zoning officer directly.

Police Chief, Derek Fozard – Chief Fozard thanked the local fire companies police departments and Jessup DPW for their participation in the funeral services for past Chief of Police, Patrick Kane. He gave an overview of police department activities for the month.

Solicitor, Maura Armezzani Tunis – The solicitor gave an update regarding the transfer of a NPDES permit for the property previously owned by Jessup Crossings. She looked into a sewer hookup fee, and it is something Council could consider.

Borough Manager, Coleen Watt – The borough received a quote for the chimney extension on Saxon for \$600.00 and it will raise the chimney two (2) feet. For \$900 it can be raised to four (4) feet which is the maximum height.

Public Comment – Angel Muchal with Citizens for a Healthy Jessup asked to use JYSA for an Easter Egg Hunt on April 5, 2025, with a rain date of April 6, 2025.

Brittani Barcheski thanked everyone for taking her seriously and hearing her out in regard to the burned-out property next to her home. She will be in attendance at the hearing on February 18th regarding the property on 4th Avenue that burned. This has been ongoing since 2018. It would be great to not have to look at that.

**JESSUP BOROUGH COUNCIL
REGULAR MEETING MINUTES
February 5, 2025, AT 7:00 PM**

Genevieve Lupini asked if there is any hope in getting a show mobile set up at Memorial Stadium because when Jessup 21st Century has events they need to rent a show mobile. This year they are planning a large entertainment group. She asked if there might be a grant. She also asked about a grant to provide upgrades at Station Park.

Mark Cordelli of Lackawanna County gave an overview of events happening throughout the County in the coming months.

Jeff Smith asked about motions M and G. He will follow up with motion M next month. He feels RFPs should be put out for all services in the fall for January appointments. Doing this now seems to be disruptive.

Sara Helcoski shared her appreciation for the Chief and the other officers who monitor the school bus stops. She has seen much safer driving, and they are improving the traffic flow and obedience to traffic rules. She is very appreciative.

Craig Pezak asked Council to consider entertaining motion G.

The floor was opened for public comment on motion K as there was an error. The motion should have read to reinvest a treasury security in the amount of \$134,986.73.

New Business/Motions

- A. Motion to advertise to amend the pave cut ordinance. Motion was made by Curt Camoni second by Gregg Bett. Aye carried. (5-0)
- B. Motion to approve the purchase of a vehicle camera for the Police Department from Motorola Solutions in the amount of \$6,343.00. Motion was made by Tom Fiorelli second by Gregg Betti. Aye carried. (5-0)
- C. Motion to approve conditional hiring of Zach Wargula for the police department provided he passes all background checks and testing. Motion was made by Jeff Castellani second by Gregg Betti. Aye carried. (5-0)
- D. Motion to hire Coleen Watt, Borough Manager retroactive to February 1, 2025. Motion made by Curt Camoni second by Tom Fiorelli. Aye carried. (5-0)
- E. Motion to approve a change order for Lawler Drive not to exceed \$28,500.00. Contractor is to mill the entire roadway and install 3 inches of 25mm base and overlay with 1 ½ inches of 9mm blacktop. Motion was made by Curt Camoni second by Gregg Betti. Aye carried. (5-0)

**JESSUP BOROUGH COUNCIL
REGULAR MEETING MINUTES
February 5, 2025, AT 7:00 PM**

- F. Motion to hire Joseph Pollock for DPW at the rate of \$24.68 per hour contingent on passing a background check and pre-employment drug test. Motion was made by Gregg Betti second by Tom Fiorelli. Aye carried. (5-0)
- G. Motion to advertise a request for proposals (RFP) for engineering services. Motion was made by Curt Camoni second by Gregg Betti. Roberta Galati and Tom Fiorelli voted no. Aye carried. (3-2)
- H. Motion to adopt Resolution 2025-4 entering into a settlement agreement with Lackawanna Energy Center regarding the Borough's appeal to the Environmental Hearing Board regarding the air quality permit issued to Lackawanna Energy Center (LEC) and to authorize the appropriate Borough officers to execute the same. Motion was made by Gregg Betti second by Tom Fiorelli. Aye carried. (5-0)
- I. Motion to issue public statement regarding resolution of the Borough's appeal to the Environmental Hearing Board regarding the air quality permit issued to LEC. Motion was made by Gregg Betti second by Tom Fiorelli. Aye carried. (5-0)
- J. Motion to adopt Resolution 2025-5. Tax Collectors compensation. Rates are as follows: 2.5% for tax and 0% for garbage. Motion was made by Curt Camoni second by Jeff Castellani. Aye carried. (5-0)
- K. Motion to reinvest 12-month CD of \$273,002.36 with Peoples Security Bank to continue the ladder investment. A motion was made by Tom Fiorelli second by Gregg Betti to amend the motion to read motion to reinvest treasury security in the amount of \$134,986.73 with Peoples Security Bank to continue the ladder investment. Motion was made by Tom Fiorelli second by Gregg Betti to amend the motion. Aye carried. (5-0)
Motion to reinvest treasury security in the amount of \$134,986.73 with People's Security Bank to continue the ladder investment. Motion was made by Gregg Betti second by Tom Fiorelli. Aye carried. (5-0)
- L. Motion to purchase decorations for Operation Noel at a cost not to exceed \$4,000.00. Motion made by Curt Camoni second by Tom Fiorelli. Aye carried (5-0)
- M. Motion to amend Jessup Borough's Public Meeting Policy. Motion was made by Curt Camoni second by Jeff Castellani to table until such time Council develops a policy, and the public has an opportunity to review it. Aye carried. (5-0)
- N. Motion to send a letter to Senator Flynn supporting his opposition to the PUC's proposed rate hikes. Motion made by Curt Camoni second by Tom Fiorelli. Aye carried. (5-0)

**JESSUP BOROUGH COUNCIL
REGULAR MEETING MINUTES
February 5, 2025, AT 7:00 PM**

- O. Motion to approve the publication of the 2025 Borough Newsletter and associated printing costs. Motion was made by Gregg Betti second by Tom Fiorelli. Aye carried. (5-0)

ADJOURN

A motion was made by Gregg Betti second by Jeff Castellani to adjourn the meeting. Meeting adjourned 8:30 p.m.

Respectfully submitted,

Coleen Watt, Secretary

March 5, 2025		
GENERAL FUND - February 2025		
SAVINGS ACCOUNT		
BALANCE: January 31, 2025		\$ 2,403.20
RECEIPTS: February 2025		
Interest on Savings-Peoples Security Bank		\$ -
SUB-TOTAL		\$ 2,403.20
Transferred from Savings to Checking		\$ -
BALANCE GENERAL FUND SAVINGS ACCOUNT: February 28, 2025		\$ 2,403.20
CHECKING ACCOUNT		
BALANCE: January 31, 2025		\$ 127,627.09
DEPOSIT RECEIPTS: February 2025		
Berkheimer LST - February 2025	\$ 31,810.71	
Berkheimer EIT - February 2025	\$ 143,361.71	
MERCE Reimbursement Grant	\$ 980.00	
Building Permits	\$ 667.36	
Electrical Permits	\$ 150.50	
Zoning and/or Land Development Fees	\$ 180.00	
Delinquent Real Estate Taxes	\$ 1,403.35	
Real Estate Transfer Tax	\$ 8,524.77	
SLIBCO Municipal Service Fee	\$ 486.78	
Police Fines - Magistrate & County	\$ 129.85	
Notary Services	\$ 5.00	
Comcast Franchise Fee	\$ 9,846.23	
Scrap Metal Recycling Reimbursement	\$ 32.00	
Transfer from Money Market Account	\$ 150,000.00	
Interest on Checking-Peoples Security Bank	\$ 693.88	
Total Checking Account Receipts		\$ 348,272.14
SUB-TOTAL		\$ 475,899.23
<i>Total Checking Account Expenditures</i>		<i>\$ 164,837.44</i>
GENERAL FUND CHECKING ACCOUNT BALANCE: February 28, 2025		<u>\$ 311,061.79</u>
GENERAL FUND EXPENDITURES: February 2025		
AFLAC	\$ 211.92	
Alberigi Insurance Agency LLC	\$ 266.57	
Animal Arrest	\$ 65.00	
Anthony Snyder	\$ 340.00	
AutoZone	\$ 91.80	
Blakely Borough	\$ 2,332.91	
Charles Schwab	\$ 1,550.08	
Comcast	\$ 1,281.76	
Cougar Auto Service	\$ 531.67	
Crystal Clear Spring Water Company	\$ 77.00	

GENERAL FUND EXPENDITURES: February 2025		
Danny's Car Spa, Inc.	\$	10.00
DeLage Landen-Financial Services	\$	189.33
Dempsey Uniform & Linen Supply Inc.	\$	493.03
Encova Insurance	\$	3,687.00
English Hardware	\$	15.99
F & T Excavatomg	\$	4,620.00
FIT	\$	150.00
G.J. Farrell Plumbing & Heating Inc.	\$	293.00
Geisinger - Employer paid portion	\$	10,827.14
Geisinger - Employee paid portion	\$	834.24
Geo-Science Engineering & Testing	\$	1,760.00
George Yurkanin	\$	2,618.00
Guardian - Dental employer paid portion	\$	358.97
Guardian - Dental employee paid portion	\$	35.98
Guardian - Life	\$	141.75
Guardian - Vision employer paid portion	\$	84.66
Guardian - Vision employee paid portion	\$	6.02
Jessup Tax Collector	\$	3,191.30
John Robinson	\$	680.00
Lackawanna County Association of Boroughs	\$	115.00
Lowes Sales & Service	\$	1,170.00
Medicus Urgent Care	\$	49.00
Michael Dinning	\$	1,428.00
NEIC	\$	627.00
Northeast Hydraulics	\$	958.95
PA Northeast Regional Railroad Authority	\$	175.00
PAWC	\$	2,961.99
Pennsylvania Chiefs of Police Association	\$	2,465.00
Peters Consultants, Inc.	\$	10,387.50
Powell's Sales & Service	\$	287.38
PPL Electric Utilities	\$	2,232.81
Reeves Rent-A-John, Inc	\$	744.00
S&S Automotive	\$	6,019.00
Saporito, Falcone, & Watt	\$	3,203.60
SchoolLockers.com	\$	761.54
Scranton Times	\$	511.90
Stafursky Auto Parts	\$	83.90
Starr Uniform	\$	499.82
Teamsters Local Union 229	\$	818.00
TOPP Business Solutions	\$	19.56
UGI	\$	1,536.60
Urban Electrical Contractors	\$	1,454.25
Valley Carpet Cleaning	\$	370.00
Verizon	\$	126.86
Verizon Wireless	\$	463.06
Witmer Public Safety Group, Inc.	\$	3,274.49

GENERAL FUND EXPENDITURES: February 2025		
Peoples Security Bank	\$	35.00
Peoples Security Bank-Credit Card Payment	\$	2,553.50
Employee Payroll	\$	59,696.15
We Pay Payroll Processing Co.	\$	441.00
Payroll Tax Liabilities	\$	22,622.46
TOTAL	\$	164,837.44

Bills Received in February 2025 - General Fund

AutoZone	Vehicle supplies	\$	327.70
Blakely Borough	Fuel for Borough vehicles	\$	2,181.62
Cody Computer Services, Inc.	Computer software for Police Department	\$	47,178.00
Cougar Auto Sales	Repair to Police Vehicle	\$	986.98
Curtin & Heefner LLP	Municipal environmental representation services	\$	1,811.30
DAVIDHEISER'S Inc.	Testing & servicing of police stop watches	\$	178.00
Dempsey Uniform & Linen Supply	Cleaning & sanitation services & supplies	\$	390.39
Donald G. Karpowich, Attorney-At-Law, P.C.	Legal services	\$	315.00
English's Pro Hardware & Appliance	General supplies for Borough	\$	17.26
F & T Excavating	Plowing of Sunnyside Road	\$	3,045.00
Infinite Wellbeing	Civil service testing	\$	475.00
Iron Nebula	IT services	\$	5,155.86
IWDA Engineering	Pave cut inspection services	\$	850.30
JALVO, Inc.	Microphone for DPW vehicle	\$	82.00
Lowes Sales & Service	DPW vehicle parts	\$	3,935.00
Med Mobile LLC	Pre-Employment background checks	\$	50.00
Medicus Urgent Care	Pre-Employment background checks	\$	49.00
NEIC	Billing for building and zoning services	\$	501.12
NEPA Polygraphs LLC	Civil service testing	\$	350.00
Nicole Pisarski	Court reporting services for ZHB hearing	\$	150.00
Northeast Signal & Electric Company, Inc.	Maintenance & service to traffic lights	\$	852.17
PA Turnpike	Tolls by plate for Police vehicle	\$	49.34
Peters Consultants, Inc.	Engineering services	\$	10,012.50
Powell's Rental	Rental of equipment	\$	95.00
Reeves Rent-A-John, Inc.	Services to Memorial Field, Station Park, Pioneer Field & Sara Bratty Park	\$	876.00
S&S Automotive Repair LLC	Repair to DPW vehicle	\$	4,432.50
Saporito, Falcone, & Watt	Monthly bill for legal services	\$	3,214.80
Scranton Printing Company	Printing of 2025 newsletters	\$	1,425.00
Scranton Times	General advertising costs	\$	244.22
Starr Uniform Center	Police uniforms	\$	752.62
Urban Electrical	Electrical services in the Borough	\$	753.75
Valley Carpet & Janitorial Services	Monthly bill for cleaning services	\$	370.00
Witmer Public Safety Group, Inc.	Police supplies	\$	1,848.34
	Total	\$	<u>92,955.77</u>

Accounts Summary

March 5, 2025

Fund	Account Balance as of 02/28/2025
General Fund - Checking	\$ 311,061.79
General Fund - Savings	\$ 2,403.20
Money Market Account	\$ 265,980.84
CD Portfolio	\$ 552,763.65
Treasury Bill Portfolio	\$ 544,958.24
Capital Improvements Account	\$ 146,285.26
Refuse Account	\$ 435,147.20
Motor License Account	\$ 15,602.67
	<u>Total: \$ 2,274,202.85</u>

March 5, 2025

CAPITAL IMPROVEMENTS

BALANCE: January 31, 2025		\$ 264,818.73
RECEIPTS: February 2025		
Peoples Security (Interest)	\$ 1,086.96	
TOTAL ACCOUNT RECEIPTS		\$ 1,086.96
SUB-TOTAL		\$ 265,905.69
<i>Total Expenses February 2025</i>		<i>\$ 119,620.43</i>
Balance February 28, 2025		\$ 146,285.26
EXPENSES February 2025		
Pioneer Contruction Company Inc. <i>For Mary Jo Drive sewer line project</i>	\$ 119,620.43	
Total Expenses	\$ 119,620.43	

MONEY MARKET ACCOUNT

BALANCE: January 31, 2025		\$ 415,343.89
RECEIPTS: February 2025		
Peoples Security (Interest)	\$ 636.95	
TOTAL ACCOUNT RECEIPTS		\$ 636.95
SUB-TOTAL		\$ 415,980.84
<i>Total Expenses February 2025</i>		<i>\$ 150,000.00</i>
Balance February 28, 2025		\$ 265,980.84
EXPENSES February 2025		
Transfer to General Fund	\$ 150,000.00	
Total Expenses	\$ 150,000.00	

MOTOR LICENSE FUND

BALANCE: January 31, 2025		\$ 60,362.62
RECEIPTS: February 2025		
Peoples Security (Interest)	\$ 185.63	
TOTAL ACCOUNT RECEIPTS		\$ 185.63
SUB-TOTAL		\$ 60,548.25
<i>Total Expenses February 2025</i>		<i>\$ 44,945.58</i>
Balance February 28, 2025		\$ 15,602.67
EXPENSES February 2025		
American Rock Salt Co.	\$ 36,092.55	
PP&L	\$ 8,853.03	
Total Expenses	\$ 44,945.58	

REFUSE ACCOUNT

BALANCE: January 31, 2025		\$ 432,049.75
RECEIPTS: February 2025		
Delinquent Refuse Fees Collected	\$ 16.21	
JP Mascaro & Sons	\$ 1,710.50	
Peoples Security (Interest)	\$ 1,370.74	
TOTAL ACCOUNT RECEIPTS		\$ 3,097.45
SUB-TOTAL		\$ 435,147.20
<i>Total Expenses February 2025</i>		<i>\$ -</i>
Balance February 28, 2025		\$ 435,147.20
EXPENSES February 2025		
Total Expenses	\$ -	

March 5, 2025

9 Month CD

ORIGINAL BALANCE		\$ 250,000.00
CURRENT BALANCE		\$ 276,265.28
<i>Maturity Date:</i>	<i>11/4/2025</i>	
<i>Interest Rate:</i>	<i>3.70%</i>	
<i>*Rollover 02/04/2023, 08/04/2023, 02/04/2024, 02/04/2025</i>		

12 Month CD

ORIGINAL BALANCE		\$ 258,137.21
CURRENT BALANCE		\$ 276,498.37
<i>Maturity Date:</i>	<i>5/11/2025</i>	
<i>Interest Rate:</i>	<i>4.43%</i>	
<i>*Rollover 05/11/2024</i>		

March 5, 2025

12 Month US Treasury Securities

ORIGINAL PURCHASE PRICE		\$	130,556.36
VALUE AS OF 02/28/2025		\$	135,596.21
Maturity Date:	3/31/2025		

12 Month US Treasury Securities

ORIGINAL PURCHASE PRICE		\$	124,648.36
VALUE AS OF 02/28/2025		\$	139,344.37
Maturity Date:	6/12/2025		

12 Month US Treasury Securities

ORIGINAL PURCHASE PRICE		\$	128,984.04
VALUE AS OF 02/28/2025		\$	134,851.80
Maturity Date:	9/30/2025		

12 Month US Treasury Securities

ORIGINAL PURCHASE PRICE		\$	128,019.58
VALUE AS OF 02/28/2025		\$	134,743.12
Maturity Date:	12/31/2025		

Insured Cash Account

ORIGINAL BALANCE		\$	1,664.90
CURRENT BALANCE		\$	422.74

*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.

Subject: FW: DPW Report for month of February

- Snow/Ice removal
- Installed Handicap signs
- Saw cut storm drains to be replaced
- Clean out sediment alongside railroad at firehouse
- had two plows that were damaged replaced
- Dodge dump truck had problem with transmission, gathering metal shavings in transmission fluid
- Cleaning out storm boxes (continuous)
- Assist Police department on blackouts from when power was down
- Organizing and cleaning bottom lot behind salt shed
- Christmas lights being taking down
- Garage overhead door fixed
- Cold patch of potholes

Thank you,

Joe Cirba

Jessup DPW Foreman

Jcirba@jessupborough.org

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2022 (Remaining Projects)

3272-22-12 Ball Fields – JYSA

- Mr. Thomas Wascura, Assistant Borough Manager, is obtaining quotes for the lawn restoration and rain garden work required. This work should be completed starting in March and finished by mid-April.

3272-22-16 Lackawanna County Office of Community Development. Borough Restrooms, ADA, Automatic Door, Status of Plans, Etc.

- As requested, we sent a follow up email to the contractor, Sean Byrne Construction asking for an update regarding the status of having the glass repaired. Sean Byrne Construction stated they would follow up with the glass subcontractor, Scranton Glass, and that they have asked for a price to replace the glass. The two-year warranty bond is being held with Lackawanna County.

3272-22-34 Constitution Avenue Stormwater Separation Project (Morgan Street, Ferdinand Street and Flynn Street)

- COVID-19 grant funding in the amount of \$151,000.00 was received.
- Survey work completed and permitting, contract documents and plans are being prepared currently.
- A PA DEP Chapter 105 permit application is being drafted and will need to be obtained from the PA DEP before the project is finalized and formally bid. We anticipate bidding the project in the spring of 2025 for construction to start late spring/early summer 2025. This timeline is contingent upon obtaining permitting approvals.
- Hanover Engineering completed the wetland delineation and report, as is required for PA DEP permitting purposes. The wetland report outlined that not wetlands are present. Information from the wetland report will be incorporated into the PA DEP Chapter 105 permit application.

3272-22-43 Multimodal Transportation Fund - Hill Street Sidewalks

- We need the grant contract once the Borough receives it so we can incorporate the grant requirements in the contract documents.
- Borough received Transportation Alternatives Set-Aside (TASA) grant funds through PennDOT in the amount of \$1,277,655.00 to use towards the Hill Street sidewalks project.
- Ms. Coleen Watt, Borough Manager, and Ms. Sandra Opshinsky, Grants Writer, are working on coordinating with the grant agency to determine the status of receiving the grant contract.
- Permitting from PennDOT to be obtained before the project can be officially bid. Once permits are in place we will finalize the design and contract documents which are drafted and formally bid the project.
- Survey work has been completed and we are preparing plans for the PennDOT HOP submission. We would like to submit the PennDOT HOP submission by the end of February, 2025.
- We anticipate bidding the project in the spring of 2025 for a tentative construction start of late spring/early summer 2025. This timeline is contingent upon obtaining permitting approvals and obtaining the grant contract for review.

Peters Consultants, Inc.
Jessup Borough Project Update
February 20, 2025

3272-22-61 Olga Street Stormwater Installation Project

- Borough received \$126,908.00 from the COVID-19 grant.
- Bids were received and the Borough voted to award the project to Maiocco Excavating, Inc. in the amount of \$184,960.00.
- Per direction by Ms. Coleen Watt, Borough Manager, the Notice to Proceed will be issued in March of 2025.
- Remaining submittals to be provided by the contractor, reviewed and approved by our office include color-audio-video, project schedule, trench box and PG-64-22 seal. Notice to Proceed will not be issued until these submittals are approved.

2023 (Remaining Projects)

3272-23-3 210 Church Street (Former Bank Property)

- Borough voted to have Alloy5 conduct a feasibility study of the property.
- Per Ms. Coleen Watt, Borough Manager, a meeting on site to discuss the entire project is to take place before proceeding further, which will be coordinated by Ms. Coleen Watt, Borough Manager.

3272-23-11 Jessup Crossings Senior Housing Development

- Mr. Corey Mahon, Jessup Planning Commission Chairperson, asked for an update regarding the project.
- We informed Mr. Corey Mahon, Jessup Planning Commission Chairperson that the NPDES permit issued for the site was recently transferred to a new owner. Mr. Dennis Peters, Borough Engineer, discussed this transfer with Ms. Maura Armezzani Tunis, Borough Solicitor. There were some violations of the NPDES permit which, to our knowledge, have not been addressed.
- This matter is being handled by Ms. Maura Armezzani Tunis, Borough Solicitor.

3272-23-20 St. Ubaldo Society- Chapel Renovation Project

- Contract documents are prepared and all changes from Councilman Camoni and Ms. Maura Armezzani Tunis, Borough Solicitor, have been made.
- Ms. Coleen Watt, Borough Manager, advised we are to formally bid the project in April 2025 and accept bids in person only.
- Anticipated Notice to Proceed date of June 2, 2025 after the St. Ubaldo Society festivities are completed.

3272-23-42 Mary Jo Drive Sewer Line Replacement Project

- COVID-19 grant funding in the amount of \$213,000.00 was received.
- Project awarded to Pioneer Construction Company, Inc. in the amount of \$374,300.00.
- Mr. Mike Stetz, Assistant Engineer, II, is conducting daily inspections of the project site and Mr. Dennis Peters, Borough Engineer, P.E., is conducting periodic inspections.
- Change order #1 (for complete milling/paving and removal of several items from the original contract) was fully executed by all parties.
- Last manhole was installed on February 14, 2025 and the contractor should be completed with the project within the next few weeks. Milling/paving to be completed in late March/April.
- Pay application #3 was received, reviewed and approved and sent to Ms. Coleen Watt, Borough Manager, for processing.

2024 (Remaining Projects)

3272-24-11 Sanitary Sewer Repair of Church St. between Grassy Island Ave and Upper Front St.

- PennDOT permit was obtained. PennDOT issued the permit with a condition that a single lane closure for traffic control be followed, which there is not enough room for and would be a safety concern for traffic traveling around the project areas during construction. A supplement was submitted to PennDOT to request a full road closure of Church Street. DPW Foreman Joe Cirba to handle the traffic control, if possible.
- Ms. Megan Barone, Administrative Assistant, attended call with PA Representative Kyle Mullins, several Borough members and the Borough Solicitor on January 10, 2025 to discuss the traffic control (closure/detour) request to PennDOT. A supplement re-submission, including a traffic control plan and detailed drawings of the work areas around each manhole showing the dimensions of the proposed excavation and roadway width, justifying the need to detour SR 247, was made on January 23, 2024. Representative Mullins was informed, as requested. PennDOT provided a response letter on February 10, 2025 stating the traffic control plan needs to include a plan for tractor trailer traffic which we discussed with Ms. Coleen Watt, Borough Manager on February 11, 2025. We are currently making additions to the traffic control plan and will then re-submit the supplement PennDOT.
- Borough voted to award the manhole replacement/installation portion of the project to Snyder Environmental Services, Inc. in the amount of \$113,621.25 and the sliplining portion of the project to InfraHorse in the amount of \$49,557.00.
- A submittal for the manholes was sent to our office, reviewed and approved. Snyder Environmental Services, Inc. ordered the manholes, as requested. Estimated lead time is three-four weeks.
- As soon as the manhole replacement/installation portion of the project is completed by Snyder Environmental Services, Inc., sliplining of the sewer lines will be completed by InfraHorse.
- InfraHorse agreed to conduct additional CCTV investigations lower on Church Street. If additional areas are found to be in need of repair, we will work to obtain additional quotes from COSTARS certified contractors up to the project funding amount of \$250,000.00.

3272-24-15 Stormwater Replacement – Constitution Ave/Hill Street to the Lackawanna River

- Survey work is completed.
- Ms. Coleen Watt, Borough Manager, is coordinating with PennDOT, Mr. Joe Cirba, DPW Foreman and Mr. Dennis Peters, Borough Engineer, to set up a date to pour dye into the inlets and determine where they discharge to. This information is needed in order to finalize the design for the project.
- We are working on obtaining a PA DEP Chapter 105 permit for the project for the proposed outfall structure into the Lackawanna River.
- Once we obtain information on all permits required for installation and the outfall permit, we will provide a construction cost estimate to the Borough.

Peters Consultants, Inc.
Jessup Borough Project Update
February 20, 2025

3272-24-20 Emergency HOP - Sewer Line Repair at 940 Constitution Ave

- PennDOT permit was obtained and provided to the contractor and Borough. PennDOT must be notified at least three days in advance of the final paving. Once all work is completed and found to be satisfactory, we will closeout the PennDOT permit.

3272-25-G General

- Chapter 94 Report information was provided to Ms. Coleen Watt, Borough Manager, as requested.
- FEMA National Flood Insurance Program (NFIP) form was completed by our office and provided to Ms. Coleen Watt, Borough Manager, for submission to FEMA.

Consultation on-going with Borough Manager, Assistant Borough Manager, Borough Solicitor and Borough Council Members on items listed above and other additional on-going projects.

Representation at meetings including the Work Session, Council, Stormwater Committee and the Planning Commission meetings.

BOROUGH OF JESSUP

LACKAWANNA COUNTY, PENNSYLVANIA

ORDINANCE NO. 1-2025

AN ORDINANCE OF THE BOROUGH OF JESSUP, LACKAWANNA COUNTY PENNSYLVANIA AMENDING AN ORDINANCE, NO. 6-2022 ALONG WITH AMENDMENTS THERETO, REGARDING PAVE CUTS IN THE BOROUGH OF JESSUP

The Borough of Jessup hereby enacts and ordains the following:

I. Amendment to Page 4 of the Ordinance No. 6 of 2022:

Page 4 “Permit Procedure (C.)” of the Ordinance is amended as follows:

The entirety of the following paragraph shall be deleted:

C. The Municipality shall keep a record of all permits so granted and, before granting the same, shall collect from the applicant a permit application fee in the amount set forth in the fee schedule set in this Article I. Public utilities may be billed for permit fees monthly.

The deleted paragraph shall be replaced as follows:

C. The Municipality shall keep a record of all permits so granted and, before granting the same, shall collect from the applicant a permit application fee in the amount set forth from time to time by Borough Council by resolution. Public utilities may be billed for permit fees monthly.

II. Amendment to Page 5 of Ordinance No. 6 of 2022:

Page 5 “Penalty for Work Done Without Permit” of the Ordinance is amended as follows:

The entirety of the following paragraph shall be deleted:

All work done without a permit shall be subject to the penalty provided, plus regular fees (Se Fee Schedule).

The deleted paragraph shall be replaced as follows:

All work done without a permit shall be subject to the penalty provided as set forth herein, plus regular fees set forth from time to time by Borough Council by resolution.

III. **Amendment to Page 11 of Ordinance No. 6 of 2022:**

Page 11 the first paragraph under “Inspection and Testing” of the Ordinance is amended as follows:

The entirety of the following paragraph shall be deleted:

The Borough Engineer or the Municipal Designated Testing Company shall inspect all cuts, backfilling, pavement restoration and curb/sidewalk restoration work that occurs within the Municipality’s right of way. An inspection fee shall be charged for this inspection (See Fee Schedule.) Such inspection fees shall constitute acceptance of work performed by the contractor, but it is understood that such acceptance does not relieve the utility of any responsibility under this Article throughout the guaranty period.

The deleted paragraph shall be replaced as follows:

The Borough Engineer or the Municipal Designated Testing Company shall inspect all cuts, backfilling, pavement restoration and curb/sidewalk restoration work that occurs within the Municipality’s right of way. An inspection fee shall be charged for this inspection in the amount set forth from time-to-time by Borough Council by resolution. Such inspection fees shall constitute acceptance of work performed by the contractor, but it is understood that such acceptance does not relieve the utility of any responsibility under this Article throughout the guaranty period.

IV. **Amendment to Page 13 of Ordinance No. 6 of 2022:**

Page 13-14 “Utility Connections” of the Ordinance is amended as follows:

The entirety of the following paragraph shall be deleted:

The Borough of Jessup provides by this Article for the laying, renewing and repairing of all gas, water or other pipes or conduits in any street before the paving, repaving or repairing of the same and for making the necessary house connections with said pipes and also for the necessary house connections and branches with and leading into the main or lateral sewers, provided that in no case, except as a sanitary measure, of which the municipality shall be the judge, shall Old Forge require such house connections to be extended further from such sewers or from such gas, water or other pipes or conduits than to the inner line of the curbstone of such corporations, persons and owners affected and, in default of compliance therewith, cause said pipes to be laid, renewed or repaired and said connections made and collect the costs of the paving and repairing all pipes

or conduits with interest; and the cost of the sewer connections shall be a first lien against the land for whose benefit such connections are made. A separate lien may be filed therefore, or such sewer connection costs may be included in any lien filed for the costs of such street improvement, and the lien and the proceedings thereon shall be as in the case of other municipal liens.

The deleted paragraph shall be replaced as follows:

The Borough of Jessup provides by this Article for the laying, renewing and repairing of all gas, water or other pipes or conduits in any street before the paving, repaving or repairing of the same and for making the necessary house connections with said pipes and also for the necessary house connections and branches with and leading into the main or lateral sewers, provided that in no case, except as a sanitary measure, of which the municipality shall be the judge, shall the Borough of Jessup require such house connections to be extended further from such sewers or from such gas, water or other pipes or conduits than to the inner line of the curbstone of such corporations, persons and owners affected and, in default of compliance therewith, cause said pipes to be laid, renewed or repaired and said connections made and collect the costs of the paving and repairing all pipes or conduits with interest; and the cost of the sewer connections shall be a first lien against the land for whose benefit such connections are made. A separate lien may be filed therefore, or such sewer connection costs may be included in any lien filed for the costs of such street improvement, and the lien and the proceedings thereon shall be as in the case of other municipal liens.

V. Amendment to Page 17 of Ordinance No. 6 of 2022:

Page 17 "Fee Schedule" of the Ordinance is amended as follows:

The entirety of the following paragraphs shall be deleted:

"Fees shall be as follows:^{1,2,3}

<u>PERMITS/SERVICES/PENALTY</u>	<u>Fee</u>
Processing and issuing a permit	\$ 85.00 ea
Inspection First hour (minimum inspection)	\$55.00/hr
Second hour or hours thereafter or part thereof, per hr.	\$55.00/hr

Penalty for failure to obtain a permit \$600.00/event/day
Penalty for noncompliance with any other Section or part thereof (each day) \$600.00/event/day

¹All invoices to permittee shall be fee plus 10 %.

²Inspection fees between the hours of 5:00 p.m. and 7:00 a.m. will carry a surcharge of 20%.

³ Inspection fees beyond 8 hours in a day will incur a premium surcharge of fee times 1.5. No additional surcharge will be charged.”

The deleted paragraph shall be replaced as follows:

The Borough of Jessup shall from time to time adopt a Fee Schedule by resolution.

All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency. In the event that any provision, section, sentence, clause of part of this Ordinance shall be held to be invalid, such invalidity shall not effect of impair any remaining provision, section, sentence, clause or part of this Ordinance. It is the intent of this Borough that such remainder shall be and shall remain in full force and effect.

ENACTED AND ORDAINED this _____ day of _____, 2025.

Borough Council:

By: _____
Roberta Galati,
Council President

Attest:

Borough Secretary

Joseph Buckshon,
Mayor

CERTIFICATE

I, the undersigned, Secretary of the Borough of Jessup, Lackawanna County, Pennsylvania (the "Borough") certify that: the foregoing is a true and correct copy of an Ordinance that was duly enacted by the Borough Council of the Borough, in accordance with law, at a meeting duly held on _____, 2025, at which meeting a quorum was present; this Ordinance has been certified and recorded by me, as Secretary of the Borough, in the book provided for the purpose of such recording; this Ordinance, upon enactment, was assigned Ordinance No. ____; presently, the total number of members of the Borough Council of the Borough is 7; the vote of the members of the Borough Council of the Borough, upon enactment of this Ordinance, the yeas and nays having been called, was duly recorded by me as Secretary as follows:

Roberta Galati, President	Yea _____	Nay _____
Jerry Crinella, Vice President	Yea _____	Nay _____
Gregg Betti	Yea _____	Nay _____
Joseph Melado	Yea _____	Nay _____
Thomas Fiorelli	Yea _____	Nay _____
Curt Camoni	Yea _____	Nay _____
Jeffrey Castellani	Yea _____	Nay _____

This Ordinance has been advertised as required by law, in a proper newspaper of general circulation in the Borough; and this Ordinance has not been amended, altered, or repealed as of the date of this Certificate.

I further certify that the Borough Council of the Borough met the advance notice and public comment requirements of the Sunshine Act, 65 Pa. C.S. Ch. 7, by advertising the time and place of the meeting, by posting prominently a notice of the meeting at the principal office of the Borough or at the public building in which the meeting was held, and by providing a reasonable opportunity for public comment at such meeting, all in accordance with such Act.

IN WITNESS WHEREOF, I set my hand and official seal of the Borough, this _____ day of _____, 2025.

Secretary

(SEAL)

**BOROUGH OF JESSUP
RESOLUTION ___ -2025**

**A RESOLUTION OF THE BOROUGH OF JESSUP, COUNTY OF LACKAWANNA,
COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING A FEE SCHEDULE FOR
PAVE CUTS AND RELATED FEES REGARDING PAVE CUTS**

WHEREAS, the Borough of Jessup, Lackawanna County, Pennsylvania is a duly authorized political subdivision; and

WHEREAS, on December 7, 2022, Jessup Borough Council passed a Pave Cut Ordinance, No. 6 of 2022; and

WHEREAS, Ordinance No. 6 of 2022 dictates that fees are to be assessed in accordance therewith; and

WHEREAS, on March 5, 2025, Jessup Borough Council passed Ordinance No. 1 of 2025 which amends Ordinance No. 6 of 2022; and

WHEREAS, pursuant to Ordinance No. 1 of 2025, any fees imposed pursuant to Ordinance No. 6 of 2022 shall be established by resolution; and

WHEREAS, the Borough has elected to adopt an appropriate Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Jessup Borough Council as follows:

Section 1. That the attached Fee Schedule is hereby adopted for costs incurred for the Borough or its agents or contractors in carrying out its responsibilities under the Borough's Pave Cut Ordinance.

Section 2. In addition to the fee schedule, the following additional fees shall be applicable to the work described therein.

2.1 All invoices to permittee or applicant shall be fee plus 10 %.

2.2 Inspection fees between the hours of 5:00 p.m. and 7:00 a.m. will carry a surcharge of 25 %.

2.3 Inspection fees beyond 8 hours in a day will incur a premium surcharge of 1.5 times the hourly rate. No additional surcharge will be charged.

Section 3. This Resolution shall be effective immediately.

RESOLVED and **ADOPTED** by a majority vote of the Jessup Borough Council at a duly advertised Regular Meeting of the Jessup Borough Council this _____ day of _____, 2025.

Roberta Galati, President

Attest: _____
Coleen Watt, Secretary,
Borough of Jessup

EXAMINED and **APPROVED** this _____ day of _____, 2025:

Joseph J. Buckshon, Jr., Mayor