

**JESSUP BOROUGH COUNCIL**

**April 2, 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. 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 March 5, 2025.

Approve the Secretary Report.

Approve the March Payroll in the amount of \$62,932.28

Approve monthly payments in the amount of \$51,339.32 General Fund.

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

**5. OLD OR UNFINISHED BUSINESS**

Community Vision Plan

**6. 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**

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

**8. PUBLIC COMMENT**

**9. NEW BUSINESS / MOTIONS**

- A. Presentation of feasibility study for 210 Church St. and 395 Lane St.
- B. Motion to award bid for St. Ubaldo Society Project
- C. Motion to purchase 2 trash pumps for Hose Company #1 to pump out basements. Cost is \$2,120.00 each
- D. Motion to install catch basins and pipes on the property of Hose Company #2 to help with flooding issues. The projected cost for materials is \$3,700.00.
- E. Motion to purchase Knox box for Hose Company #2 command car in the amount of \$2,433.00.
- F. Motion to approve additional projects for CDBG funding.
- G. Motion to renew Adopt a Highway contract with PennDOT for SR 247
- H. Motion to adopt Resolution 2025-7 to join the Lackawanna County Land Bank

- I. Motion to approve a baby food drive to benefit the Bread Basket of NEPA's Jessup branch for the month of May
- J. Motion to hire \_\_\_\_\_ for the seasonal DPW position at the rate of \_\_\_\_ per hr. contingent on pre-employment drug testing and background check.
- K. Motion to adopt Resolution 2025-8 updating the rental registration fee schedule
- L. Motion to enter into a contract with NEIC for rental inspections as per the Rental Registration Ordinance.
- M. Motion to approve funding for July 5<sup>th</sup> Fireworks Display for Jessup 21<sup>st</sup> Century. Cost \$6,600.00
- N. Motion to approve Memorandum of Understanding for the police department. (Sergeant pay, service credit for existing part time officers interested in becoming full time)
- O. Motion to adopt Resolution 2025-9 authorizing the disposition of specified records in accordance with the Municipal Records Manual approved December 16, 2008, as amended.
- P. Motion to amend the employee handbook to include mandatory annual training for the abuse prevention policy and mandatory criminal background checks every 5 years.
- Q. Motion to purchase tools for DPW to perform vehicle maintenance. (brakes, rotors and other routine maintenance) Cost \$2,000.00
- R. ADJOURN**

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

The regular monthly meeting of Jessup Borough Council was held on Wednesday, March 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 March 5, 2025, at 6:30 p.m. regarding personnel.

**Roll Call: Present 6**

**Absent 1**

Gregg Betti

Tom Fiorelli

Curt Camoni

Roberta Galati

Jerry Crinella

Joe Mellado – absent

Jeffrey Castellani

**Swearing in of Police Officers** – Mayor Buckshon swore in Chief Derek Fozard and Officers Michael Arthur, Zachary Wargula, Maria Savinelli, Thomas Sheehan, Duane Saunders, Jason Krawczyk, Guiseppi Ianni, and Edward Boettcher.

**Consent Agenda**

Motion to approve the minutes of the regular meeting on February 5, 2025. Motion was made by Jerry Crinella second by Roberta Galati. Aye carried. (6-0)

Motion to approve the Secretary's Report. Motion was made by Curt Camoni second by Gregg Betti. Aye carried. (6-0)

Motion to approve the February payroll in the amount of \$59,696.15. Motion was made by Jerry Crinella second by Jeff Castellani. Aye carried. (6-0)

Motion to approve monthly payments in the amount of \$92,955.77. Motion was made by Gregg Betti second by Jeff Castellani. Aye carried. (6-0)

**Old Business**

Community Vision Plan – No action

**Reports**

Mayor Buckshon commended the police department, DPW and both fire departments for their participation in the recent funerals of past Chief of Police Patrick Kane and Firefighter James Walsh. He thanked Jessup Hose Company #2 for the beautiful plaque they gave the Borough.

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

Controller Ben Cardoni gave an overview of the Borough financials for the month.

Zoning Officer Anthony Mengoni reported the 4<sup>th</sup> Ave hearing was continued until March 6, 2025. Reminder for residents to fill out complaint forms and forward them to Anthony.

Chief of Police Derek Fozard gave a comparison of incidents from February to March. There were 14 more calls compared to last month. Chief reported he attended a Jessup 21<sup>st</sup> Century meeting and he is planning a National Night Out in August in conjunction with Movie Night.

DPW Foreman Joseph Cirba submitted his report.

Engineer, Peters Consultants gave updates regarding the Church St manhole project, St. Ubaldo project will be going out to bid, and the Mary Jo Drive project is wrapping up.

Solicitor Maura Armezzani Tunis gave an update on the property located at 369 Lane Street. The hearing was continued to April 17<sup>th</sup>. There is no update regarding Jessup Crossings at this time.

Borough Manager Coleen Watt thanked Gary Pezak and Steve Hosie from PennDOT, DPW, Tom Wascura, TJ O'Neil and Bobby Berta, Jr., for their help in figuring out stormwater piping on Hill Street.

Borough Council held a moment of silence for James Walsh, President of Hose Company #1.

**Public Comment** – Gregg Betti asked residents to please consider donating to the Fire and Ambulance. The bank feasibility study is winding down and a presentation will be made to Council at the April 2<sup>nd</sup> meeting. He attended the county reassessment meeting and this month everyone will be receiving their tentative reassessment. Values are as of July 2024.

Tom Fiorelli attended the Lackawanna County Borough Association meeting along with Tom Wascura and it was highly informative. Grass restoration should begin at JYSA soon. Discussed the sewer backup policy to help residents. There are a number of grant reimbursements the Borough is waiting for. There are going to be updates to the employee handbook. There is an Easter Egg Hunt April 6, 2025.

Curt Camoni announced he and Madam President attended a presentation at Hose Company #2 last month and they recently had a productive meeting with Hose Company #1. They are putting together the information that was requested by Coleen. Funding for Fire Companies is an issue throughout the country. He thanked both Hose Companies for their time. Curt echoed what the Mayor said and thanked all of our first responders and DPW for turning out for the community and honoring the men that passed. He reiterated Mr. Cardoni's thanks to the Borough Manager and DPW for taking care of the issue that was called in.

Roberta Galati announced she has the new applications for the Hometown Hero Banners. There is a price increase. They are \$190.00.

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

Mayor Buckshon announced another member of Hose Company #1, Willard Snook passed away today.

Jeff Smith commented that he didn't see the policy discussed in motion D in the packet and it's important. He thinks it's a bad idea to post videos and there is no other place that does. He likes how things are done.

- A. Motion to use Community Development Block Grant money to install a handicap bathroom at Kids Korner. Motion made by Curt Camoni second by Jerry Crinella. Aye carried. (6-0)
- B. Motion to approve expenditure for vehicle damage caused during an ice storm in the amount of \$2,543.33. Aye carried. (6-0)
- C. Motion authorizing Civil Service testing for up to three (3) additional officers. Motion made by Jerry Crinella second by Curt Camoni. Aye carried. (6-0)
- D. Motion to amend Jessup Borough Public Meeting Policy to include posting of minutes and audio recording only. Version 1 includes minutes only. Version 2 includes minutes, audio and video and version 3 includes minutes and audio. Motion was made by Tom Fiorelli second by Jerry Crinella to amend motion D. to adopt version #3 of the Jessup Borough Public Meeting Policy to include the posting of minutes and audio of meetings. Curt Camoni voted no. Aye carried. (5-1) The floor was opened for public comment on amended motion D. A motion was made by Jerry Crinella second by Jeff Castellani to adopt motion D. as amended. Aye carried. (6-0)
- 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. A motion was made by Tom Fiorelli second by Gregg Betti to adopt Ordinance 1 of 2025. Aye carried. (6-0)
- F. Motion to adopt Resolution 2025-6 establishing a fee schedule for pave cuts and related fees regarding pave cuts. A motion was made by Jerry Crinella second by Jess Castellani to adopt Resolution 2025-6. Aye carried. (6-0)
- G. Motion to advertise for a lead counselor for the 2025 summer camp. A motion was made by Curt Camoni second by Gregg Betti to advertise for lead counselor. Aye carried. (6-0)
- H. Motion to advertise for camp counselors for the 2025 summer camp. A motion was made by Gregg Betti second by Jerry Crinella. Aye carried. (6-0)
- I. Motion to update employee handbook. A motion was made by Gregg Betti second by Tom Fiorelli to update the employee handbook. Aye carried. (6-0)
- J. Motion to advertise DPW summer help beginning in April and ending in September. A motion was made by Curt Camoni second by Gregg Betti. Aye carried. (6-0)
- K. Motion to advertise an ordinance implementing a sewer hookup fee. A motion was made by Gregg Betti second by Tom Fiorelli to advertise. Aye carried. (6-0)

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

- L. Motion to advertise an amendment to the Zoning Ordinance regarding electric vehicle charging station. Motion was made by Curt Camoni second by Jerry Crinella to advertise an amendment to the Zoning Ordinance. Aye carried. (6-0)
- M. Motion to advertise to amend the refuse ordinance. Motion was made by Gregg Betti second by Jeff Castellani. Aye carried. (6-0)
- 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. Hotel rates are \$239.00 per night. Aye carried. (6-0)
- O. Motion to enter into an independent contractor agreement with Sarah McDougall for EMT services at an hourly rate of \$17.00 per hour. Motion was made by Curt Camoni second by Jeff Castellani. Aye carried. (6-0)
- P. Motion to enter into an independent contractor agreement with Nicole McDonald for EMT services at an hourly rate of \$17.00. Motion was made by Gregg Betti second by Jerry Crinella. Aye carried. (6-0)

ADJOURN – Motion was made by Jerry Crinella second by Jeff Castellani to adjourn the meeting.

Respectfully submitted,



Jennifer Filipski  
Administrative Assistant

**JESSUP BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
March 27, 2025, AT 6:00 PM**

A special meeting of Jessup Borough Council was held on Thursday, March 27, 2025, at 6:00 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 6:00 p.m. by Council President, Roberta Galati

**Roll Call: Present 3**

**Absent 4**

Gregg Betti

Tom Fiorelli - absent

Curt Camoni

Roberta Galati - absent

Jerry Crinella

Joe Mellado – absent

Jeffrey Castellani – absent

There was no quorum present.

**New Business:** Budget review

No official action was taken. Council members that were present reviewed the 2025 budget.



<b>April 2, 2025</b>		
<b>GENERAL FUND - March 2025</b>		
<b>SAVINGS ACCOUNT</b>		
<b>BALANCE: February 28, 2025</b>		<b>\$ 2,403.20</b>
<b>RECEIPTS: March 2025</b>		
Interest on Savings-Peoples Security Bank		\$ -
<b>SUB-TOTAL</b>		<b>\$ 2,403.20</b>
Transferred from Savings to Checking		\$ -
<b>BALANCE GENERAL FUND SAVINGS ACCOUNT: March 31, 2025</b>		<b>\$ 2,403.20</b>
<b>CHECKING ACCOUNT</b>		
<b>BALANCE: February 28, 2025</b>		<b>\$ 311,061.79</b>
<b>DEPOSIT RECEIPTS: March 2025</b>		
Berkheimer EIT - March 2025	\$ 16,546.88	
Commonwealth of PA Alcoholic Beverage Licenses	\$ 300.00	
Building Permits	\$ 1,643.30	
Electrical Permits	\$ 324.50	
Plumbing Permits	\$ 140.00	
Mechanical Permit	\$ 240.00	
Fire Permits	\$ 1,852.50	
Zoning and/or Land Development Fees	\$ 340.00	
Jessup Borough 2025 Real Estate Tax	\$ 240,000.00	
Delinquent Real Estate Taxes	\$ 1,544.01	
Real Estate Transfer Tax	\$ 1,004.50	
Police Fines - Magistrate & County	\$ 650.14	
Police Report Copies	\$ 195.00	
Handicapped Parking Fee	\$ 50.00	
Civil Service Application Fee	\$ 50.00	
Solicitation/Peddlers Permit	\$ 50.00	
Rental Registration Fee	\$ 180.00	
Notary Services	\$ 25.00	
Reimbursement from Geisinger	\$ 6,533.92	
Donation to Borough - Movies Under the Stars	\$ 0.50	
Interest on Checking-Peoples Security Bank	\$ 644.89	
<b>Total Checking Account Receipts</b>		<b>\$ 272,315.14</b>
<b>SUB-TOTAL</b>		<b>\$ 583,376.93</b>
<i>Total Checking Account Expenditures</i>		<i>\$ 228,584.32</i>
<b>GENERAL FUND CHECKING ACCOUNT BALANCE: March 31, 2025</b>		<b><u>\$ 354,792.61</u></b>
<b>GENERAL FUND EXPENDITURES: March 2025</b>		
AFLAC	\$ 211.92	
Anthony Snyder	\$ 697.00	
AutoZone	\$ 327.70	
Blakely Borough	\$ 2,181.62	

<b>GENERAL FUND EXPENDITURES: March 2025</b>		
Charles Schwab	\$	1,710.85
Cody Computer Services, Inc.	\$	47,178.00
Comcast	\$	1,281.76
Cougar Auto Service	\$	986.98
Curtin & Heefner LLP	\$	1,811.30
DAVIDHEISER'S Inc.	\$	178.00
DeLage Landen-Financial Services	\$	189.33
Dempsey Uniform & Linen Supply Inc.	\$	390.39
Donald G Karpowich	\$	315.00
Encova Insurance	\$	3,687.00
English Hardware	\$	17.26
F & T Excavatomg	\$	3,045.00
Geisinger - Employer paid portion	\$	11,156.70
Geisinger - Employee paid portion	\$	942.10
George Yurkanin	\$	2,023.00
Gerrity's Ace - Peckville	\$	32.29
Guardian - Dental employer paid portion	\$	286.83
Guardian - Dental employee paid portion	\$	35.98
Guardian - Life	\$	111.50
Guardian - Vision employer paid portion	\$	63.35
Guardian - Vision employee paid portion	\$	6.02
Home Depot	\$	471.76
Infinite Wellbeing	\$	475.00
Iron Nebula	\$	5,155.86
IWDA Engineering	\$	850.30
JALVO, Inc.	\$	82.00
James O'Neill	\$	2,295.00
Jeffrey or Jessica Cirba	\$	2,850.00
John Robinson	\$	1,088.00
L.R.B.S.A.	\$	231.75
Lowes Sales & Service	\$	3,935.00
Med Mobile LLC	\$	50.00
Medicus Urgent Care	\$	49.00
Michael Dinning	\$	1,156.00
NEIC	\$	501.12
NEPA Polygraphs LLC350	\$	350.00
Nicole Pisarski	\$	150.00
Northeast Signal & Electric Co., Inc.	\$	852.17
PA Turnpike	\$	59.04
PAWC	\$	3,042.77
Pennsylvania One Call System, Inc.	\$	40.96
Peters Consultants, Inc.	\$	10,012.50
Powell's Rental	\$	95.00
PPL Electric Utilities	\$	1,947.01
Reeves Rent-A-John, Inc	\$	876.00
S&S Automotive	\$	4,432.50

<b>GENERAL FUND EXPENDITURES: March 2025</b>		
Saporito, Falcone, & Watt	\$	3,214.80
Scranton Printing Co.	\$	1,425.00
Scranton Times	\$	244.22
Selective Insurance Company of America	\$	6,278.00
Starr Uniform	\$	752.62
State Workmen's Insurance Fund	\$	3,256.00
Teamsters Local Union 229	\$	963.00
TOPP Business Solutions	\$	19.56
UGI	\$	677.80
Urban Electrical Contractors	\$	753.75
Valley Carpet Cleaning	\$	370.00
Verizon	\$	175.08
Verizon Wireless	\$	463.06
Witmer Public Safety Group, Inc.	\$	1,848.34
Peoples Security Bank	\$	15.00
Peoples Security Bank-Credit Card Payment	\$	1,401.63
Employee Payroll	\$	62,932.28
We Pay Payroll Processing Co.	\$	400.75
Payroll Tax Liabilities	\$	23,477.81
	<b>TOTAL</b>	<b>\$ 228,584.32</b>

**Bills Received in March 2025 - General Fund**

Alloy5 Architecture	Feasibility study	\$	2,040.00
AutoZone	DPW supplies	\$	77.96
Blakely Borough	Fuel for Borough vehicles	\$	2,499.64
Central Clay Products, Inc.	DPW supplies	\$	1,145.00
Chiefs of Police Association of Lackawanna County	2025 Contribution to Drug Task Force	\$	150.00
Coleen Watt	Reimbursement for Tax Sale Bidder registration	\$	35.00
Concrete Texturing Tool & Supply	DPW supplies	\$	270.39
Cougar Auto Sales	Service to police vehicle	\$	65.00
Crystal Clear Spring Water Company	Water delivery service	\$	113.00
Curtin & Heefner LLP	Municipal environmental representation services	\$	253.80
Danny's Car Spa Inc.	Washing services for police vehicles	\$	40.00
Dempsey Uniform & Linen Supply	Cleaning & sanitation services & supplies	\$	523.73
Donald G. Karpowich, Attorney-At-Law, P.C.	Legal services	\$	175.40
Econo Signs	Traffic signs	\$	419.08
F & T Excavating	Plowing of Sunnyside Road	\$	3,570.00
Iron Nebula	IT services	\$	5,639.50
IWDA Engineering	Pave cut inspection services	\$	1,139.55
Jennifer Filipski	Reimbursement for break area supplies	\$	10.59
Jessup Hose Company #2 & Ambulance Association	Reimbursement for training	\$	2,639.96
Kellogg Auto Sales	Repairs to DPW vehicle	\$	400.00
Lowes Sales & Service	Repairs to DPW vehicle	\$	663.83
Masters Concrete Products, Inc.	DPW supplies	\$	480.00
MidValley Plumbing Supply, Inc.	DPW supplies	\$	16.00
NEIC	Billing for building and zoning services	\$	3,145.89
NEPA Alliance	2025 Membership Dues	\$	295.00
Northeast Hydraulics	Repairs to DPW vehicle	\$	252.17
Overhead Door Company of Scranton, Inc.	Repairs to garage door	\$	255.60
Pena Plas	DPW supplies	\$	114.45
Peters Consultants, Inc.	Engineering services	\$	12,451.25
Reeves Rent-A-John, Inc.	Services to Memorial Field, Station Park, Pioneer Field & Sara Bratty Park	\$	744.00
Rossi Rooter	Service at Brennan Street Pump Station & Hill/Basalyga Streets	\$	1,610.00
S&S Automotive Repair LLC	Repair to DPW vehicle	\$	1,430.00
Saporito, Falcone, & Watt	Monthly bill for legal services	\$	3,045.75
Scranton Craftsmen, Inc.	DPW supplies	\$	475.00
Scranton Times	General advertising costs	\$	861.06
Stafursky Auto Parts Inc. (NAPA Auto Parts)	Vehicle supplies	\$	402.87
Starr Uniform Center	Police uniforms	\$	1,043.40
Throop Landscape Supply	Agricultural supplies	\$	560.00
Tritech Software Systems	Police software subscription	\$	1,527.89
Valley Carpet & Janitorial Services	Monthly bill for cleaning services	\$	370.00
Witmer Public Safety Group, Inc.	Police supplies	\$	387.56

**Total \$ 51,339.32**

**Storm Water Committee  
Meeting Minutes  
Wednesday, March 12, 2025**

**Attendees:**

Emily Welles (Peter Cons)  
Angela Muchal

Robert Galati

Jerry Crinella

**Pledge**

**New Business**

- No new business

**Minutes**

- Reviewed all active projects
  1. JYSA Updates – Rain Garden and lawn restorations was not completed. The contractor agreed to address the issues but has not committed to a date. Update from council work session – Cobalt contractor removed old topsoil and put in new mulch and seed on 2/27 -2/28.
  2. Brennan Street – **No further updates** – Attorney Armezzani-Tunis was in contact with DEP regarding Jessup Crossing concerns.
  3. Ward Street – A bid from Stafursky Construction was accepted – No other details. Update from council work session – Tom W. reached out to Stafursky Construction. They do not have a firm date yet, but it will be paved right after Constitution Ave.
  4. Blakely/Lane Streets (PEMA/FEMA project) – **No further updates**. Colleen W and Sandi O are working on grant opportunities.
  5. 4<sup>th</sup> and Sturges, Second and Hands Streets (sewer) – **No further updates** – We did not received the LSA Statewide grant in 2024. Sandi O will reapply.
  6. 813 Lawler Dr.– **No further updates**. Last report: Reached out to Sandi O for grant opportunities.
  7. Misc Inlet repairs – Awaiting Council’s approval to put out for bid. Denny will prepare a list for council to review and approve.  
Note: Joe Cirba had 6 inlets on his list and had already worked on Church St & 2<sup>nd</sup> Ave. and Church St and 3<sup>rd</sup> Ave.
  8. Settler’s View detention ponds – Being handled by Attorney Armezzani-Tunis, who will reach out to Attorney Don K. for assistance.
  9. Hill and Constitution – There were concerns by council regarding the project. Dennis has a cost estimate for the work between the 2 manholes at 11 Riverview Drive. Permitting is required for the remainder of the project. There are existing easements, but there will also be addition costs to go all the way to the river. The larger project (on Hill and Constitution) will require grants.
  10. Ferdinand Street– The outfall permit application has been submitted. The bidding of the project should wait till the permit is approved. We are also waiting on the completion of the environmental audit
  11. MaryJo Drive - Notice of substantial completion and project closeout is underway. The final paving will wait till asphalt plants open. There is a scheduled meeting 3/31 at 3:00 to discuss scheduling.

12. Olga Street– Should have started March 24, but was delayed because the utility have not yet been marked.
13. MS4 – We need to create a project plan for 2025.
14. Thomas and Palmer – No Updates.
15. Church Street Sewer – The manhole construction is pending PennDot’s approval of the detour plan. Slip-lining of the sewer lines will follow the manhole repairs. Colleen and/or Maura will reach out to Rep Kyle Mullins office to see if they can help move this project along.
16. Misc Projects – The following list of potential problem areas that council should consider:
  - a. 2<sup>nd</sup> Ave & Lane on 8/29
  - b. Thomas and Palmer
  - c. Hill and Erie #1
  - d. Constitution and Lane #2
  - e. Constitution and Cherry #3
  - f. Clarkson and Mylert #4
  - g. Tonwin and Siniawa #5
  - h. Lane and 4<sup>TH</sup> #6

**Public Comment**

None.

**Motion to adjourn**

Made by Robert Galati - Seconded by Angela Muchal– All in favor

**Next Meeting**

April 09, 2025 6:00 PM at Jessup Borough Building

***Disclaimer:** This report is considered to be in **Draft Form** until the committee approves them and the next scheduled meeting*

# Accounts Summary

## April 2, 2025

<b>Fund</b>	<b>Account Balance as of 03/31/2025</b>
<b>General Fund - Checking</b>	<b>\$ 354,792.61</b>
<b>General Fund - Savings</b>	<b>\$ 2,403.20</b>
<b>Money Market Account</b>	<b>\$ 266,790.89</b>
<b>CD Portfolio</b>	<b>\$ 552,763.65</b>
<b>Treasury Bill Portfolio</b>	<b>\$ 547,235.75</b>
<b>Capital Improvements Account</b>	<b>\$ 54,983.28</b>
<b>Refuse Account</b>	<b>\$ 359,841.35</b>
<b>Motor License Account</b>	<b>\$ 151,304.70</b>
	<b><i>Total:</i> \$ <u>2,290,115.43</u></b>

**April 2, 2025**

**CAPITAL IMPROVEMENTS**

<b>BALANCE: February 28, 2025</b>		<b>\$ 146,285.26</b>
<b>RECEIPTS: March 2025</b>		
Peoples Security (Interest)	\$ 662.95	
<b>TOTAL ACCOUNT RECEIPTS</b>		<b>\$ 662.95</b>
<b>SUB-TOTAL</b>		<b>\$ 146,948.21</b>
<i>Total Expenses March 2025</i>		<i>\$ 91,964.93</i>
<b>Balance March 31, 2025</b>		<b>\$ 54,983.28</b>
<b>EXPENSES March 2025</b>		
Five Star Equipment <i>For purchase of excavator</i>	\$ 91,964.93	
<b>Total Expenses</b>	<b>\$ 91,964.93</b>	

**MONEY MARKET ACCOUNT**

<b>BALANCE: February 28, 2025</b>		<b>\$ 265,980.84</b>
<b>RECEIPTS: March 2025</b>		
Peoples Security (Interest)	\$ 810.05	
<b>TOTAL ACCOUNT RECEIPTS</b>		<b>\$ 810.05</b>
<b>SUB-TOTAL</b>		<b>\$ 266,790.89</b>
<i>Total Expenses March 2025</i>		<i>\$ -</i>
<b>Balance March 31, 2025</b>		<b>\$ 266,790.89</b>
<b>EXPENSES March 2025</b>		
<b>Total Expenses</b>	<b>\$ -</b>	



# MOTOR LICENSE FUND

<b>BALANCE: February 28, 2025</b>		<b>\$ 15,602.67</b>
<b>RECEIPTS: March 2025</b>		
Liquid Fuels Allocation	\$ 143,920.90	
Peoples Security (Interest)	\$ 98.96	
<b>TOTAL ACCOUNT RECEIPTS</b>		<b>\$ 144,019.86</b>
<b>SUB-TOTAL</b>		<b>\$ 159,622.53</b>
<i>Total Expenses March 2025</i>		<i>\$ 8,317.83</i>
<b>Balance March 31, 2025</b>		<b>\$ 151,304.70</b>
<b>EXPENSES March 2025</b>		
PP&L	\$ 8,317.83	
<b>Total Expenses</b>	<b>\$ 8,317.83</b>	

# REFUSE ACCOUNT

<b>BALANCE: February 28, 2025</b>		<b>\$ 435,147.20</b>
<b>RECEIPTS: March 2025</b>		
JP Mascaro & Sons	\$ 1,280.95	
Peoples Security (Interest)	\$ 1,083.20	
<b>TOTAL ACCOUNT RECEIPTS</b>		<b>\$ 2,364.15</b>
<b>SUB-TOTAL</b>		<b>\$ 437,511.35</b>
<i>Total Expenses March 2025</i>		<i>\$ 77,670.00</i>
<b>Balance March 31, 2025</b>		<b>\$ 359,841.35</b>
<b>EXPENSES March 2025</b>		
JP Mascaro & Sons	\$ 77,670.00	
<b>Total Expenses</b>	<b>\$ 77,670.00</b>	

**April 2, 2025**

**9 Month CD**

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

**12 Month CD**

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

**April 2, 2025**

**12 Month US Treasury Securities**

ORIGINAL PURCHASE PRICE \$ 124,648.36

VALUE AS OF 03/31/2025 \$ 139,817.01

Maturity Date: 6/12/2025

**12 Month US Treasury Securities**

ORIGINAL PURCHASE PRICE \$ 128,984.04

VALUE AS OF 03/31/2025 \$ 135,304.58

Maturity Date: 9/30/2025

**12 Month US Treasury Securities**

ORIGINAL PURCHASE PRICE \$ 128,019.58

VALUE AS OF 03/31/2025 \$ 135,177.50

Maturity Date: 12/31/2025

**Insured Cash Account**

ORIGINAL BALANCE \$ 1,664.90

CURRENT BALANCE \$ 136,936.66

*The Treasury Securities that matured on 03/31/2025 is currently in transition from one investment to another.*

*\*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.*



Genevieve Lupini, Tax Collector, Jessup Borough

Telephone (570) 383-1217 Fax ( 570) 307-0777

**Tax Office Hours:**

Tues. Wed. & Thurs 9:00 to 11:30pm - 1:00 to 4:00 pm

Saturday -9:00 to 11:30 am Saturday 9:-11:30 (only during discount period)

395 Lane Street

Jessup, PA 18434-1449

**Thursday, 03-27-2025**

**Borough Work Session**

**Tax Collector Report:**

**RE Tax – Duplicate - Borough Assessment**

**\$1,255,440.78 RE Tax                      Garbage \$820.00**

**-\$ 90,046.32 LERTA @50%**

**-\$ 63,668.34 LERTA @30%**

**-\$ 3,211.60 KOZ - (probably)**

**-\$ 433.34 KOZ - Partial**

**-\$ 108.50 VET EX**

**-\$ 151.90 VET EX**

**\$1,097,820.78 expected income**

Respectfully,

*Genevieve Lupini*

Genevieve Lupini  
Tax Collector

**2022 (Remaining Projects)**

- 3272-22-12 Ball Fields – JYSA**
- Lawn restoration and rain garden repairs are ongoing. Mr. Michael Cymbala, Assistant Engineer, I, inspected the site on March 17, 2025.
  - Contractor was notified to scarify all lawn areas before installation of seed/fertilizer, mulch, etc. Seeding to take place the week of March 24<sup>th</sup>-March 28<sup>th</sup>.
- 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 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 was submitted and a response letter was received on March 10, 2025. We will be re-submitting the permit application to address the responses received. We expect a 90–120-day review period if PA DEP and the Lackawanna County Conservation District are consistent with their review periods from past projects.
- 3272-22-43 Multimodal Transportation Fund - Hill Street Sidewalks**
- Borough received Transportation Alternatives Set-Aside (TASA) grant funds through PennDOT in the amount of \$1,277,655.00 for this project.
  - We need the grant contract so we can incorporate the grant requirements into the contract documents. Mr. Dennis Peters, Borough Engineer, recommended that Ms. Coleen Watt, Borough Manager, ask a state representative to get involved and assist with obtaining the grant contract.
  - Survey work has been completed and we are preparing plans for the PennDOT HOP submission. We plan to submit for the PennDOT HOP once the grant contract is received (we need the grant contract to ensure all grant requirements are included in the HOP plans).
- 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.
  - Ms. Coleen Watt, Borough Manager, spoke with the contractor regarding a proposed start date. The contractor anticipates starting the week of March 24, 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 received from the contractor and approved by our office.

**2023 (Remaining Projects)**

- 3272-23-3 210 Church Street (Former Bank Property)**
- Borough voted to have Alloy5 conduct a feasibility study of the property. It is our understanding that Alloy5 will be presenting their study to the Borough in early April, 2025.
  - 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**
- This matter is being handled by Ms. Maura Armezzani Tunis, Borough Solicitor.
  - Inspection report from PA DEP was received on March 7, 2025, which stated no violations were observed, however, the entire site was stripped and proposed stormwater facilities shown on the plans were never installed.
- 3272-23-20 St. Ubaldo Society- Chapel Renovation Project**
- Contract documents were prepared and all changes from Councilman Camoni and Ms. Maura Armezzani Tunis, Borough Solicitor, were made. Councilman Camoni and Ms. Coleen Watt, Borough Manager, approved the final contract documents.
  - Please note, per the contract documents, any bid item can be eliminated if there is inadequate funds to complete the bid item, without affecting any other bid items. Mr. Dennis Peters, Borough Engineer, discussed this with Mr. Thomas Wascura, Assistant Borough Manager, and informed him of this condition of the contract documents.
  - Mandatory pre-bid meeting was held on site on March 17, 2025. Bids are due by 4pm on March 27, 2025 and will be opened during the Council work session at 7pm the same evening.
  - Anticipated Notice to Proceed date of June 2, 2025 after the St. Ubaldo Society festivities are completed.
  - Addendum #1, addressing all questions as were discussed during the pre-bid meeting, was issued on March 21, 2025 to all bidders of record as having attended the mandatory pre-bid meeting.
- 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.
  - Notice of Substantial Completion was issued. Contractor to provide the Consent of Surety for Final Payment and Release, two-year Maintenance Bond and As-Built plans.
  - Milling/paving to be completed in late March/April.

2024 (Remaining Projects)

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

- PennDOT traffic control supplement approval is pending. Re-submission was made to PennDOT on February 28, 2025 which included a proposed plan for tractor trailer traffic. Per the PennDOT EPS system, PennDOT's anticipated review/response date was March 17, 2025. On March 17, 2025, Mr. Tyler Bekanich from PennDOT advised the anticipated review/response date "was changed in error in EPS" and that the review should be done soon. Another email requesting an update regarding the review was sent to PennDOT on March 21, 2025.
- 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.
- 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.

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

- Meeting on site with Ms. Coleen Watt, Borough Manager, PennDOT, Mr. Joe Cirba, DPW Foreman and Mr. Dennis Peters, Borough Engineer, was held on March 4, 2025 in order to complete dye testing and determine where the inlets within the project limits discharge to. This information, which is now available, 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.
- A cost estimate, to complete the lower portion of the project (across the private property owner's lot which is to be landscaped) was provided to the Stormwater Committee and discussed during the March Stormwater Committee meeting.
- Per discussion at the March Stormwater Committee meeting, we are not to proceed with only completing the lower portion of the project. The Stormwater Committee expressed that we should proceed with completing the entire project at once.
- Quotes for completion of a wetland delineation, report and Environmental Assessment (as is required for submission of the Chapter 105 permit) are being obtained and are due by 4pm on March 21, 2025. Once received, all quotes will be provided to the Borough for their consideration.

**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.

**2025 Projects**

**3272-25-1 Kids Korner – ADA Restroom Installation**

- Mr. Michael Cymbala, Assistant Engineer, I, met on site with Mr. Joe Cirba, DPW Foreman, on March 17, 2025 to measure the proposed restroom addition area.
- We advised Ms. Coleen Watt, Borough Manager, on March 21, 2025, that there is room for one (1) unisex ADA accessible restroom on the South side of the building, alongside the existing ADA ramp. Borough to advise if this proposed location for the restroom is acceptable and if it is acceptable to re-locate some of the existing brick/stone pavers.
- Per Mr. Joseph Rovinsky from Lackawanna County, this project will not be able to be completed by September 25, 2025 (the ERR takes two months or more, modification to move money a month, and bid process takes one-two months), which is when the 2020 CDBG funds will expire. Per Ms. Coleen Watt, Borough Manager, we are to continue with preparing the project to bid given Council voted to proceed, in hopes an extension for use of the 2020 funds can be granted or the project can be ready for use of the next round (2021) of CDBG funds.
- Contract documents and plans are being prepared currently.

**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.
- Call with Mr. Aaron Harding, FEMA NFIP Compliance Specialist, is scheduled for March 25, 2025 at 8AM.

***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  
RESOLUTION # \_\_\_\_ OF 2025**

**A RESOLUTION ENTERING INTO AN INTERGOVERNMENTAL COOPERATION  
AGREEMENT AND MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF  
LACKAWANNA, JESSUP BOROUGH, THE VALLEY VIEW SCHOOL DISTRICT AND THE  
LACKAWANNA COUNTY LAND BANK**

**WHEREAS**, on June 17, 2015 the Lackawanna County Commissioners adopted ordinance #239 establishing and creating the Lackawanna County Land Bank, and

**WHEREAS**, the Intergovernmental Cooperation Agreement and Memorandum of Understanding formalizes the discussions and negotiations of the parties with respect to the rights, duties and obligations of all parties, and

**WHEREAS**, Borough of Jessup elects to join the County of Lackawanna and the Valley View School District in order to further the goals of the Lackawanna County Land Bank by returning vacant, tax delinquent, and abandoned property located within the Borough to productive use, and

**WHEREAS**, the Land Bank has requested the appropriate Borough of Jessup official sign the Intergovernmental Cooperation Agreement and Memorandum of Understanding on behalf of the Borough of Jessup for Land Bank acquisition and restoration of blighted, vacant, abandoned and tax delinquent properties. A copy of the Agreement is attached hereto and marked "Exhibit A" and incorporated herein by reference thereto.

**NOW, THEREFORE, BE IT RESOLVED**, that Council President is authorized to execute and enter into the Intergovernmental Cooperation Agreement and Memorandum of Understanding by and between the Lackawanna County Land Bank, the County of Lackawanna, the Borough of Jessup and the Valley View School District for Land Bank acquisition and restoration of blighted, vacant, abandoned and tax delinquent properties.

**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 \_\_\_\_\_, 2025.

**ATTEST:**

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

**THE BOROUGH OF JESSUP**

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

**EXAMINED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

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

**JESSUP BOROUGH  
RESOLUTION \_\_ -2025**

**RESOLUTION TO ESTABLISH THE RENTAL REGISTRATION  
AND INSPECTION FEE**

**WHEREAS**, on October 3, 2011 Jessup Borough Council passed Ordinance No. 5-2011 establishing a registration program for residential rental properties.

**WHEREAS**, amendments to Ordinance No. 5-2011 were passed on April 3, 2024 setting an inspection fee.

**WHEREAS**, Ordinance No. 5-2011, as amended, sets a Rental Registration fee to be paid every three (3) years or within (30) days of change of ownership.

**WHEREAS**, Ordinance No. 5-2011, as amended, sets an inspection fee to be assessed to property owners to be paid every three (3) years.

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

1. The fee for registering a rental unit shall be \$ \_\_\_ per unit and shall cover the costs of administration of the Rental Registration Program;
2. The fee for rental unit inspection shall be set at \$ 50.00 per rental unit;
3. Any additional work undertaken by the Borough's designated inspection agency as necessitated by the inspection shall be billed at \$ 75.00 per hour.

**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**

**Borough of Jessup  
Lackawanna County, Pennsylvania  
Resolution 2025-9**

**A RESOLUTION OF THE BOROUGH OF JESSUP, LACKAWANNA COUNTY,  
PENNSYLVANIA, AUTHORIZING THE DISPOSITION OF SPECIFIED RECORDS IN  
ACCORDANCE WITH THE MUNICIPAL RECORDS MANUAL APPROVED ON  
DECEMBER 16, 2008, AS AMENDED**

**WHEREAS**, the Borough of Jessup is a municipality incorporated under the provisions of the Pennsylvania Borough Code with a business located at 395 Lane Street, Jessup, Lackawanna County, Pennsylvania; and

**WHEREAS**, by virtue of Resolution NO. 10-2022 adopted on August 3, 2022, the Borough of Jessup adopted the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, and amended March 28, 2019 in accordance with Act 428 of 1968, as amended; and

**WHEREAS**, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

**WHEREAS**, the Borough of Jessup desires to dispose of certain records as more fully set forth herein as authorized by this Resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough of Jessup Council, Lackawanna County, Pennsylvania, in accordance with the Municipal Records Manual and Pennsylvania Law, hereby authorizes the disposition and destruction of the following records:

1. Routine correspondence, duplicate records, and housekeeping records for the year 2025 and prior years;
2. Successful non-construction bids/proposals for the year 2018 and all prior years;
3. Successful construction bids/proposals for the year 2013 and all prior years;
4. Unsuccessful bids/proposals for work completed in the year 2021 and all prior years;
5. Statements of Financial Interest for the year 2019 and all prior years;
6. Liquid fuel reports for the year 2017 and all prior years;
7. Public meeting/hearing notices and proof of publications for the year 2014 and all prior years;
8. Recycling program records for the year 2014 and all prior years;
9. Right to Know requests for the year 2022 and all prior years;
10. Accounts payable files for the year 2017 and all prior years;
11. Accounts receivable files for the year 2017 and all prior years;
12. Bank statements for the year 2017 and all prior years;
13. Check registers for the year 2017 and all prior years;
14. Deposit slips for the year 2017 and all prior years;
15. Cancelled payroll checks for the year 2017 and all prior years;

16. Employee payroll adjustment records for the year 2020 and all prior years;
17. Payroll earnings/deduction registers for the year 2020 and all prior years;
18. Payroll voucher registers for the year 2017 and all prior years;
19. Quarterly returns of federal, state, local, and social security withholdings for the year 2020 and all prior years;
20. Timecards and attendance records for the year 2021 and all prior years;
21. Applications for employment for individuals not hired for the year 2022 and all prior years;
22. Finalized worker's compensation records for the year 2020 and all prior years;
23. Zoning complaints/citations/notices of violation/investigations for the year 2019 and all prior years;
24. Zoning Hearing Board applications and correspondence for the year 2020 and all prior years;
25. Pave cut permits for the year 2019 and all prior years;
26. PA One Call records for the year 2023 and all prior years;
27. Delinquent real estate tax records for the year 2022 and all prior years;
28. Delinquent refuse fee records for the year 2023 and all prior years;
29. Tax Collector's monthly reports for the year 2017 and all prior years;
30. Tax "duplicates" for the year 2017 and all prior years.

**THIS RESOLUTION IS DULY ENACTED AND APPROVED** at a public meeting duly advertised by a majority vote of Borough of Jessup Council on this \_\_\_ day of \_\_\_\_\_, 2025.

**THE BOROUGH OF JESSUP**

**ATTEST:**

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

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

**EXAMINED AND APPROVED THIS \_\_\_ DAY OF \_\_\_\_\_, 2025.**

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