

**Jessup Borough Council**

**May 7, 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 Special Meeting on March 27, 2025.

Approve the Minutes of the Regular Meeting on April 2, 2025

Approve the Minutes of the Special Meeting on April 10, 2025

Approve the Secretary Report.

Approve the April Payroll in the amount of \$ 65,413.84

Approve monthly payments from the general fund in the amount of \$98,140.48

**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.** Motion to extend the feasibility study to look at 395 Lane Street to determine if the property could meet the needs of the Borough.
- B.** Motion to send letters to Representative Rob Bresnahan, Senator John Fetterman and Senator Dave McCormick supporting Coalition Against Bigger Trucks to not allow longer double trailers and heavier single trailer trucks.
- C.** Motion to sell surplus borough property via an online auction. Items to be auctioned are as follows: 2014 Ford Taurus, scooter, and miscellaneous vehicle tires
- D.** Motion to authorize Hose Company #2's request to use Jessup Police personnel, various borough equipment and Jessup DPW personnel's services for the upcoming Carnival and related events.
- E.** Motion to send the Borough Manager to the Lackawanna County Association of Borough's meeting on May 15, 2025, at the Regal Room. Cost \$20.00
- F.** Motion to accept Corey Mahon's resignation from the Planning Commission
- G.** Motion to accept Robert Mycko's resignation from the Planning Commission.
- H.** Motion to advertise for two Planning Commission members.
- I.** Motion to hire Audrey Yuhas as an independently contracted Emergency Medical Technician at a rate of \$17.00 per hour and subject to signing the Independent Contractor Agreement.
- J.** Motion to hire Theresa Pezak as an independently contracted Emergency Medical Technician at a rate of \$17.00 per hour and subject to signing the Independent Contractor Agreement.

- K.** Motion to hire Samantha Howey as the Lead Summer Camp Counselor at the rate of \$28.00 per hr.
- L.** Motion to hire Kristen Hughes as a Summer Camp Counselor at the rate of \$14.00 per hr.
- M.** Motion to hire Mia Tomassoni as a Junior Summer Camp Counselor at the rate of \$14.00 per hr.
- N.** Motion to hire Natalie Sweeney as a Junior Summer Camp Counselor at the rate of \$14.00 per hr.
- O.** Motion to hire Emma McNally Junior Summer Camp Counselor at the rate of \$14.00 per hr.
- P.** Motion to hire Madison Romero Junior Summer Camp Counselor at the rate of \$14.00 per hr. contingent on passing all background checks.
- Q.** Motion to hire Kamryn Gale Junior Summer Camp Counselor at the rate of \$14.00 per hr. contingent on passing all background checks
- R.** Motion to purchase safety barriers for DPW to use during St. Ubaldo.
- S.** Resolution 2025-10 - Authorizing the Council President or Borough Manager to sign all documents from PennDOT related to the Church Street Sidewalk Project
- T.** Motion to advertise an amendment to the Zoning Ordinance regarding Data Centers
- U.** Motion to advertise a public hearing regarding an amendment to the Zoning Ordinance
- V.** Resolution 2025-11 – Setting rental registration fees for all rental properties in the Borough.
- W.** Motion to advertise an amendment to the Rental Registration Ordinance.

**ADJOURN**

**JESSUP BOROUGH COUNCIL  
SPECIAL 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.

Respectfully submitted,

Coleen Watt, Secretary

**JESSUP BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
April 2, 2025, AT 7:00 PM**

The regular monthly meeting of Jessup Borough Council was held on Wednesday, April 2, 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.

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

Council held an executive session April 2, 2025, at 6:30 p.m. regarding personnel.

President Galati announced Motion J. will be removed from the agenda.

<b>Roll Call: Present 6</b>	<b>Absent 1</b>
Gregg Betti	Tom Fiorelli
Curt Camoni	Roberta Galati
Jerry Crinella	Joe Mellado – absent
Jeffrey Castellani	

**Consent Agenda**

Approve the minutes of the regular meeting on March 5, 2025. A motion was made by Gregg Betti second by Jerry Crinella. Aye carried. (6-0)

Approve the Secretary’s Report. A motion was made by Jerry Crinella second by Curt Camoni. Aye carried. (6-0)

Approve the March payroll in the amount of \$62,932.28. A motion was made by Curt Camoni second by Jeff Castellani. Aye carried. (6-0)

Approve monthly payments in the amount of \$51,339.32 from the General Fund. A motion was made by Gregg Betti second by Jeff Castellani. Aye carried. (6-0)

**Old Business**

Community Vision Plan – No action

**Reports**

Mayor Buckshon announced the Jessup 21<sup>st</sup> Century will be hosting a Wine Tasting and July 5<sup>th</sup> Celebration. Chief Fozard is spearheading Jessup’s first National Night Out in conjunction with Movies Under the Stars.

Jeff Smith reported there is a hearing on April 7, 2025 with Judge Mazzone regarding Kearney Steel.

**JESSUP BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
April 2, 2025, AT 7:00 PM**

Zoning Officer Anthony Mengoni reported progress has been made on the 4<sup>th</sup> Ave. violation. The foundation has been removed from the property.

Police Department: Chief Derek Fozard – Calls continue to increase and there have been 57 more calls than last month. He gave a brief synopsis of a recent call involving gun shots in the Borough. Chief Fozard announced he applied for a grant for a crime scene camera and the department was awarded the grant. Not only will the Borough receive the camera but officers from the department will be trained to use it.

DPW Foreman: Joseph Cirba – Joe reported DPW completed mulching in the parks and at the Borough Bldg., poured sidewalks at JYSA and have started restoration on Constitution Ave. after the sewer line replacement.

Engineer: Peters Consultants, Inc. – Megan Barone of Peters Consultants reported the Ferdinand project is waiting for an outfall permit, there is an upcoming meeting with PennDOT regarding the Church Street manhole project, and the estimate for the Kids Korner bathroom project has been sent to Lackawanna County for review.

Solicitor: Maura Armezzani Tunis reported 369 Lane Street sold at the recent judicial sale. She reached out to the new owner but has not made contact. She will reach out to Lackawanna County for an address. There is a hearing scheduled for April 17<sup>th</sup> and if need be the complaint will be amended to include the new owner to move forward with demolition. She reached out to Kyle Mullins office regarding the proposed detour for the Church Street manhole replacement project. Maura gave an overview of the Land Bank. She spoke to Attorney Don Fredrickson from Lackawanna County regarding the implementation of a fire tax because of the hold on taxes for 2026 due to reassessment. Attorney Fredrickson's recommendation is to wait until 2027 because the Borough won't be able to have any increases in revenue for 2026.

Borough Manager: Coleen Watt announced the Borough recouped \$125,000.00 in uncashed checks from the Department of the Treasury. St. Ubaldo Society submitted a letter asking DPW tie up the wires for the upcoming race. Asked Council to consider renewing the adopt a highway contract at the park and ride as well as the east and west bound ramps. Spoke to Archbald Borough regarding recycling and plans to have a formal meeting in the near future. Spoke to JP Mascaro and asked about the cost difference in removing recycling from our contract.

**Public Comment:** Jeff Smith spoke to motion L. regarding the rental registration fees. He noted he registered today.

Brittani Barcheski thanked everyone for their efforts in seeing the foundation removed on 4<sup>th</sup> Ave. She also thanked Chief Fozard for his presence every morning on 4<sup>th</sup> Ave. She feels it has made a difference as the traffic has slowed down. Brittani also suggested the Borough consider sitting down with other communities to discuss the Land Bank with them.

**New Business**

**JESSUP BOROUGH COUNCIL  
REGULAR MEETING MINUTES**

**April 2, 2025, AT 7:00 PM**

- A.** Alloy5 gave a presentation on the feasibility study they have been working on for the Borough. They evaluated both the property on Lane Street and the property on Church Street. They presented three (3) options. The first being demolition of the addition to the bank building, renovations of the remaining bank building structure and adding a two-story addition plus a small one-story addition to get to 11,000 sq. ft.. The second option would be to demolish the existing bank building and erect a new two-story building on the site to get to 11,000 sq. ft. The third option would be to demolish the existing bank building and erect a new two-story building on the site to get to 14,000 sq. ft.
- B.** Motion to award bid for the St. Ubaldo Society Project – Curt Camoni spoke on behalf of the St. Ubaldo Society. They would like to include items 1,2,5,6,7 & 8 from the bid. They would like to exclude items 3,4 and 9. A motion was made by Jeff Castellani second by Gregg Betti to award items 1,2,5,6,7 and 8 of the contract, and to exclude items 3,4 and 9. Aye carried. (6-0)
- C.** Motion to purchase two (2) trash pumps for Hose Company #1 to pump out basements. The cost is \$2,120.00 per pump. Motion failed.
- 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. A motion was made by Curt Camoni second by Gregg Betti to approve the project. Aye carried. (6-0)
- E.** Motion to purchase a Knox Box for Hose Company #2's command car in the amount of \$2,433.00. A motion was made by Curt Camoni second by Jerry Crinella to purchase the Knox Box. Aye carried. (6-0)
- F.** Motion to approve additional projects for Community Development Block Grant funding. A motion was made by Gregg Betti second by Curt Camoni to approve ADA compliant entrance to Sarah Bratty Park and to upgrade the equipment to become ADA compliant. Aye carried. (6-0)
- G.** Motion to renew Adopt-A-Highway contract with PennDOT for the park and ride as well as the east and west bound ramps on Rte. 6. A motion was made by Gregg Betti second by Curt Camoni to renew the contract. Aye carried. (6-0) Curt Camoni thanked the Sierra Club for volunteering for this cause.
- H.** Motion to adopt Resolution 2025-7 to join the Lackawanna County Land Bank. A motion was made by Curt Camoni second by Jeff Castellani to adopt Resolution 2025-7. Aye carried. (6-0)
- I.** Motion to approve a baby food drive to benefit the Bread Basket of NEPA's Jessup branch for the month of May. A motion was made by Jerry Crinella second by Gregg Betti to approve the baby food drive. Aye carried. (6-0)
- J.** Removed from the agenda. Motion to hire a seasonal DPW employee.
- K.** Motion to adopt Resolution 2025-8 updating the rental registration fee schedule. A motion was made by Curt Camoni second by Gregg Betti to adopt Resolution 2025-8 to

**JESSUP BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
April 2, 2025, AT 7:00 PM**

include a \$30 registration fee per unit plus a \$50 inspection fee per unit every three years. Aye carried. (6-0)

- L.** Motion to enter into a contract with NEIC for rental inspections as per the Rental Registration Ordinance. A motion was made by Curt Camoni second by Jeff Castellani to enter into a contract with NEIC for the rental inspections. Aye carried. (6-0)
- M.** Motion to approve funding for the July 5<sup>th</sup> Fireworks display for Jessup 21<sup>st</sup> Century. Cost \$6,600.00. A motion was made by Gregg Betti second by Curt Camoni to approve funding for fireworks. Aye carried. (6-0)
- N.** Motion to approve Memorandum of Understanding for the police department. A motion was made by Curt Camoni second by Gregg Betti to table. Aye carried. (6-0)
- 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. A motion was made by Gregg Betti second by Jerry Crinella to adopt Resolution 2025-9. Aye carried. (6-0)
- P.** Motion to amend the employee handbook to include mandatory annual training for the abuse prevention policy and mandatory criminal background checks every five (5) years. A motion was made by Jerry Crinella second by Gregg Betti to amend the employee handbook. Aye carried. (6-0)
- Q.** Motion to purchase tools for DPW to perform vehicle maintenance at a cost of \$2,000.00. A motion was made by Tom Fiorelli second by Gregg Betti to approve the purchase of tools. Aye carried. (6-0)

**Adjourn:** A motion was made by Gregg Betti second by Curt Camoni to adjourn the meeting. Meeting adjourned at 9:40 p.m.

Respectfully submitted,

Coleen Watt, Secretary



**JESSUP BOROUGH COUNCIL  
SPECIAL MEETING MINUTES  
APRIL 10, AT 6:00 PM**

A special meeting of Jessup Borough Council was held on Thursday, April 10, 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 6:04 p.m. by Council President, Roberta Galati

**Roll Call: Present 3**

**Absent 4**

Gregg Betti

Tom Fiorelli - absent

Curt Camoni

Roberta Galati

Jerry Crinella

Joe Mellado – absent

Jeffrey Castellani – absent

**Public Comment:** None

**New Business:**

- A. Memorandum of Understanding (MOU) Sergeant's pay. A motion was made by Curt Camoni second by Gregg Betti to approve the MOU regarding Sergeant's pay. Aye carried. (4-0)
- B. Memorandum of Understanding (MOU) Probationary/Training period. A motion was made by Gregg Betti second by Jeff Castellani to approve the MOU regarding probationary/training period. Aye carried. (4-0)
- C. Memorandum of Understanding (MOU) hats. A motion was made by Gregg Betti second by Curt Camoni to approve the MOU regarding hats. Aye carried. (4-0)
- D. Ratify hiring of Colwell-Naegele to perform stormwater and floodplain review for Ferdinand St project. Not to exceed \$340.00. A motion was made by Gregg Betti second by Jeff Castellani to ratify the motion hiring Colwell-Naegele. Aye carried. (4-0)
- E. Send a letter to the Lackawanna River Basin Sewer Authority in opposition to them accepting leachate from Keystone Sanitary Landfill. A motion was made by Jeff Castellani second by Gregg Betti. Curt Camoni voted no. Aye carried. (3-1)

**Adjourn:** A motion was made by Curt Camoni second by Gregg Betti to adjourn the meeting.

Respectfully submitted,

Meeting adjourned 6:07 p.m.

Coleen Watt, Secretary

<b>May 7, 2025</b>		
<b>GENERAL FUND - April 2025</b>		
<b>SAVINGS ACCOUNT</b>		
<b>BALANCE: March 31, 2025</b>		<b>\$ 2,403.20</b>
<b>RECEIPTS: April 2025</b>		
Interest on Savings-Peoples Security Bank		\$ 22.22
<b>SUB-TOTAL</b>		<b>\$ 2,425.42</b>
Transferred from Savings to Checking		\$ -
<b>BALANCE GENERAL FUND SAVINGS ACCOUNT: April 30, 2025</b>		<b>\$ 2,425.42</b>
<b>CHECKING ACCOUNT</b>		
<b>BALANCE: March 31, 2025</b>		<b>\$ 354,792.61</b>
<b>DEPOSIT RECEIPTS: April 2025</b>		
Berkheimer LST - April 2025	\$ 2,579.85	
Berkheimer EIT - April 2025	\$ 47,801.65	
Commonwealth of PA Unclaimed Property/Uncashed Checks	\$ 125,000.00	
Building Permits	\$ 943.34	
Electrical Permits	\$ 441.50	
Zoning and/or Land Development Fees	\$ 460.00	
Jessup Borough 2025 Real Estate Tax	\$ 568,137.21	
Delinquent Real Estate Taxes	\$ 3,611.25	
Real Estate Transfer Tax	\$ 8,805.22	
SLIBCO Municipal Service Fee	\$ 2,826.51	
Police Fines - Magistrate & County	\$ 493.46	
Police Report Copies	\$ 90.00	
Handicapped Parking Fee	\$ 25.00	
Civil Service Application Fee	\$ 200.00	
Rental Registration Fee	\$ 270.00	
Reimbursement from Jessup Tax Collector	\$ 28.11	
Reimbursement from Operation Noel	\$ 3,916.10	
Donation to Borough - Community Events	\$ 1.00	
Interest on Checking-Peoples Security Bank	\$ 685.38	
<b>Total Checking Account Receipts</b>		<b>\$ 766,315.58</b>
<b>SUB-TOTAL</b>		<b>\$ 1,121,108.19</b>
<i>Total Checking Account Expenditures</i>		<i>\$ 182,959.84</i>
<b>GENERAL FUND CHECKING ACCOUNT BALANCE: April 30, 2025</b>		<b><u>\$ 938,148.35</u></b>
<b>GENERAL FUND EXPENDITURES: April 2025</b>		
AFLAC	\$ 211.92	
Alloy5 Architecture	\$ 2,040.00	
Anthony Snyder	\$ 552.50	
AutoZone	\$ 77.96	
Blakely Borough	\$ 2,499.64	
Central Clay Products, Inc.	\$ 1,145.00	

<b>GENERAL FUND EXPENDITURES: April 2025</b>		
Charles Schwab	\$	1,789.49
Chief of Police Association of Lackawanna County	\$	150.00
Coleen Watt	\$	35.00
Comcast	\$	1,297.19
Concrete Texturing Tool & Supply	\$	270.39
Cougar Auto Service	\$	65.00
Crystal Clear Spring Water Co.	\$	113.00
Curtin & Heefner LLP	\$	253.80
Danny's Car Spa, Inc.	\$	40.00
DeLage Landen-Financial Services	\$	189.33
Dempsey Uniform & Linen Supply Inc.	\$	523.73
Donald G Karpowich	\$	175.40
Econo Signs	\$	419.08
Encova Insurance	\$	3,687.00
F & T Excavatomg	\$	3,570.00
Geisinger - Employer paid portion	\$	6,979.93
Geisinger - Employee paid portion	\$	811.82
George Yurkanin	\$	1,224.00
Guardian - Dental employer paid portion	\$	353.87
Guardian - Dental employee paid portion	\$	35.98
Guardian - Life	\$	134.00
Guardian - Vision employer paid portion	\$	81.44
Guardian - Vision employee paid portion	\$	6.02
Home Depot	\$	628.60
Iron Nebula	\$	5,639.50
IWDA Engineering	\$	1,139.55
Jennifer Filipski	\$	10.59
Jessup Hose Company #2	\$	2,639.96
John Robinson	\$	204.00
Kellogg Auto Sales	\$	400.00
Lackawanna County Conservation District	\$	150.00
Lowes Sales & Service	\$	663.83
Masters Concrete Products, Inc.	\$	480.00
Michael Dinning	\$	510.00
Mid-Valley Plumbing Supply, Inc.	\$	16.00
NEIC	\$	3,145.89
NEPA Alliance	\$	295.00
Northeast Hydraulics	\$	252.17
Overhead Door of Scranton	\$	255.60
PA Turnpike	\$	38.32
PAWC	\$	3,212.42
Pena-Plas	\$	114.45
Pennsylvania Municipal Retirement Systems	\$	4,702.80
Pennsylvania One Call System, Inc.	\$	106.14
Peters Consultants, Inc.	\$	12,451.25
PPL Electric Utilities	\$	2,154.23

<b>GENERAL FUND EXPENDITURES: April 2025</b>		
Reeves Rent-A-John, Inc	\$	744.00
Rossi Rooter, LLC	\$	1,610.00
S&S Automotive	\$	1,430.00
Saporito, Falcone, & Watt	\$	3,045.75
Sarah MacDougall	\$	510.00
Scranton Craftsmen, Inc.	\$	475.00
Scranton Times	\$	861.06
Selective Insurance Company of America	\$	5,971.00
Stafursky Auto Parts	\$	402.87
Starr Uniform	\$	1,043.40
State Workmen's Insurance Fund	\$	1,628.00
Teamsters Local Union 229	\$	815.00
Throop Landscape Supply, LLC	\$	560.00
TOPP Business Solutions	\$	19.56
Tritech Software Systems	\$	1,527.89
UGI	\$	800.72
Valley Carpet Cleaning	\$	370.00
Verizon	\$	175.12
Verizon Wireless	\$	463.06
Witmer Public Safety Group, Inc.	\$	387.56
Peoples Security Bank-Credit Card Payment	\$	1,414.44
Employee Payroll	\$	65,413.84
We Pay Payroll Processing Co.	\$	463.50
Payroll Tax Liabilities	\$	24,885.28
	<b>TOTAL</b>	<b>\$ 182,959.84</b>

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

Animal Arrest	Vector services for Borough	\$	140.00
AutoZone	DPW & Police supplies	\$	446.58
Blakely Borough	Fuel for Borough vehicles	\$	1,849.52
Central Clay Products, Inc.	DPW supplies	\$	943.00
Concrete Texturing Tool & Supply	DPW supplies	\$	386.55
Crystal Clear Spring Water Company	Water delivery service	\$	35.00
Danny's Car Spa Inc.	Washing services for police vehicles	\$	10.00
David F. Garvey, P.E.	Retainer fee for Sewage Enforcement Officer	\$	600.00
Dempsey Uniform & Linen Supply	Cleaning & sanitation services & supplies	\$	386.75
Donald G. Karpowich, Attorney-At-Law, P.C.	Legal services	\$	16.76
Econo Signs	Handicapped parking signs	\$	243.32
Edwards Concrete	DPW supplies	\$	2,073.75
English's Pro Hardware & Appliances	DPW supplies	\$	62.97
Fast Signs	Update of sign for May events	\$	265.57
FleetPride	DPW supplies	\$	10.19
GameTime	Playground equipment	\$	311.37
Iron Nebula	IT services	\$	3,299.58
IWDA Engineering	Pave cut inspection services	\$	760.60
Jessup Auto	Autobody work	\$	2,543.33
Jessup Hose Company #1	Reimbursement for insurance premium payment	\$	7,807.00
Lackawanna Heritage Valley Authority	Contribution towards routine trail maintenance	\$	3,780.00
Lowes Sales & Service	Repairs to DPW vehicle	\$	100.00
Manasek Auto Parts	DPW supplies	\$	153.70
Mario J. Hanyon, Esquire	Legal services	\$	1,088.31
Marshall Machinery, Inc.	DPW supplies	\$	96.68
Masters Concrete Products, Inc.	DPW supplies	\$	1,170.00
MOSCA Design	Christmas Decorations for Operation Noel	\$	7,832.20
Motorola Solutions	Police supplies	\$	6,343.00
NaturaLawn	Lawn care services	\$	875.00
NEIC	Billing for building and zoning services	\$	3,317.37
Peters Consultants, Inc.	Engineering services	\$	35,119.57
Reeves Rent-A-John, Inc.	Services to Memorial Field, Station Park, Pioneer Field & Sara Bratty Park	\$	744.00
Rossi Rooter	Service at Jessup Avenue	\$	1,225.00
Saporito, Falcone, & Watt	Monthly bill for legal services	\$	3,150.40
Scranton Craftsmen, Inc.	DPW supplies	\$	90.00
Scranton Times	General advertising costs	\$	1,563.72
Stafursky Auto Parts Inc. (NAPA Auto Parts)	Vehicle supplies	\$	63.96
Starr Uniform Center	Police uniforms	\$	1,083.87
TASCA Ford	DPW supplies	\$	11.13
Throop Landscape Supply	Agricultural supplies	\$	84.00
Urban Electrical Contractors, Inc.	Electrical services in Borough	\$	5,201.48
Valley Carpet & Janitorial Services	Monthly bill for cleaning services	\$	370.00
Wayne County Ford	Repairs/service to police & borough vehicles	\$	2,197.25
YCG, Inc.	Calibration services	\$	288.00
		<b>Total \$</b>	<b><u>98,140.48</u></b>

# Accounts Summary

## May 7, 2025

<b>Fund</b>	<b>Account Balance as of 04/30/2025</b>
<b>General Fund - Checking</b>	<b>\$ 938,148.35</b>
<b>General Fund - Savings</b>	<b>\$ 2,425.42</b>
<b>Money Market Account</b>	<b>\$ 232,479.80</b>
<b>CD Portfolio</b>	<b>\$ 552,763.65</b>
<b>Treasury Bill Portfolio</b>	<b>\$ 548,709.30</b>
<b>Capital Improvements Account</b>	<b>\$ 59,228.21</b>
<b>Refuse Account</b>	<b>\$ 284,854.96</b>
<b>Motor License Account</b>	<b>\$ 143,021.08</b>
	<b><u>Total: \$ 2,761,630.77</u></b>

**May 7, 2025**

**CAPITAL IMPROVEMENTS**

<b>BALANCE: March 31, 2025</b>		<b>\$ 54,983.28</b>
<b>RECEIPTS: April 2025</b>		
Commonwealth of PA <i>For Saint Ubaldo Society project</i>	\$ 15,000.00	
Transfer from Money Market	\$ 50,000.00	
Peoples Security (Interest)	\$ 400.75	
<b>TOTAL ACCOUNT RECEIPTS</b>		<b>\$ 65,400.75</b>
<b>SUB-TOTAL</b>		<b>\$ 120,384.03</b>
<i>Total Expenses April 2025</i>		<i>\$ 61,155.82</i>
<b>Balance April 30, 2025</b>		<b>\$ 59,228.21</b>
<b>EXPENSES April 2025</b>		
Peoples Security (Wire Transfer Fee)	\$ 15.00	
J&J Trailer & Auto LLC <i>For DPW Trailer</i>	\$ 10,925.12	
NEPA Valley Fence <i>For fence at JYSA</i>	\$ 4,750.00	
Pioneer Construction Company Inc. <i>For Mary Jo Drive sewer line project</i>	\$ 41,313.70	
United Fence Suply Company <i>For fence at JYSA</i>	\$ 4,152.00	
<b>Total Expenses</b>	<b>\$ 61,155.82</b>	

**MONEY MARKET ACCOUNT**

<b>BALANCE: March 31, 2025</b>		<b>\$ 266,790.89</b>
<b>RECEIPTS: April 2025</b>		
Invenergy Sewer Payment	\$ 15,000.00	
Peoples Security (Interest)	\$ 688.91	
<b>TOTAL ACCOUNT RECEIPTS</b>		<b>\$ 15,688.91</b>
<b>SUB-TOTAL</b>		<b>\$ 282,479.80</b>
<i>Total Expenses April 2025</i>		<i>\$ 50,000.00</i>
<b>Balance April 30, 2025</b>		<b>\$ 232,479.80</b>
<b>EXPENSES April 2025</b>		
Transfer to Capital Improvements	\$ 50,000.00	
<b>Total Expenses</b>	<b>\$ 50,000.00</b>	

## MOTOR LICENSE FUND

<b>BALANCE: March 31, 2025</b>		<b>\$ 151,304.70</b>
<b>RECEIPTS: April 2025</b>		
Peoples Security (Interest)	\$ 394.02	
<b>TOTAL ACCOUNT RECEIPTS</b>		<b>\$ 394.02</b>
<b>SUB-TOTAL</b>		<b>\$ 151,698.72</b>
<i>Total Expenses April 2025</i>		<i>\$ 8,677.64</i>
<b>Balance April 30, 2025</b>		<b>\$ 143,021.08</b>
<b>EXPENSES April 2025</b>		
PP&L	\$ 8,677.64	
<b>Total Expenses</b>	<b>\$ 8,677.64</b>	

## REFUSE ACCOUNT

<b>BALANCE: March 31, 2025</b>		<b>\$ 359,841.35</b>
<b>RECEIPTS: April 2025</b>		
Refuse Fee Collected	\$ 200.00	
Delinquent Refuse Fees Collected	\$ 15.17	
JP Mascaro & Sons	\$ 1,471.25	
Peoples Security (Interest)	\$ 997.19	
<b>TOTAL ACCOUNT RECEIPTS</b>		<b>\$ 2,683.61</b>
<b>SUB-TOTAL</b>		<b>\$ 362,524.96</b>
<i>Total Expenses April 2025</i>		<i>\$ 77,670.00</i>
<b>Balance April 30, 2025</b>		<b>\$ 284,854.96</b>
<b>EXPENSES April 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>*Rollover 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>*Rollover 05/11/2024</i>		

**May 7, 2025**

**12 Month US Treasury Securities**

ORIGINAL PURCHASE PRICE \$ 124,648.36

VALUE AS OF 04/30/2025 \$ 140,303.46

Maturity Date: 6/12/2025

**12 Month US Treasury Securities**

ORIGINAL PURCHASE PRICE \$ 128,984.04

VALUE AS OF 04/30/2025 \$ 135,754.74

Maturity Date: 9/30/2025

**12 Month US Treasury Securities**

ORIGINAL PURCHASE PRICE \$ 128,019.58

VALUE AS OF 04/30/2025 \$ 135,675.12

Maturity Date: 12/31/2025

**Insured Cash Account**

ORIGINAL BALANCE \$ 1,664.90

CURRENT BALANCE \$ 136,975.98

*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.*

**2022 (Remaining Projects)**

- 3272-22-12 Ball Fields – JYSA**
- Contractor was notified to scarify all lawn areas before installation of seed/fertilizer, mulch, etc. Seeding has been completed, but no grass is growing as of today.
  - We recommend holding off on final payment of retained funds until 70% coverage is achieved for the lawn restoration and rain garden repairs and also reduce all of the expenses needed to obtain compliance. Ms. Maura Armezzani Tunis, Borough Solicitor is aware of our recommendation.
- 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.
  - We have asked Mr. Joseph Rovinsky, Community Development Manager at Lackawanna County Department of Planning and Economic Development about the status and have not received any feedback.
- 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 resubmit the permit application to address the responses received.
  - We expect a 90–120-day review period, based upon recent PA DEP and Lackawanna Conservation District submissions.
- 3272-22-43 Multimodal Transportation Fund - Hill Street Sidewalks**
- Borough received PennDOT Transportation Alternatives Set-Aside (TASA) grant funds in the amount of \$1,277,655.00 for this project.
  - The grant contract was received by our office on April 16, 2025 for inclusion into the contract documents, plans, and HOP application.
  - A Project Meeting was held on April 23, 2025 at 8:30 A.M. with Ms. April Hannon, PennDOT Project Manager, Ms. Coleen Watt, Borough Manager, and Mr. Dennis Peters and Ms. Emily Stefanowicz of Peters Consultants, Inc.
  - Project Meetings will be held bi-monthly.
  - Survey work has been completed and we are preparing plans for the PennDOT HOP submission based on the grant information received as of April 16, 2025.

**Peters Consultants, Inc.**  
**Jessup Borough Project Update**  
**April 24, 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.
  - Ms. Coleen Watt, Borough Manager, spoke with the contractor regarding a proposed start date, and the start date was set back due to PA American Water Company and UGI providing incorrect plans during the design stage.
  - 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.
  - The location of the gas and water lines provided on the plans as part of the design phase PA One Call were not in the same location as the marking in the road per the Excavation PA One Call, and the marked locations interfere with the proposed stormwater piping. Mr. Dennis Peters, Borough Engineer, discussed the locations and current items ordered from the contractor and modified the design to prevent additional materials from needing to be ordered. The revised plan was provided to the contractor on April 16, 2025.

**2023 (Remaining Projects)**

- 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.
  - Bids for the Exterior Building and Site Improvements Project were opened on March 27, 2025, with a bid recommendation provided to the Borough on March 31, 2025.
  - The lowest bidder was H&P Construction, with a bid of \$83,740.00.
  - The Borough voted to accept this bid at the April Borough Council meeting, with removal of items 3, 4, and 9 from the bid schedule.
  - Anticipated Notice to Proceed date of June 2, 2025 after the St. Ubaldo Society festivities are completed.

- 3272-24-20 Emergency HOP - Sewer Line Repair at 940 Constitution Ave**
- PennDOT permit was obtained and provided to the contractor and Borough.
  - Contractor will notify PennDOT 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**
- 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.
  - A formal letter of request for a time extension of use of the funds was submitted to Lackawanna County for consideration.
  - Contract documents and plans are being prepared currently for a restroom at the northeast corner of Kids Korner.
- 3272-25-2 Floodplain Manager – NFIP**
- 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, was completed March 25, 2025 at 8:00 AM.
  - FEMA provided a report outlining some violations which need to be addressed. Per Ms. Coleen Watt, Borough Manager, we are to address the violations. Majority of the violations pertain to new structures being built in the floodway.
  - Call with Ms. Coleen Watt, Borough Manager and Mr. Dennis Peters, Borough Engineer on April 24, 2025 at 8:00A.M. to discuss issues in the Borough raised by EPA at the March Meeting.
- 3272-25-3 Sarah Bratty Park - CDBG Funds - ADA Improvements**
- Borough wants to use CDBG funds towards ADA improvements at this park, including ADA entrance and ADA playground equipment.
  - Mr. Dennis Peters, Borough Engineer met with Ms. Coleen Watt, Borough Manager on April 8th to discuss the project.
  - Ms. Maura Armezzani Tunis, Borough Solicitor provided the Agreement of Sale between the Borough and the Helcoskis.
  - Project description, cost estimate and activity description for this project will be sent to the Lackawanna County for use of CDBG funds late April.

**Peters Consultants, Inc.**  
**Jessup Borough Project Update**  
**April 24, 2025**

- 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.
  - Site meeting held on March 31, 2025 with Pioneer, Mr. Joe Cirba, DPW Foreman, Ms. Coleen Watt, Borough Manager, Mr. Greg Betti, Council Member, and Mr. Dennis R. Peters, Borough Engineer, to review paving/driveway repairs, lawn restoration and work was to be started of April 7<sup>th</sup>. Nothing has been started onsite as of April 23, 2025.

**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. Emails requesting an update regarding the review have been sent to PennDOT in March and April 2025.
  - PennDOT has advised that the only detour plan that will be accepted by PennDOT is approximately 15 miles in length. As such, we are proposing to keep a single lane of traffic open during the project.
  - The plans for the Traffic Control were sent to PennDOT for review/approval on April 21, 2025 as soon as PennDOT approves the Traffic Control the project will proceed.
  - 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 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.
  - Per discussion at the March Stormwater Committee meeting, the Stormwater Committee expressed that we should proceed with completing the entire project at once, and would like to look into grant funding.

**Peters Consultants, Inc.**  
**Jessup Borough Project Update**  
**April 24, 2025**

**3272-25-G    General**

- Chapter 94 Report information was provided to Ms. Coleen Watt, Borough Manager, as requested.
- Extension request letter for use of 2021 funds (which expire February 17, 2026) was sent to Lackawanna County on April 8, 2025.
- Borough may want to use CDBG funds for milling/paving of roadways within the Borough that are located within low/moderate income areas (Includes portions of Center Street - the blocks from Church to Blakely Streets, Short Street - the blocks from Mylert to Ward Streets, and Rear Church Street – Off of River Street). Lackawanna County will need to survey these areas to confirm eligibility for use of CDBG funds. If eligible, project descriptions, cost estimate and activity descriptions can be drafted of the streets acceptable to Lackawanna County.

*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 # 10 OF 2025**

**A RESOLUTION OF THE BOROUGH OF JESSUP AUTHORIZING AND DIRECTING  
SIGNATURES ON AGREEMENTS FOR STREETScape PROJECT**

**WHEREAS**, the Borough of Jessup has been awarded grant monies for the completion of a Streetscape project on Hill Street;

**WHEREAS**, the Borough of Jessup desires to authorize and direct that the Borough Manager or Borough Council President sign all agreements between the Borough and the Pennsylvania Department of Transportation necessary for the project.

**NOW, THEREFORE, BE IT RESOLVED**, by Borough Council of the Borough of Jessup, Lackawanna County, Pennsylvania, and it is hereby resolved by authority of the same, that the Borough Manager or Borough Council President of the Borough of Jessup be authorized and directed to sign all agreements for the Borough of Jessup Streetscape Project with the Pennsylvania Department of Transportation on its behalf.

**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 11 -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 \$30.00 per Premises with a single rental unit and \$50.00 per Premises with multiple rental units. This 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**