

**Jessup Borough Council**  
**August 6, 2025, 7:00 p.m.**  
**REGULAR MEETING**

**AGENDA**

**1. MEETING CALLED TO ORDER**

**2. ANNOUNCEMENT**

Executive Session(s)

Pledge of Allegiance

Roll Call

Gregg Betti

Curt Camoni

Jeffrey Castellani

Jerry Crinella

Tom Fiorelli

Joe Mellado

Roberta Galati

**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 July 2, 2025

Approve the Minutes of the Special Meeting on July 31, 2025

Approve the Secretary Report.

Approve the July Payroll in the amount of \$58,772.41

Approve the monthly payments from the capital improvements fund: \$728.92

Approve monthly payments from the general fund in the amount of \$87,566.56

**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 – Brittani Barscheski  
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:**

## **8. PUBLIC COMMENT**

## **9. NEW BUSINESS / MOTIONS**

- A.** Alloy5 Feasibility Study discussion
- B.** Motion to apply for the Local Share Assistance (LSA) Grant to secure funding for the Community Vision Plan.
- C.** Motion to apply for the TASA Grant to extend the Hill Street Sidewalk Project and authorize the engineer to provide cost estimates.
- D.** Motion to form a committee to review RFPs for engineering
- E.** Motion to accept the resignation of crossing guard Jean Vagnarelli effective July 31, 2025
- F.** Motion to advertise for crossing guards
- G.** Motion to authorize the Borough Manager to attend the PSAB fall leadership conference at Penn State October 3-5, 2025. Borough to pay hotel, meals and mileage. Registration for the conference is already paid.
- H.** Motion to advertise for an alternate to the Civil Service Commission
- I.** A motion to adopt Resolution No. 15 of 2025 approving a master equipment lease purchase agreement between the Borough of Jessup and Community First National Bank.
- J.** A motion to adopt Ordinance No.3 of 2025 Governing Motorized Carts/Golf Carts within the Borough of Jessup.

- K.** A motion to pay for damage to the vehicle of James Davis caused by a Borough lawnmower. Cost of repair \$857.90

**ADJOURN**

**JESSUP BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
July 2, 2025, at 7:00 PM**

The regular monthly meeting of Jessup Borough Council was held on Wednesday, July 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 on July 2, 2025, at 6:30 p.m. regarding personnel.

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

**Roll Call: Present 6**

**Absent 1**

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 June 4, 2025, and the special meeting on June 11, 2025

Approve the Secretary Report.

Approve the June Payroll in the amount of \$ 63,426.20

Approve monthly payments from the general fund in the amount of \$84,540.79

A motion was made by Curt Camoni second by Jerry Crinella to approve the consent agenda.

Aye carried. (6-0)

**REPORTS:** Mayor Buckshon gave a synopsis of prior and upcoming events throughout the Borough. Upcoming is the July 5<sup>th</sup> event and the Borough will be giving the Valley View Girls Softball Team a proclamation on July 31<sup>st</sup>.

Zoning Hearing Board – Jeff Smith found training for conditional uses. The instructor is Shannon Callerini and the cost is \$2,500 for a 90-minute class.

Controller, Ben Cardoni read the financial report

Tax Collector, Genevieve Lupini reported she collected \$22,900.00 for the month and there is \$70,147.50 to be collected.

Zoning Officer, Anthony Mengoni reported there is a concern with the new home on Hill Street across from the Fire Station. He is working out the issue.

**JESSUP BOROUGH COUNCIL**  
**REGULAR MEETING MINUTES**  
**July 2, 2025, at 7:00 PM**

Police Department, Chief Derek Fozard reported June was a relatively quiet month. The shirt sale ended June 26<sup>th</sup>. 11 of the 18 vehicles on his list for removal have been sent certified letters. The owners have 30- days to respond to the letter.

Engineer, Peters Consultants – Angie Slusser gave an overview of the current and upcoming projects throughout the Borough.

Solicitor, Maura Armezzani Tunis noted she reviewed the Resolution that is on the agenda for possible action and she is in agreement with it. She will be meeting with the Helcoski's regarding the property for Sarah Bratty Park.

Borough Manager, Coleen Watt gave an update on the Lawler Dr., Church Street and Olga Street projects. She noted the first Movies Under the Stars will take place July 12, 2025.

**COMMUNICATIONS:** Breaker Street Associates – related correspondence for July Planning Commission agenda.

**PUBLIC COMMENT:** Genie Lupini asked if there is any other cable company besides Comcast in the Borough. She asked if her property on Church Street will be restored once the Church Street project is complete. She noted the cars for books program is going well and asked if the Arts and Culture grant is available.

Mark Cordelli gave an overview of events throughout Lackawanna County. There are trolley excursions to the baseball games, arts in the park, kite flying festival, 3 on 3 basketball tournament, free blood lead screening and much more.

**NEW BUSINESS/MOTIONS:**

- A.** Motion to ratify modification certifications for the Community Development Block Grant (CDBG) funds for Sarah Bratty Park in the amount of \$286,860.00. A motion was made by Jerry Crinella second by Gregg Betti. Aye carried. (6-0)
- B.** Motion to reinvest up to \$141,000.00 in treasury security that matures on or about June 12, 2026. A motion was made by Tom Fiorelli second by Gregg Betti. Aye carried. (6-0)
- C.** Motion to authorize Back to School Supply Drive for the month of July, Trunk or Treat date to be determined, Food Drive the month of November, Tree Lighting 11/29, and Vaccine Clinic Date to be determined. A motion was made by Jerry Crinella second by Jeff Castellani. Aye carried. (6-0)
- D.** Motion to enter into a contract with Animal Arrest for the trapping and removal of animals throughout the Borough. A motion was made by Curt Camoni second by Tom Fiorelli. Aye carried. (6-0)

**JESSUP BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
July 2, 2025, at 7:00 PM**

- E.** Motion to adopt Resolution No. 14 of 2025 to adopt a subdivision and land development fee schedule. A motion was made by Gregg Betti second by Jerry Crinella. Aye carried. (6-0)
- F.** Motion, upon the Borough Planning Commission's deliberation at their July 16 regular meeting and subsequent recommendation regarding potential amendments to the Zoning Ordinance and Zoning Map, that Borough Council authorizes that Jessup Borough transmit the proposed amendments to the Lackawanna County Regional Planning Commission for a 30-day review as required by Section 609(e) of the Pennsylvania Municipalities Planning Code (MPC). A motion was made by Curt Camoni second by Gregg Betti. Aye carried. (6-0)
- G.** Motion to hold a public hearing, in accordance with Section 609(b)(1) of the Pennsylvania Municipalities Planning Code (MPC), on Tuesday, August 19, 2025, at 6:00 p.m. to obtain public comment on potential amendments to the Zoning Ordinance and Zoning Map. A motion was made by Gregg Betti second by Tom Fiorelli. Aye carried. (6-0)
- H.** Motion that Borough Council authorizes the posting of the scheduled public hearing identified in the previous motion in accordance with Section 609(b)(1) of the Pennsylvania Municipalities Planning Code (MPC) and the mailing of public hearing notices in accordance with Section 609(b)(2) of the MPC. A motion was made by Curt Camoni second by Gregg Betti. Aye carried. (6-0)
- I.** Motion to authorize, in accordance with Section 610 of the Pennsylvania Municipalities Planning Code (MPC), the Borough Manager to advertise in the Scranton Times-Tribune and at the Lackawanna County Law Library during the weeks of July 27 and August 3 and no later than August 9 the proposed amendments to the Zoning Ordinance and Zoning Map, the associated public hearing, and consideration of enactment of said amendments. A motion was made by Gregg Betti second by Curt Camoni. Aye carried. (6-0)
- J.** Motion to advertise for a special meeting for quarterly budget review at 6 pm on July 31, 2025. A motion was made by Gregg Betti second by Jeff Castellani. Aye carried. (6-0)
- K.** Motion to advertise an Ordinance addressing golf cart usage in the Borough. A motion was made by Jerry Crinella second by Gregg Betti. Aye carried. (6-0)
- L.** Motion to approve the Augelli reverse subdivision (lot combination) contingent on the following: Applicant shall satisfy all comments made by the Borough Engineer by its letter dated June 18, 2025. The applicant shall satisfy those comments by submitting a revised

**JESSUP BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
July 2, 2025, at 7:00 PM**

site plan to the Borough for review and approval by the Engineer, who will indicate in writing that this condition is satisfied. The applicant shall pay all fees associated with the application and review by the Borough. The Borough Manager shall collect the fees and indicate in writing that this condition is satisfied. A motion was made by Jerry Crinella second by Curt Camoni. Aye carried. (6-0)

**ADJOURN:** A motion was made by Jerry Crinella second by Jeff Castellani. Meeting adjourned at 8:02 p.m.

Respectfully submitted,

Coleen Watt, Secretary

**JESSUP BOROUGH COUNCIL  
SPECIAL MEETING MINUTES  
July 31, 2025, AT 6:00 PM**

A special meeting of Jessup Borough Council was held on Wednesday, July 31, 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 7:00 p.m. by Council President, Roberta Galati

**Roll Call: Present 5**

**Absent 2**

Gregg Betti

Tom Fiorelli – Attended via phone

Curt Camoni - Absent

Roberta Galati

Jerry Crinella

Joe Mellado - Absent

Jeffrey Castellani

**PUBLIC COMMENT:** None

**NEW BUSINESS**

- A.** Motion to accept the resignation of Tyler Havirlak as a full-time DPW employee effective July 16, 2025. A motion was made by Jerry Crinella second by Gregg Betti to accept Tyler Havirlak's resignation. Aye carried. (5-0)
- B.** Motion to advertise for a full-time DPW employee. A motion was made by Gregg Betti second by Jerry Crinella to advertise for a full-time DPW employee. Aye carried. (5-0)
- C.** Motion to appoint Jason Krawczyk temporary Police Sergeant for a period of six (6) months at the rate of \$32.67. A motion was made by Gregg Betti second by Jeff Castellani to appoint Jason Krawczyk temporary Police Sergeant for a period of six (6) months at the rate of \$32.67. Aye carried.
- D.** Motion to approve conditional hiring of Kyle Kolveck for the police department provided he passes all background checks and testing. A motion was made by Gregg Betti second by Jerry Crinella to approve the conditional hiring of Kyle Kolveck. Aye carried. (5-0)
- E.** Budget Review – Council reviewed the budget for the first two quarters of 2025. No action was taken.

**ADJOURN** There being no further business a motion was made by Jerry Crinella second by Gregg Betti. Meeting adjourned 6:45 p.m.

Respectfully submitted,

Coleen Watt



<b>August 6, 2025</b>		
<b>GENERAL FUND - July 2025</b>		
<b>SAVINGS ACCOUNT</b>		
<b>BALANCE: June 30, 2025</b>		<b>\$ 2,425.42</b>
<b>RECEIPTS: July 2025</b>		
Interest on Savings-Peoples Security Bank		\$ 22.67
<b>SUB-TOTAL</b>		<b>\$ 2,448.09</b>
Transferred from Savings to Checking		\$ -
<b>BALANCE GENERAL FUND SAVINGS ACCOUNT: July 31, 2025</b>		<b>\$ 2,448.09</b>
<b>CHECKING ACCOUNT</b>		
<b>BALANCE: June 30, 2025</b>		<b>\$ 789,375.31</b>
<b>DEPOSIT RECEIPTS: July 2025</b>		
Berkheimer LST - July 2025	\$ 1,375.49	
Berkheimer EIT - July 2025	\$ 48,282.99	
Building Permits	\$ 897.00	
Electrical Permits	\$ 172.50	
Zoning and/or Land Development Fees	\$ 410.00	
Zoning Hearing Board Fees	\$ 575.00	
Jessup Borough 2025 Real Estate Tax	\$ 22,638.19	
Delinquent Real Estate Taxes	\$ 3,251.03	
Real Estate Transfer Tax	\$ 7,224.56	
Police Fines - Magistrate & County	\$ 504.71	
Police Report Copies	\$ 45.00	
Handicapped Parking Fee	\$ 25.00	
Pave Cuts	\$ 1,600.00	
Solicitation/Peddlers Permit	\$ 50.00	
Rental Registration Fee	\$ 80.00	
Notary Services	\$ 5.00	
Hometown Hero Banners	\$ 13,300.00	
Reimbursement from Selective Insurance	\$ 462.00	
Donation to Borough - Movies Under the Stars	\$ 1,175.00	
Donation to Borough - National Night Out	\$ 500.00	
Interest on Checking-Peoples Security Bank	\$ 2,558.90	
<b>Total Checking Account Receipts</b>		<b>\$ 105,132.37</b>
<b>SUB-TOTAL</b>		<b>\$ 894,507.68</b>
<i>Total Checking Account Expenditures</i>		<i>\$ 224,730.52</i>
<b>GENERAL FUND CHECKING ACCOUNT BALANCE: July 31, 2025</b>		<b><u>\$ 669,777.16</u></b>
<b>GENERAL FUND EXPENDITURES: July 2025</b>		
AFLAC	\$ 211.92	
Alloy5 Architecture	\$ 5,705.90	
Animal Arrest	\$ 1,315.00	
AutoZone	\$ 176.24	

<b>GENERAL FUND EXPENDITURES: July 2025</b>		
Big D's Fireworks	\$	6,000.00
Blakely Borough	\$	2,026.22
Charles Schwab	\$	1,862.10
Comcast	\$	904.28
Commonwealth of PA	\$	11.00
Curtin & Heefner LLP	\$	394.86
DeLage Landen-Financial Services	\$	189.33
Dempsey Uniform & Linen Supply Inc.	\$	432.02
Donald Bishop	\$	250.00
Donald G. Karpowich	\$	1,072.50
Encova Insurance	\$	3,687.00
English Hardware	\$	77.77
Firemens Increased Revenue Enterprises	\$	3,000.00
G.J. Farrell Plumbing & Heating Inc.	\$	293.00
Geisinger - Employer paid portion	\$	13,449.96
Geisinger - Employee paid portion	\$	1,716.40
George Yurkanin	\$	612.00
Greater Scranton Chamber of Commerce	\$	415.00
Guardian - Dental employer paid portion	\$	464.00
Guardian - Dental employee paid portion	\$	66.50
Guardian - Life	\$	180.75
Guardian - Vision employer paid portion	\$	106.33
Guardian - Vision employee paid portion	\$	11.96
H&K Group, Inc.	\$	1,760.15
Home Depot	\$	87.76
Iron Nebula	\$	4,442.77
Jermyn Supply	\$	2,410.00
Jessup Hose Company #2 & Ambulance Association	\$	3,031.00
Jessup Tax Collector	\$	400.00
Kenneth West	\$	250.00
Mario J. Hanyon, Esquire	\$	648.98
Marshall Machinery, Inc.	\$	270.68
Michael Cammerota	\$	250.00
Michael Dinning	\$	850.00
NaturLawn	\$	1,167.00
NEIC	\$	3,350.79
NEPA Polygraphs LLC	\$	700.00
PAWC	\$	3,313.75
Pena-Plas	\$	308.55
Pennsylvania Municipal Retirement System	\$	4,561.95
Pennsylvania One Call System, Inc.	\$	83.24
Peters Consultants, Inc.	\$	26,393.13
PPL Electric Utilities	\$	1,753.47
Reeves Rent-A-John, Inc	\$	744.00
S&S Automotive	\$	1,090.50
Saporito, Falcone, & Watt	\$	2,842.40

<b>GENERAL FUND EXPENDITURES: July 2025</b>		
Sarah MacDougall	\$ 2,448.00	
Scranton Dodge	\$ 15,737.71	
Scranton Printing Co.	\$ 440.00	
Scranton Times	\$ 215.32	
Selective Insurance Company	\$ 5,987.00	
Starr Uniform	\$ 3,804.30	
State Workmen's Insurance Fund	\$ 1,628.00	
Swank Motion Pictures, Inc.	\$ 350.00	
Teamsters Local Union 229	\$ 821.00	
Theresa N. Pezak	\$ 255.00	
Timothy Long	\$ 1,700.00	
TOPP Business Solutions	\$ 19.56	
UGI	\$ 118.19	
Valley Carpet Cleaning	\$ 370.00	
Verizon	\$ 222.49	
Verizon Wireless	\$ 462.99	
YCG, Inc.	\$ 288.00	
Peoples Security Bank-Credit Card Payment	\$ 2,318.76	
Employee Payroll	\$ 58,772.41	
We Pay Payroll Processing Co.	\$ 469.50	
Payroll Tax Liabilities	\$ 22,960.13	
<b>TOTAL</b>	<b>\$ 224,730.52</b>	

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

1st Alarm Security	Alarm service call at Kids Korner	\$	170.00
Animal Arrest	Vector services for Borough	\$	110.00
AutoZone	DPW & Police supplies	\$	434.18
Bell Mountain Land Development Corp	Road supplies	\$	46.12
Blakely Borough	Fuel for Borough vehicles	\$	1,827.56
Central Clay Products, Inc.	DPW supplies	\$	196.20
Crystal Clear Spring Water Co.	Water delivery for Borough Building	\$	63.00
Curtin & Heefner LLP	Monthly bill for legal services	\$	584.25
Dempsey Uniform & Linen Supply	Cleaning & sanitation services & supplies	\$	566.25
Donald G. Karpowwich, Attorney at Law	Monthly bill for legal services	\$	2,535.00
English's Pro Hardware & Appliances	DPW supplies	\$	42.49
Freddy Battaglia Sporting Goods, Inc.	Police fundraising shirts - preorder items	\$	832.00
H&K Group, Inc.	Road supplies	\$	76.53
IWDA Engineering	Pave cut inspection services	\$	414.60
Jennifer Filipski	Reimbursement for purchases of National Night Out supplies	\$	87.98
Jessica Brielmeier	Court reporting services for Zoning Hearing Board	\$	200.00
Joseph Cirba	Reimbursement for purchase of boots	\$	95.38
Kost Tire & Auto Service Center	Service to police vehicle	\$	169.95
Magnum Screening	Purchase & screening of DPW uniforms	\$	192.00
Marshall Machinery, Inc.	DPW supplies	\$	3.99
NaturaLawn of America	Lawn care services	\$	1,642.01
NEIC	Billing for building and zoning services	\$	5,644.38
Nicole Pisarski	Court reporting & transcript for public hearing	\$	255.00
Northeast Signal & Electric Company Inc.	Service & maintenance of traffic lights	\$	1,658.20
Pena-Plas	Pipe at Hose Company #2	\$	2,076.00
Peters Consultants, Inc.	Engineering services	\$	28,172.50
R&J Main Street Car Wash, Inc.	Washing services for police vehicles	\$	33.00
Reeves Rent-A-John, Inc.	Services for July 5th celebration & to Memorial Field, Station Park, Pioneer Field & Sara Bratty Park	\$	1,101.00
Rugged.One	Police supplies	\$	12,394.86
S&S Auto Repair LLC	Repairs to DPW vehicles	\$	983.50
Saporito, Falcone, & Watt	Monthly bill for legal services	\$	3,581.60
Scranton Times	General advertising costs	\$	1,363.62
Stafursky Auto Parts Inc. (NAPA Auto Parts)	DPW vehicle parts	\$	77.87
Stafursky Paving Company Inc.	Agricultural supplies	\$	39.47
Starr Uniform	Police uniforms	\$	720.06
The Times Tribune	Renewal of newspaper subscription	\$	369.00
Urban Electrical Contractors, Inc.	Electrical work on DPW Garage	\$	2,259.30
Valley Carpet & Janitorial Services	Monthly bill for cleaning services	\$	370.00

**Total \$ 87,566.56**

**Bills Received in July 2025 - Capital Improvements**

Hanover Engineering Associates, Inc.	Environmental assessment for Ferdinand/Morgan Street project	\$	728.92
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**Total \$ 728.92**

# Accounts Summary

## August 6, 2025

<b>Fund</b>	<b>Account Balance as of 07/31/2025</b>
<b>General Fund - Checking</b>	<b>\$ 669,777.16</b>
<b>General Fund - Savings</b>	<b>\$ 2,448.09</b>
<b>Money Market Account</b>	<b>\$ 747,084.00</b>
<b>CD Portfolio</b>	<b>\$ 558,242.80</b>
<b>Treasury Bill Portfolio</b>	<b>\$ 552,586.82</b>
<b>Capital Improvements Account</b>	<b>\$ 246,886.57</b>
<b>Refuse Account</b>	<b>\$ 58,783.92</b>
<b>Motor License Account</b>	<b>\$ 117,815.21</b>
<b><i>Total:</i></b>	<b><i>\$ 2,953,624.57</i></b>

**August 6, 2025**

## **CAPITAL IMPROVEMENTS**

<b>BALANCE: June 30, 2025</b>		<b>\$ 256,379.49</b>
<b>RECEIPTS: July 2025</b>		
Peoples Security (Interest)	\$ 506.98	
<b>TOTAL ACCOUNT RECEIPTS</b>		<b>\$ 506.98</b>
<b>SUB-TOTAL</b>		<b>\$ 256,886.47</b>
<i>Total Expenses July 2025</i>		<i>\$ 9,999.90</i>
<b>Balance July 31, 2025</b>		<b>\$ 246,886.57</b>
<b>EXPENSES July 2025</b>		
Peoples Security (Wire Transfer Fee)		
One Flagger Inc. <i>For Church Street sewer line project</i>	\$ 9,999.90	
<b>Total Expenses</b>	<b>\$ 9,999.90</b>	

## **MONEY MARKET ACCOUNT**

<b>BALANCE: June 30, 2025</b>		<b>\$ 495,821.70</b>
<b>RECEIPTS: July 2025</b>		
Invenergy LEC Hosting Payment	\$ 250,000.00	
Peoples Security (Interest)	\$ 1,262.30	
<b>TOTAL ACCOUNT RECEIPTS</b>		<b>\$ 251,262.30</b>
<b>SUB-TOTAL</b>		<b>\$ 747,084.00</b>
<i>Total Expenses July 2025</i>		<i>\$ -</i>
<b>Balance July 31, 2025</b>		<b>\$ 747,084.00</b>
<b>EXPENSES July 2025</b>		
<b>Total Expenses</b>	<b>\$ -</b>	

## MOTOR LICENSE FUND

<b>BALANCE: June 30, 2025</b>		<b>\$ 126,188.51</b>
<b>RECEIPTS: July 2025</b>		
Peoples Security (Interest)	\$ 391.47	
<b>TOTAL ACCOUNT RECEIPTS</b>		<b>\$ 391.47</b>
<b>SUB-TOTAL</b>		<b>\$ 126,579.98</b>
<i>Total Expenses July 2025</i>		<i>\$ 8,764.77</i>
<b>Balance July 31, 2025</b>		<b>\$ 117,815.21</b>
<b>EXPENSES July 2025</b>		
PP&L	\$ 8,764.77	
<b>Total Expenses</b>	<b>\$ 8,764.77</b>	

## REFUSE ACCOUNT

<b>BALANCE: June 30, 2025</b>		<b>\$ 134,492.74</b>
<b>RECEIPTS: July 2025</b>		
Refuse Fee Collected	\$ 55.00	
Delinquent Refuse Fees Collected	\$ 64.88	
JP Mascaro & Sons	\$ 1,426.15	
Peoples Security (Interest)	\$ 415.15	
<b>TOTAL ACCOUNT RECEIPTS</b>		<b>\$ 1,961.18</b>
<b>SUB-TOTAL</b>		<b>\$ 136,453.92</b>
<i>Total Expenses July 2025</i>		<i>\$ 77,670.00</i>
<b>Balance July 31, 2025</b>		<b>\$ 58,783.92</b>
<b>EXPENSES July 2025</b>		
JP Mascaro & Sons	\$ 77,670.00	
<b>Total Expenses</b>	<b>\$ 77,670.00</b>	

**August 6, 2025**

**9 Month CD**

<b>ORIGINAL BALANCE</b>		<b>\$ 250,000.00</b>
<b>CURRENT BALANCE</b>		<b>\$ 278,757.72</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>\$ 279,485.08</b>
<i>Maturity Date:</i>	<i>5/11/2026</i>	
<i>Interest Rate:</i>	<i>3.60%</i>	
<i>*Rollover 05/11/2024, 05/11/2025</i>		



**August 6, 2025**

**12 Month US Treasury Securities**

ORIGINAL PURCHASE PRICE		\$ 128,984.04
VALUE AS OF 07/31/2025		\$ 137,123.70
Maturity Date:	9/30/2025	

**12 Month US Treasury Securities**

ORIGINAL PURCHASE PRICE		\$ 128,019.58
VALUE AS OF 07/31/2025		\$ 136,838.55
Maturity Date:	12/31/2025	

**12 Month US Treasury Securities**

ORIGINAL PURCHASE PRICE		\$ 130,556.36
VALUE AS OF 07/31/2025		\$ 136,001.77
Maturity Date:	3/31/2026	

**12 Month US Treasury Securities**

ORIGINAL PURCHASE PRICE		\$ 124,648.36
VALUE AS OF 07/31/2025		\$ 141,281.28
Maturity Date:	6/30/2026	

**Insured Cash Account**

ORIGINAL BALANCE		\$ 1,664.90
CURRENT BALANCE		\$ 1,341.52

*\*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**

- Ponding was observed in July. Kobalt said Borough grounds people dumped clay on the area. Met with Ms. Coleen Watt, Borough Manager, to discuss inlet and pipe installation, pricing given to Ms. Coleen Watt, Borough Manager.
- There is a small depression directly in front of the sidewalk entrance to the lower ball fields on the accessible way non-pervious pavement area. Kobalt Construction has been advised to dry this area, heat the pavement and install a fine sand paving mix to fill in the depression. Kobalt sent an email indicating that they will not complete this work.

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

- 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.
- Mr. Joseph Rovinsky of Lackawanna County has followed up with Sean Byrne Construction, requesting they be aggressive in resolving the issue, advised that the glass has been ordered but has a long lead time. Sean Byrne Construction is assuming the cost of replacing the glass, as the stress cracks are not covered under the supplier warranty.
- No update on delivery was provided at this time.

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

- COVID-19 grant funding in the amount of \$151,000.00 was received.
- Survey work completed and permitting, contract documents and plans are complete
- We received comments from the Lackawanna County Conservation District for the E&S submission. These comments we addressed and a re-submission was made on July 9, 2025.
- We received a completeness notification for the PA DEP Chapter 105 permit application which will now enter into the PA DEP technical review phase.
- The easements needed for the project were sent to Ms. Coleen Watt, Borough Manager, and Ms. Maura Armezzani Tunis, Borough Solicitor, on May 12, 2025 for processing.

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

- The 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 PennDOT HOP application.
- Project Meetings will be held every other month with the PennDOT Project Manager, Ms. April Hannon. The next meeting is scheduled for August 28, 2025.
- We are preparing plans for the PennDOT HOP submission, requiring PennDOT DM-3 compliance and individual driveway permits per PennDOT

**Peters Consultants, Inc.**  
**Jessup Borough Project Update**  
**July 17, 2025**

requirements, pole moving, and ADA ramps and stormwater improvements per the PennDOT scoping meeting.

- The individual driveway permit applications should be prepared under the name/names on the deed to the property, and each person on the deed needs to sign the application and pay the \$25.00 permit fee.
- PennDOT will measure the site distance and determine if any driveways need additional “no parking” signs or ordinances or if driveways need to be closed.
- PennDOT per the walk through is requiring a stormwater system be installed from the fire company north to Constitution Ave/Hill Street into the Hill Street Separate Project.
- Conference call with the Pennsylvania Northeast Regional Railroad Authority has been scheduled for July 29, 2025 at 10:00 A.M.
- Ms. Coleen Watt, Borough Manager, is talking to the fire company concerning driveways needed.

**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.
- The Notice to Proceed was issued with a start date of May 26, 2025. Construction started and daily inspections are being completed by the Assistant Engineer, II.

**2023 (Remaining Projects)**

**3272-23-11 Jessup Crossings Senior Housing Development**

- This matter is being handled by Ms. Maura Armezzani Tunis, Borough Solicitor.

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

- Bids were received and the Borough voted to award the project to H&P Construction, with a bid of \$51,855.00 with removal of items 3, 4, and 9 from the bid schedule.
- The proposed Change Order and submittals were rejected and we requested the contractor to supply shop drawings of the new columns, El Dorado stone samples, and concrete coating alternatives for review. The stone samples were all provided as of June 9, 2025. The St. Ubaldo Society has provided the selections to the Contractor.
- Additional submittals to be provided by Contractor.
- Inspections on going by Mr. Dennis Peters, Borough Engineer. To date, stone, flashing and the brick curb around windows and doors has been installed. Paint color and posts still need to be selected and submittals/shop drawings approved. Railing will be fabricated after posts are selected.

**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 fully executed by all parties. Contractor provided the Consent of Surety for Final Payment and Release and the two-year Maintenance Bond which were forwarded to the Borough for their records. As-Built plans are to be provided, reviewed and approved.
- Meeting was held on July 11, 2025 to discuss the punch list items to be completed by the contractor. Notice of Final Completion will not be issued until all issues are addressed.

**2024 (Remaining Projects)**

- 3272-24-11 Sanitary Sewer Repair of Church St. between Grassy Island Ave and Upper Front St.**
- The manhole replacement/installation portion of the project is complete.
  - Sliplining of the sewer lines will be completed by InfraHorse and the Proposal from InfraHorse was signed by Ms. Coleen Watt, Borough Manager. Cost for the sliplining is \$53,480.00. Contractor to provide at least one (1) weeks' notice before work starts but anticipates starting early August, 2025.
- 3272-24-15 Stormwater Replacement – Constitution Ave/Hill Street to the Lackawanna River**
- Contract documents and plans except the PennDOT HOP are available for bidding.
  - One technical deficiency comment was received from PA DEP for the GP-11 permit application. We are working on making a re-submission to PA DEP.
  - The E&S submission was approved and deemed adequate by the Lackawanna County Conservation District on June 9, 2025.
  - We are preparing a PennDOT Traffic Control Plan for a PennDOT HOP.
  - Email from the PA DCED was forwarded to our office on July 17, 2025 outlining additional items needed. We will work Ms. Sandra Opshinsky, Grants Writer, and Ms. Coleen Watt, Borough Manager, to provide the items.
- 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.
  - The permanent pavement has been completed, and as of May 15, 2025 the sidewalk work in the Right of Way is the only outstanding item.
  - Once all work is completed and found to be satisfactory by PennDOT, we will closeout the PennDOT permit.

**2025 Projects**

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

- A formal letter of request for a time extension of use of the 2020 CDBG funds was submitted to Lackawanna County for consideration by our office.
- Contract documents and plans are being prepared currently for a restroom at the northeast corner of Kids Korner. Per phone call conversation with Ms. Coleen Watt, Borough Manager, on July 16, 2025 we are going to formally bid the project in November/December 2025 for work to start in the spring of 2026. Once drafted contract documents and plans are completed, they will be provided to Ms. Coleen Watt Borough Manager and Mr. Curt Camoni, Councilman, per his request.
- A field survey was completed on Wednesday, May 21, 2025.
- The County is conducting an environmental audit, approval date unknown. Project cannot be bid until approval is received.

**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.
- 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. The violations need to be discussed with the Borough Council and Borough Manager to decide how to bring these items into compliance.
- Our office is awaiting mapping from FEMA and a follow up call as needed with FEMA.

**3272-25-3 Sarah Bratty Park - CDBG Funds - ADA Improvements**

- Project description, cost estimate and activity description for this project was sent to Mr. Joseph Rovinsky at Lackawanna County for use of CDBG funds.
- The County hearing for CDBG funding was held May 16, 2025. This will then go to the State level for review, approval, and any changes.
- We surveyed the site on Wednesday, May 21, 2025.
- We are preparing contract documents and plans. Plan showing all proposed improvements to be provided to Mr. John Joyce at Lackawanna County to supplement the CDBG application.
- The County is conducting an environmental audit.
- The acquired site from the Helcoski's needs to be submitted for subdivision and land development approval by the Borough Council and Borough Planning Commission. A subdivision plan is being prepared currently by our office for submission.
- A formal letter of request for a time extension of use of the 2020 CDBG funds was submitted to Lackawanna County for consideration by our office. Ms. Coleen Watt, Borough Manager, asked Senator Brown and Representative Mullins to also contact the County in support of an extension. Current timeline for use of 2020 CDBG funds is by September 25, 2025. Additional CDBG funds may be used.
- Once drafted contract documents and plans are completed, they will be provided to Ms. Coleen Watt Borough Manager and Mr. Curt Camoni, Councilman, per his request.

**Peters Consultants, Inc.**  
**Jessup Borough Project Update**  
**July 17, 2025**

- 3272-25-4      Retention pond-Water Features Valley View Industrial Park Lot 14C**
- Documents submitted by the applicant were reviewed by Mr. Dennis Peters, Borough Engineer and review comment was provided to Ms. Coleen Watt, Borough Manager on July 15, 2025.
- 3272-25-5      Paving on Jessup Avenue at Emergency Sewer Break**
- Contract documents are being prepared currently. We plan to bid the project for opening at the August 28, 2025 work session meeting and for Council to consider for award at the September 3, 2025 Council meeting.
- 3272-25-6      Ron & Grace Augelli - Subdivision Plan Review**
- Project was accepted and conditionally approved with comments to be addressed at the June 18, 2025 Planning Commission meeting.
  - Electronic re-submission was made on July 14, 2025. We requested the applicant provide hard copies of the re-submission and once received, we will conduct our second review.
- 3272-25-7      Breaker Street Associates, LLC - Land Development Review**
- Project to be considered/accepted by the Planning Commission meeting. Once accepted, we will complete a review.
- 3272-25-8      2024-2025 MS-4**
- Annual report is being drafted. Due in September.
  - Draft PRP renewal was provided by the PA DEP. PRP is currently in the 30-day comment period.
- 3272-25-9      2025 CDBG**
- Potential projects discussed with Ms. Coleen Watt, Borough Manager: new light poles and lights at the Youth Sports Field at the main baseball field or maybe basketball courts at the Veterans Field or two (2) pickleball courts at the Sarah Bratty Park. Also, stormwater project on Mary Jo Drive, paving 2nd Ave. from Church to Hill Street and/or addressing stormwater and paving on Sturges Street.
  - Per discussion with Ms. Coleen Watt, Borough Manager, on July 15, 2025, Borough is not selecting any projects until the County completes their income surveys to determine if the proposed project locations are eligible for use of CDBG funds.

***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 either in person or virtual including the Work Session, Council, Stormwater Committee and the Planning Commission meetings.***

***Stormwater Committee did not meet in July 2025.***

**BOROUGH OF JESSUP  
LACKAWANNA COUNTY, PENNSYLVANIA  
RESOLUTION # \_\_\_\_ OF 2025**

**A RESOLUTION OF THE BOROUGH OF JESSUP APPROVING A MASTER EQUIPMENT  
LEASE PURCHASE AGREEMENT BETWEEN THE BOROUGH OF JESSUP AND  
COMMUNITY FIRST NATIONAL BANK**

**WHEREAS**, the Borough of Jessup voted after a duly advertised public meeting on June 11, 2025 to acquire two police vehicles from Community Leasing Partners, a division of Community First National Bank;

**WHEREAS**, the Borough of Jessup and Community First National Bank have negotiated an agreement wherein the parties' rights and responsibilities are set forth.

**WHEREAS**, the Borough of Jessup and Community First National Bank desire to enter into a certain Master Equipment Leasing Purchase Agreement.

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

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



**BOROUGH OF JESSUP**  
**LACKAWANNA COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 3 of 2025**

**AN ORDINANCE OF THE BOROUGH OF JESSUP, LACKAWANNA COUNTY,  
PENNSYLVANIA, ADDRESSING THE USE MOTORIZED CARTS/GOLF CARTS**

The Borough of Jessup hereby enacts and ordains the following:

**ARTICLE I Purpose and Intent**

The purpose of this Ordinance is to protect, maintain, and enhance health, safety and general welfare of present and future citizens of the Borough of Jessup.

It has come to the attention of Council that the use of motorized carts on Borough streets creates a potential traffic hazard for other vehicular traffic as well as a danger to the occupants of motorized carts. Therefore, the intent of this Ordinance is to regulate the use of motorized carts within the Borough.

**ARTICLE II Definitions**

**Motorized Carts (Electric and/or Gasoline).** Powered pleasure carts, commonly known as golf carts. A self-propelled motor vehicle designed and manufactured for the transportation of persons or equipment for sporting, maintenance or recreational purposes. These carts have no less than three (3) wheels and cannot be operated typically more than twenty (20) miles per hour.

**ARTICLE III Operations and Limitations**

Motorized Carts may be operated within the Borough limits by :

1. Those persons who are 16 years of age or older and have a valid motor vehicle driver's license.
2. All operators of Motorized Carts shall abide by all traffic regulations applicable to vehicular traffic.
3. Motorized Carts shall not be operated on sidewalks or in Borough parks other than in parking areas.
4. Motorized Carts shall be operated during daylight hours only.
5. Motorized Carts may not traverse streets and highways under the jurisdiction of the Pennsylvania Department of Transportation. Motorized Carts may cross these streets to access other streets at street intersections only.
6. Before any Motorized Cart may be operated within the Borough limits, the cart must be registered with the Borough of Jessup Police Department. A person desiring to register a Motorized Cart shall schedule an appointment and bring documentation setting forth a description of the cart to the Borough of Jessup Police Department and complete an application for registration of

said cart. There shall be a \$ 20.00 fee for such registration to cover the administrative costs. The registration shall be effective until such time as the cart is sold. New owners must register a cart within ten (10) business days of the change of ownership. Registration information shall be carried by the person operating the Motorized Cart.

#### **ARTICLE IV Liability Insurance Coverage**

Each person operating a Motorized Cart is liable for his or her own actions. Liability insurance coverage varies and each person operating a Motorized Cart should verify his or her coverage.

#### **ARTICLE V Exceptions**

Nothing in this Ordinance shall apply to:

1. Any self-propelled, two-wheeled vehicle; or
2. Motorized Carts operated by the Borough of Jessup; Hose Company No. 1; and/or Jessup Hose Company No. 2 and Ambulance Association.

#### **ARTICLE VI Enforcement**

The Borough of Jessup, or any entity acting on behalf of the Borough shall be charged with enforcement of this Ordinance.

#### **ARTICLE VII Violations and Penalties**

Any person violating any provision of this Ordinance shall be punished by a fine for the first offense of not less than twenty-five dollars (\$ 25.00). For the second offense, fifty dollars (\$ 50.00). If a third offense is committed within one (1) year of conviction of a second offense, the minimum fine shall be one hundred dollars (\$ 100.00) and the owner's registration shall be revoked. An owner whose registration is revoked may re-register within one (1) year of the date of last offense.

#### **ARTICLE VIII Severability**

The provisions of this Ordinance shall be severable and if any of the provisions or other parts shall be held to be unconstitutional, illegal, unenforceable or otherwise invalid, such shall not affect the validity and enforceability of the remaining provisions and other parts of this Ordinance.

#### **ARTICLE IX Savings Clause**

The provisions of this Ordinance, or any other Ordinance or regulation in force prior to the enactment of this Ordinance, are intended as a continuation of those existing Ordinances and regulations and not as new enactments. The provisions of this Ordinance shall not affect any act

done or liability incurred, not shall they affect any suit of prosecution pending or to be instituted to enforce any existing or repealed Ordinance, regulations or parts thereof.

#### **ARTICLE X Inconsistent Ordinances Repealed**

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.

#### **ARTICLE XI Effective Date**

This Ordinance shall be effective thirty (30) days from the date of passage.

ENACTED AND ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Borough Council:

By: \_\_\_\_\_  
Roberta Galati,  
Council President

Attest:

\_\_\_\_\_  
Coleen Watt, 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)