

Jessup Borough Council
September 3, 2025, 7:00 p.m.

REGULAR MEETING

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AGENDA

1. MEETING CALLED TO ORDER

2. ANNOUNCEMENT

Executive Session(s)

Pledge of Allegiance

Roll Call

Gregg Betti

Tom Fiorelli

Curt Camoni

Joe Mellado

Jeffrey Castellani

Roberta Galati

Jerry Crinella

***** ENGINEERING PRESENTATIONS*****

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 August 6, 2025, and August 19, 2025, Special Meeting

Approve the Secretary Report.

Approve the August Payroll in the amount of \$83,807.98

Approve the monthly payments from the capital improvements fund: \$593.25

Approve monthly payments from the general fund in the amount of \$72,674.94

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:

Lackawanna County Planning Commission - revised Breaker Street lot consolidation
Lackawanna County Planning Commission - revised Breaker Street land development

8. PUBLIC COMMENT

9. NEW BUSINESS / MOTIONS

- A.** A motion to advertise to amend the rental registration ordinance to address when the immediate family of a property owner lives in the second residence but does not pay rent.
- B.** A motion to apply for the America 250 grants from Lackawanna County.
- C.** A motion to apply for the America 250 grant through DCED.
- D.** A motion to apply for the Main Street Matters grant for the Community Vision Plan.
- E.** A motion to apply for the Statewide LSA grant.
- F.** A motion to apply for the Redevelopment Assistance Capital Program (RACP) grant.
- G.** A motion to apply for the Lackawanna County Arts and Culture Grant on behalf of Jessup 21st Century.
- H.** A motion to use liquid fuels money to replace the existing light fixtures with LED on the Casey Highway and at the on and off ramps.

- J.** A motion to sell the bank building at public auction utilizing the service of _____.
- K.** A motion to contract with Alloy5 to continue the feasibility study for the Borough.
- L.** A motion to update the computers for the police department, tax collector and clerical. Cost \$8,502.90
- M.** A motion to approve the MMO for the police pension (\$76,137.00), DPW, Clerical and Administration. (\$23,504.00)
- N.** A motion to send the Borough Manager to the Lackawanna County Association of Borough's meeting September 18, 2025. Cost \$20.00.
- O.** A motion to advertise an Ordinance addressing the permitting and use for charging Electric Vehicles.
- P.** A motion to adopt Resolution No. 18 of 2025 CDL Drug and Alcohol Policy.
- Q.** A motion to appoint _____ as an alternate to the Civil Service Commission.
- R.** A motion to appoint _____ as an alternate to the Planning Commission.
- S.** A motion to adopt Resolution No. 19 of 2025 for the Electronics Recycling Program.
- T.** A motion to advertise separate requests for proposals for garbage and recycling collection throughout the Borough.
- U.** A motion to award the paving bid for Jessup Ave. to Stafursky Paving in the amount of \$49,078.15.
- V.** A motion to ratify police vehicle purchase from Kinley Automotive Group in the amount of \$67,898.86.

ADJOURN

**JESSUP BOROUGH COUNCIL
REGULAR MEETING MINUTES
August 6, 2025, at 7:00 PM**

The regular monthly meeting of Jessup Borough Council was held on Wednesday, August 6, 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
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 July 2, 2025. A motion was made by Jerry Crinella second by Jeff Castellani. Aye carried. (6-0)

Approve the minutes of the Special Meeting on July 31, 2025. A motion was made by Gregg Betti second by Jerry Crinella. Aye carried. (6-0)

Approve the Secretary Report. A motion was made by Curt Camoni second by Gregg Betti. Aye carried. (6-0)

Approve the July Payroll in the amount of \$58,772.41. A motion was made by Jerry Crinella second by Curt Camoni. Aye carried. (6-0)

Approve the monthly payments from the capital improvements fund \$728.92. A motion was made by Gregg Betti second by Jeff Castellani. Aye carried. (6-0)

Approve monthly payments from the general fund in the amount of \$87,566.56. A motion was made by Gregg Betti second by Jeff Castellani. Aye carried. (6-0)

REPORTS: Mayor Buckshon thanked Coleen and Jennifer for the proclamation for the Valley View Girls Softball Team, discussed the upcoming inaugural National Night Out on August 9th and the Block Party scheduled for September 20, 2025.

Planning Commission Chair Brittani Barscheski noted the Planning Commission submitted a letter regarding the zoning amendment. They suggested a minor revision concerning windmills.

Controller, Ben Cardoni read the financial report.

Tax Collector, Genevieve Lupini gave her monthly report.

Zoning Officer, Anthony Mengoni reported he is still waiting for hearings to be scheduled by the Magistrate. All the documents have been filed.

JESSUP BOROUGH COUNCIL
REGULAR MEETING MINUTES
August 6, 2025, at 7:00 PM

Dave Muchal asked if there are any regulations in place for golf carts.

Genevieve Lupini noticed the old car sitting behind the salt shed and wondered if the Borough would consider donating it. She asked about the Arts and Culture grant and noted the Wine Train has been to town in the past.

PRESENTATION: James Margotta gave a presentation on the feasibility study for the Borough.

NEW BUSINESS/MOTIONS:

- A. Motion to apply for the Local Share Assistance Grant (LSA) to secure funding for the Community Vision Plan. Motion was made by Curt Camoni second by Gregg Betti. Aye carried. (6-0)
- B. Motion to apply for the TASA Grant to extend the Hill Street Sidewalk Project and authorize the engineer to provide cost estimates. A motion was made by Jerry Crinella second by Jeff Castellani. Gregg Betti voted no. Aye carried. (5-1)
- C. Motion to form a committee to review requests for proposals (RFP's) for engineering. A motion was made by Gregg Betti second by Curt Camoni. Aye carried. (6-0)
- D. Motion to accept the resignation of crossing guard Jean Vagnarelli effective July 31, 2025. A motion was made by Gregg Betti second by Jerry Crinella. Tom Fiorelli thanked her for her years of service to the Borough. The rest of Council echoed his sentiment. Aye carried. (6-0)
- E. Motion to advertise for crossing guards. A motion was made by Curt Camoni second by Tom Fiorelli to advertise for crossing guards. Aye carried. (6-0)
- F. 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. A motion was made by Curt Camoni second by Jeff Castellani. Aye carried. (6-0)
- G. Motion to advertise for an alternate to the Civil Service Commission. A motion was made by Jerry Crinella second by Gregg Betti to advertise. Aye carried. (6-0)
- H. 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. Motion was made by Curt Camoni second by Gregg Betti. Aye carried. (6-0)
- I. Motion to adopt Ordinance No. 3 of 2025 Governing Motorized Carts/Golf Carts within the Borough of Jessup. A motion was made by Curt Camoni second by Jeff Castellani. Aye carried. (6-0)
- J. Motion to pay for damage to the James Davis vehicle caused by a Borough lawnmower. Cost of repair \$857.90. A motion was made by Curt Camoni second by Jerry Crinella. Aye carried. (6-0)

**JESSUP BOROUGH COUNCIL
REGULAR MEETING MINUTES
August 6, 2025, at 7:00 PM**

Police Department: Chief Derek Fozard gave an update on the abandoned vehicles. 4 have been towed to date and 3 came into compliance. There was an increase of 238 calls for the month.

Engineer, Peters Consultants – Megan Barone reported the work at the St. Ubaldo Society is ongoing. Plans are ready for Sarah Bratty Park and Kids Corner. Jessup Avenue bids will be opened at the August work session. There are upcoming meetings regarding JYSA and the Hill Street project.

Solicitor Maura Armezzani Tunis spoke with the school district, and the Land Bank is on the agenda for their upcoming meeting. The deed for 369 Lane Street has been transferred.

Borough Manager, Coleen Watt was contacted by Blakely Borough asking if Council would be interested in partnering with Blakely, Archbald and Dickson City to hold electronics recycling. Better Health Pharmacy contacted the Borough and would like to hold two vaccine clinics this year. One in September and one in August. Restoration is almost complete on Lawler Drive, and the Olga Street project is underway.

Gregg Betti is spearheading a committee to plan celebrations for the Borough's 150th Birthday. There will be a meeting August 25th at the American Legion. Summer Camp wrapped up for the season. Attendance averaged 45 kids per day.

Curt Camoni congratulated all involved with Summer Camp. Jessup 21st Century would like to close 4th Ave. from Church to Sturges, Third Ave between Jessup Corner Kitchen and Three Saints Barber Shop and no parking on Church Street from the Caverna to Station Park on September 20th for the lonza contest and block party. DCED has money available for America250 celebrations.

PUBLIC COMMENT:

Kevin Walsh of HKQ law firm on behalf of Breaker Street Associates, LLC discussed the proposed zoning amendment and map overlay.

Aaron Repucci discussed the zoning amendment and map overlay.

Gabe Clark discussed the zoning amendment and map overlay.

Andrew Miller discussed the zoning amendment and map overlay.

Mabel Black asked if the fire hydrant on Erie Street is used because the people who live there park in front of it daily. She asked if J&F Collision can be stopped from parking cars close to the road. It makes it difficult for pedestrians to walk past and it's difficult to see when pulling out onto Church Street. She is also concerned with ATV's driving up and down the street.

Barbara Byzdick thanked DPW for clearing the vegetation by her home. She said this was a first and Joe Pollock did an outstanding job.

Mark Cordelli shared happenings throughout Lackawanna County.

**JESSUP BOROUGH COUNCIL
REGULAR MEETING MINUTES
August 6, 2025, at 7:00 PM**

ADJOURN

A motion was made by Gregg Betti second by Jerry Crinella to adjourn the meeting. Meeting adjourned 8:42 p.m.

Jessup Borough
Zoning Ordinance Amendment and Map Overlay Hearing
6:00 p.m.
August 19, 2025

1. HEARING CALLED TO ORDER

2. ROLL CALL

Gregg Betti	Tom Fiorelli
Curt Camoni	Joe Mellado – Arrived Late
Jeffrey Castellani	Roberta Galati
Jerry Crinella - Absent	

3. ZONING ORDINANCE AND MAP OVERLAY AMENDMENT PRESENTATION BY ENVIRONMENTAL PLANNING AND DESIGN.

4. PUBLIC COMMENT: The following individuals spoke at the hearing. Attorney Kevin Walsh, Real Estate Developer Aaron Repucci, Andrew Miller - Director of Land Development for Catalyst, Jake Terkanin - Real Estate Advisor, Sam Sebastianelli, Valerie Ceccarelli, Bill Urzen, Bonnie Urzen, Melanie Davis Harrison, Attorney Raymond Rinaldi, Jr., and Linda Marchegani.

5. ADJOURN HEARING: 7:30 p.m.

**JESSUP BOROUGH COUNCIL
SPECIAL MEETING MINUTES
August 19, 2025, AT 7:00 PM**

A special meeting of Jessup Borough Council was held on Tuesday, August 19, 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 7:42 p.m. by Council President, Roberta Galati

Roll Call: Present 6

Absent 1

Gregg Betti

Tom Fiorelli

Curt Camoni

Roberta Galati

Jerry Crinella-absent

Joe Mellado

Jeffrey Castellani

Public Comment: None

New Business:

- A. Motion to adopt Ordinance No. 4 of 2025 amending the Borough of Jessup Zoning Ordinance and map. A motion was made by Curt Camoni second by Joe Mellado to adopt Ordinance No. 4 of 2025. Aye carried. (6-0)
- B. Motion to hire Ethan Tench for the full time DPW position at the rate of \$24.68 per hour. A motion was made by Gregg Betti second by Curt Camoni. Tom Fiorelli abstained, and Joe Mellado voted no. Aye carried. (4-1-1)
- C. Motion to hire Charles Vagnarelli as a crossing guard at the rate of \$22.00 per day. A motion was made by Gregg Betti second by Tom Fiorelli. Aye carried. (6-0)
- D. Motion to purchase a 2025 Ford F-150 Police Responder from Kinley Ford in the amount of \$70,263.15. A motion was made by Gregg Betti second by Joe Mellado. Aye carried. (6-0)
- E. Motion to engage in a multi-municipal electronics recycling program. A motion was made by Curt Camoni second by Gregg Betti. Aye carried. (6-0)
- F. Motion to adopt Resolution No. 16 of 2025 permitting the closure of 4th Ave. from Church to Sturges and 3rd Ave. between Three Saints Barbershop and Jessup Corner Kitchen on September 20th for the Block Party. A motion was made by Curt Camoni second by Jeff Castellani. Aye carried. (6-0)
- G. Motion to adopt Resolution No. 17 of 2025 authorizing Jessup Borough Police to post no parking signs on both sides of Church Street from the Caverna to Station Park for the September 20, 2025. A motion was made by Curt Camoni second by Jeff Castellani. Aye carried. (6-0)
- H. Motion to sell the bank property located at 210 Church Street. A motion to sell the bank was made by Curt Camoni second by Gregg Betti. Aye carried. (6-0)

**JESSUP BOROUGH COUNCIL
SPECIAL MEETING MINUTES
August 19, 2025, AT 7:00 PM**

Adjourn: A motion was made by Joe Mellado second by Jeff Castellani to adjourn the meeting.
Meeting adjourned at 7:55 p.m.

September 3, 2025		
GENERAL FUND - August 2025		
SAVINGS ACCOUNT		
BALANCE: July 31, 2025		\$ 2,448.09
RECEIPTS: August 2025		
Interest on Savings-Peoples Security Bank		\$ -
SUB-TOTAL		\$ 2,448.09
Transferred from Savings to Checking		\$ -
BALANCE GENERAL FUND SAVINGS ACCOUNT: August 31, 2025		\$ 2,448.09
CHECKING ACCOUNT		
BALANCE: July 31, 2025		\$ 669,777.16
DEPOSIT RECEIPTS: August 2025		
Berkheimer LST - August 2025	\$ 33,507.91	
Berkheimer EIT - August 2025	\$ 132,297.34	
Building Permits	\$ 5,637.49	
Electrical Permits	\$ 170.00	
Mechanical Permit	\$ 80.00	
Zoning Fees	\$ 570.00	
Planning Commission Fees	\$ 17,386.76	
Jessup Borough 2025 Real Estate Tax	\$ 4,973.88	
Delinquent Real Estate Taxes	\$ 4,509.87	
Real Estate Transfer Tax	\$ 7,445.58	
Police Fines - Magistrate & County	\$ 281.85	
Police Report Copies	\$ 45.00	
Pave Cuts	\$ 510.00	
Solicitation/Peddlers Permit	\$ 25.00	
Rental Registration Fee	\$ 1,470.00	
Hometown Hero Banners	\$ 950.00	
Reimbursement from Insurance Company for Police Vehicle	\$ 24,914.00	
Reimbursement from Dickson City for Joint Civil Service Testing	\$ 478.67	
Sale of Police Vehicle on Municibids	\$ 2,700.00	
Sale of Police Scooter on Municibids	\$ 295.00	
Sale of Police eBike on Municibids	\$ 1,100.00	
Sale of tires on Municibids	\$ 1,042.00	
Comcast Franchise Fee	\$ 9,957.50	
Donation to Borough - Community Events	\$ 0.81	
Donation to Borough - National Night Out	\$ 1,310.00	
Donation to Borough - Trunk or Treat	\$ 100.00	
Auditor's General Journal Adjustment	\$ 11,697.25	
Interest on Checking-Peoples Security Bank	\$ 2,019.37	
Total Checking Account Receipts		\$ 265,475.28
SUB-TOTAL		\$ 935,252.44
<i>Total Checking Account Expenditures</i>		<i>\$ 239,420.10</i>

GENERAL FUND CHECKING ACCOUNT BALANCE: August 31, 2025		<u>\$ 695,832.34</u>
GENERAL FUND EXPENDITURES: August 2025		
1st Alarm Security	\$ 170.00	
AFLAC	\$ 168.54	
Animal Arrest	\$ 110.00	
Assured Partners	\$ 325.00	
AutoZone	\$ 434.18	
Bell Mountain Land Development Corp	\$ 46.12	
Blakely Borough	\$ 1,827.56	
Central Clay Products, Inc.	\$ 196.20	
Cerra Sign Company Inc.	\$ 200.00	
Charles Schwab	\$ 2,618.76	
Comcast	\$ 1,306.25	
Crystal Clear Spring Water Co.	\$ 63.00	
Curtin & Heefner LLP	\$ 584.25	
DeLage Landen-Financial Services	\$ 189.33	
Dempsey Uniform & Linen Supply Inc.	\$ 566.25	
Donald G. Karpowich	\$ 2,535.00	
Encova Insurance	\$ 3,687.00	
English Hardware	\$ 42.49	
Freddy Battaglia Sporting Goods, Inc.	\$ 832.00	
Geisinger - Employer paid portion	\$ 14,145.81	
Geisinger - Employee paid portion	\$ 2,574.60	
George Yurkanin	\$ 1,020.00	
Gerrity's Ace - Peckville	\$ 136.66	
Guardian - Dental employer paid portion	\$ 406.65	
Guardian - Dental employee paid portion	\$ 99.75	
Guardian - Life	\$ 166.47	
Guardian - Vision employer paid portion	\$ 90.86	
Guardian - Vision employee paid portion	\$ 17.94	
H&K Group, Inc.	\$ 76.53	
Heaven on Hill	\$ 368.00	
IWDA Engineering	\$ 414.60	
Jennifer Filipski	\$ 87.98	
Jessica Brielmeier	\$ 200.00	
Jessup Tax Collector	\$ 116.02	
Joseph Cirba	\$ 95.38	
Kost Tire & Auto Service	\$ 169.95	
Lackawanna County Treasurer	\$ 75.00	
Lowe's	\$ 86.26	
Magnum Screening	\$ 192.00	
Marshall Machinery, Inc.	\$ 3.99	
NaturLawn	\$ 1,642.01	
NEIC	\$ 5,644.38	
Nicole Pisarski	\$ 255.00	

GENERAL FUND EXPENDITURES: August 2025		
Northeast Signal & Electric Co, Inc.	\$ 1,658.20	
PAWC	\$ 2,967.63	
Pena-Plas	\$ 2,076.00	
Pennsylvania One Call System, Inc.	\$ 72.62	
Peters Consultants, Inc.	\$ 28,172.50	
PPL Electric Utilities	\$ 2,034.12	
R&J Main Street Car Wash, Inc.	\$ 33.00	
Reeves Rent-A-John, Inc	\$ 1,101.00	
Rugged.One	\$ 12,394.86	
S&S Automotive	\$ 983.50	
Saporito, Falcone, & Watt	\$ 3,581.60	
Sarah MacDougall	\$ 2,018.75	
Scranton Times	\$ 1,363.62	
Selective Insurance Company	\$ 5,987.00	
Stafursky Auto Parts	\$ 77.87	
Stafursky Paving Company	\$ 39.47	
Starr Uniform	\$ 720.06	
State Workmen's Insurance Fund	\$ 1,628.00	
Swank Motion Pictures, Inc.	\$ 350.00	
Teamsters Local Union 229	\$ 747.00	
The Times Tribune	\$ 369.00	
Theresa N. Pezak	\$ 221.00	
Timothy Long	\$ 2,154.75	
UGI	\$ 96.18	
Urban Electrical Contractors	\$ 2,259.30	
Valley Carpet Cleaning	\$ 370.00	
Verizon	\$ 126.02	
Verizon Wireless	\$ 358.21	
Peoples Security Bank-Credit Card Payment	\$ 4,772.28	
Employee Payroll	\$ 83,807.98	
We Pay Payroll Processing Co.	\$ 569.00	
Payroll Tax Liabilities	\$ 32,321.81	
TOTAL	\$ 239,420.10	

Bills Received in August 2025 - General Fund

All Phase Scranton	DPW supplies	\$	0.74
Alloy5 Architecture	Feasibility Study	\$	3,400.00
Animal Arrest	Vector services in Borough	\$	135.00
AutoZone	DPW & Police supplies	\$	93.66
Bell Mountain Land Development Corp	Supplies for Memorial Field walking path	\$	54.36
Blakely Borough	Fuel for Borough vehicles	\$	1,937.66
Dempsey Uniform & Linen Supply	Cleaning & sanitation services & supplies	\$	481.62
Donald G. Karpowich, Attorney at Law	Monthly bill for legal services	\$	1,035.00
English's Pro Hardware & Appliances	DPW supplies	\$	37.45
Foster & Foster, Inc.	Preparation of Police Pension Actuarial Reports & Forms	\$	4,850.00
Iron Nebula	IT services	\$	6,844.25
IWDA Engineering	Pave cut inspection services	\$	247.30
Jennifer Filipski	Reimbursement for purchases of National Night Out supplies	\$	20.71
Joseph Cirba	Reimbursement for purchases of National Night Out supplies	\$	40.16
Kost Tire & Auto Service Center	Service to Borough vehicles	\$	2,916.48
Marshall Machinery, Inc.	DPW supplies	\$	74.90
Motorola Solutions, Inc.	Final contract payment for Police in car computers and body cameras	\$	8,914.00
NaturaLawn of America	Lawn care services	\$	143.00
NEIC	Billing for building and zoning services	\$	1,604.94
Nicole Pisarski	Court reporting for Zoning Hearing Board and conditional use hearings	\$	450.00
NJS Systems & Controls	DPW supplies	\$	42.24
Peters Consultants, Inc.	Engineering services	\$	19,988.00
R&J Main Street Car Wash, Inc.	Washing services for police vehicles	\$	44.00
Reeves Rent-A-John, Inc.	Services for National Night Out & to Memorial Field, Station Park, Pioneer Field & Sara Bratty Park	\$	1,640.00
Rossi Rooter	Services throughout the Borough	\$	2,775.00
Saporito, Falcone, & Watt	Monthly bill for legal services	\$	3,879.80
Scranton Times	General advertising costs	\$	966.46
Starr Uniform	Police uniforms	\$	3,620.96
Thomas J. O'Hora Company, Inc.	Backflow testing services	\$	250.00
Urban Electrical Contractors, Inc.	Electrical work throughout Borough	\$	5,549.25
Valley Carpet & Janitorial Services	Monthly bill for cleaning services	\$	370.00
YCG, Inc.	Calibration services for police	\$	268.00

Total \$ 72,674.94

Bills Received in July 2025 - Capital Improvements

Hanover Engineering Associates, Inc.	Environmental assessment for Ferdinand/ Morgan Street project	\$	593.25
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Total \$ 593.25

Accounts Summary

September 3, 2025

Fund	Account Balance as of 08/31/2025
General Fund - Checking	\$ 695,832.34
General Fund - Savings	\$ 2,448.09
Money Market Account	\$ 201,350.60
CD Portfolio	\$ 558,242.80
Treasury Bill Portfolio	\$ 554,279.63
Capital Improvements Account	\$ 119,432.50
Refuse Account	\$ 430,477.26
Motor License Account	\$ 109,185.89

Total: \$ 2,671,249.11

September 3, 2025

CAPITAL IMPROVEMENTS

BALANCE: July 31, 2025		\$ 246,886.57
RECEIPTS: August 2025		
Transfer from Money Market	\$ 100,000.00	
Peoples Security (Interest)	\$ 700.18	
TOTAL ACCOUNT RECEIPTS		\$ 100,700.18
SUB-TOTAL		\$ 347,586.75
<i>Total Expenses August 2025</i>		<i>\$ 228,154.25</i>
Balance August 31, 2025		\$ 119,432.50
EXPENSES August 2025		
H&P Construction Inc. <i>For St Ubaldo exterior improvement project</i>	\$ 40,593.50	
Hanover Engineering Associates, Inc. <i>For Morgan Street project</i>	\$ 728.92	
Pioneer Construction Company, Inc. <i>For Mary Jo Drive project</i>	\$ 63,073.83	
Snyder Environmental Services <i>For Church Street project</i>	\$ 123,758.00	
Total Expenses	\$ 228,154.25	

MONEY MARKET ACCOUNT

BALANCE: July 31, 2025		\$ 747,084.00
RECEIPTS: August 2025		
Peoples Security (Interest)	\$ 1,416.60	
TOTAL ACCOUNT RECEIPTS		\$ 1,416.60
SUB-TOTAL		\$ 748,500.60
<i>Total Expenses August 2025</i>		<i>\$ 547,150.00</i>
Balance August 31, 2025		\$ 201,350.60
EXPENSES August 2025		
Transfer to Capital Improvements	\$ 100,000.00	
Transfer to Refuse Account	\$ 447,150.00	
Total Expenses	\$ 547,150.00	

September 3, 2025

9 Month CD

ORIGINAL BALANCE		\$ 250,000.00
CURRENT BALANCE		\$ 281,357.42
<i>Maturity Date:</i>	<i>11/4/2025</i>	
<i>Interest Rate:</i>	<i>3.70%</i>	
<i>*Rollover 02/04/2023, 08/04/2023, 02/04/2024, 02/04/2025</i>		

12 Month CD

ORIGINAL BALANCE		\$ 258,137.21
CURRENT BALANCE		\$ 282,021.12
<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>		

September 3, 2025

12 Month US Treasury Securities

ORIGINAL PURCHASE PRICE

\$ 128,984.04

VALUE AS OF 08/31/2025

\$ 137,570.82

Maturity Date: 9/30/2025

12 Month US Treasury Securities

ORIGINAL PURCHASE PRICE

\$ 128,019.58

VALUE AS OF 08/31/2025

\$ 137,308.37

Maturity Date: 12/31/2025

12 Month US Treasury Securities

ORIGINAL PURCHASE PRICE

\$ 130,556.36

VALUE AS OF 08/31/2025

\$ 136,460.47

Maturity Date: 3/31/2026

12 Month US Treasury Securities

ORIGINAL PURCHASE PRICE

\$ 124,648.36

VALUE AS OF 08/31/2025

\$ 141,598.08

Maturity Date: 6/30/2026

Insured Cash Account

ORIGINAL BALANCE

\$ 1,664.90

CURRENT BALANCE

\$ 1,341.89

**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.*

MOTOR LICENSE FUND

BALANCE: July 31, 2025		\$ 117,815.21
RECEIPTS: August 2025		
Peoples Security (Interest)	\$ 320.61	
TOTAL ACCOUNT RECEIPTS		\$ 320.61
SUB-TOTAL		\$ 118,135.82
<i>Total Expenses August 2025</i>		<i>\$ 8,949.93</i>
Balance August 31, 2025		\$ 109,185.89
EXPENSES August 2025		
PP&L	\$ 8,949.93	
Total Expenses	\$ 8,949.93	

REFUSE ACCOUNT

BALANCE: July 31, 2025		\$ 58,783.92
RECEIPTS: August 2025		
Refuse Fee Collected	\$ 15.75	
Delinquent Refuse Fees Collected	\$ 162.78	
JP Mascaro & Sons	\$ 1,716.55	
Transfer from Money Market	\$ 447,150.00	
Peoples Security (Interest)	\$ 318.26	
TOTAL ACCOUNT RECEIPTS		\$ 449,363.34
SUB-TOTAL		\$ 508,147.26
<i>Total Expenses August 2025</i>		<i>\$ 77,670.00</i>
Balance August 31, 2025		\$ 430,477.26
EXPENSES August 2025		
JP Mascaro & Sons	\$ 77,670.00	
Total Expenses	\$ 77,670.00	

**BOROUGH OF JESSUP
LACKAWANNA COUNTY, PENNSYLVANIA
RESOLUTION # 18 OF 2025**

**A RESOLUTION OF THE BOROUGH OF JESSUP AMENDING THE BOROUGH'S
PERSONNEL POLICY AND ADDING A POLICY REGARDING CDL LICENSES AND DRUG
AND ALCOHOL TESTING**

WHEREAS, the Borough of Jessup currently maintains personnel policies.

WHEREAS, in order to preserve and promote public safety, it is deemed prudent to amend the personnel policies to include policies for drug and alcohol testing.

NOW, THEREFORE, BE IT RESOLVED, that the Jessup Borough Council adopts this resolution approving the attached policy regarding Drug and Alcohol Testing and adding such to the Borough of Jessup's Personnel Policy.

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.

THE BOROUGH OF JESSUP

ATTEST:

Coleen Watt, Secretary

Council President

EXAMINED AND APPROVED THIS _____ **DAY OF** _____, 2025.

By: _____
Mayor of the Borough of Jessup

**BOROUGH OF JESSUP
LACKAWANNA COUNTY, PENNSYLVANIA
RESOLUTION # 19 OF 2025**

**A RESOLUTION OF THE BOROUGH OF JESSUP ADOPTING A FEE SCHEDULE FOR THE
MULTI-MUNICIPAL ELECTRONICS RECYCLING PROGRAM**

WHEREAS, on August 19, 2025, the Borough of Jessup Council approved joining Archbald, Blakely and Dickson City in a Multi-municipal Electronics Recycling Program.

WHEREAS, a fee schedule has been set to apply in all municipalities.

NOW, THEREFORE, BE IT RESOLVED, that the Jessup Borough Council adopts this resolution approving that the following fee schedule for electronics recycling:

- Flat screen TV 42" or larger - \$40
- Flat screen TV & Flat screen computer monitors under 42" - \$20
- CRT TV's 25" or larger - \$60
- CRT TV's & CRT Computer Monitors under 25" - \$40
- Personal copiers, fax machines, printers, DVD players and VCR's - \$15
- Desktop and laptop computers - \$20
- **FREE ITEMS** - Keyboards, mice, cables, cords, toner and ink cartridges, cell phones

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

CDL PERSONNEL POLICY JESSUP BOROUGH

SEPTEMBER 3, 2025

ACKNOWLEDGMENT

**I acknowledge that I have received a copy of the Jessup Borough CDL Personnel Policy Manual.
I further acknowledge that I was given an opportunity to ask questions regarding its application.**

PRINT EMPLOYEE NAME

EMPLOYEE SIGNATURE AND DATE

**JESSUP BOROUGH,
LACKAWANNA COUNTY**

DRUG AND ALCOHOL TESTING PERSONNEL POLICY

This Policy is established by Resolution of the Jessup Borough Council, Lackawanna County adopted and effective _____, and shall continue in effect until amended or terminated by resolution of Borough Council.

I. PURPOSE

- A. To comply with the requirements of employers pursuant to the state and federal laws and regulations concerning commercial drivers licenses (CDL) insofar as they apply to this Borough.
- B. To conform the employment policies of this Borough with the requirements of said law and regulations.

II. APPLICATION

This Policy shall apply only to the category of employees and applicants for employment who are required to have a CDL license for employment by this borough and who are assigned to operate borough-owned, leased or borrowed vehicles or equipment requiring CDL licensure.

III. FEDERAL REGULATIONS

The regulations of the Federal Motor Carrier Safety Administration and the Pennsylvania Department of Transportation are hereby adopted by reference insofar as they apply to this employer and this Policy.

IV. POLICY ESTABLISHED

Employees covered by this policy are prohibited from engaging in the following conduct: (1) Reporting for or remaining on duty to perform safety-sensitive functions while having a breath alcohol level of 0.04 or greater; (2) Using alcohol while performing safety-sensitive functions; (3) Performing safety-sensitive functions within four hours after using alcohol; (4) Using alcohol any time during the eight hours after an accident until a post-accident test is performed; (5) Refusing to submit to an alcohol or drug test when required to do so; (6) Reporting for or remaining on duty to perform safety-sensitive functions while using controlled substances unless the use is according to the instructions of a licensed medical practitioner; and (7) Reporting for or remaining on duty after testing positive for drugs or alcohol. Safety-sensitive functions are any of the broad activities related to operating, loading, servicing, or maintaining commercial motor vehicles.

Violation of these rules will subject the employee to discipline and/or dismissal pursuant to the provisions of Section VII of this policy, subject to any applicable provisions and procedures of the collective bargaining agreement in effect, if any.

Performing a safety-sensitive function means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- (1) All time at an employer's property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;

- (2) All time inspecting equipment as required by 49 CFR Parts 392.7 and 392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- (3) All time spent at the driving controls of a commercial motor vehicle in operation;
- (4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 CFR Part 393.76 of this sub-chapter);
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prescription drugs must be kept in their original container identifying the drug, dosage, date of prescription, and prescribing physician. Employees are required to notify their supervisor if they are taking a prescription drug and shall file with the employer a statement on a form provided by the employer from the doctor who issued such prescription stating whether use of the prescription drug will or will not impair the employee's ability to operate a CDL vehicle or equipment. The term "illegal drugs" shall include drugs for which the employee does not have a valid prescription, and cocaine, phencyclidine (PCP), marijuana, opiates (including Heroin), amphetamines, and such other illegal drugs as may be identified from time to time.

No driver shall refuse to submit to any of the following tests required by and in accordance with 49 CFR Part 382 of the federal CDL regulations: a post-accident alcohol or drug test, a random drug or alcohol test, a reasonable suspicion drug or alcohol test, or a follow-up drug or alcohol test. No employer shall permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

V. TESTS ESTABLISHED

The following drug and alcohol test procedures shall be applicable to all employees and applicants for employment to whom this Policy applies. Modern and confidential testing procedures shall be used which will protect the rights of the driver and the integrity of the testing process, safeguard the validity of the test results, and ensure that results are attributed to the correct driver.

A. **Pre-Employment**: All applicants for employment shall be tested for drugs prior to acceptance for employment by this employer. Any applicant testing positive shall not be considered for employment. The employer will reimburse the applicant for the cost of this test if the test is negative and if employment is offered to the applicant.

Otherwise, it will be the responsibility of the applicant to pay applicable testing costs.

B. **Random**: The employer will implement a random testing procedure through the PSAB CDL Program meeting the requirements of the federal regulations. The procedure shall include employer-paid tests of affected employees on a random basis and shall be conducted without any advance notice. The federal regulations currently mandate that the number of affected employees selected shall be at least 50% of the employees for drug testing and 10% of the employees for alcohol testing annually; provided, however, that the requirements of this Policy shall be satisfied if the above percentages are selected from a pool of employees which includes the employer's employees.

C. **Probable Cause**: Any employee giving probable cause to believe that he or she is in violation of the Policy established in Section IV above shall be subjected to employer-paid testing immediately upon confirmation of such probable cause by trained

personnel. Probable cause shall be limited to behavior or conduct observed at the workplace or en-route to a workplace during working hours. Observation and confirmation shall be done by personnel who have received the required training as mandated by federal regulations. Trained personnel making probable cause observations shall make and file with the employer a written report on a form provided by the employer of the attendant circumstances. Such reports shall be kept confidential and a copy permanently retained in the employee's personnel file.

D. **Post-accident:** Any employee involved in an accident as defined herein shall be tested at the employer's expense for drugs as soon after an accident occurs as is possible, but not later than thirty-two (32) hours, and for alcohol as soon after an accident as possible, but not later than eight (8) hours. Provided:

1. Testing should not take precedence over needed medical treatment or other needed emergency measures;
2. If for any reason the tests cannot be obtained within the times provided, the tests shall not be administered. However, refusal to submit to a test or interfering with the successful completion of such a test shall be deemed a positive test result in accordance with Section VI below;
3. No employee shall consume alcohol or illegal drugs between the time of the accident and the test administration;
4. ALCOHOL TEST- As soon as practicable following an accident involving a commercial motor vehicle operating on a public road in commerce, each employer shall perform an alcohol test on its surviving drivers:
 - (a) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
 - (b) Who receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (i) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - (ii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
5. DRUG TEST - As soon as practicable following an accident involving a commercial motor vehicle operating on a public road in commerce, each employer shall perform a drug test on its surviving drivers:
 - (a) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
 - (b) Who receives a citation within 32 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (i) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - (ii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be

transported away from the scene by a tow truck or other motor vehicle.

VI. TEST STANDARDS

Any refusal or failure by the CDL Employee or Applicant to submit to any test required by this Policy or the applicable law and regulations, shall be deemed to be a positive result. Applicants will not be hired and employees will be subject to the disciplinary provisions of this policy subject to any applicable provisions and procedures of the collective bargaining agreement in effect, if any, as a result of a positive test. Refusal to submit to a test under this Policy shall include any act or omission which prevents, thwarts, or frustrates the objectives of this Policy, including without limitation the following: (1) refusal to submit in a timely fashion to testing; (2) refusal or failure by the employee or applicant to complete, sign, or initial the required testing forms; (3) refusal or failure without good cause to provide any sample or provide an adequate sample for testing; and/or (4) failure or refusal to otherwise cooperate with the testing process in a way that prevents the completion of any required test.

All required tests shall be completed using appropriate federal forms that are designed to protect the driver and the integrity of the testing process and safeguard the validity of the test results. Any employee reporting for a CDL test must possess a valid social security number to ensure that the results are attributed to the correct driver.

- A. Alcohol Testing. Alcohol testing shall be conducted using a federally-approved breathalyzer operated by a trained technician. Any employee receiving an alcohol test result of greater than or equal to 0.02 % breath alcohol level, but less than 0.04 % breath alcohol level, shall be removed from safety-sensitive duties for 24 hours. Any test result equal to or greater than 0.04 % breath alcohol level shall be considered a positive test and cause the employee to be removed from safety-sensitive functions and subject to the disciplinary provisions of Section VII.
- B. Drug Testing. Drug testing shall be conducted by urine sample that shall be analyzed at a federally-approved testing facility. Any test result confirming the presence of illegal drugs shall be considered a positive test and cause the employee to be removed from safety-sensitive functions and subject to the disciplinary provisions of Section VII. Any employee testing positive for illegal drugs may request that the split sample of the same specimen be retested, at the employee's expense. Employees must speak with the Medical Review Officer about such request.
- C. Test Transportation. This employer shall provide or arrange transportation to and/or from the testing site, job site or the employer's facilities.

VII. POSITIVE TESTS & RETURN-TO-CDL DUTY

The consequence for any employee who has engaged in prohibited conduct is identified below:

NO RETURN-TO-DUTY

An employee who tests positive for an alcohol test shall subject the employee to immediate dismissal.

RETURN-TO-DUTY OFFERED ONCE

An employee who tests positive for a drug test must immediately be removed from safety-sensitive functions. This employee will be allowed to return-to-duty if this is the employee's first positive test and the employee, prior to returning to CDL duty:

1. Consults with a drug abuse professional at the employee's expense within 2 weeks of notification of a positive test; and
2. Completes all recommended treatment at the employee's expense; and
3. Completes all necessary drug tests at the employee's expense and obtains negative results.

Any subsequent positive result to a drug test by this same employee will subject that employee to immediate dismissal.

VIII. FOLLOW-UP TESTING

If an employee who tests positive for a drug test is offered the chance to return-to-duty, that employee shall be in a probationary period and be subject to and pay for any and all counseling sessions and unannounced follow-up tests as required by a Substance Abuse Professional following return to CDL duty. At a minimum, the employee shall be subject to at least 6 unannounced follow-up tests in the first 12 months following the employee's return-to-duty. A positive result on any test administered during this probationary period automatically subjects the employee to immediate dismissal.

IX. TEST RESULTS

Employees will be notified of their positive test results. Test results shall be retained by the Medical Review Officer responsible for analyzing the employee's test results. Said results shall be held in strictest confidence and shall be accessible only to the employee, the employer, and such other persons authorized by law and shall not be released to any other person except with the written consent of the employee. The results of tests made known to the employer may be released to future employers in accordance with the federal regulations.

"Negative but Dilute" Drug Test Results: An employee who receives a "negative but dilute" test result will be subject to an immediate re-test on the order of the medical review officer (MRO). In the event the MRO does not require a re-test for a "negative but dilute" random drug test result, this employer will require any employee to submit to a re-test immediately upon receipt of notification of the "negative but dilute" random test result if the creatinine concentration of the dilute specimen is greater than 5 mg/dL. Such re-test must not be collected under direct observation.

X. CONFIDENTIALITY OF DOCUMENTS

All files, documents, and records of the employer related to the application of this Policy to individual employees shall be deemed and kept confidential by the employer.

XI. RECORDKEEPING

Records relating to the administration and results of the employer's drug and alcohol testing program for its CDL drivers will be maintained in the manner provided in regulations.

Tests will be conducted by licensed facilities and analyzed by a Medical Review Officer. The records will be maintained by the consortium which the employer has joined to conduct alcohol and drug testing in accordance with the federal regulations. The Medical Review Officer shall be a custodian of individual test results.

The employer shall retain in the employee's personnel file information indicating only the following:

1. The employee submitted to a drug and/or alcohol test (the "test notice form");
2. The date of such test;
3. The location of such test;
4. The identity of the person or entity performing the test; and
5. The test result (e.g., "positive" or "negative".)

The employer will also maintain an annual calendar year summary of the records related to the administration and results of the testing program for its drivers under the federal regulations.

XII. ACCESS TO TEST RESULTS AND FINDINGS

No person may obtain the individual test results retained by the Medical Review Officer, and no Medical Review Officer shall release the individual test results of any employee to any person, without first obtaining written authorization from the tested individual, otherwise required by law.

XIII. EMPLOYEE ASSISTANCE PROGRAM

The employer shall establish the following:

- A. Employees who test positive for drugs or alcohol shall be responsible for obtaining and paying for a Substance Abuse Professional for consultation and treatment.
- B. Employees needing a Substance Abuse Professional can contact American Substance Abuse Professionals, Inc at (888) 792-2727 to arrange for the necessary counseling with an approved Substance Abuse Professional available in the area.
- C. Owing to the negative effects of drug use and alcohol misuse on an individual's health, work, and personal life, this employer encourages its employees wanting additional educational and training material on drug and alcohol problems to contact the Lackawanna County Office of Drug and Alcohol regarding any services provided. Further, any covered employee exhibiting an indication of a drug or alcohol problem will be asked to seek counseling as a condition of continued employment. Any covered employee exhibiting an indication of prohibited conduct shall be investigated to determine if a probable cause test is warranted.
- D. A one-hour training and educational program for employees that shall consist of a review of this personnel policy and an overview of the CDL act and regulations.
- E. Training in drug and alcohol detection and related matters for at least supervisory personnel. This training may be satisfied by attendance at a CDL Program Supervisory Training workshop.

XIV. MISCELLANEOUS

- A. This Policy shall be implemented with the constitutional and legal rights of the employees subjected to it.
- B. This Policy shall not be deemed to be a covenant of employment or other form of covenant or contract between the employer and any employee.
- C. Any collective bargaining agreement entered by the employer subsequent to the adoption of this Policy shall conform with the provisions of this Policy.
- D. Any agreement for the sharing, leasing, lending, or other transfer of CDL employees between the employer and any other municipality or private enterprise shall address in writing the status of said employees as to whether they are employees of the receiving entity during the period of the transfer.

E. Any contract for services involving CDL employees shall expressly state whether the contracting party is an independent contractor or employee of the employer. Any contractor must regularly, during the life of any contract, provide to the employer the appropriate documents showing their continued compliance with the federal CDL act and regulations.

F. The definition of terms shall be as contained in the relevant federal and state regulations.

G. A copy of this Policy shall be delivered to every employee and applicant for employment who is subject to it and to all supervisory personnel. All employees shall sign an acknowledgment of receipt of the Policy which shall be permanently retained in the employee's personnel file.

H. A copy of the controlling law and federal regulations shall be maintained in the employer's offices and shall be accessible to employees, upon request.

I. This Policy will be limited by any applicable federal or state law or municipal ordinance, and by any applicable collective bargaining agreements. Any portion of this Policy which directly conflicts with such a law, ordinance, or agreement will not be implemented in that jurisdiction or bargaining unit but shall be severable and shall not affect the validity and enforcement of the remainder of the Policy.

J. Employees agree to waive any liability against the employer arising out of the employer's administration of this Policy and its administration of the program established pursuant to the federal law or regulations regarding the employer's responsibility for CDL drivers.