

Honesdale Borough Council Minutes –Approved Electronic Version

Regular Meeting: October 8, 2012

The regular meeting of the Honesdale Borough Council was conducted on Monday, October 8, 2012, in Borough Hall, 958 Main Street, Honesdale, PA. Council President F. J. Monaghan, Jr., presided at the meeting, which was called to order at 6:30 PM.

Present:

Attending were Council President F. J. Monaghan, Jr., Robert Jennings, Michael Slish, Scott Smith, Harry DeVrieze, James Brennan, Jr., and Juanita Pisano. Other Borough officials included Mayor Edward Langendoerfer, Director of Public Works Richard Doney, Fire Chief Steve Bates, Borough Solicitor Richard Henry, Zoning Officer Dan Hnatko, Police Chief Joseph LoBasso and Judith Poltanis, Borough Secretary.

Media Representatives: Tom Kane, The River Reporter; and Greg Little, The Wayne Independent.

The Pledge of Allegiance was recited.

APPROVAL OF MINUTES

F. J. Monaghan stated that hearing no objection, the minutes of the September 10, 2012, Council meeting would stand approved.

CITIZEN INPUT

The following individuals registered to speak before Borough Council:

- 1. John Ross** – He stated that he would speak during the designated presentation time.
- 2. Michael Augello** –He stated that he was representing the Greater Honesdale Partnership (GHP) Holiday Lighting Committee and requested that an order for lighted stars for the Main Street Christmas Trees be placed. The GHP will reimburse the Borough for the associated costs. Rent-Equip will put up the star which will be mounted on additional brackets.
- 3. Gail Tucker** –GHP Director requested that two written requests be included in the requests considered at this meeting: Request for Use of the Fred R Miller Pavilion; and Santa Parade additional requests for Central Park, etc. **Response:** F. J. Monaghan stated that the requests would be considered.
- 4. Martin Soos** – A Hillcrest Circle resident was present to request that Council do something about his neighbor who has long grass and business signs in his yard. The following borough officials participated in the discussion of the matter with Mr. Soos: Harry DeVrieze, Mayor Langendoerfer, F. J. Monaghan, James Brennan, Zoning Officer Dan Hnatko and Scott Smith. **Response:** Harry DeVrieze will look into the signs but stated that the grass was not in violation of the Borough's property maintenance code. Mr. Soos left the meeting at 6:45 PM.

PRESENTATION: EKG PARTNERSHIP

John R. Ross, P.E., Senior Project Manager, EarthRes Group, presented an overview of the EKG Project on Sunrise Avenue. A consistency letter for stormwater had been sought from Council. Discussion ensued with the following participating: Harry DeVrieze, Michael Slish, Scott Smith, John Ross, Richard Doney, and Eric Linde, co-owner.

Motion: EKG – Consistency Letter

Harry DeVrieze moved to grant a stormwater Consistency Letter to EKG. James Brennan seconded the motion. MOTION CARRIED.

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Roll Call Vote:

Harry DeVrieze, Aye	Scott Smith, Aye	Juanita Pisano, Aye
Michael Slish, Aye	Robert Jennings, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

Zoning Officer Dan Hnatko and John R. Ross left the meeting at 7:07 PM.

TREASURER’S REPORT

Scott Smith presented a verbal overview of the financial status of the Borough of Honesdale. Mayor Langendoerfer asked several questions which Scott Smith answered.

Motion: Treasurer’s Report

Scott Smith moved to accept the Treasurer’s Report as presented pending audit. Juanita Pisano seconded the motion. MOTION CARRIED.

Roll Call Vote:

Michael Slish, Aye	Robert Jennings, Aye	Harry DeVrieze, Aye
Juanita Pisano, Aye	Scott Smith, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

REQUESTS

The following requests were read aloud by Council President F. J. Monaghan:

1. Dara Coslett Granza, Olga & Dorothea Dessin Society request for four parking spaces on Main Street in front of the Fred R Miller Pavilion to park a 22-ft van for the surgery recovery during its CATastrophe free feline spay/neuter clinic on October 9, 2012.
2. Gail Tucker, Use of the Fred R Miller Pavilion, Nov. 24, 2012, “Honesdale for the Holidays”, 9 AM to 5 PM
3. Gail Tucker, seven requests related to the Honesdale for the Holiday event sponsored by the Greater Honesdale Partnership. Note: James Brennan and Mayor Langendoerfer asked several questions of Ms. Tucker.

Motion: Approval of Requests

James Brennan moved to approve the requests as submitted. Michael Slish seconded the motion. MOTION CARRIED.

Roll Call Vote:

Robert Jennings, Aye	Harry DeVrieze, Aye	Scott Smith, Aye
Juanita Pisano, Aye	Michael Slish, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

CORRESPONDENCE

President Monaghan summarized the following correspondence:

1. PennDot –approval of the Firemen’s Procession and the Santa Parade requests
2. TRCsolutions for PPL Electric utilities regarding its Peckville-Varden Rebuild Project, Act 14 and Acts 67, 68 and 127 notification to the Borough.
3. Central Wayne Regional Authority notification of public project information meeting on Thursday, Oct. 25, 2012 at 6 PM at the Texas #4 Fire Hall, 440 Grove St., Honesdale. Note:

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The Borough Secretary was directed to send notification that James Brennan and Harry DeVrieze will be representing Honesdale Borough.

MAYOR'S REPORT

Mayor Ed Langendoerfer stated that he had nothing to report.

POLICE CHIEF'S REPORT

Police Chief Joseph LoBasso related the department's activities for the previous month with special note of the "Operation Safe Crosswalk" whereby four citations and two warnings were issued. He urged pedestrians to use the marked crosswalks and urged motorists to be more attentive. The operation was carried out at 9th and Main, 10th and Church, mid-block, 7th and Main, 7th and Church, 8th and Church, and 10th Street intersections.

Councilor Harry DeVrieze inquired of the Chief if the patrolman driving the police cruiser was cited after having an accident. He also questioned the notification of Council members after the incident. Police Chief LoBasso stated that he followed his chain of command when notifying Council of the incident.

FIRE CHIEF'S REPORT

Fire Chief Steve Bates stated that he had in addition to items in his written report, he wanted to remind everyone of Fire Prevention Week and the planned activities including the fire truck rides in Central Park.

PARKING REPORT

President Monaghan summarized the report aloud.

DPW DIRECTOR'S REPORT

Rich Doney stated that he had no additional items to report other than his written report.

FINANCE REPORT

Scott Smith reported that \$ 27,761.40 was received for the 2012 allocation for Firemen's Relief. In addition, \$ 85,826.63 was received to pay the uniform and non-uniform pension funds. He also stated that approximately \$80,000.00 more in revenues are expected with approximately \$400,000.00 more expenditures expected. Councilor Smith stated that Council members received the draft budget to go over with their departments. Within two weeks meetings with the departments will be scheduled. A 3% rate increase for non-uniformed employees is being written into the budget.

Councilor Smith requested that a work session be scheduled so that discussion can be conducted on the budget and the cable franchise agreement. After some discussion, Council President Monaghan instructed the secretary to advertise for a special meeting on October 24, 2012, at 7 PM.

Councilor Smith stated that the new Borough website will go online if no one previewed any errors. The draft budget will be put online for citizen input.

Motion: 2013 Tax Anticipation Note

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Scott Smith moved to request from banks an interest quote for the 2013 Tax Anticipation Note in the amount of \$200,000.00. Michael Slish seconded the motion. MOTION CARRIED.

Roll Call Vote:

Scott Smith, Aye	Juanita Pisano, Aye	Michael Slish, Aye
Robert Jennings, Aye	Harry DeVrieze, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

BUILDING & ZONING

Harry DeVrieze reported that no update was available on the Tractor Supply Project; and stated that the solicitor sent a letter to DEP regarding a riparian buffer alternative analysis plan for the CVS Project.

Motion: Elevator 3 Year Hydraulic Test

Harry DeVrieze moved to enter into a contract with ThyssenKrupp Elevator for the 3-Yr hydraulic inspection of the elevator and to contract with Nagle Elevator Inspection & Testing to be the witnessing inspector for the same. Scott Smith seconded the motion. MOTION CARRIED.

Roll Call Vote:

James Brennan, Aye	Juanita Pisano, Aye	Michael Slish, Aye
Robert Jennings, Aye	Harry DeVrieze, Aye	Scott Smith, Aye
F. J. Monaghan, Aye		

PARKS AND RECREATION REPORT

Michael Slish related an incident in Central Park where a tree limb broke in a storm and fell near a park patron. Two quotes were received to cut three trees down and grind the stumps from the following vendors: Rex Brand, \$2,700.00 and Arbor Tech, \$2,750.

Motion: Central Park Tree Removal

Michael Slish moved to accept the quote from Rex Brand. Harry DeVrieze seconded the motion. MOTION CARRIED.

Roll Call Vote:

Juanita Pisano, Aye	Michael Slish, Aye	Robert Jennings, Aye
Harry DeVrieze, Aye	Scott Smith, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

Discussion was conducted on the removal of a large tree in the center of Central Park. An estimate of \$4,500 was received. Participating in the discussion were Michael Slish, Richard Doney, Mayor Langendoerfer, F. J. Monaghan, and James Brennan. The Mayor and/or Richard Doney will report at the special meeting October 24 whether immediate removal or a planned removal in 2013 will be recommended to Council.

Councilor Slish stated that a revised Comprehensive Plan will be received shortly and posted on the Borough's website for public review. The multi-municipal group will conduct public hearings with adoption by municipalities sometime in 2013.

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Motion: Snow Storage at Apple Grove

Michael Slish moved to allow the storage of removed snow in one-half of the Apple Grove parking lot for the winter. Scott Smith seconded the motion. MOTION CARRIED.

Roll Call Vote:

Juanita Pisano, Aye	Michael Slish, Aye	Robert Jennings, Aye
Harry DeVrieze, Aye	Scott Smith, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

GRANTS COMMITTEE REPORT

Juanita Pisano stated that Senator Toomey’s office assisted her in getting an application form for a USDA federal grant. The completed application was returned requesting monies for the purchase of a police cruiser.

STREET REPORT

James Brennan expressed appreciation to Mike Augello and his committee regarding the holiday decorations that have and will be purchased.

Rich Doney provided an update on the repair to the Cottage Street wall using CDBG funds. He said that the project should be completed by October 12, 2012.

James Brennan announced that next week begins the collection of single-stream recycling in the Borough. He thanked the Mayor for initiating the idea to borough officials.

Motion: Holiday Star Decorations / GHP

James Brennan moved to purchase Holiday Star decorations from CDI Enterprises in the amount of \$5,925.00 with reimbursement from the Greater Honesdale Partnership. Robert Jennings seconded the motion. MOTION CARRIED. Both F. J. Monaghan and James Brennan thanked the Greater Honesdale Partnership for their work in this project.

Roll Call Vote:

Michael Slish, Aye	Robert Jennings, Aye	Harry DeVrieze, Aye
Scott Smith, Aye	Juanita Pisano, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

SAFETY COMMITTEE REPORT

Motion: Distribution to Fire Companies

Councilor Robert Jennings moved that \$500.00 be distributed to each of the four fire companies to fulfill the budgeted amount reserved for that purpose. Scott Smith seconded the motion. MOTION CARRIED.

Roll Call Vote:

Robert Jennings, Aye	Harry DeVrieze, Aye	Scott Smith, Aye
Juanita Pisano, Aye	Michael Slish, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

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Motion: Approval of Safety Trailer Activities

Robert Jennings moved to approve the list of the Honesdale Fire Department Safety Trailer Activities to meet workers compensation insurance requirements. Scott Smith seconded the motion. MOTION CARRIED.

Roll Call Vote:

Harry DeVrieze, Aye	Scott Smith, Aye	Juanita Pisano, Aye
Michael Slish, Aye	Robert Jennings, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

Motion Civil Service Regulation Change

Robert Jennings moved to approve the proposed changes to the Civil Service Commission Rules and Regulations as presented in their correspondence dated August 21, 2012. James Brennan seconded the motion. MOTION CARRIED.

Roll Call Vote:

Scott Smith, Aye	Juanita Pisano, Aye	Michael Slish, Aye
Robert Jennings, Aye	Harry DeVrieze, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

Executive Session – Personnel

F. J. Monaghan stated that an executive session would be conducted regarding personnel. It began at 7:56 PM.

Fire Chief Steven Bates left the meeting at 7:56 PM.

Regular session resumed at 8:20 PM.

Motion Civil Service /Promotion to Sergeant

Robert Jennings thanked the Civil Service for all the work done this year. He read the qualifications for Ronald Kominski and Sean LeStrange. Council Jennings moved that Officers Ron Kominski and Sean LeStrange be promoted to sergeant. Scott Smith seconded the motion. MOTION CARRIED.

Roll Call Vote:

James Brennan, Aye	Juanita Pisano, Aye	Michael Slish, Aye
Robert Jennings, Aye	Harry DeVrieze, Aye	Scott Smith, Aye
F. J. Monaghan, Aye		

The Police Chief questioned the effective date.

Motion Civil Service /Promotion to Sergeant Addendum

Robert Jennings moved to add “effective immediately” the motion promoting Officers Kominiski and LeStrange. Scott Smith seconded the motion. MOTION CARRIED.

Roll Call Vote:

Michael Slish, Aye	Robert Jennings, Aye	Harry DeVrieze, Aye
Scott Smith, Aye	Juanita Pisano, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

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Councilor Jennings also stated that there were several budget items that he wished Council to consider when developing the 2013 budget, namely:

1. Two additional full-time officers
2. Regionalization of the police force

Discussion ensued with the following participants: Robert Jennings, Mayor Ed Langendoerfer, James Brennan, F. J. Monaghan, Police Chief LoBasso, and Scott Smith. Discussion items included safety concerns, raising taxes and fixed-income taxpayers, previous layoff of two officers, 2012 concessions by the existing police department; public news release of all police activities, and comparison of people to work ratios. Robert Jennings asked that Council President Monaghan read a two-page email from Joe LoBasso to Robert Jennings regarding regionalization of the police department. Police Chief LoBasso stated that it could be called the Central Wayne Regional Police Department. James Brennan stated that state and federal grant monies could be sought. F. J. Monaghan stated that Texas Township would have to part of it to even consider the project. Scott Smith volunteered to contact a DCED representative for more information on the regionalization process.

UNFINISHED BUSINESS

1. Finance Committee: Cable franchise discussion. **Update: Scott Smith stated that discussion would be done at the October 24, 2012 special meeting.**
2. Parks & Recreation: Fred Reisch ball field agreement. **Update: Michael Slish stated that it should be handled like the pavilion with the use of a form to request use. PSAB officials had no solution.**
3. Parks & Recreation: Chapter 147 –Parks and Recreation, ordinance amendment. **Update: Michael Slish stated that nothing would be done until the new Comprehensive Plan is adopted.**
4. Parks & Recreation: Central Wayne Regional Comprehensive Plan **Michael Slish updated under the Parks and Recreation section of this meeting.**
5. Zoning: General Code Supplementation. **Update: Scott Smith stated that he is working on it.**
6. Ad-hoc Committee: Employee Handbook **Update: James Brennan stated that no update was available.**
7. Ad-hoc Committee: One-Way Traffic Complaints
 - a. Traffic data collection **Update: Robert Jennings stated that there was nothing to update yet.**
8. Ad-hoc Committee: Forensic Audit
 - a. Negotiating scope of work. **Update: Scott Smith is reworking the scope of work to reduce the invoice from the auditor before beginning the work.**
9. Ad-hoc Committee: Chapter 112 – Floodplain Management **Harry DeVrieze stated that no update available.**

Business Awaiting Outside Action:

Parking Committee: Coal pocket lease

- a. Rutherford Surveying Quote

Councilor Scott Smith brought up for discussion a discount proposal to groups or organizations if they purchased 10 or more parking permits for either the 10-Hr meters or any municipal parking lot. Participants in the discussion were Michael Slish, Scott Smith, F. J. Monaghan, and Harry

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DeVrieze. No decision was made but the topic will be brought up at the special meeting on October 24, 2012. Scott Smith stated that he is submitting a written request to Rutherford Surveying to obtain a quote on the Coal Park Parking Lot.

Ordinances or Resolutions

1. Proposed Ordinance #650 –Adoption of the 2009 International Property Maintenance Code

Motion Ordinance 650

Harry DeVrieze moved to adopt proposed Ordinance #650 enacting the 2009 International Property Maintenance Code. Scott Smith seconded the motion. MOTION CARRIED.

Roll Call Vote:

Juanita Pisano, Aye	Michael Slish, Aye	Robert Jennings, Aye
Harry DeVrieze, Aye	Scott Smith, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

2. Resolution – CVS Project – PennDot Designated Signer for Permit Application

Motion Resolution #2012-012- PennDot Designated Signer

Harry DeVrieze moved to adopt Resolution #2012-012 designating F. J. Monaghan as the signer for paperwork regarding the CVS Project for their PennDot permit applications. James Brennan seconded the motion. MOTION CARRIED.

Roll Call Vote:

Robert Jennings, Aye	Harry DeVrieze, Aye	Scott Smith, Aye
Juanita Pisano, Aye	Michael Slish, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

REVIEW AND AUTHORIZATION TO PAY BILLS

Motion General Fund Invoices

Scott Smith moved to authorize payment of invoices in the General Fund List in the amount of \$24,685.22. It was seconded by Harry DeVrieze. MOTION CARRIED.

Roll Call Vote:

Michael Slish, Aye	Robert Jennings, Aye	Harry DeVrieze, Aye
Scott Smith, Aye	Juanita Pisano, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

Motion General Fund Invoices (additional)

Scott Smith moved to authorize payment of additional invoices in the General Fund List in the amount of \$29,049.91. Juanita Pisano seconded the motion. MOTION CARRIED.

Roll Call Vote:

Robert Jennings, Aye	Harry DeVrieze, Aye	Scott Smith, Aye
Juanita Pisano, Aye	Michael Slish, Aye	James Brennan, Aye
F. J. Monaghan, Aye		

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Reports of officials and committees

Mayor's Report

Police Chief's Report *(in addition to written report)*

Fire Chief's Report *(in addition to written report)*

Parking Report *(in addition to written report)*

Director of Public Works Report *(in addition to written report)*

Finance Committee Report

1. Monthly Finance Report
2. 2013 TA Note discussion
3. Budget discussion/process

Building & Zoning Committee Report

1. Update on Tractor Supply—
2. Update on CVS Project –
 - a. Richard Henry letter to DEP re: riparian buffer alternative analysis plans
 - b. Wayne Conservation District review of Erosion & Sediment Control Plan for NPDES permit was found not adequate
3. Update on EKG Partnership –
 - a. Wayne Conservation District review of Erosion & Sediment Control Plan for NPDES permit was found not adequate
4. Council discussions on proposed zoning ordinance/ review received from Wayne County Dept. of Planning
5. Elevator Inspection

Parks & Recreation Committee Report

1. Central Park –tree quotes
2. Central Wayne Regional Comp Plan Update
3. Snow Removal Plan re: Apple Grove

Grants Committee Report

Streets Committee Report

1. Recycling
2. CDBG: Cottage Street retaining wall repair update
3. Christmas Decorations –Main Street

Safety Committee Report

1. Construction Projects –Update
2. Distribution to Fire Companies – 2nd installment
3. Fire Department – request for approval of safety trailer activities
4. Discussion on new PennDot Parade/Procession forms
5. Civil Service Commission Correspondence to Council *(Distributed previously to Council and Mayor)*
 - a. Request to change Rules and Regulations
 - b. Request refund for two applicants each to receive \$50.00
 - c. Request for timetable verification to begin process of the eligible applicants.

Executive Session – Personnel (approximately 30 minutes)

Safety Committee Report (continued)

6. Results of oral exams for sergeants

Unfinished business:

10. Finance Committee: Cable franchise discussion
11. Parks & Recreation: Fred Reisch ball field agreement.
12. Parks & Recreation: Chapter 147 –Parks and Recreation, ordinance amendment
13. Parks & Recreation: Central Wayne Regional Comprehensive Plan
14. Zoning: General Code Supplementation
15. Ad-hoc Committee: Employee Handbook
16. Ad-hoc Committee: One-Way Traffic Complaints
 - a. Traffic data collection
17. Ad-hoc Committee: Forensic Audit
 - a. Negotiating scope of work
18. Ad-hoc Committee: Chapter 112 – Floodplain Management

Business Awaiting Outside Action:

19. Parking Committee: Coal pocket lease
 - a. Rutherford Surveying Quote

Ordinances or Resolutions

3. Proposed Ordinance #650 –Adoption of the 2009 International Property Maintenance Code
4. Resolution – CVS Project – PennDot Designated Signer for Permit Application

New business

Review and authorization to pay bills

1. Bill Payables Reports – General Fund
2. Bill Payables Report –Liquid Fuels Fund
3. Bill Payables Report –Pension Fund

Adjournment

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Treasurer's Report

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	Asset		Liability
General Fund			
Checking Account	\$334,019.01	Tax Anticipation Note	\$0.00
Savings Account	\$2,620.06	2004 General Obligation Note(10YR)	\$70,335.31
CD Due 07/14/2013	\$28,142.64	2011 General Obligation Note(4YR)	\$327,047.08
CD Stourbridge Railroad	\$33,000.00		
Payroll Fund			
Checking Account	\$51,367.16		
Parks and Recreation Fund			
Savings Account	\$1,290.93		
Highway Aid Fund			
Checking Account	\$1,088.48		
Savings Account	\$165,722.14		
CD Due 05/12/13	\$36,189.54		
CD Due 06/30/13	\$29,379.39		
CD Due 07/09/13	\$51,154.53		
CD Due 09/10/13	\$17,379.77		
Local Services Tax Fund			
HNB Checking Account	\$41,085.59		
G.O. Sinking Fund			
MMDA	\$30,242.45		
Fire Loss Escrow			
Checking Account	\$13,324.84		
Rev. Doherty Fund			
Savings Account	\$21,868.64		
Pension Fund			
MMDA Account	\$125,454.88		
Police Grant Account			
Checking	\$805.45		
Disaster Assistance			

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Checking Account	\$21,817.94		
GO SINKING FUND 2011	\$1,314.03	Parking Meters Loan	\$22,316.44
Checking Account			
DPW SINKING FUND 2011		2011 Truck Loan	\$59,364.12
MMDA Account	\$5,879.46		
CONTINGENCY FUND			
Checking Account	\$51,484.56		
2011 G.O. Note			
MMDA Account	\$9,655.63		
Sub-totals	\$1,074,287.12		\$479,062.95
Difference		\$595,224.17	