

PLYMOUTH BOROUGH  
WORK SESSION AND COUNCIL MEETING  
DECEMBER 10, 2019

THE PLYMOUTH BOROUGH WORK SESSION BEGAN AT 6:00 P.M. AND THE REGULAR MEETING WAS IMMEDIATELY CALLED TO ORDER BY MR. WILLIAM DIXON, VICE PRESIDENT OF COUNCIL.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

ROLL CALL

MR. CUNNINGHAM MRS. EROH MR. MOREHART MR. RUSEKAS

MR. DIXON MR. KOBUSKY MR. THOMAS

CITIZEN'S REQUESTS AND COMMENTS REGARDING AGENDA ITEMS

THERE WERE NO REQUESTS OR COMMENTS REGARDING AGENDA ITEMS.

CITIZENS REQUESTS AND COMMENTS REGARDING GENERAL ITEMS

MRS. MARY JARRET OF CENTER AVENUE, SAID THAT SHE RECEIVED A LOT OF MESSAGES REGARDING THE CHRISTMAS LIGHTS ALONG MAIN STREET AND WAS TIRED OF IT. SHE SAID THAT SHE IS ENCOURAGING PEOPLE TO SEND DONATIONS TO THE ROTARY AT P.O. BOX 122 PLYMOUTH, PENNSYLVANIA, 18651. SHE SAID THAT SHE SPOKE TO A ROTARY CLUB REPRESENTATIVE AND THEY SAID THAT THEY DID NOT RECEIVE ANY DONATIONS THIS YEAR. MR. THOMAS SAID THE ROTARY WOULD SEND LETTERS OUT AND BARELY RECEIVE ENOUGH TO COVER THE COST OF SENDING THE LETTERS. MRS. JARRET SAID SHE IS LOOKING TO START A JAR FOR CASH DONATIONS.

MR. COUGHLIN SAID THAT COUNCIL AND HIMSELF ATTENDED THE HOMETOWN HERO EVENT ON NOVEMBER 17TH WHICH WAS HOSTED BY PASTOR BRYAN DODSON OF IMMANUEL BAPTIST. MR. COUGHLIN THANKED PASTOR DODSON AND HIS CONGREGATION FOR HOSTING SUCH A WONDERFUL EVENT.

MR. JARRID SHULLA, PLYMOUTH BOROUGH STREET DEPARTMENT, DISCUSSED THE UPCOMING WINTER SEASON. HE SAID THAT SIDEWALKS NEED TO BE CLEARED OF SNOW AND ICE WITHIN TWELVE HOURS OF THE SNOW FALL ENDING. MR. SHULLA ASKED RESIDENTS TO NOT THROW SNOW INTO THE ROADWAYS BECAUSE IT IS ILLEGAL. HE OFFERED A TIP AND SAID TO SHOVEL EVERYTHING BUT THE LAST THREE FEET OF A DRIVEWAY UNTIL THE PLOW COMES THROUGH BECAUSE AN EMPTY GAP ON THE PLOW WILL CAUSE SNOW TO BE THROWN IN THAT AREA AND THE RESIDENT WILL END UP HAVING TO SHOVEL AGAIN.

## MEETING AGENDA

1. MOTION: TO MAKE PAYMENT TO AMERICAN ASPHALT IN THE AMOUNT OF TEN THOUSAND ONE HUNDRED TWENTY-SIX DOLLARS AND TWELVE CENTS (\$10,126.12) FROM THE LIQUID FUEL FUND FOR THE MATERIALS NEEDED TO PAVE HOOVEN STREET.

MR. CUNNINGHAM MADE THE MOTION.

MRS. EROH CALLED THE SECOND ON THE MOTION.

THE MOTION WAS UNANIMOUSLY APPROVED.

2. MOTION: TO ISSUE TAX REFUND IN THE AMOUNT OF ONE HUNDRED AND NINETY-THREE DOLLARS AND SIXTY-SEVEN CENTS (\$193.67) MADE PAYABLE TO DEBRA KNELL.

MR. THOMAS MADE THE MOTION.

MR. MOREHART CALLED THE SECOND ON THE MOTION.

THE MOTION WAS UNANIMOUSLY APPROVED.

3. MOTION: I HEREBY MOVE THAT THE BOROUGH AGREE TO PURCHASE FROM THE UNITED STATE BANKRUPTCY COURT THE FOLLOWING PARCEL: 401 EAST MAIN STREET, PLYMOUTH BOROUGH, PA. IN ADDITION, I MOVE TO APPROVE THE ATTACHED AGREEMENT OF SALE, DATED DECEMBER 10, 2019 AND FURTHER MOVE THAT THE ACTING PRESIDENT OF COUNCIL, WILLIAM DIXON, SIGN ANY AND ALL PAPERS REQUIRED IN CONNECTION WITH THE ABOVE OFFER AND THE BOROUGH SECRETARY ATTEST TO ANY AND ALL DOCUMENTS INCLUDING THE ATTACHED AGREEMENT OF SALE. THE APPROPRIATE BOROUGH OFFICIALS ARE AUTHORIZED TO ISSUE PAYMENT OF FIVE HUNDRED DOLLARS (\$500.00) DEPOSIT AND FORWARD IT TO THE BANKRUPTCY TRUSTEE AND UPON COMPLETION OF THE PURCHASE, FORWARD THE BALANCE OF ONE THOUSAND DOLLARS (\$1,000.00) TO THE BANKRUPTCY TRUSTEE. I FURTHER AUTHORIZE THE PAYMENT OF ALL RECORDING FEES, PIN CERTIFICATION FEES, ANY REAL ESTATE TRANSFER TAXES AND ANY OTHER COSTS IN ORDER TO RECORD THE DEED IN THE LUZERNE COUNTY RECORDER OF DEEDS OFFICE.

MR. MOREHART MADE THE MOTION.

MR. RUSESKAS CALLED THE SECOND ON THE MOTION.

THE MOTION WAS UNANIMOUSLY APPROVED.

4. MOTION: WHEREAS AT THE NOVEMBER 12, 2019 MEETING BIDS WERE RECEIVED AND OPENED FOR THE 2019 COMMUNITY DEVELOPMENT BLOCK GRANT PAVE PROJECT, WHICH IS FOR THE COMMUNITY PARK PROJECT; WHEREAS, SAID BIDS WERE TABLED FOR REVIEW BY THE BOROUGH ENGINEER, PENNEASTERN ENGINEERS, LLC; WHEREAS, AS AUTHORIZED UNDER THE BIDDING SPECIFICATIONS, THE AFORESAID BOROUGH ENGINEER, REVISED SOME OF THE QUANTITIES IN ORDER FOR THE BOROUGH TO HAVE SUFFICIENT FUNDS TO PAY FOR THE WORK TO BE PERFORMED; THEREFORE, IT IS AWARDED TO LOWEST RESPONSIBLE BIDDER, PENNSY SUPPLY, INC., 300 ARMSTRONG ROAD, PITSTON, PA THE WORK WHICH CONSISTS OF THE

PAVING OF THE LOTS AND THREE STREETS AS BID WITH QUANTITY REVISIONS ON THE ATTACHED EXHIBIT "A", FOR AN AMOUNT OF TWO HUNDRED TWENTY-FOUR THOUSAND ONE HUNDRED EIGHTY-TWO DOLLARS AND FIFTY CENTS (\$224,182.50) FOR THE COMMUNITY PARK, ADA PARKING LOT AND ACCESSARY ROAD PROJECT. IT IS NOTED THE WALKWAYS, UPPER ROAD AND SWALES HAVE BEEN DELETED FROM THE PROJECT. THIS AWARD IS CONTINGENT UPON LUZERNE COUNTY COMMUNITY DEVELOPMENT APPROVAL, WHICH INCLUDES ENVIRONMENTAL APPROVAL. THIS AWARD IS CONTINGENT UPON THE ABOVE-NAMED CONTRACTOR COMPLYING WITH ALL REQUIREMENTS PLACED UPON THE SUCCESSFUL BIDDER AS SPECIFIED IN THE INSTRUCTION TO BIDDERS WITHIN THE TIME PERIOD SET FORTH IN THE BID DOCUMENTS. THE BOROUGH ENGINEER IS DIRECTED TO PROVIDE WRITTEN NOTICE OF THIS AWARD TO THE CONTRACTOR SPECIFIED HEREIN ABOVE.

MR. CUNNINGHAM MADE THE MOTION.

MR. THOMAS CALLED THE SECOND ON THE MOTION.

THE MOTION WAS UNANIMOUSLY APPROVED.

5. MOTION: I HEREBY MOVE THAT THE BOROUGH APPROVE A 37 PAGE AGREEMENT WITH PAYCHEX TO PROVIDE PAYROLL SERVICES PLUS HR SERVICES THAT INCLUDES TRAINING FOR BOROUGH EMPLOYEES AT A COST OF ONE THOUSAND ONE HUNDRED THIRTY DOLLARS (\$1,130.00) PER PAYROLL. I FURTHER AUTHORIZE WILLIAM DIXON, ACTING PRESIDENT OF COUNCIL, TO SIGN THE AFOREMENTIONED 37 PAGE AGREEMENT ON BEHALF OF THE BOROUGH.

MR. THOMAS CALLED THE MOTION.

MR. RUSESKAS CALLED THE SECOND ON THE MOTION.

MR. MOREHART ASKED IF THIS WAS FOR ONE QUARTER. MR. KOBUSKY ASKED IF IT COULD BE RENEWED OR DROPPED AND ASKED IF THE BOROUGH WAS NOT LOCKED INTO ANYTHING. MR. THOMAS SAID IT WOULD BE TERMINATED AFTER THE FIRST QUARTER. MR. DIXON ALLOWED MS. SPECE TO EXPLAIN THIS MATTER FURTHER. MS. SPECE EXPLAINED THAT THE BOROUGH HAS BEEN UTILIZING PAYROLL SERVICES FROM PAYCHEX SINCE 2018. SHE SAID THE SECRETARIES ARE REQUIRED TO ENTER THE TIME AND PAYCHEX TAKES CARE OF THE TAXING PROCESSES AND THEY ALSO ISSUE THE W2S. SHE SAID THAT WAS WHAT WAS INCLUDED IN THE CURRENT PACKAGE WITH PAYCHEX. SHE FURTHER EXPLAINED THAT THIS MOTION WAS TO ADD ADDITIONAL SERVICES SUCH AS IN PERSON TRAINING, AN AUDIT OF THE CURRENT PAYROLL PROCESSES, THE CREATION OF JOB DESCRIPTIONS AND EMPLOYEE HANDBOOK. MS. SPECE SAID THE INFORMATION WAS INCLUDED. SHE SAID THAT THIS MOTION WAS JUST PERTAINING TO THE EXTRA SERVICES AND ONCE THE FIRST QUARTER WAS THROUGH, THE BOROUGH WOULD REVERT BACK TO THE ORIGINAL PACKAGE.

THE MOTION WAS UNANIMOUSLY APPROVED.

6. MOTION: TO APPROVE A QUOTE FROM S. KRASAVAGE CONCRETE CONSTRUCTION TO REPLACE A CATCH BASIN ON BEADE STREET IN THE AMOUNT OF ONE THOUSAND SEVEN HUNDRED AND FIFTY DOLLARS (\$1,750.00).

MRS. EROH CALLED THE MOTION.

MR. RUSESAS CALLED THE SECOND ON THE MOTION.

THE MOTION WAS UNANIMOUSLY APPROVED.

7. MOTION: TO MAKE PAYMENT IN THE TOTAL AMOUNT OF FOUR THOUSAND NINE HUNDRED DOLLARS (\$4,900.00) TO S. KRASAVAGE CONCRETE CONSTRUCTION FOR BLACK TOP REPAIRS TO NESBITT LANE AND TO REPLACE ONE (1) CATCH BASIN ON REYNOLD'S STREET.

MR. THOMAS CALLED THE MOTION.

MR. RUSESAS CALLED THE SECOND ON THE MOTION.

THE MOTION WAS UNANIMOUSLY APPROVED.

8. MOTION: TO HIRE NICHOLAS STULL AS A PART TIME STREET DEPARTMENT EMPLOYEE AS AN AT WILL EMPLOYEE AND SHALL RECEIVE NO BENEFITS OF ANY TYPE, INCLUDING BUT NOT LIMITED TO SICK TIME, VACATION TIME, HOLIDAY PAY, OR HEALTH INSURANCE COVERAGE. HE SHALL BE PAID AN HOURLY RATE OF EIGHT DOLLARS AND FIFTY CENTS (\$8.50) PER HOUR UNTIL DECEMBER 31, 2019. AS OF JANUARY 1, 2020, HE SHALL BE PAID AT AN HOURLY RATE OF TWELVE DOLLARS (\$12.00) PER HOUR.

MR. CUNNINGHAM CALLED THE MOTION.

MRS. EROH CALLED THE SECOND ON THE MOTION.

THE MOTION WAS UNANIMOUSLY APPROVED.

9. MOTION: TO MAKE PAYMENT TO KOVACH FORD FOR THE PURCHASE OF A 2020 FORD UTILITY POLICE INTERCEPTOR IN THE AMOUNT OF FORTY-EIGHT THOUSAND TWO HUNDRED SEVENTEEN DOLLARS AND NINETY-TWO CENTS (\$48,217.92).

MR. THOMAS CALLED THE MOTION.

MR. CUNNINGHAM CALLED THE SECOND ON THE MOTION.

THE MOTION WAS UNANIMOUSLY APPROVED.

10. MOTION: TO APPROVE AUGUST 13, 2019 COUNCIL MEETING MINUTES.

MR. THOMAS CALLED THE MOTION.

MRS. EROH CALLED THE SECOND ON THE MOTION.

THE MOTION WAS UNANIMOUSLY APPROVED EXCEPT FOR MR. KOBUSKY OF WHOM ABSTAINED DUE TO HIM NOT BEING PRESENT AT THAT COUNCIL MEETING.

11. MOTION: TO APPROVE MONTHLY FIRE, POLICE AND TREASURER'S REPORT.

MR. CUNNINGHAM CALLED THE MOTION.

MR. MOREHART CALLED THE SECOND ON THE MOTION.

THE MOTION WAS UNANIMOUSLY APPROVED.

MR. DIXON STATED THAT HE NOTICED A LOT OF STUDENTS FROM WYOMING VALLEY WEST HIGH SCHOOL WERE PRESENT DURING THE MEETING AND SAID THAT COUNCIL WOULD SUPPLY THEM WITH AGENDAS AND SIGN THEM AS PROOF OF THEM ATTENDING THE MEETING. MR. DIXON RECOMMENDED THAT THE STUDENTS TAKE A CIVIC INTEREST IN THEIR COMMUNITIES BECAUSE THEY ARE THE FUTURE LEADERS.

12. MOTION: TO PAY DECEMBER BILLS.

GENERAL FUND: 19-865-19-926

LIQUID FUEL FUND: 19-117-19-127

RECREATION FUND: 19-054-19-058

MRS. EROH MADE THE MOTION.

MR. MOREHART CALLED THE SECOND ON THE MOTION.

THE MOTION WAS UNANIMOUSLY APPROVED EXCEPT FOR MR. THOMAS WHO FAVORABLY VOTED FOR PAYMENT ON ALL BILLS EXCEPT HIS SUPPLEMENTAL INSURANCES FOR WHICH HE HAS A PERSONAL INTEREST BECAUSE OF CONTRACTUAL AGREEMENTS.

13. MOTION: TO ADJOURN.

MR. CUNNINGHAM CALLED THE MOTION.

THE MEETING WAS ADJOURNED AT 6:36 P.M....

RESPECTFULLY SUBMITTED,



HOLLY A. SPECE  
BOROUGH SECRETARY & TREASURER  
PLYMOUTH BOROUGH