

**SCOTT TOWNSHIP
BOARD of SUPERVISORS
BUSINESS MEETING MINUTES
OCTOBER 19, 2016**

Business Meeting

I Meeting called to order

The Scott Township Board of Supervisors held their monthly business meeting on October 19, 2016 at 7:00 pm at the Joe Terry Civic Center, Route 438, 1038 Montdale Road, Scott Township, PA 18447.

The meeting was opened with the Pledge of Allegiance by Supervisor Hlavaty. In attendance were Supervisors Hlavaty, Noldy and Russell. Guests in attendance were Solicitor Atty. Richard Fanucci, CEO Carl Ferraro and Secretary/Treasurer Tom Wicks. Supervisor Chairman Hlavaty announced that an Executive Session to discuss the Police contract was held on 10/11/16 .

IIA Zoning – Rappaport lot combination – CEO Ferraro – explained the lot combination to the Board and it was determined the survey map was inadequate and they requested that CEO Ferraro contact the surveyor and ask him to make mapping corrections and resubmit.

IIB. Michelle Newberry – Lackawanna County Representative –not present

III Public Comment –

A. on agenda items

Rose Knick – Inquired about several bills on the bill list

Solicitor Fanucci – stated motion four should include the missing forms to include a non-collusion Statement, a prevailing wage, a hiring of aliens certification.

Stanley Stracham – asked about the results of dust control material supplied by Midland Asphalt

IV Approval of Minutes

A motion to approve the minutes of the Board of Supervisors Business Meeting of September 20, 2016 was made by supervisor Noldy. Second by supervisor Russell. Voted aye, aye, aye. Motion carried.

V. Committee/Authority Reports

- A. Police – report attached
- B. Roads – No report
- C. Parks & Recreation – No report
- D. Planning Commission – report attached
- E. Zoning Officer – report attached

VI Administrative reports

- A. Secretary / Treasurer
 - 1. Financial Reports – attached
 - 2. Presentation of Bills – attached,
- B. Supervisors
 - 1. Ed Hlavaty
 - 2. Steven Russell
 - 3. Robert Noldy
- C. Solicitor

Richard A. Fanucci – announced that he had received information on a high power transmission line by First Energy. The map is poorly drawn. He stated that there was an informational meeting on 10/25 & 10/26 at the Tunkhannock Hose company.

VII Correspondence - previously distributed to appropriate parties

VIII Motions

1. To pay the November payroll. Motion by supervisor Hlavaty. Second by supervisor Russell. Voted aye, aye, aye. Motion carried.
2. To pay General Fund and State Fund bills as presented. Motion by supervisor Noldy. Second by supervisor Russell. Voted aye, aye, aye. Motion carried.
3. To approve financial reports as presented. Motion by supervisor Russell. Second by supervisor Noldy. Voted aye, aye, aye. Motion carried.
4. To reject the bid submittal from Bob Miller Construction for Paving of Sam's Road due to lack of required documentation (incomplete) and to accept the next lowest bidder, AmericanAsphalt, at \$75,755.00.
5. To authorize the Board of Commissioners of Lackawanna County to submit an application for federal year 2016 C.D.B.G. program funds in the amount of \$68,519.00 on behalf of the Township of Scott. Motion by supervisor Hlavaty. Second by supervisor Russell. Voted aye, aye, aye. Motion carried.
6. To approve a co-operation agreement listing terms and conditions between Lackawanna County and Scott Township pertaining to the Hermel, Hilltop and Mary Streets Improvement Project. Motion by supervisor Russell. Second by supervisor Hlavaty. Voted aye, aye, aye. Motion carried.

IX. Public comment – general

Tom & Patty Dennis – requested the supervisors change the sewer hook-up ordinance granting them relief from having to hook up citing the extreme distance they would need to run to hook up.

Rose Knick – asked about the status of the budget, the status of the LHS lawsuit, questioned proposed Police contract, curbside recycling, and asked if there was a list of tools in the garage.

Supervisors – determined to change the November meeting to November 9 at 7:30pm

X. Adjournment

With no further business at hand a motion to adjourn was made by supervisor Hlavaty. Second by supervisor Russell. Voted aye, aye, aye. Motion carried and meeting adjourned at 7:40pm.

Respectfully submitted,



Tom Wicks, Secretary/Treasurer
Scott Township

Code Enforcement Officer's Report

11/8/16

This report is for the period of October 18, 2018 through November 8, 2016
On-going and completed projects include:

Variances: 0

In Process: (1)

Investigation:

- | | |
|----------------------------|--------------------------------|
| 1. Illegal business. (0) | 6. No Zoning Permit. (0) |
| 2. Junk on premises. (2) | 7. No HOP/Pavecut Permit. (0) |
| 3. Hazardous Structure (2) | 8. Road Const. (0) |
| 4. Illegal Signs. (0) | 9. Burning. (0) |
| 5. False Alarms (0) | 10. Fire Insurance Escrow. (0) |

Permits:

- | | |
|----------------------------|-----------------------------|
| 1. Building Issued. (4) | 4. HOP/Pavecuts Issued. (1) |
| 2. Sign Issued. (0) | |
| 3. Cell Towers Issued. (0) | 5. Road Const. Issued. (0) |

Pre-construction Inspections:

1. Completed. (6)

Certificate of Use Inspections:

1. Completed and issued. (3)

Carl S. Ferraro
Code Enforcement/Zoning Officer

Scott Township
Balance Sheet
 As of November 9, 2016

Nov 9, 16

ASSETS	
Current Assets	
Checking/Savings	
100.2 · PLGIT GF	34,199.59
100.3 · HNB Fire Tax Account	966.49
103.0 · HNB General Fund	470,318.99
105.1 · HNB Payroll	54,972.20
105.2 · PLGIT Payroll	2,497.22
107.1 · HNB Sinking Fund	2,830.39
108.0 · Home Rehab program Fund	18,292.00
108.3 · CDBG Fund Dist. Acct.	756.70
108.5 · UCC Building Permit Fund	42,307.98
110.0 · Cash Account	100.99
Total Checking/Savings	627,242.55
Total Current Assets	627,242.55
TOTAL ASSETS	627,242.55
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
200 · Payroll Liabilities	
210 · Federal Withholding Tax	-0.03
212 · Wage tax	760.58
214.01 · Non-uniform pension	329.66
214.02 · Non-uniform pension comp...	197.79
214.03 · Uniformed Pension-Employ...	383.66
219 · EMS/LST Tax	71.00
222 · Pa UC company	369.14
200 · Payroll Liabilities - Other	98.11
Total 200 · Payroll Liabilities	2,209.91
221.00 · PA UC Fund	52.61
Total Other Current Liabilities	2,262.52
Total Current Liabilities	2,262.52
Total Liabilities	2,262.52
Equity	
3000 · Opening Bal Equity	77,412.07
3900 · Retained Earnings	586,285.33
Net Income	-38,717.37
Total Equity	624,980.03
TOTAL LIABILITIES & EQUITY	627,242.55

Scott Township
Expenses by Vendor Detail
October 19 through November 9, 2016

11/09/16

Accrual Basis

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Brojack Lumber Co								
Check	11/09/2016		lumber for ...	430.24 · Rdcrew ...		103.0 · HNB ...	105.46	105.46
Total Brojack Lumber Co							105.46	105.46
Building Inspection Underwriters, Inc.								
Check	11/09/2016		house inspe...	413.31 · UCC Co...		108.5 · UCC ...	148.54	148.54
Total Building Inspection Underwriters, Inc.							148.54	148.54
COMCAST.								
Check	10/24/2016	9642	Communica...	410.32 · Police p...		100.2 · PLGI...	400.34	400.34
Check	10/24/2016	9642	Communica...	400.32 · Phone c...		100.2 · PLGI...	400.34	800.68
Check	10/24/2016	9642	Communica...	437.12 · Repairs/...		100.2 · PLGI...	0.00	800.68
Total COMCAST.							800.68	800.68
County Waste								
Check	11/09/2016		waste pick-...	409.36 · Utilities		103.0 · HNB ...	160.00	160.00
Total County Waste							160.00	160.00
Curtis Plumbing Heating Electric								
Check	11/09/2016		INVOICE 0...	409.37 · Bldg mai...		103.0 · HNB ...		0.00
Check	11/09/2016		preschool h...	409.37 · Bldg mai...		103.0 · HNB ...	500.00	500.00
Total Curtis Plumbing Heating Electric							500.00	500.00
DCED								
Check	10/20/2016	281	training acc...	413.31 · UCC Co...		108.5 · UCC ...	24.00	24.00
Total DCED							24.00	24.00
Down to Earth Equipment Rentals								
Check	11/09/2016		Degreaser	437.00 · Tool/equ...		103.0 · HNB ...	71.00	71.00
Total Down to Earth Equipment Rentals							71.00	71.00
F & S Supply								
Check	11/09/2016		Lamp Assy....	437.00 · Tool/equ...		103.0 · HNB ...	47.82	47.82
Total F & S Supply							47.82	47.82
Five Star Equipment, Inc.								
Check	11/09/2016		wiper blade	437.00 · Tool/equ...		103.0 · HNB ...	34.27	34.27
Total Five Star Equipment, Inc.							34.27	34.27
Glen Summit Springs								
Check	11/09/2016		Invoice #08...	400.24 · Gen Gov...		103.0 · HNB ...	13.05	13.05
Total Glen Summit Springs							13.05	13.05
Haun Welding Supply, Inc								
Check	11/09/2016		TANK REN...	430.24 · Rdcrew ...		103.0 · HNB ...	34.13	34.13
Total Haun Welding Supply, Inc							34.13	34.13
Highmark Blue Shield								
Check	10/24/2016	9641	medical & vi...	410.35 · Police m...		100.2 · PLGI...	4,064.51	4,064.51
Check	10/24/2016	9641	vision	405.19 · Sec.- Tr...		100.2 · PLGI...	11.89	4,076.40
Check	10/24/2016	9641	medical & vi...	430.35 · Rd crew ...		100.2 · PLGI...	1,703.86	5,780.26
Total Highmark Blue Shield							5,780.26	5,780.26
J's Business Systems Inc.								
Check	11/09/2016			459.26 · Prescho...		103.0 · HNB ...		0.00
Check	11/09/2016		42196	400.21 · Office su...		103.0 · HNB ...	37.07	37.07
Total J's Business Systems Inc.							37.07	37.07
J. Ganz								
Check	11/09/2016		reimburse...	410.32 · Police p...		103.0 · HNB ...	41.10	41.10
Total J. Ganz							41.10	41.10

Scott Township
Expenses by Vendor Detail
October 19 through November 9, 2016

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Justus Harware, Inc								
Check	11/09/2016		building sup...	409.24 · Bldg sup...	103.0	HNB ...	254.48	254.48
Check	11/09/2016		supplies	430.24 · Rdcrew ...	103.0	HNB ...	111.28	365.76
Check	11/09/2016		supplies	454.24 · Parks op...	103.0	HNB ...	12.00	377.76
Total Justus Harware, Inc							377.76	377.76
Kwik-N-Easy Conveyor Car Wash								
Check	11/09/2016		car wash / p...	410.37 · Police v...	103.0	HNB ...	24.00	24.00
Total Kwik-N-Easy Conveyor Car Wash							24.00	24.00
Michael Ciuccoli								
Check	11/09/2016		mat rental (...)	409.37 · Bldg mai...	103.0	HNB ...	90.00	90.00
Check	11/09/2016			409.37 · Bldg mai...	103.0	HNB ...	90.00	90.00
Check	11/09/2016		shop towels...	430.24 · Rdcrew ...	103.0	HNB ...	15.00	105.00
Total Michael Ciuccoli							105.00	105.00
NJS Systems & Controls								
Check	11/09/2016		Hyd. hoses ...	437.00 · Tool/equ...	103.0	HNB ...	116.18	116.18
Total NJS Systems & Controls							116.18	116.18
Northeast Inspection Consultants								
Check	11/09/2016		UCC inspec...	413.31 · UCC Co...	108.5	UCC ...	1,099.18	1,099.18
Total Northeast Inspection Consultants							1,099.18	1,099.18
PAWC								
Check	11/08/2016		hydrants/Ea...	438.00 · Road m...	103.0	HNB ...	226.26	226.26
Total PAWC							226.26	226.26
Powell's Rental, Inc.								
Check	11/09/2016		rental/ham...	438.38 · Rd equip...	103.0	HNB ...	2,200.00	2,200.00
Total Powell's Rental, Inc.							2,200.00	2,200.00
Powell's Sales & Service								
Check	11/09/2016		chain w/hoo...	430.24 · Rdcrew ...	103.0	HNB ...	59.70	59.70
Total Powell's Sales & Service							59.70	59.70
Quill Corp								
Check	11/09/2016		Laptop & in...	400.74 · Equipme...	103.0	HNB ...	709.56	709.56
Total Quill Corp							709.56	709.56
Reeves Rent-a-John, Inc.								
Check	11/09/2016		toilet rental ...	454.38 · Toilet re...	103.0	HNB ...	157.50	157.50
Total Reeves Rent-a-John, Inc.							157.50	157.50
Richard Fanucci								
Check	11/09/2016		retainer for ...	404.14 · Solicitor ...	103.0	HNB ...	1,200.00	1,200.00
Total Richard Fanucci							1,200.00	1,200.00
Richard Naniewicz								
Check	11/09/2016		State Inspe...	437.00 · Tool/equ...	103.0	HNB ...	80.00	80.00
Total Richard Naniewicz							80.00	80.00
Rock Bottom Construction								
Check	11/09/2016		pave area o...	439.61 · Rd const...	103.0	HNB ...	1,200.00	1,200.00
Total Rock Bottom Construction							1,200.00	1,200.00
Sandone Tire & Battery								
Check	11/09/2016		replacemen...	437.00 · Tool/equ...	103.0	HNB ...	356.00	356.00
Total Sandone Tire & Battery							356.00	356.00

Scott Township
Expenses by Vendor Detail
October 19 through November 9, 2016

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Scott Township Sewer and Water Authority								
Check	11/09/2016		sewer fee/ ...	409.36 · Utilities		103.0 · HNB ...	410.00	410.00
Check	11/09/2016		sewer fee/ ...	430.36 · Rd shed...		103.0 · HNB ...	82.00	492.00
Total Scott Township Sewer and Water Authority							492.00	492.00
Scott Twp Firemen's Relief Association								
Check	10/24/2016	9640	2016 reimb...	411.54 · State fir...		100.2 · PLGI...	30,059.24	30,059.24
Total Scott Twp Firemen's Relief Association							30,059.24	30,059.24
Scranton Times								
Check	11/09/2016		reschedule...	400.34 · Advertis...		100.2 · PLGI...	78.25	78.25
Total Scranton Times							78.25	78.25
Sherwood Freightliner								
Check	11/09/2016		truck parts	430.24 · Rdcrew ...		103.0 · HNB ...	478.10	478.10
Total Sherwood Freightliner							478.10	478.10
Stafursky Auto Parts, Inc.								
Check	11/09/2016		supplies	437.00 · Tool/equ...		103.0 · HNB ...	331.30	331.30
Total Stafursky Auto Parts, Inc.							331.30	331.30
Standard Insurance Company								
Check	10/26/2016	9643	July 2016	410.35 · Police m...		100.2 · PLGI...	286.28	286.28
Check	10/26/2016	9643	July 2016	430.35 · Rd crew ...		100.2 · PLGI...	180.30	466.58
Check	10/26/2016	9643	July 2016	459.12 · Prescho...		100.2 · PLGI...	83.23	549.81
Check	10/26/2016	9643	July 2016	414.19 · Zon/adm...		100.2 · PLGI...	64.38	614.19
Check	10/26/2016	9643	July 2016	405.19 · Sec.- Tr...		100.2 · PLGI...	43.03	657.22
Check	10/26/2016	9643	July 2016	400.35 · Municipa...		100.2 · PLGI...	0.00	657.22
Total Standard Insurance Company							657.22	657.22
Tower Communications								
Check	11/09/2016		Test & reset...	400.74 · Equipme...		103.0 · HNB ...	127.00	127.00
Check	11/09/2016		2 new telep...	400.74 · Equipme...		103.0 · HNB ...	360.00	487.00
Total Tower Communications							487.00	487.00
Verizon								
Check	11/09/2016		570254696...	400.32 · Phone c...		103.0 · HNB ...	0.00	0.00
Check	11/09/2016		570254744...	410.32 · Police p...		103.0 · HNB ...	0.00	0.00
Check	11/09/2016		570254461...	430.32 · Rd phon...		103.0 · HNB ...	82.83	82.83
Check	11/09/2016		570254666...	410.32 · Police p...		103.0 · HNB ...	0.00	82.83
Total Verizon							82.83	82.83
TOTAL							48,374.46	48,374.46

Scott Township State Fund

Balance Sheet

As of November 9, 2016

	<u>Nov 9, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
100.1 · PLGIT State Fund	20,662.32
103.0 · HNB State Fund	221.20
Total Checking/Savings	<u>20,883.52</u>
Total Current Assets	<u>20,883.52</u>
TOTAL ASSETS	<u><u>20,883.52</u></u>
LIABILITIES & EQUITY	
Equity	
270 · Opening Bal Equity	3,343.61
3900 · Retained Earnings	16,401.58
Net Income	1,138.33
Total Equity	<u>20,883.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>20,883.52</u></u>

9:53 AM
11/09/16
Cash Basis

Scott Township State Fund
Expenses by Vendor Summary
October 19 through November 9, 2016

	<u>Oct 19 - Nov 9, 16</u>
TOTAL	<u>0.00</u>