

Supervisors Meeting – November 10, 2020

The Regular Meeting of the Sugarloaf Township Supervisors was held on Tuesday, November 10, 2020 at 7:00 P.M. at the Municipal Building, 858 Main Street, Sugarloaf, PA 18249. The meeting was duly advertised in the Standard Speaker on December 16, 2019.

Attendance: In attendance were Supervisors: Chairman Rick Weaver and Joseph DiSabella. Supervisor Yost attended by phone. Also in attendance was Attorney Joseph Ferdinand.

Pledge of Allegiance:

Public comment on Items on the Agenda Only: Andrew Anderson asked for the reason for the Executive Session on November 5, 2020. The Supervisors responded that it was with regards to the Police Department.

HVAC System for the New Police Building: Chairman Weaver will ask for any outstanding bids. The bids were duly advertised in the Standard Speaker on October 28, 2020 and October 31, 2020. The bids were for the purchase and installation of the Heating, Ventilation and Air Conditioning (HVAC) system for the newly built Sugarloaf Township Police Department. Three (3) companies submitted bids for the project. The Bid Sheet is attached to the last page of the minutes. A motion was made by Chairman Weaver and seconded by Supervisor DiSabella to table the bid for the purchase and installation of the HVAC system for the police station until the proposals would be reviewed by the Township's Building Inspector. The meeting was continued until Monday, November 16, 2020 at 6:00 P.M. at which time the bids would be rejected or awarded. The motion passed unanimously.

Executive Session: Chairman Weaver announced an Executive Session was held on November 5, 2020 for personnel matters.

Minutes: Chairman Weaver asked if there were any additions or corrections to the Minutes of the Regular Meeting held on October 13, 2020 or the Special Meeting, November 5, 2020. A motion was made by Supervisor DiSabella, seconded by Supervisor Yost, to approve the Minutes of the Regular Meeting and Special Meeting as presented. The motion passed unanimously and copies were placed on the front table for public review.

Bills: Chairman Weaver read the Income and Expense Report of the General Fund from October 2020. A motion was made by Chairman Weaver, seconded by Supervisor DiSabella to approve the bills as read, and to pay any and all bills in all funds that become due before the next regular meeting. The motion passed unanimously and copies were placed on the front table for public review.

Financial Statement: Chairman Weaver mentioned that the financial statement was attached to all agendas. A motion was made by Chairman Weaver, seconded by Supervisor DiSabella, to dispense reading and approve the financial statement as presented. The motion passed unanimously. Chairman Weaver reported that Supervisor Yost would sign the Financial Statement and that it would be included with the permanent minutes.

Police Department:

1. Chairman Weaver reviewed the police activity report for October 2020.
2. Fines received from the magistrate for October 2020 were \$730.66.
3. A motion was made by Supervisor Yost, seconded by Supervisor DiSabella to hire Louis Montoya as a full time patrolman at a rate of \$21.62 per hour in accordance with the Police Department Collective Bargaining Agreement. The motion passed unanimously.

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Fire Company:

1. Fire Chief Duane Hildebrand reviewed the activity report for October 2020, which consisted of 79 EMS calls and 62 Fire and Rescue calls for a total of 141 incidents for the month.

Road Department:

1. Chairman Weaver reviewed the road department report for October 2020 and placed the report on the front table for public review.

Zoning Report:

1. Chairman Weaver read the Zoning Report for October 2020 which included eight (8) permits that were issued and no permits were denied.
2. Chairman Weaver placed the Zoning Log for October 2020 on the front table.
3. There were no Zoning Hearings scheduled for November 2020.

Emergency Management:

1. Thomas Mundie, Emergency Management Coordinator, reported that he received a message from Luzerne County and Susquehanna Steam Electric indicating all classes were postponed until April 2021.

Sugarloaf Recreation Board and (Larock Field) and Tomhicken Playground Association:

1. The Sugarloaf Rec Board has cancelled all meetings and events for the rest of the year.
2. All events and meetings of the Tomhicken Playground Association for this season have been cancelled.

Planning Commission:

1. The Planning Commission held their regular meeting on November 2, 2020. The minutes were received.
2. The next meeting was scheduled on Monday, December 7, 2020 at 7:00 p.m.

Subdivision, Lot Consolidation and Land Development:

1. **Lands of the Order of Friars Minor of the Slavo-Byzantine Rite Preliminary/Final Minor Subdivision:**
 - a) Upon Planning Commission recommendation, a motion was made by Chairman Weaver, seconded by Supervisor Yost to grant conditional approval for the Lands of the Order of Friars Minor of the Slavo-Byzantine Rite Preliminary/Final Minor Subdivision based on the following two (2) conditions: 1) satisfy the comments by Joseph Calabrese, and 2) approval of a Planning Module from DEP. The motion passed unanimously.
2. **Lands of Silicia Debellis Caropreso Preliminary/Final Minor Subdivision Plan II:**
 - a) Received Second Review from RJD Engineering on October 28, 2020 with comments.
 - b) Upon Planning Commission recommendation, a motion was made by Chairman Weaver, seconded by Supervisor DiSabella to grant conditional approval for the Lands of Silicia Debellis Caropreso Preliminary/Final Minor Subdivision Plan II based on the following two (2) conditions: 1) satisfy the comments from the Township Solicitor regarding a maintenance agreement, and 2) approval of a Planning Module from DEP. The motion passed unanimously.

Old Business:

1. **Old Berwick Road Improvement Project:** Construction began on the Old Berwick Road Improvements Project. At this time, Pilot had not yet signed the agreement and Attorney Ferdinand reported that the court would dispose of the matter by the end of the month whether it be by agreement or order.
2. The Supervisors reported they were compiling information for the tentative 2021 Budget. A Work Session was held on November 5, 2020 and a Special Meeting to review the 2021 Proposed Budget was scheduled for November 24, 2020 at 8:00 AM at the municipal building as was duly advertised in the Standard Speaker on November 10, 2020.

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Old Business (cont'd):

3. Correspondence was received from Luzerne County Manager's office regarding the COVID-19 County Relief Block Grant funding requesting the Supervisors execute a Sub-Recipient Agreement to include the total amount of the municipal allocation. The contract language negates the need for any contract amendments in the event that the project cost have changed since the original submission. A motion was made by Supervisor DiSabella, seconded by Supervisor Yost to execute the Sub-Recipient Agreement for the DCED COVID-19 County Relief Block Grant. The motion passed unanimously

New Business:

1. The next meeting of the Supervisors was scheduled for Tuesday, December 8, 2020 at 7:00 P.M.
2. A motion was made by Chairman Weaver, seconded by Supervisor Yost, to advertise appointing a Certified Public Accounting firm to perform the 2020 Audit of the Township records in place of the elected Auditors. The appointment will be made at the annual Reorganization Meeting of the Supervisors, which will be held on January 4, 2021. The motion passed unanimously.
3. Chairman Weaver announced that a petition had been received by the residents living on Klinger Drive requesting paving on their road. He agreed that the road is in need of repair and encouraged all residents to come to the budget meetings to see where Township funds are being spent.

Correspondence:

1. Correspondence received from Luzerne County Manager advising the Township that the County will be seeking a PennDot Multi-Modal Transportation Fund Grant to make road improvements and install a bike lane along West County Road.

Public Comment:

1. Andy Anderson commented on various issues including the need for more police, increasing police salaries, and his objections to adding road department employees. Chairman Weaver responded to personal comments made by Mr. Anderson and words were exchanged between the two individuals.

Continuance: At 7:20 P.M., Chairman Weaver announced the meeting would be continued until Monday, November 16, 2020 at 6:00 P.M. to consider the bids that were tabled at the beginning of the meeting.

Continuation of Supervisors Meeting – Monday, November 16, 2020 at 6:00 P.M.

Chairman Weaver reconvened the meeting at 6:02 P.M. on Monday November 16, 2020 at the municipal building 858 Main Street, Sugarloaf, PA 18249. He reviewed the bids as received for the HVAC System for the new police station. A motion was made by Supervisor DiSabella, seconded by Supervisor Yost, to award the bid for the purchase and installation of the HVAC system for the police station to AC&R Services in the amount of \$38,905.00. The motion passed unanimously.

Prior to Adjournment, Chairman Weaver apologized for being rude or unprofessional at Tuesday night's meeting.

Adjournment: With no further business to attend to, a motion was made by Supervisor DiSabella, seconded by Chairman Weaver, to adjourn the meeting at 6:06 P.M. The motion passed unanimously.

All reports or correspondence mentioned during this meeting were available for review at the front table. Copies were provided upon request after the meeting.

REY: sf



Richard E. Yost
Secretary

**Purchase and Installation of the HVAC
System for Sugarloaf Township Police
Station**

**BID OPENING:
November 10, 2020**

| BIDDER | BID AMOUNT | 10% Bid Bond |
|---|-------------------|---------------------|
| SJ Kowalski Bard Kowalski brad@sjkowalski.com (570)233-3172 emailed on 10/30/2020 | \$65,000.00 | Received |
| AC&R Dean Hilliard hilliardd@acrsvc.com emailed on 10/30/2020 | \$38,905.00 | Received |
| Spotts Bros. Inc Gwen Martz gwen@spottsbrothers.com (570)385-1047 emailed 11/4/2020 | \$56,300.00 | Received |
| Robert Harrington Inc rph815@comcast.net emailed 11/6/2020 | | |