

**AGENDA**  
**REGULAR MEETING OF COUNCIL**  
**January 8, 2018**  
**6:00 PM**

1. ROLL CALL
2. READING OF MINUTES
3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS OF DEPARTMENTS AND INTERESTED PARTIES AND CITY CLERK'S NOTES
- 3.A MINUTES OF THE SOLID WASTE ADVISORY COMMITTEE MEETINGS HELD MAY 30, 2017, SEPTEMBER 26, 2017 AND OCTOBER 24, 2017.

[Solid Waste Advisory Committee Meeting Minutes 5-30-17, 9-26-17 and 10-24-17.pdf](#)

- 3.B CHECK RECEIVED IN THE AMOUNT OF \$200,000.00 FROM THE UNIVERSITY OF SCRANTON, WHICH IS PAYMENT IN LIEU OF TAXES FOR THE CITY OF SCRANTON.

[PILOT University of Scranton \\$200,000.00 12-14-17.pdf](#)

- 3.C AGENDA FOR THE BOARD OF ZONING APPEALS MEETING HELD DECEMBER 13, 2017.

[Zoning Board Meeting 12-13-17.pdf](#)

- 3.D CONTROLLER'S REPORT FOR MONTH ENDING NOVEMBER 30, 2017.

[Controller's Report 11-30-17.pdf](#)

- 3.E MINUTES OF THE SCRANTON FIREFIGHTERS PENSION COMMISSION MEETING HELD NOVEMBER 15, 2017.

[Firefighters Pension Commission Meeting 11-15-17.pdf](#)

- 3.F MINUTES OF THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD NOVEMBER 15, 2017.

[Non-Uniform Municipal Pension Board Minutes 11-15-17.pdf](#)

- 3.G MINUTES OF THE SCRANTON POLICE PENSION COMMISSION MEETING HELD NOVEMBER 15, 2017.

[Scranton Police Pension Commission Meeting 11-15-17.pdf](#)

- 3.H MINUTES OF THE COMPOSITE PENSION BOARD MEETING HELD NOVEMBER 15, 2017.

[Composite Pension Board Minutes 11-15-17.pdf](#)

- 3.I AGENDA FOR THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD DECEMBER 20, 2017.

[Agenda for Non-Uniform Municipal Pension Board 12-20-17.pdf](#)

- 3.J MINUTES OF THE COMPOSITE PENSION BOARD SPECIAL MEETING HELD NOVEMBER 29, 2017.

[Composite Pension Board Special Meeting Minutes 11-29-17.pdf](#)

- 3.K TAX ASSESSOR'S REPORT FOR HEARING DATE TO BE HELD JANUARY 10, 2018.

[Tax Assessor's Report for 01-10-18.pdf](#)

- 3.L CHECK RECEIVED IN THE AMOUNT OF \$1,000.00 FROM COVENANT PRESBYTERIAN CHURCH, WHICH IS PAYMENT IN LIEU OF TAXES FOR THE CITY OF SCRANTON.

[PILOT Covenant Presbyterian Church \\$1,000.00 1-2-18.pdf](#)

- 3.M SINGLE TAX OFFICE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2015.

[Single Tax Office Financial Statements for year ended December 31, 2015.pdf](#)

#### 4. CITIZENS PARTICIPATION

#### 5. INTRODUCTION OF ORDINANCES, RESOLUTIONS, APPOINTMENT AND/OR RE-APPOINTMENTS TO BOARDS & COMMISSIONS MOTIONS & REPORTS OF COMMITTEES:

##### 5.A MOTIONS

- 5.B FOR INTRODUCTION – A RESOLUTION – ACCEPTING A ONE THOUSAND (\$1,000.00) DOLLAR DONATION FROM MR. AND MRS. JOHN BURNS PRESENTED TO THE CITY OF SCRANTON FIRE DEPARTMENT IN APPRECIATION FOR THE RESCUE OF THEIR SON.

[Resolution-2018 \\$1,000 Donation to SFD from Mr & Mrs John Burns.pdf](#)

- 5.C FOR INTRODUCTION – A RESOLUTION – APPOINTMENT OF BRIAN FALLON, 719 RIVER STREET, SCRANTON, PENNSYLVANIA, 18505 TO THE POSITION OF DIRECTOR OF THE DEPARTMENT OF PARKS AND RECREATION EFFECTIVE JANUARY 1, 2018.

[Resolution -2018 Appt. Brian Fallon Parks & Rec Director.pdf](#)

#### 6. CONSIDERATION OF ORDINANCES - READING BY TITLE

6.A NO BUSINESS AT THIS TIME.

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

7.A NO BUSINESS AT THIS TIME.

8. ADJOURNMENT

MINUTES  
SOLID WASTE ADVISORY COMMITTEE (SWAC)  
MAY 30, 2017  
SCRANTON ELECTRIC BUILDING, 8<sup>th</sup> FLOOR

Attendance:

SWAC Members

Gene Barrett  
Barbara Giovagnoli  
Jack Giordano  
David Kirtland  
Andy Wascura

Others in Attendance

Joe Guzek, Guzek Associates Inc.  
Joyce Hatala, Joyce Hatala Associates  
Rich Miller, LCSWMA

SWAC Members Absent

Gary Cavill  
John Hambrose  
Bernie McGurl  
Dan O'Brien  
John Patterson

Joyce Hatala began the meeting at 6:00 p.m. with distribution of the first draft of the Solid Waste Advisory Committee's plan recommendations along with the first draft of the Municipal Waste Management Plan Introduction and Chapter One "Description of Waste." She said that she would work on additional chapters during the summer.

The discussion at this meeting centered on providing additional comments and prioritizing the SWAC plan recommendations from the last four meetings. Joyce also mentioned that PA DEP requires that a quarterly report on plan progress, including SWAC minutes, be sent to the County's forty municipalities. This report will be sent before the end of June.

The discussion began with an emphasis on education; the committee stressed that more education is needed on recycling and other environmental issues such as litter and illegal dumping. Andy Wascura said that there is an increasing amount of contamination in recyclables at the Lackawanna Recycling Center. Jack Giordano added that many products say that they are recyclable but that does not mean there is a market for them anywhere, especially locally. Barbara said that the recycling center is well run and they try to market good quality material but the plastic industry has to eliminate the recycling symbol on items which really confuses people. She stated that the PA legislature needs to reauthorize the \$2/ton landfill fee in order to continue the recycling grant program. There is a bill now which would remove the sunset date for funding which currently must be reauthorized every ten years. She hopes to do more recycling education if there is grant money. Joyce added that Scranton is working currently on a new recycling brochure which should be ready soon.

Joe Guzek said that we still need more recycling containers at public events but how do we pay for these? Barbara said that she has tried to raise awareness of recycling at Lackawanna County facilities but the DEP grants don't pay for containers in public spaces. Even when the \$2/ton fee is reauthorized by the legislature, there still needs to be more education and recycling in public spaces such as county parks and museums.

David Kirtland mentioned an idea that Lackawanna County could propose: a County Tax Credit similar to the one given by the Commonwealth of PA. There is an Education Tax Credit which assists many educational facilities. It does not may for local government programs, however. Dave mentioned that many businesses take advantage of this. They receive a \$4,500 tax credit for a \$5,000 donation to an Education Improvement Tax Credit Program (EITC) which can be given to schools, scholarship funds, or educational improvement organizations. Joe Guzek and Jack Giordano both mentioned that this might be attainable at the county level and that we should provide this information to the County as a way to fund recycling and other environmental programs;

Various SWAC members also mentioned enforcement. What is the best way to educate people on what to recycle and on other topics like littering? Joe stated that two of the most popular activities which people practice are voting and recycling, but people don't recycle correctly which is hurting our ability to market materials. David mentioned that China previously

encouraged people to recycle single stream so they would generate more material but now they reject it since it is too contaminated. Joyce mentioned a recent article in "Resource Recycling" magazine saying that China is rejecting a large amount of material since there is nowhere to go with this low quality recycling. Much of the material is trash.

Andy Wascura next gave an overview of his attendance at the recent Institute of Scrap Recycling Industries (ISRI) conference in New Orleans. He attended an excellent workshop on recycling education. The workshop stressed the following:

1. Identify the Problem
2. Make the education simple that people can understand.
3. Highlight problem areas. Visit those areas in the community that have a problem. A brochure to everyone is good but some areas will need extra incentives and education. Spend more time on the areas that need more education.
4. Incentives and rewards are good. These may be different depending on the area.
5. Use stickers and tags. These are some of the older methods but they work. Leave materials that are not prepared correctly.
6. Neighborhood programs concentrate on what is good and bad in a specific section of the city/county. Trained volunteers can help here.
7. Study the trash. What is our problem? Various areas have different problems, although there are some similarities. Many people just don't understand which plastic items to recycle.
8. Don't just tell people, show them. Give programs, presentations.
9. People have to know that recycling is not free. We can't market junk. Everything is not recyclable. This costs money and raises operating costs.
10. Listen to people.
11. The size of the container is not as important as we thought.
12. Highlight and address the most contaminated routes first. Use interns, volunteers. Tag items that are not recyclable. Tag with no penalty the first time. Later, tag with a fine. Perhaps take repeat offenders to the magistrate. It usually does not get to this. Places like Austin and Sacramento gave good enforcement programs. Often, the people on the recycling crews are the best ones to talk to. We need to look in bins on recycling day as we used to do and provide more enforcement. The recycling centers cannot sell the junk they are getting. It is really hurting our ability to find markets.

The committee thanked Andy Wascura for the excellent presentation. He also provided some information he received on the solid waste management plan from Prince George's County, Maryland.

With no further discussion, the meeting adjourned at 7 p.m.

The next meeting is scheduled for Tuesday, June 27, 2017, 6:00 p.m. at the Scranton Electric Building. At this meeting the SWAC will continue the discussion of prioritizing some of previous recommendations and discuss ways to fund these items.

Minutes submitted by Joyce Hatala



MINUTES  
SOLID WASTE ADVISORY COMMITTEE (SWAC)  
SEPTEMBER 26, 2017  
SCRANTON ELECTRIC BUILDING, 8<sup>th</sup> FLOOR

Attendance:

SWAC Members

Gene Barrett  
Barbara Giovagnoli  
Jack Giordano  
John Hambrose  
David Kirtland  
Andy Wascura

Others in Attendance

Tom Cummings, LCSWMA  
Joyce Hatala, Joyce Hatala Associates

SWAC Members Absent

Gary Cavill  
Bernie McGurl  
Dan O'Brien  
John Patterson

Joyce Hatala began the meeting at 6:00 p.m. She distributed and read the following recommendations from the May 2017 meeting which are a summary of the workshop Andy Wascura attended at the spring ISRI meeting in New Orleans. These recommendations formed the base for discussion during this meeting. Because quality of recyclables has deteriorated so badly, more education is needed if we are to continue to find markets.

Education Ideas – Identify the problem

1. Make the education simple that people can understand.
2. Highlight problem areas. Visit those areas in the community that have a problem.

Giving a brochure to everyone is good but some areas will need extra incentives and education. Spend more time on the areas that need more education.

3. Incentives and rewards are good. These may be different depending on the area.
4. Use stickers and tags. These are some of the older methods but they work. Leave materials that are not prepared correctly.
5. Neighborhood programs concentrate on what is good and bad in a specific section of the city/county. Trained volunteers can help here.
6. Study the trash. What is our problem? Various areas have different problems, although there are some similarities. Many people just don't understand which plastic items to recycle.
7. Don't just tell people, show them. Give programs, presentations.
8. People have to know that recycling is not free. We can't market junk. Everything is not recyclable. This costs money and raises operating costs.
9. Listen to people.
10. The size of the container is not as important as we thought although there is concern about heavy container weight for crews who collect at the curb. The containers cannot be too heavy or they will not be collected.
11. Highlight and address the most contaminated routes first. Use interns, volunteers. Tag items that are not recyclable. Tag with no penalty the first time. Later, tag with a fine. Perhaps take repeat offenders to the magistrate. It usually does not get to this. Places like Austin and Sacramento gave good enforcement programs. Often, the people on the recycling crews are the best ones to talk to. We need to look in bins on recycling day as we used to do and provide more enforcement. The recycling centers cannot sell the junk they are getting. It is really hurting our ability to find markets.

John Hambrose said that a sticker is important to leave on recyclables rejected at the curb. People just can't understand that not all plastic is recyclable. Both John and Andy stressed that #1 and #2 bottles and jars are still the most marketable. Barbara said that using the numbers is difficult since people recycle everything with a number. She recommended educating people for accepting all plastic bottles, jars and tubs just as we have always done.

John said that many communities remove the education requirement from recycling contracts to save money but they don't do the education themselves, adding to contamination.

Plan Recommendation: Encourage communities to add this education requirement to hauling contracts.

We need to use the old methods of education like newspapers and radio but also add more to face book page, explore apps and alerts for phone. Barbara and Jack Giordano said we should explore more of these ideas.

#### Markets-

Dave Kirtland began by saying that he has rarely seen markets this bad. It is no longer a matter of price but whether he can even move material. Mills are full and there is a free fall of prices. In some cases, Dave and other brokers are selling paper for less than they paid. Dave is not happy with the quality of single stream material. Overall, we need to educate the public more no matter how recyclables are collected. Recyclables are not trash. They are a commodity and people are forgetting this

Andy mentioned that all prices are down with paper and cardboard down the most. The public has to realize that we cannot recycle everything. He sees people throwing just about everything in the drop off. The recycling center is exploring a drop off for metal items since people bring these to the center and throw them in with the commingled containers.

Electronics continue to be a problem. He is happy with the new market Tom Cummings found with the federal prison system, however, they want all items for the same fee which does not allow Andy to sell the few items that still bring a good price at market.

Plan Recommendation: SWAC recommended that the recycling center should continue to work on markets for electronics.

Barbara also mentioned that more communities need to accept fluorescent bulbs for recycling.

Joyce mentioned that we need to explore means to fund Household Hazardous Waste Collection.

Recycling Conference –

Barbara said that many recyclers at the recent Professional Recyclers of PA (PROP) conference were concerned about money and funding issues. There is a great deal of frustration over possible raiding of the recycling fund again to balance the budget. The legislature also needs to renew the \$2/ton landfill fee. Programs are running out of money. This may be the last year for grants. There was also great concern about the contamination rates seen with single stream collection methods. Recyclables are getting much more difficult to market because of the contamination levels.

Funding Sources needed –

Dave Kirtland previously mentioned a Lackawanna County tax credit for those willing to donate money for recycling programs including education and special collections such as electronics and tires. Joyce mentioned that Lackawanna County needs a household hazardous waste (HHW) collection but it is very expensive. Tom Cummings did not think the tax credit would be acceptable since the county needs the tax revenue, but he thought that a community 501 c(3) organization could serve as the collection conduit for recycling donations. John thought that an organization like the LRCA or similar could serve this purpose. The SWAC decided to pursue additional research into these ideas.

With no further discussion, the meeting adjourned at 7 p.m.

The next meeting is scheduled for October 24 (Tuesday), 2017, 6:00 p.m. at the Scranton Electric Building.

Minutes submitted by Joyce Hatala

RECEIVED

DEC 13 2017

OFFICE OF CITY  
COUNCIL/CITY CLERK

MINUTES  
SOLID WASTE ADVISORY COMMITTEE (SWAC)  
October 24, 2017  
SCRANTON ELECTRIC BUILDING, 8<sup>th</sup> FLOOR

Attendance:

SWAC Members

Gene Barrett  
Barbara Giovagnoli  
John Hambrose  
David Kirtland  
John Patterson  
Andy Wascura

Others in Attendance

Joyce Hatala, Joyce Hatala Associates

SWAC Members Absent

Gary Cavill  
Jack Giordano  
Bernie McGurl  
Dan O'Brien

Joyce Hatala began the meeting at 6:00 p.m.

SWAC members began the meeting by asking whether recycling education is sufficient in Lackawanna County. Andy Wascura said that many of the municipalities are doing a good job. Some of the material is very good. One of the best is always Archbald Borough. We have to do education of residents and businesses at the source since it is difficult to clean up the contaminated material once it gets to the recycling center which makes it impossible to sell. Andy mentioned that the recycling center was backed up for some time and they are now catching up. The equipment is getting old and needs maintenance or replacement. The center is now getting caught up on the commingled containers.

Joyce asked what type of recycling education is most effective?

- Andy said that we need to keep getting articles in the weekly papers. These are free or low cost but some people don't read the paper.
- Barbara is researching social media options and apps.

- Joyce mentioned that the Scranton Recycling Coordinator is researching samples of tags or stickers to leave at the curb with contaminated materials. She also mentioned that she saw a woman recycling gable top milk cartons at the recycling center. These are a contaminant here and in most places but they are recyclable in Pittsburgh the woman told her. The variability in recycling makes education difficult.
- John Patterson said that it would be effective to use billboards throughout the county but especially at stadiums and little league fields to educate people about what and how to recycle. We would focus on sports events like football, baseball and other games. We could get business sponsors to pay for the educational billboards. We could also give promotions such as "first quarter of the game sponsored by \_\_\_\_\_ (business name here)", and give a recycling message. Our recycling partners would be school districts, businesses, municipalities and the county, advertising agencies. We should get a sample letter written and send to business sponsors. SWAC members thought this was a very good idea.\*\*

People are well meaning but it's gotten out of hand. Some people get confused on what to recycle because there is no universal item which is recycled, but trash is still trash. Some items are not recyclable anywhere. There are just so many toys, large plastic items, unwashed containers, liquids which contaminate paper, and lots of junk which can't be sorted.

\*\* Barbara stated that whether it is single or dual stream the education is still the same. We still need to rinse items. We still need to follow the same guidelines for plastic or glass or paper. Barbara said the County has a sample brochure available which a municipality can tailor to their individual program. She said that many of the local municipalities are now single stream so we have to make sure education is constant.

Joyce gave copies of the first responses to the municipal survey. So far, twenty seven out of forty municipalities have replied. Barbara and other SWAC members said this was a very good response and they commended Joyce on the survey work. Joyce said that several other municipalities have indicated that they are sending in surveys and that she would do another mailing before the next meeting. She is looking for the best way to organize this data into the plan since there is so much information.

Joyce also stated that the County must prepare a Facility Qualification Request (FQR) and advertise for ten years of landfill capacity as part of the plan. She has many of the documents prepared when we are ready for future advertising. The FQR will be shown to SWAC before it is sent out as DEP requests.

With no further discussion, the meeting adjourned at 7 p.m.  
The next meeting is scheduled for **November 28, 2017** (Tuesday) 6:00 p.m. at the Scranton Electric Building. There will be no December meeting.

Minutes submitted by Joyce Hatala



# Lackawanna County

COUNTY COMMISSIONERS  
Patrick M. O'Malley • Jerry Notarianni  
Laureen A. Cummings

**Investing in Our Future**

RECEIVED

DEC 13 2017

December 8, 2017

OFFICE OF CITY  
COUNCIL/CITY CLERK

City of Scranton  
340 N. Washington Avenue  
Scranton, PA 18503

Dear Municipal Official:

As you know from our previous correspondence, Lackawanna County began the revision of its Municipal Waste Management Plan last year as described in a letter to you dated December 2016. This plan is required by the Pennsylvania Department of Environmental Protection (PA DEP) and must be revised every ten years. It is a requirement of PA DEP that we send a quarterly report to Lackawanna County municipalities with an update on the plan's status and progress so far.

In keeping with DEP requirements, enclosed you will find minutes of the Solid Waste Advisory Committee (SWAC) for May 2017, September and October 2017. As stated in our previous letter, the SWAC is comprised of representatives of various municipal, community and business interests. The consulting firm of Guzek Associates, Inc, Clarks Summit, is directing the planning process with assistance from Joyce Hatala, Joyce Hatala Associates.

If you have any questions on the plan or any topics from the enclosed minutes please do not hesitate to call me or one of our consultants. Thank you for all your past assistance. We look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Cavill".

Gary Cavill, P.E., Chairman  
Lackawanna County Solid Waste  
Advisory Committee



DEPARTMENT OF BUSINESS ADMINISTRATION

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4118 • FAX: 570-348-4225

**MEMORANDUM**

RECEIVED  
DEC 14 2017

DATE: December 14, 2017  
TO: Wayne Beck, City Treasurer  
FROM: Nancy Krake, Staff Accountant  
RE: Check for Deposit

OFFICE OF CITY  
COUNCIL/CITY CLERK

Enclosed kindly find the following check received from the University of Scranton Annual Contribution, which is payment in lieu of taxes for the City of Scranton:

<b>University of Scranton</b>	<b>Ck. # 00659151</b>	<b>\$200,000.00</b>
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This check is to be deposited into Account #01.359.35940

cc: Mayor Bill Courtright  
Roseann Novembrino, City Controller  
Scranton City Council ✓  
Chris Casciano, Business Administrator  
Rebecca McMullen, Finance Manager  
File





DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4173 • FAX: 570-348-4171

RECEIVED

DEC 14 2017

OFFICE OF CITY

COUNCIL/CITY CLERK

# NOTICE

THE **BOARD OF ZONING APPEALS** OF THE CITY OF SCRANTON  
HEREBY GIVES NOTICE THAT IT WILL HOLD A MEETING AT CITY HALL, IN  
**CITY COUNCIL CHAMBERS ( 2<sup>nd</sup> Floor )** ON WEDNESDAY,  
**DECEMBER 13, 2017 @ 6 PM.**

MEETING AGENDA AS FOLLOWS:

- 1) MOBILITIE, INC. 3475 PIEDMONT RD, NE, ATLANTA GA.  
APPLICANT SEEKS A VARIANCE (S) TO INSTALL OMNI-  
DIRECTIONAL ANTENNAS ON THE FOLLOWING EXISTING  
UTILITY/LIGHT POLES FOR CELLUAR USES: JEFFERSON &  
MOOSIC ST ( US-11 & PA 307 ). C-D ZONE.
- 2) OLDE GOOD THINGS, INC. APPLICANT SEEKS A VARIANCE TO  
CONVERT 1007 QUINCY AVE. FROM SEVEN (7) UNITS TO  
FOUR (4) UNITS. R1-A ZONE.

**3) ANTONIO HERNANDEZ, 201 PROSPECT AVE. APPLICANT  
SEEKS A VARIANCE TO RE-STORE THIS ADDRESS BACK TO A  
RETAIL STORE. R-2 ZONE. CONTINUED FROM THE OCTOBER  
2017 ZHB MEETING.**

**4) NEW CINGULAR WIRELESS LLC., REQUESTS APPROVAL TO  
PLACE WIRELESS ANTENNAS IN THE STEEPLE OF THE  
EXISTING CHURCH BUILDING KNOWN AS "STEAMTOWN  
CHURCH" LOCATED @ 1511 PITTSTON AVE. CN ZONE.**

**ANYONE INTERESTED IN BECOMING A PARTY TO THE ABOVE  
LISTED CASES ARE DIRECTED TO CONTACT THE CITY ZONING  
OFFICER @ 570-348-4193, EXT 4512. HEARING DATE: 12/13/2017,  
TIME: 6 PM.**

**ALAN O'NEIL, CHAIRMAN, SCRANTON ZONING BOARD.  
PUBLIC PARTICIPATION WELCOME.**



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4193 • FAX: 570-348-4171

**NOTICE TO AFFECTED NEIGHBORS:**

You were copied on this notice for the up-coming zoning hearing due to the fact that you own property near the applicant's property.

If you have any questions, please call or email me (info below).

If you are opposed to this application and or interested in attending this hearing, please note the time and place specified in the attached letter. If you feel the need to confirm, please call the Office on the day of the hearing at 570.348.4193 x 4512 to confirm that the hearing is still on and not continued.

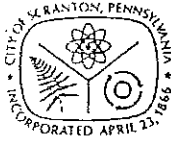
Please note: Attending this hearing is not mandatory!

Thank you!

Jack Sweeney  
Zoning Officer  
570.348.4193 x4512  
email: [jsweeney@scrantonpa.gov](mailto:jsweeney@scrantonpa.gov)

*City of Scranton*  
*Pennsylvania*

*Roseann Novembrino*  
*City Controller*  
*Municipal Building*  
*Scranton, Pennsylvania 18503*  
*(570) 348-4125*



*Office of the City Controller*  
*and Bureau of Investigations*

December 15, 2017

RECEIVED

DEC 15 2017

The Honorable Mayor William L. Courtright  
And  
The Honorable City Council  
Municipal Building  
Scranton, Pa 18503

OFFICE OF CITY  
COUNCIL/CITY CLERK

Dear Honorable Mayor and Honorable Council:

In Accordance with the Home Rule Charter of the City of Scranton, I am hereby submitting the report of the Office of the City Controller for the month of November, 2017.

The first section of this report includes a summary of the General Fund Activities for the month as well as a year to date revenue summary. The second section contains a detailed listing of the purchases in all departments for the period. Both sections are the end result of the review, authoritative approval, and audit procedures applicable to each section. This reflects the Controller's integral part of the internal control environment and the application of those independent audit techniques designed to provide improvement within the system and/or identify irregularities.

Rather than traditional audit reports which outline the results of an examination performed on a particular schedule within the calendar cycle, this department applies audit reviews on a daily, bi-weekly and monthly basis. Audit procedures were applied to the following financial applications which are an integral part of or have a direct impact on this report; all cash receipts flowing through the Treasurer's Office, all bank account reconciliations, Capital Budget reviews, Operating budget review/monthly reconciliation, payroll review and reconciliation, and voucher/requisition order review/authorization. Any item considered reportable would have been detailed later in this report (page 2).

This report is presented for your review. All figures are accurate as of this date but are subject to change due to subsequent postings by the Business Administration Department. Any such posting will be accounted for within the next monthly report from this department.

Sincerely,

*Roseann Novembrino*  
Roseann Novembrino  
City Controller

**CITY OF SCRANTON  
GENERAL FUND EXPENDITURES  
MONTH OF NOVEMBER 2017**

<b>CODE #</b>	<b>DEPARTMENT</b>	<b>EXPENDITURES</b>
10	Mayor's Office	\$ 8,545.00
11	Public Safety	-
20	City Council	20,738.54
30	Controller	18,410.27
40	Business Administration	289,841.88
41	Bureau of Human Resources	19,807.37
42	Bureau of Information Technology	141,179.16
43	Treasurer	9,038.86
51	Inspections and Licenses	62,088.26
60	Law	14,316.34
71	Police	1,632,690.06
75	Traffic Maintenance	-
78	Fire	1,568,188.08
80	Public Works	252,946.69
81	Engineering	14,842.95
82	Buildings	97,848.26
83	Highways	884,594.46
84	Refuse	298,801.81
85	Garages	98,139.42
90	Single Tax Office	65,682.25
100	Parks and Recreations	34,736.96
341	Fiscal Activities	-
501	O.C.E.D.	-
<b>TOTAL DEPARTMENTAL:</b>		<b>\$ 5,532,436.62</b>
<b>NON DEPARTMENTAL</b>		
1000	Boards and Commissions	\$ 11,563.80
1100	Utilities	-
1300	Contingency	-
1500	Special Items	281,061.15
1600	Unpaid Bills	50,000.00
1700	Grants and Contributions	-
1900	Special Items (Non Add)	-
<b>TOTAL NON DEPARTMENTAL:</b>		<b>\$ 342,624.95</b>
<b>GRAND TOTAL:</b>		<b>\$ 5,875,061.57</b>

**CITY OF SCRANTON  
GENERAL FUND REVENUE REPORT  
FOR THE MONTH OF NOVEMBER 2017**

<b>CODE #</b>	<b>FUND SOURCE</b>	<b>REVENUES</b>
300	Previous Year Balance	\$ -
301	Real Property Taxes	1,115,296.38
302	Landfill and Refuse Fees	570,154.74
304	Utility Tax	-
305	Non-Resident Tax	-
310	Local Taxes (Act 511)	6,066,388.77
319	Penalties and Interest (Delinquent Taxes)	14,433.02
320	Licenses and Permits	315,961.13
330	Fines and Forfeitures	-
331	Police Fines and Violations	29,806.65
341	Interest Earnings	-
342	Rents and Concessions	500.00
350	Inter-Government-Revenue Reimbursements	-
359	Local Governments (Payments in Lieu)	-
360	Departmental Earnings	55,503.00
367	Recreational Departments	4,230.50
380	Cable TV and Miscellaneous Revenue	267,137.57
392	Interfund Transfers	2,991,927.97
392*	Interfund Transfers (Non Add)	-
394	Tax Anticipation Loan/Note	-
<b>TOTAL</b>		<b>\$ 11,431,339.73</b>
<b>MONTH TO DATE:</b>		
Revenues To November 2017		\$ 129,014,893.65
Expenditures To November 2017		150,368,602.39
<b>NET:</b>		<b>\$ (21,353,708.74)</b>

\*Non Add

**CITY OF SCRANTON**  
**NOVEMBER 30, 2017**  
**GENERAL FUND REVENUE REPORT**  
**YEAR TO DATE**

<b>CODE #</b>	<b>FUND SOURCE</b>	<b>ESTIMATED</b>	<b>REALIZED</b>	<b>UN-REALIZED</b>
300	Previous Year Balance	\$ -	\$ -	\$ -
301	Real Property Taxes	34,273,286.91	32,097,334.41	2,175,952.50
302	Landfill and Refuse Fees	7,662,500.00	6,680,346.99	982,153.01
304	Utility Tax	68,000.00	74,320.94	(6,320.94)
305	Non-Resident Tax	460,000.00	-	460,000.00
310	Local Taxes (Act 511)	37,329,174.91	34,795,114.87	2,534,060.04
319	Penalties and Interest (Delinquent Taxes)	132,100.00	252,344.77	(120,244.77)
320	Licenses and Permits	2,356,700.00	2,186,108.11	170,591.89
330	Fines and Forfeitures	100.00	-	100.00
331	Police Fines and Violations	478,250.00	362,927.71	115,322.29
341	Interest Earnings	10,000.00	114,008.67	(104,008.67)
342	Rents and Concessions	5,000.00	5,000.00	-
350	Inter-Government-Revenue Reimbursements	4,298,246.00	4,411,548.96	(113,302.96)
359	Local Government (Payments in Lieu)	219,864.75	70,559.13	149,305.62
360	Departmental Earnings	579,692.00	233,629.05	346,062.95
367	Recreational Departments	52,500.00	45,636.25	6,863.75
380	Cable TV and Miscellaneous Revenues	1,396,500.00	31,944,085.82	(30,547,585.82)
392	Interfund Transfers	5,942,007.72	2,991,927.97	2,950,079.75
392*	Interfund Transfers SSA/SPA	-	-	-
394	Tax Anticipation Loan/Note	12,750,000.00	12,750,000.00	-
395	Unfunded Pension	-	-	-
396	Capital Budget Reimbursements	-	-	-
<b>TOTALS</b>		<b>\$ 108,013,922.29</b>	<b>\$ 129,014,893.65</b>	<b>\$ (21,000,971.36)</b>

**PURCHASE ORDER REPORT**

**MONTH ENDING NOVEMBER 30, 2017**



ACCOUNT BALANCES AS OF NOVEMBER 30, 2017				
DEPARTMENT / ACCOUNT	2017 BUDGET	BEGINNING BAL.	NOVEMBER, 2017 ACTIVITY	ENDING BAL.
<b>OFFICE OF THE MAYOR</b>				
0101000000 4270 DUES & SUBSCRIPTIONS	22,500.00	0.00		0.00
0101000000 4290 STATIONERY / OFFICE SUPPLIES	150.00	150.00		150.00
0101000000 4420 TRAVEL & LODGING	500.00	173.30		173.30
<b>DEPARTMENT OF PUBLIC SAFETY</b>				
<b>POLICE BUREAU</b>				
0101100071 4201 PROFESSIONAL SERVICES	15,000.00	0.00		0.00
0101100071 4210 SERVICES & MAINTENANCE FEE ENCUMBERED: PREVIOUS PERIOD CINTAS CORPORATION INDUSTRIAL ELECTRONICS, INC.	64,500.00	1,546.80	(4,148.52) 734.85 4,148.52	811.95
0101100071 4270 DUES & SUBSCRIPTIONS	3,100.00	17.40		17.40
0101100071 4280 MISCELLANEOUS SERVICES - NON CLASSIFIED	2,500.00	(3.78)		(3.78)
0101100071 4290 STATIONERY / OFFICE SUPPLIES	2,500.00	39.30		39.30
0101100071 4380 GUNS / AMMUNITION LAW ENFORCEMENT SEMINARS WITMER ASSOCIATES, INC.	22,500.00	10,885.20	650.00 8,595.97	1,639.23
0101100071 4390 MATERIALS / SUPPLIES (MISC) NUNZI'S ADVERTISING SPECIALIST, INC. STAPLES BUSINESS ADVANTAGE	20,000.00	3,393.31	1,534.60 93.48	1,765.23
0101100071 4420 TRAVEL & LODGING	3,500.00	8.14		8.14
0101100071 4470 TRAINING & CERTIFICATION	45,000.00	(0.00)		(0.00)
0101100071 4550 CAPITAL EXPENDITURES	190,000.00	32.86		32.86

DEPARTMENT / ACCOUNT	2017 BUDGET	NOVEMBER, 2017	
		BEGINNING BAL.	ENDING BAL.
0101100071 4570 MAINTENANCE COMMUNICATION EQUIPMENT	7,750.00	2,123.73	2,123.73
0101100071 6003 SPCA - ANIMAL CONTROL	86,976.00	25.84	25.84
<b>FIRE BUREAU:</b>			
0101100078 4201 PROFESSIONAL SERVICES WITMER ASSOCIATES, INC.	25,000.00	4,434.20	3,583.00
0101100078 4210 SERVICE & MAINTENANCE FEE SUSQUEHANNA FIRE EQUIPMENT CO. MID-ATLANTIC FIRE AND AIR	45,000.00	11,479.47	1,182.00
			861.10
			9,436.37
0101100078 4270 DUES & SUBSCRIPTIONS	1,000.00	500.00	500.00
0101100078 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	5,000.00	1,687.78	1,687.78
0101100078 4390 MATERIALS / SUPPLIES (MISC)	7,250.00	989.41	989.41
0101100078 4420 TRAVEL & LODGING	1,000.00	917.04	917.04
0101100078 4430 AIR PACK / REHAB SUPPLIES	6,000.00	6,000.00	6,000.00
0101100078 4470 TRAINING & CERTIFICATION	85,000.00	35,782.45	35,782.45
0101100078 4550 CAPITAL EXPENDITURES RADIO TRUCK REIMBURSEMENT MAR-PAUL CO INC. CLARK EQUIPMENT	1,630,000.00	1,056,880.83	(20,257.00)
			265,176.00
			14,462.13
			797,499.70
0101100078 4570 MAINTENANCE COMMUNICATION EQUIPMENT	4,000.00	673.50	673.50
0101100078 4575 MAINTENANCE-EQUIPMENT	1,000.00	1,000.00	1,000.00
0101100078 4580 GENERAL EQUIPMENT ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD GLEN SUMMIT SPRINGS WATER WITMER ASSOCIATES, INC. JALVO, INC WALE APPARATUS CO., INC. REEVE'S RENT-A-JOHN, INC.	70,000.00	17,520.05	(26,698.60)
			26,698.60
			29.80
			4,842.50
			837.00
			2,320.00
			52.16
			9,438.59

DEPARTMENT / ACCOUNT		2017 BUDGET	BEGINNING BAL	NOVEMBER, 2017 ACTIVITY	ENDING BAL.
OFFICE OF THE CITY CLERK / CITY COUNCIL					
0102000000 4201	PROFESSIONAL SERVICES	41,000.00	510.01	1,856.35	
	BUDGET TRANSFER TO: 0102000000 4250			1,845.00	
	BUDGET TRANSFER TO: 0102000000 4210			(14,499.00)	
	BUDGET TRANSFER FROM: 0140113090 4299			1,548.00	
	NARDOZZI, CATHERINE			186.24	
	EDM AMERICAS INC.				9,573.42
0102000000 4210	SERVICES & MAINTENANCE FEE	9,700.00	0.00	(1,845.00)	1,845.00
	BUDGET TRANSFER FROM: 0102000000 4201				
0102000000 4230	PRINTING & BINDING	5,000.00	0.00		0.00
0102000000 4250	ADVERTISING	21,500.00	(0.00)	(1,856.35)	(0.00)
	BUDGET TRANSFER FROM: 0102000000 4201			1,856.35	
	SCRANTON TIMES				
0102000000 4290	STATIONERY / OFFICE SUPPLIES	500.00	103.95	11.00	92.95
	GLEN SUMMIT SPRINGS WATER				
CITY CONTROLLER					
0103000000 4201	PROFESSIONAL SERVICES	40,000.00	39,000.00		39,000.00
0103000000 4240	POSTAGE & FREIGHT	100.00	24.00		24.00
0103000000 4270	DUES & SUBSCRIPTIONS	200.00	18.00		18.00
0103000000 4290	STATIONERY / OFFICE SUPPLIES	200.00	55.60	45.55	10.05
	GLEN SUMMIT SPRINGS WATER				
BUSINESS ADMINISTRATION DEPARTMENT ADMINISTRATION					
0104000000 4201	PROFESSIONAL SERVICES	165,000.00	13,026.74	1,000.00	
	TURNKEY TAXES			550.00	
	JOYCE HATALA ASSOCIATES				11,476.74
0104000000 4210	SERVICES & MAINTENANCE FEE	1,500.00	50.61		50.61

DEPARTMENT / ACCOUNT	2017 BUDGET	BEGINNING BAL.	NOVEMBER, 2017 ACTIVITY	ENDING BAL.
0104000040 4230 PRINTING & BINDING	1,250.00	399.10		399.10
0104000040 4240 POSTAGE & FREIGHT STR BUSINESS SOLUTIONS GREAT AMERICA FINANCIAL SERVICES	20,363.00	6,978.05	348.74 122.49	6,506.82
0104000040 4250 ADVERTISING SCRANTON TIMES	17,250.00	1,111.71	519.60	592.11
0104000040 4270 DUES & SUBSCRIPTIONS	1,000.00	110.00		110.00
0104000040 4290 STATIONERY / OFFICE SUPPLIES BUDGET TRANSFER FROM: 0104000040 6009 ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD STAPLES BUSINESS ADVANTAGE PHILLIPS SUPPLY CO. TIERNEY'S OFFICE PRODUCTS	9,667.00	153.48	(4,000.00) (1,086.40) 1,618.40 114.90 663.00 335.00	2,508.58
0104000040 4390 MATERIALS / SUPPLIES (MISC) GLEN SUMMIT SPRINGS WATER STAPLES BUSINESS ADVANTAGE	600.00	419.50	46.55 54.24	318.71
0104000040 4420 TRAVEL & LODGING	1,500.00	64.18		64.18
0104000040 4470 TRAINING & CERTIFICATION	1,000.00	31.11		31.11
0104000040 6009 OPERATING TRANSFERS - WORKERS' COMP BUDGET TRANSFER TO: 0104000040 4290	3,323,826.00	189,603.26	4,000.00	185,603.26
0104000040 6024 BANK FEES AND CHARGES	4,000.00	(122,696.67)		(122,696.67)
<b>HUMAN RESOURCES:</b>				
0104000041 4201 PROFESSIONAL SERVICES WE PAY PROCESSING CHARGES CONCORDE, INC. MILLENNIUM ADMINISTRATORS P & A GROUP ADMIN SERVICE GLEN SUMMIT SPRINGS WATER	175,000.00	65,546.93	4,560.75 637.32 2,906.78 367.22 11.55	57,063.31
0104000041 4290 STATIONARY / OFFICE SUPPLIES	500.00	500.00		500.00

DEPARTMENT / ACCOUNT		2017 BUDGET	NOVEMBER, 2017	
		BEGINNING BAL.	ACTIVITY	ENDING BAL.
0104000041 4390	MATERIALS / SUPPLIES (MISC) GLEN SUMMIT SPRINGS WATER	500.00	59.45	16.75
				42.70
0104000041 4420	TRAVEL & LODGING	500.00	500.00	500.00
0104000041 4470	TRAINING & CERTIFICATION CINTAS CORPORATION	5,000.00	4,139.58	944.18
				3,195.40
0104000041 4630	LIABILITY / CASUALTY INSURANCE CLAIM DEDUCTIBLE REFUND	1,050,000.00	230,395.51	(2,500.00)
				232,895.51
INFORMATION TECHNOLOGY:				
0104000042 4201	PROFESSIONAL SERVICES	63,250.00	541.79	541.79
0104000042 4210	SERVICES & MAINTENANCE FEE ENCUMBERED: PREVIOUS PERIOD SUNGARD PUBLIC SECTOR PENTAMATION CDW GOVERNMENT, INC. CONDUENT BUSINESS SERVICES, LLC CSI	77,500.00	42,647.50	(4,675.00) 1,040.00 6,025.00 5,989.00 1,402.50
				32,866.00
0104000042 4290	STATIONARY / OFFICE SUPPLIES	1,000.00	675.00	675.00
0104000042 4390	MATERIALS / SUPPLIES (MISC) ENCUMBERED: PREVIOUS PERIOD CDW GOVERNMENT, INC.	65,000.00	114.82	(2,975.00) 2,975.00
				114.82
0104000042 4440	TELEPHONE COMCAST AT&T MOBILITY VERIZON FRONTIER IRON-TREE VOICE NETWORKS, INC.	145,000.00	54,787.91	6,547.58 4,201.25 393.69 14,906.14 127.50
				28,611.75
0104000042 4470	TRAINING & CERTIFICATION	1,000.00	169.00	169.00
0104000042 4550	CAPITAL EXPENDITURES ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD CDW GOVERNMENT, INC.	225,000.00	137,265.00	(68,395.00) 9,995.00 83,520.00
				112,145.00

DEPARTMENT / ACCOUNT	2017 BUDGET	BEGINNING BAL	NOVEMBER, 2017 ACTIVITY	ENDING BAL.
0104000042 4560 EQUIPMENT MAINTENANCE / LEASES CDW GOVERNMENT, INC.	50,000.00	5,000.00	4,890.00	110.00
<b>TREASURY:</b>				
0104000043 4201 PROFESSIONAL SERVICES	11,250.00	11,250.00		11,250.00
0104000043 4390 MATERIALS / SUPPLIES (MISC) GLEN SUMMIT SPRINGS WATER DUNBAR AMORED, INC.	1,000.00	2,765.92	6.35 815.44	1,944.13
0104000043 6000 TAX & MISCELLANEOUS REFUNDS	1,000.00	1,000.00		1,000.00
0104000043 6001 TAX COLLECTION COMMITTEE EXPENSE	7,257.00	257.00		257.00
<b>BUREAU OF LICENSES, INSPECTIONS &amp; PERMITS</b>				
<b>LICENSE, INSPECTIONS &amp; PERMITS:</b>				
0105100051 4201 PROFESSIONAL SERVICES BUDGET TRANSFER FROM: 0105100082 4448 SCRANTON NEIGHBORHOOD ASSOCIATION	25,000.00	344.00	(10,156.00) 10,500.00	0.00
0105100051 4290 STATIONERY / OFFICE SUPPLIES	1,000.00	682.50		682.50
0105100051 4390 MATERIALS / SUPPLIES (MISC)	500.00	221.24		221.24
0105100051 4470 TRAINING & CERTIFICATION	1,000.00	950.00		950.00
0105100051 4550 CAPITAL EXPENDITURES	25,000.00	25,000.00		25,000.00
0105100051 4570 MAINTENANCE COMMUNICATION EQUIPMENT	500.00	500.00		500.00
0105100051 4590 BUILDING DEMOLITION	35,000.00	3,977.00		3,977.00
<b>BUREAU OF BUILDINGS:</b>				
0105100082 4201 PROFESSIONAL SERVICES BUDGET TRANSFER TO: 0105100082 4448	40,000.00	4,220.00	336.00	3,884.00

DEPARTMENT / ACCOUNT	2017 BUDGET	BEGINNING BAL	NOVEMBER, 2017 ACTIVITY	ENDING BAL.
0105100082 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	175,000.00	32,774.95		
BUDGET TRANSFER FROM: 0105100082 4448			(1,718.67)	
BUDGET TRANSFER FROM: 0105100082 4448			(400.00)	
BUDGET TRANSFER FROM: 0105100082 4448			(3,059.01)	
BUDGET TRANSFER FROM: 0105100082 4448			4,850.83	
BUDGET TRANSFER TO: 0105100082 4448			9,862.50	
GIANT FLOOR			3,847.96	
SMURL, GERALD			1,875.00	
INTEGRITEC, INC.			72.00	
PA DEPARTMENT OF LABOR			2,686.91	
AMERICAN JANITOR			11,924.00	
SIEMENS INDUSTRY, INC.			142.00	
ABINGTON LOCK & SAFE			200.00	
NORTHEAST ELEVATOR, LLC			385.00	
ROSSI ROOTER LLC			563.43	
FRIEDMAN ELECTRIC SUPPLY			400.00	
J. C. EHRlich CO.			120.00	
SWIFT FENCE CO.			1,023.00	
AJS MECHANICAL SERVICES, LLC				0.00
0105100082 4445 SEWER CHARGES	50,000.00	0.00		0.00
0105100082 4447 UGI - GAS	155,000.00	18,284.05	400.00	
BUDGET TRANSFER TO: 010510008204320			1,328.51	
UGI PENN NATURAL GAS			1,501.42	
DIRECT ENERGY BUSINESS				15,054.12
0105100082 4448 PAWC - WATER	385,000.00	3.20	1,718.67	
BUDGET TRANSFER TO: 0105100082 4320			10,156.00	
BUDGET TRANSFER TO: 0105100051 4201			3,059.01	
BUDGET TRANSFER TO: 0105100082 4320			(200,000.00)	
BUDGET TRANSFER FROM: 0140113090 4299			(336.00)	
BUDGET TRANSFER FROM: 0105100082 4201			(4,850.83)	
BUDGET TRANSFER FROM: 0105100082 4320			28,744.44	
PENNSYLVANIA AMERICAN WATER CO.				161,511.31
0105100082 4450 ELECTRICAL	275,000.00	33,154.71	25,004.02	
PPL ELECTRIC UTILITIES				8,150.69
0105100082 4465 BUILDING SUPPLIES	1,000.00	1,000.00		1,000.00
<b>LAW DEPARTMENT:</b>				
0106000000 4201 PROFESSIONAL SERVICES	225,000.00	59,932.91		59,932.91
0106000000 4270 DUES & SUBSCRIPTIONS	3,950.00	3,369.00		3,369.00

DEPARTMENT / ACCOUNT		2017 BUDGET	BEGINNING BAL	NOVEMBER, 2017 ACTIVITY	ENDING BAL.
0106000000 4290 STATIONERY / OFFICE SUPPLIES		500.00	413.92		413.92
0106000000 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: CURRENT PERIOD		500.00	500.00	314.99	185.01
0106000000 4420 TRAVEL & LODGING		500.00	366.25		366.25
0106000000 4470 TRAINING & CERTIFICATION		500.00	122.25		122.25
0106000000 4550 CAPITAL EXPENDITURES		3,250.00	3,250.00		3,250.00
DEPARTMENT OF PUBLIC WORKS					
ADMINISTRATION BUREAU:					
0108000080 4201 PROFESSIONAL SERVICES BUDGET TRANSFER FROM: 0108000085 4301		7,500.00	7,303.20	(12,000.00)	19,303.20
0108000080 4210 SERVICES & MAINTENANCE FEE PA ONE CALL SYSTEM, INC.		547.55	877.04	106.48	770.56
0108000080 4570 MAINTENANCE COMMUNICATION EQUIPMENT INDUSTRIAL ELECTRONICS, INC.		16,500.00	3,157.50	1,530.00	1,627.50
0108000080 4576 MAINTENANCE SUPER FUND SIGHT JIM WILLIAMS SURPLUS		16,500.00	8,646.45	2,556.84	6,089.61
0108000080 6007 FLOOD PROTECTION SYSTEM MAINTENANCE DUNBAR'S EVERGREEN LANDSCAPING		29,500.00	13,047.65	2,416.67	10,630.98
ENGINEERING BUREAU:					
0108000081 4201 PROFESSIONAL SERVICES LABELLA ASSOCIATES		69,500.00	16,125.00	5,875.00	10,250.00
0108000081 4210 SERVICES & MAINTENANCE FEE		200.00	20.02		20.02
0108000081 4290 STATIONERY / OFFICE SUPPLIES NOLAN & ROGERS		100.00	100.00	38.00	62.00
0108000081 4390 MATERIALS / SUPPLIES (MISC)		100.00	8.19		8.19



DEPARTMENT / ACCOUNT	2017 BUDGET	NOVEMBER, 2017	
		BEGINNING BAL	ENDING BAL
0108000081 4470 TRAINING & CERTIFICATION	1,000.00	900.00	900.00
<b>HIGHWAYS BUREAU:</b>			
0108000083 4260 RENTAL VEHICLES & EQUIPMENT POWELL'S RENTAL	57,500.00	25,206.95	23,306.95
0108000083 4340 CONSTRUCTION - PAVING MATERIAL HEI-WAY LLC	85,000.00	12,198.77	7,306.31
0108000083 4350 PAINT / SIGN MATERIAL ENCUMBERED: PREVIOUS PERIOD AMERICAN FIBER TECHNOLOGIES	12,500.00	2,464.01	2,369.86
0108000083 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD S & S TOOLS & SUPPLIES TROIANELLO, JOHN	22,500.00	4,496.25	4,314.13
0108000083 4410 SALT	275,000.00	70,750.21	70,750.21
0108000083 4460 STREET LIGHTING	375,000.00	44,079.48	44,079.48
0108000083 4466 STREET LIGHTING SERVICE / MAINTENANCE A & M ELECTRICAL CONSTRUCTION, INC. URBAN ELECTRICAL CONTRACTORS, INC.	77,500.00	17,941.39	7,178.30
0108000083 4550 CAPITAL EXPENDITURES PENNSY SUPPLY, INC. REUTHER & BOWEN PC	814,063.84	724,996.84	(50,215.70)
<b>REFUSE BUREAU:</b>			
0108000084 4390 MATERIALS / SUPPLIES (MISC)	750.00	45.80	45.80
0108000084 4490 LANDFILL BUDGET TRANSFER TO: 0108000080 4130 KEYSTONE SANITARY LANDFILL	1,344,095.86	265,149.39	97,497.74

DEPARTMENT / ACCOUNT	2017 BUDGET	BEGINNING BAL	NOVEMBER, 2017 ACTIVITY	ENDING BAL
0108000084 4550 CAPITAL EXPENDITURES	200,000.00	220.00		
WEX BANK			30,464.15	
TALLEY PETROLEUM ENTERPRISES INC.			14,402.25	
PUNDOK CONSTRUCTION			800.93	
D. G. NICHOLAS CO.			873.18	
G & G EXPRESS MARTS, INC.			834.43	(47,154.94)
<b>GARAGES BUREAU:</b>				
0108000085 4220 CONTRACTED SERVICES	750.00	27.00		27.00
0108000085 4301 GAS, OIL, LUBRICANTS				
BUDGET TRANSFER TO: 0108000080 4201		112,938.74		
WEX BANK			12,000.00	
TALLEY PETROLEUM ENTERPRISES INC.			30,464.15	
PUNDOK CONSTRUCTION			14,402.25	
D. G. NICHOLAS CO.			800.93	
G & G EXPRESS MARTS, INC.			873.18	
			834.43	53,563.80
0108000085 4310 EQUIPMENT/VEHICLE REPAIR/MAINTENANCE	315,000.00	50,032.74		
ENCUMBERED: PREVIOUS PERIOD			(808.34)	
ENCUMBERED: CURRENT PERIOD			891.42	
DAVE'S AUTO IGNITION			90.00	
DENAPLES AUTO PARTS			2,369.50	
A.I.T. AUTOMOTIVE			2,194.06	
DENAPLES TOWING, INC.			481.00	
D. G. NICHOLAS CO.			281.95	
KOVATCH FORD, INC.			1,240.24	
DAILEY RESOURCES			221.68	
FIVE STAR EQUIPMENT CO., INC.			3,809.68	
C. G. CUSTOM TRUCKS			418.50	
AMERICAN FIRE SERVICES			2,500.00	
AIR BRAKE & EQUIPMENT CO., INC.			128.05	
ELECTRO BATTERY			579.00	
TRIPLE CITIES ACQUISITIONS, LLC			(307.91)	
A-1 SPRING SERVICE			2,388.00	
WAYNE COUNTY FORD			392.42	
FARGIONE AUTO SERVICE			92.40	
MARTIN G. SHULDE DBA LEROY'S AUTO REPAIRS			255.00	
PETHICK PAINT SUPPLY			53.15	
INDUSTRIAL ELECTRONICS, INC.			49.24	
NORTHEAST HYDRAULICS			199.90	32,513.80
0108000085 4360 SMALL TOOLS / SHOP SUPPLIES	6,500.00	3,469.18		
D. G. NICHOLAS CO.			48.17	
FASTENAL COMPANY			18.19	3,402.82

DEPARTMENT / ACCOUNT	2017 BUDGET	BEGINNING BAL	NOVEMBER, 2017 ACTIVITY	ENDING BAL.
0108000085 4390 MATERIALS / SUPPLIES (MISC)	59,500.00	15,017.84		
ENCUMBERED: PREVIOUS PERIOD			(569.20)	
ENCUMBERED: CURRENT PERIOD			229.65	
DAILEY RESOURCES			420.50	
D. G. NICHOLAS CO.			883.28	
A.I.T. AUTOMOTIVE			75.90	
C. G. CUSTOM TRUCKS			291.69	
FASTENAL COMPANY			454.65	
EAGLE TRUCK EQUIPMENT, INC.			482.80	
TRIPLE CITIES ACQUISITIONS, LLC			211.11	
				<u>12,537.46</u>
0108000085 4401 TIRES				
ENCUMBERED: PREVIOUS PERIOD	109,500.00	27,768.84	(995.24)	
ENCUMBERED: CURRENT PERIOD			300.00	
MCCARTHY TIRE SERVICE, INC.			8,469.24	
D. G. NICHOLAS CO.			30.99	
				<u>19,963.85</u>
0108000085 4901 MAINTENANCE (PREVENTATIVE)	5,000.00	149.00		
				<u>149.00</u>
<b>PARKS &amp; RECREATION DEPARTMENT</b>				
0110000000 4280 MISC SERVICES - NON CLASSIFIED	8,950.00	5,477.22		
				<u>5,477.22</u>
0110000000 4290 STATIONERY / OFFICE SUPPLIES	1,000.00	1,000.00		
				<u>1,000.00</u>
0110000000 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	20,000.00	7,642.17		
S & S TOOLS & SUPPLIES			61.19	
				<u>7,580.98</u>
0110000000 4330 MEDICAL, CHEMICAL, LAB SUPPLIES	25,000.00	17,176.27		
				<u>17,176.27</u>
0110000000 4360 SMALL TOOLS / SHOP SUPPLIES	200.00	200.00		
				<u>200.00</u>
0110000000 4370 PARKS & RECREATION SUPPLIES	750.00	750.00		
				<u>750.00</u>
0110000000 4420 TRAVEL AND LODGING	750.00	750.00		
				<u>750.00</u>
0110000000 4530 PERFORMING ARTS	16,500.00	225.00		
				<u>225.00</u>
0110000000 4540 SPRING / SUMMER PROGRAMS	3,000.00	210.00		
				<u>210.00</u>

DEPARTMENT / ACCOUNT	2017 BUDGET	NOVEMBER, 2017	
		BEGINNING BAL.	ENDING BAL.
0110000000 4550 CAPITAL EXPENDITURES	95,000.00	60,171.80	60,171.80
<b>NON-DEPARTMENTAL EXPENDITURES</b>			
0140110030 4299 ZONING BOARD	18,500.00	219.13	219.13
0140110060 4299 EVERHART MUSEUM	29,000.00	0.02	0.02
0140110075 4299 FIRST NIGHT SCRANTON	10,000.00	0.00	0.00
0140110080 4299 SCRANTON TOMORROW	32,500.00	2,500.00	2,500.00
0140110110 4299 SHADE TREE COMMISSION MONUMENTS BY PARISE CORKY'S GARDEN CENTER LLC	55,500.00	2,707.04	800.00 285.30 1,621.74
0140110120 4299 ST. CATS AND DOGS ST CATS & DOGS, INC.	10,000.00	10,000.00	9,975.00 25.00
0140110130 4299 MAYOR'S 504 TASK FORCE	1,500.00	1,500.00	1,500.00
0140110140 4299 CIVIL SERVICE COMMISSION PERRY LAW FIRM	47,500.00	41,723.33	503.50 41,219.83
0140110150 4299 HUMAN RELATIONS COMMISSION	10,000.00	10,000.00	10,000.00
0140115230 4299 TAN SERIES PRINCIPAL PMT.	12,750,000.00	6,250,000.00	3,950,000.00 2,300,000.00
0140115240 4299 TAN SERIES INTEREST INTEREST PMT.	210,000.00	123,333.33	77,354.17 45,979.16
0140115307 4299 OPER TSF TO DBT SVC - 2003 SERIES B BDS	2,176,468.76	(24,533,344.48)	(24,533,344.48)
0140115308 4299 OPER TSF TO DBT SVC - 2003 SERIES C BDS	495,000.00	(13,504,062.96)	(13,504,062.96)
0140115309 4299 OPER TSF TO DBT SVC - 2003 SERIES D BDS	750,000.00	(5,714,198.16)	(5,714,198.16)

DEPARTMENT / ACCOUNT	2017 BUDGET	NOVEMBER, 2017	
		BEGINNING BAL	ENDING BAL.
0140115310 4299 OPER TSF TO DBT SVC - STREET LIGHTING	532,541.68	82,541.68	82,541.68
0140115313 4299 OPER TSF TO DBT SVC - 2006 BOND	1,553,020.00	(7,340,842.00)	(7,340,842.00)
0140115316 4299 OPER TSF TO DBT SVC - OTHER FIN. SOURCE	51,585.08	(123,414.92)	(123,414.92)
0140115320 4299 OPER TSF TO DBT SVC - GUARANTEED ENERGY SAVINGS BANK OF AMERICA	178,861.63	70,113.16	33,863.67
		36,249.49	
0140115323 4299 OPER TSF TO DBT SVC - 2011 UNFUNDED DEBT LN	1,000.00	(6,540,174.10)	(6,540,174.10)
0140115324 4299 OPER TSF TO DBT SVC - FDM REVOLVING AID LN	100,000.00	0.00	0.00
0140115325 4299 OPER TSF TO DBT SVC - 2012 SERIES C	1,000.00	(6,892,078.86)	(6,892,078.86)
0140115326 4299 OPER TSF TO DBT SVC - 2013 SERIES A	1,000.00	(3,916,176.07)	(3,916,176.07)
0140115327 4299 OPER TSF TO DBT SVC - 2012 SERIES B	1,000.00	(977,806.41)	(977,806.41)
0140115328 4299 OPER TSF 2016 REDEVELOPMENT AUTH SERIES AA	918,175.00	711,587.50	711,587.50
0140115329 4299 OPER TSF TO DBT SVC - LEASE OF REFUSE PACKERS	170,360.33	42,813.82	42,813.82
0140115330 4299 OPER TSF TO DBT SVC - LEASE OF KME ENGINE	49,849.00	0.00	0.00
0140115331 4299 OPER TSF TO DBT SVC - SERIES 2017 DEBT SERV REFUNDING	1,000.00	1,000.00	1,000.00
0140115332 4299 OPER TSF TO DBT SVC - SERIES 2017 GENERAL OBLIGATION REFUNDING	1,000.00	1,000.00	1,000.00
0140115334 4299 OPER TSF TO DBT SVC - LEASE OF JOHN DEERE WHEEL LOADER	25,853.00	1.98	1.98

DEPARTMENT / ACCOUNT	2017 BUDGET	NOVEMBER, 2017	
		BEGINNING BAL	ENDING BAL.
0140115335 4299 OPER TSF TO DBT SVC - LEASE OF LAW ENFORCEMENT MGMT SYSTEM	439,729.50	614.30	614.30
0140115336 4299 OPER TSF TO DBT SVC - LEASE OF TURNOUT GEAR	80,000.00	0.00	0.00
0140115338 4299 OPER TSF TO DBT SVC - 2016 RED AUTH SERIES A	1,490,500.00	745,250.00	745,250.00
0140115339 4299 OPER TSF TO DBT SVC - 2016 GENL. OBL. NOTES	1,652,500.00	831,250.00	831,250.00
0140115340 4299 OPER TSF TO DBT SVC - 2016 LEASE FORD TRKS	53,925.94	0.00	0.00
0140115341 4299 OPER TSF TO DBT SVC - PIB LOAN COMMONWEALTH OF PENNSYLVANIA	244,968.88	244,968.88	157.22
0140115342 4299 OPER TSF TO DBT SVC - LEASE STREET LIGHTING	395,475.00	0.00	0.00
0140113090 4299 CONTINGENCY BUDGET TRANSFER TO: 0105100082 4448 BUDGET TRANSFER TO: 0102000000 4201	585,000.00	288,105.00	73,606.00
0140113100 4299 OECD CONTINGENCY	45,000.00	45,000.00	45,000.00
0140116090 4299 UNENCUMBERED EXPENSES PRIOR YEAR OBLIG.	850,000.00	694,584.44	694,584.44
0140116270 4299 COURT AWARDS THE EMPLOYMENT LAW FIRM	200,000.00	60,885.13	10,885.13
0140117020 4299 VETERAN'S ORGANIZATION	100.00	100.00	100.00
0140117060 4299 TRIPP PARK COMMUNITY CENTER	1,000.00	0.00	0.00

# CITY OF SCRANTON FIREFIGHTERS PENSION COMMISSION

Minutes

November 15, 2017

The Scranton Firefighters Pension Commission was called to order at 08:32 hrs. The following members were in attendance:

Chairman     John Judge  
Secretary     Brian Scott  
Active Rep.   Jim Sable (Absent)  
Retired Rep.   Bernard Garvey  
Retired Rep.   Vacant  
Attorney       Larry Durkin  
Controller     Rosanne Novembrino

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Motion to accept October 2017 minutes by Garvey, second by Novembrino. Motion carried.

Correspondence:  
None

Bills:

Motion to pay Durkin and MacDonald LCC \$217.50 by Novembrino, second by Garvey. Motion carried.

Motion to pay Primemed/Geisinger Clinic \$550.00 by Scott, second by Garvey. Motion carried.

Old Business:

Durkin reviewed the Arnone vs. Dunmore pension board case. He stated differences between Dunmore and Scranton case is that raises were specifically written into contract in Arnone case and there is nothing in the Scranton contracts that grants retiree raises.

Local 60 will vote on the three names submitted for retiree representative on the pension board.

New Business:

Garvey asked for a copy of the actuarial report from the composite pension board for Act 205. Judge stated that the actuarial numbers appear incorrect. He stated that the actuarial report assumes that the raises will never be paid again and that is incorrect if the pension fund becomes actuarial sound. Judge stated that they are not agreeing to a 3<sup>rd</sup> pension administrator until the city puts money into the pension fund.

Application for Membership:

None

Application for Pension:

None

Audience:

None

Motion to Adjourn:

Motion to Adjourn by Garvey, second by Scott. Motion Carried



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*Non-Uniform Municipal Pension Fund*

MINUTES

NON-UNIFORM MUNICIPAL PENSION BOARD

November 15, 2017

The City of Scranton's Non-Uniform Municipal Pension Board held their monthly meeting on Wednesday, November 15, 2017 at 9:30 a.m. in City Council Chambers.

In attendance were:

**Ernest Reich**, President

**John Hazzouri**, Vice President

**Roseann Novembrino**, City Controller

**Larry Durkin**, Esquire, Attorney for Board

**Danielle Kennedy**, Proxy for Mayor

**Lori Reed**, Proxy for City Council

**President Reich** asked for a motion to accept the minutes of the October 18, 2017 meeting as presented.

**John Hazzouri** made a motion to accept the minutes from the prior meeting.

**Danielle Kennedy** seconded the motion.

**President Reich:** On the question? All in favor? (All were in favor). Opposed? Okay, motion carried.

**President Reich:** First item on our agenda, received an invoice from Durkin MacDonald, LLC in the amount of \$ 1,943.00 which represents services rendered from October 17, 2017 through November 13, 2017. Do I have a motion to pay?

**Roseann Novembrino** made a motion to pay the invoice to Durkin MacDonald.

**John Hazzouri** seconded the motion.

**President Reich:** On the question? All in favor? (All were in favor). Opposed? Motion carried.

**President Reich:** Item number 2, David Weidow is due an additional refund of \$11.00 pension contributions according to Thomas J. Anderson & Associates. Their records indicated that Mr. Weidow contributed a total of \$693.00 compared to the Pension Board records of \$682.00. Is this correct, because I remember him from the last meeting?

**Secretary:** Yes.

**President Reich:** Okay, so he actually paid the extra \$11.00?

**Secretary:** He did pay the extra \$11.00 with a check.

**President Reich:** Okay.

**Secretary:** So this is due to him.

**President Reich:** Okay. Do I have a motion?

**John Hazzouri** made a motion to approve the refund to Mr. Weidow.

**Lori Reed** seconded the motion.

**President Reich:** On the question? All in favor? (All were in favor). Opposed? Motion carried.

**President Reich:** Item number 3, a request for a refund of pension contributions was received from former City employee David Bulzoni. Mr. Bulzoni was employed as the City of Scranton's Business Administrator from January 6, 2014 until he resigned on November 12, 2017. Mr. Bulzoni contributed a total of 47.5 months @ \$22.00 per month and is due a refund of \$ 1,045.00. Do I have a motion?

**Roseann Novembrino** made a motion to approve the refund.

**President Reich:** Second?

**Lori Reed** seconded the motion.

**President Reich:** On the question?

**John Hazzouri:** I just want to make a few comments. I have been here thirty-six years and Dave Bulzoni has been the best Business Administrator in all the years I have been here. I wish him the best of luck wherever he goes. He was a Class A guy and I hate to see him go but that's for him and his family.

**Roseann Novembrino:** I would like to join in and say how professional he was and he always reached out to us. He was certainly a wonderful asset that will be missed.

**John Hazzouri:** Absolutely.

**President Reich:** Anything else? Okay, motion is on the floor. All in favor? (All were in favor). Opposed? Okay, motion carried. Open up to the Board business.

**Attorney Durkin:** On the double pension matters, there are three cases that are out there at this point. One is the Mandamus case that all of the retirees had filed. We had objected to it and the Court agreed with us and basically dismissed it. The update is that they appealed that to the Commonwealth Court so it's in process. I would say within the next four months we will get a briefing schedule of briefs. I'm a little surprised that they appealed it but, whatever.

**President Reich:** Will the Commonwealth Court give them the same opinion as the lower court?

**Attorney Durkin:** I would expect. That's what I would expect to happen. That's what happens with 90% of cases that get appealed anyway. The issues were pretty clear in it to begin with. So, that's where that one is. Nothing substantive is going to happen with it for a little bit.

The second one is the Sulla and Rogan litigation. This is the one where they are suing the Board saying the Board was negligent and they want to basically go after the Board's insurance carriers, which is a little odd, legally. They filed an amended complaint, which we agreed that they could file it and, then since the last meeting I filed objections to it asking that it be dismissed for a variety of reasons, including, I don't think that they have the ability to bring the case to begin with. I don't think that what they are asking for is something that is contemplated under Pennsylvania law and, something else, which was very thought worthy when I did it. It's a little bit of a confusing case legally but, basically we filed preliminary objections and they will go through the court. They have not been assigned to anybody yet.

The most substantive one is the Appeal of the Board's decision. So where this one stands is, they are all now consolidated to one case. Originally, it had been Mr. Schimes and everybody else. Mr. Schimes had sued the Mayor and the City and the City had said, 'we shouldn't be in it.' Then, Judge Mazzoni heard argument on that and we are still waiting for Judge Mazzoni. The other thing that happens, two things that happened since the last meeting, is we filed the record with the court, which is what I think you all voted on at the last month. We just had a disk. It's about 2600 or 2700 pages worth of stuff. We also asked that it be assigned to a judge. So, that went to the court administrator last week. We are waiting for it to be assigned. So far, both Judge Mazzoni and Judge Gibbons have touched on these matters, so I won't be surprised if it ends up being one of them. We'll see. It's not up to us. So that is where they all are.

The only other legal thing that happened is there was an article in the paper about Council having resolved its request with the State Police for the Council to be able to review the State Police file. I talked to Amil about it and he sent me a copy of the order, which I think I forwarded to all of you. From our perspective what it means is we won't have anything to do with it. We're not going to see it, we don't have access to it, in fact, I would encourage you not to ... there's no reason to do it. If you were to

look at it and talk about it, there's bad things that could happen. So I don't want to see it. But, if someone were to say what is the Board doing about the State Police, we are not doing anything because the Court order, basically, prohibits it.

**President Reich:** It's almost like a gag order.

**Attorney Durkin:** Basically. Yes, like there's no opportunity for the Board to do anything with that. There's no reason and there's only liability that could come from actually doing it. So, good luck to Council.

**Danielle Kennedy:** The order said Council and its employees.

**Attorney Durkin:** Right, it did. So what Amil has to do is Amil has to keep a log. Like Amil is basically responsible for it. He has the physical documents, is my understanding, and he has to keep a log of everybody who looks at it. So, it is limited to Council and Council's employees and they can only look at it for the purposes of considering legislation. So if they were to look at it and then go out and say, 'Oh, this was in the police file, the State Police file', they have their own liability at that point.

**Lori Reed:** Judge Moyle had said contempt.

**Larry Durkin:** Yes. I wouldn't look at it. I don't even want to see it because all it does is create a liability for anybody who looks at it.

**Lori Reed:** So Council can elect to look at it or not.

**Attorney Durkin:** Right. Yes, but they will keep track of everybody who is going to see it. But to the extent that anybody asks us, 'what are you doing with it?' The answer is nothing. So, that's it.

**President Reich:** Anything else from the Board? Open up to the floor. (There was nothing from the floor).

**President Reich:** Do I have a motion to adjourn?

**Roseann Novembrino** made a motion to adjourn the meeting.

**John Hazzouri:** I'd like to wish everyone a Happy and Healthy Holiday.

**Lori Reed** seconded the motion.

**President Reich:** All in favor? (All were in favor). Opposed?

**President Reich:** Okay, motion carried.

Meeting adjourned at 9:43 a.m.

**Minutes approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Ernie Reich, President

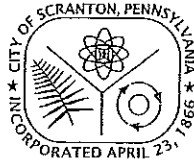
**Respectfully submitted:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Kathy Carrera, Recording Secretary

# Council of the City of Scranton

340 No. Washington Avenue • Scranton, Pennsylvania 18503 • Telephone (570) 348-4113 • Fax (570) 348-4207

Lori Reed  
City Clerk

Amil Minora, Esq.  
Counsel



Joseph Wechsler, President  
Pat Rogan, Vice President  
William Gaughan  
Wayne Evans  
Timothy Perry

## PROXY

I, Joseph A. Wechsler, hereby revoke any previous proxies and appoint Lori Reed as my proxy to attend the meeting of:

Non-uniform Pension Board

On:

Nov. 15, 2017

And any continuation or adjournment thereof and to represent, vote and otherwise act for me in the same manner and with the same effect as if I were personally present.

This proxy and the authority represented herein is valid only on the above date and shall not survive said date.

Dated: 11.15.2017

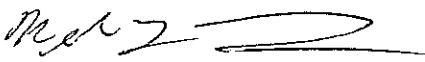
Signed: Joe Wechsler

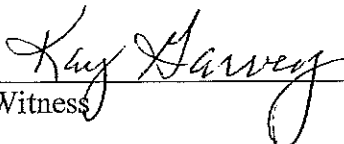
Witness: Kathy Carrera

**PROXY**

I, William L. Courtright, hereby revoke any previous proxies and appoint Danielle Kennedy, Human Resource Director/Assistant Business Administrator, as my proxy to attend the meeting of the Non-Uniform Pension Board Meeting and any continuation or adjournment thereof, and to represent, vote and otherwise act for me in the same manner and with the same effect as if I were personally present.

DATE: NOV. 15, 2017

  
\_\_\_\_\_  
Mayor William L. Courtright  
City of Scranton

  
\_\_\_\_\_  
Witness



**SCRANTON POLICE PENSION  
COMMISSION MEETING**

SCRANTON CITY COUNCIL CHAMBERS  
NOVEMBER 15, 2017

**BOARD MEMBERS**

1. THOMAS TOLAN- PRESENT
2. JUSTIN BUTLER- PRESENT
3. NANCY KRAKE- PRESENT
4. ROSEANNE NOVEMBRINO-PRESENT
5. PAUL HELRING- PRESENT
6. MICHAEL CAMMEROTA- PRESENT

ALSO IN ATTENDANCE ATTORNEY LARRY DURKIN.

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MINUTES FROM WEDNESDAY OCTOBER 18, 2017 MEETING OF THE SCRANTON POLICE PENSION COMMISSION MEETING, WERE REVIEWED. MOTION MADE BY CAMMEROTA TO ACCEPT THE MINUTES AND SECONDED BY NOVEMBRINO. THE MOTION PASSED.

**BILLS:**

A BILL FROM DURKIN MACDONALD LLC ATTORNEY AT LAW FOR SERVICES RENDERED FOR ONE MONTH. OCTOBER 17, 2017 THRU NOVEMBER 13, 2017 TO THE AMOUNT OF \$638.00

A MOTION MADE BY BUTLER TO PAY DURKIN MACDONALD LLC ATTORNEY AT LAW FOR SERVICES RENDERED FOR 638.00 FROM OCTOBER 17, 2017 THRU NOVEMBER 13, 2017. SECONDED BY NOVEMBRINO, ALL IN FAVOR MOTION PASSED.

A MOTION WAS MADE TO PAY DR ANCA BERANU FOR AN IME PERFORMED FOR DAVID GULLONE ON 6-14-17 IN THE AMOUNT OF 600.00. A MOTION WAS MADE TO PAY THE BILL BY CAMMEROTA AND SECONDED KRAKE. MOTION PASSED.

A MOTION WAS MADE TO PAY DR ANCA BERANU FOR AN IME THAT WILL BE PERFORMED ON 12-20-17 ON DELWIN MORGAN FOR 600.00. A MOTION WAS MADE BY BUTLER AND SECONDED BY TOLAN, MOTION PASSED.

COMMUNICATION:

GLEN THOMAS REQUESTED A PENSION EFFECTIVE 12-31-17. A MOTION WAS MADE BY CAMMEROTA AND SECONDED BY NOVEMBRINO TO APPROVE THE PENSION. MOTION PASSED

A MOTION WAS MADE BY TOLAN TO APPROVE THE COLA'S FOR 2018. SECONDED BY BUTLER. MOTION PASSED

ROBERT KEIPER REQUESTED TO BUY TIME BACK FROM 2-28-90 TO 6-19-90 TOTAL 120 DAYS. PROPER DOCUMENTAION WAS PRODUCED. SECRETARY HELRING WILL CONTACT ANDERSON AND ASSOCIATES FOR A CALCULATION.

JUSTIN BUTLER WAS APPOINTED TO THE BOARD TO REPLACE EDWARD BONIN.

A MOTION TO ADJOURN WAS MADE BY KRAKE AND SECONDED BY NOVEMBRINO. MEETING ADJOURNED AT 1025HRS.

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**COMPOSITE PENSION BOARD MINUTES**

**November 15, 2017**

The regular meeting of the Composite Pension Board was held on Wednesday, on November 15<sup>th</sup> at 11:05AM in City Council Chambers.

The following were in attendance:

**DAVID MITCHELL – Pres. – Police Employee Representative**  
**JOHN HAZZOURI – VP – Municipal Employee Representative**  
**ROBERT SENCHAK – Sect – Fire Employee Representative**  
**PAUL HELRING – Police Board Representative**  
**ERNEST REICH – Municipal Board Representative**  
**JOHN JUDGE – Fire Board Representative**  
**DANIELLE KENNEDY – (Prosy) Mayor**  
**LORI REED – (Proxy) City Council**  
**ROSEANN NOVEMBRINO – City Controller**  
**LARRY DURKIN – Durkin MacDonald (Legal Counsel) 4/13/2020**  
**MARK YASENCHAK – PFM Group (Trustee)**

**David Mitchell...** Opened the meeting, he asked for a Motion to approve the Minutes from the previous meeting, **Motion made by Paul Helring, seconded by John Judge, all were in favor.**

**Correspondence:**

We got an e-mail from Jim Kennedy, he won't be able to attend today's meeting.

The ACT 205 Report was submitted by Randee Sekol last week. Copies were distributed last month in the binders. It is in the report form that was sent to the State, the Auditor General. We got the e-mail last night.

We also have correspondence from PFM for the balances of October which will be presented by Mark during his presentation.

There was an issue that arose last month between meetings there was correspondences going back and forth between Dave, Attorney Dakin and Jim Kennedy, that had to straighten out the State Aid it was distributed to Mellon but there was a glitch to where it had to get into the investment account for PFM. That was all taken care of. It was all transferred and it is currently in the investment account. There are correspondences here for that.

There was also correspondence from Steve Lingle of BNY just going over the percentage base of the ownership of the pension fund for the distribution of costs associated with the fund.

Everything was attached to your Minutes except the large reports which you received last month from Randee Sekol.

**Motion made by Paul Helring that the correspondence was received and read, seconded by John Hazzouri, all were in favor.**

**Bills:**

**Durkin & MacDonald... In the amount of \$1,667.50 Motion to pay made by John Hazzouri, seconded by Roseann Novembrino, all were in favor**

**PFM ... For \$8,963.28 Motion to pay John Hazzouri, seconded by Lori Reed, all were in favor.**

**Thomas Anderson & Assoc... For \$19,125.00 Motion to pay made by John Hazzouri, seconded by Paul Helring, all were in favor.**

**Beyer Barber... For Actuarial Services for 17 and 16 including the 17 Valuation Report that's for \$31,500.00 Motion to pay made by Roseann Novembrino, seconded by John Hazzouri, all were in favor.**

Dave asked if anybody on the Board had anything to bring up, no reponse.

We have two presentations today. One is the monthly presentation from PFM, the other is the proposal IME that the RFP was sent out for.

**Mark Yasenchak...** Distributed reports to the Board and made his presentation. He introduced Katherine O'Hara to the Board. She has been in their client service group for two years. She will be an additional resource specialist.

He did a general review of the markets. The S&P up just over 2% Non U.S. Equities up 1.86% good strong market returns. Large cap companies are doing better than small cap companies and Non U.S. continues to do better than U.S. companies. It has been pretty positive for the portfolio. The return for the month was 1.33% for October. Year to date it is 11.57% very strong returns for this year. Everything is working for us in the portfolio. Growth has been outperforming value for most of the year.

On the fixed income side they did add the Prudential Double Line investments. Our strategy remains the same. We continue to be overweight stocks versus bonds. The year to date of 11.57 versus the bench mark of 10.97 it is the consistency of returns it has been 10 months and at least 8 were out performance.

He reviewed the account reconciliation... \$56,035,461 ending October up \$56,781,422 returns on investment \$738,588 He inserted a handout as of November 13<sup>th</sup> the balance was \$58,948,876 this doesn't have the disbursements coming out. This number reflects the States contributions. The City has about \$14.5 million that has to go in. As soon as that money comes in he'll run the same reports, get the market value as of that date.

Paul wanted to know after the City deposits the MMO he wanted to know if PFM has a strategy for over \$70 million in January, to go in a different direction. Mark said no significant change of strategy based on that dollar amount. What they will do with that money because it's a larger dollar amount and because it's typically over 10% of the portfolio with value do we want to do something different, not strategy wise but investing it on multiple days. We tend to stagger that out, stagger the risk.

He reviewed the asset allocation with the Board. He doesn't see any significant change going into 2018. It is what it is for the rest of the year, stay the course. Our benchmark is 55-45. We have been given discretion to try and take advantage of these things, if the markets were going down it would be more defensive. This is the tactic we employ. We have the discretion to manage the portfolio. You are in the ball park of where you want to be. He thinks the best way to look at it is to judge them based on the benchmark. (John Judge said something but he didn't speak up and I couldn't make out what was said.)

We are relatively conservative compared to most municipal pension plans even with our overweight. That was a little of the disconnect we talked about at times with the actuary rate, the interest rate assumption because you have to bring it down. Because you've got to say we have a portfolio that meets our interest rate assumption. If the interest rate assumption is too high or on the other end we aren't being aggressive enough. Mark said this Board has overwhelming decided that they would rather take the conservative approach.

**VOC Rehab Inc...** Danielle said it was a collaborated effort. The initial RFP went out came out of her office, they didn't get any responses to that initial RFP. They took a step back, met with members of the Board and revised the RFP for the Independent Medical Examiner contractor. A third party that would handle the medical exam portion of applicants for a disability pension. We put that RFP out we had one response VOC Rehab and they are here today to answer any questions that the Board may have. To explain their process, how it works and give us some more information about what they can do for us.

Tom Noles introduced himself to the Board. He started VOC Rehab in 1980. Trish Timlin is the Nurse Case Supervisor. They have been focused on independent medical exams since their inception in 1980. Aside from reading the proposal it details the process that they go through and the scheduling of independent medical exams. Danielle asked that they go over what they would do if the police or fire received an application for a disability pension, how would we go from there.

Independent medical exams utilize a number of different areas. Typically at VOC Rehab they focus on work related injuries and assisting in the evaluation of the injuries by a physician. Their goal is initially when requested to schedule an independent medical exam. The goal is to find a physician that specializes in that injury that we're being presented with, a physician that is willing to get involved in performing an independent medical exam. From that point the nurse takes the injured through the process of meeting with the injured worker obtaining the necessary medical releases that would allow the nurse to create a profile that a doctor is going to be looking for a medical backdrop. The nurse case gathers all of that information, schedules the medical exam with the appropriate specialist or physician, answers any and all questions the physician may have, gathers any other additional information that may be needed. Typically they would attend the exam with the physician and the injured worker to make sure that everything goes smoothly and all the physician's questions are answered and all the workers questions are answered.

From that point the Nurse Case Manager makes certain that the doctor follows through with his evaluation and provides, in this case the pension board, with a report. They do not get involved with the transportation of the patient. They are not licensed for that. They do have a network of transportation companies that they can recommend. They don't know what the transportation would cost. Some charge by the mile and there is a certain fee for the waiting time so it's kind of hard to say.

John Judge asked if they had a scope of work to provide to the doctor because they have to make a determination whether or not a police officer or a fire fighter can no longer perform the skills as a fire fighter or a police officer. The doctor is not looking at someone who sits in an office all day and says they can no longer do the job. What they do is include a job description when they send information to the doctor so that they have an idea of the work that the person actually has to perform. John Judge asked if they have a nationally recognized job description for a police officer or a fire fighter, where are they obtaining that job description. They would obtain it from the City.

John Judge asked what did they envision the timeline from the starting process, the application that we have fire fighter Smith that needs to go for an evaluation. What is the timeline from start to finish as far as getting a report a recommendation from the IME. Trish said sometimes that does depend on the specialist that they choose to perform the examination.

Usually from making the call to the physician usually we can get it done in a three to four week period, follow up is usually two weeks, from start to end approximately two months.

What is the ball park on cost? Total package from what they are providing, the doctor, that doctor's medical report. How much is it going to cost the pension board? He knows it's going to vary depending on the specialist. The ball park average cost, the Nurse Case Manager your typically looking at ten hours, how readily available the medical information is, how many records are involved, the distance. Paul asked what is the going rate of say a neurologist? For an IME, is there an average? They said \$1,200.00 We currently have a neurologist in Philly, she charges \$600 We'll keep her on the list. It appears to range from \$800 to \$1,500 There are very good physicians that don't want to get involved in certain cases, depending on the process. Some don't want to get involved in workers comp cases.

They think that we have a unique situation where you're looking for an opinion an unbiased qualified opinion. A decision making process. In cases like that we're hoping for a more interested specialist to get involved.

Dave asked if anyone else on the Board had any other questions. He thanks them. The Board would have to hire this firm if we decide to do so, the Board continued to talk among themselves. They discussed a nationally recognized IPA. They talked about the time line to process the contract. They talked about the \$22 million that the City was to put into the pension fund. The fire department has a problem with them not being nationally recognized. Dave had a problem with them dangling the \$22 million. Dave asked Danielle is she thought that the two unions should sign off that this would suffice for that contract language prior to hiring them. He would hate to hire them and have a grievance filed by one of the unions and have them say we need to hire another one because this doesn't suffice the contract language. The discussion continued about nationally recognized or nationally qualified. He doesn't want to jump the gun and hire these people if there is going to be an issue because this agreement was entered into with the unions not with the pension board but it's on us to hire them.

If the police and the fire unions sign off on this company as meeting the requirements of the contract, **Dave Mitchell made a Motion that they table this till December's meeting and we get those questions answered prior to hiring the firm, seconded by John Judge, any questions on the Motion.** Even if we approve this today he would be hard pressed to see that money put in before the end of the year. You have to have three readings, three meetings, they have to do legislation. Council could still vote it down.

Take the \$22 million out of it. Dave wants to make sure that this firm meets the requirements of the contract prior to hiring them, the discussion continued. They have no requirement to put that money in. It was a verbal agreement given to the unions. He will

graciously accept any money but he has no legal obligation to request that. He can ask about it which he has done multiple times. We'll see where it's going.

There is a **Motion to table this until next month's meeting and he asked the H. R. Director to try and get some of those questions answered, seconded by John Judge.** Lori said that by delaying this today. Tableting it you're missing the boat for this year for that money, the possibility of legislation to come down to move that money because Council anticipated recessing by December 14<sup>th</sup>. Dave said even if we approved it today he doesn't think it would be happening this year by the timeline. We can always call for a special meeting and advertise for the special meeting.

Larry said the cleanest way to set a date, maybe next Wednesday, someday. We need to get it published a couple of days before the meeting. If you vote today on it we'll get it in by the end of the day. Dave said there are a lot of questions that have to be answered to try to rush a meeting for next Tuesday, we're putting the cart before the horse. We can always call a special meeting we just have to advertise it. If he gets the answers he'll call a special meeting. If the answers aren't resolved with the money and the language and everything else he won't call a special meeting. We'll wait to see what Danielle says. The discussion continued about a special meeting. It is tabled at this point and bringing it back up at a special meeting if called or at next month's meeting. They discussed moving next month's meeting. Dave took a hand vote of tableting this at this time all were in favor except for Lori, 7 to 1. **Motion carries.**

**Dave Mitchell...** Attorney Durkin contacted him about the MMO he looked into some research and **he made a Motion that they go into Executive Session, seconded by John Judge, all were in favor.** The meeting reconvened... Dave asked if anyone had anything or unfinished business, no response.

**John Hazzouri...** said that PFM has been doing a great job. He addressed John Judge, this Board as long as he's been here we have never gone 70%, to much risk. We have done a great job and we want it to stay that way. Dave said from 2008 to 2012 we were at 70% and we went down to 12. Since then we've been in the 40 to 50% range.

No other questions from the Board.

#### **Audience Participation:**

**Terri Morgan...** Had questions about the TPA, Dave answered her. The sewer proceeds are a separate issue.


**Motion to adjourn made by Roseann Novembrino, seconded by John Hazzouri, all were in favor.**




**December 20th is our next meeting.**

**Please remember to bring in your  
approved Sunshine Law Notice or  
your board will have to advertise it  
on their own. Thanks**

Minutes approved December 20, 2017:

  
\_\_\_\_\_  
David Mitchell  
President

  
\_\_\_\_\_  
Kathleen McGinn  
Recording Secretary

*City of Scranton*  
*Pennsylvania*



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DEC 20 2017

OFFICE OF CITY  
COUNCIL/CITY CLERK

*Non-Uniform Municipal Pension Fund*

**NON-UNIFORM MUNICIPAL PENSION**

**AGENDA**

**DECEMBER 20, 2017**

1. RECEIVED AN INVOICE FROM DURKIN MACDONALD, LLC IN THE AMOUNT OF \$ 2,943.50 WHICH REPRESENTS SERVICES RENDERED FROM NOVEMBER 14, 2017 THROUGH DECEMBER 18, 2017.
2. RECEIVED CHECK #1118 DATED NOVEMBER 28, 2017 IN THE AMOUNT OF \$11.00 PAYABLE TO MELLON BANK FROM FORMER BUSINESS ADMINISTRATOR DAVID BULZONI. THIS CHECK IS TO CORRECT A PAYROLL ERROR. PENSION CONTRIBUTIONS SHOULD HAVE BEEN DEDUCTED FROM MR. BULZONI'S LAST PAYCHECK; HOWEVER, THEY WERE NOT.
3. RECEIVED CHECK #105 DATED NOVEMBER 24, 2017 IN THE AMOUNT OF \$77.00 PAYABLE TO MELLON BANK FROM FORMER CITY EMPLOYEE EUGENE F. HICKEY. THIS CHECK REPRESENTS PENSION CONTRIBUTIONS FOR THE REMAINDER OF 2017.

4. RECEIVED A REQUEST FOR A REFUND OF PENSION CONTRIBUTIONS FROM CITY EMPLOYEE PAUL O'HORA. MR. O'HORA WAS ELIGIBLE TO BE ENROLLED IN THE IAM PENSION FROM HIS DATE OF HIRE, WHICH IS FEBRUARY 10, 2003. HE HAS CONTRIBUTED A TOTAL OF 179 MONTHS AT \$22.00 PER MONTH AND IS DUE A REFUND OF \$3,938.00.

5. RECEIVED A REQUEST FOR A REFUND OF PENSION CONTRIBUTIONS FROM CITY EMPLOYEE KELLY LUCAS. MS. LUCAS WAS ELIGIBLE TO BE ENROLLED IN THE IAM PENSION FROM HER DATE OF HIRE, WHICH IS JANUARY 19, 2016. SHE HAS CONTRIBUTED A TOTAL OF 23 MONTHS AT \$22.00 PER MONTH AND IS DUE A REFUND OF \$506.00.

6. RECEIVED A REQUEST FOR A REFUND OF PENSION CONTRIBUTIONS FROM CITY EMPLOYEE FANIA BLACKWELL. MS. BLACKWELL WAS ELIGIBLE TO BE ENROLLED IN THE IAM PENSION FROM HER DATE OF HIRE, WHICH IS AUGUST 27, 2001. SHE HAS CONTRIBUTED A TOTAL OF 197 MONTHS AT \$22.00 PER MONTH AND IS DUE A REFUND OF \$4,334.00.

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DEC 20 2017

OFFICE OF CITY  
COUNCIL/CITY CLERK

**COMPOSITE PENSION BOARD MINUTES  
SPECIAL MEETING  
November 29, 2017**

The special meeting of the Composite Pension Board was held on Wednesday, on November 29<sup>th</sup> at 11:00AM in City Council Chambers.

The following were in attendance:

**DAVID MITCHELL – Pres. – Police Employee Representative**  
**JOHN HAZZOURI – VP – Municipal Employee Representative**  
**PAUL HELRING – Police Board Representative**  
**ROBERT ZOLTEWICZ – (Proxy) Fire Board Representative**  
**DANIELLE KENNEDY – (Proxy) Mayor**  
**LORI REED – (Proxy) City Council**  
**ROSEANN NOVEMBRINO – City Controller**  
**LARRY DURKIN – Durkin MacDonald (Legal Counsel) 4/13/2020**

**David Mitchell...** Called the meeting to order.

The reason this meeting is being held is because at the last meeting we tabled the hiring of a TPA to finalize some issues with the City's Police and Fire unions. He believes they have been resolved, so they could discuss hiring VOC Rehab for the TPA. They were the only ones that bid. We put out two RFP's, the first one no one responded and the second one this one responded. He asked if anyone had any questions, no response.

**Motion made by Paul Helring to hire VOC Rehab for TPA for three years, Danielle said on the RFP there was no end date. Dave thought the RFP was for three years. For this Motion we should add that we are going to hire them for three years at this point. Whatever is in line with the RFP and we could always redo it, rehire them or do another RFP if we're not happy depending on what we have to do under the 205 criteria. So the Motion on the table is to hire VOC Rehab for a three year contract in accordance with the RFP, seconded by John Hazzouri, on the question, no response, all were in favor, no opposed.**

The only question Dave had he asked Larry how does this go, we made a Motion is he going to have to enter into some type of a contract that we are going to have to approve at a future meeting. Larry said yes he will bring the contract to the December meeting. He said he may actually just have Dave sign it since we already approved their contract based on the vote. He will basically take the City's form and indicate the Composite Board. Dave said maybe he can get the contract put together and get it out to all the members so they can review it in case there are any glitches between this and that and we can approve it and he'll sign it at the next month's meeting.

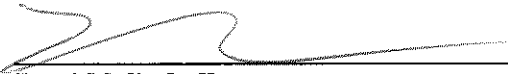
**Audience Participation:**


**Joan Hodowanitz...** Asked if this was for ones that have been approved of just new ones? Dave said it's only for new applications. This is to streamline the application process for disability pensions.

**Terri Morgan...** Asked how payment would be made? Dave said fire would pay for fire, police would pay for police. Danielle answered questions about doctors.

**Motion to adjourn made by Paul Helring, seconded by Roseann Novembrino, all were in favor**

**Minutes approved December 20, 2017:**

  
\_\_\_\_\_  
**David Mitchell**  
**President**

  
\_\_\_\_\_  
**Kathleen McGinn**  
**Recording Secretary**

**TAX ASSESSOR'S REPORT**

Hearing Date: 01/10/18

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value	After Appeal Value
12:15 PM	GAMBUCCI FOSTER D & KIMBERLY	ARCHBALD	1041101000506		57000	
12:25 PM	MCCONNELL LINDA D	ARCHBALD	1050103000203		4400	
12:30 PM	POWELL KENNETH & LINDA	ARCHBALD	09402010001		388595	
12:40 PM	MOZELESKI ANTHONY & JUDITH	CARBONDALE CITY	04412040004		53250	
12:45 PM	SCHWEPPENHEISER KRISTINA&MA	GREENFIELD	0220201000201		41750	
12:55 PM	KAROSUS ROBERT & KELLY	GREENFIELD TWP	0320301000503		46000	
1:00 PM	TALLMAN CURTIS & PATRICIA	GREENFIELD TWP	0310201000104		5000	
1:10 PM	CARR JOSEPH TRAPANI&ALYSON R	MADISON	1910202000905	DAVID TOMAJNE	81000	
1:15 PM	DAVIS 81 LLC	MOOSIC	1770103000401	PATRICK LAVALLE	16500	
1:25 PM	MILLER BEAN FH LLC	SCRANTON	15616010002		14600	
1:30 PM	DYSON AMY L & PETER J	COVINGTON TWP	2050204000141	JUSTIN SULLA	60900	
1:40 PM	KLOCK ROBERT & KAREN	COVINGTON TWP	2260201000126		73000	
1:45 PM	CEBULKO BRIAN M & KELLEHER A	COVINGTON	2050204000103		52750	
1:55 PM	MARUSHOCK CHAD E & DANIELLE	THROOP	12509020007		32200	
2:00 PM	ASHRAF MOHAMMAD & FATIMA	GLENBURN	0800304000604		115000	
2:10 PM	VIPOND JAMES & SHARON	WAVERLY	06902010003		62980	
2:15 PM	JAMES TOMMY JR	WEST ABINGTON TWP	0670401000106		7500	
2:15 PM	JAMES TOMMY JR	WEST ABINGTON TWP	0670401000105		39250	
2:25 PM	LEZINSKI, WILLIAM & CHRISTINE	NEWTON	1220102000508		40700	
2:30 PM	JAMES MARK	SOUTH ABINGTON TWP	08104010026		21000	
2:40 PM	CUCHARA JOSEPH A & MARY E	OLYPHANT	1250209000129		7200	
2:45 PM	CALABRO ANTHONY J & NICOLE E	FELL TWP	03501030005		42500	
2:55 PM	MILLETT REAL ESTATE	DICKSON CITY	1130303000903		875000	
3:05 PM	LEBER TIMOTHY & TARA C	COVINGTON TWP	2050204000142	JEFFREY NEPA	54000	
3:10 PM	JOYCE JOHN J & KATHLEEN M	BENTON TWP	02802010029		34900	
3:20 PM	GILLETTE NICHOLAS & AUDRA	DUNMORE	14714020038	GREGORY PASCALE	47800	
3:25 PM	PHILBIN THOMAS J & CHRISTINE	THROOP	12513070060		23250	

TOTAL RECORDS 27

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JAN - 2 2018

OFFICE OF CITY  
COUNCIL/CITY CLERK



DEPARTMENT OF BUSINESS ADMINISTRATION

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4118 • FAX: 570-348-4225

MEMORANDUM

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JAN - 2 2018

OFFICE OF CITY  
COUNCIL/CITY CLERK

DATE: January 2, 2018  
TO: Wayne Beck, City Treasurer  
FROM: Nancy Krake, Staff Accountant  
RE: Check for Deposit

Enclosed kindly find the following check received from Covenant Presbyterian Church, which is payment in lieu of taxes for the City of Scranton:

<b>Covenant Presbyterian Church</b>	<b>Ck. # 8366</b>	<b>\$1,000.00</b>
-------------------------------------	-------------------	-------------------

This check is to be deposited into Account #01.359.35900

cc: Mayor Bill Courtright  
Roseann Novembrino, City Controller  
Scranton City Council ✓  
File



## COVENANT PRESBYTERIAN CHURCH

The Reverend Scott G. Loomer, Pastor  
550 Madison Avenue \* Scranton, Pennsylvania 18510-2497  
Phone: 570-346-6400 \* Fax: 570-346-9389

December 7, 2017

Honorable William Courtright  
City of Scranton  
340 N. Washington Ave.  
Scranton, PA 18503

Dear Honorable William Courtright:

Covenant Presbyterian Church is presenting a \$1,000.00 check in lieu of city taxes. Covenant has had a long history of supporting the city of Scranton through our mission, outreach, and will continue in the years to come.

Sincerely,

A handwritten signature in cursive script that reads "Lee Carr".

Lee Carr, Operations Manager  
Covenant Presbyterian Church



SINGLE TAX OFFICE  
CITY OF SCRANTON, PENNSYLVANIA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

RECEIVED

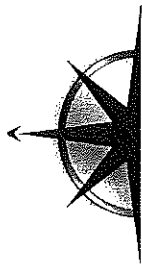
JAN - 3 2018

OFFICE OF CITY  
COUNCIL/CITY CLERK

SINGLE TAX OFFICE  
CITY OF SCRANTON, PENNSYLVANIA

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INDEPENDENT REPORT ON INTERNAL CONTROL	11 - 12



JOSEPH M. ALU  
& ASSOCIATES, P.C.

## INDEPENDENT AUDITOR'S REPORT

Rosanne Novembrino, City Controller  
City of Scranton, Pennsylvania and  
Scranton School District Board of  
Directors

We have audited the accompanying financial statements of the Single Tax Office, City of Scranton, Pennsylvania as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the tax office's basic financial statements as listed in the Table of Contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and the maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence supporting the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Single Tax Office, City of Scranton, Pennsylvania, as of December 31, 2015, and the changes in its financial position and its cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

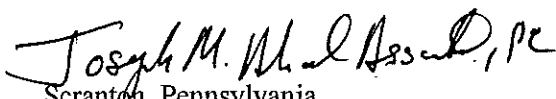
## Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is modified with respect to that matter.

## Other Matters

### Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on page 4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements is required by the Governmental Accounting Standards Board, who considers it to be essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

  
Scranton, Pennsylvania  
November 23, 2017

**SINGLE TAX OFFICE**  
**CITY OF SCRANTON, PENNSYLVANIA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2015**

This Section of the Single Tax Office's (the Office) annual financial report presents management's discussion and analysis (MD&A) of the Office's financial performance during the fiscal year ended December 31, 2015. Please read it in conjunction with your review of the Authority's financial statements.

**Financial Highlights for the year ended 2015**

- The Office collected \$159,723,086 of tax revenues, penalties, operating income and fees during 2015.

**Overview of the Financial Statements**

This discussion and analysis are intended to serve as an introduction of the Single Tax Office, City of Scranton, Pennsylvania basic financial statements. The basic financial statements consist of four components (1) the statement of fiduciary net position (2) the statement of changes in fiduciary net position and (3) statement of cash receipts and disbursements and (4) notes to financial statements. The Single Tax Office is a special purpose government involved only in fiduciary activities. It collects and disburses funds that are not available to support its own programs. The funds are custodial in nature.

**Notes to the Financial Statements** – The notes provide additional information that is essential to a full understanding of the data provided in the financial statements.

**Other Information** – This report includes certain supplementary information concerning the Single Tax Office, City of Scranton, Pennsylvania's financial information.

**Request for Information**

This financial report is designed to provide those with an interest with a general overview of the Office's finances and to demonstrate the Office's accountability for the money it receives on behalf of the several taxing authorities. Questions concerning this report or requests for additional financial information should be directed to William Fox, 100 The Mall at Steamtown, Unit 216, Scranton, Pennsylvania 18503.

**SINGLE TAX OFFICE**  
**CITY OF SCRANTON, PENNSYLVANIA**

**STATEMENT OF FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**DECEMBER 31, 2015**

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**ASSETS**

Cash and cash equivalents	\$ 512,931
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<b>TOTAL ASSETS</b>	<u>512,931</u>
---------------------	----------------

**LIABILITIES AND FUND BALANCE**

Amounts held for refunds	<u>506,353</u>
--------------------------	----------------

<b>TOTAL LIABILITIES</b>	<u>506,353</u>
--------------------------	----------------

**NET ASSETS**

Amounts held for refunds and distribution net of operating expenses	<u>6,578</u>
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<b>TOTAL NET ASSETS</b>	<u>6,578</u>
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 512,931</u>
---	-------------------

See notes to financial statements and independent auditor's report.

SINGLE TAX OFFICE  
CITY OF SCRANTON, PENNSYLVANIA

STATEMENTS OF CHANGES IN FIDUCIARY NET POSITION  
FIDUCIARY FUNDS  
YEAR ENDED DECEMBER 31, 2015

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**ADDITIONS**

Collections for 2015	\$159,579,237
Operating income	150,850
Interest	<u>2,760</u>
<b>Total Additions</b>	<u>159,732,847</u>

**DEDUCTIONS**

Distributions and refunds	159,572,803
Administrative expenses	<u>158,491</u>
<b>Total Deductions</b>	<u>159,731,294</u>

<b>NET CHANGE IN FIDUCIARY POSITION</b>	1,553
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<b>NET FIDUCIARY POSITON – JANUARY 1, 2015</b>	<u>5,025</u>
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<b>NET FIDUCIARY POSITION – DECEMBER 31, 2015</b>	<u><u>\$ 6,578</u></u>
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See notes to financial statements and independent auditor's report.

SINGLE TAX OFFICE, SCRANTON, PENNSYLVANIA  
**STATEMENTS OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN CASH BALANCES**  
**YEAR ENDED DECEMBER 31, 2015**

	Lackawanna County Fund	Scranton School District Fund	City of Scranton Fund	Non-Resident Fund	Delinquent City Tax Fund	Operating Fund	Total Funds
<b>REVENUES AND OTHER RECEIPTS</b>							
<b>REVENUES AND RECEIPTS, NET OF REFUNDS AND DISCOUNTS</b>							
Real estate taxes	\$77,984,204	\$36,996,594	\$29,630,420	\$ -	\$1,009,099	\$ -	\$145,620,317
Earned income taxes - delinquent	-	90,498	201,728	21,589	-	-	313,815
Local service taxes	-	175,187	3,708,291	-	-	-	3,883,478
Business privilege/mercantile tax	-	6,112,950	2,327,070	-	-	-	8,440,020
Penalties	473,202	330,030	335,261	-	183,114	-	1,321,607
Operating income	-	-	-	-	-	150,850	150,850
Interest	-0-	-0-	-0-	-0-	-0-	2,760	2,760
<b>TOTAL REVENUES AND RECEIPTS</b>	<b>\$78,457,406</b>	<b>\$43,705,259</b>	<b>\$36,202,770</b>	<b>\$ 21,589</b>	<b>\$1,192,213</b>	<b>\$ 153,610</b>	<b>\$159,732,847</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>							
<b>EXPENDITURES</b>							
Taxes remitted	\$74,581,795	\$37,233,288	\$29,834,426	\$ -	\$1,192,213	\$ -	\$142,841,722
RE Library distribution	3,851,986						3,851,986
EMS distribution		176,675	3,722,263				3,898,938
EIT distribution		122,912	294,991	21,589			439,492
BP/Mercantile distribution		6,165,937	2,351,104				8,517,041
REL CRA TIF FD	23,624						23,624
Administrative expenses	-	-	-	-	-	158,491	158,491
<b>TOTAL EXPENDITURES AND DISBURSEMENTS</b>	<b>\$78,457,405</b>	<b>\$43,698,812</b>	<b>\$36,202,784</b>	<b>\$ 21,589</b>	<b>\$1,192,213</b>	<b>\$ 158,491</b>	<b>\$159,731,294</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 1</b>	<b>\$ 6,447</b>	<b>\$ (14)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,881)</b>	<b>\$ 1,553</b>
<b>CASH BALANCE - JANUARY 1, 2015</b>							<u>511,378</u>
<b>CASH BALANCE - DECEMBER 31, 2015</b>							<u>\$ 512,931</u>

See notes to financial statements and independent auditor's report.



SINGLE TAX OFFICE  
CITY OF SCRANTON, PENNSYLVANIA

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2015

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Note 1 – Nature of Operations and Summary of Significant Accounting Policies

Nature of Operations

The Single Tax Office, City of Scranton, Pennsylvania (the Office) is the Collector of Tax for the following entities:

Real Estate Taxes

Lackawanna County (County and Library)

City of Scranton

Scranton School District

Reporting Entity

The Single Tax Office, City of Scranton, Pennsylvania is the basic level of government which has oversight responsibility and control over activities related to the collection of taxes for the County of Lackawanna, the City of Scranton and the Scranton School District. The Office receives contributions from these local sources and must comply with the specific requirements of these funding source entities. However, the Office is not a component unit of any governmental "reporting entity" as defined by the *Government Accounting Standards Board*, since Office management has decision-making authority, the power to designate management, the ability to significantly influence operations and primary accountability for fiscal matters. Additionally, the Office has no component units.

Basis of Accounting

The Office's accounts are maintained on the cash basis of accounting, and the statement of cash receipts and disbursements recognize only cash received and disbursed. Therefore, receivables and payables, long-lived assets, accrued income and expenses and amortization and depreciation, which would be recognized under accounting principles generally accepted in the United States of America and which may be material in amount, are not recognized in the accompanying financial statements.

(continued)

**SINGLE TAX OFFICE  
CITY OF SCRANTON, PENNSYLVANIA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2015**

**Note 2 - Cash**

The Office's investment policy is to invest in: (1) United States Treasury Bills, (2) short-term obligations of the United States Government or its agencies or instrumentalities, (3) deposits in savings or time accounts or share accounts of institutions insured by the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund to the extent such accounts are so insured and, for any amounts above the insured maximum, provided that approved collateral as provided by the law therefore shall be pledged by the depository, (4) obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision, and (5) shares of certain investment companies registered under the Investment Companies in (1) - (4) listed above, maintain a constant per share net asset value and are related in the highest category by a nationally recognized rating agency.

**Note 3 - Real Estate Tax**

County, City and School District Real Estate Taxes for the calendar year are levied on February 1 of the year. Tax payments received in February and March/April of the year are eligible for 2.5% and 2% discounts, respectively. A 10% penalty is assessed for payments of County taxes received subsequent to June 30. A 5%, 7.5% or 10% penalty is assessed for payments of City/School taxes received subsequent to June 30, September 30 or November 30, respectively. County, City and School taxes not collected by December 31 are considered delinquent. Delinquent County and School District taxes are collected by Lackawanna County Tax Claim Bureau; delinquent City taxes are collected by the City Treasurer.

The 2015 assessed values and millage rates for Real Estate Tax purposes are as follows:

	<u>Assessed Value</u>	<u>Millage Rate</u>
Lackawanna County		
County	\$1,519,460,819	53.60
Education	1,519,460,819	1.00
Library	1,519,460,819	2.82
City of Scranton	397,252,592	219.973 Land 40.202 Improvements
Scranton School District	397,252,592	120.40

(continued)

**SINGLE TAX OFFICE  
CITY OF SCRANTON, PENNSYLVANIA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2015**

**Note 4 - Act 511 Taxes**

Earned Income Tax (delinquent), Local Service Tax and Business Privilege/Mercantile Tax are the Act 511 Taxes collected by the Office for the City of Scranton and the Scranton School District.

The Earned Income Tax rate is 3.4% and 1%, respectively, on earned income of City residents and non-residents. The Office collects only delinquent Earned Income Taxes, of which 2.4% is remitted to the City and 1.0% to the School District for residents and the 1% for non-residents. Collections are remitted to the tax collector of the municipalities in which the non-resident employees reside.

A City Local Service Tax of \$156 on residents and non-residents is levied on all employees working in the City.

A City Business Privilege Tax of .001 mills and a School District Business Privilege Tax of .00513 mills is levied on the gross receipts of taxable businesses located in the City of Scranton.

A City Mercantile Tax of .001 mills is levied on the gross annual wholesale and retail sales business transacted in the City. A School District wholesale Mercantile Tax of .000452 mills and a retail Mercantile Tax of .000679 mills is levied on such business transacted in the City.

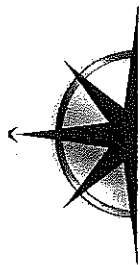
**Note 5 - Contributed Property and Equipment**

The Office is provided with office space paid for by the County of Lackawanna. This contribution is not recorded in the accompanying Statements of Cash Receipts, Disbursements and Changes in Cash Balances.

**Note 6 - Contributed Administrative Costs**

Employees of the Office are compensated directly by either the City, the School District, or both. In addition, the City and School District pay for employee benefits for personnel. These contributions are not recorded in the accompanying Statements of Cash Receipts, Disbursements and Changes in Cash Balances.

(concluded)



JOSEPH M. ALU  
& ASSOCIATES, P.C.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Roseanne Novembrino, City Controller  
City of Scranton, Pennsylvania  
Scranton School District Board of Directors  
Scranton, Pennsylvania

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Single Tax Office, as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the Tax Office's basic financial statements, and have issued our report thereon dated November 23, 2017.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Single Tax Offices control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Single Tax Office's internal control. Accordingly, we do not express an opinion on the effectiveness of the Single Tax Office's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.


Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Single Tax Office's financial statements are free from material misstatements, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Governance Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an internal part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

  
Scranton, Pennsylvania  
November 23, 2017

RESOLUTION NO.

2018

**ACCEPTING A ONE THOUSAND (\$1,000.00) DOLLAR DONATION FROM MR. AND MRS. JOHN BURNS PRESENTED TO THE CITY OF SCRANTON FIRE DEPARTMENT IN APPRECIATION FOR THE RESCUE OF THEIR SON.**

WHEREAS, Mr. and Mrs. John Burns presented a donation of \$1,000.00 to the City of Scranton Fire Department to be used for the purchase of equipment that would help the department in future rescues. This donation will be deposited into Special City Account No. 02.229544 entitled "Fire Department Donations"; and

WHEREAS, it is in the best interest of the City to accept this donation to benefit the Scranton Fire Department.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the donation of \$1,000.00 from Mr. and Mrs. John Burns is hereby accepted to be deposited into Special City Account No. 02.229544 entitled "Fire Department Donations"; for the purchase of equipment to be used in future rescues.

**SECTION 1.** If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

**SECTION 2.** This Resolution shall become effective immediately upon approval.

**SECTION 3.** This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



**SCRANTON FIRE DEPARTMENT**  
**OFFICE OF THE SUPERINTENDENT**

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4132 • FAX: 570-348-4244

**DATE: 11/20/2017**

**SUBJECT: Donation**

The Scranton Fire Dept. has received this generous donation, from the Burns family, with much gratitude, for the rescue and retrieval of their Son, Collin. (See accompanying letter) We (The SFD) accept these funds with the intent of using them to make future purchases of equipment which will help us affect similar rescues when whenever we might be called upon to do so.

Please move to have these monies deposited into the "Special Cities" acct #02-229544. Thank You

Professionally yours,

**Patrick DeSarno**

**Supt. of Fire**

John and Beverly Burns  
241 Lincoln Avenue  
Hillsdale, NJ 07642

November 16, 2017

Chief Carl R. Graziano  
Scranton Police Dept.  
100 South Washington Avenue  
Scranton, PA 18503

Superintendent Patrick DeSarno  
Scranton Fire Dept.  
340 North Washington Avenue  
Scranton, PA 18503

Gentlemen:

At this time of Thanksgiving, the Burns family would like to send our heartfelt gratitude, love and respect to the Scranton Police and Fire Departments. We have kept both departments in our daily thoughts and prayers. It is for your staff, the hard working first responders, who worked with such professionalism and compassion to find our son Collin, who went missing on Montage Mountain. We have been building the strength to write and formally thank you. Many attempts have been made, but were thwarted by emotion. For that we apologize for the delay as we continue to work through healing.

Collin went missing at the Camp Bisco Music Festival in July of last year. It was a traumatic nightmare for our family. Fear and agonizing pain as the hours of searching the mountain and area passed. Officer Paul Tomczyk went above and beyond his call of duty with his professionalism, compassion, and determination to find our son. His continued efforts and care to this day show the type of officer Scranton is blessed with. The Scranton Police Dept. came together with its very fine staff with coordinating questioning, a news release, searches, time lines etc. We were terrified parents as the minutes and updates continued to pass. It was 30 hours of pure horror. The police department was able to obtain his last seen area whereby the fire department set up a grid search. Your heroic firemen were able to locate Collin down a ravine in a swamp in a heavily wooded area off the Route 81 ramp. To us, nothing short of a miracle that Lt. Kelly Hopkins found his muddy footprint and concentrated on that area and was first to him. Everyone on scene from coordinator Lt. Brian Scott to the ambulatory transport handled him with such care. Every prayer answered. We would now move forward.



We did not realize how grave Collin's condition was until we got to Geisinger, where he spent 2 weeks in kidney failure, along with wounds from head to toe. He underwent dialysis, and many scary days and nights trying to work through and understand what had happened. We are so grateful dialysis continued for only a few weeks longer. He was then truly on his road to recovery. Collin has now been sober for 15 months after entering treatment the day before his 21<sup>st</sup> birthday. He followed treatment with after-care, then step down living. There are so many people along his journey who have helped our entire family.

We continue to heal and get support, but not for the grace of the amazing work your departments did in our crisis. There was the search crew lead by Lt. Joseph Arbie and team; Montage Mountain staff and volunteers that helped in the search; citizens of local businesses, especially V.K. Singh of Liberty Gas, who was a huge help with recognizing Collin from his convenience store, providing video footage and his valuable time for our timeline; and people who called in to report they had seen him. There were truly so many good people involved, and our apologies if we inadvertently overlooked anyone; there are just so many.

We are hopeful that you can use the enclosed donation to each department for the good of your staff and community through a program, event, or towards equipment you may need. You should be very proud of all the fine men and women who serve your community. We are forever grateful to them all.

Happy Thanksgiving, and always be safe.

With Our Sincere Gratitude,

*The Burns Family*

The Burns Family

Cc: Mayor William Courtright

JOHN J BURNS III  
BEVERLY E BURNS  
241 LINCOLN AVE  
HILLSDALE, NJ 07642-1629

1538  
55-33/212 NJ  
2521

*Nov. 16, 2017*  
Date

Pay To The  
Order Of

*Serinton Fire Dept.*

\$ *1000.00*

*One Thousand Dollars & 00/100*

Dollars

 Security  
Features  
Details on  
Back.

**Bank of America** 

ACH R/T 021200339

For *With Gratitude & Thanks!*

*Beverly Burns*

⑆021200339⑆ 004130204843⑆1538

Harland Clarke



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

December 19, 2017

To the Honorable Council  
Of the City of Scranton  
Municipal Building  
Scranton, PA 18503

RECEIVED

DEC 20 2017

OFFICE OF CITY  
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION ACCEPTING A ONE THOUSAND  
(\$1,000.00) DOLLAR DONATION FROM MR. AND MRS. JOHN BURNS  
PRESENTED TO THE CITY OF SCRANTON FIRE DEPARTMENT IN  
APPRECIATION FOR THE RESCUE OF THEIR SON.

Respectfully,

*Jessica Eskra (S)*  
Jessica L. Eskra, Esquire  
City Solicitor

JLE/sl

RESOLUTION NO. \_\_\_\_\_

2018

**APPOINTMENT OF BRIAN FALLON, 719 RIVER STREET, SCRANTON, PENNSYLVANIA, 18505 TO THE POSITION OF DIRECTOR OF THE DEPARTMENT OF PARKS AND RECREATION EFFECTIVE JANUARY 1, 2018.**

**WHEREAS**, William L. Courtright was elected Mayor of the City of Scranton; and

**WHEREAS**, Mayor Courtright took office on January 1, 2018; and

**WHEREAS**, Brian Fallon, has the experience, education and training necessary to act as Director of the Department of Parks and Recreation for the City of Scranton.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON** that Brian Fallon, 719 River Street, Scranton, Pennsylvania 18505, is hereby appointed as Director of the Department of Parks and Recreation to serve at the will of the Mayor.

**SECTION 1.** If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

**SECTION 2.** This Resolution shall become effective immediately upon approval.

**SECTION 3.** This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

December 20, 2017

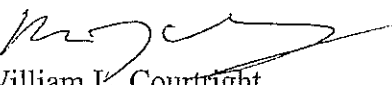
Danielle Kennedy  
Director of Human Resources  
340 North Washington Avenue  
Scranton, PA 18503

Dear Mrs. Kennedy:

Please be advised that I have appointed Brian Fallon, 719 River Street, Scranton, Pennsylvania 18505 to the position of Director of Parks & Recreation effective January 1, 2018.

Mr. Fallon's salary will be \$49,000.00 yearly. Please adjust your records accordingly.

Sincerely,



William L. Courtright  
Mayor, City of Scranton

CC: Roseann Novembrino, City Controller  
Chris Casciano, Business Administrator  
Kathy McGinn, Payroll  
Debbie Torba, Insurance  
Jessica Eskra, City Solicitor  
Brian Fallon



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

December 19, 2017

To the Honorable Council  
Of the City of Scranton  
Municipal Building  
Scranton, PA 18503

RECEIVED

DEC 20 2017

OFFICE OF CITY  
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE APPOINTMENT OF BRIAN FALLON, 719 RIVER STREET, SCRANTON, PENNSYLVANIA, 18505 TO THE POSITION OF DIRECTOR OF THE DEPARTMENT OF PARKS AND RECREATION EFFECTIVE JANUARY 1, 2018.

Respectfully,

Jessica L. Eskra, Esquire  
City Solicitor

JLE/sl