

**AGENDA**  
**REGULAR MEETING OF COUNCIL**  
**January 22, 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 BREAKDOWN OF THE ELIGIBLE SALARIES FOR THE LIQUID FUELS ACCOUNT FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 2017.  
  
[Liquid Fuels Acct for October November December 2017.pdf](#)
  - 3.B SINGLE TAX OFFICE CITY FUNDS DISTRIBUTED COMPARISON REPORT 2016-2017 YEAR TO DATE DECEMBER 31, 2017.  
  
[Single Tax Office City Funds Distributed December 2016-2017.pdf](#)
  - 3.C MINUTES OF THE REGULAR MEETING OF THE MEMBERS OF THE SCRANTON HOUSING AUTHORITY HELD DECEMBER 4, 2017.  
  
[Scranton Housing Authority 12-4-17.pdf](#)
  - 3.D CONTROLLER'S REPORT FOR MONTH ENDING DECEMBER 31, 2017.  
  
[Controller's Report 12-31-17.pdf](#)
  - 3.E MINUTES OF THE REGULAR MEETING OF THE LACKAWANNA COUNTY LAND BANK HELD DECEMBER 8, 2017.  
  
[Lacka County Land Bank Meeting 12-8-17.pdf](#)

- 3.F MINUTES OF THE SCRANTON FIREFIGHTERS PENSION COMMISSION MEETING HELD DECEMBER 20, 2017.

[Firefighters Pension Commission Meeting 12-20-17.pdf](#)

- 3.G MINUTES OF THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD DECEMBER 20, 2017.

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

- 3.H MINUTES OF THE SCRANTON POLICE PENSION COMMISSION MEETING HELD DECEMBER 20, 2017.

[Scranton Police Pension Commission Meeting 12-20-17.pdf](#)

- 3.I MINUTES OF THE COMPOSITE PENSION BOARD MEETING HELD DECEMBER 20, 2017.

[Composite Pension Board Minutes 12-20-17.pdf](#)

- 3.J AGENDA FOR THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD JANUARY 17, 2018.

[Agenda for Non-Uniform Municipal Pension Board 1-17-18.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 – AN ORDINANCE – CREATING AND ESTABLISHING SPECIAL CITY ACCOUNT NO. 02.229624 ENTITLED “CONTRACT FOR RECOVERY PROGRAM” FOR THE RECEIPT AND DISTRIBUTION OF GRANT FUNDS FROM NEPA HEALTH CARE FOUNDATION AND ANY ADDITIONAL GRANT FUNDS APPLIED FOR AND RECEIVED THAT WOULD ALLOW THE SCRANTON

POLICE DEPARTMENT TO IMPLEMENT AN EFFECTIVE PROGRAM IN THE PREVENTION AND RESPONSE TO DRUG OVERDOSE DEATHS.

[Ordinance-2018 Special City Account for Recovery Program.pdf](#)

- 5.C 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 POLICE DEPARTMENT.

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

- 5.D FOR INTRODUCTION – A RESOLUTION – AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT FOR THE REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP) THROUGH THE COMMONWEALTH OF PENNSYLVANIA’S OFFICE OF THE BUDGET IN THE AMOUNT OF ONE MILLION (\$1,000,000.00) DOLLARS; AND ACCEPTING AND DISBURSING THE GRANT AND COORDINATE THE USE OF THE GRANT FUNDS WITH SCRANTON-CHERRY, LP, FOR THE PROJECT TO BE NAMED THE “SCRANTON COUNSELING CENTER.”

[Resolution-2018 RACP Grant for Scranton Counseling Center.pdf](#)

- 5.E FOR INTRODUCTION – A RESOLUTION – RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT FOR A LAW ENFORCEMENT ACTIVITIES GRANT BY THE GOVERNOR’S BUDGET OFFICE FOR GRANT FUNDS TO CONVERT THE SERRENTI MEMORIAL ARMY RESERVE CENTER, 1801 PINE STREET, INTO AN EMERGENCY SERVICES CENTER TO BE USED BY THE SCRANTON POLICE AND FIRE DEPARTMENTS AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT AND DISBURSE THE GRANT FUNDS IN THE AMOUNT OF \$175,000.00 TO CONVERT THE SERRENTI MEMORIAL RESERVE CENTER TO AN EMERGENCY SERVICES CENTER.

[Resolution-2018 Grant to Convert Serrenti Center to Emergency Services Center.pdf](#)

- 5.F FOR INTRODUCTION – A RESOLUTION – RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT TO THE NORTHEASTERN PENNSYLVANIA HEALTH CARE FOUNDATION FOR GRANT FUNDS FOR THE CONTRACT FOR RECOVERY-ALTERNATIVE TO ARRESTING ADDICTS PROGRAM (AAA) AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO

ACCEPT THE GRANT AND DISBURSE THE GRANT FUNDS IN THE AMOUNT OF \$40,000.00 FOR THE CONTRACT FOR RECOVERY-ALTERNATIVE TO ARRESTING ADDICTS PROGRAM.

[Resolution-2018 Grant for Recovery Alternative to Arresting Addicts.pdf](#)

## 6. CONSIDERATION OF ORDINANCES - READING BY TITLE

6.A NO BUSINESS AT THIS TIME.

## 7. FINAL READING OF RESOLUTIONS AND ORDINANCES

7.A FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC SAFETY - FOR ADOPTION - RESOLUTION NO. 2, 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.

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

7.B FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 3, 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.

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

## 8. ADJOURNMENT

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

RECEIVED

JAN - 8 2018

OFFICE OF CITY  
COUNCIL/CITY CLERK

MEMORANDUM

TO: Christie A. Casciano, Sr.  
Business Administrator

FROM: Roseann Novembrino  
City Controller

RM

RE: Liquid Fuels

DATE: January 8, 2018

The following is a breakdown of the eligible salaries for the Liquid Fuels Account for the months of October, November, and December, 2017. Also included are salary details for the same period in the previous year.

	2017	2016
October	40,415.46	35,267.78
November	22,786.59	25,625.61
December	21,142.30	32,993.03
TOTAL	84,344.35	93,886.42
Prior Months	351,757.20	293,900.38
TOTAL YEAR TO DATE	436,101.55	387,786.80

cc: Mayor William L. Courtright  
Dennis Gallagher  
Liz Callela  
Ron Heusner  
City Council

# LIQUID FUELS FOR THE YEAR 2017

ELIGIBLE SALARY EXPENSE FOR OCTOBER 2017

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
10-02-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	THOMAS, B.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	BAUMAN	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
10-03-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	LEONARD	OPERATOR	MILLING CREW		8		21.7589	32.6384	174.07
	SPARROW	OPERATOR	MILLING CREW		8		21.7589	32.6384	174.07
	PUGLIESE	OPERATOR	MILLING CREW		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	FORGIONE	CHAUFFEUR	MILLING CREW		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	MILLING CREW		8		21.0633	31.5950	168.51
	FENTON	REPAIRMAN	MILLING CREW		8		13.5833	20.3750	108.67
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
10-04-17	LEONARD	OPERATOR	PAVING CREW		8		21.7589	32.6384	174.07
	SPARROW	OPERATOR	PAVING CREW		8		21.7589	32.6384	174.07
	PUGLIESE	OPERATOR	PAVING CREW		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	PAVING CREW		8		21.2950	31.9425	170.36
	POPE	CHAUFFEUR	PAVING CREW		8		21.2950	31.9425	170.36
	THOMAS, B.	CHAUFFEUR	PAVING CREW		8		21.2950	31.9425	170.36
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
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	BAUMAN	REPAIRMAN	PAVING CREW		8		21.0633	31.5950	168.51
	PIERSON	REPAIRMAN	PAVING CREW		8		21.0633	31.5950	168.51
	CARAMANNO	REPAIRMAN	PAVING CREW		8		21.3763	32.0645	171.01
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
10-05-17	LEONARD	OPERATOR	PAVING CREW		8		21.7589	32.6384	174.07
	SPARROW	OPERATOR	PAVING CREW		8		21.7589	32.6384	174.07
	PUGLIESE	OPERATOR	PAVING CREW		8		21.7589	32.6384	174.07
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36

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	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	GENTILE	CHAUFFEUR	PAVING CREW		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	PAVING CREW		8		21.2950	31.9425	170.36
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	PAVING CREW		8		21.0633	31.5950	168.51
	PIERSON	REPAIRMAN	PAVING CREW		8		21.0633	31.5950	168.51
	FENTON	REPAIRMAN	PAVING CREW		8		13.5833	20.3750	108.67
	TRUBIA	REPAIRMAN	PAVING CREW		8		13.5833	20.3750	108.67
10-06-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	LEONARD	OPERATOR	PAVING CREW		8		21.7589	32.6384	174.07
	SPARROW	OPERATOR	PAVING CREW		8		21.7589	32.6384	174.07
	PUGLIESE	OPERATOR	PAVING CREW		8		21.7589	32.6384	174.07
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	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
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	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	PIERSON	REPAIRMAN	PAVING CREW		8		21.0633	31.5950	168.51
	CARAMANNO	REPAIRMAN	POTHOLE REPAIR		8		21.3763	32.0645	171.01
	FENTON	REPAIRMAN	PAVING CREW		8		13.5833	20.3750	108.67
	TRUBIA	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
10-07-17	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
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	FENTON	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
10-11-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
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10-12-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
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	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
10-13-17	THOMAS, B.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	PIERSON	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
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	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	FENTON	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
10-16-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
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10-17-17	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
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	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
10-18-17	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	POPE	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	FENTON	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
10-19-17	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	FENTON	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
10-20-17	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
10-20-17	FENTON	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
10-20-17	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
					8				8



DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
10-23-17	JAKES	CHAUFFEUR	MILLING CREW		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	MILLING CREW		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	MILLING CREW		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	MILLING CREW		8		21.2950	31.9425	170.36
	THOMAS, B.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
10-24-17	POPE	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
10-25-17	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
10-26-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	FORGIONE	CHAUFFEUR	MILLING CREW		8		21.4574	32.1861	171.66
10-30-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	OPERATOR	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
OCTOBER 2017 TOTALS				HOURS	<u>1912</u>		WAGES		<u>40,415.46</u>

NOTE: EMPLOYEES REFLECTING NO "STANDARD TIME" HOURS WORKED, BUT HAVE HOURS PAID AS OVERTIME, IS CAUSED BY THOSE EMPLOYEES COMPLETING NON-ROAD WORK RELATED DUTIES DURING NORMAL HOURS, BUT WERE PLACED ON ROAD-WORK ON THE SAME DAY REQUIRING OVERTIME PAY.

# LIQUID FUELS FOR THE YEAR 2017

ELIGIBLE SALARY EXPENSE FOR NOVEMBER 2017

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
11-01-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	PUGLIESE	OPERATOR	MILLING CREW		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	MILLING CREW		8		21.2950	31.9425	170.36
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
11-02-17	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	MILLING CREW		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	MILLING CREW		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
11-03-17	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	BAUMAN	REPAIRMAN	BASIN REPAIR/CLEAN		8		21.0633	31.5950	168.51
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
11-06-17	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	WALSH, D.	CHAUFFEUR	MILLING CREW		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	MILLING CREW		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	MILLING CREW		8		21.2950	31.9425	170.36
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
11-08-17	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	WALSH, D.	CHAUFFEUR	MILLING CREW		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	MILLING CREW		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	MILLING CREW		8		21.2950	31.9425	170.36
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
11-09-17	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51



DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
11-29-17	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
11-30-17	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
NOVEMBER 2017 TOTALS				HOURS	<u>1,048</u>		WAGES		<u>22,786.59</u>

NOTE: EMPLOYEES REFLECTING NO "STANDARD TIME" HOURS WORKED, BUT HAVE HOURS PAID AS OVERTIME, IS CAUSED BY THOSE EMPLOYEES COMPLETING NON-ROAD WORK RELATED DUTIES DURING NORMAL HOURS, BUT WERE PLACED ON ROAD-WORK ON THE SAME DAY REQUIRING OVERTIME PAY.

# LIQUID FUELS FOR THE YEAR 2017

ELIGIBLE SALARY EXPENSE FOR DECEMBER 2017

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
12-01-17	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
12-04-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
12-05-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
12-06-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	BROOM		8		21.5734	32.3601	172.59
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
12-07-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
12-08-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
12-11-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	WALSH, D.	CHAUFFEUR	SNOW / ICE		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	SNOW / ICE		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	SNOW / ICE		8		21.2950	31.9425	170.36
12-12-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	RICHARDSON	MASTERCFT	BASIN REPAIR/CLEAN		8		21.9591	32.9387	175.67
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	FORGIONE	CHAUFFEUR	SNOW / ICE		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	SNOW / ICE		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	SNOW / ICE		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	SNOW / ICE		8		21.4574	32.1861	171.66
12-13-17	LEONARD	OPERATOR	SNOW / ICE	EAST MOUNTAIN	8		21.7589	32.6384	174.07
	SPARROW	OPERATOR	SNOW / ICE	WEST MOUNTAIN	8		21.7589	32.6384	174.07
	PUGLIESE	OPERATOR	SNOW / ICE	SOUTH SCRANTON	8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	SNOW / ICE	WEST SCRANTON	8		21.5734	32.3601	172.59
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	SNOW / ICE	HILL SECTION	8		21.2950	31.9425	170.36
	FORGIONE	CHAUFFEUR	SNOW / ICE	GREEN RIDGE	8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	SNOW / ICE	WEST SCRANTON	8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	SNOW / ICE	NORTH SCRANTON	8		21.2950	31.9425	170.36
	POPE	CHAUFFEUR	SNOW / ICE	CENTRAL CITY	8		21.2950	31.9425	170.36
	EIDEN	CHAUFFEUR	SNOW / ICE		8		21.7589	32.6384	174.07
12-14-17	MAY	OPERATOR	SNOW / ICE	NORTH SCRANTON	8		21.7589	32.6384	174.07
	LEONARD	OPERATOR	SNOW / ICE	EAST MOUNTAIN	8		21.7589	32.6384	174.07
	SPARROW	OPERATOR	SNOW / ICE	WEST MOUNTAIN	8		21.7589	32.6384	174.07
	PUGLIESE	OPERATOR	SNOW / ICE	SOUTH SCRANTON	8		21.7589	32.6384	174.07
	DESTEFANO	OPERATOR	SNOW / ICE	WEST SCRANTON	8		21.5734	32.3601	172.59

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
	ROSS	MASTERCFT	SNOW / ICE	SOUTH SCRANTON	8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	SNOW / ICE	HILL SECTION	8		21.2950	31.9425	170.36
	FORGIONE	CHAUFFEUR	SNOW / ICE	GREEN RIDGE	8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	SNOW / ICE	WEST SCRANTON	8		21.4574	32.1861	171.66
	GENTILE	CHAUFFEUR	SNOW / ICE	EAST MOUNTAIN	8		21.4574	32.1861	171.66
	THOMAS	CHAUFFEUR	SNOW / ICE		8		21.2950	31.9425	170.36
	GUSE	REPAIRMAN	SNOW / ICE		8		13.5833	20.3750	108.67
	MAY	OPERATOR	SNOW / ICE	NORTH SCRANTON	8		21.7589	32.6384	174.07
12-15-17	SPARROW	OPERATOR	SNOW / ICE	WEST MOUNTAIN	8		21.7589	32.6384	174.07
	PUGLIESE	OPERATOR	SNOW / ICE	SOUTH SCRANTON	8		21.7589	32.6384	174.07
	GIANNONE	CHAUFFEUR	SNOW / ICE	HILL SECTION	8		21.2950	31.9425	170.36
	FORGIONE	CHAUFFEUR	SNOW / ICE	GREEN RIDGE	8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	SNOW / ICE	WEST SCRANTON	8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	SNOW / ICE	WEST SCRANTON	8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	SNOW / ICE	EAST MOUNTAIN	8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	SNOW / ICE	SOUTH SCRANTON	8		21.2950	31.9425	170.36
	GUSE	REPAIRMAN	SNOW / ICE	SOUTH SCRANTON	8		13.5833	20.3750	108.67
12-18-17	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	SNOW / ICE		8		21.2950	31.9425	170.36
	JAKES	CHAUFFEUR	SNOW / ICE		8		21.4574	32.1861	171.66
	GENTILE	CHAUFFEUR	SNOW / ICE		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	SNOW / ICE		8		21.2950	31.9425	170.36
12-19-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
12-20-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	MARONI	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	TRUBIA	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
12-21-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	BAUMAN	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MARONI	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	TRUBIA	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
12-22-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	FORGIONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	GENTILE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	POPE	CHAUFFEUR	POTHOLE REPAIR		8		21.2950	31.9425	170.36
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	BAUMAN	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MARONI	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	TRUBIA	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	KEARNEY	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
12-26-17	MAY	OPERATOR	BASIN REPAIR/CLEAN		8		21.7589	32.6384	174.07
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	GIANNONE	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.2950	31.9425	170.36
	LIPTAI	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
12-27-17	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
12-28-17	FORGIONE	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	TROIANIELLO	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	GUSE	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	ROSS	MASTERCFT	BASIN REPAIR/CLEAN		8		21.4774	32.2161	171.82
	FORGIONE	CHAUFFEUR	SNOW / ICE		8		21.4574	32.1861	171.66
	JAKES	CHAUFFEUR	POTHOLE REPAIR		8		21.4574	32.1861	171.66
	WALSH, J.	REPAIRMAN	POTHOLE REPAIR		8		21.0633	31.5950	168.51
	MARONI	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
12-29-17	GIANNONE	CHAUFFEUR	SNOW / ICE		8		21.2950	31.9425	170.36
	FORGIONE	CHAUFFEUR	SNOW / ICE		8		21.4574	32.1861	171.66
DECEMBER 2017 TOTALS				HOURS	<u>1,016</u>		WAGES		<u>21,142.30</u>

NOTE: EMPLOYEES REFLECTING NO "STANDARD TIME" HOURS WORKED, BUT HAVE HOURS PAID AS OVERTIME, IS CAUSED BY THOSE EMPLOYEES COMPLETING NON-ROAD WORK RELATED DUTIES DURING NORMAL HOURS, BUT WERE PLACED ON ROAD-WORK ON THE SAME DAY REQUIRING OVERTIME PAY.



**SINGLE TAX OFFICE  
CITY FUNDS DISTRIBUTED  
COMPARISON 2016 - 2017**

		<u>YTD</u> <u>12/31/2017</u>	<u>YTD</u> <u>12/31/2016</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Increase</u> <u>(Decrease)</u>	
Real Estate	\$	30,907,469.23	\$31,225,273.22	(\$317,803.99)	-1.0%	1.2
Delinquent Real Estate	\$	1,696,370.09	\$1,608,980.47	\$87,389.62	5.4%	
LST/EMS	\$	4,968,238.01	\$4,828,247.18	\$139,990.83	2.9%	
Bus Priv/Merc	\$	2,690,099.05	\$2,368,350.20	\$221,748.85	9.4%	
TOTALS		\$40,162,176.38	\$40,030,851.07	\$131,325.31		

RECEIVED

JAN 10 2018

OFFICE OF CITY  
COUNCIL/CITY CLERK

**MINUTES OF THE REGULAR  
MEETING OF THE MEMBERS OF  
SCRANTON HOUSING AUTHORITY  
DECEMBER 4, 2017**

**RECEIVED**  
**JAN 12 2018**  
**OFFICE OF CITY  
COUNCIL/CITY CLERK**

The members of the Scranton Housing Authority met in a regular session at the office of the Authority in the City of Scranton, Pennsylvania, at 5:00 P.M. on December 4, 2017.

Pledge of Allegiance.

Mrs. Mary Anne Sinclair, Madame Chairman, called the meeting to order. Roll call please.

1. Roll Call.

Present

Absent

Mary Anne Sinclair  
Thelma Wheeler  
Mary Clare Kingsley  
Thomas J. Galella, Jr.  
Terrence V. Gallagher

In addition to the board members, those in attendance were Gary P. Pelucacci, Executive Director, Karl P. Lynott, Deputy Executive Director; Boyd Hughes, Solicitor, and Ann Frye, Executive Assistant to the Executive Director.

2. Executive Session.

Mrs. Sinclair: Executive Session.

Attorney Hughes: Yes, Madame Chairman, we discussed litigation and personnel.

Mrs. Sinclair: Thank you.

3. Approval of the minutes of the Regular Meeting held November 6, 2017.

Mrs. Sinclair: Approval of the minutes of the regular meeting held November 6, 2017.

Mr. Gallagher: So moved.

Ms. Kingsley: Second.

Upon roll call, the ayes and nays were as follows:

AYES	NAYS
Mary Anne Sinclair	None
Thelma Wheeler	
Mary Clare Kingsley	
Thomas J. Galella, Jr.	
Terrence V. Gallagher	

4. Treasurer's Report for the period November 1, 2017 to November 29, 2017.

Mrs. Sinclair: Treasurer's Report for the period November 1, 2017 to November 29, 2017.

Mr. Galella: This report is as of November 29, 2017. The balances in our checking accounts are \$2,421,497.89. The Section 8 NRA Fund has a balance of \$554.47. This savings account is required by HUD to deposit excess HAP funds not used by the Authority. The payroll account will now be listed as the bank is requiring the account to have on deposit the amount of the direct deposit funds two days prior to the disbursement of the funds. Thus, the SHA will keep at minimum at least \$75,000 on deposit in the payroll account. Investments made in Certificates of Deposits amounted to \$4,698,799.11. Petty Cash totaled \$300.00, for a grand total of \$7,121,151.72. Paid bills from November 1, 2017 to November 29, 2017 were forwarded to all board members. If there are no questions, a motion should be made for approval of this report.

Ms. Kingsley: So moved.

Mr. Gallagher: Second.

Upon roll call, the ayes and nays were as follows.

AYES

NAYS

Mary Anne Sinclair  
Thelma Wheeler  
Mary Clare Kingsley  
Thomas J. Galella, Jr.  
Terrence V. Gallagher

None

5. Secretary's Report.

Mrs. Sinclair: Secretary's Report, Attorney Gallagher.

Mr. Gallagher: Madame Chairperson, no correspondence has been provided to me for the past month, so I have nothing to report.

6. Committee Reports.

6.(a) Chairman Report.

Mrs. Sinclair: Committee Reports, I have nothing to report at this time. Executive Director's Report.

6. (b) Executive Director Report.

Mr. Pelucacci: Yes, Madame Chairman. Under our Utility Report for the month of October, 2017 our total utility cost was \$167,143.87 and for the month of November, 2017 our total utility cost was \$169,342.51.

On our Tenant's Accounts Receivable Report, for the month of September, 2017 we had a total of 295 delinquents totaling \$137,114.84; for the month of October, 2017 we had 276 delinquents totaling \$138,522.11 and for the month of November, 2017 we had 257 delinquents totaling \$152,662.87.

On our Construction Report Madame Chairman, work is complete on the fire alarm system at Adams High Rise. Work is about to begin on the next two buildings at Valley View Terrace; buildings 15 and 17.

That is all I have, Madame Chairman.

Mrs. Sinclair: Thank you. Attorney Hughes, Solicitor's Report.

6.(c) Solicitor Report.

Attorney Hughes: Yes, Madame Chairman, my report is contained in the bid opening. The report on the asbestos abatement and the award of that contract.

Mrs. Sinclair: Thank you. Apartment Report.

6.(d) Apartments.

Mr. Pelucacci: Yes, Madame Chairman. Under our Public Housing Program, we have an A.C.C. of 1,268 units with 1,200 units under effective lease. There are Sixty-Eight (68) vacant apartments in which Twenty-Four (24) vacant units are under modernization at Valley View Terrace. Under our Section 8 Housing Choice Voucher Program, we have an A.C.C. of 1050 units with 861 units under effective lease. Total apartments under effective lease by the Scranton Housing Authority as of November 30, 2017, are 2,017 out of an A.C.C. of 2,318.

That concludes the Apartment Report, Madame Chairman.

Mrs. Sinclair: Any unfinished business?

7. Unfinished Business.

Mr. Pelucacci: Not to my knowledge, Madame Chairman.

Mrs. Sinclair: New Business.

8. New Business.

8.(a) Bid Opening – Asbestos Abatement – Valley View Terrace – Buildings 15 and 17.

Mr. Pelucacci: Yes Madame Chairman, we had a bid opening on November 15, 2017 at 10:00 a.m. for asbestos abatement at Valley View Terrace's buildings 15 and 17. It is for the removal of the floor tiles and glue which contain asbestos in these 16 vacant apartments. This will make way for the comprehensive renovation of these two (2) buildings which is expected to start in a few months.

There were five (5) bidders for this job. The bids are as follows: Penns Contracting, Inc. bid \$69,900 dollars, Spotts Brothers, Inc. bid \$83,000 dollars, Plymouth Environmental bid \$87,800 dollars, Prism Response, Inc. bid \$87,929 dollars and Sargent Enterprises bid \$107,500 dollars.

The bids were reviewed by SHA staff and our Solicitor. I would recommend that the Board of Commissioners award the bid to the lowest bidder, Penns Contracting, Inc. for \$69,900 dollars.

Ms. Kingsley: So moved.

Mr. Gallagher: Second.

Upon roll call, the ayes and nays were as follows.

#### AYES

Mary Anne Sinclair  
Thelma Wheeler  
Mary Clare Kingsley  
Thomas J. Galella, Jr.  
Terrence V. Gallagher

#### NAYS

None

Mrs. Sinclair: Personnel.

9. Personnel.

Mr. Pelucacci: Yes, Madam Chairman, under personnel, we have no resignations or retirements.

There is currently no one on workers compensation at this time.

Also, under personnel Robert Crofton started working in the Security Department for the Scranton Housing Authority on August 7, 2017, and has successfully completed his 90 day probationary period.

It would be my recommendation that the Board of Commissioners make a motion to place Robert Crofton on permanent status in the Security Department with the Scranton Housing Authority, effective August 7, 2017.

Mr. Gallagher: So moved.

Mr. Galella: Second.

Upon roll call, the ayes and nays were as follows.

AYES

NAYS

Mary Anne Sinclair  
Thelma Wheeler  
Mary Clare Kingsley  
Thomas J. Galella, Jr.  
Terrence V. Gallagher

None

Also, Christopher Tomlinson started working in the Security Department for the Scranton Housing Authority on August 7, 2017, and has successfully completed his 90 day probationary period.

It would be my recommendation that the Board of Commissioners make a motion to place Christopher Tomlinson on permanent status in the Security Department with the Scranton Housing Authority, effective August 7, 2017.

Mr. Gallagher: So moved.

Ms. Kingsley: Second.

Upon roll call, the ayes and nays were as follows.

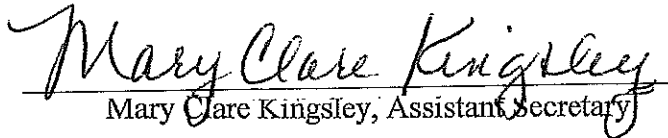
AYES	NAYS
Mary Anne Sinclair	None
Thelma Wheeler	
Mary Clare Kingsley	
Thomas J. Galella, Jr.	
Terrence V. Gallagher	

Mr. Pelucacci: That concludes the Personnel Report, Madame Chairman.

10. Public Comment.

11. Adjournment.

There being no further business to come before the board, the meeting was adjourned at the call of the Chair on motion made by Ms. Kingsley, and seconded by Mr. Gallagher.

  
Mary Clare Kingsley, Assistant Secretary



## **Certificate**

I, Mary Clare Kingsley, hereby certify that:

1. I am the duly appointed, qualified and Assistant Secretary of the Scranton Housing Authority.

2. I am custodian of the records of said Authority.

3. The attached copy of the Minutes of the Regular Meeting of said Authority held December 4, 2017 is a true and correct copy of the original Minutes of said meeting, as approved at the meeting of said Authority on January 8 , 2018 and is recorded in the Minutes of the Authority.

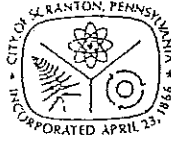
In Witness Whereof, I have hereunto set my hand and the corporate seal of this Authority this 8th DAY of JANUARY, 2018.

A handwritten signature in cursive script that reads "Mary Clare Kingsley". The signature is written in dark ink and is positioned above the printed name and title.

Mary Clare Kingsley  
Assistant Secretary

*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*

January 16, 2018

RECEIVED

JAN 16 2018

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 December, 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 DECEMBER 2017**

<b>CODE #</b>	<b>DEPARTMENT</b>	<b>EXPENDITURES</b>
10	Mayor's Office	\$ 12,817.50
11	Public Safety	-
20	City Council	36,763.75
30	Controller	43,889.86
40	Business Administration	573,301.90
41	Bureau of Human Resources	37,700.13
42	Bureau of Information Technology	38,774.28
43	Treasurer	16,312.14
51	Inspections and Licenses	139,510.27
60	Law	21,794.45
71	Police	8,849,612.98
75	Traffic Maintenance	-
78	Fire	10,238,756.45
80	Public Works	327,909.77
81	Engineering	42,733.59
82	Buildings	21,186.81
83	Highways	713,771.68
84	Refuse	437,192.52
85	Garages	148,723.51
90	Single Tax Office	73,942.74
100	Parks and Recreations	71,875.61
341	Fiscal Activities	-
501	O.C.E.D.	-
<b>TOTAL DEPARTMENTAL:</b>		<b>\$ 21,846,569.94</b>
<b>NON DEPARTMENTAL</b>		
1000	Boards and Commissions	\$ 789.00
1100	Utilities	-
1300	Contingency	-
1500	Special Items	710,780.82
1600	Unpaid Bills	-
1700	Grants and Contributions	-
1900	Special Items (Non Add)	-
<b>TOTAL NON DEPARTMENTAL:</b>		<b>\$ 711,569.82</b>
<b>GRAND TOTAL:</b>		<b>\$ 22,558,139.76</b>

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

<b>CODE #</b>	<b>FUND SOURCE</b>	<b>REVENUES</b>
300	Previous Year Balance	\$ -
301	Real Property Taxes	2,048,388.69
302	Landfill and Refuse Fees	238,934.76
304	Utility Tax	-
305	Non-Resident Tax	-
310	Local Taxes (Act 511)	1,690,702.80
319	Penalties and Interest (Delinquent Taxes)	12,221.74
320	Licenses and Permits	87,768.25
330	Fines and Forfeitures	-
331	Police Fines and Violations	44,601.92
341	Interest Earnings	-
342	Rents and Concessions	500.00
350	Inter-Government-Revenue Reimbursements	-
359	Local Governments (Payments in Lieu)	200,000.00
360	Departmental Earnings	5,046.00
367	Recreational Departments	2,879.50
380	Cable TV and Miscellaneous Revenue	98.14
392	Interfund Transfers	203,773.69
392*	Interfund Transfers (Non Add)	-
394	Tax Anticipation Loan/Note	-
<b>TOTAL</b>		<b>\$ 4,534,915.49</b>
<b>MONTH TO DATE</b>		
Revenues To December 2017		\$ 133,221,247.76
Expenditures To December 2017		172,928,648.55
<b>NET:</b>		<b>\$ (39,707,400.79)</b>

\*Non Add

**CITY OF SCRANTON**  
**DECEMBER 31, 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	34,145,723.10	127,563.81
302	Landfill and Refuse Fees	7,662,500.00	6,587,366.45	1,075,133.55
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	36,485,817.67	843,357.24
319	Penalties and Interest (Delinquent Taxes)	132,100.00	264,566.51	(132,466.51)
320	Licenses and Permits	2,356,700.00	2,273,876.36	82,823.64
330	Fines and Forfeitures	100.00	-	100.00
331	Police Fines and Violations	478,250.00	407,529.63	70,720.37
341	Interest Earnings	10,000.00	117,362.59	(107,362.59)
342	Rents and Concessions	5,000.00	5,500.00	(500.00)
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	270,559.13	(50,694.38)
360	Departmental Earnings	579,692.00	238,675.05	341,016.95
367	Recreational Departments	52,500.00	48,515.75	3,984.25
380	Cable TV and Miscellaneous Revenues	1,396,500.00	31,944,183.96	(30,547,683.96)
392	Interfund Transfers	5,942,007.72	3,195,701.66	2,746,306.06
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>\$ 133,221,247.76</b>	<b>\$ (25,207,325.47)</b>

**PURCHASE ORDER REPORT**  
**MONTH ENDING DECEMBER 31, 2017**

ACCOUNT BALANCES AS OF DECEMBER 31, 2017				
DEPARTMENT / ACCOUNT	2017 BUDGET	BEGINNING BAL.	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 YIS COWDEN GROUP FIDELITY DEPOSIT & DISCOUNT BANK	64,500.00	811.95	154.25 300.00	357.70
0101100071 4270 DUES & SUBSCRIPTIONS	3,100.00	17.40		17.40
0101100071 4280 MISCELLANEOUS SERVICES - NON CLASSIFIED BUDGET TRANSFER FROM: 0101100071 4390 JAWORSKI SIGN COMPANY	2,500.00	(3.78)	(53.78) 50.00	(0.00)
0101100071 4290 STATIONERY / OFFICE SUPPLIES PERSONNEL EVALUATION, INC.	2,500.00	39.30	20.00	19.30
0101100071 4380 GUNS / AMMUNITION	22,500.00	1,639.23		1,639.23
0101100071 4390 MATERIALS / SUPPLIES (MISC) BUDGET TRANSFER TO: 0101100071 4280 MAYER, MICHAEL UNITED PUBLIC SAFETY CINTAS CORPORATION TS WHEELS	20,000.00	1,765.23	53.78 20.90 24.35 408.25 177.00	1,080.95
0101100071 4420 TRAVEL & LODGING	3,500.00	8.14		8.14
0101100071 4470 TRAINING & CERTIFICATION	45,000.00	(0.00)		(0.00)

DEPARTMENT / ACCOUNT	2017 BUDGET	DECEMBER, 2017	
		BEGINNING BAL.	ENDING BAL.
0101100071 4550 CAPITAL EXPENDITURES	190,000.00	32.86	32.86
0101100071 4570 MAINTENANCE COMMUNICATION EQUIPMENT	7,750.00	2,123.73	
INDUSTRIAL ELECTRONICS, INC.		230.87	
MAGLOCLEN		400.00	
KOVATCH FORD, INC.		715.00	
JALVO, INC.		120.00	657.86
0101100071 6003 SPCA - ANIMAL CONTROL	86,976.00	25.84	25.84
<b>FIRE BUREAU:</b>			
0101100078 4201 PROFESSIONAL SERVICES	25,000.00	851.20	851.20
0101100078 4210 SERVICE & MAINTENANCE FEE	45,000.00	9,436.37	
DUNMORE APPLIANCE, INC		2,530.00	
SCRANTON RESTAURANT SUPPLY		689.00	
SCRANTON GRINDER & HARDWARE		49.69	6,167.68
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	
WITMER ASSOCIATES, INC.		683.00	326.41
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	
BUDGET TRANSFER FROM: 0101100078 4580		(700.00)	
BUDGET TRANSFER TO: 0101100078 4580		35,000.00	
WANICK, ERIK		712.71	
SANDROWICZ, LEO		712.71	57.03
0101100078 4550 CAPITAL EXPENDITURES	1,630,000.00	797,499.70	
MAR-PAUL CO., INC.		302,058.00	
SCRANTON ELECTRIC HEATING & COOLING		4,587.00	
NAT ALEXANDER CO.		5,232.50	485,622.20



DEPARTMENT / ACCOUNT	2017 BUDGET	DECEMBER, 2017	
		BEGINNING BAL.	ENDING BAL.
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	70,000.00	9,438.59	
BUDGET TRANSFER TO: 0101100078 4470		700.00	
BUDGET TRANSFER FROM: 0101100078 4470		(35,000.00)	
JALVO, INC.		3,860.00	
REEVE'S RENT-A-JOHN, INC.		89.25	
HY-VIZ, INC.		1,184.50	
SAMUEL ALBERT		2,236.97	
MJR EQUIPMENT		12,980.00	
WITMER ASSOCIATES, INC.		7,582.50	
MID-ATLANTIC FIRE AND AIR		861.10	
GLEN SUMMIT SPRINGS WATER		12.15	
HALLOWICH, DAN		707.70	
		<u>14,224.42</u>	
<b>OFFICE OF THE CITY CLERK / CITY COUNCIL</b>			
0102000000 4201 PROFESSIONAL SERVICES	41,000.00	9,573.42	
BUDGET TRANSFER FROM: 0102000000 4010		(186.24)	
BUDGET TRANSFER FROM: 0102000000 4010		(102.02)	
BUDGET TRANSFER TO: 0102000000 4230		741.50	
BUDGET TRANSFER TO: 0102000000 4250		7,516.49	
BUDGET TRANSFER TO: 0102000000 4290		136.45	
NARDOZZI, CATHENE		1,281.00	
EDM AMERICAS, INC.		186.24	
		<u>0.00</u>	
0102000000 4210 SERVICES & MAINTENANCE FEE	9,700.00	1,845.00	
DIGITAL SOUND SERVICES, INC.		<u>0.00</u>	
0102000000 4230 PRINTING & BINDING	5,000.00	0.00	
BUDGET TRANSFER FROM: 0102000000 4201		(741.50)	
LACKAWANNA PRINTING CO.		741.50	
		<u>0.00</u>	
0102000000 4250 ADVERTISING	21,500.00	(0.00)	
BUDGET TRANSFER FROM: 0102000000 4201		(7,516.49)	
SCRANTON TIMES		7,516.49	
		<u>(0.00)</u>	
0102000000 4290 STATIONERY / OFFICE SUPPLIES	500.00	92.95	
BUDGET TRANSFER FROM: 0102000000 4201		(136.45)	
SCRANTON TIMES		218.40	
GLEN SUMMIT SPRINGS WATER		11.00	
		<u>0.00</u>	

DEPARTMENT / ACCOUNT		2017 BUDGET	BEGINNING BAL	ACTIVITY	ENDING BAL.
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	10.05		10.05
BUSINESS ADMINISTRATION DEPARTMENT					
ADMINISTRATION					
0104000040 4201	PROFESSIONAL SERVICES WE PAY PROCESSING CHARGES TURNKEY TAXES	165,000.00	11,476.74	1,869.50 2,862.30	6,744.94
0104000040 4210	SERVICES & MAINTENANCE FEE	1,500.00	50.61		50.61
0104000040 4230	PRINTING & BINDING	1,250.00	399.10		399.10
0104000040 4240	POSTAGE & FREIGHT POSTAGE REFILL	20,363.00	6,506.82	5,000.00	1,506.82
0104000040 4250	ADVERTISING	17,250.00	592.11		592.11
0104000040 4270	DUES & SUBSCRIPTIONS	1,000.00	110.00		110.00
0104000040 4290	STATIONERY / OFFICE SUPPLIES ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD TIERNEY'S OFFICE PRODUCTS	9,667.00	2,508.58	(1,618.40) 1,255.36 427.00	2,444.62
0104000040 4390	MATERIALS / SUPPLIES (MISC) SMURL, GERALD	600.00	318.71	127.50	191.21
0104000040 4420	TRAVEL & LODGING	1,500.00	64.18		64.18
0104000040 4470	TRAINING & CERTIFICATION	1,000.00	31.11		31.11

DEPARTMENT / ACCOUNT	2017 BUDGET	DECEMBER, 2017	
		BEGINNING BAL.	ENDING BAL.
0104000040 6009 OPERATING TRANSFERS - WORKERS' COMP BUDGET TRANSFER TO: 0104000040 4150 COMMONWEALTH OF PENNSYLVANIA	3,323,826.00	185,603.26	
		12,831.55	
		99,103.00	73,668.71
0104000040 6024 BANK FEES AND CHARGES	4,000.00	(122,696.57)	
ANNUAL TRST FEE		1,000.00	
CHECK PRINTING FEE		36.90	
TAN FEE		99.00	(123,832.57)
<b>HUMAN RESOURCES:</b>			
0104000041 4201 PROFESSIONAL SERVICES	175,000.00	57,063.31	
WE PAY PROCESSING FEES		4,041.25	
B & B PRINTING		1,099.00	
CONCORDE, INC.		648.10	
NORTHEASTERN REHABILITATION ASSOCIATION		137.00	
MILLENNIUM ADMINISTRATORS		2,853.12	
P & A GROUP ADMIN SERVICE		367.22	
RICHARD E. FISCHBEIN, MD		2,800.00	45,117.62
0104000041 4290 STATIONARY / OFFICE SUPPLIES	500.00	500.00	
KENNEDY, DANIELLE		118.75	381.25
0104000041 4390 MATERIALS / SUPPLIES (MISC)	500.00	42.70	
GLEN SUMMIT SPRINGS WATER		11.55	
TORBA, DEBBIE		23.75	7.40
0104000041 4420 TRAVEL & LODGING	500.00	500.00	
			500.00
0104000041 4470 TRAINING & CERTIFICATION	5,000.00	3,195.40	
			3,195.40
0104000041 4630 LIABILITY / CASUALTY INSURANCE	1,050,000.00	232,895.51	
KNOWLES ASSOCIATES L.L.C.		2,272.00	230,623.51
<b>INFORMATION TECHNOLOGY:</b>			
0104000042 4201 PROFESSIONAL SERVICES	63,250.00	541.79	
			541.79
0104000042 4210 SERVICES & MAINTENANCE FEE	77,500.00	32,866.00	
			32,866.00
0104000042 4290 STATIONARY / OFFICE SUPPLIES	1,000.00	675.00	
			675.00

DEPARTMENT / ACCOUNT	2017 BUDGET	DECEMBER, 2017	
		BEGINNING BAL.	ENDING BAL.
0104000042 4390 MATERIALS / SUPPLIES (MISC)	65,000.00	114.82	114.82
0104000042 4440 TELEPHONE			
COMCAST	145,000.00	28,611.75	5,550.09
FRONTIER COMMUNICATIONS			14,495.50
AT&T MOBILITY			4,434.14
VERIZON			42.04
			4,089.98
0104000042 4470 TRAINING & CERTIFICATION	1,000.00	169.00	169.00
0104000042 4550 CAPITAL EXPENDITURES			
ENCUMBERED: PREVIOUS PERIOD	225,000.00	112,145.00	(9,995.00)
ENCUMBERED: CURRENT PERIOD			9,995.00
			112,145.00
0104000042 4560 EQUIPMENT MAINTENANCE / LEASES	50,000.00	110.00	110.00
<b>TREASURY:</b>			
0104000043 4201 PROFESSIONAL SERVICES	11,250.00	11,250.00	11,250.00
0104000043 4390 MATERIALS / SUPPLIES (MISC)	1,000.00	1,944.13	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	25,000.00	0.00	0.00
0105100051 4290 STATIONERY / OFFICE SUPPLIES	1,000.00	682.50	552.00
THIRD DIMENSION GRAPHICS			130.50
0105100051 4390 MATERIALS / SUPPLIES (MISC)	500.00	221.24	221.24
0105100051 4470 TRAINING & CERTIFICATION	1,000.00	950.00	950.00

DEPARTMENT / ACCOUNT		2017 BUDGET	BEGINNING BAL.	DECEMBER, 2017 ACTIVITY	ENDING BAL.
0105100051 4560	CAPITAL EXPENDITURES	25,000.00	25,000.00		
	BUDGET TRANSFER FROM: 0105100082 4448			(17,104.74)	
	EXCEPTIONAL PAYMENTS			16,280.00	
	KOVATCH FORD, INC.			25,824.74	
					0.00
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	40,000.00	3,884.00		3,884.00
0105100082 4320	BUILDING REPAIR - SUPPLY MAINTENANCE	175,000.00	0.00		
	BUDGET TRANSFER FROM: 0105100082 4448			(4,265.87)	
	BUDGET TRANSFER FROM: 0105100082 4448			(2,712.26)	
	BUDGET TRANSFER FROM: 0105100082 4448			(1,250.00)	
	BUDGET TRANSFER FROM: 0105100082 4448			(695.00)	
	BUDGET TRANSFER FROM: 0105100082 4448			(255.07)	
	BUDGET TRANSFER FROM: 0105100082 4448			(920.00)	
	BUDGET TRANSFER FROM: 0105100082 4448			150.00	
	P. M. ASSOCIATES			425.00	
	ROSSI ROOTER LLC			2,795.00	
	C & C CLEANING SERVICES			528.87	
	RAYNOR DOOR SALES			367.00	
	J. C. EHRLICH CO.			920.00	
	BURKE, MICHAEL			64.55	
	LOWE'S			190.52	
	CINTAS CORPORATION			695.00	
	NORTH PENN DIST., INC.			(127.50)	
	SMURL, GERALD			1,250.00	
	NORTHEAST ELEVATOR, LLC			1,000.00	
	SIEMENS INDUSTRY, INC.			1,839.76	
	URBAN ELECTRICAL CONTRACTORS, INC.				0.00
0105100082 4445	SEWER CHARGES	50,000.00	0.00		0.00
0105100082 4447	UGI - GAS	155,000.00	15,054.12		
	UGI PENN NATURAL GAS			5,332.99	
	DIRECT ENERGY BUSINESS			8,660.66	
					1,060.47

DEPARTMENT / ACCOUNT	2017 BUDGET	DECEMBER, 2017	
		BEGINNING BAL.	ENDING BAL.
0105100082 4448 PAWC - WATER	385,000.00	161,511.91	
BUDGET TRANSFER TO: 0105100082 4450		203.72	
BUDGET TRANSFER TO: 0105100082 4320		4,265.87	
BUDGET TRANSFER TO: 0105100082 4320		2,712.26	
BUDGET TRANSFER TO: 0105100082 4450		4,192.79	
BUDGET TRANSFER TO: 0105100082 4450		14,398.06	
BUDGET TRANSFER TO: 0105100082 4320		1,250.00	
BUDGET TRANSFER TO: 0105100082 4320		695.00	
BUDGET TRANSFER TO: 0105100082 4320		17,104.74	
BUDGET TRANSFER TO: 0105100051 4550		255.07	
BUDGET TRANSFER TO: 0105100082 4320		920.00	
BUDGET TRANSFER TO: 0105100082 4320		(22,879.97)	
PAWC REFUND - WESTON FIELD POOL		(10,022.70)	
PAWC REFUND - CONNELL PARK		(53,190.20)	
PAWC REFUND - NAY AUG		27,730.61	
PENNSYLVANIA AMERICAN WATER			<u>173,876.66</u>
0105100082 4450 ELECTRICAL	275,000.00	8,150.69	
BUDGET TRANSFER FROM: 0105100082 4448		(203.72)	
BUDGET TRANSFER FROM: 0105100082 4448		(4,192.79)	
BUDGET TRANSFER FROM: 0105100082 4448		(14,398.06)	
PPL ELECTRIC UTILITIES		26,945.26	<u>(0.00)</u>
0105100082 4465 BUILDING SUPPLIES	1,000.00	1,000.00	<u>1,000.00</u>
<b>LAW DEPARTMENT:</b>			
0106000000 4201 PROFESSIONAL SERVICES	225,000.00	59,932.91	<u>59,932.91</u>
0106000000 4270 DUES & SUBSCRIPTIONS	3,950.00	3,369.00	<u>3,369.00</u>
0106000000 4290 STATIONERY / OFFICE SUPPLIES	500.00	413.92	<u>413.92</u>
0106000000 4390 MATERIALS / SUPPLIES (MISC)	500.00	185.01	
ENCUMBERED: PREVIOUS PERIOD		(314.99)	
STAPLES BUSINESS ADVANTAGE		319.94	<u>180.06</u>
0106000000 4420 TRAVEL & LODGING	500.00	366.25	<u>366.25</u>
0106000000 4470 TRAINING & CERTIFICATION	500.00	122.25	<u>122.25</u>
0106000000 4550 CAPITAL EXPENDITURES	3,250.00	3,250.00	<u>3,250.00</u>

DEPARTMENT / ACCOUNT		2017 BUDGET	BEGINNING BAL	DECEMBER, 2017 ACTIVITY	ENDING BAL.
<b>DEPARTMENT OF PUBLIC WORKS</b>					
<b>ADMINISTRATION BUREAU:</b>					
0108000080 4201 PROFESSIONAL SERVICES		7,500.00	19,303.20		
BUDGET TRANSFER TO: 0108000080 4570				1,432.50	
BUDGET TRANSFER TO: 0108000081 4201				5,875.00	
					<u>11,995.70</u>
0108000080 4210 SERVICES & MAINTENANCE FEE		547.55	770.56		
PA ONE CALL SYSTEM, INC.				87.12	
					<u>683.44</u>
0108000080 4570 MAINTENANCE COMMUNICATION EQUIPMENT		16,500.00	1,627.50		
BUDGET TRANSFER FROM: 0108000080 4201				(1,432.50)	
INDUSTRIAL ELECTRONICS, INC.				3,060.00	
					<u>0.00</u>
0108000080 4576 MAINTENANCE SUPER FUND SIGHT		16,500.00	6,089.61		
					<u>6,089.61</u>
0108000080 6007 FLOOD PROTECTION SYSTEM MAINTENANCE		29,500.00	10,630.98		
S & S TOOLS & SUPPLIES				10.70	
F & S SUPPLY COMPANY, INC.				185.28	
GLECO PAINTS, INC				5.59	
WILLIAMS INDUSTRIAL SUPPLY				57.00	
					<u>10,372.41</u>
<b>ENGINEERING BUREAU:</b>					
0108000081 4201 PROFESSIONAL SERVICES		69,500.00	10,250.00		
BUDGET TRANSFER FROM: 0108000080 4201				(5,875.00)	
BUDGET TRANSFER FROM: 0108000083 4260				(9,000.00)	
LABELLA ASSOCIATES				5,875.00	
PA DEPT. OF TRANSPORTATION				19,250.00	
					<u>0.00</u>
0108000081 4210 SERVICES & MAINTENANCE FEE		200.00	20.02		
					<u>20.02</u>
0108000081 4290 STATIONERY / OFFICE SUPPLIES		100.00	62.00		
					<u>62.00</u>
0108000081 4390 MATERIALS / SUPPLIES (MISC)		100.00	8.19		
					<u>8.19</u>
0108000081 4470 TRAINING & CERTIFICATION		1,000.00	900.00		
					<u>900.00</u>
<b>HIGHWAYS BUREAU:</b>					
0108000083 4260 RENTAL VEHICLES & EQUIPMENT		57,500.00	23,906.95		
BUDGET TRANSFER TO: 0108000081 4201				9,000.00	
POWELL'S RENTAL				325.00	
					<u>14,581.95</u>

DEPARTMENT / ACCOUNT	2017 BUDGET	DECEMBER, 2017	
		BEGINNING BAL	ENDING BAL.
0108000083 4340 CONSTRUCTION - PAVING MATERIAL BUDGET TRANSFER FROM: 0108000083 4466 BUDGET TRANSFER TO: 0108000083 4466 KEYSTONE QUARRY, INC.	85,000.00	7,306.31 (6,423.79) 12,847.58 390.25	492.27
0108000083 4350 PAINT / SIGN MATERIAL	12,500.00	2,369.86	2,369.86
0108000083 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD ROSS, LOUIS S & S TOOLS & SUPPLIES JUDGE LUMBER COMPANY	22,500.00	4,314.13 (8,578.36) 8,578.36 94.50 21.42 95.95	4,102.26
0108000083 4410 SALT AMERICAN ROCK SALT	275,000.00	70,750.21	231.55
0108000083 4460 STREET LIGHTING	375,000.00	44,079.48	44,079.48
0108000083 4466 STREET LIGHTING SERVICE / MAINTENANCE BUDGET TRANSFER FROM: 0108000083 4340 BUDGET TRANSFER TO: 0108000083 4340 URBAN ELECTRICAL CONTRACTORS, INC.	77,500.00	7,178.30 (12,847.58) 6,423.79 13,602.09	(0.00)
0108000083 4550 CAPITAL EXPENDITURES PENNSY SUPPLY, INC. REUTHER & BOWEN, PC	814,063.84	(50,215.70) 386,830.14 15,265.00	(452,310.84)
<b>REFUSE BUREAU:</b>			
0108000084 4390 MATERIALS / SUPPLIES (MISC) MCMULLEN, PATRICK	750.00	45.80 35.00	10.80
0108000084 4490 LANDFILL KEYSTONE SANITARY LANDFILL	1,344,095.86	97,497.74 115,896.54	(18,398.80)
0108000084 4550 CAPITAL EXPENDITURES	200,000.00	220.00	220.00
<b>GARAGES BUREAU:</b>			
0108000085 4220 CONTRACTED SERVICES	750.00	27.00	27.00



DEPARTMENT / ACCOUNT	2017 BUDGET	DECEMBER, 2017	
		BEGINNING BAL.	ENDING BAL.
0108000085 4301 GAS, OIL, LUBRICANTS TALLEY PETROLEUM ENTERPRISES INC. G & G EXPRESS MARTS, INC. COMMONWEALTH OF PENNSYLVANIA POWELL'S SALES & SERVICE D. G. NICHOLAS CO. WEX BANK	425,500.00	53,563.80	31,497.75 895.61 825.00 22.00 1,214.25 15,080.82 <u>4,028.37</u>
0108000085 4310 EQUIPMENT/VEHICLE REPAIR/MAINTENANCE ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD DAILEY RESOURCES A.I.T. AUTOMOTIVE DAVE'S AUTO IGNITION C. G. CUSTOM TRUCKS S & S TOOLS & SUPPLIES D. G. NICHOLAS CO. FASTENAL COMPANY DENAPLES TOWING, INC. MIKULAK, WILLIAM E. FARGIONE AUTO SERVICE TRIPLE CITIES ACQUISITIONS, LLC DENAPLES AUTO PARTS PETHICK PAINT SUPPLY ELECTRO BATTERY A-1 SPRING SERVICE JORDAN'S TOWING AMERICAN FIRE SERVICES WAYNE COUNTY FORD	315,000.00	32,513.80	(891.42) 12,972.73 61.29 2,171.30 240.00 111.33 136.97 2,568.12 68.39 643.00 126.50 90.00 209.29 2,026.00 60.36 649.00 1,153.00 200.00 464.48 126.62 <u>9,326.84</u>
0108000085 4360 SMALL TOOLS / SHOP SUPPLIES AIR BRAKE & EQUIPMENT CO., INC. S & S TOOLS & SUPPLIES	6,500.00	3,402.82	25.94 10.19 <u>3,366.69</u>
0108000085 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD FASTENAL COMPANY A.I.T. AUTOMOTIVE C. G. CUSTOM TRUCKS D. G. NICHOLAS CO. S & S TOOLS & SUPPLIES NORTHEAST HYDRAULICS DENAPLES AUTO PARTS	59,500.00	12,537.46	(229.65) 470.88 528.80 379.80 13.10 1,320.90 3.90 979.08 430.00 <u>8,640.65</u>
0108000085 4401 TIRES MCCARTHY TIRE SERVICE, INC.	109,500.00	19,963.85	15,471.08 <u>4,492.77</u>

DEPARTMENT / ACCOUNT	2017 BUDGET	DECEMBER, 2017	
		BEGINNING BAL	ENDING BAL
0108000085 4901 MAINTENANCE (PREVENTATIVE)	5,000.00	149.00	149.00
<b>PARKS &amp; RECREATION DEPARTMENT</b>			
0110000000 4280 MISC SERVICES - NON CLASSIFIED	8,950.00	5,477.22	
SCHMIDT, THOMAS J.			39.75
WYNN, LARRY			39.75
FALLON, BRIAN			39.75
RITTER, WILLIAM			39.75
SHEA, DANIEL			701.08
MAIN POOL & CHEMICAL CO.			225.00
J. C. EHRlich CO.			100.00
ROWE DOOR SALES			4,252.39
0110000000 4290 STATIONERY / OFFICE SUPPLIES	1,000.00	1,000.00	1,000.00
0110000000 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	20,000.00	7,580.98	7,580.98
0110000000 4330 MEDICAL, CHEMICAL, LAB SUPPLIES	25,000.00	17,176.27	17,176.27
0110000000 4360 SMALL TOOLS / SHOP SUPPLIES	200.00	200.00	200.00
0110000000 4370 PARKS & RECREATION SUPPLIES	750.00	750.00	750.00
0110000000 4420 TRAVEL AND LODGING	750.00	750.00	750.00
0110000000 4530 PERFORMING ARTS	16,500.00	225.00	225.00
0110000000 4540 SPRING / SUMMER PROGRAMS	3,000.00	210.00	210.00
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

DEPARTMENT / ACCOUNT		2017 BUDGET	DECEMBER, 2017		
			BEGINNING BAL	ACTIVITY	ENDING BAL
0140110080 4299	SCRANTON TOMORROW	32,500.00	2,500.00		2,500.00
0140110110 4299	SHADE TREE COMMISSION	55,500.00	1,621.74		1,621.74
0140110120 4299	ST. CATS AND DOGS	10,000.00	25.00		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 PENNSYLVANIA AMBULANCE LLC	47,500.00	41,219.83	589.00 200.00	40,430.83
0140110150 4299	HUMAN RELATIONS COMMISSION	10,000.00	10,000.00		10,000.00
0140115230 4299	TAN SERIES	12,750,000.00	2,300,000.00		2,300,000.00
0140115240 4299	TAN SERIES INTEREST	210,000.00	45,979.16		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)
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	1,653,020.00	(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	178,861.63	33,863.67		33,863.67
0140115323 4299	OPER TSF TO DBT SVC - 2011 UNFUNDED DEBT LN CITY OF SCRANTON	1,000.00	(6,540,174.10)	618,712.34	(7,158,886.44)
0140115324 4299	OPER TSF TO DBT SVC - FDM REVOLVING AID LN	100,000.00	0.00		0.00

DEPARTMENT / ACCOUNT	2017 BUDGET	DECEMBER, 2017	
		BEGINNING BAL	ENDING BAL
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 CITY OF SCRANTON	1,000.00	(977,806.41)	(1,069,874.89)
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 - 2016 GENL OBLIG. NOTE	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
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	244,968.88	157.22	157.22

DEPARTMENT / ACCOUNT	2017 BUDGET	DECEMBER, 2017	
		BEGINNING BAL	ENDING BAL
0140115342 4299 OPER TSF TO DBT SVC - LEASE STREET LIGHTING	395,475.00	0.00	0.00
0140113090 4299 CONTINGENCY	585,000.00	73,606.00	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	
JOSEPH & CAROL DISKIN			
NEPA ALLIANCE		1,960.00	
PETTINATO, DONALD E.		250.00	
SCOTT, BRIAN		3.55	
GAJKOWSKI, ANN MARIE		531.70	
LAMEO & ASSOCIATES		100.00	
TOM HESSER CHEVROLET		455.00	
WAYNE COUNTY FORD		35.00	
HENEHAN, JOHN		176.94	
		40.02	
		691,032.23	
0140116270 4299 COURT AWARDS	200,000.00	10,885.13	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

**LACKAWANNA COUNTY LAND BANK  
REGULAR MEETING MINUTES  
December 8, 2017**

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The regular meeting of the Lackawanna County Land Bank was held on December 8, 2017 in the Commissioners' Conference Room, 200 Adams Avenue. Sixth Floor, Scranton, Pennsylvania.

At 10:00 am Chairman O'Malley called the meeting to order and all joined in the Pledge of Allegiance.

**ROLL CALL**

Roll Call was taken by George Kelly (member)  
Commissioner O'Malley (Chairman) - Present  
Henry Deecke – Excused  
Linda Aebli – Present  
Marion Gatto – Excused  
Terrence McDonnell – Present  
Steve Pitoniak – Present

Also present were Atty. Joseph Colbassani, Land Bank Legal Counsel, Ron Koldjeski, Deputy Director of Tax Claim, and Ralph Pappas, Business Relations Manager, Department of Economic Development.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY**

There were no comments made.

**MINUTES**

A motion was made by Ms. Linda Aebli and seconded by Mr. Terrence McDonnell to approve the minutes of the November 9, 2017 regular meeting as prepared and presented.

**All in Favor**

**PRESENTATION of VOUCHERS for EXAMINATION and APPROVAL**

A motion was made by Mr. Steve Pitoniak and seconded by Mr. Terrence McDonnell to approve voucher expenditures of November 10, 2017 and December 8, 2017, as presented.

**All in Favor**

*December 8, 2017  
Minutes  
Page 1*

## **DISCUSSION ITEMS**

### **a) Bid Opening – 624 Galvin Place**

The Land Bank has received 2 applications for this parcel at 624 Galvin Street. They are as follows:

A property purchase application was received from Kevin Mitchell on October 25, 2017. He would like to rehab the property for a rental property or for resale. A second application was received from Kayla and Rodney D'Agostino on November 9<sup>th</sup> 2017. Both applicants were advised that they could submit an additional sealed bid to be opened today, December 8<sup>th</sup>'s board meeting. Kevin Mitchell submitted a bid of \$850.00. Kayla and Rodney D'Agostino confirmed their original bid of \$1000 is still valid and they were not submitting a revised bid. The Advisory Committee recommended the D'Agostino's bid be accepted. The board decided moving forward the bidding process would be adjusted and it would be a requirement to follow that revised procedure.

### **b) Land Bank Website**

George Kelly stated that three (3) RFP's are put out to bid for work on the website. Two (2) have come back with reasonable bids. Once the third RFP is received it will be brought to the Board to make a decision.

### **c.) Taylor Intergovernmental Cooperation Agreement**

Taylor Borough has 110 acres by McDade Park the Land Bank would like to obtain. Environmental studies thru the counties EPA Grant are being performed on the parcel. In discussions with Taylor Council they have voiced the opinion that they would like to have control over properties coming into and out of Land Bank, they do not want to give the Land Bank carte blanc power to operate in Taylor. Mr. Kelly recommended tabling adding Taylor Borough to the Land Bank. The Board agreed.

### **d.) 2018 Meeting Schedule**

The Land Bank Board agreed to continue to hold the regular meetings on the second Friday of each month with the Advisory Committee Meeting to be held prior to the Board Meeting.

## **ADVISORY COMMITTEE UPDATE:**

### **a) Side Lot Applications – Adjacent Property Owners:**

Ms. Linda Aebli stated the Land Bank has received two (2) application for a side lots at 912 West Lackawanna Ave and 906-908 West Lackawanna Ave. They were received from

Paul Bidwell on November 1, 2017. Mr. Bidwell owns the adjacent property located at 910 West Lackawanna Ave. The Advisory committee recommends the applications be approved.

**b) Property Purchase Applications:**

A property purchase application was received on October 27, 2017 from the Scranton Lackawanna Resource Development Corporation (SLRDC), an arm of the Scranton Lackawanna Human Development Agency (SLHDA). SLRDC would like to rehab a property at 225 Putnam Street. They submitted a bid of \$100.00. The Advisory committee recommended the bid be accepted.

The Land Bank also received an application for a parcel at 1109 Poplar Street from Celeste Solivan. She would like to rehab the property for affordable housing. Ms. Solivan submitted a bid of \$1000.00. The Advisory committee recommended the bid be accepted.

**c) Additional Properties to be acquired from the Repository of Unsold Properties:**

The Advisory Committee recommends the Board acquire a parcel at 601 Prospect Avenue from the Repository of Unsold Properties.

**ADDITIONAL INFORMATION**

A discussion took place in regards to setting up a meeting with city representatives including Pat Hinton, Wayne Beck, Jessica Boyles, Lori Reed, Linda Aebli, Tom Oleski, and Pat Rogan to discuss how the city and county can work together to improve the Land Bank process.

**ACTION ITEMS**

**Property Acquisitions**

Resolution NO. 17-033, the Acquisition of additional property from the Tax Claim Office Repository List of Unsold Property

Motion by Linda Aebli

Seconded by Terrence McDonnell

**All in favor**

Resolution NO. 17-034 Approving the Donation of a property to the Land Bank from Habitat for Humanity

Motion by Steve Pitoniak

Seconded by Terrence McDonnell

**All in Favor**



## **Property Disposition**

Resolution NO. 17-035 Approving the Conveyance of Certain Land Bank Owned Properties under the Land Bank Side Lot Program

Motion by Steve Pitoniak

Seconded by Terrence McDonnell

**All in favor**

Resolution NO. 17-036, Approving the Conveyance of Certain Land Bank Owned Properties under the Land Bank Side Lot Program

Motion by Terrence McDonnell

Seconded by Steve Pitoniak

**All in favor**

## **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

There were no comments made.

## **ADJOURNMENT**

As all business had been conducted, a motion to adjourn was made by Terrence McDonnell with a second by Linda Aebli. The motion carried and the meeting was adjourned.

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Marion Gatto, Secretary

Prepared by Margaret Piccotti

# CITY OF SCRANTON FIREFIGHTERS PENSION COMMISSION

Minutes

December 20, 2017

The Scranton Firefighters Pension Commission was called to order at 08:35 hrs. The following members were in attendance:

Chairman John Judge

Secretary Brian Scott

Active Rep. Jim Sable

Retired Rep. Bernard Garvey

Retired Rep. Vacant

Attorney Larry Durkin

Controller Rosanne Novembrino (Mary Lynn Carey by Proxy)

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Motion to accept November 2017 minutes by Garvey, second by Sable. Motion carried.

Correspondence:

2017 Public Pensions Census Completed.

IAFF Local 60 elected Terry Osborne to position of retiree representative.

Bills:

Motion to pay Durkin and MacDonald LCC \$217.50 by Sable, second by Scott. Motion carried.

Old Business:

None

New Business:

Motion to hold fire pension meetings on the 3<sup>rd</sup> Wednesday of every month in 2018 by Garvey, second by Sable. Motion carried.

Judge stated the city transferred approximately 15 million MMO into pension fund. Garvey asked about 22 million in trust fund. Durkin stated the composite board had 3 conditions that have been met by the city. Durkin stated the city can not take the money out of the trust fund.

Garvey asked about actuarial numbers and Judge stated they appear to be correct.

Application for Membership:

None

Application for Pension:

Motion to grant Michael Loretta a length of service pension by Scott, second Judge. Motion carried.

Audience:

None

Motion to Adjourn:

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



*Non-Uniform Municipal Pension Fund*

MINUTES

NON-UNIFORM MUNICIPAL PENSION BOARD

December 20, 2017

The City of Scranton's Non-Uniform Municipal Pension Board held their monthly meeting on Wednesday, December 20, 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

**Lori Reed**, Proxy for City Council

**Absent: Danielle Kennedy**, Proxy for Mayor

**President Reich** asked for a motion to accept the minutes of the November 15, 2017 meeting as presented.

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

**Mrs. Reed** 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 \$ 2,943.50 which represents services rendered from November 14, 2017 to December 18, 2017. Do I have a motion to pay?

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

**Mr. Hazzouri** seconded the motion.

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

**President Reich:** Item number 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.

**Mrs. Novembrino** made a motion to approve the check from Mr. Bulzoni.

**Mr. Hazzouri** seconded the motion.

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

**President Reich:** Item number 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.

**Mrs. Novembrino** made a motion to approve the check from Mr. Hickey.

**Mr. Hazzouri** seconded the motion.

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

**Mr. Hazzouri:** Can I go back to item number 2?

**President Reich:** Yes.

**Mr. Hazzouri:** I'm a little confused here. He made another payment of \$11.00?

**President Reich:** Right, because it looks like it wasn't deducted from his last paycheck.

**Mr. Hazzouri:** Okay, but he did get the refund?

**Secretary:** Yes, he did.

**Mr. Hazzouri:** He did get the refund, Kathy?

**Secretary:** He got the refund.

**Mr. Hazzouri:** So we were short \$11.00. Is that it?

**Secretary:** He was overpaid \$11.00, so I asked him before I gave him the refund to please give us a check for \$11.00 to straighten it out.

**Mr. Hazzouri:** Okay, I see. Thank you.

**President Reich:** Item number 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. Do I have a motion?

**Mrs. Novembrino:** Excuse me. So, he gets a refund?

**Attorney Durkin:** He is going in to the IAM Fund. He is coming out of our fund and he is going in to the IAM fund.

**Mrs. Novembrino:** And that's allowed?

**Attorney Durkin:** We had this issue a couple months ago with a different employee.

**Mr. Hazzouri:** Kelly Lucas

**Attorney Durkin:** Right. Kelly Lucas. And the....

**Mrs. Novembrino:** But she worked in OECD.

**Attorney Durkin:** It could have been. That's probably right but the question was really, was she eligible to be in IAM, which is an issue for them, an issue for the IAM fund. If she qualifies under the City contract, I don't remember the exact wording of it, but the City...

**Mrs. Novembrino:** As the maintenance man, though, it's allowable. He is allowed, too?

**Attorney Durkin:** I think it depends on his status under the clerical union agreement. There was a clerical union agreement with the City which provided for their employees to have the option of the IAM fund. So, as long as he is eligible to go there, fine. You can't be in both. Then he would get out of here. He won't get credit with us as long as he is over there.

**President Reich:** He just gets back what he put in.

**Attorney Durkin:** He gets back what he puts in. If something happens down the road with the IAM fund, he will have to deal with it.

**President Reich:** He can't bounce back in to this fund, right?

**Attorney Durkin:** He's not going to accrue any time with us. In theory, I guess, if he came out of IAM fund and came back to us, he wouldn't, unless I saw something at the time stating why, he would have to put all the contributions back in and he would have to pay interest on it and the gap would just be his problem, I think.

**President Reich:** Basically, if he didn't put the contributions back in, he would start from day one.

**Attorney Durkin:** He could. I kind of like to not get too far in until there is an actual scenario, but, we did go through this with Kelly and I did speak to the union. I spoke to Jessica Boyles about it and the union rep Tony Armideo. I spoke to both of them about it for a while and ultimately we decided this is not our concern. If he is in IAM, fine, then you will get your money out.

**Mrs. Novembrino:** Big difference.

**Attorney Durkin:** It's really up to if he qualifies under the contract, our contract and the IAM rules, fine. But, you know, you can't be in both. You're not going to get credit for both.

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

**Mr. Hazzouri:** I make a motion to accept item number 4 for Paul O'Hora.

**Mrs. Novembrino** seconded the motion.

**President Reich:** Okay, we had a discussion. All in favor? (All were in favor). Opposed? Motion carried.

**President Reich:** Item number 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. It looks like that is the same type of scenario as Paul.

**Attorney Durkin:** Yes. Right.

**Mrs. Novembrino:** But she worked in OECD. I don't know. Maybe, I'm...

**Attorney Durkin:** I think it is ultimately do you fall under the union contract or not, under the clerical...

**Mr. Hazzouri:** Exactly, that's what it is, I think.

**Attorney Durkin:** Right. That to me was the determining...

**Mr. Hazzouri:** Paul was management at one time.

**Mrs. Novembrino:** Where? Down at the flood.

**Mr. Hazzouri:** Down at Parks and Rec or the Flood or whatever.

**Mrs. Novembrino:** That's what makes him eligible.

**Mr. Hazzouri:** Then he was under the contract when they started this IAM.

**Attorney Durkin:** Right. If you fall under this contract, then you are eligible for it. If you don't, you don't.

**Mrs. Novembrino:** Okay.

**Mr. Hazzouri:** That's the story. Item number 5, I make a motion to accept.

**Mrs. Reed** seconded the motion.



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

**President Reich:** Item number 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.

**Mr. Hazzouri** made a motion to accept.

**Mrs. Reed** Second.

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

**President Reich:** We have one other item on our agenda. It is the schedule of our meetings for next year and under the Sunshine Law they have to be published. For 2018, the Non-Uniform Pension Board of the City of Scranton will hold their monthly meetings on the third Wednesday of every month at 9:30 A.M. in the City Council chambers at City Hall.

**Mr. Hazzouri** made a motion to accept.

**Mrs. Reed** seconded the motion.

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

**President Reich:** Anything from the Board?

**Attorney Durkin:** As an update of where we are with the various cases, the primary case, which is the appeal of the hearings and the Board's vote on the double pension, has been assigned to Judge Mazzoni. Judge Mazzoni set a status conference with the lawyers for some time in mid-January. I would describe that as just a routine scheduling conference. I expect that what will happen at that is he will set some dates for briefs and arguments. It won't be a substantive thing; it won't be an argument or anything.

In the Sulla litigation, this is the one where Mrs. Sulla and Mr. Rogan, we had filed preliminary objections to that and they are also assigned to Judge Mazzoni. He is going to hear argument on those in January, again. I don't have the date but if anyone wants

it, I can get it to you. So, that's also in mid-January. Our brief is due next week and then their brief will be due sometime before the hearing.

The third case, which is the Mandamus action, which Judge Gibbons had ruled in our favor, that's pending in Commonwealth Court and they set a briefing schedule. We don't have to do anything until sometime in January. So, they are all kind of proceeding on the normal track for each of those.

The other issue I was asked about since, actually I was asked about it a while ago, but it came up again since the last meeting, was regarding employee Pat McMullen. The summary of the issue is that he originally was hired in the early 2000's, I want to say 2002.

**Mr. Hazzouri:** He was hired under Doherty so it is 16 years ago.

**Attorney Durkin:** Right. So he was here from 2002 to 2011. He contributed to the fund. In 2011 he switched from whatever his position was to being a casual employee, which is not covered by the pension. Someone is going to have to explain to me what a casual employee is. So, at that point, he was refunded his contributions. About a year later, give or take, he switched positions again to a position that was covered, or is covered, by the plan. But, for whatever reason, his contributions weren't made. He wasn't getting deductions. I'm not quite sure why. So, anyway, the question that I was asked is can he pay back whatever he owes to get up to date with us. I think the answer is "yes". I don't see any reason why he can't.

**Mrs. Reed:** From the original date of hire?

**Attorney Durkin:** From both, from both periods.

**Mrs. Reed:** Okay.

**Attorney Durkin:** So, I have had some emails with Kathy and with Jim Kennedy and Scott Rhoads about it. I don't think the Board has to do anything today. But, I think the next thing is going to be to calculate the amount with part of that going to be interest. In the past, for two reasons, one is because it is a significant amount of time

that the money has been out. Ultimately, in the grand scheme, it hurts to pay the money but it is not tons. It will be 8% on, how much per month, \$20 per month?

**Secretary:** \$22.00.

**Attorney Durkin:** \$22.00 per month. My opinion is that interest should be applied to it and that was also Jim Kennedy's. I think that's what we've done....

**Mr. Hazzouri:** Sixteen years', Larry?

**Attorney Durkin:** Yeah, whatever it is. I don't quite understand the gaps. I am not quite sure why the second gap from 2012 to now. But, I think he is entitled to it we just have to figure out how much. I asked Jim and Scott to look at that and get us a number, which we will get to him.

**Mr. Hazzouri:** Without interest, \$4,224.00.

**Attorney Durkin:** Yeah, it could be.

**Mrs. Novembrino:** Does he pay Interest, too?

**Attorney Durkin:** Yes, he has to pay the interest, too, in my opinion. I think maybe by next month we will have the amount. We will coordinate with him. I don't think there is anything to do just yet. But, that's coming probably in the next month or two.

**Mrs. Novembrino:** He was always down DPW, right? He was head of....

**Mr. Hazzouri:** He is a foreman in DPW.

**President Reich:** Anything else from the Board? Open up to the floor.

**Marie Schumacher:** In reference to that last issue, do you use a standard interest rate to calculate?

**Attorney Durkin:** I am not sure of the answer to that. I'm waiting to hear back from Jim Kennedy, the plan administrator, to see what we have done previously. I think using what the plan has earned is tricky because it is all over the place, particularly for that length of time. So, I don't think that was where it was headed. I'm going to wait to hear from him.

**President Reich:** Anything else? Okay, do I have a motion to adjourn?

**Lori Reed** made a motion to adjourn the meeting.

**Roseann Novembrino** seconded the motion.

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

**President Reich:** We are adjourned until next year.

Meeting adjourned at 9:48 a.m.

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

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

city council

**SCRANTON POLICE PENSION  
COMMISSION MEETING**

**SCRANTON CITY COUNCIL CHAMBERS  
DECEMBER 20, 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

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ALSO IN ATTENDANCE ATTORNEY LARRY DURKIN.

MINUTES FROM WEDNESDAY NOVEMBER 15, 2017 MEETING OF THE SCRANTON POLICE PENSION COMMISSION MEETING, WERE REVIEWED. MOTION MADE BY HELRING TO ACCEPT THE MINUTES AND SECONDED BY BUTLER. THE MOTION PASSED.

**BILLS:**

A BILL FROM DURKIN MACDONALD LLC ATTORNEY AT LAW FOR SERVICES RENDERED FOR ONE MONTH. NOVEMBER 14, 2017 THRU DECEMBER 18, 2017 TO THE AMOUNT OF \$1305.50

A MOTION MADE BY NOVEMBRINO TO PAY DURKIN MACDONALD LLC ATTORNEY AT LAW FOR SERVICES RENDERED FOR 1305.50 FROM NOVEMBER 14, 2017 THRU DECEMBER 18, 2017. SECONDED BY HELRING, ALL IN FAVOR MOTION PASSED.

**COMMUNICATION:**

EDWARD KOWALYK REQUESTED A DISABILITY PENSION EFFECTIVE 12-20-17. A MOTION WAS MADE BY HELRING AND SECONDED BY KRAKE TO APPROVE THE PENSION. MOTION PASSED. ALL DOCUMENTS WILL BE ATTACHED.

ATTORNEY DURKIN REPORTED TO THE BOARD HIS OPINION IF AN OFFICER HAD A BREAK IN SERVICE IT IS HIS OPINION THEY COULD NOT BUY THAT TIME BACK. THE OPINION WILL BE ATTACHED TO THE MINUTES.

A MOTION WAS MADE BY NOVEMBRINO TO SCHEDULE THE MONTHLY MEETING ON THE 3<sup>RD</sup> WEDNESDAY OF THE MONTH SECONDED BY CAMMEROTA. MOTION PASSED.

A MOTION TO ADJOURN WAS MADE BY HELRING AND SECONDED BY CAMMEROTA. MEETING ADJOURNED AT 1026HRS.

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JAN 17 2018

**COMPOSITE PENSION BOARD MINUTES**  
**December 20, 2017**

OFFICE OF CITY  
COUNCIL/CITY CLERK

The regular meeting of the Composite Pension Board was held on Wednesday, on December 20<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 – (Proxy) Mayor**  
**LORI REED – (Proxy) City Council**  
**ROSEANN NOVEMBRINO – City Controller**  
**LARRY DURKIN – Durkin MacDonald (Legal Counsel) 4/13/2020**  
**MARK YASENCHAK – PFM Group (Trustee)**  
**JAMES KENNEDY – Thomas Anderson & Assoc. (Administrator)**

**David Mitchell...** Opened the meeting, he asked for a Motion for the Minutes of November 15<sup>th</sup>, **Motion made by John Hazzouri, seconded by Paul Helring, all were in favor.**

He asked for a Motion to accept the Minutes of the November 29<sup>th</sup> Special Meeting, **Motion made by Roseann Novembrino, seconded by John Hazzouri, all were in favor.**

**Correspondence:**

From Jim Kennedy and Becky McMullen that on the 18<sup>th</sup>, Monday the remainder after the State Aid was applied was transferred to Mellon which was then transferred to PFM for investing, that was included in your Minutes.

**Robert Sancheck..** he advised the Board that he was never notified about the Special Meeting. Larry apologized; he thought he had notified all Board members. Bob said he never received a copy of the agreement. Dave said the agreement he was referring to had nothing to do with the Board. That was between the Union and the City. This Board at the last meeting said we weren't going to approve the hiring of the TPA until the unions made an agreement with the City. So this Board is not privy to that agreement. We were just informed by the City and the

union's that the problems were rectified. That has nothing to do with this Board. That issue would be between you and your union and the City, not this Board.

**Bills:**

**Durkin & MacDonald...** In the amount of \$1,899.50 **Motion to pay made by John Hazzouri, seconded by Ernie Reich, all were in favor**

**The Scranton Times...** for advertising the Special Meeting of the Composite Pension Board for \$73.70, **Motion to pay made by Paul Helring, seconded by John Hazzouri, all were in favor**

**PFM ... from 10/1 – 10/31 for \$9,357.09 Motion to pay made by John Hazzouri, seconded by Paul Helring, all were in favor.**

Dave asked if anybody on the Board had anything to bring up, **Paul Helring said he would possibly like to make a Motion to have our attorney Larry Durkin to send a letter to the City about what their intention is with the Sewer money to the pension funds, seconded by John Hazzouri.** Larry said at the Non Uniform meeting he got a copy of the ordinance that was passed on the Trust Fund which is consistent with what we had talked about previously. He believes but would like to confirm what the effect of the ordinance is that the Trust Fund is authorized to set up. He doesn't know one way or the other if the money has gone from where the City is holding it to the Trust Fund. He thinks that would be the next step. He will talk with Jess and the new Business Administrator who is the Trustee about doing the transfer to the fund.

The conditions are what we have seen before and anticipated. From our view of it he thinks we have met all of the conditions. He doesn't have the trust in front of him but by memory the way that the trust language reads was that there are three options essentially for the use of the Trust Fund. All of them are subject to the approval of the Composite Board. His summary of it is that the first option allowed for a portion of the money to be placed into an account with the fund that would effectively buy down the rate of return, which was a significant item which we have discussed here for years. To use approximately \$4 million or so to reduce the interest rate assumption that is part of the ACT 205 calculation which then leads to the MMO calculation from its' current level down further, he believes it's a quarter of a percent.

The Board discussed what the assumption may go down to. Larry brought the discussion back to the Trust what he remembered about it. He would like to get the language of the Trust out to all of the Board so they can all take a look at it. There are substantive decisions that the



Composite Pension Board (John Judge interjected something but he spoke to low and I could not make out what he said).

The second option is for a specific type of pension investment or benefit which is going to need to defer until he actually looks at it because he doesn't remember specifically what it is. It is something that the City has proposed but the Board would have to approve.

If the Board does not agree to either of those two things then it just goes into the fund. That is the trust language that we reviewed more than a month ago that was sub sequentially approved by Council. He thinks this is the third vote. On the 14<sup>th</sup> it has been approved. He feels more comfortable having it in front of him to talk about it but that's the gist of it.

The Trustee is the Business Administrator. So the Business Administrator has to administer the money consistent with the terms of the trust. He doesn't know what the time frame is between this being approved and the money going into it, the physical act of the money going into it. So what he would like to do is talk with him about that and then get the Board the trust language so we can have that substantive discussion on the options.

There was an open discussion about obtaining information going back PFM said that they have information going back. They can go back and get the information for at least six years.

Dave said he thinks that our best bet would be being that it's only a week old maybe have Attorney Durkin reach out to the Business Administrator before we put in an official request, talk with them and see what their intent is. It is the police union's intent that we have already met the criteria that's put in the language and if there is something missing we want to diligently correct that so we can get the money put into the fund. At next month we can have a more educated decision on the topic and then move from there. We have to take a more formal approach to get those funds distributed into the pension fund. The MMO assumption is about 7.5%

Jim said that report will be in effect what will happen the next report comes out 1/1/19 and that will be based on the activity of 18 and 17 calendar years. So whatever goes in, extra money or however you decide to do this. Whatever happens in 18 gets reflected on the 1/1/19 and it will impact the 20, 21 forward.

Dave said he would seriously like to see that money put in sooner than later because the valuations that were given to us two meetings ago it put us over 50% funding where we haven't been in a very long time. Over the next two years it can make some headway. Jim said we'll have to study and take a look because lowering those assumed interest rates affects all of the actuarial work and that's when we'll have to get Randee Sekol involved again and look at studies. You might want to look at rationing the rate down rather than all at once. There are a lot of options to talk about once you're ready.

Dave said that could throw your funding ration down to 20% if we go down drastically. Jim said lowering it ever a percent generally has a pretty significant impact on the MMO and the dynamics of the plan. So we'll have to study everything. There are a lot of ways to do that. We'll get him involved once we're ready. We don't want to do anything yet. You want to get through all of 17 have all the yearend data because otherwise you're going back to 1/1/17. They want to be working off of the 1/1/18.

Dave said with the holidays and everything let's have Attorney Durkin reach out and then in January we can start fresh. We'll have the 1/1/18. We'll know what our numbers were at the yearend. The MMO was put in on the 18<sup>th</sup> so that will be reflected into the end of the year into our investments. We'll have a better gauge on it at January's meeting. Jim said it was also a good investment year. You want to kind of be as current on the data when we do that analysis. Dave said we'll also know then where they are coming from as well so we're not guessing.

John Hazzouri asked if we should have a work study session on all of this. Paul said he thought that this Board had no jurisdiction to set the assumption. Larry said that there is an option in the Trust to use a portion of the money \$4.5 million to buy down the raise. Ultimately the City sets the rates but a provision of the trust says we can use it to buy down. That may get us to 7 but not 6. (There was an open discussion as to the rate, couldn't follow it individually.)

**Dave said there was No Motion, he just brought up a discussion.** If there is nothing left of this discussion we can move onto PFM's report at this point.

**Robert Senchack...** Brought up the COLA's that were supposed to be included with the actuarial and the actuarial without the COLA's. Where are we at with getting those numbers? Dave said that Randee gave them during his presentation when he was here. Randee came prepared because he spoke of them at that meeting. He said it would have been up about the \$205 million range if everything stayed the same. Everything would have been about what it is now versus what it is going to be for 18 (Bob said something but I couldn't make out what he said) Randee had a piece of paper that he spoke about it because he knew he was going to get that question.

John Hazzouri feels there should be a work study session after Larry gets all of the answers before we jump the gun and do anything with that kind of money. Dave said we first have to see what the City's intent is with the trust and what we need to do to complete the requirements in the trust. The open discussion continued. Larry said the elimination of the raise is why the rate was 7.5% that is what he heard them say, we went from 8 to 7.5 The discussion continued.

**Mark Yasenchak...** Distributed his reports and made his presentation to the Board. Not much has changed in the last month from a market standpoint and from the portfolio return

standpoint. He did a recap of how the market did in November. The S&P is up, year to date 20.5% as of November we can add another 1.25% it should continue that way for the rest of the year. Light trade around the holidays is typical. He doesn't think the tax bill will have any impact on the market. He doesn't have any concerns over that. We continue to head in the right direction, the markets may continue to be a little over valued as he has mentions in the past. It has been a slow and steady climb. He reviewed charts that were included in a handout of the Monthly Market Review. All things continued to signal that the economy and the markets are healthy.

He reviewed the Plan Performance summary. The plan is up 1.31% the benchmark was 1.2%. Year to date we're at 13.03 for November you can probably add another .50% to that to get us to today so we're at 13.50 or so today. There haven't been any changes to the portfolio since last time. Most managers have fallen in line with the benchmark. Our overweight in equity has helped it have driven the benchmark. The MMO coming in was reflected as of November 30<sup>th</sup> we had a market value of \$59,228,378 as of Friday we are just below \$59 million we're at \$58,999,960 then he added the deposit of \$15,186,842 we got almost \$74,186,802 that is where we are at, that is as of Friday's close.

**Dave Mitchell...** The Sunshine Law, the third Wednesday of every month we will have out meeting at 11:00AM here. **Motion made by John Judge, seconded by John Hazzouri, all were in favor.**

**Larry Durkin...** Prepared a contract to coincide with the RFP that was sent out for VOC Rehab to hire them, he reviewed that. He asked if any of the Board members had any questions on it. Larry didn't send it out to all the Board members. Larry said it is basically the form that the City uses for its' contacts. It is changed to reflect that the contact is with the Board not with the City. It's what we did with PFM last year and it doesn't have any terms in it other than the agreement of the contract. What it does it references the RFP which is incorporated into it and the proposal.

Dave said he had asked for it to be sent out but it wasn't. John Judge said he would not vote on something that he has not seen. Dave said if the Board feels more comfortable we can put it off till next month's meeting. We can change the date to whatever our meeting is next year, it will be 1/17/18. It will be sent out to everybody for their review and we can vote on it at next month's meeting.

**John Hazzouri...** He has been on this Board for five years and he thinks this Board has made a tremendous change with the Board members and working together. He remembers four years ago DePasqual had us going bankrupt in three to four years. He wanted us to go into the

states pension which we voted down. Plus four years we had only one year of a -1% the others were up. One was 11 along with 7 and 6. PFM has done a great job with their investments to give us this kind of return. This is the first time in ten years that we're over \$70 million. He thanked the whole Board for doing a great job.

**Audience Participation:**

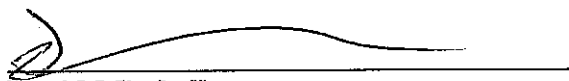
**Terri Morgan...** Asked a few questions about the Trust Fund which Larry and the Board members answered.

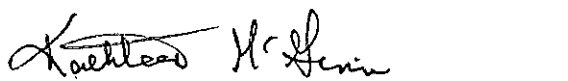
**Marie Schumacher...** Had questions about the Trust which the Board answered and the Third Party Administrator.

Motion to adjourn made by John Judge, seconded by Paul Helring, all were in favor.

# January 17th is our next meeting.

Minutes approved January 17<sup>th</sup> 2018:

  
David Mitchell  
President

  
Kathleen McGinn  
Recording Secretary

*City of Scranton*  
*Pennsylvania*



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JAN 17 2018

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*Non-Uniform Municipal Pension Fund*

**NON-UNIFORM MUNICIPAL PENSION**

**AGENDA**

**JANUARY 17, 2018**

1. RECEIVED AN INVOICE FROM DURKIN MACDONALD, LLC IN THE AMOUNT OF \$ 4,901.00 WHICH REPRESENTS SERVICES RENDERED FROM DECEMBER 19, 2017 THROUGH JANUARY 15, 2018.
2. RECEIVED AN INVOICE PAYABLE TO BEYER-BARBER COMPANY DATED JANUARY 4, 2018 IN THE AMOUNT OF \$350.00 WHICH IS FOR PREPARATION OF PENSION BENEFIT CALCULATIONS FOR SINGLE TAX OFFICE RETIREE NANCY MATISKELLA AND SCRANTON PUBLIC LIBRARY RETIREE JACOB FELIX.

FILE OF THE COUNCIL NO. \_\_\_\_\_

2018

AN ORDINANCE

**CREATING AND ESTABLISHING SPECIAL CITY ACCOUNT NO. 02.229624 ENTITLED "CONTRACT FOR RECOVERY PROGRAM" FOR THE RECEIPT AND DISTRIBUTION OF GRANT FUNDS FROM NEPA HEALTH CARE FOUNDATION AND ANY ADDITIONAL GRANT FUNDS APPLIED FOR AND RECEIVED THAT WOULD ALLOW THE SCRANTON POLICE DEPARTMENT TO IMPLEMENT AN EFFECTIVE PROGRAM IN THE PREVENTION AND RESPONSE TO DRUG OVERDOSE DEATHS.**

WHEREAS, this Special City Account is being established for the receipt of grant funds for the Contract for Recovery Program and would enable the Police Department to accurately track any and all expenditures associated with the program.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that Special City Account No. 02.229624 is hereby established and that any and all appropriate City officials are authorized to execute any and all documents necessary to set up said account.

SECTION 1. If any section, clause, provision or portion of this Ordinance 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 Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. This Ordinance 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 Option Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.



DEPARTMENT OF BUSINESS ADMINISTRATION

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

January 4, 2018

Jessica Eskra, Esq.  
City Solicitor  
Municipal Building  
Scranton, PA 18503

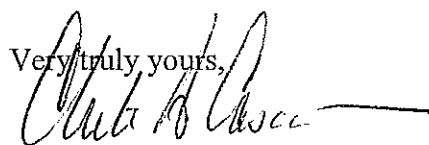
Dear Attorney Eskra:

Please prepare an Ordinance for Scranton City Council creating a new special city account for the purpose of receiving grant funds from the NEPA Health Care Foundation and any additional grant funds that may be applied for and received that would allow the Scranton Police Department to implement an effective program in the prevention and response to drug overdose deaths.

**02.229624**

**Contract for Recovery Program**

If you should have any questions regarding this matter, please do not hesitate to contact me.

Very truly yours,  


Christe Casciano  
Business Administrator

CAC:nmk

Encls.

Cc: Roseann Novembrino, City Controller  
Wayne Beck, City Treasurer  
Lori Reed, City Clerk  
Andy Marichak, Financial Analyst  
Adam Joyce, Senior Accountant  
Rebecca McMullen, Financial Manager

**Police Department  
Superintendent of Police  
Chief Carl Graziano**

**Scranton Police Headquarters  
100 South Washington Avenue  
Scranton, Pennsylvania 18503  
Tel: (570) 348-4130  
Fax: (570) 207-0413  
E-mail: cgraziano@scrantonpa.gov**



**Be Part of  
The Solution**

---

SCRANTON

January 4, 2018

Chris Casciano  
Business Administrator  
City of Scranton  
340 N. Washington Avenue  
Scranton, Pa 18503

Mr. Casciano;

I am requesting a Special Cities Account be established for the Scranton Police Department Contract for Recovery Program. The Scranton Police Department was awarded a grant from NEPA Health Care Foundation in the amount of \$40,000 grant for this program in an effort to implement an effective prevention and response approach to prescription and illegal drug overdose and deaths through an innovative police-led, multi-agency collaborative solution.

The Scranton Police Department is in the process of seeking additional grant funding for the Contract for Recovery Program; a Special Cities account would enable us to accurately track and audit any and all expenditures associated with this program.

Please feel free to contact me with any questions or concerns.

Sincerely,

  
Carl Graziano

CC:

Nancy Krake- BA's Office  
Sally Locker- Law Department





DEPARTMENT OF LAW

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

January 8, 2018

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

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE CREATING AND ESTABLISHING SPECIAL CITY ACCOUNT NO. 02.229624 ENTITLED "CONTRACT FOR RECOVERY PROGRAM" FOR THE RECEIPT AND DISTRIBUTION OF GRANT FUNDS FROM NEPA HEALTH CARE FOUNDATION AND ANY ADDITIONAL GRANT FUNDS APPLIED FOR AND RECEIVED THAT WOULD ALLOW THE SCRANTON POLICE DEPARTMENT TO IMPLEMENT AN EFFECTIVE PROGRAM IN THE PREVENTION AND RESPONSE TO DRUG OVERDOSE DEATHS.

Respectfully,

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

JLE/sl

RECEIVED

JAN 11 2018

OFFICE OF CITY  
COUNCIL/CITY CLERK

RESOLUTION NO.

2018

**ACCEPTING A ONE THOUSAND (\$1,000.00) DOLLAR DONATION FROM MR. AND MRS. JOHN BURNS PRESENTED TO THE CITY OF SCRANTON POLICE DEPARTMENT.**

WHEREAS, Mr. and Mrs. John Burns presented a donation of \$1,000.00 to the City of Scranton Police Department to be used for department's National Night Out Community event on August 7, 2018. This donation will be deposited into Special City Account No. 02.229542 entitled "Scranton Police Annual National Night Out"; and

WHEREAS, it is in the best interest of the City to accept this donation to benefit the Scranton Police Departments Annual National Night Out Community event.

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. 02.229542 "Scranton Police Department National Night Out" for the department's Annual National Night Out Community event.

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 intend 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.

## Sally Locker

---

**From:** Carl Graziano  
**Sent:** Thursday, December 21, 2017 3:58 PM  
**To:** Jessica Boyles  
**Cc:** Sally Locker  
**Subject:** Donation  
**Attachments:** 20171221154744500.pdf

Attorney Eskra,

Please see that attached letter from the Burn's family. The family wishes to donate \$1000.00 to the Scranton Police Department which we would like to deposit into the departments National Night Out Account which will be utilized for our community event on Tuesday August 07, 2018 at Scranton High School. Can you please have legislation drafted to formally accept this donation? Please contact me with any questions and/or concerns. Thank You.

Carl

Chief Carl R. Graziano  
Scranton Police Department  
100 South Washington Avenue  
Scranton, Pa, 18503

-----Original Message-----

**From:** [SPDCHIEFMFP@SCRANTONPA.GOV](mailto:SPDCHIEFMFP@SCRANTONPA.GOV) [mailto:[SPDCHIEFMFP@SCRANTONPA.GOV](mailto:SPDCHIEFMFP@SCRANTONPA.GOV)]  
**Sent:** Thursday, December 21, 2017 3:48 PM  
**To:** Carl Graziano  
**Subject:** Message from "RNP0026739AC7D7"

This E-mail was sent from "RNP0026739AC7D7" (MP 2554).

Scan Date: 12.21.2017 15:47:44 (-0500)  
Queries to: [SPDCHIEFMFP@SCRANTONPA.GOV](mailto:SPDCHIEFMFP@SCRANTONPA.GOV)



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 07842-1629

1537  
55-33712 NJ  
2521

Nov. 16, 2017

Date

Pay To The Order Of Scranton Police Dept \$ 1,000.00

Security  
Feature  
Mark

Dollars

One Thousand & 00/100

Bank of America

ACH RTT 021200339

For With Gratitude & Thanks

Beverly Burns NP

1002120033900041302048431537

Michael Clarke



DEPARTMENT OF LAW

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

January 2, 2018

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

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 POLICE DEPARTMENT.

Respectfully,

A handwritten signature in dark ink, appearing to read "J. Eskra".

Jessica L. Eskra, Esquire  
City Solicitor

JLE/sl

RECEIVED

JAN 11 2018

OFFICE OF CITY  
COUNCIL/CITY CLERK

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

2018

**AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT FOR THE REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP) THROUGH THE COMMONWEALTH OF PENNSYLVANIA'S OFFICE OF THE BUDGET IN THE AMOUNT OF ONE MILLION \$1,000,000.00 DOLLARS; AND ACCEPTING AND DISBURSING THE GRANT AND COORDINATE THE USE OF THE GRANT FUNDS WITH "SCRANTON-CHERRY, LP, FOR THE PROJECT TO BE NAMED THE "SCRANTON COUNSELING CENTER".**

WHEREAS, the City of Scranton, in coordination with "Scranton-Cherry, LP," or their designee, 2030 Tilghman Street, Suite #203, Allentown, Pennsylvania 18104, is desirous of obtaining funds from the Commonwealth of Pennsylvania's Office of the Budget in the amount of \$1,000,000.00 for prevention and elimination of blight through the Redevelopment Assistance Capital Program (RACP). These funds are in addition to the \$1,000,000.00 that was approved by Scranton City Council pursuant to Resolution No.189, 2017; and

WHEREAS, a blighting influence exists due to the deteriorating condition of "Scranton Counseling Center" (the "Project") located at 329 Cherry Street, Scranton, Pennsylvania, and

WHEREAS, the City will partner with "Scranton-Cherry, LP," or their designee, as the applicant for the grant funds from Commonwealth of Pennsylvania's Office of the Budget and disburse the funds to the City to fund the Project; and

WHEREAS, the City will reimburse the Commonwealth of Pennsylvania's Office of the Budget for any expenditures found by the Commonwealth of Pennsylvania's Office of the Budget to be ineligible; and

WHEREAS, the details of the Project costs and breakdown are detailed in the grant application, a copy of which is attached hereto and made a part hereof.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON** that the Mayor and other appropriate City Officials are hereby authorized to apply for, execute and submit a grant application to the Pennsylvania Office of the Budget for the Redevelopment Assistance Capital Program (RACP) substantially in the form attached hereto, and if successful, to accept the grant funds to be used for the Project, as detailed in the grant

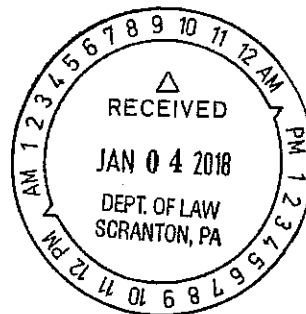


application. This approval anticipates the execution of any and all related documentation which may be necessary to complete the grant application, including but not limited to the grant application.

**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.



January 4, 2018

Atty. Jessica Eskra  
340 North Washington Avenue  
City Hall  
Scranton, PA 18503

Re: Redevelopment Assistance Capital Program (RACP)  
Scranton Counseling Center Project  
Scranton, Pennsylvania 18505  
Resolution - \$1,000,000.00

Dear Atty. Boyle:

The City was approved for an additional \$1,000,000 grant through the PA Office of the Budget through the Redevelopment Assistance Capital Program (RACP) for the development of the above mentioned project. A copy of the application is attached.

OECD is requesting to review the attached Resolution for the development of the former Button Company located at 329 Cherry Street, Scranton, PA 18505. This will be the new home for the Scranton Counseling Center.

If you have any questions, please contact me at [laebli@scrantonpa.gov](mailto:laebli@scrantonpa.gov).

Sincerely,

Linda B. Aebli  
Executive Director

Lba/  
Attachments



OFFICE OF THE MAYOR

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

December 27, 2017

Mr. Steven Heuer  
Office of the Budget  
Bureau of Revenue, Capital & Debt  
RACP  
18th Floor Harristown 2  
333 Market Street  
Harrisburg, PA 17101-2210

**Re: Redevelopment Assistance Capital Program Grant (RACP)  
Scranton City  
Scranton Counseling Center, 329 Cherry St., Scranton, PA 18505  
Capital Budget Itemization Act of 2013-085  
\$1,000,000.00**

Dear Mr. Heuer:

This will confirm the letter dated December 20, 2017 from Randy C. Albright, Secretary, Office of the Budget informing the City of Scranton that Governor Wolf has authorized the release of \$1,000,000.00 for the above mentioned project.

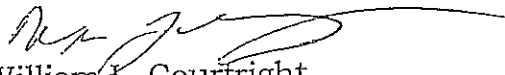
On behalf of the citizens of Scranton, Pennsylvania and in accordance with RACP statutes, I accept the grant and will follow all regulations under RACP.

Ms. Aebli, of my staff, will be the City of Scranton's contact for this project:

Ms. Linda B. Aebli  
Executive Director  
Office of Economic and Community Development  
Municipal Building  
340 North Washington Avenue  
Scranton, Pennsylvania 18503  
Phone: 570/348-4216  
FAX: 570/348-4123  
Email: [Laebli@scrantonpa.gov](mailto:Laebli@scrantonpa.gov)

If you need further information, please do not hesitate to contact Ms. Aebli at [Laebli@scrantonpa.gov](mailto:Laebli@scrantonpa.gov) or 570/348-4216.

Sincerely,

  
William L. Courtright  
Mayor

Cc: Ms. Linda B. Aebli, Executive Director, OECD  
Mr. Elias Joseph, Office of the Budget  
Atty. Sean Gallagher, OECD Solicitor  
Mr. William Harbeson, Administrator, (RACP)  
Atty. Jessica Eskra, Solicitor, City of Scranton  
Mr. Charles Jefferson, Scranton-Cherry, LP



COMMONWEALTH OF PENNSYLVANIA  
OFFICE OF THE GOVERNOR

RANDY ALBRIGHT  
SECRETARY  
GOVERNOR'S OFFICE OF THE BUDGET

December 20, 2017

The Honorable William Courtwright, Mayor  
City of Scranton  
340 North Washington Avenue  
Scranton, PA 18503

2017 DEC 27 PM 3 08

Dear Mayor Courtwright:

Governor Wolf has authorized the release of \$1,000,000 in Redevelopment Assistance Capital Program (RACP) funding for the Scranton Counseling Center project in Lackawanna County. This project is eligible to receive funding via legislative authorization in the Capital Budget Project Itemization Act(s) of 2013-085. Please note that RACP monies will not be paid out until (a) a RACP grant agreement has been fully executed between you and the Commonwealth, and (b) you have complied with all RACP program and grant agreement requirements as set out in the grant agreement and in the program guidelines.

This correspondence shall serve as written notification authorizing the preparation and submission to the Office of the Budget of a formal and complete Redevelopment Assistance application for the project. You will receive further instructions regarding the submission of your application on our web site, approximately three weeks after receipt of your notice of acceptance of this award letter. The significance of your acceptance correspondence is further explained below.

As you are aware, RACP funding is intended to provide much needed economic stimulus to the Pennsylvania economy and it is intended to assist in the immediate creation of quality, family-sustaining jobs for Pennsylvanians. In completing the application for the RACP grant, please include sufficient information and documentation indicating this project's estimated economic impact and the potential for job creation. **To be eligible for this award in accordance with RACP statutes, you must notify the Office of the Budget if you accept the grant within 30 days of receiving notification of approval via an official correspondence.**

As one of the selected recipients of the limited amount of RACP funding available, your organization now has the significant responsibility of ensuring that these funds are utilized for economic development in a timely manner. Therefore, it will be the policy of this Administration to require that **all recipients of RACP funding recipients MUST submit their application within six (6) months of the date of this letter.** Failure to submit the required RACP application

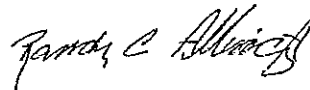
within this timeframe may lead to the termination of any commitment of funding contained herein. It is important to note, however, that according to existing law, applicants must be able to demonstrate that at least 50% of the required non-state funds necessary to complete the project are secured at the time of the application. Failure to document the 50% non-state funds will preclude the Office of the Budget from accepting the application and drafting a grant agreement. It is also important to stress that a Resolution from the eligible applicant authorizing the submission of the application for Redevelopment Assistance Capital Grant funding, should be provided as part of the application.

Additionally, once the grant agreement is fully executed for the RACP funding, your organization will then have a maximum of six months to meet the terms and conditions of the grant agreement and begin construction of the project. Failure to begin construction of the project within six months of the final execution of the grant agreement may lead to the termination of the funding commitment.

Whereas this project has now been authorized to receive RACP funding, you should know that the grant agreement you will execute requires compliance with bidding and the payment of prevailing wage rates as a condition of the contract among other requirements. Questions about prevailing wage rates and how they may affect your project's construction contracts should be directed to the Bureau of Labor Law Compliance, Department of Labor and Industry at 717-787-4671. Failure to comply with these requirements may result in the loss of this funding and return of any funds already provided to your project by the Commonwealth.

Your assistance in this matter is greatly appreciated and the Commonwealth of Pennsylvania looks forward to working with you for the successful completion of this project.

Sincerely,

A handwritten signature in cursive script, appearing to read "Randy C. Albright".

Randy C. Albright  
Secretary of the Budget

cc: Mike Brunelle (Chief of Staff)  
Yeseñia Bane (Governor's Office)  
Anne Baloga (Office of the Budget)  
Steve Heuer (Office of the Budget)  
Elias Joseph (Office of the Budget)  
William Harbeson (Office of the Budget)  
House Appropriations Committee Chairman (R)  
House Appropriations Committee Chairman (D)  
Senate Appropriations Committee Chairman (R)  
Senate Appropriations Committee Chairman (D)  
Speaker of the House of Representatives  
Majority Leader, House of Representatives  
Minority Leader, House of Representative  
President Pro Tempore of the Senate  
Majority Leader, Senate  
Minority Leader, Senate  
Sub-grantee:  
Mr. Charles C. Jefferson, President

## TAB 1: Project Eligibility Requirements

### Itemization Requirements:

The proposed project for the Scranton Counseling Center in the City of Scranton is included in the Capital Budget Project Itemization Act as follows:

COUNTY	MUNICIPALITY	ACT NO.	AUTHORIZATION DATE	ACT DESCRIPTION	ACT AMOUNT	RELEASE AMOUNT	REMAINING AMOUNT	RELEASE DATE
Lackawanna	City of Scranton	2013-085	11/1/2013	Acquisition, construction, infrastructure and other related costs for Neighborhood Commercial District revitalization project	\$4,000,000		\$4,000,000 <i>1,000,000</i>	

### Constructions Status:

The construction start date for the Scranton Counseling Center is ~~July 2017~~.

The project is scheduled to be completed August 2018.

Project Labor Agreement is not required.

### Housing Statement:

This RACP Project does not include a housing component.



## **TAB 2: PROJECT DESCRIPTION**

**Project Name:** Scranton Counseling Center

**Address:** 329 Cherry Street  
Scranton, PA 18503

**Municipality:** City of Scranton

**County:** Lackawanna

**State Representative:** Hon. Marty Flynn  
409 North Main Street, Scranton, PA 18504  
113<sup>th</sup> District

**State Senator:** Hon. John P. Blake  
409 Lackawanna Avenue, Suite #210, Scranton, PA 18503  
22<sup>th</sup> District

### **OVERALL:**

Scranton Counseling Center (SCC) is Lackawanna County's largest integrated community behavioral health provider serving children, adolescents, adults and the elderly throughout the Greater Scranton area. SCC has been serving the community since 1947 and in its present location for nearly 30 years.

The project is the construction of a new facility with onsite parking and ample space to accommodate the Center's growing program needs. The new home will be located at 329 Cherry Street in the City of Scranton, County of Lackawanna, and will replace SCC's existing outdated and dysfunctional series of buildings. These buildings on Scranton's 300 block of Adams Avenue are a series of converted early 20<sup>th</sup> century stores with inefficient floor plans, a lack of natural light and poor handicap access. SCC has outgrown this location.

The new facility is a 3-story adaptive reuse of an historic warehouse a few blocks from SCC's current location. The Center's program needs will be fully integrated into the new facility with some space for future growth. The major improvements benefiting the employees and those residents the Center serves will be easier facility access, complete handicap access, onsite parking for employees and those served, onsite passenger loading and unloading, off-street passenger bus drop-off/pickup, light-filled spaces from windows on all sides and the dignity that comes with a facility designed to meet their needs.

The relocation of SCC will revitalize a major building on the 300 block of Cherry Street and provide the opportunity for redevelopment of the entire 300 block of Adams Avenue as a follow-on project. This is a key aspect that differentiates this project from others. This project

will have a transformative effect on two neighborhoods within the city of Scranton. The follow-on project of the 300 block of Adams Avenue renovation will bring new retail to now shuttered storefronts, reduce the traffic congestion on a major downtown arterial and continue the overall revitalization in the downtown.

The mission statement of SCC is "to promote wellness and recovery by providing an environment which is considerate of and sensitive to the unique personal and cultural attributes of those we serve, and which empowers them to make choices about their lives, pursue their personal goals and maximize their quality of life while respecting their individual dignity and confidentiality". A critical part of being able to carry out the mission of the Center is to do it in an environment that is both conducive to the program and mindful of the dignity of their clients. This project accomplishes both as well as revitalizing a much needed area and paving the way for further redevelopment in the process.

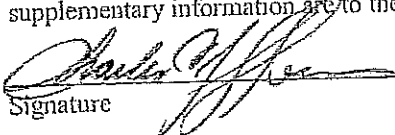
**PROPOSED RACP SCOPE:**

The Proposed RACP Scope will be limited to the acquisition and rehabilitation of 329 Cherry Street including but not limited to construction of the improvements and related site work required for occupancy of the property.

### TAB 3. ECONOMIC IMPACT

		Estimated within 1-year after project completion
A.	NEW Jobs:	
1.	NEW permanent direct jobs from positions being created, or vacant ones being filled.	
a.	Full-time jobs	10
b.	Part-time jobs - For scoring purposes, 2.5 part-time jobs are considered a Full Time Equivalent (FTE). The Office of the Budget will calculate FTEs.	0
2.	NEW permanent direct jobs TRANSFERRED TO PA FROM OUT OF STATE. "NEW" for this entry's purpose <u>only</u> includes existing, filled positions that will be transferred into PA from out of state.	
a.	Full-time jobs	0
b.	Part-time jobs - For scoring purposes, 2.5 part-time jobs are considered an FTE. The Office of the Budget will calculate FTEs.	0
B.	RETAINED permanent direct (non-construction) jobs. "RETAINED" for this purpose includes existing jobs, currently located elsewhere in PA or existing jobs retained at a current employment site that will be lost without the progression of this project.	
1.	Full-time jobs	251
2.	Part-time jobs - For scoring purposes, 2.5 part-time jobs are considered an FTE. The Office of the Budget will calculate FTEs.	60
C.	Number of permanent INDIRECT jobs created by support/supplier industries and secondary industries attracted by the project. Must supply multiplier basis used by the project.	
D.	Number of non-permanent direct (CONSTRUCTION) jobs created by the project.	104
E.	Median annual wage for NEW permanent direct full-time jobs.	\$36,807
F.	Provide the per capita income for the project's county per the U.S. Census Bureau website.	\$25,608
G. Total state tax generation (payroll, sales, corporate, etc.).		
		\$320,000
		Prior to project

I certify that the representations made in the above schedule and corresponding attachments and supplementary information are to the best of my knowledge complete and accurate.

  
Signature

*Developer*  
Title

*4/10/17*  
Date

## TAB 4: COMMUNITY IMPACT

### A. Narrative of Area

The Scranton Counseling Center (SCC) is currently located in two separate buildings in the 300 block of Adams Ave in Downtown Scranton (See photo below). As shown, the Center is housed in the building on the left and right of a vacant, unsightly property.



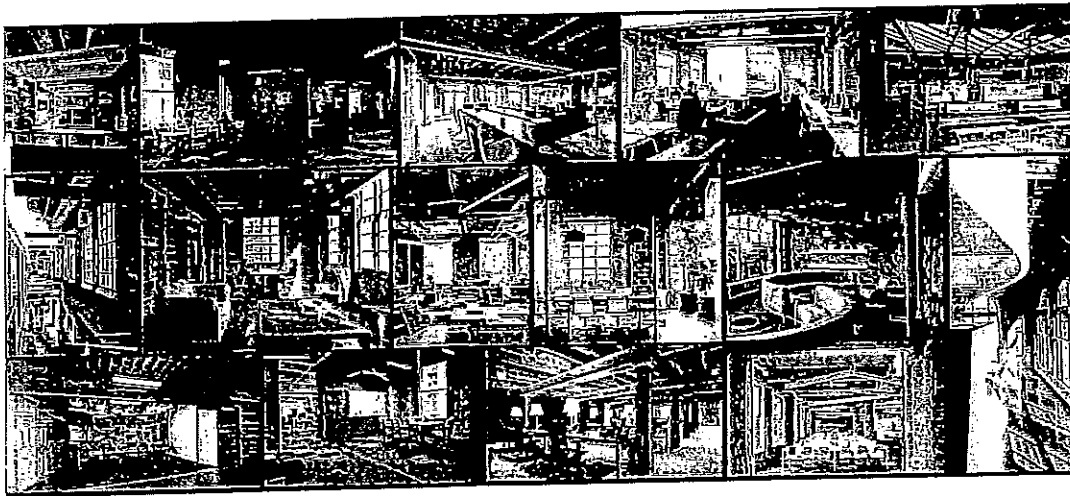
The project will provide a new facility for SCC in 300 block of Cherry Street in a to-be-converted historic building. (Photo of the existing property is shown below.)



The project will take the vacant dilapidated building shown on the previous page and totally renovate the interior and exterior of the building and includes overall site improvements. Proposed exterior/interior renderings of the new building are shown below.



329 Cherry Street after rehabilitation



Interior Image Concept Board

Relocation of SCC to 329 Cherry Street will also pave the way for further revitalization of the 300 block of Adams Avenue. The project property on Cherry Street is not

designated as blighted as the time of this application; however, we are seeking this designation.

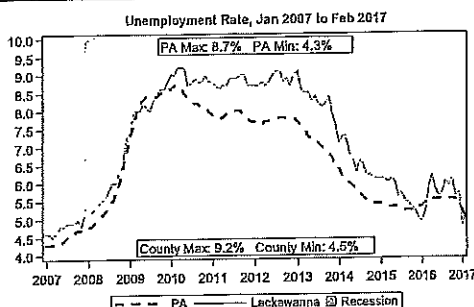
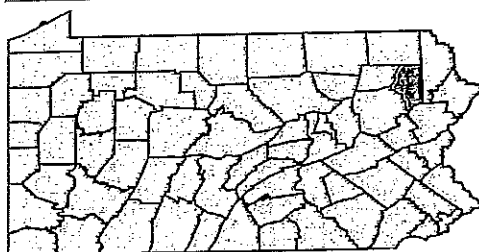
## B. Economic Health of the County

1. Does the county have unemployment higher than the state average? YES – the Lackawanna County's unemployment rate is currently 5.1%, which is .1% above the state average of 5.0%.

## Pennsylvania Unemployment Rate: Lackawanna County compared to State

April 2017

### Lackawanna County Profile



2015 Population		
Demographic	County	PA
Total Population	213,469	12,779,859
Female	110,401	6,534,215
Male	103,058	6,245,344
Population by Race		
White	92.7%	81.6%
Black	3.1%	11.0%
Other	4.2%	7.4%
Hispanic Origin (all races)	5.9%	6.4%

Population by Age		
Ages 0 to 17	20.1%	21.3%
Ages 18 to 24	9.7%	9.7%
Ages 25 to 34	12.1%	12.6%
Ages 35 to 44	11.6%	12.0%
Ages 45 to 54	14.1%	14.4%
Ages 55 to 64	13.9%	13.6%
Ages 65 to 74	9.5%	8.6%
Ages 75 and Older	8.9%	7.7%
Median Age	42.5	40.7

Source: U.S. Census 5 Year Estimate 2011-2015 (Tables: DP05 and B01001)

2015 Veterans		
	County	PA
Total Veterans	16,842	870,770
Median Veteran Income	\$30,224	\$34,110
Median Non-Veteran Income	\$23,568	\$26,783
Veteran Unemployment Rate	7.1%	7.2%

Source: U.S. Census 5 Year Estimate 2011-2015 (Table: S2101)

Online Job Postings		
	County	PA
February 2017	3,392	193,159
February 2016	3,710	215,038
Annual Volume Change	-318	-21,859
Annual Percent Change	-8.6%	-10.2%

Source: The Conference Board Help Wanted Online

Income		
	County	PA
Per Capita Personal Income	\$42,662	\$49,745
Total Personal Income	\$9,040,789	\$636,857,158
Median Household Income	\$46,271	\$53,599
Median Family Income	\$59,955	\$68,158

Note: Total Personal Income is displayed in thousands.  
Note: Median incomes are in 2015 adjusted dollars.  
Source: Personal Income - Bureau of Economic Analysis (BEA) - 2015  
Source: Median Income - U.S. Census 2011-2015 (Tables: B19013 & B19113)

Local Area Unemployment Statistics		
Feb 2017	County	PA
Unemployment Rate	5.1%	5.0%
Labor Force	105,500	5,434,000
Employed	100,100	5,114,000
Unemployed	5,400	321,000

Notes: Current month's data are preliminary. Data are Seasonally Adjusted.

Unemployment Compensation Exhausters				
Feb 2016 to Jan 2017		Volume		Percent of Total
Pre-UC Industry	County	PA	County	PA
Natural Resources & Mining	20	3,710	1.0%	3.5%
Construction	270	12,150	15.0%	11.0%
Manufacturing	270	17,350	15.0%	15.5%
Trade, Transportation & Utilities	370	21,350	20.6%	19.0%
Information	10	1,730	0.5%	1.5%
Financial Activities	80	5,720	4.5%	5.0%
Professional & Business Services	300	19,920	16.5%	18.0%
Education & Health Services	280	16,700	15.5%	15.0%
Leisure & Hospitality	130	7,310	7.0%	6.5%
Other Services	40	2,790	2.0%	2.5%
Government	10	1,080	0.5%	1.0%
Info Not Available	20	2,190	1.0%	2.0%
Total	1,600	112,000	100%	100%

Note: Percentages less than 0.5% will be displayed as 0.0%.  
Source: Pennsylvania Unemployment Compensation System

Top 10 Employers by Employment in Q3 of 2016	
Allied Services Foundation	
State Government	
Community Medical Center	
Scranton School District	
Lackawanna County	
TMG Health Inc	
The University of Scranton	
Federal Government	
Wal-Mart Associates Inc	
Scranton Quincy Hospital Co LLC	

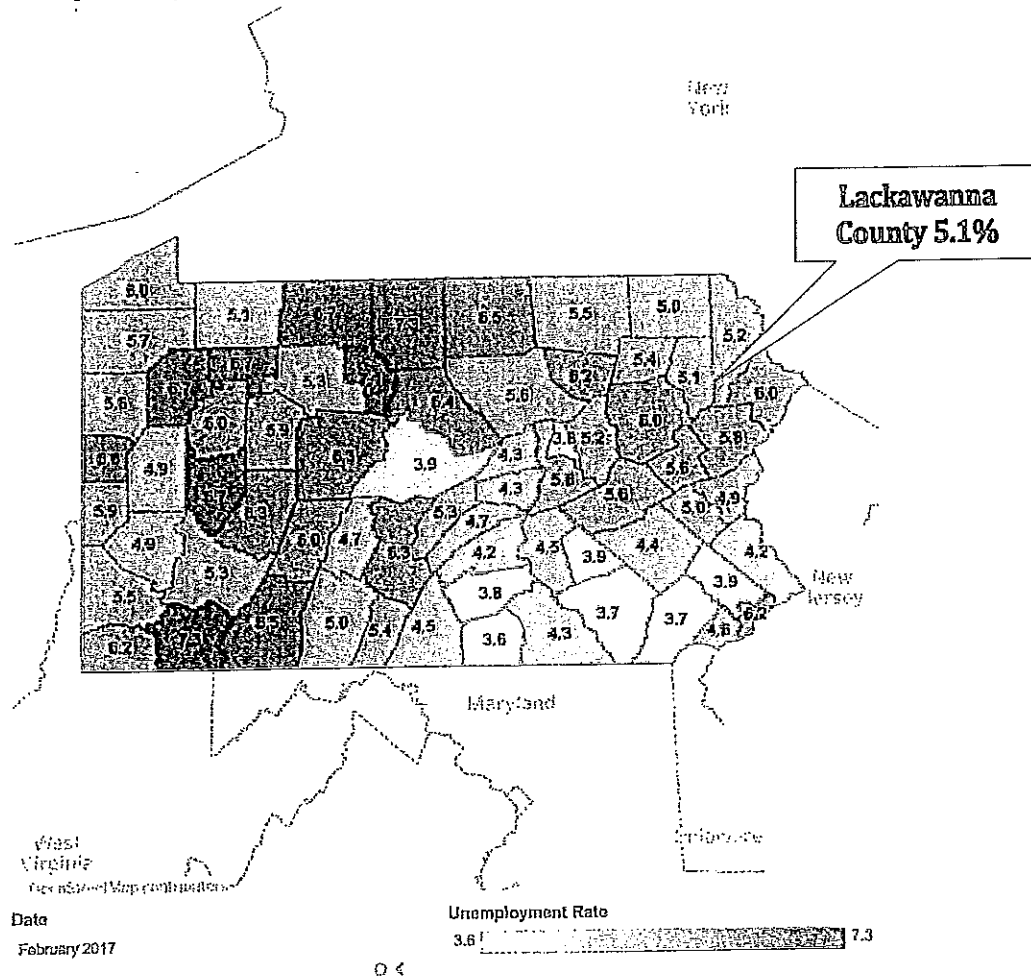
Source: Quarterly Census of Employment and Wages

Center for Workforce Information & Analysis

# LABOR STATISTICS DASHBOARD

[Employment](#)
[Labor Force](#)
[Other State Rates](#)
[County Rate Map](#)
[County OTM Change](#)
[County State Comparison](#)

## County Rate Map



2. Does the county have declining population? YES – see below excerpt from Census website.

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**United States Census Bureau**  
[\(www.census.gov\)](#)

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**Welcome to QuickFacts**

**Lackawanna County, Pennsylvania**

QuickFacts provides statistics for all states and counties, and for cities and towns with a population of 5,000 or more.

**QuickFacts**

**People**

**Lackawanna County, Pennsylvania**

<b>Population</b>	211,321
Population estimates, July 1, 2016, (V2016)	211,917
Population estimates, July 1, 2015, (V2015)	214,640
Population estimates base, April 1, 2010, (V2010)	214,436
Population estimates base, April 1, 2010, (V2010)	-1.5%
Population, percent change - April 1, 2010 (estimates base) to July 1, 2016, (V2016)	-1.2%
Population, percent change - April 1, 2010 (estimates base) to July 1, 2016, (V2016)	214,437
Population, Census, April 1, 2010	

3. Is the county below the state per capita income? YES – see insert in section 1.
4. Is the project located in a KOZ, KOEZ, KIZ, KSDZ, EZ or KOIZ-designated area?  
 NO.

**C. The project is increasing the quality of life.**

1. It is creating or improving Civic, Cultural or Recreation Facilities? YES – The project is increasing the quality of the life for both users of the Counseling Center and for residents and communities in Downtown Scranton. Currently, the space used by the Center is a 30-year old, tired, renovation of a department store. Most offices are devoid of natural light. Facilities within the space are inadequate for the program needs. The new building will change all of this. Additionally, Adams Avenue has become a major arterial road in Scranton's downtown as the University of Scranton has grown and The Commonwealth Medical College has come on-line. What was once an acceptable practice for the Center to load/unload their medical transports, is now a major source of traffic congestion along Adams Avenue during the morning and evening rush hours and throughout the day. The relocation of the Center will change this for everyone. Further, the relocation will pave the way for the redevelopment of the entire 300 block of Adams Avenue.
2. Is it improving Commercial/Retail/Mixed-use Buildings in a downtown or core area? YES – see photos of the existing vacant property above. The project will take an existing vacant historic warehouse and adjacent overgrown lot and completely rehabilitate them into a new facility with off-street parking. The



building has been vacant for over 10 years and is currently littered with trash, broken windows and graffiti.

3. **Does it address immediate/urgent issues to improve quality of life? YES** – the SCC program involves a great deal of mental health counseling and brings a number of people on a daily basis to its present location. The current facility lacks parking, appropriate passenger loading/unloading and is a very poor example of 1980's renovation – dark and depressing. The Center needs to either renovate its existing facilities or move to a new one. The cost to renovate the existing facilities while maintaining a minimal impact to operations is prohibitive. As with any building occupied for nearly 30 years the expansion within the space was haphazard and unplanned. Further complicating this is the fact that the Center expanded into a second unconnected building on the same block. Relocation is the only logical answer to benefit SCC and its customers.
4. **Does it address issues that could have a negative impact on the quality of life? YES** – as Scranton has added TCMC (The Commonwealth Medical College – a couple blocks up the street) and the community as a whole has become more dependent on cars, Adams Avenue has become a major arterial road in downtown Scranton. SCC's operation requires a great deal of passenger pick-up and drop-off and many of these customers are disabled and using paratransit of some sort. Traffic in front SCC's current location is a dangerous and very congested problem in the morning and evening rush hours with pedestrians and clients alike constantly dodging traffic. The relocation of the Center will provide off-street facilities as well as ample onsite parking for employees and customers that is not currently available.

**D. The project has regional impact.**

1. **Is it consistent with an existing revitalization plan? NO.**
2. **Is it a joint effort involving multiple municipalities? NO.**
3. **Is the public actively involved in the development of the project? NO.**
4. **Does it promote tourism? NO.**

## **TAB 5: STRATEGIC CLUSTERS FOR DEVELOPMENT**

The project meets the goal of the Commonwealth of PA and that of the Greater Scranton Chamber of Commerce and the City of Scranton with respect to growing businesses in the strategic cluster of the Healthcare sector. The project is the construction of a new facility for the relocation of Scranton Counseling Center (SCC) – a community based behavioral healthcare provider. Their present location is outdated, inadequate and does not allow for expansion.

At the writing of this application it is our understanding that there is a shortage of behavioral healthcare services in Lackawanna County. In looking at the current physical facilities of SCC it is easy to see that they are inadequate for today's needs. SCC served close to 10,000 individuals in 2016.

The population is made up primarily of low-income individuals and families, including the working poor. Services are provided to those in need regardless of their ability to pay. SCC has been located in their downtown Scranton location in a former department store building for over 30 years. It has very limited space to expand let alone improve through implementing new evidence-based services and other modern practices.

Healthcare consumers of all socioeconomic backgrounds deserve respect and dignity when seeking professional help. This is nowhere more important than then in the lower income communities. The current location worked at one time but not today. In order to grow the business and provide quality services to all, the Center needs to expand into new, better-suited space. All behavioral health consumers, including those from lower socioeconomic strata deserve the highest quality services possible, receiving those services in a physical environment that is thoughtfully designed, welcoming, and attractive will be an asset to recovery, and quality of life.

Relocation to the new facility will allow the Center to expand their services and will facilitate an employment base of 251 full-time and 60 part-time employees at an average wage rate of \$36,807. It will bring life to a vacant building and restore a tarnished streetscape. It will pave the way for additional development in SCC's existing location along the 300 block of Adams Avenue. It will be beneficial for all parties involved.

**TAB 6: ORGANIZATION, MANAGEMENT & STRATEGIC PLAN**

**TABLE OF INVOLVED ORGANIZATIONS:**

<b>Grantee:</b>	<b>City of Scranton</b> Mayor William L. Courtright 340 N Washington Ave, Scranton, PA 18503 P: (570) 348-4215 <b>Contact:</b> Linda Aebli, Director of OECD laebli@scrantonpa.gov
<b>Sub-Candidate:</b>	<b>Scranton-Cherry, LP</b> Charles C. Jefferson/Owner 2030 W. Tilghman Street, Suite #203, Allentown, PA 18104 P: (215) 651-1241 cjefferson@jeffersonwerner.com
<b>Architect:</b>	<b>Hemmler + Camayd Architects</b> David Hemmler/Partner 409 Lackawanna Avenue, Scranton, PA 18503 P: (570)961-1302 dhemmler@hc-architects.com
<b>Engineer:</b>	<b>Keast &amp; Hood Engineering</b> Frederick Baumert, PE 400 Market Street, Suite 1250, Philadelphia, PA 19106 P: (215) 625-0099 fbaumert@keasthood.com
<b>Construction Manager:</b>	<b>Admiral Management Services, LLC</b> Duane Wagner 129 N. Washington Avenue, Scranton, PA 18503 P: (484) 866-5608 dwagner@jeffersonwerner.com
<b>Developer / Project Administration:</b>	<b>Jefferson-Werner, LLC</b> Charles Jefferson, President 129 N. Washington Avenue, Scranton, PA 18503 P: (215)-651-1241 cjefferson@jeffersonwerner.com

## **PROJECT INFORMATION**

### **1. Tax Status & Organizational Structure**

Scranton-Cherry, LP, will operate as a for-profit business and will own the project. Scranton-Cherry, LP, will lease the project to Scranton Counseling Center on a triple-net basis and at an amount equal to the debt service plus minimal administrative costs.

### **2. Financial & Operating Status**

Financing for the project consists of the following of \$6,523,911 of private investment (equity and long-term debt) from the owner/developer, \$500,000 of Pennsylvania Historic Preservation Tax Credits and \$3,500,000 of RACP grant funding. In addition, the owner/developer will secure \$3,500,000 in RACP bridge financing.

As this is a new project there is no historical financial data available. There is a cash flow analysis provided to support the pro forma.

### **3. Project Administration**

The administration of the project, operation and compliance reporting will be the responsibility of Charles Jefferson of Jefferson-Werner, LLC, the Developer/Project Administrator. Charles has extensive experience in PA with urban development projects and RACP projects in particular. Jefferson-Werner, LLC has completed several major projects in Scranton including historic rehabs of the Connell Building (8-story, 166,000 SF building into 89 apartments, office and retail) and Mulberry 426 (4-story, 58,000 SF historic building into 39 apartments and retail). Most recently Jefferson-Werner, LLC, lead the purchase and turnaround of Montage Mountain Resorts in NEPA and the development and construction of the Lehigh Valley Charter High School for the Arts in the City of Bethlehem.

The Grantee, the City of Scranton, has applied for and been awarded many RACP grants over the past several years and has significant experience administering and managing such grants and in working with Jefferson-Werner. The City of Scranton administers state and federal grants through its Office of Economic Community Development (Linda Aebli, Director). They will administer the RACP funding. The Grantee will work closely with Scranton-Cherry, LP, who will complete the project being funded through this grant, to ensure that all program guidelines and requirements are met. A cooperation agreement will be executed between the Grantee and the Sub-Candidate that establishes the cooperative framework under which the Grantee and Scranton-Cherry, LP, will ensure appropriate management of the RACP funds.

Admiral Management Services has extensive experience with RACP funding and construction/development projects in Northeast Pennsylvania and within the City of Scranton. Most notably are the recently completed and very successful mixed use projects of Connell Lofts and 426 Mulberry in Downtown Scranton and the Lehigh Valley Charter Arts Foundation's new charter arts high school located in Bethlehem,

Northampton County. These development projects contained over \$50 million in construction and utilized RACP funds to make them successful.

#### **4. Financial Necessity.**

The Scranton Counseling project is located in the 300 block of Cherry Street in Scranton. This block has not seen new commercial activity for many years. As is the case with projects in depressed areas, the economics of renovating an historic building combined with the lower rents within the area do not support a traditional capital structure – basically you cannot charge enough rent to support the costs to renovate, not to mention servicing the debt. The project is under water before it could ever begin.

RACP funds in the amount of \$3,500,000 are requested to undertake the project, as the project requires complete interior reconstruction, site/sidewalk work, extensive façade improvements and accessibility requirements that combine with the economics to make the project not viable. RACP funds along with the noted equity and debt will allow the project to move forward and open Summer of 2018.

### **STRATEGIC PLAN**

#### **1. Business Strategy/Plan.**

The Scranton Counseling project will address the need to improve a business that provides a vital healthcare need to the Greater Scranton community. In addition to revitalizing an existing vacant structure along Cherry Street, the relocation of SCC will allow for future redevelopment of SCC's existing location along Adams Avenue in Scranton's central business district.

Scranton, like other former industrial cities, was once home to a thriving and vibrant downtown. The streets around courthouse square were lined with retail operations and entertainment venues. In the years since its peak, Scranton has seen its population decrease by 50% and its employment base change. Over the last 10 years the population has stabilized at around 75,000 with over 578,000 in the Scranton-Wilkes-Barre Metro Area. In the last 5 years residential development has come back to the downtown and small retailers are following. The downtown needs more to continue its growth.

The Scranton Counseling Center project is the construction of a new 108,000 SF facility with onsite parking and ample space to accommodate the Center's programs. It will replace the existing outdated and dysfunctional series of buildings currently housing the Center. These buildings on the 300 block of Adams are converted stores with inefficient floor plans, a lack of natural light and poor handicap access. SCC has outgrown this location. The new facility will allow the Center to continue to serve the community and expand its impact on the residents.

## **2. Financial Information**

See attached financial pro forma.

## **3. Plan for Continuing Operation of the Project**

The financial plan is attached. Parking is a major consideration in the operation of SCC. Currently, SCC's existing facility provides no on-site parking for employees or the residents it serves. In addition, SCC's clients are often subject to double-parking in the middle of Adams Avenue (a main thoroughfare through Scranton's downtown), subjecting SCC's clients to dangerous situations on a daily basis just to access their facility. Parking and access for SCC's clients and employees is addressed at the new location through ample onsite parking being provided as part of the project development plans. In addition to parking, other major improvements benefiting the employees and those residents the Center serves will be easier off-street facility access, complete handicap access, onsite passenger loading and unloading, off-street passenger bus drop-off/pickup, light-filled spaces from windows on all sides and the dignity that comes with a facility designed to meet their needs.

All other considerations for the project in terms of planning and approvals have been reviewed with City government and code officials. The project has the support of all parties including the Mayor. A cash flow analysis has been included to support the viability of the project. Scranton Counseling Center has been in business and serving the Lackawanna County and Scranton communities since 1947 – over 70 years.

# Development Budget & Assumption

FLOOR	GROSS AREA	CORE	NET RENTABLE	RENTAL RATE	GROSS ANNUAL INCOME
1, 2, 3	108,000	0	76,000	\$3.62	\$275,000
TOTAL / AVERAGE:	108,000	0	76,000		\$275,000

PROJECT COSTS		
LAND:		
PURCHASE PRICE:	\$ 545,000	
ACQUISITION FEES:	\$ 205,000	
TOTAL SOFT COSTS:	\$ 750,000	
SOFT COSTS:		
ARCH & ENG:		
LEGAL:		
ACCT'G HTC/NMTC:	\$ 500,000	
HTC CERTIFICATION:	\$ 100,000	
PROJECT MANAGEMENT:	\$ 40,000	
TESTING & INSPECTIONS:	\$ 40,000	
APPRAISAL/MARKET STUDY:	\$ 200,000	
REAL ESTATE TAXES:	\$ 5,000	
INSURANCE:	\$ 10,000	
OPERATING RESERVE:	\$ 69,000	
CONSULTANT PERFORMANCE FEE:	\$ 10,000	
INTEREST RESERVE (12 Mo. @ 5%):	\$ 216,010	
FINANCING /CLOSING FEES:	\$ 139,500	
	\$ 250,000	
	\$ 325,000	
TOTAL SOFT COSTS:	\$ 1,904,510	
CONSTRUCTION COSTS:		
DEMO/ABATEMENT <sup>2</sup>	\$ 50,000	
SITE WORK:	\$ 750,000	
INTERIOR:	\$ 5,000,000	
TOTAL CONSTRUCTION:	\$ 5,800,000	
DEFERRED DEV FEE (HTC SOURCE/USE):	\$ 1,200,000	
PROJECT FEES & COSTS:	\$ 569,401	
CONTINGENCY:	\$ 300,000	
TOTAL COST:	\$ 10,523,911	

TOTAL PROJECT COSTS:		
QLICI A1	\$ 5,052,780	
QLICI A2	\$ 1,500,000	
QLICI B	\$ 2,747,220	
ADDITIONAL EQUITY	\$ 1,223,911	
TOTAL SOURCES:	\$ 10,523,911	

AFFILIATE LEVERAGE LOAN DETAIL		
QLICI A1 - HISTORIC TAX CREDIT EQUITY	\$ 1,646,721	
QLICI A1 - AFFILIATED LEVERAGE LOAN (Sale)	\$ 1,475,000	
QLICI A1 - AFFILIATED LEVERAGE LOAN (Equity)	\$	
QLICI A2 - RACP GRANT	\$ 1,000,000	
QLICI A2 - PA STATE HTC	\$ 500,000	
TOTAL AFFILIATED LEV LOAN	\$ 4,621,721	

## Development Cash Flow

<b>USE</b>	
Acquisition:	750,000
Soft Costs:	1,904,510
Construction & Contingency:	6,100,000
Deferred Dev Fee:	1,200,000
Project Fees:	<u>569,401</u>
<b>Total Uses</b>	<b>10,523,911</b>
<b>SOURCE</b>	
Acquisition Loan:	-
Owner Equity - NMTC:	2,747,220
Owner Equity - HTC:	1,646,721
Owner Equity - PA HTC:	500,000
Owner Equity - Other/Bridge Loan:	154,970
Deferred Dev Fee:	1,200,000
SCC - Adams Ave Sale Proceeds:	1,475,000
SCC - Equity Contribution:	1,800,000
RACP Grant - Bridge Loan:	-
RACP Grant - State Proceeds:	<u>1,000,000</u>
<b>Total Sources</b>	<b>10,523,911</b>



## Cashflow, IRR & NPV Analysis

[illegible]

### INCOME SUMMARY:

Rental Income:	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$288,750	\$288,750	\$288,750	\$288,750
GROSS INCOME:	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$288,750	\$288,750	\$288,750	\$288,750

**OPERATING COST & FEE SUMMARY:**

OPEX: (REVIEW)	25.63%	(\$70,469)	(\$71,878)	(\$73,316)	(\$74,782)	(\$76,278)	(\$77,803)	(\$79,359)	(\$80,946)	(\$82,565)	(\$84,211)
Partnership Asset Mgmt.	1.50%	(\$4,125)	(\$4,125)	(\$4,125)	(\$4,125)	(\$4,125)	(\$4,331)	(\$4,331)	(\$4,331)	(\$4,331)	(\$4,331)
NMTC Investor Management Fee:		(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)
NMTC CDE Tax Prep & Audit:		(\$10,000)	(\$10,200)	(\$10,400)	(\$10,612)	(\$10,824)	(\$11,041)	(\$11,262)	(\$11,487)	(\$11,715)	(\$11,944)
HTC Investor Pref:	2.00%	(\$32,934)	(\$32,934)	(\$32,934)	(\$32,934)	(\$32,934)	(\$32,934)	(\$32,934)	(\$32,934)	(\$32,934)	(\$32,934)
HTC Investor Tax Payment:		(\$18,318)	(\$18,318)	(\$18,318)	(\$18,318)	(\$18,318)	(\$18,318)	(\$18,318)	(\$18,318)	(\$18,318)	(\$18,318)
HTC Property / Master Tenant		(\$10,000)	(\$10,200)	(\$10,400)	(\$10,612)	(\$10,824)	(\$11,041)	(\$11,262)	(\$11,487)	(\$11,715)	(\$11,944)
<b>TOTAL OPEX &amp; FEES:</b>		<b>(\$150,846)</b>	<b>(\$152,635)</b>	<b>(\$154,501)</b>	<b>(\$156,384)</b>	<b>(\$158,304)</b>	<b>(\$160,468)</b>	<b>(\$162,466)</b>	<b>(\$164,466)</b>	<b>(\$166,466)</b>	<b>(\$168,466)</b>

### CASHFLOW SUMMARY:

[illegible]

Distribution Schedule:	At Closing	Upon Flip
SCC Distribution:	100.00%	95.00%
USBCDC Distribution:	0.00%	5.00%
	\$7,160 \$0	\$5,423 \$0
	\$3,651 \$0	\$1,844 \$0
	\$11,123 \$0	\$9,205 \$0
	\$184,090 \$9,689	\$170,531 \$8,975
	\$182,584 \$9,610	
DEBT SERVICE COVERAGE RATIO:	1.11	1.09
DEBT SERVICE COVERAGE RATIO: ADD BACK AFFILIATED LEVERAGE LOANS	2.67	2.63
	1.08	1.06
	1.15	1.13
	2.59	2.55
	2.76	2.72
	2.51	

#### **TAB 9: PROJECTED CASH FLOW SCHEDULE**

1. Projected Cash Flow Schedule attached.
2. Bridge Financing/Interim Financing. The projected cash flow schedule includes interest costs related to Bridge Financing required for the requested RACP Grant. Scranton-Cherry, LP, assumed a six (6) reimbursement/close out period from the project's completion.
3. Secured & Unsecured Financing. Scranton-Cherry, LP, has secured both long-term and interim funding for the project, subject to the approval of the requested \$3,500,000 RACP Grant. Scranton-Cherry, LP's, lender has issued a letter expressing interest in financing the project, which is included with Tab 10-B.
4. Long-Term Funding. Scranton-Cherry, LP, will work to ensure long-term permanent financing for the project with a maturity term of 20 or 25 years.

**Project Name:** Scranton Counseling Center  
**Date of Forecast:** May 20, 2017

**Project Name:** Scranton Counseling Center  
**Date of Forecast:** May 20, 2017

Source of Funds  
RACP Grant

[illegible]

Monthly Cash Flow

	Financial Forecast									
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Cumulative Remaining
Financing:										
Cumulative Source of Funds	1,850,660	2,642,153	3,707,250	4,475,549	5,277,187	5,801,427	6,528,278	7,167,753	7,789,881	10,543,911
Cumulative Use of Funds	1,850,660	2,642,153	3,707,250	4,475,549	5,277,187	5,801,427	6,528,278	7,167,753	7,789,881	10,543,911
Cumulative Cash Flow	-	-	-	-	-	-	-	-	-	-
Line of Credit - Outstanding Balance	1,850,660	2,642,153	3,707,250	4,475,549	5,277,187	5,801,427	6,528,278	7,167,753	7,789,881	10,410,808
Line of Credit - Total E-Orig	7,781	14,842	15,417	18,618	21,988	24,580	27,211	29,924	32,488	43,378

Line of Credit - Outstanding Balance  
Interest estimated at 5.00%

**TAB 15: PERMITS, LICENSING, REGULATORY, & LEGAL REQUIREMENTS**

**GENERAL**

- Local Building Permits – building permits will be applied for and issued in July 2017.
- Demolition Permit – demolition permit will be included with Building Permits above.
- Zoning Hearing Board - Not Required. The project use is compliant with existing zoning. (Letter from City of Scranton Director of Licensing is attached for reference.)
- Occupancy Permits – will be issued upon completion of the project in July 2018.
- Utilities – the project property is currently served by water, sewer, electric and gas.

**HISTORICAL**

- PA Historical and Museum Commission Part 1 and Part 2 review is complete. (Approval letters attached for reference.)

**ENVIRONMENTAL**

- Phase 1 Environmental Assessment Report – complete.
- Asbestos Abatement – asbestos report is complete and abatement will be completed as part of the project construction.
- Lead Paint Abatement – lead paint report is complete and abatement will be completed as part of the project construction.



[TAB #15]

DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

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

May 25, 2016

Pennsylvania Retirement Fund LLC  
2030 W Tilghman Street  
Suite # 203  
Allentown, PA 18104

*\*Via Hand Delivered\**

Re: 329 Cherry St, Scranton PA 18505  
(Scranton Counseling Center)

To Whom It May Concern,

The above property (329 Cherry St) is located within a Light Industrial (I-L) Zone. The use of a counseling center such as the one listed above is considered a medical office/clinic, and is a permitted use in said zone.

Should you have any questions, please contact me at (570) 348-4193.

Sincerely,

Patrick L. Hinton  
Director/BCO  
Licensing, Inspections & Permits

PLH/to  
Enclosure(s):

Cc: Thomas Oleski, Deputy Director  
Cc: Jack Sweeney, Zoning Officer



Pennsylvania State Historic Preservation Office  
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

December 1, 2016

Attn: Mr. Charles C. Jefferson  
Scranton-Cherry, LP  
2030 Tilghman Street, Suite 203  
Allentown, PA 18104

Re: Part 1 Review – Scranton Button Company – Buildings S1, S2 and S3, Scranton, PA

Dear Mr. Jefferson:

Thank you for your submission. We completed our review of your Part 1 Application submitted for the above referenced project. Your application was forwarded to the National Park Service with a recommendation of Approval. A copy of our review sheet is attached for your review. Please remember that our review is a recommendation and the National Park Service determines whether the buildings are certified historic structures.

The National Park Service review should take at least 30 days. Upon the completion of their review, they will send you a letter regarding their decision. If you have any questions concerning the review sheet, please contact me at (717) 783-6012 or [midoyle@pa.gov](mailto:midoyle@pa.gov).

Sincerely,

Scott Doyle  
Pennsylvania State Historic Preservation Office  
Pennsylvania Historical and Museum Commission

Enclosure

Cc: Robert Powers, Powers & Company, Inc.  
Bryan Van Sweden, PA SHPO

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

Historic Preservation Certification Application  
State Historic Preservation Office Review & Recommendation Sheet  
Significance - Part 1

Project Number: \_\_\_\_\_

Number 1	Scranton Button Company - Buildings S1, S2 and S3 (Property) 300 Cherry Street, Scranton, Lackawanna County, PA  Lackawanna Mills and Scranton Button Historic District (Historic District)
-------------	--

\_\_\_\_\_ Preliminary done

\_\_\_\_\_ NR District \_\_\_\_\_ Certified State or Local district

Date application received by State 11/16/2016  
Date(s) additional information requested by State 11/28/2016  
Date complete information received by State 11/30/2016  
Date of transmittal to NPS 12/1/2016  
Property visited by State staff? \_\_\_\_\_

SHPO REVIEW SUMMARY

- ☒ Fully reviewed by SHPO  
☒ No outstanding concerns  
☒ Owner informed of SHPO recommendation  
\_\_\_\_\_ In-depth NPS review requested  
\_\_\_\_\_ Recommendation different from applicant's request

Number  
2 STATE RECOMMENDATION:

Scott Doyle  
who meet the Secretary of the Interior's Professional Qualification Standards, have reviewed this application.

\_\_\_\_\_ The property is included within the boundaries of a registered historic district, contributes to the significance of the district, and is a "certified historic structure" for the purpose of rehabilitation.

\_\_\_\_\_ The property is included within the boundaries of a registered historic district, contributes to the significance of the district, and is a "certified historic structure" for a charitable contribution for conservation purposes in accordance with the Internal Revenue Code.

\_\_\_\_\_ The property does not contribute to the significance of the above-named district.

\_\_\_\_\_ Insufficient documentation has been provided to evaluate the structure.

\_\_\_\_\_ This application is being forwarded without recommendation.

Preliminary determinations:

\_\_\_\_\_ The property appears to meet National Register Criteria for Evaluation and will be nominated individually.

\_\_\_\_\_ The property does not appear to meet National Register Criteria for Evaluation and will not be nominated.

☒ The property appears to contribute to the significance of a:  
\_\_\_\_\_ ☒ potential historic district that appears to meet the National Register Criteria for Evaluation and will likely be nominated.  
\_\_\_\_\_ registered historic district but is outside the period(s) or areas of significance as documented in the National Register nomination or district documentation on file with the NPS and nomination will be amended.

\_\_\_\_\_ The property is located in a proposed historic district and:  
\_\_\_\_\_ the property does not appear to contribute to the significance of the proposed historic district.  
\_\_\_\_\_ The proposed historic district does not appear to meet the NR Criteria for Evaluation and will not be nominated.

12/1/2016 Mark Doyle Deputy SHPO  
Date State Official Signature







Pennsylvania State Historic Preservation Office  
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

April 25, 2017

Attn: Mr. Charles Jefferson  
Scranton-Cherry, LP  
2030 Tilghman Street, Suite 203  
Allentown, PA 18104

Re: Part 2 Review  
Scranton Button Company – Buildings S-1, S-2 and S-3  
Scranton, PA

Dear Mr. Jefferson:

Thank you for your submission. PHMC has completed our review of your Part 2 Application submitted for the above referenced project. Your project was forwarded to the National Park Service with a recommendation of Approval with conditions. A copy of our review sheet is attached for your review. Please remember that our review is a recommendation and the National Park Service determines whether the proposed rehabilitation meets the Secretary of the Interior's *Standards for Rehabilitation*.

The National Park Service review should take at least 30 days. NPS cannot review your Part 2 application until the review fee is paid. Upon receipt of the Part 2 application, NPS will send the fee invoice electronically to the Applicant email address. Payment is made through [Pay.gov](http://Pay.gov), the Department of the Treasury's electronic payment system. Upon the completion of their review, NPS will send you a letter regarding their decision. If you have any questions concerning the review sheet, please contact me at (717) 783-6012 or [midoye@pa.gov](mailto:midoye@pa.gov).

Sincerely,

Scott Doyle  
Pennsylvania State Historic Preservation Office  
Pennsylvania Historical and Museum Commission

Enclosure

Cc: Robert Powers, Powers and Company, Inc.  
Bryan Van Sweden, PA SHPO

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

Historic Preservation Certification Application  
State Historic Preservation Office Review & Recommendation Sheet  
Rehabilitation—Part 2/Part 3

Project Number: 35308

Number 1	Scranton Button Company - Buildings S-1, S-2, and S-3 (Property) 300 Cherry Street (Property) Scranton, Lackawanna, PA
-------------	--

☐ Preliminary done

☐ Non-standard billing

Certified Historic Structure? ☒ Yes ☐ pending

Type of Request: ☒ Part 2  
☐ Part 3 (Part 2 previously reviewed)  
☐ Part 3 (Part 2 not previously reviewed)  
☐ Amendment

Date application received by State 3/31/2017

Date(s) additional information requested by State \_\_\_\_\_, \_\_\_\_\_,

Complete information received by State 3/31/2017

Date transmitted to NPS 5/3/2017

Property visit by State staff 1/31/2017 (before) (during) (after) rehab.

PROJECT SUMMARY REVIEW

☒ Fully reviewed by SHPO

☒ No outstanding concerns

☒ Owner informed of SHPO recommendation

☐ In-depth NPS review requested

Number  
2

STATE RECOMMENDATION:

Scott Doyle  
who meet the Secretary of the Interior's Professional Qualification Standards, have reviewed this application.

The project:  
☐ meets the Standards.

☒ meets the Standards *only* if the attached conditions are met.

☐ does not meet Standard number(s) \_\_\_\_\_ for the reasons listed on reverse.

☐ warrants denial for lack of information.

☐ This application is being forwarded without recommendation.

For completed work previously reviewed, check as appropriate:  
☐ completed rehabilitation conforms to work previously approved.

☐ completed rehabilitation differs substantively from work previously approved (describe divergences from Part 2 application on reverse).

5/3/17

Michael D. Smith

Date

State Official Signature

Deputy SHPO

This is a review sheet only and does not constitute an official certification rehabilitation.

Number  
3

ISSUES:

\_\_\_ Additions, including rooftop

\_\_\_ Alteration, removal, or covering of significant interior finishes or features

\_\_\_ Changes in significant interior spaces or plan features (including circulation patterns).

\_\_\_ Damaging or inadequately specified masonry treatments

\_\_\_ Alteration of significant exterior features or surfaces

\_\_\_ Adjacent new construction, extensive site work, or demolition of adjacent structures

\_\_\_ Window replacements on any major elevation that do not match historic configuration, material, and profiles

\_\_\_ Other (explain)

Number  
4

Basis for Recommendation. Focus on how the issues checked in NUMBER 3 are being addressed. Where denial is recommended, explain fully. Comment on noteworthy aspects of the project, including any technical or design innovations, or creative solutions.

STATE EVALUATION OF PROJECT & CONCERNS:

The proposed rehabilitation of Scranton Button Company buildings in Scranton, PA converts the vacant warehouse buildings into an office building for a medical and social service provider. PA SHPO staff visited the site on January 31, 2017. Please note that the saw tooth section of Building S-1 (approx. 80% of the overall building footprint) and the western half of Building S-3 are not being rehabilitated as part of this project and the 3<sup>rd</sup> floors of S-2 and S-3 appear to be empty for future expansion (see Condition). The remainder of the project is a typical rehabilitation of an industrial building converted to office use. Exterior work includes general masonry repairs to brick, bluestone and concrete; replacement of entrance doors with compatible aluminum framed glazed doors and double-leaf glazed wood doors to match historic units; replacement of windows including 6/6 wood windows on S-1 and S-2 with matching units and multi-light metal windows (both steel and aluminum) with aluminum replacements that are compatible replacement units; and replacement of EPDM roof systems and placement of mechanical units on roof with proper setback. On the interior, Building S-2 serves as main entrance to offices. The space is altered and new finishes to be installed. The 1<sup>st</sup> and 2<sup>nd</sup> floors are subdivided into office and meeting rooms in the middle of floor plate with a 6' wide corridor along the perimeter walls where exposed masonry and full height and structural features are retained. The offices are standard drywall construction with fully enclosed walls and ceilings due to privacy requirements. Large meeting rooms and public spaces retain full height open ceilings with exposed structural features. Vertical circulation retains most existing stairs and reuses the main elevator shaft. Secondary spaces for bathrooms and mechanical rooms are centered between S-1 and S-2 and at east end of S-3. Based on our review, the proposed work would meet the Secretary of the Interior's *Standards for Rehabilitation*.

INNOVATIVE SOLUTIONS/NOTEWORTHY ASPECTS:

\_\_\_ new technical process \_\_\_ creative design solution \_\_\_ noteworthy project

☒ See attachments: ☒ plans \_\_\_ specifications ☒ photographs \_\_\_ other:  
Items sent separately: \_\_\_ plans \_\_\_ specifications \_\_\_ photographs \_\_\_ other:  
\_\_\_ Other documentation on file in State:

NPS COMMENTS:

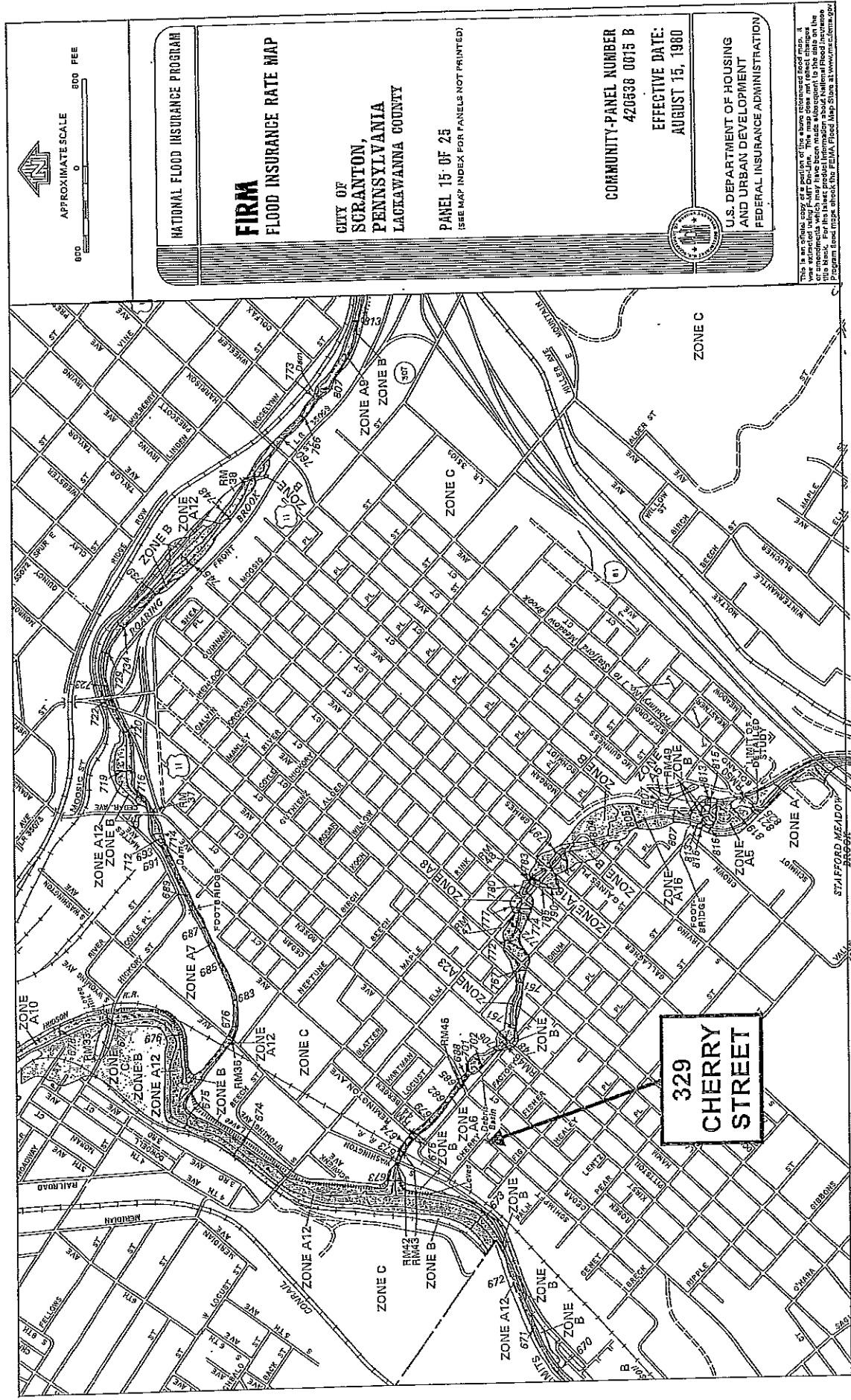
Date

National Park Service Reviewer



**TAB 16: FLOOD ZONE REQUIREMENTS**

The project site is not located within the 100-year floodplain. See attached map.





DEPARTMENT OF LAW

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

January 8, 2018

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

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT FOR THE REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP) THROUGH THE COMMONWEALTH OF PENNSYLVANIA'S OFFICE OF THE BUDGET IN THE AMOUNT OF ONE MILLION \$1,000,000.00 DOLLARS; AND ACCEPTING AND DISBURSING THE GRANT AND COORDINATE THE USE OF THE GRANT FUNDS WITH "SCRANTON-CHERRY, LP, FOR THE PROJECT TO BE NAMED THE "SCRANTON COUNSELING CENTER".

Respectfully,

Jessica L. Eskra, Esquire  
City Solicitor

JLE/sl

RECEIVED

JAN 11 2018

OFFICE OF CITY  
COUNCIL/CITY CLERK

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

2018

**RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT FOR A LAW ENFORCEMENT ACTIVITIES GRANT BY THE GOVERNOR'S BUDGET OFFICE FOR GRANT FUNDS TO CONVERT THE SERRENTI MEMORIAL ARMY RESERVE CENTER, 1801 PINE STREET INTO AN EMERGENCY SERVICES CENTER TO BE USED BY THE SCRANTON POLICE AND FIRE DEPARTMENTS AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT AND DISBURSE THE GRANT FUNDS IN THE AMOUNT OF \$175,000.00 TO CONVERT THE SERRENTI MEMORIAL RESERVE CENTER TO AN EMERGENCY SERVICES CENTER.**

WHEREAS, the City of Scranton Police Department has submitted a Grant Application for a Law Enforcement Activities Grant by the Governor's Budget Office. A copy of the Grant Application is attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the Grant Application has been approved in the amount of \$175,000.00, and will be used for plumbing, electrical, and structural upgrades, as well as general construction in converting the Serrenti Memorial Army Reserve Center into an Emergency Services Center.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the actions of the City of Scranton Police Department in submitting the Grant Application, substantially in the form attached hereto, are hereby ratified and further, the Mayor and other appropriate city officials are hereby authorized to accept the grant funds which will be implemented in accordance hereto.

**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.

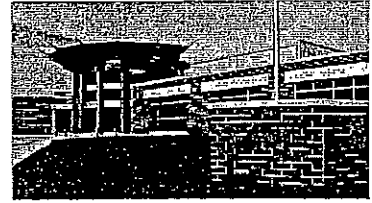
**SECTION 2.** This Resolution shall become effective immediately upon approval.



**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.

**Police Department  
Maggie Perry  
Grant Manager**

Scranton Police Headquarters  
100 South Washington Avenue  
Scranton, Pennsylvania 18503  
Tel: (570) 558-8335  
Fax: (570) 207-0412  
mamclane@scrantonpa.gov



SCRANTON

December 19, 2017

Atty. Jessica Boyles  
City of Scranton  
340 North Washington Avenue  
Scranton, Pa 18503



Re: Emergency Services Center

Atty. Boyles,

I am requesting that you send legislation to City Council for approval to accept and execute the Law Enforcement Activities Grant Application awarded by the Governor's Budget Office, the amount awarded is \$175,000.

The purpose of this grant is to convert the Serrenti Memorial Army Reserve Center, located at 1801 Pine Street into an Emergency Services Center to be used by the Scranton Police and Scranton Fire departments.

Attached is a copy of the grant application and award notification.

If you have any questions or concerns please feel free to contact me at 558-8335.

Thank you,

*Maggie Perry*  
Maggie Perry  
Grant Manager

## Marguerite McLane

---

**From:** OB, Grants <RA-OBGRANTS@pa.gov>  
**Sent:** Friday, December 08, 2017 2:13 PM  
**To:** Marguerite McLane  
**Subject:** Law Enforcement Grant Application 2016-028

Ms. Perry,

Your Law Enforcement Activities Grant Application for City of Scranton has been approved!

These are paid on a reimbursement basis, and therefore require submission of Proof of Payment to me via this email address ([RA-OBGrants@pa.gov](mailto:RA-OBGrants@pa.gov)).

This includes an Invoice, and either a cancelled check or some other proof of payment (acct info can be redacted if there are security concerns) as supporting documentation, as well as a registered Vendor Number.

Entities without a vendor number should register via the non-procurement registration portal:

[www.budget.pa.gov](http://www.budget.pa.gov)

Top right of screen select "services"

Then select "For Vendors" from the drop down

On next page select block for "Vendor Registration"

On next page choose link for "Non-Procurement Vendor Registration"

Follow Instructions on each page after to submit registration

Upon receipt of the documents, a General Invoice will be created and sent for payment (please note: this can take up to 45 days or more).

Please let me know if you have any questions or concerns.

Thank you,  
Heather

**Heather Gruber** | Administrative Officer  
Governor's Budget Office | Div. of Operations & Graphic Services  
333 Market Street | 19<sup>th</sup> Floor | Harrisburg, PA 17101-2210  
717.783.3118  
[hegruber@pa.gov](mailto:hegruber@pa.gov)

# **LAW ENFORCEMENT ACTIVITIES GRANT APPLICATION**

---

## **I. Applicant Identification**

<b>Applicant</b>					
Name (Organization)	<b>City of Scranton</b>				
Street Address	340 N. Washington Avenue				
City	Scranton	State	PA	ZIP Code	18503
Name of Contact Person/Project Manager	Maggie Perry	Title		Grant Manager	
Email Address	mamclane@scrantonpa.gov		Phone Number		570-558-8335
County	Lackawanna	Fax Number		570-207-0413	

## **II. Proposed Grant Description**

Proposed Grant Title	Emergency Services Center
Location of Project Site	Scranton
Address of Project Site	1801 Pine Street

## **III. Project Narrative**

Please provide the following information. Attach separate sheets if needed.

### **A. Program Description:**

Please provide a detailed description of the proposed project including its goals.

### **B. Statement of Significance:**

Explain the impact of the proposed project on law enforcement in the Commonwealth. State the number of people served by the project.

### **C. Methodology:**

Explain how the contact person/project manager will accomplish the goals of the project. Please provide a time-line showing when the different parts of the project will be completed. This section should focus on activities to be supported with the grant funds requested in this application.

## **IV. Budget**

Complete the attached Budget Form.

<b>GRANT</b>				
<b>BUDGET FORM</b> <i>(Amounts in whole dollars)</i>				
	<b>FEDERAL FUNDING</b>	<b>STATE FUNDING</b>	<b>LOCAL FUNDING</b>	<b>TOTALS</b>
<b>SALARIES</b>				
<b>FRINGES</b>				
<b>CONTRACTED SERVICES (List Contractors)</b>				
<b>SUPPLIES</b>				
<b>CAPITAL</b>				
<b>OTHER (Please explain) General Construction</b>		\$175,000	\$250,000	\$425,000
<b>TOTALS</b>		\$175,000	\$250,000	\$425,000

## V. Evaluation

Describe the planned evaluation methodology, quantitative values or benchmarks to be used to assess the effectiveness of the program.

Law Enforcement Activities  
Grant Application  
City of Scranton  
  
Project Narrative

Program Description

The City of Scranton is applying for \$175,000 in grant funding to convert the Serrenti Memorial Army Reserve Center, located at 1801 Pine Street, into an Emergency Services Center. This center will be a secondary location for government operations, as well as, a law enforcement command center in the event of a critical incident such as a natural disaster or terrorist attack. In addition the Emergency Service Center will furnish office and conference space to be used for government and law enforcement operations, community meetings, police training and storage space for police vehicles and equipment. This facility will provide a centralized location from which the Scranton Police Training Division, Special Investigation Division and Specialized Units will operate; currently these units operate from various locations throughout the City.

Community programs presented by the S.P.D will also be held at the Emergency Services Center; these programs include, the Citizen/Junior Police Academy, drug and alcohol programs, internet safety and gun safety. The Emergency Services Center will be an asset to the citizens of Scranton by expanding the police presence in the City and providing a place where the community and law enforcement can come together through programs that are intended to open lines of communication while producing informed citizens.

If awarded, this funding will be used for plumbing, electrical and structural upgrades and general construction.

Law Enforcement Activities  
Grant Application  
City of Scranton

Statement of Significance

The Scranton Police Department (S.P.D) will utilize this facility to house equipment and vehicles of the Specialized Units such as the Bomb Unit and the Special Operations Group (S.O.G), both of which respond to critical incidents throughout Lackawanna County. Providing a central location where not only the equipment can be stored securely but from which the personnel can operate would make responding to critical incidents more efficient.

The Emergency Services Center will also be the location of the Scranton Police Department Special Investigations Division (S.I.D). This plain clothes under cover unit handles vice and narcotics investigations. These officers work closely with various agencies such as the Pennsylvania State Police, Lackawanna County Drug Task Force, the Federal Bureau of Investigation and the Drug Enforcement Agency, all of which will be able to utilize the new facility.

The Scranton Police Training Division will be stationed in the Emergency Services Center. This division evaluates the needs and addresses the deficiencies of the Department and creates comprehensive programs to meet those needs in order to maintain professional levels in all aspects of police work. The Training Sergeants coordinate with outside agencies seeking specialists in the community to offer their expertise to department personnel, as well as, educates officers in the use of both lethal and less than lethal munitions. The Training Division is responsible for training of all officers employed by the City of Scranton. All trainings for the Scranton Police Department will take place at the Emergency Services Center and all local, state and federal law enforcement agencies will be welcome to utilize this facility for trainings and meetings. In addition, the Center will be linked into the Scranton Police Department Community

Law Enforcement Activities  
Grant Application  
City of Scranton

Surveillance Wireless Network through security cameras providing surveillance of the area and a police presence in the Hill Section

Methodology

The goals of this project are:

- To provide a centralized location for the Scranton Police Department specialized units
- To provide a secondary location for government operations
- To provide a conference space for police trainings and community meetings

The goals will be accomplished through by the development of the Emergency Services Center. The City of Scranton is in the process of acquiring the the Serrenti Memorial Army Reserve Center through the Defense Base Closure and Realignment (BRAC) Commission. Once the Scranton Police Department is awarded funding the project will be put up for bid according to Section 6-14 of the City of Scranton General Code. All such bids/specifications and invitations to bidders will be advertised twice on different days in a newspaper of general circulation within the City of Scranton.

Following the creation of contracts with the appropriate companies the construction phase of the project will begin. The estimated time for the design, engineering and renovations to this facility is approximately twelve months.



Law Enforcement Activities  
Grant Application  
City of Scranton

Evaluation

This effectiveness of this project will be determined by tracking the use of the Emergency Services Center. The quantitative values that will be tracked are the number of trainings and community meetings held at the Center, as well as, the response times of the specialized units.



**DEPARTMENT OF LAW**

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


January 11, 2018

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

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT FOR A LAW ENFORCEMENT ACTIVITIES GRANT BY THE GOVERNOR'S BUDGET OFFICE FOR GRANT FUNDS TO CONVERT THE SERRENTI MEMORIAL ARMY RESERVE CENTER, 1801 PINE STREET INTO AN EMERGENCY SERVICES CENTER TO BE USED BY THE SCRANTON POLICE AND FIRE DEPARTMENTS AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT AND DISBURSE THE GRANT FUNDS IN THE AMOUNT OF \$175,000.00 TO CONVERT THE SERRENTI MEMORIAL RESERVE CENTER TO AN EMERGENCY SERVICES CENTER.

Respectfully,

  
Jessica L. Eskra, Esquire  
City Solicitor

JLE/sl

RECEIVED

JAN 11 2018

OFFICE OF CITY  
COUNCIL/CITY CLERK

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

2018

**RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT TO THE NORTHEASTERN PENNSYLVANIA HEALTH CARE FOUNDATION FOR GRANT FUNDS FOR THE CONTRACT FOR RECOVERY-ALTERNATIVE TO ARRESTING ADDICTS PROGRAM (AAA) AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT AND DISBURSE THE GRANT FUNDS IN THE AMOUNT OF \$40,000.00 FOR THE CONTRACT FOR RECOVERY - ALTERNATIVE TO ARRESTING ADDICTS PROGRAM.**

**WHEREAS**, the City of Scranton Police Department has submitted a Grant Application to the Northeastern Pennsylvania Health Care Foundation for grant funds for the Contract for Recovery-Alternative to Arresting Addicts Program (AAA) – an effective prevention and response approach to prescription and/or illegal drug addiction through an innovative police-led, multi-agency collaborative solution. A copy of the Grant Application is attached hereto as Exhibit “A” and incorporated herein as if set forth at length; and

**WHEREAS**, the Grant Application has been approved in the amount of \$40,000.00, which will be deposited into a Special City Account to be established for the receipt of the grant funds and enable the Police Department to accurately track any and all expenditures associated with the program.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON** that the actions of the City of Scranton Police Department in submitting the Grant Application, substantially in the form attached hereto, are hereby ratified and further, the Mayor and other appropriate city officials are hereby authorized to accept the grant funds which will be implemented

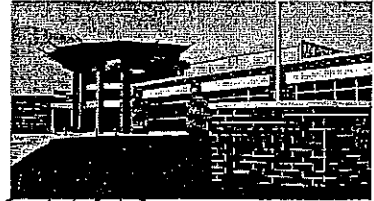
**SECTION 1.** If any section, clause, provision or portion of this Resolution shall be held invalid, or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable 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 Police Headquarters  
100 South Washington Avenue  
Scranton, Pennsylvania 18503  
Tel: (570) 558-8335  
Fax: (570) 207-0412  
mamclane@scrantonpa.gov

**Police Department**  
**Maggie Perry**  
**Grant Manager**



SCRANTON

December 19, 2017

Atty. Jessica Boyles  
City of Scranton  
340 North Washington Avenue  
Scranton, Pa 18503

Re: Contract for Recovery –Alternative to Arresting Addicts Program

Atty. Boyles,

I am requesting that you send legislation to City Council for approval to accept and execute the NEPA Health Care Foundation grant in the amount of \$40,000 for the Contract for Recovery-Alternative to Arresting Addicts program.

The purpose of this grant to implement an effective prevention and response approach to prescription and illegal drug overdose and deaths through an innovative police-led, multi-agency collaborative solution.

Attached is a copy of the grant application and grant agreement.

If you have any questions or concerns please feel free to contact me at 558-8335.

Thank you,

*Maggie Perry*  
Maggie Perry  
Grant Manager

December 11, 2017

Maggie Perry  
Grant Manager  
City of Scranton  
100 S Washington Avenue  
Scranton, PA 18503

Dear Ms. Perry

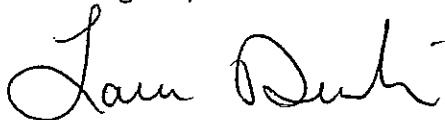
Enclosed is a grant check in the amount of \$40,000 payable to the City of Scranton. This grant is to assist with the *Alternative to Arresting Addicts Project* as outlined in your grant proposal.

A **post-funding grant report** is also enclosed. This form reports on all grant activities and expenditures, and is to be completed and submitted to the Northeastern Pennsylvania Health Care Foundation by **December 31, 2018**. This date is approximately one year from the receipt of the grant, which should provide sufficient time to make some important assessments regarding outcomes. Please return the completed forms via email to: [cathyf@safdn.org](mailto:cathyf@safdn.org). Future funding from the Northeastern Pennsylvania Health Care Foundation is dependent upon receipt of these reports.

Please note that organizations are ineligible to apply for funding from the Northeastern Pennsylvania Health Care Foundation for two consecutive years. The Board of the Northeastern Pennsylvania Health Care Foundation welcomes you to apply again for the 2019 grant cycle.

We send good wishes for continued success with this program.

Best regards,



Laura Ducceschi  
President/CEO Scranton Area Foundation  
Administrator Northeastern Pennsylvania Health Care Foundation

NORTHEASTERN PA HEALTH CARE FOUNDATION

615 JEFFERSON AVE. STE 1002  
SCRANTON, PA 18510

1446

ESSA

Bank & Trust

60-7224-2313

12/11/2017

City of Scranton

PAY TO THE  
ORDER OF

Forty Thousand and 00/100

40,000.00

\$

DOLLARS

MEMO POLICE DEPT

0001446 12313722481 0317000001

November 22, 2017

Maggie Perry  
Grant Manager  
City of Scranton  
100 S Washington Avenue  
Scranton, PA 18503

Dear Ms. Perry:

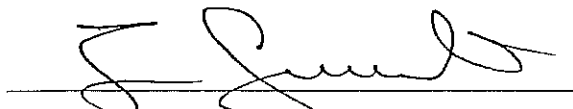
On behalf of the Board of Directors of the Northeastern Pennsylvania Health Care Foundation, I am pleased to inform you that your grant proposal entitled *Alternative to Arresting Addicts* has been reviewed and approved for funding in the amount of \$40,000.

In order to confirm your acceptance of the grant, please sign the enclosed grant agreements. Return one copy to the Foundation and **keep one** of the originals for your records. Upon receipt of the signed grant award agreement a check for \$40,000 will be issued.

The Northeastern Pennsylvania Health Care Foundation will be hosting a grant awards ceremony in March 2018. This event will provide all grant recipients the opportunity to share information about their respective grant-funded projects and the impact of Foundation support on the population served. When the event date has been confirmed, a formal invitation will be sent to each recipient organization.

Congratulations on your grant award, and we look forward to seeing you at the Northeastern Pennsylvania Health Care Foundation Grant Awards Ceremony.

Sincerely,



James Clemente  
Chairman  
Board of Directors

enclosures



## GRANT AGREEMENT

615 JEFFERSON AVENUE SUITE 102

SCRANTON, PA 18510

PHONE: 570.347.6203 • WWW.NEPAHEALTHCAREFOUNDATION.ORG

The Northeastern Pennsylvania Health Care Foundation hereby grants the sum of \$ 40,000 to the City of Scranton (Agency/Organization)

Grant recipient hereby accepts upon the following terms and conditions:


1. Recipient shall use the Grant solely for the purpose of the:  
Alternative to Arresting Addicts
2. Recipient agrees that should all or any part of the Grant funds not be used for the stated purpose, the grant shall thereby be automatically rescinded and Recipient shall, upon written notice from the Northeastern Pennsylvania Health Care Foundation, promptly return to the Northeastern Pennsylvania Health Care Foundation all funds received under the Grant.
3. This grant is anticipated to lead to the accomplishment stated in the application within the grant period. Recipient agrees to notify the Northeastern Pennsylvania Health Care Foundation if it becomes clear that any of these results may not be attainable or if mid-course corrections are needed.
4. Program Reports: The Grantee shall submit the Northeastern Pennsylvania Health Care Foundation grant report relevant to the grant at the end of the grant year. The Grantee shall cooperate with the Foundation's request for additional information and evaluation, if the Foundation determines that they are needed.
5. Recognition of Grant: The Grantee is required to submit a press release and photo to local media referring to the Northeastern Pennsylvania Health Care Foundation's support of the funded activities. A draft of this press release must be send to Northeastern Pennsylvania Health Care Foundation for advance review and approval prior to sending it to the media.
6. Acknowledgement: Acknowledgement of the Foundation's funding support should also be included in all published materials and announcements relating to the funded activities. The Northeastern Pennsylvania Health Care Foundation logo should be incorporated in promotional materials, education materials and posters. The logo will be supplied upon request.
7. Implication of Further Grants: There shall not be any implication or inference from this grant that any further grants will be made by the Foundation to the Grantee for the purpose of this grant. Such future decisions shall be within the sole and absolute discretion of the Foundation. Eligibility for consideration for future grants depends on the submission of acceptable program reports.
8. Recipient for itself, its successors and assigns, hereby agrees to be legally bound hereby.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed and sealed this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.



Northeastern Pennsylvania Health Care Foundation

  
\_\_\_\_\_ Agency/Organization

## Northeastern PA Health Care Foundation 2017 Grant Application

Date July 31, 2017 Requested Grant Amount \$81,200  
 Organization Scranton Police Department Email mamclane@scrantonpa.gov  
 Name of Program/Project for which grant is sought Alternative to Arresting Addicts- Contract for Recovery  
 Federal EIN# (required by IRS for check disbursement) 24-6000704  
 Address 100 S. Washington Avenue  
 City Scranton State PA Zip 18503  
 Contact Person/Title Maggie Perry- Grant Manager Phone 570-558-8335

Please respond to the following points in the order listed, using a maximum of four pages.  
 In addition to your narrative, please include the attachments listed.

1. Please give a brief description of your organization, including its mission, programs and services, target population(s), target geographical area(s), impact summary, priority actions and any recent achievements.
2. Please provide a description of your specific program or project for which this grant is requested and include information which will illustrate how the program/project will benefit your organization, those whom the program is intended to serve, and the community. In addition to your program description, discuss what distinguishes your program from other services which address these issues, as well as any innovations you will incorporate.
3. Please provide a statement of need describing the area of interest that your program addresses - such as children's issues, human services, the arts, etc. - and the problem or opportunity to be addressed.
4. What geographical area of the community does your program impact?
5. Please describe any cooperative efforts and any other sources of funding you anticipate in implementing this program/project.
6. What is your plan for funding this program/project in the future?
7. What is your timeline for implementation, the specific results that will occur, the measureable outcomes you expect to achieve through this project/program, and how you will measure those results in both qualitative and quantitative ways?

### Required Attachments:

1. Audited financial statement from the most recent fiscal year
2. Proposed program/project budget reflecting income sources (expected and secured) and expenses, including the amount requested from NPHCF and the total program/project budget
3. Total agency/organization budget for current year
4. Number of full time/part time staff and qualifications of key personnel, including staff assigned to the program/project for which this grant is sought
5. Copy of IRS verification of tax exempt status 501(c)(3) letter
6. Current PA Bureau of Charitable Organizations Certificate
7. Board authorization for grant request (Minutes, resolution, OR signature of the Board chairman)
8. List of board members

Please submit your application with attachments via email to [cathyf@safdn.org](mailto:cathyf@safdn.org)

For assistance, please contact the office at 570-347-6203, ext. 301.

The deadline for submission of the 2017 NPHCF grant application is August 1, 2017.

The Northeastern PA Health Care Foundation is administered by the Scranton Area Foundation.

**Recognition of Grant:** Grantees wishing to submit a press release and photo(s) to local print and media outlets must send a draft of this press release to the Northeastern PA Health Care Foundation for advance review and approval.

**Acknowledgement:** Acknowledgement of the Foundation's funding support should also be included in all published materials and announcements relating to the funded activities. The Northeastern PA Health Care Foundation logo should be incorporated in promotional materials, educational materials and posters. The logo will be supplied upon request.

**Northeastern PA Health Care Foundation  
2017 Grant Application**

**Scranton Police Department**

**Narrative**

1. Please provide a brief description of your organization, including mission, programs and services, target population, target geographical area, impact summary, priority actions and recent achievements.

The Scranton Police Department (SPD) is a law enforcement agency that serves the 76,000 residents of the City of Scranton, a 25.2 square mile municipality with a residential, industrial and commercial composition. The mission of SPD is to protect and serve life and property; to understand and serve the needs of the Scranton neighborhoods; and to improve the quality of life by maintaining order, recognizing and resolving community problems, and apprehending criminals.

The Scranton Police Department is dedicated to the community policing philosophy which promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. The commitment to community policing is evident through the Community Development Officer Program (Comm-D); this program consists of four Scranton Police officers who work in a separate capacity from the rest of the department. The Comm-D officers are restricted to patrol the low to moderate neighborhood of the city with the goals of building trust and communication with low to moderate income residents. These officers work closely with the crime watch groups, neighborhood associations and business associations in an effort to form lasting partnerships between law enforcement and the community. The clients that benefit from this cutting-edge

service are 51% low to moderate income and approximately 26% of the City of Scranton's total population. SPD is the only law enforcement agency in Northeastern Pennsylvania that deploys officers in this capacity.

2. Please provide a description of your specific program or project for which this grant is requested and include information which will illustrate how the program/project will benefit your organization, those whom the program is intended to serve and the community. In addition to your program description, discuss what distinguished your program from other services which address these issues, as well as any innovation you will incorporate.

The Scranton Police Department is applying for funding for the Alternative to Arresting Addicts- Contract for Recovery Program (AAA) - an effective prevention and response approach to prescription and/or illegal drug overdose and deaths through an innovative police-led, multi-agency collaborative solution.

AAA is a multi-tier approach to target those suffering from opioid addiction. First the Scranton Police Department will work closely with community stakeholders such as the Lackawanna County District Attorney and the Fraternal Order of Police, as well as, Dunmore Comprehensive Treatment Center and Drug and Alcohol Treatment Service (treatment providers) to develop a comprehensive pre-arrest diversion policy. Next SPD patrol officers will undergo training to enhance their understanding of the nature and effects of drug abuse, with the goal of making the officers more responsive to a pre-arrest diversion program. Finally, the officers will be deployed with the knowledge to identify those suffering from opioid addiction and the resources to immediately refer those individuals into treatment instead of making an arrest for low-level offenses. This program aims to close the treatment gap by linking treatment to those that need it most while avoiding the stigma of arrest that will follow the recovering addict post treatment.

AAA provides police a non-arrest method of dealing with drug users and related crime. When an officer encounters someone engaged in a criminal act and the officer suspects the individual is suffering from opioid addiction, the officer will have the option to refer the person to the treatment provider –Drug and Alcohol Treatment Service (DATS) or Dunmore Comprehensive Treatment Center (DCTC)-instead of making an immediate arrest for low level offenses. If the individual is willing to seek treatment he/she will first be asked to sign a “Contract for Recovery” and then will be immediately referred to one of the treatment providers for an assessment. The contract will spell out the responsibilities of the individual to commit to recommended treatment and to authorize SPD to be updated on the recovery process; the contract will also state the ability of the officer to file charges for the original crime should the individual not complete the recommended treatment plan. Both DATS and DCTC have committed its services and ability to take referrals from SPD officers within 24 hours of initial contact.

The majority of grant funding requested from the Northeastern PA Health Care Foundation will be used to pay for the recommended opioid addiction treatment for the uninsured or under-insured who participate in this program. The other portion of funding will be used to provide opioid addiction training to SPD patrol officers.

As stated previously, the mission of SPD includes understanding and serving the needs of the Scranton neighborhoods and improving the quality of life by maintaining order, recognizing and resolving community problems, and apprehending criminals. Scranton Police Department UCR data indicates that arrests for illicit drugs sales and possession have steadily increased in recent years as have overdose deaths. The opioid crisis is a major community problem in the City of Scranton and it is the responsibility of the Scranton Police Department to address this

problem. SPD would benefit from the AAA program by being able to fulfill its mission statement which will help build community trust.

The Alternative to Arresting Addicts- Contract for Recovery Program will initially serve those suffering with opioid addiction by linking them with treatment and will eventually serve the entire area. Drug abuse and criminal activity all too often go hand in hand. Treating the drug abuse will bring down crime rates making Scranton safer while also enhancing trust between SPD and the community. In addition this program is more cost effective for the tax payer. Studies show that treatment is less expensive than incarceration. The average cost of drug rehabilitation treatment is approximately \$6,000 per patient, whereas one full year of incarceration costs approximately \$24,000 per person. Every dollar invested in addiction treatment programs yields a return of between \$4 and \$7 in reduced drug related crime and criminal justice costs.<sup>1</sup>

AAA is both unique and innovative; there is no other program like it in Pennsylvania. The Lackawanna County Drug Treatment Court does provide diversion and alternatives to incarceration for drug offenses however; this is after an arrest and criminal record have been established. As previously noted, any contact with the criminal justice system severely limits a person's employment opportunities which can negatively affect the continued recovery. The proposed program closes these services gaps by linking the individual with treatment and avoiding a criminal record completely.

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<sup>1</sup> Principles of Drug Addiction Treatment: A Research-based Guide, National Institute on Drug Abuse, <https://www.drugabuse.gov/publications/principles-drug-addiction-treatment-research-based-guide-third-edition>

3. Please provide a statement of need describing the area of interest that your program addresses-such as children's issues, human services, the arts, etc. – and the problem or opportunity to be addressed.

The area of interest that this program addresses is opioid addiction. There is an epidemic happening in this country; one in ten Americans reported using illicit drugs in the last 30 days.<sup>2</sup> From 2000-2014 hospitalizations for pain medication overdoses increased 225% and hospitalization for heroin overdoses jumped 162% in Pennsylvania.<sup>3</sup>

In Scranton, the possession and sale of illicit drugs takes up a significant portion of law enforcement's time. Scranton Police Department UCR data indicates that arrests for illicit drug sales and possessions have steadily increased over the last three years. In addition, SPD numbers indicate that officers responded to 464 drug related incidents including 81 overdose calls in 2015 and 473 drug related incidents and 84 overdose calls in 2016. The Institute for Public Policy & Economic Development found in Lackawanna County opioids caused 58% of overdose deaths and there has been a 225% increase of overdose deaths in recent years.<sup>4</sup>

The opioid epidemic is impacting the City of Scranton in catastrophic ways and this is compounded by the fact that there is a treatment gap for those who need it most. Sadly only one in ten Americans get the addiction treatment they need; the number one reason that those who suffer from addiction cite for failing to get treatment is cost; millions of Americans are either uninsured or under-insured and drug treatment would be an out-of-pocket expense that is simply not affordable.

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<sup>2</sup> Center for Behavioral Health Statistics and Quality (2016). *Key substance use and mental health indicators in the United States: Results from the 2015 National Survey on Drug Use and Health (HHS Publication No SMA 16-4684, NSDUH series H-51)*. Retrieved from <http://www.samhsa.gov/data>

<sup>3</sup> Cameron, Peter. Opioid Epidemic Skyrockets in Northeast Pa., *The Morning Call*. February 5, 2016.

<sup>4</sup> Institute for Public Policy & Economic Development, <http://www.institutepa.org/PDF/Indicators/2016/nepaopioid.pdf>

The proposed program aims to return people to a productive function in the family, workplace and community. When treatment is not available the addicted person all too often becomes involved in criminal behavior to support their addiction. Approximately 60% of individuals arrested for most types of crimes test positive for illicit drugs at arrest; drug addiction also greatly increases the risk of recidivism. Once a criminal record is established, becoming a productive part of the community is often very difficult because contact with the criminal justice system creates a stigma that most employers respond to in a negative way. AAA will solve this problem by linking an individual with treatment as opposed to establishing a criminal record- this will not only save the individual from the risk of death from overdose but also help break the cycle of criminal activity and drug addiction.

4. What geographical area of the community does your program impact?

This program will impact the entire area of Lackawanna County

5. Please describe any cooperative efforts and any other sources of funding you anticipate in implementing this program/project:

The Scranton Police Department will be partnering with the Drug and Alcohol Treatment Services Inc. (DATS) and Dunmore Comprehensive Treatment Center (DCTC) for this program. DATS is a private, non-profit agency that provides comprehensive outpatient treatment services to victims of substance abuse disorders. DATS recognize chemical dependency as a chronic, progressive disease that can be terminal without the proper treatment. The staff at DATS utilizes a variety of traditional and state of the art approaches in helping individuals overcome their substance abuse problem.



Dunmore Comprehensive Treatment Center is a premier provider of medication assisted treatment for those who are struggling with addictions to opioids. Providing programming for women and men aged 18 and older, Dunmore Comprehensive Treatment Center supplies complete care that involves a mixture of therapeutic interventions and the implementation of effective and safe medication.

6. What is your plan for funding this program/project in the future?

Once the program has been implemented an evaluation will demonstrate the success of the program. This evidence will be used to qualify for funding through the Department of Justice SMART Policing Initiative and other evidence based federal funding.

7. What is your timeline for implementation, the specific results that will occur, the measureable outcomes you expect to achieve through this project/program, and how you will measure those results in both qualitative and quantitative ways?

TIMELINE

Tasks	Who is Responsible	When
Policy Development	Police Chief Carl Graziano District Attorney, Kevin McLaughlin-Chief Executive Officer DATS, Doug Albertson- Center Director (DCTC), Fraternal Order of Police	January, 2018
Press Release on implementation of the program	Police Chief Carl Graziano	February, 2018
Officer Training	DATS and DCTC Representatives	March, 2018
Program Implementation	SPD and DATS	May, 2018
Data Collection	Maggie Perry- Grant Manager	May, 2018- on going

Program Evaluation	Maggie Perry- Grant Manager	May, 2019
Press Release on success of the program	Chief of Police Carl Graziano	June, 2019

Logic Model, see attached.

#### Program Evaluation:

**Outcome 1:** *SPD officers will have a better understanding of opioid addiction and the impact of treatment*

- Qualitative Measurement: The officers will be surveyed to determine their understanding of opioid addiction before and after the training to determine the impact of the training.
- Quantitative Measurement: We will compare the number of arrests for low level drug offenses throughout the program to previous years to determine the receptiveness of the program by the officers.
- How/when will data be collected: The data for the qualitative measurement will be collected by the Training Instructors immediately before the training program begins and after it is complete; the quantitative measurement will be collected by Maggie Perry-Grant Manager- throughout the duration of the program.

**Outcome 2:** *Individuals participating in the program will have a chance to recover from addiction while avoiding the stigma of arrest*

- Qualitative Measurement: All individuals participating in this program will be asked to complete a post treatment survey 6 months after treatment to determine if the individuals re-offended or relapsed.
- Quantitative Measurement: the recidivism rate of individuals who completed treatment will be compared to those who did not complete the program but have been arrested for drug offenses.
- How/when will data be collected: The qualitative measurement will be collected throughout the program as individuals complete treatment. The quantitative measurement will be collected after one year of program implementation. All data will be collected by Maggie Perry- Grant Manager.

**Outcome 3:** *This program will foster trust between law enforcement and the community they serve*

- Qualitative Measurement: The public's reception of this program will be monitored through the Scranton Police Department's social media accounts. There will be surveys posted where people can express their acceptance of the program and the impact they think it is having on the area. They will also be asked if SPD is fulfilling its mission statement.
- Quantitative Measurement: The individuals who participated in and completed the AAA program will be surveyed to determine if their feelings toward law enforcement have been impacted by this program.
- How/when will data be collected: Both the qualitative and quantitative measurements will be collected throughout the program. All data will be collected by Maggie Perry-Grant Manager.

**Northeastern PA Health Care Foundation  
2017 Grant Application**

**Scranton Police Department**

Attachment (4) - Qualifications of Key Personnel:

Scranton Police Department Chief Carl Graziano will act as project manager and oversee all aspects of the project. Chief Graziano has been a sworn police officer for over 25 years; since 2012, he has been the Chief of the Scranton Police Department. He is a graduate of the FBI National Academy and received his master's degree in criminal justice from Arizona State University.

Maggie Perry, City of Scranton Grant Manager. Maggie has been the Grant Manager for Scranton since 2010; during this time, she brought in over \$2 million of grant funding to the city. She researches grant opportunities, prepares proposals and manages awards in the post award phase. For this program Maggie will assist Chief Graziano in project management and act as program evaluator.

The Drug and Alcohol Treatment Service (DATS) is one of the larger outpatient treatment providers in the state and the only local facility to provide a complete continuum of care formulated under the state Department of Drug and Alcohol Programs licensing standards. DATS has over 40 years of experience, working closely with the Scranton Police Department and has been the treatment provider for all the County Helping Courts since their inception.

The Dunmore Comprehensive Treatment Center (CTC) is a top provider of medically-supervised medication assisted treatment for women and men aged 18 and older. Dunmore CTC was identified in the first round under Pennsylvania Governor Wolf's Opioid Use Disorder-Center of Excellence. Centers of Excellence help ensure that people with opioid-related

**Northeastern PA Health Care Foundation  
2017 Grant Application**

**Scranton Police Department**

substance use disorder stay in treatment to receive follow-up care and are supported within their communities. The centers coordinate care for people with Medicaid, and treatment is team-based and “whole person” focused, with the explicit goal of integrating behavioral health and primary care.

**Northeastern PA Health Care Foundation  
2017 Grant Application**

**Scranton Police Department**

<b>AAA PROGRAM BUDGET</b>				
Category	Grant Request	Match	Total	
Training: 40 hours @ \$150 per hour including 2 trainers	\$ 6,000	0	\$6,000	
Clinical Assessment/Evaluation of individuals seeking treatment- 35 @ \$150 each	\$ 5,200	0	\$5,200	
Drug Treatment- 35@ \$2,000	\$ 70,000	0	\$ 70,000	
Total All Direct Expenses	\$ 81,200	0	\$ 81,200	
Indirect Expense-	0	0		
<b>TOTAL ALL EXPENSES</b>			<b>\$ 81,200</b>	

**Budget Summary:**

The Scranton Police Department will be providing facilities, equipment and 94 police officers to carry out the AAA program at no cost to the program budget. The Treatment Providers-Dunmore Comprehensive Treatment Center and the Drug and Alcohol Treatment Services- will work together to provide 40 hours of training at \$150 an hour in order to properly train all 94 police officers on opioid addiction and treatment- total cost of training is \$6,000.

In addition, the Treatment Providers will assess and provide a treatment plan for all individuals participating in the AAA program. It is the goal of this program to link 35 individuals suffering with opioid addiction to treatment. First, one of the Treatment

Northeastern PA Health Care Foundation  
2017 Grant Application

Scranton Police Department

Providers will assess the individuals within 24 hours of contact with police. This assessment will determine if treatment is indeed needed and the level of care in the treatment plan; the cost of the assessment is \$125 per person.

The cost for this treatment is approximately \$2,000 for a 4-week treatment plan; therefore, the total cost of treatment for 35 individuals will be \$70,000. This cost is based on the following:

- Dunmore Comprehensive Treatment Center average 4-week Treatment Plan:

- o Bi-Monthly Individual Meeting- \$85 per meeting= \$170
- o Group Meetings (4 per week)- \$180 per meeting x 4 (weeks) = \$720
- o Monthly med follow-up- \$110
- o Monthly Random DSA- \$25
- o Naltrexone (Vivitrol shot) \$ 1,000 per month

Total: \$2,025 per person

- Drug and Alcohol Treatment Center average 4-week Treatment Plan

- o Partial Hospitalization- meets 4x per week for 4 weeks –
  - 16 meetings at \$106 per meeting

Total: \$1,696 per person.



DEPARTMENT OF LAW

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

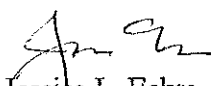
January 11, 2018

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

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT TO THE NORTHEASTERN PENNSYLVANIA HEALTH CARE FOUNDATION FOR GRANT FUNDS FOR THE CONTRACT FOR RECOVERY-ALTERNATIVE TO ARRESTING ADDICTS PROGRAM (AAA) AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT AND DISBURSE THE GRANT FUNDS IN THE AMOUNT OF \$40,000.00 FOR THE CONTRACT FOR RECOVERY - ALTERNATIVE TO ARRESTING ADDICTS PROGRAM.

Respectfully,

  
Jessica L. Eskra, Esquire  
City Solicitor

JLE/sl

RECEIVED

JAN 11 2018

OFFICE OF CITY  
COUNCIL/CITY CLERK



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

**Bank of America**

ACH R/T 021200339

For *With Gratitude & Thanks!* *Beverly Burns*

⑆021200339⑆ 004130204843⑆1538

Harland Clarke

Security Features. Details on Back.



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