

AGENDA
REGULAR MEETING OF COUNCIL
May 7, 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 SINGLE TAX OFFICE CITY FUNDS DISTRIBUTED COMPARISON REPORT 2017-2018 YEAR TO DATE APRIL 30, 2018.

[Single Tax Office City Funds Distributed April 2017-2018.pdf](#)
 - 3.B TAX ASSESSOR'S REPORT FOR HEARING DATE TO BE HELD MAY 16, 2018.

[Tax Assessor's Report for 5-16-18.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 – A RESOLUTION – AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT AND, IF SUCCESSFUL, A GRANT AGREEMENT, AND ACCEPT THE FUNDS RELATED THERETO FROM THE PENNSYLVANIA COMMISSION ON CRIME AND

DELINQUENCY NATIONAL CRIME STATISTICS EXCHANGE (NCS-X) PROGRAM
IN THE AMOUNT OF \$23,400.00.

[Resolution-2018 Grant application NCS-X program \\$23,400.00.pdf](#)

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

- 6.A READING BY TITLE - FILE OF THE COUNCIL NO. 16, 2018 - AN ORDINANCE - ESTABLISHING A "NO PARKING ZONE" ALONG THE EASTERLY SIDE OF STAFFORD AVENUE (S.R. 3021) BEGINNING APPROXIMATELY FORTY FIVE (45) FEET NORTH FROM ITS INTERSECTION WITH WILLOW STREET AND CONTINUING ONE HUNDRED SEVENTY (170) FEET TO ALLOW FOR SIGHT DISTANCE FOR A PROPOSED DRIVEWAY BY DALE AND LISA KRAMER FOR A PROPERTY LOCATED AT 623 STAFFORD AVENUE.

[Ordinance-2018 No Parking Zone Stafford Ave -Willow Ave Sight Distance.pdf](#)

- 6.B READING BY TITLE - FILE OF THE COUNCIL NO. 17, 2018 - AN ORDINANCE - AMENDING FILE OF THE COUNCIL NO. 4, 2018 ENTITLED "AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 17, 1994 ENTITLED "AN ORDINANCE (AS AMENDED) AUTHORIZING THE GOVERNING BODY OF THE CITY OF SCRANTON TO ENACT 'A WASTE DISPOSAL AND COLLECTION FEE' FOR THE PURPOSE OF RAISING REVENUE TO COVER THE WASTE DISPOSAL AND COLLECTION COSTS INCURRED BY THE CITY OF SCRANTON FOR THE DISPOSAL OF REFUSE", BY IMPOSING A WASTE DISPOSAL AND COLLECTION FEE OF \$300.00 FOR CALENDAR YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER" TO EXTEND THE MAY 1, 2018 DISCOUNT DATE TO MAY 31, 2018 TO ENABLE RESIDENTS TO TAKE ADVANTAGE OF THE 10% DISCOUNT WHEN PAYING THEIR REFUSE BILL IN FULL.

[Ordinance-2018 Extending discount for Refuse Bill May 1 to May 31.pdf](#)

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

- 7.A NO BUSINESS AT THIS TIME.

8. ADJOURNMENT

**SINGLE TAX OFFICE
CITY FUNDS DISTRIBUTED
COMPARISON 2018 - 2017**

	<u>YTD 4/30/2017</u>	<u>YTD 4/30/2018</u>	<u>Increase (Decrease)</u>	<u>Pct.</u>
Real Estate	\$22,404,833.13	\$22,674,503.91	\$269,670.78	1.20%
Delinquent Real Estate	\$797,106.15	\$760,285.96	(\$36,820.19)	-4.62%
LST/EMS	\$1,388,720.15	\$1,403,203.62	\$14,483.47	1.04%
Bus Priv/Merc	\$1,592,875.83	\$1,795,034.98	\$202,159.15	12.69%
	\$26,183,535.26	\$26,633,028.47	\$449,493.21	

RECEIVED
APR 30 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

TAX ASSESSOR'S REPORT

Hearing Date: 05/16/18

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value	After Appeal Value
12:15 PM	LEONARD ROGER	SCRANTON	1341504000166		38500	
12:25 PM	WASSEL WILLIAM M & SHELLEY	SCRANTON	12316020012		12000	
12:35 PM	MUKLEWICZ CHESTER J & MARLEN	SCRANTON W-21	1440402000285		26000	
12:45 PM	BONELLO JAMES & DORO MAISONA	SCRANTON CITY	15721020039		13000	
12:55 PM	DORNEMAN JOHN	SCRANTON	1440402000315		27000	
1:05 PM	DEROBERTIS LOUIS & TINA L	SCRANTON WD-19	16810020048		22000	
1:15 PM	PENN EAST FEDERAL CREDIT UNIO	SCRANTON	15619030016		8000	
1:25 PM	ZELNO ROBERT P & MARY ELLEN	ARCHBALD	0940402000128		66700	
1:35 PM	JORDAN ERIC N & ARMSTRONG HS	CLARKS SUMMIT	1001501001151		39500	
1:45 PM	IRELAN VICTOR P JR & WESLEY S	COVINGTON TWP	220020900791		5650	
1:55 PM	TOMCYKOSKI LISA F & MARIA D	DICKSON CITY	11312060002		20850	
2:05 PM	KUMARRI NIDHI & SETHI NISHANT	GLENBURN TWP	07902050005	WILLIAM RINALDI	112000	
2:15 PM	CARR BRIAN T & JENNIFER	SCOTT TWP	08203020022	DAVID TOMAINE	39700	
2:25 PM	LASTAUSKAS EDWARD J & KIMBER	SCOTT	07102010004	MARK RUDALAVAGE	46300	
2:35 PM	EDMUNDS ROBERT G & SWEENEY	SCOTT TWP	07103020002	MARK RUDALAVAGE	39500	
2:45 PM	NOVAJOSKY JAIR R & MARY	SCOTT TWP	0830101001125		40000	
2:55 PM	RODRIGUEZ MATHEW A & TAMMY M	SCOTT	08203020043		37600	
3:05 PM	HARRINGTON ROBERT P	SOUTH ABINGTON TWP	1000101002011		37000	
3:15 PM	LINDE NGS INC	CARBONDALE CITY	0451307000117	BOYD HUGHES	4500	
3:15 PM	LINDE NGS INC	CARBONDALE CITY	0451307000116	BOYD HUGHES	6500	
3:25 PM	ZAKRESKI JOE JR & TAY & SHANON	S ABINGTON TWP	0910101000787	TULLIO DELUCA	53800	
TOTAL RECORDS					21	

Linda Crofton 5709636385

(02/02) 04/30/2018 10:02:29 AM

1536

RESOLUTION NO. _____

2018

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT AND, IF SUCCESSFUL, A GRANT AGREEMENT, AND ACCEPT THE FUNDS RELATED THERETO FROM THE PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY NATIONAL CRIME STATISTICS EXCHANGE (NCS-X) PROGRAM IN THE AMOUNT OF \$23,400.00.

WHEREAS, the Scranton Police Department is desirous of obtaining funds from the Pennsylvania Commission on Crime and Delinquency National Crime Statistics Exchange (NCS-X) Program in the amount of \$23,400.00. These grant funds will cover the implementation services for field-based reporting; and

WHEREAS, the purpose of this grant is to participate in the NCS-X Initiative, which is a collaborative undertaking by the Bureau of Justice Statistics and the FBI's Criminal Justice Information Services to expand the number of law enforcement agencies reporting crime data to the FBI's National Incident-Based reporting System (NIBRS). A copy of the Grant Application is attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the goal of the NCS-X is to assist agencies in transitioning to NIBRS by providing funding for reasonable costs associated with software, hardware, and labor that directly support or enhance technical capacity for collecting and processing data and submitting those data to the Pennsylvania UCR Program.

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 and execute a Grant Application, and, if successful, a Grant Agreement, and any and all documents related thereto from the Pennsylvania Commission on Crime and Delinquency National Crime Statistics Exchange (NCS-X) Program in the amount of \$23,400.00.

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.

PENNSYLVANIA COMMISSION ON CRIME
AND DELINQUENCY

PCCD USE ONLY

Applicant Hereby Applies to the PCCD for Financial
Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
4/4/2018		-- 28752

1. Type of Funds for which you are applying	National Crime Statistics Exchange (NCS-X) (Federal 16.540 NCS-X)		
2. Applicant	Name Of Applicant: Scranton City Federal I.D: 24-6000704 County: Lackawanna Street Address Line 1: 340 North Washington Avenue Address Line 2: Address Line 3: City: Scranton State: PA Zip: 18503		
3. Recipient Agency	Scranton City		
4. Project Director	Name: Chief Carl Graziano Title: Chief of Police Agency: Street Address Line 1: 340 North Washington Avenue Address Line 2: Address Line 3: City: Scranton State: PA Zip: 18503 Phone: 570-378-4130 Fax: Email: Cgraziano@scrantonpa.gov		
5. Financial Officer	Name: Mrs Maggie Perry Title: Grant Manager Agency: City of Scranton Street Address Line 1: 340 N. Washington Avenue Address Line 2: Address Line 3: City: Scranton State: PA Zip: 18503 Phone: 570-558-8335 Fax: Email: MaMcLane@scrantonpa.gov		
6. Contact	Name: Chief Carl Graziano Title: Chief of Police Agency: Street Address Line 1: 340 North Washington Avenue Address Line 2: Address Line 3: City: Scranton State: PA Zip: 18503 Phone: 570-378-4130 Fax: Email: Cgraziano@scrantonpa.gov		
7. Brief Summary of Project	Short Title (May not exceed 50 characters) National Crime Statistics Exchange Initiative		
(Do Not Exceed Space Provided)	The Scranton Police Department will engage with the Pennsylvania Uniform Crime Reporting (UCR) Program to ensure the states IBR requirements are met		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	0.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	23,400.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	23,400.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	23,400.00	100%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	23,400.00	100%

10. Project Start Date: 10/1/2018

Project End Date: 9/30/2019

Exhibit "A"

11. BUDGET DETAILS**A. AGENCY BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Scranton City	23,400.00	23,400.00
Total:	23,400.00	23,400.00

Recipient Agency: Scranton City

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	0.00	0.00
EMPLOYEE BENEFITS	0.00	0.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	23,400.00	23,400.00
SUPPLIES & OPERATING EXPENSES	0.00	0.00
CONSULTANTS	0.00	0.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	23,400.00	23,400.00

Applicant Agency: Scranton City

BY SOURCE	YEAR 1	TOTAL
FEDERAL	23,400.00	23,400.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	23,400.00	23,400.00

11. BUDGET DETAILS**A. AGENCY BUDGETS**

Line Item Details for: Scranton City

CONSULTANTS - TRAVEL

	<u>COST</u>
Consultant:	
Location:	
Item:	0.00
<hr/>	
Consultants - Travel - Year 1 Total:	0.00

CONSULTANTS - PRODUCT/SERVICE

	<u>COST</u>
Consultant:	
Item:	0.00
<hr/>	
Consultants - Product/Service - Year 1 Total:	0.00

OTHER

	<u>COST</u>
Description:	0.00
<hr/>	
Other - Year 1 Total:	0.00

YEAR 1 TOTAL: 23,400.00

12. SECTIONS:

B. Procurement Details

1.

Subgrantees shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable federal law and the standards identified in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

At minimum, PCCD grant recipients and subrecipients must follow the procurement standards as written in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - 2CFR 200.318 through 200.326.

Methods of Procurement

Subgrantees must use one of the following methods of procurement (from 2 CFR 200.320):

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (\$200.67Micro-purchase). To the extent practicable, the subgrantee must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the subgrantee considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

- (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (2) Proposals must be solicited from an adequate number of qualified sources;

12. SECTIONS:

4. Please respond to the following questions for each vendor or contractor identified as being procured using Sole Source: For additional vendors or contractors, select the 'Add New' link.

Proposed Sole Source Vendor #1

- 4.1. Provide a brief description including the name of the vendor of the product or service being procured and the expected procurement amount.
- 4.2. Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program d. Responsiveness e. Expertise of personnel
- 4.3. Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.
- 4.4. Provide an outline of the unique qualities of the contractor.
- 4.5. Identify any other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.
- 4.6. Provide any other points to "sell the case."
- 4.7. Provide a clear declaration that this action is in the "best interest" of PCCD.
- 4.8. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.

12. SECTIONS:

5. Does the applicant agency receive Federal financial assistance of \$25,000 or more from the Department of Justice and employ 50 or more persons?

No

5.1. Does the applicant agency have a designated Section 504 Coordinator? The Section 504 coordinator is responsible for coordinating the applicant agency's efforts to comply with Section 504 of the Rehabilitation Act, including:

1. investigating complaints of disability discrimination. The subrecipient should make available the name, office address, and telephone number of the coordinator

2. adopt grievance procedures that incorporate due process standards, and that provide for the prompt and equitable resolution of complaints alleging disability discrimination

3. notify program participants, beneficiaries, applicants, employees, unions or professional organizations holding collective bargaining or professional agreements with the subrecipient, that it does not discriminate on the basis of disability

Yes

6. Is the applicant agency a faith-based organization?

No

6.1. PCCD grantees must: 1. not use federal resources for explicitly religious activities; 2. complete and submit a Certificate of Exemption, if they have hiring practices favoring coreligionists; and 3. have a referral procedure in place for potential beneficiaries objecting to the religious nature of the organization. Although explicitly religious activities are prohibited in the programs or services funded with PCCD financial assistance, an organization can conduct these activities if it satisfies two conditions. 1. the organization must offer these explicitly religious activities separately, in time or location, from the programs or activities funded with federal financial assistance 2. participation in the programs or activities must be voluntary for beneficiaries. Does the applicant agency understand and agree to these terms?

Yes

7.

Responding to Discrimination Complaints:

As a recipient of PCCD federal funds, your organization is required to respond to complaints of discrimination from individuals or groups (i.e. program beneficiaries, subrecipient beneficiaries, or recipient/subrecipient agency employees) who are aggrieved by your agency or any agency receiving funds through this grant. A discrimination complaint may be related to a claim to have been denied the benefits of, excluded from participation in, subjected to discrimination under, or denied employment in connection with any program or activity, on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, disability or age.

The information below is to assist you in providing guidance regarding the proper steps to file complaints of discrimination with the Federal Office for Civil Rights (OCR). Formal complaints should be filed as soon as possible (under some civil rights laws you only have 180 days after the incident to file a complaint; others, such as the Omnibus Crime Control and Safe Streets Act of 1968 and the Violence Against Women Act of 1994, provide a year).

Information about applicable laws, complaint forms, and the investigative process is available at the website for the OCR: <http://www.ojp.usdoj.gov/ocr>. To file a civil rights complaint with OCR, the aggrieved person(s) must complete a Complaint Verification Form (download from the OCR website) and send the form to:

Office of Justice Programs
Office for Civil Rights
810 7th Street, NW
Washington, D.C. 20531

Additionally, a copy of this form should be provided to PCCD at the below address:

Pennsylvania Commission on Crime and Delinquency
Director, Office of Financial Management and Administration
3101 North Front Street
Harrisburg, PA 17110

After receiving the letter of complaint, OCR will make the determination if an investigation will be initiated. OCR will contact the complainant as well as the agency in question.

Training and technical assistance on federal civil rights laws is available through the OCR. Online training on federal civil rights laws is available at www.ojp.usdoj.gov/about/ocr/assistance.htm. PCCD encourages all subrecipients to view the online training and ensure that any other subrecipients are aware of the OCR as a training resource.

12. SECTIONS:

9.

Civil Rights Training

PCCD is required to ensure that subrecipients are adequately trained on applicable federal civil rights laws. In order to ensure adequate training, PCCD requires all applicants for federal funds to view the online civil rights training provided by the Office of Justice Programs Office for Civil Rights (OCR). The training can be found on OCR's website at <https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>.

Should a grant award be made as a result of this application, the award will be conditioned upon all contacts certifying that they have completed viewing OCR's online civil rights training in its entirety.

9.1. Has the individual listed as the Project Director in the Main Summary section of this application viewed OCR's online civil rights training in its entirety?

Yes

9.2. Has the individual listed as the Financial Officer in the Main Summary section of this application viewed OCR's online civil rights training in its entirety?

Yes

9.3. Has the individual listed as the Primary Contact in the Main Summary section of this application viewed OCR's online civil rights training in its entirety?

Yes

12. SECTIONS:

2.

Employee Time and Effort Reporting (Timesheets)

Time and effort reports (timesheets) are required for all personnel funded with PCCD grant dollars regardless of the funding stream. Below are the minimum standards and recommended best practices for time and effort reporting. We realize that there are a number of different systems that can be used to satisfy these requirements and we encourage you to email [PCCD's Grants Management](#) with any questions you may have regarding time and effort reporting requirements.

Minimum standards for employees working on multiple activities or cost objectives:

- Must be an after-the-fact determination of the employees actual effort. Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards.
- Must account for total activity for which employees are compensated and which is required in fulfillment of their obligations to the organization
- Must be signed by the employee and a supervisor with first-hand knowledge of the activities performed by the employee. Signature on the timesheets is affirmation that the report is an accurate accounting of the actual time the employee spent on the project.
- Must be prepared at least monthly to correspond to one or more pay periods
- Volunteer time and personnel costs being used as match must be accounted for in the same manner as personnel being charged to the grant

Minimum standard for employees working solely on a single activity or cost objective:

- Must be an after-the-fact certification that the employee worked 100 percent of their time on activities eligible for reimbursement under the grant project
- Must be prepared no less frequently than every six months
- Must be signed by the employee and supervisory official having first-hand knowledge of the work performed
- Applies to full-time and part-time employee

Recommended Best practices:

- Employees record time on a daily basis
- Project codes/names are provided to the employee in advance

* The above standards are based on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and the Office of Justice Programs Financial Guide.

The following sample forms are available on the [Grant Procedures and Forms](#) page of our website:

- Example of a completed timesheet
- An Excel timesheet template that you may modify to suit your needs
- A sample time certification for employees working 100% of their time on a grant-funded project.

12. SECTIONS:**E. Federal Transparency Act Certification 2017 -FFATA**

The implementation of the Federal Funding Accountability and Transparency Act of 2006 requires a single searchable website, accessible by the public without cost, for each federal award of \$25,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a DUNS number and to maintain a current registration in the System for Award management (SAM). Information on how to request a DUNS number and register with SAM is available in the Funding Announcement Guidelines or on the PCCD Website.

Additionally, if subrecipients/contactors are applicable and receiving \$25,000 or more through the life of this federal award DUNS and SAM information must be provided.

The applicant must also provide the primary place of performance of the subaward and the names and annual salaries of the five most highly compensated officers in their agency if the agency meets certain criteria as described below.

Additional information relating to the Act can be at <https://www.ftrs.gov/>.

1. The following questions pertain to the applicant agency's DUNS number and SAM registration.

1.1. Enter the applicant agency's DUNS number.

060497856

1.2. Enter the applicant agency's DUNS + 4 number, if applicable.

1.3. The applicant agency is registered with the SAM and agrees to maintain a valid SAM registration at all times while they have a grant award.

Yes

1.4. Enter the date that the applicant agency's SAM registration is valid through. The applicant agency's SAM registration date can be found at www.sam.gov.

3/29/2019

2. Primary Place of Performance: The Office of Management and Budget (OMB) defines the place of performance as 'The location where a majority of the effort required to satisfactorily fulfill the intended purpose of the award will be completed.' Provide the following information to identify the Place of Performance for this grant award.

2.1. City (i.e. Harrisburg). Max 35 characters -

NOTE:

City is required for Federal Grants.

For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the field 'City' can be left blank.

If the money is expended in multiple locations with the majority spent in a single address, agencies can list that city location as the Primary Place of Performance.

Scranton

12. SECTIONS:

5.

The applicant must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity if--

(i) the entity in the preceding fiscal year received--

(I) 80 percent or more of its annual gross revenues in Federal awards; and

(II) \$25,000,000 or more in annual gross revenues from Federal awards; and

(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

If the Grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Grantee.

Are the conditions specified above applicable to the grantee?

No

6. If you answered "Yes" to the previous question, you must enter the names and annual salaries of the five most highly compensated officers of the applicant agency.

Response #1

6.1. Officer Name:

6.2. Annual Salary:

12. SECTIONS:

BOASingleAudit@pa.gov. The subject line of the email must identify the exact name on the Single Audit or Program-Specific Audit Reporting Package and the period end date pertaining to the reporting package.

(4) The Applicant will receive an email from BOA confirming the receipt of the FAC's confirmation, the certified copy of the data collection form, and the completed Checklist.

Audit Oversight Provisions

The Applicant is responsible for obtaining the necessary audit and securing the services of a certified public accountant or independent governmental auditor.

The commonwealth reserves the right for federal and state agencies or their authorized representatives to perform additional audits of a financial or performance nature, if deemed necessary by commonwealth or federal agencies. Any such additional audit work will rely on work already performed by the Applicant's auditor and the costs for any additional work performed by the federal or state agencies will be borne by those agencies at no additional expense to the Applicant.

Audit documentation and audit reports must be retained by the Applicant's auditor for a minimum of five years from the date of issuance of the audit report, unless the Applicant's auditor is notified in writing by the commonwealth, the cognizant federal agency for audit, or the oversight federal agency for audit to extend the retention period. Audit documentation will be made available upon request to authorized representatives of the commonwealth, the cognizant federal agency for audit, the oversight federal agency for audit, the federal funding agency, or the GAO.

State Funds

PCCD, in its sole discretion, may undertake an inspection and/or audit of the financial records of the Applicant relating to the Subgrant Project. The Applicant shall provide PCCD with full and complete access to all records relating to the performance of the Subgrant Project and to all persons who were involved in the Subgrant Project. PCCD may also require, as a condition of award, that an independent financial audit be completed.

1.1. Does the applicant agency accept these terms?

Yes

1.2. Does the applicant agency expect to expend \$750,000 or more in federal award funds in its current fiscal year?

No

12. SECTIONS:**3. Reporting Potential Fraud, Waste and Abuse:**

The recipient and any subrecipients must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has either 1) submitted a claim for award funds that violates the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by –

Online Hotline at: <http://www.justice.gov/oig/hotline/index.htm>

email: oig_hotline@usdoj.gov

Mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

Phone: (800) 869-4499 Or

Fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.justice.gov/oig.

3.1. Does the applicant agency accept these terms?

Yes

4.**Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

4.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

12. SECTIONS:**8. Certain Employee Trainings**

Federal funds are not legally available, and may not be used, for any employee training that--

1. does not meet identified needs for knowledge, skills, and abilities bearing directly upon the performance of official duties;
2. contains elements likely to induce high levels of emotional response or psychological stress in some participants;
3. does not require prior employee notification of the content and methods to be used in the training and written end-of-course evaluation;
4. contains any methods or content associated with religious or quasi-religious belief systems or "new age" belief systems as defined in Equal Employment Opportunity Commission Notice N-915.022, dated September 2, 1988; or
5. is offensive to, or designed to change, participants' personal values or lifestyle outside the workplace.

Nothing in this provision prohibits, restricts, or otherwise precludes an agency from conducting training bearing directly upon the performance of official duties.

8.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

12. SECTIONS:**10.**

PCCD's Standard Subgrant Conditions are Incorporated herein by reference. The current version of PCCD's Standard Subgrant Conditions is available on our website at <http://www.pccd.pa.gov/Funding/Pages/Standard-Subgrant-Conditions.aspx>. Please refer to the website for a copy. If you are unable to obtain a copy from the website, please contact PCCD's offices at (800) 692-7292.

10.1. Has the applicant agency read the Standard Subgrant Conditions?

Yes

10.2. Does the applicant agency agree to be bound by all Standard Subgrant Conditions?

Yes

15. APPROVAL:

- A. Has this project been coordinated with the appropriate state and federal agencies?
☒ Yes ☐ No ☐ Not Required
- B. Does the project include the construction or renovation of any building?
☐ Yes ☒ No
- C. Does the applicant agency's annual budget include monies for any law enforcement agency that has and exercises arrest powers?
If yes, please provide the following information:
☒ Yes ☐ No
Jurisdiction Name:
City of Scranton
Police Department/Law Enforcement Agency Name:
Scranton Police Department
Police Department/Law Enforcement Agency Contact Person/Chief:
Carl Graziano
Police Department/Law Enforcement Agency ORI Number:
PA03504
- D. Does this agency regularly submit Uniform Crime Reports to the PA State Police?
☒ Yes ☐ No
- E. Does the applicant agency have any type of audit done regularly?
☒ Yes ☐ No
If yes, when was the last one completed?
2016
- F. Is the applicant agency required to have an audit performed in accordance with the Single Audit Act?
☒ Yes ☐ No
If yes, when was the last one completed?
2016
- G. Does the Financial Officer listed in the Main Summary section have more than three years of experience?
☒ Yes ☐ No
- H. Does the Project Director listed in the Main Summary section have more than three years of experience?
☒ Yes ☐ No
- I. Does the applicant agency have a segregation of duties policy?
☒ Yes ☐ No

17. Private Non-Profit Agency Checklist:

The following items must be included with submission of an application for direct funding of private non-profit agencies (refer to the Applicant's Manual pages 35-36). This information does not have to be submitted to PCCD for governmental applicants proposing to pass through some or all of the funds to a non-profit agency.

- ☐ A copy of the most recent audited financial report, which must not be more than one year old; or a letter stating that the most recent report is on file with PCCD;
- ☐ A list of the members of the Board of Directors, stating each member's board position, sex, race, profession or employment, community activity and other pertinent information;
- ☐ A copy of the articles of incorporation;
- ☐ A copy of the by-laws of the organization, clearly defining the line of authority and responsibility moving between the Board and staff, outlining the hiring practices of the organization, and demonstrating the management and controls maintained by the Board; or for continuation subgrants a letter from the Board Secretary certifying that the by-laws previously submitted are still in effect or copies of the latest amendments and changes;
- ☐ Internal Revenue Service determination of the tax-exempt status of the organization;
- ☐ A copy of the minutes of the three Board meetings immediately preceding the date of the submission of the subgrant application;
- ☐ Evidence that the Project Director, Financial Officer and Board Officers and any employee that is responsible for the receipt and expenditure of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater; and
- ☐ A written statement that a checking account for subgrant funds will be arranged so that at least two signatures are required for issuance of checks, and a list of those individuals who have such authority.



Quoted By: Tricia Hurtt
 Date: 3/20/2018
 Quote Expiration: 9/16/2018
 Quote Name: Scranton Police Department, PA_UCR to IBR
 Quote Number: 2018-24082
 Quote Description: Scranton Police Department, PA_UCR to IBR

Sales Quotation For

Scranton Police Department
 340 N Washington Ave
 Scranton , PA 18503-1546
 Phone: +1 (570) 558-8304

Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Travel and Living Expenses (3 trips)	1	\$6,000	\$0	\$6,000
UCR to IBR Implementation Services for LERMS	1	\$5,800	\$0	\$5,800
UCR to IBR Implementation Services for Field-Based Reporting (one agency)	1	\$11,600	\$0	\$11,600
TOTAL:				\$23,400

Summary

Total Tyler Software
 Total Tyler Services
 Total Other Costs
 Total Third Party Hardware, Software and Services
Summary Total

One Time Fees

\$0
 \$23,400
 \$0
 \$0
\$23,400

Recurring Fees

\$0

 \$0
\$0

The Software, Services, and Hardware, as applicable, that are itemized above, are hereby added to your existing agreement with Tyler. These fees will be invoiced to you in full upon receipt of your signed quote. Travel expenses shall be invoiced as applicable. The terms and conditions of your agreement will otherwise control.

Assumptions

Personal Computers must meet the minimum hardware requirements for New World products. Microsoft Windows or later is required for all client machines. Windows 2008/2012 Server and SQL Server 2008/2012 are required for the Application and Database Server(s). New

New World product requires Microsoft Windows 2008/2012 Server and SQL Server 2008/2012 including required Client Access Licenses (CALs) for applicable Microsoft products. Servers must meet minimum hardware requirements provided by Tyler.

New World product requires Microsoft Excel or Windows Search 4.0 for document searching functionality; Microsoft Word is required on the application server for report formatting.

Tyler recommends a 100/1000MB (GB) Ethernet network for the local area network. Wide area network requirements vary based on system configuration, Tyler will provide further consultation for this environment.

Does not include servers, workstations, or any required third-party hardware or software unless specified in this Investment Summary. Customer is responsible for any third-party support.

Licensed Software, and third party software embedded therein, if any, will be delivered in a machine readable form to Customer via an agreed upon network connection. Any taxes or fees imposed are the responsibility of the purchaser and will be remitted when imposed.

Tyler's GIS implementation services are to assist the Customer in preparing the required GIS data for use with the Licensed New World Software. Depending upon the Licensed Software the Customer at a minimum will be required to provide an accurate street centerline layer and the appropriate polygon layers needed for Unit Recommendations and Run Cards in an industry standard Esri file format (Personal Geodatabase, File Geodatabase, Shape Files). Customer is responsible for having clearly defined boundaries for Police Beats, EMS Districts and Fire Quadrants. If necessary Tyler will assist Customer in creating the necessary polygon layers (Police Beats, EMS Districts and Fire Quadrants) for Unit Recommendations and Run Cards. Tyler is not responsible for the accuracy of or any ongoing maintenance of the GIS data used within the Licensed New World Software.

Client is responsible for any ongoing annual maintenance on third-party products, and is advised to contact the third-party vendor to ensure understanding of and compliance with all maintenance requirements

All Tyler Customers are required to use Esri's ArcGIS Suite to maintain GIS data. All maintenance, training and ongoing support of this product will be contracted with and conducted by Esri. Maintenance for Esri's ArcGIS suite of products that are used for maintaining Customer's GIS data will be contracted by Customer separately with Esri.

Custom interface will be operational with existing third party software. Any subsequent changes to third party applications may require additional services.

When State/NCIC is included, Client is responsible for obtaining the necessary State approval and any non-Tyler hardware and software. Includes state-specific standard forms developed by Tyler. Additional forms can be provided for an additional fee.

**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

April 4, 2018

Andrea Gardner
Pennsylvania NCS-X Program Manager
Bureau of Justice Statistics, RM 7216
810 7th St. NW
Washington, DC 20531

Re: Letter of Commitment to participate in the National Crime Statistics Exchange (NCS-X) Initiative


Dear Ms. Gardner:

I am writing to express my agency's commitment to participate in the NCS-X Initiative, which is a collaborative undertaking by the Bureau of Justice Statistics (BJS) and the FBI's Criminal Justice Information Services (CJIS) Division to expand the number of law enforcement agencies reporting crime data to the FBI's National Incident-Based Reporting System (NIBRS). Planning for the transition to NIBRS-compliant crime reporting requires a basic understanding of state-specific implementation of incident-based reporting (IBR). The Scranton Police Department will engage with the Pennsylvania Uniform Crime Reporting (UCR) Program to ensure the state's IBR requirements are met. As an NCS-X participant the Scranton Police Department, will:

- Designate an agency point of contact to coordinate with BJS;
- Establish and maintain regular communication with the Pennsylvania UCR Program to ensure our incident-based crime data are compliant with state IBR requirements;
- If applicable, coordinate NIBRS transition activities with agencies in our RMS consortium;
- Submit incident-based data that conforms to the state-IBR or NIBRS standard by January 2021.

The Scranton Police Department is excited to participate in the NCS-X Initiative. We understand the goal of the NCS-X is to assist agencies in transitioning to NIBRS by providing funding for reasonable costs associated with software, hardware, and labor that directly support or enhance technical capacity for collecting and processing data and submitting those data to the Pennsylvania UCR Program. In addition, we understand we're eligible to receive technical assistance from BJS, CJIS, and the NCS-X Implementation Team to support our transition to NIBRS. We will work collaboratively with the state UCR Program, BJS, and the Pennsylvania Commission on Crime and Delinquency, the administering agency for NCS-X funds, to ensure our goals align on this exciting endeavor.

Respectfully Submitted,


Chief Carl R. Graziano



DEPARTMENT OF LAW

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

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APR 30 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

April 30, 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 APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT AND, IF SUCCESSFUL, A GRANT AGREEMENT, AND ACCEPT THE FUNDS RELATED THERETO FROM THE PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY NATIONAL CRIME STATISTICS EXCHANGE (NCS-X) PROGRAM IN THE AMOUNT OF \$23,400.00.

Respectfully,

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

JLE/sl

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APR 30 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

FILE OF THE COUNCIL NO. _____

2018

AN ORDINANCE

ESTABLISHING A "NO PARKING ZONE" ALONG THE EASTERLY SIDE OF STAFFORD AVENUE (S.R. 3021) BEGINNING APPROXIMATELY FORTY FIVE (45) FEET NORTH FROM ITS INTERSECTION WITH WILLOW STREET AND CONTINUING ONE HUNDRED SEVENTY (170) FEET TO ALLOW FOR SIGHT DISTANCE FOR A PROPOSED DRIVEWAY BY DALE AND LISA KRAMER FOR A PROPERTY LOCATED AT 623 STAFFORD AVENUE.

WHEREAS, the proposed driveway enters and exits on Stafford Ave a state highway:
and

WHEREAS, Pennsylvania Department of Transportation's ("PennDOT's") minimum safe site distance for driveways requirements mandate certain parking restrictions be implemented.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that parking is hereby eliminated along a one hundred seventy (170) foot section of SR 3021, known as Stafford Avenue, along the easterly curb line beginning approximately forty five (45) feet from its intersection with Willow Street traveling in a northerly direction, in order to provide acceptable sight distance for the proposed driveway to serve 623 Stafford Avenue as shown on Exhibit "A" attached hereto and made a part hereof.

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.

Council of the City of Scranton

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

Lori Reed
City Clerk

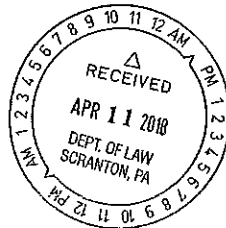
Amil Minora, Esq.
Counsel



Pat Rogan, President
Timothy Perry, Vice President
William Gaughan
Wayne Evans
Kyle Donahue

April 11, 2018

Jessica L. Eskra, Esquire
City Solicitor
340 North Washington Avenue
Scranton, PA 18503



Dear Attorney Eskra:

On April 9, 2018, Councilmen Wayne Evans and Bill Gaughan met with Mrs. Lisa Kramer, 623 Stafford Avenue, regarding a proposed driveway at her property. Since Stafford Avenue is a State owned highway, legislation will be required from your office to establish PennDOT's minimum safe sight distance for driveway requirements. Please find attached copy of PennDOT permit for your review.

If you have any questions please don't hesitate to contact me.

Sincerely,

Lori Reed
City Clerk

Enclosure

cc: Mr. Don King, AICP, CFM, City Planner
Mr. Jack Sweeney, Zoning Officer
Scranton City Council

PennDOT Permits

Susquehanna County	570-278-1171	18786 SR 706 Montrose, PA 18801
Wyoming County	570-836-3141	1 Franklin Ave, Tunkhannock, PA 18657 Monday and Tuesday
Wayne County	570-253-3130	PO Box 310, White Mills, PA 18473
Lackawanna County	570-586-2211	1034 Morgan Highway, Clarks Summit, PA 18411 Wednesday, Thursday

Dear Sir or Madam:

In order to process your application(ON-LINE), the following information is required,

- ☐ GO TO: www.dot.state.pa.us THEN go to; services & software THEN go to; DOT online services THEN click on; EPS or E-permitting.
- ☐ Check or money order in the amount of \$ _____ payable to Pennsylvania DOT, sent by mail to one of the above addresses a few days before submitting application(ON-LINE).
- ☐ Copy of original deed(ATTACH TO ON-LINE APPLICATION) . Must be a recorded copy with the deed book and page number stamped on it or computer number. If someone named on the deed is deceased, a copy of their death certificate is needed.
- ☐ Please write on the deed somewhere, the frontage of your land in feet and a small sketch of the land would be helpful.
- ☐ Written directions to your location(s), (ATTACH TO ON-LINE APPLICATION).
- ☐ Signature(s) in appropriate places on the application (form M-950A, THEN ATTACH TO ON-LINE APPLICATION) , as the names appear on the deed. Also on access covenant if applicable.
- ☐ Email address is required on on-line application.
- ☐ Stakes placed at the site of proposed or existing driveway
- ☐ Vegetation trimmed _____ feet from each side of driveway, 10 back from state road if needed (on your land only to ground level).
- ☐ If land is over 4 ac, a access covenant(form M-946 and M-946RC) is required, complete and notarized. Nor seals or stamps from notary can overlap each other.(please send in with check).
- ☐ For your records.
- ☐ Return all paperwork completed.

☒ *there is on-street parking at your location, to get a permit for drive you will need a No-Parking Ordinance from the City of Scranton 750 ft*

☐ All forms can be found on web site under REFERENCE MATERIAL AND FORMS.

If you have any question, please call me at the appropriate office (ABOVE) between the hours of 7:30 am to 9:00 am.

Driveway must be constructed within one year from the date of issuance or the permit will be revoked!

Sincerely,

Patrick Popovich



pennsylvania
DEPARTMENT OF TRANSPORTATION

APPLICATION FOR MINIMUM USE DRIVEWAY

A Minimum Use Driveway Is A Residential Or Other Driveway
Which Is Expected To Be Used By Not More Than 25 Vehicles Per Day (I.e. 50 A.D.T.)

the highland at archbold

SEE PUBLICATION 312 GUIDE

APPL. NO. 116991

APPLICANT/PROPERTY OWNER DALE & LISA KARNER		
ADDRESS 10 ELMHURST BLVD.		
POST OFFICE SCRANTON PA.	ZIP CODE 17505	
PHONE 570 969 3744	FEE 25.00	CHECK NO.

LOCATION OF PROPOSED DRIVEWAY

County **LACK.**
Township/Boro **LACK. GRADY TOWNSHIP**
Route No. **SR-3021**

Name of Nearest Intersection **STAFFORD & ALDER S**

Distance to Nearest Intersection in Feet **250 FT.**

APPLICATION IS MADE TO

☒ CONSTRUCT A NEW DRIVEWAY ☐ ALTER AN EXISTING DRIVEWAY

DATE WORK SCHEDULED TO BEGIN **4-1-18**DATE WORK SCHEDULED TO BE COMPLETED **9-1-18**

<p>INDICATE NORTH USE ARROW</p> <p>CENTER LINE</p> <p>EDGE OF PAVEMENT</p> <p>ROADWAY SIGHT DISTANCE 100 FT.</p> <p>AREA TO BE CLEAR OF VIEW OBSTRUCTIONS</p> <p>90°</p> <p>EDGE OF TRAVEL LANE — RADIUS (R) OF BOTH DRIVEWAY CURVES MUST BE AT LEAST FIVE FEET FOR CARS</p> <p>DRIVEWAY RADIUS 20 FT.</p> <p>DRIVEWAY WIDTH 25 FT.</p> <p>VEHICLE TURNAROUND</p> <p>DRIVEWAY WIDTH MUST BE AT LEAST 10 FEET FOR CARS</p>		<p>FOR DEPARTMENT USE ONLY</p> <p>Site Reviewed On _____ DATE(S)</p> <p>Comments _____</p> <p>ROADWAY SHOULDER (Fill in appropriate line)</p> <p>SLOPE (Fill in appropriate slope)</p> <p>Description _____</p> <p>S.R. _____</p> <p>Segment _____</p> <p>Offset _____</p> <p>Field Viewed By _____ SIGNATURE _____ DATE _____</p>
--	--	--

Is any portion of the property reserved for a person with a disability or a severely disabled veteran? ☐ YES ☐ NO

Under and subject to all the conditions, restrictions and regulations prescribed by the Pennsylvania Department of Transportation and on the issued Permit, Form M-945P.

The applicant certifies that all statements contained herein are true and correct.

By **X Dale A. Karner** **X Lisa Karner** **3-1-18**

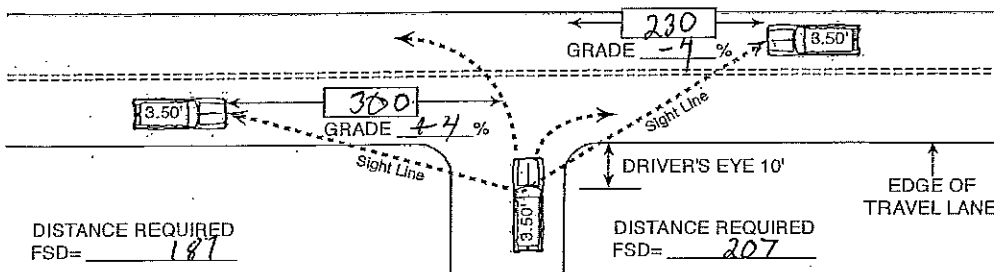
Visit our website at: www.dot.state.pa.us
DISTRICT PERMIT OFFICE

DRIVEWAY SIGHT DISTANCE MEASUREMENTS

(FOR LOCAL ROADS, USE PENNDOT PUB 70)

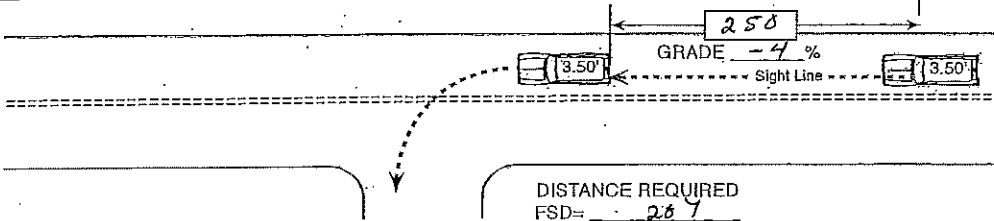
APPLICANT _____ APPLICATION NO. _____
 S.R. 3021 SEG. 20 OFFSET 601 (R) LEGAL SPEED LIMIT 30
 MEASURED BY PSP DATE 2-15-18
 FOR DEPARTMENT USE ONLY: Safe-Running Speed _____ 85th Percentile Speed ✓

A



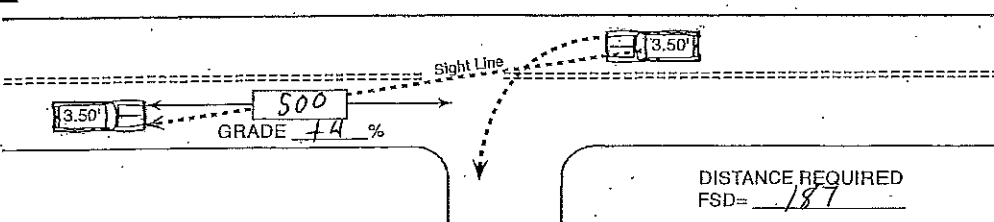
THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER AT A DRIVEWAY LOCATION CAN CONTINUOUSLY SEE ANOTHER VEHICLE APPROACHING ON THE ROADWAY.

B



THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER ON THE ROADWAY CAN CONTINUOUSLY SEE THE REAR OF A VEHICLE WHICH IS LOCATED IN THE DRIVER'S TRAVEL LANE AND WHICH IS POSITIONED TO MAKE A LEFT TURN INTO A DRIVEWAY.

C



THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER OF A VEHICLE INTENDING TO MAKE A LEFT TURN INTO A DRIVEWAY CAN CONTINUOUSLY SEE A VEHICLE APPROACHING FROM THE OPPOSITE DIRECTION.



DEPARTMENT OF LAW

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

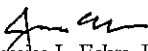
April 23, 2018

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

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE ESTABLISHING A "NO PARKING ZONE" ALONG THE EASTERLY SIDE OF STAFFORD AVENUE (S.R. 3021) BEGINNING APPROXIMATELY FORTY FIVE (45) FEET NORTH FROM ITS INTERSECTION WITH WILLOW STREET AND CONTINUING ONE HUNDRED SEVENTY (170) FEET TO ALLOW FOR SIGHT DISTANCE FOR A PROPOSED DRIVEWAY BY DALE AND LISA KRAMER FOR A PROPERTY LOCATED AT 623 STAFFORD AVENUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RECEIVED

APR 23 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

FILE OF THE COUNCIL NO. 17

2018

AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 4, 2018 ENTITLED "AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 17, 1994 ENTITLED "AN ORDINANCE (AS AMENDED) AUTHORIZING THE GOVERNING BODY OF THE CITY OF SCRANTON TO ENACT 'A WASTE DISPOSAL AND COLLECTION FEE' FOR THE PURPOSE OF RAISING REVENUE TO COVER THE WASTE DISPOSAL AND COLLECTION COSTS INCURRED BY THE CITY OF SCRANTON FOR THE DISPOSAL OF REFUSE", BY IMPOSING A WASTE DISPOSAL AND COLLECTION FEE OF \$300.00 FOR CALENDAR YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER" TO EXTEND THE MAY 1, 2018 DISCOUNT DATE TO MAY 31, 2018 TO ENABLE RESIDENTS TO TAKE ADVANTAGE OF THE 10% DISCOUNT WHEN PAYING THEIR REFUSE BILL IN FULL.

WHEREAS, City Council has requested that File of the Council 4, 2018 be amended to extend the deadline for the discount period from May 1, 2018 to May 31, 2018 because waste disposal bills have not been mailed yet and the extension of the deadline would provide residents ample time to take advantage of the discount period.

SECTION 1. Be it ordained by the Council of the City of Scranton that Section 3, Fees.

(C) 5 of File of the Council No. 17, 1994 (as amended) shall be amended to read as follows:

"SECTION 3. FEES.

The fees for the payment of waste disposal collection costs shall be as follows:

(C) All fees fixed by this subsection shall be payable semi-annually.

5. If the annual waste disposal fee, that is \$300.00, is paid in full by May 31st of the year in which the fee is due, the payor may take a ten percent (10%) discount from the annual fee.

SECTION 2. 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 interests of the promotion of the purposes and intent of this Ordinance and the effective administration thereof.

SECTION 3. In all other respects, File of the Council No. 11, 1993 shall remain in full force and effect.

SECTION 4. This Ordinance shall be retroactive to January 1, 2018.

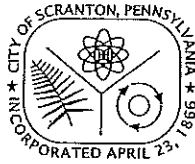
SECTION 5. This Ordinance is enacted by the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Council of the City of Scranton

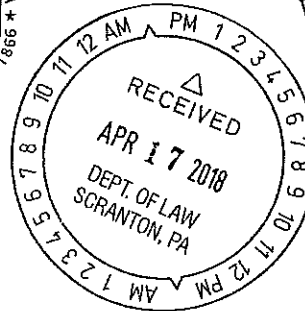
340 No. Washington Avenue • Scranton, Pennsylvania 18503 • Telephone (570) 348-4113 • Fax (570) 348-4207

Lori Reed
City Clerk

Amil Minora, Esq.
Counsel



Pat Rogan, President
Timothy Perry, Vice President
William Gaughan
Wayne Evans
Kyle Donahue



April 17, 2018

The Honorable William L. Courtright
Mayor, City of Scranton
340 North Washington Avenue
Scranton, PA 18503

Dear Mayor Courtright:

At the April 16, 2018 meeting of Scranton City Council, a motion was made and unanimously passed to send correspondence to your attention respectfully requesting your consideration to extend the discount date for payment of the annual refuse fee. Council requests that the May 1st deadline be extended to May 31, 2018 to enable residents to take advantage of the 10% discount when paying their refuse bill in full.

As per File of the Council 79, 2017, Section 3. Fees. (C) 5. *If the Annual Waste Disposal Fee, that is \$300.00, is paid in full by May 1st of the year in which the fee is due, the payor may take a ten percent (10%) discount from the annual fee.*

This request is being made since the waste disposal bills have not been mailed yet and the extension of the deadline would provide residents ample time to take advantage of the discount period.

Your thoughtful consideration of this request would be greatly appreciated.

If you have any questions, please feel free to contact me at 570-348-4113. As always, thank you for your time.

Sincerely,

Lori Reed
City Clerk

cc: Jessica L. Eskra, Esquire, City Solicitor ✓
Mrs. Rebecca McMullen, Acting Business Administrator
Mr. Wayne Beck, City Treasurer
Scranton City Council



DEPARTMENT OF LAW

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

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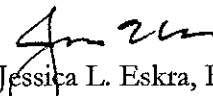
April 20, 2018

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

Dear Honorable Council Members:

ATTACHED IS AMENDING FILE OF THE COUNCIL NO. 4, 2018
ENTITLED "AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 17, 1994
ENTITLED "AN ORDINANCE (AS AMENDED) AUTHORIZING THE
GOVERNING BODY OF THE CITY OF SCRANTON TO ENACT 'A WASTE
DISPOSAL AND COLLECTION FEE' FOR THE PURPOSE OF RAISING
REVENUE TO COVER THE WASTE DISPOSAL AND COLLECTION COSTS
INCURRED BY THE CITY OF SCRANTON FOR THE DISPOSAL OF REFUSE", BY
IMPOSING A WASTE DISPOSAL AND COLLECTION FEE OF \$300.00 FOR
CALENDAR YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND
EFFECT ANNUALLY THEREAFTER" TO EXTEND THE MAY 1, 2018 DISCOUNT
DATE TO MAY 31, 2018 TO ENABLE RESIDENTS TO TAKE ADVANTAGE OF
THE 10% DISCOUNT WHEN PAYING THEIR REFUSE BILL IN FULL.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl