

AGENDA
REGULAR MEETING OF COUNCIL
October 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 CHECK RECEIVED FROM LUTHERWOOD IN THE AMOUNT OF \$6,000.00 FOR PAYMENT IN LIEU OF TAXES.

[PILOT Lutherwood \\$6,000 check received 10-10-18.pdf](#)
 - 3.B CONTROLLER'S REPORT FOR MONTH ENDING SEPTEMBER 30, 2018.

[Controller's Report 9-30-18.pdf](#)
 - 3.C TAX ASSESSOR'S RESULTS REPORT FOR HEARING DATE HELD OCTOBER 10, 2018.

[Tax Assessor's Results Report 10-10-18.pdf](#)
 - 3.D MINUTES OF THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD SEPTEMBER 19, 2018.

[Non-Uniform Municipal Pension Board Minutes 9-19-18.pdf](#)
 - 3.E MINUTES OF THE SCRANTON POLICE PENSION COMMISSION MEETING HELD SEPTEMBER 19, 2018.

[Scranton Police Pension Commission Meeting 9-19-18.pdf](#)

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

[Agenda for Non-Uniform Municipal Pension Meeting 10-17-18.pdf](#)

- 3.G MINUTES OF THE COMPOSITE PENSION BOARD MEETING HELD SEPTEMBER 19, 2018.

[Composite Pension Board Minutes 9-19-18.pdf](#)

- 3.H AGENDA FOR THE CITY PLANNING COMMISSION MEETING TO BE HELD OCTOBER 24, 2018.

[Agenda for City Planning Committion Meeting 10-24-18.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 TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (“DCED”) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS-MONROE COUNTY) IN THE AMOUNT OF \$62,500 FOR THE REMEDIATION ACTIVITIES AT THE SITE OF THE FUTURE POCKET PARK LOCATED AT 248 WYOMING AVENUE.

[Resolution-2018 Grant Application \\$62.5K for Future Pocket Park at 248 Wyoming Ave.pdf](#)

- 5.C 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 TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (“DCED”) FOR A KEYSTONE COMMUNITIES PROGRAM GRANT IN THE AMOUNT OF \$50,000 FOR THE REMEDIATION ACTIVITIES AT THE SITE OF THE FUTURE POCKET PARK LOCATED AT 248 WYOMING AVENUE.

[Resolution-2018 Grant Application \\$50K for Future Pocket Park at 248 Wyoming Ave.pdf](#)

- 5.D FOR INTRODUCTION – A RESOLUTION – RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF SCRANTON CULTURAL CENTER AT MASONIC TEMPLE TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$345,405.00 FOR THE PROJECT TO BE KNOWN AS “SCRANTON CULTURAL CENTER AT MASONIC TEMPLE ELEVATOR SAFETY/MODERNIZATION REPAIRS” LOCATED IN SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON TO ACCEPT THE GRANT, IF SUCCESSFUL AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$345,405.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

[Resolution-2018 Grant Application Cultural Center Elevator Repairs.pdf](#)

- 5.E FOR INTRODUCTION – A RESOLUTION – RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF ELECTRIC CITY DEVELOPMENT LLC TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$500,000.00 FOR THE PROJECT TO BE KNOWN AS “WYOMING AVENUE LSA” LOCATED AT 614 WYOMING AVENUE, SCRANTON, PENNSYLVANIA 18509, AND AUTHORIZING THE MAYOR AND OTHER

APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON TO ACCEPT THE GRANT, IF SUCCESSFUL AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$500,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

[Resolution-2018 Grant Application Wyoming Avenue LSA.pdf](#)

- 5.F FOR INTRODUCTION - A RESOLUTION - RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF NEIGHBORWORKS NORTHEASTERN PENNSYLVANIA TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$78,960.00 FOR THE PROJECT TO BE KNOWN AS "NEIGHBORWORKS HOMEOWNERSHIP CENTER" LOCATED 815 SMITH STREET, SCRANTON, PENNSYLVANIA 18504, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON TO ACCEPT THE GRANT, IF SUCCESSFUL AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$78,960.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

[Resolution-2018 Grant Application Neighborworks Homeownership Center.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 RULES - FOR ADOPTION - RESOLUTION NO. 74, 2018 -APPOINTMENT OF TIMOTHY J. WOODY, 540 ORCHARD STREET, SCRANTON, PENNSYLVANIA, 18505 AS A MEMBER OF THE SCRANTON MUNICIPAL RECREATION AUTHORITY. MR. WOODY WILL BE REPLACING JENNIFER HERMAN WHOSE TERM EXPIRED JUNE 17, 2016. MR. WOODY WILL BE APPOINTED TO A FIVE (5) YEAR TERM EFFECTIVE AUGUST 22, 2018 AND WILL EXPIRE AUGUST 22, 2023.

[Resolution-2018 Appt. Timothy J. Woody to Recreation Authority.pdf](#)

- 7.B FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 75, 2018 - APPOINTMENT OF RAYMOND J. KELLY, 10 FAWNWOOD DRIVE, SCRANTON, PENNSYLVANIA, 18504, TO THE CIVIL SERVICE COMMISSION. MR. KELLY'S EFFECTIVE DATE WILL BE SEPTEMBER 14, 2018. MR. KELLY WILL BE REPLACING PAUL DUFFY WHO RESIGNED EFFECTIVE MAY 3, 2018. MR. KELLY'S TERM WILL EXPIRE WITH THE TERM OF MAYOR WILLIAM L. COURTRIGHT.

[Resolution-2018 Appt. Raymond J. Kelly to Civil Service Commission.pdf](#)

- 7.C FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 76, 2018 - APPOINTMENT OF THE CENTER FOR INDEPENDENT LIVING (CIL), 1142 SANDERSON AVENUE, SCRANTON, PENNSYLVANIA, 18503, AS A MEMBER OF THE MAYOR'S COMMISSION ON DISABILITIES EFFECTIVE SEPTEMBER 19, 2018. THE CENTER FOR INDEPENDENT LIVING (CIL) WILL SERVE ON THE COMMISSION FOR A FIVE (5) YEAR TERM ENDING SEPTEMBER 18, 2023.

[Resolution-2018 Appt. Center for Independent Living to Mayor's Comm on Disabilities.pdf](#)

- 7.D FOR CONSIDERATION BY THE COMMITTEE ON COMMUNITY DEVELOPMENT - FOR ADOPTION - RESOLUTION NO. 77, 2018 - RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE DEPARTMENT OF COMMONWEALTH FINANCING AUTHORITY OF THE COMMONWEALTH OF PENNSYLVANIA FOR A MULTIMODAL TRANSPORTATION FUNDS GRANT TO BE USED FOR THE CEDAR AVENUE PHASE 2 IN THE AMOUNT OF \$2,490,000.00.

[Resolution-2018 Grant Application for Cedar Avenue Phase 2.pdf](#)

- 7.E FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC SAFETY - FOR ADOPTION - RESOLUTION NO. 78, 2018 - ACCEPTING A THREE HUNDRED SIXTY (\$360.00) DOLLAR DONATION FROM UFBERG AND ASSOCIATES, LLC GIVEN TO THE CITY OF SCRANTON POLICE DEPARTMENT SPECIAL

OPERATIONS GROUP.

[Resolution-2018 Donation from Ufberg and Associates for SPD
Special Ops Group.pdf](#)

- 7.F FOR CONSIDERATION BY THE COMMITTEE ON RULES – FOR ADOPTION - RESOLUTION NO. 79, 2018 – APPOINTMENT OF DEVENDRABHAI P. DAVE, 661 NORTH WASHINGTON AVENUE, SCRANTON, PENNSYLVANIA, 18509, AS A MEMBER OF THE BOARD OF THE SCRANTON HOUSING AUTHORITY. MR. DAVE WILL BE REPLACING THELMA WHEELER WHOSE TERM EXPIRED SEPTEMBER 27, 2018. MR. DAVE WILL BE APPOINTED TO A FIVE (5) YEAR TERM EFFECTIVE OCTOBER 5, 2018 AND WILL EXPIRE ON OCTOBER 5, 2023.

[Resolution-2018 Appt. Devendrabhai Dave to Scranton Housing
Authority.pdf](#)

8. ADJOURNMENT



DEPARTMENT OF BUSINESS ADMINISTRATION

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

MEMORANDUM

DATE: October 10, 2018
TO: Wayne Beck, City Treasurer
FROM: Nancy Krake, Staff Accountant
RE: Check for Deposit

RECEIVED
OCT 10 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

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

Lutherwood

Ck. # 0001901

\$6,000.00

This check is to be deposited into Account #01.359.35920

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

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

October 15, 2018

RECEIVED

OCT 15 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 September, 2018.

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 SEPTEMBER 2018**

CODE #	DEPARTMENT	EXPENDITURES
10	Mayor's Office	\$ 11,083.46
11	Public Safety	-
20	City Council	20,856.82
30	Controller	18,848.14
40	Business Administration	1,556,439.87
41	Bureau of Human Resources	26,400.11
42	Bureau of Information Technology	28,991.08
43	Treasurer	9,577.72
51	Inspections and Licenses	63,237.81
60	Law	23,796.34
71	Police	3,270,676.38
75	Traffic Maintenance	-
78	Fire	2,577,445.73
80	Public Works	263,015.80
81	Engineering	13,922.14
82	Buildings	194,211.92
83	Highways	167,459.25
84	Refuse	311,883.40
85	Garages	107,516.60
90	Single Tax Office	59,166.73
100	Parks and Recreations	50,163.37
TOTAL DEPARTMENTAL:		\$ 8,774,692.67
NON DEPARTMENTAL		
0140	Scranton Plan	\$ -
1000	Boards and Commissions	11,325.40
1100	Utilities	-
1300	Contingency	1,293.87
1500	Special Items	25,851.02
1600	Unpaid Bills	1,067.00
1700	Grants and Contributions	-
1900	Special Items (Non Add)	-
TOTAL NON DEPARTMENTAL:		\$ 39,537.29
GRAND TOTAL:		\$ 8,814,229.96

**CITY OF SCRANTON
GENERAL FUND REVENUE REPORT
FOR THE MONTH OF SEPTEMBER 2018**

CODE #	FUND SOURCE	REVENUES
300	Previous Year Balance	\$ -
301	Real Property Taxes	1,171,380.98
302	Landfill and Refuse Fees	381,083.41
304	Utility Tax	-
305	Non-Resident Tax	-
310	Local Taxes (Act 511)	1,163,634.87
319	Penalties and Interest (Delinquent Taxes)	27,069.88
320	Licenses and Permits	150,166.20
330	Fines and Forfeitures	-
331	Police Fines and Violations	32,453.00
341	Interest Earnings	(2,915.63)
342	Rents and Concessions	-
350	Inter-Government-Revenue Reimbursements	3,677,244.99
359	Local Governments (Payments in Lieu)	-
360	Departmental Earnings	3,655.00
367	Recreational Departments	2,856.75
380	Cable TV and Miscellaneous Revenue	35,370.00
392	Interfund Transfers	-
392*	Interfund Transfers (Non Add)	-
394	Tax Anticipation Loan/Note	-
TOTAL		\$ 6,641,999.45
MONTH TO DATE:		
Revenues To September 2018		\$ 84,659,097.74
Expenditures To September 2018		56,101,249.87
NET:		\$ 28,557,847.87

*Non Add

CITY OF SCRANTON
SEPTEMBER 30, 2018
GENERAL FUND REVENUE REPORT
YEAR TO DATE

CODE #	FUND SOURCE	ESTIMATED	REALIZED	UN-REALIZED
300	Previous Year Balance	\$ -	\$ -	\$ -
301	Real Property Taxes	33,827,806.10	31,266,541.84	2,561,264.26
302	Landfill and Refuse Fees	7,662,500.00	5,997,453.16	1,665,046.84
304	Utility Tax	75,000.00	-	75,000.00
305	Non-Resident Tax	520,000.00	-	520,000.00
310	Local Taxes (Act 511)	39,343,469.39	27,648,824.43	11,694,644.96
319	Penalties and Interest (Delinquent Taxes)	168,092.00	204,017.81	(35,925.81)
320	Licenses and Permits	1,906,004.00	1,893,640.44	12,363.56
330	Fines and Forfeitures	100.00	-	100.00
331	Police Fines and Violations	360,750.00	305,596.00	55,154.00
341	Interest Earnings	30,000.00	141,527.75	(111,527.75)
342	Rents and Concessions	5,000.00	4,000.00	1,000.00
350	Inter-Government-Revenue Reimbursements	3,957,646.00	3,821,125.90	136,520.10
359	Local Government (Payments in Lieu)	250,000.00	63,956.36	186,043.64
360	Departmental Earnings	469,625.00	98,413.00	371,212.00
367	Recreational Departments	49,500.00	31,158.75	18,341.25
380	Cable TV and Miscellaneous Revenues	1,115,800.00	810,520.55	305,279.45
392	Interfund Transfers	5,183,505.30	(377,678.25)	5,561,183.55
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	-	-	-
TOTALS		\$ 107,674,797.79	\$ 84,659,097.74	\$ 23,015,700.05

PURCHASE ORDER REPORT

MONTH ENDING SEPTEMBER 30, 2018

ACCOUNT BALANCES AS OF SEPTEMBER 30, 2018				
DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
OFFICE OF THE MAYOR				
0101000000 4270 DUES & SUBSCRIPTIONS	22,826.70	0.00		0.00
0101000000 4290 STATIONERY / OFFICE SUPPLIES	150.00	107.51		107.51
0101000000 4420 TRAVEL & LODGING	1,000.00	565.00		565.00
DEPARTMENT OF PUBLIC SAFETY				
POLICE BUREAU				
0101100071 4201 PROFESSIONAL SERVICES EZ CHILD ID	25,000.00	9,576.50	598.00	8,978.50
0101100071 4210 SERVICES & MAINTENANCE FEE ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD FOX SIGNS NEPA	75,000.00	6,848.09	(11,208.18) 11,208.18 740.00	6,108.09
0101100071 4270 DUES & SUBSCRIPTIONS	3,150.00	7.85		7.85
0101100071 4280 MISCELLANEOUS SERVICES - NON CLASSIFIED YIS COWDEN GROUP	2,000.00	373.82	125.50	248.32
0101100071 4290 STATIONERY / OFFICE SUPPLIES BRENZEL, ROBERT ARROWHEAD SCIENTIFIC, INC.	2,750.00	567.01	55.65 105.20	406.16
0101100071 4380 GUNS / AMMUNITION	22,500.00	9.57		9.57
0101100071 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD UNITED PUBLIC SAFETY STARR UNIFORMS	21,000.00	7,912.61	(464.58) 464.58 706.89 199.95	7,005.77
0101100071 4420 TRAVEL & LODGING	4,000.00	217.80		217.80

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0101100071 4470 TRAINING & CERTIFICATION	50,000.00	9,793.03		
ENCUMBERED: PREVIOUS PERIOD			(2,378.23)	
ENCUMBERED: CURRENT PERIOD			1,560.23	
QUALIFICATION TARGETS, INC.			818.00	
PNC BANK			54.00	
				<u>9,739.03</u>
0101100071 4550 CAPITAL EXPENDITURES	350,000.00	162,684.70		
ENCUMBERED: CURRENT PERIOD			42,915.70	
				<u>119,769.00</u>
0101100071 4570 MAINTENANCE COMMUNICATION EQUIPMENT	7,500.00	3,251.89		
				<u>3,251.89</u>
0101100071 6003 SPCA - ANIMAL CONTROL	86,976.00	9,238.88		
VETERINARY REFERRAL & EMERGENCY CENTER			523.35	
				<u>8,715.53</u>
FIRE BUREAU:				
0101100078 4201 PROFESSIONAL SERVICES	23,000.00	11.00		
				<u>11.00</u>
0101100078 4210 SERVICE & MAINTENANCE FEE	15,000.00	1,185.08		
				<u>1,185.08</u>
0101100078 4270 DUES & SUBSCRIPTIONS	1,000.00	850.00		
				<u>850.00</u>
0101100078 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	10,000.00	0.00		
				<u>0.00</u>
0101100078 4390 MATERIALS / SUPPLIES (MISC)	7,250.00	1,639.56		
ENCUMBERED: PREVIOUS PERIOD			(108.95)	
ENCUMBERED: CURRENT PERIOD			195.94	
				<u>1,552.57</u>
0101100078 4420 TRAVEL & LODGING	3,000.00	2,229.10		
				<u>2,229.10</u>
0101100078 4430 AIR PACK / REHAB SUPPLIES	6,000.00	5,918.75		
				<u>5,918.75</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0101100078 4470 TRAINING & CERTIFICATION	75,000.00	27,679.42		
HUGHES, NICHOLAS			475.00	
KOPA, ERIC			475.00	
KOHUT, BRANDON			475.00	
FROST, JAMES			475.00	
BARLETTA, CHRISTOPHER			475.00	
BAKER, DAVID			475.00	
DESARNO, JACOB			475.00	
SCRANTON QUINCY AMBULANCE			45.00	
CENTRAL PENNSYLVANIA COLLEGE			12,400.00	
CZARKOWSKI, DAVID J.			719.83	
DAVIS, JOHN R. III			719.83	
RODOMAN, RICHARD			719.83	
SECHAK, ROBERT			719.83	
SKLANKA, DONALD			719.83	
				<u>8,310.27</u>
0101100078 4550 CAPITAL EXPENDITURES	1,250,000.00	206,535.81		
SCRANTON ELECTRIC HEATING & COOLING			2,686.00	
				<u>203,849.81</u>
0101100078 4570 MAINTENANCE COMMUNICATION EQUIPMENT	4,250.00	3,330.00		
JALVO, INC.			457.00	
				<u>2,873.00</u>
0101100078 4575 MAINTENANCE-EQUIPMENT	1,000.00	1,000.00		
				<u>1,000.00</u>
0101100078 4580 GENERAL EQUIPMENT	75,000.00	18,895.65		
SCRANTON GRINDER & HARDWARE			577.93	
WITMER ASSOCIATES, INC.			913.00	
FIRE AND RESCUE PRODUCTS, INC.			290.00	
ESI EQUIPMENT, INC.			588.00	
				<u>16,526.72</u>
OFFICE OF THE CITY CLERK / CITY COUNCIL				
0102000000 4201 PROFESSIONAL SERVICES	56,000.00	5,123.48		
EDM AMERICAS INC.			187.49	
				<u>4,935.99</u>
0102000000 4210 SERVICES & MAINTENANCE FEE	15,000.00	4,205.00		
				<u>4,205.00</u>
0102000000 4230 PRINTING & BINDING	6,250.00	4,039.04		
				<u>4,039.04</u>
0102000000 4250 ADVERTISING	31,500.00	18,724.95		
SCRANTON TIMES			2,911.55	
				<u>15,813.40</u>
0102000000 4290 STATIONERY / OFFICE SUPPLIES	500.00	161.01		
GLEN SUMMIT SPRINGS WATER			11.00	
				<u>150.01</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
CITY CONTROLLER				
0103000000 4201 PROFESSIONAL SERVICES	40,000.00	33,500.00		<u>33,500.00</u>
0103000000 4230 PRINTING AND BINDING	1,000.00	100.10		<u>100.10</u>
0103000000 4240 POSTAGE & FREIGHT	100.00	18.00		<u>18.00</u>
0103000000 4270 DUES & SUBSCRIPTIONS	225.00	24.75		<u>24.75</u>
0103000000 4290 STATIONERY / OFFICE SUPPLIES	200.00	76.20		
BUDGET TRANSFER FROM: 0103000000 4420			(3.36)	
GLEN SUMMIT SPRINGS WATER			11.55	
SHRED-IT			68.01	
				<u>(0.00)</u>
0103000000 4420 TRAVEL AND LODGING	1,000.00	350.00		
BUDGET TRANSFER TO: 0103000000 4290			3.36	
				<u>346.64</u>
BUSINESS ADMINISTRATION DEPARTMENT				
ADMINISTRATION				
0104000040 4201 PROFESSIONAL SERVICES	250,000.00	48,645.89		
TURNKEY TAXES			5,256.43	
RAINEY & RAINEY			1,350.00	
JOYCE HATALA ASSOCIATES			550.00	
GREENMAN-PEDERSON, INC.			2,205.00	
THOMAS J. MCLANE & ASSOC. INC.			8,190.00	
				<u>31,094.46</u>
0104000040 4210 SERVICES & MAINTENANCE FEE	1,750.00	1,362.00		
				<u>1,362.00</u>
0104000040 4230 PRINTING & BINDING	1,000.00	148.97		
				<u>148.97</u>
0104000040 4240 POSTAGE & FREIGHT	30,000.00	5,893.00		
POSTAGE			5,000.00	
				<u>893.00</u>
0104000040 4250 ADVERTISING	17,250.00	2,769.40		
BUDGET TRANSFER FROM: 0104000040 6009			(3,000.00)	
SCRANTON TIMES			3,809.20	
				<u>1,960.20</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL
0104000040 4270 DUES & SUBSCRIPTIONS	1,000.00	110.00		<u>110.00</u>
0104000040 4290 STATIONERY / OFFICE SUPPLIES	12,750.00	4,949.71		
ENCUMBERED: PREVIOUS PERIOD			(437.16)	
ENCUMBERED: CURRENT PERIOD			1,505.55	
STAPLES BUSINESS ADVANTAGE			426.75	
GLEN SUMMIT SPRINGS WATER			11.55	
STEAMTOWN BLUEPRINT & COPY			200.00	
			<u>3,243.02</u>	<u>3,243.02</u>
0104000040 4390 MATERIALS / SUPPLIES (MISC)	600.00	393.55		<u>393.55</u>
0104000040 4420 TRAVEL & LODGING	2,500.00	2,500.00		<u>2,500.00</u>
0104000040 4470 TRAINING & CERTIFICATION	2,000.00	1,440.05		
BULZONI, DAVE			350.00	
			<u>1,090.05</u>	<u>1,090.05</u>
0104000040 6009 OPERATING TRANSFERS - WORKERS' COMP	3,743,432.00	1,532,432.00		
BUDGET TRANSFER TO: 0104000040 4250			3,000.00	
BUDGET TRANSFER TO: 0104000042 4550			346,000.00	
			<u>1,183,432.00</u>	<u>1,183,432.00</u>
0104000040 6024 BANK FEES AND CHARGES	11,000.00	10,866.20		
PNC MERCHANT FEE			15.00	
CHECK PRINTING FEE			57.36	
			<u>10,793.84</u>	<u>10,793.84</u>
HUMAN RESOURCES:				
0104000041 4201 PROFESSIONAL SERVICES	150,000.00	48,019.05		
CONCORDE, INC.			865.76	
NORTHEASTERN REHABILITATION ASSOCIATION			148.00	
MILLENNIUM ADMINISTRATORS			2,565.00	
WE PAY PROCESSING CHARGES			4,269.75	
			<u>40,170.54</u>	<u>40,170.54</u>
0104000041 4290 STATIONARY / OFFICE SUPPLIES	25,000.00	24,930.00		<u>24,930.00</u>
0104000041 4390 MATERIALS / SUPPLIES (MISC)	500.00	327.95		
GLEN SUMMIT SPRINGS WATER			16.75	
			<u>311.20</u>	<u>311.20</u>
0104000041 4420 TRAVEL & LODGING	1,000.00	569.32		<u>569.32</u>
0104000041 4470 TRAINING & CERTIFICATION	3,000.00	1,170.98		<u>1,170.98</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0104000041 4630 LIABILITY / CASUALTY INSURANCE	1,371,000.00	458,041.58		
GALLAGHER BASSETT SERVICE			919.18	
MICHAEL A. GENELL, ESQ.			837.50	
ABRAHAMSEN CONABOY & ABRAHAMSEN, PC			864.50	
				<u>455,420.40</u>
INFORMATION TECHNOLOGY:				
0104000042 4201 PROFESSIONAL SERVICES	95,250.00	3,185.15		
				<u>3,185.15</u>
0104000042 4210 SERVICES & MAINTENANCE FEE	75,000.00	33,708.40		
				<u>33,708.40</u>
0104000042 4270 DUES AND SUBSCRIPTIONS	500.00	500.00		
				<u>500.00</u>
0104000042 4290 STATIONARY / OFFICE SUPPLIES	1,000.00	1,000.00		
				<u>1,000.00</u>
0104000042 4390 MATERIALS / SUPPLIES (MISC)	65,000.00	3,820.95		
ENCUMBERED: CURRENT PERIOD			743.00	
SWIETNICKI, FRANK			86.10	
				<u>2,991.85</u>
0104000042 4420 TRAVEL AND LODGING	750.00	750.00		
				<u>750.00</u>
0104000042 4440 TELEPHONE	150,000.00	32,883.17		
FRONTIER COMMUNICATIONS			7,286.56	
COMCAST			3,334.05	
VERIZON			119.01	
				<u>22,143.55</u>
0104000042 4470 TRAINING & CERTIFICATION	10,000.00	8,773.97		
				<u>8,773.97</u>
0104000042 4550 CAPITAL EXPENDITURES	250,000.00	60.00		
BUDGET TRANSFER FROM: 0104000040 6009			(346,000.00)	
ENCUMBERED: CURRENT PERIOD			189,307.84	
SMURL, GERALD			7,800.00	
				<u>148,952.16</u>
0104000042 4560 EQUIPMENT MAINTENANCE / LEASES	50,000.00	5,000.00		
				<u>5,000.00</u>
TREASURY:				
0104000043 4201 PROFESSIONAL SERVICES	11,250.00	8,175.78		
				<u>8,175.78</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0104000043 4390 MATERIALS / SUPPLIES (MISC)	8,000.00	2,730.09		
GREAT AMERICA FINANCIAL SERVICES			244.98	
GLEN SUMMIT SPRINGS WATER			11.55	
DUNBAR AMORED, INC.			873.34	
				<u>1,600.22</u>
0104000043 6000 TAX & MISCELLANEOUS REFUNDS	1,000.00	1,000.92		<u>1,000.92</u>
0104000043 6001 TAX COLLECTION COMMITTEE EXPENSE	500.00	500.00		<u>500.00</u>
BUREAU OF LICENSES, INSPECTIONS & PERMITS				
LICENSE, INSPECTIONS & PERMITS:				
0105100051 4201 PROFESSIONAL SERVICES	40,000.00	1,790.00		
BUDGET TRANSFER FROM: 0105100082 4448			(6,610.00)	
SCRANTON NEIGHBORHOOD HOUSING			8,400.00	
				<u>0.00</u>
0105100051 4290 STATIONERY / OFFICE SUPPLIES	500.00	370.70		<u>370.70</u>
0105100051 4390 MATERIALS / SUPPLIES (MISC)	500.00	500.00		<u>500.00</u>
0105100051 4420 TRAVEL AND LODGING	1,000.00	1,000.00		<u>1,000.00</u>
0105100051 4470 TRAINING & CERTIFICATION	1,000.00	1,000.00		
SUNDAY, ANDREW			209.00	
				<u>791.00</u>
0105100051 4550 CAPITAL EXPENDITURES	23,000.00	17,274.09		<u>17,274.09</u>
0105100051 4570 MAINTENANCE COMMUNICATION EQUIPMENT	500.00	500.00		<u>500.00</u>
0105100051 4590 BUILDING DEMOLITION	65,000.00	54,748.00		
ENCUMBERED: PREVIOUS PERIOD			(904.67)	
STAPLES BUSINESS ADVANTAGE			904.67	
				<u>54,748.00</u>
BUREAU OF BUILDINGS:				
0105100082 4201 PROFESSIONAL SERVICES	75,000.00	73,700.00		<u>73,700.00</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL
0105100082 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	150,000.00	17,131.78		
ENCUMBERED: PREVIOUS PERIOD			(2,688.30)	
ENCUMBERED: CURRENT PERIOD			2,688.30	
ABINGTON LOCK & SAFE			125.00	
CINTAS CORPORATION			385.28	
J. C. EHRLICH CO.			252.00	
LOWE'S			51.10	
BURKE, MICHAEL			1,115.00	
OTIS ELEVATOR CO.			1,352.00	
AMERICAN JANITOR			1,811.38	
MECHANICAL SERVICE COMPANY			675.00	
NORTHEAST ELEVATOR, LLC			200.00	
ROSSI ROOTER LLC			225.00	
VECTOR SECURITY			97.20	
PA DEPARTMENT OF LABOR & INDUSTRY			88.00	
				<u>10,754.82</u>
0105100082 4445 SEWER CHARGES	5,000.00	5,000.00		<u>5,000.00</u>
0105100082 4447 UGI - GAS	135,000.00	50,252.47		
UGI PENN NATURAL GAS			980.86	
DIRECT ENERGY BUSINESS			538.62	
				<u>48,732.99</u>
0105100082 4448 PAWC - WATER	475,000.00	245,431.27		
BUDGET TRANSFER TO: 0105100051 4201			6,610.00	
PENNSYLVANIA AMERICAN WATER CO.			145,329.11	
				<u>93,492.16</u>
0105100082 4450 ELECTRICAL	275,000.00	64,068.21		
TO CORRECT ACCOUNT POSTINGS			(46,314.34)	
PPL ELECTRIC UTILITIES			32,693.61	
				<u>77,688.94</u>
0105100082 4465 BUILDING SUPPLIES	1,000.00	1,000.00		<u>1,000.00</u>
LAW DEPARTMENT:				
0106000000 4201 PROFESSIONAL SERVICES	195,000.00	82,379.04		
ABRAHAMSEN CONABOY & ABRAHAMSEN, PC			3,776.75	
MICHAEL A. GENELL, ESQ.			2,015.95	
CIPRIANI & WERNER, P.C.			9.50	
DELFIGE, MARY PAT			17.14	
				<u>76,559.70</u>
0106000000 4210 SERVICES AND MAINTENANCE FEE	2,000.00	2,000.00		<u>2,000.00</u>
0106000000 4270 DUES & SUBSCRIPTIONS	3,950.00	3,279.00		
WEST PAYMENT CENTER			231.00	
				<u>3,048.00</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL
0106000000 4290 STATIONERY / OFFICE SUPPLIES	500.00	235.00		<u>235.00</u>
0106000000 4390 MATERIALS / SUPPLIES (MISC)	500.00	350.48		<u>350.48</u>
0106000000 4420 TRAVEL & LODGING	1,000.00	1,000.00		<u>1,000.00</u>
0106000000 4470 TRAINING & CERTIFICATION 1ST FINANCIAL INVESTMENTS, INC. PA CLE BOARD	1,000.00	711.00	35.00 10.50	<u>665.50</u>
0106000000 4550 CAPITAL EXPENDITURES	3,250.00	3,250.00		<u>3,250.00</u>
DEPARTMENT OF PUBLIC WORKS				
ADMINISTRATION BUREAU:				
0108000080 4201 PROFESSIONAL SERVICES	50,000.00	20,000.00		<u>20,000.00</u>
0108000080 4210 SERVICES & MAINTENANCE FEE PA ONE CALL SYSTEM, INC. WILLIAMS INDUSTRIAL SUPPLY COMMONWEALTH FINANCING AUTHORITY	2,040.00	1,183.13	47.20 77.25 100.00	<u>958.68</u>
0108000080 4420 TRAVEL AND LODGING	500.00	500.00		<u>500.00</u>
0108000080 4550 CAPITAL EXPENDITURES	10,000.00	3,600.50		<u>3,600.50</u>
0108000080 4570 MAINTENANCE COMMUNION EQUIPMENT INDUSTRIAL ELECTRONICS, INC.	16,500.00	5,715.00	1,560.00	<u>4,155.00</u>
0108000080 4576 MAINTENANCE SUPER FUND SIGHT JIM WILLIAMS SURPLUS	13,000.00	8,480.52	2,416.32	<u>6,064.20</u>
0108000080 6007 FLOOD PROTECTION SYSTEM MAINTENANCE WILLIAMS INDUSTRIAL SUPPLY NORTH END ELECTRIC DUNBAR'S EVERGREEN LANDSCAPING	50,000.00	33,952.66	150.00 6,601.62 2,416.67	<u>24,784.37</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	BEGINNING BAL	SEPTEMBER, 2018	
			ACTIVITY	ENDING BAL.
ENGINEERING BUREAU:				
0108000081 4201 PROFESSIONAL SERVICES LABELLA ASSOCIATES	69,500.00	27,875.00	6,300.00	21,575.00
0108000081 4210 SERVICES & MAINTENANCE FEE	500.00	38.40		38.40
0108000081 4290 STATIONERY / OFFICE SUPPLIES	100.00	100.00		100.00
0108000081 4390 MATERIALS / SUPPLIES (MISC)	250.00	5.16		5.16
0108000081 4470 TRAINING & CERTIFICATION LEVANDOSKI,, KEN	1,000.00	1,000.00	50.00	950.00
HIGHWAYS BUREAU:				
0108000083 4260 RENTAL VEHICLES & EQUIPMENT BUDGET TRANSFER TO: 0108000085 4301 TSE, INC. URBAN ELECTRICAL CONTRACTORS, INC.	300,000.00	118,098.03	30,000.00 15,500.00 500.00	72,098.03
0108000083 4340 CONSTRUCTION - PAVING MATERIAL ENCUMBERED: CURRENT PERIOD	100,000.00	15,689.79	4,604.40	11,085.39
0108000083 4350 PAINT / SIGN MATERIAL ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD	50,000.00	38,623.66	(3,014.00) 4,406.15	37,231.51
0108000083 4370 PARKS AND RECREATION SUPPLIES ENCUMBERED: PREVIOUS PERIOD BRADCO SUPPLY CO. GENERAL TRAFFIC EQUIPMENT	62,000.00	29,948.88	(13,872.10) 2,178.10 11,694.00	29,948.88
0108000083 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD CENTRAL CLAY PRODUCTS S & S TOOLS & SUPPLIES DALEVILLE ACE HARDWARE PA NORTHEAST REGIONAL RAILROAD AUTHORITY POWELL'S RENTAL PENA-PLAS COMPANY	37,500.00	11,987.53	(2,418.65) 9,866.30 1,599.91 406.77 309.81 6.00 180.00 331.08	1,706.31

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL.	ACTIVITY	ENDING BAL.
0108000083 4410 SALT	273,500.00	30,265.93		<u>30,265.93</u>
0108000083 4460 STREET LIGHTING TO CORRECT POSTING ERRORS	375,000.00	182,134.02	62,924.16	<u>119,209.86</u>
0108000083 4466 STREET LIGHTING SERVICE / MAINTENANCE PROGRESSIVE A & M ELECTRICAL CONSTRUCTION, INC. URBAN ELECTRICAL CONTRACTORS, INC. REILLY ASSOCIATES	77,500.00	67,610.56	(3,380.94) 18,370.87 7,343.58 5,948.00	<u>39,329.05</u>
0108000083 4550 CAPITAL EXPENDITURES	140,000.00	(0.00)		<u>(0.00)</u>
0108000083 4551 ROADWAY RESURFACING PROGRAM	875,000.00	875,000.00		<u>875,000.00</u>
REFUSE BUREAU:				
0108000084 4390 MATERIALS / SUPPLIES (MISC)	1,000.00	979.31		<u>979.31</u>
0108000084 4420 TRAVEL AND LODGING	1,000.00	1,000.00		<u>1,000.00</u>
0108000084 4490 LANDFILL KEYSTONE SANITARY LANDFILL COMMONWEALTH OF PENNSYLVANIA	1,271,434.74	367,941.20	117,215.11 2,100.00	<u>248,626.09</u>
0108000084 4550 CAPITAL EXPENDITURES	180,000.00	0.00		<u>0.00</u>
GARAGES BUREAU:				
0108000085 4220 CONTRACTED SERVICES ENCUMBERED: PREVIOUS PERIOD MCCARTHY TIRE SERVICE, INC.	750.00	1,846.88	(188.00) 616.70	<u>1,418.18</u>
0108000085 4301 GAS, OIL, LUBRICANTS BUDGET TRANSFER FROM: 0108000085 4301 ENCUMBERED: CURRENT PERIOD D. G. NICHOLAS CO. PETROLEUM TRADERS CORPORATION A.I.T. AUTOMOTIVE WEX BANK	295,000.00	9,622.92	(30,000.00) 898.90 2,430.88 17,356.80 30.00 18,114.60	<u>791.74</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0108000085 4310 EQUIPMENT/VEHICLE REPAIR/MAINTENANCE	325,000.00	82,149.82		
ENCUMBERED: PREVIOUS PERIOD			(9,087.43)	
ENCUMBERED: CURRENT PERIOD			4,779.94	
D. G. NICHOLAS CO.			1,311.62	
LIGHTING SERVICES, INC.			950.00	
DENAPLES TOWING, INC.			80.00	
JORDAN'S TOWING			400.00	
DAVE'S AUTO IGNITION			160.00	
A.I.T. AUTOMOTIVE			457.20	
DAILEY RESOURCES			449.80	
C. G. CUSTOM TRUCKS			1,791.91	
BRADCO SUPPLY CO.			3,900.00	
TRIPLE CITIES ACQUISITIONS, LLC			461.67	
F & S SUPPLY COMPANY, INC.			933.00	
DENAPLES AUTO PARTS			3,103.00	
FLEET PRIDE			607.75	
INDUSTRIAL ELECTRONICS, INC.			662.76	
AIR BRAKE & EQUIPMENT CO., INC.			573.23	
ELECTRO BATTERY			529.00	
WAYNE COUNTY FORD			137.28	
MARTIN G. SHULDE DBA LEROY'S AUTO REPAIRS			230.00	
JOHN SIGNS			700.00	
NAZAR DIESEL, INC.			151.25	
MIKULAK, WILLIAM E.			1,119.00	
MEDICO INDUSTRIES			14,114.48	
NORTH AMERICAN WARHORSE			33.50	
AMERICAN FIRE SERVICES			1,227.98	
PETHICK PAINT SUPPLY			6.80	
SCRANTON GRINDER & HARDWARE			309.38	
EPSCO			15.82	
FASTENAL COMPANY			1,074.40	
				<u>50,966.48</u>
0108000085 4360 SMALL TOOLS / SHOP SUPPLIES	6,500.00	1,730.46		
ENCUMBERED: PREVIOUS PERIOD			(394.72)	
ENCUMBERED: CURRENT PERIOD			28.99	
FASTENAL COMPANY			499.85	
S & S TOOLS & SUPPLIES			23.95	
A.I.T. AUTOMOTIVE			5.95	
				<u>1,566.44</u>
0108000085 4390 MATERIALS / SUPPLIES (MISC)	49,500.00	21,307.62		
ENCUMBERED: PREVIOUS PERIOD			(2,043.27)	
ENCUMBERED: CURRENT PERIOD			2,848.46	
FASTENAL COMPANY			452.44	
NORTHEAST HYDRAULICS			1,485.41	
A.I.T. AUTOMOTIVE			301.00	
D. G. NICHOLAS CO.			785.38	
C. G. CUSTOM TRUCKS			397.95	
LYNADY, MICHAEL			99.98	
FRIEDMAN ELECTRIC SUPPLY			72.73	
TRIPLE CITIES ACQUISITIONS, LLC			138.09	
				<u>16,769.45</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0108000085 4401 TIRES	109,500.00	48,422.03		
ENCUMBERED: PREVIOUS PERIOD			(1,066.24)	
ENCUMBERED: CURRENT PERIOD			5,923.28	
MCCARTHY TIRE SERVICE, INC.			3,471.50	
				<u>40,093.49</u>
0108000085 4420 TRAVEL AND LODGING	500.00	500.00		<u>500.00</u>
0108000085 4550 CAPITAL EXPENDITURES	25,000.00	4,682.04		<u>4,682.04</u>
0108000085 4901 MAINTENANCE (PREVENTATIVE)	7,500.00	4,078.88		<u>4,078.88</u>
PARKS & RECREATION DEPARTMENT				
0110000000 4280 MISC SERVICES - NON CLASSIFIED	5,000.00	3,345.57		
KAWASH, KRISTY			52.60	
				<u>3,292.97</u>
0110000000 4290 STATIONERY / OFFICE SUPPLIES	500.00	429.92		<u>429.92</u>
0110000000 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	15,000.00	8,308.84		
REEVE'S RENT-A-JOHN, INC.			447.00	
ELECTRO BATTERY			80.00	
S & S TOOLS & SUPPLIES			140.70	
GALDIERI ELECTRICAL DISTRIBUTORS, INC.			18.65	
INSURANCE REIMBURSEMENT (POLE DAMAGE)			(1,228.75)	
				<u>8,851.24</u>
0110000000 4330 MEDICAL, CHEMICAL, LAB SUPPLIES	20,000.00	15,332.20		<u>15,332.20</u>
0110000000 4360 SMALL TOOLS / SHOP SUPPLIES	500.00	500.00		<u>500.00</u>
0110000000 4370 PARKS & RECREATION SUPPLIES	1,000.00	1,000.00		<u>1,000.00</u>
0110000000 4420 TRAVEL AND LODGING	750.00	750.00		<u>750.00</u>
0110000000 4530 PERFORMING ARTS	20,000.00	4,325.00		<u>4,325.00</u>
0110000000 4540 SPRING / SUMMER PROGRAMS	3,000.00	113.99		<u>113.99</u>
0110000000 4550 CAPITAL EXPENDITURES	875,000.00	791,060.21		<u>791,060.21</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
NON-DEPARTMENTAL EXPENDITURES				
0140110030 4299 ZONING BOARD PENETAR, DANIEL SCRANTON TIMES PLEVYAK, MARY M.	18,500.00	8,850.60	2,085.00 619.70 150.00	5,995.90
0140110060 4299 EVERHART MUSEUM	29,000.00	0.02		0.02
0140110075 4299 SCRANTON PLAN	60,000.00	50,000.00		50,000.00
0140110080 4299 SCRANTON TOMORROW	75,000.00	0.00		0.00
0140110110 4299 SHADE TREE COMMISSION TITAN TREE SERVICE	95,000.00	6,134.51	6,000.00	134.51
0140110120 4299 ST. CATS AND DOGS	10,000.00	2,930.00		2,930.00
0140110130 4299 MAYOR'S 504 TASK FORCE	1,000.00	1,000.00		1,000.00
0140110140 4299 CIVIL SERVICE COMMISSION SCRANTON TIMES PENNSYLVANIA CHIEFS OF POLICE ASSN. PERRY LAW FIRM	25,000.00	13,910.24	73.70 630.00 1,767.00	11,439.54
0140110150 4299 HUMAN RELATIONS COMMISSION	25,000.00	25,000.00		25,000.00
0140110155 4299 LHVA TRAIL MAINTENANCE	21,000.00	10,500.00		10,500.00
0140115230 4299 TAN SERIES	12,750,000.00	12,750,000.00		12,750,000.00
0140115240 4299 TAN SERIES INTEREST	494,850.00	494,850.00		494,850.00
0140115310 4299 OPER TSF TO DBT SVC - STREET LIGHTING	450,058.36	(59,941.64)		(59,941.64)
0140115320 4299 OPER TSF TO DBT SVC - GUARANTEED ENERGY SAVINGS	171,539.33	62,790.86		62,790.86

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0140115324 4299 OPER TSF TO DBT SVC - FDM REVOLVING AID LN	100,000.00	0.00		<u>0.00</u>
0140115328 4299 OPER TSF 2016 REDEVELOPMENT AUTH SERIES AA	2,061,662.50	1,868,331.25		<u>1,868,331.25</u>
0140115329 4299 OPER TSF TO DBT SVC - LEASE OF REFUSE PACKERS	218,147.96	0.00		<u>0.00</u>
0140115330 4299 OPER TSF TO DBT SVC - LEASE OF KME ENGINE	49,849.00	0.00		<u>0.00</u>
0140115332 4299 OPER TSF TO DBT SVC - SERIES 2017 GENERAL OBLIGATION REFUNDING	3,234,419.34	3,234,419.34		<u>3,234,419.34</u>
0140115334 4299 OPER TSF TO DBT SVC - LEASE OF JOHN DEERE WHEEL LOADER DEERE CREDIT, INC.	25,851.02	25,851.02	<u>25,851.02</u>	<u>0.00</u>
0140115335 4299 OPER TSF TO DBT SVC - LEASE OF LAW ENFORCEMENT MGMT SYSTEM	219,557.60	219,557.60		<u>219,557.60</u>
0140115336 4299 OPER TSF TO DBT SVC - LEASE OF TURNOUT GEAR	80,000.00	0.00		<u>0.00</u>
0140115338 4299 OPER TSF TO DBT SVC - 2016 RED AUTH SERIES A	2,420,500.00	1,675,250.00		<u>1,675,250.00</u>
0140115339 4299 OPER TSF TO DBT SVC - 2016 GENL. OBL. NOTES	1,877,000.00	1,056,000.00		<u>1,056,000.00</u>
0140115340 4299 OPER TSF TO DBT SVC - 2016 LEASE FORD TRKS	53,925.94	0.00		<u>0.00</u>
0140115341 4299 OPER TSF TO DBT SVC - PIB LOAN	244,968.88	244,968.88		<u>244,968.88</u>
0140115342 4299 OPER TSF TO DBT SVC - LEASE STREET LIGHTING	413,345.00	0.00		<u>0.00</u>
0140115343 4299 2018 ARIEL PLATFORM TRUCK LEASE	102,156.57	0.00		<u>0.00</u>
0140113090 4299 CONTINGENCY	705,799.10	705,799.10		<u>705,799.10</u>
0140113100 4299 OECD CONTINGENCY PAYROLL MATCHING FUNDS	45,000.00	31,575.02	<u>9,090.70</u>	<u>22,484.32</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	SEPTEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0140116090 4299 UNENCUMBERED EXPENSES PRIOR YEAR OBLIG. AJS MECHANICAL SERVICES, LLC	550,000.00	216,481.35	1,067.00	<u>215,414.35</u>
0140116270 4299 COURT AWARDS	350,000.00	243,728.00		<u>243,728.00</u>
0140117020 4299 VETERAN'S ORGANIZATION	75,000.00	25,000.00		<u>25,000.00</u>
0140117040 4299 OPEB TRUST FUND	150,000.00	90,000.00		<u>90,000.00</u>
0140117060 4299 TRIPP PARK COMMUNITY CENTER	1,000.00	0.00		<u>0.00</u>
0140117080 4299 TARGETED EXPENSES - REVENUE PASS THROUGH ACCOUNT	300,000.00	50,000.00		<u>50,000.00</u>

TAX ASSESSOR'S REPORT

Hearing Date: 10/10/18



Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value	After Appeal Value
10:00 AM	FLORENCE APARTMENTS LTD	SCRANTON	14669010006	JOHN R OBRIEN	131275	91275
10:15 AM	RT ALBERIGI DRIVE LLC	JESSUP	1260201000103	JOHN R OBRIEN	1265670	1265670
10:30 AM	JBAS REALTY LLC	SCRANTON	1458203000202	MARK TUNIS	150500	150500
10:50 AM	BUNGARDY EDWARD P & IRENE J	SCRANTON	13407020053	EDWIN ABRAHAMSEN	8500	8500
11:10 AM	MARTIN VENTURES LLC	SCRANTON	12319020026	DOUGLAS THOMAS	67400	63400
11:10 AM	MARTIN VENTURES LLC	SCRANTON	12319020001	DOUGLAS THOMAS	8742	5000
11:25 AM	SOUTHSIDE STATION LLC	SCRANTON	15618030003	FRANCIS HOEGEN	35150	35150
11:25 AM	SOUTHSIDE STATION LLC	SCRANTON	15618030002	FRANCIS HOEGEN	164850	164850
11:45 AM	SA REALTY INC	SCRANTON	15626020032	WILLIAM VINSKO	101760	101760
12:00 PM	PENN EAST FEDERAL CREDIT UNIO	SCRANTON	14519020019	ROBERT T KELLY JR	200109	161109
12:20 PM	CITIZENS SAVINGS & LOAN	SCRANTON	15607010019	DANIEL PENETAR	163000	153000
12:40 PM	PLOTKIN RICHARD	SCRANTON	14583010009		100000	67900
12:40 PM	PLOTKIN RICHARD CORP	SCRANTON	15712010014		3100	3100
12:40 PM	PLOTKIN RICHARD A	SCRANTON	15712010035		30000	27000
1:00 PM	731 BEN LLC	SCRANTON	14518030001	JONATHAN OLIVETTI	25000	25000
1:05 PM	110 REALTY LLC	SCRANTON	14518030004	JONATHAN OLIVETTI	17000	17000
1:10 PM	LBM SCRANTON LLC	SCRANTON	15620040050	JONATHAN OLIVETTI	39700	39700

TOTAL RECORDS 17

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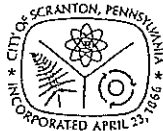
OCT 16 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

Linda Crofton 5709636385

(01/01) 10/16/2018 09:54:12 AM

City of Scranton
Pennsylvania



Municipal Pension Fund

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OCT 17 2018

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MINUTES

NON-UNIFORM MUNICIPAL PENSION BOARD

SEPTEMBER 19, 2018

The City of Scranton's Non-Uniform Municipal Pension Board held their monthly meeting on Wednesday, September 19, 2018 at 9:30 A.M. in City Council Chambers.

In attendance were:

John Hazzouri, President

Maggie Perry, Vice President

Mary Lynn Carey, Proxy for City Controller

Danielle Kennedy, Proxy for Mayor

Lori Reed, Proxy for City Council President

Larry Durkin, Esquire, Attorney for Board

President Hazzouri asked for a motion to accept the minutes of the Special Meeting for the reorganization of the board held on Wednesday, August 29, 2018.

Mrs. Reed made a motion to accept the minutes from the Special Meeting.

Mrs. Perry seconded the motion.

President Hazzouri: All in favor? (All were in favor)

President Hazzouri asked for a motion to accept the minutes of last month's meeting held on Wednesday, August 15, 2018.

Mrs. Perry made a motion to accept the minutes from the August 15th meeting.

Mrs. Kennedy seconded the motion.

President Hazzouri: All in favor? (All were in favor)

President Hazzouri: Received an invoice from Beyer-Barber in the amount of \$350.00 for preparation of benefit calculations for retirees Mary Maroon and Scott Thomas.

Mrs. Reed made a motion to pay the invoice to Beyer-Barber.

Mrs. Perry seconded the motion.

President Hazzouri: All in favor? (All were in favor) Complimented Mary Maroon for the great job she has done over the years and wished her the best of luck.

President Hazzouri: Second item, invoice from Scranton Times for \$69.15 for advertisement of Special Meeting held August 29th.

Mrs. Reed made a motion to pay the invoice to the Times.

Mrs. Kennedy seconded the motion.

President Hazzouri: All in favor? (All were in favor).

President Hazzouri: Received an invoice from Durkin MacDonald, LLC in the amount of \$957.00 for services rendered from August 14, 2018 through September 17, 2018.

Mrs. Reed made a motion to pay the invoice to Durkin MacDonald.

Mrs. Perry seconded the motion.

President Hazzouri: All in favor? (All were in favor) The ayes have it.

President Hazzouri: Are there any open items from any of the board members?

Attorney Durkin: Reported that nothing has happened with any of the ongoing cases. We are waiting to hear from Judge Mazzoni.

President Hazzouri: Opened questions or comments from the audience. No comments.

President Hazzouri: Asked for a motion to adjourn.

Mrs. Carey made a motion to adjourn the meeting.

Mrs. Reed seconded it.

President Hazzouri: All in favor? (All were in favor).

Meeting adjourned at 9:35 A.M.

Minutes approved by: _____ Date: _____
John Hazzouri, President

Respectfully submitted: _____ Date: _____
Kathy Carrera, Recording Secretary

PROXY

I, ROSEANN NOVEMBRINO, HEREBY REVOKE ANY PREVIOUS
PROXIES AND APPOINT Mary Lynn Carey AS MY
PROXY TO ATTEND THE MEETING OF THE MUNICIPAL
PENSION BOARD ON Sept 19, 2018
AND ANY CONTINUATION OR ADJOURNMENT THEREOF AND
TO REPRESENT, VOTE AND OTHERWISE ACT FOR ME IN THE
SAME MANNER AND WITH THE SAME EFFECT AS IF I WERE
PERSONALLY PRESENT.

THIS PROXY AND THE AUTHORITY REPRESENTED HEREIN IS
VALID ONLY ON THE ABOVE DATE AND SHALL NOT SURVIVE
SAID DATE.

DATE: 9/19/18,

SIGNED: Roseann Novembrino

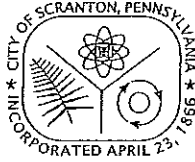
WITNESS: Larry Caldwell

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



PROXY

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

I, Patrick Rogan, hereby revoke any previous proxies and appoint Lori Reed as my proxy to attend the meeting of:

Non-Uniform pension board

On:

Sept. 19, 2018

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

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

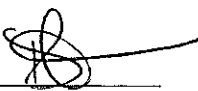
Dated: 9/19/18

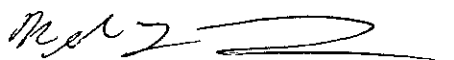
Signed: Pat Rogan

Witness: James Manciano


PROXY

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

DATE: SEPT. 19, 2019 



Mayor William L. Courtright
City of Scranton



Witness

City Council

**SCRANTON POLICE PENSION
COMMISSION MEETING**

SCRANTON CITY COUNCIL CHAMBERS
SEPTEMBER 19, 2018

BOARD MEMBERS

1. THOMAS TOLAN- PRESENT
2. JUSTIN BUTLER- PRESENT
3. NANCY KRAKE- PRESENT
4. MARY LYNN CAREY- PROXY-PRESENT
5. PAUL HELRING- PRESENT
6. MICHAEL CAMMEROTA- PRESENT

ALSO IN ATTENDANCE ATTORNEY LARRY DURKIN.

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OCT 17 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

MINUTES FROM WEDNESDAY AUGUST 15, 2018 MEETING OF THE SCRANTON POLICE PENSION COMMISSION MEETING, WERE REVIEWED. MOTION MADE BY KRAKE TO ACCEPT THE MINUTES AND SECONDED BY CAMMEROTA. THE MOTION PASSED.

BILLS:

A BILL FROM DURKIN MACDONALD LLC ATTORNEY AT LAW FOR SERVICES RENDERED FOR ONE MONTH. AUGUST 14, 2018 THRU SEPTEMBER 17, 2018 TO THE AMOUNT OF \$899.00

A MOTION MADE BY BUTLER TO PAY DURKIN MACDONALD LLC ATTORNEY AT LAW FOR SERVICES RENDERED FOR 899.00 FROM AUGUST 14, 2018 THRU SEPTEMBER 17, 2018. SECONDED BY CAMMEROTA, ALL IN FAVOR MOTION PASSED.

COMMUNICATION:

A MOTION WAS MADE BY KRAKE TO APPROVE RICHARD PATCHCOSKI FOR A DISABILITY PENSION. SECONDED BY CAMMEROTA. ALL IN FAVOR AND THE PENSION WAS GRANTED.

A MOTION WAS MADE BY CAMMEROTA TO APPROVE ROBERT KEIPER FOR A REGULAR PENSION. SECONDED BY BUTLER. ALL IN FAVOR AND THE PENSION WAS GRANTED.

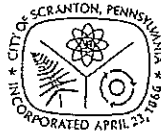
ATTORNEY DURKIN ADVISED THE BOARD HE WAS CONTACTED BY AN ATTORNEY WHO REPRESENTS JAMIE SMITH'S EX WIFE. DURKIN STATED HE ADVISED THE ATTORNEY THAT ONCE AN OFFICER IS OFF ON PENSION AND PASSES AWAY THE EX-SPOUSE WILL HAVE HER PENSION TERMINATED. AN EMAIL FROM ATTORNEY DURKIN EXPLAINING EVERYTHING WILL BE ENTERED INTO THE MINUTES.

BOARD MEMBER TOLAN ASKED IF THERE WAS AN UPDATE ON THE SEWER PROCEEDS. ATTORNEY DURKIN ADVISED THE BOARD THE CITY WAS ACTIVELY ATTEMPTING TO PUT THE MONEY INTO THE ACCOUNT, BUT WAS STILL IN NEGOTIATION WITH THE FIRE DEPARTMENT.

BOARD MEMBER HELRING ADVISED THE BOARD HE CONTACTED ATTORNEY DURKIN TO RESEARCH AN APPLICATION TO APPLY FOR PENSION SO IT IS A MORE STRUCTURED PROCESS. ATTORNEY DURKIN STATED HE SHOULD HAVE SOMETHING NEXT MEETING TO PRESENT TO THE BOARD.

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

City of Scranton
Pennsylvania



Municipal Pension Fund

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COUNCIL/CITY CLERK

NON-UNIFORM MUNICIPAL PENSION

AGENDA

October 17, 2018

- 1. RECEIVED AN INVOICE FROM DURKIN MACDONALD, LLC IN THE AMOUNT OF \$ 1,580.50 WHICH REPRESENTS SERVICES RENDERED FROM SEPTEMBER 18, 2018 THROUGH OCTOBER 15, 2018.**

RECEIVED
OCT 17 2018

COMPOSITE PENSION BOARD MINUTES
September 19, 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

The regular meeting of the Composite Pension Board was held on Wednesday, September 19th at 11:00AM in City Council Chambers.

The following were in attendance:

DAVID MITCHELL – Pres - Police Employee Representative
JOHN HAZZOURI – Vice Pres – Municipal Board Representative
ROBERT SENCHAK – Sect. - Fire Employee Representative
PAUL HELRING – (Proxy) Police Board Representative
MAGGIE PERRY – Municipal Employee Representative
JOHN JUDGE – Fire Board Representative
DANIELLE KENNEDY – (Proxy) Mayor
LORI REED – (Proxy) City Council
MARY LYNN CAREY – (Proxy) City Controller
LARRY DURKIN – Durkin MacDonald (Legal Counsel) 4/13/2020
JAMES KENNEDY – T. Anderson & Assoc. (Administrator)
ALEX GOLDSMITH – PFM Group (Trustee)

David Mitchell... Called the meeting to order.

Correspondence:

From the Non-Uniform Pension, he welcomed John Hazzouri back after his big election and congratulated our new member Maggie Perry. They both will represent the Non-Uniform Pension as members on the Composite Pension Board.

We got a letter September 5th from Ann Lowry, Auditor and we went to the exit conference on September 12th here in Council Chambers, everything went well. From her end she has to send it to Harrisburg for a full review and they might find something that she missed but on her end she said she congratulated us on our progress. She said in the past they always cringed when they got the City of Scranton, having to deal with the issues in the last couple of years with the Pension Board. This is the third time in the last ten year's. She said it was pleasant getting it again even after she had it two years ago. It was a breeze. The attorney was there, he stayed afterwards and did a couple of legal things with her but everything went smooth.

The next correspondence is from Jim Kennedy, this is about the MMO's. This is from last month, August 6th. Dave thinks we went over this at the last meeting, so it should be in your Minutes about the MMO for the three pension plans this needs to be paid by the end of the year.

We should by the first week of October get the State Aid then the City would have to put in the rest. We will have to check. Last year there was an issue with the State Aid coming in and it was in some kind of holding account at PFM. We wrote a letter, that as they get the money as it goes in we are just going to have to make sure that it is seamless this year, last year there was an issue. He's just afraid that if there's any, if it's negative that's good but if there is a positive gain in the three or four weeks it takes to get put into the fund that could be an issue. Hopefully that's goes seamless this year. Jim said that Scott would also reach out to Rebecca in Bulzoni's office cause of the allocation of the three plans. They will be watching for that as well. Dave said he just wants to make sure it's a smooth transition \$3 million sitting there. You could get lucky and gamble and have a 10% decrease but if you're have a 10% gain in the month of October that's not good.

The other correspondence we got an e-mail from PFM, Mark couldn't make it this month but one of his co-workers is here and is going to do the presentation.

Bills:

The legal bill was sent out late so he passed it around so we could approve or disapprove it later on in the meeting.

PFM Asset Management... For the 7/1– 7/31/2018 the invoice amount is \$10,865.99
Motion to pay made by Paul Helring, seconded by Jack Judge, all were in favor.

The next payment is in the amount of \$19,500.00 to **Thomas Anderson & Associates** for consulting services per contract 4/1 – 6/30/2018. **Motion made by John Hazzouri to pay this bill, seconded by Paul Helring, all were in favor.**

The next bill is for **Thomas Anderson & Associates** \$19,500.00 consulting services per contract 7/1 – 9/30/2018. **Motion made by John Hazzouri to pay, second by Danielle Kennedy.** John Judge asked why are we paying this it's for 7/1 – 9/30. Jim said it's because of the timing of the Board meeting. Dave said we're still contractually obligated to pay it. Jim said we've always done it that way, if you guys want to hold it. They questioned why there are two bills. Jim said the first one somehow didn't get out to Kathy from his office for the summer months last quarter and this is the new one. Dave said we customarily pay it the last quarter of the month of the quarter that's how it's been done, Kathy confirmed that. Anybody else on the question, Paul asked what was the dollar amount, \$19,500.00 Paul said it's money well spent. No further questions, **all were in favor.**

Dave Mitchell... He asked for a Motion for the August 15th Minutes to be accepted. **Motion made by John Hazzouri to accept, seconded by Paul Helring**, anybody on the question, no response, **all were in favor.**

Larry Durkin... There were no findings at the exit interview. They verified some of the language on non-uniform issues that are still pending in court. The funding percentages were increased barely significant when you're coming in last. She did mention that depending on the timing of the sewer proceeds money it may still be possible to have that added to this audit report. So if it goes in, if the money comes in before the report goes out they can adjust their numbers. The State said it was fine. Actually she said she was going to recommend to the Auditor General that he issue a statement to the affect that it was improved and that the audit went well. That was basically it.

Jim Kennedy... Everything is taken care of with the MMO that we talked about that at our last meeting. It has all been presented at the public meeting and it was signed off so we're set for that for 2018. The only thing he mentioned earlier is with the unit value we should know that next week or so to tentatively finish all of the calculations on that. He will let the Board know and Bulzoni's office just how much it is once he gets the unit value for 2018.

Alex Goldsmith... Distributed reports from PFM and made a presentation to the Board. He reviewed the markets for the last month. August was a continuation of the trend for the year. Domestic equity had a positive return across the board, small caps out performed large cap stocks. International continues the trend MSCI continues the trend down almost 2% for August. He thinks our economy is a little more diversified. Fixed income was a little bit of a reversal for August. So far for the month of September that monthly gain has been erased and then some. For international market for September they are down another percent and U.S. markets are roughly flat. That is as of the end of the day yesterday. Generally in trend for the most part of August and so forth in September. He reviewed the economic indicators still quite strong here in the U.S. The second quarter GED came in originally 4.1% it is upwards 4.2 the strongest quarterly GED growth in four years. The economy is healthy, the corporate sector is healthy.

He reviewed the plans performance. The market value at the end of August was \$68,415,381.00 that is a positive return of the month of up 1.27% in August, ahead of the benchmark which was up 1.13. You can see year to date the plan is up 3.62%. International equities most of the managers had negative returns for the month. Fixed income was positive returns for the managers.

He had an update as of the end of the day Friday, September 14th the third quarter of the plan is up 2.75% versus the benchmark which is 2.36%. Year to date as of Friday the plan is up 3.24 versus 2.16 the market values is \$68,150,021.00

John Hazzouri said he spoke to Mark yesterday because he found out he wasn't coming because he has been following a couple of things here. The two Vanguards Internationals they have been in the negative quite a bit. Year to date that are in the negative and we have quite a bit into those two. He said he is going to bring it up at their monthly meeting when they go over all the investments. He sees that the Oppenheimer has done tremendous all year and we only have \$1.7 million where he feels we should have a little bit more, just a little bit more even instead of having so much into the international stock. Alex said their investment committee meeting is this afternoon. He thinks that Mark may be there that will be addressed.

He reviewed the cash flow with the Board. Year to date it is positive \$6.8 million, the return column \$5.2 million, for the month +\$864,291.00, it started with \$56.3 million now it's \$68.4 million.

Terri Morgan... Wanted an update on the sewer proceeds, nothing has happened yet, there is no update.

Robert Senchak... Asked if the money had been transferred into a trust fund, Dave said yes. Robert asked something else but I could not hear the questions, Dave's response was that it was limited investment. Paul said he had a question for Jim, the MMO for next year, it will be less the State Aid, Jim said correct.

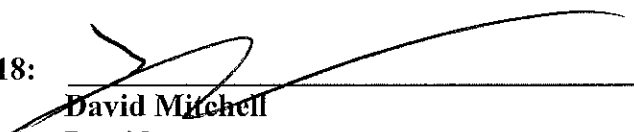
Bill:

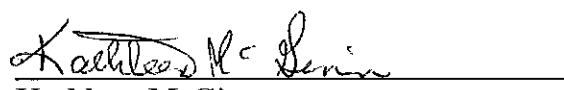
Durkin and MacDonald... for \$1,203.50. Motion to pay made by John Hazzouri, seconded by Paul Helfing, all were in favor.

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

October 17th is our next Meeting.

Minutes approved October 17, 2018:


David Mitchell
President


Kathleen McGinn
Recording Secretary



CITY PLANNING COMMISSION

CITY HALL : 340 NORTH WASHINGTON AVENUE : SCRANTON, PENNSYLVANIA 18503 : PHONE 570-348-4280 : FAX 570-348-4171

CITY PLANNING COMMISSION

October 24, 2018

6:00 PM

Meeting Location
City Council Chambers 2nd Floor
City Hall
340 N. Washington Ave.
Scranton, PA

OLD BUSINESS:

1. Review of Final Land Development plan by Dr. David Hazzouri to construct a 3000 sf Medical Office building at 211 S 7th Ave. (C-G zone)
2. Review of Final Land Development plan by Northeast Child Care services to change the use of and enlarge a building at 901 Adams Ave for use a Day Care Center. (C-G zone)

NEW BUSINESS:

RESOLUTION NO. _____

2018

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ("DCED") FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS-MONROE COUNTY) IN THE AMOUNT OF \$62,500 FOR THE REMEDIATION ACTIVITIES AT THE SITE OF THE FUTURE POCKET PARK LOCATED AT 248 WYOMING AVENUE.

WHEREAS, the City of Scranton is desirous of obtaining funds from the Pennsylvania Department of Community and Economic Development ("DCED") for a Local Share Account Grant (Gaming Funds) Monroe County in the amount of \$62,500.00 for remediation of the future pocket park location at 248 Wyoming Avenue. A copy of the grant application ("Grant Application") and supplemental items are attached hereto as Exhibit "A" and incorporated herein as if set forth at length.

WHEREAS, the City of Scranton is partnering with Lackawanna County and Scranton Tomorrow on the transformation of a previously used commercial/industrial site into a "pocket park". The development of this site will have positive economic and social impacts on Scranton and surrounding communities by creating a unique green space in the downtown area which will aid revitalization efforts; and

WHEREAS, previous environmental investigations have characterized and delineated impacts in soil and identified groundwater impacts related to prior, on-site dry cleaning operations. These issues need to be resolved before the City and its partners can move forward with the development of the pocket park; and

WHEREAS, the City of Scranton is applying to the Industrial Site Reuse Program (ISRP) to remediate soil impact and develop a site-specific closure strategy for identified groundwater impacts in order to develop a remedial strategy that will support the construction of a public pocket park. Once the remediation process is complete, Scranton Tomorrow will begin transformation of the site into a green space; and

WHEREAS, the funding will be used for the following activities: remediate soil, address impacted groundwater, and pursue PA DEP Act 2 release of liability protection at the Site. The City of Scranton has estimated the total project cost at \$450,000 for the remediation of the

identified impacts and for the pursuit of attainment of PA DEP Act 2 closure. The City of Scranton is requesting an ISRP remediation grant to cover 75% of the total estimated project cost (\$337,500). The City of Scranton is requesting grant funding from both the Keystone Communities Program (\$50,000) and the Local Share Account Gaming Funds Program (\$62,500) for the remaining 25% of the total estimated project cost (\$112,500).

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 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.

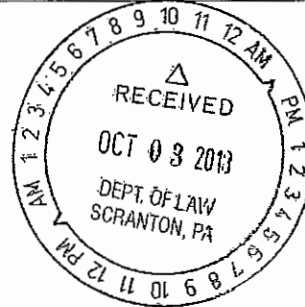
SECTION 2. This Resolution shall become effective immediately upon approval.

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.

Maggie Perry
Grant Manager
570-558-8335
mamclane@scrantonpa.gov

October 1, 2018

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



Re: Local Share Account Gaming Funds

Atty. Eskra,

I am requesting that you send legislation to City Council for a resolution for the City of Scranton to apply for and execute a DCED Local Share Account Gaming Funds grant. The purpose of this funding is for remediation activities at the site of the future pocket park located at 248 Wyoming Avenue.

Attached is a copy of the grant application and supplemental items.

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

Thank you,

Maggie Perry
Grant Manager

Single Application for Assistance

Web Application Id: 8220646

Single Application Id: 201809284419

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Applicant Information

Applicant Entity Type:	Government
Applicant Name:	City of Scranton
NAICS Code	9211
FEIN/SSN Number	XXXXXXXXXX
DUNS Number:	
CEO:	William Courtright
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8220646

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Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Single Application for Assistance

Web Application Id: 8220646

Single Application Id: 201809284419

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Company Information

Company Entity Type:	Government
Company Name:	City of Scranton
NAICS Code	9211
FEIN:	XXXXXXXX
DUNS Number:	060497856
CEO:	William Courtright
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
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Single Application for Assistance

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Single Application Id: 201809284419

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Business Specifics

Current # of Full-time Employees:	
(In PA):	400
(World Wide):	0
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input checked="" type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Government,

Single Application for Assistance

Web Application Id: 8220646

Single Application Id: 201809284419

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Overview

Project Name:

Pocket Park Project

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

Yes

If yes, indicate who:

Mandy Book

Single Application for Assistance

Web Application Id: 8220646

Single Application Id: 201809284419

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	248 Wyoming Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Marty Flynn (113)
PA Senate:	John P. Blake (22)
US House:	Matthew Cartwright (17)
Current Employees:	400
Jobs To Be Created:	0
Jobs that Pay:	\$41,232.00
	Created 0 Retained 0
	<p><u>Jobs that Pay</u></p> <p>Jobs that Pay is Part Of Governor Wolf's initiative to improve Pennsylvania's overall job climate and job growth through partnering with the private sector to encourage the creation and retention of jobs that pay at least 80% of the annual average wage in the county where the jobs are located. (See current county listings). Job creation and retention will help ensure that businesses and communities provide employment opportunities for all of the state's residents, improve the local tax base, and achieve prosperity and a higher quality of life for families and communities.</p> <p>NOTE: Jobs that Pay required data by the Department is for reporting purposes only and will NOT be used as a criteria for awarding loans, loan guarantees, grants or tax credits.</p>
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8220646

Single Application Id: 201809284419

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

	Local Share Account Fund (Gaming Funds) Monroe County	ISRP State	Keystone Communities Grant State	Total
Miscellaneous	\$62,500.00	\$337,500.00	\$50,000.00	
Health and Safety Plan Update	\$0.00	\$1,400.00	\$0.00	\$1,400.00
Notice of Intent to Remediate	\$4,400.00	\$0.00	\$0.00	\$4,400.00
Final Act 2 Reporting	\$0.00	\$29,000.00	\$0.00	\$29,000.00
Property boundary survey	\$7,700.00	\$0.00	\$0.00	\$7,700.00
Soil data analysis	\$4,500.00	\$0.00	\$0.00	\$4,500.00
Site-specific standard development- groundwater	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Monitoring well abandonment	\$9,900.00	\$0.00	\$0.00	\$9,900.00
Clean Up Plan	\$6,700.00	\$0.00	\$4,000.00	\$10,700.00
Contingency for waste-characterization sampling	\$11,200.00	\$0.00	\$0.00	\$11,200.00
Remedial Investigation Report	\$0.00	\$12,100.00	\$46,000.00	\$58,100.00
Soil excavation	\$0.00	\$295,000.00	\$0.00	\$295,000.00
Contingency for hazardous disposal cost	\$8,100.00	\$0.00	\$0.00	\$8,100.00
Total	\$62,500.00	\$337,500.00	\$50,000.00	
			Budget Total:	\$450,000.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Budget Justification

Budget Narrative

Single Application for Assistance

Web Application Id: 8220646

Single Application Id: 201809284419

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The City of Scranton has estimated the total project cost at \$450,000 for the remediation of the identified impacts and for the pursuit of attainment of PADEP Act 2 closure. The City is requesting an ISRP remediation grant to cover 75% (\$337,500) of the total estimated project cost; the remaining 25% is being requesting through the Local Share Account Program (\$62,500) and the Keystone Communities Program (\$50,000)

Single Application for Assistance

Web Application Id: 8220646

Single Application Id: 201809284419

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

The City of Scranton is partnering with Lackawanna County and Scranton tomorrow on the transformation of a previously used commercial/industrial site into a "pocket park", providing a unique green space in downtown Scranton. The site location is at 248 Wyoming Avenue and is owned by the City of Scranton

Previous environmental investigation have characterized and delineated impacts in soil and identified groundwater impacts related to historical, on-site dry cleaning operations. These issues need to be resolved before the City and its partners can move forward with the development of the pocket park.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

The City of Scranton is applying to the Industrial Site Reuse Program to remediate identified soil impact and develop a site-specific closure strategy for identified groundwater impacts in order to develop a remedial strategy that will support the construction of a public pocket park. Once the remediation process is complete, the City of Scranton and Scranton Tomorrow will bring transformation of the site into a green space.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

The funding will be used for the following activities: remediate soil, address impacted groundwater, and pursue PA DEP Act 2 release of liability protection at the Site. The City of Scranton has estimated the total project cost at \$450,000 for the remediation of the identified impacts and for the pursuit of attainment of PADEP Act 2 closure. The City of Scranton is requesting an ISRP remediation grant to cover 75% of the total, estimated project cost. The City of Scranton is responsible for providing the remaining 25% of project costs (\$112,500). The City is requesting \$50,000 in grant funding from the Keystone Communities Program to be used as a portion of the 25% estimated total project cost.

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

- January 2019- PADEP LOI approval and detailed remediation work-plan submission
- March 2019- PADEP work-plan approval
- April 2019- Notice of Intent to Remediate submission to PADEP (there is a 30-day window for public comment)
- June 2019- Remediation implementation- expected to take 6-9 months
- Spring 2020- Green space/park completion and Grant opening

Single Application for Assistance

Web Application Id: 8220646

Single Application Id: 201809284419

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

1. Project Description.docx

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

2. Proposed Timeline.docx

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

3. Budget.docx

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

4. Quotation.pdf

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

Single Application for Assistance

Web Application Id: 8220646

Single Application Id: 201809284419

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

6. A letter of support for the project from the affected community;

Uploaded Documents

LSA letter of support for City applic 9.18.docx

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

7. Resolution.pdf

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

2016 Audit Report.pdf



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201809284419

This page must accompany all required supplemental information **Mail to:**

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201809284419 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Maggie Perry

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

DCED Local Share Account Fund
City of Scranton
Web Application # 8220646

Project Description:

The City of Scranton is partnering with Lackawanna County and Scranton Tomorrow on the transformation of a previously used commercial/industrial site into a “pocket park”. The site location is at 248 Wyoming Avenue and is owned by the City of Scranton. The development of this site will have positive economic and social impacts on Scranton and surrounding communities by creating a unique green space in the downtown area which will aid revitalization efforts.

Previous environmental investigations have characterized and delineated impacts in soil and identified groundwater impacts related to a former on-site dry cleaning operation. Currently the City of Scranton is applying to the Industrial Site Reuse Program (ISRP) to remediate identified soil impacts by limited excavation and capping with certified clean fill material for attainment of the site specific standard and develop a site-specific closure strategy for identified groundwater impacts in order to develop a remedial strategy that will support the construction of a public pocket park on the property. The construction of the park cannot proceed until the potential public health threat from identified soil and groundwater impacts have been addressed.

The City of Scranton has estimated the total project cost at \$450,000 for the remediation activities which include: remediate soil, address impacted groundwater, and pursue PA DEP Act 2 release of liability protection at the site. The ISRP grant will cover 75% of the total estimated project cost (\$337,500). The City of Scranton is requesting funding from both the Keystone Communities Program and the Local Share Account Fund for the remaining 25% of the total estimated project cost (\$112,500).

Revitalization of downtown Scranton is a priority of the City of Scranton, Lackawanna County and Scranton Tomorrow, as described in the Community Revitalization Plan. This plan

DCED Local Share Account Fund
City of Scranton
Web Application # 8220646

outlines a comprehensive strategy to transform the Central Business District (CBD) into a vibrant center for commerce and residential living, supporting the continued growth of Scranton. The proposed pocket park project is located in CBD and aligns with the Community Revitalization Plan's goals. Once the remediation of the site is complete, construction of the green space will begin.

DCED Local Share Account Fund
City of Scranton
Web Application # 8220646

4. Budget:

The City of Scranton has estimated the total project cost at \$450,000 for the remediation of the identified impacts and for the pursuit of attainment of PADEP Act 2 closure. The City is requesting an ISRP remediation grant to cover 75% (\$337,500) of the total estimated project cost; the remaining 25% is being requested through the Keystone Communities Program (\$50,000) and the Local Share Account Gaming Funds Program (\$62,500).

Item	Estimated cost	Funding Source
Remedial Investigation Report	\$58,100	City of Scranton Match (\$46,000) <i>ISRP (\$12,100)</i>
Clean Up Plan	\$10,700	City of Scranton Match
Notice of Intent to Remediate	\$4,400	City of Scranton Match
Property Boundary Survey	\$7,700	City of Scranton Match
Healthy and Safety Plan Update	\$1,400	<i>ISRP</i>
Soil excavation	\$295,000	<i>ISRP</i>
Contingency for hazardous disposal costs	\$8,100	City of Scranton Match
Contingency for waste-characterization sampling	\$11,200	City of Scranton Match
Soil Data Analysis	\$4,500	City of Scranton Match
Site-specific standard development-groundwater	\$10,000	City of Scranton Match
Final Act 2 Reporting	\$29,000	<i>ISRP</i>
Monitoring Well Abandonment	\$9,900	City of Scranton Match
Estimated Total Cost:	\$450,000	
<i>Industrial Site Reuses Program</i>	\$337,500	
City of Scranton Match (\$112,500):		
- Keystone Communities Grant request:	- \$50,000	
- DCED LSA Grant request :	- \$62,500	

DCED Local Share Account Fund
City of Scranton
Web Application # 8220646

Proposed Timeline:

- January 2019- PADEP Letter of Intent approval and detailed remediation work-plan submission
- March 2019- PADEP work-plan approval
- April 2019- Notice of Intent to remediate submission to PADEP
- July 2019- Remediation implementation
- December 2019- Regulatory reporting and submissions to PADEP
- Spring 2020- Greenspace/park completion and grand opening

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

September 27, 2018

Ms. Mandy L. Book, Director
Center for Community Enhancement
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Re: PA Keystone Communities Grant Program

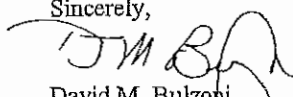
Dear Ms. Book:

Relative to the above, please be note the sources and uses of funding for the Linden Street Pocket Park remediation project:

Item	Estimated cost	Funding Source
Remedial Investigation Report	\$58,100	City of Scranton Match (\$46,000) <i>ISRP (\$12,100)</i>
Clean Up Plan	\$10,700	City of Scranton Match
Notice of Intent to Remediate	\$4,400	City of Scranton Match
Property Boundary Survey	\$7,700	City of Scranton Match
Healthy and Safety Plan Update	\$1,400	<i>ISRP</i>
Soil excavation	\$295,000	<i>ISRP</i>
Contingency for hazardous disposal costs	\$8,100	City of Scranton Match
Contingency for waste-characterization sampling	\$11,200	City of Scranton Match
Soil Data Analysis	\$4,500	City of Scranton Match
Site-specific standard development-groundwater	\$10,000	City of Scranton Match
Final Act 2 Reporting	\$29,000	<i>ISRP</i>
Monitoring Well Abandonment	\$9,900	City of Scranton Match
Estimated Total Cost:	\$450,000	
Industrial Site Reuses Program		
City of Scranton Match (\$112,500):		
- Keystone Communities Grant request:	- \$50,000	
- DCED LSA Grant request :	- \$62,500	

On behalf of the City of Scranton, I would like to thank you for your assistance.

Sincerely,


David M. Bulzoni
Business Administrator



September 26, 2018

Ms. Mandy Book
Department of Community & Economic Development
Center for Business Financing – Grants Division
LSA _ Monroe County Program
400 North Street, 4th Floor
Commonwealth Keystone Building
Harrisburg, PA 17120-0225

Dear Ms. Book,

On behalf of Scranton Tomorrow's Board of Directors, I offer this letter of support for the City of Scranton's Local Share Account application. The City of Scranton's application for matching dollars for the remediation of the proposed Pocket Park is among the listed priority projects within our core business district. In order to revitalize this parcel, the City of Scranton has formed a partnership with both Lackawanna County and Scranton Tomorrow.

Immediately following the remediation process, the City and Scranton Tomorrow, will begin the transformation of this parcel with the assistance of the recently secured Keystone Communities funding. The revitalization of this site will bring great value to the downtown quality of life and serve as a peaceful gathering space for our new downtown residential community, workforce and visitors alike.

As an advocate for downtown development and quality of life initiatives, Scranton Tomorrow commends the City for their commitment to downtown revitalization. The City's purchase and redevelopment of this very visible site will not only eliminate significant blight but will transform a gateway into our city.

Sincerely,

A handwritten signature in cursive script that reads "Leslie Collins".

Leslie Collins
Executive Director



DEPARTMENT OF LAW

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

October 15, 2018

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

RECEIVED

OCT 15 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

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 TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ("DCED") FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS-MONROE COUNTY) IN THE AMOUNT OF \$62,500 FOR THE REMEDIATION ACTIVITIES AT THE SITE OF THE FUTURE POCKET PARK LOCATED AT 248 WYOMING AVENUE.

Respectfully,

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

JLE/sl

RESOLUTION NO. _____

2018

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ("DCED") FOR A KEYSTONE COMMUNITIES PROGRAM GRANT IN THE AMOUNT OF \$50,000 FOR THE REMEDIATION ACTIVITIES AT THE SITE OF THE FUTURE POCKET PARK LOCATED AT 248 WYOMING AVENUE.

WHEREAS, the City of Scranton is desirous of obtaining funds from the Pennsylvania Department of Community and Economic Department ("DCED") for a Keystone Communities Program Grant in the amount of \$50,000.00 for remediation of the future pocket park location at 248 Wyoming Avenue. A copy of the grant application ("Grant Application") and supplemental items are attached hereto as Exhibit "A" and incorporated herein as if set forth at length.

WHEREAS, the City of Scranton is partnering with Lackawanna County and Scranton Tomorrow on the transformation of a previously used commercial/industrial site into a "pocket park". The development of this site will have positive economic and social impacts on Scranton and surrounding communities by creating a unique green space in the downtown area which will aid revitalization efforts; and

WHEREAS, previous environmental investigations have characterized and delineated impacts in soil and identified groundwater impacts related to prior, on-site dry cleaning operations. These issues need to be resolved before the City and its partners can move forward with the development of the pocket park; and

WHEREAS, the City of Scranton is applying to the Industrial Site Reuse Program (ISRP) to remediate soil impact and develop a site-specific closure strategy for identified groundwater impacts in order to develop a remedial strategy that will support the construction of a public pocket park. Once the remediation process is complete, Scranton Tomorrow will begin transformation of the site into a green space; and

WHEREAS, the funding will be used for the following activities: remediate soil, address impacted groundwater, and pursue PA DEP Act 2 release of liability protection at the Site. The City of Scranton has estimated the total project cost at \$450,000 for the remediation of the identified impacts and for the pursuit of attainment of PA DEP Act 2 closure. The City of

Scranton is requesting an ISRP remediation grant to cover 75% of the total estimated project cost (\$337,500). The City of Scranton is requesting grant funding from both the Keystone Communities Program (\$50,000) and the Local Share Account Gaming Funds Program (\$62,500) for the remaining 25% of the total estimated project cost (\$112,500).

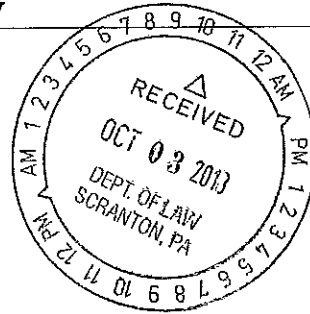
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate city officials are hereby authorized to apply for and execute a Grant Application, and if successful, a Grant Agreement, and any and all related documentation which may be necessary to complete 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.

Maggie Perry
Grant Manager
570-558-8335
mamclane@scrantonpa.gov



October 1, 2018

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

Re: Keystone Communities Program

Atty. Eskra,

I am requesting that you send legislation to City Council for a resolution for the City of Scranton to apply for and execute a Keystone Communities Program grant. The purpose of this funding is for remediation activities at the site of the future pocket park located at 248 Wyoming Avenue. Attached is a copy of the grant application and supplemental items.

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

Thank you,

Maggie Perry
Grant Manager

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Applicant Information

Applicant Entity Type:	Government
Applicant Name:	City of Scranton
NAICS Code	9211
FEIN/SSN Number	XXXXXXXXXX
DUNS Number:	
CEO:	William Courtright
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Company Information

Company Entity Type:	Government
Company Name:	City of Scranton
NAICS Code	9211
FEIN:	XXXXXXXXXX
DUNS Number:	060497856
CEO:	William Courtright
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Business Specifics

Current # of Full-time Employees:	
(In PA):	400
(World Wide):	0
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input checked="" type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Government,

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Beneficial Owner Information

If the Project Site location is owned by an organization other than the Applicant or Company, please complete the section below for the entity who owns the legal title of the property being developed.

Name	City of Scranton
NAICS Code	
FEIN:	XXXXXXXXXX
DUNS Number:	060497856
CEO:	
CEO Title:	
Contact Title:	
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Project Overview

Project Name:

Pocket Park Project

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

Yes

If yes, indicate who:

Mandy Book

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Project Site Locations

Address:	248 Wyoming Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Marty Flynn (113)
PA Senate:	John P. Blake (22)
US House:	Matthew Cartwright (17)
Current Employees:	400
Jobs To Be Created:	0
Jobs that Pay:	\$41,232.00
	Created 0 Retained 0
	<p><u>Jobs that Pay</u></p> <p>Jobs that Pay is Part Of Governor Wolf's initiative to improve Pennsylvania's overall job climate and job growth through partnering with the private sector to encourage the creation and retention of jobs that pay at least 80% of the annual average wage in the county where the jobs are located. (See current county listings). Job creation and retention will help ensure that businesses and communities provide employment opportunities for all of the state's residents, improve the local tax base, and achieve prosperity and a higher quality of life for families and communities.</p> <p>NOTE: Jobs that Pay required data by the Department is for reporting purposes only and will NOT be used as a criteria for awarding loans, loan guarantees, grants or tax credits.</p>
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Project Budget

	Keystone Communities Program	ISRP State	LSA Gaming Funds State	Total
Miscellaneous	\$50,000.00	\$337,500.00	\$62,500.00	
Remedial Investigation Report	\$46,000.00	\$12,100.00	\$0.00	\$58,100.00
Contingency for hazardous disposal costs	\$0.00	\$0.00	\$8,100.00	\$8,100.00
Contingency for waste-characterization sampling	\$0.00	\$0.00	\$11,200.00	\$11,200.00
Property Boundary Survey	\$0.00	\$0.00	\$7,700.00	\$7,700.00
Soil excavation	\$0.00	\$295,000.00	\$0.00	\$295,000.00
Soil Data Analysis	\$0.00	\$0.00	\$4,500.00	\$4,500.00
Monitoring Well Abandonment	\$0.00	\$0.00	\$9,900.00	\$9,900.00
Site-specific standard development- groundwater	\$0.00	\$0.00	\$10,000.00	\$10,000.00
Notice of Intent to Remediate	\$0.00	\$0.00	\$4,400.00	\$4,400.00
Healthy and Safety Plan Update	\$0.00	\$1,400.00	\$0.00	\$1,400.00
Final Act 2 Reporting	\$0.00	\$29,000.00	\$0.00	\$29,000.00
Clean Up Plan	\$4,000.00	\$0.00	\$6,700.00	\$10,700.00
Total	\$50,000.00	\$337,500.00	\$62,500.00	
			Budget Total:	\$450,000.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Budget Justification

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Project Budget

The City of Scranton has estimated the total project cost at \$450,000 for the remediation of the identified impacts and for the pursuit of attainment of PADEP Act 2 closure. The City is requesting an ISRP remediation grant to cover 75% (\$337,500) of the total estimated project cost; the remaining 25% is being requested through the Keystone Communities Program (\$50,000) and the Local Share Account Gaming Funds Program (\$62,500).

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Project Narrative**What do you plan to accomplish with this project?**

Identify the problem(s) that need to be resolved.

The City of Scranton is partnering with Lackawanna County and Scranton tomorrow on the transformation of a previously used commercial/industrial site into a "pocket park", providing a unique green space in downtown Scranton. The site location is at 248 Wyoming Avenue and is owned by the City of Scranton

Previous environmental investigation have characterized and delineated impacts in soil and identified groundwater impacts related to historical, on-site dry cleaning operations. These issues need to be resolved before the City and its partners can move forward with the development of the pocket park.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

The City of Scranton is applying to the Industrial Site Reuse Program to remediate identified soil impact and develop a site-specific closure strategy for identified groundwater impacts in order to develop a remedial strategy that will support the construction of a public pocket park. Once the remediation process is complete, the City of Scranton and Scranton Tomorrow will bring transformation of the site into a green space.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

The funding will be used for the following activities: remediate soil, address impacted groundwater, and pursue PA DEP Act 2 release of liability protection at the Site. The City of Scranton has estimated the total project cost at \$450,000 for the remediation of the identified impacts and for the pursuit of attainment of PADEP Act 2 closure. The City of Scranton is requesting an ISRP remediation grant to cover 75% of the total, estimated project cost. The City of Scranton is responsible for providing the remaining 25% of project costs (\$112,500). The City is requesting \$50,000 in grant funding from the Keystone Communities Program to be used as a portion of the 25% estimated total project cost.

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

- January 2019- PADEP LOI approval and detailed remediation work-plan submission
- March 2019- PADEP work-plan approval
- April 2019- Notice of Intent to Remediate submission to PADEP (there is a 30-day window for public comment)
- June 2019- Remediation implementation- expected to take 6-9 months
- Spring 2020- Green space/park completion and Grant opening

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Program Addenda

Applicants for Keystone Communities Program funding are required to submit documentation as outlined in the Keystone Communities Program – Funding Guidelines. All applications, regardless of grant activities, are required to submit the following items outlined in Appendix IV – Application Supplemental Items.

1. Detailed Project Description – Provide a narrative which discusses all of the following:

- a. A detailed description of the proposed project,
- b. Explanation of the need for grant funding,
- c. Explanation of the intended use of grant funds,
- d. Identification of the municipality or municipalities participating in and/or benefitting from the project,
- e. A description of how the community as a whole benefits from the proposed project and how the public will be served,
- f. The anticipated employment, investment, and/or community impact of the project, and
- g. If applicable, indicate consistency with or priority in existing comprehensive, community development, or economic development plans or strategies.

Uploaded Documents

1. Project Description.docx

2. **Cost Estimates** – A thorough and detailed estimate for the total project costs prepared by an engineer or other qualified professional. The estimate should be accompanied by copies of signed and dated quotations, bids, contractor estimates, sales agreements or other documentation verifying project cost estimates.

Uploaded Documents

2. Cost Estimate.pdf

3. Resolution or Notification of Municipal Entities –

- **Public sector applicants** must provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the requested (or maximum requested) grant amount.
- **All other applicants** must provide copies of formal letters of notification provided to the municipalities, to include counties, that may be affected by the project. Applicants are encouraged to request letters of support from affected public sector entities.

Uploaded Documents

3. Resolution.pdf

4. **Match** – As required, matching funds are defined as those funds in addition to the requested grant funds necessary to complete the proposed project. Applications must include copies of funding commitment letters from all other project funding sources.

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Program Addenda**Uploaded Documents**

4. Match.docx

5. Project Map -- Submit a map of sufficient size and quality to describe the project location with regard to the nature of the application (e.g. Google Map image).

Uploaded Documents

5. Map.pdf

6. Financials -- Provide a copy of the applicant and/or project user's latest audited financials.

Uploaded Documents

2016 Audit Report.pdf

Applicants may be required to submit additional information as outlined in Section III of the guidelines depending upon the grant activities. Please see below for submission options:

• Façade Grants:

Documentated demand for façade funding to include the names, addresses, and estimated project costs for interested parties.

Uploaded Documents

Design guidelines and procedures for the local façade grant program.

Uploaded Documents**• Development Grants:**

Projects that benefit for-profit or private sector individuals or entities are eligible activities provided assistance is conveyed via a loan. The following must be provided for these applications:

Financial underwriting of the loan and all loan information/conditions.

Single Application for Assistance

Web Application Id: 8220525

Single Application Id: 201809284408

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Keystone Communities Program

Program Addenda**Uploaded Documents**

Existing or proposed Revolving Loan Fund (RLF) program guidelines.

Uploaded Documents**• Accessible Housing Grants:**

Existing or proposed local accessible housing program guidelines.

Uploaded Documents



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201809284408

This page must accompany all required supplemental information **Mail to:**

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201809284408 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Maggie Perry

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

September 27, 2018

Ms. Mandy L. Book, Director
Center for Community Enhancement
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Re: PA Keystone Communities Grant Program

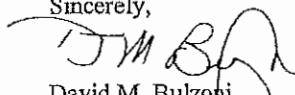
Dear Ms. Book:

Relative to the above, please be note the sources and uses of funding for the Linden Street Pocket Park remediation project:

Item	Estimated cost	Funding Source
Remedial Investigation Report	\$58,100	City of Scranton Match (\$46,000) ISRP (\$12,100)
Clean Up Plan	\$10,700	City of Scranton Match
Notice of Intent to Remediate	\$4,400	City of Scranton Match
Property Boundary Survey	\$7,700	City of Scranton Match
Healthy and Safety Plan Update	\$1,400	ISRP
Soil excavation	\$295,000	ISRP
Contingency for hazardous disposal costs	\$8,100	City of Scranton Match
Contingency for waste-characterization sampling	\$11,200	City of Scranton Match
Soil Data Analysis	\$4,500	City of Scranton Match
Site-specific standard development-groundwater	\$10,000	City of Scranton Match
Final Act 2 Reporting	\$29,000	ISRP
Monitoring Well Abandonment	\$9,900	City of Scranton Match
Estimated Total Cost:	\$450,000	
Industrial Site Reuses Program		
City of Scranton Match (\$112,500):		
- Keystone Communities Grant request:	- \$50,000	
- DCED LSA Grant request :	- \$62,500	

On behalf of the City of Scranton, I would like to thank you for your assistance.

Sincerely,


David M. Bulzoni
Business Administrator

DCED Keystone Communities Program
City of Scranton
Web Application # 8220525

4. Match:

The City of Scranton has estimated the total project cost at \$450,000 for the remediation of the identified impacts and for the pursuit of attainment of PADEP Act 2 closure. The City is requesting an ISRP remediation grant to cover 75% (\$337,500) of the total estimated project cost; the remaining 25% is being requested through the Keystone Communities Program (\$50,000) and the Local Share Account Gaming Funds Program (\$62,500).

DCED Keystone Communities Program
City of Scranton
Web Application # 8220525

Project Description:

The City of Scranton is partnering with Lackawanna County and Scranton Tomorrow on the transformation of a previously used commercial/industrial site into a “pocket park”. The site location is at 248 Wyoming Avenue and is owned by the City of Scranton. The development of this site will have positive economic and social impacts on Scranton and surrounding communities by creating a unique green space in the downtown area which will aid revitalization efforts.

Previous environmental investigations have characterized and delineated impacts in soil and identified groundwater impacts related to a former on-site dry cleaning operation. Currently the City of Scranton is applying to the Industrial Site Reuse Program (ISRP) to remediate identified soil impacts by limited excavation and capping with certified clean fill material for attainment of the site specific standard and develop a site-specific closure strategy for identified groundwater impacts in order to develop a remedial strategy that will support the construction of a public pocket park on the property. The construction of the park cannot proceed until the potential public health threat from identified soil and groundwater impacts have been addressed.

The City of Scranton has estimated the total project cost at \$450,000 for the remediation activities which include: remediate soil, address impacted groundwater, and pursue PA DEP Act 2 release of liability protection at the site. The ISRP grant will cover 75% of the total estimated project cost (\$337,500). The City of Scranton is requesting funding from both the Keystone Communities Program and the Local Share Account Fund for the remaining 25% of the total estimated project cost (\$112,500).

Revitalization of downtown Scranton is a priority of the City of Scranton, Lackawanna County and Scranton Tomorrow, as described in the Community Revitalization Plan. This plan

DCED Keystone Communities Program
City of Scranton
Web Application # 8220525

outlines a comprehensive strategy to transform the Central Business District (CBD) into a vibrant center for commerce and residential living, supporting the continued growth of Scranton. The proposed pocket park project is located in CBD and aligns with the Community Revitalization Plan's goals. Once the remediation of the site is complete, construction of the green space will begin.

DCED Keystone Communities Program
City of Scranton
Web Application # 8220525

Project Description:

The City of Scranton is partnering with Lackawanna County and Scranton Tomorrow on the transformation of a previously used commercial/industrial site into a “pocket park”. The site location is at 248 Wyoming Avenue and is owned by the City of Scranton. The development of this site will have positive economic and social impacts on Scranton and surrounding communities by creating a unique green space in the downtown area which will aid revitalization efforts.

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The City of Scranton has estimated the total project cost at \$450,000 for the remediation activities which include: remediate soil, address impacted groundwater, and pursue PA DEP Act 2 release of liability protection at the site. The ISRP grant will cover 75% of the total estimated project cost (\$337,500). The City of Scranton is requesting funding from both the Keystone Communities Program and the Local Share Account Fund for the remaining 25% of the total estimated project cost (\$112,500).

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DCED Keystone Communities Program
City of Scranton
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DEPARTMENT OF LAW

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

October 15, 2018

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

RECEIVED

OCT 15 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

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 TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A KEYSTONE COMMUNITIES PROGRAM GRANT IN THE AMOUNT OF \$50,000 FOR THE REMEDIATION ACTIVITIES AT THE SITE OF THE FUTURE POCKET PARK LOCATED AT 248 WYOMING AVENUE.

Respectfully,

Jessica Eskra (s)

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2018

RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF SCRANTON CULTURAL CENTER AT MASONIC TEMPLE TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$345,405.00 FOR THE PROJECT TO BE KNOWN AS "SCRANTON CULTURAL CENTER AT MASONIC TEMPLE ELEVATOR SAFETY/MODERNIZATION REPAIRS" LOCATED IN SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON TO ACCEPT THE GRANT, IF SUCCESSFUL AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$345,405.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

WHEREAS, the City of Scranton, through the Office of Economic and Community Development, submitted a grant application on behalf of the Scranton Cultural Center at Masonic Temple to the Commonwealth of Pennsylvania ("the Commonwealth") acting through the Commonwealth Financing Authority (the "Grantor") for a Local Share Account Grant, pursuant to the PA Race Horse Development and Gaming Act, for the rehabilitation of the elevators and most especially meet all ADA requirements for public facilities at Scranton Cultural Center at Masonic Temple Building Restoration Project ("Project") located in Scranton, Pennsylvania. A copy of such grant application ("Grant Application") is attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the City of Scranton intends herein to ratify and approve the execution and submission of the Grant Application; and

WHEREAS, the Commonwealth of Pennsylvania will review the Grant Application for funding for the Local Share Account Grant in the amount of \$345,405.00 ("Grant") for the "Project"; and

WHEREAS, if the Grant Application is approved, the City of Scranton intends herein to authorize the execution of the Local Share Account Grant Contract and Commitment Letter, and the acceptance, disbursement, and utilization of the Grant for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the execution and submission of the Grant Application is hereby ratified and if approved, the Mayor and other appropriate City Officials are hereby authorized to enter into and execute and submit any additional related paperwork for this Grant, and if successful to accept the grant funds to be used for the Project as detailed in the Grant Application. This approval anticipates and authorizes the execution of any and all related documentation necessary for the Grant or to accept, disburse and utilize the Grant for the Project.

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.



October 9, 2018

Jessica Eskra, Esquire
City Solicitor
340 North Washington Avenue
Scranton, Pennsylvania 18503

Re: Scranton Cultural Center at Masonic Temple
Local Share Account
Single Application #20109284431
Resolution - \$345,405.00

Dear Atty. Eskra:

Attached please find the Resolution to apply and if successful accepting and disbursing funding from the Commonwealth of Pennsylvania Local Share Account in the amount \$345,405.00.

This office would appreciate your office review and expedite this Resolution in order for this to pass Council and I will need to forward it to the Commonwealth Finance Authority in order for them to approve the grant. If you have any questions regarding this project, please contact me at 570/348-4216.

Sincerely,

Linda B. Aebli
Executive Director

lba/

cc: Atty. Sean Gallagher, Solicitor, OECD
Mr. Tom Preambo, Deputy Director, OECD
Mr. John Cardoni, Scranton Cultural Center at Masonic Temple
Ms. Margaret Ryan, Economic Development Analyst, PA DCED

Single Application for Assistance**Web Application Id:** 8220117**Single Application Id:** 201809284431**Applicant:** Scranton City**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Applicant Information**

Applicant Entity Type:	Government
Applicant Name:	Scranton City
NAICS Code	9211
FEIN/SSN Number	XXXXXXXXXX
DUNS Number:	136-81428
CEO:	William L. Courtright
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Linda B. Aebli
Contact Title:	Executive Director, OECD
Phone:	(570)-346-4216 Ext. 107
Fax:	(570)-348-4123
E-mail:	labili@scrantonpa.gov
Mailing Address:	340. N. Washington Avenue, Municipal Building
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance**Web Application Id:** 8220117**Single Application Id:** 201809284431**Applicant:** Scranton City**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County

Single Application for Assistance**Web Application Id:** 8220117**Single Application Id:** 201809284431**Applicant:** Scranton City**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Business Specifics**

Current # of Full-time Employees:	
(In PA):	11
(World Wide):	11
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	1,426,070
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input checked="" type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input checked="" type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input checked="" type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Educational Facility, Exempt Facility, Other, Tourism Promotion,

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Address:	420 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Marty Flynn (113)
PA Senate:	John P. Blake (22)
US House:	Matthew Cartwright (17)
Current Employees:	124
Jobs To Be Created:	10
Jobs that Pay:	\$41,232.00
	Created 2 Retained 8
	<p><u>Jobs that Pay</u></p> <p>Jobs that Pay is Part Of Governor Wolf's initiative to improve Pennsylvania's overall job climate and job growth through partnering with the private sector to encourage the creation and retention of jobs that pay at least 80% of the annual average wage in the county where the jobs are located. (See current county listings). Job creation and retention will help ensure that businesses and communities provide employment opportunities for all of the state's residents, improve the local tax base, and achieve prosperity and a higher quality of life for families and communities.</p> <p><u>NOTE:</u> Jobs that Pay required data by the Department is for reporting purposes only and will NOT be used as a criteria for awarding loans, loan guarantees, grants or tax credits.</p>
Designated Areas:	Act 47 Distressed Community



Office of Economic and
Community Development

September 28, 2018

Ms. Mandy Book
PA Department of Community and Economic Development
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

**Re: Local Share Account
Scranton City
Application/Application Fee
Scranton Cultural Center / Elevator**

Dear Ms. Book:

Attached please find the application along with a check in the amount of \$100.00 for the submission of the single application #201809284431 for the above mentioned project.

I am in the process of preparing a Resolution for the submission of the application and will forward it to you as soon as it is passed by Scranton City Council.

If you have any questions or need more information concerning this project please do not hesitate to contact me at 570/348-4216 or Laebli@scrantonpa.gov.

Sincerely,

A handwritten signature in black ink that reads "Linda B. Aebli L.C.".

Linda B. Aebli
Executive Director

lba/

cc: Mr. Tom Preambo, Deputy Director, OECD
Ms. Debra Peterson, Director, Scranton Cultural Center
Mr. John Cardoni, Scranton Cultural Center

SCRANTON CULTURAL CENTER

AT THE MASONIC TEMPLE
420 North Washington Avenue
Scranton, PA 18503
570.346.7369

PNC BANK
PNC Bank, N.A.
Northeast PA 030
60-1/313

19066

9/26/2018

PAY TO THE ORDER OF Commonwealth Financing Authority

\$**100.00

One Hundred and 00/100

DOLLARS

Commonwealth Financing Authority

Scranton Cultural Center at the Masonic Temple

Robert M. Peterson
AUTHORIZED SIGNATURE

MEMO

Reg. Monroe Gaming Grant

⑈019066⑈ ⑆031300012⑆ 9000081770⑈

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

Commonwealth Financing Authority
6400 · Office Admin. & Supplies:6410 · P · Reg. Monroe Gaming Grant

9/26/2018

19066

100.00

Operating - PNC

Reg. Monroe Gaming Grant

100.00



October 9, 2018

Jessica Eskra, Esquire
City Solicitor
340 North Washington Avenue
Scranton, Pennsylvania 18503

Re: Scranton Cultural Center at Masonic Temple
Local Share Account
Single Application #20109284431
Resolution - \$345,405.00

Dear Atty. Eskra:

Attached please find the Resolution to apply and if successful accepting and disbursing funding from the Commonwealth of Pennsylvania Local Share Account in the amount \$345,405.00.

This office would appreciate your office review and expedite this Resolution in order for this to pass Council and I will need to forward it to the Commonwealth Finance Authority in order for them to approve the grant. If you have any questions regarding this project, please contact me at 570/348-4216.

Sincerely,

Linda B. Aebli
Executive Director

lba/

cc: Atty. Sean Gallagher, Solicitor, OECD
Mr. Tom Preambo, Deputy Director, OECD
Mr. John Cardoni, Scranton Cultural Center at Masonic Temple
Ms. Margaret Ryan, Economic Development Analyst, PA DCED

420 North Washington Avenue
Scranton, PA 18503

Office: (570) 346.7369
Fax: (570) 346.7365

www.ScrantonCulturalCenter.org



SCRANTON**CULTURAL**CENTER

at the Masonic Temple

LIFE CELEBRATED.

Scranton Cultural Center at the Masonic Temple

Elevator Safety / Modernization Repairs – Cost and Funding Sources

Costs

1. The budget line associated with repairs is a verbal estimate based on a recent site visit by a team from Kone Elevator Services, an international company. We are in process of having their machinists examine the elevators to determine if parts can be machined to keep the units operational.
2. Overall elevator equipment costs and installation fees are from a quote from Otis Elevator (attached).
3. License and inspection fees are based on past costs associated with the elevators.
4. City administration fee is based on 5% of the total grant award ask per previous LSA project documentation.
5. Project Supervision costs are based on 12 hours per week for a senior administrator to be on site and available for questions and with decision making authority. Costs for travel, phone and internet are good faith costs based on previous project supervision.

Funding

1. Masonic Capital Pledge. The Masonic Temple and Scottish Rite Cathedral Association has pledged \$25,000.00 towards capital project work for this coming fiscal year.
2. SCC / In kind. The Scranton Cultural Center will use operational resources to pay for the items listed out of its general operating account.

Single Application for Assistance**Web Application Id:** 8220117**Single Application Id:** 201809284431**Applicant:** Scranton City**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Narrative**

*First line items in these months only if analysis shows temporary repairs are possible.

Single Application for Assistance**Web Application Id:** 8220117**Single Application Id:** 201809284431**Applicant:** Scranton City**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Program Addenda**

6. A letter of support for the project from the affected community;

Uploaded Documents

09-27-18 Blake Scranton Cultural Center LSA support.pdf

BTL support001.pdf

County Arts support003.pdf

County Commissioner support004.pdf

Friends of Poor support002.pdf

Rep Flynn support001.pdf

7. Provide a resolution, duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

Board Resolution001.pdf

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

MTSRCA funding006.pdf

SCC funding005.pdf

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

SCRANTON CULTURAL CENTER FINANCIAL STATEMENTS JUNE 30, 2017

AUDIT.compressed.pdf

Single Application for Assistance

Web Application Id: 8220117**Single Application Id:** 201809284431**Applicant:** Scranton City**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

categories, you must specify what the money will be used for. NOTE: Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The costs associated with a full upgrade of the elevators is directly taken from quotes secured from Otis Elevator and Port Elevator companies. It is anticipated that an additional 5% of this total will be required for unforeseen circumstances as the facility is approaching 90 years in age and the elevators are original installations dating back to 1929/30. Fees for reviews by associated historical review boards (HARB, Scranton, Pa. Historical and Museum Commission) are good faith estimates.

Temporary repair costs for the elevators are based on conversations with Port Elevator and Kone Elevator services. Should it be established that parts can be machined, this number includes the fabrication of parts as well as approximately 1 week per elevator for a crew to stabilize machinery, remove the original parts and install new.

Project Supervision / Management is based on 1 individual at 12 hours per week average at \$31.00 / hour for the life of the project - 60 weeks - \$22,320

Scranton cultural Center at the Masonic Temple
Elevator and Emergency Exit Door Emergency Repairs

Total \$ 394,025.25
Less alternate funds \$ 48,620.00

<u>LSA Ask</u> \$ 345,405.25	Item totals	LSA Ask	MTSRCA (Private)	SCC	Total
Elevator Safety and Modernization	\$364,405.25				
Equipment \$ 281,465.00		\$ 281,465.00			\$ 281,465.00
· Otis - GC work \$ 34,867.00		\$ 34,867.00			\$ 34,867.00
Inspections \$ 3,000.00		\$ 3,000.00			\$ 3,000.00
5% Contingency \$ 14,073.25		\$ 14,073.25			\$ 14,073.25
Temporary Repairs \$ 30,000.00		\$ 6,000.00	\$ 24,000.00		\$ 30,000.00
Audit \$ 1,000.00				\$ 1,000.00	\$ 1,000.00
Project Supervision	\$ 23,620.00				
Hours \$ 22,320.00				\$ 22,320.00	\$ 22,320.00
Travel \$ 500.00				\$ 500.00	\$ 500.00
Phone / Internet \$ 500.00				\$ 500.00	\$ 500.00
Copying / Prints \$ 300.00				\$ 300.00	\$ 300.00
City Admin	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00		\$ 6,000.00



**Pennsylvania Department of Community and
Economic Development**
Single Application for Assistance

Single Application #: 201809284431

This page must accompany all required supplemental information **Mail to:**

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201809284431 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: John Cardoni, Jr.

Linda B. Aebli, Executive Director, Scranton OECD

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.



September 26, 2018

Ms. Deborah M. Peterson
Executive Director
Scranton Cultural Center at the Masonic Temple
420 North Washington Avenue
Scranton, PA 18503

Dear Ms. Peterson:

The Scranton Cultural Center at the Masonic Temple is a national, historic architectural treasure located in the heart of the historic district of Scranton, Pennsylvania. It has been continuously in operation and available to the community since 1930. The facility serves as a regional hub for arts, culture and entertainment. The City of Scranton supports the Scranton Cultural Center at the Masonic Temple's (SCC) application requesting \$356,376.51 of a \$404,995.51 project to upgrade and modernize the original 1930 Otis elevators and lift control mechanisms.

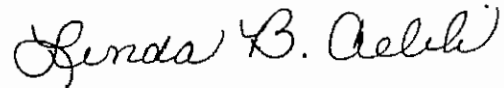
The project will address a major critical deficiency of the facility which can affect health and safety of their patrons. The two 1930s era passenger elevators are the only means of access for handicapped individuals to reach other floors of the facility, as well as the ADA accessible restroom, allowing no ability for individuals with special needs / challenges to access other floors for events or make use of the restrooms without elevators in working order. Also, moving equipment from floor to floor impacts the ability to function effectively.

According to an economic impact study completed in 2016 which states that the SCC is a major economic contributor for the region through revenue generated by SCC events. The SCC has 11 salaried employees, 43 part-time workers, and 65+ union workers. A reduction in events and programs would decrease tourism to Lackawanna County, and affect the economic boost garnered by area restaurants, businesses and hotels when major events come to town contributing to the economic health of this community. Numerous event planners, caterers, and equipment rental companies are also dependent upon SCC events. Without functioning elevators, the entire business model of the facility ceases.

Additionally, the Scranton Cultural Center opens its doors to welcome members of the community to appreciate arts and culture. The SCC collaborates on several projects every year with other non-profit organizations to host their fundraisers and recognition events.

As always I look forward to working with you on this project that will ensure the preservation of this national site to be enjoyed by future generations.

Sincerely,

A handwritten signature in cursive script that reads "Linda B. Aebli".

Linda B. Aebli
Executive Director

Lba/

RESOLUTION
Scranton Cultural Center at the Masonic Temple
Board of Directors
Application for DCED Local Share Grant

1 WHEREAS, the primary purpose of the organization is to restore and preserve the Masonic
2 Temple and Scottish Rite Cathedral of Scranton, to provide a center for civic and community
3 functions and to provide a center for the advancement of the arts and culture in Northeastern
4 Pennsylvania.

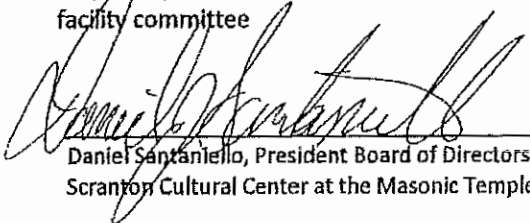
5
6 WHEREAS, through review by two firms specializing in elevator maintenance and repair, the
7 facility committee has recommended that the two 1930s era Otis elevators are near the end of
8 their serviceable life and that one has had failure enough to be taken out of regular service.

9
10 WHEREAS; should the repairs and replacement of the elevator hoist mechanisms and controls
11 not be completed, one or more of the components could fail at any moment rendering the
12 elevators completely unusable. And, in such case, render the facility inaccessible to patrons with
13 disabilities requiring the use of an elevator. Furthermore, patrons who cannot climb multiple
14 flights of stairs would be unable to attend and enjoy programming and events scheduled for
15 upper floors.

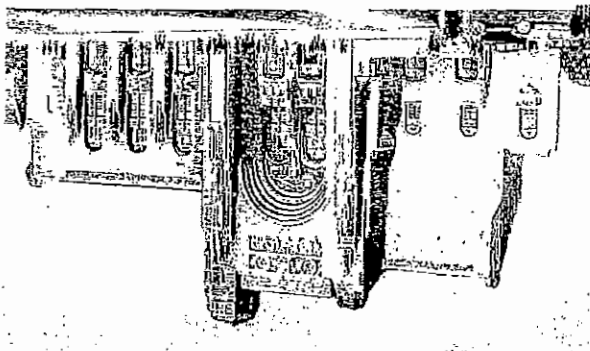
16
17 WHEREAS, continued deterioration would likely result in the closing off of progressively more
18 areas of the building, which would limit the programming capabilities of the Scranton Cultural
19 Center and result in cutbacks - lessening the economic impact (staff and patrons) and cultural
20 impact and influence on the region, as well as the financial viability of the building.

21
22 WHEREAS, the repair cycle would both ensure future economic impact and growth and allow the
23 continued fulfillment of our nonprofit mission.

24
25 THEREFORE, BE IT RESOLVED, the Board of Directors of the Scranton Cultural Center at the
26 Masonic Temple encourages and authorizes the staff to submit application for grant funding
27 from the DCED Local Share Grant program to fund the project costs associated with: procuring
28 and installing new elevator mechanics and control systems and repairing those systems which
29 may be repaired according to the project scope developed recommended and authorized by the
30 facility committee


Daniel Santaniello, President Board of Directors
Scranton Cultural Center at the Masonic Temple

Date: 9.17.18



THE MASONIC TEMPLE and SCOTTISH RITE CATHEDRAL ASSOCIATION

Send all correspondence to:
The Masonic Temple and Scottish Rite Cathedral Association
c/o John Cardoni, Secretary
420 North Washington Avenue
Scranton, PA 18503

September 25, 2018

Ms. Deborah Moran Peterson, Executive Director
Scranton Cultural Center
at the Masonic Temple
420 North Washington Avenue
Scranton, PA 18503

Dear Ms. Peterson,

The Masonic Temple and Scottish Rite Cathedral Association has enjoyed a long relationship with the Scranton Cultural Center at the Masonic Temple. Over the past close to thirty years, the Association has been proud to part of the life of the region by supporting the activities of the Center. Our past financial support is in excess of \$1,000,000 in contributions, both through rent and project support. Our support of capital projects alone in the last fifteen years has exceeded \$300,000.

It is our pleasure today to inform you that we are pleased to continue that pledge by committing today to a further pledge of \$125,000 to the newest campaign, payable over five years and starting with the capital improvement project to the elevators in 2019.

We look forward to meeting with you to develop a strategy for these funds and to discuss ways to utilize them to our mutual benefit and recognition.

Sincerely yours,

The members of the Masonic Temple and Scottish Rite Cathedral Association Trustees

Michael Kleha, President

John Cardoni, Secretary



BUREAU OF CITY PLANNING

CITY HALL : 340 NORTH WASHINGTON AVENUE : SCRANTON, PENNSYLVANIA 18503 : PHONE 570-348-4280 : FAX 570-348-4171

September 26, 2018

Scranton Cultural Center at the Masonic Temple
Attention: Deb Peterson
420 North Washington Avenue
Scranton, PA, 18503

Re: Scranton Cultural Center Elevator Rehabilitation
Local Share Grant

Please accept this letter as evidence of support for your Local Share Grant funds application for funding to undertake rehabilitation of the elevators. The Scranton Cultural Center serves as a valuable and needed venue and the centerpiece for cultural activities in Northeast Pennsylvania. The proposed renovations will greatly assist in meeting your mission by providing access to all patrons and most especially meeting all ADA requirements for public facilities.

We have determined that your project is consistent with our comprehensive plan and specifically the stated goal of rehabilitating the Scranton Cultural Center to serve as the major cultural center for Northeast Pennsylvania. Further after a review of the project activities we have found that the project would be consistent with our zoning and planning requirements.

Good luck with your application. If you have any further needs or questions please do not hesitate to contact me at 570-348-4280 or dking@scrantonpa.gov.

Sincerely,

Donald J. King, AICP, CFM
City Planner



BUREAU OF CITY PLANNING

CITY HALL : 340 NORTH WASHINGTON AVENUE : SCRANTON, PENNSYLVANIA 18503 : PHONE 570-348-4280 : FAX 570-348-4171

September 26, 2018

Scranton Cultural Center at the Masonic Temple
Attention: Deb Peterson
420 North Washington Avenue
Scranton, PA, 18503

Re: Scranton Cultural Center Elevator Rehabilitation
Local Share Grant

Please accept this letter as evidence of support for your Local Share Grant funds application for funding to undertake rehabilitation of the elevators. The Scranton Cultural Center serves as a valuable and needed venue and the centerpiece for cultural activities in Northeast Pennsylvania. The proposed renovations will greatly assist in meeting your mission by providing access to all patrons and most especially meeting all ADA requirements for public facilities.

We have determined that your project is consistent with our comprehensive plan and specifically the stated goal of rehabilitating the Scranton Cultural Center to serve as the major cultural center for Northeast Pennsylvania. Further after a review of the project activities we have found that the project would be consistent with our zoning and planning requirements.

Good luck with your application. If you have any further needs or questions please do not hesitate to contact me at 570-348-4280 or dking@scrantonpa.gov.

Sincerely,

Donald J. King, AICP, CFM
City Planner



DEPARTMENT OF LAW

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

October 15, 2018

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

RECEIVED

OCT 15 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF SCRANTON CULTURAL CENTER AT MASONIC TEMPLE TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$345,405.00 FOR THE PROJECT TO BE KNOWN AS "SCRANTON CULTURAL CENTER AT MASONIC TEMPLE ELEVATOR SAFETY/MODERNIZATION REPAIRS" LOCATED IN SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON TO ACCEPT THE GRANT, IF SUCCESSFUL AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$345,405.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

Respectfully,

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

JLE/sl

RESOLUTION NO. _____

2018

RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF ELECTRIC CITY DEVELOPMENT LLC TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$500,000.00 FOR THE PROJECT TO BE KNOWN AS "WYOMING AVENUE LSA" LOCATED AT 614 WYOMING AVENUE, SCRANTON, PENNSYLVANIA 18509, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON TO ACCEPT THE GRANT, IF SUCCESSFUL AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$500,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

WHEREAS, the City of Scranton, through the Office of Economic and Community Development, submitted a grant application on behalf of the Electric City Development LLC to the Commonwealth of Pennsylvania ("the Commonwealth") acting through the Commonwealth Financing Authority (the "Grantor") for a Local Share Account Grant, pursuant to the PA Race Horse Development and Gaming Act, for the acquisition of three (3) buildings, demolition of one of the buildings to create and construct a parking area, the renovation of the first two (2) floors of the main building and securing the building envelope and elevator ("Project") located at 614 Wyoming Avenue, Scranton Pennsylvania 18509. A copy of such grant application ("Grant Application") is attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the City of Scranton intends herein to ratify and approve the execution and submission of the Grant Application; and

WHEREAS, the Commonwealth of Pennsylvania will review the Grant Application for funding for the Local Share Account Grant in the amount of \$500,000.00 ("Grant") for the "Project"; and

WHEREAS, if the Grant Application is approved, the City of Scranton intends herein to authorize the execution of the Local Share Account Grant Contract and Commitment Letter, and the acceptance, disbursement, and utilization of the Grant for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the execution and submission of the Grant Application is hereby ratified and if approved, the Mayor and other appropriate City Officials are hereby authorized to enter into and execute and submit any additional related paperwork for this Grant, and if successful to accept the grant funds to be used for the Project as detailed in the Grant Application. This approval anticipates and authorizes the execution of any and all related documentation necessary for the Grant or to accept, disburse and utilize the Grant for the Project.

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.

Passed by the Council

Receiving the Affirmative votes of Council Persons

Negative

President

Approved

Mayor

City Clerk

Certified Copy



October 11, 2018

Jessica Eskra, Esquire
City Solicitor
340 North Washington Avenue
Scranton, Pennsylvania 18503

Re: Electric City Development LLC
Local Share Account
Single Application #201809284434
Resolution - \$500,000.00

Dear Atty. Eskra:

Attached please find the Resolution to apply and if successful accepting and disbursing funding from the Commonwealth of Pennsylvania Local Share Account in the amount \$500,000.00.

This office would appreciate your office review and expedite this Resolution in order for this to pass Council and I will need to forward it to the Commonwealth Finance Authority in order for them to approve the grant. If you have any questions regarding this project, please contact me at 570/348-4216.

Sincerely,

Linda B. Aebli
Executive Director

lba/

cc: Atty. Sean Gallagher, Solicitor, OECD
Mr. Tom Preambo, Deputy Director, OECD
Mr. Don Mammano, Electric City Development LLC



Office of Economic and
Community Development

October 11, 2018

Ms. Mandy Book
PA Department of Community and Economic Development
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

**Re: Local Share Account
Scranton City
Application
Electric City Development LLC**

Dear Ms. Book:

Attached please find the application for the Electric City Development LLC. The check in the amount of \$100.00 for application ##201809284434 was submitted by the Sub-Grantee last week. To date, I have not been contacted by anyone on your staff who will be overseeing this application.

I am in the process of preparing a Resolution (copy attached) for the submission of the application and will forward it to you as soon as it is passed by Scranton City Council.

If you have any questions or need more information concerning this project please do not hesitate to contact me at 570/348-4216 or Laebli@scrantonpa.gov.

Sincerely,

A handwritten signature in cursive script that reads "Linda B. Aebli".

Linda B. Aebli
Executive Director

lba/

cc: Mr. Tom Preambo, Deputy Director, OECD
Mr. Dom Mammano, Electric City Development LLC

Single Application for Assistance

Web Application Id: 8220362

Single Application Id: 201809284434

Applicant: Electric City Development LLC

Company: Electric City Development LLC

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	614 Wyoming Ave
City:	Scranton
State:	PA
Zip Code:	18509
County:	Lackawanna
Municipality:	Scranton City
PA House:	Marty Flynn (113)
PA Senate:	John P. Blake (22)
US House:	Matthew Cartwright (17)
Current Employees:	3
Jobs To Be Created:	75
Jobs that Pay:	\$41,232.00
	Created 30 Retained 3
	<u>Jobs that Pay</u> Jobs that Pay is Part Of Governor Wolf's initiative to improve Pennsylvania's overall job climate and job growth through partnering with the private sector to encourage the creation and retention of jobs that pay at least 80% of the annual average wage in the county where the jobs are located. (See current county listings). Job creation and retention will help ensure that businesses and communities provide employment opportunities for all of the state's residents, improve the local tax base, and achieve prosperity and a higher quality of life for families and communities. NOTE: Jobs that Pay required data by the Department is for reporting purposes only and will NOT be used as a criteria for awarding loans, loan guarantees, grants or tax credits.
Designated Areas:	

Applicant: Electric City Development LLC

Company: Electric City Development LLC

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Overview

Project Name:

Wyoming Ave LSA

Is this project related to another previously submitted project?

Yes

If yes, indicate previous project name:

RACP Grant Wyoming Ave Development project

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

Business Specifics

Current # of Full-time Employees:	
(In PA):	3
(World Wide):	0
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input checked="" type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Economic Dev. Provider,

Single Application for Assistance

Web Application Id: 8220362

Single Application Id: 201809284434

Single Application for Assistance

Web Application Id: 8220362

Single Application Id: 201809284434

Applicant: Electric City Development LLC

Company: Electric City Development LLC

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

	Local Share Account Fund (Gaming Funds) Monroe County	Total
Acquisition	\$930,000.00	
Buildings	\$930,000.00	\$930,000.00
General Construction	\$1,080,000.00	
Renovations	\$1,080,000.00	\$1,080,000.00
Infrastructure / Site Preparation	\$300,000.00	
Parking	\$300,000.00	\$300,000.00
Machinery & Equipment	\$380,000.00	
Upgrade Existing	\$125,000.00	\$125,000.00
Installation/Building Modification	\$255,000.00	\$255,000.00
Related Costs	\$153,000.00	
Engineering	\$80,000.00	\$80,000.00
Inspections	\$73,000.00	\$73,000.00
Total	\$2,843,000.00	
	Budget Total:	\$2,843,000.00

*Requesting \$500,000.⁰⁰
LSA*

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Bids/Quotations, Contractor Estimates, Engineer Estimates, Sales Agreements

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. NOTE: Some programs have specific guidelines regarding the narrative

Single Application for Assistance

Web Application Id: 8220362

Single Application Id: 201809284434

Applicant: Electric City Development LLC

Company: Electric City Development LLC

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

The Wyoming Ave project will create 2 floors of office space and provide much needed parking in this section of Scranton. The 600 block of Scranton has no City Parking Garages and limited on street parking. By transforming an old warehouse building into office space, this project will provide downtown office space with parking along a bus route.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

The LSA funds will be used to help rehab existing vacant warehouse space into office space in two floors of the six story building of 614 Wyoming Ave. In addition, DFM will borrow money to acquire the necessary buildings and use the RACP award to build out the infrastructure and building envelope.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

Electric City Development is requesting \$500,000 to help offset the cost to develop and renovate the 614 Wyoming Ave Project. The funds will be used to help offset the costs associated with renovating two floors of office space. This alone is estimated at \$540,000 per floor. Phase One of this project is estimated at \$3.8M with an overall cost of \$5.8 million

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

The project is expect to start in 2018 and be finished by fall of 2019.

Buildings will be acquired in October of 2018

Demolition of one building needed for parking will begin in the spring of 2019

Renovation of 614 Wyoming Ave will begin in Spring of 2019

Expected Completion of building, September 2019

planning/zoning office), if applicable;

Uploaded Documents

6. A letter of support for the project from the affected community;

Uploaded Documents

City Support letter9.24.2018.pdf

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

City of Scranton LSA Letter.pdf
City Support letter9.24.2018.pdf

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

RACP Letter 9-11-18.PDF

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

LSA Financial letter.pdf

Single Application for Assistance

Web Application Id: 8220362

Single Application Id: 201809284434

Applicant: Electric City Development LLC

Company: Electric City Development LLC

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

614 Wyoming LSA CHECK.rtf.zip
Pictures of Wyoming Ave project.rtf.zip
Summary of LSA Wyoming AVE .docx

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

Wyoming Ave Schedule and Timeline.docx

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

Project Costs and Funding .pdf

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

614 Wyoming Ave Bid.pdf

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable

necessary to qualify for that particular resource. Please read the Program Guidelines for details.

614 Wyoming Ave building is a six story building that will be used to create office space which includes a parking area for 104 cars. The 600 block of Scranton currently has a shortage of parking and office space. The project requires the purchase of two additional adjacent buildings next to 614 Wyoming and the outright purchase of 614 Wyoming ave building. These properties are currently under a sales agreement for \$930,000 (listed as Acquisition) with a projected total cost of \$3.8 million. A breakdown of the costs in correspondence with the budget spreadsheet are below:

- * Demo of one of the buildings being acquired is needed to create and construct a two tier parking area for \$300,000. Infrastructure and Site Preparation
- * Renovations to the first two floors of 614 Wyoming at \$1,080,000. for office space. General Construction
- * Soft costs such as permits, inspections, engineering and architectural fees \$153,000. Related Costs
- * Elevator, electric and building envelope \$255,000. Machinery and Equipment



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201809284434

This page must accompany all required supplemental information **Mail to:**

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201809284434 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Don Mammano

Linda B. Aebli, Executive Director, Scranton City.
OECD

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.



PO Box 593
Pittston PA 18640

Office: 570-283-0536
Fax: 570-227-2330
Joe Rinkus Cell 570-240-1421

Estimate

Date	Estimate No.
9/27/2018	2018-0787

Name/Address

DFM Properties LLC
Donald F Mammano
317 Linden Street
Scranton PA 18503

Project	
Description	Total
We Propose to complete line items listed below as a Design Build Project Located at 614 Wyoming Ave Scranton included is labor and material costs.	
Construction Contingency	109,655.70
1300 Architectural Fees	94,600.00
1310 Project Management	184,026.15
1350 Building Permits Inspection Fees	80,341.80
1470 Safety	15,199.80
1490 Periodic Clean Up	15,199.80
1491 Final Clean Up	8,142.75
1492 Punch List	6,514.20
1505 Temp Toilet	4,342.80
1510 Dumpster Service	5,971.35
1620 Small Tools	4,342.80
2040 Move In/Out	1,628.55
2050 Equipment Crane	24,971.10
2055 Equipment Fuel	4,342.80
2800 Site Development	247,539.60
2820 Vinyl Fence Round Dumpster	4,342.80
2900 Landscaping	16,285.50
3120 Form Work Pour Footers Retaining Wall	49,399.35
3130 Sidewalk	13,028.40
3510 Rebar	6,514.20
5500 Finish Stairs	13,028.40
6100 Framing Labor	159,236.00
6105 Framing Materials	61,884.90
6130 Exterior Improvements	137,341.05
6200 Millwork/Base/Trim	116,712.75
Total	

I hereby accept the above estimate and agree to pay, periodical payments due upon completion percentage of work performed.
Payment shall be made within 15 days of invoice date.

Accepted this _____ day of 20____

BY : Signature _____
RETURN EXECUTED COPY



PO Box 593
Pittston PA 18640

Office: 570-283-0536
Fax: 570-227-2330
Joe Rinkus Cell 570-240-1421

Estimate

Date	Estimate No.
9/27/2018	2018-0787

Name/Address

DFM Properties LLC
Donald F Mammano
317 Linden Street
Scranton PA 18503

Project	
Description	Total
6210 Kitchen Cabinetry/Vanity Labor & Material /Granite	217,140.00
Insulation Labor	27,323.45
7220 Batt Insulation Roof	45,056.55
7225 Batt Insulation Interior Walls	15,199.80
7310 Rubber Roof	62,427.75
7720 Gutters	21,714.00
7800 Fire Sprinklers	112,369.95
7810 Sleeves/Core Drilling	6,514.20
8050 Int/Ext Doors	124,855.50
8400 Entry Way Door (Front/Power)	18,999.75
8500 Windows	135,712.50
Interior/ Exterior Door Hardware	27,685.35
9200 Drywall/Acoustical Ceiling	295,310.40
9600 Flooring	195,968.85
9900 Painting	123,046.00
Toilet Room Acc/Grab Bars	30,942.45
11405 Appliances	28,771.05
14200 Elevator Improvements	10,857.00
15050 HVAC	432,470.50
15400 Plumbing	280,291.55
16200 Electric	334,757.50
16205 Exterior Site Electrical Conduits	4,885.65
16215 Concrete for Site Conduits	6,514.20
16500 Lighting Allowance	55,370.70
16740 Phone	152,540.85
16745 Fire Security System	106,398.60
Total	\$4,257,716.65

I hereby accept the above estimate and agree to pay, periodical payments due upon completion percentage of work performed.
Payment shall be made within 15 days of invoice date.

Accepted this _____ day of 20____

BY : Signature _____
RETURN EXECUTED COPY

Donald F. Mammano Jr.
DFM Properties LLC
Electric City Development LLC
317 Linden Street
Scranton PA 18503

Dept of Comm & Econ Dev Ctr for Comm Enhance
Commonwealth Keystone Building
LSA - Monroe County Program
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

DFM MANAGEMENT INC 317 LINDEN ST SCRANTON, PA 18503-1496		1241
DATE <u>9-28-18</u>		60-17313 100 CHECK AMOUNT
PAY TO THE ORDER OF <u>COMMONWEALTH FINANCIAL AUTHORITY</u>	\$ <u>100.00</u>	
<u>ONE HUNDRED</u>		DOLLARS
PNC BANK PNC Bank, N.A. 030		Photo Safe Deposit Box
FOR <u>614 WYOMING Web App # 8220362</u>	<u>Donald Mammano</u>	
⑈001241⑈ ⑆031300012⑆ 9022177983⑈		



REAL ESTATE • CONSTRUCTION • MANAGEMENT

317 Linden Street Scranton PA 18503

570-344-1750

October 2, 2018

Steve Heuer, Director
Redevelopment Assistance Capital Program
Bureau of Revenue, Capital and Debt
Office of the Budget, Commonwealth of Pennsylvania
333 Market Street, 18th Floor
Harrisburg, Pennsylvania 17101-2210

RE: Wyoming Ave Development - \$1,000,000 RACP Grant

Dear Mr. Heuer

In accordance with the procedures for application for the Redevelopment Assistance Capital Program (RACP) Grant, please accept this communication as an official acceptance of a RACP award on behalf of Don Mammano president of Mimi Equities as dated in a September 11, 2018 letter.

Don Mammano, President of DFM Properties and Mimi Equities applied for the Wyoming Ave grant under the name of Mimi Equities and is at this time requesting a name change from Mimi Equities to Electric City Development LLC, 317 Linden Street, Scranton, PA. 18503.

The City of Scranton (Federal ID # 24-6000-704) located in Lackawanna County will be the governing entity that will sponsor the project.

Thank you for your attention and consideration in this regard. If I may provide anything further, please don't hesitate to contact me at dfmproperties@yahoo.com or my consultant to the project Jim Wansacz at 570-335-2492 or wansacz@gmail.com

Sincerely,

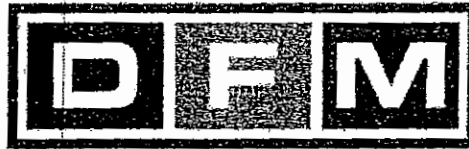


Donald F. Mammano Jr.
President of Mimi Equities and Electric City Development

CC: Linda Abeli, City of Scranton

Wyoming Ave Schedule and Timeline

Acquire the three buildings for 614 Wyoming Ave Project:	October 30, 2019
Submit a budget to RACP for acceptance of grant:	February 21, 2019
Finalize all plans and receive City of Scranton Permit:	March, 2019
Start Demolition of newly acquired building and parking lot construction:	April, 2019
Replace roof and windows at 614 Wyoming Ave:	May 2019
Do fit out of two stories of 614 for office space:	June 2019
Completion of first two stories and parking lot:	September 2019
Ribbon Cutting with Elected Officials and Governor Wolf:	September 2019



REAL ESTATE • CONSTRUCTION • MANAGEMENT

317 Linden Street Scranton PA 18503
570-344-1750

October 2, 2018

Steve Heuer, Director
Redevelopment Assistance Capital Program
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Sincerely,

Donald F. Mammano Jr.

President of Mimi Equities and Electric City Development

CC: Linda Abeli, City of Scranton

Description		Total Of Building 49350 Sq Ft
1290	Construction Contingency	\$99,687.00
1300	Architectural Fees	\$86,000.00
1310	Project Management	\$167,296.50
1350	Permit/Inspections	\$73,038.00
1470	Safety	\$13,818.00
1490	Periodic Clean-Up	\$13,818.00
1491	Final Clean-Up	\$7,402.50
1492	Punchlist	\$5,922.00
1505	Temp Toilet	\$3,948.00
1510	Dumpster Service	\$5,428.50
1620	Small tools	\$3,948.00
2040	Move In/Out	\$1,480.50
2050	Equipment/Crane	\$22,701.00
2055	Equipment Fuel	\$3,948.00
2800	Site Development	\$225,036.00
2820	Vinyl Fence Around Dumpster	\$3,948.00
2900	Landscaping	\$14,805.00
3120	Form Work/Pour Footers/retaining Wall	\$44,908.50
3130	Sidewalk	\$11,844.00
3510	Rebar	\$5,922.00
5500	Finish Stairs	\$11,844.00
6100	Framing	\$144,760.00
6105	Framing Material	\$56,259.00
6130	Exterior Improvements	\$124,855.50
6200	Millwork/Base/Trim Labor and Material	\$106,102.50
6210	Kitchen Cabinetry/Vanity Labor & Material/Granite	\$197,400.00
7205	Installation Labor Install	\$24,839.50
7220	Batt Insulation Roof	\$40,960.50
7225	Batt Insulation Interior Walls	\$13,818.00
7310	Rubber Roof	\$56,752.50
7720	Gutters	\$19,740.00
7800	Fire Sprinklers	\$102,154.50
7810	Sleeves / Core Drilling	\$5,922.00
8050	Interior Doors/Exterior	\$113,505.00
8400	Entry Door (Front/Power)	\$17,272.50
8500	Windows	\$123,375.00
8510	Interior/Exterior Door Hardware	\$25,168.50
9200	Drywall/Acoustical Ceiling	\$268,464.00
9600	Flooring	\$178,153.50
9900	Painting	\$111,860.00
10800	Toilet Room Accessories/Grab Bars	\$28,129.50
11400	Furnishing/Kitchen Equipment/Laundry	N/A
11405	Appliances	\$26,155.50

14200	Elevatror Improvements	\$9,870.00
15050	HVAC	\$393,155.00
15400	Plumbing	\$254,810.50
15420	Plumbing Hook Up Fee	N/A
16200	Electric	\$304,325.00
Description		Total Of Building
		49350 Sq Ft
16205	Exterior Site Electrical Conduits	\$4,441.50
16215	Concrete For Site Conduits	\$5,922.00
16235	Electrical Back-up Generator/ Transfer Switch	N/A
16500	Lighting Allowance	\$50,337.00
16740	Phone	\$138,673.50
16745	Fire Security Sytem	\$96,726.00
Total		\$3,870,651.50
Funding		
RACP GRANT		\$1,000,000.00
Cash on hand for building acquistion		\$350,000.00
Loan for remainder of project		\$2,000,000.00
Total		\$3,350,000.00
LSA Grant		\$500,000.00



DEPARTMENT OF LAW

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

October 15, 2018

RECEIVED

OCT 15 2018

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

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF ELECTRIC CITY DEVELOPMENT LLC TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$500,000.00 FOR THE PROJECT TO BE KNOWN AS "WYOMING AVENUE LSA" LOCATED AT 614 WYOMING AVENUE, SCRANTON, PENNSYLVANIA 18509, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON TO ACCEPT THE GRANT, IF SUCCESSFUL AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$500,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

Respectfully,

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

JLE/sl

RESOLUTION NO. _____

2018

RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF NEIGHBORWORKS NORTHEASTERN PENNSYLVANIA TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$78,960.00 FOR THE PROJECT TO BE KNOWN AS "NEIGHBORWORKS HOMEOWNERSHIP CENTER" LOCATED 815 SMITH STREET, SCRANTON, PENNSYLVANIA 18504, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON TO ACCEPT THE GRANT, IF SUCCESSFUL AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$78,960.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

WHEREAS, the City of Scranton, through the Office of Economic and Community Development, submitted a grant application on behalf of the NeighborWorks of Northeastern Pennsylvania to the Commonwealth of Pennsylvania ("the Commonwealth") acting through the Commonwealth Financing Authority (the "Grantor") for a Local Share Account Grant, pursuant to the PA Race Horse Development and Gaming Act, for the renovation and remodeling to include space for training and counseling for seniors and families/individuals in need of all phases of home ownership and financial guidance/training at the NeighborWorks Homeownership Center ("Project") located at 815 Smith Street, Scranton, Pennsylvania 18504. A copy of such grant application ("Grant Application") is attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the City of Scranton intends herein to ratify and approve the execution and submission of the Grant Application; and

WHEREAS, the Commonwealth of Pennsylvania will review the Grant Application for funding for the Local Share Account Grant in the amount of \$78,960.00 ("Grant") for the "Project"; and

WHEREAS, if the Grant Application is approved, the City of Scranton intends herein to authorize the execution of the Local Share Account Grant Contract and Commitment Letter, and the acceptance, disbursement, and utilization of the Grant for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the execution and submission of the Grant Application is hereby ratified and if approved, the Mayor and other appropriate City Officials are hereby authorized to enter into and execute and submit any additional related paperwork for this Grant, and if successful to accept the grant funds to be used for the Project as detailed in the Grant Application. This approval anticipates and authorizes the execution of any and all related documentation necessary for the Grant or to accept, disburse and utilize the Grant for the Project.

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.



October 9, 2018

Jessica Eskra, Esquire
City Solicitor
340 North Washington Avenue
Scranton, Pennsylvania 18503

Re: NeighborWorks of Northeastern Pennsylvania
Local Share Account
Single Application #20190928449
Resolution - \$78,960.00

Dear Atty. Eskra:

Attached please find the Resolution to apply and if successful accepting and disbursing funding from the Commonwealth of Pennsylvania Local Share Account in the amount \$78,960.00.

This office would appreciate your office review and expedite this Resolution in order for this to pass Council and I will need to forward it to the Commonwealth Finance Authority in order for them to approve the grant. If you have any questions regarding this project, please contact me at 570/348-4216.

Sincerely,

Linda B. Aebli
Executive Director

lba/

cc: Atty. Sean Gallagher, Solicitor, OECD
Mr. Tom Preambo, Deputy Director, OECD
Mr. Jesse Ergotts, NeighborWorks
Ms. Margaret Ryan, Economic Development Analyst, PA DCED

Single Application for Assistance**Web Application Id:** 8220440**Single Application Id:** 201809284449**Applicant:** The City of Scranton**Company:** NeighborWorks Northeastern Pennsylvania**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Applicant Information**

Applicant Entity Type:	Government
Applicant Name:	The City of Scranton
NAICS Code	9211
FEIN/SSN Number	XXXXXXXX
DUNS Number:	136814287
CEO:	William Courtright
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Linda Aebli
Contact Title:	Executive Director, OECD
Phone:	(570)-348-4216 Ext. <input type="text"/>
Fax:	<input type="text"/>
E-mail:	laebli@scrantonpa.gov
Mailing Address:	Scranton Municipal Building 340 North Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8220440

Single Application Id: 201809284449

Applicant: The City of Scranton

Company: NeighborWorks Northeastern Pennsylvania

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Single Application for Assistance

Web Application Id: 8220440

Single Application Id: 201809284449

Applicant: The City of Scranton

Company: NeighborWorks Northeastern Pennsylvania

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Company Information

Company Entity Type:	Non-Profit Corporation	
Company Name:	NeighborWorks Northeastern Pennsylvania	
Charitable organization?	True	
NAICS Code	9251	
FEIN:	XXXXXXXX	
DUNS Number:	363521873	
CEO:	Jesse J. Ergott	
CEO Title:	President & CEO	
SAP Vendor #:	XXXXXX	
Contact Name:	Jesse Ergott	
Contact Title:	President & CEO	
Phone:	(570)-558-2490	Ext. <input type="text"/>
Fax:	<input type="text"/>	
E-mail:	jergott@nwnepa.org	
Mailing Address:	1510 North Main Avenue	
City:	Scranton	
State:	PA	
Zip Code:	18508	

Single Application for Assistance**Web Application Id:** 8220440**Single Application Id:** 201809284449**Applicant:** The City of Scranton**Company:** NeighborWorks Northeastern Pennsylvania**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Business Specifics**

Current # of Full-time Employees:	
(In PA):	10
(World Wide):	0
Minority Owned:	N/A
	Select
Woman Owned:	N/A
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	5 (% of Budget)
Employee Training Investment:	2 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input checked="" type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input checked="" type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input checked="" type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Community Dev. Provider, Educational Facility, Social Services Provider,

Single Application for Assistance**Web Application Id:** 8220440**Single Application Id:** 201809284449**Applicant:** The City of Scranton**Company:** NeighborWorks Northeastern Pennsylvania**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Overview****Project Name:**

NeighborWorks Northeastern PA - HomeOwnership Center

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

Yes

If yes, indicate who:

Paul Macknosky

Single Application for Assistance

Web Application Id: 8220440

Single Application Id: 201809284449

Applicant: The City of Scranton

Company: NeighborWorks Northeastern Pennsylvania

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	815 Smith Street
City:	Scranton
State:	PA
Zip Code:	18504
County:	Lackawanna
Municipality:	Scranton City
PA House:	Marty Flynn (113)
PA Senate:	John P. Blake (22)
US House:	Matthew Cartwright (17)
Current Employees:	10
Jobs To Be Created:	0
Jobs that Pay:	\$41,232.00
	Created 0 Retained 0
	<p><u>Jobs that Pay</u></p> <p>Jobs that Pay is Part Of Governor Wolf's initiative to improve Pennsylvania's overall job climate and job growth through partnering with the private sector to encourage the creation and retention of jobs that pay at least 80% of the annual average wage in the county where the jobs are located. (See current county listings). Job creation and retention will help ensure that businesses and communities provide employment opportunities for all of the state's residents, improve the local tax base, and achieve prosperity and a higher quality of life for families and communities.</p> <p><u>NOTE:</u> Jobs that Pay required data by the Department is for reporting purposes only and will NOT be used as a criteria for awarding loans, loan guarantees, grants or tax credits.</p>
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance**Web Application Id:** 8220440**Single Application Id:** 201809284449**Applicant:** The City of Scranton**Company:** NeighborWorks Northeastern Pennsylvania**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Budget**

	Local Share Account Fund (Gaming Funds) Monroe County	NeighborWorks Northeastern PA Funds Private	Total
General Construction	\$46,700.00	\$.00	
Renovations	\$46,700.00	\$.00	\$46,700.00
Infrastructure / Site Preparation	\$28,500.00	\$.00	
Parking	\$4,100.00	\$.00	\$4,100.00
Demolition	\$11,000.00	\$.00	\$11,000.00
Excavation/Grading	\$13,400.00	\$.00	\$13,400.00
Machinery & Equipment	\$.00	\$15,000.00	
Installation/Building Modification	\$.00	\$15,000.00	\$15,000.00
Miscellaneous	\$3,760.00	\$4,300.00	
City Grant Admin	\$3,760.00	\$.00	\$3,760.00
Landscaping	\$.00	\$4,300.00	\$4,300.00
Total	\$78,960.00	\$19,300.00	
		Budget Total:	\$98,260.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Bids/Quotations, Contractor Estimates**Budget Narrative**

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. NOTE: Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The work contemplated by this proposal includes the following:

- Excavation for a new exterior concrete entry ramp, including pave restoration to provide accessible entry to the Lower Level;

Single Application for Assistance

Web Application Id: 8220440

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Project Budget

- Replace existing entry door at the Lower Level at new height to correspond with new exterior ramp and add awning above it for protected entry;
- Sealcoating of the entire paved lot, including new line striping;
- Minor landscaping around the building and property;
- Demolition of the existing drive-thru canopy, islands, and columns;
- Masonry patching/repairs at existing exterior stairs and brick walls;
- Remove existing exterior handrails and replace with new powder-coated steel handrails with pickets;
- Storage shed, inclusive of all required grading and ground preparation, the shed itself, as well as wiring from the main building to provide minimal lighting inside the shed.
- We have included an allowance of \$5,000 for any miscellaneous additional sitework that may be required due to there not being actual plans available yet, so there may be work that needs to be done that is not otherwise addressed above.

For accounting purposes, the estimated cost can be broken down as follows:

General Conditions -\$4,000

Excavation for Rear Entry Ramp -\$3,000

Pave Restoration @ Ramp - \$5,500

Sealcoating & Line Striping - \$4,100

Landscaping - \$4,300

Demo Drive Thru - \$7,300

Island Demo @ Drive Thru - \$3,700

Concrete at Rear Entry Ramp - \$4,900

Masonry Restoration @ Exterior Brick & Stairs/Ramp -\$4,900

Misc. Metals / Handrails - with metal pickets, powder coated - \$29,400

New Exterior Door & Frame - \$1,600

Awning @ Rear Entry - \$1,800

Misc. site work - \$5,000

Shed / Storage (expansion of existing? New? Etc.) - \$15,000

Our opinion of the cost to perform the work as described and clarified above is \$ 94,500 (Ninety-four Thousand Five Hundred dollars).

Single Application for Assistance

Web Application Id: 8220440

Single Application Id: 201809284449

Applicant: The City of Scranton

Company: NeighborWorks Northeastern Pennsylvania

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

NeighborWorks Northeastern Pennsylvania (NeighborWorks) is planning a redevelopment project in West Scranton, a neighborhood which our organization has targeted for long-term revitalization efforts. The project will convert a former credit union branch building located at 815 Smith Street into our NeighborWorks Homeownership Center™ and administrative headquarters.

Our plan consists of renovating and remodeling the building to include space for training and counseling for seniors and families/individuals in need of home ownership and financial guidance such as financial consulting, upkeep advice, property management, homeownership counseling, foreclosure prevention, and other related assistance.

Additionally, the project will allow us to provide meeting and small event space for local non-profit organizations, community groups, neighborhood associations, and other interested parties in a section of the city that currently lacks comparable convening space.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

Having acquired the property in 2017, NeighborWorks has been planning the renovation and relocation project for the past year. We have engaged an architect and construction management company to complete the design and construction estimates for the project. The overall renovation will be completed in two separate phases. The first phase will involve interior demolition and renovations to create the administrative office and counseling space noted earlier. The second phase, which we hope to complete with assistance from Local Share Account funding, will address exterior renovations and accessibility improvements for the classroom portion of our HomeOwnership Center™.

The overall outcome of the project will be a renovated and fully-accessible administrative office and modern classroom / convening space which will be utilized by over 1,000 clients, community members, and partners each year in this underserved neighborhood.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

The funds from the Local Share Account program will be used for a number of different exterior improvements focused on safety, accessibility, and visibility for the facility. In approximate numbers, these improvements include excavation and paving/concrete work for exterior ADA accessibility to the classroom and meeting space (\$16,800), sealcoating and re-striping the parking area (\$4,100), landscaping (\$4,300), demolishing the existing drive-through teller station and foundations (\$11,000), masonry restoration of existing stairways and wheelchair ramp (\$4,900), replacing all metal handrails with modern, ADA compliant handrails with metal pickets (\$29,400), miscellaneous small general conditions work (\$5,000), and a shed / expanded onsite storage (\$15,000). We are also requesting 5% in administration funds (\$3,760). Our total LSA request is \$78,960. We will have \$19,300 in match. The total project cost will be \$98,260.

Single Application for Assistance**Web Application Id:** 8220440**Single Application Id:** 201809284449**Applicant:** The City of Scranton**Company:** NeighborWorks Northeastern Pennsylvania**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Narrative****Projected Schedule and Key Milestones and Dates**

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

We anticipate completing the first phase of the project in the first quarter of 2019 (January-March). The second phase, which is the subject of this application, would be addressed in the second quarter of 2019 (April-June) contingent on the timing and availability of funds.

Single Application for Assistance**Web Application Id:** 8220440**Single Application Id:** 201809284449**Applicant:** The City of Scranton**Company:** NeighborWorks Northeastern Pennsylvania**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Program Addenda**

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

LSA - Detailed Project Description.pdf

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

NeighborWorks - LSA Project Timeline.pdf

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

NeighborWorks - LSA Project Budget (HomeOwnership Center).pdf

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

Construction Estimates - Phase 2.pdf

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

Lack. County NeighborWorksLSA.pdf

6. A letter of support for the project from the affected community;

Uploaded Documents

Single Application for Assistance**Web Application Id:** 8220440**Single Application Id:** 201809284449**Applicant:** The City of Scranton**Company:** NeighborWorks Northeastern Pennsylvania**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Program Addenda**

LSA Application - Scranton support letter.pdf

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

City & NWNEPA RESOLUTION forthcoming.pdf

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

LSA Match commitment letter.pdf

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

NWNEPA Audited Financial Statements (FYE 6-30-17).pdf



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201809284449

This page must accompany all required supplemental information **Mail to:**

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201809284449 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Jesse J. Ergott

Linda B. Abli Executive Director, Scranton City / DECD

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.



NeighborWorks® Northeastern Pennsylvania

NeighborWorks HomeOwnership Center™

Local Share Account / Monroe County

-PROJECT DESCRIPTION-

A. Detailed Project Description.

NeighborWorks Northeastern Pennsylvania (NeighborWorks), currently headquartered in North Scranton, is excited about a project we have underway located at 815 Smith Street in the neighborhood of West Scranton, a neighborhood which our organization has targeted for long-term revitalization efforts. The project will convert a former credit union branch building into our NeighborWorks Homeownership Center™ and administrative headquarters.

Our plan consists of renovating and remodeling the building to include space for training and counseling for seniors and families/individuals in need of home ownership and financial guidance such as financial consulting, upkeep advice, property management, homeownership counseling, foreclosure prevention, and other related assistance. The renovation will allow us to expand our offerings of counseling sessions, homebuyer workshops, financial fitness classes, and other group training opportunities for city, county, and regional residents. We also plan to convert a portion of the property into office/administrative space for our team of 10 employees. Additionally, the project will allow us to provide meeting and small special event space for local non-profit organizations, community groups, neighborhood associations, and other interested parties in a section of the city that currently lacks comparable convening space.

Estimates for completion of the project including design, engineering, permitting, demolition, construction, furnishing and fixtures is approximately \$350,000. NeighborWorks purchased this property outright in 2017.

In addition to the \$200,000 investment NeighborWorks has already made in purchasing the property, we currently have nearly 35% of funds needed for the renovation in hand and are working with other major foundations and funding sources, in addition to this application, to secure financing to move the project forward through phase 1.

We seek \$78,960 in LSA funds through this application to complete the second phase of the project in spring of 2019. When completed, we anticipate being able to further expand our staffing and program/service offerings to our neighbors in the City of Scranton and throughout Northeastern Pennsylvania.

About NeighborWorks:

Founded in 1981, NeighborWorks is a private non-profit organization that works to strengthen the financial stability of the families in our community through homeownership creation and preservation. Our vision for strong, healthy northeastern Pennsylvania neighborhoods is built on the concepts of resident empowerment, redevelopment and public/private partnership. To accomplish this vision, NeighborWorks operates a *HomeOwnership Center* through which we provide homebuyer education classes, personalized housing and credit counseling services, and affordable financing products for modest-income families.

NeighborWorks is committed to:

- Increasing homeownership
- Reducing neighborhood blight
- Providing resources for home improvement
- Encouraging private investment by banks, homeowners, commercial and industrial users and landlords
- Forging strong relationships among government officials and residents
- Fostering sustainable change through education, training and leadership development

NeighborWorks is a chartered member of the National NeighborWorks Network, a system of more than 240 organizations working in nearly 4,400 urban, suburban and rural communities across the United States. NeighborWorks operates a full-service *HomeOwnership Center* according to the guidelines and priorities used by NeighborWorks® America. NeighborWorks' *HomeOwnership Center* uses a continuum of strategies to ensure successful and sustainable homeownership for people of modest means throughout Northeastern Pennsylvania. Successful, sustainable homeownership begins with educated consumers who have the tools, capacity and options to make good choices about their homeownership decision, financing and maintenance of their homes. Our *HomeOwnership Center* program includes:

- Pre-purchase Education
- Financial Fitness Training
- Affordability Assistance
- Predatory-Lending Avoidance
- Post-Purchase Education



NeighborWorks Northeastern Pennsylvania
• NeighborWorks HomeOwnership Center •

- Retention of Homeownership through Property Rehabilitation and Responsible Refinancing
- Volunteer-Led Home Repair
- Foreclosure Mitigation Counseling

These user-friendly services provide full access to all the services and training customers need to shop for, purchase, rehabilitate, insure and maintain a home and attract customers who are typically underserved, including single women, minorities and families of modest means. Overall, our customers include a diverse spectrum of single people and families from varied socio-economic backgrounds.

In addition to our direct relationship with NeighborWorks® America, NeighborWorks is a HUD-approved housing counseling agency and a designated pre-and-post purchase counseling provider for the Pennsylvania Housing Finance Agency (PHFA). All of our foreclosure counseling services are conducted in accordance with the National Industry Standards for Homeownership Education & Counseling. NeighborWorks staff also receives regular training in housing counseling, lending, community development activities and financial fitness through completing NeighborWorks® America, PHFA, and HUD training coursework.

B. Project Location.

This project is located at 815 Smith Street in the City of Scranton, Pennsylvania. Smith Street is located in a designated low-moderate income section in the neighborhood of West Scranton, an area which NeighborWorks has targeted for long-term revitalization efforts.

C. Consistency with Existing Plans?

This project is consistent with a number of existing planning efforts, including:

- 1) **The Lackawanna-Luzerne Regional Plan.** Specifically, the project fits into the regional plan's goals of providing new and expanded public and private facilities for community services. It also fits the plan's "Keystone Principles", designed by the Commonwealth, under the goals of "Redevelop First" and "Expand Housing Opportunities".

The plan also references creating additional opportunities for homeownership in urban centers by stating *"Neighborhood stabilization and socioeconomic balance and basic municipal fiscal viability depend on middle income families and individuals being attracted to urban centers. The counties will make urban neighborhoods a top priority and look at a variety of different strategies to address housing needs, including providing more homeownership opportunities and more housing stock choices."*



Such strategies should include streamlining the site acquisition and housing production process, marketing housing to potential home buyers through employer incentives, and tax abatements for the construction and improvements of residential units." The work of NeighborWorks through our HomeOwnership Center™ directly addresses these issues and advances this strategy.

- 2) **City of Scranton 5-Year Consolidated Plan.** The relevant priorities identified in the Plan include:
 - a. Public Facility and Infrastructure Improvements. *"Fund public facility improvements that benefit low to moderate-income households and persons, and persons with special needs to include senior centers, neighborhood facilities, youth centers, homeless facilities, childcare centers, parks and recreational facilities."*
 - b. Increase Access to Affordable Housing. *"Fund activities that expand the supply and improve the condition of housing affordable to lower income households."*
 - c. Public Services. *"Fund projects that provide supportive services to low and moderate income household as well as persons with special needs."*
 - d. Affirmatively Further Fair Housing. *"Support improved access to community resources."*
- 3) **NeighborWorks West Scranton Revitalization Plan.** NeighborWorks is currently in the early stages of developing a revitalization plan for the neighborhood of West Scranton. A major theme in this plan will be investing in key anchor properties (such as the proposed project) throughout the neighborhood that can be utilized for public purposes.

D. Priority Investment?

Although this project is consistent with many of the goals outlined in a number of existing plans, it has not been specifically identified as a priority investment. However, in discussions with city and county officials and in line with Keystone principles mentioned above and the goals of NeighborWorks, itself, we firmly believe that investment in this project will have long-lasting positive effects on the neighborhood while at the same time affording those on the fringes of home-ownership capabilities the possibilities to successfully own and manage properties in the city. These outcomes translate to positive impacts so desperately needed in urban areas such as Scranton and greatly enhance likelihood for additional public/private investment in these type endeavors.

E. Investment and Community Impact.

The overall community impact from this project is anticipated on a number of fronts:

- 1) Reinvestment in a key area of the city. This property is located near the gateway into the City of Scranton from the borough of Taylor along Main Avenue. It is half a block from another major private development project that is already underway which has significant support (including RACP funding from the Commonwealth). We are also coordinating efforts for our project with the owners of the adjacent gas station, who are also undertaking



NeighborWorks Northeastern Pennsylvania
• NeighborWorks HomeOwnership Center •

a major renovation to add a Dunkin Donuts and other amenities on their site. Taken as a whole, our collective renovations will mark a significant investment and improvement to the western gateway of the city.

- 2) **Housing Services Delivery.** After the renovation of the administrative offices and HomeOwnership Center™ is complete, we will be able to significantly increase the amount of education classes and client services provided by the organization due to having additional space and the increased efficiency that comes from having all of our services under one roof. We expect to increase the amount of clients receiving homeownership services from approximately 250 to 450 each year. This will mean many more of our neighbors will receive pre-purchase counseling, homebuyer education, foreclosure prevention services, and financial coaching – all which have a significant positive effects on both the individuals receiving the services and the neighborhoods in which they reside.
- 3) **Community Convening Space.** West Scranton has few locations for community groups and civic organizations to meet. Since we have owned the property, we have already had multiple requests for the use of the space after it is renovated from groups such as the American Legion and neighborhood associations. We've also had requests from other organizations seeking classroom space for their own trainings. In addition, NeighborWorks is actively pursuing funding for a neighborhood revitalization plan for the West Scranton neighborhood. Our building represents a key community asset in the neighborhood and a potential anchor location, so along with our own use of the meeting space for homebuyer classes and other mission-oriented work, we seek to make the property a resource for the entire neighborhood.

F. Historical and Proposed Use.

Originally built as a social hall for a local American Legion post in the 1950's, the building was acquired by the St. Ann's Credit Union over 20 years ago. More recently, the Cross Valley Credit Union operated a branch out of the location through early 2017. Whether as an American Legion site or a credit union, the property has always been a hub of activity on the western edge of the City of Scranton. We intend to honor this history by continuing to encourage the community's use of the building for civic and resident-convening purposes.

G. Experience of Developer.

NeighborWorks has extensive construction project management experience for single-family home remodels and full renovations. We have also renovated another former bank building for a previous office we occupied.



NeighborWorks Northeastern Pennsylvania
- NeighborWorks HomeOwnership Center -

Attachments

- 1) Project Schedule and Detailed Timeline
- 2) Budget and Cost Basis
- 3) Copy of Signed Contractor Estimate
- 4) Conformity with Local and Regional Comprehensive Plans and Zoning
- 5) Letter of Support
- 6) Resolution
- 7) Funding Commitment Letters
- 8) Most Recent Financials





Local Share Account / Monroe County

-PROJECT TIMELINE-

June 2018 – October 2018

- Secure architect and construction management firm
- Site planning, design, and MEP
- Construction estimating

October 2018-December 2018

- Finalize plans
- Complete fundraising/financing
- Assemble final bid documents

January 2019-March 2019

- Construction bidding for Phase 1
- Phase 1 interior renovations:
 - o Interior selective demolition
 - o Rough carpentry
 - o Glass install and glazing
 - o Drywall install and finishing
 - o Carpeting/floor coverings
 - o Ceilings
 - o Painting
 - o Casework and cabinetry
 - o Plumbing/HVAC
 - o Electrical
 - o Furnishings

April 2019-June 2019

- Construction bidding for Phase 2
- Phase 2 exterior renovations:
 - o ADA accessible entrance at rear of building (classroom entrance)
 - o Landscaping
 - o Repairs/repointing of exterior masonry
 - o Sealcoating / line striping
 - o Demolition of drive through
 - o Removal of old railings / installation of new railings
 - o Exterior shed and expanded storage

NEIGHBORWORKS NORTHEASTERN PENNSYLVANIA
Project Budget - LSA / Monroe County
NeighborWorks HomeOwnership Center - 815 Smith Street, Scranton

Project Investment to-date: NeighborWorks invested \$185,000 of our own existing capital to acquire the property in 2017. Since that time, we have invested approximately \$12,000 in additional funds on improvements and holding costs for the property, for a total current investment of \$197,000.

Total Renovation Budget: Construction estimates for the entire renovation project total \$352,500 over two phases (\$258,000 for Phase 1; \$94,500 for Phase 2). NeighborWorks anticipates completing the first phase of the project during the first quarter of 2019 (prior to the announcement of LSA awards) utilizing other funds. We currently have approximately \$118,200 in-hand designated for Phase 1, with multiple requests for the remainder of the funds in the works. This LSA application is specifically for Phase 2 of the renovation.

DETAILED PROJECT COSTS - Phase 2	TOTAL PROJECT BUDGET	NWNEPA FUNDS	LSA / Monroe County Funds
General Conditions	\$ 4,000.00		\$ 4,000.00
ADA Entryway for Classroom			
Excavation	3,000.00		3,000.00
Pave Restoration @ ramp	5,500.00		5,500.00
Concrete at entryway	4,900.00		4,900.00
Awning	1,800.00		1,800.00
Door and Frame	1,600.00		1,600.00
Sealcoating & Line Striping	4,100.00		4,100.00
Landscaping	4,300.00	4,300.00	
Demolition of Drive-Through			
Demo structure	7,300.00		7,300.00
Island/foundation demo	3,700.00		3,700.00
Exterior Masonry Restoration (Stairs/Ramp)	4,900.00		4,900.00
Misc. Metals / ADA Handrails	29,400.00		29,400.00
Misc. Site Work	5,000.00		5,000.00
Shed and Expanded Storage on Site	15,000.00	15,000.00	
TOTAL PROJECT COSTS	\$ 94,500.00	\$ 19,300.00	\$ 75,200.00
LSA Grant Administration (5%)	3,760.00		3,760.00
TOTAL (Including Grant Admin.)	\$ 98,260.00	\$ 19,300.00	\$ 78,960.00

Budget Cost Basis Narrative: The cost estimates for the project were provided by D&O Enterprises, LLC, a Scranton firm specializing in general construction and commercial construction management services. All estimates include prevailing wage, materials, permitting, and other cost details.

D&O

Enterprises, LLC

September 27, 2018

Mr. Jesse Ergott
President & CEO
NeighborWorks Northeastern Pennsylvania
1510 N. Main Avenue
Scranton, PA 18508

Re: Site & Accessibility Renovations for the new NeighborWorks
Northeastern Pennsylvania Office Building in Scranton, PA

Dear Mr. Ergott:

Thank you for the opportunity to provide you with a proposal for the desired modifications to your property at 815 Smith Street in Scranton, PA.

As you are aware, no firm plans are currently available for the modifications anticipated on your property. Based on our discussions, we have come up with a scope of work that we believe to be necessary and offer the below opinion of the cost of this scope of work.

The work contemplated by this proposal includes the following:

- Excavation for a new exterior concrete entry ramp, including pave restoration to provide accessible entry to the Lower Level;
- Replace existing entry door at the Lower Level at new height to correspond with new exterior ramp and add awning above it for protected entry;
- Sealcoating of the entire paved lot, including new line striping;
- Minor landscaping around the building and property;
- Demolition of the existing drive-thru canopy, islands, and columns;
- Masonry patching/repairs at existing exterior stairs and brick walls;
- Remove existing exterior handrails and replace with new powder-coated steel handrails with pickets;
- We have included an allowance for providing a new storage shed at the property of \$15,000, inclusive of all required grading and ground preparation, the shed itself, as well as wiring from the main building to provide minimal lighting inside the shed.
- We have included an allowance of \$5,000 for any miscellaneous additional sitework that may be required due to there not being actual plans available yet, so there may be work that needs to be done that is not otherwise addressed above.
- All work of this proposal shall be performed during normal working hours.
- It is assumed that our personnel will be able to utilize the existing toilet facilities as well as electricity and water in the building as needed without charge.
- We have not included any costs for builder's risk insurance nor for payment or performance bonds. D&O's standard insurance coverage shall apply.
- We have *not* included the cost of a design professional, nor of drafting /preparing formal plans and/or specifications.
- We have assumed that there are no hazardous materials present. No hazardous materials testing or abatement is included in our proposal.

Mr. Jesse Ergott
NeighborWorks Northeastern Pennsylvania
September 27, 2018
Page Two

- No electrical or mechanical work is included in our proposal.
- For accounting purposes only, the estimated cost can be broken down as follows:

General Conditions	\$4,000
Excavation for Rear Entry Ramp	\$3,000
Pave Restoration @ Ramp	\$5,500
Sealcoating & Line Striping	\$4,100
Landscaping	\$4,300
Demo Drive Thru	\$7,300
Island Demo @ Drive Thru	\$3,700
Concrete at Rear Entry Ramp	\$4,900
Masonry Restoration @ Exterior Brick & Stairs/Ramp	\$4,900
Misc. Metals / Handrails - with metal pickets, powder coated	\$29,400
New Exterior Door & Frame	\$1,600
Awning @ Rear Entry	\$1,800
Misc. site work	\$5,000
Shed / Storage (expansion of existing? New? Etc.)	\$15,000

Our opinion of the cost to perform the work as described and clarified above is \$ 94,500 (Ninety-four Thousand Five Hundred dollars).

If you have any questions, please don't hesitate to contact me. We look forward to working with you on this project that will certainly enhance the ability of your organization to provide valuable services and training to your clients.

Sincerely,



Natalie P. O'Hara
President



Lackawanna County

REGIONAL PLANNING COMMISSION

Lackawanna County
Commissioners
Patrick M. O'Malley
Jerry Notarianni
Laureen A. Cummings

Planning Commission
Patrick Dempsey, Chairman
John Pocius
Bruce Zero, Esq.
Joseph Lorince
Rosemary Broderick
David Johns
Germaine Carey
Harry Lindsay
Cindy Campbell

September 25, 2018

NeighborWorks NEPA
1510 N. Main Avenue
Scranton, PA 18508

RE: Local Share Account (Monroe County) Grant Application
Home Ownership Center and Headquarters

To Whom It May Concern:

The Lackawanna County Planning Commission has reviewed the correspondence for the above-referenced grant application.

Be advised that the project does not conflict with any Lackawanna County comprehensive land-use, sewage facilities, or environmental plan.

The Planning Commission fully supports the endeavor. The project meets the goals of the Lackawanna-Luzerne Regional Plan, specifically the Community Facilities Goals to provide new and expanded public and private facilities for community services.

Please feel free to call me should you require further assistance.

Sincerely,

Mary Liz Donato
Regional Planning Manager



Office of Economic and
Community Development

September 12, 2018

Mr. Jesse J. Ergott
President & CEO
NeighborWorks® Northeastern Pennsylvania
1510 N. Main Avenue
Scranton PA 18508

Re: NeighborWorks HomeOwnership Center
West Scranton, Pennsylvania

Dear Mr. Ergott:

It is my pleasure to offer the support of the community for the new NeighborWorks HomeOwnership Center planned for West Scranton. I personally know the exceptional work NeighborWorks has performed dating back to the 1980's when its name was Scranton Neighborhood Housing Services, Inc.

The proposed plan is to renovate and remodel a structure located at 815 Smith Street in Scranton. The building is to include space for training and counseling for seniors and families/individuals in need of home ownership and financial guidance, property management, homeownership counseling, foreclosure prevention and other related assistance along with converting a portion of the building into office/administrative space.

NeighborWorks revitalization efforts and expansion of housing programs in West Scranton meet an urgent public need for Scranton residents. The Administration is in full support of this project and I personally look forward to working with you on this project and supporting the forthcoming housing programs.

Sincerely,

A handwritten signature in black ink that reads "Linda B. Aebli".

Linda B. Aebli
Executive Director

Lba/

RESOLUTION

Please note: A formal resolution from the applicant (The City of Scranton) is forthcoming.



RESOLUTION #18-9.1

Local Share Account – Monroe County Application

I hereby certify that I am the Secretary of Scranton Neighborhood Housing Services d/b/a NeighborWorks Northeastern PA, a corporation of the State of Pennsylvania. The Board of Directors passed the following resolution dated September 19th, 2018, which is now in force and is not in conflict with the Charter or Bylaws of the Corporation.

WHEREAS, the Commonwealth of Pennsylvania has issued a notice of funding availability for local projects through the Local Share Account – Monroe County Program and

WHEREAS, NeighborWorks Northeastern PA, in partnership with the City of Scranton, wishes to apply for and receive an allocation of LSA funds from the Local Share Account for its NeighborWorks HomeOwnership Center project located at 815 Smith Street in the City of Scranton,

NOW THEREFORE, BE IT RESOLVED that NeighborWorks Northeastern PA authorizes the submittal of an application in the amount of \$78,960 to Local Share Account program in partnership with the City of Scranton to be considered to receive an allocation of funds through said program. The President & CEO or Board Chair are hereby authorized to execute in the name of NeighborWorks Northeastern PA all necessary applications, contracts, payment requests, agreements, and amendments hereto for the purposes of securing LSA funds and to implement and carry out the purposes specified in the application.

FURTHER RESOLVED THAT THE Board of Directors has accepted and approved the action above.

Authorized Agent: _____

Michele Bannon - Chair

IN WITNESS WHEREOF, I have executed this resolution in my capacity as Secretary of the Corporation this 19th day of September, in the year 2018.

Kurt R. Bauman
ATTEST: Secretary- Kurt Bauman



September 28, 2018

Pennsylvania Dept. of Community & Economic Development
400 North Street, 4th Floor
Harrisburg, PA 17120

RE: LSA/Monroe County Application

To Whom It May Concern:

As stated in this LSA / Monroe County application, NeighborWorks Northeastern Pennsylvania (NeighborWorks) is in the midst of a renovation project at a property located at 815 Smith Street in the City of Scranton. When complete, this property will be the home of NeighborWorks' administrative offices and HomeOwnership Center™ where we will serve clients with a variety of financial, homeownership, and community development services.

To date, NeighborWorks has invested approximately \$197,000 in acquisition and holding costs for the project. We also currently have another \$118,200 in-hand towards Phase 1 of the renovation project.

For the purposes of this LSA application, we are focused on Phase 2 of the project. We are able to commit \$19,300 in existing funds to match the \$78,960 LSA request, for a total Phase 2 cost of \$98,260.

Thank you for your consideration of this important project.

Sincerely,

A handwritten signature in black ink, appearing to read "Jesse J. Ergott", is written over a horizontal line.

Jesse J. Ergott
President & CEO

SCRANTON NEIGHBORHOOD HOUSING
SERVICES, INC.

DBA NEIGHBORWORKS
NORTHEASTERN PENNSYLVANIA

JUNE 30, 2017 AND 2016

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14	Schedule 2	Schedule of Expenses



McGrail Merkel Quinn & Associates, P.C.

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

Clay Avenue Professional Plaza
1178 Clay Avenue
Scranton, PA 18510
570 961-0345
Fax: 570 961-8650
mmq.com

Independent Auditor's Report

To the Board of Directors of
Scranton Neighborhood Housing Services, Inc.
dba NeighborWorks Northeastern Pennsylvania
Scranton, Pennsylvania

Report on the Financial Statements

We have audited the accompanying financial statements of Scranton Neighborhood Housing Services, Inc. dba NeighborWorks Northeastern Pennsylvania (a not-for-profit organization) which comprise the statements of financial position as of June 30, 2017 and 2016, and the related statements of activities and cash flows for the years then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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To the Board of Directors of
Scranton Neighborhood Housing Services, Inc.
dba NeighborWorks Northeastern Pennsylvania
Scranton, Pennsylvania

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Scranton Neighborhood Housing Services, Inc. dba NeighborWorks Northeastern Pennsylvania as of June 30, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects, in relation to the financial statements as a whole.

Mc Nail, Markel, Quinn
+ Associates, P.C.

Scranton, Pennsylvania
December 15, 2017

SCRANTON NEIGHBORHOOD HOUSING SERVICES, INC
DBA NEIGHBORWORKS NORTHEASTERN PENNSYLVANIA

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2017 AND 2016

	<u>ASSETS</u>	
	<u>2017</u>	<u>2016</u>
Cash	\$ 616,754	\$ 648,635
Program receivables	158,719	27,506
Prepaid expenses	17,214	17,195
Current portion of mortgage loans receivable	63,135	55,418
Foreclosure receivables, less loss reserve of \$40,593 and \$38,484 in 2017 and 2016, respectively	11,196	10,820
Total current assets	<u>867,018</u>	<u>759,574</u>
Cash restricted by permanent funds	32,752	469,946
Noncurrent portion of mortgage loans receivable, less loan loss reserve of \$65,894 and \$56,681 in 2017 and 2016	685,658	635,444
Property and equipment, net	193,425	180,329
Foreclosed properties held for resale, less reserve of \$ 55,328 in 2017 and 2016	-	-
Program properties held for resale	241,352	44,500
Property held for sale	<u>169,724</u>	<u>-</u>
Total assets	<u>\$ 2,189,929</u>	<u>\$ 2,089,793</u>
<u>LIABILITIES AND NET ASSETS</u>		
Liabilities		
Accounts payable	\$ 6,839	\$ 3,811
Accrued expenses	26,359	33,911
Agency funds	11,836	7,621
Deferred revenue	<u>435,715</u>	<u>355,737</u>
Total liabilities	<u>480,749</u>	<u>401,080</u>
Net assets		
Unrestricted		
Undesignated	1,063,824	791,034
Investment in property and equipment	193,425	180,329
Total unrestricted	<u>1,257,249</u>	<u>971,363</u>
Temporarily restricted	-	-
Permanently restricted - (Schedule 1)	<u>451,931</u>	<u>717,350</u>
Total net assets	<u>1,709,180</u>	<u>1,688,713</u>
Total liabilities and net assets	<u>\$ 2,189,929</u>	<u>\$ 2,089,793</u>

The accompanying Notes are an integral part of these Financial Statements.

SCRANTON NEIGHBORHOOD HOUSING SERVICES, INC.
DBA NEIGHBORWORKS NORTHEASTERN PENNSYLVANIA

STATEMENTS OF ACTIVITIES

YEARS ENDED JUNE 30, 2017 AND 2016

	2017				2016			
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Unrestricted revenues and gains								
Grant income	\$ 224,006	\$ -	\$ -	\$ 224,006	\$ 182,306	\$ -	\$ 50,000	\$ 232,306
Administrative fees on grant contracts	6,695	-	-	6,695	6,558	-	-	6,558
Fees and commissions	2,047	-	-	2,047	2,440	-	-	2,440
Contributions	291,765	-	-	291,765	578,111	1,302	-	579,413
Homebuyer Education	16,111	-	-	16,111	2,270	-	-	2,270
Mortgage interest and late fee income	32,694	-	-	32,694	30,201	-	-	30,201
Other interest income	322	-	-	322	370	6	-	376
Miscellaneous income	-	-	-	-	8,088	-	-	8,088
Gain on sale of property held for resale	-	-	-	-	35,647	-	-	35,647
Fundraising events, net of \$78,400 and \$55,598 of related expenses in 2017 and 2016, respectively	24,118	-	-	24,118	25,292	-	-	25,292
Net assets released from restriction	265,419	-	(265,419)	-	81,275	(7,125)	(74,150)	-
Total revenues and gains	863,177	-	(265,419)	597,758	952,558	(5,817)	(24,150)	922,591
Expenses								
Program services	279,770	-	-	279,770	274,490	-	-	274,490
Management and general	232,244	-	-	232,244	253,618	-	-	253,618
Fundraising	65,277	-	-	65,277	50,938	-	-	50,938
Total expenses - Schedule 2	577,291	-	-	577,291	579,046	-	-	579,046
Change in net assets	285,886	-	(265,419)	20,467	373,512	(5,817)	(24,150)	343,545
Net assets, beginning of year	971,363	-	717,350	1,688,713	597,851	5,817	741,500	1,345,168
Net assets, end of year	<u>\$ 1,257,249</u>	<u>\$ -</u>	<u>\$ 451,931</u>	<u>\$ 1,709,180</u>	<u>\$ 971,363</u>	<u>\$ -</u>	<u>\$ 717,350</u>	<u>\$ 1,688,713</u>

The accompanying Notes are an integral part of these Financial Statements.

SCRANTON NEIGHBORHOOD HOUSING SERVICES, INC.
DBA NEIGHBORWORKS NORTHEASTERN PENNSYLVANIA

STATEMENTS OF CASH FLOWS

YEARS ENDED JUNE 30, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
Operating activities		
Increase in net assets	\$ 20,467	\$ 343,545
Adjustments to reconcile increase in net assets to net cash (used in) provided by operating activities		
Noncash donation	(113,545)	(450,004)
Amortization	6,041	3,109
Depreciation	7,611	9,500
Provision for doubtful accounts	(678)	47,554
Write-down of foreclosed property held for resale	-	55,328
Gain on sale of property held for resale	-	(35,647)
(Increase) decrease in operating assets:		
Program receivables	(131,213)	(11,245)
Foreclosure receivables	(2,485)	(16,639)
Prepaid expenses	(19)	11,894
Increase (decrease) in operating liabilities:		
Accounts payable	3,028	(6,430)
Accrued expenses	(7,552)	831
Agency funds	4,215	3,857
Deferred revenue	79,978	183,780
Net cash (used in) provided by operating activities	<u>(134,152)</u>	<u>139,433</u>
Investing activities		
Purchase of property and equipment	(190,431)	(900)
Purchase and costs of property held for resale	(196,852)	(130,103)
Proceeds from sale of property held for resale	-	121,250
Change in cash restricted for the neighborhood reinvestment revolving loan and capital projects fund	437,194	(7,358)
Principal collected on mortgage loans	52,360	118,985
Net cash provided by investing activities	<u>102,271</u>	<u>101,874</u>
Financing activities		
None	<u>-</u>	<u>-</u>
Net (decrease) increase in cash	(31,881)	241,307
Cash, at beginning of year	<u>648,635</u>	<u>407,328</u>
Cash, at end of year	<u>\$ 616,754</u>	<u>\$ 648,635</u>

The accompanying Notes are an integral part of these Financial Statements.

NOTES TO FINANCIAL STATEMENTS

Note 1 - Nature of Activities and Summary of Significant Accounting Policies

Nature of Activities

Scranton Neighborhood Housing Services, Inc. dba NeighborWorks Northeastern Pennsylvania (the Organization) was incorporated on July 17, 1981. The Organization is a not-for-profit corporation whose purpose is to revitalize neighborhoods and create opportunities for individuals and families to improve their lives through quality housing and financial guidance. The Organization is supported primarily from contributions from financial institutions and governmental nonprofit organizations. The Organization received approximately 31% and 23% of its revenues from NeighborWorks America for the years ended June 30, 2017 and 2016, respectively.

Basis of Accounting

The financial statements, prepared in accordance with accounting principles generally accepted in the United States of America, are presented on the accrual basis.

The Organization follows the requirements of the Revenue Recognition Topic of the FASB Accounting Standards Codification. In accordance with those requirements, contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support depending on the existence and/or nature of any donor restrictions.

The Organization also follows the requirements of the Not-for-Profit Entities Topic of the FASB Accounting Standards Codification. Under those requirements, an Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Accounts Receivable and Other Receivables

Accounts receivable and other receivables are reported at amounts management expects to collect on balances outstanding at the year-end. The Organization established loan loss reserves based on historical collection percentages and management's evaluation of collectability.

Note 1 - Nature of Activities and Summary of Significant Accounting Policies - (Continued)

Property and Equipment

Property and equipment are recorded at cost for purchased assets and fair market value as of the date of donation for donated assets. Depreciation is computed using the straight-line method over the estimated useful lives of the related asset.

Deferred Revenue

Income from grants to provide counseling services and rehabilitation of residences received in advance is deferred and recognized over the periods in which the services and rehabilitation will be performed.

Temporarily Restricted Net Assets

Temporarily restricted net assets are those whose use by the Organization has been limited by donors to a specific time period or purpose.

Permanently Restricted Net Assets

Permanently restricted net assets represent funds permanently restricted for making affordable loans and capital projects. This amount is permanently restricted although proceeds on capital projects, or interest earned, over and above the corpus may be transferred to unrestricted net assets for furthering the Organization's mission.

Restricted and Unrestricted Support

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Expense Allocation

The costs of providing the programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among program and supporting services based on management's calculation of time spent by staff personnel on program services verse administrative duties.

Advertising

Advertising costs are charged to operations as incurred and were \$1,571 and \$4,730 for the years ended June 30, 2017 and 2016, respectively.

Cash Flows

For purposes of the Statement of Cash Flows, cash excludes permanently restricted cash.

Note 1 - Nature of Activities and Summary of Significant Accounting Policies - (Continued)

Reclassifications

Certain items on the prior year's financial statements have been reclassified to conform to the current year's format.

Income Taxes

The Organization is a not-for-profit corporation as described in Section 501(c)(3) of the Internal Revenue Code and is exempt from federal income taxes.

In accordance with The Financial Accounting Standards Board guidance on accounting for uncertainty in income taxes, Management evaluated the Organization's tax positions and concluded that the Organization had taken no uncertain tax positions that require adjustments to the financial statements to comply with the provisions of this guidance. With few exceptions, the Organization is no longer subject to income tax examinations by the U.S., state or local tax authorities for years before 2013.

Subsequent Events

The Organization has evaluated subsequent events through December 15, 2017 the date that these financial statements were available to be issued, and concluded no events or transactions occurred during that period requiring recognition or disclosure.

Noncash Donation

The Organization received several non-cash donations totaling \$113,545 and \$450,004 during 2017 and 2016, respectively, in the form of additional partial interests in a pool of mortgage loans, referred to as "consortium loans". The Organization had previously owned a minor portion in the portfolio and also serviced the entire portfolio. The value of the donation was determined by calculating the present value of the future cash flow of each loan using a fair market rate of interest. Also, a reserve for possible loan losses was calculated.

Note 2 - Mortgage Loans Receivable

In previous years, loans have been granted to low- and moderate-income residents of Lackawanna County, Pennsylvania for the purchase of new homes and rehabilitation of existing homes. These loans were made in agreement with grant restrictions. The loans were made to individuals who are unable to qualify for conventional financing and are below market interest rates.

Mortgage loans receivable are reported net of the applicable allowance for loan losses. The provision for loan losses represents management's determination of the amount necessary to bring the allowance for loan losses to a level that management considers adequate to reflect the risk of future losses inherent in the Organization's loan portfolio.

As noted above, the Organization is a partial owner of a pool of consortium loans which had been previously granted by financial institutions to facilitate home acquisition by low and moderate income families. The loans are reported net of an allowance for possible loan losses, which was determined by management through reference to historical loan loss trends in the portfolio.

Note 2 - Mortgage Loans Receivable - (Continued)

Mortgage loans receivable consisted of the following at June 30, 2017 and 2016:

	2017			
	Home Ownership Loans	NeighborWorks America Fund	Consortium Loans	Total
Mortgage loans receivable	\$ 66,231	\$ 128,327	\$ 620,129	\$ 814,687
Less: loan loss reserves	17,069	2,565	46,260	65,894
Mortgage loans receivable, net of loan loss reserves	<u>\$ 49,162</u>	<u>\$ 125,762</u>	<u>\$ 573,869</u>	<u>\$ 748,793</u>
	2016			
	Home Ownership Loans	NeighborWorks America Fund	Consortium Loans	Total
Mortgage loans receivable	\$ 69,701	\$ 153,404	\$ 524,438	\$ 747,543
Less: loan loss reserves	1,394	28,927	26,360	56,681
Mortgage loans receivable, net of loan loss reserves	<u>\$ 68,307</u>	<u>\$ 124,477</u>	<u>\$ 498,078</u>	<u>\$ 690,862</u>

The provision for bad debts included in program expenses was (\$2,787) and \$47,074 for the years ended June 30, 2017 and 2016, respectively.

Note 3 - Property and Equipment

Property and equipment consists of the following at June 30, 2017 and 2016:

	2017	2016
Land	\$ 58,417	\$ 25,000
Building	-	163,844
Improvements	-	96,092
Office furniture and equipment	61,025	61,025
Software	28,797	28,797
Construction in progress	132,014	-
	<u>280,253</u>	<u>374,758</u>
Less: Accumulated depreciation	<u>86,828</u>	<u>194,429</u>
Property and equipment, net	<u>\$ 193,425</u>	<u>\$ 180,329</u>

Depreciation expense was \$7,611 and \$9,500 for the years ended June 30, 2017 and 2016, respectively.

Note 4 - Agency funds

Agency funds consist of the following at June 30, 2017 and 2016:

	2017	2016
Property Deposit	\$ 5,000	\$ -
Consortium insurance and tax escrow	1,468	987
Consortium principal and interest	5,368	6,634
	<u>\$ 11,836</u>	<u>\$ 7,621</u>

Note 5 - Foreclosure Receivables

The Organization services loans that were originally made by the Organization with its own private capital and through a collaborative effort of the Organization and twelve (12) financial institutions (consortium loans).

At June 30, 2017 and 2016, the Organization was in the process of foreclosing on certain consortium loans, as per the consortium contracts. Once a loan becomes 90 days delinquent the foreclosure process begins. A receivable has been established for the various processing costs that the Organization incurred as a result of the foreclosure process.

Foreclosure receivables are reported net of the applicable allowance for losses. The allowance for losses represents management's determination of that portion of the expenses incurred on behalf of the consortium lenders, which will not be recovered once the foreclosure of these residential properties is complete. The properties will be brought to sheriff's sale and proceeds of the sale will be allocated to the Organization and consortium lenders on a pro-rata basis.

Foreclosure receivables consisted of the following at June 30, 2017 and 2016:

	2017	2016
Foreclosure receivables	\$ 51,789	\$ 49,304
Less: Loss reserve	40,593	38,484
Foreclosure receivables, net of loss reserve	<u>\$ 11,196</u>	<u>\$ 10,820</u>

The provision for bad debts was \$2,109 and \$480 for the years ended June 30, 2017 and 2016, respectively.

Note 6 - Restrictions on Net Assets

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors as follows:

	2017	2016
Purpose restriction accomplished:		
Crowley Park Rehabilitation	\$ -	\$ 7,125
Total net assets released from donor restrictions	<u>\$ -</u>	<u>\$ 7,125</u>

Note 6 - Restrictions on Net Assets – (Continued)

Permanently restricted net assets of \$451,931 and \$717,350 represent the balance in the Neighborhood Reinvestment Fund at June 30, 2017 and 2016, respectively. This amount is restricted to investments in perpetuity, the income of which is expendable to support the operations of the Organization. During 2017 and 2016, NeighborWorks America allowed the Organization to release \$265,419 and \$74,150, respectively, of previously permanently restricted net assets to unrestricted net assets. During 2016, the Organization was awarded \$50,000 to be restricted to its acquisition or renovation of operating facilities.

Note 7 - Concentration of Credit Risk

The Organization maintains cash balances at several financial institutions located in Northeastern Pennsylvania. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2017, there were no funds deposited in excess of the FDIC limit. At June 30, 2016, \$14,406 was deposited in excess of the FDIC limit.

Note 8 - Retirement Plan

The Organization sponsors a 401(k) defined contribution plan. Contributions to the plan are discretionary on an annual basis. The Organization historically provides a matching contribution of up to 3% of an employee's annual salary. Retirement plan expense was \$8,444 and \$7,396 for the years ended June 30, 2017 and 2016, respectively.

Note 9 - Lines of Credit

As of June 30, 2017, the Organization had a \$75,000 line-of-credit facility with a bank. Interest is charged at 1% over the bank's prime rate (5.25% at June 30, 2017) and is payable monthly based on the balance outstanding. The line is secured by a mortgage on the Organization's office building and is renewable annually at the discretion of the bank. There was no balance outstanding at June 30, 2017 and 2016.

During the fiscal year, the Organization obtained an additional \$100,000 line-of-credit facility with a bank. Interest is charged at .50% over the bank's prime rate (4.75% at June 30, 2017) and is payable monthly based on the balance outstanding. The line is unsecured and is renewed annually at the discretion of the bank. There was no balance outstanding at June 30, 2017.

Note 10 - Foreclosed Properties Held for Resale

The Organization foreclosed on two properties that are being held for resale. The properties are recorded at the lower of its carrying value or fair value of the property at the transfer date. Due to the small amount of proceeds expected and processing costs being carried, the properties were written down to zero during the fiscal year ended June 30, 2016. Costs to maintain the properties are expensed as incurred, while processing costs are typically capitalized (See Note 5).

Note 11 – Program properties held for resale

During the fiscal year ended June 30, 2016, the Organization started a Property Acquisition and Rehabilitation Program in which the Organization purchases abandoned/foreclosed properties throughout Lackawanna County for redevelopment and resale within the local affordable housing market. The Organization capitalizes costs of purchase and rehabilitation, while holding costs are expensed as incurred. At June 30, 2017, the Organization held four properties, three of which were acquired in the fiscal year ended June 30, 2017. No properties have been sold during the year ended June 30, 2017. At June 30, 2016, the Organization held one property. During the year ended June 30, 2016, the organization also acquired, renovated and sold one property resulting in a gain of \$35,647.

Note 12 – Operating Facility

During the fiscal year ended June 30, 2015, the Organization's operating facility sustained a fire, causing the Organization to relocate to temporary offices. During the year ended June 30, 2017, the Organization made a decision to sell the damaged facility and purchase a new property which will be used as its main operating facility. This is recorded as construction in progress at June 30, 2017. The former facility is reported as property held for sale at June 30, 2017. The damaged building was sold subsequent to year end for \$110,000. Insurance proceeds received of \$149,826 are included in deferred revenue at June 30, 2017 and will be recognized as income at the time of the sale.

SCRANTON NEIGHBORHOOD HOUSING SERVICES, INC.
DBA NEIGHBORWORKS NORTHEASTERN PENNSYLVANIA

STATEMENTS OF FINANCIAL POSITION - SCHEDULE 1

NEIGHBORHOOD REINVESTMENT FUND

JUNE 30, 2017 AND 2016

	<u>ASSETS</u>	
	<u>2017</u>	<u>2016</u>
Cash	\$ 32,752	\$ 469,946
Mortgage loans receivable	128,327	153,404
Building improvements	49,500	49,500
Property held for resale	<u>241,352</u>	<u>44,500</u>
	<u>\$ 451,931</u>	<u>\$ 717,350</u>
 <u>NET ASSETS</u>		
Permanently restricted	<u>\$ 451,931</u>	<u>\$ 717,350</u>

The accompanying notes are an integral part of these Financial Statements.

SCRANTON NEIGHBORHOOD HOUSING SERVICES, INC.
DBA NEIGHBORWORKS NORTHEASTERN PENNSYLVANIA

SCHEDULE OF EXPENSES - SCHEDULE 2

YEARS ENDED JUNE 30, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
Salaries	\$ 321,313	\$ 297,548
Payroll taxes and benefits	50,671	51,804
Program expenses	101,832	97,630
Professional fees	28,946	19,433
Marketing	1,571	4,730
Depreciation	7,611	9,500
Office expense	5,089	4,611
Continuing education	11,217	8,755
Repairs and maintenance	3,253	3,256
Equipment rental	4,879	5,421
Insurance	6,380	5,801
Occupancy	17,827	8,520
Provision for bad debts	(678)	47,554
Computer expense	2,470	2,056
Telephone	2,443	2,395
Travel	2,655	4,201
Due and subscriptions	3,857	2,277
Meeting expense	2,260	1,340
Postage	1,581	1,057
Donations	1,654	777
Bank Charges	460	380
	<u>\$ 577,291</u>	<u>\$ 579,046</u>

The accompanying notes are an integral part of these Financial Statements.



DEPARTMENT OF LAW

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

October 15, 2018

RECEIVED

OCT 15 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

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 OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF NEIGHBORWORKS NORTHEASTERN PENNSYLVANIA TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$78,960.00 FOR THE PROJECT TO BE KNOWN AS "NEIGHBORWORKS HOMEOWNERSHIP CENTER" LOCATED 815 SMITH STREET, SCRANTON, PENNSYLVANIA 18504, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON TO ACCEPT THE GRANT, IF SUCCESSFUL AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$78,960.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

Respectfully,

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

JLE/sl

RESOLUTION NO. _____

2018

APPOINTMENT OF TIMOTHY J. WOODY, 540 ORCHARD STREET, SCRANTON, PENNSYLVANIA, 18505 AS A MEMBER OF THE SCRANTON MUNICIPAL RECREATION AUTHORITY. MR. WOODY WILL BE REPLACING JENNIFER HERMAN WHOSE TERM EXPIRED JUNE 17, 2016. MR. WOODY WILL BE APPOINTED TO A FIVE (5) YEAR TERM EFFECTIVE AUGUST 22, 2018 AND WILL EXPIRE AUGUST 22, 2023.

WHEREAS, Jennifer Herman's term on the Scranton Municipal Recreation Authority expired on June 17, 2016; and

WHEREAS, the Mayor of the City of Scranton desires to appoint Timothy J. Woody, as a member of the Scranton Municipal Recreation Authority to replace Jennifer Herman. Mr. Woody's term will expire on August 22, 2023; and

WHEREAS, Timothy J. Woody has the requisite, experience, education and training necessary to serve on the Scranton Municipal Recreation Authority.

NOW, THEREFORE, BE IT RESOLVED that Timothy J. Woody., 540 Orchard Street, Scranton, Pennsylvania is hereby appointed as a member of the Scranton Municipal Recreation Authority to replace Jennifer Herman whose term expired June 17, 2016. Mr. Woody's term will expire August 22, 2023.

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.



OFFICE OF THE MAYOR

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

August 22, 2018

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: Scranton Municipal Recreation Authority Appointment

Dear Council Members:

Please be advised that I am appointing Timothy J. Woody, 540 Orchard Street, Scranton, Pa. 18505, as a member of the Scranton Municipal Recreation Authority effective August 22, 2018.

Mr. Woody will be replacing Jennifer Herman whose term expired on June 17, 2016.

Mr. Woody's term will expire on August 22, 2023.

I respectfully request City Council's concurrence in this appointment.

Sincerely,


William L. Courtright
Mayor, City of Scranton

CC: Jessica Eskra, Esq., City Solicitor
Dave Bulzoni, Business Administrator
Scranton Municipal Recreation Authority
Timothy J. Woody



DEPARTMENT OF LAW

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

September 27, 2018

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

Dear Honorable Council Members,

ATTACHED IS A RESOLUTION APPOINTMENT OF TIMOTHY J. WOODY, 540 ORCHARD STREET, SCRANTON, PENNSYLVANIA, 18505 AS A MEMBER OF THE SCRANTON MUNICIPAL RECREATION AUTHORITY. MR. WOODY WILL BE REPLACING JENNIFER HERMAN WHOSE TERM EXPIRED JUNE 17, 2016. MR. WOODY WILL BE APPOINTED TO A FIVE (5) YEAR TERM EFFECTIVE AUGUST 22, 2018 AND WILL EXPIRE AUGUST 22, 2023.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

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

JLE/sl

RECEIVED

SEP 28 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

RESOLUTION NO. _____

2018

APPOINTMENT OF RAYMOND J. KELLY, 10 FAWNWOOD DRIVE, SCRANTON, PENNSYLVANIA, 18504, TO THE CIVIL SERVICE COMMISSION. MR. KELLY'S EFFECTIVE DATE WILL BE SEPTEMBER 14, 2018. MR. KELLY WILL BE REPLACING PAUL DUFFY WHO RESIGNED EFFECTIVE MAY 3, 2018. MR. KELLY'S TERM WILL EXPIRE WITH THE TERM OF MAYOR WILLIAM L. COURTRIGHT.

WHEREAS, Paul Duffy resigned from the Civil Service Commission on May 3, 2018; and

WHEREAS, the Mayor of the City of Scranton desires to appoint Raymond J. Kelly to the Civil Service Commission effective September 14, 2018 and his term will expire with the term of Mayor William L. Courtright; and

WHEREAS, Raymond J. Kelly has the requisite, experience, education and training necessary to act as a member of the Civil Service Commission.

NOW, THEREFORE, BE IT RESOLVED that Raymond J. Kelly, 10 Fawnwood Drive, Scranton, PA is hereby appointed to the Civil Service Commission to replace Paul Duffy who resigned May 3, 2018. Mr. Kelly's term will expire with the term of Mayor William L. Courtright.

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

September 14, 2018

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, PA 18503

RE: Civil Service Commission Appointment

Dear Council Members:

Please be advised that I am appointing Raymond J. Kelly, 10 Fawnwood Drive, Scranton, PA 18504 to the Civil Service Commission.

Mr. Kelly's effective date will be September 14, 2018.

I respectfully request City Council's concurrence in this appointment.

Sincerely,


William L. Courtright
Mayor, City of Scranton

CC: Jessica Eskra, City Solicitor
David Bulzoni, Business Administrator
Civil Service Commission
Raymond Kelly



CIVIL SERVICE COMMISSION

Jeff Mackie - Chairman
Paul Duffy - Commissioner
Jack Loscombe - Commissioner
Christian Owens, Esquire - Solicitor

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

Approved Minutes
May 3, 2018
Civil Service Meeting

I. Pledge of Allegiance

Completed.

II. Roll Call

Roll call was taken. Chairman Mackie and Commissioners Loscombe were present.

~. Commissioner Duffy resigned.

Solicitor Christian Owens was present.

III. Approval of Minutes

- By way of motion by Commissioner Loscombe and seconded by Chairman Mackie the Commission approved the minutes with corrections for March 1, 2018, by a vote of 2-0; all in favor.

IV. Approval of Bills

- By way of motion by Commissioner Loscombe and seconded by Chairman Mackie the Commission approved invoice for Solicitor Owen's bills of March (\$446.50) and April (579.50) 2018 - \$1026.00
- By way of motion by Commissioner Loscombe and seconded by Chairman Mackie the Commission approved invoice for Fire Entry Level Proctors Tom Bryan and Vince Amico for \$125.00 each - \$250.00
- By way of motion by Commissioner Loscombe and seconded by Chairman Mackie the Commission approved invoice for Fire Entry Level Testing for 122 Candidates - \$3,960.00

V. Unfinished Business, Communication and Reports/Public Comment

- Fire Entry Level Testing
8 No Shows.
4 out of town – will be reimbursed due to weather related traveling issues:
Jacob Persing
Glenn Hernandez
William Franklin, III
Quinton Jones
Top 60 letters were sent
5/5 Physical Agility test is scheduled being overseen by Palmer Johnson – this was coordinated with the help of the Fire Dept. especially Deputy Chief Lucas. The letter sent to those taking the physical agility test was read into the minutes and will be attached.
- Police Promotionals – SID
Moving Forward with testing, date of written test is May 19, 2018.
Email will be sent with a reminder for the testing by Civil Service Coordinator.
- Fire Promotionals – As Long as it's in writing the Commission will accept withdrawals for Captain/Lieutenant Fire and return deposits until such time as testing is scheduled. Date/time will be announced in the near future.
- ★ • By way of motion by Commissioner Loscombe and seconded by Chairman Mackie the Commission accepted the resignation of Commissioner Paul Duffy.

VI. Communication and Reports/Public Comment

No further public comment.

VII. Adjournment

- By way of motion by Commissioner Loscombe and seconded by Chairman Mackie, the Commission authorized by a vote of 2-0 to have the meeting adjourned; all in favor.



DEPARTMENT OF LAW

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

September 27, 2018

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

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF RAYMOND J. KELLY, 10 FAWNWOOD DRIVE, SCRANTON, PENNSYLVANIA, 18504, TO THE CIVIL SERVICE COMMISSION. MR. KELLY'S EFFECTIVE DATE WILL BE SEPTEMBER 14, 2018. MR. KELLY WILL BE REPLACING PAUL DUFFY WHO RESIGNED EFFECTIVE MAY 3, 2018. MR. KELLY'S TERM WILL EXPIRE WITH THE TERM OF MAYOR WILLIAM L. COURTRIGHT.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

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

JLE/sl

RECEIVED

SEP 28 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

RESOLUTION NO.

2018

APPOINTMENT OF THE CENTER FOR INDEPENDENT LIVING (CIL) , 1142 SANDERSON AVENUE, SCRANTON, PENNSYLVANIA, 18503, AS A MEMBER OF THE MAYOR'S COMMISSION ON DISABILITIES EFFECTIVE SEPTEMBER 19, 2018. THE CENTER FOR INDEPENDENT LIVING (CIL), WILL SERVE ON THE COMMISSION FOR A FIVE (5) YEAR TERM ENDING SEPTEMBER 18, 2023.

WHEREAS, since its inception in 1986, the Center for Independent Living (CIL) has advocated for the rights of people with disabilities. This includes promoting compliance with the Americans with Disabilities Act of 1990 by the City, area municipalities, and the business community; providing technical assistance regarding accessibility in city buildings, parks and parking facilities; and safeguarding against discriminatory practices and procedures. Additionally they conduct outreach to regional colleges, universities, and organizations to promote inclusion of people with disabilities in our communities; and

WHEREAS, the Mayor of the City of Scranton desires to appoint The Center for Independent Living to serve on the Commission for a five (5) year term ending September 18, 2023; and

WHEREAS, The Center for Independent Living has the requisite, experience, education and training necessary to serve on the Mayor's Commission on Disabilities.

NOW, THEREFORE, BE IT RESOLVED that The Center for Independent Living, 1142 Sanderson Avenue, Scranton, PA is hereby appointed to serve on the Mayor's Commission on Disabilities for a five (5) year term ending September 18, 2023.

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.



OFFICE OF THE MAYOR

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

September 19, 2018

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: Mayor's Commission on Disabilities Appointment

Dear Council Members:

Please be advised that I am appointing The Center for Independent Living (CIL), 1142 Sanderson Avenue, Scranton, PA 18503 as a member of the Mayor's Commission on Disabilities effective September 19, 2018.

Center for Independent Living (CIL), will serve on the Commission for a five year term ending September 18, 2023.

I respectfully request City Council's concurrence in this appointment.

Sincerely,


William L. Courtright

WLC/mm

CC: Jessica Eskra Esq., City Solicitor
Dave Bulzoni, Business Administrator
Mayor's Commission on Disabilities
Center for Independent Living (CIL)



We can be **independent** when we do it **together**.

September 19, 2018

Ms. Mary-Pat DeFlice
Coordinator for Boards, Commissions and Authorities
City Hall
340 N. Washington Avenue
Scranton, PA 18503

Dear Mary-Pat:

I am respectfully requesting that the City of Scranton appoint the Center for Independent Living (CIL) to the Mayor's Commission on Disabilities.

Since its inception in 1986, we have advocated for the rights of people with disabilities. This consists of promoting compliance with the Americans with Disabilities Act of 1990 by the city, area municipalities, and the business community. The CIL regularly provides technical assistance regarding architectural accessibility in city buildings, parks, and parking facilities. In addition, we advocate for programmatic access, such as reviewing employment applications to safeguard against discriminatory practices and procedures. In addition, we conduct outreach to regional colleges, universities and organizations to promote the inclusion of people with disabilities into our communities.

We believe that the CIL would be an ideal member of the Commission. Please feel free to contact me if you have any questions.

Sincerely,

Keith Williams

Advocacy & Outreach Coordinator



DEPARTMENT OF LAW

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

September 27, 2018

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

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF THE CENTER FOR INDEPENDENT LIVING (CIL), 1142 SANDERSON AVENUE, SCRANTON, PENNSYLVANIA, 18503, AS A MEMBER OF THE MAYOR'S COMMISSION ON DISABILITIES EFFECTIVE SEPTEMBER 19, 2018. THE CENTER FOR INDEPENDENT LIVING (CIL), WILL SERVE ON THE COMMISSION FOR A FIVE (5) YEAR TERM ENDING SEPTEMBER 18, 2023.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

Jessica Eskra (1)

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RECEIVED

SEP 28 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 TO THE DEPARTMENT OF COMMONWEALTH FINANCING AUTHORITY OF THE COMMONWEALTH OF PENNSYLVANIA FOR A MULTIMODAL TRANSPORTATION FUNDS GRANT TO BE USED FOR THE CEDAR AVENUE PHASE 2 IN THE AMOUNT OF \$2,490,000.00.

WHEREAS, the City of Scranton is desirous of obtaining funds from the Department of Commonwealth Financing Authority of the Commonwealth of Pennsylvania for a Multimodal Transportation Fund Grant to be used for the Cedar Avenue Phase 2 in the amount of \$2,490,000.00; and

WHEREAS, Multimodal Transportation Funds may be used by United Neighborhood Centers for the development, rehabilitation and enhancement of transportation assets to existing communities, streetscape, lighting, sidewalk enhancement, pedestrian safety, connectivity of transportation assets and transit-oriented development; and

WHEREAS, the funds from this grant will be used for Phase 2 Cedar Avenue Streetscape work including period lighting, street trees and street furniture, sidewalk and curb improvements and cross walk improvements from Hickory Street to Birch Street and a 250 foot portion of Birch Street including the two intersections with Cedar Avenue and completion of Phase 1 Cedar Avenue Streetscape from Bogart Court to Hickory Street; and

WHEREAS, the City of Scranton is requesting a waiver from the required match of the Multimodal Grant Application.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the actions of the City of Scranton 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 execute and submit any additional related paperwork for this Grant, and to accept the grant funds to be used for the Project as detailed in the Gant 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.

Single Application for Assistance

Web Application Id: 8207753

Single Application Id: 201807313043

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

Applicant Information

Applicant Entity Type:	Government
Applicant Name:	City of Scranton
NAICS Code	9211
FEIN/SSN Number	XXXXXXXX
DUNS Number:	
CEO:	William Courtright
CEO Title:	City of Scranton Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Jessica Eskra
Contact Title:	City of Scranton Solicitor
Phone:	(570)-348-4105 Ext.
Fax:	
E-mail:	jeskra@scrantonpa.gov
Mailing Address:	340 North Washington Avenue
City:	City of Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8207753

Single Application Id: 201807313043

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input checked="" type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Government,

Single Application for Assistance

Web Application Id: 8207753

Single Application Id: 201807313043

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

Project Overview

Project Name:

Cedar Avenue Phase 2 Project

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

Single Application for Assistance

Web Application Id: 8207753

Single Application Id: 201807313043

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

Project Site Locations

Address:	Cedar Avenue
City:	City of Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Marty Flynn (113)
PA Senate:	John P. Blake (22)
US House:	Matthew Cartwright (17)
Current Employees:	30
Jobs To Be Created:	3
Jobs that Pay:	\$31,612.00
	Created 3 Retained 0
	<p><u>Jobs that Pay</u></p> <p>Jobs that Pay is Part Of Governor Wolf's Initiative to improve Pennsylvania's overall job climate and job growth through partnering with the private sector to encourage the creation and retention of jobs that pay at least 80% of the annual average wage in the county where the jobs are located. (See current county listings). Job creation and retention will help ensure that businesses and communities provide employment opportunities for all of the state's residents, improve the local tax base, and achieve prosperity and a higher quality of life for families and communities.</p> <p>NOTE: Jobs that Pay required data by the Department is for reporting purposes only and will NOT be used as a criteria for awarding loans, loan guarantees, grants or tax credits.</p>
Designated Areas:	

Single Application for Assistance

Web Application Id: 8207753

Single Application Id: 201807313043

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

Project Budget

	Multimodal Transportation Fund	City of Scranton Local	Total
General Construction	\$2,089,212.00	\$1.00	
New Construction	\$2,089,212.00	\$1.00	\$2,089,213.00
Related Costs	\$400,788.00	\$0.00	
Engineering	\$246,893.00	\$0.00	\$246,893.00
Legal Costs	\$49,434.00	\$0.00	\$49,434.00
Contingencies	\$104,461.00	\$0.00	\$104,461.00
Total	\$2,490,000.00	\$1.00	
		Budget Total:	\$2,490,001.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Engineer Estimates

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

New Construction - This budget line item is for the construction of new sidewalk, concrete curb, period lighting, ADA curb ramps, sLighted bollards, electrical service, trees and landscaping and required restoration of pavement, driveways and lawn areas.

Engineering - This line item is for the survey, engineering, construction consultation, contract development, contract management, project inspection.

Legal Costs - this line item is for the borough solicitors' review, advertisement and the coordination required for all permits between residents and the City of Scranton.

Contingencies - this line item is for unforeseen construction issues as well as increases to materials cost from the date of this application to project construction

Single Application for Assistance

Web Application Id: 8207753

Single Application Id: 201807313043

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

The existing sidewalks along Cedar Avenue either incomplete, in a state of disrepair, are poorly lite, and do not meet current accessibility standards in a mixed residential and business area with heavy pedestrian traffic. The proposed project will complete the Phase 1 of Cedar Avenue Streetscape and extend these improvements from Hickory Street to Birch Street.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

Phase 2 Cedar Avenue streetscape from Hickory Street to Birch Street and a 250 ft. portion of Birch Street including the two intersections with Cedar Avenue and completion of Phase 1 Cedar Avenue Streetscape from Bogart Court to Hickory Street.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

The project will include the required construction cost, engineering and inspection fees, permitting fees for all driveways located within the project limits and a contingency for construction costs should unforeseen issues arise during construction.

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Start Date Duration Finish Date

Survey 12/2/2018 30 1/1/2019

Preliminary Engineering 1/1/2019 90 4/1/2019

Prepare Permit Applications 2/15/2019 30 3/17/2019

Permit Reviews 3/17/2019 120 7/15/2019

Utility Clearances 2/15/2019 20 3/7/2019

Complete Final Design/ Contract Documents 5/16/2019 60 7/15/2019

Advertisement 7/15/2019 14 7/29/2019

Open, Review and Award Bid 7/29/2019 14 8/12/2019

Preconstruction Meeting/ Execute Contract 8/12/2019 14 8/26/2019

Construction Notice to Proceed 8/12/2019 1 8/13/2019

Mobilization 8/13/2019 10 8/23/2019

Contractor Layout 8/23/2019 10 9/2/2019

E&S Controls 9/2/2019 10 9/12/2019

Project Construction (with Winter Shutdown) 9/12/2019 240 5/9/2020

Substantially Complete Inspection 5/9/2020 1 5/10/2020

Punch list 5/10/2020 15 5/25/2020

Final Inspection 5/25/2020 1 5/26/2020

Project Closeout 5/26/2020 30 6/25/2020

Single Application for Assistance

Web Application Id: 8207753

Single Application Id: 201807313043

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

Program Addenda

In addition to the Electronic Single Application (ESA), the Applicant shall submit the following list of items, either by uploading to the ESA or by hard copy. All items marked with a red diamond are required to be uploaded to the application for electronic submission. The items that are not marked with a red diamond should also be uploaded if they are applicable to the project.

I understand this application requires a \$100 application fee made payable to the Commonwealth Financing Authority, and I will send it along with the signature page and two (2) copies of the single application and all required supplemental information as stated in the program guidelines.

Yes

1. Provide a clear and concise description of the project which discusses all of the following: (a) the specific location of the project site and the specific development proposed for the project site; (b) whether the project is consistent with an existing county or local comprehensive plan; (c) whether the project will result in a substantiated positive economic development impact; (d) the historical use of land served by the project; (e) the estimated start and end dates of construction; (f) the names of the municipalities that will participate in and benefit from the project; (g) a description of the facilities in the area to be served by the project.

Uploaded Documents

Exhibit #1.pdf

2. A thorough and detailed estimate for the total project cost. The estimate must be prepared by an engineer or other qualified professional and should be accompanied where appropriate by copies of the signed bid/quotations, contractor estimates, sales agreements or other documentation that verify project cost estimates.

Uploaded Documents

Exhibit #2.pdf

3. Preliminary construction drawings showing project details. (Note: Drawings are a requirement of the application, but the electronic upload is not required if the drawings are not in an easily submitted format.)

Uploaded Documents

Exhibit #3.pdf

4. Funding commitment letters from all other project funding sources (including equity commitments). Funding commitments for the entire project should include the term, rate, and collateral conditions and must be signed and dated.

Uploaded Documents

Exhibit #4.pdf

5. A color-coded map detailing the location of the proposed project. (Note: The map is a requirement of the application, but the electronic upload is not required if the map is not in an easily submitted format.)

Uploaded Documents

Exhibit #5.pdf

6. The most recent audited financial statements of the applicant. Financial statements should include balance sheets, income statements, and notes to financials.

Uploaded Documents

201

Single Application for Assistance

Web Application Id: 8207753

Single Application Id: 201807313043

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

Program Addenda

7. If applicable, a letter from the property owner giving applicant consent for the project.

Uploaded Documents

8. A list of all state, federal, and local planning and permit approvals required for the project.

Uploaded Documents

Exhibit #8.pdf

9. A letter from the appropriate planning agency certifying that the proposed project is in compliance with the comprehensive land use plans.

Uploaded Documents

Exhibit 9 & 12.pdf

10. For acquisition projects, provide a copy of the sales agreement or easement accompanied by an appraisal prepared by either a Member, Appraisers Institute (MAI) formerly Institute of Real Estate Appraisers or a PA State Certified Appraiser.

Uploaded Documents

11. For real estate cash equivalents, provide a copy of a recent (not more than one year old) appraisal prepared by either a Member, Appraisers Institute (MAI) formerly Institute of Real Estate Appraisers or a PA State Certified Appraiser.

Uploaded Documents

12. For all applicants, provide copies of notifications provided to county and municipal governing bodies advising them of the proposed project.

Uploaded Documents

Exhibit 9 & 12.pdf

13. For Public Transportation Agencies who are using grant funds for acquisition, provide copies of written consent from the county and municipality in which the land is situated.

Uploaded Documents

14. For public sector applicants, provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount.

Uploaded Documents

Exhibit #14.pdf

Once submitted, please print two (2) copies of the completed application, to include copies of all required uploads and additional applicable supplemental information, and send via US Mail, postmarked no later than July 31st. This packet should include the required \$100 application fee as well. Please reference the Application ID number on all submissions.

Single Application for Assistance

Web Application Id: 8207753

Single Application Id: 201807313043

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

Program Addenda



Pennsylvania Department of Community and Economic Development
Single Application for Assistance

Single Application #: 201807313043

This page must accompany all required supplemental information **Mail to:**

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201807313043 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Donald J. Totino

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.



DEPARTMENT OF LAW

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

October 1, 2018

RECEIVED

OCT - 1 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

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 TO THE DEPARTMENT OF COMMONWEALTH FINANCING AUTHORITY OF THE COMMONWEALTH OF PENNSYLVANIA FOR A MULTIMODAL TRANSPORTATION FUNDS GRANT TO BE USED FOR THE CEDAR AVENUE PHASE 2 IN THE AMOUNT OF \$2,490,000.00.

Respectfully,

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

JLE/sl

RESOLUTION NO. _____

2018

**ACCEPTING A THREE HUNDRED SIXTY (\$360.00) DOLLAR DONATION FROM
UTBERG AND ASSOCIATES LLC GIVEN TO THE CITY OF SCRANTON POLICE
DEPARTMENT SPECIAL OPERATIONS GROUP.**

WHEREAS, Ufberg and Associates LLC presented a \$360.00 check to the City of Scranton Police Department Special Operations Group in appreciation for the outstanding Active Shooter training presentation made on July 25, 2018 to representatives from area companies at a labor and employment law seminar hosted by their firm. This donation will be deposited into Special City Account No. 02.229550 entitled "Public Safety/Police Grants"; and

WHEREAS, it is in the best interest of the City to accept this donation for the purchase equipment for the Special Operations Group.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the donation of \$360.00 from Ufberg and Associates LLP is hereby accepted to be deposited into Special City Account No. 02.229550 "Public Safety/Police Grants" for the purchase of equipment for the Special Operations Group.

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.

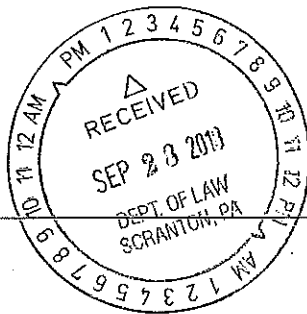
SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Scranton Police Department

Superintendent of Police

Chief Carl R. Graziano

Scranton Police Headquarters
100 South Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 558-8300
Email: cgraziano@scrantonpa.gov



**Be Part of
The Solution**

SCRANTON

September 25, 2018

Attorney Jessica Eskra
Solicitor
City of Scranton

Re: Donation

Attorney Eskra,

Please find the attached copy of a \$360.00 check that we received as donation from Ufberg and Associates LLC to our Special Operations Group. The check will be deposited into our Public Safety Account (229550). Can the law department please draft legislation to formally accept this donation? Please contact me with any questions and/or concerns. Thank You.

Respectfully Submitted,


Chief Carl R. Graziano

LAW OFFICES
UFBERG & ASSOCIATES LLP
310 PENN AVENUE
SCRANTON, PENNSYLVANIA 18503
PHONE (570) 341-8800 FAX (570) 341-8801

ROBERT UFBERG
MARY WALSH DEMPSEY
JOHN T. ELLIS*

* ALSO ADMITTED IN NEW YORK

ROBERT UFBERG, ESQ.
RUFBERG@UFBERGLAW.COM

August 21, 2018

Carl Graziano, Chief of Police
Scranton Police Department
100 S. Washington Avenue
Scranton, PA 18503

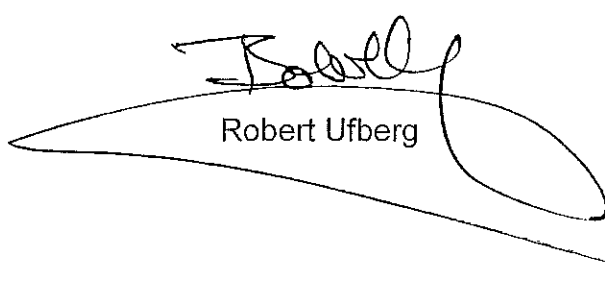
RE: Donation

Dear Chief Graziano:

Enclosed is a check made payable to City of Scranton in the amount of \$360.00. It is intended, and our firm would like to designate it, as a donation to the Scranton Police Department Special Operations Group, in appreciation for the outstanding Active Shooter training presentation made on July 25, 2018, at our request, by Sgt. Thomas Carroll to representatives from several dozen area companies at a labor and employment law seminar hosted by our firm. Sgt. Carroll refused our various offers of personal or group (Police Dept.) compensation, stipend or honorarium (e.g., even a gift certificate for use by several officers to a local restaurant) for performing such an invaluable professional service for our attendees. His, and by extension the City's, graciousness were recognized and most appreciated by all involved.

Though we hope such a horrific event never occurs with our clients, in our City, our region, *or anywhere*, it is, sadly, essential information and a vital tool for all employers to have. The City's Active Shooter Training Program, and Sgt. Carroll himself, are credits to our Police Dept. and to our community. Thank you.

Sincerely,
UFBERG & ASSOCIATES LLP


Robert Ufberg

Enclosure

UTRECHT ASSOCIATES LTD

ONE SIX TWO AVENUE
SUITE 100
BOSTON, MA 02116

DATE OF DEPOSIT

THURSDAY JULY 09/1990

CITY OF BOSTON

121 HANCOCK
BOSTON, MA 02101-1400

MEMO

DONATION SPECIAL COLLECTION GROUP

FOR THE CITY OF BOSTON

PRINCE

01/31/93

10000000
00000000

2/22/2013

\$ 7360.00

DOLLARS



Scott W. [Signature]

AUTHORIZED SIGNATURE

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

October 1, 2018

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

RECEIVED
OCT - 1 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION ACCEPTING A THREE HUNDRED SIXTY
(\$360.00) DOLLAR DONATION FROM UFBERG AND ASSOCIATES LLC GIVEN
TO THE CITY OF SCRANTON POLICE DEPARTMENT SPECIAL OPERATIONS
GROUP.

Respectfully,

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

JLE/sl

RESOLUTION NO. _____

2018

APPOINTMENT OF DEVENDRABHAI P. DAVE, 661 NORTH WASHINGTON AVENUE, SCRANTON, PENNSYLVANIA, 18509, AS A MEMBER OF THE BOARD OF THE SCRANTON HOUSING AUTHORITY. MR. DAVE WILL BE REPLACING THELMA WHEELER WHOSE TERM EXPIRED SEPTEMBER 27, 2018. MR. DAVE WILL BE APPOINTED TO A FIVE (5) YEAR TERM EFFECTIVE OCTOBER 5, 2018 AND WILL EXPIRE ON OCTOBER 5, 2023.

WHEREAS, Thelma Wheeler's term on the Board of the Scranton Housing Authority expired on September 27, 2018; and

WHEREAS, the Mayor of the City of Scranton desires to appoint Devendrabhai P. Dave as a member of the Board of the Scranton Housing Authority to replace Thelma Wheeler. Mr. Dave's term will expire on October 5, 2023; and

WHEREAS, Devendrabhai P. Dave has the requisite, experience, education and training necessary to serve on the Board of the Scranton Housing Authority.

NOW, THEREFORE, BE IT RESOLVED that Devendrabhai P. Dave, 661 North Washington Avenue, Scranton, Pennsylvania is hereby appointed as a member of the Board of the Scranton Housing Authority to replace Thelma Wheeler whose term expired on September 27, 2018. Mr. Dave's term will expire on October 5, 2023.

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

October 5, 2018

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, PA 18503

RE: Scranton Housing Authority

Dear Council Members:

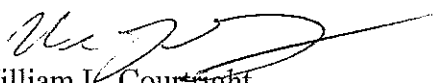
Please be advised that I am appointing Devendrabhai P. Dave 661 N. Washington Avenue, Scranton, Pennsylvania 18509 as a member of the Board of the Scranton Housing Authority.

Mr. Dave will be replacing Thelma Wheeler whose term expired on September 27, 2018.

Mr. Dave will be appointed to a five year term effective October 5, 2018 and will expire on October 5, 2023.

I respectfully request City Council's concurrence in this appointment.

Sincerely,



William L. Courtright
Mayor, City of Scranton

CC: Scranton Housing Authority
Jessica Eskra, City Solicitor
David Bulzoni, Business Administrator
Devendrabhai P. Dave

Devendrabhai P. Dave
661 N Washington Ave.
Scranton, PA 18509

October 2, 2018

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

Dear Mr. Mayor,

Please accept this letter as my written desire to serve the Citizens of the City of Scranton, in any manner in which you shall see fit.

I am very interested, and have a great desire to serve upon any board, authority, or commission which may be in need of representation.

Although I cannot claim a Scranton birthright, as a more recent Scrantonian, I am extremely proud of my adopted city in which my extended family now calls home. We are grateful for the opportunity we've been given to be productive and engaged citizens of our great city. As such, I reiterate my desire to serve in a capacity which benefits those I live among.

Please feel free to contact me if any opportunity should arise that would warrant my participation.

Warm regards,


Devendrabhai P. Dave



DEPARTMENT OF LAW

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

October 9, 2018

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

RECEIVED

OCT - 8 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF DEVENDRABHAI P. DAVE, 661 NORTH WASHINGTON AVENUE, SCRANTON, PENNSYLVANIA, 18509, AS A MEMBER OF THE BOARD OF THE SCRANTON HOUSING AUTHORITY. MR. DAVE WILL BE REPLACING THELMA WHEELER WHOSE TERM EXPIRED SEPTEMBER 27, 2018. MR. DAVE WILL BE APPOINTED TO A FIVE (5) YEAR TERM EFFECTIVE OCTOBER 5, 2018 AND WILL EXPIRE ON OCTOBER 5, 2023.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

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

JLE/sl