

AGENDA
REGULAR MEETING OF COUNCIL
January 7, 2019
6:00 PM

1. ROLL CALL
2. READING OF MINUTES
3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS OF DEPARTMENTS AND INTERESTED PARTIES AND CITY CLERK'S NOTES
 - 3.A SINGLE TAX OFFICE CITY FUNDS DISTRIBUTED COMPARISON REPORT 2017-2018 YEAR TO DATE NOVEMBER 30, 2018.

[Single Tax Office City Funds Distributed November 2017 - 2018.pdf](#)
 - 3.B MINUTES OF THE HUMAN RELATIONS COMMISSION MEETING HELD FEBRUARY 22, 2018.

[Human Relations Commission Meeting 2-22-18.pdf](#)
 - 3.C TAX ASSESSOR'S REPORT FOR HEARING DATE HELD DECEMBER 12, 2018.

[Tax Assessor's Report for 12-12-18.pdf](#)
 - 3.D MINUTES OF THE CIVIL SERVICE COMMISSION MEETINGS HELD SEPTEMBER 6 AND NOVEMBER 1, 2018.

[Civil Service Commission Meeting Minutes 9-6-18 & 11-1-18.pdf](#)
 - 3.E MINUTES OF THE SCRANTON MUNICIPAL RECREATION AUTHORITY BOARD MEETING HELD NOVEMBER 5, 2018.

[Scranton Municipal Recreation Authority Board Meeting Minutes 11-5-18.pdf](#)

- 3.F AGENDA FOR THE BOARD OF ZONING APPEALS MEETING HELD DECEMBER 12, 2018.

[Zoning Board Meeting Agenda 12-12-18.pdf](#)

- 3.G MINUTES OF THE LACKAWANNA COUNTY LAND BANK MEETING HELD NOVEMBER 9, 2018.

[Lacka County Land Bank Meeting Minutes 11-9-18.pdf](#)

- 3.H TAX ASSESSOR'S RESULTS REPORT FOR HEARING DATE HELD DECEMBER 12, 2018.

[Tax Assessor's Results Report for 12-12-18.pdf](#)

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

[PILOT Covenant Presbyterian Church 12-17-18.pdf](#)

- 3.J CONTROLLER'S REPORT FOR MONTH ENDING NOVEMBER 30, 2018.

[Controller's Report 11-30-18.pdf](#)

- 3.K MINUTES OF THE SCRANTON FIREFIGHTERS PENSION COMMISSION MEETING HELD NOVEMBER 21, 2018.

[Firefighters Pension Commission Meeting 11-21-18.pdf](#)

- 3.L MINUTES OF THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD NOVEMBER 21, 2018.

[Non-Uniform Municipal Pension Board Minutes 11-21-18.pdf](#)

- 3.M MINUTES OF THE SCRANTON POLICE PENSION COMMISSION MEETING HELD NOVEMBER 21, 2018.

[Scranton Police Pension Commission Meeting 11-21-18.pdf](#)

- 3.N MINUTES OF THE COMPOSITE PENSION BOARD MEETING HELD NOVEMBER 21, 2018.

[Composite Pension Board Minutes 11-21-18.pdf](#)

- 3.O AGENDA FOR THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD DECEMBER 19, 2018.

[Agenda for Non-Uniform Municipal Pension Board 12-19-18.pdf](#)

- 3.P MINUTES OF THE QUARTERLY MEETINGS OF THE SHADE TREE COMMISSION HELD APRIL 18, 2018 AND SEPTEMBER 25, 2018.

[Shade Tree Commission Meeting Minutes 4-18-18 & 9-25-18.pdf](#)

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

[PILOT University of Scranton 1-2-19.pdf](#)

- 3.R MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE SCRANTON SEWER AUTHORITY HELD OCTOBER 25, 2018.

[Scranton Sewer Authority Board Meeting Minutes 10-25-18.pdf](#)

4. CITIZENS PARTICIPATION

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

- 5.A MOTIONS.

- 5.B FOR INTRODUCTION – AN ORDINANCE – AMENDING “THE CODE OF ETHICS OF THE ADMINISTRATIVE CODE OF THE CITY OF SCRANTON, PENNSYLVANIA.”

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

6.A NO BUSINESS AT THIS TIME.

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

7.A NO BUSINESS AT THIS TIME.

8. ADJOURNMENT

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

	<u>YTD</u> <u>11/30/2017</u>	<u>YTD</u> <u>11/30/2018</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Increase</u> <u>(Decrease)</u>
Real Estate	\$29,257,223.83	\$29,533,109.38	\$275,885.55	0.9%
Delinquent Real Estate	\$1,525,045.52	\$1,525,231.28	\$185.76	0.0%
LST/EMS	\$4,942,078.33	\$4,890,296.44	(\$51,781.89)	-1.0%
Bus Priv/Merc	\$2,543,686.31	\$2,541,198.62	(\$2,487.69)	-0.1%
TOTALS	\$ 38,268,033.99	\$ 38,489,835.72	\$221,801.73	

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HUMAN RELATIONS COMMISSION

CITY HALL • 340 NORTH WASHINGTON AVE., 4TH FL. • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105

Minutes

Thursday, February 22, 2018

I. Pledge/Moment of Reflection

Pedro: Please stand for the Pledge of Allegiance. (Recite Pledge.) Please remain standing for a moment of reflection for our service men and women, for those community members that have passed away those affected by Parkland shooting, and for the fate of the recent rulings regarding the DREAMERS here in the U.S.

(Moment of Silence.)

Pedro: You may be seated.

II. Call to Order Organizational Meeting

Pedro: Good evening and welcome. I call this meeting of the Scranton Human Relations Commission to order. It is Thursday, February 22, 2018, at 6:00 p.m. May I please have a roll call?

III. Roll Call

Commissioners – when your name is called: *Here.*

Mary-Pat: *Commissioner Pedro Anes
Commissioner Paul Strunk
Commissioner Hal Donahue
Commissioner Michael Hanley
Commissioner Om Timsina
Commissioner Aja Wentum
Commissioner Dr. Jessica Rothchild
Commissioner Rev. Rebecca Barnes*

Pedro: The minutes will reflect that no one is absent. We currently have three Commission seats open. Our Commission Solicitor, Joshua Borer, is present as well as our Coordinator, Mary-Pat DeFlice. Once again we welcome all of you to the meeting this evening.

Mary-Pat: We are in the process of asking for those interested in serving on the Human Relations Commission to come forward. We ask that you provide the commission with a cover letter explaining your reasons as to why you would like to serve on this Commission, a resume/ CV, and assurances that you are not due and owing any refuse bills, taxes, liens, etc. to the City of Scranton. I am available to answer any questions you may have about the responsibilities of a Commission member. Thank you.

IV. Reading of the Minutes

Pedro: In having had an opportunity to review the minutes for Monday, December 4, 2017,

Public Meeting. Commissioners are there any corrections you would like to put on the record? Hearing none, I would accept a Motion to approve the minutes from December 4th's public meeting.

Aja Wentum: I move that we approve the minutes from the December 4, 2017 Public Mtg.

Rev. Barnes: I'll second.

Pedro: Roll Call please.

*Mary-Pat: Commissioner Pedro Anes
Commissioner Paul Strunk
Commissioner Hal Donabue
Commissioner Michael Hanley
Commissioner Om Timsina
Commissioner Aja Wentum
Commissioner Dr. Jessica Rothchild
Commissioner Rev. Rebecca Barnes*

Pedro: So moved. Thank you.

V. Citizen's Participation

Pedro: This portion of the meeting allows the public to speak directly to the Commission. Copies of the guidelines are available for those wishing to speak. At this time, I will open the floor to begin Citizen's Participation. At this time, I would ask the Coordinator for the list of names if there any.

Mary-Pat: Yes/No.

Pedro: Please remember when you approach the podium to state your first and last name for the record. Unlike City Council you do not need to be a resident of the City to participate. (Once the list is exhausted...) I call anyone else forward that would like to speak at this time.

Pedro: (If someone speaks to a complaint) Point of order. This is a formal complaint which needs to go through the proper procedure. Please see the Coordinator during regular City Hall hours for more information. Thank you.

Pedro: (If someone speaks to something that is not under the umbrella of the HRC) Point of order. This discussion does not pertain to the Human Relations Commission. Please contact the City during normal business hours.

Pedro: (Once completed) This concludes the Citizen's Participation portion. Thank you.

VI. Correspondence: (Solicitor or Coordinator presents any new correspondence, Complaints)

Pedro: During this portion of the meeting, the Coordinator will read Commission correspondence.

Mary-Pat: None at this time.

VII. Unfinished Business

Pedro: At this time, I will ask for an update from the Committee for Data and Statistical

Collection. Dr. Rothchild, I turn the floor over to you.

Jessica: Nothing at this time.

Possibility of reaching out to the Interagency Council for the County seeking information regarding the data question posed by Jessica. Catholic Social Services has data regarding refugee resettlement and evacuees from Puerto Rico in this area. Both would fall under HRC City Ordinance protections.

Pedro: Thank you for that information. Now, we will continue our discussion in regards to the Draft Marketing Concept and Strategic Plan that began at our last meeting. I turn the floor over to our Coordinator, Mary-Pat DeFlice, to summarize the talking points of the discussion....

Mary-Pat: The Commissioners and Coordinator had been given a Draft Marketing Concept for the Commission at the December meeting. Additional conversation took place around the concept of live streaming the meetings, having a Town Hall to reach more people, and the Commission continued to discuss the pros and cons, and steps it would need to take to gain permission from City Administration to have a Social Media presence in the safest way possible. The decision at the end of the conversation was to have the Communications Committee put together a draft of a Strategic Plan to work in tandem with the Marketing Plan. Before a marketing plan can be put into place, a cohesive idea of the Human Relations Commission's goals and objectives needs to be put in writing including safeguards for the Commission during "marketing" of any kind. Everyone did agree that the Draft of any plan, even upon its completion, would be a Living Document that would need to be constantly updated and tweaked.

Discussions took place regarding the strategic plan with committee work continuing and a plan for committee members to meet with Josh, so they can discuss revisions, etc. It was also discussed about recording a public service announcement through ECTV to get the word out regarding the HRC and its functions. A Motion was also passed with Dr. Rothchild accepting the motion and Commissioner Donahue seconding, with all Commissioners in favor of drafting a letter regarding the single use bathrooms on the second floor.

Pedro: I would like to thank all of you for your contributions to this evening's discussion.

VIII. New Business/Education Component

The Commission spoke to a request that was made to City Council regarding a Grassroots effort by a resident, Glyniss Johnson, to erect markers highlighting black history here in Scranton.

IX. Solicitor's Announcements

Pedro: I will now give the floor over to our Solicitor, Joshua Borer with any information he may have to share.

Further research will be taking place regarding liability insurance for the Commission. A request was also made regarding information relating to the budget for the HRC. Mary-Pat was to look into it and provide information and next meeting.

X. Commissioner's Announcements

Pedro: *I would now like to give an opportunity to the Commissioner's to share any announcements they may have. Mary-Pat if you call out the list, please.*

Mary-Pat: *Commissioner Pedro Anes
Commissioner Paul Strunk
Commissioner Hal Donahue
Commissioner Michael Hanley
Commissioner Om Timsina
Commissioner Aja Wentum
Commissioner Dr. Jessica Rothchild
Commissioner Rev. Rebecca Barnes*

Commissioners: *Nothing at this time, thank you.*

XI. Adjournment

Pedro: *Any other business? Hearing none, I would like to take the opportunity one more time to thank everyone for attending. We appreciate you.*

Pedro: *I would accept a motion to adjourn.*

Mike Hanley: *I move to adjourn.*

Hal Donahue: *I'll second.*

Pedro: *Roll Call please.*

Mary-Pat: *Commissioner Pedro Anes
Commissioner Paul Strunk
Commissioner Hal Donahue
Commissioner Michael Hanley
Commissioner Om Timsina
Commissioner Aja Wentum
Commissioner Dr. Jessica Rothchild
Commissioner Rev. Rebecca Barnes*

Commissioners: *Yes.*

Pedro: *Adjourned. Thank you.*

TAX ASSESSOR'S REPORT

Hearing Date: 12/12/18

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Curren t Assesed Value	After Appeal Value
10:00 AM	SCRANTON ARMORY LLC	SCRANTON	1466201000401	PATRICK LAVELLE	8800	
10:10 AM	BERNSTEIN MARC	SOUTH ABINGTON TWP	0990202000283	PATRICK LAVELLE	43900	
10:20 AM	DECKER JACK S & CARYL L	SOUTH ABINGTON TWP	1120101000101		8000	
10:30 AM	LUCAS MICHAEL	NEWTON TWP	0990101000211		37000	
10:40 AM	CHU VICTOR & JENNIFER	NEWTON TWP	09901010002		42800	
10:50 AM	CONRAD COREY & JENNIFER	NEWTON TWP	1310301000302		72500	
11:00 AM	EVANS ALAN M & JOAN M	SCOTT	07103020024		28000	
11:10 AM	TWISS HEATHER & CICILIONI JOHN	NEWTON TWP	12003010007		55300	
11:20 AM	RACHT JAMES & MARIE	FELL TWP	0350202000115	JEFFREY NEPA	54300	
11:30 AM	LARIONI CHRISTOPHER & CHRISTIN	DICKSON CITY	1240701000236	GUY VALVANO	46000	
11:40 AM	HERCHIK SAMUEL J	FELL TWP	00719020002		3500	
11:50 AM	COMPTON GEORGE & LINDA	GREENFIELD TWP	01402010001		49400	
12:10 PM	CAGGIANO MICHAEL W & ELLEN M	THROOP	1241603000124		7000	
12:10 PM	CAGGIANO MICHAEL W & ELLEN M	THROOP	1241603000125		12000	
12:20 PM	DOMANO ANTHONY R SR	ARCHBALD	0840101000102	JOSEPH CAMPOLIETO	10000	
12:20 PM	DOMANO ANTHONY R SR & FELICIA	ARCHBALD	0840101000104	JOSEPH CAMPOLIETO	49000	
12:20 PM	DOMANO ANTHONY R JR & KAREN	ARCHBALD	0840101000106	JOSEPH CAMPOLIETO	140000	
12:20 PM	CAMPOLIETO CARLA D & JOSEPH	ARCHBALD	0840101000107	JOSEPH CAMPOLIETO	32000	

TOTAL RECORDS 18

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Thursday, December 6, 2018

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CIVIL SERVICE COMMISSION

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

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Minutes September 6, 2018 Civil Service Meeting

I. Pledge of Allegiance

Completed.

II. Roll Call

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

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 for July 5, 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 an invoice for Christian Owens as Solicitor for legal services to the Civil Service Commission for June, July, and August 2018 - \$1767.00
- By way of motion by Commissioner Loscombe and seconded by Chairman Mackie the Commission approved the payment for the Invoice from the Times-Tribune regarding the ad for the Special Meeting - \$73.70
- By way of motion by Commissioner Loscombe and seconded by Chairman Mackie the Commission approved the payment to the PA Chiefs of Police for the study guides for the Police Department Sergeant Promotionals testing - \$630.00

V. Unfinished Business, Communication and Reports/Public Comment

- Police Promotionals/SID - Sat. 12/15 @ Brennan Hall, Pern Auditorium, Room 228. There were 47 police officers that signed up for the testing.
- Fire Entry Level Testing – 10 new hires currently at Fire School.
- Fire Promotionals – Written test will take place on Saturday, September 15th at Lackawanna College. Testing will be conducted for Captain and Chauffeur.

VI. Communication and Reports/Public Comment

- Dave Mitchell has a concern that 14 people did not receive the information about the promotionals that would have been eligible. He was speaking as an individual and not in the capacity for the Union or in replace of the Union Rep. for the Commission.

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.



CIVIL SERVICE COMMISSION

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

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Minutes November 1, 2018 Civil Service Meeting

I. Pledge of Allegiance

Completed.

II. Roll Call

Roll call was taken. Chairman Mackie and Commissioner Kelly were present.

Solicitor Christian Owens was present.

Absent: Commissioner Loscombe

The Commission welcomed and introduced Ray Kelly as Commissioner.

III. Approval of Minutes

- Minutes were deferred until such time as Commissioner Loscombe returns as Commissioner Kelly cannot make a motion/approve minutes he was not present for.

IV. Approval of Bills

- By way of motion by Commissioner Kelly and seconded by Chairman Mackie the Commission approved an invoice for Christian Owens as Solicitor for legal services to the Civil Service Commission for September and October 2018 - \$1624.50
- By way of motion by Commissioner Kelly and seconded by Chairman Mackie the Commission approved an invoice for the payment of the Proctors (Tom Bryan and Vince Amico) for the for the Captain and Lieutenant promotionals - \$125.00 each, total \$250.00

- By way of motion by Commissioner Kelly and seconded by Chairman Mackie the Commission approved the payment of the invoice for the materials for the Fire Lieutenant testing - \$1,620.00
- By way of motion by Commissioner Kelly and seconded by Chairman Mackie the Commission approved the payment of the invoice for the materials for the Fire Captain testing - \$1,890.00

V. Unfinished Business, Communication and Reports/Public Comment

- Police Promotionals/SID - Sat. 12/15 @ Brennan Hall, Pern Auditorium, Room 228.
- Fire Promotionals – Scores returned to Civil Service Commission. Christian to follow-up regarding posting the written test scores. Moving forward with promotionals, would need list of appropriate prospective panel members. Where does this list come from? Jack Loscombe out due to medical issues.
- RTK, Bohman – Application for J. DeSarno – application provided. Non story.

VI. Communication and Reports/Public Comment

- Tom Irwin provided criteria through Collective Bargaining Agreement regarding testing through the Civil Service Commission for Fire.

VII. Adjournment

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

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Scranton Municipal Recreation Board Meeting

Monday, November 5, 2018

Weston Fieldhouse

Present: Bob Gattens, President, Tim Woody, Manny Johnson, Mike Williams, Jerry Smurl, Paul DeAntona and Attorney Tim Corbett, Solicitor

Excused: Katie Knabel

Call to Order: B. Gattens, President called meeting to order at 6PM B. Gattens, asked for a motion to appoint Tim Woody as Temporary Recording Secretary. J. Smurl made the motion. M. Williams 2nd.
Vote 6-0

Pledge of Allegiance:

Minutes: October minutes motion made by J. Smurl and second by M. Williams Vote 6-0

Citizen Participation:

- Steve and Laura Duda, Brook Valley Farms presented plans to bring a Horse and Carriage to Nay Aug Park and offer rides to visitors on Thursday, Friday and Saturday, each week during the holiday season beginning on November 23rd and ending December 23rd. Brook Valley Farms will donate \$400.00 to the park and will donate an additional 10% of the proceeds over \$4,000. Laura Duda provided a Certificate of Insurance to the board. B. Gattens asked for a motion to approve Brook Valley Farms Horse and Carriage Rides. J. Smurl made the motion. T. Woody seconded. Vote 6-0
- Joanne and Edward Davis, Street Cats, made a request to the board for traps. B. Gattens stated the Scranton Municipal Recreation Board will cover the cost of 6 traps.

J. Davis talked briefly on the subject of housing dogs along with cats at the Street Cats facility. B. Gattens said, he will discuss the request further with the board.

J. Davis discussed issues the facility faces with water pipes. She states the organization repaired broken pipes but, the pipes now freeze and asked for suggestions on how to prevent pipes from freezing since it is getting colder. J. Smurl offered a suggestion of applying heat tape to the pipes to get the group through the winter season.

J. Davis expressed concerns about trash accumulation and removal. With the increase in the volume of cats housed at the facility, the amount of trash has increased requiring assistance in storing the trash until it can be removed. In the past, volunteers removed the garbage in their personal vehicles. The trash is overwhelming and is asking the board for a resolution to address the waste problem. B. Gattens said, the board will look into the matter and will get a copy of the contract agreement to see what we can do to remedy the issue.

- Jessica Nolan, Thanked B.Gattens for the mulch at Nay Aug Park pool area. J. Nolan would like to see the next project be focused on removing graffiti.
- Doris Koloski, asked if any progress has been made regarding the erection of basketball hoops near the pavilion, poolside. B Gattens stated, logistics are still being discussed but, in all likelihood the project will not move forward until spring 2019.

D. Koloski discussed the volume of tractor trailers making deliveries to the area and continues traveling up Mulberry Street into the park thinking they can get to the interstate. D. Koloski requested a sign be erected to stay "No trucks beyond this point or, no thru way to interstate 81. B. Gattens will talk to Brian Fallon, Director of Parks and Recreation for suggestions.

- Jessica Nolan inquired about the progress made regarding repairs to the treehouse. It is noted that Brian Fallon will have more information at the next board meeting.
- Pat Hinton provided the board with an update on the Coffee House. He reported to the board that the demolition phase on the inside of the building is 75% completed. On the outside, tree trunks, brush, have been removed. Architects and contractors are working to move the project along. P. Hinton shared an architectural sketch of the patio that will be constructed on outside of the building. P. Hinton mentioned the building was vandalized on two separate occasions and is exploring options of installing a security system.

Chairperson's Report:

Many Johnson requested the board purchase a lawn mower with bag catchers at a cost of \$14,000. B. Gattens suggested the board discuss the matter in further detail at the next meeting.

B. Gattens made a motion to place a 3 hour parking limit in the Brooks Mine parking Lot second by J. Smurl

Treasurer's Report: M. Williams reports there is \$47,527.32 in the operating account. B. Gattens submitted a bill from Jerry Hetman for lighting inside and outside of the pump house in the amount of ____ and, \$3,154.86 for police coverage in the pool area during summer season. Valvano Construction submitted a bill for 3,968 but, the board voted 6-0 to deny payment due to incomplete work.

Jerry Hetman submitted two proposals to the board for consideration. One is for electrical work at the Greenhouse and another one is for electrical work on the maintenance building at Nay Aug Park. We are currently seeking two additional bids before a decision is made.

B. Gattens discussed the need to replace the steel door on the park maintenance building. J. Smurl will purchase the door. B. Gattens made a motion for J. Smurl to purchase the door and to be reimbursed at the next board meeting. T. Woody second. Vote 5-0

With no further business, B. Gattens made a motion to adjourn at 7:35PM.

Respectfully submitted by,
Tim Woody



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

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**THE BOARD OF ZONING APPEALS OF THE CITY OF SCRANTON
HEREBY GIVES NOTICE THAT IT WILL HOLD A MEETING AT CITY HALL, IN
CITY COUNCIL CHAMBERS (2nd Floor) ON WEDNESDAY,
DECEMBER 12, 2018 @ 6 PM.**

MEETING AGENDA :

- 1) Brendan Fitzgerald, Esq representing JGG Supermarket, LLC., 1117- 1119 Swetland St. seeking an Appeal of the Zoning Office decision with regards to the parking area not in compliant with the City Zoning Ordinance (FOC #74, dated 1993. C-N Zone.**
- 2) Steve Marcello, 245 Emmett Applicant seeks a variance in order to place a used auto sales lot with approx 15 spaces @ this address. R-2 Zone.**
- 3) April Bender, 124 Peller Ave. seeks a variance for set-back relief to construct a garage with living space above @ this address. R-1 Zone.**

**4) Odin Garcia, 1215-1217 Pittston Ave. seeks a variance to restore the above address to five (5) units. R-2 Zone.
Continued from the April 2018 ZHB Meeting.**

**ANYONE INTERESTED IN BECOMING A PARTY TO THE ABOVE
LISTED CASES ARE DIRECTED TO CONTACT THE CITY ZONING
OFFICER @ 570-348-4193, EXT # 4512. HEARING: 12/12/2018
BOB GATTENS , CHAIRMAN, SCRANTON ZONING BOARD.
PUBLIC PARTICIPATION WELCOME.**

**LACKAWANNA COUNTY LAND BANK
SCHEDULED MEETING MINUTES
November 9, 2018**

The scheduled meeting of the Lackawanna County Land Bank was held on Friday, November 9, 2018 in the Commissioners' Conference Room, 200 Adams Avenue, Sixth Floor, Scranton, Pennsylvania.

At 11:00 am Chairman O'Malley called the meeting to order and all joined in the Pledge of Allegiance.

ROLL CALL

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

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Also present were Atty. Joseph Colbassani, Land Bank Legal Counsel and Ralph Pappas, Business Relations Manager, and Barbara Arens, Administrative Assistant.

PUBLIC COMMENT ON AGENDA ITEMS ONLY

There were no comments made at this time.

MINUTES

A motion was made by Marion Gatto and seconded by Steve Pitoniak to approve the minutes of the October 12, 2018 meeting as prepared and presented.

All in Favor

PRESENTATION OF VOUCHERS FOR EXAMINATION AND APPROVAL

A motion was made by Marion Gatto and seconded by Henry Deecke to approve voucher expenditures of October 13, 2018 through November 9, 2018, as presented.

All in Favor

DISCUSSION ITEMS

Before the Agenda items were discussed, Commissioner O'Malley discussed the first municipality outside the City of Scranton to join the Land Bank is Fell Township. He spoke about a property that once housed a beautiful school house. However, now about one-fourth of its foundation is missing. Commissioner O'Malley stated he has a video of the tour of the school house. The three taxing bodies have already signed the Intergovernmental Cooperation Agreement and it will be a great opportunity to work with Fell

Township. Commissioner O'Malley stated that they have about 11 tax delinquent properties, but don't have a lot of funds. Fell Township will work with the Land Bank to assist with demolition and some rehab type projects possibly with the help of UNC, NeighborWorks, etc.

- a.) **New Interest in Joining the Land Bank: Dunmore, Old Forge, Mid-Valley SD:** Mr. Kelly and Mr. McDonnell met with Dunmore Council at their work session. They are very agreeable to joining the Land Bank. A meeting is being scheduled with the School Board. Dunmore Council is sending the Intergovernmental Cooperation Agreement to the School Board advising them that they strongly support joining the Land Bank.

Mr. Kelly also attended the Mid Valley School Board work session. They fully support the Land Bank and plan to send a letter of support to the three municipalities, Olyphant, Throop and Dickson City, encouraging them to join the Land Bank.

Mayfield has signed the Intergovernmental Cooperation Agreement and will be the next municipality to join.

- b.) **Blight to Bright LSA Grant Update:** Todd Pousley from NeighborWorks NEPA spoke about the final meeting of the Task Force. That meeting is scheduled for November 29, 2018 at the County 911 Center in Jessup at 6pm. At the meeting, the Task Force will be presenting their final report and recommendations for preventing and remediating blight in Lackawanna County. After that meeting, the Land Bank will continue to consult with the different municipalities to help them put forth some of the recommendations of the task force. NeighborWorks was commended for bringing Chris Gulotta, the consultant on the project, to help them with their challenges. Mr. Gulotta has made fighting blight his career.

- c.) **1445 Meylert Avenue Update:** Mr. Kelly explained that they are still waiting for the developer to clear the property. As stated at the last meeting, the developer ran into some issues with dust and had to adjust their demolition schedule. Mr. Kelly will contact the developers for a status update.

Attorney Colbassani asked about the Bryn Mawr property. There was an issue regarding electricity still going to the building. Also, the Land Bank has agreed to contribute \$5,000 toward the project for tipping fees. The City's demolition process has also been delayed due to equipment and flooding issues in Keyser Valley. Once demolition is complete, 2 new homes will be constructed on the property. The developer has also sent a request to the City and the School Board for a five year LERTA.

- d.) **Bid Openings:** Mr. Pappas explained that there was one bid for a property in the 1300 block of Pike Street, which located off the Morgan Highway. The bid was from Eric Lindsay on behalf of his company, Lean Properties LLC. The bid was for \$500.00 dollars.

e.) Property Acquisition/Disposition/Donation Discussion:

Property Acquisition/Side Lot Disposition

324 South Ninth Street.

Mr. Pappas stated that a property purchase application was received on October 15, 2018 from Bernard and Jean Philippe. Mr. and Mrs. Philippe own and reside in the adjacent property at 326 South Ninth Street. They would like to expand their property, clean it up to improve the neighborhood. This property is currently on the repository list of unsold property. Mr. and Mrs. Philippe submitted a bid of \$100.00 for the property. The Board agreed to accept the bid of \$100.00.

Rear 1026 East Locust Street

Mr. Pappas stated a property purchase application was received on November 7, 2018 from Gerard and Lisa Guse. Mr. and Mrs. Guse own and reside in the adjacent property at 1026 East Locust Street. The lot has been vacant for 20 years. They will continue to maintain it as greenspace. This property is currently on the repository list of unsold property. Mr. and Mrs. Guse submitted a bid of \$100.00 for the property. The Board agreed to accept the bid of \$100.00.

Property Disposition

1300 Block Pike Street

A property purchase application was received on October 11, 2018 from Eric Lindsay, on behalf of his company, Lean Properties, LLC. According to his application, he plans to build a new home on the property. Mr. Lindsay submitted a sealed bid in the amount of \$500.00 that was opened at the Land Bank Board Meeting. The Board agreed to accept the bid of \$500.00.

1750 Nay Aug Avenue

The Land Bank received a property purchase application for a property located at 1750 Nay Aug Avenue. Art Phillip, the applicant, owns the adjacent property, the body shop to the rear of the property and a few other properties in the area. He wants to rehab the property. He submitted an offer of \$500.00. This is a house that has been flooded a few times and two weeks ago someone lit a fire on the front porch. The Board agreed to accept the bid of \$500.00.

Property Donations

911 Cedar Avenue

A donation application was received from Penn East Federal Credit Union for a property located at 911 Cedar Avenue. There was a structure on this lot, but the Credit Union had it torn down. The property is only 20 feet and they want to donate it to the Land Bank. There has been some interest from an adjacent property owner. It was decided by the Board that if Penn East can sell it fine, if not, the Land Bank would take it and sell to the neighbor as part of the side lot program.

Clearview Street and North Rebecca Avenue

Another donation application was received for four (4) vacant lots at the corner of Clearview Street and North Rebecca Avenue. The Board felt this property donation may be worth approving and working with the City and School District for a LERTA to encourage someone to build on the property. This is a good opportunity for a developer who is willing to construct new housing in the City of Scranton.

Mineral Avenue

Another donation application was received for a property on the corner of Mineral Avenue and Olive Street. This is a challenging lot, although there has been some interest for development in that area. It was decided that the Land Bank would put a sign on it and see if there is any interest.

Additional Discussions

Although, at the last meeting on October 12, 2018, it was discussed about not acquiring any more structures in the City of Scranton until it was decided what to do with them and who would maintain them. There was one more property purchase application received from a home owner who wants to buy the property at Rear 138 South Van Buren Avenue. The house is located directly behind her current residence. Linda Aebli will check the status of the property and if any title searches were done. The property is landlocked and the potential buyer is going to take responsibility to tear it down.

The discussion continued regarding the Land Bank having issues with potential buyers wanting to purchase a property. The Land Bank acquires the property and then the potential buyer backs out. Land Bank is then stuck with the property. It was discussed that if there is a structure on the property, a deposit would be required with the application that is non-refundable. That deposit would be used to defer the cost of demolition if the Land Bank were unable to sell it and had to raze it.

It was recommended that the Land Bank get a letter of intent and a deposit of \$1,000 from the potential buyer. Five hundred dollars would be refunded at the time of closing. Motion made by Henry Deecke and seconded by Marion Gatto.

All in favor

ACTION ITEMS:

Resolution No. 18-034 – Approving the acquisition of additional property from the Tax Claim Office Repository List of Unsold Property

The properties are as follows:

326 South Ninth Street, Scranton	Pin #: 15606050029
Rear 1026 East Locust Street, Scranton	Pin #: 16712040035

Motion by George Kelly

Seconded by Marion Gatto

All in Favor

Resolution No. 18-035 – Approving the Conveyance of Certain Land Bank Owned Property under the Land Bank Property Purchase Program.

The properties, prices and purchasers are as follows

1300 Block Pike Street, Scranton	Pin #: 12302010011	Lean Properties	\$500.00
1750 Nay Aug Avenue, Scranton	Pin #: 13412090022	Arthur & Roxanne Philipp	\$500.00

Motion by Henry Deecke

Seconded by Linda Aebli

All in Favor

November 9, 2018

Minutes

Page 4

Resolution No. 18-036 – Approving the Conveyance of Certain Land Bank Owned Property under the Land Bank Side Lot Program

The properties, prices and purchasers are as follows:

326 South Ninth Street, Scranton	Pin #: 15606050029	Bernard & Jean Philippe	\$100.00
Rear 1026 East Locust Street, Scranton	Pin #: 16712040035	Gerard & Lisa Guse	\$100.00

Motion by Henry Deecke

Seconded by Marion Gatto

All in Favor

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

There were no comments made at this time.

ADJOURNMENT

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

Marion Gatto, Secretary

Prepared by Barbara Arens

TAX ASSESSOR'S REPORT

Hearing Date: 12/12/18

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value	After Appeal Value
10:00 AM	SCRANTON ARMORY LLC	SCRANTON	1466201000401	PATRICK LAVELLE	8800	8800
10:10 AM	BERNSTEIN MARC	SOUTH ABINGTON TWP	0990202000283	PATRICK LAVELLE	43900	43900
10:20 AM	DECKER JACK S & CARYL L	SOUTH ABINGTON TWP	1120101000101		8000	8000
10:40 AM	CHU VICTOR & JENNIFER	NEWTON TWP	099010100002		42800	36000
10:50 AM	CONRAD COREY & JENNIFER	NEWTON TWP	1310301000302		72500	50000
11:00 AM	EVANS ALAN M & JOAN M	SCOTT	071030200024		28000	28000
11:10 AM	TWISS HEATHER & CICILIONI JOHN	NEWTON TWP	120030100007		55300	48000
11:20 AM	RACHT JAMES & MARIE	FELL TWP	0350202000115	JEFFREY NEPA	54300	34000
11:30 AM	LARIONI CHRISTOPHER & CHRISTIN	DICKSON CITY	1240701000236	GUY VALVANO	46000	32000
11:40 AM	HERCHIK SAMUEL J	FELL TWP	007190200002		3500	2000
11:50 AM	COMPTON GEORGE & LINDA	GREENFIELD TWP	014020100001		49400	49000
12:10 PM	CAGGIANO MICHAEL W & ELLEN M	THROOP	1241603000124		7000	5700
12:10 PM	CAGGIANO MICHAEL W & ELLEN M	THROOP	1241603000125		12000	8000
12:20 PM	DOMIANO ANTHONY R SR	ARCHBALD	0840101000102	JOSEPH CAMPOLITO	10000	8000
12:20 PM	DOMIANO ANTHONY R SR & FELICIA	ARCHBALD	0840101000104	JOSEPH CAMPOLITO	49000	49000
12:20 PM	DOMIANO ANTHONY R JR & KAREN	ARCHBALD	0840101000106	JOSEPH CAMPOLITO	140000	140000
12:20 PM	CAMPOLIETO CARLA D & JOSEPH	ARCHBALD	0840101000107	JOSEPH CAMPOLITO	32000	32000
12:30 PM	LUCAS MICHAEL	NEWTON TWP	0990101000211		37000	31000

TOTAL RECORDS 18

RECEIVED

DEC 17 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

Monday, December 17, 2018

Page 1 of 1





DEPARTMENT OF BUSINESS ADMINISTRATION

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

MEMORANDUM

RECEIVED
DEC 17 2018

DATE: December 17, 2018
TO: Wayne Beck, City Treasurer
FROM: Nancy Krake, Staff Accountant
RE: Check for Deposit

OFFICE OF CITY
COUNCIL/CITY CLERK

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

Covenant Presbyterian Church	Ck. # 9432	\$1,000.00
-------------------------------------	-------------------	-------------------

This check is to be deposited into Account #01.359.35900

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

December 17, 2018

RECEIVED

DEC 18 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 November, 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 NOVEMBER 2018**

CODE #	DEPARTMENT	EXPENDITURES
10	Mayor's Office	\$ 16,625.19
11	Public Safety	-
20	City Council	30,953.96
30	Controller	28,152.87
40	Business Administration	438,761.92
41	Bureau of Human Resources	29,611.74
42	Bureau of Information Technology	47,980.81
43	Treasurer	12,822.57
51	Inspections and Licenses	83,817.96
60	Law	35,357.25
71	Police	1,776,184.27
75	Traffic Maintenance	-
78	Fire	2,041,733.72
80	Public Works	285,626.89
81	Engineering	10,783.95
82	Buildings	63,926.35
83	Highways	909,960.63
84	Refuse	394,558.55
85	Garages	139,867.30
90	Single Tax Office	127,790.19
100	Parks and Recreations	93,641.16
TOTAL DEPARTMENTAL:		\$ 6,568,157.28
NON DEPARTMENTAL		
0140	Scranton Plan	\$ -
1000	Boards and Commissions	5,366.20
1100	Utilities	-
1300	Contingency	2,173.69
1500	Special Items	4,880,799.62
1600	Unpaid Bills	-
1700	Grants and Contributions	-
1900	Special Items (Non Add)	-
TOTAL NON DEPARTMENTAL:		\$ 4,888,339.51
GRAND TOTAL:		\$ 11,456,496.79

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

CODE #	FUND SOURCE	REVENUES
300	Previous Year Balance	\$ -
301	Real Property Taxes	1,178,801.74
302	Landfill and Refuse Fees	339,704.84
304	Utility Tax	-
305	Non-Resident Tax	-
310	Local Taxes (Act 511)	6,140,839.16
319	Penalties and Interest (Delinquent Taxes)	15,234.81
320	Licenses and Permits	118,819.81
330	Fines and Forfeitures	-
331	Police Fines and Violations	226,572.73
341	Interest Earnings	250,180.28
342	Rents and Concessions	500.00
350	Inter-Government-Revenue Reimbursements	-
359	Local Governments (Payments in Lieu)	500.00
360	Departmental Earnings	11,285.00
367	Recreational Departments	2,486.25
380	Cable TV and Miscellaneous Revenue	253,729.10
392	Interfund Transfers	741,731.67
392*	Interfund Transfers (Non Add)	-
394	Tax Anticipation Loan/Note	-
TOTAL		\$ 9,280,385.39
MONTH TO DATE:		
Revenues To November 2018		\$ 98,025,914.07
Expenditures To November 2018		78,027,854.30
NET:		\$ 19,998,059.77

*Non Add

CITY OF SCRANTON
NOVEMBER 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	32,898,912.77	928,893.33
302	Landfill and Refuse Fees	7,662,500.00	6,631,585.77	1,030,914.23
304	Utility Tax	75,000.00	75,073.05	(73.05)
305	Non-Resident Tax	520,000.00	-	520,000.00
310	Local Taxes (Act 511)	39,343,469.39	34,969,422.87	4,374,046.52
319	Penalties and Interest (Delinquent Taxes)	168,092.00	234,675.73	(66,583.73)
320	Licenses and Permits	1,906,004.00	2,207,915.79	(301,911.79)
330	Fines and Forfeitures	100.00	-	100.00
331	Police Fines and Violations	360,750.00	566,141.87	(205,391.87)
341	Interest Earnings	30,000.00	469,728.15	(439,728.15)
342	Rents and Concessions	5,000.00	5,000.00	-
350	Inter-Government-Revenue Reimbursements	3,957,646.00	4,470,055.41	(512,409.41)
359	Local Government (Payments in Lieu)	250,000.00	70,456.36	179,543.64
360	Departmental Earnings	469,625.00	152,221.00	317,404.00
367	Recreational Departments	49,500.00	36,561.25	12,938.75
380	Cable TV and Miscellaneous Revenues	1,115,800.00	1,074,053.13	41,746.87
392	Interfund Transfers	5,183,505.30	1,414,110.92	3,769,394.38
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	\$ 98,025,914.07	\$ 9,648,883.72

PURCHASE ORDER REPORT

MONTH ENDING NOVEMBER 30, 2018

ACCOUNT BALANCES AS OF NOVEMBER 30, 2018				
DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
OFFICE OF THE MAYOR				
0101000000 4270 DUES & SUBSCRIPTIONS	22,826.70	0.00		<u>0.00</u>
0101000000 4290 STATIONERY / OFFICE SUPPLIES	150.00	107.51		<u>107.51</u>
0101000000 4420 TRAVEL & LODGING	1,000.00	565.00		<u>565.00</u>
DEPARTMENT OF PUBLIC SAFETY				
POLICE BUREAU:				
0101100071 4201 PROFESSIONAL SERVICES	25,000.00	2,845.37		
ENCUMBERED: PREVIOUS PERIOD			(4,533.13)	
ENCUMBERED: CURRENT PERIOD			2,767.00	
YIS COWDEN GROUP			110.00	
UNITED PUBLIC SAFETY			1,798.02	
IABTI			200.00	
CINTAS-CORPORATION			408.25	
				<u>2,095.23</u>
0101100071 4210 SERVICES & MAINTENANCE FEE	75,000.00	4,335.04		
ENCUMBERED: PREVIOUS PERIOD			(7,117.50)	
ENCUMBERED: CURRENT PERIOD			3,550.00	
L-TRON CORPORATION			3,567.50	
				<u>4,335.04</u>
0101100071 4270 DUES & SUBSCRIPTIONS	3,150.00	7.85		<u>7.85</u>
0101100071 4280 MISCELLANEOUS SERVICES - NON CLASSIFIED	2,000.00	(0.00)		<u>(0.00)</u>
0101100071 4290 STATIONERY / OFFICE SUPPLIES	2,750.00	356.16		<u>356.16</u>
0101100071 4380 GUNS / AMMUNITION	22,500.00	9.57		<u>9.57</u>
0101100071 4390 MATERIALS / SUPPLIES (MISC)	21,000.00	831.69		
ENCUMBERED: PREVIOUS PERIOD			(4,615.66)	
ENCUMBERED: CURRENT PERIOD			464.58	
JANCZAK, JOSEPH			56.56	
ARROWHEAD SCIENTIFIC, INC.			345.16	
CONNECTED SOLUTIONS GROUP			3,805.92	
				<u>775.13</u>
0101100071 4420 TRAVEL & LODGING	4,000.00	217.80		
DAVIS, KEVIN			22.20	
				<u>195.60</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0101100071 4470 TRAINING & CERTIFICATION ENCUMBERED: PREVIOUS PERIOD GLOBAL ASSETS INTEGRATED LLC MITCHELL, DAVID, CPL.	50,000.00	5,492.00	(1,560.23) 1,560.23 45.95	<u>5,446.05</u>
0101100071 4550 CAPITAL EXPENDITURES	350,000.00	83,738.00		<u>83,738.00</u>
0101100071 4570 MAINTENANCE COMMUNICATION EQUIPMENT INDUSTRIAL ELECTRONICS, INC. PENNSYLVANIA CHIEFS OF POLICE ASSN.	7,500.00	2,501.39	256.44 146.46	<u>2,098.49</u>
0101100071 6003 SPCA - ANIMAL CONTROL ANIMAL CARE EQUIPMENT & SVS, INC.	86,976.00	7,244.49	820.69	<u>6,423.80</u>
FIRE BUREAU:				
0101100078 4201 PROFESSIONAL SERVICES	23,000.00	107.00		<u>107.00</u>
0101100078 4210 SERVICE & MAINTENANCE FEE WITMER ASSOCIATES, INC.	15,000.00	502.28	470.00	<u>32.28</u>
0101100078 4270 DUES & SUBSCRIPTIONS INTERNATIONAL CODE COUNCIL INC.	1,000.00	850.00	575.00	<u>275.00</u>
0101100078 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	10,000.00	0.00		<u>0.00</u>
0101100078 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD AIR CLEANING SYS, INC. WITMER ASSOCIATES, INC. GLEN SUMMIT SPRINGS WATER STAPLES BUSINESS ADVANTAGE	7,250.00	1,489.87	(108.95) 61.99 920.00 300.25 35.65 108.95	<u>171.98</u>
0101100078 4420 TRAVEL & LODGING BUDGET TRANSFER TO: 0101100078 4470	3,000.00	2,029.10	2,029.10	<u>0.00</u>
0101100078 4430 AIR PACK / REHAB SUPPLIES BUDGET TRANSFER TO: 0101100078 4580 WITMER ASSOCIATES, INC.	6,000.00	5,633.75	5,000.00 517.50	<u>116.25</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0101100078 4470 TRAINING & CERTIFICATION	75,000.00	33.43		
BUDGET TRANSFER FROM: 0101100078 4101			(1,077.24)	
BUDGET TRANSFER FROM: 0101100078 4420			(2,029.10)	
BUDGET TRANSFER FROM: 0101100078 4570			(2,873.00)	
BUDGET TRANSFER FROM: 0101100078 4575			(1,000.00)	
HUGHES, NICHOLAS			375.00	
SLIMAK, ERIC J.			375.00	
KOPA, ERIC			375.00	
KOHUT, BRANDON			375.00	
FROST, JAMES			375.00	
FANNON, ZACHARY			375.00	
DESARNO, JACOB			375.00	
CREEGAN, JESSE			375.00	
BAKER, DAVID			375.00	
BARLETTA, CHRISTOPHER			375.00	
SCRANTON QUINCY AMBULANCE			15.00	
				<u>3,247.77</u>
0101100078 4550 CAPITAL EXPENDITURES	1,250,000.00	194,849.81		
BUDGET TRANSFER FROM: 0101100078 4113			(12,520.75)	
SCRANTON ELECTRIC HEATING & COOLING			17,026.00	
MAR-PAUL CO., INC.			190,344.56	
				<u>(0.00)</u>
0101100078 4570 MAINTENANCE COMMUNICATION EQUIPMENT	4,250.00	2,873.00		
BUDGET TRANSFER TO: 0101100078 4470			2,873.00	
				<u>0.00</u>
0101100078 4575 MAINTENANCE-EQUIPMENT	1,000.00	1,000.00		
BUDGET TRANSFER TO: 0101100078 4470			1,000.00	
				<u>0.00</u>
0101100078 4580 GENERAL EQUIPMENT	75,000.00	4,694.22		
BUDGET TRANSFER FROM: 0101100078 4430			(5,000.00)	
WITMER ASSOCIATES, INC.			6,857.99	
FRP FIRE & RESCUE PRODUCTS			352.00	
SCRANTON ELECTRIC HEATING & COOLING			197.50	
				<u>2,286.73</u>
OFFICE OF THE CITY CLERK / CITY COUNCIL				
0102000000 4201 PROFESSIONAL SERVICES	56,000.00	4,085.50		
NARDOZZI, CATHENE			414.00	
EDM AMERICAS INC.			187.49	
				<u>3,484.01</u>
0102000000 4210 SERVICES & MAINTENANCE FEE	15,000.00	4,205.00		
ENDEAVOR AUDIO & LIGHTING			484.00	
				<u>3,721.00</u>
0102000000 4230 PRINTING & BINDING	6,250.00	4,039.04		
				<u>4,039.04</u>
0102000000 4250 ADVERTISING	31,500.00	13,148.10		
SCRANTON TIMES			3,229.55	
				<u>9,918.55</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0102000000 4290 STATIONERY / OFFICE SUPPLIES GLEN SUMMIT SPRINGS WATER	500.00	139.01	11.00	128.01
CITY CONTROLLER				
0103000000 4201 PROFESSIONAL SERVICES	40,000.00	27,000.00		27,000.00
0103000000 4230 PRINTING AND BINDING	1,000.00	550.05		550.05
0103000000 4240 POSTAGE & FREIGHT	100.00	18.00		18.00
0103000000 4270 DUES & SUBSCRIPTIONS	225.00	24.75		24.75
0103000000 4290 STATIONERY / OFFICE SUPPLIES	200.00	48.05		48.05
0103000000 4420 TRAVEL AND LODGING	1,000.00	276.64		276.64
BUSINESS ADMINISTRATION DEPARTMENT				
ADMINISTRATION				
0104000040 4201 PROFESSIONAL SERVICES BUDGET TRANSFER FROM: 0104000040 4190 TURNKEY TAXES ARCADIS US, INC.	250,000.00	4,042.55	(10,000.00) 5,098.86 5,658.12	3,285.57
0104000040 4210 SERVICES & MAINTENANCE FEE COMMONWEALTH FINANCING AUTHORITY	1,750.00	1,362.00	100.00	1,262.00
0104000040 4230 PRINTING & BINDING	1,000.00	148.97		148.97
0104000040 4240 POSTAGE & FREIGHT POSTAGE	30,000.00	893.00	5,000.00	(4,107.00)
0104000040 4250 ADVERTISING	17,250.00	442.60		442.60
0104000040 4270 DUES & SUBSCRIPTIONS	1,000.00	110.00		110.00

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0104000040 4290 STATIONERY / OFFICE SUPPLIES	12,750.00	2,883.26		
ENCUMBERED: PREVIOUS PERIOD			(567.64)	
GLEN SUMMIT SPRINGS WATER			11.55	
OFFICE DEPOT			530.52	
NOLAN & ROGERS			18.00	
DIVERSIFIED BUSINESS FORMS, INC.			663.29	
STAPLES BUSINESS ADVANTAGE			546.49	
				<u>1,681.05</u>
0104000040 4390 MATERIALS / SUPPLIES (MISC)	600.00	393.55		<u>393.55</u>
0104000040 4420 TRAVEL & LODGING	2,500.00	0.00		<u>0.00</u>
0104000040 4470 TRAINING & CERTIFICATION	2,000.00	1,090.05		<u>1,090.05</u>
0104000040 6009 OPERATING TRANSFERS - WORKERS' COMP	3,743,432.00	1,183,432.00		<u>1,183,432.00</u>
0104000040 6024 BANK FEES AND CHARGES	11,000.00	9,741.94		
PNC MERCHANT FEE			15.00	
PNC MERCHANT FINANCIAL ADJ.			109.95	
				<u>9,616.99</u>
HUMAN RESOURCES:				
0104000041 4201 PROFESSIONAL SERVICES	150,000.00	28,239.48		
WE PAY PROCESSING CHARGES			6,544.25	
CONCORDE, INC.			1,175.88	
MILLENNIUM ADMINISTRATORS			1,244.28	
				<u>19,275.07</u>
0104000041 4290 STATIONARY / OFFICE SUPPLIES	25,000.00	24,930.00		<u>24,930.00</u>
0104000041 4390 MATERIALS / SUPPLIES (MISC)	500.00	294.45		
GLEN SUMMIT SPRINGS WATER			6.35	
				<u>288.10</u>
0104000041 4420 TRAVEL & LODGING	1,000.00	569.32		<u>569.32</u>
0104000041 4470 TRAINING & CERTIFICATION	3,000.00	632.85		<u>632.85</u>
0104000041 4630 LIABILITY / CASUALTY INSURANCE	1,371,000.00	447,259.87		
GALLAGHER BASSETT SERVICE			1,024.95	
ABRAHAMSEN CONABOY & ABRAHAMSEN, PC			76.00	
				<u>446,158.92</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
INFORMATION TECHNOLOGY:				
0104000042 4201 PROFESSIONAL SERVICES	95,250.00	3,185.15		<u>3,185.15</u>
0104000042 4210 SERVICES & MAINTENANCE FEE BUDGET TRANSFER TO: 0104000042 4440	75,000.00	11,926.90	<u>8,210.00</u>	<u>3,716.90</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) SWIETNICKI, FRANK	65,000.00	1,561.85	<u>1,219.91</u>	<u>341.94</u>
0104000042 4420 TRAVEL AND LODGING	750.00	750.00		<u>750.00</u>
0104000042 4440 TELEPHONE BUDGET TRANSFER FROM: 0104000042 4210 BUDGET TRANSFER FROM: 0104000042 4470 COMCAST FRONTIER COMMUNICATIONS	150,000.00	4,921.94	<u>(8,210.00) (2,694.21) 4,566.31 7,171.55</u>	<u>4,088.29</u>
0104000042 4470 TRAINING & CERTIFICATION BUDGET TRANSFER TO: 0104000042 4440	10,000.00	8,773.97	<u>2,694.21</u>	<u>6,079.76</u>
0104000042 4550 CAPITAL EXPENDITURES ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD CDW GOVERNMENT, INC.	250,000.00	90,586.34	<u>(189,307.84) 195,811.84 19,475.00</u>	<u>64,607.34</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>
0104000043 4390 MATERIALS / SUPPLIES (MISC) GREAT AMERICA FINANCIAL SERVICES GLEN SUMMIT SPRINGS WATER	8,000.00	713.67	<u>122.49 28.30</u>	<u>562.88</u>
0104000043 6000 TAX & MISCELLANEOUS REFUNDS	1,000.00	1,000.92		<u>1,000.92</u>
0104000043 6001 TAX COLLECTION COMMITTEE EXPENSE	7 500.00	500.00		<u>500.00</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
BUREAU OF LICENSES, INSPECTIONS & PERMITS				
LICENSE, INSPECTIONS & PERMITS:				
0105100051 4201 PROFESSIONAL SERVICES	40,000.00	0.00		<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	791.00		<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	42,300.75		
ENCUMBERED: PREVIOUS PERIOD			(597.25)	
ENCUMBERED: CURRENT PERIOD			307.50	
STAPLES BUSINESS ADVANTAGE			643.63	
				<u>41,946.87</u>
BUREAU OF BUILDINGS:				
0105100082 4201 PROFESSIONAL SERVICES	75,000.00	56,512.08		
BUDGET TRANSFER TO: 0105100082 4320			1,281.10	
BUDGET TRANSFER TO: 0105100082 4448			4,886.78	
PA DEPARTMENT OF LABOR & INDUSTRY			116.00	
MARK WHITEHEAD ELECTRICAL			336.00	
SIEMENS INDUSTRY, INC.			12,119.00	
				<u>37,773.20</u>
0105100082 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	150,000.00	12,738.86		
BUDGET TRANSFER FROM: 0105100082 4201			(1,281.10)	
ENCUMBERED: PREVIOUS PERIOD			(2,688.30)	
ENCUMBERED: CURRENT PERIOD			2,688.30	
FRIEDMAN ELECTRIC SUPPLY			147.44	
ATIS ELEVATOR INSPECTIONS LLC			130.00	
BENJAMIN, ALLEN			1,725.00	
LEE ELECTRIC SUPPLY CO., INC.			357.78	
NORTHEAST ELEVATOR, LLC			200.00	
AMERICAN JANITOR			1,444.71	
PA DEPARTMENT OF LABOR & INDUSTRY			88.00	
CINTAS CORPORATION			484.28	
J. C. EHRlich CO.			125.00	
JOHNSON CONTROLS			932.75	
C & C CLEANING SERVICES			8,365.00	
	8			<u>0.00</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0105100082 4445 SEWER CHARGES	5,000.00	5,000.00		<u>5,000.00</u>
0105100082 4447 UGI - GAS	135,000.00	48,248.45		
BUDGET TRANSFER TO: 0105100082 4448			<u>8,213.26</u>	<u>40,035.19</u>
0105100082 4448 PAWC - WATER	475,000.00	8,937.37		
BUDGET TRANSFER FROM: 0105100082 4447			(8,213.26)	
BUDGET TRANSFER FROM: 0105100082 4201			(4,886.78)	
PENNSYLVANIA AMERICAN WATER CO.			<u>8,213.26</u>	<u>13,824.15</u>
0105100082 4450 ELECTRICAL	275,000.00	55,225.97		
PPL ELECTRIC UTILITIES			<u>16,708.33</u>	<u>38,517.64</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	67,850.73		
PATRICK HUGHES ESQUIRE			34.00	
ABRAHAMSEN CONABOY & ABRAHAMSEN, PC			7,470.75	
POWELL & APPLETON, PC			<u>1,301.75</u>	<u>59,044.23</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	3,048.00		<u>3,048.00</u>
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	1,000.00	665.50		<u>665.50</u>
0106000000 4550 CAPITAL EXPENDITURES	3,250.00	3,250.00		<u>3,250.00</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
DEPARTMENT OF PUBLIC WORKS				
ADMINISTRATION BUREAU:				
0108000080 4201 PROFESSIONAL SERVICES PADDEN, SCOTT	50,000.00	19,737.00	52.60	19,684.40
0108000080 4210 SERVICES & MAINTENANCE FEE ENCUMBERED: CURRENT PERIOD PA ONE CALL SYSTEM, INC.	2,040.00	906.34	149.02 50.14	707.18
0108000080 4420 TRAVEL AND LODGING	500.00	500.00		500.00
0108000080 4550 CAPITAL EXPENDITURES	10,000.00	3,600.50		3,600.50
0108000080 4570 MAINTENANCE COMMUNION EQUIPMENT INDUSTRIAL ELECTRONICS, INC.	16,500.00	2,565.00	1,590.00	975.00
0108000080 4576 MAINTENANCE SUPER FUND SIGHT	13,000.00	4,856.04		4,856.04
0108000080 6007 FLOOD PROTECTION SYSTEM MAINTENANCE ENCUMBERED: PREVIOUS PERIOD F & S SUPPLY COMPANY, INC. DUNBAR'S EVERGREEN LANDSCAPING D. G. NICHOLAS CO.	50,000.00	13,142.47	(8,037.80) 8,106.30 2,416.67 10.54	10,646.76
ENGINEERING BUREAU:				
0108000081 4201 PROFESSIONAL SERVICES	69,500.00	15,275.00		15,275.00
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	1,000.00	950.00		950.00
HIGHWAYS BUREAU:				
0108000083 4260 RENTAL VEHICLES & EQUIPMENT BUDGET TRANSFER TO: 0108000083 4390	300,000.00	23,143.03	3,000.00	20,143.03

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0108000083 4340 CONSTRUCTION - PAVING MATERIAL OECD PAVING ACCOUNT	100,000.00	19,465.39	(7,677.08)	27,142.47
0108000083 4350 PAINT / SIGN MATERIAL	50,000.00	36,982.66		36,982.66
0108000083 4370 PARKS AND RECREATION SUPPLIES	62,000.00	29,948.88		29,948.88
0108000083 4390 MATERIALS / SUPPLIES (MISC) BUDGET TRANSFER FROM: 0108000083 4260 ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD S & S TOOLS & SUPPLIES R J DOMINGUEZ GENERAL CONTRACTOR	37,500.00	363.52	(3,000.00) (30.47) 980.00 142.75 940.00	1,331.24
0108000083 4410 SALT BUDGET TRANSFER FROM: 0108000080 4118 ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD KEYSTONE QUARRY, INC.	273,500.00	1,848.92	(40,000.00) (7,220.00) 37,478.00 6,990.70	4,600.22
0108000083 4460 STREET LIGHTING PPL ELECTRIC UTILITIES	375,000.00	101,776.42	18,851.27	82,925.15
0108000083 4466 STREET LIGHTING SERVICE / MAINTENANCE URBAN ELECTRICAL CONTRACTORS, INC.	77,500.00	38,211.80	6,260.29	31,951.51
0108000083 4550 CAPITAL EXPENDITURES	140,000.00	(0.00)		(0.00)
0108000083 4551 ROADWAY RESURFACING PROGRAM AMERICAN ASPHALT PAVING CO.	875,000.00	875,000.00	741,731.67	133,268.33
REFUSE BUREAU:				
0108000084 4390 MATERIALS / SUPPLIES (MISC) MAGISTRATE DISTRICT MDJ 45-1-06	1,000.00	979.31	243.50	735.81
0108000084 4420 TRAVEL AND LODGING	1,000.00	1,000.00		1,000.00
0108000084 4490 LANDFILL KEYSTONE SANITARY LANDFILL	1,271,434.74	135,487.87	103,578.93	31,908.94

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0108000084 4550 CAPITAL EXPENDITURES	180,000.00	0.00		<u>0.00</u>
GARAGES BUREAU:				
0108000085 4220 CONTRACTED SERVICES	750.00	1,206.18		
ENCUMBERED: PREVIOUS PERIOD			(212.00)	
DAILEY RESOURCES			212.00	
FIVE STAR EQUIPMENT CO., INC.			200.00	
				<u>1,006.18</u>
0108000085 4301 GAS, OIL, LUBRICANTS	295,000.00	701.82		
BUDGET TRANSFER FROM : 0108000080 4118			(100,000.00)	
ENCUMBERED: CURRENT PERIOD			1,041.84	
PETROLEUM TRADERS CORPORATION			34,862.78	
D. G. NICHOLAS CO.			1,180.12	
DENAPLES AUTO PARTS			47.00	
G & G EXPRESS MARTS, INC.			2,285.22	
POWELL'S SALES & SERVICE			22.00	
WEX BANK			18,264.12	
				<u>42,998.74</u>
0108000085 4310 EQUIPMENT/VEHICLE REPAIR/MAINTENANCE	325,000.00	33,123.26		
ENCUMBERED: PREVIOUS PERIOD			(6,096.84)	
ENCUMBERED: CURRENT PERIOD			9,822.25	
CLEVELAND BROTHERS EQUIPMENT			152.29	
D. G. NICHOLAS CO.			1,752.21	
A.I.T. AUTOMOTIVE			1,578.75	
ELECTRO BATTERY			865.00	
DAVE'S AUTO IGNITION			847.18	
C. G. CUSTOM TRUCKS			1,033.09	
PUNDOCK CONSTRUCTION			1,081.28	
NORTHEAST HYDRAULICS			3,256.95	
DENAPLES AUTO PARTS			6,001.00	
NORTH AMERICAN WARHORSE			387.33	
FLEET PRIDE			106.82	
WAYNE COUNTY FORD			948.53	
SUTPHEN CORPORATION			344.72	
TRIPLE CITIES ACQUISITIONS, LLC			179.37	
DENAPLES TOWING, INC.			240.00	
MCCARTHY TIRE SERVICE, INC.			89.95	
AMERICAN FIRE SERVICES			61.17	
FRP FIRE & RESCUE PRODUCTS			140.53	
PETHICK PAINT SUPPLY			21.90	
FARGIONE AUTO SERVICE			45.00	
FRIEDMAN ELECTRIC SUPPLY			22.29	
F & S SUPPLY COMPANY, INC.			21.75	
MESKO GLASS & MIRROR			350.00	
				<u>9,870.74</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0108000085 4360 SMALL TOOLS / SHOP SUPPLIES	6,500.00	1,498.46		
ENCUMBERED: CURRENT PERIOD			286.48	
D. G. NICHOLAS CO.			147.96	
				<u>1,064.02</u>
0108000085 4390 MATERIALS / SUPPLIES (MISC)	49,500.00	11,710.61		
ENCUMBERED: PREVIOUS PERIOD			(2,115.41)	
ENCUMBERED: CURRENT PERIOD			2,232.71	
A.I.T. AUTOMOTIVE			113.25	
D. G. NICHOLAS CO.			1,477.60	
TRIPLE CITIES ACQUISITIONS, LLC			321.54	
C. G. CUSTOM TRUCKS			1,593.26	
ELECTRO BATTERY			220.00	
PETHICK PAINT SUPPLY			41.20	
NORTHEAST HYDRAULICS			260.40	
STAPLES BUSINESS ADVANTAGE			169.99	
FASTENAL COMPANY			1,345.68	
EAGLE TRUCK EQUIPMENT, INC.			1,080.11	
WILLIAMS INDUSTRIAL SUPPLY			11.90	
POWELL'S RENTAL			17.10	
				<u>4,941.28</u>
0108000085 4401 TIRES	109,500.00	31,604.99		
ENCUMBERED: PREVIOUS PERIOD			(8,123.60)	
ENCUMBERED: CURRENT PERIOD			7,042.98	
MCCARTHY TIRE SERVICE, INC.			8,833.04	
GOODYEAR			2,405.00	
STEVE SHANNON TIRE CO., INC.			567.60	
				<u>20,879.97</u>
0108000085 4420 TRAVEL AND LODGING	500.00	500.00		
				<u>500.00</u>
0108000085 4550 CAPITAL EXPENDITURES	25,000.00	3,735.35		
				<u>3,735.35</u>
0108000085 4901 MAINTENANCE (PREVENTATIVE)	7,500.00	4,078.88		
ENCUMBERED: CURRENT PERIOD			13.25	
				<u>4,065.63</u>
PARKS & RECREATION DEPARTMENT				
0110000000 4280 MISC SERVICES - NON CLASSIFIED	5,000.00	2,505.30		
ARDAN, TODD			24.96	
				<u>2,480.34</u>
0110000000 4290 STATIONERY / OFFICE SUPPLIES	500.00	429.92		
				<u>429.92</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0110000000 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	15,000.00	8,179.78		
S & S TOOLS & SUPPLIES			924.00	
REEVE'S RENT-A-JOHN, INC.			126.00	
F & S SUPPLY COMPANY, INC.			2,391.02	
CINTAS CORPORATION			198.00	
TIM WAGNER'S SPORTS CORNER			1,918.00	
LAMEO & ASSOCIATES			296.00	
LEE ELECTRIC SUPPLY CO., INC.			25.71	
				<u>2,301.05</u>
0110000000 4330 MEDICAL, CHEMICAL, LAB SUPPLIES	20,000.00	15,030.13		
COMMONWEALTH OF PENNSYLVANIA			35.00	
				<u>14,995.13</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		
D & M CONSTRUCTION UNLIMITED, INC.			30,150.00	
				<u>760,910.21</u>
NON-DEPARTMENTAL EXPENDITURES				
0140110030 4299 ZONING BOARD	18,500.00	3,090.30		
				<u>3,090.30</u>
0140110060 4299 EVERHART MUSEUM	29,000.00	0.02		
				<u>0.02</u>
0140110075 4299 SCRANTON PLAN	60,000.00	50,000.00		
				<u>50,000.00</u>
0140110080 4299 SCRANTON TOMORROW	75,000.00	0.00		
				<u>0.00</u>
0140110110 4299 SHADE TREE COMMISSION	95,000.00	18,784.51		
CORKY'S GARDEN CENTER LLC			5,366.20	
				<u>13,418.31</u>
0140110120 4299 ST. CATS AND DOGS	10,000.00	2,930.00		
				<u>2,930.00</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL
0140110130 4299 MAYOR'S 504 TASK FORCE	1,000.00	1,000.00		<u>1,000.00</u>
0140110140 4299 CIVIL SERVICE COMMISSION	25,000.00	11,439.54		<u>11,439.54</u>
0140110150 4299 HUMAN RELATIONS COMMISSION	25,000.00	25,000.00		<u>25,000.00</u>
0140110155 4299 LHVA TRAIL MAINTENANCE	21,000.00	10,500.00		<u>10,500.00</u>
0140115230 4299 TAN SERIES	12,750,000.00	12,750,000.00		<u>12,750,000.00</u>
0140115240 4299 TAN SERIES INTEREST	494,850.00	494,850.00		<u>494,850.00</u>
0140115310 4299 OPER TSF TO DBT SVC - STREET LIGHTING	450,058.36	(59,941.64)		<u>(59,941.64)</u>
0140115320 4299 OPER TSF TO DBT SVC - GUARANTEED ENERGY SAVINGS BANK OF AMERICA	171,539.33	62,790.86	<u>36,249.49</u>	<u>26,541.37</u>
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 DEBT PAYMENT	3,234,419.34	2,615,499.89	<u>2,615,498.53</u>	<u>1.36</u>
0140115334 4299 OPER TSF TO DBT SVC - LEASE OF JOHN DEERE WHEEL LOADER	25,851.02	0.00		<u>0.00</u>
0140115335 4299 OPER TSF TO DBT SVC - LEASE OF LAW ENFORCEMENT MGMT SYSTEM	219,557.60	0.00		<u>0.00</u>
0140115336 4299 OPER TSF TO DBT SVC - LEASE OF TURNOUT GEAR	80,000.00	0.00		<u>0.00</u>

DEPARTMENT / ACCOUNT	2018 BUDGET	NOVEMBER, 2018		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
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 COMMONWEALTH OF PENNSYLVANIA	244,968.88	244,968.88	244,968.88	<u>0.00</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 FIRETRUCK LEASE OECD REIMBURSEMENT MONEY NOT RECEIVED OECD	45,000.00	19,238.28	7,190.57 2,173.69	<u>9,874.02</u>
0140116090 4299 UNENCUMBERED EXPENSES PRIOR YEAR OBLIG.	550,000.00	215,366.98		<u>215,366.98</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	40,000.00		<u>40,000.00</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	(1,572,398.46)		<u>(1,572,398.46)</u>

CITY OF SCRANTON FIREFIGHTERS PENSION COMMISSION

Minutes

November 14, 2018

The Scranton Firefighters Pension Commission was called to order at 08:30 hrs. The following members were in attendance:

Chairman John Judge

Secretary Brian Scott

Active Rep. Jim Sable

Retired Rep. Bernard Garvey

Retired Rep. Terry Osborne (Absent)

Attorney Larry Durkin

Controller Rosanne Novembrino

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Motion to accept September 2018 minutes by Sable, second by Garvey. Motion carried.

Motion to accept October 2018 minutes by Garvey, second by Sable. Motion carried.

Correspondence: None

Bills:

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

Motion to pay October bill for Durkin and MacDonald LCC \$217.50 by Garvey, second by Sable. Motion carried.

Old Business: None

New Business:

Garvey asked if the city passed sewer authority transfer of funds into pension fund. Durkin stated the cost of the note is close to \$90,000 and the money is in a trust and cannot be taken out of trust. Durkin stated that the city would amend the trust.

Garvey stated that we will lose money in the MMO. Garvey stated other parties are going to make money on it. Sable asked what is the difference with rate reduction. Durkin stated that all money is going into fund and that it is an accounting designation. It allows them to reduce the rate and reduce the MMO. Garvey stated it is going to lose 5 million in 2 years from reduction in MMO. Durkin stated that what the city is doing is legal under ACT 205 and the city will be locked into what they pay to the MMO. Durkin stated the 2019 MMO will be 2.2 million less. Durkin stated they can reduce MMO in 2018 in this note transaction. Judge stated the 7.5% rate of return is more realistic. Judge stated actuarial assumptions that are being used are not realistic. Judge stated that the money is gaining a minimal rate of return while in the trust.

Sable stated that he is trying to put together an MOU with Local 60. Sable asked if the union vote on the MOU affect the city's decision to move money into the pension fund. Durkin stated that if the MOU gets voted down, that will be between the union and the city. Durkin stated that the trust agreement can only go into the pension fund and that the bond is being issued under ACT 205. Judge stated that the Mayor has to certify that the unions are in material compliance. If there is a no-vote by the union it is up to the Mayor whether or not to move forward. Durkin stated that the money has to be in by the end of this year. Garvey stated that city council voted to approve the MOU even before the union voted on it. Durkin stated a no-vote does not affect allocation of funds to police, fire, and clerical. The city could use money for just making MMO. Sable stated that the union has been working on it for 9 months and the union vote should not be to blame if it doesn't pass. Sable stated that he will see if the union will sign off on the panel of doctors.

Application for Membership: None

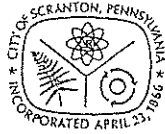
Application for Pension: None

Audience: Asked what happens if there is a no-vote by the union on the MOU. Judge stated that it makes no sense for council to be voting on it now. Durkin stated the city has paid the MMO.

Motion to Adjourn:

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

City of Scranton
Pennsylvania



Municipal Pension Fund

MINUTES

NON-UNIFORM MUNICIPAL PENSION BOARD

NOVEMBER 21, 2018

The City of Scranton's Non-Uniform Municipal Pension Board held their monthly meeting on Wednesday, November 21, 2018 at 9:30 A.M. in City Council Chambers.

In attendance were:

John Hazzouri, President

Maggie Perry, Vice President

Roseann Novembrino, City Controller

Jessica Esquire, Esquire, 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 last month's meetings held on Wednesday, October 17, 2018 and continued on October 24, 2018.

Mrs. Perry made a motion to accept the minutes from the October 17th and 24th meetings.

Mrs. Novembrino seconded the motion.

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

President Hazzouri: Received an invoice from Durkin MacDonald, LLC in the amount of \$2,566.50 for services rendered from October 16, 2018 through November 19, 2018. Do I have a motion to accept?

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

Mrs. Reed seconded the motion.

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

President Hazzouri: Received check # 4661 dated November 4, 2018 in the amount of \$88.00 from Single Tax Office Employee Angela Duffy. This check represents payment of pension contributions for the months of January through April 2018 for both the City and Scranton School District. Do I have a motion to accept?

Mrs. Reed made a motion to accept the check from Angela Duffy.

Mrs. Perry seconded the motion.

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

President Hazzouri asked the secretary for clarification of this payment. It was explained that Mrs. Duffy is a contributing member to the pension and these deductions were missed due to a payroll error. Mrs. Duffy was asked to make the missed payments in order to keep her account up to date.

President Hazzouri: Received a request for a refund of pension contributions from John F. Judge who had been employed as the City's Workers' Compensation Program Manager from January 4, 2016 through October 19, 2018. Mr. Judge has contributed a total of 35 months at \$22.00 per month and is due a refund of \$770.00. Do I have a motion to accept?

Mrs. Reed made a motion to refund the contributions to Mr. Judge.

Mrs. Novembrino seconded the motion.

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

President Hazzouri: Asked for a motion to accept that the Non-Uniform Municipal Pension Board will hold their monthly meetings on the third Wednesday of each month for the year 2019.

Mrs. Perry made the motion.

Mrs. Reed seconded the motion.

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

President Hazzouri opened the meeting to the Board.

Attorney Durkin reported that regarding the Rogan and Sulla litigation, he advised them that we were willing to assign our rights over to them. He asked their lawyer to send him something but he has not gotten it yet.

The majority of the retirees did not appeal. Twenty-one of the twenty-two retirees did not appeal, so they are done. Mr. Schimes was the only one who did appeal and that will go to the Commonwealth Court.

Mrs. Perry asked Attorney Durkin if Mr. Schimes appealed and won, could the other retirees who did not appeal then reclaim their right to an appeal and Attorney Durkin said they could not. They are done.

Attorney Durkin addressed a question that Mrs. Perry had asked at the last meeting, if one of the retirees appealed, could the Board go after them for the recoupment. In theory, we could; however, Attorney Durkin recommended against it.

Mrs. Eskra asked if we were obligated under 205 to seek full recoupment.

Attorney Durkin said yes that it was under the 2A code and the statute was presented to Judge Mazzoni; however, he denied it. There were a lot of factors in this case why recoupment was denied.

Mrs. Perry asked the secretary if she received her proxy sheets for the December and January meetings since she will be off on maternity leave and will not return until February. The secretary confirmed that the proxies were received.

President Hazzouri wished everyone a safe and healthy holiday.

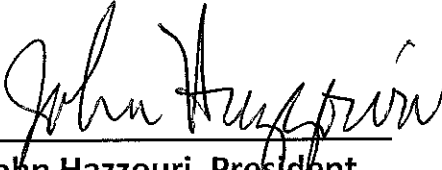
President Hazzouri asked for a motion to adjourn.

Mrs. Novembrino made a motion to adjourn the meeting.

Mrs. Eskra seconded it.

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

Meeting adjourned at 9:40 A.M.

Minutes approved by:  Date: 12-19-18
John Hazzouri, President

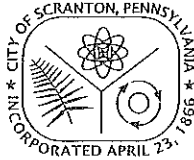
Respectfully submitted:  Date: 12-19-18
Kathy Carrera, Recording Secretary

Council of the City of Scranton

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

Lori Reed
City Clerk

Amil Minora, Esq.
Counsel



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:

The Non-uniform pension board

On:

Nov. 21, 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: 11/21/18

Signed: Pat Rogan

Witness: Amil Minora

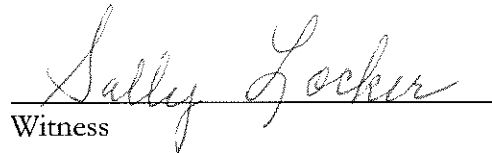
PROXY

I, William Courtright, hereby revoke any previous proxies and appoint Jessica Eskra, Esquire, City Solicitor/Deputy Mayor, as my proxy to attend the meeting of the Non-Uniform Pension Board 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: 11/20/16



Mayor William L. Courtright
City of Scranton



Witness

**SCRANTON POLICE PENSION
COMMISSION MEETING**

**SCRANTON CITY COUNCIL CHAMBERS
NOVEMBER 21, 2018**

BOARD MEMBERS

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

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ALSO IN ATTENDANCE ATTORNEY LARRY DURKIN.

MINUTES FROM WEDNESDAY OCTOBER 17, 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. OCTOBER 16, 2018 THRU NOVEMBER 19, 2018 TO THE AMOUNT OF \$1899.50

A MOTION MADE BY NOVEMBRINO TO PAY DURKIN MACDONALD LLC ATTORNEY AT LAW FOR SERVICES RENDERED FOR 1899.50 FROM OCTOBER 16, 2018 THRU NOVEMBER 19, 2018. SECONDED BY BUTLER, ALL IN FAVOR MOTION PASSED.

COMMUNICATION:

TOLAN ASKED ATTORNEY DURKIN ABOUT THE TRUST AGREEMENT BEING AMENDED BY CITY COUNCIL. ATTORNEY DURKIN EXPLAINED THE CITY WAS NOT VIOLATING ACT 205. ALSO DURKIN EXPLAINED WITH THE AMENDMENT 4.6 MILLION DOLLARS WILL BE THE SAVINGS THE CITY WOULD ACHIEVE WITH THE AMENDMENT.

A MOTION TO ADJOURN WAS MADE BY BUTLER AND SECONDED BY KRAKE. MEETING ADJOURNED AT 1034HRS.

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COMPOSITE PENSION BOARD MINUTES

November 21, 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

The regular meeting of the Composite Pension Board was held on Wednesday, November 21st at 11:07AM in City Council Chambers.

The following were in attendance:

DAVID MITCHEL – 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
JESSICA ESKRA – (Proxy) Mayor
LORI REED – (Proxy) City Council
ROSEANN NOVEMBRINO – (Proxy) City Controller
LARRY DURKIN – Durkin MacDonald (Legal Counsel) 4/13/2020
MARK YASENCHAK – PFM Group (Trustee)

David Mitchell... Called the meeting to order, he entertained a Motion for the October 17th Minutes. **Motion made by John Hazzouri, seconded by Paul Helring, all were in favor.**

He received an e-mail from James Kennedy indicating that he would not be able to make the meeting. He did also announce that at the previous month's meeting. He is on vacation.

Bills:

Durkin and MacDonald... for \$2,552.00 for services from 10/16-11/19. **Motion to pay this bill made by John Hazzouri, seconded by Roseann Novembrino, all were in favor, opposed, no response.**

PFM Asset Management... in the amount of \$10,806.08 for the period of 9/1–9/30/2018. **Motion to pay made by John Hazzouri, seconded by Paul Helring, all were in favor, opposed, no response.**

Mellon Bank... for the cycle of 10/1 in the amount of \$8,941.67 **Motion to pay made by John Hazzouri, seconded by Maggie Perry, all were in favor.**

Bill for services from 10/1-12/31 consulting services for Thomas Anderson in the amount of \$19,500.00 **Motion to pay made by John Hazzouri, seconded by Paul Helring, all were in favor, opposed, no response.**

Correspondence:

To be sent out to the Scranton Times to advertise for next year's meetings, the advertising will be in relation to the Sunshine Law that our meeting will be the third Wednesday of the month at 11:00AM. **Motion made by John Hazzouri, seconded by Maggie Perry.** Paul Helring on the question, he asked if the fire were okay with that, if they changed the time or anything (I could not hear fire's response). Paul asked if the Non-Uniform was good too. John Hazzouri responded yes. Paul said the police didn't talk about it that's why he's asking. **All were in favor.**

Dave had a correspondence from Rebecca McMullen in the Business Administration's Office that the wire transfer went through. It was received on October 24th in the amount of \$4,374.65. It is money owed to the Non-Uniform Pension Fund from the State Attorney General's Office. Correspondence from Mellon that it was appropriately sent, the same transaction.

He asked the Board members if they had anything they would like to discuss.

John Hazzouri... it is over a year and a half this sewer money. He's been in contact with Dave Bulzoni, the amount of money that we are losing on the interest and investing this money, we probably lost two to three million dollars. He wishes the Times was here to quote this. This is a disgrace, a circus what's going on here. We were told in September it was going to be voted on. October from the firemen, now it's November, has it been voted on yet. John Judge said no and he doesn't think we should be talking about individual bargaining unions and what they have to do for their union. John Hazzouri said you have been saying every month that they're going to vote on it. John Judge said he is not the president of the union. The negotiations with the City and that's the Mayor. **John Hazzouri put a Motion on the floor that the Non-Uniform's money and the police money be transferred, seconded by Maggie Perry.**

Robert Senchak said we already spoke about this at another meeting. John Hazzouri said well we are bringing it up again today. He's had it, Robert said it's not allowed. Dave said yes it is but it would need a 3/4's majority vote in order to pass because it was not advertised at the time as per Robert's Rules. It would still be up to the Trust. There is a Motion and there is a second, anybody on the question.. John Judge said something but I could not make it out. Larry said that the Mayor would have to certify to the Trustee that the conditions of the Trust have been met before any of the money could be transferred. John Hazzouri asked what is the hold up. Dave said that was an issue the last time the Motion was made, that members of the Board brought it up and it was brought up to the Administration and they were still talking to their lawyer after that meeting. Even if we voted on it and passed it because of the Trust Agreement that is in place. Well John Hazzouri says every month that they're going to vote on it, then next month, then next month. Dave said correct but John Judge also did say that he is not the union

president so he is not privy to those conversations. John Judge said the negotiations back and forth with the City and he is sure that Jessica can attest to it, is between the City and the fire union and they got to get around to schedule for a vote in December and we will be notified by our people. This is not the conversation to be having with this Board about another bargaining unit. (They both started talking over each other and I could not make out the conversation)

Dave said there is a Motion and a second, all in favor of the Motion, three yes, three opposed, 1 abstained. We don't have a 3/4 majority vote, we are not going to be able to move on the Motion.

Mark Yasenchak... Distributed reports to the Board and made his presentation. There has been a lot of volatility in the market since we last met. Most of October and early November has a challenge to the markets. The S&P 500 -6.84% that through October 30th. Those markets probably fell another 3% from there. It is in the negative territory right now. The total return is flat. Not a good run for October. It has pretty much wiped out year to date gains.

If we look at the fixed income side of the portfolio we have seen rising rates and maybe a little bit backwards. You see the market moving downwards. Fixed income has actually started moving up. Rates have pulled back because of what is going on in the stock market. A ten year rate is right about 3%. That's a positive for fixed income portfolio. So in November even though the stock market loss fixed income returns have been much better, it is about .5%

Losses across the board in October. There is no data to suggest that we're headed into a recessing environment. He thinks there will be a correction turn. There is some pessimism about rate hikes out there we'll see how much that's taken into account along with the market volatility. We'll see what happens in December. It does set the stage for a better 2019.

The portfolio performance for one month we are down -4.85%. He did see a little bit of a gain in November. They did some quarterly estimates (monthly half) as of last Friday the portfolio was down -4.3% it was down -4.85% just in October.

No changes were made in the portfolio at the investment committee meeting last week. We started on October 1st with \$70,982,653.00 we ended October with \$66,479,919.00 the loss of investment was almost \$3.5 million. As of November 16th, last Friday, the market value is \$66,359,353.00 that is lower than the October 31st market value but we did have disbursements made. There was a gain in November. He reviewed the asset allocation with the Board and the investment managers.

Dave asked if anybody had anything under unfinished business.

Jessica Eskra... Wanted to discuss a vote on the changes to the Trust Agreement to allow for the City to transfer funds into the pension fund. **She made a Motion to approve the**

amendments to the Trust Agreement, seconded by Roseann Novembrino, Dave asked if anybody had a question, everyone should have gotten an e-mail from the attorney last week or two weeks ago in regards to what the City's Motion pertains to. Does anybody have any questions, comments or concerns in relation to the proposed amendments?

Robert Senchak had a question about the balance in the account that is to be transferred but a few people started talking all at the same time over each other and the conversation could not be transcribed. Dave said they were going to take the \$23 million bond, the fees were going to be about \$90,000 and the remainder was going to be deposited into the pension fund. Paul asked if that was out of the trust fund or was that out of the City's pocket. Dave said they are taking a \$23 million bond, the money now is around there so he would guess that the money that would be going, the overall bond was only going to be \$23 million correct and right now there is \$23 and change in the fund that is holding it the way that Mr. Bulzoni explained it to us last week. He guesses that the money that is sitting there, we would be paying the bond fees.

Larry said the way that he read it and the way it's been explained to him is that the note transaction provided that the cost of the note will come out of the note itself and then the balance of the note will go into the fund. He thinks what Dave is saying is that there is slightly more in the Trust Agreement than in the note itself. Dave said at the end of last year it was \$22.9 and change and then whatever we gained this year. Larry said what has been represented to him there is more in the Trust Account now than is contemplated in the note, there is slightly over \$23 million, the note is for \$22.9. The way the note reads is that the fees will be paid out of the note proceeds and the balance of the proceeds will go into the fund. Dave said the interest that is sitting in the account will probably go towards paying the fees.

John Judge asked something, he spoke low and I couldn't make out what he said. Dave said everything that is in that account, it was \$22.9 at the beginning of the year, that's the last time he got a statement. We were told last week by Mr. Bulzoni it was a little over \$23 million, so it's just about \$23 million give or take a little. So they are proposing to take a \$23 million note, when he and the attorney went to the caucus in front of the council they were provided a sheet and he saw as part of their presentation, it was \$23 million, the fees were roughly \$90,000 so there would be \$22,900,00 that would be transferred to the pension fund.

John Judge asked Larry if he could mark off the wording changes made to the Trust Agreement, they changed from shall to may. Larry said the one that he has he has the red line portion where it discusses that the trust proceeds may be deposited. John Judge said the wording is changed from shall to may. Larry said his read of it was that it may allow for one or two options either into the fund directly or into the note. Jessica said something but could not make it out. Larry said in theory they could just deposit it directly and not take the bond option or they could do the bond option but either way that money has to go directly or go through for process.

John Judge asked if this still hinges on the fire union agreeing to the LLU with the City. Larry said this was discussed at the fire board today and his interpretation of the agreement is that there are, the agreement specifically defines the things that have to happen before the trustee is authorized to take the money out. The remaining item in that list is basically that the Mayor has to certify that the police and fire unions are in material compliance with the agreement. So from the trust perspective, in his opinion what has to happen is that the Mayor needs to make that certification. The trust doesn't say any more than that and doesn't say any less than that. John Judge asked if the votes affect it. Larry said it's up to the Mayor.

John Judge said one of the conditions of the Trust Agreement is the panel of doctors and all that other stuff, he can say that it hasn't been certified, it hasn't been met, then it's moot. Larry said yes the money cannot be moved until the Mayor certifies it. The specific conditions were: 1) Retain a nationally recognized investment adviser to oversee the fund, that was done PFM, 2) Retaining a Third Party Administrator to assist the Composite Board with the operation of the funds, that's done. It defines what they are going to do. Then it says utilization of Board certified specialist to determine if disability eligibility and continuing compliance with all material aspects of the agreement that was reached.

Paul said this would be a question for Jessica, legally the Mayor approved that Trust that all conditions are met. Can he choose not to go with the Trust if the conditions are met, Jess said she believes it's at his discretion. John Judge said something to Jessica but again I couldn't make out everything he said he didn't talk loud enough. It was something to this being an exercise in fertility if two of the three have been met. Dave said two of the three were met the day he signed the Trust Agreement.

Robert said with all of this last discussion if we agree to this does this give the City the opportunity to move the money out of the trust to get this going and then the Mayor can say something hasn't been met, the conditions have not been met to put this into the account. Now all of a sudden the \$23 million goes into another fund that's not designated to go back into our composite fund. His second question is and the problem is the City stands to gain about \$5 million savings (Dave said \$4.6 million) in the next two years with the actuarial coming up. If I want you to do something to help me, to benefit me I don't think we should be shorted by getting less than the total numbers that's in that fund. He doesn't think we should be paying for the fees to do this bond issue. The City should pay for the bond issuance so that we get the total amount of the balance of the Trust Agreement Account on the day that that money is going to be moved. Dave said that was the original agreement and now the City is shorting us for a benefit of \$4.6 million on their side and wanting us to pay the fees and end up with less than what we have been earning on the amount that was given to us which is well significantly below the additional numbers that were spoke about. It's probably about a 1/3 less. Robert said that's significant in his book.

Larry said let me address the first part of what you're asking. So the specific amendment of the trust that we're talking about is on Page 2 of the document that he sent the Board and it summarizes the trust proceeds may be deposited into a deposit account with Webster Bank. It defines where it is as part of the issue with debt pursuant to the Local Government Unit Debt Act designated generally as Pension Obligation Note Series of 2018. So that language comes directly from the note that went before City Council for approval. It is a minor image of what went to City Council. The note that went before City Council is being issued under ACT 205. Under ACT 205 the only use of the proceeds of a note that is issued by ACT 205 it has to go to the pension fund.

When he was reviewing this language his concern was obviously there has to be a guarantee that if the money goes somewhere other than where it was originally contemplated it's coming back to the fund. The reason that this language is there is because it is tied directly to the ordinance that City Council has been asked to pass and at the bottom of it, that's what's going to be filled in, ultimately specifically when they pass this ordinance and the reason he is comfortable saying it is because that note is pursuant to 205. If it weren't pursuant to 205 if it were just a general debt of the City then he wouldn't recommend to the Board to consider this because you would be amending the trust and letting it go somewhere other than here. That's why that language is there.

Robert said if this passes by them being able to move with the Webster Bank does it change the type of rate of return that we were getting where it is now to what it would be then. Dave said if this transaction were to oppose the interest rate wouldn't be our concern because at this point we would have received our money through the bond issue the \$22.9 million Robert said as long as the Mayor says go ahead and move it and put it in. Larry said the Mayor would have to certify before it goes to this account. It can't go to this account until the Mayor makes the certification under the Trust. If he makes the certification under the Trust it could then go to be deposited as a new issuance by Webster Bank.

Specifically what will happen with the money under this note issuance is that it will sit in a deposit account with Community Bank and it will sit there until the City pays off the debt. From our perspective we don't really care as long as we get the money in. Our concern is not so much what does it cost the City after this happens as do we do get the money in. So the City issues the note, they get the money from Webster Bank. The money from Webster Bank comes into the fund. Otherwise he is not recommending that you might consider the language. From our perspective does the money come in.

John Judge said no matter what happens here there is nothing in the Trust Agreement as it's written now that prevents the City from taking those proceeds and applying them to the MMO. So even though we are losing \$4.2 or \$4.3 million deduction in the MMO there is nothing that says if you don't do this and then all of a sudden we just proceed with the Trust

Agreement and the conditions of the Trust Agreement are met. There's nothing that says the City can't take and apply elsewhere. There is nothing that we can do. Dave said it's just them going back on their word. John Judge said so either way this is going to happen. The only other concern he has is that Council started to move in this direction already and if this got defeated here it's a non issue. The other thing that he found concerning is they already started approving the MMU for the police and firemen. (He said a few more things but started speaking lower and I couldn't make it out)

Jessica said something about the timing due to City Council closing on December 3rd we have to move if we want to close this deal this year. We would have to have Council approval or have to wait until they come back to have things approved. John Judge responded to her about his concerns but I could not make out what he said. Jessica said that the City has diligently been working on this for a long time at this point they do have one bargaining union, the police department that has rightly and quickly complied with everything. We don't want to stall the process any longer. She also believes a planned factor in this is negotiated transaction to select Webster Bank. That happened quickly it's something we wanted to act on rapidly. Unfortunately we're not going to be engaging in negotiations of that type when the acceptance is on the rates, the numbers, the features they're offering and hold that type of offer at bay or sit on it for months and months while we try to sort things out internally.

There are a number of factors at play that she just doesn't believe that are on record. John Judge said it just seems everything is pushed by time lines and deadlines by December 15th like this money has to be moving and it just seems like it pushed, it's rushed. Dave said he doesn't disagree with John, he was kind of put off that the City has been working on this it seems like since early summer and we were brought into this pretty much at the finish line. Larry said to follow up on one of the things that he said, under the note transaction if it were to go through and putting aside the details. Let's say it goes through under ACT 205 including the note the fund would get \$23 million from the note, it would get \$7.7 million the balance of this year's MMO and it would get \$10 .8 million in next year's MMO. He thinks that includes the State Aid portion and that includes the discount that they're able to take using this note transaction. If the note transaction goes through they would have to put in over the remainder of this year and into next year \$41.5 million total including the note. In comparison on the trust side, the best case scenario on the trust side as it is, what you were expecting is that the \$23 million would go in, the balance of the \$10 million would go in this year and the balance of \$13 million would go in next year. The best case scenario was \$46 million. So there's a difference of \$4.5 million which is significant.

What has been proposed, what he's been told by Dave Bulzoni is if the note doesn't go through is that the City could be required to transfer the \$23 million of the trust assuming on the Mayor's certification. The City would put in \$5.5 million this year, meaning they would take the full \$4.5 million saving, they would apply \$4.5 million of the trust amount towards this year's

MMO and then the 19 MMO would be \$13 million so you would end up with the same number, you would end up with \$41.5 million under that scenario. From there you get two possible scenarios and what he has said to each Board is that ACT 205 doesn't prohibit the City from using some, all or none of the trust proceeds towards the MMO. In the worst case scenario and no one has proposed this, with the current trust agreement the City could put in the \$10 million of the Trust Agreement by December 31 of 18 and count that towards the MMO and then on January 1st the City could pay the full 19 MMO with the trust fund. So the worst case scenario to him would be instead of getting \$41.5 million you get \$23 million.

It would be legal, it wouldn't be desired and it certainly would be different. Would it be legal in terms of ACT 205 and the Trust, yes. Would it be legal beyond that, you guys have to decide that. That's the worst case scenario from his perspective. Under the bond payment they would have to put in a total of \$41.5 million.

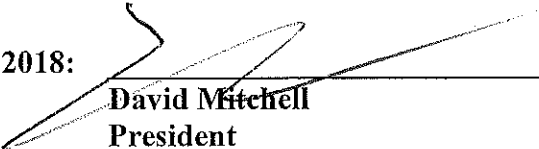
Larry Breslin is here from Breyer Barbar if you have any questions. Robert said so what you're saying is originally there weren't going to be able to use any of this \$23 million from the Sewer Authority proceeds towards any of our MMO. Larry said no, that's not it. The trust doesn't prohibit it. All ACT 205 cares about is does the money come in. It doesn't care where it comes from. There is nothing else out there binding the City to use the trust proceeds as a super funding versus using it for the MMO, there just isn't.

Dave asked the Board if anyone else had any other questions. He did a roll call vote: Paul Helring – No, Roseann Novembrino – Yes, John Judge – Yes, Robert Senchak – No, Jessica Eskra – Yes, Lori Reed – Yes, John Hazzouri – Yes, Maggie Perry – Yes, Dave Mitchell – No. The Motion passes.


Motion to adjourn made by Paul Helring, seconded by Jessica Eskra all were in favor.

December 19th is our next Meeting.

Minutes approved December 19, 2018:

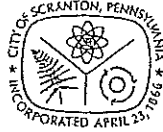


David Mitchell
President



Kathleen McGinn
Recording Secretary

City of Scranton
Pennsylvania



Municipal Pension Fund

RECEIVED

DEC 19 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

NON-UNIFORM MUNICIPAL PENSION

AGENDA

DECEMBER 19, 2018

1. RECEIVED AN INVOICE FROM DURKIN MACDONALD, LLC IN THE AMOUNT OF \$ 928.00 WHICH REPRESENTS SERVICES RENDERED FROM NOVEMBER 20, 2018 THROUGH DECEMBER 18, 2018.
2. RECEIVED A REQUEST FROM SCOTT THOMAS, FORMER SCRANTON PUBLIC LIBRARY EMPLOYEE, WHO ASKED TO HAVE HIS PENSION PUT "ON HOLD" AS HE IS RETURNING TO EMPLOYMENT AT THE LIBRARY ON JANUARY 2, 2019.
3. RECEIVED A PENSION APPLICATION AND CHECK # 5117 IN THE AMOUNT OF \$715.00 FROM CITY EMPLOYEE DIANE MORAN. MRS. MORAN HAS CONTRIBUTED 207.5 MONTHS AND IS PAYING FOR AN ADDITIONAL 32.5 MONTHS IN ORDER TO BE ELIGIBLE FOR A 20-YEAR PENSION. MRS. MORAN IS 74 YEARS OF AGE AND WILL BE RETIRING ON JANUARY 4, 2019 WITH A PENSION OF \$550.00 PER MONTH.

RECEIVED

DEC 20 2018

**SHADE TREE COMMISSION
CITY OF SCRANTON**

OFFICE OF CITY
COUNCIL/CITY CLERK

**Quarterly Meeting Minutes
April 18, 2018
7:00 p.m.**

I. Pledge of Allegiance

II. Roll Call

Present: Anthony Santoli, Chair; Mayor David J. Wenzel; Joseph A. Riccardo, Jr.;

Absent: Thomas J. McClane; Anne McNally

III. Shade Tree Commission Business

Unfinished Business

A. Budget Information

List of 26 trees for Kevin (Tree Guy) to take down.

Division Street – Clear all trees and limbs - \$9,900.00

Moltke Ave. – 3 Maples were cut down and stumps removed - \$9,500.00

Granite - \$3,700.00

Northern - 7 arborvitaes - \$750.00

Trim 811 - \$750.00

Titan Stumps – 34 Stumps \$11,500.00

2 trees/live powers \$9,660.00

Motion to Adjourn

Mr. Riccardo made a motion to adjourn, Mayor Wenzel seconded; all in favor.

**SHADE TREE COMMISSION
CITY OF SCRANTON**

RECEIVED
DEC 20 2018

OFFICE OF CITY
COUNCIL/CITY CLERK

Quarterly Meeting Minutes
Tuesday, September 25, 2018
7:00 p.m.

I. Pledge of Allegiance

II. Roll Call

Present: Anthony Santoli, Chair; Mayor David J. Wenzel; Joseph A. Riccardo, Jr.;

Absent: Thomas J. McClane; Anne McNally

III. Shade Tree Commission Business

A. Wenzel Treehouse

Plans to move forward are developing. It was bid out and at this point waiting for company to be picked and legislation created. Tony Santoli will be a part of the process of reviewing the health of other surrounding trees. Brian Fallon will be working closely with company that is picked.

B. Duffy Park

Chris Casciano, Project Manager for Duffy Park, appeared before the Commission to discuss the ongoing construction of the park and plans for the Re-Dedication. Many ideas were discussed including the involvement of Post 3451, the Lackawanna County Historical Society, University of Scranton, and the Scranton School District. The discussion also focused on the plaque that was to be created explaining the significance of the 11 trees being planted at the park. Joe Riccardo was going to work on verbage that would go to Chris and ultimately need approval by the Mayor.

C. Commission Budget

Tony Santoli said there was a possibility that there would be an increase in budget for the Commission to be part of a project in the downtown area that would include planting trees. Tony was hoping that the increase would also allow him to continue with his tree stump removal program and also start working on scaling back tree limbs beyond emergency issues.

Motion to Adjourn

Mr. Riccardo made a motion to adjourn, Mayor Wenzel seconded; all in favor.



DEPARTMENT OF BUSINESS ADMINISTRATION

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

MEMORANDUM

DATE: January 2, 2019
 TO: Wayne Beck, City Treasurer
 FROM: Rebecca McMullen
 RE: Check for Deposit

RECEIVED

JAN - 2 2019

OFFICE OF CITY
 COUNCIL/CITY CLERK

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

University of Scranton	Ck. # 00666353	\$200,000.00
------------------------	----------------	--------------

This check is to be deposited into Account #01.359.35940

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

"00666353" :043301627: 1006796948"

RECORDED 43A - U.S. PATENT NO. 5835266 5078802 5641163 5725333 6262304 6703000

RECEIVED

JAN - 2 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

The Sewer Authority of the City of Scranton, Pennsylvania

Board of Directors Meeting

October 25, 2018 Meeting Minutes

Mr. Michael Dempsey, Vice-Chairman, called the October 25, 2018 monthly Meeting of the Board of Directors of The Sewer Authority of the City of Scranton, Pennsylvania to order at approximately 4:00 P.M. The meeting was held in the Governor's Room of the Municipal Building of the City of Scranton.

Pledge of Allegiance

Roll Call:

Roll Call was taken; Mr. Michael Dempsey, Mr. Kevin Whelan and Mr. Gopal Patel were in attendance, Mr. Michael Parker and Mr. Larry Boccadori were absent.

Atty. Shrive declared a quorum present.

Acceptance of Previous Minutes:

The Minutes of the SSA Board Meeting of August 16, 2018 were presented and approved;

Approved 3-0

Report of the SSA Solicitor:

Atty. Jason Shrive gave the Solicitor's Report:

- The SSA is working on the wind down/transition, parameters of Purchase Agreement, rate payer & customer concerns, transition between Pennsylvania American Water & Scranton Sewer Authority, paying outstanding expenses, easement resolutions and dealing with litigation and day to day matters.
- Announced that Executive Session was held previous to public meeting where Litigation & Personnel issues were discussed.
- Announced that the Authority advertised for and received bids for the Independent Audit.

Public Comment:

Public Comment was conducted and the following people addressed the Board:

Marie Schumacher

Board Action on Resolutions & Motions:

- a. Resolution to Approve Payment of Operating Expenses; **Approved 3-0**
- b. Resolution to Approve Payment of Class Action/Easement Bills from the Class Action Easement Escrow Account; **Approved 3-0**
- c. Resolution to Approve Payment of Capitol Expenses; **Approved 3-0**
- d. Resolution to Approve and Ratify Actions of the Office Administrator and Solicitor; **Approved 3-0**
- e. Resolution to Approve Settlement of Keystone Concrete Block & Supply Co., Inc. Case, 2016 CV 6912; **Approved 3-0**
- f. Resolution to Approve Payment of Indemnity Escrow Account Expenses from the Indemnity Escrow Account; **Approved 3-0**
- g. Resolution to Approve Transfer of Twenty-Five Thousand (\$25,000.00) Dollars from the Operating Account to the Payroll Account; **Approved 3-0**
- h. Resolution Authorizing the Chairman to Enter into a Contract with an Independent Audit Firm for Preparation of the Annual Audit of Fiscal Year Ended March 31, 2018, and Fiscal Year Ended March 31, 2019; **Approved 3-0**
- i. Resolution Authorizing the Approval of Frank J. Voldenberg, SSA Office Administrator, as an Authorized Signer to the SSA Operating and Payroll Bank Accounts with FNCB; **Approved 3-0**

Other Business:

The Board was asked if there was any other business, without any other business, meeting was adjourned.

Adjournment: Meeting was adjourned at approximately 4:25 PM.

FILE OF THE COUNCIL NO. _____

2018

AN ORDINANCE

AMENDING "THE CODE OF ETHICS OF THE ADMINISTRATIVE CODE OF THE CITY OF SCRANTON, PENNSYLVANIA."

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON and it is hereby ordained by and with the authority of the same as follows:

SECTION 1. Be it enacted that Article VII Code of Ethics Sections 6-15 through 6-23 are hereby repealed and reenacted as per the attached Code of Ethics.

SECTION 2. In all other respects the Administrative Code shall remain in full force and effect.

SECTION 3. This Ordinance will take effect immediately upon passage.

SECTION 4. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

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



City of Scranton

Code of Ethics

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SECTION 1 - Declaration of Policy

Section 6-15 of the Administrative Code of the City of Scranton is hereby repealed and amended as follows:

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

Each official or employee of the City of Scranton must be constantly on guard against conflicts of interest. No official or employee should be involved in any activity which might be seen as conflicting with his/her responsibilities to the City. The people of Scranton have a right to expect that their representatives act with independence and fairness towards all groups and not favor a few individuals or themselves.

The following principles, although not representing substantive rights, are fundamental driving forces for officials and employees of the City of Scranton in everything they do¹. Reference is made to section 6-15 of the Administrative Code of the City of Scranton.

- A. **Public Office as a Public Trust.** Public servants should treat their office as a public trust, only using the powers and resources of public office to advance public interests, and not to attain personal benefits or pursue any other private interest incompatible with the public good.
- B. **Independent Objective Judgment.** Public servants should employ independent objective judgment in performing their duties, deciding all matters on the merits, free from avoidable conflicts of interest and both real and apparent improper influences.
- C. **Accountability and Democratic Leadership.** Public servants should honor and respect the principles and spirit of representative democracy and set a positive example of good citizenship by scrupulously observing the letter and spirit of laws and rules.
- D. **Respectability and Fitness for Public Office.** Public servants should safeguard public confidence in the integrity of government by being honest, fair, caring and respectful and by avoiding conduct creating the appearance of impropriety or which is otherwise unbecoming a public official. In recognition of these aforementioned goals and principles, there is hereby established a Code of Ethics to be administered by the Board of Ethics. The purpose of this Code is to establish ethical standards of conduct for all officials and employees of the City of Scranton, its agencies and authorities, whether elected or appointed, paid or unpaid, by providing guidelines to clarify actions or inactions which are incompatible with the best interests of the City and by directing disclosure of private, financial or other interests in matters affecting the City. The provisions

and purpose of this Code and such rules, regulations, opinions and disciplinary decisions as may be promulgated by the Board pursuant hereto, and under provisions of Article XI of the Charter and Article VII of the Administration Code, are hereby declared to be in the best interest of the City.

SECTION 2 - Board of Ethics

Reference is made to Section 6-22 of the Administrative Code of the City of Scranton, which is hereby repealed and amended as follows:

A. Composition and Structure of Board.

1. **Composition.** The Board established under Section 6-22 of the City of Scranton Administrative Code as amended herein shall be composed of five (5) residents of the City of Scranton. Amending Section 6-22 of the City of Scranton Administration Code, the members to be appointed shall be appointed two by the Mayor, two by City Council and one by the Controller. Thereafter, the appointments or reappointments shall be made by the Mayor, City Council or the Controller to their respective appointed positions.
2. **Terms of Service.** Members of the Board shall serve for terms of three (3) years, except that members shall continue to serve until their successors are appointed and qualified. The terms of the initial members shall be staggered, with one member serving a term of one year, two members serving for two years, and two members serving for three years. The initial board's staggered terms shall be determined by lottery.
3. **Vacancy.** An individual appointed to fill a vacancy occurring other than by the expiration of a term of office shall be appointed for the unexpired term of the member he/she succeeds and is eligible for appointment thereafter according to the terms herein.
4. **Election of Chairperson and Vice Chairperson.** The Board shall elect a chairperson and a vice chairperson annually at a meeting held in January of each year. The vice chairperson shall act as chairperson in the absence of the chairperson or in the event of a vacancy in that position.
5. **Quorum.** A majority of the members of the Board shall constitute a quorum and the votes of a majority of the members present are required for any action or recommendation of the Board.
6. **Staff.** The Board shall appoint a solicitor, a secretary and such other staff as may be deemed necessary. The solicitor, secretary and such other staff as may be necessarily appointed need not be members of the Board.
7. **Meetings.** The Board shall meet at the call of the Chairperson or at the call of a majority of its members.

8. **Investigative Officer.** The Board shall appoint an investigating officer as set forth herein. The Board shall, from time to time, determine an amount to be paid as reasonable compensation to the investigating officer as payment for such services. The investigative officer shall be a member in good standing of the Lackawanna County Bar and shall have so been for at least five (5) years. The investigative officer need not be a resident of the City of Scranton and shall not be a Board member. The investigating officer is authorized to retain the services of investigators and may only delegate non-discretionary functions.

B. Powers and duties: The powers and the duties of the Board of Ethics may be summarized as follows:

1. Give advice as to the application of the ethics provisions of the Charter of the City of Scranton and this Code of Ethics.
2. Receive and dispose of complaints of violations of the ethics provisions of the Charter and Code of Ethics, and exercise discretion in declining to pursue an investigation if such a course would be in the best interest of the citizens of the City of Scranton or where the activity complained of amounts to no more than a de minimis violation.
3. Appoint an investigating officer to conduct investigations and to issue findings reports where appropriate.
4. Hold hearings, issue subpoenas and compel the attendance of witnesses, administer oaths, take testimony, require evidence on any matter under investigation before the Board, and issue orders, including but not limited to those related to adjudications and penalties.
5. Conduct educational programs to promote the ethical conduct of public officials, City employees, and individuals and groups doing business with the City.
6. Adopt rules and regulations to administer, implement, enforce and interpret the Code of Ethics.
7. Annually review the statements of financial interest filed pursuant to Section 4 of the Code.

C. Prohibitions. Due to their special position, Board members have a higher duty than other public officials to avoid conflicts of interest. Respect for the Code can be maintained only if members are models of ethical behavior. The prohibitions in

this section are in addition to the duties, responsibilities or obligations imposed upon the Board members as public officials under other provisions of the Code.

1. No member may hold or campaign for any other public office.
2. No member may hold office in any political party or political organization or political committee.
3. No member may hold a position of employment or appointment with any municipal government or any board or commission formed by the City of Scranton.
4. No member may actively participate in or contribute to any political campaign in the City of Scranton for a candidate running for or from the office of the Mayor, City Council, Controller and Tax Collector. This does not abridge the right of a member to vote or attend a debate, speech or similar event that is held primarily for the purpose of communicating a candidate's platform or position on issues of public concern.
5. No member shall receive compensation but shall be reimbursed by the City for documented expenses actually incurred.

- D. Preservation.** Complaints and proceedings pending before the Board at the time this Code is adopted shall be preserved insofar as they are consistent with recent orders of the Court of Common Pleas of Lackawanna County. The Board shall take any and all steps necessary to adjudicate all pending complaints so as to comply with said orders, including the establishment of a committee of Board members not previously involved in the disposition of said complaints to adjudicate and dispose of the same. Said committee shall consist of at least three (3) Board members and shall act with the authority of the Board in adjudicating said complaints and instituting penalties and restitution where applicable.

SECTION 3 – Definitions

Section 6-16 of the Administrative Code of the City of Scranton is hereby repealed and amended as follows:

For the purposes of this Code, the following terms shall have the following definitions. All other words and phrases shall have their normal meaning unless further defined herein.

- A. **Appearance of Impropriety.** The perception that wrong-doing or misconduct may have occurred. When a reasonable person could reasonably believe that improper actions have taken or are taking place.
- B. **Administrative Code.** The Administrative Code of the City of Scranton.
- C. **Board.** The Board of Ethics of the City of Scranton.

- D. **Candidate.** An individual who files nomination papers or petitions for City Elected Office or who publicly announces his or her candidacy for City Elected Office.
- E. **Candidate Campaign Contribution.** Money, gifts, forgiveness of debts, loans or things having a monetary value incurred or received by a candidate or his/her agent for use in advocating or influencing the election of the candidate.
- F. **Candidate Political Committee.** The one Political Committee used by a candidate to receive all contributions and make all expenditures.
- G. **Charter.** City of Scranton Home Rule Charter.
- H. **City.** The City of Scranton, Pennsylvania.
- I. **City Elected Office.** The offices of Mayor, City Council, Controller, and Tax Collector.
- J. **Code.** City of Scranton Code of Ethics.
- K. **Conflict of Interest.** Situation(s) or potential situation(s) in which a public official or employee uses or may use his/her office or employment for the private gain of himself/herself; a member of his/her immediate family or a business of any type with which he/she or a member of his/her immediate family has a material interest.
- L. **Contract.** An agreement or arrangement for the acquisition, use or disposal by the City or a City agency or instrumentality of consulting or other services or of supplies, materials, equipment, land or other personal or real property. This term shall not mean an agreement or arrangement between the City or City agency or instrumentality as one party and a City Official or City Employee as the other party, concerning his/her expense, reimbursement, salary, wage, retirement or other benefit, tenure or other matters in consideration of his/her current public employment with the City or a City agency or instrumentality.
- M. **Contribution.** Money, gifts, forgiveness of debts, loans or things having a monetary value incurred or received by a Candidate or his/her agent for use in advocating or influencing the election or candidacy of the Candidate.
- N. **Covered Election.** Every primary, general, or special election for City Elected Office.
- O. **Elected Official.** An official elected or appointed to fill a position normally filled by election.
- P. **Employee.** Any individual receiving salary or wages from the City of Scranton.

Q. Gift.

1. The term "Gift" for the purposes of this Code shall mean: any gratuity, benefit, or any other thing of value, which is accepted by, paid for, or given to a City Employee or City Official, or by another Individual or Organization on behalf of a City Employee or City Official, either directly or indirectly, without consideration of equal or greater value.

This definition may include, by way of illustration and without limitation to, the following: (i) preferential rate or terms on a debt, loan, goods, or services, which rate is below the customary rate and is not either a government rate available to all other similarly situated government employees or officials or a rate which is available to similarly situated members of the public by virtue of occupation, affiliation, age, religion, sex, or national origin; (ii) transportation, lodging, or parking; (iii) food or beverage, other than that consumed at a single sitting or event; (iv) membership dues or admissions to cultural or athletic events, which exceed \$250.00 per calendar year in the aggregate and \$100.00 per calendar year from any single person, agent or other interested party; and/or (v) political contributions in excess of those limitations set forth hereinafter or in any other applicable laws or regulations, including but not limited to, the City Codified Ordinances.

2. The term "Gift" for purposes of this Code shall explicitly exclude: (i) gifts from direct family members; (ii) non-pecuniary awards publicly presented, in recognition of public service; (iii) an occasional non-pecuniary gift of nominal value; (iv) complimentary travel for official purposes; and/or (v) admissions to charitable, civic, political or other public events.

R. Immediate Family. A parent, spouse, living partner, child, brother, or sister, natural or adopted.

S. Individual. A person.

T. Material Interest. Direct or indirect ownership of more than five percent (5%) of the total assets or capital stock of any business entity.

U. No-Bid Contract. A Contract (as defined herein), which is not awarded or entered into pursuant to an open and public process, in accordance with Pennsylvania law, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded related thereto.

V. Officer. Investigating Officer appointed by the Board to oversee the investigative procedures on behalf of the Board. The investigating officer need not be a Board member and may be compensated as any other member of the staff.

- W. **Official.** Any elected or appointed paid or unpaid member of the government of the City of Scranton including without limitation members of any City boards, authorities, and commissions.
- X. **Organization.** An individual, partnership, corporation, sole proprietorship, whether for-profit or not-for-profit, or any other form of business organization.
- Y. **Political Activity.** Any activity which promotes the candidacy of any individual seeking elective office, or the advocacy of any political party or position, including but not limited to the circulation of election petitions and the sale or distribution of fund raising items or tickets.
- Z. **Pre-Candidacy Contribution.** A contribution made to a Political Committee that: (a) has been transferred to, or otherwise becomes available for expenditure by, a candidate for City Elective Office; and (b) was made before such candidate became a candidate.
- AA. **Private Gain.** Of personal benefit, whether economic, social, or otherwise.
- BB. **Post-Candidacy Contribution.** A contribution made to a former Candidate or Political Committee for use in retiring debt that was incurred to influence the outcome of a covered election, or for the purpose of defraying the cost of transition or inauguration of a candidate elected to City Elected Office.
- CC. **Political Committee.** Any committee, club, association, political party, or other group of persons, which receives contributions or makes expenditures for the purpose of influencing the outcome of a Covered Election, including but not limited to: (a) political action committees recognized under Section 527 of the Internal Revenue Code, and (b) the Candidate Political Committee of a Candidate in a Covered Election.
- DD. **Violation.** A violation is any activity that is restricted by the ethics provisions of the Charter and/or the Code.

SECTION 4 - Statement of Financial Interests

Section 6-17 of the Administrative Code of the City of Scranton is hereby repealed and amended as follows:

Any official or employee of the City or authorities or boards with decision-making authority, including advisory boards, shall file with the City Clerk a Statement of Financial Interests for the preceding calendar year by May 1 of each year, as defined by the State Code of Ethics. Any individual appointed to such a position after May 1 has fifteen working days to file the Statement of Financial Interest. All statements must be made available for public inspection and copying at an amount not to exceed actual costs. All statements must be posted on the City's website.

SECTION 5 - Disclosure of Confidential Information

Section 6-17 of the Administrative Code of the City of Scranton is hereby repealed and amended as follows:

City employees and officials often have access to important non-public information regarding the property, operations, policies or affairs of the City. Such information may concern, among other things, employees and officials, real estate transactions, expansion of public facilities, or other City projects. Using or furnishing information that would place employees or recipients in an advantageous position over the general public constitutes a violation of public trust. Anyone who is privy to confidential information may not disclose that information to any private citizen and should disclose it to other public employees only if appropriate and in the normal course of their duties as employees or officials of the City of Scranton.

Should an official or employee find himself/herself in any direct or indirect financial interest with any person or other entity proposing to contract with the City that individual must fully disclose said interest and refrain from voting upon or otherwise participating in the transaction or the making of such decision, contract or sale. Violation of this section shall render the contract voidable by the decision-making body or upon review and authority of the Board of Ethics.

SECTION 6 - Prohibited Behaviors

Section 6-18 of the Administrative Code of the City of Scranton is hereby repealed and amended as follows:

Every City official and employee is a public servant. Public servants must treat members of the public fairly and equitably. Receipt of money, favors, gifts, gratuities, invitations, food, drink, loans, promises or other benefits (collectively and subsequently referred to in this section as "gifts") offered to a public servant because of that person's position, may create the appearance of a conflict of interest, if not an actual conflict of interest. Similarly, solicitation of gifts by a public servant in that person's capacity as a public servant, for that person's own benefit, likely establishes a conflict of interest.

Public servants, in performing their duties, must work for the benefit of the community as a whole, giving equal consideration to each member of the public, and doing so without giving special regard because of finances, political affiliations, gender, orientation, creed, or other categorization.

Conflicts of interest betray the trust of the public with its government and violate traditional notions of fair play and substantial justice. Reference is made to Section 6-16, 6-17, 6-18, 6-19, 6-20, 6-21 and 6-23 of the Administrative Code of the City of Scranton.

A. Conflicts of Interest

1. Employees and officials of the City may not bid on or have a material interest in:
 - a. the furnishing of any materials, supplies or services to be used in the work of the City;
 - b. contracts for the construction of any City facility;

- c. the sale of any property to the City or the purchase of any property from the City unless said property is offered to the general public at auction or by competitive bid.
- 2. Employees and officials of the City may not:
 - a. use or attempt to use their official position to secure special privileges or exemptions for themselves or others;
 - b. accept employment or engage in any business or professional activity which might reasonably be expected to require or induce the disclosure of confidential information acquired by the public officer or employee by reason of their official position;
 - c. disclose to others, or use for personal benefit, any confidential information gained by reason of an official position;
 - d. accept other employment which might impair the independence or judgment of the public officer or employee in the performance of public duty;
 - e. receive any compensation for official services to the City from any source other than the City;
 - f. transact any business in an official capacity with any other business entity of which the public officer or employee is an officer, director, agent, member, or owns a material interest;
 - g. have personal investments in any enterprise which will create a substantial conflict between any private interest and the public interest.
- 3. Outside Employment. City officials or employees may accept, have, or hold any employment or contractual relationship with any individual, partnership, association, corporation (profit or non-profit), utility or other organization, whether public or private, but only if the employment or contractual relationship does not constitute a conflict of interest or impair their efficiency.
- 4. Officials and employees shall not engage in conduct prohibited under Section 1201(a) of the Charter.

B. Gifts: Solicitation/Acceptance

- 1. Restriction on Acceptance/Solicitation of Gifts by City Officials and Employees.

- a. No City official or employee or member of his/her immediate family shall accept or solicit any gift, gratuity, money, favors, invitations, food, drink, loans, promises, or other benefits (collectively referred to as "gifts") from any person, firm, corporation, or association which to his knowledge is interested, directly or indirectly, in any manner whatsoever, in business dealings with the City provided that City official or employee has any influence, directly or indirectly, in any manner whatsoever, in the City's participation in those business dealings.
- b. No City official or employee or member of his/her immediate family shall accept or solicit any gift that may in any circumstance appear to be an attempt to influence that official or employee in the discharge of his or her official duties.
- c. City officials and City employees are also subject to those related, applicable ordinances of the City Charter, Codes of the City of Scranton and the Pennsylvania Public Official and Employee Ethics Act (65 Pa.C.S.A. Sect 1101.1 et seq, as amended), and all related statutes and regulations.

2. Exceptions

A City official, employee, or member of his/her immediate family may accept, but not solicit, the following gifts, notwithstanding that the person giving the gift may be seeking official action from that officer or employee:

- a. Hospitality provided at a residence when the donor is present;
- b. Food, beverages, or entertainment provided at an event for which attendees do not have to purchase a ticket;
- c. Food and beverages provided to all participants in the ordinary course of a meeting where the food and beverages are provided at the site of the meeting;
- d. Gifts of food (cookies, candy, etc.) received shall be made available for consumption on the premises to the public and employees when such offer may not be reasonably seen as seeking to influence the public servants or to induce more favorable treatment toward the donor.
- e. Gifts resulting solely from the officer's or employee's outside employment, or from his or her membership in a bona fide charitable, professional, educational, labor, or trade organization;
- f. Rebates or discounts offered to members of the general public or a class of persons.

- g. Free admission to an event, including food, beverages, and entertainment, if the officer or employee is a guest speaker
- h. Free admission to political events, including food and beverages, if the officer or employee is permitted to engage in political activity in co-ordination with candidates, political parties, or partisan political groups;
- i. Nominal, de minimis tokens of appreciation given at public appearances;
- J. Gifts totaling less than \$50 from a single individual during a single calendar year.

3. Return of Gifts: Reporting

- a. In all but de minimis cases, all gifts received must be publicly recorded and submitted to the City Clerk on a form from the City's Board of Ethics specifying: the donor; the address of the donor; the date received; a concise description of the gift; and the value of the gift. A gift having a value in excess of \$50 may not be considered de minimis.
- b. The City Clerk shall file the gift disclosure form with the Board of Ethics and have the gift form uploaded onto the City's website.
- c. The Ethics Board shall designate two (2) members (hereinafter the Subcommittee) who will evaluate the propriety of gifts valued at \$50 or more, and determine if the gift must be returned to the donor. The Subcommittee shall evaluate the propriety of the gift according to the provisions of (1) Restrictions, and (2) Exceptions above.
- d. The Subcommittee shall issue a written opinion to the party that submitted the form within 21 days unless a shorter timeline is agreed upon. The opinion shall include all material facts relied on by the Subcommittee, and articulate a basis for the decision. All opinions shall be posted on the City's website. The officer or employee shall have the right to appeal the decision to the full Ethics Board.

4. Political Candidates for City Offices.

- a. The provisions of (1), (2), and (3) above shall not apply to any campaign contribution to any candidate for City office, whether or not he or she is a City official or employee, provided the campaign contribution is legal and appropriately reported according to the Pennsylvania Election Code at 25 P.S. 2600, et seq., as amended, and all related statutes and regulations, as applicable and Ethics Code Section 12 Campaign Contributions and Reporting Requirements.

- b. The provisions of (1), (2), and (3) above shall apply in full to any other gift received by any candidate for City office, whether or not he or she is a City official or employee.
- c. Upon certification of any individual's candidacy for City office, the City Clerk shall provide the candidate with a copy of this ordinance and a brief explanation of its requirements, receipt of which shall be acknowledged by the candidate's signature.

C. Nepotism

Hiring a relative is a special type of a conflict of interest that should be avoided. No public official or employee shall appoint, hire, advance or advocate the appointing, hiring or advancing of a member of his/her immediate family or household member to a City position.

D. Whistle Blowing

Employees are expected to expose a violation of the Code of Ethics by any employee or business entity with which the City is doing business if such a violation creates a serious and specific danger to the public's health, safety or welfare.

Employees are expected to expose improper use of public office or any other abuse or neglect on the part of a city employee or public official. An employee with knowledge of actions or activities of ethical concern shall report them to the Board of Ethics. The identity of the employee will be confidential information of the Board of Ethics until a full investigation is initiated.

Retaliation against an employee who reports any violation, abuse or other improper action is strictly prohibited. Any such action will be a violation of the Code of Ethics and subject to the disciplinary and corrective action as ordered by the Board of Ethics.

E. Fraudulent or Other Activity

City employees or officials are expected to act ethically in the performance of all duties and responsibilities and avoid any involvement with, or any appearance of, behavior constituting fraud, misappropriation or other inappropriate conduct while carrying out the duties and obligations of their employment or office.

City employees or officials may not willfully or deliberately act, attempt to act, conspire to act, or solicit with the intent to act, carry out, or participate in any of the following activities:

- a. Embezzlement of money or resources for private purposes or use, from any City official, City employee, City department, City contractor or subcontractor, or third party agent doing business with the City government;

- b. Misappropriation of City funds, supplies, assets or resources;
- c. Falsification of any City record, including personnel records;
- d. Forgery or alteration of any check, bank draft, bank account, or other financial document;
- e. Forgery or alteration of timecard data and/or information;
- f. Receipt of a bribe or kickback, or willing participation in a scheme of bribery;
- g. Impropriety in the handling or reporting of money or financial transactions;
- h. Using insider knowledge of City activities to earn or generate any gift, profit or pecuniary benefit;
- i. Accepting, requesting, or seeking any material item or pecuniary benefit from contractors, vendors or parties providing services or materials to the City;
- j. Unauthorized destruction, removal or inappropriate use of City property, including data records, furniture, fixtures and equipment;
- k. Making false or intentionally misleading written or oral statements or representations in carrying out any official or employment duty or obligation; or
- l. Participation in any willful or deliberate act carried out with the intention of obtaining an unearned or unauthorized benefit by way of deception or other unethical means.

City employees or officials are to be familiar with the types of fraud and the potential activities and circumstances that may give rise to a fraudulent activity within his or her department, bureau, and area of responsibility.

City employees or officials are charged with the duty to be alert for any indication of fraudulent activity and all City employees or officials have a duty to report immediately any suspected fraudulent activity to the City Board of Ethics.

F. Use of City Property and Personnel

City employees or officials may not use any personnel, equipment, supplies, facilities, vehicles, or any other property owned and belonging to the City for their private purposes, use, enjoyment, or benefit. City employees or officials who hold a supervisory position may not use the time, effort and resources of any subordinate City employees or official for their private purposes, use, enjoyment, or benefit.

G. Political Activities

The appropriate provisions of the Act of the United States Congress, popularly known as the "Hatch Act" shall apply to and regulate the conduct of all employees of the City of Scranton.

H. Awarding Contracts

1. To the extent that it is not inconsistent with federal or state law: (i) a City Employee, (ii) a City Official, (iii) any Immediate Family of a City Employee or City Official; or (iv) any for-profit business entity in which the City Employee, City Official, or any Immediate Family has a Material Interest, shall not enter into any Contract valued at Five Hundred Dollars (\$500.00) or more with the City or any City agency or instrumentality, unless the Contract has been awarded through an open and public process, in accordance with Pennsylvania law, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the City Official or City Employee shall not have any supervisory or overall responsibility for the implementation or administration of the Contract. Any Contract or subcontract made in violation of this subsection may be subject to further penalties, pursuant to the terms and provisions of the Pennsylvania Public Official and Employee Ethics Act (65 Pa. C.S.A. §1101.1, et. seq.).
2. Prior to entering into or awarding any No-Bid Contract, the City Employee, Official, agent or instrumentality entering into such No-Bid Contract on behalf of the City, must immediately provide the Board of Ethics with the following information:
 - i. The name and address of all contracting parties;
 - ii. A draft copy of the contract to be entered into;
 - iii. A report in compliance with Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a), which shall provide the following:
 - a. An itemized list of all political contributions known to each contracting party by virtue of the knowledge possessed by every officer, director, associate, partner, limited partner, or individual owner that has been made by:

1. Any officer, director, associate, partner, limited partner, individual owner or members of the immediate family of the aforementioned parties when the contributions exceed an aggregate of One Thousand Dollars (\$1,000.00) by any individual during the preceding year; or
 2. Any employee or members of his or her immediate family whose political contribution exceeded One Thousand Dollars (\$1,000.00) during the preceding year.
- iv. Any other information that the Board of Ethics may require.
1. In the event that the intended recipient of a City No-Bid Contract or any officer, director, associate; partner, limited partner, individual owner, member, employee, or Immediate Family of any of the aforementioned parties has made a donation to a political committee of a City Employee, City Official, agent or instrumentality, in excess of the contribution limitations set forth in Section 12 herein during any of the preceding two (2) calendar years from the date the draft copy of the proposed contract is submitted to the Board of Ethics, then and in that event the City is prohibited from awarding that No-Bid Contract to that intended party.
 2. For purposes of this Section, the office that is considered to have ultimate responsibility for the award of the Contract shall be as provided for by the established purchasing policies of the City of Scranton.

SECTION 7 - Penalties; Restitution

Section 6-19 of the Administrative Code of the City of Scranton is hereby repealed and amended as follows:

A. Penalties.

Upon any violation of the City provisions, including the undertaking of wrongful acts as described above or in the City of Scranton Home Rule Charter, any of the following penalties shall be available to the Ethics Board for imposition:

1. **Admonition.** In compliance with existing personnel practices, collective bargaining agreements and/or statutes, a letter to the respondent, the Mayor, the Director of the Department in which the respondent is employed, if any, and the complainant, if any, indicating that the respondent has been found to have violated the City provisions;
2. **Public Censure.** In compliance with existing personnel practices, collective bargaining agreements and/or statutes, notification to the respondent, the Mayor, the Director of the Department in which the respondent is employed, if any, and the

complainant, if any, and the news media indicating that a violation of the City provisions took place and that the board strongly disapproves of the actions of the public official or public employee;

3. **Recommendation to the Mayor** without compensation for a stated period of time not to exceed thirty (30) days, in compliance with existing personnel practices, collective bargaining agreements and/or statutes, with notification to the respondent, the Mayor, the Director of the Department in which the respondent is employed, if any, and the complainant. If any such suspension is not imposed by the City, a written explanation of such decision shall be provided within five (5) days to the Board;
4. **Recommendation to the Mayor** in compliance with existing personnel practices, collective bargaining agreements and/or statutes, with notification going to the respondent, the Mayor, the Director of the Department in which respondent is employed, if any, and the complainant, if any. If any such termination is not imposed by the City, a written explanation of such decision shall be provided within five (5) days to the Board;
5. **Referral** to the appropriate authorities for criminal prosecution in cases where a violation of this ordinance is also a violation of federal or state law;
6. **Ineligibility** for holding any office or position within the City for a period of up to five years, as set forth in Section 1202 (b) of the Charter of the City of Scranton;
7. **Impose a fine**, not to exceed one thousand dollars (\$1,000.00) per violation;
8. **Imposition of an administrative fine** of not more than one thousand dollars(\$1,000.00) to defray the actual cost and expense of investigating any violation; and
9. Any person, who realizes financial gain by way of a violation of any provisions of this ordinance, in addition to any other penalty provided by law or this ordinance, shall pay into the Treasury of the City, a sum of money up to the financial gain resulting from the violation. The Board shall determine the amount of financial gain realized; and
10. Any public official, public employee, person, corporation, company or other entity found to have participated in or benefited from a violation of this ordinance, may be barred from participating in business dealings with the City for a period of time not to exceed five (5) years, said period of time to be determined by the Board, in addition to being subject to any other penalty (prescribed by this ordinance) deemed appropriate by the Board.

B. Restitution; Other penalties and remedies.

After finding that an individual has violated any provision of the Charter or this Code within the jurisdiction of the Board as provided for in this Code, the Board may take one or more of the following actions, if appropriate, in addition to penalties described in Section 7(a):

1. Order the subject to make restitution to those incurring damage or injury as a direct result of the actions of the subject that have been adjudicated as a violation of the Code or Charter;
2. Order the subject to cease and desist from engaging in a particular activity that is in violation of the Code, Charter, or any order issued by the Board;
3. Order the subject to take specified action to bring him/her into compliance with Board directives;
4. Refer the matter for review or with specific recommendation for action to law enforcement, regulatory or other authorities with jurisdiction of the matters;
5. Institute appropriate civil or equitable action to enforce the order and decision of the Board; and
6. Recommend to City Council the forfeiture of the office or position held by the subject with the City and recommend that the subject be ineligible to hold any City office or position for a period of up to five (5) years following such decision.

SECTION 8 - Advisory Opinions

Section 6-2 of the Administrative Code of the City of Scranton is hereby repealed and amended as follows:

Upon the written request of any public official or City employee, or without such request should a majority of the Board deem it in the public interest, the Board may render advisory opinions concerning matters of governmental ethics, shall consider questions as to ethical conduct, conflicts of interest and the application of ethical standards set forth in this ordinance, and shall issue an advisory opinion in writing as to any such question. The Board may in its discretion publish its advisory opinions with any redactions necessary to prevent disclosure of the identity of the person who is the subject of the opinion. Such opinions shall be rendered within 30 days of the request for same.

An advisory opinion may be used as a defense in any subsequent investigation or prosecution, provided that the official or employee who sought the opinion did so in good faith and only to the extent material facts were not misrepresented in the request for the opinion.

SECTION 9 - Complaint and Investigation Procedure

Section 6-21 of the Administrative Code of the City of Scranton is hereby repealed and amended as follows:

A. Who May File

Any person may file a complaint about alleged ethics violations of the Scranton Code of Ethics or the City Charter. In addition, the Board may initiate proceedings. A person signing a complaint shall:

1. Reasonably believe in the existence of facts upon which the claim is based; and
2. Reasonably believe that the complaint may be valid under the ethics provisions of the Code of Ethics and the City Charter.

B. How to File

Complaints must be submitted on forms provided by the Board. The Board shall make available this form upon request. The complaint shall state the name, job or office held by the alleged violator and a description of the facts that are alleged to constitute a violation. It must contain a notarized signature subject to the penalties of 18 Pa.C.S.A. § 4904 relating to unsworn falsification to authorities. The Board shall establish a separate P.O. Box through which to receive complaints. This P.O. Box shall be generally accessible by the investigative officer and/or the secretary, provided that the secretary is not a Board member.

Complaints must be filed within one year (365 days) of the date on which the alleged ethics violation that is the subject of the complaint occurred. Any complaint filed after this date shall be rejected.

C. Jurisdiction; Preliminary Investigation

1. Each complaint filed with the Board shall be immediately directed to and preliminarily reviewed by an investigating officer appointed by the Board (the "Officer") to determine whether the complaint falls within the jurisdiction of the Board. The aforesaid determinations shall be made within 30 days of the filing of the complaint. If the Officer determines that the Board does not have jurisdiction over the matter underlying the complaint, the complainant will be notified and no further action will be taken with regard to the complaint. If, however, the Officer determines that the complaint falls within the jurisdiction of the Board, the Officer shall authorize a preliminary investigation.
2. The preliminary investigation shall be initiated and accomplished at the sole direction of the Officer. If the Officer, in his/her sole discretion, finds that the violation(s), as alleged in the complaint, would, if proved, constitute a de minimis infraction, he/she may decline to initiate a preliminary

investigation and dismiss the complaint, if to do so would be in the best interest of the citizens of the City of Scranton.

3. At the onset of the preliminary investigation, the Officer shall notify both the complainant and the subject of the investigation of the filing of the complaint, the nature of the same, and the initiation of a preliminary investigation.
4. The preliminary investigation shall be completed within 60 days of the Officer's finding of jurisdiction.
5. If at any time during the preliminary investigation, an extension is necessary and justified, the Officer shall have additional time in 30-day segments. The Officer shall timely notify both the complainant and the subject of the investigation of each such extension.
6. At the conclusion of the preliminary investigation, the Officer shall determine whether there may exist facts to support the complaint. If the inquiry fails to establish such facts, the Officer shall dismiss the complaint and notify both the complainant and the subject of the complaint of the dismissal of the complaint. If, however, at the conclusion of the preliminary investigation the Officer determines that there may exist facts to support the complaint, the Officer shall authorize a full investigation.

D. Full Investigation

If a preliminary investigation uncovers facts to support the complaint, the Officer shall authorize a full investigation. The complainant and the subject of the investigation shall be notified within three (3) days of the initiation of a full investigation and the subject shall be notified of the identity of the complainant. Until the investigation is concluded or terminated, the Officer will notify both the complainant and the subject of the investigation of the status of the investigation at least every ninety (90) days. Within one hundred eighty (180) days of the initiation of the full investigation, the Officer must either terminate the investigation or issue a findings report to the subject.

E. Findings Report

The findings report shall set forth the pertinent findings of fact as determined by the Officer. The Officer shall deliver the findings of fact to the complainant and the subject of the investigation. The subject of the investigation may, within 30 days of the report, request an evidentiary hearing, unless an extension is obtained from the Officer. When such a request is received by the Officer, the Officer shall immediately notify the Board of the request for a hearing, and the names of the parties involved. The Board shall upon receipt of such notice engage two attorneys: one to represent the facts in support of the complaint; and one to advise the Board in matters related to the evidentiary hearing.

The Board solicitor shall not have any involvement in a particular matter once the findings report has been issued.

F. Evidentiary Hearing

1. **Timing.** An evidentiary hearing must be held within forty-five (45) days of the filing of a request for the same.
2. **Evidence.** The subject of the investigation shall have reasonable access to any evidence intended to be used at a hearing. The subject of the investigation shall have the opportunity to be represented by counsel and to subpoena witnesses, present evidence, cross examine witnesses against him/her, submit argument and shall be entitled to exercise all rights of confrontation and the like afforded him/her by the United States Constitution and the Pennsylvania Constitution.
3. **Closed Hearing.** The hearing shall be closed to the public unless the subject requests an open hearing in writing to the Board at least five (5) days before the hearing.

G. Decision by the Board; Final Order.

At the conclusion of the evidentiary hearing, the Board will determine by majority vote of those members presiding whether the evidence supports a finding that the subject of the complaint violated provision(s) of either the Charter or the Code.

Upon reaching a determination on the complaint, the Board shall issue a final order. A copy of said final order shall be immediately delivered to both the complainant and the subject of the complaint.

H. Petition for Reconsideration.

A subject, having been found to have violated a provision of the Charter or Code, may file a petition for reconsideration of the Board's decision. Such petition shall be filed with the Board within ten (10) days of the day the Board issues its final order.

I. Protection of Complainant

No person may be penalized, nor any employee of the City be discharged, suffer change in his/her official rank, grade or compensation, denied a promotion, or threatened, for a good faith filing of a complaint with the Board, or providing information or testifying in any Board proceeding.

J. Mediation

1. In addition to the procedures set forth above regarding preliminary investigation, full investigation, and findings report, the Officer may, in his/her sole discretion, engage in mediation of a complaint at any time prior to the issuance of the findings report: The purpose of mediation would be to resolve the complaint in a voluntary manner, compliant with the Charter and the Code.
2. In the event the Officer determines that mediation would be useful, he/she shall notify both the complainant and the subject of the investigation of his/her intent to mediate and obtain the consent of both parties to mediate. If the complainant and the subject agree to mediation, the Officer shall conduct the mediation in whatever manner he/she deems best under the circumstances, considering the time in the investigative process when the mediation will take place.
3. If a resolution is achieved following mediation, the Officer shall prepare and present to the Solicitor a written mediation report, which shall be signed by the subject and the Officer. The Solicitor shall immediately present the mediation report to the Board for review and approval.

If a complete resolution is not achieved following mediation, the Officer shall prepare and present to the Solicitor a statement indicating only that mediation occurred, but the matter was not resolved at mediation. The statement shall not state any particulars of the mediation, names, or identifying information of the parties. The Solicitor shall immediately present such statement to the Board for review. The matter shall then continue to proceed in accordance with Subsections A to I above.

4. Any mediated resolution must be compliant with the Charter and the Code. It shall be the sole province of the Board to determine if a mediated resolution is compliant with the Charter and the Code. At the Board's sole discretion and direction, it may re-submit a matter to mediation to resolve any aspect of a mediated resolution that is not compliant with the Charter or Code or as the Board may desire for other administrative reasons.
5. If the Board approves a mediated resolution of the entire matter, the Board shall issue a final order. A copy of said final order shall be immediately delivered to both the complainant and the subject of the complaint. In all respects, the general confidentiality provisions of the Code shall apply. There shall be no release or settlement agreement. If the Board does not approve a mediated resolution of the entire matter, the matter shall continue to proceed in accordance with Subsections A to I above. However, nothing in this Subsection J shall prevent the Officer and the subject from entering into a stipulated administrative settlement after the issuance of a findings report and a subject's

demand for evidentiary hearing.

6. The timeframes set forth above in subsections C to E shall be tolled while any mediation is taking place. However, the Officer shall ensure that mediation does not unduly delay the process set forth in Subsections A to I above.

7. Miscellaneous Matters.

- a. Knowledge by the Board of the identity of the complainant or subject is permitted, provided that the identity of the complainant or subject is revealed to the Board only through a mediation report.
- b. Nothing herein shall preclude the Board from taking any action permitted by the Charter or Code with respect to the mediation, any resolution, and the issues raised in the complaint.
- c. All mediations, and all information exchanged, created, or transmitted in any way involving a mediation under these procedures, shall be confidential except as provided by the Code.
- d. The Officer shall not be permitted or compelled to testify in any proceeding, before any court, tribunal, or hearing board, including the Board, concerning any aspect of mediation.
- e. The Officer/Mediator shall not exchange any information with the Board or Solicitor concerning the mediation except as reduced to writing as provided in paragraph 3 above.
- f. At all times, as between the Officer and the Solicitor and/or Board, the Officer shall form, keep and maintain a wall of separation between him/herself as it pertains to any information obtained, learned, reported, supplied, or otherwise brought forth at the mediation except as reduced to a writing as provided in paragraph 3 above.

SECTION 10 - Confidentiality of Board Information

Section 6-22 of the Administrative Code of the City of Scranton is hereby repealed and amended as follows:

All Board proceedings and records relating to an investigation shall be confidential until a final determination is made by the Board, except as may be required to affect due process. The final order shall become a public record once the subject has exhausted all appeal rights or has failed to timely exercise such rights. All other file material shall remain confidential.

SECTION 11- Wrongful Use of Board of Ethics

Section 6-23 of the Administrative Code of the City of Scranton is hereby repealed and amended as follows:

The purpose of the Board of Ethics is to endeavor to maintain a high standard of ethical behavior by City employees and officials. This will be most effective when City employees, officials and citizens work together to set and maintain high ethical standards. Complaints directed to the Board must be based on fact. Those filing complaints must have the intent to improve the ethical climate of the City. Wrongful use of the Code is prohibited and those individuals engaged in such conduct may be subject to penalties as set forth in Section 7.

Wrongful use of the Code of Ethics is defined as either:

1. Filing an unfounded, frivolous or false complaint. A complaint is unfounded, frivolous or false if it is filed in a grossly negligent manner without a basis in law or fact and was made for a purpose other than reporting a violation of this Code. A person has not filed a frivolous complaint if he/she reasonably believes that facts exist to support the claim and either reasonably believes that under those facts the complaint is valid under this Code or acts upon the advice of counsel sought in good faith and given after full disclosure of all relevant facts within his/her knowledge and information.
2. Publicly disclosing or causing to be disclosed information regarding the status of proceedings before the Board and facts underlying a complaint before the Board, including the identity of persons involved and that a complaint has been filed.

SECTION 12 - Campaign Contributions and Reporting Requirements

Section 6-24 is enacted to Article VII of the Administrative Code of the City of Scranton.

1. Campaign Contribution Limitations.

- A. During a Calendar Year in which a Covered Election is held and in each calendar year thereafter:
 - i. To the extent that it is not inconsistent with federal or state law, hereinafter, no Individual shall make, and no Candidate and/or no Candidate Political Committee shall accept, a Candidate Campaign Contribution, including those contributions made to or through one or more Political Committees by such Individual, in excess of Two Thousand Seven Hundred Dollars (\$2,700.00).
 - ii. To the extent that it is not inconsistent with federal or state law, hereinafter, no Organization (excluding Individuals covered by the Code of Ethics as part of the Administrative Code, as amended, shall make, and no Candidate and/or no Candidate Campaign Committee shall accept, a Candidate Campaign Contribution, including those contributions made to or through one or more Political Committees by such Organization, in excess of Five Thousand Dollars (\$5,000.00).
 - iii. To the extent that it is not inconsistent with federal or state law, hereinafter, no Political Committee (excluding Candidate Political Committees) shall make, and no Candidate and/or no Candidate Campaign Committee shall accept, a Candidate Campaign Contribution, in excess of Five Thousand Dollars (\$5,000.00).

- B. Candidate's Personal Resources. The limitations imposed by the Code of Ethics as part of the Administrative Code, as amended shall not apply to contributions from a Candidate's personal resources to his or her Candidate Political Committee.
- C. Volunteer Labor. The limitations imposed by this Section shall not apply to volunteer labor.
- D. Adjustments.
 - i. On January 1, 2020 and on every January 1 every four (4) years thereafter, the maximum contribution amounts set forth in Code Section 12 shall be adjusted, as follows: on the December 15 immediately preceding the adjustment, the City Business Administrator shall calculate the "CPI Multiplier" by dividing the average consumer price index for Scranton, Pennsylvania during the then-current calendar year by the average consumer price index for Scranton, Pennsylvania during the calendar year of 2013. To determine the average consumer price index for Scranton, Pennsylvania, the City Administrative Services Director shall use the latest available figures for the Consumer Price Index for all Urban Consumers (CPI-U), Scranton, Pennsylvania, as measured by the United States Department of Labor, Bureau of Labor Statistics. After calculating the CPI Multiplier, the Business Administrator shall determine the new maximum amounts as follows:
 - a. The maximum amount for purposes of Code Section 12 (1) (A) (i) shall equal \$2,700.00, multiplied by the CPI Multiplier, rounded to the nearest \$100.00.
 - b. The maximum amount for purposes of Code Section 12 (a) (A) (ii & iii.) shall equal \$5,000.00, multiplied by the CPI Multiplier, rounded to the nearest \$100.00.
 - ii. The Business Administrator shall calculate the new maximum amounts in writing to the Mayor, the City Controller, the City Council President, and the City Clerk.

E. Candidate Political Committees

A Candidate shall have no more than one (1) Candidate Political Committee and one (1) checking account for the City Elected Office sought, into which all Contributions and Post-Candidacy Contributions for that sought office shall be made, and out of which all expenditures for that sought office shall be made, including expenditures for retiring debt and for transition or inauguration to that office. If the Candidate maintains other political or non-political accounts for which contributions are solicited, such funds collected in these accounts shall not be used for the purpose of influencing the outcome of a Covered Election, or to retire debt that was incurred to influence the outcome of that Covered Election, or to cover transition or inauguration expenses.

F. Enforcement; Injunctive Relief

- i. The provisions of this Section shall be enforced by the City of Scranton Board of Ethics, in accordance with the Code of Ethics (of the City Administrative Code, as amended), including but not limited to the complaint, investigation, restitution and penalties provisions thereof.
- ii. In addition to the provisions of the Code of Ethics, any person residing in the City of Scranton, including the City Solicitor, may bring an action for injunctive relief in any Court of competent jurisdiction to enjoin any violations of, or to compel compliance with, the provisions of this Section in accordance with the Code of Ethics as part of the Administrative Code, as amended. The Court may award to a prevailing plaintiff in any such action his or her costs of litigation, including reasonable attorney's fees.

2. Reporting Requirements.

A. Statement of Financial Interests.

- i. Any City Employee or City Official must be in compliance with Code Section 4 ("Statement of Financial Interests") prior to filing any nomination papers or petitions for City Elected Office or publicly announcing his or her candidacy for City Elected Office.

B. Campaign Finance Disclosure

- i. Whenever a Candidate, treasurer of a Candidate Political Committee, or other representative of a Candidate Political Committee files a required report of receipts and expenditures with the Lackawanna County Board of Elections and/or Secretary of the Commonwealth as required by the Pennsylvania Election Code (25 P.S. §§3241, et seq.), or other applicable laws or regulations, such person shall at the same time file with the City Clerk, a copy of all information set forth in such report(s), in that format mandated by the Board of Ethics. Such filing with the City Clerk shall be accompanied by a written statement, signed by the person making the filing that subscribes and swears to the information set forth in such filing.

The City Administration shall make all reports of receipts and expenditures and written statements filed with the City Clerk available for review by the public on the City's website.

3. Required Notice of Contribution Limits.

- A. The Board of Ethics shall post on the City website a notice setting forth the contribution limits set forth in this Code together with a plain English explanation of the provisions of this Section and the penalties and remedies for violations thereof. Such notice shall remain posted and available for review on the City's website at all times.