

**AGENDA**  
**REGULAR MEETING OF COUNCIL**  
**March 25, 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 TAX ASSESSOR'S RESULTS REPORT FOR HEARING DATE HELD MARCH 13, 2019.  
  
[Tax Assessor's Report for 3-13-19.pdf](#)
  - 3.B TAX ASSESSOR'S REPORT FOR HEARING DATE TO BE HELD APRIL 10, 2019.  
  
[Tax Assessor's Report for 4-10-19.pdf](#)
  - 3.C MINUTES OF THE SCRANTON FIREFIGHTERS PENSION COMMISSION MEETING HELD FEBRUARY 20, 2019.  
  
[Scranton Firefighters Pension Commission Meeting 02-20-19.pdf](#)
  - 3.D MINUTES OF THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD FEBRUARY 20, 2019.  
  
[Non-Uniform Municipal Pension Board Minutes 02-20-19.pdf](#)
  - 3.E MINUTES OF THE SCRANTON POLICE PENSION COMMISSION MEETING HELD FEBRUARY 20, 2019

[Scranton Police Pension Commission Meeting 02-20-19.pdf](#)

- 3.F MINUTES OF THE COMPOSITE PENSION BOARD MEETING HELD FEBRUARY 20, 2019.

[Composite pension board minutes 2-20-19.pdf](#)

- 3.G AGENDA FOR THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD MARCH 20, 2019.

[Agenda for Non-Uniform Municipal Pension Board 03-20-19.pdf](#)

- 3.H AGENDA FOR THE CITY PLANNING COMMISSION MEETING TO BE HELD MARCH 27, 2019.

[Agenda for City Planning Commission Meeting 03-27-19.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 FILE OF THE COUNCIL NO. 28, 2013, AN ORDINANCE AS AMENDED TRANSFERRING A TEMPORARY CONSTRUCTION AGREEMENT OF CITY OWNED PROPERTY LOCATED IN THE 100 BLOCK OF HARRISON AVENUE TO THE COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION (“PENNDOT”) FOR THE CONSTRUCTION OF THE REMOVAL OF THE HARRISON AVENUE BRIDGE AND INSTALLATION OF A NEWLY CONSTRUCTED HARRISON AVENUE BRIDGE FOR THE SUM OF SEVEN THOUSAND DOLLARS (\$7,000.00) TO EXTEND THE TEMPORARY EASEMENT FROM TWO (2) YEARS TO FIVE (5) YEARS WITH AN UPDATED OFFER OF JUST COMPENSATION OF TEN THOUSAND SIX-HUNDRED (\$10,600.00) DOLLARS.

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

6.A NO BUSINESS AT THIS TIME.

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

7.A FOR CONSIDERATION BY THE COMMITTEE ON FINANCE – FOR ADOPTION – FILE OF THE COUNCIL NO. 59, 2019 – AMENDING FILE OF THE COUNCIL NO. 17, 2018, AMENDING FILE OF THE COUNCIL NO. 4, 2018 ENTITLED “AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 17, 1994 ENTITLED “AN ORDINANCE (AS AMENDED) AUTHORIZING THE GOVERNING BODY OF THE CITY OF SCRANTON TO ENACT ‘A WASTE DISPOSAL AND COLLECTION FEE’ FOR THE PURPOSE OF RAISING REVENUE TO COVER THE WASTE DISPOSAL AND COLLECTION COSTS INCURRED BY THE CITY OF SCRANTON FOR THE DISPOSAL OF REFUSE”, BY IMPOSING A WASTE DISPOSAL AND COLLECTION FEE OF \$300.00 FOR CALENDAR YEAR 2019 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER” TO EXTEND THE MAY 1, 2019 DISCOUNT DATE TO MAY 31, 2019 TO ENABLE RESIDENTS TO TAKE ADVANTAGE OF THE 10% DISCOUNT WHEN PAYING THEIR REFUSE BILL IN FULL.

7.B FOR CONSIDERATION BY THE COMMITTEE ON COMMUNITY DEVELOPMENT – FOR ADOPTION – RESOLUTION NO. 108, 2019 – AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION FOR A REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP) THROUGH THE COMMONWEALTH OF PENNSYLVANIA’S OFFICE OF THE BUDGET IN THE AMOUNT OF \$5,376,583.00; ACCEPTING AND DISBURSING THE GRANT IF THE APPLICATION IS SUCCESSFUL FOR THE RENOVATION OF THE SCRANTON MUNICIPAL BUILDING.

Resolution-2019 RACP Grant Application for Municipal Bldg  
Renovations.pdf

8. ADJOURNMENT

# TAX ASSESSOR'S REPORT

Hearing Date: 03/13/19

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value	After Appeal Value
10:00 AM	WALLS BRIAN & SONYA	SPRINGBROOK TWP	2040101000801		68000	
10:10 AM	BRONSON TONI	SCOTT	05204020021		25500	
10:20 AM	LECHOWSKI WALTER J & REBECCA	SCOTT TWP	0710302000108		22500	
10:30 AM	TRAPPER GERALD ETAL	CLIFTON TWP	23303020018		36500	
10:40 AM	BRACEY WILLIAM G ETAL	COVINGTON	2120201000901		1393800	
10:50 AM	FOREST LANDS LLC	NEWTON TWP	1220301001501		3000	
11:00 AM	WALTERS JAMES	NEWTON TWP	1100301000101		29500	
11:10 AM	CALICE CHAD & HAND HOLLY	NEWTON	1310201001903		15000	
11:10 AM	CALICE CHAD A & HAND HOLLY L	NEWTON TWP	13102010018		24371	
11:20 AM	GODINO THERESA	RANSOM	1330102001001	DANIEL PENETAR	3000	
11:30 AM	YUSINSKI BRANDON M	RANSOM	1330102000614		10000	
11:40 AM	SMITH DAVID A & SHIELDS SUSAN	RANSOM TWP	1640201001605		41000	
11:50 AM	GILBRIDE JEAN	CLIFTON TWP	2330302001802	RICHARD FANUCCI	51400	
12:00 PM	ROEDER PHILIP	JEFFERSON TWP	13804040014		24000	
12:10 PM	WOEHRLE CHRISTIAN W & LYNNE M	JEFFERSON TWP	1280201000903		81000	
12:20 PM	GOLDEN WILLIAM & LAUREEN	JEFFERSON	1490205000155		50200	
12:30 PM	TROY MARK & JENNIFER	MOOSIC	1850102001134		46750	
12:40 PM	FELKOWSKI SCOT M&BROWN DAVI	OLD FORGE	17508010018		10500	
12:50 PM	MOYLAN KEVIN M & CHRISTINE M	ARCHBALD	0940101001535	RICHARD FANUCCI	61000	
1:00 PM	ZINI LEO	ARCHBALD	09518060017	MARK RUDALAVAGE	26500	
1:10 PM	LIUZZO JEROME J & JILL	ARCHBALD	09402050031		50500	
1:20 PM	POWELL KENNETH & LINDA	ARCHBALD	09402010001		379500	

TOTAL RECORDS 22

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FEB 20 2019

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(01/01) 02/20/2019 01:54:22 PM

Melissa Maguire 5709636385

# TAX ASSESSOR'S REPORT

Hearing Date: 04/10/19

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value	After Appeal Value
10:00 AM	POWELL KENNETH & LINDA	ARCHBALD	09402010001		379500	
10:10 AM	FELKOWSKI SCOT M&BROWN DAVI	OLD FORGE	17508010018		10500	10500
10:20 AM	KERRIGAN KARISSA	JESSUP	11507030007		16000	
10:30 AM	ROEDER PHILIP	JEFFERSON TWP	13804040014		24000	
10:40 AM	BASILE MATTHEW S	MOOSIC	1850102001049		45250	
10:50 AM	HEATER HOWARD & LISA	OLYPHANT	1140701001201		20000	
11:00 AM	REEVES EDWARD W& JOHN I	JERMYN	07417080003		30000	
11:10 AM	MOYLAN KEVIN M & CHRISTINE M	ARCHBALD	0940101001535	RICHARD FANUCCI	61000	
11:20 AM	GILBRIDE JEAN	CLIFTON TWP	2330302001802	RICHARD FANUCCI	51400	
11:30 AM	DWMP ASSOCIATES LLC	GREENFIELD TWP	00404010018	PATRICK LAVELLE	109500	
11:40 AM	ACADEMY II LP	MOSCOW	1981103000201	PATRICK LAVELLE	720000	
11:50 AM	BUTTS ROBERT C & LAUREN J	SCOTT TWP	04102010006		58000	
12:00 PM	JONES RYAN & KATHRYN	ROARING BROOK TWP	1800403005304	JANE CARLONAS	44000	
12:10 PM	DIANA ROCCO G	ROARING BROOK TWP	1700101000114		61500	
12:20 PM	ZELINKA EDWARD	RANSOM	15204050005		59550	
12:30 PM	KANKANI VENU GOPAL&LAKHOTIA	CLARKS GREEN	0900404000723		64500	
12:40 PM	WILSON HAROLD O JR&DEBORAH A	SCRANTON	12401040009		16000	
12:50 PM	MAIN SWETLAND LLC	SCRANTON	15613050012	SAMUEL FALCONE JR	288650	

TOTAL RECORDS 18

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MAR 19 2019

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(01/01) 03/19/2019 12:29:38 PM

Melissa Maguire 5709636385

# CITY OF SCRANTON FIREFIGHTERS PENSION COMMISSION

Minutes

February 20, 2019

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

Chairman John Judge

Secretary Brian Scott

Active Rep. Jim Sable

Retired Rep. Bernard Garvey

Retired Rep. Terry Osborne

Attorney Larry Durkin

Controller Rosanne Novembrino

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Motion to accept January 2019 minutes by Garvey, second by Osborne. Motion carried.

## Correspondence:

Anderson to Scott in reference to being unable to grant pre-1987 COLA increases due to Judge Mazzoni opinion.

Scott to Anderson in reference to David Dolphins pension contributions request.

## Bills:

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

## Old Business:

Death of widow Leona Eibach.

Osborne asked, in reference to pre-1987 COLA raises, who would order the raises.

Durkin stated that an ordinance and the state would have to say the pension fund is actuarial sound.

Garvey asked the pension fund balance: Judge stated as of 1-31-19 it is \$95,850,143.

**New Business:**

Osborne requested a copy of the PFM report. Scott will email it to the board members.

**Application for Membership:**

None

**Application for Pension: None**

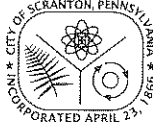
**Audience: None**

**Motion to Adjourn:**

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



*City of Scranton*  
*Pennsylvania*



*Non-Uniform Municipal Pension Fund*

**MINUTES**

**NON-UNIFORM MUNICIPAL PENSION BOARD**

**February 20, 2019**

The City of Scranton's Non-Uniform Municipal Pension Board held their monthly meeting on Wednesday, February 20, 2019 at 9:30 A.M. in City Council Chambers.

In attendance were:

**John Hazzouri**, President

**Maggie Perry**, Vice-President

**Roseann Novembrino**, City Controller

**Danielle Kennedy**, Proxy for Mayor

**Lori Reed**, Proxy for City Council President

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

**President Hazzouri** asked for a motion to accept the minutes of last month's meeting held on Wednesday, January 16, 2019.

**Mrs. Reed** made a motion to accept the minutes from the January 16<sup>th</sup> meeting.

**Mrs. Perry** seconded the motion.

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

**President Hazzouri** read the following agenda items:

1. An invoice from Durkin MacDonald, LLC in the amount of \$3,433.54 for services rendered from January 15, 2019 through February 17, 2019 was presented for payment. Mrs. Novembrino made the motion to pay and Mrs. Reed seconded the motion. All were in favor.
2. A request for a refund of pension contributions in the amount of \$407.00 was approved for former Flood Project Coordinator Joseph Borgia. Mr. Borgia left that position on December 20, 2018 to become a permanent DPW employee. He had contributed 18.5 months at \$22.00 per month. Mrs. Kennedy made the motion to refund the contribution and Mrs. Reed seconded the motion. All were in favor.
3. A check in the amount of \$33.00 was received for missed contributions from 2018 from City employee David Bulzoni. Mrs. Novembrino made a motion to accept the check and Mrs. Reed seconded the motion. All were in favor.
4. A check in the amount of \$264.00 was received from former employee Angela Sulla for pension contributions for 2019. Mrs. Reed made the motion to accept the check and Mrs. Perry seconded the motion. All were in favor.
5. A pension application and check in the amount of \$352.00 was received from OECD Executive Director Linda Aebli who is retiring on February 28, 2019. Ms. Aebli is purchasing an additional 16 months in order to be eligible to collect a 31 year pension at \$700.00 per month. Mrs. Novembrino made a motion to approve the application and check and Mrs. Reed seconded the motion. All were in favor.

President Hazzouri praised Ms. Aebli for the work she has done for the City and OECD.

6. Received a Non-Work Related Disability Pension application from library employee Michele Phillips. President Hazzouri asked for a motion to accept. Mrs. Kennedy asked if we had doctor certification on this. Attorney Durkin stated that we do. He also explained that we need to have an Independent Medical Evaluation (IME) done for Ms. Phillips. At our request, she has provided her medical records, report from her doctor and authorization to provide medical records from her

primary doctor. Attorney Durkin's recommendation was to have an IME performed by Dr. Bednarz at Northeastern Rehabilitation Associates due to the nature of her condition. He also scheduled a date of March 13th for this examination subject to the Board's approval. Mrs. Kennedy asked who bears the cost of the IME and Attorney Durkin stated that the Board does. Attorney Durkin also recommended that Ms. Phillips should be notified that if there are another other records that support her application, she should get them to us or tell them who we are so we can get this done in one shot. Mrs. Kennedy asked if she is still working. Attorney Durkin explained that she is off on FMLA at the present time. Mrs. Kennedy wanted to know when her FMLA started. The Board was advised that it began in January and will continue until April 2<sup>nd</sup>. Mrs. Kennedy asked if we could have the IME report sent to us by the March 20<sup>th</sup> meeting since she only has FMLA until April 2<sup>nd</sup>. Attorney Durkin stated that the fee for the IME is \$1,500.00 and informed the Board that they could go with someone else if they chose to do so. Mrs. Reed asked if this is a local doctor. Attorney Durkin said they are located in Scranton at the bottom of the Morgan Highway. He also stated that we received her job description which will also be given to the doctor so he will have the records that we have gathered. Based on Attorney Durkin's recommendation to have Ms. Phillips scheduled for an IME with Dr. Bednarz at Northeastern Rehabilitation Associates, Mrs. Reed made a motion for the same. Motion was seconded by Mrs. Kennedy. All were in favor. Mrs. Kennedy offered to reach out to Northeastern Rehab to see if they could provide a quick turnaround time with the IME report since Ms. Phillips' approved leave is only until April 2<sup>nd</sup>.

**President Hazzouri** opened the meeting to the Board.

**Attorney Durkin** reported that there were two questions he was asked about over the last couple of months and he gave letters to President Hazzouri about them. The first one related to the purchase of pension service time, specifically as it relates to Linda Aebli's pension application today. There is a provision in the Non-Uniform contract from 1998 to 2002 where someone who has twenty one years of work time with the City has the ability to purchase pension service time up to the maximum pension benefit of thirty one years. The question that was posed was whether or not

that benefit extended beyond the members of the clerical union, did it extend to, in this case, administrative personnel, and also by the same analysis would be the single tax office and the library. Attorney Durkin's opinion is that the ordinances that established the benefit initially for the City employees and then by extension the tax office and the library, they don't distinguish in terms of what the pension benefit is. It basically addresses the pension benefit being available to non-uniform employees. Based on the ordinances, Attorney Durkin's opinion is that the benefit should extend to everybody, but in this case, to administrative. City Council adopted the benefit when they approved the contract. They didn't do another ordinance specifically branching it out to the whole thing. Prior ordinances set up that it is the same benefit available. Attorney Durkin feels that this benefit is similar to the pension levels and that non-union employees should have that option also because the originating ordinances don't distinguish between union and non-union. The originating ordinances were basically City. The originating ordinances are from the 1920's and they probably did not have union and non-union at that time, it was just City employees. It's never really been distinguished. Attorney Durkin did not know if this would apply in every single context, like the double pension, but in this context, at least, it should be available to everybody and this has been extended out in the past to non-union, which is not necessarily the most important factor, but it is a factor. The last time it was extended out was during the double pension so Attorney Durkin was not comfortable with that as a model but he felt that there was a solid basis to extend it out. Attorney Durkin said he did a letter to President Hazzouri about this and that is how Linda Aebli's pension benefit was calculated. Attorney Durkin asked the Board members if anyone has any questions or concerns about this issue.

**Attorney Durkin** stated that the second issue had to do with employees who retired then came back to work. That gets into no double dipping. You cannot be compensated by the City and get a pension benefit. That is clear cut. What is not clear cut is what happens when you return to work, how you fit in to the system once you come back to work. One person from the library who recently retired and was receiving his pension has taken a new position with the library. Mike Lynady, a City employee, was notified 8 or 9 years ago that his position was being eliminated. He applied for a pension, he never received a payment then another position was found

for him. He started in the new position at the start of a new year. The issue with him is that he never continued to contribute because he had been approved for a pension. The question is "do they have to contribute if they come back?" Attorney Durkin believes the answer to that is "yes". The reason for it is that we start with the hierarchy that governs us which is state law. Attorney Durkin, in his letter to President Hazzouri, cites the state law which specifically says that they shall return to work as a contributor. So they have to contribute when they come back to work. Attorney Durkin stated that we have to notify Mike Lynady that he has to start contributing and that we should deal with that issue now. Mrs. Reed wanted to know if he would be in a different pension. Attorney Durkin stated that is the next issue. Mrs. Perry wanted to know if he could get two pensions and Attorney Durkin stated that he could not get two pensions. But if he is back to work and is contributing, he could continue to accrue benefits. For example, if someone came to work for 15 years, they are vested with a pension benefit, they are over 55 years of age, they retire and they are getting \$600.00 a month. A year goes by and they come back and they are now in a position where they would again qualify for a pension. This part matters and it is an important element of it. If you come back on City Council, that would not qualify. If you came back as a per diem, that would not qualify. But if you come back in a position where your compensation includes a pension benefit, then Attorney Durkin's interpretation of the statute is that you are entitled to the benefit of that. For example, if an employee retires with a benefit of \$600.00 a month, comes back to work after a year, that employee would now be working in a position where they get a pension benefit. The employee has to contribute but the employee can also have the benefit recalculated. If that employee stayed for another ten years, they could move up to another category. The moment you come back to work and you are compensated by the City, the pension benefit has to stop but, if you come back and you are working in a position that has a pension benefit, the state statute, in particular, includes language that you have to contribute. It says "you shall contribute" and you shall be restored to your benefit level and if you are contributing then you continue to accrue a benefit. If you stay x amount of time and get up to the next level, then we would redo the paperwork and you would retire at the next level. When someone would retire the second time, the Board would have to look at it and

determine where their benefit level would be now. This is different than what has been done in the past. Attorney Durkin cited the example of Dolores Curmaci who, when she returned to work, her pension was suspended. She continued to work for a while then her pension just resumed when she left. Attorney Durkin did not feel that was handled correctly. It is specific to what you are doing. If you came back as a police officer, it would not matter here because police can't earn benefits in non-uniform. They earn their own in the police pension system. Mrs. Reed asked if someone could be collecting two pensions. If you paid in to the non-uniform and then you were paying in to a different pension, say DPW, they are two separate funds. Attorney Durkin stated that the Board should look at it as once the clock starts again with that employee, what do they earn here? Mrs. Kennedy stated that happened with individuals who were paying in to the non-uniform pension fund but were eligible to be in the IAM pension fund. Attorney Durkin stated that they are out of the non-uniform fund. Mrs. Kennedy stated that they chose to go in to the IAM pension fund; however, their years of service with the City counted toward the IAM pension. They also got a refund of their non-uniform pension contributions. Mrs. Kennedy felt that would be the same for Mike Lynady. If the non-uniform would be refunded to him, he would now be in the IAM pension fund. Attorney Durkin said it would depend on when he came back in that new position and what was available to him as of that date. Attorney Durkin stated that he is looking at state law and there is a two part requirement. If you come back to work, you have to contribute. The second component to it is you have to be restored to the actuarial value that you had when you left and now you are contributing and there are two things that you are getting. One is that you are being made to contribute but you are accruing a benefit. There is nothing in the non-uniform ordinances that specifically addresses this. It just says that City employees who are not police and fire are entitled to be in the non-uniform pension and that is part of your compensation. There is no case that specifically looks at our statute. There are cases, particularly in Philadelphia; where people have left then come back and it is specifically referenced in the case that they are allowed...their pension can go up, based on what they do when they come back. The one that Attorney Durkin cited in the letter to President Hazzouri was a police officer who left, went out on disability pension, came back and when he came back

he was accruing a pension benefit and that counted toward his pension service. It is not a perfect analogy between what Scranton does and what Philadelphia does but it is pretty close.

Part of what your compensation is, is a pension benefit. Attorney Durkin did not see why you would not get that benefit if that is part of what you are earning. There have been a couple of other cases with employees coming back. Tom Davis was one from the fire department. Years ago there was a police officer who came back. It hasn't happened a lot but we have two cases now where it is an issue. Attorney Durkin's view of it is that they need to contribute. Attorney Durkin also spoke to Jim Kennedy from Thomas Anderson & Associates and he stated that across other plans that they have, they will do a recalculation. In his analysis, Attorney Durkin stated that the state statute is the most important thing. Attorney Durkin stated that the summary is that Mike Lynady has to contribute and we will have to recalculate his benefit when he goes out. Attorney Durkin stated that the employee who returned to the library is going to have to contribute too and his pension could potentially be recalculated when he goes out.

Attorney Durkin stated that the motion would specifically be for Mike Lynady to begin contributing to the pension fund.

There was more discussion about whether or not a motion was made to accept the disability pension application of Michele Phillips as presented in item number 6 on the agenda. Mrs. Perry made a motion that we accept that we received the application. The Motion was not seconded. Mrs. Kennedy asked if she could second it on the condition that we receive the IME report. It was explained that the Board was accepting the application not approving the disability pension yet. Mrs. Kennedy stated that she would second it on the condition that we receive the report from the doctor on the IME. President Hazzouri asked if all were in favor. All were in favor.

**President Hazzouri** opened the meeting to the floor.

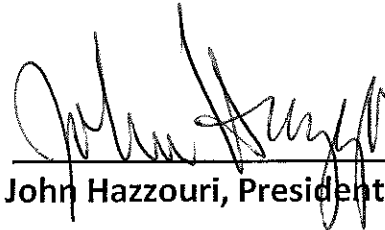
**Laura Hendricks** from the Albright Memorial Library asked if there was something in writing stating that the library employees had to contribute to the pension. She stated that some of the people hired knew that they would not be employed there

long enough to be vested and, for that reason, they did not want to contribute to the pension fund. Mrs. Kennedy offered to see if the clerical union contract stated anything about being obligated to contribute to the pension and Ms. Hendricks stated that they are not bound by the City's clerical union agreement since they have their own. Attorney Durkin stated that if you are getting the benefit of the option of pension service then you are obligated to make a contribution to it also.

**President Hazzouri** asked for a motion to adjourn. Mrs. Novembrino made a motion to adjourn the meeting and Mrs. Reed seconded the motion. All were in favor.

Meeting adjourned at 10:05 a.m.

Minutes approved by:

  
John Hazzouri, President

Date:

3-20-19

Respectfully submitted:

  
Kathy Carrera, Recording Secretary


Date:

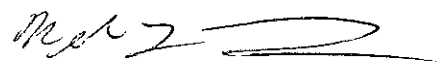
3-20-19

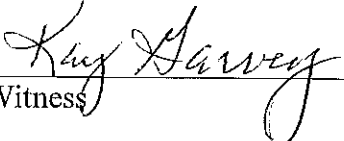


**PROXY**

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

DATE: Feb. 20, 2019 

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

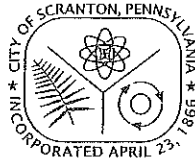
  
\_\_\_\_\_  
Witness

# Council of the City of Scranton

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

Lori Reed  
City Clerk

Amil Minora, Esq.  
Counsel



PROXY

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

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

Non-uniform pension board

On:

Feb. 20, 2019

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: 2/19/19

Signed: Pat Rogan

Witness: Camie Marciano

City Council

**SCRANTON POLICE PENSION  
COMMISSION MEETING**

SCRANTON CITY COUNCIL CHAMBERS  
FEBRUARY 20, 2019

**BOARD MEMBERS**

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

ALSO IN ATTENDANCE ATTORNEY LARRY DURKIN.

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MINUTES FROM WEDNESDAY JANUARY 16, 2019 MEETING OF THE SCRANTON POLICE PENSION COMMISSION MEETING, WERE REVIEWED. MOTION MADE BY CAMMEROTA TO ACCEPT THE MINUTES AND SECONDED BY BUTLER. THE MOTION PASSED.

**BILLS:**

A BILL FROM DURKIN MACDONALD LLC ATTORNEY AT LAW FOR SERVICES RENDERED FOR ONE MONTH. JANUARY 15, 2019 THRU FEBRUARY 17, 2019 TO THE AMOUNT OF \$667.00

A MOTION MADE BY CAMMEROTA TO PAY DURKIN MACDONALD LLC ATTORNEY AT LAW FOR SERVICES RENDERED FOR 667.00 FROM JANUARY 15, 2019 THRU FEBRUARY 17, 2019. SECONDED BY BUTLER, ALL IN FAVOR MOTION PASSED.

**COMMUNICATION:**

A MOTION WAS MADE BY HELRING TO GRANT DANIEL SCHAUFLE A NON WORK RELATED DISABILITY PENSION. SECONDED BY KRAKE, ALL IN FAVOR MOTION PASSED. PTLM SCHAUFLE DIED ON 1-21-2019 FROM AN AGGRESSIVE FORM OF CANCER. HIS WIDOW WILL BE RECEIVING HIS PENSION.

A MOTION TO ADJOURN WAS MADE BY CAMMEROTA AND SECONDED BY BUTLER. MEETING ADJOURNED AT 1020HRS.

RECEIVED

MAR 20 2019

**COMPOSITE PENSION BOARD MINUTES**  
**February 20, 2019**

OFFICE OF CITY  
COUNCIL/CITY CLERK

The regular meeting of the Composite Pension Board was held on Wednesday, February 20, 2019 at 11:00AM 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 – Police Board Representative**  
**JOHN JUDGE – Fire Board Representative**  
**DANIELLE KENNEDY – (Proxy) Mayor**  
**LORI REED – (Proxy) City Council**  
**ROSEANN NOVEMBRINO – (Proxy) City Controller**  
**LARRY DURKIN – Durkin MacDonald (Legal Counsel) 4/13/2020**

**David Mitchell...** Called the meeting to order. He asked is anybody had anything, no response. He asked for a Motion for the Minutes of January 16<sup>th</sup>. **Motion made by Paul Helring, seconded for John Hazzouri, all were in favor.**

**Bills:**

PFM for \$13,896.00 for 12/1 to 12/31/18. **Motion made by John Judge, seconded by John Hazzouri, all were in favor.**

The next one was for Durkin MacDonald which was passed around, Dave was out of town and he did not get it out to the Board.

He had one for Bank of New York Mellon for \$10,207.70 for a cycle date of 1/1/19. **Motion to pay made by Paul Helring, seconded by John Hazzouri, all were in favor.**

**Correspondence:**

He has the thing from PFM. They called him at the last minute and they are unable to come due to the storm in Philly, they did e-mail him the report, he has a copy of it that he can pass around if anybody wants to take a look at it.

As of January 31<sup>st</sup> our ending balance was \$95.8 million, year to date of as January 31<sup>st</sup> we made a gain of 4.6% which is quite a rebound after what we had in the 4<sup>th</sup> Quarter. He has

that in digital format, when he gets back to the office he will e-mail it out to all Board members so they will have a copy of it. If they want to look at it now he has a copy of it here.

The third bill he has is from Durkin MacDonald for \$290.00 for legal services from 1/15 to 2/17. **Motion to pay made by Roseann Novembrino, seconded by John Hazzouri**, John Judge asked if he would elaborate on what the response was from the City on the MMO. Dave asked if he wants that now. They were going to go over it? He asked if there was anything else on the bill, no response, **all were in favor.**

**Larry Durkin...** Back in December when we had the discussion with the City about the issuance of the note that was used to pay the sewer proceeds and had the effect of reducing the MMO for last year for this year we sent them a letter saying we're getting the savings would you consider putting some or all of it back into the fund. In response to that he got a call from Dave Bulzoni within the last week or so and he said what he was considering was whether it was feasible to further reduce the interest rate assumption for the plan. If you remember it has been reduced to 7.25 as part of the trust discussion and he said he was looking at whether it could go down to 7.

It wouldn't have an immediate impact this year but obviously going forward it would have the effect of increasing the MMO. He said he was considering it. It would be part of the ACT 205 Reports that are being done this year. John Judge asked so you would take that additional monies to buy that down. Larry said he doesn't think there would be any buying, it would be to reduce it. It would then have the flow through effect not this year's budget but it would flow through to the next year's budget because it would be in the next years MMO. Dave said it would pretty much affect 20/21 and going forward. Larry said it would certainly affect 20 and 21, it would benefit those two years if they were able to do that. That would have a positive impact on the MMO. It would mean we're assuming less money is going to be earned by investments that would have to be made up in the MMO.

John Judge asked if they know what that impact would be, how much it would increase the MMO by. Larry had no idea. Dave said that he doesn't think that we will actually know until the 1/1/19 Actuarial. John Judge said we should have a pretty good idea of what it would be, can we ask. Larry said he thinks that that has been, he's almost certain that that has been looked at before. John Judge said it has been because we were going to go down to 7 but they were going to take monies to buy it down, they were going to take a lump sum to buy that liability down.

Dave said he has documentation back at his house, probably in his e-mail but that was based off of the 1/1/17 Valuation. So until they do the 1/1/19 Valuation we won't have a concrete. He will look through his stuff for what it would have done off the 1/1/17 Valuation. John Judge asked if maybe we could ask Anderson what that would do. Dave said we have

Information, but that's off of two year old numbers, until probably October when we get the new numbers. Larry said it's probably Beyer Barber, they're probably the one who would have that. Paul said Dave Bulzoni may have it. John Judge said he's not looking for an exact number. He's more looking for what does that actually mean to additional funds coming in. Dave said it's probably a couple of hundred thousand's. It's probably 3 or 4 hundred thousand, a quarter of a million at the most. Dave will look through his stuff if he finds anything he'll get it to him.

John Judge said we should just ask Dave Bulzoni. He's sure that Dave must have his heard wrapped around a number of what that is going to cost. Otherwise he wouldn't offer that. He's just looking for a ball park number on what that would do for our pension. Robert said he is looking at lowering that percent to 7 which is more in line with what we were trying to do in the very beginning but they wouldn't go that low. We're asking if we can put that savings into the fund. (He started talking low and I could not make out the rest of it) Larry's response was we would ask that's about the extent of it. We can't force them.

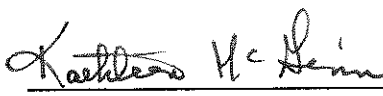
Dave asked if anybody had anything on any other topic that is currently in front of the Board.

John Hazzouri said he feels we are doing good we are on the right track. Dave said he is happy the way we've been going the last couple of years.

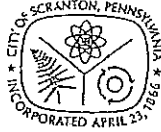
Motion to adjourn made by Paul Helring, seconded by Roseann Novembrino all were in favor.

## March 20<sup>th</sup> is our next Meeting.

Minutes approved March 20th:

  
David Mitchell  
President  
Kathleen McGinn  
Recording Secretary

*City of Scranton*  
*Pennsylvania*



*Municipal Pension Fund*

RECEIVED

MAR 20 2019

OFFICE OF CITY  
COUNCIL/CITY CLERK

**NON-UNIFORM MUNICIPAL PENSION**

**AGENDA**

**MARCH 20, 2019**

1. RECEIVED AN INVOICE FROM DURKIN MACDONALD, LLC IN THE AMOUNT OF \$ 1,957.50 WHICH REPRESENTS SERVICES RENDERED FROM FEBRUARY 18, 2019 THROUGH MARCH 18, 2019.
2. RECEIVED AN INVOICE FROM NORTHEASTERN REHABILITATION ASSOCIATES, P.C., SCRANTON, PA IN THE AMOUNT OF ~~\$1,500.00~~ <sup>\$1,100.00</sup> WHICH REPRESENTS THE FEE FOR THE INDEPENDENT MEDICAL EVALUATION TO BE PERFORMED ON MICHELE PHILLIPS ON MARCH 27, 2019 BY DR. LUCIAN BEDNARZ.
3. RECEIVED A PENSION REQUEST AND CHECK #1000 DATED FEBRUARY 28, 2019 IN THE AMOUNT OF \$1,320.00 FROM CITY EMPLOYEE RONALD HEUSNER. RON IS 70 YEARS OF AGE AND WILL HAVE COMPLETED 15 YEARS OF SERVICE WHEN HE RETIRES ON MAY 3, 2019. HE IS BUYING 5 YEARS OF SERVICE IN ORDER TO COLLECT A 20-YEAR PENSION AT \$550.00 PER MONTH.



- 4. RECEIVED CHECK #4958 DATED MARCH 11, 2019 IN THE AMOUNT OF \$264.00 FROM KARIN WALSH WHICH REPRESENTS HER PENSION CONTRIBUTIONS FOR 2019.**
- 5. DUE TO A CLERICAL ERROR IN CALCULATING LINDA AEBLI'S PENSION REQUEST, SHE WAS GIVEN CREDIT FOR 5 MONTHS OF CONTRIBUTIONS IN 2019; HOWEVER, IT SHOULD HAVE BEEN 2-1/2 MONTHS. MS. AEBLI HAS SUBMITTED CHECK #2485 DATED FEBRUARY 27, 2019 IN THE AMOUNT OF \$55.00 IN ORDER TO BUY THE CORRECT AMOUNT OF MONTHS NEEDED FOR A 31-YEAR PENSION. ALSO, IT WAS INCORRECTLY REPORTED THAT MS. AEBLI WOULD BE COLLECTING A PENSION OF \$700.00 MONTH. MS. AEBLI WAS HIRED IN 1989, WHICH MAKES HER ELIGIBLE FOR A PENSION OF \$650.00 PER MONTH.**



## CITY PLANNING COMMISSION

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

### CITY PLANNING COMMISSION

March 27, 2019

6:00 PM

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

#### OLD BUSINESS:

1. Review of Final Land Development Plans by Lace Building Affiliates, LP for the development of Lace Village a development of the former Scranton Lace property into a complex of 59 Townhomes, 68 Apartments and 31,000 SF mixed use commercial space. 1315 Meylert Ave (I-L zone, Mixed Use Adaptive Reuse

#### NEW BUSINESS:

- 1.

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

2019

AN ORDINANCE

**AMENDING FILE OF THE COUNCIL NO. 28, 2013, AN ORDINANCE AS AMENDED TRANSFERRING A TEMPORARY CONSTRUCTION AGEEMENT OF CITY OWNED PROPERTY LOCATED IN THE 100 BLOCK OF HARRISON AVENUE TO THE COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") FOR THE CONSTRUCTION OF THE REMOVAL OF THE HARRISON AVENUE BRIDGE AND INSTALLATION OF A NEWLY CONSTRUCTED HARRISON AVENUE BRIDGE FOR THE SUM OF SEVEN THOUSAND DOLLARS (\$7,000.00) TO EXTEND THE TEMPORARY EASEMENT FROM TWO (2) YEARS TO FIVE (5) YEARS WITH AN UPDATED OFFER OF JUST COMPENSATION OF TEN THOUSAND SIX-HUNDRED (\$10,600.00) DOLLARS.**

WHEREAS, the City of Scranton has received an updated Offer of Just Compensation from PennDOT in the amount of Ten-Thousand Six-Hundred (\$10,600.00) Dollars to extend the temporary easement from two (2) years to Five (5) years for the Harrison Avenue Bridge Replacement Project. A copy of the Offer and Temporary Easement are attached hereto and incorporated herein by reference as Exhibit "A"; and

WHEREAS, PennDOT needs to extend the area as shown on the plot plan approximately 14,346 Square Feet for the Harrison Avenue Bridge Replacement Project. A copy of the plot plan is attached hereto marked as Exhibit "B"; and

WHEREAS, it is in the City's best interest to accept PennDOT's offer to extend the temporary easement from two (2) years to five (5) years so PennDOT can complete the Harrison Avenue Bridge Replacement Project.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON** that File of the Council No. 28, 2013 as Amended be Amended to extend the Temporary Easement of the Harrison Avenue Bridge Replacement Project from two (2) years to five (5) year and accept the updated offer of Just Compensation in the amount of Ten Thousand Six- Hundred (\$10,600.00) Dollars.

**SECTION 1.** If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or

any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

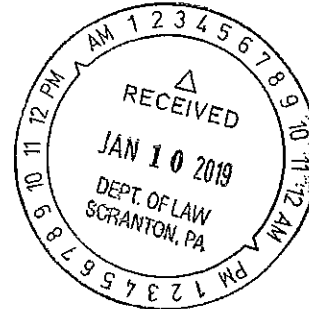
**SECTION 2.** This Ordinance shall become effective immediately upon approval.

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

ROW OFFICE PROJ. NO.	040367
COUNTY	Lackawanna
S.R. - SECTION	SR 6011 Sec 273
MUNICIPALITY	City of Scranton
PARCEL NO.	28
CLAIM NO.	3500484000
CLAIMANT	City of Scranton

January 7, 2019

City of Scranton  
Attention: Jessica Eskra, Esquire, City Solicitor  
340 N Washington Ave.  
Scranton, PA 18503-1523



Dear Ms. Eskra:

Per my phone call with you, enclosed please find the updated Offer of Just Compensation (RW-356WVW). This total offer includes the previously paid \$28,400 from the initial settlement with PennDOT in 2013.

Therefore, an additional \$10,600 is being offered to extend the Temporary Easement Contract (RW-341) previously signed in 2013. It needs to be extended from a 2-year contract to a 5-year contract.

This offer letter, the updated settlement documents to be executed, the previously executed settlement documents and the two council files utilized to pass the 2013 conveyance were emailed to you today per your request.

Please do not hesitate to give me a call in the meantime should you have any questions or concerns.

Best regards,

Brittany Greaser  
Right-of-Way Consultant

Enclosures: RW-356WVW

CC: File

ROW OFFICE PROJ. NO.	040367
COUNTY	Lackawanna County
S.R. - SECTION	SR: 06011, Section: 273
MUNICIPALITY	City of Scranton
PARCEL NO.	28
CLAIM NO.	3500484000
CLAIMANT	City of Scranton

**OFFER TO PURCHASE  
AND SUMMARY OF  
JUST COMPENSATION**

Date: 1/7/19

City of Scranton  
Attention: Paul Kelly, City Solicitor  
340 N Washington Avenue  
Scranton, PA 18503-1523

REVISED: This offer supersedes all previous offers.  
The damage amount below includes an additional \$10,600  
in damages to the \$28,400 previously paid to claimant.

Dear Attorney Kelly:

Our appraisal of the effect of the above transportation improvement on your property has been completed. Accordingly, we are pleased to offer you the sum of \$39,000.00 for the right-of-way required from your property for the transportation improvement and for the effects on your remaining property, if any. This offer is intended to provide just compensation for all of your property interests, including tenants, if any.

The areas required are as follows:

- 7,984 square feet required as Right-of-Way
- 727 square feet required as Right-of-Way for City Street
- 14,346 square feet required as a Temporary Construction Easement

The amount offered is summarized as follows:

1. Direct Damages		\$21,400.00
2. Indirect Damages		\$0.00
Severance	\$0.00	
Cost of Adjustment	\$0.00	
3. Temporary Easement		\$17,600.00
<b>TOTAL DAMAGES OFFERED (items 1 to 3 above)</b>		<b><u>\$39,000.00</u></b>

We hope that you will indicate your acceptance of our offer to the Right-of-Way Representative who delivers this letter so that we can process your payment as soon as possible. If you are undecided about accepting the offer, the Right-of-Way Representative will be glad to visit you again for further discussion of your claim.

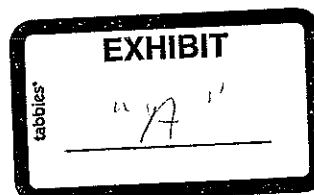
Sincerely,

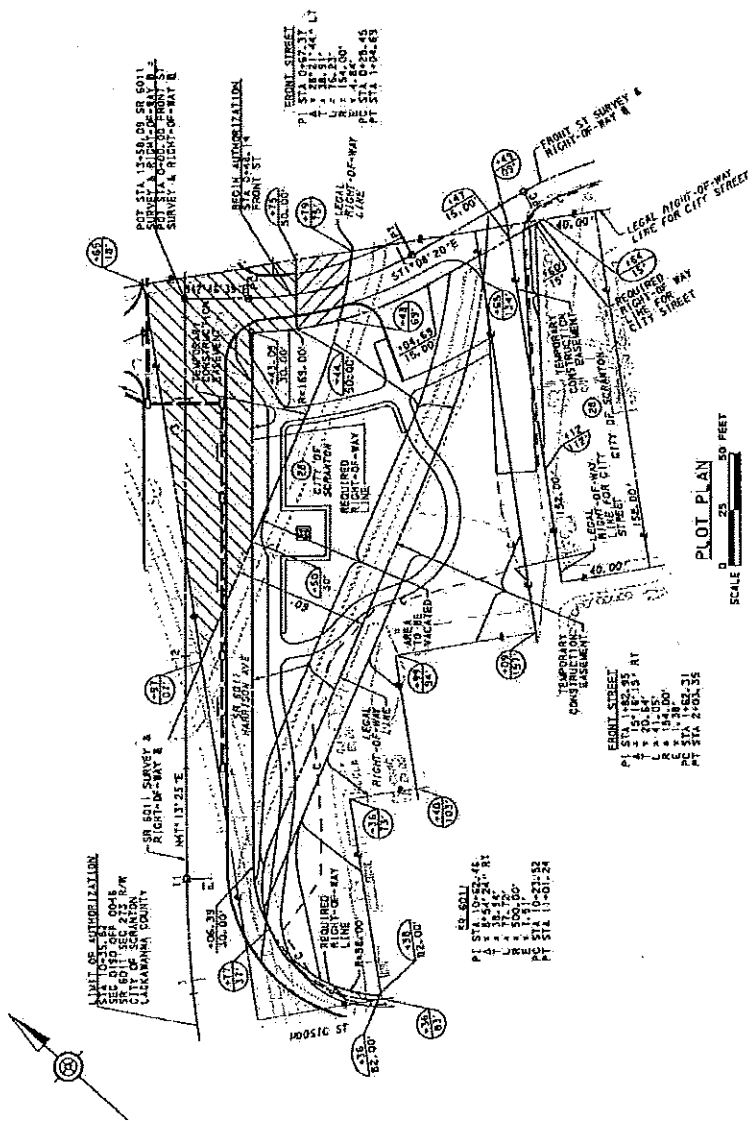


Ralph Del Rosso  
District Right-of-Way Administrator  
Engineering District 4-0

Attachments: Plan of Area to be Acquired

Your Right-of-Way Representative is: Brittany Rossman, ARROW Land Solutions, LLC  
Telephone Number: (866) 944-8006 Toll Free





**PLOT PLAN**

**SCALE** 0 25 50 FEET

**LEGEND**

REQUIRED RIGHT-OF-WAY

REQUIRED RIGHT-OF-WAY FOR CITY STREET

VACATIONS AS SHOWN ON THIS PLAN ARE EFFECTIVE ONLY AFTER AN ORDER OF VACATION HAS BEEN EXECUTED BY THE DEPARTMENT AND FILED IN THE APPROPRIATE COUNTY COURTHOUSE.

TEMPORARY CONSTRUCTION EASEMENT, AN EASEMENT TO THE USE OF AND OCCUPANCY OF ANY PORTION OF ANY LOT, TRACT OR PARCEL OF LAND, FOR THE CONSTRUCTION OF WORK OR INCORPORATION OF THE SAME, COMPLETED, UNLESS SOONER RELINQUISHED IN WRITING BY THE DEPARTMENT.

REQUIRED RIGHT-OF-WAY FOR LOCAL ROADS OR STREETS IS ACQUIRED FOR THE BENEFIT OF THE APPLICABLE MUNICIPAL AGENCY IN THE STATE OF NEW YORK. THE RIGHT OF WAY SHALL BE ACQUIRED FOR THE BENEFIT OF THE STATE IN ALL PURPOSES FOR THE BENEFIT AND USE OF THE CONSTRUCTION EASEMENT FOR THE BENEFIT AND USE OF THE CONSTRUCTION. THE SHALL BE IN THE STATE OF NEW YORK. THE CONSTRUCTION EASEMENT SHALL TRANSFER UPON THE COMPLETION OF CONSTRUCTION.

- ① JINNIE WAAS, UNMARRIED
- ② PETER NEULS AND ELLA NEULS, HIS WIFE
- ③ SYMA NECKEL, UNMARRIED
- ④ GEORGE BONELLI AND ANNETTA RACCA BONELLI
- ⑤ SEBASTIAN GREINEL AND CAROLINE GREINEL, N.Y.
- ⑥ ANNIE J. BYRON, UNMARRIED

RIGHT-OF-WAY CLAIM INFORMATION	
1. RIGHT-OF-WAY CLAIM NUMBER	
2. RIGHT-OF-WAY CLAIM DATE	
3. RIGHT-OF-WAY CLAIM TYPE	
4. RIGHT-OF-WAY CLAIM STATUS	
5. RIGHT-OF-WAY CLAIM DESCRIPTION	
6. RIGHT-OF-WAY CLAIM LOCATION	
7. RIGHT-OF-WAY CLAIM OWNER	
8. RIGHT-OF-WAY CLAIM AGENT	
9. RIGHT-OF-WAY CLAIM CONTACT	
10. RIGHT-OF-WAY CLAIM COMMENTS	

STATE RTE. EDM. SEC. NO. 213 P/R SHERIFF'S OFFICE A CLARK COUNTY  
PARCEL NO. 23 SHEET NO. 1 CLAIM NO. \_\_\_\_\_  
PROPERTY OWNER'S CITY OF SEBASTIAN

[illegible]

PRIVATE PROPERTY LINES ARE PLOTTED FROM THE DEED OF RECORD, RECORDED SUBDIVISION AND LOT PLANS, EXISTING TOPOGRAPHICAL FEATURES, AND LIMITED FIELD DATA. PRIVATE PROPERTY LINES WERE NOT SURVEYED BY THE PROFESSIONAL LAND SURVEYOR RESPONSIBLE FOR THE PROJECT.

THIS PROPERTY PLOT PLAN IS NOT TO BE SUBSTITUTED FOR A BOUNDARY SURVEY.

ROW OFFICE PROJ. NO.	040367
COUNTY	Lackawanna
S.R. - SECTION	6011-273
MUNICIPALITY	City of Scranton
PARCEL NO.	28
CLAIM NO.	3500484000
CLAIMANT	City of Scranton

## TEMPORARY EASEMENT FOR CONSTRUCTION PURPOSES

THIS INDENTURE, made this \_\_\_\_\_ Day of \_\_\_\_\_, by City of Scranton of 340 N Washington Ave., Scranton, PA 18503-1523 Owner(s) of property affected by the construction or improvement of the above mentioned transportation improvement, its heirs, executors, administrators, successors and/or assigns, hereinafter, whether singular or plural, called the OWNER, and the Commonwealth of Pennsylvania, Department of Transportation, hereinafter called the COMMONWEALTH,

### WITNESSETH:

WHEREAS the COMMONWEALTH has recorded a plan in the Recorder of Deeds Office of the aforesaid County indicating its authorization to condemn real property for the above transportation improvement from the aforesaid property; and

WHEREAS the parties hereto have agreed that, in lieu of condemnation, the OWNER will grant to the COMMONWEALTH a temporary easement for construction purposes from the aforesaid property,

NOW, THEREFORE, in consideration of the sum of Seventeen Thousand Six Hundred and 00/100 (\$17,600.00) Dollars, the Owner hereby grants to the COMMONWEALTH a temporary easement for the purpose of undertaking the above construction or improvement, said easement to extend to the area shown on the plot plan attached hereto and made a part hereof and to authorize the entry and re-entry of employees, agents and contractors of the COMMONWEALTH upon said area to do any and all work necessary for the completion of the project, including the removal of any buildings and/or other structures located on the area covered by the easement; provided, however, that, upon completion of the project, the COMMONWEALTH shall be obligated to restore the area covered by the easement to a condition commensurate with that of the balance of the property of the OWNER, such restoration to include removal of debris, filling of holes left by the removal of buildings or structures, draining, filling and/or capping of wells, cesspools and septic tanks; grading and sowing of grass. The estimated completion date of the construction or improvement is five years from the commencement of construction. The temporary easement for construction area is approximately 14,346 Square Feet.

The OWNER does further remise, release, quitclaim and forever discharge the COMMONWEALTH or any agency or political subdivision thereof or its or their employees or representatives of and from all suits, damages, claims and demands which the OWNER might otherwise have been entitled to assert under the provisions of the Eminent Domain Code, 26 Pa.C.S. § 101 et seq., for or on account of this conveyance and any injury to or destruction of the aforesaid property of the OWNER through or by reason of the aforesaid construction or improvement.

The OWNER hereby indemnifies the Department for any claim made by a successor in interest should OWNER transfer the property to another prior to the completion of construction for which the temporary easement was given.

The consideration referenced above includes N/A (\$0.00) Dollars paid as a cost of adjustment for the purpose of N/A.



The Parties have executed or caused to be executed these presents, intending to be legally bound thereby.

**INDIVIDUALS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ENTITIES\***

OWNER:

City of Scranton  
(Name of Entity)

BY: \_\_\_\_\_

William L. Courtright, Mayor

BY: \_\_\_\_\_

\* Use this block for a corporation, partnership, LLC, government entity, school district, church, trust, club, association, POA, attorney-in-fact, executor, administrator or any other entity. See R/W Manual Section 3.06.

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_

District Right-of-Way Administrator

The Parties have executed or caused to be executed these presents, intending to be legally bound thereby.

**INDIVIDUALS**

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\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**ENTITIES\***

OWNER:

City of Scranton

(Name of Entity)

BY: \_\_\_\_\_

Lori Reed, City Clerk, Attesting to the signature of  
Mayor William L. Courtright

BY: \_\_\_\_\_

\* Use this block for a corporation, partnership, LLC, government entity, school district, church, trust, club, association, POA, attorney-in-fact, executor, administrator or any other entity. See R/W Manual Section 3.06.

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_

District Right-of-Way Administrator

The Parties have executed or caused to be executed these presents, intending to be legally bound thereby.

**INDIVIDUALS**

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**ENTITIES\***

OWNER:

City of Scranton  
(Name of Entity)

BY:

Roseann Novembrino, City Controller

BY:

\* Use this block for a corporation, partnership, LLC, government entity, school district, church, trust, club, association, POA, attorney-in-fact, executor, administrator or any other entity. See R/W Manual Section 3.06.

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATION

BY:

District Right-of-Way Administrator

The Parties have executed or caused to be executed these presents, intending to be legally bound thereby.

**INDIVIDUALS**

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\_\_\_\_\_

**ENTITIES\***

OWNER:

City of Scranton  
(Name of Entity)BY: \_\_\_\_\_  
Dennis Gallagher, Director, Department of Public  
Works

BY: \_\_\_\_\_

\* Use this block for a corporation, partnership, LLC, government entity, school district, church, trust, club, association, POA, attorney-in-fact, executor, administrator or any other entity. See R/W Manual Section 3.06.

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATIONBY: \_\_\_\_\_  
District Right-of-Way Administrator

The Parties have executed or caused to be executed these presents, intending to be legally bound thereby.

**INDIVIDUALS**

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**ENTITIES\***

OWNER:

City of Scranton

(Name of Entity)

BY:

Jessica Eskra, Esquire, City Solicitor

BY:

\* Use this block for a corporation, partnership, LLC, government entity, school district, church, trust, club, association, POA, attorney-in-fact, executor, administrator or any other entity. See R/W Manual Section 3.06.

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATION

BY:

District Right-of-Way Administrator

The Parties have executed or caused to be executed these presents, intending to be legally bound thereby.

**INDIVIDUALS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ENTITIES\***

OWNER:

City of Scranton

(Name of Entity)

BY:

John Pocius, CECO Associates, Inc., a Labella  
Company

BY: \_\_\_\_\_

\* Use this block for a corporation, partnership, LLC, government entity, school district, church, trust, club, association, POA, attorney-in-fact, executor, administrator or any other entity. See R/W Manual Section 3.06.

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_

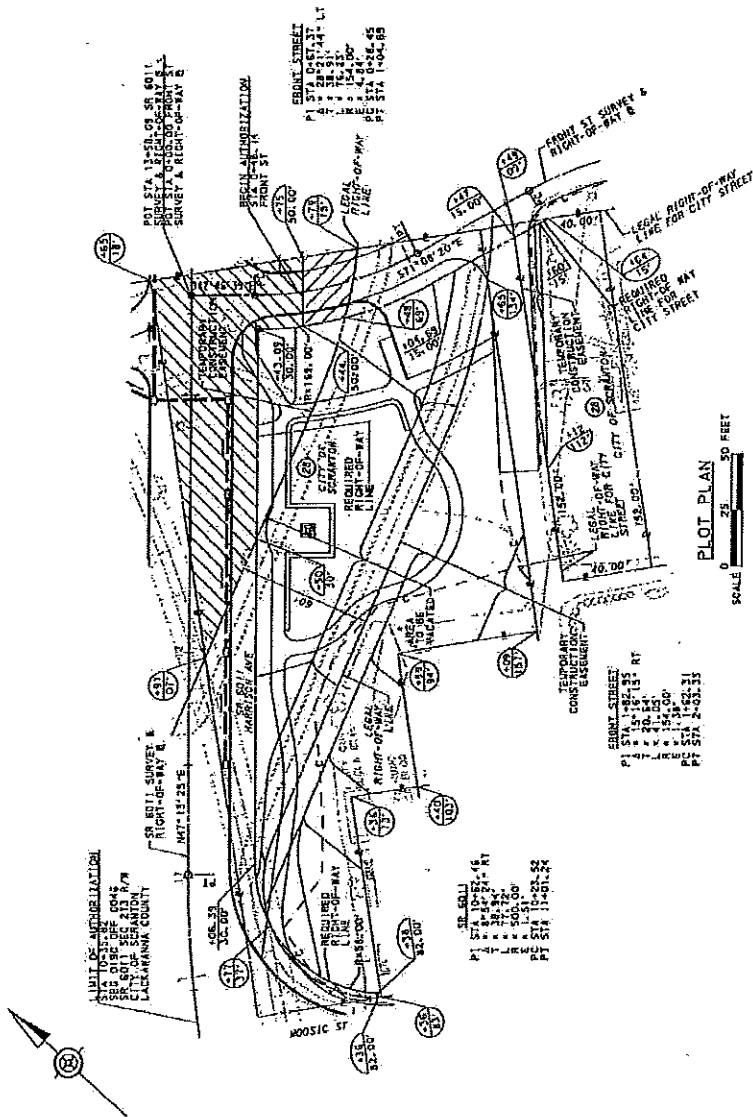
District Right-of-Way Administrator

315

DISTRICT	COUNTY	ROUTE	SECTION	SHEET
4-0	LACRAMONA	6011	273 R/W	27 OF 28

CITY OF SCRANTON

REVISION NUMBER	REVISIONS	DATE	BY



**PLOT PLAN**

**LEGEND**

REQUIRED RICH: SP-WAY

REQUIRED RIGHT-OF-WAY FOR CITY STREET

VACATIONS AS SHOWN ON THIS PLAN ARE EFFECTIVE ONLY AFTER AN ORDER OF VACATION HAS BEEN EXECUTED BY THE DEPARTMENT AND FILED IN THE APPROPRIATE COUNTY COURTHOUSE.

EMERGENCY CONSTRUCTION EASEMENT. AN EASEMENT TO USE THE LAND IS NECESSARY DURING CONSTRUCTION OF THE PROJECT. THE EASEMENT IS REQUIRED ONLY UNTIL THE CONSTRUCTION OF WORK INDICATED BY THE PLAN IS COMPLETED, UNLESS SOONER RELINQUISHED IN WRITING BY THE DEPARTMENT.

REQUIRED RIGHT-OF-WAY FOR LOCAL ROADS OR STREETS  
S ACQUIRED FOR THE BENEFIT OF THE APPLICABLE  
LOCALITY IN THE SAME STATE OR TERRITORY AS  
THE LOCALITY IN WHICH THE TRACTS ARE LOCATED.  
THE TRACTS ARE LOCATED ALONG A GENERAL HIGH-  
WAY OR A TRAIL WHICH IS A CONSTRUCTION EXEMPT  
FROM THE CONSTRUCTION EXEMPT FROM THE USE OF  
THE COMMONWEALTH TITLE SHALL BE USED IN THE  
APPLICABLE LOCAL MUNICIPALITY UPON ACQUISITION  
OF THE TRACTS FOR THE PURPOSE OF CONSTRUCTION  
WORK ON THE COMPLETION OF CONSTRUCTION.

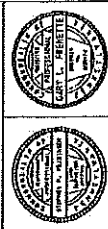
THIS PROPERTY PLOT PLAN IS NOT TO BE SUBSTITUTED FOR A BOUNDARY SURVEY.

① MINNIE KAAS, UNMARRIED  
② PETER NEUWS AND ELLA NEUWS, HIS WIFE  
③ EUGA HECKEL, UNMARRIED  
④ GEORGE BONELLI AND ANNETTA RACCA BONELLI  
⑤ SEBASTIAN GRANEL AND CAROLINE GRANEL  
⑥ ANNIE J. SYROD, UNMARRIED

[illegible]

PRIVATE PROPERTY LINES ARE PLOTTED FROM THE DEED OF RECORD, RECORDED SUBDIVISION OR LOT PLANS. EXISTING TOPOGRAPHICAL FEATURES AND LIMITED FIELD DATA. PRIVATE PROPERTY LINES WERE NOT SURVEYED BY THE PROFESSIONAL LAND SURVEYOR RESPONSIBLE FOR THE PROJECT.

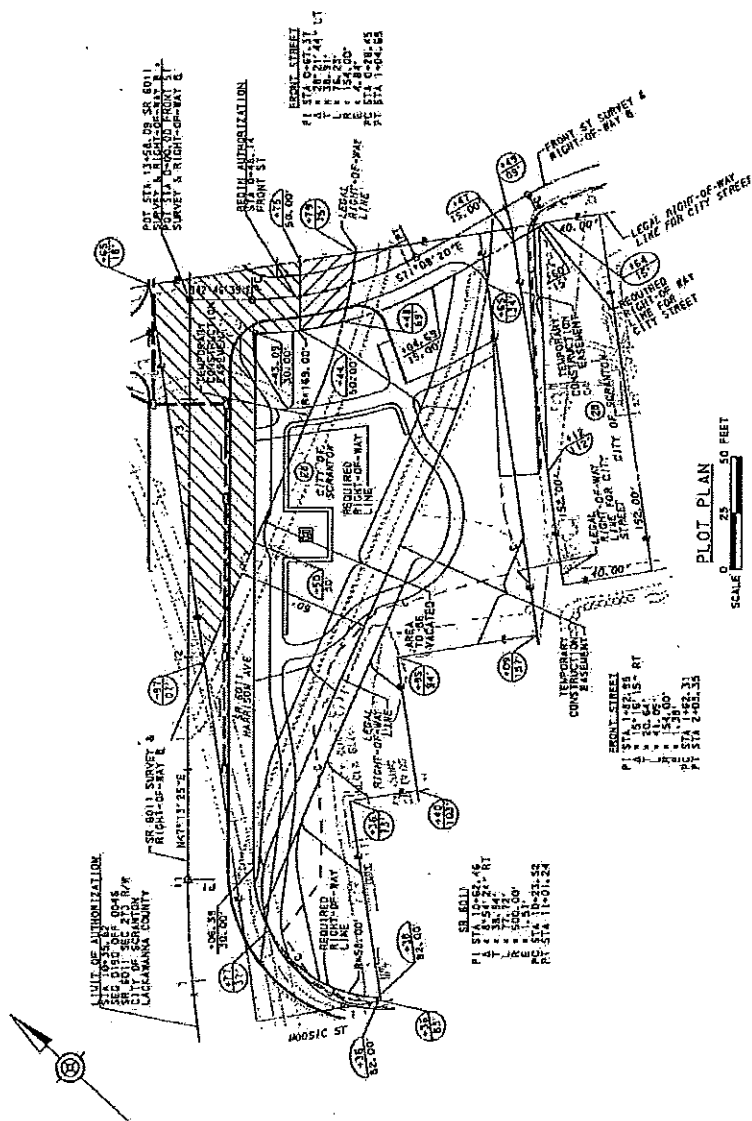
THIS PROPERTY PLOT PLAN IS NOT TO BE SUBSTITUTED FOR A BOUNDARY SURVEY.



RIGHT-OF-WAY CLAIM INFORMATION  
COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF TRANSPORTATION  
STATE RTE. \_\_\_\_\_ EOLL. SEC. NO. 213 B/W \_\_\_\_\_ LACKAWANNA, COUNTY  
PARCEL NO. \_\_\_\_\_ 28 SHEET NO. \_\_\_\_\_  
PROPERTY OWNER(S) CITY OF SCRANTON CLAIM NO. \_\_\_\_\_



ETD

DISTRICT	COUNTY	ROUTE	SECTION	SHEET
4-0	LACLAHARNA	EQ11	213 R/R	27 OF 28
CITY OF SCRANTON				
REVISION NUMBER	REVISIONS			DATE BY



PLOT PLAN

**LEGEND**

	REQUIRED RIGHT-OF-WAY
	REQUIRED RIGHT-OF-WAY FOR CITY STREET

DECLINATIONS AS SHOWN ON THIS PLAN ARE EFFECTIVE IMMEDIATELY UPON THE DATE OF THE ORDER OF THE BOARD OF THE COUNTY SOUTHERN DISTRICT, AND FILED IN THE APPROPRIATE COUNTY CLERK'S OFFICE.

- ① WINNIE HAAS, UNMARRIED
- ② PETER HELMS AND ELLA HELMS, HIS WIFE
- ③ EMMA HECKEL, UNMARRIED
- ④ GEORGE BONELLI AND ANNETTA RACCA BONELLI
- ⑤ SEBASTIAN GREINEL AND CAROLINE GREINEL, HIS WIFE
- ⑥ ANNE J. BYRON, UNMARRIED

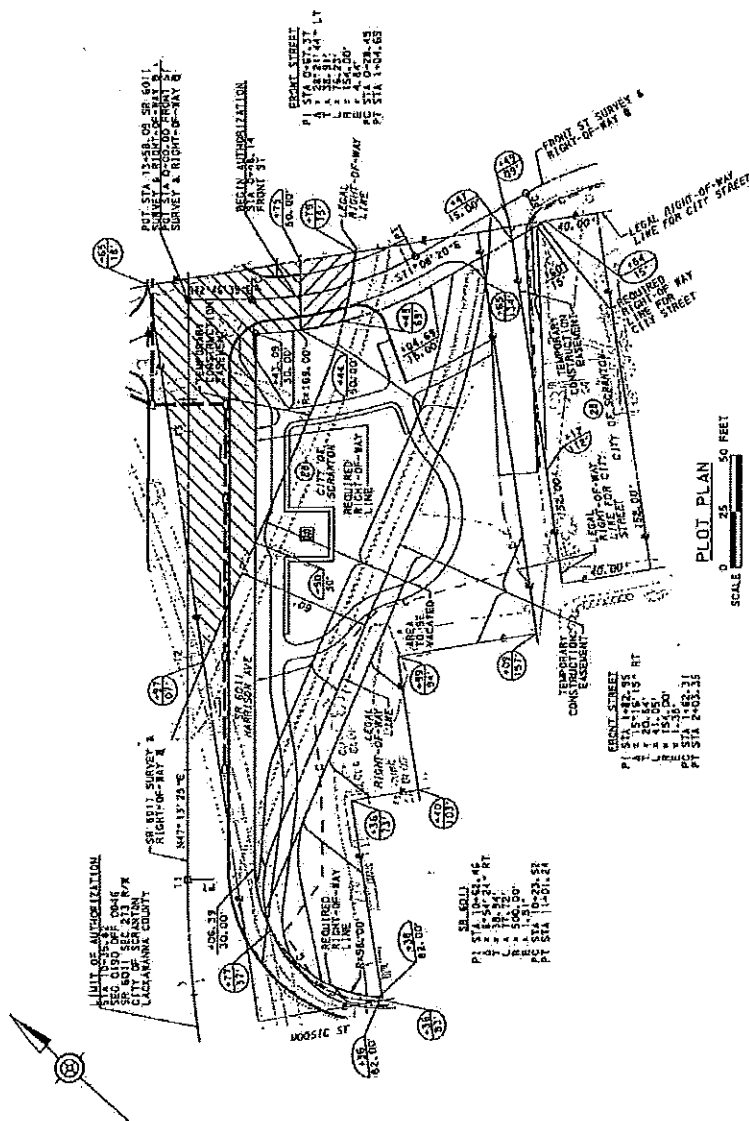
[illegible]

PRIVATE PROPERTY LINES ARE PLOTTED FROM THE DEED OF RECORD. RECORDED SUBDIVISION OR LOT PLANS, EXISTING TOPOGRAPHICAL FEATURES AND LIMITED FIELD DATA. PRIVATE PROPERTY LINES WERE NOT SURVEYED BY THE PROFESSIONAL LAND SURVEYOR RESPONSIBLE FOR THE PROJECT.

THIS PROPERTY PLOT PLAN IS NOT TO BE SUBSTITUTED FOR A BOUNDARY SURVEY.



DISTRICT	COUNTY	ROUTE	SECTION	SHEET
4-0	LACAPARNA	601	273 R/W	27 OF 28
CITY OF SCRANTON				
DIVISION NUMBER		REVISIONS		
		DATE	BY	



**PLOT PLAN**

**SCALE** 0 25 50 FEET

END

RECORDED EIGHT-OF-WAY

REGULATED RIGHT-OF-WAY FOR CITY STREET

VACATIONS AS SHOWN ON THIS PLAN ARE EFFECTIVE ONLY AFTER AN ORDER OF VACATION HAS BEEN EXECUTED BY THE DEPARTMENT AND FILED IN THE APPROPRIATE COUNTY CLERKHOUSE.

TEMPORARY CONSTRUCTION EASEMENT. AN EASEMENT TO USE THE LAND AS NECESSARY DURING CONSTRUCTION OF THE PROJECT. THE EASEMENT IS REQUIRED ONLY UNTIL THE CONSTRUCTION OR WORK INDICATED BY THE PLAN IS COMPLETED, UNLESS SOONER RELINQUISHED IN WRITING.

NEEDED RIGHT-OF-WAY FOR LOCAL ROADS OR STREETS  
BY THE DEPARTMENT.

IS REQUIRED FOR THE BENEFIT OF THE MUNICIPALITY IN THE SAME STATE OR INTEREST AS DESIGNATED HEREIN FOR REQUIRED RIGHT-OF-WAY FOR STATE HIGHWAY PURPOSES, ALONG WITH A TEMPORARY CONSTRUCTION EASEMENT FOR THE BENEFIT AND USE OF THE MUNICIPALITY, ALL LOCAL ROAD ACQUISITION AND MAINTENANCE RESPONSIBILITY SHALL TRANSFER UPON THE COMPLETION OF CONSTRUCTION.

- 1 MINNIE MAAS, UNMARRIED
- 2 PETER NEULS AND ELLA NEULS, HIS WIFE
- 3 EMMA HECKEL, UNMARRIED
- 4 GEORGE BONELLI AND ANNETTA RACCA BONELLI
- 5 SEBASTIAN CREIMEL AND CAROLINE CREIMEL, H
- 6 ANNE J. BYRON, UNMARRIED

## RIGHT-OF-WAY CLAIM INFORMATION

COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF TRANSPORTATION  
E R T E - 5011 SEC. NO. 273 R/W LACKAWANNA COUNTY  
SHEET NO. 24 CLAIM NO.

PROPERTY DRIVER'S CITY OF SCRANTON  
DOES: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

DATE	DESCRIPTION	AMOUNT	BALANCE
1/1/20	OPENING BALANCE		100.00
1/15/20	PAYROLL	50.00	150.00
1/31/20	RENT	20.00	130.00
2/15/20	PAYROLL	50.00	180.00
2/28/20	RENT	20.00	160.00
3/15/20	PAYROLL	50.00	210.00
3/31/20	RENT	20.00	190.00
4/15/20	PAYROLL	50.00	240.00
4/30/20	RENT	20.00	220.00
5/15/20	PAYROLL	50.00	270.00
5/31/20	RENT	20.00	250.00
6/15/20	PAYROLL	50.00	300.00
6/30/20	RENT	20.00	280.00
7/15/20	PAYROLL	50.00	330.00
7/31/20	RENT	20.00	310.00
8/15/20	PAYROLL	50.00	360.00
8/31/20	RENT	20.00	340.00
9/15/20	PAYROLL	50.00	390.00
9/30/20	RENT	20.00	370.00
10/15/20	PAYROLL	50.00	420.00
10/31/20	RENT	20.00	400.00
11/15/20	PAYROLL	50.00	450.00
11/30/20	RENT	20.00	430.00
12/15/20	PAYROLL	50.00	480.00
12/31/20	RENT	20.00	460.00
1/1/21	OPENING BALANCE		460.00

HQ DEED 104

FLIGHT-OF-BAY 7984

OF DEAD  
422  
CALCULATED  
ADVANCES  
52520  
HIGHWAY  
FOR CITY STREET 127

OF RECORD	06/19/21	LEGAL A/R	18149	TEUP CONSTR	14346
TERATION	31-500.00	EFFECTIVE	2471	EASEMENT	

STAMPS	TOTAL RES'D R/W 7984	VERIFICATION DATE 01/24/13
	TOTAL RESIDUE 16407	

RESIDUE LT  
SINCE 17  
DATE RECEIVED  
BY

APR 1968

RECEIVED

NOV 1968

RESIDUE RT \_\_\_\_\_  
VACATED AREA \_\_\_\_\_  
SCALE: AS NOTED

DATE PROPERTY LINES ARE PLOTTED FROM THE DEED OF RECORD, RECORDED

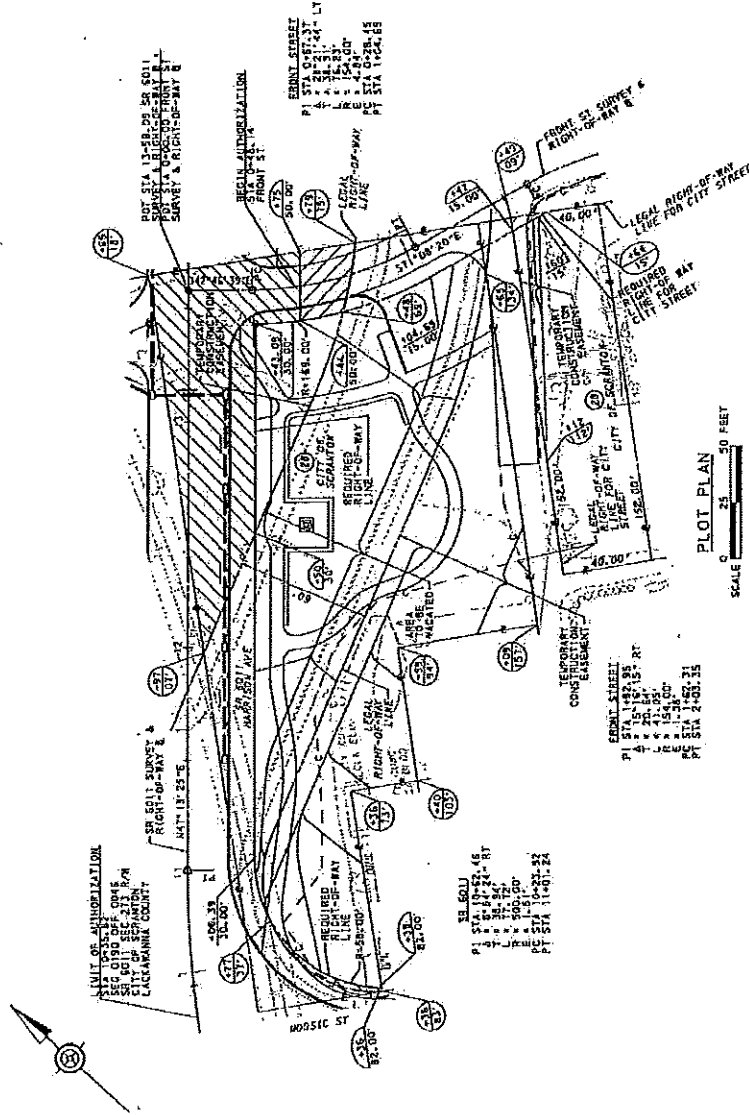
IVISION OR LOT PLANS, EXISTING TOPOGRAPHICAL FEATURES AND LIMITED DATA. PRIVATE PROPERTY LINES WERE NOT SURVEYED BY THE PROFESSIONAL

**SURVEYOR RESPONSIBLE FOR THE PROJECT.**

PROPERTY PLOT PLAN IS NOT TO BE SUBSTITUTED FOR A BOUNDARY SURVEY.

DATE \_\_\_\_\_

DISTRICT	COUNTY	ROUTE	SECTION	SHEET
4-0	LACKAWANNA	5011	273 R/W	21 OF 25
CITY OF SCRANTON				
PROVISION STANDARD	REVISIONS		DATE	BY



**PLOT PLAN**

**SCALE** 0 25 50 FEET

REQUIRED RIGHT-OF-WAY

REQUIRED RIGHT-OF-WAY  
REQUIRED RIGHT-OF-WAY FOR CITY STREET

VACATIONS AS SHOWN ON THIS PLAK ARE EFFECTIVE ONLY AFTER AN ORDER OF VACATION HAS BEEN EXECUTED BY THE DEPARTMENT AND FILED IN THE APPROPRIATE COUNTY COURTHOUSE.

TEMPORARY CONSTRUCTION ELEMENT. AN ELEMENT TO BE USED ONLY AS NECESSARY DURING CONSTRUCTION OF THE PROJECT. THE ELEMENT IS REQUIRED ONLY UNTIL THE CONSTRUCTION OR WORK INDICATED BY THE PLAN IS COMPLETED, UNLESS SOONER RELINQUISHED IN WRITING BY THE CONTRACTOR.

REQUIRED RIGHT-OF-WAY FOR LOCAL ROADS OR STREETS IS ACQUIRED FOR THE BENEFIT OF THE APPLICABLE MUNICIPALITY IN THE SAME ESTATE OR INTEREST AS STATE LANDS. THE APPLICABLE MUNICIPALITY SHALL BE ENTITLED TO THE SAME RIGHTS AND REMEDIES FOR THE ACQUISITION OF THE RIGHT-OF-WAY FOR LOCAL ROADS OR STREETS AS ARE AVAILABLE FOR THE ACQUISITION OF THE RIGHT-OF-WAY FOR STATE LANDS. THE APPLICABLE MUNICIPALITY SHALL BE ENTITLED TO THE SAME RIGHTS AND REMEDIES FOR THE ACQUISITION OF THE RIGHT-OF-WAY FOR LOCAL ROADS OR STREETS AS ARE AVAILABLE FOR THE ACQUISITION OF THE RIGHT-OF-WAY FOR STATE LANDS. THE APPLICABLE MUNICIPALITY SHALL BE ENTITLED TO THE SAME RIGHTS AND REMEDIES FOR THE ACQUISITION OF THE RIGHT-OF-WAY FOR LOCAL ROADS OR STREETS AS ARE AVAILABLE FOR THE ACQUISITION OF THE RIGHT-OF-WAY FOR STATE LANDS.

- ① WINKIE HAAS, UNMARRIED
- ② PETER NEULS AND ELLA NEULS, HIS WIFE
- ③ EWA HECKEL, UNMARRIED
- ④ GEORGE BONELLI AND ANNETTA RACCA BONELLI
- ⑤ SEBASTIAN GHEIMEL AND CAROLINE GHEIMEL
- ⑥ ANNIE J. BYRON, UNMARRIED

RIGHT-OF-WAY CLAIM INFORMATION

STATE RTE. 5011 SEC. NO. 273 B/W JACOBINA COUNTY  
PARCEL NO. 28 SHEET NO. 8 CLAIM NO. \_\_\_\_\_  
PROPERTY OWNERS CITY OF SCRANTON

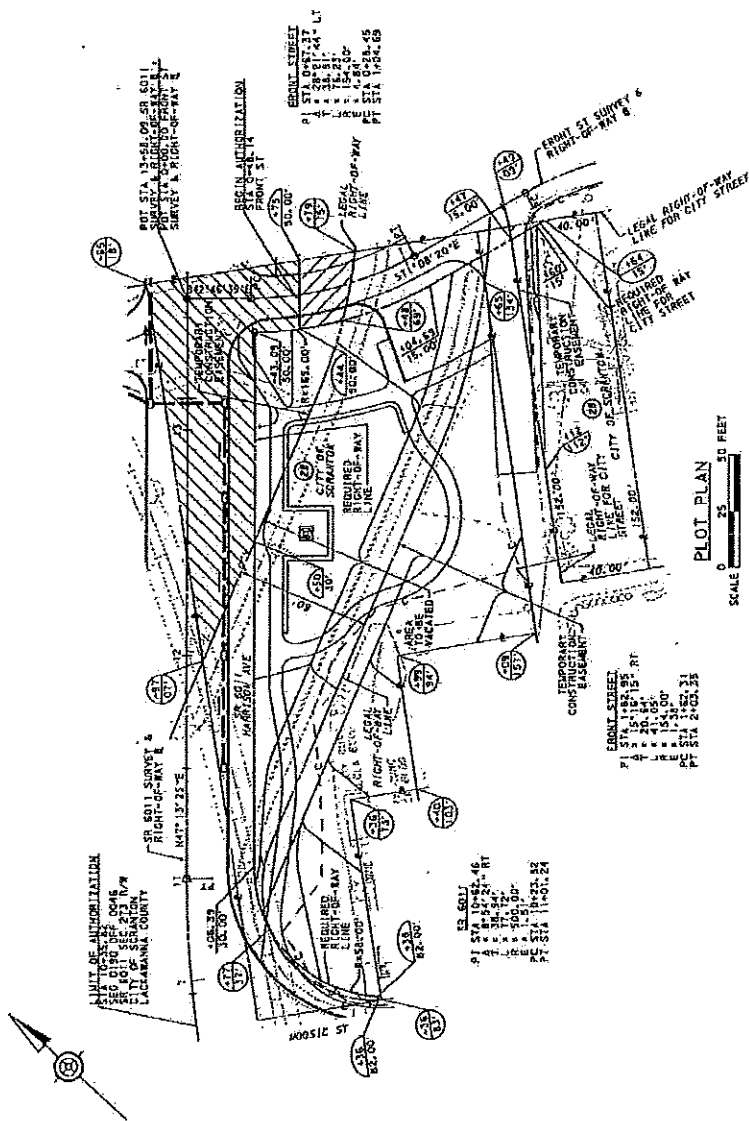
① DATE 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837	
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PRIVATE PROPERTY LINES ARE PLOTTED FROM THE DEED OF RECORD, RECORDED SUBDIVISION OR LOT PLANS, EXISTING TOPOGRAPHICAL FEATURES AND LIMITED FIELD DATA. PRIVATE PROPERTY LINES WERE NOT SURVEYED BY THE PROFESSIONAL LAND SURVEYOR RESPONSIBLE FOR THE PROJECT.

THIS PROPERTY PLOT PLAN IS NOT TO BE SUBSTITUTED FOR A BOUNDARY SURVEY.

DATE

AD	BLVD	RESIDENT	APARTMENT
52 OF 12	3/2 R 121	1109	0-4
3304	INDUST	STREET	DISTRICT
CITY OF SCRANTON			
PA			



PLOT PLAN

SCALE 0 25 50 FEET

**LEGEND**  
**REQUIRED RIGHT-OF-WAY**

REQUIRED RIGHT-OF-WAY FOR CITY STREET

VACATION AS SHOWN ON THIS PLAN ARE EFFECTIVE ONLY AFTER AN ORDER OF VACATION HAS BEEN EXECUTED BY THE DEPARTMENT AND FILED IN THE APPROPRIATE COUNTY COURTHOUSE.

TEMPORARY CONSTRUCTION EASEMENT. AN EASEMENT TO USE THE LAND AS NECESSARY DURING CONSTRUCTION OF THE PROJECT. THE EASEMENT IS REQUIRED ONLY UNTIL THE CONSTRUCTION OF WORK INDICATED BY THE PLAN IS COMPLETED, UNLESS SOONER RELINQUISHED IN WRITING BY THE DEPARTMENT.

REQUIRED RIGHT-OF-WAY FOR LOCAL ROADS OR STREETS IS ACQUIRED FOR THE BENEFIT OF THE APPLICABLE DISTRICT AND NOT FOR THE BENEFIT OF ANY INDIVIDUAL PERSON OR FIRM. THE REQUIRED RIGHT-OF-WAY TEMPORARILY MAY BE USED FOR ANY PURPOSES ALONG WITH THE HIGHWAY CONSTRUCTION PURPOSES FOR THE BENEFIT AND USE OF THE APPLICABLE LOCAL MUNICIPALITY UPON ACQUISITION OF THE REQUIRED RIGHT-OF-WAY. TITLE SHALL REST IN THE APPLICABLE LOCAL MUNICIPALITY UNTIL THE COMPLETION OF CONSTRUCTION.

①MINNIE HAAS, UNMARRIED  
②PETER NELS AND ELLA NELS, HIS WIFE  
③EMMA HECKEL, UNMARRIED  
④GEORGE BOWELL AND ANNETTA RACCA BOWELL  
⑤SEBASTIAN GREINEL AND CAROLINE GREINEL,  
⑥ANNIE J. BYRON, UNMARRIED

**RIGHT-OF-WAY CLAIM INFORMATION**

STATE RTE. 6011 SEC. NO. 273 R/V \_\_\_\_\_ CLAIM NO. \_\_\_\_\_  
PARCEL NO. 28 SHEET NO. 3  
PROPERTY OWNERS: CITY OF SCRANTON  
RIGHT-UP-ON-WAY CLAIM INFORMATION  
COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF TRANSPORTATION  
LACKAWANNA COUNTY

[illegible]

PRIVATE PROPERTY LINES ARE PLOTTED FROM THE DEED OF RECORD, RECORDED IN DIVISION OF LOT PLANS, EXISTING TOPOGRAPHICAL FEATURES AND LIMITED FIELD DATA. PRIVATE PROPERTY LINES WERE NOT SURVEYED BY THE PROFESSIONAL LAND SURVEYOR RESPONSIBLE FOR THE PROJECT.

THIS PROPERTY PLAN IS NOT TO BE SUBSTITUTED FOR A BOUNDARY SURVEY.

ROW OFFICE PROJ NO	040367
COUNTY	Lackawanna
S.R. -- SECTION	6011-273
MUNICIPALITY	City of Scranton
PARCEL NO.	28
CLAIM NO.	3500484000
CLAIMANT	City of Scranton

**SETTLEMENT STATEMENT****Final Settlement****PROJECTED DISTRIBUTION DATE**

Date:

ADDRESS OF CLAIMANT(S)	LOCATION (ADDRESS) OF PROPERTY	CLAIMANT'S ATTORNEY AND ADDRESS
340 N Washington Ave Scranton, PA 18503-1523	PIN No. 15762010001 & PIN No. 15762010002 City of Scranton, County of Lackawanna	

Final Settlement		\$39,000.00
Commonwealth's Pro-Rata Share of Current Realty Taxes		
Mortgage Pre-Payment Penalty		
Mortgage Satisfaction Fee		
Less Monies Previously Paid		\$28,400.00
Less Monies Credited for Owner Retained Items		
Withheld Pending Building Removal by Owner		
Total Available for Distribution		\$10,600.00

**CHARGES: NONE**

Mortgage(s):  
 Mortgagee:  
 Principal: \_\_\_\_\_  
 Interest (to date: \_\_\_\_\_) \_\_\_\_\_  
 Pre-Payment Penalty\*: \_\_\_\_\_  
 Satisfaction Fee\*: \_\_\_\_\_  
 Unpaid Current Taxes:  
 Claimant(s) Pro-Rata Share \_\_\_\_\_  
 Commonwealth's Pro-Rata Share\* \_\_\_\_\_  
 TOTAL \_\_\_\_\_

Liens and/or Delinquent Taxes and Municipal Claims: \_\_\_\_\_

Judgment(s): \_\_\_\_\_

**TOTAL CHARGES** 0.00

\*Paid by Pennsylvania Department of Transportation

Minus Total Charges \_\_\_\_\_ \$0.00

**Balance Due Claimant(s)** \$10,600.00

The distribution of funds as shown on the reverse hereof is approved and the "Balance Due Claimant(s)" is acknowledged to be correct. I hereby acknowledge receipt of a copy of this settlement statement.

**INDIVIDUALS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ENTITIES\***

GRANTOR:

City of Scranton  
(Name of Entity)

BY: \_\_\_\_\_

William L. Courtright, Mayor

BY: \_\_\_\_\_

\* Use this block for a corporation, partnership, LLC, government entity, school district, church, trust, club, association, POA, attorney-in-fact, executor, administrator or any other entity. See R/W Manual Section 3.06.

I Hereby Certify That The Information On This Form Is True And Correct, According To The Records Of The Pennsylvania Department of Transportation.

Signature

Real Estate Specialist  
Title

Date -

RW-313 (2/18)

3500484000  
Claim Number

City of Scranton  
Claimant

Date

Page 3 of 7

The distribution of funds as shown on the reverse hereof is approved and the "Balance Due Claimant(s)" is acknowledged to be correct. I hereby acknowledge receipt of a copy of this settlement statement.

---

## INDIVIDUALS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ENTITIES\*

GRANTOR:

City of Scranton  
(Name of Entity)

BY: \_\_\_\_\_

Lori Reed, City Clerk, Attesting to the signature of  
Mayor William L. Courtright

BY: \_\_\_\_\_

\* Use this block for a corporation, partnership, LLC, government entity, school district, church, trust, club, association, POA, attorney-in-fact, executor, administrator or any other entity. See R/W Manual Section 3.06.

---

I Hereby Certify That The Information On This Form Is True And Correct, According To The Records Of The Pennsylvania Department of Transportation.

\_\_\_\_\_  
Signature

Real Estate Specialist  
\_\_\_\_\_  
Title

Date -

The distribution of funds as shown on the reverse hereof is approved and the "Balance Due Claimant(s)" is acknowledged to be correct. I hereby acknowledge receipt of a copy of this settlement statement.

**INDIVIDUALS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ENTITIES\***

GRANTOR:

City of Scranton  
(Name of Entity)

BY: \_\_\_\_\_

Roseann Novembrino, City Controller

BY: \_\_\_\_\_

\* Use this block for a corporation, partnership, LLC, government entity, school district, church, trust, club, association, POA, attorney-in-fact, executor, administrator or any other entity. See R/W Manual Section 3.06.

I Hereby Certify That The Information On This Form Is True And Correct, According To The Records Of The Pennsylvania Department of Transportation.

Signature

Real Estate Specialist  
Title

Date -

The distribution of funds as shown on the reverse hereof is approved and the "Balance Due Claimant(s)" is acknowledged to be correct. I hereby acknowledge receipt of a copy of this settlement statement.

**INDIVIDUALS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ENTITIES\***

GRANTOR:

City of Scranton  
(Name of Entity)BY: \_\_\_\_\_  
Dennis Gallagher, Director, Department of Public  
Works

BY: \_\_\_\_\_

\* Use this block for a corporation, partnership, LLC, government entity, school district, church, trust, club, association, POA, attorney-in-fact, executor, administrator or any other entity. See R/W Manual Section 3.06.

I Hereby Certify That The Information On This Form Is True And Correct, According To The Records Of The Pennsylvania Department of Transportation.

Signature

Real Estate Specialist  
Title

Date -



The distribution of funds as shown on the reverse hereof is approved and the "Balance Due Claimant(s)" is acknowledged to be correct. I hereby acknowledge receipt of a copy of this settlement statement.

**INDIVIDUALS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ENTITIES\***

GRANTOR:

City of Scranton  
(Name of Entity)

BY: \_\_\_\_\_

Jessica Eskra, Esquire, City Solicitor

BY: \_\_\_\_\_

\* Use this block for a corporation, partnership, LLC, government entity, school district, church, trust, club, association, POA, attorney-in-fact, executor, administrator or any other entity. See R/W Manual Section 3.06.

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Real Estate Specialist  
Title

Date -

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**INDIVIDUALS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ENTITIES\***

GRANTOR:

City of Scranton  
(Name of Entity)

BY:

John Pocius, CECO Associates, Inc., a Labella  
Company

BY:

\* Use this block for a corporation, partnership, LLC, government entity, school district, church, trust, club, association, POA, attorney-in-fact, executor, administrator or any other entity. See R/W Manual Section 3.06.

I Hereby Certify That The Information On This Form Is True And Correct, According To The Records Of The Pennsylvania Department of Transportation.

Signature

Real Estate Specialist  
Title

Date -





DEPARTMENT OF LAW

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

March 18, 2019

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

RECEIVED

MAR 18 2019

OFFICE OF CITY  
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 28, 2013, AN ORDINANCE AS AMENDED TRANSFERRING A TEMPORARY CONSTRUCTION AGEEMENT OF CITY OWNED PROPERTY LOCATED IN THE 100 BLOCK OF HARRISON AVENUE TO THE COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") FOR THE CONSTRUCTION ON OF THE REMOVAL OF THE HARRISON AVENUE BRIDGE AND INSTALLATION OF A NEWLY CONSTRUCTED HARRISON AVENUE BRIDGE FOR THE SUM OF SEVEN THOUSAND DOLLARS (\$7,000.00) TO EXTEND THE TEMPORARY EASEMENT FROM TWO (2) YEARS TO FIVE (5) YEARS WITH AN UPDATED OFFER OF JUST COMPENSATION OF TEN THOUSAND SIX-HUNDRED (\$10,600.00) DOLLARS.

Respectfully,

*Jessica Eskra (s)*

Jessica L. Eskra, Esquire  
City Solicitor

JLE/sl

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

2019

AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 17, 2018, AMENDING FILE OF THE COUNCIL NO. 4, 2018 ENTITLED "AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 17, 1994 ENTITLED "AN ORDINANCE (AS AMENDED) AUTHORIZING THE GOVERNING BODY OF THE CITY OF SCRANTON TO ENACT 'A WASTE DISPOSAL AND COLLECTION FEE' FOR THE PURPOSE OF RAISING REVENUE TO COVER THE WASTE DISPOSAL AND COLLECTION COSTS INCURRED BY THE CITY OF SCRANTON FOR THE DISPOSAL OF REFUSE", BY IMPOSING A WASTE DISPOSAL AND COLLECTION FEE OF \$300.00 FOR CALENDAR YEAR 2019 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER" TO EXTEND THE MAY 1, 2019 DISCOUNT DATE TO MAY 31, 2019 TO ENABLE RESIDENTS TO TAKE ADVANTAGE OF THE 10% DISCOUNT WHEN PAYING THEIR REFUSE BILL IN FULL.

WHEREAS, City Council has requested that File of the Council 17, 2018 be amended to extend the deadline for the discount period from May 1, 2019 to May 31, 2019 because waste disposal bills have not been mailed yet and the extension of the deadline would provide residents ample time to take advantage of the discount period.

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

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

**"SECTION 3. FEES.**

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

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

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

**SECTION 2.** If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this ordinance or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Ordinance and the effective administration thereof.

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

**SECTION 4.** This Ordinance shall be retroactive to January 1, 2019.

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



DEPARTMENT OF LAW

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

March 4, 2019

RECEIVED

MAR - 4 2019

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

OFFICE OF CITY  
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 17, 2018, AMENDING FILE OF THE COUNCIL NO. 4, 2018 ENTITLED "AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 17, 1994 ENTITLED "AN ORDINANCE (AS AMENDED) AUTHORIZING THE GOVERNING BODY OF THE CITY OF SCRANTON TO ENACT 'A WASTE DISPOSAL AND COLLECTION FEE' FOR THE PURPOSE OF RAISING REVENUE TO COVER THE WASTE DISPOSAL AND COLLECTION COSTS INCURRED BY THE CITY OF SCRANTON FOR THE DISPOSAL OF REFUSE", BY IMPOSING A WASTE DISPOSAL AND COLLECTION FEE OF \$300.00 FOR CALENDAR YEAR 2019 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER" TO EXTEND THE MAY 1, 2019 DISCOUNT DATE TO MAY 31, 2019 TO ENABLE RESIDENTS TO TAKE ADVANTAGE OF THE 10% DISCOUNT WHEN PAYING THEIR REFUSE BILL IN FULL.

Respectfully,

A handwritten signature in black ink, appearing to read "Jessica L. Eskra".

Jessica L. Eskra, Esquire  
City Solicitor

JLE/sl

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

2019

**AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION FOR A REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP) THROUGH THE COMMONWEALTH OF PENNSYLVANIA'S OFFICE OF THE BUDGET IN THE AMOUNT OF \$5,376,583.00; ACCEPTING AND DISBURSING THE GRANT IF THE APPLICATION IS SUCCESSFUL FOR THE RENOVATION OF THE SCRANTON MUNICIPAL BUILDING.**

WHEREAS, the City of Scranton, is desirous of obtaining funds from the Commonwealth of Pennsylvania's Office of the Budget in the amount of \$5,376,583 for the renovation of the Scranton Municipal Building, 340 North Washington Avenue through the Redevelopment Assistance Capital Program (RACP). A copy of the grant application ("Grant Application") and supplemental items are attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the Scranton Municipal Building is a three story, Victorian Gothic Revival Style structure constructed in 1888. The Municipal Building was named to the National Register of historic Places in 1981. It is the goal of this project to ensure that this building remains the center of City government and continues to be accessible to the public. It is critical that renovations be made to this structure as soon as possible in order to maintain the use of this historic building by the public for years to come.

WHEREAS, the cost of the construction is based on the Assessment performed by Highland Associates. The construction to be performed includes structural, architectural, mechanical and electrical elements. The estimated project cost is \$10,753,166. The City of Scranton is requesting grant funding in the amount of \$5,376,583 to be used for the construction activities. The City of Scranton has committed a 50% match of \$5,376,583 to be used for construction, construction contingency and soft costs.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City Officials are hereby authorized to execute and submit a grant application to the Pennsylvania Office of the Budget for the Redevelopment Assistance Capital Program (RACP); substantially in the form attached hereto,



and if successful, to accept the grant funds to be used for the Project as detailed in the grant application. This approval anticipates the execution of any and all related documentation which may be necessary to complete the grant application including but not limited to the grant application.

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

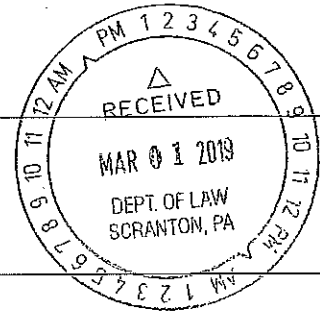
**SECTION 2.** This Resolution shall become effective immediately upon approval.

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

---

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

---



February 25, 2019

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

Re: Local Share Account Fund (Gaming Funds) Monroe County

Atty. Eskra,

I am requesting that you send legislation to City Council for a resolution for the City of Scranton to apply for and execute funding through the Redevelopment Assistance Capital Program. The City is requesting \$5,376,583 for renovation work at City Hall. Attached is a copy of the grant application and supplemental items.

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

Thank you,

*Maggie Perry*  
Maggie Perry  
Grant Manager

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Applicant Information**

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

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Company Information**

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

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**- Business Specifics**

Current # of Full-time Employees:	
(In PA):	400
(World Wide):	0
Minority Owned:	N/A
	Select
Woman Owned:	N/A
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

**- Enterprise Type**

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

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

Government,

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Project Overview**

Project Name:

Scranton Municipal Building

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at Office of the Budget about your project?

Yes

If yes, indicate who:

Scott Bowman

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Project Site Locations**

Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
US House:	Matthew Cartwright (17)
Current Employees:	400 ♦
Jobs To Be Created:	0 ♦
Designated Areas:	Act 47 Distressed Community

## Single Application for Assistance

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

### Project Budget

	Redevelopment Assistance Capital Program (RACP)	Total Match Private	Total
Miscellaneous	\$5,376,583.00	\$5,376,583.00	
Total Project Cost	\$5,376,583.00	\$5,376,583.00	\$10,753,166.00
Total	\$5,376,583.00	\$5,376,583.00	
		<b>Budget Total:</b>	<b>\$10,753,166.00</b>

#### Basis of Cost

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

#### Contractor Estimates

#### Budget Narrative

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

The cost is based on an assessment performed by Highland Associates in August 2018. The construction to be performed include structural, architectural, mechanical and electrical elements. The estimated project cost is \$10,753,166. The City of Scranton is requesting grant funding in the amount of \$5,376,583 to be used for construction activities. The City of Scranton has committed a 50% match of \$5,376,583 to be used for construction, construction contingency and soft costs.



**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Project Narrative****How does this project provide a benefit or improvement to a community?**

Identify a problem or need in the community (cultural, recreational, historical, civic). Indicate how that will be rectified with this projects completion.

The City of Scranton is requesting funding for the Scranton Municipal Building renovation project. The Scranton Municipal Building is a three story, Victorian Gothic Revival Style structure constructed in 1888. The Municipal Building was named to the National Register of Historic Places in 1981. It is the goal of this project to ensure that this building remains the center of City government and continues to be accessible to the public. Based on a visual assessment of Highland Associates in August 2018 the general conditions of the facility are deemed satisfactory-unsatisfactory. It is critical that renovations be made to this structure as soon as possible in order to maintain the use of this historic building by the public for many years to come. Preserving this historic structure is not only critical to retaining Scranton's history but also more cost effective than purchasing or building a new structure to house City government.

**What will this project entail?**

Give a complete project description. Indicate the construction, renovations or improvements that will take place. Indicate what properties will be used or purchased for use.

The project entails renovation work at the Scranton Municipal Building located at 340 N. Washington Avenue. This work will include:

Stained glass repairs, roof modifications, exterior façade modifications, carpet replacement, HVAC replacement, updating emergency lighting, window pane replacement, water heater replacement, fire alarm system upgrades, lighting upgrades and painting. All components of the project are itemized in the attached cost estimate and narrative that was prepared by the consultant further explaining the improvements that are needed.

**How do you plan to use the funds?**

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

The City of Scranton is requesting \$5,376,583 for this project. This funding will be used for the construction/renovation activities described above. The City will provide a \$5,376,583 match that will be utilized for construction, construction contingency and soft costs.

**Project Schedule and Key Milestones and Dates**

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

The estimated project schedule is 26 months for completion.

Months 1-8: construction document preparation and Historic approvals

Months 8-12: Bid publication and award

Months 13-25: Construction

A detailed project schedule is attached.

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Addenda****Section 1. Project Viability****1. Fill in your Itemization information.**

Click the below link for a list of available itemizations. Identify the appropriate itemization and enter the Item No. in the "primary" box below. The related information will then automatically populate. If an additional itemization is necessary, enter a second Item No. in the "alternative" box. Special note: Act 77 of 2013 imposed a 10-year sunset provision for itemizations between their enactment date and the date of the RACP grant award.

The Item No. can be found in Column B of this Excel spreadsheet link.

**Primary**

Enter Item#

9468

County - Lackawanna

Municipality - City of Scranton

Project Description - Acquisition, construction, infrastructure, renovation, redevelopment and other related costs for the preservation of City Hall

Act Amount - 8,000,000.00

Available Amount - 8,000,000.00

**Alternative**

Enter Item#

County - N/A

Municipality - N/A

Project Description - N/A

Act Amount - 0.00

Available Amount - 0.00

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Addenda****2. Financial Necessity.**

What were the factors that the Candidate relied on to arrive at the requested amount?

The requested amount is based on an assessment from Highland Associates presented to the City of Scranton in January 2019. The assessment of the Municipal Building is based on the visually accessible evidence observed during site visits in August 2018 by the Highland Associates' team. The recommendations are based on the conditions observed and the facts available at the time.

**3. Is your RACP total project cost at least \$1,000,000?**

Yes

**4. Are at least 50% of the total project cost paid for by another non-state funding source?**

Yes

**5. Will your project be completed by the 1st day of the submission period for this round?**

(generally determined by the issuance of the occupancy permit, if any)

No

**6. Is the anticipated construction start date within 1 year of the last day of the submission period for this round?**

Yes

**7. Indicate that you have reviewed the RACP Key Compliance Items and you acknowledge and agree to follow these items.**

A. Link

Yes

**8. Is your project eligible for City Revitalization and Improvement Zone (CRIZ) benefits?**

No

**9. Can your project be funded through other State programs (i.e. PENNDOT and PENNVEST)?**

No

A. If yes, does your project fit one of the following exceptions; when associated with a project that is part of an economic development project  
stormwater, water and sewer infrastructure or tunnels, bridges or roads?

**10. Please indicate the status of Site Control (for example, leasing arrangements, sales agreement, recorded deed, etc.).**

The site is owned and controlled by the City of Scranton

**11. Is the project located in one of the designated areas?**

(KOZ, KOEZ, KIZ, KSDZ, EZ, KOIZ)

No

**12. Is the project a redevelopment of Blight/Brownfield/Reclamation?**

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Addenda**

No

13. Indicate below whether the project is comprised of any of these Strategic Clusters

A. Biotech/Pharmaceutical/Life Science

No

B. High Tech &amp; Advanced Manufacturing Materials

No

C. Energy Extraction &amp; Mining

No

D. Business &amp; Financial and Service

No

E. Healthcare/Medical Research and/or Education

No

F. Agriculture

No

14. Does your project involve any housing construction? If yes, elaborate below.

(Housing projects are only eligible when specialized funding is approved and remains unused under Acts 87 of 2005 & 82 of 2010. Outside of this special funding housing projects are only eligible if they support and generate economic activity and are part of a community revitalization plan.)

No

**Section 2. Source & Uses of Funds (RDA Forms)**

15. Download and Complete RDAs &amp; Construction Cost breakdown Document

Download RDAs &amp; Construction Cost Document

**Uploaded Documents**

Construction Schedule (2).pdf View

Estimated Cost Forms.pdf View

match letter.pdf View

Narratives.pdf View

RDA 300-301 signed.pdf View

16. Qualified Professional

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Addenda**

The Capital Facilities Debt Act requires a RACP grant candidate to identify who produced the cost estimates for their project. It further requires that such project cost estimate must be prepared by a qualified professional.

Please identify who prepared the project's cost estimate, and give their title and/or professional qualifications below

The cost estimate was developed by Highland Associates' team of Architects and Engineers; including Structural, Mechanical, Electrical, Plumbing and Fire Protection. The team included: Michael Wolf- Principal, Drew Marcinkovich- Project Manager, Manish Patel- Mechanical Engineer, Charles Rizzo- Electrical Engineer, Robert Yadouga- Plumbing Engineer, Darry Leightcap- Structural Engineer.

Also retained were the services the following professionals: O'Donnell @ Naccarato, Structural Engineers, Willer Hauser, Stained Glass Specialist, Heritage Consulting Group-Historic Specialists, Mark J. Sobeck Roof Consulting, Inc.-Roof Specialists

**Section 3 Involved Organization**

(Candidate normally the beneficiary of the grant)

**17. Candidate's Board President or Top Executive or Officer**

(If a grantee is not known, this is whom the RACP letter will be directed).

Please make sure to include the following in the text area:

Organization, Contact Person, Title, Complete Address, Email & Phone Number

City of Scranton

David Bulzoni- Business Administrator

340 N. Washington Avenue

Scranton, PA 18503

570-348-4118

dbulzoni@scrantonpa.gov

**18. Candidate's person to contact for project information**

(if different from above)

Please make sure to include the following in the text area:

Organization, Contact Person, Title, Complete Address, Email & Phone Number

Maggie Perry- Grant Manager

340. N. Washington Avenue

Scranton, PA 18503

570-558-8335

mamclane@scrantonpa.gov

**19. Grantee's Chief Elected Official or Officer**

(This is to whom the RACP letter will be directed).

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Addenda**

Please make sure to include the following in the text area:

Organization, Contact Person, Title, Complete Address, Email &amp; Phone Number

William Courtright- Mayor  
 340 N. Washington Avenue  
 Scranton, PA 18503  
 570-348-4101

**20. Grantee's Contact Person**

(if different from above)

Please make sure to include the following in the text area:

Organization, Contact Person, Title, Complete Address, Email &amp; Phone Number

Maggie Perry- Grant Manager  
 340. N. Washington Avenue  
 Scranton, PA 18503  
 570-558-8335  
 mamclane@scrantonpa.gov

**21. Please list the amount of any prior RACP Grants (if none, enter \$0.00) (\$X,XXX,XXX.00)**

14800000

**22. Please identify prior RACP grants awarded to the entity applying for the grant or a related candidate.**

Provide the grant ME number (300-XXXX), name of the project, award amount, and the recipient for each prior grant. If the past recipient is not the current candidate, provide the connection to the current candidate (if no prior grants, enter none).

The City of Scranton acted as the sponsor for the following RACP grants and was not the direct beneficiary of the grant funding:

- Corner Store Commons- Lackawanna College, ME 300-1834, \$3,000,000
- Samter Redevelopment Project, ME 300-1834, \$800,000
- West Scranton Revitalization, ME 300-1538, \$2,500,000
- Scranton Laceworks Redevelopment, ME 300-980, \$4,500,000
- Marywood Commons Learning Center, ME 300-1343, \$4,000,000

**23. Other commonwealth Assistance**

A. Have you or a related company received an economic benefit in the form of a grant, loan or tax credit from a Commonwealth program within the last 2 years for this project?

Yes

If so, please provide details

The City of Scranton received a grant from the Pennsylvania Historical Commission and Museum Commission in the amount of \$80,000. This funding was used for repairs to the south tower of the Municipal Building. The repairs were necessary based on a masonry assessment performed by Masonry

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Addenda**

Preservation Services Inc. which determined that there was substantial water infiltration from deterioration of the tower.

B. Do you or a related company currently have an application for economic benefits in the form of a grant, loan or tax credit pending with a Commonwealth program for this project?

No

If so, please provide details

No

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Requirements****e-RACP Application Submission Fee Instructions**

Within 30 days of the e-RACP Application submission, Candidates MUST mail a check for \$500 along with a copy of the e-Application Certification (signature page).

Checks must be made payable to the "Commonwealth of PA."

Please notate the Web ID # (see top right of this page ) on the check or any other correspondence submitted.

Please do **NOT** send one (1) check containing the payment for multiple e-RACP Applications submissions. In other words, one (1) check per each e-RACP Application should be submitted.

Please mail the e-RACP Application Certification and check to the following address:

Office of the Budget  
Redevelopment Assistance Capital Program  
333 Market Street, 18th Floor  
Harrisburg, PA 17101

If agreeable to the payment of the \$500, please change the current blank field in the drop box below to "Yes," and then click Continue

Yes





**Office of the Budget**  
Single Application for Assistance

**Single Application #: 201901300864**

This page must accompany all required supplemental information Mail to:

**Office of the Budget  
Redevelopment Assistance Capital Program  
333 Market Street, 18th Floor  
Harrisburg, PA 17101**

I hereby certify that all information contained in the single application and supporting materials submitted to Office of the Budget via the Internet, Single Application # 201901300864 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

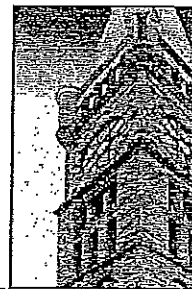


**Signature: Maggie Perry**

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

## BUSINESS ADMINISTRATION

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



SCRANTON

July 10, 2018

Mr. Scott M. Bowman  
Redevelopment Capital Assistance Program 18th Floor Harristown 2  
333 Market Street  
Harrisburg, PA 17101-2201

**Re: RACP 9468 2017-52 Municipal Building Improvements**

Dear Mr. Bowman:

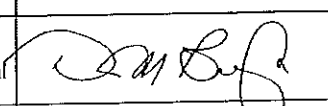
Relative to the above, please be advised that the City of Scranton is committed to funding the requisite 50% matching amount as required by the grant program. The authorization was approved as noted above in the amount of \$8,000,000; the City is requesting funding in the amount of \$5,376,383. The City of Scranton will match this amount as required through a debt transaction. On behalf of the City of Scranton, I would like to thank you for your assistance.

Please contact the City of Scranton with any questions.

Sincerely,

David M. Bulzoni  
City of Scranton  
Business Administrator

<h1 style="margin:0;">RDA-300</h1>		<b>Commonwealth of Pennsylvania</b> <b>REDEVELOPMENT ASSISTANCE CAPITAL PROJECT</b> <b>SOURCES OF FUNDS</b>				Date Received	
		Version: February 2018				ME No.	
The latest status of this project is: <input type="checkbox"/> Pre-Award Application <input type="checkbox"/> Post-Award Application <input type="checkbox"/> Grant Agreement		This RDA filing, as it applies to the project's "status" at left, is a/an:				State Consultant Firm	
		<input type="checkbox"/> ORIGINAL		<input type="checkbox"/> REVISION No. <input type="checkbox"/>		<input type="checkbox"/> AMENDMENT	
<b>PROJECT INFORMATION</b>							
PROJECT NAME		Scranton Municipal Building Renovation			PROJECT PHASE		I OF I
GRANTEE		City of Scranton					
SUB-GRANTEE(S)							
County	Municipality	Municipal Population	Legislative Districts		RACP Construction Schedule		
Lackawanna	Scranton	76,000	House	Senate	Start Date	End Date	Duration in months
			113	22	1/2/20	12/31/21	24
<b>OFFICIAL CONTACT PERSONS</b>							
Chief Elected Official or Officer of Grantee				Contact Person (normally the person from the entity at left that is most familiar with the project; enter "Same" if same person & provide email address)			
Federal ID No.		24-6000704		Name & Title		Maggie Perry- Grant Manager	
Name & Title		William Courtright-Mayor		Organization		City of Scranton	
Organization		City of Scranton		Address		340 N. Washington Avenue Scranton, PA 18503	
Address		340 N. Washington Avenue Scranton, PA 18503		Phone		570-558-8335	
Phone		570-348-4130		Email address		mamclane@scrantonpa.gov	
Email address		mamclane@scrantonpa.gov					
<b>FUNDING SOURCES</b>							
Type	Amount	Description			Secured?	Unsecured? or Other?	
REDEVELOPMENT ASSISTANCE FUNDS	\$5,376,583						
MATCHING FUNDS	\$5,376,583						
A. Local Funds	\$5,376,583	the match will be provided through a debt transaction			Yes		
B. Private Funds							
C. Land							
Attach Appraisal							
D. Federal Funds							
E. Other							
TOTAL FUNDS	\$10,753,166						
Attach an explanation about any state or federal funds the project has received in the past or will receive in the future that are not being counted as matching funds							
<b>PROJECT ADMINISTRATION</b>							
Will the Applicant administer the project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				Will the Applicant designate a Project Administrator? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Other? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Administrators:		Applicant's Staff		David Bulzoni			
		Sub-Applicant's Staff					
		Designated Administrator					
Are Cooperation Agreements attached? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				Status: _____			
<b>APPLICANT'S AUTHORIZATION</b>							
To the best of my knowledge and belief, data in this application are true and correct and the submission of the application has been duly authorized by the governing body.							
 Signature & Title of Authorized Official						1-23-2019 Date	

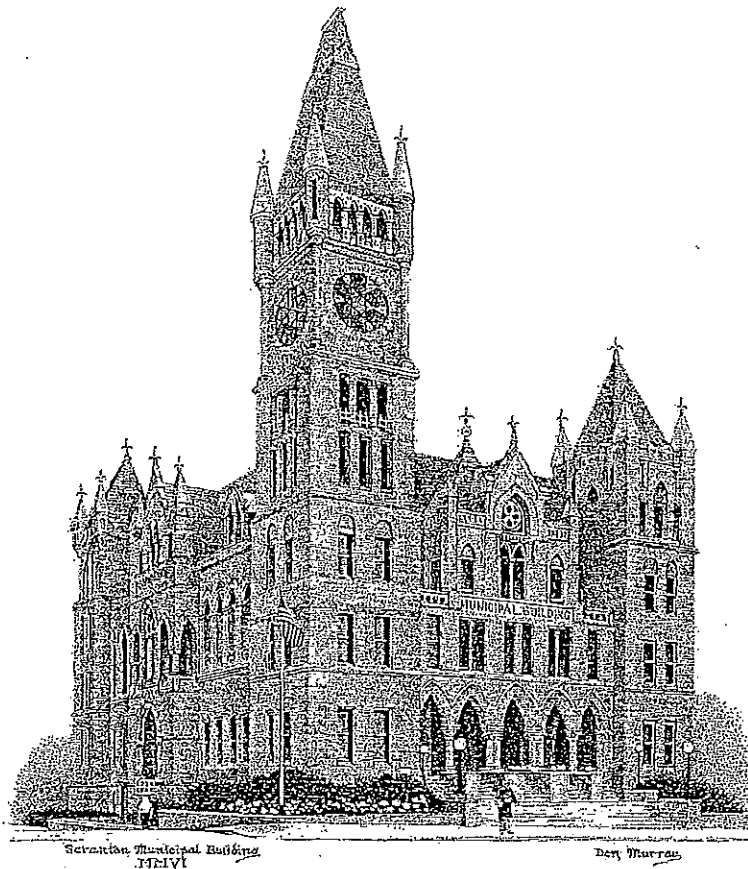
<h1 style="margin:0;">RDA-301</h1>		<b>Commonwealth of Pennsylvania</b> <b>REDEVELOPMENT ASSISTANCE CAPITAL PROJECT</b> <b>USES OF FUNDS</b>		Date Received	
		Version: February 2018		ME No.	
The latest status of this project is: <input type="checkbox"/> Pre-Award Application <input type="checkbox"/> Post-Award Application <input type="checkbox"/> Grant Agreement		This RDA filing, as it applies to the project's "status" at left, is a/an: <input type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION No. <input type="checkbox"/> <input type="checkbox"/> AMENDMENT		State Consultant Firm	
PROJECT NAME		Scranton Municipal Building Renovation		PROJECT PHASE	I OF I
GRANTEE		City of Scranton			
SUB-GRANTEE(S)					
LINE ITEM	BUDGET CATEGORY	RACP REIMBURSEMENT	MATCH ONLY	TOTAL	
1	Operation & Maintenance	Typical Match			
2	Administration	Typical Match			
3	Legal	Typical Match			
4	Financing/Accounting	Typical Match			
5	Interest During Construction				
6	Architectural/Engineering	Typical Match			
	A. Feasibility Study	Typical Match			
	B. Surveys	Typical Match			
	C. Design	Typical Match	\$1,092,138	\$1,092,138	
	D. Inspection Services	Typical Match			
	E. Other (Specify)	Typical Match			
7	Permits				
8	Land (if used, entries A., B., or C. below should reflect the [planned] ownership <u>at commencement of the RACP project construction</u> )				
	A. Grantee owned (value)				
	B. Sub-Grantee owned (value)				
	C. 3rd Party owned (value)				
	D. Easement Cost				
	E. Other Land Costs (Specify & itemize below)				
	i.				
	ii.				
	iii.				
9	Construction (Attach construction cost breakdown)	\$5,376,583	\$1,904,339	\$7,280,922	
	A. Contingency ( 10 % of Construction )	Typical Match	\$728,922	\$728,922	
10	Other (Specify & itemize below)		\$195,000	\$195,000	
	A. Allowance for Historic		\$1,456,184	\$1,456,184	
	B. Fees/Soft Costs				
	C.				
	D.				
<b>TOTAL PROJECT COST</b>		<b>\$5,376,583</b>	<b>\$5,376,583</b>	<b>\$10,753,166</b>	
<b>APPLICANT'S AUTHORIZATION</b>			<b>COMMONWEALTH'S APPROVAL</b>		
Approval of the Project Financing Plan is hereby requested.			The Project Financing Plan is hereby granted.		
SEAL	Applicant	City of Scranton		Commonwealth of Pennsylvania Office of the Budget	
	Signature of Authorized Official			Signature of Authorized Official	
	Title	BUSINESS ADMINISTRATOR		Title	
	Typed or Printed Name	David Bulzoni		Typed or Printed Name	
	Date	1-23-2019		Date	

**Scranton Municipal Building**  
Renovations  
Estimated Construction Schedule

TASKS	Select Duration (weeks)	MONTHS																											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
<b>Professional Services</b>																													
Bid and Award - A/E Services	4																												
Survey / Gather Information	4																												
Construction Document Preparation	20																												
Historic Approvals (NPS, SHPO, AHA (Estimated))	12																												
Permit approvals	4																												
<b>Float</b>																													
<b>Construction</b>																													
Bid and Award	8																												
Mobilize / Install exterior scaffolding	4																												
Roof work / Replace slate shingles	12																												
Exterior facade repairs	24																												
Stained glass repairs	16																												
Exterior sidewalk / Stair repairs / Paving	8																												
Mechanical Upgrades / Repairs	20																												
Electrical Upgrades / Repairs	20																												
Plumbing Upgrades / Repairs	8																												
Interior Upgrades / Repairs	32																												
Note: Shaded tasks can run consecutively																													

**Notes:**

1. Schedule is not calendar specific which could impact durations if there are conflicts with winter construction.
2. Schedule is based on a single bid / procurement cycle in lieu of accelerated bid packages.



**CITY OF SCRANTON**  
**MUNICIPAL BUILDING ASSESSMENT**  
 January 2019

**HIGHLAND**  
 ASSOCIATES

**WILLET HAUSER**  
 Architectural Glass

**HERITAGE**  
 HERITAGE CONSULTING GROUP



**O'DONNELL & NACCARATO**  
 STRUCTURAL ENGINEERS



## Table of Contents

1. Executive Summary
2. Building Narratives
  - Structural
  - Architectural
  - Mechanical
  - Plumbing
  - Electrical
3. Building Condition Survey Instrument
4. Floor Plans (1980 Renovations)
5. Existing Condition Photos
6. Estimated Cost Forms
7. Masonry Assessment Report (Issued by Masonry Preservation Services Inc.)  
Original - June 2016 – *Issued for Reference*
8. Roof Inspection Report (Issued by Mark J. Sobeck Roof Consulting, Inc.)
9. Tower Inspection Report (Issued by O'Donnell and Naccarato)
10. Stained Glass Report (Issued by Willet Hauser)

### **REPORT DISCLAIMER**

*Building evaluation is based on the visually accessible evidence observed during our site visits. Reported observations reflect conditions present at that time but may not include conditions not evident at the time of visit or conditions that may have or continue to change since the site visits.*

*Observations, reports, conclusions and recommendations are based on the conditions observed and the facts available at that time. The conclusions and recommendations stated herein are based on generally accepted design, engineering and construction practices, intended as guidance and not necessarily presented as a firm course of action, design or engineering solution.*

## **CITY OF SCRANTON MUNICIPAL BUILDING ASSESSMENT**

---

### **EXECUTIVE SUMMARY**

The purpose of this report is to provide documentation of existing conditions for THE CITY OF SCRANTON MUNICIPAL BUILDING, also referred to as CITY HALL located at 340 North Washington Avenue, Scranton Pennsylvania.

### **OVERVIEW**

The existing building is a four-story, with basement and sub-basement level limestone ashlar Victorian Gothic Revival building with sandstone trim, designed by architects Edwin L. Walter and Frederick Lord Brown and was originally built in 1888.

The building currently houses several offices and departments of which will be identified within this report. A bridge located on the first floor connects it to the fire department headquarters, facing Mulberry Street, built at the same time by the same architect. Since the two form a larger complex, they were listed together when the building was added to the National Register of Historic Places in 1981 as Municipal Building and Central Fire Station.

The last known major renovation to the facility was performed in 1980.

### **GENERAL CONDITIONS**

---

The general conditions of the Facilities, is Satisfactory to Unsatisfactory based on visual inspection. The Majority of the conditions have been identified but are subject to unforeseen items such as piping within chases, inaccessible areas, buried wires or cables, etc.. No specialized testing was conducted (i.e. Soils, Asbestos, etc.)

### **GOALS**

- Evaluate the current physical condition of the facilities and document.
- Identify and address the City's reconstruction and alteration needs based on items requiring immediate attention through cosmetic finishes.
- Establish budget costs and prioritize items.



## **METHODOLOGY**

This plan was developed by Highland Associates' team of Architects and Engineers; including Structural, Mechanical, Electrical, Plumbing and Fire Protection. Also retained were the services of the following professionals:

**O'Donnell @ Naccarato, Structural Engineers (Tower Evaluations)**  
**Willet Hauser, Stained Glass Specialists**  
**Heritage Consulting Group – Historic Specialists**  
**Mark J. Sobek Roof Consulting, Inc. – Roof Specialists**

The Complete Highland Team along with Consultants worked closely with City and Staff. Information gathered in the process identified improvements that should or could be implemented based on a visual inspection. The approach used by the team involved specific tasks as follows:

- Compilation and review of existing data including record drawings if available.
- Field investigations by the project team of buildings and grounds to analyze specific components.
- Information gathered from the Facilities Personnel.
- Information obtained from the current Historic Register.
- Architectural and engineering analysis of data with an emphasis on cost projections and prioritization of items.
- Previous reports, specifically the Exterior Masonry Report performed by Masonry Preservation Services Inc. in 2016.

The following were reviewed to generate the required or recommended improvements:

- Building Condition Survey
- Building Code Compliance
- Accessibility
- Visual Inspection
- Recommendations by the evaluation team

## **BASIS FOR RECOMMENDATION & ANALYSIS**

The basis for analysis, decisions and recommendations rely to varying extents on information data and input from other sources. Information is verified where practical, feasible and noted as an assumption where verification is not practical. The basis for key areas of this study is as follows:

- Existing conditions were verified during field investigations. It is not practical nor is it within the scope of this study to physically uncover or dismantle building and site components for the

purpose of verification. Certain verifications are possible and may occur during detailed design of individual projects if required.

- Prioritization of items has been done with an emphasis on Health and Safety Improvements. These improvements are recommended as critical and are intended to occur promptly. Reconstruction and alteration projects are recommended next. Their level of urgency is based on potential costs and individual needs.
- Budget costs for the project include labor and materials and are escalated accordingly assuming work will commence in one year from the date of this report. Costs are based on preliminary solutions that are intended to be verified and developed during detailed project design. The costs have been obtained from a combination of published data (2018 RSMeans), local suppliers and contractors as well as historical costs compiled. *(The exterior masonry cost are supplied by Masonry preservation Specialists Inc. based on their 2016 report, have been coordinated and adjusted based on current O'Donnell & Naccarato findings)*
- It was noted at time of inspection, the evaluation team would not be required to review any Security or IT upgrades and are not included in this report.
- Cost identified include overhead and profit.
- Costs are Current. Escalation shall be added if work commences within 1 year of this report
- No costs identified for FFE, temporary relocations during construction or reconfiguration of spaces.

#### **FACILITY DATA (BY FLOOR AND DEPARTMENT)**

- **Fourth Floor**      Approx. 10,395 sq. ft.      Inspection Date: 8/5/18 and 8/9/18  
  
*Departments:*      *Law Department*  
                              *Purchasing Department*  
                              *Business Administration*  
                              *Permits / Licensing and Inspections*  
                              *Planning and Zoning*
- **Third Floor**      Approx. 10,395 sq. ft.      Inspection Date: 8/5/18 and 8/9/18  
  
*Departments:*      *Civil Service*  
                              *Human Resources*  
                              *IT Department*  
                              *Breakroom*  
                              *Second Level Seating Area – Council Chambers*  
                              *Second level Seating Area – Governor's Room*
- **Second Floor**      Approx. 10,344 sq. ft.      Inspection Date: 8/5/18 and 8/9/18  
  
*Departments:*      *Governor's Room*  
                              *City Controller*

*City Council / Clerk  
Council Chambers  
IT Storage*

- **First Floor**      Approx. 10,388sq. ft.      Inspection Date: 8/5/18 and 8/9/18

*Departments:      Mayor  
City Treasurer  
Office of Economic and Community Development  
Sewer Authority*

- **Basement**      Approx. 10,000 sq. ft.      Inspection Date: 8/5/18 and 8/9/18

*Departments:      Building Maintenance  
Police Storage  
Museum  
Sons of Civil War Meeting Room*

- **Sub -Basement**      Approx. 10,000 sq. ft.      Inspection Date: 8/5/18 and 8/9/18

*Departments:      None*

*This Executive Summary and Building Evaluation was a collaborate effort from the following individuals.*

*David Bulzoni, City of Scranton Business Administrator  
Paul O' Hora, Head of Facility Maintenance*

*Michael Wolf, Principal, Highland Associates  
Drew Marcinkevich, Project Manager, Highland Associates  
Manish Patel, Mechanical Engineer, Highland Associates  
Charles Rizzo, Electrical Engineer, Highland Associates  
Robert Yadouga, Plumbing Engineer, Highland Associates  
Darry Leightcap, Structural Engineer, Highland Associates*

*Jason A. Coleman, O'Donnell and Naccarato  
David Krysiak, Willet Hauser  
Mark J. Sobeck, Mark J. Sobeck Roofing Consulting Inc.  
Cindy Hamilton, Heritage Consulting Group*

**CITY OF SCRANTON  
MUNICIPAL BUILDING ASSESSMENT**

**MUNICIPAL BUILDING – 340 NORTH WASHINGTON AVENUE, SCRANTON PA 18503**

**STRUCTURAL OVERVIEW**

**STRUCTURAL OBSERVATIONS:**

**FOUNDATIONS**

The exterior foundation walls of City Hall are of dressed stone set with mortar. The overall condition of the walls is very good and no signs of settlement, bulging, shifting, displacement, cracking, or distress were observed. Water stains due to sub-surface groundwater infiltration were not visible but seasonal infiltration may be possible.

Interior piers under the interior columns are of brick masonry. These piers are of significant size and are in good condition and no signs of any cracking, leaning, or shifting were observed.

The interior foundation walls below the interior bearing walls are a mixture of stone and brick masonry. The walls are in good condition and no signs of leaning, settlement, bulging, or distress were witnessed.

Pairs of existing steel transfer beams take the weight of columns above to the interior walls and the piers. The beams are in fair condition. They do *not* show signs of severe bending, twisting, distortion but they are beginning to rust. To extend the life of the beams, these beams should be painted.

The floor of the sub-basement is earthen. The soil is dry but uneven.

The floor of the basement is a concrete slab. The majority of the slab is covered with flooring or stored items. The visible portion of the floor did not exhibit settlement or unevenness. Any cracking observed was minor and incidental to ordinary concrete construction.

**EXTERIOR BASEMENT STAIRS**

There are two sets of exterior stairs.

On the building's south-west face, a set of stairs originally accessed the police department in the basement from grade. The stone masonry walls forming the sides of the stairs and retaining the earth have deteriorated. The stones have dislodged and are beginning to fall onto the stairs. The walls on each side of

these stairs should be completely removed and reconstructed using the original stonework set in full beds of mortar. Refer to photo S-001.

The second exterior stair is on the south-east elevation facing Dix Court. This stair provides access to the Mechanical Room in the Sub-Basement. The top of the stone wall which is adjacent to the dumpster has been dislodged. Refer to photo S-002. The top portion of the wall should be removed and reconstructed. To provide protection for the wall from damage by vehicles, bollards should be installed. In addition, the top of the walls lack guards to prevent pedestrians falling to the landing below and the stairs lack handrails.

There are low stone landscaping walls along Mulberry and North Washington Streets which create raised lawn areas adjacent to the sidewalk. The mortar in the joints of the walls are failing, stones are beginning to shift, but most importantly the mortar between the top coping stones is missing allowing water to penetrate into the walls. Refer to photo S-003. Where stones are in their proper position, any remaining mortar should be routed and all joints repacked with new mortar. Where stone are displaced or the wall is leaning, the wall should be disassembled and reconstructed with full mortar bedding. The wall to the right of the main entrance stair is leaning and should be disassembled, and reassembled using the original stonework laid in a full bed of mortar.

### **FLOOR CONSTRUCTION**

The existing floor construction consists of steel beams fully embedded in the concrete slab at 6 feet on center. The portions of the slab which were visible from below did not exhibit cracking. The floors appear to be very level and no evidence of distress is apparent.

### **INTERIOR WALL CONSTRUCTION**

The concrete floor slabs and beams are supported on brick bearing walls. The bearing walls and the demising walls between departments are constructed of multiple wythes of brick. The majority of the walls are covered with the exception of the fourth floor. While the brick construction was not built originally to the same standards as exterior brickwork, these walls were intended to be covered or not exposed to view. The majority of the brickwork is sound without spalling, step cracking, shifting, settlement cracking, or bulging.

Openings and doorways brick arches. Some cracking was observed in the fourth floor archway leading from the corridor to the restrooms and the lounge. Refer to photos S-004 and S-005 respectively. The cracks should be filled with an injectable epoxy to stabilize the crack.

### **ROOF STRUCTURE**

The condition of the existing roof sheathing and roof joists were concealed by batt insulation or hard ceilings. In the accessible areas, staining of the insulation was not observed. Owing to the many stains in

the ceilings and the condition of the roofing, removal and spot replacement of the existing wood roof sheathing should be anticipated in any roof repair. Where ceilings are being repaired, the condition of the roof structure should be investigated prior to the ceiling work completion. Refer to Roof Inspection Report, Section 8 in Table of Contents (T.O.C.) for further information. The roof rafters are supported by steel beams. The existing beams do not show signs of distress or overloading.

### **TOWER**

The exterior condition of the tower is addressed in the O'donnell and Naccarato report. Refer to Section 9 in T.O.C..

The floor of the north tower is wood tongue-in-groove flooring supported by steel beams. The wood flooring is currently covered with pigeon depositions. The condition of the flooring should be reassessed after the removal of the depositions and covered with exterior fire-retardant-treated 3/4" tongue-in-groove plywood which should receive a three-coat system of epoxy and urethane paint. The steel framing supporting the wood flooring is exposed to the elements and beginning to rust. The steel should be sand-blasted and receive a coating system to inhibit the rusting.

The exterior masonry walls of the tower are constructed of multi-wythe brick dressed with stone. Because of the pigeon depositions, the upper levels of the tower were inaccessible and the condition of the walls and the roof structure could not be observed. The exterior brick walls in the lower level of the tower are experiencing mortar loss. Refer to Photo S-006. The walls should have the mortar removed and repointed.

**INTERIOR STRUCTURAL OBSERVATIONS (BY DEPARTMENT)**

- **FOURTH FLOOR**

**Law Department**

No structural deficiencies were noted.

**Purchasing Department**

No structural deficiencies were noted.

**Business Administration**

Step cracking was noted in the brick wall below the window in the private office, refer to photo S-007. This condition is further described in the Masonry Preservation Services report.

**Permits / Licensing and Inspections**

No structural deficiencies were noted.

**Planning and Zoning**

No structural deficiencies were noted.

- **THIRD FLOOR**

**Civil Service**

No structural deficiencies were noted.

**Human Resources**

No structural deficiencies were noted.

**IT Department deficiencies**

No structural deficiencies were noted.

**Breakroom**

No structural deficiencies were noted.

**Second Level Seating Area – Council Chambers**

No structural deficiencies were noted.

**Second Level Seating Area – Governor’s Room**

No structural deficiencies were noted.

- **SECOND FLOOR**

**Governor’s Room**

No structural deficiencies were noted.

**City Controller**

No structural deficiencies were noted.

**City Council / Clerk**

No structural deficiencies were noted.

**Council Chambers**

No structural deficiencies were noted.

**IT Storage**

No structural deficiencies were noted.

- **FIRST FLOOR**

**Mayor**

No structural deficiencies were noted.

**City Treasurer**

No structural deficiencies were noted.

**Office of Economic and Community Development**

No structural deficiencies were noted.



**Sewer Authority**

No structural deficiencies were noted.

- **BASEMENT**

**Building Maintenance**

No structural deficiencies were noted.

**Police Storage**

No structural deficiencies were noted.

**Museum**

No structural deficiencies were noted.

**Sons of Civil War Meeting Room**

No structural deficiencies were noted.

**CITY OF SCRANTON  
MUNICIPAL BUILDING ASSESSMENT**

**MUNICIPAL BUILDING – 340 NORTH WASHINGTON AVENUE, SCRANTON PA 18503**

**ARCHITECTURAL OVERVIEW**

**GENERAL OVERVIEW:**

The 1888 building is a four-story, with basement and sub-basement level limestone ashlar Victorian Gothic Revival building with sandstone trim. There is a combination of fixed and operable aluminum windows along with original stained glass throughout. The roof consists of a slate shingle system and EPDM (Rubber membrane)

The last known major renovation to the facility was performed in 1980 and was added to the Historic Register in 1981.

**BUILDING ENVELOPE OBSERVATIONS:**

**Exterior walls:**

The existing exterior walls are limestone block and sandstone trim are although structurally sound appear to have several areas throughout with cracked or missing mortar joints causing water infiltration as indicated in the O&N report (Section 9)

Further information is contained in the 2016 report provided by Masonry Preservation Services Inc. and is being issued as reference within this complete assessment.

*Recommendation: Immediate attention shall be considered to prevent additional water infiltration. Other recommendations are contained within the MPS report.*

**Roof:**

The existing EPDM roof is in good condition with no signs of water infiltration or failure. The slate shingles are of a concern. There are several areas of loose shingles (4 towers) and should be repaired to prevent from breaking off. The existing gutter system is in need of immediate attention due to a build-up of dirt and debris causing blockage. Refer to photo's A-001, A-002, A-003, A-004, A-005

Information is contained within report provided by. Mark J. Sobeck Roof Consulting, Inc. and is being issued as reference within this complete assessment.

*Recommendation: Immediate attention shall be considered to repair loose slate shingles and gutters shall be cleaned out.*

**Windows:**

The original windows were replaced in the 1980 renovation with fixed windows and are constructed of dark bronze anodized aluminum frames with insulated glass. The windows are also equipped with an outside air intake system that does not currently meet current Mechanical Code requirements. See Mechanical observation for additional information. Refer to photo's A-006, A-007, A-008, A-009, A-010, A-011

*Recommendation: There are a few windows that appear to have lost their integrity due to poor seals or gaskets and should be replaced. Majority of windows are on good condition and no action is required at this time.*

**Stained Glass Windows:**

The original stained glass windows are in poor condition. Several areas are failing and should be repaired immediately. Refer to photo's A-012, A-013

Information is contained within report provided by Willet Hauser and is being issued as reference within this complete assessment. (Section 10)

*Recommendation: Immediate repair should be considered for various locations to prevent stained glass from complete failure. Other locations are not critical but should be repaired.*

**Exterior Doors:**

The exterior doors are aluminum with insulated glass and are in fair condition. Refer to photo A-044

*Recommendation: No action is required at this time.*

**INTERIOR COMMON SPACE OBSERVATIONS:**

**Interior Doors:**

The interior common doors vary from solid wood, aluminum and glass, wood and glass and are in fair condition. Refer to photo's A-015, A-016, A-017

*Recommendation: No action is required at this time although several doors are outdated and are showing signs of wear*

**Walls:**

The interior walls vary from Plaster, Drywall and Exposed Brick. The majority of walls on all floors are in fair shape with minor cracks but appear to be structurally sound. There are a few

areas of brick on the Fourth Floor that should be repointed. Refer to photo's A-018, A-019, A-020, A-021, A-022, A-023

*Recommendation: Repoint areas of exposed brick on fourth floor. A crack is also visible within brick in fourth floor and should be monitored to determine if conditions worsen.*

**Ceilings:**

The interior common ceilings are plaster and wood and are in fair shape. Refer to photo's A-024, A-025, A-018, A-020, A-021

*Recommendation: No action is required at this time.*

**Flooring:**

The interior common areas of flooring vary from VCT, tile and carpet. The tile is in good condition. Areas of VCT and Carpet are worn and discolored and are showing signs of wear. Refer to photo's A-018, A-019, A-021, A-024, A-026, A-027, A-028

*Recommendation: Areas of tile should be thoroughly cleaned and sealed due to aesthetics. The areas of VCT and Carpet are old and worn and should be replaced.*

**Fire Stairs (2 locations):**

The fire exit stairs are in very good condition. The handrails throughout do not meet current code standards. Refer to photo's A-029, A-030, A-031

Note: One of the fire stairs does not provide direct access to the exterior.

*\*Recommendations: Handrail modifications should be made to make code compliant and modifications shall be made to provide direct access to exterior route*

*Note: Code compliance modifications to be determined by local code official having jurisdiction of said issue. The recommendation provided is solely based on current code standards and do not take into consideration year of installation or building requirements for level of alterations.*

**Open Stairs (Floors 1 through 2) (2 at floors 3 to 4)**

The existing main open stairs are in good condition but do not meet current code standards. Refer to photo's A-032, A-080, A-081, A-082, A-083

*\*Recommendation: Handrail modifications should be made to make code compliant along with adding required fire separations between floors.*

*Note: Code compliance modifications to be determined by local code official having jurisdiction of said issue. The recommendation provided is solely based on current code standards and do not take into consideration year of installation or building requirements for level of alterations.*

**Elevator:**

The existing elevator (Basement level to 4<sup>th</sup> floor) is in working order and is serviced regularly by Northeast Elevator Company. The controls have been replaced recently and do not appear to have any issues. Refer to photo's A-033, A-034, A-084

*Recommendation: No action is required at this time although the finishes are old and outdated and consideration should be made to replace due to aesthetics.*

**Toilet Rooms:**

The existing toilet rooms are old and outdated and show signs of wear. Most are not code compliant. Refer to photo's A-035, A-036, A-037, A-038

*\*Recommendation: All toilet rooms shall be renovated for aesthetics and also brought up to current code standards.*

*\*Note: Code compliance modifications to be determined by local code official having jurisdiction of said issue. The recommendation provided is solely based on current code standards and do not take into consideration year of installation or building requirements for level of alterations.*

**General Finishes:**

The finishes (Interior and areas of exterior) throughout consist of paint and exposed wood and are showing signs of wear. See photo's A-039, A-019, A-020, A-016

*Recommendation: New finishes (paint) shall be applied for aesthetic purposes.*

**ARCHITECTURAL OBSERVATIONS (BY DEPARTMENT)**

• **FOURTH FLOOR**

**Law Department (1,420 Sq.Ft.)**

○ Floor:

The floor within department is carpet and is in very poor condition. (Tripping hazard). Refer to photo's A-040, A-041

*Recommendation: The carpet should be replaced*

- Walls:

The walls within department are plaster, drywall and exposed brick and are in fair condition although some areas require repair. Refer to photo's A-042, A-043

*Recommendation: The areas should receive new paint for aesthetic purposes Some areas of brick to be cleaned and repointed.*

- Ceiling

The ceilings within department are acoustical tile and are in poor condition. Several tiles are water stained due to leaks. The remaining tiles are old and outdated. See photo's A-044, A-045, A-046

*Recommendation: The entire ceiling should be replaced.*

**Purchasing Department (358 Sq.Ft)**

- Floor:

The floor within department is carpet and is in poor condition. See photo A-047

*Recommendation: The carpet should be replaced*

- Walls:

The walls within department are plaster and exposed brick and are in fair condition. See photo A-048

*Recommendation: The areas should receive new paint for aesthetic purpose Some areas of brick to be cleaned and repointed.*

- Ceiling:

The ceiling within department is acoustical tile and is in fair condition. See photo A-085

*Recommendation: The entire ceiling should be replaced due to age and aesthetic purposes.*

**Business Administration (1,174 Sq.Ft.)**

- Floor:

The floor within department is carpet and is in very poor condition. (Tripping Hazard) Refer to photo A-049

*Recommendation: The carpet should be replaced*

- o Walls:

The walls within department are plaster and exposed brick and are in fair condition although some areas require repair. Refer to photo's A-050, A-051, A-053

*Recommendation: The areas should receive new paint for aesthetic purposes. Some areas of brick to be cleaned and repointed.*

- o Ceiling

The ceilings within department are acoustical tile and are in poor condition. Several tiles are water stained due to leaks. The remaining tiles are old and outdated. Refer to photo's A-050, A-052

*Recommendation: The entire ceiling should be replaced.*

**Permits / Licensing and Inspections (3,109 Sq.Ft.)**

- o Floor:

The floor within department is carpet and is in fair condition. Refer to photo A-054

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- o Walls:

The walls are plaster and exposed brick and are in fair condition. Refer to photo A-054

*Recommendation: The areas should receive new paint for aesthetic purposes.*

- o Ceiling

The ceilings within department are acoustical tile and are in poor condition. Several tiles are water stained due to leaks. The remaining tiles are old and outdated. Refer to photo's A-054, A-055

*Recommendation: The entire ceiling should be replaced.*

**Planning and Zoning**

- o Floor:

The floor within department is carpet and is in fair condition. Refer to photo's A-056, A-057

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls within department are plaster and exposed brick and are in fair condition. Refer to photo A-058 and A-059

*Recommendation: The areas should receive new paint for aesthetic purpose. Some areas of brick to be cleaned and repointed.*

- Ceiling:

The ceilings within department are acoustical tile and are in poor condition. Several tiles are water stained due to leaks. The remaining tiles are old and outdated. Refer to photo's A-058 and A-059

*Recommendation: The entire ceiling should be replaced.*

- **THIRD FLOOR**

- **Civil Service (193 Sq.Ft.)**

- Floor:

The floor is carpet and is in poor condition.

*Recommendation: The carpet should be replaced.*

- Walls:

The walls within department are plaster and are in fair condition.

*Recommendation: The areas should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling within department is acoustical tile and is in poor condition. Several tiles are water stained due to leaks and mold is present. Refer to photo A-060

*Recommendation: The entire ceiling should be replaced. It is also recommended to provide air monitoring to determine if mold has migrated to adjacent areas.*

- **Human Resources (1,174 Sq.Ft.)**

- Floor:



The floor within department is carpet and is in fair condition. Refer to photo A-062

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls within department are plaster and are in fair condition. Refer to photo A-063

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceilings within department are acoustical tile and are in good condition. A few tiles are water stained. Refer to photo's A-063, A-064

*Recommendation: The water stained tiles should be replaced.*

**IT Department (1,045 Sq.Ft.)**

- Floor:

The floor within department is carpet and is in fair condition.

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls within department are plaster and are in fair condition but some areas indicate water infiltration is currently present. Refer to photo's A-065, A-066

*Recommendation: The walls shall be repaired accordingly and re-finished.*

- Ceiling:

The ceiling within department are acoustical tile and are in poor condition. Several tiles are water stained due to leaks. Refer to photo A-065

*Recommendation: The entire ceiling should be replaced.*

**Breakroom (461 Sq.Ft.)**

- Floor:

The floor within department is carpet and is in poor condition. Refer to photo A-067

*Recommendation: The carpet should be replaced.*

- Walls:

The walls within department are plaster and are in fair condition. Refer to photo A-006, A-068

*Recommendation: The walls shall be repaired accordingly and re-finished.*

- Ceiling:

The ceiling within department are acoustical tile and are in poor condition. Several tiles are water stained or missing due to leaks. Refer to photo's A-068, A-069

*Recommendation: The entire ceiling should be replaced.*

#### **Second Level Seating Area – Governor's Room**

- Floor:

The floor within room is carpet and is in poor condition. Refer to photo A-070

*Recommendation: The carpet should be replaced.*

- Walls:

The walls within room are plaster and are in good condition. Refer to photo A-070

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling within room is plaster and is in good condition. Refer to photo A-070

*Recommendation: The ceiling should receive new paint for aesthetic purposes.*

#### **Second Level Seating Area – Council Chambers**

- Floor:

The floor within room is carpet and is in fair condition.

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls within room are plaster and are in good condition. Refer to photo A-071

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling within room is plaster and is in good condition. Refer to photo A-071

*Recommendation: The ceiling should receive new paint for aesthetic purposes.*

- **SECOND FLOOR**

**Governor's Room (1,345 Sq.Ft.)**

- Floor:

The floor within room is carpet and is in fair condition. Office storage accessible from room is in poor condition. Refer to photo's A-072, A-075

*Recommendation: The carpet should be replaced.*

- Walls:

The walls within department are plaster and are in good condition. Office storage accessible from room is in poor condition and water infiltration is present. Refer to photo's A-072, A-073

*Recommendation: The walls should receive new paint for aesthetic purposes and storage room to be repaired accordingly and refinished.*

- Ceiling:

The ceiling is plaster and is in good condition. Office storage accessible from room is acoustical ceiling and is in poor condition. Water infiltration is present. Refer to photo's A-070, A-073, A-074

*Recommendation: The entire ceiling should be repainted for aesthetic purposes and office storage area to be replaced.*

**City Controller (1,174 Sq.Ft.)**

- Floor:

The floor is carpet and is in poor condition. Refer to photo A-076

*Recommendation: The carpet should be replaced.*

- Walls:

The walls are plaster and are in good condition. Refer to photo's A-077, A-078

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling is plaster and acoustical tile and are in good condition. Refer to photo's A-078, A-079

*Recommendation: The entire ceiling should be repainted for aesthetic purposes. Acoustical tiles should be replaced for aesthetic purposes.*

**City Council / Clerk (1,045 Sq.Ft.)**

- Floor:

The floor is carpet and is in poor condition. Refer to photo's A-086, A-087

*Recommendation: The carpet should be replaced.*

- Walls:

The walls are plaster and are in good condition. Refer to photo's A-088, A-090

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling is plaster and are in good condition although there are some areas where leaks were present.. Refer to photo's A-089, A-090

*Recommendation: The entire ceiling should be repainted for aesthetic purposes. Areas of previous water infiltration should be repaired and refinished.*

**Council Chambers (1,587 Sq.Ft.)**

- Floor:

The floor is carpet and is in fair condition. Refer to photo A-091

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls are plaster and are in good condition. Refer to photo's A-092, A-093, A-094

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling is plaster and are in good condition. Refer to photo A-094

*Recommendation: The entire ceiling should be repainted for aesthetic purposes.*

**IT Storage (467 Sq.Ft.)**

- Floor:

The floor is carpet and is in fair condition. Office storage accessible from room is in poor condition. Refer to photo's A-095, A-096

*Recommendation: The carpet should be replaced.*

- Walls:

The walls are plaster and are in good condition. Storage room within area contains wood paneling and is in poor condition. Water infiltration is present. Refer to photo's A-096, A-097

*Recommendation: The plaster walls should receive new paint for aesthetic purposes. The wood panel walls should to be repaired accordingly and refinished.*

- Ceiling:

The Ceiling is 2x4 acoustical tile and is in good condition. Storage room within room, ceiling is in poor condition.. Several tiles are water stained or missing due to leaks. Refer to photo A-098

*Recommendation: The entire ceiling should be replaced within storage room.*

- **FIRST FLOOR**

**Mayor (1,365 Sq.Ft.)**

- Floor:

The floor is carpet and is in good condition. Refer to photo A-099

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls are plaster and are in good condition. Refer to photo's A-099, A-100

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling is acoustical tile and is in good condition. Refer to photo's A-099, A-100, A-101

*Recommendation: The entire ceiling should be replaced for aesthetic purposes.*

**Treasurer's Office (1,671 Sq.Ft.)**

- Floor:

The floor is carpet and is in good condition. Refer to photo's A-102, A-103

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls are plaster and are in good condition. Closet within space in poor condition. Refer to photo's A-104, A-105

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling is plaster and is in good condition. Storage room within room is damaged due to previous water damage. Refer to photo A-105

*Recommendation: The entire ceiling should be repainted for aesthetic purposes. Storage room to be repaired and refinished.*

**Office of Economic and Community Development (1,513 Sq.Ft.)**

- Floor:

The floor is carpet and is in poor condition. Refer to photo's A-106, A-107

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls are plaster and are in good condition. Refer to photo A-108

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling is acoustical tile and is in poor condition. Refer to photo A-109

*Recommendation: The entire ceiling should be replaced for aesthetic purposes.*

**Sewer Authority (593 Sq.Ft.)**

o Floor:

The floor is carpet and is in fair condition.

*Recommendation: The carpet should be replaced for aesthetic purposes.*

o Walls:

The walls are plaster and are in good condition.

*Recommendation: The walls should receive new paint for aesthetic purposes.*

o Ceiling:

The ceiling is acoustical tile and is in poor condition.

*Recommendation: The entire ceiling should be replaced for aesthetic purposes.*

• **BASEMENT**

**Building Maintenance**

o Floor:

The floor is V.C.T. and is in fair condition.

*Recommendation: The VCT should be replaced for aesthetic purposes.*

o Walls:

The walls are plaster and are in good condition.

*Recommendation: The walls should receive new paint for aesthetic purposes.*

o Ceiling:

The ceiling is acoustical tile and is in fair condition.

*Recommendation: The entire ceiling should be replaced for aesthetic purposes.*

**Police Storage (3,328 Sq.Ft.)**

○ Floor:

The floor is a combination of V.C.T., tile and bare concrete, and is in poor condition. Refer to photo's A-110, A-111, A-112, A-114, A-115

*Recommendation: All flooring should be replaced.*

○ Walls:

The walls are plaster and are in poor condition. Refer to photo's A-111, A-112, A-113, A-114

*Recommendation: The walls should receive new paint for aesthetic purposes. Several areas require repair. (Note: The paint is suspect lead based and should be tested prior to any disturbance)*

○ Ceiling:

The ceiling is plaster and acoustical tile and are in poor condition. Several tiles are water stained due to roof leaks and mold is present. The plaster ceiling paint is cracking and peeling. Refer to photo's A-116, A-117, A-118, A-119, A-120

*Recommendation: The entire ceiling should be replaced. It is also recommended to provide air monitoring to determine if mold has migrated to adjacent areas. The plaster ceiling should have paint removed and re-painted.*

**Museum (1,213 Sq.Ft.)**

○ Floor:

The floor is carpet and is in fair condition. Refer to photo's A-121, A-124

*Recommendation: All flooring should be replaced for aesthetic purposes.*

○ Walls:

The walls are plaster and are in fair condition. Refer to photo's A-122, a-124

*Recommendation: The walls should receive new paint for aesthetic purposes.*

○ Ceiling:



The Ceiling is acoustical tile and is in fair condition although some tiles are stained due to previous leaks. Refer to photo's A-122, A-123

*Recommendation: The entire ceiling should be replaced for aesthetic purposes.*

**Sons of Civil War Meeting Room and Office (1,641 Sq.Ft.)**

○ Floor:

The floor is carpet and V.C.T. and is in fair condition. Refer to photo A-125

*Recommendation: All flooring should be replaced for aesthetic purposes.*

○ Walls:

The walls are plaster and are in fair condition. Refer to photo A-125

*Recommendation: The walls should receive new paint for aesthetic purposes.*

○ Ceiling:

The Ceiling is acoustical tile and is in fair condition although some tiles are stained due to previous leaks. Refer to photo A-125

*Recommendation: The entire ceiling should be replaced for aesthetic purposes.*

**Mechanical Room (162 Sq.Ft.)**

○ Floor:

The floor is carpet and V.C.T. and is in poor condition. The flooring is suspect asbestos and should be tested prior to any disturbance. Refer to photo A-126

*Recommendation: All flooring should be replaced.*

○ Walls:

The walls are plaster and are in poor condition. Refer to photo A-134

*Recommendation: The walls should receive new paint for aesthetic purposes.*

○ Ceiling:

The ceiling is plaster and is in poor condition. Refer to photo A-134

*Recommendation: The entire ceiling should be repainted for aesthetic purposes.*

**SITE**

**Landscaping**

The Landscaping is in good condition. There are no signs of tree or shrub disease. Refer to photo A-127

*Recommendation: None*

**Sidewalks**

The sidewalks are in fair condition. Refer to photo A-128

*Recommendation: None*

**Stairs, Concrete Landings and Ramps**

The stairs, concrete landing are in poor condition. Several slabs , stair treads have shifted or cracked causing unsafe conditions due to tripping hazards. The handrails on the front entrance are not code compliant. Refer to photo's A-128, A-129, A-130, A-131, A-133

*Recommendation: Many areas should be repaired or replaced with new concrete. The existing slate stair treads should be replaced. Handrails to be replaced with code compliant handrails*

**Parking (Rear)**

The parking are is in rear of Building and is limited. It is bituminous pave and is in poor condition. Refer to photo A-135

*Recommendation: It is recommended to re-pave the entire parking area.*

**Exterior Mechanical Room**

The exterior mechanical room is in fair condition. Roof appears to be in good condition.

*Recommendation: None*

**CODE / ACCESSIBILITY**

**Exterior Accessible Route:**

The existing building currently has a ADA accessible route which is located on the basement floor level in rear of building.

**ADA Toilet Room**

The second floor contains the only ADA accessible toilet room. Floors 1 and 3 and 4 are required to utilize elevator to gain access.

**Existing Building Code**

Based on 2015 International Building Code (IEBC) the Classification of Work described within this assessment is an Alteration – Level 1.

**CITY OF SCRANTON  
MUNICIPAL BUILDING ASSESSMENT**

**MUNICIPAL BUILDING – 340 NORTH WASHINGTON AVENUE, SCRANTON PA 18503**

**MECHANICAL OVERVIEW**

**MECHANICAL OBSERVATIONS:**

**HEATING/COOLING SYSTEM:**

Chronology of Systems: The Scranton City Hall Building (52,660 square feet) was originally heated with perimeter steam radiators. The heating source was provided by steam purchased from the city (city steam). Air conditioning was added to this building in 1977 using a chilled water system with indoor chiller and open cooling tower. In 2006, this was changed to a 2-pipe changeover system and the city steam system was partially removed and partially abandoned in place.

The current HVAC system is a 2-pipe changeover system with Siemens Apogee DDC controls. Chilled water is provided by (1) air cooled Carrier chiller with split indoor evaporator and outdoor condenser, both installed in 2006. Heating hot water is provided by (2) gas fired Patterson-Kelley Mach aluminum hot water boilers installed in 2006. Each boiler has a primary pump to maintain minimum flow. The chiller does not have a primary pump.

Given the age of the natural gas service and the lack of concrete pads for boilers on the 1977 architectural drawings, it appears that the building utilized city steam until 2006 and chilled water system was converted to a two-pipe changeover system in 2006.

The 2-pipe changeover piping loop is a combination of threaded steel and soldered copper piping. Generally, any piping above 2" in size is steel and the smaller diameter piping is copper. There are no active leaks in the 2-pipe changeover system in the subbasement/crawl space, but other areas are likely leaking or have excessive condensation on the piping exterior (Refer to photos M-01, M-02, M-03, M-04, and M-05.). There is one active leak in a pipe fitting off the top of the main 5" hydronic pipe next to the chiller which needs to be repaired (Refer to photo M-06.). It is recommended that all threaded and gasketed seals at this fitting connection be checked for leaks and addressed as soon as possible.

It is recommended that all 2-pipe changeover system piping be properly labelled with decals and flow arrows for future troubleshooting by Building Maintenance and mechanical contractors working for the building owner.

There is also evidence of mold due to pipe leaks (or excessive moisture/condensation on the outside of pipes) on ceiling tiles in several rooms (Refer to photos M-07, M-08, M-09, M-10, and M-11.). There is also condensation on the housing/chassis of fan coil unit FC-21A in the main

entry vestibule. This is likely due to the overall high relative humidity in the building but may be an issue with pipe/coil condensation or a small coil leak inside the unit.

#### **MECHANICAL ROOM:**

There is still existing abandoned city steam piping in the mechanical room and crawl spaces, but it is dead (inactive). The building was on city steam and contained cast iron radiators, but that was prior to the 1977 renovation by the A/E firm Bellante and Clauss.

The existing hot water unit heater in the mechanical room is not functioning. It is recommended that this unit either be repaired or replaced to heat the mechanical room. Currently, there is enough heat loss through the boiler jackets to keep the mechanical room comfortable, but this should not be relied upon.

#### **VENTILATION:**

The building is ventilated via wall louvers. The location of every wall outdoor air louver for the basement up to 3<sup>rd</sup> floor is below window sashes (built-into the window frame). In certain areas, the operable damper in the louver is painted shut or blocked off with insulation and/or tape (refer to photo M-14). In certain locations, the louver is blocked off on the outside with aluminum sheetmetal painted to match the window/louver frame. The fourth floor is ventilated by ducted OA louvers between the clerestory windows above the roof and center atrium. Non-ducted louvers in the clerestory windows at the roof are the path for relief air through the building (Refer to photo M-13.). There is currently no functioning outside air (ventilation air) to the basement. Also, there is no working exhaust fan in the basement.

#### **CONTROLS:**

Siemens Apogee DDC controls: The building is controlled by a DDC head end controller which is accessible remotely via the internet for monitoring and changing of room temperature setpoints. None of the HVAC units in the building utilize outdoor air economizer due to the small size of each individual unit and outdoor air louver under each window. Also, the total capacity of the chiller in the building (1,260,000 Btu/hr) makes the cooling system exempt from needing air or water economizers per the 2015 International Energy Conservation Code Section 403.3. The hot water temperature from each boiler is reset based on outdoor air temperature. The 2-pipe changeover system circulating water pumps run at constant speed all year-round. The coils in all air handling units and unit ventilators run "wild" with constant flow and utilize face and bypass dampers for control of discharge air temperature. All fan coil units utilize 3-way valves which are normally closed.

Recommendations: Given the age of the equipment (approximately 13 years), it is recommended that the operation of all valves, face and bypass dampers, and fans be checked for proper operation to prevent coil freeze-ups in the future.

In the past, the rooms on the upper floors of this building have been overheating (even in winter months). It is also recommended that the outdoor airflows and coil water flows be checked by a

balancing contractor (against the values in the charts at the end of this report) to verify that each piece of equipment is providing the correct heating and cooling capacity to each room. Also, all air filters should be checked and replaced as required to ensure proper airflow at the unit.

**MECHANICAL OBSERVATIONS (BY DEPARTMENT)**

• **FOURTH FLOOR**

**Law Department**

The Law department is served by a smaller existing ducted indoor air handling unit (AC-11) above the ceiling. This area contains abandoned steam piping and the steam pipe insulation is falling apart and needs to be removed. It is recommended that all exposed and concealed steam piping and insulation in this area be removed and that all holes be patched to match surrounding surfaces.

The corner City Solicitor's Office is served by 2-pipe fan coil unit FC-58. The Siemens temperature sensor in the corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

**Purchasing Department**

The Purchasing Department is fed by a larger existing ducted indoor air handling unit (AH-3) above the ceiling. The Business Administration office next door is also fed by the same air handling unit because both of these departments are open to each other and are essentially one large HVAC zone/space.

**Business Administration**

The Business Administration office is fed by a larger existing ducted indoor air handling unit (AH-3) above the ceiling. The Purchasing Department next door is also fed by the same air handling unit because both of these departments are open to each other and are essentially one large HVAC zone/space.

This area contains abandoned steam piping and the steam pipe insulation is falling apart and needs to be removed. It is recommended that all exposed and concealed steam piping and insulation in this area should be removed and that all wall/floor penetration holes be patched to match surrounding surfaces.

It was noted that the occupants of this space feel like the air from the ceiling diffusers is "dumping" on them all year round. It is recommended that the diffuser type, placement, and sizing be reviewed and revised for the airflow and ceiling height to correct this issue. It is also recommended that the supply air temperature from the diffusers be measured in heating and cooling modes to verify proper operation of the water coil and control valve inside the air

handling unit. All air filters should be checked and replaced as required to ensure proper airflow at the unit.

The corner Director's Office is served by 2-pipe fan coil unit FC-62. The Siemens temperature sensor in the corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

#### **Permits / Licensing and Inspections**

The Purchasing Department is fed by a larger existing ducted indoor air handling unit (AH-2) above the ceiling.

The corner City Director's Office is served by 2-pipe fan coil unit FC-56. The Siemens temperature sensor in the corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

There is evidence on the ceiling tiles of an HVAC pipe leak above the ceiling. The insulation and valves near the pipe riser have moisture on them. The source of the leak should be investigated and addressed. The leak is most likely in the smaller diameter copper HVAC piping feeding AH-2. It is also possible that the "leak" is actually condensation on the pipe exterior from high humidity levels in the air and missing insulation.

#### **Planning and Zoning**

The Planning and Zoning department is served by a smaller existing ducted indoor horizontal unit ventilator (AC-10) above the ceiling.

It was noted that the occupants of this space feel like the air from the ceiling diffusers is "dumping" on them all year round. It is recommended that the diffuser type, placement, and sizing be reviewed and revised for the airflow and ceiling height to correct this issue. It is also recommended that the supply air temperature from the diffusers be measured in heating and cooling modes to verify proper operation of the water coil and control valve inside the air handling unit. All air filters should be checked and replaced as required to ensure proper airflow at the unit.

There is evidence on the ceiling tiles of an HVAC pipe leak above the ceiling. The source of the leak should be investigated and addressed. The leak is most likely in the smaller diameter copper HVAC piping feeding AC-10. It is also possible that the "leak" is actually condensation on the pipe exterior from high humidity levels in the air and missing insulation.

- **THIRD FLOOR**

### **Civil Service**

Mold was observed on the ceiling tiles in the Director of Civil Service Office. This room is fed by fan coil unit FC-45. It is recommended that an air quality test (performed by an industrial hygienist) in this room and all surrounding rooms be performed to assess the situation.

### **Human Resources**

This department is fed by unit ventilators AC-9 and AC-10. The corner office is fed by fan coil unit FC-54. There is evidence on the ceiling tiles of an HVAC pipe leak above the ceiling. The source of the leak should be investigated and addressed. It is also possible that the "leak" is actually condensation on the pipe exterior from high humidity levels in the air and missing insulation.

### **IT Department**

This department is fed by fan coil units FC-52 and FC-53. The corner office is served by 2-pipe fan coil unit FC-56. The Siemens temperature sensor in the corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

### **Breakroom**

This room is fed by fan coil unit FC-44. FC-44 is likely undersized for heating. There is a plug-in electric unit heater on the sill in that room and a note advising staff to keep the door closed to keep heat from escaping in the winter months and making the room uncomfortable. The heating airflow and water flow of fan coil FC-44 should be checked by a balancing contractor against the CFM's and GPM's at the end of this report to ensure the unit is working at full capacity.

### **Second Level Seating Area – Council Chambers**

This room is served by air handling unit AH-4.

### **Second Level Seating Area – Governor's Room**

This room is served by ducted unit ventilator AC-7.

- **SECOND FLOOR**

### **Governor's Room**

This room is served by ducted unit ventilator AC-7. There is no outside air ducted to AC-7. Outside air is meant to be provided by the operable window panels or sashes at the top and/or bottom of each stained glass window.

### **City Controller**



The open office area is served by wall mounted unit ventilator AC-13. Two interior-zone private offices are served by ducted above-ceiling fan coil units FC-40 and FC-41. The exterior zone private office is served by wall mounted fan coil unit FC-42.

The corner office (City Controller's Office) is served by fan coil unit FC-43. The Siemens temperature sensor in this corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

#### **City Council / Clerk**

The open offices are served by wall mounted fan coil units FC-38 and FC-39. The corner office (City Clerk's Office) is served by fan coil unit FC-37. The Siemens temperature sensor in this corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

#### **Council Chambers**

This room is served by air handling unit AH-4. There is no outside air ducted to AH-4. Outside air is meant to be provided by the operable window panels or sashes at the top and/or bottom of each stained glass window.

#### **IT Storage**

This room is served by a 3-ton Mitsubishi DX split system (for cooling of IT equipment) and also by fan coil unit FC-36.

- **FIRST FLOOR**

#### **Mayor**

The Mayor's Office is served by wall mounted unit ventilator AC-14A.

#### **City Treasurer**

The open office area is served by unit ventilator AC-3. The private office is served by fan coil unit FC-17. The corner City Treasury Director's Office is served by fan coil unit FC-16. The Siemens temperature sensor in this corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

#### **Office of Economic and Community Development**

The open office area is served by fan coil unit FC-29 and unit ventilator AC-4. The corner OECD Director's Office is served by fan coil unit FC-28. The Siemens temperature sensor in this corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

## **Sewer Authority**

This area is now part of the OECD department. It is served by fan coil unit FC-47 and unit ventilator AC-6. The corner office is served by fan coil unit FC-25.

- **BASEMENT**

## **Building Maintenance**

The maintenance office is served by fan coil unit FC-13.

The file storage area is served by air handling unit AH-1. This room has active pipe leaks. There is evidence of an HVAC pipe leak overhead and mold in the room. The insulation and valves near AH-1 have moisture on them. The source of the leak should be investigated and addressed.

Right outside of the Basement Men's Toilet room, there is evidence on the ceiling tiles of an HVAC pipe leak above the ceiling. The insulation and valves above the ceiling have moisture on them. The source of the leak should be investigated and addressed.

NOTE: It is also possible that the "leaks" are actually condensation on the pipe exterior from high humidity levels in the air and missing insulation.

## **Police Storage**

The Police Ammo Rooms are served by fan coil units FC-11 and FC-12.

## **Museum**

The basement civil war museum is served by fan coil units FC-5, FC-5A, and FC-6, and unit ventilator AC-1.

There is evidence on the ceiling tiles of an HVAC pipe leak above the ceiling. The insulation and valves near the pipe riser have moisture on them. The source of the leak should be investigated and addressed. The leak is most likely in the HVAC piping from the 2-pipe changeover system loop. It is also possible that the "leak" is actually condensation on the pipe exterior from high humidity levels in the air and missing insulation.

## **Sons of Civil War Meeting Room**

The basement Sons of Civil War Meeting Rooms are served by fan coil units FC-14 and FC-15 and unit ventilator AC-2.

There is evidence on the ceiling tiles of an HVAC pipe leak above the ceiling. The insulation and valves near the pipe riser have moisture on them. The source of the leak should be investigated and addressed. The leak is most likely in the HVAC piping from the 2-pipe changeover system loop. It is also possible that the "leak" is actually condensation on the pipe exterior from high humidity levels in the air and missing insulation.

• 2-PIPE (HEATING HOT WATER/CHILLED WATER) CHANGEOVER SYSTEM DEFICIENCIES OBSERVED

1. The following (12) fan coil units are not piped (not connected to the 2-pipe changeover system and therefore not functional):
  - FC-7
  - FC-10
  - FC-27
  - FC-33
  - FC-34
  - FC-35
  - FC-47
  - FC-48
  - FC-49
  - FC-60
  - FC-61
  - FC-63
2. The following (4) fan coil are missing (these units were likely reused/relocated to replace other fan coil units in the building which stopped functioning or had the coil freeze and burst):
  - FC-22
  - FC-26
  - FC-57
  - FC-59
3. There is generally low airflow on all air handling units, unit ventilators, and fan coils units likely due to loaded air filters. Quarterly filter inspections and change outs are recommended.

**Mechanical Recommendations**

The majority of the HVAC systems and controls (installed in 2006) throughout the building are in working condition, however quarterly equipment inspections are recommended. It is recommended that all piping in the building be analyzed for leaks, corrosion, proper water quality, structural integrity, and useful remaining life.

**Priority Levels (Priority Level 1= highest priority, Priority Level 5 = lowest priority)**

Priority Level 1: The 1977 chilled/hot water piping system is at or past its life expectancy and needs to be replaced (approximately 42 years old). All new piping shall be insulated. High humidity levels in the building air and sections of missing pipe insulation have accelerated pipe deterioration. The steel and copper piping and insulation in the 2-pipe changeover system is corroding on the outside and there may be some scale building-up on the inside of the piping. Monthly water testing and treatment has kept the water loop PH well within the range recommended by the aluminum boiler manufacturer. High building air humidity levels have caused condensation on the exterior of the piping (in chilled water mode). The insulation has been absorbing moisture like a sponge and held the moisture right up against the exterior of the piping for prolonged periods of time (not giving the pipe surface a chance to dry out). This has accelerated the rust, pitting, and general deterioration of the steel piping.

Priority Level 3: The basement air handling unit (AH-1) has no outside air. The basement exhaust fans (at least 3) are not functioning. As renovations are done in this area, it is recommended that outside air be ducted to AH-1 and the exhaust fans be replaced. The outdoor airflow must be balanced with the exhaust airflow.

Priority Level 3: High humidity in the building air is leading to mold and odors in areas such as the Civil Service Director's Office and the basement. It is recommended that a building load calculation be performed and checked against the equipment capacities at the end of this report. Insufficient moisture removal from the air at the cooling coils could be contributing to these moisture issues.

Priority Level 3: The electrical closet on first floor overheats. The existing portable A/C unit in the room dumps warm air to the corridor which is relieved at the top of the atrium by stack/chimney effect. It is recommended that a 1.5 ton cooling-only Mitsubishi wall mounted split system be added to this room with condensate drained to a proper location.

Priority Level 3: When renovations are done in the future and the sub-basement electrical room is closed in with walls and doors, it is recommended that the electrical switchgear room be provided with a 3-ton cooling-only Mitsubishi wall-mounted split system with condensate drained to a proper location.

Priority Level 3: The exhaust fans serving the following rooms do not work and need to be replaced. Also, the exhaust ductwork needs to be inspected for continuity and air leaks:

- 3<sup>rd</sup> floor Women's Toilet; the exhaust in this room is not functioning
- 2<sup>nd</sup> floor Men's Toilet; the exhaust in this room is not functioning

Priority Level 5: It is recommended that the two-pipe fan coil units which are not piped (refer to status charts in this report) be piped into the 2-pipe changeover loop. Most toilet rooms are currently heated by electric unit heaters in the ceiling.

Priority Level 5: It is recommended that all remaining 2-pipe changeover loop piping in the basement be labelled with decals and flow arrows in the sub-basement as "supply" and "return".

Priority Level 5: The following rooms have no HVAC air and/or exhaust air and it is recommended that it be added as renovations are done in these areas: stair towers, main corridors

(on every level), certain storage rooms, certain toilet rooms, certain janitor's closets, and the main boiler/chiller mechanical room. The toilet rooms and janitor's closets which have no HVAC are a piping issue (the equipment exists; refer to status chart at the end of this section). When work is anticipated in the future in these rooms, it is recommended that this be added to meet the 2015 International Mechanical Code.

Priority Level 5: Ductwork cleaning is recommended every 5 years. The ductwork in this facility was installed in 2006 and never cleaned. As renovation work is done in the basement, second floor, and fourth floor, ductwork cleaning of all supply air, return air, and outdoor air ductwork is recommended.

Priority Level 5: All existing Trion Air Cleaning System components should be removed as renovations are completed. This system was for air cleaning for building occupants who were smokers, but the system is no longer active or needed (Refer to photo M-011.).

Priority Level 5: Label each air handling unit, unit ventilator, and fan coil unit with the equipment tags shown in this report for proper operation and maintenance. It is also recommended that a color-coded HVAC zoning plan be created and kept in the maintenance office (both electronic and hard copies).

The ventilation system does not provide the proper amount of ventilation to each occupied zone. For example, the air handling unit located in the basement (AH-1) does not bring in any outside air. Also, the outdoor air louver below the window in the Second Floor Women's Toilet room is blocked off. The operable windows in the Second Floor City Council Room and Governor's Room are too fragile to open. The ventilation system should be revised and sized to meet the current building code requirements.

The existing two-pipe change over system is hard to control and leaves the building users uncomfortable, especially in the "swing months" between heating and cooling season. All of the fan coils, unit ventilators, and air handling units have to be in the heating or cooling mode. Certain zones may require cooling while others still require heating. The two circulating water pumps are constant speed and all coils run "wild" all year round, which is not energy efficient. The chiller, circulating pumps, and the boilers are in good working condition, but they are 13 years old and equipment inspection and service is recommended. The chiller useful life is approximately 20 years. The boilers' useful life is approximately 25 years. The pumps' useful life is 20 years for the floor mounted secondary pumps and 10 years for the pipe-mounted primary pumps. All AH, AC, and FC units in each room are 13 years old. Life expectancy of these units is 15-20 years. The 3-ton split system in the main server room is 2 years old and in good working condition; life expectancy is 15 years.

### Code Analysis

The HVAC system does not meet the current ventilation code requirements. The ventilation code requires set amounts of outside air based on number of occupants, which is typically verified by a testing and balancing report by a NEBB certified testing and balancing contractor. Outdoor air is supplied via window louvers, supplied to the rooms, and transferred to the main corridor via louvers over or in the doors. The current building codes do not allow the corridor to be used as a relief air plenum without fire separation. The main corridor is the main means of egress and needs to be fire rated. The transfer air louver openings need to be protected with fire dampers.

# HIGHLAND ASSOCIATES

- HVAC UNIT INVENTORY AND STATUS CHARTS (NOTE: UNITS WHICH HAVE EITHER "NO HEATING COIL" OR "NO COOLING COIL" ARE USING ONE COIL FOR BOTH HEATING AND COOLING MODE).

AIR HANDLING UNITS									
TAG	LOCATION	CFM	MIN OA	H.P.	VOLT PHASE	GPM	FLN	DROP	STATUS
AH-1	BASEMENT	1500	660	1	208 - 3PH	9	1	2	OPERATIONAL
AH-2	4TH FLR	2140	321	1	208 - 3PH	11	3	14	OPERATIONAL
AH-3	4TH FLR	2460	370	1 1/2	208 - 3PH	13.2	3	15	OPERATIONAL
AH-4	2ND FLR	1800	750	1	208 - 3PH	15.8	2	19	OPERATIONAL

UNIT VENTILATORS									
TAG	LOCATION	CFM	MIN OA	H.P.	VOLT PHASE	GPM	FLN	DROP	STATUS
AC-1	BASEMENT	1250	500	1/4	120-1PH	8.5	1	12	OPERATIONAL
AC-2	BASEMENT	1500	600	1/4	120-1PH	10	1	19	OPERATIONAL
AC-3	1ST FLR	1250	188	1/4	120-1PH	6.3	1	23	OPERATIONAL
AC-4	1ST FLR	1000	150	1/6	120-1PH	4.4	1	29	OPERATIONAL
AC-5	1ST FLR	1250	188	1/4	120-1PH	5.8	2	2	OPERATIONAL
AC-6	1ST FLR	1000	150	1/6	120-1PH	4.7	2	3	OPERATIONAL
AC-7	2ND FLR	1500	226	1/2	208-3PH	6.5			OPERATIONAL
AC-8	3RD FLR	1250	188	1/4	120-1PH	5.8	3	13	OPERATIONAL
AC-9	3RD FLR	1000	150	1/6	120-1PH	4.7	3	12	OPERATIONAL
AC-10	4TH FLR	1250	188	1/4	208-3PH	6.1	3	23	OPERATIONAL
AC-11	4TH FLR	1250	188	1/4	208-3PH	6.8	3	24	OPERATIONAL
AC-12	1ST FLR	750	150	1/6	120-1PH	4.4	2	12	OPERATIONAL
AC-13	2ND FLR	1500	225	1/4	120-1PH	8	2	13	OPERATIONAL
AC-14	1ST FLR	750	150	1/6	120-1PH	3.3	2	8	OPERATIONAL

# HIGHLAND ASSOCIATES

FAN COIL UNITS										
TAG	LOCATION	CFM	MIN OA	H.P.	VOLT PHASE	GPM	PANEL	FLN	DROP	STATUS
FC-1	BASEMENT	600	150	1/20	120- 1PH	3.2		1	7	OPERATIONAL
FC-2	BASEMENT	300	75	1/30	120- 1PH	1.9		1	8	OPERATIONAL
FC-3	BASEMENT	600	150	1/20	120- 1PH	3.5		1	9	OPERATIONAL
FC-4	BASEMENT	400	180	1/30	120- 1PH	3.4		1	10	OPERATIONAL, NO COOLING COIL
FC-5	BASEMENT	200	50	1/60	120- 1PH	1		1	11	OPERATIONAL
FC-6	BASEMENT	400	100	1/30	120- 1PH	2.3		1	13	OPERATIONAL
FC-7	BASEMENT (MEN'S TOILET)	165	---	95 WATTS	120- 1PH	0.5		1	14	NOT PIPED, NO COOLING COIL
FC-8	BASEMENT	165	---	95 WATTS	120- 1PH	0.5		1	6	OPERATIONAL, NO COOLING COIL
FC-9	BASEMENT	300	---	1/30	120- 1PH	2		1	5	OPERATIONAL
FC-10	BASEMENT (LOBBY)	400	---	1/30	120- 1PH	1		1	15	NOT PIPED
FC-11	BASEMENT	325	---	187 WATTS	120- 1PH	1		1	3	OPERATIONAL, NO COOLING COIL
FC-12	BASEMENT	165	---	95 WATTS	120- 1PH	5		1	4	OPERATIONAL, NO COOLING COIL
FC-13	BASEMENT	200	50	1/60	120- 1PH	1.3		1	1	OPERATIONAL
FC-14	BASEMENT	800	---	1/12	120- 1PH	2.9		1	20	OPERATIONAL, NO HEATING COIL
FC-15	BASEMENT	800	200	1/12	120- 1PH	4.3		1	18	OPERATIONAL
FC-16	1ST FLR	600	150	1/20	120- 1PH	3.2		1	24	OPERATIONAL
FC-17	1ST FLR	400	100	1/30	120- 1PH	2.4		1	22	OPERATIONAL
FC-18	1ST FLR	600	---	1/20	120- 1PH	3.4		2	7	OPERATIONAL, NO HEATING COIL
FC-19	1ST FLR	400	100	1/30	120-	2.3		1	21	OPERATIONAL

# HIGHLAND

ASSOCIATES

					1PH					
FC-20	2ND FLR	600	---	1/20	120-1PH	1.5		2		OPERATIONAL
FC-21, FC-21A	1ST FLR (VESTIBULE)	165	---	95 WATTS	120-1PH	0.5		1	25	OPERATIONAL, NO COOLING COIL
FC-22	1ST FLR	600	---	1/20	120-1PH	2		2	1	MISSING
FC-23	1ST FLR	325	---	187 WATTS	120-1PH	0.75		2	6	OPERATIONAL, NO COOLING COIL
FC-24	BASEMENT	325	---	187 WATTS	120-1PH	3		1	17	OPERATIONAL, NO COOLING COIL
FC-25	1ST FLR	800	200	1/12	120-1PH	4.3		2	4	OPERATIONAL
FC-26	1ST FLR (UNDER STAIRS)	800	200	1/12	120-1PH	8.7		1	26	MISSING
FC-27	1ST FLR (WOMEN'S TOILET)	800	200	1/12	120-1PH	8.7		2	5	NOT PIPED, NO COOLING COIL
FC-28	1ST FLR	1000	250	1/8	120-1PH	5.6		1	27	OPERATIONAL
FC-29	1ST FLR	600	---	1/20	120-1PH	2.8		1	29	OPERATIONAL
FC-30	2ND FLR	600	150	1/20	120-1PH	3.2		2	20	OPERATIONAL
FC-31	2ND FLR	400	100	1/30	120-1PH	2.3		2	18	OPERATIONAL
FC-32	2ND FLR	400	100	1/30	120-1PH	8.5		2	21	OPERATIONAL
FC-33	2ND FLR (WOMEN'S LOUNGE)	165	---	95 WATTS	120-1PH	0.5		2	17	NOT PIPED, NO COOLING COIL
FC-34	2ND FLR (WOMEN'S TOILET)	165	---	95 WATTS	120-1PH	0.5		2	16	NOT PIPED, NO COOLING COIL
FC-35	2ND FLR (MEN'S TOILET)	165	---	95 WATTS	120-1PH	0.5		2	15	NOT PIPED, NO COOLING COIL
FC-36	2ND FLR	400	100	1/30	120-1PH	2.5		2	22	OPERATIONAL
FC-37	2ND FLR	1000	250	1/8	120-1PH	5.6		2	23	OPERATIONAL, NO COOLING COIL
FC-38	2ND FLR	1000	250	1/8	120-1PH	5.8		2	24	OPERATIONAL, NO HEATING COIL
FC-39	2ND FLR	1000	250	1/8	120-1PH	5.8		2	25	OPERATIONAL, NO COOLING COIL
FC-40	2ND FLR	200	---	1/60	120-1PH	0.4		2	10	OPERATIONAL, NO HEATING COIL



# HIGHLAND ASSOCIATES

FC-41	2ND FLR	200	---	1/60	120-1PH	0.4		2	11	OPERATIONAL, NO HEATING COIL
FC-42	2ND FLR	300	75	1/30	120-1PH	1.8		2	12	OPERATIONAL
FC-43	2ND FLR	800	200	1/12	120-1PH	4.3		2	14	OPERATIONAL
FC-44	3RD FLR	600	150	1/20	120-1PH	3.2		3	6	OPERATIONAL
FC-45	3RD FLR	400	100	1/30	120-1PH	2.3		3	7	OPERATIONAL
FC-46	3RD FLR	400	100	1/30	120-1PH	2.4		3	5	OPERATIONAL
FC-47	3RD FLR (JANITOR'S CLOSET)	165	---	95 WATTS	120-1PH	0.5		3	8	NOT PIPED, NO COOLING COIL
FC-48	3RD FLR (WOMEN'S TOILET)	165	---	95 WATTS	120-1PH	0.5		3	9	NOT PIPED, NO COOLING COIL
FC-49	3RD FLR (MEN'S TOILET)	165	---	95 WATTS	120-1PH	0.5		3	10	NOT PIPED, NO COOLING COIL
FC-50	3RD FLR	400	100	1/30	120-1PH	2.5		3	4	OPERATIONAL
FC-51	3RD FLR	1000	250	1/30	120-1PH	5.6		3	3	OPERATIONAL
FC-52	3RD FLR	1000	250	1/8	120-1PH	5.8		3	2	OPERATIONAL
FC-53	3RD FLR	1000	250	1/8	120-1PH	5.8		3	1	OPERATIONAL, NO COOLING COIL
FC-54	3RD FLR	800	100	1/8	120-1PH	4.3		3	11	OPERATIONAL, NO HEATING COIL
FC-55	4TH FLR	600	---	1/12	120-1PH	2.5		3	21	OPERATIONAL
FC-56	4TH FLR	400	---	1/20	120-1PH	1.9		3	20	OPERATIONAL, NO HEATING COIL
FC-57	4TH FLR	600	---	1/30	120-1PH	2.5		3	22	MISSING
FC-58	4TH FLR	1000	250	1/8	120-1PH	5.8		3	25	OPERATIONAL, NO COOLING COIL
FC-59	4TH FLR (JANITOR'S ROOM)	165	---	95 WATTS	120-1PH	0.5		3	19	MISSING
FC-60	4TH FLR (MEN'S TOILET)	165	---	95 WATTS	120-1PH	0.5		3	18	NOT PIPED, NO COOLING COIL
FC-61	4TH FLR (WOMEN'S TOILET)	165	---	95 WATTS	120-1PH	0.5		3	17	NOT PIPED, NO COOLING COIL

# HIGHLAND

ASSOCIATES

FC-62	4TH FLR	800	---	1/12	120-1PH	3		3	16	OPERATIONAL
FC-63	BASEMENT (ALLEY ROOM MECHANICAL)	325	---	187 WATTS	120-1PH	0.5		1	16	NOT PIPED, NO COOLING COIL

**CITY OF SCRANTON  
MUNICIPAL BUILDING ASSESSMENT**

**MUNICIPAL BUILDING – 340 NORTH WASHINGTON AVENUE, SCRANTON PA 18503**

**PLUMBING OVERVIEW**

**PLUMBING OBSERVATIONS:**

**INCOMING SERVICE:**

The incoming water service is a 6" combination (domestic water and fire standpipe) service. The service enters the Sub Basement Boiler Room and is immediately protected by dual 4" double check backflow preventers (Refer to photo P-001). The piping then wyes back together and feeds (as a 6") the water utility meter; and the 6" fire standpipes and the 3" domestic water supply to the remainder of the building. The domestic water feeds the boiler, the domestic water heater, and the toilet rooms / janitor's closets on each of the floors. The 6" fire service feeds the 6" standpipe in each of the two fire stairs (Refer to photo P-002). The standpipes have a 1-1/2" hose connection and a 2-1/2" hose connection on each floor landing in the stair towers. The incoming combination water service enters the site from N. Washington Avenue.

The building is unsprinklered.

The Sub Basement Boiler Room also has a simplex sump pump installed to handle the drains in this space only (Refer to photo P-003).

**PLUMBING FIXTURES:**

All plumbing fixtures, with the exception of the Second Floor, are late 1970s vintage. The fixtures consist of wall hung water closets (with one in most toilet rooms mounted at 1970s handicapped height), wall hung urinals (with no attempt at handicapped mounting), drop-in china lavatories (with no handicapped provisions), wall hung electric water coolers (again not handicapped accessible and old enough to potentially have solder with some lead content), and either wall hung or floor mounted janitor's sinks (Refer to photos P-004, P-005, P-006, P-007, P-008 and P-009). The Second Floor toilet rooms have been renovated within the last ten years to provide ADA toilet rooms. These renovations consisted of replacing all of the fixtures in each toilet room with one wall hung waster closet and one wall hung lavatory, each mounted at ADA height (Refer to photos P-010 and P-011).

The trap and supply insulation required for ADA lavatories is currently not installed on any of the lavatories in the Basement, First Floor, Third Floor, or Fourth Floor toilet rooms. In the Second Floor "ADA" toilet rooms, only the trap and tailpiece is insulated. Highland Associates recommends that the supplies, tailpieces, and traps be insulated on ALL lavatories throughout the building.

#### **WATER HEATERS:**

The domestic water heater is a Ruud Model PE-80-2, 80 gallon, 208 volt, single phase, 4,500 watt unit that was installed on March 20, 2007 (Refer to photo P-012). The unit is 11 years old and generally 10 to 15 years is the life expectancy of this type of water heater. The piping connections to the heater (copper) are showing signs of corrosion.

There is a second electric water heater located in the crawl space of the Sub Basement that is out of service and is very corroded. It appears to still be connected to the piping system (Refer to photo P-013). Due to the potential for the tank of this heater to fail, Highland Associates recommends that this unit be disconnected, the hot and cold water piping be by-passed around the heater, the unit be drained, and the power be disconnected.

#### **PIPING:**

The domestic water piping system appears to have been replaced entirely during the 1977 – 1980 renovations that constructed the current toilet rooms within the building. The piping that is visible appears to be copper with soldered joints or lined ductile iron with flanged joints. Visible valves are gate-type or O.S. & Y. type. The piping appears to have fiberglass insulation and fittings installed. Although no galvanized pipe or fittings were visible in the domestic water piping systems, the age of this building would indicate that there is the potential for areas of galvanized pipe and fittings to remain in the system. Due to the nature and age of this building, Highland Associates recommends that the City hire a testing agency to perform water testing, throughout the building, for contaminants including, but not limited to lead, iron, sediment, etc. Although water filtering may be recommended as a result of the water testing, there is no way to know what type, if any, filters will be required and therefore what the estimated costs could be.

Sanitary and vent piping within the building is largely hub and spigot cast iron the lead and oakum joints. There are limited areas of PVC Schedule 40 pipe and fittings that have been installed where repairs or additions have been made to the system.

The fire service piping is black steel with flanged, welded, or grooved type joints.

The 3" natural gas service is black steel and enters the Sub Basement Boiler Room from above grade and serves only the two heating boilers within this room. The boilers and natural gas piping were installed in 2006 and corresponds to the abandonment of the Scranton Steam Heat System. The gas service and meter/regulator were installed by the gas utility company at this time. The gas service enters the site from N. Washington Avenue (Refer to photo P-014).

As part of the routine facility maintenance and /or minor alterations of departments, pipe, fittings and insulation will require repair or replacement. In an effort to provide some way of accounting for the replacements / repairs, an allowance is included in the estimated expenses.

**PLUMBING OBSERVATIONS (BY DEPARTMENT)**

• **FOURTH FLOOR**

**Law Department**

There is currently no Plumbing fixtures or piping installed in this area.

**Purchasing Department**

There is currently no Plumbing fixtures or piping installed in this area.

**Business Administration**

There is currently no Plumbing fixtures or piping installed in this area.

**Permits / Licensing and Inspections**

There is currently no Plumbing fixtures or piping installed in this area.

**Planning and Zoning**

There is currently no Plumbing fixtures or piping installed in this area.

• **THIRD FLOOR**

**Civil Service**

There is currently no Plumbing fixtures or piping installed in this area.

**Human Resources**

There is currently no Plumbing fixtures or piping installed in this area.

**IT Department**

There is currently no Plumbing fixtures or piping installed in this area.

**Breakroom**

There is currently no Plumbing fixtures or piping installed in this area.

**Second Level Seating Area – Council Chambers**

There is currently no Plumbing fixtures or piping installed in this area.

**Second Level Seating Area – Governor’s Room**

There is currently no Plumbing fixtures or piping installed in this area.

- **SECOND FLOOR**

**Governor's Room**

There is currently no Plumbing fixtures or piping installed in this area.

**City Controller**

There is currently no Plumbing fixtures or piping installed in this area.

**City Council / Clerk**

There is currently no Plumbing fixtures or piping installed in this area.

**Council Chambers**

There is currently no Plumbing fixtures or piping installed in this area.

**IT Storage**

There is currently no Plumbing fixtures or piping installed in this area.

- **FIRST FLOOR**

**Mayor**

There is currently no Plumbing fixtures or piping installed in this area.

**City Treasurer**

There is currently no Plumbing fixtures or piping installed in this area.

**Office of Economic and Community Development**

There is currently no Plumbing fixtures or piping installed in this area.

**Sewer Authority**

There is currently no Plumbing fixtures or piping installed in this area.

- **BASEMENT**

**Building Maintenance**

There is currently no Plumbing fixtures or piping installed in this area.

**Police Storage**

There is currently no Plumbing fixtures or piping installed in this area.

**Museum**

There is currently no Plumbing fixtures or piping installed in this area.

**Sons of Civil War Meeting Room**

There is currently no Plumbing fixtures or piping installed in this area.

**CITY OF SCRANTON  
MUNICIPAL BUILDING ASSESSMENT**

**MUNICIPAL BUILDING - 340 NORTH MAIN AVENUE, SCRANTON PA 18503**

**ELECTRICAL OVERVIEW**

**ELECTRICAL OBSERVATIONS:**

**INCOMING SERVICE:**

The electric service is provided underground by PPL Electric Utilities and is metered at 120/208 Volts. The service entrance to the building is in the sub-basement and feeds panels through the building. Service is rated at 1600 Amp – 120/208 Volts – 3 Phase – 4 Wire.

The main distribution switchboard is manufactured by General Electric AV-Line. The switchboard is located in an unconditioned space and with dirt floor. The board shows sign of rusting. Due to age of switchboard, replacement parts are difficult to obtain. It appears that the Switchboard's busses have been tapped to accommodate electrical loads. Refer to photos #E-001 & #E-002

Switchboard is recommended to be upgraded to a NEMA 3R type since it is located in an unconditioned environment.

Feeders to panelboards are routed through wireway in basement. Portion of the cover for the wireway is missing. Refer to photo #E-025  
Cover should be replaced on wireway.

Branch distribution panelboards were manufactured by ITE. Name plate data indicates panelboards were manufactured in 1978 and 1979. The expected life cycle of panelboard is 30 years but these panels appear to be in good condition. Refer to photo #E-003

Most panelboards do not have empty breaker space to accommodate future power requirements.

Due to age of panels, replacement parts are difficult to obtain. It is recommended to update panels during next renovation project. It is noted that electric closets do not have space to accommodate additional equipment. Space should be allotted in new renovation plans.

A data/communications hub has been placed in the center of the second floor electric closet. The location of the hub compromises on the NEC's required three foot working clearance.  
Refer to photo #E-020

Infrared testing should be performed on main distribution switchboard, power panels and disconnect switches to insure no loose connections.



Panel feeders shall be tested to assure conductors have not been compromised.

**TELECOMMUNICATION SERVICE:**

The main telephone service is located within the first floor electric room. Refer to photo #E-004

**EMERGENCY POWER:**

Emergency power is obtained by a 20KW-120/208 Volt – 3 Phase natural gas generator serving the fire house which is located across Dix Court. There is a dedicated 30 Amp – 3 Pole circuit breaker within the fire house's emergency distribution panel serving City Hall.

The generator is activated upon loss of power at the Fire House.

It is recommended that upon loss of power at City Hall a signal be sent to generator for startup.

**EXTERIOR LIGHTING:**

Exterior entrance steps are lit by pole mounted light fixtures. Refer to photo #E-017

Entrance vestibule is lit by surface mounted PAR lamp type fixtures. Refer to photo #E-018

These fixtures are dated and have outlived their life expectancy and should be replaced with new LED type fixtures. The building is listed on the National Register of Historical Places, New fixtures shall of style to preserve the historical look.

**INTERIOR LIGHTING:**

End portions of first floor corridor are lit with pendant mounted direct/indirect lighting fixtures: while the center portion of corridor is lit with wall mounted fluorescent light fixtures. Refer to photo #E-005

Second and third floor corridors are lit by wall mounted direct/indirect linear fluorescent light fixtures. Refer to photos #E-006 & #E-007.

Interior stairs are lit by wall mounted direct/indirect compact fluorescent light fixtures. Refer to Photo #E-008.

Stairs lit by wall mounted fluorescent light fixtures. Refer to Photo #E-009

Office areas are lit by recessed fluorescent light fixtures. Refer to Photos #E010 & #E011

Council chambers and Governor's rooms are lit surface mounted can type fixtures. Refer to Photos #E-012 & #E-013

Restrooms are a combination of recessed LED troffers and LED round downlights controlled by occupancy sensors. Refer to Photos #E-014, #E-015 & #E-016.

**LIGHTING CONTROLS:**

Restrooms – occupancy sensors  
Offices – local switches  
Corridors – local key switches.  
Storage areas – local switches

**EMERGENCY LIGHTING / EGRESS LIGHTING:**

At time of survey; power loss to building could not be simulated. It could not be determined if emergency lighting was adequate for egress paths.

Paths of egress were identified in corridors with use of universal mounted exit signs and battery operated emergency lights. Although at time of last renovation, this was an accepted practice the current codes requires egress signage and lighting in larger offices/departments.

There were indications that batteries were missing or non-operating in several locations. Refer to photo #E-028.

All batteries shall be replaced with new and ensure proper operation.  
Additional exit signs and emergency battery units shall be placed indicating paths of egress in larger office / department areas.

**POWER AND DATA DEVICES:**

Power and data devices throughout the building are old and in need of replacement. Quantities do not meet present day standards to accommodate essential equipment such as computers, faxes, copiers, and other equipment as evidence of numerous extension cords.

**FIRE ALARM SYSTEM:**

The fire alarm control panel is manufactured by Silent Knight. The panel is located in basement of building outside of the old Police Ammo Room. Refer to photo #E019

There is limited smoke detection in the building. The main corridors on each floor are protected with smoke detectors. There are also limited notification devices that are also in the main corridors

Layout does not meet current codes. New fire alarm system shall be installed with detection throughout the entire building. Notification devices (audio and/or visual device) shall also be installed throughout the building.

**SECURITY SYSTEM:**

The building does not have a working security system.

**PAGING SYSTEM:**

The building does not have a paging system.

**GENERAL:**

During walk through there were some receptacles and wireways with missing covers. Refer to Photos #E021, #E022, #E023 & #E024)

Conduit penetrations through rated walls and floors are not properly sealed. (Photo #E026 & #E027)

Light switch and fire alarm pull stations do not meet current ADA height

Covers shall be placed on all open j-boxes and wireways.

All penetrations through fire rated walls and floors shall be properly fire sealed.

**ELECTRICAL OBSERVATIONS (BY DEPARTMENT)**

- **FOURTH FLOOR**

**Law Department**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Purchasing Department**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Business Administration**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

Permits / Licensing and Inspections

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

#### **Planning and Zoning**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

- **THIRD FLOOR**

#### **Civil Service**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

#### **Human Resources**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

#### **IT Department**

Lighting - Recessed fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

#### **Breakroom**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

#### **Second Level Seating Area – Council Chambers**

Lighting – Surface mounted can lights

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Second Level Seating Area – Governor’s Room**

Lighting – Surface mounted can lights

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

- **SECOND FLOOR**

**Governor’s Room**

Lighting – Surface mounted can lights

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**City Controller**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**City Council / Clerk**

Lighting – Surface mounted can lights

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Council Chambers**

Lighting – Surface mounted can lights

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**IT Storage**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

- **FIRST FLOOR**

**Mayor**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**City Treasurer**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Office of Economic and Community Development**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Sewer Authority**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

- **BASEMENT**

**Building Maintenance**

Lighting - Fluorescent light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Police Storage**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Museum**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Sons of Civil War Meeting Room**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project



DEPARTMENT OF LAW

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

March 11, 2019

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

RECEIVED

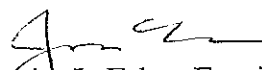
MAR 11 2019

OFFICE OF CITY  
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION FOR A REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP) THROUGH THE COMMONWEALTH OF PENNSYLVANIA'S OFFICE OF THE BUDGET IN THE AMOUNT OF \$5,376,583.00; ACCEPTING AND DISBURSING THE GRANT IF THE APPLICATION IS SUCCESSFUL FOR THE RENOVATION OF THE SCRANTON MUNICIPAL BUILDING.

Respectfully,

  
Jessica L. Eskra, Esquire  
City Solicitor

JLE/sl