

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

1. ROLL CALL
2. READING OF MINUTES
3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS OF DEPARTMENTS AND INTERESTED PARTIES AND CITY CLERK'S NOTES
 - 3.A SINGLE TAX OFFICE CITY FUNDS DISTRIBUTED COMPARISON REPORT 2018-2019 YEAR TO DATE SEPTEMBER 30, 2019.

[Single Tax Office City Funds Distributed September 2018-2019.pdf](#)
 - 3.B TAX ASSESSOR'S RESULTS REPORT FOR HEARING DATE HELD SEPTEMBER 18, 2019.

[Tax Assessor's Results Report for 9-18-19.pdf](#)
 - 3.C BREAKDOWN OF ELIGIBLE SALARIES FOR THE LIQUID FUELS ACCOUNT FOR THE MONTHS OF JULY, AUGUST AND SEPTEMBER 2019.

[Liquid Fuels Acct for July, August, September 2019.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 – ESTABLISHING PERMIT PARKING ON THE EVEN SIDE OF THE 900 BLOCK OF JEFFERSON AVENUE.

[Ordinance-2019 Permit Parking Even Side 900 blk Jefferson Avenue.pdf](#)

5.C FOR INTRODUCTION – A RESOLUTION – AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH BARRY ISETT & ASSOCIATES, INC. FOR THE CITY OF SCRANTON LICENSES AND PERMITS DEPARTMENT SERVICE ASSESSMENT.

[Resolution-2019 Contract with Barry Isett for LIPS Service Assessment.pdf](#)

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

6.A READING BY TITLE - FILE OF THE COUNCIL NO. 74, 2019 - AN ORDINANCE – AMENDING FILE OF THE COUNCIL NO. 44, 2014 AND FILE OF THE COUNCIL NO. 118, 2015, ENTITLED “AN ORDINANCE AUTHORIZING THE MAYOR AND OTHER APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON TO TAKE ALL NECESSARY ACTIONS TO IMPLEMENT THE CONSOLIDATED SUBMISSION FOR COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS TO BE FUNDED UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM AND EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM FOR THE PERIOD BEGINNING JANUARY 1, 2015 AND FOR THE PERIOD BEGINNING JANUARY 1, 2016” BY AMENDING THE 2015 ACTION PLAN AND THE 2016 ACTION PLAN BY UTILIZING SIXTY-THREE THOUSAND EIGHT HUNDRED THIRTY ONE DOLLARS AND SIXTY NINE CENTS (\$63,831.69) FROM THE 2015 ACTION PLAN AND SIXTY-THREE THOUSAND SEVENTY ONE DOLLARS AND TWENTY-ONE CENTS (\$63,071.21) FROM THE 2016 ACTION PLAN IN ORDER TO PROVIDE A TOTAL OF ONE HUNDRED AND TWENTY-SIX THOUSAND NINE HUNDRED AND TWO DOLLARS AND NINETY CENTS (\$126,902.90) UNDER THE HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) TO BUILD A TWO (2) UNIT RENTAL HOUSE FOR LOW INCOME FAMILIES IN THE CITY OF SCRANTON OR TO ACQUIRE AND REHAB TWO (2) VACANT HOUSES IN THE CITY OF SCRANTON FOR LOW INCOME FAMILIES BY AND THROUGH THE SCRANTON LACKAWANNA RESOURCES DEVELOPMENT CORPORATION, A

[Ordinance-2019 Amending 2015 and 2016 Action Plans.pdf](#)

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

- 7.A FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 164, 2019 - AUTHORIZING RE-APPOINTMENT OF TARA MAN SHANKAR, 840 WHEELER AVENUE, SCRANTON, PENNSYLVANIA 18510, AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR AN ADDITIONAL FOUR (4) YEAR TERM EFFECTIVE SEPTEMBER 12, 2019. MR. SHANKAR'S TERM EXPIRED ON OCTOBER 14, 2018, AND WAS HELD OVER UNTIL SEPTEMBER 12, 2019. HIS NEW TERM WILL EXPIRE ON OCTOBER 14, 2022.

[Resolution-2019 Re Appt Tara Man Shankar to Human Relations Commission.pdf](#)

- 7.B FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 165, 2019 - AUTHORIZING RE-APPOINTMENT OF PAUL J. STRUNK, 3 CROSS DRIVE, SCRANTON, PENNSYLVANIA 18505, AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR AN ADDITIONAL FOUR (4) YEAR TERM EFFECTIVE SEPTEMBER 12, 2019. MR. STRUNK'S TERM EXPIRED ON SEPTEMBER 16, 2018, AND WAS HELD OVER UNTIL SEPTEMBER 12, 2019. HIS NEW TERM WILL EXPIRE ON SEPTEMBER 16, 2022.

[Resolution-2019 Re Appt Paul Strunk to Human Relations Commission.pdf](#)

- 7.C FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 166, 2019 - AUTHORIZING RE-APPOINTMENT OF OM TIMSINA, 809 CEDAR AVENUE, SCRANTON, PENNSYLVANIA 18505, AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR AN ADDITIONAL FOUR (4) YEAR TERM EFFECTIVE SEPTEMBER 12, 2019. MR. TIMSINA'S TERM EXPIRED ON SEPTEMBER 16, 2018, AND WAS HELD OVER UNTIL SEPTEMBER 12, 2019. HIS NEW TERM WILL EXPIRE ON SEPTEMBER 16,

2022.

Resolution-2019 Re Appt Om Timsina to Human Relations
Commission.pdf

8. ADJOURNMENT

**SINGLE TAX OFFICE
CITY FUNDS DISTRIBUTED
COMPARISON 2019 - 2018**

		<u>YTD</u> <u>9/30/2019</u>	<u>YTD</u> <u>9/30/2018</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Increase</u> <u>(Decrease)</u>
Real Estate		\$28,077,682.60	\$28,195,942.65	(\$118,260.05)	-0.4%
Delinquent Real Estate	\$	1,422,431.60	\$1,362,593.81	\$59,837.79	4.4%
LST/EMS	\$	3,756,822.23	\$3,712,409.33	\$44,412.90	1.2%
Bus Priv/Merc	\$	2,418,182.65	\$2,452,325.15	(\$34,142.50)	-1.4%
TOTALS		\$35,675,119.08	\$35,723,270.94	(\$48,151.86)	

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SEP 30 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

TAX ASSESSOR'S REPORT

Hearing Date: 09/18/19

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value
10:00 AM	PAGNOTTI VICTOR IV & BRITTANY	OLD FORGE	1750701001402		28000
10:10 AM	LUTKOWSKI CARL & STACEY	OLD FORGE	17609030034		34000
10:30 AM	LOVELESS RUSSELL	JEFFERSON	13904010008		21600
10:50 AM	CHILEK PAUL	MOOSIC	1850102001135	WILLIAM BYRNE	45000
11:10 AM	ROGAN PATRICK M & JULIA K M	SOUTH ABINGTON	0990202000217	JAMES TRESSLER	69400
11:15 AM	MCKEEFERY MICHAEL IV & KELLY	MOOSIC	1850102001123	JAMES TRESSLER	43000
11:20 AM	GUARI ALBERT & JOAN	DICKSON CITY	1140907003306		20000
11:30 AM	PELOSI ANTHONY SR & JR & STEPH	DICKSON CITY	11405080031		15000
11:40 AM	DEVEREUX FOUNDATION	DICKSON CITY	11409040012		16000
11:50 AM	REBAR STEPHEN M & DONNA M	DICKSON CITY	1140907003706	JAMES GREGOROWICZ	35000
11:50 AM	REBAR STEPHEN & DONNA	DICKSON CITY	1140907003703	JAMES GREGOROWICZ	29000
11:50 AM	NORTH MAIN AVE BAPTIST CHURCH	SCRANTON	13412LL0023	JAMES GREGOROWICZ	10950
12:15 PM	KMIEC CHRISTINE	DUNMORE	1361701000218	COREY EAGEN	65250
12:25 PM	BARTH RICHARD & HEIDI	DUNMORE	1470503002951	GUY VALVANO	41000
12:35 PM	NICHOLLS LAUREN E & PHILIPPO S	ROARING BROOK	1600102000595	ALBERT NICHOLLS	79680
12:45 PM	MARIO DIANA	SCRANTON	15753030010		12000
12:45 PM	MARIO DIANA	SCRANTON	15762010036		12000
12:45 PM	MARIO DIANA	SCRANTON	1680702000901		12975
1:00 PM	MIX EDWARD C & IRENE	SCRANTON	15718010023		16050
1:20 PM	LBM SCRANTON LLC	SCRANTON	15620040050	JONATHAN OLIVETTI	39700
1:30 PM	ULIVITCH MELANIE	SCRANTON	14517050006		7500
1:30 PM	ULIVITCH MELANIE	SCRANTON	14517050005		7500
1:40 PM	SYLVESTER JOSEPH D & BARBARA	SCRANTON CITY	15809010052		31000
1:50 PM	RSP ENTERPRISE LLC	SCRANTON	1571601003501	FRED RINALDI	2424
1:50 PM	RSP ENTERPRISE LLC	SCRANTON	15716010034	FRED RINALDI	35000
1:50 PM	PIRES ROBERTO & PAIVA SARA	SCRANTON	16708010063	FRED RINALDI	6500
1:50 PM	PAIVA VICTOR	SCRANTON	13505030019	FRED RINALDI	15000
1:50 PM	RSP ENTERPRISE LLC	SCRANTON	1571601003502	FRED RINALDI	2500

TOTAL RECORDS

28

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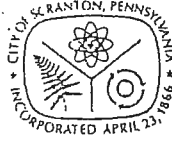
OCT - 2 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Tuesday, October 1, 2019

City of Scranton
Pennsylvania

Roseann Novembrino
City Controller
Municipal Building
Scranton, Pennsylvania 18503
(570) 348-4125



Office of the City Controller
and Bureau of Investigations

MEMORANDUM

RECEIVED

OCT - 3 2019

TO: David Bulzoni
Business Administrator

FROM: Roseann Novembrino
City Controller

RM

OFFICE OF CITY
COUNCIL/CITY CLERK

RE: Liquid Fuels

DATE: October 3, 2019

The following is a breakdown of the eligible salaries for the Liquid Fuels Account for the months of July, August, and September, 2019. Also included are salary details for the same period in the previous year.

	2019	2018
July	26,933.33	28,576.79
August	38,376.81	36,907.40
September	33,908.31	39,959.91
TOTAL	99,218.45	105,444.10
Prior Months	227,777.07	239,284.67
TOTAL YEAR TO DATE	326,995.52	344,728.77

cc: Mayor Wayne Evans
Dennis Gallagher
Stephanie Poveromo
Mark Burton
City Council

LIQUID FUELS FOR THE YEAR 2019

ELIGIBLE SALARY EXPENSE FOR JULY 2019

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
7/1/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
7/2/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
7/3/19	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	BAUMAN, E.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
7/5/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	SPARROW, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	EIDEN, K.	CHAUFFEUR	POTHOLE REPAIR		8		22.6378	33.9567	181.10
	BAUMAN, E.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
7/6/19	PUGLIESE, R. JR.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	POPE, J.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
7/8/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	JAKES, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
7/9/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	FORGIONE, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	EIDEN, K.	CHAUFFEUR	POTHOLE REPAIR		8		22.6378	33.9567	181.10
7/10/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	SENSI, M.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	EIDEN, K.	CHAUFFEUR	POTHOLE REPAIR		8		22.6378	33.9567	181.10

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
7/11/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	BLACKTOP		8		21.9141	32.8712	175.31
7/12/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	PIERSON, S.	REPAIRMAN	BLACKTOP		8		21.9141	32.8712	175.31
7/15/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
7/16/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	SENSI, M.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	SPARROW, J.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	PUGLIESE, R. JR.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	EIDEN, K.	CHAUFFEUR	BROOM		8		22.6378	33.9567	181.10
7/17/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	SENSI, M.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	SPARROW, J.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
7/18/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	SENSI, M.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	SPARROW, J.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
7/19/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	LEONARD, R.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	PUGLIESE, R. JR.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
7/22/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	LEONARD, R.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	SPARROW, J.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	PUGLIESE, R. JR.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
7/23/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	LEONARD, R.	OPERATOR	MILLINGS		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	MILLINGS		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	SWEEPER		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	MILLINGS		8		22.1553	33.2330	177.24
	AEBLI, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		21.9141	32.8712	175.31
	FENTON, B.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
7/24/19	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
7/25/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	WILLIAMS, M.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
7/26/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
7/29/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
7/30/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	JAKES, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
7/31/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	SENSI, M.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	SPARROW, J.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	PUGLIESE, R. JR.	OPERATOR	PAVING		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	PAVING		8		22.3242	33.4863	178.59
	GENTILE, C.	CHAUFFEUR	PAVING		8		22.3242	33.4863	178.59
	LIPTIA, J.	REPAIRMAN	PAVING		8		21.9141	32.8712	175.31
	WILLIAMS, M.	REPAIRMAN	PAVING		8		21.9141	32.8712	175.31
JULY 2019 TOTALS				HOURS	<u>1,200</u>		WAGES		<u>26,933.33</u>

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

LIQUID FUELS FOR THE YEAR 2019

ELIGIBLE SALARY EXPENSE FOR AUGUST 2019

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
8/1/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN	KANE ST	8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN	KANE ST	8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN	KANE ST	8		22.3242	33.4863	178.59
	GENTILE, C.	CHAUFFEUR	BASIN REPAIR/CLEAN	KANE ST	8		22.3242	33.4863	178.59
	PIERSON, S.	REPAIRMAN	BASIN REPAIR/CLEAN	KANE ST	8		21.9141	32.8712	175.31
8/2/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
8/5/19	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
8/6/19	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	PAVING		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	PAVING		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	WILLIAMS, M.	REPAIRMAN	BASIN REPAIR/CLEAN		8		21.9141	32.8712	175.31
	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
8/7/19	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	PAVING		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	WILLIAMS, M.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	JAKES, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
8/8/19	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	PAVING		8		22.3242	33.4863	178.59
	TROIANIELLO, J.	REPAIRMAN	PAVING		8		21.9141	32.8712	175.31
	WILLIAMS, M.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	GILROY	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
8/9/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	WILLIAMS, M.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
8/12/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
8/13/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
					8		22.6378	33.9567	181.10
8/14/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
8/15/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	RICHARDSON, D	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.8461	34.2692	182.77
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
					8		22.6378	33.9567	181.10
8/16/19	HENEHAN, J.	OPERATOR	BROOM		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	BENJAMIN, R.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	LORETTI, C.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
					8		22.6378	33.9567	181.10
					8		22.3450	33.5175	178.76
8/19/19	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
8/20/19	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
					8		22.6378	33.9567	181.10
8/20/19	HENEHAN, J.	OPERATOR	BROOM		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	FREDERICKSON	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
					8		22.6378	33.9567	181.10

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
8/21/19	HENEHAN, J.	OPERATOR	BROOM		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
8/22/19	HENEHAN, J.	OPERATOR	BROOM		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	WILLIAMS, M.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	BENJAMIN, R.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	KRUKOWSKI, J.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	HENEHAN, J.	OPERATOR	BROOM		8		22.6378	33.9567	181.10
8/23/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	SPARROW, J.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
8/26/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	SPARROW, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	PUGLIESE, R. JR.	OPERATOR	POTHOLE REPAIR		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	WILLIAMS, M.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	BENJAMIN, R.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	LORETTI, C.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	BISIGNANI, C.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	LARUE, B.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	CALHOUN, J.	REPAIRMAN	BASIN REPAIR/CLEAN		8		13.5833	20.3750	108.67

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
8/27/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	SPARROW, J.	OPERATOR	POTHOLE REPAIR		8		22.6378	33.9567	181.10
	PUGLIESE, R. JR.	OPERATOR	POTHOLE REPAIR		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	JAKES, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	WILLIAMS, M.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	BENJAMIN, R.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	BISIGNANI, C.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	CALHOUN, J.	REPAIRMAN	BASIN REPAIR/CLEAN		8		13.5833	20.3750	108.67
8/28/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	WILLIAMS, M.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	BENJAMIN, R.	REPAIRMAN	BASIN REPAIR/CLEAN		8		13.5833	20.3750	108.67
	LORETTI, C.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
8/29/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	SPARROW, J.	OPERATOR	MILLINGS		8		22.6378	33.9567	181.10
	PUGLIESE, R. JR.	OPERATOR	MILLINGS		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	WILLIAMS, M.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	BENJAMIN, R.	REPAIRMAN	BASIN REPAIR/CLEAN		8		13.5833	20.3750	108.67
8/30/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	JAKES, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	WILLIAMS, M.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
AUGUST 2019 TOTALS					HOURS		1,768	WAGES	38,376.81

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

LIQUID FUELS FOR THE YEAR 2019

ELIGIBLE SALARY EXPENSE FOR SEPTEMBER 2019

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
9/3/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
9/4/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	JAKES, M.	CHAUFFEUR	BLACKTOP		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	BLACKTOP		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	BLACKTOP		8		22.3242	33.4863	178.59
9/5/19	HENEHAN, J.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	BENJAMIN, R.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	KRUKOWSKI, J.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
9/6/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LORETTI, C.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	BISIGNANI, C.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	CALHOUN, J.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
9/9/19	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
9/10/19	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
9/11/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	WALSH, D.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GILROY	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	CALHOUN, J.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
9/12/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	WALSH, D.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	GILROY	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
					8		22.6378	33.9567	181.10
					8		22.6378	33.9567	181.10
					8		22.3450	33.5175	178.76
9/13/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	WALSH, D.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	GILROY	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	CALHOUN, J.	REPAIRMAN	BASIN REPAIR/CLEAN		8		13.5833	20.3750	108.67
					8		22.6378	33.9567	181.10
					8		22.6378	33.9567	181.10
					8		22.3450	33.5175	178.76
					8		22.1553	33.2330	177.24
9/16/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	SPARROW, J.	OPERATOR	POTHOLE REPAIR		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	GILROY	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	FREDERICKSON	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
					8		22.6378	33.9567	181.10
					8		22.6378	33.9567	181.10
					8		22.3450	33.5175	178.76
9/17/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	SLOCUM, W.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		21.9141	32.8712	175.31
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	GILROY	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
					8		22.6378	33.9567	181.10
					8		22.6378	33.9567	181.10
					8		22.3450	33.5175	178.76
9/18/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	SLOCUM, W.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		21.9141	32.8712	175.31
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	GILROY	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
9/19/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	SLOCUM, W.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		21.9141	32.8712	175.31
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	GILROY	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LORETTI, C.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	CALHOUN, J.	REPAIRMAN	BASIN REPAIR/CLEAN		8		13.5833	20.3750	108.67
9/20/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	GILROY	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
9/23/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	SLOCUM, W.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		21.9141	32.8712	175.31
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
					8		22.6378	33.9567	181.10
9/24/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	SLOCUM, W.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		21.9141	32.8712	175.31
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
					8		22.6378	33.9567	181.10
9/25/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	PUGLIESE, R. JR.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	SLOCUM, W.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		21.9141	32.8712	175.31
	BAUER, E.	MASTER CRAFT	BLACKTOP		8		21.9141	32.8712	175.31
	GIANNONE, A.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.1553	33.2330	177.24
	FORGIONE, M.	CHAUFFEUR	BLACKTOP		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	BENJAMIN, R.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67

DATE	NAME	POSITION	JOB WORKED	LOCATION	HOURS		RATE		TOTAL
					STD.	O. T.	SALARY	O. T.	
9/26/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	SLOCUM, W.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		21.9141	32.8712	175.31
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	JAKES, M.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	BENJAMIN, R.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	KRUKOWSKI, J.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	CALHOUN, J.	REPAIRMAN	BASIN REPAIR/CLEAN		8		13.5833	20.3750	108.67
9/27/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	SPARROW, J.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	WALSH, J.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		22.3450	33.5175	178.76
	SLOCUM, W.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		21.9141	32.8712	175.31
	BAUER, E.	MASTER CRAFT	BASIN REPAIR/CLEAN		8		21.9141	32.8712	175.31
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	GENTILE, C.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	AEBLI, M.	CHAUFFEUR	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	TROIANIELLO, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	FREDERICKSON	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	BENJAMIN, R.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
9/30/19	MAY, E.	OPERATOR	BASIN REPAIR/CLEAN		8		22.6378	33.9567	181.10
	ROSS, L.	OPERATOR	SWEEPER		8		22.6378	33.9567	181.10
	FORGIONE, M.	CHAUFFEUR	BASIN REPAIR/CLEAN		8		22.3242	33.4863	178.59
	WALSH, D.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	GENTILE, C.	CHAUFFEUR	POTHOLE REPAIR		8		22.3242	33.4863	178.59
	POPE, J.	CHAUFFEUR	POTHOLE REPAIR		8		22.1553	33.2330	177.24
	LIPTIA, J.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	PIERSON, S.	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	GILROY	REPAIRMAN	POTHOLE REPAIR		8		21.9141	32.8712	175.31
	BENJAMIN, R.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	LORETTI, C.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
	LARUE, B.	REPAIRMAN	POTHOLE REPAIR		8		13.5833	20.3750	108.67
SEPTEMBER 2019 TOTALS					HOURS		1,584	WAGES	33,908.31

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

FILE OF THE COUNCIL NO. _____

2019

AN ORDINANCE

ESTABLISHING PERMIT PARKING ON THE EVEN SIDE OF THE 900 BLOCK OF JEFFERSON AVENUE.

WHEREAS, the City of Scranton has developed a permit parking program whereby a citizen or group of citizens may request that a given right of way be designated permit parking; and

WHEREAS, residents of the 900 Block of Jefferson Avenue have petitioned City Council for permit parking for the 900 Block of Jefferson Avenue, and a copy of the petition is attached hereto as Exhibit "A" and incorporated herein and made a part hereof; and

WHEREAS, the petition was been sent to the Highway Division of the Scranton Police Department for review and evaluation; and

WHEREAS, the Scranton Police Department conducted a parking study at this location, and, based on the results of that study, are recommending that permit parking be established on the even side of the 900 block of Jefferson Avenue. See correspondence dated September 16, 2019 from Chief Carl R. Graziano of the Scranton Police Department confirming this designation attached hereto marked as Exhibit "B and made a part hereof.

WHEREAS, the Ordinance establishing the permit parking program requires that streets or parts thereof to be designated as permit parking be designated by the Police Department (the "Administrator") and approved by the governing body after public hearing on the issue.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the even side of the 900 block of Jefferson Avenue is hereby designated as permit parking only subject to the rules and restrictions as set forth in the Scranton Code pertaining to the residential permit parking program.

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

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

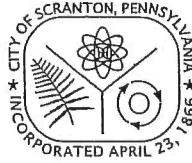
SECTION 3. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Option Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.

Council of the City of Scranton

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

Lori Reed
City Clerk

Amil Minora, Esq.
Counsel



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

July 1, 2019

Chief Carl Graziano
Scranton Police Department
100 South Washington Avenue
Scranton, PA 18503

Dear Chief Graziano:

Scranton City Council has received a petition for **Permit Parking** on the 900 block of Jefferson Avenue. (A copy of the petition is attached).

We would appreciate if you could please have your department assess this situation and let our office know the findings and recommendations.

Sincerely,

Lori Reed
City Clerk

Enclosure

cc: Mrs. Michele Wilk
Scranton City Council

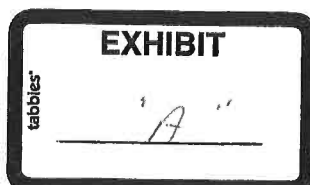
PERMIT PARKING PETITION

We, the undersigned residents and taxpayers, residing at
900 BLOCK JEFFERSON AVENUE in the City of Scranton, PA
 respectfully petition your Honorable Body to designate
EVERY SIDE 900 BLOCK JEFFERSON as a "Permit Parking Only" area

Contact person circulating petition: MICHELE WILK
(name)
 Phone #: 570-498-3850 922 JEFFERSON AVENUE
(address)

NAME	ADDRESS
<u>MICHELE A. WILK</u>	<u>922 JEFFERSON AVENUE</u>
<u>MARK EVANS</u>	<u>930 JEFFERSON AVE</u>
<u>EUGENE PIVOVARNIK</u>	<u>934 JEFFERSON AVE</u>
<u>VIATCHESNA KHAMKONGSA</u>	<u>926 JEFFERSON AVE</u>

REMARKS:



To: Council of the City of Scranton

Date: June 24, 2019

We as homeowners in the 900 block of Jefferson Avenue request an evaluation for Permit parking on the even side of our street. Garvin Metal Roofing Company has grown so large that every day they are parking between 30-40 vehicles which include pickup trucks, utility trailers, employee parking plus tractor trailers delivering materials. These vehicles are in and out from dawn till dusk and beyond. The front area of their building is usually blocked off for material storage, so they park on our side of the street. We are finding it increasing hard to find parking near our homes.

This situation should also be evaluated for safety reasons. Tractor trailers park on Jefferson Avenue while being unloaded by forklifts driven onto the street. The same occurs with trucks being loaded with materials. Trailers loaded with materials are often parked on the street overnight and sometimes longer. The congestion caused by this business is especially concerning since Regional Hospital is a block away with Jefferson Avenue being a main artery to the hospital. A recently opened convenient market, on the corner of Jefferson and Ash Streets, has also resulted in an increase in both vehicle and foot traffic.

Thank you for your consideration in this matter.

Homeowners in the 900 Block of Jefferson Avenue

Scranton Police Department
Superintendent of Police
Chief Carl R. Graziano

Scranton Police Headquarters
 100 South Washington Avenue
 Scranton, Pennsylvania 18503

Email: cgraziano@scrantonpa.gov



**Be Part of
The Solution**

September 16, 2019

Attorney Jessica Eskra
 Solicitor
 City of Scranton
 100 South Washington Avenue
 Scranton, Pa. 18503

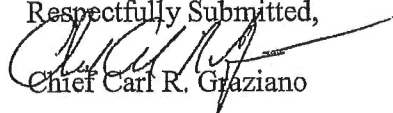
Attorney Eskra,

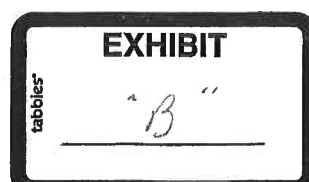
Scranton City Council previously informed us that they had received a petition from residents in the 900 block of Jefferson Avenue requesting permit parking be established on that block. City Council requested that we evaluate this location and make a recommendation on this request. Our Highway Division conducted a parking survey, as per city ordinance, to determine if this location qualifies for permit parking and to further make a recommendation for the same. The Scranton Police Highway Division has made the following observations while conducting the survey of the area:

- 1) 900 block of Jefferson Avenue is located in the City's hill section running north to south.
- 2) This block is located between Myrtle Street and Ash Street. At the time of my inspections I did observe the residential side of the street did have off street for all residences.
- 3) During the period between the hours of 7:00 a.m. and 8:30 p.m. on a weekday 70% or more of the legal on-street parking capacity was not available and 10% or more of the vehicles parked (or standing) on the streets in the area were not registered in the name of a person residing in this area.
- 4) Due to the findings in paragraph 3, permit parking does qualify at this time on the even side of the street.

With this recommendation I am respectfully requesting the Law Department to review this matter and if it is concurred to draft legislation for council's consideration of implementing permit parking on the even side of the 900 block of Jefferson Avenue. Please contact me if you have any questions or concerns on this matter. Thank You.

Respectfully Submitted,


 Chief Carl R. Graziano



**DEPARTMENT OF LAW**

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

September 30, 2019

RECEIVED

OCT - 1 2019

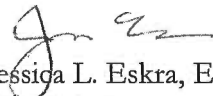
OFFICE OF CITY
COUNCIL/CITY CLERK

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

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE ESTABLISHING PERMIT PARKING ON
THE EVEN SIDE OF THE 900 BLOCK OF JEFFERSON AVENUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH BARRY ISETT & ASSOCIATES, INC. FOR THE CITY OF SCRANTON LICENSES AND PERMITS DEPARTMENT SERVICE ASSESSMENT.

WHEREAS, a request for Proposals was advertised for the City of Scranton Licenses & Permits Department Service Assessment and two (2) proposals were submitted for review; and

WHEREAS, after review of the proposals submitted, it was determined that it would be in the best interest of the City to award the Contract to Barry Isett & Associates, Inc. for the reasons provided in the attached Memorandum from the Business Administrator.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City Officials are authorized to execute and enter into a Contract, substantially in the form attached hereto marked as Exhibit "A" and incorporated herein by reference thereto with Barry Isett & Associates, Inc. for the City of Scranton Licenses and Permits Department Service Assessment.

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

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

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

CONTRACT

This contract entered into this ____ day of _____ 2019 effective from
August 1, 2019 to July 31, 2021 by and between the City of Scranton, 340 North
 Washington Avenue, Scranton, PA 18503, hereinafter called "Scranton" and

BARRY ISETT & ASSOCIATES, INC.
 1170 HIGHWAY 315, SUITE 3
 WILKES BARRE, PA 18702
 PHONE NO. (570) 285-8200
 FAX NO. (570) 285-8201

hereinafter called "Contractor".

WITNESSETH:

WHEREAS, Scranton desires the Contractor to perform certain work and services in
 accordance with the terms and conditions hereinafter set forth and the Contractor is ready,
 willing and able to perform such work and services.

NOW THEREFORE, in consideration of the promises contained herein and the promises
 each to the other made, the parties do agree and intend to be legally bound as follows:

ARTICLE I - CATEGORY OF WORK AND SERVICES

The work and services to be performed by Contractor shall be in the general fields of
 providing City of Scranton Licenses and Permits Department Service Assessment. The
 Contractor hereby covenants, contracts and agrees to furnish Scranton with:

CITY OF SCRANTON LICENSES AND PERMITS
 DEPARTMENT SERVICE ASSESSMENT
 FROM AUGUST 1, 2019 THRU JULY 31, 2021
 PER THE ATTACHED BID PROPOSAL AND
 SPECIFICATIONS

Said services to be furnished and delivered in strict and entire conformity with Scranton's
 Specifications marked as Exhibit "A" attached hereto and incorporated herein by reference
 thereto and the Bid Proposal submitted by Barry Isett & Associates, Inc. dated July 20, 2019
 attached hereto marked as Exhibit "B" and incorporated herein by reference thereto. Said Bid
 Proposal and Specifications are hereby made part of this Agreement as fully and with the same
 effect as if set forth at length herein.

ARTICLE II - GENERAL

(1) In the performance of the work and services hereunder, the Contractor shall act solely
 as an independent contractor, and nothing contained or implied shall at any time be so construed
 as to create the relationship of employer and employee, partnership, principal/agent, or joint
 adventurer as between Scranton and the Contractor.

(2) Failure of either party to enforce any of its rights hereunder shall not constitute a
 waiver of such rights, or of any other rights hereunder.

ARTICLE III - FEES

Said services to be furnished and delivered in strict and entire conformity with the Bid Proposal and Specifications attached hereto. Said Bid Proposal and Specifications are incorporated herein by reference as though set forth at length.

Scranton agrees to pay the Contractor for furnishing the above services if said services are provided in full compliance with the terms and conditions of this Contract to the satisfaction and approval of the Business Administrator. Such approval shall not be unreasonably withheld. The terms and conditions of this contract are set forth herein and may be supplemented by any attachments or exhibits incorporated herein by reference.

ARTICLE IV - INDEMNIFICATION

The Contractor shall indemnify, defend, and hold harmless Scranton from and against any and all claims and actions, based upon or arising out of damage to property or injuries to person or other acts caused or contributed to by Contractor or anyone acting under the Contractor's direction or control or on the Contractor's behalf in the course of the Contractor's performance under this contract.

ARTICLE V - INSURANCE

- (1) Contractor represents that it now carries, and agrees it will continue during the term of this Contract to carry, at a minimum: Workers' Compensation, Comprehensive General and Contractual Liability, and Professional Liability Insurance in the following amounts:

<u>TYPE OF INSURANCE</u>	<u>LIMITS OF LIABILITY</u>
Workers' Compensation	Statutory
Employer's Liability	\$ 500,000.00
Professional Liability	\$1,000,000.00 each occurrence \$1,000,000.00 aggregate
Comprehensive General Liability (including Blanket Contractual Liability Insurance)	
Bodily Injury	\$ 1,000,000 each person \$ 1,000,000 each occurrence \$ 1,000,000 aggregate
Property Damage	\$ 500,000 each occurrence
Personal Injury	\$ 500,000
Comprehensive Automobile Liability:	
Bodily Injury	\$ 300,000 each person \$ 500,000 each occurrence
Property Damage	\$ 500,000 each occurrence

- (2) Certificates of all insurance provided by the Contractor shall be available for Scranton's review and will be furnished to Scranton if requested. Such copies of certificates shall include the following:

- (a) Name of insurance company, policy number, and expiration date;
- (b) The coverage required and the limits on each, including the amount of

deductibles or self-insured retentions (which shall be for the account of the Contractor);

- (c) A statement indicating Scranton shall receive thirty (30) days notice of cancellation or significant modification of any of the policies which may affect Scranton's interest;
- (d) A statement confirming Scranton has been named an additional insured (except for Worker's Compensation) on all policies; and
- (e) A statement confirming that Scranton, its agents and employees, have been provided a waiver of any rights or subrogation, which the Contractor may have against them.

ARTICLE VI: TERMINATION OF CONTRACT

If through any cause the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or in the event of violation of any of the covenants contained herein, or in the event of violation of the laws applicable to implementation of the project contemplated by this Agreement, or in the event of misuse of funds, mismanagement, criminal activity or malfeasance in the implementation of this Agreement, Scranton shall thereupon have the right to terminate this Agreement by giving written notice to the CONTRACTOR specifying the effective date of termination. Said notice shall be given in writing to the CONTRACTOR and will be effective upon receipt by the CONTRACTOR. In such an event, all project records, unused grant monies, and such amounts as may have been expended contrary to the terms of this Agreement shall be returned to the Scranton.

ARTICLE VII: DEFAULT

In the event of a default by Contractor under this Agreement, the defaulting party then shall reimburse the non defaulting party for all costs and expenses incurred by the non defaulting party in connection with the default, including without limitation, court costs and attorneys fees at the trial level and on appeal.

ARTICLE VIII: JURISDICTION

This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and all obligations hereunder are to be performed in Lackawanna County, Pennsylvania. Jurisdiction over the subject matter and performance of this Agreement is therefore vested in the Lackawanna County Court of Common Pleas.

ARTICLE IX - ENTIRE AGREEMENT

This contract constitutes the entire agreement between Scranton and Contractor. It supersedes all prior contemporaneous communications, representations, or agreements, whether oral or written, with respect to the subject matter thereof and if it has been induced by no representations, statements, or agreements other than those expressed. No agreement hereafter made between the parties shall be binding on either party unless reduced to writing and signed by an authorized officer of the party sought to be bound thereby.

IT IS FURTHER UNDERSTOOD AND AGREED that this contract is entered into under and subject to the provisions of the Act of Assembly of the Commonwealth of Pennsylvania, approved March 7, 1901, its supplements and amendments, and the liability of the City of Scranton herein limited to the amount appropriated for the same and subject to the Section 6-13 of the Administrative Code of the City of Scranton which limits payments of money out of the City Treasury to appropriations made by the Council.

IN WITNESS WHEREOF the parties hereto have, in due form of law, caused this agreement to be executed the day and year first above written.

ATTEST:

CITY CLERK

BY: _____
MAYOR

DATE: _____

DATE: _____

COUNTERSIGNED:

CITY CONTROLLER

BUSINESS ADMINISTRATOR

DATE: _____

DATE: _____

APPROVED AS TO FORM:

CITY SOLICITOR

DATE: _____

BARRY ISETT & ASSOCIATES, INC.

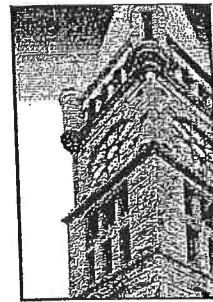
BY:

TITLE: _____

DATE: _____

BUSINESS ADMINISTRATION

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



31

SCRANTON

September 4, 2019

Memo

To: Wayne Evans, Mayor
Jessica Eskra, Solicitor
Lori Reed, City Clerk
Don King, City Planner

From: David Bulzoni, Business Administrator

Re: Appointment of a Firm to Evaluate the City of Scranton Licenses and Permits Department

All,

I reviewed the two qualifications proposals on July 22, as noted below. I was more pragmatic with the process as I wanted to evaluate the scope of work and the qualifications of each firm. The process was extended because of the need to secure cost information. The two firms responded to the qualifications request for proposal and met the requirements for selection. Both firms were qualified to the extent necessary to undertake the project. Therefore, a cost associated with each proposal was sought. The firms submitting proposals are

- Barry Isett and Associates;
- SAFEBuilt

As is the case in instances where the scope of work is broad based, the proposals included the firms' complementary areas of expertise. The Barry Isett proposal relies principally on in-house expertise based on their experiences with governments in Pennsylvania. Those designated individuals have experience either serving or working directly with Pennsylvania local governments. The SAFEBuilt team offers some significant levels of expertise with the Lean Six Sigma designations, which is the principle certification in the field. Much of the firm's work has been with what might be considered peer cities but not within the geography of Pennsylvania. SAFEBuilt also offers additional benefits, such as credits against future contracts, an allocation of .04% of the total spend to community outreach programs, and their cloud based permitting software at no additional cost. While not entirely quantifiable, those benefits add value to the proposal. The scope of work identified by each firm meets the requirements of the Request.

Although I find no distinct advantage in recommending either firm based on qualifications since both exceed the Request requirements, the delineation of costs provides Isett and Associates with an advantage, albeit marginal. Based on the above rationale, the Office of the Business Administrator recommends the retention of the Barry Isett and Associates to undertake the Licenses and Permits evaluation.

Department of Business Administration

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



SCRANTON

July 22, 2019



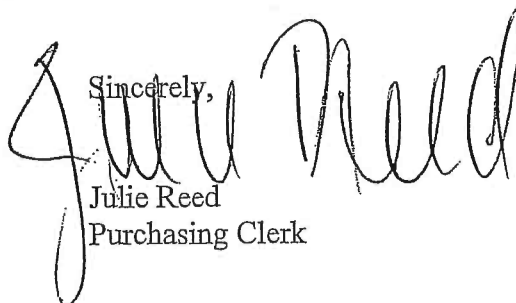
Mr. David Bulzoni
Business Administrator
Municipal Building
Scranton, Pa. 18503

Dear Mr. Bulzoni,

This is to inform you that bids were opened Monday, July 22, 2019 in Council Chambers for the **City of Scranton Licenses and Permits Department Service Assessment August 1, 2019 thru July 31, 2021**. Attached are the copies of the bids submitted by the following companies:

SAFEbuilt
Barry Isett & Associates, Inc.

Thank you for your cooperation in this matter

Sincerely,

Julie Reed
Purchasing Clerk

Encls.

CC: Mrs. Roseann Novembrino, City Controller
Mrs. Lori Reed, City Clerk
✓ Mrs. Jessica Eskra, City Solicitor
File

Department of Business Administration

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

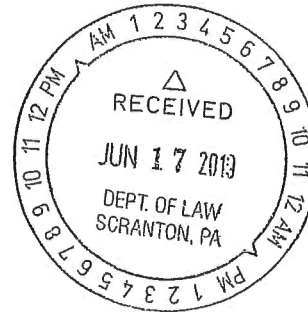


SCRANTON

34

June 17, 2019

Mr. David Bulzoni
Business Administrator
City of Scranton
Municipal Building
Scranton Pa, 18503



Dear Mr. Bulzoni

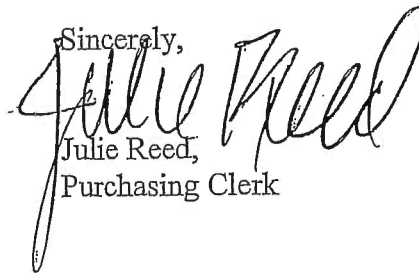
This is to inform you that proposals will be opened in City Council Chambers on Monday, July 22, 2019 at 10:00 AM for the following:

City of Scranton
License and Permits Department Service Assessment
August 1, 2019 thru July 31, 2021

Attached, please find RFP and Specifications.

Thank you for your cooperation in this matter.

Sincerely,


Julie Reed,
Purchasing Clerk

CC: Mayor William Courtright
Mr. David Bulzoni, Business Administrator
Mrs. Roseann Novembrino, City Controller
Mrs. Lori Reed, City Clerk
Mrs. Rebecca McMullen, Financial Manager
J Mrs. Jessica Eskra, City Solicitor
File

REQUEST FOR QUALIFICATIONS PROPOSAL

Separate sealed proposals will be received by the City of Scranton, 340 North Washington Avenue, Scranton, Pa. 18503 until 10:00 a.m. Monday, July 22, 2019, at which time such proposals will be opened in City Council Chambers for the following:

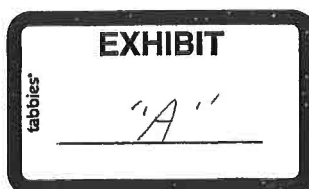
CITY OF SCRANTON LICENSES AND PERMITS DEPARTMENT SERVICE ASSESSMENT AUGUST 1, 2019 – JULY 31, 2021

The City of Scranton is seeking a qualified company to provide a comprehensive Licenses and Permits Department Services assessment and recommendations. To review procedures and processes for efficiencies and industry best practices to evaluate and provide recommendations relative to:

1. Achieving higher customer service satisfaction ratings;
2. Determining the extent of the professional workforce performance and productivity;
3. Ensuring cost-effectiveness with applications, reviews, inspections, permitting fees and technological; and
4. Interpret legal requirements and compliance.
5. Review enacting ordinances and recommend updates as necessary.
6. Review the fee structure for all licenses and permits functions and recommend changes as necessary.
7. Review all departmental budget line items for consolidation to achieve greater efficiency.

All qualified companies are invited to submit their proposal in accordance with the attached documents by the date and time noted above.

David Bulzoni
Business Administrator



CITY OF SCRANTON

REQUEST FOR QUALIFICATIONS PROPOSAL (RFQ) LICENSES AND PERMITS DEPARTMENT SERVICES ASSESSMENT

The Request for Qualifications Proposal (RFQ) document must be prepared in the format noted below. The company should, at a minimum, include the following information regarding their approach to providing the requested services. The RFQ response must be accurate, clear and precise.

1. Cover Sheet

The firm must identify the company name together with name(s), address(s), email(s) and phone number(s) of person(s) who are responsible for the work to be performed and the type of organization (LLC, Inc, etc).

2. Table of Contents

3. Mission Statement

4. Qualifications and Experience

Describe the company's capacity to service the City of Scranton, including appropriately certified and trained personnel that will review plans, procedures, processes, and legislation for efficiencies, industry best practices and recommendations.

5. Work Plan

- a. The work plan should include the company's ability to meet each specification as outlined and should address and satisfy the objectives and specifications as listed;
- b. Include any phased approaches, alternatives or options to provide services that will meet the City's goals;
- c. If services are to be provided at a location separate from the City's main offices, provide approach for coordinating with City staff;
- d. Include your company's proposed range of all services and any additional options that may be cost effective or that have been successfully implemented in other comparable communities;
- e. Include anticipated staffing levels needed to accomplish the work proposed, including proposed staffing needs for recommended departmental restructuring;

6. Approach

- a. Describe your company's approach to providing these services. Include any unique qualifications, prior experience or similar projects.
- b. Provide a detailed description of the approach to satisfy the RFQ.

7. References

- a. Provide names of cities with addresses and phone number(s) from similar projects.
- b. Provide any additional information your company believes appropriate to substantiate qualifications, track record, and commitment to provide these services.

SCOPE OF WORK

LICENSES AND PERMITS DEPARTMENT SERVICES ASSESSMENT

1. General - Review and provide recommendations for efficiencies and customer satisfaction improvements relative to the Building Department services.
 - a. Recommend improvements to current Permit Tech, Plan Review, and Building Inspections processes and applicable codes and ordinances;
 - b. Create/Improve document management;
 - c. Identify redundancies;
 - d. Assess human capital needs;
 - e. Provide recommended training;
 - f. Provide a single permit and review tool that incorporates:
 - OAS (Office Automation System)
 - Permit and project workflow metrics/tracking
 - Plan review
 - Regular training
2. Permit Tech
 - a. Conduct process mapping to realize efficiencies:
 - Efficient and accurate application completeness check;
 - Accurate relay of information;
 - Ownership;
 - Streamline contractor licensing and registration requirements;
 - Issuance of e-permits;
 - Human Capital: Positions/titles;
 - Same day routing;
 - Improve documents;
 - Templates: Revise applications and forms;
 - Assess application and review fees;
3. Plan Review
 - a. Recommend improvements to current review process:
 - Same day review turn-around for specific submittals;
 - Improve review cycle;
 - Eliminate shelf time;
 - Create a Comment Library: Standardization of review comments;
 - Enhance workflow tracking: Project time with City and applicant, track unresolved items, pending departmental review, etc;
 - Improve review quality;
 - Templates: Revise applications and forms;
 - Human Capital: Positions/titles within context of union requirements, as appropriate;
 - Assess application and review fees;
4. Inspections
 - a. Create workflow to track inspections and follow-up inspections;
 - b. Create a Comment Library: Standardization of review comments;
 - c. Human Capital: Positions/titles within context of union requirements, as appropriate;
 - d. Assess inspection fees.

5. Services & Tasks

The goal of the City of Scranton is to provide professional, timely and responsive services to the building and trade industry, current and prospective business and residents the City. At a minimum, address the following:

a. Administrative Services:

- Building code compliance process.
- Approach to dispute resolution and alternative solutions.
- List of services provided.
- Detail of service approach that will interface with other applicable departments and agencies both internal and external.
- List of technological resources available to City staff to help support building department operations and how those technological improvements would benefit the staff and those who use departmental services.
- How to promote other resources available to provide excellent service to the City, building and trade industry, agencies and residents of the City.
- The City of Scranton wishes to place a high degree of emphasis on providing excellent customer service. Please explain how to improve customer service and its importance.
- Demonstrated ability to work cooperatively with elected officials, City management/staff, outside agencies, business and general public.
- List other services available to the City.

b. Plan Review Services:

- Turn-around times.
- Disciplines to be reviewed.
- Details of plan review process, including coordination with other applicable City Departments
- Tracking and reporting details.
- Details on resources/tools available to plan review staff to help ensure that time frames and quality metrics are being met.
- List other services available to City.

c. Inspection Services:

- Time frame for inspections.
- Types of inspections to be performed.
- Details on inspection request process.
- Applicant notification process.
- Tracking and reporting details.
- Details on resources/tools available to inspection staff to help ensure that time frame and quality metrics are being met.
- List of other inspection services available to City.

e. Selected Provider:

- Must understand, interact, work cooperatively and communicate well with elected officials, city management/staff, citizens and businesses.
- Must be able to communicate effectively, both verbally and in writing as well as possess highly developed interpersonal skills.

- Representatives must deal tactfully and effectively with elected officials, city management/staff, businesses, the construction industry, other agencies, utilities, developers, property owners and the general public.
- Will create and maintain a cooperative work environment.

f. Pricing:

- Provide recommendations for departmental service pricing.

6. Insurance- Respondents shall possess the following insurance coverages:

The proposer shall assume the defense of and indemnity and hold harmless the City of Scranton, its officers, agents, and employees from and against any and all claims, demands, actions, suits, and proceedings by others and against all liability, both negligent and non-negligent, arising directly out of the actions of the firm/proposer in their performance of this contract. By submitting a Proposal, the proposer agrees that it now carries or will carry throughout the term of any Contract generated as a result of this Request for Qualifications, at a minimum, the following types and amounts of insurance:

Workers' Compensation	Statutory
Employer's Liability	\$500,000
Professional Liability	\$1,000,000 each occurrence \$1,000,000 aggregate
Comprehensive General Liability (including Blanket Contractual Liability Insurance)	
Bodily Injury	\$1,000,000 each person \$1,000,000 each occurrence \$1,000,000 aggregate
Property Damage	\$500,000 each occurrence
Personal Injury	\$500,000
Comprehensive Automobile Liability	
Bodily Injury	\$300,000 each person \$500,000 each occurrence
Property Damage	\$500,000 each occurrence
Additional certificates of Insurance shall be furnished to the City of Scranton upon request.	

7. GENERAL CONDITIONS

a. No verbal information to proposers will be binding on the City. The written requirements will be considered clear and complete, unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. All alterations to the Request for Qualifications Proposal will be made in the form of a written communication emailed to all prospective proposers. The communications shall then be considered to be part of the Request for Qualifications Proposal.

b. Submission of a proposal will be considered as conclusive evidence of the proposer's complete examination and understanding of the request.

c. The City of Scranton reserves the right to reject any and all proposals submitted and to request additional information from any Proposer. The City of Scranton reserves the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interests of the City of Scranton. The City may elect, at its sole and absolute discretion, to award a Contract based on the initial proposals, or, to open negotiations, either written or oral, with one or more proposers to address performance, technical, pricing, delivery, or other provisions. If negotiations are opened, the City may elect, at its sole and absolute discretion, to conclude negotiations at any time if it is determined to be in its best interest, or they will be closed upon settlement of all questions and clarifications. Proposals may be rejected and negotiations terminated by the City. The award will

be based on the offers submitted, as well as any and all negotiations conducted. The City further reserves the right to reject all proposals and seek new proposals when such procedure is considered to be in the best interest of the City.

d. The award will be made to that responsive and responsible proposer whose proposal, conforming to requirements of the request, will be most advantageous to the City, price and other factors considered. The award may or may not be made to the firm with the lowest cost.

e. The City shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the Request for Qualifications Proposal. In case such deductions or additions are made, an equitable price adjustment shall be made between the City and the Proposer. Any such adjustments in price shall be made in writing.

f. After notice from the City, the selected proposer will be required to enter into a contract upon receipt of a Notice of Award. If a contract is not executed by the selected proposer, then the City reserves the right to retract the Notice of Award and enter into a contract with another proposer.

g. Proposals must be in typewritten form. Unsigned proposals will not be accepted. Proposers are expected to examine the content of the request and respond accordingly. Failure to do so will be at the Proposer's risk.

h. No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears to the City in the payment of any fees or is in default to the City upon any contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City or who had failed to faithfully perform any previous contract with the City.

i. Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) calendar days following the bid opening date and may be extended at the agreement of both parties.

8. OTHER CONDITIONS

A. Authority

The Business Administrator, as the designee of the Mayor, has the sole responsibility to respond to inquiries regarding the Request for Qualifications Proposal.

B. Compliance with Laws

The firm selected shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, City and other local government agencies, which may in any manner affect the performance of the contract. If applicable, the firm selected shall also maintain any licenses issued by the City and/or its third party, including, but not limited to licenses to perform electrical, plumbing, HVAC, construction, etc. and be in good standing with all City departments and its affiliates. Failure to maintain required licenses and be in good standing may result in bid disqualification and/or voiding of any contract that may result therefrom.

C. Contractor Compliance

If applicable, each respondent is required to be in compliance with the City of Scranton local tax requirements. Failure to be in compliance with City of Scranton local tax requirements may result in bid disqualification and/or voiding of any contract that may result therefrom.

D. Contract Termination

A contract may be canceled by the City by giving the respondent written notice of intent to cancel.

E. Controlling Law

This Request for Qualifications Proposal is governed by, and will be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania without regard to any conflict of law provisions.

F. Bidders Ethics and Collusion

Collusive Bidding: Any firm that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of a different proposer, or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Bribery: Any firm that attempts to influence a City official to award this contract to such proposer's firm by promising to provide or by providing to such City official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Conflict of Interest: Any firm that knows of any City official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a written statement, along with the Form of Proposal, detailing such interest. Failure to disclose a known such financial interest shall result in the firm's disqualification from further consideration of award of this Contract.

G. Indemnification

1. This agreement shall be binding on the parties hereto, their heirs, successors and assigns.

H. Open Records Law/Public Information

Under the Pennsylvania Right-to-Know Law (the "Law"), 65 P. S. Section 67.101 et. seq., a record in the possession of the City is presumed to be a public record subject to disclosure to any legal resident of the United States, upon request, unless protected by a statutory exception.

Any contract dealing with the receipt or disbursement of funds by the City or the City's acquisition, use or disposal of services, supplies, materials, equipment or property is subject to disclosure under the Law. The following are not subject to disclosure under an exception in the Law:

1. A proposal pertaining to the City's procurement or disposal of supplies, services or construction prior to the award of a contract or prior to the opening and rejection of all bids; and
2. Financial information of a bidder or proposer requested in an invitation to bid or request for proposals to demonstrate the bidder's or proposers economic capability.

I. Transfers and Assignments

1. Consultant shall not, without written consent of the City, assign, hypothecate or mortgage this agreement. Any attempted assignment, hypothecation or mortgage without the consent of the City shall render this agreement null and void.

2. Neither this agreement nor any interest therein shall be transferable in proceedings in attachment or execution against bidder or in voluntary or involuntary proceedings in bankruptcy or insolvency or receivership taken by or against the respondent, or by any process of law including proceedings under Chapter X and XI of the Bankruptcy Act.

ATTACHMENTS DATA SUBMISSION DOCUMENTS

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with

affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess
- (8) documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (9) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (10) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE:

NAME OF PROPOSER: _____

BY: _____

TITLE: _____

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal subcontractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE: _____

NAME OF PROPOSER: _____

BY: _____

TITLE: _____

Attachment C.
Non-Collusion Affidavit of Prime Bidder

STATE OF _____

COUNTY OF _____

, being first duly sworn, deposes and says that:

1. He is _____

(Owner, partner, officer, representative or agent)

of _____, the Bidder that has submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit
Signature Page

Signed _____

(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____
_____, 20 _____

(TITLE)

MY COMMISSION EXPIRES _____
_____, 20 _____

Attachment D. Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service.
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, _____, _____, for,
 _____ hereby state that I am (title) _____
 and am authorized to make this verification.

Signature: _____

THIS PROPOSAL, WHICH INCLUDES ATTACHMENTS A, B, C AND D
MUST BE RECEIVED IN THE
OFFICE OF THE CITY CONTROLLER IN A SEALED ENVELOPE NO LATER THAN

10:00 a.m. July 22, 2019

TO THE ATTENTION OF:

Roseann Novembrino

City Controller

City of Scranton

340 North Washington Avenue

2nd Floor

Scranton, PA 18504

NAME OF FIRM: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

THIS PROPOSAL, WHICH INCLUDES ATTACHMENTS A, B, C AND D
MUST BE RECEIVED IN THE
OFFICE OF THE CITY CONTROLLER IN A SEALED ENVELOPE NO LATER THAN

10:00 a.m. July 22, 2019

TO THE ATTENTION OF:

Roseann Novembrino

City Controller

City of Scranton

340 North Washington Avenue

2nd Floor

Scranton, PA 18504

NAME OF FIRM: Barry Isett & Associates, Inc.

CONTACT PERSON: Matthew C. Walter, MCP, CFM

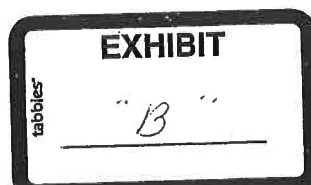
STREET ADDRESS: 1170 Highway 315, Suite 3

CITY/STATE/ZIP: Wilkes-Barre, PA 18702

TELEPHONE NUMBER: 570-285-8200

FAX NUMBER: 570-285-8201

EMAIL ADDRESS: MWalter@barryisett.com





PROPOSAL

to provide

LICENSES AND PERMITS DEPARTMENT SERVICES ASSESSMENT

Prepared for:

CITY OF SCRANTON

Proposal Due: 10 a.m., July 22, 2019

Proposal Point of Contact:

Matthew C. Walter, MCP, CFM

mwalter@barryisett.com

484.866.4879



85 S. Route 100, Allentown, PA 18106
1003 Egypt Road, Phoenixville, PA 19460
100 W. Broad Street, Suite 200, Hazleton, PA 18201
1170 Highway 315, Suite 3, Wilkes-Barre, PA 18702
525 Main Street, Suite 200, Stroudsburg, PA 18360
196 W. Ashland Street, Doylestown, PA 18901
2 Market Plaza Way, Suite 7, Mechanicsburg, PA 17055
420 N. Park Road, Suite 202, Wyomissing, PA 19610



610.398.0904	610.481.9098
610.935.2175	610.481.9098
570.455.2999	570.454.9979
570.285.8200	570.285.8201
272.200.2050	272.200.2051
267.454.2260	267.454.2264
717.795.8575	717.795.9110
484.346.7640	484.346.7639



PROPOSAL

to provide

**LICENSES AND PERMITS DEPARTMENT
SERVICES ASSESSMENT**

- **Mission Statement**
- **Qualifications and Experience**
 - **Company Information**
 - Introduction to Barry Isett & Associates, Inc. and Code Department
 - Overview of Municipal Engineering Services
 - **Resumes of the Project Team**
 - Matthew C. Walter, MCP, CFM
 - Kathryn Forry, MCP, BCO
 - Rick L. Harmon, MCP, CFM
 - John DeCusatis, SEO, BCO
 - **Organization Chart**
- **Work Plan**
- **Approach**
- **References**
- **Required Documents**



1170 Highway 315, Suite 3, Wilkes-Barre, PA 18702

570.285.8200 570.285.8201

barryisett.com

July 22, 2019

Ms. Roseann Novembrino
City Controller
City of Scranton
340 North Washington Avenue, Second Floor
Scranton, PA 18504

Dear Ms. Novembrino:

MISSION STATEMENT
RE: LICENSES AND PERMITS DEPARTMENT SERVICES ASSESSMENT
City of Scranton, Lackawanna County, Pennsylvania
Proposal to Provide Professional Services and Advice

Understanding and Meeting Scranton's Needs

The City of Scranton is seeking a qualified company to perform a services assessment of its Licenses and Permits Department for the period of August 1, 2019, to July 31, 2021.

Barry Isett & Associates, Inc., a multi-discipline engineering firm with eight offices in eastern and central Pennsylvania, is fully equipped to evaluate procedures and processes within the department for efficiencies and industry best-practices.

Isett boasts a full-service Code Services Department of experts with experience in all aspects of municipal code work. Associates in the Code Services Department, including those listed on the proposed team for this project, have engaged in and successfully completed similar licenses and permits department reviews in other eastern and central Pennsylvania municipalities, such as the Town of Bloomsburg and Lehighton. Isett has also applied to deliver the same type of assessment for the City of Williamsport.

For the review of Scranton's department, Isett is prepared to provide recommendations relative to achieving higher customer service satisfaction ratings; determining the extent of the professional workforce performance and productivity; and ensuring cost-effectiveness with applications, reviews, inspections, permitting fees and technology.

Our firm can also interpret legal requirements and compliance; review enacting ordinances and recommend updates as necessary; review the fee structure for all licenses and permits functions and recommend changes as necessary; and review all departmental budget line items for consolidation to achieve greater efficiency.

Ms. Roseann Novembrino

2

July 22, 2019

Why Barry Isett & Associates, Inc?

Barry Isett & Associates, Inc. is a multi-discipline engineering firm that has been helping municipalities achieve their project goals since 1983. Founded in 1977 in the Lehigh Valley, we have been serving clients throughout Northeast Pennsylvania since 1997 from our office in Hazleton. The company currently has two other NEPA offices, in Wilkes-Barre and Stroudsburg, and five other offices in eastern and central Pennsylvania.

Isett is interested in ensuring the success of the Scranton government and helping move the city forward. Our Code Services Department successfully completed work for the City of Scranton's Office of Economic and Community Development, related to projects funded and approved through the U.S. Department of Housing and Urban Development. Isett associates in other disciplines have weighed in on the Downtown Scranton Connectivity Plan and are actively engaged in the Scranton/Wilkes-Barre Bicycle and Pedestrian Study. Our firm also maintains a relationship with the University of Scranton, having performed extensive work for the higher-education entity and its community critical to the city's downtown.

Isett is an employee-owned firm that provides all engineering disciplines required to successfully complete a wide range of projects. All Isett project teams include associates who have or will have an owner's interest in delivering the kind of responsive service that generates long-term client relationships. Repeat clients account for about 80 percent of our workload.

We appreciate the opportunity to submit our proposal and explain why Barry Isett & Associates, Inc. is in the best position to partner with the City of Scranton to ensure a successful project. We look forward to discussing our proposal with city officials as they seek a better, more efficient Licenses and Permits Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregg Pavlick". The signature is fluid and cursive, with the first name "Gregg" written in a larger, more prominent script than the last name "Pavlick".

Gregg Pavlick
Vice President, NEPA Region



THE MORNING CALL

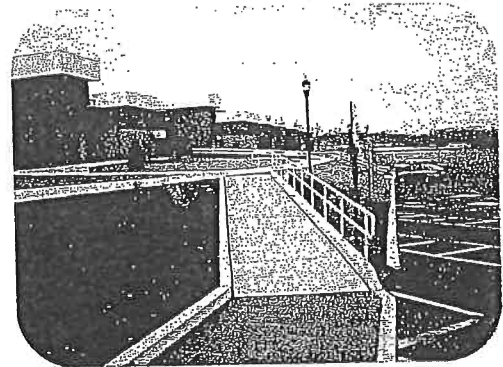
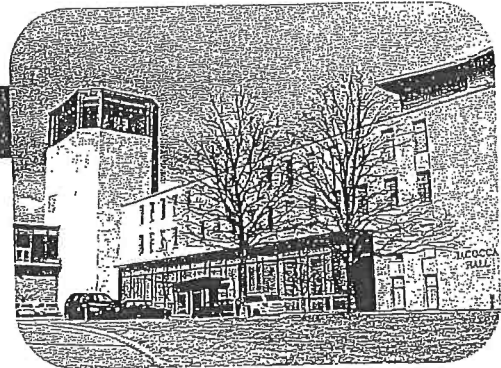
Barry Isett & Associates, Inc. is a multi-discipline engineering firm with a department devoted to code enforcement services. The department includes inspectors with all certifications required under the Pennsylvania Uniform Construction Code, as well as five Master Code Professionals. Holding Third Party Agency Certification from the Pennsylvania Department of Labor and Industry, the company provides code services to more than five dozen municipalities and provides code review to design professionals. The department also provides code compliance reviews of existing buildings. Other services include: Zoning Officer; Rental Inspections; Property Maintenance and Quality of Life Inspections.

Founded in 1977, the company has grown throughout eastern Pennsylvania — having eight offices and over 165 associates. In addition to code inspection & plan review, our services include the following: civil land development; survey; environmental consulting; structural engineering; municipal; geotechnical, construction inspections & materials testing; forensic building investigation; mechanical/electrical/plumbing engineering & fire protection; project management & construction services; traffic planning; water & wastewater; grantsmanship; and landscape architecture.

In 1998, the company instituted an Employee Stock Ownership Plan (ESOP). We believe that employee ownership is a catalyst in providing an extra measure of client-centered service. From 2013 to 2019, Isett was selected as one of **The Morning Call Top Workplaces**. The Top Workplaces are determined based solely on employee feedback through a survey conducted by The Morning Call and WorkplaceDynamics. In 2015, Isett was accorded the **Societas Award for Responsible Corporate Conduct**, presented by the Forum for Ethics in the Workplace. The annual award celebrates a company in eastern Pennsylvania that demonstrates responsible corporate conduct in terms of legal compliance, corporate and individual accountability, commitment to stakeholders and social responsibility. In 2016, our firm was recognized as **Corporate Citizen of the Year** by Lehigh Valley Business; we were awarded **Business of the Year** in 2017.

Both our firm and founder have been honored by peers and professional organizations for our contributions to our profession, but our greatest satisfaction comes from the ongoing relationships we have developed with clients in many different fields: private industry; residential and commercial real estate; federal and state agencies; municipalities; healthcare providers; educational institutions...the list goes on.

It would be our pleasure to help your municipality.



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR AND INDUSTRY



THIRD PARTY AGENCY CERTIFICATION

The following agency is hereby certified to act as a construction code official pursuant to the Pennsylvania Construction Code Act, #245 of 1999.

Barry Isett & Associates, Inc.

ALSO SEE
APPENDIX A

EXPIRATION DATE

September 30, 2018

FOUR YEAR

Department of Labor and Industry
1000 - 1000 Conowingood Blvd.
Harrisburg, PA 17102
(717) 775-0000



Christine E. Selby
CHIEF OF DIVISION, DIVISION OF CONSTRUCTION

- THIS CERTIFICATION IS NOT TRANSFERABLE -

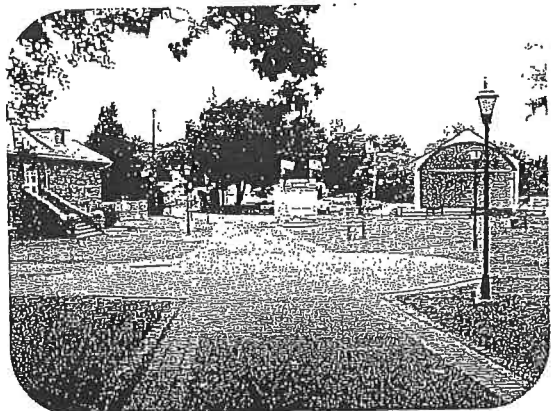
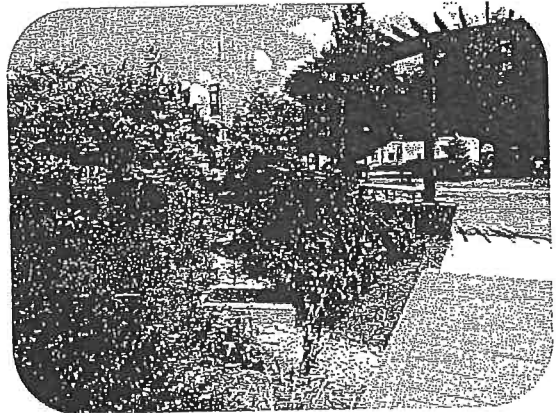
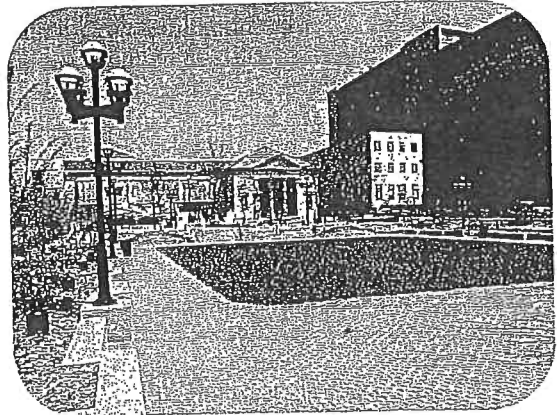


SOCIETAS AWARD
FOR RESPONSIBLE CORPORATE CONDUCT

Introduction to Barry Isett & Associates, Inc.

The professional staff of Barry Isett & Associates, Inc. has the experience and capability to provide the general engineering and other related services that municipalities require.

- General Consulting to Municipalities
- Municipal Mapping
- Flood Control Studies
- Plan Review and Code Enforcement Support
- Park and Recreation Planning and Design
- Geological Services
- Land Development/Subdivision Review
- Sewage Enforcement Support
- Forensic Engineering
- Water and Sewer Design/Planning
- Utility Design
- Boundary/Topographic Surveying
- Municipal Street Design/Reconstruction
- GPS Surveys
- Traffic Impact and Circulation Studies
- Mechanical Engineering
- NPDES Stormwater Permits
- Electrical Engineering
- MS4 Inspection and Reporting
- GIS Development
- Structural Engineering
- Landscape Design
- Expert Witness for Planning and Zoning Assistance
- Culvert Design
- Grant Research, Application and Administration
- Streetscape Design
- Environmental Engineering
- Construction Services
- Traffic Signal Design
- Zoning Services



Municipal Engineering Services



MATTHEW C. WALTER, MCP, CFM

Department Head, Code Services

✉ mwalter@barryisett.com

☎ 484.866.4879

EDUCATION

Associate of Applied Science and Technology –
Fire Protection, Thomas Edison State College, NJ

PROFESSIONAL REGISTRATION

Master Code Professional
PA UCC Certification #000324

ASFPM Certified Floodplain Manager
Certification #US-17-09616

ICC/PA UCC Certifications

Residential Building Inspector
Residential Mechanical Inspector
Residential Electrical Inspector
Residential Plumbing Inspector
Residential Energy Inspector
Building Inspector
Mechanical Inspector
Electrical Inspector
Plumbing Inspector
Energy Inspector
Fire Inspector I and Fire Inspector II
Accessibility Inspector/Plans Examiner
Property Maintenance and Housing Inspector
Building Plans Examiner
Mechanical Plans Examiner
Electrical Plans Examiner
Plumbing Plans Examiner
Commercial Energy Plans Examiner
Fire Protection Plans Examiner
Pennsylvania Building Code Official
Certified Building Official
Master Code Professional

INTRODUCTION

Mr. Walter's career focus has been upon code enforcement. He was the Construction Codes Superintendent for the City of Allentown from 2002 to 2004, where he was responsible for transitioning Allentown from its previous code to Pennsylvania's Uniform Construction Code (PA UCC) and overseeing and coordinating the activities of a staff of inspectors, plans examiners and permit technicians. He developed a department budget and streamlined the construction permitting process. He served as the liaison between the code department and the public, consulting with permit applicants on code requirements and working with project owners to help them meet compliance.

Before joining the city, he had been a five-year veteran of the Construction Services Department of Barry Isett & Associates, Inc., a position he returned to in the spring of 2004. Isett's Code Services Department was soon developed under his leadership. He now oversees a staff of 27 who assist him in providing code services to more than four dozen municipalities. He also coordinates Isett's services in providing certified third party plan reviews and inspections for various municipalities, including the Cities of Easton, Bethlehem, Allentown and Lancaster. Additionally, Mr. Walter and his staff conduct code consultation and reviews for design and construction firms. Mr. Walter is a company shareholder and serves on the corporate board of directors.

During his original tenure with Isett, Mr. Walter served as the Code Enforcement Officer and Plans Examiner for two Chester County municipalities. For seven months, he was the full-time, interim Zoning Officer for West Whiteland Township.

Earlier in his career, he served as the Zoning and Code Enforcement Officer of the Borough of Pennsburg in Montgomery County, Pennsylvania. He also held the position of Fire Marshal concurrently in two Montgomery County municipalities — Green Lane Borough and Marlborough Township — where he was responsible for the plan review and fire inspections of commercial properties and conducted investigations into the cause of all fires within his jurisdiction.

PROFESSIONAL AFFILIATIONS

Fire Chief, Green Lane Volunteer Fire Company, Retired

Fire Marshal, Green Lane Borough and Marlborough Township, Retired

Construction Management Advisory Committee, Northampton Community College

Association of State Floodplain Managers, Inc.

PA Building Officials Conference (PENNBOC)

Adjunct Professor, Northampton Community College



KATHRYN FORRY, MCP, BCO

Operations Manager – Wyoming Valley Code Services

✉ kforry@barryisett.com

☎ 570.497.8336

PROFESSIONAL REGISTRATION

Master Code Professional
PA UCC Certification #001129

ICC/PA UCC Certifications

Residential Building Inspector I
Residential Mechanical Inspector
Residential Electrical Inspector
Residential Plumbing Inspector
Residential Energy Inspector
Building Inspector
Mechanical Inspector
Electrical Inspector
Plumbing Inspector
Energy Inspector
Accessibility Inspector/Plans Examiner
Building Plans Examiner
Mechanical Plans Examiner
Plumbing Plans Examiner
Commercial Energy Plans Examiner
Pennsylvania Building Code Official
Property Maintenance & Housing Inspector
Certified Building Official

INTRODUCTION

Ms. Forry has been a vital part of the code enforcement team at Barry Isett & Associates, Inc. since October of 2011. She currently assists with Pennsylvania Uniform Construction Code (PA UCC) inspections and plan reviews for the boroughs of Lehigh, Nesquehoning, Stroudsburg, Tamaqua and Jim Thorpe, and Penn Forest Township. She is responsible for property code inspection services for the City of Scranton's OECD Homebuyer Program and Housing Rehabilitation Program. She is also an Isett company shareholder.

From 2004 to 2011, Ms. Forry worked as a PA UCC inspector and plans examiner in various municipalities throughout the counties of Monroe, Pike, Wayne and Lackawanna.

Earlier in her career, Ms. Forry worked for a third party agency where she inspected factory-built housing to ensure that the work was done in compliance with state codes, as well as federal regulations and codes. She also worked as a multi-family project coordinator where she coordinated the ordering, construction, shipping and delivery of modular homes.

EDUCATION

Architectural Drafting, 1989, Lincoln Technical Institute

PROFESSIONAL AFFILIATIONS

Board of Directors, Pennsylvania Association of Building Code Officials (PABCO)

PA Building Officials Conference (PENNBOC)

International Association of Electrical Inspectors (IAEI)

HONORS

Appointed by Governor Rendell to serve on the PA UCC Review and Advisory Council from 2008 to 2012



RICK L. HARMON, MCP, CFM

Operations Manager – Hazleton Code Services

INTRODUCTION

Mr. Harmon, a company shareholder, joined Barry Isett & Associates, Inc. in 2009. Previously, he worked for Peters Consulting where he served as a construction and bridge inspector, and provided inspections stipulated under the Pennsylvania Uniform Construction Code (PA UCC). Mr. Harmon is a certified floodplain manager, an accreditation recognized by the Federal Emergency Management Agency (FEMA) for professionals with particular knowledge of flood hazard mitigation; flood preparedness; flood warning and recovery; and regulations dealing with floodplain management. In the aftermath of Hurricane Irene and Tropical Storms Lee and Sandy, he conducted flood damage evaluations for Luzerne County, FEMA and the Pennsylvania Emergency Management Agency. He serves as the Floodplain Manager for the Town of Bloomsburg.

In addition to conducting PA UCC inspections for various northeastern Pennsylvania municipalities served by Isett, Mr. Harmon can also provide health and safety inspections, rental inspections, quality of life/town beautification inspections and labor and industry review.

EDUCATION

Pennsylvania Construction Codes Academy

CHI Institute of Technology

United States Air Force Management School

PROFESSIONAL AFFILIATIONS

International Association of Certified Home Inspectors

ASFPM Certified Floodplain Manager

GREEN Construction Inspector/Plan Reviewer

Fire Marshall

✉ rharmon@barryisett.com

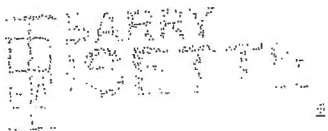
☎ 570.497.8337

PROFESSIONAL REGISTRATION

Master Code Professional
PA UCC Certification #004245

ICC/PA UCC Certifications

Residential Building Inspector
Fire Inspector I
Residential Mechanical Inspector
Accessibility Inspector/Plans Examiner
Residential Electrical Inspector
Building Plans Examiner
Residential Plumbing Inspector
Mechanical Plans Examiner
Residential Energy Inspector
Electrical Plans Examiner
Building Inspector
Plumbing Plans Examiner
Mechanical Inspector
Commercial Energy Plans Examiner
Electrical Inspector
Pennsylvania Building Code Official
Plumbing Inspector
Certified Building Official
Energy Inspector
ACI Certified Concrete Technician
Fire Protection Plans Examiner
ASFPM Certified Floodplain Manager





JOHN DECUSATIS, SEO, BCO

Project Administrator, Code Services

INTRODUCTION

John DeCusatis, SEO, BCO, joined the Code Services Department in 2016, bringing experience in real estate development, municipal administration and engineering. He served as the Planning Administrator/Commercial Zoning and Codes Officer and Alternate Sewage Enforcement Officer for Stroud Township, Monroe County, for several years and currently chairs the Stroud Township Sewer Authority. He is experienced in interpreting zoning ordinances; reviewing and examining zoning applications; and reviewing land development and subdivision submissions prior to their review of municipal planning commissions.

Prior to his work with Stroud Township, he had been with the Pennsylvania American Water Company in Bushkill. Earlier in his career, he operated DeCusatis Environmental Design, Inc., which specialized in providing Sewage Enforcement Official services. For two years, he was a sales associate with Legend Properties, a full-service commercial real estate and brokerage firm. Other experience includes employment with Niclaus Engineering and Landmark Engineering.

At Barry Isett & Associates, Inc., he provides zoning services for Penn Forest Township and Pen Argyl Borough and oversees zoning for Wind Gap Borough. He is also available to assist with Sewage Enforcement Official services.

EDUCATION

B.S., Environmental Studies, 2000, East Stroudsburg University, East Stroudsburg, PA

✉ jdecusatis@barryisett.com

☎ 570.285.8179

PROFESSIONAL REGISTRATION

Sewage Enforcement Officer
PA Certification #03435

Building Code Official
PA UCC Certification #005498

PROFESSIONAL SOCIETIES

Stroud Township Sewer Authority,
Chairman

Monroe County Economic
Development Small Business and
Entrepreneurship Task Force, 2015
to present

BARRY
ISETT &
ASSOCIATES, INC.



Gregg Pavlick
VP, Northeast PA Region
Executive-in-Charge

Barry Isett & Associates, Inc.
Matthew C. Walter, MCP, CFM
Department Head,
Code Services

Kathryn Forry, MCP, BCO
Operations Manager,
Wyoming Valley Office,
Code Services

Rick L. Harmon, MCP, CFM
Operations Manager,
Hazleton Office,
Code Services

John DeCusatis, SEO, BCO
Project Administrator,
Wyoming Valley Office,
Code Services



After reviewing the Request for Qualifications, and based on Isett staff's extensive experience in municipal licensing and permitting, including reviews of said services, our proposed **Work Plan** would generally follow the below outline.

- a. Our proposed services assessment likely begins by asking anonymous permit/license questions of city staff and submitting permit applications to see the responses and results firsthand. The Isett project team will observe Licenses and Permits Department operations, and interview staff members and shadow them during their daily routine. Surveys of end-users will help our associates understand common complaints and issues. A quarterly audit of code inspectors under our management is likely required for quality assurance. One consideration for achieving higher customer service satisfaction ratings are additional surveys of contractors/applicants as well as other city officials to determine their satisfaction with the permitting processes.
- b. Coordination with city staff will rely heavily on cooperation and collaboration. The project team would likely take a phased approach to include observations, interviews, surveys and shadowing. These would occur at different times of the day and at various points across weeks and months. This approach provides for a large sample and a most comprehensive understanding of department operations to include strengths, weaknesses, needs and other variables.
- c. Reviews of ordinances and permit fee schedules will likely be performed at Isett offices, including the nearest in Wilkes-Barre, with access to resources at seven other locations in eastern and central Pennsylvania.
- d. On this project, Isett will not only employ the expertise of its Code Department, but also draw on decades of experience with dozens of municipalities across its large service area. An overview of the wide range of municipal services that our company offers is available elsewhere in this proposal.
- e. As outlined in the organization chart and resumes elsewhere in this proposal, Isett associates Matthew Walter, John DeCusatis, Rick Harmon and Kathryn Forry would comprise the team and offer sufficient staffing levels to successfully complete the proposed work and any recommended departmental restructuring.



After reviewing the Request for Qualifications, and based on Isett staff's extensive experience in municipal licensing and permitting, including reviews of said services, our proposed **Approach** would generally follow the below outline.

- a. Based on our diverse background and familiarity with the various departments of municipal government, Isett will look to integrate with staff, department management and administration to understand the operations of the City of Scranton. We will look to observe current operations, staff functions and customer service and make recommendations to city operations, to help formulate a plan to implement the streamlined practices we have developed as a company. The Isett team will also work to implement standard operating procedures in each department. The observations will include day-to-day administrative practices; interactions with staff and the public; and procedures for issuing permits, scheduling and documenting inspections, investigating complaints and close-out. Our associates will observe Code Department staff in ride-alongs and coordinate permit activity with other city departments. We will also review ordinances and fee schedules as they relate to the Code Department.
- b. Isett was previously retained for, and successfully completed, a similar licenses and permits department review assignment for the Town of Bloomsburg. In addition, Isett often consults with municipalities to align proper procedures and practices to provide excellent customer service and streamline code office procedures for efficient operation and to ensure compliance with ordinances and the Pennsylvania Municipalities Planning Code. Working with all parties involved, including applicants in the Licenses and Permits Department, our project team will review zoning ordinances, rental unit and property maintenance policies, building codes, accounting, budgeting, fee schedule, staffing needs and more. Isett will observe, integrate with and work alongside the staff to analyze and strengthen these services. Our team will provide a monthly written status report and a final report at the end of the observation period that will summarize our observations and comment on the existing staffing levels, staff certifications and training policies, use of information technology to improve services, and the effectiveness of the legally adopted ordinances and fee schedule. Ultimately, the Isett team will deliver recommendations to improve the overall efficiency of the department.

Approach



Ms. Lauren Martz
Town of Bloomsburg
 301 East Second Street
 Bloomsburg, PA 17815-1870
 570.784.7123, ext. 125
 lmartz@bloomsburgpa.org

Our team worked with Ms. Martz to review the town's zoning ordinances, rental unit and property maintenance policies, building codes, accounting, budgeting, fee schedule, staffing needs and more. Our associates also collaborated with the staff to fine-tune procedures and strengthen the affected departments for the benefit of the town, its citizens and applicants.

Ms. Nicole Beckett
Lehighton Borough
 1 Constitution Avenue
 Lehighton, PA 18235
 610.377.4002, ext. 214
 nbeckett@lehightonborough.com

The borough hired Isett as zoning/code official, and our associates found the outgoing code official did not maintain formal processes or standard forms. They engineered a full overhaul of the department, in part by reorganizing the filing system; creating new permit applications; and implementing procedures, fees and a system for processing applications.

References

ATTACHMENTS DATA SUBMISSION DOCUMENTS

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with

affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess
- (8) documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (9) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (10) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

7/20/19

DATE:

NAME OF PROPOSER: Barry Isett & Associates, Inc.

BY: Matthew C. Walter Matthew C. Walter, MCP, CFM

TITLE: Department Head, Code Services

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal subcontractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE: 7/20/19

NAME OF PROPOSER: Barry Isett & Associates, Inc.

BY: *Matthew C. Walter* Matthew C. Walter, MCP, CFM

TITLE: Department Head, Code Services

Attachment C:
Non-Collusion Affidavit of Prime Bidder

STATE OF Pennsylvania
COUNTY OF Lehigh
Kevin T. Campbell
being first duly sworn, deposes and says that:
1. He is President, CEO

(Owner, partner, officer, representative or agent)

of Barry Isett & Associates, Inc., the Bidder that has submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit
Signature Page

Signed [Signature]

President, CEO, Barry Isett & Associates, Inc.

(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 19th DAY OF July

, 20 19

Michele Campbell
Notary Public
(TITLE)

MY COMMISSION EXPIRES

8, 2020 September

COMMONWEALTH OF PENNSYLVANIA

NOTARIAL SEAL
MICHELE CAMPBELL
Notary Public
FORKS TWP, NORTHAMPTON COUNTY
My Commission Expires Sep 8, 2020

Attachment D. Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service. None
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made. No .
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship. No .
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value. No .
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist. No .
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, Gregg Pavlick
Barry Isett & Associates, Inc. hereby state that I am (title) Vice President,
Northeast PA Region for,
 and am authorized to make this verification.

Signature: Gregg Pavlick



1170 Highway 315, Suite 3, Wilkes-Barre, PA 18702

570.285.8200 570.285.8201

barryisett.com

July 30, 2019

Mr. David M. Bulzoni
Business Administrator
City of Scranton
City Hall
340 North Washington Avenue
Scranton, PA 18504

Dear Mr. Bulzoni:

RE: LICENSES AND PERMITS DEPARTMENT SERVICES ASSESSMENT

City of Scranton, Lackawanna County, Pennsylvania
Proposal to Provide Professional Services and Advice

Barry Isett & Associates, Inc. is pleased to present a cost estimate for services to successfully complete this project, as requested in your July 24, 2019, email to Matthew C. Walter, MCP, CFM, head of our Code Services Department.

After thoroughly reviewing the City of Scranton's needs – as outlined in the Request for Qualifications and other resources, and considering our extensive experience with similar projects in other municipalities – our Code Services team is prepared to provide the following:

Project Administrator, \$95 per hour, 12 hours per week
Administrative Assistant, \$62.50 per hour, 6 hours per week

The Project Administrator for the City of Scranton will be John DeCusatis, BCO, SEO. Please see our initial response to the RFQ for this project for a summary of Mr. DeCusatis' experience and qualifications.

The proposed 12 hours per week for Mr. DeCusatis constitutes the amount of in-house work that our Code Services team believes will be required to complete the assessment. This estimate is based on past experiences with similar reviews in other municipalities, as outlined in our initial RFQ response and in further detail below. Please note that our team is willing to accept any addition to or reduction in our proposed hours, depending on Scranton officials' determination of the actual needs of city government.

As stated in our RFQ response, Isett's experience includes successfully completing similar assessments of licenses and permits departments in other eastern and central Pennsylvania municipalities, such as the Town of Bloomsburg and Lehighton Borough.

Also, the City of Hazleton commissioned our Code Services experts in 2010 to review licensing and permitting processes and recommend changes for better and more efficient service. Isett was eventually called upon to help oversee the department as it implemented the new procedures.

While the RFQ for this project indicates a timeline that extends to July 31, 2021, our Code Services team understands this to be only a suggested end date and is prepared to complete its work in advance of this deadline, if the city so chooses.

Again, we appreciate the opportunity to submit this cost estimate and look forward to partnering with the City of Scranton to ensure a successful project – not only for the Licenses and Permits Department and its employees, but for residents and others who rely on this critical city service.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregg Pavlick". The signature is fluid and cursive, with the first name "Gregg" and last name "Pavlick" clearly distinguishable.

Gregg Pavlick
Vice President, NEPA Region



DEPARTMENT OF LAW

P E N N S Y L V A N I A CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

September 27, 2019

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

RECEIVED
SEP 30 2019
OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND
OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A
CONTRACT WITH BARRY ISETT & ASSOCIATES, INC. FOR THE CITY OF
SCRANTON LICENSES AND PERMITS DEPARTMENT SERVICE ASSESSMENT.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2019

AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 44, 2014 AND FILE OF THE COUNCIL NO. 118, 2015, ENTITLED "AN ORDINANCE AUTHORIZING THE MAYOR AND OTHER APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON TO TAKE ALL NECESSARY ACTIONS TO IMPLEMENT THE CONSOLIDATED SUBMISSION FOR COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS TO BE FUNDED UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM AND EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM FOR THE PERIOD BEGINNING JANUARY 1, 2015 AND FOR THE PERIOD BEGINNING JANUARY 1, 2016" BY AMENDING THE 2015 ACTION PLAN AND THE 2016 ACTION PLAN BY UTILIZING SIXTY-THREE THOUSAND EIGHT HUNDRED THIRTY ONE DOLLARS AND SIXTY NINE CENTS (\$63,831.69) FROM THE 2015 ACTION PLAN AND SIXTY-THREE THOUSAND SEVENTY ONE DOLLARS AND TWENTY-ONE CENTS (\$63,071.21) FROM THE 2016 ACTION PLAN IN ORDER TO PROVIDE A TOTAL OF ONE HUNDRED AND TWENTY-SIX THOUSAND NINE HUNDRED AND TWO DOLLARS AND NINETY CENTS (\$126,902.90) UNDER THE HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) TO BUILD A TWO (2) UNIT RENTAL HOUSE FOR LOW INCOME FAMILIES IN THE CITY OF SCRANTON OR TO ACQUIRE AND REHAB TWO (2) VACANT HOUSES IN THE CITY OF SCRANTON FOR LOW INCOME FAMILIES BY AND THROUGH THE SCRANTON LACKAWANNA RESOURCES DEVELOPMENT CORPORATION, A SUBSIDIARY OF THE SCRANTON LACKAWANNA HUMAN DEVELOPMENT AGENCY.

WHEREAS, the City of Scranton through the Office of Economic and Community Development requested funding in the amount of \$374,743.00 under the Home Investment Partnership Program in their 2015 Action Plan; and

WHEREAS, the City of Scranton through the Office of Economic and Community Development requested funding in the amount of \$386,557.00 under the Home Investment Partnership Program in their 2016 Action Plan; and

WHEREAS, the City of Scranton has a shortfall in the amount of \$63,831.69 for the Home Investment Partnership Program (HOME) which exists from 2015 Action Plan (See Exhibit "A"); and

WHEREAS, the City of Scranton has a shortfall in the amount of \$122,849.90 for the Home Investment Partnership Program (HOME) which exists from 2016 Action Plan (See "Exhibit B"); and

WHEREAS, the City needs to spend the shortfalls in 2015 and 2016 in order to avoid being penalized by the U.S. Department of Housing and Urban Development by receiving less funding in future; and

WHEREAS, the City has created a project to spend down the 2015 and 2016 Home Investment Partnership Program (HOME) money in order to avoid any future penalty imposed by the U.S. Department of Housing and Urban Development; and

WHEREAS, there is a substantial need for low income housing in the City of Scranton; and

WHEREAS, the City plans to provide the \$126,902.90 to the Scranton Lackawanna Resources Development Corporation a subsidiary of the Scranton Lackawanna Human Development Agency in order to build a two (2) unit rental house in the City of Scranton for low income families or to acquire and rehab two (2) vacant houses in the City of Scranton for low income families (See "Exhibit C"); and

WHEREAS, since the total funding for the project exceeds by more than ten (10%) percent from the amount identified in the 2015 Action Plan as well as the 2016 Action Plan, the City is required to do a Substantial Amendment to the 2015 Annual Action Plan and the 2016 Action Plan (See "Exhibit D").

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that File of the Council No. 44, 2014 and File of Council No. 118, 2015 are hereby amended to amend the 2015 Action Plan by utilizing Sixty-Three Thousand Eight Hundred Thirty One Dollars and Sixty Nine Cents (\$63,831.69) and amending the 2016 Action Plan by utilizing Sixty Three Thousand Seventy-one Dollars and Twenty-One Cents (\$63,071.21) in order to provide to the Scranton Lackawanna Resources Development Corporation a subsidiary of the Scranton Lackawanna Human Development Agency a total of One Hundred Twenty-Sixy Thousand Nine Hundred and Two Dollars and Ninety Cents (\$126,902.90) from the Home Investment Partnership Program (HOME) to build a two (2) Unit Rental House for low income families in the City of Scranton or to acquire and rehab two (2) vacant houses in the City of Scranton for low income families.

SECTION 1. In all other respects File of the Council No. 44, 2014 and File of Council No. 118, 2015 shall remain in full force and effect.

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 decisions 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 3. This Ordinance shall become effective immediately upon approval.

SECTION 4. This Ordinance is enacted by the Council of 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.



September 18, 2019

Via Hand Delivery
 Jessica Eskra, Esquire
 340 North Washington Avenue
 4th Fl., Law Department
 Scranton, PA 18503

**Re: Substantial Amendment
 City of Scranton, OECD and Scranton Lackawanna Resources Development
 Corporation , a subsidiary of the Scranton Lackawanna Human Development
 Agency
 Amending 2015 and 2016 Action Plans**

Dear Attorney Eskra:

The City of Scranton, specifically OECD, is requesting a substantial amendment of the 2015 and 2016 Action Plans so that shortfalls from 2015 and 2016 HOME funding can be spent down before it is deobligated by HUD.

OECD is requesting that you review the attached Ordinance and submit it to City Council for approval. Additionally, since it is a Substantial Amendment, this Ordinance is required to be tabled for a period of thirty (30) days after a Public Hearing is set by City Council to allow for public comment after the second (2nd) reading.

Please do not hesitate to contact me if you should need additional information.

Sincerely,

Mary-Pat Ward
 Executive Director

/mpw

“Exhibit A”

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Skip Top
Navigation

v11.18.0_rev83_9332/1341 (DB PROD4376)

Community Development Systems
Integrated Disbursement & Information System (IDIS)**User:** B67605
Role: Grantee
Organization:
SCRANTON

- Logout

[Plans/Projects/Activities](#) [Funding/Drawdown](#) [Grant](#) [Grantee/PJ](#) [Admin](#) [Reports](#)**You have 5 CDBG and 2 HOME activities that have been flagged. Click on the number to go to the review page.****Grant**
- Search**Grant****View Grant****Subfund**
- Add
- Search[Return to Search Grants](#) | [View Grant History](#) | [View HOME Deadline Compliance](#)**Subgrant**
- Add
- Search**Grantee/PJ Name: (tip)**
SCRANTON, PA**Grant Status: (tip)**
Active**Program: (tip)**
HOME**Grant Blocked: (tip)**
No**Subfund Program Income**
- Add
- Search**Grant Year: (tip)**
2015**Obligation Date: (tip)**
07/17/2015**Grant #: (tip)**
M-15-MC-42-0205**Commitment Deadline: (tip)**
Commitment deadline waived for the program.**Subgrant Program Income**
- Add
- Search**Administering Organization: (tip)**
SCRANTON**SU Commitment Deadline (tip)**
SU Commitment deadline waived for the program.**CDBG Cash on Hand**
- View/Submit**Payee EIN/TIN#: (tip)**
24-6000704**Expenditure Deadline: (tip)**
09/30/2023**Utilities**
- Home
- Data Downloads
- Print Page
- Help**Grantee Organizational DUNS #: (tip)**
06-049-7856[View Subfunds](#)**Links**
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Grant Amounts	
Original Allocation Amount	\$374,743.00
Grant Agreement Obligated Amount	\$374,743.00
Current Authorized Amount	\$374,743.00
LOCCS Authorized Amount (tip)	
Grant Components Total Amount (calculated)	
Formula Grant Amount	\$374,743.00
ADDI Amount (+)	\$0.00
(Grant) Reduction Amount (-)	\$0.00

De-obligated Amount (-)	\$0.00
CHDO Reallocation Amount (+)	\$0.00
CHDO De-obligated Amount (-)	\$0.00

Grant (Draw) Balance	
Current Authorized Amount (<i>calculated</i>)	\$374,743.00
Authorized Amount of EN subfund	\$374,743.00
IDIS Grant Balance (<i>calculated</i>)	\$63,831.69
LOCCS Grant Balance (<i>calculated</i>)	\$63,831.69

Drawn	
Net Drawn Amount (<i>calculated</i>)	\$310,911.31
Drawn Amount (+)	\$310,911.31
Drawdown Pending Amount (+)	\$0.00
Returned Amount (+)	\$0.00
Available to Draw (<i>calculated</i>)	\$63,831.69

Suballocation (SU+AD+CR+CO+CL+CC Fund Types)	
Total Suballocated	\$153,464.44
Amount Committed to Activities	\$310,911.31
Net Drawn Amount	\$93,160.75
Drawdown Pending Amount	\$0.00
Amount Available to Commit to Activities	\$63,831.69



CHDO Reserve Requirement	
CHDO Waiver Amount (+)	\$0.00

[Return to Search Grants](#) |
 [View Grant History](#)

This IDIS version was deployed on Fri Aug 9, 2019 at 21:07

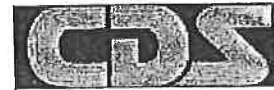
Session Timeout

“Exhibit B”

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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Navigation

v11.18.0_rev83_9332/1341 (DB PROD4376)

Community Development Systems
Integrated Disbursement & Information System (IDIS)**User:** B67605
Role: Grantee
Organization:
SCRANTON

- Logout

Grant
- Search**Subfund**
- Add
- Search**Subgrant**
- Add
- Search**Subfund Program
Income**
- Add
- Search**Subgrant Program
Income**
- Add
- Search**CDBG Cash on Hand**
- View/Submit**Utilities**
- Home
- Data Downloads
- Print Page
- Help**Links**
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home[Plans/Projects/Activities](#) [Funding/Drawdown](#) [Grant](#) [Grantee/PJ](#) [Admin](#) [Reports](#)**You have 5 CDBG and 2 HOME activities that have been flagged. Click on the number to go to the review page.****Grant****View Grant**[Return to Search Grants](#) | [View Grant History](#) | [View HOME Deadline Compliance](#)**Grantee/PJ Name: (tip)**
SCRANTON, PA**Grant Status: (tip)**
Active**Program: (tip)**
HOME**Grant Blocked: (tip)**
No**Grant Year: (tip)**
2016**Obligation Date: (tip)**
08/03/2016**Grant #: (tip)**
M-16-MC-42-0205**Commitment Deadline: (tip)**
Commitment deadline waived for the program.**Administering Organization: (tip)**
SCRANTON**SU Commitment Deadline (tip)**
SU Commitment deadline waived for the program.**Payee EIN/TIN#: (tip)**
24-6000704**Expenditure Deadline: (tip)**
09/30/2024**Grantee Organizational DUNS #: (tip)**
06-049-7856[View Local Accounts](#)[View Subfunds](#)

Grant Amounts	
Original Allocation Amount	\$386,557.00
Grant Agreement Obligated Amount	\$386,557.00
Current Authorized Amount	\$386,557.00
LOCCS Authorized Amount (tip)	
Grant Components Total Amount (calculated)	
Formula Grant Amount	\$386,557.00
ADDI Amount (+)	\$0.00
(Grant) Reduction Amount (-)	\$0.00

De-obligated Amount (-)	\$0.00
CHDO Reallocation Amount (+)	\$0.00
CHDO De-obligated Amount (-)	\$0.00

Grant (Draw) Balance	
Current Authorized Amount (calculated)	\$386,557.00
Authorized Amount of EN subfund	\$386,557.00
IDIS Grant Balance (calculated)	\$150,591.15
LOCCS Grant Balance (calculated)	\$150,591.15

Drawn	
Net Drawn Amount (calculated)	\$235,965.85
Drawn Amount (+)	\$235,965.85
Drawdown Pending Amount (+)	\$0.00
Returned Amount (+)	\$0.00
Available to Draw (calculated)	\$150,591.15

Suballocation (SU+AD+CR+CO+CL+CC Fund Types)	
Total Suballocated	\$176,714.99
Amount Committed to Activities	\$263,707.10
Net Drawn Amount	\$53,865.09
Drawdown Pending Amount	\$0.00
★ Amount Available to Commit to Activities	\$122,849.90

CHDO Reserve Requirement	
CHDO Waiver Amount (+)	\$0.00

[Return to Search Grants](#) |
 [View Grant History](#)

This IDIS version was deployed on Fri Aug 9, 2019 at 21:07

 Session Timeout

“Exhibit C”

Home Funds Narrative Summary

Scranton Lackawanna Resources Development Corporation (SLRDC) is a non-profit agency affiliated with Scranton Lackawanna Human Development Agency whose mission is to develop affordable low to moderate income housing for families in Lackawanna County. SLRDC is currently developing two properties in the City of Scranton that will be available to first time home buyers, veterans and families of lower incomes. The Board of Directors of SLRDC is currently looking at two options for this grant. One option: develop one (1) additional two unit property in the City of Scranton in 2020 in partnership with the city's CHDO Home Program, SLRDC and Johnson College. Second Option: rehabilitate a house in the City of Scranton to be put back on the market for sale at \$135,000 for eligible low income families.

The 2017 & 2018 Home Funds grant would be used for either of these options, depending on the amount funded. Option One: construct one new two unit low income rental house at 2428 North Main Street (see attached drawing) on vacant lot purchased through Landbank. The two unit rental property will consist of a three bedroom one bath, and a two bedroom one bath unit. Option Two: SLRDC would purchase a property in need of renovation and put a three to four bedroom house on the market for \$135,000 to qualified low income owners.

The new construction in Option One would be built on a vacant lot that is currently not taxable in the City of Scranton that was purchased through Lackawanna County's Landbank. The Project is expected to cost \$200,000, of which SLRDC would use \$60,000 in private funding to complete the project. SLRDC would use \$60,000 of private funding to match \$143,000 of CHDO Home Funding in order to build a two unit energy efficient rent controlled house.

The second option would involve renovating a current three bedroom City of Scranton house into a decent energy efficient house to be made available for sale, lease purchase, or rental to persons in need of housing or eligible households, which are temporary displaced due to poor housing conditions. A project is expected to cost \$100,000 to \$140,000 depending on condition of house purchased. SLRDC would use private funding to make up the difference of CHDO funding.

SLRDC would use the CHDO funding to make affordable housing available to qualified low income individuals by matching private funding sources with CHDO funding to achieve the mission of creating decent affordable housing in the City of Scranton. This funding would either enable affordable rental units to become available or a three bedroom house to be renovated and listed for \$135,000. Preference would be given to first time home buyers and veterans meeting the income guidelines of low income families as defined by 24 CFR Part 92.

The City of Scranton has an older housing stock with a lack of decent, affordable three to four bedroom properties for low to moderate income residents. Lackawanna County Office of Youth and Family Services estimate that there is a need to provide new construction or newly rehabbed housing for 1,400 low income families in Lackawanna County. SLRDC is trying to fill a void in

this market, by building or rehabbing affordable three to four bedroom housing for low income families.

SLRDC's mission is to help fill the void in providing attractive two - four bedroom housing to low to moderate income families. SLRDC is looking to partner with the City of Scranton on one property in order to make available affordable, new construction or newly rehabbed property in the City for low income families. The target price for one of SLRDC's properties will range from \$ 100,000 to \$135,000 for resale, depending on the condition of the property. The other option would be to provide nice housing for low income families at below fair market rent per HUD guidelines.

- (I) **Need for Project:** It is estimated by Lackawanna County's Office of Youth and Family Services that there is a need of 1,400 families in Lackawanna County for decent affordable three to four bedroom housing for low to moderate income families. The greatest need being in the City of Scranton. The City of Scranton has about 24% of its population living at or below poverty level according to the 2016 U.S. Census and the median price of a house listed for sale in the City, according to Zillow in March 2019, is \$91,393. Most homes listed at or below this median price are in need of substantial amounts of work that would put these homes over the \$135,000 selling price that SLRDC would be listing the properties for.

City of Scranton's CHDO Home Program Funding is needed to help fully renovate or build a two unit below market rental in the City, while being able to make it affordable for a family of 4-8 to afford. From SLRDC's experience in this low income affordable housing endeavor, the average cost to build is over \$120 per sq. foot, and \$65-\$80 per sq. foot to renovate a three to four bedroom house. The task of making available low to moderate income housing for a family of at least four is very difficult for under \$135,000. SLRDC is partnering with local business, SLHDA, Commonwealth of PA, volunteer labor and other private funding sources to match the CHDO Home Program Funding grant request.

- (II) **Current Status:** SLRDC owns a six unit rental property for low income individuals in Old Forge, PA and is currently remodeling one four bedroom home in Scranton to be listed for sale. In addition, SLRDC is in the process of building a two unit rental house in the West Side of Scranton. The four bedroom home will be sold for a price not to exceed \$135,000 to first time home buyers, veterans, and low income families, enabling the properties to be put back on the tax rolls. The rental unit will be built using private funds, Commonwealth of Pennsylvania, Lackawanna County and other grant funding sources to enable new housing to be built, while enabling rents to be at or below fair market rates. The Board of SLRDC is planning on building or renovating two properties in 2019, including the property in West Scranton. The goal

of SLRDC is to build or renovate two to three homes a year in Lackawanna County after 2020 for low to moderate income families with a price not to exceed \$135,000 per year or to be in the acceptable rent standards for low income housing. This initiative, we believe, will help break the cycle of poverty for low income families and will assist in bolstering family continuity, health and wellness and employability. And, it aids the City in returning properties to current tax rolls and assists in curing blighted, undeveloped or abandoned parcels, thus increasing property values for homeowners in the City of Scranton.

- (III) **Project Design:** SLRDC will build one two unit low income rental property on a vacant tax exempt lot in North Scranton. This project will aid in making improvements to a vacant abandoned lot on a busy main street. (see attached drawing)
OR

SLRDC will acquire and renovate one existing house in the City of Scranton. This house would be fully renovated and incorporate energy efficient standards with a price not to exceed \$135,000. The property is not yet identified.

- (IV) **CHDO Stability:** SLRDC's Director will be the point person and in charge of ensuring the funding is in compliance with CHDO Home Program regulations. SLRDC is comprised of a volunteer Board of Directors which meets quarterly and is kept apprised of the process by the Director and Executive Director to ensure compliance with SLRDC's mission. The Board must approve all grants and projects to be undertaken by SLRDC's Director.

SLRDC Director is Jim Wansacz whose time will be invoiced for 200 hours at \$32.03 (which includes salary and benefits) totaling \$6,406.00 to be charged to Home Funds. The Director will be the main person responsible for bidding, designing, project management, keeping the funding sources informed of the progress and seeing the projects to fruition.

SLRDC is targeting the North Scranton and Hill neighborhoods of Scranton. These areas consist of some of the older mining stock houses that are in need of rehabilitation services.

- (V) **Experience:** SLRDC is a non-profit affiliated with SLHDA which has been in the business for over 50 years serving low income families. SLRDC's Director also manages a \$1.6 million dollar weatherization budget for SLHDA and oversees the sub-contractors used for deferral issues in households located in Lackawanna County. The Executive Director has over 40 years' experience servicing low income families and is responsible for an \$18 (M) budget. In addition to these two individuals,

SLRDC & SLHDA have a trained and experience staff in verifying income standards, purchasing, and preparing financial statements. Resumes Attached

SLRDC is in the process of listing two City of Scranton properties for sale in April of 2019 and has developed a six unit property in Old Forge, PA for low to moderate income families. In addition to services listed above, SLRDC and SLHDA are currently working with the City of Scranton Office and Economic and Community Development Office to fix deferral issues on qualified single family households in the City. Once, the deferral issues are satisfied, SLHDA's Weatherization Department will perform weatherization services to qualified homes.

- (VI) **Evaluation:** SLRDC's Director will be responsible for submitting periodic reports and producing the final report to the City. Obstacles are common in construction and rehabbing services. Each property will be insured in case of damage, and each sub-contractor will be required to carry insurance. In the case of unforeseen obstacles, a contingency plan will be built into each project of 10% of the total cost of each project. SLRDC will follow the bidding requirements of three verbal bids on projects costing less than \$10,000, and three written bids on projects over \$10,000 (Purchasing Policy attached). An RFQ has been advertised and accepted of interested licensed general contractors in the City of Scranton to do work on low income housing. All obstacles will be shared with the Board of SLRDC and a plan will be devised by the board, contractors, and staff to keep the project on track of its intended purpose. The Board of Directors, the Executive Director and Controller of SLHDA will also be members of the management team that oversees the projects to ensure that all requirements are being met. SLRDC will request funds upon entering into a signed contract with a sub-contractor, once the matching funds have been appropriated, first. The CHDO Home Funds grant will be used to complete the project. A funding balance and progress report will be reviewed quarterly with the City, and Board of SLRDC. A monthly review of finances and program progress will be conducted among the Director, Executive Director, Controller and Board of Directors for SLHDA.
- (VII) **Leveraging Funds:** SLRDC will use the CHDO Home Funds to raise private funding and apply for matching grants. Currently SLRDC has a \$90,000 Private Line of Credit available, income from rental units in Old Forge and money will be available from the sale of 965 Wheeler Avenue, Scranton. Please see attached latest form 990 and audit financials.

“Exhibit D”

FILE OF COUNCIL NO. 44

2014

AN ORDINANCE

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON TO TAKE ALL NECESSARY ACTIONS TO IMPLEMENT THE CONSOLIDATED SUBMISSION FOR COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS TO BE FUNDED UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM AND EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM FOR THE PERIOD BEGINNING JANUARY 1, 2015.

WHEREAS, the planning and application aspects included in the consolidated submission for Community Planning and Development Programs are authorized by the Federal Comprehensive Housing Affordability Strategy (CHAS); title 1 of the Cranston-Gonzalez National Affordable Housing Act, 42 U.S.C. 12702-12711; the Community Development Block Grants (CDBG): Title 1 of the Housing and Community Development Act of 1974, 42 U.S.C. 5304-5320; the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 ("HEARTH") reauthorized and modified the the McKinney-Vento Homeless Assistance Act of 1987 that includes the Emergency Solutions Grants (ESG); and the HOME Investment Partnerships (HOME): Title II of the Cranston-Gonzalez National Affordable Housing Act, 42 U.S.C. 12741-12839; and the Housing Opportunities for Persons with AIDS (HOPWA): the AIDS Housing Opportunity Act, 42 U.S.C. 12901-12912.

WHEREAS, the City of Scranton shall be entitled to such funds for the year beginning on January 01, 2015 pending approval of its application; and

WHEREAS, the various federal statutes referenced above required public hearings to be held to ascertain the views and comments of the citizens of City of Scranton, and whereas such hearings have been duly convened; and

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate Officials of the City of Scranton authorize to take

Introduced in Council on above date and referred to Committee on COMMUNITY DEVELOPMENT

September 11, 2014

L. Reed

City Clerk

Scranton, PA October 23, 2014
Committee on Community Development reports favorably on the within ordinance

Chairman

SIXTH ORDER:
September 18, 2014

CERTIFIED COPY

L. Reed City Clerk

all necessary action in order to implement the consolidated submission for Community Planning and Development Program to be funded Under the Community Development Block Grant (CDBG) Program, Home Investment Partnership (HOME) Program and the Emergency Solutions Grant (ESG) Program.

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 decisions 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 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.

Passed by the Council

October 23, 2014

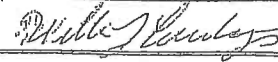
Receiving the Affirmative votes of Council Persons

Wechsler, Rogan, Gaughan, McGoff

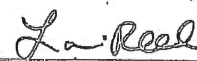
Negative NONE Abstained Evans

 President

Approved 10-27-14



Mayor



City Clerk

Certified Copy

PASSED THROUGH 6TH ORDER THEN TABLED

TABLED

TABLED

7.6

FILE OF COUNCIL NO. 118

2015

AN ORDINANCE
(AS AMENDED)

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON TO TAKE ALL NECESSARY ACTIONS TO IMPLEMENT THE CONSOLIDATED SUBMISSION FOR COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS TO BE FUNDED UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM AND EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM FOR THE PERIOD BEGINNING JANUARY 1, 2016.

WHEREAS, the planning and application aspects included in the consolidated submission for Community Planning and Development Programs are authorized by the Federal Comprehensive Housing Affordability Strategy (CHAS); title 1 of the Cranston-Gonzalez National Affordable Housing Act, 42 U.S.C. 12702-12711; the Community Development Block Grants (CDBG); Title 1 of the Housing and Community Development Act of 1974, 42 U.S.C. 5304-5320; the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 ("HEARTH") reauthorized and modified the McKinney-Vento Homeless Assistance Act of 1987 that includes the Emergency Solutions Grants (ESG); and the HOME Investment Partnerships (HOME): Title II of the Cranston-Gonzalez National Affordable Housing Act, 42 U.S.C. 12741-12839; and the Housing Opportunities for Persons with AIDS (HOPWA): the AIDS Housing Opportunity Act, 42 U.S.C. 12901-12912.

WHEREAS, the City of Scranton shall be entitled to such funds for the year beginning on January 01, 2016 pending approval of its application; and

WHEREAS, the various federal statutes referenced above required public hearings to be held to ascertain the views and comments of the citizens of City of Scranton, and whereas such hearings have been duly convened; and

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate Officials of the City of Scranton authorize to take

CERTIFIED COPY

La Reed City Clerk

Introduced in Council on above date and referred to Committee on COMMUNITY DEVELOPMENT

September 10, 2015

La Reed City Clerk

Scranton, PA October 22, 2015
Committee on Community Development reports favorably on the within Ordinance

Wayne Green Temp. Chairman

SIXTH ORDER:
September 17, 2015

all necessary action in order to implement the consolidated submission for Community Planning and Development Program to be funded Under the Community Development Block Grant (CDBG) Program, Home Investment Partnership (HOME) Program and the Emergency Solutions Grant (ESG) Program.

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 decisions 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 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.

Passed by the Council

October 22, 2015

Receiving the Affirmative votes of Council Persons

Wechsler, Rogan, Evans, Gaughan

Negative NONE Absent-McGoff

Pct B
Vice-President

Approved 10-23-15

Mark J. [Signature] Mayor

La. Reed City Clerk

Certified Copy



DEPARTMENT OF LAW

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

September 20, 2019

RECEIVED

SEP 24 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. 44, 2014 AND FILE OF THE COUNCIL NO. 118, 2015, ENTITLED "AN ORDINANCE AUTHORIZING THE MAYOR AND OTHER APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON TO TAKE ALL NECESSARY ACTIONS TO IMPLEMENT THE CONSOLIDATED SUBMISSION FOR COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS TO BE FUNDED UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM AND EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM FOR THE PERIOD BEGINNING JANUARY 1, 2015 AND FOR THE PERIOD BEGINNING JANUARY 1, 2016" BY AMENDING THE 2015 ACTION PLAN AND THE 2016 ACTION PLAN BY UTILIZING SIXTY-THREE THOUSAND EIGHT HUNDRED THIRTY ONE DOLLARS AND SIXTY NINE CENTS (\$63,831.69) FROM THE 2015 ACTION PLAN AND SIXTY-THREE THOUSAND SEVENTY ONE DOLLARS AND TWENTY-ONE CENTS (\$63,071.21) FROM THE 2016 ACTION PLAN IN ORDER TO PROVIDE A TOTAL OF ONE HUNDRED AND TWENTY-SIX THOUSAND NINE HUNDRED AND TWO DOLLARS AND NINETY CENTS (\$126,902.90) UNDER THE HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) TO BUILD A TWO (2) UNIT RENTAL HOUSE FOR LOW INCOME FAMILIES IN THE CITY OF SCRANTON OR TO ACQUIRE AND REHAB TWO (2) VACANT HOUSES IN THE CITY OF SCRANTON FOR LOW INCOME FAMILIES BY AND THROUGH THE SCRANTON LACKAWANNA RESOURCES DEVELOPMENT CORPORATION, A SUBSIDIARY OF THE SCRANTON LACKAWANNA HUMAN DEVELOPMENT AGENCY.

Respectfully,

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

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING RE-APPOINTMENT OF TARA MAN SHANKAR, 840 WHEELER AVENUE, SCRANTON, PENNSYLVANIA 18510, AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR AN ADDITIONAL FOUR (4) YEAR TERM EFFECTIVE SEPTEMBER 12, 2019. MR. SHANKAR'S TERM EXPIRED ON OCTOBER 14, 2018, AND WAS HELD OVER UNTIL SEPTEMBER 12, 2019. HIS NEW TERM WILL EXPIRE ON OCTOBER 14, 2022.

WHEREAS, Tara Man Shankar's term on the Human Relations Commission expired on October 14, 2018 and was held over to September 12, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint TaraMan Shankar as a member of the Human Relations Commission, effective September 12, 2019 and his new term will expire October 14, 2022; and

WHEREAS, Tara Man Shankar has the requisite experience, education, and training necessary to serve on the Human Relations Commission.

NOW, THEREFORE, BE IT RESOLVED that Tara Man Shankar, 840 Wheeler Avenue, Scranton, PA, is hereby re-appointed as a member of the Human Relations Commission for an additional four (4) year term effective September 12, 2019, and his new term will expire on October 14, 2022.

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

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

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



OFFICE OF THE MAYOR

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

September 12, 2019

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

RE: Human Relations Commission Appointment

Dear Council Members:

Please be advised that I am re-appointing Tara Man Shankar, 840 Wheeler Ave., Scranton, Pa. 18510, as a member of the Human Relations Commission for an additional 4 year term effective September 12, 2019.

Mr. Shankar's term expired on October 14, 2018 and was held over until September 12, 2019. His new term will expire on October 14, 2022

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

Sincerely,

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Jessica Eskra Esq., City Solicitor
David Bulzoni, Business Administrator
Human Relations Commission
Tara Man Shankar



DEPARTMENT OF LAW

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

September 20, 2019

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

RECEIVED
SEP 24 2019


OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING RE-APPOINTMENT OF TARA MAN SHANKAR, 840 WHEELER AVENUE, SCRANTON, PENNSYLVANIA 18510, AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR AN ADDITIONAL FOUR (4) YEAR TERM EFFECTIVE SEPTEMBER 12, 2019. MR. SHANKAR'S TERM EXPIRED ON OCTOBER 14, 2018, AND WAS HELD OVER UNTIL SEPTEMBER 12, 2019. HIS NEW TERM WILL EXPIRE ON OCTOBER 14, 2022.

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

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING RE-APPOINTMENT OF PAUL J. STRUNK, 3 CROSS DRIVE, SCRANTON, PENNSYLVANIA 18505, AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR AN ADDITIONAL FOUR (4) YEAR TERM EFFECTIVE SEPTEMBER 12, 2019. MR. STRUNK'S TERM EXPIRED ON SEPTEMBER 16, 2018, AND WAS HELD OVER UNTIL SEPTEMBER 12, 2019. HIS NEW TERM WILL EXPIRE ON SEPTEMBER 16, 2022.

WHEREAS, Paul J. Strunk's term on the Human Relations Commission expired on September 12, 2018 and was held over to September 12, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint Paul J. Strunk as a member of the Human Relations Commission, effective September 12, 2019 and his new term will expire September 16, 2022; and

WHEREAS, Paul J. Strunk has the requisite experience, education, and training necessary to serve on the Human Relations Commission.

NOW, THEREFORE, BE IT RESOLVED that Paul J. Strunk, 3 Cross Drive, Scranton, PA, is hereby re-appointed as a member of the Human Relations Commission for an additional four (4) year term effective September 12, 2019, and his new term will expire on September 16, 2022.

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

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

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



OFFICE OF THE MAYOR

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

September 12, 2019

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

RE: Human Relations Commission Re-Appointment

Dear Council Members:

Please be advised that I am re-appointing Paul J. Strunk, 3 Cross Dr., Scranton, PA 18505, as a member of the Human Relations Commission for an additional 4 year term effective September 12, 2019.

Mr. Strunk's term expired on September 16, 2018 and was held over until September 12, 2019. His new term will expire on September 16, 2022.

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

Sincerely,

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Jessica Eskra Esq., City Solicitor
David Bulzoni, Business Administrator
Human Relations Commission
Paul J. Strunk



DEPARTMENT OF LAW

P E N N S Y L V A N I A CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

September 20, 2019

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

RECEIVED
SEP 24 2019

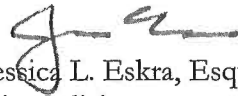
OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING RE-APPOINTMENT OF PAUL J. STRUNK, 3 CROSS DRIVE, SCRANTON, PENNSYLVANIA 18505, AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR AN ADDITIONAL FOUR (4) YEAR TERM EFFECTIVE SEPTEMBER 12, 2019. MR. STRUNK'S TERM EXPIRED ON SEPTEMBER 16, 2018, AND WAS HELD OVER UNTIL SEPTEMBER 12, 2019. HIS NEW TERM WILL EXPIRE ON SEPTEMBER 16, 2022.

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

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING RE-APPOINTMENT OF OM TIMSINA, 809 CEDAR AVENUE, SCRANTON, PENNSYLVANIA 18505, AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR AN ADDITIONAL FOUR (4) YEAR TERM EFFECTIVE SEPTEMBER 12, 2019. MR. TIMSINA'S TERM EXPIRED ON SEPTEMBER 16, 2018, AND WAS HELD OVER UNTIL SEPTEMBER 12, 2019. HIS NEW TERM WILL EXPIRE ON SEPTEMBER 16, 2022.

WHEREAS, Om Timsina's term on the Human Relations Commission expired on September 16, 2018 and was held over to September 12, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint Om Timsina as a member of the Human Relations Commission, effective September 12, 2019 and his new term will expire September 16, 2022; and

WHEREAS, Om Timsina has the requisite experience, education, and training necessary to serve on the Human Relations Commission.

NOW, THEREFORE, BE IT RESOLVED that Om Timsina, 809 Cedar Avenue, Scranton, PA, is hereby re-appointed as a member of the Human Relations Commission for an additional four (4) year term effective September 12, 2019, and his new term will expire on September 16, 2022.

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

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

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



OFFICE OF THE MAYOR

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

September 12, 2019

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

RE: Human Relations Commission Appointment

Dear Council Members:

Please be advised that I am re-appointing Om Timsina, 809 Cedar Avenue, Scranton, PA 18505 as a member of the Human Relations Commission effective September 12, 2019.

Mr. Timsina's term expired on September 16, 2018 and was held over until September 12, 2019. His new term will expire on September 16, 2022.

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

Sincerely,

Wayne E. Evans

WEE/dan

cc: Jessica Eskra, Esq., City Solicitor
Dave Bulzoni, Business Administrator
Human Relations Commission
Om Timsina



DEPARTMENT OF LAW

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

September 20, 2019

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

RECEIVED
SEP 24 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING RE-APPOINTMENT OF OM TIMSINA, 809 CEDAR AVENUE, SCRANTON, PENNSYLVANIA 18505, AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR AN ADDITIONAL FOUR (4) YEAR TERM EFFECTIVE SEPTEMBER 12, 2019. MR. TIMSINA'S TERM EXPIRED ON SEPTEMBER 16, 2018, AND WAS HELD OVER UNTIL SEPTEMBER 12, 2019. HIS NEW TERM WILL EXPIRE ON SEPTEMBER 16, 2022.

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

Respectfully,

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

JLE/sl