

AGENDA
REGULAR MEETING OF COUNCIL
May 26, 2020
6:30 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 RESUMES OF CITY OF SCRANTON DIRECTORS OF HUMAN RESOURCES, DEPARTMENT OF PUBLIC WORKS AND OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT MAYORAL APPOINTEES.

[Resumes of Directors of HR, DPW and OECD.pdf](#)
 - 3.B CORRESPONDENCE RECEIVED FROM MAYOR PAIGE G. COGNETTI DATED MAY 14, 2020 REGARDING EXECUTIVE DIRECTOR OF OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT APPOINTMENT.

[Correspondence received from Mayor Paige G. Cagnetti dated 5-14-2020.pdf](#)
 - 3.C CORRESPONDENCE RECEIVED FROM CITY TREASURER DATED MAY 8, 12 & 13, 2020 REGARDING NO TAX/REFUSE DELINQUENCIES FOR MAYORAL APPOINTMENTS.

[Correspondence received from City Treasurer dated May 8, 12 & 13.pdf](#)
 - 3.D MINUTES OF THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD APRIL 15, 2020.

[Non-Uniform Municipal Pension Board Minutes 04-15-2020.pdf](#)

- 3.E MINUTES OF THE COMPOSITE PENSION BOARD MEETING HELD APRIL 15, 2020.

[Composite Pension Board Minutes 04-15-2020.pdf](#)

- 3.F AGENDA FOR THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD MAY 20, 2020.

[Agenda for Non-Uniform Municipal Pension Board 05-20-2020.pdf](#)

- 3.G FUEL CARD ANALYSIS RECEIVED FROM OFFICE OF THE CITY CONTROLLER DATED APRIL 23, 2020.

[Fuel Card Analysis received from City Controller dated 4-23-2020.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 – AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONSTRUCTION EASEMENT AGREEMENT BETWEEN THE UNIVERSITY OF SCRANTON AND THE CITY OF SCRANTON TO ALLOW THE CITY TO ENTER THE PROPERTY TO REMOVE, REPLACE, AND MAINTAIN A TRAFFIC LIGHT, THE FOUNDATION AND BASE OF WHICH ARE LOCATED ON THE PROPERTY AS MORE FULLY DESCRIBED IN THE CONSTRUCTION EASEMENT ATTACHED HERETO AS EXHIBIT “A”. (EMERGENCY CERTIFICATE ATTACHED).

[Ordinance-2020 Construction Easement Agreement U of S and City - Emergency Certificate.pdf](#)

- 5.C FOR INTRODUCTION – AN ORDINANCE – AMENDING SECTION 13 (AS AMENDED BY ORDINANCE NO. 29, 1994 AND ORDINANCE NO. 195, 2003) OF THE ADMINISTRATIVE CODE ENTITLED “APPROPRIATION” IN ORDER TO REQUIRE COUNCIL’S APPROVAL PRIOR TO THE TRANSFER OF AN UNEXPENDED BALANCE OF AN APPROPRIATION ITEM TO FUND A NEW JOB CLASSIFICATION OR INCREASE THE BUDGETED SALARY OF A JOB CLASSIFICATION.

[Ordinance-2020 Amend Administrative Code entitled Appropriation.pdf](#)

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

- 6.A NO BUSINESS AT THIS TIME.

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

- 7.A FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 31, 2020 – APPOINTMENT OF AMBER VIOLA, 1512 ROSS AVENUE, SCRANTON, PENNSYLVANIA, 18509 TO THE POSITION OF DIRECTOR OF HUMAN RESOURCES EFFECTIVE MAY 18, 2020.

[Resolution-2020 Appt. Amber Viola to Director of Human Resources.pdf](#)

- 7.B FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 32, 2020 – APPOINTMENT OF THOMAS A. PREAMBO, 510 DEAN STREET, SCRANTON, PENNSYLVANIA, 18509 TO THE POSITION OF DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS EFFECTIVE MAY 25, 2020.

[Resolution-2020 Appt. Thomas Preambo to Director of DPW.pdf](#)

- 7.C FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 33, 2020 – APPOINTMENT OF EILEEN CIPRIANI, 117 WASHINGTON AVENUE, WEST WYOMING, PENNSYLVANIA, 18644 TO THE POSITION OF EXECUTIVE DIRECTOR OF THE CITY OF SCRANTON’S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT EFFECTIVE MAY 18, 2020. MS. CIPRIANI WILL BE REPLACING MARY-PAT WARD WHO WAS SERVING AS

EXECUTIVE DIRECTOR.

Resolution-2020 Appt. Eileen Cipriani OECD Executive
Director.pdf

8. ADJOURNMENT



AV

AMBER VIOLA

1512 ROSS AVE
SCRANTON, PA

OBJECTIVE

To obtain the job of Human Resource Director for the City of Scranton.

SKILLS

Well organized and strong time management. Great communication skills and adaptable to any situations. Excellent written and verbal communication skills. Proficient in Microsoft Word, Excel and PowerPoint.

EXPERIENCE

VICTIM ADVOCATE • UNITED STATES NAVY • 2015 – 2018

Provide services and care to sexual assault victims. Responded to crisis situations with a calm professional manner. Planned and scheduled sexual assault training activities and presentations. Helping victims through difficult hospital accompaniment and court appointments.

RECORDS MANAGER • UNITED STATES NAVY • 2012 - 2014

Managed 250 records to include deadly force qualifications and qualifications that lead to zero discrepancies during the annual Arms Ammunition and Explosives Inspections.

WORK CENTER SUPERVISOR • UNITED STATES NAVY • 2014 - 2014

Responsible for the daily completion of preventative and corrective maintenance. Trained and qualified junior Sailors. Managed the supply budget and responsible for procurement, receiving, and issuing of parts and supplies for the work center. Conducted quarterly Sailor performance reviews and personnel evaluations.

SUPERVISOR • UNITED STATES NAVY • 2014 – 2018

Managed a \$50M barracks facility housing over 600 students. I was accountable for a \$2.1M equipment inventory while coordinating with my team of six instructors. We trained and developed over 4,400 personnel annually. Completed daily reports on the work center and personnel. Conducted disciplinary proceedings and assisted with personnel being discharged from the military due to disciplinary actions or under performance.

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EDUCATION

SOCIAL WORK • BSW • MARYWOOD UNIVERSITY

Graduated Cum Laude and was a member of the Kappa Gamma Phi and Alpha Delta Mu honor societies.

VOLUNTEER EXPERIENCE OR LEADERSHIP

INTERN • SENATOR BLAKE • SEP – DEC 2018

Spent over 150 hours working for Senator Blake's Scranton office. I worked in constituent services and my duties included answering the phone, responding to emails, and doing research for any constituent issues that came across the office. Constituents would call, email, or stop by the office with issues that they needed assistance with. It was part of my job to make sure their questions were answered and taken care of, if I did not know the answer to the questions, it was my job to research and find the answer.

INTERN • COMMUNITY INTERVENTION CENTER • SEP – DEC 2019

Spent over 450 hours working at Community Intervention Center in Scranton. I worked at the help desk and my duties included making client appointments, HMIS, planning activities for clients and assisting clients with their needs. I worked with clients who had severe mental illness and autism and clients who have substance abuse issues.

Thomas A. Preambo
510 Dean Street, Scranton Pa 18509

Professional Experience

City of Scranton Office of Economic and Community Development

- Specialized program delivery related to Pennsylvania Grants and U. S. Department of Housing and Urban Development (HUD), with a focus on Construction Administration and Economic Development activities.
- Created and Implemented Scranton's first Business and Industry Loan to Grant program to assist with job creation within the city. Worked directly with businesses to provide public funding for increased job opportunities in Scranton. Developed relationships with officials and staff in Scranton's Chamber of Commerce, Lackawanna County and Pennsylvania's DCED for delivery of economic assistance to potential new businesses or expanding businesses.
- Co-led efforts for the creation of the City of Scranton's 5 year Consolidated Plan and Chaired the very first Citizen Advisory Committee. Facilitated annual evaluations and selection of the Grant Applications for Public Service and Public Facilities. Development of yearly Action Plans (Budgets) required by HUD. Provided support for the reporting of the yearly Consolidated Annual Performance Evaluation Report to HUD and closing of other State funded projects with reporting accomplishments and final audits.
- Administer compliance and provide reports for all Labor Standards and Enforcement with respect to Federal & State Prevailing Wages, Section 3 and Affirmative Action requirements. Administer compliance for ADA Section 504 and Minority Business Enterprise requirements.
- Lead Administer for project development, procurement, contract implementation, performance monitoring and completion for all Scranton's grant activities related to Community Development major construction activities for public and non-public projects. Created and facilitated new operational policies for all OECD developments of Project Specifications and Standard Operating Procedures related to execution of projects and activities.
- Provided direct management oversight of major Public Facilities and Public Infrastructure improvements projects in the city with Federal Funds. Interacted and provided support with Engineering and Architectural professionals related to design concepts for construction activities to include Road Re-Construction, Bridge replacements, Recreational and Park improvements, Sidewalk & Streetscape projects. Managed all financial budgets from development to completion of federally and state funded construction activities.
- Improved General Public Administration objectives and goals, Leadership and Program Technical support functions for Economic and Community Development initiatives in Scranton's Office of Economic and Community Development for the last 7 years as Deputy Director.

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Thomas A. Preambo
510 Dean Street, Scranton Pa 18509

Cinram & WEA Manufacturing

- Worked with the latest in manufacturing technology for 27 years. Implementation of safety and security procedures across facility. Familiar with OSHA regulations and compliance of ISO. Wrote standard operating procedures and conducted training classes for new and current employees.
- Facilitated special projects relative to cost reduction and new product initiatives related to corporate goals.
- Improved team performance and increased attention to details relative to operational efficiencies.
- Responsible for all administrative duties, project initiatives, production and safety operations of 34 to 150 plus hourly employees and the manufacturing process.

Project Management Skills

Microsoft Office
Public Policy & Strategies
Project Administration
Outlook, Excel, Access,
Quality Control & ISO Standards
Project Development
Power Point, Word

Create Standard Operating
Procedures
Design Planning
Project Presentations
Meeting Facilitator
Government Program
Delivery & Support

Data Reporting-Technology
Quick Response
Customer Service
Special Teams Building
Detail Analysis & Technical
Support

Education

Bishop Hannan High School

Penn State University Scranton, concentration on Electrical/Mechanical Engineering Technology to include planning, design and support functions.

Lackawanna College: Computer Applications, Concentration on Microsoft Office Package. Public & Corporate advanced Training and Certifications focus on Leadership & Government Programmatic activities.

Training and Certifications

- Basic Principles Front Line Leadership Program
- Pennsylvania State Police, Drug and Alcohol Intervention
- Advanced Front Line Leadership skills
- Industrial Safety Prevention (OSHA seminar, corporate certified inspections)
- Zenger Miller, Basic Principles of Leadership skills, (certified)
- Zenger Miller, Advanced Leadership skills, (certified)
- Microsoft, Word, Excel, Outlook and Power Point applications
- Quality Management Team Principles, (certified)
- Process Coach Development (Advanced Supervision skills)
- ISO Certification Compliance (Developing SOP and Implementation)
- Process Coach Development (Coaching for Optimal Performance, corporate certified)

Thomas A. Preambo
510 Dean Street, Scranton Pa 18509

Training Continued

- Process Coach Development (Establishing Performance Expectations, corporate certified)
- Process Coach Development (ADP Payroll processing and system networking)
- Process Coach Development (Performance Measures,)
- Facilitator Training for Corporate development, (corporate certified)
- Corporate training in Sexual Harassment prevention
- Coaching for success, Development Dimensions International (DDI) program, (certified)
- Conflict Resolution DDI program, (certified)
- Managing Performance Problems DDI program, (certified)
- Building an environment of trust DDI program, (certified)
- Basically CDBG (HUD) Program, ICF International Training (July 2011 Newark N.J.)
- Integrated Disbursement & Information System (IDIS) CDE Training (April 2012 Washington, DC)
- HUD Webcasts & Webinars (CPD) CDBG Program Modules 1 to 8 Government Funded Activities
- Department of Labor Webcasts (Davis Bacon Related Acts)
- Federal Environmental Training for local governments subject to 24 CFR Part 58 (HUD)
- Reasonable Suspicion Training for Supervisors, August 8, 2018
- Economic Development Course in Pennsylvania (Penn State Harrisburg) December 8-11, 2016
- Environmental Training for local governments subject to 24 CFR Part 58 March 25 to 27, 2014 at HUD Headquarters in Philadelphia PA.

Community Service

- **Plot Neighborhood Association Inc**
Implemented neighborhood development initiatives including Grace Street Playground renovations, shade tree project initiatives, sidewalk and curbing improvement projects, neighborhood beautification projects and major flood protection development initiatives for the Plot and Lower Green Ridge areas post January 19, 1996 flooding.
- **State and Federal Grant programs compliance**
- **Holy Rosary Church, Scranton**
Building and Grounds initiatives and Parish Council
- **Scranton Lackawanna Human Development Agency**
- **Scranton Neighborhood Housing**
- **Pennsylvania House of Representatives, District Advisory Council,**
- **Scranton Zoning Compliance Board**
Compliance to City Zoning Plan Document and Communications
- **Scranton Planning Commission,**
Compliance with Master Plan and continued recommendations on new development; Sub-division process and drawing design analysis.

Community Service Awards

- **Commonwealth of Pennsylvania, The House of Representatives Citation for honor of Civic volunteerism, November 10, 2004**
- **Commonwealth of Pennsylvania, Governor's Award Recognition of Citizen Volunteer Services for Community Crime Prevention, October 1, 1999**
- **The Lackawanna River Corridor Association, Recognized with appreciation, River Stewardship Award, October 3, 1997**

EILEEN CIPRIANI

117 Washington Ave ▪ West Wyoming, PA 18644 ▪ Phone: ▪

*Email-

*Twitter –

*LinkedIn- [linkedin.com/in/eileen-cipriani-b8545331](https://www.linkedin.com/in/eileen-cipriani-b8545331)

Professional Summary

Government Executive Administrator

An energetic executive leader who communicates effectively, resolves complex financial problems, and motivates team members to achieve personal and organizational goals. A skilled and dynamic collaborator and consensus builder, who garners support and cooperation from stakeholders, both internal and external to drive the overall success of the organization.

Core Competencies

Organizational Management-Leadership; Relationship Building; Stakeholder Engagement

Communication-Excellent Written and Oral Communication Skills; Public Speaking; Public Policy

Government Administration-Process Improvement; Grants and Fiscal Stewardship; Procurement

Education

Harrisburg University

Leadership Development Program

2018

Project Management

2019

Misericordia University

Master's Degree, Organizational Management

2012

Bloomsburg University

Bachelor of Science Degree, Medical Technology

1985

Professional Experience

Deputy Secretary-Workforce Development

May 2016-January 2020

Department of Labor and Industry-Harrisburg, PA

- Oversaw the planning and direction of the Pennsylvania Public Workforce System, consisting of a staff of over 400 employees and a budget of \$228 million dollars; in multiple federal and state funding streams.
- Represented the Department of Labor and Industry and the Office of the Governor of Pennsylvania in public appearances, conferences, hearings, speeches, media events and business/education tours.
- Dramatically improved state workforce system, meeting and exceeding all federal performance standards.
- Developed a thorough knowledge of the federal funding process administered by the US Department of Labor in order to effectively manage a complex organizational budget.

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- As part of the Senior Leadership Team of the department, contributed to the organizational strategic planning and management.
- In charge of the oversight and operation of 72 PA CareerLink and affiliate offices, with over 1300 partner staff.
- Oversaw technology improvements, modernization, and upgrades to the Commonwealth Workforce Development System (CWDS), the workforce development online IT system, implementing user friendly and human centric design concepts.
- Led interagency cooperative efforts bringing multiple partners together to improve efficiency and effectiveness in serving constituencies.
- Oversaw the establishment of the Apprenticeship and Training Office, which increased the number of apprentices statewide by 32%.
- Led successful grant applications, receiving federal awards totaling more than 20 million dollars.
- Fostered and maintained relationships with local workforce boards, educational institutions, unions, legislators, community organizations and private industry.
- Professional Affiliations:
 - NASWA Board of Directors (Alternate)
 - Steering Committee Member National Labor Exchange (NLX)
 - Member of the PA Interagency Health Equity Team (PIHET).
 - Member PA Dept of Aging, Long Term Care Council Workforce Committee.
 - Member Team Pennsylvania Board.
 - Member Junior Achievement Careers in skilled Labor Advisory Committee.
 - Member Governor's Economic and Workforce Development Command Center

Acting Director

September 2015-May 2016

State Workers Insurance Fund-Harrisburg, PA

- Directed largest Worker's Compensation Insurance Company in Pennsylvania, with 250 employees and 22,000 policy holders, housed in the PA Dept of Labor and Industry.
- Led the planning and direction of all fund activities including policy underwriting, claims administration, settlement, and all related administrative functions.
- Oversaw the supervision of eight SWIF district offices.
- Established a program of Performance Measures to track improvements in efficiencies and cost savings.

Special Assistant for Strategic Initiatives

February 2015-September 2015

Secretary's Office Department of Labor and Industry- Harrisburg, PA

- Advised Executive Leadership in developing and implementing department and administration strategic initiatives.
- Advised the Secretary on the performance of ongoing agency programs and projects.
- Worked extensively with internal and external partners and stakeholders to coordinate department initiatives, establish programs and supervise special projects, focused on Workforce Development.

West Wyoming Borough Council**January 2008 – May 2016***Elected Council Member*

- Elected Chairman from 2010 to 2013. Duties include supervision of borough operations and employees, development and management of a two-million-dollar budget.
- Established the West Side Council of Governments a non-profit entity and worked to develop cooperative strategies involving inter-municipal collaboration among the 12 member municipalities.
- Implemented a financial recovery program through the Early Intervention Program, resulting in fiscal stability and was awarded of the Governor's Award for Local Government Excellence.
- Wrote grants on behalf of the borough. Awarded 19 grants totaling over three million dollars in funding.
- Established the Abrahams Creek Watershed Association, a nonprofit organization.

State Representative Phyllis Mundy- District Office November 2012-December 2014*Legislative Assistant*

- Constituent service, outreach and public events.

Community Health Systems**March 1986 to November 2012***Medical Technologist*

- Toxicology testing, subject matter expert testimony for county court system.

Volunteer Experience

Wyoming Area Catholic Parent Teacher Guild	2002-2006
Wyoming Area Catholic Athletic Director	2004-2007
Wyoming/ West Wyoming Little League President	2000-2008
Cub Scout Pack 366 Den Leader	1999-2006
West Side Council of Governments-Founder	2013-2016
Luzerne County Tax Collection Commission	2007-2016
West Side Trail Commission	2007-2016
Abrahams Creek Watershed Association -Founder	2007-2016
West Wyoming Shade Tree Commission	2007-2017
WA Kiwanis	2012- 2017
CASA Board of Directors	2013- 2017
League of Women Voters	2009-current

References available upon request

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OFFICE OF THE MAYOR

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

May 14, 2020

Dear Council and President Gaughan,

I am pleased to present for your consideration the appointment of Eileen Cipriani as Executive Director of OECD, effective May 18, 2020.

Ms. Cipriani brings extensive economic development experience to Scranton. Most recently, Ms. Cipriani served as Deputy Secretary of Workforce Development at the Pennsylvania Department of Labor and Industry, where she oversaw a staff of 400 employees and a budget of \$228 million. Additionally, Ms. Cipriani has served as Acting Director for the State Workers Insurance Fund and as a member of the West Wyoming City Council.

Ms. Cipriani is a resident of West Wyoming in Luzerne County. I am formally requesting Council to provide a residency waiver for her appointment. Section 6-6 (I)(2) of the City Administrative Code requires that the "best interest of the City shall be the most important" in employing a person. The best interest of the City is the sole consideration in whether an appointment should receive a residency waiver; it is hard to imagine an appointment more worthy of one.

The City's Act 47 Exit Plan includes a recommendation to "bolster the City's internal economic development capacity". Ms. Cipriani is exactly the type of leader we have needed for some time.

The challenges we face are unprecedented; unemployment has rapidly and dramatically increased, businesses have shuttered or reduced hours, transportation is limited, and social distancing mandates have changed the core of day-to-day life in innumerable ways.

As we look to begin the recovery process from the COVID-19 pandemic and navigate the growing economic crisis, Ms. Cipriani's economic development and workforce experience will be invaluable. She has the vision, expertise, and relationships in NEPA and statewide to hit the ground running as we continue to identify ways to assist small businesses teetering on bankruptcy, obtain critical aid dollars, and create long-term development plans.

I submit to you unequivocally that the best interests of the City will be served by Ms. Cipriani leading OECD, especially under these extraordinary circumstances.

Sincerely,

Paige G. Cognetti
Mayor, City of Scranton

Memo

To: Atty. Jessica Eskra, City Solicitor

From: Wayne G. Beck, Treasurer

cc:

Date: May 8, 2020

Re: VIOLA, Amber
1512 Ross Avenue
PIN # N/A
Appointment Information (Human Resource Director)

Please be advised that a review of the above referenced property indicates that Amber Viola does not have an ownership interest in this property. It appears she is a tenant that resides at this address. The property is actually owned by Thomas E. and Aileen Exeter of Moosic, PA.

A check of the county assessor's website indicates there are no properties owned by Ms. Viola in the City of Scranton.

If I can be of further assistance, please contact me.

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Memo

To: Paige Cognito, Mayor
From: Wayne G. Beck, Treasurer
cc: Stephanie Pisko
Date: May 12, 2020

Re: PREAMBO, Thomas A.
510 Dean Street
PIN #13510-030-053
Appointment Information

Please be advised that a review of the above referenced property indicates there are no delinquent city property taxes or waste disposal fees owed to the city at this time.

A check of the county assessor's website indicates Mr. Preambo owns two other properties in the City of Scranton, both of which are vacant land therefore there are no delinquent Waste Disposal fees.

- 506 Dean Street (#13510-030-0390 – No delinquent city taxes.
- 508 Dean Street (#13510-030-040) – No delinquent city taxes.

If I can be of further assistance, please contact me.

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Memo

To: Stephanie Pisko
From: Wayne G. Beck, Treasurer
cc:
Date: May 13, 2020

Re: CIPRIANI, Eileen
117 Washington Avenue, West Wyoming, PA
PIN # N/A
Appointment Information

Please be advised that a review of the above referenced individual indicates that Eileen Cipriani, who resides at 117 Washington Avenue, West Wyoming, PA., does not have an ownership interest in any property in Lackawanna County. In light of this, there are no delinquent property taxes or waste disposal fees owed to the City of Scranton.

If I can be of further assistance, please contact me.

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City of Scranton
Pennsylvania



Non-Uniform Municipal Pension Fund

MINUTES

NON-UNIFORM MUNICIPAL PENSION BOARD

APRIL 15, 2020

VIA ZOOM

The City of Scranton's Non-Uniform Municipal Pension Board held their monthly meeting on Wednesday, April 15, 2020 at 9:30 A.M. via ZOOM video conference.

In attendance were:

John Hazzouri, President

Maggie Perry, Vice-President

John J. Murray, City Controller

Lori Reed, Proxy for City Council President

Pat Sheridan, Proxy for Mayor

Larry Durkin, Esquire, Attorney for Board

President Hazzouri asked for a motion to accept the minutes of last month's meeting held on Wednesday, March 18, 2020.

Mrs. Perry made a motion to accept the minutes from the March 18th meeting.

Mrs. Reed seconded the motion.

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

President Hazzouri read the following agenda items:

1. An invoice was presented for payment from Durkin MacDonald, LLC in the amount of \$ 594.50 for services rendered from March 17, 2020 through April 13, 2020. **Mrs. Perry** made the motion to pay the invoice and **Mr. Sheridan** seconded the motion. All were in favor.
2. Received a request for a refund of pension contributions from Mark Burton, employed in the Office of the City Controller since May 6, 2019. Mr. Burton's last day of work was March 27, 2020. He contributed 10.5 months at \$22.00 per month and is due a refund of \$231.00. **Mrs. Perry** made the motion to refund the contributions to Mr. Burton and **Mr. Murray** seconded the motion. All were in favor.

President Hazzouri opened the meeting to the board.

Attorney Durkin stated under the Sunshine Act, given the state of emergency, the Office of Open Records has given some guidance, and with his own review of the Sunshine Act, the Board is okay to proceed with virtual pension meetings. Along with all the other boards, an advertisement was published in the Scranton Times newspaper that ran on Saturday, April 11th which stated that all boards would proceed with their meetings at their normal times by Zoom conference. Attorney Durkin provided his email address in the advertisement for an invitation to the meeting. He has not received any requests from the public to join the meeting, other than Laura Hendricks, who was contacted directly and who is on this call. He also forwarded the invitation to Scranton Times reporters Terri Morgan-Besecker and Jim Lockwood. Attorney Durkin felt that we had done everything that is required under the Sunshine Act for this to be an open meeting.

The only legal topic that has come up since the last meeting is with respect to furloughed employees. Attorney Durkin was contacted by Jim Kennedy, the plan administrator, who has also been in contact with the City's labor counsel. Unfortunately, when furloughs do occur, that is not time that will count toward

pension credit time. Therefore, we will not solicit or receive contributions from any furloughed employee during that period. Presumably, the furloughed employees will be brought back to work at some time, but, unfortunately that furloughed time is not going to count toward pension credit time.

There is no pending litigation at this time involving the Non-Uniform Municipal Pension Board.

President Hazzouri opened the meeting to the participants.

Laura Hendricks from the library stated that the library has not furloughed any full time employees and the library has applied for the Paycheck Protection Program and they got it. Therefore, the library will be paying all of their full time employees and the library will be sending all employees' pension contributions to the board secretary.

President Hazzouri asked for a motion to adjourn the meeting.

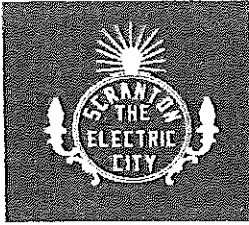
Mrs. Perry made a motion to adjourn the meeting.

Mr. Murray seconded the motion. All were in favor.

Meeting adjourned at 9:38 A.M.

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

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



OFFICE OF THE MAYOR

PROXY

Non-Uniform Pension Board

I, **Paige G. Cognetti**, hereby revoke any previous proxies and appoint **Patrick J. Sheridan, Business Administrator**, as my proxy to attend the Meeting of the Non-Uniform Pension Board and any continuation or adjournment thereof, and to represent, vote and otherwise act for me in the same manner and with the same effect as if I were personally present.

April 14, 2020
DATE

A handwritten signature in cursive script that reads "Paige G. Cognetti".

Mayor Paige G. Cognetti
City of Scranton

A handwritten signature in cursive script that reads "Tiffany Goss-Luciani".

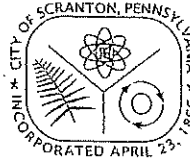
Witness

Council of the City of Scranton

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

Lori Reed
City Clerk

Kevin C. Hayes, Esq.
Counsel



William Gaughan, President
Kyle Donahue, Vice President
Pat Rogan
Jessica Rothchild, PT, DPT
Mark McAndrew

PROXY

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

Non-Uniform pension board

On:

April 15, 2020

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

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

Dated: 4/15/2020

Signed: William Gaughan

Witness: Kathy Carrera

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**COMPOSITE PENSION BOARD MINUTES
APRIL 15, 2020**

OFFICE OF CITY
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The regular meeting of the Composite Pension Board was held on Wednesday, April 15th at 11:00AM with the ZOOM application.

The following were in attendance:

DAVID MITCHELL – Pres. – Police Employee Representative
JOHN HAZZOURI – Vice Pres – Municipal Board Representative
ROBERT SENCHAK – Sect. - Fire Employee Representative
PAUL HELRING – Police Board Representative
GARY DESTEFANO – Fire Board Representative
PATRICK SHERIDAN – (Proxy) Mayor
LORI REED – (Proxy) City Council
JOHN MURRAY - City Controller
LARRY DURKIN – Durkin MacDonald (Legal Counsel)
JAMES KENNEDY – Thomas Anderson & Assoc. (Administrator) by phone
ALEXANDER GOLDSMITH – PFM Group (Trustee) by phone

Dave Mitchell... Called the meeting to order, he requested that the Board members that if they say something to say their name so the recording secretary will know who is talking, it will be easier to identify them. He asked for a motion to approve the Minutes of the March 18, 2020 meeting. **Gary DeStefano made the Motion to accept the Minutes, seconded by Robert Senchak, all were in favor.**

Bills:

One for \$14,031.78 to PFM Asset Management as per their contract. **Gary DeStefano made the Motion made to pay, seconded by Paul Helring, all were in favor.**

The next bill is for Durkin and MacDonald in the amount of \$942.50 for legal services from 3/17 – 4/13. **Motion to pay made by Gary Destefano, seconded by Paul Helring, all were in favor.**

Alex Goldsmith... Made his presentation to the Board, the reports were e-mailed to the Board members. Personally he said it was nice to see everyone, they have been doing a lot of meeting internally and with pensions as well. He wanted to say thank you to those in uniform and the others who are in the office continuing to work on behalf of the citizens of Scranton, putting in time today for the retirees and eventual retirees. We are in unprecedented times, hopefully we're starting to come back he'll talk about that in a second, thank you first off. He's going to be looking at his computer so he apologized if he's not looking at the camera.

The quarterly/monthly reports end March 31, 2020. Obviously the news for the month entirely revolves around the virus, both the economic impacts and the physical impacts, the number of cases, the number of deaths, the stress on our health care system, when will it peak, when will it subside and will it come back up again, when will there be a vaccine and what the economic effects will be. The unemployment surge approaching and passing 15%. The GDP here in the U.S. is expected to be negative for at least two quarters. The global GDP for the year is now expected to be negative.

Obviously initial jobless claims over the past two weeks, that's really a big shock. The total unemployment it's similar to the global financial crisis back in 08, this is actually a little bit more of an unemployment crisis. The rate at which these unemployment claims have fallen which is so unique, we shattered the record for initial jobless claims. People going unemployed at once at the same time, obviously that was the shutdown of the economy.

Every state has stay at home orders in place, he's not sure if there is a federal one in place. It's hard to keep track of. We at PFM certainly are paying attention to that. It impacts the economic data as well as the pure factual virus data. You've got the supply and demand side issue now. The supply side was first, it was global. People stayed home in China a major factoring sector. In Germany as well and he thinks we saw what happened in the U.S. The initial ding was on the supply side of things and now as you see sporting events, concerts, vacations, the school year has been cancelled. A lot of the discretionary spending, he thinks Pennsylvania shut down auto sales. Discretionary spending has now hit the demand side of things.

When it comes to the virus we have seen a flattening of the curve for sure and even on a day to day basis now it seems that it's still flattening, at least in areas where there was a good initial response. At this point it's clear that we didn't catch this thing. It's not anyone's fault. Everyone he thinks back in January when this came out, no one was really calling for a shutdown of the entire economy if we had done that this may have been entirely nipped in the butt but he doesn't think there was a single real person out there calling for it at the time.

It's not a political thing or anything like that, it's just the given facts of what we know and it's been a rapidly developing situation. Where we are now, he thinks we initially peaked in Pennsylvania, for example is forecast for mid-May. In terms of the number of new cases per day, the number of deaths per day, the questions mark now is will that flatten of the curve help the health care system but what does it mean for getting people back into their offices, out spending money, getting back to normal of the economy. The idea and he's said it before we're not scientists or doctors, we've extended the process now till we can get up to an effective vaccine which has done a lot of trials, different amenities like Johnson & Johnson, they're even testing some people here in Pennsylvania. There are groups working on that. A viable vaccine

that is also made in quantities to get out, that must be some time away, at least several months if not in a year plus.

The flip side is the question of herd immunity, herd going around. There is a lot of uncertainty. Can people get this thing twice? We don't know and how many more are vaccinated or if you get it is it a period of five years when you're through, okay. Can some people go back to work without others? That relies on a lot of testing. So the point that he's trying to make is we won't really see a meaningful recovery in the stock market. We may have hit the bottom. The bottom may still be out there. We're not predicting that. Even if we are at the bottom expect things will go along volatile here for some time. We're not predicting a sharp climb out of this on the other side. We don't really see things even starting to turn around until there is a peak in the cases and deaths. We are planned to get at least part of the economy started again and that's what he was convoluting to. You may see some partial stages when things went back. You might see schools staggered in terms of time, things like that.

He thinks all of that continues to bolster their view that they're not expecting a sharp recovery here in the next month say June, in terms of the market, in June or possibly by the end of the summer or the end of the year. Where we are on the other side of this, the negative side, the uncertainty about this virus on the positive tail winds we have fiscal stimulus and monetary stimulus. In \$2 trillion plus over several packages that was approved by the government and possibly some more. We need to put in in theory engineered to restart the economy plan. There may be some more stimulus involved with that on the fiscal side of things. On the monetary side we've got rates, interest rates that are approaching if not at zero. What that allows is those companies that are better capitalized or that were able to call operations without a major hit are able to refinance attractive rates hopefully pass those savings onto the consumer. Essentially allow them remain in the black in a cash flow bit of recovery in April. With that we are still underweight in stocks in this plan. We are maintaining that position and with the rationale of we want to protect against further negative news that's out there related to this virus.

Market value at the end of March was \$92,771.706 it's certainly down from where we were \$8 million plus mark but not where you would expect. Stocks were down, off as much as 25-30% in the mix of this. It's been extremely volatile. Again given the 55/45 allocation of this portfolio has helped significantly. Most plans in Pennsylvania were 60/40 to 70/30 even above. The decision again to be more defensive in this plan more focused. It's a lot more stressed than two to three years ago, a lot of new developments have taken place with the plan but again he doesn't think our philosophy has changes and that there is an element of caution here, he thinks that's prudent. We're one down about \$8 plus million.

The month of return is down 7.45% again you're not down the full amount of the equity markets. You're ahead of the benchmark by about .50% and that's due to the defensive move we talked about in the beginning of the month. That has almost brought the YTD number in line with the benchmark, we're only behind by 500th's percent and we continue to make up even more ground in April.

The asset allocation is really the biggest driver of performance. It was a detractor in February it helped in March as we took defensive shifts. There has been some contributions, as well as detractors, one is Jensen Quality Growth in domestic equity YTD they're outperforming by a little over 2.5 points over their benchmark, last year and the year before Jensen lagged a little bit. They're a high quality downside protector fund. It's good to see them at least doing what they were put in the portfolio to do in this extreme situation.

On the international equity, J. O. Hombo they added a significant amount of value for the quarter, for the month again it's in negative territory but it's pretty significantly outperforming its' benchmark. You got Vanguard Total International and Vanguard Total International ETF, those are both index funds. Over the longer period YTD they track the benchmark pretty closely and on the merging side of things missing by about a percent.

In fixed income this is one where long term trend of active managers is really doing well. You can see Baird, Double Line and PGIM they're all missing pretty significantly versus Blmbg. Aggregate. But if you go back to the last two, three or four years they've pretty consistently outperformed their benchmark. They were overweight to corporate bonds. They were overweight to longer duration, longer term bonds and a little bit of high yield exposure as well. When stocks were off corporate bonds were off the yield spreads, so the yield you get for that corporate bond sky rocketed versus the yield you're getting for a risk free government bond.

People were expecting that there might be more corporate out there. He thinks what happened in March was that the spread rate was a little bit too much too fast and even towards the end of March it already started to come down. Again when rates go up the price of existing bonds fall. So when rates shot up like that spread shot up, it really hurt the corporate market. May since come down again a lot of the active managers have made some back up. There are some opportunities in the fixed income market to generate some total return, not just from the income return you steadily get.

Of course you've got Voya Intermediate that was one of the better performers the first five months. It's got a lot of corporates, it's got the high yield, it has some mortgages and assets backed. The mortgage rates you saw were all over the place. The ETF was down -7.87% like he said corporates were leading with the stock market. It's not ideal to have an absolute return of negative -7.5% in a month. We get what the market throws at us. Obviously we would like to continue to do that in the face of whatever and the market conditions persist the rest of the year.

He reviewed Page 2.2, the 2019 and plus 2018 to -4.4% for the calendar year so when you move ahead on Page 2.3 for example the Account Reconciliation it's certainly down from the \$100+ million like I mentioned for the month but if you look back to one year ago 4/1/19 the plan was at \$96.8 million, as of Monday the market value of the plan was \$96,138,053 it will continue to maintain and even increase ground ahead of the benchmark so for the second quarter.

There isn't anything better to say other than the market is volatile fortunately to the extent that's reasonable the plan is designed to withstand this volatility, everything that you have done in terms of adding and putting more money in the plan last year has not been lost. We're not looking at that \$60 million figure again. When things, as soon as they get back to normal because he thinks there will be some soul searching that comes out of this, and structural changes around the economy. There certainly will be a lot of pent up demand. He thinks a relative negative GDP globally for 2020 that's looking like to just up 6% GDP growth globally for 2021.

We were talking about the great shutdown, the great pause, it will be a deferment but it won't be everything not just returns to this plan. Things that you all might have wanted to do in your personal lives, whatever, hiring decisions, the normal will come back at some point the question is when. Again that is why we manage this for a long term. We don't try to shoot the lights out on a quarter to quarter basis, things were given up. Last year in the strong market that we saw here you're starting to see the opposite side of that coin. You can see the asset allocation on Page 2.4. Obviously we remain overweight in stocks, domestic, international and overweight to fixed income. As modest as it was we started to move that closer to the benchmark.

The last thing if you go all the way to the end of the report Page 34 through the end these are the inserts that we talked about, the changes that PFM made dialing down the stock exposure, taking it back up as news improved, taking it back down again as news worsened then there was a bit of a jump in the stock market. Our committee has been meeting formally twice a week, they're all virtual at this point. They have all the time in the world to put into this. At this point we're looking for some clear guidance, cases are slowing and they are planning on reopening the economy. You will probably see another alert come through to you and everyone else and hopefully that gets forwarded around to you and everyone else in the group. If we make any changes or if our view has changed we will send something out.

Dave asked since we are more on the conservative side with the 55/45 with the way that things are going see how things ride and not make any changes. Alex responded that they already have, they won't make no changes to the 55/45 that is the investment policy, that's in the benchmark. Those are things that are done with very, very long term mind set in place. Frankly you make those decisions to expect events like this to happen. We'd be making more capital market assumptions and frankly that's why capital market assumptions for stock in the long run have come down because we started to see events like this increase. He talked about the asset

allocation study at some point.

The next valuation is done with 1/1/21 numbers. He asked if they did the 1/1/20 in the beginning of this year. It won't change the MMO's or anything. They usually get released in August or September. That might be a good time to look at liability in conjunction with long term.

Patrick Sheridan... The last one was 1/1/19 and he believes they're done every other year, so it's got to be 1/1/21.

Jim Kennedy... The 1/1/21 report it will be based on the calendar years 20 and 19 where we end up at an asset standpoint we can have an actuarial loss and he thinks it's going to be hard for most municipalities not be because if you take ballpark your earning about 15% or so in those two years combined. We were up and now we're down so you can kind of do the math in your head, where we need to be to earn those 15%. So what will happen is holding everything else constant when we get that report if there's an actuarial loss it will get reflected and then amortized over the period determined by Beyer Barber and the regulations and what will happen is that will then be utilized and impact the MMO's going forward for 22/23 etc. We always prepare the reports as early as we can to fund the plans correctly but the other option would be you can get one more year out of using the 1/1/19 but it basically underfunds the plan to do that. It is not a recommendation he would make and Beyer Barber wouldn't make it either but from a cash budget standpoint he always has to make the City aware.

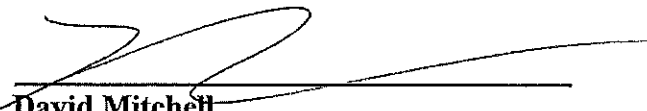
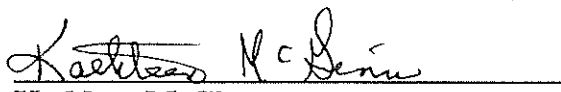
Larry Durkin... We made a decision to proceed with this meeting virtually. He reviewed both the Sunshine and the more recent Office of Open Records Guidance on having virtual meetings. We advertised on April 11th in the Scranton Times that we would be holding today's meeting via ZOOM Teleconference and we provided his e-mail address for anybody who wanted to participate, attend the meeting essentially. We did get one request, it's actually from a former member Terry Osborne who was on with us and we also forwarded the information, both Dave and himself, to the Scranton Times advising them that this would be done virtually. In his opinion we have complied with the requirements of the Sunshine Act and we're good to have proceeded as we have. If there is an opportunity Dave at the end of the meeting we can open it up to public comment as we would in a normal meeting. In his opinion we're fine proceeding this way.

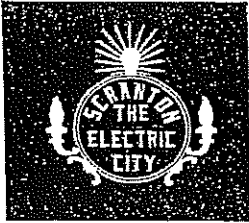
Dave Mitchell... Asked if anyone had any questions for Larry about that, no response. Future plans are to see how everything shakes out and obviously with the City to see where they stand with City Hall. He asked if anybody in the audience had any questions, no response.

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

May 20th is our next Meeting

Minutes approved May 20, 2020:


David Mitchell
President
Kathleen McGinn
Recording Secretary



OFFICE OF THE MAYOR

PROXY Composite Pension Board

I, **Paige G. Cognetti**, hereby revoke any previous proxies and appoint **Patrick J. Sheridan, Business Administrator**, as my proxy to attend the meeting of the Composite Pension Board and any continuation or adjournment thereof, and to represent, vote and otherwise act for me in the same manner and with the same effect as if I were personally present.

April 14, 2020
DATE

Paige G. Cognetti

Mayor Paige G. Cognetti
City of Scranton

Tiffany Cross-Insauri

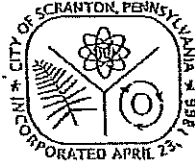
Witness

Council of the City of Scranton

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

Lori Reed
City Clerk

Kevin C. Hayes, Esq.
Counsel



William Gaughan, President
Kyle Donahue, Vice President
Pat Rogan
Jessica Rothchild, PT, DPT
Mark McAndrew

PROXY

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

Composite Pension Board

On:

April 15, 2020

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

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

Dated: 4/15/2020

Signed: William Gaughan

Witness: Kathy Carreen

City of Scranton
Pennsylvania



Non-Uniform Municipal Pension Fund

NON-UNIFORM MUNICIPAL PENSION

AGENDA

MAY 20, 2020

1. RECEIVED AN INVOICE FROM DURKIN MACDONALD, LLC IN THE AMOUNT OF \$ 217.50 WHICH REPRESENTS SERVICES RENDERED FROM APRIL 14, 2020 THROUGH MAY 18, 2020.
2. RECEIVED A REQUEST FOR A REFUND OF PENSION CONTRIBUTIONS FROM FORMER LIBRARY EMPLOYEE MAURA ROTTMUND. MS. ROTTMUND HAD BEEN EMPLOYED AT THE LIBRARY FROM MAY 9, 2016 THROUGH MARCH 2020. SHE HAS CONTRIBUTED 47 MONTHS AT \$22.00 PER MONTH AND IS DUE A REFUND OF \$ 1,034.00.
3. RECEIVED A REQUEST FOR A REFUND OF PENSION CONTRIBUTIONS FROM FORMER CITY EMPLOYEE KARA MCDONOUGH SEITZINGER. MRS. SEITZINGER HAD BEEN EMPLOYED BY THE CITY FROM OCTOBER 18, 2004 UNTIL HER RESIGNATION ON MAY 1, 2020. SHE HAS CONTRIBUTED A TOTAL OF 160.5 MONTHS AT \$22.00 PER MONTH AND IS DUE A REFUND OF \$ 3,531.00.

4. RECEIVED AN APPLICATION FOR A PENSION FROM JUDITH KELLER, SCRANTON PUBLIC LIBRARY EMPLOYEE. MRS. KELLER, HIRED ON AUGUST 22, 1960, HAS CONTRIBUTED OVER 45 YEARS TO THE PENSION FUND, IS 77 YEARS OF AGE AND IS ELIGIBLE TO RECEIVE A 31-YEAR PENSION AT \$700.00 PER MONTH WHEN SHE RETIRES ON JUNE 30, 2020.

5. RECEIVED AN APPLICATION FOR A PENSION FROM JOHN HAZZOURI, CITY OF SCRANTON EMPLOYEE. MR. HAZZOURI, HIRED ON JULY 15, 1981, HAS CONTRIBUTED OVER 39 YEARS TO THE PENSION FUND, IS 61 YEARS OF AGE AND IS ELIGIBLE TO RECEIVE A 31-YEAR PENSION AT \$700.00 PER MONTH WHEN HE RETIRES ON JULY 17, 2020.

Office Of City Controller				
Fuel Card Analysis				
Summary By Department				
2020				
All Department Summary				
Department	Dec24/Jan23	Jan 24/Feb23	Feb 24/Mar23	Mar 24/Apr 23
DPW	1149.84	931.45	1,150.06	347.98
Fire	340.18	266.74	173.83	124.54
IT	99.50	118.31	68.40	42.94
Mayor (No Card)	0.00	0.00	0.00	0.00
Parks	114.87	109.22	105.77	71.98
Permits	53.05	76.59	25.82	56.07
Police	2,065.66	2,202.02	1,681.78	1,383.76
Unsigned	10,702.93	9,999.27	10,976.52	8,147.55
	14,526.03	13,703.60	14,182.18	10,174.82

RECEIVED

MAY 20 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

Office of the City Controller
 Fuel Card Analysis
 2020

DPW

Card #	NAME/JOB TITLE	Mar 24/Apr 23		
		Dates	Units	Amount
1	C. Anzulewicz- Parts Mgr DPW		14.63	19.89
2	Coggins-Tire Repair DPW		0	0
5	J. Murphy-Mechanic DPW		28.651	39.26
7	G. Boyd- Mechanic DPW		0	0
8	M. Lynady- Mechanic DPW		0	0
9	D. Gallagher - DPW Director		24.943	33.32
11	T. Lynch - Recycling		0	0
26	T. Santoli - Tree Maint.		0	0
81	Flood Control		92.144	120.18
91	C. Jenkins - DPW Foreman		13.653	15.43
93	L. Wynne - Parks		90.731	119.9
94	Hillcoat - Parks Foreman		0	0
			264.752	347.98

Controllers Office				
Fuel Card Analysis				
2020				
	FIRE			
		Mar 24/Apr 23		
Card #	Issued	Dates	Units	Amount
18	DeSarno - Chief		0	0
19	Lucas-Dept. A/ Chief		12.811	21.01
20	Costa-Mechanic		0	0
21	S.Flynn-Fire Pervention		0	0
22	J. Joyce-Inspector		0	0
23	J. Lunney-Inspector		12.664	19.5
25	Car 22		0	0
90	Car 21		61.185	84.03
			86.66	124.54

Office of the City Controller				
Fuel Card Analysis				
2020				
	IT			
		Mar24/Apr 23		
Card #	Issued	Dates	Units	Amount
14	F. Swietnicki-Director		30.455	42.94
			30.455	42.94

Office of the City Controller				
Fuel Card Analysis				
2020				
	PARKS			
		Mar 24/Apr 23		
Card #	Issued	Dates	Units	Amount
12	B. Fallon-Director		56.688	71.98
			56.688	71.98

Office of the City Controller				
Fuel Card Analysis				
2020				
	PERMITS			
		Mar 24/Apr 23		
Card #	Issued	Dates	Units	Amount
15	O'Hora-Bldg Maint		12.339	18.63
17	Oleski-Act Director		25.884	37.44
			38.223	56.07

Office of the City Controller				
Fuel Card Analysis				
2020				
POLICE				
		Mar 24/Apr 23		
Card #	Issued	Dates	Units	Amount
71	Dombrowski		36.115	48.22
72	DET - Beahan		46.618	63.86
27	Graziano-Chief		0	0
28	Lieut.R.Martin		13.963	17.31
29	Brenzel-Lieut		37.612	47.54
30	Moran - SGT		66.386	89.9
31	Namiotka-Lieut		29.897	39.06
32	Parking 1		0	0
33	Parking 2		0	0
35	SID - Mayer		0	0
36	SID - McDonald		0	0
37	SID - Spathelf		0	0
39	SID- McIntyre		39.73	58.21
40	SID - P.Gerrity		0	0
41	SID - Hegedus		0	0
42	SID - Gula		51.184	70.75
43	DET - Spinosi		0	0
44	DET - McLane		35.645	49.95
45	DET - Castellano		46.524	64.92
46	DET - Jones		53.369	71.48
47	DET- Albanesi		14.609	21.48
48	DET - Forsette		22.574	29.35
49	DET - Pappas		25.522	34.13
50	DET - Mayo		11.869	14.36
51	DET - V. Uher		38.976	56.8
52	DET- J. Gerrity		16.037	19.89
53	DET - Gilroy		30.797	42.62
54	DET - Barrett		21.23	28.63
55	DET- Lafferty		35.265	48.88
56	DET - Fueshko		18.394	22.26
57	DET - Lukasewicz		53.641	64.68
58	DET- Gowarty		17.287	21.44
60	DET - Passmore		41.095	59.01
61	DET - K. Uher		13.446	17.49
62	DET - Denaples		36.575	51.72
70	T. Garvey		0	0
75	Turner		13.866	18.02
83	Celuck-Training		57.306	80.01
85	DET - Schultz		12.937	16.04
86	M. Phillips		0	0
88	B. Lynady		0	0
92	Monahan-Inspe		86.633	115.75
			1025.102	1383.76

Office of the City Controller				
Fuel Card Analysis				
2020				
	UNASSIGNED			
		Mar 24/Apr 23		
Card #	Issued	Dates	Units	Amount
82	K. Neary - Anim ctrl		26.26	35.08
89	K. Eiden - Parks		0	0
64	551 Moosic (HOUSE CARD)		3357.7	4782.94
65	220 S 7th (HOUSE CARD)		1240.86	1630.35
67	1227 S Main (HOUSE CARD)		849.095	1197.06
95	Ford Van - Fire Dept		0	0
96	C. Hallock - Police		0	0
97	B. Ritter -Parks		0	0
98	McMullen - DPW		232.91	320.36
99	Master Mechanic		49.005	63.05
100	D. Mitchell -Police		53.215	75.75
101	M. Schultz- Police		30.907	42.96
104	J. Hoban - Fire Dept		0	0
			5839.96	8147.55

**SUNTRAK[®]**

Invoice Statement

INVOICE NUMBER: 65031918
ACCOUNT NAME: City of Scranton

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0496-00-264494-6	39,500.00	31	APR-23-2020	MAY-15-2020	9,807.73

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
APR-17-2020	Payment - Thank You		13,803.62
APR-23-2020	Fuel Purchases	10,174.82	
APR-23-2020	Rebates and Rebate Reversals		367.09

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
13,803.62	13,803.62	10,174.82	367.09	9,807.73

CALL CUSTOMER SERVICE TO PAY BY PHONE
FEDERAL TAX ID: 841425616SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.
TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT

ACCOUNT NAME	City of Scranton
ACCOUNT NUMBER	0496-00-264494-6
INVOICE NUMBER	65031918
BILL CLOSING DATE	APR-23-2020
AMOUNT DUE	9,807.73
AMOUNT ENCLOSED	
PAYMENT DUE DATE	MAY-15-2020

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

Sunoco SunTrakFax change of address request to 1-800-395-0809.
Make check payable to: WEX BANK
Use enclosed envelope or send to:WEX BANK
P. O. BOX 4337
CAROL STREAM IL 60197-4337

41

04960026449460000000980773 200515



Financial Summary

ACCOUNT NUMBER	FLEET NAME
0496-00-264494-6	City of Scranton

REPORT FOR:
City of Scranton
0496-00-264494-6
MAR-24-2020 TO APR-23-2020

PAGE 1

DEPARTMENT	DESCRIPTION	UNITS	COST OR FEE	TOTAL FEES	FUEL \$	OTHER \$	EXEMPTED TAX	NET \$	TOTAL FEES & PURCHASES
BUILDINGS	Unleaded Regular		12.34	2.269	0.00	28.00	0.00	-9.37	18.63
	PERIOD					28.00	0.00	-9.37	18.63
	YTD					63.50	0.00	-18.24	44.26
DET	Unleaded Regular		82.74	2.112	0.00	174.90	0.00	-62.82	112.08
	PERIOD					174.90	0.00	-62.82	112.08
	YTD					841.70	0.00	-247.72	593.98
DPW	Unleaded Regular		284.76	2.079	0.00	548.92	0.00	-200.94	347.98
	PERIOD					548.92	0.00	-200.94	347.98
	YTD					5,043.32	0.00	-1,463.99	3,579.33
FIRE	Unleaded Regular		86.66	2.174	0.00	190.33	0.00	-55.79	124.54
	PERIOD					190.33	0.00	-55.79	124.54
	YTD					1,268.97	0.00	-363.68	905.29
IT	Unleaded Regular		30.45	2.169	0.00	66.06	0.00	-23.12	42.94
	PERIOD					66.06	0.00	-23.12	42.94
	YTD					464.25	0.00	-135.10	329.15
PARKS	Unleaded Regular		56.69	2.031	0.00	115.00	0.00	-43.02	71.98
	PERIOD					115.00	0.00	-43.02	71.98
	YTD					574.52	0.00	-172.68	401.84
PERMITS	Unleaded Regular		25.89	2.208	0.00	57.08	0.00	-19.64	37.44
	PERIOD					57.08	0.00	-19.64	37.44
	YTD					235.62	0.00	-68.35	167.27
POLICE	Unleaded Regular		942.43	2.118	0.00	1,986.93	0.00	-715.25	1,271.68
	PERIOD					1,986.93	0.00	-715.25	1,271.68
	YTD					8,565.56	0.00	-2,826.32	6,739.24
Unassigned	Unleaded 4		56.07	2.934	0.00	167.74	0.00	-42.54	125.20
	Unleaded Plus		154.59	2.844	0.00	435.07	0.00	-117.30	317.77
	Unleaded Regular		5,629.75	2.131	0.00	11,977.35	0.00	-4,272.77	7,704.58
Sunoco Volume Rebate	Unleaded Regular		7,341.84	0.050	-367.09	0.00	0.00	0.00	0.00
	PERIOD					12,580.16	0.00	-4,432.61	8,147.55
	YTD					56,495.78	0.00	-16,670.51	39,825.27
ACCOUNT TOTALS	Unleaded 4		56.07	2.934	0.00	167.74	0.00	-42.54	125.20
	Unleaded Plus		154.59	2.844	0.00	435.07	0.00	-117.30	317.77
	Unleaded Regular		7,131.71	19.291	0.00	15,144.57	0.00	-5,412.72	9,731.85
Sunoco Volume Rebate	Unleaded Regular		7,341.84	0.050	-367.09	0.00	0.00	0.00	0.00
	PERIOD					15,747.38	0.00	-5,572.56	10,174.82
	YTD					74,554.22	0.00	-21,967.59	52,586.63
									9,807.73
									61,263.93



REPORT FOR:
City of Scranton
0496-00-264494-6
MAR-24-2020 TO APR-23-2020

PAGE 1
END OF REPORT

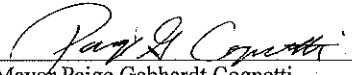
Site Summary

ACCOUNT NUMBER	FLEET NAME
0496-00-264494-6	City of Scranton

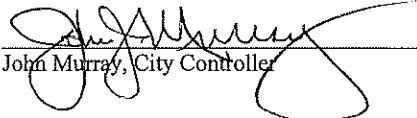
BRAND	ADDRESS	NO. TRANS	FUEL UNITS	FUEL \$	OTHER \$	EXEMPT TAX	NET \$
SUNOCO	4440 Easton Ave, Bethlehem, PA 18020	1	19.407	42.68	0.00	-14.73	27.95
	543 Can-Do Expy, Hazle Township, PA 18202-3181	1	21.948	43.00	0.00	-16.66	26.34
	234 S MAIN STREET, SCRANTON, PA 18504-0000	1	12.638	29.81	0.00	-9.59	20.22
	234 S MAIN ST, SCRANTON, PA 18504-0000	3	45.645	93.98	0.00	-34.64	59.34
	551 Moosic St, Scranton, PA 18505	418	3,950.220	8,607.00	0.00	-2,998.27	5,608.73
	220 S 7th Ave, Scranton, PA 18505	184	1,820.376	3,773.33	0.00	-1,381.64	2,391.69
	1735 N Keyser Ave, Scranton, PA 18508-1215	7	133.202	277.35	0.00	-101.10	176.25
	1716 N Main Ave 20, Scranton, PA 18508-1981	16	336.437	706.27	0.00	-255.38	450.91
	1218 Oneill Hwy, Dunmore, PA 18512-1708	1	14.630	31.00	0.00	-11.11	19.89
	1227 S Main St, Scranton, PA 18518	105	987.332	2,142.96	0.00	-749.46	1,393.50
PERIOD TOTALS		737	7,341.835	15,747.38	0.00	-5,572.56	10,174.82

EMERGENCY CERTIFICATE

This is to certify that an emergency exists requiring the immediate passage of the attached Ordinance to allow the City to enter University of Scranton property located at the corner of Jefferson Avenue and Linden Street to remove, replace and maintain a traffic light the foundation and base of which are located on the property. This traffic light has been struck by vehicles and subsequently needed replacement twice within the prior year, posing a safety issue for passing vehicles and pedestrians. Its permanent replacement to an area set back further from the roadway as expeditiously as possible will help protect the welfare and safety of the general public.


Mayor Paige Gebhardt Cognetti

I hereby certify and concur in the above emergency.


John Murray, City Controller

FILE OF THE COUNCIL NO. _____

2020

AN ORDINANCE

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONSTRUCTION EASEMENT AGREEMENT BETWEEN THE UNIVERSITY OF SCRANTON AND THE CITY OF SCRANTON TO ALLOW THE CITY TO ENTER THE PROPERTY TO REMOVE, REPLACE, AND MAINTAIN A TRAFFIC LIGHT, THE FOUNDATION AND BASE OF WHICH ARE LOCATED ON THE PROPERTY AS MORE FULLY DESCRIBED IN THE CONSTRUCTION EASEMENT ATTACHED HERETO AS EXHIBIT "A".

WHEREAS, the University of Scranton is the owner of a property situate at the corner of Jefferson Avenue and Linden Street. The Property is more fully described in the Easement Description, attached hereto as Attachment 1 and Map of Easement Area attached hereto as Attachment 2; and

WHEREAS, the City requires an easement and right of way over a portion of the Property for the purpose of allowing the City to remove, replace and maintain a traffic light, the foundation and base of which is located on the Property. It is agreed that the City will be responsible for future maintenance of the traffic signal.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City officials are authorized to execute and enter into the Construction Easement Agreement attached hereto and as Exhibit "A" between the University of Scranton and the City of Scranton to remove, replace, and maintain a traffic light, the foundation and base of which is located on the Property.

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

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

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

CONSTRUCTION EASEMENT

This Agreement, made this _____ day of _____, 2020, between the University of Scranton, 800 Linden St, Scranton, Lackawanna County, Pennsylvania 18510 (hereafter referred to as the "University") and The City of Scranton, a Pennsylvania municipal corporation, with an office at 340 N. Washington Avenue, Scranton, Pennsylvania, its employees, officers, staff, officials, Employees, contractors, and independent contractors (hereafter referred to as the "City").

WITNESSETH

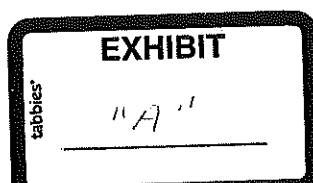
The University is the owner of a property situate at the corner of Jefferson Avenue and Linden Street, Scranton, Lackawanna County, Pennsylvania (hereafter referred to as the "Property"). The Property is more specifically described in the Easement Description, attached hereto as Attachment 1 and Map of Easement Area attached hereto as Attachment 2.

The City requires an easement and right-of-way over a portion of the Property exclusively for the purpose of allowing the City to remove, replace, and maintain a traffic light, the foundation and base of which is located on the Property. It is agreed that the City will be responsible for future maintenance of the traffic signal

NOW THEREFORE, inconsideration of the mutual promises and covenants set forth in this Agreement, and intending to be legally bound, the parties agree as follows:

1. **Incorporation by Reference.** The foregoing recitals and all terms defined therein are incorporated by reference in this Agreement.

2. **Construction Easement.** In consideration of the covenants and Provisions of this Agreement, and the sum of One Dollar (\$1.00), the receipt of which is acknowledged, the University conveys to the City, and its successors and permitted assigns, a construction easement and a fee uninterrupted and unobstructed right of way, in, under, Across and over that portion of the Property as described in Attachment 1 and Attachment 2 for the purpose of entering the Easement Area with men, machinery, vehicles and material, at any and all reasonable times, for the purpose of completing the replacement of the traffic light contained in the Easement Area (hereafter referred to as the "Project") and future maintenance of the traffic light. The foregoing includes the right of the City to: (i) remove, trees, bushes, undergrowth and



other obstructions interfering with the activities authorized in this Agreement; and (ii) do anything reasonably necessary, useful or convenient for the enjoyment of the Easement.

3. **Maintenance Easement.** The University conveys to the City, and its Successors and permitted assigns, a permanent non-exclusive easement over the Easement Area for the operation, maintenance, repair and replacement, from time to time, of the traffic signal located on the Easement Area.

4. **Rights Reserved to the University.** The University reserves to itself, and its heirs, personal representative and assigns, the right to freely use and enjoy its interest in the Easement Area, provided that the exercise thereof does not unreasonably endanger or interfere with the construction, completion, operation, maintenance and replacement of the Project, except that no building, structure or similar improvement shall be erected within the Easement Area, nor shall the grade or ground cover over the facilities constructed by the City be substantially altered, without the consent of the City, which consent shall not be unreasonably withheld or conditioned. Notwithstanding anything in this Agreement to the contrary, the University shall be entitled to the continued use of the Easement Area.

5. **Conditions on Use of Easements.** The City shall, at its sole cost and expense, Comply with the following conditions with respect to the use of the Easement Area in connection with the Temporary Construction Easement and the Maintenance Easement (collectively, the "Easements"):

- (a) pay all costs related to the design, engineering and construction of the Project;
- (b) obtain, at no cost to the University, all permits and approvals required for the Construction of the Project;
- (c) construct, operate, maintain, repair and reconstruct the Project in compliance with all applicable federal, state and local statutes, regulations and ordinances;
- (d) not undertake any excavation which in any way endangers or unreasonably interferes with the University other property and attached facilities;
- (e) not undertake any blasting in connection with the Project;
- (f) pay when due the costs and charges for all work done in connection with the construction, operation, maintenance, repair and reconstruction of the Project;
- (g) cause no unnecessary damage to the Easement Area; and
- (h) promptly restore the surface of the Easement Area (and any other portion of the Property disturbed by the City and/or its contractors) to the condition in which they were immediately prior to the commencement of work.

Without limiting the generality of the foregoing, the City specifically agrees, by the acceptance of this Agreement and the Easements, that any opening made in connection with the use of the Easements

shall be backfilled and resurfaced, provided that the City shall not be obligated to restore landscaping, other than re-sodding any grass which was removed upon entry, all such work to be done at the expense of the City.

6. **Grantor Covenants.** The University covenants with the City as follows: (a) the University is the owner of the Property; and (b) the City shall quietly enjoy the Easements.

7. **Indemnification.** The City agrees that it will exonerate, indemnify, defend and hold harmless the University, and its heirs, personal representatives and assigns, from and against any and all demands, liability, suites, actions, claims, liens, mechanics liens, losses, injuries, costs, expenses, losses and damages (actual, punitive, consequential, special and incidental), including but not limited to investigative costs, professional fees, judgments, fines, penalties and attorney's fees, costs and disbursements, suffered or incurred by the University, whether arising out of or in any way connected with: (a) any failure by the City to perform and comply with any of the agreements, terms, covenants, or conditions of this Agreement, including without limitation, the provisions of Section 5; and (b) any injury or occurrence to persons (including wrongful death) or to property, or for non-payment of labor and/or materials, in connection with the entry by the City on the Easement Area and the use, improvement, operation, maintenance, repair and replacement thereof. The City shall honor the University's choice of counsel providing the defense of any action subject to the foregoing provisions. The City agrees that any provisions in this Agreement which requires that the City, or its contractors or subcontractors, furnish liability or workers compensation insurance shall not limit, affect or impair the generality or the full force and effect of the foregoing. The foregoing shall survive the expiration and/or termination of this Agreement.

8. **Insurance.** In furtherance but not in modification of the provisions of Section 7 above, the City agrees to maintain adequate comprehensive general liability insurance to protect the University from claims for damages because of bodily injury, including death, to employees of the City and all others, and from claims for damages to property, which may arise out of or result from the construction, operation, maintenance, repair and reconstruction of the Project, whether by the City, its contractors (hereafter referred to as the "Contractors"), all subcontractors engaged by the Contractors (hereafter referred to the "Subcontractors"), agents of the City, or anyone directly or indirectly employed by the City. The City further agrees in connection with any work undertaken by the City under this Agreement to cause its Contractors and Subcontractors to maintain such insurance as is necessary to protect the Contractors, the Subcontractors and the University from: claims under Worker's Compensation Acts, occupational safety and health laws, and other employee benefit acts; claims for damages because of bodily injury, including death, to their respective employees and all others; and claims for damages to property, any or all of which may arise out of or result from the operations of the Contractors or Subcontractors under this Agreement, whether such operations are those of the Contractors or Subcontractors, or anyone directly or indirectly employed by any of them. All insurance required by this Agreement shall be maintained in a company or companies authorized to do business in the Commonwealth of Pennsylvania with a Best Rating of A-X or better.

9. **Default by City.** If the City fails to comply with the terms and conditions of this Agreement and does not remedy such failure within thirty (30) days after written notice from the University to the City specifying the breach, the University may, but shall not be obligated to, take such action and expend such sums as are required to remedy the default, and all sums so expended or incurred shall be paid by the City to the University on demand and shall bear interest after such

demand, at rate of six (6%) percent per annum, provided, however, that if the City promptly commences to cure such default within such thirty (30) day period and proceeds in a diligent manner to remedy such default, the University shall refrain from pursuing its remedies under this Agreement (provided further that such thirty (30) day period shall not be applicable if in the reasonable judgment of the University the failure of the City to comply with this Agreement has resulted in a situation which requires immediate corrective action, and the notice from the University to the City shall so state. The foregoing is in addition to all other remedies available to the University at law or in equity, including the right to bring an action for specific performance.

10. **Payment of Grantor Expenses.** The City shall pay to the University on demand all expenses incurred by the University in connection with the enforcement of this Agreement, including attorneys' fees and costs, regardless of whether legal action is actually commenced. The provisions of this Section are in addition to and not in limitation of the other remedies of the University under this Agreement or applicable Pennsylvania law.

11. **Notice.** All notices required to be given under the provisions of this Agreement shall be in writing and shall be effective: (a) the next business day, if given by overnight commercial service such as Federal Express; or (b) three (3) business days after the date of mailing if given by United States Certified Mail, Return Receipt Requested, with postage pre-paid, addressed to the party to receive notice at the addresses stated in the introductory portion of this Agreement, or at such other address as any party shall from time to time direct by written notice given to the other party in like manner.

12. **Applicable Law.** This Agreement shall be construed according to and governed by the substantive laws of the Commonwealth of Pennsylvania, without regard to choice of law rules.

13. **Interpretation.** Any dispute as to the interpretation of this Agreement shall be determined neutrally without regard to authorship.

14. **Severability.** If any provision of this Agreement is declared invalid by judicial Determination or by the express act of any legislative body with authority to affect this Agreement, only the provision declared invalid shall be deemed invalid, and all other provisions consistent or directly dependent thereon shall remain in full force and effect.

15. **Amendment.** No amendment, modification or release from or waiver of any Provision of this Agreement shall be effective unless in writing and signed by the parties, and any such amendment, modification, release or waiver shall be effective only in the specific instance and for the specific purpose for which given.

16. **Recording.** This Amendment shall be recorded at the expense of the City, including payment of all transfer taxes.

17. **Successors and Assigns.** This Agreement shall run with the land and inure to the benefit of and be binding upon the respective heirs, personal representatives, successors and assigns of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement, intending to be
legally bound, as of the day and year first above written.

Witness:

By: _____

By: _____

Print Name
Authorized Representative of the
University of Scranton

Signature
Authorized Representative of the
University of Scranton

Attest/Witness:

City of Scranton

By: _____
Lori Reed, City Clerk

By: _____
Paige G. Cognetti, Mayor

_____ Attachment 1 Easement Description

_____ Attachment 2 Map Showing Easement Area

Easement Description:

All that certain lot, piece, or parcel of land situate, lying and being in the City of Scranton, County of Lackawanna, and Commonwealth of Pennsylvania, bounded and described as follows to wit:

BEGINNING at the Southeasterly corner of the intersection of Jefferson Avenue and Linden Street, said point being the Northwesterly most corner of lands of the University of Scranton, as recorded in the Office of The Lackawanna County Recorder of Deeds in Deed Book 660 Page 321, and as shown on a sketch entitled "Easement Sketch" dated May 5, 2019 by LaBella Associates;

Thence along the southerly right-of-way line of Jefferson Avenue North fifty degrees two minutes thirty seconds East (N 50° 02' 30" E), sixteen feet (16.00') to a point;

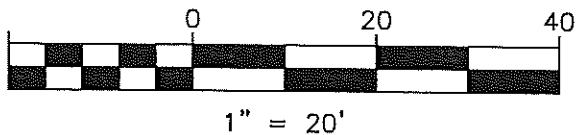
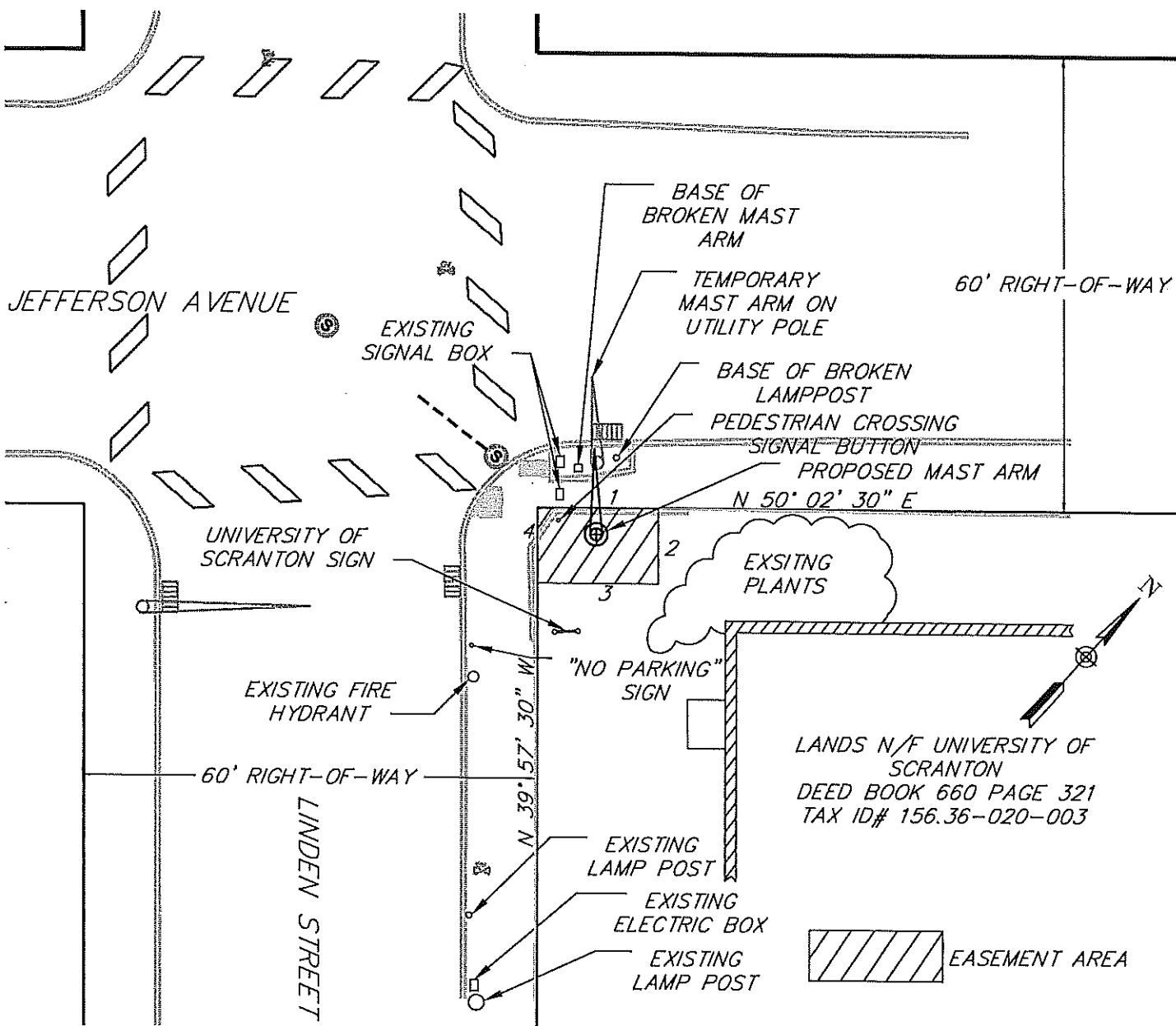
Thence through the aforementioned lands of The University of Scranton, South thirty-nine degrees fifty-seven minutes thirty seconds East (S 39° 57' 30" E), ten feet (10.00') to a point in the aforementioned lands of the University of Scranton;

Thence through aforementioned lands of The University of Scranton, South fifty degrees two minutes thirty seconds West (S 50° 02' 30" W), sixteen feet (16.00') to a point in the easterly right-of-way line of Linden Street;

Thence along the easterly right-of-way line of the aforementioned Linden Street, North thirty-nine degrees fifty-seven minutes thirty seconds West (N 39° 57' 30" W), ten feet (10.00') to the POINT OF BEGINNING.

Containing 160 square feet.

Being the same premises as shown as "Easement Area" on a sketch entitled "Easement Sketch" dated May 1, 2019 by LaBella Associates.



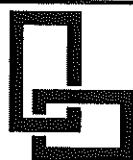
EASEMENT BEARING TABLE		
COURSE	BEARING	DISTANCE
1.	N 50° 02' 30" E	16.00'
2.	S 39° 57' 30" E	10.00'
3.	S 50° 02' 30" W	16.00'
4.	N 39° 57' 30" W	10.00'

EASEMENT AREA = 160 SQFT

EASEMENT SKETCH

PROJECT # 2182247
DATE: 05/01/2019

DRAWN BY: M.P.T.
REVIEWED BY: J.J.P.



LaBella
Powered by partnership.



DEPARTMENT OF LAW

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

April 20, 2020

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

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONSTRUCTION EASEMENT AGREEMENT BETWEEN THE UNIVERSITY OF SCRANTON AND THE CITY OF SCRANTON TO ALLOW THE CITY TO ENTER THE PROPERTY TO REMOVE, REPLACE, AND MAINTAIN A TRAFFIC LIGHT, THE FOUNDATION AND BASE OF WHICH ARE LOCATED ON THE PROPERTY AS MORE FULLY DESCRIBED IN THE CONSTRUCTION EASEMENT ATTACHED HERETO AS EXHIBIT "A".

Respectfully,

Jessica Eskra
Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RECEIVED

MAY 20 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

FILE OF THE COUNCIL NO. _____

2020

AN ORDINANCE

AMENDING SECTION 13 (AS AMENDED BY ORDINANCE NO. 29, 1994 AND ORDINANCE NO. 195, 2003) OF THE ADMINISTRATIVE CODE ENTITLED "APPROPRIATION" IN ORDER TO REQUIRE COUNCIL'S APPROVAL PRIOR TO THE TRANSFER OF AN UNEXPENDED BALANCE OF AN APPROPRIATION ITEM TO FUND A NEW JOB CLASSIFICATION OR INCREASE THE BUDGETED SALARY OF A JOB CLASSIFICATION.

WHEREAS, the City of Scranton (the "City") is a duly organized municipality and political subdivision within the County of Lackawanna, Commonwealth of Pennsylvania with offices located at 340 North Washington Avenue, Scranton, Pennsylvania 18503; and

WHEREAS, the City is a Class 2A city which operates under a Home Rule Charter adopted by the City's residents and effective the first Monday of January, 1976 (the "Home Rule Charter"); and

WHEREAS, Section 202 of the Home Rule Charter provides that the powers of the City's government shall be divided among the executive and legislative branches and that said powers belonging to one branch of government shall not be exercised by the other branch, except as expressly provided in the Home Rule Charter; and

WHEREAS, Section 905 of the Home Rule Charter requires City Council to hold a public hearing regarding the annual budget submitted by the Mayor pursuant to Section 904 of the Home Rule Charter and to approve and adopt an annual budget no later than December 15 of the current fiscal year; and

WHEREAS, Article VI of the General Code of the City of Scranton is known as the "Administrative Code"; and

WHEREAS, Section 13 of the Administrative Code relates to "Appropriation" and provides, *inter alia*, that the Business Administrator shall have the power to authorize the transfer of any unexpected balance of any item appropriated in the budget within a department without the approval of Council; and

WHEREAS, the Business Administrator has invoked the authority provided under Section 13 of the Administrative Code to transfer the unexpended balance of appropriated items to increase the salary of job classifications which were approved by Council in the budget adopted after receiving the public's input; and

WHEREAS, the Council has determined that said practice of the Business Administrator transferring a department's unexpended balances to increase the salaries of certain job classifications without Council's approval or the public's input undermines the budget approval process established by the Home Rule Charter; and

WHEREAS, Section 502(9) of the Home Rule Charter provides that an Ordinance of the City may only be amended or repealed by passage of an Ordinance, unless proposed by initiative and referendum.

NOW, THEREFORE, IT IS HEREBY ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF SCRANTON that Article VI, Section 13 (as amended by Ordinance No. 29, 1994 and Ordinance No. 195, 2003) of the Code of the City of Scranton is further Amended to read as follows:

SECTION 1: Amendment of Section 6-13

§ 6-13. Appropriation

- A. No monies shall be paid out of the City Treasury except upon appropriation previously made by Council and upon warrant pursuant thereto, which warrant shall explicitly state the purpose for which the money is to be drawn. No work shall be hired to be done, no material purchased, no contracts made and no order issued for the payment of any monies in any amount which will cause the sums appropriated to specific purposes from funds on hand or estimated to be received within the fiscal year and not appropriated to any other purpose. Such supplemental appropriations shall be considered by Council as an Ordinance amending the annual budget.
- B. Except as provided herein, the Business Administrator shall have the power to authorize the transfer of any unexpended balance of any appropriation item, or any portion thereof, within a department, but if it is between departments, then the Business Administrator shall make such transfer with the approval of Council. Only with the prior approval of Council may the Business Administrator transfer any unexpended balance of any appropriation item, or any portion thereof, within a department or between departments, to:
 - 1) fund a job classification or position of employment that is not identified in the annual budget for the current fiscal year; or
 - 2) increase the salary of a job classification from the salary appropriated in the annual budget for the current fiscal year.
- C. Expenditures from the contingency fund shall be made only upon the express approval of Council.

SECTION 2. Severability

If any sentence, clause, section or part of this Ordinance is, for any reason, found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts hereof. It is hereby declared as the intent of Council of the City of Scranton that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

SECTION 3. Existing Ordinances, Resolutions and Policies

All relevant Ordinances of the City of Scranton not amended shall remain in full force and effect.

SECTION 4. Conflicting Ordinances, Resolutions and Policies

All ordinances of the City of Scranton or parts thereof conflicting with any provisions of this ordinance are hereby repealed insofar as the same affects this Ordinance.

SECTION 5. Effective Date

This Ordinance shall be effective immediately upon passage and approved in the manner prescribed by Article V of the Home Rule Charter.

SECTION 6.

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

RESOLUTION NO. _____

2020

APPOINTMENT OF AMBER VIOLA, 1512 ROSS AVENUE, SCRANTON, PENNSYLVANIA, 18509 TO THE POSITION OF DIRECTOR OF HUMAN RESOURCES EFFECTIVE MAY 18, 2020.

WHEREAS, Paige G. Cagnetti was elected Mayor of the City of Scranton; and

WHEREAS, Mayor Cagnetti took office on January 6, 2020; and

WHEREAS, Amber Viola has the experience, education and training necessary to act as Director of Human Resources for the City of Scranton.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that Amber Viola, 1512 Ross Avenue, Scranton, Pennsylvania 18509, is hereby appointed as Director of Human Resources for the City of Scranton.

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

May 13, 2020

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

Dear Ms. Eskra,

Please be advised that I have appointed Amber Viola, 1512 Ross Ave., Scranton, PA 18509 to the position of *Director* of Human Resources effective May 18, 2020.

Ms. Viola's salary will be \$58,250.00 yearly with benefits.

Please adjust your records accordingly.

Sincerely,

Paige G. Cagnetti
Mayor, City of Scranton

CC: John Murray, City Controller
Patrick Sheridan, Business Administrator
Lindsey Manley, Payroll
Debbie Torba, Insurance



DEPARTMENT OF LAW

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

May 14, 2020

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

RECEIVED

MAY 15 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF
AMBER VIOLA, 1512 ROSS AVENUE, SCRANTON, PENNSYLVANIA, 18509 TO
THE POSITION OF DIRECTOR OF HUMAN RESOURCES EFFECTIVE MAY 18,
2020.

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

RESOLUTION NO. _____

2020

APPOINTMENT OF THOMAS A. PREAMBO, 510 DEAN STREET, SCRANTON, PENNSYLVANIA, 18509 TO THE POSITION OF DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS EFFECTIVE MAY 25, 2020.

WHEREAS, Paige G. Cognetti was elected Mayor of the City of Scranton; and

WHEREAS, Mayor Cognetti took office on January 6, 2020; and

WHEREAS, Thomas A. Preambo, has the experience, education and training necessary to act as Director of the Department of Public Works for the City of Scranton.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that Thomas A. Preambo, 510 Dean Street, Scranton, Pennsylvania 18509, is hereby appointed as Director of the Department of Public Works to serve at the will of the Mayor.

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

May 13, 2020

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

Dear Ms. Eskra,

Please be advised that I have appointed Thomas A. Preambo, 510 Dean St. Scranton, PA 18509 to the position of *Director of DPW* effective May 25, 2020.

Mr. Preambo's salary will be \$57,375.00 yearly with benefits.

Please adjust your records accordingly.

Sincerely,

Paige G. Cagnetti
Mayor, City of Scranton

CC: John Murray, City Controller
Patrick Sheridan, Business Administrator
Lindsey Manley, Payroll
Debbie Torba, Insurance



DEPARTMENT OF LAW

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

May 14, 2020

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

RECEIVED

MAY 15 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF
THOMAS A. PREAMBO, 510 DEAN STREET, SCRANTON, PENNSYLVANIA, 18509
TO THE POSITION OF DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS
EFFECTIVE MAY 25, 2020.

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

RESOLUTION NO. _____

2020

APPOINTMENT OF EILEEN CIPRIANI, 117 WASHINGTON AVENUE, WEST WYOMING, PENNSYLVANIA, 18644 TO THE POSITION OF EXECUTIVE DIRECTOR OF THE CITY OF SCRANTON'S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT EFFECTIVE MAY 18, 2020. MS. CIPRIANI WILL BE REPLACING MARY-PAT WARD WHO WAS SERVING AS EXECUTIVE DIRECTOR.

WHEREAS, the Mayor has appointed Eileen Cipriani to the position of Executive Director of the City of Scranton's Office of Economic and Community Development effective May 18, 2020, to replace Mary-Pat Ward who was serving as Executive Director; and

WHEREAS, Eileen Cipriani, has the experience, education and training necessary to act as Executive Director of the City of Scranton's Office of Economic and Community Development.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the appointment of Eileen Cipriani, 117 Washington Avenue, West Wyoming, Pennsylvania, 18644 to the position of Executive Director of the City of Scranton's Office of Economic and Community Development is hereby approved, as is the execution of any and all documents necessary to formalize that appointment.

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.

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

May 13, 2020

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

Dear Ms. Eskra,

Please be advised that I have appointed Eileen Cipriani, 117 Washington Ave. West Wyoming, PA 18644 to the position of *Executive Director* of the Office of Economic and Community Development effective May 18, 2020. Ms. Cipriani will be replacing Mary-Pat Ward as Executive Director. Ms. Cipriani is not a resident of Scranton and pursuant to §6-6 (I)(2) of the Administrative Code, I am hereby requesting a residency waiver in my sole discretion in the best interest of the City.

Ms. Cipriani's salary will be \$53,152.00 yearly with benefits.

Please adjust your records accordingly.

Sincerely,

Paige G. Cognetti
Mayor, City of Scranton

CC: John Murray, City Controller
Patrick Sheridan, Business Administrator
Lindsey Manley, Payroll
Debbie Torba, Insurance



DEPARTMENT OF LAW

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May 14, 2020

RECEIVED

MAY 15 2020

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

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF EILEEN CIPRIANI, 117 WASHINGTON AVENUE, WEST WYOMING, PENNSYLVANIA, 18644 TO THE POSITION OF EXECUTIVE DIRECTOR OF THE CITY OF SCRANTON'S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT EFFECTIVE MAY 18, 2020. MS. CIPRIANI WILL BE REPLACING MARY-PAT WARD WHO WAS SERVING AS EXECUTIVE DIRECTOR.

Respectfully,

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

JLE/sl