

**MARCH COUNCIL MEETING**

March 6, 2018

The March Council Meeting of the St. Clair Borough Council was held on Tuesday, March 6, 2018, in Council Chambers, St. Clair Municipal Building, 16 S. Third Street, St. Clair.

**Pledge of Allegiance**

Answering the roll call were council persons: Thomas Adamchick, Joann Brennan, John Burke, Thomas Dempsey, John Houseknecht, Anthony Klazas, and William Dempsey. Mayor Richard Tomko was absent.

Also present included Solicitor Edward Brennan, Treasurer Carol Sutzko, Travis Ahner, Renee Ahner, Kevin Dempsey, Borough Engineer Brian Baldwin, Joe Hoffman, Electric Light Department Superintendent Bob Petrozino, and Police Chief William Dempsey.

Councilwoman Brennan led council in the "Council Prayer".

Copies of the minutes of the previous council meetings have been given to borough council members and Mayor Tomko, are there any errors or corrections? The minutes stand approved.

In the absence of the mayor, Council President Dempsey read the Mayor's Report. A letter was sent to the consumer division of the F.D.I.C. concerning the closing of the bank. He is requesting they use their influence to convince BB&T to cancel its plans of closing the St. Clair location.

Second Street and Hancock Streets are posted for the pending snow storm.

**Public Comment**

No public comment.

**ENGINEER'S REPORT**

On a motion made by Houseknecht, seconded by Burke, the report was unanimously approved by Borough Council and it was made part of the minutes by reference.

On a motion made by Burke, seconded by Houseknecht, to accept the report; approved.

The lower garage roof was damaged due to the high winds last Thursday. Engineer Baldwin reviewed the specifications used for the replacement of

the larger section of roof that was replaced last year. The borough secretary was directed to have three bids for the replacement of the damaged roof for the April Council Meeting.

After discussion, Council President Dempsey directed the borough engineer to apply for funding to rehabilitate and pave the Third Street Playground basketball court through The Department of Community and Natural Resource Grant.

## **DEPARTMENTAL REPORTS**

### **ELECTRIC LIGHT DEPARTMENT REPORT**

On a motion made by Burke, seconded by Brennan, borough council unanimously approved the report and it was made part of the minutes by reference.

Electric Light Department Superintendent Petrozino reported the pole replacement at Second & Russell Street has been postponed several days. The contractor was needed to restore power in other municipalities due to the winter storms.

### **POLICE DEPARTMENT**

On a motion made by Houseknecht, seconded by T, Dempsey, borough council unanimously approved the report and it was made part of the minutes by reference.

Police Chief Dempsey stated the placement of the Little Library in front of the police station on Second Street would be a good asset for us.

Police Chief Dempsey and Officer Blanner met with the school superintendent and janitor to discuss some real world possibilities at the school. The school physical site security was discussed. We address the possibility of encountering social medial threats. Discussed the protocol for a response for a wide range of potential issues.

The security code system at the police station needs to be updated. Hess's Lock Smith, a local vendor, has provided a proposal not to exceed \$1,800 with installation.

### **STREET DEPARTMENT REPORT**

On a motion made by T. Dempsey, seconded by Adamchick, borough council unanimously approved the report and it was made part of the minutes by reference.

Street Department Employee Kevin Dempsey reported on the Street Department. All the vehicles are in service and prepared for tomorrow's

snow storm. PennDOT has been notified to Second Street and Hancock Streets are posted.

#### TREASURER'S REPORT

On a motion made by Brennan, seconded by Klazas, borough council unanimously approved the report and it was made part of the minutes by reference.

#### FIRE DEPARTMENT REPORT

On a motion made by Brennan, seconded by T. Dempsey, the report was unanimously approved by Borough Council and it was made part of the minutes by reference.

#### CODE OFFICIAL

On a motion made by Houseknecht, seconded by T. Dempsey; the report was unanimously approved by Borough Council and it was made part of the minutes by reference.

#### BOROUGH SOLICITOR'S REPORT

On a motion made by Houseknecht, seconded by Adamchick, to accept the report; approved.

An executive session is requested to discuss union negotiations.

Solicitor Brennan produced a map depicting a portion of Sherman Street. During the Planning Commission meeting, Coal Creek is requesting a portion of Sherman Street be abandoned. Solicitor Brennan explained the abandonment process. The issue was discussed at some length. Councilman T. Dempsey was concerned of additional surface water runoff coming from the Sherman Street site. Solicitor Brennan stated this is a good question that will be addressed by Coal Creek.

On a motion made by Burke, seconded by Houseknecht, to authorize the Borough Solicitor to prepare the paperwork and to authorize any advertising needed to abandon a portion of Sherman Street; approved.

#### COMMUNICATIONS

The St. Clair Fish and Game will sponsor the 39th annual Easter Egg Hunt on Saturday, March 31<sup>st</sup> beginning at 1:00 pm. A request was made for the annual donation to help support the event.

The Community of Caring Christians is requesting permission to hold its annual block party on Saturday, September 15th. The event will be held from noon until 6:00 pm. Permission is sought to block off North Mill

**Street from Hancock Street to Franklin and that no parking signs be posted for the event.**

**On a motion made by Brennan, seconded by Klazas, to accept communications; approved.**

#### **OLD BUSINESS**

**No old Business**

#### **NEW BUSINESS**

**On a motion made by Brennan, seconded by Klazas, to contribute \$100.00 to the St. Clair Fish and Game annual Easter Egg Hunt; approved.**

**On a motion made by Burke, seconded by Houseknecht, to grant permission for the Community of Caring Christians to hold its annual block party on Saturday, September 15th. The event will be held from noon until 6:00 pm. Permission is sought to block off North Mill Street from Hancock Street to Franklin and that no parking signs be posted for the event; approved.**

**On a motion made by Klazas, seconded by Adamchick, to authorize the purchase of a new traffic controller for the Second and Russell Street intersection from Signal Services, Inc. in the amount of \$2,995.00,, A ROLL CALL VOTE WAS TAKEN WITH THE FOLLOWING RESULT: ADAMCHICK – YES, BRENNAN-YES, BURKE-YES, T. DEMPSEY - YES, HOUSEKNECHT-YES, KLAZAS -YES, and W. DEMPSEY – YES. The motion was approved.**

**On a motion made by Brennan, seconded by Houseknecht, to authorize the placement of the “Little Free Library stand” in front of the St. Clair Police Station. A ROLL CALL VOTE WAS TAKEN WITH THE FOLLOWING RESULT: ADAMCHICK – YES, BRENNAN-YES, BURKE-YES, T. DEMPSEY - YES, HOUSEKNECHT-YES, KLAZAS -YES, and W. DEMPSEY – YES. The motion was approved.**

**On a motion made by Klazas, seconded by Adamchick, to approve the Electric Light Department upgrade to the payment system. A ROLL CALL VOTE WAS TAKEN WITH THE FOLLOWING RESULT: ADAMCHICK – YES, BRENNAN-YES, BURKE-YES, T. DEMPSEY - YES, HOUSEKNECHT-YES, KLAZAS -YES, and W. DEMPSEY – YES. The motion was approved.**

**On a motion made by Brennan, seconded by T. Dempsey, to adopt the Computer Use Policy: A ROLL CALL VOTE WAS TAKEN WITH THE FOLLOWING RESULT: ADAMCHICK – YES, BRENNAN-YES, BURKE-YES, T.**

**DEMPSEY - YES, HOUSEKNECHT-YES, KLAZAS -YES, and W. DEMPSEY – YES. The motion was approved.**

**On a motion made by T. Dempsey, seconded by Burke, to authorize the office manager and Borough Secretary to attend the Benicon Health Care Conference on Thursday and Friday, April 5<sup>th</sup> and 6<sup>th</sup> in Lancaster, Pa. for \$75.00 per person and the cost of one room lodging; approved.**

**On a motion made by T. Dempsey, seconded by Adamchick, permission is sought to authorize the Electric Light Department office staff to attend Edmund's training on April 11<sup>th</sup> in Hershey, Pennsylvania; approved.**

**On a motion made by T. Dempsey, seconded by Burke, to follow the Planning Commission recommendations to approve the following waivers Sections 302.C &302.D relating to bypassing the Preliminary Plan Submission requirement and 703.B.3 relating to plan scale; approved.**

**Council President Dempsey called an executive session to discuss union negotiations.**

**The executive session adjourned at 7:37 pm.**

**Council President Dempsey appointed Borough Secretary Roland Price to review the Letters of Interest responses in order to select an engineering firm for the Go Light Green Project.**

**On a motion made by Houseknecht, seconded by T. Dempsey, to accept the new Teamsters Union Contract; A ROLL CALL VOTE WAS TAKEN WITH THE FOLLOWING RESULT: ADAMCHICK – YES, BRENNAN-YES, BURKE-YES, T. DEMPSEY - YES, HOUSEKNECHT-YES, KLAZAS -YES, and W. DEMPSEY – YES. The motion was approved.**

**On a motion made by T. Dempsey, seconded by Houseknecht, to pay all bills and claims properly approved by borough council; approved.**

**On a motion made by T. Dempsey, seconded by Houseknecht, to adjourn the meeting, council approved the motion.**

**Roland Price, Jr.  
Borough Secretary**



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March 6, 2018

Mr. William Dempsey  
Council President  
St. Clair Borough Council  
16 S Third Street  
St. Clair, PA 17970

**Subject: Consulting Engineer's Report (CER)  
Project No. 30839.02**

Dear Mr. Dempsey:

The following is the status of engineering services performed by our firm as of this date:

**30945.02, Task 3 – Miscellaneous Consultations/Correspondence**

**2017 Crack Sealing Project**

On February 16, 2018, our office met with the Borough Street Department to review the condition of the crack sealing project completed by Midland Asphalt Materials, Inc., in the Fall of 2018. We confirmed that there are large amounts of crack sealant that were displaced during the winter plowing operations (our office took photos and samples for documentation). Our office was not directed to provide construction observation during the work, so we cannot confirm the weather conditions nor the preparation procedures implemented by the Contractor to explain what might have caused the issues. However, we do agree there are issues that need to be addressed by the Contractor. We did contact Jerry Brokenshire of Midland on February 22, 2018. Although he was not able to do so immediately, he will perform a field visit with Borough representatives to discuss the issues.

**St Clair Business Park Signs**

On February 16, 2018, our office met with the Borough's Street Department and Light Department to discuss placement locations of the new business park signs. Once installed, the Borough should provide photos of the signs to SEDCO for partial reimbursement.

**CONSTRUCTION PROJECTS**

**30732.20 – Third Street Playground, Phase I**

**30954.20 – Third Street Playground, Phase II**

With the recent DCNR grant award of \$30,000 to replace the aging play structure, we will be completing both playground projects simultaneously. Both projects will involve pre-purchasing the equipment for installation by the contractor once the project is awarded. We have prepared the pre-purchase paperwork which requires review and signatures by the Borough Secretary and the Solicitor. Once signed, we will forward to DCNR for their approval. We anticipate advertising for bids later this month to receive bids at your April Council Meeting with the goal of completing construction by late spring.

**30839.21 – Lawton Street Bridge Replacement**

Engineering design for the replacement of the Lawton Street Bridge over Mill Creek is progressing. An updated project schedule is as follows:

- Field Survey – Early Spring 2018

- Complete preliminary engineering and submit environmental permitting (GP-11) – Late Spring 2018
- Obtain permitting and complete final design – Summer 2018
- Advertise for bids – Fall 2018
- Complete Construction – Late Spring 2019

However, this schedule is still dependent on permit review time and issuance. A prolonged permit review might delay the project by several months.

### **Route 61 Signal Upgrades (2016 PennDOT Green Light-Go Grant)**

Our office has been working with PennDOT regarding this project. In the grant award documents provided to the Borough, PennDOT noted that the engineering design consultant should be selected in accordance with PennDOT Publication 740 – *Local Project Delivery Manual*. We will continue to work with PennDOT, the Borough Secretary, and the Borough Solicitor to keep the Borough compliant with the grant requirements.

### **SUBDIVISIONS & LAND DEVELOPMENTS**

#### **8773.33 – Woodland Terrace LD**

Our office has been receiving as-built information from Lehigh Engineering per the Woodland Terrace Improvements and Dedication Agreement. We will review this submission and the agreement for its completeness and will identify any outstanding items that might still remain.

#### **30330.33, Task 1 – Aspen Dental Phase 1 LD**

#### **30330.33, Task 2 – Aspen Dental Phase 2 LD (bridge)**

#### **30567.32, Task 2 – Taco Bell LD**

#### **30839.32, Task 2 – Coal Creek Commerce Center – Phase III LD**

On January 31, 2018, the Borough received a Preliminary/Final Land Development Submission for Coal Creek Commerce Center (CCCC) – Phase III. Our office completed a review of this submission and provided a comment letter for discussion at the February 20, 2018 St. Clair Planning Commission (SCPC) Meeting. SCPC did not render a decision on the submission but instead scheduled a continuance of the meeting to be reconvened on March 20, 2018 with the understanding that the Applicant will be providing supplemental information/revisions on or about March 5, 2018. The SCPC did however motion to recommend Council grant the waiver requests of §302.C & §302.D relating to bypassing the Preliminary Plan Submission requirement and of §703.B.3 relating to plan scale. On March 6, 2018, a revised submission was provided to Benesch electronically for review and consideration, which we will review and provide comment.

### **POTENTIAL FUNDING/GRANT SOURCES**

#### **2018 DCNR Community Conservation Partnerships Program (C2P2)**

The 2018 grant application period for the Pennsylvania Department of Conservation and Natural Resources' (DCNR) Community Conservation Partnerships Program (C2P2) is open. The deadline to apply is **April 11, 2018**. C2P2 awards grants to municipalities and authorized nonprofit organizations to plan, acquire, and develop recreation, park, and trail facilities and conserve open space. The first \$20,000 of the project is 100% funded by the grant, whereas the next \$40,000 requires a 50% match. This is the same program from which the Borough received funding for the Third Street Playground improvements, including the upgrades currently in design. Council may wish to consider applying for funding for new projects in 2018, but should decide by the March Council Meeting.

#### **2018 DCED CFA Greenways, Trails and Recreation Program (GTRP)**

Applications through the Commonwealth Financing Authority (CFA) are now being accepted through **May 31, 2018**, for each of the following programs:

**Flood Mitigation Program (FMP)** – Grants will be used to fund statewide initiatives to assist with flood mitigation projects. Grants shall be awarded to eligible applicants for projects with a total cost of at least \$50,000 but not more than \$500,000 for any project. A 15% match of the total project cost is required. Funds may be used by the applicant to pay for any of the following project costs:

- Acquisition of land, rights-of-way, and easements necessary to construct an eligible project.
- Engineering studies required for levee certification and Hydrologic Engineering Center's River Analysis System (HEC-RAS) studies.
- Construction, improvement, expansion, repair, or rehabilitation of flood control projects.
- Debris removal.
- Construction engineering costs/inspections costs. Maximum of 10% of the grant award.
- Permit fees.
- Administrative costs of the applicant necessary to administer the grant. Administrative costs shall not exceed 2% of the grant.

**Greenways, Trails and Recreation Program (GTRP)** – Grants will be used for planning, acquisition, development, rehabilitation and repair of greenways, recreational trails, open space, parks and beautification projects. Grants shall not exceed \$250,000 for any project. Projects require a 15% local cash match of the total project cost or cash equivalents for the appraised value of real estate.

**Multimodal Transportation Fund (MTF) Program** – Grants will be used to encourage economic development and ensure that a safe and reliable system of transportation is available to the residents of this Commonwealth. Grants are available for projects with a total cost of \$100,000 or more. Grants shall not exceed \$3,000,000 for any project. A 30% match is required. This is the funding source for the Lawton Street Bridge Replacement. This application deadline is July 31, 2018.

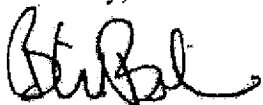
Projects receiving grants are expected to be approved by the CFA Board at the September CFA Board meeting. The CFA charges a \$100 non-refundable application fee for all of the above applications. The application fee is due at the time of submission.

#### ST. CLAIR ACTION ITEMS

1. Coal Creek Commerce Center, Phase III – Council should act on the Planning Commission's recommendation to grant the following waiver requests:
  - a. §302.C & §302.D relating to bypassing the Preliminary Plan Submission requirement
  - b. §703.B.3 relating to plan scale
2. 2018 DCNR Grant Applications – Council may wish to consider applying for funding for new projects but should decide at tonight's meeting.
3. 2018 CFA Grant Applications – Council may wish to consider applying for funding for new projects but should decide by the April Council Meeting.

Thank you for your time and consideration in this matter. If you have any questions or comments concerning the above, please contact our office.

Sincerely,



Brian W. Baldwin, PE  
Project Manager

cc: Atty. Edward M. Brennan, Solicitor



# Sanitation - Street Dept. - Mechanic

February 2018

## Sanitation

Picked up GARBAGE for the month of February  
AND LARGE items, Recyclables, Cleaned out the BACK  
OF Both GARBAGE TRUCK'S

## Street Dept.

Cleaned AND inspected ALL playgrounds for DAMAGE.

Third Street needs to be Sealed AGAIN on the Basketball COURT

Picked up Ashes, cleaned ALL inlets AND Repaired one in Town.

Helped ADULT Probation on 2-12-18, 2-13-18 Paint AND Repair

Holding CELL. on 2-7-18 ED Kerns Assisted The light Dept

on North Mill St. to change a pole Picked up Snow Piles

Through out the Boro. Installed Business PARK Sign on Russell

Street AND Another on second street. Had to Reinforce Both

Signs with 90 GAGE steel Do to Lack of Stability.

USED four ton OF Cold Patch through the Boro

for filling Pot Holes Rolled AND Sealed them for Permanent

Fix. on 2-16-18 I met with Brian Baldwin to Discuss Defective

street Sealing. on 3-2-18 Had wind Damage to the Lower

Roof at the GARAGE. Had trees come Down, Multiple Street Signs

ETC. Do To Heavy wind's

## Mechanic

Helped the Street and Sanitation Dept. with ALL there Duties.

Changed Brakes on the international Dump TRUCK

Ran All new Brake Lines AND Bled the Brakes

Put new cutting edge on the Black Pick up

Replaced Yoke, universal joint on Black Dump TRUCK

Repaired Salt Spreader on the Red pickup.

Had To Get new plow Pin's Machined in the white Dump.

Inspected AND fixed ALL Plow TRUCKS for the storm's.

On the next PAGE you will find  
A list of ALL the Snow Days we had  
this winter To Explain why we Exceeded  
the SALT Budget for 2018. That Does  
Not include Snow Melting AND Freezing  
water Run off ETC.

# Precipitation for this winter

Nov-9-RAIN-Sleet-Snow  $\frac{1}{2}$  inch

Nov-10-FLURRIES

Nov-13-SLEET-FLURRIES

Nov-20-FLURRIES

Dec-7-FLURRIES

Dec-9- $2\frac{1}{2}$  inches snow

Dec-10-FLURRIES

Dec-12-FLURRIES

Dec-13-14 2 inches of snow

Dec-15  $1\frac{1}{2}$  inches of snow

Dec-24  $\frac{3}{4}$  inch of snow

Dec-28-29 FLURRIES

Dec-30-3 inches of snow

JAN-4- $\frac{1}{2}$  inches of snow

JAN-5 FLURRIES turned to ICE cold -40

JAN-8 ICE-SNOW  $\frac{1}{4}$  inch

JAN-13 RAIN-ICE FLURRIES

JAN-15 FLURRIES

JAN-16 SNOW to ICE

JAN-17 6 inches of snow

JAN-24 FLURRIES

B-2- $2\frac{1}{2}$  inches of snow

B-4-4 inches of snow

B-8- $2\frac{3}{4}$  inches of snow

B-9-FLURRIES

B-17- $6\frac{1}{2}$  inches of snow

Arch-2-ICE

## Electric Light Department Work Log for February 2018

### Week ending 02-02-2018

Weekly generator check and exercise. Time cards and sheet to Sharon. January report for Council sent to Roland. Repair light on Ann Street by Hose Co. Respond to PA ONE call for Miller Bros. working at Schuylkill Mall. Call wire down 109 Broad Street was Verizon phone line. Placed cement block on pavement at 210 North Mill used as temporary anchor for pole that needs to be replaced. Placed a PA ONE call for pole install at 210 North Mill. **Called out 6:00 pm (Fire Chief) power outage on Ann Street 17 homes affected power restored in 1 hour 36 minutes from time called was.** Took deposit to Bank. Replaced Bulb Street light on Ann Street. Responded to PA ONE call for pole replacement on North Mill. SNOW cleared and treated sidewalk and around office building. **Posted 6 Final Disconnect notices for non-payment.** Worked on installing windshield wiper arm and blade on Kubota. Responded to PA ONE call for water Company at 225 Broad Street. Booted 17 south Second Street, vacant. Repaired wal-pak light mounted on switchyard structure. Responded to 2 PA ONE calls for drilling on RT. 61 by Dunkin Donuts. Roland and I met with a representative from AMP Ohio. **At Police Station installing sweep and weather stripping on rear entrance door also started to repair drop ceiling grid work that was hanging in 2 rooms and installing new 2 x 4 ceiling panels that have been missing for couple years.** Sharon finished 1307 over and under P.U.C. report I took to notary signed, sealed and mailed. **Booted 3 for non-payment fax sent to police station.** Snow/ice cleared and treated front sidewalk and around office building. **Completed repairing drop ceiling in two rooms at Police Station.** Placed order for ground mat to allow us to work on pad mount transformers more safely. Pam off.

### Week ending 02-09-2018

Weekly generator check and exercise. Time cards and sheet to Sharon. Roland and Pam off. Cleared and treated office sidewalk and ramp, around side of building and generator. Cleared around all entrances at switchyard made sure gates were able to be opened. Also cleared snow from carport and front sidewalk at Police Station. **Two I.T. professionals from Edmonds here to watch our daily intake at payment window, drop box, etc. and our daily data entry process to for their opinion on how to make process more efficient.** Posted Final Disconnect notice at 135 South Mill. I left at 1:00 pm sick. Installed new crimps on service to garage at Front and Patterson Street meter kept showing brief outages. Worked on installing plow and new solenoid on our pickup truck. Snow, sleet and rain cleared and treated sidewalk and around office building, office closed at noon. Responded to PA ONE call Mt. Laffee road for PPL. Cleared snow and ice from all entrances at switchyard. Spoke to several customers on payments. Took deposit to bank. Replaced photo cell light on corner of Ann and Chestnut. **Call to P.U.C. in Harrisburg for information how to file new GAO-17 assessment form Roland gave to me.** Took another deposit to bank. Rudy working on changing dates on car cruise banners. **Offered to help with snow pile removal not needed.** Took PA system

to Moyer Electronics for repair. Sent Thank you for interest and estimates to contractors that did not get Russell street project.

#### **Week ending 02-16-2018**

**Rudy called off sick.** Weekly generator check and exercise. Time cards and sheet to Sharon. Sent email to Reading Eagle to advertise car show and cruise. Posted 2 final disconnect notices to customers who did not keep payment arrangements. Replaced bulb traffic signal Second and Russell. **Got call from Mechanic dropped drive shaft on dump truck stuck down bottom of Fairview got some supplies and towed him back to garage.** Responded to 2 PA ONE calls work by Sch. Mall. Removed plow from our pickup truck. Respond to PA ONE call Water Co. 10 N Morris. Took Electric Bills to Pottsville Post office. Saw cut pavement removed concrete and asphalt around pole being replaced at 210 north Mill. Posted no parking signs, loaded new pole on trailer. Spoke with Brian Baldwin on a time to meet to give us placement and height requirements for industrial park signs on Russell Street. Spoke with Ray Panchari about installing new scanner at desk. **Replaced pole # 43212/S 50992 in front of 210 north Mill Street Kevin gave us a guy to help remove and set pole.** Respond to emergency PA ONE for Water Co. at 9 north Morris Street. On site meeting with contractor for pole project Second and Russell. Repair street light 20 Ann Street. New 200 amp service hookup at 4 south Front. Responded to PA ONE call Sch. Mall. Re-stocked trucks with pole hardware. Unloaded scrap pole pieces from pole trailer. Updated energy sales / cost spreadsheet AMPS January Bill. **Placed call to Verizon to have pole # BT122 on north Mill changed rotted at bottom.** Received call from Ray spoke about needed equipment for payment window upgrade. Rain on Friday. Went over Delinquent list calculated minimum payments. Worked on putting presentation for payment window upgrade together for work session. Guys removed snow piles from around Boone Park, Carroll Street and by Post Office. Met with Brian Baldwin and Kevin for location of Industrial Park signs on Russell and had him look and take pictures of crack sealing that is coming up. Responded to PA ONE call for pole replacement in front of 221 North Mill. Hung new Flag at former Immaculate Conception Church.

#### **Week ending 02-23-2018**

**Call out 6:12 pm Sunday (Fire Chief) outage on Broad restored 2 hours from time called.** Weekly generator check and exercise. Time cards and sheet to Sharon. Spoke to several customers on payment arrangements. Removed snow piles from side entrance to Boone Park. **Started to install new LED street light fixtures.** Replaced batteries in flashing amber warning lights on barricade at bottom of Russell Street. Installed new connections on service drop to 404 south Second street meter showing intermittent outages. **Meeting with Councilman Burke, Roland, Ray Panchari, Carol, Sharon and myself about computer use/policy.** Picked up shopping cart on Thwing Street bridge took back to Wal Mart. **Posted no parking signs, delivered notification to all that will be affected by outage during transformer change on Second and Patterson Street scheduled for Wednesday morning, outage lasted 58 minutes.** Main controller for traffic Signal Second and Russell went bad Signal Services called in to replace. **Found theft of electric service**

## Treasurer's Report - General Fund

January 2018

|   | General Fund      | TOTAL             |
|---|-------------------|-------------------|
| <b>Ordinary Income/Expense</b>          |                   |                   |
| <b>Income</b>                           |                   |                   |
| Transfers from Electric Light           | 205,000.00        | 205,000.00        |
| 301.100 · Real Estate Tax, Current      | 8,313.63          | 8,313.63          |
| 301.400 · Real Estate Tax, Delinquent   | 1,329.38          | 1,329.38          |
| 305.100 · Occupation Tax, Current       | 224.07            | 224.07            |
| 305.300 · Occupation Tax, Delinquent    | 62.37             | 62.37             |
| 310.010 · Per Capita Tax, Current       | 533.50            | 533.50            |
| 310.030 · Per Capita Tax, Delinquent    | 165.00            | 165.00            |
| 310.100 · Real Estate Transfer Tax      | 49.00             | 49.00             |
| 310.200 · Earned Income Tax             | 10,355.34         | 10,355.34         |
| 310.300 · Business Privilege Tax        | 654.76            | 654.76            |
| 310.500 · Local Service Tax             | 5,125.57          | 5,125.57          |
| 331.000 · Police Fines                  | 367.34            | 367.34            |
| 342.200 · Rental Income - Boro Property | 600.00            | 600.00            |
| 362.000 · Police Protection Services    | 6,250.00          | 6,250.00          |
| 362.410 · Zoning Permits                | 120.00            | 120.00            |
| 364.300 · Solid Waste Collection Fees   | 25,648.29         | 25,648.29         |
| 389.000 · Miscellaneous Income          | 151.22            | 151.22            |
| <b>Total Income</b>                     | <b>264,949.47</b> | <b>264,949.47</b> |
| <b>Expense</b>                          |                   |                   |
| Administration Department               | 19,726.16         | 19,726.16         |
| Borough Buildings Department            | 9,968.81          | 9,968.81          |
| Fire Department                         | 5,292.03          | 5,292.03          |
| Health & Sanitation Department          | 14,741.71         | 14,741.71         |
| Miscellaneous Department                | 48,465.16         | 48,465.16         |
| Planning & Zoning Department            | 2,993.71          | 2,993.71          |
| Police Protection Department            | 34,610.13         | 34,610.13         |
| Recreation Department                   | 14.70             | 14.70             |
| Streets & Bridges Department            | 53,643.94         | 53,643.94         |
| Tax Collection Department               | 392.13            | 392.13            |
| 66000 · Payroll Tax Expense             | 3,206.88          | 3,206.88          |
| <b>Total Expense</b>                    | <b>193,055.36</b> | <b>193,055.36</b> |
| <b>Net Ordinary Income</b>              | <b>71,894.11</b>  | <b>71,894.11</b>  |
| <b>Other Income/Expense</b>             |                   |                   |
| <b>Other Income</b>                     |                   |                   |
| 341.000 · Interest, Dividend Income     | 69.79             | 69.79             |
| <b>Total Other Income</b>               | <b>69.79</b>      | <b>69.79</b>      |
| <b>Other Expense</b>                    |                   |                   |
| <b>Transfers Department</b>             |                   |                   |
| Transfer to Sinking Fund                | 23,745.00         | 23,745.00         |
| Transfers to Payroll Acct               | 58,195.36         | 58,195.36         |
| 492.300 · Transfer to Gen Fund Cap Res  | 3,000.00          | 3,000.00          |
| 492.950 · Transfers to Educational Serv | 4,000.00          | 4,000.00          |
| <b>Total Transfers Department</b>       | <b>88,940.36</b>  | <b>88,940.36</b>  |
| <b>Total Other Expense</b>              | <b>88,940.36</b>  | <b>88,940.36</b>  |

ENDING BALANCE: \$55,539.23

Borough of St. Clair  
**Treasurer's Report - Electric Light Fund**  
 January 2018

|   | Electric Light Fund | TOTAL             |
|---|---------------------|-------------------|
| <b>Ordinary Income/Expense</b>            |                     |                   |
| <b>Income</b>                             |                     |                   |
| Transfers from Electric Light             | 47,570.97           | 47,570.97         |
| 7372400 · Electric Energy Sales           | 343,554.26          | 343,554.26        |
| 7380100 · Service Fees                    | 350.00              | 350.00            |
| <b>Total Income</b>                       | <b>391,475.23</b>   | <b>391,475.23</b> |
| <b>Expense</b>                            |                     |                   |
| <b>Electric Light</b>                     |                     |                   |
| 7401120 · Superintendent                  | 4,562.08            | 4,562.08          |
| 7402114 · Treasurer                       | 775.00              | 775.00            |
| 7405300 · Secretary                       | 1,952.00            | 1,952.00          |
| 7409300 · Rental Expense                  | 118.65              | 118.65            |
| 7442141 · Office Manager                  | 3,016.56            | 3,016.56          |
| 7442142 · Administrative Assistant        | 1,618.26            | 1,618.26          |
| 7442143 · Lineman                         | 7,131.28            | 7,131.28          |
| 7442210 · Office Supplies                 | 2,059.24            | 2,059.24          |
| 7442220 · Electrical Materials & Suppl... | 214.76              | 214.76            |
| 7442231 · Gasoline & Oil                  | 859.61              | 859.61            |
| 7442260 · Minor Equipment                 | 130.75              | 130.75            |
| 7442321 · Telephone                       | 638.66              | 638.66            |
| 7442361 · AMP - Ohio                      | 140,306.61          | 140,306.61        |
| 7442370 · Maintenance & Repairs           | 400.00              | 400.00            |
| 7442374 · Vehicle Maintenance & Rep...    | 5,603.32            | 5,603.32          |
| 7442740 · Major Equipment                 | 4,338.40            | 4,338.40          |
| <b>Total Electric Light</b>               | <b>173,725.18</b>   | <b>173,725.18</b> |
| 66000 · Payroll Tax Expense               | 1,988.78            | 1,988.78          |
| <b>Total Expense</b>                      | <b>175,713.96</b>   | <b>175,713.96</b> |
| <b>Net Ordinary Income</b>                | <b>215,761.27</b>   | <b>215,761.27</b> |
| <b>Other Income/Expense</b>               |                     |                   |
| <b>Other Income</b>                       |                     |                   |
| 7341000 · Interest Income                 | 1.15                | 1.15              |
| <b>Total Other Income</b>                 | <b>1.15</b>         | <b>1.15</b>       |
| <b>Other Expense</b>                      |                     |                   |
| <b>Transfers Department</b>               |                     |                   |
| Transfer to Electric Light Capi           | 3,000.00            | 3,000.00          |
| Transfer to General Fund                  | 205,000.00          | 205,000.00        |
| Transfers to Elec Lgt Fund                | 47,570.97           | 47,570.97         |
| Transfers to Payroll Acct                 | 20,300.53           | 20,300.53         |
| <b>Total Transfers Department</b>         | <b>275,871.50</b>   | <b>275,871.50</b> |
| <b>Total Other Expense</b>                | <b>275,871.50</b>   | <b>275,871.50</b> |

ENDING BALANCE: \$583,276.84

**Borough of St. Clair  
Balance Sheet  
As of January 31, 2018**

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**Jan 31, 18**

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**ASSETS**

**Current Assets**

**Checking/Savings**

|  |            |
|--|------------|
| <b>Elec. Light Chk. (Riverview)</b>    | 3,919.44   |
| <b>Gen. Fund Chk. (Riverview)</b>      | 4,732.21   |
| <b>Petty Cash</b>                      | 500.00     |
| <b>Petty Cash - General Fund</b>       | 200.00     |
| <b>Petty Cash - Swimming Pool - GF</b> | 300.00     |
| <b>PLGIT - Act 137</b>                 | 1.13       |
| <b>PLGIT - Admiral Boone Park Fund</b> | 6,625.66   |
| <b>PLGIT - Building Permit Fund</b>    | 15,620.10  |
| <b>PLGIT - Educational Ser Agency</b>  | 6,957.94   |
| <b>PLGIT - Elec Light Deposit Acct</b> | 30,303.08  |
| <b>PLGIT - Elect Lgt Capital Rsrv</b>  | 30,110.16  |
| <b>PLGIT - Electric Light Fund</b>     | 578,825.22 |
| <b>PLGIT - General Fund</b>            | 64,086.46  |
| <b>PLGIT - General Fund Cap Reserv</b> | 30,110.16  |
| <b>PLGIT - HD Land Devel Escrow</b>    | 3,733.42   |
| <b>PLGIT - Home Program</b>            | 123.92     |
| <b>PLGIT - Payroll Fund</b>            | 58.26      |
| <b>PLGIT - Police Uniform Account</b>  | 0.31       |
| <b>PLGIT - Sinking Fund</b>            | 145,821.95 |
| <b>PLGIT - Street Opening Permit</b>   | 3,562.20   |
| <b>PLGIT - Withholding Account</b>     | 17,122.82  |
| <b>PLGIT PRIME-Elec.Light Cap Res</b>  | 76,128.16  |
| <b>PLGIT PRIME-Gen. Fund Cap. Res.</b> | 76,093.94  |
| <b>PLGIT PRIME - Ann St. Main. Fun</b> | 19,567.64  |
| <b>PLGIT PRIME - Bridge Cons. Fund</b> | 50,681.92  |
| <b>PLGIT PRIME - Highway Aid Fund</b>  | 18,734.46  |
| <b>PLGIT PRIME - Sinking Fund</b>      | 172,980.43 |
| <b>PLGIT PRIME - Street Opening</b>    | 28,419.14  |

**Total Checking/Savings**

1,385,320.13





SAINT CLAIR POLICE DEPARTMENT  
24 North Second Street  
Saint Clair, PA 17970  
(570) 429-2240

Police Report: Tuesday, March 06, 2018

|  |            |
|--|------------|
| <b>TOTAL POLICE CALLS FOR SERVICE:</b> | <b>271</b> |
| <b>TOTAL PARKING TICKETS:</b>          | <b>4</b>   |
| <b>TOTAL TRAFFIC CITATIONS:</b>        | <b>5</b>   |
| <b>TOTAL NON-TRAFFIC CIATIONS:</b>     | <b>17</b>  |
| <b>TOTAL CRIMINAL ARRESTS:</b>         | <b>22</b>  |

William M. Dempsey  
Chief of Police

Saint Clair Fire Department  
Fire Alarm Report  
February 2018

**Feb-02 STILL ALARM** 14:41 hours 850 St. Clair / Frackville Grade Blythe Township for an accident w/unknown injury. Alert/Columbia,Rescue , and Chief Uhrin responded.Members found no injuries and provided traffic control. (MVA29) In service 1 hour.

**Feb-05 STILL ALARM** 03:54 hours 22 Bryn.Mawr.Ave. East Norwegian Township for a medical assist for lifting. Alert/Columbia,Rescue, were cancelled before going enroute. (MA08) In service 10 minutes.

**Feb-08 STILL ALARM** 18:18 hours 1 South Nicholas St. for an unknown type fire. Alert/Columbia,Chief Uhrin,Johns and SCPD responded.Captain Lindenmuth on scene reporting a mattress on fire to the rear of 3 S. Nicholas St., He used an extinguisher on the fire to hold it until the company arrived. Officer Demarko issued a fine to the individual . Investigation continuning.(RF62) In service 40 minutes.

**Feb-12 STILL ALARM** 21:02 hours Oak St. and East Wade Rd. for an accident w/no injury. Alert/Columbia,Rescue,Chief Uhrin and Johns responded. Members assisted driver of vehicle get out of the yard. (MVA17) In service 35 minutes.

**Feb-14 STILL ALARM** 16:22 hours Joseph H Long Blvd and Terry Rich Blvd. for a vehicle accident no injury. Fire police assisted police with traffic control. (FP62) In service 20 minutes.

**Feb-16 CHIEF CALL** 08:33 hours 241 South Second St. for an odor investigation. Asst. Johns responded, investigation reviled that a 20lb. propane cylinder was leaking from the Trading Post on the corner. Johns had the owner remove the cylinder. (ODO62) In service 30 minutes.

**Feb-17 STILL ALARM** 16:59 hours 1244 SR.61 Highway New Castle Township for a vehicle accident unknown injury. Alert/Columbia,Rescue, and Chief Uhrin responded.Chief Uhrin arrived to find an SUV and at tractor trailer into the guide rails with no injuries or fluids leaking. Chief Uhrin placed all units available. Chief

Uhrin remained on scene and assisted PSP with traffic. (MVA17) In service 3 hours.

**Feb-18 STILL ALARM** 18:02 hours 150 Broad St. New Castle Township for a transformer fire. Alert/Columbia, West End, and Asst. Johns responded. Members secured the area and notified the light department. (TF17) In service 35 minutes.

**Feb-25 STILL ALARM** 18:06 hours 200 Broad St. New Castle Township for a carbon monoxide investigation. Alert/Columbia, West End, and Chief Uhrin responded. Members found no levels of any hazards, but did find a low battery in the CO monitor and a dead battery in the smoke alarm, Chief Uhrin replaced both batteries and tested both all were good. (CO17) In service 35 minutes.

**Feb-26 STILL ALARM** 13:13 hours South Second St. and Russell St. for fire police for traffic control for a traffic light malfunction. Members assisted with traffic control. (FP62) In service 20 minutes.

Comments :

The following alarm boxes were tested, 33,24,35,41

|                            |    |
|----------------------------|----|
| General Alarms             | 0  |
| Still Alarms               | 9  |
| False Alarms               | 0  |
| Chief Calls/Public Service | 1  |
| <br>                       |    |
| Total Calls                | 10 |

Respectfully submitted,

  
Frank Uhrin Fire Chief

**BOROUGH OF ST. CLAIR - CODE ENFORCEMENT - PROPERTY  
MAINTENANCE**

16 South Third Street  
St Clair, PA 17970

PHONE: 570-429-0640

Fax: 570-429-2829

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March 6, 2018

TOTAL COMPLAINTS - 27

TOTAL NON-TRAFFIC CITATIONS - 0

RENTAL INSPECTIONS - 3

Respectfully,

Michelle D. Brestowski

Code Enforcement Officer

# St. Clair Fish and Game Association

**P.O. Box 125, St. Clair PA 17970**

**Phone: 570-429-1207**

Dear Friends:

On Saturday, March 31, 2018 the St. Clair Fish and Game will sponsor its 39th Annual Easter Egg Hunt at 1:00 p.m.

Each year the major goal of our club is to make this event as exciting as possible for our children. To make this Saturday afternoon special, it takes manpower and monetary donations.

Since the origin of the egg hunt, in 1979, many businesses and organizations have joined our efforts to make this a fun-filled day for the youth of our community.

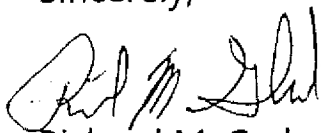
We would like to extend a special "thank you" to those who have donated in past years and ask that you join us again this year. If you haven't donated before, we ask that you consider becoming part of our team. Your donation will be a great help to us and the children of our area.

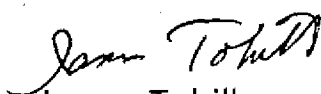
Kindly send your donation by **March 9th** to:

St. Clair Fish and Game  
Easter Egg Hunt Committee  
PO Box 125  
St. Clair PA 17970

Thank you for your participation and continued support.


Sincerely,

  
Richard M. Garland

  
James Tohill

  
Bill Johnson

  
Karla Garland

  
Ray Gipe

  
Barb Conville

  
Gary Arner



**TO THE MEMBERS OF SAINT CLAIR COUNCIL;**

My name is John Culbert, Pastor of the Saint Clair First Primitive Methodist Church. I am here representing the Community Of Caring Christians in town, which is made up of 7 Churches. I am here to ask the council for permission to hold a block party on September 15<sup>th</sup>. If September 15<sup>th</sup> date would not work out, we would then try for a date of September 22<sup>nd</sup> as our second choice. We would also like permission to block off North Mill Street from Hancock Street north for one block to Franklin Street. If permission is granted there would be no gambling of any sort for profit. We would also provide the certificate of insurance as we did last year. The block party would only be held for one day from noon until about 5:00 or 6:00 P.M. We would also make sure that everything is cleaned up within the one block area. We would also need to have No Parking signs put up for that block. The one final request would be if the police could just drive by every once in a while although we do not anticipate any problems. There definitely would not be alcohol of any sort at the block party! The block party last year in August was a success and there weren't any problems. The Six Churches that are involved are The First Primitive Methodist Church, The Presbyterian Church, The Community Mission Church, The Saint Clair, Wade United Methodist Church, the Baptist Church, the United Church Of Christ, and the Episcopal Church. If it is possible to do this, it would be greatly appreciated. Thank you for your consideration in this matter. May God bless all of you, and know that the council is in our prayers.

Rev. Robert Schaeffer; Presbyterian Church;

Pastor John Culbert; First Primitive Methodist Church;

Pastor Robert Alonge; Community Mission Church;

Pastor Joan Pacocha; Saint Clair, Wade United Methodist Church;

Pastor Joe McDemus; Baptist Church;

Betty Greenback; United Church Of Christ;

Bonnie Baker; Episcopal Church;

# **Borough of St. Clair**

## **Computer System Acceptable Use Policy**

### **1. Overview**

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of The Borough of St. Clair (hereinafter referred to as "The Borough"). These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations.

### **2. Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment at The Borough. Inappropriate use exposes The Borough to risks including virus attacks, compromise of network systems and services, and legal issues.

### **3. Scope**

This policy applies to the use of information, electronic and computing devices, and network resources to conduct The Borough business or interact with internal networks and business systems, whether owned or leased by The Borough, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at The Borough and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with The Borough policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2

This policy applies to employees, contractors, consultants, temporaries, and other workers at The Borough, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by The Borough.

### **4. Policy**

#### **4.1 General Use and Ownership**

4.1.1 The Borough proprietary information stored on electronic and computing devices whether owned or leased by The Borough, the employee or a third party, remains the sole property of The Borough.

4.1.2 You have a responsibility to promptly report the theft, loss or unauthorized disclosure of The Borough proprietary information.

4.1.3 You may access, use or share The Borough proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.

4.1.4 For security and network maintenance purposes, authorized individuals within The Borough may monitor equipment, systems and network traffic at any time, per Infosec's Audit Policy.

4.1.5 The Borough reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.1.6 The Borough reserves the right to monitor computer use by any employee. The Borough reserves the right to use software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. There is no expectation of privacy in any information or activity conducted, sent, performed, or viewed on or with The Borough equipment or Internet access.