

## Borough of Mayfield

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ALEXANDER J. CHELIK  
Mayor

DIANA CAMPBELL  
Council President

PHYLLIS A. JASKOWIEC  
Borough Secretary

OWEN M. COLEMAN, ESQ  
Solicitor

### MAYFIELD BOROUGH COUNCIL Wednesday, March 13, 2024

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**Call to order** at 7:00 p.m. by President Diana Campbell followed by the Pledge of Allegiance.

**Roll Call:** Diana Campbell, Wendy Bochnovich, Mary Rosler, Bridget Boettcher, Jennifer Rossi, Tiffany Casey, Tom Hartman were present. Atty. Coleman and Mayor Chelik were also present.

#### Public Input

Mark Cordelli, Lackawanna County Director for Community Relations, spoke on the many activities the County has planned for the next several months including the Armed Forces Day parade May 18, 2024.

Lou DeMarco spoke about the smoker he wants to put in the corner building on Lacka Ave. & Poplar St. It will be inside. He was told to submit the proper forms, the council does not have anything to do with approval.

Council congratulated Diana Cambell on being hired as Secretary/Treasurer for Scott Township.

#### Administration – Diana Campbell

**Motion** by Mary Rosler, second Tiffany Casey to approve the minutes of February 14, 2024. Passed 7-0.

**Motion** by Wendy Bochnovich, second Jennifer Rossi to accept the Treasurer's report for February, 2024. Passed 7-0.

**Motion** by Mary Rosler, second Tiffany Casey to pay all bills listed in packet and all others mentioned. Passed 7-0.

Diana Campbell asked for an executive session on personnel.

#### Streets and Public Works – Tom Hartman

Liquid Fuels payment for \$54,659.85 was electronically deposited March 1, 2024.

Tom Hartman reported he applied for a \$5,000 Community Investment Grant for a trailer for the DPW.

#### Buildings and Parks – Jennifer Rossi

Jennifer Rossi reported the invitation to bid advertisement was in the Times-Tribune Friday, March 15, 2024 and the pre-bid conference is scheduled for March 27, 2024 at 11:00 a.m. at the borough building.

**Motion** by Jennifer Rossi, second Tom Hartman to appoint Wendy Bochnovich to oversee and reinforce secretary's training and give monthly reports. Passed 7-0.

**Athletic Complex and Playgrounds – Mary Rosler**

Mary Rosler reported we are still waiting for \$1,000 check from the County for the Concert in the Park.

**Public Safety and Rental Inspections – Bridget Boettcher and Tiffany Casey**

Fire Chief Joseph Tomcavage listed 7 calls in February, 2024. He also gave a list of all the Borough owned fire hydrants in Mayfield which total 55 as of now. The 55 listed hydrants **does not** include privately owned hydrants.

Zoning Officer Jason Smith listed 1 borough and 9 UCC permits issued in February, 2024.

Planning Commission report – Mayor Chelik reported no business was done.

**Motion** by Tiffany Casey, second Mary Rosler to approve the Mayfield Hose Co Easter Egg Hunt March 23 and cash bingo April 7, Walker Hose Co fish dinner March 22. Passed 7-0.

**Motion** by Tiffany Casey, second Mary Rosler to approve Bridget Boetcher to apply for body cameras for the police department. There is no match or fee. Passed 7-0.

**Flood Control – Wendy Bochnovich**

Ehrlich – Ehrlich submitted a quote of \$3,811.50 to spray the levee weeds. When asked about spraying the shoals in the river that became overgrown in the past, Tom Jones, our representative from the company, said they can spray right up to the water's edge with a formula that has been approved for use around water. He said to call him in the summer when the water is low and it's not going to rain. That would be \$700 an acre.

**Motion** by Wendy Bochnovich, second Mary Rosler to approve Ehrlich's quote of \$3,811.50 and an additional \$700 for an acre to spray the shoals. Passed 7-0.

Webinar on Municipal Records Management – Wendy took a training course on Municipal Records Management on Wednesday, February 28 sponsored by the PA State Association of Boroughs. Our external hard drive should be updated regularly, we can decide how often. It should be stored in a separate place. The mayor suggested the vault in the Emergency Services Center.

**Motion** by Wendy Bochnovich, second Jennifer Rossi to store the external hard drive in the vault at the Emergency Services Center. Passed 7-0.

Borough training – Lisa Burns and Cesare Forconi began training for the borough secretary/clerk on Tuesday, Feb 27. They stayed for an hour and outlined a training plan. On Thursday, Feb. 29, training was moving files into folders on the computer and practicing receiving emails with attachments and printing the attachments. On Tuesday, March 5, more of the same was practiced and a contract was signed with the skills to be learned. A copy has been forwarded to us. Lisa requested

that someone sit in for the training. Wendy doesn't work so she said she would. She also told Ches that she will try to spend time a few days a week in the borough office to reinforce the training.

Century Development AML Grant – Wendy, Ron and Mayor Chelik (via phone) met with representatives of the Bureau of Abandoned Mine Reclamation (BAMR), TJ Matinas, Riyad Barkawi, Kim Snyder, and Mark Powell, Mike Tracey and Jerry Price, from Century Development, in Wilkes-Barre on February 27 to discuss the status of the \$14.9 million dollar AML grant secured by the Borough to reclaim abandoned mine features at the Century Development site at the east end of Route 107 as part of preparing the site for proposed warehouses in Mayfield and Archbald Boroughs. Riyad said that the entire amount of money that we were originally awarded from the 2 sources will be available to us. He had already sent in the papers to be approved. He said it would probably take Harrisburg about 2 weeks and then the paperwork would go to Washington DC, where he said there was only 1 person who deals with this from the Office of Surface Mining. He hoped we would hear something in about a month.

On February 28, Wendy Bochnovich and Ron Ryczak met with representatives from BAMR and The Office of Surface Mining at the site at the Century Development site as part of the vetting process for the funding. They walked through the area and were ready to submit a report so that the money would be available for Mark.

Shade Tree will once again sponsor the annual clean-up day in conjunction with Earth Day. It is scheduled for Saturday, April 20 beginning at 9 at the borough building. Rain date is Saturday, April 27. Garbage bags and gloves will be supplied.

**Motion** by Wendy Bochnovich, second Tiffany Casey to hold a borough-wide clean-up day, Saturday, April 20, 2024 from 9 AM until finished. Passed 7-0.

**Mayor's report – Mayor Alexander J. Chelik**

Police report lists 354 calls in February, 2024.

Mayor Chelik issued a certificate at the grand opening of the Rushbrook Quick Stop on Rushbrook St.

Gave a report on the EITC.

**Act 32 report – Mayor Alexander J. Chelik**

Mayor Chelik reported the group met and finally had a quorum for the first time since 2019.

**Solicitor's report – Atty. Owen M. Coleman**

Atty. Coleman has reviewed the 2018 Property Maintenance Code.

**Old Business**

Diana Campbell reported Mayfield's share is \$5,731.75 over 2 years for Norlack.

**New Business**

**Public Input**

Ed Diehl informed council that Penn DOT offers free gloves and garbage bags for Borough Clean Up Days. Wendy thanked him for the information and said the Shade Tree did obtain these supplies 2 years ago and still had some left.

Council entered executive session at 7:46p.m.

Council resumed regular session of council at 8:25p.m.

**Motion** by Wendy Bochnovich, second by Tiffany Casey to amend the agenda. Passed 7-0.

**Motion** by Jennifer Rossi, second Bridget Boettcher to accept the resignation of part time police officer Marlene Evans. Passed 7-0.

**Motion** by Mary Rosler, second Wendy Bochnovich to table the approval of the employee handbook. Passed 7-0

**Motion** by Mary Rosler, second Jennifer Rossi to adjourn. Passed 7-0.