Call to Order

Meeting was called to order by Council President Angela Krapf followed by the Pledge of Allegiance.

Roll Call: Solicitor Robert Yurchak, Mayor Herb Whildin, Council President Angela Krapf, Councilwoman Anne Girard, Councilwoman Claire Remington, Councilman Francis Hutta, Councilwoman Yvonne Stoffey and Councilman Thomas Keerans were present. Councilman Michael Doerr was absent.

Executive Session: 7:01pm-7:21pm Personnel issues were discussed.
Public Participation: None

Approval of previous minutes: Motion made by Yvonne Stoffey to approve the December 12, 2017, December 19, 2017 and January 2, 2018 minutes. Seconded by Anne Girard and motion carried unanimously.

Treasurer’s Report/Approval of Bills: Given by Anissa Nunemacher, Borough Treasurer
- Lettich and Zipay prepared the 2015 Annual Audit and Financial Report and it was distributed to council tonight. The 2016 records have been given to Lettich and Zipay.
- The new police vehicle has arrived at Kovatch’s and needs the paint to come in for detailing. Expected delivery date is January 18 or 19, 2018. The exit interview is set up with USDA grant representative. After this, the funds will be deposited. Kovatch allows 30 days from delivery to make payment and this is within the time frame.
- Coaldale Complex checking account was opened.
- 2013-2016 Liquid Fuels audit is scheduled for January 18th and 19th.
- Motion by Claire Remington to pass a resolution increasing the contribution to the non-uniformed pension by .5% to 3.0% per the contract. Seconded by Yvonne Stoffey and motion carried unanimously.
- Discussion about how to distinguish the tax collector’s supplies and expenses from the borough’s.
- Motion made by Anne Girard to accept the report. Seconded by Claire Remington and motion carried unanimously.
- Motion made by Anne Girard to accept the bills. Seconded by Yvonne Stoffey and motion carried unanimously.

Streets Report: Given by Claire Remington, Streets Chairperson
- Will begin working in the borough workforce contract which expires December 31, 2018.

Police Report: Given by Yvonne Stoffey, Police Committee Chairperson
- Chief Krapf’s report for December 2017 was read by Yvonne Stoffey.
- Chief Krapf provided a proposal to purchase and install the mount system for each of the new computers for $1704.12 from Kovatch Ford. Motion by Yvonne Stoffey to purchase and have the 3 mount systems installed by Kovatch Ford for $1704.12. Seconded by Anne Girard and motion carried unanimously.
- Chief Krapf requested permission to give Lansford PD 4 portable radios at no cost. They are obsolete to Coaldale PD due to the transfer to digital. Motion by Yvonne Stoffey to approve this request. Seconded by Claire Remington and motion carried unanimously.
- Motion by Anne Girard to accept the police report. Seconded by Claire Remington and motion carried unanimously.

Mayors Report: None

Presidents Report: Given by Angela Krapf, Council President
- $2,512.40 collected in December from Portnoff Law Associates and year to date is $19,207.14 for delinquent sanitation.
- After reviewing the committees, Angela Krapf decided to make a change to the Streets Committee due to one of the members that was placed on the committee attended only one half of a meeting in 2017. Yvonne Stoffey was asked if she would like to be put on the committee and she agreed. The members of the Streets Committee are Claire Remington, Frank Hutta and Yvonne Stoffey.
Appointments for 2018
- Motion Claire Remington to re-appoint Robert Yurchak Esq. as solicitor. Seconded by Frank Hutta and motion carried unanimously. The fees will remain the same.
- Motion by Anne Girard to re-appoint Lettich and Zipay as auditor. Seconded by Frank Hutta and motion carried unanimously.
- Motion by Claire Remington to re-appoint Cynthia Yurchak Esq. as zoning solicitor. Seconded by Frank Hutta and motion carried unanimously.
- Tabled action on the Vacancy Board Chair
- Motion by Claire Remington to advertise for Health Inspector. There was no second to the motion. After a discussion, council would like to meet with the current inspector, Mark Richards, to further discuss the position’s responsibilities before any decisions are made.
- Motion by Anne Girard to keep the depository banks for pension, liquid fuels, checking and savings the same with JTNB and PLGIT. Seconded by Frank Hutta and motion carried unanimously. Anissa Nunemacher will contact PLGIT about funds in a pension account that she is unsure about.
- Council will look into the requirements for Emergency Management Coordinator.
- Received a letter from Schuylkill County Emergency Management Coordinator John M. Matz requesting Coaldale’s Emergency Operations Plan for the community. Council will contact other boroughs and request a copy of their plan.
- Angela Krapf asked if anyone on council would be interested in representing Coaldale on the Carbon County Tax Collection Committee. Meetings are tentatively scheduled for during the day. No one volunteered.

Secretary’s Report: Given by Suzanne Whildin, Borough Secretary
- Statement of Financial Interest forms were given to everyone.
- 2018 Fees Resolution was distributed for review before approval.
  - Motion by Claire Remington to increase the copy charge to $1.00 per page. Seconded by Frank Hutta and motion carried unanimously.
  - Under Animal Control: Motion by Frank Hutta to increase Kennel Pet Shop License, annual, less than 10 animals to $100.00; Kennel Pet Shop License, annual, 11-25 animal to $150.00; Kennel Pet Shop License, annual, over 25 animals to $200.00. Seconded by Thomas Keerans and motion carried unanimously.
  - Motion made by Claire Remington to increase the Consignment Fee per animal to $200.00. Seconded by Frank Hutta and motion carried unanimously.
  - Under Tax Collector’s Fees: Motion made by Claire Remington to increase the Tax Certification Fee per parcel to $20.00, increase Duplicate Bill Fee per parcel to $5.00 and increase 2nd Research Fee of tax listing per parcel to $10.00. Seconded by Frank Hutta and motion carried unanimously.
- Motion by Claire Remington to accept the 2018 Fees Resolution with the changes. Seconded by Frank Hutta and motion carried unanimously.

Solicitor Report: Given by Attorney Robert Yurchak
- Received one bid for 140 Fisher Ave. in the amount of $4,000.00 from Ernest M. Hill. Received one bid for 138 Fisher Ave. in the amount of $4,000.00 from Ernest M. Hill. Motion by Claire Remington to accept Mr. Hill’s bids for 138 and 140 Fisher Ave. Seconded by Frank Hutta and motion carried unanimously.
- Received one bid for 5 E. Phillips St. from Richard and Julie McHugh in the amount of $2,000.00. The bid did not meet the minimum bid requirement of $3,250.00 and is rejected.

Fire/Ambulance Report: Anne Girard read the report from the fire company.
- A list of 2018 officers and 2018 planned fundraisers was included.
- There was no ambulance report.

Code Enforcement/Zoning Report: None

COMMITTEE REPORTS:
Buildings: Given by Claire Remington, Buildings Chairperson
- Working on fixing heating issues at complex.
Complex: Given by Angela Krapf
- The gym had been used by the Panther Valley Boys Basketball team. Motion by Frank Hutta to waive the rental fee for the team. Seconded by Anne Girard and motion carried unanimously.
Youth basketball pays at the end of season for the use of the gym. Angela Krapf has the dates documented and once the dates are confirmed with them, they will pay $25.00 a day.

Angela Krapf is painting the kitchenette and Bob Demyanovich fixed the door that shifts in the cold.

Demolition/Grants: None
Finance/Utilities: None
Handicap: None

Personnel: Given by Yvonne Stoffey, Personnel Committee Chairperson
- A time sheet file was started for each employee.
- Working on job descriptions for each department/position.
- Yvonne Stoffey will send letters to new employees when they are hired by the borough.
- **Motion** by Frank Hutta that employees must have their extra check request to buy back vacation time in writing and it will be included in the next payroll paycheck after the request and not in a separate check. Seconded by Claire Remington and motion carried **unanimously**.

Police: Given by Yvonne Stoffey, Police Committee Chairperson
- Crime Watch meeting is January 25, 2018 at 6:30pm.
- **Motion** by Claire Remington to advertise the sale of the 2010 Crown Victoria once the radios are removed and whatever else Chief Krapf says needs to be done before it’s sold. Seconded by Anne Girard and motion carried **unanimously**.

Police Pension: None

Recreation/Memorial: Given by Yvonne Stoffey, Recreation Committee Chairperson
- Rock the Block committee is selling monthly lottery tickets for February.
- Corn Hole Tournament at Fire Company January 13, 2018 and kitchen will be open.
- CHOSE will reorganize at their next meeting.
- Super Bowl Soup Sale February 3, 2018 at complex.
- Paint and Sip will be February 18, 2018 at complex for $35.00 per person to benefit the handicap swing.
- Received a letter of interest from James Weremedic to assist with the Veteran’s Memorial Garden. **Motion** by Claire Remington to appoint James Weremedic to this position. Seconded by Anne Girard and motion carried **unanimously**.

Streets: Given by Claire Remington, Streets Chairperson
- Reviewed and discussed the protocol for call outs.
- **Motion** by Frank Hutta to accept the purchase order for 22 tons of anti-skid for $364.10 and the purchase order for 50 tons of rock salt for $3,099.50. Seconded by Claire Remington and motion carried **unanimously**.

Old Business:
- Still looking for a Junior Council Person.
- Discussion about providing a checklist for rental properties.
- Claire Remington would like to revisit the rental ordinance, specifically about moving permits.
- Discussion about a zoning permit violation. Once proof of violating the conditional use zoning permit is obtained, it will be addressed.

New Business: None

Adjournment: Motion made by Claire Remington at **8:44pm**, seconded by Anne Girard and motion carried **unanimously**.

SUBMITTED BY:

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Suzanne Whildin, Borough Secretary
Submitted for approval on February 13, 2018