

## **ISSUES, REVIEW & FINANCE WORK SESSION      December 28, 2023**

**A special meeting of the St. Clair Borough Council was held to review issues and finances on Thursday, December 28, 2023, beginning at 6:30 p.m. in council chambers, St. Clair Municipal Building.**

**In attendance included council members: Thomas Adamchick, Joann Brennan, Cheryl Dempsey, Thomas Dempsey, Judy Stednitz-Julian, Tony Klazas, and Mayor Richard Tomko.**

**Others in attendance included Borough Secretary Roland Price, Treasurer Carol Sutzko, Barbara Artz, Electric Light Superintendent Bob Petrozino, Zoning Officer Greg Stednitz, Engineer Brian Baldwin, Code Enforcement Officer Michelle Brestowski, Norm Diehl, and Norm Baron of Utility Engineers. Solicitor Ed Brennan participated via phone conference. Sharon Stednitz presented council members with a letter before the meeting began.**

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**Public Comment – No public comment.**

**Electric Light Superintendent Bob Petrozino began discussing the changes needed for Ordinance #446. The changes were noted on a paper copy which was provided to Solicitor Brennan. Norm Baron of Utility Engineers, the Borough's electrical consultant, also discussed and reviewed the new Customer Owned Generation Ordinance including technical requirements. Engineer Brian Baldwin joined the conversation concerning solar panels. Solicitor Brennan commended Norm Barron and borough council on an informative, productive meeting. At this point Attorney Brennan left the meeting.**

**Engineer Baldwin reviewed action items for the council meeting since he won't be attending on January 2<sup>nd</sup>. He asked council to approve payment for the police equipment (radios), knowing a reimbursement would be in approximately two months from the state. He stated the Route 61 project will be beginning in January with completion year being 2029. The properties at 146 N. Nichols Street and 26 S. Front Street should begin demolition soon. He encouraged council to approve the Hale Subdivision. He reviewed grants that are available. If council has a project identified, the RACP initial application will be due January 12. He also recommended reviewing the zoning and SALDO fees annually.**

**Borough Secretary Roland Price reviewed his notes with council. Borough Secretary Price presented the Borough Secretary's Notes. The Reorganization meeting begins at 6:00 p.m. on Tuesday, January 2<sup>nd</sup>. The January Council meeting will commence immediately following the reorganization meeting. The newly elected council members must present the notarized certificate of residency to the Borough Secretary prior to the oath of office being administered.**

**The Statement of Financial Interest forms need to be filled out for fiscal year 2023.**

**Bids have been received and are being reviewed, at the county level, for the demolition of 146 N. Nichols Street and 26 S. Front Street.**

Settlement has occurred for the purchase of 115 E. Hancock Street. The property is now in the possession of the borough. I will prepare demolition applications for the county consideration.

Settlement has occurred for 21 Pike Street.

The first interconnection application for customer owned generation has been provided to the applicant.

The following positions or individuals must be reappointed.

**Borough Solicitor**

**Borough Engineer**

**Borough Secretary**

**Borough Treasurer**

**Financial Institution**

**Zoning Hearing Board – Michele Price**

**Planning Commission – Michael McCord**

**Recreation Commission – Deborah Davis**

**Police Civil Service Commission – Anthony Klazas**

**School Crossing Guard Agency – Police Chief William Dempsey**

**Sewer Authority – William Rhoads and John Shandor**

**Vacancy Board – Greg Stednitz**

Reappoint the Borough Secretary as primary and the Borough Treasurer as an Alternate Delegates to the Schuylkill County Tax Committee.

Kimberly Zinda corresponded with the Borough Code Officer concerning the dumpster located at the former Delcamps Store. The dumpster is located to the rear of the store and adjacent to the Zinda property. Due to the holiday pickup collection, the dumpster hauler collected the refuse at 11:30 pm. disturbing the Zinda residents. Normal collection is during daylight hours. Our Code Officer could not find any violations in this matter.

The Borough Secretary requested an executive session.

A letter was submitted by Georgine Klinger stating she was interested in purchasing property adjacent to 447 Parvins Hill, Saint Clair. The matter will be discussed with Attorney Ed Brennan.

Electric Light Superintendent Bob Petrozino requested council consider Assistant Lineman Josh Poda attend a CDL class in the amount of \$2583.00. He also asked council to consider authorizing the three proposals from Wright's Electric to replace poles that are unsafe on Broad and Ann Streets while Wright is still in town. The LED fixtures were hung at Wood Land Terrace. Councilwoman Stednitz Julian added, residents were very happy with the increased illumination.

Treasurer Carol Sutzko reported the 2022 Audit has been completed by Snyder & Clemente. A copy of the audit was given to each council member. The Borough was given an unqualified decision, which is the highest good opinion that the Borough can receive.

**Mayor Tomko asked Engineer Baldwin about Air B & B regulations in the Borough's Zoning Ordinance. Engineer Baldwin offered to share a similar ordinance for short term rentals for review.**

**The executive session began at 8:00 p.m.**

**Council reviewed pending litigation and personnel issues.**

**The executive session adjourned at 8:36 pm.**

**The meeting was adjourned at 8:37 p.m.**

**Roland Price  
Borough Secretary**

**JANUARY COUNCIL MEETING**

January 2, 2024

The January Reorganization and monthly Council Meeting of the St. Clair Borough Council was held on Tuesday, January 2, 2024, in Council Chambers, St. Clair Borough Municipal Building, 16 S. Third Street, St. Clair. The meeting began at 6:00 p.m.

Mayor Tomko administered the Oath of Office to newly elected Council members Joann Brennan, Cheryl Dempsey, Thomas Dempsey and Norman Diehl, after verifying their Affidavit of Residency.

Answering the roll call were council persons: Thomas Adamchick, Joann Brennan, Cheryl Dempsey, Thomas Dempsey, Norm Diehl, Judy Stednitz-Julian, and Mayor Richard Tomko. Tony Klazas was absent.

Also, present included Solicitor Edward Brennan, Treasurer Carol Sutzko, Electric Light Superintendent Bob Petrozino, Street Superintendent Kevin Dempsey, Police Chief William Dempsey, Fire Chief Frank Uhrin and Barbara Artz.

**Pledge of Allegiance**

Council member Joann Brennan read the council prayer.

Council member Klazas arrived at 6:07 p.m.

Mayor Tomko called to order the Reorganizational Meeting.

Mayor Tomko asked for nominations for the position of President of Borough Council.

On a motion by Stednitz-Julian, seconded by Brennan to nominate T. Dempsey for President of Borough Council.

On a motion by Klazas, seconded by C. Dempsey to close nominations, approved. Mayor Tomko directed the secretary to cast a unanimous ballot for T. Dempsey as council president.

Mayor Tomko asked for nominations for the position of Vice President of Borough Council.

Adamchick nominated Stednitz-Julian. Klazas nominated C. Dempsey for Vice President of Borough Council.

On a motion by Brennan, seconded by Klazas to close nominations, approved.

Mayor Tomko asked if nominees for Vice President of Borough Council, Stednitz-Julian and C. Dempsey would like to stay on the ballot.

A roll call was performed with the following results for Borough Council Vice President. Roll Call – Adamchick – CHERYL, Brennan – CHERYL, C. Dempsey – STEDNITZ-JULIAN, T. Dempsey – ABSTAIN, Stednitz-Julian – CHERYL, Klazas – CHERYL, Diehl - CHERYL. With five votes for Cheryl Dempsey, one for Stednitz-Julain, Cheryl Dempsey was elected Vice President.

A motion was made by T. Dempsey, seconded by Brennan to reappoint Carol Sutzko as Borough Treasurer, approved.

A motion was made by T. Dempsey, seconded by Klazas to reappoint Roland Price as Borough Secretary, approved.

Council Vice President C. Dempsey called to order the January 2024 monthly council meeting.

Copies of the minutes of the previous council meetings have been given to Mayor Tomko and borough council members, are there any errors or corrections? If not, they stand approved.

**PUBLIC COMMENT** - None

### **MAYOR'S REPORT**

1. Vaccines for Covid, Flu and RSV are available. Residents are urged to consult with their doctors as to the feasibility of obtaining the vaccine.
2. If residents see suspicious activity around vacant properties – notify the St. Clair Police Dept. at 570-429-2240 or 570-429-3050.

#### **Historical Note**

The first means of transportation in what is now St. Clair was by horseback. The roads were narrow and rough, making horseback the only way to travel.

The first improved road was the Sunbury Road or the “King’s Highway” which was established in 1770. The road connected Reading and Sunbury. The road we know as the “Peach Mountain Road” was part of this early turnpike. This road allowed wagons to be used. These wagons were covered with canvas and drawn by four horses.

On a motion made by Klazas, seconded by Adamchick, the report was approved, and it was made part of the minutes by reference.

### **SOLICITOR'S REPORT**

Solicitor Brennan stated settlement was held with Mr. Altshuler on 115 East Hancock Street. Applications to demolish both properties can commence.

Discussed 102 & 104 Cherry Street. He recommends selling it, if possible since we have an interested party.

146 Nicholas Street – bids are being accepted by the county for demolition.

Customer Owned Generation Ordinance – He is reviewing the notes from the work session.

Regarding the adoption of the Amusement Ordinance – The Borough cannot tax but we can regulate the hours of operation of businesses within the borough.

The Hale Subdivision was discussed.

Solicitor Brennan reviewed Engineer Baldwin's two action items pertaining to the police radio equipment and the garbage truck purchase orders.

Solicitor Brennan requested an executive session for personnel issues and pending litigation.

On a motion made by C. Dempsey, seconded by Adamchick, the report was approved.

#### **ENGINEER'S REPORT**

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

### **DEPARTMENTAL REPORTS**

#### **STREET DEPARTMENT REPORT**

On a motion made by Stednitz-Julian, seconded by Adamchick, the report was unanimously approved, and it was made part of the minutes by reference.

#### **ELECTRIC LIGHT DEPARTMENT REPORT**

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

#### **TREASURER'S REPORT**

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

#### **TAX REPORT**

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

**POLICE REPORT** – No report.

#### **ZONING REPORT**

On a motion made by Brennan, seconded by Stednitz-Julian, the report was unanimously approved, and it was made part of the minutes by reference.

#### **FIRE DEPARTMENT REPORT**

On a motion made by Adamchick, seconded by Stednitz-Julian, the report was unanimously approved, and it was made part of the minutes by reference.

Fire Chief Uhrin wanted to recognize all the hard work and dedication by the volunteers throughout 2023 for their commitment and thanked council for their commitment to the fire departments.

#### **CODE DEPARTMENT REPORT**

On a motion made by Stednitz-Julian, seconded by Adamchick, the report was unanimously approved, and it was made part of the minutes by reference.

#### **COMMUNICATIONS**

##### **OLD BUSINESS**

The garbage collection fees for businesses were discussed. A meeting with the driver of the garbage Truck and Street Superintendent Kevin Dempsey will be planned to come up with criteria and categories to set the fees for businesses. Further discussion will be at the February Work Session.

##### **NEW BUSINESS**

On a motion by T. Dempsey, seconded by Adamchick to reappoint Attorney Edward Brennan as Borough Solicitor, approved.

On a motion by T. Dempsey, seconded by Adamchick, to reappoint the firm Alfred Benesch and Company as the Borough's engineering firm, approved.

On a motion by Klazas, seconded by Brennan to adopt the 2024 Professional Engineering Consulting Agreement submitted by Alfred Benesch, approved.

On a motion by T. Dempsey, seconded by Adamchick, to reappoint Midpenn Bank and Pennsylvania Local Government Investment Trust (PLGIT) as the Borough's depositories for Borough funds, approved.

On a motion by T. Dempsey, seconded by Adamchick to reappoint the Borough Secretary as primary and Borough Treasurer as an alternate delegate to the Schuylkill County Tax Committee, approved.

On a motion by Diehl, seconded by Adamchick to accept Proposal #BOSC23-3062, a contract by Wright's Electric, for pole replacement at the 200 block of Broad Street in the amount of \$6,790.00, approved.

Electric Light Superintendent was questioned as to why Comcast didn't replace these poles. Comcast was able to find space at the top of these poles and didn't feel it was necessary to replace the pole due to their condition.

On a motion by Klazas, seconded by Adamchick to accept Proposal #BOSC23-3063, a contract by Wright's Electric, for pole replacement at the 100 block of Broad Street in the amount of \$6,790.00, approved.

On a motion by Brennan, seconded by Adamchick to accept Proposal #BOSC23-3064, a contract by Wright's Electric, for pole replacement at Ann Street in the amount of \$6,790.00, approved.

Discussion concerning payment for the poles from comcast occurred. They expect the check to be available soon.

On a motion by Klazas, seconded by Adamchick to authorize Electric Light Assistant Lineman Josh Poda to attend a 140-hour CDL Training for \$2,583.00, approved.

On a motion by T. Dempsey, seconded by Klazas to authorize the signing of the purchase order for police radio equipment, approved.

On a motion by T. Dempsey, seconded by Adamchick to authorize the signing of the purchase order for the garbage truck, approved.

On a motion by T. Dempsey, seconded by Stednitz-Julian, to act on St. Clair Planning Commission's recommendation for Conditional Final Plan Approval, with the final condition being reviewed by the County Planning Commission for the Hale Subdivision, approved.

On a motion by C. Dempsey, seconded by Brennan, to amend the SALDO Fee Schedule for Subdivision and land development reviews and inspections, approved.

Attorney Brennan added the Redevelopment Authority application was filed with the Commonwealth in September and we are waiting for approval.

On a motion by T. Dempsey, seconded by C. Dempsey, to amend the zoning permit fee schedule, approved.

On a motion by Adamchick, seconded by Klazas, to authorize Alfred & Benesch to begin the application process for the FY 2024 RAISE Discretionary Grant, approved.

On a motion by Adamchick, seconded by Klazas, to authorize Alfred & Benesch to begin the application process for the PA DEP: Driving Forward, Inroad Rebate Program – Trucks and Buses Grant, approved.

On a motion by Klazas, seconded by C. Dempsey to authorize Alfred & Benesch to identify a project and to begin preparing the application for the 2023 PA office of Budget, Redevelopment Assistance Capital Program (RACP) Grant, approved.

Ideas were discussed as to a project for RACP.

Council President Dempsey asked council to review the Committee Listings.

**COMMITTEE LISTINGS**  
(Updated 1/2/2024)

Committee	Chairman	Committee Members
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<b>ADMINISTRATION</b>	<b>Thomas Adamchick</b>	<b>T. Dempsey, Brennan</b>
<b>BUILDING</b>	<b>Joann Brennan</b>	<b>Norm Diehl, C. Dempsey</b>
<b>ELECTRIC LIGHT</b>	<b>C. Dempsey</b>	<b>Tony Klazas, Stednitz-Julian</b>
<b>EMERGENCY MANAGEMENT</b>	<b>Stednitz-Julian</b>	<b>Klazas, Brennan</b>
<b>FEDERAL &amp; STATE RELATIONS</b>	<b>C. Dempsey</b>	<b>Stednitz-Julian, Diehl</b>
<b>FINANCIAL</b>	<b>Joann Brennan</b>	<b>Stednitz-Julian, Diehl</b>
<b>FIRE</b>	<b>Tony Klazas</b>	<b>Diehl, Stednitz-Julian</b>
<b>HEALTH &amp; SANITATION</b>	<b>Stednitz-Julian</b>	<b>Klazas, T. Dempsey</b>
<b>PLANNING &amp; ZONING</b>	<b>Joann Brennan</b>	<b>Adamchick, Diehl</b>
<b>POLICE</b>	<b>Tony Klazas</b>	<b>T. Dempsey, Adamchick</b>
<b>RECREATION</b>	<b>T. Dempsey</b>	<b>Adamchick, C. Dempsey</b>
<b>STREET</b>	<b>Thomas Adamchick</b>	<b>T. Dempsey, C. Dempsey</b>

**On a motion by Stednitz-Julian, seconded by Adamchick, to accept the Committee Listings, approved.**

**On a motion by C. Dempsey, seconded by Brennan to reappoint Michele Price to the Zoning Hearing Board, approved.**

**On a motion by T. Dempsey, seconded by Brennan, an to reappoint Michael McCord to the Planning Commission, approved.**

**Council decided to allow Stednitz-Julian to manage the St. Clair pool for the 2024 Swim Season.**

**The candidate for the Recreation Committee was not reappointed.**

**On a motion by T. Dempsey, seconded by C. Dempsey, to reappoint Tony Klazas to the Police Civil Service Commission, approved.**

**On a motion by T. Dempsey, seconded by Klazas, to reappoint Chief**

**William Dempsey to the School Crossing Guard Agency, approved.**

**On a motion by T. Dempsey, seconded by Adamchick to reappoint William Rhoads and John Shandor to the St. Clair Sewer Authority, approved.**

**On a motion by T. Dempsey, seconded by Adamchick, to reappoint Greg Stednitz to the Vacancy Board, approved.**

**The executive session began at 6:43 p.m.**

**Council discussed personnel issues.**

**The executive session adjourned at 7:20 p.m.**

**Council President T. Dempsey recommended painting of the poles lining Second Street begin in April. Council agreed.**

**On a motion by Stednitz-Julian, seconded by Adamchick, to pay all the bills and claims approved by council, approved.**

**On a motion by Stednitz-Julian, seconded by Adamchick, to adjourn the meeting, at 7:21 pm, approved.**

**Roland Price**

**Borough Secretary**

## Mayor's Report

January 2024

1. Vaccines for Covid, Flu and RSV are available. Residents are urged to consult with their doctors as to the feasibility of obtaining the vaccine.
2. If residents see suspicious activity around vacant properties – notify the St. Clair Police Dept. at 570-429-2240 or 570-429-3050.

### Historical Note

The first means of transportation in the area of what is now St. Clair was by horseback. The roads were narrow and rough making horseback the only way to travel.

The first improved road was the Sunbury Road or the "King's Highway" which was established in 1770. The road connected Reading and Sunbury. The road we know as the "Peach Mountain Road" was part of this early turnpike. This road allowed wagons to be used. These wagons were covered with canvas and drawn by four horses.

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January 2, 2024

Mr. Roland Price, Jr.  
Borough Secretary  
16 S Third Street  
St. Clair, PA 17970

**RE: Consulting Engineer's Report (CER)  
Benesch Project No. 31433.02**

Dear Mr. Price:

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

### **ENGINEERING CONSULTATIONS & CONSTRUCTION PROJECTS**

#### **Grant Assistance (31433.02, Task 5)**

##### *PCCD Police Grant*

We have been working with the Police Department and the Borough regarding the purchasing and grant reporting requirements. Quarterly reporting is required for the life of the grant term (until March 31, 2025), which we have been providing on behalf of the Borough.

On December 12, 2023, we contacted Greens Communications to verify their previous price quotation for police radios. They provided an updated PA-COSTARS price quotation (no change in price) with a date of December 12, 2023. This price quotation can be signed by the Borough to authorize the purchase. Payment is not required until delivery, which is currently estimated at 20 weeks. Once any of the equipment is received, the Borough can submit for reimbursement from PCCD, which would typically take 1-2 months to receive. The grant period ends on March 31, 2025. Council should authorize the signing of the purchase order for the police radio equipment.

##### *LSA Garbage Truck*

The grant received (effective March 16, 2023) was in the amount of **\$301,609.00** and expires on June 30, 2026. We have received updated price quotes from PA-COSTARS vendors for the chassis (Mack Granite 84BR) and compactor (Heil DuraPack 5000 32 CY) meeting the Borough requirements. The latest price quote has a total price of **\$305,376.02** (\$3,767.02 higher than grant). The Borough will be responsible for any amounts above the grant amount. Payment to the chassis manufacturer is due prior to delivery to upfitter, which is expected to take at least 12 months. Once purchased and delivered, the Borough can submit to DCED for reimbursement of the grant funds. There were some refinements of the chassis specifications that were provided by Mack, which have now been accepted by the Borough Superintendent. The current price proposal has been provided to the Borough Secretary. Council should consider authorizing the signing of the price proposal to place the order of the garbage truck.

##### *2023 PA DCNR Community Partnerships Program (C2P2), Small Communities (SC) Program: John Siney Park*

On October 25, 2023, the Borough was informed that they were awarded a grant of **\$77,500** for the John Siney Park Improvements. The initial teleconference was already held; however, the Borough will have to await the grant contract documents from DCNR before proceeding, likely after the New Year. Construction is anticipated in 2025.

### **St. Clair Little League Project (31226.20)**

This project will be rebid with a modified scope to bring the project within budget. We have been coordinating this effort with DCNR, and we anticipate receiving new bids at your February Council Meeting.

### **SR61-14M ECMS 96470 (Frackville Grade) (31433.02, Task 3)**

PennDOT held a pre-construction meeting on December 19, 2023, which the Borough participated in as an impacted municipality. Our office also participated as a Borough representative. PennDOT awarded the project to JD Eckman, Inc. in the amount of approximately \$115.5 million dollars. PennDOT anticipated issuing the Notice-to-Proceed on December 26, 2023, with a project completion date of February 1, 2029.

### **Property Maintenance Assistance (31433.02, Task 6)**

On December 13, 2023, the County received bids to demolish 26 S Front St and 146 N Nichols St as part of a large demolition program. We have been informed by the County that 146 N Nichols St has been awarded by the County; they are awaiting bonds from the contractor before issuing notice to proceed.

## **SUBDIVISIONS & LAND DEVELOPMENTS**

### **Taco Bell LD (30567.32, Task 2)**

The last major outstanding item of work to be performed by the Developer is the paving of the pathway along Mill Street to Taco Bell. This path might become a part of the Schuylkill River Trail. Nevertheless, Taco Bell has been in operation since late 2015. We have reached out to CCCC for a status update several times, but they have not provided any updates.

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

As of early 2019, work in the area of the medical office building is essentially complete, although a majority of the remainder of Phase III – including stormwater features – has not yet been started. There are three (3) more buildings and associated infrastructure yet to be completed. We have reached out to CCCC for a status update several times, but they have not provided any updates. However, on November 21, 2023, the County Conservation District issued a PAG-02 NPDES General Permit Renewal Approval to CCCC with a new expiration date of December 7, 2024.

### **STS LD (31137.31, Task 1)**

All sitework appears to be complete. We are awaiting the submission of record plans before closing out this project.

### **AutoZone LD (31137.31, Task 3)**

All sitework associated with the Borough's portion of the development is complete. However, we are awaiting the submission of the record plans before closing out this project.

### **Hale SD (31433.30, Task 1)**

The Borough received a subdivision submission for Hale property along West Carroll Street. Our office reviewed the submission and provided a comment letter in preparation for the meeting of the St. Clair Planning Commission held on November 27, 2023. At the meeting, the Planning Commission unanimously agreed to recommend Council grant **Conditional Final Plan Approval**. Since the meeting, the applicant has addressed the comments and provided a revised, signed, and sealed submission to the Borough. The Borough will provide this submission to the County Planning Commission for their comment. Council has 90 days from the Planning Commission Meeting to render a decision (February 25, 2024). However, Council can now grant Conditional Final Plan Approval with the following conditions:

1. The Applicant addresses any comments from the County Planning Commission.
2. All conditions are satisfied within one (1) calendar year of the granting of the conditional final plan approval.



## Fee Schedules

We recommend Council consider amending the Subdivision and Land Development Fee Schedule and the Zoning Permit Application Fee Schedule on an annual basis to account for annual fluctuations in costs to administer those services. The Social Security Cost of Living Adjustment for 2024 is 3.2%. Draft revised fee schedules accounting for the anticipated costs are attached for your consideration.

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## POTENTIAL FUNDING/GRANT SOURCES (31433.02, Task 5)

### RECREATION

#### *2024 DCNR Community Partnerships Program (C2P2), Small Communities (SC) Program*

- Current Status: **CLOSED** (opening Jan 16, 2024)
- Application Deadline: **4:00 PM, April 3, 2024**
- Uses: Grant funds must be used for rehabilitation and/or new development of basic outdoor recreation and park facilities that provide a high level of recreational value, such as playgrounds and pavilions with ADA accessibility.
- Funding:
  - **Grant funding ranges from \$60,000 - \$100,000:**
    - \$10,000 is earmarked for Professional Services only and requires no match.
    - \$20,000 is earmarked for Materials and/or Equipment only and requires no match.
    - Grant funds over \$30,000 may be used for Materials, Equipment, and/or Labor and require a \$1 for \$1 match.
  - **Total project costs range from \$90,000-\$170,000**
- Timeline:
  - Anticipated award notifications: Fall 2024
  - Grant agreements begin: Jan 2025
  - Earliest Project Start: Spring/Summer 2025
- Potential Projects: John Siney Park pavilion replacement, Third Street Basketball Court lighting, other playground improvements.

#### *2024 Commonwealth Financing Authority (CFA): Greenways, Trails, Recreation Program (GTRP)*

- Current Status: **CLOSED** (opening Feb 1, 2024)
- Application Deadline: **May 31, 2024**
- Uses: Can fund planning grants, as well as construction/repair/rehab grants, for a wide variety of community recreation facilities, like baseball and soccer fields, basketball courts, playgrounds, pools, etc. Can fund indoor or outdoor facilities.
- Funding:
  - Grants shall not exceed **\$250,000** for any project.
  - **15% local match required**. Can be land value and other state grant funds. In-kind match NOT accepted.
- Timeline:
  - Anticipated award notifications: Fall 2024
  - Grant agreements begin: Jan 2025
  - Earliest Project Start: Spring/Summer 2025
- Potential Projects: John Siney Park pavilion replacement, Third Street Basketball Court lighting, other playground improvements.

## COMMUNITY FACILITIES AND VEHICLES

### PA DEP: Driving PA Forward, Onroad Rebate Program – Trucks and Buses

- Current Status: **OPEN** (as of Nov 24, 2023) – **FINAL ROUND**
- Application Deadline: **The application period will remain open until all funds are exhausted.**
- Background: \$6.1 million is available to fund rebates for projects that replace or repower fleets of 5 or fewer class 4-8 trucks, port drayage trucks, school buses, shuttle buses, and/or transit buses.
- Uses: Class 4-8 trucks with Model Years 1992-2009 **with at least 3 years of remaining useful life** are eligible for rebates for repower or replacement with new diesel, electric or alternative fuel. **Vehicles must be scrapped.**
- Funding: **Max 70% up to the following Maximums per Vehicle:**

Truck Class	Diesel	Alt Fuel
4-5	\$56,000	\$70,000
6-7	\$70,000	\$105,000
8	\$122,500	\$157,500

This is a rebate voucher program that reimburses for costs incurred.

### USDA Rural Development: Community Facilities Direct Loan & Grant Program

- Current Status: **OPEN**
- Application Deadline: Applications accepted continuously throughout the year.
- Uses: Funds can be used to purchase, construct, and/or improve essential community facilities (including police & fire stations), purchase equipment (including vehicles), and pay related expenses.
- Funding: Low interest direct loans and/or grants (max 75%). Most funding via low-interest loans.

### 2023 PA Office of Budget, Redevelopment Assistance Capital Program (RACP)

- Current Status: **OPEN** (as of Dec 8, 2023)
- Application Deadline: **January 12, 2024, 11:59pm**
- Uses: for the design, acquisition, and construction of a regional economic, cultural, civic, recreational, and historical improvement project. RACP projects are authorized in the Redevelopment Assistance section of a Capital Budget Itemization Act, have a regional or multi-jurisdictional impact, and generate substantial increases or maintain current levels of employment, tax revenues, or other measures of economic activity.  
RACP projects are state-funded projects that cannot obtain primary funding under other state programs. Projects that can normally obtain funding from PENNDOT, PENNVEST, the DCED, or other state agencies are generally restricted from participating in RACP.  
Road, street, and bridge improvements are **NOT** eligible.
- Funding:
  - Total project cost of **at least \$1M**.
  - Projects must secure **at least 50% non-state financial participation**.
  - Application fee is **\$500**.
  - Most of the grant funding is to go towards construction; the Borough would be responsible for much of the planning and engineering leading up to the project.
- Timeline: Projects typically take several years from concept to completion. State legislative support is required.

**TRANSPORTATION/INFRASTRUCTURE**

*USDOT: FY 2024 RAISE Discretionary Grants*

- Current Status: **OPEN**
- Application Deadline: Feb 28, 2024
- Uses: Highway, bridge, road projects, public transportation, intermodal, and more.
- Funding:
  - Planning Grants: **No minimum, \$25M maximum**
  - Projects: **\$1 minimum/\$25M maximum; typically requires 20% match but may be waived for rural areas**
- Anticipated Award Announcement: Summer 2024
- Potential Project(s): Thwing Street Bridge Replacement, Carroll Street Bridge Replacement, streetscapes.

*USDOT: FY 2023 Bridge Investment Program (BIP)*

- Current Status: **OPEN** (as of Dec 20, 2023)
- Application Deadline:
  - Planning Grants: Feb 19, 2024
  - Bridge Projects: Mar 19, 2024
- Uses: Authorized under the Bipartisan Infrastructure Law (BIL), projects that replace, rehabilitate, preserve, or safeguard NBIS bridges, and for culvert replacement/rehabilitation on the NBIS to enhance flood control and aquatic habitat connectivity.
- Funding:
  - Planning Grants: **No minimum nor maximum; requires 20% match**
  - Bridge Projects: **\$2.5 minimum; requires 20% match (\$500,000 minimum)**
- Anticipated Award Announcement: Spring/Summer 2024
- Potential Project(s): Thwing Street Bridge or Carroll Street Bridge replacement planning/design

**PENDING/AWARDED GRANT APPLICATIONS**

*2022 PA DCED Commonwealth Financing Authority (CFA): Local Share Account (LSA) – Statewide*

Project	<b>Garbage Truck</b>
Total Project Estimate	\$301,609
<i>Borough Portion</i>	<i>\$0 (0%)</i>
<b>Date Submitted</b>	<b>Mar 15 2022</b>
Award Notification	<b>Mar 16 2023</b>
Application Status	<b>AWARDED \$301,609</b>
Grant Period Ends	<b>Jun 30 2026</b>

*2022 PA DCNR Community Partnerships Program (C2P2), Small Communities (SC) Program*

Project	<b>Northward Playground Basketball Courts</b>
Total Project Estimate	\$70,000
<i>Borough Portion</i>	<i>\$20,000 (29%)</i>
<b>Date Submitted</b>	<b>Apr 6 2022</b>
Award Notification	<b>Sep 6 2022</b>
Application Status	<b>AWARDED \$50,000</b>
Grant Period Ends	<b>Dec 31 2026</b>



*PA Commission on Crime and Delinquency (PCCD): Local Law Enforcement Support (LLES) Grant Program*

Project	<b>Equipment and Technological Upgrades</b>
Total Project Estimate	\$177,018
<i>Borough Portion</i>	\$0 (0%)
<b>Date Submitted</b>	<b>Oct 31 2022</b>
Award Notification	<b>Mar 8 2023 (Second Rnd)</b>
Application Status	<b>AWARDED \$87,660</b>
Grant Period Ends	<b>Mar 31 2025</b>

*2023 PA DCNR Community Partnerships Program (C2P2), Small Communities (SC) Program*

Project	<b>John Siney Park</b>
Total Project Estimate	\$125,000
<i>Borough Portion</i>	\$47,500 (38%)
<b>Date Submitted</b>	<b>Apr 5 2023</b>
Award Notification	<b>Oct 5 2023</b>
Application Status	<b>AWARDED \$77,500</b>
Grant Period Ends	<b>Dec 31 2027</b>

*2023 PA DCED Commonwealth Financing Authority (CFA): Greenways, Trails, Recreation Program (GTRP)*

Project	<b>John Siney Park</b>
Total Project Estimate	\$150,000
<i>Borough Portion</i>	\$22,500 (15%)
<b>Date Submitted</b>	<b>May 31 2023</b>
Anticipated Award Notification	<b>Jan 16 2024</b>
Application Status	<b>Under Review</b>

*2023 PA DCED Commonwealth Financing Authority (CFA): Multimodal Transportation Fund (MTF)*

Project	<b>Thwing St Bridge Replacement</b>
Total Project Estimate	\$2,264,000
<i>Borough Portion</i>	\$0 (0%)
<b>Date Submitted</b>	<b>July 30 2023</b>
Anticipated Award Notification	<b>Jan 16 2024</b>
Application Status	<b>Under Review</b>

*2023 PA DCED Commonwealth Financing Authority (CFA): Local Share Account (LSA) – Statewide*

Project	<b>Electric Bucket Truck</b>
Total Project Estimate	\$285,000
<i>Borough Portion</i>	\$0 (0%)
<b>Date Submitted</b>	<b>Nov 30 2023</b>
Anticipated Award Notification	<b>Mar 2024 or later</b>
Application Status	<b>Under Review</b>

*2023 PA DCED Commonwealth Financing Authority (CFA): Local Share Account (LSA) – Statewide*

Project	<b>Firehouse Addition</b>
Total Project Estimate	\$651,360
<i>Borough Portion</i>	\$0 (0%)
<b>Date Submitted</b>	<b>Nov 30 2023</b>
Anticipated Award Notification	<b>Mar 2024 or later</b>
Application Status	<b>Under Review</b>

**ST. CLAIR POTENTIAL ACTION ITEMS**

1. **PCCD Grant, equipment purchase** – Council should authorize the signing of the purchase order for the police radio equipment.
2. **LSA Grant, Garbage Truck** – Council should authorize the signing of the purchase order for the garbage truck.
3. **Hale SD** – Council should consider acting on the St. Clair Planning Commission's recommendation for Conditional Final Plan Approval with the final conditions being addressing any comments from the County Planning Commission and satisfying all conditions within one calendar year of Council's Conditional Final Plan Approval. Council has until February 25, 2024, to act on the recommendation.
4. **Permit Application Fee Schedules**
  - a. **SALDO Fee Schedule** – Council should consider, by resolution, amending the fee schedule for subdivision and land development reviews and inspections.
  - b. **Zoning Permit Fee Schedule** – Council should consider, by resolution, amending the zoning permit application fee schedule.
5. **New Potential Grant Opportunities**
  - a. **USDOT: FY 2024 RAISE Discretionary Grants** – This new opportunity is now available with a deadline of Feb 28, 2024, with a potential for no local match requirement. If Council wishes to pursue this opportunity, Council should consider authorizing our office to begin the application process.
  - b. **FY 2023 Bridge Investment Program (BIP)** – This new opportunity is now available with a planning deadline of Feb 19, 2024, but this program requires a 20% match. If Council wishes to pursue this opportunity, Council should consider authorizing our office to begin the application process.
  - c. **PA DEP: Driving PA Forward, Onroad Rebate Program – Trucks and Buses** – The final round is now open and will close once all funds are expended. If Council wishes to pursue this opportunity, Council should consider authorizing our office to begin the application process.
  - d. **2023 PA Office of Budget, Redevelopment Assistance Capital Program (RACP)** – If Council wishes to apply for this funding, Council should identify the project and consider authorizing Benesch to prepare the initial application (due Jan 12, 2024).

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

Attachments: 2024 SALDO Fee Schedule  
2024 Zoning Application Fee Schedule

Cc: Atty. Edward M. Brennan, Solicitor (w/ attachments)



## BOROUGH OF ST. CLAIR FEE SCHEDULE FOR SUBDIVISION AND LAND DEVELOPMENT REVIEWS

The following fees will be charged by the St. Clair Planning Commission for subdivision and land development reviews as authorized by the Pennsylvania Municipalities Planning Code, Act 247, as amended. These fees are effective January 3, 2024. Plans will not be accepted for review by the Planning Commission without the appropriate fee and the required number of plans.

### Schedule I      Subdivision – All Land Uses \* Land Development – Residential

Number of Lots / Units	Administrative Fees				Professional Fees (Escrow)	
	Sketch	Preliminary / Final	Resubmission	Revision to Record Plan	Review (per submission)	Inspection* (LD Only)
1 – 2	\$200	\$400	50% of original submission unless number of lots/ units changed	\$200	\$1,500	\$1,500
3 – 5	\$300	\$600		\$300	\$2,000	\$2,000
6 – 25	\$400	\$800		\$400	\$2,500	\$3,000
26 – 49	\$550	\$1,100		\$550	\$3,500	\$4,000
50 – 99	\$700	\$1,400		\$700	\$4,000	\$5,000
100 – 199	\$850	\$1,700		\$850	\$4,500	\$6,000
200+	\$1,000	\$2,000		\$1,000	\$5,500	\$7,000

### Schedule II      Land Development – All Others

Development Acreage	Administrative Fees				Professional Fees (Escrow)	
	Sketch	Preliminary / Final	Resubmission	Revision to Record Plan	Review (per submission)	Inspection
0 - 2	\$400	\$800	50% of original submission unless site area has changed	\$400	\$2,500	\$3,000
>2 - 7	\$600	\$1,200		\$600	\$4,000	\$5,000
>7 - 15	\$800	\$1,600		\$800	\$5,500	\$7,000
>15 - 30	\$1,100	\$2,200		\$1,100	\$7,000	\$9,500
>30 - 50	\$1,400	\$2,800		\$1,400	\$8,500	\$12,000
>50 - 100	\$1,700	\$3,400		\$1,700	\$10,000	\$14,500
>100	\$2,000	\$4,000		\$2,000	\$12,000	\$17,000

The term "lots" includes conveyances, tracts, or parcels of land for the purpose, whether immediate or future, of lease, transfer of ownership, or building or development, as well as residue parcels, annexations, or correction of lot lines.

For subdivisions that transcend the boundary limits of the Borough, only those lots which are located entirely or partially within the limits of the Borough of St. Clair shall be considered when determining appropriate review fees. The entire development area within a lot shall be considered when determining appropriate Schedule II Review Fees whether or not the development area lies entirely within Borough limits.

All required County Plan Review Fees shall be paid at the time of plan submission to the Borough.

Improvement Inspections – Any inspection requested by the Borough of the improvements of any approved land development will be conducted on an hourly rate basis in accordance with the current established rate schedule. Reimbursement for such inspections will be drawn down from that portion of the escrow account designated for inspections.

Money in escrow is for reimbursement at the Borough of St. Clair's discretion for any and all engineering or legal or other expenses incurred by the Borough, exclusive of work performed by full-time Borough staff members, in processing the Sketch, Preliminary, and Final Plans and for performing inspections during construction. As soon as

the escrow account decreases by fifty percent (50%) whether during the review or construction phases, the Applicant shall make payment in an amount necessary to fully fund the account. Upon the recording of the Subdivision or Land Development Plan, as applicable, with the Recorder of Deeds and the payment of all Borough engineering, legal, and other expenses incurred by the Borough, exclusive of work performed by full-time Borough staff members, the Applicant may submit a written request to the Borough Treasurer for a refund of the unused portion of the escrow account related to reviews. For land developments, upon the issuance of an Occupancy Permit by the Borough and the payment of all Borough engineering, legal, and other expenses incurred by the Borough, exclusive of work performed by full-time Borough staff members, related to inspections, the Applicant may submit a written request to the Borough Treasurer for a refund of the unused portion of the escrow account. Any monies held in escrow will not be returned until all invoices from the Borough Engineer and Solicitor have been received by the Borough and paid by the Applicant. The Solicitor's and Engineer's invoices are submitted to the Borough every thirty (30) days.

If the Applicant requests a special meeting in order to expedite the review process and the Borough agrees to such a request, the Applicant shall pay for all advertising and administrative costs for requested meeting.

**SCHEDULE I FEES** are based on the number of lots or units. All land uses are included: residential, commercial, industrial, public, quasi-public, and other. Therefore, an industrial park subdivision prior to development of individual lots is subject to Schedule I. The same would be true of a commercial lot subdivision or selling of land for a church or school. Schedule I fees also cover residential land development such as an apartment complex, condominiums, rental townhouses, and mobile home parks. Where there is a mix of lots and rental units the totals are added together to determine the fee.

**SCHEDULE II FEES** are based on the amount of land to be disturbed for development including buildings, access drives, streets, stormwater management, grading, public sewer and water service, erosion and sediment control, landscaping, and any other activity that disturbs the ground on the site. The total disturbed area of a project is most accurately calculated by CAD software or planimeter following all outlines of disturbed areas and is subject to review by the Engineer.

Where combinations of subdivision and non-residential land development are proposed on a plan, the fees must be determined separately and added together.

All fees shall be paid in the form of a check or money order made payable to: **Borough of St. Clair**. Cash will NOT be accepted.

**BOROUGH OF ST. CLAIR**  
**FEE SCHEDULE FOR APPLICATION FOR ZONING PERMIT**

An application for a zoning permit shall be accompanied by the appropriate fee, in accordance with the schedule of fees adopted by the Borough Council of the Borough of St. Clair, as set forth hereinafter, which fee shall be payable to the **Borough of St. Clair**. These fees are effective February 8, 2023. Applications will not be accepted for review by the Borough Zoning Officer without the appropriate fee.

RESIDENTIAL DWELLING – One/Two Family	
0 – 1,000 sq. ft. (measured out-to-out) .....	\$300
for every additional 500 sq. ft.....	\$150
<hr/>	
RESIDENTIAL-ADDITIONS/ACCESSORY STRUCTURES	
0 – 1,000 sq. ft. ....	\$200
for every additional 250 sq. ft.....	\$100
MULTI-FAMILY DWELLING UNITS (per unit).....	\$300
MOBILE HOME PARKS/RECREATIONAL VEHICLE PARKS (per unit or lot).....	\$350
CHANGE OF USE (including Home Occupations).....	\$250
NON-RESIDENTIAL USES AND/OR STRUCTURES .....	\$400
Plus <b>\$60</b> for each 1,000 sq. ft. of building space	
NON-RESIDENTIAL ADDITIONS/ACCESSORY STRUCTURES .....	\$300
Plus <b>\$60</b> for each 1,000 sq. ft. of building space	
SURFACE MINING OR QUARRYING OPERATIONS (all types) .....	\$1500
Plus <b>\$20</b> per acre	
SUBSURFACE MINING PERMITS .....	\$800
JUNK YARDS .....	\$5700
Plus <b>\$60</b> per acre	
SIGNS – BUILDING OR WINDOW MOUNTED .....	\$125
– FREE-STANDING, ON PREMISES .....	\$175
Plus <b>\$2</b> per sq. ft.	
– OUTDOOR ADVERTISEMENT, OFF PREMISES .....	\$800
Plus <b>\$5</b> per sq. ft.	
CERTIFICATE OF USE AND OCCUPANCY (for all residential uses not involving new construction) .....	\$85
SOLAR ENERGY SYSTEMS (other approvals and fees may be applicable) .....	\$200
<hr/>	
ZONING APPLICATION NOT IDENTIFIED ABOVE REQUIRING REVIEW BY ZONING OFFICER .....	\$40
ZONING AMENDMENT.....	\$5700
ZONING HEARING BOARD APPLICATION	
– SETBACK VARIANCE FOR RESIDENTIAL PORCHES IN R-2 ZONING DISTRICT.....	\$175
– ALL OTHER RESIDENTIAL (Single Family/Single Lot ONLY).....	\$850
– ALL OTHERS .....	\$2100

(Additional fees will be required if the Borough must re-advertise due to any action of the applicant or if multiple hearing dates are required. The additional fee is one-half the original application fee per occurrence.)

**FEES FOR PERMITS OBTAINED AFTER COMMENCEMENT OF ANY ACTIVITY FOR WHICH A PERMIT IS REQUIRED SHALL BE TWO (2) TIMES THE AMOUNT OF THE ORIGINAL FEE.**

Cash will NOT be accepted.

Fees are Non-Refundable.

Make check or money order payable to: ***Borough of St. Clair***

Mail or deliver check or money order with Zoning Permit Application to:

***Borough Secretary  
Borough of St. Clair  
Municipal Building  
16 South Third Street  
St. Clair, PA 17970***

The Zoning Permit will be sent to you by mail or hand delivered.

### **Street Department**

Collected garbage, recyclables and ashes for the month.

Cleaned playgrounds daily of garbage and debris.

Prep garage for insurance inspection.

Inspection went very well, only recommendation is a fuel cabinet. The inspector was very impressed with the safety of the building.

Removed leaves throughout the borough.

Repaired the inlet on Pike Street.

Trees were cut on Pike Street to install "Children at Play" sign.

Repaired the sinkhole on the 200 block of South Mill Street,

Filled and sealed numerous potholes throughout the borough.

The Street and Police Departments helped load Toys for Tots trucks.

Trees were cut on Post & Pearl Street.

Had to get millings & stone to fix the borough parking lot.

Started welding steel together to solve the water problem in borough hall.

### **Maintenance Department**

The backhoe had to be rewired to due to electrical fire on the machine and also replaced two hydraulic lines.

Removed engine on asphalt roller due to leaks and installed new starter.

Installed two new electrical linkage on salt spreaders.

The Chevy police car was fixed due to not charging.

Installed new headlight in ISO B

Oil was checked on all borough vehicles.

## Electric Light Department Report

December 2023

November Energy Cost - \$ 130,514.10 / 1,616,725 KWH

2008 GMC Bucket truck taken to Mobile Lift in Collegeville for repairs, tagged unsafe for use.

New service / Customer hookup 111 East Thwing (200 amp).

New service / Customer hookup 23 West Carroll Street (100 amp).

Took down remaining Flags on Second Street.

Back down to Mobile Lift to get GMC Bucket truck, repairs complete.

Called and spoke with Norm Baron in regards to attending 12/28 work session.

Replaced 4 – old HPS Light Fixtures with new brighter LED fixtures in New Home Development.

Met with loss control Representative from Borough's Comp Insurance Company.

2 after hour calls Tuesday 12/12 Cable Services and resident with no internet.

List of new poles that need Communication wires transferred sent to SCTV and Verizon.

Electric Bills taken to Pottsville Post office on Thursday.

Had Josh working with Wright's Electric replacing poles, for some on the job training.

Took bags of old flags from Post Office and Borough Bldg. to Schuylkill Memorial Cemetery.

Call out 6:05 pm Sunday 12/17 West Carroll Street Resident's lights going dim and flickering.

Replaced street light fixture corner of Hancock and Fourth Street.

Call out Saturday 12/23 7:01 pm wire hanging Memorial Ave.

Performed numerous other jobs, responded to multiple PA ONE calls, answered and returned numerous phone calls and emails throughout month.

Respectfully Submitted;

Robert Petrozino

Superintendent

Saint Clair Borough Electric Light Dept.

01-02-2024



**Borough of St. Clair**  
**Treasurer's Report - General Fund**  
**November 2023**

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	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
301.10 · Real Estate Tax, Current	1,067.60
301.30 · Real Estate Tax, Delinquent	349.76
310.01 · Per Capita Tax, Current	22.00
310.03 · Per Capita Tax, Delinquent	271.22
310.10 · Real Estate Transfer Tax	2,099.65
310.20 · Earned Income Tax	46,182.91
310.30 · Business Privilege Tax	2,107.53
310.41 · Occupation Tax, Current	4.62
310.43 · Occupation Tax, Delinquent	113.19
310.50 · Local Service Tax	9,749.46
331.12 · Police Fines	1,701.79
342.20 · Rental Income - Boro Property	500.00
342.46 · Pole Rental	5,640.00
355.04 · Beverage License Fees	1,400.00
359 · Intergovernmental Revenue	4,797.51
361.33 · Variance/Zoning Permits	435.00
361.75 · Lien satisfaction Refund	67.75
362.10 · Police Protection Services	7,083.33
362.20 · Special Fire Protection Service	1,669.50
364.30 · Solid Waste Collection Fees	34,540.06
387.00 · Con. & Don. from Pri. Sources	30,000.00
392.18 · Transfers from Electric Light	300,000.00
<b>Total Income</b>	<b>449,802.88</b>
<b>Expense</b>	
Administration Department	54,695.02
Emergency Mgmt Department	3,515.25
Health & Sanitation Department	19,206.39
Miscellaneous Department	2,089.65
Planning & Zoning Department	5,446.33
Police Protection Department	54,407.61
403.00 · Tax Collection Department	813.78
409.00 · Borough Buildings Department	4,741.04

Borough of St. Clair  
**Treasurer's Report - General Fund**  
 November 2023

	<b>TOTAL</b>
411.00 · Fire Department	3,128.38
419.00 · Educational Services	
419.30 · Salaries	8,370.00
<b>Total 419.00 · Educational Services</b>	<b>8,370.00</b>
430.00 · Streets & Bridges Department	52,472.94
452.00 · Recreation Department	2,269.42
481.00 · Payroll Tax Expense	4,476.02
487.00 · Employer Benefits & W/H	
487.20 · Health Insurance Expense	53,956.66
487.30 · Employees' Benefits	3,303.73
<b>Total 487.00 · Employer Benefits &amp; W/H</b>	<b>57,260.39</b>
<b>Total Expense</b>	<b>272,892.22</b>
<b>Net Ordinary Income</b>	<b>176,910.66</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
341.000 · Interest, Dividend Income	3,341.97
<b>Total Other Income</b>	<b>3,341.97</b>
<b>Other Expense</b>	
492.00 · Transfers Department	
492.130 · Transfer to Sinking Fund	25,000.00
492.305 · Transfer to Gen Fund Cap ...	3,000.00
<b>Total 492.00 · Transfers Department</b>	<b>28,000.00</b>
<b>Total Other Expense</b>	<b>28,000.00</b>

ENDING BALANCE: \$234,760.87

Borough of St. Clair  
Treasurer's Report - Electric Light Fund  
November 2023

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	TOTAL
Ordinary Income/Expense	
Income	
7372.40 · Electric Energy Sales	340,151.60
7372.50 · Sales Tax Discounts	25.00
7372.55 · Processing Fees	1,300.00
7372.56 · Miscellaneous Receipts	381.00
7372.57 · Service Fees	300.00
	<hr/>
Total Income	342,157.60
Expense	
7401.00 · Electric Light	
7401120 · Superintendent	5,212.04
7402114 · Treasurer	1,288.36
7405300 · Secretary	2,230.20
7409300 · Rental Expense	180.56
7442141 · Office Manager	3,892.80
7442142 · Administrative Assistant	2,007.87
7442143 · Lineman	4,113.60
7442144 · Assistant Lineman	3,740.80
7442210 · Office Supplies	1,170.33
7442220 · Electrical Materials & Supplies	413.93
7442231 · Gasoline & Oil	366.42
7442321 · Telephone	220.80
7442372 · Technology/Computer Expenses	12,813.00
	<hr/>
Total 7401.00 · Electric Light	37,650.71
Total Expense	<hr/> 37,650.71
Net Ordinary Income	304,506.89
Other Income/Expense	
Other Income	
341.000 · Interest, Dividend Income	3,705.19
	<hr/>
Total Other Income	3,705.19
Other Expense	
492.00 · Transfers Department	
492.130 · Transfer to Sinking Fund	11,500.00
492.80 · Transfer to General Fund	300,000.00
	<hr/>
Total 492.00 · Transfers Department	311,500.00
Total Other Expense	<hr/> 311,500.00

ENDING BALANCE: \$591,931.33

Borough of St. Clair  
Balance Sheet  
As of November 30, 2023

Nov 30, 23

**ASSETS**

Current Assets

Checking/Savings

100.10 · Elec. Lgt. Sales Tax- Mid Penn	15,077.93
100.12 · PLGIT - Elec Light Deposit Acct	1,707.10
100.121 · PLGIT PRIME - Elec. Light Dep.	22,405.19
100.13 · PLGIT - Elect Lgt Capital Rsrv	9,059.26
100.131 · PLGIT PRIME-Elec.Light Cap Res	272,273.52
100.14 · PLGIT - Electric Light Fund	562,787.61
100.15 · PLGIT - FIRE INS ESCROW ACCT	36,490.31
100.16 · PLGIT - General Fund	211,305.69
100.17 · PLGIT - General Fund Cap Reserv	9,059.26
100.171 · PLGIT PRIME-Gen. Fund Cap. ...	268,650.95
100.18 · PLGIT - HD Land Devel Escrow	19,993.17
100.191 · PLGIT PRIME - Highway Aid Fu...	100,921.44
100.20 · Elec. Light Chk. (Mid Penn)	29,143.72
100.21 · PLGIT - Home Program	802.14
100.22 · PLGIT - Recreation Grant Fund	41,008.71
100.221 · PLGIT PRIME - Recreation Grant	176.64
100.23 · PLGIT - Sinking Fund	110,381.98
100.231 · PLGIT PRIME - Sinking Fund	299,211.39
100.24 · PLGIT - Street Opening Permit	25,398.59
100.241 · PLGIT PRIME - Street Opening	46,784.35
100.30 · Gen. Fund Chk. (Mid Penn)	23,455.18
100.40 · PLGIT-Bridge Construction Fund	9.95
100.401 · PLGIT PRIME - Bridge Cons. Fu...	120,739.75
100.50 · PLGIT - Demolition Fund	18,176.14
100.501 · PLGIT PRIME - Demolition Fund	240,379.94
100.80 · PLGIT - Ann St Maintenance Fund	30,042.64
100.90 · PLGIT - Building Permit Fund	66,992.59
105.10 · PLGIT - Payroll Fund	64.94
105.20 · PLGIT - Withholding Account	328.49

Total Checking/Savings 2582828.57

Total Current Assets 2582828.57

**TOTAL ASSETS 2582828.57**

## Revised

## Borough of St. Clair

## Treasurer's Report - Electric Light Fund

October 2023

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
7372.40 · Electric Energy Sales	392,766.77
7372.50 · Sales Tax Discounts	25.00
7372.55 · Processing Fees	1,100.00
7372.56 · Miscellaneous Receipts	5,882.46
7372.57 · Service Fees	300.00
<b>Total Income</b>	<b>400,074.23</b>
Expense	
7401.00 · Electric Light	
7401120 · Superintendent	5,212.04
7402114 · Treasurer	1,288.36
7405300 · Secretary	2,230.20
7409300 · Rental Expense	12,098.62
7442141 · Office Manager	3,892.80
7442142 · Administrative Assistant	1,835.15
7442143 · Lineman	4,679.26
7442144 · Assistant Lineman	4,021.36
7442210 · Office Supplies	1,071.91
7442220 · Electrical Materials & Supplies	1,685.05
7442231 · Gasoline & Oil	203.53
7442260 · Minor Equipment	231.84
7442321 · Telephone	420.80
7442361 · AMP - Ohio	146,773.08
7442370 · Maintenance & Repairs	16,514.27
7442372 · Technology/Computer Expenses	1,125.00
7442450 · Refunds - Electric	375.67
<b>Total 7401.00 · Electric Light</b>	<b>203,658.94</b>
<b>Total Expense</b>	<b>203,658.94</b>
<b>Net Ordinary Income</b>	<b>196,415.29</b>
Other Income/Expense	
Other Income	
341.000 · Interest, Dividend Income	5,809.48
<b>Total Other Income</b>	<b>5,809.48</b>
Other Expense	
492.00 · Transfers Department	
492.130 · Transfer to Sinking Fund	11,500.00
492.80 · Transfer to General Fund	300,000.00
<b>Total 492.00 · Transfers Department</b>	<b>311,500.00</b>
<b>Total Other Expense</b>	<b>311,500.00</b>

Ending Balance: \$600,108.97

**Tax Collector's Remittance to Taxing Districts**  
**WILLIAM UMBENHAUR - 2023 - SAINT CLAIR BOROUGH**  
For 11/01/2023 thru 11/30/2023  
Date Created 12/04/2023  
**SAINT CLAIR BOROUGH Taxing District**

		Municipality	Borough Per Capita	Borough Occupation	Other
<b>A. Collections</b>					
1.	Balance Collectable - Beginning of Month	28722.73	3550.00	1491.00	
2A.	Additions: During the Month (*)				
2B.	Deductions: Credits During the Month - (from line 17)				
3.	Total Collectable	28722.73	3550.00	1491.00	
4.	Less: Face Collections for the Month	1354.52	80.00	21.00	
5.	Less: Deletions/Exemptions from the List (*)			12.60	
6.	Less: Exonerations (*)		20.00	8.40	
7.	Less: Liens/Non-Lienable/Installments (*)				
8.	Balance collectable - End of Month	27368.21	3450.00	1449.00	
<b>B. Reconciliation of Cash Collected</b>					
9.	Face Amount of Collections - (must agree with line 4+7)	1354.52	80.00	21.00	
10.	Plus: Penalties	135.47	8.00	2.10	
11.	Less: Discounts				
12.	Total Cash Collected per Column	1489.99	88.00	23.10	
13.	Total Cash Collected - (12A + 12B + 12C + 12D)				1601.09

(\*) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

C. Payment of Taxes

14. Amount Remitted During the Month (\*)

Date	Transaction #	Amount	TOTAL ALL TAXES
		Total	

15. Amount Paid with this Report Applicable to this Reporting Month Transaction # 1601.09

16. Total Remitted This Month 1601.09

17. List, Other Credit Adjustments (\*)

Parcel / PerCapita #	Name	Amount	TOTAL ALL TAXES
		Total	

18. Interest Earnings (if applicable) \$ \_\_\_\_\_

<p><b>TAXING DISTRICT USE (OPTIONAL)</b></p> <p>Carryover from Previous Month \$ _____</p> <p>Amount Collected This Month \$ _____</p> <p>Less Amount Paid this Month \$ _____</p> <p>Ending Balance \$ _____</p>	<p style="text-align: center;"><i>William Umbach</i> Tax Collector</p> <p>I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.</p> <p>Received by (taxing district): _____</p> <p>Title: _____ Date: _____</p> <p>I acknowledge the receipt of this report.</p>	<p style="text-align: right;"><i>12-01-2023</i> Date</p>
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**Borough of St. Clair**  
**Zoning Officer's Report**  
**December 2023-1**

<b>Application</b>	<b>Application Date</b>	<b>Description</b>	<b>Status</b>	<b>Special Notes</b>
<b>Zoning Inquiry</b>	<b>12/1/2023</b>	<b>AirBnB</b>	<b>Pending</b>	<b>Location not Specified</b>
<b>Variance</b>	<b>12/1/2023</b>	<b>Sub-Division</b>	<b>In Process</b>	<b>62-02-0121.000 "Hale/Adams property"</b>
<b>Zoning Permit</b>	<b>12/1/2023</b>	<b>Signs</b>	<b>Permits Issued</b>	<b>Primo Pizza Coal Creek Plaza</b>
<b>Zoning Permit Inquiry</b>	<b>12/18/2023</b>	<b>New Home Construction</b>	<b>Requires Variance</b>	<b>62-03-0315.000 100 S. Nicholas</b>
<b>Zoning Permit</b>	<b>12/8/2023</b>	<b>Sign Replacement</b>	<b>Permits 1 Permit Issued another In Process</b>	<b>Walmart Coal Creek Plaza</b>
<b>Zoning Permit Pending</b>	<b>12-18-2023</b>	<b>Sign</b>	<b>Pending</b>	<b>62-02-0315.000 106 N. 2nd</b>

Greg Stednitz  
Zoning Officer  
12-26-2023



Saint Clair Fire Department  
Fire Alarm Report  
December 2023

**December-07 CHIEF CALL** 03:43 hours 231 North Front St. for a utility's investigation. Deputy Skrobak responded. Deputy Skrobak was requested by police who were there earlier in the evening for a report of what sounded like banging pipes. (UTL62) In service 45 minutes.

**December-10 STILL ALARM** 01:31 hours 324 Arnot St. for a medical assist for lifting. Alert/Columbia, Rescue, West End, Chief Uhrin and Skrobak responded. Members assisted EMS with lifting and transport. (MA62) In service 1 hour.

**December-10 STILL ALARM** 04:24 hours 85 Darkwater Rd. for a vehicle accident. Alert/Columbia, Rescue, West End, State Police, County Corner, Chief Uhrin and Skrobak responded. Members assisted with lighting, traffic control, and clearing the roadway. (MVA(F)17) In service 3.5 hours.

**December-10 STILL ALARM** 14:41 hours 330 South Second St. for a Carbon Monoxide investigation with illness. Alert/Columbia, Asst. Johns and Skrobak responded. Members found a person that was in a garage that had been working on a snowblower and got overcome. EMS transported the person to the hospital. Members monitored the garage and ventilated the area. (CO62) In service 1 hour.

**December-10 GENERAL ALARM** 16:23 hours 145 Chamberlain Avenue East Norwegian Township for a smoke detector activation. All companies along with Asst. Johns and Skrobak responded. Members found it to be a faulty detector. (AFA08) In service 25 minutes.

**December-10 STILL ALARM** 19:26 hours 918 St. Clair / Frackville grade North Blythe Township for a tree down blocking the road. Alert/Columbia, West End, Asst. Johns and Skrobak responded. Members cut and removed the tree from the roadway. (TD02) In service 20 minutes.

**December-10 STILL ALARM** 19:35 hours 50 Mall Road New Castle Township for a vehicle accident with no injury. Alert/Columbia, West End, Asst. Johns and Skrobak came upon after they were cleared the tree down. Members provided traffic control until the police arrived. (MVA17) In service 30 minutes.

**December-11 STILL ALARM** 21:49 hours 125 South Morris St. for a medical assist (cardiac arrest) Chief Uhrin arrived on scene and was placed available by police. Patient was awake, EMS transported. (MA62) In service 15 minutes.

**December-15 STILL ALARM** 22:58 hours 1061 Burma Rd. Blythe Township for a vehicle accident unknown injury. Alert/Columbia, Rescue, West End, Deputy Skrobak, and Blythe Township

Police responded. Members arrived to find a car into a pole with (2) children with what appeared to be minor injuries to both. Members assisted with patient care and provided traffic control. (MVA02) In service 1 hour.

**December-16 CHIEF CALL** 04:05 hours Brynmawr Avenue & St. Clair Avenue Norwegian Township for a smoke investigation. Chief Uhrin, Skrobak, St. Clair Police, and Pottsville City Police responded. Police reported they found a chimney on Mill Creek Avenue that was skoking heavy, after further investigation Chief Uhrin found all to be normal with the stoker at that residence. The smoke condition dissipated, and personnel went available. (SI20) In service 1 hour.

**December-17 GENERAL ALARM** 16:44 hours 400 Terry Rich Blvd. (*Pretzel Factory*) for an automatic fire alarm. All companies responded, members arrived and found the alarm was set off by steam. The alarm was reset, and all personnel cleared. (AFA62) In service 30 minutes.

**December-17 STILL ALARM** 21:09 hours Mill Creek Avenue and Fourth St. for an odor investigation. Alert/Columbia, Phoenix, Chief Uhrin and Skrobak responded. Members checked the storm drains, creek, brewery, and the natural gas manifold and all was clear. The odor dissipated. (ODO08) In service 45 minutes.

**December-18 STILL ALARM** 07:55 hours 1415 SR.61 North New Castle Township for a tree down blocking the roadway. Alert/Columbia, West End, Chief Uhrin responded. Members cleared the debris from the roadway. (TD17) In service 35 minutes.

**December-19 STILL ALARM** 21:24 hours West Darkwater Rd. and Mt. Laffee Rd. for a vehicle accident w/rollover. Unknown injury. Alert/Columbia, Rescue, West End, all Chiefs, Schuylkill EMS, and State Police. Members provided lighting and directed traffic around the scene. (MVA17) In service 90 minutes.

**December-20 STILL ALARM** 17:09 hours 417 Dock St. Schuylkill Haven for a fire stand-by. Alert/Columbia and Deputy Skrobak responded with an engine and the tower ladder to cover calls in Schuylkill Haven. (FSB63) In service 45 minutes.

**December-22 STILL ALARM** 18:31 hours 19 Ann St. for a vehicle accident on Rt. 61 South that was North of Ann St. Alert/Columbia, Rescue, Phoenix, Chief Uhrin and Skrobak responded. Members provided traffic control and cleared roadways of debris. (MVA62) In service 60 minutes.

**December-25 STILL ALARM** 13:25 hours 874 Burma Rd. Blythe Township for a off road rescue. Alert/Columbia, Rescue, all Chiefs, and Schuylkill EMS. Members located patient on a steep incline, provided patient care, packaged for transportation out of the woods to awaiting EMS. (ORR02) In service 1 hour.

**December-27 GENERAL ALARM** 10:47 hours Box 461 St. Clair Elementary School for a fire alarm. The alarm company was testing and didn't know it was tied into the Gamewell Box System. (AFA62) In service 20 minutes.

Comments:

The following alarm boxes were tested, 33,21,31,461

Peiffer Fire Protection was in the Borough on December 19<sup>th</sup> 2023 and did all the fire extinguishers and cylinders.

On Tuesday December 19<sup>th</sup>, 2023, received a call about the fire hydrant on the corner of Front and Lawton St.'s was hit by a vehicle. Chief Uhrin responded and examined the hydrant and didn't find any damage to the hydrant.

General Alarms	3
Still Alarms	13
False Alarms	0
Chief Calls/ Public Service	2

Total Calls	18
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Respectfully submitted,

  
Frank Uhrin Fire Chief

**Saint Clair Fire Department**  
**Fire Alarm Report for the year 2023**

Carl Skrobak Deputy Chief   Frank Uhrin Fire Chief   Thomas Johns Asst. Chief

Total number of calls 235

AFA- Automatic Fire Alarm-25	SBY- Stand-by for another Dept-7
STR- Structure Fire (Residential)-10	BF- Brush/Wildland Fire-30
CHF- Chief Request-30	STR- Structure Fire (Commercial)-7
CO- Carbon Monoxide-5	TD- Tree Down-25
LZ- Landing Zone-6	TRF- Trash/Rubbish Fire-6
MA- Medical Assist-3	VF- Vehicle Fire-7
MVA-Motor Vehicle Accident-36	SI- Smoke Investigation-1
ODO- Odor Investigation-9	ORR- Off Road Rescue-8
SIS- Smoke in A Structure-2	PD- Pump Detail-1
WD-Wire Down-5	VLF- Vehicle Leaking Fluids-3
CF- Chimney Fire-2	UTL- Utilities Investigation-3
OBM-Oil Burner Malfunction-2	PA- Police Assist-2

Apparatus Runs

Engine 62/11-108 Tower Ladder 62/21-45 Engine 62/12-80 Squad 62/61-57 Ladder 62/23-69  
Engine 62/14-32 Brush 62/44-17 Engine 62/15-42 Squad 62/65-39 Brush 62/45-17 UTV-62-2

Calls per Month

January-14   February-21   March-23   April-23   May-31   June-23   July-18   August-16  
September-17   October-12   November-19   December-18

Hours per Month

January-13.83   February-17.75   March-20.33   April-29.83   May-54.66   June-26.66   July-12.33  
August-16.91   September-14.50   October-8.91   November-12.50   December-16.16

Run Areas

New Castle Twp.-38   Blythe Twp.-38   East Norwegian Twp.-35   Port Carbon-3   Pottsville-10  
West Mahanoy Twp.-3   Sch. Haven-4   Palo-Alto-1   Rush Twp.-1   Norwegian Twp.-5   New Phila-1

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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December 29, 2023

TOTAL COMPLAINTS – 13

RENTAL INSPECTIONS – 2

Respectfully,

Michelle D. Brestowski

Code Enforcement Officer

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