

AGENDA
REGULAR MEETING OF COUNCIL
March 24, 2020
6:30 PM

1. ROLL CALL
2. READING OF MINUTES
3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS OF DEPARTMENTS AND INTERESTED PARTIES AND CITY CLERK'S NOTES
 - 3.A MINUTES OF THE REGULAR MEETING OF THE MEMBERS OF SCRANTON HOUSING AUTHORITY HELD FEBRUARY 3, 2020.

[Scranton Housing Authority Meeting Minutes 02-03-2020.pdf](#)
 - 3.B CORRESPONDENCE RECEIVED FROM CITY COUNCIL SOLICITOR KEVIN HAYES, ESQUIRE, DATED MARCH 10, 2020 REGARDING VACANCY ON SCRANTON CITY COUNCIL.

[Correspondence received from City Council Solicitor Hayes re Filling Vacancy on City Council.pdf](#)
 - 3.C MINUTES OF THE CIVIL SERVICE COMMISSION MEETING HELD DECEMBER 5, 2019.

[Civil Service Commission Meeting Minutes 12-5-19.pdf](#)
 - 3.D MINUTES OF THE HISTORICAL ARCHITECTURE REVIEW BOARD MEETINGS HELD FEBRUARY 13 AND FEBRUARY 26, 2020.

[HARB Meeting Minutes 02-13 & 2-26-2020.pdf](#)
 - 3.E MINUTES OF THE ETHICS BOARD REORGANIZATION MEETING HELD JANUARY 9, 2020.

[Ethics Board Reorganization Minutes 01-09-2020.pdf](#)

- 3.F CONTROLLER'S REPORT FOR MONTH ENDING FEBRUARY 29, 2020.

[Controller's Report 02-29-2020.pdf](#)

- 3.G CORRESPONDENCE RECEIVED FROM CITY COUNCIL SOLICITOR KEVIN HAYES, ESQUIRE, DATED MARCH 17, 2020 REGARDING PUBLIC MEETINGS DURING THREAT OF CORONAVIRUS (COVID-19).

[Correspondence received from City Council Solicitor Hayes re Public Meetings 3-17-2020.pdf](#)

- 3.H MINUTES OF THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD FEBRUARY 19, 2020.

[Non-Uniform Municipal Pension Board Minutes 02-19-2020.pdf](#)

- 3.I MINUTES OF THE SCRANTON POLICE PENSION COMMISSION MEETING HELD FEBRUARY 19, 2020.

[Scranton Police Pension Commission Meeting 02-19-2020.pdf](#)

- 3.J MINUTES OF THE COMPOSITE PENSION BOARD MEETING HELD FEBRUARY 19, 2020.

[Composite Pension Board Minutes 02-19-2020.pdf](#)

- 3.K AGENDA FOR THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD MARCH 18, 2020.

[Agenda for Non-Uniform Municipal Pension Board 03-18-2020.pdf](#)

- 3.L ORDER RECEIVED FROM LACKAWANNA COUNTY COURT OF COMMON PLEAS DATED MARCH 17, 2020 REGARDING CONTINUATION HEARING FOR CITY OF SCRANTON REQUEST TO INCREASE LOCAL SERVICES TAX FOR FISCAL YEAR 2020.

[Order from Lacka County Court of Common Pleas 03-17-2020.pdf](#)

- 3.M CORRESPONDENCE SENT TO MAYOR PAIGE G. COGNETTI DATED MARCH 19, 2020 REGARDING CITY EMPLOYEES FURLOUGHS.

[Correspondence sent to Mayor Cognetti re City Employees Furloughs 3-19-2020.pdf](#)

4. CITIZENS PARTICIPATION

5. INTRODUCTION OF ORDINANCES, RESOLUTIONS, APPOINTMENT AND/OR RE-APPOINTMENTS TO BOARDS & COMMISSIONS MOTIONS & REPORTS OF COMMITTEES

5.A MOTIONS

5.B FOR INTRODUCTION - A RESOLUTION - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH THOMAS J. MCLANE & ASSOCIATES AS CITY OF SCRANTON PROJECT CONSULTANT RECREATION NEEDS ASSESSMENT AND PROJECT ACTIVITIES FOR THE PERIOD DECEMBER 1, 2019 THROUGH NOVEMBER 30, 2024.

[Resolution-2020 Contract with Thomas J. McLane & Associates.pdf](#)

5.C FOR INTRODUCTION - A RESOLUTION - ACCEPTING A DONATION OF FIVE THOUSAND (\$5,000.00) DOLLARS FROM THE ESTATE OF RITA BUCKLEY CONNOLLY, DECEASED, TO THE CITY OF SCRANTON FIRE DEPARTMENT.

[Resolution-2020 Donation from Estate of Rita Buckley Connolly to SFD.pdf](#)

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

6.A NO BUSINESS AT THIS TIME.

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

7.A NO BUSINESS AT THIS TIME.

8. ADJOURNMENT

MINUTES OF THE REGULAR
MEETING OF THE MEMBERS OF
SCRANTON HOUSING AUTHORITY
FEBRUARY 3, 2020

RECEIVED

MAR 09 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

The members of the Scranton Housing Authority met in a regular session at the office of the Authority in the City of Scranton, Pennsylvania, at 5:00 P.M. on February 3, 2020.

Pledge of Allegiance.

Mrs. Mary Anne Sinclair, Madame Chairman, called the meeting to order. Roll call please.

1. Roll Call.

Present

Absent

Mary Anne Sinclair
Mary Clare Kingsley
Thomas J. Galella, Jr.
Devendrabhai Dave

Terrence V. Gallagher

In addition to the board members, those in attendance were Gary P. Pelucacci, Executive Director, Karl P. Lynott, Deputy Executive Director, Boyd Hughes, Solicitor, and Ann Frye, Executive Assistant.

2. Executive Session.

Mrs. Sinclair: Executive Session.

Attorney Hughes: Yes, Madame Chairman, we discussed litigation and personnel.

Mrs. Sinclair: Thank you.

3. Approval of the minutes of the Regular Meeting held January 6, 2020.

Mrs. Sinclair: Approval of the minutes of the regular meeting held January 6, 2020.

Ms. Kingsley: So moved.

Mr. Dave: Second.

Upon roll call, the ayes and nays were as follows:

AYES	NAYS
Mary Anne Sinclair Mary Clare Kingsley Thomas J. Galella, Jr. Devendrabhai Dave	None

4. Treasurer’s Report for the period January 1, 2020 to January 29, 2020.

Mrs. Sinclair: Treasurer’s Report for the period January 1, 2020 to January 29, 2020.

Mr. Galella: This report is as of January 29, 2020. The balances in our checking accounts and Money Market accounts are \$5,483,191.24. The Section 8 NRA Fund has a balance of \$1,555.29. Investments made in Certificates of Deposits amounted to \$4,7079,263.36. Petty Cash totaled \$300.00, for a grand total of \$10,194,309.89. Paid bills from January 1, 2020 to January 29, 2020 were forwarded to all board members. If there are no questions, a motion should be made for approval of this report.

Mr. Dave: So moved.

Ms. Kingsley: Second.

Upon roll call, the ayes and nays were as follows.

AYES	NAYS
Mary Anne Sinclair Mary Clare Kingsley Thomas J. Galella, Jr. Devendrabhai Dave	None

5. Secretary’s Report.

Mrs. Sinclair: Is there anything under Secretary’s Report?

Mr. Pelucacci: There is nothing to report at this time, Madame Chairman.

6. Committee Reports.

6.(a) Chairman Report.

Mrs. Sinclair: Committee Reports, I have nothing to report at this time. Executive Director's Report.

6. (b) Executive Director Report.

Mr. Pelucacci: Yes, Madame Chairman. Under our Utility Report for the month of December, 2019 our total utility cost was \$194,398.56 and for the month of January, 2020 our total utility cost was \$144,834.78.

On our Tenant's Accounts Receivable Report, for the month of November, 2019 we had a total of 322 delinquents totaling \$158,869.46; for the month of December, 2019 we had 319 delinquents totaling \$160,849.16 and for the month of January, 2020 we had 320 delinquents totaling \$163,093.18.

On our Construction Report Madame Chairman, the demolition of Building 11 at Valley View Terrace is complete except for some final grading which will take place in the spring. Also, on tonight's agenda is the awarding of a contract for asbestos abatement at Building 18 is the next building at Valley View Terrace that will undergo comprehensive modernization. The floor tiles and the mastic needs to be removed before the renovations can begin.

That is all I have, Madame Chairman.

Mrs. Sinclair: Thank you. Attorney Hughes, Solicitor's Report.

6.(c) Solicitor Report.

Attorney Hughes: Yes, Madame Chairman, since last month two cases were in court Fedorka Cabintry v. Scranton Housing Authority was dismissed with prejudice and Garanin v.

Scranton Housing Authority, Gary Pelucacci, Karl Lynott and Robert Trudnak which has been dismissed with prejudice. Also, my opinion is attached to the asbestos abatement bid opening in Item 8.(d).

Mrs. Sinclair: Thank you. Apartment Report.

6.(d) Apartments.

Mr. Pelucacci: Yes, Madame Chairman. Under our Public Housing Program, we have an A.C.C. of 1,244 units with 1,204 units under effective lease. Seventeen (17) vacate notices were received and Fourteen (14) apartments were accepted. There are Forty (40) vacant apartments in which Seventeen (17) vacant units are under modernization at Valley View Terrace. Under our Section 8 Housing Choice Voucher Program, we have an A.C.C. of 1050 units with 833 units under effective lease. Total apartments under effective lease by the Scranton Housing Authority as of January 31, 2020, are 2,037 out of an A.C.C. of 2,294.

That concludes the Apartment Report, Madame Chairman.

Mrs. Sinclair: Any unfinished business?

7. Unfinished Business.

Mr. Pelucacci: Not to my knowledge, Madame Chairman.

Mrs. Sinclair: New Business.

8. New Business.

8.(a) Resolution 20-4 – Amending the Procurement Policy of the SHA to Increase the Threshold Amount for Small Purchases from \$20,100 to \$21,000.

Mr. Pelucacci: Madame Chairman, Item 8(a) is Resolution 20-4 which amends the Procurement Policy of the Scranton Housing Authority to increase the threshold amount for small purchases from \$20,100 to \$21,000.

“Whereas, the U.S. Department of Housing and Urban Development (“HUD”) requires that every public housing authority establish a Procurement Policy to insure that any expenditure of public monies is conducted pursuant to 24 CR 85.36, as well as the applicable procurement statutes of the Commonwealth of Pennsylvania; and

Whereas, the Scranton Housing Authority (“Authority”) has reviewed its existing policy and has deemed necessary to amend the Procurement Policy in order to be consistent with 24 CFR 85.36 and applicable procurement statutes of the Commonwealth of Pennsylvania; and

Whereas, the Commonwealth of Pennsylvania has recently changed the law to increase the threshold amount for small purchases to \$21,000 so that advertisements and sealed bids are only required for contracts expected to exceed \$21,000; and

Whereas, the current Procurement Policy references the threshold amount for small purchases on Pages 3, 4, 9, 11, 13 and 14; and

Now, Therefore, Be It Resolved this 3rd day of February, 2020 that the Scranton Housing Authority Board of Commissioners hereby amend the Procurement Policy; specifically, Pages 3, 4, 9, 11, 13 and 14 to increase the threshold amount required for small purchases from \$20, 100 to \$21,000.”

It would be my recommendation that the Board of Commissioners pass Resolution No. 20-4.

Ms. Kingsley: So moved.

Mr. Galella: Second.

Upon roll call, the ayes and nays were as follows.

AYES

NAYS

Mary Anne Sinclair
Mary Clare Kingsley
Thomas J. Galella, Jr.
Devendrabhai Dave

None

8.(b) Resolution No. 20-5 – Approval for the Disposal of Equipment,

Mr. Pelucacci: Madame Chairman, Item 8.(b) is Resolution No. 20-5 which is for the approval to dispose of excess equipment.

“Whereas, the Scranton Housing Authority on June 5, 2000 adopted an Amended Disposition Policy; and

Whereas, in accordance with said Disposition Policy equipment and/or personal property that is worn out, obsolete or surplus to the needs of the Housing Authority excess to be disposed of, must be written off and disposed of in an efficient manner; and

Now, Therefore, Be It Resolved, that the Board of Commissioner of the Scranton Housing Authority hereby approves the attached list, designated as Exhibit “A” of worn out excess equipment from the referenced developments be written off and disposed of in an efficient manner.”

It would be my recommendation that the Board of Commissioners pass Resolution No. 20-5.

Ms. Kingsley: So moved.

Mr. Dave: Second.

Upon roll call, the ayes and nays were as follows.

AYES

NAYS

Mary Anne Sinclair
Mary Clare Kingsley
Thomas J. Galella, Jr.
Devendrabhai Dave

None

8.(c) Proposals – January 16, 2010 – Architectural/Engineering Services for Security Cameras at Washington West, Jackson Heights, 408-414 Adams Avenue and 420 Adams Avenue.

Mr. Pelucacci: Madame Chairman, Item8.(c) is a request for Architectural/Engineering Services for Security Cameras at our high rises.

The Scranton Housing Authority put out a request for proposals for architectural & engineering services to study, design and produce plans and specifications to install security cameras in the common areas and hallways in our high rise buildings. (Adams Apartments, Adams High Rise, Washington West and Jackson Heights.) Our authority received two (2) proposals.

The proposals were reviewed by SHA staff in accordance with the established criteria. Based on the review of the two proposals the scores are as follows:

Greenman-Pederson, Inc.	92
Hunt EAS	83

Based on the evaluation of the two proposals, it would be my recommendation that the Board of Commissioners award the contract to Greenman-Pederson, Inc. for \$38,000 dollars.

Ms. Kingsley: So moved

Mr. Dave: Second.

Upon roll call, the ayes and nays were as follows.

AYES

NAYS

Mary Anne Sinclair
 Mary Clare Kingsley
 Thomas J. Galella, Jr.
 Devendrabhai Dave

None

8.(d) Bid Opening – January 21, 2020 – Asbestos Abatement – Building 18 – Valley View Terrace.

Mr. Pelucacci: Madame Chairman, item 8.(d) is a bid opening for the abatement of asbestos floor tile and glue at Valley View Terrace's Building 18. We had a bid opening on January 21, 2020 at 10:00 a.m. for the abatement of asbestos at Valley View Terrace's building 18. It is for the removal of the floor tiles and glue which contain asbestos. This building has been approved by HUD for comprehensive modernization.

There were eight (8) bidders for this job. The bids are as follows: Brinks Tank Services, Inc. bid \$27,450 dollars and \$2,500 dollars for mobilization, A-1 Environmental Solutions bid \$34,313 dollars and \$100.00 dollars for mobilization, Datom Products, Inc. bid \$37,690 dollars and \$500 dollars for mobilization, Plymouth Environmental bid \$41,800 and \$3,000 for mobilization, Retro Environmental Inc. bid \$56,800 dollars and \$1,000 dollars for mobilization, Prism Response, LLC bid \$56,929 dollars and \$1,500 dollars for mobilization, Penns Contracting, Inc. bid \$58,200 dollars and \$1,800 dollars for mobilization and Sargent Enterprises bid \$66,324 and \$1,200 dollars for mobilization.

The bids were reviewed by SHA staff and our Solicitor. I would recommend that the Board of Commissioners award the bid to the lowest bidder, Brinks Tank Services, Inc. for \$27,450 dollars and \$2,500 dollars for mobilization or for a total of \$29,950.

Mr. Dave: So moved.

Ms. Kingsley: Second.

Upon roll call, the ayes and nays were as follows.

AYES

Nays

Mary Anne Sinclair
Mary Clare Kingsley
Thomas J. Galella, Jr.
Devendrabhai Dave

None

Mrs. Sinclair: Personnel.

9. Personnel.

Mr. Pelucacci: Yes, Madam Chairman, under personnel, we have no retirement and no resignations. Currently there is no one on workers compensation. There is currently one employee on long term disability.

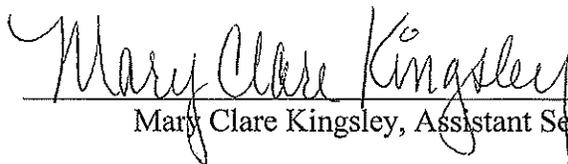
That concludes the Personnel Report Madame Chairman.

10. Public Comment.

(No one present for Public Comment.)

11. Adjournment.

There being no further business to come before the board, the meeting was adjourned at the call of the Chair on motion made by Mr. Galella, and seconded by Mr. Dave.



Mary Clare Kingsley, Assistant Secretary

Certificate

I, Mary Clare Kingsley, hereby certify that:

1. I am the duly appointed, qualified and Assistant Secretary of the Scranton Housing Authority.

2. I am custodian of the records of said Authority.

3. The attached copy of the Minutes of the Regular Meeting of said Authority held February 3, 2020 is a true and correct copy of the original Minutes of said meeting, as approved at the meeting of said Authority on March 2, 2020 and is recorded in the Minutes of the Authority.

In Witness Whereof, I have hereunto set my hand and the corporate seal of this Authority this 2nd DAY of MARCH, 2020.


Mary Clare Kingsley
Assistant Secretary

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MAR 10 2020

OFFICE OF CITY COUNCIL/CITY CLERK

MEMORANDUM

TO: Scranton City Council
FROM: Kevin Hayes, Esquire
DATE: March 10, 2020
RE: Filing Vacancy on Scranton City Council

On Friday, March 6, 2020, Councilman Pat Rogan provided notice that he would be resigning from his position on City Council, effective March 9, 2020. As such, there currently exists a vacancy on City Council which must be filled by Council in conformance with the Home Rule Charter.

Section 309 of the Home Rule Charter provides the following with regard to the filing of vacancies on City Council:

If a vacancy exists in the city council, the city council shall, as provided in the administrative code, fill such vacancy, within thirty (30) days thereafter, by electing a qualified person to serve until the first Monday of January when his successor who shall have been elected by the qualified electors at the next municipal election, is duly sworn into office for the remainder of the term of the person originally elected to said office. If, at any time, vacancies should occur or exist in the membership of all members of city council, the court of common pleas shall appoint a city council, of persons properly qualified, who shall serve as herein provided.

Section 302 of the Home Rule Chart provides the following with regard to the terms of a Councilmember:

The terms of all councilpersons shall be for four (4) years commencing at noon on the first Monday of January following the year in which they are elected, except that a councilperson appointed to fill a vacancy shall serve from the date of his appointment until the next general election if more than fifty (50) percent of the unexpired term remains. In all other instances the appointment shall be for the unexpired term.

Based on the foregoing, Council must fill the vacancy created by Mr. Rogan's resignation on or before April 8, 2020. Mr. Rogan's current term commenced on January 1, 2018 and would have expired on January 3, 2022. Mr. Rogan's current term is comprised of a total 1,464 days. As of the date of his resignation on March 9, 2020, there are a total of 665 days remaining on Mr. Rogan's term or 45% remaining on this unexpired term. Because there is less than 50% of Mr. Rogan's term remaining, the individual appointed by Council will serve until January 3, 2022 (the remainder of Mr. Rogan's unexpired term) unless the appointee is elected to Council during the November 2, 2021 municipal election.¹

It is my recommendation that Council employ a process which is substantially similar to the process that was followed in filling the vacancy caused by Wayne Evans' appointment as Mayor in July 2019. Specifically, I would recommend advertising for the position with a request that prospective applicants submit resumes and participate in an interview with Council. Eligible applicants for Council must be:

- (1) a citizen of the United States;
- (2) a resident of the City for at least one (1) year prior to the date of the appointment;
- (3) be at least 18 years old; and

¹ The Commonwealth of Pennsylvania divides its election calendar into general elections, conducted in even-numbered years, and municipal elections, conducted in odd-numbered years. See 25 P.S. §§ 2751 and 2752. The Pennsylvania Constitution specifically requires that all elections for county, city, ward, borough, and township officers for regular terms of service be held on the municipal election day, and this provision of the constitution specifically requires that municipal elections be held in odd-numbered years. Pa. Const. Art. VII, § 3. Specifically, the Pennsylvania Constitution provides that municipal election day shall occur on "the Tuesday next following the first Monday of November in each odd-numbered year" unless the General Assembly fixes a different day by a two-thirds vote.

(4) not hold any other compensated City office or employment.

The interview of these applicants will be conducted during a Special Meeting of Council which is open to the public and advertised at least 24 hours in advance. Council should announce the process for filing the vacancy at one of its regularly-scheduled public meeting.



City of Scranton

Civil Service Commission

340 N. Washington Avenue

Scranton, PA 18503

SOLICITOR: Christian Owens, Esquire

Chairman: Jack Loscombe

Commissioners: Ray Kelly, Bob Keiper

RECEIVED

MAR 12 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

Approved Minutes
December 5, 2019
Civil Service Meeting

I. Pledge of Allegiance

Completed.

II. Roll Call

Roll call was taken. Chairman Loscombe & Commissioners R. Kelly and R. Keiper were present.

Solicitor Christian Owens, Esq. was present.

Civil Service Commission Coordinator, Denise Nytch, was present.

Absent:

III. Approval of Minutes

- By way of motion by Bob Keiper and seconded by Ray Kelly, the Commission approved the minutes for November 6, 2019.

IV. Approval of Bills

- By way of motion by Commissioner Keiper and seconded by Commissioner Kelly, the Commission approved the legal bills from Solicitor Owens in the amount of \$1,674.40 for legal services for November 2019
- By way of motion by Commissioner Keiper and seconded by Commissioner Kelly, the Commission approved to pay invoice from Maria McCool in the amount of \$277.00

V. Unfinished Business, New Business

- Letter from Scranton's Ethic's Board requesting the members of Civil Service Commission to do an Ethics training class has been decided to defer until Mayor-Elect Cognetti chooses her Commission.

- The Civil Service Commission annual report was read and signed Chairman Loscombe and Commissioners Kelly & Keiper. A copy will be forward to Mayor-Elect Cognetti as well as City Council.

VI. Communication and Reports/Public Comment

- Tom Irwin was present asked the Commission if they would find out if the PA Chiefs of Police do fire testing.

VII. Adjournment

- By way of motion by Commissioner Kelly and seconded by Commission Keiper, the Commission authorized the meeting to be adjourned; all in favor.



City of Scranton
Historic Architectural Review Board
340 N. Washington Avenue
Scranton, PA 18503
SOLICITOR: Timothy Corbett, Esquire
Chairman: Richard Leonori, AIA

RECEIVED

MAR 13 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

February 13, 2020 HARB Monthly Meeting
5:30 p.m.
Approved Minutes

I. Roll Call

Present: Chairman - Rich Leonori, Bill Lesniak, Katherine Kearney, Nell O'Boyle, Lee Borthwick, Mike Muller

Solicitor: Tim Corbett

Coordinator: Denise Nytech

Absent: Katie Gilmartin & Jennifer Davis

Review of Minutes

Motion made by Mike Muller to approve the January 2020 Monthly Meeting Minutes.
Seconded by Bill Lesniak. All in favor.

II. Review of Application(s) for Certificates of Appropriateness –

A. Review of Certificate of Appropriateness for 350 Adams Avenue – Paradise Soulfoods & Sweets, LLC. Ms. Asia Wallace requested to replace an awning on the front of the restaurant that she leases. She would like to replace the awning with a mustard yellow and white strip canvas. It will remain the same style as what is currently there, just a new brighter color. HARB members discussed and voted.

Motion was made by Katie Kearney to change the canvas awning.
Seconded by Mike Muller. All in favor.

B. Review of Certificate of Appropriateness for 428-430 Lackawanna Avenue – DDC Lackawanna LLC. Mr. Casey Donahue's company is planning on renovating the existing storefronts by removing the existing signage, glass and replace with historic cornice, new glass, storefronts and new exterior lighting. HARB approved based on condition that the applicant return for approval for color, lighting and update renovation plan of any non-ideal conditions found through façade demolition.

Motion was made by Lee Borthwick to approve renovations on the condition that the applicant return for approval for color, lighting and updates of condition of façade.
Seconded by Katie Kearney. All in favor.



City of Scranton
Historic Architectural Review Board
340 N. Washington Avenue
Scranton, PA 18503
SOLICITOR: Timothy Corbett, Esquire
Chairman: Richard Leonori, AIA

RECEIVED
MAR 13 2020
OFFICE OF CITY
COUNCIL/CITY CLERK

February 26, 2020 HARB Special Meeting
5:30 p.m.
Approved Minutes

I. Roll Call

Present: Chairman - Rich Leonori, Katherine Kearney, Mike Muller, Katie Gilmartin
Jennifer Davis – via phone

Solicitor: Tim Corbett

Coordinator: Denise Nytch

Absent: Bill Lesniak, Lee Borthwick, Nell O’Boyle

Review of Minutes

No review of minutes

II. Review of Application(s) for Certificates of Appropriateness –

A. Review of Certificate of Appropriateness for 518 Lackawanna Avenue. Mr. Frank Dubas presented before the board temporary mural to be placed at the side of the building. The mural is a tribute to John Lennon titled “Remembering John Lennon”. Mr. Dubas intends to remove the mural weather permitting December 9, 2020. HARB members discussed and voted.

Motion was made by Mike Muller to approve the temporary mural.
Seconded by Katie Gilmartin. All in favor.

III. Topics of Discussion

Nothing other to discuss at this time.

IV. Miscellaneous

Nothing to report at this time.

V. Date of Next Regularly Scheduled Meeting

Thursday, March 12, 2020 at 5:30pm in Council Chambers.

VI. Adjournment

Motion was made to adjourn by Mike Muller and seconded by Katie Kearney; all in favor.

C. Review Certificate of Appropriateness for 233 Oakford Court - Mike Muller – Parsley Holdings, LLC. Mr. Muller is replacing doors and windows on the building with Penna Aluminum clad wood windows (Awning windows).

Motion was made by Nell O’Boyle to approve the replacement of the doors and windows.

Seconded by Bill Lesniak. All in favor.

III. Topics of Discussion

- A. Letter from ACER Associates, LLC regarding placing a cell tower at 1027-1001 Ridge Row – this property doesn’t fall within the Historic Downtown Business District – no response is needed.

- B. Letter from Paul A. Kelly, Jr., Esq. regarding the bathhouse building at Nay Aug Park that Mr. Patrick Hinton plans on renovating to open a coffee shop. He would like to replace the old windows with larger ones for a walk-up service for his customers. Atty. Corbett with the permission of HARB will respond to Atty. Kelly’s letter.

IV. Miscellaneous

Nothing to report at this time.

V. Date of Next Regularly Scheduled Meeting

Thursday, March 12, 2020 at 5:30pm in Council Chambers.

VI. Adjournment

Motion was made to adjourn by Mike Muller and seconded by Nell O’Boyle; all in favor.



City of Scranton

Ethics Board

340 N. Washington Avenue
Scranton, PA 18503

Board Members: Andrew Heller, Carol Migliorino,
Bruce Reddock, Mary Jo Sheridan

RECEIVED

MAR 13 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

Minutes of the Ethics Board Reorganization Meeting
Governor's Room
Thursday, January 9, 2020 @ 5:30pm

I. Call to Order and Roll Call

The meeting was called to order at 5:32 p.m. Roll was taken.

Andrew Heller – Present
Carol Migliorino – Present
Bruce Reddock – Absent
Mary Jo Sheridan - Present

II. Reading and Approval of Minutes

A motion was made by Carol Migliorino to suspend reading of and to approve the minutes, seconded by Mary Jo Sheridan. The motion passed with votes as follows:

Andy Heller	Yes
Carol Migliorino	Yes
Mary Jo Sheridan	Yes

III. Appointment of Chair and Vice Chair

A motion was made and seconded to appoint Mary Jo Sheridan as Chairwoman and Andy Heller as Vice-Chairman. The motion passed with votes as follows:

Andy Heller	Yes
Carol Migliorino	Yes
Mary Jo Sheridan	Yes

Appointments of a secretary and members of the gifts committee were delayed indefinitely and until after the appointment of a solicitor.

IV. Public Participation

No members of the public were present to address the board.

V. Adjournment

Andrew Heller made a motion to adjourn at 5:53 p.m. Carol Migliorino seconded the motion. The motion passed with votes as follows:

Andrew Heller	Yes
Carol Migliorino	Yes
Mary Jo Sheridan	Yes

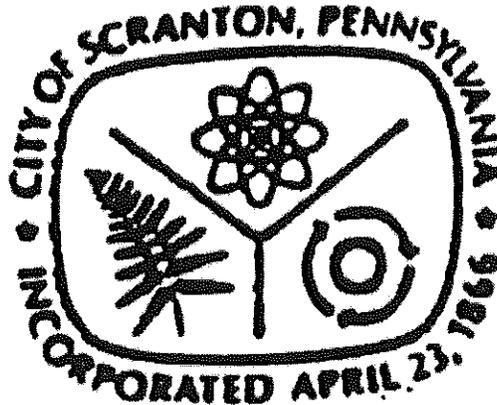
Respectfully submitted,
Mary Jo Sheridan
Chairwoman

**CITY OF SCRANTON
PENNSYLVANIA**

RECEIVED

MAR 17 2020

OFFICE OF CITY
COUNCIL/CITY CLERK



**OFFICE OF THE CITY CONTROLLER
AND BUREAU OF INVESTIGATIONS**

**JOHN J. MURRAY
CITY CONTROLLER**

**CONTROLLER'S REPORT
FOR THE MONTH ENDING
FEBRUARY 29, 2020**

City of Scranton
Pennsylvania

John J. Murray
City Controller
Municipal Building
Scranton, Pennsylvania 18503
(570) 348-4125



Office of the City Controller
and Bureau of Investigations

March 17, 2020

The Honorable Paige G. Cagnetti
And
The Honorable City Council
Municipal Building
Scranton, Pa 18503

Dear Honorable Mayor and Honorable Council:

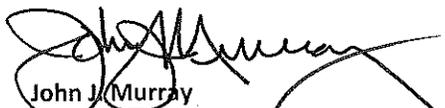
In Accordance with the Home Rule Charter of the City of Scranton, I am hereby submitting the report of the Office of the City Controller for the month of February, 2020.

The first section of this report includes a summary of the General Fund Activities for the month as well as a year to date revenue summary. The second section contains a detailed listing of the purchases in all departments for the period. Both sections are the end result of the review, authoritative approval, and audit procedures applicable to each section. This reflects the Controller's integral part of the internal control environment and the application of those independent audit techniques designed to provide improvement within the system and/or identify irregularities.

Rather than traditional audit reports which outline the results of an examination performed on a particular schedule within the calendar cycle, this department applies audit reviews on a daily, bi-weekly and monthly basis. Audit procedures were applied to the following financial applications which are an integral part of or have a direct impact on this report; all cash receipts flowing through the Treasurer's Office, all bank account reconciliations, Capital Budget reviews, Operating budget review/monthly reconciliation, payroll review and reconciliation, and voucher/requisition order review/authorization. Any item considered reportable would have been detailed later in this report (page 2).

This report is presented for your review. All figures are accurate as of this date but are subject to change due to subsequent postings by the Business Administration Department. Any such posting will be accounted for within the next monthly report from this department.

Sincerely,


John J. Murray
City Controller

**CITY OF SCRANTON
GENERAL FUND EXPENDITURES
MONTH OF FEBRUARY 2020**

CODE #	DEPARTMENT	EXPENDITURES
10	Mayor's Office	\$ 11,236.92
11	Public Safety	-
20	City Council	20,079.37
30	Controller	22,599.96
40	Business Administration	275,012.44
41	Bureau of Human Resources	18,802.01
42	Bureau of Information Technology	25,748.45
43	Treasurer	9,183.10
51	Inspections and Licenses	83,761.74
60	Law	25,097.32
71	Police	1,901,400.14
75	Traffic Maintenance	-
78	Fire	1,373,457.46
80	Public Works	300,834.00
81	Engineering	15,980.70
82	Buildings	75,314.71
83	Highways	293,732.24
84	Refuse	276,513.82
85	Garages	76,399.47
90	Single Tax Office	100,492.80
100	Parks and Recreations	163,980.15
TOTAL DEPARTMENTAL:		\$ 5,069,626.80
NON DEPARTMENTAL		
0140	Scranton Plan	\$ -
1000	Boards and Commissions	32,585.13
1100	Utilities	-
1300	Contingency	1,136.27
1500	Special Items	36,249.49
1600	Unpaid Bills	1,134.00
1700	Grants and Contributions	-
1900	Special Items (Non Add)	-
TOTAL NON DEPARTMENTAL:		\$ 71,104.89
GRAND TOTAL:		\$ 5,140,731.69

**CITY OF SCRANTON
GENERAL FUND REVENUE REPORT
FOR THE MONTH OF FEBRUARY 2020**

CODE #	FUND SOURCE	REVENUES
300	Previous Year Balance	-
301	Real Property Taxes	1,679,258.51
302	Landfill and Refuse Fees	144,275.21
304	Utility Tax	-
305	Non-Resident Tax	-
310	Local Taxes (Act 511)	5,525,478.04
319	Penalties and Interest (Delinquent Taxes)	25,720.39
320	Licenses and Permits	132,096.20
330	Fines and Forfeitures	-
331	Police Fines and Violations	473,832.70
341	Interest Earnings	10,133.05
342	Rents and Concessions	-
350	Inter-Government-Revenue Reimbursements	-
359	Local Governments (Payments in Lieu)	-
360	Departmental Earnings	21,217.00
367	Recreational Departments	3,163.50
380	Cable TV and Miscellaneous Revenue	475.30
392	Interfund Transfers	-
392*	Interfund Transfers (Non Add)	-
394	Tax Anticipation Loan/Note	-
TOTAL		\$ 8,015,649.90
*Non Add		
MONTH TO DATE:		
Revenues To February 2020		\$ 22,816,155.22
Expenditures To February 2020		9,904,893.15
NET:		\$ 12,911,262.07

CITY OF SCRANTON
FEBRUARY 29, 2020
GENERAL FUND REVENUE REPORT
YEAR TO DATE

CODE #	FUND SOURCE	ESTIMATED	REALIZED	UN-REALIZED
300	Previous Year Balance	\$ -	\$ -	\$ -
301	Real Property Taxes	35,832,840.33	1,679,258.51	34,153,581.82
302	Landfill and Refuse Fees	6,796,250.00	146,219.21	6,650,030.79
304	Utility Tax	75,000.00	-	75,000.00
305	Non-Resident Tax	100,000.00	-	100,000.00
310	Local Taxes (Act 511)	39,979,205.51	6,755,571.40	33,223,634.11
319	Penalties and Interest (Delinquent Taxes)	245,600.00	25,720.39	219,879.61
320	Licenses and Permits	2,038,164.00	651,583.65	1,386,580.35
330	Fines and Forfeitures	345,100.00	-	345,100.00
331	Police Fines and Violations	206,000.00	494,833.20	(288,833.20)
341	Interest Earnings	275,000.00	14,604.06	260,395.94
342	Rents and Concessions	5,000.00	-	5,000.00
350	Inter-Government-Revenue Reimbursements	4,251,066.00	-	4,251,066.00
359	Local Government (Payments in Lieu)	250,000.00	200,000.00	50,000.00
360	Departmental Earnings	447,000.00	90,729.00	356,271.00
367	Recreational Departments	40,000.00	6,837.50	33,162.50
380	Cable TV and Miscellaneous Revenues	2,765,623.89	798.30	2,764,825.59
392	Interfund Transfers	9,398,901.00	-	9,398,901.00
392*	Interfund Transfers SSA/SPA	-	-	-
394	Tax Anticipation Loan/Note	12,750,000.00	12,750,000.00	-
395	Unfunded Pension	-	-	-
396	Capital Budget Reimbursements	-	-	-
TOTALS		\$ 115,800,750.73	\$ 22,816,155.22	\$ 92,984,595.51

PURCHASE ORDER REPORT

MONTH ENDING FEBRUARY 29, 2020

ACCOUNT BALANCES AS OF FEBRUARY 28, 2020

DEPARTMENT / ACCOUNT	2020 BUDGET	BEGINNING BAL	FEBRUARY, 2020	
			ACTIVITY	ENDING BAL.
OFFICE OF THE MAYOR				
0101000000 4270 DUES & SUBSCRIPTIONS	24,348.48	24,348.48		<u>24,348.48</u>
0101000000 4290 STATIONERY / OFFICE SUPPLIES	100.00	100.00		<u>100.00</u>
0101000000 4420 TRAVEL & LODGING	2,500.00	2,500.00		<u>2,500.00</u>
DEPARTMENT OF PUBLIC SAFETY				
POLICE BUREAU:				
0101100071 4201 PROFESSIONAL SERVICES ENCUMBERED: PREVIOUS PERIOD 25-8 PRODUCTIONS AXON ENTERPRISE, INC. LIGHTING SERVICES, INC.	45,000.00	40,655.00	(1,395.00) 6,000.00 1,395.00 500.00	<u>34,155.00</u>
0101100071 4210 SERVICES & MAINTENANCE FEE PENNSYLVANIA CHIEFS OF POLICE ASSN. POWER DMS, INC.	77,500.00	43,462.18	1,980.00 3,502.00	<u>37,980.18</u>
0101100071 4270 DUES & SUBSCRIPTIONS IACP MEMBERSHIP NATW	3,150.00	1,950.00	190.00 35.00	<u>1,725.00</u>
0101100071 4280 MISCELLANEOUS SERVICES - NON CLASSIFIED PERSONNEL EVALUATION, INC.	1,750.00	1,750.00	20.00	<u>1,730.00</u>
0101100071 4290 STATIONERY / OFFICE SUPPLIES	2,750.00	2,750.00		<u>2,750.00</u>
0101100071 4380 GUNS / AMMUNITION	43,500.00	43,500.00		<u>43,500.00</u>
0101100071 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: PREVIOUS PERIOD STARR UNIFORMS	21,000.00	17,192.49	(3,807.51) 3,807.51 2,322.47	<u>14,870.02</u>

DEPARTMENT / ACCOUNT	2020 BUDGET	FEBRUARY, 2020		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0101100071 4420 TRAVEL & LODGING CARROLL, STEVE PNC BANK	4,250.00	4,183.50	66.50 1,481.01	<u>2,635.99</u>
0101100071 4470 TRAINING & CERTIFICATION BLUESTREAK K3 LLC NATIONAL INTERDICTION CONFERENCE NITY FEDERAL SERVICES, LLC PENNSYLVANIA STATE POLICE STREET COP TRAINING - NJ	50,000.00	47,425.00	590.00 700.00 1,580.00 1,500.00 1,272.00	<u>41,783.00</u>
0101100071 4550 CAPITAL EXPENDITURES ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD GR NOTO ELECTRIC	435,000.00	132,596.62	(302,403.38) 302,403.38 11,300.00	<u>121,296.62</u>
0101100071 4570 MAINTENANCE COMMUNICATION EQUIPMENT	7,250.00	7,250.00		<u>7,250.00</u>
0101100071 6003 SPCA - ANIMAL CONTROL PENNSYLVANIA VETERINARY LABORATORY STARR UNIFORMS	69,370.00	5,750.00	99.50 278.74	<u>5,371.76</u>
FIRE BUREAU				
0101100078 4201 PROFESSIONAL SERVICES CINTAS CORPORATION WITMER ASSOCIATES, INC.	32,500.00	30,461.00	419.56 1,210.00	<u>28,831.44</u>
0101100078 4210 SERVICE & MAINTENANCE FEE	12,250.00	12,228.00		<u>12,228.00</u>
0101100078 4270 DUES & SUBSCRIPTIONS	1,000.00	1,000.00		<u>1,000.00</u>
0101100078 4320 BUILDING REPAIR - SUPPLY MAINTENANCE GLECO PAINTS, INC GRAINGER HOBAN, JOSEPH HOWARD'S VAC & SEW	12,750.00	12,654.12	26.34 362.25 7.95 269.00	<u>11,988.58</u>
0101100078 4390 MATERIALS / SUPPLIES (MISC) GAVERN, ROBERT GLEN SUMMIT SPRINGS WATER JALVO, INC. MID-ATLANTIC FIRE AND AIR WITMER ASSOCIATES, INC.	7,250.00	4,908.65	40.43 59.15 210.00 340.19 24.50	<u>4,234.38</u>

DEPARTMENT / ACCOUNT	2020 BUDGET	FEBRUARY, 2020		ENDING BAL.
		BEGINNING BAL	ACTIVITY	
0101100078 4420 TRAVEL & LODGING	2,500.00	2,273.12		2,273.12
0101100078 4430 AIR PACK / REHAB SUPPLIES	5,000.00	5,000.00		5,000.00
0101100078 4470 TRAINING & CERTIFICATION DOMINGUE, RAYMOND GRANAHAN, MARK KOBIERECKI, DAVID	95,000.00	94,875.00	500.00 500.00 734.29	93,140.71
0101100078 4550 CAPITAL EXPENDITURES	395,000.00	395,000.00		395,000.00
0101100078 4570 MAINTENANCE COMMUNICATION EQUIPMENT	5,250.00	5,250.00		5,250.00
0101100078 4575 MAINTENANCE-EQUIPMENT	1,000.00	1,000.00		1,000.00
0101100078 4580 GENERAL EQUIPMENT WITMER ASSOCIATES, INC.	62,500.00	61,036.27	82.00	60,954.27
OFFICE OF THE CITY CLERK/CITY COUNCIL				
0102000000 4201 PROFESSIONAL SERVICES MCCOOL, MARIA	52,500.00	50,750.50	330.00	50,420.50
0102000000 4210 SERVICES & MAINTENANCE FEE	15,000.00	4,416.00		4,416.00
0102000000 4230 PRINTING & BINDING	5,750.00	5,210.00		5,210.00
0102000000 4250 ADVERTISING SCRANTON TIMES	27,500.00	27,500.00	1,342.20	26,157.80
0102000000 4290 STATIONERY / OFFICE SUPPLIES	500.00	478.05		478.05

DEPARTMENT / ACCOUNT	2020 BUDGET	FEBRUARY, 2020		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
CITY CONTROLLER				
0103000000 4201 PROFESSIONAL SERVICES	35,000.00	33,620.03	(1,379.97)	
ENCUMBERED: PREVIOUS PERIOD			1,379.97	
ENCUMBERED: CURRENT PERIOD			3,250.00	
ARTHUR MORETTI, CPA				30,370.03
0103000000 4230 PRINTING AND BINDING	200.00	200.00		200.00
0103000000 4240 POSTAGE & FREIGHT	125.00	125.00		125.00
0103000000 4270 DUES & SUBSCRIPTIONS	500.00	500.00		500.00
0103000000 4290 STATIONERY / OFFICE SUPPLIES	1,000.00	778.65	42.75	
GLEN SUMMIT SPRINGS WATER			149.00	
OFFICE DEPOT				586.90
0103000000 4420 TRAVEL AND LODGING	750.00	750.00		750.00
BUSINESS ADMINISTRATION DEPARTMENT				
ADMINISTRATION				
0104000040 4201 PROFESSIONAL SERVICES	225,000.00	167,150.00	28,252.89	
CORPORATE ACCOUNT ANALYSIS FEE			2,500.00	
DIGITAL ASSURANCE CERTIFICATION			495.00	
FUTURE PLAN BY ASCENSUS			550.00	
JOYCE HATALA ASSOCIATES			1,172.50	
REUTHER & BOWEN PC			1,364.05	
ROWLAND, HERBERT				132,815.56
0104000040 4210 SERVICES & MAINTENANCE FEE	1,250.00	1,250.00		1,250.00
0104000040 4230 PRINTING & BINDING	500.00	500.00		500.00
0104000040 4240 POSTAGE & FREIGHT	37,500.00	34,500.00	3,000.00	
POSTAGE REFILL			(15.65)	
SCRANTON SEWER AUTHORITY				31,515.65
0104000040 4250 ADVERTISING	22,500.00	22,500.00		22,500.00
0104000040 4270 DUES & SUBSCRIPTIONS	1,100.00	1,025.00		1,025.00

DEPARTMENT / ACCOUNT	2020 BUDGET	FEBRUARY, 2020		
		BEGINNING BAL	ACTIVITY	ENDING BAL.
0104000040 4290 STATIONERY / OFFICE SUPPLIES ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD RUBINSTEIN'S INC. TIERNEY'S OFFICE PRODUCTS	12,750.00	11,718.54	(789.40) 871.89 131.41 70.00	11,434.64
0104000040 4390 MATERIALS / SUPPLIES (MISC) GLEN SUMMIT SPRINGS WATER	600.00	600.00	50.90	549.10
0104000040 4420 TRAVEL & LODGING	2,500.00	2,500.00		2,500.00
0104000040 4470 TRAINING & CERTIFICATION	1,500.00	1,500.00		1,500.00
0104000040 4480 SELF INSURANCE	95,000.00	95,000.00		95,000.00
0104000040 6009 OPERATING TRANSFERS - WORKERS' COMP	3,109,811.00	3,109,811.00		3,109,811.00
0104000040 6024 BANK FEES AND CHARGES JANUARY MERCHANT FEES	10,000.00	10,000.00	499.39	9,500.61
HUMAN RESOURCES:				
0104000041 4201 PROFESSIONAL SERVICES CONCORDE, INC. DR GREGORY MENJO MILLENNIUM ADMINISTRATORS NORTHEASTERN REHABILITATION ASSOCIATES P & A GROUP ADMIN SERVICE PA ADVOCATES, INC. RICHARD FISCHBEIN, MD. WE PAY PAYROLL PROCESSING	130,000.00	122,645.85	725.12 900.00 2,420.00 195.00 366.36 452.00 865.00 4,208.50	112,513.87
0104000041 4290 STATIONERY / OFFICE SUPPLIES	750.00	750.00		750.00
0104000041 4390 MATERIALS / SUPPLIES (MISC) GLEN SUMMIT SPRINGS WATER	500.00	483.25	16.75	466.50
0104000041 4420 TRAVEL & LODGING	1,250.00	1,250.00		1,250.00
0104000041 4470 TRAINING & CERTIFICATION	2,500.00	2,500.00		2,500.00
0104000041 4630 LIABILITY / CASUALTY INSURANCE	1,175,000.00	1,171,871.00		1,171,871.00
0104000041 6006 PERSONNEL COST ADJUSTMENT	4,750.00	4,750.00		4,750.00

DEPARTMENT / ACCOUNT	2020 BUDGET		FEBRUARY, 2020	
	BEGINNING BAL.	ACTIVITY	BEGINNING BAL.	ENDING BAL.
INFORMATION TECHNOLOGY				
0104000042 4201 PROFESSIONAL SERVICES	145,000.00		145,000.00	145,000.00
0104000042 4210 SERVICES & MAINTENANCE FEE	95,000.00		95,000.00	95,000.00
0104000042 4270 DUES AND SUBSCRIPTIONS	500.00		500.00	500.00
0104000042 4290 STATIONARY / OFFICE SUPPLIES	1,000.00		935.00	935.00
0104000042 4390 MATERIALS / SUPPLIES (MISC) SWIETNICKI, FRANK	95,000.00	401.29	95,000.00	94,598.71
0104000042 4420 TRAVEL AND LODGING	1,000.00		1,000.00	1,000.00
0104000042 4440 TELEPHONE COMCAST FRONTIER COMMUNICATIONS VERIZON	245,000.00	6,300.64 7,320.09 327.39	231,608.82	217,660.70
0104000042 4470 TRAINING & CERTIFICATION	32,500.00		32,500.00	32,500.00
0104000042 4550 CAPITAL EXPENDITURES	590,000.00		576,000.00	576,000.00
0104000042 4560 EQUIPMENT MAINTENANCE / LEASES	92,500.00		92,500.00	92,500.00
TREASURY				
0104000043 4201 PROFESSIONAL SERVICES	2,500.00		2,500.00	2,500.00
0104000043 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: PREVIOUS PERIOD OFFICE DEPOT	12,500.00	(153.40) 153.40	12,323.50	12,323.50
0104000043 6000 TAX & MISCELLANEOUS REFUNDS	2,500.00		2,500.00	2,500.00
0104000043 6001 TAX COLLECTION COMMITTEE EXPENSE	500.00		500.00	500.00

DEPARTMENT / ACCOUNT	2020 BUDGET		FEBRUARY, 2020	
	BEGINNING BAL	ACTIVITY	BEGINNING BAL	ENDING BAL
BUREAU OF LICENSES, INSPECTIONS & PERMITS				
0105100051 4201 PROFESSIONAL SERVICES	50,000.00		50,000.00	<u>50,000.00</u>
0105100051 4290 STATIONERY / OFFICE SUPPLIES	500.00		500.00	<u>500.00</u>
0105100051 4390 MATERIALS / SUPPLIES (MISC) OFFICE DEPOT	500.00	68.80		<u>431.20</u>
0105100051 4420 TRAVEL AND LODGING	1,000.00		1,000.00	<u>1,000.00</u>
0105100051 4470 TRAINING & CERTIFICATION	1,000.00		1,000.00	<u>1,000.00</u>
0105100051 4550 CAPITAL EXPENDITURES	12,750.00		12,750.00	<u>12,750.00</u>
0105100051 4570 MAINTENANCE COMMUNICATION EQUIPMENT	250.00		250.00	<u>250.00</u>
0105100051 4590 BUILDING DEMOLITION	145,000.00		145,000.00	<u>145,000.00</u>
BUREAU OF BUILDINGS				
0105100082 4201 PROFESSIONAL SERVICES	2,500.00		2,500.00	<u>2,500.00</u>
0105100082 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	137,500.00		130,411.46	
AMERICAN JANITOR		230.85		
BURKE MICHAEL		1,608.12		
C & C CLEANING SERVICES		490.00		
CINTAS CORPORATION		2,795.00		
COOPER ELECTRIC		1,263.07		
EASTERN PENN SUPPLY COMPANY		163.95		
THE H F WOLFE CO.		252.08		
		91.20		
				<u>123,517.19</u>
0105100082 4447 UGI - GAS	125,000.00		125,000.00	
DIRECT ENERGY BUSINESS		9,498.05		
				<u>115,501.94</u>

DEPARTMENT / ACCOUNT	2020 BUDGET	FEBRUARY, 2020		ENDING BAL.
		BEGINNING BAL	ACTIVITY	
0105100082 4448 PAWC - WATER PENNSYLVANIA AMERICAN WATER CO. UGI NORTH	435,000.00	435,000.00	27,056.81 6,990.87	400,952.32
0105100082 4450 ELECTRICAL PPL ELECTRIC UTILITIES	150,000.00	149,391.08	15,396.64	132,994.44
0105100082 4465 BUILDING SUPPLIES	750.00	750.00		750.00
LAW/DEPARTMENT:				
0106000000 4201 PROFESSIONAL SERVICES	225,000.00	225,000.00		225,000.00
0106000000 4210 SERVICES AND MAINTENANCE FEE	2,000.00	2,000.00		2,000.00
0106000000 4270 DUES & SUBSCRIPTIONS	3,000.00	3,000.00		3,000.00
0106000000 4290 STATIONERY / OFFICE SUPPLIES	500.00	500.00		500.00
0106000000 4390 MATERIALS / SUPPLIES (MISC) PARTRIDGE-WIRTH CO., INC.	500.00	500.00	289.00	211.00
0106000000 4420 TRAVEL & LODGING	2,500.00	2,500.00		2,500.00
0106000000 4470 TRAINING & CERTIFICATION	2,000.00	2,000.00		2,000.00
DEPARTMENT OF PUBLIC WORKS ADMINISTRATION BUREAU:				
0108000080 4201 PROFESSIONAL SERVICES	2,500.00	2,500.00		2,500.00
0108000080 4210 SERVICES & MAINTENANCE FEE PA ONE CALL SYSTEM, INC.	1,500.00	1,500.00	37.08	1,462.92
0108000080 4420 TRAVEL AND LODGING	500.00	500.00		500.00
0108000080 4550 CAPITAL EXPENDITURES	10,000.00	10,000.00		10,000.00

DEPARTMENT / ACCOUNT	2020 BUDGET		FEBRUARY, 2020	
	BEGINNING BAL.	ACTIVITY	BEGINNING BAL.	ENDING BAL.
0108000080 4570 MAINTENANCE COMMUNICATION EQUIPMENT INDUSTRIAL ELECTRONICS, INC.	20,000.00	1,620.00	20,000.00	18,380.00
0108000080 4576 MAINTENANCE SUPER FUND SIGHT	10,000.00		10,000.00	10,000.00
0108000080 6007 FLOOD PROTECTION SYSTEM MAINTENANCE ENCUMBERED: CURRENT PERIOD	250,000.00	1,785.77	250,000.00	248,214.23
ENGINEERING BUREAU:				
0108000081 4201 PROFESSIONAL SERVICES LABELLA ASSOCIATES	75,000.00	6,300.00	75,000.00	68,700.00
0108000081 4210 SERVICES & MAINTENANCE FEE	500.00		500.00	500.00
0108000081 4290 STATIONERY / OFFICE SUPPLIES	100.00		100.00	100.00
0108000081 4390 MATERIALS / SUPPLIES (MISC)	250.00	182.02	182.02	182.02
0108000081 4470 TRAINING & CERTIFICATION	500.00	445.00	445.00	445.00
HIGHWAYS BUREAU:				
0108000083 4260 RENTAL VEHICLES & EQUIPMENT	100,000.00		100,000.00	100,000.00
0108000083 4340 CONSTRUCTION - PAVING MATERIAL HEL-WAY LLC KEYSTONE QUARRY, INC.	150,000.00	5,113.66 613.68	144,675.99	138,948.65
0108000083 4350 PAINT / SIGN MATERIAL ENCUMBERED: CURRENT PERIOD PREMIUM SIGN SUPPLIES, INC.	20,000.00	3,069.44 962.50	20,000.00	15,968.06
0108000083 4370 PARKS AND RECREATION SUPPLIES	0.00		0.00	0.00

DEPARTMENT / ACCOUNT	2020 BUDGET		FEBRUARY, 2020	
	BEGINNING BAL	ACTIVITY	BEGINNING BAL	ENDING BAL.
0108000083 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD BENDER, CHRISTOPHER JUDGE LUMBER COMPANY PA NORTHEAST REGIONAL RAILROAD AUTHORITY POWELL'S RENTAL PRO TOOL REPAIR S & S TOOLS & SUPPLIES VITRIS, SAM	40,000.00	36,612.63	(2,159.99) 162.40 128.50 2,142.00 15.00 242.10 29.99 17.99 98.50	<u>35,946.14</u>
0108000083 4410 SALT ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD AMERICAN ROCK SALT CO. LLC	475,000.00	347,366.19	(127,633.81) 57,232.00 126,841.89	<u>290,926.11</u>
0108000083 4460 STREET LIGHTING PPL ELECTRIC UTILITIES	230,000.00	230,000.00	21,044.35	<u>208,955.65</u>
0108000083 4466 STREET LIGHTING SERVICE / MAINTENANCE URBAN ELECTRICAL CONTRACTORS, INC.	150,000.00	147,808.76	3,307.94	<u>144,500.82</u>
0108000083 4467 TRAFFIC SIGNAL ELECTRICITY PPL ELECTRIC UTILITIES	90,000.00	89,953.41	6,743.08	<u>83,210.33</u>
0108000083 4550 CAPITAL EXPENDITURES	210,000.00	210,000.00		<u>210,000.00</u>
0108000083 4551 ROADWAY RESURFACING PROGRAM	850,000.00	850,000.00		<u>850,000.00</u>
REFUSE BUREAU				
0108000084 4390 MATERIALS / SUPPLIES (MISC) WILLIAMS INDUSTRIAL SUPPLY	1,000.00	1,000.00	520.00	<u>480.00</u>
0108000084 4420 TRAVEL AND LODGING LYNCH, THOMAS	1,000.00	1,000.00	40.83	<u>959.17</u>
0108000084 4490 LANDFILL KEYSTONE SANITARY LANDFILL	1,410,000.00	1,306,982.64	84,205.78	<u>1,222,776.86</u>
0108000084 4550 CAPITAL EXPENDITURES POSTMASTER	235,000.00	235,000.00	5,714.21	<u>229,285.79</u>
0108000084 4555 RECYCLING	1350,000.00	1350,000.00		<u>350,000.00</u>

DEPARTMENT / ACCOUNT	2020 BUDGET	FEBRUARY, 2020	
		BEGINNING BAL	ENDING BAL
GARAGES BUREAU:			
0108000085 4220 CONTRACTED SERVICES	2,500.00	2,500.00	2,500.00
0108000085 4301 GAS, OIL, LUBRICANTS			
ENCUMBERED: CURRENT PERIOD		318,718.14	
A.I.T. AUTOMOTIVE			359.85
D. G. NICHOLAS CO.			72.00
PA DEPARTMENT OF ENVIRONMENTAL PROTECTION			675.66
WEX BANK			50.00
			<u>13,395.52</u>
			<u>304,165.11</u>
0108000085 4310 EQUIPMENT/VEHICLE REPAIR/MAINTENANCE			
ENCUMBERED: PREVIOUS PERIOD	375,000.00	350,238.14	(2,562.54)
ENCUMBERED: CURRENT PERIOD			4,980.99
A.I.T. AUTOMOTIVE			1,665.10
C. G. CUSTOM TRUCKS			1,306.23
CINTAS CORPORATION			241.39
CLEVELAND BROTHERS EQUIPMENT			288.64
D. G. NICHOLAS CO.			409.68
DAVE'S AUTO IGNITION			150.00
DENAPLES AUTO PARTS			2,963.00
DENAPLES TOWING, INC.			398.50
ELECTRO BATTERY			661.00
F & S SUPPLY COMPANY, INC.			229.04
FIRST CHOICE FIRE APPARATUS, LLC			268.89
HAUN COMPANIES			185.39
HEAVY DUTY PARTS			499.62
JORDAN'S TOWING			200.00
KENWORTH			100.00
KME FIRE APPARATUS			162.74
KREMPASKY EQUIPMENT LLC			1,083.85
MARTIN G. SHULDE DBA LEROY'S AUTO REPAIRS			120.00
SHERWOOD FTL STL			287.93
TRIPLE CITIES ACQUISITIONS, LLC			209.74
WAYNE COUNTY FORD			915.28
WELLER'S LOCK & KEY SERVICE			300.00
			<u>335,173.67</u>
0108000085 4360 SMALL TOOLS / SHOP SUPPLIES			
A.I.T. AUTOMOTIVE	16,500.00	16,149.68	49.95
FASTENAL COMPANY			176.01
S & S TOOLS & SUPPLIES			37.98
SHERWOOD FTL STL			13.50
TORBA, KEVIN			200.00
			<u>15,672.24</u>

DEPARTMENT / ACCOUNT	2020 BUDGET	FEBRUARY, 2020		
		BEGINNING BAL.	ACTIVITY	ENDING BAL.
0108000085 4390 MATERIALS / SUPPLIES (MISC)	49,500.00	46,089.51		
ENCUMBERED: PREVIOUS PERIOD			(1,668.76)	
ENCUMBERED: CURRENT PERIOD			1,493.26	
C. G. CUSTOM TRUCKS			513.41	
D. G. NICHOLAS CO.			1,298.60	
S & S TOOLS & SUPPLIES			25.05	
COOPER ELECTRIC			286.21	
A.I.T. AUTOMOTIVE			949.85	
THC ENTERPRISES			326.78	
ELECTRO BATTERY			110.00	
FLEET PRIDE			272.12	
POWELL'S SALES & SERVICE			1,063.35	
FASTENAL COMPANY			969.92	
TRIPLE CITIES ACQUISITIONS, LLC			566.04	
NORTHEAST HYDRAULICS			1,054.27	
COLOURS, INC.			198.96	
HAUN COMPANIES			14.90	
WILLIAMS INDUSTRIAL SUPPLY			8.00	
				<u>38,607.55</u>
0108000085 4401 TIRES	90,500.00	86,066.94		
DENAPLES AUTO PARTS			600.00	
KOST TIRE & AUTO SERVICE			3,449.45	
				<u>82,017.49</u>
0108000085 4420 TRAVEL AND LODGING	500.00	500.00		
				<u>500.00</u>
0108000085 4550 CAPITAL EXPENDITURES	70,000.00	70,000.00		
				<u>70,000.00</u>
0108000085 4901 MAINTENANCE (PREVENTATIVE)	7,500.00	7,500.00		
				<u>7,500.00</u>
PARKS & RECREATION DEPARTMENT				
0110000000 4280 MISC SERVICES - NON CLASSIFIED	5,000.00	5,000.00		
				<u>5,000.00</u>
0110000000 4290 STATIONERY / OFFICE SUPPLIES	500.00	500.00		
				<u>500.00</u>
0110000000 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	15,000.00	13,080.65		
BRENNAN, LOUISE			6.38	
GLECO PAINTS, INC			34.68	
URBAN ELECTRICAL CONTRACTORS, INC.			2,995.87	
				<u>10,043.72</u>
0110000000 4330 MEDICAL, CHEMICAL, LAB SUPPLIES	10,000.00	10,000.00		
MAIN POOL & CHEMICAL CO.			1,278.00	
				<u>8,722.00</u>

DEPARTMENT / ACCOUNT	2020 BUDGET		FEBRUARY, 2020	
	BEGINNING BAL.	ACTIVITY	BEGINNING BAL.	ENDING BAL.
0110000000 4360 SMALL TOOLS / SHOP SUPPLIES	500.00		500.00	500.00
0110000000 4370 PARKS & RECREATION SUPPLIES	12,500.00		12,430.01	
KITLAS, MARYANN		27.36		
KEYSTONE CONTAINER SERVICE INC.		135.00		
KEYSTONE FENCE CO.		185.00		
				12,082.65
0110000000 4420 TRAVEL AND LODGING	250.00		250.00	250.00
0110000000 4530 PERFORMING ARTS	17,500.00		5,000.00	5,000.00
0110000000 4540 SPRING / SUMMER PROGRAMS	3,000.00		1,260.67	1,260.67
0110000000 4550 CAPITAL EXPENDITURES	875,000.00		798,862.36	
D & M CONSTRUCTION UNLIMITED, INC.		2,970.00		
DON SCARTELLI CONSTRUCTION SERVICES		119,250.00		
				676,642.36
NON-DEPARTMENTAL EXPENDITURES				
0140110030 4299 ZONING BOARD	25,000.00		22,795.00	
PENETAR, DANIEL		570.00		
PLEVYAK, MARY M.		653.10		
SCRANTON TIMES		528.70		
				21,043.20
0140110060 4299 EVERHART MUSEUM	37,500.00		32,666.67	
EVERHART MUSEUM		4,833.33		
				27,833.34
0140110075 4299 SCRANTON PLAN	100,000.00		100,000.00	100,000.00
0140110080 4299 SCRANTON TOMORROW	225,000.00		225,000.00	225,000.00
0140110110 4299 SHADE TREE COMMISSION	175,000.00		156,556.00	
NORTHERN TREE EXPERT CO.		9,800.00		
TITAN TREE SERVICE		16,100.00		
				130,556.00
0140110120 4299 ST. CATS AND DOGS	10,000.00		10,000.00	10,000.00
0140110130 4299 MAYOR'S 504 TASK FORCE	1,000.00		1,000.00	1,000.00

DEPARTMENT / ACCOUNT	2020 BUDGET		FEBRUARY, 2020	
	BEGINNING BAL	ACTIVITY	BEGINNING BAL	ENDING BAL.
0140110140 4299 CIVIL SERVICE COMMISSION	25,000.00		25,000.00	25,000.00
0140110150 4299 HUMAN RELATIONS COMMISSION	1,000.00		1,000.00	1,000.00
0140110155 4299 LHVA TRAIL MAINTENANCE	12,500.00		12,500.00	12,500.00
0140110160 4299 ETHICS BOARD	25,000.00		25,000.00	25,000.00
0140115230 4299 TAN SERIES	12,750,000.00		12,750,000.00	12,750,000.00
0140115240 4299 TAN SERIES INTEREST	446,250.00		446,250.00	446,250.00
0140115310 4299 OPER TSF TO DBT SVC - STREET LIGHTING	452,541.66		452,541.66	452,541.66
0140115320 4299 OPER TSF TO DBT SVC - GUARANTEED ENERGY SAVINGS BANK OF AMERICA	156,894.74	36,249.49	156,894.74	120,645.25
0140115324 4299 OPER TSF TO DBT SVC - FDM REVOLVING AID LN	100,000.00		100,000.00	100,000.00
0140115328 4299 OPER TSF 2016 REDEVELOPMENT AUTH SERIES AA	888,012.50		888,012.50	888,012.50
0140115329 4299 OPER TSF TO DBT SVC - LEASE OF REFUSE PACKERS	218,147.96		218,147.96	218,147.96
0140115330 4299 OPER TSF TO DBT SVC - LEASE OF KME ENGINE	49,849.00		0.00	0.00
0140115331 4299 OPER TSF TO DBT SVC - 2019 GO BONDS BLDG	1,000.00		1,000.00	1,000.00
0140115332 4299 OPER TSF TO DBT SVC - SERIES 2017 GENERAL OBLIGATION REFUNDING	3,231,000.00		3,231,000.00	3,231,000.00
0140115333 4299 OPER TSF TO DBT SVC - 2018 TAXABLE SERIES	6,559,450.00		6,559,450.00	6,559,450.00
0140115334 4299 OPER TSF TO DBT SVC - LEASE OF JOHN DEERE WHEEL LOADER	25,851.02		25,851.02	25,851.02

DEPARTMENT / ACCOUNT	2020 BUDGET	FEBRUARY, 2020	
		BEGINNING BAL.	ENDING BAL.
0140115335 4299 OPER TSF TO DBT SVC - LEASE OF LAW ENFORCEMENT MGMT SYSTEM	0.00	0.00	0.00
0140115337 4299 OPER TSF TO DBT SVC - ESCO LEASE BUILDING	100,000.00	100,000.00	100,000.00
0140115338 4299 OPER TSF TO DBT SVC - 2016 RED AUTH SERIES A	3,620,500.00	3,620,500.00	3,620,500.00
0140115339 4299 OPER TSF TO DBT SVC - 2016 GENL. OBL. NOTES	1,878,000.00	1,878,000.00	1,878,000.00
0140115340 4299 OPER TSF TO DBT SVC - 2016 LEASE FORD TRKS	53,925.94	0.00	0.00
0140115341 4299 OPER TSF TO DBT SVC - PIB LOAN	244,811.66	244,811.66	244,811.66
0140115342 4299 OPER TSF TO DBT SVC - LEASE STREET LIGHTING	429,767.00	429,767.00	429,767.00
0140115343 4299 2018 ARIEL PLATFORM TRUCK LEASE	102,156.57	102,156.57	102,156.57
0140115344 4299 M&T LEASE REFUSE PACKERS	89,937.87	89,937.87	89,937.87
0140113090 4299 CONTINGENCY	400,000.00	400,000.00	400,000.00
0140113100 4299 OECD CONTINGENCY MONEY NOT REC FROM OECD	244,000.00	242,737.48	241,601.21
0140116090 4299 UNENCUMBERED EXPENSES PRIOR YEAR OBLIG. JOEY LEFT FIELD	300,000.00	300,000.00	298,866.00
0140116270 4299 COURT AWARDS	500,000.00	500,000.00	500,000.00
0140117020 4299 VETERAN'S ORGANIZATION	10,000.00	10,000.00	10,000.00
0140117040 4299 OPEB TRUST FUND	50,000.00	50,000.00	50,000.00
0140117060 4299 TRIPP PARK COMMUNITY CENTER	1,000.00	1,000.00	1,000.00
0140117080 4299 TARGETED EXPENSES - REVENUE PASS THROUGH ACCOUNT	300,000.00	300,000.00	300,000.00
0140117100 4299 GRANT MATCH	763,300.00	763,300.00	763,300.00

RECEIVED
MAR 17 2020
OFFICE OF CITY
COUNCIL/CITY CLERK

MEMORANDUM

TO: Scranton City Council and City Clerk
FROM: Kevin Hayes, Esquire
DATE: March 17, 2020
RE: Public Meetings during Threat of Coronavirus (COVID-19)

1. Introduction

Both Governor Tom Wolf and Mayor Paige Cognetti have issued emergency declarations due to the threat to public health caused by the spread of COVID-19. Pursuant to Mayor Cognetti's emergency proclamation issued on March 15, 2020, public access to City Hall is restricted, with the directive that "all members of the public are requested, and urged, to refrain from accessing [City Hall] unless necessary."

2. Governing Laws

A. Home Rule Charter

Pursuant to Section 401 of the Home Rule Charter, Council is required to meet once a week in regular session in Council Chambers. Section 401 requires a minimum of 24-hours legal notice of such meeting. Further, Section 407 of the Home Rule Charter requires Council to provide "reasonable opportunity... for citizens and taxpayers to address Council on agenda matter before a vote is taken."

B. Pennsylvania Sunshine Act

Pursuant to Sections 704 and 710.1 of the Pennsylvania Sunshine Act, public meetings should be held at public buildings with open public participation. *See* 65 Pa. C.S. § 704 and 710.1. The Sunshine Act also requires the City to provide notice at least 24 hours in advance of the time of the convening of a special meeting or rescheduled meeting. *See* 65 Pa. C.S. § 709(a). Public notice is not required in the case of an emergency meeting or a conference. *Id.* Lastly, the Sunshine Act requires City Council to prepare and maintain written minutes of its public meetings. *See* 65 Pa. C.S. § 706.

3. Directives of Office of Open Records

Pennsylvania's Office of Open Records ("OOR") issued a written advisory on March 11, 2020 (last updated 03/16/2020 at 11:03 a.m.) in response to inquiries that the agency received regarding compliance with the Sunshine Act during the spread of COVID-19. In that advisory, the OOR provided the following:

If an official emergency declaration prevents that from happening, a meeting via teleconference, webinar, or other electronic method that allows for two-way communication is permissible in most circumstances. (Some agencies may be governed by laws which add requirements beyond those included in the Sunshine Act.)

However, it is important to note that any agency taking that step must provide a reasonably accessible method for the public to participate and comment pursuant to Section 710.1 of the Sunshine Act. That method should be clearly explained to the public in advance of and during the meeting.

Further, the ORR strongly recommends that any agency holding such a meeting record the meeting and proactively make the recording available so that a full and complete record of the meeting is available to the public.

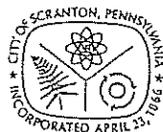
Further, the OOR cited 35 Pa. C.S. 7501(d) as permitting agencies to suspend compliance with certain laws and requirements when “a declaration of disaster emergency” is signed by the Governor.

4. **Recommendation**

In order to comply with Mayor Cognetti’s March 15th emergency proclamation which restricted public access to City Hall, Council cancelled its public meeting scheduled for Monday, March 16, 2020. Specifically, Council did not have time to advertise an alternative method for public participation in the March 16th meeting. As we proceed forward, City Council should continue to have its regularly scheduled meetings on a weekly basis; however, members of the public will not be permitted to attend these meeting in person while Mayor Cognetti’s March 16th directive remains in effect. Instead, Council shall provide members of the public and media with the option of participating in the meeting by way of teleconference or videoconference. These meetings should be broadcasted by ECTV and/or livestreamed on the City’s Web site and recorded by a certified stenographer. Meeting agendas should be posted at least 24 hours prior to the start of Council’s meeting. Likewise, minutes shall be recorded and posted in the same manner as other City Council Meetings.

City of Scranton

Pennsylvania



Municipal Pension Fund

MINUTES

NON-UNIFORM MUNICIPAL PENSION BOARD

FEBRUARY 19, 2020

The City of Scranton's Non-Uniform Municipal Pension Board held their monthly meeting on Wednesday, February 19, 2020 at 9:30 A.M. in City Council Chambers.

In attendance were:

John Hazzouri, President

Maggie Perry, Vice-President

John J. Murray, City Controller

Lori Reed, Proxy for City Council President

Pat Sheridan, Proxy for Mayor

Larry Durkin, Esquire, Attorney for Board

President Hazzouri asked for a motion to accept the minutes of last month's meeting held on Wednesday, January 15, 2020.

Mr. Murray made a motion to accept the minutes from the January 15th meeting.

Mrs. Reed seconded the motion.

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

RECEIVED

MAR 18 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

President Hazzouri read the following agenda items:

1. An invoice was presented for payment from Durkin MacDonald, LLC in the amount of \$ 2,523.00 for services rendered from January 14, 2020 through February 17, 2020. **Mrs. Reed** made the motion to pay the invoice and **Mr. Murray** seconded the motion. All were in favor.
2. A refund of pension contributions was approved for former City Business Administrator David Bulzoni. **Mrs. Reed** made the motion to refund the contribution to Mr. Bulzoni and **Mr. Murray** seconded the motion. All were in favor. **President Hazzouri** noted that Mr. Bulzoni did an excellent job for the City of Scranton.
3. An invoice from Beyer-Barber was presented for payment in the amount of \$700.00 for preparation of benefit calculations for Brazil, Garvey, Hickey and Novembrino. **Mrs. Reed** made the motion to pay the invoice and **Mrs. Perry** seconded the motion. All were in favor.
4. An invoice from Lackawanna Printing in the amount of \$69.50 for letterhead was presented for payment. **Mrs. Reed** made the motion to pay the invoice and **Mr. Murray** seconded the motion. All were in favor.

President Hazzouri opened up the floor.

Mr. Randee Sekol from **Beyer-Barber** stated that several months ago, Dave Bulzoni asked them to think about improving the pension plan for the non-uniformed employees. Two months ago, the Board made a formal request to have Beyer-Barber do a study. Mr. Sekol presented the results of the actuarial study that had been requested by the Board to determine if it was feasible to raise the monthly pension benefit for Non-Uniform Municipal employees. Mr. Sekol presented a handout to all Board members and discussed each item in the handout. A summary of the funding impact of three different benefit improvement scenarios were presented. Mr. Sekol also stated that there is no definition of what the term "actuarially sound" means; therefore, it is the responsibility of the actuary to render such an opinion when requested. He then outlined the basis of his opinion which was researched through

Minimum Municipal Obligation Certifications, Act 205 filing, Biennial Actuarial Valuation Reports and financial statement for the NUMPB as well as the City's other two plans from 2003 through 2019. The analysis was based on Act 205 Distress Levels, the City's distress status, aid from the State of Pennsylvania and other US pension standards. In conclusion, Mr. Sekol's stated it is his opinion, based on the analysis presented, that neither the Non-Uniformed plan by itself, nor the aggregation of all three City plans as one, is actuarially sound.

Attorney Durkin stated that he presented the argument in court last week on Michele Phillips' appeal for a disability pension. The issue is whether or not there is enough evidence to support the Board's decision. He stated that Judge Mazzoni will probably render an opinion in the next 60 to 90 days. There is nothing else to do at this point on that issue.

President Hazzouri asked for a motion to adjourn the meeting.

Mrs. Reed made a motion to adjourn the meeting.

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

Meeting adjourned at 9:58 A.M.

Minutes approved by: *John Hazzouri* Date: 3-18-20
John Hazzouri, President

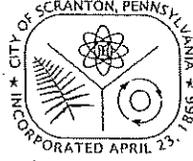
Respectfully submitted: *Kathy Carrera* Date: 3-18-2020
Kathy Carrera, Recording Secretary

Council of the City of Scranton

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

Lori Reed
City Clerk

Kevin C. Hayes, Esq.
Counsel



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

PROXY

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

Non-uniform pension board

On:

Feb. 19, 2020

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

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

Dated: 2/19/20

Signed: William Gaughan

Witness: Jamie Marciano



OFFICE OF THE MAYOR

PROXY

Non-Uniform Pension Board

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

2/19/2020
DATE

Paige G. Cognetti
Mayor Paige G. Cognetti
City of Scranton

Tiffany Cross-Luciani
Witness

**SCRANTON POLICE PENSION
COMMISSION MEETING**

SCRANTON CITY COUNCIL CHAMBERS
FEBRUARY 19, 2020

BOARD MEMBERS

1. THOMAS TOLAN- PRESENT
2. JUSTIN BUTLER- PRESENT
3. NANCY KRAKE- PRESENT
4. JOHN MURRAY-PRESENT
5. PAUL HELRING- PRESENT
6. MICHAEL CAMMEROTA- ABSENT

RECEIVED

MAR 18 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

MINUTES FROM WEDNESDAY JANUARY 15, 2020 MEETING OF THE SCRANTON POLICE PENSION COMMISSION MEETING, WERE REVIEWED. MOTION MADE BY KRAKE TO APPROVE THE MINUTES AND SECONDED BY BUTLER. MOTION PASSED

BILLS:

A BILL FROM DURKIN MACDONALD LLC ATTORNEY AT LAW FOR SERVICES RENDERED FOR ONE MONTH. JANUARY 14, 2020 THRU FEBRUARY 17, 2020 TO THE AMOUNT OF \$855.50

A MOTION MADE BY BUTLER TO PAY DURKIN MACDONALD LLC ATTORNEY AT LAW FOR SERVICES RENDERED FOR 855.50 FROM JANUARY 14, 2020 THRU FEBRUARY 19, 2020. SECONDED BY KRAKE, ALL IN FAVOR MOTION PASSED.

COMMUNICATION:

THE BOARD RECEIVED AN APPLICATION FOR PENSION FROM JOHN BURGETTE. BUTLER MADE THE MOTION TO GRANT THE PENSION. SECONDED BY TOLAN AND MOTION PASSED.

ALSO HELRING MENTIONED THAT THE CURRENT SYSTEM IN PLACE FOR DISABILITY PENSIONS HAS TO BE REVIEWED BETWEEN THE FOP AND CITY. VOC REHAB NOTIFIED HELRING THAT MOST OF THE DOCTORS ON THE LIST DO NOT DO IME EXAMS ANYMORE.

A MOTION WAS MADE TO ADJOURN BY KRAKE AND SECONDED BY BUTLER. MEETING ADJOURNED AT 1025HRS.

RECEIVED

MAR 18 2020

**COMPOSITE PENSION BOARD MINUTES
FEBRUARY 19, 2020**

OFFICE OF CITY
COUNCIL/CITY CLERK

The regular meeting of the Composite Pension Board was held on Wednesday, February 19th at 11:00AM in City Council Chambers.

The following were in attendance:

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

Dave Mitchell... Called the meeting to order. He asked the Board if anyone had anything.

John Hazzouri... He got an e-mail this morning from PFM as of February 14th the balance we were over \$109,300,000 we're just plugging along. We're \$1 million up from last year.

Dave asked for a Motion to pass the Minutes of the January 15, 2020 meeting. **Motion to accept made by John Hazzouri, seconded by Gary DeSarno, all were in favor.**

Bills:

First is in the amount of \$362.50 for Durkin and MacDonald for the period of 1/14 – 2/17/20. He asked for a Motion of pay this bill. **Motion made by John Hazzouri, seconded by Paul Helring, all were in favor.**

The next bill is in the amount of \$15,052.74 for a period of 12/1 - 12/31/19 to PFM Asset Management LLC as per our contract, **Motion made by John Hazzouri, seconded by Paul Helring, all were in favor.**

The next bill is for \$10,268.69 to BNY Mellon a per our contract for a cycle of 1/1/20.
Motion to pay made by John Hazzouri, seconded by Gary DeStefano, all were in favor.

Correspondence:

From PFM and they are going to be doing their presentation.

Alex Goldsmith... Distributed reports to the Board and made his presentation. He did his monthly review of the markets. There was a bit of a sell off of the stock market from where we were at the last meeting about a month ago. Stocks were chugging along through the middle of January, a continuation of last year right up until the last couple of days of the month when the coronavirus was reported. There was a lot of uncertainty around that, all of the news was a rough reaction. Markets in the U.S and overseas sold off. So you can see here the total return for the month of January for U.S stocks was not good. S&P 500 was down -0.04% prior to that it was up as much as 2.5 to 3%.

International markets were down even more they had not been doing as well into January, that's a trend that goes back to last year. The U.S. is slightly out performing entering 2020. We had some major headwinds, first Brexit, the U.S. and China trade relations that weighed on international stocks in early January. Interestingly enough towards the end of the month both of those international episodes saw some progress. The U.K. did formally leave the EU at the end of the month and the yearlong trade negotiation process between the U.S. and the KDU it could be the same thing we are going through with China.

So that's the other thing towards the end of the month U.S. and China signs "Phase 1" Agreement. Just because the agreement is signed doesn't mean all the tariffs are gone it just shows a commitment to negotiate the final points along this episode. So that was signed in the middle of the month. Our view is that let's wait and see, is this positive, we don't know exactly when or how positive it will be. We just went back and forth with China for nearly two years so we were slightly skeptical.

What we did see at the very end of the month was an actual reduction in tariffs on both sides. Not all the tariffs but earlier than expected. He forgets which goods they were on he thinks it was on some agricultural products. But the fact is that the tariffs were reduced much sooner than expected. It was a positive for the U.S., it's a positive for China.

As we move into February there were a number of things, the fears about the virus maybe were a little over blown. The fact that there was only 30 or 40 people that died versus U.S. where 8,000 people died of the flu this year, that added some perspective. So far it's recovered very nicely. But since than it's been sort of a sideway story, it involves a little of a wait and see.

There has been conflicting news about a vaccine in place, there's not a vaccine in place. It much easier to get a prognosis than originally thought, the prognosis isn't as good as originally thought.

We've been through a period where it may be a protracted battle of this. He thinks the real cases are in Japan right now is a preventive threat. That would be a major economic event. There's a time for that. We're learning a lot of things. To some extent it's interesting it's exposed some cracks into the China narrative. That continues to expose the differences between China's capitalism and our capitalism.

Stocks are up 4.7% February, so year to date U.S. stocks are up 4.7% International stocks are up about 1.7% February so they're down about -1% for the year. Bonds actually rallied at the end of January, they were pretty flat in February. The year to date the bond market is up 2%. So stocks and bonds have moved ahead very nicely. So far that is the case through yesterday.

Interestingly there is one more thing to point out here, on the lower left the price ratio. The one line the S&P 500 is the only chart above its' five year average valuation basis and really not by much. The market was obviously up 30% last year. The bottom side the earnings have also been robust. It wasn't 23% like we saw in 2018 but it was approaching 20% corporate earnings were up. There will be winning companies and losing companies but as a whole the earnings for successful companies their earnings were going up keeping pace.

All this being said we do continue to favor stocks. We do see that it will be a protractile battle, trade concerns will whine down. On the flip side of that inflation you've got the Fed lowering rates last year it provided some tailwinds for bonds, provided tailwinds for stocks. Once again they're at the low end of the threshold. We don't expect the Fed to lower any rates barring anything unforeseen and to keep them fairly low for a good part of this year. Maybe start to rise at the end of the year. So we can see bonds not doing as well as they did last year.

With the presidential election it could be a volatile year. It was the last, stocks were up 30% but there were months that they were down 6%. So again over view is that stocks will do better we don't know how that will be, when or where or will they surge ahead. We don't like to handicap the presidential election. Just give the difference in policy it is reasonable to suspect that the market will be lower, it will go down regardless of who the nominee is, if a democratic gets elected. The other question is when that will happen. The polls are leaning one way. You can start to see investors taking some equity off the table in anticipation of that. It is something we are cognitive of this year.

He reviewed the plans performance. It's \$106,760,831 as of the end of January, a modest positive return of .11%, slightly behind the benchmark largely to the plan being overweight in stocks, the one year number that's at the end of January a very strong 13.28%. Jansen Quality Growth Fund was down -1.02% for the month. That's a high quality fund it plays the role of down side protector. That's not the type of performance we would like to see from it when there's end of the month used events or a slight wave of risk event. We would expect a month like this at best of higher quality stocks to hold up a little bit better than it did. So that is something we are looking into a little bit. We did quite well at various times last year. They protected the downside last year with the volatility.

Below that the iShares ETF Mid Caps continue to lag behind it's a very small allocation 1.45%. International equity, Vanguard International down -3.31% again it's based on the relatively volatility overseas. J.O. Hambro was up .25% while the benchmark was down -2.69%. J.O. Hambro if you remember lagged last year by as much as 2% at one point. Their one year number is nearly a 3% outperformance they are now at 11.82% versus 9.9%. That's a good example of why we don't kick managers out after two or three quarters of underperformance.

Invesco Oppenheimer has a very strong performance last year, they were a little more benchmark this month. We have no issues with them. Hartford Schroders similar performance to the benchmark, again last year it was a quite good outperformer. Given the fact that this was maybe a bit of a surprise, maybe a bit of a shock that no one was expecting it at the beginning of the month. Baird and Double Line remained relatively close to the benchmark. PGIM added nice with outperformance. Then you have your Voya Intermediate Bond which invests in corporates, mortgages adding higher yield.

Again we don't expect this to be the case for the full year from month to month we'll see what's going on. You're going to see periods like this. No changes to the portfolio in January. We continue to monitor the asset allocation. He reviewed the asset allocation. In August and again in November they added overweight to stocks and the markets seemed to move ahead. It's 3.5% or 4% underweight to Fixed Income and Cash. We favor all stocks but we favor U.S. slightly more. There might have been one or two weeks at the end of January when that wasn't the right call but in the full year at least where we stand now data shows us our investment where we decided on the application should have performed.

The account reconciliation we started the end of last year with \$101,489,275. The State Aid at the end of the year was moved over from Mellon a little late to us we saw that in the beginning of 2020 that is why that Net Flow is very positive with the Return on Investment takes us to \$106,760,831. As of February 14th Friday, the market value was \$109,326,195 the year to date return has gone from 0.11% to 2.5%.

Patrick Sheridan asked about the Net Flows for the Section 1 Year is that trailing 12 months, Alex said yes 1/31/19 to 1/31/20. Patrick said so contributions were \$5 million but Net Flows for the year were (1.3) million so that would be draws from the fund. Then performance was \$12 million on investment over the \$95 million. He asked if the draws on the contributions generally in that negative level. Alex said yes, generally it's a negative out flow giving the age of the plan and the circumstances of the City. It's obviously much, much better than it was one year ago. The sewer sale a large portion was put in and that made up a lot of that ground that we're trying to cover. The demographics of the plan would look like this for a while.

On the whole and that's why he thinks the investment target your setting here 55 45 target asset allocation. That's designed to achieve your investment goal, which if you do it's never that perfect situation realized, but if you do then the cash flow should get into a fully funded standpoint in 30 years roughly. John Hazzouri said we've been staying at 55 45 for the last five or six years. We haven't gone up or down since we went with PFM. Alex said he doesn't think that they have done as asset allocation review. They do have new capital market assumptions for 2020. Just too simple look at it and say this is the expectations for this portfolio for the upside/downside does 55 45 does that still meet your risk appetites, your goals. That is something we don't decide obviously but that is something that you all take into account for actuarial data. We are in a better position than where we were a year or two years ago. He's not saying it should be changed but every two years or so we should look at it. Dave asked if he could put something together before the next meeting, Alex said absolutely.

The last thing we wanted to talk about was Tab IV there is an interesting Q and A with our chief head of the investment committee for your review.

Dave Mitchell... Does anybody have any other questions, no response.

Motion to adjourn made by Paul Helring, seconded by Gary DeStefano, all were in favor.

March 18th is our next Meeting

A handwritten signature in black ink, appearing to read 'David Mitchell', written over a horizontal line.

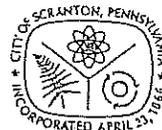
David Mitchell
President

A handwritten signature in black ink, appearing to read 'Kathleen McGinn', written over a horizontal line.

Kathleen McGinn
Recording Secretary

City of Scranton

Pennsylvania



Municipal Pension Fund

RECEIVED

MAR 18 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

NON-UNIFORM MUNICIPAL PENSION

AGENDA

MARCH 18, 2020

1. RECEIVED AN INVOICE FROM DURKIN MACDONALD, LLC IN THE AMOUNT OF \$ 420.50 WHICH REPRESENTS SERVICES RENDERED FROM FEBRUARY 18, 2020 THROUGH MARCH 16, 2020.
2. RECEIVED A PENSION APPLICATION FROM LIBRARY EMPLOYEE MARIE CRISPINO WHO WILL BE RETIRING ON APRIL 4, 2020. MS. CRISPINO HAS BEEN EMPLOYED BY THE LIBRARY SINCE 1967 AND IS 70 YEARS OF AGE. SHE IS ELIGIBLE TO RECEIVE A PENSION OF \$700.00 PER MONTH.
3. RECEIVED CHECK #5180 DATED MARCH 6, 2020 IN THE AMOUNT OF \$264.00 FROM KARIN WALSH WHICH REPRESENTS HER PENSION CONTRIBUTIONS FOR 2020.
4. RECEIVED A REQUEST FOR A REFUND OF PENSION CONTRIBUTIONS FOR MARK BURTON WHO HAS BEEN EMPLOYED IN THE OFFICE OF THE CITY CONTROLLER SINCE MAY 6, 2019. MR. BURTON'S LAST DAY OF WORK WILL BE MARCH 27, 2020. HE HAS CONTRIBUTED 21 MONTHS AT \$11.00 PER MONTH AND IS DUE A REFUND OF \$231.00.

5. RECEIVED CHECK #720 DATED JANUARY 25, 2020 IN THE AMOUNT OF \$264.00 FROM ANGELA SULLA WHICH REPRESENTS HER PENSION CONTRIBUTIONS FOR 2020. (This item should have been on February's agenda).

RECEIVED

MAR 18 2020

OFFICE OF CITY COUNCIL/CITY CLERK

IN RE: CITY OF SCRANTON REQUEST TO INCREASE LOCAL SERVICES TAX FOR FISCAL YEAR 2020

IN THE COURT OF COMMON PLEAS OF LACKAWANNA COUNTY, PENNSYLVANIA

Docket No.: 20-CV-716

ORDER

AND NOW, this 17th day of March, 2020, it is hereby ORDERED and DECREED that a hearing scheduled for March 19, 2020 at 9:30AM on the City of Scranton Petition for Approval to Continue to Levying The Local Services Tax at the Fiscal Year 2019 Rate for Fiscal Year 2020 ("the Petition") is CONTINUED.

A hearing on the Petition shall be rescheduled to April 15, 2020 at 1:00PM in courtroom 6.

BY THE COURT

[Handwritten signature] J.

cc. VIA First Class Mail & Electronic Mail Scranton City Hall – Law Department c/o Attorney Joseph Price 340 N. Washington Avenue Scranton, PA 18503

VIA First Class Mail & Electronic Mail Marie A. Schumacher 1799 E. Mountain Road Scranton, PA 18505

VIA First Class Mail & Electronic Mail Attorney John J. McGovern, Jr. 321 Spruce Street, Suite 201 Scranton, PA 18503

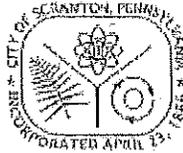
MAURIE B. KELLY LACKAWANNA COUNTY CLERKS OF JUDICIAL RECORDS CIVIL DIVISION 2020 MAR 17 P 3:42

Council of the City of Scranton

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

Lori Reed
City Clerk

Kevin C. Hayes, Esq.
Counsel



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

March 19, 2020

Via Electronic Mail to pcognetti@scrantonpa.gov

The Honorable Paige G. Cognetti
Mayor of Scranton
City Hall
340 North Washington Avenue
Scranton, PA 18503

Re: City Employees Furloughs

Dear Mayor Cognetti:

We write to you regarding your public announcement made on March 17, 2020 where you indicated that the City would be furloughing "a few dozen" employees who are deemed "nonessential" in connection with the threat of the novel coronavirus (now known as "COVID-19"). Specifically, we are requesting that you reconsider your plan to furlough City employees at this time.

On Monday, March 16th at 5:53 p.m., Council was first notified of the potential of City employees being furloughed when you sent an email message to department heads and instructed them to *"notify all employees who do not perform essential functions that they are furloughed effective immediately, pending recall when the situation warrants."* Department heads were further directed to designate employees *"who do perform essential functions"* and report the same to an individual named, Elizabeth Leo. You indicated that your March 16th instruction to department heads was premised on a directive from Governor Tom Wolf which *"ordered local governments to cease non-essential government functions, and as a consequence, furlough employees that perform non-essential government functions."*

We have reviewed the mitigation efforts and directives announced by Governor Wolf on Monday and have not been able to locate any order to “*furlough employees that perform non-essential government functions.*” To that end, we would respectfully request that Council be provided with a copy of Governor Wolf’s directive which you referenced in your March 16th email message.

While we appreciate your efforts to keep the public and media informed through press conferences, we believe that this announcement and proposed furlough of City employees is premature. Like the public at large, our City employees are experiencing heightened anxiety and distress regarding the health and safety of their families, as well as their economic security. As the elected-leaders of our City government, we have a duty to protect our taxpayers; but we also have a duty to respect our City employees who have loyally served our City for years and, in many cases, decades. As such, a decision that will have a significant economic impact on our employees should only be made after thoughtful analysis regarding its effect.

1. Financial Impact on City

You have indicated that the furloughs are necessary now “*in order to protect the city and its finances.*” Further, you stated that “[*a*]s you can surmise, the tax revenue coming into the city... is going to be down, and we do have to be smart, we have to be conservative right now.” It has been reported to us that the Tax Collector’s Office is continuing to operate and collect the City’s real estate, local services and business privilege/mercantile taxes. As such, we would respectfully request that you please provide us with additional information with regard to your projection that the City will not be able to fulfill its 2020 budget obligations based on the impact of COVID-19. Further, we would request that you please provide us with the projected savings that the City will realize from these furloughs.

2. Working Remotely and Repurposing Employees

During this emergency situation created by the spread of COVID-19, employers in the private sector as well as Pennsylvania state agencies have permitted their employees to work remotely from their homes. Prior to deciding to furlough certain “nonessential” employees, did your administration perform an analysis to determine whether there are functions and duties that could be performed remotely from employees’ homes? If you have not performed such analysis, we would respectfully request that all possibilities for employees working remotely be exhausted before taking any further action with regard to furloughs.

In the event that an employee has been deemed “nonessential” and is not able to carry out his or her duties remotely, we would strongly suggest that your administration collaborate with the leadership of the City’s unions to develop a plan to repurpose these employees to address the unique circumstances which have been thrust upon our residents by the threat of COVID-19. For instance, we believe that the job duties of certain clerical employees could be temporarily modified in order to help address the critical needs of our residents during their time of need.

3. Employee Benefits and Compensation During Furlough

As you might imagine, we have already been contacted by numerous City employees who have concerns regarding their loss of pay and their eligibility to receive health insurance and other benefits while they are furloughed. You have indicated that the administration will not permit furloughed employees “to use their accrued paid time off because these layoffs seem destined to last two weeks or longer, and doing so would actually preclude their ability to collect unemployment compensation (UC) benefits for the week(s) in which they receive pay from the City once the waiting week is met.” What assurance can we provide these employees that they will be eligible to receive unemployment compensation benefits while they are furloughed? Further, can you please confirm whether our employees will continue to receive the health care insurance coverage and other benefits that they receive as employees of the City?

Like all local municipalities, Scranton is facing a multitude of challenges arising from the threat of COVID-19. During these critical times, our residents and employees look to us for leadership to address their needs. In that spirit, we extend our hand of friendship to you and your administration to work together to protect our residents and employees.

Sincerely,

/s/ BILL GAUGHAN

William Gaughan
Council President

/s/ KYLE DONAHUE

Kyle Donahue
Council Vice President

/s/ MARK McANDREW

Mark McAndrew
Council Member

/s/ DR. JESSICA ROTHCHILD

Jessica Rothchild, PT, DPT
Council Member

RESOLUTION NO. _____

2020

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH THOMAS J. MCLANE & ASSOCIATES AS CITY OF SCRANTON PROJECT CONSULTANT RECREATION NEEDS ASSESSMENT AND PROJECT ACTIVITIES FOR THE PERIOD DECEMBER 1, 2019 THROUGH NOVEMBER 30, 2024.

WHEREAS, a request for Proposals was advertised for the City of Scranton Project Consultant Recreation Needs Assessment and Project Activities and two (2) proposals were submitted for review; and

WHEREAS, after review of the proposals submitted, it was determined that it would be in the best interest of the City to award the Contract to Thomas J. McLane & Associates for the reasons provided in the attached Memorandum from the Business Administrator.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City Officials are authorized to execute and enter into a Contract, substantially in the form attached hereto marked as Exhibit "A" and incorporated herein by reference thereto with Thomas J. McLane & Associates for the City of Scranton Project Consultant Recreation Needs Assessment and Project Activities.

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

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

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

CONTRACT

This contract entered into this ____ day of _____ 2020 effective from December 1, 2019 to November 30, 2024 by and between the City of Scranton, 340 North Washington Avenue, Scranton, PA 18503, hereinafter called "Scranton" and

THOMAS J. MCLANE & ASSOCIATES, INC.
601 STAFFORD AVENUE
SCRANTON, PENNSYLVANIA 18505
PHONE NO. (570) 347-3668

hereinafter called "Contractor".

WITNESSETH:

WHEREAS, Scranton desires the Contractor to perform certain work and services in accordance with the terms and conditions hereinafter set forth and the Contractor is ready, willing and able to perform such work and services.

NOW THEREFORE, in consideration of the promises contained herein and the promises each to the other made, the parties do agree and intend to be legally bound as follows:

ARTICLE I - CATEGORY OF WORK AND SERVICES

The work and services to be performed by Contractor shall be in the general fields of providing City of Scranton Parks and Recreation Project Consultant – Recreation Assessment Needs and Project Activities. The Contractor hereby covenants, contracts and agrees to furnish Scranton with:

CITY OF SCRANTON PROJECT CONSULTANT - RECREATION
NEEDS ASSESSMENT AND PROJECT ACTIVITIES
DECEMBER 1, 2019 THROUGH NOVEMBER 30, 2024
PER THE ATTACHED BID PROPOSAL AND SPECIFICATIONS
TOTAL BASE BID \$66,700.00

Said services to be furnished and delivered in strict and entire conformity with Scranton's Specifications marked as Exhibit "A" attached hereto and incorporated herein by reference thereto and the Bid Proposal submitted by Thomas J. McLane & Associates, Inc. dated November 7, 2019 attached hereto marked as Exhibit "B" and incorporated herein by reference thereto. Said Bid Proposal and Specifications are hereby made part of this Agreement as fully and with the same effect as if set forth at length herein.

ARTICLE II - GENERAL

(1) In the performance of the work and services hereunder, the Contractor shall act solely as an independent contractor, and nothing contained or implied shall at any time be so construed as to create the relationship of employer and employee, partnership, principal/agent, or joint adventurer as between Scranton and the Contractor.

(2) Failure of either party to enforce any of its rights hereunder shall not constitute a waiver of such rights, or of any other rights hereunder.

ARTICLE III - FEES

Said services to be furnished and delivered in strict and entire conformity with the Bid Proposal and Specifications attached hereto. Said Bid Proposal and Specifications are incorporated herein by reference as though set forth at length.

Scranton agrees to pay the Contractor for furnishing the above services if said services are provided in full compliance with the terms and conditions of this Contract to the satisfaction and approval of the Business Administrator. Such approval shall not be unreasonably withheld. The terms and conditions of this contract are set forth herein and may be supplemented by any attachments or exhibits incorporated herein by reference.

ARTICLE IV - INDEMNIFICATION

The Contractor shall indemnify, defend, and hold harmless Scranton from and against any and all claims and actions, based upon or arising out of damage to property or injuries to person or other acts caused or contributed to by Contractor or anyone acting under the Contractor's direction or control or on the Contractor's behalf in the course of the Contractor's performance under this contract.

ARTICLE V - INSURANCE

- (1) Contractor represents that it now carries, and agrees it will continue during the term of this Contract to carry, at a minimum: Workers' Compensation, Comprehensive General and Contractual Liability, and Professional Liability Insurance in the following amounts:

<u>TYPE OF INSURANCE</u>	<u>LIMITS OF LIABILITY</u>
Workers' Compensation	Statutory
Employer's Liability	\$ 500,000.00
Professional Liability	\$1,000,000.00 each occurrence \$1,000,000.00 aggregate
Comprehensive General Liability (including Blanket Contractual Liability Insurance)	
Bodily Injury	\$ 1,000,000 each person \$ 1,000,000 each occurrence \$ 1,000,000 aggregate
Property Damage	\$ 500,000 each occurrence
Personal Injury	\$ 500,000
Comprehensive Automobile Liability:	
Bodily Injury	\$ 300,000 each person \$ 500,000 each occurrence
Property Damage	\$ 500,000 each occurrence

- (2) Certificates of all insurance provided by the Contractor shall be available for Scranton's review and will be furnished to Scranton if requested. Such copies of certificates shall include the following:

- (a) Name of insurance company, policy number, and expiration date;
(b) The coverage required and the limits on each, including the amount of

- deductibles or self-insured retentions (which shall be for the account of the Contractor);
- (c) A statement indicating Scranton shall receive thirty (30) days notice of cancellation or significant modification of any of the policies which may affect Scranton's interest;
 - (d) A statement confirming Scranton has been named an additional insured (except for Worker's Compensation) on all policies; and
 - (e) A statement confirming that Scranton, its agents and employees, have been provided a waiver of any rights or subrogation, which the Contractor may have against them.

ARTICLE VI: TERMINATION OF CONTRACT

If through any cause the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or in the event of violation of any of the covenants contained herein, or in the event of violation of the laws applicable to implementation of the project contemplated by this Agreement, or in the event of misuse of funds, mismanagement, criminal activity or malfeasance in the implementation of this Agreement, Scranton shall thereupon have the right to terminate this Agreement by giving written notice to the CONTRACTOR specifying the effective date of termination. Said notice shall be given in writing to the CONTRACTOR and will be effective upon receipt by the CONTRACTOR. In such an event, all project records, unused grant monies, and such amounts as may have been expended contrary to the terms of this Agreement shall be returned to the Scranton.

ARTICLE VII: DEFAULT

In the event of a default by Contractor under this Agreement, the defaulting party then shall reimburse the non defaulting party for all costs and expenses incurred by the non defaulting party in connection with the default, including without limitation, court costs and attorneys fees at the trial level and on appeal.

ARTICLE VIII: JURISDICTION

This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and all obligations hereunder are to be performed in Lackawanna County, Pennsylvania. Jurisdiction over the subject matter and performance of this Agreement is therefore vested in the Lackawanna County Court of Common Pleas.

ARTICLE IX - ENTIRE AGREEMENT

This contract constitutes the entire agreement between Scranton and Contractor. It supersedes all prior contemporaneous communications, representations, or agreements, whether oral or written, with respect to the subject matter thereof and if it has been induced by no representations, statements, or agreements other than those expressed. No agreement hereafter made between the parties shall be binding on either party unless reduced to writing and signed by an authorized officer of the party sought to be bound thereby.

IT IS FURTHER UNDERSTOOD AND AGREED that this contract is entered into under and subject to the provisions of the Act of Assembly of the Commonwealth of Pennsylvania, approved March 7, 1901, its supplements and amendments, and the liability of the City of Scranton herein limited to the amount appropriated for the same and subject to the Section 6-13 of the Administrative Code of the City of Scranton which limits payments of money out of the City Treasury to appropriations made by the Council.

IN WITNESS WHEREOF the parties hereto have, in due form of law, caused this agreement to be executed the day and year first above written.

ATTEST:

CITY CLERK

BY: _____
MAYOR

DATE: _____

DATE: _____

COUNTERSIGNED:

CITY CONTROOLLER

BUSINESS ADMINISTRATOR

DATE: _____

DATE: _____

APPROVED AS TO FORM:

CITY SOLICITOR

DATE: _____

THOMAS J. MCLANE & ASSOCIATES, INC.

BY:

TITLE: _____

DATE: _____

Department of Business Administration

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

November 8, 2019

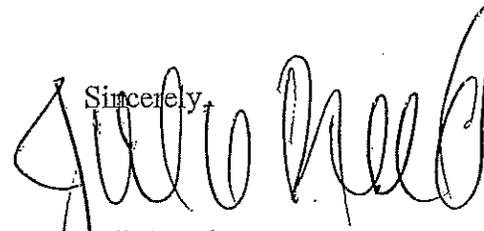
Mr. David Bulzoni
Business Administrator
Municipal Building
Scranton, Pa. 18503

Dear Mr. Bulzoni,

This is to inform you that proposals were opened Friday, November 8, 2019 in Council Chambers for the **City Of Scranton Project Consultant Recreation Needs Assessment and Project Activities December 1, 2019 thru November 30, 2024**. Attached are the copies of the proposals submitted by the following companies:

**Urban Research & Development
Thomas J. McLane & Associates**

After your review of the proposal, please inform the Law Office of your decision so they may call for a contract or reject said bid. Thank you for your cooperation in this matter.

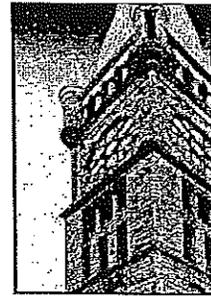
Sincerely,

Julie Reed,
Purchasing Clerk

Encls.

CC: Mrs. Roseann Novembrino, City Controller
Mr. David Bulzoni, Business Administrator
Mrs. Lori Reed, City Clerk
Mrs. Jessica Boyles Eskra, City Solicitor
File

Department of Business Administration

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

October 11, 2019

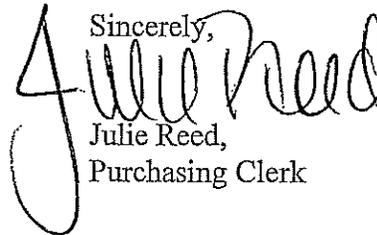
Mr. David Bulzoni
Business Administrator
City of Scranton
Municipal Building
Scranton Pa, 18503

Dear Mr. Bulzoni

This is to inform you that proposals will be opened in City Council Chambers on Friday November 8, 2019 at 10:00 AM for the following:

City of Scranton
Project Consultant Recreation Needs Assessment and Project Activities
December 1, 2019 thru November 30, 2024

Attached, please find RFP and Specifications. Thank you for your cooperation in this matter.

Sincerely,

Julie Reed,
Purchasing Clerk

CC: Mayor Wayne Evans
Mr. David Bulzoni, Business Administrator
Mrs. Roseann Novembrino, City Controller
Mrs. Lori Reed, City Clerk
Mrs. Rebecca McMullen, Financial Manager
Mrs. Jessica Eskra, City Solicitor
File

REQUEST FOR PROPOSAL

Separate sealed proposals will be received by the Office of the City Controller, City of Scranton, 340 North Washington Avenue 2nd Floor, Scranton, PA 18503 until 10:00 a.m. Friday, November 8, 2019, at which time such proposals will be opened in the City Council Chambers for the following:

CITY OF SCRANTON PROJECT CONSULTANT RECREATION NEEDS ASSESMENT And PROJECT ACTIVITIES

December 1, 2019 – November 30, 2024

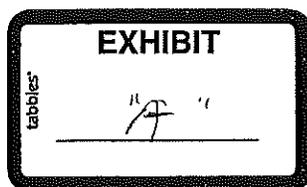
The City of Scranton will award the qualifications proposal to assist with the Project described in the Request for Proposal. All proposals shall be in accordance with the Request for Proposal (RFP) specifications which are now available and can be picked up at the Office of the Bureau of Purchasing, 4th Floor, City Hall, 340 North Washington Avenue, Scranton, PA 18503.

Sealed envelopes containing the proposals will be received and identified by "City of Scranton Recreation Project Consultant". The envelopes should be delivered or mailed to the Office of the City Controller, at the address listed above, so as to arrive by the date and time specified above. The City of Scranton will require five (5) copies of this proposal.

If you have any questions, please call David M. Bulzoni, Business Administrator, at (570) 348-4118.

David M. Bulzoni

Business Administrator



Introduction and Objectives:

The City of Scranton (hereinafter the "City") is a Class 2-A City governed jointly by a mayor and city council. The geography of the City encompasses approximately twenty-five square miles. The Bureau of Parks & Recreation provides a broad range of recreational programs and services to the residents of the City of Scranton, as well as maintenance and oversight of the City's parks system. The City's parks system encompasses 30 parks including 5 pools, 2 waterslides, and a dog park. A recent addition is the elevated park adjacent to the 500 Lackawanna Avenue residences. Improvements were recently undertaken at Rockwell and Crowley Parks. The rationale for the request for proposal is based on the general deterioration of the parks system and the significant impact of projects either contemplated, or in process, including improvements to Novembrino Park and the Linden Street Park. Additionally, the City will engage cooperatively with other governmental entities such as the Lackawanna Valley Heritage Authority for the Pedestrian Bridge Project and the Trailhead Project at Parker Street as well as assist the Scranton Recreation Authority with the Nay Aug pool improvements. These projects should be incorporated into a comprehensive needs assessment. The City will also require assistance with project planning and engineering.

The City of Scranton is soliciting proposals for the following service:

To provide a Recreation Needs Assessment for the City's parks system incorporating an analysis of recreation facilities and recreation programs. The assessment will provide recommendations for restoration and potential future improvements to the City's parks system, and a guide for ongoing maintenance and support services. The consultant will also assist in specific projects with supporting design, engineering, and project management services. Those firms interested in submitting proposals may do so jointly with other firms to meet the requirements of the Request for Proposal. A preliminary evaluation of City parks is attached as an addenda item.

Background Information:

The operations of the City's parks are managed by departmental staff in the Parks and Recreation Department and the Department of Public Works. Nay Aug Park is overseen by the Scranton Municipal Recreation Authority. The City expects to develop a comprehensive plan from the need assessment to create improvements to those parks deemed deficient and create a schedule of maintenance for those parks which have been improved or maintained adequately.

Summary of Desired Scope of Work:

The City of Scranton does not have a current comprehensive assessment of its recreation facilities.

- 1.) Incorporate a review of current park conditions with existing plans, studies and surveys relevant to the assessment. Provide recommendations to create a schedule to improve the parks system. Create a "RECREATION INVENTORY" using a parks condition ranking for future project determination.
- 2.) Assess the recreational facilities and amenities in the City of Scranton for their adherence to current standards and ability to meet public needs and interest. To review and assess current amenities and demonstrate needs for new amenities in relation to those in the region. As appropriate, acquire public and stakeholder input for potential future improvements and amenities. Provide recommendations to support better administrative, operational and funding efficiencies for future needs.
- 3.) Provide planning, design and engineering services for projects contemplated or resulting from the completion of the assessment, not including those projects in process. The firm will be assigned project management duties assisting the City of Scranton Parks and Recreation director and other assigned staff.
- 4.) Update and report on projects to City officials as needed.

Stakeholder Engagement Process

Proposals should identify a process and schedule for engaging city officials and key stakeholders in the assessments and recommended enhancements to park amenities, recreation programs and services.

Among the stakeholders that should be engaged are the following:

- *Staff from the Parks and Recreation Department;
- *Residents and property owners of City of Scranton;
- *Community organizations in the City, such as the Neighborhood Associations;
- *Cultural, conservation and faith-based organizations;
- *Recreation service providers in the region, such as the County of Lackawanna, Scranton School District, University of Scranton, and the Lackawanna Heritage Valley Association;
- *City officials and other local public officials.

The stakeholder engagement process should provide for consultation with individual stakeholders as appropriate, as well as interaction with stakeholder groups and the public.

Process and Schedule for Consultant Selection

The selection will be based on a review of proposals by the City Business Administrator and Parks and Recreation Director who will make a recommendation to the mayor and city council for final selection of a consultant. Consultants submitting favorable proposals may be invited to a personal interview or asked to make a presentation on their behalf. The review process should take no more than twenty days.

Required Proposal Contents:

Proposals submitted in response to this Request should contain the following information:

Contact information:

Name, address, phone, fax and e-mail contact information for the lead organization contact and any sub-consultants that are part of a consultant team.

Form of organization

Describe the form of organization (whether incorporated, an LLC, a partnership or sole proprietorship) of the consultant (or of each member, in the case of a multiple consultant team).

Key personnel

Identify the staff persons of the consultant team who will be responsible for carrying out specific work tasks. Identify the Project Manager who will be the person responsible for overall project completion. For the Project Manager and other key Project staff, identify their titles, their length of service with the organization and their qualifications and experience. Proposers should have a working familiarity with the City of Scranton and its parks system.

Proposed Scope of Services and Schedule

Describe the specific approach, tasks and methods you propose to use in completing the desired scope of services. Describe the methods you propose to identify key stakeholders and encourage their participation in the process. Describe the specific techniques you propose to maximize the general public awareness of, interest in and participation in the assessment process. Provide references for projects in which the firm served as design consultant and project manager.

Work Plan

Identify how the firm will complete a Recreation Needs Assessment and the approach to completion. Identify the overall project management approach and specifics on direct coordination with the City employees and officials and stakeholders.

Experience List and References

Provide a listing of recent recreation projects you or your firm have completed, and the role of your firm on the projects.

Provide names and contact information for three references.

Hourly Cost and Fee Proposal

Provide a total proposed "not to exceed" fee for completion of the assessment, with separate hourly cost amounts identified for project design, management and engineering as well as reimbursable expenses associated with the projects.

Evaluation Criteria: Criteria to be used in evaluating Proposals will include, but not necessarily be limited to the following:

- *The degree to which the Proposal demonstrates a thorough understanding of the needs of the community and an ability to best provide the products and services to assist the City.
- *Quality, completeness and organization of the Proposal.
- *Past record of completing recreation assessments that have been successfully implemented in community settings in or similar to the City of Scranton.
- *Inclusion on the project team of persons in key disciplines and areas of expertise.
- *Proposed fees in relation to the level of effort and comparable proposals.
- * Projects completed in the City of Scranton.

Disclaimer:

The City of Scranton reserves the right to reject any and all proposals received, in whole or in part, and shall not be obligated to award a contract solely on the basis of any response made to this request. The City reserves the right to award a contract to the respondent that, in the judgment of the City, best serves the community's interest. In addition, the City of Scranton shall not be liable for any cost incurred by respondents in the preparation of their Proposal, or in preparing for and attending an interview.

Deadline for Proposal Submission:

A printed copy should be submitted by **10:00 a.m. on November 8, 2019** to the Office of the City Controller, City of Scranton, 340 North Washington Avenue 2nd Floor, Scranton, PA 18503 Attn: Roseann Novembrino, City Controller

For additional information or questions contact:

David Bulzoni, City of Scranton Business Administrator (570) 348-4118 or
dbulzoni@scrantonpa.gov.

GENERAL CONDITIONS

A.No verbal information to bidders will be binding on the City. The written requirements will be considered clear and complete, unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. All alterations to the Request for Proposal will be made in the form of a written communication emailed to all prospective proposers. The communications shall then be considered to be part of the Request for Proposal.

B.Submission of a proposal will be considered as conclusive evidence of the proposer's complete examination and understanding of the request.

C.The City of Scranton reserves the right to reject any and all proposals submitted and to request additional information from any Proposer. The City of Scranton reserves the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interests of the City of Scranton. The City may elect, at its sole and absolute discretion, to award a Contract based on the initial proposals with pricing clarification, or, to open negotiations, either written or oral, with one or more proposers to address performance, technical, pricing, delivery, or other provisions. If negotiations are opened, the City may elect, at its sole and absolute discretion, to conclude negotiations at any time if it is determined to be in its best interest, or they will be closed upon settlement of all questions and clarifications. Proposals may be rejected and negotiations terminated by the City. The award will be based on the offers submitted, as well as any and all negotiations conducted. The City further reserves the right to reject all proposals and seek new proposals when such procedure is considered to be in the best interest of the City.

D.The award will be made to that responsive and responsible proposer whose proposal, conforming to requirements of the request, will be most advantageous to the City, price and other factors considered. The award may or may not be made to the firm with the lowest negotiated cost.

E. The City shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the Request for Proposal. In case such deductions or additions are made, an equitable price adjustment shall be made between the City and the Proposer. Any such adjustments in price shall be made in writing.

F. After notice from the City, the selected proposer will be required to enter into a contract upon receipt of a Notice of Award. If a contract is not executed by the selected proposer, then the City reserves the right to retract the Notice of Award and enter into a contract with another proposer.

G.Proposals must be in typewritten form. Unsigned proposals will not be accepted. Proposers are expected to examine the content of the request and respond accordingly. Failure to do so will be at the Proposer's risk.

H.No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears to the City in the payment of any fees or is in default to the City upon any contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City or who had failed to faithfully perform any previous contract with the City.

I. Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) calendar days following the bid opening date and may be extended at the agreement of both parties.

J. AUTHORITY

The Business Administrator, as the designee of the Mayor, or the City Controller, has the sole responsibility to respond to inquiries regarding the Request for Proposal.

K. COMPLIANCE WITH LAWS

The firm selected shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, City and other local government agencies, which may in any manner affect the performance of the contract. If applicable, the firm selected shall also maintain any licenses issued by the City and/or its third party, including, but not limited to licenses to perform electrical, plumbing, HVAC, construction, etc. and be in good standing with all City departments and its affiliates. Failure to maintain required licenses and be in good standing may result in bid disqualification and/or voiding of any contract that may result therefrom.

L. CONTRACTOR COMPLIANCE

If applicable, each respondent is required to be in compliance with the City of Scranton local tax requirements. Failure to be in compliance with City of Scranton local tax requirements may result in bid disqualification and/or voiding of any contract that may result therefrom.

M. CONTRACT TERMINATION

A contract may be canceled by the City by giving the respondent written notice of intent to cancel.

N. CONTROLLING LAW

This Request for Proposal is governed by, and will be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania without regard to any conflict of law provisions.

O. BIDDER'S ETHICS AND COLLUSION

Collusive Bidding: Any firm that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of a different proposer, or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Bribery: Any firm that attempts to influence a City official to award this contract to such proposer's firm by promising to provide or by providing to such City official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Conflict of Interest: Any firm that knows of any City official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a written statement, along with the Form of Proposal, detailing such interest. Failure to disclose a known such financial interest shall result in the firm's disqualification from further consideration of award of this contract.

P. INDEMNIFICATION

1. This agreement shall be binding on the parties hereto, their heirs, successors and assigns.

R. OPEN RECORDS LAW/PUBLIC INFORMATION

Under the Pennsylvania Right-to-Know Law (the "Law"), 65 P. S. Section 67.101 et. seq., a record in the possession of the City is presumed to be a public record subject to disclosure to any legal resident of the United States, upon request, unless protected by a statutory exception.

Any contract dealing with the receipt or disbursement of funds by the City or the City's acquisition, use or disposal of services, supplies, materials, equipment or property is subject to disclosure under the Law. The following are not subject to disclosure under an exception in the Law:

1. A proposal pertaining to the City's procurement or disposal of supplies, services or construction prior to the award of a contract or prior to the opening and rejection of all bids; and
2. Financial information of a bidder or proposer requested in an invitation to bid or request for proposals to demonstrate the bidder's or proposers economic capability.

S. TRANSFERS AND ASSIGNMENTS

1. Consultant shall not, without written consent of the City, assign, hypothecate or mortgage this agreement. Any attempted assignment, hypothecation or mortgage without the consent of the City shall render this agreement null and void.
2. Neither this agreement nor any interest therein shall be transferable in proceedings in attachment or execution against bidder or in voluntary or involuntary proceedings in bankruptcy or insolvency or receivership taken by or against the respondent, or by any process of law including proceedings under Chapter X and XI of the Bankruptcy Act.

**ATTACHMENTS
DATA SUBMISSION DOCUMENTS**

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with

affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess
- (8) documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (9) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (10) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE:

NAME OF PROPOSER: _____

BY: _____

TITLE: _____

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

Date: _____

NAME OF PROPOSER: _____

BY: _____

TITLE: _____

Attachment C.
Non-Collusion Affidavit of Prime Bidder

STATE OF _____

COUNTY OF _____

, being first duly sworn, deposes and says that:

1. He is _____

(Owner, partner, officer, representative or agent)

of _____, the Bidder that has submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit
Signature Page

Signed _____

(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____
_____, 20 _____

(TITLE) _____

MY COMMISSION EXPIRES: _____, 20 _____

Attachment D. Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service.
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, _____, _____, hereby state that I am (title) _____ for, _____ and am authorized to make this verification.

Signature: _____

**THIS PROPOSAL, WHICH INCLUDES ATTACHMENTS A, B, C AND D
MUST BE RECEIVED IN THE
OFFICE OF THE CITY CONTROLLER IN A SEALED ENVELOPE NO LATER THAN**

10:00 a.m. November 8, 2019

TO THE ATTENTION OF:

Roseann Novembrino

City Controller

City of Scranton

340 North Washington Avenue

2nd Floor

Scranton, PA 18504

NAME OF FIRM: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

City of Scranton Park Evaluation

Each evaluation includes an assessment of the level of maintenance. Maintenance is described using a number 1-5, where 1 represents a poor condition and 5 represents an excellent condition.

Allen Park-Corner of Price Street and Main Avenue in West Scranton - 4.5

The small park has little maintenance that includes grass cutting, weed whacking and sidewalk care for all seasons. The park has a gazebo, a park bench and lighting.

Billy Barrett -Corner of Colliery Avenue and McDonough Street in Minooka-4.5

This park consists of playground (climbers and swings), a gazebo, monument and tennis courts. There are a lot of grass areas that need to be cut and weed wacked. The area is surrounded by a large hill covered with trees that can be dangerous when cutting. Mulch is needed. Tennis courts need some care.

Chic Feldman Field-Glen Street in Pinebrook - 1.5, 2.0

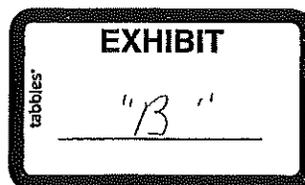
The playground is in desperate need of attention. The baseball field needs work in the infield where water lays after every rain. There are holes in the outfield that need to be filled along with trees that need to be cut back. The bleachers need to be repaired. The City is responsible for the maintaining the whole area which includes grass cutting and garbage removal.

Clover Field-900 Acker Avenue in West Scranton-5.0

This park has two parts. The athletic field is maintained by the Scranton School District and we maintain the upper grass area. The primary responsibilities are basically cutting grass, weed whacking and garbage removal.

Connell Park-800 Gibbons Street and South Webster Avenue in South Scranton-3.0

This park has a playground (climbers and swings), dog park, swimming pool and football field. The playgrounds need repair. The swimming pool needs surface repair. The athletic field has a concession stand and press booth that needs to be removed. The tree area surrounding the park needs to be cut back. There is a lot of brush that needs to be cut. Grass cutting, weed whacking and garbage removal is needed on a weekly basis.



Crowley Park -Very end of Washington Avenue in Greenridge-5.0

Crowley Park is under a full construction. The park includes a parking lot, gazebo, playground (climbers and swings), walking trail and basketball courts. Grass cutting, weed whacking and garbage removal is needed on a daily basis.

Connors Park -500 block of Orchard Street in South Scranton-5.0

Connors Park is one park that neighbors try to help out and care for. It has a gazebo, a playground (climbers and swings), two sheds and a monument with a large grassy area. Grass cutting, weed whacking and garbage removal needs to be done on a weekly basis.

Duffy Park -Harrison Ave and Moosic Street in South Scranton-5.0

Duffy Park was just fully re-constructed. It will need grass cutting, weed whacking along with garbage removal completed on a weekly basis. Snow removal is very important due to the high volume of traffic on the Harrison Avenue Bridge.

Fellows Park -1000 block of Main Avenue in West Scranton-4.5

The park has a lot of greenspace along with a gazebo. It also has lighted decorative poles. The area needs grass cutting and weed whacking done on a weekly basis. Snow removal is important on all Main Avenue Parks.

Grace Street - 400 Grace Street in the Plot Section of Greenridge- 3.0

This small park has a playground (climber and swings) but not a lot of greenspace. The park is in need of some updates. Vandalism ruined this park.

Jackson Terrace Park -1300 Jackson Street in West Scranton-2.5, 3.0

This is known as the "Skate Park". The neighbors that surround the park participate in the some of the maintenance of the community garden. The basketball courts need blacktopping. The so called "skate park" section of the park is useless because it was barely used and not kept up. The grass and weed whacking is a lot of hard work due to the hills and tight spaces. The brush is usually too much to handle for the whole summer. The building itself is used by the Scranton Police and Westside Neighborhood Association.

The Lookout-Route 307/Moosic Street-4.5

Weed whacking, bush trimming and garbage removal are the priorities for this area. The wall surrounding the park may need some repointing.

Nay Aug Park-500 Arthur Avenue/The Hill Section 3.5, 4.0

The Scranton Municipal Recreation Authority is making sure that this park is running smoothly. The pools and playgrounds need a lot of work and updates are needed everywhere. The large grass areas require grass cutting and weed whacking on a weekly basis. Old trees and brush that surround the lot of picnic areas need to be removed. The Treehouse will need a power wash every spring. Signage and painting is needed throughout the park. Hanlon Grove could use some TLC. The waterfall needs to be checked for leaks and garbage removal is mandatory every day! Snow removal is needed for hospital and patron parking.

McClain Park (Rockwell Park)-2100 Rockwell Avenue in North Scranton-5.0

McClain Park just underwent a two phase update to the park. The whole playground area and baseball field were reconstructed. The City will require a lot of maintenance to make sure this park stays beautiful. Grass cutting, weed whacking and garbage removal is required on a weekly basis (three times a week). The basketball court should be the last phase of a fully reconstructed park.

Powderly Park-600 block of Main Avenue in West Scranton-4.0

This is a small greenspace. The whole area of grass and bushes need to be kept clean.

North Scranton Mini Park-1800 Wayne Avenue in North Scranton-4.0

This tiny park has only greenspace. Grass cutting, weed whacking and garbage pickup are required.

Sturgis (Pretzel) Park-Corner of Washington & Electric Street in Greenridge-5.0

This greenspace requires grass cutting and weed whacking. Garbage and snow removal is required on an "as needed" basis.

Tripp Park (Dorothy Street)-2199 Dorothy Street in West Scranton-4.0

This park has a playground (climbers and swings) along with a tennis court and a basketball court. It requires a lot of weed whacking with some grass cutting as well as garbage and snow removal when needed. There is a drainage problem that holds a ton of water which brings ice and mosquitos.

Weston Field-982 Providence Road-4.0

This huge park has a lot of grass to be maintained. There are soccer fields and indoor/outdoor basketball courts with a track around the field. There are indoor and outdoor swimming pools, a boxing gym, two exercise rooms, and two party rooms.

Robinson Park-Top of East Mountain Road-3.0, 3.5

Park includes a basketball court and a playground that needs repair. The park is severely outdated. This area requires a lot of trimming and grass cutting. Garbage and snow removal is also essential but on an "as needed" basis.

Weston Park-127 Spring Street in North Scranton-4.0

The Park includes a swimming pool, a playground (climbers and swings) and picnic areas with grills that need to be cleaned. There is a baseball field that needs maintenance as well. The area is surrounded by a lot of grass that always needs attention. Garbage removal is necessary on a daily basis.

Oakmont Park-200 Debbie Drive on East Mountain -3.0

This is a small park on East Mountain with a playground that needs to be updated and a basketball court that needs to be painted. A gazebo in the middle may need a stain. The priority for this area is weed whacking and garbage removal.

Woodlawn Islands -800 thru 1100 Woodlawn Street in Greenridge-5.0

It is all greenspace that requires a lot of grass cutting and weed whacking. People tend to dump lawn waste for the City to remove.

Sunset Islands -1000 Sunset Street in Greenridge -5.0

All the greenspace requires is grass cutting and trimming.

Novembrino Park-10th Avenue in West Scranton-N/A

This park is about to undergo construction into a splash park.

Capouse Avenue pool (Penn Ridge Swim Complex) -1300 Capouse Ave in Greenridge BAD -1.0

The area needs a complete renovation. The buildings on the property are housing animals and some homeless individuals. The grass and the parking lot need maintenance.

Central City Little League -Wood Street in North Scranton -3.0

The baseball League folded but the City is responsible for the maintenance of the whole area.

Linden Street and Spruce Street

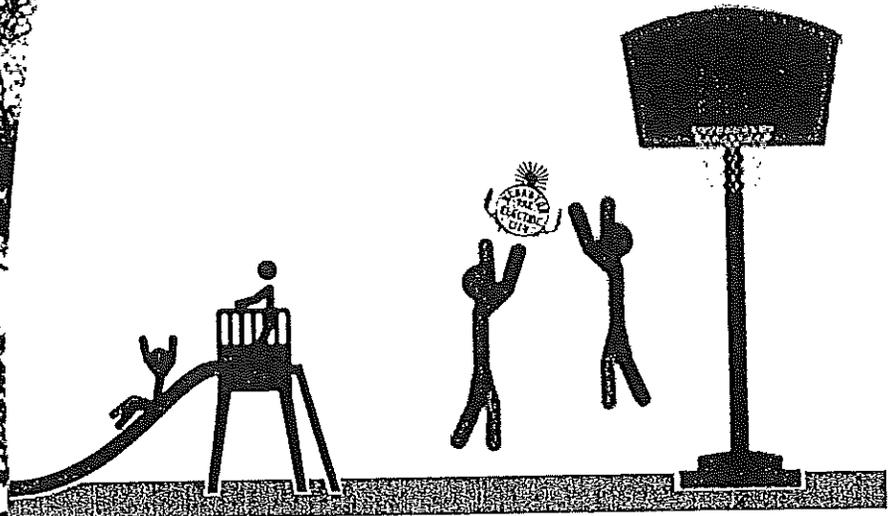
500 Lackawanna Avenue

Across from East Scranton Baseball Fields — The City cuts the grass and maintains this area.

**PROFESSIONAL SERVICES
PROPOSAL**

**THE CITY OF SCRANTON
RECREATION PROJECT CONSULTANT**

**RECREATION NEEDS ASSESSMENT
& PROJECT ACTIVITIES**



SUBMITTED TO:

Office of the City Controller
City of Scranton
340 North Washington Avenue, 2nd Floor
Scranton, PA 18503

Attn: Mr. David Bulzoni,
Business Administrator

SUBMISSION DATE:

NOVEMBER 08, 2019

Thomas J. McLane Assoc
Landscape Architects  Environ

EXHIBIT
"C"

601 Stafford Avenue, Scranton, PA 18506
Phone: 570-347-3668 Fax: 570-341-5413
Email: tmclane@mclaneassociates.com
Website: www.mclaneassociates.com

THIS PROPOSAL, WHICH INCLUDES ATTACHMENTS A, B, C AND D
MUST BE RECEIVED IN THE
OFFICE OF THE CITY CONTROLLER IN A SEALED ENVELOPE NO LATER THAN

10:00 a.m. November 8, 2019

TO THE ATTENTION OF:

Roseann Novembrino

City Controller

City of Scranton

340 North Washington Avenue

2nd Floor

Scranton, PA 18504

NAME OF FIRM: Thomas J. McLane + Assocs. Inc.
CONTACT PERSON: Thomas J. McLane, EIA, ASLA
STREET ADDRESS: 601 Stafford Avenue
CITY/STATE/ZIP: Scranton, PA 18505
TELEPHONE NUMBER: 570-347-3668
FAX NUMBER: 570-341-5413
EMAIL ADDRESS: tmclane@mcclaneassociates.com

THOMAS J. McLANE ASSOCIATES

*Landscape Architecture
Environmental Science
Planning*

**601 Stafford Avenue
Scranton, PA 18505**

Ph: (570) 347-3668

Fax: (570) 341-5413

Web: www.mclaneassociates.com

Email: tmclane@mclaneassociates.com

November 8, 2019

Office of the City Controller, City of Scranton
340 North Washington Avenue, 2nd Floor
Scranton, PA 18503

Attn: Mr. David Bulzoni, Business Administrator
Re: Professional Landscape Architecture / Recreation Design Services Proposal
Project Consultant for Recreation Needs Assessment and Project Activities

Mr. Bulzoni,

Thomas McLane and Associates, Inc. is pleased to submit the following proposal for professional landscape architecture and recreation-based design services for the above referenced project. Thomas J. McLane and Associates, Inc. acting as the prime consultant, has assembled a team of local professionals with extensive recreation planning, engineering and architectural design experience. We understand the nature of the work to be performed and our team has the qualifications and experience to professionally, creatively and expertly complete this project. The project manager and contact person for this project will be Thomas McLane, RLA, ASLA, (570-347-3668).

The Thomas J. McLane and Associates team will include the Peters Design Group (Scranton, PA), for mechanical, electrical, plumbing and structural systems engineering expertise; Fancy Parsley Architecture (Scranton, PA), for interior space planning and exterior architectural design expertise; and Colwell-Naegele Associates (Clarks Summit, PA), for civil engineering, stormwater management, erosion and sedimentation control plans and any associated state and/or federal permits. Our team of local landscape architects, architects and engineers are intimately familiar with the City of Scranton, it's 30+ parks, 5 pools and related buildings and facilities. Our team of design and engineering professionals have worked on numerous municipal parks and recreation improvement projects with a demonstrated record of successful, cohesive project management in design, engineering and implementation skills. We are familiar with administrative requirements of various municipal grant funding assistance programs including, City of Scranton OECD, Pennsylvania DCED - LSA Act 71 and ACT 13, and PA DCNR Community Conservation Partnership Grants.

We commend the City of Scranton for its foresight in taking a comprehensive approach to the physical design, programming, management, maintenance and sustainability of its park system and we thank you for this opportunity to submit our proposal and the potential to become a partner in this worthwhile project.

Should you have any questions or require any additional information please contact our office at (570) 347-3668.

Respectfully submitted,


Thomas J. McLane, R.L.A., A.S.L.A.

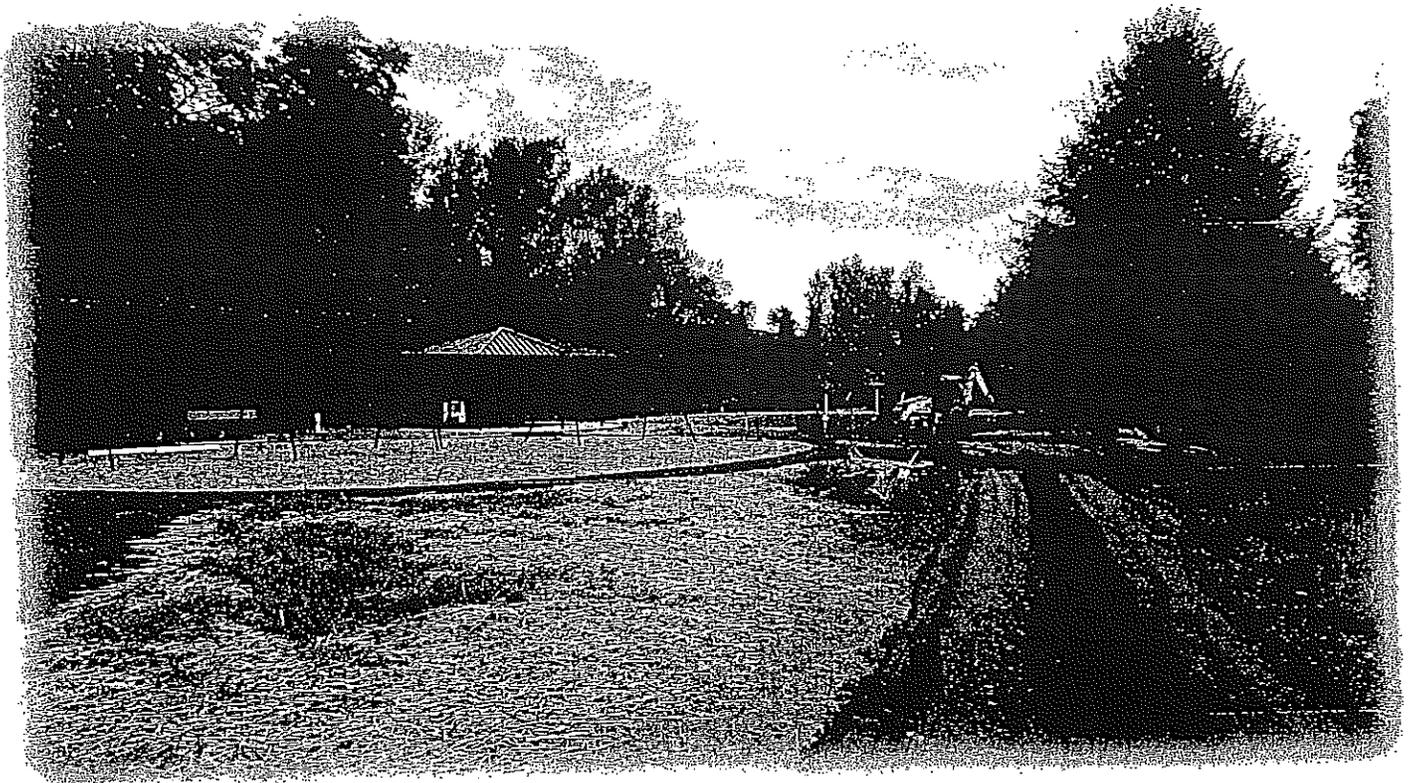
President

TABLE OF CONTENTS

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SECTION B	Methods & Procedures (Scope of Work)
SECTION C	Professional Services Cost Estimate
SECTION D	Required Attachments
SECTION E	Additional Experience

A

PROFILE OF TEAM & QUALIFICATIONS



Crowley Park (City of Scranton - Green Ridge Neighborhood)

PROFILE & QUALIFICATIONS OF PROJECT TEAM

Thomas J. McLane Associates, Inc. (Prime Consultant)

Thomas J. McLane and Associates, Inc. is a landscape architecture, environmental science and recreation planning firm established in 1989 by its current principal, Thomas J. McLane. Our sole business office is located in Scranton, Pennsylvania at 601 Stafford Avenue in the city's South Side. The firm's service area of active clients extends from the State College-Williamsport-Mansfield area to the west, Sayre-Binghamton-Cortland, NY to the north, New York City and New Jersey to the east, and Philadelphia-Baltimore-Washington, D.C. to the south.

Thomas J. McLane and Associates, Inc. has more than thirty years of progressive experience in land development, site planning, design and engineering at all scales of commercial, institutional, governmental, residential and recreation projects. The firm's dual focus on the landscape architectural and environmental science services allows us to provide our clients with sensitive site designs that minimize negative environmental impacts and costly permit adequacy review re-submissions, thereby expediting project schedules. This business model has often afforded our clients the benefits of our reputation in both the business and regulatory communities for consistently providing the highest quality of professional services.

Mr. McLane is a licensed landscape architect in the states of Delaware, Maryland, Pennsylvania, and New York. His practical and diverse professional experience has facilitated the growth of McLane Associates into a respected and accomplished design firm with a variety of clients throughout Eastern and Central Pennsylvania. During all phases of a project, McLane Associates strives to apply innovative and fresh ideas to already accepted standards with the goal of meeting or exceeding the clients needs while minimizing negative impacts to the environment.

McLane Associates has experienced, registered landscape architects licensed to practice in Pennsylvania and qualified to seal all documents and plans. We will set realistic milestone goals and deadlines and maintain timely communications with clients and federal, state and municipal review agencies.

For the last decade, McLane Associates has been and continues to be the recreation professional for Dingman Township (Pike County), Lehigh Township, Sterling Township, Dreher Township (Wayne County) and South Abington Township (Lackawanna County). These municipalities utilize us to answer questions that arise, review plans, assist with grants, and design/oversee new construction projects.

Peters Design Group (MEP Sub-Consultant)

Peters Design Group, Inc. has been in continuous existence since 1947, and has provided professional services throughout the state of Pennsylvania and three adjoining states. Our resume of services covers the full spectrum of architecture

Thomas J. McLane Associates

Landscape Architects & Environmentalists

601 Stafford Avenue, Scranton, PA 18505 www.mclaneassociates.com
(t) 570-347-3668 (f) 570-341-5419
(e) info@mclaneassociates.com

Contact Information:

Thomas J. McLane Associates, Inc.
601 Stafford Avenue
Scranton, PA 18505
(p) 570-347-3668
(f) 570-341-5419
tmclane@mclaneassociates.com
www.mclaneassociates.com

Form of Organization:

S-Corporation

Key Personnel for Project:

Tom McLane, RLA/ASLA
Principal, Landscape Architect
With company 30 years

Paul Bechtel
Environ. Scientist/Project Manager
With company 12 years

Bill Plikonis
Landscape Architect-in-Training
With company 2 years

Patty McNeil
Landscape Designer
With company 1 year

PETERS DESIGN GROUP, Inc.
Architectural Engineering Design
Established in 1947

1415 Price Street
Scranton, PA 18504
Phone (570) 346-8446
Fax (570) 346-8269



Contact Information:

Peters Design Group
1415 Price Street
Scranton, PA 18504
(p) 570-346-8446
(f) 570-346-8269
pdg4997@aol.com

Form of Organization:

S-Corporation

Key Personnel for Project:

Eugene Peters, PE
Principal, Professional Engineer
With company 50+ years

Robert Nitch
Project Manager - QA/QC
With company 51 years

and engineering; however, given your scope of services, we will concentrate on our recreation services.

Locally, PDG has provided services for many parks and recreation facilities. We have attached a listing for your information. Additionally, PDG was the principal designer of the Montage Mountain Ski Facility. Our work for this project entailed all infrastructures (utilities, access, parking, etc.) along with the slope layout and interconnecting trails. This effort was the vision of our founder, Albert E. Peters, PE and was carried out by the staff of PDG Inc. Another major project was the development of Finch Hill Park, now known as Merli Sarnoski Park. Again, our staff designed the entire park layout to include access, parking, tram roads, infrastructures, trails, picnic areas, waterfront, swimming, boat ramps, docks and recreation facilities.

Relevant project experience within Scranton includes the following: Nay Aug Park (Pool Study with URDC, Traffic Study, Volleyball Court, ADA Ramps and Bathroom Renovations); Weston Park (Evaluation of Emergency Evacuation and Traffic Study); Weston Field House (Security Room, Evaluation of Emergency Evacuation, Gymnasium Lighting, Emergency Lighting and Smoke Detection/Electrical, Boiler, Code Deficiencies, Heating Systems, Asbestos Removal and General Renovations); Connell Park (Pool Study); General City-wide Park Renovations at Riverside Park, Clover Field, Fellows Park, Allen Park, Dorothy Street Park, Chic Feldman Field, Capouse Avenue Pool, Nay Aug Park, Weston Field House, Connell Park; and work at Lackawanna County Facilities (McDade Park-Trail Improvements, New Pavilion and Utilities)

Colwell-Naegele Associates, Inc. (Civil Engineering Sub-Consultant)

Colwell-Naegele Associates, Inc. is a consulting engineering firm located in Clarks Summit, Pennsylvania, with a staff of professional engineers registered in the states of Pennsylvania and New York. We strive to provide our clients with innovative, cost-effective solutions to civil and municipal engineering projects. We offer the capabilities, knowledge and expertise of a larger firm while retaining the responsiveness and low overhead of a small firm. (PennDOT Business Partner ID #007355)

Colwell-Naegele designed improvements at Marvine Dutch Little League, and Rockwell/McLain Park in Scranton along the Leggett's Creek Greenway.

Fancy Parsley (Architecture Sub-Consultant)

Fancy Parsley Architecture is a small design firm located in downtown Scranton. They are young, enthusiastic, fresh thinkers and passionate about design. They are team players and love creative problem solving. Whether the client is considering a renovation, alteration, addition, new construction, or park renovation our talented team is eager to meet, learn and then navigate the client through the design and construction process.

Mike Muller has provided architectural design for the Nay Aug Pool building and the Novembrino Splash Park buildings. He sits on the Historical Architecture Review Board for Scranton and was active in the Elm Street Project.

FANCY PARSLEY ARCHITECTURAL DESIGN

Contact Information:
Fancy Parsley Architecture
305 Linden Street
Scranton, PA 18503
(P) 570-664-7728
mike@fancyparsley.com
www.fancyparsley.com

Form of Organization:
LLC

Key Personnel for Project:
Mike Muller, AIA, NCARB
Principal Architect
With company 3 years

Chris Chelik
Project Designer
With company 1 years

GNA Colwell-Naegele Associates, Inc. CONSULTING ENGINEERS

Contact Information:
Colwell-Naegele Associates, Inc.
276 East Grove Street
Clarks Summit, PA 18411
(P) 570-586-5091
(F) 570-586-5073
mwalsh@c-naegle.com
www.c-engineering.com

Form of Organization:
S-Corporation

Key Personnel for Project:
Jude Colwell, PE
Principal, Professional Engineer
With company 9 years

Matthew Walsh, PE
Professional Engineer
With company 6 years

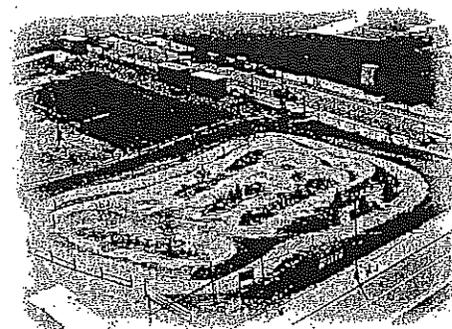
WHY OUR CONSULTANT TEAM

The McLane Associates team is comprised of long standing and locally based firms that employ creative and community-minded people that are active both professionally and personally through work and volunteerism within the Greater Scranton area. Team members, collectively and individually have worked on multiple projects and recreation initiatives in the City of Scranton, Lackawanna County and Northeastern Pennsylvania. Our team is experienced and knowledgeable of both the positive and negative aspects of the city parks system; the kind of experience that can only be gained through living locally and actually using these parks to recreate.

This project requires creative and practical thinking and an ability to create and apply viable solutions and consensus based options that meet both the needs of the immediate neighbors and the City of Scranton. The team has experience working on a wide range of projects, including public playgrounds, pools, splash pads, pavilions, passive open spaces, natural play areas, parking lots, green infrastructure, pump tracks, community gardens, memorial areas and environmental/habitat restoration. Our large range of professional experiences will be very useful for solving the diverse technical issues associated with designing innovative, attractive, highly functional, sustainable and maintainable public recreation facilities and spaces.

Our team will rely upon years of project experience working with public and private non-profit agencies to provide day-to-day contact and on the ground analysis support for the project. Our team's familiarity with the region and awareness of local conditions will ultimately put us at an advantage to provide insight and solutions when addressing items of importance and concern to the community. We will rely heavily on the input, advice and guidance from City officials, key stakeholders, neighbors and residents, in producing a quality comprehensive needs assessment plan that meets the needs and desires of the city and public.

All successful parks require programming and "buy-in" from the immediate neighbors. We understand commonly used methods for encouraging public interest and conducting public meetings using graphic presentations that are clear, concise and conducive to the open exchange of ideas. This approach will also be useful during the Stakeholder Engagement Process. We anticipate holding several neighborhood meetings to gauge public interests and needs for facilities and improvements at each park. We will also prepare, distribute and tabulate the results of a Park Users Survey.



A "pop-up" pump track on a vacant lot in Williamsburg, Brooklyn, NYC

All parks require routine maintenance and periodic facility up-grades. Without proper management and foresight, park maintenance is often a large and underfunded line item in many annual budgets. Our team has experience with creative design and specifying features that can lessen maintenance. Options can include compact site design strategies, use of various trail surfacing, avoiding fall lines, controlling stormwater with less concentrated flows, and using meadows in place of lawn or mulch.



Rain garden (Keystone College)

Additionally, we understand successful parks, especially larger community parks more so than neighborhood parks, need creative, unique and top-quality recreation features to attract wider usership. McLane Associates innovative designs include the first Natural Play Area funded by PA DCNR in the State of Pennsylvania; custom designed bicycle pump parks in New Jersey, Brooklyn NY and Fairmont Park in Philadelphia; Bicycle tike trails; splash parks; riverside parks with water access; community art installations; and Basketball, Volleyball and Pickleball court facilities.

We engage a wholistic approach to site design by placing the emphasis on the interactions of natural forces with structures and human functions. Facility functions, aesthetes, security, and safety must be broadly considered to realistically evaluate a project's likelihood of long term success.

Stormwater control is a key issue for most Pennsylvania communities, which is why stormwater is a key element we design for and try to utilize — make stormwater an asset and not always a constraint. We believe projects should include planning elements that will help guide current and future design and construction activities to account for stormwater control on site. Additionally, existing problems should be redesigned to avoid safety hazards caused by stormwater. Innovative stormwater management and green infrastructure can be built into most project sites. Bioretention swales, expansion of the vegetated riparian buffers, vegetated swales and raingarden areas are examples of stormwater facilities that can capture and filter stormwater prior to entry into our local streams.

- * McLane Associates and the Lackawanna River Conservation Association are coauthors of a Green Infrastructure Plan funded by NFWF that assessed the opportunities for implementing green Infrastructure measures within the City of Scranton. The plan identifies the need to address both Combined Sewers and MS4 systems and highlights the need to consider using park land and City property to address stormwater will be considered by our team. We highlighted several parks in Scranton that could work for green infrastructure and even furthered the designs for the Scranton Sewer Authority beyond the plan, like Arthur Avenue at Nay Aug Park. Being comprised of landscape architects and environmental scientists, McLane Associates has the ability to educate clients, including municipalities, about the aesthetic and the environmental benefits of green infrastructure. When given the opportunity, we inject innovative green infrastructure into projects that may have initially been over-engineered.

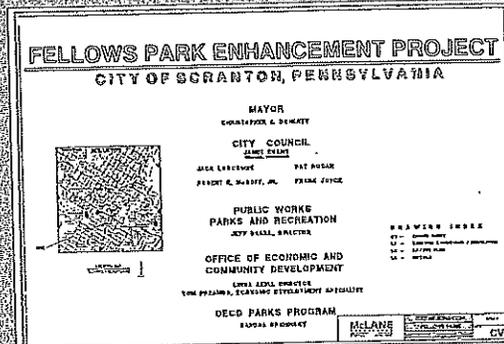
Our team realizes the focus of this project is the 30+ city-owned parks; however, we believe it is shortsighted to not also assess connections to the Lackawanna River Heritage Trail, which is basically a large linear park, select vacant neighborhood lots and parcels along the three major greenways in Scranton — Leggett's Creek, Roaring Brook and the Lackawanna River. Thus, our team will add these to our scope.

- * McLane Associates started a vacant lot study for the Hill Neighborhood Association with some redevelopment ideas presented; however, the passing of Ozzie Quinn effectively



Dingman Township Park

NEEDS ASSESSMENT, SITE INVENTORY & ANALYSIS, CONCEPTUAL MASTER PLANNING



CONSTRUCTION DOCUMENTS, GRANT ASSISTANCE, BIDDING PROCESS



CONSTRUCTION PHASE: OVERSIGHT & INSPECTIONS

OUR TEAM IS WITH YOU FROM CONCEPT THROUGH CONSTRUCTION

ended that project. However, the use of vacant lots remains an important topic and we would include vacant lots in our comprehensive plan approach.

- * McLane Associates is on retainer with LHVA and has intimate knowledge of the Lackawanna River Heritage Trail and other recreation initiatives within the City of Scranton. For example, we are working on a Memorial Tree planting project, a riverside sculpture garden, Olive Street trailhead and the next phase of the Nay Aug Avenue Natural Play Area. We have also informally explored, alongside LHVA, LRCA and the City, recreation and connectivity opportunities along the Lackawanna River Greenway. For example, we started initial planning at the Boomerang Park/Gaslight park behind Steamtown NHS, Parker Street Trailhead/Landing, Sweeney Beach Recreation Area off Poplar Street and some feasibility planning for the Electric City Shock.

In regards to new construction projects, our team has completed projects adhering to federal/state regulations (PA DCNR, PA DCED, PA DEP, PENN DOT), as well as local regulations (zoning, SALDO) and utilities (water, electric...). We have the expertise required for completing state and federal permits, specifically NPDES Permits and Joint Water Obstruction and Encroachments Permits with associated Wetland Reports and Environmental Assessments. Collectively, we have extensive experience facilitating and coordinating the public project bidding process and overseeing construction. We are experienced in working with general contractors and specialty trades in performing periodic progress reports, substantial completion inspections and resolving final punch lists items.

Scranton Parks that McLane Associates (prime) has worked on:

Billy Barrett Park, Minooka (2008-2009)

Conceptual Master Plan, Construction Drawings, Public Meetings

Orchard Street Park, South Side (2007-2008)

New Park Design, Conceptual Master Plan

Dorothy Street Park, Tripps Park (2002)

Site Planning, Construction Drawings and Site Inspections

Nay Aug Park Renovations, Hill Section (2012-2014)

Concepts, Construction Docs, Public Meetings; Park Signage/Kiosks

Nay Aug Avenue Natural Play Area, Providence (2014-ongoing)

Conceptual Renderings, Construction Drawings, Construction Management, Public Meetings

Sweeney's Beach, Pine Brook (2014-ongoing)

Concept Plan, Construction Docs, Oversight, PA DEP General Permits

Crowley Park Renovations, Green Ridge (2017-2019)

Conceptual Master Plan, Construction Drawings, NPDES Permit, Coordination with Friends of Crowley Park

McLain Park (Rockwell Ave.) Renovations, North Scranton (2008-2009)

Coordination with neighborhood, playground manufacturer; Grant assistance; Construction Drawings

Novembrino Pool Complex, West Scranton (2017-ongoing)

Conceptual Master Plan; Grant assistance; Construction Drawings

Weston Park, North Scranton (2008-2009)

Conceptual Master Plan, Construction Drawings, Public Meetings

Fellows Park (2010-2013)

Conceptual Master Plan, Construction Drawings; Grant assistance

Connell Park (2008-2009)

Dog Park Construction Drawings

Evidence of McLane Associates commitment to a Project and the Municipalities commitment to our firm*

South Abington Township Community Park

McLane Associates has been retained as the township's Landscape Architectural consultant since 1996. In that time we have over seen the development of roadways, parking, multiple playgrounds, picnic pavilions, multi-use courts, an extensive water spray park, multi-use trail system with two covered bridges, and recently, new restrooms and equipment storage facilities. The design and construction oversight of the new restroom facility was recently completed by Thomas J. McLane and Associates.

Dingman Township Park and The Cornelia & Florence Bridge Preserve

McLane Associates, Inc. was retained by the Township of Dingman to assist with site selection of their new park and to complete a Master Site Plan in 2003. We have remained their Recreation professional since that time. We have assisted the Township with preparation of grant applications, additional conceptual designs, permits, final design of specific phases of the Parks, construction documents and construction support services. We have also worked on another recreation area in the Township and prepared a master plan and construction plans in the Bridge Preserve, which includes an ADA accessible, TSA-tread, multi-use trail.

Dreher Township Carlton Drake Memorial Park

McLane Associates, Inc. was retained by the township and successfully prepared a PA DCNR Community Planning Grant Application to fund a Park Master Site Plan. After the plan was completed, Phase One construction included parking and roadways, playgrounds and athletic fields. Phase Two included design and construction of a Riparian Loop Nature Trail, which was completed last year. Thomas J. McLane and Associates, Inc. assisted the township in preparation of a successful casino profits grant application and provided schematic design, opinions of probable costs and construction drawings for a restroom and concession facilities.

City of Harrisburg

We have worked with the City, which has similar infrastructure and concerns as Scranton, on renovations of 6 City-owned parks. Assisted with early conceptual master planning through final design and construction.

* Similar to the required team approach for this project, our firm, as the prime consultant, worked with other specialized professionals, like surveyors and architects, during these projects.

PROCEDURES & METHODS

Our team may use the following software and devices to complete this project: GPS unit and camera during field work; Computer Aided Drafting software (CAD) including Civil 3D; GIS for map development; Windows 7, Microsoft Office Suite with Word, Excel, Publisher and PowerPoint for presentations and document presentation; Adobe Photoshop, Adobe Illustrator and Google SketchUp for perspective views and concept development. All members of our team also have large format plotters capable of producing large, high quality colored maps on both bond and glossy paper.

City of Scranton

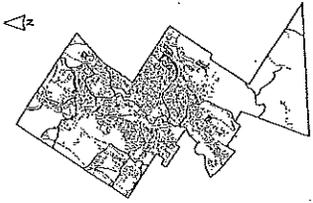
Municipal Parks

(21) Circle denotes parks where the consultant has performed various design services.

Parks

- | | |
|--------------------------|--------------------------------|
| 1. Allen Park | 16. Oakmont Park |
| 2. Billy Barrett | 17. Woodlawn Islands |
| 3. Chic Feldman Field | 18. Sunset Islands |
| 4. Clover Field | 19. Novembrino Park |
| 5. Connell Park | 20. Capouse Avenue Poof |
| 6. Crowley Park | 21. Nay Aug Park |
| 7. Connors Park | 22. McLain Park |
| 8. Duffy Park | 23. Powderly Park |
| 9. Fellows Park | 24. North Scranton Mini Park |
| 10. Grace Street | 25. Sturgis (Pretzel Park) |
| 11. Jackson Terrace Park | 26. Tripp Park |
| 12. The Lookout | 27. Central City Little League |
| 13. Weston Field | 28. Linden Street Park |
| 14. Robinson Park | 29. 500 Lackawanna Ave |
| 15. Weston Park | 30. Richter Ave Park |

Inset overview map NTS



Legend

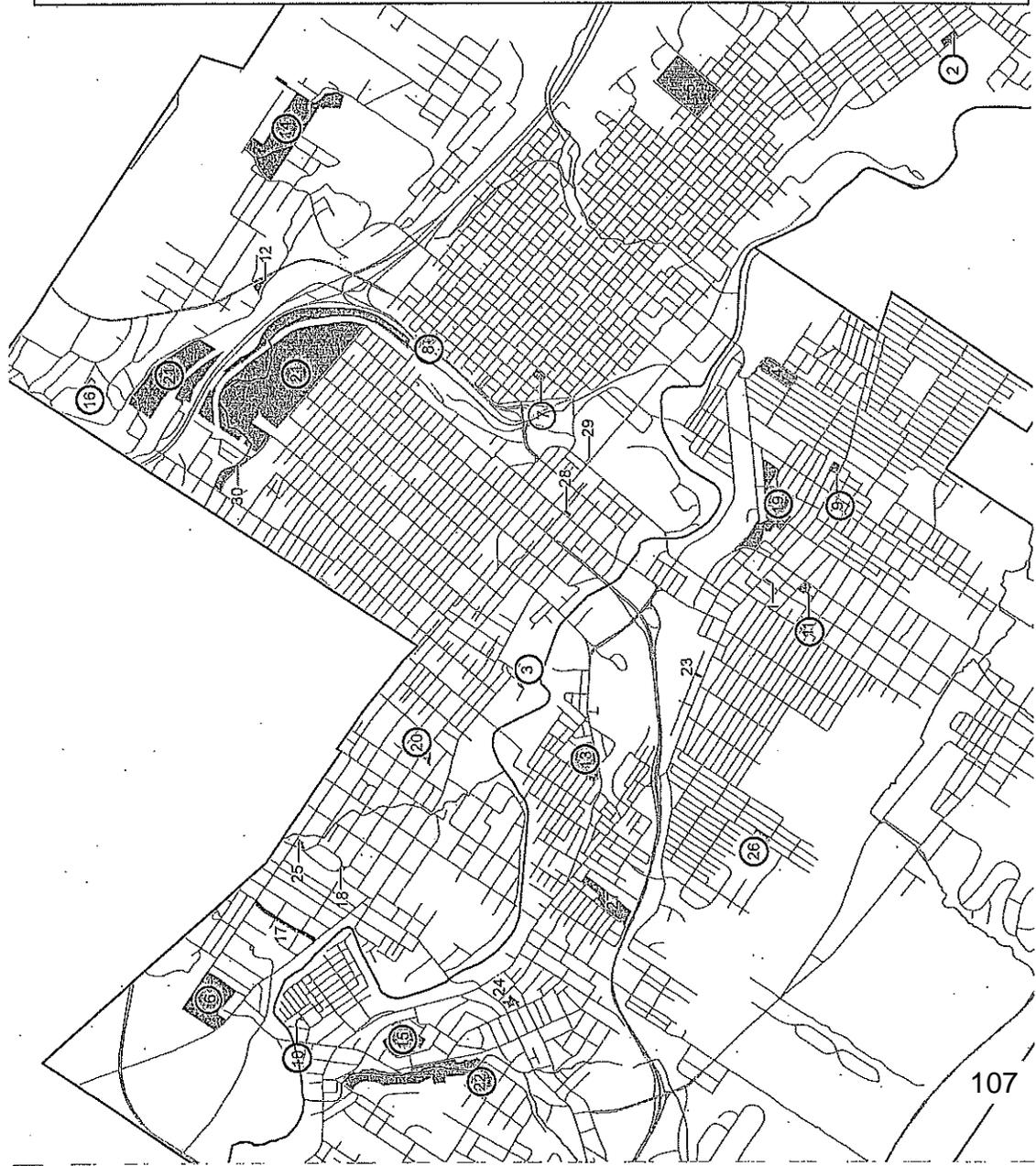
- Lackawanna River
- Streams
- Road
- ▨ Parks



Scranton
PENNSYLVANIA



0 0.10.2 0.4 0.6 0.8 Miles



EXPERIENCE LIST AND REFERENCES

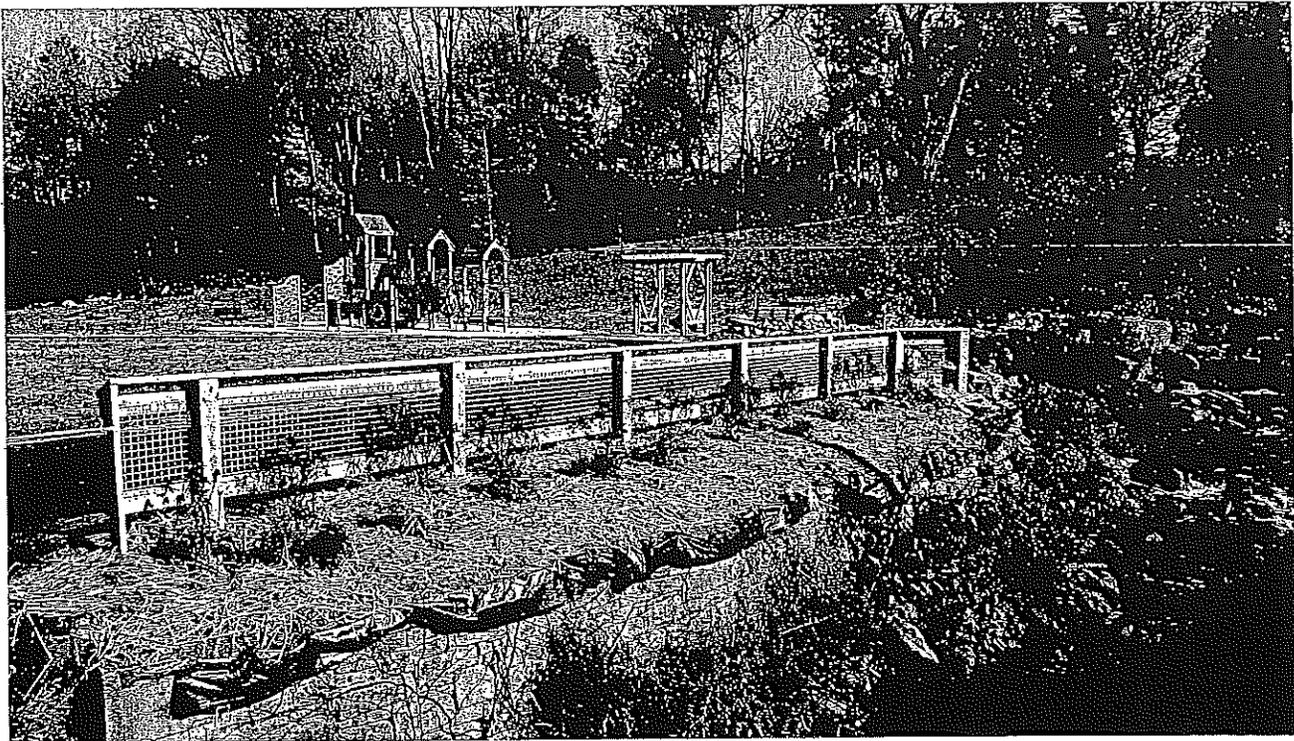
References for Prime Consultant:

Ms. Karen Kleist, Township Secretary/Treasurer (570-296-8455)
Dingman Township, Pike County, Pennsylvania

Mr. Bernie McGurl, Executive Director (570-347-6311)
Lackawanna River Corridor Association, City of Scranton, Lackawanna County, Pennsylvania

Mr. Joseph Corcoran, Executive Director (570-963-6730)
Lackawanna Heritage Valley, Lackawanna County, Pennsylvania

Additional references for the Prime Consultant or any of the Sub-Consultants are available upon request



YMCA Racket Brook Recreation Park (City of Carbondale)

THOMAS J. McLANE – R.L.A., ASLA

PRINCIPAL, LANDSCAPE ARCHITECT

LICENSED LANDSCAPE ARCHITECT: DE, MD, NY, PA; CERTIFIED PLAYGROUND SAFETY INSPECTOR (CPSI)

EDUCATION:

1976 to 1980	WEST VIRGINIA UNIVERSITY Received B.Sc in Landscape Architecture
1975 to 1976	KEYSTONE JUNIOR COLLEGE Received Associate in Arts Degree

PROFESSIONAL EXPERIENCE & SKILLS:

1989 to Present:	Landscape Architect/Principal Thomas J. McLane and Associates, Inc. Scranton, Pennsylvania
1985 to 1989:	Landscape Architect/Planner Macris, Hendricks & Witmer Gaithersburg, Maryland
1984 to 1985:	Recreation Planner/Land. Arch. Thousand Trails Resorts, Inc. Seattle, Washington
1982 to 1984:	Designer/Project Manager Landscape Contracting Co. Forestville, Maryland
1980 to 1982:	Eng. Technician/ Designer/Draftsman Northeastern Engineering, Inc. Clarks Summit, Pennsylvania

Stormwater Management and grading; Park design and layout; Trail design; Construction oversight; Wetland determinations/delineations; Environmental assessments; Regulatory agency coordination; Master Site Planning; Green infrastructure design; Proposal Writing; Cost estimating; CAD and Construction drawings; Construction Management; Public speaking.

MILITARY EXPERIENCE:

1971 to 1975	U.S. Navy Medical Corps
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PROFESSIONAL ASSOCIATIONS & COMMUNITY INVOLVEMENT:

Lackawanna River Corridor Association, Past President
Lackawanna Valley Conservancy, Board of Directors
Lackawanna County Conservation District, Associate Director
Northeast Pennsylvania Community Tree Association, Member
Scranton Shade Tree Commission, Landscape Architect
American Society of Landscape Architects, PA/DE Chapter Treasurer
Pennsylvania Recreation and Parks Society
Society of Wetland Scientists

Relevant Project Experience

- * Dingman Park Master Site Plan, Permits & Construction (ongoing since 2000)
- * Nay Aug Park Renovations (2012)
- * Billy Barrett Park Renovations Concept Plan and Construction (2009)
- * S. Abington Community Park (since 2002)
- * Upper Brodhead/Paradise Creeks Greenway Plan (2010)
- * McDade Park Master Site Plan and select park renovations
- * Roamingwood Lake Recreation Area at the Hideout Concept and Construction (2015)
- * Carlton Drake Memorial Park and Riparian Trail (ongoing since 2004)
- * Novembrino Splash Park (present)
- * Orchard Street Park (2010-2011)
- * LRHT, Olive Street spur/pavilion (ongoing)
- * Nay Aug Avenue Natural Play Area (2014 - ongoing)
- * Dorothy Street Park
- * Leggett's Creek Greenway and Rockwell/McLain Park renovations
- * Crowley Park Renovations (2017-2019)
- * Geisinger Wellness Trail, Scranton (2014-2016)
- * Cornelia & Florence Bridge Preserve (2012-2014)

—> Avid Road Biker (US Cross-Country Trip, Tour of Ireland, Allegheny Passage....) Experience is gained through Experiences.

Thomas J. McLane & Associates
Landscape Architects • Environmentalists

OUR FIRM IS "LOOKING BEYOND THE HORIZON"

PAUL W. BECHTEL

ENVIRONMENTAL SCIENTIST, PROJECT MANAGER

EDUCATION:

- 2006 to 2007 **NIAGARA COLLEGE of APPLIED ARTS & TECHNOLOGY**
Post Graduate Certificate in Ecosystem Restoration
- 2004 to 2006 **FORDHAM UNIVERSITY**
M.Sc. Degree in Biology/Ecology
- 1996 to 2000 **UNIVERSITY of SCRANTON**
Received B.Sc. in Environmental Science, *cum laude*

PROFESSIONAL EXPERIENCE & SKILLS:

- 2007 to Present: **Environmental Scientist, Project Manager**
Thomas J. McLane and Associates, Inc.
Scranton, Pennsylvania
- 2004 to 2006: **Teaching Assistant**
Fordham University, Grad. School of Arts & Science
Bronx, New York
- 2001 to 2004: **Environmental Coordinator**
Voluntary Action Center of NEPA
Scranton, Pennsylvania

Relevant Project Experience

- Cornelia & Florence Bridge Preserve Master Site Plan (ongoing since 2007)
- Nay Aug Park Renovations (2012)
- Skywood Park Master Site Plan (2008)
- Aylesworth Park Master Site Plan (2008)
- Carlton Drake Park Trail/Concessions
- Roamingwood Lake Recreation Area at the Hideout Concept and Construction (2015)
- Carlton Drake Memorial Park and Riparian Trail (ongoing since 2004)
- Lackawaxen Park Master Plan (2011)
- Rivers Edge Bike Park (ongoing)
- CJR Memorial Playground (2014)
- Nay Aug Ave. Natural Play Area (2015)

Wetland determinations/delineations; Environmental assessments (WET); US Army Corps Section 404 and PA DEP Chapter 105/106 Water Obstruction and Encroachment Permits; Regulatory agency coordination, Wetland mitigation design, Implementation of wetland mitigation projects; Wetland monitoring; Master Site Planning; Raingarden presentations; Green infrastructure design; Proposal Writing; Cost estimating; CAD and Construction drawings; Construction Management; Public speaking.

PROFESSIONAL TRAINING:

- Master Watershed Steward (Penn State Extension, 2017)
- U.S. Army Corps of Engineers (1987 Manual) Wetland Delineation Training Program (Rutgers University, Cook College, 2002)
- 38-Hour U.S. Army Corps Wetland Delineation and NC/NE Regional Supplement Training Program (Richard Chinn Environmental Training, Inc., 2011)

PROFESSIONAL ASSOCIATIONS & COMMUNITY INVOLVEMENT:

Lackawanna County Green Infrastructure Bus Tour Committee Member	2014
Lackawanna State Park "Bio Blitz" Member	2014, 2018
Lackawanna River Corridor Association Board Member	2009-present
Society of Ecological Restoration (SER) International	2006-present
Scranton Iron Arts District Task Force	2010-present
Niagara College Environmental Corps - Board Member	2006-2007
Lackawanna Watershed Environmental Alliance Member	2002-2004
Lackawanna Heritage Trail Management Committee Member	2001-2004

AWARDS & HONORS:

- PEC Environmental Partnership Award (2017) - Awarded by Pennsylvania Environmental Council
- "Green Leader" (2012) - Happenings Magazine
- "Top 20 under 40" (2011) - Northeast PA Business Journal
- The Excellence in Ecosystem Restoration Award (2007) - Awarded by Niagara College
- The Excellence in Environmental Science Award (2000) - Awarded by the University of Scranton
- Lackawanna River Stewardship Award (2004) - Awarded by the Lackawanna River Corridor Association
- Lackawanna River Watershed Beautification Award (2003) - Awarded by the Interdependence Day Committee

Thomas J. McLane & Associates
Landscape Architects - Environmentalists

OUR FIRM IS "LOOKING BEYOND THE HORIZON"

BILL PILKONIS

LANDSCAPE ARCHITECT-IN-TRAINING

EDUCATION:

2005 to 2010 **PENNSYLVANIA STATE UNIVERSITY**
Received B.L.A. in Landscape Architecture

PROFESSIONAL EXPERIENCE:

2018 to Present: **Landscape Architect-in-Training**
Thomas J. McLane and Associates, Inc.
601 Stafford Avenue
Scranton, Pennsylvania

2017 to 2017: **Canvass Director**
Fund for the Public Interest
212 Laurel Street Suite 200
Santa Cruz, California

2016 to 2018: **Teller**
People's Security Bank & Trust
Tunkhannock, Pennsylvania

2014 to 2016: **Security Guard**
Northeast Diversified Services
Scranton, Pennsylvania

2012 to 2013: **Temp Worker**
Action Personnel Services
Scranton, Pennsylvania

2001 to 2014: **Laborer/Mason**
Nate's Landscaping
Scranton, Pennsylvania

Relevant Project Experience

- * Eddy Creek Trail, Lackawanna Heritage Valley Authority (Olyphant, PA) 2018-2019
- * Lackawanna River Heritage Trail Spur (Carbondale PA) 2019
- * Jefferson Street Park, Fell Township (2018-present)
- * Crowley Park, Scranton (2017-2019)
- * Nay Aug Ave. Natural Play Area (2015)

RELEVANT FIELD EXPERIENCE:

2009: Trail Feasibility Study—Student project in Scranton PA focused on connecting trail systems across the Wyoming Valley
2008: Spring Creek Ecological Restoration—Restored an agriculturally-damaged stream corridor in Boalsburg PA

PROFESSIONAL ASSOCIATIONS & COMMUNITY INVOLVEMENT:

2018-present: Lackawanna River Conservation Association—Board Member, Secretary
2017-present: Food & Water Watch/Action—Member, Organizer, Canvass Coordinator
2017-present: Green Party of Pennsylvania—Member, Steering Committee, Communications Co-chair
2016-present: Lackawanna County Green Party—Member, President, Treasurer
2016-present: Fair Districts PA—Member, Organizer
2016-present: Represent. Us—Member
2007-2011: American Society of Landscape Architects—Student/Associate Member

Thomas J. McLane & Associates
Landscape Architects • Environmentalists

OUR FOCUS IS "LOOKING BEYOND THE HORIZON"

PATTY McNEIL

LANDSCAPE DESIGNER

EDUCATION:

2012 to 2018 STATE UNIVERSITY OF NEW YORK COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY (ESF)
B.L.A Landscape Architecture, cum laude
Minor in Environmental Writing & Rhetoric

PROFESSIONAL EXPERIENCE & SKILLS:

2019 to Present: Designer, Project Manager
Thomas J. McLane and Associates
Scranton, Pennsylvania

Fall 2018 : Teaching Assistant
ESF, Department of Landscape Architecture
Syracuse, New York

Summer 2018: Trail Crew
Green Lakes State Park
Fayetteville, New York

Fall 2017: Research Assistant
Center for the Urban Environment
Syracuse, New York

2015-2016: Groundskeeper
Chittenango Falls State Park
Cazenovia, New York

Graphic design; Design development, Proposal and Grant writing; Cost estimating; CAD and Construction drawings; Construction management; Public speaking and engagement.

Relevant Project Experience

- * Wyoming County Open Space, Greenways and Trails Plan (2019– ongoing)
- * Glen Run Children’s Discovery Loop (2019)
- * East Coventry Park Signage Plan (2019)
- * Garden of Cedar, South Scranton (2019)

Thomas J. McLane & Associates
Landscape Architects — Environmentalists

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EUGENE J. PETERS - PE/PLS

PRINCIPAL, PROFESSIONAL ENGINEER

LICENSED PROFESSIONAL ENGINEER: All U.S. States

BIO AND RESPONSIBILITY:

Mr. Peters has over 49 years of experience in all types of architectural, mechanical and electrical design and coordination, including site evaluation, structures and utilities for new and existing facilities. He is extremely knowledgeable in all disciplines of A/E design, and has successfully directed multi-discipline A/E teams on all projects included in this proposal, and on a multitude of design projects. Mr. Peters is also a former 2-term Mayor of the City of Scranton, and a former Scranton Director of Public Works. Mr. Peters' knowledge of building and environmental systems, along with his coordination and scheduling skills has been demonstrated on projects for the US Federal Bureau of Prisons, the PA Department of General Services, the Department of Energy, the Department of Education, Housing/Urban Development, and many others. Extensive experience with contracting procedures, planning design and construction criteria. Mr. Peters is also a certified Fire Protection Specialist.

EDUCATION:

Lafayette College, Easton PA - BS, Engineering
Stevens Institute of Technology
Lehigh University, MS Studies

EXPERIENCE:

All listed projects

ROBERT E. NITCH - VP

PROJECT MANAGER, QUALITY ASSURANCE/QUALITY CONTROL

BIO AND RESPONSIBILITY:

Mr. Nitch has over 43 years of experience as Project Manager. He reviews all projects with Department heads and all required Personnel assigned to each project, so as to assess the project goals and the means in which they are carried out. This includes:

Overview of project including Scope of Services; client requirements, time schedules and construction budgets.

Details for project execution which cover methods of drawing preparation, drawing format, specification format and estimates.

Design development review at each phase of design and coordinates checks between Department heads.

Final check to assure that all details, seals, etc. are shown on drawings and specifications and are coordinated before final printing. Full client/PDG Inc. coordinated services; scheduling and cost estimate control. Liaison between administrative, technical, financial staff and interface with client and supervises project final inspection and 12-month completion inspection. Experience in engineering disciplines with emphasis on interpretation of all criteria.

EDUCATION:

Johnson College

Penn State University

EXPERIENCE:

All listed projects.



FANCY PARSLEY
ARCHITECTURE + DESIGN

CHRISTOPHER CHILEK, *Associate*

- education **Marywood University**, Scranton PA 2006-2011
Bachelor of Fine Arts in Interior Architecture and Design
- professional **Fancy Parsley Architecture + Design** Scranton, PA
experience *Associate*, September 2017 - Present
- DxDempsey Architects**, Scranton, PA
 Architectural Designer, May 2011 - August 2017
- Worked on a variety of projects from design conception through construction and completion.
 - Managed small renovation projects and work as part of a team in a supportive roll on larger projects.
 - Performed a wide variety of tasks, including the production of presentations, graphics, drawings, construction documents, and detailing. Interact with clients and consultants throughout all phases of projects.
 - Responsibilities outside of design work included: managing I.T., project debriefing, awards and publications, project and office standards, and Scranton What If.
- academic **Marywood University**, Scranton, PA
experience *Guest Critic*, May 2011 - Present
- software **Autodesk Autocad Architecutre**, 2020
experience *Proficient in 2d/3d drafting and documentation*
- Adobe Suite**, 2020
 Excellent in Photoshop, In Design, Acrobat, and Illustrator
- Microsoft Office**, 2020
 Proficient in Word, Excel, and Powerpoint
- 3D Studio MAX**, 2020
 Self trained in state of the art photo-realistic rendering softwatre



FANCY PARSLEY
ARCHITECTURE + DESIGN

MICHAEL MULLER AIA, NCARB, *Principal Architect*

- education **The Savannah College of Art and Design**, Savannah, GA 2002
Master of Architecture
Bachelor of Architecture
- professional
experience **Fancy Parsley Architecture + Design**, Scranton, PA
Principal Architect, June 2016 - Present
- DxDempsey Architects**, Scranton, PA
Senior Associate, November 2009 - June 2016
- Design, detail, document, and manage construction of high-end retail environments for casinos and airports nationwide.
 - Created successful marketing campaign titled Scranton What If? to enhance the firm's image within the community and promote the firm's talent.
 - Provide design direction on all studio projects in all phases of development.
 - Responsible for all concept graphics and photo-realistic imagery for all projects.
 - Implement the use of state-of-the-art technology to increase office productivity and profitability.
- Hemmler + Camayd Architects**, Scranton, PA
Project Architect, 2002 - 2009
- School of Architecture at Marywood University, LEED Gold Certified
 - Mount Airy Resort Casino
 - Scranton Preparatory School - Arts and Science Addition
- academic
experience **Marywood University**, Scranton, PA
Adjunct Faculty, January 2009 - 2017
- Lead undergraduate design studios in Architecture and Interior Architecture programs.
- community
service **Everhart Museum**, Scranton PA
Board of Trustees, 2019
- American Institute of Architects**, Northeastern PA Chapter
Board Member, 2014 - Present
- The Pop Up Studio**, Scranton PA
Co-Founder and Managing Partner, 2010 - 2017
- Historical Architecture Review Board**, Scranton PA
Board Member, 2012 - Present
- Elm Street Project**, Scranton PA
Design Committee, 2010 - 2016
- Architectural Heritage Association**
Board of Directors, 2002 - 2010

GNA
Colwell-Naegele Associates, Inc.
CONSULTING ENGINEERS

JUDE P. COLWELL, PE

Colwell-Naegele Associates, Inc. – Principal

Education: Bachelor of Science – Civil & Environmental Engineering
Lehigh University

Registration: Professional Engineer: Pennsylvania PE 074853; New York 092226; and Maryland 44520; ESCGP-1 PA DEP Expedited Permitting Certification

Professional Associations: American Society of Civil Engineers

Years of Experience: Colwell-Naegele Associates 9 other Firms 8 Total 17

Experience: Mr. Colwell's experience in engineering design, surveying, and construction inspection/ management includes a wide range of civil and environmental projects. His experience in design, approval/permitting and field construction includes various aspects of site development for educational, institutional, commercial, industrial or residential use; stormwater management; highway projects; municipal permitting; land surveying; sanitary sewer systems; infrastructure rehabilitation; Computer Aided Design and Drafting; Geographic Information Systems(GIS); and estimating.

Projects for which Mr. Colwell has contributed or managed include:

- Scranton O.E.C.D. McLain Park Phase II – City of Scranton, Lackawanna County, PA
Duties included: Civil site design including grading, drainage, E&S, and construction management for improvements to an existing softball field including new fencing, dugouts, drainage, pedestrian walkways, and ADA accessibility.
- Scranton O.E.C.D. Marvine Dutch Gap Little League – City of Scranton, Lackawanna County, PA
Duties included: Civil site design including grading, drainage, E&S, and construction management for improvements to an existing softball field including new bleachers, drainage, concrete pad, pedestrian walkways, and ADA accessibility.
- Depot St. Streetscape Project - Clarks Summit Borough, Lackawanna County, PA
Duties included: On-going civil design, permitting, and coordination with sub-consultants and adjacent property owners for a 650 l.f. streetscape project involving rearrangement of parking stalls and meters, landscaping, and ornamental streetlights for a narrow Borough street within their central business district.
- AMD/CSO Powerly Storm Line - City of Carbondale, Lackawanna County, PA
Duties included: Civil site design including grading, drainage, erosion & sedimentation control plan, NPDES permit, municipal approvals, construction administration and management for a +/- 1 mile stormwater conveyance pipeline funded by an EPA grant.
- Community Life Support Ambulance Facility - City of Scranton, Lackawanna County, PA
Duties included: Civil site design including grading, drainage, erosion & sedimentation control plan, NPDES permit, municipal approvals, value engineering with several alternate designs, construction administration and management for a 10,000 s.f. ambulance facility involving public funding.

MATTHEW R. WALSH, PE

Colwell-Naegele Associates, Inc. – Project Engineer

Education: Bachelor of Science – Civil & Environmental Engineering
Lehigh University

Post-graduate Studies – Structural Engineering
Lehigh University

Registration: Professional Engineer PE 078761

Years of Experience: Colwell-Naegele Associates 6 other Firms 8 Total 14

Experience: Mr. Walsh has experience in engineering design, project management, environmental permitting, construction inspection and construction management for a variety of civil and environmental projects, ranging from publicly-funded infrastructure and development projects to private subdivision and land developments. Project experience facets include processing of survey data; site and roadway layout and design; design and permitting of sanitary sewer systems; stormwater analysis and design of stormwater management facilities and best management practices; PA DEP Chapter 102 and 105 permitting; natural stream channel restoration design; extensive use of computer aided drafting and design software; use and creation of geographic information systems(GIS) data; project cost estimating; and the preparation of construction bid documents and specifications.

Projects for which Mr. Walsh has contributed or managed include:

- Rail-Trail Council Northern Section – Harmony Township & Lanesboro Borough, Susquehanna County, PA
Duties included: Needs assessment, centerline alignment determination, elevation profiling, stormwater management design, road crossing design and signage, and E&S permitting for the a 6 mile± section of rail-trail from Stevens Point to the New York State border.
- Crowley Park – City of Scranton, Lackawanna County, PA
Duties included: Assisted consultant in developing cost-effective stormwater management strategy to achieve compliance with NPDES permit and City Stormwater Ordinance regulations.
- LHVA Powder Mill Trail – Archbald & Jermyn Boroughs, Lackawanna County, PA
Duties included: Elevation profiling, stormwater management design, and NPDES permitting for the 2 mile ± dual-surface, multi-purpose trail segment from Gilmartin St. in Archbald to Delaware St. in Jermyn.
- LHVA Center Trail – Carbondale Township & Mayfield Borough, Lackawanna County, PA
Duties included: E&S and stormwater management design, and NPDES permitting for the 3,300 ft. ± multi-purpose trail segment at Meredith St.

Relevant Hobbies: Mr. Walsh is an avid runner and roller-skier who exercises at Nay Aug Park. He also regularly takes his 2-year-old son to area public playgrounds, including Connell Park and Barrett Park.

B

METHODS & PROCEDURES (SCOPE OF WORK)



Billy Barrett Park (City of Scranton)

PROJECT UNDERSTANDING

Based on the RFP provided by the City of Scranton, we understand that the City of Scranton is requesting services from a qualified consultant team to complete a comprehensive needs assessment (PHASE I) for all city-owned parks, many of which are in a deteriorated state. We understand the project scope includes site inventory & analysis, development of site recommendations, preliminary designs & conceptual renderings with budget estimates and phasing for the 30 City parks. The consultant will also develop a program of land use, suggest landscape installations, develop a schedule of maintenance and environmental management for these recreation facilities and then prepare a final bound report.

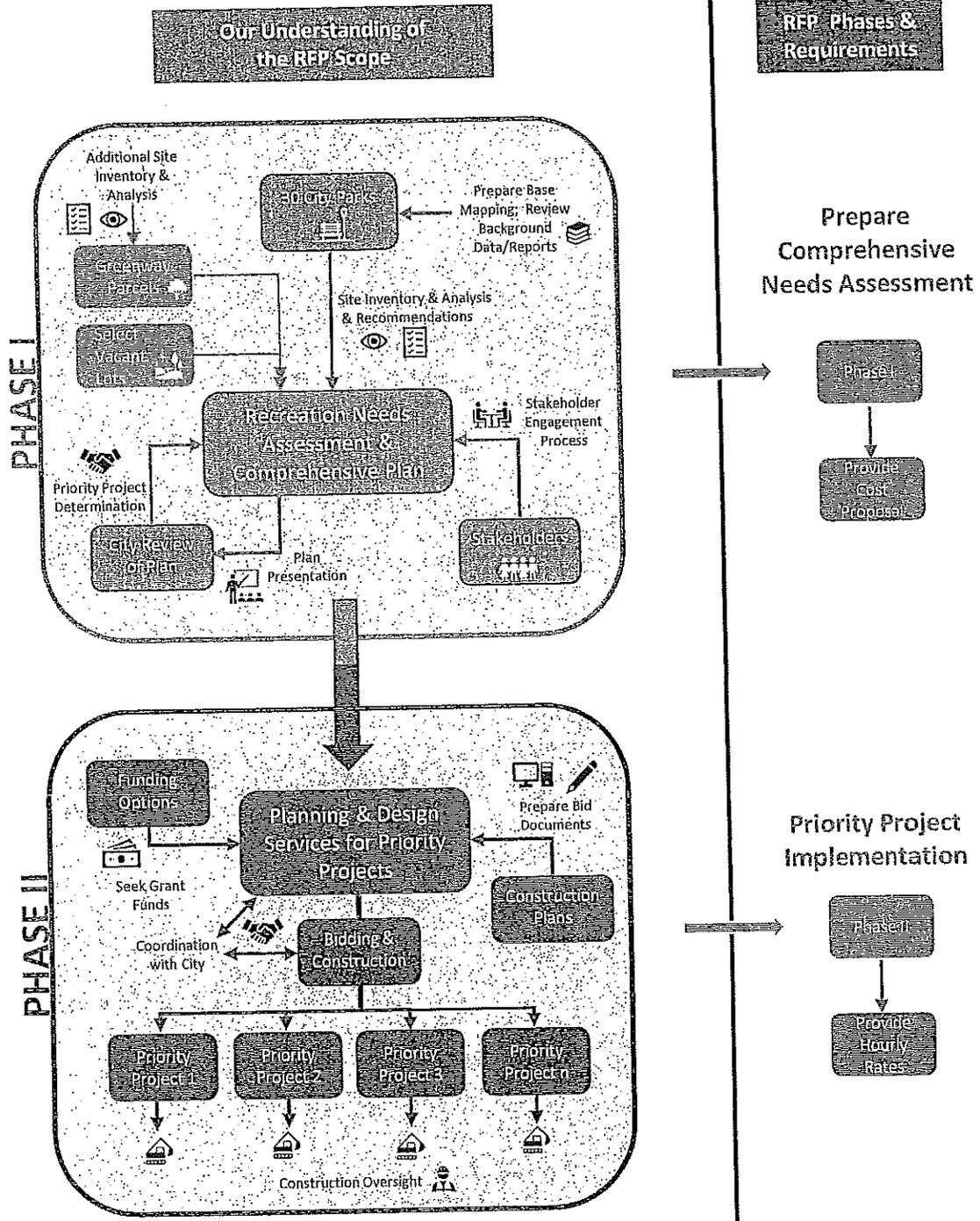
We understand the consultant will coordinate with the City to prioritize and implement improvements and renovations over a 5-year period (PHASE II). These services will include preliminary design, construction drawings, bid documents, and construction oversight. The consultant team will also assist the City during interactions with other governmental entities such as the LHVA (Heritage Trail, Pedestrian Bridge, Parker Street Trailhead), the County of Lackawanna (Park behind Steamtown), and the Scranton Recreation Authority (Nay Aug Pool) and community organizations such as the Lackawanna River Conservation Association (Rudy's parcel, Bonacuse Property, Parkers Landing).

We understand that we would work alongside and report to the City of Scranton Administration and Parks & Recreation Department. We understand Stakeholder Engagement is very important and we will complete key person interviews and hold public meetings throughout the course of the project to better understand community needs. Faith-based organizations and neighborhood groups are often the keystone to a community, and we understand their importance in the inventory process will be to provide a larger needs assessment than a single individual provides.

Additionally, we believe a review of select vacant neighborhood lots and key parcels within the Lackawanna River Greenway should be included in the comprehensive assessment, as well.

Our detailed understanding of the scope of services is provided on the following pages.

PROJECT MANAGEMENT FLOW CHART



Flow Chart Key

- | | | | | | |
|--|---|--|------------------------------------|--|---|
| | Site Inventory & Analysis; Site Recommendations | | Coordination with City | | Needs Assessment Scope per RFP (within cost proposal) |
| | Discussions with Community Leaders/Stakeholders | | Project Funding / Grant Assistance | | Additional Assessment Scope Proposed (within cost proposal) |
| | Presentation of Conceptual Plans/Park Renovations | | Project Construction | | Future Projects Scope (covered by provided hourly rates) |
| | Preparation of Construction Documents | | Construction / Project Oversight | | RFP – Proposal Requirements (total cost or hourly rates) |
| | Review Background Data & Report / Research | | | | |

PHASE I: WORK TO BE COMPLETED (SCOPE OF SERVICES)

(A) PRELIMINARY TASKS

A1: Background Research

The consultant team will collect data, including: aerial photography; LIDAR contours; soils series polygons; hydrology and wetland data; breaklines; acreage; deed restrictions, easements and ROW's that limit use; environmental issues; historic features; site access; topographic features; and zoning.

The consultant team will review past planning documents and conceptual plans available for each park, as well as any previously completed comprehensive master planning documents, surveys, grant applications and studies relevant to the Park System. Our team has many of these resources already available in our company files.

A2: Base Map Development

The consultant team will format and prepare base maps of appropriate size (Arch D, Tabloid, Letter) for each City park for use during field work. It will be prepared in accordance with the following specifications and include the following information:

- * The initial base mapping for each park would be a Digital Ortho Quad aerial photograph, overlain with LIDAR contours. The map will include: Park Name, Graphic Scale, North Arrow, Date, Legend, Water features, Major drainage structures, Acreage of site, and Site boundaries with parcel data from Lackawanna county GIS data.
- * The map scales will vary due to size and complexity of each park facility. The consultant will format scaled digital base maps prior to field reconnaissance for use during site inventory and analysis studies and for preparation of existing condition plans for each park.
- * These maps will also be used in succeeding phases as a base plans for preparation of the schematic conceptual plans.

(B) SITE INVENTORY AND ANALYSIS

B1: City-Owned Recreation Areas (Park Sites)

The consultant team will conduct an in-depth *site inventory and analysis (field work)* of the existing park parcels (approximately 30) to examine and document all relevant on-site and off-site features that may present physical opportunities and/or constraints to the future development of the site. This will include:

- Assessment to determine adherence to current standards (ADA accessibility, Playground Safety) and ability to meet public needs and interest.
- Assess current amenities and demonstrate needs for new amenities in relation to those in the region.
- Analysis of existing surface hydrology, drainage structures and stormwater conveyance systems; restrictive slopes, unstable soils, surface pavements, exposed foundations, etc.; Identify the advantages & disadvantages of the site for certain uses and any areas that may not be suitable for development
- The presence of any observable or known utilities (water, gas, electric, sanitary sewers, phone & cable) will be noted.

- Existing plant communities and sensitive terrestrial, riparian, wetland and aquatic habitats will be identified and generally located.
- The consultant will identify any species of concern, sensitive habitat areas and the existence of any aggressive, weedy, or invasive plants in the project area. Areas that require special environmental protection and/or mitigation, areas that should be protected because they are natural drainage courses, and areas of high quality habitat value will be delimited.
- On-site and off-site views will be examined to identify favorable and unfavorable viewsheds that may be enhanced, framed or screened where necessary.
- The site's microclimatic conditions such as prevailing and locally channelized winds and seasonal variations sun angles will also be examined.
- Identify any other use limiting aspects of the site (i.e.: Access, adjacent uses, existing uses, etc.), neighborhood compatibility – including the impact on and from adjacent land uses due to activities, lighting, traffic, noise and/or aesthetic characteristics.

The above information will be documented on a **Site Inventory & Analysis Plan** and used to aid in making key design decisions in the conceptual site planning process. The consultant team will prepare a matrix to facilitate evaluation of the entire Scranton Parks System. This matrix will identify gaps or overlap of recreation services and the ranking based on maintenance and level of deterioration can provide valuable insight when prioritizing recommendations.

B2: Select Vacant Lots & Greenway Parcels

The team will also assess several important or strategically located vacant lots and key parcels within the Lackawanna River Greenway and develop recommendations for use and identify how these spaces can benefit the City related to green infrastructure and recreation.

(C) RECREATION NEEDS ASSESSMENT & COMPREHENSIVE PLAN

C1: Develop Site Recommendations

The consultant will provide recommendations to create a schedule to improve the parks system. The recommendations will support better administrative, operational, and funding efficiencies for future needs.

- The consultant will evaluate the preliminary alternatives verbally with the City. This is the first step in the development of consensus based plans. The consultant will also prepare a written evaluation of each alternative highlighting both the positive and negative points. Based on the site inventory and feedback through meetings, will prepare specific recommendations for each of the 30 parks.

C2: Conceptual Plan Preparations

The consultant team will prepare conceptual renderings that depict proposed improvements and changes at each park. The proposed park improvements will be ranked and prioritized.

- The consultant will develop **preliminary alternative sketch plans** and present these plans for review and discussion. The consultant may use bubble drawings or photoshop to display the concepts. The consultant will show the relationship between areas, facilities, and support facilities, along with circulation patterns.
- The consultant will consider all facilities that are desired by the city and residents but also consider the site's physical limitations, applicable laws and regulations, and accepted good design practices and standards. The consultant team will determine if the use of alternate or non-conventional design and/or materials may reduce the impact of the proposed facilities on the environment and/or reduce the consumption of natural resources.

- Green Infrastructure Feasibility and Options: The potential of including green infrastructure will be assessed at each of the parks and select vacant lots. Our firm has experience completing this type of review, most-recently during a Green Infrastructure Inventory & Feasibility Assessment on City-Owned parcels (NFWF report).

C3: Prioritize and Rank Proposed Recommendations

The consultant will create a “recreation inventory” using a parks condition ranking or matrix for future project determination. We will identify a list of project justification criteria and score each potential project. The high priority parks (easiest to construct, most supported, biggest need, etc.) will be identified and most likely these will be utilized for the conceptual rendering portion of the project. All potential projects/parks will be ranked.

- Once the alternatives have been evaluated and the conceptual plans approved, the consultant will prepare a *final comprehensive plan report*.
- Deliverables / Final Report: The consultant team will submit to the City of Scranton a bound color report with attached mapping and plans. We anticipate submitting 3 draft paper copies of the report and one digital copy for review prior to submission of the final report. One paper copy and one digital copy of the Final Report will be submitted to the city.

(D) OPINION OF PROBABLE COSTS

Based on the site improvements illustrated in the Comprehensive Plan, the consultant will prepare an order of magnitude Opinion of Probable Costs. This estimate of probable construction cost will include itemized line items based on unit prices for all proposed facilities, structures and site improvements.

The consultant will prepare an itemized opinion of probable cost for each conceptual park rendering. The potential line items will include: engineering and other professional services, construction costs for all proposed enhancements and amenities, project administration and a contingency of at least 10 percent.

If the proposed project development cannot realistically be carried out in one year as one project, the consultant will develop a phased and prioritized multi-year capital improvements plan. This will identify which areas and facilities are to be developed and in which years and the costs associated with each.

(E) MEETINGS & COORDINATION

Engaging city officials, key stakeholders (individuals and groups) and the public is important during the park assessments phase, as well as when recommending enhancements to park amenities, recreation programs and services.

E1: Stakeholder Engagement

As appropriate, the consultant will hold meetings to acquire public and stakeholder input for potential future improvements and amenities. Conversations and meetings with local residents, the City of Scranton, and the general public will be of utmost importance during this project. These meetings will assure the recommendations and designs are compatible with both the site conditions and the goals of the neighborhoods and City.

Neighborhood Public Meetings:

The consultant, with assistance from the city, will schedule and conduct public meetings with each active neighborhood association. These meetings will allow the City residents a convenient time and forum to explain their broad and specific needs; to identify their goals and vision for each park; and to share any thoughts related to the need for new park facilities, programming, management and maintenance for specific parks and/or system wide improvements.

Stakeholder Meetings:

The consultant team will engage, at a minimum, the following: Staff from community organizations like Neighborhood Associations; Cultural, conservation and faith-based organizations; Recreation service providers in the region such as Lackawanna County, Scranton School District, the University of Scranton, and the Lackawanna Heritage Valley Authority. The consultant team will assist with setting the meeting agenda, running the meetings, and taking minutes at the meetings. These meetings will focus on evaluating the appropriateness and condition of existing facilities, formation of partnerships and on developing a "wish list" of proposed improvements, facilities and activities, keeping in mind the overall costs and feasibility.

E2: Meetings with City

The consultant anticipates that several meetings will be required to assure clear communications with the City and the consultant team during various critical stages of the planning process. The consultant team will engage staff from the City Parks and Recreation Department during development of the Plan. The consultant anticipates scheduling three progress status update meetings with the City officials to facilitate completion of the comprehensive plan.

PHASE II: WORK TO BE COMPLETED (SCOPE OF SERVICES)

SPECIFIC PROJECT DESIGN & CONSTRUCTION

At the conclusion of the Phase I Comprehensive Needs Assessment, the consultant will provide planning, design and engineering services for project contemplated or resulting from the completion of the assessment, not including those projects in process. The consultant team will complete project management duties and assist the City of Scranton Parks and Recreation Director and other assigned staff. The team will prepare detailed, **construction plans and bidding documents** for the priority recommendations using hourly rates provided in the following section. Field topo survey may be required and available through Colwell-Naegele. A Pennsylvania Natural Diversity Inventory (PNDI) will be completed to assure no threatened or endangered species or habitats are located on the property.

Bid Documents:

The consultant team will prepare construction contract documents, including but not limited to, bid schedule, bond forms (bid, performance, payment), construction specifications and agreements, compliance forms, etc. Insofar as state money may be used for the projects, forms and procedures meeting the requirements of most state agencies will be used in the contracting documents.

Project Manual

The Project Manual will include the following: Bid Proposal; Unit Price Sheet; Bid Form; Bid Bond; Statement of Bidder's Qualifications; Certification of Non Segregated Facilities; Non-Collusion Affidavit of Prime Bidder; Certification of Equal Employment (Non-Discrimination & Sexual Harassment Policy); Performance Bond; Labor and Material Bond; Maintenance Bond; and Construction Agreement.

Technical Specifications

Standard technical specifications sections to establish detailed qualitative requirements for materials and workmanship will be supplied.

Itemized Bid Form

A general itemized bid form will be prepared. It is essentially the itemized opinion of probable cost described above with the consultants unit prices removed. An itemized bid form will help assess the bidders and provide better means to recommend the lowest responsible bidder.

COORDINATION MEETINGS

The consultant will serve in an advisory role throughout the implementation of the Comprehensive Plan and provide direction for contractors during construction and keep the City informed.

WORK SCHEDULE

WORK TASK

ANTICIPATED COMPLETION

Commencement

December 1, 2019

Background Research (Phase I)

Compile & Review Background Data

Format Base Mapping

Site Inventory & Analysis

Visit all City-owned Recreation Facilities

December 2019 — April 2020

Recreation Needs Assessment & Park Development Plans (Phase I)

Design Considerations

Preparation of concept plans and alternatives

Opinion of Probable Cost

Select Construction Plans

March 2020 — June 2020

Plan Review and Edits (Phase I)

Comment Period & Plan Revisions

June 2020 — July 2020

Stakeholder Engagement Process (Phase I)

Public Meetings at each Park

Meet Stakeholders/Partners

Coordination meetings with City

December 2019 — June 2020

Development of Priority Projects (Phase II)

Final Design

Preparation of construction drawings

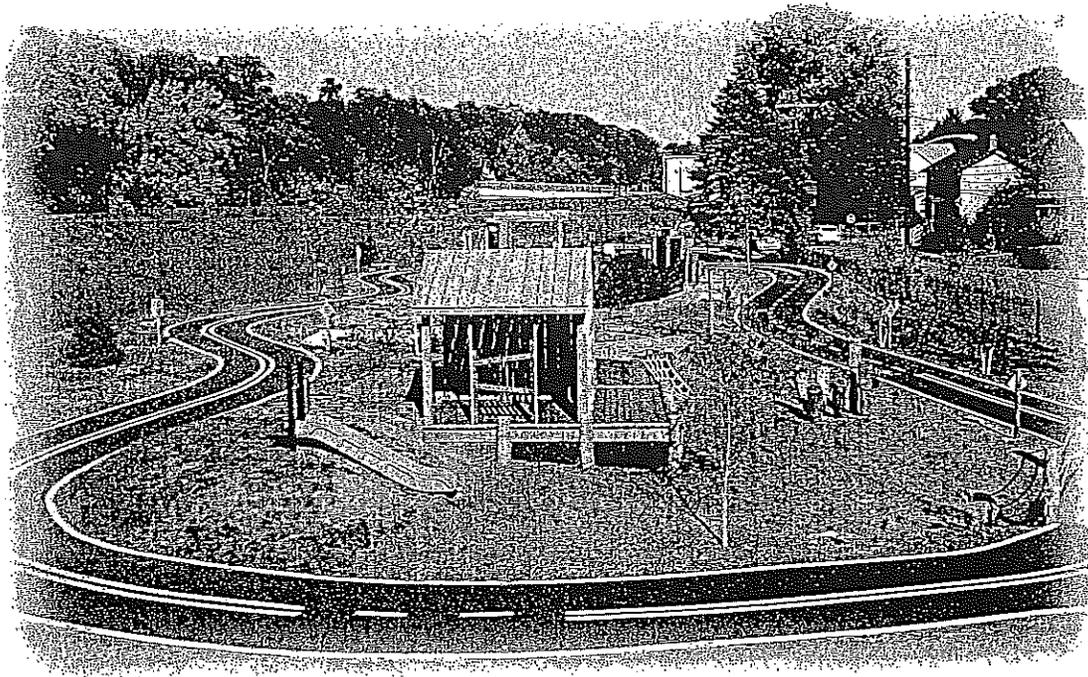
Project manual/Bid documents

Bid/Construction Administration

July 2020 — June 2024

C

PROFESSIONAL SERVICES COST ESTIMATE



*LHVA Nay Aug Avenue Natural Play Area (City of Scranton)
First DCNR funded natural play space in Pennsylvania*

PROFESSIONAL SERVICES COST PROPOSAL

ORGANIZATION OF PROPOSED COST

Our scope of work is based on our understanding of the RFP and our experience with other similar municipal PA DCNR funded comprehensive planning projects. The NOT-TO-EXCEED fee proposal has been broken down to provide details for the tasks and sub-tasks included in the Scope of Work and Project Schedule.

The cost proposal includes the title / rank for each staff person assigned to the project, their company, their hourly rate for billing, and the minimum number of hours to be performed on the project.

METHOD OF BILLING

The consultant will invoice upon completion of work tasks and milestones described within this proposal and may submit a properly documented invoice for work completed at a minimum of thirty day intervals.

MISCELLANEOUS DIRECT COSTS

Miscellaneous direct costs claimed by the consultant team for this project include drawing and document reproduction. Due to the close proximity of our consultant team members, auto mileage expenses are not being claimed.

**THE CITY OF SCRANTON - RECREATION NEEDS ASSESSMENT
PROFESSIONAL SERVICES - COST PROPOSAL**

Deliverables (Work to be Performed)	Staff	Hours	Cost
			\$1,940.00
A1: Background Research			
Review previous planning documents, plans, concepts, etc.	PLA	2	\$220.00
	PrLA	12	\$960.00
	ES/PM	8	\$760.00
			\$2,880.00
A2: Base Map Development			
Format Base Map for Field Work Inventory (Existing Conditions)	PrLA	10	\$800.00
Format Base Map for Conceptual Renderings (Proposed Improvements)	CAD/GS	32	\$2,080.00
			\$17,860.00
B1: Park Site Inventory & Analysis (Field Work)			
Inventory & Analysis of all recreation spaces	PLA	40	\$4,400.00
- <i>McLane will visit each of the 30 parks; inspect all play features</i>	PrLA	32	\$2,560.00
- <i>Colwell Naegele will visit those parks with documented drainage and runoff problems; approximately 6 parks</i>	ES/PM	32	\$3,040.00
- <i>Fancy Parsley & Peters Design will visit all parks with buildings, pools, large structures; approximately 10 parks</i>	PrPE	18	\$1,710.00
	AIA	30	\$3,300.00
	MEP	30	\$2,850.00
			\$3,010.00
B2: Additional Site Inventory & Analysis (Field Work)			
Select Inventory & Analysis of non-park, city-owned lands <i>(visit important vacant lots and greenway parcels)</i>	PLA	10	\$1,100.00
	PrLA	12	\$960.00
	ES/PM	10	\$950.00
			\$6,580.00
C1: Develop Site Recommendations			
Prepare list of appropriate uses & recreation facilities for each park - includes assessment for green infrastructure; utilities; drainage problems; buildings	PLA	12	\$1,320.00
	PrLA	14	\$1,120.00
	ES/PM	14	\$1,330.00
	PrPE	8	\$760.00
	AIA	10	\$1,100.00
	MEP	10	\$950.00
			\$7,550.00
C2: Conceptual Plan Preparation			
Prepare Conceptual Sketches/Renderings for each Park <i>(Complexity/extent of rendering is dependent upon current condition of park)</i>	PLA	6	\$660.00
	PrLA	25	\$2,000.00
	CAD/GS	46	\$2,990.00
	APM	20	\$1,900.00
			\$3,125.00
C3: Prioritize and Rank			
Rank and prioritize the parks, as well as, the proposed improvements in each park; Prepare Matrix	PLA	6	\$660.00
	PrLA	16	\$1,280.00
	ES/PM	3	\$285.00
	PrPE	3	\$285.00
	AIA	3	\$330.00
	MEP	3	\$285.00
			\$6,990.00
D: Opinion of Probable Cost			
Prepare phased Opinion of Probable Cost, corresponding to each Park Plan	PLA	5	\$550.00
	PrLA	14	\$1,120.00
	ES/PM	14	\$1,330.00
	CAD/GS	40	\$2,600.00
	PrPE	6	\$570.00
	AIA	4	\$440.00
	MEP	4	\$380.00

E1: Meetings with Stakeholders & Public

Meet & Discuss with LHVA, UofS, Schools, Neighborhood Associations, etc.	PLA	18	\$1,980.00
	PrLA	18	\$1,440.00
	ES/PM	25	\$2,375.00
	PrPE	4	\$380.00
	AIA	4	\$440.00
	MEP	4	\$380.00
			\$6,995.00

E2: Coordination with City Officials

Provide updates and reports to City; Develop consensus plans for each park	PLA	8	\$880.00
	PrLA	8	\$640.00
	ES/PM	5	\$475.00
	PrPE	5	\$475.00
	AIA	5	\$550.00
	MEP	5	\$475.00
			\$3,495.00

Prepare Bound Color Report

Prepare an organized report that details and overviews existing conditions and opportunities for City Parks; include renderings, photos, budgets, etc.	PLA	4	\$440.00
	PrLA	16	\$1,280.00
	ES/PM	16	\$1,520.00
	PrPE	8	\$760.00
	AIA	8	\$880.00
	MEP	8	\$760.00
			\$5,640.00

Miscellaneous Direct Costs

Mileage Costs (Our team is local and does not plan to charge mileage)			
Printing Costs: Preliminary Research, Data Collection and Field Mapping Stage (approx. 30 scaled base plans, print previous plans)		1	\$85.00
Printing Costs: Renderings / Recommendations Stage (30 scaled concept plans, materials for public meetings)		1	\$150.00
Printing Costs: Comprehensive Plan Stage (Draft and Final Reports; assume 4 copies; approx. 120 pages each)		1	\$400.00
			\$635.00

Not-to-Exceed Total Cost \$66,700.00

	# of Hours	Hourly Rate	
McLane Associates (Recreation Planning/Landscape Architecture)			\$46,740.00
PLA - Principal Landscape Architect (T. McLane)	111	\$110.00 /HR	\$12,210.00
ES/PM - Environmental Scientist/Project Manager (P. Bechtel)	127	\$95.00 /HR	\$12,065.00
PrLA - Project Landscape Architect-in-Training (B. Pilkonis)	177	\$80.00 /HR	\$14,160.00
CAD/GS- CADD Technician/Graphics Specialist (P. McNeil)	118	\$65.00 /HR	\$7,670.00
Direct Costs			\$635.00
Colwell-Naegele Associates (Civil Engineering)			\$4,940.00
PCE - Principal Professional Civil Engineer (J. Colwell)	0	\$110.00 /HR	\$0.00
PrPE - Project Professional Engineer (M. Walsh)	52	\$95.00 /HR	\$4,940.00
Fancy Parsley (Architecture)			\$8,940.00
AIA - Principal Architect (M. Muller)	64	\$110.00 /HR	\$7,040.00
APM - Architectural Project Manager (C. Chelik)	20	\$95.00 /HR	\$1,900.00
Peters Design Group (MEP Engineering)			\$6,080.00
PME - Principal MEP Engineer (E. Peters)	0	\$110.00 /HR	\$0.00
MEP - MEP Project Manager (B. Nitch)	64	\$95.00 /HR	\$6,080.00

PHASE II – CONSULTANT TEAM HOURLY RATES

Thomas J. McLane Associates

Landscape Architects  Environmentalists
401 Stamford Avenue, Scranton, PA 18505 www.mclaneassociates.com
 (610) 347-2328 (610) 347-2328 (610) 347-2328

Role on Team

Recreation Planning;
 Landscape Architecture;
 Environmental Science

McL Hourly Rate Schedule:

Principal, Landscape Architect	\$ 110.00
Environmental Scientist / Project Manager	\$ 95.00
Landscape Architect-in-Training	\$ 80.00
CADD Technician / Graphics Specialist	\$ 65.00



Colwell-Naegele Associates, Inc.
 CONSULTING ENGINEERS

Role on Team

Civil Engineering /Stormwater;
 Survey

CNA Hourly Rate Schedule:

Principal/Professional Engineer	\$ 110.00
Project Manager	\$ 95.00
Engineer in Training	\$ 80.00
Engineering Technician	\$ 65.00
CAD Operator	\$ 60.00
Clerical	\$ 40.00
2-Person Survey Crew	\$ 145.00
Professional Land Surveyor	\$ 85.00

PETERS DESIGN GROUP, Inc.
 Architectural Engineering Design
 Established in 1949

Role on Team

MEP & Structural Engineering for
 existing or proposed buildings /
 site utilities

PDG Hourly Rate Schedule:

Principal Engineer	\$ 110.00
Project Manager, QA/QC	\$ 95.00

FANCY PARSLEY
 ARCHITECTURAL DESIGN

Role on Team

Architectural Design for
 existing or proposed

FPA Hourly Rate Schedule:

Principal Architect	\$ 110.00
Project Manager / Designer	\$ 95.00

D

REQUIRED ATTACHMENTS



*Green Infrastructure Concept at Steamtown Mall
(Downtown Scranton)*

PRIME CONSULTANT

**ATTACHMENTS
DATA SUBMISSION DOCUMENTS**

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with

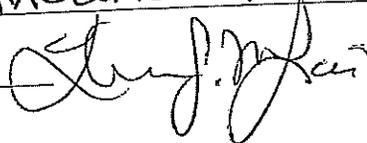
affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess
- (8) documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (9) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (10) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

November 8, 2019

DATE:

NAME OF PROPOSER: Thomas J. McLane & Associates, Inc.

BY: Thomas J. McLane 

TITLE: President

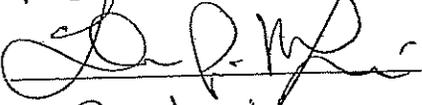
Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

Date: November 8, 2019

NAME OF PROPOSER: Thomas J. McLane & Associates, Inc.

BY: Thomas J. McLane


TITLE: President

Attachment C.
Non-Collusion Affidavit of Prime Bidder

STATE OF Pennsylvania
COUNTY OF Lackawanna

, being first duly sworn, deposes and says that:

1. He is Thomas J. McLane

(Owner, partner, officer, representative or agent)

of Thomas J. McLane + Associates, Inc., the Bidder that has submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

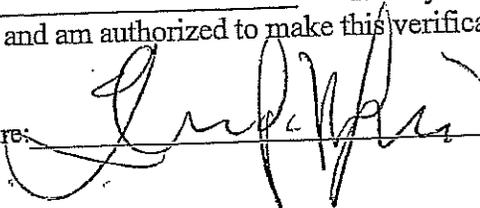
Attachment D. Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service.
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, Thomas J. McLane,
hereby state that I am (title) President for,
and am authorized to make this verification.

Signature: _____



SUB-CONSULTANTS

ATTACHMENTS
DATA SUBMISSION DOCUMENTS

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it, such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
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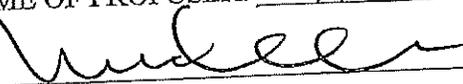
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- (10) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

10.31.19

DATE:

NAME OF PROPOSER: MICHAEL C. MUEER

BY: 

TITLE: PRESIDENT - FANCY PARSLEY ARCHITECTURE

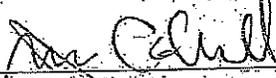
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11/6/2019

DATE:

NAME OF PROPOSER: COLWELL-NAEGELE ASSOCIATES, INC.

BY: 

WADE COLWELL

TITLE: PRESIDENT

affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

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DATE:

NAME OF PROPOSER: Peters Design Group Inc

BY: Eugene J. Peters Eugene J Peters, PE/PLS

TITLE: President

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

Date: 10.31.19

NAME OF PROPOSER: MICHAEL C. MULLER

BY: 

TITLE: PRESIDENT - FANCY PARSLEY ARCHITECTURE

Attachment B. Certificate of Non-Segregated Facilities

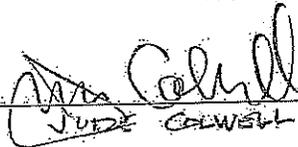
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NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

Date: 11/6/2019

NAME OF PROPOSER: COLWELL-NABGOLE ASSOCIATES, INC.

BY:


JUDE COLWELL

TITLE: PRESIDENT

Attachment B. Certificate of Non-Segregated Facilities

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NOTE; The penalty for making false statements in offers is prescribed in 18 U.S.c. §1001

Dme.: _____

NAME OF PROPOSER: **Peters Design Group Inc.** _

BY: Eugene J Peters

TITLE: Eugene J Peters, President

Attachment C.
Non-Collusion Affidavit of Prime Bidder

STATE OF PENNSYLVANIA
COUNTY OF LACKAWANNA

, being first duly sworn, deposes and says that:

1. He is OWNER

(Owner, partner, officer, representative or agent)

of FANCY PARSLEY LLC, the Bidder that has submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Attachment C.
Non-Collusion Affidavit of Prime Bidder

STATE OF PENNSYLVANIA

COUNTY OF LACKAWANNA

JUDE COLWELL

, being first duly sworn, deposes and says that:

1. He is OWNER

(Owner, partner, officer, representative or agent)

of COLWELL-NASRINE ASSOCIATES, INC., the Bidder that has submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and,
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit
Signature Page

Signed *[Signature]*
PRESIDENT
(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 6TH DAY OF NOVEMBER
2019

(TITLE) *Michael J. Fenick* PROJECT ENGINEER

MY COMMISSION EXPIRES: 12-2 2020

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Michael J. Fenick, Notary Public
Clarks Summit Boro, Lackawanna County
My Commission Expires Dec. 2, 2020
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

Attachment C.
Non-Collusion Affidavit of Prime Bidder

STATE OF Pennsylvania

COUNTY OF Lackawanna

Eugene J Peters, being first duly sworn, deposes and says that:

1. He is President

(Owner, partner, officer, representative or agent)

of Peters Design Group Inc. _____, the Bidder that has submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit
Signature Page

Signed *Eugene J Peters*

(TITLE) Eugene J Peters, President

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 7TH DAY OF November ~ 2019

 :2019 ~

(TITLE) *Elena Bartczak - Notary Public*

MY COMMISSION EXPIRES: .20-22

Commonwealth of Pennsylvania-Notary Seal
Elena Bartczak, Notary Public
Lackawanna County
My Commission Expires December 21, 2022
Commission Number 1229733

Attachment D. Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service.
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, MICHAEL C. MULLER,
FANCY PARSLEY LLC hereby state that I am (title) OWNER for,
and am authorized to make this verification.

Signature: _____

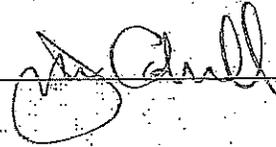


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 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service. **NONE**
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made. **NO**
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship. **NO**
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6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, JUDE COLWELL, hereby state that I am (title) PRESIDENT for COLWELL - NAZARE ASSOCIATES and am authorized to make this verification.

Signature: 

Attachment D. Disclosures by Firm or Contractor

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6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, **Eugene J Peters** hereby state that I am (title) **President** for, **Peters Design Group Inc.** and am authorized to make this verification.

Signature: 

E

ADDITIONAL EXPERIENCE

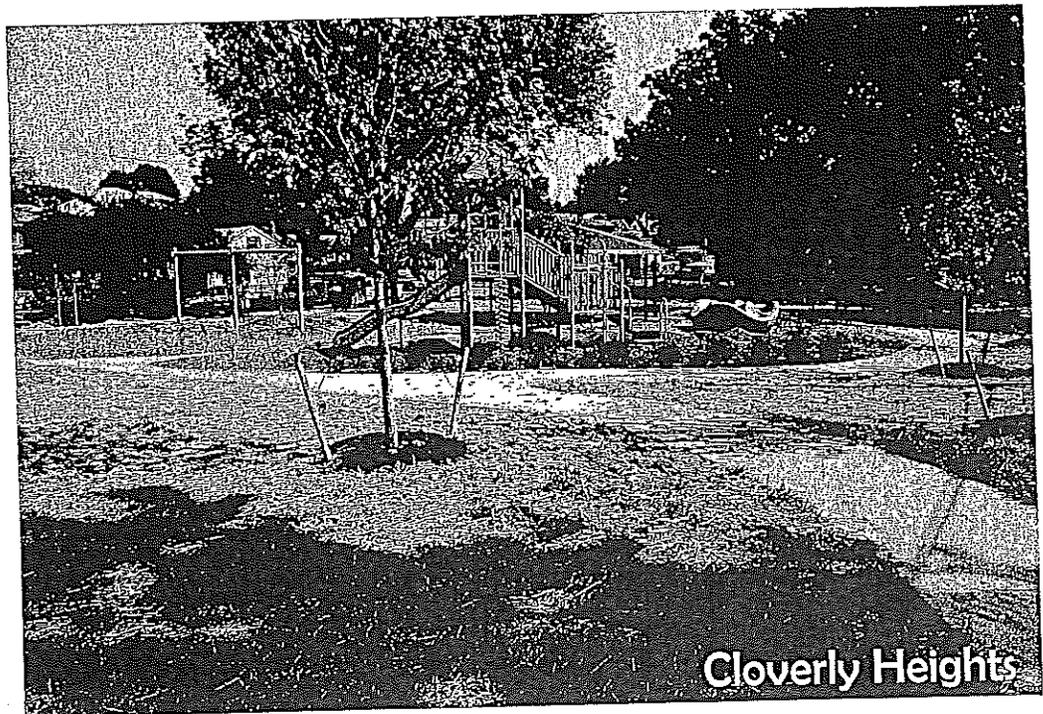
Following are a range of project examples that highlight the unique development ideas and creativity that our firm can bring to a project. We anticipate this project will encompass several components including passive recreation, classic park amenities, active recreation, trails, educational signage, supporting infrastructure, green infrastructure, etc. We can draw from all of our past projects to create a prioritized comprehensive plan that is unique and specific to the City of Scranton's needs.



*Orchard Street / Connors Park
(City of Scranton, South Scranton)*



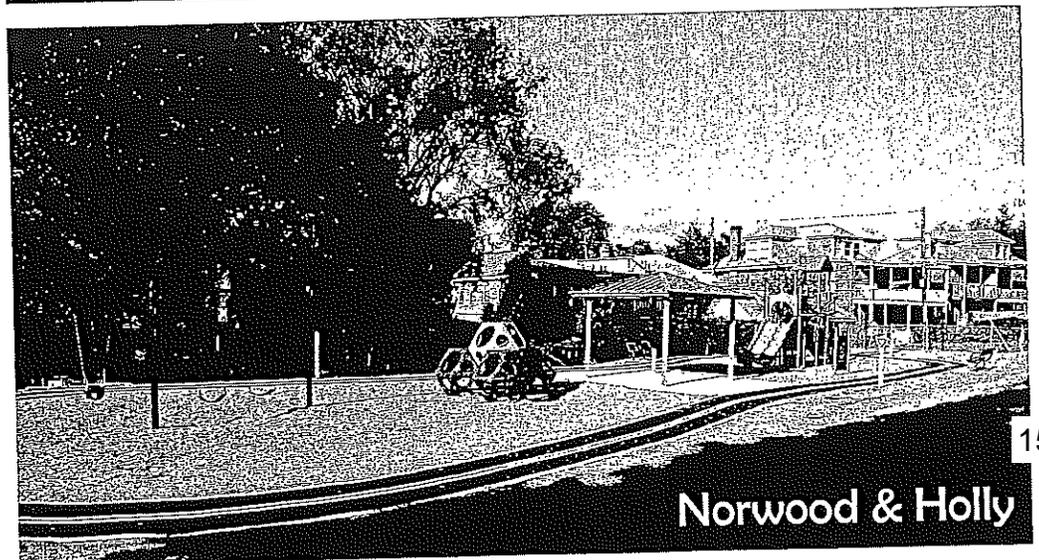
McLane Associates has worked with the City of Harrisburg since 2015 on renovations to 6 City Parks that were deteriorated and run-down. Services included conceptual master planning, grant applications to DCNR, final design, construction drawings, management and construction oversight.



Cloverly Heights



Royal Terrace



Norwood & Holly

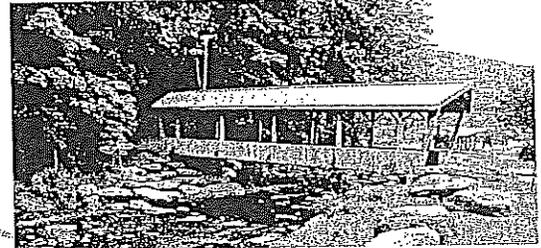
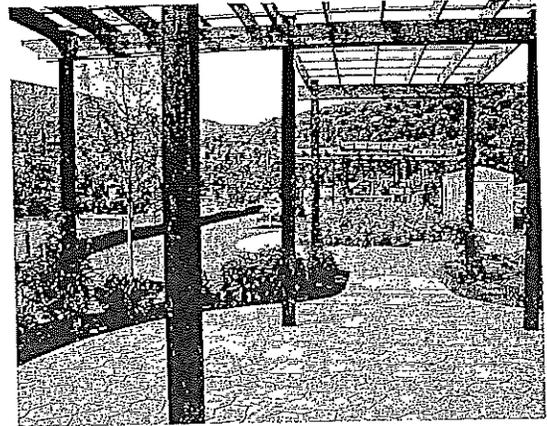
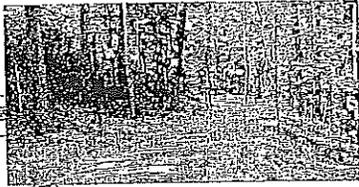
SOUTH ABINGTON COMMUNITY PARK AND TRAIL

MASTER SITE PLAN AND TRAIL DESIGN

South Abington - Lackawanna County, PA

Project Overview

McLane Associates provided South Abington Township residents with a park master plan, construction documents, and construction oversight for 70-acre multi-use recreational park. The design combines the natural beauty of the streamside trail and wooden covered bridges with the excitement of winter ice skating, hockey rinks, a skateboard/roller park, basketball courts and the bright colors of an interactive, splash fountain. McLane Associates provided both quiet green space and active recreation, giving the park new dimension and a sense of destination.



Contact

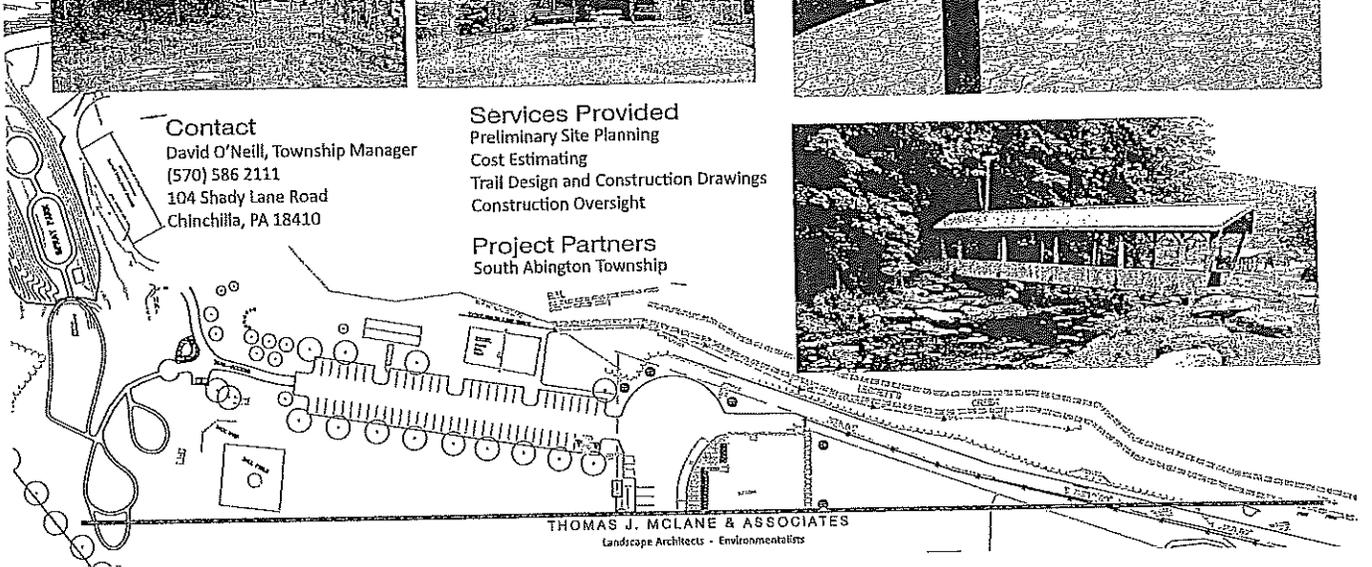
David O'Neill, Township Manager
 (570) 586 2111
 104 Shady Lane Road
 Chinchilla, PA 18410

Services Provided

Preliminary Site Planning
 Cost Estimating
 Trail Design and Construction Drawings
 Construction Oversight

Project Partners

South Abington Township



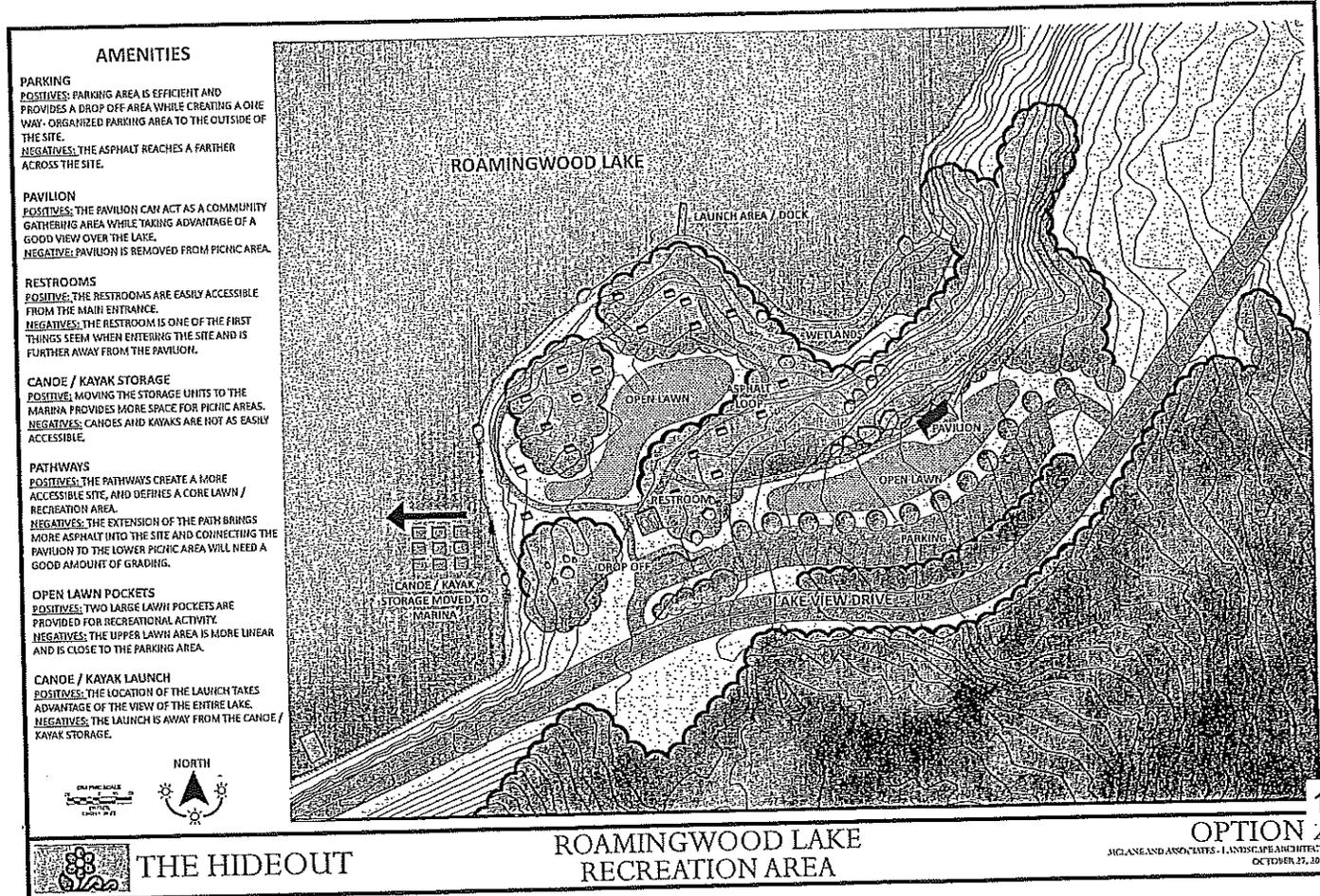
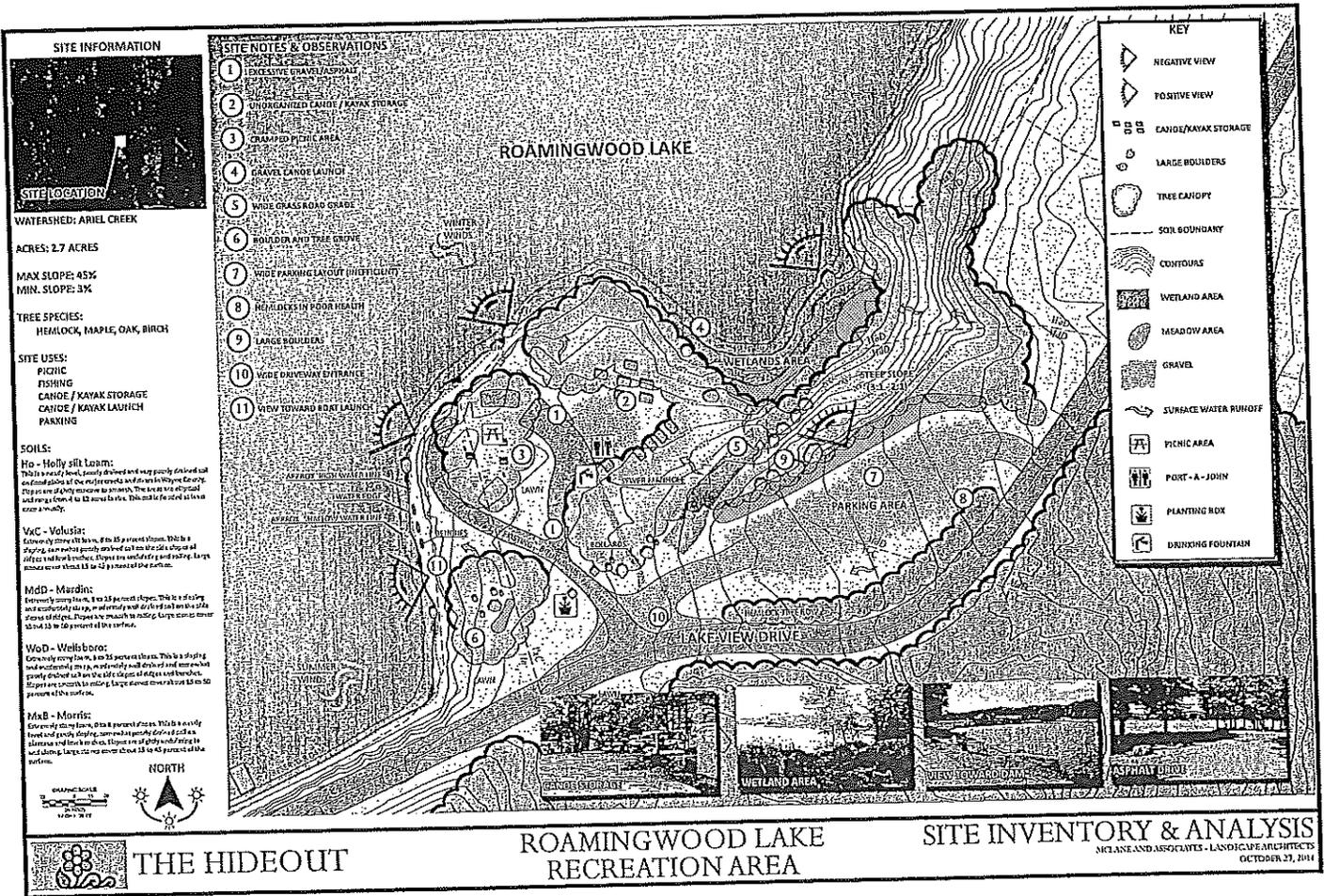
THOMAS J. MCLANE & ASSOCIATES
 Landscape Architects - Environmentalists

PROJECT GOALS

- Passive & Active Recreation**
 - Boating and Fishing Access
 - Amphitheater
 - Open Space
 - Walking Trails
- Environmental Restoration**
 - Invasive Species Removal
 - Riparian Plantings
 - Increased Trout Habitat
 - Native/Rescue Nursery
 - Stream Bank Stabilization
 - Pollinator/Milkweed/Rain Gardens
- Environmental Education**
 - Educational Signage
 - Historical Signage
 - Instructional Programs/Day Camps

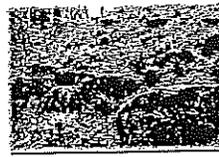
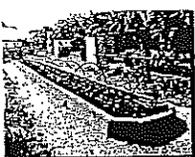
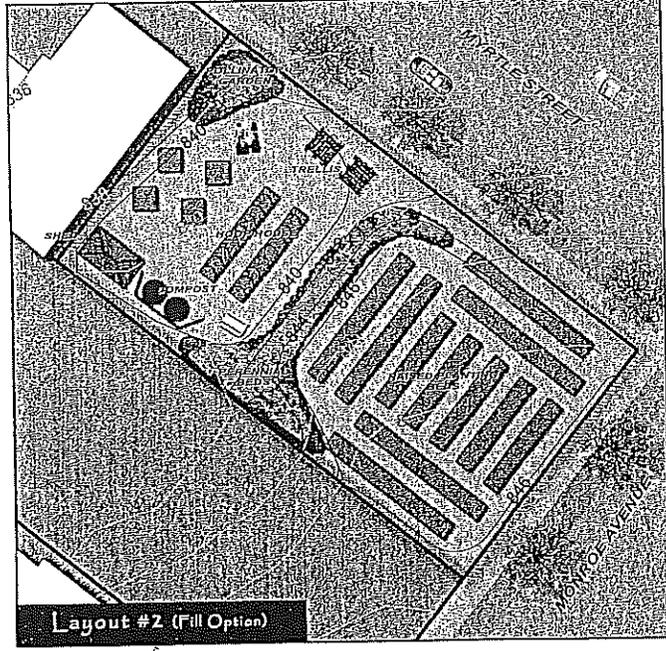
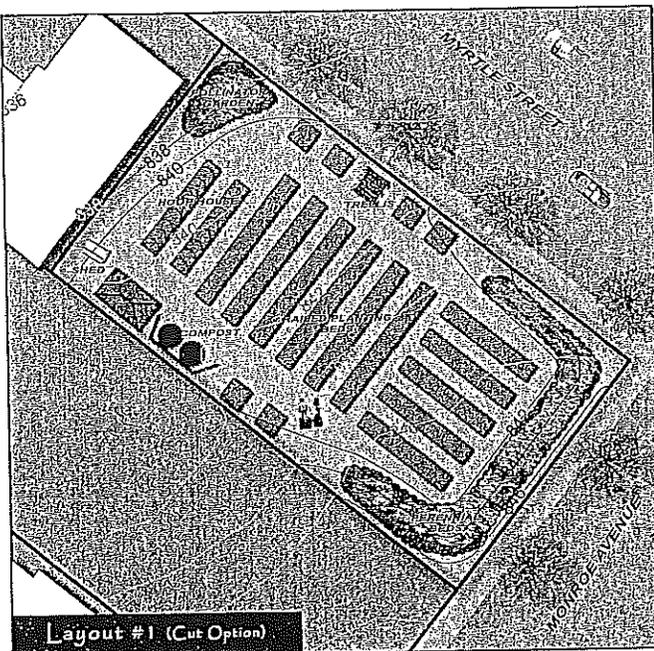
Prepared by:
 Thomas J. McLane & Associates
 March 2015

SWEENEY'S BEACH RECREATION AREA CONCEPTUAL MASTER PLAN





**DONALD & EDITH McLANE
LEGGETT'S CREEK GREENWAY**



GARDEN FEATURES

SLOPE TREATMENT & PERENNIAL BEDS

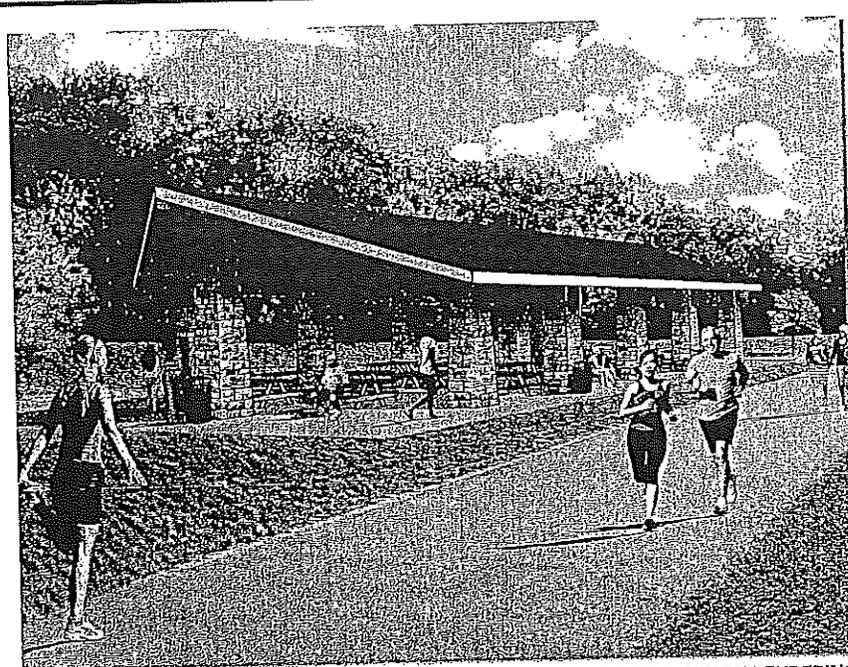
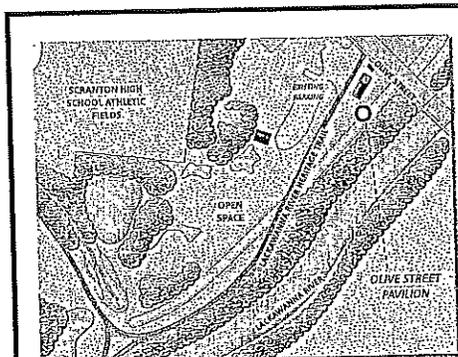
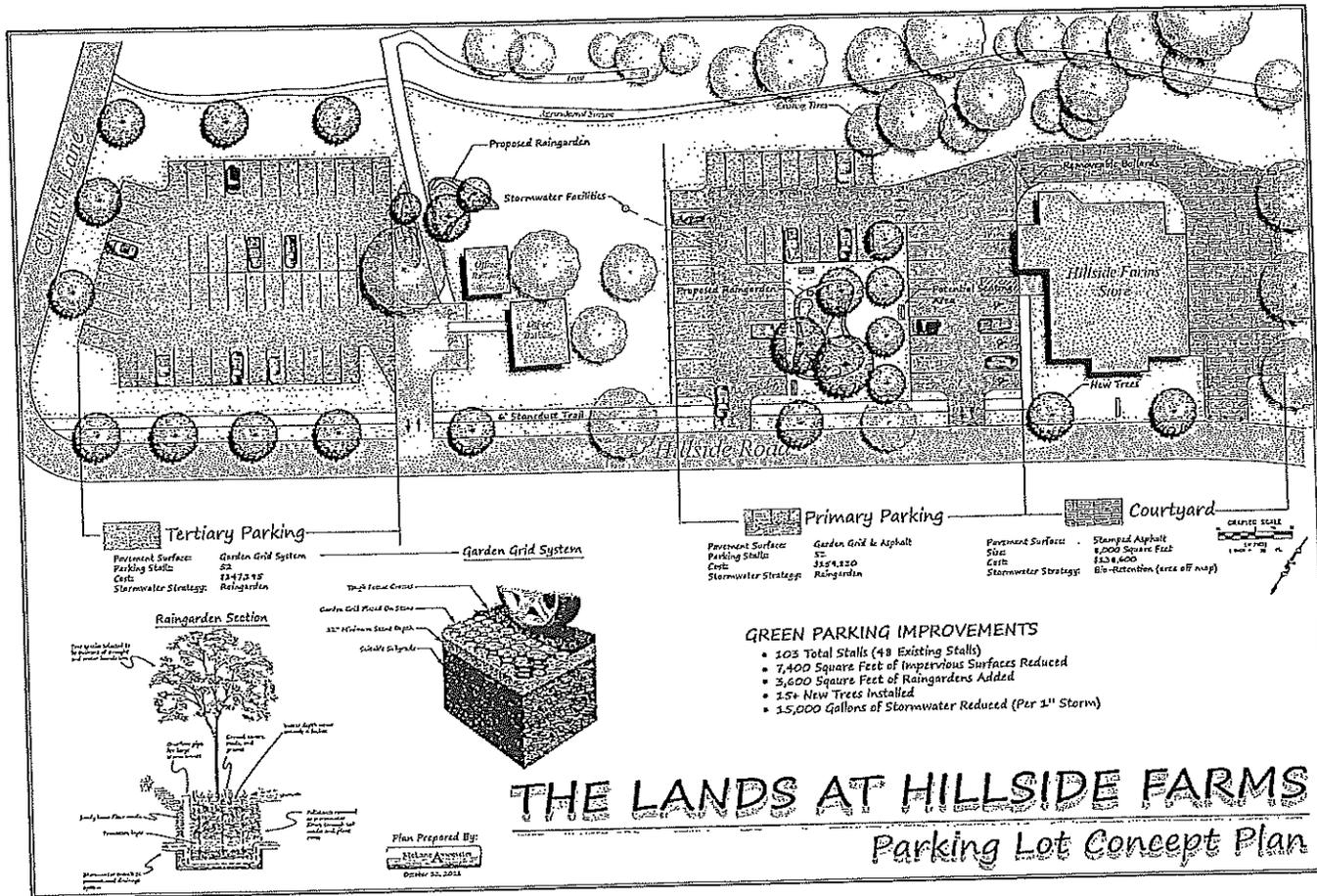
The Greenhouse Project
MAY AUG PARK, SCRANTON

March 17, 2015

DESIGNER: DONALD & EDITH McLANE ASSOCIATES, Inc.

Scale: 1 inch = 10 feet

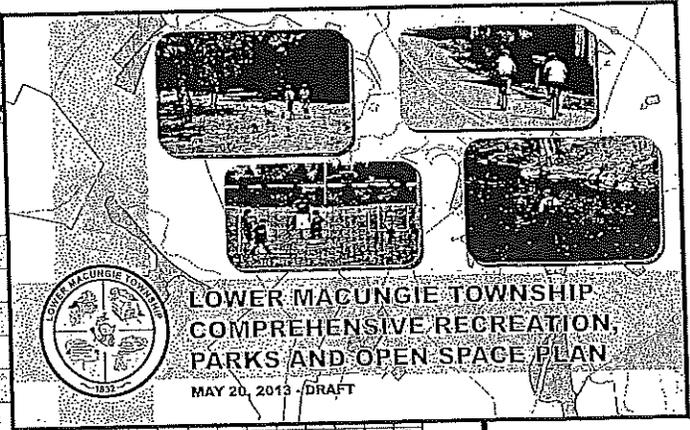
Monroe Avenue / Myrtle Street Community Garden Project



OLIVE STREET MULTI-PURPOSE PAVILION AND COMMUNITY GATHERING SPACE:

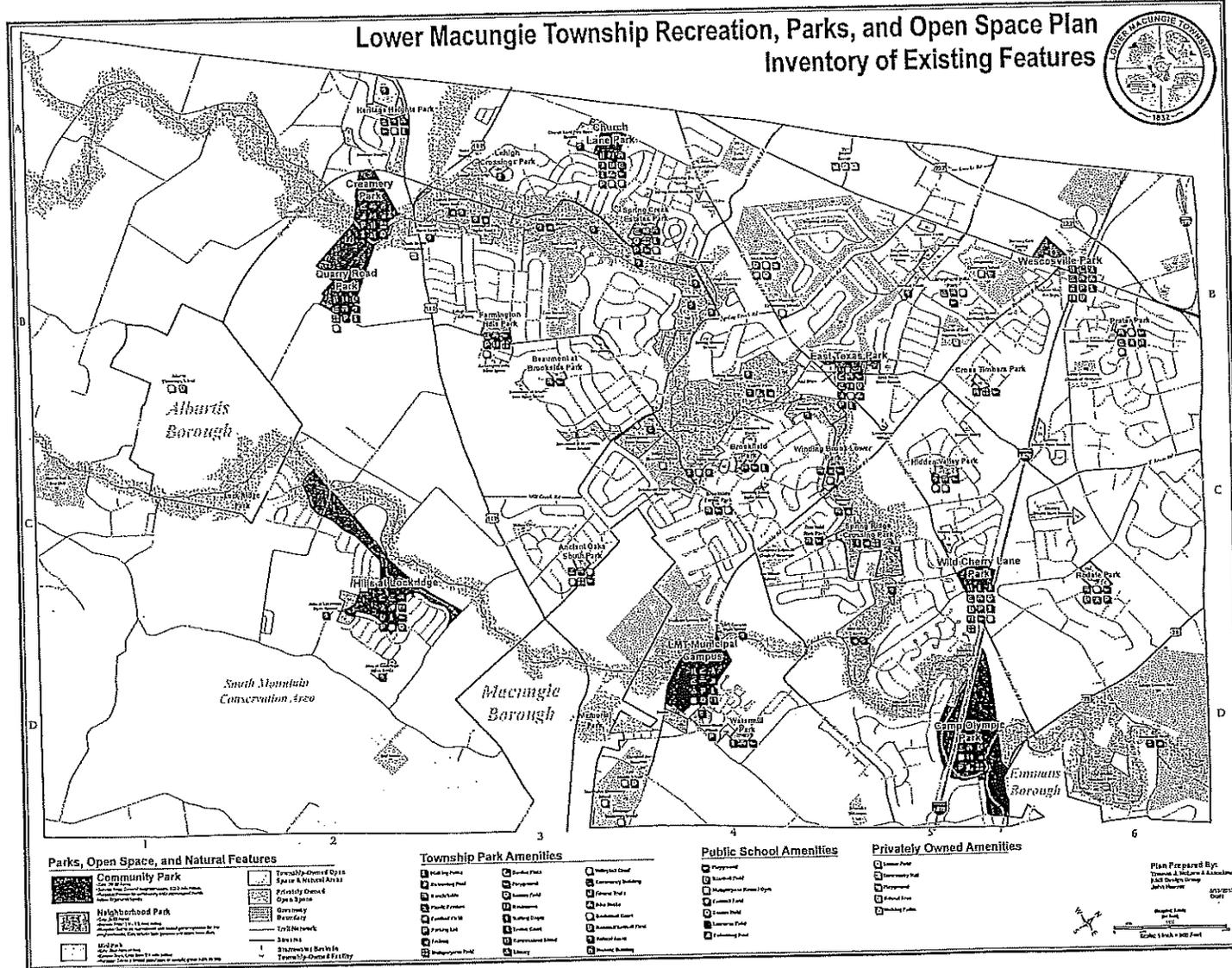
WITH NEW AMENITIES AND ENHANCEMENTS, THE OLIVE STREET TRAIL HEAD HAS POTENTIAL TO BECOME ONE OF THE MOST HEAVILY UTILIZED HUBS AND ACCESS POINTS ALONG THE LACKAWANNA RIVER HERITAGE TRAIL. ITS LOCATION TO THE SCRANTON HIGH SCHOOL, THE SCRANTON RUNNING CLUB, THE LACKAWANNA RIVER AND DOWNTOWN SCRANTON FURTHER BOLSTERS THIS LOCATION AS A PRIORITY AREA. THE SITE IS ALREADY UTILIZED FOR COMMUTING AND RECREATION, AS WELL AS, A VENUE FOR MANY BENEFICIAL COMMUNITY EVENTS, LIKE THE SCRANTON HALF-MARATHON, RIVERFEST, AND MULTIPLE MEMORIAL AND BENEFIT RACES. THE INSTALLATION OF A NEW PAVILION, WITH OR WITHOUT RESTROOMS AND CONCESSIONS, WILL INCREASE THE SITE'S FUNCTIONALITY AND PROVIDE A VENUE CAPABLE OF MORE EFFICIENTLY HOSTING COMMUNITY GATHERINGS.

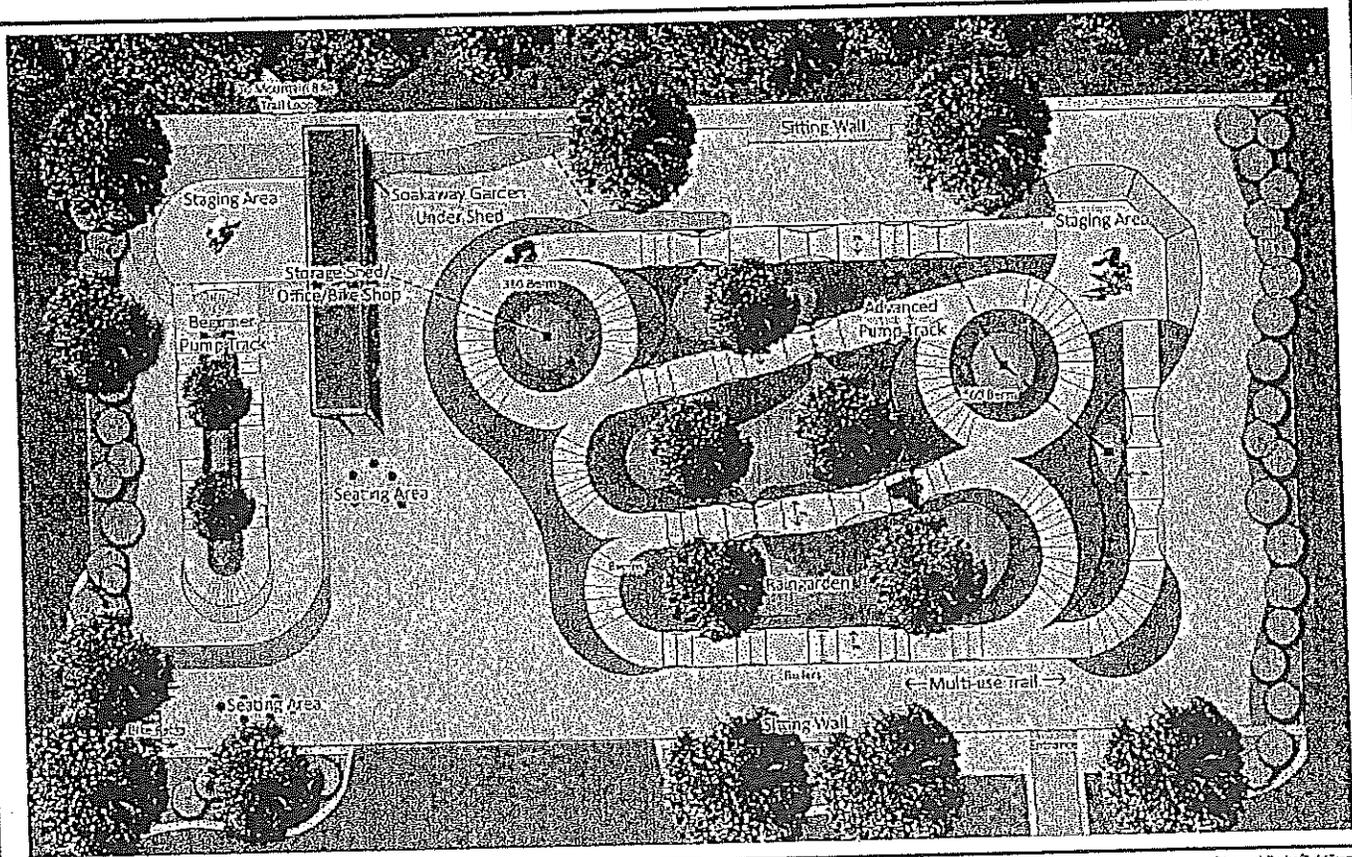




Map Number	Analysis Page	Neighborhood Park Name	Building/ Pavilion		Gazebos		Court Sports		Family Amenities		Passive Open Space	
			Community Building (Retail)	Community Building (Other)	Open	Shaded	Baseball/ Softball	Other	Playground	Other	Golf	Other
59	3-30	Ancient Oaks South Park										
60	3-31	Beaumont at Brookside Park										
191 195	3-32	Brookfield Park										
112	3-33	Cross Timbers Park										
168	3-34	Farmington Hills Park										
172	3-35	Heritage Heights Park										
126 158	3-36	Hidden Valley Park										
205	3-37	Lehigh Crossings										
148	3-38	Prater Park										
170	3-39	Rodale Park										
169	3-40	Spring Creek Estates Park										
132 134 137 155	3-41	Spring Ridge Crossing Park										
133	3-42	Watermill Park										
117	3-43	Winding Brook Lower Park										

Page 3-28 Facilities & Open Space Section 3 Lower Macungie Township Parks, Recreation and Open Space Plan





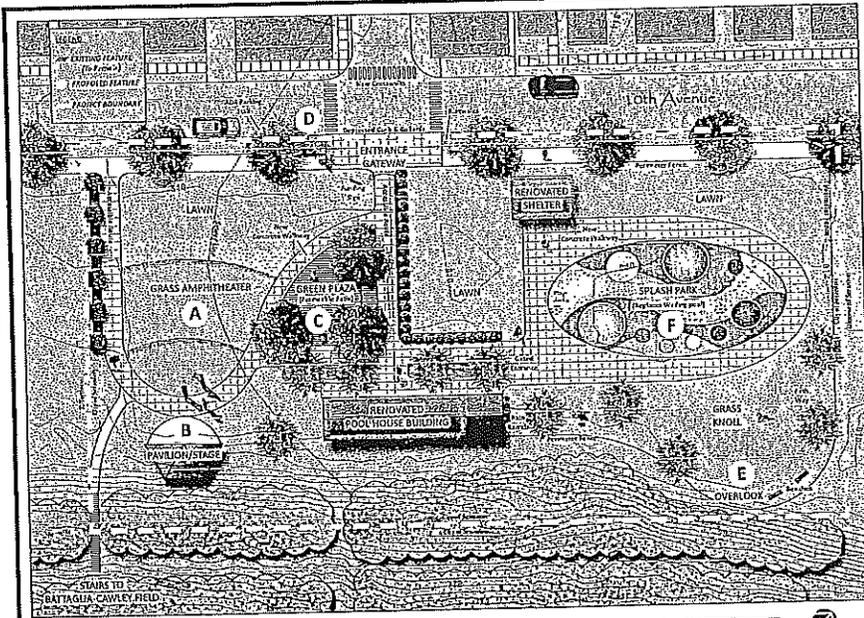
Philadelphia Pump Track

Fairmount Park, Philadelphia, PA

PumpTrack Partners:
Mayor's Coalition of Philadelphia
Bike Share
Specialized Bikes
31 Consulting and Designers



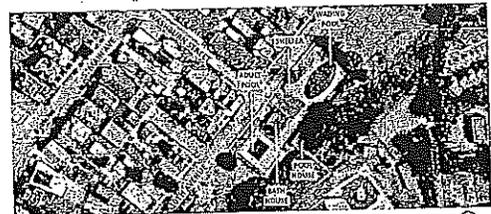
PumpTrack Design/Build Source:
Kicycle Co. a Division of PHA Group LLC
West Agra
Defensible Designs
Lectra and Associates



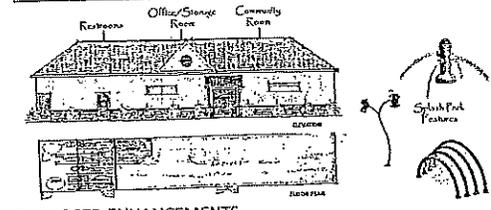
CONCEPTUAL MASTER PLAN

PROJECT INFORMATION

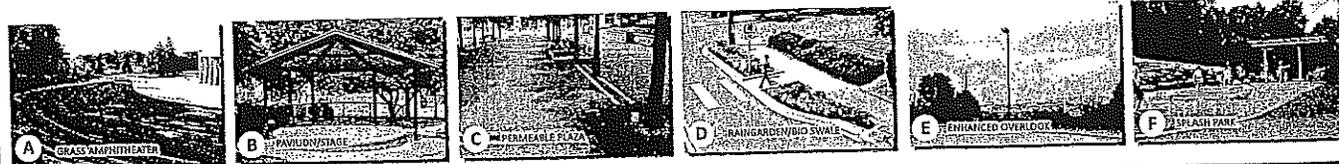
PROJECT NAME	Novembrino Park Improvements
APPLICANT/OWNER	The City of Scranton
ACREAGE OF SITE	1.28 acres (55716.87 sq ft)
SURROUNDING LAND USE	Urban (Residential, Commercial, & Recreational)
HYDROLOGY	Water Bodies/Wetlands: Not Present
SOILS	Urban Land, (U)
WORK LIMITS	1.28 acres (entire parcel)
MAPPING REFERENCES	Lackawanna County, PASDA
PROPOSED DEMOLITION	Adult Pool, Bathhouse, Sidewalks, Perimeter Fence
PROPOSED IMPROVEMENTS	Splash park, Renovate pool house into community center & restrooms, Enhanced overlook, Green infrastructure, New plaza/pavilions to provide community gathering/performance space; Renovate/paint shelter; Fence.



EXISTING CONDITIONS



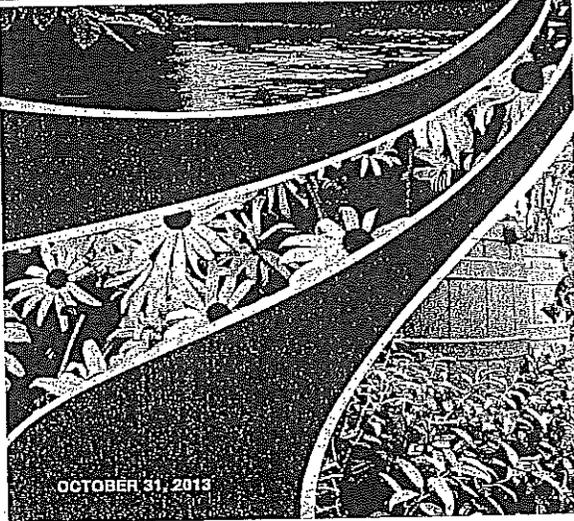
PROPOSED ENHANCEMENTS



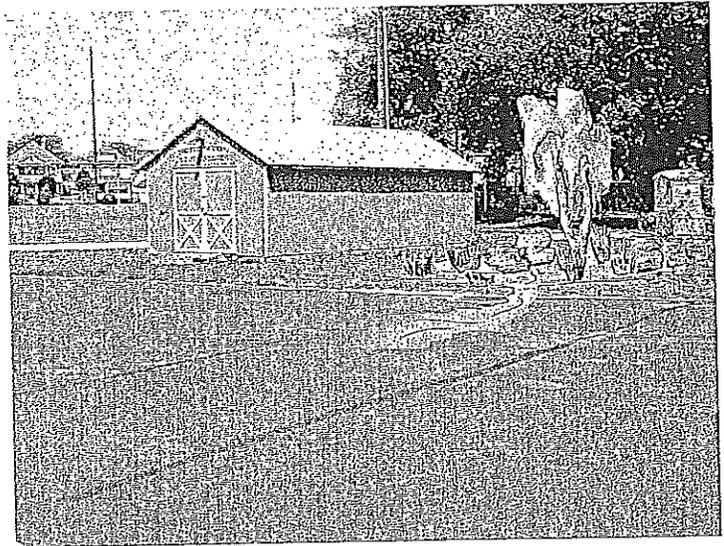
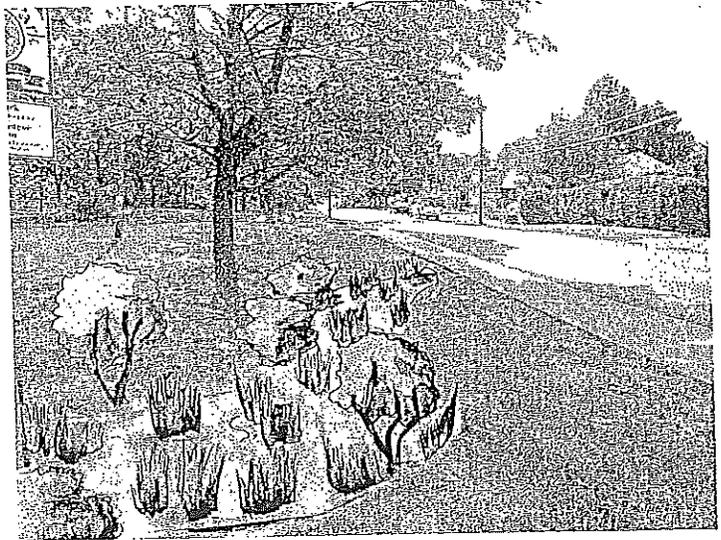
THE CITY OF SCRANTON & SCRANTON SEWER AUTHORITY

STORMWATER MANAGEMENT (MS4 & CSO) SYSTEM REVIEW

A PHASE ONE ASSESSMENT AND RECOMMENDATION REPORT FOR EFFICIENT MANAGEMENT & SUSTAINABLE INFRASTRUCTURE



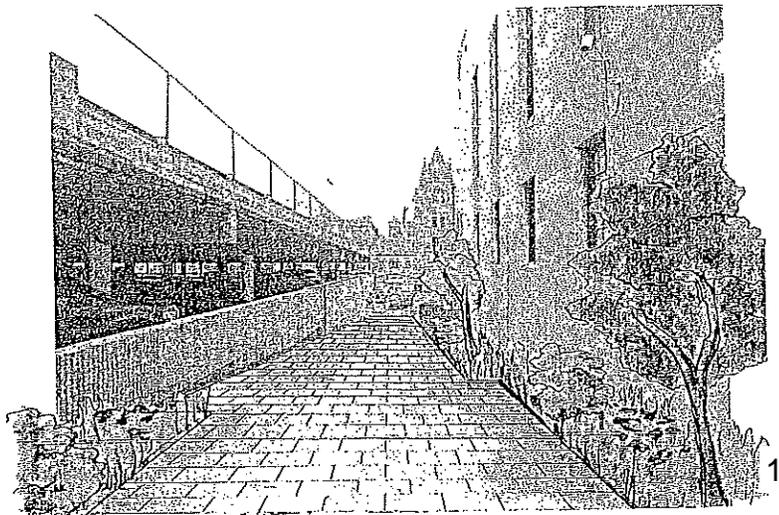
OCTOBER 31, 2013




SCRANTON SEWER AUTHORITY
GREEN INFRASTRUCTURE
PROGRAM MANUAL

PEOPLE PARKS	SOIL CONSERVATION	NATURAL HABITAT
STORAGE TECHNIQUES	REPAIRS/VOLUNTEER OPPORTUNITIES	WATER MANAGEMENT
STREET GREENING	BUSINESS CREATION	CHILD EDUCATION

SSA Business Office • 312 Adams Avenue • Scranton, PA 18503
www.scrantonsewer.org



Hill Neighborhood Association (HNA) Poplar & Clay Parcel Development Options & Assessment

Option #1: Gateway

- A gateway comprised of low stone walls and columns with the gargoyles statues can be constructed. However, the impact of a gateway is reduced on this side of the street. Site lacks visibility and would require tree removal, especially along Clay Avenue.

Option #2: Recreation Area

- More suitable for passive recreation (seating areas, gazebo, open lawn) rather than active recreation (courts, fields, playground); however, the site lacks parking, is very small and may become an unwanted hangout. Enhanced bus stop with shelter may be warranted (speak with COLTS)

Option #3: Via partnership, acquire abutting property (vacant house) to increase parcel size

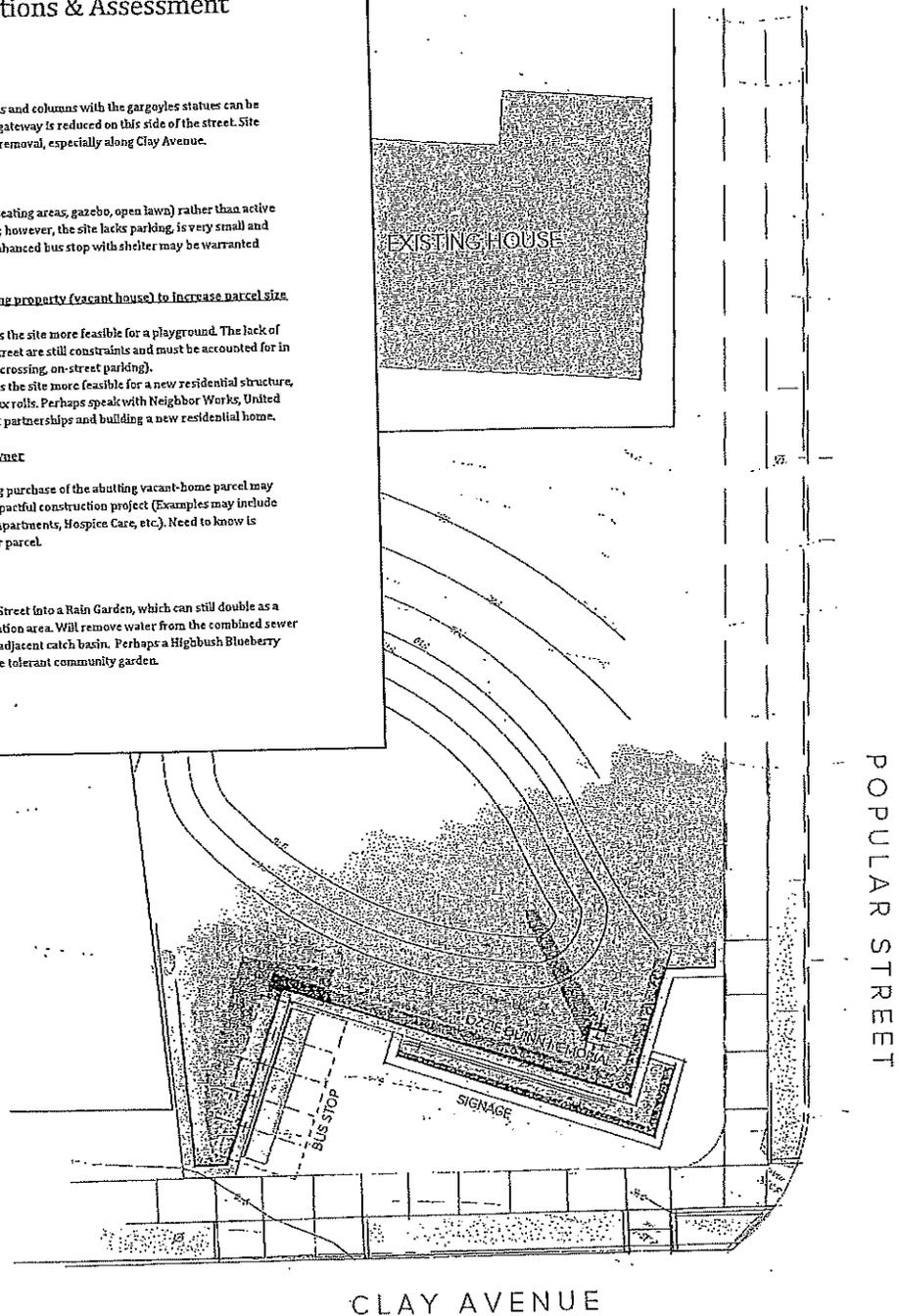
- Increasing the size of the parcel makes the site more feasible for a playground. The lack of visibility, the steep slopes, and busy street are still constraints and must be accounted for in the design phase (fencing, pedestrian crossing, on-street parking).
- Increasing the size of the parcel makes the site more feasible for a new residential structure, which would keep the parcel on the tax rolls. Perhaps speak with Neighbor Works, United Neighborhood Center, IHM, etc. about partnerships and building a new residential home.

Option #4: Re-sell to adjacent property owner

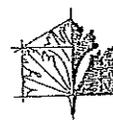
- Reselling this parcel, and encouraging purchase of the abutting vacant-home parcel may encourage a more substantial and impactful construction project (Examples may include expansion for the New Country Day Apartments, Hospice Care, etc.). Need to know is Comcast has long term plans for their parcel.

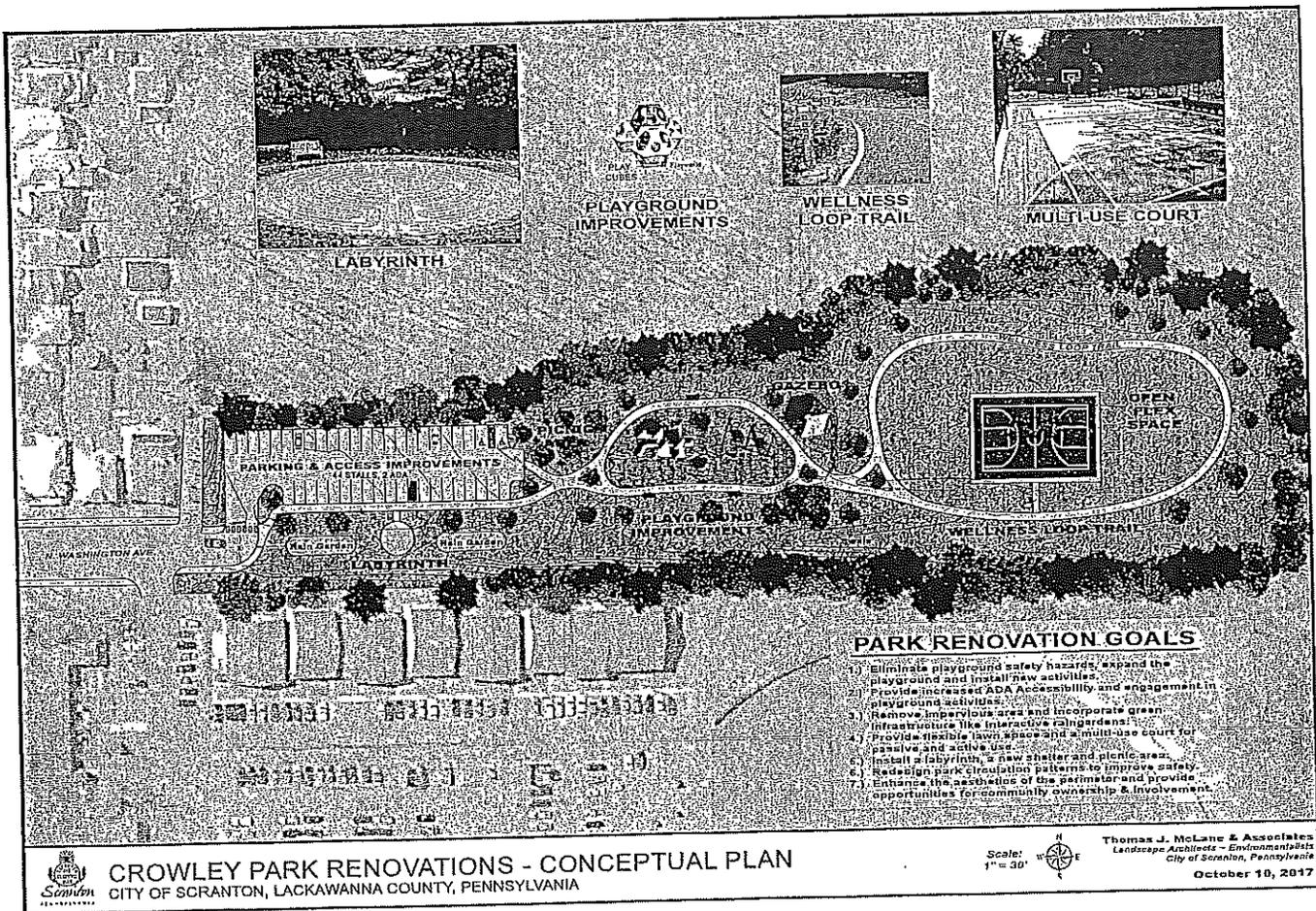
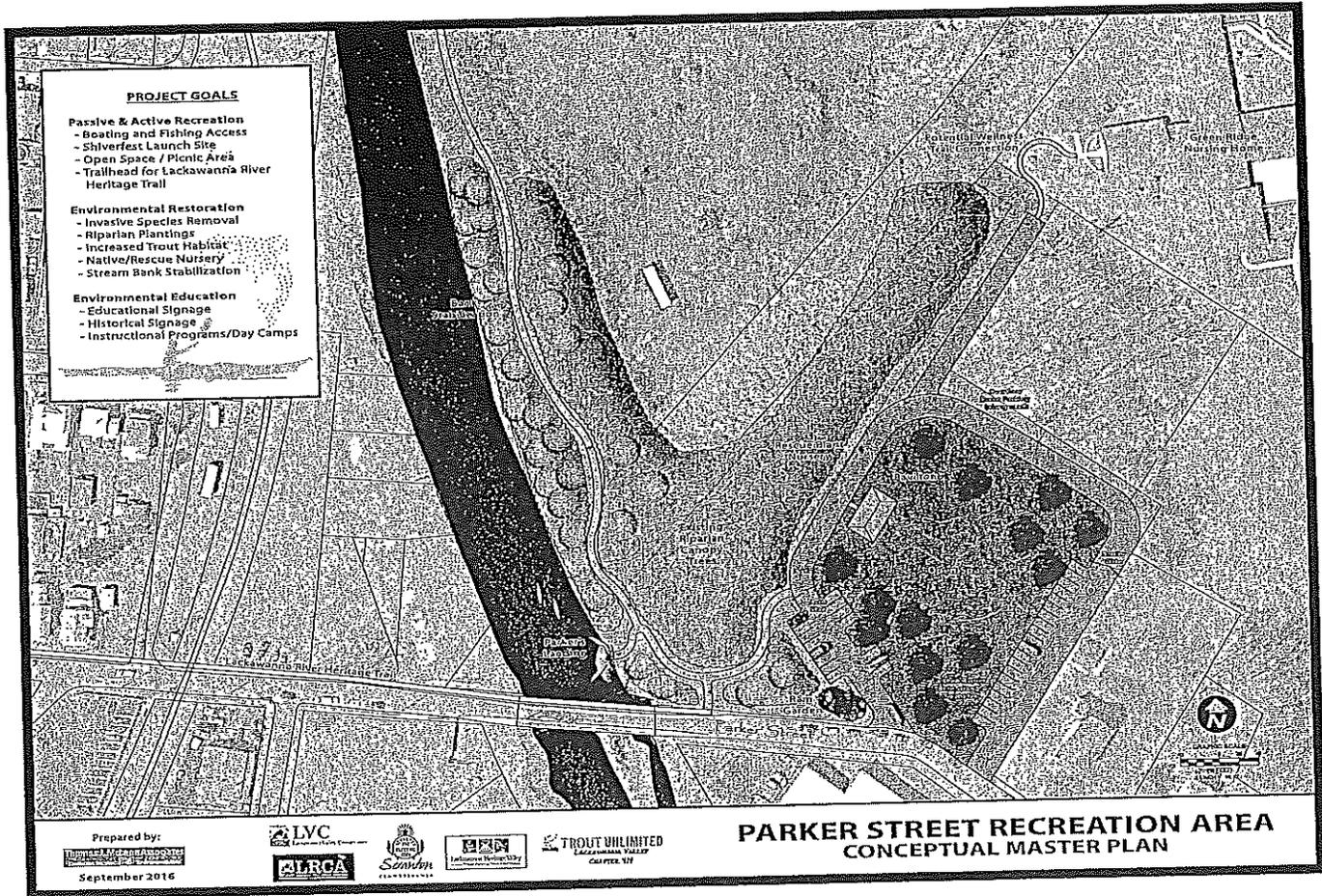
Option #5: Stormwater Management

- Redirect surface runoff from Poplar Street into a Rain Garden, which can still double as a seating area, gateway/passive recreation area. Will remove water from the combined sewer system, with overflow back into the adjacent catch basin. Perhaps a Highbush Blueberry grove or another more-unique, shade tolerant community garden.



ITERATION 3

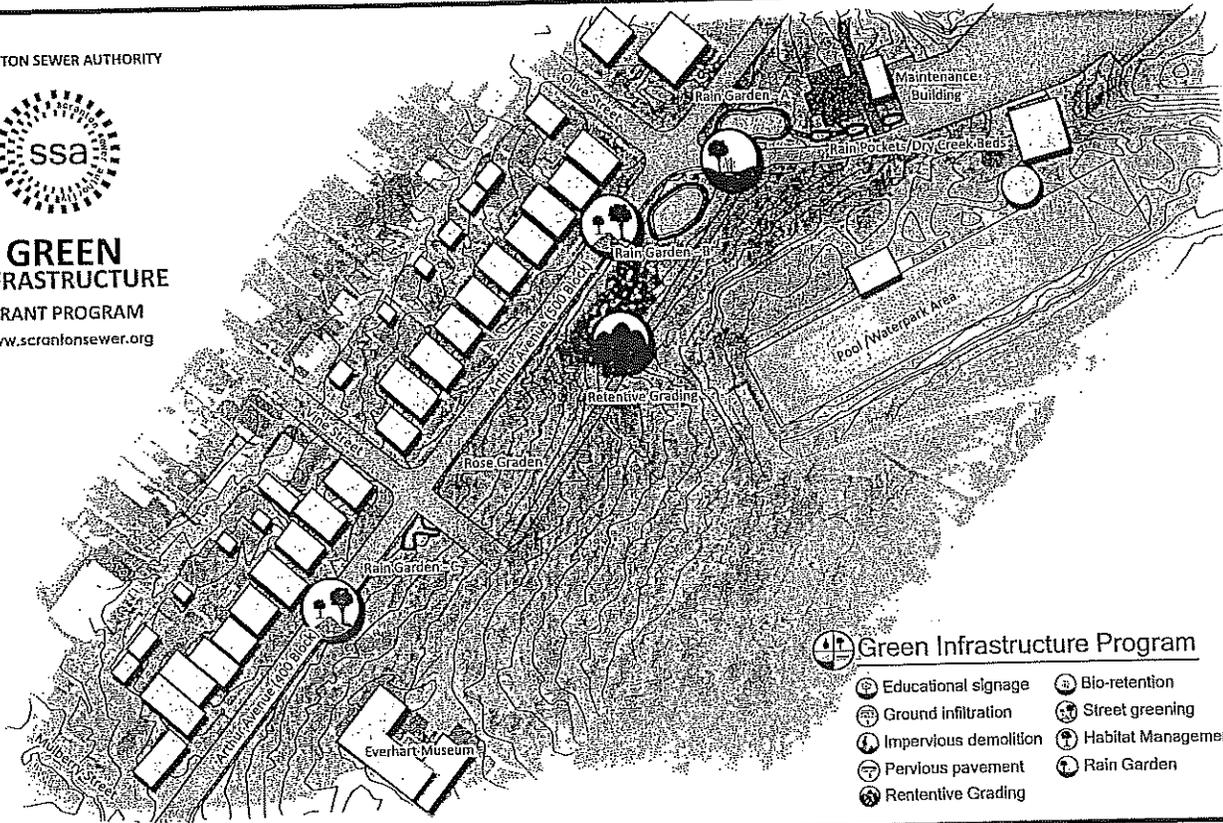




SCRANTON SEWER AUTHORITY



**GREEN
INFRASTRUCTURE**
GRANT PROGRAM
www.scrantonsewer.org



Green Infrastructure Program

- Ⓢ Educational signage
- Ⓢ Bio-retention
- Ⓢ Ground infiltration
- Ⓢ Street greening
- Ⓢ Impervious demolition
- Ⓢ Habitat Management
- Ⓢ Pervious pavement
- Ⓢ Rain Garden
- Ⓢ Retentive Grading



ARTHUR AVENUE GREEN INFRASTRUCTURE PROJECT

AUG. 12, 2012

Scranton Sewer Authority
312 Adams Ave
Scranton, PA 18503

Design Team
- Ceco Associates
- McLane Associates



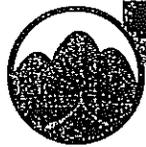
Nay Aug Park | City of Scranton | Lackawanna County



SCRANTON SEWER AUTHORITY



**GREEN
INFRASTRUCTURE**
GRANT PROGRAM
www.scrantonsewer.org



- Ⓢ Bio-retention
- Ⓢ Street greening
- Ⓢ Habitat Management
- Ⓢ Rain Garden
- Ⓢ Educational signage
- Ⓢ Ground infiltration
- Ⓢ Impervious demolition
- Ⓢ Pervious pavement
- Ⓢ Retentive Grading



ARTHUR AVENUE GREEN INFRASTRUCTURE PROJECT

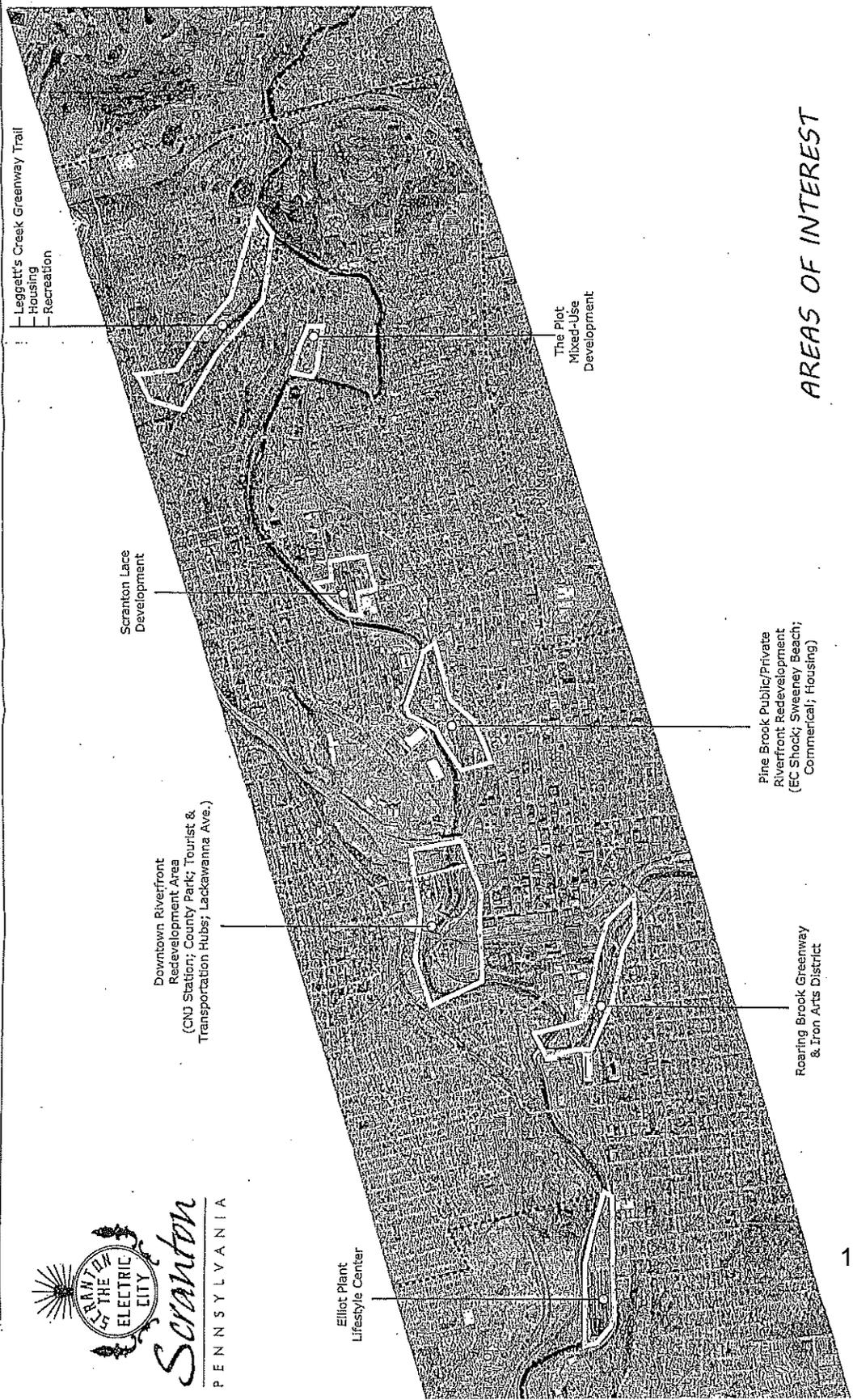
AUG. 12, 2012

Scranton Sewer Authority
312 Adams Ave
Scranton, PA 18503

Design Team
- Ceco Associates
- McLane Associates



Nay Aug Park | City of Scranton | Lackawanna County



Leggett's Creek Greenway Trail
 Housing
 Recreation

Scranton Lace
 Development

Downtown Riverfront
 Redevelopment Area
 (CNU Station; County Park; Tourist &
 Transportation Hubs; Lackawanna Ave.)

Elliot Plant
 Lifestyle Center

The Plot
 Mixed-Use
 Development

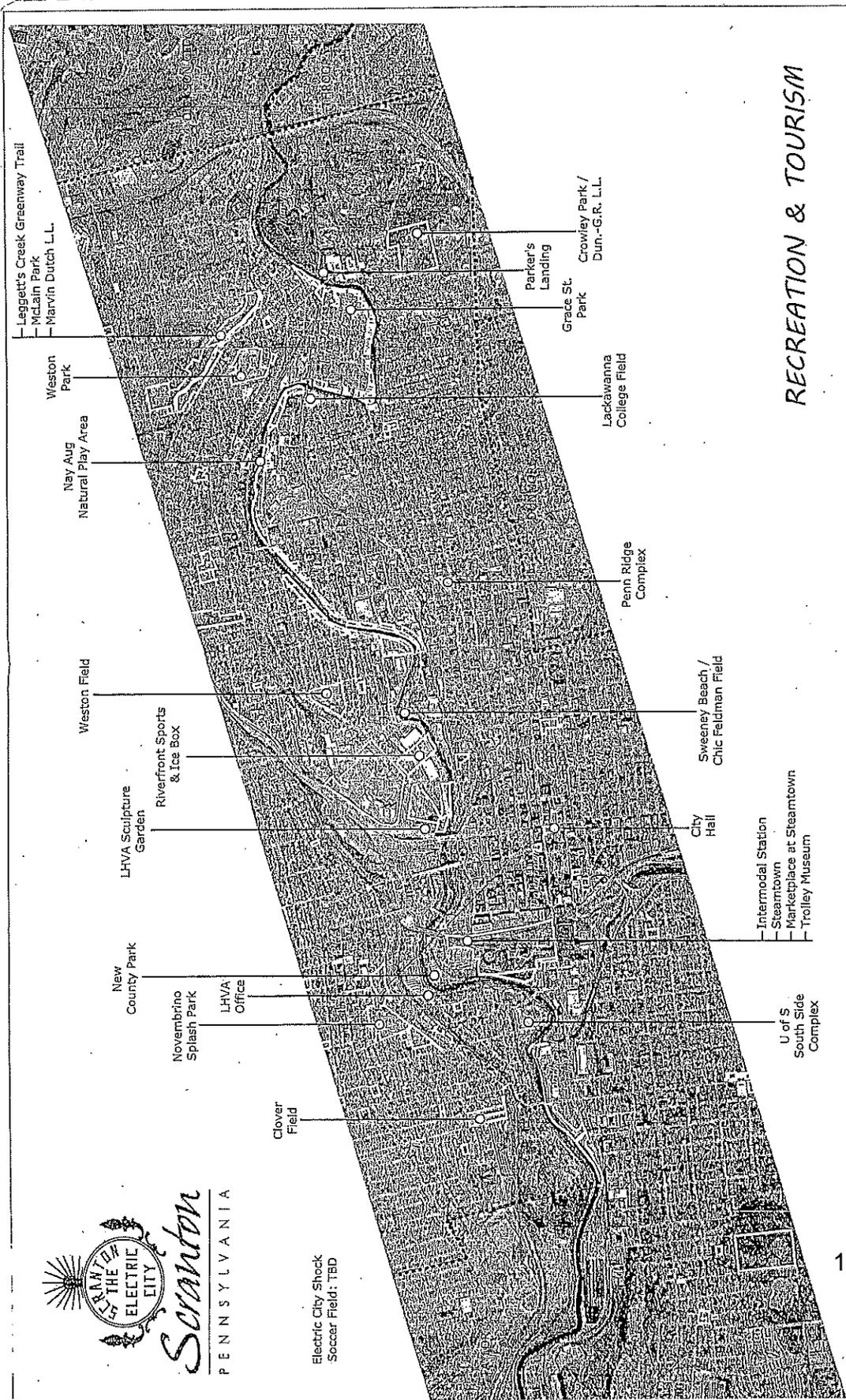
Pine Brook Public/Private
 Riverfront Redevelopment
 (EC Shock; Sweeney Beach;
 Commercial, Housing)

Roaring Brook Greenway
 & Iron Arts District

AREAS OF INTEREST



Electric City Shock
Soccer Field: TBD



Leggett's Creek Greenway Trail
McLain Park
Marvin Dutch L.L.

Weston Park
Nay Aug Natural Play Area

Weston Field

LHVA Sculpture Garden

New County Park
Novembrino Splash Park
LHVA Office

Clover Field

Riverfront Sports & Ice Box

Parker's Landing
Grace St. Park
Crowley Park / Dum.-G.R. L.L.

Lackawanna College Field

Penn Ridge Complex

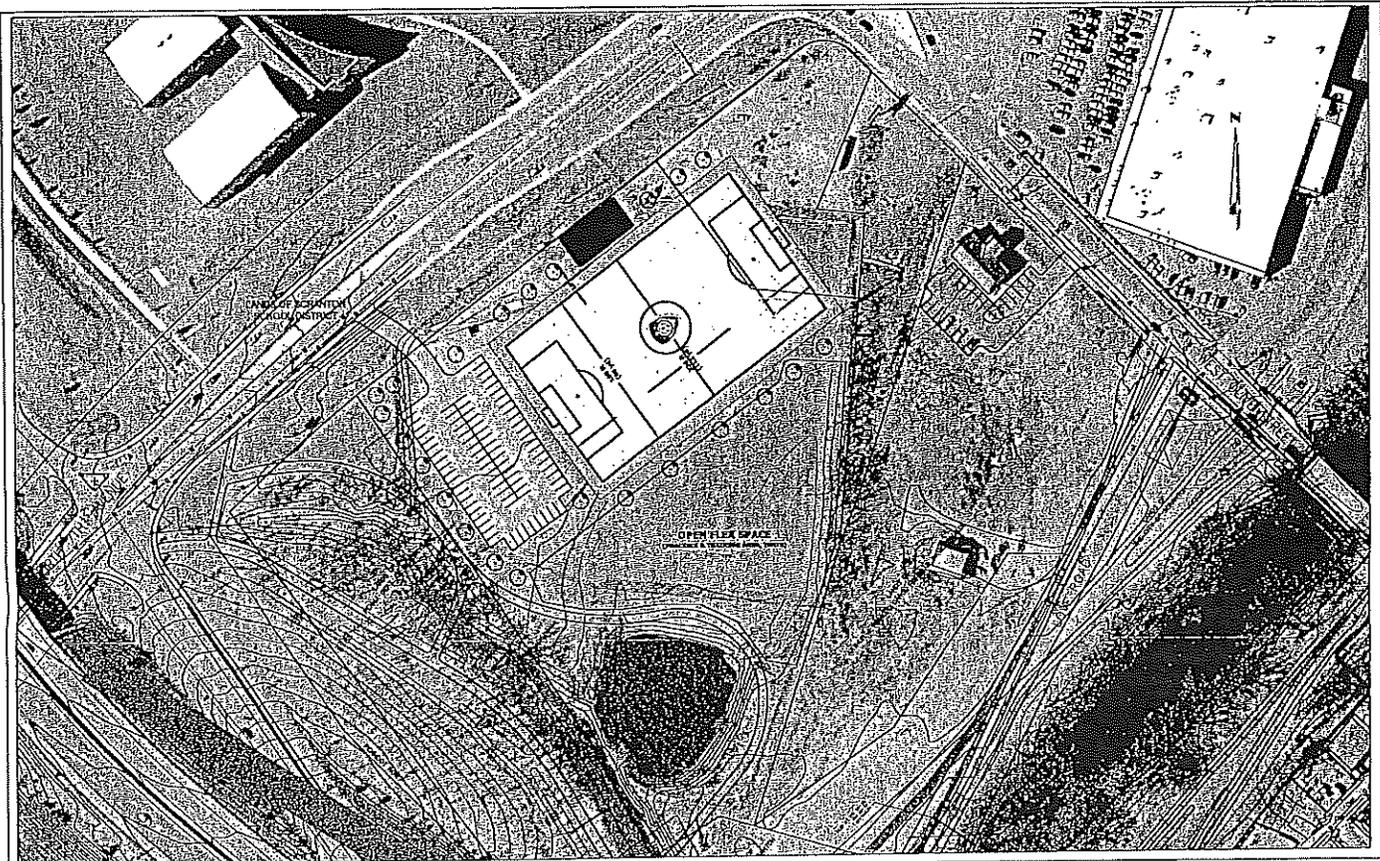
Sweeney Beach / Chic Feldman Field

City Hall

Intermodal Station
Steamtown
Marketplace at Steamtown
Trolley Museum

U of S South Side Complex

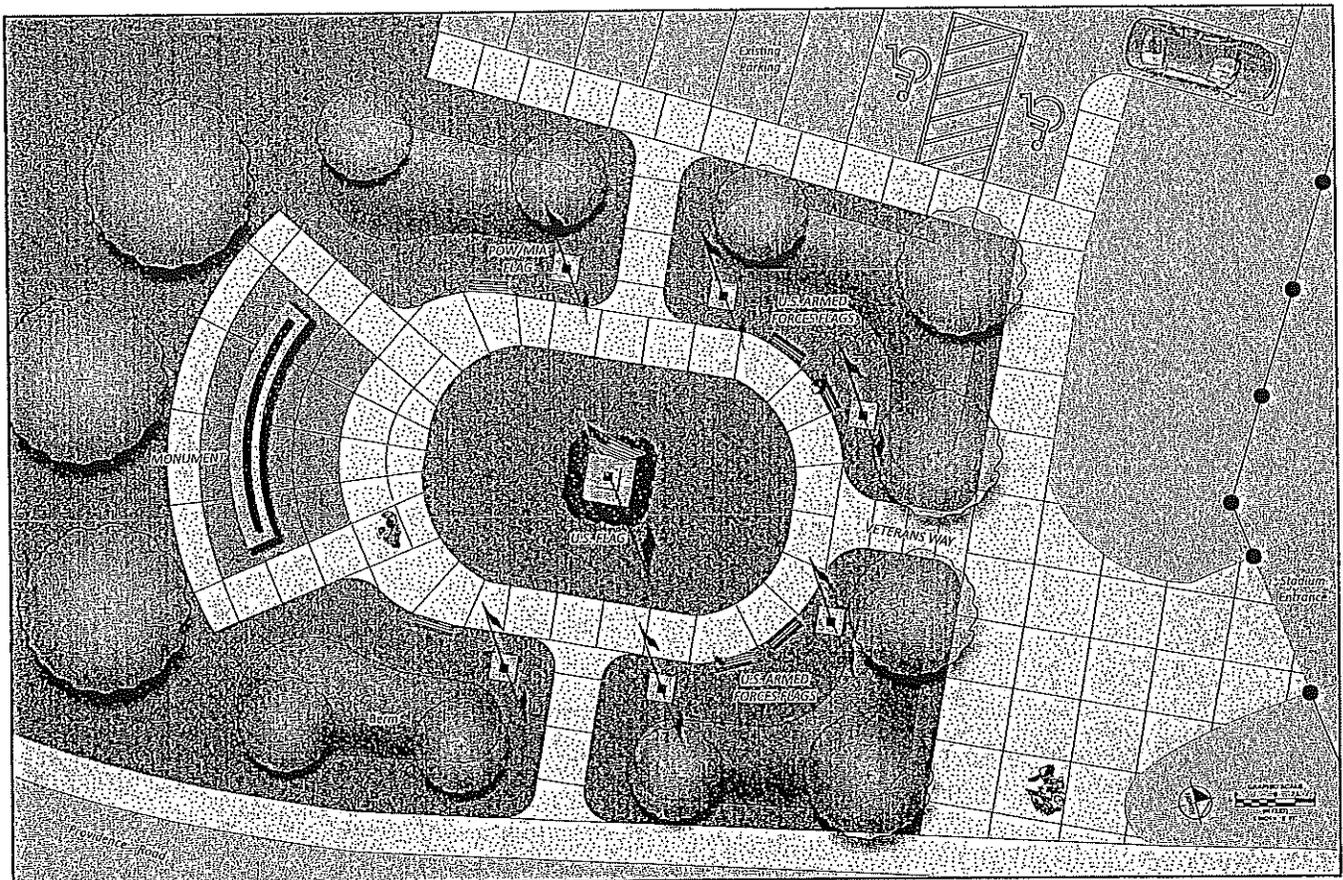
RECREATION & TOURISM



ELECTRIC CITY SHOCK - SOCCER FIELD ENHANCEMENT PROJECT
 AT THE SCRANTON HIGH SCHOOL CAMPUS & THE LACKAWANNA RIVER GREENWAY

DESIGNED BY: J. J. HARRIS
 FOR THE CITY OF SCRANTON
 SCRANTON SCHOOL DISTRICT
 THE ROSCOE GROUP

DATE: APRIL 2017
 SCALE: 1" = 40' & 1" = 80'



SCRANTON VETERANS MEMORIAL PARK CONCEPT PLAN
 CITY OF SCRANTON, LACKAWANNA COUNTY, PENNSYLVANIA

PDGI PARKS AND RECREATION EXPERIENCE

- Engineering design for conversion of Novembrino Swim Complex into a splash park, A Scranton City facility
- Engineering design for upgrades to Davis Trail and other improvements, but not limited to refurbishment of the waterslides, new handicap access pool equipment, and modifications to the overlook platform at Nay Aug Park, a Scranton City facility.
- Engineering design for a new pavilion and restroom facility at McDade Park, a Lackawanna County facility.
- Engineering Design for a new pavilion at Merli/Sarnoski Park, a Lackawanna County facility.
- Engineering design for a new boat launch ramp at Merli/Sarnoski Park, a Lackawanna County Facility.
- Engineering design for a new handicap accessible fishing pier at Merli/Sarnoski Park, a Lackawanna County facility.
- Engineering design for a new pavilion at Aylesworth Park, a Lackawanna County facility.
- Designs for a new play area and apparatus at Weston Field, a Scranton City facility.
- Designs for softball field improvements at Weston Field, a Scranton City facility.
- Designs for a new soccer field at Weston Field, a Scranton City facility
- Designs for improvements to a Little League field, a Throop Borough facility,
- Designs for tennis courts at Nay Aug Park, a Scranton City facility.
- Designs for volleyball court at Nay Aug Park, a Scranton City facility.
- Designs for tennis courts at Weston Field, a Scranton City facility.
- Designs for baseball field improvements at Weston Park, A Scranton City facility.
- Designs for Fieldhouse improvements at Weston Park, a Scranton City facility.
- Designs for Fieldhouse improvements at Weston Field, a Scranton City facility.
- It should be noted that we we provided designs for the original development of the Merli/Sarnoski Park to include access, infrastructure, buildings, beach and play apparatus. Those original designs are still in use today.



DEPARTMENT OF LAW

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

March 5, 2020

RECEIVED

MAR 09 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

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

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH THOMAS J. MCLANE & ASSOCIATES AS CITY OF SCRANTON PROJECT CONSULTANT RECREATION NEEDS ASSESSMENT AND PROJECT ACTIVITIES FOR THE PERIOD DECEMBER 1, 2019 THROUGH NOVEMBER 30, 2024.

Respectfully,

Jessica Eskra (s)

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2020

ACCEPTING A DONATION OF FIVE THOUSAND (\$5,000.00) DOLLARS FROM THE ESTATE OF RITA BUCKLEY CONNOLLY, DECEASED, TO THE CITY OF SCRANTON FIRE DEPARTMENT.

WHEREAS, the attorney representing the Executrix of the Estate of Rita Buckley Connolly has informed the City of Scranton Fire Department that they have been named as a Beneficiary in her Will; and

WHEREAS, it is in the best interest of the City to accept this donation for the City of Scranton Fire Department.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the donation of \$5,000.00 from the Estate of Rita Buckley Connolly, Deceased to the City of Scranton Fire Department is hereby accepted to be deposited into Special City Account No. 02.229544 entitled "Fire Department Donations" to benefit the City of Scranton Fire Department.

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

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

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



DEPARTMENT OF LAW

P E N N S Y L V A N I A CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

March 10, 2020

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

RECEIVED

MAR 11 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION ACCEPTING A DONATION OF FIVE THOUSAND (\$5,000.00) DOLLARS FROM THE ESTATE OF RITA BUCKLEY CONNOLLY, DECEASED TO THE CITY OF SCRANTON FIRE DEPARTMENT.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

LAW OFFICES



CLEMONS RICHTER & REISS
A Professional Corporation

TERRY W. CLEMONS
STEFAN RICHTER*
PETER L. REISS, LL.M.
SCOTT A. MACNAIR
DANIEL M. KEANE
JOSEPHINE A. LEE
VICKI L. KUSHTO

2003 S. EASTON ROAD, SUITE 300
DOYLESTOWN, PA 18901
Phone 215 348 1776
Fax 215 348 9450
www.clemonsrlaw.com

MONTGOMERY COUNTY OFFICE
1816 WEST POINT PIKE, SUITE 115
LANSDALE, PA 19446
Phone 215 699 3002
Hours by Appointment
Please send all correspondence to
Doylestown office

*Fellow, College of Community
Association Lawyers

February 26, 2020

Scranton Fire Department
340 North Washington Avenue
Scranton, PA 18503

Re: Estate of Rita Buckley Connolly, Deceased

Dear Sir/Madam:

As per my previous correspondence, I represent Vicki L. Kushto, Executrix of the above-captioned estate.

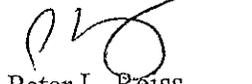
I have enclosed a document entitled "Receipt, Refunding Bond, Release and Satisfaction of Award", in the amount of \$5,000.00, reflecting the amount of the gift left to your organization in Ms. Connolly's Will.

Kindly have an authorized signatory date and sign this document where indicated, **have his/her signature witnessed**, and return the executed document to me in the envelope enclosed. In the alternative, fax to me the signed form.

When I receive the executed Receipt, I will advise the Executrix that she may issue a check to your organization in the amount of \$5,000.00.

If you have any questions, please feel free to contact me directly.

Very truly yours,



Peter L. Reiss

/jo

Encls: Receipt and Release
Return Envelope

cc: Vicki L. Kushto, Executrix

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY,
PENNSYLVANIA
ORPHANS' COURT DIVISION

ESTATE OF RITA BUCKLEY CONNOLLY, DECEASED

NO. 46-2019-X4109

RECEIPT, REFUNDING BOND, RELEASE AND SATISFACTION OF AWARD

TO THE CLERK OF THE ORPHANS' COURT DIVISION:

The undersigned, an authorized representative of the charitable organization identified below (the "Beneficiary") hereby acknowledges receipt from **Vicki L. Kushto**, Executrix of the **Estate of Rita Buckley Connolly, Deceased**, the sum of **FIVE Thousand Dollars (\$5,000)**, which is payment of the bequest made to the **Scranton Fire Department** in Ms. Connolley's Will.

I understand and agree that if a determination is ever made that this distribution exceeds my distributive share under the said Will, I will refund to the Estate the amount of such excess, even if this distribution is made to me through negligence.

Effective upon receipt of this distribution:

The Beneficiary thereupon releases the said Executrix and all successors to the Executrix to the extent of this distribution; and

The Beneficiary thereupon consents to the discharge of the said Executrix to the extent of this distribution; and

The Beneficiary thereupon authorizes and directs the Clerk of the Orphans' Court to enter of record this Satisfaction of Award to the extent of the amount received.

Intending to be legally bound hereby, witness my hand and seal as an authorized representative of the Beneficiary this ___ day of _____, 2020.

WITNESS:

BENEFICIARY:

(Witness sign here)

Scranton Fire Department
340 North Washington Avenue
Scranton, PA 18503

(Witness print name)