

**AGENDA**  
**REGULAR MEETING OF COUNCIL**  
**March 18, 2019**  
**6:00 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 SCRANTON REDEVELOPMENT AUTHORITY HELD FEBRUARY 6, 2019.  
  
[Scranton Redevelopment Authority Minutes 2-6-19.pdf](#)
  - 3.B MINUTES OF THE LACKAWANNA COUNTY LAND BANK MEETING HELD FEBRUARY 8, 2019.  
  
[Lacka County Land Bank Meeting Minutes 2-8-19.pdf](#)
  - 3.C MINUTES OF THE CIVIL SERVICE COMMISSION MEETING HELD FEBRUARY 7, 2019.  
  
[Civil Service Commission Meeting Minutes 2-7-19.pdf](#)
  - 3.D MINUTES OF THE REGULAR MEETING OF THE MEMBERS OF SCRANTON HOUSING AUTHORITY HELD FEBRUARY 4, 2019.  
  
[Scranton Housing Authority Meeting Minutes 2-4-19.pdf](#)
  - 3.E TAX ASSESSOR'S REPORT FOR HEARING DATE TO BE HELD MARCH 27, 2019.

[Tax Assessor's Report for 3-27-19.pdf](#)

- 3.F ARCADIS FINAL REPORT PRESENTED MARCH 11, 2019 FOR THE CITY OF SCRANTON STORMWATER IMPLEMENTATION STUDY, STORMWATER FEE RATE STRUCTURE AND STORMWATER FEE STUDY.

[Arcadis Final Report 3-11-19.pdf](#)

- 3.G CONTROLLER'S REPORT FOR MONTH ENDING FEBRUARY 28, 2019.

[Controller's Report 02-28-19.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 APPLY FOR AND EXECUTE A GRANT APPLICATION FOR A REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP) THROUGH THE COMMONWEALTH OF PENNSYLVANIA'S OFFICE OF THE BUDGET IN THE AMOUNT OF \$5,376,583.00; ACCEPTING AND DISBURSING THE GRANT IF THE APPLICATION IS SUCCESSFUL FOR THE RENOVATION OF THE SCRANTON MUNICIPAL BUILDING.

[Resolution-2019 RACP Grant Application for Municipal Bldg Renovations.pdf](#)

#### 6. CONSIDERATION OF ORDINANCES - READING BY TITLE

- 6.A READING BY TITLE - FILE OF THE COUNCIL NO. 59, 2019 – AN ORDINANCE – AMENDING FILE OF THE COUNCIL NO. 17, 2018, AMENDING FILE OF THE COUNCIL NO. 4, 2018 ENTITLED “AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 17, 1994 ENTITLED “AN ORDINANCE (AS AMENDED) AUTHORIZING THE GOVERNING BODY OF THE CITY OF SCRANTON

TO ENACT ‘A WASTE DISPOSAL AND COLLECTION FEE’ FOR THE PURPOSE OF RAISING REVENUE TO COVER THE WASTE DISPOSAL AND COLLECTION COSTS INCURRED BY THE CITY OF SCRANTON FOR THE DISPOSAL OF REFUSE”, BY IMPOSING A WASTE DISPOSAL AND COLLECTION FEE OF \$300.00 FOR CALENDAR YEAR 2019 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER” TO EXTEND THE MAY 1, 2019 DISCOUNT DATE TO MAY 31, 2019 TO ENABLE RESIDENTS TO TAKE ADVANTAGE OF THE 10% DISCOUNT WHEN PAYING THEIR REFUSE BILL IN FULL.

[Ordinance-2019 Enact Waste Disposal & Collection Fee 2019.pdf](#)

## 7. FINAL READING OF RESOLUTIONS AND ORDINANCES

- 7.A FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC WORKS - FOR ADOPTION – FILE OF THE COUNCIL NO. 58, 2019 – AUTHORIZING THE INSTALLATION OF TWO (2) “TWO HOUR PARKING ONLY” RESTRICTIONS DIRECTLY IN FRONT OF 934 BEECH STREET ZALESKI’S CLUBHOUSE CAFÉ.

[Ordinance-2019 Two Hour Parking Restrictions Zaleski's Clubhouse Cafe.pdf](#)

## 8. ADJOURNMENT

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## Scranton Redevelopment Authority

Minutes  
Regular Meeting  
Wednesday, February 6, 2019  
12:15 P.M.

Olympus Digital Voice Recorder VN-7200, File A, Track 40, 29:30

### **I. Roll call:**

Present: Mr. Schwartz, Mr. Healey, Mr. Savinelli, Mr. Timlin  
Paul Kelly, Solicitor  
Mary-Pat DeFlice, SRA Coordinator  
Disha Patel, SRA Fiscal Coordinator

Absent: Mr. Teserovitch

### **II. Reading and approval of minutes:**

December 2018 minutes approved:

- Mr. Savinelli made the motion to approve the minutes.
- Mr. Schwartz seconded.

Roll Call Vote

- o Mr. Schwartz....YES
- o Mr. Healey....YES
- o Mr. Savinelli....YES
- o Mr. Timlin....YES

### **III. Bills and Communications:**

Attorney Paul Kelly Legal Bills - \$1,007.00

- Mr. Savinelli made the motion to approve the bills.
- Mr. Schwartz seconded.

Roll Call Vote

- o Mr. Schwartz....YES
- o Mr. Healey....YES
- o Mr. Savinelli....YES
- o Mr. Timlin....YES



**IV. Report of the Secretary:**

Mr. Savinelli – No report.

**V. Reports of Committees:**

Property Committee: Update took place at the annual meeting. This Committee took on the property book project in 2017 and it remains the “Goal” project for the SRA.

Audit Committee: Murphy Dougherty reviewed Audit with SRA at the annual meeting.

**VI. Financial Statements:**

Mr. Schwartz made the motion to approve the financial statements for December 2018.

-Mr. Savinelli seconded.

Roll Call Vote

Roll Call Vote

- o Mr. Schwartz....YES
- o Mr. Healey....YES
- o Mr. Savinelli....YES
- o Mr. Timlin....YES

January 2019 Financial Statements will be deferred for approval until next month so Authority has the chance to review them.

**VII. New business/Unfinished Business:**

**Kenmarq Checks** – Check in the amount of \$877.19. The payments for this loan seem to be falling in line which was expressed during the audit review, loan reimbursement is on track with repayment at approximately \$10,000.00 a year. These deposits go into the general operating account.

**Cooper’s** – Check in the amount of \$500.00. Loan may be smaller or on a different payment plan.

**PP&L** – Attorney Kelly forwarded a letter to the contractor looking for more information regarding details of the maintenance and the plan for the herbicide treatment on February 4<sup>th</sup>; he is waiting for their response. This project is on track to begin in the Spring so there is an opportunity to exchange concerns and work out a plan that sits well with the SRA without missing the boat on the ability to have PP&L address some of the issues on this property.

**Kenmarq Accounts** – Disha was able to provide information to Attorney Kelly with information showing the payback on Kenmarq in the amount of \$143, 863.16. They diligently have been making payments on the loan.

**General Correspondence –**

Chamber 2019 Welcoming Packet...having an SRA member, Burt Schwartz to represent the authority.

**Meeting dates for 2019** – Provided SRA invoice to Disha for the ad for the 2019 meetings.

**Statements of Financial Interest (State Ethics Commission) –**

Required when appointed to a Board, Commission, or Authority. Information goes to the state. This is coordinated by the City Clerk's Office which is where the completed form should be turned in.

**Resolution 1 of 2019** – Fidelity Bank Marywood RACP grant to close out and the SRA to retain that \$106.00 for the general operating account.

Coordinator stepping down to take a new position for the City. A new Coordinator will be fulfilling the role.

**Public Comment:**

No public comment.

**VIII. Adjournment:**

Mr. Schwartz made the motion to adjourn.

-Mr. Healey seconded.

Roll Call Vote

- Mr. Schwartz....YES
- Mr. Healey....YES
- Mr. Savinelli....YES
- Mr. Timlin....YES

**LACKAWANNA COUNTY LAND BANK  
SCHEDULED MEETING MINUTES  
February 8, 2019**

The scheduled meeting of the Lackawanna County Land Bank was held on Friday, February 8, 2019 in the Commissioners' Conference Room, 123 Wyoming Avenue, Fifth Floor, Scranton, Pennsylvania.

At 10:00 am Chairman O'Malley called the meeting to order and all joined in the Pledge of Allegiance.

**ROLL CALL**

Roll Call was taken by Commissioner O'Malley (Chairman) – Present

George Kelly –Excused

Henry Deecke – Present

Linda Aebli – Present

Marion Gatto – Present

Terrence McDonnell – Present

Steve Pitoniak – Present

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Also present were Atty. Joseph Colbassani, Land Bank Legal Counsel, Ralph Pappas, Business Relations Manager and Barbara Arens, Administrative Assistant.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY**

There were no comments made at this time.

**MINUTES**

A motion was made by Henry Deecke and seconded by Linda Aebli to approve the minutes of the January 11, 2019 meeting as prepared and presented.

**All in Favor**

**PRESENTATION OF VOUCHERS FOR EXAMINATION AND APPROVAL**

A motion was made by Marion Gatto and seconded by Terrence McDonnell to approve voucher expenditures of January 11, 2019 through February 8, 2019, as presented.

**All in Favor**

**DISCUSSION ITEMS**

**New Interest /Land Bank- Dunmore, Old Forge, Mid Valley SD**

Mr. Pappas explained that he and Mr. McDonnell were working with Dunmore. Efforts to schedule a meeting with the Dunmore school district have been unsuccessful to date. It appears Dunmore Borough Council are in favor of joining the Land Bank, but have not yet approved a resolution to that effect. Mr. Pappas and Mr. McDonnell will continue to pursue efforts to get Dunmore on board. Hopefully, the entire process should be completed in a month or two. Commissioner O'Malley asked about Old Forge and Mid Valley. Mr. Pappas stated that he spoke to Rick

*February 8, 2019*

*Minutes*

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to make sure it was done right. The Land Bank had originally agreed to sell the property to TGF Properties and is now selling it to only the two individuals as Attorney Hagen is not involved in this transaction. The goal was to keep this project going smoothly. The properties have been razed and are ready to go. The property has not been conveyed yet as the parties were waiting for the LERTA to be approved by the City of Scranton, which has now been done. A motion to approve this Resolution was made by Linda Aebli and seconded by Steve Pitoniak

**All in Favor**

#### **2018 YEAR END AUDIT**

##### **Resolution NO. 19-003 – Ratifying a Professional Services Contract For Audit Services**

As requested, Mr. Pappas reached out to Michael Kohanski seeking a fee proposal for auditing services. His fee would be \$4,000. At the last Land Bank meeting, Mr. Pappas stated that Joseph Alu, who performed the 2017 audit would again perform this year's audit for the same cost, \$1,700. It was agreed that the Land Bank would keep the services of Mr. Alu. A Motion was made by Marion Gatto and seconded by Terry McDonnell.

**All in Favor**

##### **Resolution NO. 19-004 – Accepting the Resignation of a Member of the Board of Directors**

At the last Land Bank meeting, Board Member Linda Aebli announced that she is retiring from her position as Executive Director of Scranton's Office of Economic and Community Development, effective February 28, 2019. Therefore, she will also leaving her position as a member and Treasurer of the Land Bank Board of Directors. Regretfully a motion was made by Henry Deecke and seconded by Terrence McDonnell.

**All in Favor**

#### **Opportunity for Public to Address the Board:**

None at this time

**Adjournment** – Motion to adjourn made by Terrence McDonnell seconded by Linda Aebli

**All in Favor**

Next Meeting: Friday, March 8, 2019

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Marion Gatto, Secretary

Prepared by Barbara Arens

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**CIVIL SERVICE COMMISSION**

Jeff Mackie - Chairman  
Paul Duffy - Commissioner  
Jack Loscombe - Commissioner  
Christian Owens, Esquire - Solicitor

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Minutes  
February 7, 2019  
Civil Service Meeting

**I. Pledge of Allegiance**

Completed.

**II. Roll Call**

Roll call was taken. Commissioner Loscombe, Commissioner Kelly were present.

Solicitor Christian Owens was present.

Civil Service Commission Coordinator, Mary-Pat DeFlice, was present.

Absent: Commissioner Mackie

- By way of motion by Commissioner Kelly and seconded by Commissioner Mackie, the Commission approved the appointment of Jack Loscombe as Chair for the Civil Service Commission.

**III. Approval of Minutes**

- By way of motion by Commissioner Kelly and seconded by Commissioner Loscombe, the Commission approved the minutes for January 3, 2019; all in favor.

**IV. Approval of Bills**

- By way of motion by Commissioner Kelly and seconded by Commissioner Loscombe, the Commission approved the legal bills from Solicitor Owens in the amount of \$1,805.00 for legal services in January 2019.
- By way of motion by Commissioner Kelly and seconded by Commissioner Loscombe, the Commission approved to pay the bill in the amount of 123.75 for the 2019 Commission Legal Notice from the Times-Tribune.

- By way of motion by Commissioner Kelly and seconded by Commissioner Loscombe, the Commission approved to pay the bill in the amount of \$232.64 for testing supplies that Commissioner Loscombe provided.
- By way of motion by Commissioner Kelly and seconded by Commissioner Loscombe, the Commission approved to pay the following bills from the PA Chiefs of Police Association:  
 SID Promotionals - \$3,457.00;  
 \_\_\_\_\_ - 2,290.76;  
 First Line Supervisor - \$322.50

## **V. Unfinished Business, New Business**

- Police Promotionals – Oral testing has been scheduled for promotionals February 27<sup>th</sup>, 28<sup>th</sup> and March 6<sup>th</sup>. A request by Chief and Captain to get the promotionals scored asap so they can hire.
- Fire Promotionals – Commissioner Loscombe continues to work on the various Fire promotionals. He discovered that Fire Service Testing will provide a panel for oral testing similar to the PA Chiefs of Police. Although there is a cost associated with this service, there is no issue when it comes to scheduling. This round there are 11 applicants for Chauffeur and 8 for Admin. Captain. Additional promotional testing will be taking place for Fire Inspector and Fire Prevention Officer.

Fire Rep. Irwin wanted to put on the record a request for additional time regarding fire promotional testing as several of the Firemen will have to be studying for several tests at once based on the current testing schedule.

Additional Promotionals will be scheduled in the near future for Fire. Notices will be sent and posted.

- Chief Graziano requested that the entry level list for Police be updated and recertified due to changes in the current list that he discussed with Solicitor Owens. A Special Meeting to be scheduled to certify the new list.
- Chief also stated that based on the new certified list, entry level testing may need to commence in the near future.

## **VI. Communication and Reports/Public Comment**

## **VII. Adjournment**

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

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MINUTES OF THE REGULAR  
MEETING OF THE MEMBERS OF  
SCRANTON HOUSING AUTHORITY  
FEBRUARY 4, 2019

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 4, 2019.

Pledge of Allegiance.

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

1. Roll Call.

Present

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

Absent

Terrence V. Gallagher

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

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 7, 2019.

Mrs. Sinclair: Approval of the minutes of the regular meeting held January 7, 2019.

Ms. Kingsley: So moved.

Mr. Galella: Second.



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

AYES

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

NAYS

None

4. Treasurer's Report for the period January 1, 2019 to January 30, 2019.

Mrs. Sinclair: Treasurer's Report for the period January 1, 2019 to January 30, 2019.

Mr. Galella: This report is as of January 30, 2019. The balances in our checking accounts and Money Market accounts are \$4,056,385.75. The Section 8 NRA Fund has a balance of \$1,554.93. This savings account is required by HUD to deposit excess HAP funds not used by the Authority. The payroll account will now be listed as the bank is requiring the account to have on deposit the amount of the direct deposit funds two days prior to the disbursement of the funds. Thus, the SHA will keep at minimum at least \$75,000 on deposit in the payroll account. Investments made in Certificates of Deposits amounted to \$4,651,730.32. Petty Cash totaled \$300.00, for a grand total of \$8,709,971.00. Paid bills from January 1, 2019 to January 30, 2019 were forwarded to all board members. If there are no questions, a motion should be made for approval of this report.

Ms. Kingsley: So moved.

Mr. Dave: Second.

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

AYES

NAYS

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

None

5. Secretary's Report.

Mrs. Sinclair: Secretary's Report.

Mr. Pelucacci: We have 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, 2018 our total utility cost was \$203,641.01 and for the month of January, 2019 our total utility cost was \$193,829.99.

On our Tenant's Accounts Receivable Report, for the month of November, 2018 we had a total of 278 delinquents totaling \$173,460.77; for the month of December, 2018 we had 399 delinquents totaling \$215,220.79 and for the month of January, 2019 we had 322 delinquents totaling \$197,109.94.

On our Construction Report Madame Chairman, work is progressing on the comprehensive renovation of buildings 15 and 17 and the new gas distribution system at Valley View Terrace.

Work is almost complete on the implementation of our Energy Conservation measures through our Energy Performance Contract.

That is all I have, Madame Chairman.

Mrs. Sinclair: Thank you. Attorney Hughes, do you have anything under Solicitor's Report?

6.(c) Solicitor Report.

Attorney Hughes: I have nothing, Madame Chairman.

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 1,172 units under effective lease. There are Seventy-Two (72) 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 830 units under effective lease. Total apartments under effective lease by the Scranton Housing Authority as of January, 31, 2019, are 1,202 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) Approval for the Executive Director to Enter into a Memorandum of Agreement between Scranton Housing Authority and the Scranton Police Department to patrol Valley View Terrace and Hilltop Manor.

Mr. Pelucacci: Madame Chairman, Item 8. (a) is to obtain approval for the Executive Director to enter into a Memorandum of Agreement between Scranton Housing Authority and the Scranton Police Department to patrol Valley View Terrace and Hilltop Manor. This agreement is similar to the four previous contracts we have entered into. The term is for one year.

The rate has been increased from \$31.79 per hour to \$32.43 per hour. This increase represents the increase that a Scranton Patrolman received. Two officers will continue to work four hours per night for three nights per week. There is usually a Five Dollar Administrative Fee charge, but like in the previous agreements, the Police Department will be waiving that Five Dollar fee. So, our total cost including everything is \$32.43 per hour.

If it is the Board of Commissioners desire to enter into this agreement, we should have a motion for its approval.

Mr. Dave: So moved.

Ms. Kingsley: Second.

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

AYES

NAYS

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

None

8.(b) Resolution No. 19-5 – Approval for the Establishment of a Checking Account for the Capital Fund Program.

Mr. Pelucacci: Madame Chairman, Item 8.(b) is Resolution No 19-5 which is for the approval to establish a checking account for the Capital Fund Program.

“Whereas, the Scranton Housing Authority applied for the Capital Fund Program from the United States Department of Housing and Urban Development and received funds from said program (PA 01P003501-18); and

Whereas, the Scranton Housing Authority must establish a checking account for said program; and

Now, Therefore, Be It Resolved that the Board of Commissioners of the Scranton Housing Authority hereby approves the execution of all required documents to establish a checking account for said program at the First National Community Bank, 102 E. Drinker Street, Dunmore, PA 18512.”

It would be my recommendation that the Board of Commissioners pass Resolution No. 19-5.

Ms. Kingsley: So moved.

Mr. Dave: Second.

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

AYES

NAYS

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

None

9. Personnel.

Mr. Pelucacci: Yes, Madam Chairman, under personnel, we have no resignations or retirements.

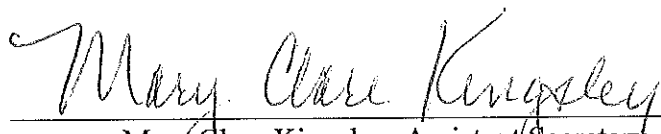
There is currently no one on workers compensation. Paul Morgan is currently on long term disability. That concludes the Personnel Report Madame Chairman.

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. Dave, and seconded by Mr. Galella.

  
\_\_\_\_\_  
Mary Clare Kingsley, Assistant Secretary

## **Certificate**

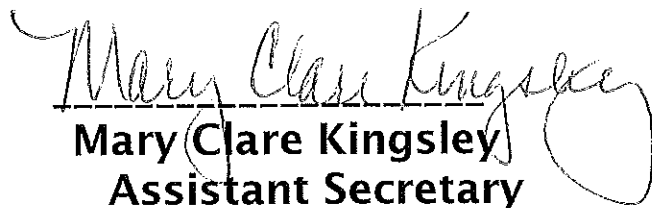
**I, Mary Clare Kingsley, hereby certify that:**

**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 4, 2019 is a true and correct copy of the original Minutes of said meeting, as approved at the meeting of said Authority on March 4, 2019 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 4th DAY of MARCH, 2019.**

  
**Mary Clare Kingsley**  
**Assistant Secretary**

# TAX ASSESSOR'S REPORT

Hearing Date: 03/27/19

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value	After Appeal Value
10:00 AM	DISCOVERY MULTIPLE INT PRESCH	SCRANTON W-19	16809020030		600	
10:00 AM	DISCOVERY MULTIPLE INT PRE SC	SCRANTON CITY	16809020029		20000	
10:10 AM	PARSONS REVOCABLE LIVING TRU	BENTON	0280402001201	MICHAEL COWLEY	1500	
10:15 AM	HANNA ELAINE	BENTON	02804020012	MICHAEL COWLEY	6000	
10:25 AM	KAUB ERIC W & MELISSA	SCOTT TWP	0710302001710	JOSEPH O HAGGERTY	38000	
10:35 AM	SNIPES DANIEL & KATHRYN	SCOTT	0520301001102	JEFFREY NEPA	34000	
10:45 AM	HEARD MELANIE L	ROARINGBROOK TWP	1700101000187		44900	
10:55 AM	NESKO KATHERINE A & FERACIOLY	GLENBURN	08902010010		12800	
11:05 AM	RD NOTO & SON CONSTRUCTION IN	SOUTH ABINGTON TWP	1000301000701		45000	
11:15 AM	FISCH ROBERT J	NEWTON	1110301002842		41000	
11:25 AM	GABLE TRUST DONALD D & VIOLET	WEST ABINGTON	0780101000401		11300	
11:35 AM	KING GLEN M & LEILA B	WEST ABINGTON	0780101000403		11100	
11:45 AM	BLUE SHUTTERS LAND DEVELOPM	COVINGTON TWP	2050204000124	JUSTIN SULLA	50000	
11:55 AM	NI HENGFU & ZHAO J I E	COVINGTON TWP	2050204000115	JUSTIN SULLA	58750	
12:05 PM	THOMAS MATTHEW	BENTON	04901040001	PATRICK LAVELLE	58000	
12:15 PM	YACHNA BRANDON & AMANDA	ROARING BROOK TWP	1700101001158		48000	
12:25 PM	MATISKO TRACI	JESSUP	10412040021		36700	
12:35 PM	DANDREA JEFFREY P & KIMBERLY	MOOSIC	19302010095		50000	
12:45 PM	BLACK MARY ANN	DICKSON CITY	1240701000249	CHRISTOPHER JONES	49500	
12:55 PM	SHAFFER MICHAEL A & MANDI	GREENFIELD	0141501000105		39500	

TOTAL RECORDS 20

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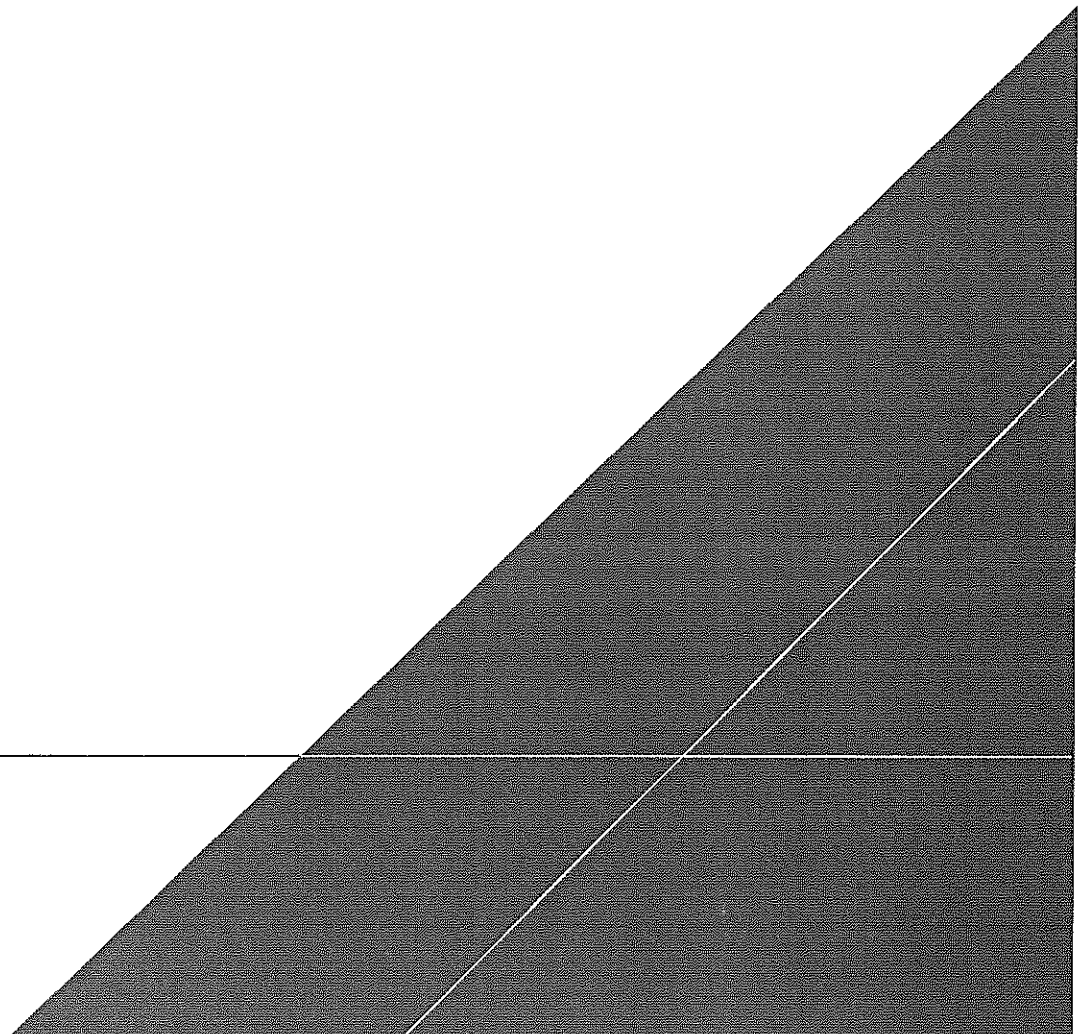


City of Scranton

# STORMWATER IMPLEMENTATION STUDY

May 31, 2018

FINAL



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Figure 1. Map of all MS4 Permitted Municipalities in Pennsylvania, 2010..... 5

## EXECUTIVE SUMMARY

This report outlines several options for structuring the City of Scranton stormwater program. The report discusses the pro and cons of each and suggests an approximate amount of time to implement each option. Timeframes are approximate as each option depends a great deal on interagency cooperation and collaboration.

In general, when considering a modification to an existing organizational structure, regardless of the service profile, it is beneficial to discuss all desired changes within the existing structure. Alternatively, considering an entirely new organization within municipal government provides the unique opportunity to create change and develop a forward-thinking structure to overcome legacy problems.

Major organizational changes should provide an opportunity for extensive leadership engagement and clearly defined metrics for success. Success should be measured by identifying where leadership is trying to end up and what leadership is attempting to accomplish and should take into consideration well investigated and clearly defined gaps that explain why leadership cannot accomplish these goals within the current organizational structure. Making changes too swiftly, with too little information and with an incomplete decision-making process can lead to a lack of consensus and more problems.

Organizational changes should be built from consensus and collaboratively communicated by the people required to implement organizational change. Organizational changes should not be rushed, but cultural and legacy situations within the existing structure must be dealt with swiftly and sensitively.

Stormwater management is a function of the City's Public Works Department. The performance of stormwater management is challenged by competing demands (e.g. trash collection) as well as other cultural or legacy issues within the department. Examples of cultural or legacy issues that may impact the efficiency of the stormwater function include:

- Position staffing may be dictated by seniority rather than skill set and training.
- Insufficient management to labor ratio resulting in lack of accountability and focus on the stormwater functions.
- Sufficient staffing cannot always be met and historically requires casual workers, which can result in lack of efficiency and consistency.
- Conflicting daily priorities that impact ability to deliver target level of service.
- Job classification and position descriptions may limit the effectiveness of the organization and limit ability for cross training and for staff to take on multiple responsibilities.
- Standard work day in some cases is shorter than needed to accomplish daily tasks. This could be a result of various factors, including narrow job descriptions, limited cross-training and individual work ethic.
- City financial situations may preclude necessary overtime during periods of peak staffing demand such as Fall leaf collection or cleanup associated with storms.

Examples of cultural or legacy issues that may impact the efficiency of an organization include:

## STORMWATER IMPLEMENTATION STUDY

- Position staffing may be dictated by seniority rather than skill set.
- Sufficient staffing cannot always be met and historically requires casual workers, which can result in lack of efficiency and consistency.
- Conflicting daily priorities that impact ability to deliver target level of service.
- Job classification and position descriptions may limit the effectiveness of the organization and limit ability for cross training and staff to take on multiple responsibilities.
- Standard work day in some cases is shorter than needed to accomplish daily tasks. This could be a result of various factors, including narrow job descriptions, limited cross-training and work ethic.
- City financial situations may preclude necessary overtime during periods of peak staffing demand such as Fall leaf collection or cleanup associated with storms.

The scope of Scranton's fee-funded stormwater program is expected to include:

- Inspection, cleaning, maintenance and repairs of the public MS4 system (inlets, pipes, outfalls, BMPs) – potentially including private stormwater conveyances that convey public drainage.
- Leaf collection
- Street sweeping (the City and PAWC are currently negotiating responsibilities for this function)
- MS4 permit administration
- Planning, designing and implementing new BMPs required to meet permit (i.e. CBPRP) requirements or address localized flooding or other stormwater issues throughout the City
- Maintenance of stormwater GIS
- One-call markouts of MS4 pipes
- Rate setting, billing and collections for new stormwater fee
- Evaluating stormwater fee credit applications and appeals
- O&M of pump stations associated with levee

Preliminary analysis of the budget required to implement the options identified in this report indicate comparable costs, with the separate operating authority likely having slightly higher operating costs due to the need to acquire and maintain a separate building. However, the implementation of an operating authority is considered favorable because:

- The City has less liability resulting from operation of the stormwater system.
- An authority would be able to focus solely on delivering the stormwater services and not be subject to distractions and competing duties of the other City functions (e.g. trash collection), delivering a more consistent level of service.
- Authority personnel can be dedicated to the stormwater functions and gain expertise in stormwater operations and maintenance. Under a City department scenario staff may get bumped to different assignments based on union seniority.

## STORMWATER IMPLEMENTATION STUDY

- Under an authority, the stormwater system operation and maintenance costs are more easily separable from other City costs because staff and equipment are dedicated solely to the stormwater function.
- An authority can maintain separate financial accounts and after a consistent revenue stream is established borrow funds to implement capital projects. This eliminates the need for the City to take on additional debt and also, insulates the stormwater program from potential changes in the City's financial health.

# **1 STORMWATER SYSTEM BACKGROUND**

## **1.1 Current State of Infrastructure**

The majority of the existing stormwater infrastructure within the City of Scranton and the Borough of Dunmore was constructed before 1950, meaning both sewage waste and stormwater runoff are combined into one Combined Sewer System (CSS) and transported to the wastewater treatment plant. An estimated 63% of Scranton's sewers are combined. The other 37% is considered Municipal Separate Storm Sewer System (MS4). In the MS4, the pipes and outfalls convey only stormwater (i.e. stormwater is not combined with sewage). In general, the gray infrastructure that comprises the storm sewer system is aging and needed improvements are required.

## **1.2 Combined Sewer System (CSS) & Combined Sewer Overflows (CSO)**

As urban areas grow so does the percentage of impervious surfaces and the volume of stormwater entering the sewer and stormwater systems. The main issue surrounding the CSS occurs during larger storms when the system is unable to handle the influx of stormwater. When the CSS reaches capacity, to prevent flooding of the Wastewater Treatment Plant (WWTP), the excess water is diverted into watercourses through CSOs. The prevalence of overflows and the associated untreated and non-filtered water released during these high rainfall events has documented negative environmental impacts on waterways. Besides lowered water quality, they also create altered hydrographs with steeper rising and falling limbs, which translates into more erosion and flooding.

## **1.3 Pennsylvania American Water Company (PAWC) and Scranton Sewer Authority (SSA)**

In December 2016, the PAWC purchased the CSS in Scranton and Dunmore. The MS4 was not included with the sale of the CSS since at the time of the transaction the Public Utilities Commission would not allow utilities it regulates to charge a separate stormwater fee. Therefore, PAWC would have incurred the expense of operating and maintaining the MS4 without a source of revenue to fund such expenses. Revenue collected by PAWC through its sewer bills is used for operation and maintenance of the CSS and provides no funding for the MS4. Prior to PAWC's acquisition of the CSS, the Scranton Sewer Authority (SSA) was the owner and operator of the CSS. The SSA was formed in 1967 and directed in 1968 to implement plans for a wastewater treatment plant and interceptor sewers. The project was completed in 1970 and provided the first wastewater treatment for Scranton and Dunmore. Before this, raw wastewater from the City was discharged directly into the Lackawanna River.

## **1.4 Municipal Separate Storm Sewer System (MS4)**

The City of Scranton is responsible for the MS4. This system is completely separate from the CSS operated by PAWC. It takes stormwater runoff and directs it through underground pipes into surrounding

## STORMWATER IMPLEMENTATION STUDY

rivers and streams. Even though it does not contribute to CSO events it still creates pollution problems for the river. When runoff crosses over parking lots and paved areas it often picks up contaminants, and without filtration options like vegetation and soil, the polluted stormwater is sent directly into the water body. The velocity and rate of stormwater is also problematic and it increases erosion and flooding. The MS4 system is also aging and requires maintenance to clean clogged inlets and pipes and repair pipes or inlets that have structural defects that can lead to pipe collapse or formation of sinkholes in roads and yards. The MS4 system includes approximately:

- 130,000 LF of pipe,
- 400 inlets,
- 400 manholes,
- 200 outfalls,
- 8 BMPs, and
- 2 stormwater pump stations.

Maintenance of the MS4 system has historically been on a reactive basis. There has not been a proactive inspection program to assess the condition of the MS4. Therefore, the actual short-term repair needs cannot be defined at this time. The goal of the stormwater program moving forward is to provide sufficient resources to proactively inspect the MS4 and make necessary repairs.

### 1.5 Scope of City's Stormwater Program

The City is responsible for providing all stormwater related services in the City of Scranton, except for the management of the CSS, which includes inlets and pipes that convey stormwater into pipes that contain sewage. The services for which the City is currently responsible and which are being contemplated for transfer to a new stormwater authority include:

- Inspection, cleaning, maintenance and repairs of the public MS4 system (inlets, pipes, outfalls, BMPs) – potentially including private stormwater conveyances that convey public drainage
- Leaf collection
- Street sweeping (the City and PAWC are currently negotiating responsibilities for this function)
- MS4 permit administration
- Planning, designing and implementing new BMPs required to meet permit (i.e. CBPRP) requirements or address localized flooding or other stormwater issues throughout the City
- Maintenance of stormwater GIS
- One-call markouts of MS4 pipes, and
- O&M of pump stations associated with levee.

Should the City move forward with the implementation of a stormwater fee and credit program, the City or a future stormwater authority would also be responsible for:



## STORMWATER IMPLEMENTATION STUDY

- Rate setting, billing and collections for new stormwater fee, and
- Evaluating stormwater fee credit applications and appeals.

### 1.6 Culture

Stormwater management is a function of the City's Public Works Department. The performance of stormwater management is challenged by competing demands (e.g. trash collection) as well as other cultural or legacy issues within the department. Examples of cultural or legacy issues that may impact the efficiency of the stormwater function include:

- Position staffing may be dictated by seniority rather than skill set and training.
- Insufficient management to labor ratio resulting in lack of accountability and focus on the stormwater functions.
- Sufficient staffing cannot always be met and historically requires casual workers, which can result in lack of efficiency and consistency.
- Conflicting daily priorities that impact ability to deliver target level of service.
- Job classification and position descriptions may limit the effectiveness of the organization and limit ability for cross training and for staff to take on multiple responsibilities.
- Standard work day in some cases is shorter than needed to accomplish daily tasks. This could be a result of various factors, including narrow job descriptions, limited cross-training and individual work ethic.
- City financial situations may preclude necessary overtime during periods of peak staffing demand such as Fall leaf collection or cleanup associated with storms.

### 1.7 References

Much of the information contained in Sections 1 and 2 of this report was taken directly from "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," dated October 31, 2013.

## 2 REGULATORY REQUIREMENTS GOVERNING STORMWATER

There are numerous state and federal regulations mandating that control measures are put in place to properly manage and treat stormwater. The following is a description of the stormwater-related regulations that municipalities must balance with their other municipal obligations and costs.

In general, the Clean Water Act (CWA) passed by Congress in 1972 and amended in 1977 is the overarching guidance document. This Act requires municipalities to obtain permits for the management and discharge of stormwater into the streams, rivers and lakes of the United States.

## 2.1 Total Maximum Daily Loads (TMDLs)

The Clean Water Act requires impaired waterways to be regulated with pollution diets of the substance responsible for impairing the body of water. In the Chesapeake Bay region, nitrogen, phosphorus, and sediment have been deemed as the primary culprits to declining water quality. In order to satisfy the commitment made under Executive Order 15308 to protect and restore the Chesapeake Bay, TMDLs establish load allocations for nitrogen, phosphorus, and sediment for impaired waterways. Sources of pollution include run-off from agriculture, wastewater facilities, septic systems, and stormwater.

## 2.2 Watershed Implementation Plans (WIPs)

In order to address the TMDLs, WIPs are required by jurisdictions to account for how they plan to meet their pollution allocations. The Phase II WIPs require the states to subdivide the allocation loads to the county level, allowing for a more localized approach to reduction. The counties are then responsible for implementing and financing best management practices (BMPs) to meet reduction goals.

## 2.3 Municipal Separate Storm Sewer System (MS4) Permits

As precipitation flows over impervious surfaces, it picks up chemicals, debris, sediment, and other pollutants that when left untreated, could harm local waterways. Municipalities often convey their stormwater through MS4s, which discharge untreated runoff into local waterways.

As part of the CWA, the National Pollutant Discharge Elimination System (NPDES) Stormwater Program regulates stormwater discharge from municipal sources. Adherence to a NPDES Permit Policy is required in urbanized areas throughout Pennsylvania. Municipalities must obtain MS4 permits to discharge stormwater and to prevent other harmful pollutants from entering a MS4. The MS4 permit addresses and attempts to curtail the non-point, urban pollution responsible for lower water quality. These permits must be maintained in order to discharge stormwater from the City's MS4 to waters of the Commonwealth.

The regulations require that six categories of BMPs be implemented through a stormwater management program. The six Minimum Control Measures (MCMs), each with specific BMPs, include:

- Public Education
- Public Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Management
- Post Construction Stormwater Management
- Good Housekeeping and Pollution Prevention

MS4 permits are further divided by what type of community they cover, namely Phase I or Phase II. Phase I communities are medium and large cities or counties with a population density of 100,000 or more and obtain individual permits. Phase II communities are smaller communities in or outside urbanized areas and are regulated by general permits. As shown in Figure 1, the City of Scranton is located in the center of the Scranton urbanized area and operates under an individual permit.

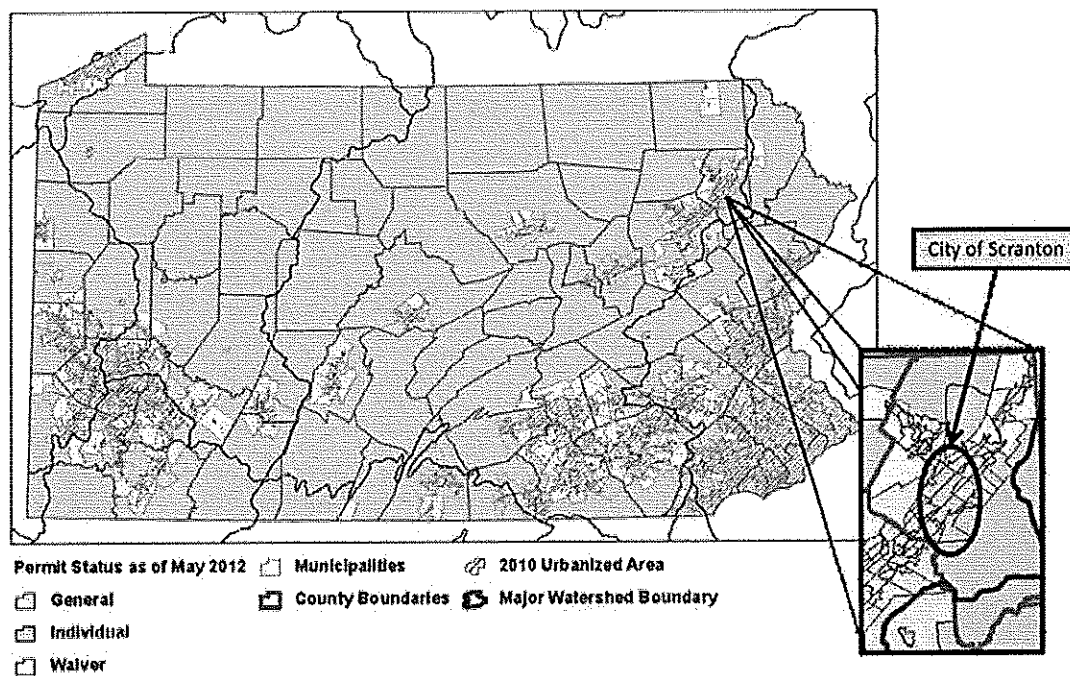


Figure 1. Map of all MS4 Permitted Municipalities in Pennsylvania, 2010

## 2.4 Chesapeake Bay Compliance Plan

Under the federal Clean Water Act, the Chesapeake Bay is listed as an impaired waterway. Pennsylvania, Delaware, Maryland, New York, Virginia, West Virginia, and the District of Columbia have made a commitment under the Chesapeake 2000 Agreement to help improve water quality by reducing the level of nutrients – specifically nitrogen, phosphorus and sediments – that pollute the Bay and cause “Dead Zones”.

## 2.5 Chesapeake Bay Pollution Reduction Plans (CBPRP)

The Pennsylvania MS4 permit program requires MS4s that discharge into waterways that drain to the Bay to also prepare and implement a CBPRP. In order to meet the load allocations required by the TMDLs, the submitted CBPRP must include the implementation of BMPs to reduce nitrogen, phosphorous, and sediment. The CBPRP is what connects the MS4 permit to the TMDL regulation, ensuring nutrient and sediment reduction from the urban sector. The City must prepare a CBPRP in 2019 at which time the costs for construction of BMPs included in the plan will be defined. Communities throughout Pennsylvania are preparing CBPRPs, which requires increased sources of funding for stormwater management versus historic practices.

## **2.6 Chapter 102: The Erosion and Sediment Standards**

In addition to the CBPRP, another requirement in the MS4 is taken from Chapter 102 in the Pennsylvania Code. The purpose of Chapter 102 is to protect Pennsylvania's surface waters from sediment and stormwater pollution. This is achieved through BMPs that decrease erosion and sedimentation as well as managing post construction stormwater runoff. Chapter 102 is incorporated in the MS4 permit via MCMs 4 and 5, construction site stormwater run-off control and post-construction stormwater management in new development and redevelopment, respectively.

## **2.7 Act 167: Stormwater Management Plan**

Pennsylvania Act 167, known as the stormwater management plan, provides regulation for land and water use for flood control and stormwater management purposes. The plan requires counties to prepare, update, and adopt plans for stormwater management. Implementation of a stormwater plan under Act 167 helps municipalities meet their MS4 permit regulations, namely their MCMs. Having a written plan is integral to a successful stormwater management program in order to fully comprehend the requirements of the MS4 permit and the steps necessary to achieve compliance. Act 167 acts as a guideline to help municipalities adopt a plan.

## **2.8 Senate Bill 351 (SB 351)**

On July 9th, 2013 Governor Corbett of Pennsylvania signed SB 351 into law after a 49-1 victory in the Senate and a 135-66-1 vote for the bill in the House. SB 351 serves to amend Title 53, which lays out the general rights and authorities of municipalities in Pennsylvania. In particular, SB 351 provides a municipality with the legal authorization to create stormwater authorities, whereas, prior to Senate Bill 351, municipalities were reluctant to create an authority due to the threat of litigation and non-legitimacy.

The passage of SB 351 paves the way for municipalities to implement a stormwater authority that would be able to collect revenue from users in order to pay for the maintenance of stormwater conveyance systems and install and maintain BMPs to treat the stormwater. Having a dedicated revenue stream for stormwater is important for municipalities in which stormwater system maintenance does not receive adequate funding from general funds or grants. Therefore, it is important that municipalities have the option to take care of stormwater management in terms of both compliance and environmental stewardship.

## **3 ORGANIZATIONAL OPTIONS OVERVIEW**

The City has recognized that a combination of aging MS4 infrastructure that requires maintenance and increasing regulatory requirements for managing the pollutants generated by MS4 runoff require the investment of additional resources into the stormwater program. While looking to increase the scope and effectiveness of the stormwater program the City is considering alternate organizational structures for the stormwater program. The following organizational structures are considered in this memo:

- Create new stormwater authority
  - Paper Authority (Authority has no staff; management and staffing remains with City)

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- Managing Authority (Authority hires management; field staffing remains with City or outsourced to another third party)
- Operational Authority (Authority hires all management and staff; some activities could still be outsourced such as vehicle maintenance)
- Manage within current City Department of Public Works

The City may also elect to implement a hybrid of the approaches presented above. Regardless of the organizational structure selected, increased regulatory requirements and increased administration, operation, and maintenance associated with the collection of the stormwater fee and management of the stormwater system is necessary. The pros and cons of each option, as well as the anticipated implementation steps and timeline for creating an authority are discussed in the following sections.

## 4 STORMWATER AUTHORITY

A municipal authority is a form of special-purpose government in the state of Pennsylvania and is governed under the Pennsylvania Municipal Authorities Act of 1945 (as amended). The municipal authority is an alternate vehicle for accomplishing public purposes without the direct action of counties and/or municipalities. The purposes for which a municipal authority is responsible include the acquisition, financing, construction and operation of projects such as water supply, wastewater treatment and collection, stormwater management systems, airports, transit systems, parking garages, flood control systems, parks, and similar entities.

Common reasons for establishing municipal authorities include financing a project without tapping the general taxing or borrowing power of a municipality, facilitating the cooperative involvement of several municipalities in a project, and distancing the operation of a project from the multitude of considerations inherent in municipal operation.

In 2013/14 the Pennsylvania state legislature specifically modified the PA Municipal Authorities Act to set forth specific (and limited) statutory powers. The revisions we refer to in this memorandum specifically authorized the creation of stormwater authorities for the purposes of planning, implementation and management of stormwater systems.

### 4.1 Creating an Authority

Regardless of the option or variation of options selected, the City must abide by the statute set forth in the PA Municipal Authorities Act for creating a new authority. The City should seek advice of counsel on this and all matters pertaining to the requirements of the PA Municipal Authorities Act. *Note: The information contained in this memo should simply serve as a guide and should in no way be taken as legal advice or a legal opinion.*

The high level first steps to creating a new authority within the City of Scranton are detailed in Table 1. Times are approximate and more specific details regarding requirements are outlined in the Pennsylvania Municipal Authorities Act.

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Table 1. Steps to Creating an Authority

PA Municipal Authorities Act 1945, Section 5603 Method of Incorporation			
Requirements by Subsection			
Subsection	Title	Action of Governing Body	Duration
Section 5603, subsection A	Resolution of Intent	Draft resolution outlining city's intent to create a new authority. Resolution should include but not be limited to identifying the roles, responsibilities and duties of the new authority, and the geographic area to be serviced by the authority.	App. 90 days:  Draft resolution and review with council and management  Announce intent during city council meeting  Advertise public hearing 30 days in advance and accept comments
Section 5603, subsection B	General Notice of Adoption	Council (and their designees) to review comments on resolution received during public meeting. The Mayor is to determine how many board members will serve on authority and term of said board members. The Mayor is (and their designee) to identify members to serve as Authorities first board of director. Each of these actions engage stakeholders currently involved in the City stormwater project.	App. 30 – 60 days  Council votes to approve resolution as advertised.  The Mayor invites first board members to serve.  The Mayor appoints counsel to advise new authority board.
Section 5603, subsection C and D	Filing Articles of Incorporation and Execution of Articles	The Mayor charges an individual or firm with responsibility to complete and file Articles of Incorporation with the state of Pennsylvania.  Articles are executed by the incorporating municipality.	Less than 30 days
Section 5603, subsection E	Certification of Incorporation	Review conducted, and execution of articles provided by the state of Pennsylvania	Less than 7 days assuming no changes are required
Section 5603, subsection F	Certification of Officers	Following receipt of fully executed Articles of Incorporation newly appointed board will meet and elect officers.	App 30-60 days  First board meeting of new authority scheduled  Officers elected by board  Officers names transmitted to the state of Pennsylvania.

## 4.2 Geographic Boundary

It has been determined, at least for the time being, that if a new authority is created to manage the stormwater program in Scranton (excluding the CSS managed by PAWC) that the geographical limits of this authority's responsibility will be limited to the geographic boundaries of the City of Scranton. At this time the authority would not be a joint authority representing more than one municipal government. The authority may, however, pursue initiatives and projects jointly with neighboring communities. In the future the scope of the authority could be expanded to include other interested communities. The most likely community to combine with Scranton would be Dunmore, which has indicated no interest at this time in establishing a joint stormwater authority.

## 4.3 Type of Authority

We have evaluated three options for the creation of a stormwater authority within the City of Scranton which are defined in Table 2.

Table 2. Types of Authorities

Option	Type	Short definition of responsibilities
Option #1	Paper Authority	Created as outlined in the above table with all services provided by the authority contracted back to the City of Scranton by letter of mutual consent with City responsible for all management and operational aspects of the authority.
Option #2	Managing Authority	Created as outlined in the above table. Management of the authority's fiscal responsibilities to be conducted by authority staff. Day to day operational responsibilities of the authority to be contracted back to the City or a 3rd party by letter of mutual consent.
Option #3	Operational Authority	Created as outlined in the above table. Authority fiscally responsible for all management and operational responsibilities of the authority independent of the City of Scranton. Discrete tasks could still be contracted back, in whole or in part, to the City or other entities, such as short-term, highly labor-intensive leaf collection activities.

Regardless of which of these three options (or a variation of) is selected the time necessary to incorporate the authority under the Pennsylvania Municipal Authorities Act is the same. For the purposes of the discussion of options any reference to duration of time assumes that:

- the board of directors are in place and the authority has been incorporated under the Pennsylvania Municipal Authorities Act, and

## STORMWATER IMPLEMENTATION STUDY

- that the time needed to develop the letter of mutual consent between the City and authority has been accounted for during the process to incorporate the new authority.

### 4.3.1 Option #1 - Paper Authority

Under this option the authority would be incorporated as outlined in Table 1 above. All management and operational roles and responsibilities designated to the authority by the City would be contracted back to the City of Scranton or a 3<sup>rd</sup> party as indicated in Table 3.

Table 3. Paper Authority Features

Function	Needs	Duration of time to set-up
Administrative	Small financial investment in new authority to cover auditor, solicitor and audit fees and filings. *	
	Letter of Mutual Consent between authority and City documenting the obligations of the parties with regard to the stormwater program.	Immediate deployment of activities following execution of Letter between City and authority.
	City staff member time to provide administrative support to authority board (meeting notices, minutes, filings)	60 to advertise RFQ for accounting and legal services.
	Billing clerk to send stormwater bills and collect payment or coordinate such activities with the City. PAWC has indicated that joint billing with them is not an option at this time.	
Staffing	No financial investment in new authority management and operations staff.	
	Operations Manager within City Department of Public Works to identify capital improvements needed within the stormwater system and lead and direct labor staff executing work.	Immediate deployment of activities following execution of Letter between City and authority.
	Labor staff to execute stormwater system work similar to the current public works department staffing of this function, supplemented by at least one additional staff member.	
Equipment/Bldgs.	No financial investment in new equipment or building real estate in year #1	Immediate deployment of activities following execution of Letter between City and authority.
	Stormwater activities and equipment housed and maintained within existing City facilities	

\* A very small amount of revenue generated through the collection of stormwater fees would be required to stay with the stormwater authority. As a "paper authority" we would recommend that the authority very quickly transition to an independent accountant/auditor. The accountant would be responsible for auditing the fees collected by the authority



## STORMWATER IMPLEMENTATION STUDY

and any expenses associated with reimbursing the City for services rendered. The accountant would be responsible for conducting the single audit and for filing all necessary paperwork with local, state and federal agencies. Some "Paper Authorities" also opt for legal counsel independent of their incorporating municipality. This helps to protect counsel in conflicting situations.

### 4.3.1.1 Option #1 Pros

- Clear majority of fees generated are reinvested in the stormwater system and not spent on establishing and staffing an authority office.
- No lag time experienced through need to hire staff

### 4.3.1.2 Option #1 Cons

- Increasing job related responsibilities for members of bargaining unit may necessitate reclassification of job positions. If not communicated in an open forum this activity could have a significantly negative impact on time.
- The collection of fees for the implementation of the stormwater program will be expressly provided to the authority, however these fees will pass through the City's general fund. This scenario can be problematic even under the best municipal management. Special attention would need to be paid to ensuring that the revenue collected by the stormwater fee is specifically used to benefit the stormwater program.
- City department develops capital improvement plan with board oversight, but without direct authority involvement.
- Stormwater system needs will compete with other demands on City resources since staff are not dedicated solely to stormwater, impacting the ability to deliver a consistent level of service.
- With City staff providing the labor to operate the stormwater system, the City would likely still be exposed to liability related to the operation of the stormwater system.

### 4.3.2 Option #2 Managing Authority

Under this option the authority would be incorporated as outlined in Table 1 above. Management of the authority's fiscal responsibilities would be conducted by authority staff. Day to day operational responsibilities of the authority would be contracted back to the City or third party as indicated in Table 4.

**Table 4. Managing Authority Features**

Function	Needs	Duration of time to set-up
Administrative	Small financial investment in new authority to cover auditor, solicitor and audit fees and filings.	60 days to hire admin staff 60 days to advertise RFQ and award contract for accounting

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Function	Needs	Duration of time to set-up
	<p>Hire part-time admin staff support. Provides administrative support to the authority board, and Executive Director/MS4 Administrator and coordination with City billing clerk.</p> <p>Letter of Mutual Consent between authority and City documenting the obligations of the parties with regard to the stormwater program.</p> <p>Billing clerk to send stormwater bills and collect payment</p> <p>Office space for administration support staff</p> <p>Feasibility of using a 3rd party entity to perform stormwater services would need to be determined through a solicitation process</p>	<p>and legal services. Use of 3rd party to provide all services would delay implementation.</p>
Staffing	<p>No financial investment in new authority operations staff.</p> <p>Hire Executive Director/MS4 Administrator to coordinate authority activities, budget and capital program.</p> <p>Labor staff to execute stormwater system work similar to the current public works department staffing of this function, supplemented by at least one additional staff member.</p> <p>Office space for executive director</p> <p>Alternately the authority could attempt to outsource labor to a 3rd party.</p>	<p>90-120 days to hire executive director/manager. Use of 3rd party labor would delay implementation.</p>
Equipment/Bldgs.	<p>No financial investment in new equipment of building real estate in yr. #1</p> <p>Stormwater activities and equipment housed and maintained within existing City facilities.</p> <p>If using a 3rd party, such 3rd party would need to provide their own building.</p>	<p>Immediate deployment of activities following execution of Letter between City and authority. Procurement of services through a 3rd party would delay implementation.</p>

### 4.3.2.1 Option #2 Pros

- Clear majority, albeit slightly less of fees generated, are reinvested in the stormwater system
- Short lag time experienced by need to hire two staff members

## STORMWATER IMPLEMENTATION STUDY

- Job skill set of Executive Director/Manager of management authority not necessarily as extensive as that of fully operational authority
- Authority has more direct engagement in the development of the capital plan for improvements and implementation of overall program.

### 4.3.2.2 Option #2 Cons

- Increasing job related responsibilities for members of bargaining unit may necessitate reclassification of job positions. If not communicated in an open forum this activity could have a significantly negative impact on time.
- The collection of fees for the implementation of the stormwater program will be expressly provided to the authority, however these fees will pass through the City's general fund. This scenario can be problematic even under the best of management and purest of municipal intentions. Special attention would need to be paid to ensuring that the revenue collected by the stormwater fee is specifically used to benefit the stormwater program.
- Some disconnect between authority manager developing capital improvement plan and staff executing day to day work plan.
- Stormwater system needs will compete with other demands on City resources since staff are not dedicated solely to stormwater, impacting ability to deliver a consistent level of service.
- With City staff providing the labor to operate the stormwater system, the City would likely still be exposed to liability related to the operation of the stormwater system.

### 4.3.3 Option #3 Operational Authority

Under this option the authority would be incorporated as outlined in Table 1 above. Authority would be fiscally responsible for all management and operational responsibilities of the authority independent of the City as described in Table 5.

Table 5. Operational Authority Features

Function	Needs	Duration of time to set-up
Administrative	Financial investment in as-needed consulting services of Auditor, Solicitor and Engineer.  Hire full time admin/clerk. Provides administrative support to the authority board, and Executive Director/MS4 Administrator, answers phone, maintains billing database.	60-90 days to hire staff.  60 days to advertise RFQ and award contract for accounting, legal and engineering services.

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Function	Needs	Duration of time to set-up
Staffing	Hire Executive Director/MS4 Administrator to coordinate authority activities, budget and capital program.	3 – 6 months to hire all staff
	Hire labor staff to complete day to day activities	
Equipment/Bldgs.	Identify necessary equipment to conduct daily activities.	1 year
	Identify potential real estate options.	
	Procure equipment and building (s)	

### 4.3.3.1 Option #3 Pros

- Authority has complete responsibility for the development of the capital plan for improvements and implementation of overall program.
- An authority created for the sole purpose of managing the stormwater system will be completely focused on identifying the issues faced by a neglected system and deploying a swift plan of action to improve the system.
- Authority staff members, most especially operations, will not be distracted by other activities typically relied upon by members of the Department of Public Works.
- The authority personnel will be dedicated to the stormwater functions and gain expertise in stormwater operations and maintenance.
- Under an authority the stormwater system operation and maintenance costs are more easily separable from other City costs because staff and equipment are dedicated solely to the stormwater function.
- An authority can maintain separate financial accounts and after a consistent revenue stream is established borrow funds to implement capital projects, not subject to potential changes in the City's financial health.
- With authority providing the labor to operate the stormwater system the City would be less exposed to liability related to the operation of the stormwater system.

### 4.3.3.2 Options #3 Cons

- Larger percentage of fees invested in staff and upfront capital resulting in lower investment in the stormwater system
- Authority will need to secure and maintain a separate operations building.
- Longer lead time between incorporating the authority and having the authority fully operational.

## STORMWATER IMPLEMENTATION STUDY

- Authority may not have sufficient staff to handle short duration, labor-intensive leaf collection work and will need to rely on use of casual labor during these time periods. Authority will likely be unable to "borrow" City staff when needed.

## 5 MANAGE WITHIN CURRENT CITY DEPARTMENT OF PUBLIC WORKS

In lieu of creating a stormwater authority the City of Scranton has the option to manage stormwater tasks using the current structure within the City's Department of Public Works. The first order of business, should the City wish to manage these activities through its existing structure, would be to make a legal determination that City code permits the collection of a stormwater fee and to make a recommendation on how this fee would be managed within the City's annual operating budget, as an enterprise fund.

Managing within the existing City Department of Public Works could offer the following benefits to the overall execution of the stormwater program:

- No need to hire executive director level position for stormwater. Program could be managed by current Director of Public Works.
- Staff within the Department of Public Works are already familiar with the existing City stormwater infrastructure – the program would benefit through the institutional knowledge of current employees.
- Current staff could be cross trained to execute the jobs associated with the stormwater program
- Equipment could be shared between the activities of streets and stormwater

Managing within the Department of Public Works could result in additional stresses on the Department of Public Works and could have negative impacts on the stormwater program implementation plan:

- Current Department of Public Works Director responsibilities are extensive, adding a program with an extensive implementation plan could stress the bandwidth and capabilities of this individual
- Cross training of current staff will not be sufficient numbers of individuals to execute the jobs associated with the stormwater program, additional labor staff will need to be added to the Department of Public Works
- Current Department of Public Works building is also stressed, adding additional equipment to manage and maintain the stormwater system could stress the facility beyond what is reasonably expected
- Collecting the stormwater fee within the City General Fund budget could result in a co-mingling of fees resulting in less monies focused within the stormwater program
- Legacy issues that may exist within the current City department could not be overcome if staff and responsibilities are added to the existing structure
- The ability to plan and finance stormwater projects will be subject to the overall financial condition of the City which could vary over time.

## 6 CONCLUSIONS

Arcadis recommends, based both on the pros and cons outlined in this document and subsequent communications with stakeholders that it would be more advantageous for the City of Scranton to create a new authority charged with the management of stormwater activities moving forward. We also recommend Option #3, a fully operational authority. The implementation of an operating authority is considered favorable because:

- The City has less liability resulting from operation of the stormwater system.
- An authority would be able to focus solely on delivering the stormwater services and not be subject to distractions and competing duties of the other City functions (e.g. trash collection), delivering a more consistent level of service.
- Authority personnel can be dedicated to the stormwater functions and gain expertise in stormwater operations and maintenance. Under a City department scenario staff may get bumped to different assignments based on union seniority.
- Job descriptions for the new authority can be defined to provide optimal flexibility for implementing the stormwater function.
- Authority management will be able to focus on stormwater functions without competing demands for providing other City services.
- Under an authority, the stormwater system operation and maintenance costs are more easily separable from other City costs because staff and equipment are dedicated solely to the stormwater function.
- An authority can maintain separate financial accounts and after a consistent revenue stream is established borrow funds to implement capital projects. This eliminates the need for the City to take on additional debt and also, insulates the stormwater program from potential changes in the City's financial health.

We suggest that within the first year of operations that the operational authority develop RFQs and contract out the following services: legal, accounting/auditor, engineering, insurance, and other operational services not performed "in-house" such as cleaning, televising, or replacing storm sewers. As the Authority matures these services can be maintained by contract or some of the services could be pulled in house.

Realizing that this new authority currently has no operating capital we recommend that the City of Scranton transfer startup money to the newly created authority to get started and that this money be repaid to the City within one year as stormwater fee revenue is generated. The amount of startup money will be determined based on the anticipated rate of spend and anticipated schedule for issuing stormwater bills.

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City of Scranton, PA

# STORMWATER FEE RATE STRUCTURE

March 6, 2019

FINAL

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## ACRONYMS AND ABBREVIATIONS

BMPs	Best Management Practices
ERU	Equivalent Residential Units
GIS	Geographic Information System
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
PIN	Parcel Identification Number
SFR	Single-Family Residential

## 1 PURPOSE

The purpose of this technical memorandum is to document the recommended Stormwater Fee rate structure for the City of Scranton. The rate structure is intended to generate revenue for managing the Stormwater Management System at the selected level of service while providing a fair and equitable allocation of costs to property owners.

## 2 BACKGROUND

Inadequate management of Stormwater could pose significant threats to the public's health and safety. Such threats include flooding, erosion, and water quality degradation. To avoid these situations, the City maintains a Stormwater Management System of sewers, drains, basins, infiltration and filtration facilities, inlets, manholes, ditches, outfalls and other infrastructure to collect, convey and manage Stormwater. Approximately one third of the City's sewers are separate storm sewers and the remainder are combined sewers conveying both stormwater and sewage. Pennsylvania American Water Company manages the combined sewers in the City and bills customers directly for this service.

In order to effectively implement a comprehensive Stormwater Management program and comply with the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit, the City has decided to assess a Stormwater Fee on all Developed Parcels within the City. The revenue from the Stormwater Fee provides funding for leaf collection, street sweeping, storm sewer maintenance, drainage improvements, reduction of pollutants from stormwater runoff, and MS4 permit compliance.

The City bills residential customers for trash collection on an annual basis.

## 3 DEFINITIONS

1. **BEST MANAGEMENT PRACTICES (BMPs)** – Methods, procedures and analyses specified in the Pennsylvania Stormwater Best Management Practices Manual to reduce flooding potential and control the volume, flow rate and water quality of Stormwater.
2. **DEVELOPED PARCEL** – Any parcel located in the City altered from a natural state that contains Impervious Surface equal to or greater than 300 square feet. Excludes public roads and common area parcels (i.e. parcels without dwelling units) owned by homeowner associations. Developed Parcels do not include land under initial development prior to issuance of a certificate of occupancy; however, a parcel undergoing initial development that does not receive a certificate of occupancy within three years from start of construction will be considered a Developed Parcel.
3. **CITY** – The City of Scranton, Lackawanna County, Pennsylvania.
4. **EQUIVALENT RESIDENTIAL UNIT (ERU)** – The measure of impervious ground cover for a typical single-family residential Property used in assessing the fees for each Developed Parcel, and which has been determined to be Two Thousand Seven Hundred Seventeen (2,717) square feet.

5. **IMPERVIOUS SURFACE** – A surface that prevents the infiltration of water into the ground. Impervious surfaces (or areas) shall include, but are not limited to, roofs, additional indoor living spaces, patios, garages, storage sheds and similar structures, and any new streets or sidewalks. Any surface area proposed to initially be gravel or crushed stone shall be assumed to be impervious, unless designed as an infiltration BMP. For the purpose of this Stormwater fee rate structure, the following are not measured as Impervious Surface: water surface area of a swimming pool and sidewalks adjacent to and parallel to public streets.
6. **NON-RESIDENTIAL PROPERTIES** – All Developed Parcels other than Single Family Residential Properties, including multi-family properties such as apartments and mixed-use parcels (i.e. parcels with both residential and commercial use). Non-Residential Properties also include mobile home parks, commercial, institutional, governmental and industrial parcels.
7. **OWNER** – Any person, firm, corporation, individual, partnership, company, association, organization, society or group owning real Property in the City.
8. **PARCEL IDENTIFICATION NUMBER (PIN)** – A discrete identification number for each lot, parcel, building or other structure within the City.
9. **PROPERTY** – Each lot, parcel, building or portion thereof, separately established by a discrete PIN by the City.
10. **SINGLE FAMILY RESIDENTIAL (SFR) PROPERTIES** – Developed Parcels containing single family residential homes, attached homes, townhouses, condominiums, duplexes and row homes. Developed Parcels may be classified as “SFR” despite the presence of incidental structures associated with residential uses such as garages, carports or small storage buildings. “SFR” shall not include Developed Parcels containing: (a) structures used primarily for non-residential purposes, (b) mobile homes located within mobile home parks, or (c) apartment buildings or agricultural properties. A Developed Parcel which does not contain a dwelling unit (e.g. it contains a garage, shed, driveway, parking area or other impervious area) will be classified as SFR if the parcel is zoned as a residential parcel.
11. **STORMWATER** – Runoff water from all precipitation events, snowmelts, and springs.
12. **STORMWATER MANAGEMENT SYSTEM** – The system of runoff avoidance, infiltration, collection and conveyance, including storm sewers, pipes, conduits, mains, inlets, culverts, catch basins, gutters, manholes, ditches, channels, basins and detention ponds, streets, curbs, drains and all devices, appliances and Stormwater BMPs, such as infiltration and filtration facilities, used for collecting, conducting, pumping, conveying, detaining, infiltrating, reducing, managing, avoiding the generation of, and treating Stormwater, which is owned, operated or maintained by the City. The proposed Stormwater Fee revenue will be used to maintain this system.

## 4 CLASSES OF RATE PAYERS

The classes of rate payers for Stormwater management will consist of SFR Properties and Non-Residential properties as defined above. Although condominiums are included as SFR Properties, the common areas associated with the condominiums will not receive a Stormwater Fee. Apartment buildings

are included in the Non-Residential Properties grouping because they typically have less impervious area per dwelling unit than the SFR Properties and are typically rental properties.

All Developed Parcels in the City will be assessed a Stormwater Fee. Undeveloped properties undergoing development will be assessed a fee after the issuance of a certificate of occupancy; if construction is not completed within three years, a fee may be assessed on the property.

## 5 RATE STRUCTURE

The Stormwater Fee will be billed on a quarterly basis. The proposed rate structure is described below:

### 5.1 Single-Family Residential (SFR) Properties

The average impervious surface area per SFR property (or ERU) considering all types of SFR properties is estimated to be 2,717 square feet. Although there are variations in the amount of impervious surface among residential parcels, a Stormwater Fee consisting of a uniform flat rate per ERU for SFR dwelling units is recommended over an individualized rate or a tiered rate system for the following reasons:

1. A flat rate structure is equitable for all SFR properties and it is easy to administer, requiring minimal cost and effort to implement and oversee compared to other billing options. This will allow more of the collected funds to be used for projects, and the operation and maintenance of the Stormwater Management System.
2. All property owners benefit from the community-wide Stormwater Management System that manages Stormwater from roads and properties.
3. A flat rate structure is least likely to be appealed for incorrect surface area, parcel size or dwelling type in the database.
4. The City will have to invest a significant amount of money and time to collect additional impervious surface data for the existing geographical information system (GIS) in order to bill each residential customer for its amount of impervious surface. Because the changes to the amount of the fee would be small for the majority of residential parcels, it is not recommended to individually calculate the rates for residential parcels. A recent survey of Stormwater utilities in the United States showed that slightly more than half of the utilities use a uniform flat rate for residential customers and about one third use a tiered rate.
5. Residential customers pay a flat rate for trash service (even though the amount of trash generated by each property varies). The Stormwater Fee will take a similar approach and will facilitate consistency with trash collection fees.

### 5.2 Non-Residential Properties

The Stormwater Fee for Non-Residential Properties will be based on the actual impervious surface area of each property and will be calculated as a whole number multiple of the ERU. The impervious surface area for each Non-Residential Property will be divided by the impervious surface area of one ERU and will be billed based on the multiple of ERUs calculated, rounded to the nearest ERU. The Stormwater Fee

for Non-Residential Properties will be calculated by multiplying the number of ERUs times the flat rate per ERU. The minimum fee for all Developed Parcels will be one ERU.

Non-Residential Properties are eligible for Stormwater Fee credits as described in the City Stormwater Fee Credit and Adjustment Policy.

## 5.3 Stormwater Fee Rate Calculation and Stormwater Program Budget

### 5.3.1 ERU Calculation

The ERU is the average Impervious Area of SFR properties (includes buildings, sheds, driveway, interior walkways, patios and other impervious area within the parcel boundary). The impervious area of more than 10% of the SFR properties has been fully digitized and was used as a representative sample to calculate the ERU as defined in Section 5.1.

### 5.3.2 Estimate of Total ERUs

The total number of ERUs that will be billed is equal to the number of SFR Properties plus the number of ERUs from Non-Residential Properties plus the number of undeveloped properties, less approved credits.

Table 1 Calculation of Total ERUs

Property Type	ERUs
Single Family Residential	21,164
Non-Residential/Multi-Family	33,284
Non-Residential/Multi-Family Credits*	-4,993 (15%)
<b>Total Net ERUs</b>	<b>49,455</b>

\* - The actual amount of credits to be issued is not known at this time and will depend on the final credit policy.

### 5.3.3 Stormwater Fee Rate Calculation

The Stormwater Fee Rate is determined by calculating the total required revenues for managing the Stormwater Management System and dividing it by the total anticipated number of net ERUs. Arcadis performed a 5-year projection of revenues and expenses to establish the Stormwater Fee Rate. The Stormwater Fee Rate was calculated assuming the rate would be held constant for five years and that SFR Properties would not receive any credits and Non-Residential Properties would achieve 15% approved credits on average. Annual growth rates of ERUs was set to 0%. The following additional assumptions were used to calculate the Stormwater Fee Rate:

- Program scope includes only City of Scranton
- Collection rate = 95% [The actual collection rate will need to be monitored as the new utility fee is issued and the financial plan may need to be adjusted to reflect actual collection rate.]

- Inflation rate for all expenses = 3%
- Interest earned on cash balance = 0%
- Street Sweeping with 1 sweeper Apr-Dec
- Street Sweepings hauling and disposal = \$65/ton
- Outsourced replacement cost for storm sewers = \$150/LF
- Lining of storm sewers = \$75/LF
- CCTV = \$2/LF
- Pipe cleaning = \$3/LF
- Building lease for 4,000 SF at \$10/SF/yr
- Building refurbishment = \$50,000
- Computers/furniture = \$65,000
- Allowance of \$100,000/yr for new BMPs (actual costs to be determined as part of Chesapeake Bay Pollutant Reduction Plan)
- Annual rate of stormwater pipe replacement = 1.5% (300 LF done by staff; 1,650 LF outsourced starting in 2020)
- Annual rate of stormwater pipe lining = 1% (1,300 LF) starting in 2020
- Cost of future BMP annual maintenance = 1% of capital cost
- \$250,000 of seed money from City to startup the stormwater authority is repaid in year 1
- Leaf collection is included

Using these assumptions, the initial Stormwater Fee Rate was calculated to be \$8.00 a quarter. The actual fee may differ based on changes to assumptions in this memorandum but is expected to remain within the \$7-10/quarter range. Table 2 shows a 5-year projection of revenues and expenses. Table 3 and Figure 1 show a breakdown of the Stormwater Program Budget over the next 5 years. The detailed program budget can be seen in Appendix A.

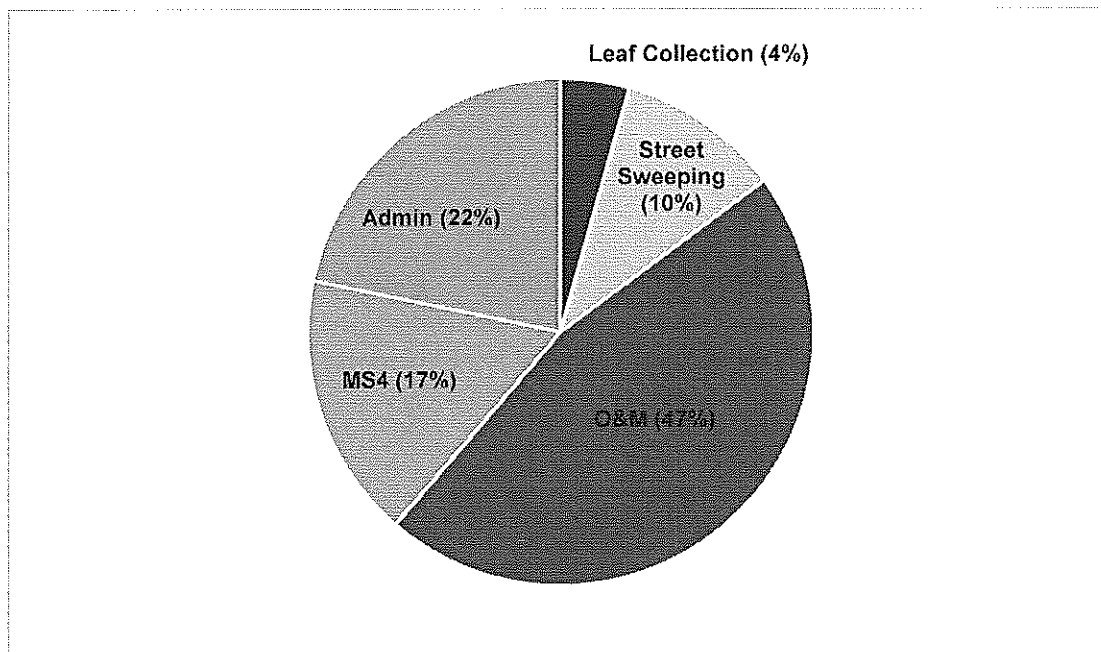
**Table 2** Projection of Stormwater Revenues and Expenses

	2019	2020	2021	2022	2023
ERU Rate Change	N/A	0%	0%	0%	0%
ERU Rate (\$/qtr)	8.00	8.00	8.00	8.00	8.00
Net ERUs	49,455	49,455	49,455	49,455	49,455
Total Billed Revenue (\$)	1,582,573	1,582,573	1,582,573	1,582,573	1,582,573
Revenue Collected (\$)	1,503,444	1,503,444	1,503,444	1,503,444	1,503,444
Budgeted Expenses (\$)	1,423,378	1,379,920	1,422,347	1,466,048	1,511,059
Net Revenue (\$)	80,066	123,524	81,097	37,396	(7,615)
<b>Year End Cash Balance (\$)</b>	<b>330,066</b>	<b>453,591</b>	<b>534,687</b>	<b>572,084</b>	<b>564,468</b>
Cash Balance (% of Annual Budget)	23%	33%	38%	39%	37%



**Table 3** Projection of Stormwater Expenses (\$)

Expense Category	2019	2020	2021	2022	2023
Leaf Collection	59,451	61,234	63,071	64,963	66,912
Street Sweeping	141,596	145,844	150,219	154,726	159,368
Operation and Maintenance	352,683	714,854	737,330	760,480	784,324
MS4 Permit Compliance	229,927	236,825	243,930	251,248	258,785
Administration/Billing/Transition	639,721	221,162	227,797	234,631	241,670
<b>Total Budget</b>	<b>1,423,378</b>	<b>1,379,920</b>	<b>1,422,347</b>	<b>1,466,048</b>	<b>1,511,059</b>



**Figure 1** Stormwater Program Budget (5-year average)

# APPENDIX A

## Scranton 5 Year Stormwater Program Budget



## City of Scranton Stormwater Management Budget – PRELIMINARY

Budget Item	Authority 5-Year Budget Projection					Comments
	2019	2020	2021	2022	2023	
Leaf Collection (Excl labor)						
Leaf Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	Free, might even get a credit
Street Sweeping (Excl labor)						
Water	\$ 1,112	\$ 1,146	\$ 1,180	\$ 1,216	\$ 1,252	City gets water for free, but Authority would purchase water. Per discussion with Dennis Gallagher on 4/25/18 assume 600 gpd for sweeper; cost to fill pools is \$.01/gal. Assume 9 months operation.
Sweepings Disposal	\$ 66,950	\$ 68,959	\$ 71,027	\$ 73,158	\$ 75,353	City pays no disposal cost (spreads it someplace). Assume Authority would stockpile it and then pay a contractor to haul and dispose of it. Assume 1000 CY/yr and density of 2000 lb/CY (beach sand is 2577 lb/CY but Lower Allen reports 5190lb/6 CY vehicle load). Assume \$65/ton for hauling and disposal (based on Lower Allen costs).
MS4 O&M (Excl labor)						
Inlet Mtrls (in-house repairs)	\$ 3,708	\$ 3,819	\$ 3,934	\$ 4,052	\$ 4,173	~3% annually
MH Mtrls (in-house repairs)	\$ 3,708	\$ 3,819	\$ 3,934	\$ 4,052	\$ 4,173	~3% annually
Pipe Mtrls (in-house repairs)	\$ 7,725	\$ 7,957	\$ 8,195	\$ 8,441	\$ 8,695	annual rate included with outsourced replacement below
Outfall Mtrls (in-house repairs)	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,159	~2% annually
Existing BMP Annual Maintenance	\$ 4,120	\$ 4,244	\$ 4,371	\$ 4,502	\$ 4,637	For misc mtrls, supplies, services; Labor accounted for in labor section.
Outsourced CCTV	\$ 26,780	\$ 27,583	\$ 28,411	\$ 29,263	\$ 30,141	~10% annually
Outsourced MH Rehab	\$ 8,240	\$ 8,487	\$ 8,742	\$ 9,004	\$ 9,274	~1% annually
Outsourced Pipe cleaning	\$ 20,085	\$ 20,688	\$ 21,308	\$ 21,947	\$ 22,606	~5% annually
Outsourced Pipe Replace	\$ -	\$ 262,573	\$ 270,459	\$ 278,563	\$ 286,920	~1.5% annually (in-house + outsourced); Start in Year 2
Outsourced Pipe Lining	\$ -	\$ 103,438	\$ 106,541	\$ 109,737	\$ 113,029	~1% annually; start in Year 2
Building						City to review "Building" costs
Lease	\$ 41,200	\$ 42,436	\$ 43,709	\$ 45,020	\$ 46,371	Hinterfield John Cognetti - \$7-10/SF per year
One-time Building Refurbishment	\$ 50,000					Carpet, paint, interior partition, parking lot paving, etc.
Water/Sewer	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251	\$ 2,319	
Phone/cell phones	\$ 4,326	\$ 4,456	\$ 4,589	\$ 4,727	\$ 4,869	
Uniforms	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,159	
Elec/Gas	\$ 6,180	\$ 6,365	\$ 6,556	\$ 6,753	\$ 6,956	
Internet	\$ 1,236	\$ 1,273	\$ 1,311	\$ 1,351	\$ 1,391	
Trash Disposal	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,159	
Insurance	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	
Cleaning Service	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	
Office Supplies	\$ 618	\$ 637	\$ 656	\$ 675	\$ 696	
Computers/IT support	\$ 42,575	\$ 2,652	\$ 2,732	\$ 2,814	\$ 2,898	Server, printer/copier/scanner, 4 computers; City 2 computers
Furniture	\$ 25,000	\$ -	\$ -	\$ -	\$ -	
Services						
Authority Creation	\$ 50,000					
Repay seed money to City	\$ 250,000					No interest loan from City - seed money
Legal	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255	\$ 11,593	Outsourced
Accounting/Audit/Payroll services	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255	\$ 11,593	Outsourced
Training/conferences	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	
Engineering	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255	\$ 11,593	
Website	\$ 11,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,159	
Print/mail bills/postage	\$ 27,913	\$ 28,750	\$ 29,613	\$ 30,501	\$ 31,416	Annual billing residential [with coupons to pay semi-annual or quarterly], quarterly billing large commercial; PO Box, delinquent notices (outsourced printing and postage)
Advertising	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580	
Public Education	\$ 30,900	\$ 31,827	\$ 32,782	\$ 33,765	\$ 34,778	Bernie McGurl
New BMPs/Flood Abatement						
New Projects Design/Construction	\$ 103,000	\$ 106,090	\$ 109,273	\$ 112,551	\$ 115,927	Actual costs not known until CBPRP is prepared; could be higher
New Projects O&M	\$ 1,030	\$ 2,091	\$ 3,184	\$ 4,309	\$ 5,468	1% capital
Pump Stations						
Parts & Outsourced Services	\$ 7,725	\$ 7,957	\$ 8,195	\$ 8,441	\$ 8,695	
Utilities	\$ 1,236	\$ 1,273	\$ 1,311	\$ 1,351	\$ 1,391	City to confirm - Ask Business Admin office
Vehicles	\$ 73,752	\$ 75,965	\$ 78,243	\$ 80,591	\$ 83,008	
Equipment						
Pole camera	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,159	Assume refurbishment costs
Push camera	\$ 16,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,159	Purchase
Labor - Authority						
Authority Director/MS4 Administrator	\$ 123,600	\$ 127,308	\$ 131,127	\$ 135,061	\$ 139,113	
Clerk/Secretary	\$ 79,596	\$ 81,984	\$ 84,444	\$ 86,977	\$ 89,586	
Field Staff	\$ 259,793	\$ 267,586	\$ 275,614	\$ 283,882	\$ 292,399	Need COT
Overtime	\$ 12,103	\$ 12,466	\$ 12,840	\$ 13,226	\$ 13,622	
Casual Labor	\$ 9,061	\$ 9,333	\$ 9,613	\$ 9,902	\$ 10,199	Leaf collection and misc support
<b>Total</b>	<b>\$1,423,378</b>	<b>\$1,379,920</b>	<b>\$1,422,347</b>	<b>\$1,466,048</b>	<b>\$1,511,059</b>	

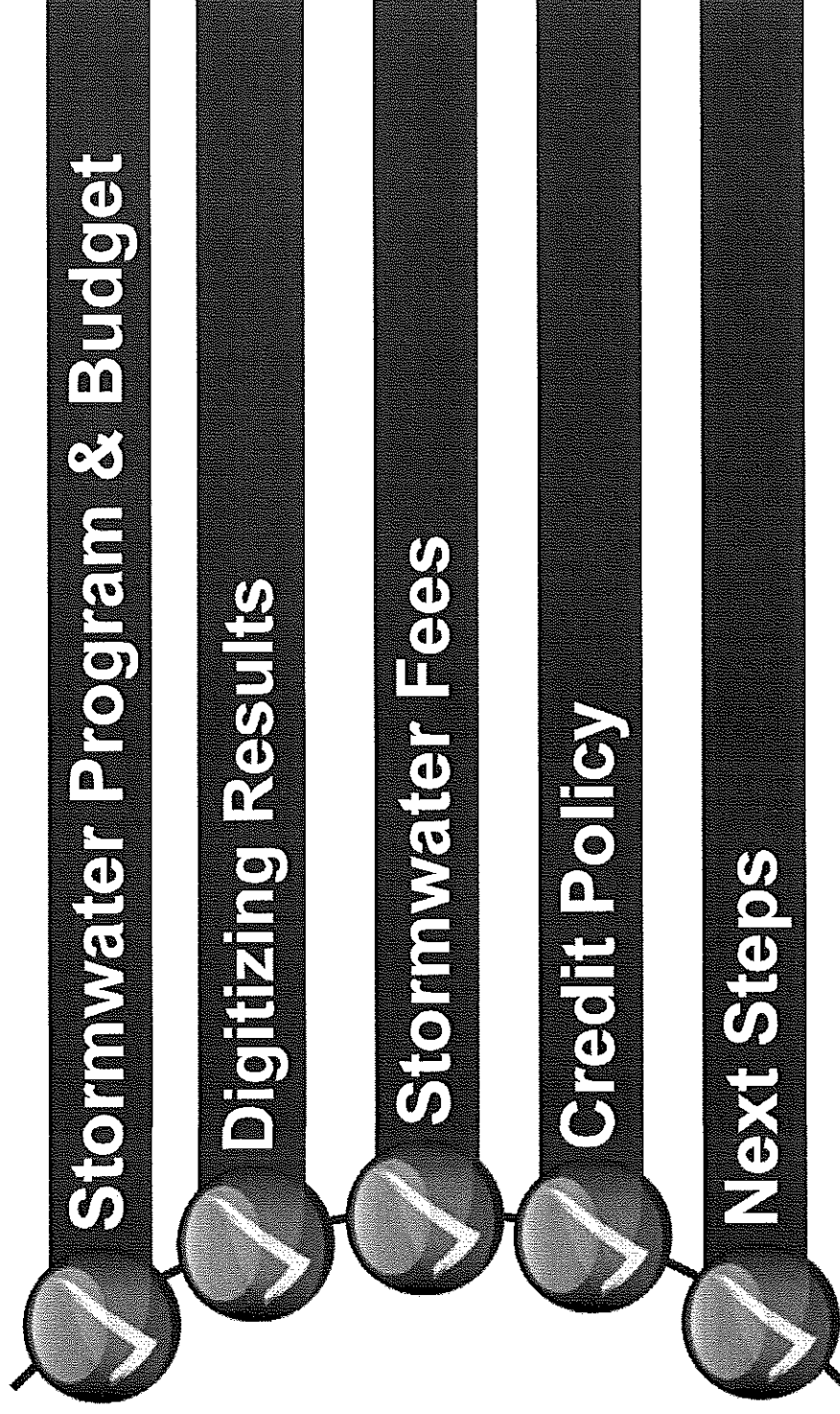


# CITY OF SCRANTON STORMWATER FEE STUDY

*Digitizing and Rate Evaluation Results*

3/11/19

# Meeting Agenda





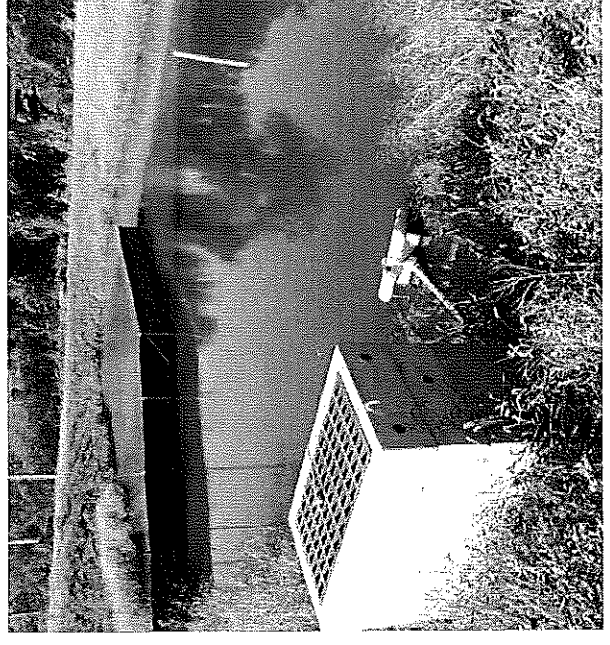
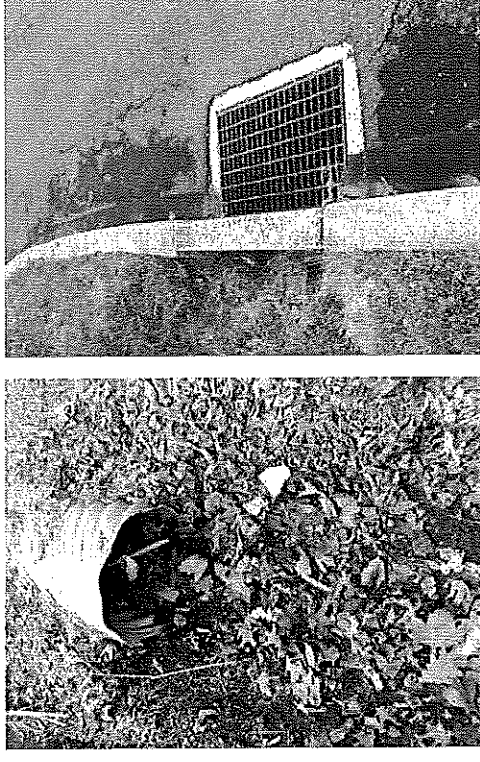


# **A. Stormwater Program & Budget**

# Municipal Separate Storm Sewer System (MS-4)

MS4 System consists of public and private infrastructure

- 130,000 LF Storm Pipe
- 400 Storm Manholes
- 200 Outfalls
- 400 Inlets
- 8 BMPs





# MS-4 Permit Financial Requirements

## Section 2.g.:

*“The permittee shall maintain adequate  
funding and staffing to implement and manage all  
provisions of the ... Stormwater Management  
Program”*

# 5-Year Budget



*Preliminary*

Expense Category	2019	2020	2021	2022	2023
Leaf Collection	59,451	61,234	63,071	64,963	66,912
Street Sweeping	141,596	145,844	150,219	154,726	159,368
Operation and Maintenance	352,683	714,854	737,330	760,480	784,324
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## Key Assumptions

- No system expansion
- Inflation = 3%
- Collection Rate = 95%
- CCTV = \$2/LF
- Pipe cleaning = \$3/LF
- New BMPs = \$100k/yr allowance
- Levee maintenance excluded
- 1 Street sweeper Apr-Dec
- Street Sweepings Haul/Dispose = \$65/ton
- Outsourced pipe replacement = \$150/LF
- Outsourced pipe lining = \$75/LF
- Pipe Replacement = 1.5%/yr 2020+
- Pipe Lining Rate = 1%/yr 2020+
- Bldg lease \$40,000/yr [\$50k refurbish]
- Computers/furniture \$65k
- \$250k seed money repaid in 2019

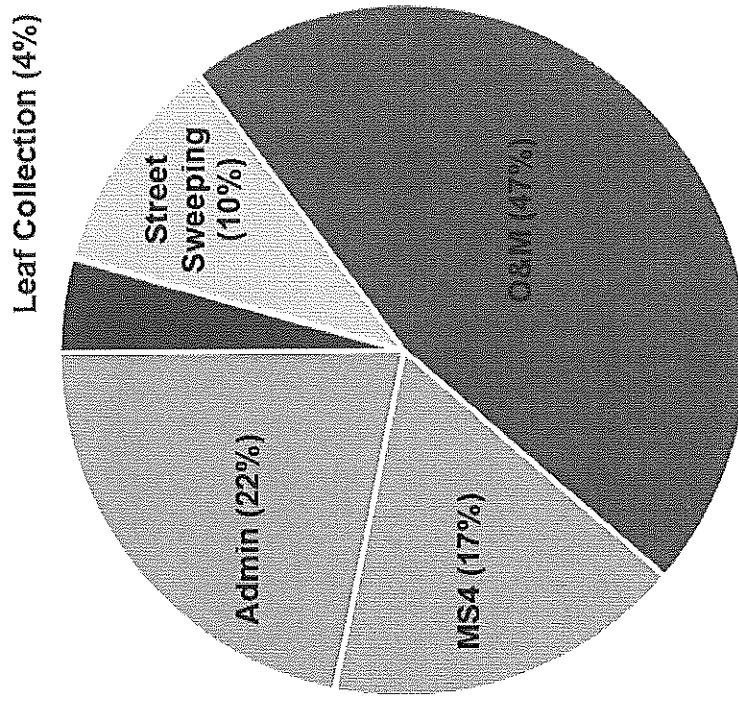
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# 5-Year Average Budget

*Preliminary*

Budget Category	2019-2023
Leaf Collection	\$63,126
Street Sweeping	\$150,351
Operation & Maintenance	\$669,934
MS4 Permit Compliance	\$244,143
Admin/Billing/Transition	\$312,996
<b>TOTAL</b>	<b>\$1,440,550</b>

**\$1.44M/yr**



# Rate Structure

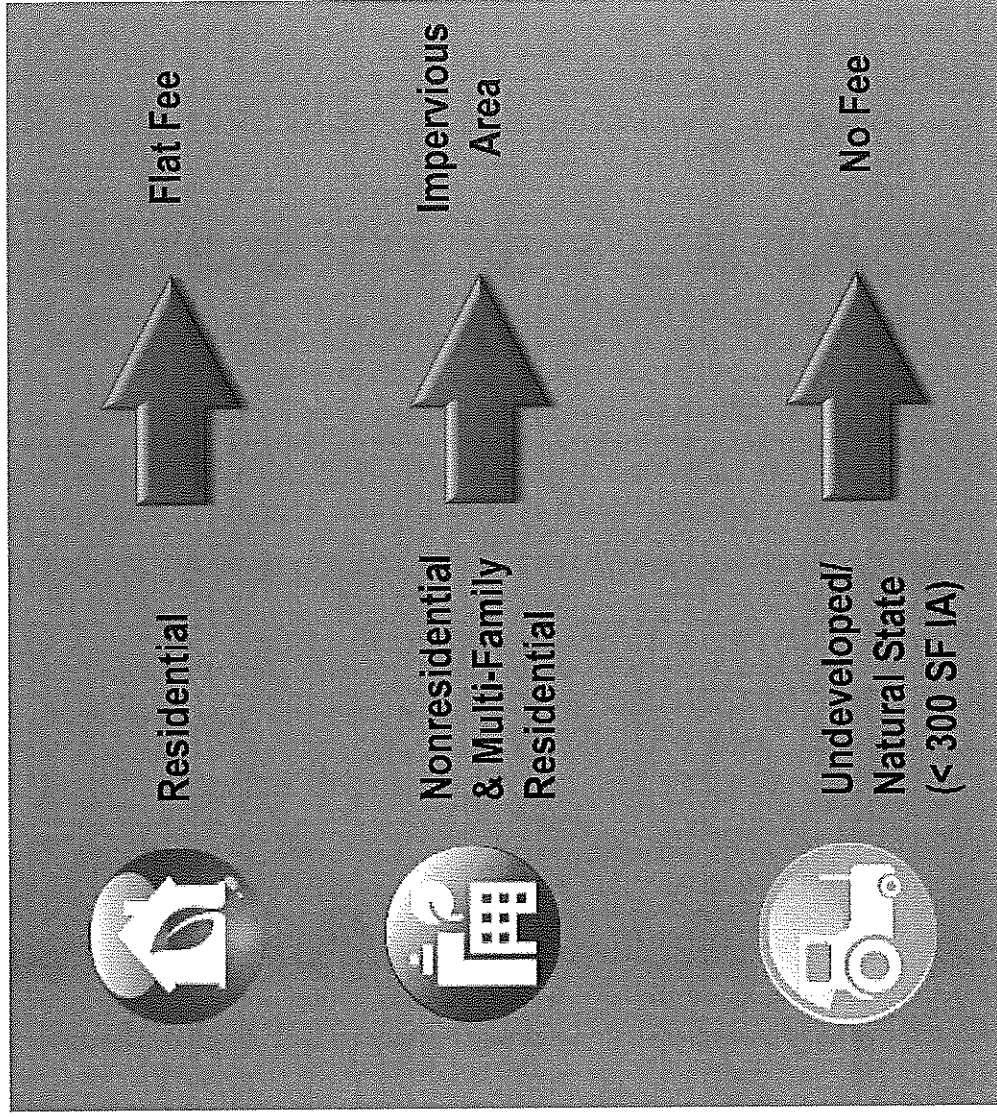
*Designed to Meet  
City's Needs:*

## Keep it simple

- Accurate, fair, and defensible
- Representative of local conditions

## Link to benefits

- Service area
- Program
- Projects



# Residential Rate Structure

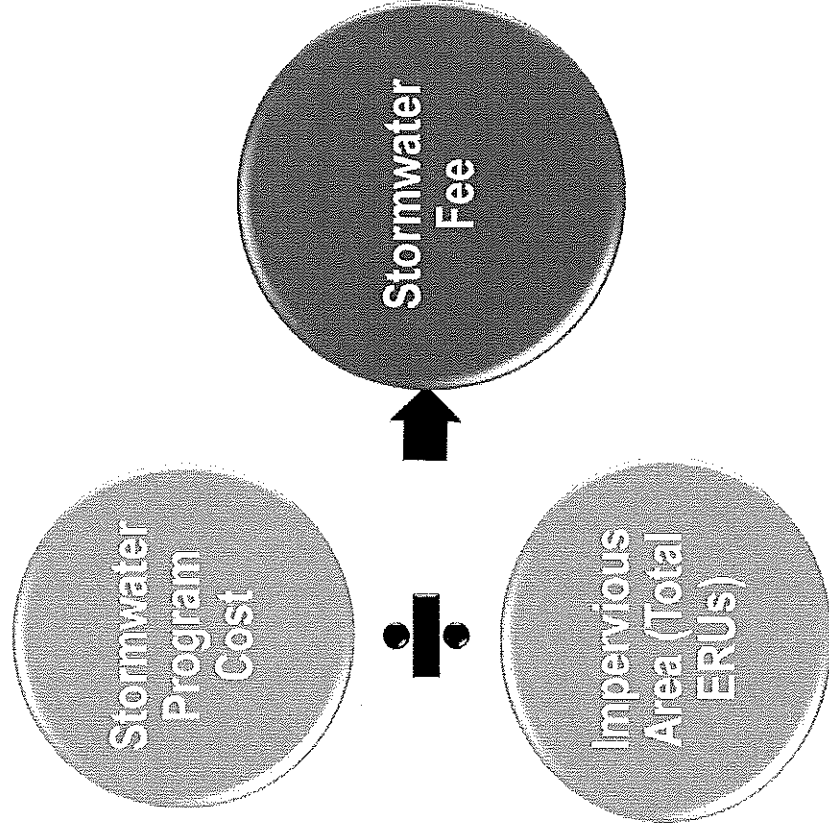
- Flat Rate
  - Small properties pay same as large properties.
  - Most common rate structure.
  - Simplest to explain.
  - Similar to trash billing.
  - Few appeals anticipated.



© Arcadis 2018



# Fee Based on Total Impervious Surface Area







# **B. Digitizing Results**

# Digitizing – Data Sources

- High-res imagery: Lackawanna County, Jan-Apr 2017
- Low-res imagery (where no high-res available): ESRI ArcGIS Base Map (USDA FAS), May-Sep 2015
- Parcels Database: Lackawanna County, Jan 2018
- Building polygons: Lackawanna County, Apr 2018



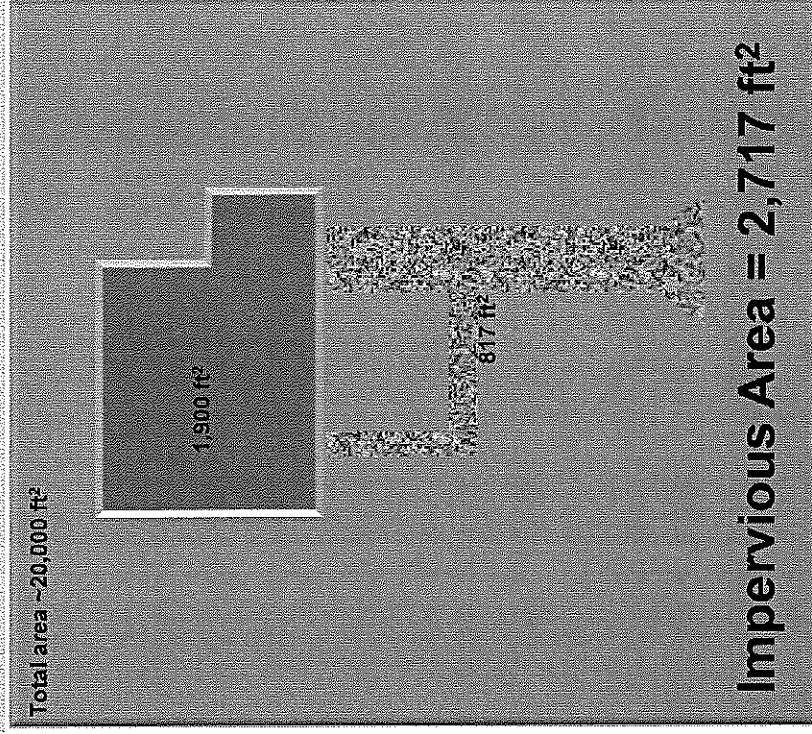
# Digitizing

- Impervious Area digitized:
  - 10% of 21,164 Single-Family Residential
  - 100% of 69 Condos (+4 common spaces)
  - 100% of 3,286 NR/MF – Commercial
  - 46% of 274 NR/MF – Government\*
- Calculated ERU = **2,717 sf** of impervious area
- Commercial properties range from 1 to 568 ERUs.
- Government properties range from 1 to 517 ERUs.
- 20 parcels have 200+ ERUs.

\* - Approved scope included 3,103 non-residential parcels (3,411 completed).  
Remaining Government parcels to be digitized prior to billing.

# Impervious Area Typical Residence Defines the Base Unit

## Equivalent Residential Unit (ERU)



## ERU Size Preliminary

Calculated ERU = 2,717 SF

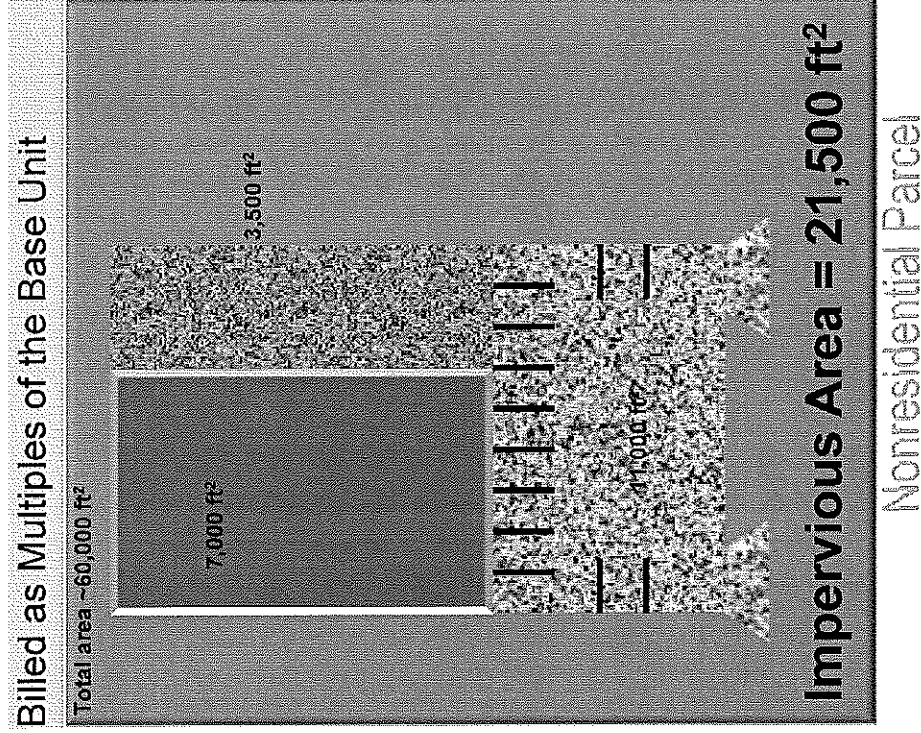
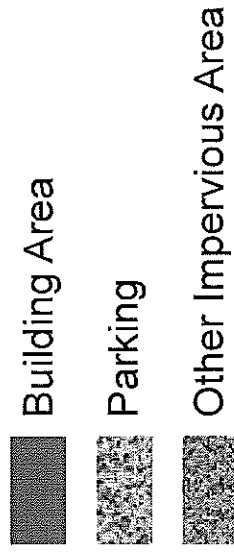
House Area

Other Impervious Area

# Impervious Area Commercial Properties

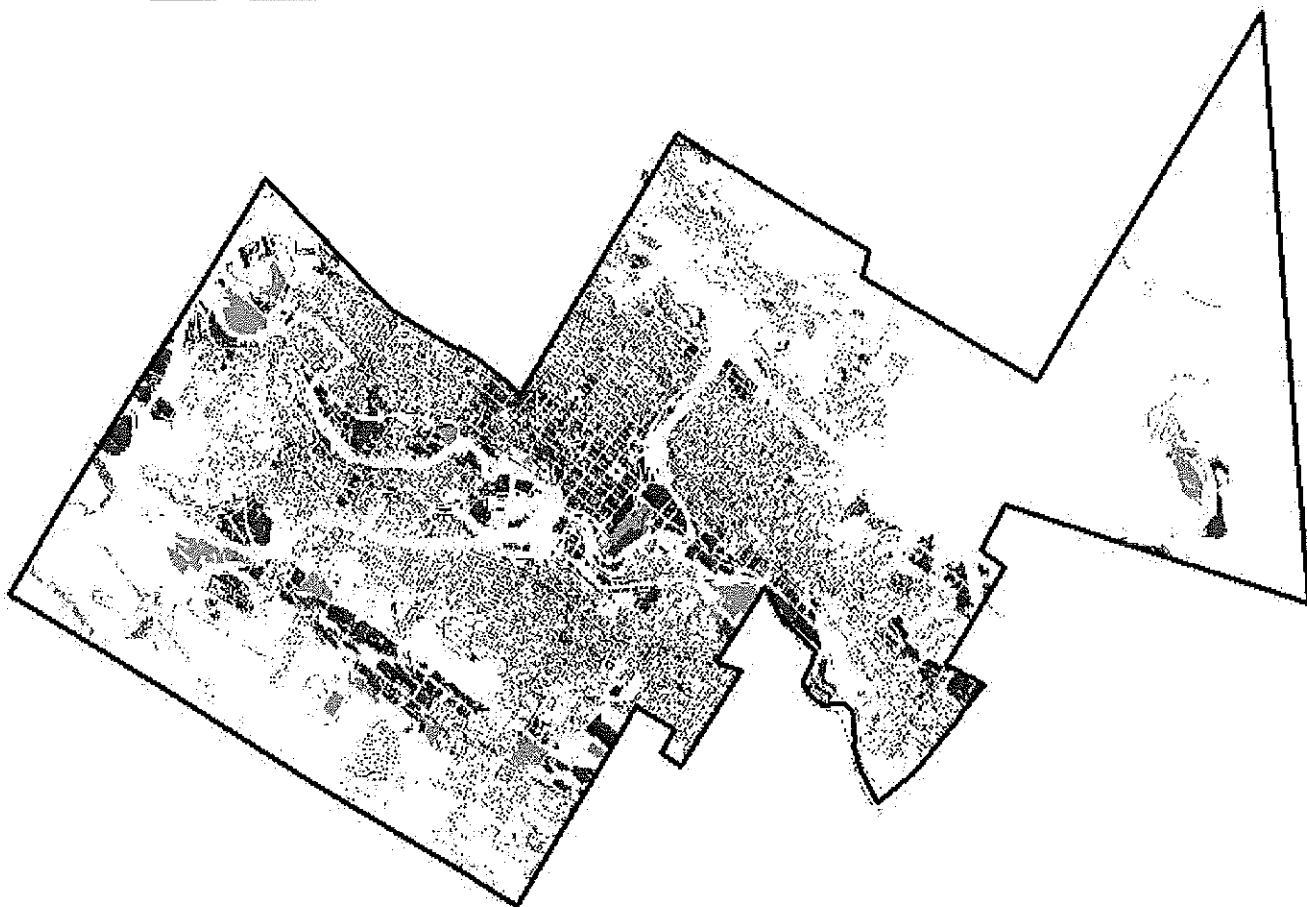
## ERU Size Preliminary

**Calculation of ERUs**  
 $21,500 \text{ sf} / 2,717 \text{ sf/ERU} =$   
 $7.91 = 8 \text{ ERUs}$



# Digitized Impervious Areas

- Buildings
- Pavement
- Gravel



# Residential

**ARCADIS** | Design & Consultancy  
for natural and  
built assets



© Arcadis 20

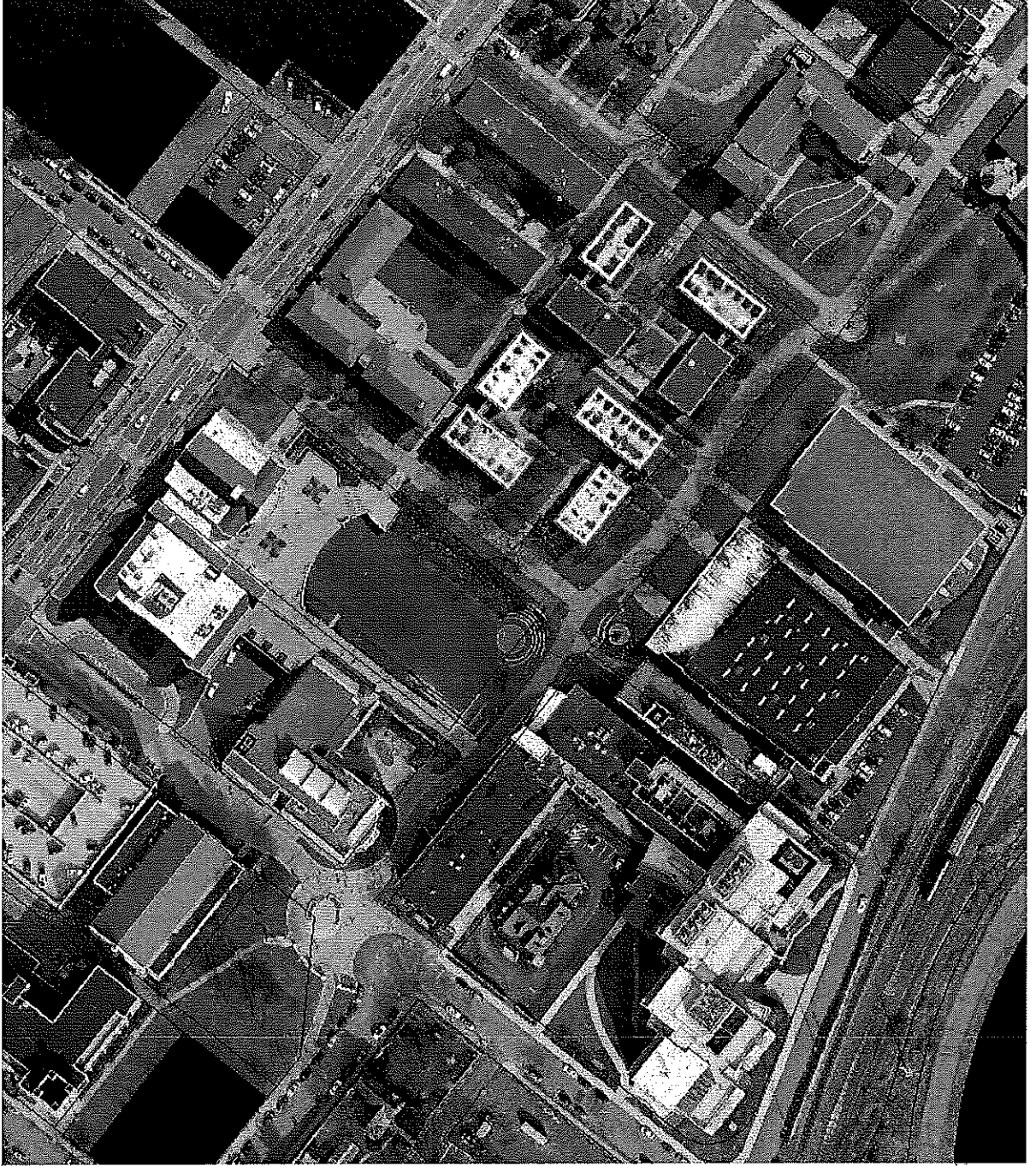
# Residential



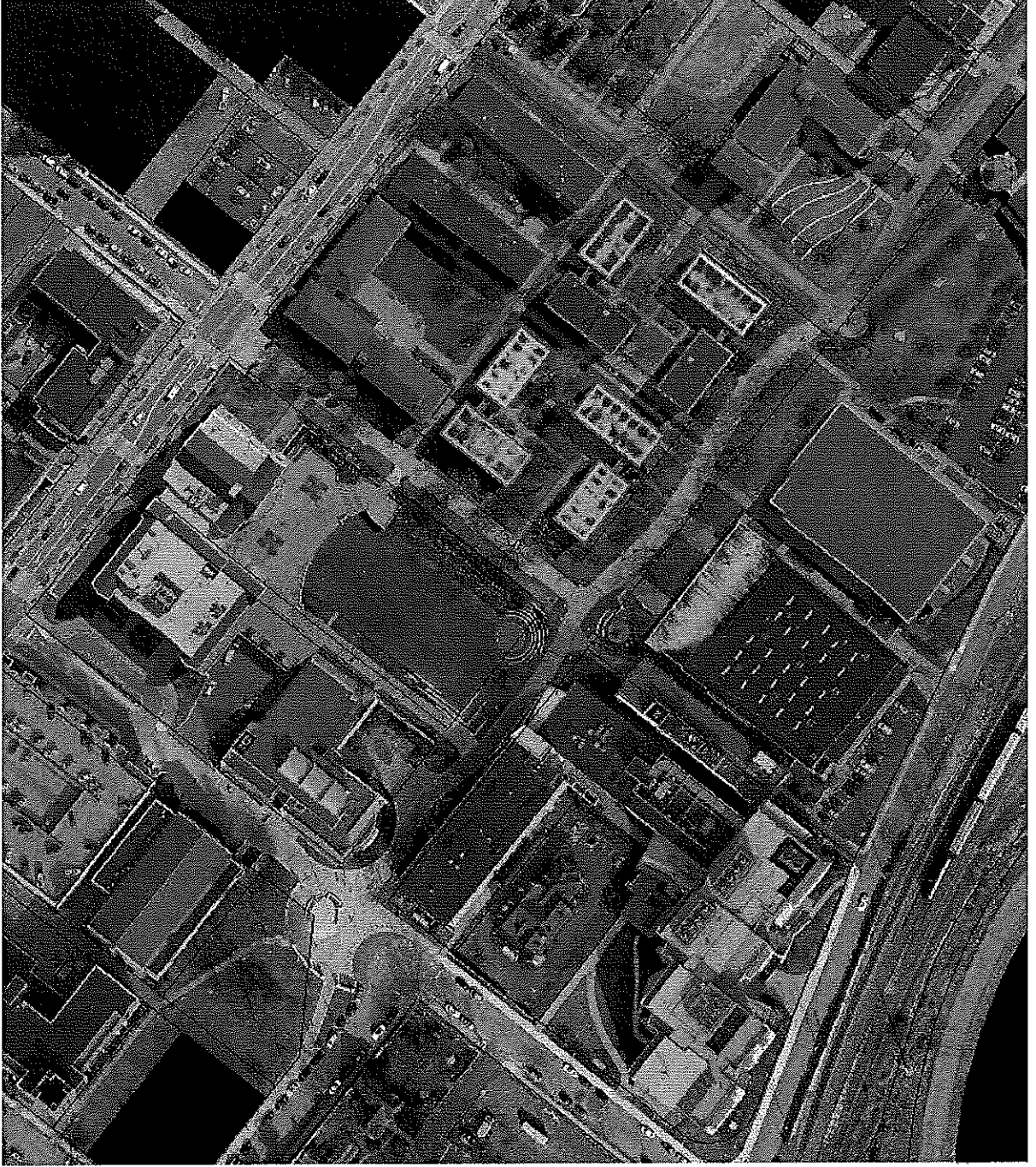
© Arcadis



# Commercial



# Commercial





# Parcels

Usage Type	Total IA	Total Parcels	Charged Fee?
Commercial	78,635,289	3,286	Yes
Condo	86,758	69	Yes
Common	150,118	4	No *
Residential	33,964,950	18,993	Yes
Residential Selection	5,782,976	2,102	Yes
Government	8,474,952	274	Yes
Vacant	11,554	2,293	No

\* - Impervious area on condo common spaces is factored into the average amount of impervious area per condo dwelling unit.

# ERU Calculation

*Preliminary*

Parcel size LL (ac)	Parcel size UL (ac)	Total # SFR Parcels	% of Group Sampled	Avg IA per Sampled Parcel	Est. Total IA for Group (sf)
Condos		69	100%	3,433	236,876
>0	<=0.1	7,146	9.3%	1,844	13,177,175
>0.1	<=0.25	11,739	10%	2,874	33,741,851
>0.25	<=0.5	1,816	10%	4,393	7,978,372
>0.5	<=1	300	8%	5,164	1,549,315
>1	>1	94	18%	8,681	815,997
<b>Total</b>		<b>21,164</b>	<b>10.3%</b>		<b>57,499,587</b>

$$\text{ERU} = \frac{\text{Total IA}}{\text{\# Parcels}} = \frac{57,499,587}{21,164} = 2,717$$

# ERUs - Commercial



Design & Consultancy  
for natural and  
built assets

Preliminary

- 3,286 Parcels
- # ERUs = IA / 2,717 SF
- 29,179 Gross ERUs
- Assume 15% loss to credit program
- 24,802 Net ERUs

Commercial Properties			
Rank	OWNER	Properties	ERUs
1	Added Parcel - Unknown Owner	65	583
2	DENAPLES LOUIS & DOMINICK	3	572
3	MONTAGE MOUNTAIN RESORTS LP	1	561
4	UNIVERSITY OF SCRANTON	136	524
5	CSY INC	2	464
6	KANE PROPERTIES I LP	3	429
7	M H R ENTERP INC	1	390
8	LAFLIN PARTNERS	1	381
9	PR FINANCING LMTD PARTNERSHIP	1	378
10	ZYMBLOSKY EDWARD G JR & GAIL	7	342
11	MILEWSKI MICHAEL	6	338
12	PPL	14	335
13	PENNA AMERICAN WATER COMPANY	5	318
14	NORTH KEYSER PARTNERS LLC	1	289
15	GREENRIDGE PLAZA ASSOC&EGC GRE	2	262
16	STEAMTOWN MALL PARTNERS L P	2	249
17	KEYSER VALLEY INDUS CNTR ASSOC	1	247
18	CHAMBERLAIN CORP	1	238
19	POLY HI SOLIDUR INC	3	238
20	OVERLOOK TOWERS	1	224
21	MARVINE PROPERTIES L L C	1	219
22	LACE BUILDING AFFILIATES LP	1	210
23	CATHEDRAL CEMETERY	1	185
24	MARYWOOD COLLEGE	5	179
25	SAMS REAL ESTATE BUSINESS TRST	1	171

# ERUs - Government

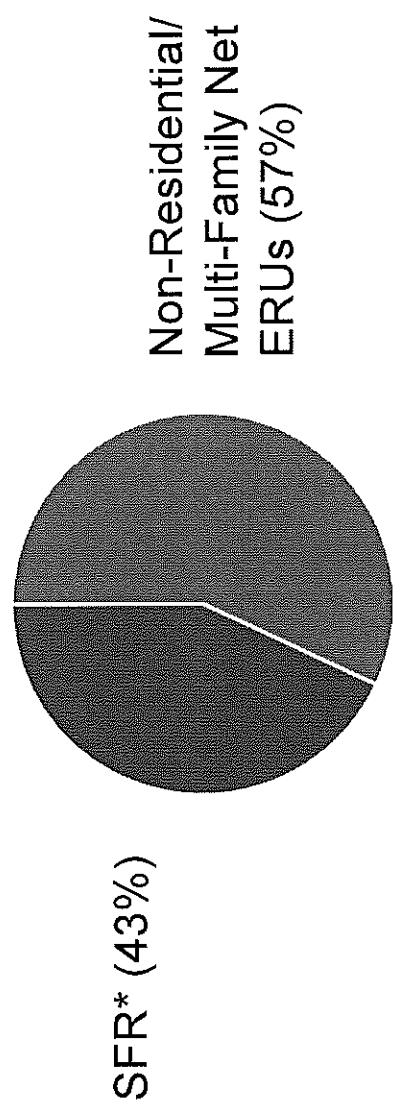
- 274 Parcels
- # ERUs = IA / 2,717 SF
- 4,105 Gross ERUs
- Assume 15% loss to credit program
- 3,489 Net ERUs
- Digitizing not complete, but total # ERUs estimated via extrapolation.

Governmental/similar Institutions			
Rank	OWNER	Properties	ERUs
1	CITY OF SCRANTON	118	1,007
2	SCRANTON HOUSING AUTHORITY	35	434
3	SCRANTON SCHOOL DISTRICT	34	387
4	LACKA CO PERFORMING ARTS AUTH	3	368
5	U S ARMY CORPS OF ENGINEERS	1	186
6	U S POSTAL SERVICE	2	176
7	LACKAWANNA COUNTY	11	162
8	UNITED STATES OF AMERICA	6	117
9	SCRANTON PARKING AUTHORITY	5	81
10	DEPARTMENT OF TRANSPORTATION	1	37
11	LACKAWANNA COUNTY PRISON	2	30
12	U S ARMY RESERVE CENTER	1	27
13	LACKA COUNTY SOLID WASTE MANGT	1	21
14	PENNA TRANSPO ASSIST AUTH	1	21
15	COMMONWEALTH OF PA	6	23
16	Added Parcel - Unknown Owner	8	19
17	COMMONWEALTH OF PENNSYLVANIA	1	11
18	REDEV AUTHORITY OF CITY OF SCR	22	18
19	LACKAWANNA COUNTY COURT HOUSE	1	8
20	SCRANTON CITY HALL	1	7

# Total ERUs Estimate

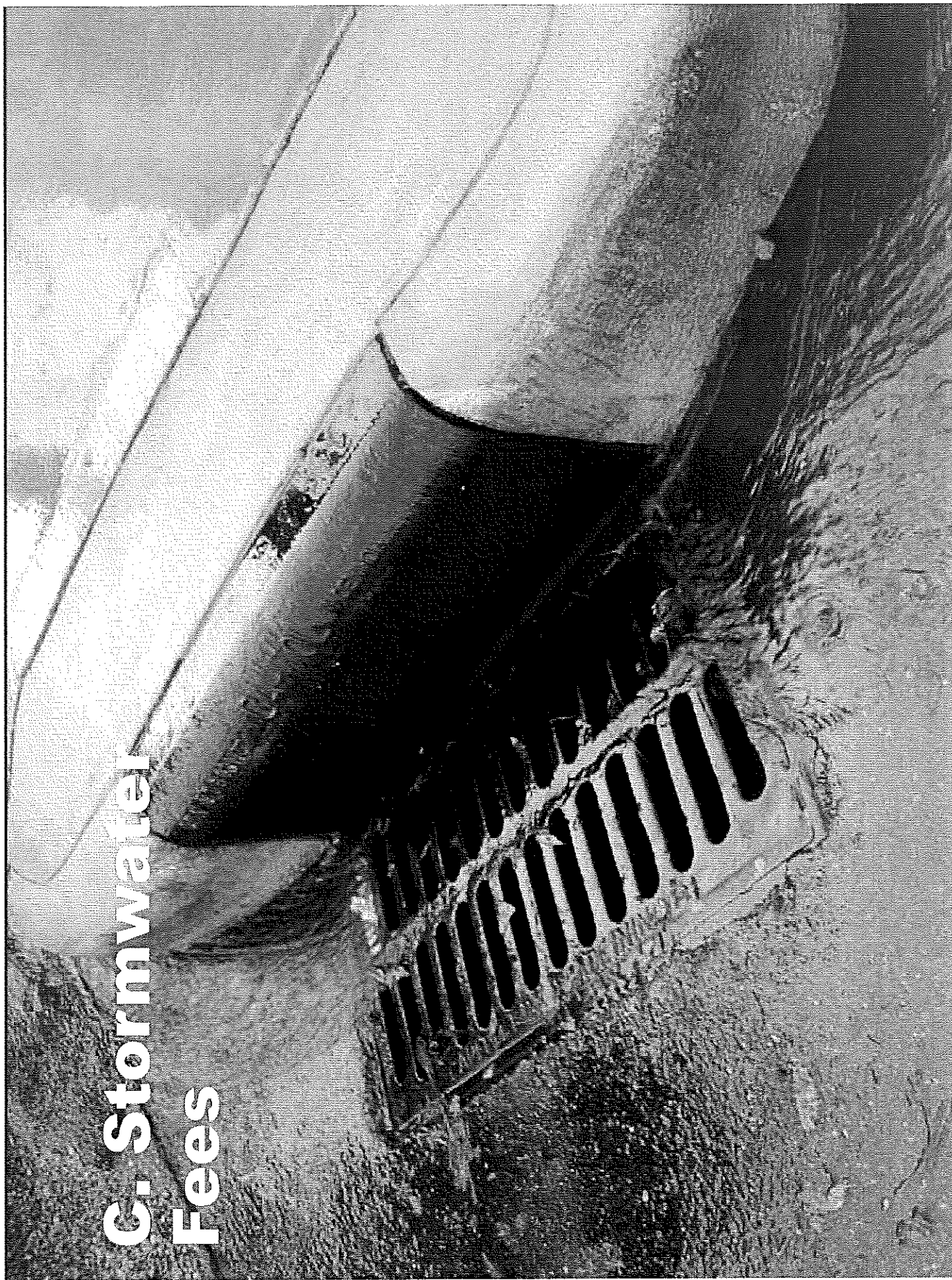
Property Type	ERUs
Single Family Residential	21,164
Non-Residential/Multi-Family	33,284
Non-Residential/Multi-Family Credits	-4,993 (15%)

**Total Net ERUs** **49,455**



\*Based on Flat SFR Rate Structure

# C. Stormwater Fees



# Rate and Cash Flow Projection

*Preliminary*

	2019	2020	2021	2022	2023
ERU Rate Change	N/A	0%	0%	0%	0%
ERU Rate (\$/qtr)	8.00	8.00	8.00	8.00	8.00
Net ERUs	49,455	49,455	49,455	49,455	49,455
Total Billed Revenue (\$)	1,582,573	1,582,573	1,582,573	1,582,573	1,582,573
Revenue Collected (\$)	1,503,444	1,503,444	1,503,444	1,503,444	1,503,444
Budgeted Expenses (\$)	1,423,378	1,379,920	1,422,347	1,466,048	1,511,059
Net Revenue (\$)	80,066	123,524	81,097	37,396	(7,615)
<b>Year End Cash Balance (\$)</b>	<b>330,066</b>	<b>453,591</b>	<b>534,687</b>	<b>572,084</b>	<b>564,468</b>
Cash Balance (% of Annual Budget)	23%	33%	38%	39%	37%

ERU Rate expected to be \$7-10/qtr.



# Stormwater Fee

*Preliminary*

Quarterly fees for various properties could be:

	Residential	Gas Station	Church	Strip Mall
ERUs	1	4	9	105
Gross Fee	\$8	\$32	\$72	\$840



# Residential Stormwater Utility Charges for Municipalities in Pennsylvania



- Chester- \$24.75/quarter
- Ebensburg- \$24/quarter
- Hampden - \$13.25/quarter
- Highspire Borough - \$22/quarter
- Jonestown - \$15/quarter
- Meadville - \$22/quarter
- Mount Lebanon - \$24/quarter
- North Fayette Township - \$22/quarter
- North Lebanon Township - \$10/quarter
- Philadelphia - \$44.13/quarter
- Swatara Twp - \$15/quarter
- Lower Allen - \$19.00/quarter (2019 start)
- Chambersburg - \$12/quarter (revisiting in 2019)
- Williamsport - Exploring \$14.10/quarter
- Lancaster - \$36.88/quarter for 2,001-3,000 SF IA (tiered on IA)\*
- Radnor - \$7.25 to \$29/quarter (tiered on total area)
- West Chester- \$3.35-18.43 /quarter (tiered on total area)
- Derry Twp - \$19.50/quarter for 3,000-4,999 SF of IA (tiered on IA)\*\*
- Allentown - \$25/quarter for 2,500 ft<sup>2</sup> (tiered on IA) \*\*\*

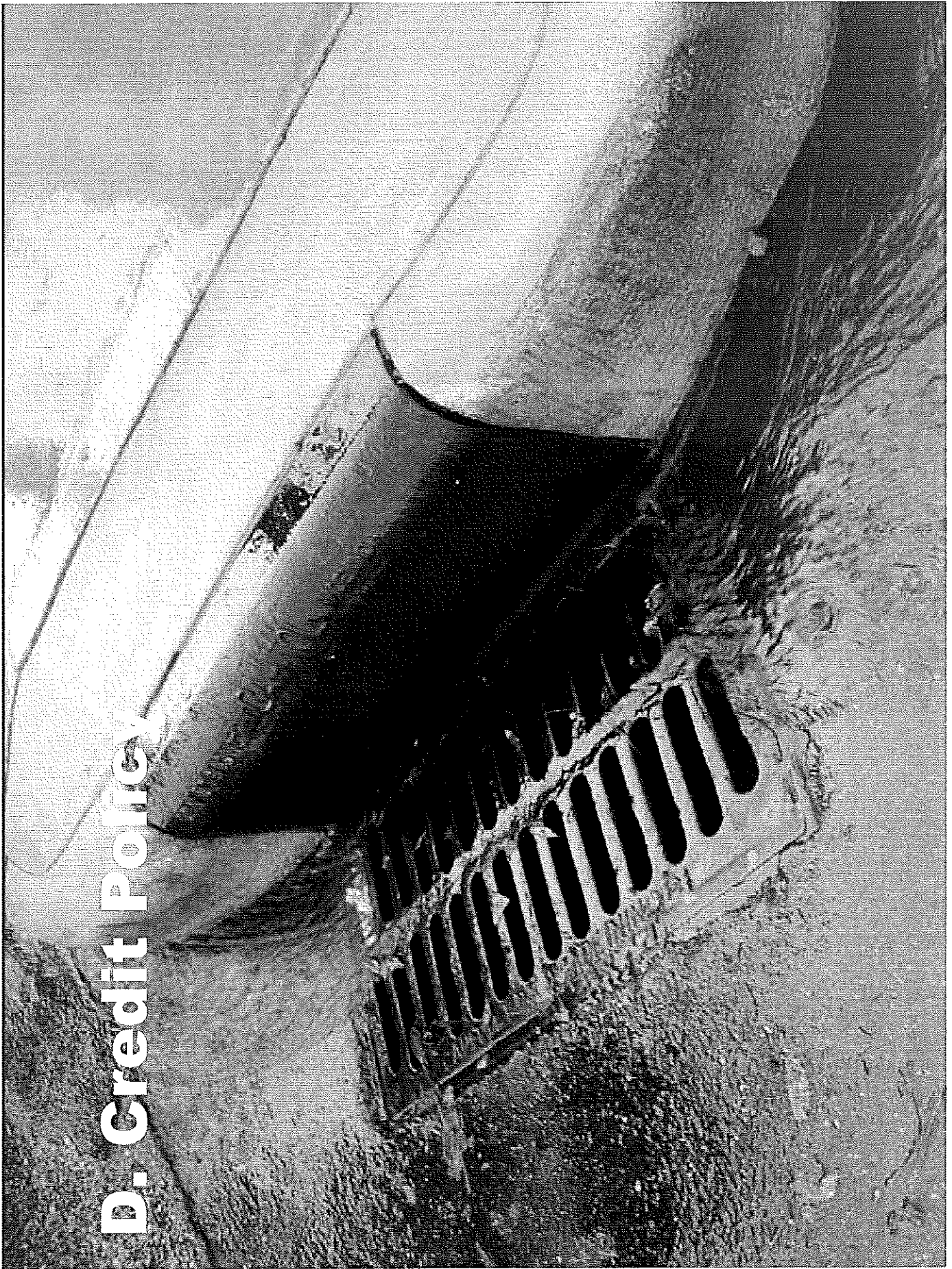
\* - For properties with greater than 3,000 SF of impervious area charge is proportional to impervious area.

\*\* - 500-2,999 SF is \$9.75/qtr.

\*\*\* - \$20/yr per 500 SF of impervious area

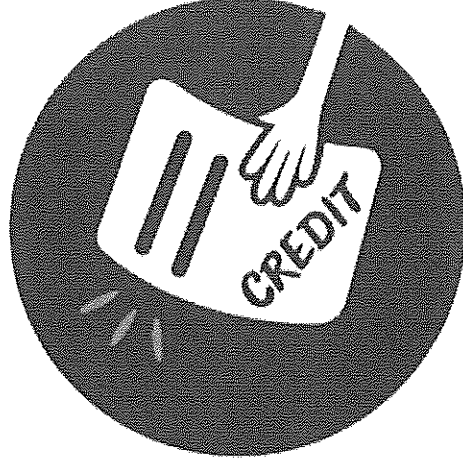
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# D. Credit Policy



# Credits

- Encourage private development of Best Management Practices that will help meet MS4 permit requirements
- Account for varying levels of onsite stormwater management
- Capped at an annual maximum of 50%
- O&M agreements and periodic inspection reports required
- No application fee
- Can monitor and adjust policy over time if more incentive needed for private retrofits (coordinate with PRP)



# Credits

*Preliminary*

Credit Description	Structural	Non-Structural	Institutional	Maximum Credit
Rate Controls	X			25%
Volume Controls	X			25%
Education Program		X		20%
Fertilizer Management Program		X		15%
Separate MS4			X	50%
NPDES Industrial SW Permit			X	50%
Innovation Credit				50%





## **E. Feedback and Next Steps**

# Next Steps

1. Explore Regional Authority
2. Approve and Setup Stormwater Authority
3. Finalize Digitizing
4. Create billing database (confirm owners, update for recent sales and development)
5. Public Outreach
6. Finalize Credit Policy
7. Adopt Rate Resolution
8. Update billing system and issue invoices

In parallel:

1. MS4 Permit Renewal Application
2. Chesapeake Bay Pollutant Reduction Plan

# Questions?

*City of Scranton*  
*Pennsylvania*

*Roseann Novembrino*  
*City Controller*  
*Municipal Building*  
*Scranton, Pennsylvania 18503*  
*(570) 348-4125*



*Office of the City Controller*  
*and Bureau of Investigations*

March 14, 2019

**RECEIVED**  
MAR 14 2019  
OFFICE OF CITY  
COUNCIL/CITY CLERK

The Honorable Mayor William L. Courtright  
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, 2019.

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,

*Roseann Novembrino*  
Roseann Novembrino  
City Controller



**CITY OF SCRANTON  
GENERAL FUND EXPENDITURES  
MONTH OF FEBRUARY 2019**

<b>CODE #</b>	<b>DEPARTMENT</b>	<b>EXPENDITURES</b>
10	Mayor's Office	\$ 11,090.10
11	Public Safety	-
20	City Council	23,309.71
30	Controller	20,143.32
40	Business Administration	1,310,670.41
41	Bureau of Human Resources	83,124.83
42	Bureau of Information Technology	113,430.01
43	Treasurer	8,704.86
51	Inspections and Licenses	55,227.58
60	Law	18,392.76
71	Police	1,769,778.48
75	Traffic Maintenance	-
78	Fire	1,692,824.23
80	Public Works	229,090.76
81	Engineering	16,206.44
82	Buildings	63,543.20
83	Highways	188,386.52
84	Refuse	288,140.77
85	Garages	102,287.73
90	Single Tax Office	70,536.42
100	Parks and Recreations	46,965.06
<b>TOTAL DEPARTMENTAL:</b>		<b>\$ 6,111,853.19</b>
<b>NON DEPARTMENTAL</b>		
0140	Scranton Plan	\$ -
1000	Boards and Commissions	268,188.97
1100	Utilities	-
1300	Contingency	147,932.66
1500	Special Items	53,925.94
1600	Unpaid Bills	-
1700	Grants and Contributions	-
1900	Special Items (Non Add)	-
<b>TOTAL NON DEPARTMENTAL:</b>		<b>\$ 470,047.57</b>
<b>GRAND TOTAL:</b>		<b>\$ 6,581,900.76</b>

**CITY OF SCRANTON  
GENERAL FUND REVENUE REPORT  
FOR THE MONTH OF FEBRUARY 2019**

<b>CODE #</b>	<b>FUND SOURCE</b>	<b>REVENUES</b>
300	Previous Year Balance	-
301	Real Property Taxes	621,116.98
302	Landfill and Refuse Fees	158,807.34
304	Utility Tax	-
305	Non-Resident Tax	-
310	Local Taxes (Act 511)	5,300,840.28
319	Penalties and Interest (Delinquent Taxes)	11,317.63
320	Licenses and Permits	162,188.36
330	Fines and Forfeitures	-
331	Police Fines and Violations	30,410.96
341	Interest Earnings	-
342	Rents and Concessions	500.00
350	Inter-Government-Revenue Reimbursements	-
359	Local Governments (Payments in Lieu)	-
360	Departmental Earnings	7,842.00
367	Recreational Departments	3,920.25
380	Cable TV and Miscellaneous Revenue	356.06
392	Interfund Transfers	-
392*	Interfund Transfers (Non Add)	-
394	Tax Anticipation Loan/Note	-
<b>TOTAL</b>		<b>\$ 6,297,299.86</b>
<b>MONTH TO DATE:</b>		
Revenues To February 2019		\$ 20,613,612.98
Expenditures To February 2019		11,866,229.37
<b>NET:</b>		<b>\$ 8,747,383.61</b>

\*Non Add

**CITY OF SCRANTON**  
**FEBRUARY 28, 2019**  
**GENERAL FUND REVENUE REPORT**  
**YEAR TO DATE**

<b>CODE #</b>	<b>FUND SOURCE</b>	<b>ESTIMATED</b>	<b>REALIZED</b>	<b>UN-REALIZED</b>
300	Previous Year Balance	\$ -	\$ -	\$ -
301	Real Property Taxes	33,520,050.63	621,116.98	32,898,933.65
302	Landfill and Refuse Fees	7,267,500.00	164,405.34	7,103,094.66
304	Utility Tax	75,000.00	-	75,000.00
305	Non-Resident Tax	520,000.00	-	520,000.00
310	Local Taxes (Act 511)	40,692,118.03	6,342,889.46	34,349,228.57
319	Penalties and Interest (Delinquent Taxes)	249,600.00	11,317.63	238,282.37
320	Licenses and Permits	1,992,004.00	470,688.22	1,521,315.78
330	Fines and Forfeitures	165,100.00	-	165,100.00
331	Police Fines and Violations	182,750.00	45,650.96	137,099.04
341	Interest Earnings	150,000.00	79,407.38	70,592.62
342	Rents and Concessions	5,000.00	1,000.00	4,000.00
350	Inter-Government-Revenue Reimbursements	6,659,966.00	-	6,659,966.00
359	Local Government (Payments in Lieu)	250,000.00	200,000.00	50,000.00
360	Departmental Earnings	267,125.00	11,797.00	255,328.00
367	Recreational Departments	45,500.00	7,749.75	37,750.25
380	Cable TV and Miscellaneous Revenues	1,119,200.00	1,054.71	1,118,145.29
392	Interfund Transfers	4,147,793.00	-	4,147,793.00
392*	Interfund Transfers SSA/SPA	-	-	-
394	Tax Anticipation Loan/Note	12,750,000.00	12,656,535.55	93,464.45
395	Unfunded Pension	-	-	-
396	Capital Budget Reimbursements	-	-	-
<b>TOTALS</b>		<b>\$ 110,058,706.66</b>	<b>\$ 20,613,612.98</b>	<b>\$ 89,445,093.68</b>

**PURCHASE ORDER REPORT**

MONTH ENDING FEBRUARY 28, 2019

ACCOUNT BALANCES AS OF FEBRUARY 28, 2019				
DEPARTMENT / ACCOUNT	2019 BUDGET	BEGINNING BAL	ACTIVITY	ENDING BAL.
<b>OFFICE OF THE MAYOR</b>				
0101000000 4270 DUES & SUBSCRIPTIONS	21,913.63	0.00		0.00
0101000000 4290 STATIONERY / OFFICE SUPPLIES GLEN SUMMIT SPRINGS WATER	150.00	150.00	6.65	143.35
0101000000 4420 TRAVEL & LODGING	1,000.00	1,000.00		1,000.00
<b>DEPARTMENT OF PUBLIC SAFETY</b>				
<b>POLICE BUREAU</b>				
0101100071 4201 PROFESSIONAL SERVICES ATLANTIC TACTICAL PENNSYLVANIA CHIEFS OF POLICE ASSN.	40,000.00	40,000.00	5,314.40 8,480.00	26,205.60
0101100071 4210 SERVICES & MAINTENANCE FEE ENCUMBERED: CURRENT PERIOD PUBLIC ENGINES, INC. BLUESTREAK K9 LLC UNITED PUBLIC SAFETY CRASH DATA GROUP KOVATCH FORD, INC. FARO TECHNOLOGIES	69,000.00	60,440.17	1,180.50 5,299.00 10,500.00 6,816.00 1,050.00 270.00 6,045.00	29,279.67
0101100071 4270 DUES & SUBSCRIPTIONS FBINAA, INC. NATIONAL TACTICAL OFFICER IACP MEMBERSHIP NATW MEMBERSHIP	3,150.00	3,150.00	110.00 150.00 1,415.00 35.00	1,440.00
0101100071 4280 MISCELLANEOUS SERVICES - NON CLASSIFIED PERSONNEL EVALUATION, INC.	2,000.00	2,000.00	40.00	1,960.00
0101100071 4290 STATIONERY / OFFICE SUPPLIES ENCUMBERED: CURRENT PERIOD SHRED-ALL CO. NUNZI'S ADVERTISING SPECIALIST, INC.	2,750.00	2,750.00	496.25 275.00 349.00	1,629.75
0101100071 4380 GUNS / AMMUNITION ZELLER'S SPORTING GOODS	30,000.00	30,000.00	660.00	29,340.00

DEPARTMENT / ACCOUNT	2019 BUDGET	FEBRUARY, 2019	
		BEGINNING BAL.	ENDING BAL.
0101100071 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD DASH MEDICAL GLOVES, INC.	21,000.00	16,779.90	(4,220.10) 5,783.86 753.90 <u>14,462.24</u>
0101100071 4420 TRAVEL & LODGING GRAZIANO, CARL NAMIOTKA, LEONARD, LT BACHMAN, RICHARD GILMARTIN, KYLE BENZELESKI, SCOTT	4,500.00	4,500.00	80.46 77.16 57.00 34.29 30.00 <u>4,221.09</u>
0101100071 4470 TRAINING & CERTIFICATION ENCUMBERED: CURRENT PERIOD PUBLIC AGENCY TRAINING CO. PHIA TREASURER PNC BANK PENNSYLVANIA AMBULANCE LLC	50,000.00	50,000.00	1,050.00 325.00 2,540.00 2,849.84 1,440.00 <u>41,795.16</u>
0101100071 4550 CAPITAL EXPENDITURES ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD WATCH GUARD	275,000.00	348,328.00	(26,672.00) 174,687.80 26,672.00 <u>173,640.20</u>
0101100071 4570 MAINTENANCE COMMUNICATION EQUIPMENT ENCUMBERED: CURRENT PERIOD JALVO, INC.	7,500.00	7,500.00	2,923.74 120.00 <u>4,456.26</u>
0101100071 6003 SPCA - ANIMAL CONTROL	86,976.00	86,976.00	<u>86,976.00</u>
<b>FIRE BUREAU:</b>			
0101100078 4201 PROFESSIONAL SERVICES JALVO, INC. THC ENTERPRISES	30,000.00	26,619.69	3,507.00 (1,209.31) <u>24,322.00</u>
0101100078 4210 SERVICE & MAINTENANCE FEE	15,000.00	13,592.49	<u>13,592.49</u>
0101100078 4270 DUES & SUBSCRIPTIONS	1,000.00	806.44	<u>806.44</u>
0101100078 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	15,000.00	13,276.00	<u>13,276.00</u>

DEPARTMENT / ACCOUNT	2019 BUDGET	FEBRUARY, 2019	
		BEGINNING BAL	ENDING BAL
0101100078 4390 MATERIALS / SUPPLIES (MISC)	7,250.00	5,920.22	
CINTAS FAS LOCKBOX 636525		68.75	
GLEN SUMMIT SPRINGS WATER		34.15	
S & S TOOLS & SUPPLIES		5.69	5,811.63
0101100078 4420 TRAVEL & LODGING	3,000.00	3,000.00	3,000.00
0101100078 4430 AIR PACK / REHAB SUPPLIES	6,000.00	6,000.00	6,000.00
0101100078 4470 TRAINING & CERTIFICATION	95,000.00	78,816.03	
NEWHART, BRIAN		500.00	
PREBISH, MARK		500.00	
YOUSHOCK, ERIC		908.78	
NUNEMACHER, DREW		727.03	
HARRISBURG AREA COMMUNITY COLLEGE		7,950.00	68,230.22
0101100078 4550 CAPITAL EXPENDITURES	853,000.00	541,483.00	
ENCUMBERED: PREVIOUS PERIOD		(272,687.40)	
ENCUMBERED: CURRENT PERIOD		272,687.40	
SUTPHEN CORPORATION		385,690.90	155,792.10
0101100078 4570 MAINTENANCE COMMUNICATION EQUIPMENT	4,250.00	3,900.00	
JALVO, INC.		2,027.00	1,873.00
0101100078 4575 MAINTENANCE-EQUIPMENT	1,000.00	1,000.00	1,000.00
0101100078 4580 GENERAL EQUIPMENT	65,000.00	61,777.32	
WITMER ASSOCIATES, INC.		379.00	61,398.32
<b>OFFICE OF THE CITY CLERK / CITY COUNCIL</b>			
0102000000 4201 PROFESSIONAL SERVICES	59,000.00	58,904.00	
NARDOZZI, CATHERINE		444.00	
EDM AMERICAS INC.		188.74	58,271.26
0102000000 4210 SERVICES & MAINTENANCE FEE	15,000.00	4,920.00	4,920.00
0102000000 4230 PRINTING & BINDING	6,250.00	6,250.00	
GENERAL CODE PUBLISHERS		3,224.33	3,025.67
0102000000 4250 ADVERTISING	31,500.00	31,189.70	
SCRANTON TIMES		1,493.25	29,696.45

DEPARTMENT / ACCOUNT	2019 BUDGET	FEBRUARY, 2019	
		BEGINNING BAL	ENDING BAL.
		ACTIVITY	
0102000000 4290 STATIONERY / OFFICE SUPPLIES GLEN SUMMIT SPRINGS WATER	500.00	500.00	11.00 489.00
<b>CITY CONTROLLER</b>			
0103000000 4201 PROFESSIONAL SERVICES	40,000.00	40,000.00	40,000.00
0103000000 4230 PRINTING AND BINDING	1,000.00	1,000.00	1,000.00
0103000000 4240 POSTAGE & FREIGHT	100.00	100.00	100.00
0103000000 4270 DUES & SUBSCRIPTIONS	700.00	700.00	700.00
0103000000 4290 STATIONERY / OFFICE SUPPLIES	500.00	500.00	500.00
0103000000 4420 TRAVEL AND LODGING	500.00	500.00	500.00
<b>BUSINESS ADMINISTRATION DEPARTMENT</b>			
ADMINISTRATION			
0104000000 4201 PROFESSIONAL SERVICES DIGITAL ASSURANCE CERTIFICATION TURNKEY TAXES ARCADIS US, INC. PNC CORP ANALYSIS CHARGE REUTHER & BOWEN PC JOYCE HATALA ASSOCIATES	500,000.00	488,169.84	2,500.00 1,222.59 4,204.90 11,077.10 1,172.50 275.00 467,717.75
0104000000 4210 SERVICES & MAINTENANCE FEE	1,750.00	1,750.00	1,750.00
0104000000 4230 PRINTING & BINDING	1,500.00	1,500.00	1,500.00
0104000000 4240 POSTAGE & FREIGHT POSTAGE REFILL	34,000.00	29,000.00	5,000.00 24,000.00
0104000000 4250 ADVERTISING SCRANTON TIMES	22,500.00	22,500.00	2,929.25 19,570.75
0104000000 4270 DUES & SUBSCRIPTIONS	1,000.00	40.00	40.00



DEPARTMENT / ACCOUNT	2019 BUDGET	FEBRUARY, 2019	
		BEGINNING BAL	ENDING BAL.
0104000040 4290 STATIONERY / OFFICE SUPPLIES	12,750.00		
ENCUMBERED: PREVIOUS PERIOD			(447.86)
ENCUMBERED: CURRENT PERIOD			1,036.94
PARTRIDGE-WIRTH CO., INC.			424.80
NOLAN & ROGERS			56.00
			<u>11,172.88</u>
0104000040 4390 MATERIALS / SUPPLIES (MISC)	600.00	484.41	
NOLAN & ROGERS			59.94
GLEN SUMMIT SPRINGS WATER			11.55
			<u>412.92</u>
0104000040 4420 TRAVEL & LODGING	2,500.00	2,500.00	
			<u>2,500.00</u>
0104000040 4470 TRAINING & CERTIFICATION	2,000.00	2,000.00	
			<u>2,000.00</u>
0104000040 4480 SELF INSURANCE	110,000.00	110,000.00	
			<u>110,000.00</u>
0104000040 6009 OPERATING TRANSFERS - WORKERS' COMP	3,300,718.00	3,300,718.00	
CITY OF SCRANTON			1,000,000.00
			<u>2,300,718.00</u>
0104000040 6024 BANK FEES AND CHARGES	11,000.00	11,000.00	
FEE: WEBSTER BANK			1.00
PNC MERCHANT FEE			15.00
			<u>10,984.00</u>
<b>HUMAN RESOURCES:</b>			
0104000041 4201 PROFESSIONAL SERVICES	170,000.00	158,414.00	
WE PAY PROCESSING CHARGES			4,373.50
MILLENNIUM ADMINISTRATORS			518.75
CONCORDE, INC.			710.12
NORTHEASTERN REHABILITATION ASSOCIATES			65.00
P & A GROUP ADMIN SERVICE			(0.11)
			<u>152,746.74</u>
0104000041 4290 STATIONERY / OFFICE SUPPLIES	1,000.00	1,000.00	
			<u>1,000.00</u>
0104000041 4390 MATERIALS / SUPPLIES (MISC)	500.00	489.60	
CINTAS FAS LOCKBOX 636525			396.00
GLEN SUMMIT SPRINGS WATER			6.35
			<u>87.25</u>
0104000041 4420 TRAVEL & LODGING	2,000.00	2,000.00	
			<u>2,000.00</u>

DEPARTMENT / ACCOUNT	2019 BUDGET	FEBRUARY, 2019	
		BEGINNING BAL.	ACTIVITY
0104000041 4470 TRAINING & CERTIFICATION	5,000.00	5,000.00	5,000.00
0104000041 4630 LIABILITY / CASUALTY INSURANCE TSE, INC.	1,175,000.00	1,172,243.86	300,500.00
0104000041 6006 PERSONNEL COST ADJUSTMENT	7,500.00	7,500.00	7,500.00
<b>INFORMATION TECHNOLOGY:</b>			
0104000042 4201 PROFESSIONAL SERVICES HILLMAN SECURITY & FIRE CSI SUPERION LLC	150,000.00	150,000.00	1,240.00 690.00 62,601.89
0104000042 4210 SERVICES & MAINTENANCE FEE CSI	100,000.00	100,000.00	18,544.00
0104000042 4270 DUES AND SUBSCRIPTIONS	500.00	500.00	500.00
0104000042 4290 STATIONARY / OFFICE SUPPLIES	1,000.00	1,000.00	1,000.00
0104000042 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: CURRENT PERIOD CDW GOVERNMENT, INC. GLEN SUMMIT SPRINGS WATER FRIEDMAN ELECTRIC SUPPLY SWIETNICKI, FRANK	75,000.00	74,879.12	2,699.94 4,225.00 21.95 2,665.93 793.37
0104000042 4420 TRAVEL AND LODGING	1,000.00	1,000.00	1,000.00
0104000042 4440 TELEPHONE COMCAST VERIZON FRONTIER COMMUNICATIONS	200,000.00	187,714.86	4,135.32 413.11 7,272.52
0104000042 4470 TRAINING & CERTIFICATION	35,000.00	35,000.00	35,000.00
0104000042 4550 CAPITAL EXPENDITURES ENCUMBERED: CURRENT PERIOD	455,000.00	455,000.00	86,656.54
0104000042 4560 EQUIPMENT MAINTENANCE / LEASES	94,000.00	94,000.00	94,000.00

DEPARTMENT / ACCOUNT		2019 BUDGET	BEGINNING BAL	ACTIVITY	ENDING BAL.
TREASURY:					
0104000043 4201	PROFESSIONAL SERVICES	13,000.00	13,000.00		13,000.00
0104000043 4390	MATERIALS / SUPPLIES (MISC)	15,000.00	14,851.51		14,851.51
0104000043 6000	TAX & MISCELLANEOUS REFUNDS	5,000.00	5,000.00		5,000.00
0104000043 6001	TAX COLLECTION COMMITTEE EXPENSE	500.00	500.00		500.00
BUREAU OF LICENSES, INSPECTIONS & PERMITS					
LICENSE, INSPECTIONS & PERMITS:					
0105100051 4201	PROFESSIONAL SERVICES	50,000.00	50,000.00		50,000.00
0105100051 4290	STATIONERY / OFFICE SUPPLIES	500.00	500.00		500.00
0105100051 4390	MATERIALS / SUPPLIES (MISC)	500.00	500.00		500.00
0105100051 4420	TRAVEL AND LODGING	1,000.00	1,000.00		1,000.00
0105100051 4470	TRAINING & CERTIFICATION	1,000.00	1,000.00		1,000.00
0105100051 4550	CAPITAL EXPENDITURES	20,000.00	20,000.00		20,000.00
0105100051 4570	MAINTENANCE COMMUNICATION EQUIPMENT	500.00	500.00		500.00
0105100051 4590	BUILDING DEMOLITION	150,000.00	150,000.00		150,000.00
BUREAU OF BUILDINGS:					
0105100082 4201	PROFESSIONAL SERVICES	5,000.00	5,000.00		5,000.00

DEPARTMENT / ACCOUNT	2019 BUDGET	BEGINNING BAL	ACTIVITY	ENDING BAL.
0105100082 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	150,000.00	143,290.44		
CINTAS CORPORATION			728.46	
LOWE'S			45.18	
BURKE, MICHAEL			140.00	
FRIEDMAN ELECTRIC SUPPLY			170.79	
NORTHEAST ELEVATOR, LLC			200.00	
MECHANICAL SERVICE COMPANY			156.45	
ROSSI ROOTER LLC			4,736.00	
AMERICAN JANITOR			2,073.65	
WELLER'S LOCK & KEY SERVICE			200.00	134,840.91
0105100082 4447 UGI - GAS	135,000.00	135,000.00	8,122.56	126,877.44
UGI PENN NATURAL GAS				
0105100082 4448 PAWC - WATER	475,000.00	475,000.00	22,089.05	452,910.95
PENNSYLVANIA AMERICAN WATER CO.				
0105100082 4450 ELECTRICAL	135,000.00	134,969.65	16,650.47	118,319.18
PPL ELECTRIC UTILITIES				
0105100082 4465 BUILDING SUPPLIES	1,000.00	1,000.00		1,000.00
<b>LAW DEPARTMENT:</b>				
0106000000 4201 PROFESSIONAL SERVICES	255,000.00	255,000.00		255,000.00
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	154.73	345.27
ENCUMBERED: CURRENT PERIOD				
0106000000 4390 MATERIALS / SUPPLIES (MISC)	500.00	500.00		500.00
0106000000 4420 TRAVEL & LODGING	3,500.00	3,500.00		3,500.00
0106000000 4470 TRAINING & CERTIFICATION	3,500.00	3,500.00		3,500.00

DEPARTMENT / ACCOUNT		2019 BUDGET	BEGINNING BAL.	ACTIVITY	ENDING BAL.
<b>DEPARTMENT OF PUBLIC WORKS</b>					
<b>ADMINISTRATION BUREAU:</b>					
0108000080 4201 PROFESSIONAL SERVICES BENJAMIN, RYAN		10,000.00	10,000.00	61.80	9,938.20
0108000080 4210 SERVICES & MAINTENANCE FEE ENCUMBERED: CURRENT PERIOD PA ONE CALL SYSTEM, INC.		2,040.00	2,040.00	103.53 41.42	1,895.05
0108000080 4420 TRAVEL AND LODGING		500.00	500.00		500.00
0108000080 4550 CAPITAL EXPENDITURES		10,000.00	10,000.00		10,000.00
0108000080 4570 MAINTENANCE COMMUNICATION EQUIPMENT INDUSTRIAL ELECTRONICS, INC.		16,500.00	16,500.00	1,590.00	14,910.00
0108000080 4576 MAINTENANCE SUPER FUND SIGHT		13,000.00	13,000.00		13,000.00
0108000080 6007 FLOOD PROTECTION SYSTEM MAINTENANCE F & S SUPPLY COMPANY, INC.		1,973,900.00	1,973,900.00	382.06	1,973,517.94
<b>ENGINEERING BUREAU:</b>					
0108000081 4201 PROFESSIONAL SERVICES LABELLA ASSOCIATES		69,500.00	69,500.00	6,300.00	63,200.00
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	202.50		202.50
0108000081 4470 TRAINING & CERTIFICATION		1,000.00	1,000.00		1,000.00
<b>HIGHWAYS BUREAU:</b>					
0108000083 4260 RENTAL VEHICLES & EQUIPMENT		300,000.00	300,000.00		300,000.00

DEPARTMENT / ACCOUNT	2019 BUDGET	FEBRUARY, 2019	
		BEGINNING BAL	ENDING BAL
0108000083 4340 CONSTRUCTION - PAVING MATERIAL HEL-WAY LLC DIXON SEALER & SUPPLY, INC.	150,000.00	150,000.00	144,699.76
			2,423.24
			2,877.00
0108000083 4350 PAINT / SIGN MATERIAL ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD BRADCO SUPPLY CO.	25,000.00	23,255.91	21,807.32
			(1,462.20)
			1,448.59
			1,462.20
0108000083 4357 PARKS AND RECREATION SUPPLIES	37,600.00	37,600.00	37,600.00
0108000083 4390 MATERIALS / SUPPLIES (MISC) ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD WILLIAMS INDUSTRIAL SUPPLY WALSH, DAVID PA NORTHEAST REGIONAL RAILROAD AUTHORITY	37,600.00	33,409.39	30,618.46
			(219.20)
			2,766.13
			133.50
			94.50
			16.00
0108000083 4410 SALT ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD KEYSTONE QUARRY, INC. AMERICAN ROCK SALT CO. LLC	425,000.00	287,853.99	151,493.82
			(26,770.00)
			132,828.00
			3,884.22
			26,617.95
0108000083 4460 STREET LIGHTING PPL ELECTRIC UTILITIES	200,000.00	200,000.00	176,997.22
			23,002.78
0108000083 4466 STREET LIGHTING SERVICE / MAINTENANCE	60,000.00	52,765.98	52,765.98
0108000083 4467 TRAFFIC SIGNAL ELECTRICITY PPL ELECTRIC UTILITIES	90,000.00	89,895.37	83,118.65
			6,776.72
0108000083 4550 CAPITAL EXPENDITURES	450,000.00	376,723.68	376,723.68
0108000083 4551 ROADWAY RESURFACING PROGRAM	875,000.00	875,000.00	875,000.00
<b>REFUSE BUREAU:</b>			
0108000084 4390 MATERIALS / SUPPLIES (MISC)	1,000.00	340.15	340.15

DEPARTMENT / ACCOUNT	2019 BUDGET	FEBRUARY, 2019	
		BEGINNING BAL.	ENDING BAL.
0108000084 4420 TRAVEL AND LODGING MCMULLEN, PATRICK	1,000.00	1,000.00	51.20
			948.80
0108000084 4490 LANDFILL KEYSTONE SANITARY LANDFILL COMMONWEALTH OF PENNSYLVANIA	1,300,000.00	1,208,232.75	78,451.80
			50.00
			1,129,730.95
0108000084 4550 CAPITAL EXPENDITURES	225,000.00	225,000.00	225,000.00
0108000084 4555 RECYCLING	175,000.00	175,000.00	175,000.00
<b>GARAGES BUREAU:</b>			
0108000085 4220 CONTRACTED SERVICES CINTAS FAS LOCKBOX 636525	2,500.00	2,288.00	308.43
			1,979.57
0108000085 4301 GAS, OIL, LUBRICANTS ENCUMBERED: CURRENT PERIOD D. G. NICHOLAS CO. PAPCO PA DEP G&G XPRESS MARTS WEX BANK	340,000.00	322,899.92	199.95 3,313.90 32,442.00 50.00 540.89 14,854.36
			271,498.82
0108000085 4310 EQUIPMENT/VEHICLE REPAIR/MAINTENANCE ENCUMBERED: PREVIOUS PERIOD ENCUMBERED: CURRENT PERIOD FIVE STAR EQUIPMENT CO., INC. STEVE SHANNON TIRE CO., INC. FARGIONE AUTO SERVICE AIR BRAKE & EQUIPMENT CO., INC. EAGLE TRUCK EQUIPMENT, INC. A-1 SPRING SERVICE POWELL'S SALES & SERVICE A.I.T. AUTOMOTIVE S & S TOOLS & SUPPLIES DAVE'S AUTO IGNITION TRIPLE CITIES ACQUISITIONS, LLC CLEVELAND BROTHERS EQUIPMENT D. G. NICHOLAS CO. DAILEY RESOURCES JORDAN'S TOWING DENAPLES AUTO PARTS KOVATCH FORD, INC. ELECTRO BATTERY DENAPLES TOWING, INC. INDUSTRIAL ELECTRONICS, INC. AMERICAN FIRE SERVICES TOYOTA	325,000.00	308,699.43	(3,114.25) 16,544.80 47.85 283.00 50.00 591.32 586.86 886.00 396.33 2,294.91 9.90 30.00 3,200.27 223.74 525.30 33.00 200.00 891.00 1,500.27 330.00 641.00 155.65 1,797.61 214.43
			280,400.74

DEPARTMENT / ACCOUNT	2019 BUDGET	FEBRUARY, 2019	
		BEGINNING BAL.	ENDING BAL.
		ACTIVITY	
0108000085 4360 SMALL TOOLS / SHOP SUPPLIES	6,500.00	2,200.48	
ENCUMBERED: PREVIOUS PERIOD		(352.99)	
ENCUMBERED: CURRENT PERIOD		100.99	
S & S TOOLS & SUPPLIES		352.99	
MURPHY, JAY		200.00	
LYNADY, MICHAEL		103.30	
			1,796.19
0108000085 4390 MATERIALS / SUPPLIES (MISC)	49,500.00	46,318.26	
ENCUMBERED: PREVIOUS PERIOD		(1,217.82)	
ENCUMBERED: CURRENT PERIOD		3,230.01	
NORTHEAST HYDRAULICS		1,035.37	
A.I.T. AUTOMOTIVE		258.90	
D. G. NICHOLAS CO.		686.68	
DAILEY RESOURCES		397.00	
C. G. CUSTOM TRUCKS		176.90	
WAYNE COUNTY FORD		9.12	
AIR BRAKE & EQUIPMENT CO., INC.		104.67	
			41,637.43
0108000085 4401 TIRES	109,500.00	105,615.10	
ENCUMBERED: PREVIOUS PERIOD		(2,999.00)	
ENCUMBERED: CURRENT PERIOD		6,109.65	
KOST TIRE & AUTO SERVICE		3,459.00	
			99,045.45
0108000085 4420 TRAVEL AND LODGING	500.00	500.00	
			500.00
0108000085 4550 CAPITAL EXPENDITURES	70,000.00	59,250.00	
			59,250.00
0108000085 4901 MAINTENANCE (PREVENTATIVE)	7,500.00	7,500.00	
ENCUMBERED: CURRENT PERIOD		429.09	
			7,070.91
<b>PARKS &amp; RECREATION DEPARTMENT</b>			
0110000000 4280 MISC SERVICES - NON CLASSIFIED	5,000.00	5,050.00	
HILLCOAT, MICHAEL		58.85	
			4,991.15
0110000000 4290 STATIONERY / OFFICE SUPPLIES	500.00	500.00	
			500.00
0110000000 4320 BUILDING REPAIR - SUPPLY MAINTENANCE	15,000.00	14,864.64	
S & S TOOLS & SUPPLIES		8.69	
SWIFT FENCE CO.		1,475.00	
F & S SUPPLY COMPANY, INC.		362.77	
A.I.T. AUTOMOTIVE		48.00	
			12,970.18



DEPARTMENT / ACCOUNT	2019 BUDGET	FEBRUARY, 2019	
		BEGINNING BAL.	ENDING BAL.
0110000000 4330 MEDICAL, CHEMICAL, LAB SUPPLIES MAIN POOL & CHEMICAL CO.	20,000.00	20,000.00	19,252.25
0110000000 4360 SMALL TOOLS / SHOP SUPPLIES	500.00	500.00	500.00
0110000000 4370 PARKS & RECREATION SUPPLIES	11,000.00	11,000.00	11,000.00
0110000000 4420 TRAVEL AND LODGING	750.00	750.00	750.00
0110000000 4530 PERFORMING ARTS	20,000.00	7,500.00	7,500.00
0110000000 4540 SPRING / SUMMER PROGRAMS	3,000.00	1,343.67	1,343.67
0110000000 4550 CAPITAL EXPENDITURES NORTH AMERICAN WARHORSE	875,000.00	875,000.00	871,856.50
<b>NON-DEPARTMENTAL EXPENDITURES</b>			
0140110030 4299 ZONING BOARD PLEVYAK, MARY M.	25,000.00	24,239.40	24,124.15
0140110060 4299 EVERHART MUSEUM EVERHART MUSEUM	29,000.00	24,166.67	9,666.68
0140110075 4299 SCRANTON PLAN	150,000.00	0.00	0.00
0140110080 4299 SCRANTON TOMORROW SCRANTON TOMORROW	225,000.00	225,000.00	0.00
0140110110 4299 SHADE TREE COMMISSION NORTHERN TREE EXPERT CO. TITAN TREE SERVICE	200,000.00	170,200.00	147,200.00
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	2019 BUDGET	FEBRUARY, 2019	
		BEGINNING BAL.	ENDING BAL.
0140110140 4299 CIVIL SERVICE COMMISSION SCRANTON TIMES LOSCOMBE, JACK PENNSYLVANIA CHIEFS OF POLICE ASSN. PERRY LAW FIRM	25,000.00	25,000.00	123.75 187.65 3,457.33 1,805.00 <u>19,426.27</u>
0140110150 4299 HUMAN RELATIONS COMMISSION	1,000.00	1,000.00	<u>1,000.00</u>
0140110155 4299 LHVA TRAIL MAINTENANCE	24,000.00	24,000.00	<u>24,000.00</u>
0140115230 4299 TAN SERIES	12,750,000.00	12,750,000.00	<u>12,750,000.00</u>
0140115240 4299 TAN SERIES INTEREST	465,375.00	465,375.00	<u>465,375.00</u>
0140115310 4299 OPER TSF TO DBT SVC - STREET LIGHTING	525,000.00	525,000.00	<u>525,000.00</u>
0140115320 4299 OPER TSF TO DBT SVC - GUARANTEED ENERGY SAVINGS	144,997.96	144,997.96	<u>144,997.96</u>
0140115324 4299 OPER TSF TO DBT SVC - FDM REVOLVING AID LN	100,000.00	100,000.00	<u>100,000.00</u>
0140115328 4299 OPER TSF 2016 REDEVELOPMENT AUTH SERIES AA	883,725.00	883,725.00	<u>883,725.00</u>
0140115329 4299 OPER TSF TO DBT SVC - LEASE OF REFUSE PACKERS	218,147.96	218,147.96	<u>218,147.96</u>
0140115330 4299 OPER TSF TO DBT SVC - LEASE OF KME ENGINE	49,849.00	0.00	<u>0.00</u>
0140115331 4299 OPER TSF TO DBT SVC - 2019 GO BONDS BLDG	1,000.00	1,000.00	<u>1,000.00</u>
0140115332 4299 OPER TSF TO DBT SVC - SERIES 2017 GENERAL OBLIGATION REFUNDING	3,231,000.00	3,231,000.00	<u>3,231,000.00</u>
0140115333 4299 OPER TSF TO DBT SVC - 2018 TAXABLE SERIES	1,208,252.22	1,208,252.22	<u>1,208,252.22</u>
0140115334 4299 OPER TSF TO DBT SVC - LEASE OF JOHN DEERE WHEEL LOADER	25,851.02	25,851.02	<u>25,851.02</u>

DEPARTMENT / ACCOUNT	2019 BUDGET	FEBRUARY, 2019	
		BEGINNING BAL.	ENDING BAL.
0140115335 4299 OPER TSF TO DBT SVC - LEASE OF LAW ENFORCEMENT MGMT SYSTEM	219,557.60	219,557.60	219,557.60
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	3,614,000.00	3,614,000.00	3,614,000.00
0140115339 4299 OPER TSF TO DBT SVC - 2016 GENL. OBL. NOTES	1,875,250.00	1,875,250.00	1,875,250.00
0140115340 4299 OPER TSF TO DBT SVC - 2016 LEASE FORD TRKS KS STATEBANK	53,925.94	53,925.94	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	421,476.00	421,476.00	421,476.00
0140115343 4299 2018 ARIEL PLATFORM TRUCK LEASE	102,156.57	102,156.57	102,156.57
0140113090 4299 CONTINGENCY	596,904.82	596,904.82	596,904.82
0140113100 4299 OECD CONTINGENCY OECD	150,000.00	150,000.00	2,067.34
0140116090 4299 UNENCUMBERED EXPENSES PRIOR YEAR OBLIG.	375,000.00	374,753.40	374,753.40
0140116270 4299 COURT AWARDS	725,000.00	725,000.00	725,000.00
0140117020 4299 VETERAN'S ORGANIZATION	50,000.00	0.00	0.00
0140117040 4299 OPEB TRUST FUND	100,000.00	100,000.00	100,000.00
0140117060 4299 TRIPP PARK COMMUNITY CENTER	1,000.00	1,000.00	1,000.00
0140117080 4299 TARGETED EXPENSES - REVENUE PASS THROUGH ACCOUNT	275,000.00	275,000.00	275,000.00
0140117100 4299 GRANT MATCH	860,499.00	860,499.00	860,499.00

RESOLUTION NO. \_\_\_\_\_

2019

**AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION FOR A REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP) THROUGH THE COMMONWEALTH OF PENNSYLVANIA'S OFFICE OF THE BUDGET IN THE AMOUNT OF \$5,376,583.00; ACCEPTING AND DISBURSING THE GRANT IF THE APPLICATION IS SUCCESSFUL FOR THE RENOVATION OF THE SCRANTON MUNICIPAL BUILDING.**

WHEREAS, the City of Scranton, is desirous of obtaining funds from the Commonwealth of Pennsylvania's Office of the Budget in the amount of \$5,376,583 for the renovation of the Scranton Municipal Building, 340 North Washington Avenue through the Redevelopment Assistance Capital Program (RACP). A copy of the grant application ("Grant Application") and supplemental items are attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the Scranton Municipal Building is a three story, Victorian Gothic Revival Style structure constructed in 1888. The Municipal Building was named to the National Register of historic Places in 1981. It is the goal of this project to ensure that this building remains the center of City government and continues to be accessible to the public. It is critical that renovations be made to this structure as soon as possible in order to maintain the use of this historic building by the public for years to come.

WHEREAS, the cost of the construction is based on the Assessment performed by Highland Associates. The construction to be performed includes structural, architectural, mechanical and electrical elements. The estimated project cost is \$10,753,166. The City of Scranton is requesting grant funding in the amount of \$5,376,583 to be used for the construction activities. The City of Scranton has committed a 50% match of \$5,376,583 to be used for construction, construction contingency and soft costs.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON** that the Mayor and other appropriate City Officials are hereby authorized to execute and submit a grant application to the Pennsylvania Office of the Budget for the Redevelopment Assistance Capital Program (RACP); substantially in the form attached hereto,

and if successful, to accept the grant funds to be used for the Project as detailed in the grant application. This approval anticipates the execution of any and all related documentation which may be necessary to complete the grant application including but not limited to the grant application.

**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.

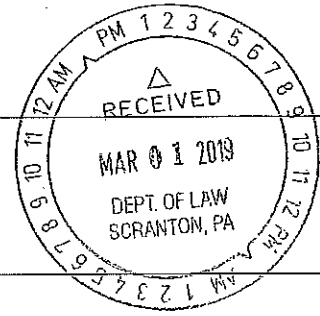
**SECTION 2.** This Resolution shall become effective immediately upon approval.

**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.

---

**Maggie Perry**  
**Grant Manager**  
**570-558-8335**  
**mamclane@scrantonpa.gov**

---



February 25, 2019

Atty. Jessica Eskra  
City of Scranton  
340 North Washington Avenue  
Scranton, Pa 18503

Re: Local Share Account Fund (Gaming Funds) Monroe County

Atty. Eskra,

I am requesting that you send legislation to City Council for a resolution for the City of Scranton to apply for and execute funding through the Redevelopment Assistance Capital Program. The City is requesting \$5,376,583 for renovation work at City Hall. Attached is a copy of the grant application and supplemental items.

If you have any questions or concerns please feel free to contact me at 558-8335.

Thank you,

*Maggie Perry*  
Maggie Perry  
Grant Manager

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Applicant Information**

Applicant Entity Type:	Government
Applicant Name:	City of Scranton
NAICS Code	9211
FEIN/SSN Number	XXXXXXXX
DUNS Number:	060497856
CEO:	William Courtright
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Company Information**

Company Entity Type:	Government
Company Name:	City of Scranton
NAICS Code	9211
FEIN:	XXXXXXXXXX
DUNS Number:	060497856
CEO:	William Courtright
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503



**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**- Business Specifics**

Current # of Full-time Employees:	
(In PA):	400
(World Wide):	0
Minority Owned:	N/A
	Select
Woman Owned:	N/A
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

**- Enterprise Type**

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input checked="" type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Government,

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Project Overview**

Project Name:

Scranton Municipal Building

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at Office of the Budget about your project?

Yes

If yes, indicate who:

Scott Bowman

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Project Site Locations**

Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
US House:	Matthew Cartwright (17)
Current Employees:	400 ♦
Jobs To Be Created:	0 ♦
Designated Areas:	Act 47 Distressed Community

## Single Application for Assistance

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

### Project Budget

	Redevelopment Assistance Capital Program (RACP)	Total Match Private	Total
Miscellaneous	\$5,376,583.00	\$5,376,583.00	
Total Project Cost	\$5,376,583.00	\$5,376,583.00	\$10,753,166.00
Total	\$5,376,583.00	\$5,376,583.00	
		<b>Budget Total:</b>	<b>\$10,753,166.00</b>

#### Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

#### Contractor Estimates

#### Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The cost is based on an assessment performed by Highland Associates in August 2018. The construction to be performed include structural, architectural, mechanical and electrical elements. The estimated project cost is \$10,753,166. The City of Scranton is requesting grant funding in the amount of \$5,376,583 to be used for construction activities. The City of Scranton has committed a 50% match of \$5,376,583 to be used for construction, construction contingency and soft costs.

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Project Narrative****How does this project provide a benefit or improvement to a community?**

Identify a problem or need in the community (cultural, recreational, historical, civic). Indicate how that will be rectified with this projects completion.

The City of Scranton is requesting funding for the Scranton Municipal Building renovation project. The Scranton Municipal Building is a three story, Victorian Gothic Revival Style structure constructed in 1888. The Municipal Building was named to the National Register of Historic Places in 1981. It is the goal of this project to ensure that this building remains the center of City government and continues to be accessible to the public. Based on a visual assessment of Highland Associates in August 2018 the general conditions of the facility are deemed satisfactory-unsatisfactory. It is critical that renovations be made to this structure as soon as possible in order to maintain the use of this historic building by the public for many years to come. Preserving this historic structure is not only critical to retaining Scranton's history but also more cost effective than purchasing or building a new structure to house City government.

**What will this project entail?**

Give a complete project description. Indicate the construction, renovations or improvements that will take place. Indicate what properties will be used or purchased for use.

The project entails renovation work at the Scranton Municipal Building located at 340 N. Washington Avenue. This work will include:

Stained glass repairs, roof modifications, exterior façade modifications, carpet replacement, HVAC replacement, updating emergency lighting, window pane replacement, water heater replacement, fire alarm system upgrades, lighting upgrades and painting. All components of the project are itemized in the attached cost estimate and narrative that was prepared by the consultant further explaining the improvements that are needed.

**How do you plan to use the funds?**

Should include specific use of funds and reflect the budget provided with the application.

The City of Scranton is requesting \$5,376,583 for this project. This funding will be used for the construction/renovation activities described above. The City will provide a \$5,376,583 match that will be utilized for construction, construction contingency and soft costs.

**Project Schedule and Key Milestones and Dates**

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

The estimated project schedule is 26 months for completion.

Months 1-8: construction document preparation and Historic approvals

Months 8-12: Bid publication and award

Months 13-25: Construction

A detailed project schedule is attached.

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Addenda****Section 1. Project Viability****1. Fill in your Itemization information.**

Click the below link for a list of available itemizations. Identify the appropriate itemization and enter the Item No. in the "primary" box below. The related information will then automatically populate. If an additional itemization is necessary, enter a second Item No. in the "alternative" box. Special note: Act 77 of 2013 imposed a 10-year sunset provision for itemizations between their enactment date and the date of the RACP grant award.

The Item No. can be found in Column B of this Excel spreadsheet link.

**Primary**

Enter Item#

9468

County - Lackawanna

Municipality - City of Scranton

Project Description - Acquisition, construction, infrastructure, renovation, redevelopment and other related costs for the preservation of City Hall

Act Amount - 8,000,000.00

Available Amount - 8,000,000.00

**Alternative**

Enter Item#

County - N/A

Municipality - N/A

Project Description - N/A

Act Amount - 0.00

Available Amount - 0.00

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Addenda****2. Financial Necessity.**

What were the factors that the Candidate relied on to arrive at the requested amount?

The requested amount is based on an assessment from Highland Associates presented to the City of Scranton in January 2019. The assessment of the Municipal Building is based on the visually accessible evidence observed during site visits in August 2018 by the Highland Associates' team. The recommendations are based on the conditions observed and the facts available at the time.

**3. Is your RACP total project cost at least \$1,000,000?**

Yes

**4. Are at least 50% of the total project cost paid for by another non-state funding source?**

Yes

**5. Will your project be completed by the 1st day of the submission period for this round?**

(generally determined by the issuance of the occupancy permit, if any)

No

**6. Is the anticipated construction start date within 1 year of the last day of the submission period for this round?**

Yes

**7. Indicate that you have reviewed the RACP Key Compliance Items and you acknowledge and agree to follow these items.**

A. Link

Yes

**8. Is your project eligible for City Revitalization and Improvement Zone (CRIZ) benefits?**

No

**9. Can your project be funded through other State programs (i.e. PENNDOT and PENNVEST)?**

No

A. If yes, does your project fit one of the following exceptions; when associated with a project that is part of an economic development project  
stormwater, water and sewer infrastructure or tunnels, bridges or roads?

**10. Please indicate the status of Site Control (for example, leasing arrangements, sales agreement, recorded deed, etc.).**

The site is owned and controlled by the City of Scranton

**11. Is the project located in one of the designated areas?**

(KOZ, KOEZ, KIZ, KSDZ, EZ, KOIZ)

No

**12. Is the project a redevelopment of Blight/Brownfield/Reclamation?**

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Addenda**

No

13. Indicate below whether the project is comprised of any of these Strategic Clusters

A. Biotech/Pharmaceutical/Life Science

No

B. High Tech &amp; Advanced Manufacturing Materials

No

C. Energy Extraction &amp; Mining

No

D. Business &amp; Financial and Service

No

E. Healthcare/Medical Research and/or Education

No

F. Agriculture

No

14. Does your project involve any housing construction? If yes, elaborate below.

(Housing projects are only eligible when specialized funding is approved and remains unused under Acts 87 of 2005 & 82 of 2010. Outside of this special funding housing projects are only eligible if they support and generate economic activity and are part of a community revitalization plan.)

No

**Section 2. Source & Uses of Funds (RDA Forms)**

15. Download and Complete RDAs &amp; Construction Cost breakdown Document

Download RDAs &amp; Construction Cost Document

**Uploaded Documents**

Construction Schedule (2).pdf View

Estimated Cost Forms.pdf View

match letter.pdf View

Narratives.pdf View

RDA 300-301 signed.pdf View

16. Qualified Professional



**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Addenda**

The Capital Facilities Debt Act requires a RACP grant candidate to identify who produced the cost estimates for their project. It further requires that such project cost estimate must be prepared by a qualified professional.

Please identify who prepared the project's cost estimate, and give their title and/or professional qualifications below

The cost estimate was developed by Highland Associates' team of Architects and Engineers; including Structural, Mechanical, Electrical, Plumbing and Fire Protection. The team included: Michael Wolf- Principal, Drew Marcinkevich- Project Manager, Manish Patel- Mechanical Engineer, Charles Rizzo- Electrical Engineer, Robert Yadouga- Plumbing Engineer, Darry Leightcap- Structural Engineer.

Also retained were the services the following professionals: O'Donnell @ Naccarato, Structural Engineers, Willer Hauser, Stained Glass Specialist, Heritage Consulting Group-Historic Specialists, Mark J. Sobeck Roof Consulting, Inc.-Roof Specialists

**Section 3 Involved Organization**

(Candidate normally the beneficiary of the grant)

**17. Candidate's Board President or Top Executive or Officer**

(If a grantee is not known, this is whom the RACP letter will be directed).

Please make sure to include the following in the text area:

Organization, Contact Person, Title, Complete Address, Email & Phone Number

City of Scranton

David Bulzoni- Business Administrator

340 N. Washington Avenue

Scranton, PA 18503

570-348-4118

dbulzoni@scrantonpa.gov

**18. Candidate's person to contact for project information**

(if different from above)

Please make sure to include the following in the text area:

Organization, Contact Person, Title, Complete Address, Email & Phone Number

Maggie Perry- Grant Manager

340. N. Washington Avenue

Scranton, PA 18503

570-558-8335

mamclane@scrantonpa.gov

**19. Grantee's Chief Elected Official or Officer**

(This is to whom the RACP letter will be directed).

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Addenda**

Please make sure to include the following in the text area:

Organization, Contact Person, Title, Complete Address, Email &amp; Phone Number

William Courtright- Mayor  
 340 N. Washington Avenue  
 Scranton, PA 18503  
 570-348-4101

**20. Grantee's Contact Person**

(if different from above)

Please make sure to include the following in the text area:

Organization, Contact Person, Title, Complete Address, Email &amp; Phone Number

Maggie Perry- Grant Manager  
 340. N. Washington Avenue  
 Scranton, PA 18503  
 570-558-8335  
 mamclane@scrantonpa.gov

**21. Please list the amount of any prior RACP Grants (if none, enter \$0.00) (\$X,XXX,XXX.00)**

14800000

**22. Please identify prior RACP grants awarded to the entity applying for the grant or a related candidate.**

Provide the grant ME number (300-XXXX), name of the project, award amount, and the recipient for each prior grant. If the past recipient is not the current candidate, provide the connection to the current candidate (if no prior grants, enter none).

The City of Scranton acted as the sponsor for the following RACP grants and was not the direct beneficiary of the grant funding:

- Corner Store Commons- Lackawanna College, ME 300-1834, \$3,000,000
- Samter Redevelopment Project, ME 300-1834, \$800,000
- West Scranton Revitalization, ME 300-1538, \$2,500,000
- Scranton Laceworks Redevelopment, ME 300-980, \$4,500,000
- Marywood Commons Learning Center, ME 300-1343, \$4,000,000

**23. Other commonwealth Assistance**

A. Have you or a related company received an economic benefit in the form of a grant, loan or tax credit from a Commonwealth program within the last 2 years for this project?

Yes

If so, please provide details

The City of Scranton received a grant from the Pennsylvania Historical Commission and Museum Commission in the amount of \$80,000. This funding was used for repairs to the south tower of the Municipal Building. The repairs were necessary based on a masonry assessment performed by Masonry

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Addenda**

Preservation Services Inc. which determined that there was substantial water infiltration from deterioration of the tower.

B. Do you or a related company currently have an application for economic benefits in the form of a grant, loan or tax credit pending with a Commonwealth program for this project?

No

If so, please provide details

No

**Single Application for Assistance**

Web Application Id: 8267523

Single Application Id: 201901300864

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Redevelopment Assistance Capital Program (RACP)

**Program Requirements****e-RACP Application Submission Fee Instructions**

Within 30 days of the e-RACP Application submission, Candidates MUST mail a check for \$500 along with a copy of the e-Application Certification (signature page).

Checks must be made payable to the "Commonwealth of PA."

Please notate the Web ID # (see top right of this page ) on the check or any other correspondence submitted.

Please do **NOT** send one (1) check containing the payment for multiple e-RACP Applications submissions. In other words, one (1) check per each e-RACP Application should be submitted.

Please mail the e-RACP Application Certification and check to the following address:

Office of the Budget  
Redevelopment Assistance Capital Program  
333 Market Street, 18th Floor  
Harrisburg, PA 17101

If agreeable to the payment of the \$500, please change the current blank field in the drop box below to "Yes," and then click Continue

Yes



**Office of the Budget**  
Single Application for Assistance

**Single Application #: 201901300864**

This page must accompany all required supplemental information Mail to:

**Office of the Budget  
Redevelopment Assistance Capital Program  
333 Market Street, 18th Floor  
Harrisburg, PA 17101**

I hereby certify that all information contained in the single application and supporting materials submitted to Office of the Budget via the Internet, Single Application # 201901300864 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

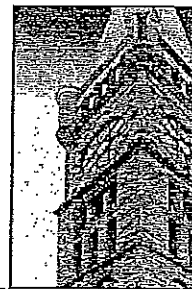


**Signature: Maggie Perry**

The Office of the Budget reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

## BUSINESS ADMINISTRATION

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



SCRANTON

July 10, 2018

Mr. Scott M. Bowman  
Redevelopment Capital Assistance Program 18th Floor Harristown 2  
333 Market Street  
Harrisburg, PA 17101-2201

**Re: RACP 9468 2017-52 Municipal Building Improvements**

Dear Mr. Bowman:

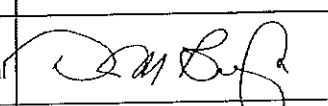
Relative to the above, please be advised that the City of Scranton is committed to funding the requisite 50% matching amount as required by the grant program. The authorization was approved as noted above in the amount of \$8,000,000; the City is requesting funding in the amount of \$5,376,383. The City of Scranton will match this amount as required through a debt transaction. On behalf of the City of Scranton, I would like to thank you for your assistance.

Please contact the City of Scranton with any questions.

Sincerely,

David M. Bulzoni  
City of Scranton  
Business Administrator

<h1 style="margin:0;">RDA-300</h1>		<b>Commonwealth of Pennsylvania</b> <b>REDEVELOPMENT ASSISTANCE CAPITAL PROJECT</b> <b>SOURCES OF FUNDS</b>				Date Received	
		Version: February 2018				ME No.	
The latest status of this project is: <input type="checkbox"/> Pre-Award Application <input type="checkbox"/> Post-Award Application <input type="checkbox"/> Grant Agreement		This RDA filing, as it applies to the project's "status" at left, is a/an: <input type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION No. <input type="checkbox"/> <input type="checkbox"/> AMENDMENT				State Consultant Firm	
<b>PROJECT INFORMATION</b>							
PROJECT NAME		Scranton Municipal Building Renovation			PROJECT PHASE		I   OF   I
GRANTEE		City of Scranton					
SUB-GRANTEE(S)							
County	Municipality	Municipal Population	Legislative Districts		RACP Construction Schedule		
Lackawanna	Scranton	76,000	House	Senate	Start Date	End Date	Duration in months
			113	22	1/2/20	12/31/21	24
<b>OFFICIAL CONTACT PERSONS</b>							
Chief Elected Official or Officer of Grantee				Contact Person (normally the person from the entity at left that is most familiar with the project; enter "Same" if same person & provide email address)			
Federal ID No.		24-6000704		Name & Title		Maggie Perry- Grant Manager	
Name & Title		William Courtright-Mayor		Organization		City of Scranton	
Organization		City of Scranton		Address		340 N. Washington Avenue Scranton, PA 18503	
Address		340 N. Washington Avenue Scranton, PA 18503		Phone		570-558-8335	
Phone		570-348-4130		Email address		mamclane@scrantonpa.gov	
Email address		mamclane@scrantonpa.gov					
<b>FUNDING SOURCES</b>							
Type	Amount	Description			Secured?	Unsecured? or Other?	
REDEVELOPMENT ASSISTANCE FUNDS	\$5,376,583						
MATCHING FUNDS	\$5,376,583						
A. Local Funds	\$5,376,583	the match will be provided through a debt transaction			Yes		
B. Private Funds							
C. Land							
Attach Appraisal							
D. Federal Funds							
E. Other							
TOTAL FUNDS	\$10,753,166						
Attach an explanation about any state or federal funds the project has received in the past or will receive in the future that are not being counted as matching funds							
<b>PROJECT ADMINISTRATION</b>							
Will the Applicant administer the project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				Will the Applicant designate a Project Administrator? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Other? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Administrators:		Applicant's Staff		David Bulzoni			
		Sub-Applicant's Staff					
		Designated Administrator					
Are Cooperation Agreements attached? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				Status: _____			
<b>APPLICANT'S AUTHORIZATION</b>							
To the best of my knowledge and belief, data in this application are true and correct and the submission of the application has been duly authorized by the governing body.							
 Signature & Title of Authorized Official						1-23-2019 Date	

<h1 style="margin:0;">RDA-301</h1>		<b>Commonwealth of Pennsylvania</b> <b>REDEVELOPMENT ASSISTANCE CAPITAL PROJECT</b> <b>USES OF FUNDS</b>		Date Received _____	
		Version: February 2018		ME No. _____	
The latest status of this project is: <input type="checkbox"/> Pre-Award Application <input type="checkbox"/> Post-Award Application <input type="checkbox"/> Grant Agreement		This RDA filing, as it applies to the project's "status" at left, is a/an: <input type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION No. <input type="checkbox"/> <input type="checkbox"/> AMENDMENT		State Consultant Firm _____	
<b>PROJECT NAME</b> Scranton Municipal Building Renovation		<b>PROJECT PHASE</b> I    OF    I			
<b>GRANTEE</b> City of Scranton					
<b>SUB-GRANTEE(S)</b>					
LINE ITEM	BUDGET CATEGORY	RACP REIMBURSEMENT	MATCH ONLY	TOTAL	
1	Operation & Maintenance	Typical Match			
2	Administration	Typical Match			
3	Legal	Typical Match			
4	Financing/Accounting	Typical Match			
5	Interest During Construction				
6	Architectural/Engineering	Typical Match			
	A. Feasibility Study	Typical Match			
	B. Surveys	Typical Match			
	C. Design	Typical Match	\$1,092,138	\$1,092,138	
	D. Inspection Services	Typical Match			
	E. Other (Specify)	Typical Match			
7	Permits				
8	Land (if used, entries A., B., or C. below should reflect the [planned] ownership <u>at commencement of the RACP project construction</u> )				
	A. Grantee owned (value)				
	B. Sub-Grantee owned (value)				
	C. 3rd Party owned (value)				
	D. Easement Cost				
	E. Other Land Costs (Specify & itemize below)				
	i.				
	ii.				
	iii.				
9	Construction (Attach construction cost breakdown)	\$5,376,583	\$1,904,339	\$7,280,922	
	A. Contingency ( 10 % of Construction )	Typical Match	\$728,922	\$728,922	
10	Other (Specify & itemize below)		\$195,000	\$195,000	
	A. Allowance for Historic		\$1,456,184	\$1,456,184	
	B. Fees/Soft Costs				
	C.				
	D.				
TOTAL PROJECT COST		\$5,376,583	\$5,376,583	\$10,753,166	
<b>APPLICANT'S AUTHORIZATION</b> Approval of the Project Financing Plan is hereby requested.			<b>COMMONWEALTH'S APPROVAL</b> The Project Financing Plan is hereby granted.		
SEAL	Applicant	City of Scranton		Commonwealth of Pennsylvania Office of the Budget	
	Signature of Authorized Official			Signature of Authorized Official	
	Title	BUSINESS ADMINISTRATOR		Title	
	Typed or Printed Name	David Bulzoni		Typed or Printed Name	
	Date	1-23-2019		Date	

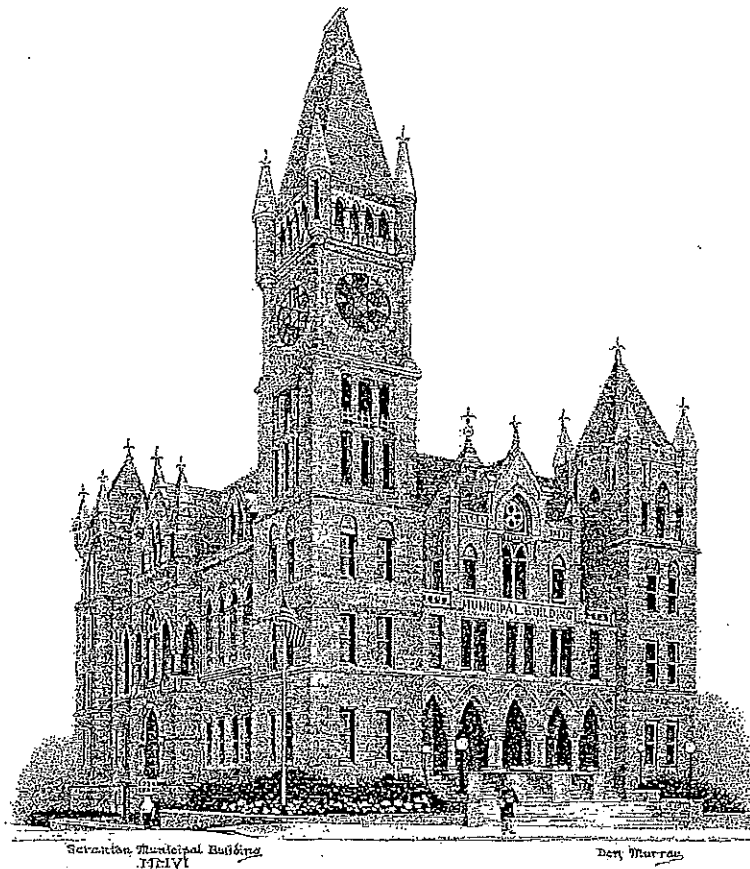


**Scranton Municipal Building**  
Renovations  
Estimated Construction Schedule

TASKS	Select Duration (weeks)	MONTHS																												
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
Professional Services																														
Bid and Award – A/E Services	4																													
Survey / Gather Information	4																													
Construction Document Preparation	20																													
Historic approvals (NPS, SHPO, AHA) (estimated)	12																													
Permit approvals	4																													
Float	8																													
Construction																														
Bid and Award	8																													
Mobilize / Install exterior scaffolding	4																													
Roof work / Replace slate shingles	12																													
Exterior facade repairs	24																													
Stained glass repairs	16																													
Exterior sidewalk / Stair repairs / Paving	8																													
Mechanical Upgrades / Repairs	20																													
Electrical Upgrades / Repairs	20																													
Plumbing Upgrades / Repairs	8																													
Interior Upgrades / Repairs	32																													
Note: Shaded tasks can run consecutively																														

**Notes:**

1. Schedule is not calendar specific which could impact durations if there are conflicts with winter construction.
2. Schedule is based on a single bid / procurement cycle in lieu of accelerated bid packages.



**CITY OF SCRANTON**  
**MUNICIPAL BUILDING ASSESSMENT**  
 January 2019

**HIGHLAND**  
 ASSOCIATES

**WILLET HAUSER**  
 Architectural Glass

**HERITAGE**  
 HERITAGE CONSULTING GROUP



**O'DONNELL & NACCARATO**  
 STRUCTURAL ENGINEERS



## Table of Contents

1. Executive Summary
2. Building Narratives
  - Structural
  - Architectural
  - Mechanical
  - Plumbing
  - Electrical
3. Building Condition Survey Instrument
4. Floor Plans (1980 Renovations)
5. Existing Condition Photos
6. Estimated Cost Forms
7. Masonry Assessment Report (Issued by Masonry Preservation Services Inc.)  
Original - June 2016 – *Issued for Reference*
8. Roof Inspection Report (Issued by Mark J. Sobeck Roof Consulting, Inc.)
9. Tower Inspection Report (Issued by O'Donnell and Naccarato)
10. Stained Glass Report (Issued by Willet Hauser)

### **REPORT DISCLAIMER**

*Building evaluation is based on the visually accessible evidence observed during our site visits. Reported observations reflect conditions present at that time but may not include conditions not evident at the time of visit or conditions that may have or continue to change since the site visits.*

*Observations, reports, conclusions and recommendations are based on the conditions observed and the facts available at that time. The conclusions and recommendations stated herein are based on generally accepted design, engineering and construction practices, intended as guidance and not necessarily presented as a firm course of action, design or engineering solution.*

## **CITY OF SCRANTON MUNICIPAL BUILDING ASSESSMENT**

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### **EXECUTIVE SUMMARY**

The purpose of this report is to provide documentation of existing conditions for THE CITY OF SCRANTON MUNICIPAL BUILDING, also referred to as CITY HALL located at 340 North Washington Avenue, Scranton Pennsylvania.

### **OVERVIEW**

The existing building is a four-story, with basement and sub-basement level limestone ashlar Victorian Gothic Revival building with sandstone trim, designed by architects Edwin L. Walter and Frederick Lord Brown and was originally built in 1888.

The building currently houses several offices and departments of which will be identified within this report. A bridge located on the first floor connects it to the fire department headquarters, facing Mulberry Street, built at the same time by the same architect. Since the two form a larger complex, they were listed together when the building was added to the National Register of Historic Places in 1981 as Municipal Building and Central Fire Station.

The last known major renovation to the facility was performed in 1980.

### **GENERAL CONDITIONS**

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The general conditions of the Facilities, is Satisfactory to Unsatisfactory based on visual inspection. The Majority of the conditions have been identified but are subject to unforeseen items such as piping within chases, inaccessible areas, buried wires or cables, etc.. No specialized testing was conducted (i.e. Soils, Asbestos, etc.)

### **GOALS**

- Evaluate the current physical condition of the facilities and document.
- Identify and address the City's reconstruction and alteration needs based on items requiring immediate attention through cosmetic finishes.
- Establish budget costs and prioritize items.

## **METHODOLOGY**

This plan was developed by Highland Associates' team of Architects and Engineers; including Structural, Mechanical, Electrical, Plumbing and Fire Protection. Also retained were the services of the following professionals:

**O'Donnell @ Naccarato, Structural Engineers (Tower Evaluations)**  
**Willet Hauser, Stained Glass Specialists**  
**Heritage Consulting Group – Historic Specialists**  
**Mark J. Sobeck Roof Consulting, Inc. – Roof Specialists**

The Complete Highland Team along with Consultants worked closely with City and Staff. Information gathered in the process identified improvements that should or could be implemented based on a visual inspection. The approach used by the team involved specific tasks as follows:

- Compilation and review of existing data including record drawings if available.
- Field investigations by the project team of buildings and grounds to analyze specific components.
- Information gathered from the Facilities Personnel.
- Information obtained from the current Historic Register.
- Architectural and engineering analysis of data with an emphasis on cost projections and prioritization of items.
- Previous reports, specifically the Exterior Masonry Report performed by Masonry Preservation Services Inc. in 2016.

The following were reviewed to generate the required or recommended improvements:

- Building Condition Survey
- Building Code Compliance
- Accessibility
- Visual Inspection
- Recommendations by the evaluation team

## **BASIS FOR RECOMMENDATION & ANALYSIS**

The basis for analysis, decisions and recommendations rely to varying extents on information data and input from other sources. Information is verified where practical, feasible and noted as an assumption where verification is not practical. The basis for key areas of this study is as follows:

- Existing conditions were verified during field investigations. It is not practical nor is it within the scope of this study to physically uncover or dismantle building and site components for the

purpose of verification. Certain verifications are possible and may occur during detailed design of individual projects if required.

- Prioritization of items has been done with an emphasis on Health and Safety Improvements. These improvements are recommended as critical and are intended to occur promptly. Reconstruction and alteration projects are recommended next. Their level of urgency is based on potential costs and individual needs.
- Budget costs for the project include labor and materials and are escalated accordingly assuming work will commence in one year from the date of this report. Costs are based on preliminary solutions that are intended to be verified and developed during detailed project design. The costs have been obtained from a combination of published data (2018 RSMeans), local suppliers and contractors as well as historical costs compiled. *(The exterior masonry cost are supplied by Masonry preservation Specialists Inc. based on their 2016 report, have been coordinated and adjusted based on current O'Donnell & Naccarato findings)*
- It was noted at time of inspection, the evaluation team would not be required to review any Security or IT upgrades and are not included in this report.
- Cost identified include overhead and profit.
- Costs are Current. Escalation shall be added if work commences within 1 year of this report
- No costs identified for FFE, temporary relocations during construction or reconfiguration of spaces.

#### **FACILITY DATA (BY FLOOR AND DEPARTMENT)**

- **Fourth Floor**      Approx. 10,395 sq. ft.      Inspection Date: 8/5/18 and 8/9/18  
*Departments:*      *Law Department*  
                              *Purchasing Department*  
                              *Business Administration*  
                              *Permits / Licensing and Inspections*  
                              *Planning and Zoning*
- **Third Floor**      Approx. 10,395 sq. ft.      Inspection Date: 8/5/18 and 8/9/18  
*Departments:*      *Civil Service*  
                              *Human Resources*  
                              *IT Department*  
                              *Breakroom*  
                              *Second Level Seating Area – Council Chambers*  
                              *Second level Seating Area – Governor's Room*
- **Second Floor**      Approx. 10,344 sq. ft.      Inspection Date: 8/5/18 and 8/9/18  
*Departments:*      *Governor's Room*  
                              *City Controller*

*City Council / Clerk  
Council Chambers  
IT Storage*

- **First Floor**      Approx. 10,388sq. ft.      Inspection Date: 8/5/18 and 8/9/18

*Departments:      Mayor  
City Treasurer  
Office of Economic and Community Development  
Sewer Authority*

- **Basement**      Approx. 10,000 sq. ft.      Inspection Date: 8/5/18 and 8/9/18

*Departments:      Building Maintenance  
Police Storage  
Museum  
Sons of Civil War Meeting Room*

- **Sub -Basement**      Approx. 10,000 sq. ft.      Inspection Date: 8/5/18 and 8/9/18

*Departments:      None*

*This Executive Summary and Building Evaluation was a collaborate effort from the following individuals.*

*David Bulzoni, City of Scranton Business Administrator  
Paul O' Hora, Head of Facility Maintenance*

*Michael Wolf, Principal, Highland Associates  
Drew Marcinkevich, Project Manager, Highland Associates  
Manish Patel, Mechanical Engineer, Highland Associates  
Charles Rizzo, Electrical Engineer, Highland Associates  
Robert Yadouga, Plumbing Engineer, Highland Associates  
Darry Leightcap, Structural Engineer, Highland Associates*

*Jason A. Coleman, O'Donnell and Naccarato  
David Krysiak, Willet Hauser  
Mark J. Sobeck, Mark J. Sobeck Roofing Consulting Inc.  
Cindy Hamilton, Heritage Consulting Group*

**CITY OF SCRANTON  
MUNICIPAL BUILDING ASSESSMENT**

**MUNICIPAL BUILDING – 340 NORTH WASHINGTON AVENUE, SCRANTON PA 18503**

**STRUCTURAL OVERVIEW**

**STRUCTURAL OBSERVATIONS:**

**FOUNDATIONS**

The exterior foundation walls of City Hall are of dressed stone set with mortar. The overall condition of the walls is very good and no signs of settlement, bulging, shifting, displacement, cracking, or distress were observed. Water stains due to sub-surface groundwater infiltration were not visible but seasonal infiltration may be possible.

Interior piers under the interior columns are of brick masonry. These piers are of significant size and are in good condition and no signs of any cracking, leaning, or shifting were observed.

The interior foundation walls below the interior bearing walls are a mixture of stone and brick masonry. The walls are in good condition and no signs of leaning, settlement, bulging, or distress were witnessed.

Pairs of existing steel transfer beams take the weight of columns above to the interior walls and the piers. The beams are in fair condition. They do *not* show signs of severe bending, twisting, distortion but they are beginning to rust. To extend the life of the beams, these beams should be painted.

The floor of the sub-basement is earthen. The soil is dry but uneven.

The floor of the basement is a concrete slab. The majority of the slab is covered with flooring or stored items. The visible portion of the floor did not exhibit settlement or unevenness. Any cracking observed was minor and incidental to ordinary concrete construction.

**EXTERIOR BASEMENT STAIRS**

There are two sets of exterior stairs.

On the building's south-west face, a set of stairs originally accessed the police department in the basement from grade. The stone masonry walls forming the sides of the stairs and retaining the earth have deteriorated. The stones have dislodged and are beginning to fall onto the stairs. The walls on each side of



these stairs should be completely removed and reconstructed using the original stonework set in full beds of mortar. Refer to photo S-001.

The second exterior stair is on the south-east elevation facing Dix Court. This stair provides access to the Mechanical Room in the Sub-Basement. The top of the stone wall which is adjacent to the dumpster has been dislodged. Refer to photo S-002. The top portion of the wall should be removed and reconstructed. To provide protection for the wall from damage by vehicles, bollards should be installed. In addition, the top of the walls lack guards to prevent pedestrians falling to the landing below and the stairs lack handrails.

There are low stone landscaping walls along Mulberry and North Washington Streets which create raised lawn areas adjacent to the sidewalk. The mortar in the joints of the walls are failing, stones are beginning to shift, but most importantly the mortar between the top coping stones is missing allowing water to penetrate into the walls. Refer to photo S-003. Where stones are in their proper position, any remaining mortar should be routed and all joints repacked with new mortar. Where stone are displaced or the wall is leaning, the wall should be disassembled and reconstructed with full mortar bedding. The wall to the right of the main entrance stair is leaning and should be disassembled, and reassembled using the original stonework laid in a full bed of mortar.

### **FLOOR CONSTRUCTION**

The existing floor construction consists of steel beams fully embedded in the concrete slab at 6 feet on center. The portions of the slab which were visible from below did not exhibit cracking. The floors appear to be very level and no evidence of distress is apparent.

### **INTERIOR WALL CONSTRUCTION**

The concrete floor slabs and beams are supported on brick bearing walls. The bearing walls and the demising walls between departments are constructed of multiple wythes of brick. The majority of the walls are covered with the exception of the fourth floor. While the brick construction was not built originally to the same standards as exterior brickwork, these walls were intended to be covered or not exposed to view. The majority of the brickwork is sound without spalling, step cracking, shifting, settlement cracking, or bulging.

Openings and doorways brick arches. Some cracking was observed in the fourth floor archway leading from the corridor to the restrooms and the lounge. Refer to photos S-004 and S-005 respectively. The cracks should be filled with an injectable epoxy to stabilize the crack.

### **ROOF STRUCTURE**

The condition of the existing roof sheathing and roof joists were concealed by batt insulation or hard ceilings. In the accessible areas, staining of the insulation was not observed. Owing to the many stains in

the ceilings and the condition of the roofing, removal and spot replacement of the existing wood roof sheathing should be anticipated in any roof repair. Where ceilings are being repaired, the condition of the roof structure should be investigated prior to the ceiling work completion. Refer to Roof Inspection Report, Section 8 in Table of Contents (T.O.C.) for further information. The roof rafters are supported by steel beams. The existing beams do not show signs of distress or overloading.

### **TOWER**

The exterior condition of the tower is addressed in the O'donnell and Naccarato report. Refer to Section 9 in T.O.C..

The floor of the north tower is wood tongue-in-groove flooring supported by steel beams. The wood flooring is currently covered with pigeon depositions. The condition of the flooring should be reassessed after the removal of the depositions and covered with exterior fire-retardant-treated 3/4" tongue-in-groove plywood which should receive a three-coat system of epoxy and urethane paint. The steel framing supporting the wood flooring is exposed to the elements and beginning to rust. The steel should be sand-blasted and receive a coating system to inhibit the rusting.

The exterior masonry walls of the tower are constructed of multi-wythe brick dressed with stone. Because of the pigeon depositions, the upper levels of the tower were inaccessible and the condition of the walls and the roof structure could not be observed. The exterior brick walls in the lower level of the tower are experiencing mortar loss. Refer to Photo S-006. The walls should have the mortar removed and repointed.

**INTERIOR STRUCTURAL OBSERVATIONS (BY DEPARTMENT)**

- **FOURTH FLOOR**

**Law Department**

No structural deficiencies were noted.

**Purchasing Department**

No structural deficiencies were noted.

**Business Administration**

Step cracking was noted in the brick wall below the window in the private office, refer to photo S-007. This condition is further described in the Masonry Preservation Services report.

**Permits / Licensing and Inspections**

No structural deficiencies were noted.

**Planning and Zoning**

No structural deficiencies were noted.

- **THIRD FLOOR**

**Civil Service**

No structural deficiencies were noted.

**Human Resources**

No structural deficiencies were noted.

**IT Department deficiencies**

No structural deficiencies were noted.

**Breakroom**

No structural deficiencies were noted.

**Second Level Seating Area – Council Chambers**

No structural deficiencies were noted.

**Second Level Seating Area – Governor’s Room**

No structural deficiencies were noted.

- **SECOND FLOOR**

**Governor’s Room**

No structural deficiencies were noted.

**City Controller**

No structural deficiencies were noted.

**City Council / Clerk**

No structural deficiencies were noted.

**Council Chambers**

No structural deficiencies were noted.

**IT Storage**

No structural deficiencies were noted.

- **FIRST FLOOR**

**Mayor**

No structural deficiencies were noted.

**City Treasurer**

No structural deficiencies were noted.

**Office of Economic and Community Development**

No structural deficiencies were noted.

**Sewer Authority**

No structural deficiencies were noted.

- **BASEMENT**

**Building Maintenance**

No structural deficiencies were noted.

**Police Storage**

No structural deficiencies were noted.

**Museum**

No structural deficiencies were noted.

**Sons of Civil War Meeting Room**

No structural deficiencies were noted.

**CITY OF SCRANTON  
MUNICIPAL BUILDING ASSESSMENT**

**MUNICIPAL BUILDING – 340 NORTH WASHINGTON AVENUE, SCRANTON PA 18503**

**ARCHITECTURAL OVERVIEW**

**GENERAL OVERVIEW:**

The 1888 building is a four-story, with basement and sub-basement level limestone ashlar Victorian Gothic Revival building with sandstone trim. There is a combination of fixed and operable aluminum windows along with original stained glass throughout. The roof consists of a slate shingle system and EPDM (Rubber membrane)

The last known major renovation to the facility was performed in 1980 and was added to the Historic Register in 1981.

**BUILDING ENVELOPE OBSERVATIONS:**

**Exterior walls:**

The existing exterior walls are limestone block and sandstone trim are although structurally sound appear to have several areas throughout with cracked or missing mortar joints causing water infiltration as indicated in the O&N report (Section 9)

Further information is contained in the 2016 report provided by Masonry Preservation Services Inc. and is being issued as reference within this complete assessment.

*Recommendation: Immediate attention shall be considered to prevent additional water infiltration. Other recommendations are contained within the MPS report.*

**Roof:**

The existing EPDM roof is in good condition with no signs of water infiltration or failure. The slate shingles are of a concern. There are several areas of loose shingles (4 towers) and should be repaired to prevent from breaking off. The existing gutter system is in need of immediate attention due to a build-up of dirt and debris causing blockage. Refer to photo's A-001, A-002, A-003, A-004, A-005

Information is contained within report provided by. Mark J. Sobeck Roof Consulting, Inc. and is being issued as reference within this complete assessment.

*Recommendation: Immediate attention shall be considered to repair loose slate shingles and gutters shall be cleaned out.*

**Windows:**

The original windows were replaced in the 1980 renovation with fixed windows and are constructed of dark bronze anodized aluminum frames with insulated glass. The windows are also equipped with an outside air intake system that does not currently meet current Mechanical Code requirements. See Mechanical observation for additional information. Refer to photo's A-006, A-007, A-008, A-009, A-010, A-011

*Recommendation: There are a few windows that appear to have lost their integrity due to poor seals or gaskets and should be replaced. Majority of windows are on good condition and no action is required at this time.*

**Stained Glass Windows:**

The original stained glass windows are in poor condition. Several areas are failing and should be repaired immediately. Refer to photo's A-012, A-013

Information is contained within report provided by Willet Hauser and is being issued as reference within this complete assessment. (Section 10)

*Recommendation: Immediate repair should be considered for various locations to prevent stained glass from complete failure. Other locations are not critical but should be repaired.*

**Exterior Doors:**

The exterior doors are aluminum with insulated glass and are in fair condition. Refer to photo A-044

*Recommendation: No action is required at this time.*

**INTERIOR COMMON SPACE OBSERVATIONS:**

**Interior Doors:**

The interior common doors vary from solid wood, aluminum and glass, wood and glass and are in fair condition. Refer to photo's A-015, A-016, A-017

*Recommendation: No action is required at this time although several doors are outdated and are showing signs of wear*

**Walls:**

The interior walls vary from Plaster, Drywall and Exposed Brick. The majority of walls on all floors are in fair shape with minor cracks but appear to be structurally sound. There are a few

areas of brick on the Fourth Floor that should be repointed. Refer to photo's A-018, A-019, A-020, A-021, A-022, A-023

*Recommendation: Repoint areas of exposed brick on fourth floor. A crack is also visible within brick in fourth floor and should be monitored to determine if conditions worsen.*

**Ceilings:**

The interior common ceilings are plaster and wood and are in fair shape. Refer to photo's A-024, A-025, A-018, A-020, A-021

*Recommendation: No action is required at this time.*

**Flooring:**

The interior common areas of flooring vary from VCT, tile and carpet. The tile is in good condition. Areas of VCT and Carpet are worn and discolored and are showing signs of wear. Refer to photo's A-018, A-019, A-021, A-024, A-026, A-027, A-028

*Recommendation: Areas of tile should be thoroughly cleaned and sealed due to aesthetics. The areas of VCT and Carpet are old and worn and should be replaced.*

**Fire Stairs (2 locations):**

The fire exit stairs are in very good condition. The handrails throughout do not meet current code standards. Refer to photo's A-029, A-030, A-031

Note: One of the fire stairs does not provide direct access to the exterior.

*\*Recommendations: Handrail modifications should be made to make code compliant and modifications shall be made to provide direct access to exterior route*

*Note: Code compliance modifications to be determined by local code official having jurisdiction of said issue. The recommendation provided is solely based on current code standards and do not take into consideration year of installation or building requirements for level of alterations.*

**Open Stairs (Floors 1 through 2) (2 at floors 3 to 4)**

The existing main open stairs are in good condition but do not meet current code standards. Refer to photo's A-032, A-080, A-081, A-082, A-083

*\*Recommendation: Handrail modifications should be made to make code compliant along with adding required fire separations between floors.*

*Note: Code compliance modifications to be determined by local code official having jurisdiction of said issue. The recommendation provided is solely based on current code standards and do not take into consideration year of installation or building requirements for level of alterations.*



**Elevator:**

The existing elevator (Basement level to 4<sup>th</sup> floor) is in working order and is serviced regularly by Northeast Elevator Company. The controls have been replaced recently and do not appear to have any issues. Refer to photo's A-033, A-034, A-084

*Recommendation: No action is required at this time although the finishes are old and outdated and consideration should be made to replace due to aesthetics.*

**Toilet Rooms:**

The existing toilet rooms are old and outdated and show signs of wear. Most are not code compliant. Refer to photo's A-035, A-036, A-037, A-038

*\*Recommendation: All toilet rooms shall be renovated for aesthetics and also brought up to current code standards.*

*\*Note: Code compliance modifications to be determined by local code official having jurisdiction of said issue. The recommendation provided is solely based on current code standards and do not take into consideration year of installation or building requirements for level of alterations.*

**General Finishes:**

The finishes (Interior and areas of exterior) throughout consist of paint and exposed wood and are showing signs of wear. See photo's A-039, A-019, A-020, A-016

*Recommendation: New finishes (paint) shall be applied for aesthetic purposes.*

**ARCHITECTURAL OBSERVATIONS (BY DEPARTMENT)**

• **FOURTH FLOOR**

**Law Department (1,420 Sq.Ft.)**

○ Floor:

The floor within department is carpet and is in very poor condition. (Tripping hazard). Refer to photo's A-040, A-041

*Recommendation: The carpet should be replaced*

- Walls:

The walls within department are plaster, drywall and exposed brick and are in fair condition although some areas require repair. Refer to photo's A-042, A-043

*Recommendation: The areas should receive new paint for aesthetic purposes Some areas of brick to be cleaned and repointed.*

- Ceiling

The ceilings within department are acoustical tile and are in poor condition. Several tiles are water stained due to leaks. The remaining tiles are old and outdated. See photo's A-044, A-045, A-046

*Recommendation: The entire ceiling should be replaced.*

**Purchasing Department (358 Sq.Ft)**

- Floor:

The floor within department is carpet and is in poor condition. See photo A-047

*Recommendation: The carpet should be replaced*

- Walls:

The walls within department are plaster and exposed brick and are in fair condition. See photo A-048

*Recommendation: The areas should receive new paint for aesthetic purpose Some areas of brick to be cleaned and repointed.*

- Ceiling:

The ceiling within department is acoustical tile and is in fair condition. See photo A-085

*Recommendation: The entire ceiling should be replaced due to age and aesthetic purposes.*

**Business Administration (1,174 Sq.Ft.)**

- Floor:

The floor within department is carpet and is in very poor condition. (Tripping Hazard) Refer to photo A-049

*Recommendation: The carpet should be replaced*

- Walls:

The walls within department are plaster and exposed brick and are in fair condition although some areas require repair. Refer to photo's A-050, A-051, A-053

*Recommendation: The areas should receive new paint for aesthetic purposes. Some areas of brick to be cleaned and repointed.*

- Ceiling

The ceilings within department are acoustical tile and are in poor condition. Several tiles are water stained due to leaks. The remaining tiles are old and outdated. Refer to photo's A-050, A-052

*Recommendation: The entire ceiling should be replaced.*

**Permits / Licensing and Inspections (3,109 Sq.Ft.)**

- Floor:

The floor within department is carpet and is in fair condition. Refer to photo A-054

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls are plaster and exposed brick and are in fair condition. Refer to photo A-054

*Recommendation: The areas should receive new paint for aesthetic purposes.*

- Ceiling

The ceilings within department are acoustical tile and are in poor condition. Several tiles are water stained due to leaks. The remaining tiles are old and outdated. Refer to photo's A-054, A-055

*Recommendation: The entire ceiling should be replaced.*

**Planning and Zoning**

- Floor:

The floor within department is carpet and is in fair condition. Refer to photo's A-056, A-057

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls within department are plaster and exposed brick and are in fair condition. Refer to photo A-058 and A-059

*Recommendation: The areas should receive new paint for aesthetic purpose. Some areas of brick to be cleaned and repointed.*

- Ceiling:

The ceilings within department are acoustical tile and are in poor condition. Several tiles are water stained due to leaks. The remaining tiles are old and outdated. Refer to photo's A-058 and A-059

*Recommendation: The entire ceiling should be replaced.*

- **THIRD FLOOR**

- **Civil Service (193 Sq.Ft.)**

- Floor:

The floor is carpet and is in poor condition.

*Recommendation: The carpet should be replaced.*

- Walls:

The walls within department are plaster and are in fair condition.

*Recommendation: The areas should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling within department is acoustical tile and is in poor condition. Several tiles are water stained due to leaks and mold is present. Refer to photo A-060

*Recommendation: The entire ceiling should be replaced. It is also recommended to provide air monitoring to determine if mold has migrated to adjacent areas.*

- **Human Resources (1,174 Sq.Ft.)**

- Floor:

The floor within department is carpet and is in fair condition. Refer to photo A-062

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls within department are plaster and are in fair condition. Refer to photo A-063

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceilings within department are acoustical tile and are in good condition. A few tiles are water stained. Refer to photo's A-063, A-064

*Recommendation: The water stained tiles should be replaced.*

**IT Department (1,045 Sq.Ft.)**

- Floor:

The floor within department is carpet and is in fair condition.

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls within department are plaster and are in fair condition but some areas indicate water infiltration is currently present. Refer to photo's A-065, A-066

*Recommendation: The walls shall be repaired accordingly and re-finished.*

- Ceiling:

The ceiling within department are acoustical tile and are is in poor condition. Several tiles are water stained due to leaks. Refer to photo A-065

*Recommendation: The entire ceiling should be replaced.*

**Breakroom (461 Sq.Ft.)**

- Floor:

The floor within department is carpet and is in poor condition. Refer to photo A-067

*Recommendation: The carpet should be replaced.*

- Walls:

The walls within department are plaster and are in fair condition. Refer to photo A-006, A-068

*Recommendation: The walls shall be repaired accordingly and re-finished.*

- Ceiling:

The ceiling within department are acoustical tile and are in poor condition. Several tiles are water stained or missing due to leaks. Refer to photo's A-068, A-069

*Recommendation: The entire ceiling should be replaced.*

#### **Second Level Seating Area – Governor's Room**

- Floor:

The floor within room is carpet and is in poor condition. Refer to photo A-070

*Recommendation: The carpet should be replaced.*

- Walls:

The walls within room are plaster and are in good condition. Refer to photo A-070

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling within room is plaster and is in good condition. Refer to photo A-070

*Recommendation: The ceiling should receive new paint for aesthetic purposes.*

#### **Second Level Seating Area – Council Chambers**

- Floor:

The floor within room is carpet and is in fair condition.

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls within room are plaster and are in good condition. Refer to photo A-071

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling within room is plaster and is in good condition. Refer to photo A-071

*Recommendation: The ceiling should receive new paint for aesthetic purposes.*

- **SECOND FLOOR**

**Governor's Room (1,345 Sq.Ft.)**

- Floor:

The floor within room is carpet and is in fair condition. Office storage accessible from room is in poor condition. Refer to photo's A-072, A-075

*Recommendation: The carpet should be replaced.*

- Walls:

The walls within department are plaster and are in good condition. Office storage accessible from room is in poor condition and water infiltration is present. Refer to photo's A-072, A-073

*Recommendation: The walls should receive new paint for aesthetic purposes and storage room to be repaired accordingly and refinished.*

- Ceiling:

The ceiling is plaster and is in good condition. Office storage accessible from room is acoustical ceiling and is in poor condition. Water infiltration is present. Refer to photo's A-070, A-073, A-074

*Recommendation: The entire ceiling should be repainted for aesthetic purposes and office storage area to be replaced.*

**City Controller (1,174 Sq.Ft.)**

- Floor:

The floor is carpet and is in poor condition. Refer to photo A-076

*Recommendation: The carpet should be replaced.*

- Walls:

The walls are plaster and are in good condition. Refer to photo's A-077, A-078

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling is plaster and acoustical tile and are in good condition. Refer to photo's A-078, A-079

*Recommendation: The entire ceiling should be repainted for aesthetic purposes. Acoustical tiles should be replaced for aesthetic purposes.*

**City Council / Clerk (1,045 Sq.Ft.)**

- Floor:

The floor is carpet and is in poor condition. Refer to photo's A-086, A-087

*Recommendation: The carpet should be replaced.*

- Walls:

The walls are plaster and are in good condition. Refer to photo's A-088, A-090

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling is plaster and are in good condition although there are some areas where leaks were present.. Refer to photo's A-089, A-090

*Recommendation: The entire ceiling should be repainted for aesthetic purposes. Areas of previous water infiltration should be repaired and refinished.*

**Council Chambers (1,587 Sq.Ft.)**

- Floor:

The floor is carpet and is in fair condition. Refer to photo A-091

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls are plaster and are in good condition. Refer to photo's A-092, A-093, A-094



*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling is plaster and are in good condition. Refer to photo A-094

*Recommendation: The entire ceiling should be repainted for aesthetic purposes.*

**IT Storage (467 Sq.Ft.)**

- Floor:

The floor is carpet and is in fair condition. Office storage accessible from room is in poor condition. Refer to photo's A-095, A-096

*Recommendation: The carpet should be replaced.*

- Walls:

The walls are plaster and are in good condition. Storage room within area contains wood paneling and is in poor condition. Water infiltration is present. Refer to photo's A-096, A-097

*Recommendation: The plaster walls should receive new paint for aesthetic purposes. The wood panel walls should to be repaired accordingly and refinished.*

- Ceiling:

The Ceiling is 2x4 acoustical tile and is in good condition. Storage room within room, ceiling is in poor condition.. Several tiles are water stained or missing due to leaks. Refer to photo A-098

*Recommendation: The entire ceiling should be replaced within storage room.*

- **FIRST FLOOR**

**Mayor (1,365 Sq.Ft.)**

- Floor:

The floor is carpet and is in good condition. Refer to photo A-099

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls are plaster and are in good condition. Refer to photo's A-099, A-100

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling is acoustical tile and is in good condition. Refer to photo's A-099, A-100, A-101

*Recommendation: The entire ceiling should be replaced for aesthetic purposes.*

**Treasurer's Office (1,671 Sq.Ft.)**

- Floor:

The floor is carpet and is in good condition. Refer to photo's A-102, A-103

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls are plaster and are in good condition. Closet within space in poor condition. Refer to photo's A-104, A-105

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling is plaster and is in good condition. Storage room within room is damaged due to previous water damage. Refer to photo A-105

*Recommendation: The entire ceiling should be repainted for aesthetic purposes. Storage room to be repaired and refinished.*

**Office of Economic and Community Development (1,513 Sq.Ft.)**

- Floor:

The floor is carpet and is in poor condition. Refer to photo's A-106, A-107

*Recommendation: The carpet should be replaced for aesthetic purposes.*

- Walls:

The walls are plaster and are in good condition. Refer to photo A-108

*Recommendation: The walls should receive new paint for aesthetic purposes.*

- Ceiling:

The ceiling is acoustical tile and is in poor condition. Refer to photo A-109

*Recommendation: The entire ceiling should be replaced for aesthetic purposes.*

**Sewer Authority (593 Sq.Ft.)**

o Floor:

The floor is carpet and is in fair condition.

*Recommendation: The carpet should be replaced for aesthetic purposes.*

o Walls:

The walls are plaster and are in good condition.

*Recommendation: The walls should receive new paint for aesthetic purposes.*

o Ceiling:

The ceiling is acoustical tile and is in poor condition.

*Recommendation: The entire ceiling should be replaced for aesthetic purposes.*

• **BASEMENT**

**Building Maintenance**

o Floor:

The floor is V.C.T. and is in fair condition.

*Recommendation: The VCT should be replaced for aesthetic purposes.*

o Walls:

The walls are plaster and are in good condition.

*Recommendation: The walls should receive new paint for aesthetic purposes.*

o Ceiling:

The ceiling is acoustical tile and is in fair condition.

*Recommendation: The entire ceiling should be replaced for aesthetic purposes.*

**Police Storage (3,328 Sq.Ft.)**

○ Floor:

The floor is a combination of V.C.T., tile and bare concrete, and is in poor condition. Refer to photo's A-110, A-111, A-112, A-114, A-115

*Recommendation: All flooring should be replaced.*

○ Walls:

The walls are plaster and are in poor condition. Refer to photo's A-111, A-112, A-113, A-114

*Recommendation: The walls should receive new paint for aesthetic purposes. Several areas require repair. (Note: The paint is suspect lead based and should be tested prior to any disturbance)*

○ Ceiling:

The ceiling is plaster and acoustical tile and are in poor condition. Several tiles are water stained due to roof leaks and mold is present. The plaster ceiling paint is cracking and peeling. Refer to photo's A-116, A-117, A-118, A-119, A-120

*Recommendation: The entire ceiling should be replaced. It is also recommended to provide air monitoring to determine if mold has migrated to adjacent areas. The plaster ceiling should have paint removed and re-painted.*

**Museum (1,213 Sq.Ft.)**

○ Floor:

The floor is carpet and is in fair condition. Refer to photo's A-121, A-124

*Recommendation: All flooring should be replaced for aesthetic purposes.*

○ Walls:

The walls are plaster and are in fair condition. Refer to photo's A-122, a-124

*Recommendation: The walls should receive new paint for aesthetic purposes.*

○ Ceiling:

The Ceiling is acoustical tile and is in fair condition although some tiles are stained due to previous leaks. Refer to photo's A-122, A-123

*Recommendation: The entire ceiling should be replaced for aesthetic purposes.*

**Sons of Civil War Meeting Room and Office (1,641 Sq.Ft.)**

○ Floor:

The floor is carpet and V.C.T. and is in fair condition. Refer to photo A-125

*Recommendation: All flooring should be replaced for aesthetic purposes.*

○ Walls:

The walls are plaster and are in fair condition. Refer to photo A-125

*Recommendation: The walls should receive new paint for aesthetic purposes.*

○ Ceiling:

The Ceiling is acoustical tile and is in fair condition although some tiles are stained due to previous leaks. Refer to photo A-125

*Recommendation: The entire ceiling should be replaced for aesthetic purposes.*

**Mechanical Room (162 Sq.Ft.)**

○ Floor:

The floor is carpet and V.C.T. and is in poor condition. The flooring is suspect asbestos and should be tested prior to any disturbance. Refer to photo A-126

*Recommendation: All flooring should be replaced.*

○ Walls:

The walls are plaster and are in poor condition. Refer to photo A-134

*Recommendation: The walls should receive new paint for aesthetic purposes.*

○ Ceiling:

The ceiling is plaster and is in poor condition. Refer to photo A-134

*Recommendation: The entire ceiling should be repainted for aesthetic purposes.*

**SITE**

**Landscaping**

The Landscaping is in good condition. There are no signs of tree or shrub disease. Refer to photo A-127

*Recommendation: None*

**Sidewalks**

The sidewalks are in fair condition. Refer to photo A-128

*Recommendation: None*

**Stairs, Concrete Landings and Ramps**

The stairs, concrete landing are in poor condition. Several slabs , stair treads have shifted or cracked causing unsafe conditions due to tripping hazards. The handrails on the front entrance are not code compliant. Refer to photo's A-128, A-129, A-130, A-131, A-133

*Recommendation: Many areas should be repaired or replaced with new concrete. The existing slate stair treads should be replaced. Handrails to be replaced with code compliant handrails*

**Parking (Rear)**

The parking are is in rear of Building and is limited. It is bituminous pave and is in poor condition. Refer to photo A-135

*Recommendation: It is recommended to re-pave the entire parking area.*

**Exterior Mechanical Room**

The exterior mechanical room is in fair condition. Roof appears to be in good condition.

*Recommendation: None*

**CODE / ACCESSIBILITY**

**Exterior Accessible Route:**

The existing building currently has a ADA accessible route which is located on the basement floor level in rear of building.

**ADA Toilet Room**

The second floor contains the only ADA accessible toilet room. Floors 1 and 3 and 4 are required to utilize elevator to gain access.

**Existing Building Code**

Based on 2015 International Building Code (IEBC) the Classification of Work described within this assessment is an Alteration – Level 1.

**CITY OF SCRANTON  
MUNICIPAL BUILDING ASSESSMENT**

**MUNICIPAL BUILDING – 340 NORTH WASHINGTON AVENUE, SCRANTON PA 18503**

**MECHANICAL OVERVIEW**

**MECHANICAL OBSERVATIONS:**

**HEATING/COOLING SYSTEM:**

Chronology of Systems: The Scranton City Hall Building (52,660 square feet) was originally heated with perimeter steam radiators. The heating source was provided by steam purchased from the city (city steam). Air conditioning was added to this building in 1977 using a chilled water system with indoor chiller and open cooling tower. In 2006, this was changed to a 2-pipe changeover system and the city steam system was partially removed and partially abandoned in place.

The current HVAC system is a 2-pipe changeover system with Siemens Apogee DDC controls. Chilled water is provided by (1) air cooled Carrier chiller with split indoor evaporator and outdoor condenser, both installed in 2006. Heating hot water is provided by (2) gas fired Patterson-Kelley Mach aluminum hot water boilers installed in 2006. Each boiler has a primary pump to maintain minimum flow. The chiller does not have a primary pump.

Given the age of the natural gas service and the lack of concrete pads for boilers on the 1977 architectural drawings, it appears that the building utilized city steam until 2006 and chilled water system was converted to a two-pipe changeover system in 2006.

The 2-pipe changeover piping loop is a combination of threaded steel and soldered copper piping. Generally, any piping above 2" in size is steel and the smaller diameter piping is copper. There are no active leaks in the 2-pipe changeover system in the subbasement/crawl space, but other areas are likely leaking or have excessive condensation on the piping exterior (Refer to photos M-01, M-02, M-03, M-04, and M-05.). There is one active leak in a pipe fitting off the top of the main 5" hydronic pipe next to the chiller which needs to be repaired (Refer to photo M-06.). It is recommended that all threaded and gasketed seals at this fitting connection be checked for leaks and addressed as soon as possible.

It is recommended that all 2-pipe changeover system piping be properly labelled with decals and flow arrows for future troubleshooting by Building Maintenance and mechanical contractors working for the building owner.

There is also evidence of mold due to pipe leaks (or excessive moisture/condensation on the outside of pipes) on ceiling tiles in several rooms (Refer to photos M-07, M-08, M-09, M-10, and M-11.). There is also condensation on the housing/chassis of fan coil unit FC-21A in the main



entry vestibule. This is likely due to the overall high relative humidity in the building but may be an issue with pipe/coil condensation or a small coil leak inside the unit.

#### **MECHANICAL ROOM:**

There is still existing abandoned city steam piping in the mechanical room and crawl spaces, but it is dead (inactive). The building was on city steam and contained cast iron radiators, but that was prior to the 1977 renovation by the A/E firm Bellante and Clauss.

The existing hot water unit heater in the mechanical room is not functioning. It is recommended that this unit either be repaired or replaced to heat the mechanical room. Currently, there is enough heat loss through the boiler jackets to keep the mechanical room comfortable, but this should not be relied upon.

#### **VENTILATION:**

The building is ventilated via wall louvers. The location of every wall outdoor air louver for the basement up to 3<sup>rd</sup> floor is below window sashes (built-into the window frame). In certain areas, the operable damper in the louver is painted shut or blocked off with insulation and/or tape (refer to photo M-14). In certain locations, the louver is blocked off on the outside with aluminum sheetmetal painted to match the window/louver frame. The fourth floor is ventilated by ducted OA louvers between the clerestory windows above the roof and center atrium. Non-ducted louvers in the clerestory windows at the roof are the path for relief air through the building (Refer to photo M-13.). There is currently no functioning outside air (ventilation air) to the basement. Also, there is no working exhaust fan in the basement.

#### **CONTROLS:**

Siemens Apogee DDC controls: The building is controlled by a DDC head end controller which is accessible remotely via the internet for monitoring and changing of room temperature setpoints. None of the HVAC units in the building utilize outdoor air economizer due to the small size of each individual unit and outdoor air louver under each window. Also, the total capacity of the chiller in the building (1,260,000 Btu/hr) makes the cooling system exempt from needing air or water economizers per the 2015 International Energy Conservation Code Section 403.3. The hot water temperature from each boiler is reset based on outdoor air temperature. The 2-pipe changeover system circulating water pumps run at constant speed all year-round. The coils in all air handling units and unit ventilators run "wild" with constant flow and utilize face and bypass dampers for control of discharge air temperature. All fan coil units utilize 3-way valves which are normally closed.

Recommendations: Given the age of the equipment (approximately 13 years), it is recommended that the operation of all valves, face and bypass dampers, and fans be checked for proper operation to prevent coil freeze-ups in the future.

In the past, the rooms on the upper floors of this building have been overheating (even in winter months). It is also recommended that the outdoor airflows and coil water flows be checked by a

balancing contractor (against the values in the charts at the end of this report) to verify that each piece of equipment is providing the correct heating and cooling capacity to each room. Also, all air filters should be checked and replaced as required to ensure proper airflow at the unit.

**MECHANICAL OBSERVATIONS (BY DEPARTMENT)**

• **FOURTH FLOOR**

**Law Department**

The Law department is served by a smaller existing ducted indoor air handling unit (AC-11) above the ceiling. This area contains abandoned steam piping and the steam pipe insulation is falling apart and needs to be removed. It is recommended that all exposed and concealed steam piping and insulation in this area be removed and that all holes be patched to match surrounding surfaces.

The corner City Solicitor's Office is served by 2-pipe fan coil unit FC-58. The Siemens temperature sensor in the corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

**Purchasing Department**

The Purchasing Department is fed by a larger existing ducted indoor air handling unit (AH-3) above the ceiling. The Business Administration office next door is also fed by the same air handling unit because both of these departments are open to each other and are essentially one large HVAC zone/space.

**Business Administration**

The Business Administration office is fed by a larger existing ducted indoor air handling unit (AH-3) above the ceiling. The Purchasing Department next door is also fed by the same air handling unit because both of these departments are open to each other and are essentially one large HVAC zone/space.

This area contains abandoned steam piping and the steam pipe insulation is falling apart and needs to be removed. It is recommended that all exposed and concealed steam piping and insulation in this area should be removed and that all wall/floor penetration holes be patched to match surrounding surfaces.

It was noted that the occupants of this space feel like the air from the ceiling diffusers is "dumping" on them all year round. It is recommended that the diffuser type, placement, and sizing be reviewed and revised for the airflow and ceiling height to correct this issue. It is also recommended that the supply air temperature from the diffusers be measured in heating and cooling modes to verify proper operation of the water coil and control valve inside the air

handling unit. All air filters should be checked and replaced as required to ensure proper airflow at the unit.

The corner Director's Office is served by 2-pipe fan coil unit FC-62. The Siemens temperature sensor in the corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

#### **Permits / Licensing and Inspections**

The Purchasing Department is fed by a larger existing ducted indoor air handling unit (AH-2) above the ceiling.

The corner City Director's Office is served by 2-pipe fan coil unit FC-56. The Siemens temperature sensor in the corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

There is evidence on the ceiling tiles of an HVAC pipe leak above the ceiling. The insulation and valves near the pipe riser have moisture on them. The source of the leak should be investigated and addressed. The leak is most likely in the smaller diameter copper HVAC piping feeding AH-2. It is also possible that the "leak" is actually condensation on the pipe exterior from high humidity levels in the air and missing insulation.

#### **Planning and Zoning**

The Planning and Zoning department is served by a smaller existing ducted indoor horizontal unit ventilator (AC-10) above the ceiling.

It was noted that the occupants of this space feel like the air from the ceiling diffusers is "dumping" on them all year round. It is recommended that the diffuser type, placement, and sizing be reviewed and revised for the airflow and ceiling height to correct this issue. It is also recommended that the supply air temperature from the diffusers be measured in heating and cooling modes to verify proper operation of the water coil and control valve inside the air handling unit. All air filters should be checked and replaced as required to ensure proper airflow at the unit.

There is evidence on the ceiling tiles of an HVAC pipe leak above the ceiling. The source of the leak should be investigated and addressed. The leak is most likely in the smaller diameter copper HVAC piping feeding AC-10. It is also possible that the "leak" is actually condensation on the pipe exterior from high humidity levels in the air and missing insulation.

- **THIRD FLOOR**

### **Civil Service**

Mold was observed on the ceiling tiles in the Director of Civil Service Office. This room is fed by fan coil unit FC-45. It is recommended that an air quality test (performed by an industrial hygienist) in this room and all surrounding rooms be performed to assess the situation.

### **Human Resources**

This department is fed by unit ventilators AC-9 and AC-10. The corner office is fed by fan coil unit FC-54. There is evidence on the ceiling tiles of an HVAC pipe leak above the ceiling. The source of the leak should be investigated and addressed. It is also possible that the "leak" is actually condensation on the pipe exterior from high humidity levels in the air and missing insulation.

### **IT Department**

This department is fed by fan coil units FC-52 and FC-53. The corner office is served by 2-pipe fan coil unit FC-56. The Siemens temperature sensor in the corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

### **Breakroom**

This room is fed by fan coil unit FC-44. FC-44 is likely undersized for heating. There is a plug-in electric unit heater on the sill in that room and a note advising staff to keep the door closed to keep heat from escaping in the winter months and making the room uncomfortable. The heating airflow and water flow of fan coil FC-44 should be checked by a balancing contractor against the CFM's and GPM's at the end of this report to ensure the unit is working at full capacity.

### **Second Level Seating Area – Council Chambers**

This room is served by air handling unit AH-4.

### **Second Level Seating Area – Governor's Room**

This room is served by ducted unit ventilator AC-7.

- **SECOND FLOOR**

### **Governor's Room**

This room is served by ducted unit ventilator AC-7. There is no outside air ducted to AC-7. Outside air is meant to be provided by the operable window panels or sashes at the top and/or bottom of each stained glass window.

### **City Controller**

The open office area is served by wall mounted unit ventilator AC-13. Two interior-zone private offices are served by ducted above-ceiling fan coil units FC-40 and FC-41. The exterior zone private office is served by wall mounted fan coil unit FC-42.

The corner office (City Controller's Office) is served by fan coil unit FC-43. The Siemens temperature sensor in this corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

#### **City Council / Clerk**

The open offices are served by wall mounted fan coil units FC-38 and FC-39. The corner office (City Clerk's Office) is served by fan coil unit FC-37. The Siemens temperature sensor in this corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

#### **Council Chambers**

This room is served by air handling unit AH-4. There is no outside air ducted to AH-4. Outside air is meant to be provided by the operable window panels or sashes at the top and/or bottom of each stained glass window.

#### **IT Storage**

This room is served by a 3-ton Mitsubishi DX split system (for cooling of IT equipment) and also by fan coil unit FC-36.

- **FIRST FLOOR**

#### **Mayor**

The Mayor's Office is served by wall mounted unit ventilator AC-14A.

#### **City Treasurer**

The open office area is served by unit ventilator AC-3. The private office is served by fan coil unit FC-17. The corner City Treasury Director's Office is served by fan coil unit FC-16. The Siemens temperature sensor in this corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

#### **Office of Economic and Community Development**

The open office area is served by fan coil unit FC-29 and unit ventilator AC-4. The corner OECD Director's Office is served by fan coil unit FC-28. The Siemens temperature sensor in this corner office has been disconnected from the DDC controls system and replaced with a Honeywell programmable thermostat for occupant comfort (different temperature setpoints in occupied and unoccupied modes). The fan coil unit fan cycles on and off to maintain space temperature.

## **Sewer Authority**

This area is now part of the OECD department. It is served by fan coil unit FC-47 and unit ventilator AC-6. The corner office is served by fan coil unit FC-25.

- **BASEMENT**

## **Building Maintenance**

The maintenance office is served by fan coil unit FC-13.

The file storage area is served by air handling unit AH-1. This room has active pipe leaks. There is evidence of an HVAC pipe leak overhead and mold in the room. The insulation and valves near AH-1 have moisture on them. The source of the leak should be investigated and addressed.

Right outside of the Basement Men's Toilet room, there is evidence on the ceiling tiles of an HVAC pipe leak above the ceiling. The insulation and valves above the ceiling have moisture on them. The source of the leak should be investigated and addressed.

NOTE: It is also possible that the "leaks" are actually condensation on the pipe exterior from high humidity levels in the air and missing insulation.

## **Police Storage**

The Police Ammo Rooms are served by fan coil units FC-11 and FC-12.

## **Museum**

The basement civil war museum is served by fan coil units FC-5, FC-5A, and FC-6, and unit ventilator AC-1.

There is evidence on the ceiling tiles of an HVAC pipe leak above the ceiling. The insulation and valves near the pipe riser have moisture on them. The source of the leak should be investigated and addressed. The leak is most likely in the HVAC piping from the 2-pipe changeover system loop. It is also possible that the "leak" is actually condensation on the pipe exterior from high humidity levels in the air and missing insulation.

## **Sons of Civil War Meeting Room**

The basement Sons of Civil War Meeting Rooms are served by fan coil units FC-14 and FC-15 and unit ventilator AC-2.

There is evidence on the ceiling tiles of an HVAC pipe leak above the ceiling. The insulation and valves near the pipe riser have moisture on them. The source of the leak should be investigated and addressed. The leak is most likely in the HVAC piping from the 2-pipe changeover system loop. It is also possible that the "leak" is actually condensation on the pipe exterior from high humidity levels in the air and missing insulation.

• 2-PIPE (HEATING HOT WATER/CHILLED WATER) CHANGEOVER SYSTEM DEFICIENCIES OBSERVED

1. The following (12) fan coil units are not piped (not connected to the 2-pipe changeover system and therefore not functional):
  - FC-7
  - FC-10
  - FC-27
  - FC-33
  - FC-34
  - FC-35
  - FC-47
  - FC-48
  - FC-49
  - FC-60
  - FC-61
  - FC-63
2. The following (4) fan coil are missing (these units were likely reused/relocated to replace other fan coil units in the building which stopped functioning or had the coil freeze and burst):
  - FC-22
  - FC-26
  - FC-57
  - FC-59
3. There is generally low airflow on all air handling units, unit ventilators, and fan coils units likely due to loaded air filters. Quarterly filter inspections and change outs are recommended.

**Mechanical Recommendations**

The majority of the HVAC systems and controls (installed in 2006) throughout the building are in working condition, however quarterly equipment inspections are recommended. It is recommended that all piping in the building be analyzed for leaks, corrosion, proper water quality, structural integrity, and useful remaining life.

**Priority Levels (Priority Level 1= highest priority, Priority Level 5 = lowest priority)**

Priority Level 1: The 1977 chilled/hot water piping system is at or past its life expectancy and needs to be replaced (approximately 42 years old). All new piping shall be insulated. High humidity levels in the building air and sections of missing pipe insulation have accelerated pipe deterioration. The steel and copper piping and insulation in the 2-pipe changeover system is corroding on the outside and there may be some scale building-up on the inside of the piping. Monthly water testing and treatment has kept the water loop PH well within the range recommended by the aluminum boiler manufacturer. High building air humidity levels have caused condensation on the exterior of the piping (in chilled water mode). The insulation has been absorbing moisture like a sponge and held the moisture right up against the exterior of the piping for prolonged periods of time (not giving the pipe surface a chance to dry out). This has accelerated the rust, pitting, and general deterioration of the steel piping.

Priority Level 3: The basement air handling unit (AH-1) has no outside air. The basement exhaust fans (at least 3) are not functioning. As renovations are done in this area, it is recommended that outside air be ducted to AH-1 and the exhaust fans be replaced. The outdoor airflow must be balanced with the exhaust airflow.

Priority Level 3: High humidity in the building air is leading to mold and odors in areas such as the Civil Service Director's Office and the basement. It is recommended that a building load calculation be performed and checked against the equipment capacities at the end of this report. Insufficient moisture removal from the air at the cooling coils could be contributing to these moisture issues.

Priority Level 3: The electrical closet on first floor overheats. The existing portable A/C unit in the room dumps warm air to the corridor which is relieved at the top of the atrium by stack/chimney effect. It is recommended that a 1.5 ton cooling-only Mitsubishi wall mounted split system be added to this room with condensate drained to a proper location.

Priority Level 3: When renovations are done in the future and the sub-basement electrical room is closed in with walls and doors, it is recommended that the electrical switchgear room be provided with a 3-ton cooling-only Mitsubishi wall-mounted split system with condensate drained to a proper location.

Priority Level 3: The exhaust fans serving the following rooms do not work and need to be replaced. Also, the exhaust ductwork needs to be inspected for continuity and air leaks:

- 3<sup>rd</sup> floor Women's Toilet; the exhaust in this room is not functioning
- 2<sup>nd</sup> floor Men's Toilet; the exhaust in this room is not functioning

Priority Level 5: It is recommended that the two-pipe fan coil units which are not piped (refer to status charts in this report) be piped into the 2-pipe changeover loop. Most toilet rooms are currently heated by electric unit heaters in the ceiling.

Priority Level 5: It is recommended that all remaining 2-pipe changeover loop piping in the basement be labelled with decals and flow arrows in the sub-basement as "supply" and "return".

Priority Level 5: The following rooms have no HVAC air and/or exhaust air and it is recommended that it be added as renovations are done in these areas: stair towers, main corridors



(on every level), certain storage rooms, certain toilet rooms, certain janitor's closets, and the main boiler/chiller mechanical room. The toilet rooms and janitor's closets which have no HVAC are a piping issue (the equipment exists; refer to status chart at the end of this section). When work is anticipated in the future in these rooms, it is recommended that this be added to meet the 2015 International Mechanical Code.

Priority Level 5: Ductwork cleaning is recommended every 5 years. The ductwork in this facility was installed in 2006 and never cleaned. As renovation work is done in the basement, second floor, and fourth floor, ductwork cleaning of all supply air, return air, and outdoor air ductwork is recommended.

Priority Level 5: All existing Trion Air Cleaning System components should be removed as renovations are completed. This system was for air cleaning for building occupants who were smokers, but the system is no longer active or needed (Refer to photo M-011.).

Priority Level 5: Label each air handling unit, unit ventilator, and fan coil unit with the equipment tags shown in this report for proper operation and maintenance. It is also recommended that a color-coded HVAC zoning plan be created and kept in the maintenance office (both electronic and hard copies).

The ventilation system does not provide the proper amount of ventilation to each occupied zone. For example, the air handling unit located in the basement (AH-1) does not bring in any outside air. Also, the outdoor air louver below the window in the Second Floor Women's Toilet room is blocked off. The operable windows in the Second Floor City Council Room and Governor's Room are too fragile to open. The ventilation system should be revised and sized to meet the current building code requirements.

The existing two-pipe change over system is hard to control and leaves the building users uncomfortable, especially in the "swing months" between heating and cooling season. All of the fan coils, unit ventilators, and air handling units have to be in the heating or cooling mode. Certain zones may require cooling while others still require heating. The two circulating water pumps are constant speed and all coils run "wild" all year round, which is not energy efficient. The chiller, circulating pumps, and the boilers are in good working condition, but they are 13 years old and equipment inspection and service is recommended. The chiller useful life is approximately 20 years. The boilers' useful life is approximately 25 years. The pumps' useful life is 20 years for the floor mounted secondary pumps and 10 years for the pipe-mounted primary pumps. All AH, AC, and FC units in each room are 13 years old. Life expectancy of these units is 15-20 years. The 3-ton split system in the main server room is 2 years old and in good working condition; life expectancy is 15 years.

### Code Analysis

The HVAC system does not meet the current ventilation code requirements. The ventilation code requires set amounts of outside air based on number of occupants, which is typically verified by a testing and balancing report by a NEBB certified testing and balancing contractor. Outdoor air is supplied via window louvers, supplied to the rooms, and transferred to the main corridor via louvers over or in the doors. The current building codes do not allow the corridor to be used as a relief air plenum without fire separation. The main corridor is the main means of egress and needs to be fire rated. The transfer air louver openings need to be protected with fire dampers.

# HIGHLAND ASSOCIATES

- HVAC UNIT INVENTORY AND STATUS CHARTS (NOTE: UNITS WHICH HAVE EITHER "NO HEATING COIL" OR "NO COOLING COIL" ARE USING ONE COIL FOR BOTH HEATING AND COOLING MODE).

AIR HANDLING UNITS									
TAG	LOCATION	CFM	MIN OA	H.P.	VOLT PHASE	GPM	FLN	DROP	STATUS
AH-1	BASEMENT	1500	660	1	208 - 3PH	9	1	2	OPERATIONAL
AH-2	4TH FLR	2140	321	1	208 - 3PH	11	3	14	OPERATIONAL
AH-3	4TH FLR	2460	370	1 1/2	208 - 3PH	13.2	3	15	OPERATIONAL
AH-4	2ND FLR	1800	750	1	208 - 3PH	15.8	2	19	OPERATIONAL

UNIT VENTILATORS									
TAG	LOCATION	CFM	MIN OA	H.P.	VOLT PHASE	GPM	FLN	DROP	STATUS
AC-1	BASEMENT	1250	500	1/4	120-1PH	8.5	1	12	OPERATIONAL
AC-2	BASEMENT	1500	600	1/4	120-1PH	10	1	19	OPERATIONAL
AC-3	1ST FLR	1250	188	1/4	120-1PH	6.3	1	23	OPERATIONAL
AC-4	1ST FLR	1000	150	1/6	120-1PH	4.4	1	29	OPERATIONAL
AC-5	1ST FLR	1250	188	1/4	120-1PH	5.8	2	2	OPERATIONAL
AC-6	1ST FLR	1000	150	1/6	120-1PH	4.7	2	3	OPERATIONAL
AC-7	2ND FLR	1500	226	1/2	208-3PH	6.5			OPERATIONAL
AC-8	3RD FLR	1250	188	1/4	120-1PH	5.8	3	13	OPERATIONAL
AC-9	3RD FLR	1000	150	1/6	120-1PH	4.7	3	12	OPERATIONAL
AC-10	4TH FLR	1250	188	1/4	208-3PH	6.1	3	23	OPERATIONAL
AC-11	4TH FLR	1250	188	1/4	208-3PH	6.8	3	24	OPERATIONAL
AC-12	1ST FLR	750	150	1/6	120-1PH	4.4	2	12	OPERATIONAL
AC-13	2ND FLR	1500	225	1/4	120-1PH	8	2	13	OPERATIONAL
AC-14	1ST FLR	750	150	1/6	120-1PH	3.3	2	8	OPERATIONAL

# HIGHLAND ASSOCIATES

FAN COIL UNITS										
TAG	LOCATION	CFM	MIN OA	H.P.	VOLT PHASE	GPM	PANEL	FLN	DROP	STATUS
FC-1	BASEMENT	600	150	1/20	120- 1PH	3.2		1	7	OPERATIONAL
FC-2	BASEMENT	300	75	1/30	120- 1PH	1.9		1	8	OPERATIONAL
FC-3	BASEMENT	600	150	1/20	120- 1PH	3.5		1	9	OPERATIONAL
FC-4	BASEMENT	400	180	1/30	120- 1PH	3.4		1	10	OPERATIONAL, NO COOLING COIL
FC-5	BASEMENT	200	50	1/60	120- 1PH	1		1	11	OPERATIONAL
FC-6	BASEMENT	400	100	1/30	120- 1PH	2.3		1	13	OPERATIONAL
FC-7	BASEMENT (MEN'S TOILET)	165	---	95 WATTS	120- 1PH	0.5		1	14	NOT PIPED, NO COOLING COIL
FC-8	BASEMENT	165	---	95 WATTS	120- 1PH	0.5		1	6	OPERATIONAL, NO COOLING COIL
FC-9	BASEMENT	300	---	1/30	120- 1PH	2		1	5	OPERATIONAL
FC-10	BASEMENT (LOBBY)	400	---	1/30	120- 1PH	1		1	15	NOT PIPED
FC-11	BASEMENT	325	---	187 WATTS	120- 1PH	1		1	3	OPERATIONAL, NO COOLING COIL
FC-12	BASEMENT	165	---	95 WATTS	120- 1PH	5		1	4	OPERATIONAL, NO COOLING COIL
FC-13	BASEMENT	200	50	1/60	120- 1PH	1.3		1	1	OPERATIONAL
FC-14	BASEMENT	800	---	1/12	120- 1PH	2.9		1	20	OPERATIONAL, NO HEATING COIL
FC-15	BASEMENT	800	200	1/12	120- 1PH	4.3		1	18	OPERATIONAL
FC-16	1ST FLR	600	150	1/20	120- 1PH	3.2		1	24	OPERATIONAL
FC-17	1ST FLR	400	100	1/30	120- 1PH	2.4		1	22	OPERATIONAL
FC-18	1ST FLR	600	---	1/20	120- 1PH	3.4		2	7	OPERATIONAL, NO HEATING COIL
FC-19	1ST FLR	400	100	1/30	120-	2.3		1	21	OPERATIONAL

# HIGHLAND

ASSOCIATES

					1PH					
FC-20	2ND FLR	600	---	1/20	120-1PH	1.5		2		OPERATIONAL
FC-21, FC-21A	1ST FLR (VESTIBULE)	165	---	95 WATTS	120-1PH	0.5		1	25	OPERATIONAL, NO COOLING COIL
FC-22	1ST FLR	600	---	1/20	120-1PH	2		2	1	MISSING
FC-23	1ST FLR	325	---	187 WATTS	120-1PH	0.75		2	6	OPERATIONAL, NO COOLING COIL
FC-24	BASEMENT	325	---	187 WATTS	120-1PH	3		1	17	OPERATIONAL, NO COOLING COIL
FC-25	1ST FLR	800	200	1/12	120-1PH	4.3		2	4	OPERATIONAL
FC-26	1ST FLR (UNDER STAIRS)	800	200	1/12	120-1PH	8.7		1	26	MISSING
FC-27	1ST FLR (WOMEN'S TOILET)	800	200	1/12	120-1PH	8.7		2	5	NOT PIPED, NO COOLING COIL
FC-28	1ST FLR	1000	250	1/8	120-1PH	5.6		1	27	OPERATIONAL
FC-29	1ST FLR	600	---	1/20	120-1PH	2.8		1	29	OPERATIONAL
FC-30	2ND FLR	600	150	1/20	120-1PH	3.2		2	20	OPERATIONAL
FC-31	2ND FLR	400	100	1/30	120-1PH	2.3		2	18	OPERATIONAL
FC-32	2ND FLR	400	100	1/30	120-1PH	8.5		2	21	OPERATIONAL
FC-33	2ND FLR (WOMEN'S LOUNGE)	165	---	95 WATTS	120-1PH	0.5		2	17	NOT PIPED, NO COOLING COIL
FC-34	2ND FLR (WOMEN'S TOILET)	165	---	95 WATTS	120-1PH	0.5		2	16	NOT PIPED, NO COOLING COIL
FC-35	2ND FLR (MEN'S TOILET)	165	---	95 WATTS	120-1PH	0.5		2	15	NOT PIPED, NO COOLING COIL
FC-36	2ND FLR	400	100	1/30	120-1PH	2.5		2	22	OPERATIONAL
FC-37	2ND FLR	1000	250	1/8	120-1PH	5.6		2	23	OPERATIONAL, NO COOLING COIL
FC-38	2ND FLR	1000	250	1/8	120-1PH	5.8		2	24	OPERATIONAL, NO HEATING COIL
FC-39	2ND FLR	1000	250	1/8	120-1PH	5.8		2	25	OPERATIONAL, NO COOLING COIL
FC-40	2ND FLR	200	---	1/60	120-1PH	0.4		2	10	OPERATIONAL, NO HEATING COIL

# HIGHLAND ASSOCIATES

FC-41	2ND FLR	200	---	1/60	120-1PH	0.4		2	11	OPERATIONAL, NO HEATING COIL
FC-42	2ND FLR	300	75	1/30	120-1PH	1.8		2	12	OPERATIONAL
FC-43	2ND FLR	800	200	1/12	120-1PH	4.3		2	14	OPERATIONAL
FC-44	3RD FLR	600	150	1/20	120-1PH	3.2		3	6	OPERATIONAL
FC-45	3RD FLR	400	100	1/30	120-1PH	2.3		3	7	OPERATIONAL
FC-46	3RD FLR	400	100	1/30	120-1PH	2.4		3	5	OPERATIONAL
FC-47	3RD FLR (JANITOR'S CLOSET)	165	---	95 WATTS	120-1PH	0.5		3	8	NOT PIPED, NO COOLING COIL
FC-48	3RD FLR (WOMEN'S TOILET)	165	---	95 WATTS	120-1PH	0.5		3	9	NOT PIPED, NO COOLING COIL
FC-49	3RD FLR (MEN'S TOILET)	165	---	95 WATTS	120-1PH	0.5		3	10	NOT PIPED, NO COOLING COIL
FC-50	3RD FLR	400	100	1/30	120-1PH	2.5		3	4	OPERATIONAL
FC-51	3RD FLR	1000	250	1/30	120-1PH	5.6		3	3	OPERATIONAL
FC-52	3RD FLR	1000	250	1/8	120-1PH	5.8		3	2	OPERATIONAL
FC-53	3RD FLR	1000	250	1/8	120-1PH	5.8		3	1	OPERATIONAL, NO COOLING COIL
FC-54	3RD FLR	800	100	1/8	120-1PH	4.3		3	11	OPERATIONAL, NO HEATING COIL
FC-55	4TH FLR	600	---	1/12	120-1PH	2.5		3	21	OPERATIONAL
FC-56	4TH FLR	400	---	1/20	120-1PH	1.9		3	20	OPERATIONAL, NO HEATING COIL
FC-57	4TH FLR	600	---	1/30	120-1PH	2.5		3	22	MISSING
FC-58	4TH FLR	1000	250	1/8	120-1PH	5.8		3	25	OPERATIONAL, NO COOLING COIL
FC-59	4TH FLR (JANITOR'S ROOM)	165	---	95 WATTS	120-1PH	0.5		3	19	MISSING
FC-60	4TH FLR (MEN'S TOILET)	165	---	95 WATTS	120-1PH	0.5		3	18	NOT PIPED, NO COOLING COIL
FC-61	4TH FLR (WOMEN'S TOILET)	165	---	95 WATTS	120-1PH	0.5		3	17	NOT PIPED, NO COOLING COIL

# HIGHLAND

ASSOCIATES

FC-62	4TH FLR	800	---	1/12	120-1PH	3		3	16	OPERATIONAL
FC-63	BASEMENT (ALLEY ROOM MECHANICAL)	325	---	187 WATTS	120-1PH	0.5		1	16	NOT PIPED, NO COOLING COIL

**CITY OF SCRANTON  
MUNICIPAL BUILDING ASSESSMENT**

**MUNICIPAL BUILDING – 340 NORTH WASHINGTON AVENUE, SCRANTON PA 18503**

**PLUMBING OVERVIEW**

**PLUMBING OBSERVATIONS:**

**INCOMING SERVICE:**

The incoming water service is a 6" combination (domestic water and fire standpipe) service. The service enters the Sub Basement Boiler Room and is immediately protected by dual 4" double check backflow preventers (Refer to photo P-001). The piping then wyes back together and feeds (as a 6") the water utility meter; and the 6" fire standpipes and the 3" domestic water supply to the remainder of the building. The domestic water feeds the boiler, the domestic water heater, and the toilet rooms / janitor's closets on each of the floors. The 6" fire service feeds the 6" standpipe in each of the two fire stairs (Refer to photo P-002). The standpipes have a 1-1/2" hose connection and a 2-1/2" hose connection on each floor landing in the stair towers. The incoming combination water service enters the site from N. Washington Avenue.

The building is unsprinklered.

The Sub Basement Boiler Room also has a simplex sump pump installed to handle the drains in this space only (Refer to photo P-003).

**PLUMBING FIXTURES:**

All plumbing fixtures, with the exception of the Second Floor, are late 1970s vintage. The fixtures consist of wall hung water closets (with one in most toilet rooms mounted at 1970s handicapped height), wall hung urinals (with no attempt at handicapped mounting), drop-in china lavatories with (no handicapped provisions), wall hung electric water coolers (again not handicapped accessible and old enough to potentially have solder with some lead content), and either wall hung or floor mounted janitor's sinks (Refer to photos P-004, P-005, P-006, P-007, P-008 and P-009). The Second Floor toilet rooms have been renovated within the last ten years to provide ADA toilet rooms. These renovations consisted of replacing all of the fixtures in each toilet room with one wall hung waster closet and one wall hung lavatory, each mounted at ADA height (Refer to photos P-010 and P-011).

The trap and supply insulation required for ADA lavatories is currently not installed on any of the lavatories in the Basement, First Floor, Third Floor, or Fourth Floor toilet rooms. In the Second Floor "ADA" toilet rooms, only the trap and tailpiece is insulated. Highland Associates recommends that the supplies, tailpieces, and traps be insulated on ALL lavatories throughout the building.

#### **WATER HEATERS:**

The domestic water heater is a Ruud Model PE-80-2, 80 gallon, 208 volt, single phase, 4,500 watt unit that was installed on March 20, 2007 (Refer to photo P-012). The unit is 11 years old and generally 10 to 15 years is the life expectancy of this type of water heater. The piping connections to the heater (copper) are showing signs of corrosion.

There is a second electric water heater located in the crawl space of the Sub Basement that is out of service and is very corroded. It appears to still be connected to the piping system (Refer to photo P-013). Due to the potential for the tank of this heater to fail, Highland Associates recommends that this unit be disconnected, the hot and cold water piping be by-passed around the heater, the unit be drained, and the power be disconnected.

#### **PIPING:**

The domestic water piping system appears to have been replaced entirely during the 1977 – 1980 renovations that constructed the current toilet rooms within the building. The piping that is visible appears to be copper with soldered joints or lined ductile iron with flanged joints. Visible valves are gate-type or O.S. & Y. type. The piping appears to have fiberglass insulation and fittings installed. Although no galvanized pipe or fittings were visible in the domestic water piping systems, the age of this building would indicate that there is the potential for areas of galvanized pipe and fittings to remain in the system. Due to the nature and age of this building, Highland Associates recommends that the City hire a testing agency to perform water testing, throughout the building, for contaminants including, but not limited to lead, iron, sediment, etc. Although water filtering may be recommended as a result of the water testing, there is no way to know what type, if any, filters will be required and therefore what the estimated costs could be.

Sanitary and vent piping within the building is largely hub and spigot cast iron the lead and oakum joints. There are limited areas of PVC Schedule 40 pipe and fittings that have been installed where repairs or additions have been made to the system.

The fire service piping is black steel with flanged, welded, or grooved type joints.

The 3" natural gas service is black steel and enters the Sub Basement Boiler Room from above grade and serves only the two heating boilers within this room. The boilers and natural gas piping were installed in 2006 and corresponds to the abandonment of the Scranton Steam Heat System. The gas service and meter/regulator were installed by the gas utility company at this time. The gas service enters the site from N. Washington Avenue (Refer to photo P-014).

As part of the routine facility maintenance and /or minor alterations of departments, pipe, fittings and insulation will require repair or replacement. In an effort to provide some way of accounting for the replacements / repairs, an allowance is included in the estimated expenses.



**PLUMBING OBSERVATIONS (BY DEPARTMENT)**

• **FOURTH FLOOR**

**Law Department**

There is currently no Plumbing fixtures or piping installed in this area.

**Purchasing Department**

There is currently no Plumbing fixtures or piping installed in this area.

**Business Administration**

There is currently no Plumbing fixtures or piping installed in this area.

**Permits / Licensing and Inspections**

There is currently no Plumbing fixtures or piping installed in this area.

**Planning and Zoning**

There is currently no Plumbing fixtures or piping installed in this area.

• **THIRD FLOOR**

**Civil Service**

There is currently no Plumbing fixtures or piping installed in this area.

**Human Resources**

There is currently no Plumbing fixtures or piping installed in this area.

**IT Department**

There is currently no Plumbing fixtures or piping installed in this area.

**Breakroom**

There is currently no Plumbing fixtures or piping installed in this area.

**Second Level Seating Area – Council Chambers**

There is currently no Plumbing fixtures or piping installed in this area.

**Second Level Seating Area – Governor's Room**

There is currently no Plumbing fixtures or piping installed in this area.

- **SECOND FLOOR**

**Governor's Room**

There is currently no Plumbing fixtures or piping installed in this area.

**City Controller**

There is currently no Plumbing fixtures or piping installed in this area.

**City Council / Clerk**

There is currently no Plumbing fixtures or piping installed in this area.

**Council Chambers**

There is currently no Plumbing fixtures or piping installed in this area.

**IT Storage**

There is currently no Plumbing fixtures or piping installed in this area.

- **FIRST FLOOR**

**Mayor**

There is currently no Plumbing fixtures or piping installed in this area.

**City Treasurer**

There is currently no Plumbing fixtures or piping installed in this area.

**Office of Economic and Community Development**

There is currently no Plumbing fixtures or piping installed in this area.

**Sewer Authority**

There is currently no Plumbing fixtures or piping installed in this area.

- **BASEMENT**

**Building Maintenance**

There is currently no Plumbing fixtures or piping installed in this area.

**Police Storage**

There is currently no Plumbing fixtures or piping installed in this area.

**Museum**

There is currently no Plumbing fixtures or piping installed in this area.

**Sons of Civil War Meeting Room**

There is currently no Plumbing fixtures or piping installed in this area.

**CITY OF SCRANTON  
MUNICIPAL BUILDING ASSESSMENT**

**MUNICIPAL BUILDING - 340 NORTH MAIN AVENUE, SCRANTON PA 18503**

**ELECTRICAL OVERVIEW**

**ELECTRICAL OBSERVATIONS:**

**INCOMING SERVICE:**

The electric service is provided underground by PPL Electric Utilities and is metered at 120/208 Volts. The service entrance to the building is in the sub-basement and feeds panels through the building. Service is rated at 1600 Amp – 120/208 Volts – 3 Phase – 4 Wire.

The main distribution switchboard is manufactured by General Electric AV-Line. The switchboard is located in an unconditioned space and with dirt floor. The board shows sign of rusting. Due to age of switchboard, replacement parts are difficult to obtain. It appears that the Switchboard's busses have been tapped to accommodate electrical loads. Refer to photos #E-001 & #E-002

Switchboard is recommended to be upgraded to a NEMA 3R type since it is located in an unconditioned environment.

Feeders to panelboards are routed through wireway in basement. Portion of the cover for the wireway is missing. Refer to photo #E-025  
Cover should be replaced on wireway.

Branch distribution panelboards were manufactured by ITE. Name plate data indicates panelboards were manufactured in 1978 and 1979. The expected life cycle of panelboard is 30 years but these panels appear to be in good condition. Refer to photo #E-003

Most panelboards do not have empty breaker space to accommodate future power requirements.

Due to age of panels, replacement parts are difficult to obtain. It is recommended to update panels during next renovation project. It is noted that electric closets do not have space to accommodate additional equipment. Space should be allotted in new renovation plans.

A data/communications hub has been placed in the center of the second floor electric closet. The location of the hub compromises on the NEC's required three foot working clearance.  
Refer to photo #E-020

Infrared testing should be performed on main distribution switchboard, power panels and disconnect switches to insure no loose connections.

Panel feeders shall be tested to assure conductors have not been compromised.

**TELECOMMUNICATION SERVICE:**

The main telephone service is located within the first floor electric room. Refer to photo #E-004

**EMERGENCY POWER:**

Emergency power is obtained by a 20KW-120/208 Volt – 3 Phase natural gas generator serving the fire house which is located across Dix Court. There is a dedicated 30 Amp – 3 Pole circuit breaker within the fire house's emergency distribution panel serving City Hall.

The generator is activated upon loss of power at the Fire House.

It is recommended that upon loss of power at City Hall a signal be sent to generator for startup.

**EXTERIOR LIGHTING:**

Exterior entrance steps are lit by pole mounted light fixtures. Refer to photo #E-017

Entrance vestibule is lit by surface mounted PAR lamp type fixtures. Refer to photo #E-018

These fixtures are dated and have outlived their life expectancy and should be replaced with new LED type fixtures. The building is listed on the National Register of Historical Places, New fixtures shall of style to preserve the historical look.

**INTERIOR LIGHTING:**

End portions of first floor corridor are lit with pendant mounted direct/indirect lighting fixtures: while the center portion of corridor is lit with wall mounted fluorescent light fixtures. Refer to photo #E-005

Second and third floor corridors are lit by wall mounted direct/indirect linear fluorescent light fixtures. Refer to photos #E-006 & #E-007.

Interior stairs are lit by wall mounted direct/indirect compact fluorescent light fixtures. Refer to Photo #E-008.

Stairs lit by wall mounted fluorescent light fixtures. Refer to Photo #E-009

Office areas are lit by recessed fluorescent light fixtures. Refer to Photos #E010 & #E011

Council chambers and Governor's rooms are lit surface mounted can type fixtures. Refer to Photos #E-012 & #E-013

Restrooms are a combination of recessed LED troffers and LED round downlights controlled by occupancy sensors. Refer to Photos #E-014, #E-015 & #E-016.

**LIGHTING CONTROLS:**

Restrooms – occupancy sensors  
Offices – local switches  
Corridors – local key switches.  
Storage areas – local switches

**EMERGENCY LIGHTING / EGRESS LIGHTING:**

At time of survey; power loss to building could not be simulated. It could not be determined if emergency lighting was adequate for egress paths.

Paths of egress were identified in corridors with use of universal mounted exit signs and battery operated emergency lights. Although at time of last renovation, this was an accepted practice the current codes requires egress signage and lighting in larger offices/departments.

There were indications that batteries were missing or non-operating in several locations. Refer to photo #E-028.

All batteries shall be replaced with new and ensure proper operation.  
Additional exit signs and emergency battery units shall be placed indicating paths of egress in larger office / department areas.

**POWER AND DATA DEVICES:**

Power and data devices throughout the building are old and in need of replacement. Quantities do not meet present day standards to accommodate essential equipment such as computers, faxes, copiers, and other equipment as evidence of numerous extension cords.

**FIRE ALARM SYSTEM:**

The fire alarm control panel is manufactured by Silent Knight. The panel is located in basement of building outside of the old Police Ammo Room. Refer to photo #E019

There is limited smoke detection in the building. The main corridors on each floor are protected with smoke detectors. There are also limited notification devices that are also in the main corridors

Layout does not meet current codes. New fire alarm system shall be installed with detection throughout the entire building. Notification devices (audio and/or visual device) shall also be installed throughout the building.

**SECURITY SYSTEM:**

The building does not have a working security system.

**PAGING SYSTEM:**

The building does not have a paging system.

**GENERAL:**

During walk through there were some receptacles and wireways with missing covers. Refer to Photos #E021, #E022, #E023 & #E024)

Conduit penetrations through rated walls and floors are not properly sealed. (Photo #E026 & #E027)

Light switch and fire alarm pull stations do not meet current ADA height

Covers shall be placed on all open j-boxes and wireways.

All penetrations through fire rated walls and floors shall be properly fire sealed.

**ELECTRICAL OBSERVATIONS (BY DEPARTMENT)**

- **FOURTH FLOOR**

**Law Department**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Purchasing Department**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Business Administration**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

Permits / Licensing and Inspections

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

#### **Planning and Zoning**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

- **THIRD FLOOR**

#### **Civil Service**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

#### **Human Resources**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

#### **IT Department**

Lighting - Recessed fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

#### **Breakroom**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

#### **Second Level Seating Area – Council Chambers**

Lighting – Surface mounted can lights



Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Second Level Seating Area – Governor’s Room**

Lighting – Surface mounted can lights

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

- **SECOND FLOOR**

**Governor’s Room**

Lighting – Surface mounted can lights

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**City Controller**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**City Council / Clerk**

Lighting – Surface mounted can lights

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Council Chambers**

Lighting – Surface mounted can lights

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**IT Storage**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

- **FIRST FLOOR**

**Mayor**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**City Treasurer**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Office of Economic and Community Development**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Sewer Authority**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

- **BASEMENT**

**Building Maintenance**

Lighting - Fluorescent light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Police Storage**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Museum**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project

**Sons of Civil War Meeting Room**

Lighting - Recessed 2x4 fluorescent troffer light fixtures with local switching.

Overall, fixtures appear to be in good condition. Fixtures shall be upgraded to energy efficient LED type fixtures with automatic control during next renovation project



DEPARTMENT OF LAW

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

March 11, 2019

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

RECEIVED

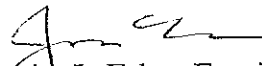
MAR 11 2019

OFFICE OF CITY  
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION FOR A REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP) THROUGH THE COMMONWEALTH OF PENNSYLVANIA'S OFFICE OF THE BUDGET IN THE AMOUNT OF \$5,376,583.00; ACCEPTING AND DISBURSING THE GRANT IF THE APPLICATION IS SUCCESSFUL FOR THE RENOVATION OF THE SCRANTON MUNICIPAL BUILDING.

Respectfully,

  
Jessica L. Eskra, Esquire  
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. \_\_\_\_\_

2019

AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 17, 2018, AMENDING FILE OF THE COUNCIL NO. 4, 2018 ENTITLED "AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 17, 1994 ENTITLED "AN ORDINANCE (AS AMENDED) AUTHORIZING THE GOVERNING BODY OF THE CITY OF SCRANTON TO ENACT 'A WASTE DISPOSAL AND COLLECTION FEE' FOR THE PURPOSE OF RAISING REVENUE TO COVER THE WASTE DISPOSAL AND COLLECTION COSTS INCURRED BY THE CITY OF SCRANTON FOR THE DISPOSAL OF REFUSE", BY IMPOSING A WASTE DISPOSAL AND COLLECTION FEE OF \$300.00 FOR CALENDAR YEAR 2019 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER" TO EXTEND THE MAY 1, 2019 DISCOUNT DATE TO MAY 31, 2019 TO ENABLE RESIDENTS TO TAKE ADVANTAGE OF THE 10% DISCOUNT WHEN PAYING THEIR REFUSE BILL IN FULL.

WHEREAS, City Council has requested that File of the Council 17, 2018 be amended to extend the deadline for the discount period from May 1, 2019 to May 31, 2019 because waste disposal bills have not been mailed yet and the extension of the deadline would provide residents ample time to take advantage of the discount period.

**SECTION 1.** Be it ordained by the Council of the City of Scranton that Section 3, Fees.

(C) 5 of File of the Council No. 17, 1994 (as amended) shall be amended to read as follows:

**"SECTION 3. FEES.**

The fees for the payment of waste disposal collection costs shall be as follows:

(C) All fees fixed by this subsection shall be payable semi-annually.

5. If the annual waste disposal fee, that is \$300.00, is paid in full by May 31<sup>st</sup> of the year in which the fee is due, the payor may take a ten percent (10%) discount from the annual fee.

**SECTION 2.** If any section, clause, provision or portion of this Ordinance 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 ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this ordinance 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 Ordinance and the effective administration thereof.

**SECTION 3.** In all other respects, File of the Council No. 11, 1993 shall remain in full force and effect.

**SECTION 4.** This Ordinance shall be retroactive to January 1, 2019.

**SECTION 5.** This Ordinance is enacted by the City of Scranton under the authority of the Act of the 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

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

March 4, 2019

RECEIVED

MAR - 4 2019

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

OFFICE OF CITY  
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 17, 2018, AMENDING FILE OF THE COUNCIL NO. 4, 2018 ENTITLED "AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 17, 1994 ENTITLED "AN ORDINANCE (AS AMENDED) AUTHORIZING THE GOVERNING BODY OF THE CITY OF SCRANTON TO ENACT 'A WASTE DISPOSAL AND COLLECTION FEE' FOR THE PURPOSE OF RAISING REVENUE TO COVER THE WASTE DISPOSAL AND COLLECTION COSTS INCURRED BY THE CITY OF SCRANTON FOR THE DISPOSAL OF REFUSE", BY IMPOSING A WASTE DISPOSAL AND COLLECTION FEE OF \$300.00 FOR CALENDAR YEAR 2019 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER" TO EXTEND THE MAY 1, 2019 DISCOUNT DATE TO MAY 31, 2019 TO ENABLE RESIDENTS TO TAKE ADVANTAGE OF THE 10% DISCOUNT WHEN PAYING THEIR REFUSE BILL IN FULL.

Respectfully,

Jessica L. Eskra, Esquire  
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. \_\_\_\_\_

2019

AN ORDINANCE

**AUTHORIZING THE INSTALLATION OF TWO (2) "TWO HOUR PARKING ONLY" RESTRICTIONS DIRECTLY IN FRONT OF 934 BEECH STREET ZALESKI'S CLUBHOUSE CAFÉ.**

WHEREAS, the Scranton Police Department received a request from Mr. and Mrs. Zaleski owners of Zaleski's Clubhouse Café at 934 Beech Street to assess a parking issue outside their establishment. This is a residential area and parking is difficult, however, now cars are parking outside of their establishment not only hours, but for days at a time without moving at all making parking for customers, deliveries and service workers to access the building inconvenient; and

WHEREAS, the Scranton Police Traffic Corporal and City Engineer John Pocius reviewed the request and recommended establishing two (2) "2 hour parking only" restrictions in front of Zaleski's Clubhouse Café at 934 Beech Street.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that two (2) "two hour parking only" restriction directly in front of 934 Beech Street Zaleski's Clubhouse Café.

**SECTION 1.** If any section, clause, provision or portion of this Ordinance 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 Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

**SECTION 2.** This Ordinance shall become effective immediately upon approval.

**SECTION 3.** This Ordinance 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 Option Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.



# Scranton Police Department

Superintendent of Police

Chief Carl R. Graziano

Scranton Police Headquarters  
100 South Washington Avenue  
Scranton, Pennsylvania 18503  
Tel: (570) 558-8300  
Email: cgraziano@scrantonpa.gov



## Be Part of The Solution

SCRANTON

February 20, 2019

Attorney Jessica Eskra  
Solicitor  
City of Scranton

Attorney Eskra,

We had received a request from Zaleski's Tavern (email attached) at 934 Beech Street to assess a parking issue outside their establishment. Our Traffic Corporal and City Engineer John Pocius reviewed the request and recommended establishing two (2) "2 hour parking only" restrictions in front of 934 Beech Street. In such, I am respectfully requesting legislation to be sent to city council for consideration on this parking restriction. Please contact me with any questions or concerns. Thank You.

  
Chief Carl R. Graziano

## Carl Graziano

---

**From:** Donna Zaleski  
**Sent:** Wednesday, February 13, 2019 11:07 PM  
**To:** Carl Graziano  
**Subject:** Customer Only Parking Sign Requested

Chief Graziano,

My husband and I own Zaleski's Clubhouse Cafe' at 934 Beech Street in South Scranton for the past 24 yrs. There is limited parking in the back of our establishment, so most of our customers access street parking. I understand it's in a residential area and the houses are quite close to each other, so parking is rather difficult for all of us.

Recently, however, people have moved into the house right across the alley from our bar/restaurant. They have 5 vehicles which are parked for days at a time, quite often right in front of the entrance of our building. A maroon van with Virginia plates hasn't moved in about 6 months across the street from their house. Other neighbors have also voiced concern about the 5 vehicles taking up all the street parking and not moving for days, weeks or months. It seems rather suspicious to us.

I can understand parking and leaving to go to work, but these cars are parked for days in one spot, causing an inconvenience to our customers, our service workers who clean the taps, drop off deliveries, etc. Yesterday, for example, the gentleman who cleans our taps had to park in the back and carry his heavy machinery, as he walked up an icy alley. The car in front of our building had been parked there for 3 days. An X-finity truck parked in front of our place for a full week, then it's not around for days.

I've seen business' in the area who have "Customer Only Parking" signs in front of their establishment and was hoping this might be a way of remedying our problem. I would appreciate your attention on this matter and look forward to hearing your response.

Thank you,

Donna Zaleski



DEPARTMENT OF LAW

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

February 25, 2019

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

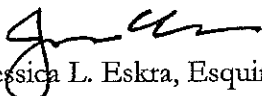
RECEIVED  
FEB 25 2019

Dear Honorable Council Members:

OFFICE OF CITY  
COUNCIL/CITY CLERK

ATTACHED IS AN ORDINANCE AUTHORIZING THE INSTALLATION  
OF TWO (2) "TWO HOUR PARKING ONLY" RESTRICTIONS DIRECTLY IN  
FRONT OF 934 BEECH STREET ZALESKI'S CLUBHOUSE CAFÉ.

Respectfully,

  
Jessica L. Eskra, Esquire  
City Solicitor

JLE/sl