

AGENDA
REGULAR MEETING OF COUNCIL
May 13, 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 TAX ASSESSOR'S RESULTS REPORT FOR HEARING DATE HELD MAY 1, 2019.

[Tax Assessor's Results Report for 5-01-19.pdf](#)

- 3.B CHECK RECEIVED FROM COMCAST IN THE AMOUNT OF \$257,276.94 FOR QUARTERLY FRANCHISE FEE.

[Check received from Comcast for 1st Qtr 2019 Franchise Fee 5-7-19.pdf](#)

- 3.C CITY OF SCRANTON'S RENEWAL APPLICATION PACKAGE FOR NPDES MS4 PERMIT.

[City of Scranton's Renewal Application Package for NPDES MS4 Permit.pdf](#)

- 3.D MINUTES OF THE CIVIL SERVICE COMMISSION MEETING HELD APRIL 4, 2019.

[Civil Service Commission Meeting Minutes 4-4-19.pdf](#)

- 3.E MINUTES OF THE HISTORICAL ARCHITECTURE REVIEW BOARD MEETING
HELD APRIL 11, 2019.

[HARB Meeting Minutes 4-11-19.pdf](#)

4. CITIZENS PARTICIPATION

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

5.A A. MOTIONS.

- 5.B FOR INTRODUCTION - AN ORDINANCE - APPROVING THE TRANSFER OF A
RESTAURANT LIQUOR LICENSE OWNED BY RDRM, INC., HC 2, BOX 177,
THORNHURST TOWNSHIP, THORNHURST, PA 18424-0177 LICENSE NO.
R-16828 TO GIANT FOOD STORES, LLC FOR USE AT 1600 NAY AUG
AVENUE, LACKAWANNA COUNTY, SCRANTON, PA 18509 AS REQUIRED BY
THE PENNSYLVANIA LIQUOR CONTROL BOARD.

[Ordinance-2019 Transfer Liquor License to Giant Food Stores.pdf](#)

- 5.C FOR INTRODUCTION - AN ORDINANCE - AUTHORIZING THE MAYOR AND
OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT ON BEHALF OF THE
CITY OF SCRANTON THIS QUITCLAIM DEED CONVEYING TITLE TO THE
CITY OF SCRANTON, THE PROPERTY FORMERLY OWNED BY THE LACKAWANNA
COUNTY LAND BANK KNOWN AS 100 BLOCK KEYSER AVENUE, SCRANTON,
PENNSYLVANIA, 18504 AS MORE FULLY DESCRIBED IN EXHIBIT "A"
ATTACHED HERETO AND MADE A PART HEREOF.

[Ordinance-2019 Quitclaim Deed for 100 Block Keyser Avenue.pdf](#)

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

6.A NO BUSINESS AT THIS TIME.

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

7.A NO BUSINESS AT THIS TIME.

8. ADJOURNMENT

TAX ASSESSOR'S REPORT

Hearing Date: 05/01/19

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value	After Appeal Value
10:00 AM	WASSEL WILLIAM M & SHELLEY	SCRANTON	12316020012		12000	12000
10:10 AM	HAILSTONE ERIN	SCRANTON	15706020006		15500	13500
10:20 AM	ST STANISLAUS CHURCH	SCRANTON CITY	16707050014		1200	} EXEMPT
10:20 AM	ST STANISLAUS POLISH NATL	SCRANTON CITY	15619050011		4550	
10:20 AM	ST STANISLAUS CATHEDRAL P N C	SCRANTON CITY	15619050009		3348	
10:20 AM	ST STANISLAUS POLISH NATIONAL	SCRANTON CITY	15619050010		2800	
10:20 AM	ST STANISLAUS POLISH NATL CH	SCRANTON CITY	15619050004		650	
10:30 AM	SAITA CARMINE G & LINDA L	SCRANTON	14605020054		2900	2900
10:50 AM	CHLUDZINSKI PETER J & MARY B	ROARING BROOK TWP	1800403005301		7800	7800
11:00 AM	MELVILLE MICHAEL J	ROARING BROOK TWP	1700101000125		93400	63400
11:10 AM	LITTS BRIAN J & JAIME M	ROARING BROOK	1700101001139		75750	58697
11:30 AM	FERRANTE VICTOR & V & D	CLIFTON TWP	23301020012		30000	23000
11:40 AM	SABIA JOHN & DELORES	SOUTH ABINGTON TWP	08104020003		28500	23500
11:50 AM	BABUSHKO CARL J SR & JOANN	SOUTH ABINGTON TWP	0910401002304		34625	29625
12:00 PM	BAGDON MARK	RANSOM	1520405000604		20000	18000
12:10 PM	GILLETTE JEFFREY M & CATHERINE	GLENBURN TWP	0800103003202	JEFFREY LEVINE	95800	68300
12:20 PM	POWELL KENNETH & LINDA	ARCHBALD	09402010001		379500	345500
12:30 PM	MALSON DAVID EDWARD	ARCHBALD	09514040018		8000	8000
12:40 PM	CARROLL FRANK F III & RUTH ANN	ARCHBALD	09419020014		22500	20000
12:50 PM	KUHARCHIK COLLEEN PATRICIA	MOOSIC	1850102001122		41500	33500
1:00 PM	ZBACH SHAWN G & LARISA	DICKSON CITY	11405050001		20000	18000
1:10 PM	DWMP ASSOCIATES LLC	GREENFIELD TWP	00404010018	PATRICK LAVELLE	109500	99909
1:20 PM	DEROBERGIS THOMASINE	OLD FORGE	17609020031		17500	17500
1:30 PM	DEROBERGIS LOUIS & TINA L	SCRANTON	16810020048		20000	20000
1:50 PM	MATECHAK CARL & PHYLISS	SCOTT TWP	0410201001308		15500	15500

TOTAL RECORDS 25

RECEIVED

MAY - 6 2019

OFFICE OF CITY
COUNCIL/CITY CLERK



DEPARTMENT OF BUSINESS ADMINISTRATION

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4118 • FAX: 570-348-4225

MEMORANDUM

RECEIVED

MAY - 7 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

DATE: May 7, 2019
TO: Wayne Beck, City Treasurer
FROM: Nancy Krake, Staff Accountant *nk*
RE: Check for Deposit

Enclosed kindly find the following check received from Comcast, representing the CATV franchise fee due the City of Scranton for Invoice/Statement # 571024 Jan-Mar, 2019.

Comcast	Ck. # 520851444	\$257,276.94
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This check is to be deposited into Account #01.380.38010 (CATV Revenue).

cc: Roseann Novembrino, City Controller
Scranton City Council ✓
File



COMCAST FINANCIAL AGENCY CORPORATION
A Comcast Cable Communications Group Company
1701 JFK Boulevard
Philadelphia, PA 19103-2838

13705404

PAGE: 1 of 1

DATE: May 1, 2019
CHECK NUMBER: 520851444
AMOUNT PAID: \$257,276.94



01590 2207 CKS ZA 19121 - 0520851444 NNNNNNNNNNN 1215100004004 X193A1 C
SCRANTON CITY OF PA
ATTN CITY CLERK
340 N WASHINGTON AVE
SCRANTON PA 18503



VENDOR NUMBER: 267205

VENDOR: SCRANTON CITY OF PA

INVOICE NO.	INVOICE DATE	ACCOUNT NUMBER	DESCRIPTION	DISCOUNT AMOUNT	NET AMOUNT
571024	03/31/19	303121-Scranton PA		\$0.00	\$257,276.94
		TOTALS		\$0.00	\$257,276.94

PLEASE DETACH BEFORE DEPOSITING CHECK



COMCAST FINANCIAL AGENCY CORPORATION
A Comcast Cable Communications Group Company
1701 JFK Boulevard
Philadelphia, PA 19103-2838

CHECK
NUMBER 520851444

56-1544
441

May 1, 2019

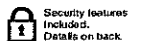
*** VOID AFTER 180 DAYS ***

PAY
TO THE
ORDER OF: SCRANTON CITY OF PA
ATTN CITY CLERK
340 N WASHINGTON AVE
SCRANTON, PA 18503

CHECK AMOUNT

\$257,276.94

EXACTLY *****257,276 DOLLARS AND 94 CENTS



JPMorgan Chase Bank, N.A.
Columbus, OH

Authorized Signature

6

⑈ 520851444 ⑈ ⑆044115443⑆

675528343⑈



System Name: Comcast of
Colorado/Pennsylvania/West
Virginia, LLC

Email: Adrienne_Schaeffer@comcast.co
m

Phone: 610-665-2515

Vendor ID: 267205

Contract Name: Scranton PA

Statement Period: Jan - Mar, 2019

Payment Amount: \$257,276.94

Statement Number: 571024

CUID: PA0830

System ID: 01603-120, 01603-101, 8993
-1100-4440

SCRANTON CITY OF PA
ATTN CITY CLERK
340 N WASHINGTON AVE
SCRANTON, PA, 18503

This statement represents your payment for the period
listed above.

Revenue Category	Amount
Expanded Basic Video Service	\$1,567,318.46
Limited Basic Video Service	\$1,117,499.89
Digital Video Service	\$1,110,799.10
Pay	\$458,697.29
PPV / VOD	\$135,340.17
Digital Video Equipment	\$207,438.58
Video Installation / Activation	\$38,956.22
Franchise Fees	\$258,878.68
PEG Fees	\$11,190.14
Other	\$52,089.43
Late Fees	\$75,618.36
Write-offs / Recoveries	(\$95,052.99)
Ad Sales	\$176,857.82
Home Shopping Commissions	\$29,927.29
Total	\$5,145,538.43
Franchise Fee %	5.00 %
Franchise Fee	\$257,276.94

To the best of my knowledge and belief, the above is a true and correct statement for the accounting of the gross revenues received by this corporation for the period.

Adrienne Schaeffer

Adrienne Schaeffer

Accountant

Nancy Krake

From: Adrienne_Schaeffer@comcast.com
Sent: Thursday, May 02, 2019 8:24 AM
To: Nancy Krake
Subject: Your 03/31/2019 Franchise Fee Payment from Comcast
Attachments: Scranton PA-Franchise Fee-20190331-571024.pdf

Attached, please find your statement(s) supporting the latest Quarterly Franchise Fee payment(s)

If you have any questions, please e-mail Adrienne_Schaeffer@comcast.com.

Statement #	Contract Name	Period End Date	Total Payment	Check/Payment Number
571024	Scranton PA	3/31/2019	\$257,276.94	520851444

Thank you for choosing Comcast.



BUREAU OF CITY PLANNING

CITY HALL : 340 NORTH WASHINGTON AVENUE : SCRANTON, PENNSYLVANIA 18503 : PHONE 570-348-4280 : FAX 570-348-4171

May 2, 2019

RECEIVED
MAY - 8 2019

Paul R. Grella, MS4 Coordinator
Clean Water Program
Pennsylvania Department of Environmental Protection
Northeast Regional Office
2 Public Square
Wilkes Barre, PA 18701

OFFICE OF CITY
COUNCIL/CITY CLERK

Re: Renewal Application
NPDES MS4 Permit No. PAI132203
City of Scranton, Lackawanna County

Dear Mr. Grella:

Enclosed please the City of Scranton's Renewal Application package for NPDES MS4 Permit No. PAI132203. The package includes the application form, application checklist, a copy of our Stormwater Fee Study, Rate Structure Memo, Stormwater Implementation Study and maps depicting the municipal boundary, urbanized area, outfall locations, MS4 storm sewer locations and receiving waters.

A check in the amount of \$2,500.00 has been forwarded to the Bureau of Clean Water in Harrisburg. A copy is attached.

If you have any further questions or require any additional information regarding this application please contact me at 570-348-4280 or dking@scrantonpa.gov.

Sincerely,


Donald J. King, AICP, CEM
City Planner

City of Scranton

60-1
313

340 N. WASHINGTON AVE.
SCRANTON, PA 18503

NO. 087032

DATE 04/26/19

CHECK NO. 87032

PNC BANK NATIONAL ASSOCIATION
NORTHEAST, PA
AMOUNT

AMOUNT

\$*****2,500.00*

PAY THE SUM OF *****2500* DOLLARS AND *NO* CENTS

PAY TO
THE
ORDER
OF

PA DEPT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER
PO BOX 8466
HARRISBURG, PA 17105-8466

William J. Cowley
MAYOR, CITY OF SCRANTON

James G. Beck
TREASURER, CITY OF SCRANTON

⑈087032⑈ ⑆031300012⑆ 9009697458⑈

VENDOR NO. 102925

CHECK NO. 87032

ACCOUNT	PURCH. ORDER	INVOICE NUMBER	AMOUNT	DESCRIPTION
0104000040 4201		VBA591	2,500.00	APPL FEE

102925 PA DEPT OF ENVIRONMENTAL PROTECTION



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
INDIVIDUAL PERMIT TO DISCHARGE STORMWATER FROM
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)
APPLICATION**

Before completing this form, read the step-by-step instructions provided in this application package.

Related ID#s (If Known)		DEP-USE ONLY	
Client ID#	62556	APS ID#	
Site ID#	619170	Auth ID#	
Facility ID#		PA	PDG?

GENERAL INFORMATION

Type of Permit: ☐ New Permit ☒ Renewal of Permit Permit No.: PA132203

Is a waiver of coverage being requested and is a waiver application attached to this application? ☐ Yes ☒ No

Is individual permit coverage requested for more than one MS4 applicant? ☐ Yes ☒ No

If Yes, submit this application for each co-applicant and complete the information below (see instructions):

Joint Client Name: _____ Joint Client Phone: _____

Joint Client Address: _____ Joint Client Contact: _____

Joint Client City, State, Zip: _____

MS4 CLIENT/OPERATOR INFORMATION

DEP Client ID#	Client Type/Code MUNI		
Organization Name or Registered Fictitious Name City of Scranton	Employer ID# (EIN)	Dun & Bradstreet ID#	
Mailing Address Line 1 340 N Washington Ave	Mailing Address Line 2		
Address Last Line - City Scranton	State PA	ZIP+4 18503	Country USA
Client Contact Last Name King	First Name Donald	MI J	Suffix
Client Contact Title City Planner	Phone 570-348-4280	Ext	
Email Address dking@scrantonpa.gov	FAX 570-348-4171		

MS4 SITE INFORMATION

DEP Site ID#	Site Name City of Scranton MS4			
Urbanized Area (UA) Name(s) Scranton	UA Area (specify acres or mi ²) 21.77 mi			
County Name Lackawanna	Municipality Name City of Scranton	City <input checked="" type="checkbox"/>	Boro <input type="checkbox"/>	Twp <input type="checkbox"/>
County Name	Municipality Name	City <input type="checkbox"/>	Boro <input type="checkbox"/>	Twp <input type="checkbox"/>
Site Location Address Line 1	Site Location Address Line 2			

Site Location City	State	ZIP+4
Detailed Written Directions to Site		
Site Contact Last Name	First Name	MI Suffix
Site Contact Title		Site Contact Firm
Mailing Address Line 1		Mailing Address Line 2
Address Last Line – City		State ZIP+4
Phone	Ext	FAX Email Address
SIC Code(s) (List All That Apply)		NAICS Code(s)
Site-to-Client Relationship OWN		

STORMWATER DISCHARGE INFORMATION

Map(s). Attach a map(s) to the application that identifies all stormwater discharge points (outfalls) from the MS4 to surface waters. For MS4s with existing permit coverage (that did not receive a waiver from DEP during the latest permit term), the map must include all elements required by MCM #3 in the NPDES permit. See instructions.

Surface Water Information. For each surface water body that receives stormwater discharges from the MS4, list the surface water, the furthest downstream outfall ID number, and the surface water's existing use, impairment and TMDL/WLA information in the table below. See instructions. **NOTE** – If the MS4 discharges to any surface water whose existing use is HQ or EV, the MS4 must apply for an individual permit.

Surface Water Name	Outfall No.	Ch. 93 Existing Use	Impaired?	Approved TMDL?	WLA?
Lackawanna River	016	CWF	Yes	Yes	No
Roaring Brook	043	CWF	Yes	No	No
Leggetts Creek	047	TSF	Yes	No	No
Meadow Brook		CWF	Yes	No	No
Leach Creek	048	TSF	Yes	No	No
Lucky Run		CWF	Yes	No	No
Keyser Creek	049	CWF	Yes	No	No
Lindy Creek		CWF	Yes	No	No

TMDL Details. For any surface water with an approved TMDL in which a WLA is applicable to the MS4, provide the WLAs below.

MS4 Requirements. Are requirement(s) specified in DEP's MS4 Requirements Table for the MS4? ☒ Yes ☐ No

If Yes, summarize the requirements below by checking all boxes that apply:

- | | | |
|-------------------------------------|---|---|
| <input checked="" type="checkbox"/> | Appendix A (AMD Metals and pH) | |
| <input checked="" type="checkbox"/> | Appendix B (Pathogens) | |
| <input type="checkbox"/> | Appendix C (Priority Organic Compounds) | |
| <input checked="" type="checkbox"/> | Appendix D (Chesapeake Bay Nutrients/Sediment) | <input type="checkbox"/> Pollutant Reduction Plan attached to application |
| <input checked="" type="checkbox"/> | Appendix E (Impaired Waters Nutrients/Sediment) | <input type="checkbox"/> Pollutant Reduction Plan attached to application |
| <input type="checkbox"/> | TMDL Plan | <input type="checkbox"/> TMDL Plan attached to application |

NOTE – Appendices D and E and the TMDL Plan require the applicant to submit documentation of a public involvement and participation process.

STORMWATER MANAGEMENT PROGRAM

- ☒ Check here if the applicant is relying and will continue to rely on Pennsylvania's Chapter 102 program for erosion and sediment control (E&S) and post-construction stormwater management requirements. (If checked, there is no need to complete the information in the table below for MCM #4, BMPs #4 – #8, and MCM #5, BMPs #4 – #6).

Minimum Control Measure (MCM)	BMP #	BMP Summary	Responsible Party	Contact Name	Contact Phone No.	MOU or Agreement?
#1 – Public Education and Outreach	1	Develop, implement and maintain a written Public Education and Outreach Program.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
	2	Develop and maintain lists of target audience groups that are present within the areas served by the permittee's regulated small MS4.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
	3	The permittee shall annually publish at least one issue of a newsletter, a pamphlet, a flyer, or a website that includes general stormwater educational information, a general description of the permittee's SWMP, and/or information about the permittee's stormwater management activities.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
	4	Distribute stormwater educational materials and/or information to the target audiences using two methods annually.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
#2 – Public Participation and Involvement	1	Develop, implement and maintain a written Public Involvement and Participation Program (PIPP).	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
	2	Provide adequate public notice and opportunities for public review, input, and feedback prior to adoption of any ordinance, SOP or plan required by the General Permit.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
	3	Regularly solicit public involvement and participation from the target audience groups using available distribution and outreach methods.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
#3 – Illicit Discharge Detection and Elimination	1	Develop and implement a written program for the detection, elimination, and prevention of illicit discharges into the regulated MS4.	Applicant	Patrick Hinton	570-348-4193	<input type="checkbox"/>
	2	Develop and maintain a map of the regulated small MS4's outfalls and surface waters.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
	3	In conjunction with the map(s) created under BMP #2 (either on the same map or on a different map), new permittees shall show, and existing permittees shall update, the entire storm sewer collection system, including roads, inlets, piping, swales, catch basins, channels, basins, and any other features of the permittee's storm sewer system including municipal boundaries and/or watershed boundaries.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>

Minimum Control Measure (MCM)	BMP #	BMP Summary	Responsible Party	Contact Name	Contact Phone No.	MOU or Agreement?
#3 – Illicit Discharge Detection and Elimination (continued)	4	The permittee shall conduct outfall field screening, identify the source of any illicit discharges, and remove or correct any illicit discharges.	Applicant	Patrick Hinton	570-348-4193	<input type="checkbox"/>
	5	Enact a Stormwater Management Ordinance (municipal permittees) or SOP (non-municipal permittees) to implement and enforce a stormwater management program that includes prohibition of non-stormwater discharges to the regulated small MS4.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
	6	Provide educational outreach to public employees, business owners and employees, property owners, the general public and elected officials (i.e., target audiences) about the program to detect and eliminate illicit discharges.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
#4 – Construction Site Stormwater Runoff Control	1	If an NPDES permit is required for earth disturbance activities, do not issue a building permit or approval until confirmation that a valid NPDES permit is obtained.	Applicant	Patrick Hinton	570-348-4193	<input type="checkbox"/>
	2	Notify DEP or CCD within 5 days of the receipt of an application for a permit involving an earth disturbance activity consisting of one acre or more.	Applicant	Patrick Hinton	570-348-4193	<input type="checkbox"/>
	3	Enact, implement, and enforce an ordinance to require the implementation of erosion and sediment control BMPs, as well as sanctions to ensure compliance.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
	4	Review Erosion and Sediment (E&S) control plans to ensure that such plans adequately consider water quality impacts and meet regulatory requirements.				<input type="checkbox"/>
	5	Conduct inspections regarding installation and maintenance of E&S control measures during earth disturbance activities. Maintain records of site inspections, including dates and inspection results, in accordance with the record retention requirements in this General Permit.				<input type="checkbox"/>
	6	Conduct enforcement when installation and maintenance of E&S control measures during earth disturbance activities does not comply with permit and/or regulatory requirements.				<input type="checkbox"/>
	7	Develop and implement requirements for construction site operators to control waste at construction sites that may cause adverse impacts to water quality. The permittee shall provide education on these requirements to construction site operators.				<input type="checkbox"/>

Minimum Control Measure (MCM)	BMP #	BMP Summary	Responsible Party	Contact Name	Contact Phone No.	MOU or Agreement?
#4 – Construction Site Stormwater Runoff Control (continued)	8	Develop and implement procedures for the receipt and consideration of public inquiries, concerns, and information submitted by the public to the permittee regarding local construction activities. The permittee shall demonstrate acknowledgement and consideration of the information submitted, whether submitted verbally or in writing.				<input type="checkbox"/>
	1	Enact, implement, and enforce an ordinance or other regulatory mechanism to address post-construction stormwater runoff from new development and redevelopment projects, as well as sanctions and penalties associated with non-compliance.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
	2	Develop and implement measures to encourage and expand the use of Low Impact Development (LID) in new development and redevelopment.	Applicant	Donald King	570-348-4280	<input type="checkbox"/>
	3	Ensure adequate operation and maintenance of all post-construction stormwater management BMPs installed at all development or redevelopment projects that disturb greater than or equal to one acre.	Applicant	Patrick Hinton	570-348-4193	<input type="checkbox"/>
	4	Review PCSM Plans and require the implementation of structural and/or non-structural BMPs that are appropriate to the local community, that minimize water quality impacts and that are designed to maintain pre-development runoff conditions, and implement a tracking system for qualifying projects and associated PCSM BMPs.				<input type="checkbox"/>
	5	Inspect all qualifying development or redevelopment projects to ensure proper installation of the approved structural PCSM BMPs.				<input type="checkbox"/>
#6 – Pollution Prevention / Good Housekeeping	6	Develop a written program that describes how the permittee shall implement and enforce all required components of this MCM.				<input type="checkbox"/>
	1	Identify and document all operations that are owned or operated by the permittee and have the potential for generating stormwater runoff to the regulated small MS4.	Applicant	Dennis Gallagher	570-348-4180	<input type="checkbox"/>
	2	Develop, implement and maintain a written O&M program for all operations that could contribute to the discharge of pollutants from the regulated small MS4.	Applicant	Dennis Gallagher	570-348-4180	<input type="checkbox"/>
	3	Develop and implement an employee training program that addresses appropriate topics to further the goal of preventing or reducing the discharge of pollutants from operations to the regulated small MS4.	Applicant	Dennis Gallagher	570-348-4180	<input type="checkbox"/>

STORMWATER MANAGEMENT PROGRAM

MOU or Agreement. Attach any Memorandum of Understanding (MOU) or other written agreement that describes the BMP(s) identified above as being the responsibility of another party or a shared responsibility with another party.

Stormwater Management Ordinance. For municipal applicants that are renewing permit coverage, complete the information below and attach the applicant's Stormwater Management Ordinance to the NOI. The box for "Yes" must be checked for one of the three options below. Applicants that lack the authority to enact ordinances and are renewing permit coverage must attach their stormwater management SOP(s).

1.	Has a Stormwater Management Ordinance been enacted that is consistent with either the 2013 or 2022 DEP Model Ordinances?	<input type="checkbox"/> Yes	Date:	<input checked="" type="checkbox"/> No
2.	Has a Stormwater Management Ordinance been enacted that is consistent with an Act 167 Plan approved by DEP in 2005 or later?	<input checked="" type="checkbox"/> Yes	Date: 5/28/2013	<input type="checkbox"/> No
3.	Has a Stormwater Management Ordinance been enacted that meets the requirements of the Stormwater Management Ordinance Checklist (for either 2013 or 2022)? If Yes, attach Checklist (3800-PM-BCW0100g).	<input type="checkbox"/> Yes	Date:	<input checked="" type="checkbox"/> No

COMPLIANCE HISTORY

Existing Permits – Identify all existing environmental permits issued by DEP or EPA to the applicant in the past five years.

Type of Permit	Permit No.	Date Issued	Issued By
NPDES (MS4)	PAI132203	10/9/2014	DEP
BWM-GP-11	1244359	11/29/2018	DEP

Was/Is the facility owner or operator in violation of any DEP regulation, permit, order or schedule of compliance at this or any other facility? ☐ Yes ☒ No

If "Yes," list each permit, order or schedule of compliance and provide current compliance status. Use additional sheets to provide information on all permits.

Permit Program: _____ Permit No.: _____
Brief Description of Non-Compliance: _____

Steps Taken to Achieve Compliance	Date(s) Compliance Achieved

Current Compliance Status: ☐ In Compliance ☐ In Non-Compliance

CERTIFICATION

I certify under penalty of law and subject to the penalties of 18 Pa. C.S.A. Section 4904 (relating to unsworn falsification to authorities) that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

William L Courtright

Name (type or print legibly)


Signature

Mayor

Official Title

5/02/2019 5-2-19
Date Signed

OUTFALLS

ID	POINT_X	POINT_Y
0	2539930.10	461405.82
1	2540007.60	461437.97
2	2540633.90	461993.23
3	2540733.94	462169.37
4	2541545.52	465841.43
5	2540928.33	462594.51
6	2541081.54	463034.61
7	2540988.22	463924.37
8	2541061.18	464012.36
9	2541089.85	464018.13
10	2541371.98	464136.94
11	2541713.83	464296.05
12	2541923.55	465337.13
13	2541997.34	465226.45
14	2534947.95	452415.04
15	2534974.62	452434.85
16	2534716.73	452087.82
17	2536039.39	453387.77
18	2536145.94	453447.10
19	2536195.93	453551.38
20	2536208.30	453556.93
21	2536567.42	453708.70
22	2537066.34	453992.47
23	2537097.59	454067.99
24	2537144.46	454640.04
25	2537213.04	454685.18
26	2537268.59	454810.18
27	2537243.42	454846.64
28	2537255.57	455097.97
29	2537569.81	456347.97
30	2537826.75	456646.58
31	2538837.17	457554.56
32	2538743.42	457568.45
33	2538816.34	457684.77
34	2538727.79	457726.44
35	2538691.08	457981.84
36	2538592.12	458120.73
37	2538432.87	458414.58
38	2538058.86	458800.32
39	2541543.46	468146.03
40	2539307.42	460843.38
41	2543002.03	469858.32
42	2542962.10	469887.49
43	2545028.16	455687.42
44	2548122.66	458150.63
45	2545717.31	472702.07
46	2546818.70	470843.74
47	2541173.35	472398.79
48	2540548.56	471877.07
49	2533553.19	465494.70
50	2532654.38	463909.23
51	2540990.40	452514.24

City of Scranton

STORMWATER IMPLEMENTATION STUDY

May 31, 2018

FINAL

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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:

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- 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.

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- 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

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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:

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- 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.

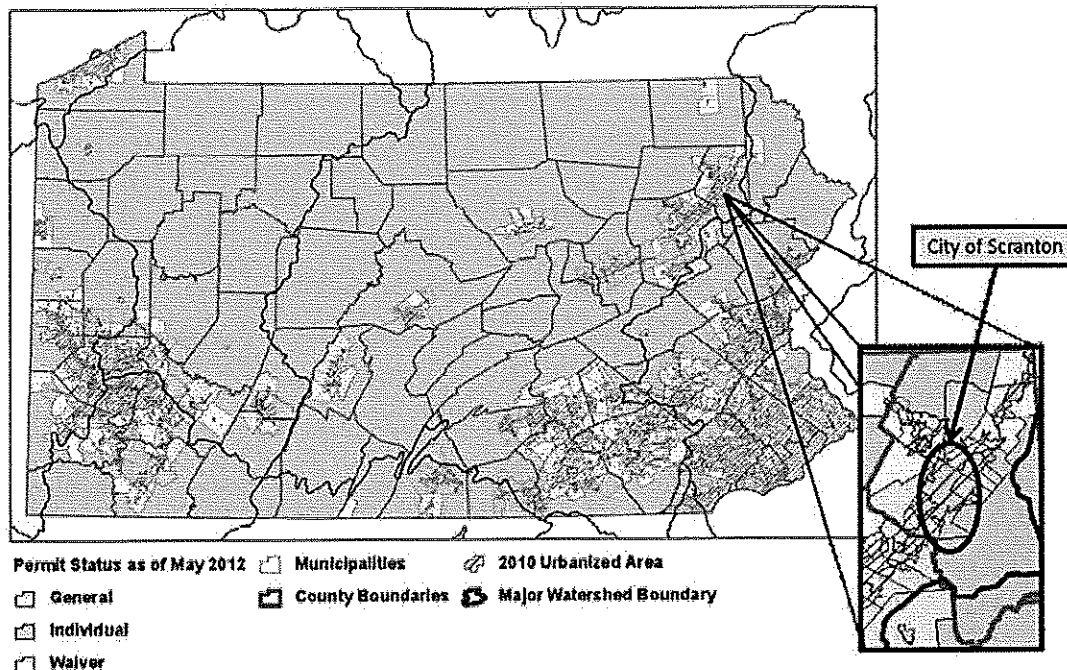


Figure 1. Map of all MS4 Permitted Municipalities in Pennsylvania, 2010

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 3rd 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

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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

STORMWATER IMPLEMENTATION STUDY

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.

STORMWATER IMPLEMENTATION STUDY

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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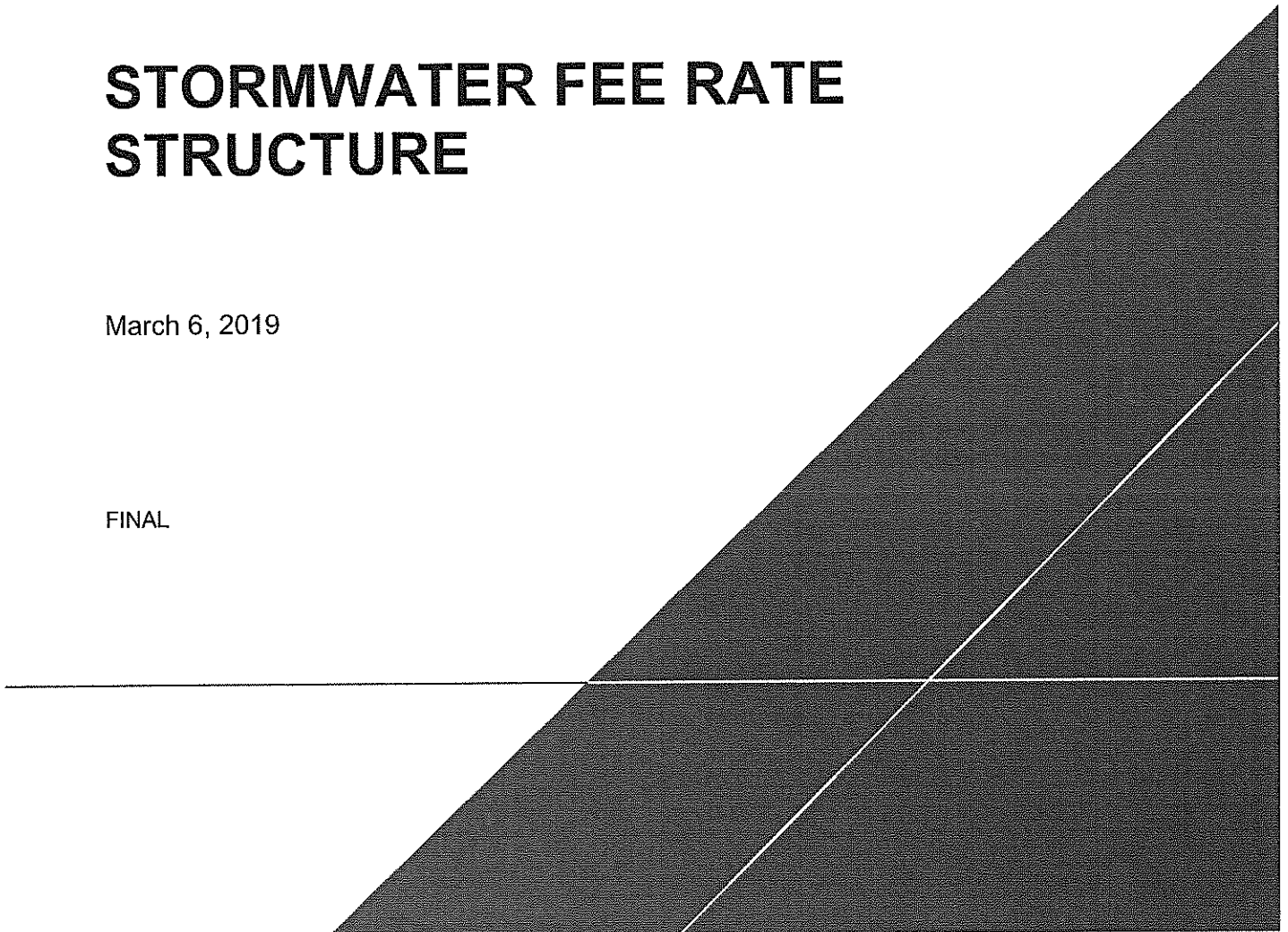
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City of Scranton, PA

STORMWATER FEE RATE STRUCTURE

March 6, 2019

FINAL



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Appendix A	Scranton 5 Year Stormwater Program Budget
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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%)
Total Net ERUs	49,455

* - 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)
Year End Cash Balance (\$)	330,066	453,591	534,687	572,084	564,468
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
Total Budget	1,423,378	1,379,920	1,422,347	1,466,048	1,511,059

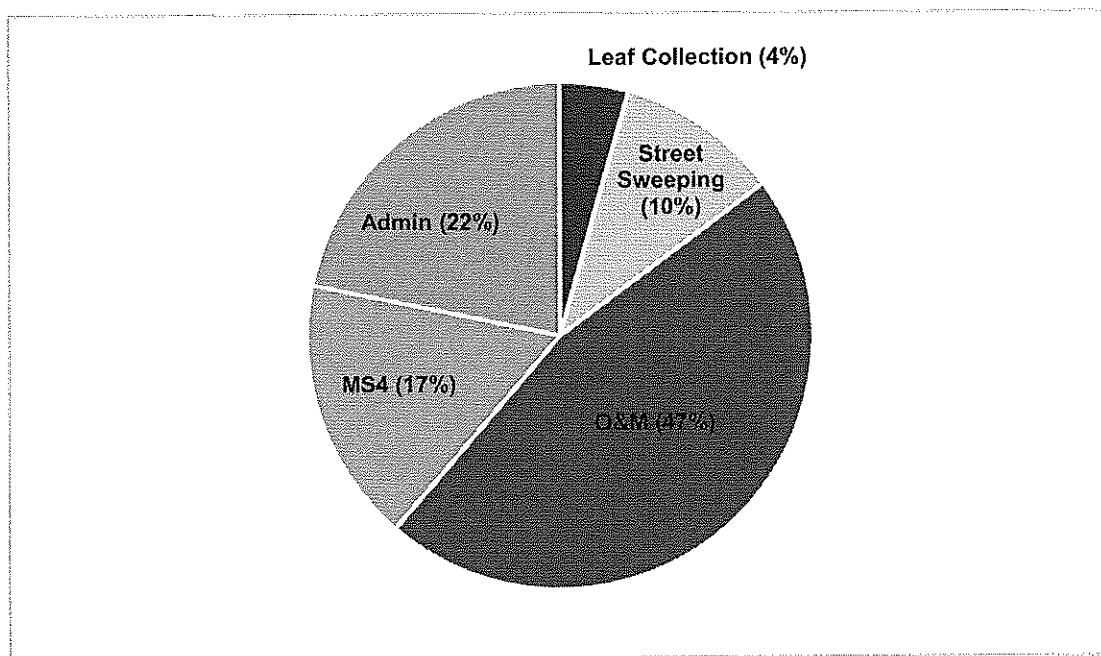
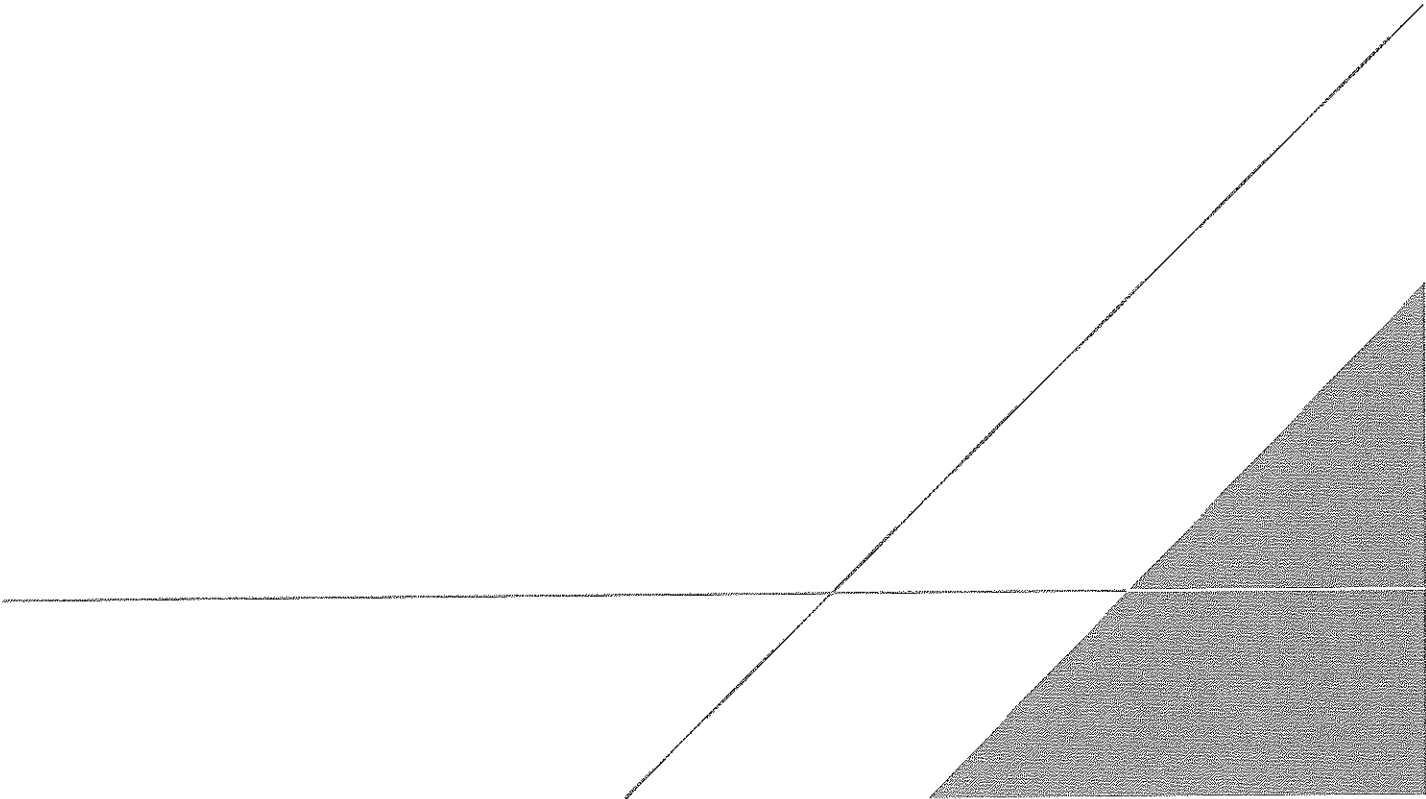


Figure 1 Stormwater Program Budget (5-year average)

APPENDIX A

Scranton 5 Year Stormwater Program Budget



City of Scranton Stormwater Management Budget – PRELIMINARY

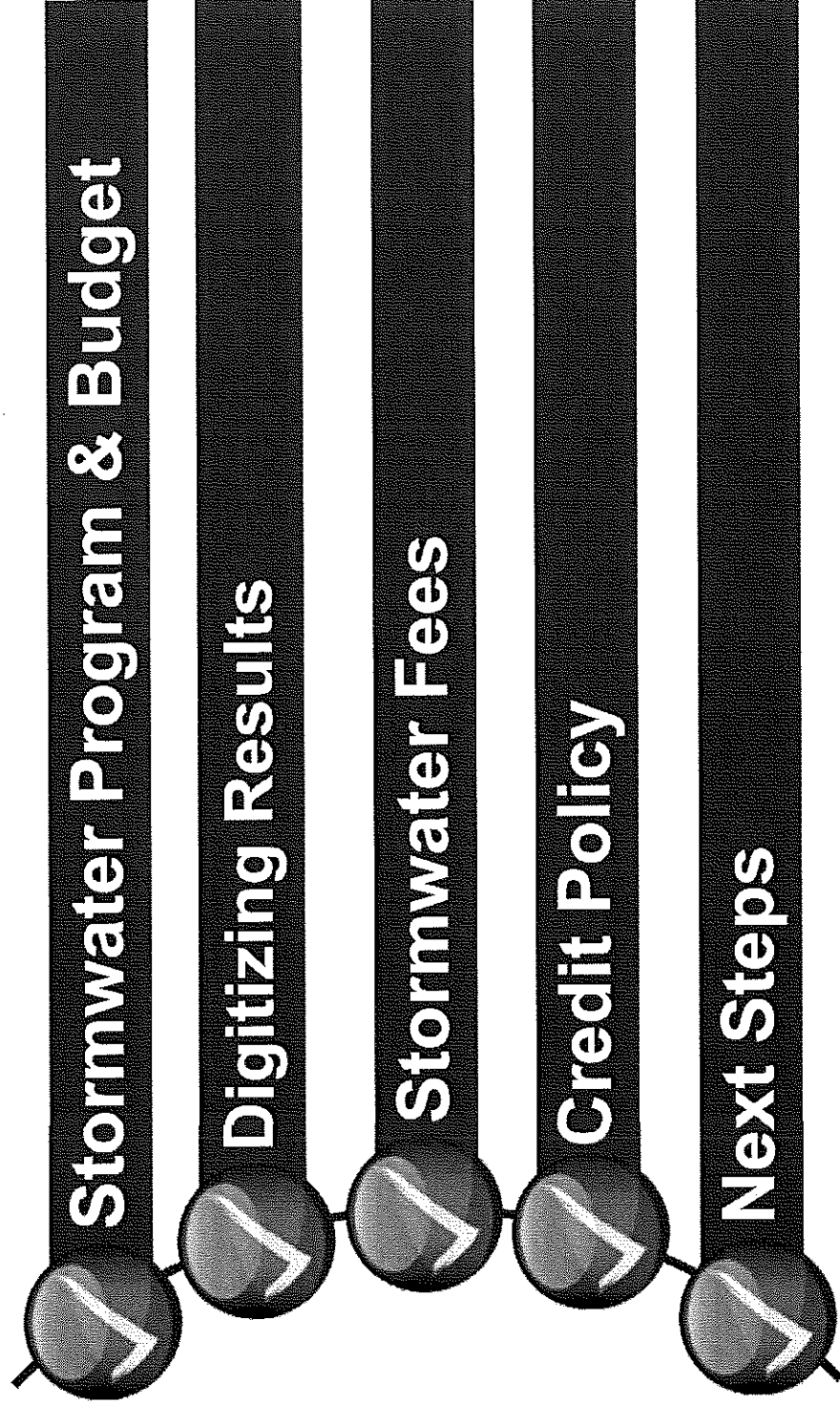
Budget Item	Authority 5-Year Budget Projection					Comments
	2019	2020	2021	2022	2023	
Leaf Collection (Excl labor)						
Leaf Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	Free, might even get a credit
Street Sweeping (Excl labor)						
Water	\$ 1,112	\$ 1,146	\$ 1,180	\$ 1,216	\$ 1,252	City gets water for free, 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).
M54 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	\$ 270,450	\$ 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	Hinierfield 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/M54 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 CDL
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
Total	\$1,423,378	\$ 1,379,920	\$ 1,422,347	\$ 1,466,048	\$ 1,511,059	

CITY OF SCRANTON STORMWATER FEE STUDY

Digitizing and Rate Evaluation Results

3/11/19

Meeting Agenda



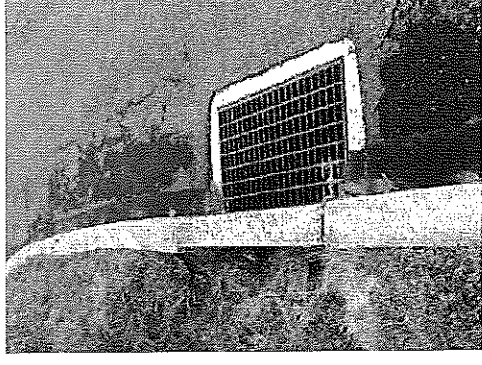


A. Stormwater Program & Budget

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
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
Total Budget	1,423,378	1,379,920	1,422,347	1,466,048	1,511,059

Key Assumptions

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

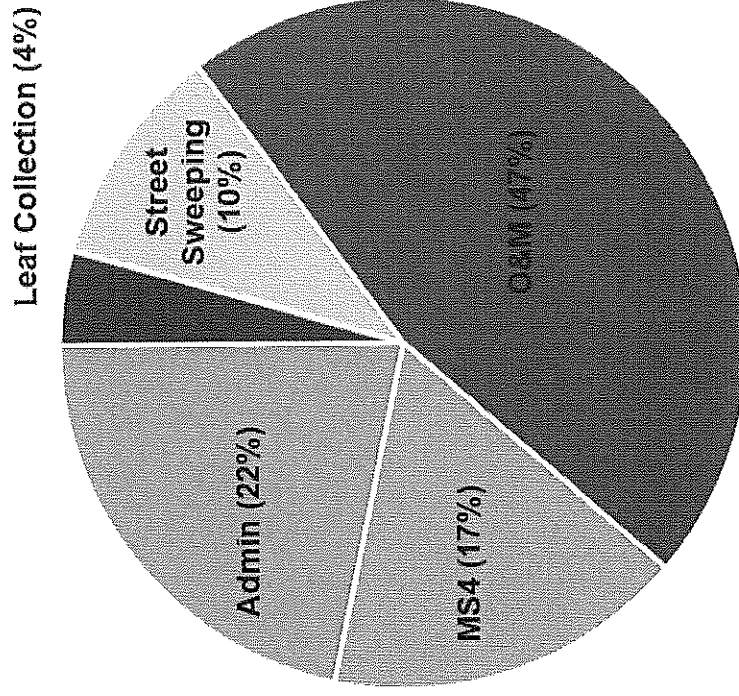
© Arcadis 2018

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
TOTAL	\$1,440,550

\$1.44M/yr



Rate Structure

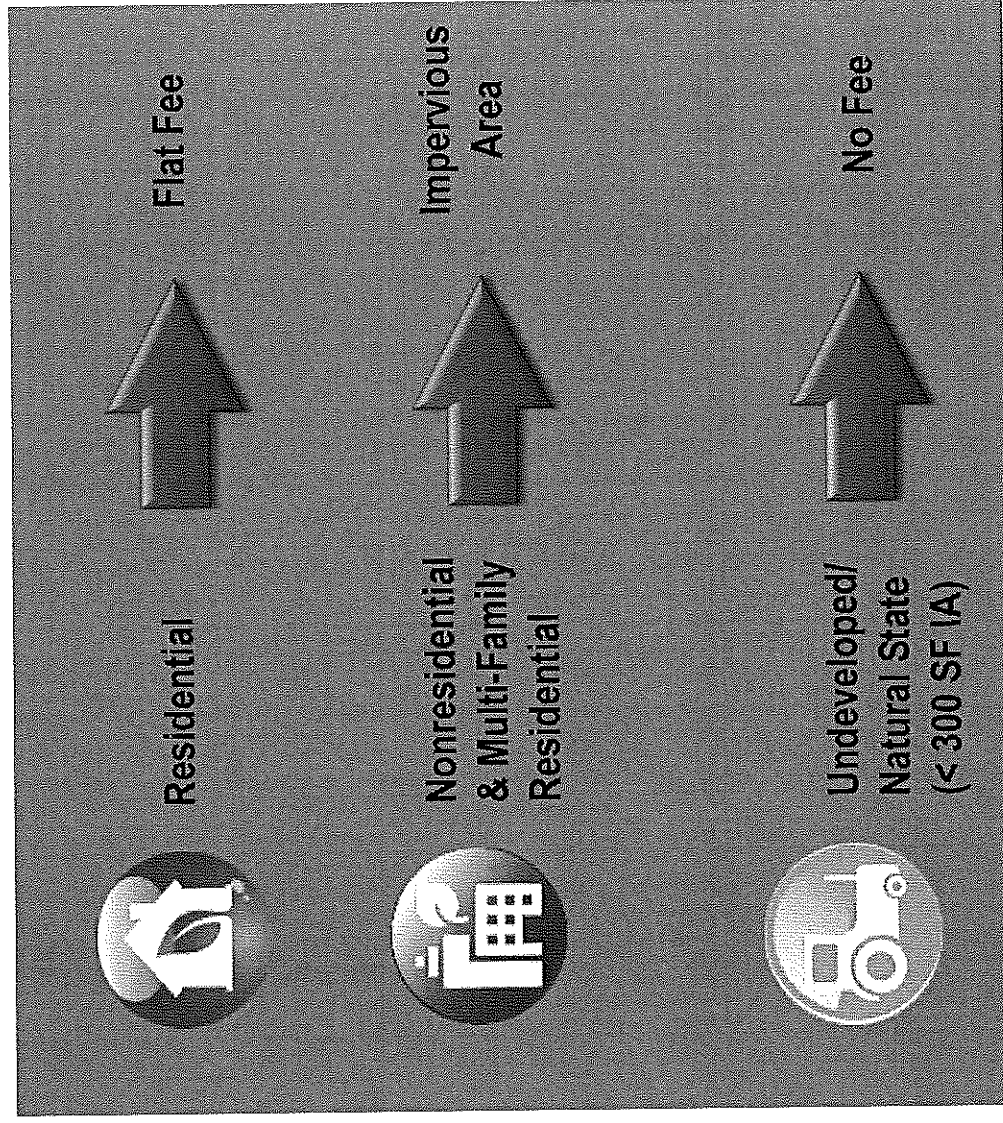
Designed to Meet City's Needs:

Keep it simple

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

Link to benefits

- Service area
- Program
- Projects

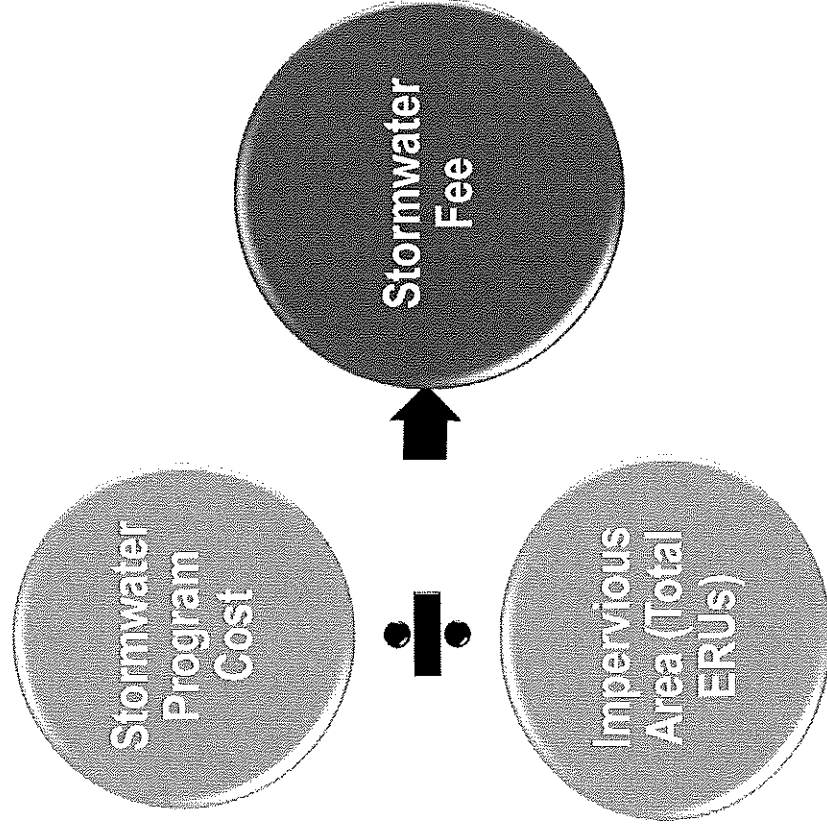


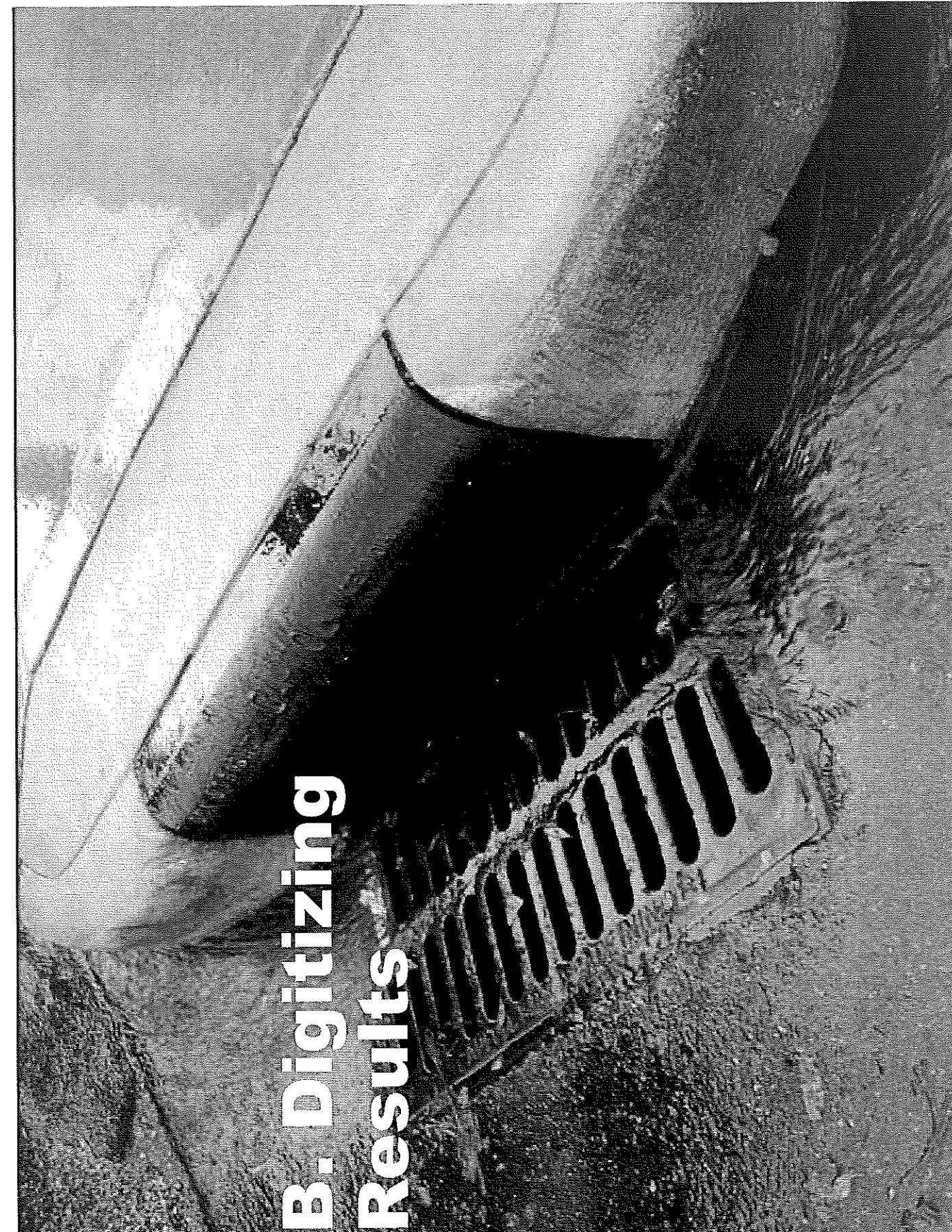
Residential Rate Structure

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



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

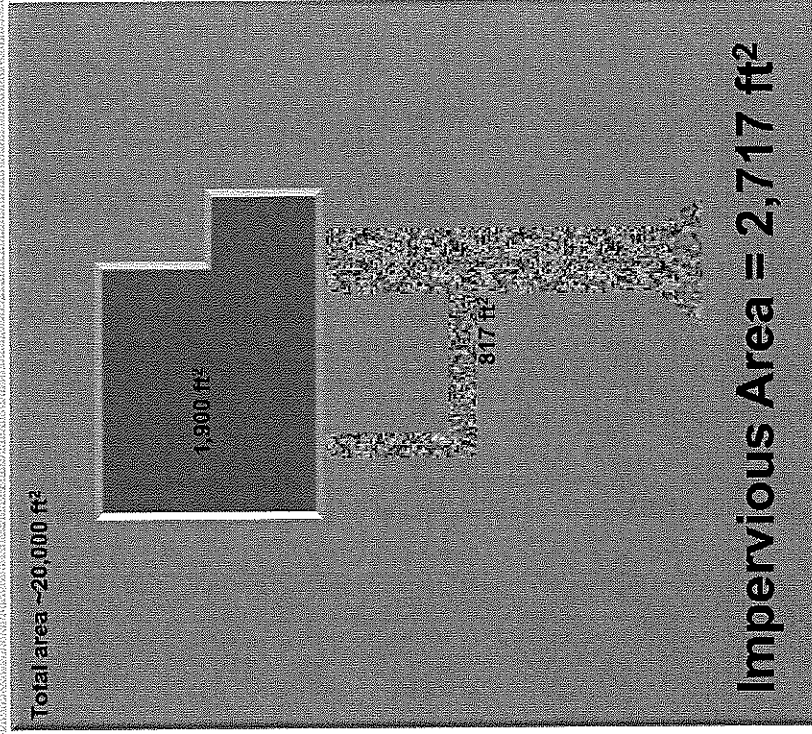
Digitizing

- 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)



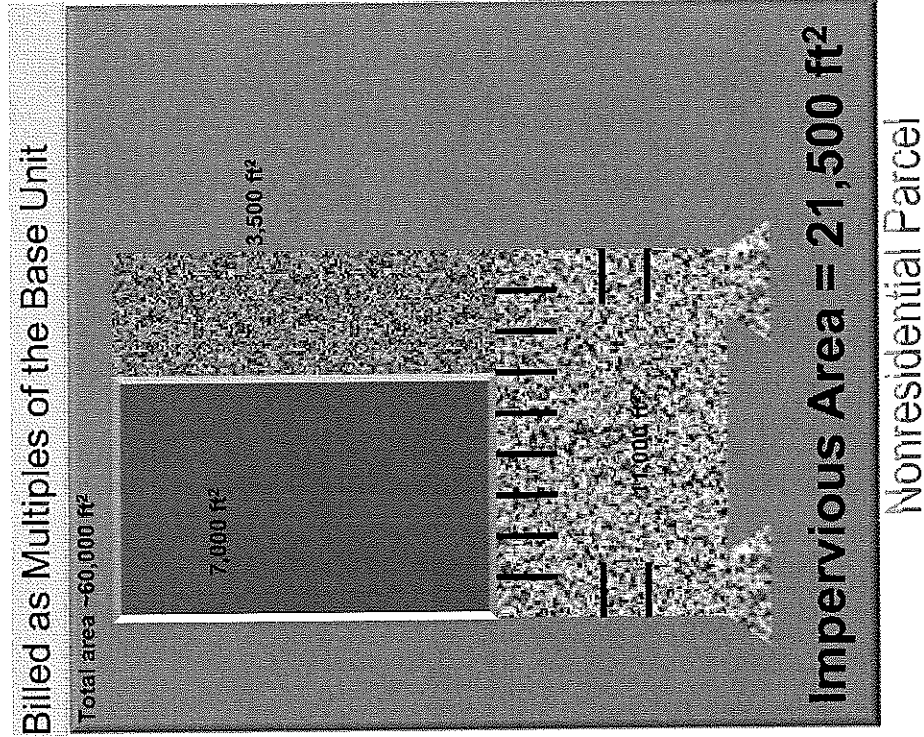
Calculated ERU = 2,717 SF

House Area

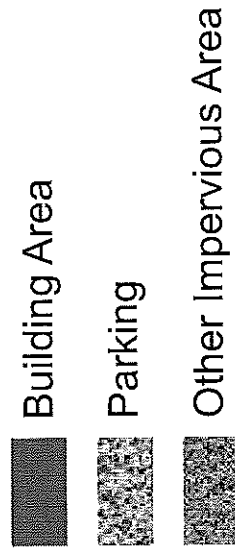
Other Impervious Area

Single Family Residential

Impervious Area Commercial Properties



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 20

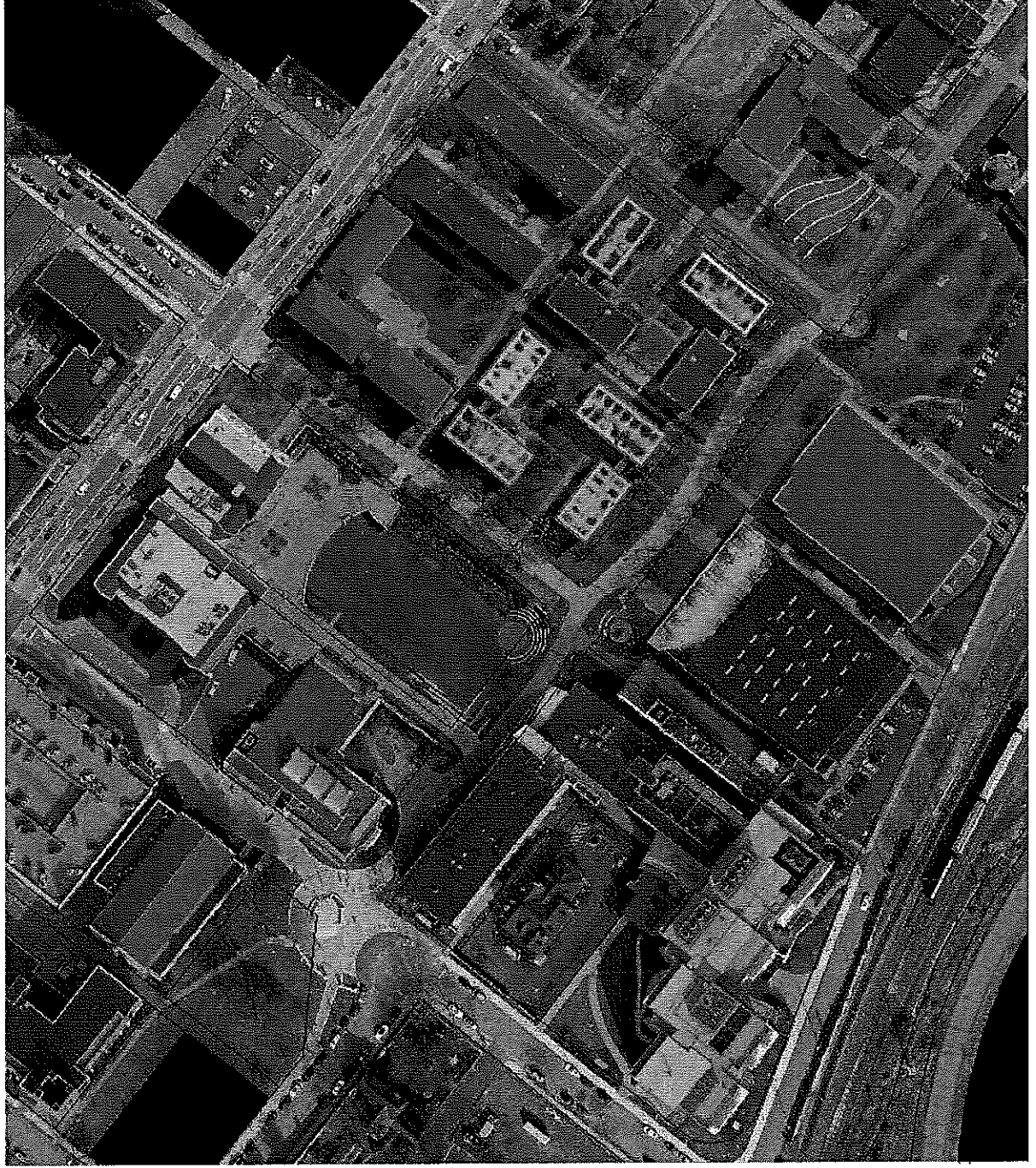
Residential



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
Total		21,164	10.3%		57,499,587

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

ERUs - Commercial



Design & Consultancy
for natural and
built assets

Preliminary

- 3,286 Parcels
- # ERUs = 1A / 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

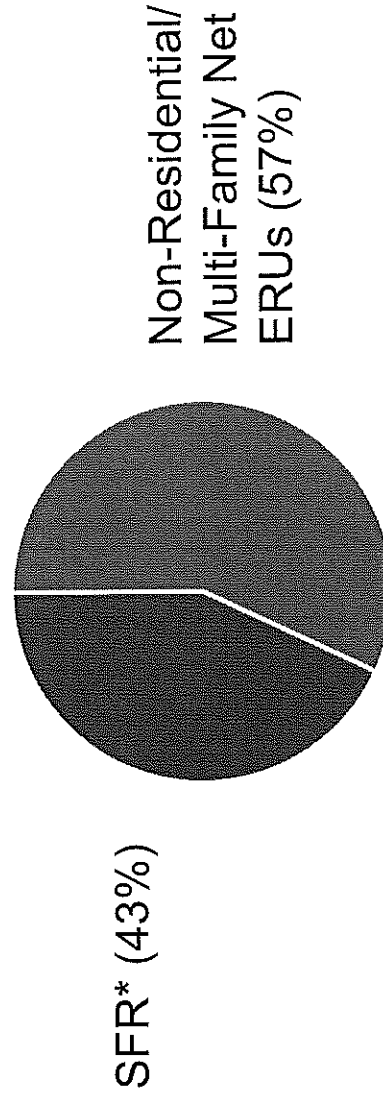
Preliminary

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)
Year End Cash Balance (\$)	330,066	453,591	534,687	572,084	564,468
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 ft² (tiered on IA) ***

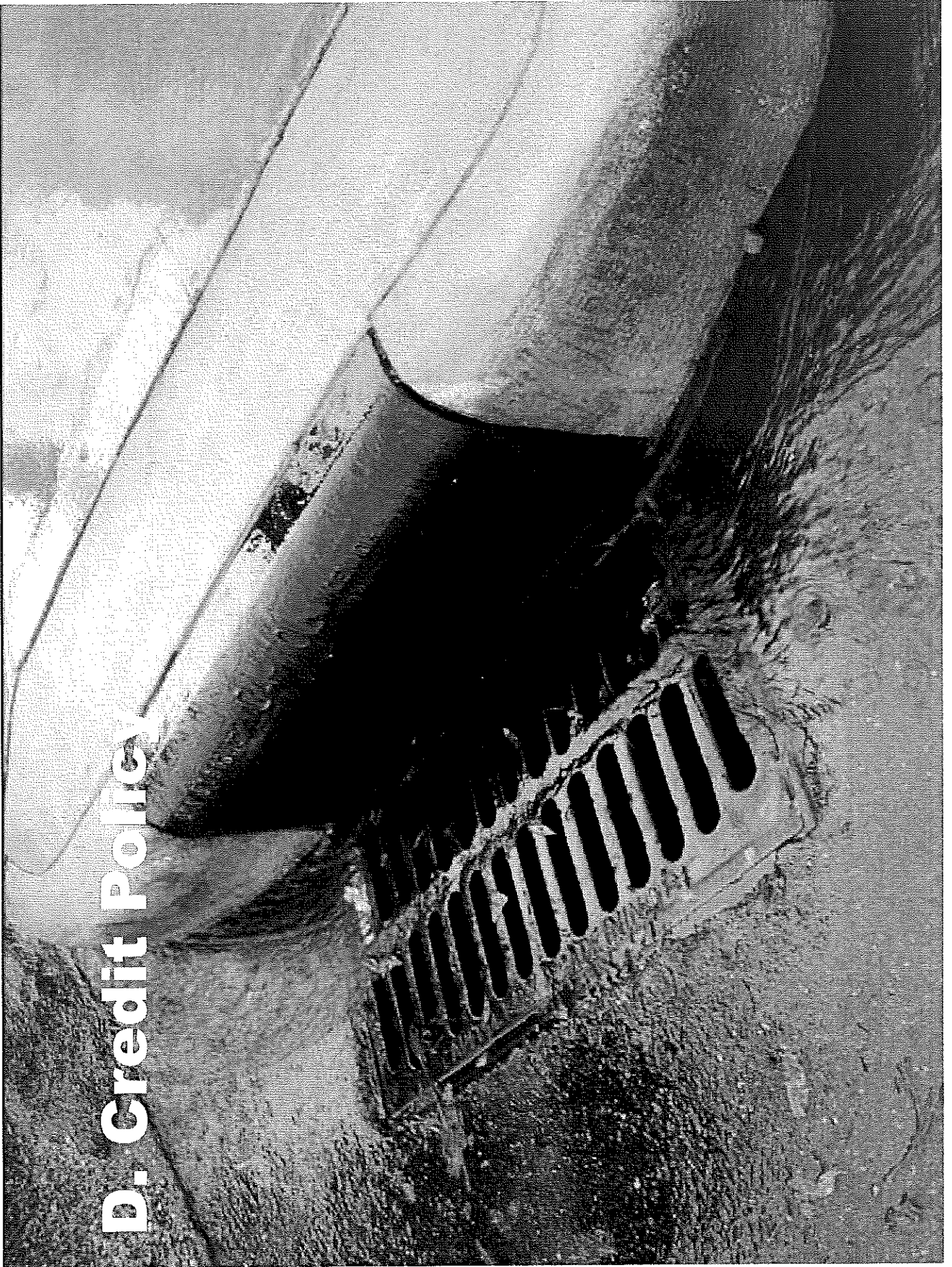
* - For properties with greater than 3,000 SF of impervious area charge is proportional to impervious area.

** - 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

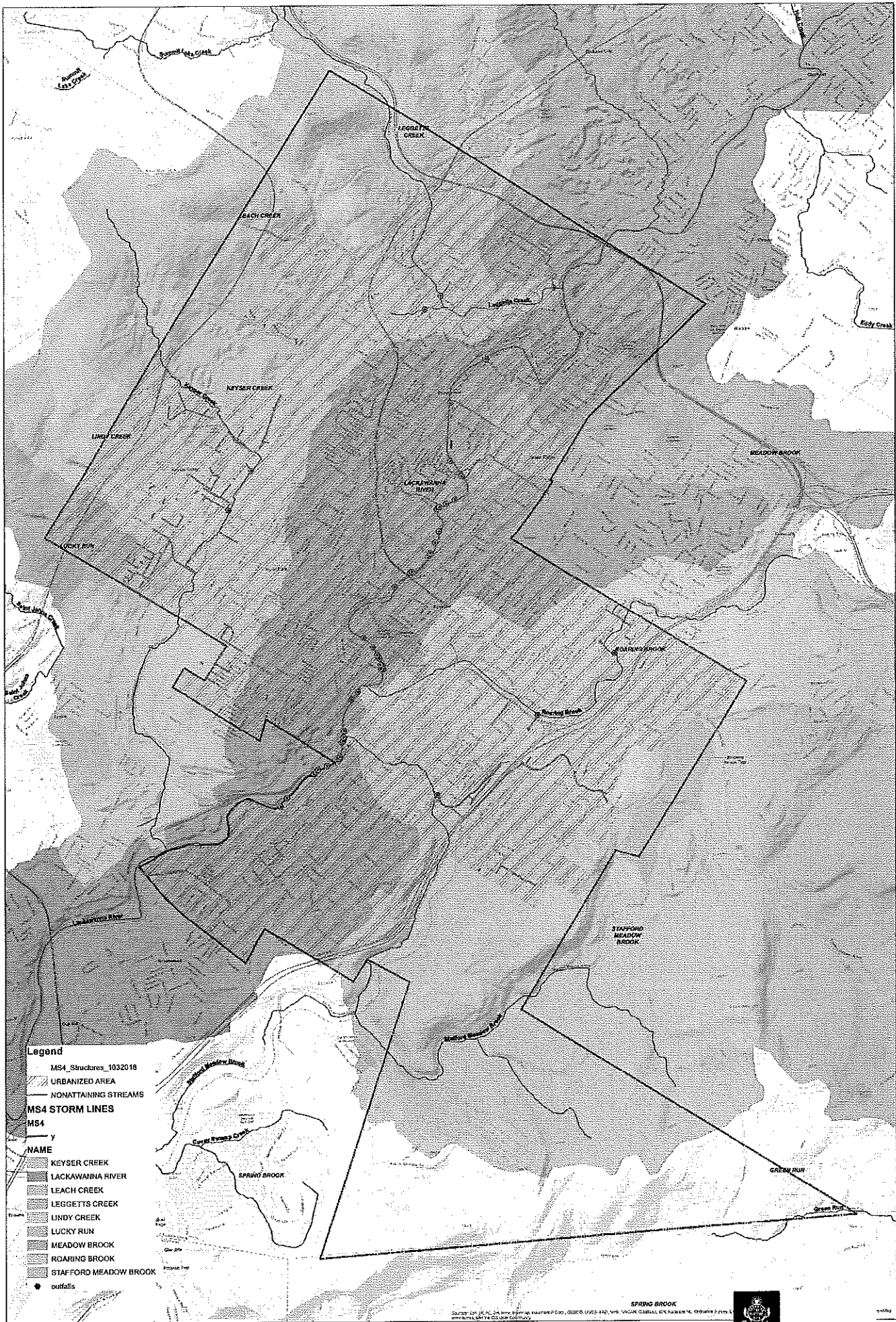
Next Steps

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?



OUTFALLS

ID	POINT_X	POINT_Y
0	2539930.10	461405.82
1	2540007.60	461437.97
2	2540633.90	461993.23
3	2540733.94	462169.37
4	2541545.52	465841.43
5	2540928.33	462594.51
6	2541081.54	463034.61
7	2540988.22	463924.37
8	2541061.18	464012.36
9	2541089.85	464018.13
10	2541371.98	464136.94
11	2541713.83	464296.05
12	2541923.55	465337.13
13	2541997.34	465226.45
14	2534947.95	452415.04
15	2534974.62	452434.85
16	2534716.73	452087.82
17	2536039.39	453387.77
18	2536145.94	453447.10
19	2536195.93	453551.38
20	2536208.30	453556.93
21	2536567.42	453708.70
22	2537066.34	453992.47
23	2537097.59	454067.99
24	2537144.46	454640.04
25	2537213.04	454685.18
26	2537268.59	454810.18
27	2537243.42	454846.64
28	2537255.57	455097.97
29	2537569.81	456347.97
30	2537826.75	456646.58
31	2538837.17	457554.56
32	2538743.42	457568.45
33	2538816.34	457684.77
34	2538727.79	457726.44
35	2538691.08	457981.84
36	2538592.12	458120.73
37	2538432.87	458414.58
38	2538058.86	458800.32
39	2541543.46	468146.03
40	2539307.42	460843.38
41	2543002.03	469858.32
42	2542962.10	469887.49
43	2545028.16	455687.42
44	2548122.66	458150.63
45	2545717.31	472702.07
46	2546818.70	470843.74
47	2541173.35	472398.79
48	2540548.56	471877.07
49	2533553.19	465494.70
50	2532654.38	463909.23
51	2540990.40	452514.24



CIVIL SERVICE COMMISSION

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

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

Approved Minutes
April 4, 2019
Civil Service Meeting

RECEIVED

MAY - 9 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

I. Pledge of Allegiance

Completed.

II. Roll Call

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

Solicitor Christian Owens was present.

Civil Service Commission Coordinator, Denise Nytch, was present.

Absent: Commissioner Mackie

III. Approval of Minutes

- By way of motion by Ray Kelly and seconded by Chairman Loscombe, the Commission approved the minutes for March 7, 2019; as well as minutes from Special Civil Service Meeting - all in favor.

IV. Approval of Bills

- By way of motion by Chairman Loscombe and seconded by Commissioner Kelly, the Commission approved the legal bills from Solicitor Owens in the amount of \$1,444.00 for legal services in March 2019.
- By way of motion by Chairman Loscombe and seconded by Commissioner Kelly, the Commission approved to pay the following bills:

Fire Service Testing Company (Admin. Captain)	\$ 960.41
Fire Service Testing Company (Chauffeur)	\$ 930.00
PA Chiefs of Police Associations	\$7,260.07
The Scranton Times Ad	\$ 69.15

V. Unfinished Business, New Business

- None at this time

VI. New Business

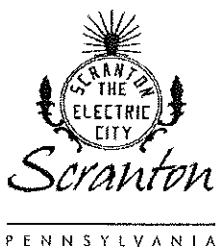
- Certificate of Insurance was given to Chairman Loscombe to give to Lackawanna College for Fire Exams being held on April 19, 2019 and May 11, 2019.
- Fire Promotionals Exams Sign-Ups are as follows:
 - April 19, 2019**
 - Fire Chauffer has 11 persons
 - Administrative Captain has 8 persons
 - May 11, 2019**
 - Fire Inspector has 19 persons
 - Fire Prevention Officer has 11 persons
- Solicitor Owens was given authority to write a response to Mr. Anthony Mariano's letter requesting a hearing.

VII. Communication and Reports/Public Comment

- Tom Irwin spoke behalf of Benny Dominick as he requested a copy of Mr. Dominick's Rubrick score.
- Mr. Irwin also stated that during the last Oral Fire Exams one candidate was given more than the 15 minute allotted time to speak about himself.

VIII. Adjournment

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



HISTORICAL ARCHITECTURE REVIEW BOARD

CITY HALL • 340 NORTH WASHINGTON AVE., 4TH FL. • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105

April 11, 2019 Board Meeting
5:30 p.m.

Approved Minutes

RECEIVED
MAY 10 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

I. Roll Call

Present: Richard Leonori – Chairman, Michael Muller, Lee Borthwick, Nell O’Boyle, William “Bill” Lesniak, Katherine Kearney, Jennifer Davis

Solicitor: Tim Corbett

Absent: Katie Gilmartin

Review of Minutes

Motion was made by Rich Leonori to approve February 21, 2019 meeting Minutes seconded by Jennifer Davis; all in favor.

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

III. Topics of Discussion

A. “Historic Downtown Scranton” Update of Expansion

Guest: Councilman Wayne Evans. Councilman Evans thanked the board for their efforts thus far and their invitation to speak at this meeting. Councilman Evans provided an update on the plan and progress for the expansion of this historic district. Councilman Evans reviewed the Central Business District Map with the board. He suggested that Board members research **ReadingPA.gov** as an example of that City’s plan for Historic District layout.

Councilman Evans recommended a meeting with Stakeholders at the HARB Meeting in May, and that he would set that up. His intentions are to go to City Council with the district expansion in June.

Solicitor Corbett sent a letter to City Council regarding expansion of the historic district, and invited Councilman Evans to attend this meeting.

B. Reappointments and Term Limitations

Richard Leonori inquired as to his reappointment.

Nell O'Boyle nominated Josh Mast as a candidate to the board; it was seconded by Jennifer Davis. Solicitor Corbett advised that Mr. Mast should submit a letter of interest and a resume to the Mayor's office for review.

IV. Miscellaneous

V. Date of Next Regularly Scheduled Meeting

Thursday, May 9, 2019

VI. Business for Coordinator

VII. Adjournment

Motion was made to adjourn by Katie Kearney and seconded by Jennifer Davis; all in favor.

FILE OF THE COUNCIL NO. _____

2019

AN ORDINANCE

APPROVING THE TRANSFER OF A RESTAURANT LIQUOR LICENSE OWNED BY RDRM, INC., HC 2, BOX 177, THORNHURST TOWNSHIP, THORNHURST, PA 18424-0177 LICENSE NO. R-16828 TO GIANT FOOD STORES, LLC FOR USE AT 1600 NAY AUG AVENUE, LACKAWANNA COUNTY, SCRANTON, PA 18509 AS REQUIRED BY THE PENNSYLVANIA LIQUOR CONTROL BOARD.

WHEREAS, the Pennsylvania Liquor Control Board ("PLCB") requires that the governing body of a municipality pass legislation approving an inter-municipal transfer of a liquor license when a municipality has met its quota of liquor licenses; and

WHEREAS, Giant Food Stores, LLC, wishes to transfer Restaurant Liquor License No. R-16828 owned by RDRM, Inc., HC2, Box 177, Thornhurst Township, Thornhurst, PA 18424-0177 to the City of Scranton to be used by the Giant located at 1600 Nay Aug Avenue, Scranton, Lackawanna County, Pennsylvania. The Giant will be remodeling a section of their existing grocery store in order to operate a beer and wine garden and eatery; and

WHEREAS, the Council of the City of Scranton approves the transfer of this license subject to its authority regarding inter-municipal transfers and subject to public comment on the same.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the inter-municipal transfer request of Giant Food Stores, LLC to transfer Restaurant Liquor License No. R-16828 owned by RDRM, Inc., HC2, Box 177, Thornhurst Township, Thornhurst, PA 18424-0177 to the City of Scranton for use at 1600 Nay Aug Avenue, Scranton, Pennsylvania is hereby approved.

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.



Ellen M. Freeman, Esquire
Direct Dial: 412-535-5100
E-mail Address: ellen@flaherty-ohara.com

Pittsburgh Office:
610 Smithfield Street 412-456-2001
Suite 300 FAX: 412-456-2019
Pittsburgh, PA 15222 www.flaherty-ohara.com
Toll Free: 1-866-4BEVLAW
File No. 27033.139

April 2, 2019

Via Federal Express

City of Scranton
Attn: Lori Reed, City Clerk
Scranton City Hall
340 North Washington Avenue
Scranton, PA 18503

RECEIVED

APR 03 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Re: Request for a Hearing on the Inter-municipal Transfer of a Liquor License
into City of Scranton, Lackawanna County, Pennsylvania

Dear Ms. Reed:

I represent and am writing on behalf of Giant Food Stores, LLC ("Giant") to request a resolution from the City of Scranton approving the inter-municipal transfer of a Pennsylvania "R" or "restaurant" liquor license from outside the municipality into the City of Scranton. The restaurant liquor license would be used by the Giant located at 1600 Nay Aug Avenue, Scranton, PA 18509. Giant will be remodeling a section of their existing grocery store in order to operate a beer & wine garden and eatery. Giant's intentions are to sell beer, referred to in the Liquor Code as malt and/or brewed beverages, for on-premises consumption at this location. Additionally, Giant plans to sell beer and wine "to go" from this location.

In order to sell beer and wine in its restaurant in the City of Scranton in accordance with its business plan, Giant must secure a restaurant liquor license. No City of Scranton restaurant liquor license is available for purchase. As a result, Giant has entered into an agreement to purchase a liquor license currently located outside of the City and plans to move the license into the City, pursuant to the inter-municipal transfer provisions of the Liquor Code (47 P.S. 4-461).

Giant hereby formally requests that, pursuant to 47 P.S. 461, the City of Scranton issue a resolution approving the transfer by Giant of a restaurant liquor license from outside the municipality to within the municipality.

The purpose of this hearing is to allow residents of the City of Scranton to voice their opinions on the proposed inter-municipal transfer by Giant to City Council. City Council must approve or deny the requested transfer, by way of a resolution or ordinance, within 45 days of this request.

April 2, 2019

Page 2

To date, the PLCB has approved liquor licenses at 110 Giant locations. Ninety-five (95) of these locations are currently selling beer for consumption on premises and both beer and wine "to go." To date, none of these locations have ever been cited by the Pennsylvania Liquor Control Enforcement Agency ("LCE") for any violations of the PA Liquor Code, including sales to minors and sales to intoxicated persons. Giant has a perfect record with the LCE.

For your convenience and reference, I have enclosed a resolution which other municipalities have used in the past when responding to requests for inter-municipal transfers. The Pennsylvania Liquor Control Board requires that a resolution approving an inter-municipal transfer must include the following: (1) the name of the applicant (here, Giant Food Stores, LLC); (2) the address to which the license is being transferred (here, 1600 Nay Aug Avenue, Scranton, PA 18509); (3) the liquor license number (here, R-16828); (4) a statement that a public hearing was held on the requested resolution; (5) a statement that proper notice of the hearing was published and (6) the name of the current licensee and address (here, RDRM, Inc., HC 2, Box 177, Thornhurst Township, Thornhurst, PA 18424-0177).

Further, the Liquor Code (47 P.S. Section 102) requires that notice of the public hearing must be published once each week for two successive weeks in a newspaper of general circulation in the municipality. Pursuant to the statute the notices must state the time and place of the hearing and the matter to be considered at the hearing (i.e., request by Giant Food Stores, LLC for an intermunicipal transfer of a liquor license). Section 102 also provides that the first publication shall not be more than 30 days before the date of the hearing and the second publication shall not be less than seven (7) days before the date of the hearing.

At the time of the hearing, my client and I will present complete information on the operations of Giant's proposed restaurant and answer any questions that you, City Council, solicitor or residents might have. However, if there are any preliminary questions or concerns, please do not hesitate to contact me regarding any additional information.

Please be advised that Giant will reimburse the City of Scranton for all costs and expenses associated with the hearing. Please forward all invoices to Diane DeNardo at diane@flaherty-ohara.com.

April 2, 2019

Page 3

Please direct all communications regarding this matter through this office, and I would appreciate if you would inform me as soon as the public hearing is scheduled so there is adequate time to prepare and coordinate scheduling with my client.

Best regards,



ELLEN M. FREEMAN, ESQ.
EMF

Enclosure: Draft Municipal Resolution

**CITY OF SCRANTON
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY OF SCRANTON,
COUNTY OF LACKAWANNA, COMMONWEALTH OF PENNSYLVANIA,
APPROVING THE TRANSFER OF RESTAURANT LIQUOR LICENSE NO. R-16828
INTO THE CITY OF SCRANTON**

WHEREAS, Act 141 of 2000 ("the Act") authorizes the Pennsylvania Liquor Control Board to approve, in certain instances, the transfer of restaurant liquor licenses across municipal boundaries within the same county regardless of the quota limitations provided for in Section 461 of the Liquor Code if, as in the City of Scranton, sales of liquor and malt or brewed beverages are legal in the municipality receiving the license; and

WHEREAS, the Act requires the applicant to obtain from the receiving municipality a resolution approving the inter-municipal transfer of the liquor license prior to an applicant's submission of an application to the Pennsylvania Liquor Control Board; and

WHEREAS, the Liquor Code stipulates that, prior to adoption of a resolution by the receiving municipality, at least one hearing be held for the purpose of permitting individuals residing within the municipality to make comments and recommendations regarding applicant's intent to transfer a liquor license into the receiving municipality; and

WHEREAS, an application for transfer filed under the Act must contain a copy of the resolution adopted by the municipality approving the transfer of a liquor license into the municipality.

NOW, THEREFORE, BE IT RESOLVED, that Giant Food Stores, LLC, has requested the approval of the City of Scranton for the proposed transfer of Pennsylvania restaurant liquor license no. R-16828, from RDRM, Inc., HC 2, Box 177, Thornhurst Township, Thornhurst, PA 18424-0177 to Giant Food Stores, LLC for a restaurant facility within the City of Scranton to be located at 1600 Nay Aug Avenue, Scranton, PA 18509. Further, said transfer must be approved at a later date by the Pennsylvania Liquor Control Board; and

BE IT FURTHER RESOLVED, that the City of Scranton has held a properly advertised public hearing pursuant to the notice provisions of Section 102 of the Liquor Code to receive comments on the proposed liquor license transfer; and

BE IT FURTHER RESOLVED that the City of Scranton approves, by adoption of this Resolution, the proposed inter-municipal transfer of restaurant liquor license no. R-16828 into the City of Scranton by Giant Food Stores, LLC and

BE IT FURTHER RESOLVED that transfers, designations and assignments of licenses hereunder are subject to approval by the Pennsylvania Liquor Control Board.

Duly adopted this _____ day of _____, 2019, by the City of Scranton, Lackawanna County, Pennsylvania, in lawful session duly assembled.

CITY COUNCIL



DEPARTMENT OF LAW

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

April 15, 2019

RECEIVED

APR 15 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 APPROVING THE TRANSFER OF A RESTAURANT LIQUOR LICENSE OWNED BY RDRM, INC., HC 2, BOX 177, THORNHURST TOWNSHIP, THORNHURST, PA 18424-0177 LICENSE NO. R-16828 TO GIANT FOOD STORES, LLC FOR USE AT 1600 NAY AUG AVENUE, LACKAWANNA COUNTY, SCRANTON, PA 18509 AS REQUIRED BY THE PENNSYLVANIA LIQUOR CONTROL BOARD.

Respectfully,

Joseph G. Price, Esquire
Assistant City Solicitor

JGP/sl

FILE OF THE COUNCIL NO. _____

2019

AN ORDINANCE

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT ON BEHALF OF THE CITY OF SCRANTON THIS QUITCLAIM DEED CONVEYING TITLE TO THE CITY OF SCRANTON, THE PROPERTY FORMERLY OWNED BY THE LACKAWANNA COUNTY LAND BANK KNOWN AS 100 BLOCK KEYSER AVENUE, SCRANTON, PENNSYLVANIA, 18504 AS MORE FULLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

WHEREAS, Keyser Valley Community Center has received grant funding for a project to improve its parking lot with the assistance of Lackawanna County; and

WHEREAS, the project will pave, grade and correct the pitch of the parking area to correct poor drainage and remediate current situation during rainfall of water pooling and running into the entrance area and kitchen area of the building; and

WHEREAS, the proposed work will include grading and paving of three (3) areas: (1) the entrance and entrance area with blacktop that is broken up, (2) main paring area is dirt and (3) the parking lot and back of the building near the garbage dumpster. Blacktop will include binder and topcoat. This does not include porous blacktop but regulation sealant will be applied; and

WHEREAS, if funded, this project will correct severe drainage issues present during rainfall at the Keyser Valley Community Center in Scranton, PA. This site is a heavily used community center and the largest polling place in the City of Scranton and is run by a community board of directors as volunteers. A portion of the parking lot is paved and the rest is unpaved, leading to water pooling and at times, running under the door to the kitchen area and main all area of the facility; and

WHEREAS, in order to proceed with this project, it is necessary for the City to acquire a parcel that presently is being used for parking for the center from the Land Bank; and

WHEREAS, the Land Bank has approved the transfer of this parcel to the City and submits the Deed attached hereto as Exhibit "A"; and

WHEREAS, this QUITCLAIM DEED, by and between the LACKAWANNA COUNTY LAND BANK (hereinafter referred to as the "GRANTOR"), whose mailing address is 123 Wyoming Avenue, 5th floor, Scranton, Pennsylvania 18503, and the CITY OF SCRANTON (hereinafter referred to as the "GRANTEE") whose mailing address is 340 North Washington Avenue, Scranton, Pennsylvania 18503; in consideration of One Dollar (\$1.00), in hand paid the receipt whereof is hereby acknowledged, the said Grantor does hereby release and quit claim to the said Grantee: all those certain lots, pieces or parcels of land situate in the City of Scranton, County of Lackawanna and State of Pennsylvania described in Exhibit "A" attached hereto.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City officials are hereby authorized to accept on behalf of the City of Scranton this Quitclaim Deed conveying title to the City of Scranton the property formerly owned by the Lackawanna County Land Bank known as 100 block Keyser Avenue, Scranton, Pennsylvania, 18504 as more fully described in Exhibit "A" attached hereto and made a part hereof.

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 Optional Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.

Quitclaim Deed

THIS DEED, made the _____ day of _____, 2019, between the LACKAWANNA COUNTY LAND BANK, a body corporate and politic, as authorized under the provisions of 68 Pa. C.S.A. § 2101 et seq.

GRANTOR

AND

The CITY OF SCRANTON, A Municipal Corporation, located at City Hall, 340 North Washington Avenue, Scranton, PA 18503.

GRANTEE

WITNESSETH, that in the consideration of One Dollar (\$1.00), in hand paid, the receipt whereof is hereby acknowledged, the said Grantor does hereby release and quit claim to the said Grantee:

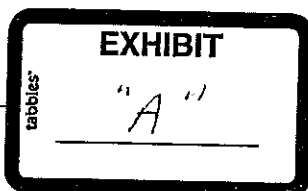
ALL THOSE CERTAIN lots, pieces or parcels of land situate in the City of Scranton, County of Lackawanna, and State of Pennsylvania, described in Schedule "A" attached hereto.

SUBJECT to the same exceptions and reservations as are contained in former deeds in the line of title.

BEING the same premises transferred from the Tax Claim Bureau of Lackawanna County to the Lackawanna County Land Bank by Deed dated April 17, 2019 and recorded in the Office of the Recorder of Deeds of Lackawanna County on April 18, 2019 as Instrument Number 201905272.

This property is also known as 100 Block Keyser Avenue, Scranton, PA 18504, Lackawanna County Tax Map # 14412-030-017.

THIS DOCUMENT MAY NOT/DOES NOT SELL, CONVEY, TRANSFER, INCLUDE OR INSURE THE TITLE TO THE COAL AND RIGHT OF SUPPORT UNDERNEATH THE SURFACE LAND DESCRIBED OR REFERRED TO HEREIN, AND THE OWNER OR OWNERS OF SUCH COAL MAY HAVE THE COMPLETE LEGAL RIGHT TO REMOVE ALL SUCH COAL AND, IN THAT CONNECTION, DAMAGE MAY RESULT TO THE SURFACE OF THE LAND AND ANY HOUSE, BUILDING OR OTHER STRUCTURE ON OR IN SUCH LAND. THE INCLUSION OF THIS NOTICE DOES NOT ENLARGE, RESTRICT OR MODIFY ANY LEGAL RIGHTS OR ESTATES OTHERWISE, CREATED, TRANSFERRED, EXCEPTED OR RESERVED BY THIS INSTRUMENT.



In Witness Whereof, said Grantors have hereunto caused this Deed to be executed by the Chairman of the Lackawanna County Land Bank the day and year first above written.

LACKAWANNA COUNTY LAND BANK

By: Patrick M. O'Malley, Chairman

COMMONWEALTH OF PENNSYLVANIA :
: ss.
COUNTY OF LACKAWANNA :

On this _____ day of _____, 2019, personally appeared before me, the Clerk of Judicial Records of Lackawanna County, Pennsylvania, Patrick M. O'Malley, known to me to be the person whose signature is affixed to the foregoing deed, and acknowledged to be the Chairman of the Lackawanna County Land Bank, and that as such Chairman, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the Lackawanna County Land Bank as Chairman.

Witness my hand and official seal the day and year aforesaid.

My Commission Expires:

Mauri B. Kelly, Clerk of Judicial Records

It is hereby certified that the precise address of the Grantee named in the foregoing Deed is:

340 North Washington Avenue
Scranton, PA 18503

Grantee

SCHEDULE "A"

Tax Map # 14412-030-017
100 Block Keyser Avenue
Scranton, PA 18504

All the following lot, piece or parcel of land situate in the Twenty-first Ward of the City of Scranton, County of Lackawanna and State of Pennsylvania, bounded and described as follows, to wit:

Being Lot No. 519 in Block No. 3 upon the Bramer and Levy Plot of Lots in Keyser Valley, Twenty-first Ward, Scranton, Pennsylvania, the said Plot being recorded in Map Book No. 1, page 124, in the Recorder's Office for the recording of deeds in Lackawanna County, the said lot is irregular in shape, being forty-one and three-tenths feet (41.3) wide in front, forty-one and five-tenths feet (41.5) wide in rear, one hundred fifty-one and sixty-nine hundredths (151.89) feet in depth on its Northernly side and one hundred fifty-three and seventy-five one hundredths (153.75) feet in depth on its Southernly side, and fronts on a street called or known as Keyser Avenue.

Together with a perpetual privilege of enclosing, occupying and using twenty (20) feet in front of the front line of the above-mentioned lot, piece or parcel of land on Keyser Avenue aforesaid for yard, lawn, flowers, trees, shrubbery, porch, piazza, bay window or vault, but for no other purpose.

Being the same premises conveyed to James Walsh and Alice Walsh his wife, the Grantees herein by three separate deeds as follows: from William H. Hestel, et al, by deed dated June 24, 1935 and recorded in the office of the Recorder of Deeds in Lackawanna County in Deed Book No. 887, at page 297; from the County of Lackawanna by deed dated November 13, 1935 and recorded in Deed Book 519 at page 518, and from the City of Scranton by deed dated August 28, 1930, and intended to be duly recorded in the office of the Recorder of Deeds of Lackawanna County.

Subject to all the conditions, exceptions, reservations and restrictions as are contained in prior deeds forming the chain of title.

Also all the following described piece or parcel of land, situate in the Twenty-first Ward of the City of Scranton, County of Lackawanna and State of Pennsylvania, bounded and described as follows, to wit:

Being Lot No. 511 in Block 3, upon Bramer and Levy Plot of Lots in Keyser Valley, Twenty-first Ward, Scranton, Pa, the said Plot being recorded in Map Book No. 1 at page 124, in the Recorder's Office for Recording of Deeds in Lackawanna County, the said lot being forty-one (41) feet in front, forty-one (41) feet in rear, and one hundred forty-nine (149) feet in depth, more or less and fronting on Keyser Avenue.

Together with a perpetual privilege of enclosing, occupying and using twenty (20) feet of land in front of the front line of the above mentioned lot, piece or parcel of land on Keyser Avenue aforesaid for yard, lawn, flowers, trees, shrubbery, porch, piazza, bay window or vault but for no other purpose.

Being the same premises conveyed to James H. Walsh and Alice Walsh, his wife, the Grantees herein, by two separate deeds as follows: from Daniel A. Bailey, et al, et al by deed dated June 13, 1908 and recorded in the Recorder of Deeds' Office for Lackawanna County in Deed Book No. 512 at page 537; and from Catherine Walikowski, et al, by deed dated June 13, 1902, and recorded in Deed Book No. 513 at page 272.

Subject to all the conditions, exceptions, reservations and restrictions as are contained in prior deeds forming the chain of title.

Schedule A



pennsylvania
DEPARTMENT OF REVENUE
Bureau of Individual Taxes
PO BOX 280603
Harrisburg, PA 17128-0603

REALTY TRANSFER TAX STATEMENT OF VALUE

See reverse for instructions.

RECORDER'S USE ONLY

State Tax Paid
Book Number
Page Number
Date Recorded

Complete each section and file in duplicate with Recorder of Deeds when (1) the full value/consideration is not set forth in the deed, (2) the deed is without consideration or by gift, or (3) a tax exemption is claimed. If more space is needed, please attach additional sheets. A Statement of Value (SOV) is not required if the transfer is wholly exempt from tax based on family relationship or public utility easement. However, it is recommended that a SOV accompany all documents filed for recording.

A. CORRESPONDENT - All inquiries may be directed to the following person:

Name Joseph S. Colbassani, Esquire		Telephone Number: (570) 961-1616	
Mailing Address 700 Vine Street	City Scranton	State PA	ZIP Code 18510

B. TRANSFER DATA

Date of Acceptance of Document / /			
Grantor(s)/Lessor(s) Lackawanna County Land Bank	Telephone Number: (570) 963-6830	Grantee(s)/Lessee(s) City of Scranton	Telephone Number:
Mailing Address 123 Wyoming Avenue 5th Floor		Mailing Address 340 North Washington Avenue	
City Scranton	State PA	ZIP Code 18503	City Scranton
		State PA	ZIP Code 18503

C. REAL ESTATE LOCATION

Street Address 100 Block Keyser Avenue		City, Township, Borough Scranton
County Lackawanna	School District Scranton School District	Tax Parcel Number 14412-030-017

D. VALUATION DATA

Was transaction part of an assignment or relocation? ☐ Y ☒ N

1. Actual Cash Consideration 1.00	2. Other Consideration + 0.00	3. Total Consideration = 1.00
4. County Assessed Value 3,400.00	5. Common Level Ratio Factor X 6.54	6. Computed Value = 22,236.00

E. EXEMPTION DATA - Refer to instructions for exemption status.

1a. Amount of Exemption Claimed \$ 22,236.00	1b. Percentage of Grantor's Interest in Real Estate 100.00 %	1c. Percentage of Grantor's Interest Conveyed 100.00 %
---	---	---

2. Check Appropriate Box Below for Exemption Claimed.

- ☐ Will or intestate succession. _____ (Name of Decedent) _____ (Estate File Number)
- ☐ Transfer to a trust. (Attach complete copy of trust agreement identifying all beneficiaries.)
- ☐ Transfer from a trust. Date of transfer into the trust _____
If trust was amended attach a copy of original and amended trust.
- ☐ Transfer between principal and agent/straw party. (Attach complete copy of agency/straw party agreement.)
- ☐ Transfers to the commonwealth, the U.S. and instrumentalities by gift, dedication, condemnation or in lieu of condemnation. (If condemnation or in lieu of condemnation, attach copy of resolution.)
- ☐ Transfer from mortgagor to a holder of a mortgage in default. (Attach copy of mortgage and note/assignment.)
- ☐ Corrective or confirmatory deed. (Attach complete copy of the deed to be corrected or confirmed.)
- ☐ Statutory corporate consolidation, merger or division. (Attach copy of articles.)
- ☒ Other (Please explain exemption claimed.) 72 P.S. 8102-C.3(24) Landbank

Under penalties of law, I declare that I have examined this statement, including accompanying information, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Correspondent or Responsible Party

Date

FAILURE TO COMPLETE THIS FORM PROPERLY OR ATTACH REQUESTED DOCUMENTATION MAY RESULT IN THE RECORDER'S REFUSAL TO RECORD THE DEED.



DEPARTMENT OF LAW

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

May 6, 2019

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

RECEIVED

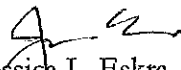
MAY - 6 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT ON BEHALF OF THE CITY OF SCRANTON THIS QUITCLAIM DEED CONVEYING TITLE TO THE CITY OF SCRANTON, THE PROPERTY FORMERLY OWNED BY THE LACKAWANNA COUNTY LAND BANK KNOWN AS 100 BLOCK KEYSER AVENUE, SCRANTON, PENNSYLVANIA, 18504 AS MORE FULLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl