

AGENDA
REGULAR MEETING OF COUNCIL
June 16, 2020
6:30 PM

1. ROLL CALL
2. READING OF MINUTES
3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS OF DEPARTMENTS AND INTERESTED PARTIES AND CITY CLERK'S NOTES
 - 3.A PROCLAMATION RECEIVED FROM MAYOR PAIGE G. COGNETTI DATED JUNE 8, 2020 EXTENDING THE STATE OF EMERGENCY IN THE CITY OF SCRANTON TO JUNE 21, 2020.

[Proclamation issued by Mayor Cagnetti 6-8-2020 Extending State of Emergency.pdf](#)
 - 3.B MINUTES OF THE HISTORICAL ARCHITECTURE REVIEW BOARD MEETING HELD MAY 14, 2020.
[HARB Meeting Minutes 05-14-2020.pdf](#)
 - 3.C MINUTES OF THE CIVIL SERVICE COMMISSION MEETING HELD MARCH 12, 2020.

[Civil Service Commission Meeting Minutes 03-12-2020.pdf](#)
4. CITIZENS PARTICIPATION
5. INTRODUCTION OF ORDINANCES, RESOLUTIONS, APPOINTMENT AND/OR RE-APPOINTMENTS TO BOARDS & COMMISSIONS MOTIONS & REPORTS OF COMMITTEES
 - 5.A MOTIONS.

- 5.B FOR INTRODUCTION – A RESOLUTION – AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO ENTER INTO AN AGREEMENT WITH SCRANTON AREA FOUNDATION, INC. TO ESTABLISH THE CITY OF SCRANTON SMALL BUSINESS FUND, A PASS THROUGH FUND WHICH WILL DISTRIBUTE GRANTS IN THE AMOUNT \$2,500.00 TO VARIOUS SMALL BUSINESS THROUGHOUT THE CITY OF SCRANTON AS PART OF THE CITY OF SCRANTON’S SMALL BUSINESS RELIEF GRANT PROGRAM DUE TO THE COVID-19 PANDEMIC. (EMERGENCY CERTIFICATE ATTACHED).

[Resolution-2020 Establish Small Business Fund - Emergency Certificate.pdf](#)

- 5.C FOR INTRODUCTION – A RESOLUTION – AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SCRANTON’S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT AND NEPA ALLIANCE TO ASSIST THE CITY OF SCRANTON IN PROVIDING CREDIT CHECKS ON APPLICATIONS FOR THE CITY’S SMALL BUSINESS RELIEF PROGRAM.

[Resolution-2020 MOU between OECD and NEPA Alliance for credit checks.pdf](#)

- 5.D FOR INTRODUCTION – A RESOLUTION – APPOINTMENT OF CARL DEELEY, 711 NORTH WEBSTER AVENUE, SCRANTON, PENNSYLVANIA 18510 TO THE POSITION OF BUSINESS ADMINISTRATOR EFFECTIVE JUNE 1, 2020. MR. DEELEY WILL BE REPLACING PATRICK J. SHERIDAN.

[Resolution-2020 Appt. Carl Deeley Business Administrator.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

**A PROCLAMATION BY THE MAYOR
OF THE CITY OF SCRANTON, PENNSYLVANIA
EXTENDING THE STATE OF EMERGENCY IN THE CITY OF SCRANTON**

Pursuant to the City of Scranton Home Rule Charter and executive powers vested in the Mayor, in order to prescribe order in the City of Scranton, I, Paige G. Cognetti, Mayor of the City of Scranton, do hereby **PROCLAIM AND DECLARE** the **STATE OF EMERGENCY** enacted on March 15, 2020 as a result of the public health emergency related to the potential spread of the Coronavirus [COVID-19], that exists in the United States of America and the Commonwealth of Pennsylvania, including the City of Scranton, as most recently extended to June 8, 2020, shall be further extended to June 21, 2020, or until rescinded or extended.

AND FURTHERMORE, I do, for the period of this **STATE OF EMERGENCY**, hereby continue to restrict public access to the following city properties:

- City Hall, 340 North Washington Avenue, Scranton, Pennsylvania 18503,
- All City of Scranton Fire Stations throughout the City,
- Weston Field, 892 Providence Road, Scranton, Pennsylvania 18505, and
- Weston Park, 127 Spring Street, Scranton, Pennsylvania 18508.

AND FURTHERMORE, I hereby declare that the following city properties shall remain available for public access during the period of this **STATE OF EMERGENCY**:

- Scranton Police Department Headquarters, 100 South Washington Avenue, Scranton, Pennsylvania 18509, and
- Department of Public Works, 101 West Poplar Street, Scranton, Pennsylvania 18509.

Provided that while the above facilities remain accessible for essential business, all members of the public are requested, and urged, to refrain from accessing them unless necessary.

AND FURTHERMORE, the following temporary modifications to the use of City facilities are made during the period of this extension of the **STATE OF EMERGENCY** to ensure continued service to the public:

- Scranton Police Department Headquarters shall serve as the temporary location for pick up and drop off of all Licensing, Inspections, and Permits business, and
- The Department of Public Works shall serve as the temporary location for all Department of Treasury business.

Remote accommodations will be developed and implemented for public use as they become available.

AND FURTHERMORE, City parks shall remain accessible to the public during the period of this STATE OF EMERGENCY; however, those who utilize the parks should, as a matter of public health and safety, refrain from use of playground equipment and continue to practice social distancing.

AND FURTHERMORE, all non-essential hearings and meetings, including for boards, commissions, and authorities, for purposes of official city business shall remain postponed during the period of this STATE OF EMERGENCY. For some meetings and hearings, arrangements for remote accommodations may be made, and made available to the attendees. This provision does not apply to City Council meetings, which shall be set solely by City Council.

AND FURTHERMORE, I urge all residents, businesses, organizations and visitors to abide during the period of this STATE OF EMERGENCY by recommendations made by the Center for Disease Control, as well as guidance issued by the Governor of the Commonwealth of Pennsylvania and the Pennsylvania Department of Health, and to continue to refrain from all nonessential travel, gatherings, and business so as to mitigate the spread of the Coronavirus [COVID-19] and, in turn, this public health emergency.

AND FURTHERMORE, this extension of the State of Emergency shall remain in effect until June 21, 2020, or until rescinded or extended.

DONE UNDER MY HAND in the CITY OF SCRANTON, COMMONWEALTH OF PENNSYLVANIA, this 8th day of June, 2020.



Paige G. Cagnetti
Mayor of the City of Scranton



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

RECEIVED
JUN 11 2020
OFFICE OF CITY
COUNCIL/CITY CLERK

May 14, 2020 HARB Monthly Meeting via Zoom & ECTV
5:30 p.m.
Approved Minutes

I. Roll Call

Present: Chairman - Rich Leonori, Nell O'Boyle, Lee Borthwick, Mike Muller, Jennifer Davis, Katie Gilmartin, Katherine Kearney

Solicitor: Tim Corbett

Coordinator: Denise Nytech

Absent: Bill Lesniak,

Review of Minutes

Motion made by Katie Kearney to approve the April 23, 2020 Monthly Meeting Minutes, Seconded by Jennifer Davis. All in favor.

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

A. Review of Certificate of Appropriateness for Lackawanna County for building located 135 Jefferson Ave. – Approved. The replacement/repair of masonry.

Motion was made by Nell O'Boyle for approval of the plans.

Seconded by Mike Muller. All in favor.

B. Review of Certificate of Appropriateness for Wayne Bank signage – 216 Adams Ave. – Approved with recommendation that Widmer Sign does not need to come before HARB for future change of banner.

Motion was made by Mike Muller for approval of the plans.

Seconded by Katie Kearney. All in favor.

C. Review of Certificate of Appropriateness for The Prescription Center, 310 Adams Ave. illuminated signage – Approved.

Motion was made by Katie Gilmartin for approval of the plans.

Seconded by Nell O'Boyle. All in favor.

III. Topics of Discussion

A. Motion made by Lee Borthwick to pay Invoice for Scranton Times \$105.55 seconded by Nell O'Boyle. – All in favor.

- B. Solicitor Corbett received a letter the City Council regarding 316 Penn Ave. – The Salad Shop. Due to untimely response from HARB Council granted signage for The Salad Shop in favor of Sam Parlopiano – owner.

IV. Miscellaneous

Nothing to report at this time.

V. Date of Next Regularly Scheduled Meeting

Thursday, June 11, 2020 at 5:30pm

VI. Adjournment

Motion was made to adjourn by Mike Muller and seconded by Lee Borthwick; all in favor.



City of Scranton

Civil Service Commission

340 N. Washington Avenue

Scranton, PA 18503

SOLICITOR: Christian Owens, Esquire

RECEIVED

JUN 11 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

Approved Minutes
March 12, 2020
Civil Service Meeting

I. Pledge of Allegiance
Completed.

II. Roll Call

Roll call was taken. Chairman Morgan & Commissioners Elizabeth Garcia was present and Karen DeSandis was present via phone.

Solicitor Christian Owens, Esq. was present.

Civil Service Commission Coordinator, Denise Nytech, was present.

Absent:

III. Approval of Minutes

- By way of motion by Commissioner Garcia and seconded by Chairman Morgan, the Commission approved the minutes for December 5, 2019 – all in favor.

IV. Approval of Bills

- By way of motion by Commissioner Garcia and seconded by Chairman Morgan, the Commission approved the legal bills from Solicitor Owens in the amount of \$1,045.00 for legal services for December 3, 2019 thru February 28, 2020, all in favor.
- By way of motion by Commissioner Garcia and seconded by Commissioner DeSandis, the Commission approved to pay invoice from The Scranton Times in the amount of \$114.65 (annual meeting notice) – all in favor.
- By way of motion by Commissioner Garcia and seconded by Commissioner DeSandis, the Commission approved to pay invoice from The Scranton Times in the amount of \$64.60 (cancellation of February meeting) – all in favor.

V. Unfinished Business, New Business

- The matter with Mr. Mariano is still outstanding; Solicitor Owens sent an email to former Chairman Loscombe and Commissioner Kelly regarding their answer.

- The new Commissioners were welcomed to the Commission. Chairman Morgan, Commissioners Garcia and DeSandis introduced themselves.
- Denise Nytch was given an completed firefighter application from Sean Richendrfer in January. This is the first time a Civil Service Commission meeting was held. Solicitor Owens will contact Mr. Richendrfer to explain the process of becoming a City of Scranton firefighter.
- Police Entry Exams were discussed, Solicitor Owens, was in contact with U of S, as well as Chiefs of Police to secure available dates for written portions of testing.
- Captain Dennis Lukasewicz was present and spoke to the Commission regarding Promotions needed within the Scranton Police Department – Captain, all lieutenants, Detectives – Crime Scene Investigator, Sergeants. Commissioner Garcia asked how many City of Scranton police are on the force. Captain Lukasewicz answered 147 total with 18 leaving this year.
- Acting Fire Chief Al Lucas requested that when testing is done for firefighters, the Oral exam not be scored by rubric method, but by an average score of the interviewees. Also, the following are promotional exams are asked to be administered: Deputy Chief, Assistant Chief and Fire Inspector.

VI. Communication and Reports/Public Comment

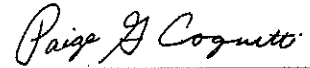
- No public was present

VII. Adjournment

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

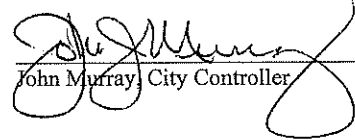
EMERGENCY CERTIFICATE

This is to certify that an emergency exists requiring the immediate passage of the attached Resolution so that financial assistance to small businesses who are struggling due to the economic impacts of the COVID-19 pandemic can be deployed as expeditiously as possible.



Mayor Paige Gebhardt Cognetti

I hereby certify and concur in the above emergency.



John Murray, City Controller

RESOLUTION NO. _____

2020

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO ENTER INTO AN AGREEMENT WITH SCRANTON AREA FOUNDATION, INC. TO ESTABLISH THE CITY OF SCRANTON SMALL BUSINESS FUND, A PASS THROUGH FUND WHICH WILL DISTRIBUTE GRANTS IN THE AMOUNT \$2,500.00 TO VARIOUS SMALL BUSINESS THROUGHOUT THE CITY OF SCRANTON AS PART OF THE CITY OF SCRANTON'S SMALL BUSINESS RELIEF GRANT PROGRAM DUE TO THE COVID-19 PANDEMIC.

WHEREAS, the City of Scranton Office of Economic and Community Development has available funds in the amount of \$275,000.00 from the City of Scranton's Enterprise Zone Fund to assist small business within the City of Scranton due to COVID-19 Pandemic; and

WHEREAS, as a result of the COVID-19 Pandemic, various small business throughout the City of Scranton have experienced unprecedented economic hardship; and

WHEREAS, the City of Scranton seeks to partner with the Scranton Area Foundation in order to assist the City of Scranton in distributing the one hundred and ten (110) small business Grants as part of City of Scranton's Small Business Relief Grant Program; and

WHEREAS, the City of Scranton will provide the Scranton Area Foundation with the \$275,000.00 from the City of Scranton's Enterprise Zone Fund in order to distribute said funds to the approved grant recipients; and

WHEREAS, the City of Scranton will review all grant applications and recommend the grant recipients to the Scranton Area Foundation; and

WHEREAS, partnering with the Scranton Area Foundation will help with the City of Scranton in distributing one hundred and ten 110 grants to small business throughout the City of Scranton in an efficient manner; and

WHEREAS, the Scranton Area Foundation will receive a 1% administrative fee to provide their services; and

WHEREAS, the Agreement with the Scranton Area Foundation will expire on June 4, 2021.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and other appropriate City Officials are hereby authorized to enter into to an Agreement substantially in the form attached as Exhibit "A", with the Scranton Area Foundation in order to help distribute one hundred and ten (110) grants in the amount of \$2,500.00 to small business throughout the City of Scranton.

SECTION 1. A disbursement of these funds is conditioned upon full execution of the attached Agreement.

SECTION 2. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 3. This Resolution shall become effective immediately upon approval.

SECTION 4. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Legislative Cover Sheet - Scranton City Council

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO ENTER INTO AN AGREEMENT WITH SCRANTON AREA FOUNDATION, INC TO ESTABLISH THE CITY OF SCRANTON SMALL BUSINESS FUND, A PASS THROUGH FUND WHICH WILL DISTRIBUTE GRANTS IN THE AMOUNT \$2,500.00 TO VARIOUS SMALL BUSINESS THROUGHOUT THE CITY OF SCRANTON AS PART OF THE CITY OF SCRANTON'S SMALL BUSINESS RELIEF GRANT PROGRAM DUE TO THE COVID-19 PANDEMIC.

What Department is this legislation originating from? Where did the initiative for this legislation originate?

OECD originated the legislation as part of the City of Scranton's Small Business Relief Grant Program to assist small business in the City of Scranton recover from the devastating economic impact the COVID-19 pandemic has had on small business.

OECD/City seeks to Partner with Scranton Area Foundation to help assist with the Distribution of Small Business Grants.

Summary and Facts of the legislation

OECD possesses \$275,000.00 from the Enterprise Zone Fund which will be utilized to distribute 110 grants in the amount of \$2,500.00 to small businesses in the City. City will provide Scranton Area Foundation with \$275,000.00 to establish a Fund. City will review all grant applications and provide Scranton Area Foundation with recommendations. Scranton Area Foundation will then provide the recipient with an approval letter. The grant agreement will be signed and then the money will be distributed by Scranton Area Foundation.

Purpose – please include the following in the explanation:

What does the legislation do -what are the specific goals/tasks the legislation seek to accomplish?

The legislation authorizes city officials to enter into an agreement to with Scranton Area Foundation to assist in the distribution of the Small Business Grants the City is Providing to Small Business in the City.

What are the benefits of doing this/Down-side of doing this?

Benefit – Help OECD/City provide these grants to small businesses in an efficient manner.

Downside – N/A

How does this legislation relate to the City's Vision/Mission/Priorities?

Helps City recover from COVID-19 Pandemic by providing business with money to offset severe financial impact on City Businesses.

Financial Impact - please include the following in the explanation:

Cost (initial and ongoing) – Scranton Area Foundation will receive a 1% administrative fee for providing their services.

Benefits – Help provide an efficient process to distributing grants to small businesses.

Funding Sources –Enterprise Zone Fund

Priority Status/Deadlines – High – City would like to provide grants to small business as soon as possible

Why should the Council unanimously support this legislation?

Help OECD/City with providing these grants to the small businesses in a manner that is efficient as possible.

Include any other pertinent details and/or relevant information that the Council should be aware of:

CITY OF SCRANTON SMALL BUSINESS FUND
OF THE SCRANTON AREA FOUNDATION, INC.
PASS-THROUGH FUND AGREEMENT

THIS AGREEMENT, made and entered into on June 4, 2020 by the Scranton Area Foundation, Inc. (**Foundation**), a tax-exempt community foundation, and the **City of Scranton** (hereinafter collectively referred to as "**Donor**") for the purpose and under the conditions set forth below:

1. **Establishment of the Fund:** A fund shall be established on the books of the **Foundation** which will be known as "**City of Scranton Small Business Fund**" (**Fund**).

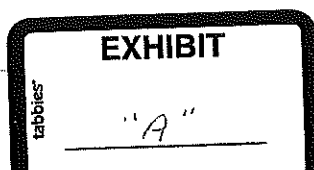
2. **Designation of Purpose:** Distributions from the **Fund** shall be made in such amounts and at such times for the purpose of supporting an inclusive and diverse small business environment within the City of Scranton. Grants will be provided to qualified applying small businesses in the city of Scranton during the Covid-19 Pandemic. The application and selection process will be outlined in Fund Addendum A. City of Scranton officials will be responsible for vetting and recommending the grant recipients to the **Foundation**.

3. **Contributions:** The **Foundation** hereby accepts the property transferred and affirms that it will hold such and any additional property transferred to the **Fund** on the terms and subject to the conditions set forth by this Agreement. The ultimate purpose of such property transfer is to create a temporary fund with the opportunity for the donor and/or supporters to make further contributions to the established Fund at any time.

4. **Property of the Fund:** The Fund shall include the property received herewith, and such as may from time to time be transferred by any person, organization, or other source for inclusion in the **Fund** and accepted by the **Foundation**. The **Fund** shall be the property of the **Foundation** and shall not be deemed a trust fund held by it as a trustee. The **Foundation** shall have the ultimate authority and control over all property in the **Fund**.

5. **Administration of the Fund:** The **Fund** shall be held on the terms and subject to the conditions set forth in the **Foundation's** governing instruments, including its Articles of Incorporation and Bylaws, as amended from time to time, and any resolutions and procedures from time to time in effect. Subject to such terms and conditions, all property transferred shall be held in perpetuity with periodic distributions as provided in this Agreement. Control over the investment or reinvestment of such property and the asset management of the **Fund** will be exercised exclusively by the **Foundation**.

6. **Accounting:** The receipts and disbursement of this **Fund** shall be accounted for separately and apart from those other gifts to the **Foundation**.



7. **Irrevocable Gift:** The **Donor** understands and declares that this Agreement and the donations it represents are absolute and irrevocable and that, after the execution of this instrument, the **Donor** shall have no right, title, interest, or incidents of ownership in the property described in **Schedule A** or any additional property transferred to this **Fund**. Further, the **Donor** shall have no unilateral right to alter, amend or terminate this Agreement.

8. **Fiscal Year:** The fiscal year of the **Fund** shall be the fiscal year of the **Foundation** or as otherwise determined by the **Foundation's** Board of Governors.

9. **Variance:** Any person making a gift to the **Fund** agrees that the **Fund** shall be subject to the provisions set forth in the **Foundation's** Articles of Incorporation and Bylaws or that of any successor organization, including the exercise of its discretionary powers to change the beneficiary of the **Fund** or the restrictions of the **Fund** stated above consistent with its Articles of Incorporation and Bylaws.

10. **Expenses Allocated to the Fund:** The **Foundation** will charge the property received into the **Fund** upon receipt as shown on the attached Administration Fee Schedule. The percentage indicated on the Administration Fee Schedule will be reviewed by the **Foundation** each year and is subject to change.

11. **Term:** This Agreement shall terminate on June 4, 2021. Prior to or at the conclusion of the one (1) year term, **Donor** may elect to renew or amend the terms of this agreement, transition the **Fund** to be Endowed, or spend out the assets in the **Fund**. If no action is taken, any assets remaining in the **Fund** at that time shall become part of the general endowment fund of the **Foundation**.

12. **Tax ID:** The **Foundation's** tax identification number is 23-2890364

Donor Signature:

Mayor Paige Cagnetti

Organization: City of Scranton
Mailing Address: 340 North Washington Avenue
Scranton, PA 18503
Telephone: (570) 348-4100
Email: pcagnetti@scrantonpa.gov

Date: _____

Laura Ducceschi, President/CEO

Scranton Area Foundation, Inc.
615 Jefferson Avenue, Suite 102
Scranton, PA 18510
Phone: 570-347-6203 Fax: 570-347-7587
Email: info@safdn.org

CITY OF SCRANTON SMALL BUSINESS FUND

Schedule "A"

| | | |
|-------------|-----------------|------------------|
| Date | 6/4/2020 | \$275,000 |
|-------------|-----------------|------------------|

Fund Addendum A - Grant Procedures

Purpose of the Sub-Fund

The **City of Scranton Small Business Fund** will solicit, review, and award grants to small businesses in the City of Scranton that have been impacted by the Covid-19 pandemic.

Selection Criteria

Requirements

The following criteria **MUST** be met in order for a business to be considered for the grant:

1. Business must be located within the City of Scranton
2. Business was established in the City of Scranton by January 1, 2020.
3. Locally owned, for-profit and non-franchised.
4. Applicant certification that business owner and affiliated business entities are not delinquent with regards to all city taxes, real-estate taxes, false alarm bills, refuse fees, licensing and permit fees and other city fees or permits.
5. Business must be sustainable if these funds are received:
6. Was profitable prior to impacts of COVID-19 and presents longevity.

The following items are **NOT** required:

1. Minimum number of employees required, so sole proprietorships are eligible.
2. Application or processing fees.

Once eligibility is established, this is a first-come, first-serve fund until funds are exhausted.

Selection Procedures

1. Application questions will be developed with input from the Selection Advisors.
2. Application will be solicited and collected via the Foundation's Grant Portal Site.
3. The Selection Advisors will be given online access to view and evaluate grant applicants.
4. The Selection Advisors will make grant recommendations to the Foundation.
5. The Foundation will notify the grant applicants of the decision.
6. Applicants will be required to complete a grant agreement prior to the distribution of grant awards to the businesses.
7. Award payments will be made by the Foundation directly to the grant recipients.

Selection Advisors

Advisers making the selection committee-advised fund, established at the Scranton Area Foundation, Inc. authorized to make grant distribution requests from the **Fund** are as follows:

1. Tiffany Cross Luciani
2. Eileen Ciprani

The Donor will update the Foundation with an approved list of advisers to the fund who are able to sign distribution requests on behalf of the City of Scranton as or if the above list changes.



DEPARTMENT OF LAW

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

June 10, 2020

RECEIVED

JUN 10 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

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

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO ENTER INTO AN AGREEMENT WITH SCRANTON AREA FOUNDATION, INC TO ESTABLISH THE CITY OF SCRANTON SMALL BUSINESS FUND, A PASS THROUGH FUND WHICH WILL DISTRIBUTE GRANTS IN THE AMOUNT \$2,500.00 TO VARIOUS SMALL BUSINESS THROUGHOUT THE CITY OF SCRANTON AS PART OF THE CITY OF SCRANTON'S SMALL BUSINESS RELIEF GRANT PROGRAM DUE TO THE COVID-19 PANDEMIC.

Respectfully,

Jessica Eskra (S)
Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2020

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SCRANTON'S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT AND NEPA ALLIANCE TO ASSIST THE CITY OF SCRANTON IN PROVIDING CREDIT CHECKS ON APPLICATIONS FOR THE CITY'S SMALL BUSINESS RELIEF PROGRAM.

WHEREAS, the City of Scranton has applied for and received funds from the Economic Development Administration Revolving Loan Fund; and

WHEREAS, the City of Scranton is providing loans in the amount of \$3,000,00 to \$20,000.00 to small businesses in the City of Scranton as part of the City's Small Business Relief Program; and

WHEREAS, NEPA Alliance will assist the City of Scranton in providing credit checks on applicants seeking said loans; and

WHEREAS, a copy of the Memorandum of Understanding is attached hereto as Exhibit "A" and incorporated herein by reference hereto.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City officials are hereby authorized to execute and enter into the attached Memorandum of Understanding between the City of Scranton's Office of Economic and Community Development and NEPA Alliance to assist the City of Scranton in providing credit checks on applicants for the City's Small Business Relief Program.

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

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

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

Legislative Cover Sheet - Scranton City Council

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO ENTER INTO AN AGREEMENT WITH SCRANTON AREA FOUNDATION, INC TO ESTABLISH THE CITY OF SCRANTON SMALL BUSINESS FUND, A PASS THROUGH FUND WHICH WILL DISTRIBUTE GRANTS IN THE AMOUNT \$2,500.00 TO VARIOUS SMALL BUSINESS THROUGHOUT THE CITY OF SCRANTON AS PART OF THE CITY OF SCRANTON'S SMALL BUSINESS RELIEF GRANT PROGRAM DUE TO THE COVID-19 PANDEMIC.

What Department is this legislation originating from? Where did the initiative for this legislation originate?

OECD originated the legislation as part of the City of Scranton's Small Business Relief Grant Program to assist small business in the City of Scranton recover from the devastating economic impact the COVID-19 pandemic has had on small business.

OECD/City seeks to Partner with Scranton Area Foundation to help assist with the Distribution of Small Business Grants.

Summary and Facts of the legislation

OECD possesses \$275,000.00 from the Enterprise Zone Fund which will be utilized to distribute 110 grants in the amount of \$2,500.00 to small businesses in the City. City will provide Scranton Area Foundation with \$275,000.00 to establish a Fund. City will review all grant applications and provide Scranton Area Foundation with recommendations. Scranton Area Foundation will then provide the recipient with an approval letter. The grant agreement will be signed and then the money will be distributed by Scranton Area Foundation.

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What does the legislation do -what are the specific goals/tasks the legislation seek to accomplish?

The legislation authorizes city officials to enter into an agreement to with Scranton Area Foundation to assist in the distribution of the Small Business Grants the City is Providing to Small Business in the City.

What are the benefits of doing this/Down-side of doing this?

Benefit – Help OECD/City provide these grants to small businesses in an efficient manner.

Downside – N/A

How does this legislation relate to the City's Vision/Mission/Priorities?

Helps City recover from COVID-19 Pandemic by providing business with money to offset severe financial impact on City Businesses.

Financial Impact - please include the following in the explanation:

Cost (initial and ongoing) – Scranton Area Foundation will receive a 1% administrative fee for providing their services.

Benefits – Help provide an efficient process to distributing grants to small businesses.

Funding Sources –Enterprise Zone Fund

Priority Status/Deadlines – High – City would like to provide grants to small business as soon as possible

Why should the Council unanimously support this legislation?

Help OECD/City with providing these grants to the small businesses in a manner that is efficient as possible.

Include any other pertinent details and/or relevant information that the Council should be aware of:

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF SCRANTON'S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT
AND
SCRANTON AREA FOUNDATION**

MOU-

This Memorandum of Understanding (hereinafter referred to as the "MOU") entered into as of the _____ day of _____, 2020 by and between the **CITY OF SCRANTON'S OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT** located at the Municipal Building, 340 North Washington Avenue, Scranton, Pennsylvania 18503 (hereinafter referred to as the "OECD") is hereby made and entered into by and between the **SCRANTON AREA FOUNDATION** (hereinafter referred to as the "FOUNDATION" located at 615 Jefferson Avenue, Suite 102 Scranton, Pennsylvania 18510.

WHEREAS, the City of Scranton (hereinafter referred to as the "Grantee") has applied for and received funds from the Enterprise Zone Fund.

A. PURPOSE:

The foregoing recitals and all exhibits, if any, attached to this MOU are incorporated by reference into and made a part of this MOU.

The purpose of this MOU is to provide the Foundation necessary funding from the City of Scranton Enterprise Zone Fund to assist the City of Scranton with the City's Small Business Relief Program.

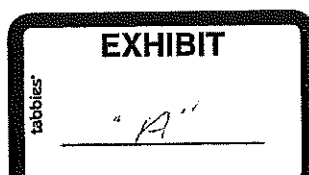
B. OECD / SCOPE OF WORK:

OECD will review all applications and draft all agreements and Loan documents and Recommend approved applicants to the Scranton Area Foundation.

C. SCRANTON AREA FOUNDATION / SCOPE OF WORK:

OECD shall provide Foundation EDA Enterprise Zone funds totaling in the amount of Two Hundred and Seventy-Five Thousand and 00/100 dollars (\$275,000.00) for Grants in the amount of \$2,500.00 to One Hundred and Ten (110) Small Businesses; and

The Foundation will create "The City of Scranton Small Business Fund" which will act as a pass through Fund for the approved businesses.



The Foundation will provide OECD with the completed Grant applications they receive from applicants on their website. The Foundation will work in conjunction with OECD to determine approved applicants. The Foundation will provide approved applicants with Correspondence notifying them of their approval. After signatures are circulated by the City, the Foundation will send Grant proceeds to the approved applicants.

IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. MODIFICATION - Modifications to this MOU shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changes being performed.
2. PARTICIPATION IN SIMILAR ACTIVITIES. This MOU in no way restricts OECD or the Foundation from participating in similar activities with other public or private agencies, organizations, and individuals.
3. TERMINATION. This agreement shall not be terminated by either party in whole, or in part, at any time before the date of expiration.
4. COMMUNICATION and details concerning this MOU shall be directed to the following representatives:

OECD

Eileen Ciprianni
OECD Executive Director
340 North Washington Ave
Scranton, PA 18503
570-348-4216

SCRANTON AREA FOUNDATION

Laura Ducceschi,
President & CEO
Scranton Area Foundation
615 Jefferson Ave
Suite 102
Scranton, PA 185010
570-347-6203

5. NON-FUND OBLIGATING DOCUMENT - This agreement is neither a fiscal nor a fund obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this agreement will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of

the parties and shall be independently authorized by appropriate statutory authority. This agreement does not provide such authority. Each party shall be fiscally responsible for their own portion of work performed under the MOU.

6. GRANT FUND COMPLIANCE - The Scranton Area Foundation shall comply with all City Requirements concerning said Grants.
7. CONFLICT OF INTEREST - This agreement is subject to the provisions of Federal Regulation (HUD) and the State of Pennsylvania may cancel this agreement if any person significantly involved in negotiating, drafting, securing or obtaining this agreement for or on behalf of OECD becomes an employee or a consultant to any other party with reference to the subject matter of this agreement while this agreement or any extension thereof is in effect.
8. COMPLIANCE - The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity, Non-Discrimination and Immigration.
9. COMMENCEMENT/EXPIRATION DATE - This agreement is executed as of the date of last signature and is effective through **June 4, 2021** at which time it will expire unless extended.
10. LIABILITIES - It is understood that neither party to this Memorandum of Understanding (MOU) is the agent of the other and neither is liable for the wrongful acts or negligence of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers, employees, agents or students (if applicable), howsoever caused, to the extent allowed by their respective state laws.

INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF the parties hereto have, in due form of law have caused this Memorandum of Understanding (MOU) to be executed by their duly authorized representatives of the last written date below.

CITY OF SCRANTON

Attesting to Signatures Only:

City Clerk

BY _____
Mayor, City of Scranton

Date

Date

BY _____
City Controller

Date

BY _____
Executive Director
Office of Economic and Community Development

Date

APPROVED AS TO FORM:

City Solicitor

Date

Scranton Area Foundation

President/ CEO

Date



DEPARTMENT OF LAW

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

June 10, 2020 RECEIVED

JUN 10 2020

OFFICE OF CITY
COUNCIL/CITY CLERK

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

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SCRANTON'S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT AND NEPA ALLIANCE TO ASSIST THE CITY OF SCRANTON IN PROVIDING CREDIT CHECKS ON APPLICATIONS FOR THE CITY'S SMALL BUSINESS RELIEF PROGRAM.

Respectfully,
Jessica Eskra (S)
Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2020

APPOINTMENT OF CARL DEELEY, 711 NORTH WEBSTER AVENUE, SCRANTON, PENNSYLVANIA 18510 TO THE POSITION OF BUSINESS ADMINISTRATOR EFFECTIVE JUNE 1, 2020. MR. DEELEY WILL BE REPLACING PATRICK J. SHERIDAN.

WHEREAS, Paige G. Cognetti was elected Mayor of the City of Scranton; and

WHEREAS, Mayor Cognetti took office on January 6, 2020; and

WHEREAS, Carl Deeley has the experience, education and training necessary to act as Business Administrator for the City of Scranton.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that Carl Deeley, 711 North Webster Avenue, Scranton, Pennsylvania 18510, is hereby appointed as Business Administrator to serve at the will of the Mayor.

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

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

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



OFFICE OF THE MAYOR

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4101

May 28, 2020

By First Class Mail and E-mail: crdeeley@gmail.com

Carl Deeley
711 North Webster Avenue
Scranton, Pa 18150

Re: Appointment/Offer of Employment

Dear Mr. Deeley:

This confirms my offer to you for employment as Business Administrator in the Office of Business Administration in the City of Scranton, at an annual salary of \$95,000. Additional details pertaining to your employment, such as eligibility for benefits, if applicable, will be provided by our Human Resources Department.

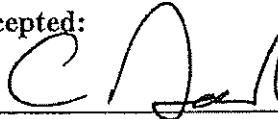
Upon your acceptance of this offer, your start date will be June 1, 2020, or such later date as may be mutually agreeable. You can execute and return this Appointment/Offer of Employment now, or wait for the additional details from Human Resources. To accept, please sign and date below and scan your signed letter to Amber Viola, Director of Human Resources, at aviola@scrantonpa.gov. Feel free to call Ms. Viola at (570) 348-4232 with any questions.

I very much look forward to the opportunity to work with you. I know how much you care about this City, and you will make a significant contribution to our goals of improving quality of life for residents, changing how we do business in the City, and mapping out a brighter future.

Thank you,

Paige G. Cagnetti
Mayor, City of Scranton

Accepted:



Carl Deeley

5/28/2020
Date

Cc: Jessica Eskra, Esq., City Solicitor
Amber Viola, Human Resources Director



DEPARTMENT OF LAW

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

June 10, 2020

To the Honorable Council
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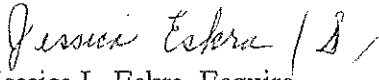
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THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl