

CITY OF WILKES-BARRE  
PENNSYLVANIA



# CITY COUNCIL AGENDA

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CITY COUNCIL

FEBRUARY 10, 2022

5:30 P.M. Cathy Payne, City Clerk

1. Resolution authorizing the disposition of records from the Finance Office as set forth in the Municipal Records Manual.

5:40 P.M. Mayor George C. Brown (See Attached)

**WILKES-BARRE CITY COUNCIL**  
**WORK SESSION – FEBRUARY 10, 2022**  
**MAYOR’S AGENDA**

**RESOLUTIONS:**

Re-appointing Leon Schuster to the Zoning Hearing Board.

Re-appointing Frank Majikes to the Police Civil Service Board.

Re-appointing Phil Latinski to the Police Civil Service Board.

Appointing William Barrett to the Police Civil Service Commission.



Resolution No. \_\_\_\_\_

Wilkes-Barre, PA \_\_\_\_\_

*BE IT RESOLVED by the City Council of the City of Wilkes-Barre:*

A Resolution of the City Council, of the City of Wilkes-Barre, Luzerne County, Pennsylvania declaring its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008 (as amended March 28, 2019).

Whereas, a Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and

Whereas, the Municipal Records Manual was approved by said committee on December 16, 2008; and

Whereas, the City of Wilkes-Barre desires to dispose of records according to statutory requirements;

Now, Therefore, Be It Resolved that the City Council of Wilkes-Barre, Luzerne County, Pennsylvania, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 (as amended March 28, 2019).

Office/Department: Finance Office

Box Number, Record title, dates

Cubic Feet

General Fund Vouchers (see attached worksheet)  
Posting & Check Registers (see attached worksheet)  
Property Taxes (see attached worksheet)

.54 x 69 boxes = 37.26  
1.26 x 8 boxes = 10.08  
1.26 x 10 boxes = 12.60

Total

59.94

Submitted by \_\_\_\_\_

ROLL CALL

# RECORDS INVENTORY WORKSHEET

DEPT. Finance

RECORD TITLE General Fund Vouchers

(Description of record series, purpose, contents, form numbers, etc.)

Retention Date: 2017-2021

Page Number as it appears in Municipal Records Manual: FN-25

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**Check Numbers:**

001047032-001047179  
001047180-001047357  
001047358-001047550  
001042251-001047750  
001047751-001047942  
001047943-001048104  
001048105-001048240  
001048241-001048451  
001048452-001048622  
001048623-001048795  
001048796-001048959  
001048960-001049170  
001049171-001049380  
001049381-001049615  
001049616-001049918  
001049919-001050191  
001050192-001050399  
001050400-001050600  
001050601-001050895  
001050896-001051131  
001051132-001051322  
001051323-001051505  
001051506-001051709  
001051710-001051902  
001051903-001052009  
001052010-001052232  
001052233-001052428  
001052429-001052707  
001052708-001052979  
001052980-001053282  
001053283-001053545

**Checks Dated:**

7/6/10-7/21/10  
7/21/10-8/10/10  
8/10/10-8/25/10  
8/25/10-9/17/10  
9/13/10-10/25/10  
10/25/10-11/5/10  
11/8/10-12/16/10  
12/16/10-12/22/10  
12/22/10-1/21/11  
1/21/11-2/8/11  
2/8/11-2/23/11  
2/23/11-3/10/11  
3/10/11-3/31/11  
3/31/11-4/21/11  
4/21/11-5/10/11  
5/10/11-6/8/11  
6/3/11-6/23/11  
6/28/11-7/13/11  
7/13/11-8/12/11  
8/12/11-9/13/11  
9/13/11-10/6/11  
10/6/11-10/28/11  
10/28/11-12/19/11  
12/19/11-1/5/12  
1/6/12-1/10/12  
1/11/12-2/7/12  
2/18/12-2/24/12  
2/24/12-3/13/12  
3/14/12-4/4/12  
4/5/12-4/30/12  
5/1/12-5/23/12

Box Number [      ]

Location:

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Inventory completed by:

Date:

# RECORDS INVENTORY WORKSHEET

DEPT. Finance

RECORD TITLE General Fund Vouchers

(Description of record series, purpose, contents, form numbers, etc.)

Retention Date: 2017-2021

Page Number as it appears in Municipal Records Manual: FN-25

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**Check Numbers:**

001053546-001053779  
001083780-001054087  
001054088-001054295  
001054296-001054514  
001054515-001054726  
001054727-001054850  
001054851-001054998  
001054999-001055153  
001055154-001055329  
001055330-001055500  
001055501-001055754  
001055755-001055970  
001055971-001056140  
001056141-001056344  
001056345-001056639  
001056640-001056908  
001056909-001057177  
001057178-001057481  
001057482-001057726  
001057727-001058077  
001058078-001058283  
001058284-001058430  
001058431-001058590  
001058591-001058769  
001058770-001059017  
001059018-001059224  
001059225-001059428  
001059429-001059671  
001059672-001059930  
001059931-001060088  
001060089-001060363

**Checks Dated:**

5/23/12-6/21/12  
6/21/12-7/17/12  
7/18/12-8/14/12  
8/15/12-9/4/12  
9/5/12-10/16/12  
10/18/12-11/28/12  
11/28/12-12/28/12  
1/2/13-1/31/13  
2/3/13-2/25/13  
2/25/13-3/5/13  
3/6/13-3/21/13  
3/25/13-4/3/13  
4/8/13-5/10/13  
5/10/13-5/30/13  
6/5/13-6/28/13  
6/28/13-7/12/13  
7/12/13-8/7/13  
8/8/13-9/4/13  
9/5/13-9/30/13  
10/2/13-10/28/13  
10/28/13-11/19/13  
11/20/13-12/31/13  
1/2/14-1/3/14  
1/3/14-1/17/14  
1/20/14-2/12/14  
2/13/14-3/5/14  
3/6/14-4/9/14  
4/10/14-4/22/14  
4/23/14-5/12/14  
5/13/14-5/30/14  
6/2/14-6/18/14

Box Number [      ]

Location:

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Inventory completed by:

Date:

# RECORDS INVENTORY WORKSHEET

DEPT. Finance

RECORD TITLE General Fund Vouchers

(Description of record series, purpose, contents, form numbers, etc.)

Retention Date: 2017-2021

Page Number as it appears in Municipal Records Manual: FN-25

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**Check Numbers:**

001060364-001060589  
001060590-001060876  
001060877-001061179  
001061180-001061413  
001061414-001061669  
001061670-001061904  
001061905-001062114

**Checks Dated:**

6/19/14-7/3/14  
7/8/14-8/1/14  
8/4/14-9/4/14  
9/8/14-9/29/14  
10/1/14-11/21/14  
11/25/14-12/17/14  
12/17/14-12/31/14

Box Number [      ]

Location:

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Inventory completed by:

Date:

## RECORDS INVENTORY WORKSHEET

DEPT. Finance

RECORD TITLE General Posting & Check Registers

(Description of record series, purpose, contents, form numbers, etc.)

Retention Date: 2011-2021

Page Number as it appears in Municipal Records Manual: FN-11

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|                                   |                 |
|-----------------------------------|-----------------|
| Bank Deposit Posting Journals     | 1/1/04-12/31/11 |
| General Posting & Check Registers | 12/1/10-6/30/11 |
| General Posting & Check Registers | 7/1/11-2/29/12  |
| General Posting & Check Registers | 3/1/12-12/31/12 |
| General Posting & Check Registers | 1/1/13-6/30/13  |
| General Posting & Check Registers | 7/1/13-12/31/13 |
| General Posting & Check Registers | 1/1/14-6/30/14  |
| General Posting & Check Registers | 7/1/14-12/31/14 |

Box Number [      ]

Location:

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Inventory completed by:

Date:

# RECORDS INVENTORY WORKSHEET

DEPT. Finance

RECORD TITLE Property Taxes

(Description of record series, purpose, contents, form numbers, etc.)

Retention Date: 2013-2015

Page Number as it appears in Municipal Records Manual: TA-12

|                     |                  |
|---------------------|------------------|
| 2009 Property Taxes | 2/2/09-3/12/09   |
| 2010 Property Taxes | 1/28/10-3/8/10   |
| 2010 Property Taxes | 3/9/10-6/15/10   |
| 2010 Property Taxes | 6/16/10-12/31/10 |
| 2011 Property Taxes | 1/20/11-3/8/11   |
| 2011 Property Taxes | 3/9/11-5/31/11   |
| 2011 Property Taxes | 6/1/11-1/13/12   |
| 2012 Property Taxes | 2/1/12-2/28/12   |
| 2012 Property Taxes | 3/1/12-4/30/12   |
| 2012 Property Taxes | 5/1/12-12/31/12  |

Box Number [ AF-17-AF-27 ]

Location:

Inventory completed by:

Date:



Resolution No. \_\_\_\_\_ Wilkes-Barre, PA \_\_\_\_\_

*BE IT RESOLVED by the City Council of the City of Wilkes-Barre:*

WHEREAS, Section 1401 of the Zoning Ordinance of the City of Wilkes-Barre allows the Mayor, with the advice and consent of City Council, to appoint by resolution residents of the City of Wilkes-Barre to serve as members of the Zoning Hearing Board;

WHEREAS, it is the desire of the City of Wilkes-Barre to reappoint the person referenced below to the Zoning Hearing Board;

NOW, THEREFORE, BE IT RESOLVED, that the following person is hereby reappointed as a member of the Zoning Hearing Board:

Name

Term Expires

Leon Schuster  
20 Wyndwood Drive  
Wilkes-Barre, PA 18705

January 24, 2027

Submitted by \_\_\_\_\_

**ROLL CALL**



Resolution No. \_\_\_\_\_

Wilkes-Barre, PA \_\_\_\_\_

*BE IT RESOLVED by the City Council of the City of Wilkes-Barre:*

WHEREAS, Section 5:08 of the City Charter of the City of Wilkes-Barre authorizes the Mayor, with the advice and consent of City Council, to appoint by members of Boards, Commissions and Authorities served by the City;

WHEREAS, it is the desire of the City of Wilkes-Barre to re-appoint the persons referenced below to the Police Civil Service Commission of the City of Wilkes-Barre;

NOW, THEREFORE, BE IT RESOLVED, that the following persons are hereby re-appointed as members of the Police Civil Service Commission of the City of Wilkes-Barre:

Name

Term Expires

Frank Majikes  
52 Gordon Avenue  
Wilkes-Barre, PA 18702

December 31, 2023

Phillip Latinski  
20 Brazil Street  
Wilkes-Barre, PA 18705

December 31, 2023

The above members terms expired on 12-31-21.

Submitted by \_\_\_\_\_

ROLL CALL



Resolution No. \_\_\_\_\_ Wilkes-Barre, PA \_\_\_\_\_

*BE IT RESOLVED by the City Council of the City of Wilkes-Barre:*

WHEREAS, Section 5:08 of the City Charter of the City of Wilkes-Barre authorizes the Mayor, with the advice and consent of City Council, to appoint by members of Boards, Commissions and Authorities served by the City;

WHEREAS, it is the desire of the City of Wilkes-Barre to appoint the person referenced below to the Police Civil Service Commission of the City of Wilkes-Barre;

NOW, THEREFORE, BE IT RESOLVED, that the following person is hereby appointed as a member of the Police Civil Service Commission of the City of Wilkes-Barre:

Name

Term Expires

William Barrett  
36 Wilcox Drive  
Wilkes-Barre, PA 18705

December 31, 2023

Mr. Barrett is replacing Joseph Moran who has retired from the Commission.

Submitted by \_\_\_\_\_

**ROLL CALL**

CITY OF WILKES-BARRE  
PENNSYLVANIA



# CITY COUNCIL AGENDA

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CITY COUNCIL

FEBRUARY 10, 2022

PLEDGE OF ALLEGIANCE

ROLL CALL

RESOLUTIONS

MINUTES

PRESENTATIONS BY COUNCIL MEMBERS

PUBLIC DISCUSSION

ADJOURNMENT

CITY COUNCIL  
FEBRUARY 10, 2022

**RESOLUTIONS**

Authorizing the disposition of records from the Finance Office, as set forth in the Municipal Records Manual.

Reappointing Leon Schuster to the Zoning Hearing Board.

Reappointing Frank Majikes to the Police Civil Service Board.

Reappoint Phil Latinski to the Police Civil Service Board.

Appointing William Barrett to the Police Civil Service Commission.

**MINUTES**

Of the Traffic Committee of January 27, 2022.

Of the Wyoming Valley Sanitary Authority of December 14, 2021.

Of the Regular Session of City Council of January 13, 2022.

Of the Regular Session of City Council of January 27, 2022.