

CITY OF WILKES-BARRE  
PENNSYLVANIA



# CITY COUNCIL AGENDA

---

CITY COUNCIL

MAY 28, 2020

4:00 p.m. **Jim Ryan, City Clerk**

1. Resolution approving the disposition of records from the Finance Office as set forth in the Municipal Records Manual.
2. Resolution approving the disposition of records from the City Clerk's Office as set forth in the Municipal Records Manual.
3. Resolution approving the disposition of records from the Office of Community Development.
4. Resolution approving the disposition of records from the City Controller's Office.
5. Resolution approving the disposition of records from the Administrator's Office.

4:10 p.m. **Mayor George C. Brown (See Attached)**

---

## **Wilkes-Barre City Council Meeting**

**May 28, 2020**

### **Mayor's Agenda:**

Requests to use city rights-of-way for outdoor seating purposes for local restaurants shall be processed by the Mayor's Office through his appointed designee(s) for a period of six months.



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

Please see the attached documentation list

Total – 34 Boxes

42.84

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

**ROLL CALL**

**YEAS**

**RESOLUTIONS**

**NAYS**

\_\_\_\_\_

**BELUSKO**

\_\_\_\_\_

\_\_\_\_\_

**MARCONI**

\_\_\_\_\_

\_\_\_\_\_

**McBRIDE**

\_\_\_\_\_

\_\_\_\_\_

**BROOKS (VICE CHAIRPERSON)**

\_\_\_\_\_

\_\_\_\_\_

**BARRETT(CHAIRPERSON)**

\_\_\_\_\_

Seconded by \_\_\_\_\_

City Clerk

### Finance Boxes

FO-3 Finance Community Development 1978, Accts. Pay Register etc.  
FO-4 Finance Records Daily Statements 1968  
FO-38 1990 General Fund Vouchers  
FO-39 1990 General Fund Vouchers  
FO-40 1990 General Fund Vouchers  
FO-41 1990 General Fund Vouchers  
FO-42 1990 General Fund Vouchers  
BOX 41 (2 of 2) Police Civil Service Police & Fire Civil Service Invoices and Misc.  
Files 1985-1989 – Marion Freeman  
Box 44 1991 City Vouchers – Marion Freeman  
FO-69 2008 Garbage Bag Paperwork  
Box 735 Finance Department Records 1950-1957  
Box 1090 Finance/Admin 2001 Reconciliation  
Box 1096 Controller November /04 Daily Receipts  
Box T-1 1 of 2 1991 Sewer Fees  
Box T-1 2 of 2 1991 Sewer Fees  
Box T-5 1 of 2 Misc. Account Statements Marion Freeman  
Box T-5 2 of 2 Misc. Account Statements Marian Freeman  
Box T-27 1991 Property Sewer Statements  
Box T-39 1990 – 1992 Budget Marion Freeman  
Box T-41 (1 of 2) 1994 Financial Statements  
Box T-45 1992 Property Sewer Statements  
Box T-49 2 of 2 1994 Financial Statements Marion Freeman

### Finances Boxes No Numbers

2002 City Bag Vouchers  
1989 – 2005 Handicapped Parking Application  
Controller May & June 04 Daily Receipts  
Wilkes-Barre 2007 Check runs, Check Requests  
2009 Check Requests, Void/Credit, Bank Payments  
1999 Policeman's Relief Pension Checks  
2005 Property Tax Payments Box 2 of 2

Finance Boxes – No Numbers (continued)

2005 Property Tax Payments Box 1 of 2

Wilkes-Barre Check Runs 2011

Wilkes-Barre Check Runs 2009

Bank Reports and Statements 2004

$$\begin{array}{r} 1.26 \text{ cu ft. per box} \\ \times 34 \text{ boxes} \\ \hline 42.84 \text{ Tot. cubic feet} \end{array}$$



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: City Clerk's Office

Box Number, Record title, dates

Cubic Feet

Please see the attached documentation list

Total – 25 Boxes

31.5

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

**ROLL CALL**

**YEAS**

**RESOLUTIONS**

**NAYS**

_____	<b>BELUSKO</b>	_____
_____	<b>MARCONI</b>	_____
_____	<b>McBRIDE</b>	_____
_____	<b>BROOKS (VICE CHAIRPERSON)</b>	_____
_____	<b>BARRETT(CHAIRPERSON)</b>	_____

Seconded by \_\_\_\_\_ City Clerk

### City Clerk Boxes

691 – Oaths of Office 72-96  
708 – Petitions 1983-1996  
803 – Successful bids – 1997-1998  
895 – Successful bids – 1996-2000  
937 – Successful bids - 1997-2001  
940 – Extra Specifications 1997-2001  
993 – Contracts - 1998  
994 – Contracts – 1997-1998 \*pulled out Local 1300 Memo of Understanding  
1001 – Contracts - 1998  
1002 – Bid specifications 1998-2001  
1018 – Bid specifications 1997-2001  
1020 – Miscellaneous Files 2001  
1021 – Miscellaneous Files 2001  
CC-71 – 2013 Chronological Files  
CC-72 – 2013 Council/Meeting Agenda Files  
CC-73 – 2014 Chronological Folders A-L  
CC-74 – 2014 Chronological Folders M-Z  
CC-75 – 2014 Council/Meeting Folders  
CC-77 – 2015 Meeting Folders, Council Folders and Agendas (copies)

### City Clerk - No Numbers

IIMC Municipal Clerk Training (No Box Number)  
Supplements 1-28  
City Clerk Misc. 1998-2001  
Records Management – 1996-2001  
Extra Budgets 1980-1988  
City Clerk Misc. Chronological Files 2006

$$\begin{array}{r} 1.26 \text{ cu. ft. per box} \\ \times 25 \text{ Tot. boxes} \\ \hline 31.5 \text{ Tot. Cubic Feet} \\ \hline \end{array}$$



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: Office of Community Development

Box Number, Record title, dates Cubic Feet

Please see the attached documentation list

Total – 47 Boxes 59.22

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

**ROLL CALL**

YEAS	RESOLUTIONS	NAYS
_____	BELUSKO	_____
_____	MARCONI	_____
_____	McBRIDE	_____
_____	BROOKS (VICE CHAIRPERSON)	_____
_____	BARRETT(CHAIRPERSON)	_____

Seconded by \_\_\_\_\_ City Clerk

## OCD Boxes

- 86 – Miscellaneous (1 of 2)
- 87 – Miscellaneous (2 of 2)
- 498 – Various Projects (1992)
- 500 – Various Projects (1981 – 1994)
- 501 - Various Projects (1978 – 1994)
- 508 – Various Projects (1992 – 1995)
- 511 – Site Improvements (1993)
- 512 – Miscellaneous Files (1990 – 1995)
- 518 – Miscellaneous Files (1989, 1994, 1995)
- 519 – Miscellaneous Files (1990)
- 520 – Various Projects (1993-1995)
- 521 – Various Projects (1991-1995)
- 523 – Various Projects (1988 – 1995)
- 526 – Various Projects/Chronological Files (1991 – 1996)
- 528 – Various Projects (1977 – 1993)
- 531 – Various Projects/Miscellaneous Files (1993 – 1996)
- 572 – Environmental Review Records (Binders) (1988 -1990)
- 573 – Environmental Review Records (Binders) (1987 – 1989)
- 574 – Environmental Review Records (Binders) (1987 – 1988)
- 654 – Miscellaneous Files (1980 – 1987)
- 673 – Misc. Daily Files (R. Muessig) 1995-1997
- 690 – Annual Controller's Finance Report (1989,1992,1993,1994,1995) (copies)
- 695 – 1994 bills, David Schaar
- 700 – General Files (1995) Box 2 of 2
- 707 – Timesheets (1993-1994)
- 709 – Various Contracts
- 722 – Block Grants (1980 – 1986)
- 730 – Time Sheets & Other Reports (1983-1990)
- 747 – Books/Grants (1982-1985)
- 997 – OCD Bld. Hsg Chron. State & Federal Files
- 1032 – OCD Rehab 1969,1974,1975

OCD Boxes (continued)  
No Box Numbers

- General Files 1997
- General Files 1997
- General Files 1998
- Chronological Files 1998
- Chronological Files 1998
- General Files 1999
- Chronological Files 1999
- Chronological Files 1999
- 1999 Contracts
- 1999 Contracts
- 1999 BCD Contracts / OCD Admin
- 1998 Contract Files
- 1998 Contract Files
- 1998 Contract Files
- 1998 Contract Files
- 1999 Contracts

1.26 cu. ft. per box  
x 47 Tot. boxes  

---

59.22 Tot. Cubic Feet  

---



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:    Controller's Office

Box Number, Record title, dates

Cubic Feet

Please see the attached documentation list

Total – 9 Boxes

11.34

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

**ROLL CALL**

**YEAS**

**RESOLUTIONS**

**NAYS**

_____	<b>BELUSKO</b>	_____
_____	<b>MARCONI</b>	_____
_____	<b>McBRIDE</b>	_____
_____	<b>BROOKS (VICE CHAIRPERSON)</b>	_____
_____	<b>BARRETT(CHAIRPERSON)</b>	_____

Seconded by \_\_\_\_\_ City Clerk

### Controllers Boxes

CON-75 – 2012 Daily Receipts (Jan – Feb)  
CON-76 – 2012 Daily Receipts (Mar – Apr)  
CON-77 – 2012 Daily Receipts (May – June)  
CON-78 – 2012 Daily Receipts (July – Aug)  
CON-79 – 2012 Daily Receipts (Sept – Oct)  
CON-80 – 2012 Daily Receipts (Nov – Dec)  
CON-81 – 2012 G.F. Bank Statements (PNC & Citizens)  
CON-82 – 2012 Bank Statements (Funds 203 – 530)  
CON-83 – 2012 Bank Statements (Funds 531 – 855)

$$\begin{array}{r} 1.26 \text{ cu. ft. per box} \\ \times 9 \text{ tot. boxes} \\ \hline 11.34 \text{ Tot. Cubic Feet} \\ \hline \end{array}$$



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: Administration

<u>Box Number, Record title, dates</u>	<u>Cubic Feet</u>
Please see the attached documentation list	
Total – 16 Boxes	20.16

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

**ROLL CALL**

<b>YEAS</b>	<b>RESOLUTIONS</b>	<b>NAYS</b>
_____	<b>BELUSKO</b>	_____
_____	<b>MARCONI</b>	_____
_____	<b>McBRIDE</b>	_____
_____	<b>BROOKS (VICE CHAIRPERSON)</b>	_____
_____	<b>BARRETT(CHAIRPERSON)</b>	_____

Seconded by \_\_\_\_\_ City Clerk

## Administration

AD-75 – Administration Chronological Files U-Z  
AD-79 – Miscellaneous Files (Namey) 1990-1995  
AD-80 – Miscellaneous Files (Namey)  
H-40 – Health Insurance Contracts  
H-47 – 1994 Data Book/ 1995 Budget Data Book  
H-50 – 1994 Prior negotiations  
HE-97 Certified Receipts/Letters  
633 – Razed properties  
692 WVSA Billing  
1060 – Administration Recycling /Hazardous Waste 1998  
1059 – Administration budgets

## Administration - No Numbers

Mayor's General Files – 2000-2003  
Miscellaneous (2 boxes)  
Miscellaneous R.A. 1987  
Miscellaneous BNI 1991  
Miscellaneous Site Plan Files 1981-1983

1.26 cu.ft. per box

16 Tot. boxes

---

20.16 Tot. Cubic Feet

---



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

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

WHEREAS, permission for restaurants to use city rights-of-way for outdoor seating purposes is a function of Wilkes-Barre City Council;

WHEREAS, it is anticipated that more eating establishments will be considering this option when the city moves from the “red” phase of the current pandemic to the “yellow” phase;

WHEREAS, City Council believes these types of requests need to be processed as quickly as possible for the benefit of local restaurants;

WHEREAS, accordingly, for a period of six (6) months from the date of this resolution, City Council believes it is appropriate for these types of requests to be processed by the Mayor’s Office;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Wilkes-Barre that requests to use city rights-of-way for outdoor seating purposes for local restaurants shall be processed by the Mayor’s Office through his appointed designee(s).

BE IT FURTHER RESOLVED that all requirements historically required for permission (e.g., Indemnity Agreements, Insurance, etc.,) shall remain the same.

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

**ROLL CALL**

YEAS	RESOLUTIONS	NAYS
_____	<b>BELUSKO</b>	_____
_____	<b>MARCONI</b>	_____
_____	<b>McBRIDE</b>	_____
_____	<b>BROOKS (VICE CHAIRPERSON)</b>	_____
_____	<b>BARRETT(CHAIRPERSON)</b>	_____

Seconded by \_\_\_\_\_ City Clerk

CITY OF WILKES-BARRE  
PENNSYLVANIA



# CITY COUNCIL AGENDA

---

CITY COUNCIL

MAY 28, 2020

PLEDGE OF ALLEGIANCE

RESOLUTIONS

MINUTES

PRESENTATIONS BY COUNCIL MEMBERS

PUBLIC DISCUSSION

CITY COUNCIL  
MAY 28, 2020

**RESOLUTIONS**

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

Approving the disposition of records from the City Clerk's Office as set forth in the Municipal Records Manual.

Approving the disposition of records from the Office of Community Development.

Approving the disposition of records from the City Controller's Office.

Approving the disposition of records from the Administrator's Office.

Requests to use city rights-of-way for outdoor seating purposes for local restaurants shall be processed by the Mayor's Office through its appointed designee(s) for a period of six months.