

CITY OF WILKES-BARRE
PENNSYLVANIA



CITY COUNCIL AGENDA

CITY COUNCIL

JULY 11, 2023

6:00 p.m. Cathy Payne, City Clerk.

1. Resolution approving the disposition of records from the Accounts and Finance Office.
2. Resolution approving the disposition of records from the Office of Community Development.
3. Resolution approving the disposition of records from the Controller's Office.
4. Resolution approving the disposition of records from the City Clerk's Office.

6:10 p.m. Mayor George Brown (See Attached)

**WILKES-BARRE CITY COUNCIL
WORK SESSION – JULY 11, 2023
MAYOR'S AGENDA**

RESOLUTIONS:

Authorizing the proper city officials to enter an agreement in the amount of \$50,000 with TruMed Systems Inc. to provide a vaccine management control system.

Authorizing Mark Barry, Grant Coordinator to approve, as the City's agent, any and all notices, awards and contracts the City must undertake as owner of City bridges through PennDOT's Reimbursement Agreement System (RAS) via the PennDOT's via the PennDOT's ECMS system.

Authorizing the appropriate officials to submit a \$3,000,000.00 Multimodal Transportation Fund grant application funded by Commonwealth Financing Authority of the Commonwealth of Pennsylvania to be used for the South Main Street Streetscape Improvements Project.

Authorizing the proper city officials to enter into an agreement with the Pennsylvania Department of Transportation and Alfred Benesch and Company to conduct supplemental design services for the North Washington Street Bridge. The allocation of funds for this program are 80% Federal and 20% Local with the local share coming from the Liquid Fuels Account.



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: Accounts & Finance

<u>Box Number, Record title, dates</u>	<u>Cubic Feet</u>
FO-79 Tax Balancing Records (2006-2011)	1.26
No Number – 2018 Record Books (duplicate)	1.26
No Number – 2017 Bank Deposit Receipts (duplicate)	1.26
No Number – 2020 Receipt books (duplicate)	1.26
No Number – 2021 Receipt books (duplicate)	1.26
No Number – 2021 Receipt books (duplicate)	1.26
No Number – 2020 Receipt books (duplicate)	1.26
No Number – 2017 Receipt books (duplicate)	<u>1.26</u>
Total	<u>10.08</u>

Submitted by _____

ROLL CALL



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).

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Office/Department: Office of Community Development

<u>Box Number, Record title, dates</u>	<u>Cubic Feet</u>
CD-3 EM Rehab/Rehabs 98-05	1.26
CD-9 2015 CDBG Subrecipient Agreements	1.26
CD-12 2011-2015 ESG	1.26
CD-14 2012-2015 Community Policing Reports	1.26
No numbers (19 Boxes) (See Attached)	<u>23.94</u>
Total	<u>28.98</u>

Submitted by _____

ROLL CALL

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD Misc budgets, RFP's + plans 2000-2009.

Retention Date: 2011

Page Number as it appears in Municipal Records Manual:

Box Number [1]

Location:

Inventory completed by: Nrc Care

Date: 3/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD 1990 Building Inventory

Retention Date: 1997

Page Number as it appears in Municipal Records Manual:

Box Number [2]

Location:

Inventory completed by:

NIC CAW

Date:

3/2/2022

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD 1995 Subrecipient Agreements

Retention Date: 2002

Page Number as it appears in Municipal Records Manual:

Box Number [3]

Location:

Inventory completed by: Nic Cser

Date: 3/2/22

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD 1995 Contracts

Retention Date: 2002

Page Number as it appears in Municipal Records Manual: _____

Box Number [5]

Location: _____

Inventory completed by: N.C. CJOE Date: 3/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD 1988-1991 RRP

Retention Date: 1998

Page Number as it appears in Municipal Records Manual:

Box Number [6]

Location:

Inventory completed by: Nic Cave

Date: 3/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD 1995 CDBG Subrecipients

Retention Date: 2002

Page Number as it appears in Municipal Records Manual:

Box Number [7]

Location:

Inventory completed by: Nic Cove Date: 3/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD 1988-1989 Rental Rehab

Retention Date: 1996

Page Number as it appears in Municipal Records Manual:

Box Number [8]

Location:

Inventory completed by: Nic Cave

Date: 3/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD 1989 Rental rehabs

Retention Date: 1996

Page Number as it appears in Municipal Records Manual: _____

Box Number [9]

Location: _____

Inventory completed by: Nic Cave

Date: 7/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD misc project plans 1998-1999

Retention Date: 2006

Page Number as it appears in Municipal Records Manual:

Box Number [1]

Location:

Inventory completed by: JIC Cove

Date: 3/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD *HUD Records 1988-1991*

Retention Date: *1998*

Page Number as it appears in Municipal Records Manual: _____

Box Number [*13*]

Location: _____

Inventory completed by: *Nor Case*

Date: *3/2/2023*

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD MISC 1998-1999

Retention Date: 2006

Page Number as it appears in Municipal Records Manual:

Box Number [12]

Location:

Inventory completed by: Nic Cove

Date: 3/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD Housing Court 1986

Retention Date: 2002

Page Number as it appears in Municipal Records Manual:

Box Number [14]

Location:

Inventory completed by: MC Corel

Date: 3/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD con in & out 1996

Retention Date: 2003

Page Number as it appears in Municipal Records Manual:

Box Number [15]

Location:

Inventory completed by: Nive Case

Date: 3/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD Misc inspections/insurances 1988

Retention Date: 1995

Page Number as it appears in Municipal Records Manual:

Box Number [16]

Location:

Inventory completed by: Nic Cave

Date: 3/2/2022

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : ocd 1981 → 1985 CAAs

Retention Date: 1992

Page Number as it appears in Municipal Records Manual:

Box Number [17]

Location:

Inventory completed by: Nick Cave

Date: 3/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD misc contracts 1993

Retention Date: 2000

Page Number as it appears in Municipal Records Manual:

Box Number [18]

Location:

Inventory completed by: N. C. AVE

Date: 3/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD HUD Budget Amendments / Action Plans
1978 - 1985

Retention Date: 1992

Page Number as it appears in Municipal Records Manual:

Box Number [19]

Location:

Inventory completed by: Nic Case

Date: 3/2/2022 ✓

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD Hnd Reports 1988-1989

Retention Date: 1996

Page Number as it appears in Municipal Records Manual:

Box Number [20]

Location:

Inventory completed by: Mc Case Date: 2/2/2023

RECORDS INVENTORY WORKSHEET

DEPT. Office of Economic & Community Development

RECORD TITLE : OCD time sheets & business 1998

Retention Date: 2004

Page Number as it appears in Municipal Records Manual:

Box Number [9]

Location:

Inventory completed by: N. e. Gue

Date: 3/2/2022



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 Controllers

<u>Box Number, Record title, dates</u>	<u>Cubic Feet</u>
CON-93- 2014 Bank Statements (Fund 110)	1.26
CON-94- 2014 Bank Statements (Funds 203-527)	1.26
CON-95 – 2014 Bank Statements (Funds 528-855)	1.26
CON-96 – 2014 Daily Receipts (Jan – Feb)	1.26
CON-97 – 2014 Daily Receipts (March – April)	1.26
CON-98 – 2014 Daily Receipts (May – June)	1.26
CON-99 – 2014 Daily Receipts (July – Aug)	1.26
CON-100 – 2014 Daily Receipts (Sept – Oct)	1.26
CON-101-2014 Daily Receipts (Nov – Dec)	<u>1.26</u>
Total	<u>11.34</u>

Submitted by _____

ROLL CALL



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

<u>Box Number, Record title, dates</u>	<u>Cubic Feet</u>
CC-80 2017 Chronological files	1.26
CC-81 2017 Council Meeting files	1.26
CC-90 Misc. Items (see attached)	1.26
No Number – 2016 Contracts (1 of 2)	1.26
No Number – 2016 Contracts (2 of 2)	<u>1.26</u>
Total	<u>6.30</u>

Submitted by _____

ROLL CALL



Resolution No. _____

Wilkes-Barre, PA _____

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

RESOLUTION

Authorizing the proper city officials to enter an agreement in the amount of \$50,000 with TruMed Systems Inc. to provide a vaccine management control system.

Submitted by _____

ROLL CALL



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 DESIGNATING THE GRANT COORDINATOR AS THE AUTHORIZED SIGNATORY FOR EXECUTION OF DOCUMENTS, NOTICES AND CONTRACTS AND MANAGEMENT OF PROJECTS THROUGH PENNDOT'S REIMBURSEMENT AGREEMENT SYSTEM (RAS).

WHEREAS, the Pennsylvania Department of Transportation (PennDOT) has implemented and requires the use of the of its Reimbursement Agreement System (RAS) via the Electronic Contract Management System (ECMS) for all agreements; and

WHEREAS, the City of Wilkes-Barre currently is party to such agreements and anticipates continued participation in such agreements as owner of bridges throughout Wilkes-Barre; and

WHEREAS, all statement of interest, bid, notifications, awards, contracts and agreements to be entered and authorized electronically in the RAS via ECMS with no signature line but rather only an electronic acknowledgement of acceptance; and

WHEREAS, there will be no physical agreements and documents presented before the City Council for execution; and

WHEREAS, all notifications, selections, awards, agreements, and contract executions requiring approval by City Council will be presented as a motion to be approved during a regular public meeting; and

WHEREAS, upon such motion and approval by the City Council, as noted by the duly recorded minutes; any requirements of the City Charter or Administrative Code relating to City Council's role in City contracts will be met; and

WHEREAS, City Council desires to authorize the City Grant Coordinator to execute all paperwork upon such approval;

Submitted by _____

ROLL CALL

NOW, THEREFORE, BE IT RESOLVED and ENACTED by the City Council of the City of Wilkes-Barre as follows:

Upon motion and approval by the City Council of the City of Wilkes-Barre of any action or expenditure pertaining to the management of Wilkes-Barre City's bridges, the Grant Coordinator, Mark Barry, is authorized to approve, as the City's agent, any and all notices, awards and contracts the City must undertake as owner of City bridges through PennDOT's RAS system via the PennDOT's ECMS system. The City Clerk is hereby authorized to attest to the signatures of the City Grant Coordinator.



Resolution No. _____

Wilkes-Barre, PA _____

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

BE IT RESOLVED, that the City of Wilkes-Barre of Luzerne County hereby requests a Multimodal Transportation Fund grant of \$3,000,000.00 from the Commonwealth Financing Authority to be used for the South Main Street Streetscape Improvements Project. The (South St. to Hazle St.) portions of the project will include the following improvements: new concrete sidewalks, curbs, sidewalk connections, crosswalks & paving of the street. Also, ADA accessibility improvements such as curb cuts & sidewalk detectable warning surfaces for the new ADA ramps will be replaced. In addition, new street lighting, benches, bicycle racks, & garbage receptacles will be installed along with trees planted to improve the overall quality of the city district. The (Hazle St. to Hanover St.) portion of the project improvements will include milling & paving of the roadway & ADA ramps only.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate George C. Brown, Mayor, and Darren, Snyder, City Controller, as the officials to execute all documents and agreements between the City of Wilkes-Barre and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant along with any or all project documents if the application is approved.

NOW, THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Wilkes-Barre to authorize the appropriate city officials to submit a \$3,000,000.00 Multimodal Transportation Fund grant application funded by Commonwealth Financing Authority of the

Submitted by _____

ROLL CALL



Resolution No. _____

Wilkes-Barre, PA _____

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

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

To hereby authorize the proper city officials to enter into an agreement with the Pennsylvania Department of Transportation and Alfred Benesch and Company to conduct supplemental design services for the North Washington Street Bridge. Alfred Benesch and Company was selected using the PennDOT ECMS Program. This contract also allows the city to use Alfred Benesch and Company in other engineering capacities as needed by the City of Wilkes-Barre.

BE IT FURTHER RESOLVED, the allocation of funds for this program are 80% Federal and 20% local with the local share coming from the Liquid Fuels account.

Submitted by _____

ROLL CALL