

In Re:

## SUMMARY TRANSCRIPT OF PROCEEDINGS

The City Council of the City of Wilkes-Barre met in Executive Work Session, Tuesday, January 9, 2018 at 6:00 p.m., in City Council Chambers, City Hall, Wilkes-Barre, Pennsylvania.

### PRESENT:

Tony Brooks, Chairperson  
Mike Belusko, Vice Chairperson  
Bill Barrett, Council member  
Beth Gilbert, Council member  
Mike Merritt, Council member

### ALSO PRESENT:

Ted Wampole, Administrator  
Nicole Ference, Human Resources Director  
Tim Henry, City Attorney  
Ceili Jones, Deputy Human Resource Director  
Cathy Payne, Assistant City Clerk  
Jim Ryan, City Clerk  
Lisa Sanfilippo, Administrative Assistant

The Pledge of Allegiance to the Flag was given.

**Administrator Ted Wampole appeared before Council relative to the following Resolutions:**

1. Authorizing the proper city officials to take any and all necessary actions related to entering into a three (3) year contract with PMA Management Corp. ("PMA") to act as the City's Third Party Administrator for its self-insured Workers' Compensation Program. The cost for these services shall be \$30,000 per year with an additional one-time \$5,000 fee to cover transition costs from our current Third Party Administrator (Excalibur).

Mr. Wampole explained that the city started discussing this over a year ago. We were paying way too much for a city of our size and knew we had to do something to get the cost under control. The City entered into a contract with EHD a few months ago, who was going to oversee the entire process. They initially sent out an RFP for third party administrators. The city is currently with Excalibur. The city looked at PMA's response and after much discussion decided that not only is it giving the city a tremendous price (because it is going to save us \$30,000 - \$35,000 a year), but also what they bring as far as additional benefits is far beyond what we had. We think it will make the process significantly more efficient.

Mr. Barrett asked if the city has a safety committee.

Mr. Wampole replied the city does have a safety committee that has been in place for over a year. We meet regularly with representatives of police, fire, DPW and City Hall.

Mr. Barrett asked if it is a state certified committee.

Mr. Wampole responded that it is not yet state certified. The process to do that is extensive. He said he can see it happening down the road.

Mr. Barrett said if the city needs any help with the safety committee he is available. He said he has been the Chair of LCC's for 14 years.

2. Authorizing the proper city officials to sign any and all necessary documents related to modifying the City's agreement with Borton-Lawson Engineering, Inc. for an additional \$139,300.00 for necessary services related to the Solomon Creek Retaining Walls Reconstruction Project.
3. Authorizing the proper city officials to sign any and all necessary documents related to contracting with Borton-Lawson Engineering, Inc. for an amount of \$245,000.00 to perform engineering and related services for the above-referenced Brook Street Storm Water Pump Station.

Mr. Wampole said the city has enough money to do additional repairs, so all the city is doing is amending the contract to do an additional section of the wall. This money is in place, it is part of the funding that is available.

Mr. Wampole informed Council that the additional work will be done around Waller and Vulcan Street.

Mr. Belusko asked where the pumping station will be located.

Mr. Wampole said he wasn't exactly sure, but will get him the details.

Ms. Gilbert asked if this money will coming out of the general fund or is it already borrowed money.

Mr. Wampole informed Ms. Gilbert that it is money that the city already borrowed.

4. Appointing Attilio Frati to the General Municipal Authority.

Mr. Wampole pointed out that Mr. Frati is very familiar with the operations of the General Municipal Authority. They do call him to look at different things during the course of the year.

Mr. Barrett asked if there was any issue with the Charter as far as an employee serving on the authority.

Attorney Henry replied that it is not an issue with the General Municipal Authority.

**Council Presentations**

Mr. Barrett asked for a copy of the city's most recent purchasing policy.

Mr. Wampole said the current purchasing policy was recently refined with a lot of discussion with PFM. The city is putting a lot of controls in place to get a handle on things. The policy will be presented at the staff meeting next Tuesday.

Mr. Barrett said he would like to see it when it is finalized.

Mr. Barrett asked if getting quotes/proposals/bid are something that is built in to the purchasing policy.

Attorney Henry said that is governed more by state law and the City Charter then it would be by a purchasing policy.

Ms. Gilbert asked if the city has an Ordinance relative to trucks loading and unloading at certain times of the day.

Attorney Henry said the city does have an Ordinance relative to loading and unloading. He said he wasn't sure of the time frame; he would have to look at the Ordinance.

Ms. Gilbert said she has noticed a lot of trucks lately on Public Square loading/unloading different goods.

Attorney Henry asked Ms. Gilbert what time she was seeing them.

Ms. Gilbert replied it is usually in the afternoon. She said she is concerned for the safety of the pedestrians.

Attorney Henry said he will look at the Ordinance, but he suspects that it might limit the hours to what time in the morning they can come.

Mr. Merritt asked the Administration to reach out to the water company relative to a stream of water running down North Main Street at East Chestnut Street. It is making the intersection treacherous (East Chestnut side).

There being no further business to discuss the meeting adjourned at 6:15 p.m.