

MONDAY, OCTOBER 28, 2024

The regular monthly meeting of the Council of the City of Lebanon, Pa., was held in Dixon Council Chamber of City Hall, Lebanon, Pa., this evening, Chairperson Morales presiding.

The meeting was called to order at 6:30 p.m.

Present--Mrs. Haitos, Mr. Maguire, Mr. Martin, Mr. Potash, and Mr. Morales, Chairperson. Absent--none.

Also present were Mayor Sherry L. Capello; Jeffrey Campbell, Deputy Fire Chief; Chief of Police Brett Fisher; Janelle Groh, Community and Economic Development Administrator; Melissa E. Quinones, Director of Administration-Assistant to the Mayor; City Solicitor Gedd Schweiker; Eric Sims, Captain of Police; A.J. Sweitzer, Fire Chief; Chad Yeagley, Director of Public Works; six persons in the audience; and two members of the news media.

The minutes of the September 23, 2024, City Council meeting were presented by the City Clerk. There being no corrections, deletions or additions, the minutes were approved as presented.

Chairperson Morales announced that Council received a budget report for the period January 1 through September 30, 2024. Mayor Capello reported that 75 percent of the fiscal year is completed; revenues are at 90 percent; and expenditures are at 69 percent. She reported that we are performing better than budget in both categories.

Chairperson Morales announced that Council received the following communications:

- a. Mayor Sherry L. Capello, informing Council of the reappointment of Jerry Kalinoski and Jacqueline Parker to the City of Lebanon Planning Commission for a four-year term, effective September 28, 2024. Mayor Capello reported that Jackie Parker has been serving on the Planning Commission for 13 years and Mr. Kalinoski has been serving for 26 years. She added that the Planning Commission is an advisory board established to guide uses of land and structure types and location of streets, grounds and other facilities. She extended her appreciation for their service. Mayor Capello announced that there is a vacancy on the Planning Commission for a representative from Area 2 (northwest section of the city).
- b. Mayor Sherry L. Capello, informing Council of the reappointment of Robert Okonak to the City of Lebanon Police and Fire Civil Service Commissions for a four-year term, effective October 22, 2024. Mayor Capello reported that Mr. Okonak has served on the Civil Service Commission for 31 years. The Civil Service Commission is authorized, empowered and directed to establish procedures and rules to ensure that the city's police and firefighter applicants meet standards set forth in state regulations and local regulations.

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Mr. Potash introduced Resolution No. 19, as follows:

A RESOLUTION ACCEPTING A PROPOSAL FROM BARBACANE THORNTON & COMPANY, WILMINGTON, DELAWARE, FOR AUDITING VARIOUS CITY ACCOUNTS FOR THE YEAR 2024, WITH OPTIONS TO EXTEND THROUGH DECEMBER 31, 2026.

Be It Resolved by the Council of the City of Lebanon, Pennsylvania, and it is hereby resolved by the authority of the same, That:

SECTION 1. A proposal dated September 30, 2024, from Barbacane Thornton & Company, 503 Carr Road, Suite 100, Wilmington, Delaware, 19810, for auditing various city accounts for the years 2024, 2025, and 2026 for a lump sum price of Forty Thousand Five Hundred Dollars (\$40,500.00) for 2024; Forty-Three Thousand Two Hundred Seventy-Five Dollars (\$43,275.00) for 2025; and Forty-Six Thousand Dollars (\$46,000.00) for 2026, is hereby accepted, subject to the annual review and recommendation of the City Council, the satisfactory negotiation of terms and the annual availability of an appropriation.

Mayor Capello reported that Barbacane Thornton and Company have been the auditors for the past three years as well as one other occasion. Barbacane Thornton and Company specializes in auditing for governmental agencies.

Resolution No. 19 was passed finally on motion of Mr. Potash, seconded by Mr. Martin. Yeas--Mrs. Haitos, Mr. Maguire, Mr. Martin, Mr. Potash, and Mr. Morales, Chairperson—5; nays--none.

Mr. Morales introduced Resolution No. 20, as follows:

A RESOLUTION AUTHORIZING THE DISPOSITION OF ACCOUNTS PAYABLE RECORDS IN THE FINANCE OFFICE FOR THE YEARS 2013 AND PRIOR.

WHEREAS, by virtue of Resolution No. 36, Sessions 2008-2009, passed finally by City Council on April 27, 2009, the City of Lebanon declared its intent to follow the procedures for the disposition of records as set forth in the Retention and Disposition Schedule for Records of Pennsylvania Municipalities issued on December 16, 2008; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

NOW, THEREFORE, Be It Resolved by the Council of the City of Lebanon, Pa., and it is hereby resolved by the authority of the same, That:

SECTION 1. The disposition of accounts payable files in the Finance Office for the years 2013 and prior is hereby approved.

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SECTION 2. Any resolution or part of resolution conflicting with the provisions of this resolution is hereby repealed so far as the same affects this resolution.

Mayor Capello reported that the State's Retention and Disposition Schedule for Records of Pennsylvania Municipalities requires that accounts payable records and ledgers be retained for seven years. The accounts payable records the city is disposing of are older than seven years. She added that the current accounting software system includes invoices and some supplemental information.

Resolution No. 20 was passed finally on motion of Mr. Potash, seconded by Mr. Martin. Yeas--Mrs. Haitos, Mr. Maguire, Mr. Martin, Mr. Potash, and Mr. Morales, Chairperson--5; nays--none.

Councilmember Potash wished everyone a safe Trick-or-Treat night and urged everyone to vote on November 5.

Captain Sims announced that Trick-or-Treating will be held on October 31, 2024, from 6:00 p.m.-8:00 p.m. He reviewed safety tips which are posted on Crimewatch.

Cornell Wilson, 27 South Sixth Street, Lebanon, on behalf of Making a Difference, extended thanks to the Police and Fire Departments. He stated that recently Making a Difference held four major events and both the Police and Fire Departments were in attendance.

Council Chairperson Morales thanked everyone involved in the planning of the Sixth Street Block Party held on October 26, 2024, which was a huge success.

Craig Gates, 47 Berwyn Park, Lebanon, reminded folks of the upcoming holiday events sponsored by the Community of Lebanon Association:

November 22 – 6:00 p.m. – Tree Lighting

November 23 – 10:00 a.m. – Holiday Parade

December 6 and 13 – 5:00 p.m. – 8:00 p.m. – Carriage Rides

The meeting was adjourned at 6:47 p.m.

CHERYL J. GIBSON, Clerk