

**BOROUGH OF SHENANDOAH  
MONTHLY COUNCIL MEETING  
MONDAY, JANUARY 20<sup>TH</sup> 2025**

**PLEDGE OF ALLEFIANCE:**

**Completed**

**CALL TO ORDER:**

- Meeting was called to order at 7:00 PM.

**ROLL CALL:**

(Present members) Joseph Boris, Michael Whitecavage, James Burke, Diane Korenda, Michael Uholik, Joseph Gawrylik, Michael Cadau, Shane Hobbs, James Flail, Mayor Andrew Szczyglak

(Absent Members) Katie Catizone

**FIRST PUBLIC PORTION:**

- Donna Gawrylik questioned if the Shenandoah Police Pension Plan was paid yearly or Bi Yearly. Joseph Boris stated that some of the funds came from the Liquid Fuels account for snow plowing but most came of the Sewer Account. Mrs. Gawrylik also stated last year she questioned if the police pension plan was paid and she was told that it was, therefore is questioning the bill for the 128,520.00 for the year of 2024. Mr. Boris stated the Borough Manager is working on resolving these questions.

**MINUTES OF PREVIOUS MEETING:**

- Mike Uholik made a motion to accept meeting minutes from last month, second by Diane Korenda. Motion passed.

**CORRESPONDENCE:**

**OFFICER'S REPORT (MAYOR SZCZYGLAK):**

- Mayor Szczyglak stated for the month of December the Police Dept. had 243 calls. Of those calls, 27 were reportable offenses. There were 20 arrests for the month of December. There were 15 citations issued, 21 tickets were issued, and 5 incidents.
- Mayor Szczyglak acknowledged the public frustration with the delay in response from Police Officers due to being short staffed. He requested an advertisement to be posted for seeking more full time police officers.
- Joseph Boris stated the Borough is working on extending the police station into the space previously used as a dentist office.
- Motion by Michael Whitecavage to advertise for a full time police officer position, second by James Burke. Motion passed.

**SOLICITOR'S REPORT (SHANE HOBBS):**

- Shane Hobbs states he finalized all the Deeds on the properties of the Borough that were sold a few months ago and will be getting those sent to Cassie shortly. The only deeds that will be finalized are the sales of the properties that have been paid in full.
- Shane Hobbs states he occasionally offers written legal opinions on certain matters which is considered non confidential. If a council member disagrees with the written legal opinion, he suggests they contact him rather than take action and do opposite of what was in the opinion because it may result in a legal course of action.

**BOROUGH MANAGER'S REPORT (MICHAEL CADAU):**

- Michael Cadau thanked Council for the opportunity to work for Shenandoah Borough. Mr. Cadau stressed his transparency with the public and welcomed all residents to approach him with any concerns. Mr. Cadau stated he has discovered a few issues, and commended the office staff for their hard work.
- Mr. Cadau states the office had stacks of paper that went back to 2001 and way beyond. Inside these stacks of paper there were confidential documents discovered which have been put into a proper place.
- Mr. Cadau states he found that entering the year of 2024, the borough's budget had a deficit of \$661,445.00. He states the next audit will be performed on 02/03/2025 by Samuel Deegan.
- Mr. Cadau states he feels the Borough was "freelance" spending, and he intends to create a budget for the upcoming years.
- Mr. Cadau states there is no discipline policy. He states he is going to ensure that there are written job descriptions for all employees, and all files will be locked in a cabinet.
- Mr. Cadau states electronic security will be improved as well.
- Mr. Cadau states there was a particular loan taken out with high interest that wasn't paid on time. He states this matter is being resolved.
- Mr. Cadau stated that PPL bills for Shenandoah were extremely past due. The last payment was made on 12/11/2024 for the amount of \$103,030.96 from the "liquid fuels" account, leaving the account near depleted.
- Mr. Cadau states form 941 has to be sent in on time, which was not in the past, resulting in near \$2,000 in late fees.
- Mr. Cadau stated that a previous employee of Shenandoah Borough had passed away and the life insurance policy lapsed for this employee, therefore, funds were taken from the general fund to pay what was owed to the beneficiary of said employee. After this payment was made to the individual, another claim was submitted to a separate insurance company.
- Mr. Cadau stated that the dentist office located in the borough building was under a lease, in which the rentee was paying on. At the same time the rentee was paying on this lease, the office space was leased out to another interested party (Dane Watro). This matter can be resolved by dissolving both leases.
- Mr. Cadau stated that a new email system is in the process of being installed, as well as an update on G-works (software system). There will be a closer monitoring on borough purchase orders as well. There is also going to be a weather plan implemented for garbage pick-up in order to protect borough workers.

**CODE ENFORCEMENT REPORT (JAMES FLAIL):**

- James Flail reports 30 inspections for the past month, 26 of which passed and 4 that have failed. The total amount of money obtained from property maintenance was \$441.00. The total amount obtained from amusement taxes was \$3100.00. James received 93 phone calls, 39 of which were in regards to neighbors arguing with each other. Thirty-seven of those calls were resolved. There were 11 garbage calls and all 11 were resolved. Credit given to the Borough Street Department for assisting in the cleanup. There were 17 calls put out to owners with falling buildings. There were 7 sewer issues, 4 were solved and 3 are pending. There were 5

properties condemned, and 4 calls to inspect for probation release. None of the probation inspections were passed.

- Joseph Michalik, Mike Uholik and James Flail installed some cameras around town in order to monitor more closely.
- Joseph Boris questioned if home owners should be required to have home owner's insurance. Shane Hobbs stated that for rental units, the borough can ask the home owners to provide insurance in order for the tenants to receive an occupancy permit.

**PRESIDENT OF COUNCIL REPORT (JOSEPH BORIS):**

- Joseph Boris introduced Michael Cadau. Michael Cadau states he made an agreement with Souchack's Lumber to obtain items with the option of delivery for a cheaper price.

**COMMITTEE REPORT (MICHAEL ZECKIE UHOLICK):**

- Mr. Uholik stated that there was a budget meeting and discovered there were no funds invested in demolition.
- Mr. Uholik also stated the issue with squatters on Arlington street is being investigated.
- Joseph Gawrylik stated that the issue with illegally parked cars will be better solved once signs are obtained for the alleys.
- Mr. Gawrylik also stated any problems with water need to be handled by AQUA. It was stated very clearly by an AQUA representative that if multiple houses connect to the same water line, and one of those residents do not pay the bill, they will terminate the service regardless of the fact of it affecting the other properties.
- Mr. Gawrylik states he plans to call a meeting in February to discuss street paving. He hopes to come to an agreement of completing 7 streets this year.

**OLD BUSINESS:**

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**FINANCIAL COMMITTEE:**

- Diane Korenda states that the budget for 2025 was not approved at the meeting due to having questions and concerns. Diane Korenda gave recognition to the new Borough Manager for addressing many issues in a timely manner.

**REPORT & LIST OF BILLS:**

- Motion to approve payment of all borough bills made by Michael Whitecavage, second by Michael Uholik. Motion passed.

**INFRASTRUCTURE COMMITTEE:**

**PUBLIC INFORMATION COMMITTEE (DIANE KORENDA):**

- Diane Korenda states that there is a Borough Website now and announcements will be posted.

**LAW AND ORDER COMMITTEE:**

- A question was raised by Michael Whitecavage in regards to the police towing cars parked on the main street during a snow emergency ban. It was clarified that there are no signs on some streets stating no parking during the ban, therefore police cannot issue tickets.

**BUILDING & GROUNDS COMMITTEE:**

**PARKS & RECREATION COMMITTEE:**

**NEW BUSINESS:**

- Motion to approve the agreement for the Pump Station made by

- Motion to approve the request for Professional Engineer Services (\$14,000) for the Pumping station made by Michael Whitecavage, second by Joseph Gawrylik. Motion passed.
- Motion to support a date and time with the North Schuylkill Landfill Association on settlement and Agreement Proposal made by
- Motion to approve the withdrawal of Jim Flail's request to be on the zoning board made by James Burke, second by Joseph Gawrylik. Motion passed.
- Motion to nominate Jacob Alinsky as the Zoning Board Position made by Michael Uholik. Motion to nominate John Rooney for the Zoning Board Position made by James Burke.

Roll Call Vote:

Joseph Gawrylik-Jacob Alinsky

Michael Uholik- Jacob Alinsky

James Burke-John Rooney

Diane Korenda- Jacob Alinsky

Michael Whitecavage-John Rooney

Joseph Boris- Jacob Alinsky

Roll call vote 4:2 Jacob Alinsky appointed as a Zoning Board Member.

- Bid sale on property 30-32 W coal, 220-222 W Columbus to Ed Labron tabled.
- Bid sale of lot where the previous Roosevelt School was located to be sold to The Polish American tabled until more research on buyer's end is complete.
- Motion to approve bid sale on 0 West St, 0 Rock St, 0 W Chester St for the amount of
- \$10,000 total from Wesley Kacilowicz made by Michael Whitecavage, second by Michael Uholik. Motion passed.
- Motion to approve bid sale on 233-235 West Oak Street for a total of \$2100.00 from Janselle and Ariel Nunez made by Michael Whitecavage, second by Michael Uholik. Motion passed.
- Motion to approve bid sale on 432 West Centre St from Marlene Poline for the amount of \$1050.00 made by Diane Korenda, second by Michael Uholik. Motion passed.
- Bid sale on 220 W Columbus St from Raphael Cruz tabled due to no down payment.
- Motion to rescind the vote approving the sale of 233-235 West Oak to Janselle and Ariel Nunez made by James Burke, second by Michael Uholik. Motion passed.
- Motion to approve the bid sale of 522 W Arlington St. for \$1050 from Shana Arrevalo made by James Burke, second by Michael Uholik. Motion passed.
- Motion to approve the bid sale of 434, 436, 438 West Mount Vernon to Ricardo Chagolla for \$1000 each property made by Michael Whitecavage, second by James Burke. Motion passed.
- Motion to approve the DSI Resolution made by Michael Whitecavage, second by Michael Uholik. Motion passed.
- Motion to approve the salary and title change for Michael Cadau made by Joseph Gawrylik, second by Diane Korenda. Motion passed.
- Motion to approve Michael Cadau as Borough Manager made by Joseph Gawrylik, second by Michael Uholick. Michael Whitecavage opposed awaiting more research to be done by solicitor. Motion passed.
- Motion to approve request from DSI requesting the annual Kielbasi Festival/Heritage Day by Michael Whitecavage, second by Diane Korenda. Motion passed.

- Motion to approve the request from Shenandoah Area girls' softball to hold a can collection on May 24<sup>th</sup> and May 25<sup>th</sup> from 10 AM to 2PM made by Michael Whitecavage, second by Joseph Gawrylik. Motion passed.
- The Borough plans to enforce the Ordinance that states all residents in the Borough of Shenandoah must use the Borough's Trash service and not any other private hauler for residential trash to avoid fines and penalties.

**PERSONNEL REPORT:**

**SECOND PUBLIC PORTION:**

- Donna Gawrylik questioned if a sewer board member is paid if that person does not attend the meetings. It was stated that the check will be held if the person does not attend. Donna also stated she would like an explanation from the previous Council president about how these errors and mistakes occurred and nothing was done. Mrs. Gawrylik commended Michael Cadau for his hard work and accomplishments so far.
- Bob, a Shenandoah resident, asked if the previous borough manager can be held legally responsible for financial loss of a borough. The solicitor explained the process that would have to happen in order to do that.
- Bob Wasilewski expressed his concerns for the issue with squatters in Shenandoah. Mr. Wasilewski thanked Michael Uholik and Joseph Gawrylik for taking the time to hear his concerns.
- Karen Kayes, South Vine Street, questioned if the previous Secretary/Treasurer was bonded. It was clarified that the previous Secretary/Treasurer was, in fact, bonded.
- Tom Twardzik, 218 North Main Street, questioned if the 200 block of North Main Street was one of the streets that does not have a no parking sign for snow bans. Captain Bowman stated that the 200 block of North Main Street on the west side was, indeed, one of the streets without the sign. Mr. Twardzik stressed his concern to hire more police officers.
- Diane Korenda questioned a handicapped parking sign on Catherine street, which was to be taken down in December, due to the resident having a garage.

**PERSONNEL REPORT:**

**ADJOURNMENT:**

- Motion to adjourn meeting made by James Burke, second by Diane Korenda. Meeting was adjourned at 9:44 PM.

**Respectfully Submitted,**

*Arielle Pautz*

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