

Borough of Northumberland
175 Orange Street, Northumberland, PA 17857
Northumberland Borough Council Meeting
April 16, 2013

President James Troup called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

Roll Call

Council members present were Gregory Carl, Adam Klock, Stephen Reed, Ty Sees, and James Troup. Others present were Ted McCollum, Code Enforcement Officer; and Janice Bowman, Borough Secretary. Mayor Len Zboray and council members Frank Wetzel and Harry Wynn were absent.

The seven visitors present introduced themselves.

Public Comment

No comments were offered.

Northumberland Sewer Department Report

Steve Siegfried, from Hazen and Sawyer, updated the council on the status of the engineer's work. He stated that a draft letter for the bulk customers has been completed. Mr. Siegfried is in the process of getting registered for the PennVest auction for credits. The date of the Penn Vest auction is June 21, 2013. He is also preparing the documents to advertise for bids for the credits and will have them for the next council meeting. Mr. Siegfried noted that they are conducting a battery of samplings at the plant and will be proceeding with the preliminary design.

Code Enforcement Officer's Report

Ted McCollum, Code Enforcement Officer, provided a written report to the council.

- He stated that a humane officer will be going with him tomorrow to remove the cats from the former Exchange Hotel. After that, he would like to have the Borough board up the windows at the building. He has tried to contact the owner.
- The owner of the property at 108 Queen Street is making repairs to the property.
- A property owner on Madison Avenue is waiting for a building permit. The resolution is required to appoint Building Inspection Underwriters as the Borough's Building Code Official.
- Mr. McCollum stated that things are moving along quite well and he is getting cooperation from the property owners.
- Mr. McCollum requested council's permission to purchase an entry door and boards for the windows at the Exchange Hotel. He stated that an officer will accompany him tomorrow morning to make sure no one is in the building. He plans to board up the

property the following day. Mr. Reed requested that the cost of the work to be done at the property be put against the property in the form of a lien. The Borough Secretary asked if a certified letter was sent to the property owner to board up the building. In the past, a certified letter would be sent as well as a letter through regular mail giving the property owner a specified amount of time to take care of the problems at the property. This is proof that the code office tried to contact the property owner before the Borough undertook the work. It was recommended that the solicitor be contacted to confirm the procedure.

Upon motion by Mr. Troup, seconded by Mr. Klock, council unanimously approved that Ted McCollum proceed with a certified letter to the property owner as recommended by the solicitor and to allow Mr. McCollum to board up the building if the property owner does not take action within the allotted time.

Since Paul Ruane has resigned, the Borough does not have a Building Code Official. Ted McCollum is in the process of becoming certified to be the BCO. Until he becomes certified, Building Inspection Underwriters has agreed to serve as the Borough's BCO. Resolution F-2013 establishes Building Inspection Underwrites for BCO inspection services based on their fee schedule. Upon motion by Mr. Klock, seconded by Mr. Sees, council voted unanimously to approve Resolution F-2013. The resolution follows:

BOROUGH OF NORTHUMBERLAND
RESOLUTION F-2013

Whereas, the Borough of Northumberland ("the Borough")'s prior Building Code Official ("BCO") retired; and

Whereas, the Borough has hired a new BCO that is not yet certified to conduct BCO inspections; and

Whereas, the new BCO is in the process of becoming certified to conduct BCO inspections; and

Whereas, until the new BCO becomes certified, the Borough needs to utilize a certified third party BCO to conduct BCO inspection services; and

Whereas, Building Underwriters are willing to conduct the BCO inspection services for set fees; and

Whereas, the Borough desires to utilize Building Inspection Underwriters for BCO inspection services based on the fee schedule attached as Exhibit "A", until such time as the new BCO becomes certified; and

Whereas, the once the new BCO becomes certified the Borough will no longer utilize Building Inspection Underwriters for the BCO inspection services that the BCO becomes certified to perform; and

NOW, THEREFORE, BE IT RESOLVED this _____ of _____ 2013 by the Borough Council of the Borough of Northumberland that Building Inspection Underwriters is hereby authorized to conduct the BCO services requested by the Borough and to be compensated at the rates listed in Exhibit "A".

ADOPTED as a resolution of the Borough of Northumberland, Northumberland County, Pennsylvania, this _____ day of _____, 2013.

ATTEST:

BOROUGH OF NORTHUMBERLAND

By: _____
Janice Bowman,
Borough Secretary

By: _____
James Troup,
Council President

Passed this ____ day of _____, 2013

Len Zboray, Mayor

EXHIBIT "A"
BOROUGH OF NORTHUMBERLAND
Fee Schedule for Building Inspection Underwriters

An administration charge of 20% will be added to the total fees.
The administration fee will be capped at \$10,000 for each project.

Residential Building Fees
Use Groups R-3 & R-4

New Construction and additions-----	\$40.00 plus \$.19 per sq. ft. of GFA*
Alterations & Repairs-----	.01 of total construction cost. (labor & material) (min. fee \$50.00 one visit)
Utility & miscellaneous use groups----- (sheds, decks, fences, towers, pools concrete slabs, and retaining walls. etc.)	.01 of total construction cost. (labor & material) (min. fee \$50.00 one visit)

Minimum Fee \$50.00

Commercial Building Fees
All Other Use Groups except F & S

New Construction and additions-----	\$60.00 plus \$.27 per sq. ft. of GFA*
Alterations, renovations, and repairs-----	Up to \$500,000 x .015 *(\$7,500.00) \$500,001 to \$1,000,000 x .0125 plus (\$7,500.00) Above \$1,000,000 x .01 plus (\$13,750.00)

Minimum Fee \$50.00

Commercial Building Fees With BCO Approval
Factory & Storage Use Groups
Consisting of a shell type structure with basic utilities inside.

F-1 & F-2 use groups -----	Up to 250,000 sq. ft. @ \$.25 per sq. ft. (\$62,500.00) Over 250,000 sq. ft. @ \$.10 per sq. ft. plus (\$62,500.00)
S-1 & S-2 use groups -----	Up to 10,000 sq. ft. @ \$.25 per sq. ft. (\$2,500.00) From 10,001 to 100,000 sq. ft. @ \$.15 per sq. ft. plus (\$2,500.00) Over 100,000 sq. ft. @ \$.10 per sq. ft. plus (\$16,000.00)

Minimum Fee \$50.00

*GFA---- Gross floor area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6 ft. 6 in. or more.

An administration charge of 20% will be added to the total fees.
The administration fee will be capped at \$10,000 for each project.

**Residential Fees
Mechanical & Plumbing**

New Construction:

All appliances and fixtures including, but not limited to sinks, water, closed, bath tub, shower, washing machine, hose bib, floor drain, dish washer, drinking fountain, cater heater, air handlers and any fuel burning device (gas, oil, wood, or coal)

Per appliance of fixture-----\$ 9.00

Utility service connections (water or sewer), boiler, grease traps, sewer pumps, refrigerator units, water-cooled air conditioners, etc.

Per appliance-----\$ 50.00

Alterations and Repairs:

Plumbing----- \$ 30.00 plus \$ 8.00 per device

Mechanical-----\$ 30.00 plus \$ 20.00 for each \$1,000 of cost
(must provide contract)

Minimum Fee \$ 40.00

**Commercial Fees
Mechanical & Plumbing**

All appliances and fixtures including, but not limited to sinks, water closet, bath tub, shower, washing machine, hose bib, floors drain, dish water, drinking fountain, water heater, air handlers, and any fuel burning device (gas, oil, wood, or coal)

Per appliance-----\$ 9.00

Utility service connections (water or sewer), boiler, grease traps, sewer pumps, refrigeration units, water-cooled air conditioners, etc.

Per appliance-----\$ 50.00

Minimum Fee \$ 40.00

Fire: All use groups except one and two family

Sprinklers-----\$ 40.00 plus \$.25 per sprinkler head

Standpipe-----\$ 80.00 each

Wet/Dry Carbon Dioxide \$100.00 up to 100 lbs. (\$.75 each pound over)

Commercial Cooking System-----\$ 150.00 per system (Hood, Duct, & Suppression)

Minimum Fee \$ 40.00

Demolition:

\$.01 per sq. ft. with a minimum of \$100.00.

Signs:

\$ 25.00 plus \$ 2.00 per sq. ft. of sign area [both sides when applicable]

Fee Schedule Commercial Plan Review

For buildings with an estimated construction value up to \$ 3,000,000, the building plan review fee is .0013 of the estimated value (\$ 250.00 minimum).

For buildings with an estimated construction value over \$ 3,000,000 up to \$ 6,000,000, the fee is \$ 3,900.00 plus .0005 of the estimated value over \$ 3,000,000.

For buildings over \$ 6,000,000, the fee is \$ 5,400.00 plus .0004 of the estimated value over \$ 6,000,000.

The plan review fee for electrical, mechanical and plumbing are computed at 25 percent of the building plan review fee for each discipline (\$ 250.00 minimum).

Electrical inspection fees **Commercial/Residential**

Service and Feeders

200 amps or less	\$ 50.00
201amps to 400 amps	\$ 80.00
Over 400 amps:	\$ 20.00 per 100 amps
Sub-feeders or sub-panels	¼ of above fee,
Over 600 volts,	double above fees.

Residential Flat Rate inspections

100 amp service and max	
100 devices	\$ 90.00
200 amp service and max	
100 devices	\$ 120.00

Mobile/Modular homes, 1 trip

Service & feed	\$ 65.00
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Minor Alterations and Service

Max. 15 devices

Storable & Therapeutic/

<u>Hydrotherapeutic Pools</u>	\$ 45.00
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Permanent Pools & Hot tubs \$125.00

<u>Electrical Survey Only</u>	0\$ 125.0
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Rough Wiring

All switching, receptacles and lighting outlets.

1 to 25	\$ 25.00
each 10 additional	\$ 5.00

Finished Wiring

All switches, receptacles and lighting outlets.

1 to 25	\$ 25.00
each additional	\$ 5.00

Heating, cooling, cooking equipment, Motors, Generators, Capacitors, etc.

Less than 1/3 hp, kw, kva, or kvar use finish wiring fee.

Over 1/3 hp, dw, kva, or kvar:

1/3 to 1.0	\$ 15.00
1.1 to 5.0	\$ 18.00
5.1 to 10.0	\$ 20.00
10.1 to 30.0	\$ 25.00
30.1 to 50.0	\$ 30.00
50.1 to 100	\$ 40.00

Over 100 @ 1.00 per hp, kva, or kvar

Over 600 volts, 2 X above fees

Signaling Communication, and

Alarm Systems

1 to 10 devices	\$ 50.00
each additional	\$ 1.50

\$50 Minimum fee applies

Emergency Services Board Report

No report

Committee Reports

Community Development

Dog Park

Mr. Reed informed the council that Mid-Penn Engineering has provided a quote of \$850 to survey Jolly Hollow to make sure the fence is installed within the property boundaries. The balance in the account for the dog park is \$853.15. Mr. Klock stated that Colescott Construction has donated \$250 toward the dog park. This amount is included in the balance. Mr. Reed added that QuikCrete in Elysburg has donated concrete. Mr. Klock said that they have donated six skids of QuikSet and it would be picked up at the end of the week. Mr. Klock provided some sketches of the property. Some aerial photos, taken by Mid-Penn Engineering show the property and the estimated property lines. Mr. Klock pointed out the area to be surveyed. He suggested that the unopened portion of Sheetz Avenue from Seventh Street to the Borough property could be opened for access to the park and that there may be space to install a parking area. He feels that there may be enough fencing for an area for the small dogs. Mr. Reed stated that the committee is discussing the possibility of putting a small bridge across the creek that runs through the property. Mr. Klock noted that they would know more about the scope of the work to be done after Friday. He said that at least one, and possibly more trees, will be removed. Riprap will be placed along the stream bank. Mr. Sees asked if the adjoining property owners would be notified about opening Sheetz Avenue. It was felt that whether or not it is required, the council would keep the property owners informed.

Mr. Sees moved to approve the contract with Mid-Penn to survey the dog park at a cost not to exceed \$850. Mr. Klock seconded the motion. Council approved unanimously.

Council member Harry Wynn arrived at 7:21 p.m.

Liberty Splashland

Mr. Carl stated that Susquehanna University students were to volunteer at the pool on Saturday; however, they did not show up.

Mr. Carl informed council that Coca Cola has agreed to send the balance of \$6,000 for the contract that was agreed upon ten years ago for Liberty Splashland. The total contract amount was \$12,000. Mr. Carl added that the company would like Liberty Splashland to continue to sell Coke products at the pool and he would like to do so. Council agreed.

Fire Police Building

Mr. Carl provided the council with two quotes for renovations at the fire police building. Tom Mowrey Home Werks, LLC, quote was for \$9,570. The quote from Absolute Dry Basements was \$15,262. Mr. Carl also contacted two other contractors; Jim Aikey said he was too busy and would not be able to complete the work in the time required and the other contractor did not return Mr. Carl's call. Upon motion by Mr. Klock, seconded by Mr. Reed, council voted unanimously to hire Tom Mowrey Home Werks, LLC to renovate the fire police building with the stipulation that construction is finished by July 1, 2013.

Show at SVM

Mr. Carl informed the council that the Sunbury Broadcasting Corporation is hosting a show at the Susquehanna Valley Mall May 17 through May 19. The cost to have a booth for the weekend and advertising on the radio stations is \$450. Mr. Carl made a motion to approve purchasing the package. Mr. Klock seconded the motion. The payment will be made from the pool account. Council approved unanimously.

BINGO at Pineknotters' Days

Council was informed that Noelle Long would be out of town for business the beginning of Pineknotters' Days week. Because she has been unable to find someone willing to oversee the BINGO stand, she wanted council to know that there would not be BINGO this year. Council members Jim Troup and Ty Sees volunteered to oversee the BINGO stand the beginning of the week. They requested that Noelle contact them with instructions.

Finance

Mr. Sees stated that committee would meet at 6:30 on Thursday evening.

Rules

Mr. Sees stated that he has been working on the rules for the Dog Park and will see that the solicitor receives them.

Mr. Klock stated that he would like to review the ordinance that addresses the cats and make sure that the flow chart for the cat program is complete.

Mr. Klock stated that the time clocks have arrived. Mr. Troup said that the Personnel committee would develop the procedures for the administration of the time clocks and then have the Rules Committee review them.

Streets

- Mr. Reed stated that the committee met with Able Recon regarding the collapsed pipe at the creek along the pool. The company will provide an estimate to line the pipe.
- The street crew has been cleaning up the riverbank at Pineknotters Park and they've spread topsoil in the infield at the ballfield.
- The crew will be planting the trees in the park and along Second Street to complete last year's project.
- The street sweeper is being repaired.
- New street signs are on ordered, but haven't arrived.
- The committee is obtaining estimates to drywall the ceiling and the stage area in the gymnasium. The groups that have supplies stored in the gym will be asked to remove them so the gym may be cleaned out. There is a room in the basement on the police side of the building that could be used for storage. Or items may be stored under the stage.
- Mr. Klock said that Shawn Colescott has offered to donate the use of his heavy equipment and time to help clean up the riverbank along the west branch of the Susquehanna River. He would like to speak with Tom to work out an arrangement. Mr. Klock requested that the Borough acknowledge the cost of any time and/ or equipment that may be donated for tax purposes.

Mr. Troup stated the Mr. Wynn would sit on the Sewer, Streets and Rules Committees.

Old Business

No old business was presented.

New Business

1. Upon motion by Mr. Klock, seconded by Mr. Troup, council voted unanimously to approve the payment of the bills, except for \$2,667.60 to Better Business Solutions for software development. Bills to be paid from the General Fund total \$13,900.56; Liberty Splashland bills total \$1,677.22; Shade Tree Fund bills total \$310.00; 2nd St. Community and Municipal Center bills total \$98.15; bills to be paid from the Acorn Field account total \$1,566.86; DEP Grant bills total \$24,953.32; and the Sewer Department bills total \$81,897.26.

Mr. Klock announced that the work session at Jolly Hollow will begin at 9:00 a.m. on Saturday, April 20, 2013. They will be digging for fence post installation and some tree work will be done. Volunteers are needed. Mr. Klock added that donations for the park are also being accepted.

Mr. Troup stated that the council would adjourn the meeting for an Executive Session to discuss personnel and litigation issues. He added that the meeting would not be reconvened. Mr. Klock moved to adjourn.

Respectfully submitted,

Janice R. Bowman
Borough Secretary