

Borough of Northumberland

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175 Orange Street, Northumberland, PA 17857
Northumberland Borough Council Meeting
February 4, 2014

President James Troup called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited and Mayor Len Zboray offered an Invocation.

Roll Call

Council members present were Stephen Reed, Ellie Rees, Paul Ruane, James Troup and Harry Wynn. Council member Adam Klock was present via telephone. Others present were Mayor Zboray; Ryan Tira, Borough Solicitor; Ted McCollum, Code Enforcement Officer; and Janice Bowman, Borough Secretary. Council member Ty Sees was absent.

epetlicense.com – Jason Alba

Councilman Adam Klock had invited Mr. Alba to attend the meeting to discuss his on-line pet licensing company. Mr. Tira had reviewed the agreement and voiced a concern about the language of the agreement with regard to residents providing banking information to the company. Mr. Alba responded that his company does not keep any bank record information. Once the transaction is finished, the bank information is not stored. Mr. Tira stated that the wording in the agreement is not clear and he cannot recommend it to the council in this form. Mr. Troup advised that Mr. Tira would contact Mr. Alba to work on the language of the agreement.

Public Comment

- Boy Scout Troop 342, with eight boy scouts and two troop leaders, was present.
- Thirteen additional members of the public introduced themselves.
- Jill Bodmer stated that she and her husband were present to get clarification on the setbacks for a shed. Mr. Ruane stated that the setbacks could be adjusted to permit the shed to be placed according to other setbacks in the area. Mr. Ruane stated that the couple would need to obtain a zoning permit. However, a building permit is not required. Discussion ensued. Mr. Ruane explained that anything less than 200 square feet would fall under the zoning code and the Borough Code Officer would issue the permit.
- Jon Apple, captain of the Northumberland Fire Police informed the council that the fire police accumulated 1,150 volunteer hours last year.

Borough Council Meeting Minutes

Upon motion by Mr. Wynn, seconded by Mr. Klock, council voted 4-0-2 to approve the borough council meeting minutes of January 6, 2014. Mr. Reed and Mr. Ruane abstained because they were not present at the meeting.

Upon motion by Mr. Wynn, seconded by Mr. Klock, council voted unanimously to approve the borough council meeting minutes of January 21, 2014.

Northumberland Sewer Department Report

Brian Book, from Hazen & Sawyer informed that council that two items require action. He has completed the review of the Shikellamy Middle School application and determined that the Borough is due an addition 44 EDUs (an increase of 7.5 over Larson's first estimate) for the new building.

Mr. Klock moved to approve the revised commitment of capacity to the Shikellamy Middle School as determined by Hazen & Sawyer. Mr. Reed seconded the motion. Council approved unanimously.

Mr. Book stated that the stormwater runoff study for the Liberty Hollow Watershed is completed. He would like to meet with one of the Borough Council committees to discuss the results of the study. Council determined that the Street Committee would review the study with the engineers.

Mr. Book recommended that the council go forward with an application for the Chesapeake Bay Trust Grant which is due on February 14, 2014. He recommended that the council authorize the application.

Mr. Wynn moved to adopt the resolution to apply for the Chesapeake Bay Trust Grant and Mr. Troup seconded the motion. Council voted unanimously to approve.

Another suggestion is to apply for funding to create a trail from the hill section along the unopened Washington Avenue to the pool property.

Mr. Book stated that next month the council will need to act on the graphs that he has provided in his engineer's and sign off on the 294 report. He informed the council that the I&I work is not yet ready for bid.

Mr. Klock stated that negotiations for nutrient credits are ongoing.

Mr. Tira stated that he was requested to work on an ordinance for the sewer department. This ordinance is already on the books but requires some revisions. Mr. Tira is working with Mr. Book and Steve Siegfried on a grease trap ordinance.

Ann August informed the council that part of the Liberty Hollow Watershed report referenced the WREN grant. The awards can be up to \$7,000. She stated that grants have been awarded for education and for rain barrels. In addition to the purpose of the award, there are requirements to have partnerships and do public education events. The application is due at the end of March. The match is 15% which could be matched with other grant funding. The grant is far more extensive and participation is required so she is requesting that the council consider whether to apply for this funding. Mr. Troup stated that the Community Development Committee would discuss the grant at the meeting on Monday night.

The Engineer's Status Report is included as an addendum to the meeting minutes.

Mr. Klock informed the council that Dakota Wiand has submitted his resignation, effective as of February 17, 2014. He moved to accept the resignation. Mr. Wynn seconded the motion. Council approved unanimously.

Mayor's Report

- Mayor Zboray informed the council that the S. Luther Savidge Community Trust met yesterday. Another \$5,000 was awarded to the Borough for Christmas decorations for the King Street Park. One idea is to recreate the storyboards that had been done by Ray Yocum.
- Mayor Zboray announced that \$600 has been donated for urns for the front of the building. They will be planted and placed there in the spring.
- \$5,000 in funding to replace the construction fence along the back of the building has been awarded by the S. Luther Savidge Trust. Two contractors have been contacted; one has provided a quote, the other has visited the building today and will provide a quote this week. Samples of both aluminum and vinyl coated railings were displayed. Both contractors are providing quotes for both materials which carry lifetime warranties. Mrs. Rees moved, and Mr. Wynn seconded a motion, to authorize spending up to \$5,000 for the aluminum, powder coated railings for the building. Council approved unanimously.
- The Revitalization Committee would like to install a "memory garden" outside the back door of the building in memory of past Mayor Gretchen Brosius and is requesting council approval. Upon motion by Mr. Wynn, seconded by Mrs. Rees, council unanimously approved the request.
- Mayor Zboray stated that the S. Luther Savidge Community Trust has requested that estimates for heating and lighting for the gymnasium are obtained and presented to the trustees at their next meeting.
- Mayor Zboray informed the council that the part-time officers who were hired are going through their testing and will be included in the schedule once the testing is completed.
- Parking tickets have been ordered from a new vendor. The savings is almost \$300 for 1,000 tickets.
- The S. Luther Savidge Community Trust donated money for a new bench for the King Street Park.
- Mr. Klock asked where the police policies and procedures stand. Mr. Tira stated that he has the policies and will have them back to the police by the end of the month.

Code Enforcement Officer's Report

- Mr. McCollum stated that he went to a hearing for a rental property. The Borough won the case and the owner was fined \$200.
- Mr. McCollum informed the council that Groninger Insurance has a sign along Duke Street. He referenced the solicitation/exhibition permit. Mr. Ruane stated that the purpose of this permit is to regulate door to door selling. Discussion

ensued. The Rules Committee will discuss the topic at the meeting on February 10th at 6:00 p.m.

Emergency Services Board Report – no report

Committee Reports

Community Development

Mr. Reed explained that the committee would like to establish a separate pool committee and a Pineknott Park committee. Dick Simpson is willing to work with the ballfield. He was present and stated that he has contacted some of the people who had worked with him last year. Phil Hallden stated that he is willing to serve on the pool committee. Mr. Reed stated that the committees would oversee the facilities and report to the Community Development Committee.

Ann August stated that the Borough has a Facebook which could have separate pages for the ballfield, the dog park, etc. Liberty Splashland has its own website and Facebook page.

Mr. Drake Owen stated that he is interested in the pool and is here to support Travis Fisher as the new pool manager.

Mr. Troup stated that the council would adjourn for an Executive Session to discuss personnel issues. He adjourned the meeting at 8:08 p.m. The meeting was reconvened at 8:57 p.m. Personnel issues were discussed.

Mr. Tira left the meeting during the Executive Session.

Upon motion by Mr. Reed, seconded by Mr. Wynn, council voted unanimously to hire Travis Fisher as the pool manager for 2014, contingent upon wage determination and Mr. Fisher obtaining certifications for inspecting the bowl slide and lifeguarding.

Finance

Mr. Troup stated that the committee will meet on February 20th at 6:30 p.m.

Personnel

The personnel committee will meet at 4:00 p.m. on February 10th.

Mr. Ruane asked why he was not informed about two employees receiving disciplinary letters. Mr. Troup replied that the topic would be discussed in Executive Session.

Public Safety

Mrs. Rees noted that she has a scheduling conflict for the February 18th committee meeting. She asked if the other committee members were available at 4:30 on February 20th if the meeting were rescheduled. They responded affirmatively. The schedule change will be posted on the website and on the doors.

It was noted that the lock on the door at the bathhouse at pool has not held. A new lock is being installed. A new lock was purchased for the back gate.

Rules

Mr. Ruane stated that the committee will meet at 6:00 on February 10th.

Streets

- Mr. Wynn told council that seventy-five tons of salt were delivered at the end of January. This past Sunday night, there was no phone call from the 9-1-1 center or the police to salt the streets so the street crew did not go out until 7:00 a.m. He noted that there was a bus accident on Fifth Street.
- The stop sign at 545 Water Street was knocked over by a truck.
- The street department employees have salted the streets today to prepare for the inclement weather predicted for tonight.
- The GMC truck has been repaired and is ready to be put out for bid.
- The street sweeper is in bad shape. Mr. Wynn stated that he would start pricing new sweepers for next year's budget.
- Mr. Wynn stated that he would like to secure the new Ford F550 truck at Sunbury Motors. He would like to purchase a drop spreader instead of a spinner.

Mr. Wynn moved to advertise the GMC on Municibid. Mr. Reed seconded the motion. Council approved unanimously.

Old Business

1. Upon motion by Mr. Wynn, seconded by Mr. Reed, council unanimously approved the Fire Police Events for 2014. They include Northumberland Borough events, Shikellamy events, Sunbury City events, Selinsgrove Borough events, Milton Borough events, Danville Borough events, Watsontown 5K Run, Lewisburg Triathlon/Marathon, Freeburg Firemen's Parade, Montandon Veteran's Parade, Six-County Fireman's Parade (Montour, Columbia, Northumberland, Union & Snyder Counties), Columbia County Firemen's Parade, Union County 4th of July Parade, Halloween Parades in Selinsgrove, Sunbury, Danville and Catawissa, and the Susquehanna Valley Mall Christmas Parade.

New Business

1. Upon motion by Mr. Reed, seconded by Mrs. Rees, council unanimously approved payment of the bills. Bills to be paid from the General Fund total \$18,601.49; bills to be paid from the General Contingency fund total \$2,787.50; bills to be paid from the Park and Recreation Fund total \$74.11; Liberty Splashland bills total \$147.71; and Sewer Department bills total \$48,654.60.

Mr. Klock left the meeting via teleconferencing at 9:20 p.m.

2. Ann August presented a request for the council to authorize 17857.org to apply to the Susquehanna Greenway for designation as a Rivertown with the Mayor as the Borough's representative. She explained that one advantage to the Borough is that municipalities designated as Rivertowns are awarded an extra ten points for grant

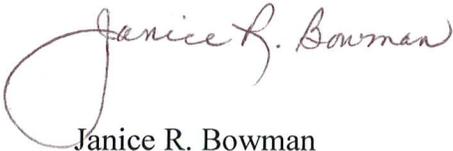
applications to the Greenway. Mr. Troup so moved. Mrs. Rees seconded the motion. Council approved unanimously.

3. Mr. Wynn made a motion to rescind the disciplinary letters that were given to Ann (August) and Jan (Bowman). Mr. Ruane seconded the motion. Mr. Troup stated that the issue is a personnel issue and should be discussed in Executive Session. A roll call vote was called. Mrs. Rees, Mr. Ruane, and Mr. Wynn voted aye; Mr. Reed and Mr. Troup voted no. Motion was approved by a vote of 3-2.

Executive Session

Mr. Troup announced that the meeting would be adjourned for an Executive Session to discuss personnel issues and would not be reconvened. The meeting was adjourned at 9:28 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Janice R. Bowman". The signature is written in dark ink and is positioned above the printed name.

Janice R. Bowman
Borough Secretary

February 4, 2014

Borough of Northumberland
175 Orange Street
Northumberland, PA 17857

RE: Engineer's Status Report

Dear Council Members:

Please find a report on our engineering activities on your behalf ending February 4th. We will report on significant matters during your Borough Council meeting, but please ask us regarding any of these matters.

RETAINER (90135.001)

Chapter 94 Report:

We have a final draft of the Flow & Load Tables and Graphs to show you tonight. We are well under your permitted flow, but the load is an issue. With the new plant, this will be revised. The final report will need to be signed by the Borough Chairman and submitted before March 31st.

As part of our work for the Report and for the 2014 I&I Rehabilitation (90135.007), we are also preparing an updated sewer map. This mapping is not accurate, but it is much better than anything you previously had.

Intermunicipal Agreement Revisions:

We remain available to discuss at your direction.

Nutrient Credits 2014:

It would be in the Borough's best interest to wrap up the purchase of credits as soon as possible. I have spoken with Adam and followed up with Mount Carmel and Gregg Township.

Rules & Regulations:

Chapter 45 – Sewer Use; of the Borough's Code Book was referenced as part of our review of Shikellamy School Districts request for service. We saw numerous issues with the current Code and wanted to make you and your solicitor aware of some of them which we noticed as follows:

- The Northumberland Sewer Authority is defined and referenced often.
- There are numerous references in a Municipal Industrial Pretreatment Program, Significant Industrial Users, and Pretreatment Requirements. This should be investigated and perhaps reinstated.
- Borough regulations appear to predate the establishment of Act 203 – Act 57 Tapping Fee; and as such the regulations for the Northumberland Sewer Authority were used to establish the Shikellamy School District request. This should be revised.

Your solicitor has tentatively established a meeting date of Wednesday, February 12th at 9am to discuss this with the Sewer Committee. We are prepared to assist and have a Time & Materials contract to support as needed.

Grease Trap Ordinance:

We have provided Ryan with example grease trap ordinances.

WWTP BNR UPGRADE PROJECT (90135.003)

Project Status:

Rue Environmental is on site conducting the Phase II PHMC Investigation.

PennVEST Application:

The PennVEST application will need to be resubmitted.

Local Approvals for Construction:

There was a meeting of the Borough's planning commission on Thursday, 1/30/14.

DEP Coordination:

Steve Puzio has asked to visit the site with me on Friday at 1:00 pm. He seems curious as to how the site changed to create the PHMC issues.

LIBERTY HOLLOW GI-SW STUDY (90135.004)

On January 27th the second public meeting was held in regard to the Liberty Hollow Green Infrastructure Study. A final draft has been provided to Borough Council, and this ought to be referred to a committee for complete a review before the Study is published.

In general it is recognized by all in attendance that the overall impacts of Stormwater Runoff from Liberty Hollow will take time to mitigate, and that improvements will be gradual.

The next round of Chesapeake Bay Trust funds will be let this summer and the applications are due the end of next week. As such, Hazen and Sawyer is prepared to develop grant applications in the maximum amount for both Design (\$50,000) and Construction/Implementation (\$250,000). It is our intent to conclude the study in such a way that the Borough will be able to choose from a menu of desirable projects in order to match expenditures with available grant funds. The Trust funds are 100% grant without the need for a match; so they may be leveraged with other sources of project funds.

A list of potential improvements from our current study includes:

- Development of a "Rain Barrel Program"
- Development of a "Tree Cover Program"
- Construction of Priority 2 & 3 BMPs (there are approximately 16 ranging from \$10,800 to \$64,650)
- Development of a Green/Blue Roof at Liberty Splash Land

On a related note, we are working up cost info to provide Ann, Jan and the Mayor on a trail – BMP – Sign/Educational linear park for the Hollow. There may be other money available.

SHIKELLAMY MIDDLE SCHOOL (90135.005)

We have prepared a letter recommending the commitment of capacity to the revised/expanded middle school. As part of that analysis, we conclude that the Borough is due 44 additional EDUs (an increase of 7.5 over Larson's first estimate).

RATE STUDY (90135.006)

We have begun work on the Rate Study.

I/I REHAB PROJECT 2014 (90135.007)

We are preparing the contract for the I/I Rehab Project. With Jeremy's assistance (and idea), we intend to approach SEDA-COG about DCED/CDBG funds for extending this work to other areas of repair. It will be bid as a unit price contract, meaning that the final contract amount can easily be changed by doing additional work as desirable to the Borough.

We look forward to discussing these issues with you. If you have any questions, please do not hesitate to ask me.

Very truly yours,

HAZEN AND SAWYER, P.C.

A handwritten signature in black ink that reads "Brian L. Book". The signature is written in a cursive, slightly slanted style.

Brian L. Book, P.E.
Senior Associate