

# Borough of Northumberland

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**Borough of Northumberland**  
**175 Orange Street, Northumberland, PA 17857**  
**Northumberland Borough Council Meeting**  
**January 15, 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, James Troup, and Frank Wetzel. Others present were Timothy Fink, Police Chief; Paul Ruane, Code Enforcement Officer; and Janice Bowman, Borough Secretary

Six visitors introduced themselves.

### **Public Comment**

No public comment was offered.

### **Appointment to Council**

Mr. Troup read the application from Christopher Wolfe for the vacant council seat. Mr. Wolfe stated that he has spent the last eleven years in Columbus, Ohio. He purchased a house in Northumberland last year and is interested in becoming involved in the community.

Upon motion by Mr. Klock, seconded by Mr. Wetzel, council unanimously voted to appoint Christopher Wolfe to the vacant council seat. The term expires at the end of 2013.

Mr. Troup conducted the swearing in of Councilman Christopher Wolfe.

### **Approval of the January 8, 2013 Council Meeting Minutes**

Upon motion by Mr. Wetzel, seconded by Mr. Klock, council voted 4-0-2 to approve the council meeting minutes of January 8, 2013. Mr. Wolfe and Mr. Carl abstained.

### **Code Enforcement Office Report**

Paul Ruane reported on the activity of the Code Enforcement Office for December. Mr. Troup stated that the committee has reviewed the applications for the position and will be conducting interviews. He said that he would like to discuss the position with Mr. Ruane and what he is willing to continue to do. Mr. Ruane replied that he will continue as the Building Code Official (BCO) and conduct inspections; however, he will not continue to do the rental inspections.

**Emergency Services Board Report – no report**

**Northumberland Sewer Authority Report – no report**

**Appointment of Committees**

The new committee assignments are as follows:

- Streets – Steve Reed (chairman), Greg Carl, Chris Wolfe
- Community Development – Greg Carl (chairman), Steve Reed, Frank Wetzel
- Finance – Ty Sees (chairman), Jim Troup, Greg Carl
- Rules – Chris Wolfe (chairman), Frank Wetzel, Ty Sees
- Personnel – Jim Troup (chairman), Adam Klock, Ty Sees
- Public Safety – Frank Wetzel (chairman), Adam Klock, Steve Reed
- Sewer Committee – Adam Klock (chairman), Jim Troup, Chris Wolfe

The meeting times are as follows:

- Streets – second Tuesday of the month at 7:00 p.m.
- Community Development – second Monday of the month at 7:00 p.m.
- Finance – 3<sup>rd</sup> Thursday of the month at 6:00 p.m.
- Sewer – 1<sup>st</sup> Tuesday of the month at 5:30 p.m.
- Public Safety – 3<sup>rd</sup> Tuesday of the month at 6:00 p.m.
- Rules – 2<sup>nd</sup> Monday of the month at 6:00 p.m.

**Committee Reports**

**Community Development**

Mr. Carl stated that the committee would meet in February. Mr. Carl stated that he would make phone calls to contractors for the repairs to the Fire Police building. The new windows are to be installed this month.

The fence for the dog park is to be delivered this month. The Rules Committee will be developing rules for the dog park.

Mr. Carl stated that he will be renewing his waterslide inspection certification and will attend a seminar in Grantville on February 27 and 28.

Mr. Klock stated that he would be willing to take down the tree that is near the water slide.

Volunteers will be painting the entryway to the building on Saturday, January 19<sup>th</sup> at 10:00 a.m.

**Finance**

No report.

**Personnel**

Mr. Troup said that personnel issues would be discussed in the Executive Session.

**Public Safety**

No report.

#### Rules

Mr. Sees stated that the cat ordinance and rules for the Dog Park will be discussed at the next committee meeting. The solicitor is reviewing the animal control ordinance, but has other issues that take priority such as the sewer authority.

#### Sewer

Mr. Klock stated that at the last sewer committee meeting, Superintendent Dan Wieand submitted his letter of resignation, effective January 31, 2013. He added that the Personnel Committee met to discuss the issue.

Mr. Klock moved to accept Mr. Wieand's resignation, effective immediately. Mr. Wieand is to be paid through January 31, 2013, and paid for his vacation time accrued through January 31, 2013. Mr. Wolfe seconded the motion. Council voted unanimously to approve the motion.

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Mr. Klock stated that in order to advertise the position, it is recommended that the ad be placed in trade magazines. He presented an advertisement for an Executive Wastewater Treatment Plant Superintendent.

Mr. Klock moved to join the PA Rural Water Association for an amount not to exceed \$600. Mr. Troup seconded the motion. Membership in the organization includes training for the plant operators at a discount. The organization also conducts an annual conference. The dues will be paid from the sewer department account. Council approved the motion unanimously.

Mr. Klock said that the PA Water Environmental Association is another organization that does not require membership to publish advertisements. He moved to advertise the opening for the Wastewater Treatment Plant Superintendent with the PA Water Environmental Association and the PA Rural Water Association at a cost not to exceed \$600 for both advertisements. He explained that these two organizations publish monthly periodicals, post openings on their websites, and send emails to their members. Additionally, the position will be advertised on the Borough's and Sewer Department's websites. Mr. Sees seconded the motion. Council approved the motion unanimously.

Mr. Klock stated that Budd Reader is the only employee at the sewer plant who has the certifications required to be superintendent. Mr. Carl moved to promote Budd Reader as the temporary interim superintendent at an additional \$2.00 per hour while in this role. Mr. Sees seconded the motion. Council approved the motion unanimously.

Mr. Klock moved to hire Dakota Wiand as a full time employee. An increase of \$.37 an hour as a health insurance adjustment for the 7% contribution toward the premium is to be added to his hourly rate of \$11.73. A condition of his hiring is included that he obtains his CDL license in 2013, and continues to make progress

towards obtaining his collection and Class B treatment certifications. Mr. Sees seconded the motion which was approved unanimously by council.

Mr. Klock requested that courtesy copies of the Categorical Exemption to Act 537 Planning be provided to Point Township and Upper Augusta Township. This report is available for public review and public comment will be accepted for thirty days. Mr. Siegfried stated that he would send copies to the two municipalities.

Mr. Steve Siegfried, an engineer with Hazen & Sawyer, provided the engineer's status report to the council. This report is included as an addendum to the minutes. He also stated that only one licensed WWTP operator is required for the sewer plant.

#### Streets

Mr. Reed asked if FEMA has responded to the council request to reconsider replacing the pipe along the pool property. No additional information has been received. Mr. Reed said that the committee would meet the second Tuesday in February at 7:00 p.m.

#### Old Business

1. Mr. Troup read the millage rates included in Ordinance 2013-1, the Borough's Tax Levy Ordinance. The millage rates total 28 mils: 19.5 mils for general revenue purposes, 2.3 mils for debt service, 2.7 mils for fire protection, 2.5 mils for special road fund, and 1 mil for recreation. This is an increase of 1 mil over 2012 millage rate. Mr. Troup moved to adopt Ordinance 2013-1. Mr. Wetzel seconded the motion. Council unanimously approved the motion.
2. Council discussed applying to the Northumberland County Recreation Committee for a grant. Mr. Klock moved to apply to Northumberland County for funding to purchase a lifeguard stand(s) at Liberty Splashland from Northumberland County Recreation Grant. Mr. Sees seconded the motion. Council voted unanimously to approve.
3. Mr. Klock, Mr. Siegfried, Brian Book, and Ann August met to discuss the DEP grant for the riverbank stabilization project, the sewer project, and an application to DCNR for a grant to build a trail along the river on top of the riverbank stabilization. Because of an overlap of scope with the sewer project and the DEP riverbank stabilization project, some of the funding for these projects may be used as a match for the DCNR grant. The grant is due in April, but the funding will not be awarded until late 2013. Mr. Klock explained that the sewer project includes thinning out the tree line along the bank, adding new trees, constructing a new road outside the sewer plant fence that will run up to the Queen Street Pump Station. Mr. Wetzel asked if the grant could include work to stabilize the bank along the west branch of the river. Mr. Klock moved to apply for a DCNR grant for a river pathway and that the overlap in scope associated with the sewer plant upgrade is to be leveraged as the amount of grant dollars that are applied for according to the size

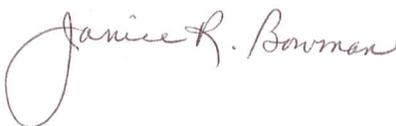
of the scope of the project. Mr. Sees seconded the motion which council unanimously approved.

#### **New Business**

1. Council was presented with a written list of bills to be approved for payment. An additional bill for \$2,500 was presented to the council for the #1's audit. The #1's are requesting that the council pay \$2,000 toward the bill, the amount budgeted. Discussion ensued. Mr. Wetzel moved to approve payment of the bills, including the \$2,000 toward the audit. Mr. Sees seconded the motion. Roll call vote was unanimous to approve the motion. Bills to be paid from the General Fund total \$27,430.05; Parking Meter account bills total \$45.98; and Liberty Splashland bills total \$466.72.
2. Upon motion by Mr. Wetzel, seconded by Mr. Sees, council unanimously approved the Fire Police List of Events for 2013. The list includes Shikellamy events, basketball play-off games, Freeburg Fireman's Parade, Montandon Veterans' Parade, Six County Fireman's Parades, Columbia County Fireman's Parade, Union County 4th of July Parade, all Northumberland Borough events, Danville Borough events, Sunbury events, Milton Borough Events, Watsontown Borough events, Selinsgrove events, Halloween Parades in Selinsgrove, Sunbury, Danville and Catawissa, and Susquehanna Valley Mall Christmas Parade.
3. Council discussed the cell phone usage by Borough employees. Upon motion by Mr. Klock, seconded by Mr. Wetzel, council voted unanimously to approve compensation of \$15 per month for use of personal cell phones to all employees of the Borough Street Department, the Sewer Department Operators, and the Sewer Department Superintendent.

Mr. Wetzel moved to adjourn the meeting for an Executive Session at 8:41 p.m. to discuss personnel issues. The council meeting was not reconvened.

Respectfully submitted,



Janice R. Bowman  
Borough Secretary

January 15, 2013

Borough of Northumberland  
175 Orange Street  
Northumberland, PA 17857

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**RE: Engineer's Status Report**

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Council:

The following summarizes the actions completed or pending on your behalf:

**Sewer Retainer Services (Job Number: 90135-000)**

We were surprised about the departure of your superintendent. Under separate correspondence we provided contact information for the Pennsylvania Rural Water Association, the Pennsylvania Water Environment Association and the Pennsylvania Municipal Authorities Association. These three organizations would be good groups to advertise for your vacancy. We would also recommend that you consider membership in PRWA.

While the focus of our January 9, 2013 meeting with the PA DEP was the BNR Upgrade, the Consent Order and the upcoming Permit Submission; we were able to ask the DEP what they required or recommended relative to the loss of Dan. They responded as follows:

- Having one Licensed WWTP Operator is sufficient
- The WWTP should have Standard Operating Procedures (SOP) and some type of SOP book. This is a good time to verify that this exists prior to Dan's last day.

**NPDES Permit Transfer (Job Number: 90135-002)**

During the January 9<sup>th</sup> meeting, we asked Tom Randis about the DEP's progress on the COA and the NPDES transfer. He indicated that he was waiting on a second submittal (the Water Quality Management Permit, Part II). We were unaware that this was needed or was the delay. We are working on it with an expectation of 2/1/13 for submission. My apologies this delayed the NPDES permit transfer. I wish Tom had brought this to someone's attention earlier.

**WWTP BNR Upgrade (Job Number: 90135-003)**

In general, the project is progressing on schedule and budget. Of primary importance is that we have the Categorical Exemption to Act 537 Planning out to the County and on display. This document outlines a \$11,900,000 project inclusive of I/I projects, Queen Street PS and the Plant.

permit with supporting documents and submit them. This is straight forward and we reassured the PA DEP that we intend to meet this deadline.

**Categorical Exemption to Act 537 Planning** – We produced eight color copies of the document as well as an electronic file and a black and white copy for Michele. The distribution of the document is as follows: Display at the WWTP with B/W for reproduction; File Copy to Jan with electronic PDF; Copies to the Sewer Committee Members (Adam, Jim and Frank) and Solicitor; one copy was sent as a courtesy to the Northumberland County Planning Office (Pat Mack), and one copy was retained. If anyone else wants a copy, please let us know. Keep in mind that this is considered draft until your adoption after the 30 day public comment period is over and you adopt it with any resultant changes.

I apologize for my absence tonight, but Steve Siegfried can answer any questions. Should you have any questions or concerns, please do not hesitate to contact me at 814-470-0778.

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 style with a large initial "B".

Brian L. Book, P.E.  
Senior Associate