Borough of Northumberland

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175 Orange Street, Northumberland, PA 17857
Northumberland Borough Council Meeting
January 20, 2015

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 Adam Klock, Stephen Reed, Ellie Rees, Paul Ruane, Ty Sees, James Troup, and Harry Wynn. Others present were Mayor Zboray; Ryan Tira, Borough Solicitor; Jeremy Deitrick, Sewer Department Superintendent; and Janice Bowman, Borough Secretary.

Public Comment
Four visitors were present.

Mr. Troy Smith of T-Square Drafting Service, presented drawings for the gymnasium. He provided a preliminary floor plan and lighting layout. He explained that this space would be classified as an A-3 space which is utilized for community and theatrical events. The amount of floor space is what determines the number of fixtures in the restrooms. For women, seven fixtures are required; for men, four fixtures are required. One handicapped restroom is required in each. The lighting layout shown on the drawing is more conducive for community events. Mr. Smith noted that depending on how in depth the council wants to get for theatrical presentations, he would recommend getting a lighting guy. His drawing has fluorescent lighting fixtures on the stage which he said is not conducive to theatrical presentations. Mr. Smith stated that the occupancy for this space is for 490 people. He said that the code book specifies that with an assembly classification, if the occupancy load is under fifty, the classification could be a B classification or a business classification. This would reduce the number of restrooms required, only one men's restroom and one female's restroom.

The lighting is based on seven lumens per square foot. He recommended that LED lights be used if the budget permits. While the initial cost would be three to four times the amount, it could be recouped within two to three years depending on the amount of usage for the space.

Mr. Smith was asked if a sprinkler system would be required if the occupancy is over three hundred. He replied that a sprinkler system would not be required because it is based on square footage. Mr. Reed asked if council could make adjustments before a final rendering is completed. Mr. Ruane stated that he does not think there will ever be 490 people in there;

questioning where council would get all the chairs. Mr. Smith said that if the council would want to use the space just for community events and limit the occupancy load to fewer than fifty people, a sign would have to be posted that the occupancy load would not be over fifty people. Mr. Wynn asked if Mr. Smith was saying that seven square foot per occupant is required and Mr. Smith confirmed. The space is 3,430 square feet. Mr. Smith stated that he has never dealt with something between fifty and four hundred plus persons. He said that he could check if it would be possible to post a sign that specifies that the occupancy load would never be above two hundred persons and then the number of bathroom fixtures could be adjusted accordingly. He said there would have to be four fixtures for the ladies' restroom and two for the men, including one accessible stall in each. Mrs. Rees asked if the code book states that 490 people could be in there, are they standing? Mr. Smith stated that the code specifies that in an A-3 assembly area, without seats, the concentrated area per occupant is seven feet. Mr. Wynn stated that there should be at least a four foot walkway around the area and the occupancy would only be about three hundred. Mr. Smith agreed and stated that he could show the seating and where the aisles would be located.

Mr. Smith stated that the option that is the least costly would be to put the lighting fixtures in and utilize the space for community events with an occupancy load under fifty persons. Mr. Troup stated that it would be hard to do to keep the occupancy under fifty. Mr. Smith stated that if in the future, council would want to entertain the idea of theatrical productions; they'd probably want as many people as they can get in there. He added that he didn't know if initially council would want to say that the space is capable of housing 490, but they only want 200 because they would be limiting the paying customer.

Mr. Ruane stated that they are building a gym for something they may never have; they want a recreational facility, a place to have a gym or activities for the Borough. Someone asked if there are people who want to have theatrical productions. Mr. Reed stated that there are groups who are interested.

It was noted that there are also restrooms outside the Savidge Room that could be accessed from the gym. However, since the gym is on another level, they are not handicapped accessible (without going outside and around the building).

Mrs. Rees asked how many people could be seated comfortably in the gym. Mr. Smith said that he would draw up a design that would include four-foot aisles around the outside, front and back, both sides and down the middle. He said that if anyone has any other questions or ideas, they could contact him. He said that the reason the restrooms are located where they are is because there is a sewer pipe that runs down from the restroom on the other side of the building. Mr. Wynn suggested that additional fixtures could be roughed in. Mr. Troup stated that if only four restrooms are required, why they would go any more. Mr. Smith stated that he would calculate the square footage of the existing space. He questioned how many fixtures are in the restrooms near the Savidge Room. He was told that there are three in each. Mr. Smith asked if there are restrooms on the other side of the building and was told that the restroom on that side would not be available for use. Mr. Troup suggested that the restrooms could all be placed on the one side of the steps and the other side could be used for storage. Tables could also be set up for concessions; nothing elaborate would be required.

Mr. Smith suggested that a floor plan should be established before determining the type of heat for the space. Mrs. Rees asked how long it would take for him to figure how many people could comfortably fit in the gym. Mr. Smith responded that he would get it back to council tomorrow. Council thanked him for attending the meeting.

Northumberland Sewer Department Report

Mr. Klock announced that the ground breaking ceremony for the sewer plant would be tomorrow at 3:30 p.m. The color of the shovels was discussed. Mr. Klock stated that everyone is welcomed to attend. Mr. Brian Book provided the handouts that he intends to give out tomorrow. He told Mr. Klock that if he has any changes, he should send them to him by noon tomorrow.

Mr. Tira said that there are a couple actions to be taken tonight. He explained that since the total project cost of $14,420,844 is higher than the PennVest loan, council must approve the revised project cost to be submitted to PennVest. The debt amount with PennVest is not changing. The Borough is contributing, from current funds, $635,557 and will also be responsible for any contingency costs that are currently projected, based on PennVest's formulas, to be $1,068,240. He added that it doesn't mean the Borough will spend that money; it just means that the Borough has to have the contingency based on PennVest. Any costs that the Borough pays are project costs to be allocated proportionately to the bulk customers under the treatment agreement.

Mr. Tira said that he is waiting on word from DCED as to whether any of the prior filings with DCED must be reviewed. He said that since the debt amount is not changing, they may allow the Borough to use the original filing. And PennVest has already signed off on it.

Mr. Klock made a motion to approve the new total project cost of $14,420,844 with the understanding that the Borough is contributing $635,557 as part of the project budget and will be responsible for any contingency costs that are currently projected at $1,068,240. All project costs, including contingency costs and other items paid out of Borough funds, are to be allocated pursuant to the terms of the Treatment Agreements with the Borough's bulk customers. Each bulk customer will pay a share of all of the project costs based upon their percentage of the flow in the system. Mr. Wynn seconded the motion. Council approved unanimously.

Mr. Klock made a motion to authorize the advertisement of any additional ordinances required by PennVest or DCED due to the modified costs. Mr. Troup seconded the motion. Council approved unanimously.

Mr. Book stated that he has been showing that the sewer department, which includes Borough customers, Point Township and Upper Augusta, will have to cover $926,000 per year in debt service which is funding $15.5 million. The rate study that everyone has seen was based on this number. The amount will be readjusted once the project is completed and the actual numbers are available. Mr. Book noted that he in the rate analysis; he estimated that the interest during construction would be $400,000. He said that the Borough may not have that since there is the $3,000,000 loan that will be a different cost and there may not be as much PennVest money out as he had included in budgeted. He said that the $400,000 interest and the $923,000 are both extreme numbers. These numbers will both be less. The rate will be

calculated on the actual costs. Mr. Book said that his projection is higher than what the rate will ultimately be.

Mr. Deitrick informed the council that the RedZone project is ongoing. They have mapped approximately 26,000 linear feet of sewer pipe. The total length to be mapped is approximately twelve miles.

Mayor's Report

Mayor Zboray has been keeping in contact with Chris Barger at BIMBO Bakeries. Up to $6,000 is available for grant funding and they have suggested applying for a project for the pool, soccer fields, or playgrounds. The project must be singular in scope and the grant funding not used in conjunction with other funds. Mr. Wynn suggested that playground equipment could be purchased for the 2nd Street playground. Mr. Klock stated that he has a contact at Playworld and would see what would be available for $6,000. Mr. Simpson stated that new playground equipment has been purchased for Pineknotter Park and asked if BIMBO has volunteers who would be willing to help with the installation. Mr. Troup advised him to contact the United Way, noting that volunteers from PPL installed playground equipment in Kreamer during the United Way Day of Caring. Council discussed putting mulch on the 2nd Street playground.

Mayor Zboray noted that one flag is at half-staff on the Priestley Bridge. He said that some people from the Kiwanis have been contacting the newspaper because they are upset that the flag was not taken down. Mayor Zboray stated that he spoke to Ted a couple weeks ago and he has taken all the other flags down. The cable is broken and the bucket truck doesn't reach the flag. That is why it is still there. Mayor Zboray stated that he is trying to reach Ted tonight to see what can be done to get it down. Mr. Troup stated that the Hookies have used the ladder truck before to help with the flags and if a driver is available during the day, they may be able to help.

Emergency Services Board Report -no report

Committee Reports

Community Development

Mr. Reed informed council that the committee met last week. Jerome Alex, athletic director for the Shikellamy School District, attended the committee meeting to request that the district be permitted to use the Pineknotter Park ballfield for their home field. Their games start March 2nd and last until mid-May. They would be willing to help mow the grass, help take care of the field. They have a supply of diamond-tex and would take care of lining the field. They would also like to put lockers in the one storage building there. Mr. Dick Simpson stated that the only league that may have games during those months would be the Senior Little League. He said that he has told Jerome that they would probably have a 5:30 cut-off so the Little League would have time on the field. They start in April. Mr. Reed stated that they would share in the light costs. Mr. Simpson said that he and the Borough Secretary have looked at the light bills. He noted that Little League had complained about paying $10 for half an hour; but this doesn't come close to the monthly light bill. Mr. Reed added that the Borough took in $390 for lights and some months the light bill was over $500. The district is interested in a long-term lease, five year minimum. Mr. Simpson said that it

would not be a problem to provide them with the storage building for the lockers. He is concerned about the electric bill. Mr. Reed stated that they expect to be charged a fee, but are looking more for a bulk rate. They do not want to have to plug a meter. Mr. Simpson stated that the district would like to have some double headers with other schools who have JV teams. A question arose about traffic control. Mr. Simpson stated that the traffic has not been a problem during the Legion games. Mr. Simpson said that the Borough has the red clay to do the mound and the backstop and last year four and a half loads of dirt were spread in the infield. Mr. Reed stated that the district would help with mowing the grass. Mr. Simpson said that if the high school team starts in March, the Borough doesn't start mowing the grass until late April and they understand that. Mr. Reed stated that they need to know tonight. Mr. Reed made a motion to open the field to the Shikellamy School District to allow them to play on the field providing they are in agreement with the contract that the Borough designs. Mr. Klock seconded the motion. Council approved unanimously. It was mentioned that another cost would be for the portable toilets.

The replacement parts, a tube and a toddler swing, for the 2nd Street Playground apparatus are here.

Mr. Reed announced that there would be a work party will be at the Girl Scout Little House on February 21st from 9:00 to 5:00. Mayor Zboray asked if the funding from the Savidge Trust was received. The Borough Secretary stated that she thought it was.

Mr. Simpson requested permission to use the Savidge Room on Friday, July 3rd, for an open house for the class of 1965. He said that he feels it is important so the alumni from out of town have the opportunity to see what has been done in the building. Mr. Reed stated that he doesn't see a problem with it and does not think they should be charged for it. Mr. Troup agreed, noting that it could be an NHS alumni open house.

Finance

Mr. Sees stated that the committee will meet on January 27th at 6:30 p.m.

Personnel - No report

Public Safety

Mrs. Rees stated that the committee met this evening and discussed the ESB and Fire Department news.

Rules - no report

Streets

Mr. Ruane stated that the committee met last week and discussed the streets to be paved. Mr. Ruane requested that council members attend the next meeting the second Tuesday in February, if they are interested in discussing the proposed list. PennDOT municipal services will be contacted to help with the bid proposal.

Mr. Wynn questioned how far the school is going to come with the new water line. He said that they are installing a high pressure line from the water tank to the school. Mr. Wynn said that the residents on Prince Street were notified last summer that this high pressure system would affect every home on Prince Street. The water company will supply the pressure reducer valve; but the homeowner is responsible for having it installed at the meter. Mr. Troup said that the new line will extend to Third Street.

Mr. Troup announced the following committee assignments:

Community Development - Steve Reed, Chairman; Ty Sees; Jim Troup
Finance - Ty Sees, Chairman; Adam Klock; Jim Troup
Personnel - Jim Troup, Chairman; Adam Klock; Ellie Rees
Public Safety - Ellie Rees, Chairwoman; Harry Wynn; Paul Ruane
Rules - Paul Ruane, Chairman; Ellie Rees; Steve Reed
Streets - Paul Ruane, Chairman; Steve Reed; Ty Sees
Sewer- Adam Klock, Chairman; Jim Troup, Paul Ruane

Mr. Wynn stated that he did not want to chair a committee because he had been taken off the committee he wanted to chair. Mr. Klock said that all the council members chaired a committee. Mr. Wynn stated that they made the decision to pull him based on false information. Mr. Troup responded that it wasn't all false information. Mr. Klock said that he didn't appreciate him shoving the work on somebody else.

Old Business

1. Mayor Zboray said that he understands that some people were concerned about the resolution for the loan for the police vehicle. He said that he talked to the chief yesterday about the new vehicle and told him to talk to the Borough Secretary. He said if council wants to wait another month that would be fine. He explained that the total price includes the extra items needed for a service vehicle. He also said that the cost for extra items could come from the parking meter fund. Mayor Zboray stated that the Borough is getting about $11,000 per year in the meter fund. Mr. Troup asked if there is any word on the grant. Mayor Zboray responded that they haven't gotten back to him yet. He explained that they are trying to get a grant for another vehicle.

   Mr. Klock moved to approve Resolution A-2015. Mr. Reed seconded the motion. Mr. Sees asked if it was decided to pay the payments out of the parking meter fund. He was told that the $7,970.04 was budgeted in general fund capital purchase line item. Mr. Sees asked about the amount in the meter fund. The amount is over $6,000 which will be needed for the police package from Keystone Communications. Mr. Sees questioned if the loan for the last car was paid for with meter money. The response was that part of the loan was repaid from the meter funds and a portion had come from the general fund. Mr. Klock rescinded his motion because of a conflict of interest.

   Mr. Reed moved to approve the resolution. Mrs. Rees seconded the motion. Mr. Sees clarified that mainly, the vehicle would be financed through the meter money. Mayor Zboray responded what can be used. He added that meter money is needed to repair some meters; and to pay for the lights, etc. to put on the vehicle; and for an extended warranty for the vehicle. The amount to be financed is the price of the vehicle. Mr.

Sees stated that if there is enough money in the parking meter account to make the payments that is what he would like to do. Council voted 6-0-1 to approve Resolution A-2015 with Mr. Klock abstaining.

"Resolution No. A-2015
BOROUGH OF NORTHUMBERLAND
NORTHUMBERLAND COUNTY, PENNSYLVANIA

WHEREAS, the Borough Council ("Borough Council") of the Borough of Northumberland (the "Borough") has determined that it is necessary to replace a current police vehicle; and

WHEREAS, the Borough Council has approved the purchase of a new police vehicle through a state approved contract; and

WHEREAS, the Borough needs financing for the purchase of the police vehicle; and

WHEREAS, the Northumberland National Bank (the "Bank") has offered to loan up to Twenty-six thousand thirty-five Dollars ($26,035.00) at the fixed interest rate of 2.5% per annum over a three (3) year term with repayment due through annual principal and interest payments; and

Now Be it RESOLVED, Borough Council has approved the acceptance of the Bank's offer for financing for the police vehicle; and

Be it FURTHER RESOLVED, the Borough Council has authorized the President of Council and the Borough Secretary to execute any and all necessary documents to carry out the financing.

ADOPTED as a resolution of the Council of the Borough of Northumberland, Northumberland County, Pennsylvania, this 20th day of January, 2015.

ATTEST:
By:_____
Janice Bowman, Borough Secretary
[BOROUGH SEAL]

BOROUGH OF NORTHUMBERLAND
By:_____
James Troup, Council President

APPROVED this 20th day of January, 2015.
By:_____
Len Zboray, Mayor"

New Business

1. The Borough Secretary noted several corrections to be made regarding the list of bills. The vendor for the salt purchase should be the American Salt Company instead of the American Red Cross. On page 2, the PPL bill for the fire police building is listed twice. The total amount for the General Fund bills should be $52,026.25. There are also two additional bills for the Sewer Department. They are $211.60 to Harleysville Insurance and $990.00 to Hazen and Sawyer. The total amount for the Sewer Department bills is $22,008.71. Upon motion by Mr. Reed, seconded by Mrs. Rees, council voted unanimously to approve payment of the bills. Bills to be paid from the General Contingency account total $1,025; and bills to be paid from the Norry Playground Fund total $473.95.

2. Mr. Jon Apple requested that council appoint Michael Lutcher as a member of the fire police. He noted that Mr. Lutcher is an active member of the Number 1's and has had a background check completed. Mrs. Rees so moved. Mr. Klock seconded the motion. Council voted unanimously to approve the appointment.

3. Upon motion by Mr. Klock, seconded by Mr. Troup, council voted 6-0-1 to approve the council meeting minutes of November 3, 2014. Mr. Wynn abstained. Mr. Troup asked for a motion to approve the November 20, 2014 meeting minutes. Mr. Sees

requested that the council wait to approve those minutes. Mr. Troup tabled them until the next meeting.

4. Mr. Klock stated that he would like to make a motion to move forward with the telephone quotes. Mr. Wynn stated that the office employees had concerns about the phone system. The Borough Secretary stated that she feels a new system is needed but she does not feel this system addresses all the office needs. She explained that currently, all four phones can be in use at the same time. With this system, only two people may be on the phones at the same time. She stated that the office currently has caller ID. This quote for this system does not include caller ID. Mr. Klock stated that the auto attendant will allow a caller to choose the department he wants to contact. Calls can be forwarded to the police department or sewer department if the caller dials the office number. Mr. Wynn stated that the sewer bills list the number for the sewer department and the police have their own number. Mr. Klock stated that this is just an option if someone calls the wrong number. Mr. Wynn said that he doesn't mean any offense, but the code officer won't answer his calls anyway. Mr. Klock stated that he is not here to defend himself. Mr. Troup said that they are employees of the Borough. Mr. Wynn said that he had a phone call the other night that he didn't answer. Mr. Klock stated that he also had phone messages that he didn't get for quite a while. The Borough Secretary stated that this is one person's opinion and there are three who will state that is not true. Mr. Klock stated that it could be argued outside a public meeting. Mr. Troup stated that this would eliminate any of that because no one would be getting anyone else's phone calls. The Borough Secretary asked about getting a separate line and phone number for the code office. She asked why there couldn't be one line and phone number for the Code Office; one line and phone number for the Borough Office; and one line and phone number for the Police Department. She noted that the cost is over $5,900 and it's not the ideal situation because the system doesn't have everything they need and four people cannot be on the phones at the same time. Mr. Troup said that he didn't understand why they couldn't all use the phones at the same time. He said that he does like the individual voicemail. The Borough Secretary stated that the Borough Office only needs one voicemail. The Code Office could have a separate voicemail. Mrs. Rees noted that the Code Officer does have his own phone, actually two phones for streets and codes, and asked if people could call that number. Mr. Klock responded that they can, but they don't. The Borough Secretary stated that the office provides his cell phone number to anyone who calls. Mr. Klock stated that voicemail could be sent to their email and everyone checks their emails. Mayor Zboray stated that he sent two emails to the code officer and he said that he didn't receive them. Mayor Zboray asked what the cost is that the Borough currently pays. He was told that the amount is around $180 per month and it includes phone and internet service for the Borough Office, Code Office and Police Department. The Mayor asked how that compares to the new system. Mr. Klock said that it depends on the speed. The monthly price for the phone with three lines is $62.56 per month. To add a fourth line, the monthly cost would be seventy some dollars. The broadband, under the three year plan is $59.99 per month. Mr. Klock stated that everyone he talks to says that two ISPs aren't needed. Mr. Troup said that the total monthly cost for the telephones would run around $81.70 plus the internet. Mr. Klock stated that he would find out what is required to have four lines for the Borough Office and he would double check the internet prices. Mr. Sees asked about the cost for caller ID. Mr.

Klock said it is nine something per line. Mr. Klock stated that unfortunately, they cannot get the broadband to the sewer plant. Mr. Klock asked about the handout that was provided to council. The Borough Secretary stated that it is information for council about the current phone system and how the office handles calls. Mayor Zboray asked if they can answer the phone before it goes to automated answering. Mr. Klock stated that they can't. He said that he would go back to the company to see about the four lines. Mr. Sees asked him to check on caller ID also.

Mr. Wynn moved to adjourn. Mr. Troup adjourned the meeting at 9:00 p.m.

Respectfully submitted,

Janice R. Bowman

Janice R. Bowman
Borough Secretary