

# Borough of Northumberland

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**Borough of Northumberland**  
**175 Orange Street, Northumberland, PA 17857**  
**Northumberland Borough Council Meeting**  
**January 21, 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, Ty Sees, and James Troup. Council member Adam Klock was present via the telephone. Others present were Mayor Zboray, C. L. Kriner, Chief of Police, Jeremy Deitrick, Sewer Department Superintendent; Ted McCollum, Code Officer; and Janice Bowman, Borough Secretary.

### **Public Comment**

The six visitors present introduced themselves.

### **AFLAC presentation** – Matthew Bastian and Joseph McGinty

Mr. McGinty informed the council about products available through AFLAC for the employees. He noted that the sewer department has an AFLAC account. He would like permission to approach the employees to provide information about their program. They would have a fifteen minute meeting with the employees and provide them with the information. The products are offered at group rates and are paid for by the individual employees. Benefits are paid to the person as opposed to the hospital and doctors. The plans do not have price increases. The average cost for an individual plan is \$5.00 per week and they may be pre-taxed. The advantage of purchasing through the group is the discount and for the availability of products that aren't available as an individual. Various types of coverages were mentioned. Some products are available for part-time employees and some of the plans may be purchased individually.

Council member Harry Wynn arrived at 7:10 p.m.

Council approved the request to meet with the employees and said to coordinate the time with the Borough Secretary and Police Chief.

### **Payroll Audit Report**

Mr. Troup stated that he has received a preliminary report. The final report will be presented at a later date.

### **Borough Council Meeting Minutes**

Mr. Reed moved and Mr. Wynn seconded a motion to approve the Borough Council meeting minutes of December 3, 2013. Council approved 6-0-1 with Mr. Ruane abstaining because he was not present.

Mr. Wynn moved and Mr. Reed seconded a motion to approve the Borough Council meeting minutes of December 17, 2013. Council approved 6-0-1 with Mr. Ruane abstaining because he was not present.

### **Northumberland Sewer Department Report**

1. Mr. Brian Book stated that they have not been given clearance to work on the jobsite. A conference call on Tuesday with elected officials, Senator Gordner and Representative Culver, to discuss the project. PennVest would not consider the Borough's application complete because the Pennsylvania Historic and Museum Commission hurdle is not cleared. Penn Vest announced the awards today and Point Township has been awarded funding. Mr. Book recommended that the Council remove the bid documents from the bid service.

Mr. Klock moved to authorize postponement of the sewer plant project bid opening through the bidding service until a later date not yet determined and to authorize Hazen & Sawyer to cease work on the engineering support during the Bid Phase portion of their contract. Mr. Sees seconded the motion. Council approved unanimously.

2. Mr. Book provided council with a summary of the Phase II archeological consultants' proposals. Three prices were received. Rue Environmental LLC was the lowest at \$14,934.00; Christine Davis Consultants, Inc. provided a quote of \$28,680.00; and A.D. Marble & Company's quote was \$78,273.56. Mr. Book noted that Rue Environmental LLC had done the Phase 1A work and Christine Davis Consultants, Inc. had done the Phase 1B work.

Mr. Troup moved to accept the Phase II Archeological Investigation bid from Rue Environmental LLC at their quotation price of \$14,934. Mr. Klock seconded the motion. Mr. Book explained that there is a layer of soil below any construction activities that have been done to date on the treatment plant. This layer of soil was washed in hundreds or thousands of years ago. The archeologists have found ten stone flakes, one hammer stone, and a bullet from a relatively modern musket/rifle, possibly a 22. Clearance to proceed with the project has been received from everyone but the Borough's Planning Commission and PHMC. Mr. Book added that there is no way around this. Mr. Book explained that the Borough is under a consent order from DEP right now to authorize the beginning of construction on May 31<sup>st</sup>. However, this can't be done because the PHMC hasn't cleared the project. DEP has been notified of the current conditions. In the conference call on Wednesday, DEP indicated that the Borough would be given more time. The only penalty from DEP is that the Borough would have to purchase credits until the new plant is completed.

Council voted unanimously to accept the bid of \$14,934 from Rue Environmental LLC.

3. Mr. Klock moved to authorize Hazen and Sawyer to conduct the Sewer Department's Chapter 94 report at no cost to the Borough. Mr. Troup seconded the motion that was approved unanimously by council.
4. Mr. Klock moved to authorize Hazen and Sawyer to calculate the necessary EDUs for the construction of the new Shikellamy Middle School at their quotation price of \$500. The

cost is to be billed through the escrow account from the developer. Mr. Troup seconded the motion that was approved unanimously by council.

5. Mr. Klock moved to authorize Hazen and Sawyer to support public bidding of Northumberland Borough Collection System I&I rehabilitation projects at their quotation price of \$11,700. Mr. Wynn seconded the motion and it was approved unanimously by council. Mr. Book explained that Jeremy Deitrick has identified ten manholes for rehabilitation and line repairs on Sixth Street. The I&I work will be bid at a per unit price so the Borough can decide how much work is to be done based on the unit price.
6. Mr. Klock moved to authorize Hazen and Sawyer to conduct a water-based billing rate study at a cost of \$19,800. The draft study will be completed within ninety days of authorization so council may determine the billing method for 2015. Mr. Reed seconded the motion. Council approved unanimously.
7. Mr. Book informed the council that the next time to file for PennVest is in February. However, the archeological study will not be completed in time to file for this deadline. The next PennVest application date is in six months. Mr. Book explained that the project is delayed by about a year for construction. If a Phase 3 study is required, the delay may be longer.
8. Mr. Klock stated that the department needs to begin a reconciliation of the bulk customers for the audit.

Mr. Book stated that a public meeting would be held next Monday night at 6:30 for Hazen and Sawyer to present the draft report of the Liberty Hollow Watershed study.

The engineer's report is included as an addendum to the minutes.

### **Mayor's Report**

- Mayor Zboray thanked Carolyn and Scott McGlenn for their help at the Girl Scout House. He noted that Mrs. McGlenn went there for a Girl Scout meeting and found that a pipe had burst and flooded the basement. The fire department pumped out the basement. The insurance adjuster was here on Friday and Jean Smith at Pfeiffer-Naginey was checking to see if a contractor could be hired to conduct the cleanup.

Mr. Reed stated that the building has been in the Borough for a long time, and is only used for the Girl Scouts. He is questioning whether the council should continue to maintain the property. Someone stated that the Girl Scouts could meet in the community room of the 2<sup>nd</sup> Street Center; but it was mentioned that the Girl Scouts have projects that are left out during the week and this would not be possible in the community room.

- Mayor Zboray read the following letter from Greg Carl about his involvement at Liberty Splashland:

*“Northumberland Borough Council,  
This letter is being submitted as my official notice.*

*Liberty Splashland has been a passion of mine. I have thoroughly enjoyed helping to make the park what it has become. Overseeing everything at the park as a volunteer required an enormous amount of personal time and effort each of the past 14 seasons.*

*I have decided at this time to pursue other interests. Therefore, I won't be able to act in the capacity as I have in the past. I have discussed with Jan about the needs of the park for the upcoming season. A list has been left with her consisting of things that need to be accomplished during this transition.*

*I have relinquished my keys for the park to the borough office.*

*On a very limited basis I might be available to be retained as a consultant for the transfer of information of all facets of the facility, operations, projects and maintenance, past, present and future, to the individual who will be acting in m capacity. I think relaying this information would greatly enhance the passing of the torch if that is what council wants.*

*I wish the current council well in their future capacity. Greg Carl”*

- Mayor Zboray informed the council that he and Chief Kriner interviewed six candidates for the part-time police officer positions. He said that there are three candidates that they would like to discuss with the council. Mr. Troup adjourned the meeting at 7:55 p.m. for an executive session to discuss personnel issues and stated that the meeting would be reconvened.

The meeting was reconvened at 8:25 p.m.

Mr. Troup made a motion to hire three part-time officers, Mr. Scott Kerstetter, Ms. Samantha Ortona, and Ms. Rachel Shear and to approve a rate increase for patrolwoman Kelly Roth. Mrs. Rees seconded the motion. Council approved unanimously.

### **Code Enforcement Officer's Report**

- Mr. Ted McCollum informed the council that Groninger Insurance Agency would like to erect a billboard sign on Duke Street across the street from the business. Mr. McCollum stated that the Borough Code has no ordinance that addresses signs of a permanent nature. Mr. McCollum stated that Groninger Insurance currently has a sign at the other end of Duke Street across from the beer distributor. He stated that Mr. Groninger would be willing to pay the \$200 annual fee for the signs. Mr. McCollum stated that he would also like to contact the company that has the sign on a vehicle that is parked at CVS. He requested that the council review his recommendations or ask the Rules Committee to do so. Mr. Troup stated that the issue would be forwarded to the Rules Committee to review.
- Mr. McCollum stated that the ordinance that addresses special event and yard sale signs in the Borough states that the police enforce the ordinance. He requested that section 4 of the ordinance be revised so he would be allowed to assist the police to remove the signs. He was informed that anyone may remove signs that are in the right-of-way. Mayor Zboray stated that the officers contact whoever has the sign posted and tells them that they must remove the sign or they will be fined because they are breaking the ordinance. He said that the officer does not remove the sign.

- Mr. McCollum stated that he has a mechanical background and would volunteer his time to help at the pool. Mr. Troup thanked him for the offer. He added that the council plans to form a committee to help run the pool and Mr. McCollum could serve on the committee.

### **Public Comment**

Ms. Barbara Kistner told the council that the Museum Committee has inherited a canon. The committee will rehab it and would like permission to exhibit it outside the building. She said that it was located in a house on Queen Street. Ms. Kistner stated that she would like to remove the sign that says “don’t climb on the roof” and is located on the building outside the door that enters from the playground. She would paint the concrete black, put a sign up that says NHS and erect a History Museum sign. She informed the council that the committee has been given about ten old class rings. She is questioning if these items are covered by the Borough’s insurance. She also has some school books from 1860 that are signed. She plans to photograph the items and make up a booklet. Ms. Kistner noted that Tom Gresh is now an appraiser.

### **Emergency Services Board Report – no report**

### **Committee Reports**

#### Community Development

Mr. Reed stated that the committee met last week. They are going to form an oversight committee for the pool and for the ballfield at Pineknott Park. Letters were sent to Greg Carl and Dick Simpson. Mr. Simpson stated that he is willing to oversee the ballfield and will attend the next committee meeting.

Mr. Reed stated that donations are being accepted for the Dog Park to purchase benches.

Mr. Reed asked if the pool manager and life guard positions were advertised. He was told that they were and that some applications have been distributed, one has been returned. Discussion ensued. The Borough Secretary stated that Greg Carl was in the office today and provided information about who did what. She stated that she would type up the list of items and provide them to council. Mr. Carl had stated that the classes for state certification for ride safety are scheduled for February.

Mr. Reed said that the committee would like to move forward with plans for the gym. The drywall work for the stage will be done by Bruce Killian. There is approximately \$30,000 in the fund for the gym renovations.

Mr. Reed announced that a \$6,500 grant was received from the Anselmo Trust for a playground for Pineknott Park.

Finance – no report

#### Personnel

Mr. Troup moved to advertise for full-time working supervisor for the street department at a salary commensurate with experience. The position is also to be posted on the website and Facebook. Mr. Wynn seconded the motion. Council voted unanimously to approve the motion.

## Public Safety

Mrs. Rees stated that the committee did not meet this evening. She said that she is concerned about the soft tiles on the playground. She said that she feels that a more permanent, safer solution is needed. The gaps have been filled with sand. Mr. Wynn stated that he would contact Jimmy Neidig to see if PlayWorld would help. Discussion ensued.

Mrs. Rees said that the committee will meet next month.

## Rules

Mr. Ruane stated that the committee will meet next month.

## Streets

Mr. Wynn told council that three loads of salt will be delivered tomorrow morning. He added that the guys have been doing a pretty good job.

The committee met with Justin Ross and Pat Kelley about the streets surrounding the middle school. They asked that the Borough pay for curbing and sidewalk on one of the streets, but Mr. Wynn told them that the Borough does not have money for that.

Mr. Wynn said that the 2004 truck was at Maus Garage for repairs. The plow is bent and will be taken back to Maus for repair.

The street department employees have constructed a lunch room in the garage. They've put some filing cabinet in the room.

Mr. Wynn feels that the GMC truck should be sold and the borough should purchase the truck that is at Sunbury Motors on state contract. He noted that the GMC Truck is not four-wheel drive.

Mr. Wynn and the Mayor spoke to Scott Heintzelman and learned that the school and the football field are not on the historical registry.

Mr. Wynn said that the electrical hookup for the generator for the traffic lights at Duke and Water Street needs to be in place.

Prince Street is under the program for paving this coming season; however, Mr. Wynn feels that we should hold off until the construction of the new middle school is complete. He added that he spoke with Pat Kelley regarding the construction vehicles. The tri-axes should approach on 5<sup>th</sup> Street for the construction at the school. Mr. Kelley agreed and said that when they start coming in for abatement, beginning on Monday, all traffic will use the 5<sup>th</sup> Street entrance.

Mr. Wynn stated that some complaints were received about the speed of the trucks when plowing the streets. He said that he would speak to the employees.

Mr. Steve Cimino asked who would be responsible for dust control when the middle school is demolished. Mr. Wynn said that he addressed the topic at the committee

meeting and was told that the school officials have already discussed it with the contractor. If there is a problem with the dust control, the code officer should be contacted.

Mr. Zboray said that he and Mr. Wynn attended the zoning hearing for the school and questioned the change in the plans for the building. The original plan was for one story to be above Prince Street level, but the plans were revised to include a 28 foot roof. Mr. Zboray stated that the residents on Prince Street will now have a view of the brick building. Mr. Reed questioned why the new school isn't being built on the site of the current building. Mr. Troup stated that he was told that it was because of the costs of remediating the asbestos. Discussion ensued.

Mr. Wynn moved to advertise the GMC on Municibid. He stated that he would obtain estimates on the vehicles' value. Mr. Klock seconded the motion. Council approved unanimously.

### **Old Business**

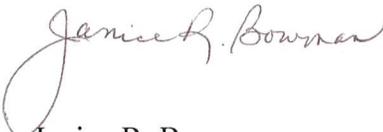
1. Mr. Troup moved to adopt Ordinance 2014-1. This is the Tax Levy Ordinance for 2014 that sets the millage rates. Mr. Wynn seconded the motion. Council approved unanimously.
2. Resolution A-2014 was presented. This is the Bank Resolution that designates the signers for the Borough's bank accounts at Northumberland National Bank. Mr. Wynn moved to adopt the resolution. Mr. Reed seconded the motion. Two signers are required to sign the checks. Mr. Sees stated that someone from council and someone from the office should sign each check as a checks and balance. Mr. Klock asked who would sign from council if he and Mr. Troup were both unavailable. It was noted that the Finance Committee receives copies of all the bank statements every month to review. It was suggested that the Chairman of the Finance Committee be added as a signer. Mr. Wynn amended his motion and Mr. Reed amended his second to add the Finance Committee chairman as a signer. Council approved 6-0-1 with Mr. Sees abstaining.
3. A quote of \$1,223.43 was received from H & N Electric to install a switch for the electrical hook-up for the generator at the Duke and Water traffic lights. Mr. Wynn moved to accept the quote. Mr. Klock seconded the motion. Council approved unanimously.
4. Auditor appointment  
Mr. Sees stated that he spoke with two auditors and that the timing to switch auditors should be done at the end of the year, not the beginning. Patricia Young submitted an engagement letter of \$3,500 for auditing the Borough accounts except the Sewer Department accounts and an additional \$4,000 for the Sewer Department accounts. Discussion ensued. Mr. Klock made a motion to hire Patricia Young, CPA to conduct the 2013 audit of the Borough's accounts, including the Sewer Department accounts, at a price not to exceed authorization of \$7,500. Mr. Wynn seconded the motion. Council approved unanimously.

## **New Business**

1. Upon motion by Mr. Reed, seconded by Mr. Wynn, council unanimously approved payment of the bills. Bills to be paid from the General Fund total \$44,942.45; General Contingency bills total \$1,220.00; Chesapeake Bay Trust Grant account bills total \$2,950; Park and Recreation fund bills total \$2,246.89; Parking Meter fund bills total \$684.19; and Sewer Department bills total \$29,429.76.
2. Upon motion by Mr. Troup, seconded by Mr. Wynn, council voted unanimously to reschedule the Planning Commission Meeting from January 30, 2014 at 7:00 p.m. to January 30, 2014 at 4:30 p.m. The Commission will be touring the sewer plant prior to the meeting.
3. Upon motion by Mr. Wynn, seconded by Mrs. Rees, council voted unanimously to appoint Paul Ruane as the Borough Representative to the Central Susquehanna COG.
4. Mayor Zboray discussed an anonymous letter that was received about the condition of some of the properties in town. Mayor Zboray stated that the Code Officer has received a copy of the letter.
5. Mayor Zboray asked if the council had received a list of the activities for the Fire Police for 2014. No one recalled receiving the list. The Borough Secretary will check with Jon Apple.
6. Mr. Wynn requested that Mr. Sees switch committees with Mr. Ruane because he would like to have Mr. Ruane on the Street Committee. Mr. Sees stated that he would mind changing committees. Mr. Wynn stated that Mr. Ruane is familiar with the street issues.
7. Mr. Wynn stated that the street sweeper is something that should be discussed at the next meeting.

Mr. Troup adjourned the meeting at 9:33 p.m.

Respectfully submitted,



Janice R. Bowman  
Borough Secretary

January 16, 2014

Borough of Northumberland  
175 Orange Street  
Northumberland, PA 17857

**RE: Engineer's Status Report  
Special Committee Meeting &  
Second Meeting January 2014**

Dear Council Members:

This report covers both of the referenced meetings in order to have detailed discussions with the Committee and then present recommendations to the Council. Please ask any questions, as I will attempt to keep my verbal reports short in recognition of other Council (and committee) business.

**RETAINER (90135.001)**

Retainer Agreement:

The retainer agreement enacted between the Borough of Northumberland and Hazen and Sawyer on September 18, 2012 was renewed based upon Council discussion at the January 6<sup>th</sup> meeting. We continue to appreciate the faith shown to Hazen and Sawyer with regard to Wastewater Issues, and we will continue to offer the \$1.00 retainer through 2015. Typically, we would also complete the Chapter 94 Report under a retainer agreement; and we would offer to do so for the 2013 reporting period at no additional cost to the Borough if you choose.

Intermunicipal Agreement Revisions:

We remain available to discuss at your direction.

Support on Northumberland Sewer Bills:

We have prepared a proposal to do a Rate Study for the Northumberland Borough Sewer Department, and are prepared to discuss at your direction.

Nutrient Credits 2014:

We have commented on the form of agreement, and have also spoken with a few utilities about your interest in purchasing credits.

I/I Rehab Project 2014:

We have prepared a proposal to support the public bidding of the I/I rehab projects envisioned by Jeremy Deitrick. Of specific note is the fact that we could/should roll all costs associated with this work into any new PennVEST application.

**WWTP BNR Upgrade Project (90135.003)**

Contract Status:

The following table reflects the most recent billings (likely in the mail for work completed in December):

Phase	Title	Fee	Percent Billed
<b>Design Activities</b>			
A 01	Develop Flow & Loadings	\$ 9,652	100 %
A 02	Alternative Analysis Report	\$ 51,432	100 %
A 03	Develop Project Budget	\$ 2,040	100 %
A 04	Basis of Design Report	\$ 25,128	100 %
A 05	WQM Part II Submittal	\$ 248,720	100 %
A 06 (A 60)	Final Design	\$ 449,520	100 %
A 07	Prepare Funding Application *	\$ 4,840	100 %
C 01	Queen Street BODR	\$ 48,624	100 %
C 02	QSPS Preliminary Design	\$ 74,584	100 %
D 01	Additional Design - Digesters & Elevated COD	\$ 80,000	100 %
<b>Bid Phase</b>			
A 08	Engineering Support During Bid Phase	\$ 9,400	45 %
A 09	Property Support (ROW) **	\$ 4,960	0 %
<b>Construction Phase</b>			
A 10	Engineering Support During Construction	\$ 250,144	0 %
A 11	RPR Services	\$ 302,800	0 %
<b>Start Up</b>			
A 12	Plant Start Up	\$ 19,520	0 %
<b>Infiltration &amp; Inflow</b>			
B 01	I/I – Smoke Testing Support	\$ 1,074	Canceled
B 02	I/I – Televising Support	\$ 1,074	Canceled
B 03	I/I – Data Collection & Prioritization	\$ 3,928	Canceled
B 04	I/I – Reduction Planning	\$ 1,952	Canceled
B 05	I/I – Support of I/I Repair Contract	\$ 9,632	Canceled

We are essentially done and our current billings are reflective of Design being complete. We put the project out to bid on December 18, 2013, and have had good response to date. Unfortunately with the results of the PHMC issues, I would recommend we cancel/postpone the bid phase so we do not incur any additional costs until after the results of the Phase 2 Archeological Investigation are known. Unfortunately, the means that the PennVEST application has been determined to be incomplete (note \*) and will need to be refiled with PennVEST after PHMC has ruled that the site is cleared. Based upon a call with the legislative officials on Thursday (1/16/14), they expect we will not be able to meet the PennVEST deadline of February 21<sup>st</sup> either.

#### Bidding:

We suggest that the Borough Council act to postpone the bid opening until a later date.

#### PennVEST Application:

The PennVEST application will need to be resubmitted. This is unfortunate with regard to project funding as we were set to receive an offer. Of note is indication that Point Township will receive consideration and that our application was sufficient to allow them to continue to receive PennVEST funding. Also of note is the fact that we should capture all additional cost associated with the PHMC issue as these costs are eligible. Finally, we can also amend the application for I/I costs (engineering and construction) as this has always been eligible. We now have a much clearer picture with regard to where to being relative to the I/I so we can avoid much of the cost of investigation, and have time to work on the repair project.

#### Pennsylvania Historic and Museum Commission:

We await a letter from PHMC, which is to be sent to the Borough and also you elected officials no later than Friday. We have made requests for bids to a number of Archeological Consultants and expect to present proposals to the Council on Tuesday for action.

Local Approvals for Construction

At your direction we can withdraw our application to your Planning Commission and stop activities associated with a Building Permit, until the PHMC Issues are resolved. These activities should be coordinated and we would not want to jeopardize the work, requiring resubmittals.

**LIBERTY HOLLOW GI-SW STUDY (90135.004)**

The public meeting is set for January 27<sup>th</sup> at 6:30.

**SHIKELLAMY MIDDLE SCHOOL (no bills yet)**

We have a proposal for \$500 to be billed through the escrow account form the developer.

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 style with a large initial "B".

Brian L. Book, P.E.  
Senior Associate