Borough of Northumberland

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175 Orange Street, Northumberland, PA 17857
Northumberland Borough Council Meeting
January 6, 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; Ted McCollum, Street Supervisor/Code Enforcement Officer; and Janice Bowman, Borough Secretary.

Public Comment
No public comment was offered. Three visitors were present.

Northumberland Sewer Department Report

- Mr. Klock reported that the committee did not meet today. They are waiting on a letter from DEP for approval for the project. Mr. Tira reported that his office had a conference call today with the engineers to discuss the issues that must be resolved.
- Notices for the new billing system have been mailed out. Mr. Klock stated that residents may elect for email billing and electronic withdrawal. Mr. Deitrick added that there have been a few login/password issues; but they have been resolved by the software company. E-billing is anticipated for the week of January 20th and electronic withdrawal is scheduled for January 30th. This will be a re-occurring debit on the 30th of the billing month. Mr. Deitrick explained that with the switch to water usage, there will be a delay in getting the bills out to the customers due to the wait time for information from the water company.
- The sewer department clerk has been sorting through documents and a list of items to be destroyed will be provided at a later date. Discussion ensued about what may be digitized and what is required to be kept as a hard copy. A list was provided to the Sewer Committee that included all documents that are eligible for disposal. Documents date back to 1973. Mr. Klock suggested that the sewer committee members review the list of documents to be destroyed at the next committee meeting. Mr. Tira advised that council should make a formal motion to approve the list of documents to be destroyed so there is a record.
- Mr. Klock stated that he has a draft policy for the time clocks and would like the personnel committee to review them. Time clocks had been purchased for other departments but have not yet been installed. He added that they are using a time-off request form that kept with the time cards at the sewer plant. He stated that the sewer department made a revision of the form that had been provided to the Borough employees.

- Sewer bills will be mailed to the residents who do not choose to receive them electronically. Online accounts can still be created to review your bill whether or not you choose to receive bills electronically.
- Mr. Klock stated that the Point Township Sewer Authority has an outstanding balance totaling $226,888.51. They have paid toward the Queen Street pump station loan.
- The red zone project which involves the mapping of the collection system will begin on January 12th, per Mr. Deitrick.
- Mayor Zboray asked if Mr. Deitrick received an email from Bob Campbell about a manhole on Duke Street near Seventh Street. Mr. Deitrick stated that the department is working to solve the problem. The problem arises due to the chemicals that PennDOT spreads on the roads which break down the rubber in the risers. There is another manhole at Sawmill that is being repaired.
- Mr. Brian Book, Hazen & Sawyer, reported that the company has started work on the Chapter 94 report, the annual end-of-year report which is to be submitted to DEP by March 31st. All the permits are in hand for the project. The engineer's status report is attached to the minutes.
- Mr. Book informed the council that a presentation would be given on February 3rd regarding collection of storm water system fees. Mr. Wynn voiced concern about who would be charged for the fees. Mr. Book responded that some communities use tax dollars to pay for the storm water system; other communities charges are based on the property's impervious surfaces. Discussion ensued. Mr. Troup stated that the meeting is just an informational meeting. Mr. Book stated that it should not be residential homeowners that pay for this; it should be that you pay for the runoff that you create. His example was that CVS has a parking lot and no lawn which creates more runoff and should pay more. He said that this is strictly an information session and is something for the council to decide.
- Mr. Tira provided several documents to be signed for the PennVest closing. One is by all council and is the Certificate for the Funding Recipient for the PennVest loan. The others are for the President and Secretary to sign. One states that the products being used are in compliance with the law. Mr. Tira noted that this is in the bid documents. Another is the financial condition that it is believed that there is nothing to impair repayment of the loan. The third document is that we are not regulated by the PUC. And the fourth one is that the engineer has reviewed the rates to determine that they are sufficient to repay the loan. The documents are currently dated January 29th. But because of some difficulties, the date may be moved and documents with a revised date may be necessary.
- A ground-breaking ceremony will be held at 3:30 p.m. on Wednesday, January 21, 2015, at the sewer plant.

Mayor's Report

- Mayor Zboray thanked all the volunteers who helped to decorate the King Street Park and the Street Department for decorating the downtown streets.
- Mayor Zboray thanked the street department for assembling the two benches that have been donated. The Roy and Carol Moyer Trust donated one which was placed in the King Street Park and the other one was placed in the Riverview Cemetery in memory of Robin Bolig.

- On January 11th, Mayor Zboray stated that it will be his pleasure to administer the oaths of office to Captain Jon Apple and the Fire Police for the years 2015 and 2016. He thanked them for their volunteer service.
- Mayor Zboray requested that the council approve selling the Ford Crown Vic. Discussion ensued. Mr. Troup moved to put the Crown Vic on Municibid. Mrs. Rees seconded the motion. Council approved unanimously.
- Mayor Zboray thanked the council for approving the budget which includes a new vehicle for the police department. The vehicle is purchased through the co-stars program. Council and the Mayor discussed the various vehicles that were considered. The car chosen is a Dodge Charger. Mayor Zboray stated that the police chief is completing a grant application for another vehicle.
- Mayor Zboray informed the council that the Chief is not present this evening because he is not feeling well.
- Mr. Klock stated that there was an incident in front of his house on Christmas Eve. He contacted the police department to request that someone come to review his tape. He said that no one has gotten back to him. Mayor Zboray said that the Chief has been off. The Mayor will have him call Mr. Klock.

Street Supervisor/Code Enforcement Officer's Report
Mr. McCollum informed the council that he attended one Planning Commission meeting; issued five code violations; had fourteen complaints and five street-cut permits.

Mr. McCollum said that he had a meeting on December 3rd concerning zoning for Ben and Tara Amerman. They would like to subdivide their ten-acre property at 825 Strawbridge Road. The Northumberland Borough Planning Commission approved the subdivision and Mr. McCollum is presenting it to council for approval. Mr. Tira asked if the plan was reviewed by the county. Mr. McCollum stated that he would provide it to the county once the council approved it. Mr. Tira advised that the plan should be sent to the county for approval prior to council approval. He added that the county has thirty days to review it.

Mr. McCollum asked if the street sweeper could be garaged at the sewer plant for a week before the company representative comes to replace the parts under warranty. He expects the representative the last week of January. He stated that the sweeper must be inside for a week before the representative comes. Permission was given to use the garage at the sewer plant.

The loader has been serviced and is ready to go for the winter.

Mr. McCollum requested that the council approve the purchase of rubber bumpers that go on the front axels of the trucks and will absorb any impact when the snow blade is lowered, saving the front end of the vehicles. The cost per truck is about $80 for a total cost of less than $250 for the three trucks. The price was obtained from Shirn's Truck & Equipment in Williamsport. Mr. Wynn asked if a price has been obtained from Maust Garage in Selinsgrove, adding that they had been working on the trucks. Mr. McCollum stated that he had not. Mr. Wynn noted that Maust had installed the blade on the F250.

Christmas tree pick-up has begun. Mr. McCollum reported that about eighty trees have been picked up so far.

The pump was pulled out of the pool. The water is about fifteen inches below the top of the pool.

Mayor Zboray asked if there is any item that is needed at the pool so funding may be requested from the S. Luther Savidge Charitable Trust. Mr. Reed stated that Travis should be at the next Community Development committee meeting and he will check with him.

Fire Police

Mr. Jon Apple requested council's approval to send a letter to the businesses requesting funds toward the new vehicle for the Fire Police. The money raised until January 2017, up to $12,500, will be matched by the S. Luther Savidge CharitableTrust. The co-star price for a new utility truck is around $25,000. The truck will be obtained through Sunbury Motors. Council had no objections.

Emergency Services Board Report

No report

Committee Reports

Community Development

- Mr. Reed stated that Troy Smith will be present at the next council meeting to discuss the gymnasium plans.
- The committee will meet on Monday, January 12th, at 7:00 p.m.

Finance

Upon motion by Mr. Troup, seconded by Mr. Wynn, council unanimously approved Ordinance 2015-1 as follows:

"ORDINANCE NO. 2015-1

AN ORDINANCE OF THE BOROUGH OF NORTHUMBERLAND, NORTHUMBERLAND COUNTY, PENNSYLVANIA, FIXING THE REAL PROPERTY TAX RATES FOR THE YEAR 2015.

The Borough of Northumberland hereby ordains:

Section 1. Tax Levy.

That a tax be and the same is hereby levied upon all real property within the Borough subject to taxation for the fiscal year 2015 as follows:

1. Tax Rate for General Revenue Purposes, the sum of 22.000 mils on each dollar of assessed valuation.
2. Tax Rate for Debt Service, the sum of 2.300 mils on each dollar of assessed valuation.
3. Tax Rate for Fire Equipment Purposes, the sum of 2.700 mils on each dollars of assessed valuation.
4. Tax Rate for Recreation Purposes, the sum of 1.000 mils on each dollar of assessed valuation.

Section 2. Discounts.

Pursuant to Pennsylvania's Local Tax Collection Law, a taxpayer subject to the payment of a tax levy by their ordinance shall be entitled to a discount of 2% from the amount of such tax upon making payment of the whole amount of such tax by or before April 30, 2014.

Section 3. Penalties.

A taxpayer subject to the payment of a tax levy by this Ordinance who shall fail to make payment of such tax by June 30, 2014 shall be charged a penalty of 10% (which penalty shall be added to the tax by the Tax Collector and shall be collected by the Tax Collector).

Section 4. Effective Date.

This Ordinance and the real estate tax shall take effect on January 6, 2015.

Section 5. Severability.

That any ordinance or part of Ordinance conflicting with this Ordinance be and the same is hereby repealed insofar as the same affects or is inconsistent with this Ordinance.

ENACTED AND ORDAINED into an Ordinance this 6th day of January, 2015 by the Borough Council in the lawful session duly assembled.

ATTEST: BOROUGH OF NORTHUMBERLAND

Secretary President, Borough Council

Approved this 6th day of January, 2015.

Mayor"

Personnel

The Borough Secretary told the council that she has reviewed the final numbers for 2014 and compared them to the 2015 budget. She stated that the final balance in the checking account is $5,679.88 more than projected. She also stated that the 2015 budget number for earned income tax is $360,000. In the past three years, the amount of earned income tax paid to the Borough was over $375,000 each year. In that the tax received in each of the past three years was more than $15,000 over the current budgeted amount of $360,000, it most likely will be at least $375,000 this year. These two numbers total $20,679.88. The additional amount required to staff the Borough Office with another full-time employee is $19,874.00. She requested that council consider hiring a part-time employee full-time since the additional cost could come from this income that was not included in the 2015 budget, and the contingency line item in the budget would not be affected. The Borough Secretary also noted that there is much work to be done such as applying for grants and overseeing the grants that have been awarded to the Borough. She stated that she would also like to sort through old documents and destroy those that are of no value and scan the others. She noted that there are many boxes of old documents to go through.

Mr. Klock pointed out that the budget did include an additional 10 hours per week. The Borough Secretary agreed and noted that the employee is seeking a full-time position. Mr. Wynn made a motion that Ann, who is now part-time, be hired full-time. Mrs. Rees seconded the motion. Mr. Sees stated that council had said that it would wait until March; it should be discussed at a Finance Committee meeting; he had not been informed of the ending balance; and he feels that the council is rushing to judgment, prematurely. Mr. Tira asked for clarification on the hourly rate. Mr. Troup stated that he agrees with Mr. Sees, the topic should be discussed at Finance and Personnel. Mr. Sees asked about the $11,000+ from the 2014 budget for the new radios for the fire department. He was informed that that money was transferred to the General Contingency fund. Mr. Wynn stated that he feels the Borough would lose a valuable employee who has proven her abilities if they do not hire her. Mr. Sees noted that Mr. Wynn was talking about burdening the tax payers with the water run-off and now he wants to hire someone full-time. Mr. Wynn said that there is money to hire her. Mr. Sees said that the health care for this year would only be half the cost; next year it would be double.

Mr. Sees requested an executive session to discuss it. Mr. Tira advised that there is a motion on the floor and council would have to agree to table it in order to adjourn to

an Executive Session. Mr. Wynn stated that he would like to vote now. Mr. Reed said he thinks it should be discussed further; Mr. Troup agreed. Mrs. Rees said that her understanding about evaluating things in March was about whether to use the contingency funds and this motion sounded different to her. Mr. Sees stated that he would like to table the motion until further discussion. Mr. Wynn agreed to his request and tabled his motion. Mrs. Rees tabled her second. Council approved unanimously.

The council went into an Executive Session at 8:00 p.m. to discuss personnel issues. Mr. Troup reconvened the meeting at 9:18 p.m.

Mr. Tira stated that the settlement agreement with the Teamsters should be voted on. Mr. Klock moved to accept the settlement agreement with the Teamsters. Mr. Wynn seconded the motion. Council voted 6-0-1 to approve with Mr. Sees abstaining.

Mr. Klock made a motion that the street supervisor position be compensated for any hours for snow removal and salting after all union employees have been contacted at an hourly rate of $19.23. Mr. Reed seconded the motion. Mr. Sees suggested that instead of the wording "have been contacted", the motion state "have attempted to be contacted". Mrs. Rees suggested that the compensation should be for "emergency" snow removal and salting. The motion was amended and seconded as suggested. Council voted 6-0-1 to approve the motion with Mr. Sees abstaining.

Mr. Wynn stated that after further discussion of the funds that are appropriated and explained further, he rescinded his motion to hire Ann full-time.

The Borough Secretary stated that since she is the treasurer of the Borough, she would have hoped that she could have been part of the discussion of the finances of the Borough. Mr. Sees questioned, as he was prior to her making the motion? She responded that she did not make a motion. Mr. Sees said that she came out and made a public ploy and never contacted the chairman of the Finance to go over anything prior to contemplating it. The Borough Secretary stated that she brought the question to Finance over two months ago. She asked if the council knows how much is in the Borough's General Contingency account in addition to the General Fund. Mr. Sees asked if she is aware that the Benecon run-out claims could be in excess of $30,000. The Borough Secretary asked if he is aware that there is $48,000 in the contingency account (line item) in the General Fund and $67,900 in the General Contingency bank account. Mr. Sees stated that we have deteriorating streets. The Borough Secretary agreed and stated that there is also office work that needs to be done. Mr. Sees stated that the Borough needs another full time officer. The Borough Secretary stated that the council hired four part-time officers in place of a full-time officer. She added that she made this request two months ago. Mr. Sees stated that they said no to which she responded that he also stated that there was no money for it and she has found the money for it. Mr. Sees stated that there will be double the insurance cost next year. The Borough Secretary stated that the insurance may or may not be needed next year. She said that the Borough will suffer because of the amount of work that Ann does here and for what she brings to the community. The fact is that the council does not appreciate it enough to even vote on it and to realize that the council finds money for a lot of things that maybe other people don't think are necessary. And they don't take it to Finance first and they don't take it to Personnel first. She noted that she

attends Finance meetings and there are a lot of things that come up in the council meetings that don't come up at Finance.

Public Safety

Mrs. Rees reported that she attended the Emergency Services Board meeting. She stated that they are very grateful for the money that has been budgeted. One of the members of the Board has stated that he does not want to remain on the committee. It was advised that he submit a letter of resignation to the council.

Mr. Klock stated that he has a fund-raising idea for the fire department to purchase gear. He asked if the council is open to dedicating some space near the billboard at the underpass. Council stated that they would be open to this.

Rules

Mr. Ruane said that he has no report. He asked if he is still chairman of the committee. Mr. Troup responded that he is reviewing the committee appointments.

Streets

Mr. Ruane stated that he had no information to report.

Mr. Tira questioned if the council is interested in making the temporary "no parking" area on Orange Street along the dog park permanent. Mr. Tira advised that if the "no parking" area is to be permanent, an ordinance will be required. Discussion ensued. Council discussed the length of the area that should be designated as "no parking" and decided to meet at the dog park to view the area.

Old Business

1. Committee Appointments:
   There are vacancies on several committees. Mr. Sees made a motion to appoint the following:
   Hope Kopf to the Civil Service Commission for the term ending December 31, 2020;
   Phil Hallden to the Emergency Services Board for the term ending January 1, 2020;
   Margaret Weirick to the Shade Tree Commission for the term ending December 31, 2017; and Jon Groninger to the Planning Commission for the term ending December 31, 2018. Mr. Troup seconded the motion. Council approved unanimously.

   There are two vacancies on the Zoning Hearing Board. Robert Sabol has resigned. Richard Hort's term expired at the end of 2014 and the Borough Secretary has not yet heard if he is willing to be reappointed.

New Business

1. Upon motion by Mr. Reed, seconded by Mr. Wynn, council approved payment of the bills. Bills to be paid from the General Fund total $55,417.92; Liberty Splashland bills total $255.06; and Sewer Department bills total $17,307.41.

2. Council discussed the dates for council meetings and committee meetings.
   Mr. Troup announced the following committees and meeting times:

- Community Development Committee (2nd Monday at 7:00 p.m.): Steve Reed, chairperson; Ty Sees; Jim Troup
- Finance Committee (4th Tuesday at 6:30 p.m.): Ty Sees, chairperson; Adam Klock; Ellie Rees
- Personal Committee (closed meetings throughout the year): Jim Troup, chairperson; Adam Klock; Ellie Rees
- Public Safety Committee (3rd Tuesday at 6:00 p.m.): Ellie Rees, chairperson; Paul Ruane; Harry Wynn
- Rules Committee (2nd Monday at 6:00 p.m.): Harry Wynn, chairperson; Steve Reed; Ellie Rees
- Streets Committee (2nd Tuesday at 7:00 p.m.): Paul Ruane, chairperson; Steve Reed; Ty Sees
- Sewer Committee (1st Tuesday at 5:30 p.m.): Adam Klock, chairperson; Paul Ruane; Jim Troup
- Northumberland Planning Commission (last Thursday at 7:00): Adam Klock, council representative
- Northumberland County Tax Collection Committee: Ty Sees, council representative; Ellie Rees, alternate
- Central Susquehanna COG: Paul Ruane, council representative

The dates for the council meetings are January 6, 2015; January 20, 2015; February 3, 2015; February 17, 2015; March 3, 2015; March 17, 2015; April 7, 2015; April 21, 2015; May 5, 2015; May 18, 2015 (Monday); June 2, 2015; June 16, 2015; July 7, 2015; July 21, 2015; August 4, 2015; August 18, 2015; September 1, 2015; September 15, 2015; October 6, 2015; October 20, 2015; November 2, 2015 (Monday); November 17, 2015; December 1, 2015; December 15, 2015. The meetings will begin at 7:00 p.m.

Mrs. Rees moved to advertise the meeting dates. Mr. Reed seconded the motion. Council approved unanimously.

3. Mr. Klock stated that the sewer department is purchasing some shelving units to put in the room to better organize the items that are stored there and to make room for the server. The Borough Secretary stated that she has another location to show him that may he make like better. The spaces will be looked at following the meeting.

4. Mr. Klock requested that if anyone has questions on phone system that was quoted, they should present them so the company may address them.

Mr. Troup adjourned the council meeting at 9:57 p.m.

Respectfully submitted,

Janice R. Bowman

Janice R. Bowman
Borough Secretary