

**Borough of Northumberland**  
**175 Orange Street, Northumberland, PA 17857**  
**Northumberland Borough Council Meeting**  
**June 4, 2013**

President James Troup called the council meeting to order at 7:04 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, Ty Sees, and James Troup. Others present were Mayor Zboray; Ryan Tira, Borough Solicitor; C. L. Kriner, Police Chief; Thomas Slodysko, Street Supervisor; Jeremy Deitrick, Sewer Department Superintendent; Ted McCollum, Code Enforcement Officer; and Janice Bowman, Borough Secretary. Council members Greg Carl, Frank Wetzell and Harry Wynn were absent.

Six visitors present introduced themselves.

Council member Harry Wynn arrived at 7:07 p.m.

**Public Comment**

No public comment was offered.

**Northumberland Sewer Department Report**

“Adam Klock made a motion to authorize Hazen and Sawyer to proceed with the final design phase or Phase A06 which is in the Borough’s contract. James Troup seconded. Per Steve Siegfried this phase is basically ongoing process design, structural, electrical, mechanical and so on. This needs to be done so we can be ready to advertise for bids by the end of the year in order to keep current with the schedule of the consent order. The geotechnical work is basically completed; the field work was completed today. Steve expects the geotechnical report next week which is one item that is definitely needed to complete the structural design. The Geotechnical work is boring on site for the foundation design. There are no definitive results yet but nothing was found that would cause a major concern. By the 25<sup>th</sup> the structural engineers will have reviewed everything and a report can be given. All members present approved.

Another phase of the project is Phase A07 which is the funding application phase. Adam Klock made a motion to allow Hazen and Sawyer to continue with Phase A07, the funding application phase to search for funding for this project. This phase should be completed by late August. This basically encompasses the Penn Works grant application which is due the end of June. The second part of that is the Penn Vest application and the first part of that is due in August. Steve Reed seconded. All members present approved.

Adam Klock made a motion for the Borough of Northumberland, Resolution I-2013. This resolution is to authorize Adam Klock and Janice Bowman the ability to execute all documents on

behalf of the Borough relating to the Penn Works grant. The grant is up to five (5) million dollars or 75% of the project cost; whichever is less, at a 2% rate over 20 years. Harry Wynn second. All members present approved.

Steve Siegfried spoke on the Nutrient Credits. The bids for the Nutrient credits will be opened on Friday June, 7 2013. Steve Siegfried is expecting several bids. Subsequent to that is the contingency plan if you will, is the Penn Vest Auction which is next week, June 12, 2013. At last month's meeting the necessary paperwork was completed to get the NBSD registered for that. We have successfully registered. As a result, Penn Vest has a couple of requirements in order for us to participate in the auction. The first thing we need is either a cashier's check or an irrevocable letter of credit. This needs to get submitted to them before we will be eligible to participate. The second item is a purchase agreement, which Ryan Tira has taken a look at. There is not a lot of wiggle room from a legal standpoint. Steve Siegfried needs to get an execution of the document done tonight so he can submit the original signature pages to Penn Vest. There also needs to be a decision reached based on the results of next Friday's meeting as to what we are going to bid. Per Adam Klock there is to be a public reading of the bids at the Borough building Friday, June 14 at 3:00pm. There will also be an executive session to meet and discuss the price we will bid at the Penn Vest Auction. Adam Klock made a motion that we approve the execution of the purchase agreement with Penn Vest. Harry Wynn second. All members approved. Adam Klock made a motion that we generate a certified check in the amount of \$60,000 to Penn Vest for the purpose of purchasing Nutrient Credits at the June 12, 2013 auction. Harry second. All members approved.

Michele Cope presented the Clerk's report as follows:

- Better Business Solutions has customer side of software completed - needs reviewed
- All information for the 2012 audit is with Auditors
- Worked with KMR to eliminate customer balances in QB – journal entries did not work each account needs a payment with a new account stating Credit-BBS (Good audit trail)
- Deposits for May = \$59,621.07
- Completed the preliminary S.O.P. for the billing system
- Synergy and CAC have agreed to each pay \$250.00 per month on their accounts
- Working with BBS on collection reports
- Drafting a letter to send to customers who are delinquent

A customer questioned late fees. She was willing to pay the total bill of \$623.38 if we forgave the late fees of \$45.80. Per Borough Council the late fees will not be forgiven. There is a State Board of Certification for Water and Wastewater Systems Operators form which needs to be signed. James Troup will be signing this form as he is the President of council. The checkbook balance before we pay the bills is \$427,657.13. The money market balance is \$389,304.86.

Submitted by S. Michele Cope''

### **Chesapeake Bay Trust Grant**

The Borough has been awarded a \$30,000 grant from the Chesapeake Bay Trust. The original request was for \$35,000 to conduct the Liberty Hollow Run Green Infrastructure Study. Hazen &

Sawyer has been consulted and is revising the scope of work so the cost for the study is closer to \$30,000. The main goal of the study is to determine how to reduce the amount of stormwater runoff that ends up at Liberty Hollow. Council will be provided with additional information for the June 25<sup>th</sup> council meeting.

### **Mayor's Report**

Mayor Zboray reported that the Northumberland National Bank will be donating a bench to the Borough that will be placed in the King Street Park at the end of the pond area, facing the gazebo.

Mayor Zboray thanked all who participated in the Memorial Day Ceremonies, especially the American Legion Post 44, the Shikellamy Band, the Saint Louis de Montfort Academy Band from Herndon, the police, and fire police. He stated that Ann Furman was the guest speaker.

Upcoming events:

- Touch a Truck – Saturday, June 15<sup>th</sup> from 10:00 a.m. to 2:00 p.m. in King Street Park
- GoodFoot Concert – Saturday, June 15<sup>th</sup> at 6:30 p.m. in King Street Park
- Sunbury City Band – Monday, July 22<sup>nd</sup> at 7:00 p.m. in the King Street Park
- Neighborhood Yard Sale sponsored by the Revitalization Committee – August 31<sup>st</sup>
- See you in September Memory Lane Concert – September 1<sup>st</sup> from 3:00 to 6:00 or 7:00 in King Street Park
- Pineknotters' Days – June 29<sup>th</sup> through July 5<sup>th</sup> in King Street Park
- Soapbox Race sponsored by the Northumberland Police Department will be held on Saturday, June 29 on King Street between 4<sup>th</sup> and 5<sup>th</sup> Streets

Chief Kriner requested permission to apply for a \$1,500 grant through the Attorney General's office for two alcohol detectors. The cost to the Borough is \$500; the grant award is \$1,000. Chief Kriner stated that he has that money from proceeds from the soda machine sales. Mr. Troup moved and Mr. Klock seconded a motion to approve the application. Discussion ensued about calibration of the detectors. Council voted unanimously to approve the grant application.

Mayor Zboray stated that he has been contacted about creating a path on Strawbridge Road from Jefferson Street to Fifth Street for walkers. Ms. Fran Bogovich noted that she has seen skateboarders going down Strawbridge Road and requested that the police stop them.

Mr. Troup stated that the meeting would be adjourned for an Executive Session to discuss a personnel issue. The meeting was adjourned at 7:46 p.m. and reconvened at 8:00 p.m.

Upon motion by Mr. Troup, seconded by Mr. Klock, council voted unanimously to send out an offer of employment to Wendy Reigel for the part-time police secretary/ parking attendant position not to exceed 30 hours per week, contingent on passing the background check. The position is split between secretarial and parking attendant duties; provides secretarial assistance to the police department; works on a variety of clerical and administrative duties; provides enforcement of the Borough's parking regulations and works under the direct supervision of the Chief of Police for all duties. The pay rate is \$11 per hour with a \$.50 per hour increase after completion of the ninety day probationary period. Mr. Troup stated that council would like to have her start on June 10<sup>th</sup>, if possible. If not, the following week. Mr. Klock noted that Ms. Reigel had worked for the Borough in the past for eight years and has ample experience.

### **Street Supervisor's Report**

- Mr. Slodysko stated that he will be focusing on the Dog Park with the volunteers.
- Vacations are scheduled. Mr. Slodysko is on vacation in two weeks; both Todd Snyder and Steve Carr will be off the first week in July. Mr. Slodysko noted that the college students have started working for the summer.
- Mr. Slodysko thanked Mr. Klock for allowing them to use his lift at the pool.
- The street sweeper is out running; there have been some issues with it.
- The crew will be installing street signs the week that he is on vacation.
- Mr. Klock stated that the zero-turn mower was loaned to the sewer department and the time of grass cutting was reduced from two days to a half day. He requested that the sewer department be allowed to borrow it on a regular basis. Mr. Slodysko stated that this machine is ten years old and another one should be put in rotation. He said that he would work with the sewer department so they may use the zero-turn mower.
- Mr. Troup asked about replacing the bricks that are placed in the Front and Queen Street intersection. Mr. Slodysko stated that he was planning to lay them himself. The Borough has brick. The problem is with closing the intersection and the signage for closing the intersection. Mr. Slodysko feels that each section could be completed in about eight hours.
- The college students mulched around the trees in the downtown area, King Street Park, and around the 2<sup>nd</sup> Street Community Center. Mr. Reed noted that they did a good job and it looks nice.
- Mr. Slodysko reported that Phil Halden has obtained three poles for a bridge at the dog park. The street department will conduct a controlled burn to get rid of the vines, etc.
- Mr. Wynn stated that the street sweeper brush knocks stone from the concrete curbing into Prince Street. The curbing is in poor condition. The sweeper does not pick up the stones. He requested that the street sweeper not get as close to the curb.

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

Mr. McCollum provided his report to the Borough Council. He stated that he has taken the BCO test, but did not pass it. He will be retaking the course on his own time and at his own expense.

Mr. McCollum requested that the phone system be changed to go to the individual offices, instead of through the Borough Office. If the party is not available, a message may be left on the individual phones. With the current phone system, anyone can answer the phone and the call is transferred to another phone. Council requested that the Borough Office check into obtaining voice mail for everyone.

### **Emergency Services Board Report**

No report.

### **Committee Reports**

#### Community Development

Mr. Reed stated that Chief Kriner has requested that some renovations be completed in the Police Office. Chief Kriner explained that before the police moved to this building, the location of the police department was to be temporary. Once someone is left in the building, they are in. Several years ago, Chief Kriner obtained bullet-proof glass and the drawer from the Norry bank. There is also no office for the chief, so there is no privacy if he wishes to meet with someone. Surveillance cameras are installed outside the doors. Currently, someone must ring the doorbell and be left into the building. If the bullet-proof glass and

the drawer are installed, the front door could be unlocked and visitors could access the building and speak to the police secretary who would be behind the bullet-proof glass. Two quotes were received. The one bid of \$4,200 did not include the electrical work. Tom Mowery's bid of \$3,825 includes the electrical work. Mr. Klock suggested that additional bids be obtained. Mr. Troup stated that he has found it difficult to get contractors to return calls. Chief Kriner noted that Tom Mowery is a local contractor and he has done other work for the Borough. Mayor Zboray asked if there is funding for the renovations. The Borough Secretary stated that approximately \$4,000 remains in the budget for repairs/ maintenance to the building. And the police department capital expense line item was for car payments; however, most of the car payments have been paid with money from the Parking Meter account. The bid is to install the window and drawer and to create a separate office for the Chief. Mr. Klock requested that a camera be installed in the vestibule area. Chief Kriner replied that he has cameras for there. Mr. Klock moved and Mr. Reed seconded the motion that the council accepts the bid of \$3,825 from Tom Mowery. Council voted 4-1 to approve the motion with Mr. Sees voting no.

#### Finance

No report.

#### Personnel

Mr. Klock asked what the reimbursement is for cell phones for Borough employees. The Borough crew members receive \$15 per month; Tom Slodysko has a Borough phone. The employees at the sewer plant receive \$15 per month. The superintendent and assistant superintendent are receiving \$10 per month, in accordance with the resolution that was passed a few months ago. Mr. Klock made a motion to reimburse the superintendent and assistant superintendent \$15 per month, retroactive to the date when the original resolution was passed. Mr. Wynn seconded the motion. Council voted 2-3 and the motion failed. Mr. Klock and Mr. Reed voted in favor of the motion. Mr. Klock made a motion to increase the cell phone reimbursement for the Borough employees to \$15 per month, not retroactive to the date of the original resolution. Mr. Wynn seconded the motion. The motion passed unanimously.

Mr. Klock stated that one of the employees at the sewer department works eight hours daily with no lunch break. Mr. Tira stated that the state labor law does not require employees to take a lunch break.

#### Public Safety

No report.

#### Rules

Mr. Tira provided a draft of the animal ordinance for the council members to review. He explained that the flow chart is part of the ordinance. He added that it is much more extensive than the past ordinance. Mr. Troup tabled the discussion on the ordinance until next month so council has time to review it.

The committee has models of rules for dog parks from other communities.

#### Streets

No report.

### **Old Business**

1. The Borough Office learned that we did not receive the funding from PennDOT and SEDA-COG for the transportation alternatives project (TAP). The application was for a grant to obtain funding for a trail at the Point. An application has also been submitted to DCNR for this project.
2. Mr. Sees stated that he will have a preliminary meeting with the auditor and what they need to look for. A date will be set to have the auditor come into the office. He has provided the contracts to the auditor and will provide a copy of the resolution that was passed a few weeks ago. Mr. Klock reported that the time clocks have been installed at the sewer department and there is some difficulty with getting everything set up. Once it is working well, the other time clocks will be installed and Jeremy Deitrick will train the employees in the other departments.
3. Mr. Troup requested that the Assessment Bureau be contacted to see if there are plans to reassess the Weis Market building now that it is no longer empty.

### **New Business**

1. One bill was added to the list of bills. It is for \$503.57 for supplies for the Pineknott Park sign that is being built as an Eagle Scout project by Tristan Brosius. The Borough has received grant funding for the sign from DCNR and the Susquehanna Greenway. Upon motion by Mr. Klock, seconded by Mr. Reed, council unanimously approved payment of the bills. Bills to be paid from the General Fund total \$25,486.48; bills to be paid from the General Contingency fund total \$442.43; Liberty Splashland bills total \$4,152.76; Parking Meter account bills total \$684.19; bills to be paid from the Park and Recreation fund total \$67.45; 2<sup>nd</sup> Street Community and Municipal Center bills total \$711.65; and Sewer Department bills total \$20,697.95.

Mr. Troup stated that the council would hold an Executive Session and the meeting would not be reconvened. The meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Janice R. Bowman  
Borough Secretary