

Borough of Northumberland
175 Orange Street, Northumberland, PA 17857
Northumberland Borough Council Meeting
October 1, 2013

Council 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 Gregory Carl, Adam Klock, Stephen Reed, Ellie Rees, Ty Sees, James Troup, and Harry Wynn. Others present were Mayor Zboray; Ryan Tira, Borough Solicitor; C.L. Kriner, Chief of Police; Thomas Slodysko, Street Supervisor; Jeremy Deitrick, Sewer Department Superintendent; Ted McCollum, Code Enforcement Officer; and Janice Bowman, Borough Secretary.

Public Comment

The six visitors present introduced themselves.

Mr. Bill Gross asked if it would be possible for the street department to cut down some trees at the end of the recycling building. He stated that they are rubbing against the wires and the building. Mr. Troup advised that they could call PPL and ask for a temporary disconnect in order to do the work.

Council Meeting Minutes

Mr. Reed moved to approve the council meeting minutes of September 3, 2013. Mrs. Rees seconded the motion. Mr. Klock stated that he would like to go on record about the audit and said that he approves of the 2011 and 2012 records being audited outside the office while the 2013 records are audited in the office. Council voted unanimously to approve the minutes.

Sewer Department Report

Mr. Klock reported that the committee met earlier this evening. He requested that council authorize him to sign for the permit applications. He stated that the applications must be notarized. Mr. Carl moved to authorize Mr. Klock to sign for the permit; Mr. Wynn seconded the motion. Council approved unanimously.

Mr. Klock stated that at the last council meeting, the council took action to approve the reconciliation formula for the bulk customers. Jeremy Deitrick is working with Ann August to finalize the 2012 reconciliation using this formula. They are working to provide more detail for the bulk customers. The auditor requires the reconciliation before completion of the audit. Mr. Klock recognized the work that Jeremy is doing at the plant which has cut down on the amount of phosphorus and nitrogen that are being discharged and therefore reducing

the number of credits that it will be necessary to purchase. The initial estimates were 25,000 and that number has been reduced to 13,500. With this reduction, several thousand dollars will be saved.

The Engineer’s Report and Clerk’s Report which were provided to council are attached as an addendum to the minutes.

Mr. Tira informed the council that he has prepared the resolution to terminate the Northumberland Sewer Authority. Mr. Klock moved to approve Resolution K-2013 which will terminate the NSA. Mr. Wynn seconded the motion which passed unanimously.

“RESOLUTION NO. K-2013”

BOROUGH OF NORTHUMBERLAND RESOLUTION

WHEREAS, the Northumberland Sewer Authority desires to terminate its existence; AND

WHEREAS, as per 53 Pa.CS.A. §5619, the Northumberland Sewer Authority has submitted a Certificate to Terminate Authority to the Borough of Northumberland; AND

WHEREAS, the Borough of Northumberland has agreed to accept and approve the termination of the Northumberland Sewer Authority;

NOW, THEREFORE, BE IT

RESOLVED: That the Borough of Northumberland be and hereby is authorized and directed to take whatever action is necessary to terminate the existence of the Northumberland Sewer Authority; AND BE IT

FURTHER RESOLVED: That the proper officers of the Borough be and hereby are authorized to execute the documents necessary to effect said termination.

ADOPTED as a resolution of the Northumberland Sewer Authority, Northumberland County, Pennsylvania, this 1st day of October, 2013.

ATTEST:

BOROUGH OF NORTHUMBERLAND

By: Janice Bowman,
Borough Secretary

By: James Troup, Council President

Passed this 1st day of October, 2013.

Len Zboray, Mayor”

Mayor’s Report

- Mayor Zboray informed the council that he would be meeting with Chris Barker from ButterKrust Bakery tomorrow to discuss the grant funding that is available through the company. The amount awarded is up to \$9,000.
- Mayor Zboray administered the oath of office to Paul Boyer as a member of the Fire Police.
- The S. Luther Savidge Trust met last week. Mayor Zboray was successful in securing a grant for \$7,000 to replace the brick around the gazebo in King Street Park.
- S. Luther Savidge Trust is also providing a new bench for King Street Park and funding to purchase large Victorian-style flower pots on the steps in front of the gymnasium at the Borough Building. Mayor Zboray noted the improvements to the outside of the

building with the new landscaping and the fence that was installed at the 2nd Street end of the building. Mayor Zboray added that three benches have now been donated for King Street Park; one by the Northumberland National Bank, one from Libby Green, and one from the Savidge Trust.

- The ten new parking meters were calibrated today by an employee from the PA State Weights and Measures. Mayor Zboray noted that Wendy Reigel was certified today to calibrate the parking meters. The state is phasing out of this service.
- A Veterans' Day Ceremony will be held in the veterans' section of the Riverview Cemetery at 1:00 p.m. on November 10th.
- The Mayor mentioned that he is proud to live here; that coming down through town tonight he noted the new paved streets and the new street signs.
- Mayor Zboray said that his trip to Colorado was great except that they saw some flooding in a small town. He explained that the flooding in that state was very sudden and in fifteen minutes, the water closed streets. He said that people had very little time to get their belongings out and added that some people are still cut off out there.
- Mayor Zboray noted that a long-time resident of the Borough and former Little League coach, Russell Hite, passed away and will be buried on Saturday. He requested that council keep his family in their prayers.

Police Chief's Report

Chief Kriner reported on the activity of the police department in September 2013. A written report was provided to the council.

Chief Kriner requested council's permission to contact Mr. Roll to conduct a new Civil Service test. Mr. Tira advised that the Civil Service Commission could be authorized to advertise for the testing. He also said that the revisions to the rules and regulations would be coming soon. Mr. Wynn moved to authorize the Civil Service Commission to begin the process. Mr. Reed seconded the motion. Mr. Klock asked if this is an annual process. Mayor Zboray stated that it is not. However, the Borough currently does not have a list because only one person had passed all portions of the last test and he has been hired as a full time officer. The list is active for one year and may be extended for a second year. Mr. Sees asked if council must choose from that list to hire. Mr. Tira replied that the council must choose from the top three on the list and that if one of the three is a veteran, he must be given preference. Council voted unanimously to approve the motion.

Mr. Wynn requested that the police patrol Prince Street. He stated that drivers are not stopping at the intersection at Prince Street and Strawbridge Road. Chief Kriner stated that he would see to it. Mr. Troup stated that not observing stop signs is a big problem in the Borough. Another intersection where people don't stop is on Strawbridge Road at Susquehanna Road.

Mr. Wynn commented that he feels the police need the third car for patrols. Mr. Troup stated that the topic should be discussed at the budget meeting.

Mr. Troup requested that a police car be parked at the intersection of Duke and Water Streets so tractor trailers don't run the traffic lights and to slow down traffic. Chief Kriner stated that he would park the marked car at that location.

Mr. Sees asked when Ed Hennessey's last day of work would be and when he officially retires. Chief Kriner stated that his last day of work is October 15, 2013 and his retirement date is January 3, 2014. Mr. Klock asked how his last day was calculated. Chief Kriner replied that the retirement date is up to Officer Hennessey. Mr. Sees asked if his paid vacation is predicated upon twelve hour days. Chief Kriner stated that it is, per their contract. Mr. Sees stated that it is not per their contract. Chief Kriner replied that everything is according to their contract and that their days are calculated per the contract. Mr. Sees stated that twelve hour days are not per the contract and that there may be a problem because he might run out of time. Chief Kriner said that any time Mr. Sees would like to sit down with him and discuss what he sees, he would be glad to do that. Mr. Sees asked how much time Mr. Hennessey has carried over from 2012, in hours. Chief Kriner stated that it would be in days, per the contract; but he doesn't have that information with him. Mr. Sees stated that it is based on eight hour days. Chief Kriner stated that the contract states twelve hour days. Mr. Sees replied eight hours and that the contract is not clear. Chief Kriner said that this is an issue that would have to be taken up with the union. Mr. Troup said that the issue could not be resolved tonight and requested that the solicitor set something up to resolve it.

Street Supervisor's Report

- Mr. Slodysko informed the council that beginning next week the street sweeper will be out every week to start with the leaf pick-up.
- Mr. Slodysko stated that at about this time, he usually has a temp employee to help with crack sealing and other work. He has contacted the temp agency and they currently have no one to recommend for the position. Mr. Klock moved to advertise for a part-time, casual employee for the street department. Mr. Wynn seconded the motion. Discussion ensued. Mr. Wynn informed the council that he would be willing to work part-time for the Borough in this capacity and that he would abstain from any vote concerning the street department in the meetings. Mr. Tira stated that he believes it is a conflict under the Borough Code for a council member to be employed by the Borough. He said that he would review the code. Council voted 6-1 to approve the motion to hire a part-time, casual employee with Mr. Sees casting the dissenting vote.
- Mr. Slodysko informed the council that the old leaf vacuum that was advertised for bid on Municibid closed today at \$4,500.
- Mr. Slodysko said that he is looking for a truck and has looked at both new and used vehicles. Discussion ensued. Council's consensus was that a new truck should be purchased instead of a used truck with high mileage.
- Mr. Slodysko stated that the recycling trailer is not being used. If the trailer was purchased with a recycling grant, the Borough would not be able to sell it. Mr. Klock suggested that the trailer be used to hold recyclables in some manner.
- Mr. Slodysko said that people have been requesting another brush drop-off. Mr. Bill Gross stated that he has turned people away who want to drop off brush on Saturdays. Mr. Troup moved and Mr. Klock seconded the motion to conduct a brush drop-off at

the Recycling Center on Saturday, October 19, Monday, October 21, and Thursday, October 24th from 3:00 p.m. to 6:00 p.m. Council approved unanimously.

- Mr. Slodysko stated that a contractor will provide a price to stamp concrete in the downtown crosswalks. He stated that the concrete must be sealed every two years.
- PennDOT is going to be repairing Duke Street from Seventh Street to Water Street. The next year they plan to pave the street is 2017.
- Upon motion by Mr. Troup, seconded by Mr. Klock, council voted unanimously to accept the bid of \$4,500 on Municibid for the leaf vacuum.

Code Enforcement Officer's Report

- Mr. McCollum reported that he has been using door hangers to inform residents of code violations instead of mailing letters. He feels that the door hangers work well and residents are complying. He has received fewer complaints.
- Mr. McCollum stated that he has been working on blighted properties. The property at 252 Fifth Street has been sold and is being renovated. The property at 400 Queen Street is under agreement and will be torn down, hopefully before Halloween. The new owner plans to wait until spring to build a twin townhouse.
- Mr. McCollum met with Pat Mack and Ed Christiano to discuss several blighted properties. They rode by 572 Duke Street which is on the top of their list to rehabilitate.
- The president of the PA Housing for Homeless Vets, Rich Coniglio, and Manuel Miraihl want to tour the blighted properties within two to three weeks. The stipulation with the homeless vets is that they have full-time jobs and they pay their taxes. The property is at 264 Water Street which was deeded back to the VA. Mr. McCollum has spoken with Lynda Culver about the property. Mr. McCollum stated that he has a meeting scheduled for tomorrow with Randy Nosal from the PA Department of American Legion at Lynda Culver's office who will provide information about what they can and cannot do in order to make a decision about the property.
- Mr. McCollum stated that he would like to take a residential academy building course scheduled for October 15th to 18th. This is one of the required courses for UCC certification. He stated that he would pay for the testing. Mr. McCollum stated that this test is only available once a year. Mr. Troup responded that he should first become certified as a Building Code Official before taking courses for other certifications.
- Mr. Carl asked Mr. McCollum to check on a property on Front Street near B Street that has a car sitting in the yard, behind the sidewalk. Mr. Wynn stated that there is a car on Third Street off of Duke Street that is blocked up and has been there for a few months. Mr. McCollum said that he would address them.
- Mr. McCollum said that there is an abandoned property on Front Street that is owned by Citi Corp and is in foreclosure. He added that as he gets additional information, he will pass it on to the council.

Emergency Services Board Report

Mr. Jon Apple stated that the board is scheduled to meet next Monday at the Fire Police Building.

Executive Session

Mr. Troup stated that the meeting would be adjourned for an Executive Session to discuss litigation and personnel issues. The meeting was adjourned at 8:14 p.m.

Mr. Carl left the meeting at 9:20 p.m.

The council meeting was reconvened at 9:21 p.m.

Committee Reports

Community Development

- Mr. Reed stated that the committee is still working on the Dog Park. Mr. Klock suggested that the grand opening be held at 11:00 a.m. on Saturday, October 26th with a Halloween theme. Council discussed the rules for the dog park. Mr. Sees stated that the Rules Committee would review them at the next meeting and council could approve them at the October 15th meeting. Mr. Tira advised that council should stipulate a minimum age to be in the park. A liability waiver and a warning of risk will be posted at the entrances of the park for the public's information. Mayor Zboray stated that the S. Luther Savidge Trustees would like Borough to post a plaque noting their \$9,000 contribution for the park. Mr. Klock stated that the committee is working on it. He also feels that the volunteers should be recognized.
- The Borough Secretary provided council with a copy of the agenda from the Susquehanna Greenway workshop that was held at Bloomsburg University. The presentations which were very interesting will be posted on the Greenway's website. Some of the presentations also included new sources for funding projects.
- The Borough Secretary informed the council that the engineers who are preparing the Liberty Hollow Run study for the Chesapeake Bay Trust grant have requested that the council set a date for a public meeting. The dates to be proposed to Hazen & Sawyer are October 22nd, 23rd, or 24th. The study encompasses over 100 acres that drain into the Liberty Hollow Run.
- Mr. Klock stated that he feels the solution of putting the sand in the cracks on the playground is a good solution.

Finance

The committee will meet on October 17th at 6:30 p.m. to proceed with the budget.

Personnel

Policies

Mr. Klock made a motion to implement the conflict of interest policy, effective October 1, 2013. This is Resolution L-2013. Mr. Wynn seconded the motion. Mr. Troup stated that each employee should sign and date the policies and they should be placed in the employee files. Both full-time and part-time employees will be asked to sign the policies. Council voted 5-0-1 to approve the policy with Mr. Sees abstaining because of his association with the Teamster Union.

**"RESOLUTION NO.: 2013-L
BOROUGH OF NORTHUMBERLAND RESOLUTION
A RESOLUTION OF THE NORTHUMBERLAND BOROUGH COUNCIL ADOPTING A CONFLICT OF INTEREST POLICY.**

WHEREAS, the Northumberland Borough Council ("Borough Council") has determined that it is in the best interest of the Borough of Northumberland and its employees that a written Conflict of Interest policy be issued; and
NOW, THEREFORE, BE IT RESOLVED by the Northumberland Borough Council that the attached Conflict of

Interest Policy be adopted for the Borough and shall be effective immediately.

ADOPTED as a resolution of the Borough of Northumberland, Northumberland County, Pennsylvania, this 1st day of October, 2013.

ATTEST:

BOROUGH OF NORTHUMBERLAND

By: _____
Janice Bowman, Borough Secretary

By: _____
James Troup, Council President

Passed this 1st day of October, 2013.

Len Zboray, Mayor

Conflict of Interest Policy

A. Policy:

All employees of the Borough of Northumberland (the "Borough") are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. All employees are expected to act, at all times, in the best interests of the Borough. It is the policy of the Borough that employees shall not engage in any activity which gives rise to, or could give rise to, an appearance or claim of self dealing, divided loyalty or conflict of interest, in performing Borough duties and with outside activities. A conflict of interest occurs when the personal, professional, or business interests of an employee conflict with the interests of the Borough. Both the fact of and the appearance of a conflict of interest should be avoided.

B. Nature of Conflict of Interest

A conflict of interest is any circumstances that would lead a reasonable person to question whether an employee's motivations are aligned with the Borough's best interests. A conflict of interest most commonly interferes with an employee's objectivity in performing his or her Borough duties because of financial or personal interest outside the Borough. Common examples that constitute a conflict of interest between an employee and the Borough are:

- Holding office in, serving on the board of, managing, or secondary employment in a vendor, supplier, customer, bulk customer, competitor of the Borough, or any other third parties that deal with the Borough;
- Owning stock in or holding a debt or other proprietary interest in any third party dealing with the Borough, including bulk customers of Borough Authorities;
- Use of Borough information for private gain;
- Use of Borough time, personnel, equipment, supplies, or goodwill for other than Borough-approved activities, programs or purposes;
- Immediate Family, Spouses, or Significant others being employed by or owning an interest in a Borough vendor, supplier, customer, bulk customer or competitor;
- Service on the Board of Borough supplier, vendor, customer, bulk customer, or competitor;
- Having a romantic relationship with a supervisor or manager;
- Receiving gifts, kickbacks, bribes, rebates, loans or other incentives from anyone or entity, including but not limited to Borough suppliers, vendors, customers or bulk customers;
- Any situation where an employee might be under pressure, financial or otherwise, to disclose confidential, proprietary, or competitive information of the Borough to outside third parties, supplier, vendor, customers, bulk customer or competitor;
- Being supervised or managed by a relative.

The above list is not exhaustive and is meant to be a list of examples only. Conflicts may arise in many other possible areas and relations. All conflicts of interests, regardless of whether they match an example on the above list, must be disclosed and reported in accordance with this policy to the Borough.

C. Disclosure and Reporting Procedures:

- Upon issuance of this policy or before new employees are hired, each employee must provide a full written disclosure of all direct or indirect financial interests which are or could potentially result in a conflict of interest on a disclosure form to be provided by the Borough. This written disclosure will be kept on file and the employee must update it annually and within thirty (30) days of the arise of a new potential conflict.
- Employees must also disclose any interest or relation in any proposed Borough transaction or decision that may create a conflict of interest. After disclosure, the employee will not be permitted to participate in the transaction or decision.
- In the event any employee has reason to believe his or her activities outside Borough employment or anticipated activities outside Borough employment, or the activities or anticipated activities of any immediate

family member could give rise to any conflict of interest, he or she shall have a duty to immediately disclose such activities or anticipated activities and all material facts related to those activities to his or her immediate supervisor or to the Chair of the Personnel Committee. Determination of whether a conflict of interest exists and the appropriate response shall be the responsibility of the Borough.

D. Corrective Procedures:

If the Borough has reasonable cause to believe any employee of the Borough has failed to disclose actual or possible conflicts of interest, it shall inform that individual of the basis for such belief and afford him or her an opportunity to explain the alleged failure to disclose. If, after hearing the individual's explanation, the Borough determines the individual has failed to disclose an actual or potential conflict of interest, it shall take appropriate disciplinary action and corrective action, up to and including termination of employment.

In the event an employee discloses an actual or potential conflict of interest, the Borough may take reasonable corrective action, including limiting the employees access to certain information, excluding the employee from a decision, suspension of the employee, a period of time to voluntarily end or cease the conflicted activity, or terminating the employment of the employee.

D. Acceptance of Policy

All employees of the Borough who continue employment after October 1, 2013, (date of effectiveness of the Policy) shall be deemed to have accepted this Policy.

**ANNUAL CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT
AFFIRMATION AND DISCLOSURE STATEMENT
BOROUGH OF NORTHUMBERLAND, PENNSYLVANIA**

I have received, read, understand, and agree to comply with the Borough's Conflict of Interest Policy. I understand that failure to comply with this policy may result in my termination, removal, or other action against me by the Borough of Northumberland.

I accept and agree to follow the Conflicts of Interest Policy of The Borough of Northumberland, Pennsylvania.

Listed below is my disclosure of all direct or indirect financial interests that could potentially result in a conflict of interest.

Name: _____ Date: _____

	<u>Business/Organization</u>	<u>Nature of Relationship</u>
<i>Example 1:</i>	<i>XYZ Corporation</i>	<i>Employer</i>
<i>Example 2:</i>	<i>ABC Corporation</i>	<i>Spouse's Employer</i>
<i>Example 3:</i>	<i>San Francisco Nonprofit</i>	<i>Member, Board of Directors</i>

Reviewed by: _____
Date: _____

Outside Employment/Moonlighting Policy

The Borough does not normally control the personal affairs of its employees or regulate the use of a person's own time. However, because holding another job in addition to a position with the Borough may interfere with a person's efficiency in performing duties for the Borough, and may open a person up to a potential conflict of interest with the Borough, the Borough shall review an employee's holding of a permanent second job. Outside employment that conflicts with, or is related to, an employee's performance and duties within the Borough is never allowed. Outside employment with a customer, bulk customer or competitor of the Borough or any Borough entity is strictly prohibited. No employee, except as required by their job duties, shall reveal what he or she learns regarding the Borough's techniques, policies, rates, programs, or pricing information to other individuals or companies, even if that individual or company is not a competitor. Some of our employees have secondary jobs and interests. As long as these employees can continue to perform his or her normal work requirements within the scheduled hours and their interests in the second job do not impose upon the effectiveness of their employment with the Borough or create a conflict of interest or issue with confidentiality, such employment may be allowed. Should a second job affect work performance of an employee in their Borough duties or create a conflict of interest, the Borough may require that employee to drop the second job or be terminated from the Borough.

Employing immediate family members or spouses in direct supervisory-subordinate relationships is strictly prohibited.

Every employee should avoid actual or potential conflict of interest situations. Consequently, an employee having any employment, direct or indirect, in any supplier, customer, bulk customer, or competitor of the Borough or of any Borough entity should make prompt disclosure to the Borough and obtain approval from the appropriate authority to continue the relationship as provided under the Borough conflict of interest policy. No employee or council member shall accept or engage in any activity, business, or employment, either during business hours or after working hours that would conflict with the Borough's interests or diminish the employee's ability to render the Borough full, loyal, and undivided service.

If any employee or council member wishes to work part-time for a third party, the employee must discuss the matter and receive written approval prior to accepting the job. There may be good reason not to accept another job and thus a future problem may be avoided. If, at the time this policy is put into effect, any employee currently has a second job, they must seek approval for that job within thirty (30) days of the effective date of this Policy, October 1, 2013. Failure to secure prior permission in writing or to seek approval within thirty (30) days of the effective date of this Policy may result in suspension or immediate termination. Requests for approval of outside employment shall be submitted to the Chair of the Personnel Committee. The Chair of the Personnel Committee shall present the request to the entire Borough Council for consideration. If denied, the employee will be provided thirty (30) days to either complete their resignation and employment with the third party or to resign from the Borough. Failure to do so may result in the termination of the employee's employment with the Borough.

I have received, read, understand, and agree to comply with the Borough's Outside Employment/Moonlighting Policy. I understand that failure to comply with this policy may result in my termination, removal, or other action against me by the Borough of Northumberland.

Name: _____ Date: _____
Reviewed by: _____
Date: _____"

Mr. Klock moved to adopt Resolution M-2013 which is an equipment use, internet and email policy. Mr. Wynn seconded the motion. Council voted 5-0-1 to approve the policy with Mr. Sees abstaining because of his association with the Teamster Union.

**"RESOLUTION NO.: 2013-M
BOROUGH OF NORTHUMBERLAND RESOLUTION
A RESOLUTION OF THE NORTHUMBERLAND BOROUGH COUNCIL ADOPTING A NEW EQUIPMENT USE, INTERNET AND EMAIL
POLICY.**

WHEREAS, the Northumberland Borough Council ("Borough Council") has determined that it is in the best interest of the Borough of Northumberland and its employees that a new written policy be issued for the use of Borough equipment, internet service and email accounts; and

NOW, THEREFORE, BE IT RESOLVED by the Northumberland Borough Council that the attached Equipment Use, Internet and Email Policy be adopted for the Borough and shall be effective immediately.

ADOPTED as a resolution of the Borough of Northumberland, Northumberland County, Pennsylvania, this 1st day of October, 2013.

ATTEST:

Janice Bowman, Borough Secretary

BOROUGH OF NORTHUMBERLAND

James Troup, Council President

Passed this 1st day of October, 2013.

Len Zboray, Mayor"

Borough of Northumberland Equipment Use, Internet and Email

Policy

The Borough of Northumberland has adopted the following Policy on the use of the Borough's business equipment, including its internet service and email accounts. The Policy is not intended to state every prohibited use of Borough equipment. Instead, the Policy

is intended to set forth the general principles that the Borough's equipment should only be used for Borough business that improper or inappropriate use is not acceptable and that use by employees is not confidential.

Internet Usage

Internet use, on Northumberland Borough time, is authorized to conduct Borough business only. Internet use brings the possibility of breaches to the security of confidential Borough information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside of the Borough, potential access to Borough passwords and other confidential information.

Additionally, under no circumstances may Borough computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or no-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

To assure the use of work time appropriately for work, we ask that employees limit their Internet use.

Email Usage at Company

Email is also to be used for Borough business only. Company confidential information must not be shared outside of the Borough, without authorization, at any time. You are also not to conduct personal business using the Borough computer or email. No email will be deleted without proper authorization.

Please keep this in mind, also, you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste Borough time and attention.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy.

Emails That Discriminate

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy.

These emails are prohibited at the Borough. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

Borough Owned Equipment and Email Accounts

All Borough equipment, such as copiers, facsimile machines, computer systems (including email, internet systems, electronic storage, software programs and hard drives) and telephone equipment (including records and voicemail) are the Borough's property and are to be used solely for business related purposes. Keep in mind that the Borough owns any communication sent via email or that is stored on company equipment, including but not limited to Borough computers and email accounts. Management and other authorized staff have the right to access any material in your email, on your computer or on any other Borough equipment at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work or utilizing Borough equipment.

All email sent, received, or credited by Borough equipment is the property of the Borough. Regardless of the content, all such email is the property of the Borough subject to review by authorized Borough personnel. An employee does not have an expectation of privacy in any email sent, received or created by Borough equipment.

I have received, read, understand, and agree to comply with the Borough's Equipment Use, Internet and Email Policy. I understand that failure to comply with this policy may result in my termination, removal, or other action against me by the Borough of Northumberland.

Name: _____

Date: _____

Reviewed By: _____

Date: _____"

Police Policies

Mr. Tira stated that he provided the police policies to Chief Kriner this evening with his comments. When the policies are completed, they will be provided to council for review.

Mr. Tira stated that he will provide the revised Civil Service Regulations to the council before the next council meeting.

Public Safety

Mrs. Rees stated that she would like to have a meeting this month. She thanked the council for their feedback about including pothole information in the newsletter. She stated that she has received a comment about additional snow emergency route signs. The members of the Public Safety Committee will determine when to meet since Mrs. Rees is not available to meet on October 15th. The new time will be posted.

Rules

Mr. Sees stated that the committee would meet at 6:00 p.m. on October 14th to discuss the dog park rules. Mr. Klock stated that the committee should discuss the forms for the T-N-R program and offered to help.

Streets - No report

Old Business

1. Mr. Klock offered to donate his lift and time to clear trees from the Point area. He asked if he is covered in case he would be injured. He was informed that the Borough does have a volunteer accident insurance policy. Mr. Klock asked if his lift would be covered under the Borough's insurance policy if damage is done to it. Mr. Tira replied that he believes it would be, but the insurance company should be contacted to determine whether coverage is available.
2. Mr. Troup read a letter from an individual about the Animal Control Ordinance from J. Brummel. Several emails were also received from individuals who were unaware that the ordinance includes a T-N-R program. The Borough Secretary emailed them copies of the ordinance. Mr. Brummel's letter does not have a return address in order to provide a response.

Mr. Reed left the meeting at 9:50 p.m. and returned at 9:53 p.m.

New Business

1. Upon motion of Mr. Wynn, seconded by Mr. Klock, council voted unanimously to approve payment of the bills. Bills to be paid from the General Fund total \$103,300.36; General Contingency bills total \$901.75; Liberty Splashland bills total \$439.69; Norry Playground fund bills total \$31.92; Parking Meter bills total \$2,434.09; Chesapeake Bay Trust account bills total \$1,475; Parks & Recreation bills total \$106.00; 2nd Street Community Center bills total \$160.76; Shade Tree fund bills total \$255.00; and Sewer Department bills total \$108,066.68.
2. Upon motion by Mr. Wynn, seconded by Mr. Reed, council voted unanimously to transfer \$1,130.17 from the General Fund to Liberty Splashland. This is the third payment of the funding from PHEAA for summer employees.

3. The Borough Secretary provided the council with the Borough's Minimum Municipal Obligation Worksheet (MMO) for the Pennsylvania Municipal Retirement System. She explained that the 2014 invoices for the Borough's retirement plans are based on the worksheets.
4. Mr. McCollum informed council that according to Borough regulations, a zoning hearing will be required for the new sewer plant.

Mr. Wynn moved to adjourn. The meeting was adjourned at 9:57 p.m.

Respectfully submitted,

Janice R. Bowman
Borough Secretary

October 1, 2013

Borough of Northumberland
175 Orange Street
Northumberland, PA 17857

RE: Engineer's Status Report

Dear Council Members:

We are in the heavy design portion of the WWTP Project, and I recognize the need to minimize reports to the full Council. What follows is the written summary of things we will discuss in detail at your 5:30pm Sewer Committee Meeting. If Council wishes to discuss any of these items; we will be in attendance and can reply.

Retained Engineer (90135-000)

Phosphorus Credit Purchase – The paperwork is executed and Energy Works is on board to provide Total Phosphorus Credits to Northumberland. On or before October 15th, Jeremy will need to notify them of the actual pounds we intend to purchase.

Nitrogen Credit Purchase – Via Email and phone, I believe we are all set to purchase 13,500 pounds of Net Nitrogen Credits from Kelly Township.

WWTP BNR Upgrade (90135-003)

PENNVEST Application – We are targeting the November 13th application date. A key to this is the need to be permitable, and PENNVEST has been requiring all permits to be in hand. We are working on a variety of Site/Civil Permits as fast as we can. You already have the WQM Part II permit for construction of the plant upgrade. The permit requires an amendment, which we are working on. We will keep you apprised of all permitting activities.

Site/Civil Permitting – There was a coordination meeting on 9/23 with members of the Northumberland County Conservation District and the PA DEP. Also in attendance were Jeremy Dietrich, Superintendent, along with Leah Weaver and Steve Siegfried of Hazen and Sawyer. At this meeting, we confirmed the need for three permitting activities as follows:

- Erosion and Sedimentation Control Plan – This is a permit for construction activities. We were aware of this and have been working on it.
- NPDES Stormwater Permit – This is a permit for the permanent structures which create stormwater runoff. As part of the discussions, we are modifying the final site/civil design to incorporate several stormwater Best Management Practices(BMP's) to lessen the overall impact of planned structures.
- An Individual Chapter 105 Permit for Construction Activities in the Flood Way and Flood Plain – DEP informed us at the meeting that the project will require an Individual 105 Permit as opposed to a Chapter 105 General Permit. This requires a fair amount of work to be completed. As a part

of the Individual 105, we need to determine the increase to the 100 year flood elevation associated with our activities. It is expected that this will be minimal, and by definition it is less than 1-foot. Ultimately, we have a lot to do and will need to lean on the permit reviews to stay on schedule.

River Trail – The trail is not included in our permitting efforts. If this is needed for a grant match as discussed previously, it will be easier to add to the project later.

Site Layout – Associated with the discussions above; we have arranged the site to stay out of the floodway. Additionally, we will be adding several BMP's in order to gain the permits. This has also resulted in us moving the RAS/WAS pump station in order to stay out of the floodway.

Building Permit – The Borough of Northumberland has regulations which specifically address construction in the floodway fringe. Specifically, Section 28-22 paragraph D reads:

D. All public utilities and facilities, such as sewer, gas, electrical and water systems, shall be located and constructed to minimize or eliminate flood damage, and adequate drainage shall be provided to reduce exposure to flood hazards.

Digester Design & Operation – It is our intent to simplify your digester operations as follows:

- All Waste Activated Sludge will be sent to Digesters 5 & 6.
- Sludge Transfer pumps will move sludge into Digesters 1-4; pulling from Digesters 3-6.
- Dewatering will be fed from Digesters 1 & 2.
- Digesters 3-6 will have separate mixing and aeration. Digesters 1&2 will remain aeration only.
- All digesters can be decanted.
- As a result of these changes, we will abandon the older pumps in the Sludge Transfer Pit as well as the pumps in the pit of Digesters #3 & #4.

During construction of the facilities, there will be a period of time where Digesters 3&4 will be without aeration – and as a result only usable as a back-up.

Operations Building – We will decommission the existing blowers, but are hesitant to do much work inside the building unless the Borough is agreeable to also address building code issues such as Fire Alarms and ADA compliance. This will effectively defer a remodel of this building until a later date.

Gas Powered Emergency Generator – We have conducted a preliminary review of the use of natural gas to power the emergency generator. In summary gas is not cost effective over 300kW and also has a hard time meeting initial inrush demands. Given that Diesel Generators have a longer life in the sizes contemplated (~500 kW), and that gas generators have these limitations, we recommend diesel fired generators for Northumberland.

Gas Powered Unit Heaters – We have conducted a present worth cost comparison for electric unit heaters and for gas powered unit heaters. Electric units start cheaper to own and operate, and at about 10-12 years the two options are virtually tied. This continues for a period of 4-6 years, when the costs are equal, before gas begins to be cheaper.

Natural Gas Service – We will need to decide if either an Emergency Generator or the Unit Heaters should be natural gas. If not, there is no reason to extend natural gas service to the WWTP.

Liberty Hollow Green Infrastructure (90135-004)

We have provided a copy of a write up for your newsletter on this project.

We look forward to discussing these issues with you. If you have any questions, please do not hesitate to contact us.

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

Clerk Report

October 1, 2013

Deposits from September 3, 2013 to current = \$33,127.53

To date there has been \$2,351.88 paid by Cynthia Lark for Restitution
No payments since July

40 Collection Letters Mailed by September meeting

77 Additional Collection Letters Sent - Totaling 117

22 Payment Installment Plans Requested

19 Paid in Full Totaling \$9,386.93

Additional \$59547.38 has been paid on the collections

Bills for the 4rd Quarter are being generated

Bankruptcy case at 444 – 448 Orange. NBSD will receive a payment of \$3,129.83

Compliant –Small in home business NO water for business

Customer unable to pay due to medical issues – what can be done?