

# Borough of Northumberland

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**Borough of Northumberland**  
**175 Orange Street, Northumberland, PA 17857**  
**Northumberland Borough Council Meeting**  
**September 2, 2014**

President James Troup called the meeting to order at 7:05 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; Ben Landon, Acting Borough Solicitor; C.L. Kriner, Police Chief; Jeremy Deitrick, Sewer Department Superintendent; Ted McCollum, Street Supervisor/Code Enforcement Officer; and Janice Bowman, Borough Secretary.

### **Public Comment**

The nine visitors present introduced themselves.

Jon Apple, Fire Police Captain, informed the council that the Fire Police building is being painted. Weis Markets has donated a bench for the building. Mr. Apple stated that the Fire Police have difficulty posting the "no parking" signs for parades due to work commitments. He asked if the Street Department could post the streets for the Halloween Parade and the Memorial Day Parade. Ted McCollum stated that the street department would do so. Mr. Troup requested that if any Fire Police members are available to assist that they volunteer their time.

Mr. Jon Groninger informed the council that he and his brother Jim have taken over the chairmanship of the Halloween Parade this year. He said that last year a \$500 donation was made from the Borough. He requested another generous donation from the Borough for this year. The Borough Secretary left the meeting to determine the amount remaining in the Special Events budget.

### **Northumberland Sewer Department**

Mr. Klock explained that the sewer committee met earlier. Mr. Klock moved to accept the proposal for billing software proposal from Munibilling from Wyomissing, PA at the recommendation of the Superintendent and Sewer Committee, for a one-time charge of \$1,750 plus a quarterly fee of \$575, contingent upon review and acceptance of the contract by the solicitor. Mr. Wynn seconded the motion. The vote was tabled until the Borough Secretary returned to the meeting.

Mr. Brian Book provided council with the engineer's report. He discussed the bids that were received for the waste water treatment plant BNR upgrade project. He noted that in all cases the low bidder was within the engineers' estimates. In the case of the mechanical bid, the

apparent low bidder withdrew. They are allowed, according to Pennsylvania bidding law, two business days to withdraw if they made a material mistake in their bids. The number two bidder is the apparent low bidder. The apparent low bidders are Fulkroad at \$9,657,800 (general); Miko Mechanical at \$547,000; and Necci Electric at \$2,180,400. The certified bid tabulation is attached to the meeting minutes. The total is \$12,385,200. The PennVest loan commitment is for \$13,785,000 so there is approximately \$1,400,000 to reimburse the sewer department for the engineering costs. There are three motions to be considered for the project.

The Borough Secretary returned to the meeting. Council voted unanimously to approve the vote that was tabled to accept the proposal from Munibilling for billing software for a one-time charge of \$1,750 plus a quarterly fee of \$575.

Mr. Klock made a motion to put out to bid the Inflow and Infiltration (I&I) project at a per unit price. Per foot bid is not to exceed \$100,000. Mr. Reed seconded the motion. Council approved unanimously.

Mr. Klock made a motion to allow Engineer (Hazen & Sawyer) to provide notice of intent to award the projects to the apparent low bidders. Mrs. Rees seconded the motion. Council approved unanimously.

Mr. Klock made a motion to allow the Council President and/or Sewer Committee Chairman to execute contracts to make awards subject to Solicitor's and Engineer's satisfaction with the appropriate paperwork.

Mr. Klock made a motion to allow the Engineer to issue notice to proceed to begin construction subject to Solicitor's and Engineer's satisfaction with the appropriate paperwork. Mr. Wynn seconded the motion. Council approved unanimously.

Mr. Klock noted that the Joshua Kurtz's probationary period is up. He is a part-time employee at the sewer plant.

### **Halloween Parade**

Upon motion by Mr. Troup, seconded by Mr. Klock, council unanimously approved a \$500 donation to the Halloween Parade. Someone asked if Point Township also contributes to the parade and Mr. Groninger stated that they do. Mr. Troup said that he appreciates the Groningers volunteering to oversee the Halloween Parade.

### **Council Meeting Minutes**

The Borough Secretary informed the council that the draft minutes contain an error. On the last page, the name should be Mr. Reed. Upon motion by Mr. Reed, seconded by Mr. Troup, council approved the council meeting minutes of August 5, 2014 as corrected, by a vote of 5-0-2 with Mrs. Rees and Mr. Wynn abstaining.

### **Mayor's Report**

- Mayor Zboray informed the council that the Riverview Cemetery Day of Remembrance on August 23<sup>rd</sup> was a success. He noted the Cemetery Board's thanks to those who attended.

- Music in the Park, with Memory Lane, was held on Sunday. Mayor Zboray stated that the event was well attended.
- Mayor Zboray, Paul Ruane and Ellie Rees attended Representative Lynda Schlegel-Culver's meeting on August 26<sup>th</sup> at the Degenstein Library. One topic of discussion was the bypass and the bridge which will be constructed to alleviate the traffic on Duke Street.
- The annual 9-11 service will be held in King Street Park on September 11<sup>th</sup>.
- The Mayor declared Sharon Budd Day on Friday, October 3<sup>rd</sup>. There will be a prayer service in King Street Park at the gazebo at 7:00 p.m.
- Mayor Zboray thanked Ted (McCollum) for fixing the lights in the gazebo for the concert on Sunday and for painting the portion of the building outside the back door where the NHS sign is hung.
- Mayor Zboray said that the Borough Secretary is coordinating the plans for re-wiring King Street Park with K & N Electric, Ted McCollum, and Jack Boughner. Savidge Trust has provided \$5,000 for the project.
- Mark Tocket from MVT Flooring looked at the playground tiles. Joe was also contacted but has not yet been here to see the tiles. Both men have been asked to provide recommendations.
- The Mayor spoke to Terry McBride concerning a donation from PPL for Girl Scout House. The Borough Secretary explained that there is a problem because PPL donates to organizations that are non-profit and are designated a 501c3. The Borough does not have this designation. 17857.org is in the process of becoming a 501c3.
- Mayor Zboray read the Police Report for the month of August. There were 32 traffic citations, 142 parking tickets issued, and traveled 2,623 miles. The police did try to use the code car, per the council wishes. They found out the next day that it was out of inspection. It is getting inspected. The fuel pump was replaced in the Durango which has 60,000 miles on it. The air bag light is deploying on the black and white which has 112,000. Mayor Zboray said that he may be coming to Borough Council hoping to replace this car.
- In 2010, \$3,469.07 was collected from the parking meters and parking violations at the meters. In 2011, \$2,298.03 was collected; in 2012, \$8,058.03; in 2013, \$10,683.65; and as of August 29, the amount collected was \$7,828.71. He noted that hiring the meter person has really helped.
- Mayor Zboray reminded the council that the new manual for police procedures is in the Borough Office for council's review. He hopes to have council's approval per a resolution at the October council meeting. Mayor Zboray asked if anyone had any questions for Chief Kriner. He noted that the Chief has worked a double shift to cover for an officer who lost a grandparent.
- Mayor Zboray thanked Ted (McCollum) for helping to fix the parking meters.

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

- Mr. Ted McCollum stated that he spoke to a representative of Crafcro who is coming to train the street crew on the tar buggy at no charge.
- Today the street sweeper had its first 100 hour preventative maintenance done on the John Deere motor that operates all the apparatus. He has checked on the price for an extended warranty. In the event that there is something along the lines of the electronics, the Borough does not have the necessary diagnostic equipment to trouble

shoot it. A five-year unlimited warranty is \$13,000. The current warranty which pretty much covers everything expires on July 19, 2015, so the council has until then to decide how they wish to proceed.

- Mr. McCollum informed the council that all of the vehicles are fully p.m.'d. He said that he plans to rebuild the bed of the bucket truck because about half of it has started to rust. He said that the work should take a day or two.
- Fourteen drain basins have been repaired or raised. He provided a photo of work that was completed at a drain at Sheetz Avenue and Water Street. He said that he has material left over from replacing the gate on the red trailer that he could do this on the open ends of culverts to keep out sticks, leaves and animals. He said it seems to be working to keep everything out of storm drains. Mr. Troup questioned if water would back up if the leaves are kept out and are blocked. Mr. McCollum stated that he had done the one on an experimental basis. Mr. Klock asked about a storm basin that was discussed where plywood was discovered. Mr. McCollum said that it was repaired with concrete. He noted that he checked the others and only two had been like that. (One had been repaired with concrete last year.)

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

- Mr. McCollum informed the council that the BCO course is November 3, 4 and 5<sup>th</sup> with the test on November 6<sup>th</sup>.
- Mr. Wynn stated that the curbing that was installed at Third Street is not satisfactory. Mr. Sees said that v-cuts were done in the curb for the storm pipes. He noted that the pipe used could have been smaller in order to fit through the curbing. Mr. Troup stated that the new curbing is not uniform. Mr. Wynn said that the contractor has tried to line up the new curbing with the old curbing so that when the street is milled, the reveal is the same. Mr. Klock asked if an inspector was present during the work. Mr. Wynn stated that he was unable to be there. He made a motion that the contractor be told to stop work tomorrow morning until an inspector is present at the work site. Mr. McCollum was named as the inspector. Mr. Klock seconded the motion. Council approved unanimously.
- Mr. Ruane requested that Mr. McCollum check the 200 block of Water Street for high grass between the curb and sidewalk. Mr. Troup noted that there is also a house on Orange Street with high grass. Another property mentioned was one on Duke Street.
- Mr. McCollum informed council that Justin Walker wants to purchase the former W&S Beer Distributor for a car lot. He said that that it will require a zoning hearing and he does not think there is the necessary square footage. Mr. Reed said that there is a buried tank there.

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

Mr. Wynn left the meeting at 7:50 p.m.

#### **Committee Reports**

##### **Community Development**

The committee had not met last month.

- Mr. Reed announced that on September 13<sup>th</sup> and October 11<sup>th</sup> work parties are scheduled at Girl Scout Little House.

- Mr. Reed suggested that council should be thinking about a solution for the playground safety mats. He said that Fort Discovery in Sunbury has mulch. Other suggestions were the sand and rubberized mulch.
- Mr. Reed stated that the pool ran with minimal problems. The dog swim was held on Sunday.
- Mr. Reed said that a work party will be held at the Dog Park this fall. Mr. Klock asked about setting a date for a Dog Park Committee meeting. Mr. Reed said that they could determine that.
- Mr. Reed said that the council should decide about hiring an architect to design a heating system for the gymnasium. Contractors have suggested several types of systems. Council is also interested in exploring a different location for bathrooms at the rear of the gymnasium instead of on either sides of the stage. Mr. Klock recommended T-Square Drafting from Middleburg, adding that he did work for the fire police building and did not charge the Borough. Mr. Klock will provide Mr. Reed with his contact information. The original plans with bathrooms on either sides of the stage were originally designed by Gary Wolfe. Mrs. Bogovich made a request for more stalls in the ladies' restroom since there is always a longer line for the ladies' room than the men's restroom.

#### Finance

- Mr. Sees stated that the Finance Committee would meet on September 18<sup>th</sup> at 6:30 p.m. to discuss department spending. He requested that the department budgets be provided to the Borough Secretary by Friday, September 12<sup>th</sup>.
- Mr. Sees has sent an email to Bernie Rumberger regarding a meeting to discuss the lease for A.R.E.A. Services at the Rescue Building.
- Clayton Krieger from North Branch Auto Sales had contacted the Borough Secretary requesting a one-year extension of his lease at the Point. He said that he would pay the annual fee in January and would have everything removed by October. He had explained that it will take some time to have everything removed from the property. Mr. Sees stated that he, Mr. Klock and Mrs. Rees had discussed the email and will let him know where they are at with it. He added that it is open for discussion.
- Mr. Sees stated that a counter offer has been made to Service Electric regarding the cable franchise.

#### Personnel

Mr. Sees stated that he will send out dates for the police negotiation meetings to Mr. Ruane and Mr. Wynn.

#### Public Safety

Mrs. Rees stated that Mr. Ruane will order the stop signs tomorrow for the amount of money that was allotted this year for signs.

Rules – no report

#### Old Business

1. The Borough Secretary informed the council that DEP is requiring that a study be completed for the Liberty Hollow storm pipe. She has contacted a representative from

PEMA who stated that the Borough may apply for additional funds from FEMA as well as a time extension. Mr. Troup moved to direct the Borough Secretary to submit a letter to FEMA requesting additional funding to pay for the study as required by DEP. Mrs. Rees seconded the motion. Council approved unanimously.

#### **New Business**

1. Upon motion by Mr. Klock, seconded by Mr. Reed, council voted unanimously to approve payment of the bills. Mr. Deitrick asked what testing is sent out from Liberty Splashland. He was told that Wilson Testing takes samples to test the amount of bacteria in the water. Bills to be paid from the General Fund total \$11,811.47; Liberty Splashland bills total \$6,012.85; General Contingency bills total \$217.09; and Sewer Department bills total \$17,404.56.
2. Upon motion by Mr. Klock, seconded by Mr. Troup, council voted unanimously to transfer \$5,410.50 from the Liberty Splashland account to the General Fund for the pool payroll from August 16, 2014 through September 5, 2014.
3. The Borough Secretary provided the council with the 2015 Minimum Municipal Obligation (MMO) for the Borough Pension Plans. The MMO is the invoice for the Borough's costs of the pension plan. For 2015, the MMO for the uniform plan is \$35,878 and for the non-uniform plan is \$37,805. This information must be submitted to the Pennsylvania Municipal Retirement System by October 17. The Borough Secretary also provided a spreadsheet with the amounts owed for the non-uniform pension plan and the amount of state aid received for the plans over the past few years and explained that the increases in the amounts owed in 2014 and 2015 are because the sewer department employees are now participating in the Borough's retirement plan. The Borough's plan is based on a 1.75% ratio for retirement whereas the Sewer Authority's retirement plan was based on a 1.00% retirement ratio. She noted that in the past, the Borough had zero amortization of unfunded liability whereas this year the amount is over \$6,637. The Borough Secretary also explained that state aid is based on a unit value per employee and could be over \$38,000 this year if the Borough receives the full allotment. The past two years, the state did not provide the full unit value per employee to the Borough because the Borough's plan was well-funded. It was also noted that as a Sewer Authority, no state aid was available. The Borough Secretary stated that each year, she submits a report to the state certifying the employees who worked full-time for the Borough for at least six months and their income for the previous year. For 2013, ten employees were listed as full-time Borough employees; for 2014 there will be eight. No action was required from council.
4. Mr. Klock provided the following letter to the council regarding the Use of Borough Social Media:

*"Use and Control of Borough Social Media*

*Our Council needs to consider the role social media should play in the Borough and its appropriate use and control. Since it's inception, the Borough's Facebook page has been used as a sounding board for public complaints and attacks on the Borough and its residents, leaving behind their permanent digital footprint; unable to be completely erased from the internet.*

*While Boroughs are not required to provide an online forum for public comments, I am proposing that*

we implement rules or guidelines on the allowable use of social media (i.e. Facebook) by approved Borough personnel and members of Borough Council, requiring all posts to be pre-authorized by a 'gatekeeper' (e.g. Council President) prior to posting. The gatekeeper review of the post, either through email or verbally, would ensure posts are limited to factual statements. Upcoming events, new ordinances, etc. would all be safe for posting but authorized employees and Council member opinions on a matter shall be prohibited, as well as posts that specify or elude to personal/confidential information of individuals. All Council members and Council approved Borough employees shall be provided with the login credentials of the social media website(s). When making posts to such Borough maintained website(s), the author of the post shall include their name and position in the Borough.

Facebook account settings shall be configured in such a manner that would continue to allow the public to message the Borough, much like emailing, while also allowing for confidential posting of a message to the Borough's Facebook page. In either scenario, all communications directed to the Borough shall be maintained confidential and not approved for public posting on the Borough's Facebook page. Messages received by the Borough shall be forwarded to and managed by the appropriate Borough personnel. For example, a resident's complaint regarding a neighboring property would be forwarded to the Code officer but would not be made public on the Facebook page.

The Borough would still be providing a means for the public to conveniently and discretely contact the Borough with their comments or inquiries, but without the means to publicly post, intentionally or otherwise, statements that may prove false, misleading and/or potentially harmful to others. It is our role as Council members to protect the public while also not infringing on their right to contact the Borough with comments and concerns. Attached are proposed settings to accommodate the aforementioned controlled use of the Borough's existing Facebook accounts, which include Northumberland Borough, Liberty Splashland, and Howling Hollow Dog Park.

Respectfully,  
Adam Klock, Borough Council VP

Figure 1: Proposed Security Settings for Northumberland Borough's Facebook Pages

The screenshot shows the Facebook 'Timeline and Tagging Settings' page. On the left is a navigation menu with options: General, Security, Privacy, Timeline and Tagging (selected), Blocking, Notifications, Mobile, Followers, Apps, Ads, Payments, and Support Dashboard. The main content area is titled 'Timeline and Tagging Settings' and contains several sections:

- Who can add things to my timeline?**
  - Who can post on your timeline?** (Close)
    - Only Me
  - Review posts friends tag you in before they appear on your timeline? **On** (Edit)
- Who can see things on my timeline?** (View As)
  - Review what other people see on your timeline
  - Who can see posts you've been tagged in on your timeline? **Only Me** (Edit)
  - Who can see what others post on your timeline? **Only Me** (Edit)
- How can I manage tags people add and tagging suggestions?**
  - Review tags people add to your own posts before the tags appear on Facebook? **On** (Edit)
  - When you're tagged in a post, who do you want to add to the audience if they aren't already in it? **Only Me** (Edit)
  - Who sees tag suggestions when photos that look like you are uploaded? **No One** (Edit)

Mr. Klock stated that he feels that all council members and the office employees should be authorized to post on the Borough's Facebook accounts.

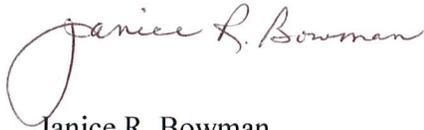
Mr. Klock moved to implement controls per the letter for postings on Facebook for all Borough Facebook accounts. Mr. Troup seconded the motion. Council approved unanimously.

**Executive Session**

Mr. Troup announced that the council meeting would be adjourned for an Executive Session pertaining to possible arbitration and would not be reconvened.

The council meeting was adjourned at 8:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Janice R. Bowman". The signature is written in dark ink and is positioned above the printed name.

Janice R. Bowman  
Borough Secretary

**CERTIFIED BID TABULATION**

Borough of Northumberland-Wastewater Treatment Plant BNR Upgrade  
Contract 14-1G: General Construction

Date of Bids: August 29, 2014  
Time of Bids: 1:00 PM  
Received via PennBid

Company	Base Bid
Jay Fulkroad and Sons Inc.(Apparent Low Bidder)	\$9,657,800.00
Worth Company, Inc.	\$9,695,000.00
PACT TWO LLC	\$9,767,000.00
Quandel Construction Group, Inc.	\$9,887,000.00
Michael F. Ronca Sons, Inc.	\$10,281,000.00
Wickersham Construction and Engineering, Inc	\$10,853,400.00
Walabax Construction Services, Inc.	\$10,893,000.00
Lobar, Inc.	\$10,933,000.00
G.M. McCrossin, Inc.	\$11,491,000.00
Zartman Construction Inc.	\$13,590,000.00

I certify that the above is a true and accurate tabulation  
of the bids opened at 1:00 PM on August 29, 2014.

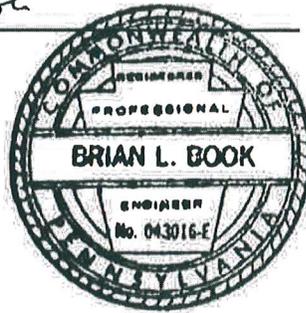
Brian L. Book



Project Manager

Signature

**HAZEN AND SAWYER**  
Environmental Engineers & Scientists



**CERTIFIED BID TABULATION**

Borough of Northumberland-Wastewater Treatment Plant BNR Upgrade  
Contract 14-2H: HVAC Construction

Date of Bids: August 29, 2014

Time of Bids: 1:00 PM

Received via PennBid

Company	Base Bid
Hosler Corp.(Bid Withdrawn)	\$415,600.00
Myco Mechanical, Inc.(Apparent Low Bidder)	\$547,000.00
Edwin L. Heim Co.	\$602,206.00
Master Mechanical Corp	\$608,324.00
Shannon A. Smith, Inc.	\$691,100.00

I certify that the above is a true and accurate tabulation  
of the bids opened at 1:00 PM on August 29, 2014.

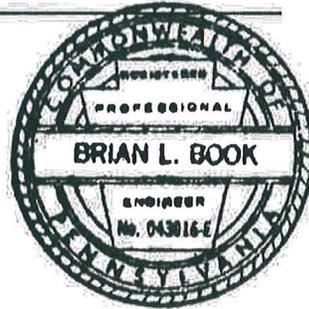
Brian L. Book, PE



Project Manager

Signature

**HAZEN AND SAWYER**  
Environmental Engineers & Scientists



**CERTIFIED BID TABULATION**

Borough of Northumberland-Wastewater Treatment Plant BNR Upgrade  
Contract 14-3E: Electrical Construction

Date of Bids: August 29, 2014

Time of Bids: 1:00 PM

Received via PennBid

Company	Base Bid
Lecce Electric(Apparent Low Bidder)	\$2,180,400.00
Garden Spot Electric, Inc	\$2,661,000.00
Robert P. Lepley Electrical Contractor	\$2,823,000.00
PSI Pumping Solutions, Inc.	\$2,945,208.00
National Electrical Systems, Inc.	\$3,208,237.00
Howard Organization Inc.	\$3,365,000.00
MBR Construction Services, Inc.	\$3,538,000.00
Philips Brothers Electrical Contractors, Inc.	\$3,592,000.00

I certify that the above is a true and accurate tabulation  
of the bids opened at 1:00 PM on August 29, 2014.

Brian L. Book, PE



Project Manager

Signature

**HAZEN AND SAWYER**  
Environmental Engineers & Scientists

