

Borough of Northumberland
175 Orange Street, Northumberland, PA 17857
Northumberland Borough Council Meeting
April 2, 2013

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, Ty Sees, James Troup, and Harry Wynn. Others present were Mayor Zboray; Ryan Tira, Borough Solicitor; Clifford Kriner, Police Chief; Thomas Slodysko, Street Supervisor; Ted McCollum, Code Enforcement Officer; and Janice Bowman, Borough Secretary. Council members Gregory Carl and Frank Wetzel were absent.

Thirteen visitors present introduced themselves.

Public Comment

No public comment was offered at this time.

Council Meeting Minutes

Upon motion by Mr. Sees, seconded by Mr. Wynn, council approved the council meeting minutes of March 5, 2013, by a vote of 4-0-1. Mr. Reed abstained.

PennDOT – Traffic Signal Maintenance

Matt Swartz, a representative of the PennDOT traffic unit in Montoursville addressed the council about the traffic signals in the Borough. Problems with the cameras at the traffic signals have occurred.

Mr. Swartz explained that previous to 2009, the traffic signals worked with in-pavement loops which detected the vehicles. In 2009, major improvements were made at the intersections. At that time, the loops were removed from the streets and the cameras were installed. The cameras are used solely for detection of vehicles at the traffic signals. Approximately three months ago, it was noticed that the cameras were not working properly. Borough representatives, PennDOT officials, and the signal maintenance contractor met to discuss the problem. The camera that is currently at Duke and Water Streets facing south is not working. The camera at King and Water Streets facing east may not recognize traffic depending on the presence of glare and/or shadows.

Mr. Reed asked why the camera maintenance is the responsibility of the Borough since these are state roads. Mr. Swartz responded that Pennsylvania is one of five states that require that the municipalities maintain the traffic signals.

Mr. Klock asked why the loops in the pavements are not still being used since the cameras do not seem to work well. Mr. Swartz responded that the in-pavement loop detection devices did not work well and the cameras work better and are less expensive and easier to maintain.

Mayor Zboray clarified that the recommendation is to replace the camera at King and Water Streets with a new flier camera and to relocate the camera that is there now to the Duke and Water Streets intersection. The other cameras at the intersections all work. When a camera is not working, the signal goes into recall and operates on a timer. It runs for the maximum times for every phase that is at that intersection. When working properly, the signals are coordinated with each other to for optimum traffic flow.

Mr. Swartz explained that the permit is a legal document between PennDOT and the Borough. Once the signal is operating outside of the specifications on the permit, a liability issue arises.

Mr. Swartz said that Automated Red Light Enforcement (ARLE) funding is available for repairs to traffic signals. However, the grants are competitive and applications are not accepted for items that are already purchased. The process from applying for funding until the grants are awarded is about one year. The Borough had applied for ARLE funding for lighting and repairs to the underpass but did not receive a grant.

Mr. Swartz stated that a signalized intersection is to be restudied every three years. PennDOT is not able to restudy all intersections within ten years. Mr. Swartz also said that Liquid Fuels funds may be used for traffic signal maintenance. The cost to install a new camera and move one camera is approximately \$4,000. Mr. Swartz said that to change the permit, a traffic study is required which would cost \$15,000 to \$20,000.

Mr. Slodysko asked about the responsibility for painting the lines on state highways. Mr. Swartz stated that the state paints the lines when construction work is done, then it is the municipality's responsibility to maintain the lines. He added that some municipalities contract this work out if they don't have templates for the arrows, etc.

Mr. Sees asked if Mr. Swartz's recommendation is to take care of the problem as soon as possible. Mr. Swartz stated that it is.

No action was proposed.

Mayor's Report

- Memory Lane will be providing entertainment this summer with the funding coming from the summer entertainment grant that from the S. Luther Savidge Community Trust. The award is for \$2,500.
- Ten used meters were purchased and will be used to replace some of the inner workings of meters that have gone bad.
- Enforcement at stop signs continues.
- Chief Kriner is finishing the police department manual and will provide the draft to the solicitor once completed.
- The Susquehanna Garden Club would like to plant a tree in the King Street Park in memory of Lois Haddon with a plaque. Mayor Zboray suggested that the Borough Secretary contact the Shade Tree Commission to determine what type tree and the location where it should be planted. Council concurred. The club may place a plaque at the tree.

Northumberland Sewer Department Report provided by S. Michele Cope:

“The Sewer committee had met at 5:00 pm today with the following results.

Engineers Report - Brian Book reported that the permits are in place and the Chapter 94 report was submitted to DEP. Per Ryan Tira, Solicitor, D.E.P. notified him that the transfer permit has been approved. The permit staff was unavailable last week to complete them and get them mailed. They should be coming to the Borough soon.

Adam Klock stated that the Superintendent, Jeremy Deitrick mentioned that the following items are needed to keep the plant functional. The need to clean the chlorine contact tank, install timers on pumps to make the process more efficient, service contract with Envirep to complete some work on the pumps, and a computer for the Superintendent which will also be part of the control system for the new facility when it is up and running.

Adam Klock made a motion to enter into a one (1) year agreement with Envirep TLC to provide maintenance on the pumps at the Queen Street Pump Station. The cost for the one (1) year agreement is \$960.00. James Troup seconded. All council members present approve.

Adam Klock made a motion to retain the services of Envirep TLC to repair the impellers and ware plates on the pumps. The price is \$80.00 per hour not to exceed 12 hours. James Troup second. All council members approve.

Adam Klock made a motion to hire K&N Electric to install the VFD controllers on the two (2) agitators. The cost is \$473.00 per controller. These will help to improve the efficiency at the existing facility throughout the next two (2) years, and will also help reduce the nutrient levels. By reducing the nutrient levels we will save money so we don't have to buy as many nutrient credits. Ty Sees second. All council members present approve.

We have a bid from Chip Adams Sewer and Drain Cleaners to clean the chlorine contact tank. Adam Klock made a motion to hire Chip Adams Sewer and Drain Cleaners at \$230.00 to clean the chlorine contact tank. Per Brian Book this cleaning needs to be done because this is the last step in the treatment process and in time solids settle. The solids will go get pumped in the truck and then put in the digesters. This will not need to be done with the new treatment facility. Harry Wynn second. All council members present approve.

Jeremy Deitrick needs a computer. The one we have quotes on is a Dell and it will meet all the spec's required to run the control system for the new treatment facility. It will even have the capability to run the facility remotely. Eventually this computer could go into the pump station. Adam Klock made a motion to allow Jeremy Deitrick to order a computer not to exceed \$1,800.00 which will include Adobe and MS Office. James Troup second. All council members present approve.

Submitted by S. Michele Cope”

Executive Session

Mr. Reed moved to adjourn for an Executive Session; Mr. Wynn seconded the motion. Mr. Troup stated that the council would be discussing personnel issues in the Executive Session and would reconvene the meeting. The meeting was adjourned at 7:55 p.m.

The council meeting was reconvened at 8:41 p.m.

Street Supervisor's Report

- Mr. Slodysko informed the council that the street sweeper was scheduled to come out next Monday, but has developed some mechanical problems.
- The street department will help spread fill and ball mix at Pineknoller Park ballfield.
- The street department will install riprap at Jolly Hollow.
- An email has been sent to the company that supplied the mats at the 2nd Street Playground requesting that the gaps between the mats be addressed.
- Street signs have been ordered through the PA Department of Corrections. The hardware has been purchased.
- Mr. Troup asked if brush clean-up would be scheduled this year. Mr. Slodysko said that the brush drop off has worked well. Discussion ensued. Dates for brush drop off will be discussed in the committee meeting.

Code Enforcement Officer's Report

Mr. McCollum introduced himself as the new code enforcement officer. He provided council with a report of the activity for the month of March.

- Two properties were posted as uninhabitable, 572 Duke Street and 252 Fifth Street.
- A fee schedule was provided by Building Inspection Underwriters. Mr. Troup moved, and Mr. Klock seconded the motion to approve the fee schedule as provided by Building Inspection Underwriters. Council voted unanimously to approve the motion.
- Mr. McCollum informed the council that he would like to attend UCC courses on April 9 and May 6th through May 10th. Mr. Troup moved to approve the request at a cost of \$65 for the April 9th class and \$375 for the May classes. Mr. Reed seconded the motion. The classes are in Enola and Mr. McCollum will be using the code car each day. Council approved unanimously.

Emergency Services Board Report

No report.

Committee Reports

Community Development

Mr. Klock informed the council that Quikrete, a local company, has offered to donate cement for the fence posts. The work party for the Dog Park will be held at 9:00 a.m. on Saturday, April 20th. Preparation will begin on Friday, April 19th at 4:00 p.m. Volunteers are also needed for Friday.

Mr. Slodysko informed the council that he has contacted the water company and that the water service is located at curbside.

Finance

Mr. Sees announced that the next meeting would be held on April 18th at 6:30 p.m.

Upon motion by Mr. Sees, seconded by Mr. Klock, council voted unanimously to close the remaining First National Bank accounts. They are a debit card account and the PennVest account. New accounts for these purposes have been established at the Northumberland National Bank.

Upon motion by Mr. Sees, seconded by Mr. Wynn, council voted unanimously to close the escrow account at the Northumberland National Bank that was established for the Kalcich insurance fund. The repairs have been made to the property due to the fire damage. A check for the amount which was deposited from the insurance company is to be sent to the Kalcich's and the interest deposited in the Borough's General Fund.

Personnel

Mr. Troup made a motion to advertise for a part-time clerk for the police department for thirty to thirty-five hours a week, as needed. Mr. Klock seconded the motion. The wage will be negotiable, depending on the candidate's experience. Council voted unanimously to approve the motion.

Mr. Klock explained that with the added responsibilities associated with the construction of the new sewer plant facility and the large collection system project, the committee is recommending that the council add a new position, that of assistant superintendent, and extend an offer to Budd Reader at an hourly rate of \$20.85. Mr. Troup seconded the motion. Council approved unanimously. The position is a management level position and would be nonunion. Mr. Reader was present and accepted the position.

Mr. Klock moved to approve Resolution E-2013 which addresses non-union employee benefits with one modification to the resolution that was provided to council. The modification is that "All other unused vacation days will be forfeited by employees at the end of the year." Mr. Troup seconded the motion. Council approved unanimously.

The entire resolution follows:

**"BOROUGH OF NORTHUMBERLAND
RESOLUTION E-2013**

A RESOLUTION OF THE NORTHUMBERLAND BOROUGH COUNCIL AMENDING CERTAIN BENEFITS POLICIES FOR THE NON-UNION EMPLOYEES OF THE BOROUGH OF NORTHUMBERLAND.

***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 certain benefit policies be stated in writing; and*

***WHEREAS**, the Northumberland Borough Council has determined that the benefit policies for its non-union employees should be amended going forward as contained in this resolution; and*

***WHEREAS**, Borough Council desires to amend its benefit policies for non-union employees related to health care, compensatory time off, vacation time, cell phone reimbursement and vision/dental reimbursement; and*

***NOW, THEREFORE, BE IT RESOLVED** by the Northumberland Borough Council that the following benefit policies shall be effective April 2, 2013 for the Borough's non-union employees.*

1. Non-Union Health Care Policy

Health Insurance will be provided to full-time non-union employees in accordance with the

terms and conditions set forth in this policy. All references to employee(s) shall mean permanent full-time non-union employee(s). In order to participate in the health insurance coverage, employees are required to pay 7% percent of the total premium cost of their health insurance coverage. This percentage will be deducted from the employee's paycheck each pay period. In the event the Borough receives money back at the end of the year, the employee will receive his proportional share of the money received back by the Borough.

Employees declining coverage under the Borough's Plan ("opting out") shall receive a monthly stipend from the Borough for any month during which the employee is not covered by the Plan, in an amount equal to two-hundred and fifty dollars (\$250.00).

The stipend, if applicable, will be paid on a monthly basis as regular income to the employee, and shall be paid out in the paycheck/paystub next following the date premium payments are due from the Employer to the Plan provider.

2. Non-Union Overtime/Compensatory Time-Off

Non-exempt Employees who work more than 40 hours a week will receive overtime pay at the rate of one and one half times their regular hourly rate. In lieu of overtime pay, a non-exempt employee may accrue compensatory time-off ("Comp Time") at the rate of one and one half times the number of hours worked over 40 in a week. A non-exempt employee may only accrue up to 16 hours of Comp Time.

3. Non-Union Employee Cell Phone Reimbursement

The Borough will reimburse non-union employees that utilize a personal cell phone for Borough business the amount of \$10.00 per month.

4. Non-Union Employee Eye and Dental Reimbursement and Coverage

The Borough will reimburse non-union employees up to \$400.00 per year for expenses incurred related to eye or dental care. Non-union employees must provide receipts to the Borough in order to be reimbursed. Non-union employees may elect to receive eye and dental care insurance through the Borough's plans at the employee's sole expense.

5. Non-Union Employee Vacation Accrual

Non-union employees may carry up to 10 unused vacation days from one year to the following year. Non-union employees must submit, in writing, the number of days the employee desires to carry over to the following year. All other unused vacation days will be forfeited by employees at the end of the year.

6. Return to Work

If an employee is off work for more than five (5) consecutive days for a non-work related injury, the employee will need to provide either 1) a certification from the surgeon, that operated to repair/treat the injury. that the employee is cleared to return to work and lists whether there are any known restrictions or 2) a certification from an Independent Medical Evaluation ("IME"), selected and paid for by the Borough, that the employee is able to return to work and lists whether there are any known restrictions. The Borough will provide a job description for the employee's position to the medical provider designated by the employee to provide the certification. The certification to return to work must be based on the duties of the job description. An employee may be sent for an IME, at the Borough's expense, if the employee displays difficulty performing their job.

If a certification states there are any permanent restrictions on the employee's ability to perform their job, the Borough will discuss with the employee if there are any reasonable accommodations that could be made to permit/assist the employee to perform the essential duties of their job. If reasonable accommodations cannot be made to permit/assist the employee in performing the essential duties of their job, the employee's employment may be terminated.

If a certification states the employee has temporary restrictions on the employee's ability to perform their job, the Borough may decline to return the employee to work until the temporary restrictions have subsided or utilize the employee in a restricted duty capacity if deemed beneficial to the Borough.

ADOPTED as a resolution of the Northumberland Sewer Authority, Northumberland County, Pennsylvania, this 2nd day of April, 2013.

ATTEST:

BOROUGH OF NORTHUMBERLAND

By: _____
Janice Bowman, Borough Secretary

By: _____
James Troup, Council President

Passed this 2nd day of April, 2013.

Len Zboray, Mayor"

Public Safety – no report

Rules

Mr. Sees announced that the committee would meet on April 8th at 6:00 p.m. The committee will be discussing rules for the dog park.

Streets

Mr. Reed announced that the committee would meet on April 9th at 7:00 p.m.

Mr. Reed asked if anyone had contacted Mr. Slodysko about a sink hole at the Little League Field. Mr. Slodysko said that he has seen it but does not know what caused it. He noted that it is located near the t-ball field and is not located on Borough property.

Old Business

1. Mr. Klock said that at the last meeting the council discussed time clocks for the various departments. Since then, several local businesses were contacted. However, none of them supply and service time clocks. Mr. Klock received a quote from FingerTech out of Brooklyn, N.Y. for \$1,855.95 for digital time clocks. The time clocks work with QuickBooks. He added that if a location is not hardwired to the Borough Office, the information may be downloaded and provided to the office. Mr. Klock moved to purchase four FingerTech time clocks; one unit purchased with funds from the sewer department account, one purchased with the police budget, and the other two from the general fund. Mr. Sees seconded the motion. Discussion ensued. Mr. Wynn stated that he feels that it is not necessary to purchase time clocks at this time and that it will end up costing the Borough money. Chief Kriner stated that police officers may stay after their shift ends to complete

reports and that they do not include this time on their time sheets. By having them use the time clock, they will be paid for the additional time. Mr. Troup responded that they should be paid for the time that they work. Mayor Zboray said that he feels this is money that could be better spent for other things, such as the cameras at the traffic lights. Mr. Wynn agreed, and stated that time clocks do not always work properly. Mr. Klock stated that various reports may be generated by this system. Mr. Slodysko stated that he is concerned whether grease on the employee's fingers would create problems with scanning fingerprints. Mr. Klock stated that an ID card option is available. He will check into the cost of these systems. Mr. Tira clarified the motion. Mr. Klock is authorized to purchase four units, the biometric or card versions, at a cost not to exceed \$1,855.95. Council voted 4-1 to approve the motion, with Mr. Wynn casting the negative vote.

2. Mr. Troup made a motion to hire a reputable CPA firm to conduct an audit of the payroll system from 2011 to year-to-date at a cost not to exceed \$5,000. Mr. Klock seconded the motion. Council approved unanimously.

New Business

1. Upon motion by Mr. Klock, seconded by Mr. Wynn, council voted unanimously to approve the payment of the bills. Bills to be paid from the General Fund total \$51,303.64; bills to be paid from the DEP Grant Account total \$10,634.41; Liberty Splashland bills total \$2,346.30; Park and Recreation Fund bills total \$52.72; and bills to be paid from the Northumberland Sewer Department account total \$143,739.20.
2. Upon motion by Mr. Klock, seconded by Mr. Sees, council voted unanimously to approve the installation of surveillance cameras by Carl Libby in the Borough Building and playground with internet connectivity that would be accessible to Borough Council members and Borough employees. Mr. Libby has offered to set up the system and configure the DVR at no cost. Several cameras have already been installed inside the building. Mr. Slodysko noted that wiring has been run to the PPL pole that is on the playground and a camera could be installed there.
3. Upon motion by Mr. Troup, seconded by Mr. Klock, council unanimously approved Resolution D-2013. This resolution is to approve the DCNR Grant Agreement Signature Page for the application for funding for the Riverfront Trail. Mr. Klock asked who would be responsible to see that all the terms and conditions are met. The Borough Secretary responded that both she and Ann August are familiar with the grant requirements and have experience managing grants.

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Janice R. Bowman
Borough Secretary