

Borough of Northumberland

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Borough of Northumberland
175 Orange Street, Northumberland, PA 17857
Northumberland Borough Council Meeting
February 5, 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.

Ten visitors introduced themselves.

Public Comment

Bill Gross asked when the books for the recycling center would be returned. Mr. Sees stated that he has the books and would return them to the Borough Office by the end of this week.

Ted McCollum requested that someone look at the condition of the roadway in the southbound lane of Duke Street between Sixth and Seventh Streets. He said that his windows rattle when the trucks hit the area where the macadam has subsided. This is PennDOT road. Mr. Slodysko will check on it and report the problem to PennDOT.

Roll Call

Council members present were Adam Klock, Stephen Reed, Ty, Sees, Frank Wetzell, Christopher Wolfe, and James Troup. Others present were Mayor Zboray; Ryan Tira, Borough Solicitor; Thomas Slodysko, Street Supervisor; and Janice Bowman, Borough Secretary. Council member Greg Carl was absent.

Mr. Troup explained that a residency issue has been brought up about the appointment of the new council member, Christopher Wolfe. Mr. Klock noted that the council was unaware of this new provision for a one year residency in the Borough Code. Mr. Tira added that several new provisions were adopted in May of 2012 and this is one of them. Mr. Klock stated that he had contacted the Northumberland County Board of Elections and that they did not have the updated information regarding the residency provision. Mr. Tira stated that Mr. Wolfe would be eligible to run for the General Election in November because he moved to the Borough in July of 2012. Mr. Klock, Mr. Sees, and Mr. Troup all voiced their appreciation for Mr. Wolfe's willingness to volunteer for the position.

Mr. Wolfe read the following letter of resignation to the council:

*"Council Members,
I, Christopher N. Wolfe, would like the Council to accept my letter of resignation. I want it to be known that I did not intend to miss-lead the borough on my qualifications for*

appointment to council. The ad appearing in The Daily Item, nor the application for appointment from the Borough inquired on the requirements for the position. It wasn't until yesterday (February 4, 2013) that Article IX of the Borough Code, which was amended in May 2012, was brought to my attention. This Article states that one year of residence in the Borough is required for appointment to Council. The previous Article IX of the Borough Code required that the appointee only need to be a registered elector of the Borough. I have only been a resident since July 6, 2012, which makes me uneligible for the appointment. So, with this I must resign my seat.

I would like to thank the Borough of the opportunity, and I plan on staying involved in this community. I look forward to another chance to sit on Council.

Christopher N. Wolfe”

Mr. Sees moved to accept Mr. Wolfe's resignation, reluctantly. Mr. Klock seconded the motion. Mayor Zboray stated that he has known Mr. Wolfe's father for a long time and that he met Chris when Mayor Zboray was on the Shikellamy School Board Mr. Wolfe's father was the engineer for the school district. He stated that he had not been at the meeting when Mr. Wolfe was appointed, but was very happy that he was. He urged Mr. Wolfe to run for council in November. Council voted unanimously to accept the resignation.

Upon motion by Mr. Klock, seconded by Mr. Wetzel, council voted unanimously to advertise the vacant council seat. Applications will be due on February 26, 2013.

Discussion ensued about the Borough's Vacancy Board. Mr. Tira advised that the Vacancy Board consists of the members of the Borough Council and any elector. Mr. Klock moved to appoint Chris Wolfe to the Vacancy Board. Mr. Wetzel seconded the motion. Council unanimously approved the appointment.

Approval of Council Meeting Minutes

Upon motion by Mr. Wetzel, seconded by Mr. Troup, the meeting minutes of January 15, 2013 were approved unanimously.

Mayor's Report

Mayor Zboray thanked everyone for their expressions of sympathy during the recent passing of his mother-in-law.

Mayor Zboray thanked the volunteers and Borough Crew for putting up and removing the Christmas decorations. He said that residents are talking about how beautiful the decorations were.

Last week, Mayor Zboray met with PennDOT officials, local mayors, and Lynda Schlegel-Culver concerning the traffic impact in the Borough when traffic is stopped on the Veteran's Bridge. PennDOT is considering removing the walkway on the eastern side of the underpass in order to widen the roadway in order to lengthen the lane of traffic that is continuing north on Route 11 at the Duke and Water Street intersection. Another plan is that PennDOT will put up an electronic sign in Shamokin Dam with the information that the Veteran's Bridge is closed and to consider another route. When the bridge is closed, a

sign will be posted at a location on Route 11 north of the Borough. They are also considering posting signs on Routes 147 and I-80 when the bridge is closed.

The S. Luther Savidge Community Trust meets next week.

Mayor Zboray spoke with Gary Griffith, store manager of Pet Smart, and learned that financial help may be available for the dog park. He requested that the Borough Secretary submit a letter to the company with a request for financial assistance.

Mayor Zboray requested that council remember Chief Fink in their prayers while he is recuperating at home following his surgery yesterday.

Mayor Zboray is looking into entertainment at King Street Park this summer.

Mayor Zboray thanked Jim Troup, Adam Klock, Ty Sees, and Chris Wolfe for painting the entryway to the building. Mr. Troup thanked On A Roll sub shop for providing lunch that day.

The Rogers, property owners at 296 Water Street, have contacted the Mayor about trucks running over the curbing and onto their property. Mayor Zboray stated that he is planning to meet with PennDOT at King and Water Streets to discuss painting the line on King Street to keep vehicles farther from the traffic light so trucks turning right onto King street have more room to make the turn. The police will patrol the intersection. Mr. Troup noted that the thruway would help resolve the problem.

Mayor Zboray added that at the meeting with PennDOT and Lynda Culver, the group discussed the accidents on the Veteran's Bridge. This summer, PennDOT plans to put a wider divider on the bridge and reduce the width of the four lanes to hopefully cut down on the number of accidents on the bridge.

Emergency Services Board Report – no report

Northumberland Sewer Authority Report – no report

Committee Reports

Community Development

- Mr. Reed stated that the fencing for the dog park has arrived and is stored in the gymnasium.
- Two contractors have been contacted about completing the kitchen renovations and will provide quotes for the next council meeting. Another company has measured the area for the countertops and will provide a price for the materials.
- Mr. Tira stated that he is reviewing the draft for the rental agreement for the Savidge Room.

Mr. Klock left the meeting at 7:20 p.m. and returned at 7:23 p.m.

- Two sinks are required for the kitchen; one a triple bowl sink and the other a handicapped sink. Mr. Klock moved to purchase the triple sink and the handicapped sink at a cost of \$652.08 and \$622.13, plus shipping. The sinks include faucets. Mr. Troup seconded the motion. Council approved unanimously.

Finance

Mr. Sees stated that the committee would meet at 6:00 p.m. on February 21, 2013.

Personnel

Mr. Troup stated that the council meeting would be adjourned to discuss personnel issues and would be reconvened.

Executive Session

The meeting was adjourned at 7:35 p.m.

Mr. Carl arrived at 7:45 p.m. during the Executive Session.

Mr. Troup reconvened the council meeting at 8:14 p.m.

Mr. Troup explained that a Letter of Understanding was received from the Teamsters. Mr. Tira noted that the letter provides for a member of the Teamsters to receive an additional \$2 per hour while working as the Acting Superintendent at the sewer plan. Mr. Klock moved to approve the Letter of Understanding. Mr. Wetzel seconded the motion. Council vote was 5-0-1 to approve, with Mr. Sees abstaining.

Committee Reports (continued)

Public Safety

Mr. Wetzel stated that the committee would meet on February 26th at 6:00 p.m.

Rules

Mr. Sees stated that the committee would meet on Monday at 6:00 p.m. The animal ordinance will be reviewed.

Streets

- Mr. Reed stated that the committee would be discussing the paving projects for this summer, the pipe at the pool, and the snow emergency route.
- Mr. Wetzel asked about the handicapped access at the intersection of Fifth and Orange Streets, near the Northumberland Christian School. He stated that stormwater lays there and something should be done. Mr. Slodysko stated that he had met with representatives from the school and discussed the problem. The committee will look into it.
- Mr. Klock stated that he has received complaints about speeding on Strawbridge Road and requested that the police enforce the speed limit. Mayor Zboray said that he was on council at the time that the speed limit was set and that PennDOT had recommended that the road be posted 35 miles per hour, but the council at that time voted for the 25 miles per hour limit.
- Mr. Wetzel stated that many people are running the stop signs on Orange Street. The mayor will have the police patrol the areas.

Sewer

- Mr. Klock stated that the committee met this evening at 5:30 p.m. They have a request to provide ID badges for the employees. The Borough Secretary stated that the badges could be made in the Borough Office and laminated.
- Mr. Klock said that the committee discussed outstanding bills. Mr. Tira will contact Mr. Brosius to discuss the procedures that have been used. Mr. Klock stated that they discussed whether to have water shut off during the winter months. In the future, the committee will work on the collection program.
- The Point Township Sewer Authority has requested 22 EDU's for Cannery Point II. Mr. Klock moved to approve the request. Mr. Troup seconded the motion. Council voted unanimously to approve.
- Mr. Klock requested that he be added as a signer on the Northumberland Sewer Department checking account. Mr. Sees so moved. Mr. Troup seconded the motion. The current signers on the account are James Troup, Gregory Carl, Jane Sanders-Ressler, Michele Cope, and Janice Bowman. Council voted unanimously to approve.
- The Borough has received a correspondence from the Point Township Sewer Authority requesting a meeting with the Borough Sewer Committee. Mr. Klock has requested that the council authorize the sewer committee to respond that their (PTSA's) concerns will be addressed once the February 28th deadline for DEP has been met. Mr. Klock so moved. Mr. Reed seconded the motion. Council voted unanimously to approve.
- Mr. Klock stated that it may be necessary to obtain a bridge loan before the end of the year. He noted that the loan may be obtained from Penn Vest. Mr. Tira stated that some local banks have provided financing to other municipalities. Mr. Book added that once the final loan is obtained from PennVest, the Borough would be reimbursed. The bridge loan is to ensure that there is adequate cash flow.
- Mr. Book stated that PennVest has done a study and they believe that the appropriate sewer rentals for Borough customers would be \$447. This means that Penn Vest will try to provide grants and low interest loans to get the rates down to this amount. The projected average rate in the Categorical Exemption Report is \$550. Mr. Book's Engineer's Status Report for February 5, 2013 is an addendum to the minutes.
- The Borough plans to submit an application to DCNR for a grant to construct a walkway on top of the erosion barrier that is being built as a result of the DEP grants. Since the sewer plant project includes a roadway from the plant to the Queen Street Pump Station, some of this project may be used as a match for the DCNR grant. Mr. Book stated that he will have additional information for the Borough Office in March. The deadline for the DCNR grant application is in April.

Old Business

No Old Business was discussed.

New Business

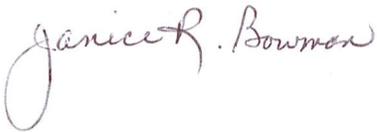
1. Upon motion by Mr. Wetzel, seconded by Mr. Carl, council voted unanimously to approve payment of the bills. Mr. Klock stated that the Sewer Department would

pay the \$1,227.50 Exeter Supply bill for the manhole covers. Bills to be paid from the General Fund total \$22,038.42; Liberty Splashland bills total \$304.25; and Park and Recreation Fund bills total \$7,591.00.

2. Upon motion by Mr. Wetzel, seconded by Mr. Troup, council voted unanimously to approve payment of the Sewer Department bills, including a bill from Point Township Sewer Authority for half of the cost of calibrating meters which will be less than \$320.
3. "Touch A Truck"
Kimberly King, Youth Services Coordinator for the Priestley-Forsythe Memorial Library, sent a letter requesting the use of King Street Park and the street surrounding the park for the 2nd "Touch A Truck" event on June 15, 2013, from 8:30 a.m. to 3:00 p.m. She also requested that the \$50 fee be waived. Mr. Klock moved to approve the requests. Mr. Wetzel seconded the motion and council voted unanimously to approve the request.
4. Mr. Slodysko informed the council that the electricity to the salt shed is billed as part of the Recycling Center electric bill. Council had determined that the electric bills for the Recycling Center should be paid by the volunteer group. Upon motion by Mr. Wetzel, seconded by Mr. Klock, council voted 5-1 to pay the Recycling Center group \$75 toward the electricity bill for 2013. Mr. Sees cast the dissenting vote.

Mr. Wetzel moved to adjourn for an Executive Session at 8:58 p.m. Mr. Troup stated that the meeting would not be reconvened.

Respectfully submitted,



Janice R. Bowman
Borough Secretary

February 5, 2013

Borough of Northumberland
175 Orange Street
Northumberland, PA 17857

RE: Engineer's Status Report

Council:

The following summarizes the actions completed or pending on your behalf:

Sewer Retainer Services (Job Number: 90135-000)

There are a number of things which should be reviewed at the Sewer Committee level as follows:

Chapter 94 Reporting – The permit holder of an NPDES discharge permit is required to prepare and submit an Annual Report that summarizes the flow and loads for the last 5 years and predicts the flows and loads for the next 5 years. I believe your intermunicipal agreements require Point Township and Upper Augusta Township or their Authorities to submit similar reports to you on behalf of their collection systems. The final report must be submitted to the PA DEP on or before March 31, 2013 for the 2012 calendar year. Given the current status of the Plant Superintendent and our involvement with the WWTP design, we would offer to complete this at no cost to you for this year. Typically, this is approximately a \$1,000-\$2,000 effort if done by the Retained Engineer. It can also be done by your plant superintendent.

BNR Credit Trading – The PA DEP's proposed modifications of the Nutrient Credit Trading Program have been clarified and will not be changed in 2013. We are working on a bid document to secure credits for your WWTP for the water year 10/1/12 through 9/30/13. We will present a draft document in March for your action.

Plant Superintendent & Plant Operations – The advertisements discussed at your previous meetings were run and we have gotten 3 applicants for the Superintendent position. They all seem to be qualified on paper, and I would be happy to provide any assistance you deem appropriate to help interview them. In the interim, we have been working with Bud relative to the monthly submission of the Discharge Monitoring Reports (DMRs). I believe we got the December 2012 DMRs in and in good order, although I needed to make a last minute correction of my error.

I have some information on training being conducted by PA Rural Water. Specifically there is a session on BNR in the Activated Sludge Process to be held March 12th in State College. Cost is \$165 for the day to PRWA members. There will be more like this, so it depends on staffing if this would be helpful. Also, Hazen and Sawyer has been asked to develop a similar course for PRWA for the

annual convention. We would like to conduct a dry run of this training session (4-6 hours), and will be doing it in our Conference Room for free to anyone willing to provide feedback. Unlike the paid courses, we cannot give contact hours for the time, but it might be helpful to any of your plant staff or even members of the sewer committee. We anticipate that this will occur in mid to late March.

PTSA Budget and Information Requests – We are prepared to support the Northumberland Borough in any meetings with PTSA as directed. We concur with your formal reply that after the February 28th Consent Order deadline would be preferred. We did send copies of the Categorical Exemption to Act 537 Planning to Point Township and Upper Augusta Township as directed by the Council.

NPDES Permit Transfer (Job Number: 90135-002)

While the NPDES Permit Transfer document was submitted, we need to also prepare documents that transfer several Water Quality Management (WQM) Permits. We are working on this and have a PA DEP file review set up for tomorrow. We would request that the Borough Council approve and sign the WQM transfer form.

WWTP BNR Upgrade (Job Number: 90135-003)

I continue to try to keep the Borough as informed as possible, while also directing much of the “day-to-day” activities to the Sewer Committee. The following is a report to both entities, the initial information on Schedule, Contract Fees and Project Funding being for the full Council, while the progress of the plant design is summarized herein.

Schedule: In general we remain as “on schedule” as possible given the compressed time frame of the Consent Order and Agreement. A review of key milestones provides the following items:

- 12/18/12 Flow & Loading Memo (Task A01) Complete – Apx D
- 1/15/13 WWTP Alternatives Report (Task A02) Complete – Apx F
- 1/22/13 Develop Overall Project Budget (Task A03) Complete – Pg 6 of Report
- 2/5/13 Basis of Design Report (Task A04) Ongoing
- 2/26/13 Prepare WQM Part II Permit (Task A05) Ongoing (not the Transfer)
- 1/15/13 I/I Investigation (Tasks B01 –B05) On Hold
- 12/25/12 QSPS Basis of Design (Task C01) Complete – Apx E
- 1/13/13 QSPS Preliminary Design (Task C02) Ongoing
- 2/26/13 Borough Adoption of Categorical Exemption -----
- 2/26/13 Borough Approval of WQM Part II Submission -----
- 2/28/13 COA Deadline for WQM Part II Submission

Contract Fees: The table below summarizes the phases of work which are incorporated in the February 28, 2013 Consent Order deadline. Our agreement allows you to stop us at any point, but we all understand the critical nature of the deadlines. We continue to proceed in good faith, and provide this summary in order to help the Borough project costs.

Task	Fee	Percent Billed (thru 12/31/12)	Anticipated Bills
A01 – Flow & Load Memo	\$ 9,652.00	100%	
A02 – Plant Alt Analysis	\$ 51,432.00	40%	60%
A03 – Develop Project Budget	\$ 2,040.00	0%	10%
A04 – Basis of Design	\$ 25,128.00	0%	50%
A05 – WQM Part II Submittal	\$ 248,720.00	0%	10%
B01 – B05 I/I Activities	\$ 17,660.00	On Hold	
C01 – QSOS Basis of Design	\$ 48,624.00	30%	70%
C02 – QSPS Preliminary Design	\$ 74,584.00	0%	

You will notice that we have not yet rendered bills for the work completed in the month of January. We anticipate billing the percentages shown which total approximately \$100,000. This is the work completed for the Categorical Exemption as well as activities working forward to develop the Water Quality Management Part II Submittal (the First COA deadline). Extending my forecasting to subsequent months, I would anticipate approximately \$200,000 to be billed in mid-March from work completed and recorded in the month of February. The remaining work will trickle in after that billing cycle (although it will need to be completed by 2/28 to meet the COA). This will be another \$100,000 and would not arrive until mid-April.

The Council should review these anticipated bills and consider interim financing as you determine appropriate. We do have additional information on overall project funding later in the report.

Project Budget: As reported in the Categorical Exemption, the overall project budget is \$11.9 million. This includes \$8.8M in construction and \$3.1M in Contingency & ELAP (Engineering, Legal, Administrative, and Property). Approximately, \$1.5M of these fees could be expended prior to closing a PennVEST Construction Loan. PennVEST will allow the implementing agency to replace cash on hand or bridge loans on the first "draw" of PennVEST funds.

Regarding PennVEST, we had an initial PennVEST consulting meeting to review Northumberland's eligibility and also the PennVEST/DCA "reasonable rate". They project that an annual rate of ~\$450/year is appropriate. This indicates that they will likely be willing to manipulate the term, interest rate and also provide grants that would result in a rate lower than those projected in the Categorical Exemption Report. You will also note that there is a ranking system and cut-off dates for the next few meetings.

Finally, the Commonwealth Financing Authority (CFA) has received money under the PennWorks program. A preliminary review of this indicates that your project is CFA eligible for this June funding program. We may want to discuss this with local elected officials.

Project Design Status: We have developed a variety of sketches, schematics, and layout drawings which we reviewed with the Sewer Committee prior to the Council Meeting. We can review these at their direction. A folio of these sketches is attached for your information.

We look forward to reviewing this report at your meeting. If additional questions arise, please do not hesitate to contact me at 814-470-0778.

Very truly yours,
HAZEN AND SAWYER, P.C.



Brian L. Book, P.E.
Senior Associate

**PENNVEST Planning Consultation Meeting with Borough of Northumberland,
January 23, 2013**

Fiscal Year 2011 - 2012 Meeting Schedule

<u>APPLICATION CUT-OFF DATES</u>	<u>BOARD MEETING DATES</u>
February 22, 2012	April 25, 2012
May 16, 2012	July 18, 2012
August 22, 2012	October 24, 2012
November 14, 2012	January 23, 2013
February 20, 2013	April 24, 2013

PROJECT PRIORITIZATION & RANKING VALUES

DEP Ranking Criteria	
Sanitary Sewer Projects	Max Points
Public Health/Safety	32
Aquatic Health <i>Documented stream or lake degradation, TMDL, protected stream/watershed</i>	28
Infrastructure Health <i>Condition of system, security, energy efficiency, proactive asset mgmt., green infrastructure</i>	24
Compliance	20
Community Health <i>Regionalization, consolidation, population impacted, income level</i>	5
DCED Ranking Criteria	
Economic Development <i>*should complete Impact form*</i> Is a business prohibited from expanding, or willing to locate as a result of this project? Any job creation? <i>*Manufacturing, Agriculture, Food Processing, Technology...etc</i> <i>* Regional Impacts KOZ, KEZ, KIZ, Brownfield, ACT 47 Zone, GAT</i> <i>* Amount of private investment</i>	5 (low), 10 (med), 20(high)
PENNVEST Priority	
Disadvantaged Community (On State Act 47 list)	10
Brownfield (For Brownfield projects with Act 2 clearance)	15
Infill (priority given to Boros, Cities, 1st Twps)	10
Community Action Team community (designated by Governor's Action Team, DCED, PennDOT, other agencies)	10
Total Points Available	174

Ranking Improvement Suggestions

- Fully explore Economic Development possibilities – will this project impact any businesses – expansion – new businesses (bird in hand scenario) – residential development, retail, and government not normally considered economic development.
- Will this project support any KOZs, other businesses that are currently working with DCED for tourism?
- Is the area served by public water? If private wells recommend sampling of wells to determine if any Total or Fecal coliform impacts.



January 23, 2013 6:56am
David Henning

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Municipality Target Percentage Rate Calculator

⌚ 30 Minutes remaining

Click on the tabs to view the Municipality Target Rates and DCA Scores

Muni Calc DCA/MHHI

Select County Northumberland County

Selected Municipals.

- Select Municip. Coal township
- Delaware township
- East Cameron township
- East Chillisquaque township
- Herndon borough
- Jackson township
- Jordan township
- Kulpmont borough
- Lewis township
- Little Mahanoy township

Northumberland County, Northumberland borough

Add ->
<- Remove

Calculate

County	Municipality	Med. Household Income	DCA	DCA Last Changed	Target %
Northumberland County	Northumberland borough	42188	29	03/22/2012	1.00

Statewide Values

	Med Hh Inc	% Pop Change	% Pop >= 65 yrs	% Pop Inc < Poverty	DCA Score
Average	50306.36	3.04	16.99	10.72	20.77
StDev	17386.01	34.85	4.97	7.47	10.75

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As of 1/23/13

$$\$42,188 \times 1.06 \times 1.00/100 = \underline{\underline{\$447.19}}$$

ESTIMATED AFFORDABLE RATE = \$447.19

IMPORTANT NOTE - AFFORDABLE RATE WILL FLUCTUATE AS RATE OF INFLATION & DCA SCORE CHANGES QUARTERLY.