

SELINGROVE BOROUGH COUNCIL MEETING

Tuesday, September 3, 2019 – 7:00PM

COUNCIL MEMBERS PRESENT: Pres. Marvin Rudnitsky, V/P Shane Hendricks, C/P Sara Lauver, C/P Bobbie Owens, C/P Richard Mease, C/P Erik Viker, C/P Grant Neff

COUNCIL MEMBERS ABSENT:

OTHERS PRESENT: Borough Manager/Secretary Paul Williams; Borough Treasurer Sheri Badman; Solicitor Bob Cravitz; Mayor Jeff Reed; Recording Secretary Carrie Briggs; DH&L Fire Jason Kaufman; DH&L Fire Monty Anders; Tax Collector Michael Bolig; SPI Carol Handlan; William D. Bucher; Anna Gephart; R.E.C Kelly Feiler; Bryan Wendt; Pat Wendt; Jim Grose; Sara Maul

CALL MEETING TO ORDER: Pres. Rudnitsky called the meeting to order at 7:01PM. Mgr. Williams called roll and acknowledged a quorum, followed by a moment of silence or prayer and the Pledge of Allegiance.

APPOINTMENT OF JUNIOR COUNCIL PERSON ANNA GEPHART:

Senior at Selinsgrove Area High School; Member of the National Honor Society, French Club, and Field Hockey to mention a few; Future goal is to attend American University in Washington DC with a degree in Political Science.

Motion by C/P Hendricks to appoint Anna Gephart as Junior Councilperson. Seconded by C/P Mease.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Pledge of oath administered by Mayor Reed. Anna took a seat at the council table.

REVIEW AND APPROVAL OF COUNCIL MINUTES FROM MEETING OF August 5, 2019:

C/P Neff made a motion to approve the minutes as written. Seconded by C/P Owens.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

PUBLIC HEARING TO RECEIVE PUBLIC INPUT INTO ADOPTING ORDINANCE NO. 841 ADOPTING AND AMENDING THE ZONING ORDINANCE FOR NO IMPACT HOME-BASED BUSINESSES.

Pres. Rudnitsky opened the public hearing at 7:05PM.

Mgr. Williams stated the General Assembly of Pennsylvania enacted a law which required local municipalities that they were to recognize home based business as a use permitted by right in all residential districts. This is a matter of making our zoning ordinance to be in concert with the Act and is a zoning ordinance revision. Mgr. Williams asked Solicitor Cravitz to read the criteria under which these are to be considered:

Solicitor Cravitz: (8 criteria to be met)

- 1) The business activity shall be compatible with the residential use of the property in the surrounding residential uses.
- 2) The business shall employ no employees other than family members residing in the dwelling.

- 3) There should be no display or sale of retail goods, no stock piling, or inventory of a substantial nature.
- 4) There should be no outside appearance of the business use including but not limited to parking signs except for small signs that are permitted under the Selinsgrove sign ordinance or a light.
- 5) The business activity should not use any equipment or process which causes noise, vibration, glare, fumes, odor, or electrical/electronic interference including interference with radio or television reception which is detectible in a neighborhood.
- 6) The business activity shall not generate any solid waste or sewage discharge in volume or type that would not be normally associated with a residential use.
- 7) The business activity shall be conducted only within the dwelling and may not occupy more than 25% of the habitable floor space.
- 8) The business shall not involve any illegal activity.

This would permit this use in all residential zones.

Pres. Rudnitsky stated the public hearing is to receive comment from the public or council member. Then, there will be a vote taken to authorize for it to be advertised for adoption at a later date.

Carol Handlan with concern of the allowed hours of operation and stipulation on having a separate building such as a garage for the business. Solicitor Cravitz stated the business must be in the home dwelling and there would be no stipulation with regard to hours. Ms. Handlan had concern as to disruption after 10PM in the neighborhood. Criteria #5 was read back. C/P Viker also noted there are already laws about people creating disturbances that effect the general welfare of the community. Ms. Handlan stated she is aware of the laws but some of them are not being enforced even after bringing concerns to those who need to know. Solicitor Cravitz clarified with Ms. Handlan that these particular concerns are not necessarily home-based business concerns.

No further public or council comment.

PUBLIC HEARING CLOSED AT 7:12PM.

Motion by C/P Viker to approve this ordinance for advertisement. Second by C/P Neff.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

GOVERNMENT/NON-GOVERNMENTAL AGENCIES TO BE HEARD:

DH&L Fire Company:

Meeting minutes from 6/10/19 were provided.

Jason Kaufman stated that there were 36 incidents in the month of August. There was zero fire loss in the borough. There were several mutual aid calls; one call was to assist Northumberland County with a drowning on the Susquehanna River.

Treasurer Badman inquired about the fire relief audit which was to be complete and the outcome. Monty Anders, Treasurer for DH&L Fireman's Relief Association, provided input that the audit had been completed by the Auditor General. The findings included that too much money from a federal grant was used to purchase equipment. The solution is to have the fire department write a check (roughly in the

amount of \$2300) back to relief association to recover that over-spending. This is to happen next week according to Mr. Anders. Otherwise the auditor requested a couple of clarifications be made to the bylaws. The audit is completed every 2 years.

Sheri requested a copy of the audit. Monty stated he could send everything to her.

C/P Neff inquired on the sale of the boat; Mr. Anders stated the anticipated amount was not offered and it will be advertised again. Mr. Kaufman stated it is sold through a bid process. Treasurer Badman has some information on where to advertise which she will share with Mr. Kaufman.

DH&L Ambulance League:

Meeting minutes from 7/2/19 were submitted.

Selinsgrove Projects, Inc.:

Meeting minutes from 7/16/19 were provided.

Carol Handlan spoke after the Tax Collector (which comes later in these notes):

Ms. Handlan spoke about the success of the Hops, Vines, and Wines Festival here in Selinsgrove. This was the first year in 12 years that it did not sell out so the expected earnings were slightly less. However, the revenue after expenses was approximate \$52,000 for the event bringing the total raised for Downtown Selinsgrove to approximately \$570,000. Ms. Handlan stated it could not have been done without the 67 volunteers including 3 of whom were seated at the council table. She appreciates the assistance from the borough in setting up and providing no parking signs.

Events coming up: Market Street Festival on September 28 and the Halloween Parade on October 15 – Thanks to the Borough, the Fire Police, and DH&L for their assistance.

The Summer Music Series was a success although some events had to be rescheduled. The final event will be Thursday (September 5). The Winter Music Series is currently in the works and information will be released soon.

Selinsgrove Chamber of Commerce:

Meeting minutes from 7/23/19 were provided.

SARI (Pool):

Meeting minutes from 6/10/19 & 7/8/19 were provided.

Richard Mease, Pool Board President, reported this year is the first year since the new board took over in 2015 that attendance went over 12,000. The pool is now closed for the season.

Selinsgrove Flood Task Force:

No report

R.E.C. (Regional Engagement Center)

Kelly Feiler, commented she remembers approaching council 3 ½ years ago about turning the old Christ Methodist Church into a community center. Ms. Feiler stated how grateful she is for the opportunity and is curious as to what council is hearing from the community. She stated she feels like it is a success. They just finished their 2nd summer camp and have provided Treasurer Badman with information. The camp was formerly the camp held at Anthony Selins Park and funded by the Gelnett Foundation. There

were 57 kids registered, 40 of which were Selinsgrove Borough residents and were paid for by the borough. There were over 1000 volunteer hours logged this summer with 5 camp counselors (3 of which were PHEAA employees). Ms. Feiler is so grateful for the support of council to make this happen. This school year started their 3rd year of the Drop-In Program available to school students. Last Thursday there were 93 students who dropped in. There are high schoolers who have been coming since they were in 7th grade which is great.

Ms. Feiler stated she is grateful to the pool for allowing the camp to attend again this year. She is looking for feedback/ideas on how to utilize the R.E.C. building better and how to make it better. She also provided a picture collage of the summer camp kids/volunteers/counselors.

President Rudnitsky stated when talking about the R.E.C. he often mentions the numbers but he directed attention to the picture, "Just look at the faces of the people who we are serving."

TAX COLLECTOR

Tax Collector, Michael Bolig, addressed Council to seek consideration of raising the annual \$60 continuing education allowance to \$160 for the 2019 year. There is a continuing education opportunity via a Tax Collector Association Convention October 11 & 12, 2019 (York, PA) –apologized for late notification. Mr. Bolig has never attended before but he mentioned there have been more changes in the last 2-3 years in the law, rule, and regulation pertaining to tax collecting than there have been in the previous 20 years. This would provide 7 continuing education credits and a title behind his name for 2 years of being a PA Tax Collection Agent. He would like the knowledge, not the title.

President Rudnitsky questioned whether the continuing education credits are a requirement to be the elected tax collector of the borough. Mr. Bolig stated "yes" but added only 2 credits are required to get on the ballot. The proof must be handed in with the signed petition and the police background report. Mr. Bolig stated there are a lot of questions and he would like to be able to get changes made. "...collecting taxes like back in 1968."

Treasurer Badman questioned whether the cost would be shared with the school or the county. Mr. Bolig stated they won't pay.

C/P Viker asked if the work is so extensive that the cost is too much and he wouldn't attend. Mr. Bolig replied he wasn't sure but maybe not.

Motion by C/P Hendricks to increase the tax collector training line item budget for 2019 from \$60 to \$160. Second by C/P Lauver.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

President Rudnitsky stated he believes in continuing education not only for the lecturing but the networking among others doing the same thing in other locations to benefit the local community. Mr. Bolig stated every county is different but sometimes he learns something. C/P Viker asked if the tax collector would feel comfortable that the information he brings back will make him a better tax collector. The reply was "yes" and he stated he will use the information to train a replacement in the future. President Rudnitsky commented there will be no extra pay for the extra time.

PUBLIC COMMENT PERIOD:

No public comment.

COMMITTEE / COMMISSION / BOARD REPORTS:

FINANCE & BUDGET COMMITTEE – Shane Hendricks, Chairman

1. Payment and Ratification of Bills:

C/P Hendricks stated the Finance & Budget Committee met today (September 3) at 1PM in the Keystone Room. All council members were provided a synopsis (on yellow paper) which states payments made after the monthly Borough Council Meeting.

Invoices Paid Since Last Meeting:

FNB General Account - \$28,344.95	Check No. 115511 through Check No. 115529
FNB Payroll Account - \$ 6, 191.29	Check No. 905231 through Check No. 905233
Community Acq. & Improvement - \$950.00	Check No. 838 through 842

Invoices Reviewed for Approval by Finance Committee:

FNB General Account - \$304,034.17	Check No. 115530 through 115574
------------------------------------	---------------------------------

Motioned by C/P Hendricks the recommendation to pay bills. Second by C/P Owens.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

2. Berkheimer / Statewide Tax Recovery, Inc. – Exoneration Request:

None for this month

THERE WAS NO #3 ON THE AGENDA.

4. Acknowledge Receipt of 2020 MMO Worksheets for Pension Costs:

Pink sheet (notice) handed out in each council packet

Acknowledgement of receipt, C/P Hendricks directed council members to the second page of the 2020 MMO Worksheets for Pension costs which shows the police pension plan and the back of the packet which shows the non-uniform pension plan. Currently the committee is anticipating roughly \$102,000 in state toward pension costs. That would require the borough to pay \$6200 toward pension costs. The exact cost will not be known until the end of the year when the final determination of value on our state aid is given.

5. 2020 Budget Requests: C/P Hendricks stated 2020 budget requests have been sent out to all department heads to be returned later this month (September) and that allows office staff time to begin preparing the budget and finance. Treasurer Badman corrected October is when the budget requests are due back. (no date mentioned)

6. Authorize Renewal / Selection of Healthcare: Over the last 2 weeks, the Finance and Budget Committee has met 3 times with Insurance carriers to discuss the renewal of healthcare for 2019/2020. Originally the proposal was presented to the committee with 7 different plans. (Refer to green paper)The committee brought that down to 2 different proposals. The reason this change was being looked into was because there would be a 44% increase in healthcare premiums if we renewed our current plan.

The second meeting was to discuss the 2 options with members of the Selinsgrove Police Department since they are under contract. With the increase being above 10% it triggered a discussion with them. One of the biggest things was the “equal to or better” clause. Because different healthcare plans when being looked at line item by line item / side-by-side there were differences in each line item, so we tried to take from a macro perspective vs. the micro / lineby-line perspective. The committee got it down to the 2 options: one was the Geisinger Platinum Plan and the other was the Geisinger Gold Plan. After discussion with members of the Selinsgrove Police Department the committee had a third meeting of which the Insurance Agents were in attendance. They came back with what is on the third page of the green sheet which is Borough Council Option 2 Gold Geisinger with an HRA (Health Reimbursement Account). With that in line, looking at page 2 (current plan) you can see the costs are basically equal. This would require an HRA account to reimburse members. There is also a deductible reimbursement which is going to be handled by Connect Your Care. That would provide us with the most comparable plan. The committee has approximately 8 hours of meetings on 3 different days and included the Selinsgrove Police Department. This needs to be done this month due to the healthcare expiring at the end of this month.

It would be the recommendation by C/P Hendricks, Finance & Budget Committee Chair, to go with the Geisinger Gold Plan with an HRA option. It was also a unanimous recommendation by the Finance Committee.

Mayor Reed stated his last conversation with the police department was that they were not sure which plan was being voted on. C/P Hendricks said the meeting they had with the Selinsgrove Police Department was to solicit their input. The committee didn’t want to say all of the sudden at the last minute that the healthcare plan was changing at the end of the month. Mayor Reed said they are looking at it as “equal to or better than”. President Rudnitsky spoke to clarify what the contract says and what it doesn’t say. It doesn’t say that the healthcare plan will always be equal to or better than the one currently enforced. What it says is if the next plan is not equal to or better than the contract negotiations could be reopened. It also gave the opportunity to the borough in the event the premium cost was greater than 10% that the borough could reopen it. Perhaps you want them to contribute a larger share than they were given. This remains as something that can happen regardless of the vote tonight. Computations have been done and if the same plan is in place it could cost them more because with the 44% increase they would be paying 44% more as well. Mayor Reed stated without the finer points of that given, the police department is hanging on to the “equal to or better than”. C/P Viker asked who decides what is “equal to or better than” but deferred to C/P Owens who spoke at the same time. C/P Owens stated when the police department was brought in after the options were narrowed to 2. The option with the Geisinger Gold with the HRA was discussed and the police department came up with some really good ideas for the HRA. They pretty much redesigned and gave the Insurance Agents the areas where they felt there were deficits compared to the current plan. Across the board all recognized the cost to renew the existing plan would be a staggering cost to everyone. There were some benefits to some of the HRA components so the Insurance Agents went back and finessed it more. The Geisinger Platinum plan offered no reimbursement whereas the plan set with the HRA which was created in part

with the police department has that reimbursement. Mayor Reed stated a concern was keeping the same doctors. C/P Owens said the police department had the opportunity to provide the agents any specific medications / prescriptions if there were concerns. This is not an HMO it is a PPO. They are able to go to whoever they want. C/P Viker again asked who decides what is “equal to or better than”.

Solicitor Cravitz spoke about the comparison as “apples and oranges”. “Equal to or better than” deals with coverages not with cost. The Borough is in charge of the cost and as long as they can maintain the same coverages or better than.

President Rudnitsky stated the cost will now be less. The premiums are now age based so one officer will see a slight increase and the others will see a decrease.

C/P Viker asked C/P Hendricks if he could summarize the final feedback from the police department on this plan what would it be. C/P Hendricks said it was a lot of information to digest in the 1-2 hours the committee met with the police and the Insurance Agents. The plan mainly discussed with the police was the Geisinger Gold without the HRA to address their concerns. The option 2 was then introduced to address the concerns. C/P Viker asked if the police have responded to option 2. C/P Hendricks stated they have not and he believes they are waiting for a response from the committee on a decision. Mayor Reed agreed with that belief. This is as close to the “equal to or better” while still being responsible to the taxpayers.

President Rudnitsky explained one plan is adopted for all employees, uniformed and nonuniformed.

C/P Neff asked why there are not options for each employee to choose from. C/P Owens explained the Insurance Agents told the committee it is based on the number of employees. There are so few and some do not even take the provided insurance.

Motioned by C/P Hendricks to accept the Geisinger Gold with a \$10,000 Health Reimbursement Account. Second by C/P Owens.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Monty Anders, from the public seating, asked if he could ask a question about the deductible. President Rudnitsky stated it would be \$250.

C/P Hendricks added the HRA will have \$10,000 and it is not expected that it will be depleted but if it does it will need to be replenished.

7. Lease Agreement between Selinsgrove Borough and Snyder County Libraries, Inc.

(Added but not on the Agenda)

C/P Hendricks wanted everyone to view this Memorandum of Understanding (green paper). He explained there is currently a shared cost of \$100 for the quarterly fire inspections and a once a year outside inspection service fee for a fire pump test of \$600. The current lease agreement is a shared cost of 50/50. This Memorandum of Understanding would make the Borough liable for

the cost totaling \$1000 annually. The committee would like to add this memorandum to the lease.

C/P Viker asked what has changed. He stated the library has this endowment to pay for these things.

C/P Hendricks stated the fees are steeply discounted and the committee had been asked to bear the cost by the contractor. The concern on the committee's part is if the Borough continues to bill the library for the costs the Borough will see the inspection fees double. C/P Viker asked why the contractor would care as long as they are getting paid. C/P Mease stated because he is a member of the Library Board. C/P Viker asked if that statement was gotten on the record because he is sick of this crap. If the contractor is going to be generous then be generous. C/P Hendricks mentioned that the current contract was written to one individual, Selinsgrove Borough. As the new lease comes up for renewal, it has been written into two contracts. One with the fees going to Selinsgrove Borough and another going to Selinsgrove Library. C/P Viker stated "by the contractor". C/P Hendricks clarified it is by the contractor. C/P Viker asked if we could find a different contractor. C/P Hendricks stated we could but the fees will increase. C/P Viker asked if he is right or wrong that now the Borough will be paying for something that essentially back in the beginning that it wouldn't be paying for. C/P Hendricks stated the Library did not approach us. C/P Viker asked if this is something we are coming up with. C/P Hendricks said the committee was approached by the contractor. C/P Viker said this sounds like a shakedown. C/P Mease stated he doesn't understand how a contractor can determine how we bill. He understands the consequences but not how he can decide how we bill. President Rudnitsky stated he would vote for the \$500 for the reason that the contractor and his spouse are very generous community citizens. They do a lot in the Borough and around the Borough without charge. He believes the contractor is trying to make sure they are not charging the library because it is one of their favorites for generosity. They would like the Borough to pick it up so they have chosen this way that if the Borough pays for it then the library isn't paying for it. C/P Viker stated this sounds kind of dumb. If his generosity is so grand then just be generous. President Rudnitsky stated he thinks it is emotional. C/P Viker asked Treasurer Badman if the bills are split for certain things. Why can't the cost just be kicked back? Manager Williams stated the contractor doesn't want it that way. C/P Mease stated again because he is a member of the Library Board. C/P Viker said he knows that and asked again if it was in the minutes. He stated this is sketchy. Somebody should just call him and say we are all in this together. C/P Mease stated he wanted to add something to this since he does about 500 of these inspections around 7 states. Most buildings this size with this type of a system are paying \$1200 a year not counting the fire pump test. If you're looking at the numbers/the fire pump test, then you're probably looking at about \$2500 total a year. C/P Viker stated someone should call him and say, "we share a roof, we're both in the same building, if he is being generous to the Borough, he is being generous to the library so stop being silly." C/P Hendricks said this is the cleanest way the committee could come up with... (Treasurer Badman finished with)...to resolve a problem. C/P Hendricks stated it is really an addendum to the lease without calling it that. C/P Viker stated to be clear if this goes down the pike and next month there is some very simple no-mention of what really happened in the minutes then he is going to ask that it be put back in the minutes. There needs to be a public record that somebody is saying this is silliness to dance around in order for him to be generous to the library.

Motioned by C/P Hendricks to add this memorandum to the lease. There was no second to the motion.

PUBLIC FACILITEIS & SERVICES COMMITTEE – Erik Viker, Chairman

No report

BOROUGH ADMINISTRATION / PROPERTY & EQUIPMENT COMMITTEE – Bobbie Owens, Chairman No report

COMMUNITY ACTIVITIES AND PUBLIC AFFAIRS COMMITTEE – Richard P. Mease, Chairman No report

PERSONNEL MANAGEMENT COMMITTEE – Sara Lauver, Chairman

C/P Lauver 1st welcomed Carrie to Borough staff as the new Administrative Assistant, full time.

C/P Lauver's stated personnel met in the last month one time with quite a bit of electronic communication over resolving what was brought up at the last Borough Council Meeting about using Chele' Weaver's time from the police department to help with payroll also resolving not having a constant payroll solution with turn over from some of the part time employees. Chele' has still been giving her time even though it has been over a year since she moved to the Administrative Assistant position in police department. Personnel made a few recommendations:

Place a hold on the contract that council voted on a few months ago for two reasons. Training learning curve with the outside service due to software system and if the outside contractor was unable to make it, then Chele' was doing the payroll anyway.

Asked Manager Williams to revise the job description for the new Administrative Assistant position (full time) to include payroll as a primary function. (white paper) --title: word function added to Payroll to read Payroll Function and on page 2, #11 was added. "Assumes primary responsibility for Payroll Processing/Data Entry with the preparation and submission of the bi-weekly payroll as required by the Borough's Payroll Processing program."

If we are no longer paying the outside service, then Personnel is asking the Borough to pay Chele' as a consultant for all the training she has done for over a year. C/P Lauver has spoken to Chele' about this and got her hours for which to compensate her. Personnel is recommending compensation at her hourly rate that would include some retroactive pay since the independent accountant came on. The hours total 16.75 hours and also any pay moving forward; recommending a maximum of four payroll training sessions with Carrie. Then, Chele' would be used as needed but Personnel wanted to put a limit on how much training went into payroll.

Mayor Reed asked if the hours are going to be outside of her normal hours. C/P Lauver said she spoke with Chele' about this and was given a list of her hours since May 20. Some are 2 hours within her scheduled work time. The 16.75 hours were all from outside of the normal work day. C/P Lauver stated Chele' told her that she had spoken with the Chief and he is ok with her doing the training within the work day for those pay periods. Mayor Reed explained when Chele' came over to help with payroll those 16.75 hours she was given that time as comp time so the Chief lost her twice: during the regular work schedule when she was helping at the Borough Office and then when she would take her comp time.

C/P Viker pointed out that the Chief is not able to use the position effectively if it keeps wandering over to the Borough Office. He voiced his concern about four more pay periods and then a hard stop. He would like a clear policy set that it is only after the full hours of work she is to work for the Chief of Police is done. The Borough Council agreed that the police department will get these additional resources, a quality administrative professional, and they need to hold to that.

C/P Lauver stated the recommendation is the retroactive pay for the hours that she has put in since the outside accounting firm started, along with these four training sessions, and any time she is ever sparingly used (only when Carrie is out). C/P Viker asked when she clocks out with the Chief's office. (3 P.M. was called out) He then asked when the Borough Office close. (Treasurer Badman stated the time of 4:30.) C/P Viker said then there is an hour and a half to pay her extra but she needs to do her work to improve the quality of policing by taking things off of the Chief's table. C/P Lauver stated Chele' told her it takes more than 2 hours to do payroll.

C/P Lauver is recommending Chele' is paid as a consultant rather than taking comp time which C/P Viker agreed with.

Motion on this point: Chele' is to be compensated for the 16.75 hours she worked beyond her normal work at her normal rate.

Motioned by C/P Viker. Second by C/P Neff.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Motion to compensation:

Motion to engage Chele' for the four training sessions at her hourly rate to train Carrie and her work in doing the payroll begins at 3 o'clock and no earlier. Any further use of Chele' at the Borough Office not be utilized at the Borough Office any time between the hours of 7 and 3.

Motioned by C/P Viker. Second by C/P Neff.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

C/P Lauver stated the recommendation to put into motion to ratify the vote terminating the outside accounting firm since we no longer are using them. Pres. Rudnitsky stated the Personnel Committee acted to terminate the outside service even though it was not through full Council. He added we did not need to spend that money when Chele' could do it for less.

Motioned by C/P Viker to ratify the vote terminating the outside accounting firm since we no longer are using them. Second by C/P Neff.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

C/P Lauver stated the recommendation to put into motion to accept the clerical job description for the Administrative Assistant that includes the payroll job duty.

Motioned by C/P Viker to accept the clerical job description for the Administrative Assistant that includes the payroll job duty. Second C/P Mease.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

C/P Lauver made a strong recommendation for the Borough Manager to develop a cross training plan to train all of the staff in the Borough Office. Requesting a plan for Council to review in the November meeting moving into the New Year. C/P Viker stated this is in the event something happens we are not paralyzed.

Motioned by C/P Viker for the Borough Manager to develop a cross training plan to train all of the staff in the Borough Office. Requesting a plan for Council to review in the November meeting moving into the New Year. Second by C/P Mease.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

President Rudnitsky would like to recognize the Chair of the Personnel Committee for her singing of the National Anthem at the Little League World Series.

PUBLIC SAFETY COMMITTEE – Grant Neff, Chairman

C/P Neff thanked Mgr. Williams for getting the road crew to finish the crosswalks and applying for the Yield to Pedestrian signs which is on the to-do list. Hopefully we can get them for each intersection. C/P Neff stated he is looking at other options in order to put in a wish list for the budget.

Mgr. Williams stated he would like to do the Bough St. intersection next year.

Pres. Rudnitsky passed along feedback he received at the Chamber of Commerce lunch there were compliments to the Borough for the crosswalk painting. Someone did complain that they are slippery.

PLANNING COMMISSION – Pete Carroll, Chairman

Mgr. Williams mentioned the minutes from the Planning Commission Meetings included in the handouts. (7/17/19, 8/21/19)

Pres. Rudnitsky mentioned the event sign the school district would like to put up. Mgr. Williams mentioned a draft of what he is now calling the Educational District. The Planning Commission has not yet seen the plan but it has been discussed with certain criteria.

C/P Hendricks mentioned the placement of the sign. If it is perpendicular to the street and double sided, then it won't be facing the 10th street resident's homes.

ZONING HEARING BOARD – Cyril Runkle, Chairman

No report

CIVIL SERVICE COMMISSION – Dalton Savidge, Chairperson

No report

SHADE TREE COMMISSION – Bo and Joan Fasold Minutes

from 8/16/19 meeting provided in packet.

PARKS & RECREATION – Shane Hendricks

C/P Hendricks has tendered his resignation to the Parks & Recreation Committee. Pres. Rudnitsky stated it will be accepted with regret.

BOROUGH ADMINISTRATIVE REPORTS:

MAYOR – Jeff Reed

Presentation of Police Report for July, 2019 (provided with packet)

BOROUGH SOLICITOR – Robert Cravitz, Esq.

Advertising of Ordinance No. 842 Allowing for Mobile Food Vendor Vehicles (attached white packet) Mr. Cravitz reviewed some examples of ordinances for mobile food vendors which Mgr. Williams provided to see how it would fit into the Borough Zoning Ordinance. The best one was taken and put in a legal format. There is a suggestive fee of \$300 for the permit. Other things to look at would be hours of operation (several were 4 hours at a maximum at a location), how far from a corner it could operate, and how far from brick and mortar establishment it could operate. These would be first things to consider. The next step would have the topic/information sent to the Planning Commission and have a public hearing. Mr. Cravitz stated the Council should look it over.

C/P Viker asked if Mr. Cravitz is admitting the fee is arbitrary. Mr. Cravitz stated they are discretionary. C/P Viker stated he is wondering what is happening in this building that has to be compensated with dollars that couldn't otherwise happen with the salary the employees who manage this sort of paperwork are doing. He stated otherwise it is generating revenue off of the backs of someone just trying to sell a hotdog.

Mr. Cravitz stated the fee is at the Council's discretion. Pres. Rudnitsky stated it sounds as though the fee would be for repeat vendors as opposed to a temporary vendor (less than 2 hours). If on a temporary basis, there may be no fee. C/P Viker stated permits would still be required to regulate.

C/P Viker would like to know why the fees have got to be so high. He stated \$30-\$50 tops as a permit fee. C/P Lauver stated it is \$75 for the season for the Farmer's Market. Pres. Rudnitsky stated they are getting police coverage and fire protection. C/P Owens said Carlisle, PA just went through this and it seems the permit fees (annual or one time use) was a way of keeping a better relationship and recognize the business who are brick and mortar. They are there and investing money back into the infrastructure for the town. The food trucks are quick hit business. C/P Viker mentioned the food vendors attach to the brick and mortar. He provided the example of the trucks rolling up to the pub all of the time. C/P Lauver recommends on private land they must apply for the permit but the fee could be waived. If the rental is on public land, then a rental fee could be applied such as the facility rentals the Borough has to rent.

C/P Viker stated this is the thing to do right now and the food trucks will pull people in. Mr. Cravitz stated Council is responsible for all. C/P Hendricks mentioned maybe tabling this topic for now and having a committee tackle. C/P Owens stated this would be the Administrative Committee. C/P Viker stated there are points to be raised such as the exorbitant amount of money showing in the document. C/P Owens requested a copy of the document No. 842 in pdf format.

SELINGROVE AREA SCHOOL DISTRICT

Update of the SASD Site Improvement Plan, Mr. Cravitz stated it is still pending a Storm Management Maintenance Agreement.

BOROUGH ENGINEERS

Update on pending projects: Coukart & Associates, Inc. and Larson Design Group – There was no discussion

BOROUGH TREASURER –Sharon Badman

The account balances and the treasurer’s report are included in the packet. (Yellow paper) Motioned by C/P Viker to approve/accept this report as presented. Second by C/P Hendricks.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

BOROUGH NEWSLETTER

September, 2019 Newsletter: Treasurer Badman needs corrections by September 6, 2019. C/P Neff stated one correction on Snyder County Recycling event needed changed from 2020 to 2019.

BOROUGH MANAGER / SECRETARY – Paul A. Williams

Borough Manager Report (green paper); Mgr. Williams spoke to a few points from this report: Welcomed Carrie Briggs as new Administrative Assistant.

August 14, Mgr. Williams participated in an online demonstration of software by Granicus. There is a free 60 day trial allowing the building of agendas for meetings, this is also an asset for doing the minutes of a meeting which would be a time saver, but most importantly, once an agenda is created it is available electronically. If you happen to not be present, then you would have access to it. You could also opt out of receiving a paper copy and bring your own device to view the agenda. Mgr. Williams would at least like to try the 60 day trial to see how it goes and how Council likes it.

Pres. Rudnitsky asked if the additional things that come with the agendas be electronic as well. Mgr. Williams clarified everything would be electronic. Pres. Rudnitsky stated that would be useful.

Mgr. Williams asked for all to mark down October 24, 2019 at 7PM, the Borough is going to be the host of a documentary film for a community conversation. There is a 2 min. 40 sec. clip if you were to go to www.citizenfilm.org. This features among other people, Condoleezza Rice.

The Borough participated with Penn Dot through the agility program. This is the sharing of equipment and personnel. They cleaned out the silt, gravel, and sand that had accumulated in Weiser Run for an area of about 50ft from the culvert at Orange St. (a foundation there owned by Ken Miller) Mgr. Williams was approached by residents to continue that process because they feel as though it helps with flood mitigation.

August 30, the last day all summer help has ended on Public Works. Jim Sanders has been a returning summer worker who is employed by the Shikellamy School District. He is an asset because he oversees the younger people who have been hired for the summer. It helps take the pressure off of Roger to oversee them. Also, Corey Wagner and Tyler Bell helped out this summer. Tyler Bell was required to have work papers because of his age. He was a great worker. Trey Klinger has worked with SPI throughout the summer. SPI would like to continue employing him through the fall season while he is at Susquehanna University. This summer was a great success.

Sewer Connections:

Monty Anders / Zechman Farm Supply – Route 522 (see paper); Mr. Anders as a tenant at Zechman Farm Supply in Penn Twp. would have waste from the proposed ice cream stand running through the Penn Twp. sewage lines into the Borough sewage lines. Mgr. Williams stated concerns about who would

issue the permit to allow this (Penn Twp. or the Borough). Also, if this access were to be granted, where would the sample be taken by ESCRA? Who will be told they have high waste (Penn Twp. or the Borough) C/P Hendricks asked what issues Mgr. Williams would like taken to ESCRA. Mgr. Williams stated he would like to know who is going to take responsibility of the high strength waste. C/P Hendricks asked if he gets a response stating Penn Twp. takes responsibility from any high strength waste generated and nothing falls on the Borough, then could the conveyance be approved. Mgr. Williams stated it would be acceptable.

C/P Hendricks would like to make a motion to conditionally accept the conveyance upon satisfactorily answering the Borough's concerns about high strength waste going through the sewage lines. This way the project can continue in motion. Second by C/P Viker.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Charles McLeskey – 21 Market St; nothing to discuss at this time

James Grose – 301 N. Market St; application (green paper); Mr. Grose and his son, William, have an LLC called SCARE (a craft distillery). Mgr. Williams recommends approval of the sewer connection. Mr. Grose has already paid the \$4500 connection fee for 3 additional EDU's. An Industrial Waste Discharge application and review has already been provided to both the Borough and ESCRA.

Motioned by C/P Hendricks to accept the recommendation approving the sewer connection by James Grose for the SCARE, LLC. Second by C/P Viker.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

C/P Neff asked Mr. Grose if he could take a weed wacker to the property. Mr. Grose stated he will continue; weed wacker broke last time working there.

ZONING

Update of Zoning, Sign, Demolition Permits Issued (pink paper)

C/P Hendricks - Under Zoning Permit Sign, clarification: Permit #2019-18F, Parcel #15-08-071 Nathaniel Charles, 301 E. Walnut Street, Filling in of first floor for flood resiliency ---should state basement not 1st floor; Treasurer Badman stated the basement is the first floor.

EASTERN SNYDER COUNTY REGIONAL AUTHORITY – Dan Kiesinger / Shane Hendricks, Borough Delegates

Meeting Minutes from July (coral paper)

August explanation of minutes by C/P Hendricks: (minutes from the August meeting not in the packet)

Engineers Report #2 – Final design for the plant upgrade project is progressing and on schedule. There was a long-range planning meeting in early August where there was discussion on breaking out the electrical upgrade project and utilizing money in hand to start the 11 million dollar project moving forward. The engineer was not at the long-range planning meeting. When the engineers came to the normal meeting they said they had just started looking at the major ticket items and there was an increase in \$480,000 just to break out the large electrical upgrade projects. That pretty much killed the discussion had at the long-range meeting to utilize the money in hand.

E. Report #3 – The Act 537 Special Study will be resubmitted as soon as the resolution approving the project is received from Selinsgrove Borough.

E. Report #4 – The Water Quality Management Part II Permit was submitted and rejected by DEP as they are waiting for the 537 to come back approved.

E. Report #5 – PENNVEST loan application deadline for October 31, 2019 will not be met.

Old Business #1 – Hummels Wharf owes ESCRA, legal action is not being discussed at this time but C/P Hendricks would like to know if they intend to pursue that and will find out moving forward.

O.B. #2 – Inspection at Industrial Park Road -- C/P Hendricks asked if there is any information for him to share on IPR when inspection is to be anticipated. Mgr. Williams asked if he could get him the information before the next ESCRA Meeting. C/P Hendricks stated it would be ok.

New Business #10 – A thought of no more planning modules being approved after September 30. Those projects that were in the Borough pipeline C/P Hendricks wanted to stress those projects moving forward before the end of September. He stated he believes they have been taken care of by Mgr. Williams.

N.B. #3 – the conveyance thing which was just taken care of

N.B. #11 – ESCRA needs Selinsgrove Borough's estimated flow for 2020 but Sheri is being taken care on September 4th.

N.B. #10 – Additional information – While it was being discussed the ESCRA Board came up with a plan to not approve any new planning modules going forward after the end of September to use that to influence customers in the ESCRA system to get the service agreement signed and in place. C/P Hendricks said his take on this is that it is the old way of doing business down at ESCRA. They want to play hard ball and if customers don't want to sign the agreements, then they won't approve new connections. That item passed but it will need to be formally adopted through a meeting. C/P Hendricks addressed Solicitor Cravitz stating he is aware it was discussed during the Solicitor Meeting. Solicitor Cravitz can address in an Executive Session not public. C/P Hendricks stated he will try to give Council a report each month from his notes. Treasurer Badman reminded him the minutes from ESCRA will always be a month behind. President Rudnitsky commented that the agenda along with C/P Hendricks notes would be helpful. C/P Hendricks requested an Executive session to discuss the service agreement with ESCRA. Pres. Rudnitsky stated since we are almost done we will continue and hold the Executive Session at the end.

NORTH-EASTERN SNYDER COUNTY JOINT AUTHORITY – Dianne Mengel

No comments

SELINGROVE MUNICIPAL AUTHORITY – Tim Charles, Chairman

No comments

NEW BUSINESS FOR COUNCIL

No comments

NEW BUSINESS FROM THE MAYOR

No comments

NEW BUSINESS FROM OTHERS (Including Jr. Council Member)

No comments

At 9:00 p.m., the Borough Council recessed to an Executive Session to discuss a matter of potential litigation.

EXECUTIVE SESSION BEGINS 9:02 PM

The Executive Session ended at 9:22 p.m. No action was taken.

NEW BUSINESS, Continued

Mr. Rudnitsky shared that he attended the Monroe Township Board of Supervisors meeting on August 27, 2019 as a business owner there. He conveyed to their Board that they should reconsider sharing in the cost of a new traffic signal at a proposed northbound off-ramp that could be funded by the Central Susquehanna Valley Thu-way (CSVT) project. Supervisor Dean Davis claimed that he has spoken with about 50 residents of the township whom are opposed to the number of traffic signals along US 11/15 now and that they do not favor another one. Mr. Rudnitsky reiterated that traffic engineering professional forecast that the signalized intersection of US 11/15, Old Susquehanna Trail and Mall Boulevard will operate at a Level of Service F, failure, some twenty years in the future. Yet this predicted failure will not occur on the twentieth year as the increase future traffic would gradually occur with anticipated delays and backups occurring.

Mr. Rudnitsky intends to enlist the support of the business community in Monroe Township in order that their governing body hears the concerns of another group of concerned stakeholders.

Mr. Rudnitsky stated that there is another CSVT meeting scheduled on September 17th.

ADJOURNMENT

Motion by Mr. Viker and seconded by Mr. Neff to adjourn the meeting at 9:26 p.m.