

**SELINGSGROVE BOROUGH COUNCIL MEETING
MONDAY, April 5, 2021 – 7:00 P.M.**

COUNCIL MEMBERS PRESENT: President Marvin Rudnitsky, V/P Richard Mease, C/P Bobbie Owens, C/P Christopher Kalcich, C/P Sara Maul, C/P Viker

OTHERS PRESENT: Borough Manager/Secretary Lauren Martz; Borough Treasurer Sheri Badman; Solicitor Bob Cravitz; Mayor Jeff Reed

Roll was taken for Video Conference (Zoom): Rob Grayston; Michael Savidge; CK-COG, Rod Neitz & Jim Emery; Daily Item Representative

ABSENT: C/P Sara Lauver

CALL MEETING TO ORDER: Pres. Rudnitsky called the meeting to order at 7:00 PM. Secretary Martz called the roll and acknowledged a quorum, followed by a moment of silence and the Pledge of Allegiance.

REVIEW AND APPROVAL OF COUNCIL MINUTES FROM MEETING OF March 1, 2021:

C/P Mease made a motion to accept the minutes as written. C/P Maul seconded the motion.

AYES: SIX (6)

NAYS: NONE

MOTION CARRIED

PERSONS TO BE HEARD:

DH&L Fire Company: Jason Kaufman could not be present this evening, but he did provide Secretary Martz with the fire report. There were 35 incidents with no significant fire loss in the month of March. The Fire Company held their annual Easter egg hunt which was well attended. There were 112 more kids in 2021 than there were at the 2019 event. (2020 was cancelled due to Covid-19.)

DH&L Ambulance League: No report.

Selingsgrove Projects, Inc.: Minutes provided from the February 16, 2021 meeting.

Selingsgrove Chamber of Commerce: No report.

SARI (Pool) –Richard Mease: Minutes were provided for February 8, 2021. The renovations started early on April 5, 2021.

Parks & Recreation Committee: A letter of interest was provided by Park Hughes, 9-year-old honor roll student, to join the Parks & Recreation Committee. C/P Viker asked if there was anything in the Borough Code prohibiting his appointment as a voting member on the committee at his current age. Solicitor Cravitz mentioned that all members of the Parks & Recreation Committee would need to have the required PA clearances for working with children. C/P Viker stated we have committee members volunteering at the parks with kids playing there, so the committee members should have them anyway if working near children. President Rudnitsky explained all adult volunteers working with children should have the PA Child Clearances completed. The Volunteer clearances are free. Employee clearances require a third level which is the FBI fingerprinting clearance. The committee is all volunteer and therefore would not require that FBI level clearance.

C/P Viker made a motion to require all Parks & Recreation Committee members to get their PA Child Clearances and upon completion of those appoint Park Hughes as a member, no conditional restriction, to the Parks & Recreation Committee. Seconded by C/P Kalcich.

AYES: FOUR (4)

NAYS: TWO (2) C/P Mease, President Rudnitsky

MOTION CARRIED

R.E.C.: Minutes provided from the R.E.C. March 18, 2021 meeting were provided at this Council meeting.

Others in Attendance:

Michael Savidge wanted to share his concern about the Rental Inspection Program. As a landlord, Mr. Savidge stated he was unaware of the 2019 Ordinance change when it was proposed, advertised, and adopted. He stated, prior to the change in 2019, the Ordinance allowed landlords to choose their own inspector to complete the rental inspections. He stated that CK-COG has significantly raised their pricing since the 2019 change in the ordinance. Landlords are now being charged \$75.00 per unit which he felt was unreasonable.

President Rudnitsky asked about CK-COG rates and Rod Neitz, Director of CK-COG, spoke about the fee breakdown explanation shown in Resolution 2020-12 adopted back in November of 2020. He explained what each landlord currently is being charged, which is the \$75.00 fee that is good for 3 years which includes 1 inspection, 1 reinspection, licensure of the unit for three years, and includes the administrative paperwork needing done, and letters going out to set inspection dates. President Rudnitsky asked who sets the rates at CK-COG. Rod Neitz explained the 5-member elected Executive Committee sets the rate which is comprised of the general membership of the 48 different municipalities. The rates are not raised arbitrarily and can only be changed by the approval of the Executive Committee.

President Rudnitsky asked if the same inspection process is used in other municipalities. Mr. Neitz stated several municipalities have adopted the CMC (CK-COG Maintenance Code). C/P Owens stated Mr. Savidge had a lot to cover in his discussion and she asked if he could send a copy of his statement to Borough Council to be sure they have time to review and discuss his concerns.

President Rudnitsky suggested putting these considerations to the appropriate committee for further review to see if any changes need to be made. Mr. Savidge requested relief and a suspension of inspections until Covid-19 is gone. It was pointed out that the inspection fees still owed to CK-COG pre-dated the Covid-19 Pandemic.

C/P Viker asked how hard it would be to bring the rental inspections license in-house. Treasurer Badman explained we would need someone to hold the certifications which is an expensive process. C/P Owens stated the liability of this program is held by CK-COG, not the Borough, which is also a huge savings. Also, the administration of the program would be an extensive undertaking as well. C/P Viker asked if there is any reason why Mr. Savidge was not notified of the Ordinance change. The Solicitor stated it was advertised as required by law.

Rob Grayston wanted to follow up with the concerns Mr. Savidge brought forward. He asked what the current time frame is on the contract with CK-COG. Rod Neitz explained the terms are that CK-COG is the chosen agency until such time the Council changes the Ordinance. Mr. Neitz further explained, this is a rental licensure program that equates to \$25 each year (when completed every 3 years it equates to \$75.00) which includes the inspection and the renewal of that license each year.

COMMITTEE/ COMMISSION/ BOARD REPORTS:

FINANCE & BUDGET COMMITTEE – Bobbie Owens, Chairman

1. Payment and Ratification of Bills:

C/P Owens made a motion to pay the bills. C/P Mease seconded the motion.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

2. Statewide Tax Recovery/Berkheimer – Exoneration Request: None.

3. Approve Insurance Renewal Rates:

C/P Owens made the motion to approve the insurance renewal rates for 2021-2022. Seconded by C/P Maul.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

4. Gelnett Requests:

A request was made by the Selinsgrove Rotary for Mallet Madness. The request of \$2500.00 must be denied due to being an entity that Gelnett is unable to contribute to as a 501c6. No motion was made. The 501c3 teams represented would need to have a tax id number, file with the IRS as a 501c3, and make a specific request directly to Gelnett for the \$100.00 the Rotary would traditionally be awarding. These requests could then be considered. Typically, the requests to Gelnett are for projects. There are some operational funds provided to organizations such as the library, the pool, and the R.E.C.

5. Gelnett Trustee Meeting:

As of the end of March, the trust has \$6,690,000.00 which has been a 44% return over the previous 12-month period.

6. **Approve DH&L Fire Company – CDBG-CV Funds \$16,000.00:**
C/P Owens made a motion to approve the subrecipient agreement for DH&L CDBG-CV funds.
Seconded by C/P Kalcich.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

7. **Kidsgrove Request \$10,000.00:**
C/P Owens made a motion to reallocate the approved funds in the amount of \$10,000, originally approved for Alan Zemaitis and his team to use toward repairs at Kidsgrove, to Dick Norman and Kidsgrove Inc to continue the project. Seconded by C/P Mease.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

PUBLIC FACILITIES & SERVICES COMMITTEE – Sara Maul, Chairman

1. **Authorize 2021 Street Program Bidding for the streets to be paved:**
C/P Maul made a motion to authorize the 2021 Street Program Bidding. Seconded by C/P Owens.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

2. **Updated on pending projects – CES Engineering**
a. Streetscape Project – West Pine from High Street to Susquehanna Avenue; All the lights are on West Pine Street but some of the easements are on University Avenue because the rear of the property where the streetlights will be placed is on West Pine Street.
b. Approve Phase 1 Drawing
C/P Mease made a motion to approve Phase 1 of the Concept Drawing in the amount of \$233,509.00 prepared by CES Engineering for the CFA Street Lighting Project which would be for 14 LED light standards. Seconded by C/P Maul.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

- c. Approve Obtaining Property Owner Easements for Project with Solicitor
C/P Kalcich made a motion to authorize the Solicitor to prepare the property owner easements to locate the lights in people’s yards for the Street Lighting Project. Seconded by C/P Mease.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

- d. President Rudnitsky stated he was on a call with Senator Casey’s office. The infrastructure plan which may be adopted by Congress presents an opportunity for some of the elected Senators to direct funds to communities where they think it can do public good. The discussion includes about \$100,000.00 to finish projects and to also introduce the concept of a Riverwalk.
e. Secretary Martz, Treasurer Badman, Public Works Director Roger Feltman, President Rudnitsky and C/P Owens spoke about the GPS issues the Borough is having with regards to Sassafras and High Streets with Representative Rowe, his Assistant, Darwin, and Representative Culver. They would like to set up a meeting to talk with PennDot. It would be helpful to look at Selinsgrove globally. Secretary Martz is working with Darwin Swope to find some dates to set this meeting. Mayor Reed mentioned areas such as Pine and High Streets, High Street and University Avenue that there are truck tire marks going up over the curbing as well.

BOROUGH ADMINISTRATION/PROPERTY AND EQUIPMENT – Chris Kalcich, Chairman – No report.

COMMUNITY ACTIVITIES AND PUBLIC AFFAIRS – Richard P. Mease, Chairman –

1. Approve Alley Closure for Farmers Market on Saturdays.
C/P Mease made a motion to approve the alley closure for Farmers Market on Saturdays from May 15 through December 5. Seconded by C/P Owens.

AYES: FIVE (5) NAYS: NONE MOTION CARRIED

C/P Kalcich abstained from the vote due to a financial stake in the Farmers Market.

2. Approve Event – Selinsgrove High School Prom – May 1, 2021
C/P Mease made a motion to approve the Selinsgrove High School Prom outdoors on May 1, 2021 and to approve the celebration and the noise from 6:30PM to 10:30PM. Seconded by C/P Viker.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

3. Approve the Street Closure for Antiques on the Avenue on July 11, 2021.

C/P Mease made motion to approve the closure of University Avenue for Antiques on the Avenue on July 11, 2021 in the event Susquehanna University is allowing events. Seconded by C/P Maul.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

4. Approve the Street Closure for Memorial Day Service on May 31, 2021.

C/P Mease made a motion to approve the Memorial Day Service closure between Market and High Streets on May 31, 2021. Seconded by C/P Kalcich.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

Some arrangements will need to be made for the PA System and chairs to be moved out for the service. Treasurer Badman stated a key fob can be given to the Mayor to get the necessary items for the event if he is willing to help. Mayor Reed stated he would be able to do that if he given the approval to do so.

5. C/P Mease provided information about the Veteran banners with Harold Auker of the VFW. There are 21 banners for the Veterans killed in service that they would like to put up on the standards. C/P Mease asked Mr. Auker about the possibility of getting a full list of all Veterans, get more banners made, and to display them all each Veteran's Day.

6. Mayor Reed stated there are some on-going issues of where to have the Brew Fest for 2021. Mayor Reed is asking for permission to approve the Street Closure on University Avenue of which there was a January pre-approval location at Susquehanna University. The second request is to consider allowing the Brew Fest to be held at the Anthony Selin Park on Sassafras Street with a waiver for the alcohol on Borough Property. There has been a preliminary approval to use the Sassafras Street parking at Susquehanna University. C/P Viker requested that the Brew Fest Committee submit approval for both locations since the Susquehanna University property may not be a viable option with restrictions which have not yet been presented.

C/P Viker made a motion to authorize the use of Anthony Selin Park, if necessary, subject to the reasonable requirements put forth by the Chief of Police and Borough Manager. Seconded by C/P Kalcich.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

PERSONNEL MANAGEMENT COMMITTEE – Sara Lauver, Chairman

1. Approve Non-Discrimination Policy

C/P Mease made a motion to approve the Non-Discrimination Policy. Seconded by C/P Viker.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

2. Approve Cell Phone Policy & Allowance

C/P Mease made a motion to approve the Cell Phone Policy & Allowance. Seconded by C/P Maul.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

3. Approve Robbery Policy

C/P Mease made a motion to approve the Robbery Policy. Seconded by C/P Kalcich.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

Mayor Reed asked if the Police Department had been consulted in the creation of this policy.

Treasurer Badman mentioned the policy was based on recommendations by the insurance company. The policy will be approved but will be given to the Chief for review.

4. Executive Session discussion requested to discuss Personnel.

PUBLIC SAFETY COMMITTEE – Erik Viker, Chairman – No report.

PLANNING COMMISSION – Janet Powers, Chairman – No report.

ZONING HEARING BOARD – Cyril Runkle, Chairman – No report.

CIVIL SERVICES COMMISSION – Dalton Savidge, Chairman – No report.

SHADE TREE COMMISSION – Vacant, Chairman –

Minutes from the March 18, 2021 meeting. Joan Fasold attended the meeting to outline the step-by-step processes which needs to be done on the committee each year.

BOROUGH ADMINISTRATIVE REPORTS:

MAYOR – Jeff Reed: February Police reports provided.

BOROUGH SOLICITOR – Robert Cravitz, Esq. – No report.

BOROUGH ENGINEER

1. Update on pending projects – Stahl Sheaffer Engineering – Report provided.
 - a. ARC Grant – Local Access Road Project on Industrial Park Road
 - b. 2021 Street Program
2. Update on Pending Projects – Larson Design Group
3. Update on Pending Projects – Rettew Associates
 - a. Industrial Park Road – Report provided

BOROUGH TREASURER – Sharon Badman

1. Approve Financial Balances Report for Month of March 2021:
C/P Viker made a motion to accept the Treasurer’s Report. Seconded by C/P Mease.
AYES: SIX (6) NAYS: NONE MOTION CARRIED
2. Water and Sewer – Discuss penalty waiver which ends with the first quarter.
C/P Viker made a motion to extend the waiver of the penalties on water and sewer billings.
Seconded by C/P Owens.
AYES: SIX (6) NAYS: NONE MOTION CARRIED
3. Review of CCR (Consumer Confidence Report) mailing

BOROUGH MANAGER / SECRETARY – Lauren Martz

1. Manager Report has been provided.
2. Approval for USDA Grants
 - a. C/P Owens made a motion to approve RD 1942, the Letter of Intent to Meet the Conditions of the USDA. Seconded by C/P Mease.
AYES: SIX (6) NAYS: NONE MOTION CARRIED
 - b. C/P Owens made a motion to approve RD 3570-3, the Community Facilities Grant Agreement. Seconded by C/P Maul.
AYES: SIX (6) NAYS: NONE MOTION CARRIED
 - c. C/P Owens made a motion to approve RD 1940-1, the Request for Obligation of Funds. Seconded by C/P Mease.
AYES: SIX (6) NAYS: NONE MOTION CARRIED
 - d. C/P Owens made a motion to approve SF 3881, the EFT Form. Seconded by C/P Kalcich.
AYES: SIX (6) NAYS: NONE MOTION CARRIED
3. Review Liberty Alley Drainage
Secretary Martz stated she and Roger have been looking into the possibility of using the agility agreement with PennDot but found that it is really supposed to be the property owner that goes after that. In 1991, 2006, and 2015 this same topic has come up. The Borough can send a letter to the property owner alerting them of the obvious issue which could cause property damage to both their property and others. The waterway drainage ditch becomes clogged when the high grass along the bank gets cut and falls into the waterway. The Solicitor suggested that he will talk with SU.
4. Statement of Financial Interest – forms to be completed and turned in by May 1, 2021.
5. Susquehanna Greenway Partnership – Rivertown 2022 Program
C/P Maul made a motion to authorize a letter of support to allow the Susquehanna Greenway Partnership to use Selinsgrove Borough as their Pilot Community if awarded a C2P2 grant from DCNR to revamp the Rivertown Program. Seconded by C/P Kalcich.
AYES: SIX (6) NAYS: NONE MOTION CARRIED

ZONING – Lindsey Brouse, Deputy Zoning Officer –

1. Update of Zoning & Sign Permits Issued.

EASTERN SNYDER COUNTY REGIONAL AUTHORITY –Shane Hendricks & Vacancy, Delegates

1. Meeting minutes were provided from March 17, 2021.
2. Shane Hendricks random thoughts were provided as well.
3. C/P Mease made a motion to provide conditional approve of the requested 4 EDU’s for Michael Savidge and Selinsgrove Apartments as a part of a project generated in Penn Township. Penn Township will not present approval until ESCRA’s provides approvals. This approval is also under the condition that the unpaid water and sewer bills from existing properties be paid. Seconded by C/P Viker.

AYES: SIX (6)

NAYS: NONE

MOTION CARRIED

C/P Viker asked Secretary Martz to send Mr. Savidge an email regarding the amount due to pay on all delinquent water and sewer bills.

NORTH-EASTERN SNYDER CO. JOINT AUTHORITY – Dianne Mengel & Shane Hendricks – No report.

SELINGROVE MUNICIPAL AUTHORITY – Tim Charles, Chairman – No report.

NEW BUSINESS:

COUNCIL MEMBERS – None

MAYOR – None

OTHERS – Treasurer Badman discussed the cable tv fee increase (SECV). SECV is required to notify the customer, the Borough, of the change. The Borough has no negotiation in this change.

Recess Meeting to Executive Session at 8:50PM for possible litigation and personnel discussion.

Reconvene at 9:10PM. No action taken in Executive Session.

1. C/P Mease made a motion to hire Andrea Beightol at the rate designated in the offer letter. Seconded by C/P Viker.

AYES: SIX (6)

NAYS: NONE

MOTION CARRIED

The tentative start date is April 19, 2021. There will be an overlap of 30 days training offered by Lindsey before she finishes her job. Then, leave the remaining overlap at the discretion of Lauren and Sheri as to whether Lindsey would transition to 20 hours a week.

2. C/P Viker made a motion to authorize the Solicitor to move forward with collection proceedings to recoup the costs as the CMC Rental Inspection ordinance allows, provided it does not affect the tenants as documented in the letter from CK-COG March 26, 2021. Seconded by C/P Owens.

AYES: SIX (6)

NAYS: NONE

MOTION CARRIED

ADJOURNMENT

Motion made by C/P Viker to adjourn the meeting. The motion was seconded by C/P Mease.

AYES: SIX (6)

NAYS: NONE

MOTION CARRIED

The meeting adjourned at 9:14PM.

Respectfully submitted by:
Carrie Briggs
Recording Secretary