

## **SELINGROVE BOROUGH COUNCIL MEETING**

**MONDAY, February 7, 2005 - 7:00 P.M.**

**COUNCIL MEMBERS PRESENT:** Pres. D. Mengel, V. Pres. W. Hetherington, C/P C. Handlan, C/P M. Inch, and C/P G. Kinney

**COUNCIL MEMBERS ABSENT:** C/P S. Christine and C/P W. Reuning

**OTHERS PRESENT:** Solicitor R. Cravitz; Mgr. J. Bickhart; Mayor G. Beaver; Police Chief T. Garlock; Recording Secretary D. Long; Daily Item Reporter Marcia Moore; WKOK Reporter Lura Scott; Borough Residents Douglas Cirillo, Joseph and Margaret Siro, and Shane Ulrich; Lewisburg Resident Cristina Tolmer; Omega Bank Rep. Diane Alderson; PennDOT Reps. Ray C. Kennedy and Kevin Smith; SEDA-COG Rep. Bill Siegel; SPI President Judy Siegel; Selingsrove Chamber of Commerce President Pamela White; Susquehanna University Employees Mike Coyne and Betsy Robertson; Susquehanna University Students Erin Markel and Lindsay Weller

**OTHERS ABSENT:** None

### **CALL MEETING TO ORDER:**

Pres. Mengel called the meeting to order at 7:00 P.M.

**Remembrance of George Praul** – Pres. Mengel took a moment to remember and reflect on the life of George Praul and his contributions to the Borough. She read an official proclamation as follows: “Whereas, George A. Praul, through the course of his life served the Selingsrove community in numerous ways including having been a member of the Selingsrove Borough Council, Civil Service Commission, Planning Commission, Zoning Hearing Board and Hazard Mitigation Planning Committee; and, Whereas the Selingsrove community has benefited greatly from his knowledge, experience, and deep concern for the welfare of the community; and, Whereas George A. Praul departed this life on January 30, 2005; now therefore be it hereby officially recognized and made a part of the official records of the Borough of Selingsrove that George A. Praul has served his community with great distinction and unselfish dedication and that he will be greatly missed. Entered the 7<sup>th</sup> day of February 2005.”

### **RECESS MEETING TO FINAL FFY 2005 CDBG PROGRAM PUBLIC HEARING AT 7:03 P.M. –**

**Presentation by Bill Seigel on FFY 2005 CDBG funding application and proposal** – Bill Seigel reminded Council that tonight is the second and final public hearing for Selingsrove Borough’s Federal Fiscal Year 2005 Community Development Block Grant program. At the January meeting the types of activities that are eligible and fundable were discussed, as well as the allocation of funds available to Selingsrove Borough and preliminary allocations were made to some projects. As of the January meeting a 5 percent decrease from the 2004 program year was expected. This resulted in \$128,000 in funds being estimated for this year. When the allocation came through a few weeks after the January meeting, the actual amount allocated was a 7½ percent decrease, making the funds available for this year’s entitlement grant to equal \$125,466. Also, the preliminary federal budget coming out of the White House will attack a number of programs, one of which is the Community Development Block Grant program out of the U.S. Department of Housing and Urban Development. The proposal that came out in the budget calls for disassembling the Block Grant program in HUD and turning it over to the U.S. Department of Commerce, Economic Development Administration, where it would take on the complexion more of an economic development program rather than a community development program. The initial cuts for 2006 were estimated to be 50 percent, although that has been modified to 35 percent. However, that is at the federal level, with special programs and special line item allocations yet to be deducted. The final reduction will probably be 45 percent or more. The good news is that this program, which has been in existence since 1974 as a Block Grant, has had a huge amount of support on a congressional level and there is a movement to support the program from mayors of cities around the United States whose

communities are impacted by this and from the congressional leaders that have to choose between cuts in foreign versus domestic programs. The Community Development Block Grant program is probably the only remaining Block Grant program that truly shares the wealth, taking funds from the federal government to invest them in the lower income neighborhoods in communities around the nation. The proposed cuts to the program will be detrimental to our region here at home and nationally. This situation will be monitored and Bill Seigel will keep Council apprised.

Bill Seigel reported that he has made slight adjustments to the decisions made by Council at the last meeting in order to bring the budget down from \$128,000 to \$125,466. Originally \$76,000 had been proposed for the Water Street Reconstruction. No change is proposed there because this is a reimbursement for funds already expended and this is the last year the Council can reimburse themselves for this. Originally \$26,780 was allocated for Pine Street Reconstruction. This has been reduced slightly to \$26,246. Originally \$5,000 had been allocated for the Curb Cut Program. This figure has been reduced to \$3,000, making up the bulk of the reduction. The logic behind this is that money can be moved back and forth between funds for Pine Street and Curb Cuts with some minor paperwork. The Planning and Administration fees remain unchanged at \$20,220, which is broken down as \$17,220 for SEDA-COG administration costs and \$3,000 for Borough administration costs. Pres. Mengel asked if the administration costs for SEDA-COG were based on a percentage and Bill Seigel replied that those costs are based on actual services.

**Hear public comments on proposed activities or on proposals for new activities – No comments**

**Reconvene meeting and approve CDBG Application for FFY 2005, authorizing the President and Secretary to sign all documents related thereto, and accept proposal from SEDA-COG for the administration of the FFY 2005 CDB Grant – The Council meeting was reconvened at 7:10 P.M.**

Motion by C/P Hetherington to adopt Resolution 2005-02 as presented by Bill Seigel, for a total allocation of funds of \$125,466 with \$76,000 for the Water Street Reconstruction Reimbursement, \$26,246 for the Pine Street Reconstruction, \$3,000 for Curb Cuts, and \$20,200 for Planning and Administration costs, and to authorize the President and Secretary to sign the documents. Seconded by C/P Inch. Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Contract with SEDA-COG for FY 2005 in the amount of \$17,200 – This can wait until the grant is approved.**

**REVIEW AND APPROVAL OF COUNCIL MINUTES FROM RECESSED MEETING OF DECEMBER 29, 2004:**

Pres. Mengel requested additions or corrections. There were none.

**REVIEW AND APPROVAL OF COUNCIL MINUTES FROM MEETING OF JANUARY 3, 2005:**

Pres. Mengel requested additions or corrections. C/P Handlan requested that the word “drug” in the middle of page 6 be changed to “dragged”.

**REVIEW AND APPROVAL OF COUNCIL MINUTES FROM CONTINUED MEETING OF JANUARY 10, 2005:**

Pres. Mengel requested additions or corrections. Mayor Beaver stated that Chief Garlock was not at this meeting, but he is listed as being present.

Motion by C/P Inch to accept the minutes for all three meetings as submitted and corrected. Seconded by C/P Kinney. Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**UNFINISHED BUSINESS FROM PRIOR MEETINGS:**

**Market Street Enhancement Project / Streetscape Project** – Ray Kennedy from PennDOT Engineering District 3 out of Montoursville is the project manager on the PennDOT side of this project. The plans and the contract were put together and let for bid on December 20. There were three bidders. Also at the meeting tonight from District 3 in Montoursville is Kevin Smith, who works in the contract management unit. Mr. Smith stated that once PennDOT receives all the paperwork and the bid results they must be sent to Harrisburg for concurrence. Harrisburg makes sure all the bid documents are in place and one of the other things they check is called capacity on contractors, which is based on what items of work are in the contract and what work classification codes were assigned to those items. Harrisburg has found a capacity issue with the apparent low bidder, Beck Electric Construction Incorporated, who did not meet 50 percent of the capacity of the items that were in the contract. Therefore, PennDOT cannot give concurrence to the apparent low bidder. The second low bidder does meet the capacity requirements and the third bidder does not. At this point the Borough can reject all the previous bids and rebid the project, the bid can be awarded to the second bidder, the project can be dropped in its entirety, or the bid can be awarded to Beck Electric but PennDOT will not be able to participate in enhancement funds. C/P Handlan asked Kevin Smith to be more specific as to what capacity refers to. He explained that the prequalification process evaluates the contractor's competence, qualifications, capacity to do the work, management, technical capability, compliance with Equal Opportunity practices, and compliance with state and federal policies and mandates. The work classifications that are assigned to work items for a project, such as the Selinsgrove Streetscape Project, are the classifications that the bidder must be evaluated against. There are some big ticket items in this project and the dollar amount on the project was not that big so there were a few items that were classified in a different capacity and this is what threw it off under the 50 percent. Whatever capacity codes are used for the project have to remain with that project, so if the project were to be rebid the items would have to be reclassified in order for Beck Electric to be eligible. C/P Kinney asked what the difference is between the first and second bid. Mr. Smith replied the difference was around \$73,000. C/P Kinney asked, if the Borough rebids this project can scope and specifications be changed. Mr. Smith stated the project can be evaluated and adjusted. C/P Kinney stated he understands the painting on the standards costs quite a bit of money. Changing the paint would potentially save money. He asked how long the Borough has to rebid the project without losing grant monies. Mr. Smith replied that the enhancement monies that the Borough has are good until the end of the State fiscal year, which is June 30, 2005. The money does not have to be spent by then, but the bid must be awarded by that date. C/P Kinney asked why there was a prior deadline of December 31, 2004 and now the deadline is June 30, 2005. Council was made to hurry into this – four years after the fact – to make a decision. Kevin Smith explained that December 31, 2004 was not a deadline for the grant monies to be encumbered. Rather, December 31, 2004 was the deadline that PennDOT was shooting for to try to get the project let. C/P Kinney asked if the Borough can go back to the drawing board to make modifications in details such as painting in the hopes of getting better bid prices as long as the bid is let by June 30, 2005. Mr. Smith replied that the bid has to be let before June 30 because it has to be awarded by June 30. As an example, the last bid was let on December 20 with a 60-day period to award the bid. So the new bid should be let by April 30 in order to have it awarded by June 30. C/P Kinney stated that Council will have to approve any changes to the project at its March 7 meeting and then let the project for bid. Mr. Smith stated that the project can be awarded any time within that 60-day time period. C/P Inch asked if Beck Electric will be allowed to participate in the new bid and Shawn Sassaman replied that they would be allowed to put a bid in as long as they meet the capacity requirements and the work classification codes are changed in the project description. Pres. Mengel asked if PennDOT is hiding things within that contract when they are talking about capacity codes. Shawn stated that the issue is as simple as calling a signal pole a sign pole. One bidder might be qualified for signage but not signals, and another bidder might be qualified for signals and not signs. It could be called either/or in the project. Pres. Mengel asked if this means someone will be helping Beck Electric with their bid next time and C/P Kinney stated it just means that the terminology needs to be changed to get it into the right column. Solicitor Cravitz stated the changes will expand the ability for more people to bid the project. The bid is not being geared toward Beck Electric, but is being broadened to allow more contractors to bid on the project and hopefully the Borough will get better prices.

C/P Handlan stated the Borough might get higher prices because Beck underbid the project. C/P Kinney stated that there is approximately a \$47,000 difference in the paint if a different paint would be used and there is some issue with the traffic light standards that results in a \$20,000 difference also. He gets these figures from the light company, but that does not mean that the bidders will pass those savings on to the Borough when they submit their bids. C/P Kinney also stated that the Borough picked an exclusive pole and light. He suggested changing the pole, going with one similar to the exclusive one but enabling it to be opened up to more bids. Perhaps another acceptable light could also be found. C/P Handlan stated this would set the project back to the beginning and C/P Hetherington stated it took four years to get to this point and he did not want to see the project set back again. C/P Kinney stated he is not talking about that. He is stating that Council could look at pictures and pick out two lights and two standards for bidding purposes. The Borough cannot do more than two blocks with the bids they have now so it would be smart to look at alternatives. C/P Hetherington stated if the Borough cannot afford the project then it should not be done. C/P Kinney stated this project needs to be done for the downtown. C/P Hetherington asked what is being done for the rest of the community and C/P Kinney stated enhancing the downtown does help the rest of the town. There are potential changes with the CVS property and the Rhoads property and other buildings, so the Borough needs to do its part and the streetscape project is the least they can do. For competitive bid pricing, alternatives should be considered rather than the exclusive lights that were in the first bid. He stated that he believes the committee that is going to raise funds wanted to raise enough to do the entire project and not just the two blocks on Market Street. Mayor Beaver asked if there would be a problem getting alternative lights approved by PP&L. C/P Kinney corrected him by stating that it was PennDOT that had to approve the lights. Shawn Sassaman stated there are certain manufacturers that PennDOT has approved and there are some very similar poles from several other manufacturers that are very close to the exclusive pole chosen by Council. This would open up the bidding to more competition and possibly lower the bid prices. He suggested putting in three alternate poles in the contract. This would entail adding three lines to the contract, which would take 15 minutes to do. It would take a week or so if there were additional heads or luminaries selected because they would have to have the photometrics run and approved by PennDOT. Ray Kennedy stated he thought the last ones for the current contract were done in about a week. C/P Handlan asked if the contract included the additional phases. Ray Kennedy replied that the contract was set up with the base bid, Alternate 1 and Alternate 2, so that Council could choose. The new contract could be set up the same way as before. The base bid was the two blocks on Market Street. Alternate 1 was for an additional two blocks and Alternate 2 added Pine Street. Mgr. Bickhart stated that the new bid would be basically the same contract with the option of different fixtures and different poles. Pres. Mengel suggested rebidding and having the existing light to fall back on, possibly changing the paint to save money. C/P Handlan suggested exploring another light. C/P Hetherington stated \$47,000 is outrageous for paint. C/P Kinney stated a solid color paint could be used rather than the verdigris. Mgr. Bickhart suggested putting together a committee to meet with the engineer to look at various options to amend the contract. He asked how much time is left on the bid that is now being held. Shawn Sassaman stated it was let on December 20, 2004 and there is a 60-day time frame to award so it must be done by February 20. Mgr. Bickhart stated Council must be in a position to reject that bid tonight or decide to keep it and go with the second low bidder. If the decision is to reject it then the committee can decide what modifications should be made to the specifications. This can be done in the time frame that has been discussed. He asked about a letter that Beck Electric had sent. In being made aware of the problem, Beck Electric prepared a letter allegedly indicating that they thought they were prequalified in these areas. He stated this letter will go to PennDOT to see if it has merit. Kevin Smith stated he received the letter, checked all the options, and spoke with Beck Electric on the phone. Beck Electric is qualified to do the work but under the work class code that was assigned they cannot do the work. Mr. Smith gave Beck Electric the telephone number to call PennDOT's prequalification office directly and discuss the options. He has not heard anything more on this.

Pres. Mengel summed up the discussion by stating that Council needs to reject the bids that they have and then assign a committee to look into alternative measure for these lights. She asked for input from the Selinsgrove Chamber of Commerce and SPI, both of whom have members present tonight. Pamela White, representing the Selinsgrove Chamber of Commerce, stated that the Chamber wants to go through with the project and does not want to lose the grant monies. She stated the Selinsgrove Chamber of Commerce envisioned a joint effort with SPI to raise the \$71,000 that the project was short

based on the current bids. The Selinsgrove Chamber of Commerce is very much committed to the first two blocks of the light project and will work on fundraising to get that done. C/P Kinney replied that Council does not want to jeopardize the grant monies either and if there needs to be a special meeting of Council to approve something to get the project done he feels this would not be a problem. Pres. Mengel stated Shawn Sassaman has done some work on what can be changed and eliminated. She asked if he has any kind of pricing together. Shawn stated that would depend on manufacturers. He stated, in response to a concern expressed by Pres. Mengel, that there is time to look at alternatives without jeopardizing the grant monies. Pres. Mengel stated that the committee must be diligent in moving this forward. Shawn Sassaman stated that once the changes are made they will have to be submitted to PennDOT. Ray Kennedy stated it then has to go to the central office in Harrisburg and it should be turned around in about a week. Pres. Mengel asked if Council has Mr. Kennedy's support and he replied that they do, as they have for the last three years on this project.

Pres. Mengel suggested the committee be made up of Shane Ulrich, C/P Kinney and Jeff Lefevre, who were the original members of the committee as appointed by the Selinsgrove Chamber of Commerce four years ago. She also asked that Shawn Sassaman make himself available to the committee.

Motion by C/P Kinney to reject all three bids for the Streetscape Program. Seconded by C/P Handlan. Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

Pres. Mengel stated as soon as the committee has a light in mind and some figures they can notify Council and a special meeting will be held. Kevin Smith stated he will need a letter stating that Council has rejected all the bids and wants to rebid the project. The new bid needs to be advertised for three weeks.

#### **VISITORS TO BE HEARD:**

**Borough Police Chief, Thomas Garlock – Presentation of Police Report for December 2004 –** Mayor Beaver stated that the report is for December and for last year.

C/P Handlan asked Chief Garlock if he has had an opportunity to tour the old Omega Bank building and Chief Garlock replied he has not. He will try to do so within the next few weeks.

Mgr. Bickhart called Council's attention to the December report, which is now done in a way that is more informative. It contains a lot of information and even some summaries of what has been going on. It is more user friendly and gives Council a chance to know what is of interest from the past month. Columns have been added for year-to-date to show whether things are getting worse or better. The breakdown of where the calls are coming from is still the same.

**DH&L Fire Company, Ken Stettler –** Ken Stettler reported a total of 27 alarms in January. There were 7 Automatic Alarms, 1 Vehicle Accident With Extrication, 2 Good Intent Service Calls, 3 Miscellaneous Fires, 1 Local Alarm, 8 Vehicle Accidents Without Extrication, 2 Structure Fires, 1 Vehicle Fire and 2 Investigations. The locations for the alarms include 1 in Jackson Township, 1 in Middle Creek Township, 1 in Monroe Township, 7 in Penn Township, 15 in the Borough of Selinsgrove, 1 in Union Township and 1 in Washington Township. The total loss was \$15,000. A total of 480 man hours was spent on the various activities.

#### **UNFINISHED BUSINESS FROM PRIOR MEETINGS:**

**Selinsgrove Projects, Inc. presentation concerning fund raising –** Judy Spiegel, President of Selinsgrove Projects, Inc., distributed SPI's strategic plan to the Council members. She reported that the focus is on the revitalization of the community, with a specific focus on downtown Selinsgrove. The written plan has a front page that talks about the group's values, one of the most important of which is

working together with the Selinsgrove Chamber of Commerce and the Borough Council to accomplish everything that can be done to make Selinsgrove a better place to live, work and play. The next three pages are the three main focuses that SPI would like to concentrate on for this year. The first focus is on the identity of Selinsgrove. There is a list of projects from short-term all the way down to a two-year river project. The second focus is to define the community and to let people know what is going on to attract them downtown. Again there are projects listed from short-term to long-term. The third focus is on the commercial property issues, including the campaign to solicit community input to determine what to do with the CVS and Sampsell property. The property is sold and all the sales agreements have been executed with the exception of the closing. SPI's 18-member board has many resources to bring to the table to help in the revitalization of Selinsgrove. The Streetscape issue is addressed in the strategic plan. This is an important project to SPI and Judy stated she is pleased to learn tonight that the project will move forward. SPI, along with the Selinsgrove Chamber of Commerce, would like to help with some fundraising for that project. There are also some ongoing efforts listed in the strategic plan, such as working with the downtown affiliates group, which is part of the Greater Susquehanna Chamber of Commerce, membership development, continuing special events such as the Market Street Festival, and the Greenways project. Judy invited Council members to give her a call to discuss anything they have questions on and invited input to enable SPI and the Council to work together for the good of Selinsgrove. C/P Kinney referred to the downtown area as "the smile of Selinsgrove" but stated that Council's obligation is to look at the community as a whole. Judy Spiegel stated this was discussed at the SPI meeting and it was decided to use the geographical boundaries of the Selinsgrove School District to define their efforts, but with the focus on the downtown. She stated this is not along political boundaries but is a boundary used to determine where to place their efforts. The Farmer's Market is a good example, with people coming into downtown Selinsgrove from the geographical area of the Selinsgrove School District to sell their items. The focus was on bringing local people to the downtown. C/P Kinney stated he hopes that will be the result of the decorative streetlights also.

#### **VISITORS TO BE HEARD:**

**ESCRA Manager John Abromitis and Borough's ESCRA Representatives Dave Faust and Bob Dagle to discuss Borough Council Concerns with O&M and Administrative Costs in Budget –** Mgr. Bickhart reported that ESCRA has asked if Council would either meet with them as a committee function or in a work session. They would prefer not to discuss some issues in a public meeting. C/P Hetherington stated he would prefer to do it in a public meeting. Pres. Mengel asked if there is a list of questions that were going to be asked of ESCRA. Mgr. Bickhart stated he had contacted ESCRA to let them know the general areas that Council wanted to address but he did not have specific questions. The discussion involves policies such as wages, benefits, employees, number of employees, etc. C/P Hetherington stated he wants to know what formula ESCRA uses to determine which community pays what amount and whether they can guarantee the Borough that it is paying its fair share. Other communities are growing around Selinsgrove, but the Borough seems to be paying the most even though it is not growing at all. Mgr. Bickhart replied that the amounts are based on flow. C/P Kinney stated right now there are three meters in three other municipalities. The Borough pays whatever is not accounted for because it was set up that way back in 1981. He stated it took three years to get a permit to go across PennDOT land. This was received in 1999 or 2000 and now the metering pits need to be completed. He stated the numbers will probably not add up, but then the excess can be divided between the four municipalities. He stated right now the Borough is paying all the I&I. Pres. Mengel stated the meters are in process. Shawn Sassaman agreed and C/P Kinney asked when it is going to bid. Shawn replied that he does not handle this project but he can get an answer. C/P Kinney stated the motion was made for the design and to advertise, so the engineer does not have to wait for Council in order to advertise. If all the requirements that Council asked for have been met, the advertising can move forward. He stated he would like to have bids by the March 7 Council meeting. Pres. Mengel asked for volunteers to serve on a committee to meet with ESCRA. C/P Hetherington stated he will serve if C/P Kinney serves. C/P Kinney stated that he thinks ESCRA is doing an excellent job. He stated Council has to be careful how they handle their own representatives because one already has had to be talked into staying on and he will not be open to too much criticism. He stated over the years ESCRA has done a wonderful job, although he does question some of the raises they are getting even though it will not affect what the Borough pays. C/P Inch stated he will be the third person for the committee to meet with ESCRA.

**COMMITTEE / COMMISSION / BOARD REPORTS:**

**FINANCE & BUDGET COMMITTEE: C/P Inch, Chairman**

**Payment and Ratification of Bills** - C/P Inch stated that the bills were reviewed and everything seems to be in order.

Motion by C/P Inch to pay the bills. Seconded by C/P Kinney. Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

**Statewide Tax Recovery, Inc. - Exoneration Requests** - Mgr. Bickhart reported the following people are requesting exoneration for the \$5.50 penalty for various years. Lillian Mundo for the year 2003 due to a Chapter 13 bankruptcy filing. C/P Kinney asked if this is a legitimate excuse. Solicitor Cravitz stated this is held in abeyance and entered as a priority claim on the bankruptcy. C/P Hetherington stated this was not done for a resident of Charles Avenue a couple years ago. Mgr. Bickhart passed this request to Solicitor Cravitz and then continued with Jennifer Wentzel for the years 1998 and 1999, paid elsewhere. Matthew Ollikianer for 1998, 1997 and 2000 due to being a non-resident. Angela Dicapria had a duplicate billing for the year 2000. Jeffrey Miller for the year 2002, paid elsewhere. Solicitor Cravitz stated that for Lillian Mundo, the Chapter 13 bankruptcy case was dismissed so this should be turned over for collection.

Motion by C/P Hetherington for exoneration of everyone but Lillian Mundo. Seconded by C/P Kinney. Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

**Resolution 2005-01 – Exoneration of Borough Tax Collector** – C/P Inch read Resolution 2005-01 regarding exoneration requests for Tax Collector Michael B. Bolig.

Motion by C/P Hetherington adopt the resolution. Seconded by C/P Handlan.

C/P Kinney asked how this compares to last year. Pres. Mengel stated she thought the real estate was higher than last year. Mgr. Bickhart stated he cannot answer that at the moment.

Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

**PUBLIC FACILITIES & SERVICES COMMITTEE: C/P Reuning, Chairman**

**Recommendation of Committee on University Avenue Sewer Project** – C/P Inch reported that the committee met with the residents of University Avenue, along with Mgr. Bickhart and John Coukart. One resident lives in Louisville, Kentucky and was therefore not at the meeting. There were several drawings of proposed methods and the method that was chosen is to run the line in University Avenue and not through the rear of the properties. The residents would like the project to move forward and have agreed to pay the cost from the main line into their homes. The sewer project itself will be paid for by the Borough and the committee unanimously endorses this project. The cost estimate for construction is approximately \$65,000. If Council approves to move this forward then the engineer will finalize the drawings and advertise the bid.

Motion by C/P Hetherington to authorize the engineer to proceed with the design of the front alternative in the University Avenue sewer line project and to advertise that project. Seconded by C/P Kinney.

C/P Kinney stated that the residents have asked that this be done as soon as possible. Mgr. Bickhart reported that Pat Hess had a problem recently with her sewer line backing up. It was excavated, was found to be in pretty bad condition, and has been fixed. During this excavation, it was discovered that the main line was out at the edge of the road in a location similar to what the Borough will be doing so everything that Mrs. Hess has had replaced will be able to be connected to the new line that the Borough will be putting in. Mgr. Bickhart reported that Penn Township Municipal Authority has authorized their engineer to look into alternatives to be sure that they can connect all five of the properties on the Penn Township side of University Avenue. Penn Township will install a short sanitary sewer extension, at their cost, to provide gravity service to the Penn Township properties that are currently connected to the line that the Borough will be replacing.

Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Recommendation on Street and Alley Program for 2005** – C/P Kinney reported that Mgr. Bickhart, the engineer and Gary went out to look at some of the streets and they are recommending that Walnut and Second Street be done at the intersection. This will be a scratch and a thin overlay, as it is in very bad shape. This will buy time until the Borough can use grant monies to do the paving. They are also recommending to do Phillips Drive from Mill to Penn, about one block, estimated cost \$19,000, Charles Avenue from Snyder to Chestnut with a scratch and a thin overlay; Sherman from Ninth to Broad, paving only, estimated cost \$25,300, and South Front Street on the Isle of Que from Bough Street south to the Borough line. Mgr. Bickhart stated these are patches for the drainage condition to get some underdraining. C/P Kinney stated this would be widened three feet with an underdrain and then will be patched. On the Alley Program the recommendation is to do from Pine Street to Chestnut Street on the alley right behind the Borough building, 16-foot-wide paving and drainage. Pres. Mengel asked what the total is and Mgr. Bickhart replied that John Coukart has not updated the numbers yet but Council can have him proceed on what there is money in the budget to cover. This is a re-do of the list that has been used for many years. This time some priorities were set on the list and these are reflected in the left-hand margin of the report. Some of the projects are grouped together. Some are patch projects and some are projects that had been missed but should be included. The general concept that Gary and John Abromitis and Mgr. Bickhart had come up with to share with the committee was that this next year would be predominantly overlays. Nothing is being considered that has sanitary sewers or water lines underneath. These would be proposed in 2006, when a project of streets with utilities would be proposed. Then in 2007 the surface work would be done as necessary, including milling, repaving and curbing on the streets that were done in 2006. C/P Kinney stated the engineers were marking some things off on Chestnut Street from Market to Water. This is not on the list and he wondered if something will be done this year. Mgr. Bickhart stated this is the last item on the list where the surface has been coming up. This will be done if there is extra money. C/P Hetherington stated there are a lot of potholes at intersections from Broad Street west.

Motion by C/P Inch to authorize the engineer to proceed with the design and bidding of the street project. Seconded by C/P Hetherington. Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

Pres. Mengel stated that there was a question on a curbing issue at the corner of Broad Street and Pine Street last month. She asked if this has been resolved and learned that it was.

**Schedule Public Auction of Borough Surplus Equipment/Supplies and Borough Police Department Surplus Equipment/Supplies/Found Items/Unclaimed Items for Saturday Morning, April 9 at the Borough Shed** – Mgr. Bickhart asked for Council's authorization to advertise a public auction of surplus equipment and supplies. This would be done in the same way it was done two years ago. This will be just before spring cleanup so whatever does not sell can be hauled away. The auction will start in the morning and run until it is finished.

Motion by C/P Kinney to have the auction on April 9 at 10:00 a.m. and do whatever advertising is necessary. Seconded by C/P Hetherington.

C/P Kinney asked if there will be an auctioneer and Mgr. Bickhart replied he did it last time and it seemed to work out okay so there is no need to spend money on an auctioneer. There are bicycles and some other odds and ends.

Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**BOROUGH ADMINISTRATION / PROPERTY AND EQUIPMENT: C/P Kinney, Chairman – No Report**

**COMMUNITY ACTIVITIES AND PUBLIC AFFAIRS: C/P Handlan, Chairwoman –** C/P Handlan reported that a Town/Gown Committee meeting was held last week at Susquehanna University. She attended, along with C/P Hetherington, Mgr. Bickhart, Chief Garlock and Mayor Beaver. Also present were Dr. Tyree, the Dean of Students, Malcolm Derk, the SGA president, and Tom Rambo. Some of the issues in town were discussed. The latest police report was shared with the University. There will be a landlord's meeting tomorrow night which will also be attended by Ward Caldwell. Mgr. Bickhart added that the consensus on the issue regarding student behavior is that a lot of things are in progress and some things have resulted in betterment of that situation, although it is still a bit early to know for sure. C/P Handlan stated that Tom Rambo and Chief Garlock are working together to determine best practices for the Borough and for the University. Margaret Siro asked if the Town and Gown meetings are open to the public; one meeting was several months ago. C/P Hetherington stated that from the time the committee was formed up until about a month ago the meetings were always open to the public. C/P Handlan stated the meeting Mrs. Siro is referring to was a unique meeting, with so many people from the community participating. She stated she will take Mrs. Siro's comment back to the University to see if they will open up even one meeting a year for public participation. The committee only meets several times a year, or as needed. C/P Hetherington stated he gets the feeling that Susquehanna likes to keep the meetings private, but as the Borough is half of the committee they could host the meetings in the Borough building to allow the public to participate. Pres. Mengel suggested a compromise with an open meeting once a year.

**PERSONNEL MANAGEMENT COMMITTEE: C/P Christine, Chairman – Comments and recommendations on Employee Handbook –** C/P Handlan asked if the draft that Council has is actually a brand new draft that never existed before. She got the feeling that it references something that exists already. Mgr. Bickhart stated they used the State's handbook as a model for the outline and subject headings. C/P Hetherington stated he thought the handbook was very well done. C/P Handlan stated she has questions on use of Borough equipment and Borough vehicles, annual leave carryover, etc. and will direct them to C/P Christine and the committee. She stated overall the handbook is very good. Pres. Mengel stated she has a question on the medical insurance, which references the current plan but does not state that the Borough has the option to change the plan from time to time.

**PUBLIC SAFETY COMMITTEE: C/P Hetherington, Chairman**

**Recommendations on revised Civil Service Commission Ordinance –** C/P Hetherington stated there was a meeting on January 24 with everyone present except the late George Praul, who was ill at the time. Recommendations were made to make some changes, such as the Civil Service test not being mandatory for part-time employees. At present there are no part-time employees. Chief Garlock wanted the ability to be able to appoint somebody as an acting sergeant if he would be incapacitated for any length of time, and he also wanted to be able to have the ability to be present as a non-voting observer at interviews for any new employees. He would be doing background checks on candidates and would be able to offer input. Solicitor Cravitz has written up the changes that the committee has recommended.

There are 40 days to appoint someone as Civil Service Chairman to take George Praul's place. C/P Kinney stated Pete Carroll, who was at the Council meeting, would be a good candidate for that.

C/P Hetherington stated someone could be appointed and then resign if they chose to. He also stated that a Borough Council member could serve on the Commission. Solicitor Cravitz stated Council can appoint someone to fill the position temporarily and then that person can resign when someone is found to permanently fill the position. Pres. Mengel temporarily appointed Bill Reuning to the Civil Service Commission while a permanent replacement is sought.

Motion by C/P Kinney to authorize Solicitor Cravitz to make the recommended changes to the Civil Service Commission Ordinance. Seconded by C/P Inch. Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Recommendations on Smoke Detector Requirements in Property Maintenance Code –**

C/P Hetherington reported that the State has mandated requirements for smoke detectors depending on the power source, whether they are hard wired or battery operated. A hard wired smoke detector operates off the main circuits in a building, perhaps with a backup battery. The Safety Committee, in order to meet the requirements, is recommending that smoke alarms in existing area not be required to be interconnected where alterations or repairs do not result in the removal of interior walls or ceiling fixtures, exposing the structure unless there is an attic, crawl space or basement available which could provide access for interconnection without the removal. The Committee is recommending that smoke alarms in existing areas not be required to be interconnected, which would bring the Borough into compliance with the State-mandated requirements. Battery operated smoke alarms would be allowed. Mgr. Bickhart reported that the way this was originally adopted was consistent with the International Building Code and the International Property Maintenance Code at that time. Shortly after the State adopted the building code they amended it in several different ways, one of which was to not require interconnecting or hard wiring to a power source for renovations or repairs to existing structures. Battery operated smoke detectors will be fine. The prior wording was that interconnecting did not have to be done unless it could be done by way of opening walls and ceilings that made it possible to do it. The State has relaxed their requirements and the Safety Committee is recommending that the Borough relax their own Property Maintenance Code to be consistent with what the State did. In any kind of renovations of structures it will only be required to add battery operated smoke detectors. It will not be required to connect them to the power source or to interconnect them so that if one goes off in a building they will all go off. This is just less restrictive to be consistent with what the State did with the building codes. The revisions are lined out in 704.3 for the power source and 704.4 for interconnecting.

Motion by C/P Kinney to change the Ordinance to comply with the recommendations of the Safety Committee regarding smoke alarms. Seconded by C/P Inch. Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Report on Selinsgrove Area School District and Weiser Run Washout –** C/P Hetherington asked for the status of this situation and Mgr. Bickhart replied that he spoke to the Superintendent a week ago, and it was the Superintendent's understanding that Gary Klingler and the head of the School District's maintenance department would work together to figure this out. He stated this does not sound like the right way to solve this problem, but that is what he was told by the Superintendent. C/P Hetherington suggested putting this on the issues list.

**AD HOC COMMITTEE ON LANDLORD ORDINANCE: Pres. Mengel –** Pres. Mengel reported that the committee is still working on this. They should have some recommendations after their next meeting.

**PLANNING COMMISSION –** No Report

**ZONING HEARING BOARD –** No Report

**CIVIL SERVICE COMMISSION: George Praul, Chairman –** No Report

**PARKS AND RECREATION BOARD: Richard Norman, Chairman** – Mgr. Bickhart stated the ice skating rink is being used, although with the warmer weather it is more difficult to use it. C/P Hetherington stated that a number of community members have been donating time and materials to paint and fix things up.

**SHADE TREE COMMISSION: Mark Vergauwen, Chairman** – The commission is still looking for two more members. There has been no notice of any resignation, although there were rumors that one person was going to resign.

**BOROUGH ADMINISTRATIVE REPORTS:**

**MAYOR: Garry Beaver** – No Report

**BOROUGH SOLICITOR: Robert Cravitz**

**Revisions to Municipal Retirement System plans, Uniformed and Non-Uniformed, to permit the exclusion of “Permanent Part-Time” employees from the Borough’s Retirement Plans** – The next meeting of the Municipal Retirement Systems is March 9 so the Borough should have its Ordinance taking the part-timers out ready to submit by then. This will be advertised for the next meeting.

**BOROUGH ENGINEER: J. A. Coukart & Associates**

**South Tributary Interceptor and Sanitary Sewage Metering Project** – No Report

**Curb/Steel Plate Installation on Eighth Street Project – Identification of Other Contractors** – No report, but Shawn Sassaman will ask John Coukart where this stands.

**BOROUGH TREASURER: Sharon Badman**

**Review Treasurer’s Report for December 2004** - Pres. Mengel asked if there were any questions on the Treasurer’s report. Hearing none, she stated that it is on file for audit. C/P Kinney stated that he does not need a copy of this, as he just throws it away anyway. Pres. Mengel suggested having one available at the meeting and in the office. C/P Handlan and C/P Inch suggested that the Finance Committee should also have a copy.

**Final copies of 2005 Budget Documents provided with actual year-end values for 2004** – Copies provided

**Review Treasurer’s Report for January** – Copies provided and put on file for audit.

**BOROUGH MANAGER / SECRETARY / ZONING OFFICER: Mgr. Bickhart**

**Non-Police Matter Suggestions Update** – Mgr. Bickhart stated he has updated this list. One unnamed concerned citizen opposed the raising of the OP Tax of \$10 to the EMS Tax of \$52. C/P Hetherington stated if someone does not sign their name it should not even be put on the list and Mgr. Bickhart replied that he is never sure what to do with that, but he does agree with C/P Hetherington. Herb Dressler had a complaint in December that the neighbor to his business, Island Mechanical, on North Market Street has a large number of dogs. Initially the barking was a concern and Mr. Dressler was referred to the police department. Mr. Dressler came in this morning to address a problem with the odors emanating from the dog feces that lay around the yard. Mgr. Bickhart stated it is possible a letter could be addressed to the property owner through the Property Maintenance Code. C/P Handlan asked about a suggestion related to the delay in the traffic signals. Mgr. Bickhart replied that the new traffic signals will be designed so that at one point in time, for a few seconds, all lights will be red to allow pedestrians to cross the street. Lewisburg has a setup like this and the new Selinsgrove lights will have this capability. The Borough will be able to set them as they wish them to be set. Mayor Beaver asked if there will be a hand button to control traffic and Mgr. Bickhart replied that there will be. C/P Handlan asked if anyone has spoken to the

person who wrote an editorial in the paper a few weeks ago, stating that the Borough was increasing the sewer rates in order to build up reserves.

**Status Report on Mary Searer property, 700 Orange Street concerning Violation Notice and Declaration of Property Unfit for Human Habitation – No update yet.**

**Update of PROPERTY TRANSFERS and BUILDING PERMITS ISSUED, Janet Powers, Deputy Zoning and Permit Officer – No Report**

**Report on attendance at PSAB Workshop on “Defining the Role of the Police in Your Community”**

– Mgr. Bickhart reported that he and Chief Garlock attended this workshop. They left the meeting with the feeling that the Selinsgrove police situation is in good shape. Many things that the workshop warned about or suggested be done are things that the Borough already does. He stated there are some things that need to continue to be worked on, such as some of the reporting, some of the information, and changing the monthly report to be more useful. The issue of trying to define the role of the police department for non-criminal types of things is the biggest challenge in all Boroughs. This relates to complaints from people about the police not ticketing cars that are parked illegally, etc. This is something that the Safety Committee and Council as a whole needs to focus on in order to be able to tell the police department what they think they should be doing. This had been done to a certain degree with the bypass because the police and Council look at issues such as this from different perspectives, and these differences need to be addressed to come up with something that works.

**Update on Request for Banking Service Proposals –** Mgr. Bickhart reported other local banks have been contacted and information has been gathered. He and Sheri have met preliminarily with Northumberland National, Susquehanna Bank, Swineford Bank, and M&T. Proposals are being composed in a form that will make sense to Council and this will be submitted to the Finance Committee for their recommendation. C/P Handlan requested that it be emailed to the committee members when it is done.

**Accept Proposal for Municipal Solid Waste Disposal for 2005 Spring Cleanup –** This has been advertised and a copy of the request for quotations was mailed to all the waste haulers who are licensed in the Lycoming County Landfill. Two bids were received and Waste Management has also been listed for comparison purposes. Last year bids were received from Danley’s and from Zartman’s. This was the only year Zartman submitted a quotation. This year the bids are from Danley’s Disposal and Keystone Sanitation, which is a company out of Mifflinville. Of the two proposals, Danley’s Disposal is the lower price alternative on all of the items. Council members were given copies of the bid breakdowns. The 2004 quantities have been multiplied by Danley’s bid amount to give Council an idea of the total costs involved. Therefore, if the quantities were the same as last year, the total bid from Danley’s would be \$17,903.06, which is 19 percent more than the actual costs in 2004. Since 2004 was an odd year in terms of quantities and tonnage, 2003 amounts were also multiplied by this year’s bid prices. If the quantities are the same as they were in 2003, the bid would be \$16,287.75, which is 8 percent more than 2004. The prices are up in excess of the budget allocation, which is \$15,000 for 2005.

Motion by C/P Kinney to award the contract to Danley’s Disposal for the Borough cleanup. Seconded by C/P Inch. Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

**Accept Bid on sale of former Police Car (blue/white) –** Mgr. Bickhart reported that two bids have been received, one from Bay Ridge Motors on Staten Island, New York in the amount of \$2,205 and the other from Grace Quality Used Cars in Morrisville, Pennsylvania in the amount of \$1,558.

Motion by C/P Hetherington to accept the \$2,205 bid from Bay Ridge Motors for the old police car, as is where is. Seconded by C/P Kinney. Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

**Summary of Addresses of Borough Landlords meeting** – Mgr. Bickhart passed out information regarding where Borough landlords come from. Out of 1,880 water and sewer bills, approximately 1,000 were sent to other than the owner. The address of the property and the address of the owner are on the bills. Based upon that, these people were identified as potential landlords. These people may have only one property or many properties. There are 243 landlords of residential properties, with 121 being inside the Borough of Selinsgrove, 50 in the 17870 Zip Codes but not inside the Borough boundaries, 45 in 178xx Zip Codes, 19 from outside of the 178xx Zip Code areas, and 8 actually outside of the State of Pennsylvania. This is pretty consistent with the last time he reviewed this information. There is a landlords' meeting scheduled for tomorrow night at 7:30 P.M. in the basement. They will be coming with interests in discussing the provided copies of the checklists that have been put together for the Property Maintenance Code, the Landlord Ordinance, and the possibility of Council's making the Property Maintenance Code a mandatory routine inspection of residential rental properties.

**“Complete Report to Council on the Financial and Administrative Activities of the Borough for FY 2004”, as per Selinsgrove Borough Code § 25-6.B.(9)** – This is not yet completed. Copies will be given to Council. This is a state of the Borough which summarizes some of the problems and highlights some of the accomplishments for the past year.

**Reminder that the Statements of Financial Interest are to be completed and returned to the Borough Office before May 1, 2005** – Mgr. Bickhart reminded Council members to get this finished.

**Snyder County Board of Commissioners** – Mgr. Bickhart reported that the Board has sent a listing of those officials in Selinsgrove that are up for reelection. These include Tax Collector Mike Bolig, Mayor Garry Beaver, Councilpersons Dianne Mengel, Marlin Inch, Sean Christine and George Kinney. The four voting districts each have a judge of elections and two inspectors of elections and in some cases there are some vacancies that have not been filled. C/P Inch stated that the election districts often have some committeemen to help out the election boards. There are vacancies in all the districts. Mgr. Bickhart stated that Council members can suggest to people that they consider running for these vacancies. District 2 is missing the minority inspector due to a death. District 3 is missing both the minority and majority inspector. District 4 is missing the minority inspector. C/P Inch stated if no one runs the other members of the Board will appoint someone from the district to help out. C/P Handlan asked, in light of George Praul's passing, whether Council knows of anyone else who is considering running for Mayor. C/P Hetherington stated he has heard rumors. Mayor Beaver stated he also has heard rumors of three names, but nothing is sure yet. Mgr. Bickhart provided Council members with copies of the schedule so that they are aware of the deadlines. C/P Inch will pick up petitions on Thursday, which will be available at the Borough office. They must be done and submitted by March 8.

**Slivinski Property** – C/P Hetherington if something can be done on this issue in the spring. Mgr. Bickhart stated he would like to do this as soon as the weather breaks but before Gary gets busy doing the other things he needs to do.

**Bids on Work Items Yet to be Done on Recycling Center** – Mgr. Bickhart asked for permission to advertise for bids on improvements that still need to be done at the Borough shed to set up the roll-offs that have now been obtained. This Thursday is the tentative start date for the new procedure for recycling, which will allow it to be supervised with one person and will also allow all materials will be collected on every Thursday and the third Saturday of each month. Mayor Beaver asked if it could be open to the public 24/7 and Mgr. Bickhart replied no, not at this time. Pres. Mengel asked if the steps and platforms have been installed and Mgr. Bickhart replied that they are in.

Motion by C/P Kinney to advertise for receipt of bids for grading, concrete slab, extension of paved driveway, and placing of bollards around the recycling area. Seconded by C/P Hetherington. Pres. Mengel called for a vote on the motion.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

C/P Kinney asked if the trailer is back yet and Mgr. Bickhart stated the Borough has not taken over that part yet. Depending on how it is organized the Borough may take over in March.

**Flood Reimbursement Money** – Pres. Mengel asked if the Borough has received any flood reimbursement money yet. Mgr. Bickhart reported they are still waiting on FEMA. He stated he does not know of anyone who has received money yet from that round of applications. Dave Nichols facilitated the application process by receiving, reviewing and compiling all the municipal applications, and the interviews were conducted at his office.

**EMST Seminar** – Pres. Mengel reported there is a seminar coming up on understanding the Emergency Municipal Services Tax and other tax revenue sources. The closest seminar area is Williamsport on March 2.

**Shaffer Buildings on North Market Street** – C/P Kinney stated these buildings are being torn down and he wondered if anything was heard about what will be done with this location or if a building permit has been issued. Mgr. Bickhart replied that nothing has been officially submitted yet, although the demolition permits were applied for. The Shaffers have asked that nothing be made public yet and as there are no applications for permits there is no public record so Mgr. Bickhart is able to honor their request.

**Omega Bank Building** – Mayor Beaver asked where this stands and Mgr. Bickhart reported the bank will have vacated the building by the end of the month.

**SELINGSGROVE MUNICIPAL AUTHORITY** – No Report

**EASTERN SNYDER COUNTY REGIONAL AUTHORITY** – No Report

**NEW BUSINESS:**

**COUNCIL MEMBERS** – Nothing

**MAYOR** - Nothing

**OTHERS** – Pamela White addressed Council on behalf of the Selingsgrove Chamber of Commerce, passing out the new brochure. This is a first initiative by the Chamber to talk about some of the features of the downtown, the festivals on the Isle of Que, and other information. She welcomed comments and asked that Council members give brochures to their friends. She stated they will be distributed at Susquehanna University and at the Susquehanna Valley Visitors' Bureau, who will distribute them to member businesses in the area. Mayor Beaver suggested putting some in the rack in the hallway.

**ADJOURNMENT:**

Motion by C/P Kinney to adjourn the meeting at 9:10 P.M.