

SELINGROVE BOROUGH COUNCIL MEETING

MONDAY, JANUARY 7, 2008 - 7:00 P.M.

COUNCIL MEMBERS PRESENT: C/P D. Anderson, C/P C. Handlan, C/P S. Hendricks, C/P J. Herb, C/P M. Inch, C/P D. Mengel, and C/P E. Viker

COUNCIL MEMBERS ABSENT: None

OTHERS PRESENT: Solicitor R. Cravitz; Mgr. J. Bickhart; Mayor P. Carroll; Police Chief T. Garlock; Borough Treasurer Sheri Badman; Recording Secretary Dawne Long; DH&L Representatives Jason Kaufman and Brandon Ulrich; Daily Item Reporter Damian Gessel; Borough Residents Jackie Colier, Brenda Fabian, Joe Kleinbauer, Joseph and Margaret Siro; SARI Representative Brian Burke; SEDA-COG Representatives Mike Miller and Bill Seigel; SU Representative Mike Coyne

OTHERS ABSENT: None

BI-ANNUAL REORGANIZATION MEETING CALLED TO ORDER:

Mayor Pete Carroll called the meeting to order at 7:00 P.M.

Verification of Submission of Certificates of Election for New and Reelected Council Members was made for Carol Handlan, Shane Hendricks and Erik Viker.

Oaths of Office Administered to New and Reelected Council Members by Mayor Pete Carroll.

Roll Call of Council Members Present by Establish a Quorum performed by Mgr. Bickhart. He also identified those others present as noted above. This was followed by a moment of silent reflection and then the Pledge of Allegiance.

Election of Officers of Selingsrove Borough Council –

President – C/P Anderson nominated Carol Handlan to be President. C/P Handlan accepted the nomination. Mayor Carroll asked if there were any other nominations. Hearing none, nominations were closed and a roll call vote was taken, with unanimous approval.

Vice President – Pres. Handlan nominated Joe Herb to be Vice President. C/P Herb accepted the nomination. Mayor Carroll asked if there were any other nominations. Hearing none, nominations were closed and a roll call vote was taken, with unanimous approval.

At this point the Chair of the Meeting was turned over to Pres. Carol Handlan. Pres. Handlan thanked Council for their confidence in her for another two years. She also thanked C/P Herb for accepting the nomination for Vice President.

APPOINTMENTS

Borough Manager/Secretary – other functions include Borough Administrator, Zoning Officer, Emergency Management Coordinator, Voting member of the Snyder County Mitigation Committee, North-Eastern Snyder County Joint Authority Co-Representative – C/P Inch nominated John Bickhart to be Borough Manager/Secretary. C/P Viker motioned for the nominations to be closed. A roll call vote was taken, with unanimous approval. Mgr. Bickhart noted that he also holds the other positions as listed above and would have to be reappointed to them as well. Pres. Handlan asked for Council's verification of this. A roll call vote was taken, with unanimous approval.

Borough Treasurer – C/P Inch nominated Sheri Badman to be Treasurer. Pres. Handlan asked if there were any other nominations. Hearing none, nominations were closed and a roll call vote was taken, with unanimous approval.

Borough Solicitor – C/P Inch nominated Robert Cravitz to be Borough Solicitor. Pres. Handlan asked if there were any other nominations. Hearing none, nominations were closed and a roll call vote was taken, with unanimous approval.

Borough Engineer – C/P Inch nominated John Coukart, Professional Engineer to be Borough Engineer. Pres. Handlan asked if there were any other nominations. Hearing none, nominations were closed and a roll call vote was taken, with unanimous approval.

Borough Depository(ies), currently Omega Bank and Pennsylvania Local Government Investment Trust – Mgr. Bickhart noted that Omega Bank is used for the checking account. There is not a lot of money kept at Omega Bank on deposit, just enough to pay the bills. All the Borough funds are currently invested with PLGIT, noting they have the best current rate of return. Mayor Carroll stated he has a small account of about \$1,700 that he handles which is now invested in Northumberland Bank, which currently does not have a very good interest rate. He asked if he would be able to find a better interest rate and move those funds. Mgr. Bickhart replied that that is not one of the Borough's discretionary accounts. Sheri stated this account is audited as one of the Borough's accounts. She stated it is an investment account so Mayor Carroll would not need approval to transfer the funds to another institution. Motion by C/P Herb to reaffirm these current depositories and Pres. Handlan called for a vote on the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Vacancy Board Citizen Representative, currently Leon Fetteroff – Mgr. Bickhart stated that Bill Reuning, who had originally asked Leon to take this post, has expressed interest in the position. In the six years the position has been in effect it has never been utilized. It would come into play if the Borough found itself with a vacancy on Council. Mgr. Bickhart has not spoken with Leon about continuing. C/P Mengel suggested speaking with Leon before someone else is appointed to the position. Pres. Handlan agreed, stating Leon should remain in the position unless he asks to be removed. C/P Viker stated that since this is a new appointment for this year and since a community member has expressed interest in the position, then that person should be appointed. Pres. Handlan stated that someone should speak with Leon first. This appointment was deferred until the next Council meeting.

Chairman Pro Tem – Mgr. Bickhart noted that past practice of Council has not included this appointment. The Boroughs Association does recommend that this position be filled. The position names a person who would serve in the absence of both the President and Vice President at a Council meeting. This has never occurred and this is not a mandatory position. C/P Mengel stated she held the position many years ago when Don Sheldon was on Council. Pres. Handlan stated she did not see a need for this position at this time and Council agreed. No appointment made.

Central Keystone Council of Governments Representative, currently Carol Handlan – Pres. Handlan stated she has been the Borough's representative for the past three years and she would continue in the position if Council chooses to allow her to do so.

Motion by C/P Anderson to reappoint Pres. Handlan to this position. Seconded by C/P Mengel.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Code Official, under the Rental Unit Occupancy Regulations, AKA Property Maintenance Code Official and Municipal Code Official in other regulations included by reference only – Mgr. Bickhart stated this has to do with the newest Ordinance adopted by Council. Council had expressed its desire to name CK-COG to this position, and this is the time to do so officially. The different names listed above are due to the fact that this same position is referred to in different ways in different ordinances.

Motion by C/P Anderson to appoint CK-COG as Code Official. Seconded by C/P Mengel.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

North-Eastern Snyder County Joint Authority Co-Representative for two-year term, currently Bill Hetherington – Mgr. Bickhart stated this person serves along with himself as a co-representative to the authority which was formed when the Borough participated with Monroe Township and Shamokin Dam Borough in the landfill in Monroe Township. This landfill has been closed for a great number of years. The authority continues to meet twice a year to conduct business and fulfill their obligations to maintain their position as an authority. The Borough contributes a prorated share of approximately \$700 per year toward the expenses. Bill Hetherington has stated his willingness to continue serving unless someone else would be interested in the position.

Motion by C/P Inch to reappoint Bill Hetherington to this position. Seconded by C/P Anderson.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Parks and Recreation Advisory Board for Skateboard Ordinance assessment – Mgr. Bickhart stated this board evaluates the impact of the “skateboard ordinance” which applies to all self-propelled devices in the Borough. The individuals are named to a two-year term at each Council reorganizational meeting. The current citizen representatives to the Advisory Board are Mitchell Wilson, Brendan Troutman and Ron Cohen, who have served since the ordinance was adopted. In that time there has been no call for a report, but the resolution adopted by Council calls for a report annually in September. The board would need to meet, discuss the ordinance and make a recommendation to Council. These three individuals are willing to continue serving as the representatives.

Motion by C/P Herb to reappoint Mitchell Wilson, Brendan Troutman and Ron Cohen. Seconded by C/P Viker.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

COMMITTEE ASSIGNMENTS:

Past practice has been to defer this, as an action by the President of Council, to a later meeting, with all committee assignments remaining unchanged until such action. Pres. Handlan stated she would like to continue this practice so she has the opportunity to discuss the committee makeup with the Council’s new Vice President. Until such time that new committee structures are announced, the committees that are in place will remain in place. Pres. Handlan hopes to have the assignments by the next monthly Council meeting. She asked that if anyone wishes to be removed from a committee or switched to another committee that they let her know as soon as possible.

REVIEW AND APPROVAL OF COUNCIL MINUTES FROM MEETING OF DECEMBER 3, 2007:

Motion by C/P Inch to approve the minutes as presented. Seconded by C/P Mengel.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

RECESS COUNCIL MEETING AT 7:23 PM TO A PUBLIC HEARING – advertised for 7:00 PM

Pres. Handlan introduced Bill Seigel and Mike Miller from SEDA-COG. Mike explained Community Development Block Grants as federal monies given to the Borough from the Department of Housing and Urban Development, channeled through the State Department of Community and Economic Development. The grant monies are based on the size of the Borough’s population. The monies are received as entitlement. The 2008 estimated funds were originally \$115,000. Recently SEDA-COG received a memo projecting a 5% cut, which would bring the amount of the 2008 funds to \$109,250. Mike stated the funds can be used for recreation, roads, sewage, water, and basic community infrastructure.

The funds cannot be used for general government activities, such as a new Borough parking lot or facility. A project must be eligible and fundable. There are three requirements for fundability. The first is to benefit low to moderate income people. The second is to eliminate slums and blight. The third is to respond to an urgent need. Most projects in Selinsgrove fall under one of the first two requirements. As part of the program the Borough must adopt a Fair Housing Notice and an Antidisplacement Plan. The Fair Housing Notice basically says the Borough will not discriminate against people. The Antidisplacement Plan states that if low to moderate income housing is eliminated in one area it must be replaced on a one-for-one basis in another area. These policies have been previously adopted by the Borough. Mike reviewed the projects currently under consideration. The Pine Street reconstruction and the curb cuts and sidewalks associated with this were completed in prior years and some money in the following years has been designated to reimburse the Borough for that project. There is \$58,474 left to reimburse the Borough for this project. Council can complete this reimbursement with some of the money from this year's funding. The second project under consideration is curbs and sidewalks for housing rehabilitation. This may also include trees. There is \$3,320 remaining from Fiscal Year 2006 and \$20,000 from Fiscal Year 2007, totaling \$23,320 to be used in 2008. Council may leave this as is, or they may increase it by adding more money from the 2008 funds. Over the past 18 months \$22,712 has been used. Another project is the reconstruction of Front Street. This is an eligible and fundable activity. The fundability comes through the low to moderate income requirement because the Isle of Que is a block census group of 59% low to moderate income residents. Mike asked for comments or discussions of any new projects that were not discussed. Sheri asked if the Front Street project will include Second Street also and Mike replied that it will. Pres. Handlan asked what part of Front Street is included in the project. Sheri stated the project goes from Bough to Chestnut on Front Street and from Bough to Raspberry Alley on Second Street. She noted this was in Council's budget. Mike asked Council and the public for any discussion of historical or environmental impacts that the proposed projects would have. He also asked for comments or discussion on any previously funded projects. Pres. Handlan asked if there is any kind of floodplain requirement for the improvements in the floodplain. Bill Seigel stated that there are no requirements in the nature of the improvements with the exception of what floodplain ordinances the Borough has adopted. There are some administrative requirements for doing construction in a floodway. The environmental review has an additional process that is required where an 8-Step Floodplain Notice Procedure is done by SEDA-COG on behalf of the Borough. This addresses the floodplain requirements and gives the public an additional opportunity to comment on the improvements and changes. The design and construction are dictated by the Borough's floodplain ordinances. Mgr. Bickhart stated the proposed project is almost identical in scope to what was just done on Pine Street, which is equally in the floodplain. He stated there are no Borough ordinances pertaining to street renovations, just construction of new streets. Bill Seigel reported to Council that SEDA-COG will be providing a copy of their scope of services to the Borough Manager for Fiscal Year 2008. The fee has not been adjusted so the cost will be the same as in prior years. The Borough will have the opportunity to approve this at an upcoming meeting. The fee covers the five-year life of the grant through 2013, with the fee for Fiscal Year 2008 being \$17,220. C/P Inch noted that the grant amount has been slowly dropping and he asked Bill Seigel if he thought the amount would drop again next year. Bill replied that the program has been attacked pretty fiercely by the current political administration. Given the kind of support the CDBG program has received nationwide, in spite of the attacks and with a changing administration, whether it be Republican or Democrat, the CDBG program represents a critical piece for the needed infrastructure in the nation. Both sides of the political spectrum have done studies and have found that there is from \$10 to \$30 billion worth of infrastructure work needed to upgrade the antiquated systems in the nation. Whether it is a CDBG program or some other program Bill stated he believes there will be fewer attacks on the CDBG program. There may be some refinement of the program and it may get a new name, but he is confident the program will continue in some form. Mgr. Bickhart stated that he has reviewed the documentation that SEDA-COG put together in defense of the program. He stated this was an excellent document which went a long way to convince the local representatives that this is a very important, well used, highly credible use of federal dollars. He thanked SEDA-COG for making that effort.

RECONVENE COUNCIL MEETING AT 7:35 PM

C/P Mengel noted that it was important for the Borough to pay itself back first. Pres. Handlan agreed and stated there would be more discussion at the February 4 Council meeting. A Final Public Hearing is scheduled for the March 3 Council meeting.

PERSONS TO BE HEARD:

Borough Police Chief, Thomas Garlock – Presentation of Police Report for November 2007 –

Chief Garlock noted there were 37 serious crimes and 43 all other crimes reported. There were 15 burglaries reported in November. Of the series of burglaries, approximately 80% have been solved. The paperwork is in process to arrest the individuals involved. In the breakdown of the service calls by zone, there was a decline for calls to off campus housing and on-campus incidents. This is a characteristic seasonal decline. Chief Garlock reported that 93% of the shifts were covered during the course of the month. November was a standard month, with nothing exceptional. Chief Garlock stated at next month's Council meeting he will have the December 2007 report, a year-end report with a summary of police operational activity as well and crimes and major incidents occurring during the course of the year. He told Council that if there is anything specific they would like to have addressed in the monthly or annual reports they should let him know. If they are not too time consumptive he will consider including them. The annual reports will be more of a narrative report with graphs and data showing trends and analysis. Mayor Carroll stated that he is the middle of his term as mayor and he has been meeting with Chief Garlock on a regular basis. He stated he appreciates all that the Chief has done for the Borough and the time he puts in. He stated for the new Council members that they can contact Chief Garlock if they need to meet with him or they can go through the mayor's office for a meeting. Pres. Handlan also thanked Chief Garlock for his service and the number of hours he gives to the community, noting that the Borough is lucky to have him. Pres. Handlan stated she hopes Chief Garlock can move forward quickly to hire a new fulltime officer. Chief Garlock stated that Mgr. Bickhart has submitted a copy of the advertisement for the Chief's review. He has reviewed it and there some issues he will be discussing with Mgr. Bickhart during the course of the week. He will return it to Mgr. Bickhart by the end of the week for advertisement in the local newspaper. He stated he is also trying to ascertain if there are any other local police departments that will be testing officers. If the departments can combine their efforts it will lower some of the overhead costs, such as personnel costs, facility costs, etc.

DH&L Fire Company, Jason Kaufman – Jason introduced Brandon Ulrich, the assistant truck foreman engineer for 2008 and stated that Brandon is also an EMT. Pres. Handlan noted that Brandon has been volunteering since he was 14. Jason stated Brandon's father was a fire chief for a number of years and Brandon came up through the ranks starting as a junior firefighter. Jason thanked the Borough for helping the fire department and for working well with them during 2007. He stated during 2007 the brush truck was put in service. This truck was donated by the Department of Forestry and a number of businesses in the Borough gave donations to get the vehicle in service including Keller's Auto Body, who did all the body work and painting for no charge. During 2007 DH&L received three grants: a \$20,000 dive grant to purchase dive equipment, a \$40,000 federal grant to purchase a new breathing air compressor, and a \$10,000 state grant to purchase new turnout gear. Jason thanked the Selinsgrove police department and the Borough crew for their help on calls in 2007. There has been interest expressed in the social hall materials so hopefully that will be sold very soon. The money from that will be used to pay down the debt on the building. Jason reported there were 23 incidents in December including two structure fires. Six calls were in the Borough of Selinsgrove. December man hours total 398. For the year of 2007 there were 7,352 man hours, with 101 calls in the Borough and 106 in Penn Township. There were 36 building structure fires in 2007. The fire loss for 2007 totaled \$130,000, most of which was in the Borough. One of these losses was the garage fire on the Isle of Que back in June. The top call takers for the year were Fire Chief Dawayne Betzer with 194 calls, Firefighter Brandon Ulrich with 166 calls, SU Student Firefighter David Shoener with 164 calls, Deputy Fire Chief Jason Kaufman with 134 calls, and Firefighter Jeremy Smallwood with 130 calls. Jason stated there were a large number of SU students this year, with 12 being members of the fire department this year. Dave Shoener had the most calls of the SU students with 164 calls. Ben Grassi had 111 calls and Drew Heintzelman had 108 calls. The fire company and the university have a good working relationship. Jason listed the officers for 2008. Administrative officers are President Patrick Metzger, Vice President Dale Brown, Secretary Donna Brown, and Treasurer Linda Herrold. Trustees House Committee are Chairman

Dawayne Betzer, Jason Kaufman, Mike Fisher, James Herrold and Greg Oldt. The fire officers are Fire Chief Dawayne Betzer, Deputy Fire Chief Jason Kaufman, Assistant Fire Chief Don Weirick, Captain Jeremy Smallwood, First Lieutenant Robert Romig, and Second Lieutenant Pat Metzger. Third Lieutenant is not an elected position but is a position appointed by the three chiefs. For 2008 this is Ken Stettler. The engineers are Gary Greiner, George Dillard and Brandon Ulrich. Pres. Handlan and Council thanked Jason and DH&L for their service, noting that they do a great job.

**** At this point – 7:50 PM – C/P Mengel excused herself from the meeting to attend to an unanticipated personal matter. ****

Brian Burke, Selinsgrove Area Recreation, Inc. – Brian thanked Council for their 2008 contribution. He stated the first board meeting will be held tomorrow night. He noted that Monroe Township has contributed \$10,000 and Penn Township has contributed zero dollars. He stated one of the goals of the board will be to build relationships in Penn Township and other areas that have people who use the pool. Brian reported the pool board was awarded a DCNR grant of \$250,000. The grant announcement states that “Selinsgrove Borough was awarded \$250,000 for rehabilitation of the Selinsgrove community swimming pool to include reconstruction of the main top pool with zero depth entry, installation of filtration and sanitation systems, renovation of the filter and bath house building, ADA access, parking site and related site improvements”. Mike Miller of SEDA-COG is the contact person for this grant. Brian noted a fundraising chairperson will be named to work not only within the pool board but within the community to come up with a strategy to begin to tap the funds. This will be a multi-phase project so that the monies available in 2008 can be prioritized toward the most immediate needs. Bill Seigel spoke for SEDA-COG, congratulating the pool board and the Council, noting that two years ago when this journey began there was a lot of ground to be covered and Brian deserves a lot of recognition for the work he has done with his board and committees. Council’s vote of confidence in asking SEDA-COG to help develop the application and in agreeing to serve as the applicant has gone a long way to convince the staff at DCNR that this is a viable project. Bill stated he is pleased with the commitment to the project and SEDA-COG is committed to assisting with this. They will be attending a meeting to brainstorm the process, procedure and steps to move forward. C/P Anderson clarified that the grant monies need to be matched. Brian asked how long the \$250,000 will be accessible and Bill Seigel replied that it is a 24-month contract. Brian stated there is a sense of urgency but there is also enough time to come up with a realistic plan and to prioritize the phases through the end of 2009. Pres. Handlan asked if someone from the pool will be at the fundraising campaign meeting next Monday and Brian replied that someone would be. C/P Inch asked if the two-year time starts from the date of notification of the grant and Bill Seigel replied that traditionally the contract from DCNR will reflect the date of the approval letter. Brian reported that there is a focus on restructuring the pool board to allow for a well-rounded business approach. Two new board members are Don Rowe and Larry Johnson. Susan Schurer had agreed to come onto the board but has since had some family issues that will not allow her to do so at this time. Brian has encouraged her to continue to contribute even though she cannot serve on the board at this time. Brian also reported that SU student Ben Grassi, a student volunteer with the fire company, is also an intern who is supporting the pool. The university is giving him two to three credits toward his Business Administration major for his work with the pool. He will be working from January 1 into the summer months to do the preparations to allow the pool to have a successful season. These include website design, a membership drive, advertising swimming lessons, developing press releases, and meeting with some non-board members for marketing support. If all goes well with Ben in the next few months the pool board would accept his application for assistant manager for the summer months, which would allow Ben to not only plan the successful season but to also implement it. This structured approach is what the pool board has been lacking and the implementation of this should allow things to be routine rather than last minute. Brian stated there are many behind the scenes successes and the pool board is on the right track to move forward. Pres. Handlan thanked Brian for all his work to get the pool back on track.

C/P Anderson asked if the fundraising meeting that Pres. Handlan mentioned is the SPI generated meeting of all the groups that need to raise funds. Pres. Handlan stated this is correct and noted that she will be going to the meeting to represent the library.

UNFINISHED BUSINESS FROM PRIOR MEETINGS:

Review List of Council Issues – Mgr. Bickhart reported that the zoning permit rates issue got tangled up in the work to adopt the rental property code. He has given Council a first look at the extensive summary of the fees and fines and penalties and costs that the Borough maintains. He stated his intention was to have Council adopt this as a resolution to keep these in front of them and to be able to change them as needed. The ordinance numbers are noted and the section numbers are right out of the codification. He suggested this be given to the Finance and Budget Committee for its review and recommendation. Solicitor Cravitz stated in Beavertown a list such as this was sent to all the tenants. Pres. Handlan suggested putting this list on the Borough's website. C/P Viker noted the huckster fee and Mgr. Bickhart stated this is more for historical purposes than anything else. It was included in the codification so he left it on the list. C/P Anderson asked if the fees as stated cover the necessary costs. Mgr. Bickhart stated that some items are in bold and these are the ones he is suggesting be updated to reflect what they are costing the Borough. Overall, most fees are pretty close. Some are deposits the Borough asks for pending an accounting of the actual cost. Mgr. Bickhart noted that when he first came up with this list he gave it to Solicitor Cravitz and Chief Garlock for their review. He noted that some fines are set by state law and cannot be changed. Mayor Carroll questioned the returned check charge, noting that \$25 was the standard fee. Solicitor Cravitz stated that it varies. Mgr. Bickhart stated he thought the bank charged the Borough \$15 for a returned check. C/P Viker asked if "Pease and Good Order" was a historical spelling and Mgr. Bickhart noted that it was a typo, which he will correct to "Peace and Good Order". C/P Viker asked if Council should authorize Mgr. Bickhart to make the necessary fee changes, such as when postage goes up, or if they have to be done comprehensively in one fell swoop. Pres. Handlan stated at this time the entire list should be considered all at once. Mgr. Bickhart stated he recommends that in the section specifying postage that the wording be changed to "current rate" so it does not have to be changed every time the postage changes. He stated there are a number of different postage rates the Borough uses, such as first class, certified, non-certified, etc.

Pres. Handlan asked if there is a target date for the sidewalk list to be finalized and when in the spring the letters will be sent out. C/P Inch replied he served on that committee with Bill Reuning and Bill Hetherington. They are about 80% done with the actual inspections. They hope to finish the inspections soon. Mgr. Bickhart stated that Bill Reuning has agreed to finish the inspections in order to maintain consistency. He stated that weather permitting the list should be finished by the March Council meeting, with letters being sent out in April.

Mgr. Bickhart noted regarding the roof rehabilitation, mold issues, and issues with the Borough building in general that money has been set aside for an architect to look at the building and make some recommendations. He suggested directing this to the committee when it is reorganized in order to be able to make some decisions in this next construction season. Pres. Handlan agreed, stating Council needs to take a good look at the building and the value of the building, and get a timeline from the library as to when they will remove themselves from the building so the renovations can be completed.

COMMITTEE / COMMISSION / BOARD REPORTS:

FINANCE & BUDGET COMMITTEE: C/P Inch, Chairman

Payment and Ratification of Bills

Motion by C/P Inch to pay the bills. Seconded by C/P Herb.

AYES: SIX (6)

NAYS: NONE

MOTION CARRIED

Statewide Tax Recovery, Inc. - Exoneration Requests – None this month.

PUBLIC FACILITIES & SERVICES COMMITTEE: – No Report

BOROUGH ADMINISTRATION / PROPERTY AND EQUIPMENT: C/P Mengel, Chairwoman – No Report

COMMUNITY ACTIVITIES AND PUBLIC AFFAIRS: C/P Herb, Chairman – C/P Herb reported the signs have been put up on Strawberry Alley indicating a section of the alley as Pete Sears Way. He stated John Walter deserves recognition for having brought this before Council and Mgr. Bickhart deserves recognition for seeing that this was accomplished. Mgr. Bickhart stated that Corby Bowersox also deserves recognition for following up on this and ordering the signs and installing them. Mgr. Bickhart stated he would be happy to arrange some sort of dedication ceremony. C/P Herb stated it would be a good idea to talk with the members of the Sears family to see when would be a good time for them. Mgr. Bickhart stated that young Pete Sears called him after seeing the signs to express his appreciation for remembering his father in that way. Pres. Handlan stated that John Walter spoke with her and indicated that he would like to have an annual dedicated bicycle ride past the shop and down to the end of the Isle of Que and back, and possibly use it as a fundraiser to pay for the signs and to be used in some other way as a donation in Pete Sears' memory. She suggested having a more formal dedication in the spring. C/P Viker asked how much the signs cost and Mgr. Bickhart replied they were around \$30. Pres. Handlan stated John Walter and some others who are involved in this will reimburse the Borough for the cost of the signs, but they did want to take it to another level with the bicycle ride.

PERSONNEL MANAGEMENT COMMITTEE: C/P Anderson, Chairwoman – Mgr. Bickhart stated he is making arrangements to interview one of the applicants for the Borough crew position a second time.

PUBLIC SAFETY COMMITTEE: – Mgr. Bickhart stated there was nothing pending at the end of the year for this committee. C/P Herb noted that the handicapped parking on Market Street needs to be addressed. He stated this should be easily done as there is no opposition to it. There are several places that would work well, one of them being the former designated police department parking space. C/P Herb stated there is still a pending issue of making it easier for people to come out of the parking lot at the eye doctor's office on Broad Street. He asked that these issues be kept in mind when the committee is reorganized. Mayor Carroll stated he has also received some calls about cars coming out of Spruce Street in front of the High School. C/P Inch noted that there are many places like this throughout the Borough. Mgr. Bickhart stated it was his understanding that the committee had looked at the eye doctor's office driveway and was not going to make a recommendation. C/P Herb stated that was not his impression, noting that the committee did not formally meet since this issue was brought up. The individual members looked at it but there was never a meeting held. He stated it would be worth going over it again once the committee is reconstituted. Pres. Handlan stated for the new Council members that the issue with Dr. Shaffer's office is that the parking is so close up to the driveway that it blocks the driver's view when pulling out of the parking lot. C/P Viker asked if there are state laws governing sight lines or if this falls to the Borough for a judgment call. Solicitor Cravitz replied that there are state guidelines for intersections but driveways fall to the Borough. Mgr. Bickhart stated there are state regulations for sight distances at driveways that access state roads. The Borough has not adopted guidelines because most of the speeds are under state limits.

PLANNING COMMISSION: Earl Moyer, Chairman

University Issues – C/P Anderson stated the university seemed to think there would be some voting tonight, but the Planning Commission will have a recommendation for the next meeting. She stated the only recommendation this time was regarding the waiver for the height restrictions on the Science building. Mgr. Bickhart stated that the applicant chose to go one more meeting with the Planning Commission. At the February Council meeting they should have the science building and the additions to West Village and the location of the existing North parking lot to consider.

Recommendation for Ordinance amendment pertaining to the reversion to a prior non-conforming use following the establishment of a conforming use – Mgr. Bickhart reported that the Planning Commission has considered the issue of what happens when there is a non-conforming use in a particular zone and the owner of the property wishes to convert it to a conforming use. The current ordinances would not permit the property to go back. Council heard from a particular property owner who

expressed his concern about this. Council felt something could be done and it was referred to the Planning Commission. The Planning Commission has come up with the ordinance that is before Council tonight that was drawn up by the solicitor for the Planning Commission. If Council accepts this it will be given to the solicitor for publication and subsequent adoption. This is a relatively minor change, noting that a use can be reestablished but it must be done by a special exception which means going through a formalized process with the Zoning Hearing Board where neighbors are notified, a public hearing is held and a decision is made on a case by case basis. C/P Inch asked if this issue arose on the property at Orange and Pine Street and Mgr. Bickhart stated that it did. He stated this is an issue that has been brought to his attention a couple times. There are other property owners who have chosen not to go from a non-conforming use to a conforming use out of fear of not being able to go back. Typically this is a residential use wherein going to a commercial use is conforming but then it is not permitted to go back to the non-conforming residential use. However, in most areas the highest and best use is for a residence. The property owners felt this was a penalty and would affect their rental ability. The Planning Commission agreed and came up with this recommendation.

Motion by C/P Anderson to recommend the ordinance for publication. Seconded by C/P Viker.

C/P Herb asked if the language denoting that this be reestablished by special exception is a cumbersome, burdensome process thereby making it unlikely that anyone will use the process. Solicitor Cravitz replied that it is a difficult process. Mgr. Bickhart stated one alternative would be to reestablish it by conditional use which would be a hearing before Borough Council with a lot less notification or pseudo judicial processing. The Planning Commission felt that this is in a way rewriting the Zoning Ordinance as it applies to a particular property, because zoning is all about going from a non-conforming to a conforming use, thereby getting to a goal that has been established in a zoning map. To create or change zoning is a very rigorous process and the Planning Commission felt it should be an equally rigorous process to revert back on a case by case basis. The special exception is most like the process someone would have to go through in order to change the zoning for that particular piece of property. Neighbors are officially notified and given the opportunity to attend a hearing and testify. Solicitor Cravitz stated this is the fairest way to go. After some more discussion C/P Herb realized that he had mistakenly thought this process involved going from a non-conforming use for which an exception was granted back to a conforming use. He then realized it was actually to go back from a conforming use to a former non-conforming use. Mgr. Bickhart stated to go to a conforming use is as simple as filling out a piece of paper saying this was being done. He stated he had advised this applicant of the problem with going back to their prior non-conforming use when they came into the Borough office to apply to go to the conforming use. He told them they could proceed but he wanted them to realize what would happen if they did. They then withdrew that application and came to Council, which set this whole issue in motion. Pres. Handlan called for a vote on the motion.

AYES: SIX (6)

NAYS: NONE

MOTION CARRIED

ZONING HEARING BOARD:

Mgr. Bickhart gave Council copies of the minutes to keep them informed.

Consider the appointment of Patricia Morris, 395 Eighth Street, to serve on the Zoning Hearing Board to fulfill the uncompleted term of Glen Rohrer, until 12/31/08.

Accept the resignation of Dena Praul Gentner from the Zoning Hearing Board, effective immediately.

Consider the appointment of Arnold Gentner, 108 South High Street, to serve on the Zoning Hearing Board to fulfill the uncompleted term of Dena Gentner, until 12/31/12.

Motion by C/P Inch to accept all of the above. Seconded by C/P Anderson.

AYES: SIX (6)

NAYS: NONE

MOTION CARRIED

CIVIL SERVICE COMMISSION: Dalton Savidge, Chairman

Mgr. Bickhart stated he will submit the advertisement and the Civil Service Commission will review it. The Commission will meet following the receipt of applications for a new full-time police officer. They will conduct testing, rank the applicants and come up with a final list from which Council must hire the top spot.

PARKS AND RECREATION BOARD: Richard Norman, Chairman – No Report

SHADE TREE COMMISSION: Karl Maul, Chairman – No Report

BOROUGH ADMINISTRATIVE REPORTS:

MAYOR: Pete Carroll – Mayor Carroll stated he has a student from the high school ag department who will be making up some signs to put on the fencing behind the police station. This will eliminate the problems of civilians walking into the fenced-in area. The signs will say “do not enter; police only”. The student will mount the signs and put a handle on the inside of the fence. Pres. Handlan asked for clarification of the term “ag department” and Mayor Carroll stated it is the agricultural department, with students who work on farming and outside activities.

BOROUGH SOLICITOR: Robert Cravitz

Consider Adoption of Resolution # 2007-05, pertaining to the Borough’s participation in the PSAB Junior Council Person Program and establishing guidelines – Solicitor Cravitz reported that he made the changes recommended at the last Council meeting, noting that it will be open to any student at the high school but with preference given to students who are residents of Selinsgrove Borough. The student will not receive compensation, will attend meetings but will not have a vote and cannot attend executive sessions. By adopting the resolution the program would be able to begin whenever interested students begin applying. He stated it is likely this will begin with the fall semester. C/P Inch stated he prefers to have a student who is a resident of the Borough but if Council chooses someone from outside he is still in favor of the resolution and the position. Pres. Handlan stated it is a good program. C/P Viker stated he wanted to support the resolution and C/P Inch’s insights, noting that his understanding of the program is that it is primarily educational so that students can find out how Council really works and a person cannot serve on Council unless they are a resident of the Borough. Ideally Borough resident students would be encouraged to apply. Mayor Carroll stated that so far he has three students that have expressed interest. He noted that more than one person can be selected. One of the three is a Borough resident, a female, and the other two are in Penn Township. He stated if Council passes the resolution he is recommending that they proceed quickly to enable someone to come on during this school year. Pres. Handlan stated that the student can still come during the summer months on his or her own. C/P Inch stated that if Council goes ahead with this he feels that they should start with one individual to see how it goes.

Motion by C/P Herb to adopt this resolution. Seconded by C/P Anderson.

AYES: SIX (6)

NAYS: NONE

MOTION CARRIED

Pres. Handlan asked if there is an application for the students to complete. Mayor Carroll stated his understanding from PSAB is that the student would draft up a résumé with the help of someone in the school. The résumé would be submitted to the committee to review and make a recommendation. Pres. Handlan stated she would like a Councilperson to step forward to be a mentor to the Junior Councilperson. Mayor Carroll stated he would be willing to do this or to partner with another Councilperson. He stated he will encourage Harvey Edwards at the high school to work with the interested students. Mgr. Bickhart stated the mentor should sit within close earshot of the Junior Councilperson to be most effective. Mgr. Bickhart would prepare a packet of the Council materials and he would be happy to review this with the Junior Councilperson and answer any questions he or she may have. Pres. Handlan thanked Mayor Carroll for his work on this.

Mgr. Bickhart asked if there is any problem with calling this Resolution # 2007-05 and Solicitor Cravitz replied that it should be Resolution # 2008-01. Sheri stated if 2007-05 will be void. Solicitor Cravitz stated it will be carried over and he will give Sheri a fresh one tomorrow.

Report on the Petition of Omega Financial Corporation, pertaining to the review of the Snyder County Board of Appeals' decision on Omega's recent appeal of their real property assessment – Solicitor Cravitz reported that he spoke with Attorney Clark when this was being filed. He was talking to an appraiser in Harrisburg to get a number. They were fairly confident that their number would be higher than the one on the petition. Solicitor Cravitz has not heard anything since. The new board of commissioners has come into being as of today. They will take this up shortly to determine whether they will proceed with this or not. It depends on how much the new appraiser determines the value to be. The difference now is from \$2.4 million to \$2 million. Omega thinks this is lower and the commissioners will need to decide how to proceed with this. They do not meet until next Tuesday.

BOROUGH ENGINEER: J. A. Coukart & Associates

Update on pending projects – Mgr. Bickhart noted that the 2007 projects are being wrapped up. Solicitor Cravitz reported that with regards to the 2006 street and alley program, the contractor has accepted their final payment with the reservation that they would like to contest the 5% retainage. They have not done anything and the last time Solicitor Cravitz spoke with the contractor's attorney they were still contemplating that but would probably not be doing anything. Mayor Carroll asked if the Weiser Run study has been done. Mgr. Bickhart stated that he has reminded them but it has not been done yet.

BOROUGH TREASURER: Sharon Badman

Review Treasurer's Report for December 2007 - For the benefit of the new members, Sheri reported that the treasurer's report shows the amount in the bank. The front shows the general water and sewer funds, with receipts noted for the year by month and year to date. Expenditures are listed by month and year to date, along with what was actually budgeted. On the reverse side are all the other accounts and their balances as of the end of the month. The bills Council approves is in the lower left hand column and on the lower right Council is approving normal bills that were paid during the month after the Council meeting. Pres. Handlan noted that the Finance Committee meets the afternoon of the Borough Council meeting to review all the bills. C/P Anderson stated the committee looks at every bill. Mgr. Bickhart stated they review every expenditure in every account, not just the major ones. Sheri stated she is available to answer questions and take suggestions. Pres. Handlan asked if there were any questions on the Treasurer's report. Hearing none, she stated that it is on file for audit. Mgr. Bickhart asked if the carryover is sufficient so that no authorizations are needed. Sheri replied that this was correct.

Year-End Report and Budget – Sheri stated this shows actual for 2002 through 2006; 2007 shows what was budgeted and the actual year to date figures as of 12/31/07. The figures for 2008 are what were requested and the budget is what was adopted in the last column. Mgr. Bickhart stated the amounts in 2007 as budgeted have now become actual expenditures reported.

BOROUGH MANAGER / SECRETARY / ZONING OFFICER: Mgr. Bickhart

Non-Police Complaint Update – No complaints during the last month.

Update of PROPERTY TRANSFERS and BUILDING PERMITS ISSUED, Janet Powers, Deputy Zoning and Permit Officer – No report, but there are many changes in the downtown. Reports are given monthly for information purposes.

Statements of Financial Interest are to be completed and returned to the Borough Office before May 1, 2008 – Mgr. Bickhart noted these have not been received yet for 2008. When they come in they will be given to the Council, who must return them by May 1.

Consideration of adoption of “Rules of Order” and/or “Bylaws” – Mgr. Bickhart stated the Boroughs Association recommends that at reorganizational meetings Councils adopt bylaws or rules of order. Council has not established anything or made a statement to follow any rules of order or bylaws. Pres. Handlan recommended Council adopt Roberts Rules of Order. She stated she has several copies and will make sure that every Council member has a copy. Mgr. Bickhart stated that from reading the guidance documents from the Boroughs Association, he has learned that Roberts Rules of Order does not pertain fully to all jurisdictions of a Council. It would be appropriate to adopt Roberts Rules of Order with some conditions or exceptions that specifically pertain to the way Boroughs must operate. The Boroughs Association has a lot of guidance in that regard. Mgr. Bickhart stated he could make a list or Solicitor Cravitz could make a list or it could be given to a committee. He recommends that before Council adopts Roberts Rules of Order they have a listing of all the specific things that must be included. Pres. Handlan stated she would like this to be done. Solicitor Cravitz recommended allowing some latitude because if someone becomes very good at parliamentary procedure they can forestall Council’s wishes to a certain extent. Mgr. Bickhart stated he will compile a list, summarizing what the Boroughs Association recommends as special conditions, and then give the list to Solicitor Cravitz for his review. Pres. Handlan stated that most Boroughs that she knows of have adopted Roberts Rules of Order. C/P Herb asked if this adoption would be a solution that is still in search of a problem. Pres. Handlan replied that this is not the case, noting that this puts a more formally understood process in place. For the most part, the majority of people do know Roberts Rules of Order. Several years ago an instance arose in Council wherein motions that were made were questioned as being out of order. Therefore if something is adopted everyone will understand what is in place and can follow it. C/P Viker stated that with Roberts Rules of Order the Council could use as much of or as little of the package as necessary to conduct business without having a free-for-all or hamstringing themselves. Pres. Handlan asked that Mgr. Bickhart and Solicitor Cravitz have this for the next Council meeting.

Notice: DCNR Grant Workshops, various dates in February at various locations – 2008 Application Deadline is April 25, 2008 – Mgr. Bickhart stated that with DCNR grants the Borough usually uses the services of SEDA-COG.

Notice: BSAB Spring Legislative Conference, March 30 to April 1, Grantville – Mgr. Bickhart stated if anyone is interested in attending this they should let the Borough office know and they will take care of the registrations.

Pump House Rental Agreement with Wellspring Church – Mgr. Bickhart recommended that Council extend the agreement with Wellspring Church concerning the rental of the Pump House for Sunday mornings. This was approved before on a conditional basis in order to determine if there were any conflicts or problems with scheduling or anything else. There have been no problems with this whatsoever. Mgr. Bickhart is recommending that this agreement be extended on an unlimited basis to continue the lease of the pump house for church services on Sunday mornings. C/P Inch asked if a term limit should be set, after which it could be renewed again. Mgr. Bickhart stated the rental is on a case by case basis. It is not issued for a month and an agreement or contract is not being written. It is being done until it needs to be changed. He asked the church if they wanted a commitment from the Borough for a term and they did not request that. It is not a long term lease; it just will not be checked again. The church can continue with the lease of the Pump House until Council changes their minds. C/P Viker asked if this is a lease or an agreement. Mgr. Bickhart stated it is not a lease; it is a per-event rental agreement.

Motion by C/P Inch to extend the agreement as noted. Seconded by C/P Anderson.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

SELINGROVE MUNICIPAL AUTHORITY – Donald Bottiger, Chairman – No Report

EASTERN SNYDER COUNTY REGIONAL AUTHORITY – Bob Dagle and George Kinney, Chairmen
– No Report

NORTH-EASTERN SNYDER COUNTY JOINT AUTHORITY – Mgr. Bickhart and Bill Hetherington –
No Report

NEW BUSINESS:

COUNCIL MEMBERS – Nothing

MAYOR – Mayor Carroll noted that there are holes on the police department building from some signs that were removed. He asked if this could be addressed in the spring. Mgr. Bickhart stated the holes will be caulked shut as weather permits.

OTHERS – Nothing

ADJOURNMENT:

Meeting adjourned at 8:57 p.m.

Attachments: None