

SELINGROVE BOROUGH COUNCIL MEETING

MONDAY, APRIL 2, 2012 - 7:00 P.M.

COUNCIL MEMBERS PRESENT: Pres. B. Farrell, V. Pres. P. Carroll, C/P D. Anderson, C/P T. Charles, C/P S. Hendricks, C/P R. Mease, and C/P E. Viker

COUNCIL MEMBERS ABSENT: None

OTHERS PRESENT: Solicitor R. Cravitz; Mayor S. Christine; Junior C/P Maggie Lemons; Borough Treasurer/Acting Manager Sheri Badman; Borough Deputy Zoning Officer Janet Powers; Recording Transcriptionist Dawne Long; Daily Item Reporter Tricia Pursell; Borough Property Owner Jacqie Reggia; Borough Residents Bob & Linda Derr, Elaine Herrold, Bruce & Emily Johnson, Joe Kleinbauer, Earl Moyer, Joseph & Margaret Siro, Vince Stoops, Betsy & Justin Womer; Larson Design Group Representative Alan Zeigler; Parks and Recreation Board Chairperson Rocky Baer

OTHERS ABSENT: None

CALL MEETING TO ORDER:

Pres. Farrell called the meeting to order at 7:00 P.M. Acting Mgr. Badman called the roll, followed by a moment of silence and the Pledge of Allegiance.

REVIEW AND APPROVAL OF COUNCIL MINUTES FROM MEETING OF MARCH 5, 2012:

Motion by C/P Anderson to approve the minutes as presented. Seconded by C/P Hendricks.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

PERSONS TO BE HEARD:

DH&L Fire Company – No Report. Council will meet at DH&L on Monday, April 16, 2012 at 7:00 P.M. for a tour.

Selinsgrove Area Recreation, Inc. – No Report

Selinsgrove Projects, Inc. – A written report was supplied and reviewed by Pres. Farrell.

UNFINISHED BUSINESS FROM PRIOR MEETINGS:

Review List of Council Issues – Acting Mgr. Badman reported that Weiser Run has been cleaned by PennDOT. The Community Foundation has \$10,000 in funds available for Isle of Que flood victims. A letter will be sent to the residents listing the foundation's criteria for distributing those funds. The Isle of Que bridge rehab began today. The bridge will remain open to traffic until June 4. Beginning on June 4 the detour will be in effect until August 24.

COMMITTEE / COMMISSION / BOARD REPORTS:

FINANCE & BUDGET COMMITTEE: C/P Anderson, Chair

Payment and Ratification of Bills

Motion by C/P Anderson to pay the bills. Seconded by C/P Hendricks.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Statewide Tax Recovery, Inc. - Exoneration Requests – John Fogarty is a non-resident and Joshua Custer is in the military.

Motion by C/P Viker for exoneration of these people. Seconded by C/P Hendricks.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Gelnett Trust – Requests for Funding – Decisions on requests will be made on a case-by-case basis due to urgent need. Before Council tonight are requests from the Governor Simon Snyder Monument Committee for \$4,500 and from the Gelnett Summer Concert Series at the Commons for \$3,200. C/P Anderson reported that \$13,000 has been raised for the Snyder monument. The original contractor's estimate was for \$30,000, but it has been reduced to \$17,000. The Gelnett money would be paid directly to the contractor.

Motion by C/P Anderson to fund \$4,500 from the Gelnett Trust to be used for the repair of the monument. Seconded by C/P Viker.

C/P Hendricks asked if Gelnett money could be routed through SPI. Solicitor Cravitz stated the contractor would be paid directly, so this funding is okay. It is also under the amount for which bids are required. Pres. Farrell called for a vote on the motion.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

C/P Anderson explained that the summer concert series will be named for Rudy Gelnett and held on the Commons on Thursday evenings before dark. This will be followed every other Thursday night by the Rotary-sponsored movies. The full budget for this project is \$4,200. SPI and the Chamber are each providing \$500, reducing the cost to \$3,200. Since Gelnett money should not be used for operational expenses, the Finance Committee is recommending that \$2,750 be funded from the Gelnett Trust to pay for the bands only, with payment being made directly to the bands.

Motion by C/P Anderson to fund \$2,750 from the Gelnett Trust to be used for the Gelnett Summer Concert Series. Seconded by C/P Charles.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Change Order Log for additions and alterations to the Building Project – This was provided for Council's information.

Police Department Furnace – C/P Anderson reported that the furnace died. Acting Mgr. Badman sought out two bids. The bid from E. J. Eaton Plumbing and Heating is \$5,830 to install a burner and chimney liner. The other bid was about \$300 to \$400 higher.

Motion by C/P Anderson to accept the bid from E. J. Eaton. Seconded by C/P Hendricks.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Pension and Insurance – C/P Anderson reported the estimated state aid on the pension plan was reviewed this afternoon, along with anticipated insurance costs, the general fund balances, and year to date figures. Everything looks fine.

BOROUGH ADMINISTRATION / PROPERTY AND EQUIPMENT: C/P Carroll, Chair

Report on Selinsgrove Municipal Building and Community Center Library Renovation and Expansion Project – C/P Carroll noted that the recovery has been pushed back one week. The drywall

contractors are ready to go once the plumbing and wiring is completed. The estimated move-in date will probably be in July. The clerk of the works and his staff are doing a good job.

COMMUNITY ACTIVITIES AND PUBLIC AFFAIRS: C/P Mease, Chair

Request by SVWIT to place bows on decorative street lights downtown – C/P Mease reported something similar was done in the past and the bows covered up the sensors. C/P Anderson suggested that they decorate elsewhere, such as on the fence along the Commons or in doorways. Bruce Johnson reported that SPI is working on a policy for displays on the Commons or the sidewalks around it. SPI would like to coordinate this with the Borough. For now, SPI is saying no to these types of requests. Council decided to deny the request from SVWIT to place bows on the decorative street lights.

Request by SU to place “Environthon” banners on decorative street lights downtown – The banners are 24” x 47”, but the street lights can only accommodate a banner which is 18” x 36”. Pres. Farrell suggested making up an information sheet that people can pick up in the Borough office. Council stated there is no problem with allowing SU to place banners of the correct size.

Motion by C/P Viker to notify SU that Council would approve this request if they would supply banners in the correct size. Seconded by C/P Carroll.

C/P Hendricks asked if the committee could meet to determine a policy as to who can put banners on the street lights before this is voted on. Solicitor Cravitz suggested that the motion include any other policy requirements that may come from the committee. C/Ps Viker and Carroll agreed to this addition to the motion. Pres. Farrell called for a vote on the motion.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Request by Christ United Methodist Church to close alley behind church on May 5 for craft show – C/P Mease reported that Chief Garlock has no problems with this request. The church will notify the adjacent residents. This event has taken place in the past with no issues.

Motion by C/P Mease to approve this request. Seconded by C/P Hendricks.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

PERSONNEL MANAGEMENT COMMITTEE: C/P Charles, Chair

Update on Borough Manger’s position advertising – C/P Charles reported that 35 applications have been received. The committee is working to reduce that number to conduct interviews, which may need to be conducted on a Saturday.

Consider hourly wage for computer IT capabilities by Mike Lang – This will be discussed during tonight’s Executive Session.

Accept Resignation of Dawne Long as Recording Transcriptionist – Motion by C/P Charles to accept the resignation of Dawne Long, effective August at the latest. Seconded by C/P Anderson.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Council thanked Dawne Long for her years of service to the Borough.

Approve Chelé Weaver taking over transcription duties – C/P Charles stated that the committee has decided to stay in-house with the transcription of the minutes. She would begin at the May meeting, with Dawne Long also attending the meeting as an overlap. C/P Hendricks asked if the minutes would be done during regular business hours. C/P Viker stated it would fall under “other duties as assigned”.

Motion by C/P Charles to keep the position in-house rather than advertising for a transcriptionist, and to approve Chelé Weaver to do the minutes beginning at the May meeting with an overlap with Dawne Long. Seconded by C/P Mease.

Mayor Christine asked Dawne Long how long it typically takes her to do the minutes. Dawne replied that it varies, but it usually takes no more than three times the length of the meeting. A 2-hour meeting would result in at most 6 hours of typing. C/P Viker asked Solicitor Cravitz how much information is legally required, stating he thought it was just motion, second and vote. Solicitor Cravitz showed an example from ESCRA. The minutes were from a meeting of 1½ hours and consisted of about two pages of information. Pres. Farrell called for a vote on the motion.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

PUBLIC SAFETY COMMITTEE: C/P Viker, Chair

Market Street Red Lights at Pine and University Avenue/Walnut Street – C/P Viker stated that he met with Corby Bowersox, Acting Mgr. Badman, Matt from PennDOT, and Mr. Swope from Representative Keller’s office to address complaints about these traffic lights. Corby Bowersox provided suggested cycle changes. Two traffic study proposals were received, one from Traffic Planning & Design for \$3,200 and one from Larson Design for \$5,800. Changes cannot be made to the pedestrian cycle without doing a traffic study, which could take up to one year. C/P Hendricks suggested doing the study in the fall rather than the summer, when the schools and university are in session. Only small changes in the cycle seconds can be made, and Corby will forward his suggestions to PennDOT for their approval.

Motion by C/P Viker to accept Corby Bowersox’s suggestions to be sent to PennDOT and if approved to authorize Mr. Bowersox to make the adjustments. Seconded by C/P Anderson.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Acting Mgr. Badman stated that Traffic Planning & Design said they could have a traffic study done within 30 days of a signed proposal. If Council approved this tonight they could have data back in May, which they could then take to PennDOT. C/P Viker expressed concern on the 30-day traffic study, stating it does not coincide with what he was told by PennDOT. C/P Anderson stated that part of this is because Traffic Planning & Design already has some of the background information they need because they had done it before. This is also reflected in the difference in quoted prices between them and Larson Design. C/P Viker asked for clarification on what PennDOT needs before Council makes a decision. Pres. Farrell stated this will push the traffic study back to the fall since schools will be out for the summer and the Isle of Que bridge will be closed.

PLANNING COMMISSION: Earl Moyer, Chair

Recommendations – There is a request to divide the lot at St. Paul’s in half. The review of the Borough Engineer was positive.

Motion by C/P Hendricks to approve the request contingent on a successful review by the Snyder County Planning Commission. Seconded by C/P Charles.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Memorandum of Understanding – There is a request to adopt the Memorandum of Understanding prepared by Brian Herber of the Snyder County Conservation District. Solicitor Cravitz and the Planning Commission reviewed this and it seems like a worthwhile proposition. The SCCD would review any and all plans within the Borough with regard to soil erosion and make recommendations to Council. There was lengthy discussion involving the size of properties involved, when plans are required, when the plans need to be reviewed before work proceeds, and how much this would cost the planning parties.

Motion by C/P Viker to accept the Memorandum of Understanding and authorize the Chairman and Secretary to sign it. Seconded by C/P Hendricks.

Bob Bickhart asked if the Memorandum of Understanding will be given to an applicant, and he explained his understanding of how all this works. After further discussion it was decided that more information needs to be obtained before Council can vote on this. C/P Viker withdrew his motion.

ZONING HEARING BOARD: Cyril Runkle, Chair – The Board will meet on Thursday to consider an 18-foot variance request from Jason Mercer to install a Bilco door to his basement.

CIVIL SERVICE COMMISSION: Dalton Savidge, Chair – No Report

PARKS AND RECREATION BOARD: Rocky Baer, Chair – A written report was supplied and reviewed by Mr. Baer.

SHADE TREE COMMISSION: Joan Fasold, Chair – A report was supplied via email.

POLICE CONTRACT NEGOTIATIONS COMMITTEE: C/P Anderson, Chair – C/P Anderson reported the committee has been meeting and has another meeting with Chief Garlock tomorrow to review potential areas for discussion. Everyone is ready to negotiate.

BOROUGH ADMINISTRATIVE REPORTS:

MAYOR: Sean Christine

Presentation of Police Report for February 2012 – No anomalies. Mayor Christine commented on the busy month that the police officers had, especially Officer Grove, who was commended for his hard work.

C/P Carroll, on behalf of the school district, thanked the police for time spent with 6 Japanese exchange students. C/P Carroll also thanked Officer Grove for his help in resolving an issue regarding students on C/P Carroll's block.

Part-Time Officer – Mayor Christine reported that Chief Garlock has identified one part-time offer that he is interested in hiring. Chief Garlock would like Council's approval to hire the officer pending a positive background investigation, which he is still in the process of conducting.

Motion by C/P Viker to approve the hiring as noted. Seconded by C/P Charles.

C/P Hendricks asked if this is appropriate without a name. Solicitor Cravitz replied that Council should have a name. C/P Viker withdrew his motion pending more discussion during tonight's Executive Session. C/P Charles withdrew his second.

Our Town Selinsgrove – Mayor Christine reported that videos, pictures, stories, etc. are due on Saturday, April 7. Vince Stoops and Tim Musser are the contact people for this. They can be reached at ourtownselinsgrove@gmail.com. Acting Mgr. Badman cautioned people to be watchful if they are taking video of the new Borough building. There are Amish working on the roof and they will stop work if people try to take their pictures or videotape them.

BOROUGH SOLICITOR: Robert Cravitz, Esq.

Consider the adoption of Ordinance #796, pertaining to the curbing, sidewalk and driveway assessments for the 2012 Street Program – This will provide for curbing, driveways and sidewalks along certain sections of Sassafras Street, Water Street, Walnut Street and Charles Avenue. Notices will be going out to landowners to have the work completed by May 31. If they do not, the Borough will do the work and bill the landowner for it. If they fail to pay, a lien will be placed on the property.

Motion by Pres. Farrell to adopt Ordinance #796. Seconded by C/P Charles.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Consider the adoption of Ordinance #798, pertaining to opening Gelnett Way – This will assign a name to the unnamed street between High Street and Union Alley along the new Library/Borough building.

Motion by C/P Viker to adopt Ordinance #798. Seconded by C/P Carroll.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Consider the adoption of Ordinance #797 pertaining to Chestnut Street, Pine Street, Bough Street, Gelnett Way direction of travel, no parking, etc. – Solicitor Cravitz reviewed this ordinance, which is set to become effective June 15.

Motion by C/P Viker to adopt Ordinance #797. Seconded by C/P Carroll.

Education of the public regarding these changes was discussed. There was also discussion regarding effective dates for parking along Pine Street at the new Borough building and for the portion of the ordinance affecting Bough Street on the Isle of Que near the emergency access.

Motion amendment by C/P Viker to change the effective date on the north and south side of Bough Street west from the intersection with Third Street to immediately. C/P Carroll seconded the amendment.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Consider the adoption of Ordinance #799, pertaining to vacating a portion of East Snyder Street for Shane & Christi Hendricks

Motion by C/P Viker to adopt Ordinance #799. Seconded by C/P Farrell.

There was discussion regarding a letter that Bob Bickhart sent to Council regarding a turnaround for traffic and some other issues. C/P Hendricks addressed these concerns, as well as paving issues, deed issues, proposed streets, etc. C/P Anderson expressed concern that a yes vote for this ordinance creates a conflict. Pres. Farrell called for a vote on the motion.

AYES: FIVE (5) NAYS: ONE (1) – C/P Anderson
ABSTENTION: ONE (1) – C/P Hendricks MOTION CARRIED

Consider First Amendment to Lease with FNB – Term Extension to August 31, 2012 – The current lease expires April 30, 2012. The extension would run from May 1, 2012 through August 31, 2012 at the same monthly rental fee.

Motion by C/P Anderson to approve the Council President and the Secretary signing the amendment. Seconded by C/P Viker.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Consider Amendment #3 to PA Fish & Boat Commission – Term Extension to December 31, 2012 – New drawings have been submitted to the Fish & Boat Commission and are under review. The grant is about to run out but the Fish & Boat Commission has agreed to this extension.

Motion by C/P Hendricks to approve Amendment #3. Seconded by C/P Carroll.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Consider New Communities Grant Contract for Years 4 & 5 – Main Street Program – There are several entities involved with this, including SPI, Susquehanna University, and the business owners. There is no Borough contribution other than to do oversight and to get contracts in order and in place.

Motion by C/P Hendricks to approve the contract for Years 4 and 5. Seconded by C/P Charles.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Consider Façade Committee representation by Borough Council – C/P Carroll had been on this committee, but for the past several years Council has not had any representation. Treasurer Badman stated she does not know who is getting the money until she is directed to pay it. Pres. Farrell stated this will be discussed during tonight's Executive Session.

Adopt Resolution 2012-06 for the Main Street Program Grant – Motion by C/P Mease to adopt Resolution 2012-06. Seconded by C/P Viker.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

RECESS – At 9:05 P.M. Council recessed for a break. Council reconvened at 9:17 P.M.

BOROUGH ENGINEER: J. A. Coukart & Associates

Update on pending projects – A written report was supplied. Acting Mgr. Badman also supplied a copy of a letter she received today from Engineer Coukart regarding Justin Womer's information. Mr. Coukart also sent a copy of this letter to Architect Gary Wolfe.

PUBLIC FACILITIES & SERVICES COMMITTEE: C/P Hendricks, Chair

Consider proposal from Larson Design for the reservoir cover – Alan Zeigler from Larson Design supplied information for the reservoir cover replacement project, explained the information, and answered questions from Council members.

Motion by C/P Hendricks to proceed with the project. Seconded by C/P Anderson.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Consider proposal from Larson Design for the Telemetry at the wells – Alan Zeigler supplied information on this project, explained the information, and answered questions. C/P Anderson stated that the money to do this project is in the Water Fund.

Motion by C/P Anderson to proceed with the project. Seconded by C/P Hendricks.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Mr. Zeigler stated he will provide monthly reports during the project. If Council requests his presence, he will come to a meeting.

BOROUGH TREASURER: Sharon Badman

Review Treasurer's Report for March 2012 - Pres. Farrell asked if there were any questions on the Treasurer's report. Hearing none, he stated that it is on file for audit.

Capital Accumulation Plan and review of operating revenues and operating expenditures for the Water Fund, Sewer Fund, Recycle/Disposal Fund – If anyone has questions they can stop in the Borough office. It was noted that recycling revenue has decreased; local recycling was discussed.

INTERIM BOROUGH MANAGER / SECRETARY: Acting Mgr. Badman

Non-Police Complaint Update – A written report was supplied and reviewed.

Notice: PSAB 2012 Annual Conference, April 29 to May 5, at Seven Springs Mountain Resort

Reminder: Statements of Financial Interest are to be completed and returned to the Borough Office before May 1, 2012

Consider utility payment plan request by Thomas Pregent – 308 South Market Street – Acting Mgr. Badman stated she does not usually bring these to Council; however, these people made a large payment and are down to about \$1,300. She recommends a continued payment plan.

Motion by C/P Anderson to approve a continued payment plan. Seconded by C/P Carroll.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

American Legion & VFW Memorial Day Parade – Monday, May 28, 2012 at 9:00 A.M. – Information only, as this was approved in January.

Service Electric Cable notice of rate adjustments – Information supplied.

SAIC completed 4th round of annual groundwater sampling at former AMP site on March 22 – Information supplied.

Information regarding Community Garden – A meeting for the gardeners will be held on April 9 at 6:30 P.M. at the gardens.

JAG Funds – Selinsgrove is eligible for \$11,629. The application must be submitted by May 14. The Borough needs to do a Memorandum of Understanding with the Snyder County Commissioners. A hearing will be advertised for May. Chief Garlock will put together a project description narrative.

Consider Adoption of Resolution 2012-07 – This resolution allows DH&L to use the federal surplus property program through the municipality. They have been on the Borough's membership roll for many years, but now a resolution is requested stating this.

Motion by C/P Anderson to adopt Resolution 2012-07. Seconded by C/P Viker.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

PA 211 – Information supplied on this program which will take effect this summer.

ZONING: Janet Powers, Deputy Zoning and Permit Officer

Update of ZONING, SIGN & OCCUPANCY PERMITS ISSUED, Janet Powers, Deputy Zoning and Permit Officer – A written report was supplied.

SELINGSGROVE MUNICIPAL AUTHORITY – Donald Bottiger, Chairman – No Report

EASTERN SNYDER COUNTY REGIONAL AUTHORITY – Carol Handlan and George Kinney, Chairmen – Minutes of their meeting were provided to Council.

NORTH-EASTERN SNYDER COUNTY JOINT AUTHORITY – Bill Hetherington and Dianne Mengel – No Report

NEW BUSINESS:

COUNCIL MEMBERS – Pres. Farrell noted that Bella’s Pizza opened tonight.

EXECUTIVE SESSION - Council Meeting recessed to an Executive Session at 9:52 P.M. for discussion of Litigation and Personnel Issues. Council meeting reconvened at 11:03 P.M.

Motion by C/P Viker to authorize Chief Garlock to hire Francis Petrovic from Shamokin as a part-time police officer contingent upon the successful completion of the final background check. Seconded by C/P Anderson.

AYES: FOUR (4) – C/Ps Anderson, Charles, Mease & Viker
NAYS: THREE (3) – C/Ps Carroll, Farrell & Hendricks
MOTION CARRIED

Motion by C/P Charles that Mike Lang get paid at a straight-time rate of \$20.00 per hour when he is doing IT computer work. Seconded by C/P Viker.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

ADJOURNMENT:

Meeting adjourned at 11:06 P.M.

Attachments: None

Respectfully submitted by
Dawne R. Long, Independent Transcriptionist
Recording Transcriptionist