

## SELINGROVE BOROUGH RECESSED COUNCIL MEETING

MONDAY, APRIL 25, 2011 - 7:00 P.M.

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

**COUNCIL MEMBERS ABSENT:** None

**OTHERS PRESENT:** Solicitor R. Cravitz; Mgr. J. Bickhart; Mayor S. Christine; Borough Treasurer Sheri Badman; EI Associates Representative Jim Martin; Library Board Members Lynn Askew, Jim Black, Del Kennedy, Tut Woelfel; Library Campaign Representatives Anne Gates and Joe Kleinbauer; Snyder County Libraries Director Pam Ross

**OTHERS ABSENT:** None

### CALL MEETING TO ORDER:

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

### PERSONS TO BE HEARD:

**Others to be Heard** – None

### COMMITTEE / COMMISSION / BOARD REPORTS:

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

**Review the Bid Tabulation for the Borough Hall/Community Library Building Project** – Mgr. Bickhart stated that the committee, of which C/Ps Carroll, Charles and Anderson are members, met last Wednesday to review the second page of the packet. This is a form that EI Associates uses as a way to account for the library space, the Borough space and the shared space on a square foot basis with a unit cost applied against the square footage. The third floor costs are for construction of the space but not for finishing of the space. EI's information shifted the balance for the project from the Borough to the library, and Mgr. Bickhart had some questions about why this shift occurred. He spoke at length with Jim Martin about this and learned that the reason for this shift is because a different unit price was used for renovations with increased costs for new construction. The library and the Borough had a figure in mind but the bids came in higher than anticipated. Therefore, the unit costs should have all gone up, but they did not. Mgr. Bickhart stated that Jim Martin could explain his thinking regarding this. Mgr. Bickhart stated he believes the numbers are more reflective of the project and the costs of the project, and the only thing that is different is the unit costs. The renovated unit costs in the packet tonight start at \$152 per square foot, which is pretty much what was in the feasibility studies from the beginning for renovated space. New construction was around \$200 per square foot. The numbers given to the committee were based on \$138 per renovated square foot. The balance shifted because the Borough's side of the project is mostly renovation and the library's side of the project is mostly new construction. At one point the figures reflected 54% for the library and 46% for the Borough. When the library decided to not improve the third floor of the new construction, as opposed to the prior proposal to not improve the first floor/basement, that was recalculated to reflect 60% for the library and 40% for the Borough. This also reflects the actual space utilization of the project. When Jim Martin used the lower unit costs for renovated space it drove the prices to 67% and 33%, which surprised everyone. After last Wednesday's meeting Mgr. Bickhart and Jim Martin discussed this and came to an agreement that that was an unfair way to apportion the costs. The objective is to make sure the numbers used total up to the actual cost of the project; therefore, costs needed to be reapportioned in order to arrive at the final bid costs. This is the cost the Borough and library will be splitting.

There are a couple scenarios. One is the base bid scenario with no alternatives, and the other is the list of alternatives that the committee was recommending. Jim Martin said this was an accurate explanation. He noted that the 67/33 split did not include some of the site development. He stated after the meeting he was asked to do a new analysis based on the cost of the project and the 60/40 split. Mgr. Bickhart stated in the final feasibility study from October 2010, the unit costs in the table were very similar, at \$152 per square foot for renovated space and \$200 per square foot for new space. The numbers for the base bid are \$152 for renovated space and \$198 for new space. On Scheme 2 it is \$152 for renovated space and \$221.35 for new space in order to reflect the fact that the add items are mostly new construction and not renovation. For this reason the new construction costs needed to go up to renovate those spaces. This also reflects the finishing of the third floor, so the numbers are a bit higher. Mgr. Bickhart stated he did not feel the first analysis provided by Jim Martin was appropriate and was inconsistent with everything that had been done to this point in time. He understood the process that Mr. Martin had to go through in taking the table to make it work out to all add up to a certain fixed number and Mr. Martin has acknowledged that his first choices of unit costs were wrong. The new numbers are much more reflective of the way the project budget costs need to be apportioned.

C/P Charles said that on Wednesday there was a discussion regarding the possibility of shifting square footage. He asked if this estimate has that square footage shifted or not shifted. Mgr. Bickhart stated that he believes the committee, in deference to the fact that the costs shifted toward the library, took another look at the shared spaces and asked for a calculation that the Borough would take on more of the shared spaces than the last feasibility study showed. These numbers do reflect that change. This could be taken back out and recalculated. This change is for 1,095 square feet at a cost of \$150 to \$200 per square foot, which comes to \$150,000 that would shift. Mgr. Bickhart said if it was shifted back to the library, their share would be a little more than 60%. C/P Charles stated now that there is an accurate square footage with the actual dollars known he would like to know what the dollar value would be. There was some discussion about square footage and Mgr. Bickhart explained that the 1,095 square feet shifted from being a 50/50 shared space to being a 100% Borough space based upon the committee's suggestion. C/P Viker asked which spaces these are. C/P Anderson stated it is the main lobby vestibule, the family toilet, the Keystone room and the hallway back to the Borough office. Mgr. Bickhart stated the floor will include the entire lobby and a little bit of the corridor that comes back past a public restroom in the hallway to the door where the Borough office starts. The other one is a corridor in the basement off the elevator and around the corner. C/P Anderson stated these seemed to be spaces that made sense to belong to the owner of the building. C/P Charles stated that in the recalculation the Borough picked up several hundred thousand dollars. C/P Hendricks stated all the Borough is doing is subsidizing. C/P Charles stated he would like to see what the numbers come out to without the change and keeping the square footage the way it was. C/P Viker asked if any of the spaces that were shifted to 100% Borough are not in the footprint of the building as it exists right now. C/P Anderson replied no. Pam Ross stated that when you approach the building, the left side is Borough and the right side is library. C/P Charles asked if the Borough is making a \$100,000 or \$250,000 donation to the library by doing this. He stated the figures show the Borough at \$2.2 million and he thought they were at \$1.8 million. C/P Anderson noted that this also reflects higher bid prices. C/P Viker asked if the committee is recommending that the Borough back off on some of the a la carte items. Mgr. Bickhart stated that he is not sure C/P Viker got the right answer to the question he asked. C/P Viker wanted to know if the spaces that went from 50/50 to 100% Borough are inside the existing footprint of the building. Mgr. Bickhart stated that only the Keystone room is in the existing footprint. The lobby is all new construction, as are the corridor off the lobby and the new family public bathroom off that corridor. He is not sure about the corridor off the elevator in the basement. C/P Viker noted the lobby is attached to the new Council chambers. He stated these items are in the Borough's vision for the building and would be done even if it were not a shared project with the library. It is not that the Borough is saying the library cannot afford this so the Borough will help them out. C/P Hendricks expressed concern that for over a year of discussion these were shared spaces and now all of a sudden they are not shared spaces strictly based on cost. C/P Carroll stated that the committee reviewed the shared space based on the costs of the bids that came in. There was an error in the original cost estimates. C/P Charles stated had the committee known there was an error they would have wanted to see the numbers before the Borough offered to take the square footage. C/P Carroll stated that the committee looked at these areas as spaces that the Borough

could absorb. C/P Viker asked if the Borough is doing this because otherwise the library could not afford to proceed. C/P Anderson stated she wanted to see what made it possible, noting there is no question of the impact to the library in terms of square footage costs based on what the committee was reviewing on Wednesday. She stated she is looking at it as a fairness issue for the project, not so much what the library could afford but what the fair thing is to do as far as apportioning the costs. C/P Viker stated he has been through this for the past year and a half and he is sold on the project. However, he wants to be sure it is clear what the Borough is doing and why they are doing it. He wants to have it clear what is the Borough citizens' responsibility, and why it is their responsibility. C/P Charles asked if the Borough is taking on another \$100,000 or \$200,000 or \$400,000. Mgr. Bickhart stated that most of this is new construction since most of it is not in the footprint of the existing building. This means the price is \$200 times the 1,095 square feet. C/P Farrell asked if the 17% the price went up is included in this and Mgr. Bickhart replied it is. The actual cost is reflected in these numbers. C/P Farrell stated these are common spaces that the Borough is taking over. Pres. Handlan reminded people to identify themselves when speaking so the transcriber can properly attribute comments. Pam Ross spoke regarding the hallway and family bathroom. C/P Anderson stated that is why it made sense for the Borough to take these areas. C/P Viker stated the people of Selinsgrove need a bigger meeting room, and there cannot be a bigger meeting room without a bigger lobby to get to it, and there cannot be a bigger meeting room without a hallway to get to the toilet that serves the bigger meeting room. He stated the decision made by the committee makes sense and he does not see it as subsidizing the library's project. However, he feels it is important to recognize why the Borough is making the choice and what it does to the numbers. The Borough and library have gone too far hand in hand to start nickel and diming things at this point. He noted in the newest version of the floor plan these formerly shared spaces are not shared spaces. C/P Charles stated in the context of the meeting there was sticker shock that it was \$3.8 million and \$1.8 million. At the end of the meeting they looked at the first page which showed nothing being split 50/50. They talked to the architect and went down the list and read off the items, and there was no lobby. They were looking to see what the square footage numbers would be, and before it is made permanent he would like to see the numbers. He stated the Borough has made a \$400,000 swing and he does not know that it was necessary. There was a mistake in the original numbers but no one knows what the original numbers would have been based on what was used as dollar value per square footage. He asked for a figure of what it would have been if all the square footage stayed the same and the correct numbers were used. He stated that is what should have been discussed on Wednesday, when the committee had incorrect information and had a 67/33 split. C/P Anderson stated it should be easy enough to do this. It is just a matter of using the 1,095 square feet and multiplying it out. Mgr. Bickhart stated the 7% shift is mostly in the new costs. Based on the numbers and knowing the methodology, the difference of going back to the original 50/50 is about \$150,000.

C/P Viker asked for clarification of the goals of tonight's meeting and what action Council is expected to take tonight to stay on schedule. Mgr. Bickhart stated this was intended to be a work session, with the objective of coming up with a final scenario or scheme which gives the selected group of alternatives that will be put into the project. The final decision on awarding the contract is scheduled for the May 2 meeting.

Mayor Christine asked about the breakdown on the pages in the packet. Mgr. Bickhart stated the last three pages are all Scheme 2. Mayor Christine stated the total project cost for Scheme 2 is \$5.9 million on one page, but the next page has an itemized breakdown and shows a total project cost of \$5.8 million. Mgr. Bickhart explained the sheet, noting that the upper part of the sheet is the methodology that has been used to calculate the total budget costs all the way along. This is the actual construction cost plus 25% for soft costs. That has been the methodology from the very first feasibility study. It was an estimate of what the architectural fees, the engineering fees, the test borings, and the interest during construction would be, and 25% was used for this. C/P Anderson noted that the \$5.9 million is comparable to what is at the top of the sheet, not what is at the bottom of the sheet. Mgr. Bickhart stated the bottom part of the sheet is what he knows to be the case so far. Many of those things are actual costs. This actually says that things are going a bit better because 25% has not been spent on soft costs yet. That is why the \$5.8 million is there. If everything worked out as estimated the 25% would not be spent so the \$5.9 million would be \$5.8 million.

C/P Viker asked if there is a quick and easy way to explain the difference between Scheme 1 and Scheme 2. Mgr. Bickhart stated Scheme 1 includes the base bid and no alternative bids. Scheme 2 shows the alternatives the committee is recommending. For example, they do want the alternative that would provide the vegetative roof. C/P Viker asked what committee this is and Mgr. Bickhart replied it is the joint working committee of the Borough and library which met last Wednesday. C/P Viker asked for a rough estimate of what all the recommended alternatives add up to for the entire project. C/P Anderson stated it they come to \$106,245. Mgr. Bickhart came up with a total of \$216,000 for all of the alternate items in Scheme 2. C/P Viker asked why the committee decided on these alternatives, whether each one had a different justification, or whether there was a fundamental justification such as we just cannot afford not to do these because they are such a bargain. C/P Anderson stated the big one for the library side is finishing the third floor, which added up to \$125,000 to the project. C/P Anderson stated the area created under the Borough Council chambers, which is labeled as 120 storage, is actually finished in Scheme 2 at a cost of \$40,000. C/P Viker stated Council has already voted to proceed with that usable space rather than using piers. This was to be at a cost of \$40,000 and now for another \$40,000 the room would be finished with drywall. C/P Charles stated that when the committee said yes to finishing the storage room, it changed the low bidder. The low bidder now will do the roof for \$5,900 but the low bidder before wanted \$12,000 for the roof. C/P Viker asked whether because of this Scheme 2 is not significantly more than Scheme 1. It was noted that the bottom line is \$216,000 more for Scheme 2. C/P Viker asked if the library can swing this and Pam Ross replied that they have to do it now. C/P Viker stated they will be buying space that they can eventually grow into. C/P Anderson stated to not do it now would require another contract later on. C/P Charles noted the price for the third floor was reasonable. C/P Viker stated that with Scheme 2, even though people may wish it were cheaper, the library and Borough are striking while the iron is a reasonable temperature. C/P Anderson stated that on Alternative 1 the library is on their own to some extent, such as with the vegetative roof and guard rail. C/P Anderson stated she argued for keeping that in because of LEEDS certification; however, she understands they could still go for LEEDS certification and not do the vegetative roof. C/P Viker stated that while Scheme 2 seems to have a lot of luxuries in it, the construction workers will be present and now is the time to get these things done.

C/P Hendricks noted that his figures are showing that the change from \$138 to \$152 per square foot for renovated costs for 6,000 square feet adds up to \$84,000. He asked where the \$375,000 for the finished third floor comes from under the Borough's shared renovated space. C/P Carroll stated that is all the library's and C/P Hendricks agreed that the Borough does not have anything on the third floor so why is there an amount showing for the Borough. Mgr. Bickhart stated that the elevator goes to the third floor and there are hallways on the third floor. A portion of the third floor is finished and a portion is unfinished in this scheme. C/P Hendricks asked if the stairs are 50% Borough and was told they are. Mgr. Bickhart stated the scheme shows the finishing of the third floor but the column C/P Hendricks is looking at is the square footage of the third floor that may or may not be finished. He stated it is totally the library's costs, but the Borough shares 50% of the stairwells. C/P Anderson reminded everyone that the Borough owns the building. Mayor Christine asked why the Borough would pay for any of the third floor if they have no vested interest in it. C/P Anderson again stated the Borough owns the building. C/P Hendricks stated the Borough owns all the way to Jerry Inch's property but they are not paying for it all. Mayor Christine stated it is a special accommodation and if he were the landlord who put in a special accommodation he would charge the tenant for it. Mgr. Bickhart stated the committee did not get that precise to say that there is 2/3 of the stair tower that would be split 50/50 because the Borough does use it to get from the first to second floor, but they have no interest in the stair tower from the second to the third floor. He stated Mayor Christine is correct, but the committee was not that precise. They just split the entire stair tower 50/50. Mayor Christine's scenarios would have a 50/50 split for 2/3 of the stair tower and the remaining 1/3 would be 100% the library's. C/P Viker stated if the Borough is in for a dime they're in for a dollar. The people of Selinsgrove will own the building and the arrangement with the library is that they will occupy the building and help pay the mortgage on the building. C/P Charles stated that the people of Selinsgrove have to come up with \$2.2 million so Council has to justify it. Pres. Handlan stated the public is well aware of what the Borough is doing and the cost involved.

C/P Anderson stated if Council is worried about the Borough's costs they could decide not to finish the storage area. C/P Carroll stated he brought this up, suggesting it be done later down the road if needed.

C/P Anderson stated not doing the vegetative roof would take another \$5,500 off the costs. C/P Charles stated by taking that cost out the other numbers go up so that would not be a savings. C/P Viker stated that the architect and the clerk of the works are good at this. They'll be able to determine that the Borough should finish an area because not doing so will change the low bidder so it makes the finishing project worthwhile. He stated the time for nickels and dimes is gone; the building is going up. C/P Carroll stated the committee looked at some scenarios and these choices seemed the best. Mgr. Bickhart stated the committee tried to get a feel for what a particular alternative would or would not cost. C/P Charles is correct in that the numbers that were given for the alternate bids make no sense in some cases. The scenarios were put together to see if the low bidder would change. C/P Viker asked if it would be reasonable to ask the architect and clerk of the works to bring a recommendation to Council based on how the numbers change. He asked if Council will trust its experts and follow their recommendations, or if they will try to nickel and dime this project. There was some discussion regarding alternate bids and Mgr. Bickhart noted that, based on price, it does not make sense to not proceed with the alternate. He noted that the library could shift some of the cost on the third floor by finishing the space with private dollars. However, they do not wish to do that and they participated with the joint committee to choose Scheme 2 in order to finish the space with bid prices.

C/P Viker asked what roller shades are. Mgr. Bickhart explained that the base bid has windows with no treatments whatsoever. A roller shade is what it sounds like; a shade that rolls down. C/P Viker stated these would cost \$20,000; whereas the horizontal blinds are only \$6,000. Mgr. Bickhart stated 1-inch Levelor blinds were also a bid option. The exterior sun shades were not chosen because they would be louvers outside the building. C/P Charles stated something still needs to be put inside. C/P Viker stated he does not mean to nickel and dime this project, but he does want to be able to sit in the coffee shop and tell an irate citizen that Council did their best they could to keep the costs down. C/P Anderson stated she does not feel the roller shades would be used, and she also stated the vegetative roof could be eliminated. C/P Charles stated he would like to see the project go back to the original square footage because of the extra \$155,000. He feels that Council would never have even looked at this alternative of an additional 1,095 square feet if they had had the right numbers in the first place. However, he noted he is only one voice and there are six other people present. He stated if they want to go along with this, that is fine with him. It was noted by someone that his understanding is that when the committee sat down and looked at shared space of 1,095 square feet, they realized it was not really shared space because it served only the Borough purposes and not the Borough and the library. C/P Charles stated that 1,095 square feet was mentioned at the end of a meeting and someone suggested it be looked into. He again said if Council had the original numbers they would have never done this in the first place. He stated \$150,000 is a lot to him. Pam Ross stated that the library mentioned a bathroom. C/P Charles stated the Borough had 375 feet up in the elevator on the third floor. Pres. Handlan asked that the library and Borough work together on this, because the job needs to get done. Del Kennedy stated she hears Council saying they have to be careful for the taxpaying citizens of the Borough. However, those citizens are also users of the library and they will really benefit from the wonderful library that they have not had for the last two decades. C/P Charles stated he knows people who are living on Social Security who will have their water rates, sewer rates and taxes raised. He stated they do not come into the Borough office more than once a year and they do not come into the library at all, and they do not want to see their rates raised any more than they have to be. Del stated there are a lot of people who are on limited incomes who use the library, and there is not enough room for them. She stated people stand in line waiting to use a computer because they cannot afford to have a computer at home. She stated again that the new building will benefit the taxpayers. C/P Charles stated he feels the county should have a library tax, noting that the library is an important part of the Borough. He is looking at a cost that went from \$1.8 million to \$2.1 million and that concerns him greatly. He stated the library would not pick up the extra \$150,000 for the Borough through library fundraising. He stated if the library would need the money a year from now the Borough could then pick up the \$150,000 but he does not feel now is the time to do this. Mayor Christine stated no one here is against the library, and he noted that the general public does not need electric roller shades at a cost of \$60,000 when there are reasonable alternatives. Pres. Handlan reminded everyone to keep in mind that this is not just for tomorrow; it is for 30+ years from now as well. Mayor Christine asked what happens in the future if the roller shades do not work. C/P Anderson noted that the shades are \$19,000 and not \$60,000. She stated they would last longer. C/P Farrell stated they are probably more energy efficient and will help with air conditioning.

Mgr. Bickhart stated the electric shades are only for windows that are 17 feet above the floor, with the bottoms being 10 feet above the floor. He and C/P Anderson noted that the rest of the window shades would be manually operated. Pam Ross stated she was told the vertical blinds need to be replaced more frequently. C/P Charles stated he wishes there was time to go through the different less expensive options, put the information into the computer, and find out the new low bidder based on those changes. He stated it took him half a meeting to realize that changing one portion of the project could result in a change of bidders and a change of price for that particular portion of the project. He stated it was enough to make one's head spin. C/P Anderson stated the range in the cost for the parking spaces was the one that got to her. C/P Viker stated when you have already flown to Paris you do not say, "I'm noting going to the Louvre because it's too expensive to get in." He stated, "We're in Paris. It's time to go see the Mona Lisa."

Mgr. Bickhart stated a number of things could be done. The entire list of alternatives could be broken down to show an overview of exactly what is involved. Jim Martin will take any scheme and any listing of alternatives and figure out the bottom line price right now tonight, and this will determine who the low bidders are. C/P Anderson stated that would redo what the committee has spent time working on. C/P Charles stated they could go with an asphalt shingle roof and get credit for \$35,000, but that means only 20 years on the roof. He stated the committee has gone through every single item. Pres. Handlan agreed that the committee put a lot of effort into this. C/P Viker stated the committee has done the right thing. He stated this comes down to what is meant by shared space. He stated no one was hiding anything and hoping the other entity would not realize the space was not actually theirs. C/P Anderson stated she is surprised no one has asked how the library is feeling regarding their fundraising efforts. C/P Hendricks stated he likes all the recommendations under Scheme 2. He does have a question on P-2, rainwater collection piping at a cost of \$7,500. He asked what will be done with the water that is saved. C/P Anderson stated it will water the Commons. C/P Hendricks asked if the Borough gets its water free and C/P Anderson stated the Borough does not bill itself but it still costs to use the water. There was more discussion about green things and it was noted that P-6 is \$900 and goes along with P-2. Mgr. Bickhart stated the difference between the likely three low bidders in general construction for these two areas was not that great.

There was discussion which resulted in Mgr. Bickhart noting that the wiring is done in the base bid. The alternates regard whether a telephone system is installed. There was some discussion of the vegetative roof. C/P Anderson asked how the library is feeling regarding their fundraising and what a ballpark figure is of what has been committed so far. There were a lot of side conversations going on at this point and the answer was not discernible from the tape recording. Someone did note that he looked at it as the library still had to raise \$2.6 million. He also noted there should not be an issue with matching certain funds. C/P Viker stated that even with the numbers, the project is significantly more modest than what had first been considered. A woman from the library stated she likes the current plans much better, including how the Commons will be worked into them. She stated this is something everyone should be proud of. Mgr. Bickhart stated that he had asked Jim Martin to run Scheme 2 without the telephone service. Nothing changes other than it taking \$4,238 off the bottom line.

C/P Charles asked how the Borough is going to raise \$2.1 million for its portion of the building. He asked if this would be through a bond or putting a certain amount in and borrowing a certain amount. C/P Anderson stated there is a provision for a \$4 million construction loan. The Finance Committee felt that once the construction was completed the Borough would pay off its share of the construction loan by borrowing from the reserves. C/P Charles asked how the reserves would be paid back. C/P Anderson stated over a period of years the Borough would pay itself back by budgeting wisely. C/P Hendricks stated the Borough will not be paying \$2.1 million cash. He stated he could see \$250,000 out of water and \$250,000 out of sewer but he stated the Borough would still have to finance some of it. C/P Anderson stated if that is the case that is what the Borough will do, but in an ideal world this will not have to happen. C/P Hendricks cautioned against depleting the water and sewer reserves and C/P Anderson stated this would not happen. She stated the Gelnett money is still up in the air and no one knows if any of that money will be available for the Borough to use to pay itself back. C/P Charles stated he is looking for ballpark numbers, such as whether there will be \$.5 million from water and \$.5 million from sewer and then borrowing \$1.1 million. Pres. Handlan stated the Finance Committee has

gone over these figures. C/P Anderson stated the last time the Finance Committee looked at this they went with the estimates and they figured the Borough could handle it. They will have to look again with the new numbers to decide how it will be handled. C/P Viker stated there will always be people sitting on Borough Council for the next five to ten years asking if things could be done more cheaply or by eliminating things in the budget process. He stated there may be conversations regarding the fact that money cannot be used on something or other because the decision was made to build the building. C/P Hendricks stated the budget runs as lean as it can possibly run and there are no luxuries in there. Pres. Handlan stated the payment plan submitted to DCED shows that the DCED grant is \$1.25 million. Local contributions will be \$1.2 million with CDBG proceeds of \$50,000, Selinsgrove Borough General Fund of \$500,000, Selinsgrove Borough Water Fund of \$500,000, and Selinsgrove Borough Sewer Fund of \$500,000 for a total of \$4 million. Mgr. Bickhart stated the reason the Borough has the construction loan for three years when the construction period is only one year is to give the opportunity to make choices. The Borough can pay the construction loan off in full without penalty, or they can let it run for three years. C/P Charles noted that part of the \$4 million construction loan covers the library's costs. He stated when everything is all said and done, the Borough's portion of that is roughly \$2.1 million. Pres. Handlan acknowledged this is a lot of money, but she pointed out that Selinsgrove is fortunate not to have had any debt in the Borough for years. Mgr. Bickhart stated that right now, using the actual and expected soft costs, the Borough is at \$2.2 million for their portion. C/P Charles again asked how the Borough would pay off their portion of the construction loan. C/P Viker stated an option is to pay it off in cash, and if there is an emergency then the Borough can get a loan to cover the cost of the emergency. Mgr. Bickhart stated the Borough has always had the scheme of 1/3 sewer, 1/3 water and 1/3 general. C/P Viker stated the best thing is to pay the loan and if something breaks then get a loan for that if needed. C/P Charles stated the money has to be paid back into the funds that the money is taken from. C/P Anderson stated the Borough has been borrowing from itself for projects for years and paying it back. There was more discussion along the same lines.

Pres. Handlan asked if everyone is leaning toward Scheme 2 and that seemed to be the general consensus. Mayor Christine had a question about the CDBG funds to be used and was told the \$50,000 was from the grant to be used for the elevator. There was some more financial discussion, and Pres. Handlan asked Treasurer Badman if she feels comfortable with the proposed financing. Treasurer Badman replied that she does. Mgr. Bickhart stated that with the funds in reserves right now, the Borough's portion of the project could be paid in cash without depleting the reserves. He stated with the construction loan over three years, it will give the Borough time to assess the economy and other factors involved in repaying the loan. C/P Viker stated there are a number of ways to do this without reaching into the pockets of the citizens of Selinsgrove. Mgr. Bickhart stated the Finance Committee has not come up with a concrete plan because at this point they wanted to come up with different options. C/P Anderson stated the Borough is in good shape financially, and C/P Viker stated now is the time to make an investment. C/P Anderson asked if a motion is needed tonight for Scheme 2 and Pres. Handlan replied a motion is not needed tonight. Mgr. Bickhart stated the only thing to determine tonight is whether Council wants a final scheme printed out that would be different from Scheme 2. C/P Viker stated it would be helpful to have something to look at before voting. Mgr. Bickhart stated the action Council will be taking at the May 2 meeting will be to award Contract 1, Contract 2, and the alternate items to be included. Someone asked if there is any unease about the two general contractors, or whether one is preferred over the other. There was a reply which was too low to be heard on the tape. C/P Charles asked if the 1,095 feet stays in. Mgr. Bickhart stated that is the current recommendation but he needs to know that before coming up with a final scheme. C/P Charles stated he would not leave it in. Pres. Handlan asked for individual comments on this. C/P Anderson stated she would leave it in. C/P Viker said he would leave it in with reservations but he understands why it has to be done that way. C/P Farrell stated he feels it has to be left in because of the common spaces and the Borough being the keeper of the building. C/P Hendricks stated no. Pres. Handlan stated it sounds like the space stays. Mgr. Bickhart stated he will prepare information for the May 2 meeting.

#### **BOROUGH ADMINISTRATIVE REPORTS:**

**BOROUGH SOLICITOR: Robert Cravitz, Esq.**

**Consider Lease Agreement with First National Bank for temporary Borough Office** – This lease will cost \$6.95/square foot per year. The Borough will use 500 square feet which is \$3,475 per year or \$289.58/month. Solicitor Cravitz stated this is a standard commercial lease. The lease will begin upon possession, which should take place the beginning of May. Mgr. Bickhart stated the insurance company has been contacted and they will be preparing a certificate of insurance naming FNB as additional insured on the general liability policy. The insurance will also be supplemented with renter's insurance to cover all perils in case the Borough would cause damage to the leased space.

Motion by C/P Anderson to authorize the Borough Manager to sign the lease agreement. Seconded by C/P Charles.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

There was discussion regarding the pump house facilities. It was noted there is air conditioning and fabric still needs to be chosen for the chairs.

Pres. Handlan stated several references were made tonight to complaints received from citizens. She reminded Council members to share those with the Borough Secretary so they can be added to the list of Council issues so everyone can see the complaints. C/P Viker stated people complaining about not wanting taxes raised is not really an issue. C/P Charles stated he's been on Council for two months and the complaints he hears most often is people asking when Council will do something about the light. People walk up and push the button and the light doesn't change quickly enough. Pres. Handlan is concerned that someone will get hurt because they are walking across when they are not supposed to. Mgr. Bickhart stated this would require asking PennDOT to change the permit, and he does not think they will do this. Mayor Christine asked if they could just change the timing of the red and green. There was more discussion about the traffic signals, including right turn on red.

**COMMITTEE / COMMISSION / BOARD REPORTS:**

**PERSONNEL MANAGEMENT COMMITTEE: C/P Charles, Chair**

**Consider the recommendations of the committee pertaining to part-time administrative assistant position** – C/P Charles stated the Committee recommends that this move forward, noting that this person will help with the landlord ordinance. He noted that the Assistant Borough Manager/Treasurer is also currently taking on the duties of a receptionist and clerk, which is not right. It is recommended the position be advertised as 20 hours per week, but during water billing time it could be as much as 25 or 30 hours per week with fewer hours on other weeks. Pres. Handlan asked if there will be a probationary period. C/P Anderson replied there will be, noting it is in the personnel handbook. C/P Charles stated the position will be to assist every position, so the issue of "that's not in my job title" does not come up. **C/P Viker** stated that a committee action usually does not require a second, but he would like to go on record as **seconding this recommendation**. He stated the committee has determined that there is no one on staff who can help Treasurer Badman. This new person can take some things from her plate so that she in turn can take some things from Mgr. Bickhart's plate so he does not have to work the hours he does all the time and get the complaints that he works too much or takes too long to do things. The domino effect in reverse will be a great asset to the Borough. He stated it would be nice to be able to reassign duties with existing personnel, but that is just not the case. He stated Council did a no tax increase budget this year for the purpose of transferring funds to create this position. Pres. Handlan called for a vote.

**AYES: SIX (6)**

**NAYS: ONE (1) – C/P Hendricks**

**MOTION CARRIED**

C/P Carroll stated that a couple months ago there was an issue with a police officer. He stated it was determined that the money would continue to roll over, and he asked if this will be put on the agenda as a future item to replace the officer. C/P Viker stated that as Public Safety Chair he does not see why the

position would not be filled. C/P Anderson stated she understood that Chief Garlock would be coming forward with a recommendation to use part-time officers for the time being. C/P Viker asked if the hours would be comparable. C/P Charles stated the feeling was that they did not want to bring a new person in right away, but it would be nice to do eventually. C/P Viker stated the chief should be asked to ensure that there is still the same coverage in the Borough. Mayor Christine stated the coverage is not what it was. C/P Charles suggested using two part-time officers for coverage. Pres. Handlan asked if Mayor Christine would have this conversation with Chief Garlock. C/P Viker asked if this conversation would be Council saying that they would like to see close to an equivalent number of hours of service that there was with the officer so that the number of hours is not decreased. C/P Hendricks asked if Mayor Christine is talking about the cover shift on Monday, Tuesday and Wednesday. Mayor Christine stated there was a cover shift Thursday through Sunday. Chief Garlock has gone to an old style of scheduling that was based on full officers and doing away with the cover shift. Now Friday and Saturday nights do not have two officers on. There are still complaints about noise. He would like to see foot patrols put into action again, but he knows he will have opposition because there are not enough officers to man it. C/P Viker stated with the number of police officers there were a certain number of hours of police service available to the citizens of Selinsgrove. The Borough lost a police officer due to an unfortunate action. Part-time staff can be hired to do the same work that a fulltime officer would do, and he asked if the consensus is that Council wants that to happen. C/P Farrell asked how many hours per week the officers worked when the other officer was still working. Mayor Christine stated it was 37½. C/P Farrell asked if each of the three officers could work 50 hours per week. Several people mentioned that the officers work from a contract and that scenario would involve overtime. C/P Viker stated it would be better for a couple of part-time officers to pick up the hours. Mayor Christine stated that the department's hands are tied on part-timers. C/P Anderson stated they cannot be regularly scheduled and cannot be asked to fulfill overtime hours. The fulltime officers have to be offered the overtime first. Mayor Christine stated this should be revisited when the contract comes around again. C/P Anderson wished him luck. Pres. Handlan asked Mayor Christine to have a conversation with Chief Garlock and let him know that Council is concerned with filling hours, at least part time. C/P Farrell noted that college is soon over so there will be a couple thousand fewer people in the Borough, which will help temporarily, at least until September. C/P Viker stated the number of officers was what the town needed and that number needs to be the same, or the functional equivalent of that number. Mayor Christine referred to an incident that happened over the weekend, with off-duty officers coming in to help deal with it. C/P Viker stated Council wants the same number of officer hours available on the street that there would be if the fulltime position was still filled. C/P Charles stated the committee was in agreement that someone should be brought on. Mgr. Bickhart stated that the Borough lost a 40-hour-per-week position. One patrolman was working part time, with 30 hours every two weeks so there is a definite deficit of man hours. He stated Chief Garlock was going to put two other part-time officers' names forward. Mayor Christine stated the challenge is that because of scheduling conflicts, to have all shifts covered there almost has to be three or four part-time officers available. C/P Viker stated that Mayor Christine should convey to Chief Garlock that Council does not care how he works it out, but as Chief of Police he should ensure that there is the same number of man hours on the street that there was when the department was fully staffed.

#### **NEW BUSINESS:**

**OTHERS** – Thanks were offered to the committee members and the architect on the building project. The number of alternates available was commended.

#### **ADJOURNMENT:**

Meeting adjourned at 8:40 P.M.

Attachments: None

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