

SELINGROVE BOROUGH COUNCIL MEETING

MONDAY, APRIL 4, 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; Recording Transcriptionist Dawne Long; Daily Item Reporter Tricia Pursell; DH&L Representative Ken Stettler; Borough Landlord Debbie Brouse; Borough Residents Teighler Doak, Elaine Herrold, Rich Mease, Dee Moyer, Deanna Moyer, Earl Moyer Michael Moyer, Margaret Siro, Joseph Siro, Matt Slivinski, & Shelly Walter RN; Simon Snyder Exhibit Representative Emily Johnson; SU Students Adriana Altomonte, Justin Caba, Erin Leonard, Joey McNeill & Jamie Montella

OTHERS ABSENT: Junior C/P Kathryn "Katie" Kirchner

CALL MEETING TO ORDER:

Pres. Handlan called the meeting to order at 7:04 P.M. Mgr. Bickhart called the roll, followed by a moment of silence and the Pledge of Allegiance.

REVIEW AND APPROVAL OF COUNCIL MINUTES FROM MEETING OF MARCH 7, 2011 AND RECESSED MEETING OF MARCH 21, 2011:

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, Ken Stettler – Ken reported there were 19 incidents in March as follows: 2 automatic alarms, 2 standby assignments, 1 vehicle accident with extrication, 2 HAZMAT calls, 3 miscellaneous fires, 3 vehicle accidents without extrication, 4 structure fires, 1 tree down and 1 water rescue recovery. The incidents occurred as follows: 1 in Freeburg, 1 in Jackson Township, 6 in Penn Township, 1 in Point Township, 6 in Selinsgrove, 3 in Union Township and 1 in Upper Augusta Township. The dollar loss within the jurisdiction was \$140,000 in Penn Township. March man hours total 282.

Ken reported a chicken barbecue is scheduled for April 16. He also stated the fire company is interested in the flag pole.

Emily Johnson, Simon Snyder Exhibit at SU – Ms. Johnson reported on this June event. She stated that Simon Snyder was a Pennsylvania citizen from 1759 to 1819 and governor during the War of 1812. She showed some things that will be exhibited, including photos or posters of his three wives. The Snyder County Historical Society was given a replica of the medal given to Oliver Perry for winning the battle of Lake Erie. Perry Township was named for Oliver Perry. Some "broadsides" will be displayed; these are period campaign publications using a new-at-the-time print method. Two documents that hang on the Borough Council chamber wall will also be used in the exhibit. Ms. Johnson left some brochures and will provide more as needed. She noted the gallery will be open Thursday through Sunday and there will be other special events during the exhibit. Pres. Handlan asked how the fundraising is going for the monument and Ms. Johnson replied that between \$300 and \$800 has been received so far this year. She noted the exhibition is not a fundraiser and no money is being requested for the exhibition. It is being done to enable people to learn more about Simon Snyder and his times, which are an important part of the history of Selinsgrove and this area. Ms. Johnson stated anyone wishing to donate to the Simon

Snyder monument can make checks payable to Selinsgrove Projects Inc. with a note on the memo line stating "monument".

Matt Slivinski, Candidate – Mr. Slivinski, an attorney, stated that his business address is 111 North High Street, where he has worked with his father for about four years. He is running for district magistrate in Judge Robinson's office. He is here tonight to introduce himself. He spent the better part of February knocking on doors and getting petitions signed. He will be doing this again in April and May. He invited anyone with questions to stop in the office, call the office or send an email.

Shelly Walter, RN – Ms. Walter stated that she is a nurse navigator through Geisinger Medical Center in partnership with the National Cancer Institute. The partnership is an attempt by the federal government to increase education, early screening, and support to rural populations during their cancer experience. Ms. Walter is available for community service projects, health fairs, and early screenings for underinsured populations. Her services include helping someone, whether patient or caregiver, who is struggling with an abnormal diagnosis, such as an abnormal mammogram or spot on a chest X-ray. From that moment on, she can be of assistance in helping to navigate through the system. Because this is such an overwhelming experience for people, she provides services such as finding a ride to treatment, helping with child care, and helping with logistical issues and financial issues. This is a free service available to anyone through this program, not just Geisinger patients. She will eventually be located at the Geisinger clinic behind the mall. She does not yet have a phone number but she will be available as of the end of April for community outreach that may be going on or to anyone who needs personal help with their experience. C/P Farrell asked if this is all done through Geisinger and Ms. Walter replied that it is through a federally funded grant that Geisinger received through the National Cancer Institute. There were about 15 hospitals throughout the country that were considered rural cancer centers that the federal government wanted to help. Rather than having patients go to Johns Hopkins or Sloan Kettering, which is a difficult trip for people from this area to make because of jobs and children, this matching grant provides some services on a par with those nationally known hospitals. Ms. Walter stated she is hoping to set up some support groups once she has her office set up. C/P Carroll asked if there will be literature. Ms. Walter stated she hoped to have it tonight but it has not come through yet. When she gets it she will drop some off in the Borough office.

Debbie Brouse, Gelnett Bequest – Ms. Brouse stated that she found out that as of November 16 there was a will recorded at the courthouse, and she has not heard anything publicly about this. The will was from Francis Rine Gelnett and there are several beneficiaries listed in the will, including his home town of Selinsgrove. Ms. Brouse asked if this is true and whether the Borough Council knew about this will back in November. Solicitor Cravitz replied that there is a will on record and he received a call last month from Joel Wiest, the attorney for the estate. They need to meet to discuss what will be done as far as appointing a trustee for this particular fund. Ms. Brouse asked if the beneficiaries have to be notified within a certain timeframe of the recording date of the will. Solicitor Cravitz stated the beneficiaries should have been notified by the estate, but he does not know whether this has been done. He stated he did not see a notice come to his office. Ms. Brouse asked if the Borough was notified of this and Pres. Handlan stated no. Solicitor Cravitz stated the notices have not been sent out. Ms. Brouse asked if the Borough was not aware that they were going to be having extra funds coming into the Borough when Michael Moyer was fired. Pres. Handlan and C/P Anderson stated the Borough still does not know this. Solicitor Cravitz stated there is an interpretation question as to what exactly is meant by the home town of Selinsgrove and whether a fund should be started for the entire town or whether the money will go to the Borough government. From what Mr. Wiest said on the telephone, their interpretation and the executor's interpretation is that the Borough Council will be the beneficiary of this particular fund, meaning the Borough itself. He noted that the bank is the executor. C/P Viker stated that it is important to clarify that out of respect for all parties Borough Council cannot discuss personnel issues. He stated Council is aware that Michael Moyer has gone to the press stating that he was downsized by the Borough. Out of respect for the privacy of any employee, the Borough has not commented publicly about the details of that situation. Note: Michael Moyer is the brother-in-law of Debbie Brouse. Ms. Brouse stated that Mr. Moyer was not downsized; he was fired due to budget issues. She stated that she is not speaking about Mr. Moyer now; she is speaking to Solicitor Cravitz about the will and not to C/P Viker. C/P Viker asked if he did not hear Ms. Brouse mention Michael Moyer earlier. Ms. Brouse replied that she did, but

she noted that he was fired, not downsized, to which Pres. Handlan replied that he was not fired; he was downsized. C/P Viker stated that he wants Ms. Brouse to understand that the Borough cannot comment on somebody's employment status. He asked Pres. Handlan if she has any problems with the way this conversation is unfolding. Pres. Handlan stated she does not as long as Ms. Brouse is asking questions of the Solicitor regarding the will. She noted that Ms. Brouse brought Michael Moyer into the conversation so that had to be clarified, and she has no problem with that. She told Ms. Brouse to continue. Ms. Brouse asked if the Borough is keeping the information regarding the will a secret from the people of Selinsgrove. Solicitor Cravitz stated that until the details are known and he is able to meet with the attorney and the executor for the estate, it is premature to say anything publicly. Pres. Handlan stated she had seen an article written by Jim Campbell about this issue and C/P Anderson stated it was on a website. C/P Viker stated that probate can go on for years in some cases. C/P Anderson stated that is not the issue here; the issue is that the Borough has to receive formal notification.

Debbie Brouse, Rental Fees – Ms. Brouse stated that last month she had brought up the issue that she and several other landlords had paid a rental application fee. At last month's Council meeting she was told that everything was put on the back burner and she would like to know if this is still the case. She would like to know about her money, and other people probably would also. She stated if there is a rental registry she would like to see a copy of it. Mgr. Bickhart stated that the Borough has acknowledged they did not keep up with the program as they should have. The plan is to reinstate the program. The annual process by the ordinance is in July and by this July the goal is to have everyone back in compliance. Anyone who has already paid their fee will not be charged another fee for the first year. He noted that there are around 1,200 rental properties registered within the Borough.

UNFINISHED BUSINESS FROM PRIOR MEETINGS:

Consider the Borough's intention to waive the off-street parking requirements for the new building project housing the Borough's offices, the Selinsgrove Community Library and the Snyder County Libraries, Inc. offices – This had been tabled pending a recommendation from the Safety Committee. C/P Viker stated that the committee's recommendation is that Borough Council waive any specific procedural concerns about parking because of the plan that was proposed. The plan includes switching on-street parking from the south side to the north side of West Pine Street between Market and High Streets and implementing a two-hour parking limitation from 8:00 a.m. to 6:00 p.m. The fire company has no problem with this because there will be a three-foot-wide access strip to the stand pipes between the parking stalls. This will increase the existing spaces by four, and add an additional handicapped space. The Union Alley parking lot will have a two-hour parking limitation from 8:00 a.m. to 6:00 p.m. in keeping with the existing statute and procedures for downtown parking. There will be one designated parking space adjacent to the building next to the proposed handicapped parking space for 15-minute parking to be used only by people who need to drop something off at the library or the Borough office and leave. The remainder of the spaces will be designated two-hour parking from 8:00 a.m. to 6:00 p.m. daily. The committee suggests that management of the Borough and the library encourage their staff to park in the police department lot or West Chestnut Street Lot, not in the on-street spaces that should be available to patrons of the library and residents coming to do business with the Borough. The committee also recommends that the signage at the police department lot and the West Chestnut Street lot should be increased in size and the words "Free Public Parking" should be used rather than "Municipal Parking" which could be misunderstood to mean only for municipal activity. The committee recommends leaving the current traffic pattern in place. Fire equipment access was considered with input from the fire department, who suggested increasing the curb radius in several locations to ensure that the larger trucks can get where they need to go. Mgr. Bickhart has a drawing showing where these changes need to occur. He stated he spoke with Pam Ross about the library employees parking in remote lots, and she is in full agreement with this. The employees will be discouraged from parking along the block of High Street where the building is situated. C/P Viker stated some of these items will require ordinance action. Mgr. Bickhart stated that with the exception of the signage, which can be done right away, the rest of the suggestions would not be implemented until next year at this time so they could be incorporated into the advertisement of another ordinance at another time whenever it is convenient. C/P Farrell asked if anyone else is using the parking lots by the police department and by Inch's to waive their off-street parking requirements. C/P Viker noted that there would be no time limit on parking in these lots.

Mgr. Bickhart stated the police department lot is underutilized. He stated that no other businesses use the lots for off-street parking requirements. He stated the last person who asked about this was Jerry Inch and his request to rent some of the spaces in the Borough parking lot was denied; he has parking behind his building. C/P Viker stated that the spaces in the lot are available to Mr. Inch and he does use them when they are available. Mgr. Bickhart noted that Mr. Inch wanted to put a sign up to make the spaces for his business only in order to satisfy the zoning ordinance requirement for his business. Mayor Christine asked as a courtesy if the Safety Committee could have a conversation with Chief Garlock regarding the spaces by the police department. He stated at least three spaces are needed for emergency vehicles plus some parking should be reserved for employees and visitors. C/P Charles stated it was the committee's intention to reserve a set number of spaces for the police department. C/P Viker stated the committee can ask Chief Garlock how many spaces he needs. Mgr. Bickhart stated Chief Garlock initially laid claim to the spaces he wanted for patrol cars and visitors, and they are already painted on the parking lot. C/P Carroll stated Mayor Christine is also asking about the officers' personal cars, and Mayor Christine again asked that a discussion be held with Chief Garlock as a courtesy. C/P Viker stated this will happen.

Motion by C/P Viker to authorize the advertisement of an ordinance, when convenient, to encompass all items except the signage and the recommendation for employee parking. Seconded by C/P Carroll.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Review List of Council Issues – Mgr. Bickhart noted that he still owes Council the spreadsheet on the grease trap follow-ups, which he has not had a chance to put together yet. The permit application for Ethnogenesis has been completed and he is converting it to an actual permit to give them directions on testing that they need to accomplish. Chesapeake Gardens will be closing and their space will be consumed by Ethnogenesis. Some additional testing of the Borough's system has been scheduled to try to find the location of any discharger of high BODs and suspended solids. The Borough's data does not match ESCRA's so a location will be found to collect samples beside ESCRA's collection to hopefully resolve this issue. C/P Viker asked if Chesapeake Gardens and Ethnogenesis are affiliated companies and Mgr. Bickhart replied they are not.

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 Viker.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Statewide Tax Recovery, Inc. - Exoneration Requests – Margaret Schnure for 2010 due to being deceased. Ethan Auker for 2010 due to paying in another jurisdiction.

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

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Consider award of contract to lowest responsible bidder for 2011 Spring Cleanup Program – C/P Anderson noted that the total cost is less than what was budgeted. Cleanup dates are April 18 & 19.

Motion by C/P Anderson to award the contract for Items 1 and 4 to Cocolamus Creek Disposal, and should the refrigeration part be needed the contract should be awarded to Staiman Recycling for Item 2 and Jeff's Recycling for Item 3. Seconded by C/P Viker.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Consider approval of the Application for County Aid – C/P Anderson stated this is something for which the County tells the Borough the amount and then the Borough makes a request for specific projects. This year the \$4,390 will be applied to paving and drainage on University Avenue from Market Street to Pine Street.

Motion by C/P Anderson to approve the application. Seconded by C/P Hendricks.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Consider accepting Amendment #2 to the Fish and Boat Commission grant pertaining to reconstructing a portion of the boat ramp

Motion by C/P Anderson to accept Amendment #2. Seconded by C/P Viker.

Joe Siro asked if this includes repair of the crack in the ramp and C/P Anderson stated that is what this amendment is for. Mgr. Bickhart stated this will replace the entire concrete ramp. Pres. Handlan called for a vote on the motion.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Michael Moyer stated that he had contacted Scott Bollinger about the grant and was told that it was not approved yet. Solicitor Cravitz stated that per a letter dated March 14, 2011 from Scott Bollinger the grant amendment was approved. C/P Viker asked if Mr. Moyer spoke with Mr. Bollinger before or after March 14 and Mr. Moyer said it was probably right around that date.

Consider authorizing the Borough Manager to sign a lease with FNB Bank for use of their third floor during the renovation and expansion project – C/P Anderson stated the proposed lease figures come in less than what was budgeted. It will be around \$350 per month which includes all utilities except for phone and cable. Mgr. Bickhart stated the bank has been generous in helping the Borough find space. The bank will provide space to be used during the day for committee meetings in addition to the offices. C/P Viker asked if all public access issues have been resolved to allow access to the space. Mgr. Bickhart stated the bank will reprogram the elevator so that anyone can follow a brief set of instructions to get to the third floor. Pres. Handlan asked when the lease will be available and Mgr. Bickhart stated it should be soon. The Borough wants to occupy the space by May 1. Pres. Handlan stated she would like to see a copy of the lease. Margaret Siro asked what happened to the pump house. Mgr. Bickhart explained that the pump house will be used for Council meetings and evening meetings. C/P Viker stated the third floor of the bank building is primarily for administrative and office action. Mgr. Bickhart stated the Borough office and the Main Street Manager will be the only ones on the third floor of the bank. Mrs. Siro asked if the meetings at the pump house will be advertised and Mgr. Bickhart stated they will be. The initial advertisement in January stated the meetings would take place in the current building so a change of location advertisement will be done. There will also be a sign put on the current building. Pres. Handlan asked if all organizations that meet in the Borough building have been notified that they need to relocate. Treasurer Badman stated that most of them know about the move. Pres. Handlan asked how access will be handled to the pump house, stating that it is of concern to her that there not be a lot of extra keys made. Mrs. Siro asked if the bathroom floor at the pump house has been fixed yet and Mgr. Bickhart replied it has not. Mrs. Siro asked why this has not been done yet and Mgr. Bickhart replied that Corby Bowersox has a list of things to be done and he made some of the improvements but did not get to that one yet. Mrs. Siro stated she thought this would be of great importance, and asked how Corby prioritizes his work. C/P Anderson replied that Corby has most likely been taking care of the things that go along with winter. Pres. Handlan thanked Mrs. Siro for bringing this up, stating it will be looked into.

Motion by C/P Anderson to authorize Mgr. Bickhart to sign a lease with FNB Bank as noted. Seconded by C/P Viker.

C/P Farrell asked how long the Borough office will be in the bank building and was told it will be for approximately one year. He asked what the cost is for the current building. Treasurer Badman stated the Borough pays about \$2,700 per month. C/P Farrell stated the Borough will be saving about \$2,500 per month by moving across the street. C/P Anderson noted that there will not be a saving because the Borough will be paying interest on the construction loan, so it should come out about even. C/P Farrell stated that the savings is a separate item that was not in the budget. Treasurer Badman corrected this, stating that it was in the budget. Mgr. Bickhart agreed, stating the Borough did try to estimate the savings in the budget. Treasurer Badman stated this is shown in the 409 line item under General. Pres. Handlan called for a vote on the motion.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Margaret Siro stated she had a question regarding Chesapeake Gardens and Ethnogenesis. She asked if it was ever determined who chose that area as being the offending area in the sewage situation. Pres. Handlan stated originally it was narrowed down to that area with the possible culprit being those industries, the school district, or the university. Mgr. Bickhart stated that based on the information the Borough had, he determined that it might have been the industries. He stated that the Borough did apologize to the industries for this once the Borough realized that at the time they were sampling it was not the industries. However, it may have been them prior to that time because at one point they were actually making cheese and discharging whey into the sewer system. That was never tested. C/P Viker stated there was also some sketchy data from ESCRA that did not jive with other independent labs and ESCRA was going after the industries for permitting and for excessive use of the system. He noted there is still some sense that the Borough needs to find out why those numbers are not quite right. Mrs. Siro stated that Selinsgrove is losing an up-and-coming business with the move by Chesapeake Gardens. Pres. Handlan stated that more than a year ago Milton had offered Chesapeake Gardens a location in their new industrial park. She stated that the other business is expanding into the area, which is a plus.

PUBLIC FACILITIES & SERVICES COMMITTEE: C/P Hendricks, Chair – No Report

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

Report on Selinsgrove Municipal Building and Community Center Library Renovation and Expansion Project:

Update on proposed lease agreement with Snyder County Libraries, Inc. – C/P Carroll reported there were some things that needed to be tweaked. Mgr. Bickhart stated he has not had a chance to speak with Solicitor Cravitz about these things.

Update on proposed construction agreement with Snyder County Libraries, Inc. – Mgr. Bickhart stated there is less concern about this document, which is still being worked on.

C/P Viker asked if the changes to these documents are minor and C/P Carroll stated that they are. Solicitor Cravitz stated the library board has provided their comments. Mgr. Bickhart explained that the lease that was initially used is for a typical landlord/tenant relationship in which the landlord makes the tenant responsible for many things. The Borough has a different understanding of issues such as how they will work with the library, who will maintain what, cost sharing for capital repairs, etc. In one sense the library is a tenant, but in another sense, because they have invested so heavily in a certain part of the building, they are more like a joint owner. Those two points are being clarified.

Recommendation pertaining to Veterans Memorial and/or relocation of plaques from existing memorial/planter – C/P Carroll stated this has been resolved and will proceed with two flagpoles outside the windows of the new Council chambers. Pres. Handlan stated she has a concern about the VFW and American Legion doing the work on this themselves as they did before. She would rather it be done the same as the other brickwork. Mgr. Bickhart has asked the VFW and the Legion to let him know what they would like to see in this area on which they could mount their words and plaques. The decision as to whether the Borough builds it has yet to be made, but that is also his preference. He noted this part of

the project will not be done until next spring because it is outside finishing work. Pres. Handlan stated she does not want the VFW and Legion to think they will be doing the design and work themselves. Mgr. Bickhart stated that they understand they are responsible to raise the funds to put the verbiage and the plaques on the wall. They have not yet determined what type of wall they want, but it could be something very simple.

Report on pre-bid meeting – C/P Carroll stated this was a very well-attended meeting and things are proceeding. Mgr. Bickhart supplied a copy of the bidders' list. He noted it is a more than satisfactory listing. There has been at least one more general contractor added to the list and several plumbers and HVAC contractors. C/P Viker noted that the vast majority are from Pennsylvania, with quite a few within 5 miles of the Borough. He noted this is good for the local economy. C/P Carroll stated there were 22 people at the pre-bid meeting. Some companies had multiple representatives. The Clerk of the Works who was hired last month was there, spoke well and let everyone know he would be on top of things. Mgr. Bickhart stated he did exactly what it was hoped he would do.

C/P Viker asked what the sign will say when it goes up on the new building. He feels that "Municipal Building" seems dull and cold and he is wondering if that is negotiable, stating he feels a better choice would be "Selinsgrove Borough Hall & Community Library". C/P Carroll stated this is a work in progress. Mgr. Bickhart stated that for lots of reasons, including the one stated, the lettering on the building was not included in the current contract. It can be added at another time to be done by a separate contractor, or it could be done outside the contract. The name has not been decided at this point. He stated that the wording on the plaque that he submitted to Council is also still under consideration. The wording that the Borough and the library prefer will have to fit on size of the plaque in the general specifications.

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

Consider the request of the American Legion/VFW Memorial Day committee pertaining to a revision to the general approval given for the 2011 Memorial Day event at the January 4 Council meeting – The entities are requesting a change of venue from the previous location to the parking lot of Sharon Lutheran Church. This would require the closure of Bough Street from the west side of South Market Street to the east side of South High Street and the closure of South Union Alley from the south side of University Avenue to Bough Street from approximately 8:00 A.M. to 10:00 A.M. on Monday, May 30, 2011. The remainder of the prior plans and approvals from the January 4 Council meeting are not changed. C/P Anderson asked if Sharon has given permission for this and Mgr. Bickhart replied that they have. C/P Viker asked if Chief Garlock knows about this and Mayor Christine replied they have not spoken about it. C/P Viker stated if this does not need action tonight it may be good to get Chief Garlock's input. Pres. Handlan stated she does not think this can be delayed. Mayor Christine stated it should not impede traffic in any way. C/P Farrell stated the Chinese restaurant is there but it should not impact their business because they do not open before 10:00 A.M. C/P Hendricks suggested contacting the owner of the restaurant anyway to be sure. C/P Farrell said he would do this.

Motion by C/P Anderson to approve this request barring anything unforeseen from either Chief Garlock or the restaurant. Seconded by C/P Carroll.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

PERSONNEL MANAGEMENT COMMITTEE: C/P Charles, Chair

Recommendations pertaining to part-time administrative assistant position – C/P Charles reported that Mgr. Bickhart has provided a first draft of a job description for an administrative assistant position. He stated he would like to have a committee meeting and make a recommendation at the next Council meeting. C/P Anderson noted that Treasurer Badman had added some things to the description. C/P Viker stated that this provides an opportunity to move forward on some things that need to happen. C/P Anderson agree, noting things such as the landlord/tenant issues that are on the back burner. Debbie Brouse asked where the funds will come from to pay for this position. C/P Anderson stated there is \$15,000 designated in the annual budget to cover this position. Ms. Brouse asked if this money was

put into the budget in December 2010 and C/P Anderson stated it was. Ms. Brouse stated someone was eliminated from the work force at the Borough shed but \$15,000 was put into the budget to hire someone in the office. C/P Anderson stated this is correct. C/P Charles stated this is a part-time, 20-hour-per-week position. C/P Viker stated that the Public Works Director, who has given the Borough extraordinary leadership service, indicated that they could do more with less in a tough economic time. Therefore, in changing where money is the budget, the Borough was able to put resources into an area that needed the attention. He stated it was not that the Borough magically found money that was not there. The Borough did a no-tax-increase budget and put resources where they were most needed. C/P Anderson agreed with this summarization. Michael Moyer stated that earlier Margaret Siro asked why some things were not getting done and was told that it was because Corby could not get around to it. Deanna Moyer stated that some of these issues were brought up at the last meeting. Margaret Siro asked if the administrative assistant position is necessary and if so, why. Pres. Handlan stated it is. She stated that Mrs. Siro was on the Personnel Committee and knows about all the responsibilities that are currently being handled in the Borough office. Pres. Handlan pointed out that Mrs. Siro had said, "There is too much work." Additional help is needed. Mrs. Siro stated perhaps the Borough just needs to focus on the things that they are called to do. Pres. Handlan stated the Borough is doing all the things they are called on to do. Mrs. Siro asked where the initial suggestion to create the part-time position came from and C/P Viker replied that it came from Borough Council. Pres. Handlan stated it came from Council and from the Personnel Committee. Mrs. Siro stated she was on the Personnel Committee and she never suggested it and she does not agree to it now. Deanna Moyer stated the minutes do not get done, and she asked if the administrative person would be doing the minutes. Pres. Handlan asked for clarification of what Ms. Moyer meant by that and Ms. Moyer replied that the minutes are getting sent out for someone else to type up. Pres. Handlan stated it is correct that a person is doing this and this has been done for years. She stated she does not think people realize all the work that is done in the Borough on a daily basis, a monthly basis, a quarterly basis and an annual basis. She asked how people dare come to a Council meeting thinking that there are people who are not doing their jobs. Ms. Moyer stated she did not say that and Pres. Handlan stated it sounds like that is what is being insinuated. She stated there are a lot of different responsibilities that have been added in the office over the years and other positions have been eliminated in the past because the work was not there. Due to changes in laws and regulations there is more work to do now at the state and federal level than ever before. Therefore, an additional part-time person is needed. Mayor Christine stated that when he was on Borough Council there was a woman in the office who retired and the Borough office made do with 25% fewer workers to cover the work. From a budgetary standpoint it was felt that that was the best way to handle it, but then Mgr. Bickhart, Treasurer Badman and Janet Powers had to pick up the extra work in the office. At this point the work has gotten to be too much so a part-time person needs to be added. C/P Viker stated that many of the responsibilities are dictated by Commonwealth law and are things that the Borough is required to provide for the citizenry. As a result, Council needs to make decisions to manage those responsibilities without an undue tax burden to the citizens. He stated it is his position that the Borough do the best it can do without passing any kind of unnecessary burden on to the citizens. He stated elected officials need to speak both from their perspective of fiscal responsibility and what the community's needs are. He stated there are management people and specialists that the Borough hires and trusts, such as Solicitor Cravitz and Corby Bowersox. Council can never say anything about any kind of personnel-specific matter, but they do understand that they have a recently downsized, publicly disgruntled employee. He stated when he compares those insights to the insights of the Borough's Public Works Director, he is going to trust the Public Works Director because he believes his insights are more objective, and that is responsible government. Ms. Brouse stated if Corby is the one who said it was okay to downsize then why is he not doing what he should be doing, for example making repairs to the pump house. She stated more people will be in and out of the pump house for the next year, and if Corby is too busy to do the work then maybe he has too much to do. Note: C/P Viker had turned to look at Ms. Brouse as she was speaking because she was standing behind him. Ms. Brouse took objection to this, stating that she felt C/P Viker was being rude. C/P Viker stated that he felt it was rude to have his back to Ms. Brouse as she was speaking. Ms. Brouse asked why a position was eliminated if Corby is too busy to attend to these things. She stated the Borough should perhaps hire a part-time person for Corby so he can get his duties done. Pres. Handlan thanked Ms. Brouse for sharing this and Ms. Brouse asked why the pump house is not finished. Pres. Handlan stated the tone and insinuations of some of the others present needs to stop. She stated that it is easy to be critical of something when someone is not

part of the process. Those present tonight are not down at the Borough shed day in and day out. They do not know what comes up. She stated different things come up every day. Ms. Brouse asked if Pres. Handlan is there every day and she replied she is not. Ms. Brouse asked how she knows what is going on and Pres. Handlan stated she relies on the people that the Borough has hired. When she has a question she is provided with answers. She stated the pump house will be taken care of. It is on the list, just like a lot of other things are on the list. There are only so many hours in a day. C/P Viker stated he would like to ask Ms. Brouse a question, if she would entertain one. However, he did not wish to be rude. Ms. Brouse stated that C/P Viker should not ask his question because she feels he is rude. Pres. Handlan stated she will not have this kind of discussion. She stated everyone must be respectful of everyone else. No one should be critical of anyone when he or she does not know the complete process. She stated concerns can be raised and Council is happy to address those concerns and find answers if they are not readily available. She stated that Ms. Brouse never came to a Council meeting until the Borough let Michael Moyer go. Ms. Brouse stated that is true. Pres. Handlan stated that Ms. Brouse does not reside in the Borough. Ms. Brouse stated that is true, but she does own rental property so she is allowed to come to the meetings just as much as anyone else. Pres. Handlan agreed, but stated that the public is well aware of the situation here and it is a shame. Ms. Brouse stated it is a shame for Selinsgrove. Michael Moyer asked about Brittany Swartzlander and other helpers that are in the Borough office. Pres. Handlan stated those workers come through the PHEAA work program. Mr. Moyer asked if the office will have PHEAA workers this summer. Pres. Handlan stated they hope to. Mr. Moyer asked why someone has to be hired if there will be other workers coming to help. C/P Viker stated that a professional accounting expert and project manager is a different quality of human resource than a college student. Pres. Handlan stated the PHEAA students work on the newsletter and answer the phones. Margaret Siro stated she was elected by the people and served on the Council for as long as she was able and she saw the workings behind the scenes and in all aspects, especially with regard to personnel. She stated that her research shows that a lot has been added since the time before the new Borough Manager and some of the job descriptions are for supermen. She stated that a Borough of a certain size cannot do everything and be everything. The Borough does not have the resources or the people to maintain things even if they do get done. She stated that, as a past Borough Councilperson, she thinks what is needed is to reconsider job descriptions and what is being done to determine what is not actually needed. She stated she is not looking to make any trouble, and she resigned so there would be no problems due to a difference of opinions and personalities. However, that does will not stop her from speaking out. She stated she is a resident of Selinsgrove, she has served on Council and she was happy to do so until she was unable to do so and while she is sorry for that she still has a right to speak, and to speak with some authority. She suggested looking over some of the job descriptions and some of the things that the Borough Council has taken on. Mayor Christine asked what Mrs. Siro is referring to specifically. Mrs. Siro stated that everyone is in favor of the library, and she stated that she goes all the way back to Philadelphia in her support of libraries. However, her fear has always been whether the library will be able to maintain the new facility, especially since Pam Ross was on Channel 16 asking for volunteers because the library does not have the necessary personnel. She asked if there are not enough personnel now, what will the library do when the building is built and there is a bigger space on different levels. Mrs. Siro asked if the Borough is responsible for the library if they cannot keep it up. She stated she appreciates the hard work that is being done in the Borough, but she also questions some of the work that is being done. Pres. Handlan stated that she believes that Pam Ross's message on the TV news was not that she didn't have enough staff to staff the library, but she did not have enough staff to package the books to make the move. Mrs. Siro stated there is not enough staff to staff the library. Pres. Handlan replied that it is being taken care of and she invited Mrs. Siro to come to a library board meeting. Mrs. Siro stated she has come to a number of library board meetings. Pres. Handlan stated that the Borough would be responsible should anything happen to the library, but the library has been around for over 50 years. Mrs. Siro stated that times change. She wishes the best for the library but she also wishes the best for the people of Selinsgrove. Pres. Handlan stated that no one in this room is perfect and she does not think anyone is looking for perfection in the Borough Manager or Assistant Borough Manager. She invited people to ride though other towns, such as Freeburg or Middleburg. She stated she is very proud of Selinsgrove, how it looks, how far it has come, and all the things that have been done, and she noted that the Borough is debt free. Many other municipalities cannot say that. Blight in the Borough has been addressed, but there is still a lot of cleanup to do. This Council and the one before have done great things and they are headed in the right direction. People should stop looking

for perfection and start looking for ways to better manage the work, including possibly hiring a third-party provider to do some of the administrative work. She stated the Personnel Committee will look at the job description and come back to Council with a recommendation. Mrs. Siro stated one advantage that Selinsgrove has over other towns is Susquehanna University. Pres. Handlan agreed that Selinsgrove is fortunate to have them.

PUBLIC SAFETY COMMITTEE: C/P Viker, Chair

Brew Fest parking issues – Pres. Handlan stated that at the last meeting there was discussion on this. Input was needed from the mayor and the police chief, but there has been no formal approval for the street closure of University Avenue between Broad Street and the point on July 16. This needs to be done tonight. C/P Viker stated it is one of the easier streets to route traffic around.

Motion by C/P Farrell to accept the recommendation. Seconded by C/P Hendricks.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

C/P Farrell asked when tickets go on sale. Pres. Handlan stated it will be April 16 at 8:00 A.M. online only. The first year local businesses sold tickets also, but the second and third year were online only. The web site is selinsgrovebrewfest.org. There was an error in the Borough newsletter which reported the even time as 4:00 to 6:00. The correct time for the Brew Fest is 2:00 to 6:00.

PLANNING COMMISSION: Earl Moyer, Chair

Consider the recommendations of the Planning Commission pertaining to the Land Development Plans for the Borough Building and Library Addition Project – Mgr. Bickhart stated the Planning Commission is recommending approval with some conditions. The Zoning Hearing Board addressed the issues raised by the engineer and found them to be invalid. They have indicated that the comments from the Snyder County Conservation District need to be addressed by the architect and the architect's engineer. Mgr. Bickhart has talked to them and they are doing exactly that. The plans have been reviewed with the fire company concerning the movement of fire equipment. Mgr. Bickhart has notified the architect to widen the curb radius at the intersections for fire protection access. The plan will be amended to show the new radii.

Motion by C/P Anderson to accept the recommendations of the Planning Commission. Seconded by C/P Carroll.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

ZONING HEARING BOARD: Cyril Runkle, Chair – No Report

CIVIL SERVICE COMMISSION: Dalton Savidge, Chair – No Report

PARKS AND RECREATION BOARD: Shane Hendricks, Chair – C/P Hendricks supplied a written report. He stated the next meeting will be May 24 at 7:00 P.M. at the boat launch. C/P Viker asked if C/P Hendricks would extend Borough Council's heartfelt gratitude to the volunteers who made the Little Norway 2 project possible this winter.

SHADE TREE COMMISSION: _____, Chair – No Report

BOROUGH ADMINISTRATIVE REPORTS:

MAYOR: Sean Christine

Presentation of Police Report for February 2011 – Mayor Christine reported no anomalies. He noted total call volume is down 19% with a slight increase in crimes reported. This is indicative of some

proactive policing. He stated the rape case last month is the highest priority in the police department and it is being pursued very aggressively. C/P Farrell asked if the community is safe and whether there is a suspect or whether there is a rapist running around town. Solicitor Cravitz stated that comments cannot be made on this. Mayor Christine stated that the only thing he can comment on is that the police department has not made any indication that anyone is any worse off than they were before or that public safety is endangered. C/P Farrell stated people should keep their doors locked and Mayor Christine stated that is always a good suggestion under any circumstances. Mgr. Bickhart referred people to the Daily Item article that had some suggestions; however, any conclusions in the article are nothing more than speculation at this point. C/P Farrell stated he finds it unbelievable that the community is taking it easy when someone has been raped and probably beaten up and there is no notice to the community on what is happening as far as a suspect. Mgr. Bickhart stated he has asked Chief Garlock about this and when the chief is able to he will make a report to Council. However, it is not appropriate at this time. Margaret Siro stated that because of the location of her home, she would really like information on the progress of the case. Mayor Christine stated that at this time no public statements can be made that would jeopardize the case.

Mgr. Bickhart noted that the police report given with the packets include some math errors. A copy of a revised report, corrected by Chief Garlock on 4/1/11, is available. Pres. Handlan asked Mgr. Bickhart to give the numbers so people could mark their copies of the report and Mgr. Bickhart did so.

Continued discussion on Police Department Evaluation – To be done during executive session

BOROUGH SOLICITOR: Robert Cravitz, Esq.

Consider the adoption of Ordinance No. 791, pertaining to the establishment of a line of credit in the amount of \$4,000,000 for financing during construction for the building project – Solicitor Cravitz reported that The Juniata Valley Bank quoted a line of credit up to \$4,000,000 for a period not to exceed 36 months at a tax exempt interest rate of 2.21% fixed for the 36 months. At the end of the 36 months the Borough would have to pay back whatever they used from the line of credit. Solicitor Cravitz read from **Resolution 2011-3**. He also read from Ordinance No. 791. There are a couple of typos that will be changed. The Borough will have an account at The Juniata Valley Bank from which the monthly payments will be automatically withdrawn on the 15th of each month. The money to go into that account will be approved along with the bills for the month through the Finance Committee's report to Council. C/P Anderson stated the library will be paying part of the loan so things need to be worked out as to how their money will also be deposited to the bank. Solicitor Cravitz stated that DCED requires a roll call vote on the ordinance so everyone's vote is recorded. C/P Charles asked if the fund distribution for payment is a firm commitment. C/P Anderson stated the three funds will each comprise 1/3 of whatever the amount of the loan is. Solicitor Cravitz stated that paperwork will be signed and sent to DCED, which then has 21 days to act on this. If they do not act on it, it is automatically approved. Once the approval is received there can be a final closing and the line of credit can be set up with the bank. This will require the presence of at least Pres. Handlan and Mgr. Bickhart, although whoever wants to attend can do so.

Motion by C/P Anderson to adopt Resolution 2011-3 and Ordinance No. 791. Seconded by C/P Farrell.

Solicitor Cravitz noted that adoption does not commit the Borough to anything at this point. C/P Viker stated it just sets up the ability to get money at 2.21% interest. C/P Charles asked if the vote will bind Council to the three thirds. Solicitor Cravitz replied it does not. He stated Council can pay this however they want to pay it. The Borough just needs to show that the funds are there in the accounts. Treasurer Badman stated when it goes to the final financing the decision will be made as to how to pay it off, either with funds that the Borough has or through additional borrowing. C/P Viker stated if Council is going to do this, they cannot beat the interest rate. He then called the question. Pres. Handlan called for the vote.

AYES: SIX (6) – C/Ps Anderson, Carroll, Farrell, Handlan, Hendricks & Viker

NAYS: ONE (1) – C/P Charles

MOTION CARRIED

Resolution 2011-4, Susquehanna University Deed of Dedication – Solicitor Cravitz reported this is a housekeeping resolution dealing with a sewer line. In order to record this without paying transfer tax the resolution needs to be adopted saying that the university is conveying the land to the Borough in lieu of the Borough condemning it. C/P Viker stated this saves money for the people of Selingsgrove.

Motion by C/P Anderson to adopt Resolution 2011-4. Seconded by C/P Charles.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

Update on the Pennsylvania Human Relations Commission complaint filed by Michael Moyer – To be done during executive session

BOROUGH ENGINEER: J. A. Coukart & Associates

Update on pending projects – It was noted the emergency access ramp could be used in an emergency even though it still needs to be paved.

BOROUGH TREASURER: Sharon Badman

Review Treasurer's Report for March 2011 - Pres. Handlan asked if there were any questions on the Treasurer's report. Hearing none, she stated that it is on file for audit.

BOROUGH MANAGER / SECRETARY / ZONING OFFICER: Mgr. Bickhart

Non-Police Complaint Update – Pres. Handlan stated this is the first she has seen a complaint about garbage trucks. C/P Farrell asked what the 299 South Market Street issue was and Mgr. Bickhart replied that is what was approved last month where the church will go in part of a warehouse. This issue is in the basement of one of the apartments in the apartment building on the corner of Bough and Market. He noted a gas company meter reader stopped in today and stated that notifying the code officer is something he routinely does in Sunbury, so Mgr. Bickhart took his report.

Update of PROPERTY TRANSFERS and BUILDING PERMITS ISSUED, Janet Powers, Deputy Zoning and Permit Officer – Information only. It was noted the tattoo parlor is the same one, but it keeps moving around town. Mgr. Bickhart stated Demeter Fragrance is an industrial use that will move here from Sunbury to occupy part of the Phillips Industries building. C/P Farrell asked for clarification on the change of use designation. Mgr. Bickhart stated this means that one permitted use is changing to another permitted use. This does not require a change in the zoning ordinance; it just identifies new occupants and what they are doing. If there are no issues that have arisen under the zoning ordinance due to the change then a zoning permit is not issued; it is done as a conditional use. C/P Farrell clarified that a permit is still required even if there is no ordinance change. Mgr. Bickhart replied that is correct; it allows the Borough to know about a new business. He stated if anyone sees a new business in town and it is not on this monthly list they should let the Borough office know about it. C/P Hendricks asked if Demeter Fragrance will be manufacturing and Mgr. Bickhart stated they will be. C/P Hendricks asked what kind of discharge will go into the sewer system and Mgr. Bickhart replied nothing more than domestic sewage. Margaret Siro asked if these lists are available to the public and was told they are.

2010 Census Data on Population – Mgr. Bickhart supplied some partial information regarding population counts. There will be other data available later. He found it interesting that the Borough's population in the last ten years rose 5% or 271 persons. The Borough went from being the 502nd largest municipality in the state to the 497th largest. C/P Anderson asked if this is due to the increase at the university and Mgr. Bickhart stated that it probably is. For comparison, there is information from Snyder, Union and Northumberland counties. Mgr. Bickhart noted that Penn Township increased in population by 14.4% but Monroe Township decreased by 2.9%. C/P Farrell stated he wonders how accurate this is, and compared it to the sewage testing.

Update on second round of annual groundwater monitoring completed in accordance with the post-remediation care plan for the former AMP site – There is no change in any of the parameters. Mgr. Bickhart compared these parameters to the Borough's drinking water samples and they show no detectable levels of any of these things in the drinking water. The complete report is available in the Borough office. This year's round of samples has just been completed. This is the third of five years.

Demonstration of a Wireless Emergency Notification System – WENS – This will take place at 9:30 A.M. on Tuesday, April 5 at the Snyder County Emergency Services building.

Reminder – PSAB 100th Anniversary Conference & Celebration, April 10-13, 2011. It was noted that due to unforeseen circumstances Henry Winkler will not be speaking.

Reminder – State Ethics Commission's Statements of Financial Interest due by 5/1/2011. All but one have been turned in.

1st Quarter Financial Review – Mgr. Bickhart noted that a copy is available in the Borough office. At the end of the first quarter the Borough is \$16,000 to the good.

Snyder County #4 in Health Care – Mgr. Bickhart reported that out of 67 counties in Pennsylvania, Snyder County ranks #4 in terms of quality health care. Union County ranks #1.

Swimming Pool Report – C/P Viker noted that both Monroe and Penn Townships have joined Selinsgrove as contributing municipalities.

PennDOT Bridge Construction Update – Mgr. Bickhart reported that PennDOT has changed the date of the anticipated closing of the Pine Street bridge for construction. The time period now is April 15, 2012 to June 15, 2012. This resulted from some concerns raised by Ed Auman of Rine's Florist and Greenhouse due to the impact on his business if it were any earlier in the spring. Mr. Auman is very appreciative of everyone who helped to get this schedule changed. Mgr. Bickhart noted that John Gordner's office and Fred Keller's office were involved in resolving this quickly and amicably.

SELINGSGROVE MUNICIPAL AUTHORITY – Donald Bottiger, Chairman – No Report

EASTERN SNYDER COUNTY REGIONAL AUTHORITY – Bob Dagle and George Kinney, Chairmen

Update on Industrial Waste Discharge Permits for Ethnogenesis Foods and Chesapeake Gardens – Mgr. Bickhart stated that when he did the permit he was not aware that Chesapeake Gardens was leaving. They have been withdrawn from the permit.

Update on waste strength at IPR metering station – No update at this time.

2010 Municipal Wasteload Management Report – "Executive summary" copy provided. The entire report is available in the Borough office.

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

NEW BUSINESS: None

EXECUTIVE SESSION - Council Meeting recessed to an Executive Session at 9:08 P.M. for discussion of Personnel & Litigation Issues. Council meeting reconvened at 9:51 P.M.

Pres. Handlan stated that no decisions were made during the Executive Session.

C/P Anderson suggested that the current meeting be recessed to continue after the April 14 opening of bids. She stated there will need to be some time to make sense of bids before the meeting. Solicitor

Cravitz stated the architects can review the bids. C/P Carroll stated Mgr. Bickhart can put the information on a spreadsheet for Council and the library to look at. C/P Charles stated normally there would be a meeting with the library on Wednesday, April 20. He stated if bids are opened on Thursday the 14th it would be difficult to have something ready to look at by Friday or Monday. Mgr. Bickhart stated that whenever Council needs to have another meeting Mondays seem to work well for everyone. He stated the joint working group will meet on the 20th to review the list. It might be helpful to let them work through it and then have Council meet shortly thereafter. C/P Carroll stated suggestions can be reviewed at a recessed Council meeting with bid approval at the May Council meeting. C/P Charles stated the Borough has to sign the lease and the construction agreement with the library and asked if that is another reason for a meeting earlier than the regular May meeting. C/P Carroll stated the wording is being finalized on those documents, but he does not know if they will be available yet at an early Council meeting. Mgr. Bickhart stated they could be resolved at the May meeting. There is so much to consider when bids are opened that a work session is needed to discuss them because there cannot be more than three Council members in a room without an advertised meeting. C/P Viker stated that tonight's meeting would therefore recess to a work session. It was decided that Council would meet on the 25th at 7:00. C/P Carroll stated he will be coming in from out of town but he will try to be there. C/P Viker stated he will also be coming in from out of town but it should be no problem for him to be at the meeting by 7:00. C/P Farrell asked if all Council members are required to attend the meeting and Pres. Handlan stated if someone cannot make it they cannot make it, but they should make every effort to be there. She stated she would like C/P Farrell to review the information. C/P Anderson suggested that the Clerk of the Works be present also.

RECESS:

At 10:10 P.M. the meeting recessed to a work session on Monday, April 25 at 7:00 P.M.

Attachments: None

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