

## SELINGROVE BOROUGH COUNCIL MEETING

MONDAY, AUGUST 4, 2014 - 7:00 P.M.

**COUNCIL MEMBERS PRESENT:** Pres. Brian Farrell, V. Pres. Pete Carroll, C/P Marvin Rudnitsky, C/P Tim Charles and C/P Rich Mease

**COUNCIL MEMBERS ABSENT:** C/P Shane Hendricks and C/P Erik Viker

**OTHERS PRESENT:** Borough Manager/Secretary Paul Williams; Solicitor Bob Cravitz; Mayor Jeff Reed; Junior C/P Jonah Markle; Borough Treasurer/Assistant Borough Manager Sheri Badman; Recording Secretary Chele' Weaver; DH&L Fire Company Gary Griner; SEDA COG Glenda Ruch; Stahl Sheaffer Engineering Chad Shaffer; Planning Commission Earl Moyer; Bot's Tavern Owner Rick Schuck; Selinsgrove Borough Resident Bob Bickhart and Monroe Township Resident Marian Beaver

### CALL MEETING TO ORDER:

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

**RECESS MEETING TO FINAL PUBLIC HEARING AT 7:00 P.M. ON PROPOSED USE OF FFY 2014 CDBG FUNDING** – Presentation by Glenda Ruch, SEDA-COG. The purpose of this meeting is to discuss the CDBG Program and to receive public comment on the proposed activities and/or proposals for new activities.

### **Adopt Resolution 2014-20 authorizing submission of an application to DCED for FFY 2014 – Copy Provided**

Ms. Ruch took the floor and informed Council that the Borough's 2014 allocation for the Community Development Block Grant Funds (CDBG) has not been determined yet. SEDA COG is still waiting for the Department of Community and Economic Development (DCED) to provide Selinsgrove Borough with the allocation for FFY 2014. SEDA COG will be using an estimated number based on 2013's allocation. This amount is approximately \$93,000.00. From this amount SEDA COG will identify allocations that will be assigned to specific projects that will be incorporated into the Borough's 2014 application for submission to DCED.

The projects that have been selected for FFY 2014 funding are the Selinsgrove/Snyder Community Library Elevator Project at 29% of the Borough's allocation for a total of \$26,944.00; the Private Sidewalk/Curb Replacement Program which is an ongoing program within the Borough that is offered to income eligible owner occupants to replace their curbs and sidewalks if they are determined to be deficient. They have 11% of the Borough's allocation and a budget amount of \$10,335.00; the Curb cut Reconstruction/Upgrade is Borough wide and this is 42% of the 2014 allocation and is in the amount of \$38,981.00 and Administration is 18% of the \$93,000.00 which is \$16,740.00.

Ms. Ruch is asking Council to provide direction at the conclusion of the Public Hearing. She has two (2) action items: one (1) being a Resolution and two (2) once the final allocation does come from DCED and it gives Ms. Ruch direction as to what activity (which she believes is going to be the sidewalk project) if there is a surplus of funds. If there would be a decrease from the \$93,000.00 it would also be applied to the sidewalk project.

Ms. Ruch asked if there was any public comment or comments from Council. Having none, she proceeded.

Ms. Ruch did state that the Resolution that is being provided – she will be looking to Council after the conclusion of the hearing to adopt. This authorizes the submission of an application to PA DCED for

Federal FFY 2014 under the CDBG program. Selinsgrove Borough does have the legal authority and responsibility under PA Act 179 (this is the governing law that dictates how the CDBG Entitlement Program is to be administered for the Commonwealth to apply for these funds). The Borough has undertaken a considerable community participation process including the two (2) public hearings that are required and the posting of notices throughout the Borough. These public meetings culminated in the development of the Borough's three (3) year Community Development Plan. This will be adopted as the Resolution is adopted and incorporated into the Borough's application.

Selinsgrove Borough's Council President is authorized to have SEDA COG's Community Development Program prepare all the forms that are required to be incorporated into the Borough's 2014 application. The Council President would be empowered to place his signature along with the Mayor on the necessary application forms. Ms. Ruch did inform Council that because SEDA COG does not have the final allocations all she has for Council to sign tonight is the Resolution authorizing SEDA COG to prepare the forms. Once SEDA COG does receive the final numbers there will be several other forms that will also need to be signed.

Ms. Ruch asked if there were any questions regarding the Resolution. There being none Ms. Ruch asked Council to entertain a motion to approve the Resolution to submit Selinsgrove's FFY 2014 CDBG application to the PA DCED and then also a motion giving Ms. Ruch direction to apply the increase or decrease to the Private Sidewalk/Curb Replacement Program.

The meeting reconvened at 7:07 p.m. with no action taken.

Motion made by C/P Rudnitsky to adopt Resolution 2014-20. Motion seconded by C/P Mease.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

Motion made by C/P Charles that if there is a deviation in the funding that the plus or minus be applied to or taken from the Private Sidewalk/Curb Replacement. Motion seconded by C/P Rudnitsky.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

Ms. Ruch again took the floor and informed Council that there are 113 Borough's and Townships throughout the Commonwealth that have a population between 4,000 and 10,000 which entitles them to a yearly allocation just as Selinsgrove Borough receives every year from the federal government through the CDBG Entitlement Program.

HUD has been hitting DCED repeatedly as far as their performance. Several new procedures have been implemented and SEDA COG believes this is one (1) of them to try and get back control and get a more timely response to questions and to review applications. This would help with communities getting their monies in a more timely manner and not missing construction season.

Of the 113 Borough's and Townships out there, there are currently 52 that already do have Counties administering their CDBG Programs. There are still 61 Borough's and Townships that administer their own CDBG Entitlement Programs independent of the Counties. As a result of the new process the 61 Borough's and Townships (Selinsgrove is one (1) of them) will be required to go under the Counties administration for its CDBG Entitlement Program.

Penn Township in Snyder County, as a result of the 2010 census, was eligible to receive its own because its population went over its 4,000 annual CDBG Entitlement allocation. They already have Snyder County administering their program.

The County will receive one (1) contract with Penn Township's allocation delineated as well as Selinsgrove Borough's. Selinsgrove Borough Council will still hold a first public hearing here in the Council Chambers. The final public hearing will be held at the County. Council will still be selecting and identifying its projects to be funded. The County cannot do this. Pennsylvania Act 179 would not permit

it. The Borough is still in control of what projects are funded and the allocation amounts that are applied to those projects going forward.

For those program years that the Borough has open (which should be just 2013) and that has any money and outstanding balances through the CDBG budget it will be able to function if Council so chooses as it currently is – independent of the County. If the Borough would so desire to also transfer this to the County they could do so.

One (1) of the big questions is if this is under the Counties administration and DCED comes out and monitors this program and the Borough receives a finding for a project who is responsible for the repayment? What DCED has proposed is that SEDA COG incorporate responsibilities and an agreement that would be between Snyder County and Selinsgrove Borough. This would delineate who is responsible for what.

Ms. Ruch stated that this is the direction that SEDA COG is going for 2015. There will be changes and training that is supposed to be provided.

**RECESS MEETING TO PUBLIC HEARING AT 7:17 P.M. ON CONDITIONAL USE for Bot's Tavern, Inc. located at 7 S. Market Street. The purpose of this meeting is to discuss compliance for the number of off-street parking spaces in that the owner has developed the maximum number of parking spaces possible for the property.**

The meeting reconvened at 7:22 p.m. with no action taken.

Motion made by C/P Charles to grant the forgiveness of additional parking spaces. Motion seconded by C/P Mease.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**PLANNING COMMISSION – Earl Moyer, Chairman**

**Approve Resolution 2014-18 the proposed land development for the SASD – Copy Provided**

Mgr. Williams did state that the plan has been reviewed by Engineer Coukart. There were some issues with storm water management but Engineer Coukart has retained a level of comfort in that he can make a recommendation to Council.

Chad Shaffer from Stahl Sheaffer Engineering stated that the addition will be a 99 x 35 addition to the Middle School between the football field and the administrative building. This addition will be used for additional food storage, a conference room and two bathrooms. With this addition they will be addressing some drainage issues that have been occurring at the entrance to the administrative section of the building.

Mr. Shaffer and Engineer Coukart did have a discussion about storm water management and they both decided that there is a workable storm water management plan in place. Snyder County Conservation has approved the Erosion and Sedimentation Plan and Stahl Sheaffer Engineering is ready for Council approval.

Mgr. Williams stated that he has prepared a resolution for Council's consideration. It is Resolution 2014-18 that would grant conditional final plan approval to this Land Development Plan for the 3,512 square foot addition.

Motion made by C/P Charles to adopt Resolution 2014-18. Motion seconded by V/P Carroll.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Approve Request of Janet Powers to fill vacancy on the Planning Commission – Copy Provided**

Motion made by C/P Rudnitsky to approve. Motion seconded by V/P Carroll.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Meeting Minutes – Copy Provided**

Mgr. Williams stated that the Planning Commission discussed the Survey of Community Attitudes.

**REVIEW AND APPROVAL OF COUNCIL MINUTES FROM MEETING OF July 7, 2014 - Copy Provided**

Motion made by C/P Charles to approve. Motion seconded by C/P Mease.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**PERSONS TO BE HEARD:**

**DH&L Fire Company/DH&L Ambulance League** – Gary Griner reported that for the month of July 2014 there were 43 incidents and they are as follows: Nine (9) automatic alarms; one (1) brush/wild land fire; one (1) CO alarm; one (1) stand-by assignment; one (1) HazMat call; six (6) medical assists; four (4) motor vehicle accidents without extrication; one (1) power line down; one (1) public service; six (6) structure fires; six (6) trees down; five (5) traffic controls and one (1) water rescue/recovery.

Incidents by Township are as follows: One (1) in Chapman Township; one (1) in the Borough of Freeburg; one (1) in Middleburg Borough; four (4) in Monroe Township; fourteen (14) in Penn Township; sixteen (16) in Selinsgrove Borough; two (2) in Shamokin Dam Borough; two (2) in the City of Sunbury and two (2) in Union Township. There were 0 losses. Out of the 14 incidents there was a staff count of 262 for a grand total of 298.52 man hours.

Mr. Griner did state that DH&L had one (1) good prospect on the rescue truck. They are waiting to hear back from them. They came all the way up from Greenville, South Carolina. Treas. Badman informed Mr. Griner of [www.municibid.com](http://www.municibid.com). It is free to list the equipment and the person purchasing it pays 8% of the cost. Treas. Badman passed on the information to Mr. Griner.

**Selinsgrove Area Recreation, Inc. – No Report**

**Selinsgrove Projects, Inc.**

**Meeting Minutes – Copy Provided**

Mgr. Williams informed Council that the Piano Palooza was a huge success. SPI is looking for persons to adopt the pianos. They are free of charge.

**Selinsgrove Chamber of Commerce**

**Meeting Minutes – Copy Provided**

**Parks & Recreation Commission – Rocky Baer – No Report**

**COMMITTEE / COMMISSION / BOARD REPORTS:**

**FINANCE & BUDGET COMMITTEE:**

**Payment and Ratification of Bills**

Meeting Date: August 4, 2014

Motion made by C/P Charles to approve payment of bills. Motion seconded by C/P Rudnitsky.

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

**Statewide Tax Recovery, Inc. – Exoneration Requests – None**

**Award Sale of 2005 Hustler Mower 3400 to highest bidder – Copy Provided**

Motion made by C/P Charles to accept the highest bidder which is the City of Sunbury with a bid of \$4,005.00. Motion seconded by C/P Rudnitsky.

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

**PUBLIC FACILITIES & SERVICES COMMITTEE – Shane Hendricks, Chairman – No Report**

**BOROUGH ADMINISTRATION / PROPERTY AND EQUIPMENT – Pete Carroll, Chairman – No Report**

**COMMUNITY ACTIVITIES AND PUBLIC AFFAIRS – Richard P. Mease, Chairman**

**Approve Street Closure Request of Union Alley (from Mill Street to Penn Street) for St. Paul’s UCC Block Party – Copy Provided**

Motion made by C/P Mease to approve. Motion seconded by C/P Charles.

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

**Approve “Welcome Home” Banner Placement Request by SU – Copy Provided**

Motion made by C/P Mease to approve. Motion seconded by C/P Charles.

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

C/P Mease stated that Selinsgrove Area Recreation, Inc. (SARI) who runs the swimming pool announced that all their Board members will be stepping down at the end of 2014. C/P Mease stated he will be attending the next meeting which will be Tuesday, August 12, 2014. He is going to be appointed to the Board. He will then be appointed President starting January 1, 2015 and will be looking for Board members so they can restructure SARI and continue to run the swimming pool and put it in a better position than it is right now. C/P Mease stated he has a three (3) year plan.

**PERSONNEL MANAGEMENT COMMITTEE – Marvin Rudnitsky, Chairman**

**Recommendation on Deputy Zoning Officer position** – C/P Rudnitsky informed Council that Jessie Runkle was interviewed for the position. The committee would like to make a recommendation to Council that she be engaged full-time and that her compensation will be \$12.00/hour but as a full-time employee she will have additional benefits that the Borough affords full-time employees. She will split her time between Parks & Recreation Coordination and Deputy Zoning Officer functions.

Motion made by C/P Rudnitsky to approve. Motion seconded by C/P Charles.

Mgr. Williams informed Council that as a precursor to the interview the position was described to Miss Runkle. It was disclosed to her that the position is an at-will position. Miss Runkle did acknowledge this. She will be working a 35 hour work week which would entitle her to benefits if she accepts the position.

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

**Borough Managers Annual Performance Appraisal** – C/P Rudnitsky informed Council that he would like each of the Council members to complete the evaluation provided to them. He would like to have these evaluations completed by Tuesday, September 2, 2014.

**PUBLIC SAFETY COMMITTEE – Erik Viker, Chairman – No Report**

**ZONING HEARING BOARD – Cyril Runkle, Chairman – No Report**

**CIVIL SERVICES COMMISSION – Dalton Savidge, Chairman – No Report**

**SHADE TREE COMMISSION – Bo and Joan Fasold – No Report**

**BOROUGH ADMINISTRATIVE REPORTS:**

**MAYOR – Jeff Reed**

**Presentation of the Police Report for June 2014 – Copy Provided**

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

**Adopt Ordinance No. 817 Authorizing the Taking of property by Eminent Domain for the Installation of a Storm water Drainage Pipe and Related Facilities – Copy Provided**

Sol. Cravitz informed Council that this deals with a 25 foot wide temporary construction easement and 25 foot wide permanent easement along High Street. The Borough has attempted negotiations for the last several months to obtain this voluntarily from the land owner, but they kept on coming back with some additional requirements with regards to sidewalks, etc. The Borough didn't want to mix apples with oranges and there is no choice but to pass this Ordinance so that the Borough may begin the eminent domain process.

Once the Borough files for eminent domain, unfortunately we are going to have quite a bit of cost to fall back on us for appraisals, engineering, etc. This could have been avoided had they given the Borough the Deed of Easement to which we offered them on a number of occasions. The Borough does need to get in this area to make the improvement – the contractor is still on board. Once the Borough does file for eminent domain they will give them notice, go in and occupy and provide them with security.

Mgr. Williams stated that there will be a buried pipe beneath the gravel parking lot. It will be restored to the existing condition – it will not be seen. The Borough is trying to convey storm water runoff from Chestnut Street that right now ponds at the end of North High Street at Snyder Street near the Slivinski Law Office.

Motion made by C/P Rudnitsky to approve Ordinance No. 817. Motion seconded by V/P Carroll.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**BOROUGH ENGINEER**

**Update on pending projects – Coukart & Associates, Inc. – Copy Provided**

Mgr. Williams stated that the Borough has received a plan from Northumberland National Bank that will be accepted at the next Planning Commission meeting.

Mgr. Williams informed Council that the construction of curb ramps and sidewalks that was done last year has seen some cracked sidewalk slabs on West Penn Street. A meeting was held on Wednesday, July 23, 2014 with G&R Charles Excavating, LLC - Contractor and Central Builders Supply Co. – the concrete

supplier to discuss the condition of several handicapped ramps constructed last year. The Contractor has agreed to replace several cracked sidewalk slabs. Despite sealing the walkways with linseed oil, as per PennDOT specifications, some minor spalling had occurred on a few ramps.

**Update on pending projects – Larson Design Group**

Mgr. Williams informed Council that the Borough continues to work on the mitigation at the reservoir.

**BOROUGH TREASURER – Sharon M. Badman**

**Approve Treasurer’s Report for Month of July 2014 – Copy Provided**

Motion made by C/P Charles to approve. Motion seconded by C/P Mease.

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

**BOROUGH MANAGER / SECRETARY – Paul A. Williams**

**Manager’s Monthly Activity Report – Copy Provided**

Mgr. Williams stated he did address some of the troublesome properties on Wednesday, July 9, 2014. He is dealing with Mr. George Derr on a zoning enforcement notice pertaining to two (2) stored Ford Mustangs in his backyard on the Isle of Que.

The Borough has also contracted with a lawn mowing service for Maria Jimenez’s property on the Isle of Que. This property will need to be liened for the expense that the Borough is incurring.

Mgr. Williams informed Council that he was made aware of a Sheriff sale that is scheduled for 397 Eighth Street the owners are Owen and Lillian Kerstetter and the amount is \$4,100.00. It will be a tax sale.

There has been some ongoing coordination with different contractors on Broad Street – UGI and Eastern Industries (this is the Borough’s project). G&R Charles is wrapping up their projects on High Street, Susquehanna Avenue and Charles Avenue. There is another project for PennDOT – they will install moisture protection to the box culvert over Weiser Run. Mgr. Williams would like to have all work completed by Wednesday, August 20, 2014 because of school starting.

On Thursday, July 24, 2014 Treas. Badman and Mgr. Williams met with Jim Arnz of Dallas Data Systems regarding a financial software module.

**Adopt Resolution 2014-17 Designation of Agent for HMGP – Copy Provided**

Mgr. Williams stated since DZO Powers has retired he will be the new agent for the Hazard Mitigation Grant Program.

Motion made by V/P Carroll to adopt Resolution 2014-17. Motion seconded by C/P Mease.

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

**Adopt Resolution 2014-19 Appointing CK COG as the Board of Appeals for the Borough – Copy Provided**

Mgr. Williams stated that this deals with the Pennsylvania Construction Code Act.

Motion made by V/P Carroll to adopt Resolution No. 2014-19. Motion seconded by C/P Rudnitsky.

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

### **Update from Snyder County Coalition for Kids – Copy Provided**

Mgr. Williams stated that the “Meals for Seals” summer program which is for Kindergarten through second grade was a success. The meals will be provided to the children for the weekend when they are not in school. It costs \$3.50 to feed one child for a day.

C/P Rudnitsky informed Council that they were approved for 501C3 status. Any contributions that anyone makes will qualify for charitable deductions.

**Staffing of Police Department** – Mgr. Williams has spoken with Chief Garlock in regards to staffing of the Police Department and Personnel matters. Chief Garlock has a person that he would like to pursue for part-time employment. He wants to verify/confirm with Borough Council that he has the authorization to make an offer to this person.

Mgr. Williams stated that this person works full-time for the Capitol Police in Harrisburg. He is a resident of Liverpool. He is experienced. Chief Garlock does not feel it will take a lot of training, this person may need to learn Selinsgrove. He does have a law enforcement background.

V/P Carroll stated that Chief Garlock has always been authorized to go ahead and get three (3) people lined up to use anytime. It is tough to get part-time. Now there is a situation that has been going on for four (4) months and the Police Department is short. Chief Garlock should constantly be looking for help. V/P Carroll is also concerned with the hiring of this gentleman – if this is the same man that took up to a year to go forward and then he pulled it to go to the Capitol – he does not feel it would be a good idea to start the process – he could end up saying no again.

### **ZONING – Deputy Zoning and Permit Officer**

**Update of ZONING, SIGN & DEMOLITION PERMITS ISSUED & REAL ESTATE TRANSFERS – No Report**

**PARKS & RECREATION COORDINATOR – Jessie Runkle**

**Monthly Report – Copy Provided**

Mgr. Williams reported that the summer program is going very well – the average attendance is 26 and the most that they had was 35. Miss Runkle has been receiving feedback from social media sites such as Facebook, Twitter, etc. She is networking with other municipalities, etc. Miss Runkle has been working with Treas. Badman on some ideas for Welcome to the Grove.

Miss Runkle has also put together a Free Dog Training Workshop which runs consecutive Thursdays from July 24 – August 14, 2014.

**SELINGSGROVE MUNICIPAL AUTHORITY – Donald Bottiger, Chairman – No Report**

**EASTERN SNYDER COUNTY REGIONAL AUTHORITY – Ed Mann**

**Monthly Minutes – Copy Provided**

**NORTH-EASTERN SNYDER CO. JOINT AUTH. – Bill Hetherington/Dianne Mengel – No Report**

### **NEW BUSINESS:**

**OTHERS** – Treas. Badman reminded Council of the Welcome to the Grove festivities that will be held on Wednesday, August 20, 2014 from 6:00 p.m. – 8:00 p.m. on the Selinsgrove Common's. Mayor Jeff Reed will do the welcome. Selinsgrove Borough will be hosting a table.

**COUNCIL MEMBERS** - C/P Mease stated that a few weeks ago a friend of his had his mother pass away and she lived on Market Street. Right beside her house is a gravel road and there is actually a stop sign on this gravel road leading out to North Market Street. There is no name on the road and it seems that the other person who lives on the other side of the gravel road claims that it is his driveway and he wants to park in it. C/P Mease is asking someone to check to see if this is really a road or whose driveway it is.

Earl Moyer from the Planning Commission stated it is a private driveway. For some reason the State put the stop sign there.

Treas. Badman stated that whomever is interested should come in and speak with Mgr. Williams and then the Borough can check to make sure it was abandoned, etc.

**Recess to Executive Session at 8:45 p.m. for a Personnel issue.**

**Meeting reconvened at 9:15 p.m.** – No action taken.

**ADJOURNMENT:**

Motion made by C/P Rudnitsky to adjourn meeting at 9:16 p.m.

Respectfully submitted by

Chele' Weaver  
Recording Secretary