

**SELINGROVE BOROUGH COUNCIL MEETING**

**MONDAY, FEBRUARY 4, 2013 - 7:00 P.M.**

**COUNCIL MEMBERS PRESENT:** Pres. Brian Farrell, V. Pres. Pete Carroll, C/P Dottie Anderson, C/P Tim Charles, C/P Shane Hendricks, C/P Rich Mease, and C/P Erik Viker

**COUNCIL MEMBERS ABSENT:** None

**OTHERS PRESENT:** Solicitor Robert Cravitz; Mayor Sean Christine; Junior C/P Maggie Lemons; Borough Manager/Secretary Paul Williams; Borough Treasurer Sheri Badman; Recording Secretary Chele' Weaver; Deputy Zoning Officer Janet Powers; Parks & Recreation Rocky Baer; Main St. Manager Tim Musser; DH&L Gary Griner; Representative for Fred Keller's Office Darwin Swope; SEDA COG Glenda Ruch; Daily Item Reporter Marcia Moore; WKOK Reporter Kyle Gaugler; Banana Split Representatives Chris Schlieder & Joshua Younkins; Jeffrey Ries and Borough Resident Margaret Siro.

**OTHERS ABSENT:** None

**CALL MEETING TO ORDER:**

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

**REVIEW AND APPROVAL OF COUNCIL MINUTES FROM MEETING OF JANUARY 7, 2013:**

Motion by C/P Viker to approve the minutes as presented. Seconded by C/P Charles.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**RECESS MEETING TO PUBLIC HEARING AT 7:00 P.M. TO HEAR PUBLIC COMMENT ON**

**PROPOSED USE OF FFY 2012 CDBG FUNDING** – Presentation by Glenda Ruch. The purpose of this meeting is to discuss the CDBG Program and to receive public comment on changes of the proposed activities and/or proposals for new activities.

Ms. Ruch stated that whenever a new activity is including CDBG funding they have to solicit public comment. The proposed budget modification is to Selingsrove Borough for its FFY 2012 CDBG program. The new project that is being introduced is a curb cut upgrade/replacement to several intersections throughout the Borough, including alleys. What will change will be the allocation currently detailed in the budget for the elevator which is \$9,763.00 and will be reduced to \$9,018.00. The modified budget brings it down by \$745.00. The curb cut upgrade/replacement project has a current budget of \$0.00 and includes a revision of \$2,000.00 which modifies the budget by \$2,000.00. This will need approved by Borough Council this evening and will then be forwarded to the Pennsylvania Department of Community and Economic Development for approval by March 1, 2013. Ms. Ruch informed Council that \$6,273.00 was added to the 2<sup>nd</sup> & Front Streets improvements project. It would increase this project to \$72,435.00. The balance of \$745.00 will be put into the Borough's ongoing sidewalk/curb replacement project. So even though it appears to be a new line item in the 2012 budget for the Borough it is actually an ongoing activity. So therefore, it is just a revision. The activity that she really needs public comment on is the new curb cut upgrade/replacement program. Are there any questions or comments from the public?

Mgr. Williams asked if the curb cut/replacement/construction could use the acronym ADA. Ms. Ruch stated they cannot use ADA. There are new residential barriers that actually create ADA. Even though it will be ADA compliant, CDBG monies do not necessarily have to make an activity ADA compliant. For example – in the Borough building, once the elevator was installed we would not be able to put in to add a handicapped accessible bathroom to more than one floor because of the elevator. We could not come in and add another handicapped accessible bathroom in the basement. You have one and you have an

elevator, therefore the handicapped can travel throughout the building. CDBG funded projects do not have to meet ADA compliance.

Mgr. Williams stated that another way of saying it then is that a curb cut upgrade is what you might find at a typical intersection with the appropriate slope and with the tactical mat.

### **RECESS MEETING TO PUBLIC HEARING AT 7:00 P.M. FOR A CONDITIONAL USE APPLICATION OF TONYA HOTALING FOR 12 NORTH MARKET STREET**

Mrs. Hotaling was not present but Mgr. Williams informed Council that a member of the family of the property owners is present. Mgr. Williams asked Jeff Ries what his anticipation is and if he could help Council out. Mr. Ries said he was there just to observe. C/P Viker asked if a representative needs to be present to take action. Sol. Cravitz stated that there is usually someone here. He also stated that this is what the Borough usually faces in the downtown with regards to parking and the Borough has done this numerous times over the years. This is just a fact that exists in downtown Selinsgrove that requires certain parking requirements for use and then low and behold when the use comes into fruition there is no parking.

DZO Powers said this is really not a restaurant. She brings her products in from Lewisburg and serves beverages. It was difficult for DZO Powers to find a category for this and restaurant was as close as she could get. Pres. Farrell asked if food is being served and DZO Powers said yes, she is serving cupcakes primarily but also sweet rolls, coffee, tea and beverages.

C/P Viker stated that this is specific to rating parking spaces downtown and because they are a little bit land locked in terms of parking spaces, (not that the economy is in anyway the responsibility of local government) if we want to encourage people to come to town, we are going to have to make it easier for businesses to function here. What this means is that if somebody has to walk half a block or around the corner from one of the many public parking spaces available, so be it. We have a Planning Commission recommendation to grant a conditional use permit and C/P Viker sees no down side. These are citizens being able to run their businesses and people coming and enjoying the downtown area.

Mgr. Williams did state to Pres. Farrell that he felt it was important to make a record of this specific request.

Pres. Farrell stated that everyone goes through the same process including himself as a business owner. They look at your parking, you have to appear before Council, go for a variance, etc. All of the buildings downtown has the same issue. Some of the restaurants have had to go through getting grease traps.

C/P Anderson stated they are not cooking food there. C/P Viker stated but Mrs. Hotaling is washing dishes. DZO Powers said that she has not discussed a grease trap with Mrs. Hotaling. This is a gray area. C/P Viker stated better to be safe than sorry.

C/P Viker reminded Council that this is really about parking, but we would want to, with whatever motion is made, to say contingent upon a grease trap being put in within the next five (5) working days.

Borough resident Margaret Siro stated that she has been in the shop and they do serve ice cream.

Pres. Farrell stated that this is something that DZO Powers can look into.

Mgr. Williams stated he would like to read from the draft minutes of the Planning Commission just to create a record. The restaurant use requires one (1) off-street parking space for 1.5 employees on the largest shift as well as one space for each 3.75 customer seats. The business currently has 21 customer seats and the owner is proposing to add an additional 12 seats. The business should be providing seven (7) off-street parking spaces currently with an additional four (4) spaces when additional seating is provided. The second floor of the building is occupied by Beverly's, a sewing business which requires two (2) off-street parking spaces. The off-street parking behind the two (2) businesses can support four

(4) vehicles by accessing the spaces from the adjoining lot, owned by John and Susan Robinson. Mrs. Beverly Owens produced a deed at the Planning Commission meeting describing an easement granted by the Robinsons in September of 1988, allowing access to her off-street parking. So we know that the owner of the building is Beverly Owens and I would presume also Pat Owens. The tenant is the requestor for this conditional use – Tonya Hotaling. This is not a brand new use, but rather it is a relocation. Mrs. Hotaling moved her business from South Market Street to the lower level of Beverly Owens. Whether a grease trap is required for ice cream he is not so certain. Council has a recommendation from the Planning Commission.

Pres. Farrell stated that we are setting the precedence especially for grease traps. Years ago we scrutinized everyone for grease traps and people were not happy. If you are serving food, you need to have a grease trap. The Borough building is going to have to put in a grease trap because sometime someone is going to rent the community room and sit down and eat food and it will get washed down the drain.

C/P Viker said considering the way the Ordinance is written and as long as something is getting rinsed, if you are serving food, put in a grease trap and that fits the Ordinance.

Motion by Pres. Farrell to approve conditional use parking and installing a grease trap. Motion seconded by C/P Charles.

C/P Hendricks stated we need two (2) parts to this – we need conditional use and labor only parking. C/P Viker said so just to be clear, we are voting on the motion to grant conditional use and waive the parking and conditional occupancy permit which is contingent upon installation of a grease trap. Pres. Farrell stated that their conditional use is based on the fact that there is no food that is going to be cooked on site. They are bringing in all the food.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**RECESS MEETING TO PUBLIC HEARING AT 7:15 P.M. TO HEAR PUBLIC COMMENT ON AMENDING THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE** – Borough Council will hear public comment on proposed Ordinance No. 801 authorizing the Borough to enter into a memorandum of understanding with the Snyder County Soil Conservation District for the review of erosion and sediment control plans for land development within the Borough and requiring the submission of plans and the payment of fees to the Snyder County Soil Conservation District for the review of land developments and other activities involving the disturbance of soil within the Borough.

Sol. Cravitz stated this has gone before the Snyder County Planning Commission and also the Borough's Planning Commission has recommended some changes. They have been made. This Ordinance had been presented at the Borough Council meeting on January 7, 2013. Sol. Cravitz stated there have been some comments received by Mr. Robert Bickhart. Does anyone have any comments in regards to Ordinance 801 involving the Borough entering into a memorandum of understanding with the Snyder County Soil Conservation District and then changing the Borough's Ordinances to fit those changes with regard to land disturbances within the Borough? C/P Anderson stated that Mr. Bickhart brought to Councils attention that it should be **Snyder County Conservation District** it should not have **Soil** in the title.

C/P Charles stated that he wants clarification that if someone walks in they can say this is what I want to do and probably nine (9) out of ten times they are going to get their answer and be done. C/P Farrell asked DZO Powers if it will be part of the Zoning Permit. DZO Powers stated the amount of earth disturbance is right on the application. If it is less than 5,000 square feet, she really does not worry too much about it.

Sol. Cravitz stated that the next step would be to recommend the final advertisement at Council's March 4, 2013 meeting.

Motion made by C/P Anderson to approve final advertising for Ordinance 801. Motion seconded by V/P Carroll.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**MEETING RECONVENED AT 7:22 P.M.**

**PERSONS TO BE HEARD:**

**DH&L Fire Company** – Gary Griner stated that for the month of January 2013 there were seven (7) automatic alarms; one (1) brush fire; one (1) CO alarm; two (2) stand-by assignments; one (1) motor vehicle accident with extrication; one (1) false alarm; one (1) HazMat call; one (1) miscellaneous; two (2) medical assists; one (1) local alarm; three (3) motor vehicle accidents without extrication; one (1) rescue call and six (6) structure fires.

Incidents by Townships are as follows: two (2) Chapman Twp.; one (1) Jackson Twp.; one (1) Middlecreek Twp.; six (6) Monroe Twp.; seven (7) Penn Twp.; six (6) Selinsgrove Borough with estimated losses at \$1,500.00; one (1) Shamokin Dam Borough; two (2) City of Sunbury; one (1) Susquehanna Twp.; one (1) Union Twp. and one (1) Upper Augusta Twp.

There was a staff count of 260 with a total of 487.03 man hours.

Mr. Griner did inform Council that the Fire Co. is having their chicken barbeque on Saturday, March 16, 2013. He also stated that the brush truck is for sale along with the engine. C/P Viker asked where people can purchase chicken barbeque tickets. Mr. Griner informed him from any Fire Co. member and he would drop some tickets off at the Borough Office.

V/P Carroll stated that he would like to see Capt. Carson Leitzel with the Fire Police bring down the new van for Council to see since the Gelnett Trust helped to fund it. He also stated that he got a call from Jason Kauffman of Freeburg around 5:30 p.m. stating that tonight (2/4/13) there will be a meeting in Freeburg at 7:00 p.m. with the State Police regarding issues with the CDL. There are new rules and regulations coming out.

**Selinsgrove Projects, Inc.** – Tim Musser, Main Street Manager informed Council that at the organizational meeting for 2013, Pat Owens was reelected President, Elaine Herrold was reelected Vice President, Bill Burd was reelected Treasurer and Bobbi Steininger was reelected Secretary.

Selinsgrove Projects, Inc. will be redesigning their website with a re-launch in 2-3 months. The new site will be more aesthetically pleasing, hold more information and be more inclusive than the current website.

Downtown Selinsgrove was featured in the current issue of Voice of the Valley that was distributed with today's (2/4/13) Daily Item. There was also a nice article by Cindy Herman in the Life section about the downtown.

The Selinsgrove Projects Board held a retreat on Saturday, January 19, 2013 to discuss the vision of the Board moving forward.

**Parks & Recreation Commission** – Rocky Baer informed Council that the Parks & Recreation Commission met on Tuesday, January 22, 2013, the committee is looking into getting information about Young Lungs at Play. It was discussed previously that they would allow us to submit a policy that would give the Borough as many signs as needed.

Mr. Baer informed Council that Dick Norman announced he will no longer be renewing his service to Parks & Recreation. This leaves one spot open on the commission. They have also discussed a couple of other people that they have not seen in at least two (2) years who serve on the commission. They may actually have two (2) more openings as well on the commission to make that a total of three (3).

The Summer Kids Program will begin on Monday, June 17, 2013 and end on Friday, August 9, 2013. They are proposing hours from 9:00 a.m. to 4:30 p.m. The children will need to bring a packed lunch.

The commission is also looking into putting policies in place that would be for the advisors. It would include such things as a contract, calendar to request days off, establish lesson plans and a time sheet. They are looking into possibly having the advisors check in at the Borough Office. We have had problems with advisors being late.

The commission did change the requirement for the age of the children. They will have had to graduate from the first grade and can be up to 12 years old.

Mr. Baer stated the dog park needs to be divided for the smaller dogs. This will be done in the spring of 2013. He stated that there are still a few remaining pieces of apparatus that need to be installed. This will be done when the weather gets better. There has been a report that the teeter totter has been damaged and needs to be fixed.

The sign has been purchased recognizing the donor's dogs. The commission determined the best location would be on a post somewhere inside the park. The sign which is in memory of Wolfer and Shadow will be installed in the spring of 2013.

The interactive equipment for Kildsgrove has been purchased. It is called NEOS and is from Play World. The commission is hoping to have it installed by April 2013. They still need to raise funds for the rubber base.

**Others in Attendance** – Darwin Swope from Representative Fred Keller's office stated to Council that he tries throughout the year to attend different Council meetings in the District. He stated that if anything is ever needed to give him a call. Pres. Farrell stated he appreciated him attending the meeting.

#### **COMMITTEE / COMMISSION / BOARD REPORTS:**

##### **FINANCE & BUDGET COMMITTEE: C/P Anderson, Chair**

##### **1. Payment and Ratification of Bills**

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

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**2. Statewide Tax Recovery, Inc. - Exoneration Requests** – Mgr. Williams informed Council that there is one (1) for Maryann Witmer for the years of 2009, 2010 and 2011 for \$5.50 per year. She is deceased.

Motion by C/P Viker for the exoneration of Ms. Witmer. Motion seconded by C/P Hendricks.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**3. Consider the adoption of Resolution 2013-02 pertaining to the exoneration of Mike Bolig for Delinquent Real Estate Taxes for 2012, Uncollectible Per Capita Taxes for 2012 and Collectible, Delinquent Per Capita Taxes for 2012**

Motion by C/P Anderson to adopt. Motion seconded by C/P Charles.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**4. Authorize Statewide Tax Recovery, Inc. to collect the Delinquent Per Capita Taxes for 2012 that are determined to be collectible.**

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

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**5. Approve DCED Budget Modifications as presented by Glenda Ruch, SEDA-COG** – C/P Anderson stated that this is for the years 2009, 2010, 2011 and 2012. Part of the issues here are the need to clean up 2012 expenditures with 2012 funds.

Motion by C/P Anderson to approve the budget revisions and budget modifications as presented by Glenda Ruch. Motion seconded by C/P Viker.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**5a. Approve FFY 2013 Professional and Administrative Services Agreement with SEDA-COG in the amount of \$16,400.00**

Motion by C/P Anderson to approve. Motion seconded by C/P Viker.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**6. Update on meeting with Gelnett Trustees** – C/P Anderson stated to Council that the Finance Committee met with the Trustees of the Gelnett Irrevocable Trust and the Trustees, Scott Heintzelman and Robert Laudenslager. The report that was provided stated that in December of 2011 the market value on the Trust was \$5,054,133.22 and as of the end of 2012 because of the growth in assets and dividends the Trust is now \$5,313,371.59. This is a very nice growth. During 2011 the distribution of interest payments to the Borough was \$159,122.50. The Borough's expenses included \$225.74 for a tax return preparation fee, \$45,099.88 in Trustee fees (which is the agreement when the Trust was setup) and \$5,329.29 in tax payments which was due to settling the estate.

C/P Anderson stated the committee shared with Mr. Heintzelman and Mr. Laudenslager how the Borough has made use of the funds in 2012 and our budgeted amount for 2013. They will be happy to answer any questions Council may have. To the best of C/P Andersons knowledge the Borough continues to be the only municipality in the country with an endowment. She also stated that the Borough only has access to the interest of the Gelnett Trust. It is nice that the interest will be able to grow over the years because the Trust itself has grown over the years.

**7. Approve RFP for 2013 Borough Cleanup**

Motion by C/P Anderson to approve. Motion seconded by C/P Hendricks.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**8. Approve Professional Services Agreement with Cohen Law Group reviewing the Franchise Fee Review Agreement** – C/P Anderson stated that this refers to the cable company prior to us re-upping on the Borough's agreement. The cost for the service will be \$5,900.00 plus expenses. The Finance Committee is recommending it even though this is something the Borough absolutely doesn't need to do. The committee believes that doing this review will be very wise for the Borough's future.

Motion made by C/P Anderson to request that the Borough sign the agreement with Cohen Law Group to provide the Franchise Fee Review Agreement for Service Electric. Motion seconded by C/P Hendricks.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**9. Gelnett Trust Request** – C/P Anderson stated the request is for \$25,000.00 to assist in financing the World's Longest Banana Split to help celebrate its 25<sup>th</sup> Anniversary. Council had suggested that Mr.

Schlieder go through SPI to find a tax exempt sponsor and then submit their request. That did not work out for Mr. Schlieder, so he has submitted this application under the Mayor's office. Council reviewed what they can do with Municipal money. The main reason for the event is to provide a charitable fundraiser for the Muscular Dystrophy Association and the Borough cannot use Municipal money for specific organizations outside the Borough. The Finance Committee has reluctantly denied this request as it stands.

**10. 2013 Chevrolet Silverado Truck** – C/P Anderson stated that Council may recall when the budget was being approved that Council agreed to purchase a truck for the Water Department. A \$30,000.00 figure was planned. Corby Bowersox came up with some different proposals, the truck is going to cost \$37,522.57. This includes everything. C/P Anderson stated the committee feels they are in the position to go ahead with the purchase.

Motion by C/P Anderson to approve the Chevrolet Silverado truck for the Water Department. Motion seconded by C/P Viker.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

C/P Anderson informed Council that Mgr. Williams and Treas. Badman have done the annual insurance review and that it is underway. There will be recommendations to come at a later time.

The meeting recessed at 7:53 p.m. for a 10 minute break. The meeting reconvened at 8:03 p.m.

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

**BOROUGH ADMINISTRATION / PROPERTY AND EQUIPMENT: V/P Carroll, Chair** – No Report

**COMMUNITY ACTIVITIES AND PUBLIC AFFAIRS: C/P Mease, Chair** – Informed Council that the Community Garden Group will be having its sign-up session in the Borough Building Lobby on Monday, February 25, 2013 at 6:00 p.m.

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

**1. Cell Phone Reimbursement Policy for Non-Uniformed Employees** – C/P Charles informed Council that the Personnel Committee has a policy on cell phone reimbursement. The committee has discussed Borough employees having cell phones and the person on call having a cell phone. Most people have been using their own cell phones and the Committee felt that rather than becoming cell phone policemen this policy would meet our needs. If anyone has any questions on the policy, it's a reimbursement and it specifies the Borough Manager/Secretary, Borough Treasurer, Director of Public Works and the Water Department Supervisor each receiving \$15.00 per pay. Other full time employees will be eligible for \$3.50 per pay. This will be a non-tax item on the payroll and will be considered a reimbursement.

Motion made by C/P Charles to adopt. Motion seconded by V/P Carroll.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**2. Non-Uniformed Employee Handbook – (copy provided)**

**PUBLIC SAFETY COMMITTEE: C/P Viker, Chair** – No Report

**PLANNING COMMISSION: Earl Moyer, Chair** – No Report

**ZONING HEARING BOARD: Cyril Runkle, Chair** – No Report

**CIVIL SERVICE COMMISSION: Dalton Savidge, Chair** – No Report

**SHADE TREE COMMISSION: Joan Fasold, Chair – No Report**

**BOROUGH ADMINISTRATIVE REPORTS:**

**MAYOR: Sean Christine**

**Presentation of Police Report for December 2012 –** Mayor Christine stated there were no anomalies. Chief Garlock stated that January 2013 will show a slight increase but December was pretty quiet.

V/P Carroll asked Mayor Christine if the cameras have been put in the police vehicles yet. Has that been accomplished? Mayor Christine stated he would have to check with Chief Garlock.

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

**Adopt Ordinance No. 805 setting the tax collector compensation for 2014 through 2017 –** Sol. Cravitz stated there was discussion that the Borough would follow what the County is doing. The County will not make their decision until tomorrow, Tuesday, February 5, 2013 or possibly even next week. This will not help us because the Borough has a deadline. When people are running for office for 2014 the Borough will know what the rate will be.

The County paid \$2.25 per tax bill for real estate taxes and the rate of \$1.40 per tax bill for per capita taxes. This has been advertised and is ready for adoption.

Motion by V/P Carroll to adopt Ordinance No. 805. Motion seconded by C/P Mease.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**BOROUGH ENGINEER: J. A. Coukart & Associates**

**1. Update on pending projects – Coukart & Associates, Inc. –** Mgr. Williams informed Council that the traffic signal at Mill and Market Streets has had the final plans submitted to PennDOT for review. Contact has also been made with each of the four (4) property owners concerning easements at this intersection. Two (2) are required to retain the existing traffic signal which is a stand wire type of signal. The other two (2) respective corners would be for the pedestrian pole which is about four (4) feet off the grade and has a push button to activate the cross walk phase.

The Isle of Que Boat Launch – The Borough received notification that the PA Fish & Boat Commission has approved the final engineering design. The Borough had to resubmit a General Permit 11 application to the Department after learning that they adopted a revised form in November 2012. Mgr. Williams understands that they have acknowledged receipt of this application. This review can take up to 90 days. The Borough is hoping that this will be expedited and they have some interest from Senator Gordners office to track that for the Borough.

The salt storage shed has some remaining punch list items that need addressed before it can be closed.

Mgr. Williams informed Council that Susquehanna University reported at the January 7, 2013 Council meeting that the fence issue has been resolved. The Penn Township's Municipal Authority must grant an easement.

2013 Capital Improvements – The Borough needs to schedule a survey of the work that is being considered for the 2013 Street Program. The Borough will also be meeting with the PennDOT Municipal Services representative about projects including the sidewalk handicap ramps.

Weis Markets Land Development Plan has been reviewed by Mr. Coukart. It will go to the Planning Commission on Wednesday, February 20, 2013.

Rocky Baer had questions about the boat ramp. He asked if Mgr. Williams has any knowledge of the requirements for a handicap assessable ramp that would go all the way into the water? He remembers seeing somewhere that they were going to require this. He feels it is ridiculous. Mgr. Williams stated he is not sure how it is being addressed. Mr. Baer stated he read through the requirements and it is almost impossible to achieve. He doesn't know if Mr. Coukart has been looking at this, the Borough may have to seek a variance. The Borough would have to go to Harrisburg and pay \$100.00 fee to seek a variance. He feels that the Borough would have a pretty good shot at receiving this variance.

**2. Update on pending projects – Larson Design Group** – Mgr. Williams stated that Alan Zeigler could not be present but has submitted a report. He is involved with the reservoir cover. The Borough is still waiting for a laboratory report on the Olympic paint that was utilized and is peeling from the concrete. This is still pending and is an open issue.

The SCADA System may be mobilized beginning the week of February 4, 2013 for installation of conduits. It should be operational by mid March 2013.

A meeting was held on Tuesday, January 29, 2013 about the logistics of the Industrial Park Metering Chamber flow meter and sampling. Mr. Zeigler will be receiving a budget from Elk Environmental for the 30 Day Sampling and Analysis Program. After receiving the budget, Mr. Zeigler will submit the budget to Sol. Cravitz for him to arrange for the execution of a joint contract between the Borough and ESCRA with Elk Environmental.

C/P Charles had a question about the boat launch. He asked Sol. Cravitz if it would be wise for Council to make a motion that the Borough advertise when they receive approval from DEP. This could be months, but if the Fish Commission already approves this and it comes a week after a Council meeting, are we going to sit on it for another three (3) weeks until the Borough has its next Council meeting? Sol. Cravitz stated the Borough can. C/P Charles stated Council will be discussing this next month. He stated he is just trying to save some time. C/P Viker stated that perhaps Mgr. Williams should be asked to take action on behalf of Council to advertise for bids for this construction project. It may save the Borough some time because the public would like to see this moving along. C/P Charles stated that his understanding is that DEP is giving the Borough permission to build the boat launch but C/P Charles didn't realize DEP has stipulations that they are also going to tell the Borough what we have to do and build.

C/P Viker stated that whenever the Borough gets approval C/P Charles would like it if the day after, Mgr. Williams would be authorized to start moving the process and not wait for Council to say aye three (3) weeks later. C/P Viker supports this idea.

C/P Hendricks stated that the Engineer is going to have to review the bid packet and depending on how drastic the changes are, are we going to go back to Fish and Boat? Pres. Farrell stated is everyone's time going to be wasted if Council throws it out there too soon. C/P Charles stated that he is just trying to save some time but is Council going to be opening a can of worms?

C/P Viker asked if there was anything Representative Fred Keller's office could do to help massage this process along. Darwin Swope from Representative Fred Keller's office stated they have received some calls.

**BOROUGH TREASURER: Sharon Badman**

**1. Approve Treasurer's Report for Month of December 2012 (previously provided) and January 2013 (copy provided)**

Motion by C/P Viker to accept Treasurer's report as provided. Motion seconded by V/P Carroll.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**2. Approve updated copy of “Financial Assistance Brochure” (copy provided)**

Motion by C/P Viker to approve. Motion seconded by V/P Carroll.

**AYES: SEVEN (7)                      NAYS: NONE                      MOTION CARRIED**

**3. Approve 2013 Street Cleaning Schedule (copy provided)**

Motion by C/P Viker to approve. Motion seconded by V/P Carroll.

**AYES: SEVEN (7)                      NAYS: NONE                      MOTION CARRIED**

**4. Approve 2013 Recycling/Borough Cleanup Schedule (copy provided)** – Treas. Badman informed Council that the Street Cleaning Schedule and the Recycling/Borough Cleanup Schedule will be printed by Susquehanna University in their print shop and included in the Borough’s March 2013 Newsletter.

Motion by C/P Viker to approve. Motion seconded by V/P Carroll.

**AYES: SEVEN (7)                      NAYS: NONE                      MOTION CARRIED**

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

**1. Manager’s Monthly Activity Report (copy provided)** – Mgr. Williams informed Council that he and Treas. Badman both participated in the closeout of the RCAP Grant for the Science Center at Susquehanna University. It went very well.

There were two (2) dates that Mgr. Williams met with the Civil Service Commission to review rules and regulations. He will be working with Sol. Cravitz’s office for some amendments and revisions before this gets sent back to the Commission that has been assisting. Hopefully, there will be a turn around for Council at our March 4, 2013 meeting.

On January 30, 2013 Mgr. Williams met with representatives from the American Legion, VFW, Mayor Christine and C/P Carroll concerning the Veteran’s Memorial. They would like to have something in place for Memorial Day 2013. Mgr. Williams stated he does have some direction and some revisions to discuss with one of the vendors that the Borough is working with.

Mgr. Williams stated that an ongoing matter is Right to Know. The Borough has had a number of Right to Know requests. Some have been fulfilled and some are ongoing.

**2. Consider the adoption of Resolution 2013-03 regarding Premium Only Plan (copy provided)** – Mgr. Williams stated that this would make possible employee contributions and employees making payments towards benefits to be offset and their payment towards benefits would be pre taxed benefits. This would be done through processing of the payroll. The Borough has had some assistance from Christine Kinney in establishing this particular plan. It is allowed to go under a certain section of the IRS code – Section 125.

Motion by C/P Anderson to approve. Motion seconded by V/P Carroll.

**AYES: SEVEN (7)                      NAYS: NONE                      MOTION CARRIED**

**3. Request for articles for the March 2013 Newsletter** – Mgr. Williams informed Council that he had received a request for articles to be submitted on or before the 15<sup>th</sup> of February 2013. They can be submitted to Chele’ Weaver.

**4. Notice: PSAB 2013 Annual Conference, May 5 to May 8, 2013 at the Hershey Lodge (copy provided)**

**5. Notice: Statements of Financial Interest are to be completed and returned to the Borough Office before May 1, 2013 (copy provided previously)**

**ZONING: Janet Powers, Deputy Zoning and Permit Officer**

**Update of ZONING, SIGN & DEMOLITION PERMITS ISSUED & REAL ESTATE TRANSFERS (copy provided)**

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

**EASTERN SNYDER COUNTY REGIONAL AUTHORITY – Carol Handlan and George Kinney, Chairmen – Monthly Minutes were provided.**

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

**EXECUTIVE SESSION - Council Meeting recessed to an Executive Session at 8:30 P.M. to discuss pending litigation. Council meeting reconvened at 9:10 P.M.**

Motion made by C/P Anderson to authorize the Borough Manager, Borough Treasurer and the Borough Solicitor to meet with Matchline, LTS Plumbing & Heating & TRA Electrical and resolve final payments to them up to the amount on their contracts. Motion seconded by C/P Charles.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

Motion made by C/P Anderson to authorize Sol. Cravitz to enter his appearance, answer, and file a counter claim with TRA Electrical. Motion seconded by C/P Charles.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**ADJOURNMENT:**

Motion made by C/P Viker to adjourn.

Meeting adjourned at 9:13 P.M.

Attachments: None

Respectfully submitted by

Chele' Weaver  
Recording Secretary