

**SELINGROVE BOROUGH COUNCIL MEETING**

**MONDAY, JANUARY 6, 2014 - 7:00 P.M.**

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

**COUNCIL MEMBERS ABSENT:** None

**OTHERS PRESENT:** Borough Manager/Secretary Paul Williams; Solicitor Bob Cravitz; Mayor Jeff Reed; Junior C/P Jonah Markle; Borough Treasurer/Asst. Borough Manager Sheri Badman; Recording Secretary Chele' Weaver; Daily Item Reporter Marcia Moore; DH&L Fire Company Gary Griner; Parks & Recreation Rocky Baer; Police Officers Chris Fortin and Francis Petrovich; Chief of Police Tom Garlock and Borough Residents Margaret Siro, Bob Bickhart, Mary Markle, Raven Rudnitsky, Pam Keller, Fran Carroll and Marsha & Maggie Lemons

**OTHERS ABSENT:** None

**BI-ANNUAL REORGANIZATION MEETING CALLED TO ORDER**

(This portion of meeting to be conducted by Mayor Jeff Reed)

Mayor Reed called the meeting to order at 7:00 p.m.

**Verification of Submission of Certificates of Election and Affidavit of Residency for New and Reelected Council Members and Mayor:**

1. Tim R. Charles, Sr. – four-year term – received by Borough Office
2. Peter C. Carroll – four-year term – received by Borough Office
3. Marvin J. Rudnitsky – four-year term – received by Borough Office
4. Brian J. Farrell – four-year term – received by Borough Office
5. Jeff Reed – four-year term – received by Borough Office

**Oaths of Office Administered to New and Reelected Council Members – Oath of Office forms provided.**

**Roll Call of Council Members Present To Establish A Quorum**

**Identification of Others Present**

**Moment of Silent Reflection / Pledge of Allegiance**

**Election of Officers of Selingsrove Borough Council**

1. President – C/P Charles nominated Brian Farrell. Mr. Farrell accepted. C/P Viker made a motion for nominations to be closed. Motion seconded by C/P Rudnitsky.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

2. Vice President – Pres. Farrell nominated Pete Carroll followed by a second from C/P Rudnitsky. Mr. Carroll accepted. C/P Viker made a motion for nominations to be closed. Motion seconded by C/P Hendricks.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**(Chair of meeting returned to President of Council)**

## APPOINTMENTS

**Borough Manager/Secretary** – Motion made by C/P Viker to reappoint Mgr. Williams. Motion seconded by V/P Carroll.

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

**Borough Treasurer** – Motion made by C/P Charles to reappoint Treas. Badman. Motion seconded by C/P Viker.

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

**Borough Solicitor** – Motion made by C/P Viker to reappoint Sol. Cravitz. Motion seconded by C/P Charles.

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

**Borough Engineer** – Motion made by C/P Charles to reappoint Coukart and Associates. Motion seconded by V/P Carroll.

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

**President Pro Tem** – Motion made by V/P Carroll to reappoint C/P Hendricks. C/P Hendricks agreed to serve.

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

**COMMITTEE ASSIGNMENTS** (past practice has deferred this, as an action by the President of Council, to a later meeting, with all Committee assignments of sitting Council Members remaining unchanged until such action)

(list of prior Committee assignments provided)

**REVIEW AND APPROVAL OF COUNCIL MINUTES FROM MEETINGS OF December 2, 2013 and December 19, 2013. Copies provided.**

Motion made by C/P Charles to approve the minutes as presented. Motion seconded by C/P Hendricks.

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

**Introduction of Two (2) New Full Time Police Officers** – Chief Tom Garlock introduced Christopher Fortin who is a United States Army Veteran and was hired in November 2013 and Francis Petrovich who had been hired as a part time Police Officer in 2012. Both officers are in field training. Officer Petrovich has already been through field training as a part time officer but he has been put back on field training to receive additional instruction. Both officers are expected to come off of field training at the beginning of March 2014 and will then be put into single rotation.

## PERSONS TO BE HEARD:

**DH&L Fire Company/DH&L Ambulance League** – Gary Griner reported that for the month of December 2013 the fire company received three (3) automatic alarms; one (1) brush/wildland fire; two (2) motor vehicle accidents with extrication; four (4) medical assists; six (6) motor vehicle accidents without extrication and one (1) odor investigation.

Incidents by Township are as follows: Two (2) in Chapman Township; one (1) in the Borough of Freeburg; six (6) in Monroe Township; five (5) in Penn Township; two (2) in Selinsgrove Borough and one (1) in Shamokin Dam Borough.

There were 110 staff members accounted for with a grand total of 100.12 hours.

The year end totals are as follows: Total incidents are 325. A total loss of \$11,500.00 between Penn Township and Selinsgrove Borough took place. The total amount of man hours for 2013 was 5,160.31.

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

**Selinsgrove Projects, Inc. – Copy provided.**

**Selinsgrove Chamber of Commerce – No report.**

**Parks & Recreation Commission – Copy provided.**

Rocky Baer informed Council that the committee met on Tuesday, December 10, 2013 at 7:05 p.m. There were eight (8) members in attendance so a quorum was established.

Mr. Baer also stated that Mark Reinard would like to fill the position of Ron Marshall, who recently sent in a letter of resignation. The Parks and Recreation Committee is recommending to Council to approve Mr. Reinard. A motion was made by C/P Hendricks to approve. Motion seconded by V/P Carroll.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

Parks and Recreation will now be meeting on the even months starting in 2014.

An update on the dog park – the committee discussed an email received from Chris Bailey at Susquehanna University regarding leasing the property adjacent to the dog park to the Borough. This would allow the committee to put in another section in for smaller dogs. The current state of this is still in negotiation between the Borough and Susquehanna University.

Mr. Baer informed Council that Little Norway II, the Borough's ice skating rink, has opened as of Friday, January 3, 2014. All the skates have been sharpened and are ready to use. New skates will be purchased with monies from the concession stand.

The next meeting will take place on Tuesday, February 25, 2014 at 7:00 p.m.

**COMMITTEE / COMMISSION / BOARD REPORTS:**

**FINANCE & BUDGET COMMITTEE:**

**Payment and Ratification of Bills**

Motion made by C/P Charles to approve bills for payment. Motion seconded by V/P Carroll.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

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

**Request for Proposals – Borough Building Improvements Loan** – C/P Charles informed Council that the Committee is going to make a motion to solicit proposals from a list of banks. This is two-fold and is for one large loan which would include the Borough and the Libraries share and the other is to go separately for just the Borough. This will give Sol. Cravitz the go ahead to proceed with the State. A

motion has been made by C/P Charles to proceed with the Request for Proposals for the Borough Building Loan. Motion seconded by C/P Hendricks.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**Rudy Gelnett Trust Request**

**Rivertown Coalition requesting \$2,000.00** – C/P Charles stated the Committee recommends not approving this request. Borough resident Bob Bickhart asked what the nature of Rivertown's request was. C/P Charles stated they are looking into holding a one (1) day workshop and would like \$2,000.00 to fund the workshop. Mr. Bickhart stated he has never heard of them. C/P Charles replied that they are fairly new and if Council read the Proposal/Project Summary there are a few areas that seem to take on a political posture and the Committee does not feel it is appropriate to have the Gelnett Funds get involved in anything that can be viewed as a possible political nature.

**PUBLIC FACILITIES & SERVICES COMMITTEE - Shane Hendricks, Chairman - No report.**

**BOROUGH ADMINISTRATION / PROPERTY AND EQUIPMENT – Pete Carroll, Chairman - No report.**

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

**Establish appropriate conditions/limitation/waivers necessary for the conduct of special community events as contained within the list provided** – Motion made C/P Mease to approve. Motion seconded by V/P Carroll.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**PERSONNEL MANAGEMENT COMMITTEE – Tim Charles, Sr., Chairman**

**Recreation Coordinator: Part-Time Position – Copy provided.** C/P Charles is making a recommendation to advertise for this position. Motion seconded by C/P Viker.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

C/P Charles stated that there will most likely be a Personnel Management Committee meeting in January 2014 to go over policy and background checks.

**PUBLIC SAFETY COMMITTEE – Erik Viker, Chairman - No report.**

**PLANNING COMMISSION – Earl Moyer, Chairman**

Mgr. Williams informed Council that the Planning Commission held a meeting in December 2013. They discussed a proposal from USTA (Union Snyder Transportation Agency) located at 713 Bridge Street. It appears this will not be treated as a Land Development. There is still more discussion to be had with the County. USTA is working on a Federal Grant so timeliness is very important.

Sol. Cravitz stated he has spoken with USTA's consultant out of Pittsburgh and they are going to address the concerns brought up by the Planning Commission regarding the vehicle shed.

Sol. Cravitz informed Council that he is trying to setup a meeting between the County, the Borough and Weis Markets. This is in regards to the water line that runs along Route 522. This line is approximately 22 years old and the Borough should have a look at this line before Weis Markets puts their parking lot in. If it is an older line, the Borough will eventually be digging up Weis Markets parking lot.

**ZONING HEARING BOARD – Cyril Runkle, Chairman**

Mgr. Williams stated that the Zoning Hearing Board met in December 2013. The meeting dealt with a parcel that Council is familiar with at the corner of Sand Hill Road and High Street. The applicant is Michael Savidge. He received a determination from the Board that he can raise and demolish the existing single family dwelling, construct one, but not in the identical place. It is a non-conforming use in a Commercial Zoning District. It will be built in compliance with the setbacks that one may have in a Residential Zoning District. The Borough is waiting for the language of this decision to be drafted. The property owner does appear to be going forward with this proposal in lieu of a multi-family dwelling.

**CIVIL SERVICES COMMISSION – Dalton Savidge, Chairperson – No report.**

**SHADE TREE COMMISSION – Bo and Joan Fasold**

Mgr. Williams informed Council that Mrs. Fasold is again making application for the Borough to be recognized as a Tree City. This will be year seven (7).

**BOROUGH ADMINISTRATIVE REPORTS:**

**MAYOR – Jeff Reed**

**Presentation of the Police Report for November 2013 – Copy provided.**

**PA Mayors Association/Training for Newly Elected Officials – C/P Rudnitsky and Mayor Reed** have expressed interest in attending. Motion made by V/P Carroll to approve expenses and registration fees. Motion seconded by C/P Viker.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

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

Sol. Cravitz stated there are a few things for Executive Session on pending litigation.

**BOROUGH ENGINEER**

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

Mgr. Williams informed Council that the Contractor for the 2013 Utility Program has submitted their final payment application and has completed final closeout paperwork. This is also true for the 2013 Street Program.

Work is continuing on the ornamental street lamps or what is known as the Downtown Streetscape – Phase III. The documentation has been given to the Electrical Engineer. The initial submission is to be given to PennDOT in February 2014.

Mgr. Williams stated that Engineer Coukart is trying to stay abreast of Weis Markets progress and has been attending their weekly Job Conference meetings. Engineer Coukart did report that they found numerous punctures, cuts, and improper seams in the “water tight liner” of both detention basins. These will be underground.

Engineer Coukart is also conducting a comparison of the “Released for Construction” plan sets. The goal is to have the same copy of plans with the same last revised date in everyone’s hands. This way everyone will be working from the same plans.

Mgr. Williams stated the traffic signal at Mill and Market Streets the Contractor has submitted shop drawings for review. The material was reviewed and forwarded to PennDOT District 3-0 for their approval.

The 2014 Public Works Project has begun some field work for the 2014 Street Program.

**Update on pending projects – Larson Design Group – Copy provided.**

Mgr. Williams stated that an agreement has been made with the Contractor (Atlantic Lining Company) for the Reservoir Cover Replacement Contract.

C/P Viker asked Mgr. Williams if there is an update on the progress toward connecting the pedestrian corridor to Anthony Selin Park. Mgr. Williams did confirm that the sidewalk was completed in 2013 as part of the street improvement project. The Borough does have some proposed conditions (4-5) that have been offered by Susquehanna University if they are to entertain a long term lease. This would be a 25 year lease of the parcel of ground that separates the Borough Shed from the Dog Park. Mgr. Williams intends to work with Sol. Cravitz to see if some progress can't be made and bring it back to Council.

**BOROUGH TREASURER – Sharon M. Badman**

**Approve Treasurer's Report for Month of December 2013 – Copy to be provided after year-end closing.**

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

**Manager's Monthly Activity Report – Copy provided.**

Mgr. Williams informed Council that on Thursday, December 5, 2013 he and Treas. Badman met with the State Auditor, Curtis Long to review the CDBG Funds. Mr. Long is also interviewing SEDA-COG to make sure the administration and the application of funds are in order. The Borough had no issues.

On Thursday, December 12, 2013 Mgr. Williams attended the Borough Property Committee with Mark Barnhardt of E.I. Associates.

On Monday, December 30, 2013 Mgr. Williams met with a prospective Borough resident to serve on ESCRA's Board. This person is willing to serve and his name is Ed Mann. Mr. Mann is presently serving on the Zoning Hearing Board. He is aware of some of the issues and has done some research on his own. C/P Viker asked Sol. Cravitz if Mr. Mann can serve on both Boards and Sol. Cravitz answered yes. V/P Carroll stated that the Borough still needs one (1) more representative to serve on ESCRA's Board.

**Adopt Resolution 2014-01 Acknowledgement of the Terms of Office, Affirmation of Appointments, Modifications of Assignments and other General Provisions for 2014 – Copy provided.**

Motion made by C/P Viker to adopt Resolution 2014-01 with the updates and to realize that Coukart & Associates Engineering is the official Engineer of the Borough and that Larson Design Group is used for ongoing projects. Motion seconded by V/P Carroll.

**AYES: SEVEN (7)**

**NAYS: NONE**

**MOTION CARRIED**

**Statements of Financial Interest are to be completed and returned to the Borough Office before May 1, 2014 – Copies provided.**

**Notice: PSAB 2014 Annual Conference, April 6-9, 2014, The Penn Stater, State College, PA.**

**Email received from Keith Gabage of Pennsylvania American Water – Copy provided.**

Mgr. Williams informed Council that at the Finance Committee meeting today (1/6/14) it was suggested by C/P Charles that the Borough consider holding a work session of Borough Council. It would discuss the Gelnett Trust and a policy. Does the Borough want to continue with the same policy and how the applications are considered? Right now the Borough does not allow for a payment of maintenance or

operation expenses. Does the Borough want to continue on the same path? Another purpose for having a work session would be to establish goals and objectives of the current Council. The Property Maintenance Code could be looked at and updated along with Zoning, there are some things that the Borough does not regulate.

Mgr. Williams stated that the Borough is currently in the process of doing its codification for Ordinances. The Borough should also be taking a look at its Subdivision and Land Development Regulations. The Borough has gone through a process dealing with a rather large and complex land development with Weis Markets and wishing that we would have had some other safeguards and protections that we didn't have and the Borough found itself having to negotiate. This could be a joint work session with the Planning Commission.

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

**Update of ZONING, SIGN & DEMOLITION PERMITS ISSUED & REAL ESTATE TRANSFERS – Copy provided.**

**EASTERN SNYDER COUNTY REGIONAL AUTHORITY – Copy provided.**

**NORTH-EASTERN SNYDER CO. JOINT AUTHORITY – William D. Hetherington and Dianne Mengel – No report.**

**SELINGROVE MUNICIPAL AUTHORITY – Donald Bottiger, Chairman – No report.**

**Recess to Executive Session at 8:14 p.m.**

**Meeting reconvened at 9:08 p.m. No action taken.**

**ADJOURNMENT**

Motion made by C/P Rudnitsky to adjourn meeting at 9:08 p.m.

Respectfully submitted by

Chele' Weaver  
Recording Secretary

