

**SELINGSGROVE BOROUGH COUNCIL MEETING**

**MONDAY, MAY 5, 2014 - 7:00 P.M.**

**COUNCIL MEMBERS PRESENT:** V/P Pete Carroll, C/P Marvin Rudnitsky, C/P Shane Hendricks, C/P Rich Mease, and C/P Erik Viker

**COUNCIL MEMBERS ABSENT:** Pres. Brian Farrell and C/P Tim Charles

**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 and Dawayne Betzer; SEDA COG Stacy Richards and Glenda Ruch; Shade Tree Commission Joan and Bo Fasold; Planning Commission Earl Moyer; Parks and Recreation Rocky Baer; WKOK Lauren Koch; Kidsgrove Meg Will; Selingsgrove Business Owner Domenico Napoli; Property Owner James and Darla Dunlap; Middleburg resident Naomi Hoffman and Borough Residents Margaret Siro, Vincent Stoops and Jeff Ries.

**CALL MEETING TO ORDER:**

V/P Carroll 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.

**REVIEW AND APPROVAL OF COUNCIL MINUTES FROM MEETING OF APRIL 7, 2014 AND APRIL 24, 2014**

C/P Rudnitsky stated that in the April 7, 2014 minutes on page four (4), paragraph four (4) Sol. Cravitz stated that there was a compilation not a copulation.

Motion made by C/P Viker to approve the minutes as amended. Motion seconded by C/P Mease.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**RECESS MEETING TO PUBLIC HEARING AT 7:05 P.M. TO HEAR PUBLIC COMMENT 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.**

Ms. Ruch identified herself as a Project Coordinator for SEDA Council of Governments (SEDA-COG). She works with the Community Development Program and Selingsgrove Borough contracts with SEDA-COG's Community Development Program to administer its Federal Community Development Block Grant Program. She is at Council tonight to present the first of two (2) public hearings for the Borough's Federal Fiscal Year 2014 CDBG Program.

The CDBG funds are federal funds. They come from the U.S. Department of Housing and Urban Development (HUD) and from the federal government to the Commonwealth of Pennsylvania. Pennsylvania ACT 179 is the law that governs how the Commonwealth administers these CDBG entitlement programs. These funds come from the Commonwealth through the entity called the Pennsylvania Department of Community and Economic Development (DCED). The purpose of the federal CDBG program is to assist municipalities and counties to target and identify projects that improve the quality of life particularly for individuals in the low to moderate income range.

The CDBG funds that are going to be available to the Borough for their 2014 application are estimated. The estimation is based on the Borough's 2013 allocation of \$93,000.00. Unfortunately, DCED (although they have received their 2014 allocation from HUD) has not yet provided the Boroughs, Counties and Townships with their 2014 allocations. The direction from DCED at this time is that as SEDA-COG moves

forward and starts to do the application preparation work for 2014 that they use an estimated amount which is the 2013 figure of \$93,000.00 as projects are identified and assigned allocation amounts.

The Final Public Hearing will be held on Monday, August 4, 2014 at 7:00 p.m. The reason it is so late in the year is because Ms. Ruch wants to make sure they have the 2014 numbers before they actually do the Final Public Hearing.

The application submission to DCED for 2014 will be announced at a later time. It seems to get later and later each year. Last year the Borough's application was submitted in September of 2013. The same will hold true for 2014 or perhaps even later. SEDA-COG is just now receiving 2013 contracts when they are actually gearing up for the 2014 cycle. This is a very confusing process.

SEDA-COG used to be able to be very creative in identifying projects and doing what they could do with the cooperation of DCED and making sure that an activity that has been identified by the Borough is in fact eligible. The window of creativity is getting less and less as they move forward with this process. Essentially, water and sewer infrastructure projects, street reconstruction, curb cut improvements, sidewalk improvements (for households that have been identified as meeting the income thresholds which are provided to them by HUD), economic development activities, neighborhood revitalization, senior citizens and recreation, etc. may be affected. There is a whole list of projects that are eligible under the CDBG program. Those projects that are not eligible under the CDBG program include operation and maintenance expenses, political activities, new housing construction as well as equipment purchases.

Ms. Ruch stated that the funding requirements under the CDBG program have three (3) national objectives and each activity that is funded by the Borough through this program must meet one (1) of these national objectives. The primary national objective is that the project must benefit low to moderate income persons. This means that 51% of the individuals benefiting from the project must be low to moderate income. These income thresholds are provided to SEDA-COG from HUD. They can look at the census or do a door to door income survey. How SEDA-COG determines whether or not a service area is a low to moderate income depends on the nature of the project. The curb/sidewalk replacement project is a Borough wide project. SEDA-COG would look at the census first to see if the Borough has 51% of low to moderate income based on the census and unfortunately this is not the case for Selinsgrove. If this is a street project and is a dead end street, only those residents that live along that street would benefit from the improvements to be made with the CDBG funds. SEDA-COG would knock on everyone's door and ask them some questions and see if SEDA-COG can qualify the project based on the survey.

If a senior center is having improvements made, the federal regulations identify the handicap and the elderly as a low to moderate income population. Because the beneficiaries are elderly or handicapped SEDA-COG would not have to survey. They are presumed eligible.

Because this is the primary national objective, 70% of the Borough CDBG allocation must be allocated to projects that meet the primary national objective.

The second national objective is the elimination of slums and blight. This requires a municipal declaration and is used occasionally for the demolition of deteriorated structures. Because 70% of the Borough's allocation must be committed to the first national objective of meeting low to moderate income population, only 30% of the Borough's allocation can be contributed to the national objective activity.

The third national objective is the response to an urgent need. This requires a formal declaration of a disaster or an emergency. The emergency needs to be relatively recent and would have to occur within the last 18 months. It is limited to the elimination of the emergency. The emergency must not be affordable at the local level. Only 30% of the Borough's allocation can be allocated to the urgent need national objective.

Ms. Ruch informed Council that the Fair Housing Notice is incorporated into the Borough's application annually and it is also advertised annually. Essentially, the Borough has completed and adopted a Fair

Housing Analysis and has established a plan to further assure fair housing within the Borough. It lists several criteria if there is discrimination that occurs and the Borough is aware of it. It will also provide the Borough with two (2) entities - the Pennsylvania Human Relations Commission as well as HUD as to where the Borough can go and file a formal complaint regarding discriminatory actions as it relates to fair housing.

The Anti-displacement Plan for the Borough has the intent to undertake CDBG activities that do not result in the displacement of any of its residents. However, should this displacement occur, Borough Council assures that all occupied and vacant but livable housing will be replaced.

The Section 504 Annual Review sees Selinsgrove Borough each year soliciting input on accessibility to Borough facilities and programs that may or may not be specific to the CDBG program. SEDA-COG always invites public input to identify facilities or programs throughout the Borough where accessibility is a problem or there is a concern.

Ms. Ruch stated that the Section 3 Preference statement refers to a person or grantee residing in the service area of the project, who has an income below \$31,850.00. A Section 3 business is a business of which 51% or more is owned by an individual(s) with income below \$31,850.00.

Selinsgrove Borough invites such Section 3 concerns to contact SEDA-COG's Community Development Program and, upon proper documentation of eligibility for preference, will be provided enhanced opportunities to participate in the federally-funded project(s).

The Community Development Plan is a three (3) year plan that is ever changing. This is the first step to identify projects that the public may be interested in for future year projects that will be built into the Borough's three (3) year Community Development Plan. This is a plan that identifies short range-1 year projects which would be incorporated into the Borough's 2014 application as well as three (3) year projects. Now is the time to ask questions, because at the conclusion of this public hearing SEDA-COG cannot accept any additional projects for 2014 consideration. These will be built, however, into the Borough's three (3) year plan.

The projects that are currently under consideration for the Borough for 2014 are curb cut upgrades and improvements, the elevator in the lobby of the Borough building was partially funded by the federal CDBG program, an ongoing sidewalk replacement program for those property owners who often live in a home that meets HUD Section 8 income limits, and administration will also be included.

Ms. Ruch asked the public as well as Council if anyone had any additional projects that they would like to have considered for funding. Hearing none, Ms. Ruch proceeded.

She also informed the public and Council that whenever a project is funded under the CDBG program SEDA-COG cannot actually obligate funds to that activity until it has been environmentally cleared. SEDA-COG will do this for the Borough – they send out letters to approximately 15-20 local state and federal entities, including the Pennsylvania Historic Museum Commission. SEDA-COG actually asks for their input on every project that they do. Once SEDA-COG receives these comments and the comment period has expired they can then go ahead and submit documentation to DCED and then they sign off on the project, at that time SEDA-COG can obligate funds to the project. An environmental review will never stop a project, but it may change how SEDA-COG goes about doing things.

Ms. Ruch asked if there was any discussion on any of the previously funded projects that the Borough has completed with their CDBG money. V/P Carroll asked Ms. Ruch if the Borough had a house that was condemned and had to buy it back would the Borough have the responsibility to demolish it. Ms. Ruch stated that the Borough can identify a structure and acquire it, however, the intended use is, of course, what the eligible activity would be. Typically, these structures are already owner occupied.

**MEETING RECONVENED AT 7:20 P.M.**

**RECESS MEETING TO PUBLIC HEARING AT 7:20 P.M. TO HEAR PUBLIC COMMENT ON  
CONDITIONAL USE REQUEST OF DOMENICO NAPOLI to locate a restaurant at 38 South Market  
Street without requiring additional off-street parking for the change of use as required by the  
parking ordinance.**

**Planning Commission Recommendation – Copy Provided.**

Mgr. Williams informed Council that Jim and Darla Dunlap are present tonight along with the applicant Domenico Napoli who is the owner and proprietor of Bella's and Isabell's Restaurants. This application is for conditional use and is for relief from the otherwise required parking standards for a restaurant. Mr. Napoli has entered into a lease agreement for the space that was known as Pepper's. He would like to establish a combination pasta and salad restaurant. He would like to be open for dinner hours and is looking at a family price range that would attract and keep residents in Selinsgrove rather than going to a destination up on the "strip". The price will be set somewhere between Bella's and Isabella's Restaurants.

The Planning Commission discussed that if Mr. Napoli does go for a Conditional Use Application he may want to consider all the hours that perhaps this proposed restaurant might want to operate. In the application, Mr. Napoli would also like to include a lunch hour and a dinner hour. The lunch hour is to start at 11:00 a.m. and extend through the day and be as late as 8:00 or 9:00 p.m.

The parking ratio is based upon the number of employees on the largest shift plus a ratio of the number of seats that are located in the restaurant. The Dunlap's own the property and there are also some other uses on this property - The Post and Lintel, to the rear are two (2) apartments and Drastic Grafix. There are two (2) parking spaces available. One (1) of these parking spaces are assigned to the residents of the apartments and one (1) to Drastic Grafix. There is no parking available on site for this restaurant use.

This will be an administrative procedure tonight. The hearing has been advertised and it is up to Borough Council to grant a conditional use. A conditional use is really a use that is permitted in the Central Business District subject to the proposed use meeting particular criteria.

Mr. Napoli stated that the restaurant will be closed on Sunday's. They are planning on employing 3-4 people. There will be 20-25 seats available. Mr. Napoli stated it has been three (3) years since he purchased Isabella's and opened Bella's Pizza and it has been a pleasure working with the Borough to get sign permits or any kind of permit – they are just a phone call away versus other areas where there was always a dilemma with anything you attempted to do – even for a temporary banner it was like a somersault. It has been very good here in the Borough. Mr. Napoli loves Selinsgrove and looks forward to the future here with his children. He has his own pasta machines and will be making his own pasta.

C/P Rudnitsky asked Mr. Napoli if he has any concern about the people who frequent the new restaurant and if it may take away from the parking of Mr. Napoli's other establishments. Mr. Napoli stated that someone may have to park down by Kind Café and they are not aware that the Kind Café exists, they may take a look and say this is a nice place, maybe next time we are downtown we will patronize Kind Café. This is an opportunity for people who come from out of town to explore the downtown, they will not be coming just to BJ's and going home. The parking regulations the way they are may not be such a bad idea. This will force people to walk downtown and explore.

V/P Carroll stated that when the Planning Commission spoke with Mr. Napoli he stated that when he does his brochure that he would possibly incorporate and put the public parking lots on the brochure to show people that there is off street municipal parking lots.

C/P Mease asked what the parking number would be for a restaurant of this size. Mgr. Williams stated that based upon 25 seats it would be one (1) parking space for every 3.75 seats, plus one (1) for each employee on the largest shift.

**MEETING RECONVENED AT 7:32 A.M.**

Motion made by C/P Viker to adopt the recommendations of the Planning Commission. Motion seconded by C/P Hendricks.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**PERSONS TO BE HEARD:**

**Glenda Ruch - SEDA COG**

**DCED Changes** – Ms. Ruch stated she did address some of the frustration that SEDA-COG has had with DCED as they deal with the Borough's application. She wants to make Council aware that there have been some significant changes as to the way they administer the program on the Borough's behalf because of non-performance at the state level. DCED had several HUD findings when they went into monitor the way DCED is administering the program for the Commonwealth. As a result of this monitoring, DCED had to pay back 1.1 million dollars to HUD. A portion of this 1.1 million dollars came from the Borough. DCED had to dip into the CDBG pot to pay the 1.1 million dollars.

Last year under HUD's single audit and because the Commonwealth expends more than \$500,000.00 in a calendar year, they have to comply with the Single Audit Act. This was directly tied to the CDBG program and was the first time ever in Commonwealth's history that they had a finding with their single audit.

As a result of the HUD monitoring findings as well as the single audit findings, DCED is trying to become compliant. They took on a much heavier workload than they actually had the staff to perform this work. For example – Selinsgrove Borough is being monitored for their CDBG program next week for federal fiscal year 2005. This contract was a five (5) year contract and has been closed for four (4) years. DCED should have been coming out every two (2) to three (3) years to monitor. This was one (1) of the big issues with HUD. One (1) of the new policies that DCED has implemented is a program invoice form, instead of the Borough getting an invoice or application for payment from the contractor, the Borough and the Borough Engineer approves it, the Borough will send it to SEDA-COG and we requisition the funds from the Federal Treasury (the Integrated Disbursement and Information System – IDIS). SEDA-COG can no longer operate this way. One (1) of the issues that HUD had was that when they saw that DCED has not been out to monitor since early 2000, HUD said that you mean to tell us that DCED has municipalities and grantees that have contracts closed and you have not been out to monitor those expenditures.

SEDA-COG now has a Program Invoice Form they need to fill out. They will receive the Borough's application for payment and then proceed to fill out the Program Invoice Form, SEDA-COG will then send it back to the Borough to sign, the Borough will then send it back to SEDA-COG and they will then send it on to DCED and they will approve it or reject it. If it is rejected it will go back to Ms. Ruch at SEDA-COG and she needs to come back to the Borough and get a signature. It is absolutely cumbersome.

The really frustrating thing is that just because the Borough signs off on the form and DCED signs off on the form does not mean that when they come out and monitor this activity that they will find it is an eligible expenditure. However, DCED feels that by them implementing this new program invoice process that it is going to appease HUD.

In addition to this, there are several new reports that SEDA-COG now has to submit on behalf of the Borough – annually as well as semiannually. The Commonwealth has hired a Fiscal Management Team. They will typically do these monitoring's at SEDA-COG. They have all the files at SEDA COG on behalf of the Borough.

Late last year SEDA-COG had several individuals from the Fiscal Management Team going over all the fiscal records for the Borough as well as any procurement. They are looking at compliance. This is another way DCED is trying to appease HUD by hiring these additional team members to take on some of

the responsibilities that they have been lagging in and also for non-performance. DCED is now going to be implementing desk reviews in addition to coming out to the office.

V/P Carroll asked if this will change the administrative cost with SEDA-COG. Ms. Ruch answered no and stated that the administrative cost is capped at 18%.

Ms. Ruch informed Council that SEDA-COG feels that in 2015 the change will take place. Pennsylvania Act 179 is the law that governs how the Commonwealth administers the entitlement program. It is clear that if the County does administer on behalf of Selinsgrove Borough – the Borough still has the right to identify its own projects. The County cannot tell the Borough what projects are going to be funded in an upcoming year's application. The Borough will still be identifying their own projects.

C/P Rudnitsky asked that when this happens no expenditure can be made except by the Commissioner who is signing the check. Ms. Ruch answered that is correct. The County has three (3) days once the federal CDBG money is deposited. This is done by wire transfer. If it is not done within three (3) days, there is going to be a finding and this is looked at rather closely.

The Borough would be a sub-grantee and SEDA-COG would prepare this between the County and Selinsgrove Borough. This is how Penn Township is being done and they are happy with how things are going. They identify their projects and the sub-grantee agreement allows them to make decisions at the local level. They cannot, however, write the checks.

**Adopt Resolution 2014-14 Excessive Force Policy requested by DCED – Copy Provided.**

Motion made by C/P Viker to adopt Resolution 2014-14. Motion seconded by C/P Rudnitsky.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Approve FFY 2013 Professional and Administrative Services Agreement with SEDA-COG for \$20,280.00 – Copy Provided.**

Motion made by C/P Rudnitsky to authorize the Borough Council President to execute the contract. Motion seconded by C/P Hendricks.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**2013 CDBG Budget Revision – Copy Provided.**

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

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Stacy Richards – Authorize SEDA-COG/Energy Initiative Grant Application to ARC and Degenstein Foundation**

**Authorize submission of Grant Application to Degenstein Foundation** – Ms. Richards stated that the proposal tonight is for Council to approve on their behalf the filing of a grant to the Degenstein Foundation to remove some of the financial barriers to the Borough's not-for-profits in the community as well as the residents in pursuing energy audits using PP&L's ACT 129 program. This is a request for \$100,000.00 from Degenstein and \$75,000.00 of this would be for the not-for-profit to acquire some funding for energy audits and the procurement of energy auditors for the not-for-profit sections as well as the waiving potentially of the \$50.00 fee that PP&L currently charges to residents for a walk through energy audit. There will also be \$25,000.00 for the procurement of some interns and some of Ms. Richard's assistants to put together, design and populate the database to be able to track the activities within the community and report the results.

Ms. Richards has met with the Finance Committee and has also spoken with Skip Weader of the Degenstein Foundation who is one of the persons that reviews these Grant requests. His recommendation was that the application be submitted by the Borough. It also benefits Susquehanna University. SEDA-COG always had intentions of involving Susquehanna University's faculty and students. This does indeed provide a wide platform for course curriculum, as well as work-study and independent study. Ms. Richards & Mgr. Williams have already met with Susquehanna University and the Assistant Provost. Ms. Richards has spoken with many of the faculty and students and there are a lot of things that Susquehanna University can be contributing to this project and a good way to do this is through the Degenstein Foundation grant.

C/P Rudnitsky did state that the Finance Committee did meet on Friday, May 2, 2014 and the Committee unanimously agreed to make the recommendation to the rest of Council that the Borough make the application for the \$100,000.00 grant from Degenstein.

Ms. Richards stated that the timeline for this is that the Degenstein Board will be reviewing the applications at their next meeting which is Monday, June 2, 2014. This needs to be approved now if it is going to be considered in June 2014. The next opportunity for Degenstein to consider a Grant application for this project would be September or October of 2014.

A reason for identifying these particular funds for the Degenstein Foundation grant is that SEDA-COG wants to move out when the project is formally announced in September 2014. They would like to move quickly to offer energy audits to residents and begin to work with the not-for-profits to gather their energy information so that SEDA-COG can then bulk procure an energy auditor on behalf of the not-for-profits. They do not know how much these will cost and the committee hasn't determined whether all or just a portion of the non-profits costs of energy audits will be financed by this grant. It will depend on how many participate and what those audit costs will be.

Borough resident Margaret Siro asked what is involved with the energy audits for property owners. Ms. Richards replied that it is an energy walk through and it is a program that PP&L Electric Utilities has been offering for several years to all of its customers. Some people may notice it on their bills. The organization providing the energy audit will collect from the resident a year's worth of energy bills – electric and any heating bills – they will ask the resident some questions as to what the square footage of the house is and how many people live in the house. They will evaluate the bills before they even come out and make an appointment with the resident. It usually takes about 1 – 1 ½ hours to go through the residents home to be able to identify specifically where there are opportunities to save energy. A report is generated on site and there are some installation of energy saving measures if the resident chooses to have them installed. So basically for \$50.00 you get what PP&L usually requires from its residents. SEDA-COG would like to waive the \$50.00 so that any resident who is interested will not face a financial barrier to have the audit performed. It typically costs \$50.00 - \$70.00 worth of LED lights for a resident's home, smart strips and faucet aerators that help reduce the amount of water that comes through the faucet, to be able to save.

Mrs. Siro asked if this passes through Council, will it be mandatory. Ms. Richards stated no.

Borough resident Vincent Stoops stated that Ms. Richards mentioned student opportunities – will these student opportunities be extended to students who live in the community but attend other universities. Ms. Richards stated that when she talked with the Degenstein Foundation about financing interns and asked them specifically if they needed to be Susquehanna University students they stated that they would prefer that it be a Susquehanna University student. It was not addressed whether they could be local. The intention is that they are looking at this project to benefit this community, and so therefore, it isn't that it necessarily needs to benefit a Susquehanna student, it needs to benefit the community. Based on this, Ms. Richards feels it is not an obligation for it to be a Susquehanna University student.

Motion made by C/P Rudnitsky to authorize the President of Council to sign the application for the Degenstein Foundation for the \$100,000.00 grant. Motion seconded by C/P Hendricks.

Mr. Stoops stated that this sounds like a great program, but if the Borough is going to offer preferential treatment to Susquehanna University to provide educational opportunities for its students then they should come up with \$100,000.00. This is his personal opinion.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**DH&L Fire Company** – Gary Griner reported that for the month of April 2014 incidents by Township are as follows: two (2) in Chapman Township; one (1) in the Borough of Freeburg; one (1) in Middlecreek Township; seven (7) in Monroe Township; one (1) in Northumberland Borough; six (6) in Penn Township; one (1) in Perry Township; seven (7) in Selinsgrove Borough; one (1) in Union Township and two (2) in Washington Township. There was a total estimated loss of \$25,000.00 for Selinsgrove Borough.

There were three (3) automatic alarms; two (2) brush/wild land fires; one (1) motor vehicle accident with extrication; four (4) medical assists; seven (7) motor vehicle accidents without extrication; one (1) odor investigation; two (2) power lines down; six (6) structure fires; one (1) traffic control; one (1) vehicle fire and one (1) fire/arson investigation. There was a total of 221 staff members for a total of 221.7 man hours.

V/P Carroll heard there was a change in command for the Fire Police. The new Captain is Roger Catherman.

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

**Selinsgrove Projects, Inc.**

**Authorize Grant Amendment to expend balance of façade funds on planters – Copy Provided.**

Treas. Badman stated that Selinsgrove Projects is asking that Council amend their agreement with DCED to allow for the purchase of plants, plant holders and a professional watering tank. They would like to use the balance of the unused façade monies. The funds will be dispersed thru June 30, 2016.

Mgr. Williams stated that the Main Street Managers office will oversee and administer the taking care of these plants.

V/P Carroll stated that the planters will have to come down for Christmas because the Borough decorates the poles with lights and garland. There will be maintenance involved.

C/P Viker asked if this is something that has to be done today or we lose the money or can Council take a little time. Treas. Badman stated they would like to get the plants on display and they can't do anything until the amendment comes back from DCED. If Council waits till June, it will be July or August and it will not happen this year.

Vincent Stoops, a member of the SPI Board, took the podium and stated that this project has been proposed for two (2) years at the Board level and has been rejected every time because it would take an amendment of the Façade Grant Program and there were still property owners downtown who had been identified that were interested in the Façade Grant.

Mr. Stoops stated that Main St. Manager, Mary Bannon, has been asked for two (2) years in a row to do a door-to-door canvas of those properties that are eligible for this money. So far this has not happened. Being a Board member Mr. Stoops stated he would dissent from this vote simply because SPI made over \$150,000.00 in the past two (2) years because of the Brew Fest, which hasn't been spent on anything. So if they want to put up downtown development decorations, they have the money to do it on their own and if there is poor or low income business owners and property owners downtown they ought to have first crack at the Façade Grant with an actual attempt to inform them that the money is available.

C/P Viker asked who will be responsible for watering these baskets. Treas. Badman stated that the Main Street Managers PHEAA summer student will do the watering.

Motion made by C/P Rudnitsky to accept recommendation. Motion seconded by C/P Viker.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

Borough resident Margaret Siro asked Council if they can okay this if there are questions. She stated she is not taking sides. V/P Carroll stated that there are some things that went beyond the request that was made. There are some accusations that have been brought to Council's attention numerous times through Mr. Stoops. This has diverted away from the recommendation that was asked of Council. Council has the authority to do this and this is why the motion was carried. Mrs. Siro asked if this is the Borough's money. V/P Carroll responded yes that it is the grant money.

C/P Viker stated that what Council did tonight was vote to purchase through DCED (State Grant money) some planters and getting some assurance that they will not just wilt and die. If anyone has any questions on the action that was taken tonight C/P Viker would like to take a moment to deal with this. Sol. Cravitz stated it is more simple than this – all Council did tonight was do a request to DCED to see if the Borough can do this – not that the Borough is going to go ahead and do it. DCED still has to review the application to amend the grant to include this. DCED can say no. SPI also asked Council to extend the disbursement of the Façade Grant till June 30, 2016 instead of a year earlier. Council has now done both by asking for an amendment to which DCED has to approve. The Borough has not bought any planters at this point. Nothing else has occurred.

Treas. Badman stated that these planters were asked for last year and DCED said no they will not consider it until closer to the end of the grant. If the Borough does not have commitments from people who are interested in using the Façade monies, DCED will look at it at that time. Treas. Badman informed MSM Bannon that the Borough needs to know by May 15, 2014 as to who is getting how much money and who has submitted. The Borough has sent out over the last 2-3 years in our newsletter information about the Façade Grant and to contact the Borough Office or MSM Bannon. The Borough is trying to expend the money before having to send it back and losing it.

Borough resident Bo Fasold stated that several months ago the Shade Tree Commission appealed to the Façade Committee for money to help put benches on Market Street. They were told that essentially their request for benches did not meet the guidelines for Façade requests. Mgr. Williams stated now that an attempt has been made to exhaust the funds, DCED is now willing to make a change. Treas. Badman again stated that these decisions have to be finalized by the end of June 2014 and that Façade Grant applications can still be accepted through Thursday, May 15, 2014.

**Selinsgrove Chamber of Commerce – Copy Provided.**

**Selinsgrove Parks & Recreation Commission – Rocky Baer – Copy Provided.**

There has been a review of four (4) quotes from sign companies for park signage. Middlecreek Signs is the low bidder at \$1,590.00 to replace the Pump House Park sign. PnR will be looking at Trex posts for the sign – it will be two (2) sided. Mr. Baer would like Council to move forward. This is something that PnR has come up with to revamp all the signage in all the parks.

**Authorize purchase of Pump House sign at a cost of \$1,590.00 – Copy Provided.**

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

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Presentation by Megan Will – Ms. Will stated she is the new Dick Norman. Mr. Norman is retiring. She is the new President of the Board for Kidsgrove, a private non-profit entity.**

This year the Board would like to renovate the rest rooms. The existing rest rooms are well over 10 years old. Dave Bowersox of DB Construction has offered to do the renovation. He is willing to donate his services as an in-kind donation. Mr. Bowersox wrote in his estimate that his donation would be roughly \$20,000.00. The total cost of the project is about \$33,000.00. Kids Grove needs to raise about \$13,000.00 to buy the supplies which would include the tile, PEX plumbing lines, new dividers, new sinks and they will be eliminating the use of paper towels and will be installing hand dryers.

Ms. Will is bringing this to the Borough for two (2) reasons. One (1) is because Kids Grove is a side project to the Borough's parks and sits between the middle of two (2) large Borough parks that use this bathroom a lot and two (2) Kids Grove is submitting a grant request to the Rudy Gelnett Trust.

**Others in Attendance –**

**Shade Tree Commission – Joan Fasold**

Ms. Fasold informed Council that on Saturday, April 19, 2014 the Shade Tree Commission along with some volunteers planted 19 new trees. The Commission submitted a Grant request to a program called PA Trees from the Department of Conservation and Natural Resources. All the trees that were planted this spring were at no cost to the Commission. This was a savings of about \$1,500.00. Ms. Fasold would like to thank the volunteers – Corey & Ruthann Troup, Derek Straub, Don Ulrich, Vickie King, Logan Scholl, Lisa Gibson and forester Gerald Hoy. They came with their shovels to help plant these trees. Ms. Fasold would also like to thank the homeowners of Adopt-a-Tree – John Kinney, Mike Bolig, Jim Charles and the Hines Family who came out their front doors with their shovels and helped plant the trees. Ms. Fasold would also like to thank Mayor Reed for the Arbor Day Proclamation and also Service Forester Gerald Hoy declared the Borough a Tree City USA for 2014. Since the spring of 2011 the Commission has planted 154 new trees in the Borough. This is almost half of the loss of trees that the Borough and Susquehanna University were so greatly worried about since 1970. Ms. Fasold would also like to acknowledge the Finance Committee and Council and tell them how very, very grateful the Commission is for their decision to grant them Rudy Gelnett money so the Commission could facilitate the new benches that are downtown. Thanks to Council so very, very much.

V/P Carroll stated at this time that he would like to take a five (5) minute break.

**RECONVENE COUNCIL MEETING -** At 9:02 P.M. the Council meeting reconvened.

**COMMITTEE / COMMISSION / BOARD REPORTS:**

**FINANCE & BUDGET COMMITTEE – Tim Charles, Chairman**

**Payment and Ratification of Bills –**

Motion made by C/P Hendricks to approve and pay the bills. Motion seconded by C/P Viker

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

C/P Hendricks stated that the seasonal Borough cleanup bills did come in. They came in at \$700 under budget.

**Statewide Tax Recovery, Inc. – Exoneration Requests**

Mgr. Williams stated that there was one (1) exoneration request for a non-resident by the name of Robert Beaman for \$5.50 for 2013.

Motion made by C/P Viker to approve. Motion seconded by C/P Hendricks.

**AYE: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Gelnett Trust Request for additional \$300.00 for Grandbuddies Program or waiver of Community Room Rental Fees – Copy Provided.**

**Grandbuddies Program waiver of Community Room Rental Fees**

**Writers Workshop Program waiver of Community Room Rental Fees**

Motion made by C/P Hendricks to approve both waivers. Motion seconded by C/P Rudnitsky.

If V/P Carroll goes by what Council has done in the past he is compelled to say no to both of these requests. C/P Mease stated the situation is that the Borough is in the process of getting a part-time Recreation Coordinator which was going to occupy a bunch of the time in the Community Rooms and the Borough was holding off on the use of the Community Rooms until they found out what time frame was actually going to be available for them. Under the circumstances the Borough has yet to hire a Recreation Coordinator.

**AYES: FOUR (4)**

**NAYS: ONE (1) – V/P Carroll MOTION CARRIED**

**Gelnett Trust Request for additional \$750.00 for Concerts at the Gazebo – Copy Provided.**

C/P Hendricks stated that Council had previously approved \$1,500.00 for the Summer Concert Series. The concerts were also funded from a private individual through the Selinsgrove Area Community Foundation and this funding is no longer available so the Council of the Arts is asking for an additional \$750.00 from the Gelnett Fund. This fund will be paid directly to those bands that come to perform. This will have nothing to do with advertising, etc.

C/P Mease asked if this is something that SPI could possibly help out with. They are asking for the additional money because they lost a person who had been donating money to them. This is the same situation as the swimming pool – they have lost donations.

Motion made by C/P Viker to approve. Motion seconded by C/P Hendricks.

C/P Rudnitsky stated that he sits on the Board of the Selinsgrove Area Community Foundation where it was discussed that Helen Keiser, through her representative, pulled the plug on this particular funding and it was a surprise to everyone but has redirected her fund to be used for the pool.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Review Insurance Premium Renewals – Copy Provided.**

C/P Hendricks stated there has been a 19% increase in the premiums from 2013-14 to 2014-15. A lot of this increase is under workers compensation and this includes a 5% increase plus the addition of two (2) police officers this year.

**Award 2014 Street Project – Copy Provided.**

C/P Hendricks stated that these bids were opened at 10:00 a.m. on Thursday, May 1, 2014, in the Keystone Room. There were six (6) bids presented and the low bidder was Eastern Industries of Winfield, PA with a Base Bid, Add Alt I and Add Alt II.

Motion made by C/P Hendricks to award the 2014 Street Program to Eastern Industries. Motion seconded by C/P Rudnitsky.

Mayor Reed asked what does Add Alt I mean. Treas. Badman stated that it is for additional base repair on Broad Street from Spruce to Pine Street. This will hold the Borough over for two (2) years until the

Borough actually paves this street. Add Alt II is the difference in the top coat. Mgr. Williams stated that on Broad Street the repair of the trench would normally be a 19 mm stone but the Borough desires to have a patch that lasts for more than a year, especially to go through the winter months. Mgr. Williams would like to compare it to the repair that G&R Charles did last year on High Street in front of the Borough Office. The top 1 ½ inches was a finer aggregate it was 9 ½ mm.

**AYES: FIVE (5)**

**AYES: NONE**

**MOTION CARRIED**

**Authorize repayment of Borough Building Costs as provided – Copy Provided.**

C/P Hendricks stated that this will be paid for by the Water Fund and Recycling Fund. Treas. Badman stated that what the Borough is paying for is the balance of the RCAP funds that should come in within the year. The balance due from CDBG will be in 2014-15 for reimbursement. This will be borrowed from the Water Fund as a temporary loan until the Borough gets the funds back from DCED and RCAP. There would be \$100,000.00 taken from the Recycling Fund to put toward the construction costs. This would bring the total amount down to the Borough's actual cost of 1.6 million to borrow. The Borough is hoping to close this out sometime in May 2014.

Motion made by C/P Hendricks to authorize repayment. Motion seconded by C/P Viker.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Approve FEMA elevation design drawings – Copy Provided.**

C/P Hendricks stated that this is for the two (2) remaining structures on the Grant proposal for 215 S. Second Street and 108 S. Third Street. For phase II of the Grant process FEMA has to have the design drawings and the elevation certificates for the final approval for the Grant to be awarded. C/P Hendricks stated that the elevation design drawings should be awarded to Stahl Sheaffer Engineering, Inc. of Selinsgrove for a total amount of \$3,550.00.

Motion made by C/P Hendricks to approve. Motion seconded by C/P Viker.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Approve purchase of new mower – Copy Provided.**

C/P Hendricks stated this will replace one of the Borough's current mowers. This is for a 39 HP F3990 Kubota which is under the state contract price. The Borough had budgeted \$22,000.00 in the 2014 Capital Reserve Equipment Fund. The price came in at \$19,655.00 and the Borough would also like to purchase a plow and a broom for this tractor. This will bring the price up to \$25,102.72.

Motion made by C/P Hendricks to purchase the new mower. Motion seconded by C/P Rudnitsky.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Authorize advertisement to sell mower being replaced.**

Motion made by C/P Hendricks to authorize. Motion seconded by C/P Rudnitsky.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**PUBLIC FACILITIES & SERVICES COMMITTEE – Shane Hendricks, Chairman**

**Authorize to advertise and accept bids for the 2014 Drainage/Water/Sewer Utility Project – Copy Provided.**

Motion made by C/P Hendricks to authorize for Engineer Coukart and the Borough to advertise. Motion seconded by C/P Rudnitsky.

Mgr. Williams stated that both projects on High Street are going to be ad alternatives. The primary bid is going to be for Charles Ave. and Susquehanna Ave. The purpose for this is so the Borough can assure that they can work out an easement or easements as may be required.

C/P Hendricks stated that he amends his motion. C/P Rudnitsky also amends his motion.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

C/P Viker asked Mgr. Williams if an update could be presented on the pedestrian access from downtown to Anthony Selin Park. Mgr. Williams stated that the Borough is still waiting for Susquehanna University to respond to the Draft Lease Agreement. C/P Viker asked when is the Borough is going to give up on this and actually build their own path from the sidewalk to the park. It is time to draft a plan to do this in case Susquehanna University says no.

V/P Carroll asked if the Borough could piggy back with the requests for the sidewalk and the dog park to Susquehanna University. There are two (2) issues that the Borough is waiting for an answer from Susquehanna University.

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

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

**Approve Banner Request for Susquehanna University – Copy Provided.**

C/P Mease stated that the banner will be up from Thursday, May 8, 2014 to Tuesday, May 13, 2014.

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

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**Memorial Day Parade Route – For Information Only.**

**Letter from Citizens regarding Community Room Rental Fee – For Information Only.**

C/P Viker stated to Mgr. Williams that lets imagine that Council drastically modifies the policy to where it is pretty much whomever. Is this something that your staff can manage and administer on a first come first serve basis? Mgr. Williams would like to be able to do it and it may become the responsibility of the part-time Recreation Coordinator to schedule the rooms. Primarily, Chele' Weaver is the first phone call and the Borough is trying to track the use by handwritten entries on their calendar. Mgr. Williams would still like to maintain oversight and control.

C/P Rudnitsky stated there are a lot of issues with these rooms and it will not be simple. He worries that the committee tries to come up with some proposals and then a larger session is held where members of the community who are interested (mostly non-profits) will attend and there will be burden and most likely cost. This is something that Council should embrace, however, because it is a community building and all the taxpayers helped to pay for this building. It should not sit underutilized when so many would like to make use of it. Rather than trying to develop some changes, think about how the process can go that perhaps there should be a work session that non-profits are included for this reason – they need to hear what the problems are – the cleanup, the people who stay late and the costs associated with this. They need to know that when the Borough doesn't give them all that they want there are reasons that the Borough had to think about it for the betterment of the whole community.

Sol. Cravitz stated that signage will have to be taken into consideration. What is the Borough going to do if these groups want to start putting up signs? Who will take them up and down and store them. These are items that need to be talked about.

V/P Carroll stated he helped to take care of replacing carpet and chair cushions down at the Pump House and the Borough has a part-time custodian that is now taking care of a brand new building and trying to go around to all the facilities. There are now stained chairs and dirty carpets and it is hard to track these people down because sometimes the facility is rented out twice on a weekend. People also tend to pass the blame.

V/P Carroll stated the Borough wanted a nice building and now we have one. What will it look like in five (5) years? All of us at one time or another have gone out and rented a hotel room and there is an expectation to take care of the room and treat it as though it was yours and you leave it the way you found it. Unfortunately, the Pump House has parties and has people that feel, because they paid the money, they can leave the place in shambles.

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

##### **Approve conditional hire for the Parks & Recreation Coordinator**

Mgr. Williams stated the first time the Borough advertised for this position there were seven (7) applicants. Three (3) were chosen to interview and as discussed earlier this evening the Borough was not able to come to terms with the person they offered the position to. The Borough elected to re-advertise and some more specific things were included in the advertisement. One (1) was \$12.00/hour is the rate of compensation and secondly the expectation to work 20-25 hours per week during the business hours of the Borough Office.

The Borough has received 3-4 new applications and they also turned to the other four (4) candidates that the Borough did not interview the first time. The Borough has interviewed four (4) new applicants and we have narrowed it down to one (1). The recommendation had been made to C/P Rudnitsky and C/P Charles on Friday, May 2, 2014. This new person understands what the conditions are pertaining to the rate of pay, the hours, the when and background checks to pass PA State Police Criminal Records Check and Child Abuse Check. This person is available to start as soon as this process is complete and her name is Jessie Runkle, she lives on the Isle of Que.

Motion made by C/P Viker to approve. Motion seconded by C/P Hendricks.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

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

**PLANNING COMMISSION – Earl Moyer, Chairman – No Report.**

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

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

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

**MAYOR – Jeff Reed**

**Presentation of the Police Report for March 2014 – Copy Provided.**

Resident Margaret Siro asked if this report makes any reference to illegal drug activity in the Borough. Mayor Reed stated that under item #180 Drug Offenses there were six (6) reports. Mrs. Siro asked if this

could be elaborated on in future reports so the residents can understand just how big this problem is. Mayor Reed replied that he will ask Chief Garlock if he could provide more information.

**Eagle Scout Proclamation – Copy Provided.**

Mayor Reed stated that this was presented to Cameron Colyer.

**National Police Week Proclamation – May 11-17, 2014 – Copy Provided.**

**Emergency Medical Services Week Proclamation – May 18-24, 2014 – Copy Provided.**

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

**Review proposed agreement with Service Electric Cable**

Sol. Cravitz is suggesting that Council review both the Ordinance and Cable Franchise and he will advertise it for next month – June 2014 – to be enacted. Mgr. Williams asked if Sol. Cravitz is comfortable in asking for a motion to authorize advertisement.

Sol. Cravitz asked Council to authorize him to advertise this in preparation for next month.

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

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED**

**BOROUGH ENGINEER**

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

Mgr. Williams stated that the Borough is waiting for a response from PennDOT on the preliminary submission of the Downtown Streetscape – Phase III. The Borough has had some discussion with Weis Markets about replacing the water line that parallels Route 522. The traffic signal work went into a 30 day test period on Thursday, April 24, 2014. The final inspection will take place in 30 days. Engineer Coukart still continues to work on the storm water design on Spruce Street. UGI has commenced work, they started the week of April 28, 2014. They have started boring as the first phase. They intend to start trenching the week of May 5, 2014. The Borough met with Northumberland National Bank as a pre-submission for a land development.

**Update on pending projects – Larson Design Group – No Report.**

**BOROUGH TREASURER – Sharon M. Badman**

**Approve Treasurer's Report for Month of April 2014 – Copy Provided.**

Motion made by C/P Hendricks to accept. Motion seconded by C/P Viker.

**AYES: FIVE (5)**

**NAYS: NONE**

**MOTION CARRIED.**

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

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

Mgr. Williams stated that an auction was held on Saturday, April 5, 2014 at the Borough Shed. The Borough was able to sell the unclaimed bicycles, equipment, etc. The total raised was \$605.00.

On Tuesday, April 8, 2014, Mgr. Williams met with the PA Historic & Museum Commission at the request of SPI. SPI was interested in the identification of a historic district. Mgr. Williams stated that he has heard that some people are frightened by this concept and that you can choose how passive or how strict a historic district can be. SPI is envisioning something passive with the idea that this will be created for tax incentives and benefits for those who might want to re-develop properties.

On Wednesday, April 16, 2014, DZO Powers and Mgr. Williams met with a person who has an interest in opening up a photo studio next to the Common's.

Mgr. Williams informed Council that lettering has been installed on the Union Alley side of the Borough Building.

On Friday, April 25, 2014, there were some volunteers through the United Way working for the United Way 2014 Day of Action. There were four (4) volunteers and a Rabbi that helped from Congregation Beth El to weed and mulch the trees located in the tree wells in the Central Business District. Mgr. Williams would like to recognize these volunteers by name – Rabbi Nina Mandel, Michael Glazer, Susan Buckler-Miller, Betsy Marateck and Rich Daniels. They were in the Borough from 8:30 a.m. – 11:30 a.m. The Borough's Public Works Department provided them with mulch and the hand tools.

On Wednesday, April 30, 2014, the first meeting was held with the AD HOC Committee to discuss the 2012 International Property Maintenance Code.

On-going projects include Tuesday morning meetings with those who can attend from the Planning Commission to discuss the Subdivision & Land Development Ordinance. Matt Sauers from SEDA-COG will be attending the next PC meeting to update the Borough's Sign Ordinance. Other Ordinances that the PC will be looking at are On-street Parking, Property Maintenance and Rental Properties.

#### **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.**

Mgr. Williams stated that he plans to call a meeting of the Municipal Authority. He received a draft referred to as Addendum 2 to the AT&T wireless agreement from the office of Dan Cohen. It deals with their equipment located on the Borough's elevated water tank at 751 University Avenue. There is an addendum to the agreement because they want to do an upgrade to their antennas as well as locate an emergency backup generator on the ground. The meeting will be held in May 2014.

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

**Monthly Minutes – Copy Provided.**

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

#### **ADJOURNMENT**

Meeting adjourned at 9:55 p.m.

Respectfully submitted by

Chele' Weaver  
Recording Secretary