

SELINGROVE BOROUGH COUNCIL MEETING

MONDAY, OCTOBER 6, 2014 - 7:00 P.M.

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

COUNCIL MEMBERS ABSENT: C/P Marvin Rudnitsky

OTHERS PRESENT: Borough Manager/Secretary Paul Williams; Solicitor Bob Cravitz; Mayor Jeff Reed; Borough Treasurer/Assistant Borough Manager Sheri Badman; Recording Secretary Chele' Weaver; SEDA COG Stacy Richards; Daily Item Marcia Moore; SPI Carol Handlan and Mike Coyne and Shade Tree Commission Joan Fasold

OTHERS ABSENT: Jr. C/P Jonah Markle

CALL MEETING TO ORDER:

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

REVIEW AND APPROVAL OF COUNCIL MINUTES FROM MEETING OF SEPTEMBER 2, 2014

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

AYES: SIX (6)

NAYS: NONE

MOTION CARRIED

PERSONS TO BE HEARD:

DH&L Fire Company – No Report

Selinsgrove Projects, Inc. – Carol Handlan

Executive Summary Highlights, Financial Data – Copy Provided

Ms. Handlan informed Council that since July 2014 when she and Ms. Spiegel attended the last meeting that SPI has finalized three (3) of their events. One (1) was Piano Palooza – this was very successful with many, many individuals coming from outside the area to participate. The last two (2) pianos were just removed this past weekend. SPI does believe that next year they will be offering the same event – maybe a little larger.

The Hops, Vines and Wines Festival was the best Festival yet. This Festival had the most breweries and wineries that SPI has had to date. Approximately \$51,000.00 was made after expenses.

The Market Street Festival which was just held on Saturday, September 27, 2014 is not a fundraising event, it is a community event to bring people to downtown Selinsgrove.

Ms. Handlan would like to thank Borough Council and all the Borough employees who worked diligently on all three (3) events to help SPI make all the events a success.

Ms. Handlan stated that a Trust has been developed for the Common's. A Resolution was passed and is now part of SPI's bylaws. Mr. Mike Coyne has been nominated to be part of the Trust Committee. Funds will be raised to maintain the Common's. The Borough will not have to worry about maintaining it at any time.

With the ending of the Main St. Manager (MSM) Program and the start of the Keystone Community Program the Executive Committee from SPI will be conducting a Planning Session to determine what their next direction is. This will continue to exist and will have a MSM so to speak – but the position may become an Executive Director position for SPI. This will hopefully be finalized by the end of 2014. SPI is working on finalizing their Exit Grant. The target deadline for submission is Friday, October 17, 2014.

Ms. Handlan would like to thank Treas. Badman for assisting the MSM in addressing some of the questions in the Exit Grant.

SPI has been maintaining several billboards on Routes 11&15. SPI will continue to maintain the Shop and Dine billboard thru the end of 2014. SPI went from the Market St. Festival billboard to the Halloween Celebration and the White Christmas billboard will follow next. SPI would like to ensure that everyone is aware of Selinsgrove and makes it a destination.

Ms. Handlan also informed Council that there is a new email address for the MSM and it is selinsgrove13@gmail.com. SPI is dropping any domains using Susquehanna University. The MSM Office will also have set hours from 11:00 a.m. to 1:00 p.m. The hours could be subject to change. Individuals will now know when the MSM is there and can visit her if they need to.

The Christmas Tree Lighting Ceremony in November which had always come under SPI is now being handled by the Selinsgrove Chamber of Commerce.

Selinsgrove Chamber of Commerce

Meeting Minutes – Copy Provided

Parks & Recreation Commission – Rocky Baer (next meeting 10/28/14)

Mgr. Williams stated that Parks & Recreation is working with Recreation Coordinator Jess Runkle to prepare their budget requests.

The Young Lungs at Play signs have been put up in the parks. There have been five (5) signs installed.

Stacy Richards-SEDA-COG – Utility Bill Analysis (UBA) Presentation – Copy Provided

Ms. Richards stated that this conversation will be specific to the Borough and the energy bills that the Borough pays. In 2012 the Borough procured the Energy Resource Centers services to provide the Borough with an information tool that would give them a snapshot of what the Borough is spending on energy now and is illustrated on graphs. Most importantly and what Ms. Richards was most excited about was that the Borough wants to use this as a living tool to be able to track their energy costs going forward. If any changes are made at all in the Borough's operations, you will now be able to track what is more costly and what is not.

This is about the 30th Utility Bill Analysis that SEDA-COG has done for municipalities and Ms. Richards would like to commend the Borough for the types and sizes of facilities we have. We are one (1) of the very best in terms of energy stewardship historically carrying forward.

One of the things that SEDA-COG focused on was the Municipal Building because of the change in energy use and expansion of the building. How efficient is the Municipal Building now, given that the Borough no longer uses natural gas? The Borough uses all electricity now and has a geo-thermal system which has good energy efficiency, but they expanded the size of the building by more than doubling it.

The Borough Building is a Gold LEED rated building. This is very unique for this region and it is a showstopper and is very forward thinking. It puts the Borough out there as leaders within the region and Pennsylvania. Ms. Richard's recommendation is that there should be a storyboard in the lobby of the

Borough Building that describes what is in the building and how it was done. It is a story to be told and told and told again.

SHADE TREE COMMISSION – Bo and Joan Fasold

Ms. Fasold stated that there are budgeted funds that have not been used this year in the amount of \$3,800.00.

Ms. Fasold stated that at the Tree Tenders Workshop that the Commission attended in the Spring of 2014 in Williamsport, PA under the Philadelphia Horticultural Society and the Northeast PA Foresters, they learned how important and cost effective it is to prune new trees within three (3) – five (5) years to direct their growth up above the parking limits and to keep the sidewalks accessible. The Commission is asking if they can use some of the saved monies to prune trees that have been planted between the years 2005 and 2011.

Motion made by C/P Viker to approve the reallocation of funds. Motion seconded by C/P Charles.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

Ms. Fasold also informed Council that there is a nice project Ed Mann approached the Commission with. Mr. Mann lives on Snyder Street where it abuts Eighth Street. This used to be a nice leafy area and over the years they have lost trees. Mr. Mann got together with his neighbors and they have plans (which they have approached the Commission with) to re-tree the 300 block of Eighth Street and the block of Snyder Street that abuts it.

There are 15 trees coming in and the Commission and Mr. Mann's group of neighbors are going to get together and make this entire area a tree neighborhood. They are picking out the sites and the species of trees right now. All the trees should be placed on the swale, unless there is something that can't be put there. Since these tree were granted to the Commission they are not expending any Borough monies on these trees. So, if the Commission wanted to plant them inside the right-of-way they can. It is okay with the Borough because the Commission is not spending any money and it is okay with the foresters because they are still in the front yard trying to be a street tree as best they can under these conditions. You cannot, however, put them around a pool, in a backyard, etc. It is a street tree program.

Mgr. Williams stated that over the last 30 days the Borough has received information about two (2) persons expressing interest in serving on the Commission. They are Jonathan Niles and Joel Wilson. There are two (2) vacancies that need filled on the Commission. One (1) term expires in the year 2018 and the other in the year 2016.

COMMITTEE / COMMISSION / BOARD REPORTS:

FINANCE & BUDGET COMMITTEE – Tim Charles, Chairman

Payment and Ratification of Bills

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

AYES: SIX (6) NAYS: NONE MOTION CARRIED

Statewide Tax Recovery, Inc. – Exoneration Requests – No Report

Approve response to DCED Financial Monitoring Findings of June 25, 2014

1. Approve Corrective Action Plan – Copy Provided

C/P Charles stated that there is no monitoring being performed by the Borough of its Grant Administrator. In order to ensure compliance with grant guidelines, it is good internal control for the Borough to perform monitoring of its Grant Administrator. The Borough did not have a written procedure and now we do.

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

AYES: SIX (6) NAYS: NONE MOTION CARRIED

2. Approve Financial Management Plan – Copy Provided

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

AYES: SIX (6) NAYS: NONE MOTION CARRIED

**Acknowledge Receipt of 2015 MMO (Minimum Municipal Obligation for the Pension Plans)
(provided on September 4, 2014)**

Mgr. Williams informed Council that there was some correspondence shared with Council that there would be a Municipal Obligation both for the Uniformed and the Non-Uniformed Pension Plans to make them actuarially sound. The numbers for 2015 for the Uniformed Pension Plan - the Borough will need to add \$44,937.00 and into the Non-Uniformed Plan the Borough needs to add \$41,842.00. Treas. Badman stated the Borough does anticipate receiving over \$80,000.00 in state aid so the General Fund will be responsible for about \$5,500.00 of these costs.

Finance Committee Review of 3rd Quarter Revenues & Expenditures – Copy Provided

2013 Audit – Copy Provided

Treas. Badman stated that if there are any questions that Laura Kerstetter is willing to come to a Council meeting to address them or come in for a meeting in the Borough Office, whatever is more convenient.

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

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

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

Approve Street Closure Request of University Avenue (from Broad Street to Eighteenth Street) for SU Homecoming Parade – Copy Provided

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

V/P Carroll stated that it would be nice if it would be spelled out that the Fire Police, barricades, etc. have all been taken care of. V/P Carroll feels it would be a good idea if the Application for Temporary Street Closing Permit be updated to include this information. Lines that would state that these items have been taken care of. At this point, we just assume that these things have been taken care of.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

Approve Street Closure Request of Market Street (from Bridge Street to Sassafra Street) for the Halloween Parade – Copy Provided

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

AYES: SIX (6) NAYS: NONE MOTION CARRIED

Approve Banner Request from VFW for Fallen Heroes Banners from 11/1/14 to 11/19/14 – Copy Provided

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

AYES: SIX (6) NAYS: NONE MOTION CARRIED

Approve Street Closure Request of University Avenue (from SU Main Entrance to SU Upper Entrance) for “Girls on the Run 5K” on Saturday, November 22, 2014 from 8:55 a.m. to 9:10 a.m. – Copy Provided

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

AYES: SIX (6) NAYS: NONE MOTION CARRIED

Approve Street Closure Request of University Avenue (from Broad Street to Pine Street) for “Halloween on the Avenue” on Friday, October 31, 2014 from 5:00 p.m. to 9:00 p.m. sponsored by SU – Copy Provided

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

AYES: SIX (6) NAYS: NONE MOTION CARRIED

PERSONNEL MANAGEMENT COMMITTEE – Marvin Rudnitsky, Chairman

Mgr. Williams stated that he had met with C/P Rudnitsky and Pres. Farrell to review his evaluation. Thank you. Mgr. Williams appreciates Council’s constructive comments. Mgr. Williams thanked Council for their acknowledgements.

Mgr. Williams also stated that there is a policy issue regarding personnel that needs addressed during Executive Session.

PUBLIC SAFETY COMMITTEE – Erik Viker, Chairman – No Report

C/P Viker stated there was a meeting some time ago with Central Keystone Council of Governments (CK COG) pertaining to the Property Maintenance Code. Rather than come up with specific policies to bring to Council, the committee has some philosophical issues that need to be raised at this point. There is not enough support at the Council table to adopt the International Property Maintenance Code. The Committee is suggesting that perhaps Council should consider directing the Borough’s Solicitor and Borough Manager to come up with a proposed Ordinance that uses public safety as a test for inclusion. Something a little bit more in keeping with what this community needs.

Whatever the committee does to revise the Property Maintenance Code it would be applicable to all property uses, residences and rentals. Rentals would be held to a higher standard by virtue of having to be inspected every three (3) years.

The committee also noticed that there are landlords right now with concerns regarding inspection demands and the costs involved around these inspections. C/P Viker stated that it was discussed about possibly doing these inspections in-house rather than outsourcing them.

PLANNING COMMISSION – Earl Moyer, Chairman – No Report

ZONING HEARING BOARD – Cyril Runkle, Chairman

Mgr. Williams stated that a decision has been made for a property on Ninth Street. The homeowners will be able to expand an existing rear patio. The alternative would have been meant a second variance for exceeding even further on the building coverage.

CIVIL SERVICES COMMISSION – Dalton Savidge, Chairman – No Report

BOROUGH ADMINISTRATIVE REPORTS:

MAYOR – Jeff Reed

Presentation of the Police Report for August 2014 – No Report

BOROUGH SOLICITOR – Robert Cravitz, Esq.

Sol. Cravitz stated he would like to discuss pending litigation pertaining to ESCRA in Executive Session.

BOROUGH ENGINEER

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

Mgr. Williams reported that Downtown Streetscapes – Phase III (known as ornamental streetlamps) is progressing. The field view was conducted on Tuesday, September 16, 2014. PennDOT District III personnel needed to make some adjustments or shifting of location of the bases of some of the light poles that might deal with conflicts or otherwise meeting ADA requirements.

Mgr. Williams and Engineer Coukart had met to finalize the selection of the construction inspection firm. The selected firm is Stahl/Sheaffer Engineering. There were 10 proposals received.

This project will be bid by PennDOT most likely in November 2014. Spring of 2015 is the projected time for construction to begin. The construction inspection will cost approximately \$50,000.00. This is a reimbursable grant from PennDOT as well as the \$350,000.00 for Capital Improvements.

The traffic signal at Mill and Market Streets has received the final closeout documents.

2014 Street Program – Eastern Industries was provided with a final punch list. The comments are minor. The Contractor submitted a draft request for payment. This has been approved.

2014 Public Works Project – The status of the project remains the same. The Borough has reached an agreement with the Musser's to extend the storm sewer system across their parking lot.

Northumberland National Bank – The Borough has received the banks final plan submission for review at 441 N. Market Street. A Coming Soon sign should be appearing shortly. The tentative construction is set for the spring of 2015.

Construction of Curb Ramps & Sidewalks – Engineer Coukart continues to work with G&R Charles on an epoxy that is appropriate for any cracking on the sidewalks that had occurred from last year's project.

Update on pending projects – Larson Design Group – No Report

Mgr. Williams stated that satisfaction has been received with the repairs of the masonry wall at the reservoir. Platinum Painting completed the coating work and there is a three (3) year warranty. This project is closed.

BOROUGH TREASURER – Sharon M. Badman

Approve Treasurer's Report for Month of September 2014 – Copy Provided

Motion made by C/P Viker to accept the report as presented. Motion seconded by C/P Charles.

AYES: SIX (6)

NAYS: NONE

MOTION CARRIED

2015 PA Elections Important Dates to Remember – Copy Provided

BOROUGH MANAGER / SECRETARY – Paul A. Williams

Manager's Monthly Activity Report – Copy Provided

Mgr. Williams informed Council that Jess Runkle from the Zoning Department is doing an admirable job. She was introduced at the Economic Revitalization Committee. There has been a sense of renewed interest in having an easy to understand handout for prospective business owners who are thinking about coming to Selinsgrove. What are the appropriate steps? The Borough is hoping to share this with broker's and the Main Street Manager's Office so the information is easy to understand.

Ms. Runkle put together a very nice Power Point presentation and presented it for the first time at the Chamber of Commerce luncheon at BJ's and she will be presenting a second time this Thursday, October 9, 2014 at the Rotary luncheon.

Mgr. Williams stated that he and Treas. Badman are still continuing to review some financial software packages. A recommendation may be presented in the annual budget.

Mgr. Williams informed Council that the Borough has been using Dan Cohen from the Cohen Law Group out of Pittsburgh as a specialty counsel in matters dealing with telecommunications, wireless, cell towers, etc. There is an increased demand for broadband. The Borough presently does not have any protection in the Zoning Ordinance to regulate such uses. Mgr. Williams stated he would like Council to consider an expense to amend the Zoning Ordinance to give the Borough the proper regulations that we need.

The Borough can expect to see two (2) appurtenances affixed to the Verizon building in downtown Selinsgrove – one (1) on the front façade brick wall, overhanging the sidewalk and another rooftop mount. The Borough is almost powerless to deny this request.

V/P Carroll asked Mgr. Williams why both could not be installed on the roof. Mgr. Williams replied they are serving two (2) different purposes.

ZONING – Deputy Zoning and Permit Officer – Jessie Runkle

Update of ZONING, SIGN & DEMOLITION PERMITS ISSUED – Copy Provided

PARKS & RECREATION COORDINATOR – Jessie Runkle

Monthly Report – Copy Provided

SELINGSGROVE MUNICIPAL AUTHORITY – Donald Bottiger, Chairman – No Report

EASTERN SNYDER COUNTY REGIONAL AUTHORITY – Ed Mann

Monthly Minutes – Copy Provided

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

Recess to Executive Session to discuss pending litigation at 8:10 p.m.

Meeting reconvened at 8:47 p.m. – No action taken.

ADJOURNMENT:

Meeting adjourned at 8:47 p.m.

Respectfully submitted by

Chele' Weaver
Recording Secretary