

**SELINGROVE BOROUGH COUNCIL MEETING
BI-ANNUAL REORGANIZATION MEETING
Tuesday, January 2, 2024 – 7:00PM**

BI-ANNUAL REORGANIZATIONAL MEETING CALLED TO ORDER BY MAYOR JEFF REED AT 7:00PM

A. Mayor Jeff Reed received confirmation from Assistant Borough Manager/Treasurer Sharon Badman that all Certificate of Election and Affidavit of Residency have been received for all new and re-elected Council Members.

1. Shane Hendricks – four-year term – received by Borough Office – VERIFIED
2. Todd Cox – two-year term – received by Borough Office – VERIFIED
3. Christian Schlieder – two-year term – received by Borough Office – VERIFIED
4. Sara Maul – four-year term – received by Borough Office – VERIFIED
5. Richard Mease – four-year term – received by Borough Office – VERIFIED

B. Oaths of Office Administered to Shane Hendricks, Todd Cox, Christian Schlieder, Sara Maul, and Richard Mease by Mayor Jeff Reed.

C. Roll call was taken by Assistant Borough Manager/Treasurer Sharon Badman and a quorum was present.

COUNCIL MEMBERS PRESENT: C/P Richard Mease, C/P Bobbie J. Owens, C/P Hendricks, C/P Sara Maul, C/P Todd Cox, C/P Christian Schlieder, C/P Scott M. Frost

D. Election of Officers of Selinsgrove Borough Council

1. President – C/P Richard Mease

C/P Hendricks made a motion to nominate C/P Mease as Borough Council President. Seconded by C/P Owens. **AYES: SEVEN (7)** **NAYS: NONE** **MOTION CARRIED**

2. Vice President – C/P Bobbie J. Owens

C/P Mease made a motion to nominate C/P Owens as Borough Council Vice President. Seconded by C/P Frost. **AYES: SEVEN (7)** **NAYS: NONE** **MOTION CARRIED**

3. President Pro Tempore – C/P Scott M. Frost

C/P Mease made a motion to nominate C/P Frost as Borough Council President Pro Tempore. Seconded by C/P Cox. **AYES: SEVEN (7)** **NAYS: NONE** **MOTION CARRIED**

Chair of the meeting returned to President Mease who then called for a roll call of others present.

Please note the minutes will follow the topics in the order presented which does not necessarily follow the order on the provided agenda.

E. OTHERS PRESENT: Mayor Jeff Reed, Solicitor Robert Cravitz, Assistant Borough Manager/Treasurer Sheri Badman, Administrative Assistant Carrie Briggs, DH&L Ambulance Chief Brian Hipple, DH&L Assistant Chief Jason Kaufman, Selinsgrove Chamber of Commerce Helen Walter & Paul Donecker, Selinsgrove Police Department Sgt. Petrovich, Daily Item Marcia Moore, SEDA COG Leslie Osgood, Resident: Karl Maul, Jason Rice & family, Dorothy Cox, REC Shellie McCurdy, Snyder County Grants Manager Shannon Rudy

Others Absent: Borough Manager/Secretary Lauren Martz

Zoom: Selinsgrove Police Chief Mitchell

President Mease who then called for a moment of silence and the Pledge of Allegiance.

APPOINTMENTS

C/P Owens made a motion to adopt Resolution 2024-01 Acknowledgement of the Terms of Office, Affirmation of Appointments, Modifications of Assignments, and other general provisions for 2024. C/P Frost seconded the motion.

AYES: SIX (6)

NAYS: ONE (1)

MOTION CARRIED

C/P Hendricks

COMMITTEE ASSIGNMENTS

President Mease made his committee selections with the preface that if any C/P requesting a change to let him know and he will re-evaluate.

Administration/Finance Committee: Chair C/P Owens, C/P Hendricks, C/P Frost

Public Facilities and Services Committee: Chair C/P Maul, C/P Hendricks, C/P Cox

Community Development/Constituent Ombudsman: Chair C/P Frost, C/P Maul, C/P Schlieder

REVIEW AND APPROVAL OF COUNCIL MINUTES FROM COUNCIL MEETING ON DECEMBER 4, 2023 AND THE RECONVENED MEETING ON DECEMBER 20, 2023:

C/P Hendricks made a motion to accept the minutes for December 4th and December 20th as written. C/P Maul seconded the motion.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

GOVERNMENT AND NON-GOVERNMENTAL AGENCIES TO BE HEARD:

DH&L Fire Company: Assistant Fire Chief Jason Kaufman presented the 2023 year-end report: 379 incidents. The new ladder truck is currently in production. The 2024 officers have remained the same as 2023. 2024 is the 150th anniversary of DH&L Fire Department and events will be planned throughout the year. May 18th is the Gun Raffle and bands fundraiser. Jason said they hope to have the list of large equipment for replacement purposes ready in the next couple of months.

DH&L Ambulance League: Chief Brian Hipple reported 244 company calls for the month of December with 64 of which were in the Borough. The annual reporting shows 2503 calls in 2023 with 731 of which were in the Borough. One of the ambulance units is currently out of use due to an engine failure and \$17,000.00 to repair. There are still three trucks up and running. Hoping to have a Spring Open House.

Selinsgrove Projects Inc: Minutes provided for the November 21, 2023 meeting.

Selinsgrove Chamber of Commerce: No minutes provided. Helen Walter reported the lunch meetings have ended. In 2024, the Chamber is having quarterly meetings with the first to be held on January 24th. The name will be Chamber Cheers. The first one will be held at Bots at 5:00PM with a short time for a speaker. The Antique on the Avenue Show will now be held on Sunday, July 21st, the same weekend as the Brewfest. SPI and the Chamber will work to promote it as Selinsgrove weekend. The location is planned to be on the vacant lot at the corner of W. Snyder and N. Market beside the Selinsgrove Inn with a secondary location not yet selected in the event the lot is sold.

Selinsgrove Area Recreation Inc: Minutes provided for the October 9 and November 13, 2023 meetings.

Selinsgrove Flood Task Force: No report.

Parks & Recreation Committee: No meeting. C/P Hendricks stated the new led lighting, decking, and railings are all complete.

OTHER PERSONS TO BE HEARD:

- A. Shannon Rudy, Snyder County Grants Manager, overseer of the CDBG Funding. She is present to request Borough Council approves the OBO Agreement Between Snyder County and Selinsgrove Borough for the FFY 2022 CDBG Program.

C/P Owens made a motion to sign the agreement. C/P Frost seconded the motion.

AYES: SIX (6)

NAYS: NONE

MOTION CARRIED

C/P Hendricks abstains due to owning property on Walnut Street.

COMMITTEE/COMMISSION/BOARD REPORTS:

A. ADMINISTRATION/FINANCE COMMITTEE – BOBBIE OWENS, CHAIR

1. C/P Owens made a motion to pay and ratify the bills. C/P Frost seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

2. C/P Frost made a motion to authorize internal borrowing of funds to cover expenses until tax revenue is received. C/P Hendricks seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

3. C/P Hendricks made a motion to approve and ratify making an application for an AED grant to get five (5) AED units in the Borough. C/P Frost seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

4. a. C/P Owens made a motion to approve the \$20,000.00 Gelnett grant request from the Rudy Gelnett Library to install a Rudy Gelnett Mural. C/P Frost seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

b. C/P Owens made a motion to issue a letter of support contingent on review by the Borough Solicitor for the High Street Manor and Market Street Manor elderly housing improvement projects to include with the Seda-Cog Housing Development Corporation’s application to the Pennsylvania Housing Finance Agency. C/P Frost seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

5. a. C/P Owens made a motion to apply for the USDA grant program with municipal match. C/P Hendricks seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

b. C/P Owens made a motion to apply for the USDA grant program with application for a loan issued through USDA. C/P Frost seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

6. C/P Owens made a motion to accept the resignation of Insurance Consultant Ken Miller and thank him for his many years of service to the Borough of Selinsgrove from 1977 to the current. C/P Maul seconded the motion. **AYES: SEVEN (7) NAYS: NONE MOTION CARRIED**

7. The Finance Committee did a walk-through at the Selinsgrove Borough Police Department as the committee looks at long-term goals and needs.

B. PUBLIC FACILITIES & SERVICES COMMITTEE – SARA MAUL, CHAIR

1. Minutes were provided for the December 20, 2023 meeting.

2. C/P Maul made a motion to approve the RFP for Spring Cleanup 2024. C/P Hendricks seconded the motion. **AYES: SEVEN (7) NAYS: NONE MOTION CARRIED**

3. The next meeting of the Public Facilities & Services Committee will be held January 26, 2024 at 10:00AM.

4. Discussion was had on penalties for homeowners who do not comply with the Lead and Copper Service Line Survey. Assistant Borough Manager/Treasurer Sheri Badman stated any lines for which the survey is not complete will automatically be deemed as lead/galvanized by DEP which would be inaccurate. Solicitor Cravitz stated notification could be given to all homeowners with a date certain on having the survey completed. For any properties which do not have the survey completed by that date could then be subject to inspection fees for completing this service. If there is still refusal, legal proceedings could begin.

C/P Hendricks stated May 1st could be the date certain to give homeowners a chance to get this done on their own or to ask the Borough for help in completing the survey. Ultimately the information is what we need to have for DEP by October 16, 2024.

B. COMMUNITY DEVELOPMENT/CONSTITUENT OMBUDSMAN – SCOTT FROST, CHAIR:

1. No meeting.

2. C/P Frost made a motion to approve with change of “no less than 30 days prior” to 90 days and

adjusting the date for Antiques on the Avenue from July 14th to July 21st on the list of appropriate conditions/limitations/waivers necessary for the conduct of special annual community events and temporary street closures in the Borough. C/P Maul seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

D. PLANNING COMMISSION – JANET POWERS, CHAIR: No meeting.

E. ZONING HEARING BOARD – CYRIL RUNKLE, CHAIR: No meeting.

F. CIVIL SERVICES COMMISSION – DALTON SAVIDGE, CHAIR: No meeting.

G. SHADE TREE COMMISSION – VACANT, CHAIR: No meeting. Next meeting is January 10, 2024 at 4:00PM.

BOROUGH ADMINISTRATIVE REPORTS:

A. MAYOR – JEFF REED

1. November 2023 police report presented.

2. C/P Frost made a motion to approve the OAG Drug Task Force Agreement. C/P Hendricks seconded the motion. **AYES: SEVEN (7) NAYS: NONE MOTION CARRIED**

3. C/P Hendricks made a motion to approve the hiring of Part Time Officer Benjamin Busko. C/P Owens seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

B. BOROUGH SOLICITOR – ROBERT CRAVITZ, ESQ.:

1. C/P Owens made a motion authorizing the Solicitor to advertise for the Cable TV Agreement. C/P Frost seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

2. C/P Owens made a motion to enact Ordinance 870 for loan borrowing from Northumberland National Bank in the amount of \$1.6 million at a rate of 5.49% with the possibility of rate drop as the rates decline. C/P Frost seconded the motion. **AYES: SEVEN (7) NAYS: NONE MOTION CARRIED**

3. Cell phone policy use – no action taken; President Mease has assigned this to the Personnel Committee, Chairperson Bobbie Owens to discuss.

4. Common emails – no action taken; President Mease has assigned this to the Personnel Committee, Chairperson Owens to discuss.

5. Just informational, for 2024 the threshold has gone up for taking bids. There is no formal process for anything under \$12,600.00. There must be three competitive bids by written proposal published in the local news media for \$23,200.00. Those are new bidding thresholds. The prevailing wage has remained the same.

C. BOROUGH ENGINEERS

1. Stahl Sheaffer Engineering

a. Report provided dated December 27, 2023.

2. Larson Design Group – C/P Owens approved up to \$3,000.00 to Larson Design for preparation of a grant application for leak detection. C/P Cox seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

3. CES Engineering – No report.

D. BOROUGH TREASURER – SHARON BADMAN

1. Treasurer's report presented for December 2023.

2. CK- COG's 2024 rate update was presented to Council. C/P Maul made a motion to adopt the fee schedule update from CK-COG. C/P Schlieder seconded the motion.

AYES: SIX (6) NAYS: ONE (1) MOTION CARRIED

C/P Owens

3. Council received a copy of the proposed Firearms/Weapon Policy which was adopted at the December Executive Board Meeting to avoid losing liability insurance coverage without a policy in place by December 31, 2023.

E. BOROUGH MANAGER/SECRETARY – LAUREN MARTZ

1. No report.

2. Complete the Statement of Financial Interest before May 1, 2024.

F. ZONING – LINDSEY MULL:

1. Zoning and Sign Permit report provided.

G. EASTERN SNYDER COUNTY REGIONAL AUTHORITY (ESCRA)– SHANE HENDRICKS & RICHARD P. MEASE, BOROUGH DELEGATES

1. Meeting minutes provided from November 15, 2023.
2. C/P Hendricks made a motion to approve conveyance of the 1 approved EDU at 202 E. Pine Street (Dave Bowersox Construction). C/P Frost seconded the motion.

AYES: SEVEN (7)

NAYS: NONE

MOTION CARRIED

H. NORTH-EASTERN SNYDER COUNTY JOINT AUTHORITY – SHANE HENDRICKS AND DIANNE MENGEL -

No meeting.

- I. SELINGROVE MUNICIPAL AUTHORITY – TIM CHARLES, CHAIR –** No meeting.

NEW BUSINESS:

A. COUNCIL MEMBERS: none

B. MAYOR: none

C. OTHERS: none

Adjourn to Executive Session for discussion on personnel matters at 8:05PM.

Adjourn Executive Session with no action taken at 8:37PM.

- No action taken.

C/P Frost made a statement that the Council will not make any change to the last offer to Officer Grove.

Adjourn to Executive Session for discussion on potential litigation at 8:39PM.

Adjourn Executive Session with no action taken at 8:52PM.

- No action taken.

C/P Frost made a motion to adjourn. C/P Owens seconded the motion.

Minutes Transcribed by Administrative Assistant Carrie Briggs

Reviewed by Assistant Borough Manager/Treasurer Sharon Badman with final submission by Administrative Assistant Carrie Briggs.