

**SELINGSGROVE BOROUGH COUNCIL MEETING**

**Monday, June 3, 2024 – 7:00PM**

**COUNCIL MEMBERS PRESENT:** C/P Richard Mease, C/P Sara Maul, C/P Todd Cox, C/P Christian Schlieder, C/P Scott M. Frost; **Absent:** C/P Viker

**OTHERS PRESENT:** Mayor Jeff Reed, Solicitor Robert Cravitz, Assistant Borough Manager/Treasurer Sheri Badman, Administrative Assistant Carrie Briggs, DH&L Ambulance Brian Hipple, Daily Item Marcia Moore, Reverend Paul Donecker, REC Shellie McCurdy, Snyder County Grant Manager Shannon Rudy, Resident Keith Lauver

**Zoom:** C/P Bobbie J. Owens, Borough Manager/Secretary Lauren Martz, Chief Shanee Mitchell, Sergeant Petrovich  
President Mease called for a moment of silence and the Pledge of Allegiance.

**REVIEW AND APPROVAL OF COUNCIL MINUTES FROM COUNCIL MEETING ON MAY 6, 2024:**

C/P Frost made a motion to accept the minutes for May 6, 2024 as written. C/P Schlieder seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

**MEETING RECESSED TO PUBLIC HEARING AT 7:03PM TO HOLD THE FIRST PUBLIC HEARING FOR APPLICATION OF THE 2024 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING.**

Shannon Rudy, Snyder County Grant Manager, presented the First Public Hearing agenda and the overview of the CDBG funding for 2024. The goals of the public hearing are to discuss the CDBG program in general and the needs of Selingsgrove Borough in previously funded years as well as the required three-year Community Development Plan. The approximate allocations are expected to be \$113,589.00 for the fiscal year 2024. Selingsgrove Borough's project selection and certification approval will be held at the Selingsgrove Borough Building on Monday, August 5, 2024 at 7:00PM. All comments and questions should be directed to Shannon Rudy, PO Box 217, Middleburg, PA 17842 or srudy@snydercounty.org.

The public hearing was adjourned, and the regular meeting reconvened at 7:20PM.

**GOVERNMENT AND NON-GOVERNMENTAL AGENCIES TO BE HEARD:**

**DH&L Fire Company:** Assistant Fire Chief Jason Kaufman was unable to attend; no report.

**DH&L Ambulance League:** Chief Brian Hipple reported there were 63 incidents in the Borough and total company calls were 217 in May. Ambulance 84 is still out of service. Chief Hipple included a quote from Glick Emergency Vehicles for a re-chaise of the unit.

**Selingsgrove Projects Inc:** No report.

**Selingsgrove Chamber of Commerce:** No report.

**Selingsgrove Area Recreation Inc:** The pool opened Memorial Day weekend and currently operates with a full staff. Lifeguard training and recertifications took place last week at the pool.

**Selingsgrove Flood Task Force:** No report.

**Parks & Recreation Board:** C/P Frost made a motion to approve the dog park signs as presented. C/P Cox seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

**REC:** The May REC News was provided in the Council packets and Shellie McCurdy, REC Assistant Director, was present to provide a report for the after school drop-in program which ended for the 2023-24 school year on May 31<sup>st</sup>.

**OTHER PERSONS TO BE HEARD:**

None

*C/P Owens joined the conversation and votes for Administration/Finance Reporting.*

**COMMITTEE/COMMISSION/BOARD REPORTS:**

**A. ADMINISTRATION/FINANCE COMMITTEE – BOBBIE OWENS, CHAIR**

1. C/P Maul made a motion to pay and ratify the bills. C/P Schlieder seconded the motion.

**AYES: SIX (6)                      NAYS: NONE                      MOTION CARRIED**

2. Gelnett Trust Request: None.

3. C/P Owens made a motion to approve the purchase of six (6) Axon tasers and holsters, seven (7) battery packs, wall mounting station, target with frame, seven (7) evidence licenses, and warranty packs on each battery pack, taser handles, and the docking station (Hardware, Software, and Warranty Budget Estimate – provided) in the total amount

of \$17,110.80 broken down into yearly payments over five (5) years through April 2029. C/P Frost seconded the motion.

**AYES: SIX (6)                      NAYS: NONE                      MOTION CARRIED**

4. Ratification of Employee Wage Increases:

a. C/P Frost made a motion to ratify a wage increase for Carl Reinard to \$19.00/hour. C/P Maul seconded the motion.

**AYES: SIX (6)                      NAYS: NONE                      MOTION CARRIED**

b. C/P Frost made a motion to ratify a wage increase for Ryan Purcell by \$2,000.00/year since he has passed his water testing requirements becoming a licensed operator. C/P Maul seconded the motion.

**AYES: SIX (6)                      NAYS: NONE                      MOTION CARRIED**

c. C/P Frost made a motion to ratify a wage increase for Carrie Briggs by \$2,600.00/year due to additional work duties and extended training completed. C/P Cox seconded the motion.

**AYES: SIX (6)                      NAYS: NONE                      MOTION CARRIED**

5. C/P Frost made a motion to authorize the request for proposals (RFP) for loan rates to purchase a police car in 2025 at an estimated cost of \$80,000.00 from 911 Rapid Response in Annville, PA. C/P Owens seconded the motion.

**AYES: SIX (6)                      NAYS: NONE                      MOTION CARRIED**

6. C/P Frost made a motion to award the 2024 Street and Alley Program to Mid-State Paving, LLC in Middleburg, PA at a total bid of \$161,227.95 (Bid #1 \$109,842.50; Bid #2 \$47,885.45; Bid #3 \$3,500.00). C/P Maul seconded the motion.

**AYES: SIX (6)                      NAYS: NONE                      MOTION CARRIED**

7. Award of Professional Services for Flood Mitigation Assistance Grant is currently on hold.

*C/P Owens muted and did not vote after Administration/Finance Reporting.*

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

1. Minutes were provided for the May 15, 2024 meeting.

2. Council was provided the "Important Notice" to post at properties where the survey is not completed. C/P Maul stated she had changes for the notice and would visit the Administration next week to finalize as ready for placement at non-compliant properties.

3. The flood study is on hold to interview potential engineering firms and a recommendation will be provided to select the successful firm at the July meeting.

4. The next meeting will be held June 20, 2024 at 2PM

**C. COMMUNITY DEVELOPMENT/CONSTITUENT OMBUDSMAN – SCOTT FROST, CHAIR**

1. No minutes provided.

2. TEMPORARY STREET CLOSURE REQUEST:

a. C/P Frost made a motion to approve the Rudy Gelnett Music Series Road Closure (2024-05) at W. Union Alley between W. Pine Street and Gelnett Way every Tuesday (June – August) and every Thursday (June – September) from 5:30PM – 8:30PM. C/P Maul seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

b. C/P Frost made a motion to approve the Selinsgrove Rotary's Wheels in the Grove Road Closure (2024-06) at Market Street between Mill Street and Sassafras Street on Thursday, August 8, 2024 from 4:30PM – 9:00PM. C/P Maul seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

c. C/P Frost made a motion to approve the 45<sup>th</sup> Annual Market Street Festival Road Closure (2024-07) at Market Street between Sassafras Street and Snyder Street on Saturday, September 28, 2024 from 6:00AM – 6:00PM. C/P Maul seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

d. C/P Frost made a motion to approve the Annual Halloween Parade Road Closure (2024-08) at Market Street between Sassafras Street and Route 522 on Tuesday, October 15, 2024 from 6:30PM – 9:00PM. The rain date is approved for Wednesday, October 16, 2024 C/P Maul seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

3. EVENT REQUEST: None

4. BANNER REQUESTS: None

5. The special request to have a petting zoo at a birthday party at the Pump House was withdrawn after the Council Packets went out. Solicitor Cravitz stated the rental agreement is only for the building, parking, and gazebo. Since there are questions about bounce houses and petting zoos there needs to be more consideration on liability coverage and

damages to the grounds. He suggested this topic should be discussed at the committee level to be prepared for the question of when potential renters call.

6. Weis Market submitted an event request for a special Store of the Year Celebration in August. The submission was made after the Council Packets went out, but copies were provided so Council had time to consider for the July meeting. The area requested to use was in the DH&L parking area and grassy lot. Solicitor Cravitz stated that decision would be up to the lease holder, DH&L. Council will not need to make any motion in this regard in July.

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

**E. ZONING HEARING BOARD – CYRIL RUNKLE, CHAIR:**

1. Meeting minutes provided from the May 2, 2024

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

**G. SHADE TREE COMMISSION – ED SLAVISHAK, CHAIR:** No meeting. Next meeting is Thursday June 20, 2024 at 5:30PM.

**BOROUGH ADMINISTRATIVE REPORTS:**

**A. MAYOR – JEFF REED**

1. The April 2024 police report was presented.

2. Chief Mitchell provided a monthly report.

3. C/P Frost made a motion to approve the letter from Chief Mitchell recommending ending the new hire probation of Officer Gregory Hoffman and offer a permanent, full-time position as a Selinsgrove Borough Police Officer. C/P Cox seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

4. C/P Frost made a motion approving the sale of the non-lethal bean bag thrower to Middleburg Police Department in the amount of \$500.00. C/P Maul seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

**B. BOROUGH SOLICITOR – ROBERT CRAVITZ, ESQ.:**

1. Solicitor Cravitz requested an Executive Session since the topic is pending litigation.

2. C/P Frost made a motion to advertise a public hearing for potential enactment of Ordinance 872 – Zoning Hearing Board reduction from five (5) to three (3) members. C/P Schlieder seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

3. C/P Frost made a motion to advertise a public hearing for potential enactment of Ordinance 873 – Planning Commission reduction from seven (7) to five (5) members. C/P Schlieder seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

4. C/P Frost made a motion to advertise enactment of Ordinance 874 – Parks and Recreation Board reduction from nine (9) to three (3) members. C/P Schlieder seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

5. C/P Frost made a motion to advertise enactment of Ordinance 875 – Shade Tree Commission reduction from five (5) to three (3) members. C/P Schlieder seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

6. Resolution 2024-06 adopting rules and regulations governing the installation and operation of grease traps in certain residential and commercial establishments connected to the Selinsgrove Borough Public Sewer System was discussed and tabled to allow Council Members time to review. All comments and change suggestions are to come back to Assistant Borough Manager/Treasurer Sheri Badman to send to Solicitor Cravitz by June 26, 2024. It will be placed on the July 1, 2024 agenda for further discussion and enactment if the Council moves.

7. C/P Frost made a motion to authorize to finalize the grievance of Officers. C/P Cox seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

**C. BOROUGH ENGINEERS**

1. Stahl Sheaffer Engineering

a. Report provided dated May 29, 2024.

2. Larson Design Group

***C/P Owens joined the conversation and the vote for minimum usage increase.***

a. C/P Maul made a motion to adopt Resolution 2024-09 raising the minimum usage for water and sewer from 3,000 to 6,000 gallons. C/P Frost seconded the motion.

Discussion was had to get more information prior to raising the minimum since the rates may need to be raised as well. The reserve funds are low and necessary maintenance and repairs are affected by the lack of funds.

**AYES: Frost/Maul/Mease      NAYS: Schlieder/Cox/Owens**

**The tie Vote was broken by Mayor Reed’s vote of AYE. MOTION CARRIED**

b. C/P Maul made a motion to authorize an ESCROW account for Berks Homes/PenCore Consulting to place \$25,000.00 for use on planning, legal, and engineering reviews for their development along 18<sup>th</sup> Street – Penn Township. The account is to be replenished by \$15,000.00 anytime it falls below \$5,000.00 with the unused funds being returned when the project is complete. C/P Frost seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

**D. BOROUGH TREASURER – SHARON BADMAN**

1. Treasurer’s report provided for May.

**E. BOROUGH MANAGER/SECRETARY – LAUREN MARTZ**

1. Report provided via email.

2. C/P Frost made a motion to adopt the revised Resolution 2024-08 increasing the original resolved amount provided May 6, 2024 from \$159,572.00 to \$189,572.00 now that the AYSO parking situation has been resolved with Susquehanna University. This Resolution allows the Borough Manager to make application for the 2024 DCED CFA Multimodal Transportation Fund grant for the Industrial Park Road Project. C/P Maul seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

**F. ZONING – LINDSEY MULL**

1. Zoning and Sign Permit report provided.

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

1. No minutes provided.

**H. NORTH-EASTERN SNYDER COUNTY JOINT AUTHORITY – VACANT AND DIANNE MENGEL: No meeting.**

**I. SELINSGROVE MUNICIPAL AUTHORITY – TIM CHARLES, CHAIR: No meeting.**

**NEW BUSINESS:**

**COUNCIL MEMBERS:** None

**MAYOR:** None

**OTHERS:** None

Adjourn to Executive Session for discussion of pending litigation and personnel matters at 8:46PM.

Adjourn Executive Session at 8:56PM with no action taken.

C/P Frost made a motion to adjourn at 8:56PM. C/P Maul seconded the motion.

**AYES: FIVE (5)                      NAYS: NONE                      MOTION CARRIED**

Minutes Transcribed by Administrative Assistant Carrie Briggs

Reviewed by Borough Manager/Secretary Lauren Martz with final submission by Administrative Assistant Carrie Briggs.