SELINSGROVE BOROUGH COUNCIL MEETING Monday, August 5, 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, C/P Viker, C/P Bobbie J. Owens

OTHERS PRESENT: Mayor Jeff Reed, Solicitor Robert Cravitz, Borough Manager/Secretary Lauren Martz, Assistant Borough Manager/Treasurer Sheri Badman, Administrative Assistant Carrie Briggs, Reverand Paul Donecker, Shannon Rudy, Residents: Jason Rice, Christine Rice & Family, Tim Weikel, Chris Kalcich, Joe Herb, Crystal Heshmat

ZOOM: DH&L Fire Jason Kaufman, Sergeant Petrovich, Chief Mitchell

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

REVIEW AND APPROVAL OF COUNCIL MINUTES FROM COUNCIL MEETING ON July 1, 2024:

C/P Cox made a motion to accept the minutes for July 1, 2024, as written. C/P Schlieder seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

RECESS MEETING TO PUBLIC HEARING AT 7:02PM.

Solicitor Cravitz stated the municipality's planning code requires a public hearing prior to any revisions to the planning or zoning ordinances. In this case, Ordinances 872 and 873 have both been submitted to and reviewed by the Selinsgrove Borough Planning Commission and the Snyder County Planning Commission. Solicitor Cravitz received no adverse comments from either body pertaining to the requested change to reduce the required number of members from five (5) to three (3) on both the Selinsgrove Borough Planning Commission and the Selinsgrove Borough Zoning Hearing Board.

President Mease concluded the hearing for Ordinances 872 and 873 at 7:04PM due to no comments or concerns from anyone.

C/P Viker made a motion to authorize the Solicitor to advertise Ordinance 872 to reduce the members of the Planning Commission from five (5) to three (3). C/P Owens seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

C/P Viker made a motion to authorize the Solicitor to advertise Ordinance 873 to reduce the members of the Zoning Hearing Board from five (5) to three (3). C/P Owens 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 reported for the month of July. There were 25 incidents with no significant fire loss. Firefighters are still training on the new tower truck. The truck will be taken to have the tools mounted in the next few weeks and it will take about 30 days to complete. DH&L Fire is asking for a waiver on the grease trap ordinance requirement. The kitchen is only used by the firefighters who aren't really cooking but just use it mainly for drinks and snacks. They do not use it for any commercial food use.

C/P Viker made a motion to approve a waiver/exemption for DH&L Fire Department regarding the grease trap ordinance because they are not doing any activities to need one. C/P Maul seconded the motion.

Solicitor Cravitz pointed out that if the circumstances change and social events include serving of food out of the kitchen then the waiver/exemption would need to be revisited.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Assistant Chief Kaufman asked who maintains the trees from the neighboring property overhanging the DH&L Fire Department property. Solicitor Cravitz stated anything overhanging the property can be maintained/trimmed by the lease holder, DH&L Fire Department. The Borough owns the land. Solicitor Cravitz advised to get approval from the tree owner in writing before trimming the tree. Jason Kaufman said they planned to approach the neighbor with the tree.

DH&L Ambulance League: No report. Selinsgrove Projects Inc: No report.

Selinsgrove Chamber of Commerce: Reverand Paul Donecker reported on behalf of Helen Walter that the Antiques in the Grove event went well. Participants liked the new location at Rotary Field and the foot-traffic was steady throughout the event. Approval for the Plein Air Art Contest on 9/21/24, is on this evening's agenda for approval.

Selinsgrove Area Recreation Inc: Minutes provided for the 6/11/2024 meeting. The last day for the season will be 8/18/24, due to staff returning to school. The solar panel project will begin on 8/19/24.

August 5, 2024 Page **1** of **4**

Selinsgrove Flood Task Force: No report. Parks & Recreation Board: No report.

REC: The 7/12/24 REC Newsletter was provided in the Council packets.

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

OTHER PERSONS TO BE HEARD:

C. Resident Joe Herb urged the Council to rescind the decision and reinstate providing an initial warning for residents who forgot to move their cars on evenings of street sweeping. Assistant Borough Manager Badman and C/P Cox both stated the decision came from Selinsgrove Borough Police Department. Mr. Herb says he has spoken to many stakeholders, and nobody can agree where the decision was made. Mr. Herb stated that nobody is taking responsibility for making this change. Chief Mitchell stated the decision was made because of the safety concern for officers having their heads down checking the card warning system. C/P Viker asked if she and Sgt. Petrovich could consider using a spreadsheet to log the warnings or use another system that could both keep the officers safe and still give opportunities for the warning to be reinstated. Chief Mitchell stated this was discussed last year and it was presented as part of the software package so officers could use ALPR Scanners which can read checks on vehicles automatically when a police car is driving alongside it. She stated that it was denied when presented. C/P Viker asked the Chief to send the quote on the software package back to Council for further consideration since residents are concerned with the warnings being removed. Chief Mitchell said the software package is part of her submission for the next budget year for reconsideration.

A. Tim Weikel came to request a waiver to pave the section of the street in front of his property at 202 E. Pine Street to reinstate the UGI gas service which was once supplied at the same location.

C/P Owens made a motion to grant the one-time waiver for Tim Weikel and UGI at the 202 E. Pine Street residence only if using the same exact cut line existing in the street to reopen. C/P Frost seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

B. The resident was not in attendance.

E. Shannon Rudy, Grant Manager for Snyder County, was present to speak with the Council concerning the 2024 CDBG Application Resolution 2024-10 which authorizes the county to apply on behalf of the Borough of Selinsgrove for the CDBG funding.

C/P Owens made a motion to adopt Resolution 2024-10 authorizing the County of Snyder to apply for funding of \$111,915.00 through the Community Development Block Grant (CDBG) FFY 2024 Program on behalf of Selinsgrove Borough. C/P Frost seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

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. See E. under OTHER PERSONS TO BE HEARD.

3. C/P Frost made a motion to approve the Larson Design Proposal to complete a study of the water and sewer infrastructure for \$28,500.00. C/P Schlieder seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

4. C/P Owens made a motion to award the professional services contract to develop the Flood Resiliency Study to AKRF, Inc. for \$97,100.00. C/P Frost seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

5. C/P Owens made a motion to approve the lease and purchase of a police car for \$54,865.64 with an agreement to make annual payment for five years with plans of paying it off in three years. C/P Viker seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

- B. PUBLIC FACILITIES & SERVICES COMMITTEE SARA MAUL, CHAIR
- 1. Minutes were provided for the 7/17/24 meeting.
- 2. The Weiser Run/Liberty Alley dredging project has been started by PennDOT on the Borough's property as part of the agility agreement with the Borough. The dredging will continue with other property owners who are already on alert to complete their part once PennDOT finishes the Borough's section.
- 3. The next Public Facilities & Services Committee meeting will be held 8/22/24 at 2PM.

August 5, 2024 Page **2** of **4**

C. COMMUNITY DEVELOPMENT/CONSTITUENT OMBUDSMAN - SCOTT FROST, CHAIR

- 1. No minutes provided but regular meetings will begin after the Finance Committee Meeting on September 3rd at 3:00PM. Subsequent meetings will follow the Finance Committee Meeting on Borough Council days at 3:00PM.
- 2. TEMPORARY STREET CLOSURE REQUEST:
- a. C/P Frost made a motion to approve the annual extension of temporary road/parking spaces closed for Union Alley and along the sidewalk/parking spaces on W. Pine Street beside the Commons for the Selinsgrove Farmers' Market Holiday Markets November 23rd, 30th & December 7th. C/P Schlieder seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

- 3. EVENT REQUEST:
- a. C/P Frost made a motion to approve the Plein Air Art Contest "Canvas the Grove" on the lawn of 204 N. Market Street on Saturday, September 21st from 9:00AM 3:00PM. C/P Schlieder seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

- 4. BANNER REQUESTS: None
- D. PLANNING COMMISSION JANET POWERS, CHAIR: No meeting.
- E. ZONING HEARING BOARD CYRIL RUNKLE, CHAIR:
- 1. No meeting.
- 2. C/P Frost made a motion to accept the resignation of Denajean Gentner with great gratitude to her for a cumulative 40 years of service to the Zoning Hearing Board. C/P Cox seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

- F. CIVIL SERVICES COMMISSION DALTON SAVIDGE, CHAIR: No meeting.
- G. SHADE TREE COMMISSION ED SLAVISHAK, CHAIR: No meeting.

BOROUGH ADMINISTRATIVE REPORTS:

A. MAYOR - JEFF REED

- 1. The June 2024 police report was presented.
- 2. Chief Mitchell provided a monthly report for July.
- 3. C/P Viker made a motion to allow the Selinsgrove Police Department through Law Enforcement Partners to sell ads to local businesses in Selinsgrove to help supply items for the National Night Out, Market Street Festival, the Halloween Parade, and other activities for the community. C/P Schlieder seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

4. C/P Viker made a motion to hire PT Police Officer Noah Smith at the rate of \$24.00/hr. C/P Schlieder seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

5. C/P Frost made a motion to accept the resignation of Police Officer Shampanore with thanks for her service. Officer Shampanore's last day will be August 12^{th} . C/P Cox seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

6. C/P Owens made a motion to begin the Civil Service process to create an eligibility list to include testing to hire a new Police Officer. C/P Frost seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

7. Mayor Reed requested an executive session to discuss personnel.

B. BOROUGH SOLICITOR - ROBERT CRAVITZ, ESQ.:

1. C/P Viker made a motion to adopt Ordinance 875 – Shade Tree Commission reduction to three (3) members. C/P Frost seconded the motion.

C/P Viker confirmed with Solicitor Cravitz that the reductions will happen through attrition upon term end dates.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

2. Solicitor Cravitz mentioned he did some research as to what happens if no new members join the Zoning Hearing Board prior to the September Zoning Hearing Board meeting. The one Zoning Hearing Board member would have to state, "No action taken due to lack of a quorum." Any applications would be denied. The applicant could appeal to the Court of Common Pleas in Middleburg. If the sole member does nothing, the application is then deemed to be accepted, and the applicant can proceed with what they want to do.

C. BOROUGH ENGINEERS

- 1. Stahl Sheaffer Engineering
 - a. Report provided from project progress from June 27, 2024 July 31, 2024.
- 2. Larson Design Group No report.

August 5, 2024 Page **3** of **4**

D. BOROUGH TREASURER - SHARON BADMAN

- 1. Treasurer's report provided for July.
- E. BOROUGH MANAGER/SECRETARY LAUREN MARTZ
- 1. July report provided.
- 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 meeting minutes provided.
- 2. C/P Frost made a motion to appoint Councilperson Schlieder to the vacancy on the ESCRA Board. C/P Cox seconded the motion.

AYES: SIX (6) NAYS: NONE MOTION CARRIED

C/P Schlieder abstained from the vote since the ESCRA members receive a stipend of money for service.

H. NORTH-EASTERN SNYDER COUNTY JOINT AUTHORITY - VACANT AND DIANNE MENGEL

- 1. No meeting minutes provided.
- 2. C/P Maul is interested in speaking with someone with knowledge on serving the North-Easter Snyder County Joint Authority and may volunteer for the vacancy.

I. SELINSGROVE MUNICIPAL AUTHORITY – TIM CHARLES, CHAIR

1. No meeting minutes provided.

NEW BUSINESS:

COUNCIL MEMBERS: None.

MAYOR:

The Mayor wanted to acknowledge that the Selinsgrove Borough Police Department handed out popsicles at the Selinsgrove Area Community Pool on August 1st. The department also held active shooter training at SU and SASD. The Mayor reported many thanks for the quality of the training.

OTHERS:

Chris Kalcich asked Mayor Reed to read a proclamation at the Selinsgrove Market for National Farmer's Market Week to which he agreed.

Adjourn to Executive Session for discussion of personnel matters at 8:15PM.

Adjourn Executive Session at 8:46PM with no action taken.

C/P Frost made a motion to comply with the order. C/P Viker seconded the motion.

AYES: SEVEN (7) NAYS: NONE MOTION CARRIED

Agenda Item: Section V. letter D.

C/P Viker made a motion to waive the late penalty this one time for Crystal Heshmat on her water/sewer/recycling bill since it is her first delinquent payment. C/P Maul seconded the motion.

AYES: FIVE (5) NAYS: TWO (2) MOTION CARRIED

C/P Owens & C/P Frost

C/P Frost made a motion to adjourn at 8:53PM. C/P Viker seconded the motion.

AYES: SEVEN (7) 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.

August 5, 2024 Page **4** of **4**