

Borough of Northumberland
175 Orange Street, Northumberland, PA 17857
Northumberland Borough Council Meeting
February 3, 2015

President James Troup called to order at 7:00 p.m. The Pledge of Allegiance was recited and Mayor Len Zboray offered an Invocation.

Roll Call

Council members present were Ellie Rees, Paul Ruane, Ty Sees, James Troup, and Harry Wynn. Council member Adam Klock was present via the telephone. Others present were Mayor Zboray; Ryan Tira, Borough Solicitor; Jeremy Deitrick, Sewer Department Superintendent; and Janice Bowman, Borough Secretary. Council member Stephen Reed was absent.

Public Comment

The six visitors present introduced themselves.

Mr. Chris Skelly commended the street department for the job they did clearing the streets in town. He asked if History Day would be held again. Mayor Zboray stated that it was discontinued due to lack of funds and volunteers. Mr. Skelly suggested that the municipalities in the county write letters to the Northumberland County Commissioners requesting input in the decision regarding the prison. He would like to see the prison given to the Northumberland Historical society for a museum. He said that there is a webpage, "you know you are from Northumberland if..." He said that the Borough of Northumberland has some fantastic history. He is thinking about have some type of reunion for people who are from Northumberland. Mr. Skelly suggested that a plaque for Dutch VanKirk be erected near the entrance to the Borough to make people aware that Northumberland is his hometown.

Mrs. Tina Stevens stated that she was present to learn about the progress of the trail from the hill section to Liberty Hollow. She was told that it is in the planning stage.

Borough Council Meeting Minutes

Upon motion by Mr. Sees, seconded by Mr. Wynn, council voted unanimously to accept the meeting minutes of November 18, 2014.

Northumberland Sewer Department Report

Mr. Klock reported that the committee met this evening. He stated that the department is looking for a third party engineering review for a special project. One additional quote is needed.

In regards to the installation of the server, Mr. Klock stated that they are waiting until the install of the ISP, assuming that the council approves the contract with Service Electric.

Mr. Brian Book, engineer with Hazen & Sawyer, provided graphs within the engineer's report. Relative to the highway occupancy permit, he stated that since it does not appear that the Borough has an HOP for the driveways at the sewer plant or the point, Hazen and Sawyer will obtain one.

Hazen & Sawyer will finalize the report for the stormwater pipe for Liberty Hollow. The option that the council selected was 5b.

Mr. Tira reported that PennVest has concluded that the ordinances that council had approved are still acceptable. The Penn Vest closing date will be March 3rd. Everything has been submitted to DCED and the letter of no prejudice has been received.

Mr. Klock moved to approve view only online access to the sewer department bank records for Jeremy Deitrick and Ed Margel. Mr. Ruane seconded the motion. Council voted 5-1 to approve with Mr. Wynn voting no.

The engineer's report is included as an addendum to the minutes.

Mayor's Report

Mayor Zboray informed council that he, Officer Rachel Shear, Ted McCollum, and Paul Ruane were ready for a snow emergency. Signs were erected the night before to direct residents to park on one side of the street so the plows could clear the streets.

Mayor Zboray requested that a motion be made to enact the Civil Service Commission to begin the process of testing in order to update the Borough's Civil Service List. Mr. Wynn so moved. Mrs. Rees seconded the motion. Council approved unanimously.

Mayor Zboray recognized the passing of James Kerwin this week. He noted that Mr. Kerwin was active with the Wreaths for Warriors committee. He stated that a memorial service will be held in May. Mr. Wynn added that the miniature ceramic houses were donated by Chris Kerwin in his parents' honor and will be displayed in the community center.

Emergency Services Board Report

Mr. Carl Libby has submitted a resignation letter. Mrs. Rees noted that Mr. Libby has said that he no longer has time to devote to the Board. Mr. Troup moved to accept Mr. Libby's resignation. Mr. Klock seconded the motion. Council approved unanimously.

Street Supervisor/ Code Enforcement Officer's Report

No report

Committee Reports

Community Development

- The committee will meet on February 9th at 7:00 p.m.
- Mr. Simpson told the council that he has discussed Shikellamy High School utilizing the Pineknott Park Ballfield with Steve Reed and the Borough Secretary. He

requested that the Borough Secretary provide council with the costs associated with the use of the field. She stated that they had discussed charging the school district \$1,000 per month. The costs for the lights are approximately \$500 per month; a handicapped portable toilet costs \$125 per month. This price includes emptying it once a week. The company feels they may be required to empty it a second time per week at a cost of \$25 to \$35 per week. The ball team also plans to use the concession stand, which will add a cost for water. Mr. Simpson said that another option would be for them to pay the actual bills. The team would also like to use the storage shed that is behind the backboard for their equipment. Mr. Sees questioned if there could be a conflict with the other leagues' use of the field. Mr. Simpson explained that there won't be a conflict. The high school team's practices would be over by 5:30 which is when Little League practices begin. The high school team would use the field from March to May, and possibly June, if they are in the playoffs. The high school team would be using the concession stand during their games and would keep the profits. The school district would provide help with the maintenance of the ballfield. A certificate of insurance would be provided by the district. Mr. Troup recommended that they be contacted with the price and if they are agreeable, a contract would be developed. The district is looking for a long-term contract. Mr. Tira recommended that the contract could include an escalation clause since the actual operating costs may be higher than anticipated.

- The Fire Department has requested the use of King Street Park for a Craft Fair on May 30, 2015 at no cost. Mr. Troup so moved. Mr. Klock seconded the motion. Council voted unanimously to approve.
- Mr. Klock stated that the Fire Police have assisted the sewer department by providing traffic control when the contractor was televising the sewer lines. He made a motion to approve a donation of \$100 to Fire Police toward their truck fund. The donation would come from the Northumberland Sewer Department Collection Fund since the project is for the mapping of the sewer lines. It was noted that the Fire Police assisted the contractor for about five and a half hours. The Savidge Trust is matching contributions for the truck fund. Mr. Troup asked if the group is buying a new vehicle and where it would be housed. Mr. Jonathan Apple stated that they are planning to purchase a new vehicle and it would be housed at the Number 1's. Mr. Troup asked if it would be taken to every emergency, adding that when he was the chief he didn't see the vehicle out very often. Mr. Apple stated that it will be used at every call. Since the vehicle is no longer kept at the Fire Police Building, it is more convenient to access it for emergencies. Mr. Wynn seconded the motion. Council voted unanimously to approve the motion.

Finance

- Mr. Sees asked if the sewer committee has to approve the auditor's engagement letter separately from the Borough's audit. Mr. Tira responded that the letter includes the sewer department audit and council may approve. Mr. Sees made a motion to accept the 2014 audit engagement letter from Patricia S. Young, C.P.A. Mr. Klock seconded the motion. Council voted unanimously to approve.
- Mr. Sees stated that the A.R.E.A. Services contract has not been signed. It is difficult to reach Bernie Rumberger. Back rent is also owed by the company.
- Mr. Sees asked if the back payment has been received from Service Electric. The Borough Secretary stated that the payment for the fourth quarter was received and it

does not appear that the payment is based upon the new agreement. Mr. Tira requested that the Borough Secretary send him an email tomorrow with the information.

- Mr. Sees noted that the committee would meet on February 24th at 6:30 p.m.

Personnel - no report

Public Safety - no report

Rules

- Mr. Tira asked if the council has taken any action on the parking at the Dog Park. Mr. Wynn stated that the curbing hasn't been measured because of the snow so no recommendation can be made.
- Mr. Ruane stated that the committee would meet on Monday at 6:00 p.m.
- Mr. Troup noted that last week he had assigned committees and chairs. He said at the time, Mr. Wynn declined the chair. Mr. Troup requested that Mr. Wynn accept the chair of the Rules Committee. Mr. Wynn agreed to do so.

Streets

- Mr. Ruane stated that he, Steve Reed and the Borough Secretary committee met in January. He added that the COG did not meet last month. Mr. Ruane said that the committee would meet next Tuesday to discuss the paving plan for this year. King Street around the park is on the list for paving this year. Discussion ensued regarding the paving and work to be done around the park. The S. Luther Savidge Trust has provided funding to rewire one quadrant of the King Street Park. They've also provided \$4,500 for lighting in the park.
- A question was asked about whether the mailbox could be removed from the park.

Old Business

1. Upon motion by Mr. Troup, seconded by Mrs. Rees, council approved the DEP Recycling Grant Contract. The funding was requested for fencing, eight surveillance cameras and a new baler. The total application was for \$60,013. The grant requires a ten percent match. The grant funding is \$54,011. The Borough's match for the fencing and cameras is \$1,875 and the recycling group's match for the baler is \$4,127.

Mr. Sees questioned if the money must be spent before the funds are received. He was informed that as the money is spent, the Borough Secretary submits progress reports to DEP for reimbursement.

2. Mr. Klock asked if additional information was obtained about the USDA grant. The Borough Secretary stated that she spoke to a representative and learned that grant money is scarce. They receive about \$500,000 for the entire state as grant money. If the Borough would apply, it would be unlikely that the Borough would obtain funding because low to moderate income guidelines are required. Loan money may be available at an interest rate of 3.75%.
3. Mr. Klock made a motion to enter into a three year broadband contract with PenTeleData at a cost of \$59.95 per month. Mr. Ruane seconded the motion. Mayor

Zboray questioned if the IP address is a static or dynamic address. He noted that the static is preferable and suggested that if it isn't static, council should consider getting static. Mr. Klock stated that the motion could be conditional, noting that it is better service than what the Borough has currently. Mr. Klock added that the service would be for the entire building. Council voted unanimously to approve.

New Business

1. Mr. Wynn moved to approve payment of the bills. Mrs. Rees seconded the motion. Mr. Wynn questioned if an employee who is off work should be paid the cell phone reimbursement. He was told that it is part of the contract. Mr. Sees questioned a bill for temporary help. Mayor Zboray stated that he thinks the temporary employee was helping with the Christmas decorations. Mr. Sees asked who made the decision to call in temporary help. Mr. Wynn said that when he was supervising the street department, he had to contact Personnel first before calling for temporary help. Mr. Troup stated that Personnel wasn't informed and Mr. Ruane noted that he wasn't informed. Mr. Troup stated that he would talk to Ted. Mr. Ruane is to be called before obtaining temporary workers. Mayor Zboray asked if the funding from the Savidge Trust for the Girl Scout House is being spent for the new doors. The amount of the funding was \$1,400 and the doors cost \$1,423.30. He was told that the doors were purchased with the funding from the Savidge Trust. Mr. Klock stated that he did not receive a copy of the bills and asked if he should abstain. Mr. Tira advised that he should either vote for or against. Mr. Klock said that he has requested that paperwork be sent to him in an email. The Borough Secretary responded that she has been having trouble sending any emails with attachments. Council voted 5-1 to approve payment of the bills with Mr. Klock voting no. Bills to be paid from the General Fund total \$28,078.75; Liberty Splashland bills total \$126.21; bills to be paid from the Donations account total \$1,423.30; General Contingency bills total \$329.18; and Sewer Department bills total \$44,056.67.
2. Someone who is interested in renting the Savidge Room for a baby shower has asked if the council would modify the Community Center Rental Agreement. They are planning the shower for a Saturday in February and have asked if they could be reimbursed if the weather is bad. Mr. Tira stated that he does not recommend modifying the agreement because if it is done for one, the Borough may have to do it for all. Mr. Troup stated that there is a policy in place and he is not in favor of changing it. Mr. Sees asked if there is a refund in the agreement. Mr. Tira stated that it is part of the agreement, depending on the time frame of the notice to cancel. No action was taken to modify the contract.
3. AmeriCorps has contacted the Borough Office. They provide work for people who are attending college, or have graduated from college and have student loans. There is a match required from the Borough. Council was asked if anyone has any ideas or interest in this program. The employee works approximately 450 hours during the summer months. Discussion ensued. Council will consider the program.
4. Mr. Klock stated that he would like to see the Borough switch its recording media from the current tape media to a digital recorder. He was told that the Borough has a digital recorder. Mr. Klock stated that he has requested copies of the audio of

meetings and he hasn't heard back. The Borough Secretary stated that she just saw his request in her email today. Mr. Klock stated that the email was sent yesterday. Mr. Sees said that the new cable system will fix the email faux pas.

Mr. Wynn moved to adjourn. Mr. Troup adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Janice R. Bowman
Borough Secretary