

COUNCIL AGENDA

Northumberland Borough Council

*November 3, 2025, Northumberland Borough Meeting Room
6:30 pm*

Council Members and Mayor:

Paul Ruane - Council President, Denise Guilbault - Council Vice-President, Frank Wetzel, Charles "Chuck" Stroup, Winston Ortiz, Timothy Botts, Travis Stevens, Daniel Berard - Mayor

Staff:

Lucas Martsolf, Clifford Kriner, Jeremy Deitrick, Dave Johnston, Rebekah Kline

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. OPENING ANNOUNCEMENTS

- a. A reminder that more information about our community can be found on our website at norrypa.org
- b. Recognition of Veterans

6. AGENDA APPROVAL

7. PUBLIC COMMENT - AGENDA ITEMS ONLY (Anyone who wishes to make public comment needs to rise, approach the podium, and state their name and address)

8. CONSENT AGENDA

- a. Approval Of Minutes from the October 7, 2025 Council Meeting
- b. Payment of Bills – General Fund - \$100,839.03, Sewer Department - \$126,269.24, Parking Meter Fund - \$3,893.41, Parks and Recreation Fund - \$5,306.00

9. COUNCIL MEMBER AND MAYOR REPORTS

- a. Does anyone on Council or the Mayor have anything they wish to report outside of their committee assignments?

10. PUBLIC HEARINGS

11. COMMITTEE REPORTS

- a. Finance Committee
- b. Public Safety Committee
- c. Streets Committee
- d. Personnel Committee
- e. Community Development Committee
 - i. Volunteer to serve as 2CC Manager
 - ii. Shikellamy Little League to assume responsibility for Pineknott Park Baseball Field
- f. Rules Committee
- g. Shade Tree Commission
- h. Sewer Committee
- i. Any other standing or ad hoc committees established by the Council

12. STAFF REPORTS

- a. Managers' Report Submitted in Council's packet
- b. Solicitor's Report
- c. Chief of Police Report Submitted in Council's packet
- d. Sewer Superintendent Report Submitted in Council's packet
- e. Street Superintendent Report Submitted in Council's packet
- f. NEIC Code Report

13. NEW BUSINESS / REQUESTS FOR COUNCIL ACTION

- a. Motion to approve the 2026 Preliminary Operating Budget for the General Fund and Liquid Fuels Fund –Ed Zack from Susquehanna Accounting and Consulting Services will give a presentation on the 2026 Preliminary Operating Budget for the General Fund and Liquid Fuels Fund
- b. Motion to approve the 2026 Preliminary Operating Budget for the Sewer Department
- c. Motion to approve the proposal from auditing services from Klacik and Associates, P.C. for auditing services of fiscal year 2024
- d. Motion to approve and adopt the Northumberland Borough Job Description Handbook

- e. Motion to approve the purchase of 580 total Phosphors credits from the University Area Joint Authority (UAJA) at a cost of \$10 per credit
- f. Motion to approve the Snyder Severance Agreement as presented

14. OLD BUSINESS

15. CLOSING ANNOUNCEMENTS

16. PUBLIC COMMENTS - NON-AGENDA ITEMS ONLY (Anyone who wishes to make public comment needs to rise, approach the podium, and state their name and address)

17. EXECUTIVE SESSION (IF NECESSARY)

18. ADJOURNMENT

AGENDA ITEM BRIEFING

Agenda Item 8.b

Topic:	Request for approval of payment of bills
Recommended Motion:	Motion to approve the payment of bills
Description:	Payment of bills for October 2025
Justification:	Standard Action. General Fund - \$100,839.03, Sewer Department - \$126,269.24, Parking Meter Fund - \$3,893.41, Parks and Recreation Fund - \$5,306.00
Impact on Budget:	N/A
Regulatory Considerations:	N/A
Attachment (s):	Yes – List of bills
Recommendation:	Approval
Additional Information:	N/A

Agenda Item 13.a

Topic:	To review the 2026 Preliminary operating budget for the General Fund and Liquid Fuels Fund
Recommended Motion:	Motion is to approve the 2026 Preliminary Operating Budget for the General Fund and Liquid Fuels Fund
Description:	Approve the 2026 Preliminary Operating Budget in the amount of \$2,258,709. Approve the 2026 Preliminary Liquid Fuels Budget in the amount of \$ 122,135.
Justification:	Standard Action
Impact on Budget:	N/A
Regulatory Considerations:	As required under state law, it is required that the Borough pass a preliminary and adopted budget for all expenditures and revenues for the coming year. Under state law the borough must put open a preliminary budget for public for inspection for 30 days. The budget will be adopted at the December meeting.
Attachment (s):	Yes
Recommendation:	Approval
Additional Information:	We hired the services of Susquehanna Accounting and Consulting Services for completion of the budget.

Agenda Item 13.b

Topic:	Vote on 2026 Sewer Department Budget
Recommended Motion:	Motion is to approve the 2026 Preliminary Operating Budget for the Sewer Department
Description:	Approve the 2026 Preliminary Budget for the Sewer Department in

	the amount of \$1,926,362.34
Justification:	Standard Action
Impact on Budget:	N/A
Regulatory Considerations:	As required under state law, it is required that the Borough pass a preliminary and adopted budget for all expenditures and revenues for the coming year. Under state law the borough must put open a preliminary budget for public for inspection for 30 days. The budget will be adopted at the December meeting.
Attachment (s):	Yes
Recommendation:	Approval
Additional Information:	N/A

Agenda Item 13.c

Topic:	Request for Proposal (RFP) for Auditing Services fiscal year 2024 for both the General Fund Accounts and Sewer Accounts
Recommended Motion:	Motion to approve the proposal from auditing services from Klacik and Associates, P.C for auditing services of fiscal year 2024.
Description:	Stated in Motion
Justification:	Standard Action
Impact on Budget:	\$20,000.00
Regulatory Considerations:	Annual Regulatory Requirement by the Commonwealth of Pennsylvania
Attachment (s):	Yes – Klacik and Associates, P.C. proposal
Recommendation:	Approval
Additional Information:	The Borough hasn't had an audit completed since 2022. Klacik and Associates, P.C. has previously completed audits for the Borough. The fee will be split 50/50 between the Borough General Fund and Sewer Fund.

Agenda Item 13.d

Topic:	Consideration for the approval of adoption of all Borough Job Descriptions
Recommended Motion:	Motion to approve and adopt the Northumberland Borough Job Description Handbook
Description:	Adoption of Borough Job Description Manual which includes finalized descriptions for all Borough positions
Justification:	The Borough previously lacked formal, written job descriptions for many positions, resulting in operational ambiguity and inconsistent supervision. In coordination with Borough staff, department heads, and the Borough Solicitor, a comprehensive manual has been developed to define responsibilities, clarify reporting structures, and ensure compliance with the Borough's

	union agreements and state law.
Impact on Budget:	None
Regulatory Considerations:	N/A
Attachment (s):	Yes
Recommendation:	Approval
Additional Information:	This is a standard best management practice

Agenda Item 13.e

Topic:	Purchase 580 total Phosphors credits from the University Area Joint Authority (UAJA) at a cost of \$10 per credit
Recommended Motion:	Motion to approve the purchase of 580 total Phosphors credits from UAJA
Description:	Purchase credits to offset total permitted phosphorus loading, per PA DEP NPDES Permit
Justification:	The decision to purchase credits is a more affordable option than to purchase chemicals (liquid metal salts) to remove the phosphorus from the treated plant effluent. Savings of credits over chemicals is ~\$10k per year
Impact on Budget:	None, Budget includes \$5k for nutrient credits
Regulatory Considerations:	The purchase allows the WWTP to be in compliance with PA DEP NPDES permit.
Attachment (s):	Yes
Recommendation:	Approval
Additional Information:	The NBSD has entered into contract agreements for Total Phosphorus credits with UAJA since 2018. Their staff have graciously allowed us the first option of purchasing available credits annually. The price is a slight increase over last year's price of \$8.50. There does appear to be significant demand this year for credits through which has inflated the cost.

Agenda Item 13.f

Topic:	Snyder Severance Agreement
Recommended Motion:	Motion to Approve the Snyder Severance Agreement as presented
Description:	This should not be disclosed in the public session. Mr. Snyder resigned effective October 3, 2025, in the midst of a significant personnel investigation into allegations of his misconduct. Pursuant to his CBA, he would not be entitled to be paid for accrued, unused personal and vacation leave. The value of this leave totals \$2,547.84. Council authorized the offer of a settlement agreement wherein the Borough would pay him for his accrued, unused personal and vacation leave in exchange for a general release contained within a written settlement agreement. Mr. Snyder verbally indicated that he accepts the terms of the Severance Agreement and will provide an

	executed copy to the Borough before its November 3 rd meeting.
Justification:	See above. This Severance Agreement protects the Borough from claims that Mr. Snyder may have had or may have filed related to his employment and resolves the underlying personnel investigation as to Mr. Snyder only. The Borough's insurance deductible for these types of claims is \$5,000 and this settlement amount is less than the deductible, emphasizing its reasonableness given all circumstances and his many prior lawsuits.
Impact on Budget:	Cost: \$2,547.84 Savings: much more considering Mr. Snyder's known litigious history and the savings on an arbitration with the Teamsters regarding what discipline would have been imposed.
Regulatory Considerations:	N/A
Attachment (s):	Yes – Severance Agreement
Recommendation:	Approval
Additional Information:	N/A

COUNCIL MINUTES

Northumberland Borough Council

*October 7, 2025, Northumberland Borough Meeting Room
6:30 pm*

Attendance

Council Members and Mayor:

Paul Ruane - Council President, Denise Guilbault - Council Vice-President, Frank Wetzel, Charles "Chuck" Stroup, Winston Ortiz, Timothy Botts, Travis Stevens, Daniel Berard – Mayor, Melissa Kelso - Solicitor

Staff:

Lucas Martsolf, Clifford Kriner, Jeremy Deitrick, Dave Johnston, Rebekah Kline

Visitors:

*Rick Dandes – Daily Item
Jon Apple – Fire Police
Greg Ash – Northeast Inspection Consultants (NEIC)
Fran Bogovich – address unknown
Bob Hynick – 270 Madison Avenue
Nate Boyer – 465 Duke Street
Patti Gessner – 514 Duke Street
Stacy Hommel – 445 Front Street
Anthony Nickey – 445 Front Street*

Call to Order

Council President Ruane called the meeting to order at 6:29 PM. The Pledge of Allegiance was recited, and invocation was given by Councilman Ortiz.

Roll Call

All council members present.

Opening Announcements

None

Public Comment – Agenda Items Only

None

Consent Agenda

A motion was made by Councilman Wetzel and seconded by Councilman Stroup and unanimously passed to approve the minutes for the September 2, 2025 meeting.

Council Members and Mayor Reports

Mayor's Report

Mayor Berard stated for the record that Ann Zartman is no longer the Borough Manager, and we now have an Interim Borough Manager. He introduced Manager Lucas Martsolf who is representing Keystone Municipal Solutions.

Mayor Berard presented the Northumberland Police Department report on activity for the month of September. The police responded to 205 calls for service, issued 18 traffic and 3 non-traffic citations, and 132 parking tickets. They made 13 court appearances, had 3 misdemeanor charges: simple assault, unlawful use of a vehicle, and altered/forged documents/license plates.

The police responded to 37 assist calls to other agencies: 13 to Sunbury, 9 to Point Township and 15 other agencies, and were not the primary on any call. The police had 51 hours of training, and mileage for the month was 1443.

Ms. Fran Bogovich asked if the Borough Police Department receives assistance from other agencies. Chief Clifford Kriner stated on average we receive about 10 assists a month.

Public Hearings

None

Committee Reports

Community Development – Nothing to report.

Finance

Councilman Botts noted that the Finance Committee has been active the past few weeks. Trend reports for all accounts at Central Penn Bank and Trust have been provided to Manager Martsolf. Councilman Botts advised that the Borough's Contingency Fund has been closed with funds being transferred to the General Fund.

Councilman Botts advised that the Finance Committee is getting initiated for the 2026 Budget. There is a meeting on October 13, 2025, and October 27, 2025, at 6:00 PM.

The Finance Committee is also actively engaging with the Auditors.

Personnel

Council President Ruane stated there will be an executive session on Personnel tonight, and council will discuss matters then.

Public Safety

Councilman Wetzel presented council with notice from the Priestley Forsyth Memorial Library (PFML) about a Chili Cookoff they have scheduled for November 1, 2025, at King Street Park. They are requesting the open container ordinance be lifted for that day Pineknott Brewery. He also stated the PFML would like to hold their Countdown to Noon 2025 celebration at the Second Street Community Center's Savidge Room and Gymnasium,

as the King Street Park is becoming too small for the event. Manager Martsolf requested contact information for the event and will follow up with their request. Once everything is received, including insurance for the event, Manager Martsolf will follow up with our public safety groups and Street Department, and see what they are able to accommodate. He will then reach out to Council for their recommendation, which will be retroactive at the next Council meeting.

Councilman Wetzel informed council about a conversation with Mr. Jonathan Bastian at WellSpan EMS regarding the building they are occupying, noting the work on the inside of the building is more important than work on the outside. The work consists of turning two bathrooms into bedrooms, adding two doors, making them emergency doors outside. The total of that work would be \$9,850.00. Council President Ruane stated that the Borough has not received any rent money from WellSpan. Councilman Wetzel stated that in a private conversation between Mr. Bastian and previous Borough Manager Ann Zartman, WellSpan was told they did not need to pay rent until all the renovations were completed. Solicitor Kelso reached out to Mr. Bastian with the most updated lease agreement we have, which is unsigned. Solicitor Kelso will follow up with Mr. Bastian as she has not heard back from him. Councilman Wetzel advised we need some kind of contingent plan in place before October 31, 2025.

Mr. Anthony Nickey inquired why are we spending all the money on the renovations if we do not have any money coming in from WellSpan for rent. Mr. Nickey stated this does not make sense to him that WellSpan is doing business in the Borough, and they're making money, and the Borough is not getting any. Solicitor Kelso advised that is not an issue, as they are going to sign the lease and we will get the rent retrospective. Mr. Nate Boyer asked if the renovations could be authorized contingent upon them signing a lease agreement and getting them to pay rent. Manager Martsolf and Solicitor Kelso will be reviewing this to make sure the best interest of the Borough is addressed. Ms. Patti Gessner stated that the agreement with WellSpan is for three years, and they are already one year in. She asked what happens if we spend the money, and they decide they do not like it, and decide to pull out. Councilman Wetzel stated that they have been involved in the project.

Rules

Councilwoman Dr. Guilbault advised that the Rules Committee meeting for October will be canceled.

Streets

Councilman Ortiz stated they will discuss matters during the executive session.

Wastewater

Councilman Stroup informed council that they will be holding the remaining 2026 Budget meetings on October 13, 2025, and October 27, 2025. Both will be at 1:00 PM in the Savidge Room of the Second Street Community Center.

Staff Reports

NEIC Report

Mr. Greg Ash presented the NEIC Report for the month of September. During the month: 4 Zoning Permits were issued, \$200.00 permit fees collected, 4 Building Permits issued, \$1,206.68 permit fees collected, 3 Street Cut permits issued and invoiced to UGI, 6 complaints received, 6 code violations investigated. There were 3 citations issued, 2 were for non-payment of their rental licensing, and 1 for Scott Adams at 665 Duke Street. There were 2 Quality of Life tickets issued, \$50.00 fees collected, 20 Rental Inspections completed,

Mr. Ash proposed that council consider having him drive around the Borough to address any code violations that he may find. Manager Martsolf informed council that he would meet with Mr. Ash to get information and to discuss this further. Manager Martsolf will advise council of his recommendation.

New Business/Request for Council Action

Resolution for the application of STMP funding from the Pennsylvania Department of Community and Economic Development

Solicitor Kelso informed council that the resolution is authorizing the Borough to apply for a grant to obtain a strategic management plan. An RFP will be sent out assuming that funding will be rewarded and accept professional services that will be the best for the Borough. From there the percentage match for the grant will be determined. Manager Martsolf stated match is typically 50/50; however, the Borough is a good candidate to have the majority of that funded and paid for by the state. A motion was made by Councilman Stroup and seconded by Councilman Stevens. The motion passed unanimously.

Resolution approving the Order of Business

Solicitor Kelso informed council that this is establishing an order of business for Council meetings. Manager Martsolf prepared a guide of procedures for how meetings are to run, including policies for speaking at a meeting and timing of requests for the meetings. Solicitor Kelso advised the packet looked good and should be ready for the next meeting. A motion was made by Councilman Wetzel and seconded by Councilman Stroup. The motion passed unanimously.

Appointment of Right to Know Officer

Manager Martsolf advised council that it is regulatory practice to have someone appointed as the Right to Know officer. Typically, that position is held by the Borough Manager. A motion was made by Councilman Stroup and seconded by Councilwoman Dr. Guilbault, and the motion passed unanimously to appoint Manager Martsolf as the Right to Know Officer.

Trick-or-Treating in the Borough

A motion was made by Councilman Wetzel and seconded by Councilman Stroup. The motion passed unanimously for Trick or Treating to be held in the Borough on October 31, 2025, from 6:00 PM until 8:00 PM.

Old Business

None

Payment of Bills

Councilman President Ruane informed council that the original bid for the Paving Project was \$90,000, but we had made a deal with the water company to fix a section of Strawbridge where the water company would pave six feet, and we would pave nine feet. There was a change order submitted for that. There was another change order taking the milling down to five inches, with five inches being put back. Previously it was only four inches. The change makes everything more even. The total bill is \$112,992.00 in Liquid Fuels money.

A motion was made by Councilman Wetzel and seconded by Councilman Botts. The motion passed unanimously to pay the bills. Bills to be paid from the General Fund totaled \$103,762.55, Parking Meter Fund \$15,516.10, Parks and Recreation Fund \$2,200.00, Liquid Fuels Fund \$112,992.38, and Wastewater \$242,676.10.

Closing Announcements

None

Public Comments - Non-Agenda Items Only

Councilman Stroup announced that he will be a judge for the Borough's Halloween Parade, and the parade will follow the same route as it has in the past. Ms. Patti Gessner stated that the Fire Police will be posting the parade route on October 28, 2025, and help is needed if anyone has time.

Councilman Stroup announced the Central Susquehanna Riverboat Society is going to be having a fundraiser at Front Street Station on Sunday, October 12, 2025. It will be \$15 for six hours of music.

Mayor Berard raised a concern regarding elevated water usage at King Street Park. Mr. David Johnston, Street Supervisor, will investigate the issue and report the findings to Manager Martsolf.

Manager Martsolf stated Public Announcements will be at the beginning of council meetings, and information should be given to him prior to the meetings so Councilman Ruane can announce them. During Public Comment, individuals should rise, approach the podium, and state their name and address before speaking.

Manager Martsolf stated "on a professional/personal standpoint, I've met all of council. You guys have been supportive, you're all very kind, you work good as a group. I want to thank the staff, Bekah and the three gentlemen in the back. You guys have all been extremely welcoming to the community, and everything I've asked you all have stepped up to the plate and helped deliver. So, I just want to say thank you to everyone for the warm welcome."

The Fire Police will be posting for the Halloween Parade on October 28, 2025, at approximately 9:15 AM. It does take hours. If anyone has time, and would like to help, please bring a hammer, they need all the help they can get.

Executive Session

Council adjourned for an executive session regarding personnel at 7:00 PM. Council resumed at 7:12 PM. Councilman Wetzel made a motion, seconded by Councilman Stroup and unanimously approved to accept the resignation of Mr. Todd Snyder.

Adjournment

A motion was made by Councilman Wetzel and seconded by Councilman Stroup and passed unanimously to adjourn at 7:14 PM.

Respectfully submitted,

Rebekah Kline
Assistant Secretary/Assistant Treasurer

DATE	DESCRIPTION	FINANCIAL ACCOUNT	AMOUNT	
GENERAL FUND				
Amazon				
10/24/2025	Projector, mount	409.CC.220 Operating Supplies	221.49	
10/24/2025	File stickers, Pens, Printer Ink, Paper	410.D.210 Supplies	380.05	
10/24/2025	Minute Book, Printer Ink, Refill Ink	406.210 Office Supplies	\$ 328.10	
				\$ 929.64
Association of Mayors				
10/15/2025	Mayor Membership Dues	406.420 Dues/Subscriptions	\$ 60.00	
				\$ 60.00
AT&T FirstNet				
9/30/2025	Streets 1639	430.D.320 Telephone	\$ 43.49	
9/30/2025	WW 0210	130.083 WW Receivable	\$ 37.73	
9/30/2025	Streets 6037	430.D.320 Telephone	\$ 37.73	
9/30/2025	WW 1972	130.083 WW Receivable	\$ 37.73	
9/30/2025	PD 6318	410.D.321 Telephone	\$ 48.55	
9/30/2025	PD 6368	410.D.321 Telephone	\$ 48.55	
9/30/2025	WW 3173	130.083 WW Receivable	\$ 37.73	
9/30/2025	WW 7737	130.083 WW Receivable	\$ 37.73	
9/30/2025	WWTP 5748	130.083 WW Receivable	\$ 25.49	
				\$ 354.73
Bloom, Bryan				
10/10/2025	SCDU Reimbursement from 7/11/2025 deduction	130.083 WW Receivable	\$ 116.94	
				\$ 116.94
Bradco Supply Company				
10/10/2025	Magnetic Decals for Trucks	437.375 Vehicle M/R	\$ 230.00	
				\$ 230.00

Buffalo Valley Fencing

10/17/2025 Railing Repair at 2CC	409.373 Building Repair Fund	\$	950.00
----------------------------------	------------------------------	----	--------

\$	950.00
----	--------

Capital Blue Cross

10/15/2025 Health Insurance	410.B.196 Health Insurance	\$	31,406.92
-----------------------------	----------------------------	----	-----------

\$	31,406.92
----	-----------

Clifford Kriner

10/14/2025 Medical Reimbursement	410.B.196 Health Insurance	\$	110.00
----------------------------------	----------------------------	----	--------

10/21/2025 Medical Reimbursement	410.B.196 Health Insurance	\$	110.00
----------------------------------	----------------------------	----	--------

10/21/2025 October Cell Reimbursement	410.B.325 Mobile Reimb	\$	30.00
---------------------------------------	------------------------	----	-------

\$	250.00
----	--------

Cole's Hardware

10/14/2025 Adhesive for PD Accreditation	430.D.220 Supplies	\$	10.44
--	--------------------	----	-------

10/16/2025 Paper Towels	430.D.220 Supplies	\$	30.38
-------------------------	--------------------	----	-------

10/21/2025 Air Filters	430.D.220 Supplies	\$	16.14
------------------------	--------------------	----	-------

\$	56.96
----	-------

Compu-Gen Technologies

6/17/2025 June Data Protection	410.D.450 Contracted Services	\$	251.00
--------------------------------	-------------------------------	----	--------

8/6/2025 Remote Support - PD	410.D.450 Contracted Services	\$	149.00
------------------------------	-------------------------------	----	--------

8/19/2025 September Data Protection	410.D.450 Contracted Services	\$	251.00
-------------------------------------	-------------------------------	----	--------

9/9/2025 Remote Support - PD	410.D.450 Contracted Services	\$	186.25
------------------------------	-------------------------------	----	--------

9/12/2025 Remote Support - PD	410.D.450 Contracted Services	\$	37.25
-------------------------------	-------------------------------	----	-------

9/16/2025 October Data Protection	410.D.450 Contracted Services	\$	251.00
-----------------------------------	-------------------------------	----	--------

10/21/2025 Data Protection - November	410.D.450 Contracted Services	\$	251.00
---------------------------------------	-------------------------------	----	--------

\$	1,376.50
----	----------

Craig Harter

10/31/2025		October Cell Reimbursement	430.B.324 Mobile Reimb	\$	30.00	\$ 30.00
Daily Item						
10/14/2025		Zoning Hearing Notice - 309 Water St	406.341 Advertising	\$	280.20	\$ 280.20
Dan's Disposal Co						
10/26/2025		October Refuse	406.367 Refuse	\$	160.00	\$ 160.00
David Johnston						
10/27/2025		Prescription Reimbursement	430.B.196 Health Insurance	\$	13.72	\$ 43.72
10/31/2025		October Cell Reimbursement	430.B.324 Mobile Reimb	\$	30.00	
Commonwealth of PA - DCED						
10/6/2025		2025 Q3 State Permit Fee	250.900 Pass Thru	\$	67.50	\$ 67.50
Dust Butlers, Inc						
10/6/2025		September Cleaning	409.CC.440 Contracted Cleaning	\$	500.00	\$ 500.00
Edward Cope						
10/31/2025		October Cell Reimbursement	410.B.325 Mobile Reimb	\$	30.00	\$ 30.00
EMC Insurance						
10/24/2025		Snyder - Linebacker	486.350 Line Backer	\$	5,000.00	\$ 19,043.61
10/21/2025		Insurance	Split	\$	14,043.61	

I. Ray Zimmerman

10/10/2025 PKP Maintenance	454.PK.500 Ballfield Expenses	\$	1,181.97
----------------------------	-------------------------------	----	----------

\$	1,181.97
----	----------

Keaton Zarr

10/31/2025 October Cell Reimbursement	410.B.325 Mobile Reimb	\$	30.00
---------------------------------------	------------------------	----	-------

10/20/2025 Medical Reimbursement	410.B.196 Health Insurance	\$	10.00
----------------------------------	----------------------------	----	-------

\$	40.00
----	-------

Keystone Municipal Solutions

10/9/2025 Interim Borough Manage Services	406.450 Contracted Services	\$	12,677.07
---	-----------------------------	----	-----------

\$	12,677.07
----	-----------

Lucas Martsof

10/8/2025 Expense Reimbursement	406.450 Contracted Services	\$	338.80
---------------------------------	-----------------------------	----	--------

\$	338.80
----	--------

Matthew Lauver

9/25/2025 Medical Reimbursement	410.B.196 Health Insurance	\$	279.69
---------------------------------	----------------------------	----	--------

10/31/2025 October Cell Reimbursement	410.B.325 Mobile Reimb	\$	30.00
---------------------------------------	------------------------	----	-------

\$	309.69
----	--------

Meckley's Limestone Products

9/30/2025 Madison Avenue	436.000 Storm Sewers & Drains	\$	142.90
--------------------------	-------------------------------	----	--------

\$	142.90
----	--------

Michael Vognetz

10/31/2025 October Cell Reimbursement	410.B.325 Mobile Reimb	\$	30.00
---------------------------------------	------------------------	----	-------

\$	30.00
----	-------

NAPA

10/23/2025 Oil, Oil Filter, Fuel Filter for Leaf Vac	437.374 Equipment M/R	\$	187.06	
				\$ 187.06

NorthEast Inspection Consultants				
9/30/2025 Building Permits	413.455 Building Insp	\$	112.00	
9/30/2025 Zoning Retainer, Zoning Overage, Rental Inspections	Split	\$	1,525.00	
				\$ 1,637.00

NBSD				
10/14/2025 Reimbursement for use of Credit Card - SolaDrive/Odoo	406.450 Contracted Services	\$	60.50	
				\$ 60.50

PA American Water				
10/2/2025 Hydrants September	411.H.380 Hydrant Rental	\$	1,851.66	
10/14/2025 PKP Ballfield	454.PB.366 Water	\$	21.26	
10/15/2025 KSP	434.KS.369 Water	\$	36.49	
10/15/2025 2CC	409.CC.366 Water	\$	55.54	
10/16/2025 Garage	409.G.366 Water	\$	28.87	
10/15/2025 Little House	409.LH.366 Water	\$	21.16	
10/14/2025 Ambulance Building	409.FP.336 Water	\$	44.10	
				\$ 2,059.08

Postmaster				
10/21/2025 Stamps	489.999 Misc Expenses	\$	468.00	
				\$ 468.00

PenSoft				
10/6/2025 Payroll Software	406.450 Contracted Services	\$	72.00	
				\$ 72.00

PSAB				
------	--	--	--	--

10/15/2025 Dues - Borough Membership	406.420 Dues/Subscriptions	\$	515.00	
10/15/2025 Dues - Councils Association	406.420 Dues/Subscriptions	\$	30.00	
				\$ 545.00

PPL				
10/1/2025 Street Lights - September	434.361 SL Electricity	\$	4,385.04	
10/6/2025 PKP Ballfield Lights - September	454.PB.361 Electricity	\$	533.94	
10/7/2025 2CC - September	434.361 SL Electricity	\$	350.97	
10/9/2025 Little House - September	409.LH.361 Electricity	\$	67.26	
10/9/2025 Downtown Street Lights Sept/Oct	434.361 SL Electricity	\$	72.92	
10/9/2025 FPB Sept/Oct	409.FP.361 Electricity	\$	104.09	
10/9/2025 KSP September	454.KS.371 KSP Electric	\$	44.82	
10/9/2025 King St Traffic Light September	433.360 Electricity	\$	39.03	
10/9/2025 Duke & Water TS September	433.360 Electricity	\$	58.00	
10/16/2025 Ambulance Building	433.360 Electricity	\$	28.45	
10/20/2025 Garage Sept/Oct	409.G.361 Electricity	\$	114.95	
10/20/2025 Pool Building Sept/Oct	409.PB.361 Electricity	\$	26.57	
				\$ 5,826.04

Preferred Portables				
10/29/20252	Porta Potties	Split	\$	210.00
				\$ 210.00

Rabolds				
10/20/2025	Speed Certification	410.D.450 Contracte Services	\$	70.00
				\$ 70.00

Rachel Shear				
10/31/2025	October Cell Reimbursement	410.B.325 Mobile Reimb	\$	30.00
				\$ 30.00

Rebekah Kline				
---------------	--	--	--	--

10/31/2025	October Cell Reimbursement	405.324 Mobile Reimb	\$	30.00	\$ 30.00
Rogers Uniforms					
9/15/2025	2 new shirts for Lauver	410.D.238 Uniforms, Equipment	\$	110.00	\$ 110.00
Sam's Club					
10/30/2025	Cleaning Supplies	209.CC.220 Operating Expenses	\$	105.15	\$ 105.15
Stacy Hommel					
10/7/2025	PD Deductible Reimbursement	410.B.196 Health Insurance	\$	246.11	\$ 1,064.34
10/21/2025	Medical Reimbursement	410.B.196 Health Insurance	\$	388.23	
10/28/2025	Medical Reimbursement	410.B.196 Health Insurance	\$	400.00	
10/31/2025	October Cell Reimbursement	410.B.325 Mobile Reimb	\$	30.00	
SolaDrive					
10/20/2025	Odoo Monthly Bill	406.450 Contracted Services	\$	55.00	\$ 55.00
Stephenson Equipment					
9/30/2025	Sweeper Maintenance - Broom	437.374 Equipment M/R	\$	1,493.16	\$ 1,493.16
Sunbury Motor Company					
10/3/2025	18 F550 Full Service, Brake Check	437.375 Vehicle M/R	\$	3,469.50	\$ 3,998.49
9/29/2025	2015 Ford F550 Inspection	437.375 Vehicle M/R	\$	118.07	
10/16/2025	Freightliner Battery	437.374 Equipment M/R	\$	410.92	

Sunbury Municipal Authority				
10/15/2025	Refuse	406.367 Refuse	\$	126.49
10/15/2025	Refuse	406.367 Refuse		354.58
10/15/2025	Refuse	406.367 Refuse	\$	114.54
				\$ 595.61
Surplus Outlet				
10/1/2025	Water	430.D.220 Supplies	\$	17.94
				\$ 17.94
Teamsters Local Union 764				
10/14/2025	Dues October	218.020 Dues Teamsters	\$	110.00
				\$ 110.00
Tulpehocken Mountain Spring Water				
10/15/2025	PD Water	410.D.450 Contracted Services	\$	11.22
				\$ 11.22
Ultimate Express Car Wash				
10/1/2025	Car was for PD cars	410.D.330 Car Wash	\$	38.70
				\$ 38.70
UGI				
10/20/2025	Garage Sept/Oct	409.G.362 Natural Gas	\$	28.72
10/20/2025	Little House Sept/Oct	409.LH.362 Natural Gas	\$	28.72
10/20/2025	FPB Sept/Oct	409.FP.362 Natural Gas	\$	30.86
10/20/2025	2CC Sept/Oct	409.CC.362 Natural Gas	\$	28.72
				\$ 117.02
Washington National				
10/1/2025	October 2025	223.002 Washington National	\$	240.70
				\$ 240.70

Weaver's Equipment Sales				
4/30/2025	Excavator Rental	437.384 Rental of Equipment	\$	3,903.62
9/30/2025	Roller & Loader Rental	437.384 Rental of Equipment	\$	1,828.75
10/24/2025	Excavator Rental	437.384 Rental of Equipment	\$	662.50
				\$ 6,394.87
Weavers Tire Service				
10/10/2025	Mower Tires	437.374 Equipment M/R	\$	365.72
	CREDIT ON ACCOUNT	437.374 Equipment M/R	\$	(140.74)
				\$ 224.98
Witmer Public Safety Group				
12/19/2024	Rigging, Clutch, Swivel Pulley, Rope Grab - UNPAID FROM 2 411.E.700 Capital Purchases		\$	3,311.00
				\$ 3,311.00
Your Building Centers				
9/5/2025	2x8x16 for Trailer	437.374 Equipment M/R	\$	222.36
				\$ 222.36
Zito Business				
12/1/2024	VOIP December 2023	Split	\$	454.55
10/1/2025	VOIP October 2025	Split	\$	472.11
				\$ 926.66
TOTAL GENERAL FUND				\$ 100,839.03

PARKING METER FUND

Motorola			
10/1/2025	Batteries for new cameras	410.D.700 Capital Purchases	\$ 577.50
			\$ 577.50

Moyer Electronic Supply			
10/7/2025	New Batteries for Meters	489.00 Misc Expenses	\$ 65.47
			\$ 65.47

Safety c/o T2 Systems			
10/22/2025	New License for 2026 for tickets	489.00 Misc Expenses	\$ 3,250.44
			\$ 3,250.44

TOTAL PARKING METER FUND	\$ 3,893.41
--------------------------	-------------

Parks & Recreation

George Ely Associates, Inc			
10/27/2025	Crawl Tube Replacement for 2CC Playground	453.000 2nd Street Playground	\$ 5,306.00
			\$ 5,306.00

TOTAL PARKS & RECREATION	\$ 5,306.00
--------------------------	-------------

Northumberland Borough Sewer Department

Transaction List by Vendor

October 7 - 31, 2025

10:18 AM

10/29/2025

	Type	Date	Num	Memo	Split	Amount
Adams Sewer & Drain LLC	Bill	10/14/2025	8028	manhole work at 263 Honey Locust Ln	429.310 · Professional Services	-2,258.00
American Water	Bill	10/10/2025	4000314410	disconnect/reconnect charges	405.391 · Bill Collection	-210.00
Borough of Northumberland	Bill	10/05/2025		paydate 10/10/25	-SPLIT-	-4,804.63
	Bill	10/08/2025		reimburse boro for Bloom refund of excess child support	391.000 · Refunds & Rebates	-116.94
	Bill	10/09/2025		reimburse Boro for 1/2 of Keystone Municipal Solutions bill	429.310 · Professional Services	-6,338.54
	Bill	10/12/2025		paydate 10/17/25	-SPLIT-	-4,872.58
	Bill	10/15/2025		AT&T FirstNet-October 25 reimbursement	405.321 · Telephone/ Internet	-138.68
	Bill	10/19/2025		paydate 10/24/25	-SPLIT-	-4,979.77
	Bill	10/26/2025		paydate 10/31/25	-SPLIT-	-4,559.51
	Bill	10/26/2025		reimburse boro for Bloom and Pehowic medical stipend	-SPLIT-	-1,317.62
Bryan R. Bloom	Bill	10/16/2025		cell phone November	429.324 · Cell Phone Reimbursement	-30.00
Buckman's Inc.	Bill	10/07/2025	899490	176 gallons of Hypochlorite Solution	429.222 · Chemicals	-678.44
	Bill	10/23/2025	900245	225 gallons of Hypochlorite Solution	429.222 · Chemicals	-859.25
Central Penn Bank & Trust	Bill	10/08/2025		144 bills collected @ \$.15 ea	405.391 · Bill Collection	-21.60
Cole's Hardware	Bill	10/21/2025		tap and die set	429.220 · Materials & Supplies	-56.99
Cues	Bill	10/09/2025	PO 2514	Coiler Assembly, Lat Push System parts and repair	429.374 · Equipment Service	-1,849.78
Deihl Vault & Precast, Inc	Bill	10/14/2025	26334	risers and seals for 263 Honey Locust Ln manhole	429.220 · Materials & Supplies	-397.00
Excelsior Blower Systems	Bill	09/22/2025	922171-IN	preventative maintenance service and supplies	429.220 · Materials & Supplies	-3,106.73
Hometown Disposal	Bill	09/30/2025	6705496	sludge removal	429.365 · Sludge Disposal	-543.52
	Bill	10/01/2025	6688709	dumpster charge	:429.367 · Refuse	-125.91
Jason Alexander	Bill	10/16/2025		cell phone November	429.324 · Cell Phone Reimbursement	-30.00
Jeremy Deitrick	Bill	10/16/2025		copay reimbursement	487.100 · Health Insurance	-10.00
	Bill	10/16/2025		cell phone November	429.324 · Cell Phone Reimbursement	-30.00
	Bill	10/27/2025		medical deductible	405.198 · Other Benefits	-175.00
Kratzer Oil	Bill	09/30/2025	265733, 43,44	gas and dyed diesel	-SPLIT-	-261.62
Lycoming County Resource Management	Bill	10/09/2025	2475209	15.45 tons of sludge removed	429.365 · Sludge Disposal	-618.00
McNerney, Page, Vanderlin & Hall						

	Type	Date	Num	Memo	Split	Amount
Pace Analytical Services, LLC	Bill	10/20/2025	169460	Fulkroad	400.314 · Legal Services	-508.50
	Bill	10/07/2025	2530637685	samples taken 9 /24/25	429.316 · Laboratory Fees	-324.20
	Bill	10/07/2025	2530637693	samples taken 9/25/25	429.316 · Laboratory Fees	-324.20
	Bill	10/13/2025	2530638764	samples taken 10/01/2025	429.316 · Laboratory Fees	-324.20
	Bill	10/16/2025	2530639705	samples taken 10/02/25	429.316 · Laboratory Fees	-324.20
	Bill	10/21/2025	2530640567	samples taken 10/8/25	429.316 · Laboratory Fees	-366.70
	Bill	10/27/2025	2530641728	samples taken 10/9/25	429.316 · Laboratory Fees	-324.20
PAWC						
	Bill	10/15/2025	1024-210036994468	QSPS	429.366 · Utility - Water	-144.83
PenTeleData						
	Bill	10/10/2025	B4778681	Telephone/ Internet	405.321 · Telephone/ Internet	-492.59
PennVest						
	ACH	10/01/2025		October payment	-SPLIT-	-66,919.69
PPL Electric Utilities						
	Bill	10/07/2025	92030-56016	Emmanuel	429.361 · Utility - Electric	-31.19
	Bill	10/09/2025	88777-44000	Plant	429.361 · Utility - Electric	-7,908.57
	Bill	10/20/2025	98926-12000	QSPS	429.361 · Utility - Electric	-926.96
	Bill	10/28/2025	25730-48005	Resilite	429.361 · Utility - Electric	-34.58
Quality Print Shop						
	Bill	10/21/2025		fold change in vendor letter	405.391 · Bill Collection	-60.00
Quill Corporation						
	Bill	10/17/2025	46223122	Office supplies	405.210 · Office Supplies	-203.45
Sunbury Motors						
	Bill	10/27/2025	7015881	2024 Ram Truck 2500 inspection and oil change	429.231 · Vehicle - Gas	-170.98
	Bill	10/28/2025	7015969	2016 Ford F-250 inspection and oil change	429.455 · Vehicle Expenses	-118.31
	Bill	10/29/2025	7015998	2015 Ford F-250 inspection and oil change	429.455 · Vehicle Expenses	-118.31
TOPP Business Solutions						
	Bill	10/08/2025	513784-PO 2533	replace printer	405.210 · Office Supplies	-1,670.00
University Joint Authority						
	Bill	10/28/2025		phosphorus credits	429.800 · Nutrient Credits	-5,800.00
USA Blue Book						
	Bill	10/22/2025	864569 PO #2535	cable ties and glass filters	429.225 · Laboratory Testing Supplies	-453.47
Verizon Wireless						
	Bill	10/18/2025	6126346100	telephone/internet	405.321 · Telephone/ Internet	-103.59
Visa						
	Bill	10/19/2025	6654	postage, socket set and machine drill bit set	-SPLIT-	-196.41
William E. Pehowic						
	Bill	10/16/2025		cell phone November	429.324 · Cell Phone Reimbursement	-30.00
GRAND TOTAL						-126,269.24

STAFF REPORTS

Monthly Report

TO: Council Members

FROM: Borough Administrative Assistant, Rebekah Kline

DATE: October 30, 2025

SUBJECT: Monthly Report

Dear Council,

Administrative Duties

Assisted Interim Borough Manager while he was working off site, and with completion of new committee meeting agendas and materials. Attended 2 committee meetings, and submitted advertisements for zoning board hearings and distributed meeting materials. Compiled information for the Borough Council meeting materials. Scheduled and prepared the Little House for 3 rentals. Assisted Ed Zack from Susquehanna Accounting and Consulting Services with the 2026 preliminary budget. Worked with the Street Supervisor to schedule electrical work for the Ambulance Building. Met with homeowner, contractor and Street Supervisor on a concern regarding the drainage issue on Madson Ave.

Floodplain Management

Met with a representative from PEMA regarding Northumberland Borough's floodplain audit. Met with the Central Susquehanna Riverboat Society to review required documents for their floodplain permit application.

Financial Information

Prepared checks for bill payments. Prepared the 2025 quarter 3 payroll taxes, discovered and paid unpaid unemployment taxes from earlier this year resulting in a fine for late payment. Was made aware of an unpaid invoice from July for a Federal Surplus purchase and paid off the account.

Conclusion

Even though we are short staffed, the borough office is still holding strong. Past due balances are being addressed, payments are being made, people are being served with a smile and respect, concerns and questions are being answered to the best of our ability.

Sincerely,
Administrative Assistant
Rebekah Kline

**Borough of Northumberland
Bank Balances**

2022 Bank Balances												
	January	February	March	April	May	June	July	August	September	October	November	December
General Fund					\$ 657,279.25	\$ 551,771.97	\$ 512,742.17	\$ 494,580.39	\$ 545,492.55	\$ 452,810.13	\$ 379,246.77	\$ 342,221.28
Liquid Fuels					\$ 178,543.83	\$ 178,655.15	\$ 178,864.67	\$ 179,176.10	\$ 178,196.02	\$ 178,633.07	\$ 121,402.23	\$ 121,799.78
Parking Meter Fund					\$ 2,451.63	\$ 2,513.19	\$ 2,866.36	\$ 3,031.57	\$ 5,037.39	\$ 5,169.99	\$ 6,082.02	\$ 6,297.55
Parks & Recreation					\$ 58,536.50	\$ 63,945.45	\$ 64,350.36	\$ 64,633.18	\$ 64,754.82	\$ 64,923.66	\$ 65,113.70	\$ 65,326.92
River Valley Training Center					\$ 1,981.75	\$ 1,982.99	\$ 1,985.32	\$ 1,998.78	\$ 1,992.52	\$ 1,997.41	\$ 2,003.26	\$ 2,009.82
ARP (Rescue Plan)							\$ 1,199,390.50	\$ 1,201,478.82	\$ 1,393,339.55	\$ 1,396,756.90	\$ 1,400,845.46	\$ 1,405,432.71
General Contingency					\$ 362,523.97	\$ 362,750.01	\$ 174,306.94	\$ 174,610.43	\$ 174,939.05	\$ 175,368.11	\$ 175,881.44	\$ 176,457.39
Debit Card Account					\$ 1,754.10	\$ 5,532.39	\$ 4,849.62	\$ 3,231.61	\$ 2,219.16	\$ 878.66	\$ 1,572.65	\$ 1,066.20
Adams Insurance Escrow					\$ 6,704.16	\$ 6,708.34	\$ 6,716.21	\$ 6,727.90	\$ 6,740.56	\$ 6,757.09	\$ 6,776.87	\$ 6,799.06
Shade Tree Fund					\$ 3,428.60	\$ 3,430.74	\$ 3,434.76	\$ 3,440.74	\$ 3,447.22	\$ 5,959.95	\$ 5,977.40	\$ 5,721.64
Sewer - Checking					\$ 1,298,961.74	\$ 1,286,278.90	\$ 1,178,746.84	\$ 1,168,743.41	\$ 1,148,540.30	\$ 1,207,997.72	\$ 1,278,967.22	\$ 1,212,395.13
Sewer - Money Market					\$ 339,879.07	\$ 340,090.99	\$ 340,489.83	\$ 341,082.67	\$ 341,724.60	\$ 342,562.72	\$ 343,565.46	\$ 344,690.51
Sewer - PennVest					\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94
Sewer - Tap-On Fees					\$ 8,300.06	\$ 9,935.87	\$ 9,947.52	\$ 9,964.84	\$ 9,983.59	\$ 10,008.08	\$ 10,037.38	\$ 10,070.25
Total	\$ -	\$ -	\$ -	\$ -	\$ 2,993,288.60	\$ 2,886,539.93	\$ 3,751,635.04	\$ 3,725,644.38	\$ 3,949,351.27	\$ 3,922,767.43	\$ 3,870,415.80	\$ 3,773,232.18

2023 Bank Balances												
	January	February	March	April	May	June	July	August	September	October	November	December
General Fund	\$ 259,537.92	\$ 68,797.77	\$ 149,817.98	\$ 205,051.28	\$ 651,696.46	\$ 587,403.45	\$ 592,930.67	\$ 551,319.21	\$ 566,210.76	\$ 490,186.99	\$ 349,302.61	\$ 251,147.15
Liquid Fuels	\$ 122,214.11	\$ 122,620.57	\$ 249,034.01	\$ 257,256.81	\$ 250,999.69	\$ 251,329.77	\$ 250,306.22	\$ 250,943.99	\$ 251,542.13	\$ 182,002.81	\$ 182,282.33	\$ 182,716.81
Parking Meter Fund	\$ 7,492.36	\$ 8,776.76	\$ 11,167.76	\$ 14,043.98	\$ 16,831.76	\$ 21,431.14	\$ 25,305.75	\$ 27,108.39	\$ 29,438.19	\$ 31,063.17	\$ 33,212.50	\$ 35,172.10
Parks & Recreation	\$ 65,549.14	\$ 65,817.24	\$ 66,195.63	\$ 66,408.99	\$ 66,578.20	\$ 63,737.04	\$ 64,174.21	\$ 65,791.63	\$ 65,948.45	\$ 66,121.90	\$ 66,284.94	\$ 66,442.93
River Valley Training Center	\$ 2,016.66	\$ 2,023.37	\$ 2,028.53	\$ 2,033.53	\$ 2,038.71	\$ 2,043.74	\$ 2,048.95	\$ 2,054.17	\$ 2,059.07	\$ 2,064.49	\$ 2,069.58	\$ 2,074.51
ARP (Rescue Plan)	\$ 1,410,213.57	\$ 1,414,903.67	\$ 1,418,508.77	\$ 1,422,006.46	\$ 1,417,599.67	\$ 1,421,095.12	\$ 1,424,718.30	\$ 1,428,348.40	\$ 1,431,752.96	\$ 1,435,518.67	\$ 1,439,058.31	\$ 1,423,906.87
General Contingency	\$ 177,057.64	\$ 177,646.50	\$ 178,099.13	\$ 174,349.38	\$ 174,793.61	\$ 170,367.71	\$ 170,802.08	\$ 171,237.27	\$ 171,645.42	\$ 172,096.87	\$ 172,521.22	\$ 172,932.43
Debit Card Account	\$ 1,203.86	\$ 775.48	\$ 2,093.88	\$ 1,465.14	\$ 906.45	\$ 1,995.38	\$ 1,001.77	\$ 2,047.02	\$ 1,065.84	\$ 185.72	\$ 698.27	\$ 357.11
Adams Insurance Escrow	\$ 6,822.19	\$ 6,844.88	\$ 6,862.32	\$ 6,879.24	\$ 6,896.77	\$ 6,913.78	\$ 6,931.41	\$ 6,949.07	\$ 6,965.63	\$ 6,983.95	\$ 7,001.17	\$ 7,017.86
Shade Tree Fund	\$ 5,741.10	\$ 5,760.19	\$ 5,774.87	\$ 5,789.11	\$ 5,803.86	\$ 7,826.70	\$ 7,846.65	\$ 7,826.08	\$ 7,844.73	\$ 7,865.36	\$ 7,884.75	\$ 5,602.13
Sewer - Checking	\$ 1,121,061.49	\$ 1,136,657.73	\$ 1,098,500.19	\$ 902,614.79	\$ 966,817.35	\$ 1,369,739.08	\$ 1,436,952.42	\$ 1,517,025.87	\$ 1,505,404.76	\$ 1,397,278.02	\$ 1,429,019.62	\$ 1,563,616.45
Sewer - Money Market	\$ 345,863.04	\$ 347,013.31	\$ 347,897.48	\$ 348,753.30	\$ 349,641.90	\$ 350,504.03	\$ 351,397.67	\$ 352,293.01	\$ 353,132.72	\$ 354,061.51	\$ 354,934.54	\$ 355,780.55
Sewer - PennVest	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94
Sewer - Tap-On Fees	\$ 10,104.51	\$ 10,138.12	\$ 10,163.95	\$ 10,189.01	\$ 10,214.97	\$ 10,240.16	\$ 11,895.73	\$ 11,926.04	\$ 11,954.47	\$ 11,985.91	\$ 12,015.46	\$ 12,044.10
Total	\$ 3,607,821.53	\$ 3,440,719.53	\$ 3,619,088.44	\$ 3,489,784.96	\$ 3,993,763.34	\$ 4,337,571.04	\$ 4,419,255.77	\$ 4,467,814.09	\$ 4,477,909.07	\$ 4,230,359.31	\$ 4,129,229.24	\$ 4,151,754.94

2024 Bank Balances												
	January	February	March	April	May	June	July	August	September	October	November	December
General Fund	\$ 156,249.02	\$ 67,566.35	\$ 173,676.37	\$ 152,262.22	\$ 516,468.14	\$ 487,945.22	\$ 404,274.77	\$ 281,583.94	\$ 380,089.96	\$ 78,947.94	\$ 81,308.03	\$ 349,941.11
Liquid Fuels	\$ 183,211.13	\$ 181,970.55	\$ 189,216.86	\$ 309,697.11	\$ 310,314.83	\$ 311,027.03	\$ 311,868.33	\$ 312,635.22	\$ 215,083.77	\$ 215,044.46	\$ 215,555.63	\$ 216,121.02
Parking Meter Fund	\$ 38,392.96	\$ 41,120.73	\$ 43,295.16	\$ 48,512.79	\$ 38,340.71	\$ 40,196.25	\$ 34,610.85	\$ 36,665.27	\$ 38,340.55	\$ 39,189.13	\$ 44,822.00	\$ 47,856.03
Parks & Recreation	\$ 66,622.68	\$ 66,781.05	\$ 66,940.79	\$ 67,116.37	\$ 67,286.91	\$ 60,183.80	\$ 63,145.64	\$ 61,797.23	\$ 62,955.98	\$ 61,363.67	\$ 63,109.99	\$ 63,275.52
River Valley Training Center	\$ 2,080.12	\$ 2,085.06	\$ 2,091.02	\$ 2,096.50	\$ 2,101.83	\$ 2,106.65	\$ 2,112.35	\$ 2,117.54	\$ 2,122.92	\$ 2,128.31	\$ 2,133.37	\$ 2,138.97
ARP (Rescue Plan)	\$ 1,427,759.06	\$ 1,431,152.91	\$ 1,380,278.94	\$ 1,382,365.46	\$ 1,592,706.48	\$ 1,523,952.51	\$ 1,528,074.68	\$ 1,429,313.91	\$ 1,432,945.77	\$ 798,440.10	\$ 786,408.07	\$ 605,664.29
Community Cats Program						\$ 51.03	\$ 102.26	\$ 102.51	\$ 102.77	\$ 303.29	\$ 354.06	\$ 354.99
General Contingency	\$ 173,400.28	\$ 173,812.46	\$ 174,225.62	\$ 174,682.61	\$ 175,126.48	\$ 170,620.58	\$ 171,082.09	\$ 171,502.78	\$ 124,905.81	\$ 125,223.19	\$ 125,520.85	\$ 85,797.63
Debit Card Account	\$ 1,496.64	\$ 419.40	\$ 1,843.32	\$ 1,688.57	\$ 983.81	\$ 1,029.56	\$ 2,280.62	\$ 1,485.87	\$ 1,156.88	\$ 458.37	\$ 1,784.26	\$ 885.53
Adams Insurance Escrow	\$ 7,036.85	\$ 7,053.58	\$ 7,071.35	\$ 7,089.90	\$ 7,107.92	\$ 7,124.23	\$ 7,143.50	\$ 7,161.07	\$ 7,179.27	\$ 7,197.51	\$ 7,214.62	\$ 7,233.54
Shade Tree Fund	\$ 5,617.29	\$ 5,630.64	\$ 5,644.02	\$ 5,658.82	\$ 5,673.20	\$ 5,984.18	\$ 6,000.37	\$ 6,015.13	\$ 6,030.41	\$ 6,045.73	\$ 6,060.10	\$ 6,076.00
Sewer - Checking	\$ 1,478,166.94	\$ 1,492,691.55	\$ 1,257,887.44	\$ 1,059,547.80	\$ 1,314,478.61	\$ 468,944.73	\$ 372,251.06	\$ 421,964.45	\$ 382,902.26	\$ 510,873.66	\$ 627,781.55	\$ 611,077.88
Sewer - Money Market	\$ 356,743.07	\$ 357,591.07	\$ 358,441.08	\$ 359,381.25	\$ 360,294.43	\$ 1,062,555.76	\$ 1,065,429.89	\$ 1,068,049.80	\$ 1,070,763.70	\$ 1,073,484.49	\$ 1,076,036.22	\$ 1,078,858.61
Sewer - PennVest	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94
Sewer - Tap-On Fees	\$ 12,076.68	\$ 12,105.39	\$ 12,134.17	\$ 12,166.00	\$ 12,196.91	\$ 12,224.90	\$ 12,257.97	\$ 12,319.33	\$ 12,350.63	\$ 14,012.13	\$ 14,012.13	\$ 14,048.88
Total	\$ 3,981,796.66	\$ 3,912,924.68	\$ 3,745,690.08	\$ 3,655,209.34	\$ 4,476,024.20	\$ 4,226,890.37	\$ 4,053,578.32	\$ 3,885,657.99	\$ 3,809,874.62	\$ 3,005,655.92	\$ 3,125,044.82	\$ 3,162,273.94
2025 Bank Balances												
	January	February	March	April	May	June	July	August	September	October as of 10/30	November	December
General Fund	\$ 224,544.65	\$ 208,839.99	\$ 151,800.74	\$ 87,578.10	\$ 61,135.81	\$ 190,459.67	\$ 129,826.48	\$ 88,938.24	\$ 382,456.20	\$ 367,196.06		
Liquid Fuels	\$ 216,671.68	\$ 217,170.32	\$ 219,951.82	\$ 219,530.90	\$ 218,754.37	\$ 219,311.74	\$ 219,870.53	\$ 215,936.23	\$ 213,440.73	\$ 100,448.35		
Parking Meter Fund	\$ 66,749.85	\$ 68,770.41	\$ 72,193.61	\$ 73,602.56	\$ 72,614.59	\$ 73,140.92	\$ 33,061.70	\$ 63,470.32	\$ 65,138.47	\$ 51,496.37		
Parks & Recreation	\$ 63,436.74	\$ 63,582.73	\$ 63,744.74	\$ 63,901.92	\$ 64,011.17	\$ 52,106.82	\$ 52,180.67	\$ 52,305.05	\$ 57,749.06	\$ 55,549.06		
River Valley Training Center	\$ 2,144.42	\$ 2,149.36	\$ 2,154.84	\$ 2,160.15	\$ 2,165.48	\$ 2,171.00	\$ 2,176.53	\$ 2,181.72	\$ 2,187.46	\$ 2,187.46		
ARP (Rescue Plan)	\$ 601,479.93	\$ 602,864.16	\$ 604,400.22	\$ 279,910.44	\$ 87,407.88	\$ 86,702.23	\$ 5,049.48	\$ 3,484.96	\$ 3,378.92	\$ 3,378.92		
Community Cats Program	\$ 355.89	\$ 556.84	\$ 558.26	\$ 509.55	\$ 408.91	\$ 460.12	\$ 511.38	\$ 512.60	\$ 438.86	\$ 438.86		
General Contingency	\$ 86,016.24	\$ 86,214.20	\$ 86,433.87	\$ 86,646.99	\$ 587,805.85	\$ 347,963.85	\$ 273,723.05	\$ 274,375.49	ACCOUNT CLOSED	ACCOUNT CLOSED		
Debit Card Account	\$ 4,087.79	\$ 696.59	\$ 235.29	\$ 297.58	\$ 1,230.29	\$ 1,184.65	\$ 750.46	\$ 504.27	\$ 35.33	\$ 78.26		
Adams Insurance Escrow	\$ 7,251.97	\$ 7,268.66	\$ 7,287.18	\$ 7,305.15	\$ 7,323.16	\$ 7,341.82	\$ 7,360.53	\$ 7,378.07	\$ 7,397.48	\$ 7,397.48		
Shade Tree Fund	\$ 6,091.48	\$ 6,105.50	\$ 6,121.06	\$ 6,136.15	\$ 5,906.06	\$ 5,921.11	\$ 5,936.20	\$ 5,950.35	\$ 5,966.00	\$ 5,966.00		
Sewer - Checking	\$ 500,142.32	\$ 632,611.45	\$ 553,723.35	\$ 460,022.55	\$ 666,713.33	\$ 612,361.57	\$ 491,343.14	\$ 727,640.32	\$ 730,203.49	\$ 533,645.93		
Sewer - Money Market	\$ 1,081,607.48	\$ 1,084,096.66	\$ 1,086,858.88	\$ 1,089,538.81	\$ 1,092,225.34	\$ 1,095,008.31	\$ 1,097,798.33	\$ 1,100,415.00	\$ 1,103,309.24	\$ 1,103,309.24		
Sewer - PennVest	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94	\$ 72,943.94		
Sewer - Tap-On Fees	\$ 14,084.68	\$ 14,117.09	\$ 14,153.06	\$ 14,187.96	\$ 14,222.94	\$ 14,259.18	\$ 14,295.51	\$ 14,329.58	\$ 14,367.27	\$ 14,367.27		
Total	\$ 2,947,609.06	\$ 3,067,987.90	\$ 2,942,560.86	\$ 2,464,272.75	\$ 2,954,869.12	\$ 2,781,336.93	\$ 2,406,827.93	\$ 2,630,366.14	\$ 2,659,012.45	\$ 2,318,403.20	\$ -	\$ -

STAFF REPORTS

Monthly Report

TO: Mayor & Council Members

FROM: Chief of Police, Clifford Kriner

DATE: October 29, 2025

SUBJECT: Monthly Report

Dear Mayor & Council,

October;

Phase Two - of Accreditation -Self-Assessment

The Accreditation Manager (Stacy) has begun the internal process by conducting a self-assessment of the agency. This begins as an exercise in comparison. Stacy will compare how the current policies comply with the Program's 140 standards. When the agency has completed the self-assessment phase, it will host a mock assessment. This is a final review to ensure a smooth assessment in Phase Three, which is the final stage.

On Monday, 20 October 2025, an informal inspection of our facility was conducted, and an assessor reviewed the evidence room. The inspection was successful with no notable deficiencies.

Sincerely,

Chief of Police
Clifford Kriner

STAFF REPORTS

Monthly Report

TO: Council Members

FROM: Sewer Superintendent, Jeremy Deitrick

DATE: October 30, 2025

SUBJECT: Monthly Report

Dear Council,

*** All Data as of 10/26/25 ***

The average flow for the month of October was 0.432 MGD.

High flow for the month of October 12th was 0.717 MGD after 1.2" of rain.

Hauled 15.45 Tons of cake from belt filter press to the landfill in October.

Home Inspections were completed at 282 King, 724 Duke, 228 Queen, and 651 Queen.

Repair/Connect/Disconnect Permit – 520 Jefferson

Blockage calls – None

HAZEN – BNR Project:

- Work in progress of closeout of the PENNVEST Contract.

RETTEW

- GIS Upgrades
- CFA Small Projects Grants

LIVIC

- Liberty Hollow project is closed.

Monday, November 3, 2025

Council Meeting

BOROUGH OF NORTHUMBERLAND

The Sewer Department will purchase 580 Total Phosphorus credits, at \$10 per credit, from the University Area Joint Authority to be in compliance with our NPDES permit for the water year ending September 30th 2025.

Raised manhole in front of 263 Honey Locust.

Semiannual DEP inspection was completed on October 7th by DEP Water Quality Specialist Steve Puzio. Copy of report is attached.

Reviewed and recommended any changes to plant insurance policy with EMS/Pfeiffer Naginey Insurance with Jean Smith. Also renewed environmental insurance policy for 2026.

Annual PennDOT inspection of Sewer Department vehicles has been completed. (Still underway as this report is created)

The 2026 Sewer Department budget is tentatively completed. Copies of the budget, attached, were passed along to Rebekah Kline & Lucas Martsolf. Note that there is an increase in the 2026 Budget related to the increase in budget that it is related to the expiration of the electric utility contract 1/27. The decision was made to "step" an increase this year, to offset whatever that presumed larger cost increase for 2027's budget. Doing so, the Sewer Department will ask for a \$10 per quarter increase (from \$90 to \$100, raising the average sewer invoice to \$158.08 quarterly) on the flat component of the sewer bills either in December or January, whenever Council decides to change/address any rate/fee schedule increases.

Sincerely,



Sewer Superintendent
Jeremy Deitrick

LEGEND

BC BORO COLLECTION

FLOW

NORRY 0.5482
POINT 0.4183
AUGUSTA 0.0335

FIXED JOINT

NORRY 0.5
POINT 0.5

202 Northumberland Borough Sewer Department
Expense Only Budget

October 27, 2025

	2026 BUDGET	COST TYPE	BORO COLLECTION	SHARED COSTS		
				NORRY	POINT TWP	UPPER AUGUSTA
400.000 · Administrative						
400.311 · Auditors	10,000.00	FLOW	0.00	5,482.00	4,183.00	335.00
400.314 · Legal Services	15,000.00	BC/FLOW	8,000.00	3,837.40	2,928.10	234.50
400.341 Advertising	500.00	BC/FLOW	500.00	0.00	0.00	0.00
Total 400.000 · Administrative	25,500.00		8,500.00	9,319.40	7,111.10	569.50
405.000 · Secretary / Clerk Expenses						
405.1 · Personal Services - Reg Comp						
405.115 · Part-time Staff	22,915.44	BC/FLOW	20,165.59	1,507.47	1,150.26	92.12
Total 405.1 · Personal Services - Reg Comp	22,915.44		20,165.59	1,507.47	1,150.26	92.12
405.200 · Supplies						
405.210 · Office Supplies	5,000.00	BC/FLOW	3,500.00	822.30	627.45	50.25
405.215 · Postage	5,500.00	BC/FLOW	4,950.00	301.51	230.07	18.43
405.229 · Water/Food - Human Consumption	250.00	FLOW	0.00	137.05	104.58	8.38
405.270 · Software	9,455.40	BC	8,509.86	518.35	395.52	31.68
Total 405.200 · Supplies	20,205.40		16,959.86	1,779.21	1,357.61	108.73
405.3 · Other Services / Charges						
405.317 · Equipment Repair	288.40	FLOW	0.00	158.10	120.64	9.66

Total 405.3 · Other Services / Charges	288.40		0.00	158.10	120.64	9.66
405.32 · Communication						
405.321 · Telephone/ Internet	5,000.00	FLOW	0.00	2,741.00	2,091.50	167.50
Total 405.32 · Communication	5,000.00		0.00	2,741.00	2,091.50	167.50
405.391 · Bill Collection	1,500.00	BC	1,500.00	0.00	0.00	0.00
405.453 · Web Design / Maintenance	150.00	BC	150.00	0.00	0.00	0.00
405.750 · Minor Capital Purchases	2,000.00	FLOW	0.00	1,096.40	836.60	67.00
Total Misc.	3,650.00		1,650.00	1,096.40	836.60	67.00
Total 405.000 · Secretary / Clerk Expenses	52,059.24		38,775.45	7,282.18	5,556.61	445.01
429 · Wastewater Collection/Treatment						
429.100 · Personal Services - Reg. Comp						
429.110 · Superintendent - Admin Duties	20,215.45	BC	12,500.00	4,231.15	1,463.06	2,021.24
429.112 · Full Time Staff	224,009.40	BC/FLOW	26,449.37	108,302.41	82,639.36	6,618.26
429.180 · Overtime Pay	10,000.00	BC/FLOW	1,545.00	4,635.03	3,536.73	283.24
Total 429.100 · Personal Services - Reg. Comp	254,224.85		40,494.37	117,168.59	87,639.14	8,922.74
429.2 · Supplies						
429.220 · Materials & Supplies	17,500.00	FLOW	0.00	9,593.50	7,320.25	586.25
429.222 · Chemicals	35,000.00	FLOW	0.00	19,187.00	14,640.50	1,172.50
429.225 · Laboratory Testing Supplies	3,000.00	FLOW	0.00	1,644.60	1,254.90	100.50
429.230 · Fuel - Generator	1,500.00	FLOW	0.00	822.30	627.45	50.25
429.231 · Vehicle - Gas	2,500.00	FLOW	0.00	1,370.50	1,045.75	83.75
429.236 · Building Supplies	3,500.00	FLOW	0.00	1,918.70	1,464.05	117.25
429.238 · Clothing Allowance	1,200.00	FLOW	0.00	657.84	501.96	40.20
429.250 · Maintenance & Repairs	35,000.00	FLOW	0.00	19,993.46	13,893.83	1,112.70
Total 429.2 · Supplies	99,200.00		0.00	55,187.90	40,748.69	3,263.40
429.300 · Other Services						
429.310 · Professional Services	20,000.00	BC/FLOW	12,000.00	4,385.60	3,346.40	268.00
429.313 · Engineering	25,000.00	FLOW	0.00	13,705.00	10,457.50	837.50
429.316 · Laboratory Fees	30,000.00	FLOW	0.00	16,446.00	12,549.00	1,005.00

429.317 · PA One Call Service	300.00	BC	250.00	0.00	50.00	0.00
429.318 · System Services (Contracted)	15,000.00	BC/JC/FLOW	5,000.00	5,500.00	4,200.00	300.00
Total 429.300 · Other Services	90,300.00		17,250.00	40,036.60	30,602.90	2,410.50
429.320 · Communication						
429.324 · Cell Phone Reimbursement	1,440.00	FLOW	0.00	789.41	602.35	48.24
429.325 · Cell Phone Emergency	150.00	FLOW	0.00	82.23	62.75	5.03
Total 429.320 · Communication	1,590.00		0.00	871.64	665.10	53.27
429.338 · Permit Fees	1,500.00	FLOW	0.00	822.30	627.45	50.25
	1,500.00		0.00	822.30	627.45	50.25
429.360 · Public Utility Services						
429.361 · Utility - Electric	200,000.00	BC/FLOW	2,150.00	108,461.37	82,760.66	6,627.98
429.365 · Sludge Disposal	32,500.00	FLOW	0.00	17,816.50	13,594.75	1,088.75
429.366 · Utility - Water	7,000.00	FLOW	0.00	3,837.40	2,928.10	234.50
429.367 · Refuse	3,000.00	FLOW	0.00	1,644.60	1,254.90	100.50
Total 429.360 · Public Utility Services	242,500.00		2,150.00	131,759.87	100,538.41	8,051.73
429.420 · Dues, Subscriptions, Membership	1,250.00	FLOW	0.00	685.25	522.88	41.88
429.451 · Vehicle Service (Contracted)	1,500.00	FLOW	0.00	822.30	627.45	50.25
429.455 · Vehicle Expenses	1,500.00	FLOW	0.00	822.30	627.45	50.25
429.460 · Continuing Education	3,000.00	FLOW	0.00	1,644.60	1,254.90	100.50
429.475 · Licensing	1,500.00	FLOW	0.00	822.30	627.45	50.25
Total 429.400 · Other Expenses	8,750.00		0.00	4,796.75	3,660.13	293.13
429.750 · Minor Capital Purchases	8,000.00	BC/FLOW	2,000.00	3,289.20	2,509.80	201.00
429.751 · Major Capital Expense	15,000.00	FLOW	0.00	8,223.00	6,274.50	502.50
429.756 · Major Capital Purchases	75,000.00	BC/FIXED JOINT	75,000.00	0.00	0.00	0.00
429-800 · Nutrient Credits	8,000.00	FLOW		4,400.00	3,360.00	240.00
429.700 · Total Capital Expenses/Purchases	106,000.00		77,000.00	15,912.20	12,144.30	943.50
Total 429 · Wastewater Collection/Treatment	804,064.85		136,894.37	366,555.85	276,626.11	23,988.51
471.000 · Debt Service						
472.100 · Debt Service	803,036.28	FLOW	0.00	440,224.49	335,910.08	26,901.72
Total 471.000 · Debt Service	803,036.28		0.00	440,224.49	335,910.08	26,901.72

481.00 · Employer Paid Taxes / Benefits						
481.10 · Social Security (FICA)	3,670.92	BC/FIXED SPLIT	1,000.00	1,469.01	1,121.79	80.13
481.200 · Medicare - Employer	15,573.60	BC/FIXED SPLIT	3,114.72	6,852.38	5,232.73	373.77
483.160 · PRMS Employer	27,077.67	BC/FIXED SPLIT	5,415.53	11,914.17	9,098.10	649.86
485.000 · PA Unemployment	6,180.00		1,236.00	2,719.20	2,076.48	148.32
Total 481.00 · Employer Paid Taxes / Benefits	52,502.19		10,766.25	22,954.76	17,529.09	1,252.08

486.000 · Insurance & Bonding						
486.351 · Property	26,325.31	FLOW	0.00	14,431.53	11,011.88	881.90
486.352 · Liability (Casualty)	7,954.76	FLOW	0.00	4,360.80	3,327.48	266.48
486.353 · Surety & Fidelity	1,100.04	FLOW	0.00	603.04	460.15	36.85
486.354 · Workers Compensation	7,021.00	FLOW	0.00	3,848.91	2,936.88	235.20
486.355 · Auto	2,615.17	FLOW	0.00	1,433.64	1,093.93	87.61
486.356 · Crime	228.02	FLOW	0.00	125.00	95.38	7.64
486.357 · Linebacker	2,727.35	FLOW	0.00	1,495.13	1,140.85	91.37
486.358 · Umbrella	1,479.72	FLOW	0.00	811.18	618.97	49.57
Total 486.000 · Insurance & Bonding	49,451.37		0.00	27,109.24	20,685.51	1,656.62

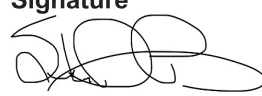
487.00 · Health Insurance Benefits						
487.198 · Other Benefits	1,600.00	FIXED SPLIT	320.00	704.00	537.60	38.40
487.100 · Health Insurance / Stipend	135,150.00	FLOW	0.00	74,089.23	56,533.25	4,527.53
487.200 · Short-term Disability	1,236.00	FLOW	0.00	677.58	517.02	41.41
487.225 · Life Insurance	1,762.41	FLOW	0.00	966.15	737.22	59.04
Total 487.00 · Health Insurance Benefits	139,748.41		320.00	76,436.96	58,325.08	4,666.37

Total Expense	1,926,362.34		195,256.07	949,882.88	721,743.58	59,479.80
---------------	--------------	--	------------	------------	------------	-----------

BUDGET INCREASE OVER 2025	70,109.81		1,194.66	37,800.75	28,685.24	2,429.16
---------------------------	-----------	--	----------	-----------	-----------	----------

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER**

SEWAGE INSPECTION REPORT

Permit Number	Inspection Date	Entry Time	Exit Time	Inspection Type	Inspection ID
PA0020567	10/07/2025	11:05	11:50	CEI	4068580
Municipality	Northumberland		County	Northumberland	
Facility Name	NORTHUMBERLAND BORO STP		Permittee Name	NORTHUMBERLAND BORO NORTHUMBERLAND CNTY	
24-Hour Emergency Contact Person/Phone	Jeremy Deitrick / (570) 259-6587		Email	super1@norrysewer.com	
Physical Location Address	100 WATER ST, NORTHUMBERLAND, PA, 17857-1945				
Permit Expiration Date	01/31/2029	Next Submittal Renewal DueDate	08/04/2028		
Violations*  No Violations Noted					
Recommendations					
-keep Department informed of any upcoming projects					
Person Interviewed Jeremy Deitrick	Date 10/07/2025	Inspector STEPHEN D PUZIO		Date 10/07/2025	
Signature completed after site visit	Phone Number (570) 473-1992	Signature 		Phone Number (570) 898-5954	
Title Superintnedent		Title WTR QLTY SPCST			
Email super1@norrysewer.com		Email spuzio@pa.gov			
This document is official notification that a representative of the Department of Environmental Protection inspected the above facility. The findings of this inspection are shown above and on any attached pages. *Any violations which were noted during the inspection are indicated. Violations may also be discovered upon examination of the results of laboratory analyses of the discharge and/or review of Department records.					

SEWAGE INSPECTION REPORT**Facility Details Section**

Responsible Official	JEREMY DEITRICK	Title	SUPT		
Business Phone	(570) 473-1992	Email	super1@norrysewer.com		
Permittee Address	175 ORANGE ST, NORTHUMBERLAND, PA, 17857-1669				
Certified Operator	DEITRICK JEREMY D	Client ID	270968		
Certificates	A,E-1,2,3,4	Certification Status	Active	Expiration Date	06/30/2027
Is a Copy of the permit(s) on-site?					Yes
Has the interviewed operator/person reviewed the facility's permit(s)?					Yes

Comments

A compliance evaluation inspection (CEI) was conducted at Northumberland Borough's (Northumberland) waste water treatment plant (WWTP) on 10/07/2025 with Jeremy Deitrick, Superintendent of the WWTP. Design flow for this WWTP is 1.125 MGD. The average monthly flow for August 2025 was 0.423 MGD. All required treatment units were operational and online at the time of the inspection. Effluent was clear. A grab sample of the effluent was not collected. No problem noted in the receiving stream, Susquehanna River, downstream of the outfall at the time of the inspection.

Mixed liquor in the aeration tanks (VLRs) was averaging 4,200 mg/L. The sludge blanket in the secondary clarifier is 0.5 foot. No major process control changes planned at this time. Northumberland continues to submit results to the Department via eDMR. There was no effluent violations since the previous inspection.

DMRs and analytical reports were closely reviewed for the month of August 2025 and compared against data submitted to the Department. All data appears consistent with results submitted to the Department. Records were being maintained for the required time frame (3/5years). Hard copies of records were being maintained.

Since installation of the new v-notch weir on one of the two 5 foot rectangular weirs, the influent and effluent flow meters are more consistent. After several calibrations, the effluent flow meter still reads slightly higher than influent meter according to the operator. The operator will continue to monitor the meter readings. The meter is calibrated annually by Moyer and was last done in February 2025. Both effluent weirs, the 5 foot rectangular and the 120 degree v-notch are checked during calibration. The operator reports that the effluent meter appears to read on average 10 % higher than the influent magmeter. The operator uses the influent meter to report flow.

The grit chamber is still not being used. The unit is operational but designed to operate with a much higher daily flow than the WWTP normally receives. At the current dry weather flow the grit unit acts more like a primary clarifier than a grit unit. The engineer has evaluated the issue, but has not come to a adequate solution according to Jeremy Deitrick. If the facility decides to modify or replace the grit unit, it should contact the Department to discuss any modifications. Northumberland should ensure it receives approval from the Department prior to modifying the unit. Northumberland has operated the grit unit during multiple high flows (1.5. MGD +).

Northumberland conducted its 2025 WET test in May / June 2025. The dilution series is 1%, 2%, 30%, 60%, and 100%, with the TIWC being 1%. Northumberland passed both the acute and chronic tests. A copy of the competed test was submitted to the Department as required. Northumberland should continue to submit the test results to the Department when completed as required by Part C of the permit.

Northumberland's PPC plan was last revised on July 2, 2024. The plan should be reviewed and updated as needed. The facility was conducting semi-annual stormwater inspections. The last inspection was on 4/25/2025. Inspection reports should be maintained onsite for review as per the permit.

Northumberland has two small pump station on the sanitary collection system it owns and maintains. Both pump stations have portable generator as backup power. Warning alarm lights are on both stations, but neither of the stations have call out notifications for the alarms. Two other sanitary collections systems (Upper Augusta Township and Point Township) discharge into Northumberland's collection system. These collection systems both have pump stations. These collection systems are owned and maintained by each township.

Northumberland completed a collection system rehab project on the Liberty Hollow Interceptor in March 2025. The project contractor was Shingara Enterprises who started the project in November 2024. The project involved approx. 3,580 feet of CIPP, replacement of 325 feet of 8 inch line, replacement of 3 entire manhole and replacement of 6 manhole lids and frames. Northumberland should continue to monitor for I&I and abate any detected problem areas as they are found.

END

Participants:

SEWAGE INSPECTION REPORT

SEWAGE INSPECTION REPORT

1 Mon,Rpts&Rcds: 001 - TREATED EFFLUENT

Influent Sampling

MRR-1	Is influent monitoring required by the permit?	Yes	
MRR-2	Are influent samples collected?	Yes	
MRR-3	Is the influent sampling location prior to all treatment?	Yes	
MRR-4	Is the influent sampling location prior to all return flows?	Yes	
MRR-5	Are representative influent samples collected?	Yes	

Effluent Sampling

MRR-6	Is the effluent sample collected at the location identified in the permit?	Yes	
MRR-7	Where is the effluent sample collection location?	Weir of CCT	
MRR-8	Is the effluent sample location after all treatment?	Yes	
MRR-9	Are representative effluent samples collected?	Yes	

Sample Collection

MRR-10	Are samples collected as required by the permit?	Yes	
MRR-11	Is proper sampling equipment / containers used during collection?	Yes	
MRR-12	Are the proper type of samples collected in accordance with the permit?	Yes	
MRR-13	Are the samples collected at the frequency in accordance with the permit?	Yes	
MRR-14	Is the proper sample size (minimum aliquot 100 mL) collected?	Yes	
MRR-15	Is proper temperature control provided during collection, storage and shipping?	Yes	
MRR-16	Is the temperature of the sampler or storage refrigerator monitored using an NIST traceable thermometer and recorded?	Yes	
MRR-17	Is the sample storage temperature $\leq 6^{\circ}\text{C}$?	Yes	
MRR-18	What is the sample storage temperature?	1 C	

On-site Lab Accreditation-by-Rule

MRR-19	Does the facility analyze accredited-by-rule parameters only?	Yes	
MRR-20	Which accredited-by-rule parameters are analyzed by the on-site lab?	pH DO TRC	
MRR-21	Is the on-site lab registered?	Yes	

SEWAGE INSPECTION REPORT

MRR-22	Laboratory Registration ID	49-3351	
--------	----------------------------	---------	--

Lab Accreditation

MRR-23	Does the on-site laboratory analyze permit parameters?	No	
MRR-29	Are permit parameters analyzed by a contract lab?	Yes	
MRR-30	Contract Lab Name, City, Phone	Pace	
MRR-31	Contract Laboratory Accreditation ID	07-00062	
MRR-32	Is the contract lab accredited for those permit parameters?	Yes	
MRR-33	Have any changes occurred with the accredited-by-rule or the accredited parameters or labs?	No	

Analysis

MRR-35	Are approved test methods (per 40 CFR Part 136 or others) used for permit parameters?	Yes	
MRR-36	Are the methods used sufficiently sensitive for permit parameters?	Yes	
MRR-37	Are the samples analyzed within the required holding time?	Yes	
MRR-38	Are laboratory equipment/meters calibrated in accordance with the manufacturers' specifications?	Yes	
MRR-39	Are laboratory meters operated and maintained in accordance with the manufacturers' specifications?	Yes	
MRR-40	Are pH buffers and other reagent standards current?	Yes	

Records

MRR-41	Are sampling, calibration, laboratory results, chain-of-custody and other required records readily available for review and complete?	Yes	
MRR-42	Do the sampling records include collector, date/time, location information?	Yes	
MRR-43	Do the analysis records include the analyst's name, the analysis date and time, the test method used, the quantitation limits, and the results?	Yes	
MRR-44	Are the required facility records retained for a minimum of 3 years?	Yes	
MRR-45	Are the required sludge use and disposal records retained for a minimum of 5 years?	Yes	
MRR-46	Was access provided to information or to facility records upon request?	Yes	

Reports

MRR-47	Identify the month/year of the DMRs and supporting data reviewed.	August 2025	
MRR-48	Are the reviewed DMRs and supplemental reports properly completed?	Yes	
MRR-49	Are the reviewed bench sheets/lab reports consistent with the reported data?	Yes	

SEWAGE INSPECTION REPORT

MRR-50	Are samples collected more frequently than required in the permit?	Yes	
MRR-51	Are additional sample results incorporated into the DMR calculations?	Yes	
MRR-52	Are DMRs submitted on time?	Yes	
MRR-53	Are the required supplemental reports submitted?	Yes	
MRR-54	Is the facility using the eDMR system, if required?	Yes	

2 Flow Measurement: 001 - TREATED EFFLUENT

Flow Measurement

Q-1	Where is the flow measured for DMR reporting?	Effluent	
Q-2	If influent flows are measured, are they measured before all return lines and after hauled-in waste?	Yes	
Q-3	Is a flume present?	No	
Q-6	Is a weir present?	Yes	
Q-7	Are weirs clean with a visible air space below nappe?	Yes	
Q-8	What is the max flow that can be measured at the primary device (flume or weir)?	N/D	

Meter & Recorder

Q-9	Does the permit require continuous flow monitoring and recording?	Yes	
Q-10	Does the facility have the required flow monitoring and recording capabilities?	Yes	
Q-11	What type of flow meter is used?	Ultrasonic Magnetic	
Q-12	What type of flow recorder is used?	Totalizer SCADA/Electronic	
Q-13	Are the meter and recorder operable and operating?	Yes	
Q-14	What is the date of the most recent flow meter calibration?	2/13/2025	
Q-15	What is the calibration range of the flow meter?	N/D	
Q-16	What is the flow range of the recorder?	N/D	
Q-17	What is the current flow meter reading (MGD or gpm)?	0.66 MGD	

High Flows

Q-18	Does the permit require a High Flow Management Plan?	No	
------	--	----	--

3 TP Treatment Plant: 001 - TREATED EFFLUENT

SEWAGE INSPECTION REPORT

Treatment Units

TP-1	Are all treatment units operable?	Yes	
TP-2	Are the treatment units/equipment as described in the WQM permit(s) or in the previous inspection report?	Yes	

Stand-by Power

TP-7	Is stand-by power provided?	Yes	
TP-8	Type of Stand-by Power	Emergency generator	
TP-9	How often is the stand-by power unit maintained?	1/year	
TP-10	How often is the stand-by power unit exercised?	Weekly	
TP-11	Is the stand-by power unit exercised under load?	No	
TP-12	Is the stand-by power system operable and maintained?	Yes	

Alarms

TP-13	Is an alarm system available?	Yes	
TP-14	Type of Alarm	SCADA	
TP-15	How often is the alarm system tested?	Daily	
TP-16	What conditions trigger an alarm? Select all that apply.	Power failure High level	
TP-17	Is the alarm system(s) operable?	Yes	

Chemicals

TP-18	Are chemicals used for treatment or otherwise added to the waste stream?	No	
-------	--	----	--

Bypasses

TP-23	Did a treatment plant bypass occur since the last inspection?	No	
-------	---	----	--

Planned Changes

TP-35	Have any changes (new pollutants, different or increased volume or loadings) to the waste stream from industrial or hauled-in wastes occurred since the last inspection?	No	
-------	--	----	--

4 O&M: 001 - TREATED EFFLUENT

O&M

OM-1	Which of the following treatment plant and equipment records are available?	Not Observed	
OM-2	Is a daily operations log on-site?	Yes	

SEWAGE INSPECTION REPORT

OM-3	Is the daily operations log up to date?	Not Observed	
OM-4	Which operational conditions/actions are recorded in the log?	Observations Process adjustments Problems or Concerns	
OM-5	Are process control parameters monitored? (Record the monitoring frequency and current results)	Yes	
OM-6	Is an influent/process control supplemental report form completed and submitted with the DMR?	Yes	
OM-7	Does the daily operations log include maintenance and repair records?	Yes	
OM-10	Are the PM and repair logs up to date?	Not Observed	
OM-11	Were major equipment repairs/replacements done since the last inspection?	No	
OM-12	Is a spare parts inventory, either written or electronic, maintained?	Yes	
OM-13	Are spare parts and equipment (pumps, motors) maintained on-site or readily available?	Yes	

Solids Management

OM-14	What is the sludge storage capacity?	854,000 gallons	
OM-15	How much sludge was removed from the facility in the past year?	2024 - 67.907 DT	
OM-16	How does the facility determine how much sludge to waste?	Process control	
OM-17	Is sludge/biosolids production & disposal information submitted on the applicable supplemental report form with the DMR?	Yes	
OM-18	Does the facility test the removed sludge for %TS?	Yes	
OM-19	Who provides sludge hauling/disposal/land application?	Hometown	
OM-20	Where is the sludge disposal/biosolids application location?	Lycoming Co	
OM-21	How and where are other solid materials, such as collected screenings and grit, disposed?	Roll off	
OM-22	Has the facility obtained or assured that contracted agents have the necessary permits and approvals for the disposal of solid materials?	Yes	
OM-23	Are solid materials handled and disposed of in compliance with a disposal permit and requirements?	Yes	
OM-24	Is the facility in compliance with all other Part C Special Conditions regarding Solids Management?	Not Observed	

Hauled in Wastes

OM-25	Does the facility accept hauled-in wastes?	No	
-------	--	----	--

Stormwater

OM-37	Does the permit include a special condition or other requirements regarding	Yes	
-------	---	-----	--

SEWAGE INSPECTION REPORT

	stormwater management?		
OM-38	Has a PPC Plan for stormwater discharges been submitted?	Yes	
OM-39	Is the Stormwater PPC Plan available on-site?	Yes	
OM-40	When was the Stormwater PPC Plan last updated?	July 2, 2024	
OM-41	Is the facility in compliance with all permit requirements applicable to stormwater outfalls?	Yes	

Special Conditions

OM-42	Is the facility subject to industrial pretreatment requirements, or does the permit include a Part C Special Condition regarding Industrial Pretreatment?	No	
OM-45	Does the permit contain a condition regarding whole effluent toxicity (WET) tests?	Yes	
OM-46	Has WET testing been conducted?	Yes	
OM-47	Is the facility in compliance with all other permit requirements applicable to WET testing?	Yes	
OM-48	Are any other special conditions in the permit not covered in this inspection report?	No	

OpCert: 001 - TREATED EFFLUENT

Operator Certification

OP-1	Is a properly certified operator employed for the treatment plant?	Yes	
OP-2	Is at least one collection system pump station part of the permitted facility?	Yes	
OP-3	Is an operator with a valid E-4 certificate employed for the operation of the facility's collection system pump station(s)?	Yes	
OP-4	How many properly certified available operators make process control decisions at this facility?	2	
OP-5	Is at least one available operator's current certificate displayed at the treatment plant?	Yes	
OP-6	Have the available operators been provided with a copy of the current NPDES/WQM Permits?	Yes	
OP-7	On which days of the week is an available operator at the plant?	Monday Tuesday Wednesday Thursday Friday	
OP-8	How many hours are spent at the plant by the available operator(s) each day (weekdays/weekends/holidays)?	8	
OP-9	Does the operator notify the owner about violations or conditions that may cause a violation, and needed resources?	Yes	
OP-10	How does the operator notify the owner about known violations or conditions that may cause a violation, and about needed resources?	Email Phone call Letter/Report/Memo	

SEWAGE INSPECTION REPORT

OP-11	Does the owner respond to the operator's notification about needed resources?	Yes	
OP-12	Does the operator act to resolve the condition(s) and/or violation(s)?	Yes	
OP-13	Are non-certified or not properly certified persons expected to perform work that requires process control decisions?	No	
OP-19	If the available operator/operator in charge (OIC) has changed, was a change of operator form submitted to DEP within 10 days?	Not Applicable	

Circuit Rider

OP-20	Is the facility operated by a circuit rider?	No	
-------	--	----	--

5 DP Discharge Point: 001 - TREATED EFFLUENT

Outfall

DP-1	Outfall Observations	Effluent was clear	
DP-2	Were field measurements taken?	Yes	
DP-3	Outfall field measurements	Yes	
DP-4	Were effluent samples collected for laboratory analysis?	No	

Downstream

DP-10	Is the receiving stream clear of floating or deposited materials, scum, sheen, foam, oil, grease or other substances associated with the discharge?	Yes	
DP-11	Were downstream field measurements taken?	No	
DP-13	Were downstream samples collected for laboratory analysis?	No	

Upstream

DP-19	Was the stream observed upstream from the outfall?	Yes	
DP-20	Were upstream field measurements taken?	No	
DP-22	Were upstream samples collected for laboratory analysis?	No	

6 CV Conveyance: 001 - TREATED EFFLUENT

Collection System

CV-1	Does the permitted entity own, operate & maintain the entire collection system?	No	
CV-2	How many collection systems owned by others contribute to this facility's system?	2	
CV-3	Are the contributing collection systems causing problems with this facility or it's collection system?	No	
CV-4	Is collection system maintenance performed?	Yes	

SEWAGE INSPECTION REPORT

CV-5	Is maintenance regularly scheduled?	Not Observed	
CV-6	Is maintenance done as problems occur?	Yes	
CV-7	Which types of maintenance are performed?	Televising, etc...	
CV-8	Does the system experience infiltration and/or inflow that causes or could cause O&M problems or interferes with treatment?	No	

Sanitary Sewer Overflows

CV-12	Have any sanitary sewer overflows occurred since the last inspection?	No	
-------	---	----	--

7 PS Pump Stations: 001 - TREATED EFFLUENT

Pump Stations

PS-1	How many pump stations are part of the facility's collection system?	2	
PS-2	Are pump station flows recorded?	Yes	
PS-3	How are flows measured?	Estimated from pump run times	
PS-4	What type of flow meter/sensor is in use?	Other	
PS-5	When was the most recent flow meter calibration done?	N/A	
PS-6	How often are the pump stations inspected?	Daily	
PS-7	Are pump stations monitored with alarms?	Yes	
PS-8	Are the alarms operable?	Yes	
PS-9	Are the pump stations equipped with backup auxiliary power?	Yes	
PS-10	Type of Stand-by Power	Portable generator	
PS-11	Is the stand-by power system operable?	Not Observed	
PS-12	Is the stand-by power system maintained in accordance with manufacturer's recommendations?	Yes	
PS-13	How often is the stand-by power unit maintained?	Annual	
PS-14	How often is the stand-by power unit exercised?	N/A	
PS-15	Is the stand-by power unit exercised under load?	Not Applicable	

SEWAGE INSPECTION REPORT

3 TP Treatment Plant: 001 - TREATED EFFLUENT

Treatment Units

TP-1	Are all treatment units operable?			
Treatment Units	Total	On-Line	Inoperable	Comments
Influent Screen	1	1	0	Queen Street PS
Other Wet Well	1	1	0	2 interconnected wet wells
Grit Removal	1	0	0	Operational but not online
Other Vertical Loop Reactors	3	3	0	---
Secondary Clarifier	2	1	0	---
Other Mixing Chamber	1	1	0	---
Other Chlorination	1	1	0	Liquid Hypochlorite
Chlorine Contact Tank	2	1	0	Flow meters
Other Outfall	1	1	0	---
Aerated Digester	6	4	0	---
Belt Filter Press	1	1	0	---

4 O&M: 001 - TREATED EFFLUENT

O&M

OM-5	Are process control parameters monitored? (Record the monitoring frequency and current results)	
Parameter / Calculation	Frequency Of Testing	Current Testing Results
Settleability	5/week	700 ml/L
Mixed Liquor Suspended Solids (MLSS)	5/week	4,200 mg/L
Sludge Blanket	5/week	0.5 foot

5 DP Discharge Point: 001 - TREATED EFFLUENT

Outfall

SEWAGE INSPECTION REPORT**DP-3 Outfall field measurements**

Measurement	Result
pH, S.U.	7.3
Total Chlorine Residual, mg/L	0.4
Flow, MGD	0.482

Northumberland Borough Sewer Department

Secretary Report -October 2025

96 accounts have paid \$44,498.58 in October 2025.

63 delinquent account letters sent. 26 accounts paid in full or at least 1/2

1 property lien satisfied and removed after payment in full-\$2319.18

1 property had water shut-off for non-payment

Income	Sewer Charges	\$	17,329.35
	Penalties	\$	2,716.41
	Inspection Fees	\$	240.00
	Sewer Surcharge		
	Additional sewer charges previous months		
	Point Township		
	Upper Augusta	\$	24,102.82
	Nutrient Credits		
	Tap-On Fees		
	Disconnect/Reconnect Fees	\$	110.00
	Refund & Rebates		
	Interest Income	Not available this month	
	Total	\$	44,498.58
Expenses	Total Expenses	\$	59,349.55
	Debt Principal	\$	56,141.54
	Debt Interest	\$	10,778.15
	Operating Expenses	\$	126,269.24
	Net	\$	(81,770.66)
Year to Date Income	Sewer Charges	\$	645,946.63
	Penalties	\$	26,907.20
	Inspection Fees	\$	1,957.93
	Sewer Surcharge		
	Additional sewer charges previous months	\$	3,735.40
	Point Township	\$	627,817.24
	Upper Augusta	\$	44,430.23
	Nutrient Credits		
	Tap-On Fees		
	Disconnect/Reconnect Fees	\$	315.00
	Refund & Rebates	\$	270.00
	Interest Income	\$	33,043.00
	Total	\$	1,384,422.63
Expenses	Total Expenses	\$	556,875.15
	Debt Principal	\$	390,314.83
	Debt Interest	\$	88,845.08
	Operation Expenses	\$	1,036,035.06
	Net	\$	348,387.57

Debra Jennis
Administrative Assistant

STAFF REPORTS

Monthly Report

TO: Council Members

FROM: Streets Superintendent, Dave Johnston

DATE: October 31, 2025

SUBJECT: Monthly Report

Dear Council,

For the month of October, the Street Department completed brush pick-up for the year. Moving forward guidelines and regulations will need to be discussed. We have nowhere to dump brush and bags anymore and all that can be picked up is what can be run through the woodchipper. Fliers need sent out before the next brush season, or brush pick-up should be stopped until we have a place to dump brush again.

We have set up a salt bin area at the Pool House since we lost the salt shed at recycling. I have been getting quotes for a lean-to style roof to go over the salt to keep rain and snow off it. We need to get this done before the season starts so we can move existing salt to new area and order more.

Leaf pick-up will be starting in November. We serviced the leaf vac – changed oil, filters and it is ready to go.

Checked on contractors' work on Madison Avenue where there were complaints. Met with homeowners and contractor trying to find solutions. The contractor will do anything needed to make the homeowner happy. We are going to wait until Spring when the site can be compacted and more topsoil added to see what the permanent solution should be.

Sincerely,

Streets Superintendent
Dave Johnston

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
Revenues	2,063,033	1,548,397	1,908,089	2,258,709
301 Real Property Tax	977,308	919,350	964,483	967,850
<i>Current Year</i>	920,108	888,727	905,483	908,650
301.100 General	823,635	806,765	822,000	825,000
301.120 Lighting	16,473	1,246	1,246	1,400
301.130 Fire	80,000	80,479	82,000	82,000
301.190 Debt Service	0	237	237	250
<i>Prior Year</i>	27,200	-	26,000	26,200
301.200 Prior General	25,000		24,000	24,000
301.230 Prior Fire	2,200		2,000	2,200
301.290 Prior Debt Service	-		-	-
<i>Delinquent</i>	30,000	30,623	33,000	33,000
301.300 Del General	30,000	30,623	33,000	33,000
310 Local Tax Enabling	581,700	429,775	574,067	587,400
<i>Per Capita Tax</i>	8,200	54,665	9,915	10,300
310.010 Per Capita	7,000	51,959	7,115	7,500
310.020 PC Prior	600		-	-
310.030 PC Delinquent	600	2,706	2,800	2,800
<i>Transfer Tax</i>	50,000	39,968	45,000	50,000
310.100 Transfer Tax	50,000	39,968	45,000	50,000
<i>Earned Income Tax</i>	476,500	295,184	471,200	481,000
310.210 Earned Income	350,000	165,075	340,000	350,000
310.220 EIT Prior	125,000	127,009	128,000	128,000
310.230 EIT Delinquent	1,500	3,100	3,200	3,000
<i>Local Services Tax</i>	45,000	39,959	45,052	46,100
310.510 LST Current	38,000	39,907	45,000	46,000
310.520 LST Prior	7,000	52	52	100
<i>Mechanical Device</i>	2,000.00	2,900.00 #	2,900.00	2,900
310.710 Mechanical Devices	2,000		-	-
399.511a Amusement Tax	-	2,900.00	2,900.00	2,900
321 Licenses	47,900	42,698	47,000	47,000
321.200 Health	-	-	-	-
321.360 Rental License CY	12,000	16,500	12,000	12,000

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
321.361 Rental License PY	500	-	-	-
321.610 Transient Retailers	400	225	400	400
321.800 TV Franchise	35,000	25,973	34,600	34,600
322 Permits	4,200	2,385	4,400	4,700
322.20 Demolition	-	-	-	-
322.300 Driveway	-	-	-	-
322.50 Street Opening	4,000	2,235	4,200	4,500
322.820 Dumpster	200	150	200	200
331 Fines	37,500	25,294	29,300	28,700
331.100 Court-District Magistrate	7,000	1,658	2,900	3,500
331.110 Vehicle Code Violations	5,000	5,406	6,000	6,000
331.120 Local Ordinance Violations	3,000	7,534	8,100	7,500
331.140 Parking Violation	20,000	10,011	11,500	11,000
331.400 Quality of Life	2,500	275	350	300
332.000 Forfeits (Restitution)		410	450	400
341 Interest	5,000	2,235	2,235	2,235
342 Rents	52,000	12,954	29,090	39,500
342.100 PKP Cell Tower Land Lease	28,000	11,014	26,400	27,000
342.120 RV Winter Storage	500	-	500.00	500
342.210 2CC Savidge Room	1,200	1,200	1,200	1,200
342.220 Tax Collector Office	-	115	115	100
342.230 2CC Polling Place	200	100	200	200
342.240 Rescue Building	21,600	-	-	10,000
342.260 Little House	500	525	675	500
355 State Shared Revenues	124,450	400	141,400	151,400
355.010 Public Utility Realty	1,400	-	1,400.00	1,400
355.040 Alcoholic Beverages	1,050	400.00	1,000.00	1,000
355.050 Municipal Pension	122,000	-	120,000.00	130,000
355.07 Fireman's Relief (General Fund)	0	-	19,000.00	19,000
356.090 Recycling Grant Act 101	-	-	-	-
357 Grant Income	-	7,306	7,306	-
357.000 Grant Income	-	7,306	7,306	-
357.016 Covid-19 Local Fiscal Recovery	-	-	-	-

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
357.110 PHEAA/ Degenstein Grant	-	-	-	-
357.120 Drug Task Force	-	-	-	-
357.140 Anselmo	-	-	-	-
357.150 S. Luther Savidge Foundation	-	-	-	-
361 Departmental Earnings	3,375	2,082	2,345	2,350
361.33 Zoning	2,000	887	1,000	1,000
361.34 Zoning Hearing Fee	625	625	625	600
361.730 Police Accident Reports	750	570	720	750
362 Public Safety	34,150	25,432	27,800	35,300
362.41 Building	22,000	10,532	12,000	20,000
362.470 Inspection Fee CY	12,000	13,100	14,000	14,000
362.471 Inspection Fee PY		1,500	1,500	1,000
362.530 Exc Inspector Fee	150	300	300	300
364 Sanitation	-	-	-	-
367 Recreation	450	177	177	500
367.140 2CC Playground pavilion	50		-	-
367.141 KSP Gazebo	50	-73	-73	100
367.142 PKP Pavilion	50	133	133	200
367.200 PKP Ballfield	300	117	117	200
387 Donations	25,000	-	-	-
387.100 Housing Corporation	25,000	-	-	-
389 Miscellaneous	170,000	75,468	75,644	391,774
389.000 Misc Income	20,000	44,824	45,000	20,000
389.395 Refund Prior Year Expenditure	150,000	30,604	30,604	15,000
389.400 Late Fees Rental Ordinance		40	40	50.00
399.000 Prior Year Fund Balance				356,724.00
Other Financing Sources	-	2,842	2,842	-
391 Proceeds of Fixed Assets Dispost	-	2,842	2,842	-
391.100 Sale of General Fixed Assets	-	2,842	2,842	
391.200 Insurance Claims	-	-	-	-
391 Interfund Operating Transfers	-	-	-	-
392.000 Interfund Transfer GF				

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
Expenditures	2,063,033	1,742,653.72	2,198,606.55	2,258,709.00
400 Legislative	14,645	500	500	500
400.105 Mayors Salary	500	500	500	500
400.210 Supplies	0	-	-	-
400.350 Public Officials	8,517	-	-	-
400.352 General Liability	4,142	-	-	-
400.357 Umbrella	1,486	-	-	-
402 Financial Administration	12,000	-	12,000	18,000
402.311 Audit	6,000	-	6,000.00	6,000.00
402.312 Audit Prior Year	6,000	-	6,000.00	12,000.00
403 Tax Collection	37,500	38,960	41,700	41,800
403.116 Commission	35,000	36,438	38,000	38,000
403.117 Comm Reg/Recorder		702	1,200	1,200
403.200 Supplies	1,900	1,820	1,900	2,000
403.353 Surety Bond	600	0	600	600
404 Legal Services	28,000	52,481	63,000	30,000
404.130 Salary	28,000			-
404.315 Legal	0	52,481	63,000	30,000
401 & 405 Office Staff	148,976	87,197	118,226	154,434
<i>401 Manager</i>	<i>84,401</i>	<i>49,076</i>	<i>66,861</i>	<i>88,173</i>
401.112 Wages	65,926	48,130	65,915	67,893
401.196 Health Insurance	17,000			18,360
401.196c Eye/Dental Reimb	875			900.0
401.198 Life Insurance	600	856	856	900
401.324 Mobile Reimb		90	90	120
<i>405 Clerks</i>	<i>64,575</i>	<i>38,121</i>	<i>51,365</i>	<i>66,261</i>
405.112 Admin Assistant	40,911	31,597	40,914	42,141
405.115 Part-time Clerk	15,000	-	-	15,000
405.196 Health Insurance	7,344	3,672	7,344	7,500
405.196c Eye Care/ Dental Reimb	0	167	167	250
405.198 Life Insurance	600	2,265	2,400	650
405.324 Mobile Reimb	720	420	540	720
406 General Administration	0	24,910.58	34,225.00	21,650.00

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
406.210 Office Supplies		152	300.00	500
406.320 Communication		844	1,200.00	1,200
406.325 Internet Fees		1,345	1,800.00	1,800
406.325a Email/Internet		-	-	-
406.341 Advertising		226	300.00	300
406.367 Refuse		11,165	11,700.00	2,000
406.390 Bank Fees		547	700.00	600
406.420 Dues / Subscriptions		25	-	-
406.450 Contracted Services		10,437	18,000	15,000
406.460 Continuing Education		150	150.00	150
406.480 Postage & Misc		20	75.00	100
406I Insurances	5,896	786	-	-
406.350 Line Backer	-	-	-	-
406.I.352 General Liability, Crime	4,200	-	-	-
406.I.353 Automobile		-	-	-
406.I.353 Surety Bond	500	786.00	-	-
406.I.354 Workers Compensation	236	-	-	-
406.I.355 Inland Marine	-	-	-	-
406.I.355 Property	0	-	-	-
406.I.356 Crime Policy	255	-	-	-
406.I.357 Umbrella	205	-	-	-
406.I.393 Surety Bond	500	-	-	-
408 Engineering Services	2,000	629	629	
409 Buildings	50,390	22,858	37,421	43,971
<i>409 Second St Community Center</i>	<i>28,350</i>	<i>11,240</i>	<i>19,770</i>	<i>27,450</i>
409.CC.220 Operating Supplies	800	638	800	800
409.CC.351 Property Insurance	4,200	-	4,200	4,200
409.CC.361 Electricity	8,000	-	-	7,000
409.CC.362 Natural Gas	2,000	1,508	2,262	2,300
409.CC.366 Water	550	422	633	650
409.CC.373 Maintenance	5,000	3,671	5,000	5,000
409.CC.440 Contracted Cleaning	7,800	5,000	6,875	7,500
409.CC.700 Capital Investment	0	-	-	-

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
<i>409 Fire Police Building</i>	3,560	5,045	7,374	6,911
409.FP.351 Property Insurance	460	858	858	961
409.FP.351F Flood Insurance	700	-	-	-
409.FP.361 Electricity	900	321	1,600	1,900
409.FP.362 Natural Gas	1,200	954	1,400	1,500
409.FP.366 Water	200	344	516	550
409.FP.373 Maintenance	100	2,568	3,000	2,000
<i>409 Garage</i>	10,370	4,703	6,270	6,580
409.G.351 Property Insurance	870	-	-	-
409.G.361 Electricity	2,000	925	1,600	1,700
409.G.362 Natural Gas	2,000	230	345	350
409.G.366 Water	500	392	525	530
409.G.373 Building M/R	5,000	3,157	3,800	4,000
<i>409 Kiwanis Bldg</i>	-	90	90	-
<i>409 Little House</i>	2,510	718	2,685	2,580
409.LH.351 Property Insurance	260	-	260	-
409.LH.361 Electricity	1,000	175	1,600	1,700
409.LH.362 Natural Gas	500	349	525	530
409.LH.366 Water	250	162	250	250
409.LH.373 Maintenance	500	32	50	100
<i>409 Pool Building</i>	500	239	410	450
409.PB.351 Property Insurance	500	-	-	-
409.PB.361 Electricity	-	239	410	450
409.PB.362 Natural Gas	-	-	-	-
409.PB.366 Water	-	-	-	-
409.PB.373 Maintenance	-	-	-	-
<i>409 Recycling Center</i>	-	823	822	-
409.RB.351 Property Insurance	-	-	-	-
409.RB.361 Electricity	-	736	736	-
409.RB.362 Natural Gas	-	-	-	-
409.RB.366 Water	-	86	86	-
409.RB.373 Maintenance	-	-	-	-
<i>409 Rescue Building</i>	100	-	-	-

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
409.RS.351 Property Insurance	100			
409 Building Repair Fund	5,000	-	-	-
410 Police Department	953,857	845,430	1,130,336	1,170,745
410A1 Wages	568,815	440,260	575,620	597,979
410.A.100 Chiefs	101,772	79,762	101,774	104,828
410.A.112 Patrolman	387,646	307,697	394,618	406,456
410.A.115 Patrolman PT	4,677	871	2,000	7,475
410.A.140 Admin Assistant	39,720	31,550	39,728	40,920
410.A.141 Accreditation Officer	1,000	-	1,000	1,000
410.A.172 Holiday	20,000	19,519	26,500	27,000
410.A.173 Vacation	10,000	861	10,000	10,300
410.A.176 Personal	0	-	-	-
410.A.177 Illness	4,000	-	-	-
410.A.178 Bereavement	0		-	-
410A3 Wages Overtime	26,500	29,746	35,500	36,800
410.AA.180 Overtime	23,000	23,866	28,500	29,500
410.AA.181 Court OT	3,500	5,880	7,000	7,300
410.AA.183 OT Reimbursable	0		-	-
410B Benefits	245,640	327,906	460,345	425,496
410.B.179 Longevity	13,975	12,350	16,500	17,000
410.B.195 Eye Care/ Dental	4,300	-	-	-
410.B.196 Health Insurance	177,205	311,073	393,540	355,846
410.B.196b Health Reimbursement	-	412	412.00	500.00
410.B.197 PMRS (Pension)	45,000	-	45,000	47,000
410.B.198 Life Insurance	2,000	1,937	2,273	2,300
410.B.237 Footwear/Boots	1,000	35	100	250
410.B.325 Mobile Reimb	2,160	2,100	2,520	2,600
410D Departmental	63,700	39,121	58,871	64,100
410.D.210 Supplies - General	8,000	4,027	5,300	5,400
410.D.215 Postage & Misc Exp	200	252	400	1,000
410.D.231 Vehicle Fuel	7,000	7,578	9,100	10,000
410.D.238 Uniforms, Equipment	4,000	901	4,000	4,000
410.D.240 Surveillance Equipment	200	-310	-	-

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
410.D.242 Ammunition	3,000	326	3,000	3,000
410.D.250 Tires & Tubes	1,500	68	500	1,500
410.D.321 Telephone	0	1,482	1,976	2,000
410.D.325 Email/Internet (General Fund)	-	-	-	-
410.D.330 Car Wash	800	347	595	700
410.D.375 Maint. & Repairs Vehicle	1,500	1,017	1,500	2,000
410.D.420 Professional Dues	500	410	500	500
410.D.450 Contracted Services	31,000	21,499	30,000	32,000
410.D.470 Training, Meeting, & Confer.	2,000	1,523	2,000	2,000
410.D.700 Capital Purchases	4,000	-	-	-
<i>410I Insurances</i>	<i>49,202</i>	<i>8,397</i>	<i>-</i>	<i>46,370</i>
410.I.351 Property Ins		-	-	-
410.I.352 General Liabilty	100	-	-	4,804.00
410.I.353 Automobile	6,025	-	-	7,172.00
410.I.354 Workmans Comp	29,000	-	-	28,462.00
410.I.355 Inland Marine	227	-	-	1,528.00
410.I.357 Umbrella	4,850	-	-	-
410.I.358 Police Municipal Liability	4,700	4,444		
410.I.359 Law Enforcement	4,300	3,953		4,404
411 Fire Department	118,034	123,629	51,649	102,550
<i>411A Wages</i>	<i>1,050</i>	<i>1,050</i>	<i>1,050</i>	<i>1,050</i>
411.A.120 Fire Chief	1,050	1,050	1,050	1,050
411.A.122 Fireman	-	-	-	-
<i>411D Departmental</i>	<i>2,000</i>	<i>-</i>	<i>-</i>	<i>2,000</i>
411.D.242 Fire Prevention Materials	1,000	-	-	1,000
411.D.249 Recruitment/Retention Progra	1,000	-	-	1,000
<i>411E Equipment</i>	<i>60,000</i>	<i>85,399</i>	<i>3,411</i>	<i>55,000</i>
411.E.375 Upkeep	5,000	88	100	5,000
411.E.533 Replacement	50,000	82,000		50,000
411.E.700 Capital Purchases	5,000	3,311	3,311	-
<i>411H Fire Hydrants</i>	<i>20,000</i>	<i>14,813</i>	<i>22,220</i>	<i>23,000</i>
<i>411I Insurances</i>	<i>34,984</i>	<i>22,366</i>	<i>24,968</i>	<i>21,500</i>
411.I.004 Insurances	14,500	-	-	-

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
411.I.353 Auto	5,234	2,632	5,234	-
411.I.354 Workmans Comp	15,250	19,734	19,734	21,500
<i>411 Fireman's Relief</i>	<i>0</i>			
413 NEIC Code Enforcement	32,000	12,571	20,869	29,700
413.450 Basic Service	7,500	4,885	8,226	8,500
413.452 iWorq (General Fund)	-	-	-	-
413.455 Building Insp	20,000	4,686	7,500	16,000
413.456 Rental Insp	3,500	3,000	5,143	5,200
413.457 Quality of Life	1,000	-	-	-
413.4598 Zoning & Other	-	-	-	-
413 Presvius Code Enforcement		-	-	-
414 Zoning Hearing Board	500	46	46	46
415 Emergency Management	200	-	-	-
419 Fire Police	3,740	8,895	9,183	1,850
419.200 Supplies	500	-	-	-
419.231 Vehicle Fuel	500	347	500	500
419.375 Equipment	500	365	500	500
419.I.353 Auto	1,300	8,183	8,183	850
419.I.355 Inland Marine	720	-	-	-
419.I.357 Umbrella	220	-	-	-
429 Sanitation	-	-	-	-
430 Public Works	369,127	171,136	278,996	321,058
<i>430A Wages</i>	<i>163,547</i>	<i>136,398</i>	<i>160,182</i>	<i>147,241</i>
430.A.110 Supervisor	63,905	50,809	63,898	65,815
430.A.112 Full-time	95,792	84,511	95,784	80,426
430.A.141 PHEAA Wages	1,000	-	-	-
430.A.142 Temporary Employee	0	-	-	-
430.A.173 Vacation Buyout		618	0	0
430.A.180 Overtime	2,500	460	500	1,000
430.A.190 Safety Bonus	350	-	-	-
<i>430B Benefits</i>	<i>147,235</i>	<i>11,993</i>	<i>90,988</i>	<i>150,617.00</i>
430.B.191 Clothing Allowance	600	379	600	600
430.B.192 Uniform Footwear	600	293	600	600

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
430.B.194 Dental / Vision Reimb	1,750	135	500	500
430.B.195 Life Insurance	1,000	2,718	3,200	1,400
430.B.196 Health Insurance	67,205	7,323	9,763	69,187
430.B.196b Health Reimb		245	245	-
430.B.197 PMRS (Pension)	75,000	-	75,000	77,250
430.B.324 Mobile Reimb	1,080	900	1,080	1,080
430D Departmental	37,325	22,745	27,826	23,200
430.D.220 Supplies	7,000	3,921	5,300	7,000
430.D.231 Vehicle Fuel	12,500	10,041	13,000	13,000
430.D.320 Telephone	1,000	1,099	1,600	1,600
430.D.450 Contract Services	1,675	1,359	1,600	1,600
430.D.460 Continuing Education	150		-	-
430.D.740 Capital Purchases	10,000	5,266	5,266	-
430.D.999 Equipment Fund	5,000	1,060	1,060	-
430I Municipal Insurances	21,020	-	-	-
430.I.351 Property Insurance		-	-	-
430.I.352 General Liability	620	-	-	-
430.I.353 Automobile	6,600	-	-	-
430.I.354 Workmans Comp	9,300	-	-	-
430.I.355 Inland Marine	2,400	-	-	-
430.I.357 Umbrella	2,100	-	-	-
431 Street Cleaning	14,200	1,400	1,400	-
431.231 Vehicle Fuel	3,000	-	-	-
431.353 Auto Insurance	1,200	-	-	-
431.375 Vehicle M/R	10,000	1,400	1,400	
432 Winter Maintenance	22,000	17,742	25,136	26,000
432.180 Overtime	4,000	7,136	7,136	8,000
432.183 Supplies	18,000	10,606	18,000	18,000
433 Traffic Control Devices	3,035	2,126	3,200	3,702
433.000 Inspection	1,000	-	-	-
433.351 Property Insurance	235	-	-	300.00
433.360 Electricity	1,800	2,126.19	3,200.00	3,402.00
434 Street Lighting	52,300	41,591	55,572	60,000

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
434.246 M/R	300	137	300	300
434.361 SL Electricity	52,000	41,454	55,272	59,700
435 Sidewalks & Crosswalks	-	724	724	-
435.435 Sidewalks & Crosswalks	0	724	724	-
436 Storm Sewers & Drains	1,000	12,593	12,593	2,000
437 Equipment	37,000	52,352	54,092	45,000
437.374 Equipment M/R	17,000	30,818	30,818	25,000
437.375 Vehicle M/R	18,000	16,259	18,000	18,000
437.384 Rental of Equipment	2,000	5,274	5,274	2,000
438 Roads M & R	7,000	1,662	1,862	5,000
438.245 Supplies	5,000	1,662	1,862	3,000
438.436 Street Signs	2,000	-	-	2,000.00
450 Recreation	16,730	8,730	8,730	8,730
<i>2CC Playground</i>	<i>500</i>	<i>-</i>	<i>-</i>	<i>500</i>
452.000 2nd Street Playground	500	-	-	500.00
<i>All Parks</i>	<i>2,500</i>	<i>1,480</i>	<i>1,480</i>	<i>2,000</i>
454.000 Landscaping All Parks	2,500	1,480	1,480	2,000
<i>Howling Hollow Dog Park</i>	<i>5</i>	<i>-</i>	<i>-</i>	<i>-</i>
454.DP.351 Property Insurance (HH DogP	5	-	-	-
<i>King Street Park</i>	<i>3,600</i>	<i>1,955</i>	<i>7,265</i>	<i>8,579</i>
454.KS.351 Property Insurance	100	-	-	-
454.355 Inland Marine [General Fund]	-	-	-	-
454.DP.351 Property Insurance (HH DogPark) [General Fund]	-	-	-	-
454.KS.351 Property Insurance [General Fund]	-	-	-	-
454.KS.369 KSP Water	500	227	350	400
454.KS.371 KSP Electric	1,000	976	1,400	1,500
454.KS.372 KSP Maintenance	1,000	753	753	1,000
454.KS.372a Maintenance Shade Tree	1,000	-	-	1,000
454.PB.231 Fuel (Cans) [General Fund]	-	-	-	-
454.PB.361 Electricity (BF Lights) [Genera	-	-	2,610	2,819
454.PB.366 Water [General Fund]	-	-	294	300
454.PB.500 Ballfield Expenses [General Fi	-	-	598.00	300.00
454.PB.501 BF RR Facilities [General Func	-	-	1,260.00	1,260.00

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
<i>PKP Ballfield</i>				
<i>Pineknotted Park</i>	2,125	945	1,260	1,260
454.PK.351 Property Insurance	125			
454.PK.600 Construction - M/R	500			
454.PK.601 RR Facilities	1,500	945	1,260	1,260
457 Events & Programs	2,200	-	-	2,000
<i>Events</i>	2,200	-	-	2,000
457.E.216 Supplies (Events) [General Fund]		-	-	-
457.E.247 Special Events	1,000	-	-	1,000
457.E.352 Insurance (Event)	1,200	-	-	1,000
457.E.357 Commercial Umbrella	-	-	-	-
457.E.486 Sp. Event Insurance	-	-	-	-
<i>Programs</i>	-	-	-	-
457.P.115 Program Wages	-	-	-	-
470 Borrowing	17,328	-	-	17,400
471.400 Backhoe Loan #0644	17,328	-	-	17,400
471.401 Skid Steer		-	-	-
471.501 Priestley Ave Culvert		-	-	-
471.502 Street Sweeper		-	-	-
472.400 Loan Interest	-	-	-	-
481 Employer Paid Benefits	.	48,517	71,208	72,680
481.100 Social Security	55,000	30,049	53,611	54,041
481.200 Medicare	12,856	13,409	12,538	12,639
481.300 Unemployment Comp.	3,420	5,059	5,059	6,000
486 Insurance		157,810	157,810	49,893
486.350 Line Backer		11,356	11,356	8,760.00
486.351 Property		38,823	38,823	7,395.00
486.352 General Liability		12,908	12,908	4,898.00
486.353 Automobile		22,963	22,963	6,330.00
486.354 Workers Compensation		54,311	54,311	10,570.00
486.355 Inland Marine		4,329	4,329	2,117.00
486.356 Crime Policy		384	384	395.00
486.357 Umbrella		12,136	12,136	8,828.00

Proposed 2026 Budget - General Fund

10/14/2025

	2025 Budget	2025 Actual	2025 Projected	Proposed 2026 Budget
486.458 Volunteer Accident		600	600	600.00
489 Contingency	20,000	2,877	3,000	23,000
489.000 Contingency	20,000	-	-	20,000.00
489.999 Misc Expenses		2,877	3,000	3,000
490 Contributions	4,500	4,500	4,500	4,500
490.440 Penn Valley Airport Authority	1,500	1,500	1,500	1,500
490.456 Library Contribution	3,000	3,000	3,000	3,000
490.463 Community Improvement	0	-	-	-
492 Interfund Operating Transfers	2,500	-	-	2,500
492.012 Transfer to Parks & Recreation [(	-	-	-	-
492.400 Transfer to Parking Meter [Gene	-	-	-	-
492.500 Transfer to Shade Tree Fund	2,500	-	-	2,500
492.700 Transfer to ARP				
492.800 Transfer to PVest [General Fund]	-	-	-	-
Revenue less Expenses	0	(194,257)	(290,518)	-

Liquid Fuels Fund 2026 Budget

	Proposed 2026 Budget
Revenues	122,135
341.103 - Interest Earned LF	6,459
355.020 - Liquid Fuels Tax	115,676.00
Expenditures	122,135
432.183 - Supplies	10,000
433.436 - Signage	2,135
435.435 - Sidewalks & Crosswalks	-
439.100 - Milling	20,000
439.200 - Asphalt	90,000
Revenue less Expenses	-

LEGEND
BC BORO COLLECTION

FLOW
NORRY 0.5482
POINT 0.4183
AUGUSTA 0.0335

202 Northumberland Borough Sewer Department
Expense Only Budget

FIXED JOINT
NORRY 0.5
POINT 0.5

October 27, 2025

			SHARED COSTS			
2026 BUDGET	COST TYPE	BORO COLLECTION	NORRY	POINT TWP	UPPER AUGUSTA	
400.000 · Administrative						
400.311 · Auditors	10,000.00	FLOW	0.00	5,482.00	4,183.00	335.00
400.314 · Legal Services	15,000.00	BC/FLOW	8,000.00	3,837.40	2,928.10	234.50
400.341 Advertising	500.00	BC/FLOW	500.00	0.00	0.00	0.00
Total 400.000 · Administrative						
	25,500.00		8,500.00	9,319.40	7,111.10	569.50
405.000 · Secretary / Clerk Expenses						
405.1 · Personal Services - Reg Comp						
405.115 · Part-time Staff	22,915.44	BC/FLOW	20,165.59	1,507.47	1,150.26	92.12
Total 405.1 · Personal Services - Reg Comp						
	22,915.44		20,165.59	1,507.47	1,150.26	92.12
405.200 · Supplies						
405.210 · Office Supplies	5,000.00	BC/FLOW	3,500.00	822.30	627.45	50.25
405.215 · Postage	5,500.00	BC/FLOW	4,950.00	301.51	230.07	18.43
405.229 · Water/Food - Human Consumption	250.00	FLOW	0.00	137.05	104.58	8.38
405.270 · Software	9,455.40	BC	8,509.86	518.35	395.52	31.68
Total 405.200 · Supplies						
	20,205.40		16,959.86	1,779.21	1,357.61	108.73
405.3 · Other Services / Charges						
405.317 · Equipment Repair	288.40	FLOW	0.00	158.10	120.64	9.66

Total 405.3 · Other Services / Charges	288.40		0.00	158.10	120.64	9.66
405.32 · Communication						
405.321 · Telephone/ Internet	5,000.00	FLOW	0.00	2,741.00	2,091.50	167.50
Total 405.32 · Communication	5,000.00		0.00	2,741.00	2,091.50	167.50
405.391 · Bill Collection	1,500.00	BC	1,500.00	0.00	0.00	0.00
405.453 · Web Design / Maintenance	150.00	BC	150.00	0.00	0.00	0.00
405.750 · Minor Capital Purchases	2,000.00	FLOW	0.00	1,096.40	836.60	67.00
Total Misc.	3,650.00		1,650.00	1,096.40	836.60	67.00
Total 405.000 · Secretary / Clerk Expenses	52,059.24		38,775.45	7,282.18	5,556.61	445.01
429 · Wastewater Collection/Treatment						
429.100 · Personal Services - Reg. Comp						
429.110 · Superintendent - Admin Duties	20,215.45	BC	12,500.00	4,231.15	1,463.06	2,021.24
429.112 · Full Time Staff	224,009.40	BC/FLOW	26,449.37	108,302.41	82,639.36	6,618.26
429.180 · Overtime Pay	10,000.00	BC/FLOW	1,545.00	4,635.03	3,536.73	283.24
Total 429.100 · Personal Services - Reg. Comp	254,224.85		40,494.37	117,168.59	87,639.14	8,922.74
429.2 · Supplies						
429.220 · Materials & Supplies	17,500.00	FLOW	0.00	9,593.50	7,320.25	586.25
429.222 · Chemicals	35,000.00	FLOW	0.00	19,187.00	14,640.50	1,172.50
429.225 · Laboratory Testing Supplies	3,000.00	FLOW	0.00	1,644.60	1,254.90	100.50
429.230 · Fuel - Generator	1,500.00	FLOW	0.00	822.30	627.45	50.25
429.231 · Vehicle - Gas	2,500.00	FLOW	0.00	1,370.50	1,045.75	83.75
429.236 · Building Supplies	3,500.00	FLOW	0.00	1,918.70	1,464.05	117.25
429.238 · Clothing Allowance	1,200.00	FLOW	0.00	657.84	501.96	40.20
429.250 · Maintenance & Repairs	35,000.00	FLOW	0.00	19,993.46	13,893.83	1,112.70
Total 429.2 · Supplies	99,200.00		0.00	55,187.90	40,748.69	3,263.40
429.300 · Other Services						
429.310 · Professional Services	20,000.00	BC/FLOW	12,000.00	4,385.60	3,346.40	268.00
429.313 · Engineering	25,000.00	FLOW	0.00	13,705.00	10,457.50	837.50
429.316 · Laboratory Fees	30,000.00	FLOW	0.00	16,446.00	12,549.00	1,005.00

429.317 · PA One Call Service	300.00	BC	250.00	0.00	50.00	0.00
429.318 · System Services (Contracted)	15,000.00	BC/JC/FLOW	5,000.00	5,500.00	4,200.00	300.00
Total 429.300 · Other Services	90,300.00		17,250.00	40,036.60	30,602.90	2,410.50
429.320 · Communication						
429.324 · Cell Phone Reimbursement	1,440.00	FLOW	0.00	789.41	602.35	48.24
429.325 · Cell Phone Emergency	150.00	FLOW	0.00	82.23	62.75	5.03
Total 429.320 · Communication	1,590.00		0.00	871.64	665.10	53.27
429.338 · Permit Fees	1,500.00	FLOW	0.00	822.30	627.45	50.25
	1,500.00		0.00	822.30	627.45	50.25
429.360 · Public Utility Services						
429.361 · Utility - Electric	200,000.00	BC/FLOW	2,150.00	108,461.37	82,760.66	6,627.98
429.365 · Sludge Disposal	32,500.00	FLOW	0.00	17,816.50	13,594.75	1,088.75
429.366 · Utility - Water	7,000.00	FLOW	0.00	3,837.40	2,928.10	234.50
429.367 · Refuse	3,000.00	FLOW	0.00	1,644.60	1,254.90	100.50
Total 429.360 · Public Utility Services	242,500.00		2,150.00	131,759.87	100,538.41	8,051.73
429.420 · Dues, Subscriptions, Membership	1,250.00	FLOW	0.00	685.25	522.88	41.88
429.451 · Vehicle Service (Contracted)	1,500.00	FLOW	0.00	822.30	627.45	50.25
429.455 · Vehicle Expenses	1,500.00	FLOW	0.00	822.30	627.45	50.25
429.460 · Continuing Education	3,000.00	FLOW	0.00	1,644.60	1,254.90	100.50
429.475 · Licensing	1,500.00	FLOW	0.00	822.30	627.45	50.25
Total 429.400 · Other Expenses	8,750.00		0.00	4,796.75	3,660.13	293.13
429.750 · Minor Capital Purchases	8,000.00	BC/FLOW	2,000.00	3,289.20	2,509.80	201.00
429.751 · Major Capital Expense	15,000.00	FLOW	0.00	8,223.00	6,274.50	502.50
429.756 · Major Capital Purchases	75,000.00	BC/FIXED JOINT	75,000.00	0.00	0.00	0.00
429-800 · Nutrient Credits	8,000.00	FLOW		4,400.00	3,360.00	240.00
429.700 · Total Capital Expenses/Purchases	106,000.00		77,000.00	15,912.20	12,144.30	943.50
Total 429 · Wastewater Collection/Treatment	804,064.85		136,894.37	366,555.85	276,626.11	23,988.51
471.000 · Debt Service						
472.100 · Debt Service	803,036.28	FLOW	0.00	440,224.49	335,910.08	26,901.72
Total 471.000 · Debt Service	803,036.28		0.00	440,224.49	335,910.08	26,901.72

481.00 · Employer Paid Taxes / Benefits						
481.10 · Social Security (FICA)	3,670.92	BC/FIXED SPLIT	1,000.00	1,469.01	1,121.79	80.13
481.200 · Medicare - Employer	15,573.60	BC/FIXED SPLIT	3,114.72	6,852.38	5,232.73	373.77
483.160 · PRMS Employer	27,077.67	BC/FIXED SPLIT	5,415.53	11,914.17	9,098.10	649.86
485.000 · PA Unemployment	6,180.00		1,236.00	2,719.20	2,076.48	148.32
Total 481.00 · Employer Paid Taxes / Benefits	52,502.19		10,766.25	22,954.76	17,529.09	1,252.08
486.000 · Insurance & Bonding						
486.351 · Property	26,325.31	FLOW	0.00	14,431.53	11,011.88	881.90
486.352 · Liability (Casualty)	7,954.76	FLOW	0.00	4,360.80	3,327.48	266.48
486.353 · Surety & Fidelity	1,100.04	FLOW	0.00	603.04	460.15	36.85
486.354 · Workers Compensation	7,021.00	FLOW	0.00	3,848.91	2,936.88	235.20
486.355 · Auto	2,615.17	FLOW	0.00	1,433.64	1,093.93	87.61
486.356 · Crime	228.02	FLOW	0.00	125.00	95.38	7.64
486.357 · Linebacker	2,727.35	FLOW	0.00	1,495.13	1,140.85	91.37
486.358 · Umbrella	1,479.72	FLOW	0.00	811.18	618.97	49.57
Total 486.000 · Insurance & Bonding	49,451.37		0.00	27,109.24	20,685.51	1,656.62
487.00 · Health Insurance Benefits						
487.198 · Other Benefits	1,600.00	FIXED SPLIT	320.00	704.00	537.60	38.40
487.100 · Health Insurance / Stipend	135,150.00	FLOW	0.00	74,089.23	56,533.25	4,527.53
487.200 · Short-term Disability	1,236.00	FLOW	0.00	677.58	517.02	41.41
487.225 · Life Insurance	1,762.41	FLOW	0.00	966.15	737.22	59.04
Total 487.00 · Health Insurance Benefits	139,748.41		320.00	76,436.96	58,325.08	4,666.37
Total Expense	1,926,362.34		195,256.07	949,882.88	721,743.58	59,479.80

BUDGET INCREASE OVER 2025

70,109.81

1,194.66

37,800.75

28,685.24

2,429.16

Borough of Northumberland

REQUEST FOR PROPOSAL FOR AUDITING SERVICES

October 10, 2025

Name of Audit Firm: Klacik & Associates, P.C.

Address: 101 W Independence Street Shamokin, PA 17872

Contact Person(s): Anthony Gagliardi Jeffrey T. Klacik

Telephone Number: (570) 286 - 5313

Fax Number: (570) 286 - 7692

Email(s): agagliardi@klacikpc.com jklacik@klacikpc.com

The audit firm agrees to do the auditing services for the amounts quoted as follows:

One Year Contract

For Year	Financial Audit	Single Audit	Total
2024	\$ 16,500	\$ 3,500	\$20,000

Our quoted fees are based on the amount of time required at various levels of responsibility as well as the Borough providing timely, complete, and accurate data, reports and information to us. We will notify you immediately of any circumstances we encounter that could result in additional billing; with non-attest services being invoiced at \$150/hour if applicable. Whenever possible, we will attempt to use the Borough's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature. The single audit will only be required for years 2024 if grants used had **federal** expenditures over \$750,000 for the year.

Signature:



Date: October 10, 2025, 2025

Title or Office: Jeffrey T. Klacik, Partner

Klacik & Associates, PC

Northumberland Borough

JOB DESCRIPTION MANUAL

Executive Overview

Introduction & Context

Northumberland Borough recognizes that the absence of formal, written job descriptions has created uncertainty in roles, responsibilities, and expectations across the organization. This Job Description Manual is designed to close that gap by establishing a clear and consistent framework for all Borough positions — from frontline staff to supervisory roles and including the Borough Manager as the chief administrative officer.

Why Updated Job Descriptions Matter

The development of job descriptions provides structure and accountability for both employees and management. Their importance can be summarized through several key benefits:

- **Clarity of Duties** – Ensures every employee, from laborer to Borough Manager, understands their responsibilities and reporting structure.
- **Accountability** – Establishes a foundation for fair evaluation, consistent supervision, and effective performance management.
- **Consistency with Union Agreements** – Aligns Borough operations with collective bargaining agreements and legal requirements.
- **Professional Standards** – Supports recruitment, training, and retention by providing a professional benchmark for each position.
- **Operational Efficiency** – Improves allocation of staff, workflow, and compliance with laws and regulations.
- **Communication** – Enhances dialogue between staff, management, elected officials, and the public by providing a shared understanding of responsibilities.

The Process

The Borough has approached this effort as a collaborative process to ensure accuracy and buy-in across the organization:

1. **Staff Input** – Employees review and refine draft job descriptions to reflect the actual duties and expectations of their roles.
2. **Legal Review** – The Borough Solicitor ensures job descriptions comply with CBAs and labor law.
3. **Council & Mayor Approval** – Borough leadership adopts the final descriptions, establishing them as official Borough policy.

How This Manual Should Be Used

This manual is not a static reference but a living document. It should be used as a guide for daily operations and revisited periodically to ensure it remains accurate. Key uses include:

- As a **reference tool** for employees and supervisors to understand roles and responsibilities.
- As a **management guide** for the Borough Manager and department heads to assign work, evaluate performance, and provide feedback.
- As a **resource for hiring and onboarding**, ensuring new employees and leaders understand expectations from the start.
- As a **framework for training and development**, identifying skills and certifications required for success.
- As a **baseline for evaluations**, supporting fairness and consistency in employee performance reviews.

The Outcome

The adoption of this Job Description Manual will result in:

- A Borough-wide understanding of roles and responsibilities, from the Borough Manager to staff-level positions.
- Stronger alignment between employees, management, and elected officials.
- Enhanced operational efficiency and accountability.
- A foundation for future improvements in training, supervision, and labor relations.

This manual is intended to support Borough staff and leadership in their daily work, ensure transparency in Borough operations, and build confidence among employees, management, elected officials, and the community.

Table of Contents

This manual includes job descriptions for all Borough staff and leadership, including the Borough Manager.

Section 1 – Police Department

- 1.1 Police Officer – Full-Time
- 1.2 Administrative Assistant/ Parking Attendant/ Accreditation Manager
- 1.3 Police Chief – Full-time

Section 2 – Streets Department

- 2.1 Street Department Laborer
- 2.2 Street Superintendent (Working Supervisor)

Section 3 – Under Sewer Department

- 3.1 Sewer Superintendent
- 3.2 Assistant Sewer Superintendent
- 3.3 Full-Time Sewer Laborer/Operator
- 3.4 Part-Time Sewer Clerk

Section 4 – Administration

- 4.1 Borough Manager
- 4.2 Administrative Secretary / Borough Office Staff

Section 5 – Emergency Management

- 5.1 Emergency Management Coordinator
- 5.2 Emergency Management Assistant Coordinator

Section 1 – Police Department

(Serving and Protecting Northumberland Borough)

1.1 Police Officer – Full-Time

Department: Police

Reports To: Police Chief

Status/Bargaining Unit: Police Officers' Association (CBA 2021–2025)

Summary

The Police Officer provides general law enforcement services for Northumberland Borough, ensuring the enforcement of Borough ordinances and applicable state and federal laws. Patrol Officers are responsible for crime prevention, investigation, the protection of life and property, and the maintenance of public safety.

Essential Duties & Responsibilities

- Patrol assigned areas by vehicle and on foot.
- Observe for suspicious, disorderly, or illegal activity; identify stolen vehicles, missing persons, and road hazards.
- Respond to calls for service, including accidents, emergencies, and disturbances.
- Furnish information and assistance to the public.
- Interview witnesses, complainants, and suspects; mediate disputes.
- Investigate crimes, collect evidence, and preserve crime scenes.
- Arrest suspects, apply physical restraint when necessary, and process arrestees.
- Administer first aid when required.
- Investigate traffic accidents and enforce traffic laws.
- Operate specialized law enforcement equipment including firearms, BAC testers, speed detection devices, and communication systems.
- Prepare accurate reports, complaints, affidavits, and case documentation.
- Provide testimony in court as required.
- Participate in ongoing training, continuing education, and certifications.

Qualifications

- U.S. Citizen; minimum age 21.
- High school diploma or GED; Act 120 Certification required.
- Valid Pennsylvania driver's license.
- Ability to read and interpret the Pennsylvania Vehicle and Crimes Codes.
- Ability to react calmly and reasonably in emergencies.
- Excellent physical stamina, hand-eye coordination, and interpersonal skills.
- No disqualifying criminal history; ability to pass physical, psychological, and background screening.

Work Environment & Physical Demands

- Work performed indoors and outdoors in varied conditions, including inclement weather.
- Exposure to hazards including traffic, physical confrontations, firearms, hazardous materials, and personal danger.
- Requires running, climbing, crawling, lifting/carrying persons, and operating vehicles in emergency conditions.
- Must withstand prolonged sitting, standing, exposure to traumatic incidents, and high-stress situations.

Performance Evaluation

- Effectiveness of patrol coverage and responsiveness to calls.
- Accuracy, thoroughness, and timeliness of reports.
- Compliance with departmental procedures and professional standards.
- Community engagement and professionalism in public interactions.
- Reliability, teamwork, and contribution to department operations.

Contractual Provisions

- Hours, overtime, and call-in provisions per Police Officers' Association CBA.
- Uniform, vest replacement, and equipment provided.
- Residency requirement within 25 miles of the Borough after probationary period.

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

1.2 Police Administrative Assistant

Department: Police

Reports To: Chief of Police

Status/Bargaining Unit: Non-Union

Summary

The Police Administrative Assistant provides clerical and administrative support to the Police Department, assists with parking enforcement, and manages the accreditation process. This position is responsible for records management, scheduling, public interaction, and supporting the operational needs of the Chief of Police.

Essential Duties & Responsibilities

- Prepare correspondence, memoranda, reports, and forms.
- Manage police department records, case files, and reports.
- Assemble information for Borough Council meetings and prepare media releases.
- Maintain calendars of appointments and deadlines for the Chief of Police.
- File and process police reports, complaints, affidavits, and fingerprint cards.
- Manage parking meters, process tickets, and maintain related accounts.
- Maintain logs, records, and departmental documentation.
- Manage supply inventory and procurement.
- Answer phones, greet visitors, and assist the public.
- Manage and update the department's public app.
- Coordinate and maintain accreditation documentation.

Qualifications

- High school diploma or GED required.
- Experience in clerical or secretarial work, preferably in a law enforcement environment.
- Valid Pennsylvania driver's license.
- Proficiency in office software and equipment, including Microsoft Office.
- Strong written, verbal, and organizational skills.

- Ability to work independently, manage deadlines, and handle sensitive information.
- Ability to write parking and meter tickets fairly and impartially.

Work Environment & Physical Demands

- Work performed primarily in an office setting.
- Frequent interaction with the public.
- Extended periods of computer and desk work.
- Occasional lifting of files, boxes, or office supplies (up to 25 lbs).

Performance Evaluation

- Accuracy, completeness, and timeliness of administrative tasks.
- Professionalism and responsiveness in dealing with the public and staff.
- Reliability in managing records, deadlines, and accreditation processes.
- Support provided to the Chief of Police and department staff.

\

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

1.3 Chief of Police

Department: Police

Reports To: Mayor and Borough Council

Status: Exempt / Appointed

Summary

The Chief of Police serves as the chief executive officer of the Northumberland Borough Police Department. Under the direction of the Mayor and Council, the Chief oversees departmental operations, supervises personnel, manages budgets, and ensures the enforcement of laws and ordinances.

Essential Duties & Responsibilities

- Plan, coordinate, supervise, and evaluate all police department operations.
- Develop policies and procedures to implement directives from the Borough Council or the Mayor.
- Plan and implement law enforcement programs; assess effectiveness and recommend improvements.
- Assign officers to shifts, units, or special investigations as needed.
- Supervise major criminal investigations and coordinate with external agencies.
- Direct preparation of the department budget and oversee purchasing, bids, and contracts.
- Manage departmental payroll, personnel issues, grievances, and disciplinary actions.
- Oversee accreditation, records management, and compliance with Borough code and civil service regulations.
- Ensure staff training, professional development, and adherence to MPOETC standards.
- Prepare and submit reports to Borough officials on departmental activity.
- Represent the Borough in meetings, conferences, and public events.
- Cooperate with county, state, and federal law enforcement agencies.
- Direct special details, including parades, community events, and emergencies.
- Maintain public relations and communication with the community.
- Perform additional duties as directed by the Borough Council or Mayor.

Qualifications

- MPOETC certification required.
- Valid Pennsylvania driver's license.
- Act 120 certification.
- Minimum 10 years of progressive law enforcement experience, including supervisory roles.
- Any combination of education and experience demonstrates progressive responsibility in law enforcement, including supervisory and administrative roles.
- Strong leadership, administrative, and communication skills.
- Ability to read and interpret Pennsylvania vehicle and crime codes.

Work Environment & Physical Demands

- Work performed in office, community, and field settings.
- Exposure to emergencies, hazardous situations, and high stress.
- Requires availability beyond standard hours for emergencies and incidents.
- Physical demands include responding to incidents, prolonged work hours, and wearing protective equipment.

Performance Evaluation

- Departmental leadership and staff performance.
- Fiscal management and compliance with Borough policies.
- Community trust and engagement.
- Responsiveness to Borough officials and residents.
- Effectiveness of law enforcement programs and initiatives.

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

Section 2 – Streets Department

(Maintaining Borough Infrastructure and Public Spaces)

2.1 Street Department Laborer

Department: Streets

Reports To: Street Superintendent

Status/Bargaining Unit: Teamsters Local 764 (CBA 2023–2025)

Summary

Perform skilled and semi-skilled labor to maintain Borough streets, stormwater systems, public rights-of-way, and properties. Street Laborers support safe travel, effective stormwater management, and general upkeep of Borough-owned infrastructure and facilities.

Essential Duties & Responsibilities

- Plow snow, spread salt, and haul snow during winter months.
- Repair potholes, patch streets, and conduct other roadway maintenance.
- Sweep streets, collect leaves, and remove debris.
- Mow grass, trim trees, shovel sidewalks, and perform general landscaping.
- Install, clean, and repair storm drains and catch basins.
- Set up, paint, and maintain road signage and crosswalk markings.
- Perform minor carpentry, plumbing, and electrical work for Borough facilities.
- Operate Borough vehicles, trucks, and heavy equipment as required.
- Assist with refuse collection, brush pickup, and recycling programs.
- Maintain Borough-owned buildings and properties through basic repairs and upkeep.

Qualifications

- Valid Pennsylvania driver's license; CDL strongly preferred.
- Ability to operate hand tools, power tools, and heavy equipment safely.
- Experience in public works, construction, or related field preferred.
- Strong teamwork skills and reliability in varied work conditions.

Work Environment & Physical Demands

- Work performed outdoors in all weather conditions, often under physically demanding circumstances.
- Exposure to dust, noise, chemicals, traffic, and moving equipment.
- Frequent lifting (50+ lbs), bending, climbing, and shoveling required.
- Must be able to operate vehicles and equipment safely under stressful or emergency conditions.

Performance Evaluation

- Quality and timeliness of work performed.
- Adherence to safety protocols and operational procedures.
- Teamwork and cooperation with department staff.
- Reliability in responding to emergency call-outs and seasonal demands.

Contractual Provisions

- Hours: 7:00 AM – 3:00 PM, Monday through Friday.
- Overtime: Paid at 1.5x for work beyond 40 hours/week or 8 hours/day.
- Call-in: Minimum 2 hours paid.
- Clothing/boot reimbursement: \$300 annually.
- Annual safety bonus if accident-free.
- Paid holidays, vacation, sick, and personal leave per CBA.

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

2.2 Street Superintendent (Working Supervisor)

Department: Streets

Reports To: Borough Manager / Council

Status: Exempt / Non-Union

Summary

Supervise the Street Department while actively participating in daily maintenance and repair operations. Ensure Borough streets, stormwater systems, and properties are maintained to a safe and high standard. Serve as a working leader who manages staff, equipment, and resources while directly performing labor duties as required.

Essential Duties & Responsibilities

- Plan, assign, and supervise daily tasks for Street Department staff.
- Perform road maintenance, snow removal, stormwater management, and other labor tasks alongside staff.
- Inspect Borough streets, facilities, and equipment to identify repair and maintenance needs.
- Maintain equipment, trucks, and heavy machinery; coordinate repairs and replacement when necessary.
- Ensure compliance with safety regulations, policies, and procedures.
- Maintain records of work performed, time sheets, and service requests.
- Recommend staffing, training, and equipment improvements to Borough leadership.
- Coordinate with emergency services and other departments during storms, flooding, or infrastructure emergencies.
- Assist with the development of department budget and purchasing requests.

Qualifications

- Valid Pennsylvania driver's license; CDL required.
- Minimum 5 years' experience in public works or construction, with at least 2 years supervisory experience.

- Knowledge of roadway maintenance, stormwater systems, and equipment operation.
- Ability to manage staff while performing strenuous physical labor.
- Strong communication, leadership, and organizational skills.

Work Environment & Physical Demands

- Work performed indoors (garage/office) and outdoors in all weather conditions.
- Exposure to loud equipment, moving traffic, dust, and chemicals.
- Requires regular lifting, bending, climbing, and extended periods of physical activity.
- Must be able to operate vehicles and equipment safely, including during emergencies.

Performance Evaluation

- Effectiveness in supervising staff and managing resources.
- Quality and timeliness of department projects.
- Compliance with safety and operational standards.
- Communication with Borough officials, staff, and the public.

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

Section 3 – Sewer Department

3.1 Sewer Superintendent

Department: Sewer

Reports To: Borough Council

Status/Bargaining Unit: Exempt / Appointed

Summary

The Superintendent provides overall direction, management, and oversight of the Borough's wastewater systems, facilities, and infrastructure. The role includes supervision of personnel, ensuring regulatory compliance, overseeing budgets, and recommending improvements to wastewater operations. This is a non-working supervisory position.

Essential Duties & Responsibilities

- Supervise personnel in operations and maintenance of the Wastewater Plant and Collection Systems.
- Ensure compliance with NPDES and EPA regulations.
- Assist Borough Council in developing policies, goals, and procedures.
- Conduct inspections, review operations, and submit regulatory reports.
- Oversee emergency response plans and ensure readiness.
- Provide technical advice on process control and plant performance.
- Recommend equipment purchases and assist with specifications and bids.
- Represent the Borough in public relations and community education.
- Analyze data and implement process improvements.
- Oversee capital improvements to wastewater facilities.
- Ensure staff follow safety procedures and best practices.

Qualifications

- Extensive experience in wastewater management and supervision.
- Knowledge of NPDES, EPA, and DEP regulations.
- Proficiency in computer applications, including word processing and spreadsheets.

- Ability to lead, train, and evaluate staff.
- Strong communication and administrative skills.

Work Environment & Physical Demands

- Primarily office-based with routine site inspections.
- Exposure to odors, chemicals, and wastewater treatment processes.
- Requires attendance during emergencies and occasional non-standard hours.

Performance Evaluation

- Compliance with regulatory reporting and deadlines.
- Effective leadership and staff supervision.
- Budget management and capital project oversight.
- Quality and efficiency of plant operations.

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

3.2 Assistant Sewer Superintendent

Department: Sewer

Reports To: Sewer Superintendent and Borough Council

Status: Exempt

Summary

The Assistant Superintendent supports the Sewer Superintendent in the management, administration, and operation of the Borough's wastewater facilities. This role assists with regulatory compliance, staff supervision, and technical operations.

Essential Duties & Responsibilities

- Assist with supervision and evaluation of wastewater personnel.
- Assist with regulatory compliance, including NPDES and EPA.
- Inspect plant processes and provide technical assistance on process control.
- Develop operational data analysis and implement control changes.
- Assist with lab testing and chemical application.
- Develop and refine laboratory and safety methods.
- Provide input on goals, policies, and operating procedures.
- Ensure staff adhere to safety rules and protocols.

Qualifications

- Experience in wastewater operations and regulatory compliance.
- Strong knowledge of process control and treatment technologies.
- Supervisory and training ability.
- Effective communication and analytical skills.

Work Environment & Physical Demands

- Combination of office and fieldwork.
- Exposure to chemicals, odors, and wastewater.
- Requires standing, climbing, lifting, and working in plant environments.

Performance Evaluation

- Effectiveness in supporting the Superintendent and staff.
- Compliance with regulatory standards.
- Technical problem-solving and data analysis.
- Team leadership and cooperation.

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

3.3 Full-Time Sewer Laborer/Operator

Department: Sewer

Reports To: Superintendent and Assistant Superintendent

Status: Union (CBA)

Summary

The Full-Time Laborer/Operator performs a variety of manual and technical tasks in support of the Borough's sewage treatment plant and collection system operations. This includes sampling, lab work, equipment maintenance, and plant operations.

Essential Duties & Responsibilities

- Collect wastewater samples and perform basic lab tests.
- Conduct routine checks of pump stations and equipment.
- Record operational data including pump hours and plant values.
- Open and close valves, operate pumps, and transfer sludge.
- Maintain equipment, buildings, and grounds.
- Perform manual labor including climbing ladders and handling valves.
- Support chemical dosing and sludge management.
- Obtain and maintain PA DEP Wastewater Operator's License.

Qualifications

- Valid Pennsylvania driver's license.
- Skilled with hand and power tools and basic electrical/mechanical equipment.
- Ability to read technical manuals, drawings, and schematics.
- Ability to follow oral and written instructions and perform mathematical calculations.

Work Environment & Physical Demands

- Work involves exposure to odors, noise, fumes, and wastewater.
- Requires lifting, climbing, and operating in confined spaces.
- Must be available for emergency call-ins (24/7).

- Standard schedule: Monday–Friday, 7am–3pm; probationary period applies.

Performance Evaluation

- Reliability in operations and maintenance tasks.
- Accuracy of records and sampling.
- Compliance with safety procedures.
- Skill in equipment use and plant support.

Contractual Provisions

- Covered by Sewer Department union CBA.
- Hours, overtime, and benefits per contract.

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

3.4 Part-Time Sewer Clerk

Department: Sewer

Reports To: Sewer Superintendent and Assistant Superintendent

Status: Part-Time / Non-Union

Summary

The Part-Time Sewer Clerk supports the administrative and financial operations of the Sewer Department. Duties include billing, bookkeeping, reconciliations, and financial reporting.

Essential Duties & Responsibilities

- Process monthly sewer bills and categorize expenses in QuickBooks.
- Prepare and mail quarterly customer invoices.
- Review and reconcile bank accounts.
- Enter customer payments into the billing system.
- Manage delinquent accounts and payment plans.
- Prepare daily bank deposits and monthly reports.
- Assist with the preparation of financial statements for annual audit and budget.

Qualifications

- Proficiency with QuickBooks, Microsoft Office, and Adobe.
- Skilled in the use of office equipment, including copier, scanner, and fax.
- Effective communication and customer service skills.
- Ability to develop and manage filing systems (paper and electronic).
- Ability to quickly learn and operate custom billing software.

Work Environment & Physical Demands

- Work performed in an office environment.
- Extended sitting and computer use.
- Interaction with the public on billing matters.
- Typical schedule: 6 hours daily, 4 days per week; probationary period applies.

Performance Evaluation

- Accuracy and timeliness of billing and bookkeeping.
- Reliability in meeting deadlines.
- Professionalism and responsiveness to customers.
- Support provided to the Superintendent and Borough Council.

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

Section 4 – Administration

(Supporting Borough Government Operations)

4.1 Borough Manager

Department: Administration

Reports To: Borough Council

Status: Exempt / Appointed

Summary

Serve as the chief administrative officer of the Borough, responsible for implementing the policies established by the Borough Council and overseeing daily operations across all departments. The Borough Manager provides professional leadership in budgeting, personnel management, public works, public safety coordination, and intergovernmental relations to ensure efficient and transparent municipal operations.

Essential Duties & Responsibilities

- Implement ordinances, resolutions, and policies established by the Borough Council.
- Direct and supervise all Borough departments, employees, and appointed officers unless otherwise directed by Council.
- Prepare and present the annual operating and capital budgets; oversee financial management and reporting.
- Manage Borough personnel functions, including hiring, evaluations, training, and discipline in accordance with Borough policy and labor agreements.
- Oversee Borough facilities, equipment, and capital improvement projects.
- Develop and recommend policies, programs, and initiatives to improve Borough services and operations.
- Serve as purchasing officer for the Borough, ensuring compliance with laws and procurement policies.
- Attend Borough Council meetings and provide regular reports on operations and initiatives.
- Represent the Borough with residents, businesses, community groups, and other governmental entities.
- Ensure compliance with all applicable federal, state, and local laws and regulations.

Qualifications

- Bachelor's degree in public administration, business administration, political science, or related field (Master's preferred).
- Minimum 5–7 years of progressively responsible municipal management or administration experience.
- Knowledge of Pennsylvania municipal law, budgeting practices, and public works operations.
- Strong leadership, communication, and organizational skills.
- Ability to build effective working relationships with Council, staff, and the public.

Work Environment & Physical Demands

- Work primarily in an office environment with frequent evening meetings.
- Occasional outdoor work to oversee projects and interact with staff.
- Extended hours required during budget season, emergencies, or special projects.
- Travel within the region for Borough business as needed.

Performance Evaluation

- Effectiveness in implementing Council policies and directives.
- Sound financial management and budget oversight.
- Leadership and supervision of Borough staff and departments.
- Quality of communication with Council, staff, and the public.
- Responsiveness to resident concerns and community needs.

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

4.2 Administrative Secretary / Borough Office Staff

Department: Administration

Reports To: Borough Manager / Borough Council

Status: Non-Union

Summary

Provide comprehensive administrative and clerical support to ensure the efficient operation of the Borough government. The Administrative Secretary serves as the first point of contact for residents, supports Council and staff with essential documentation, and ensures compliance with recordkeeping and financial standards.

Essential Duties & Responsibilities

- Serve as receptionist for Borough offices, greeting visitors and answering phones.
- Respond to inquiries from residents, businesses, and outside agencies regarding Borough services and ordinances.
- Prepare Borough Council agendas, packets, and official meeting minutes.
- Maintain Borough records in compliance with retention schedules and the Pennsylvania Right-to-Know Law.
- Process permits, licenses, tax payments, and other Borough transactions.
- Assist with payroll processing, benefits administration, and financial recordkeeping.
- Support preparation of budgets, financial reports, and grant applications.
- Coordinate communications among Borough staff, officials, and contractors.
- Schedule meetings, manage calendars, and support logistics for Borough Council and committees.
- Provide administrative assistance during elections, audits, and special projects.

Qualifications

- High school diploma or GED required; associate degree in office administration or business preferred.
- At least 2 years of administrative or clerical experience (government experience preferred).
- Proficiency with Microsoft Office Suite and office equipment.
- Strong organizational, written, and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information responsibly.

Work Environment & Physical Demands

- Work primarily performed in an office environment.
- Frequent public contact with residents, vendors, and elected officials.
- Requires extended computer use and occasional lifting (up to 25 lbs).
- Ability to manage multiple tasks in a fast-paced office with frequent interruptions.

Performance Evaluation

- Accuracy and timeliness of clerical and administrative work.
- Professionalism in public interactions and customer service.
- Compliance with Borough recordkeeping and financial procedures.
- Ability to maintain confidentiality of sensitive information.
- Support provided to the Borough Manager, Council, and staff.

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

Section 5 – Emergency Management

(Preparedness, Response, and Resilience)

5.1 Emergency Management Coordinator

Department: Emergency Management

Reports To: Borough Council

Status: Non-Union / Appointed

Summary

Plan, direct, and coordinate the Borough's emergency management program to ensure preparedness, effective response, and recovery from natural and man-made disasters. The EMA Coordinator serves as the primary liaison with County, State, and Federal emergency management agencies.

Essential Duties & Responsibilities

- Develop, update, and maintain the Borough Emergency Operations Plan (EOP).
- Coordinate Borough emergency management activities with County EMA, PEMA, FEMA, and other regional partners.
- Organize and conduct training, exercises, and drills for Borough staff and volunteers.
- Oversee the Borough's emergency communications and notification systems.
- Manage resource requests and mutual aid agreements during emergencies.
- Serve as the incident coordinator during Borough-wide emergencies.
- Report to Borough Council regularly on emergency preparedness and response capabilities.
- Maintain required certifications and training as mandated by state and federal agencies.

Qualifications

- Completion of FEMA/NIMS training (ICS 100, 200, 700, 800 minimum).
- Experience in emergency management, public safety, fire service, EMS, or related field preferred.
- Strong organizational, communication, and leadership skills.
- Ability to coordinate across agencies and work effectively under stress.

Work Environment & Physical Demands

- Work performed in office settings, training environments, and in the field during emergencies.
- May be exposed to adverse weather, hazardous conditions, and stressful situations.
- Requires the ability to work irregular hours, including nights and weekends, during emergencies.
- Must be able to manage multiple tasks under pressure and direct response operations.

Performance Evaluation

- Compliance with state and federal emergency management requirements.
- Effectiveness in preparing and updating the Borough's EOP.
- Quality of training and exercises conducted.
- Communication and coordination with Borough staff, officials, and partner agencies.
- Leadership during emergency incidents.

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

5.2 Emergency Management Assistant Coordinator

Department: Emergency Management

Reports To: Emergency Management Coordinator

Status: Non-Union / Appointed

Summary

Assist the Emergency Management Coordinator in planning, training, and implementing the Borough's emergency management program. Provide staffing support during emergencies and serve as a backup to the Coordinator when required.

Essential Duties & Responsibilities

- Assist in developing, updating, and maintaining the Borough EOP.
- Support the planning and execution of training sessions, exercises, and drills.
- Maintain contact lists, resource inventories, and emergency documentation.
- Provide staffing support during emergency activations, including incident command roles as assigned.
- Coordinate with Borough officials, volunteers, and regional partners as needed.
- Participate in community outreach and public safety education efforts.

Qualifications

- FEMA/NIMS training required (ICS 100, 200, 700, 800) or ability to complete within 1 year of appointment.
- Experience in public safety, emergency services, or community planning preferred.
- Strong organizational and communication skills.
- Ability to work effectively under pressure during emergencies.

Work Environment & Physical Demands

- Work performed in office settings, training environments, and field conditions.
- May require working nights, weekends, and long hours during emergencies.
- Must be able to manage stressful situations and assist in response operations.

Performance Evaluation

- Contribution to emergency planning and preparedness efforts.
- Support provided to the Coordinator and Borough Council.
- Responsiveness during emergency incidents and drills.
- Communication and teamwork with staff, volunteers, and outside agencies.

Revision & Approval

Reviewed by: _____

Approved by: _____

Date: _____

Northumberland Borough Council

Agenda Item Briefing Sheet Template

Meeting Date: November 3, 2025

Agenda Item #:

Committee/Department: Sewer Department

Presented By: Jeremy Deitrick

Topic:

Purchase 580 Total Phosphors credits from the University Area Joint Authority (UAJA) at a cost of \$10 per credit, for a total of \$5,800

Recommended Motion:

“Motion to Purchase 580 Total Phosphors credits from the University Area Joint Authority at a cost of \$10 per credit

Description:

Purchase credits to offset total permitted phosphorus loading, per PA DEP NPDES permit.

Justification:

The decision to purchase credits is a more affordable option than to purchase chemicals (liquid metal salts) to remove the phosphorus from the treated plant effluent. Savings of credits over chemicals is ~\$10k per year.

Impact on Budget:

None. Budget included \$5k for nutrient credits.

Regulatory Considerations:

The purchase allows the WWTP to be in compliance with PA DEP NPDES permit.

Attachments:

Contact agreement w/ UAJA

Recommendation:

Approve the purchase agreement.

Additional Information:

The NBSD has entered into contract agreements for Total Phosphorus credits with UAJA since 2018. Their staff have graciously allowed us the first option of purchasing available credits annually. The price is a slight increase over last year's price of \$8.50. There does appear to be significant demand this year for credits though which has inflated the cost.



**Pennsylvania
Department of
Environmental Protection**

October 17, 2025

Jason Brown
University Area Joint Authority
1576 Spring Valley Rd.
State College, PA 16801
814-238-5361
jbrown@uaja.org

Re: Verification of Nutrient Reduction Credits – UAJA Spring Creek Pollution Control Facility

Dear Mr. Brown,

The Department of Environmental Protection (DEP) is in receipt of a request for verification (“request”), including a [Nutrient Credit Point Source Verification Request](#) form (3830-FM-BCW0506b) and [Annual Chesapeake Bay Spreadsheet](#) v2.2 demonstrating credit generation.

DEP approval of a verification request indicates that the generator has verified the pollutant reduction activity using the Annual Chesapeake Bay Spreadsheet and that other verification requirements of the Nutrient Credit Trading Program, such as baseline and threshold, have been met (See 25 Pa. Code §96.8(f)).

The following nutrient pollutant reduction activity has DEP approval for verification:

Verification ID	Cert ID	Generator	Pollutant Reduction Activity	N Credits Verified	P Credits Verified	Verification Date	Verification Expiration
1257	1151	UAJA Spring Creek Pollution Control Facility	Advanced Wastewater Treatment	0	1,905	10/17/25	11/28/25

Assuming no contrary information comes to DEP’s attention, DEP is prepared to register the verified credits generated by the pollutant reduction activity listed above upon receipt of a [Nutrient Credit Registration Request form](#) (3830-FM-BCW0504) and related valid contract. These credits may only be used towards compliance with an NPDES permit for the 2025 compliance year until November 28, 2025.

University Area Joint Authority shall furnish to DEP, within the timeframe specified by DEP, any information DEP may request related to this verification. All documents, records, data, or other information related to this verification shall be maintained by University Area Joint Authority for a minimum of three (3) years from the expiration date of the related certification.

Pertinent information related to credit certification, verification, and registration, including data on credit generators and buyers, will be published on DEP’s Nutrient Trading website at:

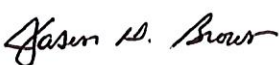


NUTRIENT CREDIT REGISTRATION REQUEST

Credits must be certified and verified before requesting registration.

Registration Requests may only include one credit generator and one buyer.

Registration Requests must include copies of all related valid contracts between generator and buyer.

1.	A. Registration Request Submitter: University Area Joint Authority		
	B. Aggregator Information (if applicable)		
	Address:		
	Responsible official or contact:		Phone:
	Title:	Email:	
	C. Credit Generator Information		
	NPDES Permit Number or other identifier (if applicable): PA0026239		
	Site Name: University Area Joint Authority		Basin: 60
	Site Location	County: Centre	Municipality: Benner Twp
	Address: 1576 Spring Valley Road State College, PA 16801		
	Responsible official or contact: Jason D. Brown		Phone: 814-238-5361
	Title: Assistant Executive Director	Email: jbrown@uaja.org	
	Certification ID: 1151	Verification ID: 1257	
2.	Total Credit Registration Requested	N Credits: 0	P Credits: 580
	For Compliance Year: October 1, 2024 through September 30, 2025		
3.	Name of Credit Buyer: Northumberland Borough		
	NPDES Permit Number or other identifier (if applicable): PA0020567		
	Address: 175 Orange Street Northumberland, PA 17857		
	Responsible official or contact: Jeremy Deitrick		Phone: 570-473-1992
	Title: Superintendent, Sewer Department	Email: super1@norrysewer.com	
	Water basin for receiving stream segment nearest the location of the proposed credit buyer: 5-E		
4.	Contract Effective Date: 10/22/2025		
5.	Is this a PennVEST sale? ☐ Yes ☒ No		
Email or send this completed Registration Request form and all associated documentation to:			
RA-EPPANutrientTrad@pa.gov or PA DEP PA Nutrient Trading Program 400 Market Street – 11 th Floor Harrisburg, PA 17101-8774		Submitter/Responsible Official Signature:	
			
		Name: Jason D. Brown	
		Date: 10/22/2025	
I certify under penalty of law and subject to the penalties of 18 Pa. C.S. Section 4904 (relating to unsworn falsification to authorities) that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.			
Information related to the PA Nutrient Trading Program is available on the DEP Nutrient Trading website: www.dep.pa.gov/nutrient_trading			

Nutrient Credit Sales Agreement

Between

UNIVERISTY AREA JOINT AUTHORITY & NORTHUMBERLAND BOROUGH

This AGREEMENT is made this 22nd day of October, 2025, by and between the University Area Joint Authority, an entity organized and existing under the laws of the Commonwealth of Pennsylvania or duly authorized to do business in the Commonwealth of Pennsylvania, with an address of 1576 Spring Valley Road, State College, Pennsylvania (“Seller”), and Northumberland Borough, an entity organized and existing under the laws of the Commonwealth of Pennsylvania or duly authorized to do business in the Commonwealth of Pennsylvania, with an address of 175 Orange Street, Northumberland (“Buyer”).

WHEREAS Seller desires to sell Credits (as hereinafter defined) to the Buyer and the Buyer desires to purchase Credits from Seller on the terms and conditions set forth herein.

NOW, THEREFORE, the Buyer and Seller, with the intention of being legally bound, hereby agree as follows:

A. DEFINITIONS

The following words and phrases shall have the meanings given to them in this Section when used in this Agreement. Certain terms are defined elsewhere in the Agreement.

1. “CERTIFIED CREDITS” shall mean Credits that have been or will be generated by a proposed or implemented pollutant reduction activity that has been certified to generate Credits.
2. “COMMONWEALTH” shall mean the Commonwealth of Pennsylvania.
3. “COMPLIANCE YEAR” shall mean the year long period starting October 1 and ending September 30 in which credits may be used to meet NPDES permit effluent limitations. The Compliance Year will be named for the year in which it ends. Example: The period of October 1, 2024, through September 30, 2025 is Compliance Year 2025.
4. “CREDIT” shall mean a tradable unit of compliance that corresponds with a unit of reduction of a Nutrient or of Sediment as recognized by DEP which, when certified, verified, and registered may be used to comply with NPDES permit effluent limitations.
5. “CREDIT SALES DOCUMENTS” shall mean this Agreement, together with all other documents, certifications and other instruments executed and delivered to the Buyer by the Seller, pursuant to this Agreement.
6. “DELIVERY SCHEDULE” shall mean the schedule for the delivery of Credits from the Seller to the Buyer as set forth in Section F.
7. “DEP” shall mean the Pennsylvania Department of Environmental Protection.

8. "EVENT OF DEFAULT" shall mean any of the events set forth in Paragraph H.1. herein.
9. "NPDES" shall mean the National Pollutant Discharge Elimination System.
10. "NUTRIENT" shall mean nitrogen or phosphorus.
11. "PERSON" shall mean a municipality, municipal authority, or other form of government, including a governmental subdivision, agency, or other instrumentality, an individual, any form of corporation or partnership, a business trust, an estate, a trust, a cooperative, an association, two or more individuals or entities having a joint or common interest, or any other legal or commercial entity.
12. "REGISTERED CREDITS" shall mean Credits to which DEP has assigned a registration identification number in DEP's tracking system, which identifies all Credits that may be used to comply with NPDES permit effluent limits.
13. "REGULATED POINT SOURCE" shall mean any entity, individual or organization, including wastewater treatment works owned or operated by municipalities or municipal authorities, developers and others that are responsible to comply with an NPDES permit.
14. "SETTLEMENT" shall mean the closing of the transaction between the Seller and the Buyer contemplated hereby, including execution of the Credit Sales Documents.
15. "SETTLEMENT DATE" shall mean the effective date of this Agreement.

B. SALE OF CREDITS

1. TRANSACTION SPECIFIC TERMS

Seller hereby agrees to sell, and the Buyer hereby agrees to purchase Credits in the quantities and at the prices set forth herein. Seller shall deliver the Credits to Buyer in accordance with the terms and conditions set forth herein.

C. SELLER REPRESENTATIONS AND WARRANTIES

Seller represents and warrants the following to the Buyer, which representations and warranties shall survive until all obligations of the Seller hereunder have been satisfied and shall be deemed to be made as of the Settlement Date and the date of each delivery of Credits:

1. CERTIFICATION OF CREDITS; VERIFICATION PLAN

All Credits sold to the Buyer are Certified, verified and Registered Credits. Upon request, the Seller shall provide such verification of the status of the Credits as Buyer may reasonably demand.

2. TITLE TO CREDITS

The Seller has acquired sufficient ownership or title in the Credits, and all leases, easements, rights of way, or other personal or real property interests necessary to generate the Credits, for the term of this Agreement, copies of which will be provided to the Buyer upon request. The Seller has not entered a contract to sell the Credits to another party, and the Credits are free and clear of all liens, encumbrances,

security interests or other equitable charges, except those in favor of the Buyer as may be created hereunder.

3. FORMATION; EXISTENCE; COMPOSITION

Seller is duly organized and existing under the laws of the Commonwealth of Pennsylvania or is duly authorized to do business in the Commonwealth of Pennsylvania; has the power and authority to carry on its business as now conducted.

4. POWER AND AUTHORITY; AUTHORIZATION; ENFORCEABILITY

The Seller has the full power, authority and legal right to execute, deliver and comply with the Credit Sales Documents and has taken all actions necessary or appropriate for the execution and delivery of and compliance with the Credit Sales Documents. The Credit Sales Documents constitute valid and legally binding obligations of the Seller enforceable against the Seller in accordance with their respective terms.

5. APPROVAL OF CREDIT SALES DOCUMENTS

No consent, approval, or other authorization of or by any court, administrative agency or other governmental authority is required in connection with the execution and delivery of or the performance of the Seller's obligations under this Agreement or any of the Credit Sales Documents.

6. CONFLICT; BREACH

The execution and delivery of and compliance with the Credit Sales Documents will not conflict with or result in a breach of any applicable law, judgment, order, writ, injunction, decree, rule or regulation of any court, administrative agency or other governmental authority, or the Organizational Documents, or of any agreement or other document or instrument to which the Seller is a party or by which it or its properties are bound, and such action by the Seller will not result in the creation or imposition of any lien, charge or encumbrance upon the Credits in favor of anyone other than the Buyer.

7. LITIGATION

No action, suit or proceeding is pending or, to the knowledge of the Seller, is threatened, against or affecting the Seller or the Credits before or by any court, administrative agency or other governmental authority, which questions the validity of the transaction contemplated hereby, or which could result in a material adverse change in the financial condition or business of the Seller.

8. BANKRUPTCY; INSOLVENCY

The Seller has not applied for or consented to the appointment of a receiver, conservator, trustee or liquidator for itself or any of its property; admitted in writing its inability to pay its debts as they mature; made a general assignment for the benefit of creditors; been adjudicated a bankrupt or insolvent or filed a voluntary petition in bankruptcy, or a petition or an answer seeking reorganization or an arrangement with creditors or to take advantage of any bankruptcy, reorganization, insolvency, readjustment of debt, dissolution or liquidation law or statute, or an answer admitting the material allegations of a petition filed against it in any proceeding under any such law; and no action has been taken by it for the purpose of effecting any of the foregoing. No order, judgment or decree has been

entered by any court of competent jurisdiction approving a petition seeking reorganization of the Seller or all or a substantial part of the assets of the Seller, or appointing a receiver, conservator, sequestrator, trustee, or liquidator of it or any of its property.

D. SELLER COVENANTS

All representations and warranties stated in Section C that continue to apply to the Seller's performance under this Agreement, are incorporated into this Section as if restated in their entirety. In addition, the Seller covenants and agrees to the following until the Seller's obligations hereunder have been satisfied in full:

1. DELIVERY OF CREDITS

The Seller shall deliver or cause to be delivered all Registered Credits in accordance with the Delivery Schedule set forth herein. In no event shall the date for delivery of Registered Credits extend beyond the scheduled delivery date set forth herein without the express written consent of the Buyer. The Seller shall provide the applicable registration identification numbers to the Buyer at the time of delivery.

The Seller shall take all steps necessary to monitor or supervise the generation of Credits. Seller shall be responsible for ensuring that Seller will be able to deliver the applicable quantity and type of Credits as set forth in the Delivery Schedule.

In the event the Seller anticipates that it will not be able to make a scheduled delivery of Credits, it shall notify the Buyer immediately. To the extent Seller provides a partial delivery of Credits under the Delivery Schedule, Seller will be entitled only to payment for the proportionate share of Credits delivered.

2. PAYMENT PROCEDURE

Upon receipt of all Credits scheduled to be delivered in accordance with the Delivery Schedule and the associated registration identification numbers, the Buyer shall submit payment to the Seller, so long as Seller is not in default of the terms and conditions of this Agreement. Payment shall be provided to the Seller at the address set forth herein, unless the Seller notifies the Buyer of a change in address.

3. CONTROL; OWNERSHIP OF CREDITS

If applicable, control or ownership of the Credits, shall not be transferred, directly or indirectly, voluntarily, or involuntarily, without the prior written approval of the Buyer, except as may otherwise be required by court order, and no lien, encumbrance or security interest shall be created or permitted to exist in favor of any third party with respect to the Credits.

4. FINANCIAL CONDITION

The Seller shall not take any action or incur additional debt or refinance existing debt which will have a material adverse change on the financial condition of the Seller, and which may jeopardize the Seller's ability to satisfy its obligations hereunder.

5. PROPERTY, LIABILITY AND OTHER INSURANCE

The Seller shall maintain adequate property, comprehensive general liability insurance and such other insurance as may be necessary to provide adequate business insurance coverage on the Seller's business assets for the term of this Agreement.

6. RECORDING OR FILING OF CREDIT SALES DOCUMENTS

To the extent the Credit Sales Documents must be recorded or filed, the applicable Credit Sales Documents shall be recorded or filed by the Seller in the appropriate public office and evidence of the filing shall be provided to the Buyer.

E. BUYER COVENANTS

1. PAYMENT

The Buyer covenants and agrees to make or cause to be made all payments in accordance with the Delivery Schedule set forth herein, upon receipt of all Credits scheduled to be delivered by the Seller in accordance with the terms and conditions herein.

F. TRANSACTION SPECIFIC TERMS

1. QUANTITY OF CREDITS PURCHASED & PURCHASE AMOUNT SCHEDULE

The Buyer agrees to purchase 580 Total Phosphorus Credits.

2. PRICE OF CREDITS

Total Phosphorus Credits will be sold for a price of \$ [REDACTED] per Credit.

3. COMPLIANCE YEAR(S)

The Buyer agrees to purchase credits for the 2025 compliance year.

4. DELIVERY SCHEDULE

Seller agrees to deliver credits by November 25, 2025.

G. LIMITATION OF LIABILITY

1. BUYER'S LIABILITY TO SELLER

The Seller has determined the approximate number of Credits it has or will have available for sale. The Buyer has not had and shall not have any responsibility whatsoever for the process by which the Seller intends to generate Credits.

2. BUYER'S LIABILITY TO THIRD PARTIES

The rights and benefits of this Agreement shall not inure to the benefit of any third party except as provided in this Agreement. Notwithstanding anything to the contrary, neither this Agreement nor any Credit Sales Documents shall be construed as creating any rights, claims or causes of action against the Buyer in favor of any Persons providing services or materials for or in connection with the performance of this Agreement, or their respective creditors, or any other Person other than the Seller.

H. DEFAULTS

1. EVENTS OF DEFAULT

The occurrence of any of the following events shall constitute an Event of Default by the Seller hereunder, provided that the default has not been cured within thirty (30) days of receipt of written notice of the default from the Buyer, or such other applicable cure period as may be set forth below:

- a. Failure to provide Credits to the Buyer in accordance with the Transaction Specific Terms, which shall include a partial delivery of Credits to the Buyer, except when such failure to deliver Credits is caused by conditions beyond the reasonable control of the Seller (including but not limited to, Acts of God, natural disasters, epidemics, riots, wars and other major upheavals) which determination shall be made by the Buyer in its discretion on a case-by-case basis, provided that such failure continues for thirty (30) days after written notice from the Buyer of such failure to provide Credits, or through the end of the applicable Compliance Year, whichever is earlier;
- b. Failure by the Seller to observe or perform any of the covenants or agreements required to be observed or performed under this Agreement or under any of the other Credit Sales Documents;
- c. A representation or warranty made by the Seller to the Buyer pursuant to this Agreement or under any of the Credit Sales Documents is untrue in any material respect;
- d. The Seller applies for or consents to the appointment of a receiver, trustee, liquidator, or conservator of itself or any of its property; admits in writing its inability to pay its debts as they mature; makes a general assignment for the benefit of creditors; is adjudicated as bankrupt or insolvent; files a voluntary petition in bankruptcy; files a petition or an answer seeking reorganization or an arrangement with creditors or to take advantage of any bankruptcy, reorganization, insolvency, readjustment of debt, dissolution or liquidation law or statute; files an answer admitting the material allegations of a petition filed against it in any proceeding under any such law; or takes any other action for the purpose of effecting any of the foregoing; or
- f. Any order, judgment or decree is entered by any court of competent jurisdiction, approving a petition seeking reorganization of the Seller or all or a substantial part of the assets of the Seller or appointing a receiver, sequestrator, trustee, or liquidator of the Seller or any of its property, and such order, judgment or decree continues unstayed and in effect for any period of sixty (60) days.

2. RIGHTS AND REMEDIES

- a. Availability

The Buyer shall, upon the occurrence of any Event of Default hereunder, in addition to any other rights or remedies available to it hereunder or under any other Credit Sales Documents, or at law or in equity, have the right to immediately exercise any or all of the following rights and remedies, as it deems necessary or appropriate:

- (i) Declare any Credits not yet delivered to the Buyer and due and payable under the Delivery Schedule, as set forth on the Transaction Specific Terms, or any outstanding balance due to the Buyer for the procurement of replacement Credits, and all other sums due hereunder or under any of the other Credit Sales Documents, to be immediately due and payable in full;
- (ii) Suspend any payment scheduled to be delivered to the Seller hereunder;

I. PROGRAM TERMINATION; REGULATORY CHANGE

The Buyer reserves the discretion to terminate this Agreement if Certified Credits become invalid due to changes in the NPDES permitting process or as a result of actions by DEP, the United States Environmental Protection Agency, a judicial order, or any other regulatory body or ruling, including but not limited to overturning the entire Credit system strategy, superseding the strategy with an alternate regulatory program, or not allowing Regulated Point Sources to purchase Credits as a method of complying with the strategy. In the event the Agreement is terminated by the Buyer, any and all rights of the Seller to payment for Credits not delivered as of the date of the termination shall be null and void.

J. MISCELLANEOUS

1. TIME OF THE ESSENCE

All dates and times for the performance of obligations set forth herein shall be deemed to be of the essence of this Agreement. Without limiting the generality of the foregoing and notwithstanding anything to the contrary contained herein or in any of the Credit Sales Documents, delivery of Credits from the Seller shall be made in accordance with the Delivery Schedule and failure to make such delivery on the scheduled dates for any reason whatsoever shall constitute a default hereunder.

2. SEVERABILITY

In the event that for any reason one or more of the provisions of this Agreement or their application to any person or circumstance shall be held to be invalid, illegal or unenforceable in any respect or to any extent, such provisions shall nevertheless remain valid, legal and enforceable in all other respects and to such extent as may be permissible. In addition, any such invalidity, illegality or unenforceability shall not affect any other provision hereof, but this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

3. SUCCESSORS AND ASSIGNS

This Agreement inures to the benefit of and binds the parties hereto and their respective successors and assigns, and the words "Seller", and "Buyer" whenever occurring herein shall be deemed to include such respective successors and assigns. However, the Seller shall not voluntarily, or by operation of law, assign or transfer any interest which it may have under this Agreement, or any part thereof, without the prior written approval of the Buyer. To the extent the Seller assigns or transfers any interest or

obligation under this Agreement without the prior written consent of the Buyer, the Seller shall remain obligated to the Buyer to perform all obligations under this Agreement.

4. NOTICES

All notices required or desired to be given to either of the parties hereunder shall be in writing and shall be deemed to have been sufficiently given for all purposes when presented personally to such party or sent by receipted mail via overnight courier, certified or registered mail, return receipt requested, or Electronic Postmark delivery through the United States Post Office to such party at its address set forth below:

Seller: University Area Joint Authority
1576 Spring Valley Road
State College, Pennsylvania 16801

Buyer: Northumberland Borough
175 Orange Street
Northumberland, PA 17857

Such notice shall be deemed to be given when received if delivered personally or two (2) days after the date mailed if sent by certified or registered mail. Any notice of any change in such address shall also be given in the manner set forth above. Whenever notice is required, the party entitled to receive such notice may waive the requirement by notifying the party required to give the notice in writing.

5. NUMBER AND GENDER

For purposes of this Agreement, the singular shall be deemed to include the plural, and the neuter shall be deemed to include the masculine and feminine, as the context may require.

6. CONFLICT BETWEEN INSTRUMENTS

In the event of any conflict between the provisions of this Agreement and the provisions of any of the other Credit Sales Documents, the provisions of this Agreement shall prevail.

7. CAPTIONS

The captions or headings of the paragraphs of this Agreement are for convenience only and shall not control or affect the meaning or construction of any of the terms or provisions of this Agreement.

8. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument. All signatures need not appear on the same copy hereof.

9. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

10. TERM

The term of this Agreement shall commence with the date hereof and end on the date that all obligations under the Credit Sales Documents have been satisfied in full.

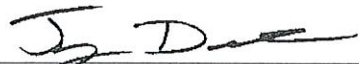
IN WITNESS WHEREOF, the Seller and the Buyer have executed this Nutrient Credit Sales Agreement on the date first above set forth.

University Area Joint Authority, SELLER



Jason D. Brown, Assistant Executive Director

Northumberland Borough, BUYER



Jeremy Deitrick - Northumberland Borough Superintendent

SEVERANCE AGREEMENT AND GENERAL RELEASE ("Agreement")

This **SEPARATION AGREEMENT AND RELEASE OF CLAIMS** (hereinafter "Agreement") is made by and between Northumberland Borough, and its attorneys, insurers, successors, officers, employees, directors, agents, affiliates, and assigns (hereinafter collectively "Borough"), and Todd Snyder, and his spouse, children, heirs, administrators, executors, successors, agents, attorneys and assigns (hereinafter collectively "Employee").

WITNESSETH:

WHEREAS, Employee was employed by the Borough for approximately twenty-three (23) years as a laborer in the Streets Department subject to a Collective Bargaining Agreement that governed the terms and conditions of his employment; and

WHEREAS, Employee was notified of allegations of, and ongoing investigation into, misconduct in which he was alleged to have been involved; and

WHEREAS, Employee submitted his resignation on October 1, 2025, to be effective October 3, 2025; and

WHEREAS, Pursuant to the terms of the current Collective Bargaining Agreement governing Employee's employment and resignation, Employee had accumulated but unused vacation and personal leave totaling approximately 96 hours of earned and unused vacation and personal time having a value of \$2,547.84; and

WHEREAS, the Borough and Employee wish to resolve any potential claims and disputes between them in any way related to his employment with the Borough, excepting only those claims expressly excluded within the terms of this Agreement without the need for further proceedings:

NOW, THEREFORE, for and in consideration of the items recited herein, and for other good and sufficient consideration, receipt of which is hereby acknowledged, Borough and Employee agree as follows:

The recitals above are incorporated herein by reference.

1. Last Day of Employment. Employee's last day of employment with Borough was October 3, 2025 ("Separation Date"). Effective on the Separation Date, Employee shall no longer be employed by Borough.

2. Consideration. In consideration of Employee's execution and non-revocation of this Agreement and compliance with its terms, Borough agrees:

a. to pay Employee a one-time payment of two thousand five hundred forty-seven and 84/100 dollars (\$2,547.84), minus required federal, state and local withholdings (hereinafter "Severance Payment"). This payment constitutes the calculated 96 hours of earned and unused vacation and personal time. The Severance Payment constitutes the sole consideration for this Agreement and Employee confirms that he is not owed any further payment for any accrued, paid time off, if any. The Severance Payment will be issued on the next natural pay period following the complete execution of this Agreement, assuming Employee does not timely revoke the Agreement. Borough will deliver the Severance Payment by mailing a check payable to Employee at his home address on file with Borough unless Employee provides a separate address to which to mail the check; and

3. No Consideration Absent Execution of this Agreement. Employee understands and agrees that Employee would not receive the monies and/or benefits specified in paragraph "2" above, except for Employee's execution of this Agreement and the fulfillment of the promises contained herein.

4. General Release, Claims Not Released and Related Provisions

a. **General Release of All Claims.** Employee knowingly and voluntarily releases and forever discharges Borough, its parent corporation, affiliates, subsidiaries, divisions, predecessors, insurers, successors and assigns, and their current and former employees, attorneys, officers, directors and agents thereof, both individually and in their business capacities, and their employee benefit plans and programs and their administrators and fiduciaries (collectively referred to throughout the remainder of this Agreement as "Releasees"), of and from any and all claims, known and unknown, asserted or unasserted, which the Employee has or may have against Releasees as of the date of execution of this Agreement, including, but not limited to, any alleged violation of:

- Title VII of the Civil Rights Act of 1964;
- Sections 1981 through 1988 of Title 42 of the United States Code;
- The Employee Retirement Income Security Act of 1974 ("ERISA") (as modified below);
- The Immigration Reform and Control Act;
- The Americans with Disabilities Act of 1990, as amended;
- The Age Discrimination in Employment Act of 1967 ("ADEA");
- The Worker Adjustment and Retraining Notification Act;
- The Fair Credit Reporting Act;

- The Family and Medical Leave Act;
- The Equal Pay Act;
- The Genetic Information Nondiscrimination Act of 2008;
- Pennsylvania Human Relations Act — 43 P.S. §951 et seq.;
- Pennsylvania Minimum Wage Act, as amended — 43 P.S. §33.101 et seq.;
- Pennsylvania Whistleblower Law — 43 P.S. §1421 et seq.;
- Pennsylvania Equal Pay Law, as amended — 43 P.S. §336.1 et seq.;
- Pennsylvania Wage Payment and Collection Law, as amended — 43 P.S. §260.1 et seq.;
- Pennsylvania Motor Vehicle Safety Law, as amended, 43 P.S. § 1431;
- The Pennsylvania Guidelines on Sexual Harassment;
- The Pennsylvania Pregnancy Guidelines;
- The Pennsylvania Disability Discrimination Rules;
- The Pennsylvania Occupational Safety and Health Laws;
- The Pennsylvania Wage and Hour Laws;
- The Pennsylvania Bona Fide Occupational Qualification Rules;
- The Pennsylvania Religious Freedom Protection Act;
- The Pennsylvania Affirmative Action Guidelines;
- The Pennsylvania Military Leave and Re-Employment Rights Laws;
- Pennsylvania statutes regarding Whistleblower Protection, Personnel Files, Criminal Records, Wage Complaints, and Retaliation;
- Pennsylvania leave laws;
- any other federal, state or local law, rule, regulation, or ordinance;

- any public policy, contract, tort, or common law; or
- any basis for recovering costs, fees, or other expenses including attorneys' fees incurred in these matters.

b. Claims Not Released. Employee is not waiving any rights he may have to: (a) his own vested accrued employee benefits under Borough's health, welfare, or retirement benefit plans as of the Separation Date, if any; (b) benefits and/or the right to seek benefits under applicable workers' compensation and/or unemployment compensation statutes; (c) pursue claims which by law cannot be waived by signing this Agreement; (d) enforce this Agreement; and/or (e) challenge the validity of this Agreement.

c. Governmental Agencies. Nothing in this Agreement prohibits or prevents Employee from filing a charge with or participating, testifying, or assisting in any investigation, hearing, whistleblower proceeding or other proceeding before any federal, state, or local government agency (e.g. EEOC, NLRB, SEC., etc.), nor does anything in this Agreement preclude, prohibit, or otherwise limit, in any way, Employee's rights and abilities to contact, communicate with, report matters to, or otherwise participate in any whistleblower program administered by any such agencies. However, to the maximum extent permitted by law, Employee agrees that if such an administrative claim is made, Employee shall not be entitled to recover any individual monetary relief or other individual remedies.

d. Collective/Class Action Waiver. If any claim is not subject to release, to the extent permitted by law, Employee waives any right or ability to be a class or collective action representative or to otherwise participate in any putative or certified class, collective or multi-party action or proceeding based on such a claim in which Borough or any other Releasee identified in this Agreement is a party.

5. Acknowledgments and Affirmations. Employee affirms that Employee has not filed, caused to be filed, or presently is a party to any claim against Borough Steel.

Employee also affirms that Employee has been paid and/or has received all compensation, wages, bonuses, commissions, and/or benefits which are due and payable as of the date Employee signs this Agreement. Employee affirms that Employee has been granted any leave to which Employee was entitled under the Family and Medical Leave Act or related state or local leave or disability accommodation laws, if applicable.

Employee further affirms that Employee has no known workplace injuries or occupational diseases.

Employee also affirms that Employee has not divulged any proprietary or confidential information of Borough and will continue to maintain the confidentiality of such information

consistent with Borough's policies and Employee's agreement(s) with Borough and/or common law.

Employee further affirms that Employee has not been retaliated against for reporting any allegations of wrongdoing by Borough or its officers, including any allegations of corporate fraud.

Employee affirms that all of Borough's decisions regarding Employee's pay and benefits through the date of Employee's execution of this Agreement were not discriminatory based on age, disability, race, color, sex, religion, national origin or any other classification protected by law.

6. Limited Disclosure and Return of Property. Employee agrees not to disclose any information regarding the underlying facts leading up to or the existence or substance of this Agreement, except to Employee's spouse, tax advisor, an attorney with whom Employee chooses to consult regarding Employee's consideration of this Agreement and/or to any federal, state, or local government agency.

Employee affirms that Employee has returned all of Borough's property, documents, and/or any confidential information in Employee's possession or control. Employee also affirms that Employee is in possession of all of Employee's property that Employee had at Borough's premises and that Borough is not in possession of any of Employee's property.

7. Governing Law and Interpretation. This Agreement shall be governed and conformed in accordance with the laws of the state of Pennsylvania without regard to its conflict of laws provision. In the event of a breach of any provision of this Agreement, either party may institute an action specifically to enforce any term or terms of this Agreement and/or to seek any damages for breach. Should any provision of this Agreement be declared illegal or unenforceable by any court of competent jurisdiction and cannot be modified to be enforceable, excluding the general release language, such provision shall immediately become null and void, leaving the remainder of this Agreement in full force and effect.

8. Nonadmission of Wrongdoing. The Parties agree that neither this Agreement nor the furnishing of the consideration for this Agreement shall be deemed or construed at any time for any purpose as an admission by Releasees of wrongdoing or evidence of any liability or unlawful conduct of any kind.

9. Amendment. This Agreement may not be modified, altered or changed except in writing and signed by both Parties wherein specific reference is made to this Agreement.

10. Entire Agreement. This Agreement sets forth the entire agreement between the Parties hereto, and fully supersedes any prior agreements or understandings between the Parties. Employee acknowledges that Employee has not relied on any representations, promises, or agreements of any kind made to Employee in connection with Employee's decision to accept this Agreement, except for those set forth in this Agreement.

EMPLOYEE IS ADVISED THAT EMPLOYEE HAS UP TO TWENTY-ONE (21) CALENDAR DAYS TO CONSIDER THIS AGREEMENT. EMPLOYEE ALSO IS

ADVISED TO CONSULT WITH AN ATTORNEY PRIOR TO EMPLOYEE'S SIGNING OF THIS AGREEMENT.

EMPLOYEE MAY REVOKE THIS AGREEMENT FOR A PERIOD OF SEVEN (7) CALENDAR DAYS FOLLOWING THE DAY EMPLOYEE SIGNS THIS AGREEMENT. ANY REVOCATION WITHIN THIS PERIOD MUST BE SUBMITTED, IN WRITING, TO CHARLES A. FREY JR. AND STATE, "I HEREBY REVOKE MY ACCEPTANCE OF OUR AGREEMENT." THE REVOCATION MUST BE PERSONALLY DELIVERED TO CHARLES A. FREY JR. OR HIS DESIGNEE, OR MAILED TO CHARLES A. FREY JR. AND POSTMARKED WITHIN SEVEN (7) CALENDAR DAYS AFTER EMPLOYEE SIGNS THIS AGREEMENT.

EMPLOYEE AGREES THAT ANY MODIFICATIONS, MATERIAL OR OTHERWISE, MADE TO THIS AGREEMENT, DO NOT RESTART OR AFFECT IN ANY MANNER THE ORIGINAL UP TO TWENTY-ONE (21) CALENDAR DAY CONSIDERATION PERIOD.

EMPLOYEE FREELY AND KNOWINGLY, AND AFTER DUE CONSIDERATION, ENTERS INTO THIS AGREEMENT INTENDING TO WAIVE, SETTLE AND RELEASE ALL CLAIMS EMPLOYEE HAS OR MIGHT HAVE AGAINST RELEASEES.

Signature Page to Follow

The Parties knowingly and voluntarily sign this Agreement as of the date(s) set forth below:

By: _____
Todd Snyder

By: _____
Northumberland Borough

Title: _____

Date: _____

Date: _____