

COUNCIL AGENDA

Northumberland Borough Council

January 20, 2026, Northumberland Borough Meeting Room
12:00 pm

Council Members and Mayor:

Denise Guilbault – Council President, Charles “Chuck” Stroup – Council Vice-President, Frank Wetzel, Timothy Botts, Travis Stevens, Lindsay Reed, Christopher Brady, Daniel Berard - Mayor

Staff:

Lucas Martsolf, Clifford Kriner, Jeremy Deitrick, 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 [Home | Norry PA](#)

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

7. CONSENT AGENDA

- a. Approval Of Minutes from the January 5, 2026 Council Meeting

8. NEW BUSINESS/REQUESTS FOR COUNCIL ACTION

- a. Motion to Approve Resolution B-2026 Establishing a Unified Public Works Department
- b. Motion to Approve application for a Tax Anticipation Note from Central Penn Bank & Trust
- c. 2027 Utility Rate Discussion – Approval of Contract or Authorization of Person to Execute
- d. Approval to Place Street Department Items on Municibid

e. Approval to Appoint Borough Manager

9. OLD BUSINESS (None)

10. 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)

11. EXECUTIVE SESSION (IF NECESSARY)

12. ADJOURNMENT

AGENDA ITEM BRIEFING

Agenda Item 9.a

Topic:	Vote to approve Resolution B-2026 Establishing a Unified Public Works Department
Recommended Motion:	Motion to approve Resolution B-2026 Establishing a Unified Public Works Department
Description:	Resolution B-2026 establishes a unified Public Works Department by consolidating the Sewer Department and Streets Department
Justification:	Establishing a unified Public Works Department promotes efficiency, accountability, fiscal sustainability and long-term service reliability for the Borough.
Impact on Budget:	N/A
Regulatory Considerations:	N/A
Attachment (s):	Yes
Recommendation:	Approval
Additional Information:	N/A

Agenda Item 9.b

Topic:	Vote to approve application for a Tax Anticipation Note (TAN) from Central Penn Bank & Trust
Recommended Motion:	Motion to approve application for a TAN
Description:	TAN is a short term loan, to be paid back in full by December 31, 2026.
Justification:	Cashflow Purposes
Impact on Budget:	\$350,000, plus 3% interest
Regulatory Considerations:	N/A
Attachment (s):	Yes
Recommendation:	Approval
Additional Information:	A representative from Central Penn Bank & Trust will be present at the meeting. Central Penn Bank & Trust is the holder for all the Borough's bank accounts. They also provide the Borough with funding from their Trusts and Grants.

Agenda Item 9.c

Topic:	2027 Utility Rate – Power Discussion Approval of Contract or Authorization of Person to Execute
Recommended Motion	Motion to approve contract or authorize person to execute
Description:	The Borough's current utility contract expires December 31, 2026
Justification:	Lock in lower rate in volatile market

Impact on Budget:	No impact on the 2026 Budget, but locks in rate for 2027 through contract term
Regulatory Considerations:	N/A
Attachment (s):	Rate options from Environ
Recommendation:	Approval of Contract of Authorize Person to Execute
Additional Information:	Rate proposals are only good for the day they are given. New rates will be provided the day of the meeting (1/20). In 2026 to date there has been an increased demand of 1.7% over 2025. There also has been a rate increase of 8.5% this year driven by natural gas costs and demand increase from data center. Current best option is AEP Energy with a 36 month contract at a rate of \$0.09152 per kWh. A significant increase from current.

Agenda Item 9.d

Topic:	Vote to approve placing Street Department Items on Municibid
Recommended Motion:	Motion to approve Clifford "Butch" Kriner and Jeremy Deitrick to list items on Municibid
Description:	Put up for sale items that the Borough has no need for or have outlived their usefulness.
Justification:	Reduce clutter, generate some cash flow to put into Streets budget
Impact on Budget:	Provide additional available funds for Streets expenses
Regulatory Considerations:	N/A
Attachment (s):	No
Recommendation:	Approval
Additional Information:	Items to be listed would include: 2004 Ford F550, plows and spreaders that are beyond operating life, loader, can crusher from recycling, recycling dumpster.

Agenda Item 9.e

Topic:	Vote to approve appointing Chief Clifford Kriner as Borough Manager.
Recommended Motion:	Motion to approve appointment of Chief Kriner as Borough Manager.
Description:	Chief Kriner to be appointed to Borough Manager.
Justification:	Serving dual roles for fiscal savings.
Impact on Budget:	Savings
Regulatory Considerations:	N/A
Attachment (s):	A formal agreement will be forthcoming pending review by the Personnel Committee.
Recommendation:	Approval
Additional Information:	Start date is pending.

COUNCIL MINUTES

Northumberland Borough Council

*January 5, 2026, Northumberland Borough Meeting Room
6:30 pm*

Attendance

Council Members and Mayor:

*Denise Guilbault, Charles “Chuck” Stroup, Frank Wetzel, Travis Stevens, Daniel Berard – Mayor,
Timothy Botts - Absent*

Staff:

Lucas Martsolf, Clifford Kriner, Jeremy Deitrick, Rebekah Kline

Visitors:

*Steve Swineford – 146 Sheetz Ave
Brent Filbert – 194 Witmer Drive
Craig Stiely – no address given
Jon Apple – no address given
Patti Gessner – no address given
Paul Ruane – 409 Water Street
Winston Ortiz – 320 Madison Ave
Zach Reed – 170 Orange Street
Dakota Carey – no address given
Miranda Mikkelson – no address given
Laurie Berard – 122 King St
John Vovakes – 271 Front St
Bradley Woodring – no address given
Patti Grabloski – 223 Wild Cherry Lane
Nancy Hartman – 338 Prince St
Francine Bogovich – 88 Buchanan Ave
Jeff Johnstonbaugh – 3 Seventh St*

Call to Order

Mayor Elect Daniel Berard called the meeting to order at 6:30PM. The Pledge of Allegiance was recited, and Mayor Elect Berard gave the invocation.

Re-Organizational Meeting

Mayor Elect Berard was sworn in by Judge Rachel Wiest-Benner. Mayor Berard swore in new Council Members Christopher Brady and Lindsay Reed, re-elected Council Members Charles “Chuck” Stroup and Travis Stevens, and Deputy Fire Chief Brent Filbert.

Monday, January 5, 2026

Council Meeting

BOROUGH OF NORTHUMBERLAND

Councilman Stroup made a motion that was seconded by Councilman Wetzel to appoint Councilwoman Dr. Guilbault as Council President. The motion passed unanimously.

Councilman Wetzel made a motion that was seconded by Councilman Brady to appoint Councilman Stroup as Council Vice-President. The motion passed unanimously.

Councilman Stroup made a motion that was seconded by Councilman Stevens to reappoint Councilman Wetzel as Council Chairman Pro Tem. The motion passed unanimously.

Interim Manager Martsof was appointed as Council Secretary/Treasurer, and Mrs. Rebekah Kline was re-appointed as Council Assistant Secretary/Assistant Treasurer with no objections.

Councilman Wetzel made a motion to keep Council Committee Representatives the same as they were in 2025, with vacant positions being filled at a later time. Councilman Stroup seconded, and the motion passed unanimously.

Roll Call

Council Members Present: Councilman Brady, Councilwoman Dr. Guilbault, Councilwoman Reed, Councilman Stevens, Councilman Stroup, Councilman Wetzel. Absent: Councilman Botts.

Opening Announcements

Council President Dr. Guilbault reminded attendees that more information about our community can be found on the Borough's website at www.norrypa.org.

Council President Dr. Guilbault listed the events to be attended by the Northumberland Fire Police in 2026. The 2026 events to be attended are: Northumberland Borough Events, Sunbury Events, Selinsgrove Events, Milton Events, Danville Events, Lewisburg Triathlon, Watsontown Events, Mount Pleasant Mills Fireman's Parade, Fremont Fireman's Parade, Riverside Pet Parade, Montandon Memorial Day Parade, Six County Parade (Northumberland, Union, Montour, Columbia and Snyder), Union County Events, Lycoming County LLWS Grand Slam Parade & Events, Duboistown Candy Cane Lane, Middleburg Fireman's Parade, Union County 4th of July Parade, Elysburg Haunted House, Halloween Parade (Selinsgrove, Sunbury, Northumberland, Danville), SVM Christmas Parade, Bloomsburg. *Take the Squad to the Fire Expo in Harrisburg in May

Agenda Approval

Councilman Wetzel made a motion to approve the agenda, which was seconded by Councilman Stroup and passed unanimously.

Public Comment – Agenda Items Only

None

Consent Agenda

Council President Dr. Guilbault asked council if there were any items to be pulled from the agenda. Council President Dr. Guilbault asked to approve the Consent Agenda, unless there were any objections. The Consent Agenda included minutes from the December 2, 2025, Council Meeting, and

payment of the bills. Bills from the General Fund total \$110,193.43. Bills from the Sewer Department total \$140,043.79. There were no objections and the Consent Agenda passed.

Council Members and Mayor Reports

Mayor Berard read the Mayor's Report on the activity of the Police Department for the month of December. The police responded to 230 calls for service, 25 traffic citations, 2 non-traffic citations, 77 parking tickets and 12 court appearances. There were 0 arrests. There were 2 reportable, and 2 non-reportable crash. Assisting other agencies, we had 8 for Sunbury, 15 for Point Township, 2 primaries, and 28 other agencies, for a total of 53 assists. The police had 1 hour of policy/accreditation, along with 14 hours of laser shot simulator training, 3 hours of daily bulletin training, and 6 NPEOTC certification hours, and travelled 1,336 miles.

Public Hearings

None

Committee Reports

Finance – Nothing to report.

Public Safety – Nothing to report.

Streets – Nothing to report.

Personnel – Nothing to report.

Community Development – Councilman Stevens reported that the Countdown to Noon was a huge success, and thanked everyone involved with the event.

Councilman Stevens informed council that there is a hole in the shed at Pineknotted Park and asked that a sheet of plywood be placed over it to keep animals out. Mr. Deitrick will be addressing the issue.

Rules - Nothing to report.

Shade Tree Commission – Nothing to report

Sewer Committee – Nothing to report.

Any other standing or ad hoc committees established by the Council – Nothing to report

Staff Reports

Manager's Report – Interim Manager Martsolf made the announcement that Sewer Superintendent Jeremy Deitrick will be overseeing both Street Department and Sewer Department. Mr. Martsolf made an announcement that as he makes his exit from the Northumberland Borough community, he knows that the Borough will be in good hands with dedicated staff, engaged leadership, and a clear path forward.

Solicitor's Report – The written report was submitted in Council's packet.

Chief of Police Report – Nothing to report.

Sewer Superintendent Report - Submitted in Council's packet

Street Superintendent Report - Submitted in Council's packet

NEIC Report – Mrs. Kline, Borough Administrative Assistant, read the NEIC report for the month of December. During the month: 2 Zoning Permits were issued, \$100.00 permit fees collected, 1 Building Permits issued, \$236.10 permit fees collected, 1 Street Cut permits issued, \$45.00 permit fees collected, 4 complaint received, 4 code violation investigated. There were 0 citations issued. There was 1 Quality of Life tickets issued, 4 Rental Inspections completed and \$75.00 in inspection/license fees collected. 1 Council Meeting and 1 Zoning/Planning meeting attended.

New Business/Request for Council Action

Motion to approve Codification of Borough Codes by General Code

Interim Manager Martsof informed Council that the Borough's ordinances and resolutions have not been codified in many years. General Code will codify the Borough's ordinances and organize them in an easy-to-use printed Code Book, as well as publish them online. They will be looking for issues and redundancies. This is an important reference for staff, Council, residents and others who do business in the Borough. Council President Dr. Guilbault noted that this is very important. Councilman Wetzel made a motion, seconded by Councilman Stroup, and approved unanimously to approve Codification of the Borough Codes by General Code.

Motion to approve the hourly rate for the Sewer Department Administrative Assistant

Councilman Wetzel requested this be discussed at Executive Session. Once Council reconvened Councilman Stevens made a motion, Councilwoman Reed seconded approving the hourly rate. Councilman Wetzel stated that this will be from the Sewer Department's budget. The motion passed unanimously.

Motion to approve the Wellspan/Evangelical Lease

Interim Manager Martsof informed council that this agreement is nothing permanent, and can always be added to in the future. If the committee would like to make changes, they can table the agreement and look at it at another date. The motion to approve the Wellspan/Evangelical Lease was made by Councilman Wetzel and seconded by Councilman Stevens. The motion passed unanimously.

Old Business

None

Closing Announcements

None

Public Comments - Non-Agenda Items Only

Mr. Paul Ruane from 409 Water Street came forward to congratulate all new council members, and wished them luck in the year to come. He also informed everyone that Council President Dr. Guilbault is the first female President on council.

Mr. Jeff Johnstonbaugh from the Priestley-Forsyth Memorial Library thanked Borough Council for the use of the Community Center on New Year's Eve for their 14th Countdown to Noon celebration. The event was a huge success with around 400-452 kids, which is based on the number of crafts that were available. Mr. Johnstonbaugh also extended a huge thank you to the Fire Department who did an awesome job with the oxygen isotope.

Councilman Wetzel thanked the Police Department, Fire Department and Fire Police. These positions take a lot of time away from their families, and it is appreciated.

Councilman Stroup informed everyone that Councilman Stevens and Kaitlyn Simmons did a lot of work to get the Community Center open to the public. It was fantastic to see the space be used like that. He also stated that the Police Department's Concini Toy Drive was excellent.

Council President Dr. Guilbault thanked everyone who came to the meeting, and encouraged them to come to future meetings.

Executive Session

Council adjourned for executive session at 7:11PM, and resumed at 7:40PM, and voted on the approval of the Administrative Assistant of the Sewer Department's pay rate, as stated above.

Adjournment

The meeting adjourned at 7:42PM.

Respectfully submitted,

Rebekah Kline
Assistant Secretary/Assistant Treasurer

RESOLUTION B-2026

A RESOLUTION OF THE BOROUGH COUNCIL OF THE Borough of Northumberland, NORTHUMBERLAND COUNTY, PENNSYLVANIA, EXPRESSING THE INTENT TO ESTABLISH A UNIFIED PUBLIC WORKS DEPARTMENT BY CONSOLIDATING THE SEWER DEPARTMENT AND THE STREETS DEPARTMENT

WHEREAS,

the Borough of Northumberland currently operates separate municipal service departments, including a Sewer Department and a Streets Department, each responsible for essential public infrastructure and service delivery; and

WHEREAS,

the Borough Council recognizes the increasing operational, fiscal, and administrative challenges faced by municipalities, including rising costs, workforce limitations, aging infrastructure, and the need for improved coordination and communication across departments; and

WHEREAS,

the Borough Council desires to proactively evaluate and implement organizational strategies that promote **efficiency, accountability, fiscal sustainability, and long-term service reliability** for the residents and taxpayers of the Borough; and

WHEREAS,

the consolidation of related operational functions into a single **Public Works Department** has the potential to improve internal communication, streamline workflows, enhance cross-training and staff utilization, reduce duplicative administrative and supervisory functions, and improve coordinated planning for capital projects and maintenance activities; and

WHEREAS,

the creation of a unified Public Works Department may provide opportunities to reduce overall management and administrative costs, strengthen operational oversight, improve emergency response coordination, and align staffing and equipment resources more effectively; and

WHEREAS,

the Borough Council wishes to formally express its intent to pursue the establishment of a Public Works Department as a strategic organizational improvement, while allowing for a

thoughtful and deliberate transition process that considers operational, personnel, labor, and financial impacts;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Northumberland, Northumberland County, Pennsylvania, as follows:

1. Intent to Establish Public Works Department

Borough Council hereby declares its intent to establish a unified **Public Works Department** through the consolidation of the Borough's existing Sewer Department and Streets Department.

2. Purpose and Objectives

The purpose of the proposed Public Works Department is to:

- Improve operational efficiency and service delivery;
- Enhance communication and coordination between infrastructure functions;
- Support long-term fiscal sustainability and responsible financial management;
- Reduce duplicative or fragmented management structures where feasible;
- Improve planning, maintenance, and capital coordination; and
- Strengthen resilience, continuity of operations, and emergency response.

3. Administrative Authority

Borough Council authorizes the Borough Manager, in coordination with appropriate staff, consultants, and legal counsel, to evaluate, plan, and recommend an implementation framework for the Public Works Department, including organizational structure, supervisory roles, staffing impacts, and operational procedures.

4. No Immediate Change to Labor Agreements

Nothing in this Resolution shall be construed to immediately alter existing collective bargaining agreements, employment classifications, or compensation structures. Any necessary changes shall be addressed through appropriate legal, administrative, and collective bargaining processes, as applicable.

5. Implementation by Future Action

The formal establishment and operational launch of the Public Works Department shall be subject to further action by Borough Council, including the adoption of any necessary ordinances, policies, or resolutions.

BE IT FURTHER RESOLVED,

that this Resolution shall take effect immediately upon adoption.



ADOPTED this ____ day of _____, 2026, by the Borough Council of the Borough of Northumberland.

BOROUGH OF NORTHUMBERLAND

ATTEST:

Borough Secretary



888-966-6282 
centralpennbank.com 

January 6, 2026

Mr. Lucas Martsolf
Interim Borough Manager
Borough of Northumberland
175 Orange Street
Northumberland, PA 17857

RE: 2026 Tax Anticipation Note

Dear Mr. Martsolf:

I am pleased to present the Borough of Northumberland (hereafter "Borough") with the following proposal for tax anticipation financing from Central Penn Bank & Trust (hereafter "Bank"). Following are terms and conditions to the proposal:

- Borrower:** Borough of Northumberland
- Collateral Security:** Secured interest in the fiscal 2026 tax revenue stream of the Borough evidenced by filing of Financing Statements.
- Loan Amount:** Up to \$350,000.00
- Interest Rate:** Fixed at 3.00% Bank Qualified Tax Free through the December 31, 2026 maturity.
- Counsel's Opinion:** Bank shall require the opinion of the Borough solicitor that interest earned on the loan is bank-qualified tax free and indicating the Bank's collateral interest as the first-priority lien.
- Term:** All principal and accrued interest shall be due and payable on December 31, 2026. Prepayments may be made without penalty.
- Bank Fee:** None; however, all actual costs of the transaction including any filing and legal fees shall be borne by the Borough.

In addition to the above, loan approval shall be subject to Bank's collection and satisfactory review of Borough audits for the past three years as well as the Borough's execution of mutually acceptable loan documents as prepared by the Borough solicitor.

It is my pleasure to be of service to you, and should you wish to discuss this matter, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew S. Brown". The signature is fluid and cursive, with the first name "Matthew" and last name "Brown" clearly distinguishable.

Matthew S. Brown
Commercial Lender
Central Penn Bank & Trust
87 Lori Lane
Selinsgrove PA 17870
570-701-3559
mbrown@centralpennbank.com

- **Fixed all in** - all energy components are included into the energy rate. This is the same as your current/previous contracts.



**Northumberland Borough
Electricity Price Discovery**



Northumberland Borough - Electricity - Jan - 2027 - Fixed All In

Contract Start: January 2027

Date: January 14, 2026

	12 Months	24 Months	36 Months	48 Months	60 Months	Notes
 AEP ENERGY	\$0.09675	\$0.09552	\$0.09152	\$0.09529		
 Constellation	\$0.10595	\$0.10735	\$0.10818	\$0.10891		
 DYNEGY	\$0.09858	\$0.09889	\$0.09915	\$0.09938		
 freepoint	\$0.09667	\$0.09686	\$0.09715	\$0.09746		
 WGL Energy	\$0.09619	\$0.09650	\$0.09729			