

Borough of Northumberland

CODE DEPARTMENT
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NORTHUMBERLAND, PA 17857

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**Borough of Northumberland
175 Orange Street, Northumberland, PA 17857
Northumberland Borough Council Meeting
February 2, 2021**

President Paul Ruane called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited and Mayor Dan Berard offered an Invocation.

Roll Call

Council members present were Ann Boyer, Ellie Rees, Paul Ruane, and Kaitly Simmons. Others present were Mayor Berard; C.L. Kriner, Police Chief; Jeremy Deitrick, Sewer Department Superintendent; and Janice Bowman, Borough Manager. Council members Denise Guilbault and Orlando Toro, and Borough Solicitor Melissa Kelso were present via teleconference. Council member Frank Wetzal was absent.

Public Comment

Mr. Chuck Stroup introduced himself.

Mr. David Naugle stated that the Borough should have a health and safety policy regarding cleaning the streets during a snowstorm. He noted that he moves his car all the time, but in this instance, he feels that because the storm was raging from Sunday into Monday, moving the cars puts residents at risk. Mr. Naugle also noted that the sidewalks along Second Street were not cleared. Discussion ensued. Mr. Naugle added that twenty-four hours are allotted to clear sidewalks. He feels that residents should have more time to move their cars and requested that council look consider this. Mr. Ruane responded that he would discuss this with Mayor Berard and Chief Kriner. Mayor Berard noted that this Borough ordinance has been in effect for over 20 years.

Mr. Dale Henry informed council that he was a member of the Sunbury City Council for four years. He stated that the snow removal was very inconsistent. He stated that he understands the ordinance but did not know it was a ticketable offense. Discussion ensued.

Council Meeting Minutes

Mrs. Rees made a motion to approve the council meeting minutes of November 2, 2020 and December 1, 2020. Mrs. Boyer seconded the motion. Council approved unanimously.

Mayor's Report

Mayor Berard reported on the activity of the Police Department for the month of January. Eleven traffic citations, three not traffic citations, and 113 parking tickets were issued. The police answered 212 calls for service and had 22 court appearances and 16 training hours. Several people were arrested for felony and misdemeanor crimes, some of which

included false alarms to public safety, sale and transfer of firearms, unsworn falsification, attempted homicide, simple assault, aggravated assault and DUI. The police answered 34 assist calls for the month; 14 to Point Township, 12 to Sunbury, and 8 to other agencies. 1,622.9 miles were traveled for the month.

Mayor Berard read the following Covid-19 Warning:

“By visiting Northumberland Borough and any of our facilities, you have voluntarily assumed all risks related to exposure to Covid-19. We encourage masks and practicing social distancing. Thank you.”

Northumberland Borough Sewer Department

Mr. Jeremy Deitrick informed council that there is one action item. He requested that council make a motion to appoint Paul Ruane to execute the contracts for the pump replacement project, contingent on review by the engineer and solicitor. Mrs. Simmons so moved. Mrs. Rees seconded the motion. Council approved unanimously.

Code Enforcement Officer's Report

Mr. Ruane read the report from MaryKay Clark, Code Enforcement Officer. For the month of January, she had three complaints, 29 rental inspections and 3 reinspections for a total of \$1,490, five Quality of Life notices and four tickets. She traveled 43 miles.

Street Supervisor's Report

Mr. Toro reported that all the roads and alleys were plowed and salted and the work would continue tomorrow. He noted that Vern Morgan, Street Supervisor, thanked the residents for their cooperation.

Committee Reports

Community Development – no report

Finance

Mrs. Rees reported that the Borough finished 2020 in the black. She added that the Borough's income was greater than anticipated and the legal costs were within the amount budgeted.

Personnel

Mr. Ruane tabled the vote on the Police Officer Union's contract because he hasn't heard whether the officers have approved it.

Public Safety – no report

Rules

1. The committee proposed an amendment to the Quality of Life ordinance. The amendment increases the length of time a resident has to appeal a ticket from 15 days to 30 days. The reason is because the Borough's Board of Appeals is appointed by the Central Susquehanna COG and is for all municipalities in the COG. Mr. Orlando moved to advertise Ordinance 2021-1; Mrs. Simmons seconded the motion. Council approved unanimously.
2. The committee proposed that council adopt Resolution A-2021, the National Incident Management System implementation. Dr. Guilbault moved to adopt the

resolution. Mrs. Boyer seconded the motion. Council approved unanimously. The resolution is as follows:

**"Borough of Northumberland
Resolution A-2021
IMPLEMENTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM**

WHEREAS, In Homeland Security Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, Local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, management of resources and reporting; and

WHEREAS, In a Proclamation dated December 20, 2004, the Governor of Pennsylvania mandates that the National Incident Management System will be utilized for all incident management in the Commonwealth and to be effective immediately; and

WHEREAS, Failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies; and

NOW THEREFORE, Be it resolved that our municipality hereby adopts the National Incident Management System (NIMS) and recommends all public safety agencies, emergency responders, hazardous materials users and transporters, hospitals and school districts situated within the municipality do the same.

Duly adopted at a meeting held on the _____ day of _____,

Borough of Northumberland

ATTEST:

Paul J. Ruane, Borough Council President

Janice R. Bowman, Borough Secretary"

3. The committee proposes that council adopt Resolution B-2021. This resolution changes some of the fees and penalties that are assessed for various violations. Dr. Guilbault so moved. Mrs. Simmons seconded the motion. Council approved unanimously. The resolution is as follows:

"Resolution B-2021

Schedule of Fees and Penalties

Note: The Borough of Northumberland establishes our current Schedule of Fees and Penalties, effective February 2, 2021 with the passing of Resolution B-2021.

These fees and penalties can be changed at anytime with a subsequent resolution passed by Council.

RESOLVED as a Resolution of the Borough of Northumberland, Northumberland County, PA this 2nd Day of February, 2021.

BOROUGH OF NORTHUMBERLAND

Borough Council President

SEAL

I certify that the foregoing is a true and correct copy of the Resolution adopted at the meeting of the Borough of Northumberland held on this 2nd day of February, 2021.

Borough Manager

General Fees**Administration**

Mailing Fee: Actual postage plus handling fee of.....	\$ 3.00
Photo copies (per page).....	.25
Official certification of copies (per page).....	5.00
Facsimiles (per page).....	1.00
Return check charge.....	30.00
Accident Reports	15.00

Building / Construction Fees / Permits

Building Permit.....	based on Fees Established by Third Party Inspection Service
Occupancy permit (free, if included with new construction).....	30.00
Curb Removal and Replacement, Single Driveway.....	45.00
Curb Removal and Replacement, Double Driveway	60.00
Curb (repair)	N/C
Demolition Permit.....	10.00
Contractor's License (not required if licensed by the state).....	30.00
Dumpster Permit (2 week period).....	10.00

Health Inspection Fees

Health Permit	75.00
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Property Rental Fees

King Street Gazebo rental, plus \$50 deposit.....	50.00
Use of any part of King Street Park, per day.....	50.00
Pineknottter Park Pavilion rental, plus \$50.00 deposit.....	50.00
2 nd Street Playground Pavilion rental, plus \$50 deposit.....	50.00
Polling place rental.....	50.00
S. Luther Savidge Room in the 2 nd Street Municipal Building rental, plus \$200 deposit.....	200.00
Little House on 3 rd St., plus \$50 Deposit.....	50.00
Billboard at underpass Monthly fee (2 months minimum).....	\$200.00
Billboard printing.....	Actual cost

Rental Ordinance Fees

Landlord Registration Fee, yearly, per unit.....	20.00
Landlord Permit, yearly, Bed and Breakfasts, etc.....	125.00
Inspection Fee for Residential Rental Units, for initial inspection.....	50.00
Re-inspection Fee of Residential Rental Unit, 2nd and subsequent inspections.....	15.00

Sale of Maps and Publications

Code Books	Actual Cost
Copies of Ordinances, Chapter of Borough Code, per page.....	0.25
Borough Maps or Specialized Documents.....	Actual Cost

Solicitation/Exhibition Fees (per person)

Exhibition/Selling Fees, Daily	10.00
Exhibition/Selling Fees, Weekly.....	25.00
Exhibition/Selling Fees, Monthly, not to exceed 6 months.....	40.00
Exhibition/Selling Fees, 7 months to 1 year	300.00
Transient Merchant, per month.....	200.00
Licensed Occupation Application Non-refundable Fee.....	5.00

Street Crew

Private property clean up, labor fee, per hour, 1 hour minimum, per person.....	35.00
Private property clean up, equipment fee, per hour, 1 hour minimum, per equipment.....	50.00

Street Openings

Permit, first 15 square feet.....	350.00
Permit, each additional square foot, up to a maximum of \$1,000.....	15.00
Backfill inspection fee, per hour.....	30.00

Storm Water Management

Municipal Review Fee.....Actual engineering cost plus \$25.00 administration fee

Subdivisions

Review and Inspection Fee.....Actual cost plus \$25.00 administration fee

Zoning Hearing Fees

Hearings before Zoning Board.....625.00

Appeal of Zoning Officer Action.....625.00

Variance.....625.00

Special Exception.....625.00

Validity of Zoning Ordinance or Map.....625.00

Penalties

As passed 12/18/2001, as part of Ordinance 2001-13, the following are the penalties for violating the Code of the Borough of Northumberland. Unless specified, penalties are for violations of any portion or part thereof of the Chapter. Sections with specific penalties are so noted.

Chapter 1 – General Provisions

1.1.14 Altering or tampering with Code.....\$300.00 maximum,
.....and/or 30 days in jail

Chapter 21 – Alcoholic Beverages.....\$300.00 maximum,
.....and/or 30 days in jail

Chapter 24 – Dog.....\$25 minimum,
.....\$200 maximum

Chapter 25 – Electrical Standards.....\$25 minimum,
.....\$300 maximum

Chapter 26 – Fair Housingas provided in Pennsylvania Crime Code

Chapter 28 – Flood Hazard Areas

28.2.10 Enforcement.....\$25 minimum,
.....\$600.00 maximum plus costs of prosecution.

In default of such payment, such person shall be imprisoned
in county prison for a period not to exceed ten (10) days. Each day during
which any violation of this Ordinance continues shall constitute a separate offense.

Chapter 29 – Food Establishments

First Offense.....\$10 minimum,
.....\$50 maximum

Second and Subsequent Offenses.....\$25 minimum,
.....\$300 maximum and/or 30 days in jail

29.1.08 Posting of Placard, Penalty for Removal.....\$50 minimum,
.....\$300 maximum

Chapter 30 – Housing.....\$25 minimum,
.....\$300 maximum and/or 30 days in jail

Chapter 31 – Rental Property Regulations

Civil Penalty.....\$100 minimum,
.....\$300 maximum plus costs

Criminal Penalty.....\$100 minimum,
.....\$300 maximum and/or 30 days in jail

31.1.09 Civil Penalty.....License revoked

Chapter 32 – Insurance/Fire Damage.....\$1000 minimum,
.....no stated maximum and/or 90 days in jail

Chapter 34 – Licensed Occupations.....\$50 minimum,
.....\$300 maximum and/or 30 days in jail

Chapter 35 -Signs.....\$25 minimum

Chapter 37 – Noise\$25 minimum,
.....\$300 maximum and/or 30 days in jail

Chapter 40 – Peace and Good Order

40.1.01 Offenses against Public Peace.....	\$25 minimum, \$300 maximum and/or 30 days in jail
40.1.02 Offenses involving Children.....	25 minimum, \$300 maximum and/or 30 days in jail
40.1.03 Offenses with the use of Skateboards, Roller Skates, Roller Blades, Scooters and Bicycles	
First Offense	Confiscation of property in question,
Second Offense.....	\$25- \$50, plus any property damage costs

Chapter 41 – Plumbing Standards

41.1.03B Penalties.....	\$25 minimum, \$300 maximum and/or 30 days in jail
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Chapter 42 – Property Maintenance

Article I – Unlawful Growth of Grass and Weeds.....	\$25 minimum, \$300 maximum
Article II – Abandoned Materials and Structures.....	no minimum, \$300 maximum and/ or no more than 30 days in jail
Article III – Fires and Air Pollution	
First Offense.....	\$25 minimum, \$100 maximum
Second and Subsequent Offenses.....	\$50 minimum, \$300 maximum and/or 30 days in jail

Chapter 43 – Storm Water Management.....

.....	\$50 minimum, \$300 maximum and/or 30 days in jail
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Chapter 44 – Sanitary Sewers.....

.....	\$50 minimum, \$300 maximum and/or 30 days in jail
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Chapter 45 – Sewers

Article VI – Civil Penalty Assessment/Injunctive Relief Policy	
Civil Penalty per Violation	\$500 minimum, \$25,000 maximum per day

Chapter 46 – Illegal Storm/Surface/Ground Water Connections

First Offense.....	\$100 Minimum \$300 Maximum \$25 for every calendar day on which the violation continues after the date for compliance set forth in the written Notice of Non-compliance/Violation
Second and Subsequent Offenses.....	\$300 Minimum \$25 for every calendar day on which the violation continues after the date for compliance set forth in the written Notice of Non-Compliance/Violation

Chapter 50 – Streets and Sidewalks

Article I – Excavations.....	\$50 minimum, \$300 maximum and/or 30 days in jail
Article II – Grades and Construction Specifications.....	\$100 and reimbursement to the Borough for actual cost for installing sidewalks and an administrative fee for costs incurred by borough
Article III – Snow and Ice Removal	
50.3.01 Removal Required.....	\$100 each 60 ft. section or less
50.3.03 Removal by Borough.....	\$30 beyond four feet from curb
Article IV – Removal and Replacement for Depressed Curbs.....	\$100 minimum, \$300 maximum and/or 30 days in jail
Article V – Refuse upon Streets.....	\$50 minimum, \$300 maximum and continues for each day of violation

Chapter 51 – Subdivision

.....	\$50 minimum, \$500 maximum plus costs
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Article 53 – Taxation

Article I – Per Capita

- 53.1.11 Discount.....2 percent discount if paid in full within 2 months of tax notice
- 53.1.11 Penalty.....10 percent penalty if paid in full after 4 months of tax notice

Article II – Earned Income

- 53.2.05 Collection at SourceNo stated minimum,
.....\$500 maximum
- 53.2.06 Income Tax AdministratorNo stated minimum,
.....\$500 maximum
- 53.2.06D Income Tax Administrator Confidentiality\$50 minimum,
.....\$300 maximum and/or 30 days in jail
- 53.2.07 Suit for CollectionNo stated minimum,
.....\$500 maximum

Chapter 58 – Vehicle and Traffic

- Article I – Parking Meters.....\$10 if within 24 hours,
.....\$20 if 24 hours to 15 days,
.....after 15 days, \$25 plus costs

Article II – General Regulations

- 58.2.03 Temporary and Emergency Regulations.....\$15 maximum plus costs,
.....or 5 days in jail
- 58.2.04 Experimental Regulations.....\$15 set fee plus costs,
.....and/or 5 days in jail

Article III – Traffic Regulations

- 58.3.01 Driving on Sidewalks.....As set by the PA Vehicle Code
- 58.3.02 Speed LimitsAs set by the PA Vehicle Code
- 58.3.03 Stop Intersections.....As set by the PA Vehicle Code
- 58.3.04 One-Way Streets.....As set by the PA Vehicle Code
- 58.3.05 Operation on Closed Highways.....\$25 set fee plus costs,
.....and/or 10 days in jail
- 58.3.06 Accident Reports.....As set by the PA Vehicle Code
- 58.3.07 Use of Engine Retarders/"Jake Brakes".....\$25 minimum,
.....\$100 maximum, plus costs

Article IV – Parking Regulations

- 58.4.03A Prohibited Parking.....\$25 minimum,
.....\$100 maximum
- 58.4.03C Temporary Parking Restrictions.....\$25 minimum,
.....\$100 maximum
- 58.4.03D Parking of Certain Vehicles.....\$25 minimum,
.....\$300 maximum and/or 90 days in jail
- 58.4.04 Parking Prohibited between Certain Hours.....\$15 if paid with 24 hours,
.....\$20 if paid within 15 days,
.....after 15 days, \$100 maximum, plus costs

Article V – Snow and Ice Emergency

-\$15 minimum,
.....\$100 maximum, plus costs and/or 5 days in jail
- 58.5.04B Highways affected, Parking During Emergency.....\$15 minimum
.....\$100 maximum, plus costs and/or 5 days in jail
- 58.5.04C Highways affected, Stalled Vehicle.....\$15 minimum,
.....\$25 maximum

Article VI – Removal and Impounding of Illegally Parked Vehicles

-Actual cost of towage
.....and \$25.00 per day storage, plus costs

Article VII – Roadways under Construction

-As set by the PA Vehicle Code

Article VIII – Certain Commercial Vehicles in Designated Areas

-\$25 minimum,
.....\$100 maximum

Note: The PA vehicle code addresses fines for not obeying traffic control devices. A number of these sections would fall under this violation.

Chapter 59 – Waste Management	\$50 minimum
.....	\$1000 maximum and/or 90 days in jail
59.9.07 Grass Clippings.....	Reimbursement to the borough
.....for time & equipment at the rate of a minimum of one hour up to a	
.....maximum of the actual time required for the street crew to clean up the street	
Chapter 61 – Zoning	\$50 minimum
.....	\$500 maximum plus costs

Pennsylvania Crimes Code & Vehicle Law Handbook

Penalties for violations listed under Chapter §3353 Prohibitions in specified places and Northumberland Borough Code Book Chapter 58.

Opposite Fire Station.....	\$25
On Crosswalk	\$20
Within 15 Ft. of Hydrant.....	\$25
Posted No Parking Zone.....	\$20
In Handicapped Space.....	\$50
Double Parking	\$20
Against Traffic	\$20
Within 20 Ft. of an Intersection.....	\$20
Within 30 Ft. of a Stop Sign.....	\$20
More than 12 inches from curb or edge.....	\$20
On Private Property.....	\$20
Not within Lines marking Parking Space.....	\$20
Blocking a Driveway.....	\$20
Temporary No Parking.....	\$25
Snow Emergency route.....	\$25
Other	\$20
Monday No Parking 8AM to 4PM.....	\$25
Tuesday No Parking 8AM to 4PM.....	\$25
Wednesday No Parking 7AM to 8AM.....	\$25
Overtime Parking.....	\$10

Payment for the above must be made within 24 hours. After 24 hours, all violations increase by \$5.00 except overtime parking which increases to \$20.00.

Failure to respond may result in a summons issued from the District Court resulting in increased fines and court costs.

Repeated failures to respond to Parking Violation Notices may result in the immobilization or impoundment of vehicle and assessment of additional costs pertaining thereto."

Streets

Mr. Toro reported that the members of the Street Department have been working hard.

Old Business – none

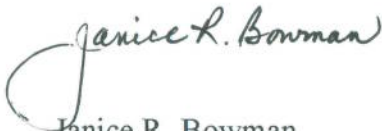
New Business

1. Mrs. Rees moved to approve payment of the bills. Mrs. Boyer seconded the motion. Council approved unanimously. Bills to be paid from the General Fund total \$49,002.64; Liberty Splashland bills total \$45.77; Parking Meter bills total \$445.83; and Sewer Department bills total \$139,648.19.

2. The Fire Police have submitted a list of events they plan to attend for council approval. The events are all Northumberland Borough events, events in Sunbury, Selinsgrove, Milton, Danville, Watsonstown, Union County, the Lewisburg Triathlon, Freeburg Fireman's Parade, Riverside Pet Parade, Montandon Memorial Day Parade, Six County Parade, Lycoming County LLWS Parade, Middleburg Fireman's Parade, Union County 4th of July Parade, Halloween Parades in Selinsgrove, Sunbury, Danville and Catawissa, and the SVM Christmas Parade. They also plan to take the squad to the Fire Expo in Harrisburg in May. Upon motion by Mrs. Simmons, seconded by Mrs. Boyer, council voted unanimously to approve the Fire Police attendance at these events.
3. Appointments
 - Mr. Toro made a motion to approve James Sanders as Sewage Enforcement Officer and Kenneth Young as the Alternate SEO. Dr. Guilbault seconded the motion. Council approved unanimously.
 - Mrs. Rees made a motion to appoint the Central Susquehanna Valley COG Board of Appeals as the Borough's Board of Appeals. Mrs. Simmons seconded the motion. Mr. Ruane noted that the members of the Board are from Rockefeller Township. The COG is comprised of numerous municipalities in the county and the Board is available for all the municipalities in the COG. Council approved unanimously.

Mrs. Rees moved to adjourned. Mrs. Simmons seconded the motion. The meeting was adjourned at 7:52 p.m.

Respectfully submitted,


Janice R. Bowman
Borough Manager.