

Borough of Northumberland
175 Orange Street, Northumberland, PA 17857
Northumberland Borough Council Meeting
November 2, 2020

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, Denise Guilbault, Ellie Rees, Paul Ruane, and Kaitlyn Simmons. Others present were Mayor Berard; Melissa Kelso, Borough Solicitor; C. L. Kriner, Police Chief; Jeremy Deitrick, Sewer Department Superintendent; MaryKay Clark, Code Enforcement Officer; and Janice Bowman, Borough Manager. Council members Orlando Toro and Frank Wetzal were absent.

Public Comment – none

Three visitors were present.

Mayor's Report

Mayor Berard reported that for the month of October, the police issued 40 traffic citations, three non-traffic citations, and 52 parking tickets. They had 274 calls for service and 24 court appearances. There were 22 training hours. Several people were arrested for felony and misdemeanor crimes, some of which included sale and transfer of firearm, unsworn falsification, bad checks, drug law violations, and DUI.

The police answered 45 calls for assist during October: 18 to Point Township, 17 to Sunbury, and 10 to other agencies. 1,289.6 miles were traveled for the month.

Mayor Berard noted that the accreditation process has begun and should take several months to complete. The training room construction has begun and should be completed in the coming months.

Administrative Assistant Gabe DeMarco has provided notice that he will be leaving employment with the Borough on December 31, 2020.

On October 22, 2020, Wendy Kelly from Pennoli Associates, Inc. conducted sight visits to Prince and Fifth Streets, Seventh and Orange Streets, and Brickyard and Sheetz Avenues to begin studies to add stop signs at these locations. She also visited the 600 block of Wheatley Avenue to conduct a study to make this block one-way heading toward Sixth Street.

The police 2015 Dodge Charger was listed on Municibid. The high bid of \$13,100 is less than the \$15,000 that Zimmerman Motors has offered the Borough for the vehicle. Mrs. Boyer moved to accept the \$15,000 from Zimmerman Motors for the 2015 Dodge Charger. Dr. Guilbault seconded the motion. Council approved unanimously.

Upon motion by Mrs. Simmons, seconded by Mrs. Boyer, council voted unanimously to accept Gabe DeMarco's resignation, effective December 31, 2020, and to advertise the position.

Northumberland Borough Sewer Department

Jeremy Deitrick noted that there are a few action items for council to consider.

He requested council's authorization to advertise for bids for the belt filter pump replacement project. Mr. Ruane so moved; Mrs. Simmons seconded the motion. Council approved unanimously.

Mr. Deitrick informed council that the sewer department has a buyer, Ralpho Township Municipal Authority, for the department's spare 1,569 nitrogen credits at a price of \$2.00 per credit. Mrs. Rees moved to sell the 1,569 nitrogen credits to Ralpho Township Municipal Authority at \$2.00 per credit. Dr. Guilbault seconded the motion. Council approved unanimously.

Mr. Deitrick requested that council approve the purchase of 850 phosphorus credits at a cost of \$300 from the University Area Joint Authority. Mrs. Rees so moved; Mrs. Boyer seconded the motion. Council approved unanimously.

Mr. Ruane added that the Borough saves up to \$20,000 by purchasing phosphorous credits. Mr. Deitrick added that the phosphorous credits are worth more than the nitrogen credits because there is more of a pool for nitrogen credits than phosphorous credits.

Mr. Deitrick requested that council approve a two-year agreement with the Lycoming County Landfill. The cost per ton is increased by 3%, from \$34.65 to \$35.68 per ton. Mr. Deitrick noted that this is the first increase since 2013.

Dr. Guilbault moved to approve the two-year agreement with the Lycoming County Landfill at a cost of \$35.69 per ton; Mrs. Rees seconded the motion. Council approved unanimously.

Code Enforcement Officer's Report

MaryKay Clark reported on the activity of the Code Office for the month of October. Two building permits and one zoning permit were issued with permit fees totaling \$976.84. Four complaints were received, seven code violations and three citations were filed. Ms. Clark conducted 15 rental inspections and 1 reinspection with inspection fees totaling \$770. Fines collected from Quality-of-Life tickets totaled \$75. One Certificate of Occupancy was issued. Ms. Clark had one court appearance. 41 miles were traveled.

Street Supervisor's Report – no report

Committee Reports

Community Development

1. Police Training Center

Ann August reported on the progress of the police training center. Concrete floor in foyer/bathroom area has been demoed. Demolition is started for door between foyer and training room. Zartman's has donated a steel door for this space. Contracts have been sent out for the various contractors.

2. Recycling Center

- DEP wants the boro to continue recycling. If not, we must pay back 90% of current market value for items that were purchased with DEP grant money. Or items purchased with grand funds may be given to another municipal recycling center if they agree to assume the stipulations of the grant.
- Requirements to continue with a recycling center are to collect 3 of the 8 items and to be open one day per month. Discussion with Vern determined the collectibles should be aluminum cans, steel cans, and newsprint. The Borough will have someone man the center one morning or afternoon each month.
- Some recyclables are still at the center. Everything should be out of there before the end of the month.
- A meeting was held with Sunbury Municipal Authority. The only piece of equipment they are interested in is the forklift.
- DEP employees are not working in their offices. We are waiting to hear from them to learn what we may do with the other items.

3. Gym – drywall complete.

Next to do are the electrical wiring, paint, and installing the lift. The street employees will work on these items this winter.

4. Upcoming Events – Santa's arrival.

Instead of the big event with Santa arriving at King Street Park, on Nov. 30 the fire department will parade around town with Santa and wrapped cookies and packets of hot chocolate will be distributed.

5. Anselmo Grant

New Santa House – application approved; \$7,000 received

We have been looking at pre-made sheds to convert to new Santa House. Vern will install the electric; and a Boy Scout working on Eagle project will finish the inside. The old Santa House will be used this year.

6. DCED Multi-modal grant

The committee decided not to apply for DCED grant – estimate of costs came in much higher than anticipated just to pave streets. Additional costs to replace trees with something else and new streetlights were not included in the estimate. We

will apply for the PennDOT multi-modal grant due Nov. 6th requesting same paving plan as last year's application.

Finance

- 2021 Budget – 1st reading

Mrs. Rees noted that every council member has a copy of the budget to review. She added that the budget includes a half mil tax increase. The increase is to pay toward storm water costs and possible costs associated with the COVID-19 pandemic.

Mrs. Rees moved to accept the 1st reading of the 2021 budget, Mrs. Boyer seconded the motion. Council approved unanimously.

- Ordinance 2020-3

Mrs. Rees moved to advertise Ordinance 2020-3; Mrs. Simmons seconded the motion. Council approved unanimously. This ordinance sets the tax rates for 2021.

Personnel

Chief Kriner requested that council start the process to hire someone to replace Gabe DeMarco. Mrs. Boyer so moved. Mrs. Rees seconded the motion. Council approved unanimously.

Public Safety – no report

Rules

Dr. Guilbault reported that the committee is working their way through the code book and are up to chapter 27. The committee noted that the state has a requirement for the Borough to have a resolution for the NIMS training. The training is available online.

Streets

Resolution F-2020 (Multimodal Transportation Fund Grant)

Dr. Guilbault moved to approve Resolution F-2020. Mrs. Rees seconded the motion. Council approved unanimously. The resolution follows:

“BOROUGH OF NORTHUMBERLAND
Resolution No. F-2020

Be it RESOLVED, that the Borough of Northumberland of Northumberland County hereby requests a Multimodal Transportation Fund grant from the Pennsylvania Department of Transportation to be used for road reconstruction, ADA curb ramps, stormwater and capital equipment.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Janice R. Bowman, Borough Manager, and Paul J. Ruane, Borough Council President, as the official(s) to execute all documents and agreements between the Borough of Northumberland and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested grant.

I, Janice R. Bowman, duly qualified Secretary of the Borough of Northumberland, Northumberland County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough Council at a regular meeting held November 2, 2020 and said Resolution has been recorded in the Minutes of the Borough of Northumberland and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of Northumberland, this 2nd day of November 2020.

Borough of Northumberland
Northumberland County

Secretary"

Old Business

None

New Business

1. Upon motion by Mrs. Rees, seconded by Mrs. Boyer, council unanimously approved payment of the bills. Bills to be paid from the General Fund total \$55,035.65; Parks and Recreation bills total \$18.00; Liberty Splashland bills total \$28.57; Parking Meter bills total \$740; River Valley Training Center bills total \$47,172.25; and Sewer Department bills total \$84,508.50.
2. The Borough Manager requested that council approve that Borough employees may have online access to the Borough's bank accounts at the Northumberland National Bank. Access would be limited to viewing the accounts. She also requested that she be given the ability to determine which accounts employees would have access to view. Upon motion by Mrs. Rees, seconded by Mrs. Simmons, council unanimously approved establishing online bank account access as requested.
3. The PMRS Amended Adoption Agreement changes the required member contribution as otherwise specified in Section 4.02 of the PMRS Plan Document for all compensation earnings periods in 2020 to 1.5%. Dr. Guilbault moved to approve the Amended Adoption Agreement, Mrs. Boyer seconded the motion. Council voted unanimously to approve.
4. As a reimbursable employer, the Borough may elect to be eligible to request relief from charges if certain requirements are met. In order to be eligible, the Borough must pay a Solvency Fee of \$1,603.79 to the Pennsylvania Unemployment Compensation Fund for 2021. Payment must be submitted by December 2, 2020. Mrs. Simmons moved to pay the Solvency Fee for 2021, Dr. Guilbault seconded the motion. Council approved unanimously.
5. Bank Account for Fire Insurance for Scott Adams property
The Borough has received a check from the insurance company for the Adams property that was destroyed by fire. The amount of the check is \$6,600. This money is paid to Mr. Adams after the property has been repaired or demolished. A separate bank account must be established for these funds. Dr. Guilbault made a motion to

establish a bank account for the Adams Fire Insurance. Mrs. Simmons seconded the motion. Council approved unanimously.

6. Mr. Ruane requested a motion to accept Ed Margel's retirement as the clerk at the sewer plant, effective November 25, 2020. Mrs. Boyer so moved. Dr. Guilbault seconded the motion. Council approved unanimously.
7. Mr. Ruane requested a motion to accept Josh Kurtz's resignation as a laborer at the sewer plant, effective November 10, 2020. Dr. Guilbault so moved. Mrs. Simmons seconded the motion. Council approved unanimously.

Executive Session

Mr. Ruane announced that the meeting would be adjourned for an Executive Session to discuss legal and personnel issues. He added that the meeting would be reconvened. The meeting was adjourned at 7:47 p.m.

The meeting was reconvened at 8:20 p.m.

Mr. Ruane announced that litigation and personnel issues were discussed, and action is required.

Mrs. Boyer made a motion to advertise for a replacement for the laborer/operator position at the sewer plant. Mrs. Rees seconded the motion. Council approved unanimously.

Mrs. Rees moved to advertise for the part-time clerk position at the sewer plant. Mrs. Boyer seconded the motion. Council approved unanimously.

Mrs. Boyer moved to adjourn. The meeting was adjourned at 8:21 p.m.

Respectfully submitted,

Janice R. Bowman
Borough Manager