

MILTON BOROUGH COUNCIL MEETING

January 22, 2020

The meeting was called to order with the following Councilpersons in attendance: Mr. Shearer, Mrs. Meckley, Mr. Robol, Mr. Morales, Mr. John Pfeil, Mr. Dale Pfeil, Ms. Fawess, and Mr. Swartz. Also in attendance were Jess Novinger, Shelly Sandstrom, Mayor Nelson, Scott Derr, Attorney Benion, Chief Zettlemoyer, and Sam Shaffer. Mr. Specht, Mr. Walker and Doug Diehl were absent.

Minutes: On motion of Mr. Dale Pfeil, seconded by Ms. Fawess and carried, Council approved the minutes from the January 8, 2020 meeting.

On motion of Mr. Walker, seconded by Mr. Swartz and carried, Council approved the minutes from the January 6, 2020 Reorganizational Meeting.

Report of the Borough Manager: Ms. Novinger reported that we have received the Act 101 Section 904 Recycling Performance Grant for the Calendar Year 2018 in the amount of \$32,866.00. Milton Borough continues to collect the largest recycling tonnage of any municipality in Northumberland County. Preliminarily, the Borough has collected an additional 150 tons at our recycling center alone for 2019 – this does not factor in any of the commercial businesses' recycling numbers when calculating our 904 Performance Grant monies.

As mentioned in the last Manager's report, she e-mailed Council the PSAB website link listing all of the upcoming trainings. She suggested that each Council member consider attending the "Duties and Responsibilities of Council" webinar on Wednesday and Thursday, January 29th and 30th from 5:30 p.m. – 6:30 p.m. This training is at no cost to the Borough because of the PSAB+ subscription.

Next, Ms. Novinger asked for Council's approval to begin the Employee Handbook creation process with East Coast Risk Management. The fee for this handbook is \$2,500.00, no matter the level of detail, it is a flat fee. The handbook is a requirement of our new insurance provider and a best management practice. East Coast Risk Management's HR team will guide the Borough through any revisions, updates and additions that may be necessary to keep us compliant with current employment laws. After further consultation, East Coast Risk Management will provide a ready-for-print draft of our new, improved employee handbook. The handbook will then be reviewed every two years for any necessary revisions. We currently do not have an employee handbook. On motion of Mrs. Fawess, seconded by Mr. Morales and carried, Council approved this request as outlined.

Next, Ms. Novinger asked for Council's permission for her to attend P.A.T.H. Financial Training on March 11th. This will be held in Williamsport and the cost for this is \$80.00. On motion of Mr. Dale Pfeil, seconded by Ms. Fawess and carried, Council approved this request.

Report of the Mayor: Mayor Nelson had no report but stated that several from Council and staff attended the Ribbon Cutting Ceremony at the Milton Library and that it was a nice event.

Report of the President of Council: President Shearer had no report.

Report of Chief of Police: Chief Zettlemoyer reported that he, Ms. Novinger, and Attorney Benion met with the Dog Warden, and will have a draft Memorandum of Understanding for Council's review soon. He also reported that they continue working with the 911 system to improve the radio reception the Department is receiving. They continue to work on the radio communications problems. Ms. Fawess asked if the towers are in Union County? Chief responded that he doesn't know about Northumberland towers, but the tower we are operating

from may be overshooting the Borough. Mrs. Meckley asked why this didn't occur before the merger. Chief responded that he believes it started when they moved the tower from the Union County Courthouse to the Government Center and it would be cost prohibitive to move it back to the Courthouse. Mr. Dale Pfeil asked if they were able to elaborate on the towers not syncing and is there a maintenance schedule not being followed? Chief responded that this could be a possibility and they are looking continuing to try to resolve the problems. He will keep Council informed.

Report of Public Works Director: Sam Shaffer reported that the department continues to work on some of the dumpster containers. He is working with Ms. Novinger about the possibility of streamlining recycling. During the last snowstorm there were no incidents and no complaints.

Report of the Fire Chief: Scott Derr informed Council that since the last meeting there have been 22 calls and 145 MU calls. He also reported that they received the 2009 Engine back on Monday.

Public Comments: There were no public comments.

Highways and Protection to Persons and Property: No report.

General Government and Recreation:

- A. The agenda item for consideration to adopt Resolution #20-01 and approve the petition regarding the PLCB Noise Ordinance was deferred to Attorney Benion for further review. Several Council members felt that this Ordinance and map should include all establishments within the entire Borough rather than specific businesses/clubs.
- B. On motion of Ms. Fawess, seconded by Mr. Dale Pfeil and carried, Council authorized Attorney Benion to prepare and advertise an Ordinance for the Road Dedication of Briarcliff Court and a portion of Foxglen Drive.

Finance, Health and Sanitation

- A. On motion of Mrs. Meckley, seconded by Mr. Swartz and carried, Council approved paying the bills from General Fund, Reserve, Payroll, Community Pool and Cemetery accounts in the amount of \$148,091.87.

Mr. Robol informed Council that the new coffee shop downtown is open and very nice. They will soon have sandwiches and other items. He talked with the owner and suggested he come to a meeting to introduce himself.

Mr. Morales asked if we could possibly increase the training budget as he intends to attend several. President Shearer responded that we would have to look into this for the next budget for 2021. This will be a good way for Council to track what is needed for next year.

There being no further business, on motion of Mrs. Meckley, seconded by Ms. Fawess and carried, Council adjourned at 7:39 p.m.

Respectfully Submitted:

Shelly Sandstrom
Secretary/Treasurer