

## MILTON BOROUGH COUNCIL MEETING

November 14, 2018

The meeting was called to order with the following Councilpersons in attendance: Mr. Specht, Mrs. Meckley, Mr. Budman, Mr. Walker, Mr. Keiser, Mr. Farr, Mr. Cyphers, Ms. Fawess, Mr. Shearer, and Mr. Swartz. Also in attendance were Amanda Cyphers, Shelly Sandstrom, Chuck Beck, Mayor Nelson, Sam Shaffer, Chief Zettlemoyer, and Attorney Benion.

Minutes: On motion of Mr. Cyphers, seconded by Mr. Shearer and carried, Council approved the minutes from the October 24, 2018 Council meeting. Mr. Walker abstained.

Report of the Borough Manager: Mrs. Cyphers reported that the administrative staff is now holding staff meetings to look at ways to work efficiently and provide better services. Underway is the task to complete an employee manual. She hopes to have it to Council for consideration of approval in a month. She is working on a form to provide her the opportunity to give briefings to the Council Committees and to provide staff time to review and provide their collective recommendations and the ability to provide any outstanding issues to recommend approval to Council. Mrs. Cyphers also handed out a calendar that indicates Borough Council Meetings, when Council Agendas will be sent, and the last day to request an item be placed on the agenda.

With the cooperation of Chief Zettlemoyer, Mrs. Cyphers believes that they are working on appropriate scheduling for downtown meter collections. The Public Works Department will increase their schedule of replacement of the meter batteries and hopefully we will have a coordinated effort to resolve any past meter issues. Mr. Walker asked Chief Zettlemoyer who is working on this. Chief responded that the part-time officers are currently doing this. He hopes to schedule this task 12 hours a month.

Next, Mrs. Cyphers reported that she has locked into a natural gas contract for the winter months. The Borough will be saving 20% on the natural gas bills.

She then announced that she met with Susquehanna Community Bank recently, and as of Friday, the Borough will be receiving 1% interest rates which is an increase in 25% from the past .75%. This will apply to our General, Reserve, Fire Department Capital Equipment, Cemetery, and Liquid Fuels Fund accounts. The Borough will see an increase of over \$4,000 a month in interest.

Next, Mrs. Cyphers stated that back on January 10<sup>th</sup>, Council provided permission to send out an RFP for our outdated Comprehensive Plan which is now 22 years old and should be revised approximately every 10 years. It is the document that provides markers of where we are, where we want to be, and how to get there. She recently attended the Central Susquehanna Vehicular Throughway Summit and a DCNR Grant Workshop. Both agencies stressed it is prime time to update any comprehensive plans. DCNR shared the benefit of a current comprehensive plan to help guide the needs and direction regarding our parks to help validate any grants we may request of them. The cost to complete this plan is estimated between \$90,000 and \$107,000. Through DCED, there is a grant that we can apply for which would cover 50% of the cost. To move forward with applying for this grant, Mrs. Cyphers asked for Council's approval to present a resolution stating that Council agrees to commit to the 50% match if we are approved for the match. Mr. Cyphers made a motion to approve this; however, Mr. Beck suggested that Council wait until we have an exact cost and have a presentation from the firms that have sent proposals. President Budman directed Mrs. Cyphers or Mr. Beck to contact both bidders to schedule a presentation in January. Each bidder should be at a different Council meeting.

Mrs. Cyphers then stated that we have an opportunity for a matching grant to address blighted properties, not improve them but to eliminate the blight and reduce community safety hazards. The grant is through the Northumberland County and is administered by the Housing Authority. With Council's approval, she would like to ask Pat Mack with the Housing Authority to provide a presentation to Council and answer any questions you may have to provide direction in how you would like to proceed. After discussion, President Budman stated he would like someone to look at the blighted properties and where they are. Mr. Beck responded that in the past the properties selected were beyond repair. Mrs. Cyphers stated that there are four properties that may fall in these guidelines.

Mr. Beck reported that construction on Front Street is complete. We have had trouble with the lights and have payroll issues. Final payment will not be given until these two problems are resolved.

Report of the Mayor: Mayor Nelson had no report

Report of the President of Council: President Budman had no report but recognized the three Girl Scout troops that decorated the Holiday Tree in the Borough Council Chambers.

Report of Chief of Police: Chief Zettlemoyer reported that the prison is now open and it is helping the Department to have it reopened. The Police Department is again assisting in the Christmas Program with local clubs to provide gifts to families in the Borough.

Report of Public Works Director: Sam Shaffer reported that leaf pick up continues, but the second machine was down for a week. It is now up and running again. The Department will continue to pick up leaves after the snow melts from this storm. Sam also stated that he recently met with George Venios regarding the Santa House. It will be an 8' X 12' house with minimal impact in the park. The Department has plenty of salt and is ready for inclement weather. He is currently short one staff member and will have another on leave for approximately 6 months.

Report of the Fire Chief: Joe Stump was absent but informed President Budman that at the next meeting there will be a full report.

Public Comments: There were no public comments.

Highways and Protection to Persons and Property:

- A. On motion of Mr. Swartz, seconded by Mr. Keiser and carried, Council approved a request from the Milton Fire Department to approve Kyle Bertin as a Trainee Driver for the Department.
- B. On motion of Mr. Farr, seconded by Mr. Swartz and carried, Council authorized Attorney Benion to prepare a Resolution regarding no parking on Red Hill Road.

General Government and Recreation:

- A. On motion of Mr. Shearer, seconded by Mrs. Meckley, and carried, Council authorized Attorney Benion to amend and advertise the Borough Manager Ordinance (#1218) changing the mile radius from 10 miles to 15 miles.

## Finance, Health and Sanitation

- A. On motion of Mrs. Meckley, seconded by Mr. Specht and carried, Council authorized Attorney Benion to prepare and advertise the 2019 Tax Ordinance.
- B. The agenda item to authorize Attorney Benion to prepare and advertise an Ordinance amending the existing Non-Uniformed Non-Bargaining Retirement Plan was tabled for further clarification.
- C. On motion of Mrs. Meckley, seconded by Mr. Specht and carried, Council approved paying the bills from General Fund, Reserve, Payroll, Community Pool and Cemetery accounts in the amount of \$221,068.31.

At this time, 7:53 p.m., President Budman entered into an Executive Session to discuss personnel issues with Administrative Personnel and in the Police Department. He stated that Council would reconvene.

Council reconvened at 9:15 p.m.

On motion of Mr. Walker, seconded by Mrs. Meckley and carried, Council accepted the resignation of Amanda M. Cyphers, effective immediately.

On motion of Mr. Walker, seconded by Mrs. Meckley and carried, Council approved Chuck Beck as acting Borough manager and will be in charge until another Manager is in place.

There being no further business, on motion of Mr. Walker, seconded by Mr. Shearer and carried, Council adjourned at 9:17 p.m.

Respectfully Submitted:

Shelly Sandstrom  
Secretary/Treasurer