

## MILTON BOROUGH COUNCIL MEETING

July 24, 2019

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

Minutes: On motion of Mr. Shearer, seconded by Mr. Pfeil and carried, Council approved the minutes from the July 10, 2019.

Report of the Borough Manager: Ms. Novinger gave an update on stray dog holding for the Borough – Tim Burns - Landlord of the 685 Cherry Street property will sign a memorandum of understanding with Milton Borough to help with strays from August 1 through December 31, 2019. She has contacted Brandi Burkett, State Dog Warden, she will forward a packet of information to Mr. Burns to obtain his kennel license. The cost to Milton Borough would be \$2,000 for the two remaining quarters in the year. Management of the strays remains the same as it was under Haven to Home, unless the Borough would like to make changes. During this time (remainder of 2019), a new volunteer group (consisting of former Haven to Home members) will be working on obtaining 501c3 status and a kennel license. She is hoping to have all the paperwork completed and approved by January 1, 2020 - when the new group will take over the memorandum of understanding.

Next, Ms. Novinger informed Council that the Borough got through its 2018 Liquid Fuels Audit with no findings.

She also completed a webinar on Open Records Updates and made a few changes to the Borough website to remain in compliance with the Office of Open Records. She will also be registering herself as the Agency Open Records Officer (AORO) with the state and asked Council's permission to authorize her as the AORO. On motion of Mr. Shearer, seconded by Ms. Fawess and carried, Council approved this request.

Ms. Novinger then asked permission to attend the 2019 Police Civil Service Procedures Training with Chief Zettlemoyer. The total cost of \$300 for the training, which is on October 15<sup>th</sup> from 9 a.m. – 4 p.m.; lunch included. Training will be held in Towanda (114 miles round-trip). This training is through PSAB. On motion of Mr. Shearer, seconded by Ms. Fawess and carried, Council approved this request.

She then informed Council about the PA Municipal League Membership that she is researching, which includes access to PELRAS. The League represents participating Pennsylvania cities, boroughs, townships, home rule communities and towns that all share The League's municipal policy interests. Our Board of Directors oversees the administration of a wide array of municipal services including legislative advocacy (on both the state and federal levels), publications designed to educate and inform, education and training certification programs, membership research and inquiries, consulting-based programs, and group insurance trusts. PELRAS - Today's local government officials face increasingly complex issues in managing their workforces. PELRAS was created to address these issues, providing its members with extensive training, access to specialized legal counsel and frequent updates on topics and developments in employee relations

process and municipal law. The goal: To share workable solutions on how to avoid lawsuits, mitigate labor/management tensions and improve service delivery ensuring that municipalities of any size effectively and proactively manage their workforces. Approximate costs for a five year membership are – the first year is waived, second year \$2,021 with an annual increase to \$2,253.44 after the second year. These are approximate costs. She will inform Council of the actual cost of this.

Mr. Beck reported to Council that the Borough Hall roof renovations are moving forward but may cost more than anticipated due to the need to replace four brackets

Next, Mr. Beck stated that he submitted the second multi-modal grant this week and SEDA-COG is moving forward with the ARC Grant for the Marsh Road Project. When we receive approval, we will be asking to begin the RFP process for engineering services.

Report of the Mayor: Mayor Nelson had no report.

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

Report of Chief of Police: Chief Zettlemoyer expressed his thanks for the new fence installed by the Police Department. He also reported that the Safe School Report will be done this week.

Report of Public Works Director: Sam Shaffer reported that brush pick-up went well last week. He stated that several residents kept their brush in their yards and the crew will not go onto their property to get it. Mr. Shaffer left notes for residents regarding this for future information. They have started working on an unnamed alley that runs from High Street to Vine Street and will be paving it soon. He then introduced Jesse Beck to Council as the new Public Works employee.

Report of the Fire Chief: Joe Stump thanked Ms. Novinger for touring the Fire Station. Since the last meeting, they have responded to 22 incidents. Joe also stated that there had been an issue regarding taking a Warrior Run Little League team on the fire truck for their victory. After doing research with the Borough office and speaking with the Borough's insurance carrier, it was determined that the fire department should not allow people to ride on the fire truck. Should there be an incident; the insurance carrier would no longer carry the Borough on their insurance. He asked if we could create a policy indicated this for future requests. Ms. Novinger will present this policy for consideration at the next council meeting.

Public Comments: There were no public comments.

Highways and Protection to Persons and Property:

- A. On motion of Mr. Swartz, seconded by Mr. Shearer and carried, Council approved a request from the First Presbyterian Church to close Cherry Alley adjacent to the back of their church on Sunday, August 25<sup>th</sup> for their annual block party.
- B. At this time, 7:19, Attorney Benion opened a Public Hearing to vacate an alley in the 4<sup>th</sup> ward. Attorney Benion outlined the Ordinance and description of the alley. There being no comments or questions from the public or Council, Attorney Benion closed the Public Hearing at 7:20 p.m.
- C. On motion of Mr. Swartz, seconded by Mr. Specht and carried, Council adopted Ordinance #1224 to vacate an alley in the 4<sup>th</sup> Ward as outlined by Attorney Benion.

## General Government and Recreation:

- A. Linda Sterling was present from SEDA-COG to discuss the Borough's 2019 CDBG Project Selection. Slum/Blight will be the main focus for the funds and ADA curb cuts as necessary. Mr. Beck asked if it can be used in conjunction with the Housing Program and Ms. Sterling believes that it can. Ms. Novinger will be meeting with Pat Mack from the County to discuss this further. On motion of Mr. Shearer, seconded by Ms. Fawess and carried, Council approved the project selection as outlined. Ms. Sterling also reported the Brown Avenue Environmental Review should be cleared this week.
- B. On motion of Mr. Shearer, seconded by Mr. Specht and carried, Council approved a Lot Consolidation Plan for Mifflinburg Bank.
- C. On motion of Mr. Shearer, seconded by Mr. Swartz and carried, Council approved a Land Development Plan for Mifflinburg Bank contingent on receipt of a Highway Occupancy Permit.
- D. On motion of Mr. Shearer, seconded by Mr. Swartz and carried, Council adopted Resolution #19-04 amending the Civil Service Rules and Regulations.
- E. On motion of Mr. Shearer, seconded by Mr. Specht and carried, Council approved the Civil Service Commission's recommendation to fill the vacancy in the Police Department with Kurt Henrie. Kurt will be a full-time patrolman with a probation period of 12 months. Council welcomed Kurt to the Police Department.

## Finance, Health and Sanitation

- A. On motion of Mr. Specht, seconded by Ms. Fawess and carried, Council approved paying the bills from General Fund, Reserve, Payroll, Community Pool and Cemetery accounts in the amount of \$151,783.29.

Mr. Specht asked Chief Zettlemyer if the closing of Montandon Elementary School would affect the SRO Memorandum of Understanding and Chief stated that it should not, but if any, it would be minimal.

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

Respectfully Submitted:

Shelly Sandstrom  
Secretary/Treasurer