

MILTON BOROUGH COUNCIL MEETING

January 8, 2020

The meeting was called to order with the following Councilpersons in attendance: Mr. Specht, Mr. Walker, Mr. Shearer, Mr. Robol, Mr. Moralez, 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. Linda Meckley and Doug Diehl were absent.

Minutes: On motion of Mr. Walker, seconded by Ms. Fawess and carried, Council approved the minutes from the December 11, 2019 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 the Borough has joined PSAB's Membership Training Subscription Program (PSAB Plus). This training subscription applies to all Borough Officials and Staff. We now have free access to all PSAB webinars, 50 percent discount on all PSAB classroom training sessions, and 25 percent discount on attendance at the PA Municipal Legal Update. She will email a link to PSAB's training schedule and will take care of anyone wishing to register for anything. As a reminder – all trainings that the Borough will need to contribute to monetarily will need to be pre-approved by Council. This includes fees, mileage reimbursements, etc.

Next, she reported that she and Shelly will be meeting with Tony of Klacik & Associates, P.C., our new auditing firm, on Monday, January 13th to begin building a repour and gathering information they may need.

The Borough Department heads will be meeting as a group to discuss goals for the Borough as a whole. She will also be meeting with each department head individually to discuss goals and expectations on a personal level which will ultimately lead to initiating an employee evaluation process.

She then informed Council that she is in the process of updating the Department of Public Works' phone system as the current one is antiquated and no longer supported. This update will be observed for a time to see if it is appropriate for both the Borough Office and Police Department in the future as those phone systems will also soon be unsupported.

We are working with the Kilmer Group (Insurance Broker) to utilize their resources to create an employee handbook with required policies and procedures to ensure compliance.

Report of the Mayor: Mayor Nelson had no report.

Report of the President of Council: President Shearer had no report but did inform Council that there is a hand-out for their review regarding the PLCB Noise Ordinance Issue. This will be on the next Council Meeting agenda. Attorney Benion explained that the Ordinance would allow the Borough to assume responsibility for enforcing noise violations at Milton Borough businesses licensed through the PLCB. After Council's approval, the Ordinance will then go to the PLCB for approval. He said that the PLCB could hold a public hearing on the matter. He did not have a clear timetable on how long the process may take.

Report of Chief of Police: Chief Zettlemoyer reported that they are working with the 911 system to improve the reception the Department is receiving. Keystone Communications had a meeting about the radios. He has not heard the result of the meeting yet. The Department is in the process of purging old files. They will have a shredder unit on site. Mr. Specht asked if there was a way to digitalize the records. Chief responded that most of the records need to be kept as paper files, especially criminal records.

Report of Public Works Director: Sam Shaffer reported that the department has been working on some of the dumpster containers. Some are rusty and have been repainted. He is working with Ms. Novinger about changes to try to get costs down in the recycling program. Because of the snow last night, he asked that residents not throw snow onto the streets. Mr. Walker asked Sam if he can make sure the hills are salted as he had complaints. Sam responded that he was out at 4:30 a.m. and had no issues in 2 wheel-drive.

Report of the Fire Chief: Scott Derr informed Council that the department responded to 310 fire and rescue calls in 2019. Of those, 162 were within the Borough. An average of 10.1 members responded to each call. He also stated that 1,455 manhours were logged on calls and training. They also responded to 96 calls with its volunteer ambulance and 137 calls with its quick response service unit to assist on medical calls. He noted that 2019 marked the first year in a long time that the department was able to respond with its volunteer ambulance. Also, the department's Mobile Intensive Care Unit (MICU) 15 responded to 2,022 calls for service.

Public Comments: There were no public comments.

Highways and Protection to Persons and Property: No report.

General Government and Recreation:

- A. The agenda item to authorize the Borough manager to sign a Memorandum of Understanding (MOU) between the Borough of Milton and the 4 Paws Sake PA Organization was referred to Attorney Benion for further review. There was lengthy discussion regarding the MOU. Before signing, there will need to be further discussion and clarification.

Finance, Health and Sanitation

- A. On motion of Mr. Specht, seconded by Mr. Dale Pfeil and carried, Council approved paying the bills from General Fund, Reserve, Payroll, Community Pool and Cemetery accounts in the amount of \$278,185.34.

Mr. John Pfeil asked for permission to attend the Newly Elected Municipal Officials Boot Camp training which will be held in Luzerne County on January 17th and 18th. Mr. Morales requested permission for this training as well. On motion of Mr. Walker, seconded by Mr. Specht and carried, Council approved this request.

Mr. Morales addressed Council with some questions that he has regarding the Borough. The first question was regarding the parking on Broadway. Can the roadway be expanded? The second question was regarding the drop-off mailbox in front of the Post Office on Front Street – he feels it is dangerous and in a bad location. Attorney Benion responded that that is a State issue as it belongs to the Post Office. The third question was regarding the Welcome to Milton signs – are we working on replacing these? Ms. Novinger

responded that she has been working with PennDOT on this issue. He responded that he has an idea that we could potentially use the MakerSpace Program that gets High School students involved with hands on projects like this from the T.I.M.E. Group to help make signs. The fourth question was – do we have a Strategic Plan in place? Ms. Novinger responded that she is looking into funding for this. DCED has recently announced possible funding assistance for Comprehensive Plans. Next, Mr. Moralez asked if we have ever considered the Junior Council Person Program. Several responded that we have had several through the years but have not had one recently. He read about this in a Borough News magazine. Next, Mr. Moralez asked if the Borough has ever considered the HARB Program through the Historic Society as has been done in Lewisburg Borough. Several Council responded that it was attempted years ago with an unfavorable response from our residents. Ms. Novinger responded that she would review this at a later time. President Shearer responded that money is a big concern for people. Some of the questions asked could be discussed with an ad hoc committee later. Regarding the other questions, Ms. Novinger will schedule a meeting with him to discuss them in further detail.

There being no further business, on motion of Mr. Walker, seconded by Mr. Dale Pfeil and carried, Council adjourned at 7:53p.m.

Respectfully Submitted:

Shelly Sandstrom
Secretary/Treasurer