

MILTON BOROUGH COUNCIL

ZOOM COUNCIL MEETING

July 22, 2020

7:00 p.m.

The meeting was called to order by President Shearer. The following Councilpersons were present: Mr. Walker, Mr. Morales, Mrs. Meckley, Mr. Specht, Mr. Shearer, Mr. John Pfeil, Mr. Dale Pfeil, Ms. Fawess, Mr. Robol, and Mr. Swartz. Also in attendance were Jess Novinger, Shelly Sandstrom, Attorney Benion, Scott Derr, Doug Diehl, Chief Zettlemyer, Chuck Beck, and Kevin Mertz. Sam Shaffer was not in attendance. Dane Neilson from Troop 605 was also present.

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

Report of the Borough Manager: Mrs. Novinger reported that she has sent out the Borough's Employee Handbook draft that was prepared by her and representatives from EMC Insurance. She asked Council to contact her with any suggestions, changes, or grammatical updates no later than July 24th at 4:00 p.m. She will work with our insurance company to make those changes. The current draft has been reviewed by EMC's employment attorney, as well as Attorney Benion.

Next, Mrs. Novinger informed Council that the EMC would be paying a dividend this year. It was estimated to be a little over \$6,000,000, however, she received the check today and it was \$11,626.66, significantly more than she anticipated.

She then stated that she has hired two individuals to fill the vacancies in the Public Works department. Ryan Kitchen will begin in his position as an Operator effective Monday, July 27th. Jason Yost will begin his position as an Operator effective Monday, August 3rd.

Ms. Novinger then asked for Council's consideration for two webinar series through PSAB – one for Supervising a Police Department as a municipal official at a cost of \$50.00 and one for Municipal Budgeting (learning BMP's and chart of accounts) at a cost of \$50.00. On motion of Mr. Walker, seconded by Mrs. Meckley and carried, Council approved the two webinars as outlined.

Mr. Specht asked when the employee handbook would be final. Mrs. Novinger responded that once Council's suggestions are considered, and it should be ready to present for approval at the next Council meeting.

Report of the Mayor: Mayor Nelson was not in attendance.

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

Report of Chief of Police: Chief Zettlemyer reported that Mark Evans, the second SRO will be taking his tests for certification on August 30th and we can then move forward. He then stated that he received a letter from Sargent Todd Ulrich stating that Officer Kurt Henrie's probationary period is approaching, and Sargent Ulrich recommends Officer Henrie be hired as a full-time Officer removing him from the probationary period on August 7, 2020.

Report of Public Works Director: Sam Shaffer was not in attendance.

Report of the Fire Chief: Scott Derr reported that the Department has responded to 21 calls so far in July with 231 manhours.

Public Comments: Dane Neilson, Eagle Scout 605, updated Council on his project. He stated that all benches are made for the community pool. He has delivered 7 of the benches and kept one to show Council and asked for a time to do so and President Shearer's signature. He was asked to contact the Borough Office to schedule a time for staff and President Shearer to receive the final bench. Council thanked Dane for his efforts and community service.

Highways and Protection to Persons and Property:

- A. A request from the Warrior Run High School to use the Borough's VFW field located next to Baugher Elementary School for the Spring 2021 and Spring 2022 baseball season was tabled for the next Council meeting. Mrs. Novinger was asked to meet with Warrior Run High School for further details.
- B. On motion of Mr. Walker, seconded by Mrs. Meckley and carried, Council denied a Residential Handicapped Parking application for 31 1st Street due to the resident's ability to park in the rear of his property. There is currently a handicapped parking space at the American Legion as well. Mr. Moralez was opposed. Mr. John Pfeil abstained.
- C. On motion of Mrs. Meckley, seconded by Mr. Walker and carried, Council approved a request from the Mifflinburg Hose Company No. 1 to submit a letter to PennDOT allowing them to walk through the Borough on Saturday, September 12th at 8:00 a.m. from the northern end to the southern end of Route 405 as part of their 9-11 Memorial Walk.

General Government and Recreation: No report.

Finance, Health and Sanitation

- A. On motion of Mrs. Meckley, seconded by Mr. Moralez and carried, Council awarded engineering services for the Marsh Road Project to Larson Design Group for a not-to-exceed cost of \$169,731.00. Mr. Beck explained to Council that this not-to-exceed cost is for the scope that we requested. The amount could be more due to change orders, wetland mitigation issues, or endangered species. Mr. Beck also recommended that Council authorize the Borough Manager to enter into agreement with Larson Design Group. On motion of Mrs. Meckley, seconded by Mr. Moralez and carried, Council authorized this request as outlined.
- B. 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 \$88,380.38.

Mr. Walker thanked the Borough staff, Public Works, Police Department, and the Fire Department for their help and support at the Panther Cub Football camp this past weekend.

There being no further questions or business, on motion of Mr. Walker, seconded by Mrs. Meckley and carried, Council adjourned at 7:41 p.m.

Respectfully Submitted:

Shelly Sandstrom
Secretary/Treasurer