

Borough of Susquehanna Depot
Minutes April 20, 2016

Present: Sue Crawford, John Hendrickson, Barbara Larsen, Roy Williams, Joseph Varsik and Deborah Zayas

Absent: Dana Rockwell

Also Present: Margaret Biegert, Mayor Nancy Hurley

Guests: Staci Wilson; Brian Hutchison Kilmer Insurance Group; Lauren Terwilliger, Pocono Signs; John Sholtiss, Emerson Whitehead, Kerri Ellen Wilder, Robert Klein, Michael Briechle

MOTION: By Roy Williams, seconded by John Hendrickson to approve the agenda. All present voted yes. Motion carried.

MOTION: By Sue Crawford seconded by John Hendrickson to approve the minutes of February 10, 2016 as amended. All present voted yes. Motion carried.

MOTION: By Roy Williams, seconded by Deborah Zayas to approve the minutes of March 2, 2016 as amended. All present voted yes. Motion carried.

MOTION: By Barbara Larsen seconded by Sue Crawford to approve the minutes of March 23, 2016. All present voted yes. Motion carried.

MOTION: By Roy Williams seconded by Deborah Zayas to allow the SCDA to install commemorative bricks on the sidewalks near the Drinker Creek Park. All present voted yes. Motion carried.

MOTION: By John Hendrickson seconded by Roy Williams to sign a Broker of Record letter designating the Kilmer Group as the borough's Insurance broker for insurance renewal in August 2016. All present voted yes. Motion carried.

MOTION: By Deborah Zayas seconded by Roy Williams to establish an Administration and Foreman position in the DPW department. The foreman's position at \$15.00 per hour. All present voted yes. Motion carried.

MOTION: By Deborah Zayas seconded by Roy Williams to make the following General Fund line item changes: Decrease: line items 410.231 to \$3000.; 416.00 to \$20.; 430.230 to \$10,505. Increase line Item 430.110 to \$52,000.00. All present voted yes. Motion carried.

MOTION: By Roy Williams seconded by Deborah Zayas to purchase the base infrastructure for the outdoor surveillance cameras from True View \$9,975.00. All present voted yes. Motion carried.

MOTION: By Sue Crawford seconded by Roy Williams to purchase the community board sign from Pocono Sign Company for \$7,900 upon written permission from the Son of the American Legion and any required permits or right of ways from Penn Dot. All present voted yes. Motion carried.

MOTION: By Roy Williams seconded by John Hendrickson to approve the following capital reserve line items request to accommodate the community board and surveillance base purchase: Decrease Y/E Reserve allocation for Parks \$8685.00, Christmas Decoration to \$200.00 and building security to \$0.00. Increase Y/E Camera Reserve to \$9875.00 and Community Board to \$7900. Increase outside Source allocation for Parks to \$8315.00, decrease camera to \$1,385 and Community board to \$0.00.

MOTION: By John Hendrickson seconded by Barbara Larsen to approve the graphic design presented of \$625 for the new police car from Robins Signs. All present voted yes. Motion carried.

MOTION: By Roy Williams, seconded by Barbara Larsen to advertise the street opening & excavation ordinance for consideration at the May 11, 2016 meeting. All present voted yes. Motion carried.

MOTION: By Deborah Zayas seconded by Sue Crawford to advertise the Elimination of the Ward System Ordinance for consideration at the May 11, 2016 meeting.

MOTION: By John Hendrickson seconded by Deborah Zayas to hire Terry Clemons, Esquire and his firm to address amendments to the Zoning Ordinance. All present voted yes. Motion carried.

MOTION: By Roy Williams seconded by John Hendrickson to appoint Kevin McKee as DPW Administration at and Arnold Terpstra as DPW Foreman. All present voted yes. Motion carried.

Public Comment:

John Sholtiss of the SCDA asked permission to place some of the commemorative bricks previously located over the Drinker Creek bridge to the brick sidewalks on the side of the Drinker Creek Park. Council agreed.

Persons Requesting Time on the Agenda:

District Attorney Robert Klein discussed new policies, programs and targeted operational procedures. He gave the previous Saturday night as an example with 7 police cars (state, local and county detectives) in the Susquehanna Area. He reminded everyone about the "drug take back" program on April 30th. He is trying to arrange another prescription "take back" van at hometown days event. Deborah Zayas stated that people she spoke to about the anonymous tip line and there were concerns about confidentiality and doctor's over prescribing. Mr. Klein felt it would take time for people to become confident in the tip line, but had no control over doctors.

Lauren Terwilliger from Pocono sign company presented a proposal for an electric sign for \$7,900. Proposal included Luster-board, 6X6 wooden poles, 15 " LED ticker and installation including digging electrical line to the pole. The sign would be located at the end of the bridge in the Sons of the American Legion (SAL) right of way. Could agreed to purchase the sign upon written approval from the SAL and any required right of way or permits from PENNDOT. Brian Hutchinson of the Kilmer Insurance Group presented council with a proposal for borough insurance. The Kilmer group was recommended by the PSAB. In addition to competitive rates they provided services and an EMC dividend program not currently offered by the present insurance agency. Council agreed to switch insurance agencies upon renewal in August.

DPW:

Council review submitted report. Councilmen Williams advised that PennDot's Franklin Ave project was suppose to begin no later than 4/18/16., but has not yet begun. Councilwomen Barbara Larsen had stated that the residents on Franklin Ave have not be notified of any work plans.

Treasurers Report:

Council reviewed and accepted the bill list and treasurer's report. They will also given a summary of the Audit and the auditor's report for review

Finance Committee:

The Finance committee received a request to establish two new DPW positions: Admin and Foreman, with \$1.00 per hour increase for Foreman position. Council approved the positions and approved the following recommended line item changes in the general fund to accommodate this request: Decrease: line items 410.231 to \$3000.; 416.00 to \$20.; 430.230 to \$10,505. Increase line Item 430.110 to \$52,000.00.

The finance committee also received request to explore financial options to purchase the community board and the base for the security camera. Additions to the surveillance system could be purchased as funds became available. Council approved the following Capital Reserve line item changes to accommodate purchases: Decrease Y/E Reserve allocation for Parks \$8685.00, Christmas Decoration to \$200.00 and building security to \$0.00. Increase Y/E Camera Reserve to \$9875.00 and Community Board to \$7900.00 Increase outside Source allocation for Parks to \$8315.00, decrease camera to \$1,385 and Community board to \$0.00.

Council approved a design for police car graphic for \$625. 00 From Robin's Signs.

Mayor's Report

The Mayor reported 46 incidents. She read a letter from Nancy Norma thanking the police for assistance with political sign theft. Nancy advised council that members of the Mormon Church are working on a "Just Serve.org" program, where members of the church will make help available to those in the community. Officer Murray explained a procedure in collecting overdue parking tickets. Council had some questions about the policy and thought the police policy and tickets should be reviewed and updated. Michael Briechle had mentioned that some insurance companies have classes for procedures in police departments.

Emergency Management:

John Hendrickson advised that there is still a county burn ban and that he will be attending a class on 4/28/16.

Codes:

A codes report was submitted to council with 67 notices of violations, 17 are working on progress, 2 condemnations, and 12 at the magistrate. He has concerns about the number of dead or dying trees around town. He found a shade tree ordinance from 1930 stating that the borough maintains trees along the borough street. He will continue to

research more recent ordinances to determine responsibility. He began to notify property owners of failing retaining walls along Drink Creek. He will try to get a plan together for remediation.

New Business:

Council reviewed and modified a street opening & excavation Ordinance and made a motion to advertise it at the next meeting. Council reviewed and made a motion to advertise the Elimination of the Ward System Ordinance for the next meeting. Michael Briechle explained that the board of elections will determine the judges of elections. Council made a motion to hire Terry Clemons, Esquire to address amendments to the Zoning Ordinance. Council would like to change the party responsible for reviewing engineering plans for under the flood plan ordinance to be assigned internally. Attorney Briechle recommended that the employees hired for the DPW administration and foreman's position be official voted on.

New Business: Council was advised that there is no longer an electronic recycling program available in the county.

Council went into executive session at 8:27 PM to address litigation for property maintenance violations on several properties in the borough and personnel matters.

Council reconvened at 8:55 PM.

Meeting adjourned at 8:56 PM