

MINUTES

Rimersburg Borough Council Meeting

Date | time February 5, 2018 | 7:00 p.m. | *Meeting called by* Regularly Scheduled

In Attendance

Council: Roger Crick, Pam Curry, Mark Deeter, Scott Myers, Lark Palm, Dan Stewart, T. L. Stewart

Also Present: Ken Corle/ Mayor; Frank McNaughton/ Boro. Maint. Sup.; Sgt. Nicole Peck/ New Bethlehem Police Dept.; Josh Walzak/ Leader Vindicator

Call to Order

The February 5, 2018 regularly scheduled meeting of the Rimersburg Borough Council was called to order with all present standing for the Pledge of Allegiance and a prayer by Council President, Roger Crick at 7:01 p.m.

Persons to Be Heard

Sgt. Peck reviewed the calls handled during the previous month and to date. A certified letter was sent regarding sidewalk snow maintenance to the owners of the former Dollar General site on Main St., 169 Baker St., and some of the neighboring properties. The Main St. Dollar General will be cited tomorrow. The proper owners of the car on Eccles St. have been established and will be notified. Anthony on Craig St. without water has been cited. Property Owner, Jack Hetrick will be cited for the condition of the building on W. Back St. that was to be demolished in early November.

Lark stated that the Rimersburg school pick up situation has improved and she has been pleased to see police driving by and looping around the area including the High School area. Sometimes they have been stopping as well. Councilman Dan Stewart asked if there is an ordinance regarding barking dogs. Ordinance 1-2010 Animal Control Ordinance was discussed and provided to police for enforcement. Officer Peck provided a non-emergency phone number to dispatch so that this can be addressed as occurring, 814-226-7020.

Frank reported that lost water was back to the normal level due to the finding and pinpointing of two leaks. Borough Maintenance had found the two and American Leak Detection was able to pin point the Monterey Rd. leak. The other leak location was easily known. They went throughout the system and found no additional leaks. Frank mentioned that meters are being replaced per the 2018 budgeted plan. Pam asked how this was being done, whether customers were being made to have a meter pit. Frank pointed out that meter pits were required if there was a leak, etc., but if the meter is replaced per the 10 year meter plan, it will just be installed in the existing meter location whether it be in-house or otherwise. These meters can be moved to a meter pit when needed.

It is possible that more winter materials may need to be ordered if the snow keeps up. Dan commended Borough Maintenance staff for a consistent good job of snow plowing and winter maintenance of streets. Several members expressed agreement.

Approval of Minutes

The January 2, 2018 minutes were read and approved by a motion from T. L. Stewart, second by Lark Palm, and a unanimous vote.

Financial

Bank Account balances were shown plainly on the Agenda for review by Council. Per conversations with Northwest Bank regarding the Municipal Authority's CD, Casey O'Toole recommended that the Borough and the Authority move money out of the CD and Business Insured Money Funds completely into the corresponding Municipal Checking Accounts. The existing Municipal Checking Accounts are earning up to 4 times more interest, particularly on balances of \$75,000 or more, than the other options. (Interest rates are .15 and .25 of a percent on Business Insured Money funds currently and .5 and 1% on the Municipal Checking accounts. The step reflects the change at the \$75,000+ threshold.) General consensus was in favor. Therefore, forms for co-signature were presented to Roger and the moves will be reflected in the balances report at next month's meeting.

Toby debt service did not change at the last billing due to no change in the number of active customers involved.

Regularly occurring bills were shown for each of the General, Water, Sewer, and Highway Aid accounts via Transaction Detail Reports by Vendor and also by Chart of Accounts item. The following invoices were also presented for payment:

1. Solicitor Hager Inv. 1777 re: Painter litigation requested correspondence and withdrawal from C. O. G. assistance = \$360.00
2. Authority invoices from their Solicitor and Engineer re: revision of the Water and Sewer Rules & Regulations in particular.

General consensus was in favor of splitting the Water and Sewer Rules & Regulations revision with the Authority. Scott made a motion to pay the bills with the proposed split of Rules & Regulations revisions, which was seconded by Pam, and passed with a unanimous vote.

It may be incorrect by Borough Code to not pay Mayor or Council when they do not attend a meeting according to the Borough News from PSAB. If so, current practice will be corrected.

Committee Reports

Personnel Committee: T. L. asked if there have been any problems with the transition to the new health insurance. He was informed that employees did not yet have cards in hand for the vision and dental. However, Eileen from the Leach Agency conveyed that Highmark had made a mistake using an old group number and were remaking cards to send to employees. She has been a very helpful asset in the transition.

T. L. pointed out that Leach Agency has asked if they may bid on the Borough's Commercial Insurance Policy. He asked how long it has been and it was thought that at least the minimum appropriate time of 3 years has passed. It had been recommended by all bidders previously to only bid out Commercial Insurance every 3-5 years or companies will become disinterested and will not help brokers/agencies provide quotes. Borough Secretary will make note to obtain bids for Commercial Insurance in August or September so that numbers are available and decisions can be made at the beginning of budget season for the following year.

In light of the recent passing of a Borough employee's father, and short time available for private contributions, T. L. proposed that members who wished to contribute do so ahead of time. Borough Secretary volunteered to keep a "kitty" of contributions for the purpose of purchasing a gift from Bloomtown for the affected family during these occasions. This way, everyone who wants to contribute will be able to without the chance of missing the opportunity due to timing. When the kitty is used for someone, then members will likely be able to refresh the "kitty" at the next meeting or at their convenience. This is intended for funerals involving Council, Authority, Borough staff and their immediate family. Members contributed and initials with amounts were recorded on the front of the envelope for basic envelope total amount accountability only.

Public Safety: Scott stated for Council that the 3% increase in the police salary was found to be correct dating back to a clerical error in the initial contract signed by both parties. The resulting error amount was recorded in the minutes at the time as well. No one expressed objection to paying the monthly invoices as calculated. A note has been recorded for 2019 budget preparation.

Building Committee: An ongoing concern has been tables and chairs available for use in the Community Building. \$5,000 is budgeted for maintenance and repair of the Community Building. It began with the re-finishing of the floor and the amount was kept at this level since. The floor is due to be re-finished in a maintenance fashion every three years and 2019 should be the next time it was believed. Last year, under \$500 was used, so thoughts were that some of this budget could be used to purchase tables and chairs. Pam went to an auction and obtained 2 tables to start. She is shopping around for more and for chairs as well.

Streets Committee: Frank recommended Council place the paving project out for bid which includes paving portions of Baker St., Blue Row St., and seal coating portions of School St. to get scheduled in early with contractor. PennDOT has estimated the project at \$55,531 with Rimersburg keeping the millings. Frank may add a Blue Row item onto it. **Lark made a motion to place the project out for bid to Frank's specifications. Scott gave her motion a second and it carried with a unanimous vote in favor.**

Unfinished Business

Dan Stewart contacted Mr. Himes about the Borough Building sign and light for it and flag. The sign is being made and Frank will be contacted by Kline Signs once it is finished.

Roger spoke with Ron Fox about performing the survey of the Rt. 861 Borough property. He will begin once the weather is not so cold. Fire Hydrant Maintenance was on the agenda and Council thought this should be discussed first by the Authority.

Scott will set a meeting with the Rental Inspector and interested Council members to revise the Rental Inspection Ordinance as needed. The Inspector recommends more detail with respect to penalties and action regarding enforcement and violations. T. L. mentioned that the property owners in large part, as previously discussed, are not registering their tenants. Discussion determined that Borough Office is to be notified each year and that Borough Secretary can take action on this part of Ordinance violation. For all other parts, however, the Rental Inspector is responsible and is independent contractor who is permitted to work with police. Scott will email everyone about meeting date and time for ordinance revision as recommended above to aid the inspector.

Correspondence

A letter was received from the Union C. O. G. requesting an installment of the donation Council has budgeted for the 2018 year. General consensus was in favor sending half of the budgeted amount with a letter stating that they may expect the remainder in the second half of the year.

Shana Stevens of Hope for Your Future has requested to hold her annual 5k on Fri. evening, June 22, 2018 this year and do it as a "Color Run." A colored powder is tossed onto runners at stations which is akin to sidewalk chalk and will wash off of the pavement at the first rain. She may have use of the Community Building if she would like as well.

Eccles-Lescher Library has also requested permission to use Borough streets for their annual 5k to be held Sat., May 19, 2018 in the morning with expected traffic interruption to occur between 9:00 a.m. - 10:00 a.m. They are also requesting use of one police officer to direct traffic as needed at the intersection. They had firemen do this before, but had a no show last year.

The request for police drew lengthy discussion of existing and past practices and Borough's safety needs and desires. Opinions were evenly divided including neutral positions. General consensus at the end of the discussion was to allow the use of the police for 2 hours at the expected time of traffic interruption during this type of event for this 2018 summer, including the above two proposed events, and see how it goes to determine future policy. Scott agreed to notify the police of these two events and Council's desires.

A community member would like to hold a Mom to Mom Sale in the Community Building Sat., Feb. 24 free of charge. The sale will be a fundraiser for Hope for Your Future with 100% of proceeds (table fees, etc.) going to Hope for Your Future except what each of the parents and vendors makes for the goods they are selling. Lark had knowledge of the plans for this event and offered her information. General consensus was in favor of allowing this fundraiser at no charge as requested.

Clarion County Office of Emergency Services sent an email informing Council members of an LEMC meeting to be held 02/21/2018 at 6:00 p.m. and encouraging Council members to attend at least one of these each year.

New Business

The revised draft of the Lease Agreement between the Borough and Municipal Authority was presented before Council. They chose to take it home, read it, and come to the next meeting prepared to consider it for adoption. The Municipal Authority will be considering it for adoption this Wed., Feb. 7, 2018.

Roger spoke of the January Boil Water notice experience and it was discussed. Overall, things seemed to go pretty well with it. Emergency Management Coordinator, Don Hosey, recommended to Roger that the Borough write up the incident and send it to David Dunn at the County. There may be a form to use. Roger will get together with him to see about that. It should include what happened, what was done, who was in charge, and what changes the Borough is making in response. It may help with County EOS in future issues and planning.

The experience made it clear that an auto-dialer call system would be beneficial. Information and pricing was provided on two call systems for Council members to compare. One is currently used by East Brady and the other is currently used by the Union School District. Another auto-dialer that partners with the new billing system was compared late 2017, but was not cost effective in comparison to these two systems. There was discussion over the information. Council would like to use the system for emergency situations as well as courtesy notices that flushing will take place, etc.

During the recent Boil Water Notice, there were many water accounts without telephone numbers and there were many whose phone numbers were no longer current when volunteers were attempting to notify customers. Council discussed what information needed to be gathered. Proposals were made to ask for an email address and phone number; to ask only for the primary notification preference and that desired primary phone number or email from each account; and to gather and update complete customer contact information. It is known that not all tenants were notified by their property owner during the recent incident. It was also proposed that property owners of rentals be notified and that they should then be responsible for notification of their tenants given that contact information was not provided for a large number of rental occupants throughout the system. Within the Borough, this is against ordinance. The property owners will need to be informed of that responsibility, perhaps with the auto-dialer notification message.

General consensus was in favor of the following for the next meeting: (1) Draft a request to be posted on the Borough website for every customer to supply the Borough with one preferred primary contact phone number or email address with note on bill cards pointing to, if possible. Afterward, request this information by mail from all of those who did not respond; (2) Check with the solicitor to make certain that notification of property owners is permitted with verbalized expectation that they are to notify each of their tenants; (3) Ask East Brady how they handled notification of rental property owners versus tenants; (4) Verify that the purchase for the Public Alert system is 4,000 calls with 4,000 free confirming details as written; (5) Have a draft of the form to be used.

Lark asked if the Borough is allowed to make a donation of \$249.00 or less that is not in the budget to a Girl Scout Organization for a Community Project such as improving the Little League baseball fields. This was unknown and will be researched.

Adjournment

Monday, March 5, 2018 | 7:00 p.m., is the next regularly scheduled meeting of the Rimersburg Borough Council at the Rimersburg Borough Building.

The meeting was adjourned at 8:47 p.m. by general consensus.

Respectfully Submitted,

Dana L. Solida
Borough Secretary