

**MINUTES
REGULAR COUNCIL MEETING
January 16, 2017**

AGENDA:

Regular meeting of the Borough Council, Borough of Berwick, Pennsylvania was held Monday JANUARY 16, 2017 at 7:00PM; in City Hall. Present at this meeting was President of Council Alvin Hill presiding and Council Members Scott Bower (VP), Jay Jarrett, Andrew Shecktor, Travis Petty, Joanne Huntington, Larry Surkin and Mayor Tim Burke.

Also present were Borough Manager Debra Force, the solicitor Attorney Frank Kepner, Police Chief Ken Strish, DPW Foreman Jack Kyttle, Codes Officer Greg Harkins, Fire Chief Randy Remphrey, and Susan Swartz from the Press Enterprise.

A moment of silence was observed and The Pledge of Allegiance was said.

**REVIEW &
APPROVAL
OF AGENDA:**

Motion to approve the agenda was made by Councilman Larry Surkin, seconded by Councilwoman Joanne Huntington. All ayes, motion passes.

**PUBLIC HEARING,
CITIZENS
CORRESPONDENCE,
PERSONAL APPEALS:** NONE

PRESENTATIONS: NONE

**PREVIOUS
MONTHS
MINUTES
APPROVED:**

MOTION TO APPROVE DECEMBER 19, 2016 MINUTES was made by **Councilman Jarrett** and seconded by **Councilman Shecktor**. All ayes. Motion passes.

**PAYMENT
OF BILLS**

MOTION TO PAY THE BILLS was made by **Councilwoman Huntington** and seconded by **Councilman Surkin**.

AARON ZANOLINE	55.00	KNORR HAULING, INC.	6,187.50
BEAVER VALLEY ENVIRONMENTAL	110.00	LARRY C. FRACE INSPECTIONS	2,530.00
BODNAR SALES & SERVICE	74.62	LENDENMANN'S REMODELING	3,125.00
BORO BWK MUNIC EMPLOYEE PEN	843.09	LENDENMANN'S REMODELING	5,735.00

BORO OF BWK PAYROLL ACCOUNT	2,164.84	METROCAST	2.17
BORO OF BWK PAYROLL ACCOUNT	37,135.94	MICHAEL MONICO	1,123.20
BORO OF BWK PAYROLL ACCOUNT	40,176.78	MICHAEL MONICO	1,151.20
BORO OF BWK PAYROLL ACCOUNT	41.43	MUNICIPAL SOFTWARE INC.	3,240.00
BORO OF BWK PAYROLL ACCOUNT	166.67	NAPA AUTOPARTS BERWICK	38.92
BORO OF BWK PAYROLL ACCOUNT	29.59	NAPA AUTOPARTS BERWICK	18.55
BORO OF BWK PAYROLL ACCOUNT	842.36	NMS	570.00
BORO OF BWK PAYROLL ACCOUNT	6,200.00	P A W C	2,737.24
BORO OF BWK PAYROLL ACCOUNT	68,050.00	PCCA	250.00
BORO OF BWK PAYROLL ACCOUNT	331.50	PA ONE CALL SYSTEM	6.72
BORO OF BWK PAYROLL ACCOUNT	4,540.57	PITNEY BOWES GLOBAL FIN	34.65
CARGILL, INCORPORATED	1,383.45	PPL	113.97
CASSANDRA MOWERY	10.00	PPL	11,509.51
CENTRAL PA TEAMSTERS HEALTH	43,207.30	PPL	27.63
CENTRAL PA TEAMSTERS HEALTH	2,784.20	PRECISION MILLWRIGHT & FAB	33.45
COLE'S HARDWARE	104.93	PRESS-ENTERPRISE, INC.	299.38
COLE'S HARDWARE	29.37	PSAB MUNI RETIREMENT TRUST	63,058.00
COLE'S HARDWARE	37.56	RANGER HOSE CO	383.33
CONSTELLATION NEWENERGY	440.49	READING FIRE EQUIPMENT INC.	382.43
CONSTELLATION NEWENERGY	27.01	RELIANCE FIRE CO	383.33
CONSTELLATION NEWENERGY	2,086.54	RIVERVIEW BLOCK	619.50
DCED	280.00	SALEM TOWNSHIP	67.00
DEBRA FORCE	59.25	SEDA-COUNCIL OF GOVERNMENTS	1,985.00
DOUGLAS CARRATHERS	300.00	STAPLES CREDIT PLAN	14.49
EAGLES FIRE COMPANY	383.33	STAPLES CREDIT PLAN	270.18
EASTERN PENN SUPPLY CO.	159.47	STEVE SHANNON TIRE CO	20.95
FIRSTLAB	46.00	STEVE SHANNON TIRE CO	516.88
HARTMAN & LALLY INSURERS	2,825.45	SUNTRUST EQUIPMENT FINANCE	2,998.05
HILLER'S HEATING & AC	65.00	SUPERIOR PLUS ENERGY SERV	263.39
ICMA RETIREMENT TRUST	1,973.03	TEAMSTERS	1,396.00
ICMA RETIREMENT TRUST	150.00	TRI-COUNTY HARDWARE	80.76
ICMA RETIREMENT TRUST	2,156.35	VERIZON WIRELESS	306.60
ICMA RETIREMENT TRUST	150.00	WEST BERWICK FIRE CO	383.33
KEYSTONE INSURANCE ASSOC	2,495.00	WEX FLEET UNIVERSAL	1,060.33
KNORR HAULING, INC.	3,117.40	YIS/COWDEN GROUP INC.	31.50

REPORTS

OF

COMMITTEES:

MAYOR: Tim Burke.

- Attended a function in Sponsler Park on December 21st.
- Presided over a wedding at the Maria Assunta on the 31st.
- January 1st The Citizens Voice ran a "Story of the Year" about George Curry that I will have

framed up to hang in City Hall or I can offer it to the field house.

- On the 12th we had a meeting with the Girl Scouts here at City Hall and they have a feral cat condo project they are working on.
- Jim McClintock is retiring at the end of June, after 42 years of service and he will be sorely missed.
- Welcome to the new Fire Chief.

ENGINEER: Not in attendance.

SOLICITOR: Attorney Frank Kepner.

- Nothing to report.
- Council President Hill said that an executive session was held this night to discuss the UGI law suit.

PERSONNEL: Travis Petty-Joanne Huntington- Debra Force.

- Some employee contracts coming up for review.

LEGAL AND FINANCE: Travis Petty-Andrew Shecktor-Debra Force.

- Nothing.

PARKS AND RECREATION: Jay Jarrett - Alvin Hill.

- Bands being lined up for the summer concerts.

EMERGENCY MANAGEMENT: Andrew Shecktor - Jay Jarrett - Greg Harkins.

- Megan Brown of Talen left to take a job in Washington D.C. for FEMA. A replacement is expected.

STREETS, PARKS, & BUILDINGS: Joanne Huntington-Larry Surkin -Jack Kytte.

- SEE DPW REPORT.
- Pot hole patching going on.
- Working on Storm Water Ordinance review.

- Boulevard clean up.
- Christmas tree pick up is under way.

FIRE AND WATER: Andrew Shecktor, Larry Surkin-Fire Chief Bill Coolbaugh.

- Nothing to report. No December report submitted.

CODES, RECYCLING, & ORDINANCES: Scott Bower - Larry Surkin - Greg Harkins.

- SEE CODES REPORT.

SAFETY: Joanne Huntington-Scott Bower.

- No reported accidents.

POLICE: Scott Bower - Joanne Huntington - Police Chief Ken Strish.

- Councilman Surkin said a lot was discussed at the last meeting. 2 grants were just received last year and Chief Strish said he is writing 4 more for this year.
- SEE REPORT.

BAJSA REPORT: Scott Bower.

- SEE REPORT.

**BUSINESS NOT
READY FOR
ACTION or NO
ACTION NEEDED**: NONE

OLD BUSINESS: NONE

**ORDINANCES &
RESOLUTIONS**: NONE

NEW BUSINESS:

1. Consider and take action on Budget Revision to the FFY 2014 & FFY 2015 CDBG Program:

Discussion: Formality paperwork for Tyler at SEDA-COG, no updates or changes.

Motion to approve was made by Councilman Bower and seconded by Councilwoman Huntington. All ayes, motion passes.

2. Consider and take action to negotiate terms to avoid demolition of the property at 732/734 Front Street.

Discussion: Attorney Kevin Walsh was present representing the property owner. Councilman Petty was to be sure we get a bond so that if the repairs are not completed we would proceed with the demo and not drag this out. He deferred to the Solicitor Frank Kepner. Attorney Kepner asked what the owners time line would be. Council President said that they would have until the first week in June. Attorney Walsh agreed to that time line to give his client the opportunity to renovate the property. His client has agreed to post a bond. They would want a written agreement with what needs to be done and a time frame. Larry Frace will do a walk through the property to determine what needs to be done to bring the property up to code.

Motion to approve was made by Councilman Petty to have Larry Frace prepare a list of needed repairs to done to this property. And turn over to Attorney Walsh to prepare a contract for us to review at a later date. Seconded by Councilman Jarrett. All ayes, motion passes.

3. Consider and take action to enter into an agreement with Briar Creek Borough to provide street sweeping services.

Discussion: DPW Foreman Jack Kyttle was asked his thoughts. He was ok with Rt. 11 curb line only. From Ber-Vaughn down to Berwick electric. Councilman Petty asked how long that would take. Jack replied about an hour. In the beginning it would take longer to clean up the winter mess. But upkeep after that would be an hour. What the hourly charge would be was then discussed and decided at \$150.00/hour due to insurance, gas, labor, maintenance and wear and tear of sweeper.

Motion to approve Rt 11 curb line only at a cost of \$150.00 an hour was made by Councilman Shektor and seconded by Councilwoman Huntington. All ayes, motion passes.

4. Consider and take action to accept letter from Gene Golla to serve another 5-year term on the Zoning Hearing Board.

DISCUSSION: It was stated that Mr. Golla does an excellent job for the Borough in the position.

Motion to approve was made by Councilman Petty and seconded by Councilman Bower. All ayes, motion passes.

5. Consider and take action to direct the Borough Manager to advertise for a full-time Police Clerk position.

DISCUSSION: Police Clerk Jim McClintock will be retiring at the end of June after 42 years with the Borough and will be missed.

Motion to approve was made by Councilman Surkin and seconded by Councilwoman Huntington. All ayes, motion passes.

6. Consider and take action for the Borough Manager to attend the PSAB Conference May 7-10, 2017 in Hershey, PA at a cost of \$800.00 for hotel (3 nights) and conference registration.

DISCUSSION: A breakdown of cost was asked for and the Manager said hotel is about \$139.00 a night and the registration is around \$260.00. Councilman Petty asked if she would use a borough car or her own and expect mileage. The manager said no she would use her own car and pay for her own gas. Councilman Petty he would expect employees to use borough vehicles and if they are not safe then we shouldn't have them. Chief Strish offered up his vehicle for the Borough Manager to use.

A motion was made by Councilman Bower and seconded by Councilman Petty. All ayes, motion passes.

ADDED ITEMS: NONE

ADJOURNMENT:

Motion to adjourn made by Councilman Petty.