

## **CATAWISSA BOROUGH COUNCIL MEETING MINUTES;**

**DATE; MONDAY JUNE 11, 2007**

**DRAFT**

### **Call to Order:**

- John Sabol called the meeting to order.
- Pledge
- Roll Call: John Sabol, Barb Reese, Ed Rhoades, George Romania, Linda Kashner, Mayor Harold Kitchen and Attorney McDonald. Absent were Don Stewart and Dottie Linn.

### **Reading of the Minutes:**

- Motion to dispense with the reading of and to approve as written the minutes of May 7, 2007. Barb Reese had a change to the minutes regarding the train ride in the Community Events section. The train ride was not part of the Halloween Parade but was being considered by the Heritage Trek and Roaring Creek.
- Motion: Linda Kashner Second: George Romania to approve minutes with adjustment of Community Events Section. All Aye

A motion was made by Barb Reese and seconded by Linda Kashner to change to order of business. All aye A letter of resignation from Don Stewart was read by Attorney McDonald. A motion was made by Barb Reese and seconded by Ed Rhoades to accept the resignation of Don Stewart. All aye none opposed.

A motion was made by Ed Rhoades and seconded by Barb Reese to appoint George Romania as president of council. All aye. None opposed. George Romania accepted the position.

A motion was made by Linda Kashner and seconded by Barb Reese to resume the order of business. All aye. None opposed.

Don Traugh, Fire Chief, asked for safety reasons that everyone please be seated and not in doorway.

### **CODE ENFORCEMENT REPORT– JIM HANEY**

- Nothing to report. Mr. Haney questioned the council on the moving of the council meeting from the fire hall to the Sr. Center. The Sr. Center does not have an occupancy number.
- Don Traugh stated that the Borough needed to contact the Department of Labor and Industry for occupancy requirements and numbers for all borough buildings.

### **CORRESPONDENCES:**

- Amy Rarig asked to rent a piece of land obtained by the buy-out to take photos. Such as for prom, weddings, etc. Liability concerns were voiced. PEMA has approved the request. Ed Rhoades made the motion to allow request as long as insurance company approves. Seconded by Barb Reese. All Aye.

**CORRESPONDENCE: cont'd**

- Service Electric Rate increase.
- DEP working at Melick's to reduce odor (stack testing).
- Thank you from John Sabol for council's thoughtfulness.
- AMP Ohio Finance and Accounting meeting in Virginia.
- PSAB looking for info on parking meter inspection and food service.
- AMP Ohio conservation brochure

**WATER DEPARTMENT SUPERINTENDENT:**

- Cindy Bachman had nothing to report.

**ELECTRIC DEPARTMENT SUPERINTENDENT:**

- John Traugh returned from lineman school with a good report. Harry would like to send him again next year.

**WASTE WATER TREATMENT:**

- Dale Shobert absent

**ROAD DEPARTMENT:**

- Clair Kingston absent

**POLICE DEPARTMENT:**

- Block party on Pine St. will be closing off the 300 block only. June 23, 2007 from 11:00AM to 8:00PM.

**POLICE AND EMERGENCY RESPONSE CHAIRMAN:**

- 196 incidents responded to by the police department in May. Grant money given to police department for camera for the curser.

**FROM MAYOR HAROLD KITCHEN:**

- Mr Kitchen asked for council to review some ordinances with him at a later date.

**COMMUNITY IMPROVEMENT, ACTIVITY CENTERS AND RECREATION:**

- There will be a train ride for the Heritage Trek. After tickets are printed they will be available. A farmers market is being set up for Saturdays in the summer.
- Quaker meeting house may be infested with carpenter bees. Needs to be investigated and addressed.

## **PROPERTY SUPPLY AND BUILDING MAINTENANCE:**

- Ed Rhoades did not have a report on property supply or building maintenance.
- He updated the residence on the progress of the website being designed for the Catawissa Borough. ([www.catawissa.us](http://www.catawissa.us))

## **FINANCE, PENSION AND INSURANCE:**

- Insurance company (Medical) is coming on June 23, for a meeting with the employees and the Borough.
- No special projects at this time.

## **NEW BUSINESS:**

- Fire company is in need of funds or will not be able to survive. A motion was made by Ed Rhoades and seconded by John Sabol to donate \$10,000 to the fire company to help with paying bills and to forgive the utilities bill for the fire company. All aye.
- Lori Smith questioned the length of time the fire company will be forgiven the electric bills.
- George Romania stated there was not a time limit discussed.
- Tracey Shickley asked if the next borough council meeting will be held at the fire company?
- Tracey Shickley asked if the fire company was going to charge the borough rent for using the fire hall for the meeting. The fire company is not owned by the borough.
- Deneen Casey asked how much the fire tax being paid by the residence amounted to? Linda Kashner stated that it amounted to approx. \$15,000.
- Jim Dombrosky asked if the fire company rented CARA park for the carnival? George Romania answered no.
- Residents were invited to attend a meeting to see how the fire company was run.
- A discussion regarding the use of the hall will be held in the future.
- A motion was made by Linda Kashner and seconded by Barb Reese to hire Kimberly Rhoades as temporary secretary for \$10.00 hr. All aye. Ed Rhoades abstained.
- A community picnic was discussed for beginning the next months meeting. Volunteers are needed.
- June 27, 2007 for a white goods recycling. \$10.00 pr. Tickets purchased at the borough office. Recycling will be picked up on July 4th
- Ed Rhoades spoke about having entertainment at the park with the band shell.
- A motion was made by Barb Reese and seconded by John Sabol to enact the parking ordinance 2007-01. George Romania read the ordinance to the residence.
- The cemetery on Church St. is owned by the Lutheran church. A question was asked by Tracey Shickley why the borough was mowing the cemetery. George Romania stated that this matter would be looked into.
- A question was asked if Peters consultant or the COG was more efficient. Jim Haney stated that in his opinion that Peters was best. Ed Rhoades asked for a comparison. Joe Gaughan asked if there were no other companies less expensive than Peters. Patty Hess stated that she had problems with Peters when she was trying to put on an addition to her home. Haney said that he would compile a list that accurately compared Peters with other firms.

## NEW BUSINESS CONT'D

- A question was asked if Peters required an architect drawing for plans. Mr. Haney answered that no Peter's did not require architect plans.
- Ed Rhoades made a motion seconded by John Sabol to pave Balschi Ave. All Aye.
- George Romania stated that Liquid Fuels funds will help pay for the paving of Balschi Ave.
- A motion was made by Ed Rhoades and seconded by Linda Kashner to hire Irvin S. Shoup Jr. for the street department laborer at \$13.00 hr. All aye.
- Forrest McClintock questioned the hiring of Kim Rhoades. Was job advertised? Linda Kashner stated that the reason Kim was hired was because she worked here before and knew how to do the job. Mr. Romania said the Borough Manager will help with selecting position. Barb Reese and Linda Kashner are also learning to work on the billing system.
- Linda Kashner made the motion to hire Kimberly Rhoades in a temporary position of secretary making \$10.00 pr hr with no more than 37 hours per week. Seconded by Barb Reese all aye. None opposed. Ed Rhoades abstained.
- George Romania read the proposal for hardware and software from Glen Gaul. Harry Young asked if LB Water was asked. George Romania stated that Glen Gaul had the prior knowledge of the system so he was asked to make up a proposal.
- A motion was made by Linda Kashner seconded by Barb Reese to accept the proposal from Gaul for Hardware and software in the amount of \$9,995. All aye. None opposed.
- Linda Kashner made the motion to accept the maintenance agreement from Sirius Group in the amount of \$868 per year. The motion was seconded by John Sabol. All aye. None opposed.
- George Romania asked for a motion to accept the agreement for Professional Services.
- A discussion was held regarding the professional services help. Deenen Casey asked if we were going over budget again? Linda Kashner answered with the reason of efficiency and longevity for the Borough. An offer was made to the public to be part of a budget committee. A question was asked if the new program would generate a budget plan for residence to help with their electric bills. Mr. Romania stated that Glen Gaul inferred that this would be part of the program. George Romania explained the reason for using post-card bills. As the process continues refinements will be made. Patty Hess asked what has changed in the last years that we now need a Borough Manager? George Romania said that there are seminars to go to. Please understand that most of the council people have to work. Barb Reese said times for seminars are not always times you can take off for work. Amy Rarig thanked the council for recognizing help is needed. Jim Dombrosky asked how long it will take to hire a Borough Manager? Mr. Romania said he and Linda and Barb are doing the best they can to cover until a Manager can be found. Should be in by July. Linda Kashner noted that the Borough Manager will be a salary position. No overtime will be given. Caroline Brobst asked if the Borough is doing anything to bring business into the town. Ed Rhoades said we are trying to do everything we can. Such as the web site. A question was asked how much we have in the reserve. Linda Kashner stated we have not used the reserve as of yet.
- A motion was made by Ed Rhoades and seconded by Barb Reese to hire Glen Gaul for Professional Services for \$52,000. All Aye. None opposed.
- An executive session was held in regard to personnel matters. Janet Erb has applied for unemployment.

## CATAWISSA BOROUGH MINUTES CONT'D

- A motion was made by John Sabol and seconded by Linda Kashner to sign a resolution regarding future flood mitigation options. All aye. Resolution passed 2007-02.
- Ed Rhoades made the motion seconded by Barb Reese to place an advertisement in the Press Enterprise to accept letters of interest for Borough Councilman Don Stewart vacant position for the remainder of the term. All aye.
- Amy Rarig asked how you form a committee. Linda Kashner and George Romania said we asked for volunteers when the council was ready to form the committee.
- Jennifer Shoup a borough resident asked about the survey for a stop sign. Mark Hardin said it was in the works. The police will have a more conclusive study done by next council meeting.
- Deneen Casey asked about the retirement of Janet Erb. Attorney McDonald stated that the subject could not be commented on because of ongoing rights.
- Wayne Levan asked about the tax being applied to his electric bill in landlord name. Council answered that is a state requirement and that the borough has not say over the tax. Cindy Bachman clarified that the state requires the state sales tax. Cindy Bachman asked if it would be legal to place the bills in the tenant name c/o landlord. Attny. McDonald will look into that option. Linda Kashner asked for an explanation of delinquent billing process. Kimberly Rhoades explained the procedure for shut off due to non payment of bills. George Romania tried to explain the reason for making the tenant responsible for non payment of bills.
- Attny O'Connell asked the council if they were going to lower the base rate for the residence. Council said that there is still a study going on to see if lowering the base rate or lowering the KWH rate is best for the borough and its residence. Mr. O'Donnell asked again when the rates were going to go down? Mr. Romania said it is a long term process. The council needs to finish the study in order to see the best results. Linda Kashner answered the accusation about still making money to put in the reserve. She stated that the electric company is in the red at this time because of the monies returned in April. Jim Dombrosky asked if the Borough had a projection for profits for a year. Council did not have a projection of profits for the year. A resident questioned why when she is using less electricity her electric bill is still high. Council said that they hope that the study being worked on will answer these questions. Mr. Romania will contact one of the men in the study to see how close to finished they are at this time. A question was asked by a resident about the availability of grants. It was answered that council does go after grants. The sewer plant received a grant for a pump the police received a grant for a camera in the police car and others are being reviewed. Harry Young asked how many customers Catawissa has. Linda answered that according to the billing journal there are 902 customers.

### **Financial Committee:**

- John Sabol finance chairman read the financial report attached to the minutes.
- General Fund balance as of 6/11/07 \$208,944.85 that includes \$42,659.62 for PEMA & FEMA reimbursement for the 2006 floods. The electric \$150,726.26. Sewer Department \$88,885.14 this also includes \$26,212.75 for PEMA & FEMA reimbursement for 2006 floods. Payroll \$9,510.71.

## **BILLS:**

- Administrative \$20,427.14
  - Police \$1,177.10
  - Street \$635.58
  - Emergency Management \$707.50
  - Total General Fund Bills \$22,947.32
  - Interim bills \$ 32,274.34
  - Total General Fund Bills of \$55,221.66
  - Senior Center \$143.31
  - Electric Department \$3,137.66
  - Interim Bills \$79,884.85
  - Total \$83,022.51
  - Sewer Department \$4,894.97
  - Interim Bills \$10,843.18
  - Total \$15,738.15
  - Emergency Management Flood House Demolition \$35,469.87
  - Total Bills to be paid \$31,123.26
  - Interim bills \$158,472.24
  - Grand total \$189,595.50
  - Transfer from Electric Department to General Fund \$35,252.92
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- A question was asked by Jim Haney about the payment of the flood houses. Should not come out of the General Fund should be in its own account. Linda Kashner & Jim Haney will ask Diane to clarify.
  - Motion to approve Bills with the caveat that Linda check on the Flood House funds account  
Motion: Barb Reese Second: Ed Rhoades All aye None opposed

## **ADJOURN**

Motion to adjourn: Motion: Linda Kashner Second: Barb Reese All aye.

**Kimberly Rhoades**  
**Temporary Secretary**