

**CATAWISSA BOROUGH COUNCIL MEETING
MONDAY, SEPTEMBER 10, 2007
HELD AT THE BOROUGH HALL AT 7:00 P.M.**

CALL TO ORDER: The meeting was called to order by Borough council president George Romania.

ALL ATTENDING RECITED THE PLEDGE OF ALLEGEANCE TO THE FLAG.

ROLL CALL: Present were: George Romania, Deneen Casey, Dottie Linn, Barb Reese, John Sabol, Ed Rhoades, Linda Kashner, Mayor Harold Kitchen, Atty. Anthony McDonald. None were absent.

READING OF MINUTES: Ed Rhoades made the motion to dispense with the reading of and to approve as written the minutes of the previous months meeting. The motion was seconded by Dottie Linn. All aye, none opposed.

GEORGE ROMANIA EXPLAINED THAT THE BOROUGH WAS GOING TO FOLLOW *ROBERTS RULES*. GUESTS WOULD HAVE 5 MINUTES TO SPEAK ABOUT ANY SUBJECT. WHETHER ON THE AGENDA OR NOT.

GUESTS TO BE HEARD: Forrest McClintock asked Ed Rhoades for clarification on the advertising policy for hiring. Mr. Rhoades stated that the position would be advertised for the length of time necessary then have 5 business days to respond. Mr. Romania also stated that this is a work in progress and may be amended on a case by case basis. Gail Hummer asked why we are not using the reserve for the sewer plant repair. Why did the Borough turn down the request for the \$200,000 for a belt press. Jane explained that she did not turn down the request but the finance committee did. She also said that we are looking for grants before we use the reserve for such repairs. All of council agreed that seeking grants first is the best move for the Borough. Pat Hess asked about the item in the agenda stating "review bids for welcome to Catawissa signs" council corrected this saying that the agenda should have read quotes not bids.

CORRESPONDENCE: Kim Rhoades read correspondence from DCNR encouraging council to help them with the State lands in the area. They would like our ideas on things we would like to see them used for. The resignation was read from Mr. Robert Hashagen Jr. of the Emergence Management Coordinator. The final correspondence was for the restoration of corn run.

MANAGERS REPORT: Jane Chaundy stated that she would be giving department reports from now on. She reported that she met with CET (engineers for the sewer plant) regarding the grant that the Borough received 2 years ago. CET will be at the next meeting to give an updated report on the project. Jane attended a conference with the State Municipal Lawyers. Budget item numbers are set by the state. Ms. Chaundy applied for a grant for entertainment in the park. She met with the department heads for

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budget requests. Jane wrote a letter to the Union Cemetery stating that after this season we will no longer be able to mow the grass at the cemetery. Ms. Chaundy wrote a policy regarding time card overtime validation. Jane presented an organizational chart. This is a chart of chain of command. Requesting council put new rate structure on the web site. Ed Rhoades was asked to help with this project. Ms. Chaundy also met with Lori Gordner about grants for updating the Borough building to make the upstairs handicap accessible. Clair is asking if council would like to pave Creek Road. It is the only unpaved road in Catawissa. Dale Shobert (sewer department superintendent) is asking for a belt press. A grant would be helpful for this purchase. Clair Kingston (street department superintendent) requests a flapper valve at a cost of \$700.00 to repair broken drain. Also the paving project is complete. The borough office is involved in a project with Bloomsburg University. This project is to assess the efficiency of the office in regards to ergonomics. We are their only off campus project. Mr. Haney reported to Jane that he has 5 building permits 21 complaints. Mr. Haney checked on the Sr. Center repairs that are going on at this time. The repairs are coming from a grant from the Area on Aging. The Sr. Center is getting new toilets sinks in the bathroom and a new floor. The Borough Office extended their hours to 5:00 on a trial basis. The extension was stopped because no one utilized. Jane suggested maybe a drop box at the Borough Office. As long as there is not cash. Ms. Chaundy updated the council on the Metzger property that is uninhabitable. Mr. McDonald stated before we try to buy the property or go any further a title search and other searches should be done first. The public and council again discussed the time in the meeting that guests should be heard. Deneen Casey explained Roberts Rules again to the public. Jennifer Shoup asked if the property is in disarray, is it the Borough's responsibility? Jane Chaundy explained that according to the Borough Code, the Borough is responsible for making sure properties are livable. Ed Rhoades also reminded the audience that they are invited to come to Jane with questions on the agenda. A discussion was held regarding the expenses of the Metzger property purchase. Mr. McDonald was asked to conduct a title search before action will be taken. The Borough will assess these on a case by case basis.

WATER DEPARTMENT SUPERINTENDENT: Cindy Bachman reported that Columbia County is on a drought watch. A 5% reduction in water usage in the borough is recommended. The annual renewal for the software agreement is due. The Water Authority will pay the bill the Borough will reimburse it's half to the Authority.

POLICE: Chief Mark Hardin requested that the council authorize the police to use other volunteer fire companies for the Halloween Parade with the understanding that they will fall under our workers compensation insurance for the event. The Parade is October 27, 2007. The police will be closing down the town from 6:00 until 10:00 pm. Ed Rhoades made the motion for the Borough to use surrounding fire companies for help with the Halloween Parade. The motion was seconded by Dottie Linn. All eyes none opposed. George Romania asked for a motion to pay Vitio's Pizza for the buffet they provide for the police and volunteers at a cost of \$350.00. Mayor Harold Kitchen offered to pay one half of the cost. Ed Rhoades first thanked the mayor for his generosity and then made the

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motion to pay the remainder of the cost for the buffet. The motion was seconded by Linda Kashner. All aye, none opposed.

POLICE & EMERGENCY RESPONSE CHAIRMAN: John Sabol reported that the police responded to 193 calls.

MAYOR: Mr. Kitchen reported that 1 building collapsed in town on Fox Ave. Mayor Kitchen stated: Thanks to the quick work of Chief Hardin and James Haney the debris was cleaned up within 3 days.

COMMUNITY IMPROVEMENT, ACTIVITY CENTERS & RECREATION CHAIRMAN: Barb Reese reported to council that there was a check presented to the Borough by Bud Breech in the amount of \$1,897.47 for reimbursement to Parks & Recreation of Heritage Trek.

PROPERTY, SUPPLY & BUILDING MAINTENANCE CHAIRMAN: Ed Rhoades had nothing to report at this time.

FINANCE CHAIRMAN: Linda Kashner reported that the committee met in August and will be meeting again September 17th to go over the budget.

UNFINISHED BUSINESS:

- George Romania read a letter written to the Lutheran Church regarding the Borough practice of mowing Union Cemetery. The letter states that after the mowing season the Borough will no longer be able to provide this service. Linda Kashner made the motion seconded by John Sabol to send the letter to the owners of the Union Cemetery. All aye, none opposed.
- Barb Reese made the motion to adopt Ordinance 2007-03. This ordinance is for the position of Borough Manager. The motion was seconded by Dottie Linn. All aye, none opposed.

NEW BUSINESS:

- A motion was made by Barb Reese and seconded by Dottie Linn to accept the Ordinance 2007-03 accepting the position of Borough Manager. All aye, none opposed.
- A motion was made by Linda Kashner and seconded by John Sabol to enact the Ordinance 2007-04 to enter the intergovernmental health insurance program PMHIC. All aye, none opposed.
- A motion was made by Dottie Linn and seconded by Deneen Casey to accept the resignation of Robert Hashagen Jr. as Emergency Management Coordinator. All aye, none opposed.
- The motion to adopt the organization chart submitted by Jane Chaundy was made by Ed Rhoades, seconded by John Sabol. All aye, none opposed.

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NEW BUSINESS CONT'D:

- A motion was made by Dottie Linn and seconded by John Sabol to discontinue the insurance policy for the council. All aye, none opposed. Insurance will be discontinued immediately.
- A motion was made by Linda Kashner and seconded by Barb Reese to adopt the resolution 2007-05. This resolution changes the meter deposit policy in that a flat rate will now apply. The rate will be \$100 for customers with non electric heat and \$150.00 for customers with electric heat. The deposit will be returned in one year. All aye, none opposed.
- A motion was made by Linda Kashner and seconded by Dottie Linn to have Jane write a letter to the unions to open their contract to negotiate for co-pay of insurance premiums. All aye, none opposed.
- A motion was made by Barb Reese and seconded by Dottie Linn to spend up to \$500.00 for purchase of Borough flags to present to the Uxbridge visitors. Mark Hardin offered a number of the person he used for the police hats. He will give Jane the phone number. All aye, none opposed.
- After discussion Ed Rhoades made the motion to purchase "Welcome to Catawissa" signs from Abby Signs at a cost of about \$3,000.00. Seconded by John Sabol. Deneen Casey opposed all other council agreed. Majority ruled.
- A motion was made by Linda Kashner and seconded by Deneen Casey to request RFP's for auditors. Deneen Casey if our current auditors had a suggestion on budget items. Jane answered that the state sets the line items. All aye, none opposed.
- Next months meeting will be moved from October 8th to October 9th.
- Ed Rhoades made the motion to possibly put a drop box in at the Borough Hall. Seconded by Deneen Casey. All aye, none opposed.
- The issue of the Metzger property was tabled.
- Information of the electric rates will be available at the Borough Hall, on line, in the newspaper and also on the door at the Borough.
- Landlords will be notified when the tenant has penalties added. On a monthly basis.
- A motion was made by John Sabol and seconded by Linda Kashner to adopt the Borough investment policy. This states that the Borough can only invest in secure investments. All aye, none opposed.
- Ed Rhoades made the motion seconded by Dottie Linn for the Borough to obtain a static IP address. The purpose for this is so the computer programmer can remotely fix the computer without coming to the office. The cost for the static IP will be \$800.00 installed (\$70.00 per month). All aye, none opposed.
- A motion was made by Linda Kashner seconded by Ed Rhoades to open the employee's 457 differed compensation plan to other companies offering this plan. All aye, none opposed.

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NEW BUSINESS CONT'D:

- John Sabol made the motion to contribute to the uniform and non-uniform pension plan. There is also state aide contribution for this plan. Dottie Linn seconded the motion. All aye, none opposed.
- Ed Rhoades made the motion to approve the time card policy written by Jane Chaundy. Seconded by Linda Kashner. All aye, none opposed.
- John Sabol made the motion to approve the Corn Run restoration project. This project will be funded by FEMA & PEMA to no cost to the Borough. Seconded Dottie Linn. All aye, none opposed.
- Ed Rhoades made the motion to suspend penalties for Kathleen Capelle and set up a payment plan for her to pay her bill. She is moving from the Borough and owed upwards of \$1,000.00. Because of a medical condition we could not pull her meter. The motion is: put the penalties aside, make a payment plan that she can live with, do a credit check and if she does not keep up to the bargain she will be sent to the Remit company. Seconded by Barb Reese. All aye, none opposed.
- Atty. McDonald reported that in Berwick both Representative Millard and Senator Gordner were helpful in getting grants for the sewer plant. This may be something the Borough should look in to. Mr. McDonald also updated the council on the situation with Michael Lindenmuth and Joseph Gaughan. They are neighbors with a paper alley between them and would like to share it in their deeds. They will incur all costs for this and it will cost the Borough nothing.
- A motion was made by Ed Rhoades and seconded by Deneen Casey to allow the paper alley to be shared by these two residents. All aye, none opposed.

FINANCE: John Sabol read the finance report.

Patty Hess objected to the guests present not being able to speak.

PAYMENT OF THE BILLS: Linda Kashner made the motion to pay the bills. Seconded by Dottie Linn. All aye, none opposed.

ADJOURN: Dottie Linn made the motion to adjourn seconded by Barb Reese. All aye, none opposed. Meeting adjourned.