

## Meeting Minutes

January 4, 2016

The regular monthly meeting of the Gordon Borough Council was held on Monday, January 4, 2016. The meeting was held at 7:00 p.m. in the Gordon Municipal Building and Council President Michael Rader presiding. Council persons present: Michael Rader, Richard Babb, Jason Quick, Brian Hansbury, Jeffrey Hoffman, Mayor George Brocius. Also present: Borough Manager/Secretary-Treasurer Paul Snyder, Assistant Linda Gately; Citizens Ramon Soto, Dom Puglia, and Leo Rauber. Absent: Solicitor Christopher Riedlinger, Council persons Shannon Dumboski and Valerie Stitzer.

President of Council Michael Rader called the meeting to order with the Pledge of Allegiance.

Motion by Quick that council accept minutes from the last regular meeting December 8<sup>th</sup> and the budget meeting December 29<sup>th</sup>, 2015, as presented by the secretary-treasurer. The motion carried unanimously.

Council was provided a line item budget of all accounts showing month and year to date revenues and expenditures against budget. General Account financial report: December 1<sup>st</sup> opening balance of \$98,636.<sup>91</sup>; ending balance, December 2015: \$104,795.<sup>58</sup>. Motor License Fund December 1<sup>st</sup> opening balance \$64,157.<sup>86</sup>; no expenditures and interest receipts of 24.<sup>52</sup>; balance end December: \$64,182.<sup>38</sup>. Motion by Hansbury that borough council accept the General Account financial report and Motor License Fund report as these reports were written and read by the secretary-treasurer. The motion carried unanimously upon voice vote.

Snyder reported Community Hall receipts of \$377, including \$227 from the fire company and \$150 from a \$300 Universal Forest Products hall rental deposit with ½ (\$150) going back to the fire company. BB&T no longer provides monthly written statements since their November 2015 merger with Susquehanna Bank for our two Motor License Fund and General Account CDs plus the Community Hall Improvement Fund. Therefore, accurate accounting cannot be verified, concerning auditors. Quick motioned to have the secretary-treasurer pick up enrollment forms to gain access to online account information, since the bank will not recognize as authorized assistant Gately's requests over the past three months. Motion passed unanimously upon voice vote.

Sewage Revenue Account financial report: 186,458.<sup>23</sup> opening balance 12/1, interest receipt of \$71.<sup>54</sup>, Sewage Quarterly & Penalty Property Bill receipts of \$3,592.<sup>58</sup>; \$190,122.<sup>35</sup> balance 12/31/15. Sewage Operations & Maintenance Account financial report: \$8,239.<sup>48</sup> opening balance 12/1, interest receipt of \$2.<sup>53</sup>; expenditures for wages, treatment plant/pump station maintenance and office expenses total of \$7,571.<sup>11</sup>; balance 12/31/15 was \$670.<sup>90</sup>. Sewage Reserve Account financial report: \$69,916.<sup>31</sup> opening balance 12/1, \$11.<sup>49</sup> interest, \$69,927.<sup>80</sup> balance on 12/31/15. Quick motioned for borough council to accept financial reports for the Sewage accounts as written and read by Secretary-Treasurer Paul Snyder. The motion was carried unanimously. A letter was read regarding the Clamser/former Hampton property in Rattling Run Development about a sewage tap fee sent to their developer that was not forwarded to the borough. The property is now on the Portnoff collection list. Clamser has paid all quarterly fees and asked for the borough to remove the tap fees, which should not go against him as the current property owner, but suggested recovery in a suit against the previous owners. The letter will be turned over to solicitor Riedlinger.

Snyder read current invoices for borough council approval, including Pennsylvania Association of Borough (PSAB) dues of \$164, Aqua PA (\$418), Mid Penn Bank monthly roof loan (\$802.<sup>78</sup>), Solicitor (\$248), and PA Workmen's Compensation first of five 2016 premiums (\$2,571). Motion by Hansbury to pay outstanding invoices carried unanimously. General Account checks must be re-ordered soon; Hoffman motion to switch from handwritten/typed checks to the electronic QuickBooks checks as each account's check supply is replaced. Motion carried unanimously.

Snyder read a letter from Jack Rich on their required downstream notification system spill prevention response plan for diesel, kerosene and motor/hydraulic fuels.

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No report was given in the absence of Solicitor Christopher Riedlinger, Esq. However, a letter was received from attorney Karen Noone regarding Dr. Weber's property maintenance violations citation issued by Code Enforcement Officer (CEO) Robin Ennis. Their request for a court date extension to February 25<sup>th</sup> was granted upon Hoffman motion and unanimous council vote. Hoffman added that cars and two printing presses have been removed from the property, with boats moved closer to the building. Hoffman questioned whether it was cost effective for council to keep paying solicitor and code enforcement officer fees in order to enforce this citation in court. Rader noted that beginning in 2016, monthly reports to council are required of the code enforcement officer's activities, progress and hours.

Linda Gately conveyed that PA One Call online response access was never granted. The borough has switched back to receiving notices by fax and phone. Paul Snyder stated receiving dig notifications by fax and responding by phone works better for him since the computer printouts delay responses during non-office hours. Rader also asked Paul to use electronic access as mandated to complete government forms and tax filings going forward to have a printed receipt of each payment for audit purposes.

Fire Chief Dornsife reported three EMS assists. Butler Township Police Chief Ed Tarantelli submitted a November report with 12 calls, 24 MVAs, three transformer fires, two county investigations, including vandalism at Universal Forest Products and the borough garage. Quick suggested keeping the garage locked at all times, and having keys made for those who need access. Quick also asked to have a contracted amount of police patrol hours added to our agreement with Butler Township.

Snyder reported that Biros serviced the pump station and two grinder pumps, fixing the electrical part in the two phase. We still have our spare pump available if necessary. An \$1800 quote was received for replacement of the rusted galvanized chains on top of each pump with two 50' stainless steel cables. Ashland Diesel serviced the generator, which needed a new battery, and ordered pipe parts using a picture taken to ensure the right replacements. Lok-Weld completed our scheduled fence replacement.

Heating oil for the municipal building was received; 243 gallons at \$1.61<sup>9</sup>. Tiley came in earlier today for a "Band-Aid" fix of the municipal building oil burner air handler, with a shim between the bearing and shaft. Mayor Brocius added that since we are an emergency shelter, additional vendors such as Metzinger and Antz should be called in for quotes to the HVAC system repair/replacement by next month's meeting. Mike Rader offered to check for state grants.


County Waste assumed Kreitzer Sanitations' contract, which will expire August 1<sup>st</sup>. They sent a letter changing trash pickup days to Tuesdays effective January 5<sup>th</sup>. Rader said reducing the number of bags from five to four is unacceptable to the borough, which he will take up with solicitor Riedlinger.

President Rader provided council with an updated 2016 committee assignment list, and requested each committee meet on a regular basis and the chair report updates at monthly council meetings. Quick discussed with council the need for a salt shed, a new borough pickup truck and front end loader, plus adding garage heat. Mike Rader suggested these issues be referred to the property committee.

Resident Dom Puglia requested to be put on the park reservation schedule for softball, and also offering to have his club and scouts perform park cleanup. Leo Rauber requested a truck mountain traffic update. The letter from Don Cuff (EnTech) and solicitor Riedlinger regarding feasibility of traffic control on Hobart and McKnight Streets was also discussed.

There being no further business, a motion by Brian Hansbury to adjourn this meeting of Gordon Borough Council carried unanimously upon voice vote. The meeting adjourned at 7:55 p.m.

Attest:



Paul L. Snyder, Secretary-Treasurer

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