

The regular monthly meeting of the Gordon Borough Council was held on Tuesday, December 8, 2015. The meeting was held at 7:00 p.m. in the Gordon Municipal Building and Council Vice President Valerie Stitzer was presiding. Council persons present: Valerie Stitzer, Barry Brecker, Richard Babb, Jason Quick, Shannon Dumboski and Mayor George Brocious. Absent: Council President Michael Rader, Councilman Jeffrey Hoffman. Also present at this meeting: Borough Manager/Secretary-Treasurer Paul Snyder, Assistant Linda Gately, Borough Solicitor Christopher Riedlinger, Esq.; Citizens Ramon Soto, Leo Rauber, and Carol Fetterolf.

Vice-President of Council Valerie Stitzer called the meeting to order with the Pledge of Allegiance and roll call to establish a quorum in the absence of Council President Rader.

Motion by Shannon Dumboski that council accept the minutes from the last meeting November 10, 2015, as they were presented by the secretary-treasurer. The motion was 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: November 1st opening balance of \$99,615.¹³; receipts of \$12,508.³⁰ and expenditures of 13,045.⁶⁸ with an additional \$440.⁸⁴ in outstanding checks; balance end November \$98,636.⁹¹. Motor License Fund November 1st opening balance \$64,133.³⁵; no expenditures and interest receipts of 24.⁵¹; balance end November \$64,157.⁸⁶. Motion by Jason Quick 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 requested a budget meeting be scheduled and the tentative budget and meeting dates duly advertised as required by the end of the year. The 2016 budget adoption meeting was set for 6 p.m. Tuesday, December 29, 2015 in the Borough Municipal Building, 324 East Plane and Otto Streets. Proposed are Total Budget Revenues \$442,152 (including \$238,000 Fund Equity); Total Expenditures \$422,860, leaving \$19,292 Unappropriated. Quick also asked Council President Mike Rader to keep a list of day-to-day decisions made during the month to report and keep council in the loop on issues and expenses.

Tax Ordinance 2016-01 is also scheduled to be adopted at the budget meeting. Pursuant to Section 1302 of the Pennsylvania Borough Code, Ordinance 2016-01 imposes a tax on real property in the borough and establishing the millage at eight point five (8.5) for 2016, with no change since 2012. Assessed Borough Valuation for 2016 is \$9,857,430. Per Capita Taxables for 2016 is 479. Total 2016 Local Tax Enabling Act anticipated revenue is \$82,845 (includes EIT, LST, \$5 Per Capita, Realty Transfers). Real Property for 2016 is \$87,410; \$3.⁵⁰ Occupation Tax is \$1,777, bringing the total residence tax to \$89,187. Total Tax Revenues for 2016: \$172,032. Motion by Jason Quick to advertise the tentative 2016 budget, the December 29th budget meeting and tax ordinance, and 2016 council meeting dates. The motion carried unanimously.

The Reorganization Meeting will be held 6 p.m. Monday, January 4, 2016, as mandated by Pennsylvania Borough Code. Mayor Brocious will swear in newly elected council members at that meeting, council officer elections will occur, bank depositories and signatories named, and voting held to retain/replace professional services and appointments. The regular borough council meeting will take place on the same night immediately following reorganization.

Sewage Revenue Account financial report: \$219,461.⁶⁰ opening balance 11/1, interest receipt of \$80.⁸⁶, Sewage Quarterly Property Bill receipts of \$1,847 and Penalty receipts of \$68.⁷⁷, expenditures of \$35,000 (Sewage Maintenance/Operations account transfer to meet obligations) 186,458.²³ balance 11/30. Sewage Operations & Maintenance Account financial report: \$1,705.⁸³ opening balance 11/1, interest receipt of \$2.²⁸ and \$35,000 transfer from the Sewage Revenue account to meet obligations, expenditures of 28,468.⁶³, balance 11/30 \$8,239.⁴⁸. Sewage Reserve Account financial report: \$69,904.⁴⁴ opening balance 11/1, \$11.⁸⁷ interest, \$69,916.³¹ balance 11/30/15. Outstanding sewage delinquent accounts arrearage figure of \$67,157 includes inflated penalties to be recalculated, with just one penalty charged for each delinquent quarter. Portnoff direct deposit receipts into our Sewage Revenue Account will begin shortly, with the borough to receive a separate notification of the deposit breakdown for our records as contracted. Shannon Dumboski motion for borough council to accept financial reports for the Sewage Revenue Account, Sewage Operations & Maintenance Account, and the Sewage Reserve Account as these reports were written and read by Secretary-Treasurer Paul Snyder. The motion was carried unanimously.

Snyder read current invoices for borough council approval, including \$976.⁵⁰ Lok-Weld fencing replacement (work start date 12/10) approved last month with an insurance claim reimbursement. Scott Blewis' backhoe removed two big tree pieces that knocked down fence sections. Other bills received: Aqua PA (\$418), Berkheimer EIT (156.⁹⁶) and LST (40.⁰⁸), Mid Penn Bank monthly roof loan (\$802.⁷⁸), Solicitor (\$510 for Oath, Stop Sign, Code Officer Ordinance/Citations Research, Meetings & Correspondence). Motion by Quick to pay outstanding invoices carried unanimously.

Solicitor Christopher Riedlinger, Esq., reminded borough council to file the tax ordinance with the Schuylkill County Law Library along with the \$5 fee. Dr. Weber property maintenance violations are being issued by Code Enforcement Officer (CEO) Robin Ennis. A monthly report to council is required by the CEO including hours worked and actions taken. Motion by Jason Quick to add newly-elected 2016 Constable Barry Brecker (once he has met the qualifications of that office) to the list authorized to enforce borough ordinances by filing criminal citations with District Justice Christina Hale's office, including the mayor, appointed Code Enforcement Officer, and Butler Township police officers through our police sharing agreement. This motion carried unanimously.

Paul Snyder reported Butler Township had submitted no monthly police report for council review.

A second firefighter workmen's compensation claim will be filed for the fire chief's injury received during the November 6th Ashland fire. Snyder met with the insurance adjuster two weeks ago.

The annual pump station tank service was done. Since previous vendor for generator service Pothering retired, we now deal with Ashland Diesel, who Paul will meet with Friday. Grinder pumps were serviced on Ridge Lane, and are reported to be in good shape. Biros stated that the two pumps are 3-phase: #1 electrical wire is mushy, with #2 pulling 20 amps, and the third leg has no power supply. It was suggested by Biros that we hire an electrician. Council was reminded that we have a new pump in storage. Repairs are also necessary to the rusted galvanized chains on top of each pump. They suggest two 50' stainless steel cables, as the previous ones are in service since 1991. Additionally, there is a minor issue of stones found in the pump every year at inspection time, possibly due to vandalism since the pumps are sealed and would have to be reopened for any stones to get inside. Jason Quick motioned to resolve the electrical issues and quote prices on chain versus cable. All in favor; motion carried.

BOROUGH OF GORDON

272

Meeting Minutes
December 8, 2015

Paul Snyder updated council on the North Schuylkill Council of Government meeting's events.

Snyder issued one UCC demolition permit, one building permit and one pool permit this month. One street opening permit was issued for Elm to Royer Streets. Map information was sent to the engineer in Huntingdon.

Council President Mike Rader met with Kiehl regarding the street work that was to be done by 10/9/15 and still not completed. Rader will check with PennDOT District Office 5-0 to see if liquid fuels money can be used for the asphalt maintenance work. Councilman Quick asked if there were any other contacts who could step in and do the work before winter, or if the local asphalt plant was still open. Paul Snyder has a meeting at 10 a.m. Monday with PennDOT and will check to see if they can put a new inlet on the SE corner of Ridge Lane and East Biddle.

Discussion of prohibiting truck traffic off SR 4007 (Mountain Road) followed. Quick motioned to add stop signs at Park at Oak Street, one in both directions of Hobart and Otto Streets, and Hobart and Royer Streets to control speeding at a cost no greater than \$1000. Solicitor Riedlinger said the borough would have Entech Engineer Don Cuff satisfy PennDOT's rules before a vote is held to draft an amended streets ordinance. Cuff meets with Paul Snyder at 8 a.m. Monday, December 14th

There being no further business, a motion made by Jason Quick to adjourn this meeting of Gordon Borough Council carried unanimously upon voice vote. The meeting was adjourned at 8:05 p.m.

Attest: Paul L. Snyder Paul L. Snyder, Secretary-Treasurer December 8, 2015

BOROUGH OF GORDON
2016 Budget Meeting Minutes
December 29, 2015

273

The special budget meeting of Gordon Borough Council was held on Tuesday, December 29, 2015. The meeting was held at 6:00 p.m. in the Gordon Municipal Building with Council President Michael Rader presiding. Council persons present: Michael Rader, Valerie Stitzer, Jason Quick, Shannon Dumboski and Mayor George Brocius. Absent: Councilmen Jeffrey Hoffman, Richard Babb and Barry Brecker. Also present: Borough Manager/Secretary-Treasurer Paul Snyder, Assistant Linda Gately; Citizen Ramon Soto.

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

Motion to adopt Tax Ordinance 2016-01 was made by Valerie Stitzer. Pursuant to Section 1302 of the Pennsylvania Borough Code, Ordinance 2016-01 imposes a tax on real property in the borough and establishing the millage at eight point five (8.5) for 2016, with no change since 2012.

Assessed Borough Valuation of Properties for 2016: \$9,857,430.

Per Capita Taxables for 2016 is 479.

Total Tax Revenues for 2016: \$172,032. Breakdown as follows:

Total 2016 Local Tax Enabling Act anticipated revenue is \$82,845 including:

- ⑤ \$70,000 Earned Income Tax-EIT (1/2%),
- ⑤ \$6,000 Local Services Tax-LST (\$47 municipal, \$5 school district), formerly Occupational Privilege,
- ⑤ \$2,845 Per Capita Tax (\$5), and
- ⑤ \$4,000 in Real Estate Transfers (1/2%).

Total 2016 Residence Tax is \$89,187; including:

- ⑤ \$3.50 Occupation Tax (Municipal Code) is \$1,777,
- ⑤ Real Property (@ 8.5 Mills) for 2016 is \$87,410.

Council was provided a line item budget of all accounts showing month and year to date revenues and expenditures against budget. Councilman Jason Quick motion to adopt the 2016 budget with \$442,152 in Proposed Total Budget Revenues (including \$238,000 Fund Equity); Total Expenditures \$422,860, leaving \$19,292 Unappropriated. Motion carried by voice vote.

General Account: Receipts of \$272,000.⁰⁰ and Expenditures of 251,500.⁰⁰

Motor License Fund (Liquid Fuels-Hwys., Rds., Sts.): \$171,360 Receipts and \$23,360 Expenditures


Sewage Revenue Account: \$313,500 Receipts and \$128,230 Expenditures

Sewage Maintenance/Operations Account: \$132,000 Receipts and \$131,834 Expenditures

Rader added that the 2015 EIP Grant Audit Report Recommendation by Stevens and Lee suggested the borough plan for succession by adding a part-time borough maintenance worker. In order to do so, council needs to set a scope of work/job description and advertise to solicit resumes in the 2016 year. Another finding that the borough manager position salary had never been adjusted since its creation also led to an increase to bring those wages into alignment with the rest of the overall budget plan. Going forward, planning gradual cost of living increases will avoid the need to dramatically jump payroll costs.

There being no further business, Stitzer motion to adjourn this meeting of Gordon Borough Council carried unanimously upon voice vote. The meeting adjourned at 6:35 p.m.

Attest: _____



Paul L. Snyder, Secretary-Treasurer December 29, 2015