

**BOROUGH OF SLATINGTON
COMMITTEE WORKSHOP MEETING MINUTES
AUGUST 22, 2017 at 6:30 PM**

The **Water, Sewer/Solid Waste, Highway, Public Safety, Finance/Planning/Zoning and Human Community Services Committee Workshop Meetings** were held on **Tuesday, August 22, 2017** in Council Room, 125 South Walnut Street, Slatington, PA.
The meeting was called to order by President Schnaars at 6:30 PM with the following in attendance:

PRESENT

President Schnaars
Joseph Wechsler
Bryon Reed
Melvin Gildner
Jon Rinker
Jason Ruff
Manager Danko

ABSENT

Michael Brogan
Walt Niedermeyer
Dave Rachman

OTHERS

Tom Anewalt
Larry Turoscy
Shannon Calluori

VISITORS

Dan Stevens
Lance Sherer
Dwight Miller
Carol Gildner

PUBLIC COMMENT:

Dwight Miller – 356 So. Walnut – signed in and was recognized to speak. He expressed his views in reference to the shooting of the potbelly pig.

A. FINANCE/PLANNING/ZONING

Joseph Wechsler– Chairman; Members: Jon Rinker, Jason Ruff
Committee Member discussion on listed topics:

1. Discuss e-mail dated 7/18/17 with auditors. Manager Danko provided status update on audit issues and pensions.
 1. Northeast Payment Report for 2016 –we are acquiring this information from Northeast; as soon as we get it we will forward it to you. This is in reference to delinquent real estate taxes. This has been cleared up.
 2. Purpose and invoices for the PA Swerp Grant (441,580) – has been cleared up.
 3. Beyer-Barber Calc for MMO (Police Pension) – 2016 MMO is completed. Working on 2017 MMO and will be placed on the September council agenda.
 4. Analytical Review – Joan and Donna will be working on: Principal contributions that were deposited as unallocated; need to be allocated to the proper employees:
 - a. 2014: Total contributions: \$37,819.77 of which \$26,165.90 were unallocated
 - b. 2015: Total contributions: 41,784.99 of which \$41,784.99 were unallocated
 - c. 2016: Total contributions: \$46,144.48 of which \$19,449.83 were unallocated
 5. Fire truck loan – This will be discussed at a budget meeting. We are going to pay the correct amount due for the 2017 payment and then consult the Council as to how they would like Manager Danko to proceed to pay the loan years of 2013 through 2016 in the estimated amount of \$107,000
 6. Signed leases –Manager Danko continues look for outstanding leases.
 7. The 457 plan is in full order. Persons previously not enrolled are now enrolled into and money has been put into their account. The 2014, 2015, 2016 contributions

that were unallocated - at this time all of these are corrected. The only item that is not complete is the lost earnings.

Manager Danko, along with the auditors has suggested at this time, that we should be concerned about all the big issues and deficiencies and try to get them rectified. The amount of work to correct 2013, 2014, 2015, and 2016 for all the little things that would take a great deal of time and we are about to go into budget time shortly.

2. Shannon Calluori was present to review her report and discuss progress with Council. Shannon informed the Council that Charles Zelinsky is seeking to subdivide 353 Chestnut Street into 2 lots. Lot 1 does have a house on it, but Lot 2 only has a garage on it at this time, which is not a principal use. Mr. Zelinsky plans to include a right-of-way easement in the deed to allow the property owners behind his property, facing Main Street, access to the rear of their properties. Shannon is asking Council if they have any concerns, or comments at this time, if so she will provide them to the LVPC. LVPC will approve, deny, or approve the plan with conditions. There were no pertinent comments from Council to provide to LVPC at this time.

Manager Danko explained that even though the LVPC approves or denies the land development plans, it is still wise for Council to review the plans and comment so they are aware of what is taking place in their municipality.

Shannon is currently work on property 348 W. Church Street, which has been cited for multiple violations. At this time, she has been trying to contact OCWEN to gain access to the rear of the property to evaluate the property. She will update Borough council regarding any progress through her reports.

Shannon gave the council a breakdown on what she has been doing in the Borough, i.e., CO inspections, following up with violations. Councilor Gildner asked what is being done about political signs. Shannon has e-mailed Attorney Dinkelacker asking if our ordinance concerning political signs was legal or an infringement of our 1st amendment. At this time, the borough code book states they can only be up for 30 days in a calendar year. Attorney Anewalt stated he believed the borough ordinance may not be able to be followed due to 1st amendment rights.

The Borough receives complaints over the phone, which Shannon has to follow up with. Manager Danko is requesting from Council that all complaints should be in writing and signed in order to maintain backup correspondence for the Code Enforcement Officer. Shannon is currently reviewing the current complaint form to make changes that are needed which will be approved by Manager Danko. Danko will then place the form on the Borough's website for the convenience of the residents. Council agreed that all complaints should be in writing on the complaint form along with a signature of the complainant...no anonymous complaints will be accepted.

3. Review and discuss amendments to the Borough animal ordinance...Draft Ordinance No.XXX *an ordinance amending Chapter 60 of the code of the Borough of Slatington, titled "Animals," to allow the keeping or harboring of potbelly pigs and to establish a permit system for owners or keepers to register potbelly pigs in the Borough...* To be placed on September Council agenda to authorize Manager to advertise.
4. Review and discuss amendments to the Borough animal ordinance ... Draft Ordinance No. XXX *amending chapter 195, "zoning," to amend the definition of "household pets" found at section 195-8 to include potbelly pigs.* To be placed on September Council agenda to

authorize Manager Danko to advertise, ordinance numbers to be provided on the next agenda...

5. Shannon is currently reviewing the sample ordinance – *An ordinance of the Borough of Slatington, the Lehigh County, Pennsylvania, establishing a program for the issuance of tickets for violations of certain borough ordinances rather than the issuance of citations as an initial form of due process.* Informational only
6. Letter dated 7/18/17 from Attorney's office informing the Borough of hourly rate for Roxann beginning 10/01/17, informational only.
7. Discuss water billing methods. Councilor Rinker requested a spreadsheet to be created to compare other municipalities and their water billing methods. Mel stated that he has this information and that we need to work on this because if we don't we are not doing our jobs, this is to be tabled.

B. PUBLIC SAFETY

Jon Rinker-Chairman; Members: Joseph Wechsler, Jason Ruff
Committee Member discussion on listed topics:

1. Discuss E-mail dated 8/15/17 from Councilman Ruff in reference to cats. Councilor Ruff said there are feral cat problems at 1st Street, Center Street and Franklin Street. He will be collecting information from various animal shelters concerning trap and release programs.

C. HUMAN RESOURCES/COMMUNITY SERVICES

Jason Ruff – Chairman; Members: Joseph Wechsler, Jon Rinker
Committee Member discussion on listed topics:

1. E-mail dated 7/12/17 in reference to discussing the idea of placing trick or treat night on the evening of Halloween- discuss follow up information from Councilor Ruff. Councilor Ruff will obtain Walnutport and Washington Township's input on the change. To be tabled.
2. Approve application for use of facilities application dated 8/15/17 function to take place 8/26/17 request to block Kuntz Street for the Peach Festival. Council approved Manager Danko to approve application. Manager Danko informed St. John's UCC they must have their application into the Borough office in a timely manner.

Councilor Gildner reminded Council that the community should be notified of the Community Yard Sale September 15, 16, and 17. Discussion arose in reference to utilizing the robo call and Council decided that the robo call was created for emergency items and it should stay that way. The information is in the Borough newsletter and in an advertisement in the newspaper along with being on Channel 13 and 69 community events pages. Councilor Ruff will place on Facebook and the office will create a flyer for Councilor Rinker to hand out around the community.

D. SEWER/SOLID WASTE

Mel Gildner – Chairman; Members: Bryon Reed, Michael Brogan, Jr.
Committee Member Discussion:

1. Kick off meeting for, "PA small water grant" in reference to the digester is tentatively set for 8/23-8/24. Will be held on 8/23/17 at 9:00 AM at the sewer plant.

Councilor Rinker asked if large items are automatically picked up from our sanitation hauler. Some times the garbage company will pass the item, then come back later for it. Manager Danko informed him that it is necessary for to call the garbage company ahead of time to let them know there will be a big item placed with their garbage.

E. WATER/SPECIAL SEWER COMMITTEE

Bryon Reed – Chairman; Members: Mel Gildner, Michael Brogan, Jr.

Committee Member Discussion:

1. South St. water line update-waiver requests were approved at the 8/14/17 council meeting, Review of costs for tap ins etc....is taking place. Council should have the signed agreement from the bishop by September 11, 2017, which will be placed on the Council agenda to obtain approval for advertisement as soon as Larry informs the borough. Larry Turoscy requested Steve Martinez and John Bolton do the inspections.

F. HIGHWAY

Michael Brogan - Chairman; Members: Mel Gildner, Bryon Reed

Committee Member Discussion:

1. Victory Park Sidewalk project update. Manager Danko said this project is completed, and the office has just sent in the last invoicing from the contractor. Larry said he took care of the Bechtel and Arndt issues.
2. Arle grant-stop light at Main & E. Church St. update. Roxanne has prepared all of the paperwork in reference to the easements. She and Manager Danko Will set up a meeting with the property owners to provide them with the \$500.00 check along with the paperwork for them to execute. Once these are all signed, we will be moving forward with this project.
3. Report on 100 steps and the LVPC meeting in reference to grant application. Larry Turoscy stated that if the Borough wanted to do the steps, i.e., clean up the steps, put walls up, lights, he was assured, at the meeting, that the Borough may have a good chance to get the money. The drainage problem would have to be applied to another PennDot program grant application not this one. He suggested that Council vote on this because it has to be done by the end of September. This is to be placed on the September 11, 2017, Council agenda.

John Freedway –Manager Danko reported that the deck was removed, which was on Borough property, in order for work to be started and requested that Larry contact the contractor to start the work. Larry Turoscy will get started on the project.

G. PRESIDENTS REPORT

1. Manager Danko informed the Council that there has been a \$30.00 a month automatic withdrawal from the Borough's account for a credit card machine that has never been used in the office. The machine was received by a previous manager approximately 7 years ago and the borough has been paying \$30.00 a month since then through an automatic withdrawal from our bank. At this time, the machine hasn't been located. Russel said he had thought the machine had been sent back. Manager Danko stated that the company said they never received the machine and if they do not receive the machine back there will be a \$170.00 fee for the machine. Manager Danko will be requesting that everyone looks for the

machine first to send back if not then we will have no other choice then to pay for the machine to stop the automatic withdrawals

2. Manager Danko is requesting a part-time employee to help with the office. Council directed Manager Danko to place this item on the September 11, 2017 agenda for approval.

H. BOROUGH MANAGERS REPORT:

1. Managers' report provided to Council.

I. INFORMATIONAL ITEMS:

1. Lehigh County Conservation District newsletter provided to Council, informational only.

J. EXECUTIVE SESSION: President Schnaars recessed to executive at 8:16 PM to discuss legal and personnel matters. At 8:55 PM, President Schnaars reconvened the meeting.

COURTESY TO THE FLOOR: NONE

ADJOURNMENT

Being no further business, President Schnaars declared the meeting was adjourned at 8:55 PM.



Judith A. Danko
Borough Secretary