

**BOROUGH OF SLATINGTON  
COMMITTEE WORKSHOP MEETING MINUTES  
JULY 25, 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, July 25, 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

OTHERS

Tom Dinkelacker  
Larry Turoscy

VISITORS

Dan Stevens  
Bruce Kern  
Jeffrey Housman  
Robert Stettner

**PUBLIC COMMENT: None**

**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 to provide status update on audit issues and pensions.
  1. Northeast Payment Report for 2016 – all the delinquent taxes collected from Northeast are completed auditors need year end info.
  2. Purpose and invoices for the PA Swerp Grant (\$41,580) – have located the information and provided to the auditors. It was utilized for manholes and so forth. There were monies still there that was unused, and then was used. They needed documentation of what it was used for. It was used for the manholes.
  3. Beyer-Barber Calc for MMO (Police Pension) – 2016 MMO is not completed. Manager Danko will be working, along with Beyer-Barber, on 2017 MMO
  4. Analytical Review – Joan and Donna are going to review and going into Account Mate to make the necessary changes that need to be done. These changes were for 2013, 2014, 2015, 2016 and 2017.
  5. Fire truck loan since 2013 through 2016 there is an estimated amount of \$107,00 that has not been paid back to the sewer loan for the fire truck. It was normally paid every year when the tax monies came in. We are processing it now for 2017 to make sure we don't get further behind. A plan is necessary on how the 2013 to 2016 should be paid back to the sewer.
  6. Signed leases – only 2 updated leases have been located- Rep. Mako and the Magistrate. Manager Danko to follow up and obtain current leases for Steckel & Stopp and Florists and any others needed.

Manager Danko has been in contact with Principal regarding the Borough pension (9% that goes into the employee's pension plan) and the 457-plan pension – employee contribution. There was a one lump sum sitting in an account since 2013 which had not been allocated to the employees. They went through each and every

payroll from 2013 to current to disseminate who was to receive monies. As of tonight, all of the payroll information has been sent to Principal dissecting every bit of money that goes to each employee. Mgr. Danko will be reviewing the accounts that have not been funded with Donna and preparing to do a transfer of funds needed. Danko will report this as soon as it takes place.

2. Discuss a 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.* Council to review for future meeting agenda.
3. Discuss water billing methods. To be tabled for Workshop agenda August 29, 2017. Mel Gildner stated he wants to continue to have this issue reviewed, he feels it is not currently equitable for everyone. He is going to continue to verbally let it be known. He stated as council persons we need to move this borough ahead. He said councilman Brogan would provide another calculation plan at the next workshop meeting.

## **B. PUBLIC SAFETY**

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

1. Councilman Rinker provided a synopsis of the following meeting and said the complaint was rectified by Danko, Rachman, and Nicholas. - Report on safety meeting with Councilor Rinker, Manager Danko, Fire Chief Nicholas, Police Chief Rachman in reference to fire pit issue at 609 W. Church St. The fire pit is in compliance and is lined with fire bricks, but may need a grate. The owners were informed by Nicholas that they were prohibited from burning green brush or leaves.

## **C. HUMAN RESOURCES/COMMUNITY SERVICES**

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

1. E-mail dated 7/9/17 Woman's club requesting permission to display scarecrows, etc....to serve the Borough in beautifying Slatington. Councilor Ruff asked Council to authorize Manager Danko provide approval for this request along with continued approvals for the future without sending these items to council. Council agreed.
2. E-mail dated 7/12/17 in reference to discussing the idea of placing trick or treat night on the evening of Halloween. Councilor Ruff asked Council if trick or treating could be held on Halloween night. Currently, Slatington trick or treat night is held the last Wednesday of October before Halloween night with Walnutport and Washington Township. Councilor Ruff and Alice Wanamaker will contact Walnutport and Washington to find out if they would be agreeable to this change and report back.
3. Venture Group requesting to utilize covered bridge along with other requests per their 6/28/17 letter. Councilor Ruff asked Council to authorize Manager Danko provide approval for this request along with continued approvals for the future. Council agreed.

4. Discuss a draft resolution (*A Resolution of the Borough Council of the Borough of Slatinton Designating the Borough Manager as the Public Information Officer and establishing guidelines for the dissemination of public information to the news media*) was provided to Council for review and to be placed on the Council agenda August 14, 2017.

#### **D. SEWER/SOLID WASTE**

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

1. Report on DEP visit. Councilor Gildner reported the DEP visit went well. He also thanked the employees at the sewer plant and PW for providing DEP with the necessary reports.
2. Report on Sewer Authority and Walmart's request for sewer module information. Councilor Gildner could not understand why he was not invited for this meeting.

#### **E. WATER/SPECIAL SEWER COMMITTEE**

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

1. South St. water line update. Larry Turoscy met with Father from the Church and informed him of the plans and the easement. The priest will forward to the Diocese and obtain signatures.
2. Discuss water meter costs: currently cost of meter \$75.00 cost of labor \$75.00. New cost will be the Meter cost (approx. \$145.00) plus cost of labor, Council has agreed to charge \$100.00 for labor costs. To be placed on the Council agenda August 14, 2017, to be approved.

#### **F. HIGHWAY**

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

1. Victory Park Sidewalk project update. Manager Danko has received 2 complaints. During a heavy rain storm, Mr. Bechtel is having water flow heavily into his lawn. Larry Turoscy will meet with Mr. Bechtel. Larry Turoscy also has suggested he may have a solution to deflect the water. Mr. Arndt had asked the contractor to place a concrete wall curbing, but with the heavy rains he is saying that water is coming into his basement. Manager Danko and Larry will meet with Mr. Arndt. Larry Turoscy has suggested to look at a curb wall to deflect the water. Manager Danko has provided an extension to the contractor and engineer because there is final paperwork that is required for the final draw downs. PennDOT has approved that extension.
2. Arle grant-stop light at Main & E. Church St. update. Manager Danko had meet with Tim, from PennDOT and Roxanne, from Dimmich. Dinklelacker & Anewalt, and the appraisals were completed by PennDOT. There was a savings of at least \$8,000. Roxanne is working on the legal paperwork on the easement. A meeting will be held with the owners of the 4 corners and they will be offered the \$500 each to have the

easement signed. Once these are signed, Manager Danko and Roxanne will contact Tim from PennDOT and Larry Turoscy to get the project out to bid. The deadline for this is May 25, 2018.

#### **G. PRESIDENTS REPORT**

1. Discuss moving forward with the purchase of quick books pro for the borough office and transferring over to the new system 1/1/2018. Council agreed this is necessary and directed Mgr. Danko to move forward as she needed.
2. Discuss meeting newspaper article and meeting formats. President Schnaars is responsible for what information should be placed on the agenda. Now that the committee meetings are held on one night, communication is better. Work orders should be completed by Manager Danko. Meetings are to be conducted by Roberts Rules of Order.

#### **H. BOROUGH MANAGERS REPORT:**

1. Managers' report provided to Council.

#### **I. INFORMATIONAL ITEMS:**

Councilor Gildner asked Manager Danko if there was adequate help in the office. She feels that we do not have adequate help. The new person being hired will have to deal with all of the treasurer items, paying bills, payroll, deposits, pension, etc. This position requires total concentration. She feels a 3<sup>rd</sup> person is needed to have an organized proper working office.

Manager Danko informed the council that ABC came out to the Vigilant Fire Company to fix their A/C. ABC provided a quote to install for 2 ductless heat pumps for \$5,650.00. The Vigilant has agreed to pay for this, but asking that they forgo their rent for next year. Council decided against the Vigilants proposal. Manager Danko will look into quotes for a commercial system to replace the current units. Councilman Wechsler apologized for the ruckus over the air conditioning at the previous meeting, although he felt this issue was an important issue to rectify ASAP.

#### **J. EXECUTIVE SESSION: NONE**

#### **COURTESY TO THE FLOOR: NONE**

#### **ADJOURNMENT**

Being no further business, President Schnaars declared the meeting was adjourned at 8:40 PM.



Judith A. Danko  
Borough Secretary