

September 3, 2013

Present: Chris Stause, Jim Niethammer, Michelle Voydik, John Mueller, Larry Hartman.

Absent: Dennis Seldomridge

The August Richland Borough Council meeting was opened by Chris Strause with the Pledge of Allegiance to the flag followed by Chris passing out the Meeting Agenda.

Chris Strause then read Owen Landes' resignation, effective July 13, 2013. Jim Neithammer made a motion to accept the resignation and John Mueller seconded the motion. The motion was carried by all members voting yes.

Chris then stated he needed a motion to approve last month's minutes with the following exceptions:

- 1) There are to be NO minutes taken when in executive session so those notes are to be eliminated from the minutes
- 2) No decision was made in executive session
- 3) A motion was made to pay Jim Harter his vacation time. There were 6 yes votes and 1 no (Chris Strause)

A motion was then made by Jim Niethammer and seconded by John Mueller, to accept the minutes as amended. The motion was carried with all members voting yes.

Chris then stated we need a motion to hire Perri Shanaman as secretary, for the borough, at a rate of \$14 per hour. Larry Hartman made the motion and John Mueller seconded the motion. The motion was carried with all members voting yes.

The Audit Report was discussed. We hired Gift Associates to help with the accounting and to assist us in getting compliant with the findings of the report.

Chris then thanked the Millcreek/Richland Joint Sewer Authority for assisting us with the water bills and receipts. He stated we need to work together and do what is right for the town.

Citizens Comments

Suzie Auman stated last month was the first she had ever attended a Borough Council Meeting and she feels we need to have a respect for the law of the land. The citizen's respect at the last

meeting was shameful. We need to lead by example and learn to act as adults as well as use wisdom. The council was respectful but the citizens were not.

Vince Achey stated the Richland Beautification Committee has not received a check, to date, from the Borough for their \$850 donation. Chris asked Perri to handle this with Gift Associations.

Kerry Weaver questioned if we found someone to enforce the ordinances. He told of his neighbor's high grass, at 25 W Main Street , along with other code violations. He provided pictures of the property and was instructed to give them to Doug Stump , who is handling our code violations.

Dan Culhane reported that he attended the Greater Lebanon Rescue Meeting and they are having a picnic Wed evening, as well as a tour, if anyone wishes to attend. He also provided us with documentation from three months previous meetings.

Matt Marks informed the council of a woman who had been driving around the perimeter of his property and taking pictures while he was away up state. His neighbor called them at their cabin to inform them of what this woman was doing and he called the State Police. The neighbor had a description of the car and a license plate number. The woman was contacted and she stated she was taking pictures of properties in Richland that she felt were not appealing. Matt was reporting this to the council to make them aware of the woman's actions.

Communications

Chris had a letter from the Auditor at Garcia, Garman and Shay informing us he had switched firms but wishes to continue to be our auditor.

Coleman Park sent us a letter notifying us they are getting rid of their park benches for a donation.

Penn DOT sent us a Bridge Safety notice but the State will handle this.

Farmland Preservation asked the Richland Borough for a donation.

The Planning and Zoning Meeting will be held at the Borough Office on 9/23 at 7 PM.

The State UCC notified us their rate will not be changing.

Channel 8 sent us a form for Primary and Secondary Contact for closings. Perri will fill out the information and mail back to Channel 8.

PA Gov. Risk Management Report came in a month ago and all is good.

Financial Report

There is no Financial Report at this time, due to a lack of a Borough Secretary.

The Borough is working with Gift and Associates in Myerstown to get the General Ledger and other accounting functions up to date.

Chris announced from this point forward, the invoices will be approved during the monthly council meeting BEFORE the checks are written. Jim Niethammer made a motion that all checks already written and reviewed this evening be signed and mailed out with the exception of the M250 invoice. Larry Hartman seconded the motion. The motion was carried with all members voting yes.

Road Supervisor's Report

Jim Niethammer made a motion to accept the Road Supervisor's Report and Larry Hartman seconded it. The motion was passed with all members voting yes.

Water Operations Report

Chris Straus and John Johnson went to a seminar last week for the Monitoring Plan for Disinfectant By Product Rule. We need to pick sites that meet the criteria, for the report, and send the report to DEP this week.

The Water Committee met August 12. They need to meet with Steckbeck regarding the tank, per Jim Niethammer. Dwight will set up the meeting.

Highway Committee

No Report

Property Committee

No Report

Financial Committee

No Report

Code Enforcement

No Report

Office

Perri Shanaman reported she is "digging out", working on getting things organized and up to date. She is also in the process of obtaining Certificates of Insurance from all the borough vendors in preparation for an upcoming insurance audit.

Recreation Board

They are having a Community Picnic Sunday September 15 at 12 Noon.

Solicitor's Report

Ordinance 373 was discussed. We need to pull the ordinance and review it.

2 zoning permits were issued:

Justin Rohr for a 14X28 Shed

Dave Smart for a 10X10 Shed

New Business

Jim Harter, borough secretary, sent us a letter of resignation effective July 26, 2013. Chris asked for a motion to accept his resignation. Larry Hartman made the motion and Jim Niethammer seconded it.

John Mueller then made a motion to put new names on the signature card for the bank accounts. Larry Hartman seconded the motion. The motion was passed with all members voting yes.

Quotes:

1)The Water Bills need to be temporarily taken from the new Borough Secretary in order to enable her to learn other aspects of her job, on her own, without training. Harris gave us a quote of \$2150 to set up the program, convert it over to the Sewer Authority along with the history. The turnover would be done as quickly as possible. Jim Niethammer made the motion to accept the quote and have Harris do the work for us. John Mueller seconded the motion. The motion was passed with all members voting yes.

The Millcreek Richland Sewer Authority would bill us \$13 per hour to do the bills, post the payments, provide the envelopes, postage, receive and deposit the checks. Larry Hartman made a motion to pay them \$13 an hour for normal billing expenses involved with the Water Billing. John Mueller seconded the motion. The motion was passed with all members voting yes.

2) The office is in dire need of a new computer. The present one is old, crashes and only has 5% memory remaining.

ELCO Computers gave us a quote with three options \$1200.95; \$1476.94; and \$1695.95

Micro Aid Computers gave us a quote of \$1287.00

Larry Hartman made a motion to go with the middle priced quote from ELCO Computers but to ask them to upgrade the GB from 240 to 500. John Mueller seconded the motion. The motion was carried with all members voting yes.

3) Max Bender, of Choice Communications, gave us a quote to install a phone system at the borough for \$1827.00 estimate, along with a voice mail system and battery backup. The new system would allow voice mail for each phone and outgoing use of the fax line if someone is on the main line.

Larry Hartman made a motion to have Max install the system and Jim Niethammer seconded the motion. The motion carried with all members voting yes.

4) Mike Belleman submitted a quote to put a payment window in the wall of the office between the main office and the back office. Perri will be moving back into the back office in order to have a more secure location, which will required the need for a payment window for the public stopping in to pay their bills.

The quote is \$1137.93. It involves cutting in the window, the movement of a thermostat and wiring and the window itself. It was further discussed that the door leading into the back room should be replaced, as well as the door to the garage area.

Jim Niethammer made a motion to have Mike Belleman do the work to put in a payment window, as well as having Mike put on two new doors in the office. John Mueller seconded the motion. Motion carried with all members voting yes.

5) Mike Belleman also submitted a quote to make a work station/desk area for Perri in the back office. Quote was for \$2125.00. This work station would be made out of wood, not flake board, and the cost is about the same as an L shaped desk at JDM, that is flake board. Larry Hartman made a motion to have Mike Belleman proceed with making the work station and John Mueller seconded it. The motion carried with all members voting yes.

Jim Harter worked 5.25 hours for us on a Sunday 8/11/13. He would like to be paid for those hours, at the same rate he received before he retired. Discussion followed. Jim Niethammer made a motion to pay Jim for the hours he worked at the rate of pay he normally received when he worked for the borough. Larry Hartman seconded it. The motion carried with all members voting yes, with the exception of John Mueller who voted no.

The Borough Council then went into Executive Session.

When they came out of Executive Session:

They needed to vote for new officers of the Borough. Jim Niethammer made a motion to elect the officers. Larry Hartman made a motion to elect Chris Strause as President of Borough Council and John Mueller both seconded the motion. The motion carried with all members voting yes.

Jim Niethammer made a motion to elect Dennis Seldomridge as Borough Council Vice President and Larry Hartman seconded the motion. The motion carried with all members voting yes.

Larry Hartman made a motion to elect James Niethammer as Treasurer of Borough Council and John Mueller seconded the motion. The motion carried with all members voting yes.

The Borough received a letter from the Lebanon County Planning and Zoning regarding 2 residents who did not file for a variance within the 60 day window for filing. They are at 25 and 37 North Race Street respectively. Both residences received violation letters and neither appealed or applied for variances. Discussion followed.

Tom Harlan then stated Lebanon County Zoning gave these two residences 60 days to appeal of file for a variance and, since the 60 day window is gone the Borough can do one of the following:

- 1) Go to the District Magistrate and assess fines for the violation.
- 2) Go to the Court of Common Pleas and to have the violators remove the offending items
- 3) Do nothing

Michelle Voydik, who owns the property at 26 N Race Street , passed out a plan proposing a new chicken permit for the borough. This permit would allow up to eight chickens for a property less than 1/2 acre and the owner would not be allowed to sell the eggs or the chickens and would not allow free roaming chickens. It also contained other rules for the feed for the chickens and the disposal of their manure.

Discussion followed. Bevan Allen, the owner of one of the properties stated their lawyer, George Christianson said there should not have been a case in the first place. She also stated she and her husband did not appeal because Owen Landes said he wanted to replace members of the Zoning Hearing Board and they didn't feel they would get a fair hearing. After further discussion, Chris asked the council if they wanted to postpone the matter until a later meeting; but Attorney Harlan asked why they would table it because there was no other information to obtain to assist them in make a decision.

Larry Hartman stated the Borough should go with a judge and let him decide what he has to do.

Larry Hartman made a motion to choose Option 2 to have the Court of Common Pleas enforce action regarding the zoning ordinance violation and failure to file an appeal or a variance within the 60 day window. John Mueller seconded the motion. Motion carried, with everyone voting yes except for Michelle Voydik, who voted no.

The Borough received notice from Capital Blue Cross for an Early Renewal Option for the health insurance for the two full time borough employees. With no one knowing what the Obama Care will create, premium wise, for the year 2014, Capital Blue Cross is giving their clients the option to do an early renewal with a locked in rate of a 3% increase. After discussion, John Mueller made a motion to take the early renewal option keeping the same plan as the previous year with a guaranteed lock in rate of 3% more. Jim Niethammer seconded the motion. The motion carried by all members voting yes.

Jim Niethammer then made a motion that the meeting be adjourned and Larry Hartman seconded the motion. The motion carried by all members voting yes.

Meeting was then adjourned.

Respectfully submitted by,

Perri Shanaman

Borough Secretary