

A regular meeting of the Richland Borough Council was held on Tuesday, December 13, 2022, at 7:00 p.m. in the meeting room at the Richland Borough Building. The President being in the chair and the Secretary being present.

President Bricker called the Richland Borough Council Meeting to order at 7:00 p.m. and asked everyone to stand and recite the Pledge of Allegiance.

President Bricker completed roll call, Present were President Kelly Bricker, President Pro Tem Larry Hartman, Councilmembers, Travis Randler, Matthew Johnson, Robert Rittle, James Niethammer, Solicitor Andrew George, Secretary Rebecca Schnoke, and Road Supervisor Dwight Belleman. Absent were Vice President Mark Brubaker, and Mayor Ray Shanaman.

The President asked for a motion to approve the previous months minutes. A motion was made by Travis Randler, seconded by Robert Rittle, to dispense with the reading of and approve the minutes of the previous meeting held on November 8, 2022. Motion unanimously carried.

President Bricker opened the floor for citizens' and visitors' comments. There were three (3) persons present.

Andrew Voydik – 29 N. Race Street – requested a copy of the agenda, Secretary Schnoke provided a copy to all visitors.

Dana Moyer – 107 Walnut Street – President Bricker stated that the Feral Cat TNR program will be addressed under new business. Dana Moyer stated that is ok, and stated she wanted to express her thanks for everything that the Council does and did not realize all that is done behind the scenes.

Michele Voydik – 29 N. Race Street – No Comments

The following Committee reports were presented to Council: Water Report, Highway Report, Property Report, Finance Report, Safety Report, and Personnel Report.

Water Committee – President Bricker stated that the plan for the new water storage tank has been received and will be reviewed by Dwight Belleman and discussed with Becker Engineering. President Bricker stated that Secretary Schnoke is making larger copies of the plans to be reviewed at workshop. President Bricker explained there was a grant available to apply for by December 31, 2022, that would be awarded in July of 2023, however the Borough did not apply because no work can be started on the project until after the grant is awarded which would delay the whole project. The PennVEST meeting is on January 18, 2023. President Bricker advised that there was a water leak on Oak Street, Dwight Belleman explained that the leak occurred due to the sewer lateral not being back filled and braced properly when it was installed. The concern going forward is if the other laterals in the development were installed the same way that we could see more leaks occurring in the area. Additionally, Dwight Belleman advised the hydrant replacement at the corner of Strawberry Alley and N. Race Street is complete, the first bacteria sample was negative and if the second sample is negative the boil water advisory should be lifted December 11, 2022.

Highway Committee – Dwight Belleman advised the plows are hooked up and the trucks are ready to go.

Property Committee – President Bricker advised that Vice President Brubaker and herself will be getting together with the employees to catch up before the end of the year.

Personnel Committee – Nothing to report.

Finance Committee – Nothing to Report.

Safety Committee – Nothing to report.

A motion was made by James Niethammer, seconded by Larry Hartman, to accept the Committee Reports. Motion unanimously carried.

The following reports were presented to Council: Mayor Report, Road Supervisor Report, Office Report, Solicitor Report, Code Enforcement, and State Police Report.

Mayor Report – None submitted.

Road Supervisor's Report – President Bricker advised that leaf collection has ceased for the year, any remaining leaves can be bagged for trash. Larry Hartman thanked Dwight and stated he did a great job picking the leaves and keeping the Borough clean and appreciates the time and effort. Secretary Schnoke stated that for comparison, in 2021 there were 19 loads of leaves collected and for 2022 there were 33 loads collected.

Water Report – No questions on the report.

Office Report – No questions on the report.

Solicitor's Report – There were no questions on the report.

Code Enforcement Officer Report – Secretary Schnoke advised there are some rental properties that have not submitted the inspection and registration paperwork, Kraft has mailed notices.

Police Report – November report submitted.

MRJA Report – Meeting was held December 5, 2022, electronic copies of the monthly reports are on file and available for viewing upon request, the next meeting will be held January 2, 2022. President Bricker advised that a replacement for the Secretary and Board position is still needed by December 31, 2022. President Bricker stated she can think of a couple people that may be interested in sitting on the Board by do not want the additional responsibilities of the position as the Board is currently operating. President Bricker asked if Solicitor George could reach out to the Millcreek-Richland Joint Authority Solicitor Amy Leonard to discuss options for the positions.

A motion was made by James Niethammer, seconded by Larry Hartman, to accept the Officials Reports. Motion unanimously carried.

The Financial Reports for November 2022 were submitted by Secretary/Treasurer Rebecca Schnoke. A motion was made by Travis Randler, seconded by Robert Rittle to approve the Financial Report, and have it placed on file for Audit. Motion unanimously carried.

The invoices were presented and reviewed by Councilmember James Niethammer. A motion was made by Travis Randler, seconded by Larry Hartman, to pay all the invoices submitted; Motion unanimously carried.

A motion was made by Matthew Johnson, seconded by James Niethammer, to ratify the bills paid; Motion unanimously carried.

The following communications were received:

- October 2022 Monthly Municipal Report from Eagle Disposal- 7.71 Tons.
- 2 Zoning/Building Permit Applications Received
  - Frank Seyfert – 218 E Main St (Replace gas boiler w/combo unit)
  - United Paving LLC – 600 Linden St (Re-pave Parking Lot)
- 2 Zoning/Building Permit Issued
  - Frank Seyfert – 218 E Main St (Replace gas boiler w/combo unit)
  - United Paving LLC – 600 Linden St (Re-pave Parking Lot)
- DEP - Remedial Action Report for Former Ron's Texaco
- Lebanon County Conservation Annual Tire Collection April 26, 2023.
- DEP Flyer – Be Aware of Dirty Dirt.
- Greater Lebanon Refuse Authority – William Behney term expiration 12/31/22.
  - A motion was made by Travis Randler, seconded by Matthew Johnson to appoint William Behney to another five-year term as the Richland Borough representative to the Greater Lebanon Refuse Authority Board; motion unanimously carried
- State Police Fines/Penalties payment received - \$326.05.
- Kraft Code Services LLC & Kraft Engineering LLC merging to form Kraft Municipal Group Inc. effective 1/1/23.
- Q3 Comcast Cable Franchise Fee received - \$3,806.29
- Becker Engineering – Thank you letter & 2023 rate schedule.
- Richland Heritage Society – thank you letter.
- President Bricker advise she received a verbal communication from Stacey Marks on Sunday December 11, 2022, that the Marks family and the Allen family had the tires on their vehicles slashed. This vandalism was witnessed by Levi Stoltzfus who was able to alert Matt Marks allowing him to follow the individual and obtain the license plate, Stacey Marks wanted to acknowledge and thank Levi Stoltzfus. President Bricker expressed her gratitude for the actions of Mr. Stoltzfus and her appreciation for the community looking out for each other.

Old Business:

Water Project Update – President Bricker advised PennVEST meets on January 18, 2022, and is excited to get this project underway. President Bricker stated that Becker Engineering provided the plans for the new water storage tank, and an acre of land will be required. President Bricker stated she will reach out to the farmer and will get an appraisal of the acre of land to obtain fair market value.

Ferral Cat TNR Program Update – Dana Moyer advised she attended a meeting, held by Nobody's Cats in Myerstown on December 10, 2022. Dana Moyer advised that the purpose of the meeting was to gauge interest in a County wide TNR initiative. The municipalities will still have their own program, but with the County wide initiative the municipalities would work together as teams. Dana Moyer stated that Nobody's Cats is willing to come to Richland to have a seminar and provide training on the program, and if we can have the seminar in February we could potentially decrease the kitten population for next year. President Bricker asked Dana Moyer to speak with Nobody's

Cats to confirm a date and a flyer for the seminar can be mailed with the 4<sup>th</sup> quarter water bill. Dana Moyer stated the next step would be to assess and identify the areas in the Borough with a high population of feral cats, President Bricker advised that ELM Street, N. Race street, and Maple Street are area's that we have received multiple complaints about. President Bricker asked Dana Moyer to obtain pricing for the program and to speak to the Humane Society to see what discount programs if any they would be willing to offer. President Bricker stated in her opinion this is a good program and is not opposed to the Borough assisting with the cost of the program but would like to explore options, because the Borough should not be responsible for the entire cost of the program.

New Business:

President Bricker advised that on December 17, 2022, at 1:00pm is the Richland Heritage Society wreath ceremony, and encourages anyone who is available to attend. President Bricker advised that the Richland Heritage Society has submitted a flyer for review, they would like it to be included with the fourth quarter water billing. A motion was made by Travis Randler, seconded by Larry Hartman to approve the inclusion of the Richland Heritage Society flyer with the fourth quarter water billing; motion unanimously carried.

A motion was made by Larry Hartman, seconded by James Niethammer, to adopt Ordinance No. 391 repealing the Per Capita Tax; motion unanimously carried.

President Bricker advised a resolution is required to set the 2023 Act 511 Taxes, there are no changes, and the taxes will remain 1% Realty Transfer Tax, 0.5% Earned Income Tax, and \$52.00 Local Service Tax per person. A motion was made by James Niethammer, seconded by Robert Rittle, to approve Resolution 2022-22 to set the 2023 Act 511 Taxes; motion unanimously carried.

President Bricker advised a resolution is required to set the 2023 Real Estate Taxes, there is no change, and the tax rate will remain 2.24 mills. A motion was made by Matthew Johnson, seconded by Larry Hartman, to approve Resolution 2022-23 to set the Real Estate Taxes; motion unanimously carried.

A motion was made by Travis Randler, seconded by Matthew Johnson to approve the 2023 Budgets for all Borough Accounts; motion unanimously carried.

President Bricker stated the 2023 meeting dates to be advertised are:

January 10, February 14, March 14, April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 12, and workshops as need on the fourth Tuesday of the month. A motion was made by James Niethammer, seconded by Larry Hartman to approve the 2023 meeting and workshop dates, and authorize Secretary Schnoke to advertise; motion unanimously carried.

A motion was made by Matthew Johnson, seconded by Travis Randler, to approve Resolution 2022-24 to reappoint Slade Hartranft to the Zoning Hearing Board for a term of 3 years effective January 1, 2023; motion unanimously carried.

President Bricker advised that there was an incident in previous weeks at the 14-acre property, and in the best interest of the water supply, all watershed property should be posted no ATV's or horseback riding. A motion was made by Larry Hartman, seconded by Robert Rittle, to purchase signs stating no ATV's or horseback riding and to post all watershed property; motion unanimously carried.

A motion was made by James Niethammer, seconded by Travis Randler, to approve the 26 requests presented for exemption from the 2023 contracted trash service; motion unanimously carried.

President Bricker asked Secretary Schnoke to provide clarification on her inquiry to separate the billing accounts within the Diversified Billing System. Secretary Schnoke advised in the billing system the trash and water billing is under one profile, and that when taking online payments only one bank account can be connected to a profile. Because of this when any trash bills are paid online the money is going into the water fund and must be reimbursed to the general fund. Secretary Schnoke is requesting that the billing accounts be separated to allow for the funds of online payment to be disbursed to the correct funds and make the process much cleaner for audit purposes. Secretary Schnoke advised she contacted Diversified to obtain options and pricing. The four options received include:

1. Create a holding account that is only for bill pay funds, then transfer the funds to the appropriate account. There is no cost for this option.
2. Keep one database and exclude the garbage from the web server, this means trash could not be paid using a credit card. Cost quoted \$250.00.
3. Split into two databases and setup with the new bill pay processor for both water and garbage. Cost quoted \$500.00.
4. Split into two databases, keeping the current bill pay processor for water and setting up the garbage with the new processor. Cost quoted \$500.00.

Secretary Schnoke stated at this time Diversified is in the process of securing a new bill pay processor and is unable to provide what the processing fee and timeframe will be for options three and four. After discussion, A motion was made by James Niethammer, seconded by Travis Randler, to disable the online payment of trash effective January 1, 2023; motion unanimously carried. The separation of billing accounts and online trash payment options is tabled until diversified secures the new processor and can identify the associated processing fees.

President Bricker asked that Dwight Belleman provide clarification on the communications received regarding the Lead & Copper Rule Revised Service Line Inventory. Dwight Belleman advised that by October 2024 Richland Borough Water must inventory and prove to DEP what all service line material is from the main to the curb stop and from the curb stop to the house, and a list of every property must be created to record and keep inventory of this information. Dwight Belleman stated this could potentially be a huge expense. President Bricker requested that Dwight contact the neighboring water authorities to identify a date to gather and discuss this matter so that legislators can be contacted to investigate if anything can be done to halt this matter.

President Bricker asked if there were any comments for the good of the Borough. With no additional matters presented a motion was made by Robert Rittle, seconded by Larry Hartman, to adjourn. Motion unanimously carried.

The meeting was adjourned at 8:06 p.m.

Respectfully Submitted By:

Rebecca Schnoke,  
Richland Borough Secretary