

**SHAMOKIN DAM BOROUGH COUNCIL
COUNCIL MEETING
JUNE 3, 2024**

The regular monthly meeting of the Shamokin Dam Borough Council was held on Monday, June 3, 2024, in the municipal building located at 42 West 8th Avenue, Shamokin Dam beginning at 7:00 P.M. President Musser presided.

MEMBERS PRESENT:

Mark Benner, Maria Brandt, Charlene Bailey, Karen Roberts, and Donald Musser were present.

MEMBERS ABSENT:

Shawn Bingaman and David Sauers were absent.

OTHERS PRESENT:

Manager Edward Hovenstine, Mayor Joseph McGranaghan, Solicitor Robert Slivinski, Secretary LaDawn Leitzel, June Stark, Steve Hoffman, Tamera Phillips, and Dr. Michael Dunigan were present.

The meeting was opened with the “Pledge of Allegiance.”

PREVIOUS MEETING MINUTES:

A motion was made by Councilwoman Roberts to approve the Council minutes of May 6, 2024, seconded by Councilman Benner, and approved by all.

VISITORS:

Steve Hoffman and Tamara Phillips with the Honor Guard for the Selinsgrove VFW & American Legion requested a contribution towards purchasing a van for transportation. The Honor Guard applied for a grant to help fund the purchase, the grant will match donations received up to \$25,000.00. A motion was made by Councilwoman Roberts to contribute \$1,000.00 to the Honor Guard for purchase of a van for transportation, seconded by Councilwoman Bailey, and approved by all.

June Stark presented suggestions for equipment at the Borough parks.

OPEN BUSINESS:

Fire Company, Lease – Solicitor Robert Slivinski sent a copy of the proposed fire company lease late Friday, May 31, 2024, Dr. Dunigan will forward the lease to the fire company committee for review. Michael Dunigan stated that the fire company decided to distribute the proceeds from the games of chance on a quarterly basis rather than an annual basis, so the first quarter of 2024 was sent to the fire fighters.

Flood Mitigation – Councilman Benner reported that PEMA received the loss information and in the process of scheduling a walkthrough of the affected area.

Playground Equipment Upgrade, Councilman Bingaman will present a catalog with equipment and pricing at the July meeting.

OTHER BUSINESS:

Approval of the Subdivision, Property Located at 111 W Eleventh Avenue – A motion was made by Councilwoman Brandt to approve the subdivision of property located at 111 W Eleventh Avenue, seconded by Councilman Benner, and approved by all.

Spooks in the Park – Councilman Bingaman requested a down payment in the amount of \$200.00 to Kyle Alexander for DJ Service. This bill will be included in the payment of bills.

MAYORS REPORT:

Police Equipment Update – Mayor McGranaghan reported that the Police Chief and the Manager worked out the contract, which the Borough was able to purchase the police equipment (in car cameras and license reader) through a government contract, while using ARPA funding.

Quality of Life Tickets Update – The Mayor reported that the police department issued 15-20 quality of life tickets, which were originally warnings with only two tickets were issued into fines.

Police Report – Mayor McGranaghan stated that the Police Chief submitted the May police report.

MANAGERS REPORT:

Truck Replacement – The truck was delivered on Friday, May 24, 2024, the Sunbury Motors invoice in the amount of \$86,352.00 to be paid out of the ARPA funding.

2024 Streets Program – The proposed 2024 street project would be finishing Baldwin Blvd from MacIntosh to Cortland and would be an estimated cost of \$125,000.00. Manager Hovenstine would like to have the bids back by the August Council meeting. A water valve on the main line would need to be installed in that area and would be an estimated installation cost of \$13,000.00. A motion was made by Councilman Benner to approve the proposed 2024 street project of Baldwin Blvd from MacIntosh to Cortland Drive with an estimated cost of \$125,000.00 and a water valve installation on Baldwin Blvd with an estimated cost of \$13,000.00 for bid, seconded by Councilwoman Bailey, and approved by all.

Main Reservoir Compartment Inspections and Washout (Compartments 2 & 3 Proposal) – A motion was made by Councilwoman Roberts to approve the proposal for the main reservoir compartment inspections and washout of compartments 2 & 3 with a total proposed cost of \$7,000.00, seconded by Councilman Benner, and approved by all.

SOLICITOR REPORT:

Solicitor Slivinski sent requested correspondence to the auditors, Herring, Roll, & Solomon, PC, regarding no litigation, which is sent every year for the audit and sent a copy of the property maintenance amendment to Central Keystone COG.

Solicitor Slivinski reviewed correspondence received from Benjamin Wert, property owner of 3718-3720 North Old Trail, the building was demolished, and a new building was built. Mr. Wert also owns 3710 North Old Trail and plans to do the same with this property. The engineering firm was conducting a land development plan and realized that the building at 3718-3720 North Old Trail was constructed across the property line, encroaching on the borough's lot by approximately twelve inches in the back and three inches in the front. Mr. Wert proposed purchasing six-foot section of land from the borough lot, which is a nonconforming adjacent lot, at a fair price to have the building in compliance (five-foot set back). The Solicitor suggested entering into a boundary settlement agreement at the owner's expense. A motion was made by Councilman Benner to enter into a boundary settlement agreement for property located at 3718-3720 North Old Trail with Benjamin Wert at the owner's expense, seconded by Councilwoman Brandt, and approved by all.

PLANNING COMMISSION:

A Planning Commission meeting will not be held in June.

WORKSHOP:

Personnel Committee – Personnel Committee met (Charlene Bailey, Karen Roberts, and Manager Hovenstine; Mark Benner was absent). Councilwoman Bailey reviewed the proposed amended employee manual. Below is a quick reference of the changes:

1. Change the document title to read "Non-Contracted Employee Manual" as the manual does not apply to the police officers who are contracted.
2. Section 200.05 Insurances
 - Bullet #3 addressing the medical reimbursement benefit. The group agreed the benefit should remain at the current amount of \$5,000.00 (minus any eye or dental coverage provided by the Borough).
 - Bullet #6 addressing life insurance. The added (If an employee leaves voluntarily or involuntarily, the policy can remain with the employee at the full cost of the employee.)
3. Section 200.06 Work Schedule
 - The bullet addressing overtime. Overtime compensatory time may be taken in lieu of paid overtime, as approved by the Borough Manager, and is earned at 1 ½ times the amount of time worked. This time must be used within two pay periods of the dates of overtime that were worked by the employee.
4. Section 200.07 Retirement Schedule
 - Language has been updated for clarification.
5. Section 200.09 Clothing Allowance
 - To reduce the administrative burden of tracking in accordance with the current language, the group supported changing this back to a flat rate of \$400 per year.
6. Section 200-10 Absences

- Funeral Leave. Updated the manual to mirror the bereavement verbiage in the policemen's contract.
- Vacation Policy. See recommendation for an employee hired July through December.
- Scheduling of Vacation Days. Vacation time should be scheduled three days in advance for one to three days.
- Sick Leave. In bullets #1 & 2, the added verbiage highlighted in yellow serves to clarify/state the current process. The last bullet is a new recommendation to deter abuse of sick time usage.

7. Section 200.12 Personal Days

- Personal days must be requested a minimum of 24 hours in advance, unless deemed a family or medical emergency.

8. Section 200.15 Pay Period

- Payroll is directly deposited in the employee's chosen account by the Borough Secretary and will be credited on or before the subsequent Friday for the previous two complete work weeks.

9. Section 200.16 Time Reporting

- The timecard and any reports (expense reports) shall be submitted on forms provided by the Borough office.

10. Section 200.17 Change in Employment Status

- Resignation-Vacation and personal time will be pro-rated at time of resignation, based on weeks worked for the year.

11. Section 200.20 Driver's Licenses, Drug and Alcohol Policy

- Recognizing the borough no longer has any vehicles that require a CDL license AND the fact that state requirements are updated periodically, the manual addressing CDL requirements is outdated. The Borough will follow PENNDOT requirements for Commercial Driver's License (CDL) regulations if the Borough obtains equipment that requires such license.

12. Section 400.00 Service Areas for Personnel Work Assignments

- Reference to installation and repair of streetlights and traffic lights will be removed as this is not a requirement of our personnel.

Council directed the Personnel Committee to meet and revisit the Employee Manual with a revised recommendation.

PAYMENT OF BILLS:

General Fund bills in the amount of \$20,083.97, Water and Sewer Fund bills in the amount of \$156,993.01, PLGIT Recreation Fund in the amount of \$19,480.99 and ARPA Fund bills in the amount of \$86,352.00, were presented for payment. A motion was made by Councilwoman Roberts to approve payment of the bills as presented, seconded by Councilman Benner, and approved by all.

EXECUTIVE SESSION:

Executive session was not held at this time.

ADJOURNMENT:

The meeting was adjourned at 8:11 PM.

Respectfully submitted,

LaDawn D. Leitzel
Borough Secretary