

President Bryan L. Rittle called the regular monthly meeting of the Myerstown Borough Council to order at 6:33 p.m., on Tuesday, January 10, 2017. The meeting was held in Borough Council Chambers in the Myerstown Municipal Center, 101 East Washington Avenue, Myerstown, PA 17067.

Following the Pledge of Allegiance, a roll call was taken. Present were: President Bryan L. Rittle, Vice President Michael D. Behm, President Pro Tem Park W. Haverstick, II, Councilmembers Vince Podolski, Eric L. Powell, Jeffrey L. Thomas, Dana Reich, Mayor Gloria R. Ebling, Solicitor Amy B. Leonard, Treasurer Lee C. Smith, Code Enforcement Officer John Neely, Economic Development Manager Michael McKenna, Assistant Manager Barry A. Ludwig, and Deputy Secretary Lisa A. Brubaker. Absent were: Manager Christopher J. Moonis and Solicitor Frederick S. Wolf.

The Meeting Minutes for December 12, 2016, and December 13, 2016 were presented. Councilmember Eric L. Powell stated in the December 13, 2017 minutes, page 2, he had a correction. He stated it was correctly recorded in the minutes by his statement regarding the repair patch work on State Route 501, but it was not what he intended to say and had identified the wrong repair work. Councilmember Powell recommends the entire sentence be deleted. A motion was made by Michael D. Behm, seconded by Dana Reich, to dispense with the reading of and approve the minutes of the Planning Meeting, December 12, 2016, and the Regular Monthly Meeting, December 13, 2016, with correction. All those in favor: Councilmember Park W. Haverstick, II abstained, due to not being present at the December 13, 2016 meeting. Motion carried.

The President opened the floor for Citizens and Visitors Comments:

Mike Davis – 511 S. Cherry Street – read a letter of concern regarding the noise level of the New Year's Eve Event. President Rittle stated the concerns will be forwarded to the MAN (Myerstown Activity Network) Group, which is the group that holds the event.

Ronald Ream – 621 S. Railroad Street – asked why the brake retarder signs were removed on Richland Avenue. The Assistant Manager stated PennDot made the Borough take them down because of the State Route 501 discussion.

President Rittle stated the borough received a letter from PennDot regarding the request the borough made to place brake retarder signs and lower the speed limit along 501 in the borough limits. The letter stated the results of the speed study along College Street does not justify a change in the existing 35 MPH speed limit.

The letter also states the State Police have a standing policy to not enforce brake retarder restriction ordinances. Since the borough does not have a police force independent from the State Police, the brake restriction would not be enforceable. If the borough gains a police force, then at that time the borough may request PennDot do a study for brake retarder restrictions. So PennDot reversed their decision and the signs on Richland Avenue had to be taken down.

James Rittle – 210 S. Railroad Street – requested permission to hold the Annual Groundhog Day Event at the creek in the park on Thursday, February 2, 2017 at 8:00 a.m. A college student has requested to play music as the groundhog is floating down the creek, so there may be some noise generated. A motion was made by Park W. Haverstick, II, seconded by Vince Podolski, to approve the Use of Facilities for the Groundhog Day Annual Event on Thursday, February 2, 2017 in the park area. All those in favor: Motion unanimously carried.

Dane Bicher – 425 S. Broad Street – was present to discuss the 2017 budgets. The following areas of the Pool Fund Budget and General Reserve Fund Budget were reviewed pertaining to the questions asked.

Pool Fund Expenses:

452-112 – Recreation Manager

General Reserve Fund Expenses:

481-10 – Grumbine Plan EIT Repayment

The Assistant Manager, Economic Development Manager and Council answered all pertaining questions for the categories listed.

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The Council received reports from the Mayor, Department Supervisors, Solicitor and the Borough Manager. Staff was present to provide additional information on their report, and answer any questions from the Council.

Mayor Gloria R. Ebling presented her report. The Mayor reported she did meet the new State Police Sergeant and she will be setting up a meeting with him. Councilmember Powell reported there were two incidents at the Lantern Lodge and the State Police were called. They received very prompt response time and the matters were resolved satisfactorily.

Code Enforcement Officer John Neely presented his report. Property Maintenance issues were discussed.

Assistant Manager Barry A. Ludwig presented his report. Councilmember Haverstick asked how the meeting with the pool contractor went. The Assistant Manager stated they are working whenever the weather permits.

Councilmember Haverstick asked how the meeting went with the McClure Company and what they thought about the boiler system. The Assistant Manager stated they have held this contract and will be providing a quote for the work needed.

Councilmember Powell asked if he has heard anything from the Water Authority. The Assistant Manager stated no he has not.

Solicitor Frederick S. Wolf's written report was presented. Solicitor Amy B. Leonard was present for any questions regarding the report. Councilmember Dana Reich asked for an update on 15 W. Main Avenue. Solicitor Leonard stated her understanding is there has not been any offers on the property. [Post Meeting Note from Solicitor Frederick S. Wolf; we have been in contact with the bank and they would sale it, based on current appraised value]

Manager Christopher J. Moonis's written report was presented. President Rittle stated demolition quotes were received for 301 S. Railroad Street property. After discussion with the Solicitor, since the borough is receiving funds from the Redevelopment Authority for the demolition we would be required to act upon their specifications and will require a bid. A motion was made by Park W. Haverstick, II, seconded by Michael D. Behm, to authorize the Borough Manager to prepare the spec's and bid packet for the demolition of the 301 S. Railroad Street property. All those in favor. Motion unanimously carried.

Planning/Zoning/Public Safety Committee: (Park W. Haverstick, II, Vince Podolski, and Eric L. Powell) Chairman Park W. Haverstick, II stated a safety committee meeting will be held on Wednesday, January 11, 2017 at 6:30 p.m. to discuss public safety issues with the Goodwill Fire Company. The committee held a meeting in December with the Keystone Fire Company for the same discussion.

President Rittle stated the renovation project at the Myerstown Government & Business Center, 101 S. Railroad Street needs to be discussed. The architectural company awarded the project has not complied with the requirement of completing and submitting bid documents by January 1, 2017, so at this time the project cannot be placed out for bids. A letter was sent to TKS informing them they have until January 20, 2017 to have everything in place or they will be removed as the architect for the project.

President Rittle stated if the firm does get the plans and documents to the Manager by January 20, 2017, and upon a satisfactory review by the Manager, the Council would need to have granted approval for the Manager to advertise it for bids. A motion was made by Michael D. Behm, seconded by Park W. Haverstick, II, to authorize the Manager to place the renovation project out for bid upon receiving satisfactory documents. All those in favor. Motion carried (6 Aye – 1 Nye – Councilmember Podolski). President Rittle stated action should be made if the documents are not received by January 20, 2017 or are not satisfactory. A motion was made by Michael D. Behm, seconded by Dana Reich, to terminate the relationship with TKS if the bid documents are not received by January 20, 2017 or are not satisfactory to the Manager. All those in favor. Motion unanimously carried.

The Economic Development Manager Michael McKenna gave a brief overview of the Branding and Marketing RFP (Request for Proposal). We received six proposals. The RFP is for Consulting Services to create a Myerstown brand, develop a brand strategy, and design and build a borough website that will reflect

Myerstown's brand identity. Under the RFP, the borough has a choice to select a different firm for each one of the services.

President Rittle stated there is a lot of information, he would like councilmembers to read the RFP's and the Economic Development Managers recommendations and analysis and then hold a special meeting to review these proposals. A motion was made by Vince Podolski, seconded by Dana Reich, to set a special meeting for Thursday, January 19, 2017 at 6:30 p.m. to review the Branding and Marketing Request for Proposals and any other business before Council. All those in favor: Motion unanimously carried.

The President proceeded to the Committee Reports: There were no Committee Reports.

Treasurer Lee C. Smith prepared and presented Borough Council with the monthly Treasurer's Report. A motion was made by Michael D. Behm, seconded by Eric L. Powell, to approve the Treasurer's Report and have it on file for audit. All those in favor: Motion unanimously carried.

MYERSTOWN BOROUGH TREASURER'S REPORT

Prepared 01/09/2017

Activity for: 12 months 2016

	<u>Activity</u>	<u>Date:</u> 12/31/2016
<u>GENERAL FUNDS:</u>	<u>FINANCIAL INSTITUTION:</u>	<u>BALANCES:</u>
OPERATING FUND:	FULTON:	Cash: <u>\$154,909.80</u>
	<u>\$ 1,091,212.96</u>	<u>\$ 1,022,939.47</u>
	INCOME	EXPENSES
	Transfer out: <u>\$ 61,500.00</u>	Ed Jones: <u>\$ 212,296.43 BV</u>
	Transfer in: _____	<u>\$ 209,427.31 MV</u>
		A/P: <u>\$ 20,154.30</u>
		Payroll: <u>\$ 12,355.70</u>
RESERVE ACCOUNT:	FULTON:	<u>BALANCES:</u>
	<u>\$ 4,893.05</u>	<u>\$ 449.09</u>
	INCOME	EXPENSES
	Transfer out: <u>\$25,500.00</u>	Ed Jones: <u>\$ 171,592.82 BV</u>
	Transfer in: <u>\$ 2,000.00</u>	<u>\$ 168,814.33 MV</u>
		A/P: <u>\$ 345.00</u>
<u>WASTEWATER FUNDS:</u>		
OPERATING FUND:	FULTON:	<u>BALANCES:</u>
	<u>\$ 904,864.05</u>	<u>\$ 62,412.11</u>
	INCOME	EXPENSES
	Transfer out: <u>\$11,900.00</u>	P-Card: <u>\$ 4,227.56</u>
	Transfer in: _____	Ed Jones: <u>\$ 383,653.12 BV</u>
		<u>\$ 367,635.44 MV</u>
		A/P: <u>\$ 21,368.12</u>
		Payroll: <u>\$ 46,956.52</u>
		A/R: <u>\$ 103,758.73</u>
RESERVE ACCOUNT:	FULTON:	<u>BALANCES:</u>
	<u>\$ 29,130.57</u>	<u>\$ 51,554.79</u>
	INCOME	EXPENSES
	Transfer out: <u>\$290,000.00</u>	Ed Jones: <u>\$ 1,750,629.05 BV</u>
	Transfer in: <u>\$100,000.00</u>	<u>\$ 1,716,296.06 MV</u>
		A/R: <u>\$ _____</u>

MYERSTOWN BOROUGH TREASURER'S REPORT

Prepared 01/09/2017

Activity

Activity for: 12 months 2016

Date: 12/31/2016

DEBT SERVICE RESERVE:

FULTON:
\$ 677,855.62 \$ 459,288.30
 INCOME EXPENSES
 Transfer out: _____
 Transfer in: \$100,000.00

BALANCES:
 Cash: \$ 461,349.45
 Ed Jones: \$ 1,353,659.17 BV
 \$ 1,343,152.59 MV
 A/R: \$ 116,476.17

REVENUE BOND, SERIES OF 2007:

PLGIT:
\$ 2,156.33 \$ _____
 INCOME EXPENSES
 Transfer out: \$100,000.00
 Transfer in: _____

BALANCES:
 Cash: \$ 536,428.09
 Ed Jones: _____

OTHER FUNDS:

UNEMPLOYMENT COMPENSATION:

PLGIT:
\$ 257.68 \$ 19.07
 INCOME EXPENSES
 Transfer out: _____
 Transfer in: _____

BALANCES:
 Cash: \$ 92,239.98

LIQUID FUELS:

PLGIT:
\$ 85,582.71 \$ 9,750.73
 INCOME EXPENSES
 Transfer out: _____
 Transfer in: _____

BALANCES:
 Cash: \$ 138,945.88
 AP: \$ _____

BEAUTIFICATION TRUST:

PLGIT:
\$ 110.87 \$ -
 INCOME EXPENSES
 Transfer out: _____
 Transfer in: _____

BALANCES:
 Cash: \$ 43,518.45

RECREATION:

FULTON:
\$ 1,871.69 \$ 10,064.45
 INCOME EXPENSES
 Transfer out: _____
 Transfer in: \$25,000.00

BALANCES:
 Cash: \$ 25,147.24
 Ed Jones: \$ 20,648.57 BV
 \$ 20,017.00 MV
 A/P: \$ 379.04

WM DERR SWIMMING POOL:

FULTON:
\$ 57,208.51 \$ 74,938.09
 INCOME EXPENSES
 Transfer out: _____
 Transfer in: \$19,500.00

BALANCES:
 Cash: \$ 5,093.56
 Ed Jones: \$ 34,146.43 BV
 \$ 33,561.05 MV
 A/P: \$ 268.49

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Prepared 01 /09 /2017

Activity

Activity for: 12 months 2016

Date: 12/31/2016

POOL CAPITAL CONSTRUCTION FUND:

FULTON:

BALANCES:

\$ 383.98
INCOME

\$ 299,047.73
EXPENSES

Cash: \$ 50,836.25

Ed Jones: \$ BV
\$ MV

Transfer out: _____

Transfer in: \$349,500.00

A/P: \$ 915.00

MUNICIPAL CENTER FUND:

FULTON:

BALANCES:

\$ 19,946.28
INCOME

\$ 3,260.38
EXPENSES

Cash: \$ 627,593.05

Ed Jones: \$ BV
\$ MV

Transfer out: _____

Transfer in: _____

Grants: \$610,727.15

A/P: \$ _____

MEMO

A/R – Accounts Receivable
A/P – Accounts Payable

BV – Book Value
MV – Market Value

The monthly listing of invoices was presented. A motion was made by Vince Podolski, seconded by Park W. Haverstick, II, to approve payment of all invoices as listed. All those in favor: Motion unanimously carried.

The communications were reviewed.

PennDot Letter regarding State Route 501 – the Public Works Committee Chairman Vince Podolski will do some research and reach out to Russ Diamond and Mike Folmer; A MS-4 Meeting will be held on Wednesday, January 18, 2017 at the North Lebanon Township Building – the Assistant Manager and President Rittle will be attending.

Councilmember Jeffrey L. Thomas questioned a bill for hot dogs for the New Year's Eve Event from Zina Rittle. He asked why that was not paid for by the MAN (Myerstown Activities Network) Group since they hold the event. President Rittle stated the Recreation Board has always provided the hot dogs for the event.

The President read the list of current Committee and Board vacancies.

Recreation Board – two (2) vacancies
International Property Maintenance Code Board of Appeals – one (1) vacancy
Vacancy Board Chairman – one (1) vacancy

If anyone is interested in volunteering to serve on any of these boards contact the Borough office.

The President proceeded to the agendas order of the business:

The Solicitor has prepared and advertised Ordinance 840 for the creation of a LERTA (Local Economic Revitalization Tax Assistance Act) District for the Borough. Solicitor Leonard reviewed the Ordinance. Solicitor Leonard and Solicitor Wolf are actively working with the School District and Lebanon County giving them the information on the LERTA District. The communications with the School District have

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been positive and they have asked us to draft the Resolution for them for their February School Board Meeting. A motion was made by Vince Podolski, seconded by Park W. Haverstick, II, to approve Ordinance 840 – for the creation of a LERTA (Local Economic Revitalization Tax Assistance Act) District for the Borough. All those in favor: Motion unanimously carried.

The 2017–2018 Salt Contract with the Co-stars Program was presented for approval. Under the contract the borough is required to purchase 60% of the tonnage requested, but can purchase up to 140% of the total tonnage requested. A motion was made by Dana Reich, second by Eric L. Powell, to approve the Salt Contract with the Co-stars Program for 300 tons of salt for the 2017-2018 Season. All those in favor: Motion unanimously carried.

The list of the yearly Goodwill Fire Police events was received for approval. The document lists all known functions or events for the year. Any additional requests can be approved when received. The Borough insurance provider requires written documentation for approval. A motion was made by Park W. Haverstick, II, seconded by Eric L. Powell, to approve the 2017 Goodwill Fire Police Events List. All those in favor: Motion unanimously carried.

We received a Use of Facilities Request and a Certificate of Insurance from the ELCO Youth Baseball Association. A motion was made by Park W. Haverstick, II, seconded by Jeffrey L. Thomas, to approve the Recreation Request from the ELCO Youth Baseball Association to use the Small North Baseball Field for the 2017 season contingent upon the receipt of the information required to the satisfaction of the Manager. All those in favor: Motion unanimously carried.

Representative Russ Diamond is requesting to hold a Community Shredding Event on Saturday, May 6, 2017 in the fish pond area and use of the lower pavilion. A motion was made by Vince Podolski, seconded by Eric L. Powell, to approve the Recreation Request from Representative Russ Diamond to hold a Community Shredding Event on Saturday, May 6, 2017 and waive the fee for the pavilion use. All those in favor: Motion unanimously carried.

The 2017 Preventative Maintenance Agreement from C.M. High, Inc. was received. The agreement authorizes C.M. High, Inc. to provide traffic light service within the Borough. The rate has remained the same at \$1,035.00 for 2017. A motion was made by Michael D. Behm, seconded by Dana Reich, to approve the 2017 Preventative Maintenance Agreement with C.M. High, Inc. All those in favor: Motion unanimously carried.

We received a payment request pay application #3 from Stoneridge, Inc. for \$46,890.00 for the pool rehabilitation project. A motion was made by Park W. Haverstick, II, seconded by Eric L. Powell, to approve the pay application #3 for \$46,890.00 to Stoneridge, Inc. All those in favor: Motion unanimously carried.

Council received the list of unpaid Property Taxes for 2016 from the Tax Collector. A motion was made by Michael D. Behm, seconded by Vince Podolski, to exonerate the Tax Collector Nicole Berger from collecting the unpaid Property Taxes for 2016 and authorize Lebanon County Tax Claim for collection on behalf of the Borough. All those in favor: Motion unanimously carried.

Council received the list of unpaid Per Capita Taxes for 2016 from the Tax Collector. A motion was made by Michael D. Behm, seconded by Vince Podolski, to exonerate the Tax Collector Nicole Berger from collecting the unpaid Per Capita Taxes for 2016 and authorize Keystone Collection Group, Inc. for collection on behalf of the Borough. All those in favor: Motion unanimously carried.

President Rittle stated with the institution of the Street Light Tax, the Lebanon County Tax Collector asked if the borough is implementing the tax on all properties including the non-profit and tax exempted properties. The Street Light Tax can be levied upon those properties as well, unless the borough exempts them. A motion was made by Park W. Haverstick, II, seconded by Vince Podolski, to exempt the non-profit and tax exempted properties from the paying of the Street Light Tax. All those in favor: On a roll call vote, -

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Michael D. Behm – yes; Park W. Haverstick, II – yes; Vince Podolski – yes; Eric L. Powell – no; Jeffrey L. Thomas – no; Dana Reich – no; and Bryan L. Rittle – yes. Motion carried.

Dane Bicher – 425 S. Broad Street - asked if there are any plans for improvements on State Route 422. President Rittle stated yes there are, it is scheduled for 2018. The Assistant Manager has the plans if he would like to make an appointment to see them.

Dane Bicher stated it was in the newspaper, Scott Wagner stated if elected governor he would start to charge municipalities for State Police services. Councilmember Haverstick stated the Public Safety Committee has had discussions about a regional police force. President Rittle stated the State is very interested in municipalities forming regional department. There is a lot of help, grant funding, to institute a regional force for startup costs. President Rittle stated School Board Member Carrie Boyer wants to take the lead on trying to institute a regional force. No new information has been received.

Councilmember Haverstick stated he believes it would be a benefit to hold an annual or bi-annual meeting with the fire companies, the Borough and Jackson Township.

Councilmember Powell stated he would like to recognize the letter from the Department of Transportation stating the Borough had a clean Liquid Fuels Audit. He would like to acknowledge the Borough staff. President Rittle stated the Deputy Secretary does a great job with this each year.

The President asked if there were any additional comments for the good of the borough. Seeing none, a motion was made by Park W. Haverstick, II, seconded by Dana Reich, to adjourn the meeting at 8:16 p.m. All those in favor: Motion unanimously carried.

Lisa A. Brubaker
Deputy Secretary

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