

CITY COUNCIL  
Sunbury PA 17801  
July 25<sup>th</sup>, 2022  
6:15 pm

A regularly scheduled meeting of the Council of the City of Sunbury was called to order with the Honorable Mayor Brosious, presiding. There was a quorum with the following in attendance:

John Barnhart, Director of Public Safety  
Lisa Martina, Director of Public Works  
James R. Eister, Director of Parks, Recreation and Public Buildings

Other City officials in attendance:

Jolinn Barner, City Clerk  
Joel Wiest, City Solicitor  
Jerome Alex, City Controller  
Ronald Rupp, Fire Chief  
Kevin Troup, City Treasure.  
Bradley Hare, Chief of Police (Attended Meeting Via Phone)  
Derrick Backer, City Administrator

Visitors present: 9

A moment of silent reflection was held for the recent passing of Carmen R. Campbell who helped restore old photos of Sunbury.

**Agenda Addition**

Mayor Brosious made the motion to add to the agenda the appointment of Mike Stender to Civil Service Board and Tax waiver of 503-505 N. Center Ave. Second Eister. Unanimous vote.

**Adjourn Meeting for CDBG-CV Competitive Final Public Hearing**

Mayor Brosious adjourned the meeting at 6:16 pm and Jamie Shrawder took the floor and spoke about the CDBG-CV Competitive.

**Reconvene Public Meeting**

Mayor Brosious reconvened the public meeting at 6:19 pm.

**Public Comment/Agenda Items**

Mayor Brosious asked for public comment on agenda items. There were no public comments.

**Reagan Street**

Update

City Administrator explained that the project is ahead of schedule.

**SWEEP**

Update

City Solicitor mentioned that he meet with Kurt Karlovich about SWEEP becoming a 503c organization, and that the project will not qualify for the application that was filled out. City Solicitor mentioned that he will be working on a different application and should have it submitted before the next council meeting.

**SWEEP Educational Sign 4 Approval**

Mr. Karlovich brought to council the fourth educational design and the reasoning behind the design, and asked for council to approve it.

Councilman Eister made the motion to approve the educational sign design. Second Brosious. Unanimous vote.

**UNFINISHED BUSINESS**

## **NEW BUSINESS**

### **SEDA-COG**

#### **Approve Resolutions to submit the CDBG-CV Competitives to DCED (Phase 1 and Phase 2)**

Mayor Brosious made the motion to approve resolutions 55 and 56. Second Eister. Unanimous vote. (See attached)

#### **CDBG-CV Entitlement Contract Term Date and Expend Date Extension Request**

Mayor Brosious made the motion to accept the extension request. Second Barnhart. Unanimous vote.

#### **FFY 2021 Revision for Susquehanna Avenue Service Area**

Mayor Brosious made the motion to submit the FFY 2021 Revision for Susquehanna Avenue Service Area. Second Martina. Unanimous vote.

#### **UTVs (no bids received)**

SEDA-COG representative Jamie Shrawder mentioned that no bids were received and explained the other alternatives to go about purchasing UTVs.

### **Fire Police Halloween Parade**

Councilwoman Martina made the motion accept the road closure for the Halloween parade on October 20<sup>th</sup>. Second Brosious. Unanimous vote.

### **Resolution 2022-51 Body Armor Wear Policy**

Councilman Barnhart made the motion to approve resolution 2022-51 body armor wear policy. Second Eister. Unanimous vote. (See attached)

### **Ordering UPSAFETY Handheld Parking Meter Devices**

Mayor Brosious made the motion to order the UPSAFETY handheld parking meter devices for the amount of \$7,910.00. Second Martina. Unanimous vote.

### **Approval to Pay two invoices for 250<sup>th</sup> Sunbury Celebration**

Co-chair Slade Shreck mentioned that the committee has received the expected funding early and no longer needs the City to pay the invoices. Mr. Shreck mentioned in the next couple of weeks City Council will receive a final report of the 250<sup>th</sup> Heart and Heritage Festival (Semiquincentennial Celebration).

### **Community College Letter of Support**

Mayor Brosious made the motion to send the letter of support for the community college. Second Martina. Yes – Brosious, Martina, Eister. No – Barnhart.

### **Promotional Banners**

Mayor Brosious made the motion to accept the promotional contract that is no cost for the City. Second Barnhart. Unanimous vote.

### **Appoint Janet Dockey to Shade Tree Commission**

Mayor Brosious made the motion to appoint Janet Dockey to the Shade Tree Commission. Second Eister. Unanimous vote.

### **Tax Waiver 503-505 N. Center Ave.**

Mayor Brosious made the motion to waive taxes that are due on 503-505 N. Center Ave. Second Eister. Unanimous vote.

### **Appoint Mike Stender Civil Service**

Mayor Brosious made the motion to appoint Mike Stender to the Civil Service Commission. Second Martina. Unanimous vote.

**Release of funds to Americus Hose Co.**

Mayor Brosious made the motion to release the funds to Americus Hose Co. Second Eister. Unanimous vote.

**Purchase of UTVs with Rescue Funds**

Mayor Brosious made the motion to purchase one Bobcat UTV for the police department at the price of \$17,700. Second Martina. Unanimous vote.

Councilman Barnhart made the motion to purchase one Bobcat UTV for the Code Office at the price of \$17,700. Second Brosious. Unanimous vote.

Mayor Brosious made the motion to purchase two plow systems for the UTVs at a price of \$6,429.12. Second Barnhart. Unanimous vote.

**Resolution 2022-52 Credit Card Policy**

Mayor Brosious made the motion to accept the Credit Card Policy and adding the Mayor as a secondary approval in case department head is not available. Second Barnhart. Unanimous vote. (See attached)

**Resolution 2022-54 City of Sunbury Purchasing Policy**

Mayor Brosious made the motion to accept the City of Sunbury Purchasing Policy except making the supervisor can approve up to \$500 in order to match the credit card policy. Second Martina. Unanimous vote. (See attached)

**Replace Resolution 2022-41 with DCED Multimodal Resolution 2022-53 for Packer Street**

Mayor Brosious made the motion to approve resolution 2022-53 to replace resolution 2022-41. Second Martina. Unanimous vote. (See attached)

**APPROVAL TO PAY INVOICES**

Mayor Brosious moved to approve to Pay Invoices/Vouchers General Fund - \$109,070.18 and Liquid Fuels Fund - \$61,029.68. Second Martina. Unanimous vote.

**Discussion**

There was discussion regarding the following topics between council and public officials.

- Forming a Parking Meter Committee
  - Mayor Brosious mentioned that he spoke with Chief Hare about forming a committee in order to oversee the new parking meters since there have been a lot of interest from multiple companies to place quotes for the new parking meters in the city. Mayor Brosious mentioned that this committee would review the information presented from the companies and make a recommendation to council as to which option to go with. Council then proceeded to discuss the forming a committee.

**Announcements**

Mayor Brosious announced:

There is one open position for alternate on the Shade Tree Commission. please submit letters of interest to the Mayor's Office, attention City Clerk or email [jbarner@sunburypa.org](mailto:jbarner@sunburypa.org)

The Second Business Meet and Greet will be held at Iron Vines Winery on August 17<sup>th</sup> from 6pm to 8pm.

National Night Out is on August 2<sup>nd</sup> from 5pm to 8pm at the James R. Eister Youth and Community Center.

**Pre-Submitted Audience Comment**

There were no Pre-Submitted Comments.

**In Person**

Mayor Brosious asked for public comments.

Jamie Shrawder: Ms. Shrawder made the comment that the City will be receiving an extra 1,541.00 through the ARPA funds, and at the next meeting Ms. Shrawder will have a resolution that will need to be approved.

Kurt Karlovich: Mr. Karlovich wanted to clarify a few things regarding the SWEEP project. He asked council if it was going to be G & R Charles doing the work for SWEEP. Council responded that it will be G & R Charles doing the work. Mr. Karlovich then asked council when they would think this construction will begin and end. SEDA-COG representative Jamie Shrawder responded that it will start mid-August depending on when Reagan St. will be completed, and that the work should be finished by Sept. 25<sup>th</sup>. Mr. Karlovich wanted to know that status of the open container waiver since he has been asked by multiple people of the status. Council responded that the open container waiver is still in place.

The next city council meeting will be held on August 8<sup>th</sup>, 2022, at 6:15 pm.

There being no further business to discuss the meeting was adjourned at 7:03 p.m.

Respectfully submitted,

Alexander Rissinger,  
Administrative Assistant



**RESOLUTION** City of Sunbury

**RESOLUTION NO.** 2022-55

A Resolution of the City of Sunbury, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant-Coronavirus (CDBG-CV) Program, as part of the Coronavirus, Aid, Relief, and Economic Security (CARES) Act [P.L. 116-136], and further certifying compliance with the requirements of said program.

WHEREAS, it is necessary and in the public interest that the City of Sunbury, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant-Coronavirus Program; and

WHEREAS, the Sunbury City Council has the legal authority and responsibility to apply for Community Development Block Grant-Coronavirus funds; and

WHEREAS, the Sunbury City Council have undertaken a considerable community participation process including but not limited to written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the development of a Community Needs Assessment; and

WHEREAS, the Sunbury City Council are familiar with the requirements of the program as included in the Statement of Assurances; and

WHEREAS, the Sunbury City Council wishes to apply for said funds.

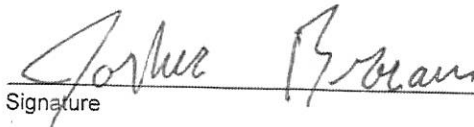
NOW, THEREFORE, BE IT RESOLVED by the Sunbury City Council that its Mayor is authorized to have prepared the necessary forms and documents to submit an application to the Department of Community and Economic Development for Community Development Block Grant-Coronavirus funds for the purposes aforesaid; and

BE IT FURTHER RESOLVED, if CDBG-CV funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, the City of Sunbury agrees to repay the proportion deemed ineligible from non-federal sources.

BE IT FURTHER RESOLVED that the Community Needs Assessment developed in coordination with low and moderate individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

BE IT FURTHER RESOLVED that the Mayor of the City of Sunbury is empowered to place her signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the Unit of Local Government.

Adopted by the Sunbury City Council at the regular meeting of date July 25, 2022

  
Signature

7/25/2022  
Date

Seal



**RESOLUTION** City of Sunbury

**RESOLUTION NO.** 2022-56

A Resolution of the City of Sunbury, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant-Coronavirus (CDBG-CV) Program, as part of the Coronavirus, Aid, Relief, and Economic Security (CARES) Act [P.L. 116-136], and further certifying compliance with the requirements of said program.

WHEREAS, it is necessary and in the public interest that the City of Sunbury, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant-Coronavirus Program; and

WHEREAS, the Sunbury City Council has the legal authority and responsibility to apply for Community Development Block Grant-Coronavirus funds; and

WHEREAS, the Sunbury City Council have undertaken a considerable community participation process including but not limited to written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the development of a Community Needs Assessment; and

WHEREAS, the Sunbury City Council are familiar with the requirements of the program as included in the Statement of Assurances; and

WHEREAS, the Sunbury City Council wishes to apply for said funds.

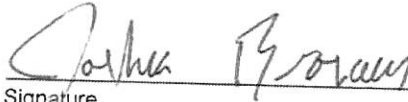
NOW, THEREFORE, BE IT RESOLVED by the Sunbury City Council that its Mayor is authorized to have prepared the necessary forms and documents to submit an application to the Department of Community and Economic Development for Community Development Block Grant-Coronavirus funds for the purposes aforesaid; and

BE IT FURTHER RESOLVED, if CDBG-CV funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, the City of Sunbury agrees to repay the proportion deemed ineligible from non-federal sources.

BE IT FURTHER RESOLVED that the Community Needs Assessment developed in coordination with low and moderate individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

BE IT FURTHER RESOLVED that the Mayor of the City of Sunbury is empowered to place her signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the Unit of Local Government.

Adopted by the Sunbury City Council at the regular meeting of date July 25, 2022

  
Signature

7/25/2022  
Date

Seal



FOUNDED JULY 4, 1772

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**Body Armor Wear Policy**  
**City of Sunbury Public Safety Department**  
**Code Officer**

**Resolution 2022-51**  
**Effective Date- 07/25/2022**

**1. PURPOSE:**

The purpose of this policy is to provide sworn members of the Sunbury Code Enforcement with guidelines for the proper use and care of body armor.

**NOTE:** Beginning in July 25, 2022, all officers receiving new body armor through the City of Sunbury

must comply with this policy.

**2. POLICY:**

It is the policy of the Sunbury Code Office to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

**3. DEFINITIONS:**

**Field Activities:** Duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in defensive mode rather than administrative or support capacities.

**Officers:** As of 2022 all sworn Code Enforcement Officers of Sunbury Code Enforcement, regardless of rank who accept body Armor through the City of Sunbury.

**4. PROCEDURES:**

**A. Issuance of Body Armor:**

1. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice or its' successor agency.



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2. All officers shall be issued agency-approved body armor.
3. Body armor that is worn or damaged shall be replaced by the Department. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.
4. Body armor that is lost shall be replaced by the Office at their cost. Current vest and protective plates must be replaced to meet the standard of the department.

#### **B. Use of Body Armor:**

1. Officers shall wear only agency-approved body armor.
2. Officers that are assigned to the uniformed function are required to wear body armor during their shift while engaged in field activities at the discretion of the Public Safety Supervisor. In addition, all officers must wear protective vests during high risk and/or tactical situations. In addition to those times that an Officer is required by the Public Safety Supervisor to wear body armor, each officer is encouraged to wear their body armor, while performing their official duties only, at other times and in other situations where they believe that safety concerns may exist. At no time shall any officer wear their body armor while not in performance of their official duties relative to their employment by the City of Sunbury

#### **Examples of “high risk” or “tactical”:**

- 1). Service of Administrative Search Warrants.
- 2). Placarding of homes for safety and/or sanitation.
- 3). Placarding of homes for Utility shut-off.
- 4). High Crime Homes.





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**Resolution 2022-52**  
**Approved July 25, 2022**

**CREDIT CARD POLICY**

**Introduction**

The City of Sunbury (the City) credit card is a purchase card system benefiting the City and the City's authorized user of the credit card by allowing purchases to be made from vendors for certain types of goods and/or services that are not available through other procurement means or from other vendors.

**Policy**

Usage of the City's credit card is allowed at the discretion of the Department Head, Department Supervisor, and City Clerk. Delegation of City purchasing authority governs the use of the credit card as a tool for purchasing materials and services costing less than \$500; use of this card is restricted to the purchasing of those goods or services that cannot be procured through normal procedures. All goods and services purchased by the City should be acquired through credit extended by the City's vendors to the City whenever possible and paid by approved invoice within the agreed credit terms of the vendor. **The use of the credit card does not justify the payment of any sales taxes for which the City is exempt.** As in all other purchases, the merchant shall be given a copy of the state tax exemption form (Pennsylvania Exemption Certificate REV-1220 Attachment) issued by the City and accordingly, state sales tax should not be charged. This is also applicable to all telephone and internet orders.

The card user agrees to comply with all applicable City policies and procedures and this agreement.

At no time is it appropriate for employees to use their personal credit card for City purchases without prior approval from their departmental Council member, City Clerk, or Finance Director. If approved, it is clearly understood that the City will not reimburse for any sales taxes included in the final cost. All requested reimbursements will be adjusted for any sales tax paid.

**Compliance with Policy, Violations and Consequences**

Purchases made under this credit card policy and agreement shall comply with the City of Sunbury Purchasing Policy.

Card user violations of this agreement or of any policy regarding the purchase of goods or services will be investigated and may result in any or all of the following actions, but not limited to: written warning, revocation of credit card privileges, cancellation of delegation of purchasing authority, disciplinary action, termination and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation of this agreement.

The City Clerk, City, Finance Director, City Treasurer, City Controller or City Solicitor shall have the authority to investigate and to determine whether a violation of purchasing



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or credit card policy has occurred and to determine and/or recommend to City Council action deemed most appropriate pursuant to applicable law and/or City policy.

**Violations of credit card usage include but are not limited to:**

- Purchase of items for personal use
- Purchase of items in violation of the City's travel policy
- Use of the credit card for cash advances
- Use of the credit card for purchase of more than \$500 by splitting similar purchases into more than one transaction
- Failure to return the credit card

**Failure to turn in packing slips, receipts or other back up documentation to the City's Finance Office within three (3) business days of the purchase**

Sharing the credit card or card account number with unauthorized users

**Ownership and Cancellation of the Credit Card**

The credit card remains property of the issuing company. It may not be transferred to, assigned to, or used by anyone other than an authorized user of the City. Users of the credit card are accountable for the activity on the card. The issuer or the City may suspend or cancel department and or users privileges at any time for any reason. If the user is in possession of a card, the user will surrender the credit card upon request to the City Clerk or City Treasurer.

**Receipts**

It is the responsibility of each credit card user to obtain transaction receipts from the merchant each time the credit card is used, including telephone and internet charges. These are to be immediately forwarded to the City Clerk's Office for review and ensure eligibility for payment. Failure to provide the required documentation for payment processing may subject the department and or user loss of credit card privileges and may cause the amount charged to be classified as a personal purchase by the card user. The City shall keep statement data and proof of reconciliation, including receipts and packing slips, on file for a period consistent with the record retention requirements of the law. Failure to provide receipts and allow for timely payment of the credit card purchase will also subject the purchasing department to finance charges on the charge.

**Disputed Items**

It is each user's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

**Safeguarding an Issued Credit Card**

An issued credit card or card account number should always be treated with utmost care and should be kept in a secure location and protected from misuse by unauthorized users. When using the credit card for internet purchases, users should ensure that the site utilizes industry recognized encryption transmission tools.

**Lost or Stolen Credit Cards**

If a credit card is lost or stolen, contact the City Treasure's Office immediately, who will make contact with the issuer, and take the appropriate steps to protect the account from unauthorized purchases.

**Authorization**



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Department Supervisors must receive approval from the Department Head to have permission to use the City's credit cards. Each department Council member is responsible for notifying the City Clerk's Office of their authorized users of the City credit card. In return the Department Supervisor must provide a list of approved users in their department to the City Clerk's office with a signed copy of the "City's Purchasing Policy and Credit Card Use Policy". The City Clerk will provide such a listing to the City Treasurer. Any additions or deletions to this authorized list will require same method of notification.

The credit card may be used only by City authorized users who have authority to buy goods and services on behalf of the City of Sunbury. Each user is responsible for ensuring safeguard of the credit card information.

The City Clerk helps ensure the proper use of credit cards by overseeing the City implementation and use of the card and/or account number.

### **Responsibility of Credit Card Users**

Authorized employees must use the card responsibly and in accordance with this policy. Credit card user responsibilities include, but not limited to:

- Purchasing items for City of Sunbury business use only

- Never lending or sharing the credit card or card account number with unauthorized users

- Purchasing only goods and services that have received prior authorization through following of the City's requisition process and which are in accordance with the City's Purchasing Policy

- Knowing the credit card limitations and restrictions as provided by the City Clerk's Office

- Returning the credit card to the Department Supervisor along with all documentation, as appropriate

- Supervisor must forward proof of purchase documents, such as sales receipts or computer printouts, to the City Treasures Office **immediately** after internet or telephone purchase (or within **three (3)** days of return if on travel and other in person purchases)

### **City Clerk's Office and Treasurer's Office Responsibilities**

**The City Clerk and/or designee is responsible for:**

- Implementation of this policy

- Developing and implementing internal procedures that govern City use of the credit cards

- Sharing new program information with authorized users

- Answering questions about use of cards

- Monitoring card usage to ensure that City policies, and internal policies and procedures are being followed

- Assigning credit card privileges to authorized users

**Responsibility of the Treasurer's Office:**

- Knowing the credit card limitations and restrictions

- Communicating with the City Clerk when new or modified cards are necessary and requesting new cards from an approved issuer



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Communicating with the City Clerk when card cancellations are necessary and terminating of accounts  
Timely reconciliation of credit card accounts  
Appropriate record keeping

Passed this \_\_\_\_\_ day of July, 2022

City of Sunbury:

Attest:

\_\_\_\_\_  
Joshua A. Brosious, Mayor

\_\_\_\_\_  
Jolinn Barner, City Clerk



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## Resolution 2022-54

Approved July 25<sup>th</sup>, 2022

# City of Sunbury Purchasing Policy

## **Purpose**

The purpose of this policy and procedure is to establish a consistent standard and process for the procurement of the City's resources, and to establish proper procedures for expenditures of city funds.

## **Roles and Responsibilities**

City Employees: City employees can purchase items under \$75 so long as they are an authorized person to make purchases or use city issued credit card(s). Authorization must be obtained by filling out the proper paperwork with your supervisor and returning said paperwork to City Clerk's office.

Department Supervisor- May approve department purchases up to \$250.00.

Department Head (Councilperson): The Department head is required to approve any purchase requests from a department supervisor amounting in \$250 up to \$999.99.

City Council: City Council is required to approve any departments purchase requests that equals \$1000 more.

Council with a majority vote must approve any request that was not allocated in the current years approved budget, or if transferring of funds from one line item to another is needed to make purchase.

## **Procedure**

-First research supplier and comparing prices, to find the best product and price.

-Follow purchasing thresholds listed above, signature of approving supervisor, department head or council approval date listed on all receipts as needed.

- PO's must be used for each purchase identifying the department line item to be charged, using the following

Police Department- 17820

Mayor's Office- 27820

Account and Finance Department- 37820

Public Safety- 37820

Public Works- 47820

Parks and Public Property- 57820

-When a purchase is requiring a city issued credit card city issued credit

-Credit Cars Use Form must be filled out with approving supervisors or department head signature when needed affixed.

- All paperwork for proof of purchase must be attached to the Credit Card Use Form

- Submit all paperwork to the Accounts and Finance Department immediately for online purchase and within three (3) days of return from travel and or in person purchase.

**Mis Use of Purchasing Policy**

Failure to follow the above procedures will result in disciplinary actions such as suspension, and or permanent revocation of an employee or department's ability to make purchases, and or immediate termination of employment.

Passed this \_\_\_\_ day of July, 2022

City of Sunbury:

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Joshua A. Brosious, Mayor

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Jolinn Barner, City Clerk



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Mayor  
Joshua Brosious

Council  
John Barnhart  
James Eister  
Lisa Martin  
Richard Reichner

### Resolution 2022-53

Be it RESOLVED, that the City of Sunbury of Northumberland County hereby request a Multimodal Transportation Fund grant of \$1,519,654 from the Commonwealth Financing Authority to be used for Packer Street Reconstruction Project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Joshua Brosious, Mayor and Derrick Backer, City Administrator as the official(s) to execute all documents and agreements between the City of Sunbury and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Jolinn Barner, duly qualified City Clerk of the City of Sunbury, Northumberland, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the City of Sunbury Council at a regular meeting held July 25, 2022 and said Resolution has been recorded in the Minutes of the City of Sunbury and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the City of Sunbury, this 25<sup>th</sup> day of July, 2022.

City of Sunbury  
Name of Applicant

Northumberland  
County

\_\_\_\_\_  
Jolinn Barner, City Clerk



The Heart of the Susquehanna River