CITY COUNCIL

Sunbury PA 17801

August 14, 2023

6:15 p.m.

**There was an Executive meeting held prior to tonight’s meeting to discuss personnel matters and possible litigation.**

There was a regular 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 III, Director of Public Safety

James R. Eister, Director of Parks & Recreation

Lisa Martina, Director of Public Works

Other City officials in attendance:

Jeffrey Wojciechowski, City Clerk

Ronald Rupp, Fire Chief

Bradley Hare, Chief of Police

Joel Wiest, City Solicitor

Jerome Alex, City Controller

Michael Rhoads, Acting Public Safety Supervisor

Derrick Backer, City Administrator

Visitors present: 17

**Agenda Additions**

Mayor Brosious made a motion to add two things to the agenda, one, the hire of two DPW workers and two, for a road closure for October 21st for Fall Festival. Barnhart seconded the motion. All were in favor for the hire of two DPW workers. Brosius, Martina & Eister voted yes for the Fall Festival road closure, Barnhart abstained.

**PUBLIC COMMENT/AGENDA ITEMS**

N/A

**APPROVAL OF MINUTES AND REPORTS: Minutes of July 10 and 24 2023 and Reports of the Fire Dept., Police Dept., Treasurer, Controller, Code Office, Health Dept., and Planning Commission**

Mayor Brosious made a motion to approve all the minutes and reports. Eister seconded the motion. All in favor

**SEDA-COG**

Jamie Shrawder asked to recess the meeting and call the public hearing to order for CDBG 2023. Mayor Brosious said the meeting is in recess. Jamie - Tonight is the first public hearing for the city’s 2023 CDBG program. Jamie discussed the matter. The city’s allocation this year is $311,258.00, slight increase from last year. August 21st is the due date to submit new project submissions. Project finalization is scheduled for August 28th meeting and final public hearing will be September 25th with application approval at that time. The application is due to the CDBG at the end of October. She discussed what projects are eligible and ineligible. She then talked about the Federal Requirements which are: the Fare Housing Officer and Complaint Process, the Anti-Displacement Plan, Section 3 (a HUD program), and the Section 504 Outreach Program. 2023 project is for Susquehanna Avenue. Previously funded projects were Reagan Street and Chestnut Street. No CDBG project can be undertaken unless the environmental review has been cleared, that is done on Susquehanna Avenue. She asked if anyone had any concerns about environmental or historical impact from previous projects. No concerns were voiced.

Mayor Brosious reconvened the meeting.

Jerome had a question regarding UTV’s remaining cost. There was a discussion on the matter.

Jamie went over the Scope of Services for 2023.

**S.W.E.E.P. Update**

Kurt Karlovich stated Northumberland County Department of Public Safety assigned a 9-1-1 street address to the Sunbury Wetland Ecological Educational Park which is 222 N 6th Street. On August 3rd Scout Troup 333 received the 2023 Scout BSA Conservation Award from the Northumberland County Conservation District for all their efforts. Requesting to have some tools donated and need a letter from the city showing proof that they are a non-profit organization. Mayor Brosious said we will get him the letter.

**OLD BUSINESS**

**Final Subdivision Plan (Drive)**

Mike Thomas said the Planning Commission recommended additional approval on the only condition that remains is Zoning item number 2, Meck-Teck’s letter dated July 24, 2023, which states they are going to put together a cross easement and maintenance agreement. Barnhart made a motion to approve. Mayor Brosious seconded the motion. Martina, Barnhart and Brosious voted yes, Eisted abstained.

**Final Land Development Plan 1043 S Front Street**

Mike Rhoads stated Haven Ministries is doing their improvements and expansion at their current location. They are adding an additional 9 units. All entities have approved the project. The city’s Planning Commission did approve the plans with the condition that the improvement and financial security agreement would be reviewed and approved by Joel, which it has been since the meeting. It has also been approved by water, sewer, and flood. John Bakowicz was there to answer any questions that council may have. Barnhart made a motion to approve the final land development plan; Mayor Brosious seconded the motion; all were in favor.

**NEW BUSINESS**

**Hiring of the Administrative Assistant**

Mayor Brosious made a motion to hire Robyn Garinger, from the code office, as the Administrative Assistant at her current pay rate. Martina seconded the motion; all were in favor.

**City Clerk Contract**

Mayor Brosious and Joel had created a probationary contract that involves evaluations after 1 month, 3 months, and 6 months, along with pay increases to get him up to the current salary for 2024 along with his job duties of the City Clerk. Mayor Brosious made a motion to approve the City Clerk Contract for the probationary period. Eister seconded the motion; all were in favor.

**Comprehensive Plan Citizens Participation**

Mayor Brosious said that last meeting there was a discussion on the number of people we can add on to the Comprehensive Board. Derrick Backer said a decision needs to be made on who will be appointed to the board. There was a discussion on the matter of adding all 24 interested individuals. Mayor Brosious made a motion accept all the individuals who put their names in along with all the other entities individuals to be put on the Comprehensive Citizens Participation. Martina seconded the motion; Mayor Brosious, Martina and Eister voted yes; Barnhart abstained.

**Letter of Interest Board of Appeals/HARB**

Mayor Brosious made a motion to appoint Allen Bubb to the Board of Appeals and HARB. Eister seconded the motion; all were in favor.

**Letter of Interest Civil Service Commission**

Mayor Brosious made a motion to appoint Robert L Hare Jr. to the Civil Service Commission. Martina seconded the motion; all were in favor.

**Hiring of a Code Enforcement Clerk**

Councilman Barnhart made a motion to hire Destiny Brown as a Code Enforcement Clerk pending her background checks and 90-day probation period. Mayor Brosious seconded the motion; all were in favor.

Councilman Barnhart made a motion to hire Destiny Brown at $14.50 an hour salary, for the Code Enforcement Clerk. Mayor Brosious seconded the motion; all were in favor.

**Hiring of a Code Enforcement Officer**

Councilman Barnhart made a motion to hire Joyce Neidig as a Code Enforcement Officer pending her background checks and 90-day probation period at a starting salary of $15.50 an hour. Mayor Brosious seconded the motion; all were in favor.

**Hiring of Two Part Time DPW Workers**

Councilwoman Martina made a motion to hire two part time DPW Workers; Draper Buck and Charles Bruce Bostian. Mayor Brosious seconded the motion; all were in favor.

**Road Closure Process**

Councilwoman Martina stated she is changing the road closure process. She’s putting it down at DPW with Steve Welker. No motion was needed.

**Road Closure Arts Festival 9/9/2023 & Halloween Road Closure**

Councilwoman Martina made a motion approve the road closures for the Arts Festival and Halloween Parade. Mayor Brosious seconded the motion; all were in favor.

**Request for Exoneration from City Taxes**

Mayor Brosious, taking over for Councilman Reichner, made a motion to request exoneration from city taxes. Eister seconded the motion; all were in favor.

**Approval of Abstract/Vouchers for GF $106,684.73, Private Grants $26,320.51, and Payroll $80,720.07**

Mayor Brosious, taking over for Councilman Reichner, made a motion to pay the above bills. Barnhart seconded the motion; all were in favor.

**DISCUSSION**

**UTV Municipal Plates**

Chief Hare discussed the concerns with UTV’s being used around the city. They are in the process of getting limited tags that allow them to be used on city property. The only exception are state roads like Front, 4th, Market and Catawissa.

**Meeting Transcription Program**

Mayor Brosious mentioned looking into purchasing a transcribing program for our Council, Planning and Zoning Meetings.

**Code Officer Communication Training**

Councilman Barnhart discussed having a Code Officer Communication Training. Lisa Pfleegor volunteered her services at no cost. He would like to open up that training to any city employees.

**Update Job Descriptions for Code Enforcement Officer/Supervisor**

Councilman Barnhart is going to be updating the job description for the Code Enforcement Officers and Supervisor positions. He will have council read it and get their opinion/input on it.

**ANNOUNCEMENTS**

Accepting letters of interest to fill the vacant 3-year term for the Board of Appeals. Please submit letters of interest to the City Clerk at jwojciechowski@sunburypa.org.

Diversity, Equity and Inclusion Multicultural Food Truck & BBQ Event at the John O. Long Field on Saturday, August 26, 2023, starting at 12:00 p.m.

Employee Flu Clinic will be held at City Hall in the 1st Floor Conference Room on October 10, 2023, from 9:00a.m. to 12:00p.m. It will be open to the public, just need to notify the office by September 30th. Contact Jeff Wojciechowski for more information.

**Next City Council Meeting will be held at City Hall on August 28, 2023, 6:15pm**

**PUBLIC COMMENT**

Slade Shreck wanted to remind everyone that Riverfest is this weekend.

Deborah Betz asked how much the previous administrative clerk made and how much the new administrative clerk will make. She also asked how much a transcription program would cost. There was also a discussion regarding the waived fees for the Shikellamy Stadium Permits.

Patricia Hackman wanted to suggest, going forward, to setting a procedure for these types of requests regarding waiving fees.

Victoria Rosancrans discussed the deer in the park. Asked who the right to know officer was. Asked about the ATV ordinance. Wanted to know how permits were issued.

Lindie Lloyd voiced her concern about the money used from the Economic Development Fund.

Victoria Rosancrans got up to explain that is the chair’s duty to track the funds coming in and going out of the accounts.

Deborah Betz got up and brought up the conversation between Mayor Brosious and Shikellamy’s Superintendent, Jason Bendel regarding the waived permit fees.

Tammy Koonsman stated that she is officially done doing business in the City of Sunbury on August 25th. There was a discussion between her and Joel regarding her Certificate of Occupancy and other permits that were required and not acquired for her new location of Litte Addy’s at 314 Market Street.

There being to further business, the meeting was adjourned at 7:37 p.m.

Respectfully submitted,

Robyn Garinger

Administrative Assistant