CITY COUNCIL

Sunbury PA 17801

August 26, 2024

6:15 p.m.

**An Executive Meeting was held prior to tonight’s meeting to discuss personnel.**

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:

James R. Eister, Director of Parks & Recreation

John Barnhart III, Director of Public Safety

Nathan Savidge, Director of Finance

Lisa Martina, Director of Public Works

Other City officials in attendance:

Jeffrey Wojciechowski, City Clerk

Ronald Rupp, Fire Chief

Derrick Backer, City Administrator

Mike Thomas, City Engineer

Visitors present: 18

**Public Comment on Agenda Items**

N/A

**Additions to the Agenda**

Mayor Brosious made a motion to add the following items to the agenda:

City Hall Phase 2 Agreement for $9,000.00

Community Blueprint Funds

Councilman Eister seconded the motion; all were in favor.

**First Baptist Rev B Stormwater**

Mike Thomas stated that the First Baptist Church is looking to pave the lot where the building fell. The Municipal Authority has no issue with the minor increase. They met all the requirements for a waiver of stormwater management. It’s not a land development plan, it’s a drainage plan. Mayor Brosious made a motion to grant the Stormwater Management Waiver. Councilman Savidge seconded the motion; all were in favor.

**CDBG Project Selection and Award**

Jamie Shrawder stated that the CDBG Grant for 2024 is $308,529.00. Tonight, the city needs to take action and select the 2024 Projects which would be CDBG Administration at $50,000.00 and Susquehanna Avenue Stormwater and Sewer Separation Phase 2 at $258,529.00. Councilman Eister made the motion to approve the CDBG Administration at $50,000.00 and Susquehanna Avenue Stormwater and Sewer Separation Phase 2 at $258,529.00 for the 2024 Project Selection. Mayor Brosious seconded the motion; all were in favor.

**City Hall Improvements Bidding/Administration Phase**

Jamie Shrawder got a proposal from Marotta/Main for the Bidding Phase and Construction Administration Phase of the City Hall Improvements Project for $9,000.00. Mayor Brosious made a motion to approve the agreement. Councilman Barnhart seconded the motion; all were in favor.

**Sunbury PSA FFY 2023**

The final item Jamie Shrawder had was the 2023 Professional Service Agreement for the CDBG Program with SEDA-COG for $50,000.00. Mayor Brosious made a motion to approve the 2023 PSA for the CDBG Program with SEDA-COG in the amount of $50,000.00. Councilwoman Martina seconded the motion; all were in favor.

**OLD BUSINESS**

**Letter of Interest H.A.R.B.**

Councilman Barnhart stated they received a letter of interest from Cody McCollum to fill the empty H.A.R.B. seat. Councilman made a motion to accept his letter and appoint him to the Historical Architectural Review Board. Mayor Brosious seconded the motion; all were in favor.

**New Business**

**Community Blueprint Funds**

Mayor Brosious explained that the funds are going to Sunbury Revitalization, Inc. to show our support for when they have their meetings and gatherings. Mayor Brosious made a motion to grant SRI the Community Blueprint Funds in the Amount of $3,000.00 from Economic Development from the Treasurer. Councilman Savidge seconded the motion; all were in favor.

**Employee Theft Limit insurance from $250,000 to $300,000 for RACP**

Derrick Backer stated, according to the Office of the Budget for the RACP we are the applicant for, specifically for Fresh Roasted Coffee, we need to increase our Employee Theft Limit Insurance from $250,000 to $300,00. He spoke with Purdy Insurance Agency, and they said that would increase the premium $116.00 for the remainder of our policy which is 2 more years. In order to release any funding to Fresh Roasted Coffee through the RACP, we need to increase this insurance policy. Mayor Brosious asked if we will be getting reimbursed from them since our premiums are going up for handling the funds. Derrick will check the Cooperation Agreement, but it is something we can ask Fresh Roasted Coffee to do. Mayor Brosious made the motion to increase the Employee Theft Insurance to $300,000 and any cost incurred from this point on with this project through the RACP of Fresh Roasted Coffee, they reimburse the city for the increases. Councilman Eister seconded the motion; all were in favor with the exception of Councilman Savidge who voted no.

**Promotion of Cheryl Delsite to Code Logistics Officer, Pay Rate $19.00/Hour, FT**

Councilman Barnhart made a motion the promote Cheryl Delsite to the role of Code Logistics Officer, who will be working with the police on code issues, to full time status and a pay increase to $19.00 an hour starting immediately. Mayor Brosious seconded the motion; all were in favor.

**Hiring of Joseph Stutzman Code Officer, Pay Rate $12.00/Hour, PT**

Councilman Barnhart made a motion to hire Joseph Stutzman as a part time Code Officer with a pay rate of $12.00 an hour. Councilwoman Martina asked if he had money in the budget for new hires. Councilman Barnhart stated that he and Jeff Wojciechowski went over the budget for the remainder of this year and next year and the budget is sustainable. Councilwoman Martina seconded the motion; all were in favor with the exception of Mayor Brosious who abstained.

**Hiring of Robert Hauck Code Officer, Pay Rate $16.00/Hour, FT**

Councilman Barnhart made a motion to hire Robert Hauck as a full time Code Officer with a pay rate of $16.00 an hour starting the Tuesday after Labor Day. Mayor Brosious seconded the motion; all were in favor.

**City of Sunbury Utility Structure Ordinance**

Councilman Barnhart made a motion to approve the ordinance amending the uniform construction code by requiring code compliance and exemptions for utility and miscellaneous use structures. Mayor Brosious seconded the motion; all were in favor.

**Second Reading Chapter 172-112 Zoning Fee Ordinance Revision**

Councilman Barnhart would like to make a motion to approve the seconded reading of Chapter 172-112 Zoning Fee Ordinance Revision. Mayor Brosious seconded the motion; all were in favor.

**Fee Schedule Revision**

Councilman Barnhart made a motion to approve the revision of the fee schedule. Mayor Brosious explained that we had to revise the fees because NEIC is now taking over the Zoning, Planning and Health Inspections for the Code Office. Derrick Backer added that the fee schedule revisions were sent to NEIC to look over and agreed the changes were good. Mayor Brosious seconded the motion; all were in favor.

**Network Assessment**

Mayor Brosious discussed this at the previous council meeting. InnoTek sent an invoice for the Network Assessment stating the cost and want the assessment will entail. This will allow InnoTek to meet with all supervisors and discuss their needs and will then let us know what we will need to operate our computers. Mayor Brosious spoke with Treasurer Kevin Troup, and we do have the funds to cover this through Fiber Optic. The cost is $1,995.00. Mayor Brosious made a motion to have the Network Assessment completed through InnoTek. Councilman Eister seconded the motion; all were in favor.

**SWEEP Supply Purchase Approval**

Councilman Eister had a quote from YBC in the amount of $2321.15 for materials for the SWEEP Program. Councilman Eister made a motion to approve the purchase of materials. Mayor Brosious seconded the motion; all were in favor.

**Date for City Property Sale**

Councilman Eister stated the date of the action for the sale of city properties will be on Monday, October 28th in the council chambers before the council meeting. Attorney Joel Wiest is going to calculate how much time he will need to complete the auction, and we will advertise the date, time and location in the paper. Councilman Eister made a motion to schedule the date for the sale of city properties on Monday, October 28, 2024, with the time to be announced. Mayor Brosious seconded the motion; all were in favor.

**Release of Line of Credit No. 411159147**

Councilman Savidge made a motion to accept the release of the Line of Credit No. 411159147. It was an active line of credit that the city used, and we no longer have a need for it. We have a letter from Northumberland National Bank allowing us to release the line of credit. Councilman Eister seconded the motion; all were in favor with the exception of Councilwoman Martina due to that fact that she used to work at Northumberland National Bank.

**Approval of Abstract/Vouchers for GF $104,175.00, LF $1,270.97, Private Grants $6,729.18, Payroll $81,592.87**

Councilman Savidge made a motion to pay the above bills. Mayor Brosious seconded the motion; all were in favor.

**DISCUSSION**

**Boat Launch Lights**

Mayor Brosious asked Councilman Eister about when the boat launch lights will be fixed. Councilman Eister said that Dan Saxton will be up in the bucket truck this week.

**Sandwich Boards**

Mayor Brosious wanted an update on what we are doing about Sandwich Boards in Cameron Park. Steve Welker talked with a director from PennDOT, and she said in our district it is not permitted. They have a 50 ft right away on Market Street in the Park. Per PennDOT, there are no signs aloud in the right of way unless they are traffic signs. As far as in front of their business, Steve does not see it being a problem of putting out a sandwich board during hours of business along the sidewalk as long as it doesn’t impede traffic and there is 5 ft width of clearance.

**Rave Notification System**

Jeff Wojciechowski stated that the Rave Notification System is up and running. All public records from the water company have been set up in the system. We are going to be putting in the newspaper, Facebook, and website a way to sign up through the app and choose preferences on what notifications you would like to receive.

**Rental Permit Requirements**

Mayor Brosious spoke with officials in the city and suggested check boxes stating the homeowner has done the required background checks. There will be a draft done up for council to vote on at a later date. Councilman Eister stated that a list of cites and services for free background checks should be sent to all landlords.

**Abstracts and Vouchers Amendment**

Councilman Savidge stated he needed to amend his motion for the approval of abstracts and vouchers to also include payroll #17 as presented on August 16th, there was 2 payrolls, and he only mentioned #18. Councilman Savidge made a motion to approve all abstracts and vouchers including payroll #17. Mayor Brosious seconded the motion; all were in favor.

**ANNOUNCEMENTS**

-Accepting Letters of Interest for 1 open spot on H.A.R.B. (Historical Architectural Review Board), Must be a Licensed Contractor

-Accepting Letters of interest for 7 open spots (5 Active & 2 Alternates) on the Nuisance Abatement Board of Appeals (1 City Executive, 1 City Councilperson, 1 Police Officer, 2 Business Owners & 2 Sunbury Citizens)

-Arts & Curiosities Fest at Stroh Alley on September 14th

-Tire & Metal Recycling Event at James R. Eister Youth and Community Center on September 14th from 9am-12pm - No TV’s or Dishwashers. Tire proceeds go to Sunbury Skatepark, Metal Donations go to 6th grade Shikellamy student Alec Litchard

-Lake Augusta Wine & Brew Festival at Merle Phillips Park on September 20th

**Next City Council Meeting will be held at City Hall on September 9, 2024, at 6:15p.m.**

**PUBLIC COMMENT**

Caroline McGlinn expressed her concerns on the rental background checks. Mayor Brosious explained the process. She asked if landlords would need to ask for tenants’ permission to disclose the information on the background check. Mayor Brosious explained that we discuss everything with Attorney Wiest to make sure what we are asking is legal.

Gary Bingaman expressed his concern for the reckless endangerment to people and public property that was held as a memorial for a young man that had passed away. He called the police multiple times with no resolution. Chief Bremigen stated that the incident was handled, and it will be handled with an arrest. Mr. Bingaman also wanted to know why the city plows everyone’s cars in. Steve Welked stated that he does not have a choice. The city does not have the manpower to remove the snow from all the streets.

Scott Schaeffer expressed his concern on lack of police work in regard to his brother’s accident. On October 3, 2023, he was run over at the crosswalks on Market Street. There was further discussion with Chief Bremigen about the situation.

There being no further business, the meeting was adjourned at 7:14 p.m.

Respectfully submitted,

Robyn Garinger

Administrative Assistant