

January 7, 2008

The re-organization meeting of the Cleona Borough Council was held on the above date with Mayor John Hartman presiding. The meeting was called to order with the Pledge of Allegiance and the Lord's Prayer. Members attending were Eric Notter, Richard Fields, Keith Fernsler, Cindy Bowman-Condor, Harold Bowman, Larry Minnich and Mike Peiffer. Also attending were Borough Manager Kerry L Rohland and Solicitor Fred Wolf.

NOMINATION AND ELECTION OF OFFICERS – Mayor John Hartman

Richard Fields nominated Eric Notter for President. No other nominations were received. A motion was made by Richard Fields, second by Mike Peiffer to elect Eric Notter as President of Borough Council. Motion carried.

Keith Fernsler nominated himself for Vice President. No other nominations were received. A motion was made by Keith Fernsler, second by Mike Peiffer to elect Keith Fernsler as Vice President of Borough Council. Motion carried.

The meeting was turned over to President Eric Notter.

Eric Notter appointed the following Council Members to the following Departments:

Property – Keith Fernsler	Finance – Larry Minnich
Highway – Harold Bowman	Park & Recreation – Mike Peiffer
Safety – Cindy Bowman-Condor	Code Enforcement – Richard Fields
EMA Director – Mayor John Hartman	

Borough Manager Minutes were presented for December 3, 2007. A motion was made by Keith Fernsler, second by Mike Peiffer to approve the Borough Manager's minutes for December 3, 2007. Motion carried.

The Treasurer's report was presented for December 2007. A motion was made by Keith Fernsler seconded by Cindy Bowman-Condor to approve the Treasurer's report for December 2007. Motion carried.

TAX COLLECTOR YEAR END REPORT - Eleanor Snavelly

Eleanor Snavelly gave the 2007 year end report. Eleanor asked to be exonerated from the 2007 Real Estate and Per Capita Tax. **A motion was made by Mike Peiffer, second by Cindy Bowman-Condor to exonerate Eleanor Snavelly from the Real Estate and Per Capita tax for 2007. Motion carried.**

Before Eric Notter turned the floor over to the Fire Chief, Eric expressed his appreciation for all the Fire Company does for the Borough, especially for the events that happen in December. Council members were in agreement.

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FIRE COMPANY CHIEF'S REPORT – Doug Hartman

Doug announced that he was elected to Fire Chief for 2008. Also elected were Gary Reist as Chief Engineer and Amy Hartman as President for 2008.

Fire Company meeting dates has been changed to the last Tuesday of the month.

There were a total of 44 calls in December; 17 within the Borough. Total man hours for all operations during December were 563.51 hours.

Doug gave a report of the events of December 16th and December 17th (Ice Storm).

Doug presented the Fire Company 2007 yearend reports for calls, type calls, calls by municipality, and response time.

Clayton Garrett of 237 East Maple Street wanted to thank the Fire Company for their assistance during the ice storm. Mr. Garrett presented a donation to the Fire Company in appreciation for what they did for him.

FIRE COMPANY PRESIDENT - Amy Hartman

Amy submitted the yearend budget report to Larry Minnich.

Fund Drive has raised approximately \$10,000. This is a gross amount.

Fire Company has received a state grant in the amount \$20,400 (approximately).

2008 Budget will be presented for approval by the membership in January. When approved the 2008 Budget will be submitted to council.

Fire Company meetings last Tuesday of the month with the Board of Directors meeting start at 6:45 pm, regular meeting starting at 7:30 pm.

POLICE DEPARTMENT – Mayor Hartman

A copy of the Police Department Report is attached to the Minutes for December 2007.

Mayor Hartman also expressed his gratitude for the efforts of the Fire Company during the Ice Storm. Mayor Hartman stated he declared a state of emergency at 1:30 pm on December 16th. Mayor left state of emergency on until 10:00 am the next morning. Mayor further explained the purpose of declaring a state of emergency.

Mayor reported the police department received a grant from Homeland Security in excess of \$ 8,000. Allow the police to submit reports from the cruisers instead of having to come back to the office.

CITIZEN'S COMMENTS

Gene Montgomery of 28 West Penn Avenue stated that according to Borough Code, Section 1142, the duties of the Borough Manager should be regulated by ordinance. Gene's understanding that Kerry Rohland, Borough Manager has been working in 2007 without a job description. Eric Notter acknowledged that is correct. When Kerry was hired, it was with the understanding that a job description would be developed. A time table will be developed to address the issue of the Borough Manager's job description.

BOROUGH MANAGER REPORT - Kerry Rohland

The conversion to Quickbooks was started in December with all the vendors for both the Sewer Authority and Borough being entered. A chart of accounts was submitted for Bill Oyster, Auditor, to review. We are trying to finalize bank accounts for yearend so we can enter them into Quickbooks to start cutting checks out of Quickbooks.

Two people from Faren, Garcia, and Garman, PC (Auditors) were in to do a walk through and do some preliminary audits.

Kerry attended a meeting with Lebanon County EIT, where preliminary numbers were released showing that Cleona Borough received over \$ 160,000 in overpayments since 2004. The immediate impact would be that our 2008 Earned Income Tax Budget might be overstated by approximately \$16,000. At another meeting with Lebanon County EIT, discussions were started on getting municipal representation on the Board of Lebanon County EIT.

Because of the lost of Earned Income Tax, our beginning balance for the New Year is lower than last year. Plus the replacing of Earned Income Tax with Real Estate Taxes (receive later in the year), the Sewer Authority was approached on January 2, 2008 to lend us money to carry us through until the Real Estate Taxes come through. The Sewer Authority approved the lending of the money based on terms and Resolutions passed.

Yearly Audit by Faren, Garcia, and Garman is scheduled to be done on February 12, 13, and 14, 2008.

After the ice storm, I received numerous calls from residence about limb pick-up. Surrounding municipalities provide this service to their residents.

Liquid Fuels will be reimbursed on a monthly basis instead of yearly.

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A motion was made by Richard Fields, seconded Keith Fernsler to appoint the following:

Byran Hoffman, Sewer Authority - 2012
Patrick Haley, Alternate Zoning Hearing Board - 2011
Mike Peiffer, Park and Recreation Commission – 2011
Gil Condor, GLRA Representative

Motion carried.

There is a vacancy on the Planning Commission which will be appointed later.

PROPERTY DEPARTMENT – Keith Fernsler:

Council instructed Kerry to give roof contract a written notice on the roof project. There are penalty provisions in the contract.

FINANCE DEPARTMENT – Larry Minnich:

No report

HIGHWAY DEPARTMENT – Harold Bowman:

Cindy mentioned about the MPO for the Route 422 corridor. Two traffic signals in the Borough are included in the project at no cost to the Borough.

RECREATION DEPARTMENT – Mike Peiffer:

The DCNR grant is close to being finished with only the closing inspection to do. There is one more payment to be made to Martin Paving.

Ken Fox has resigned his position on the Park and Recreation Committee. A new person will be presented to council at the next meeting.

Mowing contracts were reviewed for the Borough. Richard Fields mentioned that Fred Siebecker would be interested in bidding the work. Due to budget cuts the number of mowings at the playground will be capped at 27 mowings. Richard Fields will contact Fred Siebecker about bidding for the mowing.

SAFETY DEPARTMENT – Cindy Bowman-Condor:

Newsletter is scheduled to be sent out by the end of March. Information should be sent to Cindy no later than the end of February.

Disaster planning meeting is scheduled for Thursday, January 17th.

CODE ENFORCEMENT – Richard Fields:

Richard Fields is license for animal control. Richard Fields expressed a concern about cats in the Borough.

Richard Fields will get with Kerry and Keith about the Property Maintenance Code.

SOLICITOR'S REPORT – Fred Wolf:

Fred summarized his information on the progress of Lebanon County EIT and municipalities' representation. Request was made for the Lebanon EIT Board not to make major decisions until the municipalities have representation.

NEW BUSINESS

Ordinance No. 280 – Establishing a stop sign at the Intersection on East Pine Street and Laurel Alley was presented to Council for review and consideration.

After review by Council, Council tabled Ordinance No. 280 establishing a stop sign at the intersection on East Pine Street and Laurel Alley.

UNFINISHED BUSINESS

Ordinance No. 279 – PSAB Master Retirement trust and joinder agreement known as the Borough of Cleona Police Pension Plan was presented to Council for review and consideration.

After review by Council, a motion was made by Richard Fields to adopt Ordinance No. 279, PSAB Master Retirement trust and joinder agreement known as the Borough of Cleona Police Pension Plan, second by Mike Peiffer. Ordinance No. 277 was adopted by Council.

A motion was made by Keith Fernsler and second by Mike Peiffer, to pay the bills for the month of December 2007. Motion Carried

Meeting Adjourned 9:33 PM

Respectively Submitted
Kerry L Rohland
Borough Manager

February 4, 2008

The regular meeting of the Cleona Borough Council was held on the above date with President Eric Notter presiding. The meeting was called to order with the Pledge of Allegiance and the Lord's Prayer. Members attending were Richard Fields, Keith Fernsler, Cal Boyer, Larry Minnich and Mike Peiffer. Also attending were Borough Manager Kerry L Rohland, and Solicitor Fred Wolf.

Borough Manager Minutes were presented for January 2008. **A motion was made by Keith Fernsler, second by Mike Peiffer to approve the Borough Manager's minutes for January 2008. Motion carried.**

The Treasurer's report was presented for January 2008. **A motion was made by Mike Peiffer seconded by Keith Fernsler to approve the Treasurer's report for January 2008. Motion carried.**

Kerry presented a new detail financial report by fund with Quickbooks. Also provided was projected Accounts Payable report. Kerry projected that the Earned Income Tax would be off from last year by \$ 15,000 (Last Year \$55,000 vs. Projected \$40,000). Kerry will attempt to budget revenues by month to give a better indicator of revenue flows.

FIRE COMPANY CHIEF'S REPORT – Doug Hartman

There were a total of 12 incidents in January; 1 within the Borough. Total man hours for all operations during January were 193.32 hours.

Doug requested permission to place a signs at the corner of Penn Avenue and Center, and a sign in front of Borough Hall. **Council granted permission.**

FIRE COMPANY PRESIDENT - Amy Hartman

Amy submitted the Yearend Report for the Fire Company and a Summary of Entire Year. The entire year was within \$450 of budget. A report for the Fire Company Relief Association from the Auditor General was sent directly to the Borough. Cited for a few items which were purchased during the year were not on the list (minor).

The 2008 Budget will be submitted next month.

The amount left in the Ladies Auxiliary account was under \$100.00. This was left to cover any additional expenses and will be closed once all expenses are satisfied.

POLICE DEPARTMENT – Keith Fernsler read in absence of Mayor

A copy of the Police Department Report is attached to the Minutes for November 2008.

CITIZEN'S COMMENTS

No Citizen Comments

BOROUGH MANAGER REPORT - Kerry Rohland

Kerry attended a Lebanon County EIT meeting in January. Nancy Moran announced that June 30th would be the end of her contract. An advertisement was prepared for her position and a personnel committee of 6 people (3 School District and 3 municipal). Nancy Moran is putting out a RFP for an independent auditor to review 2006 numbers.

Gable has two more days remaining to complete the installation of the roof. Decking under the old roof is very good with no replacement required.

A water leak was reported on Lincoln Street. The water company was out that evening to repair. The patch on the hole was plowed open. The water company responded and repaired the damage.

Annville Township has contacted us to see if we could partner on different items. Bulk pick-up might be on of those items. A meeting will be scheduled for February.

Faren, auditor, will be performing the year end audit on February 12, 13 and 14.

Kerry handed out the State Ethics Commission Statement of Financial Interests forms for the council members to complete. They are due May 1st.

PROPERTY DEPARTMENT – Keith Fernsler

Keith proposed a key system where keys would be numbered to assist on keeping track of who has what keys. Copying policy was limited only to Kerry.

FINANCE DEPARTMENT – Larry Minich

Larry has been in contact with Cindy. Timelines will be reviewed with Cindy. Larry will also contact Kerry.

Larry shared a discussion he had with Fred Wolf about the Lebanon County EIT. Larry has reservation with the Lebanon County EIT ability to track information accurately.

Finance continued,

Because of this he expressed concern on their ability to come back and ask the Borough to pay back those monies which they say we owe. Larry suggested looking into investing on legal council to defend our position. Larry suggested that an elected official (council member) should be considered as the Borough's representative for the EIT board.

HIGHWAY DEPARTMENT – Harold Bowman

One event for the month was an Ice event, which the salt truck was called out. The weather has been good.

Kerry and Harold will be checking the streets for repairs for the coming year. A plan will be developed where to start.

RECREATION DEPARTMENT – Mike Peiffer:

He is waiting for local resident to supply his bid for the mowing. Mike has also looked at Greenskeepers proposal for possible changes.

Mike contacted the Soccer club, Baseball, and Softball about taking over the maintenance of the field. Mike is also looking into cutting back the mowing (every two weeks) on the ball fields after the baseball season.

DCNR grant is coming to the end. There are some areas that need mulching. The DCNR representative is requesting that the areas around the construction area be stabilized. This requires seeding and germination of the seed.

Ken Fox was approved by the Park and Recreation Board for the maintenance position.

SAFETY DEPARTMENT – Cindy Bowman-Condor Absent

Information was given to Kerry. Disaster plan is scheduled to be done by April. Newsletter is information due by the end of February. Next disaster meeting is the second Thursday of March.

CODE ENFORCEMENT – Richard Fields

Richard Fields contacted Chris Miller about the International Property Maintenance Code for the Borough. Chris needs to be sworn in as code enforcement officer for Cleona. Richard will contact Mayor Hartman and asked him to swear Chris in as code enforcement officer.

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Code Enforcement continued,

Fred Wolf explained that Chris is working for us through inter-municipality agreement. A Notice of Violation needs to be prepared and sent to the owner. If the owner does not comply, then a citation is written.

SOLICITOR'S REPORT – Fred Wolf:

Fred gave update on County Planning. We are waiting for County Planning to finish the Land and Sub-division for the County. Lebanon County will not be finished until June. Council decided to wait until Lebanon County is complete with their update. Fred will ask Julie to provide the information on the Borough and to review at our May meeting.

NEW BUSINESS

Resolution No. 08-0204 a tax anticipated Loan from the Sewer Authority for the first half of 2008. Fred researched the legality of this type of loan. Code and certificate for tax anticipated was provided to council. Kerry announced the amount the anticipated tax of \$226,529. Fred opened the floor for any questions. There were no questions. A copy will be provided to the Department of Community and Economic Development.

After review by Council, Fred presented Resolution No 08-0204 a tax anticipated Loan from the Sewer Authority for the first half of 2008 to the Council. A motion was made by Mike Peiffer, seconded by Keith Fernsler to adopt Resolution No 08-0204. Resolution No 08-0204 was adopted by Council.

Fred presented a preliminary Ordinance to create the office of Cleona Borough Manager. Fred reviewed the ordinance. Fred will review and back out items discussed. Council is to review the Ordinance and bring back any suggestions. This does not replace a job description and does not define the compensation. These are done separate from the Ordinance.

UNFINISHED BUSINESS

There was no unfinished business.

Council went into executive session at 8:40 PM

Council went into regular session at 8:50 PM

A motion was made by Richard Fields and second by Keith Fernsler, to accept Eric Notter's resignation on February 4, 2008 Motion Carried.

Kerry was directed by council to advertise the council seat opening in two consecutive weeks. A letter of interest is to be provided by interested parties by February 22. A special meeting to be held on February 25 at 7:00 PM will be advertised with the council

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seat opening. The purpose of the meeting is to review letter of interest. The appointment of the seat will occur at our regular March Meeting, March 3rd at 7:00 PM.

A motion was made by Richard Fields and second by Keith Fernsler, to pay the bills for the month of January 2008. Motion Carried

Meeting Adjourned 9:06 PM

Respectively Submitted

Kerry L Rohland

Borough Manager

March 3, 2008

The regular meeting of the Cleona Borough Council was held on the above date with President Keith Fernsler presiding. The meeting was called to order with the Pledge of Allegiance and the Lord's Prayer. Members attending were Richard Fields, Harold Bowman, Cindy Bowman-Condor, Larry Minnich, Steve Harclerode (appointed), and Mike Peiffer. Also attending were Mayor John Hartman, Borough Manager Kerry L Rohland, and Solicitor Fred Wolf.

**Appointment of Vacant Council Seat was done by roll call. Results were as follows:
Steve Harclerode (3) - Richard Fields, Larry Minnich, Mike Peiffer**

Gene Montgomery (3) – Harold Bowman, Cindy Bowman-Condor, Keith Fernsler

Cal Boyer – No Votes

Mayor John Hartman cast the tie breaking vote to Steve Harclerode. The Oath of Office was done by Mayor John Hartman.

Nomination and appointment for Council President was as follows:

Keith Fernsler (4) – Larry Minnich, Mike Peiffer, Cindy Bowman-Condor, Steve Harclerode

Harold Bowman (2) – Richard Fields, Harold Bowman

Nomination and appointment for Council Vice President was as follows:

Harold Bowman (5) – Richard Fields, Mike Peiffer, Cindy Bowman-Condor, Steve Harclerode, Keith Fernsler

Mike Peiffer (2) – Larry Minnich, Harold Bowman

Steve Harclerode was given the Property Seat

Borough Manager Minutes were presented for February 2008. **A motion was made by Mike Peiffer, second by Harold Bowman to approve the Borough Manager's minutes for February 2008. Motion carried.**

The Treasurer's report was presented for February 2008. **A motion was made by Richard Fields, seconded by Larry Minnich to approve the Treasurer's report for February 2008. Motion carried.**

Kerry has been reimbursing the electric cost for traffic signals and street lights from the Liquid Fuel (Highway) Fund to the General Fund. This is to improve the cash flow for the General Fund.

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Kerry pointed out the bill from Gable for the roof. The roof is completed except for two items: the skylight and the hole at the scupper.

Kerry reviewed all the reporting: A/P projection, Actual vs. budget for all funds, and check details.

FIRE COMPANY CHIEF'S REPORT – Doug Hartman

There were a total of 35 incidents in February. Total man hours for all operations during January were 656.14 hours. Average turnout; 5 members.

Doug requested copies of the fuel receipts from the beginning of the year.

Fred Wolf advised Doug of pending legislation to benefit Volunteer Fire by giving them a \$ 400 credit towards Local Earned Income.

Cindy Bowman-Condor shared the award she received at the Fire Company's award banquet. Award was for the Borough's outstanding support.

FIRE COMPANY PRESIDENT - Amy Hartman

Amy submitted a summary of the Fire Company Budget along with a handwritten copy of a breakdown of every expense paid during January and February. There will be a transfer of \$10,000 from the Apparatus Fund to the General Fund to cover current expenses.

Mauree Gingrich will be meeting with the Fire Company on March 4th at 6:30 PM to review House Bills 1131, 1133, and 1134. House Bill 1133 refers to the Boroughs providing emergency services for its residents including adequate funding.

POLICE DEPARTMENT – Keith Fernsler read in absence of Mayor

A copy of the Police Department Report is attached to the Minutes for February 2008.

A Tip was received from North Cornwall about kids going to spray paint vehicles in the Northwest section of Cleona. The police were assigned, but nothing panned out.

CITIZEN'S COMMENTS

Gene Montgomery, of 28 West Penn Avenue, questioned why he received two e-mails from then President Eric Notter about the finance chair being open. Larry Minnich responded that he had expressed his concern about the time requirement of the Finance Chair especially regarding the Lebanon EIT situation. He would evaluate the situation as events occur, but at this time Larry is willing to make the commitment.

BOROUGH MANAGER REPORT - Kerry Rohland

Yearend audit with Faren went very well. They were here for two days. Some additional information will be provided later (vacation and sick leave balances)

Furnace was serviced on the property with new thermostats installed in the Police and District Justice Office to address a conflict problem (heat/cooling). The old thermostat from the District Justice Office was installed in the council and office area to replace the thermostat in disrepair.

A meeting is scheduled with Annville Township this Wednesday at 3:00PM to see if there are items we could partner together. Example would be going with Annville on salt for snow removal.

Hoaster & Gebbard approached us about interest in bidding on Borough insurance. Council approved to get bids. Fred Wolf recommended possibly getting a bid from Zinns also.

Sewer Authority software was upgraded with some changes to field assignments for address information. Some adjustments had to be made to accommodate these changes.

Kerry announced that Lani Lauffer, office assistant hired in through Tempforce was in the audience. Kerry shared that Lani is doing a good job and provides some insight on presenting a more professional image with paperwork. Lani would be interested in the year round position.

PROPERTY DEPARTMENT – Keith Fernsler

Keith pointed out that most was covered by Kerry.

FINANCE DEPARTMENT – Larry Minnich

Larry has contacted Cindy. Various Timelines were reviewed with Cindy.

Larry contacted Kerry about the financial position of the Borough and was pleased to hear that we did not have to exercise the loan with the Authority.

Larry reserved comments on EIT until later presentation by Fred Wolf.

Because of the \$ 35,000 negative variance, Harold Bowman questioned the year to date financial performance of the Borough. Kerry shared the variance is partially due to comparing actual to the total budget. Expenses will be monitored by each department.

HIGHWAY DEPARTMENT – Harold Bowman

Harold gave an overview of snow removal activities for February. There were two events.

Harold mentioned there were potholes throughout the Borough to be addressed. Also other areas, Borough parking lot and cracks in streets which will need to be assessed and addressed.

Amy Hartman asked why the Fire Company driveways were not cleared during the last storms. It was determined it was an oversight where contracted vendors thought the property maintenance person was going to clear with snow blower. Discussion between contractors and maintenance person will occur to address this concern.

RECREATION DEPARTMENT – Mike Peiffer

Things are quiet at the playground.

A community “Clean Up” day is scheduled for April 26th. The Park and Rec Board had decided years ago that the fund raiser would be done every other year. The off year would ask for community support to help clean up the playground.

Mike announced that Denise Kramer will be back as playground director with a tentative start date to open the playground of June 9th. The first movie night would be June 9th.

A meeting is tentatively scheduled for the first Wednesday of April with the Sewer Authority to review bike rack proposal.

SAFETY DEPARTMENT – Cindy Bowman-Condor

Disaster planning is almost complete. Once completed an exercise would need to be performed.

Next meeting will be Thursday, March 13th, with the First Aid and Safety Patrol bringing their mobile command center.

Newsletter will be done by March 15th to go out by the end of month.

Cindy presented and reviewed a list of her expectations for the Fire Company and Police Department. Further discussion occurred. Cindy will contact the Mayor to review her expectations, request and suggestions.

CODE ENFORCEMENT – Richard Fields

Richard Fields has been in contacted Chris Miller about the International Property Maintenance Code for the Borough. Chris needs to be sworn in as Code Enforcement Officer for Cleona. Richard will contact Mayor Hartman and ask him to swear Chris in as Code Enforcement Officer.

Richard has made arrangements to ride with the Chief and the Mayor to inspect properties throughout the Borough.

A Notice of Violation was sent to Chris Miller for his approval. Lani has been typing up the reports. Once Chris Miller approves the notices, they will be sent to the property owners.

PA State Association of Boroughs (PSAB) is having their spring legislative conference. Richard asked for approval by council to pay for the registration of \$160. Council approved.

Richard recommended council members to attend the next Dauphin-Lebanon County Borough Association. In the past he has found these very rewarding.

SOLICITOR'S REPORT – Fred Wolf

Fred presented a resolution regarding the police pension. The state is proposing to consolidate the police pensions into the State Retirement Fund. PSAB position is to keep control under the individual boroughs. **Resolution 08-03-03 in support of keeping the police pension under the borough's control was presented for adoption. A motion was made by Harold Bowman to adopt Resolution 08-03-03, second by Richard Fields. Motion was passed.**

Fred gave an update with the Lebanon County EIT. The main issue is municipal equal representation on the board. The EIT board will be voting at the next meeting. Municipality managers are looking into other alternatives.

Larry shared his concern with the article about South Londonderry possibly jumping ship. His concern was the additional cost being absorbed by the remaining municipalities. Another concern is the ability of EIT to verify their numbers.

Fred Wolf presented the report from Lebanon County Planning on proposed ordinance changes to be copied by Kerry for council review. Fred will schedule Lebanon County to attend councils May or June meeting.

Fred produced a report from 2000 by a management consulting service for review.

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NEW BUSINESS

Keith asked council members to provide Kerry with agenda items before hand.

Ordinances tabled in the past should be reviewed.

UNFINISHED BUSINESS

Fred presented a draft copy of the ordinance to create the position of Borough Manager for council review. A preliminary review was done by council. A schedule was developed where suggestions would be turned into Fred by March 12th. A final draft would be provided by Fred on March 14th. The advertisement would be run on March 19th or 20th.

A motion was made by Richard Fields and second by Cindy Bowman-Condor, to pay the bills for the month of February 2008. Motion Carried

Meeting Adjourned 9:38 PM

Respectively Submitted
Kerry L Rohland
Borough Manager

April 7, 2008

The regular meeting of the Cleona Borough Council was held on the above date with President Keith Fernsler presiding. The meeting was called to order with the Pledge of Allegiance and the Lord's Prayer. Members attending were Richard Fields, Harold Bowman, Cindy Bowman-Condor, Larry Minnich, Steve Harclerode, and Mike Peiffer. Also attending were Mayor John Hartman, Borough Manager Kerry L Rohland, and Solicitor Fred Wolf.

Borough Manager Minutes were presented for March 2008. **A motion was made by Harold Bowman; second by Mike Peiffer to approve the Borough Manager's minutes for March 2008. Motion carried.**

The Treasurer's report was presented for March 2008. **A motion was made by Richard Fields, seconded by Larry Minnich to approve the Treasurer's report for March 2008. Motion carried.**

On the Receipts Report, the State Grant Recycle money of \$ 8,095 was received. This is compared to \$ 4,300.00 received last year. Real Estate Taxes of \$ 28,000 reflects the interim payments Eleanor Snavely has been turning into us on a weekly basis (A change from prior years).

Kerry also provided the following reports: check register, A/P Aging report, and cash flow report for each fund.

FIRE COMPANY CHIEF'S REPORT – Amy Hartman (in Doug's absence)

There were a total of 25 incidents in March 2008, 10 were in the Borough. Total man hours for all operations during March were 381.07 hours. Average turnout: 5 members.

Amy provided detail reporting for the month of March.

FIRE COMPANY PRESIDENT - Amy Hartman

Amy read and submitted the treasurer's report for the Fire Company.

Fire Company investments showed a decrease due to volatile markets. They are investigating other avenues for investing. Commerce Bank approached the Fire Company about non-profit accounts which are more secure.

The Chaplin has developed a program lasting six weeks with meetings being held on Wednesday evenings.

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Fire Company President continued

The Bologna Stumpers are here on May 3rd and 4th. This is a fund raiser for the Fire Company. Fire Company will be selling food throughout the day. Any money the Bologna Stumpers make will be given to the Fire Company.

Mauree Gingrich met with the Fire Company on House Bill 1133.

PRESIDENT COMMENTS – Keith Fernsler

Keith discussed the development of a 5 year plan, which would start now. The numbers (receipts, expenses, and capital expenditures) for each department would be presented at our June Council meeting. Larry Minnich would consolidate the numbers for the July meeting.

Keith proposed a citizen forum to be held at the playground in July or August. Council, Police Department, Fire Department, and Sewer Authority would all be present. This would give residents a chance to ask questions and provide ideas.

Keith suggested council explore alternative ways to produce income for the Borough.

Keith mentioned the possibility of the following: Municipal Contracted Waste Pick-up and re-opening the basement as a club for the Fire Company by allowing the sale of alcohol. Arthur Brown of 420 East Maple asked if there would be any savings to the residents. Keith explained that some of our preliminary findings with Annville Township suggest that the residents would see a decrease in cost.

Keith appointed Cindy Bowman-Condor as Deputy EMA Director so she can attend classes for Safety.

Keith asked for a nomination for President Pro-Temp. The President Pro-Temp of Council would assume the chair if both the President and Vice President of Council are absent.

Larry Minnich nominated Mike Peiffer

Harold Bowman nominated Cindy Bowman-Condor

Roll Call Vote was taken:

Larry Minnich – Mike

Mike Peiffer – Cindy

Harold Bowman – Cindy

Steve Harclerode – Cindy

Cindy Bowman-Condor – Mike

Keith Fernsler – Mike

Richard Fields – Mike

Mike Peiffer was appointed President Pro-Temp 4 votes to 3

POLICE DEPARTMENT – Mayor John Hartman

A copy of the Police Department Report is attached to the Minutes for February 2008.

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Police Department continued

Sergeant Rager and Officer Bartal completed training on the Enron Speed Timing Device. Annville Township currently has this device on loan and will be sharing with Cleona next week.

PUBLIC HEARING

At 7:30 pm the public hearing on Ordinance No. 281 creating the office of Borough Manager began. Solicitor Marc Hess announced the following:

1. The Ordinance and public meeting was advertised as required and the proof of publication has been made a part of the record of the proceedings. A copy was made available at the Borough Hall Monday through Friday from 8:00 am to 4:30 pm.
2. Ordinance 281 is entitled an ordinance of Cleona Borough creating the office of Cleona Borough Manager, providing for the appointment, removal and qualifications of said office. Fixing the amount of bond and method of compensation, and setting the powers and duties of said office.
3. A summary of the ordinance was given.

Marc Hess opened the floor to the public for questions and comments on the Ordinance 281.

Don Hople of 285 South Christian Street asked for clarification on the statement of managing the affairs of the Borough. Marc Hess referred to Section 6 other powers and duties of the ordinance.

Ordinance 281 was presented for adoption. Upon motion duly made by Harold Bowman and second by Steve Harclerode Ordinance 281 was approved and adopted by Borough Council.

CITIZEN'S COMMENTS

Don Hople of 285 South Christian Street expressed concern with the small, family operated trash hauling being competitive with the larger national hauler. His concern is the larger hauler could eliminate the competition and later drive prices up when negotiating future contracts. Keith emphasized we are at the very preliminary stages and appreciated Don's input.

Arthur Brown of 420 East Maple Street expressed his appreciation for the new arrangement of the tables. Because of the new setup it is easier to hear everyone on council.

Larry Beam of 120 West Penn Avenue asked "is the purpose for the 5 year plan to see what tax increases are in the future or ways to decrease same". Also expressed concern that land owners are feeling the increases and if there are personal taxes assessed. Keith Fernsler explained the purpose of the 5 year plan is to give us an idea where we are heading and give residents the opportunity to see the numbers as they are developed. Keith also stated that personal taxes are assessed through the Local Services Taxes (people working in Borough) and Earned Income Tax (percentage of residents earnings).

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BOROUGH MANAGER REPORT - Kerry Rohland

Kerry shared Harold Bowman and he had met with Rex Moore, Annville Township Commissioner, to explore other services Annville Township could provide to the Borough. Last year leaf clean-up was done by them. The cost of leaf clean-up was under the previous years. The street sweeping will be provided by them this year. Other discussions were: Bulk Pick-up and purchase of salt. (Annville buys on State Contract).

Kerry will follow-up on the municipal contracted trash pick-up with Keith Kreamer to see their experience on pros and cons.

Annville Township was out to repair potholes throughout the Borough. A map with pothole locations was given to them.

Newsletter was picked up from the printer today. Goal is to get them in the mail by Tuesday, April 8th in the afternoon or Wednesday, April 9th.

Kerry received a draft copy of the 2007 audit. Final copy will be presented at next meeting.

At the Municipal Managers Meeting, an outside firm (Centax) gave a presentation on collecting Earned Income Tax. All avenues are being explored.

Kerry attended the PSAB Spring Conference. Topics covered were: Sunshine Act, Open Records, Municipal Bidding, and insights on ways to influence legislator's decisions. Conference also provided an opportunity to network with other municipalities.

PROPERTY DEPARTMENT – Steve Harclerode

Meeting was scheduled Wednesday, April 9th with Pat Brewer to review estimated given by him on repairs from roof damage.

Steve talked with Kerry about remaining insurance monies being held. There are some additional funds to be released by the insurance company.

Steve has one estimate from Bowmans to replace furnace. Steve would like to get at least two other viewpoints.

Steve is looking into supplying a small riding mower to mow the Borough Hall. Steve asked if the Fire Company would assist in mowing the lawn. Amy agreed to assist if the equipment was provided.

FINANCE DEPARTMENT – Larry Minnich

Larry explained that the Borough had not borrowed any money as of April.

Larry reviewed information given to him by Cindy. This is to gain an understanding of specifically the Real Estate Transfer Tax.

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Finance Department continued

Larry explained that a decision will have to be made eventually about the Earned Income Tax, but believes there are too many unanswered questions. Larry believes we must take into account the other stakeholders in the Lebanon EIT.

Larry shared some thoughts on ways to generate revenue for the Borough including the selling of alcohol for restaurants (i.e. Olive Garden). He also shared the possibility of rezoning the 422 corridor in Cleona as commercial. The input of residents is important.

HIGHWAY DEPARTMENT – Harold Bowman

Harold shared that due to the mild winter, there were savings in snow removal.

At the Annville meeting, Harold asked if they would be interested in doing the Boroughs' snow removal.

Current contracts run out this year for snow removal. The contract verbiage will be reviewed to go out on bid. Bids will be open to everybody.

Harold asked residents to assist in identifying potholes and other concerns on streets.

RECREATION DEPARTMENT – Mike Peiffer

Every other year the Park and Recreation Board have a community clean-up day on April 26th starting at 8:00 am. This is done so the residents are not asked to contribute to fund raiser every year.

Mike and Jim O'Connor met with the Sewer Authority about a Bicycle rack to be donated by the Authority in memory of John Habecker.

Residents contacted Mike about clearing the tennis courts to play roller hockey. The courts were cleared and post cut to accommodate this request.

Mike announced that Greenskeeper was selected again this year to perform the grounds maintenance. Greenskeeper pricing includes all the trimming on the property.

Martin's was out today to finish up there work on the trail to the play area. The only other item left on the project is to plant grass seed to stabilized areas around trail.

Fogleman will be called to chip brush soon after the April 26th clean-up

DEPARTMENT – Cindy Bowman-Condor

Cindy said newsletter is done.

No disaster planning meeting for this month. Next meeting will be May 8th. After this meeting an exercise of disaster plan will be scheduled with Lebanon EMA.

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CODE ENFORCEMENT – Richard Fields

Chris Miller has been out due to surgery. He will be in next week and a time was scheduled to swear him in as code enforcement officer.

Richard will go out next week with the Chief and the Mayor to inspect the Borough.

SOLICITOR'S REPORT – Marc Hess

Notes supplied by Fred Wolf were reviewed.

Lebanon County Planning will be coming to our next meeting.

NEW BUSINESS

A thank you letter was received by Ken Umberger, thanking us for the use of the council chamber for AARP drivers' education.

Dauphin-Lebanon County Borough Association is having a meeting on April 29th.

Keith announced he had the GLRA minutes for last month.

OTHER BUSINESS

A motion was made by Richard Fields and second by Larry Minnich, to pay the bills for the month of March 2008. Motion Carried

Meeting Adjourned 8:30 PM

Respectively Submitted

Kerry L Rohland

Borough Manager

May 05, 2008

The regular meeting of the Cleona Borough Council was held on the above date with President Keith Fernsler presiding. The meeting was called to order with the Pledge of Allegiance and the Lord's Prayer. Members attending were Richard Fields, Harold Bowman, Cindy Bowman-Condor, Larry Minnich, Steve Harclerode, and Mike Peiffer. Also attending were Mayor John Hartman, Borough Manager Kerry L Rohland, and Solicitor Fred Wolf.

Borough Manager Minutes were presented for April 2008. **A motion was made by Harold Bowman, second by Steve Harclerode to approve the Borough Manager's minutes for April 2008. Motion carried.**

The Treasurer's report was presented for April 2008. **A motion was made by Cindy Bowman-Condor, seconded by Mike Peiffer to approve the Treasurer's report for April 2008. Motion carried**

The Borough received its yearly Liquid Fuel money (PennDot) of \$ 47,025.92.

Kerry provide council a check detail report, A/P aging report, and detailed report of revenue's and expenditures (Actual vs. Budget) for each fund.

FIRE COMPANY CHIEF'S REPORT – Doug Hartman

No report for this month.

FIRE COMPANY PRESIDENT - Amy Hartman

Amy read and submitted the treasurer's report for the Fire Company.

Amy reported the Bologna Stumpers were in town on May 3rd and 4th. The Fire Company sold food at this event. Turnout was good, The Fire Company showed a loss on food sales, but will get the proceeds from the Bologna Stumpers sometime in June.

Amy requested a copy of the Borough Manager's and maintenance position's job description. Kerry will provide a copy to Amy.

POLICE DEPARTMENT – Mayor John Hartman

A copy of the Police Department Report is attached to the Minutes for May 2008.

The Mayor asked that council consider selling the Old Glock Pistols. This could bring in approximately \$ 500. Fred will check with the District Attorney's office.

Cleona Borough Council Minutes

May 5th, 2008

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Police Department continued:

Harold questioned about other equipment stored in the basement (i.e. bicycles), if these could be sold. Mayor responded; in the past the bicycles would be given to the Marines for Christmas presents.

CITIZEN'S COMMENTS

General comments were made about putting the pistols out on auction. Also a question was raised about background checks on the purchaser of the pistols if they were sold.

BOROUGH MANAGER REPORT - Kerry Rohland

Kerry gave an update on the Municipal Waste Study. Current price the Borough would be charged is \$ 66.25 per ton with a \$ 6.00 rebate per ton. On GLRA's minutes and report, the Municipal waste tonnage reported for Cleona in 2006 was approximately 1,400 tons with 2007 being approximately 1,500 tons. Commercial properties contract on their own with rental properties being charged a quarterly price per unit. The Borough Discussion Group has been discussing different methods of charging for additional bags. Kerry will get prices from the current haulers and see how they compare to prices under this study. Initial findings with other municipalities are the expense to the residents to have gone down under a municipal agreement. Because of the rebate, municipalities have been able to support/supplement other recycle programs (i.e. Green waste and Bulk pick-up).

Lebanon EIT Executive Committee and School Districts have approved municipal representation. Don Umberger, South Annville Township, proposed for each municipality within the Annville-Cleona School District to select a representative for a selection committee. Fred Wolf shared that Council would have to adopt an ordinance to approve the signing of the inter-municipal agreement. The inter-municipal agreement would state the selection process of the representative (i.e. rotation by population). The inter-municipal agreement should include language that the representative vote is non-binding to the municipality. Fred has received a copy of the Errors and Omission Insurance Policy. This would protect the representative and alternate from the municipalities. In the ordinance or inter-municipal agreement there will be language the representative or alternate can vote on Lebanon EIT items, but can not bind the municipality without the municipality voting on those decisions. Larry Minnich will represent the Cleona Borough on the selection.

Kerry is going to attend a meeting on May 7th at 7:00 am to listen to options for the collection of the Earned Income Tax. Three private collection agencies and Lancaster EIT will give presentations on what they have to offer.

International Property Maintenance Code documents are ready to be sent to the property owners. **Council appointed an Appeals Board as follow: Gene Montgomery 3 year term, Les Powell 2 year term, and Harold Schwalm 1 year term. Harold Bowman made the motion, second by Mike Peiffer to appoint the above. Motion Passed.**

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Borough Manager Report continued:

Senator Folmer will be having a round table discussion on May 15th, 7:00 pm at Lebanon HACC. Topics to be discussed are Legislation on EIT, Police Pensions and the Chesapeake Bay Initiative.

Kerry asked for clarification on Ordinance 233, Abandon Vehicles, regarding definition and time frame allowed for Licenses businesses. The police department has identified vehicles owners in violation of this ordinance and is in the process of sending courtesy letters to these owners. Council will review Ordinance for discussion at the June Council meeting.

Kerry read a letter from the Concerned Citizens Group.

Valorie Bowman of 19 S. Grant Street has asked for clarification of Municipal Trash and Abandoned Vehicles.

Gerald Speece of 17 West Liberty reported he has a neighbor who blocks the alley with a parked vehicle. Mayor Hartman will have the police check into this.

PROPERTY DEPARTMENT – Steve Harclerode

Steve has received two (2) estimates for replacement of curb and driveways on the property. Steve indicated there is an 18” concrete gutter along the curb.

Two proposals have been received on the furnace.

Two proposals have been received for the interior painting of the property caused by the roof leaking.

Steve thanked the Fire Department for their assistance on the mowing of the property.

FINANCE DEPARTMENT – Larry Minnich

Larry asked Amy Hartman if there is a spokesperson for the Concerned Citizen Group. Amy said no one has stepped forward at this time. Larry asked if there was any discussion on he rezoning and Liquor Sales. Amy stated there was general discussion. Larry requested more citizens to attend council meeting to give direct feedback to the elected officials. Larry welcomes feedback from the community especially on the current issues (rezoning and Liquor Sales). Rezoning will be done by Public Hearing. Sale of Liquor will be done by referendum.

HIGHWAY DEPARTMENT – Harold Bowman

Kerry and I met with Hackman Paving, identifying 14 areas to be repaired and the paving of East Pine Street (Elizabeth to Laurel Alley). To save some money, only the base coat will be applied. Harold's 5 year plan is to have the whole Borough resurfaced.

Harold will check with Josh Bressler and his group about the painting of the curbs during this summer.

Goal will be to have the street signs installed by the end of summer.

RECREATION DEPARTMENT – Mike Peiffer

Last Saturday was Community Clean-up Day. Mike reported that 38 people (23 Adults, 15 Kids) responded to the Community Clean-up Day.

Mike would have work at the Park for Josh Bressler and his group.

All the work is completed for the DCNR Grant. Mike is waiting for the final inspection to be completed.

The playground director (Denise Kramer) will start June 9th with the following hours:
Monday, Tuesday, Wednesday and Friday – 9:00 am to 12:00 noon
Thursday – 5:00 pm to 8:30 pm.

June 9th also will be the first movie night.

Fogleman was out today to chip the brush from Clean-up Day.

Fred Seibecker of 117 East Maple Street asked the procedure for the awarding of mowing contracts. Fred had submitted a bid for the mowing which was 15% less than the amount awarded. Mike explained in the past that the current vendor was the only one who submitted a bid. The Park and Recreation Board have been satisfied with the performance. To help beautify the Park, the current contractor had installed an island planting at no charge. There was a breakdown in communication in the process. It was determined that the proper procedure was not followed on awarding this contract, making the current contract invalid. **Harold Bowman made a motion, second by Richard Fields to withdrawal the current contract with Greenskeeper. Motion passed.**

Mike presented the two bids: Greenskeeper \$288 per mowing and Fred Seibecker \$ 265 per mowing. Both include the trimming and weeding. **A motion was made by Mike Peiffer, second by Harold Bowman to award the mowing contract to Fred Seibecker based on the amending of the letter to reflect that the trimming is included in his price. Motion Passed.**

DEPARTMENT – Cindy Bowman-Condor

Cindy stated there will be one more meeting to complete the disaster plan for the Borough. Cindy will e-mail dates for the end of May.

CODE ENFORCEMENT – Richard Fields

Mayor Hartman and I went to twenty properties with two written notices given.

Larry Minnich asked for clarification between Lebanon County Planning and Chris Miller's responsibility. Fred responded by stating that Lebanon County Planning's responsibility is for zoning issues. Chris Miller, as Cleona Boroughs' Code Enforcement, is responsible for the International Property Maintenance Code.

SOLICITOR'S REPORT – Fred Wolf

Fred said there is legislation for grants to reimburse 25% of municipalities cost for enforcement of the International Property Maintenance Code.

There is some debate on prevailing wage on paving. L&I should be contacted to get a ruling on whether the prevailing wage applies to current paving.

Lebanon County Planning was not able to attend the meeting to go over zoning language and changes.

David Tshudy, representing the Lebanon Valley Economic Development Corp (LVEDC), asked council to consider the changing of an approximate 11 acre lot north of the railroad tracts. Interest has been expressed on this lot, but zoning has been an issue. Council stated that storm water management must be re-visited to consider this proposal. Dave will send a copy of the original ordinance as presented 18 months ago.

A special meeting was scheduled on May 21st, 7:00 pm to review the sample ordinance and Lebanon County Planning's review of amending current zoning. The meeting will be advertised. This is only a review.

OTHER BUSINESS

A motion was made by Harold Bowman and second by Larry Minnich, to pay the bills for the month of April 2008. Motion Carried

Meeting Adjourned at 9:40 pm

Respectively Submitted
Kerry L Rohland
Borough Manager

May 21, 2008

The special meeting of the Cleona Borough Council was held on the above date with President Keith Fernsler presiding. The meeting was called to order. Members attending were Richard Fields, Cindy Bowman-Condor, Steve Harclerode, Larry Minnich and Mike Peiffer. Also attending were Solicitor Fred Wolf and Borough Manager Kerry L Rohland.

Zoning Ordinance Amendments Lebanon County Planning

Julie Cheyney, Lebanon County Planning, provided each council member with updated zoning ordinances amendments. Julie proceeded to review a letter dated September 10, 2007, listing the items Julie needed to complete to update Cleona Borough Zoning Ordinance Amendments. Julie focused on the hi-lighted items (changed) from the previous copy provided. After discussion by council, Julie recommended that council would review and give her or Fred Wolf any additional input.

Lebanon Valley Economic Development Corporation Ordinance Proposal.

David Tshudy presented and reviewed correspondences (Dated 2007) from Reilly, Wolfson, Sheffey, Schrum and Lundberg LLP. In the information was a sample ordinance to rezone 11.2 acres north of the railroad tracks and bordering Northern Lebanon Township. The Cleona Borough Tract is a portion of a larger tract known as Hanford Business Park. David Tshudy asked council to consider adopting this rezoning with the following reasons:

1. Industrial District would coincide with Northern Lebanon Twp tract and would make the whole tract more attractive.
2. Cleona Borough ordinance does not provide for an Industrial District. State Law would require the Borough to provide an Industrial Zone.
3. Cleona Borough could put conditional uses on this tract providing some control on what businesses would be allowed. This would go before council instead of the Zoning Hearing Board.
4. The tract already has a railroad spur which would be attractive for a perspective buyer.
5. Traffic would enter the tract from West Lebanon side and not the Borough.
6. Would increase the assessment of the tract, producing increase tax revenue.

David asked council to consider for adoption this year making the tract more marketable for perspective buyers.

Council's biggest concern is the water management issue. Since other parts of the tract located in North Lebanon Twp have been developed, Cleona Borough has been

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experiencing water problems. The developed tracts were DEP approved. Before consideration by council provisions would have to be made and studies done to rectify the situation. David Tshudy explained that the LVEDC wants to be a good neighbor to the Borough. By putting a conditional use on the tract, council would have final approval which would include an approved water management system. Council will take it under consideration and may include this with the other zoning ordinance amendments. David thanked council for their consideration on this matter.

Council decided, to save on cost, to tie Lebanon County Planning's recommended zoning amendments with the establishment of the Industrial Zoning District. Draft copy will be presented to council at the June 2 meeting.

Citizen's Comments

Cal Boyer of East Pine expressed concerns about rezoning the tract to Industrial. Questioned how a railroad siding got installed on an Agricultural tract. Cal also expressed concerns of repairs done by the City of Lebanon Water Company on East Pine between Lincoln and Pine Street. Will contact Jonathan Beers, Water Company, to review repairs.

Meeting Adjourned at 8:30 pm

Respectively Submitted

Kerry L Rohland
Borough Manager

June 25, 2008

A special meeting of the Cleona Borough Council was held on the above date with President Keith Fernsler presiding. Members attending were Richard Fields, Harold Bowman, Larry Minnich, Steve Harclerode, and Mike Peiffer. Also attending were Mayor John Hartman and Borough Manager Kerry L Rohland.

Four letters of intent were received from the following: Cal Boyer, Robert Hartman, Ellen Burke and Sebastian Valverde. Council received and reviewed a copy of each letter.

Each candidate was asked the following questions:

1. What makes you want to be on council?
2. What do you see as two of the problems we have?

Robert Hartman responses:

1. I am retired and would like to get involved in the community. There are some problems and could help to fix them.
2. Biggest problem is Budget and Spending. Bob has some ideas, but was not willing to share at this time. If he gets on council, he would be willing to share his ideas. He recommended that the layout of the financial reports should be changed.

Harold Bowman pointed out that Mr. Hartman has 40 years of experience in accounting.

Cal Boyer responses:

1. Straighten things out in the Borough.
2. Borough Finances is the biggest. Trimming the fat, there is a lot of wasted money

Ellen Burke responses:

1. I lived here all my life. I am concerned about the Borough. And believe I can help with some of the concerns I have heard.
2. Financial area and issues i.e. Getting rid of the police department and not being a dry community anymore.

Harold asked if Ellen had any ideas on some of the issues. Ellen responded that not off the top of her head. Believes by hearing the whole picture, she would hear both sides and be able to make a better informed decision.

Sebastian Valverde was not available for comment.

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Keith Fernsler stated the Borough Code requires us to fill a vacant council seat within 30 days of notice. Because of this, as stated in the advertisement, the vote to fill the seat will occur this evening.

A roll call vote was taken with the results as follows:

Richard Fields – Ellen Burke

Steve Harclerode – Ellen Burke

Harold Bowman – Robert Hartman

Keith Fernsler – Ellen Burke

Mike Peiffer – Ellen Burke

Larry Minnich – Ellen Burke

Ellen Burke was voted in to fill the vacant council seat.

Keith Fernsler announced that the public hearing for the ordinances will occur on August 4th.

Citizens Comments:

Mark Ditzler of Garfield Street asked for an explanation on the proposed Municipal Trash Pick-up. Keith Fernsler explained we are still in the process of generating preliminary numbers. If any additional information is provided at the July 7th meeting, we will forward that information to him.

Meeting Adjourned at 7:20 pm

Respectively Submitted

Kerry L Rohland

Borough Manager

July 7, 2008

The regular meeting of the Cleona Borough Council was held on the above date with President Keith Fernsler presiding. The meeting was called to order with the Pledge of Allegiance and the Lord's Prayer. Members attending were Richard Fields, Harold Bowman, Cindy Bowman-Condor, Larry Minnich, Steve Harclerode, and Mike Peiffer. Also attending were Mayor John Hartman, Borough Manager Kerry L Rohland, and Solicitor Fred Wolf.

Borough Manager Minutes were presented for June 2 and 25, 2008. **A motion was made by Mike Peiffer, second by Harold Bowman to approve the Borough Manager's minutes for June 2008. Motion carried.**

The Treasurer's report was presented for June 2008. **A motion was made by Harold Bowman seconded by Steve Harclerode to approve the Treasurer's report for June 2008. Motion carried.**

Discussion occurred on the Payroll and Related Payroll for the General Government. Further discussion occurred with the rate of Compensation of the Tax Collector. Kerry shared that other municipalities with a tax collector have gone from a percentage method to a flat fee of compensation.

FIRE COMPANY CHIEF'S REPORT – Andrew Raudensky for Doug Hartman

June report was submitted. There were 14 incidents in June with 4 being in the Borough. Total man hours for all operations in June were 483.61.

FIRE COMPANY PRESIDENT – Andrew Raudensky for Amy Hartman

Andrew submitted the June financial documents for the Fire Company and the Relief Association.

Andrew presented the following bills to council: Squad 8 Inspection \$2,080.92, Engine 8 inspection and work on pump \$3,435.77, Tires for Squad 8 and Engine 8 - \$4,395.60 with a total of \$9,911.37. Since the amount of the bills were unexpected by the Fire Company, Andrew asked council if the Borough would be in the position to pay these unexpected amounts. **A motion was made by Harold Bowman, second by Mike Peiffer to advance the Borough's budgeted fire company contribution to cover the current bills. Motion carried.**

Andrew mentioned that the fire company would probably need would still need the budgeted \$ 15,000 in addition to the monies to cover this repair. Harold Bowman asked that an item be place for future discussion on funding of the fire company.

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POLICE DEPARTMENT – Mayor John Hartman

A copy of the Police Department Report is attached to the Minutes for July 2008.

Officer Henning has completed the International Police Mountain Bike. Mayor Hartman pointed out that this could effect response time.

PRESIDENT’S COMMENTS – Keith Fernsler

Keith emphasized that going forward all contracts and grants will be presented to council with the council President signing all contracts.

Keith announced that Ellen Burke will fill the Safety Chair.

Keith reminded everybody of the July 26 Citizen Forum at the Playground. (Rain Date August 2). Kerry and Keith will produce and distribute flyers for this event. Food and drink will be offered at no cost to the Borough.

CITIZEN’S COMMENTS

Ali Firoozmand of 316 East Chestnut Street explained that a group of citizens called the Concern Citizens are meeting on a monthly basis. Ali announced that he was appointed by the group as their spokesperson. Ali read the mission statement of the group. “Concern Citizens of Cleona is a non-partisan group of Cleona residents who seek to improve their quality of life in Cleona by promoting citizens participation in community affairs.”

BOROUGH MANAGER REPORT - Kerry Rohland

Kerry gave an update on the three properties in violation of the International Property Maintenance Code. Kerry and Chris Miller meet with the owner of the Mill Street Property. The owner has been very cooperative and met initial deadlines. Kerry and Chris are proceeding in a positive manner. The owners of the other two properties (E. Maple and North Washington), did not sign for the certified mail that contained the Notice of Violation. The approach on the East Maple property will be to send a constable to deliver the Notice of Violation. On the North Washington property, the owner will be cited. Fred Wolf recommend going directly to the Court on the owner of the North Washington Street, because the courts can enforce those violations.

All the street name signs for Penn Ave. and the North side of Cleona have been installed by Annville Township. A schedule will be developed with Les Powell for installation on the South side. Stop signs will be replaced once all the street name signs are installed. Kerry commended Les Powell (a Borough resident) for the work he has done for the Borough.

Bids for the street paving and the snow removal will be advertised in July with awarding of bids occurring at the August meeting.

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Borough Manager continued:

Municipal Trash Hauling study is continuing with Lani trying identifying multi-unit properties. The cost analysis will continue after we get the total number of units.

July will be a busy month with the Sewer Authority quarterly billing will be stuffed in regular envelope with a notice of a rate increase. Normally the billing requires putting a stamp directly on the quarterly billing.

Harold Bowman asked how the curb painting has been going. Kerry responded that Ken Fox and Joshua Bressler are coordinating the painting. Mike and Kerry believe Joshua has more hours to complete his school project.

Fred reminded Kerry of the Supreme Court ruling on road work and the prevailing wage. Labor and Industry must be contacted to give a ruling if prevailing wage applies.

PROPERTY DEPARTMENT – Steve Harclerode

Steve reported he had efficiency test performed on the furnace. The burner tested at 83.5% efficiency. Steve received a recommendation to continue to the furnace for the next few years, but to run the domestic hot water through a 50 gal water heater. He received an estimate of \$950 to purchase and install a 50 gal water heater, plus the plumbing for the Fire Company's washing machine. Also included in this project is the demolition of one bathroom in the basement for the washer. This can be accomplished within Steve's property budget. Steve asked for Council approval. Since the amount is under \$ 4,000, council gave verbal approval.

FINANCE DEPARTMENT – Larry Minnich

Larry and Kerry will put the 5 year numbers into a spreadsheet for review. Almost all council members have turned in their 5 year plans.

Fred shared current status of the EIT. All proposals from outside collectors have been received and will be awarded at a special meeting in July. Borough council position is not to be part of the EIT board to reserve the right to challenge the over/under payment. There are still some opened questions to be answered by the EIT Bureau before council will consider being a part of the EIT board; the rate charged to collect EIT tax and the determination on the handling of the over/under distribution. Other consideration is the collection of real estate taxes for the Borough. Compensation rate of the tax collector must be set by February 2009.

Harold Bowman mentioned that he saw legislation being considered for a County wide tax collection. Fred confirmed this will probably be enacted.

Larry will try to present preliminary budget numbers for the August meeting.

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HIGHWAY DEPARTMENT – Harold Bowman

Harold and Kerry attended a meeting with Penn Dot on the 422 corridor. The lights at Center and Mill Street will be paid by Penn Dot. There will be some expense to the Borough, but numbers are still being generated by the engineers on the project.

Harold expressed his appreciation for the work being done by Kerry for the Highway department.

Harold reinforced receiving bids for road work at the August meeting.

RECREATION DEPARTMENT – Mike Peiffer

Mike announced that July 7th movie was cancelled. First times since 2002 that 4 nights have been cancelled due to weather. He movie schedule will be adjusted as follows: July 14th - 101 Dalmatians, July 21st - Mr. Magorium's Wonder Emporium, July 28th – Shrek 3 and possible Hoot on August 4th.

Mike reported that there has been record attendance at the day program, 25 to 30 kids. Parents have been helping out. Groups have been there during the day.

Mike also reported checks that were received from Cargill CHIPS program where employees can earn points and choose a charity to donate the money. The checks were as follows: Ken Fox - \$200, Chad Showers - \$ 40, Gene - \$150, and Frank \$50.

There have been a few bobbles with the mowing which are being worked through. Because of weather on Friday and the weekend, they were not able to get the property mowed for a group schedule on the weekend.

Mike reported zero vandalism at the playground.

DEPARTMENT – Ellen Burke

With Ellen being only appointed, Keith informed Ellen the meeting night, last Tuesday of the month, for the Fire Company. Also that Cindy was working on the Borough's Emergency Plan.

CODE ENFORCEMENT – Richard Fields

Richard reported that Chris continues to work with us on the IPMC code enforcement.

Richard has been out with the Mayor and Chief to inspect properties.

Mike asked who was responsibility is it to remove the weeds between the curb and streets. The Mayor expressed this would fall under the Highway Department. After further discussion, council determined that it is the Borough responsibility to rectify the

weeds since if left unattended they will break up the streets. Some monies were budgeted for weed control.

SOLICITOR'S REPORT – Fred Wolf

Fred reviewed the two Ordinances up for consideration for Public Hearing on September 8th. Ordinance 282 includes sections on truck parking on streets, truck restrictions on streets, repealing Section 703 Skates, Roller Blades, Skateboards, Coasters, Sleds and other toy vehicles, and amending the Discharge of Firearms. Ordinance 283 includes the upgrades to our zoning ordinances by Lebanon County Planning, rezoning of Agricultural District to Commercial District with conditional use, and rezoning of the 422 corridor to Neighborhood Commercial. Restaurants in the Neighborhood Commercial were changed to conditional use. Because of the zoning map changes there are additional requirements; posting of the property and notifying property owners within 100 feet of the zoning change. Julie Cheyney will do the postings and mailing of notices for the rezoning. Because of the anticipated attendance, the advertisement will have the location of the meeting as the Fire Company. Keith Fernsler asked if we have done enough of a study on this topic (Neighborhood Commercial). Council decided to continue to explore and get the public input. Because of council members on vacation and possible conflicts of interest, council decided on having the public hearing and voting on the ordinances at the September 8th meeting. The Cleona's Planning Commission should be contacted to get their comments on Neighborhood Commercial.

Harold Bowman expressed a concern on Ordinance 282, Chapter 6, part 3 – Discharge of firearms. His concern is the discharge of a high power rifle across the railroad tracks into the Borough. He suggested do we want to consider the use of shotgun.

Harold Bowman shared information he found regarding tractor trailers driving in the Borough streets. According to his source, the streets in Cleona should be able to accommodate the traffic of empty tractor trailers.

Mike asked the question about group home facilities as a use in the Neighborhood Commercial; do they need to be licensed? Fred expressed we could put in the conditional use as a licensed facility.

NEW BUSINESS

Richard Fields asked if anyone has checked with Representative Gingrich's Office about Grants. Kerry was not aware of any specific grants, but will check.

OTHER BUSINESS

A motion was made by Harold Bowman and second by Larry Minnich, to pay the bills for the month of June 2008. Motion Carried

Meeting Adjourned at 9:56 pm
Respectively Submitted
Kerry L Rohland
Borough Manager

August 11, 2008

The regular meeting of the Cleona Borough Council was held on the above date with President Keith Fernsler presiding. The meeting was called to order with the Pledge of Allegiance and the Lord's Prayer. Members attending were Richard Fields, Harold Bowman, Ellen Burke, and Steve Harclerode. Larry Minnich and Mike Peiffer were absent. Also attending were Mayor John Hartman, Borough Manager Kerry L Rohland, and Solicitor Fred Wolf.

Borough Manager Minutes were presented for July 2008. **A motion was made by Ellen Burke, second by Steve Harclerode to approve the Borough Manager's minutes for July 2008. Motion carried.**

Due to a timing difference in collection of LST, Kerry made council aware there would be a shortfall of \$11,000 for 2008.

Harold Bowman requested, the Unpaid Bills report include the General Ledger Account.

The Treasurer's report was presented for July 2008. **A motion was made by Harold Bowman seconded by Ellen Burke to approve the Treasurer's report for July 2008. Motion carried.**

FIRE COMPANY CHIEF'S REPORT – Doug Hartman

July report was submitted. There were 20 incidents in July with 5 being in the Borough. Total man hours for all operations in July were 687.25. Average turnout per incident was 5.

FIRE COMPANY PRESIDENT – Amy Hartman

Amy provided the financial reports for the Fire Company and the Fireman Relief Account.

Fire Company has continued to meet with their financial advisor. No funds are invested in the market at this time.

Fire Company had voted for Doug and Amy to attend the Neversink (Station 14) to propose whether or not talks will continue on a possible merger. They will request that a decision would be made in writing by September 15th.

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Annville Fire Company approached the Fire Company to start preliminary talks on possibilities of working together. Amy and Doug requested Nate to provide some time until a final decision would be by Neversink. Fire Company has not voted to move forward with Annville.

Grant money would be available to help with the process once the Municipalities and Fire Companies would be in agreement.

POLICE DEPARTMENT – Mayor John Hartman

A copy of the Police Department Report is attached to the Minutes for August 2008.

Chief Barry and Sergeant Rager attended the Chiefs of Police Conference held in Lancaster.

National Night Out went very well.

PRESIDENT'S COMMENTS – Keith Fernsler

Keith thanked the Fire Company, Sewer Authority, Police Department, and all others who participated in the citizens' forum. Keith would like to hold another one next year, but earlier in the year.

Keith requested the council members to submit a report prior to the meeting, similar to the Solicitor report.

CITIZEN'S COMMENTS

Louis DiAngelis of 17 West Penn Avenue asked the status of the sale of the police department old firearms. Fred Wolf report he had checked with the District Attorney and County Detectives. Different options were shared from selling to a license dealer to destroying the guns to eliminate the liability on the Borough. The decision is up to Borough Council as long as Borough Code is followed.

Sue Bowman of 3635 Tunnel Hill Road asked for an update on changes to the ordinance regarding the discharge of firearms (hunting) in the agricultural zoning. Harold Bowman shared he had a discussion with the Police Chief with the following recommendation: permission must be granted by the land owner, preference to shotguns, and when using center fired rifles, the Game Commission regulations would be followed. Fred Wolf will provide a copy to Sue.

Sebastian Valverde of 42 East Pine Street, Apt. #3, asked when the street signs for Liberty Alley will be installed. Kerry explained signs were not purchased for Liberty at this time. Once all the signs are installed, a list will be created on additional signs needed.

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Carl Bixler of 537 East Pine Street asked about the paving of East Pine. Harold answered that two bids were received to address repairs of streets throughout the Borough and the repaving of Pine Street. Carl was concerned that he might lose additional property if the width of the paving is 20 feet. Kerry shared that the width at Mr. Bixler property was bid at 16 feet wide. To make sure the street is laid properly Kerry initially contacted Matthew and Hockley to get a price to design the street (\$ 5,000 - \$ 6,000). Carl had expressed his concern about the east corner of his property.

Louis DiAngelis expressed his concern of the manhole cover behind his property being lower than the grade of the alley. Kerry will contact Les Powell to repair. Sewer Authority will absorb the cost for the riser.

BOROUGH MANAGER REPORT - Kerry Rohland

Two proposals, Hackman Paving and Handwerk, were received for the paving in Cleona. Hackman Paving was the low bidder \$ 49,350. Mr. Bixler expressed his concern about the amount of money being spent to pave an area which is lightly traveled. Fred Wolf expressed that at the time the subdivision plan was presented, council made a commitment to pave the street. Harold recommended proceeding with the road repair, get the engineering done, and put the Pine Street on hold till the spring. Kerry will check with Lebanon County Planning on what was approved at the time of sub-division.

A motion was made by Harold Bowman, second by Steve Harclerode to award the contract to Hackman, Paving for the road repair areas (\$25,620) pending Hackman produces a Performance Bond, Payment Bond, and Certificate of Insurance; plus Penn Dot approval for use of liquid fuel money. And the engineering study is done for Pine Street at a cost approximately of \$ 6,000 to \$7,000. Motion Passed.

Insurance Bids were reviewed from Bowman's Insurance (EMC) and Zinn's Insurance (Selective). The results as follows: Bowman's \$32,009, Zinn's Insurance \$26,683. Both insurance companies recommended PA Law 477 coverage.

A motion was made by Harold Bowman, second by Richard Fields to award the Borough Insurance to Zinn's Insurance including the PA Law 477 coverage for a total of \$ 28,925 because of the price difference and the rating. Motion Passed.

Issue of Tax Collector compensation was discussed. The County has offered to collect the real estate tax at 45 cents per bill plus postage and printing of invoices. Since Cleona has an elected tax collector and election is next year, the rate of compensation for the tax collector can be set if it is adopted before February 2009. Many municipalities have adopted flat rates for collection by their elected tax collectors. Harold Bowman said further discussion will occur and compensation resolved by October 2008.

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PROPERTY DEPARTMENT – Steve Harclerode

Fire Company Washer has been installed in the basement. There was a structural problem with the floor when the washer goes through the spin cycle. Possible solution is to mount the washer to the concrete floor.

FINANCE DEPARTMENT – Larry Minnich absent

No report

HIGHWAY DEPARTMENT – Harold Bowman

Items covered with the Bid of Road Repair.

RECREATION DEPARTMENT – Mike Peiffer absent.

No Report

DEPARTMENT – Ellen Burke

A motion was made by Ellen Burke, second by Harold Bowman to adopt Resolution No. 2008-0811 approving and adopting the Cleona Borough Emergency Plan Dated May 2008. Motion Passed.

Copies will be provided to the Mayor (Cleona EMA Coordinator), Safety Council Chair, Fire Company, Cleona Police Department, Lebanon EMA, President Council and one in the Borough Office.

Ellen had preliminary meetings with the Mayor, Chief of Police, Amy Hartman, and Doug Hartman.

Following up on the letter from Annville Fire Department, Ellen and Kerry would like to attend the meeting.

CODE ENFORCEMENT – Richard Fields

Richard stated that Chris Miller continues to work on the three properties in violation of International Property Maintenance Code.

Richard has been addressing residents on the following: Mowing of Grass, trash and other debris. Citations will be issued for residents not in compliance.

Dr. Morasco of 102 East Penn Avenue expressed concerns about trees meeting minimum height over streets in the Borough. He also expressed concern of the amount of leaves and other debris from trees which pose a safety hazard on the streets especially when wet.

Richard Fields will include the inspection of trees when he is out with the Mayor and Chief of Police.

Fire Chief Hartman had questions about the condition of the three properties under International Property Maintenance Code so he could record this information in the Fire Company.

SOLICITOR'S REPORT – Fred Wolf

A Solicitor Report was submitted.

A motion was made by Steve Harclerode, second by Harold Bowman to adopt the following:

1. Cleona is authorized to enter into a contract with the Earned Income Tax Bureau and Keystone for the collection of the Earned Income Taxes for a three (3) year term beginning in 2009, conditional upon the following:

- **The form and content of the Contract shall be approved by the Solicitor; and**
- **The charge shall be 1.4% of revenues collected; and**
- **The reports and payments shall be made directly to Cleona Borough, with no deductions except for the 1.4%; and**
- **No additional charges for this service shall be imposed by EIT to Cleona Borough.**

The President and Secretary are hereby authorized and directed to execute the Contract when approved by the Solicitor. Motion passed.

Fred asked council if there are any additional ordinances to be considered before they are advertised for public hearing. Sue Bowman's request for discharge of firearms for rodent control on her property was added. And the RV parking would be allowed in driveways for residents who do not have access to the back of their property.

Fred recommended that since the LVEDC has asked for a change in zoning, that they should incur some of the cost (50% or \$750) for advertising the ordinance.

Fred reviewed the history of the Cleona Cleaners property. Fred recommended processing this through the court to force the sale or cleanup.

A motion was made by Harold Bowman, second by Ellen Burke to proceed with the sale of the police department old firearms according to Borough Code. Motion passed.

Harold Bowman said the Concern Citizens group have times scheduled for anyone interested in becoming familiar with the new voting machines.

Since Cindy Bowman-Condor resigned, someone will have to put the fall newsletter together. Articles should be turned into the Borough Office by mid-September. Kerry will

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approach his daughter about putting the newsletter together until someone else is appointed.

OTHER BUSINESS

A motion was made by Steve Harclerode and second by Harold Bowman, to pay the bills for the month of July 2008. Motion Carried

Meeting Adjourned at 9:41 pm

Respectively Submitted

Kerry L Rohland

Borough Manager

September 8, 2008

The regular meeting of the Cleona Borough Council was held on the above date with President Keith Fernsler presiding. The meeting was called to order with the Pledge of Allegiance and the Lord's Prayer. Members attending were Richard Fields, Harold Bowman, Ellen Burke, Steve Harclerode, Larry Minnich and Mike Peiffer. Also attending were Mayor John Hartman, Borough Manager Kerry L Rohland, and Solicitor Fred Wolf.

Borough Manager Minutes were presented for August 2008. **A motion was made by Larry Minnich, second by Mike Peiffer to approve the Borough Manager's minutes for August 2008. Motion carried.**

The Treasurer's report was presented for August 2008. **A motion was made by Larry Minnich, seconded by Ellen Burke to approve the Treasurer's report for August 2008. Motion carried.**

Kerry and Larry Minnich reviewed the Budget Performance report, and they decided a projection should be done to the end of the year.

FIRE COMPANY CHIEF'S REPORT – Doug Hartman (absent)

No report. Two reports will be presented at the October Meeting.

FIRE COMPANY PRESIDENT – Amy Hartman

Amy provided the financial reports for last month of the Fire Company and the Fireman Relief Account.

Doug and Amy Hartman attended Station 14 (Neversink Fire Company, North Cornwall Township) September meeting and asked them if they want to pursue a possible merger. Doug and Amy requested Neversink to respond by September 15, 2008. Neversink has formed a committee and will be meeting with a consultant on September 9th.

Amy reported that a meeting was held with Station 5 (Annville Union Hose) on September 7th to start preliminary discussion on opportunities with Station 5. The meeting was very productive with Station 5 indicating they have the support of the Annville Township Supervisors to proceed. The Cleona Fire Company will proceed in a positive direction and consider this possible option.

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Fire Company continued.

A meeting will be scheduled with a non-partisan consultant, formerly from the DCED, who has experience with many consolidations (some in Lancaster County). Dates will be determined based on schedules of Kerry and Ellen.

Mike Peiffer asked if a merger would occur, if the fire companies would still maintain stations in each community. Amy responded that during initial talks all stations would remain open.

Harold Bowman asked based on Amy's response, if there would be a minimal financial impact with the merger. Amy responded that there would be a minimal financial impact, but by merging with another/other municipalities would increase the tax base to support the fire services plus the advantages of combining manpower.

There are State and Federal Grants available to assist on the legal cost for a merger, but before you apply all parties including the municipalities must commit to a merger.

POLICE DEPARTMENT – Mayor John Hartman

A copy of the Police Department Report is attached to the Minutes for August 2008.

Mayor reported that Sergeant Rager said Crime Watch will be sponsoring the Pretzel Drop on December 31, 2008. The hours for the event will be from 10:00 PM to 12:30 am. No details at this time.

Reported the Chief was in an accident with minor injuries (sore shoulder and mild concussion).

PRESIDENT'S COMMENTS – Keith Fernsler

A date was set, September 10th at 1:00 am, for Chip Schwalm and Keith to do a review of the Borough Manager. Information on the review will be brought back to the council at the October meeting.

Keith expressed his concern about the timeliness (delays) of the public hearing for the ordinance and the start of the budgeting process. Keith stated council has some tough decisions to make based on the preliminary expense projection through 2013. Keith would like the budget to be finalized by the November Council meeting so the citizens have time to review, with final approval at the December meeting.

CITIZEN'S COMMENTS

Paul Crum of 124 West Penn Avenue asked what the status is on Residential/Commercial along Penn Avenue. Keith responded that the public hearing for the Ordinance will be October 6th where the community will be given time to express their viewpoint. Paul was concerned about a commercial property next to his property.

Citizen Comments continued.

Larry Beam of 120 West Penn Avenue asked how much research was done on the Neighborhood/Commercial. Fred Wolf responded the purpose of this Ordinance is to get feedback from the community to see if this is feasible before an extensive study was done. Larry added from his viewpoint there are two parts to the problem. First residents who do not want commercial property which council has been working with Lebanon County Planning to take a close look at what type of business will be allowed. Secondly that along Route 422 (Penn Avenue) there are at least 15 businesses which are currently under a non-conforming use. Council is trying to balance these two issues.

Dan Geesaman property owner of 533 East Pine Street asked if curb permits were needed to install curbing along the soon to be paved Pine Street. Dan also asked if they are required to get a curb permit, why a council member was not required to do the same. Harold Bowman responded that the paving is ready to be done, except for some re-verification of the stakes. Permits are required in the Borough. Mr. Fields was the council member who did not obtain the curb permit. Mr. Fields was under the impression the contractor had obtained the permit. Mr. Fields will rectify the situation. Fred shared that the City of Lebanon provided a list of water pipes that needed to be replaced in Cleona and should be considered when paving.

Amy Hartman of 16 Walnut Mill Lane asked Keith for clarification if end of term was this year. Keith responded that his term runs through December 31, 2009. A person had approached Amy about the rental of the Pavilion, asking her if a person rents the pavilion do they rule who is allowed on the playground. Mike said this is the second incident where a person renting the playground tried to dictate the playground use. The Park and Recreation Board are voting this Wednesday on clarification on the rules and regulations for rentals.

Carl Bixler of 537 East Pine Street asked for clarification on the setback for a shed, is it 5 feet or not? Keith said this would be voted for at October meeting.

Dan Geesaman property owner of 533 East Pine explained to council that he had incurred additional cost of \$200.00 because of Pine Street being blocked for an hour and a half. Asked who is responsible and where the bill should be sent to? Frank Dienno of 523 East Maple Street expressed his concern of Dan's heavy trucks traveling West on Pine Street to Elizabeth Street. Mr. Dienno stated he blocked Pine due to safety issues. Discussion continued with a meeting scheduled with the parties the next day at 10:00 am.

BOROUGH MANAGER REPORT - Kerry Rohland

Lani Lauffer, office clerk has been out since August 15th due to surgery. She will be out at least until January 1, 2009. Alice Graby, who filled in earlier in the year, was available for assignment through Temp Force.

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Borough Manager continued.

No new updates on the feasibility study on Contracted Municipal Waste Pick-up. Next step would be obtaining the number of apartments in Cleona for the study. Each apartment would represent one unit for calculating rates.

Kerry shared information he gathered from other municipalities (Annville Twp and Myerstown) who have tax collectors. Annville Township has approximately 1,700 Real Estate bills, no per capita, and pays their tax collector/Treasurer \$ 3,100. Myerstown has approximately 1,056 Real Estate Bills, 2,100 per capita bills, and pays their tax collector \$6,000. Cleona has approximately 884 Real Estate bills, 1,600 per capita bills. Council will take this under consideration with a decision made at our October meeting.

To fulfill the Borough's commitment/agreement with Mr. Dienno to pave Spring Alley/Pine Street, **A motion was made by Harold Bowman, second by Mike Peiffer to fund and award to Hackman Paving, Inc., Project Area 1 and Project Area 2 on the original bid with the change of Project 1 from 16ft width to 20 ft width according to Lebanon County Planning, pending Hackman produces a Performance Bond, Payment Bond, and Certificate of Insurance. Motion Passed.** Total project including engineering cost will be \$55,565.

Follow-up on the sale of the police firearms was presented. Kerry contacted the Agency of Alcohol, Tobacco, and Firearms on the proper procedure to sell police firearms. Firearms must be sold to a license dealer. Kerry also contacted the PA State Police to check on provisions made for troopers to purchase their firearms. Firearms are put out on bid with license dealers, with a clause that any trooper has the right of first refusal at the price the State would receive for the firearm. All firearms are bought by the lower bidder from the State with individual transactions, by the troopers, run through the license dealer. Kerry also contacted local license dealers to get approximate market value of the firearms. Based on the findings, **a motion was made by Harold Bowman, second by Steve Harclerode to sell the 9mm Glocks to Shirks. Motion passed.**

PROPERTY DEPARTMENT – Steve Harclerode

No report for this month.

FINANCE DEPARTMENT – Larry Minnich

Larry reviewed the budget package provided to each of the council member. Larry focused on the 2009 budget worksheets. The preliminary total of 2009 budgeted expenses compared to 2008 budget is increasing by \$ 40,000, which would be approximately 2.5 mill increase. Because of savings in insurance and other line items, council may be able to lower the amount of mileage increase. Larry asked each of the council members to review the 2009 expenditures.

Finance Department Continued

A projection for the remainder of 2008 will be provided by Larry and Kerry for the next meeting.

Larry recommended looking at ways to generate additional revenue. Example would be a rental property permit similar to the City of Lebanon. There would be some cost (periodic inspection) with this.

Kerry asked each council member to review the 2008 balances for each department and provide feedback for the projection.

Keith Fernsler asked to determine the amount of reserves needed.

HIGHWAY DEPARTMENT – Harold Bowman

Harold has been checking with Senator Folmer about grants available for major street repair.

RECREATION DEPARTMENT – Mike Peiffer

Mike announced the Fall Festival will be held at the Park on October 11th from 4:00 pm to 9:00 pm.

Mike requested permission of council to put the Fall Festival Sign up at the bank. **A motion was made by Mike Peiffer, second by Harold Bowman to put up the Fall Festival sign at the bank. Motion passed.**

Mike requested the following items for the Fall Festival: Police Officer on property, Amy or Doug Hartman for costume contest, Burn Permit, and the Fire Company Squad Truck for lighting.

The day program at the Park had record numbers (Average - 30 to 35 Kids & Adults) for the year.

Mike thanked the police department for coverage on movie nights.

SAFETY DEPARTMENT – Ellen Burke

Ellen asked permission to form a group to look into the Borough's option for Fire services. With talks of mergers, Ellen is concern that council is not prepared or fully understands the cost and other ramifications. This is not to be viewed as a negative to the Fire Company, but a fact finding from the Borough perspective.

Safety Department continued

Amy Hartman, President of the Fire Company, expressed concern of a separate committee when the Fire Company is dealing with non-partisan parties and some of those answers could be obtained during their meetings. Amy emphasized the Fire Companies commitment to communicating with council.

Both Ellen and Harold emphasized council has a responsible to view it from the municipal point of view. Council has a responsibility to the community to make a well informed financial decision.

Keith Fernsler will check with PSAB (PA State Association of Boroughs) on participation of a resident in a council committee. Ellen Burke, Keith Fernsler, Kerry Rohland and a resident will be on the committee.

Larry Beam of 120 West Penn Avenue inquired in regard to safety, do we have street signs for the alleys. Kerry answered we have signs for Union Alley and once all the current signs are installed, a list will be created for additional signs.

CODE ENFORCEMENT – Richard Fields

Richard continues to work with Mayor Jack and Chief Barry on addressing code issues throughout the Borough.

Richard asked if the Humane Society could bill us on a Quarterly Basis. This would help with their cash flow. Approval was given.

Chris Miller continues to work on the three properties in violation of International Property Maintenance Code. Kerry stated work has started on 18 East Maple Street.

SOLICITOR'S REPORT – Fred Wolf

A Solicitor Report was submitted.

Fred presented to Council for their consideration for adoption Resolution 08-0908, Hazard Mitigation Plan for the County. Brian Burke from LEMA stated this Mitigation Plan is to meet State and Federal Guidelines. This is due into PEMA September 11th. By adopting this Plan the Borough would be able eligible for State and Federal assistance. Fred submitted Resolution 08-908 for adoption by Council, give approval the President of Council to sign and the Secretary to attest.

A motion was made by Ellen Burke, second by Larry Minnich to adopt Resolution 08-0908, Hazard Mitigation Plan. Motion Passed.

Fred presented to Council for their consideration for adoption Resolution 08-0908-1 and Resolution 08-0908-2 both related to entering into an inter-municipal agreement to have Keystone collect the Earned Income Tax starting October 1st, 2008 and the next two

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years. With the following conditions; rate to be charged is 1.4%, all reports by Keystone will be sent directly to the Borough, payments will be made weekly, and questions by the Borough Manager will be passed through directly to Keystone. Resolution 08-0908-1 is to approve entering into the Agreement, which all School Districts and Municipalities is expected to sign. And Keystone will be also collecting the Borough's LST (Local Service Tax) at two dollars. Resolution 08-0908-2 is to authorize Keystone as our collecting agent for delinquent taxes and approving of Keystone's fees for collection. The agreement includes the allocation of on going expenses (audits, insurance, bonding, etc.) based on taxes collected. Lebanon EIT Board will set a yearly budget for approval by the municipalities. **A motion was made by Richard Fields, second by Larry Minnich, to adopt Resolution 08-0908-1 and Resolution 08-0908-02. Motion Passed.**

Ordinances 282 and 283 are scheduled for the October 6th meeting. A 30 day notice was sent by Lebanon County Planning to properties owners affected by the re-zoning proposed. Two weeks prior to the public hearings, notices to adjacent properties will be sent. Lebanon County will post the properties a week in advanced.

Fred recommended that our Ordinances (especially the IPM Code) adopted should be put in our codified ordinances. Fred recommended two vendors; Penns Valley and Keystone.

Discussion continued on the next steps for the Cleona Cleaner Properties.

Fred is checking to get a ruling about a possibly conflict of interest of two council members regarding the re-zoning.

OTHER BUSINESS

A motion was made by Steve Harclerode and second by Ellen Burke, to pay the bills for the month of July 2008. Motion Carried

Meeting Adjourned at 10:06 pm

Respectively Submitted

Kerry L Rohland

Borough Manager

October 6, 2008

The regular meeting of the Cleona Borough Council was held on the above date. Since President Keith Fernsler was acting mayor, Keith turned the meeting over to Vice President Harold Bowman. The meeting was called to order with the Pledge of Allegiance and the Lord's Prayer. Members attending were Richard Fields, Steve Harclerode, Larry Minnich and Mike Peiffer. Also attending were Borough Manager Kerry L Rohland, and Solicitor Fred Wolf. Absent were Ellen Burke and Mayor John Hartman.

Keith announced there would be a special meeting on October 23, 2008 to review the budget. This meeting would be open to the public.

Borough Manager Minutes were presented for September 2008. **A motion was made by Mike Peiffer, second by Steve Harclerode to approve the Borough Manager's minutes for September 2008. Motion carried.**

The Treasurer's report was presented for September 2008. **A motion was made by Larry Minnich, seconded by Mike Peiffer to approve the Treasurer's report for September 2008. Motion carried.**

FIRE COMPANY CHIEF'S REPORT – Doug Hartman

For the month of August, the Fire Company was dispatched to 23 incidents, 6 of them in the Borough. Total hours for the month were 541.08. Average turnout was 5 per incident.

For the month of September, the Fire Company was dispatched to 21 incidents, 8 of them in the Borough. Total hours for the month were 234.72. Average turnout was 5 per incident.

Doug shared events scheduled in October which was provided on his submitted report.

The Fire Company will have a Boot Drive on November 11th from 10:00 am to 1:00 pm. Asked for police assistance with this event.

FIRE COMPANY PRESIDENT – Amy Hartman

Amy provided the financial reports for last month of the Fire Company and the Fireman Relief Account.

Mike Peiffer thanked the Fire Company in advance for their assistance with the Fall Festival.

Fire Company President continued

Amy announced there will be two girls (Alyssa Helms, Queen and Emily Fink, princess) participating in the Lebanon County Fire Queen Competition.

Harold Bowman presented the State Fireman's Relief Check to Amy Hartman.

PUBLIC HEARING – Fred Wolf

Public Hearing started at 7:15 pm.

Fred reviewed the procedures of a public hearing as follows:

- Since Keith Fernsler is acting Mayor, Keith will not be able to vote as a council member. If there is a tie on an ordinance, Keith, as acting mayor could vote to break the tie. Could also veto the adoption of an ordinance.
- Two council members (Ellen Burke and Steve Harclerode) live within the zoning change and have a conflict of interest. Steve Harclerode announced he would not be voting on the Neighborhood Commercial due to a conflict of interest. Submitted in writing.
- A quorum, four members of council must be present to vote on ordinances. To pass an ordinance, a majority must be in favor.
- The two ordinances being considered are Ordinance 282 and 283.
 - Ordinance 283 is broken into three sections; Neighborhood Commercial Rezoning, Recommended updating of zoning by Lebanon County Planning, and Industrial Districts (rezoning Agricultural zoned land north of the railroad tracts).
 - Ordinance 282 provides updating codified Ordinances.
- A copy of a map with the proposed zoning changes was made available to the public.
- Part of the Public Hearing record is as follows:
 - Lebanon Daily News Notice and Proof of Publication
 - Copy of the two ordinances (282 and 283)
 - Lebanon County Planning's Letter and names and addresses of residents affected by the changes of rezoning. Also properties adjacent to the changes were sent letters also.
 - Borough Manager's statement that ordinances were duly posted and made available in the Borough Office. Notified the Cleona Planning Commission for recommendation. No recommendation by Cleona Planning Commission
 - Lebanon County Planning recommendations were presented and copy submitted. They were in favor of text amendments, in favor of rezoning agricultural to industrial conditional use, not in favor of rezoning all of 422 corridor neighborhood commercial, but would favor sections (i.e. create downtown area).

Public Hearing continued

- Each section will be taken one at a time. Each person will be given the opportunity to comment. Would prefer not to repeat previous comments, but additional new comments are welcomed.

Neighborhood Commercial Section was reviewed by Fred Wolf. Copy attached to minutes.

Questions and Comments by Audience

- Gene Montgomery of 28 West Penn Avenue – Why? Mike responded by the problems with Lebanon County EIT. Loss of 25% income of EIT. One avenue to produce income. The reason Steve Harclerode and Ellen Burke can't vote is because of statute law. Fred Wolf requested in behalf of both a ruling from the State Ethics Committee. They would not be able to give a written opinion in time. Fred's advice was note to vote due to conflict. Larry Minnich expressed concern of non-conforming (approximately 17 properties) use within the zone under consideration. **Against**
- Dennis Good of 24 South Garfield – Moved into Cleona because of it being a nice residential area. Stay the way it is. **Against**
- Louis DiAngelis of 17 West Penn Avenue – Very block in Cleona already has commercial property. Give opportunities to others. **For**
- Michael Cornett of 2 West Penn Avenue – **Against**
- Sue Bowman of 3635 Tunnel Hill Road – Give up to much quality of life for future revenues. **Against**
- Bryan Hoffman of 337 East Maple Street – Commended council for thinking outside the box for additional ways for income. Concerned of not knowing the impact of this change. Would first recommend an outside consultant and do a market study, Palmyra thru Lebanon. There are current commercial locations in Palmyra-Lebanon that are currently vacant. Commercial development would bring storm water issues; traffic studies needed, and fire issues. Recommended study the issues first and then decide instead of decide and deal with the issues afterward. Bryan gave an example of Sinking Springs Main Street vs. Cleona's Main Street. Would prefer Cleona's. **Against**
- Alan Keller of 241 East Chestnut Street – Agrees with Bryan. Also night lighting from businesses. **Against**
- Cal Boyer of East Pine Street – **Against**
- Harold Long of 500 West Penn Avenue – **For**
- Ronald Ratcliffe of 412 West Penn Avenue – **Against**
- Larry Beam of 120 West Penn Avenue – Currently nice mix. Safety is a concern. **Against**
- Mel Patzkowski of 128 West Penn Avenue – **For**

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- Matt Ditzler of 122 Union Alley – Was consideration given to the few people who live in the alley. **Against**
- Robert Fidler of 25 East Penn Avenue – **For**
- Ann Rudolph of Mad Hatter Penn Avenue – Does agree with the intent of the change. Traffic Count is conducive for commercial. Does not agree with the way ordinance is written. Intent of Neighborhood Commercial is meant to be walked to. Checked model ordinances with recommendations given. **For**
- David Bennett of 224 East Penn Avenue – Moved out of Lebanon 5 years ago. Does not want Cleona to become another Lebanon. **Against**
- Jay Light of 220 West Penn Avenue – **Against**
- Elmer Henise of 226 West Penn Avenue – Felt there are already plenty of services in Cleona. Concerned about the commercial dumpsters in backyards of people facing Chestnut and Maple. With setback requirements will the lots be big enough to make it profitable. **Against**
- Valorie Bowman of 19 South Grant Street – **Against**
- Paul Crum of 114 West Penn Avenue – **Against**
- Michael Fair of 26 South Harris Street - Concern on because of the nature of issue, would it be better for the borough to mail. **Against**
- Richard Lutz of 237 East Chestnut Street – **Against**
- Bonalle Auto Sales (Joseph) of 501 East Penn Avenue – **For**
- John and Cindy Moyer of 117 West Penn Ave – **Against**
- Jerry Weiser (For Mother) of 120 Maple Street - **Against**
- Richard Fernsler of 332 East Maple Street – **Against**
- Eleanor Snavelly of 530 West Penn Avenue – **Against**
- Gale Kerkeslager of 555 West Chestnut Street – **Against**
- Karen Batula Of 311 East Maple – **Against**
- Stacey Freeman of 557 East Penn Avenue – Businesses surrounds her on both sides. **For**
- Susan Seyfert of 127 East Penn Avenue – **Against**
- Ken Wengert of 35 East Chestnut Street - Concern that not all the residents were contacted. **Against**
- Carl Tonini of 15 South Lincoln – **Against**
- Wade Schaffer of 218 East Penn Avenue – **Against**
- Paul Buck of 217 East Chestnut Street – **Against**
- Lisa Hernley of 19 Rosemant Avenue – **Against**
- Frank Harvatine of 140 East Penn Avenue – **Against**
- Stephen Blank of 121 West Penn Avenue – **Against**
- Guy and Kathy Pietrowski of 242 East Penn Avenue – **Against**
- Jesse Freeman 557 East Penn Avenue - **For**
- Ann Coleman of 40 South Mill Street – **Against**
- Steve Barnak of 429 West Chestnut Street – How many businesses would be allowed? Fred responded not sure.

- Robert Caffrey of 155 West Chestnut Street – Asked council the dollar amount of shortfall from EIT. The amount was \$47,000. Represents about 2 ½ mills. **Against**
- Carol Sabados of 149 West Chestnut Street – **Against**
- Barry Hartman of 403 West Penn Avenue – **Against**
- David Seibert of 137 S. Harris Street – **Against**
- Amy Hartman of 16 Walnut Mill Lane – Asked if Larry Minnich has a conflict? Does not live in the area being changed.
- Gary Reist of 25 South Garfield Street – Would rather pay an additional tax to keep Cleona the way it is. **Against**

Fred Wolf turned over to council this portion of Ordinance 283 for adoption to vote in favor of the text amendment to create the ordinance rezoning Route 422 and the map to Neighborhood Commercial.

A motion was made by Mike Peiffer, second by Richard Fields, to reject the adoption of the portion of Ordinance 283, text amendment to create the ordinance rezoning Route 422 and the attached map to Neighborhood Commercial.

Roll call Vote follows: Richard Fields – Yes, Harold Bowman – Yes, Mike Peiffer – Yes, Larry Minnich – Yes, and Steve Harclerode – Abstained. Motion passed 4 to 0, 1 Abstained

Fred reviewed the next section of Ordinance 283 which was Lebanon County Planning's upgrading zoning proportion. Julie Cheyney has been working with council to upgrade these sections. Questions arose by council on section 10.01 the setback for accessory buildings and one store high (not to exceed 15 ft.).

- Bryan Hoffman of 337 East Maple recommended consideration be given on existing structure.
- Ann Coleman of 40 South Mill questioned the one store height for accessory. She requested that the height be adjusted. Dan Gessaman, who is in construction, recommended the minimum to be 20 ft high. Ann recommended in the future the 36 hour restriction on RV parking on the street be adjusted.
- Gale Kerkeslager of 555 West Chestnut Street Asked for clarification on RV parking. Will this be addressed on an individual bases. The Borough Office will be notified to allow parking of RV in driveway. Council will then vote on granting permission.

Further discussion occurred on the RV parking, council decided to let that section in because of a one on one bases.

Fred stated that everything in this section, except section 10.01 tabled, is before council for consideration, adoption and approval. **A motion was made by Larry Minnich, second by Steve Harclerode to approve Lebanon County changes in this section with Section 10.01 removed for later consideration. Motion Passed.**

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Next Section of Ordinance 283 is consideration of a zoning map change and text amendment Article VIII A-I, Industrial District. Lebanon Valley Economic Development Corporation requested this change to 11.2 acres which adjoins their property in North Lebanon from Agriculture Land to Industrial. LVEDC also pointed out that Cleona Borough does not provide Industrial Zoning in its jurisdiction. Fred then reviewed this section of the Ordinance 283, Industrial conditional use. This section of Ordinance 283 is before council for consideration. The floor was opened for any questions.

- Paul Umberger of the LVEDC, presented the advantages of zoning this 11.2 tract of land as follows: increase in taxes received as land gets developed and second benefit is the exposure of Cleona since there is no current Industrial zoning. Fred and council expressed concern of water run-off.
- Sue Bowman of 3635 Tunnel Hill Rd, asked who would be notified if this property is developed Industrial with conditional use? Fred answered, all property owners whose properties are adjacent and within so many feet of the property being considered. Truck traffic would be in West Lebanon with employee traffic being in North Lebanon or West Lebanon.
- Bryan Hoffman 337 East Maple Street expressed his concern of the storm water issue. Requested council, when that time comes, is to the read study of storm water carefully. LVEDC is committed to resolve this issue.
- Steve Dresch of 2630 Charlotte Street, Lebanon – expressed the concern of the storm water being run the wrong way and its impact on his property.
- Cal Boyer of East Pine Street – Expressed keeping the land Agricultural because it will create too much of a water problem.

Fred announced the text amendment changing from Agricultural to Industrial Conditional use and the zoning map change is ready for your action.

A motion was made by Mike Peiffer, second by Larry Minnich to adopt Article VIII A-I, text amendment changing from Agricultural to Industrial Conditional Use and the zoning map change to an Industrial District. Larry Minnich, Mike Peiffer, and Steve Harclerode voted yes. Harold Bowman and Richard Fields voted no. Motion carried 3 yes to 2 no.

Fred Wolf announced Ordinance 282 is a change to the codified ordinances of the Borough of Cleona. The first section (I Chapter 6) deals with the discharge of fire arms within the Borough. Fred reviewed the changes to this section.

The next section (II Truck Driving within the Borough) was tabled by council previously. Fred reviewed this section. Council tabled to give time to see the impact.

The next section (III Truck Parking within the Borough) was also tabled by council previously. Fred reviewed this section.

The next section (IV Repealing Skates, Skateboarding, Sleds, etc on sidewalks) was to eliminate this section.

- Sue Bowman of 3635 Tunnel Hill Road expressed the need to allow the discharge of fire arms for rodent (ground hogs) control. Sue explained how much damage can occur if the ground hogs population is not kept down. Sue asked if bow and arrow or archery would be allowed. This would be included in the ordinance.
- Gene Montgomery of 28 West Penn Avenue agreed with allowing the discharge of firearms in the agricultural zone. Gene expressed the concern of not allowing trucks to park within the Borough, will this create another problem with trucks parking along Route 422. He does not want them in front of his house. Council has worked with the truck drivers on areas to park within the Borough. Harold shared he had check with an individual who assisted installing the streets and they were designed to handle truck traffic.
- A concern was brought to council regarding the allowing trucks to park along the streets, but not RV.

Fred announced that Ordinance 282 is before Borough Council. Council decided to vote on each section individually.

A motion was made by Steve Harclerode, second by Mike Peiffer to adopt Section I the Discharge of Fire arms within the Borough with the addition of bow and arrows. Motion carried 5 to 0.

A motion was made by Mike Peiffer, second by Larry Minnich to bring Section II Restrict the Truck Driving of Trucks over 26,000 lbs. to the table. Roll Call vote: Richard Fields – No, Steve Harclerode – No, Harold Bowman – No, Mike Peiffer – No, Larry Minnich – Yes. Motion turned down 4 to 1

A motion was made by Richard Fields, second by Mike Peiffer to reject Section III Restrict Truck Parking of Trucks over 26,000 lbs within the Borough. Rejection passed 4 to 1. Larry Minnich was the lone no.

A motion was made by Steve Harclerode, second by Mike Peiffer to approve Section IV Repeal of ban on Skates, Skateboarding, Sledding, etc. Motion passed.

POLICE DEPARTMENT – Keith Fernsler as acting mayor

A copy of the Police Department Report is attached to the Minutes for October 2008.

BOROUGH MANAGER REPORT - Kerry Rohland

The Borough received the check from the state for the fireman's relief fund of \$ 13,523.67. Check was given earlier to Amy Hartman, Fire Company President.

Borough received the check from the State for the police pension of \$ 8,818.79. The 2008 Minimum Municipal Obligation for the Borough is \$ 13,776.00. There is a shortfall of \$

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4,957.21. The Borough is obligated to pay the difference. Kerry reviewed the way the check from the State was calculated.

Municipal Trash, a resident (Bryan Hoffman) has assisted to get the number of apartments on the north-side of Cleona.

We contacted the insurance company to open an old claim for the damage done in the building. Steve Harclerode has faxed the estimates to them and is waiting for feedback.

PROPERTY DEPARTMENT – Steve Harclerode

Covered in Kerry's report

FINANCE DEPARTMENT – Larry Minnich

Larry asked council members to review 2009 Budget. Kerry received only one reply.

Kerry and Larry reviewed line items.

Larry and Kerry are in agreement to budget monies in the appropriate fund instead of transferring money back and forth.

HIGHWAY DEPARTMENT – Harold Bowman

Pine Street/Spring Alley project was completed as of today.

Street repairs are completed except the seal which will be done in the next couple of days.

Snow removal bids were opened with 4 bids received. Harold Bowman reviewed the plan to go with 2 vendors as in the past. A summary was given of each bid. Council decided to wait until the October 23 meeting. Kerry is to e-mail summary sheet to all council members.

RECREATION DEPARTMENT – Mike Peiffer

Mike announced the Fall Festival will be held at the Park on October 11th from 4:00 pm to 9:00 pm.

The DCNR Grant from 2004 will be closed with some money coming back.

SAFETY DEPARTMENT – Ellen Burke Absent

No Report

CODE ENFORCEMENT – Richard Fields

Chris Miller is now with High Safety. Chris will be supplying us with prices to do our IPMC enforcement.

SOLICITOR'S REPORT – Fred Wolf

A Solicitor Report was submitted.

January 1 New Open Records will go into effect. DCED will provide the new Rules and Regulations. Fred recommended to Kerry to attend future managers meeting for more information.

CITIZEN COMMENTS

David Bennett of 224 East Penn Avenue asked if curbs could be painted for no parking at the alley entrances around his home. He has difficulty seeing traffic when pulling out. Kerry will have Charlie paint the curbs. Mr. Bennett asked if the Fire Siren at the Old Borough Hall could be removed. Fire Company Chief would like to see it maintained.

Gene Montgomery of 28 West Penn Avenue – Gene asked how the Borough Financial situation is this year. Larry responded that the Borough should be in the position to have a carryover for next year. Gene asked if the shortfall from the State contribution of the pension is being covered by tax payers' money or are the police going to be asked to contribute. Gene asked Mike about the Park project Fund why a check was made out to Gary Brubaker. Gary Brubaker is the treasurer of the Park and Recreation Department. The check was made out to reimburse the Park and Recreation Department for money forwarded. Monthly meeting of the Park and Recreation is the 2nd Wednesday. Gene asked if council would consider reducing the size of council from 7 to 5. Mike questioned why. Gene said the council might be too big and since only one person turned budget information it might be more efficient if smaller. Council discussed some of the history with the Borough. Mike explained each council member have fulltime jobs and try to give as much time as possible. Discussion continued with areas to cut and the police department was brought up by Gene. Larry was concerned because last time they tried to address this there were more residents at that meeting than there here this evening.

UNFINISHED BUSINESS

Council was not prepared to discuss the Tax Collector compensation. This will be decided at the October 23rd special meeting.

Meeting Adjourned at 11:45 pm

Respectively Submitted
Kerry L Rohland
Borough Manager

October 23, 2008

The special meeting of the Cleona Borough Council was held on the above date with President Keith Fernsler presiding. The meeting was called to order. Members attending were Richard Fields, Ellen Burke, Steve Harclerode, Larry Minnich and Mike Peiffer. Also attending were Mayor John Hartman, and Borough Manager Kerry L Rohland.

A summary report of the bid opening dated September 29, 2008 was submitted to council and a copy for the minutes. Four bids were received on September 29th and opened at 12:00 noon. The Bidders were as follows: Chameleon Scapes Unlimited, G&L Automotive, Dan Geesaman General Contractors, and Fogleman's Enterprise, Inc.

Since Harold Bowman was not able to attend the meeting, Kerry shared the recommendation to council by Harold Bowman. Harold's recommendation was to award the bid to two contractors as in the past. A map was shared on how the snow removal would be divided between Chameleon and Fogleman's Enterprise, Inc. Chameleon was low bidder for pick-up trucks, but Fogleman's Enterprise had larger plows and Dump Trucks for hauling capabilities. After further discussion, **a motion was made by Mike Peiffer, second by Steve Harclerode to award the two year contract to Chameleon Scapes Unlimited and Fogleman's Enterprise, Inc starting November 1st, 2008. Motion was passed.**

The Tax Collector compensation beginning with the year 2010 was discussed. The rate must be established by February in the year the Tax Collector is up for election. This was to meet the commitment, setting the rate in October, council made to the current Tax Collector, Eleanor Snavely. Kerry presented a report of different options and charges for the following: Keystone collecting Real Estate Taxes and Per Capita Taxes (\$ 1,438.25, postage, bonding not included) and Lebanon County Tax Collector collecting Real Estate Taxes, Keystone collecting Per Capita (\$ 905, half of postage, bonding not included). Kerry also shared two municipal tax collector flat rates and divided the rates by the numbers of bills sent with Annville Township paying approximately \$ 1.82 per bill and Myerstown Borough paying approximately \$ 1.90 per bill. Using the \$ 1.90 times the number of Real Estate Tax and Per Capita Tax bills (2,508), the flat rate amount for Cleona Borough Tax Collector would be \$ 4,765. Since Real Estate Taxes are currently the only way to raise additional income and with millage increases of double over the past two years, council decided that the current method of percentage (5%) of taxes collected was a disproportional compensation for the amount of work required. The Tax Collector expense had doubled over the past two years. Kerry shared that other municipalities have changed to the flat yearly rate because of the above stated. Council valued having the Tax Collector's office in the Borough. **A motion was made by Ellen Burke, second by Larry Minnich, to set the rate of compensation for the Tax Collector beginning with the year 2010 at a flat rate of \$ 5,000. All other expenses (postage, printing, and computer time) would be handled as in the past. Motion was passed.**

Citizen's Comments

Gene Montgomery of 28 West Penn Avenue shared a televised speech by Governor Rendell on October 9th where Governor Rendell talked about the following:

1. Resent legislation passed.
2. His frustration with the Utilities Commissions rate increases
3. He asked every department in the Commonwealth to come up with a 4.5% decrease in their budget. The Turnpike Commission came back with a 10% decrease.

Asked council to consider if the Commonwealth is being asked to reduce budgets by 4.5% should the Cleona Borough Council be doing in kind? Gene's concern is the millage in Cleona has increased 100% in the last three years. Mike Peiffer responded that consideration must be given that 10 years prior, whether correct or not, there was no increase. You are not looking at what people are paying to live here. Gene responded that everything is increasing in price and to hit the retired people with another tax increase will be hurting them. Gene stated that his agenda is "Accountability, Honesty, Integrity, and ethics in government. That is in this governing body." Larry Minnich asked that it would go both ways and that Gene should make sure of his facts. With prices increasing for the municipality, it becomes virtually impossible to cut enough cost so there is no tax increase. Larry Minnich asked Gene to schedule an appointment to meet with Kerry on the budget.

Cal Boyer of East Pine expressed concerns of what he viewed as illegal business (Larry Minnich) along Hill Church Road. Larry Minnich responded that only the billing is sent to his residential property, which is legal.

Kerry reviewed the projection for the remainder line by line. The projection was \$ 2,800 positive to the original budget. Since Kerry received minimal feedback on the projection, he requested each department to review and get back to him.

Kerry also presented the preliminary budget to council. There was a shortfall in both the General Fund and Capital Fund. Since this was the first time council members saw the budget, Kerry recommended council to review the budget and make cuts where possible to avoid another tax increase. Council was to send changes by Wednesday, October 29th. Kerry and Keith would review and make adjustments with copies provided to council before the November 3rd meeting.

Richard Fields provide information on gangs in Pennsylvania.

Meeting Adjourned at 9:05 pm

Respectively Submitted

Kerry L Rohland

Borough Manager

November 3rd, 2008

The regular meeting of the Cleona Borough Council was held on the above date. The meeting was called to order by President Keith Fernsler with the Pledge of Allegiance and the Lord's Prayer. Members attending were Harold Bowman, Ellen Burke, Richard Fields, Steve Harclerode, Larry Minnich and Mike Peiffer. Also attending were Mayor Jack Hartman, Borough Manager Kerry L Rohland, and Solicitor Fred Wolf.

Borough Manager Minutes were presented for October (6th & 23rd) 2008. **A motion was made by Mike Peiffer, second by Harold Bowman to approve the Borough Manager's minutes for October (6th & 23rd) 2008. Motion carried.**

The Treasurer's report was presented for October 2008. **A motion was made by Larry Minnich, seconded by Mike Peiffer to approve the Treasurer's report for October 2008. Motion carried.**

Keystone is now direct depositing our Earned Income Tax. Detail reports will be provided at the end of each month.

FIRE COMPANY CHIEF'S REPORT – Doug Hartman

For the month of October, the Fire Company was dispatched to 32 incidents, 6 of them in the Borough. Total hours for the month were 419.62. Average turnout was 4 per incident.

Doug shared events that occurred in October which was provided on his submitted report.

The Fire Company will have a Boot Drive on November 11th from 10:00 am to 1:00 pm. Letter was sent to the police asking for police assistance with this event.

Mike Peiffer thanked both the Fire Company and the Police Department for their assistance with the Fall Festival.

FIRE COMPANY PRESIDENT – Andrew Raudensky (Amy Hartman absents)

Andrew provided the financial reports (Fire Company and Fireman Relief Account) for last month. Also provided was 2009 budget for the Fire Company.

Andrew reported the Fire Company voted to work with AARP on a program assisting individuals in the workplace. The Fire Company is required to provide 20 hours of work per week. They are currently preparing a job description. Andrew asked council if there would be some task this individual could for the Borough to let him know.

Ellen Burke acknowledged the excellent job the Fire Company did with their car wash fund raiser.

POLICE DEPARTMENT – Mayor Jack Hartman

A copy of the October Police Department Report is attached to the Minutes for November 2008.

Trick or Treat night went without any incidents. Mayor Hartman thanked the Fire Company, Council person Ellen Burke, and crime watch for their assistance.

BOROUGH MANAGER REPORT - Kerry Rohland

A meeting was held with Harold Bowman and our snow vendors to review the tentative map for assignments on snow removal.

Kerry and Richard Fields attended the Dauphin-Lebanon County PSAB meeting in Jonestown. The speaker was from Indiantown Gap and reviewed information about the National Guard.

Kerry has been working on fine tuning the budget, which will be reviewed later in the meeting. Emphasis was placed on taking time to project out in the future, not only the General Fund, but also the Capital Fund.

Alice, who was filling in as the Borough Clerks, last day worked was October 24th. Lani, who was going to be out until January 1st, has received permission to comeback to work with some restrictions.

Municipal trash study will continue once the budgeting is finished.

PROPERTY DEPARTMENT – Steve Harclerode

Nothing to report

FINANCE DEPARTMENT – Larry Minnich

Larry deferred to the end of the meeting to discuss budget.

HIGHWAY DEPARTMENT – Harold Bowman

Harold thanked council for awarding the snow removal contract in his absents.

Harold reviewed the meeting with the owner of Chameleon one of the snow vendors. Harold is waiting for Kerry to schedule a meeting with Fogleman. With two new vendors this year, feedback will be important.

Harold is looking into financing or setting money aside for long-term paving for the Borough.

RECREATION DEPARTMENT – Mike Peiffer

Fall Festival was held in October. It was a huge success (second best turnout on record). Mike again thanked the Fire Department and Police Department for their help.

Rentals are done for the year at the park. The park is starting to be winterized.

The Park and Rec committee will be looking at raising the rental fee for 2009. Many improvements have been made since the last rental increase (number of years ago). Rentals are based on the number of people which is currently done on an honor system. Mike recommended including in the materials handed out to the renters, that there may be a check done on actual attendees.

SAFETY DEPARTMENT – Ellen Burke

Ellen was pleased with the Fire Company on their fund raising (car wash) efforts.

Information on mergers will be forthcoming. Ellen is waiting for some information from Kerry. Ellen hopes to have it ready for the December meeting

CODE ENFORCEMENT – Richard Fields

Richard explained that we have been in contact with Chris Miller, who is now with High Safety Consultant Services. Since Chris already knows the International Property Maintenance Code and the properties currently under notice in the Borough, Richard recommended contracting with High Safety Consultant Services for Chris's services. Kerry emphasized the importance of feedback (90 days) to properties owners under the notice of violation. The contract was reviewed by Fred Wolf. He had a few questions on the contract which Kerry will follow-up. Council will take it under consideration based on the responses Kerry receives from High Safety Consultant Services (Chris Miller).

Fred reviewed the process of the IPMC. Reimbursement of Inspection fees would be charged to the property owner under violation. If problems occur, Fred recommended going directly to into the court, because the court can enforce compliance of the ordinance. Further discussion occurred with the main concern being the Old Cleona Cleaners properties. A letter or agreement should be composed for the property owners' to sign, agreeing to pay inspection cost.

Richard thanked Mayor Jack for the police assistance for the Renova trick-or-treat night.

SOLICITOR'S REPORT – Fred Wolf

Fred gave an update on the Lebanon EIT Over/under report. The second audit was not completed as of the meeting. Kerry will be getting updates from Jim Loser. Our school district (municipalities) has representation. Our representative is Don Umberger from

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South Annville Township. Fred recommended until we get the results of the second audit on over/under, council should wait to adopt the ordinance for representation.

Fred reminded council about the new Right to Know, administered by DCED, will be going into effect January 1, 2009. The representative from the Right to Know (DCED) will be at the November Managers meeting. Fred explained forms need to be available for people to request records and an appeals person appointed. On the civil side (police), a person will also need to be appointed which will go through the District Attorney's office.

For paving, Fred had heard there may be moneys available (low interest, 10 year term loans) through PennDot. The interest rate is around 2 % with the payments for the loan taken out of your liquid fuels allocation money.

Fred suggested that due to the economy, council should review the Police Pension with the pension administrator (PSAB) for their viewpoint.

Because the Cleona Borough's Sewers tie into the Dairy Road pump house (North Cornwall Township), the Cleona Sewer Authority is being asked to pay a pro rated share of the force main from the Dairy Road to the Lebanon Treatment Plant. Since the Sewer Authority is appointed by council, and an inter-municipal agreement is needed, the governing bodies are required to adopt the agreement along with the Sewer Authority. Council decided to wait until the final copy of the inter-municipal is prepared before adopting.

CITIZEN COMMENTS

Kathy Bentz of 204 East Maple Street requested the council consider turning off the fire siren at the old borough hall. The decibels are so high that it affects the dogs and their family and neighbors abilities to enjoy outside activities. Richard Fields explained the history of the siren was to notify fireman and in case of a disaster to notify the residents. Larry Minnich explained there use to be two sirens in the borough (other on top of fire station) and if the fire company requires the siren that consideration should be given to replace/fix the one at the fire station. Larry continued with new communication technology is the siren still needed. Ellen Burke will check with the fire company as far as need at their next meeting, the last Tuesday of the month.

Gene Montgomery of 28 West Penn Avenue asked Mike Peiffer for the amount of profit on the Fall Festival. Mike answered the profit was around \$2,500. Since the Sewer Authority makes their financials available, Gene asked Mike if the Park and Recreation Committee could provide council with a monthly profit and loss. Mike responded that the financials could be provided. Gene asked for clarification on the use of taxpayers dollars for capital projects at the Park. Mike responded that the goal of the Park and Recreation Committee is not to use money out of the Borough's Capital Fund, but the last project monies where budgeted by the Borough to cover some of the expenses. Gene asked Fred

Citizen's Comments continued.

Wolf for clarification of Chris Miller's (High Safety Consultant) minimum rate and if the charge is from portal to portal. Kerry will get the clarification from Chris Miller and present it at the next meeting.

NEW BUSINESS

Center Street – PennDot – The question was raised at the October 23 meeting of why PennDot was not paying for the whole project. The intersection is at two PennDot owned streets. Harold Bowman explained that PennDot is doing extensive work at the Mill Street intersection including the purchase of additional land to accommodate a turning lane. Because of this, PennDot presented a plan at the meeting attended by Harold and Kerry, that the Borough would be responsible for making the northeast corner of Center Street-Penn Ave. ADA compliant. Harold will provide information at the next meeting.

Janitor/Maintenance Position – Kerry shared his understanding of how the position evolved with changes made prior to his arrival. The current set-up with the maintenance position is the person works between 2 to 2 ½ hours. This does not allow for work efficiencies for projects in the Borough (startup and cleanup times). Different alternatives were discussed with the possibility of hiring a college or high school student for the summer months to perform tasks (curb painting, sign replacement, mowing, etc.).

Comprehensive Plan Meeting (South Annville, North Annville, Annville) – A letter was received by Keith inviting Cleona Borough to participate in exploring the possibilities of developing a comprehensive plan for municipalities in the Annville-Cleona School District. The next meeting was scheduled on November 13th at the South Annville Township Building. Harold Bowman and Kerry will attend the meeting.

Council went into executive session at 8:54 pm to discuss the Borough Manager's review.

Council came out of executive session at 9:35 pm. A motion was made by Larry Minnich, second by Harold Bowman, to adopt a resolution to increase the Borough Manager's compensation by 3.5% effective January 1st, 2009. Motion Passed.

The budget was reviewed line by line with initial changes hi-lighted. Council made some additional changes. Based on the changes and further discussion by council, **a motion was made by Mike Peiffer, second by Ellen Burke to increase the millage by 1 ½ mills for 2009. Vote as follows: Richard Fields- yes, Steve Harclerode- no, Harold Bowman- yes, Keith Fernsler- no, Mike Peiffer- yes, Ellen Burke- yes, and Larry Minnich- no. The motion passed 4 to3.**

Meeting Adjourned at 11:35 pm

Respectively Submitted
Kerry L Rohland
Borough Manager

December 1st, 2008

The regular meeting of the Cleona Borough Council was held on the above date. The meeting was called to order by President Keith Fernsler with the Pledge of Allegiance and the Lord's Prayer. Members attending were Harold Bowman, Ellen Burke, Richard Fields, Steve Harclerode, Larry Minnich and Mike Peiffer. Also attending were Borough Manager Kerry L Rohland and Solicitor Fred Wolf.

Borough Manager Minutes were presented for November 3rd and May 21st. **A motion was made by Harold Bowman, second by Mike Peiffer to approve the Borough Manager's minutes for November 3rd changing me to may under the Park and Recreation Section and May 21st as presented. Motion carried.**

The Treasurer's report was presented for November 2008. **A motion was made by Mike Peiffer, seconded by Larry Minnich to approve the Treasurer's report for November 2008. Motion carried.**

Kerry anticipates an approximately \$20,000 additional Earned Income Tax and \$5,000 additional Local Services Tax.

FIRE COMPANY CHIEF'S REPORT – Doug Hartman (Absent)

No Report

FIRE COMPANY PRESIDENT – Amy Hartman (Absent)

Kerry read e-mail from Amy.

POLICE DEPARTMENT – Keith Fernsler Read Report -Mayor Hartman (Absent)

A copy of the November Police Department Report is attached to the Minutes for December 2008.

CITIZEN COMMENTS

No Comments

BOROUGH MANAGER REPORT - Kerry Rohland

Kerry submitted a report to council and copies were available to the public attending the meeting.

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Borough Manger Report continued

Kerry is waiting for Linda Costa, PSAB Municipal Retirement Trust, to call back with a date to present information to council. Two funds are available; Fixed and Balance (60% Equity and 40% Fixed). Borough is currently in the Balance Fund.

PROPERTY DEPARTMENT – Steve Harclerode

Charlie has replaced all but one or two ceiling tiles. The men's bathroom ceiling has been repaired, painted and the new soap dispenser mounted. The police department will be next for repairs. Costs are in line with the budget.

FINANCE DEPARTMENT – Larry Minnich

Larry referenced an article where the Annville Cleona School Board questioned the validity of the amounts owed to EIT. Fred explained a second audit is being performed using the State records (State Income Tax) to substantiate the numbers. Larry's position is, since the EIT Board was made up of representatives from the schools in the county, that the responsibility belongs to them for the over/short. Fred recommended that the council should not adopt the ordinance for representation on the EIT board until the over/short issue is resolved.

The Budget was presented to council with the changes made according to discussions from previous meeting. The main change to the Budget was the addition of the 1 ½ mill (1 mill to Capital Fund and ½ mill to the General) increase approved at the last meeting. The excess of \$2,008.05 will be designated to the reserve. There were some questions on the monies allocated in the Capital Fund for the Center Street Project of \$18,000. Harold briefly explained the monies are to replace the sidewalk and build a retaining for the property owner at the northeast corner of Center and Penn.

A motion was made by Larry Minnich, second by Mike Peiffer to adopt the 2009 Budget as presented. A roll call vote was as follows: Larry Minnich – Yes, Ellen Burke – No, Mike Peiffer – Yes, Keith Fernsler – No, Harold Bowman – Yes, Steve Harclerode – No, and Richard Fields – Yes. Motion Passed 4 to 3.

A motion was made by Mike Peiffer, second by Larry Minnich to adopt Resolution 08-1201 setting the Tax Collector rate at a \$5,000 flat fee beginning 2010. Motion passed.

A motion was made by Larry Minnich, second by Mike Peiffer to authorize the advertisement the Real Estate Tax Ordinance at 18.8 mills and to be available for adoption at the January 5 meeting. Motion Passed

Fred Wolf stated three copies of Resolution 08-1201 should be made; one to post at the Borough Hall, one to be sent to Eleanor Snavelly, and one provided to Voter Registration.

HIGHWAY DEPARTMENT – Harold Bowman

The last meeting with the Borough's snow removal vendors is scheduled for December 4th.

Harold provided the council copies of an e-mail from Nexa Giboyeaux, PennDot Senior Civil Engineering on the Center/ Penn Avenue intersection project. Harold showed a diagram of the northeast corner (making it handicap accessible); explained that PennDot was paying to fix the corner, with the Borough being responsible to pay for the ramping of the sidewalk both north to south and east to west. Due to the ramping, the Borough would also pay to have a retaining wall built on the home owner's property. The projected cost as determined by PennDot would be \$16,909, with the Borough's portion of cost being \$12,909. The selection for the retaining wall material was to match the front of the property. Larry thought some of the work being proposed now, was originally part of the bridge project (completed a few years ago). After further discussion, council understood the scope of the project and cost involved.

Harold also provided a copy of minutes from the Multi Municipal Comprehensive Committee (Annville, South Annville, North Annville, and Cleona). Harold discussed the benefits of this Committee, one being the possible influence on the School District.

RECREATION DEPARTMENT – Mike Peiffer

Mike reported the financial information for the Fall Festival as follows: Revenue - \$3,320.58, Expenditures - \$1,610.57, Profit - \$1,710.01.

SAFETY DEPARTMENT – Ellen Burke

Ellen reported that the Fire Company raised approximately \$2,450 on the boot drive. Ellen commended the Fire Company for a job well done.

Ellen provided a report to council on the Borough's responsibility, information on mergers and other solutions for Fire Companies. The purpose was to provide council with general background information on the different options. Council thanked Ellen for the report she provided.

Merger talks with Neversink are on hold (after their reorganization) until the New Year. Talks with Annville are also on hold until feedback is received from Neversink.

At the last Fire Company Meeting, the siren at the old Borough Hall was discussed. The Fire Company would like to keep one good working siren. It was recommended that the siren at the Old Borough Hall ought to be higher to resolve the concern expressed by Mrs. Bentz. Funding of a new siren could possibly be done through a grant. The siren

would not only be used as currently, for fire and accident calls, but also for other emergencies (natural disasters, etc.)

CODE ENFORCEMENT – Richard Fields

Richard asked council to consider hiring Chris Miller through High Safety Consultant for the International Property Maintenance Code (IMPC) enforcement. No one in the Borough has the qualifications to enforce the (IMPC) code. Richard presented High Safety Proposal No. 2008-027. Fred Wolf shared with council that Northern Lebanon had entered into a similar agreement on enforce of their ordinance. **A motion was made by Richard Fields, second by Ellen Burke to approve the signing of Proposal No. 2008-027, hiring Chris Miller through High Safety as IMPC Code Enforcement Officer. Motion Passed**

Richard followed up on a letter from UGI about a faulty water heater located at 21 West Liberty Alley. The owner had rectified the situation.

SOLICITOR'S REPORT – Fred Wolf

Fred gave a brief history dating back to a 1973 Agreement signed between Cleona Borough and Sewer Authority, and North Cornwall Township and North Cornwall Sewer Authority to coordinate efforts on a joint sewer system (Cleona Blvd and Dairy Road Pump house). After several amendments, Cornwall Borough and West Cornwall were included in the agreement. Today the agreement includes North Cornwall Twp, North Cornwall Authority, Cleona Borough, Cleona Authority, Cornwall Borough, Cornwall Authority, West Cornwall Twp and West Cornwall Authority. Fred presented an inter municipal agreement for the replacement of the force main from the Dairy Road Pump house to the Lebanon Treatment Plant with the allocation of projected cost (\$530,000). The allocation was based on capacity (current and reserved) with Cleona Borough based on highest use. The allocations of the force main cost are as follows: NCT \$290,490, Cornwall \$137,781, West Cornwall \$45,927 and Cleona \$55,802. All other municipalities and authorities except Cleona Borough and Authority have signed the agreement. **A motion was made by Richard Fields, second by Harold Bowman to approve the President and Secretary to sign the Inter-Municipal Agreement to replace the force main between Dairy Road and the Lebanon Treatment Plant, with the responsibility and payments to be made by the four Authorities. Motion Passed.**

Fred and Kerry will be reviewing “The Right to Know Act” which goes into effect January 1st, 2009, and forms needed to conform to this act.

NEW BUSINESS

A list of 2009 meeting dates was presented to council for approval. All meetings will start at 7:00 PM. **A motion was made by Harold Bowman, second by Mike Peiffer to approve the meeting dates as presented. Motion passed.** A copy of the dates will be posted at the Borough Hall, with Fred advertising them in the newspaper.

New Business continued

A motion was made by Steve Harclerode, second by Richard Fields to appoint the following people: Sue Bowman – Sewer Authority 2013, Richard Newmaster - Planning Commission 2012, Bruce Kohr - Zoning Hearing Board 2012, and Gary Brubaker - Park and Recreation 2012. Motion passed.

A motion was made by Mike Peiffer, second by Harold Bowman to pay the November bills. Motion passed.

Meeting Adjourned at 8:26 pm

Respectively Submitted

Kerry L Rohland

Borough Manager