

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