

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.

Cleona Borough Council Minutes

January 7, 2008

Page 2

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.

Cleona Borough Council Minutes

January 7, 2008

Page 4

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