

January 6, 2025

The regular meeting of the Borough Council was called to order on the above date. The meeting was called to order at 7:00 pm by President Jim O'Connor with the Pledge of Allegiance and the Lord's Prayer. Members who attended were Pat Haley, Tricia Springer and Matt Urban. Also attending were Mayor Larry Minnich, Solicitor Colleen Gallo and Borough Manager, Jonathan Johnson. The absent members were Rafael Jimenez Gomez, and Sam Wengert.

Minutes from December 2, 2024, meeting was e-mailed to Council prior to the meeting. Motion by Mr. Urban, seconded by Mr. Haley, to approve the December 2, 2024, minutes. Motion Carried.

Minutes from December 16, 2024, special meeting was e-mailed to Council prior to the meeting. Motion by Mr. Urban, seconded by Mr. Haley, to approve the December 16, 2024, minutes. Motion Carried.

The Treasurer's report for December 2024 was read. A motion was made by Mr. Urban, seconded by Mr. Haley, to approve the Treasurer's report for December 2024. Motion carried.

FIRE COMPANY REPORT

The Fire Company report was submitted and attached to these minutes. Mr. Dustin Sider was absent from the meeting.

POLICE DEPARTMENT – Mayor Larry Minnich and Chief Farneski

Chief Farneski's submitted a report that is attached to these minutes. Chief Farneski discussed the number and types of incidents that occurred in December. He also said that they hired a new part-time officer, Todd Soderberg.

Mayor Minnich discussed his concerns with Keystone Tax Collection Group and their tax collection procedures with late fee penalties.

CITIZEN'S COMMENTS:

There were no citizen's comments.

SOLICITOR'S REPORT – Colleen Gallo

Solicitor's report submitted and attached to these minutes. Ms. Gallo said that the next IPMC meeting is in February and that she is working on the zoning update.

BUILDING PROJECT UPDATE

Cleona Borough Council Minutes

January 6, 2025

Page 2

Mr. Alex Kauffman, Steckbeck Engineering, attended the meeting to discuss the necessity of having a construction administrator for the building additions. (His proposal is attached.) Mr. Kauffman stressed the importance of having an administrator overseeing and coordinating the work being done by the different contractor. He said the cost for these services will not exceed \$17,000.

Mr. O'Connor asked for clarification of Steckbeck's role as the Borough engineer and their role as the construction administrator. He also expressed concerns that the proposal he submitted did not outline the specific tasks that will be taken. Mr. Kauffman said that the scope of work in the proposal puts parameters around their involvement, so it is not open-ended. Ms. Springer said a cap of \$17,000 would encourage Steckbeck to better manage their time on the project. If the Borough did not approve the proposal, the cost could be much higher.

Because the meeting agenda did not specifically state that a vote will be taken on the proposed fees, no action was taken. However, Ms. Gallo did say that Mr. Kauffman and Steckbeck Engineering could continue administrating the project because they are the Borough's professional engineer.

Ms. Springer asked when the project would begin. Mr. Kauffman said there will be a meeting on January 10th to begin scheduling the different phases of the project. The project should begin shortly thereafter. Mr. O'Connor then asked if there will be a schedule. Mr. Kauffman said there will be a schedule and part of the \$17,000 proposal was to ensure each piece of the project gets completed according to that schedule.

Mr. O'Connor then asked how Steckbeck's role is different from the general contractor. Mr. Kauffman explained that the general contractor's role is to manage the daily work of the project (installing electricity, removing walls, installing equipment). Steckbeck's role is not to be onsite every day, but to review documents, monitor compliance with state and federal requirements, reviewing change orders and billing.

Ms. Springer asked when the project will be completed. Mr. Kauffman said the project will substantially be completed in 180 days and 240 days final completion; he cautioned that projects sometime take longer because of unforeseen factors.

PRESIDENT' S REPORT/COMMENTS – Jim O'Connor

No report

CODE ENFORCEMENT – Rafael Jimenez Gomez

Absent

PROPERT DEPARTMENT - Vacant

HIGHWAY DEPARTMENT - Sam Wengert

Cleona Borough Council Minutes

January 6, 2025

Page 3

Absent

RECREATION DEPARTMENT – Pat Haley

Mr. Haley reported that the next Park and Recreation Board meeting is on January 14th and that they will begin getting the bids out for the amphitheater and mini golf course.

FIRE SAFETY/POLICE DEPARTMENT – Tricia Springer

Ms. Springer asked Mr. Johnson to make sure the Fire Department is kept informed of the building project and when there may be any disruption.

FINANCE DEPARTMENT – Matt Urban

Mr. Urban noted that 2024 projected budget expenditures were about \$10,000 less than was expended, or 1.2%.

BOROUGH MANAGER-BOROUGH AUTHORITY – Jonathan Johnson

- Melody Vanderveer: Mr. Johnson said that Ms. Vanderveer is now working part-time and he thanked Council for allowing Ms. Vanderveer to work full-time from July to December.
- A-C School District Sheltering and Mass Care Facilities Agreement: Mr. Johnson said that the school district would like to enter into an agreement to use the Borough Hall in the event of an emergency.
- Pedestrian Cross Sign: A pedestrian crossing sign was installed at the intersection of Grant Street and Penn Avenue.
- Payroll Company: Mr. Johnson asked if members would have any objections to using a payroll company
- Emails for Council Members: Mr. Johnson asked if members would like Borough specific email addresses. After a short discussion, Mr. Johnson said he would do more research.

NEW BUSINESS

- Council Member Resignation: Previously, Mr. Hartman informed Council that he was resigning from Cleona Borough Council effect January 1, 2025. Mr. Urban made a motion to accept Mr. Hartman's resignation, Mr. Haley second, and the motion was approved. Mr. Johnson said the vacancy will be made public and that letters of interest will be accepted by January 31 with selection and voting of a new member at the February 3rd meeting. Ms. Springer requested that the vacancy ad be put on Police Department's website and other outlets.
- Pay Change for Part-time Police Officers: Mr. Haley made a motion to increase the salary of part-time police officers from \$26.00 to \$27.00 retroactive to January 1, 2025. Mr. Urban seconded the motion. The motion was approved.

Cleona Borough Council Minutes

January 6, 2025

Page 4

- Appointment to Boards and Commission. Ms. Springer made a motion and Mr. Urban second, to appoint the following individuals to their respective boards and commission:

Cleona Borough Authority

- Les Powell 106 S. Harris St. Cleona: Term ends December 2030

Zoning Hear Board

- Miranda Burley, 104 N. Center St. Cleona: Term ends December 2027
- Mike Runkel, 217 S. Christian St., Cleona: Term ends December 2026
- Jim Bentz, 204 E. Maple St. Cleona: Term ends December 2025

Police Civil Service Commission

- Byran Hoffman 337 E. Maple St. Cleona: Term ends December 2031

Cleona Borough Park and Recreation Board

- Karen Russo, 1320 E. Cedar St. Annville, Term ends December 2030

UNFINISHED BUSINESS:

- Ordinance Review – zoning and map ordinance: No Report
- Municipal Trash: No Report
- Recreational vehicles/trailers/boats on private property: No Report
- Line of sight study: Mr. Johnson said that the Borough engineer is willing to do a line of slight study, but asked if the Borough would like to identify the problem areas. After some discussion, Mayor Minnich said that he and anyone else that would like to join him could drive through the Borough and identify the problem areas and report back to the Council.

Motion by Matt Urban, seconded by Pat Haley, to pay the bills for December 2024.

Council adjourned at 8:18 pm.

Respectively Submitted

Jonathan Johnson