

**Borough of Bowmanstown Council Biennial Meeting**  
**January 6, 2020**

Tracy Burbage, Notary Public administered the oath of office to the re-elected Mayor Zachary Snyder, and Council members Pamela Leiby, Kara Scott, and William Ravert.

The Bowmanstown Borough Biennial Meeting was called to order by Mayor Zachary Snyder at 7:00 PM, members present were Pam Leiby, Kara Scott, Barbara Eastland, Rob Moyer, Darren Thomas, William Ravert, Secretary Tracy Burbage, Solicitor James Preston, and Engineer Jessica Rehrig.

Mayor Zachary Snyder opened nominations for Council President. Pam Leiby nominated William Ravert, Kara Scott nominated Pam Leiby. Mayor Snyder asked for any other nominations, no further nominations, Pam Leiby declined the nomination while William Ravert accepted the nomination. **Mayor Snyder closed the nominations for President. Motion by Pam Leiby to appoint William Ravert as Council President, 2<sup>nd</sup> Darren Thomas, AIF-MC Roll Call, B. Eastland – Yeah, K. Scott – Yeah, P. Leiby – Yeah, W. Ravert – Yeah, D. Thomas – Yeah, R. Moyer – Yeah, AIF-MC**

Mayor Zachary Snyder then opened nominations for Council Vice-President. William Ravert nominated Pam Leiby, Mayor Snyder asked for any other nominations, no further nominations, Pam Leiby accepts the nomination. **Motion by Darren Thomas to appoint Pam Leiby as Council Vice-President, 2<sup>nd</sup> William Ravert, AIF-MC**

The Mayor turned the gavel over to President William Ravert.

William Ravert resigned the position of the two (2) year term on council leaving an open position on council. **Motion by Rob Moyer accepting William Ravert's resignation from the two (2) year term on council, 2<sup>nd</sup> Barbara Eastland, AIF-MC**

President Ravert asked for nominations for the open seat on council. Barbara Eastland nominated Norman Engle, Jr., Rob Moyer nominated Joseph Rodrigues, President Ravert asked if there were any other nominations for the open seat, there were no further nominations. President Ravert then called for a roll call vote for council members to state who they would like to fill the vacant two (2) year seat; B. Eastland – Mr Engle, K. Scott – Mr Engle, P. Leiby – Mr Engle, D. Thomas – Mr Rodrigues, R. Moyer – Mr Rodrigues, W. Ravert – Mr Rodrigues, the vote is tie at 3 – 3, Mayor Snyder to break the tie – Mr Rodrigues, **Joseph Rodrigues is appointed to the two (2) year term on council.**

**Motion by Rob Moyer to accept Wayne Engle's resignation with regret authorizing a letter be sent to Wayne thanking him for his years of service, 2<sup>nd</sup> Darren Thomas, AIF-MC**  
**Motion by Pam Leiby to purchase a plaque honoring Wayne Engle's service to the borough, along with a name plaque with years of service for the borough office where Planning Commission meetings were held, 2<sup>nd</sup> Barbara Eastland, AIF-MC**  
**Motion by Kara Scott to purchase a plaque to recognize Norman Engle, Jr. for 35 years of service to this community, 2<sup>nd</sup> Barbara Eastland, R. Moyer-Nay, MC**

President William Ravert opened the nominations for President Pro Tem. Barbara Eastland nominated Rob Moyer. Rob Moyer accepted the nomination. William Ravert closed the Nominations for President Pro-Tem **Motion by Darren Thomas to appoint Rob Moyer as President Pro-Tem, 2<sup>nd</sup> Barbara Eastland, AIF-MC**

- \* **Motion by Rob Moyer to appoint Paul Bossard as the Vacancy Board Chairman, 2<sup>nd</sup> Pam Leiby, AIF-MC.**
- \* **Motion by Pam Leiby to appoint Rob Moyer to the Planning Commission Board, 2<sup>nd</sup> Barbara Eastland, AIF-MC.**
- \* **Motion by Barbara Eastland to appoint John Spirk to finish Wayne Engle's term on the Authority Board, 2<sup>nd</sup> Darren Thomas, AIF-MC**
- \* **Motion by Kara Scott to appoint Ben Powell to the Zoning Hearing Board, 2<sup>nd</sup> Barbara Eastland, AIF-MC**
- \* **Motion by Pam Leiby to appoint Darren Thomas as the designated member on the UCC Appeals Board, 2<sup>nd</sup> Barbara Eastland, AIF-MC.**
- \* **Motion by Pam Leiby to appoint Broughal & DeVito as designated Borough Solicitor, 2<sup>nd</sup> Rob Moyer, AIF-MC**
- \* **Motion by Pam Leiby to appoint Alfred Benesch and Company as designated Borough Engineer, 2<sup>nd</sup> Kara Scott, AIF-MC.**
- \* **Motion by Barbara Eastland to appoint First Northern Bank & Trust as designated depository, 2<sup>nd</sup> Darren Thomas, AIF-MC.**

- \* Motion by **Rob Moyer** to appoint *The Times News* as designated advertising agency, 2<sup>nd</sup> **Barbara Eastland**, AIF-MC.
- \* Motion by **Barbara Eastland** to appoint *Paul's Garage* as designated towing and storage garage, 2<sup>nd</sup> **Pam Leiby**, AIF-MC
- \* Motion by **Barbara Eastland** to appoint *William Ravert* as delegate on the Carbon County Tax Collection Committee, 2<sup>nd</sup> **Pam Leiby**, AIF-MC
- \* Motion by **William Ravert** to appoint *Barbara Eastland* as alternate delegate to the Carbon County Tax Collection Committee, 2<sup>nd</sup> **Rob Moyer**, AIF-MC
- \* Motion by **Rob Moyer** to appoint *Kara Scott* as representative to the Carbon County Council of Government, 2<sup>nd</sup> **Pam Leiby**, AIF-MC
- \* Motion by **Rob Moyer** to appoint *Pam Leiby* as alternate representative to the Carbon County Council of Government, 2<sup>nd</sup> **Barbara Eastland**, AIF-MC

President William Ravert stated the committees will remain as they are for now with Joe Rodrigues filling in where Norman Engle, Jr. was:

<b><u>Committee</u></b>	<b><u>Chairperson</u></b>	<b><u>Member</u></b>	<b><u>Member</u></b>
Fire	K. Scott	D. Thomas	B. Eastland
Law	P. Leiby	J. Rodrigues	R. Moyer
Sewer/Sanitation/Water	D. Thomas	W. Ravert	J. Rodrigues
Budget/Finance	R. Moyer	B. Eastland	D. Thomas
Streets	W. Ravert	J. Rodrigues	P. Leiby
Property/Special	J. Rodrigues	R. Moyer	D. Thomas
Personnel	B. Eastland	P. Leiby	W. Ravert

**Regular Business Meeting**

**Visitors**

Rodney & Marcy Reeser  
Justin Carlucci, Time News

**Approval**

1. Motion by **Barbara Eastland** to approve the minutes of December 3, 2019, 2<sup>nd</sup> **Kara Scott**, AIF-MC
2. Motion by **Pam Leiby** to approve the General Treasurer's Report dated January 6, 2020 and payment of the bills listed, 2<sup>nd</sup> **Rob Moyer**, AIF-MC
3. Motion by **Darren Thomas** to approve the Sewer Treasurer's Report dated January 6, 2020 and payment of the bills listed, 2<sup>nd</sup> **Barbara Eastland**, AIF-MC
4. Motion by **Barbara Eastland** to approve the Garbage Treasurer's Report dated January 6, 2020 and payment of the bills listed, 2<sup>nd</sup> **Pam Leiby**, AIF-MC
5. Motion by **Barbara Eastland** authorizing *William Ravert* as a check signer for today's treasurer bill payments, 2<sup>nd</sup> **Darren Thomas**, AIF-MC.

**Correspondence**

<b><u>Subject</u></b>	<b><u>Date</u></b>	<b><u>Summary</u></b>
Budget	2020	Borough Authority 2020 Final Budget
Fire	Nov 2019	Fire Company Financial Statement as of Nov 30, 2019
Fire	Dec 2019	Fire Chief's Report
NEPA	12/10/19	Municipal program assistance and service offerings available through NEPA
Minutes	12/17/19	Borough Authority December Meeting Minutes

**Solicitor**

1. The Authority Clerk's wages will be discussed in Executive Session
2. Motion by **Darren Thomas** authorizing the solicitor to start lien proceedings on 309/311 Ore Street for unpaid sewer and garbage rents, 2<sup>nd</sup> **Barbara Eastland**, AIF-MC
3. Coordinating with the Engineer researching the Craig Street ownership and right-of-way to make sure the borough is on solid ground with deed descriptions

**Engineer**

1. Lime Street Connection Project – Continued coordination with Ankiewicz on field questions and made field visit December 20, 2019
2. Reviewed electronic copy of the revised Final Lot Line Adjustment Plan for 530 & 510 Craig Street (Solt/Swolensky) and provided a comment email on December 17, 2019
3. Coordination with Solicitor on Craig Street ownership and right-of-way
4. Provided CER Year-End Summary Report

**Unfinished Business**

1. **Motion by Rob Moyer to contact Blue Mountain Gutter to have them repair or replace the gutter over the handicap ramp at a cost not to exceed \$1,500.00, 2<sup>nd</sup> Barbara Eastland, AIF-MC**
2. **Motion by Rob Moyer to allow B.A.R.C. to place benches, bike racks, message board, and place chalkboard paint per the BARC request dated 1/06/2020, Borough Hall: 1-5 and Vacant lot by the Post Office 1 & 2, 2<sup>nd</sup> Barbara Eastland, AIF-MC**

**Motion by Barbara Eastland to grant permission for BARC to design a dog park in conjunction with the Property Committee and come back to council, 2<sup>nd</sup> Rob Moyer, P. Leiby-Nay, D. Thomas-Nay, W. Ravert-Nay, tie vote 3-3, Mayor Snyder to break the tie votes Nay, motion does not carry**

3. Once the questions posed in regards to the electrical quotes are answered, council is to review then make a decision on electrical supplier; PMAA or APPI to stay with current, switch, or wait until spring

**New Business**

1. Received the Internal Control letter from Kirk, Summa & Co., LLP in regards to the 2018 year-end audit

**Other Business**

1. Zoning/Building Code Officer's Report Year of 2019, detailed report on file in office.

**EXECUTIVE SESSION – Personnel Issues IN: 8:20 PM OUT: 8:49 PM**

While in executive session no decisions or motions were made.

**Motion by Barbara Eastland to adjourn the meeting at 8:50 PM, 2<sup>nd</sup> Darren Thomas, AIF-MC**

Respectfully submitted by Tracy L Burbage, Secretary

Pending/Action Items

Fire:	Fire Company Billing Services Ordinance
Budget:	Employee raise step program
Budget:	Review Auditors
Law:	Billing procedures when a house fire occurs
Property:	Playground inspections need to be done monthly
Property:	Playground retaining wall inspection
Property:	Dead Oak trees along borough property
Property:	Playground bleacher repairs
Property:	Pricing on surveillance cameras
Property:	Storage shed for borough equipment at the garage
Sewer:	605/607 Fireline Road sewer debt service for 6 months (May 2020)
Streets:	Water runoff from the Stoneridge Apartments on Oak Street
Streets:	Curbing letters to residents along Lime Street about curbing
Streets:	Modified Stone at the end of Spring Street where the macadam ends towards Fireline
Streets:	249 White Street storm drain repair