

PLEASE TURN OFF ALL CELL PHONES

Danville Borough Council Meeting

Agenda

NOVEMBER 14, 2023

Call to Order.....President Woodruff

Roll Call.....B. Mordan

Invocation & Pledge of Allegiance.....President Woodruff

Public Comments.....President Woodruff

Open discussion is encouraged during any agenda item.

Notification: There was an executive session regarding code personnel and a water and sewer legal matter on Tuesday, October 17th at 5:30M that recessed at 6:00PM for a public Finance Committee Meeting and reconvened the executive session at 7:16PM and adjourned at 7:25PM.

Consent Items including Financial Rpts & Payment of Bills.....President Woodruff

1. Minutes – October 10, 2023.....Regular Meeting
2. List of Checks – Jim Gregg abstains from the check paying, “Gregg’s Small Engine Repair” invoices. This is on record as a standing abstention.
3. List of General Journal Entries
4. Month end Financial Reports and Monthly List of Bills for payment

Action Items from previous

Meetings.....President Woodruff

Topics/New Business.....President Woodruff

1. Preliminary approval of the 2024 Budget, attached as pages 1-2.
2. Intent to adopt Ordinance 582 Tax Ordinance for 2024, attached as pages 3-4.
3. Professional Services Agreement with Barry Isett & Associates for BCO, Zoning and Floodplain Management, attached as pages 5-8.
4. Appoint Barry Isett & Associates as Zoning Officer, Building Code Official and Floodplain Administrator.
5. Request from Bloomsburg University Student, Kameron Freeman, to complete an unpaid internship with the Danville Borough Police Department.
6. Request from Tom Hiravi, Danville School Community Park Project Manager, to waive zoning and administration fees for Danville Middle School pavilion, attached as page 9. Barry Isett & Associates already waived the fees for the building permits.

7. Sewer Superintendent recommendation to appoint Gary Ernest second in command at the Sewer Department with an additional \$1/hour raise for taking on the added responsibility, attached as page 10.

Correspondence & FYI Items.....President Woodruff

1. Sensory Santa donation request and flyer, attached as pages 11-12.

Unfinished/Old Business.....President Woodruff

Committees

- Finance.....Mr. Walters
1. Resolution No. 2023-13 – Setting Fee for Quarterly Parking Permits, attached as page 13.
 2. Intent to adopt Ordinance 581 amending Chapter 237, entitled Vehicles and Traffic, establishing parking meter zones and rates, attached as pages 14-16.

- Personnel.....Mr. Walters
1. Ellie Erlston-Phillips, Code Administrator, has successfully completed her probationary period.
 2. Letter of retirement and part-time employment request from Frank Ernest, Chief Mechanic, attached as page 17. Approval to post position internally and proceed with offering job to candidate from 7/18/23 application and from 8/2/23 interview if no internal transfer is requested.

Property.....Mr. Humphries

Water.....Mr. Gregg

Public Safety (fire).....Mr. Walters

Flood.....Mr. Gregg

Police.....Mayor Swank

Streets.....Mr. Stigerwalt

Sewer.....Mr. Gregg

COG.....Mr. Humphries

DBA.....Mr. Stigerwalt

EMA.....Mr. Beers

Mayor's Report.....Mayor Swank

Codes, Zoning & Health.....Mr. Deroba

1. Health reports attached as pages 18-19.

Other Business.....President Woodruff

News Media.....President Woodruff

Adjournment.....President Woodruff

2024 FINAL BUDGET

Danville Borough, 463 Mill Street, Danville PA 17821

GENERAL FUND

Revenues & Other Sources \$3,439,760

Expenditures

400	Legislative Body	\$24,824
401	Mayor	\$3,570
403	Tax Collection	\$36,685
404	Law	\$18,650
405	Administration	\$337,131
409	Property	\$208,703
410	Police Department	\$1,492,508
412	Ambulance	\$0
414	Planning & Zoning	\$182,489
415	Emergency Management	\$11,919
421	Health	\$9,062
430	Street Department	\$1,106,073
454	Parks & Recreation	\$4,600
457	Civil & Military Celebrations	\$2,500
	Total Expenditures	\$3,438,715

Net Surplus/(Deficit) **\$1,045**

OTHER FUNDS (EXPENDITURES)

			Net Surplus/(Deficit)
02	Street Lighting Fund	\$83,334	\$232,054
03	Fire	\$169,141	\$22,914
05	Flood	\$232,598	\$1,189
06	Water		
07	Borough Farm Land	\$6,533	\$11,582
08	Sewer		
30	Capital Reserve	\$856,190	\$695,497
35	Highway Aid	\$268,211	\$35,471

Requests

Police Department

- Police Station Camera System \$20,217

Street Department

- 2 Zero-turn Hustler Mowers \$9,598
- Cameras \$6,336
- Ventrac Tractor \$34,367

Property

- Street Barn Roof \$55,437

Flood

- Skylights for pump station \$39,686

Street Lighting

- Generator and Battery Backups for all intersections \$71,730
- 6 Generators \$3,780

Highway Aid (Liquid Fuels)

- Broom attachment for Ventrac Tractor request in street budget \$6,995
- Broom attachment for skid steer \$11,150
- Paving \$70,000
- Line Painter \$6,000
- MS4 Alton Street Ditch \$14,453

TAX ORDINANCE FOR 2024

NO. 582

An Ordinance of the Borough of Danville, Commonwealth of Pennsylvania, fixing the tax rate for the fiscal year 2024.

Be it ordained and enacted and it is hereby enacted by the Council of the Borough of Danville, Commonwealth of Pennsylvania.

Section 1: That a tax be and the same is hereby levied on all property within the Borough subject to taxation for Borough purposes for the fiscal year 2024.

Tax rate for general borough purposes, the sum of six and eighty-four hundredths (6.84) mills on each dollar of assessed valuation, or the sum of \$0.684 on each one hundred dollars of assessed valuation.

For fire purposes, the sum of eighty-five hundredths (.85) mill on each dollar of assessed valuation, or the sum of \$0.085 on each one hundred dollars of assessed valuation.

For light purposes the sum of forty-six hundredths (.46) mill on each dollar of assessed valuation, or the sum of \$0.046 on each one hundred dollars of assessed valuation,

To make a total for all purposes of eight and fifteen hundredths (8.15) mills on each dollar of assessed valuation, or the sum of \$0.815 on each one hundred dollars of assessed valuation.

Section 2: A two percent (2%) discount shall be allowed on any tax bill if paid within two (2) months of date of the notice. If paid two (2) months from the date of the notice and prior to four (4) months from the date of the notice, the taxes paid shall be at the face amount of said notice, and if paid four (4) months after the date of notice, a ten percent (10%) penalty shall be added.

Section 3: Interim assessment and taxation of improvements to property.

- A. Whenever there has been any improvement or construction with respect to buildings, dwellings or land located in the Borough, which buildings, dwellings or land is not otherwise exempt from taxation, and such improvement or construction has not been included in the tax duplicates of the Borough, the Borough Manager is hereby authorized to request the authority responsible for assessment in the County to inspect and assess, subject to all rights of appeal and adjustment as provided by the General County Assessment Law, all taxable property in the Borough to which major construction and/or major improvements have been made, whereupon such property, improvements or construction shall then be added to the duplicate and shall be taxable for Borough purposes at the same rate as is all other taxable property located in the Borough at the assessed valuation for that proportional part of the calendar year remaining after the property was improved and/or the construction occurred.
- B. Any property, improvement or other subject of taxation which may have been omitted shall be assessed and made subject to taxation for the period during which it was omitted, but in no event to exceed a period of five calendar years preceding the year in which the property, improvement or other subject of taxation is first added to the assessment roll.

C. Taxes levied on any such assessment shall not be made subject to the payment of any interest and penalties otherwise provided by law, except as the same are computed from the date of assessment made pursuant to this section, as follows:

- (1) When such improvement and/or construction is made during a month, the interim assessment shall be computed as having made on the first day of the next succeeding month;
- (2) A two-percent discount shall be granted on taxes paid by the end of the second month following the month during which the interim assessment was made;
- (3) Taxes paid after the end of the second month but before the fourth month following the month during which the interim assessment was made shall be paid at face; and
- (4) Taxes paid after the end of the fourth month following the month during which the interim assessment was made shall be subject to a penalty of 10% of the face amount thereof.

D. No bona fide purchaser of any property or other subject of taxation without knowledge that the property or other subject of taxation was omitted from assessment for purposes of taxation shall be subject to any taxation based upon the additional assessment made pursuant to this section.

Section 4: That any Ordinance or part of Ordinance conflicting with this Ordinance is hereby repealed insofar as the same affects this Ordinance.

Approved this 12th day of December, 2023.

Attest:

Borough Manager

President of Council

Approved:

Mayor



1170 Highway 315, Suite 3, Wilkes-Barre, PA 18702

570.285.8200 570.285.8201

barryisett.com

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (hereinafter referred to as the "Agreement") is made this 14th day of November 2023, between Barry Isett & Associates, Inc. (hereinafter referred to as "Isett"), whose regional business address is Fox Ridge Professional Center, 1170 Highway 315, Suite 3, Wilkes-Barre PA 18702 and the Borough of Danville, Montour County (hereinafter referred to as the "Client") whose principal business address is 463 Mill Street, Danville, PA 17821.

WHEREAS, the Client wishes to retain Isett to perform the services referenced herein.

NOW THEREFORE, the parties to this agreement agree as follows:

1. Services Provided

Isett agrees and will provide the following services in accordance with the terms and conditions of this agreement (collectively, "Services").

- a. Pennsylvania Uniform Construction Code BCO Services
- b. Zoning Services
- c. Floodplain Management Services

2. Cost of Services

Isett will assess a fee of \$95.00 per hour for the above referenced Services. Isett will provide a monthly invoice to the Client identifying the Services performed during the previous thirty (30) days from the date of the invoice, and the Client shall remit to Isett at Isett's address identified herein a check made Payable to "Barry Isett & Associates, Inc." in a sum equal to the invoice amount; said payment from the Client to Isett shall be due by the Client to Isett no more than forty five (45) days from the date the Client receives the invoice from Isett. The Client shall not reimburse Isett for any travel-related time or expenses (mileage, meals, tolls) in connection with Isett's performance of Services.

3. Service Standards

Isett shall provide the Services outlined herein to the best of its ability and in accordance with the Pennsylvania Uniform Construction Code, the Municipalities Planning Code, Borough of Danville Ordinances, and with generally accepted practices in the industry.

4. Termination

Either party may terminate this Agreement by providing the other with sixty (60) days written notice of their intent to terminate this Agreement. This agreement shall terminate

and be of no force and effect on the Sixtieth (60th) day from which the Notice of Termination was received by the other party.

5. Notices

Any notices required to be given under this Agreement shall be mailed by First Class Mail, Return Receipt Requested, or by overnight courier (FedEx or USPS to the following addresses):

As to Isett:

Barry Isett & Associates, Inc.
Fox Ridge Professional Plaza
1170 Highway 315, Suite 3
Wilkes-Barre, PA 18702

As to Client:

Borough of Danville
463 Mill Street
Danville, PA 17821

6. Communications

Other than notices covered by Section 5, all communications between Isett and Client shall be between the following designated points of contact:

As to Isett POC:

Phillip Prout, BCO, CFM
Operations Manager
pprout@barryisett.com
(570) 285-8188 (office)
(570) 441-9850 (mobile)

As to Client POC:

Brindy Mordan
Borough Manager
bmordan@danvilleboro.org
570-275-3091, ext. 3

All work assignments for Isett will be communicated to Isett by Client POC. All reports, invoices, and other communications from Isett will be directed to the Client POC.

7. Dispute Resolution

In the event there is a perceived breach of this Agreement or there is a dispute or other controversy arising out of or relating to the provision of Service in accordance with this Agreement, the parties hereto agree to exercise their best efforts to resolve the dispute or controversy as soon as possible, if the dispute or controversy cannot be resolved to the satisfaction of both parties, either party has the right to exercise all remedies available in law and equity. Any legal action to enforce the terms of this Professional Services Agreement shall be brought in the Court of Common Pleas of Montour County.

8. Indemnification

The parties hereto agree and acknowledge that nothing contained herein shall be construed as or constitute a waiver of any immunity or indemnification afforded the Client or Isett under the Pennsylvania Tort Claims Act, 42 Pa.C.S. § 8501, et seq., its successor statute or any other Federal, State Law or recognized case law within the Commonwealth of Pennsylvania, as may be amended from time to time. Further, Isett does hereby agree to indemnify, defend, release and hold the Client and its officers, directors, employees, and representatives, harmless from and against any and all claims, liabilities, losses, damages costs and expenses, including reasonable attorneys' fees and court costs, arising from claims by third parties, but only to the extent they are

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caused by negligent acts or omissions of Isett, its employees and its consultants in the performance of or professional services under this Agreement. Claims payment shall be in the form of reimbursement after a legal determination of fault and shall be subject to payment in full for all services.

9. Insurance

Isett shall maintain all insurance required by the Commonwealth of Pennsylvania to act as a Third-Party Agency as defined under the Pennsylvania Uniform Construction Code as may be amended from time to time. The insurance policy shall name the Client as an additional insured in order to indemnify and hold the Client harmless from, and against, any and all claims for injuries and damages to persons or property arising from Isett's services. Isett shall provide copies of its Insurance Certificates to the Client after the effective date of this Agreement.

10. Certification

All employees of Isett that provide services to the Client pursuant to the terms of this Agreement shall hold and maintain all applicable certifications issued by the Department of Labor and Industry for the Commonwealth of Pennsylvania to serve as a Construction Code Official/Building Code Official pursuant to the Pennsylvania Uniform Construction Code, as may be amended from time to time, or other recognized certifications for the services provided. The costs and expenses of Isett to hold and maintain all applicable Certifications shall be borne solely by Isett.

11. Assignment

No party may assign its right or obligations under this Agreement without the prior written consent of the other party.

12. Successors and Assigns

This Agreement shall be binding upon the parties permitted successors and assigns.

13. Entire Contract

This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement, whether oral or written. This Agreement superseded any prior written or oral Agreements between the parties.

14. Amendment

This Agreement may be modified, amended, or extended if amendments are made in writing, in accordance with Section 5, and are signed by both parties.

15. Severability

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the court finds that any provision of this agreement is invalid or unenforceable it is hereby declared that this Agreement shall be amended to eliminate such invalid or unenforceable provisions.

16. Effective Date

This Agreement shall be effective as of November 17, 2023.

17. Waiver of Contractual Right

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce or compel strict compliance with every provision of this Agreement.

18. Applicable Law

The laws of the Commonwealth of Pennsylvania shall govern this Agreement and their relationship between the parties.

19. Counterparts and Execution

This Agreement may be signed in any number of counterparts which, when taken together, shall constitute one and the same document. The parties further agree that any facsimile or electronic signature shall be as effective as an original signature, and all be equally binding as though delivered directly by hand to each other.

20. Warranty of Signatory

Each of the signatories to this Agreement represents and warrants that he has the authority to enter into this Agreement on behalf of the party on whose behalf he is executing this Agreement.

IN WITNESS WHEREOF, the parties hereto intending to be legally bound, have executed this Agreement the day and year indicated below with an effective date of November 17, 2023.

BARRY ISETT & ASSOCIATES, INC.

BOROUGH OF DANVILLE

Kathryn Forry

Barry Isett & Associates, Inc.

Borough of Danville

Name: Kathryn Forry

Name: _____

Title: Code Services Department Head

Title: _____

Date: November 1, 2023

Date: _____



October 16, 2023

To Whom It May Concern:

Thank you for your consideration in accepting the zoning and building permits for a pavilion located on the grounds of Danville Middle School. This pavilion was fundraised as a part of the Danville School Community Park Project, an initiative taken on by the Danville Area School District, Danville Business Alliance, Danville Area Community Center, Montour Area Recreation Commission, and other local organizations to revitalize the six acre plot behind Danville Middle School and establish a public community park. In one year, the project has raised more than \$180,000, installed a community garden, created a 200' mural, planted 47 trees, and secured funding for a large pavilion.

The enclosed plans for a 45'x34' pavilion will accommodate over 160 people at picnic tables, ensuring that the park will be of public service for events, gatherings, recreation, and as a central meeting place for many residents of Danville. As the borough is aware, the location of Danville Middle School is ideal for a public park as it is located at the intersection of Routes 11 and 54 as well as its easy accessibility by foot to both the first and third wards of town.

The Danville School Community Park Project requests that the borough considers waiving the fees associated with the zoning, permitting, and inspection process due to the public improvement nature of the park and, specifically, for this pavilion.

For more information on the vision for the Danville School Community Park Project, please feel free to visit the project website at www.danvillepark.org or reach out to Tom Hiravi, Project Manager at thiravi@danvillesd.org or by phone at (814) 242-0753.

Sincerely,

Tom Hiravi

Project Manager

Danville School Community Park Project



Borough of Danville

463 Mill Street Danville, PA. 17821 Phone 570-275-3091 Fax 570-275-2656 www.danvilleboro.org

Jane Graham, Sewer Superintendent is recommending that Gary Ernest be made second in command at the Sewer Department. Revised job description attached. It is recommended that Gary Ernest be given a \$1.00 per hour increase for taking this added responsibility. This \$1.00 per hour will be an increase on Mr. Ernest's current hourly rate and be paid on all hours worked. The increase will go into effect on the first bi-weekly paycheck in January 2024. The increase has already been approved and budgeted for by the Danville Municipal Authority.

Byard Woodruff, Council President

Wes Walters, Personnel Committee Chair

James Gregg, Sewer Committee Chair

Jane Graham, Sewer Superintendent

Gary Ernest, Sewer Department Employee

Brindy Mordan

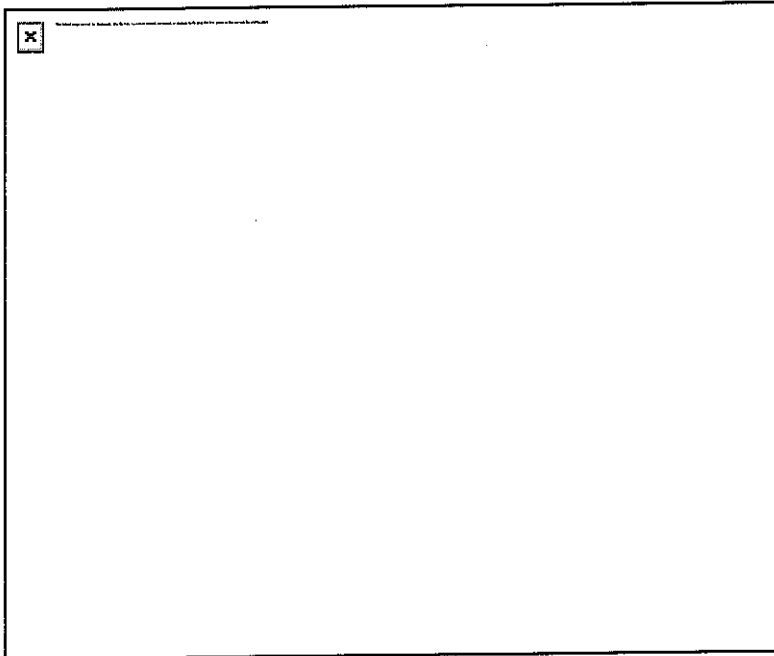
From: Jennifer Billig <jenniferb@handinhandpa.org>
Sent: Monday, November 6, 2023 10:36 PM
To: Jennifer Billig
Subject: Sensory Santa
Attachments: Sensory Santa.pdf

Hello!

I am very excited to announce this year's Sensory Santa!!! Sensory Santa is an opportunity for children who have disabilities and sensory needs to experience Santa on their terms. This is with a quiet Santa who is willing to meet the child on their level in a calm environment. This is one of Hand in Hand's favorite events and we look forward every year to seeing the smiles on the faces of the children as well as their parents!! Please find our flyer attached to this email and feel free to share it with anyone who may benefit.

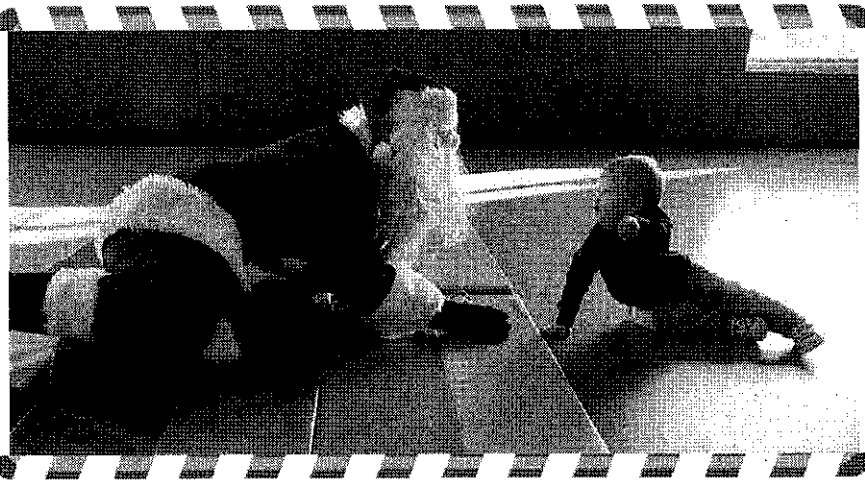
Each child, as well as any siblings, leave with a gift that was picked out especially for them. You can help us to continue this by sponsoring a gift for a child at \$20.00. Donations can be made on our website handinhandpa.org or through Venmo @handinhandpa.

Thank you!!



--
Jennifer Billig
She/Her/Hers
Founder/President
Hand in Hand Family Resource Center
PO Box 1013
Berwick, Pa 18603
(717)887-6609

Sensory Santa



Traveling Santa - For kids who may have difficulty leaving the house due to medical conditions or sensory needs. Call (717)887-6609 to schedule.

BERWICK

December 9, 2023
1:00PM - 4:00PM
Teen Center
1130 6th Ave

BLOOMSBURG

December 17, 2023
11:00AM - 3:00PM
Bloomsburg Children's Museum
2 West 7th Street

BENTON

December 16, 2023
1:00PM - 4:00PM
N4Cs
42 Community Drive

DANVILLE

December 16, 2023
1:00PM - 4:00PM
Shiloh United Church of Christ
500 Bloom St

www.handinhandpa.org
jenniferb@handinhandpa.org
(717)887-6609

REGISTER AT: www.handinhandpa.org

RESOLUTION

2023-13

RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF DANVILLE
SETTING THE FEE FOR QUARTERLY PARKING PERMITS ADMINISTERED BY
THE BOROUGH OF DANVILLE.

WHEREAS, The Borough of Danville sets forth the rules and regulations governing
parking in the Borough of Danville's municipal parking lots.

WHEREAS, Quarterly parking permits are available for sale to the business owners
conducting business in the Borough of Danville and

WHEREAS, Quarterly parking permits are available for sale to employees working in the
Borough of Danville

WHEREAS, purchasing a quarterly parking permit allows you the privilege to park in
designated areas of municipal parking lots without payment to a parking meter

WHEREAS, it is the consensus of Borough Council that the fee should be reasonable.

NOW, THEREFORE, be it resolved by the Borough Council of the Borough of Danville,
that the quarterly parking permit fee shall be set at \$55 per quarter beginning on January
1, 2024. All other provisions of the quarterly parking permits shall remain unchanged.

ADOPTED THIS 14th day of November 2023.

BOROUGH OF DANVILLE

President

ATTEST

(SEAL)

Ordinance No. 581

An ordinance amending Chapter 237, of the Code of the Borough of Danville, entitled Vehicles and Traffic for the purpose of establishing parking meter zones and rates.

Section I: Chapter 237, Sections 237-40, entitled parking meter zones and rates established, is hereby amended as noted in the attached revised Chapter 237 Vehicles and Traffic.

Section II: All other parts of Chapter 237, of the Code of the Borough of Danville hereby reenacted without change except as set forth above.

Section III: The Ordinance shall take effect on January 1, 2024.

ORDAINED AND ADOPTED this 12th day of December 2023.

Byard Woodruff, Council President

Bernie Swank, Mayor

ATTEST

Brindy Mordan, Borough Manager

(SEAL)

§ 237-40. Parking meter zones and rates established.

A. On-highway parking zones. Parking meter zones are hereby established upon the highways or parts of highways described below with maximum parking time periods as indicated between the hours of 9:00 a.m. and 6:00 p.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; except Sundays and holidays. Where red-colored meters exist within each zone, the maximum parking time period shall be 15 minutes for that parking space, and the rate shall be \$0.50 per 15 minutes.

Name of Street	Side	Time Limit	Location	Rate
Ferry Street	Both	10 hours	From Bloom Street to Market Street	\$0.25/hour
Lower Mulberry Street	Both	2 hours	From Mill Street to Ferry Street	\$0.50/hour
Mahoning Street, East	Both	10 hours	From Ferry Street to alley and property of First Ward School	\$0.25/hour
Mahoning Street, East	South	10 hours	From Mill Street to Ferry Street	\$0.25/hour
Mahoning Street, West	Both	2 hours	From Mill Street to Rooney Avenue	\$0.50/hour
Mahoning Street, West	Both	10 hours	From Rooney Avenue to Continental Boulevard	\$0.25/hour
Market Street, East	South	10 hours	From Mill Street to Ferry Street	\$0.25/hour
Market Street, West	Both	10 hours	From Factory Street to Mill Street	\$0.25/hour

Name of Street	Side	Time Limit	Location	Rate
Mill Street	Both	2 hours	From Front Street to Bloom Street	\$0.50/hour
Mill Street	East	2 hours	From Bloom Street to Center Street	\$0.50/hour

B. Off-highway parking areas and rates. Parking meter areas and rates hereby established as described below with maximum parking time periods as indicated between the hours of 9:00 a.m. and 6:00 p.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday of each week, except on Sundays and holidays. Where red-colored meters exist within off-highway parking meter areas, the maximum parking time period shall be 15 minutes for that parking space, and the rate shall be \$0.50 per 15 minutes. Where brown-colored meters exist within off-highway parking meter areas, the maximum parking time period shall be two hours for that parking space, and the rate shall be \$0.25 per hour. Motor vehicles displaying a commercial parking permit placard may park at any brown-colored meter without paying the hourly rate as per the regulations of § 237-31, C-2 District permit parking.

Area	Time Limit	Location	Rate
Municipal Parking Lot	10 hours	Rooney Avenue	\$0.25/hour
Municipal Parking Lot	10 hours	Ferry Street	\$0.25/hour

November 6, 2023

Mr. Byard Woodruff, President

Danville Borough Council

463 Mill St.

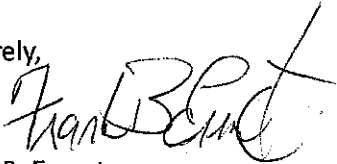
Danville PA 17821

Dear President Woodruff:

Please accept this letter as my letter of intent to retire December 31, 2023. My last day of work will be December 31, 2023. I will at that time have over 21 years of service with the borough of Danville. I would like to remain a part time employee for the borough 2-3 days a week at a pay rate of \$25 an hour to assist in training a new mechanic and also to help with any other tasks needed.

I would like to take this opportunity to thank the Danville Borough Council, as well as, all Departments within the Borough and their staff for any assistance they may have provided me over the years.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank B. Ernest". The signature is written in a cursive style with a large, sweeping flourish at the end.

Frank B. Ernest

1051 Pine Mountain Lane

Danville, PA 17821

Health Officer Report

August/September 2023

- Conducted Inspections on all RFE food trucks for FALLFEST
- Collected final Annual license fee, conducted inspection and issued license.
- Conducted routine inspections on food trucks entering the borough.
- Followed- up on several Food Recalls issued by PA. Dept. of Agriculture.
- Completed SERVSAFE seminar on Food Safety
- Inspected Street Vendor and issued license.
- Answered potential vendor questions on food licensing process.
- ZERO consumer complaints received.

Respectfully Submitted

Robert Strachko

Health Officer Report

September/October 2023

- Conducted Inspections on all RFE food trucks for FALLFEST.
- Impromptu visits to several RFE locations.
- Collected final Annual license fee, conducted inspection and issued license
- Conducted routine inspections on food trucks entering the borough
- Attended WEBINAR on changes to PA Food Safety Regulations.
- Follow up on Product recalls from PA Dept. of Agriculture. Removed product from shelves at one establishment. Reported to Dept. of Ag.
- ONE Consumer complaint received. Conducted investigation. NO action taken.

Respectfully Submitted

Robert Strachko