

MINUTES OF THE BOROUGH OF MONTOURSVILLE

January 6th, 2014

The Reorganization Meeting of the Montoursville Borough Council was called to order by Mayor John Dorin at 7:00 PM, with the following answering roll call: Mark Tillson, Dennis Holt, Ronald Shearer, Christopher Lucas, David Moyer and Rosemary Holmes.

The Pledge of Allegiance was observed. Mayor Dorin swore in the following newly elected Council members prior to the Borough Council meeting: First Ward – Christopher Lucas, Second Ward – Rosemary Holmes, Third Ward – David Moyer.

Council President – Mayor Dorin called for nominations for Council President. It was moved by Mr. Holt to nominate Mrs. Holmes for Council President. It was moved by Mr. Moyer to nominate Mr. Shearer for Council President. It was moved by Mr. Shearer to nominate Mr. Holt for Council President. Mayor Dorin called for additional nominations, hearing none, Mayor Dorin closed the nominations. Mayor Dorin requested a roll call vote for nominee, Mrs. Holmes. The roll call vote is as follows:

Yeas	Nays
Mark Tillson	
Dennis Holt	
	Ronald Shearer
	Christopher Lucas
	Dave Moyer
Rosemary Holmes	

Mayor Dorin stated that nominee; Mrs. Holmes had failed to win for lack of a majority vote for Council President. Mayor Dorin requested a roll call vote for nominee, Mr. Shearer. The roll call vote is as follows:

Yeas	Nays
Mark Tillson	
	Dennis Holt
Ronald Shearer	
Christopher Lucas	
David Moyer	
	Rosemary Holmes

Mayor Dorin stated that Council member; Mr. Shearer had won by majority vote and will be Council President. It was noted that once you have a majority vote the voting is completed.

Council Vice President – Mayor Dorin called for nominations for Council Vice President. It was moved by Mr. Moyer to nominate Mrs. Holmes for Council Vice President. It was moved by Mr. Shearer to nominate Mr. Holt for Council Vice President. Mayor Dorin called for additional nominations, hearing none, Mayor Dorin closed the nominations. Mayor Dorin requested a roll call vote for nominee, Mrs. Holmes. The roll call vote is as follows:

Yeas	Nays
Mark Tillson	
Dennis Holt	
Ronald Shearer	
Christopher Lucas	
David Moyer	
Rosemary Holmes	

Mayor Dorin stated that Council member; Mrs. Holmes had won by majority vote and will be Council Vice President. Mayor Dorin turned the gavel over to Mr. Shearer as Council President.

Council President Pro Tem – Council President, Mr. Shearer requested nominations for the Council President Pro Tem. It was moved by Mrs. Holmes to nominate Mr. Holt for Council President Pro Tem. Council President, Mr. Shearer called for additional nominations, hearing none, Council President, Mr. Shearer requested a roll call vote. The roll call vote is as follows:

Yeas	Nays
Mark Tillson	
Dennis Holt	
Ronald Shearer	
Christopher Lucas	
David Moyer	
Rosemary Holmes	

Council President, Mr. Shearer stated that Council member; Mr. Holt had won by majority vote and will be Council President Pro Tem.

Re/appointment - Vacancy Board Chair –

Motion by Council member, Mr. Lucas to appoint Mark Tillson as Vacancy Board Chair, second by Mr. Holt. The motion carried.

Council President, Mr. Shearer at this time reviewed with council various vacancies on several boards and commissions. **Motion** by Council member, Mr. Holt to reappoint Ginny Gardner as Secretary/Treasurer/Open Records Officer and Ronald Smith as Street/Water Commissioner, second by Mr. Moyer. The motion carried. At this time, Council member and Civil Service Commission Chairman, Mr. Moyer discussed with council issues that have come up regarding the Civil Service Commission and requested a second alternate member.

Motion by Council member, Mr. Moyer to appoint Robert Brobson as an alternate on the Civil Service Commission, second by Mr. Tillson. The motion carried.

Motion by Council member, Mr. Moyer to extend the member on Civil Service Commission whose term expires January 2015 for an additional 3 years, until January 2018, second by Mr. Holt. The motion carried.

The minutes of the December 2, 2013 meeting were approved on a motion by Mrs. Holmes, second by Mr. Moyer. The motion carried.

VISITORS AND PUBLIC COMMENT – Resident, Mr. Jan Ransdorf questioned council if the Borough Ordinances were current and updated to be equivalent with the rental ordinances in Williamsport. Council President, Mr. Shearer stated that they are not equivalent to Williamsport's; referring to three strikes you are out. Mr. Ransdorf stated he feels it is the borough's responsibility to be equal to our neighbors otherwise we may foresee some problems. Mayor Dorin stated to Council President, Mr. Shearer that he and the Chief will be reviewing the Williamsport Rental Ordinance and hopefully by the next meeting will be able to make some recommendations. Resident, Mr. Scott Metzger congratulated the new council members and existing members on their newly elected positions and maintained positions. He stated on behalf of the Metzger family he would like council to revisit the fee schedule for the rental inspections; he has no problem with the ordinance just the fee imposed on the initial visit. Mr. Metzger also would like to see meetings resume to twice a month and the newsletter.

TREASURERS REPORT –

Motion by Mr. Holt to approve the treasurer's report and the Borough bills for December 2013, second by Mr. Moyer. The motion carried.

NEW BUSINESS –

ORDINANCE # 457 - BOROUGH OF MONTOURSVILLE FLOOD PLAIN ORDINANCE & PUBLIC HEARING – Council President, Mr. Shearer recessed the regular meeting at 7:27 PM and the Public Hearing for Ordinance #457 – Borough of Montoursville Flood Plain Ordinance was convened. Solicitor, Mr. Randy Sees explained the reason for a Public Hearing it is required by the Municipalities Planning Code for any instance when you would revise the Zoning Ordinance; a Public Hearing is required. He stated the Flood Plain Ordinance is part of the Zoning Ordinance and the Flood Plain Management provisions of the Zoning Ordinance will be removed. It will now be a standalone Flood Plain Management Ordinance; easier to amend in the future. He stated the reason for this hearing would be to discuss any reasons why the Flood Plain provisions should not be removed from the Zoning Ordinance. He noted that if council should pass Ordinance #457; all provisions currently in the Zoning Ordinance would be repealed. Council member, Mr. Holt asked who worked on the Ordinance. Solicitor, Mr. Sees stated that he and Zoning Officer, Mr. Matt Sauer; he noted that it had also been reviewed several times by DCED. Business owner, Mr. Aubrey Alexander questioned if the ordinance had been advertised and if it would change the airports function. Solicitor, Mr. Sees stated that it had been advertised; he has no idea if it will affect the airport. He stated this hearing is about moving the provisions from the Zoning Ordinance to a standalone Flood Plain Management Ordinance with some minor changes. Council member, Mr. Moyer stated that his understanding of this is if this isn't passed; residents will not be able to get flood insurance. Solicitor, Mr. Sees agreed. Mayor Dorin questioned if this in anyway affiliated with the Biggert-Waters Act. Solicitor, Mr. Sees stated that it has nothing to do with it. Council member, Mr. Holt stated this is about regulations. At this time, Council President, Mr. Shearer closed the public hearing at 7:32 and reconvened the regular council meeting.

Motion by Mr. Holt to adopt Ordinance #457 – Borough of Montoursville Flood Plain Ordinance, second by Mrs. Holmes. The motion carried.

RESOLUTION 2014-01 – APPOINTMENT OF PRIMARY REPRESENTATIVE - CENTRAL KEYSTONE COG – Council President, Mr. Shearer requested to postpone adoption at this time.

RESOLUTION 2014-02 – APPOINTMENT OF POWER AND AUTHORITY TO COLLECT COUNTY AND BOROUGH TAXES TO COUNTY OF LYCOMING –

Motion by Mr. Moyer to appoint power and authority to collect county and borough taxes to County of Lycoming, second by Mr. Lucas. The motion carried.

REAL ESTATE TAX COLLECTION RENEWAL AGREEMENT/LYCOMING COUNTY –

Motion by Mr. Moyer to approve the Real Estate Tax Collection Renewal Agreement with Lycoming County, second by Mr. Holt. The motion carried.

2014 GENERAL CONSULTING SERVICES/LARSON DESIGN GROUP –

Motion by Mr. Lucas to approve the 2014 General Consulting Services with Larson Design Group, second by Mr. Holt. The motion carried.

2014 ENGINEERING RETAINER AGREEMENT/LARSON DESIGN GROUP –

Motion by Mr. Moyer to approve the 2014 Engineering Retainer Agreement with Larson Design Group, second by Mrs. Holmes. The motion carried.

2014 ENGAGEMENT LETTER/LARSON, KELLET & ASSOCIATES – AUDITING SERVICES – The Borough Secretary explained to council what the auditing services entail.

Motion by Mr. Holt to approve the 2014 Engagement Letter with Larson, Kellet and Associates for auditing services, second by Mr. Moyer. The motion carried.

DEVELOPMENT IMPROVEMENT AGREEMENT – LUNDY CONSTRUCTION CO. /WILLING HAND HOSE – DEVELOPMENT IMPROVEMENT AGREEMENT – SEBASTIAN LAND CO. /ALEXANDER SUBARU –

Council member, Mr. Holt requested Solicitor, Mr. Sees to explain. Solicitor, Mr. Sees stated these agreements ensure that the project will be completed and fees will be paid. Council member, Mr. Moyer stated that this essentially tells the developer what will be expected of him; like an end date for the project. Solicitor, Mr. Sees stated that it doesn't give an end date for the project but does give details of what will be required of the developer after final approval of their Land Development Plan. Council member, Mr. Holt asked if both plans will be going to the next Planning Commission meeting. The Borough Secretary stated that they will.

Motion by Mr. Holt to approve the Development Improvement Agreement for Lundy Construction/Willing Hand Hose Co. and Development Improvement Agreement for Sebastian Land Co. /Alexander Subaru, second by Mrs. Holmes. The motion carried.

ORDINANCE TAX LEVY– AUTHORIZING ADVERTISEMENT – The Borough Secretary discussed the timeline for meeting the adoption of the Ordinance in order to meet the deadline for Lycoming County to send out tax bills. Council member, Mr. Holt questioned what the advertising requirements are before adoption. Solicitor, Mr. Sees stated that it is eight calendar days prior to adoption for the Tax Ordinance and 10 calendar days prior for the adoption of the budget.

Motion by Mr. Holt to authorize the advertisement of the Tax Levy Ordinance, once a millage rate is determined, second by Mr. Lucas. The motion carried.

PLANNING & ZONING – Central Keystone COG Reports December 2013 were reviewed by council.

RECREATION – Nothing at this time.

STREETS/WATER – Street/Water Commissioner, Mr. Ron Smith reported to council on several projects. He stated they have approximately three loads of leaves to be picked up yet; gave an update on the procedures used for plowing and salting streets; an average storm uses 20 ton of salt and 300 gallon of calcium chloride. He noted it costs the borough approximately \$1500.00 every time we salt the borough. Street/Water Commissioner, Mr. Smith reviewed the results of the leak detection survey. The estimated water loss is 56 gallons per minute; averaging 80,640 gallons per day; 2,452,800 gallons per month; 29,433,600 gallons per year. He reported leaks found were two cracked mains, seven bad hydrants; one service line and two service connections; a total of twelve leaks. He noted in the next week or two, they will start to repair them. He also noted that approximately 6,000,000 gallons of bulk water was sold last month.

MAYOR –Mayor Dorin reviewed the December Police Report with council.

POLICE CHIEF – Chief Gyurina reported that domestics were down for the month of December and it had been an all around good year. He reported that calls have increasingly gone up since 2007.

COUNCILPERSONS – Council member, Mr. Tillson questioned Street/Water Commissioner, Mr. Smith about the conditions of the streets after the last storm. Street/Water Commissioner, Mr. Smith explained that he reviewed the prior costs associated with storms and if it is council's decision to put more salt down then he will comply. He stated with the last storm a lot had to do with the low temperatures. Council member, Mr. Tillson asked Street/Water Commissioner, Mr. Smith why the drivers plowing snow do not have working radios in their trucks. Street/Water Commissioner, Mr. Smith explained that most trucks do have radios however it was discussed last year that new radios are needed due to the new narrowband frequency required. Street/Water Commissioner, Mr. Smith stated that all employees were instructed to have handheld radios

in the trucks when in use. Council member, Mr. Tillson stated his suggestion would be if radios are needed, then purchase them; put them in your budget. Council President, Mr. Shearer stated that in the past, the radios that were no longer being used by the police department were handed down to the Street Department; that is the reason that some do not work. Council member, Mr. Tillson stated for safety purposes radios need to be required. Council member, Mr. Holt stated that he would be entertaining several motions.

Motion by Mr. Holt to authorize the advertisement of all vacancies on boards and commissions, second by Mr. Lucas. The motion carried.

Motion by Mr. Holt to authorize the appointments of Mr. David Moyer and Mrs. Rosemary Holmes as check signatory's on all checking accounts replacing Mr. Eugene Boyles and Mrs. Kimberly DiRocco, second by Mr. Moyer. The motion carried. Council member, Mr. Holt stated that there is so much work to be done, he hopes Council President, Mr. Shearer appoints the committees by the next council meeting so that they may get to work. He was also recommending that whoever is the Chairman of the Streets and Water Committee; request a meeting with Engineer Mr. Dave Walter/Larson Design Group to get started. Council member, Mr. Holt questioned Street/Water Commissioner, Mr. Smith about the dump truck and if it was for sale. Street/Water Commissioner, Mr. Smith stated that he was going to request permission to sell the dump truck via Municibid at the next council meeting.

Motion by Mr. Holt to authorize the advertisement of a special council meeting to be held on January 13th at 7:00 PM to discuss the Tax Levy Ordinance and 2014 Budget, second by Mr. Lucas. The motion carried. Council member, Mr. Tillson questioned when we could approve 2 meetings a month and the setting up of the committees. Council President, Mr. Shearer stated that he felt it could be handled at the next meeting. A discussion took place regarding the Council President being on committees.

SOLICITOR – nothing at this time.

COUNCIL PRESIDENT – nothing at this time.

COORESPONDENCE AND ANNOUNCEMENTS –

Next council meeting will be Monday, January 13, 2014 at 7:00 PM

VISITOR AND PUBLIC COMMENTS – Resident and Fire Chief, Mr. Scott Konkle reported to council that the Willing Hand Hose Co. had approximately 800 EMS calls, 400 fire/accident calls for 2013; the building project is forging forward for 2014. He stated he invites any council member to see how they operate and if you have any questions feel free to give him a call. Council member, Mr. Holt asked if the new building project ready to go. Fire Chief, Mr. Konkle stated that it was pending Borough Council approval. A discussion took place regarding funding for the project, size of the proposed building, storage of the equipment, and their live in program. Council member, Mr. Tillson questioned if they ever revisited the idea of building a small social hall in order to generate income. Fire Chief, Mr. Konkle stated that they had unfortunately they have no time for fund raising as most of their time is spent on training; state mandated 200 hours for an EMT for example. He stated the average age for the ladies auxiliary is 70 years of age and we don't have the manpower to do the fund raising. He noted they will not be putting the borough at risk financially; they can handle it on their own. Mayor Dorin questioned what they netted last year. Fire Chief, Mr. Konkle stated their budget is \$360,000.00 for 2014 and went on to give a breakdown of revenues and expenditures. It was noted that council was given Willing Hand Hose 2014 Budget for review. Council member, Mr. Holt requested that all communications between council, committees and personnel be done through the Borough Secretary in order for anyone who does not have email; so that they would be up to date on communications. Council President, Mr. Shearer agreed. Resident, Donna Ponegrate questioned whether council feels that the CKCOG is doing a good job. A discussion took place regarding a property were CKCOG has visited and whether or not that property was violating any of the borough ordinances. Council President, Mr. Shearer commented that he feels that CKCOG is doing a good job, however the process takes time in order to get the property owners to comply. Council member, Mr. Moyer stated that he was impressed with a letter he viewed that was stating it was the third and final notice; which shows that there is a process & laws that they must abide by. Council member, Mr. Holt questioned if CKCOG cited any property for non shoveled sidewalk. It was noted that CKCOG does not cite properties for sidewalks that is the duty of the Police Department. Police Chief Gyurina agreed. Council member, Mr. Holt asked if any department heads and solicitor need to speak with them on any issues currently. It was noted that no one needed to speak at this time. Resident, Mr. Scott Metzger questioned

Street/Water Commissioner, Mr. Smith about the plowing being done from east to west and the snow that is being thrown back on the sidewalks. Street/Water Commissioner, Mr. Smith stated he would look into it and that the drivers have been made aware of it previously. Police Chief Gyurina stated he would like to put on the record his appreciation and thanks to the fire police. Mayor Dorin gave an update to council on the year end finances of the Borough Water and General Revenue funds. Resident, Mr. Jan Ransdorf noted the makeup requirements on committees and noted that the Council President has the ability to attend any and all committee meetings and may be part of any committee.

There being no further business the meeting was adjourned at 8:25 pm on a motion by Mr. Shearer, seconded by Mr. Moyer and carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary