

MINUTES OF THE BOROUGH OF MONTOURSVILLE

January 23, 2017

The regular meeting of the Montoursville Borough Council held in the Borough building was called to order by Council President Dave Moyer at 7:00 PM with the following answering roll call: Mark Tillson, Eric Greenway, Tina Kline, Chris Lucas and Rosemary Holmes.

The Pledge of Allegiance was observed.

The minutes of the January 9, 2017 were approved on a motion by Mrs. Kline second by Mr. Greenway. The motion carried.

VISITORS /PUBLIC COMMENT ON AGENDA ITEMS – Resident, Mrs. Donna Ponegrate questioned why Event Permit 2017-02 had been withdrawn. It was explained that the applicant had withdrew his application as their organization had been disbanded.

NEW BUSINESS –

RESOLUTION 2017-03 –RECORD RETENTION POLICY – Council President, Mr. Moyer explained there are changes to the state record retention policies. The Borough building basement is running out of room and this policy will allow to destroy administrative records. The records to be destroyed will be documented by resolution to be approved by Borough Council at a public meeting.

Motion by Mr. Lucas to approve Resolution 2017-03 authorizing a Record Retention Policy, second by Mr. Greenway. The motion carried.

LETTER OF AGREEMENT- NON- UNIFORM UNION EMPLOYEES – Council President, Mr. Moyer explained there was a slight discrepancy in language in the Non-Uniform Union bargaining agreement regarding bereavement leave, noting the intention was to remain equal with both union bargaining agreements.

Motion by Mrs. Kline to approve the Letter of Agreement with the Non- Uniform Union Employees, second by Mr. Greenway. Council member, Mrs. Holmes question the actual language of the policy. Council member, Mrs. Kline read the policy aloud. Council President, Mr. Moyer explain previously the policy did not include other members living in the household. He continued by saying an example of other members may be an employee taken care of a great, great aunt living in the household. The motion carried.

2017 ENGAGEMENT LETTER – LARSON, KELLET AND ASSOCIATES – AUDITING SERVICES –

Motion by Mr. Lucas to approve Larson, Kellet and Associates 2017 Engagement Letter for auditing services, second by Mrs. Kline. Council member, Mrs. Kline questioned if this was the same auditors used in the past. It was noted that it was. The motion carried.

RECREATION – Council member, Mr. Lucas explained at the January Recreation Board meeting five Event permits were recommended for approval. He reviewed the permits. It was noted that Event permit 2017- 02 was withdrawn.

Motion by Mr. Lucas to approve Event permits 2017–01, 2017-03, 2017-04 and 2017- 05, second by Mr. Greenway. Council member, Mrs. Kline noted that last year the Garden Club set up the day before the event not realizing the Pavilion had been rented that day and to make sure that this doesn't happen this year. The motion carried. Council member, Mr. Lucas stated the Recreation Board is working on their Summer Event schedule; trying to get it out as soon as possible. He explained that the Chairman of the Recreation Board Mr. Ronald Hess was reappointed to a 5 year term at the previous Council meeting however regrettably must step down as Chairman. He explained the Recreation Board nominated and appointed Mr. Matt Joiner as Chairman of the Recreation Board. Council member, Mr. Lucas noted that other issues had been discussed; administrative items along with new events one being the 70th anniversary of the lighting of the Christmas tree at Hutchinson East this year. He explained the Council Recreation Committee met prior to this council meeting to discuss the administrative issues; Event permits, Pavilion rentals and

procedure changes in order to prevent issues like what happened at the previous council meeting. The fee schedule was also addressed in order to get the fees in line with fees in other surrounding parks.

STREETS/WATER – Street/Water Commissioner, Mr. Ron Smith reviewed the Street/Water report which included trimming the street trees and cleaning the Borough buildings. He also noted there is a large water leak in the system that is yet to be found. A discussion regarding the leak took place. Council member, Mr. Tillson suggested Street/Water Commissioner, Mr. Smith to contact the leak detection company we have used in the past. Street/Water Commissioner, Mr. Smith stated if the leak is not located in the near future he would contact them. Council member, Mr. Tillson stated he would like a finite date as to when Street/Water Commissioner, Mr. Smith would contact the leak detection company. Council member, Mr. Tillson suggested that Street/Water Commissioner, Mr. Smith contact the leak detection company tomorrow to find out when they will be in the area and how soon they would be available. Street/Water Commissioner, Mr. Smith stated he would contact the company tomorrow. Council president, Mr. Moyer suggested to street water commissioner, Mr. Smith if the company is available in the next several days, to take advantage of them as soon as possible. Council member, Mr. Tillson requested Street/Water Commissioner, Mr. Smith to keep him updated on the leak.

POLICE CHIEF – Chief Gyurina gave report to Council. He reported to beware of recent phone scams requesting money.

COUNCILPERSONS – Council member, Mr. Greenway stated that in the past the Borough offered a free shredding service for confidential mail and documents. He noted that in the past, the company provided this service at no cost, unfortunately they notified us that they will be charging us approximately \$120.00 per month to provide that service. This expense was not budgeted for so this service will no longer be provided. He explained the county recycling will accept all paper including mail and the Borough does provide a container for shredded paper.

SOLICITOR – Nothing at this time.

COUNCIL PRESIDENT – Nothing at this time.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next regular Council meeting will be held Monday, February 6th, 2017 at 7:00 PM.

VISITOR AND PUBLIC COMMENTS – Nothing at this time.

There being no further business the meeting was adjourned at 7:21 pm on a motion by Mr. Greenway, second by Mrs. Kline and carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary