

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

January 4, 2021

The regular meeting of the Montoursville Borough Council held in the John Dorin Municipal Building was called to order by President Eric Greenway at 7:00 PM with the following answering roll call: Mark Tillson, Ted Haines, Misty Emick, Eric Greenway, Chris Lucas, and Robert Brown.

The Pledge of Allegiance was observed.

The December 7, 2020 minutes were approved on a motion by Mrs. Emick, second by Mr. Haines. The motion carried.

**VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS** – Nothing at this time.

**DISC GOLF COURSE PRESENTATION:** Mr. Ryan Nittinger and Mr. Thomas Smith shared and presented their Disc Golf Course proposal in Indian Park with Council. Mr. Nittinger shared that disc golf has been a grass roots sport for several years. He stated our area has recently experienced a large increase in membership. He expressed that Indian Park would be a great location to have a disc golf course due to its layout and feels it would be an asset to Montoursville Borough and surrounding communities. He provided Council with a copy of the design/map for review; noting the Recreation Board had previously reviewed a copy of the course design. Mr. Nittinger noted the tentative course veers away from heavier used areas throughout the park such as pavilions, softball fields, and main entrance near the volleyball courts and encompasses more of the park's outlying areas. During the presentation Mr. Nittinger addressed inquiries from Council. In response to Council member, Mrs. Emick's inquiry regarding funding, Mr. Nittinger stated they are exploring avenues to raise money on their own and not seeking any financial input from Montoursville Borough. Solicitor, Mr. Chris Keyon stated his two areas of concerns relate to liabilities that are anticipated to fall upon Montoursville Borough; use for recreation for land, and water. However, he feels confident these two major areas have been fully addressed. Council member, Mr. Tillson made a reminder Indian Park's use is not to be for profit. Mr. Nittinger indicated plans are to include a yearly fund raising event with portion of the proceeds designated to the Borough for use of the park. In addition, he shared a portion of monies collected through league memberships would go towards ground and equipment maintenance associated with the disc golf course. It was noted that the plans for use of the course would not only be for tournament play but will also be available for public use. Mr. Nittinger shared that the club feels having the course for public use will spark additional interest in the sport, noting it can be played by oneself as well as with family and friends. He stated high schools and colleges across other regions have implemented it as part of their athletic curriculum. Council member, Mr. Lucas stated the Recreation Board previously approved the plans and design; tonight after hearing additional information feel their decision still stands. However, there are a few areas needing to be discussed further. Therefore, at this time the recommendation would be to allow the disc golf club to move forward with finalizing their design/plan to include a final map of the course, and to permit the club fund raising opportunities.

**Motion** by Mr. Lucas to approve the disc golf course project to be located in Indian Park contingent upon Final approval from Borough Council prior to installation and raising the required funds needed to implement the project, second Mrs. Emick. The motion carried.

**TREASURERS REPORT** – Motion by Mr. Lucas to approve December 2020 treasurer's report, second by Mrs. Emick. The motion carried.

At this time, Willing Hand Hose Fire Chief, Mr. Scott Konkle presented the yearly report for the Willing Hand Hose Fire Department. It was reported 2020 ended with 355 accidents and over a 1,000 EMS calls, trainings were conducted during the year including a large scale training conducted at Mill Street and the purchase of a used tower truck at the cost of \$10,000.00. He shared a donation drive was also held with approximately \$50,000.00 raised. Fire Chief, Mr. Konkle recommended the Borough look into appointing a person for the Emergency Management Coordinator position.

The position requires an individual who is willing to be more involved and available. It was reported calls were dispatched to Emergency Management Services without success of having contact during many emergency situations. Fire Chief, Mr. Konkle requested a discussion with a Borough representative with regards to snow plowing done at the firehouse.

**REAPPOINTMENTS/APPOINTMENTS** – Council President, Mr. Greenway reviewed the following re-appointment/appointments: Secretary/Treasurer and Open Records Officer, Ginny Gardner; Street and Water Project Coordinator, Cliff Hoffman; Borough Solicitor, McCormick Law Firm; Borough Engineer, Pysher & Associates; Levine Engineering, LLC; Larson Design Group; Zoning Hearing Board, Mr. Dan Wright and Mr. George Casella; Property Maintenance Board of Appeals, Mr. Dan Wright; Recreation Board, Mr. Matt Joiner and Mr. Chris Lucas; Planning Commission, Mr. Tony Salvatori and Mr. Nevin Smith.

**Motion** by Mr. Greenway to approve the re-appointments/appointments as presented, seconded by Mr. Brown. The motion carried.

## **OLD BUSINESS –**

### **MECHANICAL & ELECTRICAL IMPROVEMENTS TO THE MONTOURSVILLE WATERWORKS**

**PROJECT BID** – Council President, Mr. Greenway presented a bid submitted by Appellation Construction Services, LLC in the amount of \$644,950.00 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project for review. Engineer, Mr. Tom Levine/Levine Engineering, explained the bid for tonight's consideration is to perform construction services and improvements needed in order for the waterworks system to be controlled via a computer network. He shared that some of the improvements being done are to address original components that date back to the 1950's. Upon completion, all wells that make up the water system will be ready for the SCADA integration which has an estimated cost of \$100,000.00. Engineer, Mr. Levine's stated his recommendation is for Council to accept Appellation Construction Services, LLC bid in the amount of \$644,950.00.

**Motion** by Mr. Greenway to approve and award the Mechanical & Electrical Improvement to the Montoursville Waterworks project to Appellation Construction Services, LLC in the amount of \$644,950.00, seconded by Mr. Lucas. The motion carried.

**WATER DELINQUENTS PENALTIES/DISCONNECTS** – Council President, Mr. Greenway explained the Street and Water Committee met prior to the Borough Council meeting to discuss reinstating late penalties and issuing delinquent/shut-off notices and are recommending to Borough Council implement effective January 1, 2021. He reviewed with Council members the delinquent revenues by ward. During much discussion, it was suggested to permit customers who have higher than usual balances to submit monthly payments for up six months to in order to bring their account current.

**Motion** by Mr. Greenway to reinstate late penalties and issuing delinquent/shut-off notices effective January 1<sup>st</sup>, 2021. The motion failed due to a lack of a second. At this time, Borough Council directed the Borough Secretary/Treasurer to continue with the waiving of late fees and to forego any issuance of delinquent/shut-off notices. It was noted that the matter will be revisited at a future meeting.

## **NEW BUSINESS –**

**FEE SCHEDULE AMENDMENT – SEO SERVICES/JAMI NOLAN** – Council President, Mr. Greenway presented the Fee Schedule Amendment for SEO Services/Jami Nolan for review.

**Motion** by Mr. Greenway to approve SEO Services/Jami Nolan amended Fee Schedule as presented, second by Mr. Brown. The motion carried.

## **PLANNING & ZONING** – Central Keystone COG Reports December

**RECREATION** – Council Vice President, Mr. Lucas reported the regularly scheduled Recreation Board meeting in December did not take place due to the snow storm. He explained and reviewed one permit, Event Permit # 2020-31.

**Motion** by Mr. Lucas to approve Event Permit # 2020-13 Men's Softball League with a contingency the Borough Council Recreation Committee will re-evaluate the fees for tournaments, second by Mr. Greenway. It was questioned if the use of the lights would be part of the permit. Council President, Mr. Greenway noted it would not be part of the permit however there are a lot of options and it could be discussed when the Recreation Committee meets. Council Vice President, Mr. Lucas questioned Street and Water Project Coordinator, Mr. Cliff Hoffman if he could ascertain what the costs would be to run the lights. Street and Water Project Coordinator, Mr. Hoffman stated he could find out. Softball League Representative, Mr. Sam Booth explained the request for lighting was only to accommodate games in case of a rain event which may delay the game, not for night games. It was agreed that Council will evaluate their request and make an informed decision. At this time, a discussion ensued regarding advertising within the park. Solicitor, Chris Kenyon stated he will review the park rules and ordinances regarding advertising. A discussion took place regarding past softball league representation. The motion carried.

**STREETS/WATER** – Street and Water Project Coordinator, Mr. Cliff Hoffman, reported he has scheduled a repair to water leak existing on North Loyalsock Avenue, therefore, roads will be closed to truck traffic between Broad Street and Montour Street. He responded and to an inquiry regarding line painting on newly paved Montour Street that had been recently repainted. He shared Montour Street paving project was a PennDot project and explained the lines were incorrectly painted, were ground down and repainted. In response to an inquiry regarding snow removal due to a snow storm that took place on December 16, 2020, Street and Water Project Coordinator, Mr. Hoffman stated there is not a town, or borough equipped to handle that amount of snow. He addressed further questions from Council members with regards to revisiting streets requiring additional attention after initial plowing; he explained catch basins are important to keep clear of snow/debris. Chief Gyurina shared his experience attempting to issue warnings/citations; he described snow was approximately waist deep and had challenges with obtaining vehicle plate numbers due to being covered in snow.

**MAYOR** – Mayor Bagwell confirmed and supported Fire Chief Scott Konkle's request to ensure the Emergency Management Services Coordinator position is filled with an individual readily available and able to perform the required duties of that position. With concerns regarding the recent rainfall and flooding in Indian Park, he questioned if there had been any changes to protocol to avoid future flooding. Council President, Mr. Greenway explained the situation regarding the flood gates, noting the rainfall was much more than anticipated. Street and Water Project Coordinator, Mr. Hoffman explained the flood gates were closed with the exception of the tunnel. Council President, Mr. Greenway shared he had contacted Street and Water Project Coordinator, Mr. Hoffman with concerns of the large amount of snow that fell a week ago in addition to the large amount of rainfall and the concerns with the possibility of the park flooding by having the gates closed. It was noted, moving forward the protocol will be in the event the National Weather Service calls for flooding, the tunnel and gates will be closed. Mayor Bagwell commented on the Christmas lighting contest; sharing the contest turned into a successful food drive with many people of the community donating money and canned goods. He gave kudos to Deputy Police Chief, Jason Bentley for his idea, time and effort in helping to make the contest and food drive a success.

**POLICE CHIEF** – Chief Gyurina reviewed the December police report. In addition he shared, Police Officer, Marc Storms learned of a family who had a very challenging year and made coordinated efforts via donations of Christmas gifts to be given to the family. Chief Gyurina also shared an anonymous individual made a monetary donation arranging for meals to be provided to families who were in need. Chief Gyurina provided a follow-up report regarding some recent incidents; a female vandalizing 49 vehicles with Montoursville Borough and an accident involving Montoursville Borough Police Officer and vehicle in route to a police call. He explained the damaged Police vehicle is currently at the repair shop; hoping the work will be completed within the next 1 -2 weeks.

**COUNCIL PERSONS** – Council member, Mr. Brown reported the Civil Service Commission met today at noon. He explained two items of business were discussed. He shared due to the resignation of Chairman, Mr. Dave Moyer the Chairman position was vacant. He explained the vacant position had been filled by nomination and awarded to Council member, Mr. Brown. The second item of business was the re-certification the list. Council member, Mr.

Brown stated the list will be certified automatically on January 14, 2021 and will expire January 2022. He also explained testing is scheduled to take place later in the year.

**SOLICITOR** – Nothing at this time.

**COUNCIL VICE PRESIDENT** – Nothing at this time.

**PENDING MATTERS** – Nothing at this time.

**CORRESPONDENCE AND ANNOUNCEMENTS** – The next Council meeting will be held Monday, February 1, 2021 at 7:00 PM.

**VISITOR AND PUBLIC COMMENTS** – Resident, Mrs. Donna Ponegrate, 437 Cherry Street, noticed the Sun-Gazette reporter has not been reporting on Montoursville Borough council news. Borough Employee, Mr. David DiNicola shared due to scheduling, he had one unused personal day in 2020, noting all time off and personal days prior to year-end were approved by Street and Water Project Coordinator, Mr. Hoffman. He continued stating he is not looking for accolades just wanted to know if there is anything he should be aware of regarding the use of personal days.

There being no further business the meeting was adjourned at 8:55 PM on a motion by Mr. Brown, second by Mr. Lucas. The motion carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary