

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

January 4, 2022

The re-organizational meeting of the Montoursville Borough Council held in the John Dorin Municipal Building was called to order by Mayor Steve Bagwell at 7:00 PM with the following answering roll call: Kaleb Daniels, Misty Emick, Eric Greenway, Chris Lucas, and Robert Brown. Absent: Mark Tillson.

The Pledge of Allegiance was observed.

Mayor Bagwell called for a moment of silence in honor of Nevin Smith, member of the Montoursville Borough Planning Commission.

**COUNCIL PRESIDENT** – Mayor Bagwell called for nominations for Council President. It was moved by Mr. Brown to nominate Mr. Greenway for Council President. Mayor Bagwell called for additional nominations, hearing none, Mayor Bagwell closed the nominations. Mayor Bagwell requested a vote for nominee, Mr. Greenway. The motion carried.

**COUNCIL VICE PRESIDENT** – Mayor Bagwell called for nominations for Council Vice President. It was moved by Mr. Greenway to nominate Mr. Lucas for Council Vice President. Mayor Bagwell called for additional nominations, hearing none, Mayor Bagwell closed the nominations. Mayor Bagwell requested a vote for nominee, Mr. Lucas. The motion carried. Mayor Bagwell turned the gavel over to Mr. Greenway as Council President.

**COUNCIL PRESIDENT PRO TEM** – Council President, Mr. Greenway requested nominations for the Council President Pro Tem. It was moved by Council President, Mr. Greenway to nominate Mr. Brown for Council President Pro Tem. Council President Mr. Greenway called for additional nominations, hearing none, Council President, Mr. Greenway closed the nominations. Council President requested a vote for nominee, Mr. Brown. The motion carried.

### **APPOINTMENT - VACANCY BOARD CHAIR -**

**Motion** was made by Mr. Lucas to appoint Mrs. Deb Brown as the Vacancy Board Chair, second by Mrs. Emick. Motion carried.

**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; Property Maintenance Board of Appeals, Mrs. Nicole Greenway; Recreation Board, Mrs. Misty Emick; Civil Service Commission, Mr. James Vanik; Memorial Gardens Committee, Mr. Scott Konkle; Lycoming County Sewer Water Authority (LCSWA) & Library Liaison, Mr. Robert Brown. **Motion** by Mr. Greenway to approve the re-appointments/appointments as presented, second by Mrs. Emick. Motion carried.

Council President, Mr. Greenway shared vacancies exist for the Property Maintenance Board of Appeals and the Wellhead Protection Committee.

The December 6, 2021 minutes were approved on a motion by Mr. Lucas, second by Mr. Brown. The motion carried.

**VISITOR AND PUBLIC COMMENTS** – VIP's, Mr. Robert Weaver and Mr. John Hunsinger gave the 2021 VIP Annual Report to Council. He shared fellow VIP member, Mr. Hunsinger has served for the past 27 years. He expressed the group was limited to working on projects as the supplies and materials need for the projects were limited. However, it is anticipated this year they will have a better opportunity to get to those projects. He explained recently the Heim Foundation had donated approximately \$5,000.00 to the Borough to assist the VIP's with the endeavors in Indian Park. Some projects slated for 2022 is to repair/replace roofs on the small pavilions and to replace some picnic tables. VIP member, Mr. Weaver publicly thanked, Ginny Gardner, Borough Secretary, Cliff Hoffman, Street/Water Project Coordinator and Ron Lee, Foreman Borough Streets for their assistance throughout the year. VIP

member, Mr. Hunsinger stated the Borough employees have always been great people to work with and thanked them for all their assistance. Council Vice-President, Mr. Lucas expressed appreciation for all the work the V.I.P. group does for the Indian Park and the Borough.

**TREASURERS REPORT** – Motion by Mrs. Emick to approve December 2021 treasurer’s report, second by Mr. Greenway. The motion carried.

**NEW BUSINESS-**

**FEE SCHEDULE AMENDMENT – SEO SERVICES/JAMI NOLAN** – Council President Mr. Greenway presented the amended 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. Lucas. The motion carried.

**PURCHASE ADAPTIVE SWING** – Council President Mr. Greenway presented a request to purchase a bench swing for review.

**Motion** by Mr. Greenway to approve the purchase of a bench swing with frame, second by Mrs. Emick. Council member, Mrs. Emick explained the recommendation to purchase the bench swing at a cost of \$1260.00 with the installation to be done by the Borough and the installation location to be near the nature trail. Council President, Mr. Greenway amended his motion to approve the purchase of a bench swing with frame with a cost not to exceed \$1,800.00, second by Mrs. Emick. The motion carried.

**MOU – BOROUGH OF MONTOURSVILLE NON-UNIFORM UNION EMPLOYEES** – Council President, Mr. Greenway presented a MOU related to Borough of Montoursville Non-Uniform Union Employees for review.

**Motion** by Mr. Greenway to approve the MOU regarding the Borough of Montoursville Non-Uniform Union Employees as presented, second by Mr. Brown. The motion carried.

**PAYMENT APPLICATION #4 - MECHANICAL & ELECTRICAL IMPROVEMENT TO THE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC** – Council President, Mr. Greenway presented Payment Application #4 related to Mechanical and Electrical Improvement to the Waterworks Project for review.

**Motion** by Mr. Greenway to approve Payment Application #4 Mechanical & Electrical Improvement to the Waterworks Project to Appellation Construction Services, LLC in the amount of \$128,585.98, second by Mr. Brown. The motion carried.

**AUTHORIZE ALICE L TROWBRIDGE, R.L.A. FOR PROFESSIONAL SERVICES FOR APPLCAITON TO THE LYCOMING COUNTY ACT 13 LEGACY GRANT** – Council President, Mr. Greenway presented an authorization request for Alice L. Trowbridge, R.I.A. for her professional services regarding a grant application for the Lycoming county Act 13 Legacy Grant for review. Council member, Mr. Lucas shared he also would request Alice L. Trowbridge to investigate any additional funding sources that may be promising for the proposed playground

**Motion** by Mrs. Emick to authorize Alice L. Trowbridge, R.I.A. for her professional services related to application of Lycoming County Act 13 Legacy Grant and any additional funding sources that may be promising for the proposed playground, second by Mr. Greenway. The motion carried.

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOROUGH OF MONTOURSVILLE AND RIVER VALLEY TRANSIT** – Council President, Mr. Greenway presented for review the Intergovernmental Agreement between Borough of Montoursville and River Valley Transit for review. It was noted that the borough had requested additional information to justify an increase in the local share cost which had not be received as of date.

**Motion** by Mr. Greenway to approve the Intergovernmental Agreement between the Borough of Montoursville and the River Valley Transit, second by Mrs. Emick. Subsequent to discussion it was decided that the additional information is required. The motion failed.

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

**RECREATION** – Council member, Mr. Lucas provided additional information from the discussion earlier in the meeting regarding upgrades to playground. He also mentioned there will be more information to be presented at next month's Council meeting for review and approval.

**STREETS/WATER** – Nothing at this time.

**MAYOR** – Mayor Bagwell welcomed newly elected Council member, Mr. Kaleb Daniels to Borough Council and publicly thanked returning council members acknowledging the positions they hold, which is not an easy effort. Mayor Bagwell reported the Christmas Lighting Contest was a success; noted Walmart and Elery Nau supplied the gift cards that were issued to the winners. He also mentioned the food drive for the SCPA was also a success and that he took part with assisting with the delivery of the donated items.

**POLICE CHIEF** – Chief Gyurina reviewed the December police report. He also shared the “West End Bear” had been exterminated.

**COUNCIL PERSONS** – Council member, Mr. Brown reported the Civil Service Commission met today at noon. The meeting was a re-organization, consisting of a three member board. He explained they had met one time last year in January 2021. He shared an advertisement had been posted earlier in the year that a Civil Service test will be conducted, which had been conducted in December 2021. He explained the oral interviews will be held at a future date and hoped for the Civil Service list to be presented at the March meeting. Council member, Mr. Brown announced there is currently a vacancy for an alternate Civil Service member, with the anticipation of two additional vacancies in the future. He announced if any resident would be interested in serving on the Civil Service Commission to please contact Borough Secretary, Ginny Gardner. Council member, Mr. Brown also publicly welcomed Council member, Mr. Kaleb Daniels to Borough Council.

**SOLICITOR** – Solicitor, Chris Kenyon thanked Council for the reappointment of McCormick Law Firm.

**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 7, 2022 at 7:37 PM

**VISITOR AND PUBLIC COMMENTS** – Nothing at this time.

There being no further business the meeting was adjourned at 7:37 PM on a motion by Mr. Brown, second by Mr. Greenway. The motion carried.

Respectfully submitted,