

MINUTES OF THE BOROUGH OF MONTOURSVILLE

January 5, 2015

The regular meeting of the Montoursville Borough Council was called to order by Council President Rosemary Holmes at 7:00 PM, with the following answering roll call: Mark Tillson, Dennis Holt, Don King, David Moyer and Christopher Lucas. The Pledge of Allegiance was observed.

Council President, Mrs. Holmes announced that an executive session took place prior to this meeting to discuss personnel issues.

The minutes of the December 15, 2014 were approved on a motion by Mr. Holt, second by Mr. Moyer. The motion carried.

VISITORS AND PUBLIC COMMENT – Fire Chief, Scott Konkle stated that he received a phone call with concerns about the proposed cell phone tower and wanted to give the opportunity for Council member to ask any questions about it. Council member, Mr. Holt stated he and the rest of the Finance Committee would be happy to have a meeting with the Chief and President of Willing Hand Hose to discuss their finances. Council member, Mr. Holt noted the proposed cell tower is not permitted use. Fire Chief, Scott Konkle noted that it was not the Willing Hand Hose Company applying for the proposed cell tower, it is Horvath Communications. The discussion continued regarding the cell tower. Fire Chief, Scott Konkle explained to Council the building project is complete. He stated that there will be an open house on April 18th and invited everyone to attend. Council member, Mr. Tillson questioned how the fund raising was coming along. Fire Chief, Scott Konkle stated unfortunately it was not going as good as they had anticipated. A discussion took place regarding the financing of the project. Fire Chief, Scott Konkle stated he will be willing to sit down with the Finance Committee.

TREASURERS REPORT – **Motion** by Mr. Holt to approve the Treasurer's Report for December 2014, second by Mr. Lucas The motion carried.

NEW BUSINESS –

APPOINTMENTS AND/OR RE-APPOINTMENTS – BOARDS AND COMMISSIONS – Council President, Mrs. Holmes explained the need to fill or appoint the vacancies.

Zoning Hearing Board – George Casella– request reappointment through 1/1/18 to a 3 yr. term.

Motion by Mr. King to approve the reappointment of George Casella to the Zoning Hearing Board through January 1st, 2018, second by Mr. Moyer. The motion carried.

Property Maintenance Board of Appeals – Steve Rush – request reappointment through 12/31/15 to a 1 yr. term.

Motion by Mr. Holt to approve the reappointment of Steve Rush to the Property Maintenance Board of Appeals through December 31st, 2015, second by Mr. King. The motion carried.

Property Maintenance Board of Appeals – Dan Heitsenrether – request reappointment through 12/31/17 to a 3 yr. term.

Motion by Mr. Lucas to approve the reappointment of Dan Heitsenrether to the Property Maintenance Board through December 31st, 2017, second by Mr. Moyer. The motion carried.

Recreation Board – vacancy – appointment through 1/1/16 – Council President, Mrs. Holmes stated there has been no applicants so the position will be advertised.

Planning Commission – Chris Reed – request reappointment through 1/1/19 to a 4 yr. term

Motion by Mr. King to approve the reappointment of Chris Reed through January 1st, 2019 to the Planning Commission, second by Mr. Holt. The motion carried.

Planning Commission – vacancy – appointment through 1/1/16 – Council President, Mrs. Holmes explained there is need to fill the remainder of the vacated positions' term, however there has been no applicants so this position will also need to be advertised.

Motion by Mr. Lucas to approve authorization to advertise the board/commission vacancies, second by Mr. Moyer. The motion carried.

Motion by Mr. Holt to approve the appointment of Chris King to the Wellhead Protection Committee, second by Mr. Moyer. The motion carried.

LARSON DESIGN GROUP – 2015 Engineering Retainer – Council President, Mrs. Holmes reviewed and explained the engineering retainer.

Motion by Mr. Moyer to approve the 2015 Engineering Retainer for Larson Design Group, second by Mr. King. The motion carried.

LARSON DESIGN GROUP – Design Change Order # 3 Broad Street Waterline – Council President, Mrs. Holmes explained the changes to the Broad Street Waterline project. Street/Water Commissioner, Mr. Smith stated the contractor will return the 3rd week of January to complete the line work and will return in the spring to complete the paving, concrete work and seeding.

Motion by Mr. Holt to approve Larson Design Group Change Order #3 for the Broad Street Waterline Project in the amount of \$ 41,470.91, second by Mr. Lucas. The motion carried.

LYCOMING COUNTY RESOURCE MANAGEMENT SERVICES – 2015 Tub Grinder Agreement – Council President, Mrs. Holmes review the agreement noting that the pricing has gone up from the prior agreement which means it will be costing more to grind the brush pile. A discussion regarding the current fees, the status of updating those fees and the upcoming MS4 issues took place.

Motion by Mr. Lucas to authorize the necessary signatures approving the 2015 Tub Grinder Agreement, second by Mr. Holt. The motion carried.

PERSONNEL MANUAL AND JOB DESCRIPTION UPDATE – Chairman of the Personnel Committee, Mr. Moyer explained that the Borough's Personnel Manual and Job Descriptions have not been updated since 1985 and will be rewritten. He noted that it is very difficult to do performance reviews with outdated job descriptions. He explained that the Borough will be receiving proposals from four different HR firms to update the Personnel Manual & Job Descriptions. Council President, Mrs. Holmes stated this subject will be tabled until a future meeting.

PLANNING & ZONING – Central Keystone COG Update was reviewed.

RECREATION – Council member, Mr. Holt stated that the Borough had been awarded a \$25,000.00 grant from the First Community Foundation and a \$20,000.00 grant from Lycoming County Act 13 Funds for the Indian Park Pond Restoration and Nature Trail project. Council discussed the Park Master Plan, the Pond Restoration and Nature Trail project and costs that may be associated with the project. Council President, Mrs. Holmes noted that Mr. Brian Auman will be presenting to the Recreation Board the Park Master Plan at their January meeting.

STREETS/WATER – Street/Water Commissioner, Mr. Smith reviewed his report to council, which included removal of the Christmas decorations on Broad Street, preparing the removal of some trees in the park, trimming trees on the Streets and Alleys, cleaning out catch basins, installation of 245 meters to date, and the disconnection of a waterline on 1100 Broad Street. He noted in the spring, Well #4 will need to be cleaned, costing approximately \$18,000.00. Street/Water Commissioner, Mr. Smith stated Bulk Water pumped for the month of December was 12,987,945 gallons and gave update on the Bulk Water Automation project and Broad Street waterline replacement project.

MAYOR – Mayor Dorin reviewed the December Police report with Council. He explained that approximately forty certificates were given out for the Holiday House to residents and the Christmas tree at Hutchison East will stay lit until January 8th. Mayor Dorin also explained that there had been a rash of graffiti at the west end of the Borough and the Police are investigating the incident.

POLICE CHIEF – Chief Gyurina updated Council on the graffiti incident noting that several avenues are being pursued. He stated several domestics had been reported and reported on a homeless person trying to return to the area. He also noted for residents to be aware of snowfall as they will be ticketing if vehicles are not removed for plowing.

SOLICITOR – Nothing at this time.

COUNCILPERSONS – Nothing at this time.

PENDING MATTERS – A discussion regarding the date change for the next Council meeting took place.

Motion by Mr. Holt to approve and advertise the next Council meeting for January 19th at 4:00 PM, second by Mr. Moyer. The motion carried. Council discussed the Recreation Board meeting date; changing the date of the next Council meeting to take place after the Recreation Board meeting.

Motion by Mr. Holt to approve and advertise the next Council meeting for January 21st at 4:00 PM, second by Mr. Moyer. The motion carried.

COORESPONDENCE AND ANNOUNCEMENTS – Next Council meeting will be Wednesday, January 21, 2015 at 4:00 PM.

VISITORS AND PUBLIC COMMENTS – Nothing at this time.

There being no further business the meeting was adjourned at 8:19 pm on a motion by Mr. Moyer, second by Mr. Holt and carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary