

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

October 20, 2014

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

The Pledge of Allegiance was observed.

The minutes of the October 6, 2014 were approved on a motion by Mr. Lucas, second by Mr. Holt. The motion carried.

**VISITORS AND PUBLIC COMMENT** – Council Vice President, Mrs. Holmes introduced Mr. Brian Auman/BLA Landscaping who made a power point presentation update on the Park Master Plan. Mr. Auman reviewed the results of the Park User Survey. He and associate, Ms. Alice Trowbridge discussed the many ideas including the pond restoration with ADA fishing pier and nature trail, playground improvements, additional restrooms and parking, a splash park and event plaza, walking, running and biking trails, habitat enhancements and natural areas, interpretative programs, improvements for pedestrian and bike access to the Mill Street recreation area along with an improved river access and other recreational opportunities. It was noted that they are currently collaborating with the Airport Authority as any improvement near the airport must receive approval from the FAA. He also discussed funding opportunities, long term commitments for upkeep of the park and prioritizing the improvements. In closing, Ms. Trowbridge encouraged council to look at the overall picture noting that if the football field were to be put in; to look at an overall program for the park and not individual entities. Once Mr. Auman completed his presentation he opened the floor for questions. Council member, Mr. Lucas noted that an outside organization will be upgrading the park by putting a multipurpose field with removable soccer goals as well as football uprights so that other activity can take place there, at no cost to the Borough taxpayers. He went on to question Mr. Auman on the timeline for completion of the Master Plan so that fundraising may begin. Mr. Auman noted that some final tweaks may need to be made and he would like to prepare cost estimates for the various elements. He stated he may be able to put the plan into a document so that the Borough can begin to seek out corporate sponsorships. Ms. Trowbridge noted that unfortunately the Mill Street portion of the plan is taking longer to complete as everything needs to be reviewed by the FAA. Council member, Mr. Lucas noted that from a tax stand point the Borough does not have the tax dollars currently to put the plan in place. He stated that it will be a long term improvement process and the Borough will need to do a lot of corporate fund raising. Ms. Trowbridge stated to remember it is a regional park so make sure the larger funding sources take that into consideration. Council member, Mr. Tillson questioned if it had ever been considered to move the brush pile or recycling center. He feels it would be more beneficial to the park if they were to be moved to a different area. He went on to state that the school should be involved regarding the area organized sports and allow the younger children to play on their fields. Ms. Trowbridge brought an idea of a cross country course via the Mill Street proposed trails to help engage with the school district. Mr. Auman noted that he had reached out to the school district when putting together the focus groups but they did not want to participate. Mayor Dorin questioned Mr. Auman if he had contacted Mr. Tom Hart/ Airport Authority regarding the field at the end of the runway. Mr. Auman noted that he had some concepts that would be premature to show due to the complex overlays from the FAA; they will be calling the shots. Mayor Dorin stated that due to the lack of structural height the field might be conducive for use. It was noted that the FAA does not only look at structural height but also places of gathering or congregation. Council member, Mr. Lucas also noted that Mill Street also has a problem with flooding. He stated the Borough does not have the money to rebuild sporting fields every couple of years due to flooding. Vice President, Mrs. Holmes thanked Mr. Auman for his presentation and asked if anyone in the audience had any questions for Mr. Auman. Resident, Mrs. Deborah Brown, 1201 Cherry Street, commented that she really like Mr. Auman's pond restoration plan. Vice President, Mrs. Holmes announced if anyone in the audience had any comments regarding agenda items. She welcomed Magistrate Gary Whitman and students enrolled in law classes attending the meeting. Vice President, Mrs. Holmes announced that an executive session took place prior to the council meeting to discuss possible litigation.

**NEW BUSINESS –**

**DCED/SEDACOG – CDBG – Corrective Action Plan** – The Borough Secretary explained the Corrective Action Plan addressed the findings related to the oversight and procurement of SEDA-COG that we had received from DCED letter several months ago.

**Motion** by Mr. Moyer to approve the CDBG Corrective Action, second by Mr. Holt. The motion carried.

**COUNTY OF LYCOMING & MONTOURSVILLE BOROUGH AGREEMENT – Act 13 Funds – Indian Park Pond Restoration and Nature Trail** – Vice President, Mrs. Holmes stated the grant was in the amount of \$20,000.00.

**Motion** by Mr. Lucas to approve the County of Lycoming and Montoursville Borough Agreement for Act 13 Funds for the Indian Park Pond Restoration and Nature Trail, second by Mr. Moyer. The motion carried.

**Motion** by Mr. Moyer to approve the filing of a petition for the demolition of the Hackenburg property at 333 Mulberry Street, second by Mr. Holt. Vice President, Mrs. Holmes stated by doing this petition it will protect the Borough from any negative results from taking this action by the property owner. The motion carried.

**COUNCIL MEMBER VACANCY – WARD 3** – Council Vice President, Mrs. Holmes stated there has been a vacancy on Borough Council due to the passing of Council President, Mr. Ronald Shearer. She stated that nominations will be accepted tonight for replacement of his vacancy on Borough Council. We had received five applicants who were interested in that seat. Vice president, Mrs. Holmes called for any nominations. It was moved by Council member, Mr. Lucas to nominate Mr. Jeremy Lakes. It was moved by Council member, Mr. Moyer to nominate Mrs. Tina Kline. It was moved by Council member, Mr. Holt to nominate Mr. Don King. Vice President, Mrs. Holmes called for additional nominations, hearing none, Vice President, Mrs. Holmes closed the nominations. Vice President, Mrs. Holmes called for a vote on nominee, Mr. Jeremy Lakes. The vote was as follows: 2 yea, 3 nay. Vice President, Mrs. Holmes called for a vote on nominee, Mrs. Tina Kline. The vote was as follows: 2 yea, 3 nay. Vice President, Mrs. Holmes called for a vote on nominee, Mr. Don King. The vote was as follows: 4 yea, 1 nay. Vice President, Mrs. Holmes stated that Mr. Don King had won by majority vote and will be the new council member. She informed Mr. King that he must provide an Affidavit of Residency which must be notarized, prior to being sworn in, so he would not be able to be sworn in this evening but looks forward to him being on board at the next meeting.

**PLANNING & ZONING** – Nothing at this time.

**RECREATION** – Nothing at this time.

**STREETS/WATER** – Street/Water Commissioner updated council on the work completed by the Street and Water Departments noting that they have starting picking up leaves. He also noted that the 2 trees on Bennett Street that were in question had been planted. He stated he had spoken to George Fury with SEDACOG Rail Authority; their plans are to install flashing railroad signs at the railroad crossing on Mill Street. It will be in their next year's budget. Street/Water Commissioner, Mr. Smith stated the detention piping has been installed at Well #3. He noted that in the future conduit will be installed for the reservoir level indicator at Sylvan Dell and a fire hydrant will be repaired on Washington Street. The VIP's are approximately half way finished with the roof repair on the large gazebo. He stated he will be purchasing the generator for Well #4 that had been previously approved and that Larson Design will soon be putting that project out for bid. Vice President, Mrs. Holmes questioned the number of water meters installed to date. Street/ Water Commissioner, Mr. Smith stated approximately 100 of 700 in the 1<sup>st</sup> Ward. Council member, Mr. Tillson questioned the replacement of the trees on the Broad Street streetscape. Mayor Dorin stated he had discussed the soil sampling with Street/Water Commissioner, Mr. Smith and that he would be handling it. He stated he should contact the Department of Agriculture and request a sample package to send to Penn State as recommended by Penn and Lycoming College. Council member, Mr. Tillson questioned the

status of the Bulk Water permits. Street/Water Commissioner, Mr. Smith explained that the DEP permits are approved but the engineering is still being completed. Mr. Dave Walters/Larson Design Group stated that the project will probably be bid by January 2015 with construction in 2015. Council member, Mr. Tillson commented that he would like to have this project completed as soon as possible as the costs are constantly increasing.

**MAYOR** – Mayor Dorin stated that he and Council member, Mrs. Holmes attended the Fall PSAB Conference in Gettysburg, PA. It was a great conference and brought back material for council to review. He noted that House Bill 80, currently on the Governor's desk was discussed at the conference and has many gun advocates and the NRA concerned. Some municipalities are trying to dictate who may carry a weapon which is not within the realm of communities to do so. Mayor Dorin stated that Montoursville Borough has a current ordinance that will not allow the discharge of a firearm, shoot a bow and arrow, sling shot or bb gun in the community. He stated he thinks that is the Borough's legal requirement. He noted the NRA has stated they will fight any municipality in court that would try to dictate who may carry a weapon as anyone who has a permit may own a weapon. He also noted he had several interfaces with several Senators at the conference on different issues. Senator Mike Folmer, Senator John Eichelberger and Representative Will Tallman discussed the Radar Bill and several other bills pertaining to police and municipalities. It stated it looks very encouraging for the Radar Bill to be passed in 2015.

**POLICE CHIEF** – Chief Gyurina reported to Council on several issues; an early morning DUI arrest, a person begging for money for gas at Walmart but using it to buy heroin, the person then stated he was getting application's for work so the officer on duty purchased a bus ticket and sent him on his way out of town. Chief Gyurina requested council's permission to replace the current handguns which have been in service for 14 to 15 years and allow the current officers to purchase those handguns, which has been done in the past. Council member, Mr. Moyer questioned the cost of the new handguns. Chief Gyurina stated approximately \$ 4,215.00. Council member, Mr. Holt questioned if the purchase would be done this year. Chief Gyurina stated yes. Mayor Dorin stated he and Chief Gyurina have discussed the different manufacturers of handguns and are ready to purchase them. It was noted that the handguns would be 9mm.

**Motion** by Mr. Lucas to approve the purchase of the handguns, second by Mr. Moyer. Council member, Mr. Tillson questioned the value of the handguns that the current officers would purchasing. Chief Gyurina stated the handguns are worth \$250.00 if they would be traded in. Council member, Mr. Holt questioned if the handguns would be purchased under state contract. Chief Gyurina stated yes. Council member, Mr. Tillson questioned the manufacturer of the new handguns. Chief Gyurina stated Glock. Council member, Mr. Tillson questioned the amount of handguns to be purchased. Chief Gyurina stated eight handguns would be purchased. Council member, Mr. Holt questioned if the new handguns would be available to the part time officers. Chief Gyurina responded the part time officers would be using the new handguns. It was noted that the officers would be using their current holsters and accessories. The motion carried. A discussion took place regarding the purchase of body cameras for the officers. Chief Gyurina stated that he was still investigating so thought it would be beneficial to utilize the company's free trial offer; unfortunately the company is so busy that the free trials are being given to the large departments. Chief Gyurina discussed the idea of purchasing one at a cost of approximately \$475.00 and if he likes it purchase the additional cameras. Chief Gyurina discussed the process the cameras utilize and the benefits for the use of them. Council member, Mr. Holt questioned the amount and costs of the cameras. Chief Gyurina stated eight cameras at \$475.00 each and \$175.00 for the software that would be required. Council member, Mr. Holt questioned Mayor Dorin if he had the opportunity to review Chief Gyurina's request. Mayor Dorin stated that he had. Chief Gyurina also requested a security camera with a buzzer to be installed in the police department and a security camera in the entrance to the Borough building and the rear parking lot. Council member, Mr. Moyer questioned the cost of the cameras. Chief Gyurina stated he is waiting on a quote from Cholin Company. He also requested heat tape for speed lines and a video camera for the Tahoe. Council member, Mr. Holt stated Chief Gyurina has the money needed to purchase these items in his budget so he should not need to come back next year to request them. Council discussed the need to compare quotes for the security cameras. Council member, Mr. Moyer questioned Mayor Dorin if he had also approved Chief Gyurina's request for the security

cameras. Mayor Dorin stated he had and approves. The total approximate cost of Chief Gyurina's request less the security cameras is between \$16,000.00 and \$18,000.00.

**Motion** by Mr. Holt to approve Chief Gyurina's request to purchase the new handguns and body cameras, second by Mr. Moyer. The motion carried.

**COUNCILPERSONS** – Finance Committee Chairman, Mr. Holt presented and reviewed the 2015 Budget Expenditures. He noted that at the last meeting the revenues were reviewed however since then the Borough Secretary/Treasurer had made two changes both regarding the Water Revenue Fund. The changes were \$27,000.00 into the revenues for the Street Sweeper; the previous Council expensed the purchase over three years having the Water Revenue Fund reimburse the General Revenue Fund, do to one half of the purchase of the street sweeper being paid by water and the other half by the general fund. He stated this will be the last year. Council member, Mr. Moyer stated that he would like Borough Council to consider raising the Local Service Tax, noting that Montoursville Borough has one of the lowest tax rates within the surrounding communities at \$26.00. He noted if it would be increased to \$40.00 it would generate \$46,000.00 of revenue. Council member, Mr. Lucas questioned Council member, Mr. Moyer if he had a use for extra revenue that would be generated. Council member, Mr. Moyer stated that if it was increased to \$52.00, enough revenue would be generated for another full time Police officer. Council member, Mr. Lucas noted that he does not want a tax increase unless there is a specific purpose and benefit for the revenue. Council member, Mr. Moyer stated if it was increased to \$40.00 and 100% went to hire another full time Police officer, the cost would be offset by the elimination of approximately \$35,000.00 budgeted part time Police officer hours. He stated that if it was raised to \$52.00, half of the revenue could be go to a full time Police officer and the other half could go to other expenses in the General Revenue Fund, if Borough Council would approve. Council member, Mr. Lucas stated if the Local Service Tax would be increased he would need to know what it would be specifically expensed to.

**Motion** by Mr. Moyer to approve to increase the Local Service Tax to \$40.00. Council member, Mr. Tillson agreed with Council member, Mr. Lucas and would prefer to have a specific expense for the revenue that would be generated by increasing the Local Service Tax, waiting to see the outcome of the Borough budget. Council member, Mr. Moyer agreed and withdrew his motion as long as it is considered during the Budget process. Council member, Mr. Holt noted that he would have increased the Local Service Tax last year instead of raising the Real Estate Taxes. He noted the other change the Borough Secretary/Treasurer made was increasing the Water Revenue Fund by \$755,000.00; \$155,000.00 for the purchase of water meters and \$600,000.00 for the 2015 Water project; all revenues being transferred from the Water Capital Improvement Fund. Council member, Mr. Holt stated 2015 Budget Expenditures are approximately 90%-95% completed; contractual raises, insurance costs, utility costs have all been calculated and included. He stated the first major change to be included was the expense of a new roof for the Borough building; if council should choose to approve. He stated the roof is approximately 14 years old and explained why a new roof would be needed; revenue needs to be put into maintaining the Borough building. Council member, Mr. Tillson suggested installing a metal roof on the Borough building. Council members agreed that revenues should be put aside for the maintenance of the Borough building. Council member, Mr. Holt stated the Police part time officers expenses have been increased to \$52,000.00. Council member, Mr. Lucas suggested reinvestigating the hiring of an additional full time Police officer that has never been replaced from the past several years. Council member, Mr. Holt noted those would be the two questions that will need to be answered; increasing the LST tax and the possibility of hiring another full time Police officer. Council member, Mr. Holt pointed out to Council members that the PUC expenses have been pulled out of the budget as noted with the allocation to the Fire, Police and Street Departments. A discussion took place regarding the Fire Departments allocation; the Finance Committee will schedule a meeting with the Fire Department to discuss. Council member, Mr. Holt noted the \$45,000.00 expense associated with the Code and Zoning inspections. Discussion regarding the breakdown of those expenses took place. Council member, Mr. Lucas questioned the increase over the prior year's expense. Discussion regarding the increased costs, the rental inspection process and fees took place. Council member, Mr. Holt reviewed the Highway expenditures noting that Street/Water Commissioner, Mr. Smith has requested \$30,000.00 for Capital Equipment for a new backhoe, trailer and a new paving roller. Street/Water Commissioner, Mr. Smith explained to Council members his request. He noted that he would trade in the current backhoe against the purchase of a new backhoe and trailer. Council member, Mr. Holt questioned the age of the current backhoe. Street/Water

Commissioner, Mr. Smith stated that it is 1 ½ years old. He noted that he would trade in the current backhoe against the purchase of a new backhoe and trailer. It was noted there are a lot of hours put on the backhoe. Council member, Mr. Holt stated he always believed in an equipment replacement program. He suggested that Street/Water Commissioner, Mr. Smith research the pricing for the equipment needed and if more money needs to be expended with council's approval, it should be expended. Street/Water Commissioner, Mr. Smith explained the need for a new paving roller; the current paving roller is not heavy enough to compact the asphalt. Mayor Dorin commented that the extension in the rear parking lot is evidence that the current paving roller is lightweight as the paving does not look compact enough. Council member, Mr. Tillson suggested revenue be put into an Equipment Capital Revenue Fund yearly so you have the availability to purchase equipment when needed. Council member, Mr. Holt commented that equipment wise the Borough is in pretty good shape. Discussion regarding the status of the current salt building took place. Council member, Mr. Tillson suggested the Police Department have their vehicles abide by a vehicle replacement program; replace a vehicle every year. Discussion took place regarding the past practice of vehicle replacement in the Police Department. Council member, Mr. Tillson questioned the current process. Chief Gyurina stated that vehicles are being replaced when given the opportunity. He went on to discuss the process of choosing a police vehicle. It was noted that the car that would be replaced would be #26 Impala. Council discussed the rotation and replacement of a new police vehicle every other year starting in 2015; Council members agreed. Council member, Mr. Holt explained that \$15,000.00 had been added to the Recreation Department for the replacement of a Pavilion. Street/Water Commissioner, Mr. Smith stated Pavilion #1 had been replaced last year in the park. He would like to replace Pavilion #2 next year and finish Pavilion # 1 by enclosing the ceiling. Council discussed the ability to repair or replacement of Pavilion #3. Council member, Mr. Moyer questioned \$20,000.00 in line item 01439650, Curb construction for 2015 when there wasn't an expenditure last year. Street/Water Commissioner, Mr. Smith explained an expenditure is created when there is a current paving project; the Borough finances the construction of the curbs for the residents which in turn reimburses the Borough. Council member, Mr. Holt reviewed the Water Fund Expenditures noting that it needs to be determined what water projects need to be done in 2015 and their costs. He continued reviewing the Highway Aid Fund Expenditures, noting that a plan needs to be determined on what and how much paving needs to be done in 2015. Council member, Mr. Holt concluded that the expenses are approximately \$2,000,000.00 and the revenues are approximately \$1,900,000.00; noting that Council now has to review the budget and try to figure out how to get it balanced. He noted that he felt that it could be accomplished; noting there had been prior years that had been much more difficult. Council member, Mr. Holt stated that there will be Finance Committee meeting prior to the next Council meeting on November 10<sup>th</sup>. It was noted that the Finance Committee meeting would be advertised as to the date, time and location. Mayor Dorin questioned if the voting polling place had been changed for Ward 2. Fire Chief, Mr. Scott Konkle stated that it had been permanently moved to the Montoursville Presbyterian Church on Elm Street. Discussion took place regarding the Borough not being notified by Voter Services. Council member, Mr. Holt suggested the Water Committee provide a list of projects prior to the Finance Committee meeting. It was noted that the only project currently scheduled for 2015 is the Bulk Water Station. Discussion took place regarding several water projects and prioritization of those projects. Council member, Mr. Tillson noted that Bulk Water income maximizing the revenues will help minimize expenses and that no revenues should be allocated to any project until the revenues have been acquired.

**SOLICITOR** – Nothing at this time.

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

**COORESPONDENCE AND ANNOUNCEMENTS** – Next Council meeting will be Monday, November 10<sup>th</sup>, 2014 at 7:00 PM, with just one meeting in the month of November due to the upcoming election.

**VISITORS AND PUBLIC COMMENTS** – Fire Chief, Scott Konkle gave an update on the fire house construction stating it is progressing forward. They have received the temporary occupancy permit for the new addition. He noted the water line project has currently put some issues on hold. He noted they are anticipating an open house sometime in March/April of 2015. He also stated they will be taking delivery of a new ambulance on Wednesday. He stated that their Capital Campaign has raised approximately \$60,000.00. Discussion took place on their 5 year commitment versus a one time commitment.

Council member, Mr. Tillson questioned the large opening at the fire hall. Fire Chief, Scott Konkle noted it is for storm water management and is required. Council member, Mr. Lucas noted he was disappointed that the Fire Company was not in the parade. Fire Chief, Scott Konkle apologized stating he was out of town and was unaware. Water Engineer, Mr. Dave Walters gave an update on the discussion he had with Mrs. Savoy noting that it was discussed to try to realign the waterline around her sign and to have the waterline coming off of Broad St be solely on the Wright property requiring an easement. He stated providing the Borough can acquire easements from the Wright, Eck and Minnier properties the project could move forward. Vice President, Mrs. Holmes noted that the Borough should try to acquire those easements.

There being no further business the meeting was adjourned at 8:52 pm on a motion by Mr. Moyer, second by Mr. Lucas and carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary