

MINUTES OF THE BOROUGH OF MONTOURSVILLE

November 10, 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, Don King, David Moyer and Christopher Lucas.

The Pledge of Allegiance was observed.

Council Vice President, Mrs. Holmes asked for nominations for Council President. Council member, Mr. Holt moved to nominate Rosemary Holmes for President of Borough Council, second by Council member, Mr. Tillson. Council member, Mr. Moyer moved to nominate Mark Tillson for President of Borough Council, second by Council member, Mr. Lucas. Council member, Mr. Lucas moved to nominate Dave Moyer for President of Borough Council, second by Mr. Tillson. Council Vice President, Mrs. Holmes called for additional nominations, hearing none, Vice President, Mrs. Holmes closed the nominations. Council Vice President, Mrs. Holmes called for a vote on nominee, Rosemary Holmes. The motion carried. Council President, Mrs. Holmes asked for nominations for Council Vice President. Council member Mr. Tillson moved to nominate Dave Moyer for Vice President of Borough Council, second by Mr. King. Council President, Mrs. Holmes called for additional nominations, hearing none, President, Mrs. Holmes closed the nominations. Council President, Mrs. Holmes called for a vote on nominee, Dave Moyer. The motion carried.

The minutes of the October 20, 2014 were approved on a motion by Mr. Lucas, second by Mr. Moyer. The motion carried.

VISITORS AND PUBLIC COMMENT – Mr. Jim Emery/Central Keystone Council of Governments discussed property maintenance. Council member, Mr. Tillson asked several questions regarding the sidewalk inspection process. Mayor Dorin requested a simplified inspection report. Council agreed. Council member, Mr. Holt suggested giving property owners who receive a sidewalk violation 6 months to comply. He stated he has issued approximately 30 sidewalk violation letters to date per the Borough ordinance. Mr. Emery stated they try to work with property owners as weather may prohibit work to be completed within the 30 days required by the ordinance. He noted that if the work does not get completed; the Borough will do the work and invoice the property owner. He discussed the process would be halted until the spring notating and documenting it in the property owner's file. The sidewalk ordinance was discussed. Council member, Mr. Holt suggested that notices be sent out over the winter months and give 6 months to construct their sidewalks. Council member, Mr. King questioned the Solicitor if the 30 days was typical. Solicitor, Randy Sees stated he felt it appears to be on the short side. Council member, Mr. Tillson noted that most of the Borough ordinances give 30 days to comply. Council member, Mr. Holt requested to be notified if the Borough receives a lot of complaints. Council member, Mr. Lucas said if notices were sent out giving until spring to repair, property owners will be given time to budget. Council member, Mr. Holt questioned the rental inspection schedule. It was noted that the inspections are in the 3rd year. Council discussed CKCOG's reporting noting they would like a more concise report. Mr. Emery felt it could be accomplished; the database is already in place. Council member, Mr. Lucas questioned how the Borough's inspection process compares to other municipalities. Mr. Emery stated that is about the same process. Council member, Mr. Moyer requested the employees to be notified that they are doing a great job with the implementation of inspecting the properties while installing water meters. Mayor Dorin questioned Mr. Emery about a "Manhouse" or "Boarding house" in the Borough. Mr. Emery stated not that he is aware of; usually if they know there is an inspection scheduled, they won't be there. It was noted that it is not in the ordinance to document tenants.

TREASURERS REPORT – **Motion** by Mr. Moyer to approve the treasurer's report and the Borough bills for October 2014 and Approval to pay \$5187.32 - Legal Services for Broad Street Waterline project and \$129.60 for Bulk Water Station to McNerney, Page, Vanderlin and Hall; \$123.75- Engineering Retainer, \$1230.00 Engineering Bulk Water Design, and \$9115.21 Engineering Electrical Feasibility Study to Larson Design Group; \$1950.55 – Replace Well #5 disconnect switch to Lecce Electric, \$936.35 Calibrations to ICEA Solutions, \$2,709.00 Transitional Reinsurance Fee to Centers for Medicare

Police budget reallocation of \$ 6,325.43 to PUC expenses: \$3412.98 from 01-410-302 to 01-410-317; \$279.00 from 01-410-220 to 01-410-317; \$28.00 from 01-410-220 to 01-410-317; \$312.00 from 01-410-237 to 01-410-317; \$850.00 from 01-410-220 to 01-410-317; \$125.00 from 01-410-220 to 01-410-317; \$75.00 from 01-410-220 to 01-410-317; \$595.00 from 01-410-250 to 01-410-317; \$578.45 from 01-410-223 to 01-410-317; \$200.00 from 01-410-300 to 01-410-317; \$50.00 from 01-410-300 to 01-410-317, second by Mr. King. The motion carried.

NEW BUSINESS –

EASEMENT AGREEMENT & AGREEMENT TO RELEASE EASEMENT – B & B Auto Accessories, LLC Tax Parcel # 34-005-108; RELEASE OF EASEMENT – B & B Auto Accessories, LLC Tax Parcel # 34-005-107, EASEMENT AGREEMENT – Debra L. & Robert L. Minnie Tax Parcel # 34-005-113, EASEMENT AGREEMENT – Travis S. & Shelly R. Wright Tax Parcel # 34-005-109, EASEMENT AGREEMENT & AGREEMENT TO RELEASE EASEMENT – Eck’s Cleaner & Dryers, Inc. Tax Parcel # 34-005-111, EASEMENT AGREEMENT – J. Savoy Realty Co., Inc. – Tax Parcel # 34-005-103.A, Tax Parcel # 34-006-104, Tax Parcel # 34-006-103, Tax Parcel # 34-005-110, Tax Parcel # 34-005-114, EASEMENT AGREEMENT – Carol A. Savoy Realty, LLC - Tax Parcel # 34-006-101, Tax Parcel # 34-005-112

Motion by Mr. Holt to approve the six Easement Agreements and Agreement to Release Easements, second by Mr. Lucas. The motion carried.

AGREEMENT TO REVEST TITLE – J. Savoy Realty Co. & Carol A. Savoy Realty LLC – Tax Parcel # 34-005-112, Tax Parcel # 34-005-114, Tax Parcel 34-005-103.A

Motion by Mr. Holt to approve the Agreement to Revest Title, second by Mr. Moyer. The motion carried.

RESOLUTION 2014-10 – Eliminating Police payments into the Police Pension Fund for 2015. The Borough Secretary explained the Resolution to Borough Council.

Motion by Mr. Moyer to approve Resolution 2014-10, second by Mr. Holt. The motion carried.

AUTHORIZATION TO ADVERTISE ORDINANCE 461- Amending “Earned Income Net Profit Tax Ordinance to Comport with Act 32 of 2008/APPROVAL RESOLUTION 2014-11- Adopting Regulations of the Municipal & School Income Tax Office. Solicitor, Randy Sees explained to Borough Council that the proposed Ordinance was requested by the Municipal & School Income Tax. He noted that the State allows for certain penalties for failure to pay these taxes; all municipalities had different ordinances with different penalty provisions. He stated the Municipal & School Income Tax wanted uniformed regulations throughout the municipalities making it easy for enforcement.

Motion by Mr. King to authorize advertisement of Ordinance 461 and approving Resolution 2014-11, second by Mr. Moyer. The motion carried.

AUTHORIZATION TO ADVERTISE ORDINANCE 462 – Amending Chapter 25 “ Pensions”- Montoursville Police Pension and Borough of Montoursville Nonuniformed Employees Pension – redefining spouse. The Borough Secretary explained to Borough Council the State changed the law approving same sex marriage which required the definition of spouse to be changed within the both pensions.

Motion by Mr. Lucas to authorize advertisement of Ordinance 462, second by Mr. Holt. The motion carried.

AUTHORIZATION TO ADVERTISE ORDINANCE 463 – Local Service Tax Amendment. Council President, Mrs. Holmes explained that this is a yearly tax imposed on people who are employed in Montoursville. She noted it is currently \$26.00 and proposed to be raised to \$52.00, generating another \$95,000.00 of revenue to balance the budget. Council member, Mr. Lucas questioned if there was a specific use intended for this tax. Council President, Mrs. Holmes stated it will be used to balance the General Fund budget. Mayor Dorin stated that \$52.00 is the maximum that could be imposed so it will balance the budget this year but cannot be raised next year.

Motion by Mr. King to authorize advertisement of Ordinance 463, second by Mr. Holt. The motion carried.

PENNDOT MAST ARM SUPPLEMENTAL REIMBURSEMENT AGREEMENT/RESOLUTION 2014-12. The Borough Secretary explained to Borough Council noting that an agreement has already been signed to repair the mast arm however upon better inspection it was made known that the repair would require and cost more so a new Reimbursement Agreement and Resolution with PennDOT was required.

Motion by Mr. Holt to approve PennDot Mast Arm Supplemental Reimbursement Agreement and Resolution 2014-12, second by Mr. Moyer. The motion carried.

EMPLOYMENT - SECRETARY/WATER BILLING CLERK – Donna Taggart. Council President, Mrs. Holmes explained that Donna Taggart has been a temporary employee, who has worked out very well and the Borough would like to hire as of January 2015. Council member, Mr. Moyer stated her starting wage would be \$14.00 per hour with a 6 month probationary period. After her probation, upon the recommendation of her Department head and council her wage would be increased to \$14.50 per hour. The Borough Secretary agreed with her recommendation. Discussion regarding the process at which Mrs. Taggart would be informed took place and job descriptions of Borough employees. Mayor Dorin suggested revenue be set aside in the budget for updating the Borough's current Personnel Policy & Job Description manual. Council member, Mr. Tillson noted it will cost thousands of dollars. Mayor Dorin stated it will be money well spent. Mayor Dorin and Council members discussed the possibility of getting quotes from companies who handle the preparation of job descriptions and personnel policies.

Motion by Mr. Moyer to approve the hiring of Donna Taggart as of January 1, 2015 with a starting wage of \$14.00 per hour and 6 month probation, second by Mr. Holt. The motion carried.

MONTOURSVILLE BOROUGH PERSONNEL 2015 WAGES –

Motion by Mr. Moyer to approve the 2015 Employee wages; Council member, Mr. Holt noted that he was not prepared to vote this evening on this subject. He feels there should be a Personnel meeting. Council President, Mrs. Holmes requested the motion to be deferred until there is a Personnel meeting.

RESIGNATION LETTER – PLANNING COMMISSION – Don King

Motion by Mr. King to accept the resignation of Mr. Don King from the Planning Commission, second by Mr. Holt. The motion carried. Discussion regarding the Planning Commission vacancy took place; council agreed to advertise the vacancy. A discussion regarding the timeline required for hearings, variances with regards to the Planning Commission took place.

PAYMENT APPLICATION #1 – \$295,952.40 - JOAO & BRADLEY –

Motion by Mr. Holt to approve payment application #1 to Joao & Bradley in the amount of \$295,952.40, second by Mr. Moyer. The motion carried.

PLANNING & ZONING – Central Keystone COG Reports October 2014 were reviewed. Council President, Mrs. Holmes explained that a meeting with the administration of the Montoursville High School was held. The administration explained their proposed renovations to the high school. She noted they have received a variance and it seems that they have done their homework. She noted that they may make a presentation in the future.

RECREATION – Event Permits: 2015-01 Montoursville Men's, Charlie Green Memorial Co-Ed and Susquehanna Christian Softball Leagues – Indian Park 2015 Softball Field Use, March - October 2015

The Event Permits were reviewed by Council member, Mr. Lucas. He explained that during the Recreation Board meeting it was discussed with the Softball Leagues the importance of the "Young Lungs at Play" and no tobacco use during their games and their help to police it. He noted the success of this year's Harvest Parade and a program to get "reserved" signs for the Pavilions.

Motion by Mr. Lucas to approve Event Permit 2015-01, second by Mr. Moyer. Carter McGill, Men's Softball League stated the leagues will pay for and install "no tobacco use" signs on the dugouts. Council member, Mr. Holt questioned Mr. McGill if he would be the spokesperson for the leagues. Mr. McGill stated that Todd Walker is the President for the Men's League,

Tiffany Heilmrich is President of the Co-Ed League and Andrew Paulhamus is President of the Christian League. The scheduling of the leagues was discussed and who would be in charge if there was a conflict. Council member, Mr. Holt noted he would deal with the Men's League if there were any problems. A discussion regarding the repair of the backstops and the need for flushing restrooms took place. Mr. McGill indicated that next year the league intends to grade and reseed Nicely field. The motion carried. Council member, Mr. Lucas noted that Mayor Dorin received additional "Young Lungs at Play" signs to put up in various locations in the park.

STREETS/WATER – Street/Water Commissioner updated council on the work completed by the Street and Water Departments noting that they have picked up approximately 40 loads of leaves. He stated the conduit has been installed at Sylvan Dell Reservoir, Well #3 contact piping has been completed, permits have been closed out and now waiting on the inspection for Wells #3 & #4, 187 meters have been installed, the generator has been ordered for Well #4, the bids opening for Well #4 & #5 Electrical Upgrade Project will be November 19th, at 2:00 PM. He noted that there are 2 water leaks, one on Cherry St. and one still being traced in the Broad St. area. Street/Water Commissioner, Mr. Smith discussed a property which had been previously subdivided with only one water tap, both properties feeding off the same line. He noted that it needs to be separated. Council agreed that a letter should be sent notifying the property owner to correct the problem. Street/Water Commissioner, Mr. Smith reported that the VIP's have completed the work on the gazebo's painting, replacing the roof and rebuilding the cupola. Council agreed that the VIP's did a great job and the work looked professional.

MAYOR – Mayor Dorin reviewed the October Police Report with Council. Mayor Dorin noted that the Christmas tree will be set up at Hutchison East on Friday. He stated a work crew headed by Leary Platt, checked the lights and that they are ready to be put up along with "Seasons Greetings", wreath and other decorations. Mayor Dorin stated that the VIP's had requested to build a large wreath to be installed at Pavilion #4, costing approximately \$200.00, which he was notifying council that he had approved to be paid from the Christmas Tree Lighting line item. Mayor Dorin reported that he did get 13 "Young Lungs at Play" signs; noting that he would like some of these signs to be used as standalone signs throughout the park. It was discussed on ways to make the no tobacco use policy stand out. Council member, Mr. Lucas noted that if on approved events, that the no tobacco use policy is not adhered to, they will no longer issue a permit for those events the following year. Mayor Dorin reported that the next CBA meeting will be held November 19th at 7:00PM. Lauren Robinson, MS4 Coordinator and Meghan Lehman will be attending to discuss and give an update on the MS4 Coalition also attending will be PSAB Vice President Jeff Heishman. Council member, Mr. Lucas thanked Mayor Dorin for his efforts on putting up the Christmas tree.

POLICE CHIEF – Chief Gyurina reported to Council on several issues; he received a very nice email from the principal of Loyalsock High School regarding how Officer Doug Littwhiler handle the rivalry and the battle of the bridge.

COUNCILPERSONS – Council member, Mr. Lucas questioned if the zoning officer had the opportunity to look at the chicken coop structure on Washington Street. Council President, Rosemary Holmes stated it is a very nice chicken coop that has now been put on wheels. Council member, Mr. Lucas would like it to be continued to be monitored, in case it becomes an issue so that council may act upon it. Council member, Mr. Lucas noted that he noticed at the budget meeting that he could not attend, there is a proposed tax increase and was hoping that it would be put toward good use.

Motion by Mr. Lucas to approve to hire a full time patrolman, second by Mr. Moyer. Council member, Mr. Tillson said he would not vote at this time. He stated the proposed tax increase was to be used to balance the budget. Council member, Mr. Lucas stated he was confused, taxes have been raised two times and are supposed to be going toward services; services are being stripped away. Council President Mrs. Holmes noted the proposed LST tax increase would only affect those who work in Montoursville. Council member, Mr. Lucas noted it would be nice if the proposed tax increase could be put toward a specific use this time. Council member, Mr. Moyer stated that a first, second and third year full time officer starts, with benefits from approximately \$ 48, 000.00 to \$49,500.00. He stated if the Chief was given the choice of a full time officer or a new police car he would prefer a full time officer. He noted removing the \$27,500.00 for the police car and reduction of the part-time Police line item to \$15,000.00. It would reduce the budget \$64,000.00. Council member, Mr. Lucas requested Chief Gyurina to explain the savings by hiring a full time officer versus a part time officer. Council member, Mr. King stated if another full time officer was hired it could present a financial burden for the future Council. Council member, Mr. Lucas

stated there has been a lot of discussion regarding hiring a borough manager and additional staff and personally hiring another full time officer is a priority. He noted there is a strong support for a police coverage in the Borough and feels there is a disservice by continuing to take away from the police force. Council member, Mr. Tillson questioned if there is going to be in inventory replacement process with police vehicles. He also questioned if another police officer was hired will there be savings by having less vehicles. Chief Gyurina discussed his investigations regarding the maintenance, equipment and replacement of police vehicles with Council. Council member, Mr. King questioned how many part time officers the department has. Chief Gyurina stated five on paper but three who work regularly. Chief Gyurina stated that a full-time officer will not fix the problem with coverage but it will help. Council discussed part-time officers, scheduling issues and the ratio of police officers for other municipalities. Council member, Mr. Holt stated he would like to have a Personnel meeting to discuss the Borough personnel. The motion failed. Council President, Mrs. Holmes agreed there should be a Personnel meeting. Council member, Mr. Moyer discussed a positive email that the Chief had received from a gentleman who had encountered a problem while riding bicycle in the Borough. Council member, Mr. King noted he would like some additional background before he makes any decisions regarding the budget. Council member Mr. Tillson agreed with Council member, Mr. King. Council member, Mr. Tillson question Mayor Dorin regarding the status of the park master plan. Council member, Mr. Tillson and Mayor Dorin discussed playground equipment placement in the park. Council member, Mr. Tillson discussed the gas bulk water sales. He noted at the next meeting a decision on proceeding with automation of the site needs to be decided. He stated that expenses need to be minimized. Mayor Dorin stated research needs to be done. Council member, Mr. Tillson stated nothing is in stone. Council member, Mr. Holt also agreed that he would like to see the completion of the park master plan. Council member, Mr. Holt noted that PennDot had a meeting to discuss the Airport access road improvements. He noted there would be improvements to Montour Street, Loyalsock Avenue, several traffic signals and Eck Lane access which will be discussed in future meetings. He noted the idea is to make easier access to the Airport. Council discussed Eck Lane access to the Airport. Council member, Mr. Holt requested a spreadsheet showing Benecon's expenses less their reimbursements so Council will get an idea of the actual costs. He also noted the Borough will be closed for Veterans Day. Council member, Mr. Lucas requested all Veterans to stand and be recognized for their service. The leaf pick up schedule, overtime and the brush pile was discussed. Council member, Mr. Holt stated the General fund budget is within \$14,000.00 of being balanced; it just needs to be tweaked. He noted the Highway and Water fund should have projects. He stated they should be ready for authorization for advertisement at the December 1st meeting. A Personnel executive session and Street/Water Committee meeting were scheduled for Monday, November 17th for 6:00PM and 7:00PM.

SOLICITOR – Nothing at this time.

PENDING MATTERS – Nothing at this time.

COORESPONDENCE AND ANNOUNCEMENTS – Next Council meeting will be Monday, December 1st, 2014 at 7:00 PM.

VISITORS AND PUBLIC COMMENTS – Nothing at this time.

There being no further business the meeting was adjourned at 9:30 PM on a motion by Mr. Moyer, second by Mr. Tillson and carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary