

MINUTES OF THE BOROUGH OF MONTOURSVILLE

November 13, 2018

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

The Pledge of Allegiance was observed.

Council President, Mr. Greenway announced an executive sessions were held on October 30, 2018 and October 7, 2018 to discuss personnel issues.

The October 1, 2018 minutes were approved on a motion by Mr. Lucas, second by Mr. Haines. The motion carried.

VISITORS/PUBLIC COMMENT ON AGENDA ITEMS – Nothing at this time.

TREASURERS REPORT – **Motion** by Mr. Greenway to approve the treasurer's report and the Borough bills for October 2018; second by Mr. Brown. The motion carried.

NEW BUSINESS –

BUDGET MODIFICATION FOR CDBG FFY 2014 – Ms. Kristin McLaughlin/SEDA COG distributed and reviewed the FFY 2014 CDBG Budget Revision proposal. She noted the funding may be used towards current and future CDBG projects.

Motion by Mr. Greenway to approve FFY 2014 CDBG Budget revision presented; second by Mrs. Kline. The motion carried.

APPOINTMENT OF SEWAGE ENFORCEMENT OFFICER ALTERNATE – GENE POWLUS & FEE SCHEDULE – Council President Mr. Greenway, stated at last month's meeting council approved the appointment of a sewage enforcement officer; therefore the appointment of an alternate sewage enforcement officer is required as well as approval of their fee schedule.

Motion by Mrs. Kline to approve the appointment of Mr. Gene Powlus as an alternate Sewage Enforcement Officer and fee schedule as presented; second by Mr. Brown. The motion carried.

AUTHORIZATION TO ADVERTISE ORDINANCE #482 – AMENDING SECTION 150-52, SCHEDULE XV: PARKING PROHIBITED CERTAIN HOURS BY DELETING ARCH STREET – Chief Gyurina explained the ordinance removes Arch Street from the prohibited parking hours.

Motion by Mrs. Kline to approve authorization to advertise Ordinance #482 amending Section 150-52, Schedule XV: Parking Prohibited Certain Hours by deleting Arch Street; second by Mr. Haines. The motion carried.

CHANGE ORDER #2 – 2018 STREET IMPROVEMENT PROJECT – AMENDING COMPLETION DATE BY JUNE 30, 2019 –

Motion by Mr. Lucas to approve Change Order #2 for the 2018 Street Improvement Project to HRI, Inc. amending the completion by date to June 30, 2019; second by Mr. Greenway. The motion carried.

CHANGE ORDER #1 – 2018 CDBG CURB RAMP PROJECT – AMENDING COMPLETION DATE BY JUNE 30, 2019, APPLICATION OF SALT GUARD AND ADDITIONAL WORK AT 1105 WALNUT STREET –

Motion by Mr. Haines to approve Change Order #1 for the 2018 CDBG Curb Ramp Project amending the completion by date to June 30, 2019, the application of salt guard in the amount of \$2,400.00 and additional work at 1105 Walnut Street as presented in the amount of \$3,400.00; second by Mr. Greenway. The motion carried.

PAYMENT APPLICATION #2 – 2018 CDBG RAMP PROJECT – HRI, INC. \$25,740.00 –

Motion by Mr. Haines to approve payment application #2 for HRI, Inc. in the amount of \$25,740.00 for services provided in regard to the 2018 CDBG Ramp Project; second by Mr. Greenway. The motion carried.

WELL #2, MAINTENANCE AND REPAIR PURCHASE ORDER'S #00548 - #00559 – Council President, Mr. Greenway noted purchase orders # 00548 through # 00559 are related to the maintenance and repairs to Well 2.

Motion by Mrs. Kline to approve purchase order's #00548 through #00559 as presented for maintenance and repairs to Well 2; second by Mr. Greenway. The motion carried.

JOB DESCRIPTION – STREET & WATER PROJECT COORDINATOR –

Motion by Mrs. Kline to approve the job description for the position of Street and Water Project Coordinator as presented; second by Mr. Lucas. The motion carried.

Council President, Mr. Greenway adjourned the regular Borough Council meeting at 7:15 PM into executive session to discuss personnel matters, stating the meeting will be reconvened. Council President, Mr. Greenway reconvened the regular Borough Council meeting at 7:30PM.

AUTHORIZATION TO ADVERTISE 2019 BUDGET – Finance Committee Chairperson, Mr. Brown stated all proposed draft budgets for 2019 are completed. It was reported the General Fund, Water Fund and Highway Aid Fund are all balanced without imposing a tax or rate increase for 2019.

Motion by Mr. Brown to approve authorization to advertise the 2019 Budgets as presented; second by Mr. Haines. The motion carried.

AUTHORIZATION TO ADVERTISE ORDINANCE #483 – TAX LEVY ORDINANCE –

Motion by Mr. Lucas to approve authorization to advertise Ordinance #483, Tax Levy ordinance; second by Mr. Brown. The motion carried

PLANNING & ZONING – Central Keystone COG October Report.

RECREATION – Council Vice President, Mr. Lucas questioned the status of the pond improvements specifically related to PPL. It was explained that one quote is stilling outstanding and hopefully will be presented in the near future; however prior to presenting the quotes to council, it is first required to submit all quotes to DCNR for their review and approval. Council Vice President, Mr. Lucas noted the pumpkin decorating contest held for the elementary students was a success.

STREETS/WATER – Nothing to report at this time.

MAYOR – Mayor Bagwell shared a benefit was held at Herman & Luther's for Elliott Storms, son of Officer Marc Storms. He noted he was impressed by the number of officers who attended and volunteered their time to help make the event a great success. He explained the Lycoming County Veteran's Day Parade took place over the weekend, mentioning that next year's parade is scheduled to take place in Montoursville.

Mayor Bagwell stated traditionally during the month December the Mayor would mail out certificates to residents as recognition for decorating their homes with holiday lights. He shared starting this year that practice will be discontinued due to time and expense incurred by the police department. It was noted last year 64 certificates were mailed out. He continued stating new to this year the Police department received 9 gift certificates donated from local businesses. While on patrol, police officers will view homes with their holiday lights and submit nominations of participating residents who may qualify for an opportunity to win one of the gift certificates.

POLICE CHIEF – Chief Gyurina reviewed the October police report.

COUNCIL PERSONS – Council Vice President, Mr. Lucas stated the Street and Water Project Coordinator job description has now been approved. He explained the Personnel Committee had been very busy with interviews for that position and are making a recommendation to hire the selected a candidate.

Motion by Mr. Lucas to approve the employment of Mr. Cliff Hoffman for the position of Street and Water Project Coordinator beginning December 3, 2018 at a salary of \$60,000.00 per year; second by Mrs. Kline. Council President, Mr. Greenway requested for public comment. No comments were received. The motion carried. Council member, Mr. Mark Tillson abstained from the vote.

Council Vice President, Mr. Lucas stated the Borough presently employs a part-time seasonal streets and water employee, who has been considered an asset. He explained a position that had previously been vacated has been budgeted to hire for this full-time position.

Motion by Mr. Lucas to approve the employment of Patrick Bower for a full-time probationary non-licensed operator beginning December 3, 2018; second by Mr. Haines. Council President, Mr. Greenway requested for public comment. No comments were received. The motion carried.

Council member, Mr. Brown reported he attended the Library Board meeting held on December 12, 2018, sharing 2019 will commemorate 75 years the library has been in the Borough with multiple activities scheduled to help celebrate their anniversary. He recommended residents visit their website to view the schedule of activities to take place.

SOLICITOR – Nothing at this time.

COUNCIL PRESIDENT – Nothing at this time.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next regular Council meeting will be held Monday, December 3, 2018 at 7:00 PM.

VISITOR AND PUBLIC COMMENTS – Resident, Donna Ponegrate, stated she conversed with the Mayor and Council President Mr. Greenway regarding Lycoming Sewer Water Authority potentially raising their rates. She inquired if the Borough has any plans to follow suit in raising water rates. Mayor Bagwell addressed her inquiry stating they are considering sending a letter at the appropriate time addressing the matter. Resident, Dave Moyer commented the Lycoming County Sewer Authority meetings are open to the public and residents should attend to express their concerns.

There being no further business the meeting was adjourned at 7:45 PM on a motion by Mr. Brown; second by Mrs. Kline. Motion carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary