

MINUTES OF THE BOROUGH OF MONTOURSVILLE

November 8, 2021

The regular meeting of the Montoursville Borough Council held in the John Dorin Municipal Building was called to order by Council President Eric Greenway at 7:00 PM with the following answering roll call: Misty Emick, Eric Greenway, Chris Lucas and Robert Brown. Absent - Ted Haines and Mark Tillson

The Pledge of Allegiance was observed.

The October 4, 2021 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS – Montoursville Memorial Gardens Committee Members, Mr. Scott Konkle, representative of the Montoursville School Board and Mr. Robert Weaver, representative of the Montoursville Community and Mayor Bagwell gave a presentation regarding the anticipated improvements to the Memorial Gardens. Mr. Konkle shared the Memorial Gardens Committee was formed approximately twenty-five years ago with the purpose to oversee the memorial gardens. At this time, Mr. Weaver explained the need for the improvements and reviewed the goals of the Committee which include improvements to the brick walkway; tree replacement and the installation of additional lighting around the trees. The property is jointly owned by the Montoursville School District and Borough. Mr. Konkle noted this presentation was created having the mindset to ensure the community is aware of projects requiring attention, to be comfortable with those projects and importantly, knowing their cost. He shared the overall cost for the improvements is \$121,000; fundraisers will be planned to assist with costs. The school board will be voting on this proposal during the next meeting taking place Tuesday, November 9, 2021 and requests Borough Councils' approval of the Memorial Gardens Improvement Plan this evening.

Motion by Mr. Greenway to approve the Memorial Gardens Improvement Project Proposal as presented, second by Mrs. Emick. The motion carried.

TREASURERS REPORT – Motion by Mr. Brown to approve October 2021 treasurer's report, second by Mrs. Emick. The motion carried.

NEW BUSINESS –

AUTHORIZATION TO ADVERTISE 2022 BUDGET – Council President, Mr. Greenway presented a request for authorization to advertise 2022 Budget. Finance Committee Chairman, Mr. Brown explained the 2022 Budget includes a .5 Mil tax increase and is available for inspection at the Borough office.

Motion by Mr. Greenway to advertise the 2022 budget as presented, second by Mr. Brown. The motion carried.

AUTHORIZATION TO ADVERTISE ORDINANCE #488 – TAX LEVY ORDINANCE – Council President, Mr. Greenway presented a request to advertise Tax Levy Ordinance #488.

Motion by Mr. Greenway to advertise Tax Levy Ordinance #488 as presented, second by Mrs. Emick. The motion carried.

BOROUGH OF MONTOURSVILLE NON-UNIFORM UNION EMPLOYEES COLLECTIVE BARGAINING AGREEMENT 2022-2026 – Council President, Mr. Greenway presented the Borough of Montoursville Non-Uniform Union Employees Collective Bargaining Agreement 2022-2026 for review.

Motion by Mr. Lucas to approve the Borough of Montoursville Non-Uniform Union Employees Collective Bargaining Agreement 2022-2026 as presented, second by Mr. Greenway. The motion carried.

PAYMENT APPLICATION #3 - MECHANICAL & ELECTRICAL IMPROVEMENT TO THE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC – Council President, Mr. Greenway presented Payment Application #3 related to Mechanical and Electrical Improvement to the Waterworks Project for review.

Motion by Mr. Greenway to approve Payment Application #3 Mechanical & Electrical Improvement to the Waterworks Project to Appellation Construction Services, LLC in the amount of \$240,430.35, second by Mr. Brown. The motion carried.

PAYMENT APPLICATION #1 – 2021 STREET IMPROVEMENT PROJECT – GLENN O HAWBAKER, INC. – Council President, Mr. Greenway presented Payment Application # related to the 2021 Street Improvement Project.

Motion by Mr. Greenway to approve Payment Application #1 2021 Street Improvement Project to Glenn O. Hawbaker, Inc. in the amount of \$372,359.15, second by Mr. Brown. The motion carried.

AUTHORIZE HILLER ARCHITECTURAL GROUP TO PREPARE AND ADVERTISE BID DOCUMENTS – JOHN DORIN MUNICIPAL BUILDING REMOVAL OF ARCHITECTURAL BARRIERS – Council President, Mr. Greenway explained authorization is needed in order for Hiller Architectural Group to prepare and advertise bid documents related to the construction of removing architectural barriers at the John Dorin Municipal building.

Motion by Mr. Greenway to authorize Hiller Architectural Group to prepare and advertise bid documents related to construction with the removal of architectural barriers at the John Dorin Municipal Building, second by Mr. Lucas. The motion carried.

AUTHORIZE ALICE L. TROWBRIDGE, R.I.A. FOR PROFESSIONAL SERVICES – PLAYGROUND GRANT APPLICATION – Council President, Mr. Greenway presented a proposal for professional services from Alice L. Trowbridge, R.I.A. for services for the completion of a grant application for playground improvements
Motion by Mr. Lucas to authorize Alice L. Trowbridge, R.I.A. to prepare documentation for the completion of a playground grant application not to exceed \$2,400.00, second by Mrs. Emick. The motion carried.

AUTHORIZE BOROUGH ENGINEER, TODD PYSHER, PYSHER ENGINEERING/DAN VASSALLO FOR PROFESSIONAL SERVICES – PLAYGROUND SITE PLAN – Council President, Mr. Greenway presented a proposal for professional services to Borough Engineer, Todd Pysher/Pysher Engineering and Dan Vassallo for services for the completion of a playground site plan for the submission of a grant application.

Motion by Mrs. Emick to authorize Borough Engineer, Todd Pysher/Pysher Engineering and Dan Vassallo to prepare a playground site plan for the submission of a grant application not to exceed \$4,500.00, second by Mr. Lucas. The motion carried.

PENNSYLVANIA LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM – Council President, Mr. Greenway presented the Pennsylvania Department of Human Services Low-Income Household Water Assistance Program for review.

Motion by Mr. Greenway to approve the Pennsylvania Low-Income Household Water Assistance Program as presented, second by Mrs. Emick. The motion carried.

DONATION – H. J. WILKINSON, JR. – (2) OAK TREES AND MEMORIAL PLAQUES – Council President, Mr. Greenway presented H. J. Wilkinson, Jr. donation of two (2) Oak trees and memorial plaques to the Indian Park Nature Trail.

Motion by Mr. Greenway to approve and accept the donation of two (2) Oak trees and memorial plaques by H. J. Wilkinson, Jr., second by Mr. Brown. The motion carried.

USDA – APHIS – WILDLIFE SERVICE REQUEST FOR POTENTIAL SAMPLING SITE – INDIAN PARK POND – Council President, Mr. Greenway presented a request of USDA – APHIS to conduct sample testing of waterfowl at Indian Park pond.

Motion by Mr. Greenway to approve the request from USDA – APHIS Wildlife Service for the use of Indian Park pond as a sampling site, second by Mr. Lucas. The motion carried.

PLANNING & ZONING – October Planning Commission Minutes
Central Keystone COG Reports October 2021

RECREATION – Council Vice President, Mr. Lucas shared and explained actions that occurred previously in the meeting regarding the anticipated Playground improvements. He shared the Recreation Board has been working to continue moving forward on the Indian Park Master Plans next phase; playground improvements and acknowledged the many volunteer hours that made it possible. He noted their work is much appreciated and this evening's approvals regarding the playground are a testimony of all those efforts. He also noted the pumpkin contest took place during the month of October and was a success. He shared Recreation Board is in the process of finalizing plans for the tree lighting ceremony. Council Vice President, Mr. Lucas reviewed and explained Event Permit 2021-20

Motion by Mr. Lucas to approve Event Permit 2021-20, second by Mr. Greenway. The motion carried.

Council Vice President, Mr. Lucas shared and explained Event Permit 2021-21 noting the permit is a new event. At this time BSA Troop 172 representative explained the basic concept of this event will be similar to BBQ competitions with approximately 20 teams competing. It would be held in the same area as the Fall Festival. It was shared both the fire department and police department are on board with this event. Council Vice President, Mr. Lucas inquired if any special permits will be required to host this type of event. BSA Troop 172 representative stated he was informed by the Department of Agriculture they would receive a one day exemption and would be extended, provided the meat will be inspected and approved by the USDA, and there will be running water available at the location. He also shared BSA Troop 172 will provide the additional liability insurance required by the Borough and there will be no open fires. He continued noting the possibility of having a corn hole non-profit tournament. Council Vice President, Mr. Lucas explained there would be a need for an additional event permit for the tournament.

Motion by Mr. Greenway to approve Event Permit 2021-21, second by Mr. Lucas. The motion carried.

STREETS/WATER – Nothing at this time.

MAYOR – Mayor Bagwell shared the Montoursville Police Department will hold its annual Christmas Light Contest and currently has received gift cards from Walmart and Elery Nau which will be awarded.

POLICE CHIEF – Chief Gyurina reviewed the October 2021 police report. He also reported Halloween Trick or treating was successful; many people and kids were out celebrating without any incidents to report.

COUNCIL PERSONS – Nothing at this time.

SOLICITOR – Nothing at this time.

COUNCIL PRESIDENT – Nothing at this time.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – Council President, Mr. Greenway announced an Executive Session took place prior to tonight's meeting to discuss legal matters. He additionally noted the brush pile will be closing for the season effective Friday, December 3, 2021. The next Council meeting will be held Monday, December 6, 2021 at 7:00 PM

VISITOR AND PUBLIC COMMENTS – Nothing at this time.

There being no further business the meeting was adjourned at 7:35 PM on a motion by Mr. Brown, second by Mr. Lucas. The motion carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary