

MINUTES OF THE BOROUGH OF MONTOURSVILLE

November 9, 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, Don King, Dave Moyer and Christopher Lucas. Absent – Dennis Holt.

The Pledge of Allegiance was observed.

The minutes of the October 19, 2015 were approved on a motion by Mr. King, second by Mr. Moyer. The motion carried.

VISITORS AND PUBLIC COMMENT – Nothing at this time.

TREASURERS REPORT – **Motion** by Mr. Moyer to approve the Treasurer's report and the Borough bills for October, 2015, second by Mr. King. Mayor Dorin questioned an invoice to Lecal Equipment Inc. It was noted that it was for brooms for the street sweeper. The motion carried.

NEW BUSINESS –

RESOLUTION 2015-10 – ELIMINATING POLICE PAYMENTS INTO THE POLICE PENSION FUND FOR 2016 – The Borough Secretary explained the actuary analyzes the Police Pension, the anticipated State Aid and determined that payments were not required by the Police into the Police Pension fund. The pension requires the Borough to approve a Resolution stating the same.

Motion by Mr. Moyer to approve Resolution 2015-10, eliminating Police payments into the Police pension fund for 2016, second by Mr. King. The motion carried.

PPL – RIGHT OF WAY – HOWARD ST/COFFEETOWN RUN – Street/Water Commissioner, Mr. Smith explained that this is part of the realignment for the airport and the existing overhead power is being replace underground.

Motion by Mr. Moyer to approve the PPL Right of Way – Howard Street/Coffeetown Run, second by Mr. King. The motion carried.

CHANGE ORDER - CONTRACT #1 – 4M CONSTRUCTION - \$1,351.05 – The Borough Secretary explained the Change Order request.

Motion by Mr. Moyer to approve Change Order for Contract #1 – 4M Construction in the amount of \$1,351.05, second by Mr. Lucas. The motion approved.

CONTRACT #1 PAYMENT APPLICATION #6 FINAL– 4M CONSTRUCTION - \$22,199.95 – The Borough Secretary explained that this is the Final Payment for 4M Construction for their portion of the construction of the Bulk Water Hauling Station. It was noted the DEP permit has been received and training for the companies will be held this Friday. Council member, Mr. Tillson questioned Street/Water Commissioner, Mr. Smith regarding the status of the Temporary employees. Street/Water Commissioner, Mr. Smith stated their last day was Wednesday.

Motion by Mr. Moyer to approve the Contract #1 payment application #6/ Final payment to 4M Construction in the amount of \$22,199.95, second by Mr. King. The motion carried.

CONTRACT #2 PAYMENT APPLICATION #7– TRA ELECTRIC - \$42,635.05 – The Borough Secretary explained that this is a payment request from TRA Electric who is the electrical contractor for the Bulk Water Station. Street/Water Commissioner explained what still needed to be completed.

Motion by Mr. Moyer to approve the Contract #2 payment application #7 to TRA Electric in the amount of \$42,635.05, second by Mr. King. The motion carried.

BROAD STREET WATER MAIN REPLACEMENT–PAYMENT APPLICATION # 3 – JAO BRADLEY – \$290,472.08 – Street/Water Commissioner, Mr. Smith explained that there is still money being held, noting that a fire hydrant and a sign’s electrical wiring which was damaged needs repaired. Council member, Mr. Moyer questioned Street/Water Commissioner if he was pleased with JAO Bradley’s work. Street/Water Commissioner Mr. Smith stated that he was.

AUTHORIZATION TO ADVERTISE ORDINANCE #466 – AMENDING THE WATER SYSTEM REGULATION – SERVICE LINES, MAIN TO THE CURB STOP –

Motion by Mr. Lucas to approve authorization to advertise Ordinance #466, amending the Water System Regulation – Service Lines, Main to the Curb Stop, second by Mr. Moyer. Council member, Mr. Moyer explained it was not built into the rate structure to take responsibility of the service line from the main to the curb stop and council is making that change, which now will be part of normal maintenance. It requires the ordinance to be amended. A discussion took place between Mayor Dorin and Council member, Mr. Moyer regarding the history of the ordinance and service lines from the main to the curb stop. The motion carried.

ESTABLISHING A POLICY ON PARTIAL HEALTH CARE BENEFITS FOR EARLY RETIREES

/RESOLUTION 2015-09 – Council member, Mr. King explained the Policy stating that early retiree’s age 62 through 65 with 24 years of service will now be entitled and provided with partial health care benefits, with the early retiree contributing 50% of the cost of those benefits.

Motion by Mr. King to approve the Policy and Resolution 2015 -09 establishing a policy on Partial Health Care Benefits for Early Retirees, second by M. Lucas. The motion carried.

HR CONSULTANTS, INC. – PROPOSAL FOR CONSULTING SERVICES/JOB DESCRIPTIONS & PERSONNEL POLICY - \$ 8,100.00 – Council member, Mr. King explained Council has been trying to accomplish updating the Personnel Manual and Job Descriptions for over a year. He stated that HR Consultants, Inc. has provided everything the Personnel Committee had requested and the Committee is making the recommendation to approve their proposal.

Motion by Mr. King to approve HR Consultants, Inc. proposal for consulting services for the Borough’s Personnel Policy and Job Descriptions in the amount of \$8,100.00, second by Mr. Lucas. Mayor Dorin questioned if the proposal had a deadline for the completion of the Job Descriptions and Personnel Policy, as the prior firm that had been hired did not have a deadline and the Borough had lost valuable time. It was noted that a timetable for completion was included in the proposal; 4 months. Mayor Dorin questioned if they can be required to complete it in 4 months. Solicitor, Randy Sees stated yes but things can always arise, there is no guarantee it will be completed in 4 months. He stated if there is a valid excuse for it the Borough cannot require it. Mayor Dorin noted that the last firm did not complete it within 7 months, the contract had no end date. Council member, Mr. Tillson stated that we did not pay the prior firm the entire contracted price, only the initial payment as was required with the executed contract. Council member, Mr. King noted the other firm that had been considered had not returned requested information. He stated HR Consultants returned all requested information within a day so he could not imagine they would be tardy in meeting the requirements of their proposal. Mayor Dorin questioned costs that may be incurred. Council member, Mr. Lucas stated that a lot of those expenses are built in up to a certain area. Council member, Mr. Moyer noted that it is stated in the contract that fees for services beyond those quoted will not be invoiced unless prior written authorization to perform such services are obtained from the client. He reviewed other items listed on the proposal noting that they are on every proposal that you would receive. He stated that it has been several decades since the Personnel Policy and Job Descriptions had been updated noting that rules and regulations have changed since then along with items listed in Job Descriptions that are being done anymore. He explained that is why having it updated is so important. Mayor Dorin noted that the idea was to have the job descriptions completed in order to review and rate employee performance for the upcoming budget however that will not be accomplished. Council member, Mr. Moyer stated sadly he is correct noting the only thing that council can do is to move forward. The motion carried.

PLANNING & ZONING – Central Keystone COG October Reports/Update was reviewed by Zoning Officer, Mr. David Hines. Council member, Mr. Moyer stated to Council members, that it had come to the Finance Committee's attention during the Budgetary meeting, that the current Zoning Hearing Fee - \$150.00 is not covering the costs associated with a hearing. He also explained that due to a current hearing that has been continued several times, it was realized that the Borough does not have an established Continuance Fee. He stated that neighboring communities charged up to \$600.00 per hearing. He explained that the Budget Committee recommended a fee of \$300.00 per hearing for residents and businesses along with a fee of \$150.00 for a continuance which can be done by a resolution at a future meeting that way the public can have time to comment. Mayor Dorin agreed with Council member, Mr. Moyer. Council member, Mr. Moyer noted that he had discussed the hearing fee increase with the Chairman of the Zoning Committee, Mr. King. Council member, Mr. King stated he concurred with Mr. Moyer noting that the current hearing that had been previously discussed has cost the Borough in excess of \$15,000.00. He explained the recommended fee would also provide a stopgap for people that automatically apply for a variances. Council member, Mr. Moyer stated that with Council President's approval it could be put on the next month's meeting agenda. Council President, Mrs. Holmes agreed.

RECREATION – Council member, Mr. Lucas reviewed October's Recreation Board minutes. He noted the bulk of the meeting's discussion was Indian Park Master Plan. Additionally discussed was the proposed MJAA football field, he noted the regime that originally desired the field is no longer involved and the current regime is no longer seeking use of that area where the multipurpose field had been proposed. He suggested the area that had been designated for the field can be used in other manners. A potential donation of a disc golf course is just one of the suggestions which is currently looking for an area in Indian Park. He stated Recreation Board member, Mr. Dave Walters is currently engineering and plotting an area suitable for the disc golf course. It was suggested if possible to have MJAA submit a formal withdrawal of their requested use of the area designated for the multipurpose field. Council member, Mr. Lucas stated he would try to acquire the formal request. Council member, Mr. Lucas stated an additional item discussed which had been discussed at previous meetings was the Indian and VIP member, Mr. Skip Stackhouse's offer to build a longhouse enclosure to protect the investment. He explained that he had shared Mr. Stackhouse's drawing of his proposed longhouse enclosure with council and Mayor Dorin. Council member, Mr. Lucas explained there is some hesitation to put the Indian in an enclosure however everyone agrees it must be protected. Council members, Street/Water Commissioner, Mr. Smith and Mayor Dorin discussed several alternatives. It was noted if the Indian is enclosed it will add another 10 – 12 years to it. Council member, Mr. Tillson questioned the sustainability of the enclosure during a wind event. Council member, Mr. Moyer stated the enclosure would be cemented in the ground. Mayor Dorin stated the sides of the enclosure will be open so issues with wind should be minimized. Council member, Mr. Tillson questioned when the enclosure would be completed. Mayor Dorin stated he felt it could be completed in approximately 3 weeks.

Motion by Mr. Moyer to approve Mr. Skip Stackhouse to construct a longhouse enclosure for the Indian, second by Mr. Lucas. The motion carried. Council member, Mr. Lucas discussed and explained an opportunity to apply for a DEP Environmental Education Grant for Indian Park Nature Trail and Pond Restoration. Mr. Brian Auman has put together a letter as requested by DEP with a narrative of the project and is seeking approval to submit the grant application. The grant is in the amount of \$3,000.00.

Motion by Mr. Lucas to approve application for the DEP Environmental Education Grant for the Indian Park, second by Mr. Moyer. The motion carried. Mayor Dorin commented on the prior submitted grant applications noting they will be delayed due to the current PA budget situation. Council member, Mr. Lucas stated he was aware of the delay noting he and Council member, Mr. Moyer contacted the local representatives requesting a letter of support which they agreed to compose. Council member, Mr. Lucas explained one more event "A Parent's Day Out" is being planned along with the Faith United Methodist Church. The tentative date is December 4th, 2015. Children's activities and the movie "Elf" has been planned. Parents will be required to register so they can drop off their children so they can prepare for Christmas. All staff will have clearances so children will be in a safe environment. Council member, Mr. Lucas stated once the hours have been determined they will be posted on the Recreation Board Facebook page.

STREETS/WATER – Street/Water Commissioner, Mr. Ron Smith gave an update on the current projects; Bulk Water Loading Station was tested with minor functionality issues, both contractors are working to complete their respective punch lists; Broad Street Waterline Phase I restoration is complete with two issues remaining, once those issues are resolved it will be completed; Broad Street Waterline Phase II, Larson Design Group completed a cost comparison of trenchless versus open cut method and will be reviewed by the Water Committee. He stated leaf pick up is continuing and as of date 44 loads have been picked up; approximately half way completed. Street/Water Commissioner, Mr. Smith stated millings from the paving project were used to repair roads in the cemetery which is a big improvement. He stated the paving project is completed, a service line from the curb stop to a residence was repaired on Walnut Street, and water meters installed to date is 707.

MAYOR – Mayor Dorin reviewed the October Police Report with Council. He explained that he had reviewed the Part Time Police budgeted wages and noted they are running short. He explained he is alerting the Finance committee that the Police Department will be juggling items within the budget in order to continue through the end of the year. He explained for instance the gas line item is under budget so approximately \$5,000.00 of that budgeted item may be shifted to use for the Part Time Police wages, if more is needed another \$1,000.00 may be used from the budgeted Overtime wages. He stated those two accounts will support the Part Time Police wages through the end of the year.

POLICE CHIEF –Chief Gyurina gave an update to Council noting there had been a few thefts that are coming to a close. He explained that the holiday season is coming upon us and scams requesting money have been reported. He stated if it does not sound right, it probably isn't, so please be aware. He stated if anyone has any questions regarding the scams please call the police department.

COUNCILPERSONS – Council member, Mr. Moyer explained the Budget Committee announced and advertised that there will be two meetings, one on November 4th, the second on November 18th however it is not necessary to hold the second meeting so it has been cancelled. Council member, Mr. King stated the annual Veterans Day celebration will be held at 11:00 AM, November 11th at the cemetery. Council member, Mr. Lucas noted there is a council meeting scheduled for November 23rd which is the week of Thanksgiving and there is a council meeting scheduled on December 21st the week of Christmas. Council member, Mr. Moyer noted the preliminary budget will be ready for approval for inspection at the next meeting which is November 23rd. Council member, Mr. Lucas stated that it would then be advertised for adoption at the next meeting which is December 7th. It was also noted that the Tax Ordinance must also be approved. Council President, Mrs. Holmes stated she had no objection to having only one meeting in the month of December. Motion by Council member, Mr. Lucas to cancel the second meeting for the month of December, December 21st, 2015 assuming all business is taken care of, second by Mr. Moyer. Council member, Mr. Moyer stated should an emergency arise a second meeting could always be scheduled. The motion carried.

SOLICITOR – Nothing at this time.

COUNCIL PRESIDENT – Nothing at this time.

PENDING MATTERS – Nothing at this time.

COORESPONDENCE AND ANNOUNCEMENTS – The next regular Council meeting will be Monday, November 23, 2015 at 7:00 PM. Mayor Dorin also noted the CBA meeting is scheduled for November 18th, with Mark Murowski speaking on transportation and its effects on the community.

VISITOR AND PUBLIC COMMENTS –Resident, Tina Kline, 1009 Tule Street questioned Council member, Mr. Lucas regarding the Montoursville School Districts land development approval, where at the meeting they had agreed to provide Mr. Lucas some information related to safety, she questioned if they had ever provided him with the requested information.

Council member, Mr. Lucas stated they had not, as it was just a courtesy to provide it; they just chose not. Resident, Donna Ponegrate, Cherry Street questioned the proposed raise in the Zoning Hearing fees if they would be raised for residents and businesses. Council member, Mr. Moyer explained it would be for both. Resident, Donna Ponegrate suggested to raise the continuance fee to \$300.00 also. She also questioned the cell tower hearing. Council member, Mr. Moyer stated the hearing is scheduled for November 24th at 7:00PM. Chief Gyurina mentioned Halloween went very well; a few pumpkins had been smashed and a few eggs had been thrown. There being no further business the meeting was adjourned at 8:05 pm on a motion by Mr. Moyer, second by Mr. King and carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary