

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

December 7, 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 November 23, 2015 were approved on a motion by Mr. Moyer, second by Mr. King. 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 November, 2015 through December 31<sup>st</sup>, 2015, second by Mr. Lucas. The motion carried.

**NEW BUSINESS** –

**CHANGE ORDER #2 – Broad St Water Main Replacement – JAO BRADLEY - \$44,449.92** – Street/Water Commissioner, Mr. Smith explained the change order stating it is for time and materials the location of unmarked/mismarked waterlines, deeper than anticipated waterlines, installation of a six inch main to the Fire house, relocation of B & B’s water service and traffic frames for meter pits which were revisions to the bid.

**Motion** by Mr. Moyer to approve Change Order #2, Broad Street Water Main Replacement – JAO Bradley in the amount of \$44,449.92 second by Mr. King. The motion carried.

**CHANGE ORDER # 1 – 2015 Street Improvement Project – CHARLES CONSTRUCTION - \$ 5,951.45** – Street/Water Commissioner, Mr. Smith explained the change order stating it is for the additional work at Vine Street, the Historical Society, Vine and Mulberry Streets, Montour and Mulberry Streets and UGI trench on Weldon Street. He noted the change order is for time and materials.

**Motion** by Mr. Moyer to approve the Change Order #1, 2015 Street Improvement Project to Charles Construction in the amount of \$5,951.45, second by Mr. King. The motion carried.

**CHANGE ORDER # 2 – 2015 Street Improvement Project – CHARLES CONSTRUCTION - \$ (113,123.75)** –

**Motion** by Mr. King to approve the Change Order #2, 2015 Street Improvement Project to Charles Construction in the amount of (\$ 113,123.75), second by Mr. Moyer. The motion carried.

**PAYMENT APPLICATION #1 – 2015 Street Improvement Project – CHARLES CONSTRUCTION - \$510,433.75** –

**Motion** by Mr. Moyer to approve Payment Application #1, 2015 Street Improvement Project to Charles Construction in the amount of \$ 510, 433.75, second by Mr. Lucas. The motion carried. Council member, Mr. Tillson questioned Street/Water Commissioner, Mr. Smith about Charles Construction’s work. Street/Water Commissioner, Mr. Smith stated they are a good company.

**RESOLUTION 2015-11 – Authorizing the appointment of the LST Tax Collector** –

**Motion** by Mr. Moyer to approve Resolution 2015-11 authorizing the appointment of Ginny Gardner as the LST Tax Collector, second by Mr. King. The motion carried.

**RESOLUTION 2015-12 – Amending Fee Schedule** –

**Motion** by Mr. King to approve Resolution 2015-12 amending the Fee Schedule, second by Mr. Moyer. The motion carried.

**ORDINANCE #466 – Amendments to Water System Regulation – Service Lines, Main to the Curb Stop –**

**Motion** by Mr. Moyer to approve Ordinance #466 – Amendments to the Water System Regulation – Service Lines, Main to the Curb Stop, second by Mr. Tillson. It was noted that Ordinance will be implemented as of January 1<sup>st</sup>, 2016. Mayor Dorin questioned Council member, Mr. Tillson regarding his recollection of the amendment was the Borough would be taking responsibility from the Main to the Curb Box not the Curb Stop. Street/Water Commissioner, Mr. Smith stated the property owner should be responsible for the curb box. Council member, Mr. Tillson stated that the Borough does not have the finances to replace every resident's curb box. It was noted that the curb boxes are 4- 5 feet in depth. Council member, Mr. Tillson also stated that resident's should be aware that there should be a shutoff valve inside the home; the shutoff valve in the street should be secondary, not primary. Council member, Mr. Moyer noted that it is already stated in the ordinance. Mayor Dorin stated he just wanted to have a correct understanding of the ordinance. Council member, Mr. Tillson explained that there are curb boxes that are covered with dirt and others that have been cemented over with a sidewalk. Street/Water Commissioner, Mr. Smith explained that some have been purposely put underground so that lawn mowers do not hit them and take the tops off of them; however never put under sidewalks. The motion carried.

**2016 BUDGET –**

**Motion** by Mr. Moyer to approve the 2016 Budget, second by Mr. Lucas. Mayor Dorin questioned the revenue of \$450,000.00 for the sale of bulk water to the gas industry, noting that experts are anticipating the sale of water to be non-existent for 2016. He commented that the budget will have a deficit if that is the case. Council member, Mr. Tillson stated that there are no fixed expenses anymore; we no longer staff temporary workers at the bulk station and we do not pay for the frac tank rentals. The income from the bulk water station will be used for capital improvements for year to come. He stated we can hope that the gas industry returns but who really will know when. Mayor Dorin commented that it can be two years or better until they return. It was noted that the Bulk Water Loading Station is complete and paid for in full. Mayor Dorin questioned the anticipated revenue for the Water Capital Reserve Improvement Fund. It was noted that \$457,047.00 had been budgeted to be transferred to the Water Capital Reserve Improvement Fund. Council member, Mr. Moyer noted that there has not been any revenues budgeted to be transferred from the Special Capital Improvement Fund to the General Revenue Fund in 2016, which has not been done for many years. Mayor Dorin questioned Council member, Mr. Tillson regarding Phase II of the anticipated Broad Street Water project. Council member, Mr. Tillson stated a discussion will take place with Larson Design Group after the New Year once there has been a reassignment of committees to figure out the most cost effective way to proceed with the project. A discussion took place regarding the project noting that preliminarily it is less costly to proceed with trenchless digging. Council member, Mr. Tillson recalled that Phase I of the Broad Street Water Main Replacement project was 30 percent less than what was anticipated to cost. A discussion regarding the project and cost saving measures took place. The motion carried.

**ORDINANCE #467 – Tax Levy Ordinance –**

**Motion** by Mr. Lucas to approve Ordinance # 467 Tax Levy Ordinance, second by Mr. Moyer. The motion carried.

**2016 MEETING SCHEDULE NOTICE –**

**Motion** by Mr. Moyer to approve the advertising of the 2016 Meeting Schedule, second by Mr. Lucas. Council President, Mrs. Holmes noted that one meeting will be held during the summer months with adjustments throughout the year for holiday's and Election Day. Council member, Mr. Moyer stated that it can always be changed. The motion carried.

**MONTOURSVILLE BOROUGH PERSONNEL 2016 WAGES –** Council member, Mr. King stated the Personnel Committee is making the recommendations to approve the wages for the employee's that are not part of the bargaining unit for 2016; noting that they are part of the approved 2016 Budget. The Deputy Chief's salary - \$60,132.80, Police Chief's salary - \$66,456.00, Street/Water Commissioner salary - \$61,734.40, Secretary/Treasurer salary - \$57,096.00, Borough Executive Assistant/Clerk - \$ 14.00/hr., Police Secretary - \$ 19.95/hr., Water Executive Assistant/Clerk - \$ 15.05/hr.

**Motion** by Mr. King to approve the 2016 Montoursville Borough employee wages that were previously stated, second by Mr. Tillson. The motion carried.

**PLANNING & ZONING** – Central Keystone COG November Reports/Update was reviewed by Zoning Officer, Mr. David Hines.

**RECREATION** – Council member, Mr. Lucas explained at a prior Council meeting it had been discussed the status of MJAA/MYFC multipurpose/football field. He stated he had received in writing the organizations desire not to pursue the building of that field.

**Motion** by Mr. Lucas to accept the request by MJAA/MYFC to rescind the building a multipurpose/football field in Indian Park, second by Mr. King. Council member, Mr. King commended Council member, Mr. Lucas on his efforts with the MJAA/MYFC's request and his standing of the 1 year permit limit on the softball leagues request. Council member, Mr. King discussed the past decisions regarding Indian Park noting that the Borough must be very careful granting long term usage as the park is owned by the residents of Montoursville. The motion carried. Council member, Mr. Tillson questioned Mayor Dorin on the status of the Indian Park Master Plan. Mayor Dorin stated he and Brian Auman met with the Kiwanis, who donated \$3,000.00 and updated them on the project. He stated Phase I will need approximately \$160,000.00, noting approximately \$50,000.00 has already been achieved. He discussed the status of the grants that had been applied for. Council member, Mr. Tillson questioned the probability of the receiving the grants. Mayor Dorin stated once they have approved the budget he is confident that the grants will be distributed due to having the Master Plan in place. A discussion regarding the area that had previously been reserved for the multipurpose/football field took place. Council member, Mr. Tillson questioned once the grants have been distributed, what is the anticipated date for the project to materialize. Council member, Mr. Lucas stated letters had been written by local legislators on behalf of the Borough and the project. He stated he is not as confident as Mayor Dorin on the receiving of 100 percent of the grants; maybe some of the grant by not 100 percent. He stated some of the grants that already have been awarded have stipulations and must be used in 2016 or the grant will be forfeited. He noted due to past grant monies being returned, hurts our ability to attain future grants. Council member, Mr. Moyer commented that the pond is the first area to be addressed. Council member, Mr. Lucas agreed stating the pond is included in Phase I. He explained the Recreation Board is reviewing Phase II which is playground equipment, noting that Renee' Carey has been investigating different groups and avenues. Council member, Mr. Tillson questioned if the processes are in place to proceed if monies have been awarded. Council member, Mr. Lucas stated all monies awarded and applied for currently must go to Phase I; it is the most detailed of the Master Plan and will be ready. Unfortunately, you cannot proceed until the grants have been released. Council member, Mr. Tillson questioned the cost of Phase I. Mayor Dorin responded stating it will take \$160,000.00. Council member, Mr. Tillson questioned the timeline for the completion of Phase I. Mayor Dorin stated 2016 into 2017. Council member, Mr. Lucas restated some grant money must be used by the end of 2016. Mayor Dorin discussed costs associated with Phase II of the Master Plan, noting in 2012 an estimate for equipment was \$120,000.00. A discussion took place regarding costs of equipment and installation for Phase II. Council member, Mr. Lucas stated that meetings are in the process of being set up in order to establish what type of playground would be desired. He continued saying in order to obtain grant monies for Phase II, there must be some public "buy in", which would require some public meetings. He stated the Recreation Board is working on a donation request letter; noting a business list has been established but is being expanded to include outside the Borough which the donation request letters will be sent. A lengthy discussion between Mayor Dorin and Council member, Mr. Lucas took place regarding the Master Plan Phases, the Recreation Board and their activities. It was noted that the Recreation Board will make recommendations to council regarding the Master Plan, with Council having the final decision. Mayor Dorin recommended an Indian Park Capital Campaign Committee be established, which may be part of the Recreation Board. Council member, Mr. Tillson questioned Council member, Mr. Lucas regarding the MYFC's future practice use of Indian Park. Council member, Mr. Lucas noted their letter stated "use will be as it has been"; use of the pool house for storage and use of the fields for practice. He stated as in the past they will apply for an Event Permit; the same as the Softball leagues apply. Council member, Mr. Tillson questioned the Master Plan's use of the existing pool buildings. Council member, Mr. Lucas stated the intention would be to

hopefully utilize them in the future, in the event that a “Splash park” comes about. A discussion took place regarding the cost and the future want of a “Splash Park”.

**STREETS/WATER** – Street/Water Commissioner, Mr. Ron Smith gave an update on the current projects; bulk water loading station project is completed, remaining issues of Broad Street Waterline Replacement Phase I were reviewed; cost comparison of trenchless vs. open cut of Broad Street Waterline Phase II will be reviewed by the Street/Water Committee; leaf pick up will continue through next week with 109 loads picked up to date; 718 water meters have been installed to date.

**MAYOR** – Mayor Dorin reviewed the November Police Report with Council.

**POLICE CHIEF** – Chief Gyurina reported on Christmas decorations being stolen. He stated residents need to report it, that way if anything has been recovered; it can be returned. Chief Gyurina reviewed past and current cases.

**COUNCILPERSONS** – Council member, Mr. Lucas noted that the Recreation Board hosted their final event of the year “Parents Night Out”, in conjunction with Faith United Methodist Church. They hosted 20 plus children and had 5 volunteers attend; the children had a great time. Council member, Mr. Moyer commented that this evening is Council member, Mr. Don King’s last meeting. He personally and on behalf of council thanked Mr. King for stepping forward and volunteering for the open seat created by the untimely passing of Council member, Mr. Shearer. He stated he appreciated his wisdom, experience and guidance, noting that it is obvious that he truly cares about his community. Council member, Mr. King thanked Council member, Mr. Moyer, stating 3 Council members were his students. He commented on the past several months that he served on Borough Council noting that he feels that the Borough is headed in the right direction, taking committee recommendations which may not be the outcome expected by our constituents, which may mean that they know more about issues because it was discussed in committees. He also noted he is appreciative of the Borough Secretary/Treasurer and the Borough staff. He commented that zoning is very important and must be protected. He reviewed his family’s history and their involvement with the Borough, noting that his grandfather who was Mayor, purchased Bond #1 of the water company. He explained that his father was on Borough Council, he was on the Planning Commission for over thirty years and now his son is Chairman of the Planning Commission. He commented on Mayor Dorin’s quest to have the legislature to pass compensation to municipalities who have a large number of public non-taxable properties, noting that we must seek to achieve it and support him. He stated to remember that the Borough is a municipality of 4500 people and we cannot solve everyone’s problems. He stated he hopes the citizens of the Borough cooperate with Borough Council who has the best interest of the Borough in mind. He thanked all of Borough Council for their cooperation. Council member, Mr. Moyer commented on learning from prior Council member, Gene Boyles that approximately 4-5 years ago the reservoir needed to be rebuilt, and that was the first major repair that needed to be done since it was first built in 1890, which is amazing.

**SOLICITOR** – Nothing at this time.

**COUNCIL PRESIDENT** – Council President, Mrs. Holmes stated that Council member, Mr. King has definitely contributed to the Borough and thanked him for his service.

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

**CORESPONDENCE AND ANNOUNCEMENTS** – The next Reorganizational Council meeting will be Monday, January 4<sup>th</sup>, 2016 at 7:00 PM.

**VISITOR AND PUBLIC COMMENTS** – Nothing at this time

There being no further business the meeting was adjourned at 8:00 pm on a motion by Mr. Moyer, second by Mr. Lucas and carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary