

MINUTES OF THE BOROUGH OF MONTOURSVILLE

December 6, 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: Mark Tillson, Ted Haines, Misty Emick, Eric Greenway, Chris Lucas and Robert Brown.

The Pledge of Allegiance was observed.

The November 8, 2021 minutes were approved on a motion by Mr. Brown, second by Mr. Greenway. The motion carried.

VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS – None

TREASURERS REPORT – Motion by Mr. Haines to approve November 2021 through December 2021 treasurer's report, second by Mrs. Emick. The motion carried.

SUBDIVISION ADD-ON FINAL PLAN – PENNDOT – TAX PARCEL #34-001-510, 732 BROAD STREET - Zoning Officer, Mr. David Hines reviewed the Subdivision Add – on lot Final Plan for Tax Parcel #34-001-510, 732 Broad Street. Zoning Officer, Mr. Hines stated the plan has been recommended for approval by the Montoursville Borough Planning Commission and Borough Engineer, Mr. Todd Pysher. He shared the parcel is adjacent to PennDOT's current property. PennDOT had requested to consolidate the parcel with their existing parcel in order to expand their parking area. It was noted that PennDot has taken necessary measures to be compliant within the Borough's storm water management ordinance.

Motion by Mr. Greenway to approve PennDOT's Subdivision Add-on Final Plan, Parcel #34-001-510, second by Mr. Brown. Council member, Mr. Tillson questioned Mr. Hines if the project had been already completed prior to the approval. Zoning Officer, Mr. Hines stated he is correct, PennDOT continued to move forward with the project without Borough approval. The motion carried.

NEW BUSINESS –

2022 BUDGET – Council President, Mr. Greenway presented the 2022 Budget for review.

Motion by Mr. Greenway to approve the 2022 Budget as presented, second by Mr. Brown. Council member, Mr. Brown reviewed the 2022 budgets as follows; General Fund \$2,446,199. 80, Water Fund \$1,683,600.00 and Highway Aid Fund \$161,576.71. Council member, Mr. Tillson questioned the increase budget amounts. Council member, Mr. Brown explained due to the additional increased costs.

The motion carried.

ORDINANCE #488 – TAX LEVY ORDINANCE – Council President, Mr. Greenway presented Tax Levy Ordinance #488 for review.

Motion by Mr. Greenway to approve Tax Levy Ordinance #488 as presented, second by Mr. Brown. Council member, Mr. Tillson questioned the millage increase. Council member, Mr. Brown explained the current millage is 4.0 and will increase to 4.5 mils in 2022. He explained that the Borough has not increased taxes in 5 years.

The motion carried.

MONTOURSVILLE BOROUGH PERSONNEL 2022 WAGES – Council President, Mr. Greenway presented the Borough of Montoursville Personnel 2022 Wages for review.

Motion by Mr. Greenway to approve the Borough of Montoursville Personnel 2022 Wage as presented with a 2.75% increase, second by Mrs. Emick. The motion carried.

2022 MEETING SCHEDULE NOTICE – Council President, Mr. Greenway presented the 2022 meeting schedule notice for review.

Motion by Mr. Greenway to approve the 2022 Meeting Schedule Notice as presented, second by Mrs. Emick. The motion carried.

RESOLUTION 2021-02 – AUTHORIZING THE BOROUGH SECRETARY TO DISPOSE OF CERTAIN PUBLIC RECORDS IN ACCORDANCE WITH SCHEDULES APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE

– Council President, Mr. Greenway presented Resolution 2021-02 for review.

Motion by Mr. Greenway to approve Resolution 2021-02 authorizing the Borough Secretary to dispose of certain public records in accordance with schedules approved by the Local Government Records Committee, second by Mr. Lucas. The motion carried.

CDBG FFY 2017 & FFY 2020 BUDGET REVISION – Council President, Mr. Greenway presented budget revisions for CDBG FFY 2017 and FFY 2020 Budget for review. Ms. Kristin McLaughlin/SEDA-COG reviewed and explained her following recommendations to re-budget \$16,367.40 from FFY 2017 Homeowner sidewalk reconstruction project into the John Dorin Municipal Building Removal of Architectural Barriers project and re-budget \$10,000.00 from the FFY 2020 Curb Cut Phase IV into the Homeowner sidewalk reconstruction project.

Motion by Mr. Lucas approving the CDBG FFY 2017 and FFY 2020 Budget revision as presented, second by Mr. Greenway. The motion carried.

2022 JOHN DORIN MUNICIPAL BUILDING REMOVAL OF ARCHITECTURAL BARRIERS PROJECT – CONDITIONALLY AWARD PENDING SEDA-COG REVIEW – YODER BUILDERS, INC.

– Council President, Mr. Greenway presented a bid submitted by Yoder Builders, Inc. in the amount of \$59,953.00 for the 2022 John Dorin Municipal Building Removal of Architectural Barriers Project for review.

Motion by Mr. Greenway to conditionally approve and award pending SEDA-COG review the 2022 John Dorin Municipal Building Removal of Architectural Barriers Project to Yoder Builder’s Inc. in the amount of \$59,593,00 seconded by Mr. Haines. The motion carried.

AMENDMENT TO AGREEMENT FOR DESIGN SERVICES FOR THE JOHN DORIN MUNICIPAL BUILDING REMOVAL OF ARCHITECTURAL BARRIERS & ADDITIONAL SERVICE FEES PENDING SOLICITOR’S FINAL REVIEW – HILLER ARCHITECTURAL GROUP, LTD.

– Council President Mr. Greenway presented an amendment to the Agreement for Design Services for the John Dorin Municipal Building Removal of Architectural Barriers including additional Service Fees pending the Solicitor’s final review.

Motion by Mr. Greenway to approve the an amendment to the Agreement for Design Services for the John Dorin Municipal Building Removal of Architectural Barriers at the John Dorian Municipal Building including service fees in the amount of \$4,033.00, second by Mr. Haines. The motion carried.

CHANGE ORDER #2 – 2021 STREET IMPROVEMENT PROJECT – Council President, Mr. Greenway presented Change Order #2 – 2021 Street Improvement Project for review. It was noted the change order is for adjusting compensation amounts and time extension.

Motion by Mr. Greenway to approve Change Order #2 for the 2021 Street Improvement Project to Glen O. Hawbaker, Inc.as presented, seconded by Mr. Brown. The motion carried.

PAYMENT APPLICATION #2 – 2021 STREET IMPROVEMENT PROJECT – GLENN O HAWBAKER, INC. – Council President, Mr. Greenway presented Payment Application #2 related to the 2021 Street Improvement Project.

Motion by Mr. Greenway to approve Payment Application #2 2021 Street Improvement Project to Glenn O. Hawbaker, Inc. in the amount of \$24,899.95, second by Mrs. Emick. The motion carried.

RESOLUTION 2021-03 – DELEGATE THE POWER & AUTHORITY TO COLLECT COUNTY & BOROUGH TAXES and REAL ESTATE TAX COLLECTION RENEWAL AGREEMENT with LYCOMING COUNTY – Council President, Mr. Greenway presented Resolution 2021-3, delegating the Power & Authority to Collect County & Borough Taxes and Real Estate Tax Collection Renewal Agreement with Lycoming County for review.

Motion by Mr. Brown to approve Resolution 2021-03 delegating the Power & Authority to Collect County & Borough Taxes and Real Estate Tax Collection Renewal Agreement with Lycoming County, second by Mr. Greenway. The motion carried.

BOROUGH OF MONTOURSVILLE POLICE DEPARTMENT COLLECTIVE BARGAINING AGREEMENT 2022 – 2026 - Council President, Mr. Greenway presented the Borough of Montoursville Police Department Collective Bargaining Agreement 2022 - 2026 for review.

Motion by Mrs. Emick to approve the Borough of Montoursville Police Department Collective Bargaining Agreement 2022 – 2026 as presented, second by Mr. Haines. The motion carried.

RESOLUTION 2021-04 – ELIMINATING POLICE PAYMENTS INTO THE POLICE PENSION FUND FOR 2022 - Council President, Mr. Greenway presented Resolution 2021-04 eliminating police payments into the police pension fund for review.

Motion by Mr. Greenway to approve Resolution 2021-04 Eliminating Police Payments into the Police Pension Fund for 2022 as presented, second by Mr. Lucas. The motion carried.

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

RECREATION – Council Vice President, Mr. Lucas explained the Annual Tree Lighting ceremony took place this past weekend. He reported with the help of Council member, Mrs. Emick it received a lot of positive feedback regarding the event. He shared and thanked all sponsors who helped to make it a success. A list of sponsors were advertised on the flyer and on Facebook. He gave an update regarding the Park Committee who continue to make progress with their improvement of playground equipment along with other improvements which includes resurfacing the basketball and tennis courts. He explained much work has been put into the playground design and the capital campaign work that will help assist in costs with obtaining a new playground. Council Vice President, Mr. Lucas shared Council member, Mrs. Emick has been heavily involved in capturing pledges from local sponsors. Council member, Mrs. Emick reported the campaign efforts will resume after the first of the year noting the Kiwanis and other members of the community have already pledged. Once the site plans are complete the project should begin to move forward. Council Vice President, Mr. Lucas shared upcoming steps will include grant applications; anticipating the application of four possible grants to help defray the costs.

STREETS/WATER – Street and Water Project Coordinator, Mr. Cliff Hoffman gave a reminder that the brush recycling facility is closed for the season effective today, December 6, 2021.

MAYOR – Mayor Bagwell noted how nice it is to see the Scouts in attendance at tonight’s meeting. He shared a group of people added ecofriendly solar lights to the Evergreen tree to be dedicated to wild life. He explained the Montoursville Police Department is once again hosting the annual Christmas lights contest with a fundraiser to help benefit the SPCA.

POLICE CHIEF – Chief Gyurina reviewed the November 2021 police report. He also shared this year the police department has through various agencies has tags hanging on the Christmas tree located in the lobby to help provide gifts to families in need this Christmas Season. Kathy Sampsell, Police Secretary, has done an amazing job with organizing and overseeing this gift giving event. She has been making sure the tree has been filled with tags on the tree for the many families. She had requested gifts be turned in unwrapped to assist with organization of ensuring gifts will be distributed the families correctly. Kathy, along with volunteers who have offered to help as well as the police

officers have been busy wrapping all the gifts. Mayor Bagwell also confirmed the amazing job Kathy has been doing; noting the project was her idea and is very impressed with all the efforts. Chief Gyurina shared last year the police department held a food drive to help needing family and after checking with the organization this year they were stocked up for this year, therefore they decided to hold the Giving Tree Drive to help the SPCA. Chief Gyurina shared the neighborhood watch has reported two separate bear sightings. Mayor Bagwell thanked Council member, Mrs. Emick for the wonderful job she had done with the annual Christmas Tree Lighting Ceremony.

COUNCIL PERSONS – Council member and Civil Service Commission member, Mr. Brown shared the Civil Service Commission processed two applicants who have taken the Civil Service test. The process will continue after the oral interviews are completed. Council member, Mrs. Emick thanked Hutchinson Development, Faddy' s, Blaine's Chocolate, Best Line Equipment , Tony Dgien State Farm Insurance, and the Montoursville Fire and Police Department for all their help in Saturday's Annual Tree Lighting Ceremony.

SOLICITOR – Nothing at this time.

COUNCIL PRESIDENT – Nothing at this time

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next Council meeting will be held Tuesday, January 4, 2022 at 7:00 PM

VISITOR AND PUBLIC COMMENTS – Nothing at this time.

There being no further business the meeting was adjourned at 7:40 PM on a motion by Mr. Brown, second by Mr. Haines. The motion carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary