

MINUTES OF THE BOROUGH OF MONTOURSVILLE

February 5, 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: Mark Tillson, Ted Haines, Tina Kline, Eric Greenway and Robert Brown. Absent – Christopher Lucas.

The Pledge of Allegiance was observed.

The January 3, 2018 minutes were approved on a motion by Mr. Brown, second by Mr. Haines. The motion carried.

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

TREASURERS REPORT – **Motion** by Mrs. Kline to approve the treasurer's report and the Borough bills for January 2018, second by Mr. Haines. The motion carried.

NEW BUSINESS –

2018 ENGAGEMENT LETTER/LARSON, KELLET & ASSOCIATES – AUDITING SERVICES -

Motion by Mrs. Kline to approve the 2018 Engagement Letter for Larson, Kellet & Associates for auditing services, second by Mr. Brown. Council member, Mrs. Kline questioned if there is an increase in price this year; it was noted there is not. The motion carried.

2018 ENGINEERING RETAINER AGREEMENT – LARSON DESIGN GROUP –

Motion by Mrs. Kline to approve the 2018 Engineering Retainer Agreement with Larson Design Group, second by Mr. Brown. The motion carried.

LYCOMING COUNTY SUB GRANTEE AGREEMENT – CDBG FFY 2016 – Ms. McLaughlin/ SEDACOG explained the agreement with Lycoming County for the curb cut project.

Motion by Mrs. Kline to approve the Lycoming County Sub Grantee Agreement for the CDBG FFY 2016, second by Mr. Haines. The motion carried.

SEDACOG ADMINISTRATIVE AGREEMENT – Ms. McLaughlin/ SEDACOG explained the agreement will be moving forward with the sidewalk project. The agreement is required for them to do the intake and management of the project. SEDACOG will do the outreach to the applicant from a list provided by the borough, do the intake and third party verification of their income and walk the applicant through the construction process.

Motion by Mrs. Kline to approve the SEDACOG Administrative Agreement, second by Mr. Brown. The motion carried.

MONTOURSVILLE CDBG – HOMEOWNER SIDEWALK PROGRAM – Ms. McLaughlin/SEDACOG explained the sidewalk program is being funded with 2014 funding and 2017 funding. She stated the environmental review has been completed so the next step requires a policy. Ms. McLaughlin explained the process. Council member, Mr. Haines questioned income eligibility guidelines. Ms. McLaughlin explained it can change but is approximately \$32,000.00 for a one person household. Council member, Mr. Brown questioned the amount of funding that had been put into this project. Ms. McLaughlin responded approximately \$20,000.00 from the 2014 funding and about the same from 2017.

Motion by Mrs. Kline to approve the Montoursville CDBG Homeowner Sidewalk Program, second by Mr. Haines. The motion carried.

AUTHORIZE BOROUGH ENGINEER TO PREPARE & ADVERTISE BID DOCUMENTS – CDBG CURB CUT PROJECT –

Motion by Mr. Haines to approve authorization of Borough Engineer, Pysher and Associates, Inc. to prepare and advertise bid documents for CDBG curb cut project, second by Mr. Brown. The motion carried.

AUTHORIZE BOROUGH ENGINEER TO PREPARE & ADVERTISE BID DOCUMENTS – 2018 PAVING PROJECT –

Motion by Mrs. Kline to approve authorization of Borough Engineer, Pysher & Associates, Inc. to prepare and advertise bid documents for 2018 paving project, second by Mr. Brown. Council President, Mr. Greenway questioned if the advertising would be for both Loyalsock Avenue and Arch Street. It was noted that it was. The motion carried.

RESOLUTION 2018-03 KEYS TO THE BOROUGH – Council President, Mr. Greenway explained keys were made and purchased prior to Mr. Bagwell taking office with Mayor Dorin's name engraved on them. He stated the keys have no monetary value to the borough but have sentimental value to Mr. Dorin so Council would like them to be presented to Mr. Dorin at his open house/retirement ceremony.

Motion by Mr. Brown to approve Resolution 2018-03 Keys to the Borough, second by Mr. Haines. The motion carried.

CHECK SIGNATORIES – Council President, Mr. Greenway explained the need of having two council members as check signatories along with the Borough Secretary/Treasurer, Ginny Gardner on all bank accounts.

Motion by Mr. Greenway to approve Council member, Tina Kline, Council member, Robert Brown and Secretary/Treasurer, Ginny Gardner as check signatories on all bank accounts, second by Mr. Haines. The motion carried.

PLANNING & ZONING – Central Keystone COG January Report.

RECREATION – Council President, Mr. Greenway explained Event permits 2018-08, 2018-09, 2018-10, 2018-11, and 2018-12. Council member, Mrs. Kline questioned dates for the Fall Festival; it was noted the dates submitted include setup.

Motion by Mr. Greenway to approve Event Permits 2018-08 through 2018-12, second by Mrs. Kline. The motion carried.

STREETS/WATER – Council member, Mr. Tillson explained the multiple water leaks that recently surfaced in the borough have been repaired. Council member, Mr. Tillson questioned the bulk water sales. It was noted that bulk water sales have decreased.

MAYOR – Mayor Bagwell explained that he and Chief Gyurina attended a meeting at the Duboistown VFW regarding the 2019 Veterans Day Parade. He stated Montoursville Borough has been asked to host the 2019 Veterans Day Parade. It was noted that an event permit would be needed.

POLICE CHIEF – Chief Gyurina reviewed the January police report. He noted the first death of 2018 was due to an overdose. He explained there had been a large volume of snow parking ticket complaints and the 24-hour shovel ordinance was enforced. He also explained many residents state they would rather pay the parking ticket than move their vehicles for snow plowing. Council discussed an online payment program for residents to pay their fines rather than coming into the Borough with complaints. It was noted in the near future an online payment system for our water bills would be put into place. The payment system will place a fee on the user of the system rather than the Borough and if successful can possibly be used for other fees like parking tickets.

COUNCIL PERSONS – Nothing at this time.

SOLICITOR – Nothing at this time.

COUNCIL PRESIDENT – Council President, Mr. Greenway explained there was a Building, Assets and Recreation Committee meeting prior to the council meeting to discuss improvements that need done to one of the municipal buildings. It

was noted the items reviewed at the meeting were replacement of a twenty - plus years heating system, a break room for the street and water employees and an oil/grit separator, which is a requirement. Council member, Mrs. Kline explained \$14,800.00 had been budgeted, the cost for the heaters is \$9,700.00 less the cost for the oil separator is what will be allocated to the break room. She explained the break room may need to be done in stages as there are additional costs to meet the ADA compliance.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next regular Council meeting will be held Monday, March 5, 2018 at 7:00 PM. Council President, Mr. Greenway announced an executive session will be held after this meeting to discuss personnel and legal issues and Council will not be reconvening.

VISITOR AND PUBLIC COMMENTS -

There being no further business the meeting was adjourned at 7:30 PM on a motion by Mrs. Kline, second by Mr. Haines and carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary