

MINUTES OF THE BOROUGH OF MONTOURSVILLE

April 17, 2017

The regular meeting of the Montoursville Borough Council held in the Borough building was called to order by Council President Dave Moyer at 7:00PM with the following answering roll call: Mark Tillson, Eric Greenway, Tina Kline, and Chris Lucas. Absent - Rosemary Holmes

The Pledge of Allegiance was observed.

Council President, Mr. Moyer announced that there will be an executive session after the meeting without reconvening to discuss legal issues regarding quasi land use.

VISITORS/PUBLIC COMMENT ON THE AGENDA ITEMS –

Central Keystone COG Executive Director, Mr. Chad Smith and Building Administrator, Mr. Jerry Kilgus introduced themselves to Council. Mr. Smith voiced he is happy working with the Borough over the last year and hopes it will continue. He explained his attendance at this meeting is to say hello and let the public put a name to a face. Resident, Dennis Holt 20 N Loyalsock Avenue voiced opinion on possible termination of Mr. Ron Smith, Street/Water Commissioner, acknowledged Mr. Smith's 42 years of service and feels he should be given until the end of the year to vacate his position giving Mr. Smith time to make the transition. He also requested that he would like to see a plan presented to the public prior to filling of the Street/Water Commissioner position. Resident, Pamela Nelson 225 Bennett Street stated due to scheduling conflicts she cannot attend many council meetings and requested an explanation regarding some agenda items. She questioned what an SRO is. Council member, Mr. Lucas stated it is the School Resource Officer. Council President, Mr. Moyer further explained the current SRO is Officer Marc Storms and the Montoursville Area School District reimburses the Borough for the cost of the SRO. Ms. Nelson also requested an explanation of First Amendment - Grant Number 63737 and the change to the scope of work. The Borough Secretary explained a grant was received for Indian Park improvements, the project was bid at the end of 2016; all bids received were over budget so a change to the scope of the project was needed and is required by the grant to amend the project. It must be submitted to the financing authority that awarded the grant for their approval; this amendment to the scope of work is required in order to comply with the grant regulations

NEW BUSINESS –

FIRST AMENDMENT TO GRANT NO. 63737 – CHANGE TO THE SCOPE OF WORK –

Motion by Mr. Lucas to approve First Amendment to Grant No. 63737, a change to the scope of work, second by Mr. Greenway, Council member, Mr. Greenway questioned if this amendment was needed do to the removal of the structures in the project. The Borough Secretary stated yes as it was needed to bring the scope of work in line with projected budget. Motion carried.

SRO AGREEMENT & EXTENSION LETTER – Council President, Mr. Moyer explained nothing has changed with the contract except for the reimbursement as those cost increase annually.

Motion by Mrs. Kline to approve the SRO Agreement & Extension Letter, second by Mr. Lucas. Motion carried.

APPLICATION FOR COUNTY AID – The Borough Secretary gave explanation stating this is the annual request to Lycoming County for the allocation of liquid fuels funds.

Motion by Mr. Greenway to approve Application for County Aid, second by Mr. Lucas. Council member, Mr. Lucas questioned of the dollar amount we receive changes. The Borough Secretary explained the dollar amount is allocated by Lycoming County, it has remained the same that last several years. Council President, Mr. Moyer stated it is based on the mileage of roads and used for paving; it must used within 3 years. Motion carried.

PERSONNEL AGREEMENT/ JOB DESCRIPTIONS – RESTRUCTURING – VACATING/CREATING –

Council President, Mr. Moyer explained the Memorandum of Understanding has been created to the recent vacating of a position which will be attached to the Non Uniform Bargaining Agreement including the updated job descriptions and other information. Council member, Mrs. Kline explained an overview of the Borough had been done by the Personnel Committee in order to find ways to maximize efficiency and minimize cost to the Borough tax payers. She stated the best way to accomplish that goal was to vacate the position of Street/Water Commissioner, explaining Mr. Smith is no longer is in that position. She stated the responsibilities and new titles have been given; noting there will now be a Chief Street

Operator Lead Foreman and Chief Water Operator Lead Foreman with support from the existing Borough Secretary position. She continued explaining that all Borough employee positions job descriptions have been updated which has not been done since 1985, and the new positions of Chief Street Operator Lead Foreman and Chief Water Operator Lead Foreman job descriptions have been created. All position job descriptions have been reviewed by the Solicitor and Personnel Committee is recommending Council to approve. She noted that Mr. Ron (Doc) Shearer has been appointed the interim Chief Water Operator Lead Foreman and Mr. Ron Lee has been appointed the interim Chief Street Operator Lead Foreman and due to taking on additional responsibilities. She explained for them to continue to be covered by the Non Uniform Bargaining Agreement, the MOU had to be developed, drafted by the Solicitor. It was then reviewed by the Personnel Committee by Mr. Shearer, Mr. Lee and their Union representative. The Personnel Committee is recommending approval of the MOU. Council member, Mrs. Kline explained due to the Secretary/Treasurer taking additional responsibilities as a result of the vacation of the Street/Water Commissioner position, some the Secretary duties would be given to the Executive Clerks. The Personnel Committee is recommending both Executive Assistants be given a \$1.00 per hour rate of pay increase retroactive to April 10, 2017 when they assumed the extra duties.

Motion by Mrs. Kline approving the restructuring of the Borough operations and positions, vacating the position of Street /Water Commissioner, creating the positions Chief Street Operator Lead Foreman and Chief Water Operator Lead Foreman and approving the current job descriptions as presented second by Mr. Greenway. Council President, Mr. Moyer commented that vacating the position was not taken lightly, discussions were quite lengthily and were ongoing for some time. He stated the Personnel Committee did a good job with this. Borough Council is going to try this and see if this is successful with the anticipation that it will be, moving forward. Council President, Mr. Moyer stated this will be for a 6 month probationary period at that time a reevaluation will be done. Motion carried

PSAB VOTING DELEGATE – It was noted that the PSAB Voting Delegate attends the Annual PSAB Conference. It was discussed that no council member would be attending however Mayor Dorin will be.

Motion by Mr. Lucas to elect Mayor Dorin as the PSAB Voting Delegate, second by Mrs. Kline. Motion carried.

PLANNING & ZONING – Nothing at this time.

RECREATION – Council member, Mr. Lucas announced the Recreation Board meeting will be held in the Borough Building on April 18, 2017 at 7:00 PM.

STREETS/WATER – Council member, Mr. Tillson announced he spoke to both Lead Foremen; all seems to be going well.

MAYOR – Absent

POLICE CHIEF – Chief Gyurina gave report to Council stating the retired police vehicle is active on Municibid. He stated it is the season for grass mowing, hoping everyone keeps the grass clippings out of the streets.

COUNCILPERSONS – Council member, Mr. Lucas stated vacating the Street/Water Commissioner position was not an easy decision. He would like to publicly thank Mr. Ron Smith for his years of service to the Borough. Council member, Mr. Lucas stated he had received a phone call with concern of the setup of the recycling bins. In the past the newspaper and magazine bin was more toward the road and people had easier access. It currently seems to be back a little further; items to be dropped off can get heavy and difficult for our elderly residents to carry to be placed in the recycling bin. Council member, Mr. Lucas requested the Borough Secretary contact Lycoming County Resource Management to see if any changes can be made to make this easier for our elderly residents. It was noted at this time that scheduling of drop off and pick up at the site is done by Lycoming County Resource Management at not the Borough. Council member, Mr. Tillson questioned the overflowing shredding bin, noting it seems to be happening quite often. It was noted that the shredding bin is offered to the Borough at no cost. It was agreed to the shredding bin company to request the bin to be picked up more often. Council member, Mr. Lucas stated if they are going to offer the service it should be offered successfully or we are better off without it. Council member, Mr. Lucas announced April 29, 2017 will be park cleanup day; the Recreation Board will be working at cleaning up the park in the morning. He also noted that AYSO and Little League opening day is the same date but all will work together to get the cleanup done.

Council member, Mr. Tillson questioned the status of the Indian Park Pond Improvement and Nature Trail project and the Indian Park Master Plan. Council member, Mr. Lucas commented the architect hired to design the Indian Park Pond Improvement Plan compiled a budget however he was incorrect with the budget. The project was bid, all bids came in over budget therefore the grant monies the Borough received would not cover the costs. All bids were rejected and the

bid process had to start over with a new restructured plan. The grant required a change to the scope of the project prior to putting the restructured project to bid. Council member, Mr. Lucas stated the project is required to be completed this summer if not grant monies may be lost. He explained unfortunately the change to the scope of the project required the removal of the structures including the fishing pier and boat dock. A discussion took place regarding future planning of the park, seeking grants for future improvements and fund raising for those improvements. Council member, Mr. Tillson commented that you cannot seek money until you have a plan. Council member, Mr. Lucas explained a plan was in place, money was raised following what the expert told us, bidding came in over budget. The monies we have in place are required to be used for the Indian Park Pond Improvement and Nature Trail project. Once it is completed we can then regroup and go forward. Council member, Mr. Lucas stated the next focus is the Master Plan Phase II, playground equipment. We will be ready to solicit for the playground once the funds for the pond project have been expended. He stated grant money will be needed, after we get the grant money we will then solicit the public for funds. Council member, Mr. Lucas invited Council member, Mr. Tillson to attend the next Recreation Board meeting on April 18, 2017 at 7:00PM. He stated everyone is welcome to attend the public meetings. He stated the public is welcomed to ask questions and offer suggestions. Council member, Mr. Lucas also commented regarding the amount of red tape that is required, along with time expended in order to meet requirements for any possible funding for projects. Council President, Mr. Moyer announced the Brush Pile will be open on Saturdays from 8:00AM until Noon starting April 23, 2017.

SOLICITOR – Nothing at this time.

COUNCIL PRESIDENT – Nothing at this time.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next regular Council meeting will be held Monday, May 1, 2017 at 7:00PM.

VISITOR AND PUBLIC COMMENTS – Resident, Dennis Holt questioned if Mr. Ron Lee and Mr. Ronald (Doc) Shearer are still union employees. Council member, Mrs. Kline stated they are. Mr. Holt questioned Borough Code and powers of positions. Council President, Mr. Moyer stated the new job descriptions, updated job descriptions, the restructuring of operations and the MOU all follow. He stated the Personnel Manual is very flexible now. Mr. Holt questioned if the new wages for the Lead Foremen could be announced. The Borough Solicitor stated yes they could. Council member, Mrs. Kline stated both positions rate of pay will be increase by \$1.00 per hour, after the 6 month probation period there is the potential for an additional \$.50 per hour. Mr. Holt asked as with this consolidation would it also be possible for this to be applied to the Police Department. Council President, Mr. Moyer stated no. Mr. Holt commented if it works out maybe it would work in the police department also.

There being no further business the meeting was adjourned at 7:31PM on a motion by Mrs. Kline, second by Mr. Lucas and carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary