

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

April 4, 2022

The regular meeting of the Montoursville Borough Council held in the John Dorin Municipal Building was called to order by President Eric Greenway at 7:00 PM with the following answering roll call: Kaleb Daniels, Misty Emick Eric Greenway, and Robert Brown. Absent: Chris Lucas, Mark Tillson

The Pledge of Allegiance was observed.

The March 7, 2022 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

**VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS** – Nothing at this time.

**TREASURERS REPORT** – Motion by Mr. Brown to approve March 2022 treasurer’s report, second by Mr. Greenway. The motion carried.

**NEW BUSINESS** –

**REVIEW – 2021 MUNICIPAL AUDIT & FINANCIAL REPORT** - Council President, Mr. Greenway presented the 2021 Municipal Audit & Financial Report for review.

**Motion** by Mr. Greenway to accept the 2021 Municipal Audit & Financial Report, second by Mr. Brown. The motion carried.

**APPLICATION FOR COUNTY AID** – Council President, Mr. Greenway presented the Application for County Aid for review.

**Motion** by Mr. Brown to approve the Application for County Aid, second by Mrs. Emick. The motion carried.

**CUSTOMER FACILITIES INTAKE & INCOME VERIFICATION ADMINISTRATION SERVICES**

**AGREEMENT HOMEOWNER SIDEWALK RECONSTRUCTION - SEDACOG** – Council President, Mr. Greenway presented the Customer Facilities Intake & Income Verification Administration Services Agreement with SEDACOG for the Homeowner Sidewalk Reconstruction for review.

**Motion** by Mr. Greenway to approve SEDACOG’s Customer Facilities Intake & Income Verification Administration Services Agreement for the Homeowner Sidewalk Reconstruction, second by Mr. Daniels. The motion carried.

**HILLER ARCHITECTURAL GROUP, LTD JOHN DORIN MUNICIPAL BUILDING REMOVAL OF ARCHITECTURAL BARRIERS – ADDITIONAL DESIGN SERVICES** – Council President, Mr. Greenway

explained Hiller Architectural Groups proposal for additional design services in the amount of \$2,700.00. It was noted the additional design services are required to make the necessary adjustments to the restroom doors.

**Motion** by Mr. Greenway to approve Hiller Architectural Group, LTD proposal for additional design services for the John Dorin Municipal Building Removal of Architectural Barrier Project in the amount of \$2,700.00, second by Mr. Brown. The motion carried.

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOROUGH OF MONTOURSVILLE AND RIVER VALLEY TRANSIT** – Council President, Mr. Greenway presented the Intergovernmental Agreement between

Borough of Montoursville and River Valley Transit for review. The Borough Secretary shared River Valley Transit agreed to accept the Borough’s original cost that was budgeted in order to provide bus services. After this year the transit company will be converting to an authority operated service. At that time, new set of bylaws will be in place; in the meantime will have wait and see how those bylaws will impact the Borough.

**Motion** by Mr. Greenway to approve the Intergovernmental Agreement between Borough of Montoursville and River Valley Transit Authority, second by Mr. Daniels. The motion carried.

**CHANGE ORDER #7 – MECHANICAL & ELECTRICAL IMPROVEMENTS TO THE MONTOURSVILLE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC** – Council President, Mr. Greenway presented Change Order #7 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project for review.

**Motion** by Mr. Greenway to approve Change Order #7 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project to Appellation Construction Services, LLC in the amount of \$84,264.82, second by Mr. Brown. The motion carried.

**AUTHORIZATION LETTER – 911 MEMORIAL COALITION RIDE** – Council President, Mr. Greenway presented an Authorization Letter for the 911 Memorial Coalition Ride for review.

**Motion** by Mr. Brown to approve the Authorization Letter for the 911 Memorial Coalition Ride, second by Mr. Daniels. The motion carried.

**AUTHORIZAITON LETTERS – DCNR – LOCAL MATCH COMMITMENT & LOCAL INKIND COMMITMENT** – Council President, Mr. Greenway presented the authorization letters that are to be submitted with DCNR Grant for the Local Match Commitment & Local In-kind Commitment for the Indian Park Southern Playground Project for review. It was noted Alice Trowbridge, Grant Coordinator, recommended to apply for DCNR Grant as it was a better fit for the intended purpose.

**Motion** by Mrs. Emick to approve authorization letters for the Local Match Commitment & Local In-kind Commitment to be submitted with the DCNR grant application; second by Mr. Greenway. The motion carried.

**RESIGNATION LETTER – CIVIL SERVICE COMMISSION – ALTERNATE - ROBERT BROBSON**– Council President, Mr. Greenway presented a formal resignation letter by Robert Brobson as Alternate from Civil Service Commission.

**Motion** by Mr. Brown to approve the resignation letter submitted by Robert Brobson from Civil Service Commission-Alternate, second by Mr. Daniels. Council expressed their gratitude for Mr. Brobson service. The motion carried.

**APPOINTMENT - FILL REMAINING VACANCY TERM FOR CIVIL SERVICE COMMISSION – ALTERNATE – DEBORAH BROWN** - Council President, Mr. Greenway explained the need to fill the remaining vacancy for the Civil Service Commission Alternate.

**Motion** by Mr. Greenway to approve the appointment of Deborah Brown to fill the remaining vacancy term as the Civil Service Commission Alternate, a term to expire January 1, 2026, second by Mrs. Emick. The motion carried.

**PURCHASE 2022 CHEVY 6500 4WD TRUCK – BLAISE ALEXANDER CHEVROLET – COSTARS** – Council President, Mr. Greenway presented a quote for the purchase of 2022 Chevy 6500 4WD truck for review.

**Motion** by Mrs. Emick to approve the purchase of 2022 Chevy 6500 4WD truck from COSTAR vendor Blaise Alexander Chevrolet in the amount of \$60,500.00, second by Mr. Brown. The motion carried.

**PURCHASE UPFIT FOR 2022 CHEVY 6500 4WD TRUCK – BRADCO SUPPLY – COSTARS** - Council President, Mr. Greenway presented a quote for the purchase of the upfit for a 2022 Chevy 6500 4WD truck for review.

**Motion** by Mr. Greenway to approve the purchase of the upfit for a 2022 Chevy 6500 4WD truck from COSTAR vendor Bradco Supply in the amount of \$52,105.57, second by Mr. Daniels. The motion carried.

**BRUSH RECYCLING CENTER – SATURDAY OPENING DATES – APRIL 30, JUNE 25, AND AUGUST 27, 2022-** Council President, Mr. Greenway presented the Saturday dates for the brush recycling for review.

**Motion** by Mr. Brown to approve the brush recycling center to be open on Saturday April 30, June 25 and August 27, 2022, second by Mr. Daniels. The motion carried.

**PLANNING & ZONING** – March Planning Commission Minutes  
Central Keystone COG Reports March 2022

**RECREATION** – Council member, Mrs. Emick gave update on the March Recreation Board meeting noting the disc golf league attended and shared the opening day for the disc golf is anticipated sometime in May, two Girls Scouts attended and shared they are working on achieving their Silver award by presenting a plan to plant a botanical garden in Indian Park. The Recreation Board also finalized the movie in the park dates. Council member, Mrs. Emick reviewed and explained Event permits 2022-07 and 2022-08.

**Motion** by Mrs. Emick to approve Event Permits #2022-07 and #2022-08, second by Mr. Greenway. The motion carried.

**STREETS/WATER** – Street and Water Project Coordinator, Mr. Cliff Hoffman reported the brush recycling facility is now open for the season during the hours of 7:00am to 4:00pm. He shared he had nothing to report at this time regarding leak detection and PA Rural Water is currently searching for leaks. He shared PennDOT is responsible for repainting the lines on Walnut Street through the agility program.

**MAYOR** – Mayor Bagwell announced the Montoursville Garden Club will hold a ceremonial event that includes planting a tree in memory of Donald Konkle on April 22, 2022. Mayor Bagwell shared the Annual Little League will be held on May 7<sup>th</sup> and the Montoursville Area High School Prom is also being held on May 7<sup>th</sup>.

**POLICE CHIEF** – Chief Gyurina reviewed the March police report.

**COUNCIL PERSONS** – Nothing at this time.

**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 Monday, May 2, 2022 at 7:00 PM

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

There being no further business the meeting was adjourned at 7:21 PM on a motion by Mrs. Emick, second by Mr. Brown. The motion carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary