

MINUTES OF THE BOROUGH OF MONTOURSVILLE

June 5, 2017

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

The Pledge of Allegiance was observed.

Council Vice President, Mr. Lucas announced that there was an executive session held prior to the Council meeting to discuss personnel issues.

The minutes of May 1, 2017 and May 17, 2017 were approved on a motion by Mr. Greenway, second by Mrs. Kline. The motion carried.

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

TREASURERS REPORT – **Motion** by Mr. Greenway to approve the treasurer's report and the Borough bills for May 2017, second by Mrs. Kline. The motion carried.

PUBLIC HEARING – Community Development Block Grant FFY 2017 Application – Ms. Kristin McLaughlin /SEDACOG. Council Vice President, Mr. Lucas recessed the Council meeting at 7:05 PM and opened the Public Hearing. Ms. McLaughlin/ SEDACOG discussed and reviewed the CDBG Grant Application for FFY 2017. She stated the anticipated allocation for 2017 is approximately \$87,000.00. Ms. McLaughlin stated the CDBG program is an entitlement grant program. It is federal program through Housing and Urban Development, passed to PA Community and Economic Development and then passed to the entitlement community. It is governed by PA ACT 179. Ms. McLaughlin stated that today's purpose for the public hearing is to discuss regulations associated with CDBG projects, discuss project proposal's for FFY 2017 and to close the project proposal phase for the 2017 CDBG application process. She reviewed the application schedule; stating she will return for the August 7th Council meeting for the project review and finalization, then to the County's regular session for a combined finalization. With no adverse citizen comments, the County will approve a resolution to be submitted with the application. She reviewed and discussed eligible activities, the national objectives and fundability requirements. Ms. McLaughlin also reviewed the County's Fair Housing Notice, Antidisplacement Plan, Section 504 Outreach and Section 3 Preference. Ms. McLaughlin asked the public if they had any proposed project ideas for consideration for the 2017 FFY. Several questions were asked by Council members regarding possible proposed projects. It was noted that 2014 - \$43,000.00, 2015 - \$70,000.00 and 2016 - \$87,000.00 has been allocated to the curbside project, but some of those monies could be reallocated. A possible project discussed was a sidewalk replacement project, as the borough has established a borough wide sidewalk replacement program. Ms. McLaughlin stated that some 2014 monies could be rebudgeted for this project. She noted that doing this would allow for you to start chipping away at some of the sidewalks that have not complied. A discussion took place regarding the difficulty of finding eligible projects in Montoursville. Ms. McLaughlin explained how the process would work in order for a sidewalk project to take place. It was noted that the funds could be used for both sidewalks and curb. A discussion took place on how to best survey the non-compliant sidewalk owners. Ms. McLaughlin noted that the 2014 monies must be used by August 2018 with the possibility of a one year extension. Council agreed to send out letters to survey residents who have noncompliant sidewalks for eligibility. Ms. McLaughlin stated the proposed projects are sidewalks and curbside and asked if anyone present wished to comment on any of the projects that have been proposed and the Section 504 review. Ms. McLaughlin asked if there were any comments towards identifying to access the Borough's facilities or programs and any project with historical or environmental impact. Hearing no further proposals or comments Ms. McLaughlin closed the 2017 CDBG application process and concluded the public hearing at 7:47 PM. Council Vice President, Mr. Lucas reconvened the council meeting at 7:48 PM.

NEW BUSINESS –

RESIGNATION – COUNCIL PRESIDENT, MR. DAVID MOYER – Council Vice President, Mr. Lucas explained Mr. Moyer felt he could not continue to fulfill the duties of the position.

Motion by Mrs. Kline to accept the resignation of Council President, Mr. David Moyer with regret, second by Mr. Greenway. Council member, Mr. Tillson asked what steps are taking now due to the open position. Council member, Mr. Greenway explained once the resignation is officially accepted there is a 30 day window to appoint. Council Vice President, Mr. Lucas stated council has until the July 3rd meeting to appoint. Council member, Mr. Tillson questioned what would happen if a candidate was not found within the 30 days. The Borough Secretary explained the following step would go to the Vacancy Board Chairman, Mr. Brown to find a candidate to appoint; if he does not find a candidate within 30 days, a judge would appoint a candidate. It was noted that in order to be appointed to this position it is required to be a borough resident for at least one year and reside in the 3rd Ward. Council Vice President, Mr. Lucas stated he does not recommend appointing the position tonight out of respect for Mr. Moyer; it will also give anyone with interest time to express that interest. Motion carried.

MOU – The Borough Secretary explained noting the memo of understanding had been previously approved creating these probationary positions and was presented to the Non Uniform Bargaining Unit. They requested 2 words to be amended; these changes were reviewed and approved by the Borough Solicitor.

Motion by Mrs. Kline to approve the amendment to the wording in the Memo of Understanding, second by Mr. Greenway. Council Vice President, Mr. Lucas stated the word change is pretty straight forward. Mayor Dorin questioned the availability of all job descriptions. Council Vice President, Mr. Lucas stated if Council members or Mayor Dorin would like a copy of the job descriptions, they could be provided. Motion carried.

CONRAD SIEGEL ACTUARIES' RECOMMENDATIONS – NON-UNIFORMED EMPLOYEE PENSION AND POLICE PENSION – The Borough Secretary explained the Actuaries' recommended changes; changing the Mortality prior actuarial assumption RP2000 Table to the recommended assumption IRS 2017 Static Combines Table for Small Plans. The recommended changes will increase the MMO but does not go into effect until 2019 which gives Council the time to procure the additional revenues that will be needed at that time.

Motion by Mr. Greenway to approve Conrad Siegel Actuaries' recommendation to change in the actuarial assumptions for the January 1, 2017, actuarial valuation report; changing the Mortality prior actuarial assumption RP2000 Table to the recommended assumption IRS 2017 Static Combines Table for Small Plans, second by Mrs. Kline. Motion carried.

PAYMENT APPLICATION #2 – 2016 CDBG CURB RAMP PROJECT – WOLYNIEC CONSTRUCTION, INC. - \$2,587.50 –

Motion by Mr. Greenway to approve the 2016 CDBG Curb Ramp Project, Payment Application #2 to Wolyniec Construction, Inc., in the amount of \$2,587.50, second by Mrs. Kline. Council member, Mr. Greenway noted there had not been any issues. It was noted this is the final payment from the retainage held from the fall project after review and approval by Borough Engineer, Todd Pysher. Motion carried.

2017 FORD SUPER DUTY F-250 4WD TRUCK W/SNOW PLOW AND LIFT GATE – COSTARS – \$36,700.00-

Council Vice President, Mr. Lucas questioned if the purchase of the truck was budgeted. Council member, Mr. Greenway stated it had been budgeted.

Motion by Mrs. Kline to approve the purchase of the 2017 Ford Super Duty F-250 4WD truck with snowplow and lift gate through COSTAR's in the amount of \$36,700.00, second by Mr. Greenway. Mayor Dorin questioned if COSTAR's only way for the Borough to purchase vehicles. It was explained the Borough is not permitted to purchase a vehicle over the bidding threshold directly from a vendor; the only way you are permitted to do so is through a COSTAR's dealer. Council member, Mr. Greenway commented the police vehicles were purchased through a COSTAR dealer. Council member, Mrs. Kline noted the great price for a truck & snowplow. Council member, Mr. Greenway stated the new truck will replace the white GMC truck without a snowplow. He noted the new truck has a

lift gate which benefits employees' with transporting. Council member, Mrs. Holmes questioned if the new truck will be replacing another truck. Council member, Mr. Greenway stated it will be replacing the old truck, with that truck being sold on Municibid. Motion carried.

INDIAN PARK NATURE TRAIL BID – JOHN CLAAR EXCAVATING, INC. - \$159,774.00 – Council Vice President, Mr. Lucas explained 2 bids had been received for this project; John Claar Excavating Inc. had the lowest bid.

Motion by Mr. Greenway to approve and award the Indian Park Nature Trail Project to John Claar Excavating Inc. in the amount of \$159,774.00, second by Mrs. Kline. Council member, Mr. Tillson questioned John Claar Excavating Inc. qualifications for the project. Mayor Dorin noted Architect, Brian Auman was involved in previous projects with John Claar Excavating was very satisfied. Council Vice President, Mr. Lucas questioned Solicitor, Randy Sees if it is required to award the project to the lowest bidder. Solicitor, Randy Sees stated the only disqualification would be if the lowest bidder is not responsible; upon is review, John Claar Excavating, Inc. has no information to that affect. Motion carried.

GRANT APPLICATION – DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE PROGRAM – AUTHORIZATION FOR SECRETARY, BOROUGH ENGINEER AND COUNCIL PRESIDENT/VICE PRESIDENT – Borough Engineer Todd Pysher explained a meeting was held with himself, Street Lead Foreman, Mr. Ron Lee and a representative from The Lycoming County Conservation District on Mill Street regarding application for a grant. He explained after his review of the information and associated costs, he believes there may be a better suited grant program. He recommended a flexible program; a Multimodal Transportation Fund grant program through DCED with applications due at the end of July. Mr. Pysher explained the Multimodal program includes biking, hiking, cars and trucks and permits road widening which Mill Street is in need of. He continued noting the grant has a 70/30 match; the Dirt, Gravel and Low Volume grant does not have a set required match amount but something is expected to be contributed. Mr. Pysher stated his preference would be to apply for the Multimodal grant. Council Vice President, Mr. Lucas noted many families use that road for bike riding, walking, running; it is a highly used area. He continued questioning Mr. Pysher on the possibility of applying for both grants and if both are granted, should one be declined. Mr. Pysher stated application to both grants is permitted and no harm in applying for both. If both are granted the Dirt, Gravel and Low Volume may be used in a smaller area where those funds would cover the cost and the Multimodal grant would finish the job. Council member, Mr. Tillson questioned if there would be an application fee, Mr. Pysher stated there is an application fee of \$100.00 for the Multimodal grant but could not recall what the application fee for the Dirt, Gravel and Low Volume would be. Mr. Pysher stated the Borough owns all of Mill Street and the boat launch and the entire road from Broad Street to and including the boat launch would be paved. Council Vice President, Mr. Lucas stated Mill Street area is in the flood area and questioned if that would create any issues. Mr. Pysher stated the Borough must be careful not to place any extra material there; his recommendation would be to grind what is existing, and prohibit placing extra material down there. He would also recommend to grind everything up that is there and re profile it as the current profile is poor, then put a new surface down. Council member, Mr. Tillson questioned the length of the project. Mr. Pysher stated a couple of weeks. Mr. Pysher stated his recommendation would be to apply for the Multimodal Transportation Fund grant.

Motion by Mr. Greenway to apply for the Multimodal Transportation Fund grant, second by Mrs. Kline. Council Vice President, Mr. Lucas requested for public comment, hearing none. Motion carried

PLANNING & ZONING – Central Keystone COG May Report was reviewed by council.

RECREATION – Council member, Mr. Greenway reviewed and explained the Event permits

Motion by Mr. Greenway to approve Event permits 2017 -19, and 2017-20, second by Mrs. Kline. Motion carried. Council member, Mrs. Kline expressed the wonderful Jazz concert held in Indian park performed by the Montoursville Middle and High School Jazz band. She thanked the Recreation board for organizing the park events.

STREETS/WATER – Street and Water May report was reviewed by council. Council Vice President, Mr. Lucas acknowledged the wonderful job the Borough employees did regarding the cleanup of damage downed trees and debris

from the recent storm. Council Vice President, Mr. Lucas explained DCNR had contacted the Borough last year regarding the area of collection known as the “brush pile”. It was explained that DCNR was advising the Borough that the property is deed restricted for recreational use only and given notice that it must be removed /relocated within 5 years. It was also explained that grant monies acquired through DEP for the purchase of a leaf vacuum required the Borough to provide a compost area for this leaf material. It was explained much more than leaf material has continued to be collected at the area. These two issues will have to be addressed in the future. It was noted that Street Foreman, Mr. Lee has stated the brush area is at maximum capacity, noting no more can be received. Council member, Mrs. Kline recommended that the brush pile be closed until further notice. Discussion took place regarding mulch availability, and the ability to monitor the area so that no one can continue dropping off brush. It was suggested to stop manning the brush pile gate every Saturday as there is no need and man it once or twice per month for mulch. A discussion took place regarding the current contractors that paid a yearly \$1,000.00 fee for the ability to drop off brush at the area. Mayor Dorin requested the Streets/Water monthly report include ongoing/upcoming projects in order for council to be better prepared for evaluations. Council Vice President, Mr. Lucas stated it was a fair request.

MAYOR –Mayor Dorin reviewed the May 2017 Police report. He discussed that he and Chief Gyurina will meet to review the amount of citations given for violation of new stop signs at Elm Street. Council member, Mr. Greenway stated residents had contacted him noting drivers are not stopping for the new stop sign; he confirmed this from an on duty officer. Council Vice President, Mr. Lucas noted parents and Little League have made very positive comments and appreciate the installation of the new stop sign. Mayor Dorin noted he had received a 35+ Year Award at the PSAB conference for being Mayor and a Borough Council member. He also received the AC Scales Award which is an award for contributing most to the community and PSAB.

POLICE CHIEF – Chief Gyurina absent.

COUNCIL PERSONS – Council member, Mrs. Holmes questioned Ms. McLaughlin if the Flight 800 Memorial, which is in need of some renovation would qualify as a project for the Community Development Block Grant. Ms. McLaughlin stated it would not.

SOLICITOR – Randy Sees noted he is happy to return. Council Vice President, Mr. Lucas stated the Borough is happy to have him return.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next regular Council meeting will be held Monday, July 3, 2017 at 7:00 PM.

VISITOR AND PUBLIC COMMENTS – Resident, Mr. Brown, 1201 Cherry Street stated on behalf of Bald Eagle Repeater Association & Lycoming Auxiliary Communications Service, expressed their thanks to Borough Council & the Recreation Board for approving the event permit that allows Amateur Radio Field Day 2017. He invited all elected & appointed officials of the Borough as well as the public to attend at Pavilion # 5 location on Saturday, June 24, 2017 beginning at 2:00 pm to watch local Amateur Radio Operators practice their Emergency Communications skills, contacting Amateur Radio operators from around the Country .

There being no further business the meeting was adjourned at 8:31 pm on a motion by Mrs. Kline, second by Mr. Greenway and carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary