

MINUTES OF THE BOROUGH OF MONTOURSVILLE

July 2, 2018

The regular meeting of the Montoursville Borough Council held in the Borough building was called to order by Council President Eric Greenway at 7:03 PM with the following answering roll call: Ted Haines, Chris Lucas, Mark Tillson, Tina Kline, Eric Greenway and Robert Brown.

The Pledge of Allegiance was observed.

The June 4, 2018 minutes were approved on a motion by Mr. Brown, second by Mrs. Kline. The motion carried.

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

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

NEW BUSINESS –

LYCOMING COUNTY COOPERATIVE AGREEMENT – CDBG – FFY 2017 - \$71,385.00 – The Lycoming County Cooperative agreement was reviewed and explained.

Motion by Mr. Lucas to approve the Lycoming County Cooperative Agreement for CDBG FFY 2017 funds in the amount of \$71,385.00, second by Mrs. Kline. The motion carried.

ADVERTISEMENT OF ORDINANCE #480 – AMENDING SECTION 150-46, SCHEDULE IX, ADDING STOP SIGNS – BOTH DIRECTIONS OF TRAVEL – CLAIRE ROAD AT THE INTERSECTION OF CYPRESS ST – Council President, Mr. Greenway noted the additional stop signs were recommended by Chief Gyurina and Mayor Bagwell. Council Vice President, Mr. Lucas inquired if an installation plan was in place, referring to stop signs added near the Little League fields. He stated those stop signs still have a regular occurrence with people driving without stopping. Council President, Mr. Greenway mentioned the possibility of installing stop signs with flashing LED lights that are solar. Chief Gyurina stated the Police department would do their part initially to make people aware of the new signs.

Motion by Mrs. Kline to approve the advertisement of Ordinance #480 amending Section 150-46, Schedule IX, adding stop signs in both directions of travel at intersection of Claire Road and Cypress Street, second by Mr. Greenway. The motion carried.

MEMO OF AGREEMENT – PREPARATION OF A JOINT POLLUTANT REDUCTION PLAN WITH FAIRFIELD TWP – Council President, Mr. Greenway stated the Memo of Agreement was reviewed and discussed during the Street/Water committee meeting held prior to the Council meeting. He explained the agreement outlines roles and responsibilities in regard to MS4. It was noted, presently, the agreement has not been fully determined as to the administrator, however, does reflect the borough will partner with Fairfield Township. Additionally, the agreement will provide the borough and township an opportunity to collaborate and utilize options that are available to each municipality in order to meet requirements set by DEP.

Motion by Mr. Greenway to approve the Memo of Agreement for the Preparation of a Joint Pollutant Reduction Plan with Fairfield Township, second by Mr. Haines. The motion carried.

DONATION – RENEE CAREY – POND WATER QUALITY TESTING – Council President, Mr. Greenway explained the donation from resident, Ms. Renee Carey for water quality testing of the pond. It was noted Ms. Carey had contacted Dr. Mel Zimmerman, Lycoming College, Clean Water Institute requesting the testing of the water quality in the pond. The approximate cost for testing is \$125.00.

Motion by Mr. Lucas to approve and accept the donation from Ms. Renee Carey for pond water quality testing, second by Mr. Brown. The motion carried.

PLANNING & ZONING – Central Keystone COG June Report.

RECREATION – Council Vice President, Mr. Lucas explained the Building, Assets and Recreation Committee met prior to the Council meeting and one of the topics discussed were fees associated with softball tournaments. He stated in order to be fair and reasonable, the committee was recommending the fees to be based on the number of fields vs. number of people. He continued to explain, on average, a tournament will have 12 teams; 144 participants equating to \$4 per person. They also took into consideration the number of people coming to the fields and using the facilities. Council Vice President, Mr. Lucas stated the committee was recommending following fees: One field for a full day for a fee of \$300.00, two fields for a full day for a fee of \$450.00, both fields for day two of a tournament – full day for a fee of \$600.00 (maximum).

Motion by Mr. Lucas to approve the amendment of the fee schedule to include tournaments with one field for one day for a fee of \$300.00; two fields for one day for a fee of \$450.00, and both fields for two full days for a fee of \$600.00; second by Mr. Greenway. Council member, Mr. Haines inquired whether or not the borough would lose money due to the manpower that will be required to patrol and clean up for tournaments during the two-day period. Council President, Mr. Greenway stated the cost would be on par with what the borough is charging for other events. He stated fees associated with the softball tournament should get as close as possible to the actual costs incurred. Council discussed several associated costs. It was noted the borough changed the schedule for trash pickup in the park to include pickup late Saturday night to alleviate any issues for events held on Sundays. Council Vice President, Mr. Lucas noted the current fee schedule is \$150.00 per softball team; the recommendation from the committee would reduce that fee. Council President, Mr. Greenway suggested the fee schedule be reviewed by the Recreation Committee at the beginning of each new year to determine if the fees are in alignment with maintenance costs, and make recommendation to Borough Council for approval. Council member, Mr. Tillson noted he doesn't feel softball tournaments benefit the borough and agrees if the motion is passed it should be temporary and reviewed yearly. Council President, Mr. Greenway noted each tournament requested would require an event permit, come before the Recreation Board for a recommendation and Borough Council for approval. Council Vice President, Mr. Lucas agrees with the yearly review and feels this is a starting point. Council discussed other area parks permitting softball tournaments and costs associated with softball tournaments. Council Vice President, Mr. Lucas stated the committee's goal was to put a fair value on the use of the park, with the intention to never fully subsidize the entire cost of the park. Council member, Mr. Tillson feels the recommended fees are still too low and would increase the rates to one field for one day for a fee of \$500.00 and two fields for one day for a fee of \$750.00. Council member, Mrs. Kline restated the Recreation Committee's recommendation was a starting point that could be reviewed and adjusted every year. Council President, Mr. Greenway suggested the fees be re-evaluated for the 2019 softball season. Council member, Mr. Tillson suggested the fee schedule for tournaments be amended to one field for one day for a fee of \$400.00; two fields for one day for a fee of \$550.00, and both fields for two days for a full day for a fee of \$700.00. Council member, Mr. Haines agreed and noted the fee schedule can be reviewed at the beginning of the new year. A discussion took place regarding how the costs would affect youth tournaments and the use of the concession stand. It was noted tables could be set up for the sale of concessions if needed. Council Vice President, Mr. Lucas amended his motion to approve the amended fee schedule for tournaments to be set at one field for one day for a fee of \$ 400.00; two fields for one day for a fee of \$550.00 and both fields for two full days for a fee of \$700.00 second by Mrs. Kline. The motion carried.

Council Vice President, Mr. Lucas explained Event permits 2018-12, 2018-24, 2018-25, 2018-26, and 2018-28.

Motion by Mr. Lucas to approve Event permits 2018-12 and 2018-24, 2018-25, 2018-26 and 2018-28, second by Mrs. Kline. The motion carried.

STREETS/WATER – Council member, Mr. Tillson explained a local municipality is upgrading some equipment and liquidating old equipment. One item that they are liquidating is a Vactor truck; a vacuum/pump truck that is used to clean out storm sewers. He stated moving forward with MS4 regulations, one of the requirements include cleaning

of the storm sewers. The borough will receive MS4 credit for the cleaning of the storm sewers after they are cleaned the first time. The cleaning of the storm sewers will be an ongoing project that will be required to be conducted annually. The borough requested a proposal from Utility Service Group, an outside contractor that performs storm sewer cleaning. It was noted Montoursville Borough has 24.5 miles of streets within the borough. Utility Services Group, on a good day, will be able to clean approximately 400 to 500 feet of storm sewers per day, based on having fairly good storm sewers. He stated that the condition of the borough's storm sewers are unknown as the borough has never had this type of service performed. The approximate cost to jet/vacuum the borough's storm sewers would be \$2,760.00 to do 400 to 500 feet per day and does not include the mobilization cost. It was also noted that the cost does not include the camera service required to inspect the storm sewers which would be an additional \$1,840.00 per day and also does not include mobilization costs. The price for utilizing Utility Services Group would cost approximately \$1M to service the entire town, compared to purchasing the Vactor truck. Council member, Mr. Tillson shared the truck has maintenance records; the pump was replaced last year at a cost of \$14,000.00. It was explained the authorized area dealer that sells and services the Vactor truck brand confirmed they had sold a 2005 truck for approximately \$105,000.00 but the truck also required additional work done to it which the purchaser knew about before they purchased it. The dealer shared that a 2003 Vactor truck in good condition could sell for approximately \$95,000 depending on chassis and vacuum model. The truck currently has only 10,000 miles with 1,000 hours on the vacuum motor. Vacuum hoses and nozzles will need to be eventually replaced and are considered wear and tear type parts. The municipality selling the truck asking price is \$85,000.00. It was noted the price of the truck does not include the cost of the camera which does not need to be purchased immediately. It was learned that the borough could purchase a demo camera which would cost approximately \$10,000.00 less than the price of a new one. The Borough has 5 years to implement MS4 requirements; the minimum cleaning would have to be done twice initially, keeping in mind the first time is a benchmark and will be required to be done annually. Council President, Mr. Greenway shared the 2018 budget has accommodated for expenses related to MS4, therefore money is available to purchase the truck.

Motion by Mr. Haines to approve a letter of intent to purchase the 2003 Vactor truck in the amount of \$85,000.00 contingent upon a final inspection to be paid by Montoursville Borough prior to the execution of the purchase; second by Mr. Greenway. Council President, Mr. Greenway requested any public comment. Hearing no public comment; the motion carried.

MAYOR – Nothing at this time.

POLICE CHIEF – Chief Gyurina reviewed the June police report.

COUNCIL PERSONS – Council member, Mr. Brown publically thanked Mr. Dennis Holt for the beautiful flowers in front of the borough office and appreciates all his hard work.

SOLICITOR – Solicitor, Randy Sees explained the Borough entered into a franchise agreement with Comcast in 2006. He noted it was a 15-year franchise agreement and is up for renewal in 2021. The FCC requires three years prior to expiration, the borough enter into negotiations for renewal, should the Borough elect to renew. Comcast has submitted a renewal notice that puts in motion several requirements with the renewal process. First, a public informational hearing will need to be scheduled to allow the public input concerning the needs of the community and contests performance under the franchise agreement. Next, Comcast will submit their proposed renewal agreement with negotiations to begin, followed by another public hearing. The time frame for this process started in May 2018, the Borough has six months to hold the first public meeting. Solicitor, Randy Sees requested the approval from Borough Council to advertise the public information hearing accepting public comment at the September 2018 meeting 2018, however, the informational hearing can take place up until the October meeting with November 1st as the required deadline for the first meeting to occur.

Motion by Mr. Lucas to approve authorization for Borough Solicitor, Randy Sees to advertise the notice accepting public comments on the possible renewal of the cable franchise agreement with Comcast at the council meeting on September 10th, 2018, second by Mr. Brown. The motion carried.

COUNCIL PRESIDENT – Council President, Mr. Greenway stated the new brush pile is open. He noted quite a few residents are using it and appears to be off to a decent start. He explained there have been some issues regarding the hours; in the past, the borough has had some Saturdays open for the brush pile with a borough employee manning the area. Knowing it has been some time since the borough has had the brush pile open the Council members anticipated many people wanting to bring allowable items with the discussion of the possibility of employee overtime along with some concerns. Following the discussion, Council members agreed the brush pile will be open Saturday, July, 21 and Saturday, July 28, with the seasonal part-time employee’s manning the area. The hours of operation would be 8:00 AM – 12:00 PM.

Motion by Mr. Lucas to open the brush pile Saturday, July 21, 2018 and Saturday, July 28, 2018, from 8:00 AM - 12:00 PM, utilizing the seasonal part-time employees, with further review for additional Saturdays at the August meeting; second by Mr. Brown. The motion carried.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next regular Council meeting will be held Monday, August 6, 2018, at 7:00 PM.

VISITOR AND PUBLIC COMMENTS – Resident Pam Nelson, 225 Bennett, gave report in regard to the Community Yard Sale, stating it went well. She explained approximately 40 to 50 residences participated and the community is considering to make it an annual event; tentatively scheduled for the Saturday after Memorial Day at the end of May or the beginning of June. Ms. Nelson stated she would be willing to help with the event as she did with this year. Discussion took place in regard for the need of an event permit for next year. Following discussion, it was decided at this time an event permit will not be required due to it being a borough-wide event, however, will be added to the meeting agenda for review next year.

Council President, Mr. Greenway announced an executive session will be held after this meeting to discuss personnel issues and Council will not be reconvening.

There being no further business the meeting was adjourned at 8:25 PM on a motion by Mrs. Kline, second by Mr. Brown and carried.

Respectfully submitted,
