

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

January 4, 2021

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: Mark Tillson, Ted Haines, Misty Emick, Eric Greenway, Chris Lucas, and Robert Brown.

The Pledge of Allegiance was observed.

The December 7, 2020 minutes were approved on a motion by Mrs. Emick, second by Mr. Haines. The motion carried.

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

**DISC GOLF COURSE PRESENTATION:** Mr. Ryan Nittinger and Mr. Thomas Smith shared and presented their Disc Golf Course proposal in Indian Park with Council. Mr. Nittinger shared that disc golf has been a grass roots sport for several years. He stated our area has recently experienced a large increase in membership. He expressed that Indian Park would be a great location to have a disc golf course due to its layout and feels it would be an asset to Montoursville Borough and surrounding communities. He provided Council with a copy of the design/map for review; noting the Recreation Board had previously reviewed a copy of the course design. Mr. Nittinger noted the tentative course veers away from heavier used areas throughout the park such as pavilions, softball fields, and main entrance near the volleyball courts and encompasses more of the park's outlying areas. During the presentation Mr. Nittinger addressed inquiries from Council. In response to Council member, Mrs. Emick's inquiry regarding funding, Mr. Nittinger stated they are exploring avenues to raise money on their own and not seeking any financial input from Montoursville Borough. Solicitor, Mr. Chris Keyon stated his two areas of concerns relate to liabilities that are anticipated to fall upon Montoursville Borough; use for recreation for land, and water. However, he feels confident these two major areas have been fully addressed. Council member, Mr. Tillson made a reminder Indian Park's use is not to be for profit. Mr. Nittinger indicated plans are to include a yearly fund raising event with portion of the proceeds designated to the Borough for use of the park. In addition, he shared a portion of monies collected through league memberships would go towards ground and equipment maintenance associated with the disc golf course. It was noted that the plans for use of the course would not only be for tournament play but will also be available for public use. Mr. Nittinger shared that the club feels having the course for public use will spark additional interest in the sport, noting it can be played by oneself as well as with family and friends. He stated high schools and colleges across other regions have implemented it as part of their athletic curriculum. Council member, Mr. Lucas stated the Recreation Board previously approved the plans and design; tonight after hearing additional information feel their decision still stands. However, there are a few areas needing to be discussed further. Therefore, at this time the recommendation would be to allow the disc golf club to move forward with finalizing their design/plan to include a final map of the course, and to permit the club fund raising opportunities.

**Motion** by Mr. Lucas to approve the disc golf course project to be located in Indian Park contingent upon Final approval from Borough Council prior to installation and raising the required funds needed to implement the project, second Mrs. Emick. The motion carried.

**TREASURERS REPORT** – Motion by Mr. Lucas to approve December 2020 treasurer's report, second by Mrs. Emick. The motion carried.

At this time, Willing Hand Hose Fire Chief, Mr. Scott Konkle presented the yearly report for the Willing Hand Hose Fire Department. It was reported 2020 ended with 355 accidents and over a 1,000 EMS calls, trainings were conducted during the year including a large scale training conducted at Mill Street and the purchase of a used tower truck at the cost of \$10,000.00. He shared a donation drive was also held with approximately \$50,000.00 raised. Fire Chief, Mr. Konkle recommended the Borough look into appointing a person for the Emergency Management Coordinator position.

The position requires an individual who is willing to be more involved and available. It was reported calls were dispatched to Emergency Management Services without success of having contact during many emergency situations. Fire Chief, Mr. Konkle requested a discussion with a Borough representative with regards to snow plowing done at the firehouse.

**REAPPOINTMENTS/APPOINTMENTS** – Council President, Mr. Greenway reviewed the following re-appointment/appointments: Secretary/Treasurer and Open Records Officer, Ginny Gardner; Street and Water Project Coordinator, Cliff Hoffman; Borough Solicitor, McCormick Law Firm; Borough Engineer, Pysher & Associates; Levine Engineering, LLC; Larson Design Group; Zoning Hearing Board, Mr. Dan Wright and Mr. George Casella; Property Maintenance Board of Appeals, Mr. Dan Wright; Recreation Board, Mr. Matt Joiner and Mr. Chris Lucas; Planning Commission, Mr. Tony Salvatori and Mr. Nevin Smith.

**Motion** by Mr. Greenway to approve the re-appointments/appointments as presented, seconded by Mr. Brown. The motion carried.

#### **OLD BUSINESS –**

#### **MECHANICAL & ELECTRICAL IMPROVEMENTS TO THE MONTOURSVILLE WATERWORKS**

**PROJECT BID** – Council President, Mr. Greenway presented a bid submitted by Appellation Construction Services, LLC in the amount of \$644,950.00 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project for review. Engineer, Mr. Tom Levine/Levine Engineering, explained the bid for tonight's consideration is to perform construction services and improvements needed in order for the waterworks system to be controlled via a computer network. He shared that some of the improvements being done are to address original components that date back to the 1950's. Upon completion, all wells that make up the water system will be ready for the SCADA integration which has an estimated cost of \$100,000.00. Engineer, Mr. Levine's stated his recommendation is for Council to accept Appellation Construction Services, LLC bid in the amount of \$644,950.00.

**Motion** by Mr. Greenway to approve and award the Mechanical & Electrical Improvement to the Montoursville Waterworks project to Appellation Construction Services, LLC in the amount of \$644,950.00, seconded by Mr. Lucas. The motion carried.

**WATER DELINQUENTS PENALTIES/DISCONNECTS** – Council President, Mr. Greenway explained the Street and Water Committee met prior to the Borough Council meeting to discuss reinstating late penalties and issuing delinquent/shut-off notices and are recommending to Borough Council implement effective January 1, 2021. He reviewed with Council members the delinquent revenues by ward. During much discussion, it was suggested to permit customers who have higher than usual balances to submit monthly payments for up six months to in order to bring their account current.

**Motion** by Mr. Greenway to reinstate late penalties and issuing delinquent/shut-off notices effective January 1<sup>st</sup>, 2021. The motion failed due to a lack of a second. At this time, Borough Council directed the Borough Secretary/Treasurer to continue with the waiving of late fees and to forego any issuance of delinquent/shut-off notices. It was noted that the matter will be revisited at a future meeting.

#### **NEW BUSINESS –**

**FEE SCHEDULE AMENDMENT – SEO SERVICES/JAMI NOLAN** – Council President, Mr. Greenway presented the Fee Schedule Amendment for SEO Services/Jami Nolan for review.

**Motion** by Mr. Greenway to approve SEO Services/Jami Nolan amended Fee Schedule as presented, second by Mr. Brown. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports December

**RECREATION** – Council Vice President, Mr. Lucas reported the regularly scheduled Recreation Board meeting in December did not take place due to the snow storm. He explained and reviewed one permit, Event Permit # 2020-31.

**Motion** by Mr. Lucas to approve Event Permit # 2020-13 Men's Softball League with a contingency the Borough Council Recreation Committee will re-evaluate the fees for tournaments, second by Mr. Greenway. It was questioned if the use of the lights would be part of the permit. Council President, Mr. Greenway noted it would not be part of the permit however there are a lot of options and it could be discussed when the Recreation Committee meets. Council Vice President, Mr. Lucas questioned Street and Water Project Coordinator, Mr. Cliff Hoffman if he could ascertain what the costs would be to run the lights. Street and Water Project Coordinator, Mr. Hoffman stated he could find out. Softball League Representative, Mr. Sam Booth explained the request for lighting was only to accommodate games in case of a rain event which may delay the game, not for night games. It was agreed that Council will evaluate their request and make an informed decision. At this time, a discussion ensued regarding advertising within the park. Solicitor, Chris Kenyon stated he will review the park rules and ordinances regarding advertising. A discussion took place regarding past softball league representation. The motion carried.

**STREETS/WATER** – Street and Water Project Coordinator, Mr. Cliff Hoffman, reported he has scheduled a repair to water leak existing on North Loyalsock Avenue, therefore, roads will be closed to truck traffic between Broad Street and Montour Street. He responded and to an inquiry regarding line painting on newly paved Montour Street that had been recently repainted. He shared Montour Street paving project was a PennDot project and explained the lines were incorrectly painted, were ground down and repainted. In response to an inquiry regarding snow removal due to a snow storm that took place on December 16, 2020, Street and Water Project Coordinator, Mr. Hoffman stated there is not a town, or borough equipped to handle that amount of snow. He addressed further questions from Council members with regards to revisiting streets requiring additional attention after initial plowing; he explained catch basins are important to keep clear of snow/debris. Chief Gyurina shared his experience attempting to issue warnings/citations; he described snow was approximately waist deep and had challenges with obtaining vehicle plate numbers due to being covered in snow.

**MAYOR** – Mayor Bagwell confirmed and supported Fire Chief Scott Konkle's request to ensure the Emergency Management Services Coordinator position is filled with an individual readily available and able to perform the required duties of that position. With concerns regarding the recent rainfall and flooding in Indian Park, he questioned if there had been any changes to protocol to avoid future flooding. Council President, Mr. Greenway explained the situation regarding the flood gates, noting the rainfall was much more than anticipated. Street and Water Project Coordinator, Mr. Hoffman explained the flood gates were closed with the exception of the tunnel. Council President, Mr. Greenway shared he had contacted Street and Water Project Coordinator, Mr. Hoffman with concerns of the large amount of snow that fell a week ago in addition to the large amount of rainfall and the concerns with the possibility of the park flooding by having the gates closed. It was noted, moving forward the protocol will be in the event the National Weather Service calls for flooding, the tunnel and gates will be closed. Mayor Bagwell commented on the Christmas lighting contest; sharing the contest turned into a successful food drive with many people of the community donating money and canned goods. He gave kudos to Deputy Police Chief, Jason Bentley for his idea, time and effort in helping to make the contest and food drive a success.

**POLICE CHIEF** – Chief Gyurina reviewed the December police report. In addition he shared, Police Officer, Marc Storms learned of a family who had a very challenging year and made coordinated efforts via donations of Christmas gifts to be given to the family. Chief Gyurina also shared an anonymous individual made a monetary donation arranging for meals to be provided to families who were in need. Chief Gyurina provided a follow-up report regarding some recent incidents; a female vandalizing 49 vehicles with Montoursville Borough and an accident involving Montoursville Borough Police Officer and vehicle in route to a police call. He explained the damaged Police vehicle is currently at the repair shop; hoping the work will be completed within the next 1 -2 weeks.

**COUNCIL PERSONS** – Council member, Mr. Brown reported the Civil Service Commission met today at noon. He explained two items of business were discussed. He shared due to the resignation of Chairman, Mr. Dave Moyer the Chairman position was vacant. He explained the vacant position had been filled by nomination and awarded to Council member, Mr. Brown. The second item of business was the re-certification the list. Council member, Mr.

Brown stated the list will be certified automatically on January 14, 2021 and will expire January 2022. He also explained testing is scheduled to take place later in the year.

**SOLICITOR** – Nothing at this time.

**COUNCIL VICE PRESIDENT** – Nothing at this time.

**PENDING MATTERS** – Nothing at this time.

**CORRESPONDENCE AND ANNOUNCEMENTS** – The next Council meeting will be held Monday, February 1, 2021 at 7:00 PM.

**VISITOR AND PUBLIC COMMENTS** – Resident, Mrs. Donna Ponegrate, 437 Cherry Street, noticed the Sun-Gazette reporter has not been reporting on Montoursville Borough council news. Borough Employee, Mr. David DiNicola shared due to scheduling, he had one unused personal day in 2020, noting all time off and personal days prior to year-end were approved by Street and Water Project Coordinator, Mr. Hoffman. He continued stating he is not looking for accolades just wanted to know if there is anything he should be aware of regarding the use of personal days.

There being no further business the meeting was adjourned at 8:55 PM on a motion by Mr. Brown, second by Mr. Lucas. The motion carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

February 1, 2021

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: Ted Haines, Misty Emick, Eric Greenway, Chris Lucas, and Robert Brown. Absent – Mark Tillson

The Pledge of Allegiance was observed.

Council President, Mr. Greenway asked for a moment of silence in observance of the passing of Ronald Thomas, former Montoursville Borough Council Member and President from 1982 – 1990.

The January 4, 2021 minutes were approved on a motion by Mr. Lucas, second by Mr. Brown. The motion carried.

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

**TREASURERS REPORT** – Motion by Mr. Haines to approve January 2021 treasurer’s report, second by Mrs. Emick. The motion carried.

**NEW BUSINESS** –

**LYCOMING COUNTY GRANT & MONITORING AGREEMENT – COVID-19 GRANT** - Council President, Mr. Greenway presented the Lycoming County Grant & Monitoring Agreement for review.

**Motion** by Mr. Lucas to approve the Lycoming County Grant & Monitoring Agreement related to the COVID-19 pandemic, second by Mr. Brown. The motion carried.

**2021 ENGAGEMENT LETTER/LARSON, KELLET & ASSOCIATES – AUDITING SERVICES** – Council President, Mr. Greenway presented an engagement letter submitted by Larson, Kellet & Associates.

**Motion** by Mr. Brown to approve the 2021 Engagement Letter for Larson, Kellet & Associates for auditing services, second by Mr. Haines. The motion carried.

**CELLCO PARTNERSHIP d/b/a VERIZON WIRELESS FRANCHISE AGREEMENT – USE OF PUBLIC RIGHT OF WAY** – Council President, Mr. Greenway presented Cellco Partnership d/b/a Verizon Wireless Franchise Agreement for review. Borough Solicitor, Mr. Chris Kenyon gave update noting, as per his recommendation the language in the agreement had been cleaned up in order to be friendlier to the Borough and the Borough residents. He stated based upon his review of the agreement these provisions have been accommodated on the Borough’s behalf.

**Motion** by Mr. Greenway to approve the Cellco Partnership d/b/a Verizon Wireless Franchise Agreement for use of the public right of way, second by Mr. Haines. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports January 2021

**RECREATION** – Council Vice President, Mr. Lucas reviewed and explained Event permits 2021-01, 2021-02, 2021-03, 2021-04 and 2021-05. Council Vice President, Mr. Lucas requested Street/Water Project Coordinator, Mr. Hoffman to make arrangements to give access to Mill St. to the Boy Scouts.

**Motion** by Mr. Lucas to approve Event Permits 2021-01, 2021-02, 2021-03, 2021-04 and 2021-05, second by Mrs. Emick. The motion carried.

**STREETS/WATER** – Nothing at this time.

**MAYOR** – Nothing at this time.

**POLICE CHIEF** – Nothing at this time.

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

**SOLICITOR** – Nothing at this time.

**CORRESPONDENCE AND ANNOUNCEMENTS** –

The next Council meeting will be held Monday, March 1, 2021 at 7:00 PM

**VISITOR AND PUBLIC COMMENTS** – Mr. Ryan Nittinger gave update to Council regarding his proposal to install a disc golf course at Indian Park. He shared they have funding to purchase 18/19 disc baskets and requesting approval by Council to move forward the purchase. Council Vice President, Mr. Lucas stated noted the previous meeting Council approved the installation of the disc golf course at Indian Park, however required the final plans to be presented prior to installation. He shared due to weather conditions the Recreation Building and Assets Committee meeting that was scheduled to review the final plans was postponed. Mr. Nittinger indicated the original course design has been uploaded to a link and offered to Council to view. He shared the link will only be available for short period of time and this is due to protect the design layout of the course from being hacked into by other disc golf communities prior to its unveiling. Council member, Mr. Lucas shared the next Recreational Board Meeting is scheduled for February 16, 2021 and advised Mr. Nittinger to make the link available prior to the meeting. Mr. Nittinger explained the turf tee pads will be required to be 5 to 6 inches deep with sod needing to be removed and inquired if the Borough has equipment such as skid steer to help with the sod removal. He noted the tee pads will also be removable in the event the Borough decides in the future to no longer have a disc golf course.

There being no further business the meeting was adjourned at 7:22 PM on a motion by Mr. Greenway, second by Mr. Haines. The motion carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

March 1, 2021

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: Mark Tillson, Ted Haines, Misty Emick, Eric Greenway, Chris Lucas, and Robert Brown.

The Pledge of Allegiance was observed.

The February 1, 2021 minutes were approved on a motion by Mr. Brown, second by Mr. Haines. The motion carried.

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

**TREASURERS REPORT** – Motion by Mr. Lucas to approve January 2020 treasurer's report, second by Mrs. Emick. The motion carried.

**NEW BUSINESS** –

**CHANGE ORDER #1 – MECHANICAL & ELECTRICAL IMPROVEMENTS TO THE MONTOURSVILLE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC** – Council President, Mr. Greenway explained Change Order #1 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project.

**Motion** by Mr. Greenway to approve Change Order #1 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project to Appellation Construction Services, LLC in the amount of \$71,478.00, second by Mr. Haines. The motion carried.

**ELECTRICITY – CONSTELLATION – 3 YEAR CONTRACT** - Council President, Mr. Greenway presented a three year electricity contract with Constellation Energy for review.

**Motion** by Mr. Greenway to approve a three electric year contract with Constellation Energy, second by Mr. Lucas. The motion carried.

**BRUSH/RECYLCING OPENING DATE** – Council President, Mr. Greenway opened discussion regarding the opening date for the brush/recycling facility. A discussion ensued and Council members agreed April 5<sup>th</sup>, 2021 would be the official opening date and included the last Saturday of the months of April, June and August.

**Motion** by Mr. Greenway to approve April 5th, 2021 as the opening date of the Brush/Recycling facility including the last Saturday of the months of April, June and August, second by Mr. Lucas. The motion carried.

**COMMUNITY YARD SALE REQUEST – JUNE 4 & JUNE 5, 2021** - Council President, Mr. Greenway presented the request for the Montoursville Borough Community Yard Sale to be held June 4 - June 5, 2021.

**Motion** by Mr. Greenway to approve the Annual Montoursville Community Yard Sale on June 4<sup>th</sup> and June 5<sup>th</sup>, 2021, second by Mrs. Emick. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports February 2021

**RECREATION** – Council Vice President, Mr. Lucas shared the Building, Assets and Recreation Committee met prior to this evening's Council meeting. He reviewed items discussed and the action that was taken. He recommended amending the softball tournament fees as follows; one (1) field all day at \$200, two (2) fields all day at \$275.00, and two (2) fields for two days at \$350.00. He indicated the fee was reduced by 50% and noted a new individual is running the leagues and will be limiting the number of tournaments to be approved each year. The goal is for the fees to cover the cost maintaining and use of the fields without incurring additional costs to the Borough for trash removal and restroom supplies and cleanup. Council President, Mr. Greenway shared he is in support of the amended fees and explained those fees can be reevaluated again next year.

**Motion** by Mr. Lucas to approve amending the fee schedule for softball tournament fees to be set at one field for one day for a fee of \$200.00, two fields for one day for a fee of \$275.00, and two fields for two days for a fee of \$350.00, second by Mr. Greenway. The motion carried. Council Vice President, Mr. Lucas explained the request to permit advertising in the park is not allowed due to the current zoning ordinance. Additionally, he shared the softball leagues request for use of the lights at the softball fields will require extensive work with costs exceeding \$8,000.00 to be fully operational. At this time, it would be cost prohibitive due to the current budget. Council Vice President, Mr. Lucas stated Little League has made a request to install a concession stand near Bower Field. He shared due to the location of the field being in a designated flood zone, it was recommended to utilize a” put up and tear down” type concession stand each time. The Disc golf course was briefly discussed during their meeting. Council Vice President, Mr. Lucas reviewed and explained Event permits 2021-06 and 2021-07.

**Motion** by Mr. Lucas to approve Event Permits 2021-06 and 2021-07, second by Mr. Haines. The motion carried. Council Vice President, Mr. Lucas gave update on the final disc golf course plan that was provided and reviewed at the Recreation Board meeting; noting the Board supported the layout with conditions as to not permit the crossing of the road. He stated otherwise the plans remain the same as previously presented using the outer areas of the Indian Park and staying away from the main area of the park that is more heavily used.

**Motion** by Mrs. Emick to approve the final disc golf course plans as presented, second by Mr. Haines. The motion carried.

**STREETS/WATER** – Nothing at this time.

**MAYOR** – Mayor Bagwell inquired as to the start date for the Removal Architectural Barrier Project at the John Dorin Municipal Building. The Borough Secretary stated there is a project coordination meeting scheduled next week to discuss and review the project. The process begins with a design followed by placing the project out for bid prior to scheduling a start date. Therefore, at this time she is unable to give an estimated start date. At this time Mayor Bagwell questioned Street & Water Project Coordinator, Mr. Cliff Hoffman, on the status of the quantity of Borough supplies used for the winter weather conditions. Street & Water Coordinator, Mr. Hoffman stated at the present time the Borough has enough supplies for an additional snowstorm depending on the severity. He added in the event we have a need, the Borough is in a position to obtain additional supplies.

**POLICE CHIEF** – Chief Gyurina reviewed the February 2021 police report. He shared 70 – 100 parking tickets have been issued. Vice President, Mr. Lucas questioned if Chief Gyurina had an update regarding the incident on Christmas Eve car vandalisms. He shared the PA State Police and Williamsport Police conducted their investigation and believe they will combine all three municipalities’ collection of complaints/data to a court hearing in Williamsport. He stated combined there were 200 vehicles vandalized.

**COUNCIL PERSONS** – Council Vice President, Mr. Lucas questioned Street & Water Project Coordinator, Mr. Hoffman regarding the fence located behind Soapy Joe’s as to the cause of damage. Street & Water Project Coordinator, Mr. Hoffman stated the fence belongs to PennDot and he does not have information as to how it was damaged, however the Borough crew removed the fence from the walk/bike path. He would inquire on the status of the fence with PennDOT.

**SOLICITOR** – Nothing at this time.

**COUNCIL VICE PRESIDENT** – Nothing at this time.

**PENDING MATTERS** – Nothing at this time.

**CORRESPONDENCE AND ANNOUNCEMENTS** –

The next Council meeting will be held Monday, April 5, 2021 at 7:00 PM



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

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

Respectfully submitted,

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Ginny Gardner, Borough Secretary

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

April 5, 2021

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: Mark Tillson, Misty Emick, Eric Greenway, Chris Lucas, and Robert Brown. Absent – Mr. Haines.

The Pledge of Allegiance was observed.

The March 1, 2021 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

**VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS** – Montoursville Kiwanis representatives, Mr. Joe Harner and Mr. Eric Houser presented to Borough Council members their proposed Holiday Light Show project in Indian Park. He stated the proposed idea is to take place in the month of December. The concept is for a drive thru light show with the hopes of being a fun community event. The proposed area to be utilized is the area around John Hazel drive in Indian Park. Mr. Harner stated they are requesting Borough Council's support for such an event. He shared two specific ways of support, paying the electrical costs and possibly some electrical infrastructure needs. A discussion took place regarding the electrical infrastructure needs. Street and Water Project Coordinator, Mr. Cliff Hoffman noted in order to address the electrical infrastructure needs he will need to know what the Kiwanis is requesting. Mr. Harner shared some possible ideas noting the possible use of LED programmable lights synced with music, soliciting and involving community partnerships and organizations to do themed displays possibly in 10- 12 areas. Council member, Mrs. Emick questioned if the event would only be on one weekend in December. Mr. Harner stated that would be ideal. Council Vice President, Mr. Lucas shared he had been proposing this same idea for the past several years; loves the idea and would like to see it grow. He continued stating he would like to see possible community donors to offset the cost to the Borough tax payers. Mr. Harner noted he was a professor at Penn College in the electrical department and thought this might be a possible project for his students. Council President, Mr. Greenway stated he liked the idea and agrees with Council Vice President, Mr. Lucas. A discussion took place regarding the expansion of the show and the possibility of doing several weekends in the future and additional electrical needs. Council member, Mrs. Emick questioned Mr. Harner what he is seeking from Borough council this evening. Mr. Houser stated he would like the blessing to move forward with the project along with an electrical review. Council Vice President, Mr. Lucas questioned the hours of operation sharing his concern of the cost to do electrical improvements for only one weekend. He stated the possibility of utilizing portable power the first year as a trial. Council Vice President, Mr. Lucas questioned Chief Gyurina regarding the open hours of Indian Park, noting the park is closed once it gets dark, noting he would not like any negative repercussions. Council member, Mr. Brown stated that would be approved on the Event permit that they would request. Chief Gyurina agreed. Mayor Bagwell suggested the possibility of a hybrid event where the larger displays maybe illuminated for only a couple of days and the rest of the park could be for a longer period of time throughout the holidays. Council President, Mr. Greenway agreed with Mayor Bagwell adding the hybrid approach may provide the possibility of attracting more families and businesses to participate. Council Vice President, Mr. Lucas requested Street and Water Project Coordinator, Mr. Hoffman to contact an electrician to evaluate the electrical infrastructure and provide a quote on the costs. **Motion** by Mrs. Emick to approve the Montoursville Kiwanis Holiday Light Show proposal and provide them with an electrical inspection and proposal, second by Mr. Lucas. The motion carried.

Montoursville W.B. Konkle Library Board members, Mr. Robert Weaver, Vice President and Mr. Dennis Correll, President presented and shared with Council members their plans to remodel the library. Mr. Weaver thanked Borough Council for their support and explained the library wanted to present their project before they embark a capital campaign. He gave a little bit of background and things they have done to date. He shared their draft brochure with council and explained they hired Architect, Anthony Visco. He explained, Mr. Visco prepared a feasibility study, conceptual floor plan and a probable cost. His probable cost is estimated at \$325,000.00. Mr. Weaver shared their capital campaign project will need community support and will be starting in approximately one month. He explained they will be working with the First Community Foundation Partnership with the campaign. He stated the library board directors have pledged \$60,000.00 of the \$325,000.00 needed and will be investigating some possible grants.

Mr. Weaver stated the capital campaign will start with major donors, followed by a mailer to the general population. Mr. Correll expressed his appreciation of the Borough's support all these years. He shared once the library remodel is completed, there will be no other library in our area like it. Mr. Weaver expressed appreciation of Council member/Library representative, Mr. Robert Brown's support. Council members thanked Mr. Weaver and Mr. Cordell for their presentation.

**TREASURERS REPORT** – Motion by Mr. Brown to approve March 2021 treasurer's report, second by Mrs. Emick. The motion carried.

**NEW BUSINESS –**

**REVIEW – 2020 AUDIT & FINANCIAL REPORT SERVICES, LLC** – Council President, Mr. Greenway presented the 2020 Audit and Financial report.

**Motion** by Mr. Greenway to accept the 2020 Audit & Financial Report, second by Mr. Brown. The motion carried.

**AUTHORIZE BOROUGH ENGINEER TO PREPARE & ADVERTISE BID DOCUMENTS – 2021 PAVING PROJECT –**

**Motion** by Mr. Greenway to approve authorization of Borough Engineer, Pysher & Associates, Inc. to prepare and advertise bid documents for 2021 paving project, second by Mr. Brown. The motion carried.

**PAYMENT APPLICATION'S #1 – 2021 CDBG RAMP PROJECT –**

**Motion** by Mr. Brown to approve Payment Application #1 for the 2021 CDBG Curb Ramp Project to Wolyniec Construction, Inc. in the amount of \$ 17,400.00, second by Mr. Greenway. The motion carried.

**SRO AGREEMENT & EXTENSION LETTER** – Council President, Mr. Greenway presented the SRO Agreement & Extension Letter.

**Motion** by Mr. Lucas to approve the SRO Agreement & Extension Letter, second by Mr. Greenway. The motion carried.

**APPLICATION FOR COUNTY AID** – Council President, Mr. Greenway presented the application for county aid

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

**DONATION – MONTOURSVILLE GARDEN CLUB – MAGNOLIA TREE** – Council President, Mr. Greenway presented a request from the Montoursville Garden Club for the donation of a Magnolia Tree to be located in the Montoursville Borough mini-park.

**Motion** by Mr. Lucas to approve a donation made by the Montoursville Garden Club of a Magnolia tree to be located in the Montoursville Borough mini-park, second by Mr. Brown. The motion carried.

**LYTER ELEMENTARY – WAIVING OF PAVILION RENTAL FEES REQUEST – FUN DAY FIELD TRIPS – MAY 28<sup>TH</sup>, JUNE 3<sup>RD</sup>, JUNE 4<sup>TH</sup>, JUNE 9<sup>TH</sup>, 2021 –**

**Motion** by Mrs. Emick to approve the Lyter Elementary request to waive the Pavilion Rental Fee's for the dates May 28<sup>th</sup>, June 3<sup>rd</sup>, June 4<sup>th</sup> and June 9<sup>th</sup>, 2021, second by Mr. Greenway. Council member, Mrs. Emick explained Lyter Elementary will not permit outside field trips and shared the schools ideas on what their request would entail. Council President, Mr. Greenway questioned if this would set a preference. Solicitor, Christopher Kenyon stated Borough Council may review on a case by case basis and does not set a precedent as this is considered an extracurricular activity. Council member, Mr. Brown questioned the total fee to be waived. It was noted the total fee to be waived would be \$ 470.00. The motion carried.

### **WATER DELINQUENTS PENALTIES/DISCONNECTS –**

**Motion** by Mr. Greenway to continue/discontinue to waive water penalties and disconnections, second by Mrs. Emick. Street and Water Committee Chairman, Mr. Tillson shared at the Street and Water committee meeting prior to the Council meeting, they reviewed the total number of water customers per Ward that have been in arrears for over a year. He stated the Borough is a non-profit organization that has bills to pay also. He noted between the PPP loans and stimulus checks that were available, the customers should be able to clear their arrears. Council member, Mr. Tillson continued and explained if this were any other utility and the bills were not paid, service would be discontinued and noted there is help available to those in need. He explained his recommendation; the customers who are in arrears should pay within 90 days, if payment is not received, a disconnection notice will be issued stating payment is required within 10 days and if it is not received service will be discontinued. He reiterated that penalties and disconnection notices have not been implemented for over one year and we must draw a line in the sand. Council member, Mrs. Emick stated she doesn't disagree with drawing a line in the sand however she does not envision customers who are in arrears with a large dollar amount due being able to pay within 90 days. Council member, Mr. Brown stated customers received an additional stimulus check in the amount of \$2,400.00 from the government last week. Council member, Mr. Tillson added and for businesses there were PPP loans. Council President, Mr. Greenway shared if a business was closed they would not have water usage therefore they would not have a large dollar amount in arrears. Mayor Bagwell stated the Borough is running a program where the customer has no requirement to demonstrate a need, it is all based on trust. He shared you are running a water company business and are required to collect for that utility. Council President, Mr. Greenway stated the Borough followed other utilities when we first implemented waiving penalties and disconnections, however since then the other utilities have resumed implementing penalties and disconnections, unless proof of a hardship from the pandemic was provided. He stated something should be done but is not sure if 90 days would be sufficient. Council member, Mr. Lucas agreed with Council President, Mr. Greenway and shared 90 days may be unrealistic. He noted some customers for many reasons and can be struggling while others are not. He explained there is work in the area and manufacturing jobs available to those who are struggling. Council member, Mr. Lucas explained he could not in good conscience require payment in 90 days. Council member, Mr. Tillson stated there is a difference between struggling and just not paying your bill. He continued that initially businesses that were struggling had PPP loans available and since then there is additional grants was available. A very lengthy discussion took place regarding getting the arrears being brought back to normal, reinstatement of applying penalties and the implementation and administration of that process. Council member, Mrs. Emick stated customers should be given the benefit of the doubt. After a lengthy discussion ended, Council President, Mr. Greenway concluded by stating customers who are in arrears will be required to pay 1/3 of their arrears within 90 days, the additional 1/3 arrears within an additional 90 days and the final 1/3 arrears within another 90 days for a total of an additional 270 days, however if the first payment, second payment or final payment is not made within the specific payment date, disconnection will take place. He also noted the Borough disconnection policy will be reinstated for current bills that become delinquent. Letters will be sent to all customers in arrears with the date and payment requirements and an explanation that penalties will now be reinstated on current waters bills that become delinquent, also within the letter a notice where help is available to any customer who has had a hardship due to the pandemic.

**Motion** by Mr. Greenway to amend his prior motion to approve the requirement for water customers whose current bill is in arrears, to pay 1/3 of their arrears within 90 days, the additional 1/3 arrears within an additional 90 days and the final 1/3 arrears within another 90 days for a total of an additional 270 days and if the first payment, second payment or final payment is not made by the due date of the payment, disconnection will take place. In addition disconnection will not be implemented if the customer can provide, through an outside agency e.g. STEP, American Rescue Workers, and Churches, that they will be eligible for assistance to provide payment through that entity, second by Mrs. Emick. Council member, Mr. Tillson questioned the incentive for customers to pay and not drag it out. Council President, Mr. Greenway stated the disconnection of service. Council member, Mrs. Emick stated there isn't any way for the customer to drag it out, as disconnection will take place if payments are not received within the 90 day time periods. Council member, Mr. Brown stated customers have been given until next year to pay their arrears and Council needs to understand Borough bills must be paid every month, if customers don't have to pay their arrears until next year, how will the Borough be able to pay their bills. Council member, Mr. Tillson stated by the time the customers' arrears are paid, we will be into another budget year. Council member, Mr. Brown agreed.

Council President, Mr. Greenway stated he is trying to come up with a plan that all can agree on. Council member, Mr. Tillson stated 2 months ago a decision was made to do nothing due to the COVID situation at that time, as people are in dire straits. He stated he agreed at that time and since that time customers received more stimulus money and nothing has changed. He fears that if you do not force customers to pay, this will go on and on. Council member, Mr. Lucas explained Council President, Mr. Greenway's motion is the only way it can be done fairly. Council member, Mr. Tillson share it is too long, it will have been almost two years. The motion carried.

**Motion** by Mr. Greenway to reinstate the application of penalties to the normal Borough policy requirements as of April 1<sup>st</sup>, 2021, second by Mrs. Emick. The motion carried.

## **PLANNING & ZONING** – Central Keystone COG Reports March 2021

**RECREATION** – Nothing at this time.

**STREETS/WATER** – Street and Water Project Coordinator, Mr. Hoffman shared Mill Street has been opened. Council member, Mr. Lucas questioned an issue at the underpass of the green bridge. Street and Water Project Coordinator, Mr. Hoffman shared the issue is mud and will be taken care of. Council President, Mr. Greenway questioned the date for the restrooms to be opened at Indian Park. Street and Water Project Coordinator, Mr. Hoffman stated as soon as there is no chance for frost. Council member, Mr. Lucas questioned Mr. Hoffman if he had heard from the Disc golf organization. Street and Water Project Coordinator, Mr. Hoffman explained they are working on the installation of pads. He stated they will also be helping with the Great American cleanup event at Indian Park.

**MAYOR** – Mayor Bagwell stated he felt Council worked out a great deal with the Water delinquents and penalties, not everyone was happy but in the end, it got accomplished. He inquired regarding the conditions of crosswalks between the 300 – 400 block of Broad St. and the chevrons for no parking near the Post Office. Street and Water Project Coordinator, Mr. Hoffman stated they will be repainted as soon as the temperature is near 60°. He shared that typically they will be repainted prior to school being in session, however he could possibly move the scheduling up.

**POLICE CHIEF** – Chief Gyurina reviewed the March 2021 police report; noting several DUI's and fights. He shared he is hoping soon of the return of his police secretary, who has been out.

**COUNCIL PERSONS** – Council Vice President, Mr. Lucas questioned the Williamsport Municipal Regional Airport Authority recent tree removal project on Mill Street, noting he has heard several complaints. Street & Water Project Coordinator, Mr. Hoffman explained the stumps will remain to avoid any erosion and they will be seeding the area with grass. Council member, Mr. Brown shared the area where the trees were removed is airport property and our lease with the Williamsport Municipal Regional Airport Authority states they have the authority to remove those trees in accordance with the lease under the guise of the FAA. Council member, Mr. Lucas shared his hopes for the airport authority to revegetate the area with smaller trees and bushes as to beautify the area. At this time, Street & Water Project Coordinator, Mr. Hoffman announced the Brush recycling area is now open. Council member, Mrs. Emick announced the Recreation Committee has registered for the Great American Cleanup for Indian Park and possibly Mill Street on Saturday, April 10<sup>th</sup>, 2021 starting at 9:00AM if anyone is interested in volunteering. She stated they are working with several outside organizations who have volunteered for the event, noting the turnout has been great. Council member, Mr. Brown questioned the amount of residents who used the brush recycling area today. It was noted a large amount of residents stopped by the area today, these same residents have been stopping by for the last several weeks inquiring when it will be opened.

**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 3, 2021 at 7:00 PM

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

There being no further business the meeting was adjourned at 8:35 PM on a motion by Mr. Lucas, second by Mr. Brown. The motion carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

May 3, 2021

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: Mark Tillson, Misty Emick, Eric Greenway and Robert Brown. Absent – Mr. Lucas and Mr. Haines.

The Pledge of Allegiance was observed.

The April 5, 2021 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

### **VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS –**

**TREASURERS REPORT** – Motion by Mrs. Emick to approve April 2021 treasurer’s report, second by Mr. Greenway. The motion carried.

**PUBLIC HEARING – Community Development Block Grant FFY 2021 – Ms. Kristin McLaughlin/SEDACOG** – Council President, Mr. Greenway recessed the Council meeting at 7:03 PM and opened the Public Hearing. Ms. McLaughlin /SEDA COG discussed and reviewed the CDBG Block Grant Application FFY2021. She discussed the program’s history and the anticipated allocation of \$98,000.00 for the FFY 2021, noting that 18% goes to SEDACOG for administration. She reviewed the application schedule stating and stated project finalization should occur at the Borough Council meeting in July or August with the Lycoming County Commissioner’s final Public Hearing taking place September 7, 2021. Ms. McLaughlin reviewed and discussed eligible activities, the national objectives and fundability requirements, the County’s Fair Housing Notice, Antidisplacement Plan, Section 504 Outreach and Section 3 Preference. She reviewed the projects currently underway in the Borough including the third round of curb cuts and construction, removal of architectural barriers to the John Dorin Municipal building and homeowner’s sidewalk reconstruction project. Discussion and inquiries regarding potential projects took place. Council member, Mrs. Emick shared the possibility of offering through STEP Inc. assistance to make homeowner repairs. Ms. McLaughlin explained STEP, Inc. runs a very successful program for homes in need and will reach out to them to inquire if any Montoursville Borough residents are in need. Ms. McLaughlin explained that curb cuts are an eligible project and the Borough has expended \$550,000.00 in grant monies for curbcuts over the past several years which saves money that would otherwise come from the Borough’s general fund. Council President, Mr. Greenway questioned if the interior doors of the Borough building would be considered an architectural barrier. Ms. McLaughlin stated they would. Ms. McLaughlin continued to address inquiries regarding information presented. She reviewed the potential projects presented; homeowner housing rehabilitation, removal of architectural barriers – John Dorin Municipal Building and curbcuts. At this time, Ms. McLaughlin requested any other public comments. Hearing no further comments Ms. McLaughlin closed the FFY 2021 CDBG application process and concluded the public hearing at 7:29 PM. Council President, Mr. Greenway reconvened the council meeting at 7:29 PM.

### **NEW BUSINESS –**

**AMENDMENT #2 TO COOPERATIVE AGREEMENT – CDBG FFY 2017 – TIME EXTENSION & BUDGET REVISION – HOMEOWNER SIDEWALK PROGRAM TO CURB RAMP PROJECT** - Council President, Mr. Greenway presented amendment #2 regarding cooperative agreement CDBG FFY 2017 under the Homeowner Sidewalk Program to Curb Ramp Projected for review.

**Motion** by Mr. Greenway to approve Amendment #2 to the CDBG FFY 2017 Cooperative Agreement and Budget Revision, seconded by Mr. Brown. The motion carried.

**CHANGE ORDER #1 – 2020 CDBG CURB RAMP PROJECT – COMPENSATING FOR ACTUAL CONSTRUCTION QUANTITIES – WOLYNIAC CONSTRUCTION** - Council President, Mr. Greenway presented Change Order #1 for the 2020 CDBG Curb Ramp Project.

**Motion** by Mr. Greenway to approve Change Order #1 for the 2020 CDBG Curb Ramp Project to Wolyniec Construction in the amount of \$10,300.00, second by Mr. Brown. The motion carried.

**PAYMENT APPLICATION #4 – FINAL – 2020 CDBG CURB RAMP PROJECT – WOLNIEC CONSTRUCTION, INC.** – Council President, Mr. Greenway presented Payment Application #4, Final payment to Wolyniec Construction, Inc. for the 2020 CDBG Ramp Project.

**Motion** by Mr. Brown to approve Payment Application #4, final payment for the 2020 CDBG Ramp Project to Wolyniec Construction, Inc. in the amount of \$6,246.99, second by Mrs. Emick. The motion carried.

**2021 STREET IMPROVEMENT PROJECT BID – GLENN O. HAWBAKER, INC.** - Council President, Mr. Greenway presented a bid submitted by Glenn O. Hawbaker, Inc. for the 2021 Street Improvement Project for review.

**Motion** by Mr. Greenway to approve and award the 2021 Street Improvement Project to Glenn O. Hawbaker, Inc. in the amount of \$402,598.00, second by Mr. Brown. The motion carried.

**CHANGE ORDER #2 – MECHANICAL & ELECTRICAL IMPROVEMENT TO THE MONTOURSVILLE WATERWORKS – APPELLATION CONSTRUCTION SERVICES, LLC** – Council President, Mr. Greenway presented Change Order #2 for the Mechanical & Electrical Improvement to the Montoursville Waterworks for review.

**Motion** by Mr. Greenway to approve Change Order #2 for the Mechanical & Electrical Improvement to the Montoursville Waterworks to Appellation Construction Services, LLC in the amount of \$30,602.06, second by Mrs. Emick. The motion carried.

**PROPOSAL – CW AUTOMATION & INTEGRATION, LLC – INTEGRATION OF SCADA SYSTEM** - Council President, Mr. Greenway presented a proposal submitted by CW Automation & Integration, LLC to integrate the SCADA System for review.

**Motion** by Mr. Greenway to approve the proposal submitted by CW Automation & Integration, LLC for integration of a SCADA System for the water system, second by Mrs. Emick. The motion carried.

**RESOLUTION 2021-01 – ADOPTION OF LYCOMING COUNTY MITIGATION PLAN** - Council President, Mr. Greenway presented Resolution 2021-01 adoption of the Lycoming County Mitigation Plan for review.

**Motion** by Mr. Brown adopting the Lycoming County Mitigation Plan as presented, second by Mrs. Emick. The motion carried.

**CHURCH ALLEY PAVING – LCWSA/HRI** – Council President, Mr. Greenway stated Lycoming County Water and Sewer Authority has awarded a bid to HRI, Inc. to pave Church Alley as an ongoing project. He shared the Borough has requested additional paving to be done to Church Alley with the Borough paying for that additional paving.

**Motion** by Mr. Greenway to approve the proposal submitted by HRI, Inc. /LCWSA for paving an area of Church Alley in the amount of \$4,200.00, second by Mr. Brown. The motion carried.

**DONATION – MARGE WILSON – OAK TREE & MEMORIAL PLAQUE** - Council President, Mr. Greenway presented Marge Wilson's donation of an Oak tree and memorial plaque to the Indian Park Nature Trail.

**Motion** by Mr. Brown to approve and accept the donation of an Oak tree and memorial plaque from Marge Wilson, second, by Mrs. Emick. The motion carried.

**DONATION – AMERICAN LEGION – PICNIC TABLE – DOG PARK** - Council President, Mr. Greenway presented the American Legion's donation of a picnic table to the Montoursville dog park.

**Motion** by Mr. Greenway to approve and accept the donation of a picnic table to be located in the Montoursville Dog Park, second, by Mrs. Emick. The motion carried.



**LOYALSOCK VALLEY ELEMENTARY – WAIVING OF PAVILLION RENTAL FEE REQUEST – FIELD TRIP – JUNE 10, 2021 –**

**Motion** by Mrs. Emick to approve the Loyalsock Valley Elementary request to waive the Pavilion Rental Fee's for scheduled for June 10, 2021, second, by Mr. Greenway. The motion carried.

**PLANNING & ZONING – Central Keystone COG Reports April 2021**

**RECREATION** – Council member, Mrs. Emick reviewed the Recreation Board April 2021 Minutes, including Indian park's summer event schedule. She shared the Great American cleanup event at Indian Park was a success with approximately 50 volunteers belonging to various organizations. Council President, Mr. Greenway reviewed and explained Event permits 2021-08, 2021-09, and 2021-10.

**Motion** by Mr. Greenway to approve Event Permits 2021-08, 2021-09, and 2021-10, second by Mrs. Brown. The motion carried.

**STREETS/WATER**– Nothing at this time.

**MAYOR** – Mayor Bagwell stated he and Street & Water Project Coordinator, Mr. Cliff Hoffman met with the Kiwanis Club to discuss locations in Indian Park where electrical service needs could be added. Street and Water Project Coordinator, Mr. Hoffman has requested a proposal to inquire as to the cost for these electrical improvements. Mayor Bagwell had followed up with the Kiwanis Club requesting to prioritize five locations they feel are most important. In addition Mayor Bagwell noted by obtaining this proposal would assist in determining if this request would be something the Kiwanis Club feels is worth proceeding with. An update will be provided at a future meeting.

**POLICE CHIEF** – Chief Gyurina reviewed the April 2021 police report. In addition, he shared a child in the Borough was celebrating his 5<sup>th</sup> birthday with a police officer themed party. At the request of the child's parents, Officer Watkins and the Mayor stopped by the child's home to wish him a happy birthday.

**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, June 2, 2021 at 7:00 PM

**VISITOR AND PUBLIC COMMENTS** – Resident, Donna Ponegrate 437 Cherry Street, inquired about the dates of the Montoursville Community Yard Sales. The Borough Secretary shared the contact information of the person coordinating the event and indicated the dates are June 4 and 5, 2021. A reminder was made yard sale permits are not required for the community yard sale.

There being no further business the meeting was adjourned at 7:51 PM on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

June 7, 2021

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: Ted Haines, Misty Emick, Eric Greenway and Robert Brown. Absent – Mr. Tillson and Mr. Lucas.

The Pledge of Allegiance was observed.

The May 3, 2021 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 Mrs. Emick to approve May 2021 treasurer’s report, second by Mr. Haines. The motion carried.

**NEW BUSINESS** –

**COOPERATIVE AGREEMENT – CDBG-CV FFY 2020 CORONA VIRUS RESPONSE – LYCOMING COUNTY AND MONTOURSVILLE** - Council President, Mr. Greenway presented the CDBG-CV FFY 2020 Cooperative Agreement for review.

**Motion** by Mr. Greenway to approve the CDBG-CV FFY 2020 Cooperative Agreement, seconded by Mr. Brown. The motion carried.

**AGREEMENT-BENCH LOCATION – 334 BROAD STREET – GORDON & SUSAN SNYDER** - Council President, Mr. Greenway presented a Bench Location Agreement with Gordon and Susan Snyder to be located at 334 Broad Street.

**Motion** by Mr. Greenway to approve Bench Location Agreement with Gordon and Susan Snyder to be located at 334 Broad Street, second by Mr. Brown. The motion carried.

**AGREEMENT-BENCH LOCATION – 342-346 BROAD STREET – GORDON & SUSAN SNYDER** - Council President, Mr. Greenway presented a Bench Location Agreement with Rev. Gary Smith and Helen Smith to be located at 342-346 Broad Street.

**Motion** by Mr. Greenway to approve Bench Location Agreement with Rev. Gary Smith and Helen Smith to be located at 342-346 Broad Street, second by Mr. Brown. The motion carried.

**PAYMENT APPLICATION #1 – MECHANICAL & ELECTRICAL IMPROVEMENT TO THE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC.** - Council President, Mr. Greenway presented Payment Application #1 for the Mechanical & Electrical Improvement to the Waterworks Project for review.

**Motion** by Mr. Greenway to approve Payment Application #1 Mechanical & Electrical Improvement to the Waterworks Project to Appellation Construction Services, LLC in the amount of \$142,263.17, second by Mr. Haines. The motion carried.

**CHANGE ORDER #3 – MECHANICAL & ELECTRICAL IMPROVEMENTS TO THE MONTOURSVILLE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC** – Council President, Mr. Greenway presented Change Order #3 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project for review.

**Motion** by Mr. Greenway to approve Change Order #3 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project to Appellation Construction Services, LLC in the amount of \$19,320.00 second by Mr. Brown. The motion carried.

**CHURCH ALLEY/LOYALSOCK AVENUE PAVING – HRI, INC. /LCWSA** – Council President, Mr. Greenway presented a quote from HRI, Inc. /LCWSA to pave the intersection of Church Alley and Loyalsock Avenue due to a water leak.

**Motion** by Mr. Greenway to approve the quote submitted by HRI, Inc. /LCWSA for paving the intersection of Church Alley and Loyalsock Avenue in the amount of \$5,331.00, second by Mr. Haines. The motion carried.

**CE MCCALL MIDDLE SCHOOL - WAIVING OF PAVILLION RENTAL FEE REQUEST – FIELD TRIP – JUNE 10, 2021** - Council President Mr. Greenway presented a request to waive the pavilion rental fee to CE McCall Middle School for their field trip scheduled for June 10, 2021.

**Motion** by Mrs. Emick to approve the CE McCall Middle School request to waive the Pavilion Rental Fee scheduled for June 10, 2021, second by Mr. Greenway. The motion carried.

**W.B. KONKLE LIBRARY - WAIVING OF PAVILLION RENTAL FEE REQUEST – END OF SUMMER READING CELEBRATION – AUGUST 15, 2021** - Council President, Mr. Greenway presented a request to waive the pavilion rental fee to W.B. Konkle Library for their End of Summer Reading Celebration scheduled for August 15, 2021.

**Motion** by Mrs. Emick to approve the W.B. Konkle Library for their End of Summer Reading Celebration request to waive the Pavilion Rental Fee scheduled for August 15, 2021, second by Mr. Haines. The motion carried.

**DONATION – DISC GOLF COURSE SIGNS** – Council President, Mr. Greenway presented several donations of Disc Golf Hole signs to located in Indian Park by the following:

Disc Golf Holes #1 & #2 – Thomas Smith, II; Disc Golf Hole #3 – Lacy & Mike Swain; Disc Golf Hole #4 – David Andrew; Disc Golf Hole #5 – Parked Disc Golf; Disc Golf Hole #8 – Michael Dixon; Disc Golf Hole #9 – Thomas B. Smith; Disc Golf Hole #10 – Ryan Nittinger; Disc Golf Hole #12 – Indian Park Disc Park Group; Disc Golf Hole #13 – Adam Rittenhouse; Disc Golf Hole #17 – William H. Groover, IV; Disc Golf Hole #18 – Karen Smith. It was noted the donation value for each hole sign is \$550.00. A discussion took place regarding future obligations of the signs if the current organization dissolves. Solicitor, Chris Keyon shared the Borough is not under any obligation to maintain the signs and may remove them if needed.

**Motion** by Mr. Greenway to approve and accept donations for the Disc Golf Holes #1, #2, #3, #4, #5, #8, #9, #10, #12, #13, #17 & #18 Signs located in Indian Park, second, by Mr. Haines. The motion carried.

**DONATION – LYCOBIRDS – DON'T FEED THE WATERFOWL SIGN** - Council President, Mr. Greenway presented the Lycobirds donation of two “Don’t Feed the Waterfowl” signs to be placed in Indian Park. Council member, Mr. Brown explained a poster previously donated is located at the entrance of the pond. He shared the Recreation Board requested the addition of two signs to be located around the pond. The signs are to notify individuals who feed the ducks, the proper types of foods for ducks to ingest.

**Motion** by Mr. Greenway to approve and accept the donation of “Don’t Feed the Waterfowl” signs to be located in Indian Park, second, by Mr. Haines. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports May 2021

**RECREATION** – Council member, Mrs. Emick reviewed and explained Event permit 2021-11.

**Motion** by Mrs. Emick to approve event permit 2021-11, second by Mr. Brown. The motion carried.

Additionally, Council member, Mrs. Emick reported the movie in the park held on Friday, June 4<sup>th</sup> was a huge success with approximately 150 – 200 people in attendance, noting Faddy’s Ice Cream, Boy Scouts and the Montoursville Kiwanis were present supplying food for the event. She stated in the upcoming weeks there will be a concert with an additional movie in the park scheduled in August. She shared currently they are working with the Chamber of Commerce to obtain local business sponsorship for the movie in the park which will help offset the cost of the movie licensing fees which can be upward to \$900.00. Council President, Mr. Greenway questioned Faddy’s Ice Cream being present to serve ice cream at the park. Council member, Mrs. Emick stated they used a food truck and donated 10% of

the proceeds back to the Recreation Board to help offset costs. It was noted the option of having a food truck vendor located in the park will need to be reviewed prior to scheduling at future events.

**STREETS/WATER** – Nothing at this time.

**MAYOR** – Mayor Bagwell shared a possible issue with the location of a disc golf hole, located near the old brush pile. He suggested installing “No Parking” signs in the same area. Council President, Mr. Greenway stated during earlier discussions regarding location of the disc golf course, he thought there might be a possible issue with traffic and parking during athletic events. A suggestion was made to install “No Parking” signs or placing poles, making it improbable to park in that location.

**POLICE CHIEF** – Chief Gyurina reviewed the May 2021 police report.

**COUNCIL PERSONS** – Council member, Mrs. Emick indicated the American Rescue Workers box located near the recycling center consistently has piles stacked near it. She questioned the process to have it removed. Street/Water Project Coordinator, Mr. Cliff Hoffman noted that location is not the only one having that issue. It is occurring all around the recycling center. Council President, Mr. Greenway reminded Council originally when Borough Council approved the location of the American Rescue Workers box, it was strongly understood by all parties that if it ever became an issue they would be required to have it removed. Street/Water Project Coordinator, Mr. Hoffman stated he is working on having cameras placed on the VIP building to monitor people dropping off unsolicited items. It was agreed and requested by Borough Council members to contact the American Rescue Workers to have their box removed.

**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, July 12, 2021 at 7:00 PM. Council President, Mr. Greenway announced an executive session will be held immediately following this meeting to discuss legal matters and Council will not be reconvening.

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

There being no further business the meeting was adjourned at 7:49 PM on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

July 12, 2021

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

The Pledge of Allegiance was observed.

The June 7, 2021 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 Mrs. Emick to approve June 2021 treasurer’s report, second by Mr. Brown. The motion carried.

**SUBDIVISION – James Marchese – Tax Parcel # 34A-003-411, 526 N Arch St /614 Nicely Avenue** – Zoning Officer, Mr. David Hines reviewed the Subdivision plan for Tax Parcel #34A-003-411, 526 N. Arch St and 614 Nicely Avenue. Zoning Officer, Mr. Hines stated the plan has been recommended for approval by the Lycoming County Planning Commission, Montoursville Borough Planning Commission and Borough Engineer, Mr. Todd Pysher and has met all Zoning and Subdivision requirements. He noted a variance was granted on May 14, 2021 by the Zoning Hearing Board related to the lot size and width. The property is zoned residential suburban district, with two lots, each property having individual water service and street addresses.

**Motion** by Mrs. Emick to approve James Marchese Subdivision Plan, Parcel #334A-003-411, second by Mr. Brown. The motion carried.

**NEW BUSINESS** –

**CHANGE ORDER #1 – 2021 STREET IMPROVEMENT PROJECT** – Council Vice President, Mr. Lucas presented Change Order #1 – 2021 Street Improvement Project for review.

**Motion** by Mr. Brown to approve Change Order #1 for the 2021 Street Improvement Project to Glen O. Hawbaker, Inc. in the amount of \$7,800.00 and \$370.00 per square yard of concrete for driveway aprons with a quantity and cost to be determined seconded by Mr. Lucas. The motion carried.

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

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

**SUBRECIPIENT AGREEMENTS – CDBG-CV FFY 2020 - AMERICAN RESCUE WORKERS & STEP, INC.** Council Vice President, Mr. Lucas presented the Subrecipient Agreements for the CDBG-CV FFY 2020 with the American Rescue Workers and STEP, Inc. for review. The American Rescue Workers and STEP, Inc. are assisting Borough residents who have applied for financial assistance due to the COVID pandemic.

**Motion** by Mrs. Emick to approve the Subrecipient Agreements for the CDBG-CV 2020 with the American Rescue Workers & STEP, Inc., second by Mr. Lucas. The motion carried

**PLANNING & ZONING** – July Planning Commission Minutes and Central Keystone COG Reports June 2021 were reviewed.

**RECREATION** – Council member, Mrs. Emick noted the June planned recreation events were well received. She stated the next movie in the park will be “RAYA” and will be held on August 6<sup>th</sup>, 2021. Council Vice President, Mr.

Lucas reviewed and explained Event permits 2021-11/Amended, 2021-12, 2021-13 and 2021 -14.

**Motion** by Mrs. Emick to approve event permit 2021-11/Amended, 2021-12, 2021-13 and 2012-14, second by Mr. Lucas. The motion carried.

**STREETS/WATER** – Street/Water Project Coordinator, Mr. Hoffman explained that the Borough will be flushing hydrants in the near future. He shared a notice will be published and additionally it will be posted on the Borough Facebook page and website. He stated it is anticipated to be completed by the end of the month.

**MAYOR** – Mayor Bagwell shared Borough residents have suggested the Borough create a brush pile utilizing a swipe card to enter similar to Loyalsock Townships. Those who use the facility are required to pay a fee for their card which provides access to the pile after working hours and weekends. Street/Water Project Coordinator, Mr. Hoffman explained he cannot justify the cost for the system noting that on average nine people utilize the pile on the designated Saturday hours. Council Vice President, Mr. Lucas shared his parents currently own property located in Loyalsock Township and is aware of how they operate their facility. He stated he does not feel it would be in the best interest of the Borough, however, he is willing to reevaluate the operating hours and days the facility is open. Mayor Bagwell also shared he recently received a call from the coordinator of the Flight 800 Run/walk which will take place throughout the community. He stated Chief Gyurina has no issues with the run/walk. He shared there should be no issues with traffic as it will be a staggered run/walk event. Mayor Bagwell questioned as to how the flushing of hydrants will affect businesses. Street/Water Project Coordinator, Mr. Hoffman explained most of the flushing will take place during the day however the business and restaurant areas will take place at night. He also confirmed notices will be posted regarding the flushing.

**COUNCIL PERSONS** – Council member, Mr. Brown publicly thanked Street/Water Project Coordinator, Mr. Hoffman for the placement of the donated duck feeding signs in the two locations around the pond. At this time, Mayor Bagwell shared only one call was received with regard to the July 4<sup>th</sup> fireworks. Council Vice President, Mr. Lucas inquired of Mr. Hoffman regarding park maintenance, asking if there is extra burden placed on the crew due the addition of the disc golf course. Street/Water Project Coordinator, Mr. Hoffman stated other than a disc flying onto the highway so far no problems have occurred. Council member, Mrs. Emick commented the bocce ball courts looks very nice.

**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, August 2, 2021 at 7:00 PM.

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

There being no further business the meeting was adjourned at 7:32 PM on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

August 2, 2021

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

The Pledge of Allegiance was observed.

The July 12, 2021 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

### **VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS** – None

**TREASURERS REPORT** – Motion by Mr. Haines to approve July 2021 treasurer's report, second by Mr. Lucas. The motion carried.

### **NEW BUSINESS** –

**CDBG PROJECT REVIEW AND FINALIZATION FFY 2021** – Ms. Kristen McLaughlin, SEDA-COG explained and reported the CDBG FFY 2021 allocation is \$ 99,959.00. She noted approximately \$20,000.00 of the funds will cover the programs administrative fees. She explained her focus will be to discuss and choose the projects that were presented at the July council meeting; curb cut installation and a housing rehab project through STEP's Homes in Need Program. It was clarified that STEP's Homes In Need Program is a county wide program having multiple funding sources. She explained through STEP Montoursville Borough applicants will be required to qualify for eligibility. Currently STEP has reported 700 homeowners throughout the county are in need; 18 homeowners are located in the Borough of Montoursville. Ms. McLaughlin shared she will be the liaison within the evaluation process and will review applications submitted by the homeowner to ensure they meet the requirements. In addition, she explained there is still previous funding allocated for curb cuts and any remaining balance that would remain in the housing rehab program can be reallocated to the curb cuts project within the specified timeframe. Council members were provided with instances of the approximate cost range associated with the Housing Rehab Program. A discussion took place regarding the project to remove architectural barriers from the front entrance/vestibule of the Borough building. **Motion** by Mr. Lucas to approve the CDBG FFY 2021 project to allocate \$83,059.00 toward STEP's Homes in Need program and \$16,900.00 for the administration, second by Mr. Haines. Council member, Mr. Tillson questioned if the property is required to be owner occupied. Ms. McLaughlin stated yes, only owner occupied housing would be eligible. She continued stating there will be policies that will need to be created. The motion carried.

### **PLANNING & ZONING** – July Planning Commission Minutes Central Keystone COG Reports July 2021

**RECREATION** – Council Vice President, Mr. Lucas reviewed and explained Event permit 2021-15. **Motion** by Mr. Lucas to approve event permit 2021-15 with the contingency the permittee is able to guarantee the league will police the tournament's player and attendees for no use of tobacco products or alcohol; second by Mr. Greenway. The motion carried.

**STREETS/WATER** – Street and Water Project Coordinator, Mr. Cliff Hoffman stated the Walnut Street paving project has begun. He also reported he anticipates the water line project to be completed by end of the week.

**MAYOR** – Nothing at this time.

**POLICE CHIEF** – Chief Gyurina reviewed the July 2021 police report. He shared the department has been monitoring the recycling area and posting pictures to Facebook of offenders who are misusing the recycling area. Chief Gyurina mentioned there is only a handful of people who seem to misuse the facility compared to the greater number of people who use it properly. He stated posting pictures on Facebook will hopefully make people aware and will

deter the further misconduct at recycling area as other recycling locations are closing due to the continued misuse of the facilities. Chief Gyurina stated National Night Out will take place tomorrow night, noting last year they visited families at their homes who requested the visit; took pictures and video of officers having the opportunity to meet with the parents and their children. This year the event will take place at the fire hall with state police having their motorcycle for demonstration along with hamburger and hotdogs for all attendees.

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

**SOLICITOR** – Nothing at this time.

**COUNCIL PRESIDENT** – Council President, Mr. Greenway shared a Street and Water Committee meeting was held prior to the council meeting where discussion were held regarding funding received from the COVID-19 ARPA Local Fiscal Recovery Funds. He shared the Borough received the first half of the allocation this year with the second allocation to be issued next year. He explained one of the items the funding can be applied toward is the Borough's Water Improvement Project. The Borough Water Engineer, Mr. Tom Levine recommended the funds be allocated to the Mechanical and Electrical Improvement to the Waterworks project and SCADA System project.

**Motion** by Mr. Greenway to approve the allocation of COVID-19 ARPA Local Fiscal Recovery Funds to the Mechanical and Electrical Improvement to the Waterworks project and SCADA System project. second by Mr. Haines. The motion carried.

**PENDING MATTERS** – Nothing at this time.

**CORRESPONDENCE AND ANNOUNCEMENTS** – – The next Council meeting will be held Monday, September 13, 2021 at 7:00 PM. Council President, Mr. Greenway announced an executive session will be held immediately following this meeting to discuss personnel matters and Council will not be reconvening

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

There being no further business the meeting was adjourned at 7:52 PM on a motion by Mr. Lucas, second by Mr. Greenway. The motion carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary



## MINUTES OF THE BOROUGH OF MONTOURSVILLE

September 13, 2021

The regular meeting of the Montoursville Borough Council held in the John Dorin Municipal Building was called to order by Vice-President Chris Lucas at 7:06 PM with the following answering roll call: Mark Tillson, Misty Emick, Chris Lucas and Robert Brown. Absent – Eric Greenway and Ted Haines.

The Pledge of Allegiance was observed.

The August 2, 2021 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

**VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS** – Representative, Mr. Joseph Hamm, 84<sup>th</sup> District addressed Council members and attendees; went on to state he has been visiting various municipalities and sitting in at meetings within the 84<sup>th</sup> District as a way to introduce himself to the communities and provide an update from Harrisburg. Representative Hamm recounted events taking place in early part of February when Governor Wolf presented his proposed budget to increase spending by \$3 billion dollars. Representative Hamm highlighted four major revenue components and reviewed; 1) Increase state income tax; 2) Increase tax on the natural gas industry; 3) Charging municipalities Pennsylvania State Police coverage; 4) Legalizing and taxing the use of recreational marijuana. However, both the House and Senate declined Governor Wolf's proposed budget; over the next few months all departments met and composed another budget they felt was more suitable and responsible for the State of Pennsylvania taxpayers; with an increase in spending by 2.6% compared to the Governor's 8% proposed increase in spending. Representative Hamm shared his opinion and he would not have recommended any increase, rather level funded all areas for the next few years due the many unknowns with the pandemic. On June 25, 2021 the budget passed the House. He shared there were three major reasons for his favorable vote; 1) Did not increase taxes 2) Did not increase fees 3) Did not borrow any money. The Governor's Transportation Options Commission released set of ideas that will be require to be done in Pennsylvania, therefore roads and bridges takes precedence. He recalled in 2013 when Pennsylvania experienced the highest gas tax increase the commonwealth has ever seen in which money from the tax increase were to fund road and bridges; unfortunately a large portion of the funds went towards funding the Pennsylvania State Police. With the latest release from the Transportation Options Commission their plan to fund roads and bridges include: Pennsylvanian's will pay 8.1 cents per mile driven; toll more roads and bridges; \$1.11 additional charge for packages delivered by Amazon, FedEx, UPS, etc.; \$1.00 additional charge by Uber and Lyft. This plan is not expected to pass. However, Representative Hamm stated we need to be more responsible and improve prioritization of money that is received in Harrisburg. He reviewed his political experience and positions he has held; he shared he was aware Harrisburg was a mess while he campaigned for office to represent the 84<sup>th</sup> District. Special interest groups, lobbyists and bureaucrats have much control on policies. He shared he had promoted the house bill which passed that permitted the 911 Ride to take place without the municipalities indemnification and liability. He stated he is honored to represent the 84<sup>th</sup> District and will fight for the rights of his constituents.

Ms. Dori Rankinen, Representative for Wreaths across America introduced herself; provided a brochure outlining the Wreaths across America Program. She explained the program stating donated wreaths will be placed on veteran's grave sites across Lycoming County, including the Montoursville Cemetery. She explained the wreaths will be placed, stating the veteran's name and sharing their story. Since the beginning other surrounding counties have contacted her to participate in the event. The goal is by 2025 to have 75 cemeteries to be participating within Central Pennsylvania.

**TREASURERS REPORT** – Motion by Mr. Brown to approve August 2021 treasurer's report, second by Mrs. Emick. The motion carried.

**NEW BUSINESS** –

**2022 POLICE AND NUU PENSION MMO** – Council Vice President, Mr. Lucas presented the annual 2022 Police and NUU Pension MMO for review.

**Motion** by Mr. Lucas to approve the 2022 Police and NUU Pension MMO as presented, second by Mr. Brown. The motion carried.

**PAYMENT APPLICATION #2 - MECHANICAL & ELECTRICAL IMPROVEMENT TO THE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC** – Council Vice President, Mr. Lucas presented Payment Application #2 related to Mechanical and Electrical Improvement to the Waterworks Project for review.

**Motion** by Mrs. Emick to approve Payment Application #2 Mechanical & Electrical Improvement to the Waterworks Project to Appellation Construction Services, LLC in the amount of \$121,199.04, second by Mr. Brown. The motion carried.

**CHANGE ORDER #4 – MECHANICAL & ELECTRICAL IMPROVEMENTS TO THE MONTOURSVILLE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC** – Council Vice President, Mr. Lucas presented Change Order #4 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project for review.

**Motion** by Mr. Brown to approve Change Order #4 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project to Appellation Construction Services, LLC in the amount of \$21,688.68 second by Mrs. Emick. The motion carried.

**EASEMENT AGREEMENT – 10 FT PERMANENT EASEMENT – TAX PARCEL #34-009-411 BETWEEN READING LANE AND STREIBEIGH LANE TO CONSTRUCT A NEW WATERLINE** – Council Vice

President, Mr. Lucas presented for review an Easement Agreement for Tax Parcel #34-009-411 for a 10' permanent located between Reading Lane and Streibeigh Lane for construction of a new waterline. Street & Water Project Coordinator, Mr. Cliff Hoffman, explained the water line between these locations has been repaired; removing the dead end line, installing a water line including a loop in order to keep the water flowing. Council member, Mr. Brown shared this project was two to three years in the planning stages.

**Motion** by Mr. Brown to approve the Easement Agreement for a 10' permanent easement for the construction of a new water line for Tax Parcel #34-009-411, second by Mrs. Emick. The motion carried.

**DONATION – KRISTINE & JEFF CONKLIN – OAK TREE & MEMORIAL PLAQUE** – Council Vice President, Mr. Lucas presented Kristine and Jeff Conklin's donation of an Oak tree and memorial plaque to the Indian Park Nature Trail.

**Motion** by Mr. Brown to approve and accept the donation of an Oak tree and memorial plaque from Kristine and Jeff Conklin, second, by Mrs. Emick. The motion carried.

**PLANNING & ZONING** – August Planning Commission Minutes  
Central Keystone COG Reports August 2021

**RECREATION** – Council Vice President, Mr. Lucas reviewed and explained Event permits 2021-16, 2021-17, 2021-18 and 2021-19.

**Motion** by Mr. Lucas to approve event permit 2021-16, second by Mrs. Emick. The motion carried.

**Motion** by Mr. Lucas to approve event permit 2021-17 with the contingency that AYSO has precedent of the use of the fields, second by Mrs. Emick. The motion carried.

**Motion** by Mr. Lucas to approve event permits 2021-18 and 2021-19, second by Mrs. Emick. The motion carried.

**STREETS/WATER** – Street and Water Project Coordinator, Mr. Cliff Hoffman requested individuals who utilize the park be prohibited from driving and parking on the grassy areas as it provides additional and unnecessary work for the Borough crew. He explained predominately the problem has be caused by the practice area of the youth football group, however others have also contributed to the issue. He stated the ground has been too wet and too soft therefore causing ruts. He stated he had additional concerns also with Fall Festival grounds which are expected to be muddy.

**MAYOR** – Mayor Bagwell shared Council President, Mr. Greenway is the Borough’s representative on the Montoursville Memorial Gardens Committee, however due to his work schedule has had issue with meeting attendance and has asked Mayor Bagwell to attend. He stated the Committee has very attractive plans for the Garden and anticipates people will be pleased with the project. He also reported a minor protest took place regarding mask mandate at the schools. He explained the protest was well coordinated, very civil without incident. Chief Gyurina was present in which protestors showed their support for their local law enforcement.

**POLICE CHIEF** – Chief Gyurina reviewed the August 2021 police report. He shared a recent road rage incident in which gunshots were fired took place on the interstate. He also reported Officer Hagemeyer helped an injured duck located in the pond at Indian Park which had a large fish hook in its foot. In addition, he shared the midnight officer while on duty pulled over a vehicle that was found to be a stolen vehicle driven by a teenager. Chief Gyurina shared the Civil Service examination will be given in the near future, as the Civil Service list needs to be updated.

**COUNCIL PERSONS** – Council member, Mrs. Emick questioned Street and Water Project Coordinator, Mr. Hoffman regarding the maintenance of the restrooms prior to individuals renting pavilions in Indian Park. Street and Water Project Coordinator, Mr. Hoffman explained the Borough crew normally hose down and restock the restrooms. Council member, Mrs. Emick shared she had rented a pavilion for a class party and noticed there were cigarette butts on the ground and ankle deep brush piles located near Pavilion 1. Street and Water Project Coordinator, Mr. Hoffman shared recently two large trees had come down and with their removal this could have been possibly remaining brush.

**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, October 4, 2021 at 7:00 PM. Halloween will be held Sunday, October 31, 2021 from 6:00pm to 8:00pm. Council Vice President, Mr. Lucas announced an executive session will be held immediately following this meeting to discuss personnel matters and Council will not be reconvening.

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

There being no further business the meeting was adjourned at 7:55 PM on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

October 4, 2021

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

The Pledge of Allegiance was observed.

The September 13, 2021 minutes were approved on a motion by Mr. Brown, second by Mr. Haines. The motion carried.

### **VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS – None**

**TREASURERS REPORT** – Motion by Mr. Lucas to approve September 2021 treasurer's report, second by Mrs. Emick. The motion carried.

### **NEW BUSINESS –**

**CHANGE ORDER #5 – MECHANICAL & ELECTRICAL IMPROVEMENTS TO THE MONTOURSVILLE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC** – Council President, Mr. Greenway explained Change Order #5 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project.

**Motion** by Mr. Greenway to approve Change Order 51 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project to Appellation Construction Services, LLC in the amount of \$30,300.00, second by Mr. Haines. The motion carried.

### **PLANNING & ZONING – Central Keystone COG Reports September 2021**

**RECREATION** – Council Vice President, Mr. Lucas reviewed items discussed at the September Recreation Board meeting. He reported there will be a pumpkin decorating contest scheduled for the month of October and planning for the annual Christmas tree lighting continues. In addition, he explained the Recreation Board placed focus with Phase II of the playground redesign; Council member, Mrs. Emick is working closely with Ely and Associates to purchase equipment from Playworld. The Recreation Board has been reaching out to organizations as co-sponsors to help offset costs associated with the new equipment, along with fundraising ideas. It was reported preliminary engineering will be required. Larson Design initially submitted a bid, however cannot offer their services at this time therefore the Borough will be required to seek proposals from other engineering companies. Council Vice President, Mr. Lucas provided an overview of equipment and estimated costs related to engineering and installation with the new playground to be approximately \$200,000. Council member, Mrs. Emick shared the Kiwanis Fall Festival was a great success. Council member, Mr. Tillson inquired if a joint venture with Little League and Men's Softball League to maintain the fields would be possible. Council Vice President, Mr. Lucas stated Montoursville Little League's number of players are down from years past with a surplus of fields to use.

**STREETS/WATER** – Council member, Mr. Tillson inquired Street and Water Project Coordinator, Mr. Hoffman regarding the remaining opened dates for the brush facility. It was noted it is typically closed at the beginning of December. Street and Water Project Coordinator, Mr. Hoffman mentioned Borough Council previously discussed having the brush facility opened one additional Saturday before the end of the season. It was shared the possible issue is the ability to have a person available to work on short notice. Street and Water Project Commissioner noted residents have inquired about additional Saturday hours. Chief Gyurina suggested reaching out to individuals who may need community service hours therefore there would be no cost to the Borough. Street and Water Project Coordinator, Mr. Hoffman stated due to inquiries he received he wanted to bring it to Borough Council's attention. Council agreed to

add Saturday, October 30, 2021 as a date to the brush facility schedule. In the event, an individual is not obtained through a community service worker, this item will be revisited at the November Borough Council meeting.

**MAYOR** – Nothing at this time.

**POLICE CHIEF** – Chief Gyurina reviewed the September 2021 police report. He reported on several unlocked cars being vandalized.

**COUNCIL PERSONS** – Council member, Mrs. Emick inquired with Cliff Hoffman regarding a low hanging wire in Indian Park. Street and Water Project Coordinator, Mr. Hoffman and Chief Gyurina confirmed that PPL had been notified.

**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, November 8, 2021 at 7:00 PM. Halloween will be held Sunday, October 31, 2021 from 6:00pm to 8:00pm. Council President, Mr. Greenway announced an executive session will be held immediately following this meeting to discuss personnel matters and Council will not be reconvening.

**VISITOR AND PUBLIC COMMENTS** – Resident, Tina Marie Kline, 1009 Tule Street, inquired if Borough Council had considered contacting and partnering with Boy Scouts and Girl Scouts to do projects in the park. Council Vice President, Mr. Lucas shared the Eagle Scouts have completed various projects in the park.

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

Respectfully submitted,

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Ginny Gardner, Borough Secretary

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

November 8, 2021

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

The Pledge of Allegiance was observed.

The October 4, 2021 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

**VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS** – Montoursville Memorial Gardens Committee Members, Mr. Scott Konkle, representative of the Montoursville School Board and Mr. Robert Weaver, representative of the Montoursville Community and Mayor Bagwell gave a presentation regarding the anticipated improvements to the Memorial Gardens. Mr. Konkle shared the Memorial Gardens Committee was formed approximately twenty-five years ago with the purpose to oversee the memorial gardens. At this time, Mr. Weaver explained the need for the improvements and reviewed the goals of the Committee which include improvements to the brick walkway; tree replacement and the installation of additional lighting around the trees. The property is jointly owned by the Montoursville School District and Borough. Mr. Konkle noted this presentation was created having the mindset to ensure the community is aware of projects requiring attention, to be comfortable with those projects and importantly, knowing their cost. He shared the overall cost for the improvements is \$121,000; fundraisers will be planned to assist with costs. The school board will be voting on this proposal during the next meeting taking place Tuesday, November 9, 2021 and requests Borough Councils' approval of the Memorial Gardens Improvement Plan this evening.

**Motion** by Mr. Greenway to approve the Memorial Gardens Improvement Project Proposal as presented, second by Mrs. Emick. The motion carried.

**TREASURERS REPORT** – Motion by Mr. Brown to approve October 2021 treasurer's report, second by Mrs. Emick. The motion carried.

### **NEW BUSINESS** –

**AUTHORIZATION TO ADVERTISE 2022 BUDGET** – Council President, Mr. Greenway presented a request for authorization to advertise 2022 Budget. Finance Committee Chairman, Mr. Brown explained the 2022 Budget includes a .5 Mil tax increase and is available for inspection at the Borough office.

**Motion** by Mr. Greenway to advertise the 2022 budget as presented, second by Mr. Brown. The motion carried.

**AUTHORIZATION TO ADVERTISE ORDINANCE #488 – TAX LEVY ORDINANCE** – Council President, Mr. Greenway presented a request to advertise Tax Levy Ordinance #488.

**Motion** by Mr. Greenway to advertise Tax Levy Ordinance #488 as presented, second by Mrs. Emick. The motion carried.

**BOROUGH OF MONTOURSVILLE NON-UNIFORM UNION EMPLOYEES COLLECTIVE BARGAINING AGREEMENT 2022-2026** – Council President, Mr. Greenway presented the Borough of Montoursville Non-Uniform Union Employees Collective Bargaining Agreement 2022-2026 for review.

**Motion** by Mr. Lucas to approve the Borough of Montoursville Non-Uniform Union Employees Collective Bargaining Agreement 2022-2026 as presented, second by Mr. Greenway. The motion carried.

**PAYMENT APPLICATION #3 - MECHANICAL & ELECTRICAL IMPROVEMENT TO THE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC** – Council President, Mr. Greenway presented Payment Application #3 related to Mechanical and Electrical Improvement to the Waterworks Project for review.

**Motion** by Mr. Greenway to approve Payment Application #3 Mechanical & Electrical Improvement to the Waterworks Project to Appellation Construction Services, LLC in the amount of \$240,430.35, second by Mr. Brown. The motion carried.

**PAYMENT APPLICATION #1 – 2021 STREET IMPROVEMENT PROJECT – GLENN O HAWBAKER, INC.** – Council President, Mr. Greenway presented Payment Application # related to the 2021 Street Improvement Project.

**Motion** by Mr. Greenway to approve Payment Application #1 2021 Street Improvement Project to Glenn O. Hawbaker, Inc. in the amount of \$372,359.15, second by Mr. Brown. The motion carried.

**AUTHORIZE HILLER ARCHITECTURAL GROUP TO PREPARE AND ADVERTISE BID DOCUMENTS – JOHN DORIN MUNICIPAL BUILDING REMOVAL OF ARCHITECTURAL BARRIERS** – Council President, Mr. Greenway explained authorization is needed in order for Hiller Architectural Group to prepare and advertise bid documents related to the construction of removing architectural barriers at the John Dorin Municipal building.

**Motion** by Mr. Greenway to authorize Hiller Architectural Group to prepare and advertise bid documents related to construction with the removal of architectural barriers at the John Dorin Municipal Building, second by Mr. Lucas. The motion carried.

**AUTHORIZE ALICE L. TROWBRIDGE, R.I.A. FOR PROFESSIONAL SERVICES – PLAYGROUND GRANT APPLICATION** – Council President, Mr. Greenway presented a proposal for professional services from Alice L. Trowbridge, R.I.A. for services for the completion of a grant application for playground improvements  
**Motion** by Mr. Lucas to authorize Alice L. Trowbridge, R.I.A. to prepare documentation for the completion of a playground grant application not to exceed \$2,400.00, second by Mrs. Emick. The motion carried.

**AUTHORIZE BOROUGH ENGINEER, TODD PYSHER, PYSHER ENGINEERING/DAN VASSALLO FOR PROFESSIONAL SERVICES – PLAYGROUND SITE PLAN** – Council President, Mr. Greenway presented a proposal for professional services to Borough Engineer, Todd Pysher/Pysher Engineering and Dan Vassallo for services for the completion of a playground site plan for the submission of a grant application.

**Motion** by Mrs. Emick to authorize Borough Engineer, Todd Pysher/Pysher Engineering and Dan Vassallo to prepare a playground site plan for the submission of a grant application not to exceed \$4,500.00, second by Mr. Lucas. The motion carried.

**PENNSYLVANIA LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM** – Council President, Mr. Greenway presented the Pennsylvania Department of Human Services Low-Income Household Water Assistance Program for review.

**Motion** by Mr. Greenway to approve the Pennsylvania Low-Income Household Water Assistance Program as presented, second by Mrs. Emick. The motion carried.

**DONATION – H. J. WILKINSON, JR. – (2) OAK TREES AND MEMORIAL PLAQUES** – Council President, Mr. Greenway presented H. J. Wilkinson, Jr. donation of two (2) Oak trees and memorial plaques to the Indian Park Nature Trail.

**Motion** by Mr. Greenway to approve and accept the donation of two (2) Oak trees and memorial plaques by H. J. Wilkinson, Jr., second by Mr. Brown. The motion carried.

**USDA – APHIS – WILDLIFE SERVICE REQUEST FOR POTENTIAL SAMPLING SITE – INDIAN PARK POND** – Council President, Mr. Greenway presented a request of USDA – APHIS to conduct sample testing of waterfowl at Indian Park pond.

**Motion** by Mr. Greenway to approve the request from USDA – APHIS Wildlife Service for the use of Indian Park pond as a sampling site, second by Mr. Lucas. The motion carried.

**PLANNING & ZONING** – October Planning Commission Minutes  
Central Keystone COG Reports October 2021

**RECREATION** – Council Vice President, Mr. Lucas shared and explained actions that occurred previously in the meeting regarding the anticipated Playground improvements. He shared the Recreation Board has been working to continue moving forward on the Indian Park Master Plans next phase; playground improvements and acknowledged the many volunteer hours that made it possible. He noted their work is much appreciated and this evening's approvals regarding the playground are a testimony of all those efforts. He also noted the pumpkin contest took place during the month of October and was a success. He shared Recreation Board is in the process of finalizing plans for the tree lighting ceremony. Council Vice President, Mr. Lucas reviewed and explained Event Permit 2021-20

**Motion** by Mr. Lucas to approve Event Permit 2021-20, second by Mr. Greenway. The motion carried.

Council Vice President, Mr. Lucas shared and explained Event Permit 2021-21 noting the permit is a new event. At this time BSA Troop 172 representative explained the basic concept of this event will be similar to BBQ competitions with approximately 20 teams competing. It would be held in the same area as the Fall Festival. It was shared both the fire department and police department are on board with this event. Council Vice President, Mr. Lucas inquired if any special permits will be required to host this type of event. BSA Troop 172 representative stated he was informed by the Department of Agriculture they would receive a one day exemption and would be extended, provided the meat will be inspected and approved by the USDA, and there will be running water available at the location. He also shared BSA Troop 172 will provide the additional liability insurance required by the Borough and there will be no open fires. He continued noting the possibility of having a corn hole non-profit tournament. Council Vice President, Mr. Lucas explained there would be a need for an additional event permit for the tournament.

**Motion** by Mr. Greenway to approve Event Permit 2021-21, second by Mr. Lucas. The motion carried.

**STREETS/WATER** – Nothing at this time.

**MAYOR** – Mayor Bagwell shared the Montoursville Police Department will hold its annual Christmas Light Contest and currently has received gift cards from Walmart and Elery Nau which will be awarded.

**POLICE CHIEF** – Chief Gyurina reviewed the October 2021 police report. He also reported Halloween Trick or treating was successful; many people and kids were out celebrating without any incidents to 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** – Council President, Mr. Greenway announced an Executive Session took place prior to tonight's meeting to discuss legal matters. He additionally noted the brush pile will be closing for the season effective Friday, December 3, 2021. The next Council meeting will be held Monday, December 6, 2021 at 7:00 PM



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

There being no further business the meeting was adjourned at 7:35 PM on a motion by Mr. Brown, second by Mr. Lucas. The motion carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary

## MINUTES OF THE BOROUGH OF MONTOURSVILLE

December 6, 2021

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

The Pledge of Allegiance was observed.

The November 8, 2021 minutes were approved on a motion by Mr. Brown, second by Mr. Greenway. The motion carried.

### **VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS – None**

**TREASURERS REPORT** – Motion by Mr. Haines to approve November 2021 through December 2021 treasurer's report, second by Mrs. Emick. The motion carried.

**SUBDIVISION ADD-ON FINAL PLAN – PENNDOT – TAX PARCEL #34-001-510, 732 BROAD STREET -** Zoning Officer, Mr. David Hines reviewed the Subdivision Add – on lot Final Plan for Tax Parcel #34-001-510, 732 Broad Street. Zoning Officer, Mr. Hines stated the plan has been recommended for approval by the Montoursville Borough Planning Commission and Borough Engineer, Mr. Todd Pysher. He shared the parcel is adjacent to PennDOT's current property. PennDOT had requested to consolidate the parcel with their existing parcel in order to expand their parking area. It was noted that PennDot has taken necessary measures to be compliant within the Borough's storm water management ordinance.

**Motion** by Mr. Greenway to approve PennDOT's Subdivision Add-on Final Plan, Parcel #34-001-510, second by Mr. Brown. Council member, Mr. Tillson questioned Mr. Hines if the project had been already completed prior to the approval. Zoning Officer, Mr. Hines stated he is correct, PennDOT continued to move forward with the project without Borough approval. The motion carried.

### **NEW BUSINESS –**

**2022 BUDGET** – Council President, Mr. Greenway presented the 2022 Budget for review.

**Motion** by Mr. Greenway to approve the 2022 Budget as presented, second by Mr. Brown. Council member, Mr. Brown reviewed the 2022 budgets as follows; General Fund \$2,446,199. 80, Water Fund \$1,683,600.00 and Highway Aid Fund \$161,576.71. Council member, Mr. Tillson questioned the increase budget amounts. Council member, Mr. Brown explained due to the additional increased costs.

The motion carried.

**ORDINANCE #488 – TAX LEVY ORDINANCE** – Council President, Mr. Greenway presented Tax Levy Ordinance #488 for review.

**Motion** by Mr. Greenway to approve Tax Levy Ordinance #488 as presented, second by Mr. Brown. Council member, Mr. Tillson questioned the millage increase. Council member, Mr. Brown explained the current millage is 4.0 and will increase to 4.5 mils in 2022. He explained that the Borough has not increased taxes in 5 years.

The motion carried.

**MONTOURSVILLE BOROUGH PERSONNEL 2022 WAGES** – Council President, Mr. Greenway presented the Borough of Montoursville Personnel 2022 Wages for review.

**Motion** by Mr. Greenway to approve the Borough of Montoursville Personnel 2022 Wage as presented with a 2.75% increase, second by Mrs. Emick. The motion carried.

**2022 MEETING SCHEDULE NOTICE** – Council President, Mr. Greenway presented the 2022 meeting schedule notice for review.

**Motion** by Mr. Greenway to approve the 2022 Meeting Schedule Notice as presented, second by Mrs. Emick. The motion carried.

**RESOLUTION 2021-02 – AUTHORIZING THE BOROUGH SECRETARY TO DISPOSE OF CERTAIN PUBLIC RECORDS IN ACCORDANCE WITH SCHEDULES APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE**

– Council President, Mr. Greenway presented Resolution 2021-02 for review.

**Motion** by Mr. Greenway to approve Resolution 2021-02 authorizing the Borough Secretary to dispose of certain public records in accordance with schedules approved by the Local Government Records Committee, second by Mr. Lucas. The motion carried.

**CDBG FFY 2017 & FFY 2020 BUDGET REVISION** – Council President, Mr. Greenway presented budget revisions for CDBG FFY 2017 and FFY 2020 Budget for review. Ms. Kristin McLaughlin/SEDA-COG reviewed and explained her following recommendations to re-budget \$16,367.40 from FFY 2017 Homeowner sidewalk reconstruction project into the John Dorin Municipal Building Removal of Architectural Barriers project and re-budget \$10,000.00 from the FFY 2020 Curb Cut Phase IV into the Homeowner sidewalk reconstruction project.

**Motion** by Mr. Lucas approving the CDBG FFY 2017 and FFY 2020 Budget revision as presented, second by Mr. Greenway. The motion carried.

**2022 JOHN DORIN MUNICIPAL BUILDING REMOVAL OF ARCHITECTURAL BARRIERS PROJECT – CONDITIONALLY AWARD PENDING SEDA-COG REVIEW – YODER BUILDERS, INC.**

– Council President, Mr. Greenway presented a bid submitted by Yoder Builders, Inc. in the amount of \$59,953.00 for the 2022 John Dorin Municipal Building Removal of Architectural Barriers Project for review.

**Motion** by Mr. Greenway to conditionally approve and award pending SEDA-COG review the 2022 John Dorin Municipal Building Removal of Architectural Barriers Project to Yoder Builder’s Inc. in the amount of \$59,593,00 seconded by Mr. Haines. The motion carried.

**AMENDMENT TO AGREEMENT FOR DESIGN SERVICES FOR THE JOHN DORIN MUNICIPAL BUILDING REMOVAL OF ARCHITECTRUAL BARRIERS & ADDITIONAL SERVICE FEES PENDING SOLICITOR’S FINAL REVIEW – HILLER ARCHITECTURAL GROUP, LTD.**

– Council President Mr. Greenway presented an amendment to the Agreement for Design Services for the John Dorin Municipal Building Removal of Architectural Barriers including additional Service Fees pending the Solicitor’s final review.

**Motion** by Mr. Greenway to approve the an amendment to the Agreement for Design Services for the John Dorin Municipal Building Removal of Architectural Barriers at the John Dorian Municipal Building including service fees in the amount of \$4,033.00, second by Mr. Haines. The motion carried.

**CHANGE ORDER #2 – 2021 STREET IMPROVEMENT PROJECT** – Council President, Mr. Greenway presented Change Order #2 – 2021 Street Improvement Project for review. It was noted the change order is for adjusting compensation amounts and time extension.

**Motion** by Mr. Greenway to approve Change Order #2 for the 2021 Street Improvement Project to Glen O. Hawbaker, Inc.as presented, seconded by Mr. Brown. The motion carried.

**PAYMENT APPLICATION #2 – 2021 STREET IMPROVEMENT PROJECT – GLENN O HAWBAKER, INC.** – Council President, Mr. Greenway presented Payment Application #2 related to the 2021 Street Improvement Project.

**Motion** by Mr. Greenway to approve Payment Application #2 2021 Street Improvement Project to Glenn O. Hawbaker, Inc. in the amount of \$24,899.95, second by Mrs. Emick. The motion carried.

**RESOLUTION 2021-03 – DELEGATE THE POWER & AUTHORITY TO COLLECT COUNTY & BOROUGH TAXES and REAL ESTATE TAX COLLECTION RENEWAL AGREEMENT with LYCOMING COUNTY** – Council President, Mr. Greenway presented Resolution 2021-3, delegating the Power & Authority to Collect County & Borough Taxes and Real Estate Tax Collection Renewal Agreement with Lycoming County for review.

**Motion** by Mr. Brown to approve Resolution 2021-03 delegating the Power & Authority to Collect County & Borough Taxes and Real Estate Tax Collection Renewal Agreement with Lycoming County, second by Mr. Greenway. The motion carried.

**BOROUGH OF MONTOURSVILLE POLICE DEPARTMENT COLLECTIVE BARGAINING AGREEMENT 2022 – 2026** - Council President, Mr. Greenway presented the Borough of Montoursville Police Department Collective Bargaining Agreement 2022 - 2026 for review.

**Motion** by Mrs. Emick to approve the Borough of Montoursville Police Department Collective Bargaining Agreement 2022 – 2026 as presented, second by Mr. Haines. The motion carried.

**RESOLUTION 2021-04 – ELIMINATING POLICE PAYMENTS INTO THE POLICE PENSION FUND FOR 2022** - Council President, Mr. Greenway presented Resolution 2021-04 eliminating police payments into the police pension fund for review.

**Motion** by Mr. Greenway to approve Resolution 2021-04 Eliminating Police Payments into the Police Pension Fund for 2022 as presented, second by Mr. Lucas. The motion carried.

**PLANNING & ZONING** – November Planning Commission Minutes  
Central Keystone COG Reports November 2021

**RECREATION** – Council Vice President, Mr. Lucas explained the Annual Tree Lighting ceremony took place this past weekend. He reported with the help of Council member, Mrs. Emick it received a lot of positive feedback regarding the event. He shared and thanked all sponsors who helped to make it a success. A list of sponsors were advertised on the flyer and on Facebook. He gave an update regarding the Park Committee who continue to make progress with their improvement of playground equipment along with other improvements which includes resurfacing the basketball and tennis courts. He explained much work has been put into the playground design and the capital campaign work that will help assist in costs with obtaining a new playground. Council Vice President, Mr. Lucas shared Council member, Mrs. Emick has been heavily involved in capturing pledges from local sponsors. Council member, Mrs. Emick reported the campaign efforts will resume after the first of the year noting the Kiwanis and other members of the community have already pledged. Once the site plans are complete the project should begin to move forward. Council Vice President, Mr. Lucas shared upcoming steps will include grant applications; anticipating the application of four possible grants to help defray the costs.

**STREETS/WATER** – Street and Water Project Coordinator, Mr. Cliff Hoffman gave a reminder that the brush recycling facility is closed for the season effective today, December 6, 2021.

**MAYOR** – Mayor Bagwell noted how nice it is to see the Scouts in attendance at tonight’s meeting. He shared a group of people added ecofriendly solar lights to the Evergreen tree to be dedicated to wild life. He explained the Montoursville Police Department is once again hosting the annual Christmas lights contest with a fundraiser to help benefit the SPCA.

**POLICE CHIEF** – Chief Gyurina reviewed the November 2021 police report. He also shared this year the police department has through various agencies has tags hanging on the Christmas tree located in the lobby to help provide gifts to families in need this Christmas Season. Kathy Sampsell, Police Secretary, has done an amazing job with organizing and overseeing this gift giving event. She has been making sure the tree has been filled with tags on the tree for the many families. She had requested gifts be turned in unwrapped to assist with organization of ensuring gifts will be distributed the families correctly. Kathy, along with volunteers who have offered to help as well as the police

officers have been busy wrapping all the gifts. Mayor Bagwell also confirmed the amazing job Kathy has been doing; noting the project was her idea and is very impressed with all the efforts. Chief Gyurina shared last year the police department held a food drive to help needing family and after checking with the organization this year they were stocked up for this year, therefore they decided to hold the Giving Tree Drive to help the SPCA. Chief Gyurina shared the neighborhood watch has reported two separate bear sightings. Mayor Bagwell thanked Council member, Mrs. Emick for the wonderful job she had done with the annual Christmas Tree Lighting Ceremony.

**COUNCIL PERSONS** – Council member and Civil Service Commission member, Mr. Brown shared the Civil Service Commission processed two applicants who have taken the Civil Service test. The process will continue after the oral interviews are completed. Council member, Mrs. Emick thanked Hutchinson Development, Faddy' s, Blaine's Chocolate, Best Line Equipment , Tony Dgien State Farm Insurance, and the Montoursville Fire and Police Department for all their help in Saturday's Annual Tree Lighting Ceremony.

**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 Tuesday, January 4, 2022 at 7:00 PM

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

There being no further business the meeting was adjourned at 7:40 PM on a motion by Mr. Brown, second by Mr. Haines. The motion carried.

Respectfully submitted,

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Ginny Gardner, Borough Secretary