

MINUTES OF THE BOROUGH OF MONTOURSVILLE

January 4, 2022

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

The Pledge of Allegiance was observed.

Mayor Bagwell called for a moment of silence in honor of Nevin Smith, member of the Montoursville Borough Planning Commission.

COUNCIL PRESIDENT – Mayor Bagwell called for nominations for Council President. It was moved by Mr. Brown to nominate Mr. Greenway for Council President. Mayor Bagwell called for additional nominations, hearing none, Mayor Bagwell closed the nominations. Mayor Bagwell requested a vote for nominee, Mr. Greenway. The motion carried.

COUNCIL VICE PRESIDENT – Mayor Bagwell called for nominations for Council Vice President. It was moved by Mr. Greenway to nominate Mr. Lucas for Council Vice President. Mayor Bagwell called for additional nominations, hearing none, Mayor Bagwell closed the nominations. Mayor Bagwell requested a vote for nominee, Mr. Lucas. The motion carried. Mayor Bagwell turned the gavel over to Mr. Greenway as Council President.

COUNCIL PRESIDENT PRO TEM – Council President, Mr. Greenway requested nominations for the Council President Pro Tem. It was moved by Council President, Mr. Greenway to nominate Mr. Brown for Council President Pro Tem. Council President Mr. Greenway called for additional nominations, hearing none, Council President, Mr. Greenway closed the nominations. Council President requested a vote for nominee, Mr. Brown. The motion carried.

APPOINTMENT - VACANCY BOARD CHAIR -

Motion was made by Mr. Lucas to appoint Mrs. Deb Brown as the Vacancy Board Chair, second by Mrs. Emick. Motion carried.

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; Property Maintenance Board of Appeals, Mrs. Nicole Greenway; Recreation Board, Mrs. Misty Emick; Civil Service Commission, Mr. James Vanik; Memorial Gardens Committee, Mr. Scott Konkle; Lycoming County Sewer Water Authority (LCSWA) & Library Liaison, Mr. Robert Brown. **Motion** by Mr. Greenway to approve the re-appointments/appointments as presented, second by Mrs. Emick. Motion carried.

Council President, Mr. Greenway shared vacancies exist for the Property Maintenance Board of Appeals and the Wellhead Protection Committee.

The December 6, 2021 minutes were approved on a motion by Mr. Lucas, second by Mr. Brown. The motion carried.

VISITOR AND PUBLIC COMMENTS – VIP's, Mr. Robert Weaver and Mr. John Hunsinger gave the 2021 VIP Annual Report to Council. He shared fellow VIP member, Mr. Hunsinger has served for the past 27 years. He expressed the group was limited to working on projects as the supplies and materials need for the projects were limited. However, it is anticipated this year they will have a better opportunity to get to those projects. He explained recently the Heim Foundation had donated approximately \$5,000.00 to the Borough to assist the VIP's with the endeavors in Indian Park. Some projects slated for 2022 is to repair/replace roofs on the small pavilions and to replace some picnic tables. VIP member, Mr. Weaver publicly thanked, Ginny Gardner, Borough Secretary, Cliff Hoffman, Street/Water Project Coordinator and Ron Lee, Foreman Borough Streets for their assistance throughout the year. VIP

member, Mr. Hunsinger stated the Borough employees have always been great people to work with and thanked them for all their assistance. Council Vice-President, Mr. Lucas expressed appreciation for all the work the V.I.P. group does for the Indian Park and the Borough.

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

NEW BUSINESS-

FEE SCHEDULE AMENDMENT – SEO SERVICES/JAMI NOLAN – Council President Mr. Greenway presented the amended 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. Lucas. The motion carried.

PURCHASE ADAPTIVE SWING – Council President Mr. Greenway presented a request to purchase a bench swing for review.

Motion by Mr. Greenway to approve the purchase of a bench swing with frame, second by Mrs. Emick. Council member, Mrs. Emick explained the recommendation to purchase the bench swing at a cost of \$1260.00 with the installation to be done by the Borough and the installation location to be near the nature trail. Council President, Mr. Greenway amended his motion to approve the purchase of a bench swing with frame with a cost not to exceed \$1,800.00, second by Mrs. Emick. The motion carried.

MOU – BOROUGH OF MONTOURSVILLE NON-UNIFORM UNION EMPLOYEES – Council President, Mr. Greenway presented a MOU related to Borough of Montoursville Non-Uniform Union Employees for review.

Motion by Mr. Greenway to approve the MOU regarding the Borough of Montoursville Non-Uniform Union Employees as presented, second by Mr. Brown. The motion carried.

PAYMENT APPLICATION #4 - MECHANICAL & ELECTRICAL IMPROVEMENT TO THE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC – Council President, Mr. Greenway presented Payment Application #4 related to Mechanical and Electrical Improvement to the Waterworks Project for review.

Motion by Mr. Greenway to approve Payment Application #4 Mechanical & Electrical Improvement to the Waterworks Project to Appellation Construction Services, LLC in the amount of \$128,585.98, second by Mr. Brown. The motion carried.

AUTHORIZE ALICE L TROWBRIDGE, R.L.A. FOR PROFESSIONAL SERVICES FOR APPLCAITON TO THE LYCOMING COUNTY ACT 13 LEGACY GRANT – Council President, Mr. Greenway presented an authorization request for Alice L. Trowbridge, R.I.A. for her professional services regarding a grant application for the Lycoming county Act 13 Legacy Grant for review. Council member, Mr. Lucas shared he also would request Alice L. Trowbridge to investigate any additional funding sources that may be promising for the proposed playground

Motion by Mrs. Emick to authorize Alice L. Trowbridge, R.I.A. for her professional services related to application of Lycoming County Act 13 Legacy Grant and any additional funding sources that may be promising for the proposed playground, second by Mr. Greenway. The motion carried.

INTERGOVERNMENTAL AGREEMENT BETWEEN BOROUGH OF MONTOURSVILLE AND RIVER VALLEY TRANSIT – Council President, Mr. Greenway presented for review the Intergovernmental Agreement between Borough of Montoursville and River Valley Transit for review. It was noted that the borough had requested additional information to justify an increase in the local share cost which had not be received as of date.

Motion by Mr. Greenway to approve the Intergovernmental Agreement between the Borough of Montoursville and the River Valley Transit, second by Mrs. Emick. Subsequent to discussion it was decided that the additional information is required. The motion failed.

PLANNING & ZONING – Central Keystone COG Reports December

RECREATION – Council member, Mr. Lucas provided additional information from the discussion earlier in the meeting regarding upgrades to playground. He also mentioned there will be more information to be presented at next month's Council meeting for review and approval.

STREETS/WATER – Nothing at this time.

MAYOR – Mayor Bagwell welcomed newly elected Council member, Mr. Kaleb Daniels to Borough Council and publicly thanked returning council members acknowledging the positions they hold, which is not an easy effort. Mayor Bagwell reported the Christmas Lighting Contest was a success; noted Walmart and Elery Nau supplied the gift cards that were issued to the winners. He also mentioned the food drive for the SCPA was also a success and that he took part with assisting with the delivery of the donated items.

POLICE CHIEF – Chief Gyurina reviewed the December police report. He also shared the “West End Bear” had been exterminated.

COUNCIL PERSONS – Council member, Mr. Brown reported the Civil Service Commission met today at noon. The meeting was a re-organization, consisting of a three member board. He explained they had met one time last year in January 2021. He shared an advertisement had been posted earlier in the year that a Civil Service test will be conducted, which had been conducted in December 2021. He explained the oral interviews will be held at a future date and hoped for the Civil Service list to be presented at the March meeting. Council member, Mr. Brown announced there is currently a vacancy for an alternate Civil Service member, with the anticipation of two additional vacancies in the future. He announced if any resident would be interested in serving on the Civil Service Commission to please contact Borough Secretary, Ginny Gardner. Council member, Mr. Brown also publicly welcomed Council member, Mr. Kaleb Daniels to Borough Council.

SOLICITOR – Solicitor, Chris Kenyon thanked Council for the reappointment of McCormick Law Firm.

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 7, 2022 at 7:37 PM

VISITOR AND PUBLIC COMMENTS – Nothing at this time.

There being no further business the meeting was adjourned at 7:37 PM on a motion by Mr. Brown, second by Mr. Greenway. The motion carried.

Respectfully submitted,

MINUTES OF THE BOROUGH OF MONTOURSVILLE

February 7, 2022

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

The Pledge of Allegiance was observed.

The January 4, 2022 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS – Resident, Mrs. Tina Kline, 1009 Tule Street, referenced Agenda item #4, New Business, a request to purchase 2022 Ford Super Duty truck; she wanted clarification if the total cost of the truck is cab and chaise only or complete with a plow. Street and Water Project Coordinator, Mr. Hoffman confirmed the price is completely outfitted.

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

SUBDIVISION – LOT CONSOLIDATION FINAL PLAN – TAX PARCEL #34-006-122 & #34-006-125, BROAD STREET COMMERCIAL – Zoning Officer, Mr. David Hines, presented and reviewed the Final Plan for the lot consolidation for PRCM Holdings, LLC., property located on 1091-1093 Broad Street, Zoning District Broad Street Commercial He noted presently a home is located on 1093 Broad Street, however in the future it will be demolished. He explained the proposed use is an office building. He stated it is conformance with the Borough’s Subdivision and Land Development Ordinance and Zoning Ordinance and received a positive recommendation from both the Borough’s Planning Commission and Lycoming County Planning. If approved, Borough Council will be presented at a future meeting with a Land Development Plan for construction of the proposed office building. **Motion** by Mr. Greenway to approve PRCM Holdings, LLC Subdivision, Lot Consolidation, Final Plan, Parcel #34-006-122 and #34-006-125, second by Mr. Brown. The motion carried.

NEW BUSINESS –

AUTHORIZE ALICE L. TROWBRIDGE, R.I.A. FOR ADDITIONAL PROFESSIONAL SERVICES – ADDITIONAL PLAYGROUND GRANT APPLICATIONS NOT TO EXCEED THE AMOUNT OF \$2,000.00 - Council President, Mr. Greenway presented a request to authorize Alice L. Trowbridge, R.I.A. for additional professional services for submission of additional playground grant applications. **Motion** by Mr. Lucas to authorize Alice L. Trowbridge, R.I.A. for additional professional services related to submission of additional playground grant applications not to exceed \$2,000.00, second by Mrs. Emick. The motion carried.

CHANGE ORDER #6 – MECHANICAL & ELECTRICAL IMPROVEMENTS TO THE MONTOURSVILLE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC – Council President, Mr. Greenway presented Change Order #6 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project for review.

Motion by Mr. Greenway to approve Change Order #6 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project to Appellation Construction Services, LLC in the amount of \$44,205.50, second by Mrs. Emick. The motion carried.

CHANGE ORDER #1 – JOHN DORIN MUNICIPAL BUILDING REMOVAL OF ARCHITECTURAL BARRIERS – YODER BUILDERS, INC. – Council President, Mr. Greenway presented Change Order #1 for the John Dorin Municipal Building Removal of Architectural Barriers Project for review.

Motion by Mr. Greenway to approve Change Order #1 for the John Dorin Municipal Building Removal of Architectural Barriers to Yoder Builders, Inc. in the amount of \$3,215.00 for Yoder Builders, Inc. related to, second by Mr. Brown. The motion carried.

PURCHASE 2022 FORD SUPER DUTY F600 XL 4WD TRUCK – HONDRU AUTO GROUP – COSTARS – Council President, Mr. Greenway presented a quote for the purchase of a 2022 Ford Super Duty F600 XL 4WD Truck for review.

Motion by Mr. Greenway to approve the purchase of 2022 Ford Super Duty F600 XL 4WD Truck from COSTAR vendor Hondru Auto Group in the amount of \$108,235.00, second by Mr. Brown. After a lengthy discussion by Council members, Mr. Greenway amended his motion to table the approval until 3 quotes are received for comparison, second by Mr. Brown. The motion carried.

2022 ENGAGEMENT LETTER/LARSON, KELLET & ASSOC – AUDITING SERVICES – Council President, Mr. Greenway presented the 2022 engagement letter submitted by Larson, Kellet & Associates for review.

Motion by Mr. Greenway to approve the 2022 engagement letter for Larson, Kellet & Associates for auditing services, second by Mr. Lucas. The motion carried.

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

RECREATION – Council Vice President, Mr. Lucas reviewed and explained Event permits 2022-01, 2022-02 and 2022-04.

Motion by Mr. Lucas to approve event permits 2022-01, 2022-02 and 2022-04, second by Mrs. Emick. The motion carried.

STREETS/WATER – Nothing at this time.

MAYOR – Mayor Bagwell shared the Police Chief informed him he is down a part-time officer and seeking permission to move forward with replacing him.

POLICE CHIEF – Nothing at this time.

COUNCIL PERSONS – Council member, Mr. Brown noted Civil Service oral interviews have been scheduled for later in the week.

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, March 7, 2022 at 7:00 PM

VISITOR AND PUBLIC COMMENTS – Nothing at this time.

There being no further business the meeting was adjourned at 7:36 PM on a motion by Mr. Greenway, second by Mr. Lucas. The motion carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary

MINUTES OF THE BOROUGH OF MONTOURSVILLE

March 7, 2022

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

The Pledge of Allegiance was observed.

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

Motion by Mr. Greenway to add item #8 to the meeting agenda, Utility Service LLC – leak detection services - \$9,921.00, second by Mr. Daniels. The motion carried.

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

TREASURERS REPORT – Motion by Mr. Lucas to approve February 2022 treasurer’s report, second by Mrs. Emick. The motion carried.

NEW BUSINESS –

COMMUNITY YARD SALE REQUEST – JUNE 3rd & JUNE 4th, 2022 - Council President, Mr. Greenway presented the request for the Montoursville Borough Community Yard Sale to be held June 3rd - June 4th, 2022. **Motion** by Mrs. Emick to approve the Annual Montoursville Community Yard Sale on June 3rd and June 4th, 2022, second by Mr. Greenway. The motion carried.

REVISED CDBG-CV BUDGET –SEDACOG – Ms. Kristin McLaughlin/SEDACOG explained and discussed the revised CDBG-CV Budget request. It was shared many municipalities are having challenges spending these funds. Montoursville Borough currently has \$56,000.00 that has been budgeted to provide rental assistance/utility/mortgage assistance to those who qualify. She explained these funds are due to expire in November 2022. At this time, she stated she is recommending to Council to reallocate \$7,554.00 towards the Center of Independent Living’s Rooftop Air-Conditioning project. This project is currently ready to be awarded, and therefore within the necessary timeframe of the contract. She continued stating because the project is located in Williamsport, the Borough can only contribute to this project on behalf of the residents of Montoursville Borough, as a percentage of the County. Several ideas were discussed on how to expend the funds, one option she recommended was to provide baskets filled with hand sanitizer, sanitizing wipes, masks etc., along with hand sanitizing stations to the Elderly Housing Complex, which is automatically assumed eligible. Several other project ideas were shared by council members. Ms. McLaughlin shared that all projects must meet the eligibility guidelines of the grant and unfortunately most ideas presented did not meet those requirements.

Motion by Mr. Lucas to approve the revised CDBG-CV Budget as presented; second by Mr. Greenway. The motion carried.

ORDINANCE #490 – AMENDING CHAPTER 25 “PENSIONS”, ARTICLE I, BOROUGH OF MONTOURSVILLE POLICE PENSION PLAN, TO PROVIDE FOR AN EARLY RETIREMENT BENEFIT- Council President, Mr. Greenway presented Ordinance #490, amending Chapter 25 “Pensions”, Article I, Borough of Montoursville Police Pension Plan, to provide for an early retirement benefit for review.

Motion by Mr. Greenway to approve Ordinance #490, amending Chapter 25 “Pensions”, Article I, Borough of Montoursville Police Pension Plan, to provide for an early retirement benefit, second by Mr. Lucas. The motion carried.

RESOLUTION 2022-01 – DCNR GRANT – INDIAN PARK SOUTHERN PLAYGROUND

REDEVELOPMENT PROJECT – Council President, Mr. Greenway presented Resolution 2022-01 for the DCNR Grant – Indian Park Southern Playground Redevelopment Project for review.

Motion by Mr. Lucas to approve Resolution 2022-01, second by Mrs. Emick. The motion carried.

PAYMENT APPLICATION #5 – MECHANICAL & ELECTRICAL IMPROVEMENT TO THE

WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC. – Council President, Mr. Greenway presented Payment Application #5 related to the Mechanical & Electrical Improvement to the Waterworks Project.

Motion by Mr. Greenway to approve Payment Application #5 Mechanical & Electrical Improvement to the Waterworks Project to Appellation Construction Services, LLC in the amount of \$161,418.82; second by Mr. Daniels. The motion carried.

PURCHASE 2022 FORD SUPER DUTY F600 XL 4WD TRUCK – HONDRU AUTO GROUP – COSTARS -

Street & Water Project Coordinator, Mr. Cliff Hoffman presented revised quotes related to his request for purchase of 2022 Ford Super Duty F600 XL 4WD Truck.

Motion made by Mr. Greenway to approve the purchase of a 2022 Ford Super Duty F600 XL 4WD truck, second by Mr. Brown. Street & Water Project Coordinator, Mr. Hoffman reviewed Council’s request for alternate truck sizes. Council had a lengthy discussion regarding alternate brands, availability and costs related to Mr. Hoffman’s request. At this time, Council requested Street & Water Project Coordinator, Mr. Hoffman to provide Council with alternate brands, sizes and quotes for the next council meeting.

The motion failed.

BRUSH/RECYCLING OPENING DATE– Council President Mr. Greenway explained and discussed the opening date of the Montoursville Borough brush/recycling facility.

Motion by Mrs. Emick to approve April 4, 2022 as the opening date of the Montoursville Borough Brush Recycling facility; second by Mr. Greenway.

The motion carried.

UTILITY SERVICES LLC – LEAK DETECTION – Council President Mr. Greenway explained and discussed Utility Services Leak Detection proposal.

Motion by Mr. Greenway to approve Utilities Services, LLC proposal for leak detection services in the amount of \$9,921.00; second by Mr. Daniels. Council President, Mr. Greenway shared the large amount of water loss occurring due to leaks in the Borough. Street & Water Project Coordinator, Mr. Hoffman noted Utility Services LLC has been used in the past with good results. The motion carried.

PLANNING & ZONING – Central Keystone COG Reports February 2022.

RECREATION – Council Vice President, Mr. Lucas reviewed and explained amended Event permit 2022-21.

Motion by Mr. Lucas to approve amended event permit 2022-21 second by Mrs. Emick. The motion carried.

Council Vice President, Mr. Lucas reviewed and explained Event permit 2022-05.

Motion by Mr. Lucas to approve event permit 2022-05, second by Mrs. Emick. The motion carried.

Council Vice President, Mr. Lucas shared the Great American Clean-up in Indian Park will be held on April 23rd at 9:00AM. He explained various organizations, sports teams, and volunteer groups are being recruited to assist with the clean-up. The Recreation Board has a sign-up sheet for anybody who is willing to assist in this project. It was also shared the Recreation Board has worked with Alice Trowbridge related to grant applications for the playground redevelopment project and thanked all involved. Council member, Mrs. Emick shared the Recreation Board held a public meeting in February; Alice Trowbridge was in attendance with a number of community groups also in attendance; the meeting received a lot of positive feedback.

STREETS/WATER – Nothing at this time.

MAYOR – Mayor Bagwell reported he was a judge for a soup cook off with all proceeds going towards the Montoursville Borough Police Department, He shared it was great and showed support of the community.

POLICE CHIEF – Chief Gyurina reviewed the February police report. The American Legion Post 104 Lady’s Axillary hosted a soup cook off several officers including himself, Representative Joe Hamm, and State Parole Supervisor, Dave Fredericks as judges of the contest. Gift baskets were raffled off with many in attendance. The American Legion Post 104 matched the Lady’s Axillary donation raising approximately \$3,000.00. Chief Gyurina shared the new Texas Road House restaurant, were training their cooks and donated several meals to the police department.

COUNCIL PERSONS – Council member, Mrs. Emick shared AYSO reached out to her requesting the Mill Street gate to be opened early. The issue is many area teams are starting their season the first week in April. Council member, Mr. Tillson mentioned currently the park and fields are very wet without much green space in the park to use. It was recommended to wait for the ground the dry out. Street & Water Project, Mr. Hoffman commented the soccer fields are not owned by the Borough, they are owned by the airport, therefore, the Borough does not have authority over its use and if the fields get destroyed the responsibility will be on AYSO not the Borough. He continued stating in order to have the gate open for practice an AYSO representative would be responsible for making sure it is locked up when they leave and the problem that has occurred in the past is that other people may enter at that time and become locked in. A discussion ensued regarding providing an additional lock on the gate. Mr. Hoffman explained there is not enough space to add an additional lock. Council member, Mrs. Emick stated to offer AYSO Indian Park as an alternative for practice. It was shared that AYSO already has the use of the field in Indian Park. Council member, Mr. Brown shared the Civil Service Commission has completed their testing for the eligibility list for patrol officers for the Montoursville Borough Police Department. The Commission met today to certify the list and will be effective today for 12 months, expiring March 2023. The eligibility list will be posted on the Borough office.

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, April 4, 2022 at 7:00 PM

VISITOR AND PUBLIC COMMENTS – Ms. Deanna Washer, co-worker of Montour Street property owner, Mr. David Bennett, shared an issue regarding Ordinance # 401, signage and parking. She shared there is a sign directly in front of Mr. Bennett’s property in which the wording on the sign is incorrect based on the format also the placement of the sign is also incorrect. It was shared Mr. Bennett’s attorney contacted the Borough regarding the sign, since then the wording on the sign has been corrected. It was noted that it appears the sign may have been knocked over at some point and somebody put it back up, however not in the correct spot. The sign has been in place since 2004; the location is an inconvenience as it prohibits his tenants from having a place to park. The property is located immediately to the left of Rupert’s Market. It was noted Rupert’s Market does provide parking at the rear of their market. Ms. Washer continued that Mr. Bennett’s tenants have to walk half a block for a place to park due to the sign having the incorrect time and is directly in front along with another “permit only” sign 50 feet away. Chief Jeff Gyurina commented that the sign for permit parking is for residents/tenants who can come into the police department to apply for a permit at no cost; this is to ensure high school students are not parking in this location during school months and hours. Street & Water Project Coordinator, Cliff Hoffman confirmed a new sign has been ordered to reflect 30 minute parking during the hours of 9:00am to 5:00pm and will be put in place in the next day or two. Ms. Washer requested the sign be

moved 20 feet to the proper location. It was shared many tenants have passed on renting there due to parking issues. Recently, a tenant who was moving in was asked to move their truck due to the 30 minute parking limitation. Mr. Bennett inquired as to why there is 30 minutes for parking while parking on Broad Street has 2 hour parking; Chief Gyurina presumed due to the business that is located there. Ms. Washer stated she has been seeking tenants who only have one car due to the lack of parking as single mothers have to walk a distance with children and groceries. After further discussion a request to have the Borough Solicitor review the Ordinance # 401 and make recommendation that could accommodate both the property owner and business near that location.

There being no further business the meeting was adjourned at 8:30 PM on a motion by Mrs. Emick, second by Mr. Daniels. The motion carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary

MINUTES OF THE BOROUGH OF MONTOURSVILLE

April 4, 2022

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

The Pledge of Allegiance was observed.

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

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

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

NEW BUSINESS –

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

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

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

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

CUSTOMER FACILITIES INTAKE & INCOME VERIFICATION ADMINISTRATION SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

POLICE CHIEF – Chief Gyurina reviewed the March police report.

COUNCIL PERSONS – Nothing at this time.

SOLICITOR – Nothing at this time.

COUNCIL PRESIDENT – Nothing at this time.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS –

The next Council meeting will be held Monday, May 2, 2022 at 7:00 PM

VISITOR AND PUBLIC COMMENTS – Nothing at this time.

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

Respectfully submitted,

Ginny Gardner, Borough Secretary

MINUTES OF THE BOROUGH OF MONTOURSVILLE

May 2, 2022

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

Council President Mr. Greenway called for a moment of silence in observance of the passing of Mr. Schultz, Mayor Bagwell's father.

The Pledge of Allegiance was observed.

The April 4, 2022 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

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

TREASURERS REPORT – Motion by Mrs. Emick to approve April 2022 treasurer's report, second by Mr. Brown. The motion carried.

PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION – FFY 2022 – KRISTIN MCLAUGHLIN/SEDA-COG – Council President, Mr. Greenway recessed the Council meeting at 7:02 PM and opened the Public Hearing. Ms. McLaughlin /SEDA COG discussed and reviewed the CDBG Block Grant Application FFY 2022. She discussed the program's history and the anticipated allocation of \$99,000.00 for the FFY 2022, noting that 18% goes to SEDACOG for administration. She reviewed the application schedule and stated project finalization should occur at the Borough Council meeting in August with the Lycoming County Commissioner's final Public Hearing taking place September 15, 2022. 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 removal of architectural barriers to the John Dorin Municipal building project, Homes in Need project, curb cuts project and homeowner's sidewalk reconstruction project. Discussion and inquiries regarding potential projects took place which included the continuation of curb cuts project and the Homes in Need project. Ms. McLaughlin continued to address inquiries regarding information presented. She reviewed the potential projects presented; Curbcut project and the Homes in Need project. At this time, Ms. McLaughlin requested any other public comments. Hearing no further comments Ms. McLaughlin closed the FFY 2022 CDBG application process and concluded the public hearing at 7:17 PM. Council President, Mr. Greenway reconvened the council meeting at 7:18 PM.

PRELIMINARY/FINAL LAND DEVELOPMENT PLAN– WEIS MARKETS - TAX PARCEL #34A-351-167B, LARGE SCALE BUSINESS DISTRICT, 801 NORTH LOYALSOCK AVE – Zoning Officer, Mr. David Hines, presented and reviewed the Final Land Development Plan for Weis Markets Gas n Go property located at 801 North Loyalsock Avenue, Zoning District Large Scale Commercial. He explained the proposed use as a Retail Service use is permitted, a 911 address will be needed from the Lycoming County Emergency Service, Water will be supplied by the Montoursville Borough Water Works and the project is located in special flood hazard district and additional requirements will apply. He stated as per Borough Engineer, Mr. Todd Pysher the plan does not require storm water management. The Lycoming County Planning Commission reviewed the project and had multiple comments which have all been addressed. It had received a positive recommendation for the Montoursville Borough's Planning Commission.

Motion by Mr. Greenway to approve Weis Markets Gas n Go Preliminary/Final Land Development Plan, Parcel #34A-351-167B, second by Mr. Brown. The motion carried.

NEW BUSINESS –

GIRL SCOUT SILVER AWARD PROJECT PRESENTATION – GRACE BARKAUSKAS & CAMERON NELSON – INDIAN PARK WARRIOR BOTANICAL GARDEN – Girl Scouts, Grace Barkauskas and Cameron Nelson, 8th graders with Girl Scout Troop # 60036 presented to Council their plan for the Indian Park Warrior Botanical Garden that needs to be completed by September 2022. The Silver Award is the highest accomplishment a Girl Scout can achieve and is awarded to Scouts in their 7th and 8th grade level of education. Following discussion regarding location and future maintenance it was determined this item will be tabled to next Council meeting after Grace and Cameron have had the opportunity to discuss their project with the Montoursville Garden Club and a commitment for the future maintenance of the garden. Council thanked both Grace and Cameron for sharing their project.

SUBRECIPIENT AGREEMENT CDBG FFY 2020 LYCOMING COUNTY AND MONTOURSVILLE – Council President Mr. Greenway presented the Subrecipient Agreement for the CDBG FFY 2020 between Lycoming County and Montoursville for review.

Motion by Mr. Greenway to approve the Subrecipient Agreement for the CDBG FFY 2020 between Lycoming County and Montoursville as presented, second by Mrs. Emick. The motion carried.

AMENDMENT #3 TO SUBRECIPIENT AGREEMENT – CDBG FFY 2017 – TIME EXTENSION & AMENDEMENT TO PROJECT DESCRIPTION – HOMEOWNER SIDEWALK RECONSTRUCITON PROJECT, CURB CUTS PHASE III PROJECT AND MONTOURSVILLE BUILDING RAB PROJECT–

Council President, Mr. Greenway presented Amendment #3 to Subrecipient Agreement to CDBG FFY 2017 requesting a time extension and project description for the Homeowner Sidewalk Reconstruction Project, Curb Cuts Phase III and Montoursville Building RAB Project for review.

Motion by Mr. Greenway to approve Amendment #3 to the CDBG FFY 2017 Subrecipient Agreement as presented, second by Mr. Brown. The motion carried.

CDBG-CV – FINAL FOLLOW UP FUNDING POSSIBILITIES – Ms. Kristin McLaughlin SEDA/COG shared information regarding funding possibilities for the CDBG-CV. She explained she followed up on the request to reach out Hope Enterprise and they were not interested in the funding at this time. She shared the Elderly Housing would like (8) eight hand sanitizing stations at a cost of \$150.00 per station, and an environmental review would be required which would also have a cost. The other project discussed was hand washing stations, approximately 8/9 stations to be located in Indian Park however it would need to be considered under the category of urgent need which can only use 30% of your funding that is being used and it must also be adhered to a fix location in some way. She is recommending to reallocate \$6,000.00 for the Elderly Housing hand sanitizing stations and \$20,000.00 for the Indian Park hand washing stations with the anticipation that approximately \$60,000.00 of the CDBG-CV funding would be spent which would be approximately the 30%. She continued stating, if the cost of the hand washing stations exceed the 30% there would be some form of repayment needed. A discussion regarding the longevity and the possible vandalizing of the hand washing stations took place.

Motion by Mr. Greenway to approve allocating \$26,000.00 to the CDBG-CV project for hand sanitizing and hand washing stations, second by Mrs. Emick. The motion carried.

ORDINANCE #491 – FLOODPLAIN MANAGEMENT – Council President, Mr. Greenway presented Ordinance #491 Floodplain Management plan for review.

Motion by Mr. Greenway to approve Ordinance #491 Floodplain Management as presented, second by Mrs. Emick. The motion carried.

SRO AGREEMENT & EXTENSION LETTER – Council President, Mr. Greenway presented the SRO Agreement and extension letter for review.

Motion by Mr. Greenway to approval SRO Agreement & Extension Letter as presented, second by Mr. Brown. The motion carried.

DONATION – MUNCY VFW POST 3428 – BENCH & PLAQUE – Council President, Mr. Greenway shared the Borough is in receipt of a donation from Muncy VFW Post 3428 of bench with plaque to the Indian Park Nature Trail. **Motion** by Mr. Greenway to approve and accept the donation of a bench and plaque from Muncy VFW Post 3428, second by Mrs. Emick. The motion carried.

FEE SCHEDULE – AMENDMENT – Council President, Mr. Greenway presented amended Fee Schedule for Floodplain Management Permit fees for review. **Motion** by Mr. Greenway to approve amended Fee Schedule as presented, second by Mrs. Emick. The motion carried.

PLANNING & ZONING – April Planning Commission Minutes and Central Keystone COG Reports April 2022 were reviewed.

RECREATION – Council member, Mrs. Emick reported the Recreation Board had finalized their calendar of events. She reviewed the upcoming summer events at Indian Park. It was shared approximately 50 people participated in the Great American Clean Up at Indian Park which was a great success. Council member, Mrs. Emick announced the Borough applied and was awarded a Lycoming County Act 13 Mini Grant for parks and recreation in the amount of \$50,000.00 for the proposed Southern Playground Rehabilitation project. She explained receiving this grant award the Borough is very close to funding the new playground project at Indian Park. Council member, Mrs. Emick reviewed and explained Event permits 2021-20 and 2022-03.

Motion by Mrs. Emick to approve amended event permit 2021-20 as presented, second by Mr. Greenway. The motion carried.

Motion by Mr. Greenway to approve event permit 2022-03 as presented, second by Mr. Brown. The motion carried.

STREETS/WATER – Council President, Mr. Greenway reviewed the April Street and Water report, noting several water leaks have been fixed and the street crew have been working on potholes. A discussion took place regarding the concerns with the restrooms not being open as of date. It was noted the process for their opening is determined yearly and the end of freezing temperatures. It was also noted an additional issue this year is parts that have been ordered and have not yet been received; the parts are anticipated to arrive tomorrow.

MAYOR – Mayor Bagwell reported the Montoursville Little League parade will take place this upcoming weekend. He also reported that the fundraising efforts for the Montoursville Memorial Gardens is doing well.

POLICE CHIEF – Chief Gyurina reviewed the April police report. . Chief Gyurina reported on an ongoing investigation of counterfeit money noting the Secret Service is involved with the case. He explained an incident where Deputy Chief Bentley had been called for a suspicious person and with the help of two individuals in the area, the person was apprehended and taken to the hospital for evaluation.

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 6, 2022 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 8:15 PM on a motion by Mr. Greenway, second by Mr. Brown. The motion carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary

MINUTES OF THE BOROUGH OF MONTOURSVILLE

June 6, 2022

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

The Pledge of Allegiance was observed.

The May 2, 2022 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

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

TREASURERS REPORT – Motion by Mrs. Emick to approve May 2022 treasurer's report, second by Mr. Greenway. The motion carried.

NEW BUSINESS –

GIRL SCOUT SILVER AWARD PROJECT PRESENTATION – GRACE BARKAUSKAS & CAMERON NELSON – INDIAN PARK WARRIOR BOTANICAL GARDEN -

Girl Scout, Grace Barkauskas, with Girl Scout Troop # 60036 provided an update regarding the new location of the botanical garden project at Indian Park. She explained the garden would be placed between the north side of the pond and bike trail. It would be in line with an existing native plant project overseen by the Penn State Master Gardeners of Lycoming County and will be away from the pavilions. The project will include removing all unwanted species in that area and will include non-evasive and low maintenance plants that will require little to no maintenance over the next five years. A commitment letter will be provided from CSHPA Service Unit 628 for a 5 year maintenance plan that will ensure project to be low maintenance. Additionally, a roster is being developed for volunteers who will assist in the maintenance of the botanical garden. Council member, Mrs. Emick gave kudos for the presentation and addressing all of Council's concerns they discussed at last month's meeting.

Motion by Mr. Greenway to approve the Girl Scout's Silver Award project, Indian Park Warrior Botanical Garden as presented, second by Mrs. Emick. The motion carried.

FEE SCHEDULE – AMENDMENT – Council President, Mr. Greenway presented and reviewed the fee schedule amendment that was being recommended and deemed necessary by the Recreation, Building and Assets Committee. The amended fees include a disc golf tournament fee along with an increase to pavilion rental fees.

Motion by Mr. Greenway to approve the amended Fee Schedule as presented, second by Mr. Daniels. The motion carried.

DONATION – MONTOURSVILLE KIWANIS CLUB – TREE AND PLAQUE – Council President, Mr.

Greenway shared the Borough's receipt of a donation from the Montoursville Kiwanis Club of a tree and plaque to the Indian Park Nature Trail. It was noted this donation is the last tree to be donated from Phase I of the Indian Park Master Plan.

Motion by Mr. Brown to approve and accept the donation of a tree and plaque from the Montoursville Kiwanis Club, second by Mrs. Emick. The motion carried.

PAYMENT APPLICATION #6 – MECHANICAL & ELECTRICAL IMPROVEMENT TO THE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC. – Council President, Mr. Greenway presented Payment Application #6 related to the Mechanical & Electrical Improvement to the Waterworks Project.

Motion by Mr. Greenway to approve Payment Application #6 Mechanical & Electrical Improvement to the Waterworks Project to Appellation Construction Services, LLC in the amount of \$90,654.13, second by Mr. Daniels. The motion carried.

AGREEMENT – LYCOMING COUNTY & MONTOURSVILLE BOROUGH – ACT 13 GRANT – Council President, Mr. Greenway presented the Act 13 Grant Agreement between Lycoming County & Montoursville Borough for review. The grant will support the Indian Park Southern Playground Redevelopment Project.

Motion by Mr. Lucas to approve the Act 13 Grant Agreement between the Borough of Montoursville and Lycoming County, second by Mrs. Emick. The motion carried.

AUTHORIZE BOROUGH ENGINEER, TODD PYSHER TO APPLY FOR ARLE GRANT FOR WALNUT STREET & BROAD STREET TRAFFIC SIGNAL REPLACEMENT – Council President Mr. Greenway explained and reviewed a request authorizing Borough Engineer, Mr. Todd Pysher to apply for an ARLE Grant for replacement of traffic signal located at Walnut and Broad Streets.

Motion by Mr. Greenway to authorize Todd Pysher, Borough Engineer, for his professional service related to the application of an ARLE Grant to assist with the replacement of a traffic signal located at the Walnut and Broad Street, not to exceed \$6,500.00, second by Mr. Daniels. The motion carried.

EMPLOYMENT – PROSPECTIVE PART-TIME POLICE OFFICER – GEOFF NOVIELLO –

Motion by Mr. Greenway to approve the employment of part-time Police Officer, Geoff Noviello; second by Mr. Daniels. The motion carried.

PLANNING & ZONING – Central Keystone COG Reports May 2022 were reviewed.

RECREATION – Council Vice President, Mr. Lucas reviewed and explained Event permit 2022-10.

Motion by Mr. Lucas to approve event permit 2022-10 second by Mrs. Emick. The motion carried. Council Vice President, Mr. Lucas shared the series of upcoming events to be held at Indian Park and encouraged people to share with the community. He noted the Movie in the Park is scheduled for June 10th, 2022. Council member, Mrs. Emick inquired about the fee schedule for disc golf. It was explained the Fee schedule did not include tournament fees for disc golf, however the amended Fee Schedule that was approved earlier in the meeting did include that fee. A lengthy discussion regarding disc golf fees took place.

Motion by Mrs. Emick to re-open and amend Event Permit 2022-10 that was previously approved, waiving the tournament fee as a one-time thank you for the work they had done in the park, second by Mr. Greenway. Council member, Mr. Tillson shared he felt the waiving of the fee will set precedent and inquired about the softball teams relative to waiving their tournament fee. It was noted the softball league has not had a tournament in the past several of years. The motion carried. Council member, Mr. Lucas and Mr. Tillson abstained from the vote. Council President, Mr. Greenway shared in the instance of the disc golf and their fee being waived, is based upon the building of the golf course by them, therefore, as a thank you this would be a onetime courtesy to waiving their fee. Council member, Mrs. Emick shared the movie playing the park is “Sing 2” and currently they are shorthanded with volunteers so any council member that could help would be welcomed.

STREETS/WATER – Street & Water Project Coordinator, Mr. Cliff Hoffman, reported PA Rural Water will be returning to do leak detection. In regards to the SCADA project he noted additional work will be conducted next week stating that parts are difficult to come by. Council member, Mr. Tillson questioned the bulk water sales. It was noted the gas industry is not near being what the Borough experienced in years past, however bulk water sales during the period of January through April, 2022 were 473,000 gallons. It was also shared when natural waterways are at high enough levels, gas companies obtain permits to pull from the waterways, and therefore the need to purchase water is less.

MAYOR – Nothing at this time.

POLICE CHIEF – Chief Gyurina reviewed the May police report.

COUNCIL PERSONS – 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 11, 2022 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 – Resident, Mr. Bill Fellingner, 1307 Cedar Street, inquired about the \$75.00 zoning permit fee for food trucks for a PTO event. A discussion took place regarding organizations who are considered 501 (c) 3 non-profits and how they use Indian Park. Mr. Fellingner continued stating he was informed the Borough does not make it a practice to flush the fire hydrants. His comment was addressed confirming the Borough does indeed flush the hydrants and in recent years the Borough purchased a piece of equipment that dechlorinates the water during flushing to maintain compliance with DEP regulations. He also questioned the Chesapeake Bay regulations and how a company like Kremser's is permitted to get a DEP permit.

Resident, Ms. Whitney Kline, 527 N. Washington, shared she is the owner of Whitney's Therapeutic Massage on Broad Street, a resident for many years, and a group of her longtime friends have been trying to bring more local businesses to the Borough. She inquired as to why it is so hard to bring businesses to the area. She shared how she allows other vendors to sell their wares from her shop but why it is not permitted for them to place a table immediately outside her business without blocking the sidewalk and sell their products. It was addressed that the Zoning Officer, Mr. David Hines stated as long as the items are sold through her store she can place them outside for sale; what is not allowed is items that are not sold in her shop.

Resident, Mr. Fellingner also noted the Borough crew did a great job on the streets.

There being no further business the meeting was adjourned at 8:15 PM on a motion by Mr. Greenway, second by Mr. Brown. The motion carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary

MINUTES OF THE BOROUGH OF MONTOURSVILLE

July 11, 2022

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

The Pledge of Allegiance was observed.

The June 6, 2022 minutes were approved on a motion by Mrs. Emick, second by Mr. Brown. The motion carried.

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

TREASURERS REPORT – Motion by Mr. Lucas to approve June 2022 treasurer’s report, second by Mrs. Emick. The motion carried.

NEW BUSINESS –

CONSENT FOR TREATMENT – SPOTTED LANTERN FLY – PA Department of Agriculture

Motion by Mr. Greenway to approve the consent for treatment of the Spotted Lantern Fly by the PA Department of Agriculture, second by Mr. Daniels. The motion carried.

REQUEST TO INSTALL BATTING CAGE IN INDIAN PARK – Montoursville Little League – Council President, Mr. Greenway presented and reviewed Montoursville Little League’s request to install a batting cage in Indian Park.

Motion by Mr. Lucas to approve Montoursville Little League request to install a batting cage in Indian Park as presented, second by Mrs. Emick. The motion carried.

REQUEST TO LINE TENNIS COURTS FOR PICKLE BALL COURTS – Council President, Mr. Greenway shared Resident, Mr. Dennis Myers’ request to line the Tennis Courts for Pickle Ball. Resident, Mr. Myers explained to Borough Council members his request, noting what product he would be using to line the courts. Council explained and made Mr. Myers aware that the next tentative project of improvements to Indian park is intended to be the reconstruction of the tennis courts and basketball courts therefore his efforts to line the courts maybe destroyed in the process of the reconstruction of the courts. Mr. Myers noted he understood.

Motion by Mr. Greenway to approve Mr. Dennis Myers request to line the tennis courts for pickle ball, at his time and expense with the understanding the courts will be reconstructed in the future, second by Mr. Daniels. The motion carried.

PLANNING & ZONING – Central Keystone COG Reports June 2022 were reviewed.

RECREATION – Council Vice President, Mr. Lucas reviewed and explained Event permit 2022-11.

Motion by Mr. Lucas to approve event permit 2022-11 second by Mrs. Emick. Council Vice President, Mr. Lucas requested Montoursville Youth Football and Cheer to reschedule any practices if there is any conflict with Events being held in Indian Park. The motion carried.

STREETS/WATER – Nothing at this time.

MAYOR – Mayor Bagwell stated he had spoken with Fire Chief, Scott Konkle regarding commercial properties and safety inspections. He suggested that Borough Council meet with Fire Chief Scott Konkle so that he may share his concerns. Council agreed and suggested the possibility of having the codes department involved in future discussions.

POLICE CHIEF – Chief Gyurina reviewed the June police report. He added this year they did not receive many calls this year regarding fireworks for the July 4th holiday.

COUNCIL PERSONS – 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 1, 2022 at 7:00 PM

VISITOR AND PUBLIC COMMENTS – Resident, Mrs. Tina Kline, 1009 Tule Street, addressed Mayor Bagwell in regard to the Montoursville Fire Department concerns; she inquired if the fire department had addressed any of their concerns with specific business owners. She shared she feels it is great they meet with the Fire Chief and talk to council, however, feels the concerns should be addressed directly with businesses. Mayor Bagwell suggested she address her inquiry about the fire department's concerns to them as they would be best suited to provide her with information she is seeking in regards to this matter. On another topic, Mrs. Kline inquired on the status of the fund raising for the park improvement project. Council Vice President, Mr. Lucas responded sharing the Borough is waiting on the status on one rather sizable grant and received some positive feedback, however, it has not yet been awarded at this time. Mrs. Kline thanked Council Vice President, Mr. Lucas and Council member, Mrs. Emick for their efforts with the grant applications and doing all they can with this project. Council member, Mrs. Emick stated a swinging bench should be arriving in the very near future and will be installed shortly after. The Borough Secretary confirmed the bench has been delivered and will be installed in the near future.

There being no further business the meeting was adjourned at 7:13 PM on a motion by Mr. Greenway, second by Mr. Brown. The motion carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary

MINUTES OF THE BOROUGH OF MONTOURSVILLE

August 1, 2022

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

The Pledge of Allegiance was observed.

The July 11, 2022 minutes were approved on a motion by Mrs. Emick, second by Mr. Brown. The motion carried.

VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS – Montoursville Area School District’s Lead 4 Change Group is a service organization created by the high school that allowed the group to provide public assistance and took part in the cleanup of Mill Street and Indian Park. The group recently held a fundraiser and presented Council with a check in the amount of \$500 for Indian Park.

Willing Hand Hose Fire Chief, Scott Konkle, shared they are changing their meeting date to the third Monday of each month to allow for the fire company to attend municipal meetings. Chief Konkle directed attention to recent concerns related to life safety among local businesses and their safety systems not being maintained that have caused a number of close calls for the fire department’s emergency response time and safety of the fire department crew. At this time he is addressing Council with a request to organize a meeting where the various safety concerns can be discussed and hopefully create a safety system/regulations between fire department and the Borough. Council agreed.

TREASURERS REPORT – Motion by Mr. Brown to approve July 2022 treasurer’s report, second by Mrs. Emick. The motion carried.

NEW BUSINESS –

CDBG PROJECT REVIEW AND FINALIZATION FFY 2022 – Council President, Mr. Greenway presented the CDBG Project FFY 2022 for review and finalization. Ms. Kristin McLaughlin/SEDACOG stated the total allocation for 2022 is \$102,870.00 less administration fee of \$16,900.00 leaves \$85,970.00 to be put towards a project. She reviewed and explained projects that would be available for use. After review of the various programs, Ms. McLaughlin recommended the best use of the funds would be to place CDBG FFY 2022 allocation in the Curb Cut Phase IV Project.

Motion by Mr. Greenway to approve the CDBG FFY 2022 project to allocate \$85,970.00 in the Curb Cut Phase IV project and \$16,900.00 for the administration, second by Mr. Brown. The motion carried.

PAYMENT APPLICATION #7 – MECHANICAL & ELECTRICAL IMPROVEMENT TO THE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC - \$57,547.30 - Council President, Mr. Greenway presented Payment Application #7 related to the Mechanical & Electrical Improvement to the Waterworks Project.

Motion by Mr. Greenway to approve Payment Application #7 Mechanical & Electrical Improvement to the Waterworks Project to Appellation Construction Services, LLC in the amount of \$57,547.30; second by Mrs. Emick. The motion carried.

CHANGE ORDER #8 – MECHANICAL & ELECTRICAL IMPROVEMENTS TO THE MONTOURSVILLE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC – Council President, Mr. Greenway presented Change Order #8 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project for review.

Motion by Mr. Greenway to approve Change Order #8 for the Mechanical & Electrical Improvements to the

Montoursville Waterworks Project to Appellation Construction Services, LLC in the amount of \$9,660.92, second by Mr. Brown. The motion carried.

PURCHASE 2022 FORD POLICE INTERCEPTOR UTILITY AWD POLICE VEHICLE – NEW HOLLAND AUTO GROUP – COSTARS – Council President, Mr. Greenway presented a quote for the purchase of a 2022 Ford police interceptor utility AWD police vehicle for review.

Motion by Mr. Greenway to approve the purchase of the 2022 Ford Police Interceptor Utility AWD vehicle from New Holland Group through COSTARS in the amount of \$35,675.00; second by Mr. Brown. The motion carried.

PURCHASE 2022 FORD POLICE INTERCEPTOR UTILITY AWD POLICE VEHICLE COMPONENTS & INSTALLATION – KESTONE COMMUNICATIONS – Council President, Mr. Greenway presented a quote from Keystone Communications to purchase components & installation related to the 2022 Ford Police Interceptor Utility AWD vehicle for review.

Motion by Mr. Greenway to approve the purchase of components and installation from Keystone Communication for the 2022 Ford Police Interceptor Utility AWD vehicle in the amount of \$7,282.14; second by Mr. Brown. The motion carried.

PLANNING & ZONING – Central Keystone COG Reports July 2022 were reviewed

RECREATION – Council Vice President, Mr. Lucas reviewed and explained Event permit 2022-13.

Motion by Mr. Lucas to approve Event permit 2022-13 second by Mrs. Emick. The motion carried. Council Vice President, Mr. Lucas reported recent events that have already taken place and future events taking place in Indian Park including music performance by Uptown Music Collective; movie in the park titled Sand Lot; Kiwanis Fall Festival scheduled for 9/23 – 9/24/2022; Christmas tree lighting. Council member, Mr. Tillson questioned the status of the fundraising efforts related to the playground equipment project. Council Vice President, Mr. Lucas explained we are currently awaiting a final decision regarding a DCNR grant submission that will be expected to cover a majority of the cost. Council member, Mrs. Emick thanked Street and Water Project Coordinator, Mr. Hoffman and the Borough crew for the installation of the swinging bench. Council Vice President, Mr. Lucas also thanked Street and Water Project Coordinator, Mr. Hoffman for taking care of the tree that fell on the bike path. He then inquired if there are plans to mow back grass/shrubs that is starting to encroach on the bike path. Street and Water Project Coordinator, Mr. Hoffman explained the sickle mower is currently out of commission due to the type of vegetation growing along the bike path which is hard on the equipment. He shared he has been in the contact with the airport and the airport is willing to handle clearing it back for the Borough. Street and Water Project Coordinator, Mr. Hoffman added he is researching prices so that he can put it in next year's budget with the type of equipment that can be used to maintain the bike path and will cut the bamboo along that path.

STREETS/WATER – Street and Water Project Coordinator, Mr. Clifford Hoffman reported Jordan Avenue water line project is complete; the new bench swing had been installed and paint work has begun on items located in the park to revitalize appearance. Council member, Mrs. Emick inquired if the Borough had removed the lily pads from the pond. Street and Water Project Coordinator, Mr. Hoffman explained the pond is dried up and conducted some maintenance by removing the lily pads.

MAYOR – Mayor Bagwell stated though he was unable to attend, he was happy to know Uptown Music Collective musical performance was included in the Indian Park Event Schedule this year.

POLICE CHIEF – Chief Gyurina reviewed the July police report. He also made a reminder of the annual National Night Out being held at the Willing Hand Hose Fire House tomorrow evening from 5:00PM – 7:00PM.

COUNCIL PERSONS – Nothing at this time.

SOLICITOR – Nothing at this time.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS –

The next Council meeting will be held Monday, September 12, 2022 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 – None.

There being no further business the meeting was adjourned at 7:45 PM on a motion by Mr. Greenway, second by Mr. Brown. The motion carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary

MINUTES OF THE BOROUGH OF MONTOURSVILLE

September 12, 2022

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

The Pledge of Allegiance was observed.

The August 1, 2022 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

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

TREASURERS REPORT – Motion by Mrs. Emick to approve August 2022 treasurer's report, second by Mr. Daniels. The motion carried.

SUBDIVISION – LOT CONSOLIDATION FINAL PLAN – TAX PARCEL #34-007-400, 400 ALLEN ST. – Zoning Officer, Mr. David Hines, presented and reviewed the Final Plan for the lot consolidation for Mr. Richard Dewald, 400 Allen St. Mr. Hines stated the request has been reviewed by Lycoming County and Borough Planning Commissions and is in compliance per ordinance regulations. He noted a non-conforming line passing through a dwelling unit which will be removed; this will unify the Dewald property. Mr. Hines stated it received a positive recommendation from the Borough's Planning Commission with the following conditions; requirement of a signed certificate of ownership and a possible need for an easement.

Motion by Mr. Greenway to approve Mr. Richard Dewald's Subdivision, Lot Consolidation, Final Plan, Tax Parcel #34-007-400 with conditions requiring a signed certificate of ownership as presented, second by Mrs. Emick. The motion carried

NEW BUSINESS –

2023 POLICE AND NUU PENSION MMO – Council President, Mr. Greenway presented the annual 2023 Police and NUU Pension MMO for review.

Motion by Mr. Greenway to approve the 2023 Police and NUU Pension MMO as presented; second by Mr. Brown. The motion carried.

ORDINANCE #492 – STORM WATER MANAGEMENT - Council President, Mr. Greenway presented for approval Ordinance #492 regulating Storm Water Management for review.

Motion by Mr. Greenway to approve Ordinance #492 regulating Storm Water Management as presented; second by Mr. Daniels. The motion carried.

BUDGET MODIFICATION FOR CDBG FFY 2019 – Council President, Mr. Greenway reviewed the request to modify the CDBG FFY 2019 budget in the amount \$13,669.16 from the John Dorin Municipal Building Entrance RAB to be placed into the John Dorin Municipal Building Restroom RAB.

Motion by Mr. Greenway to approve CDBG FFY 2019 budget modification in the amount of \$13,669.16 from the John Dorin Municipal Building Entrance RAB to John Dorin Municipal Building Restroom RAB; second by Mrs. Emick. The motion carried.

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

RECREATION – Council member, Mrs. Emick shared the Recreation Boards upcoming events including finalizing the Pumpkin decorating contest, Christmas tree lighting ceremony and a possible sidewalk chalk festival next spring. Council member, Mrs. Emick announced DCNR has awarded the borough’s grant request for funding the Indian Park Southern Playground renovation project. Council member, Mrs. Emick reviewed and explained Event permit 2022-14. **Motion** by Mrs. Emick to approve event permit 2022-14 as presented, second by Mr. Brown. The motion carried. Council member, Mrs. Emick reviewed and explained Event permits 2022-15 and 2022-16.

Motion by Mr. Greenway to approve event permits 2022-15 and 2022-16 as presented. second by second by Mr. Daniels. The motion carried. Council member, Mrs. Emick additionally reported that the final movie night featuring The Sand Lot was a success and the swing was installed in Indian Park located near the duck pond. She thanked Street and Water Project Coordinator, Mr. Cliff Hoffman and Borough crew for their work installing the swing.

STREETS/WATER – Nothing at this time.

MAYOR – Mayor Bagwell shared the work on the Montoursville Memorial Garden should be soon underway with the anticipation of an improved appearance to the location.

POLICE CHIEF – Chief Gyurina reviewed the August police report. He provided an update on the new police vehicle.

COUNCIL PERSONS – Council member, Mr. Tillson addressed concerns regarding the absence of the Borough Solicitor. A discussion ensued noting an unfortunate scheduling conflict that took place, noting that this evenings meeting took place on a Monday not normally scheduled. The Solicitor noted he did not see anything pressing on the agenda and was available by phone if needed. Council President, Mr. Greenway noted he was contacted and was offered a stand in attorney. He shared that individual would essentially report back to the Borough Solicitor, and wait on a response, therefore he felt not having a stand-in attorney was a cost savings to the Borough. Council member, Mrs. Emick inquired if that decision should have been made by the entire council. Council President Mr. Greenway stated his role allows him to make that decision without all of council and once again noted the Borough’s cost savings factor. Council member, Mr. Tillson suggested having a discussion with the Borough Solicitor inquiring if attending council meetings in the future would be an issue.

SOLICITOR – Nothing at this time.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next Council meeting will be held Monday, October 3, 2022 at 7:00 PM. Halloween will be held Sunday, October 31, 2022 from 6:00PM to 8:00PM

VISITOR AND PUBLIC COMMENTS – Nothing at this time.

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

Respectfully submitted,

Ginny Gardner, Borough Secretary

MINUTES OF THE BOROUGH OF MONTOURSVILLE

October 3, 2022

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

Council President Mr. Greenway called for a moment of silence in observance of the passing of Mr. Ronald Hess, member of the Montoursville Borough VIP's and Recreation Board.

The Pledge of Allegiance was observed.

The September 12, 2022 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

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

TREASURERS REPORT – Motion by Mrs. Emick to approve September 2022 treasurer's report, second by Mr. Daniels. The motion carried.

NEW BUSINESS –

SUBRECIPIENT AGREEMENT CDBG FFY 2021 - LYCOMING COUNTY AND MONTOURSVILLE BOROUGH – Council President, Mr. Greenway presented the Subrecipient Agreement CDBG FFY 2021 for review. Ms. Jamie Shrawder/SEDA-COG reviewed and explained the agreement. She also introduced Mr. Nate Carter who is Ms. Kristin McLaughlin's replacement.

Motion by Mrs. Emick to approve the Subrecipient Agreement CDBG FFY 2021 between Lycoming County and Montoursville Borough as presented; second by Mr. Brown. The motion carried.

AMENDMENT #1 TO SUBRECIPIENT AGREEMENT – CDBG CV 2020 – TIME EXTENSION & AMENDMENT TO ADD ACTIVITIES – ROOFTOP AIR CONDITION UNIT, ELDERLY HAND SANITIZING STATIONS AND INDIAN PARK HANDWASHING STATIONS - Council President, Mr. Greenway presented Amendment #1 to the Subrecipient Agreement CDBG CV 2020 for review. Ms. Jamie Shrawder/SEDA-COG reviewed and explained the amendment.

Motion by Mr. Greenway to approve Amendment #1 to the Subrecipient Agreement CDBG CV 2020 requesting a time extension & adding activities; Rooftop Air Condition Unit, Elderly Hand Sanitizing Stations and Indian Park Handwashing Stations as presented; second by Mrs. Emick. The motion carried.

DONATION – BRAD RINKER – DISC GOLF HOLE SIGN #6, DONATION – MARK UPDEGRAFF – DISC GOLF HOLE SIGN #7, DONATION – LYCOMING CTY DISC GOLF ASSO. – DISC GOLF HOLE SIGN #11, DONATION – THOMAS SMITH – DISC GOLF HOLE SIGN #14, DONATION – JESSE DARROW – DISC GOLF HOLE SIGN #15 & #16 – Council President, Mr. Greenway presented donations as presented for review.

Motion by Mr. Greenway to approve Donation – Brad Rinker, Disc Golf Hole Sign #6, Donation – Mark Updegraff, Disc Golf Hole Sign #7, Donation – Lycoming Cty. Disc Golf Asso., Disc Golf Hole Sign #11, Donation – Thomas Smith, Disc Golf Hole Sign #14, Donation – Jesse Darrow, Disc Golf Hole Sign #15 & #16; second by Mrs. Emick. The motion carried.

PLANNING & ZONING – Central Keystone COG Reports September 2022

RECREATION – Council member, Mrs. Emick shared the Recreation Boards upcoming events including finalizing the Pumpkin decorating contest, noting the library will not be able to participate this year as they are under construction however Mrs. Emick explained the downtown business will likely display the decorated pumpkins this year. Also she noted the Christmas tree lighting ceremony will take place on November 19th, 2022 with a possible parade starting at the Middle School along Willow Street. She explained the Historical Society is putting together a historical piece on the 75th anniversary of the lighting of the Christmas tree

STREETS/WATER – Nothing at this time.

MAYOR – Mayor Bagwell shared there has been a delay on the progress of the Montoursville Memorial Gardens, hopefully it will resume by the end of October. He explained however it can possibly be pushed back in to the spring of 2023.

POLICE CHIEF – Chief Gyurina reviewed the September police report. He shared the new police vehicle has been put in to service. He also shared the newest scam affecting the public and the postal service.

COUNCIL PERSONS – Council member, Mr. Lucas thanked Street and Water Project Coordinator, Mr. Hoffman and the Borough crew for their help with the Kiwanis Fall Festival. He also thanked Chief Gyurina and the Police Department in appreciation of their attendance at the Kiwanis Fall festival.

SOLICITOR – Nothing at this time.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next Council meeting will be held Monday, November 7, 2022 at 7:00 PM. Halloween will be held Sunday, October 31, 2022 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 – Nothing at this time.

There being no further business the meeting was adjourned at 7:16 PM on a motion by Mr. Lucas, second by Mr. Greenway. The motion carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary

MINUTES OF THE BOROUGH OF MONTOURSVILLE

November 14, 2022

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

The Pledge of Allegiance was observed.

The October 3, 2022 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

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

TREASURERS REPORT – Motion by Mrs. Emick to approve October 2022 treasurer's report, second by Mr. Lucas. The motion carried.

NEW BUSINESS –

AUTHORIZATION TO ADVERTISE 2023 BUDGET – Council President, Mr. Greenway presented a request to advertise 2023 Budget. Finance Committee Chairman, Mr. Robert Brown reviewed and explained the 2023 Budget, He explained the proposed budgets; the General Fund \$2,757,778.50, the Water Fund \$1,006,075.00 and the Highway Aid Fund \$166,663.32; all with no tax increase. He shared the budgets are available for inspection at the Borough office. **Motion** by Mr. Greenway to advertise the 2023 budget as presented; second by Mrs. Emick. The motion carried.

AUTHORIZE BOROUGH WATER ENGINEER TO PREPARE ENGINEERING DOCUMENTS FOR PA SMALL WATER & SEWER PROGRAM GRANT APPLICATION – NOT TO EXCEED \$2000.00 – Council President, Mr. Greenway presented a proposal for Professional Services from Levine Engineering to prepare and submit a PA Small Water & Sewer Program Grant application for review. It was noted the grant application is for the water line extension project on South Montour Street.

Motion by Mr. Greenway to authorize Levine Engineering to prepare and submit a PA Small Water & Sewer Program grant not to exceed \$2000.00, second by Mrs. Emick. The motion carried.

CHANGE ORDER #9 – MECHANICAL & ELECTRICAL IMPROVEMENTS TO THE MONTOURSVILLE WATERWORKS PROJECT – APPELLATION CONSTRUCTION SERVICES, LLC – Council President, Mr. Greenway presented Change Order #9 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project for review.

Motion by Mr. Greenway to approve Change Order #9 for the Mechanical & Electrical Improvements to the Montoursville Waterworks Project to Appellation Construction Services, LLC in the amount of \$36,214.15, second by Mr. Lucas. The motion carried

SALE OF A 2015 DODGE CHARGER THROUGH MUNICIBID

Council President, Mr. Greenway presented the 2015 Dodge Charger vehicle that was previously approved y Council to be sold via Municibid.

Motion by Mr. Greenway to approve the sale of the 2015 Dodge Charger via Municibid in the amount of \$7,400.00; second by Mrs. Emick. The motion carried.

AMENDMENT TO SUBRECIPIENT AGREEMENT – COUNTY OF LYCOMING & MONTOURSVILLE BOROUGH – GRANT—INDIAN PARK TIME EXTENSION – Council President, Mr. Greenway presented an Amendment to Subrecipient Agreement between the County of Lycoming & Montoursville Borough for the Indian Park grant for a Time Extension for review.

November 14, 2022

Motion by Mr. Greenway to approve the Amendment to Subrecipient Agreement between the County of Lycoming & Montoursville Borough requesting a time extension for the grant for Indian Park; second by Mrs. Emick. The motion carried.

SUBRECIPIENT AGREEMENT CDBG FFY 2021 – STEP HOMES IN NEED – Council President, Mr. Greenway presented the Subrecipient Agreement CDBG FFY 2021 – Step Homes in Need for review. Ms. Jamie Shrawder/SEDA-COG reviewed and explained the agreement.

Motion by Mrs. Emick to approve the Subrecipient Agreement CDBG FFY 2021 for the Step Homes in Need; second by Mr. Lucas. The motion carried.

SUBRECIPIENT AGREEMENT CDBG CV FFY 2020 – CENTER FOR INDEPENDENT LIVING – Council President, Mr. Greenway presented the Subrecipient Agreement CDBG CV FFY 2020 for the Center for Independent Living for review. Ms. Jamie Shrawder/SEDA-COG reviewed and explained the agreement.

Motion by Mrs. Emick to approve the Subrecipient Agreement CDBG CV FFY 2020 for the Center for Independent Living; second by Mr. Greenway. The motion carried.

AMENDMENT TO SUBRECIPIENT AGREEMENT – CDBG FFY 2019 – ADDING JOHN DORIN MUNICIPAL BUILDING RAB & TIME EXTENSION – Council President, Mr. Greenway presented THE Amendment to Subrecipient Agreement – CDBG FFY 2019 for review. Ms. Jamie Shrawder/SEDA-COG reviewed and explained the amendment.

Motion by Mr. Greenway to approve the Amendment to Subrecipient Agreement – CDBG FFY 2019 adding John Dorin Municipal Building RAB & requesting a time extension; second by Mr. Brown. The motion carried.

AGREEMENT FOR ARCHITECTURAL SERVICES – HILLER ARCHITECTURAL – JOHN DORIN RESTROOM RAB – Council President, Mr. Greenway presented the Agreement for Architectural Services from Hiller Architectural Group, Ltd for the John Dorin Restroom RAB for review. Ms. Jamie Shrawder/SEDA-COG reviewed and explained the agreement.

Motion by Mr. Brown to approve the Agreement for Architectural Services from Hiller Architectural Group, Ltd. related to the John Dorin Restroom RAB in the amount of \$7,700.00; second by Mrs. Emick. The motion carried.

CDBG FFY 2020 BUDGET REVISION – Council President, Mr. Greenway presented budget revision for CDBG – FFY 2020 for review. Ms. Jamie Shrawder/SEDA-COG reviewed and explained the revision.

Motion by Mr. Greenway to approve the CDBG FFY 2020 budget revision as presented; second by Mr. Lucas. The motion carried.

CDBG CV FFY 2020 BUDGET REVISION – Council President, Mr. Greenway presented budget revision for CDBG CV FFY 2020 for review. Ms. Jamie Shrawder/SEDA-COG reviewed and explained the revision.

Motion by Mr. Greenway to approve the CDBG CV FFY 2020 budget revision as presented; second by Mr. Brown. The motion carried.

RESOLUTION 2022-03 – IMPLEMENTING ACT 57 OF 2022 – Council President, Mr. Greenway presented Resolution 2022-03 for review. The Borough Secretary explained the resolution, noting it was required for tax years beginning on or after January 1st, 2023.

Motion by Mr. Greenway to approve Resolution 2022-03 implementing ACT 57 of 2022; second by Mr. Brown. The motion carried.

ESTABLISH AND OPEN A NON INTEREST BEARING FIRE INSURANCE ESCROW BANK ACCOUNT – Council President, Mr. Greenway presented the request to establish and open a non-interest bearing Fire Insurance Escrow Bank Account.

November 14, 2022

Motion by Mr. Lucas to approve to establish and open a non-interest bearing Fire Insurance Escrow Bank Account; second by Mr. Brown. The motion carried.

PLANNING & ZONING – Central Keystone COG Reports October 2022

RECREATION – Council member, Mrs. Emick reported the former Mayor Dorin’s Annual Tree Lighting Ceremony date has been rescheduled to December 3, 2022 due to inclement weather prohibiting lights being placed on the tree. She also noted the Recreation Board member Ron Beach, announced his resignation for December 2022 and would like to thank him for his service over the years. Council Vice President, Mr. Lucas reviewed and explained Event permits 2022-17 & 2022-18.

Motion by Mr. Lucas to approve event permits 2022-17 & 2022-18 second by Mr. Brown. The motion carried.

STREETS/WATER – Nothing at this time.

MAYOR – Mayor Bagwell shared that Lowes & Wal-Mart generously donated gift cards for the Holiday House Decorating Contest. He reported that the Flight 800 Memorial Garden renovations are going very well along with the Konkle Library renovations. He explained the library renovations are moving it into the 21st century with a bright wide-open concept. He shared he is very impressed with the amazing progress of these renovations.

POLICE CHIEF – Chief Gyurina reviewed the October police report. He shared that the Giving Tree is located in the Borough Office foyer with tags requesting donations. He explained Police Secretary, Kathy Sampsell has been doing a fantastic job and working very hard on the Giving Tree project. He shared that the tree has already been re-loaded with second batch of tags for donations. He also noted that there had been damage done to an Indian Park parking area and the responsible juveniles have been apprehended.

COUNCIL PERSONS – Nothing at this time.

SOLICITOR – Nothing at this time.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next Council meeting will be held Monday, December 5, 2022 at 7:00 PM. The brush recycling area will closed for the season Friday, December 2, 2022 at 4:00pm.

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. Greenway, second by Mr. Brown. The motion carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary

MINUTES OF THE BOROUGH OF MONTOURSVILLE

December 5, 2022

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

The Pledge of Allegiance was observed.

The November 14, 2022 minutes were approved on a motion by Mr. Brown, second by Mrs. Emick. The motion carried.

VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS – VIP members, Mr. Robert Weaver and Mr. John Hunsinger gave the 2022 VIP Annual Report to Council. Mr. Weaver shared with council some of the projects completed in 2022, noting they had replaced roofs on the small pavilions, repaired picnic tables, painted benches and dugouts, installed a swing near the pond, installed and removed Christmas lights to name a few. VIP member, Mr. Weaver publicly thanked Mr. Cliff Hoffman, Street/Water Project Coordinator and Ron Lee, Foreman Borough Streets for their assistance throughout the year. VIP member, Mr. Hunsinger gave a brief history of the Volunteers of Indian Park. Council expressed their appreciation for all the work the Volunteers of Indian Park do for Indian Park and the Borough.

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

NEW BUSINESS –

2023 BUDGET – Council President, Mr. Greenway presented the 2023 Budget. Finance Committee Chairman, Mr. Robert Brown reviewed the 2023 budgets as follows: General Fund \$2,757,778.50, Water Fund \$1,006,075.00 and Highway Aid Fund \$166,663.32 and noted there is no tax increase and no water rate increase.

Motion by Mr. Brown to approve the 2023 budget as presented; second by Mr. Greenway. The motion carried.

MONTOURSVILLE BOROUGH PERSONNEL 2023 WAGES – Council President, Mr. Greenway presented the Borough of Montoursville Personnel 2023 Wages for review.

Motion by Mr. Greenway to approve the Borough of Montoursville Personnel 2023 Wage as presented with a 3% increase, second by Mrs. Emick. The motion carried.

2023 MEETING SCHEDULE NOTICE – Council President, Mr. Greenway presented the 2023 meeting schedule notice for review.

Motion by Mr. Greenway to approve the 2023 Meeting Schedule Notice as presented, second by Mrs. Emick. The motion carried.

RESOLUTION 2022-04 – ELIMINATING POLICE PAYMENTS INTO THE POLICE PENSION FUND FOR 2023 - Council President, Mr. Greenway presented Resolution 2022-04 eliminating police payments into the police pension fund for review.

Motion by Mr. Greenway to approve Resolution 2022-04 Eliminating Police Payments into the Police Pension Fund for 2023 as presented, second by Mr. Brown. The motion carried.

December 5, 2022

RESOLUTION 2022-05 – 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 2022-05 for review.

Motion by Mr. Brown to approve Resolution 2022-05 authorizing the Borough Secretary to dispose of certain public records in accordance with schedules approved by the Local Government Records Committee, second by Mr. Greenway. The motion carried.

RESOLUTION 2022 – 06 – FIRE POLICE & EVENTS – Council President, Mr. Greenway presented Resolution 2022-06 for review. It was noted this resolution appoints and authorizes the Willing Hand Hose fire police to serve events on an annual basis.

Motion by Mr. Greenway to approve Resolution 2022-06 appointed and authorizing the Willing Hand Hose fire police to serve events on an annual basis, second by Mr. Brown. The motion carried.

RESOLUTION 2022-07 – H2O SMALL WATER & SEWER GRANT APPLICATION DOCUMENTS – Council President, Mr. Greenway presented Resolution 2022-07 for review.

Motion by Mr. Greenway to approve Resolution 2022-07 for a H2O Small Water and Sewer Program grant application and documents as presented, by Mrs. Emick. The motion carried.

FEE SCHEDULE AMENDMENT – SEO SERVICES/JAMI NOLAN – Council President, Mr. Greenway presented the amended 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.

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

AMENDMENT TO SUBRECIPIENT AGREEMENT – CDBG-CV 2020 – CENTER FOR INDEPENDENT LIVING ROOFTOP AIR CONDITIONING UNIT PROJECT ADDITIONAL FUNDING – Council President, Mr. Greenway presented the Amendment to Subrecipient Agreement – CDBG CV FFY 2020 for review. Ms. Jamie Shrawder/SEDA-COG reviewed and explained the amendment.

Motion by Mr. Greenway to approve the Amendment to Subrecipient Agreement – CDBG CV FFY 2020 increasing the allotment in the amount of \$16,620.63; second by Mrs. Emick. The motion carried.

PLANNING & ZONING – Central Keystone COG Reports November 2022

RECREATION – Council member, Mr. Lucas gave update on the park projects; looking ahead focusing on the resurfacing of the Tennis/Basketball courts with fund raising and a possible grant application. Council member, Mrs. Emick shared the former Mayor Dorin’s Annual Tree Lighting Ceremony was a success and well attended. She offered thanks to Mr. Robert Weaver and the VIP’s, Fire Chief Scott Konkle and Mayor Bagwell and all who contributed in making the ceremony a success.

STREETS/WATER – Street and Water Project Coordinator, Mr. Cliff Hoffman shared that the leaf collection season has come to an end. He also shared the 2022 Chevy 6500 HD truck has been delivered to the dealer.

December 5, 2022

MAYOR – Mayor Bagwell publicly thanked Mr. Robert Weaver, Mr. John Hunsinger and all the VIP’s for all that they do. He also thanked all who helped and participated in the former Mayor Dorin’s Annual Tree Lighting ceremony.

POLICE CHIEF – Chief Gyurina reviewed the November police report. He explained Police Secretary, Kathy Sampsell has been doing a fabulous job and working very hard on the Giving Tree project ; he also shared they received a sizable donation for the giving tree and thanked everyone who participated.

COUNCIL PERSONS – Council Vice President, Mr. Lucas wished all a Happy Holidays.

SOLICITOR – Nothing at this time.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next Council meeting will be held Tuesday, January 3, 2023 at 7:00 PM.

VISITOR AND PUBLIC COMMENTS – Montoursville Borough Memorial Gardens Representative, Mr. Scott Konkle gave update on the work being done at the Memorial Gardens noting the renovations are moving along and looking good. He shared the Memorial Gardens will be closing for the winter. He also gave update on their fund raising noting they would like to increase funding for the perpetual care of the garden. Library member, Mr. Robert Weaver shared the renovations are complete at the library and is now open.

There being no further business the meeting was adjourned at 7:25 PM on a motion by Mr. Greenway, second by Mr. Brown. The motion carried.

Respectfully submitted,

Ginny Gardner, Borough Secretary