

January 6, 2025

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

The Pledge of Allegiance was observed.

The December 2<sup>nd</sup>, 2024 minutes were approved on a motion by Dr. Kline, second by Mr. Brown. The motion carried.

**TREASURERS REPORT/BOROUGH BILLS** – Motion by Mr. Brown to approve the December 2024 treasurer's report, second by Dr. Kline. The motion carried.

**VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS** – VIP member, Mr. Robert Weaver gave the 2024 VIP Annual Report to Council. Mr. Weaver shared with council some of the projects completed in 2024. He mentioned all the repairs done in coordination with Street and Water Project Coordinator, Mr. Cliff Hoffman and the Borough crew including their work in the various locations throughout the borough. He also thanked the borough for the building that they currently call their home base of operations. He also encouraged people to join their organization and attend their meetings on Monday mornings, noting to contact the borough office for more information on membership. Council members, Dr. Kline and Mrs. Emick thanked the VIP's for all they do. Council agreed.

Resident, Mrs. Kim Myers, 1127 Elm St, stated that there has been a lot of issues with water pressure. Council President, Mr. Greenway politely reminded her that comments for items not listed on the agenda must wait until the second public comment portion at the end of the meeting.

**REAPPOINTMENTS/APPOINTMENTS** – Council President, Mr. Greenway presented the following reappointment/appointments as well as conducting all motions to approve reappointment/appointments for each category: Secretary/Treasurer, Open Records Officer and Tax Collector, Ginny Gardner; Street and Water Project Coordinator, Cliff Hoffman; Borough Solicitor, McCormick Law Firm; Borough Engineer, Pysher & Associates and Levine Engineering, LLC and Planning Commission, Mr. Tony Salvatori.

Council agreed to issue a RFP for the Borough Engineer Position currently held by Pysher Engineering.

**Motion** by Mr. Greenway to approve all appointments/reappointments as presented, seconded by Mr. Brown. The motion carried.

#### **NEW BUSINESS –**

**SEO SERVICES/JAMI NOLAN- SEWAGE ENFORCEMENT OFFICER** - Council President Mr. Greenway presented SEO Services/Jami Nolan- Sewage Enforcement Officer for review.

**Motion** by Mr. Greenway to approve SEO Services/Jami Nolan- Sewage Enforcement Officer as presented; second by Mrs. Emick. The motion carried.

**GENERAL EASEMENT AGREEMENTS –VERIZON** – Council President, Mr. Greenway presented General Easement Agreements with Verizon for 804 Tule St., 900 Spruce/Walnut St., 516 Allen St, 800 Mulberry/Walnut St. for review.

**Motion** by Mr. Greenway to approve General Easement Agreements with Verizon as presented; second by Dr. Kline. The motion carried.

**AGREEMENT - LYCOMING SUPPLY INC. – DEMOLITION TIME EXTENSION** – Council President, Mr. Greenway presented a request from Lycoming Supply Inc. for a demolition time extension until May 31, 2025 for review.

**Motion** by Mr. Brown to approve Lycoming Supply Inc.'s request for a demolition time extension until May 31<sup>st</sup>, 2025 as presented; second by Dr. Kline. The motion carried.

**BROAD AND WALNUT STREET TRAFFIC SIGNAL REPLACEMENT PROJECT BID** – Council President, Mr. Greenway presented a bid by Lecce Electric Inc. in the amount of \$ 269,900.00 for the Broad and Walnut Street Traffic Signal Replacement project for review. Borough Solicitor, Chris Kenyon stated he had reviewed the bid with no issues. Council member, Mrs. Emick requested if possible to have the project start at the end of the school year.

**Motion** by Mrs. Emick to approve and award the Broad and Walnut Street Traffic Signal Replacement project to Lecce Electric Inc. in the amount of \$269,900 as presented, second by Mr. Greenway. The motion carried.

**WATER RATES** – Council President, Mr. Greenway presented the water rates for review.

He stated the current water rate is \$10.00 per 1,000 gallons with a \$40.00 minimum for first 3,000 gallons. He explained that the engineers estimate for 2025 calculates that the water rates need to be increased to at least \$12.00 per 1,000 gallons however that would not produce enough revenue to be put into the Water Capital Improvement fund for future improvements. It was proposed to set the water rates to a flat \$13.00 per 1000 gallons with a \$39.00 minimum fee and \$13.00 for every 1,000 gallon after first 3,000 gallons.

Council member, Mrs. Emick shared she has a hard time with the engineers estimate to increase the water rates. She stated she would support a smaller increase.

**Motion** by Mr. Greenway to approve Water Rates to \$13.00 per 1000 gallons with a \$39.00 minimum fee and \$13.00 for every 1,000 gallon after first 3,000 gallons.as presented; second by Dr. Kline. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports December 2024.

**RECREATION** – Council member, Mrs. Emick again thanked the VIPS for their service. She reviewed and explained Event permits 2024-27 and 2025-01 as presented.

**Motion** by Mrs. Emick to approve event permits 2024-27 & 2025-01 as presented; second by Dr. Kline. The motion carried. Council member, Mrs. Emick announced that the Recreation Board is still looking for volunteers and people with new ideas.

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

**MAYOR** – Mayor Bagwell thanked VIP member, Mr. Robert Weaver, and the VIP's for how pleasant and easy they are to deal with; he also thanked Council for all that they do as well as all the employees of the Borough.

**POLICE CHIEF** – Chief Gyurina reviewed the December 2024 police report. Chief Gyurina explained Verizon employees replacing poles have every right to work within the right of way. He stated any property owners who have sheds etc. located in the ROW are actually in violation. He asked residents not to call the police and let the employees get their work done. Chief Gyurina also discussed scams. He shared residents are to contact the borough police with any new scams that they have either heard about or have experienced first-hand.

**COUNCIL PERSONS** – Council Vice President, Mr. Brown reviewed the Civil Service Commission 2024 Annual Report. He stated the commission met on January 2<sup>nd</sup>, 2024 and since then there has been only one applicant. He reviewed all previous advertising completed. The 2025 Civil Service Commission Meeting was held on January 6<sup>th</sup>, 2025. He shared at that meeting, that currently there is one applicant that will require testing and processes that will follow. He explained the next civil service meeting will be held January 5<sup>th</sup>, 2026. Council Vice President, Mr. Brown also stated that there were no hearings for police officers in 2024.

At this time Council member, Mrs. Emick questioned St and Water Project Coordinator, Mr. Cliff Hoffman regarding the lack of water pressure in the borough. Street and Water Project Coordinator, Mr. Hoffman asked Council member, Mrs. Emick how much pressure does she want and what she considers to be good water pressure. Council member,

Mrs. Emick stated she wants to get a shower that isn't a trickle. Street and Water Project Coordinator, Mr. Hoffman explained that PADEP requires the borough to supply 20lbs of pressure; which is what we provide. He also stated that residents could, and some should, get booster pumps if they want additional pressure. Council Vice President, Mr. Brown and Street and Water Project Coordinator, Mr. Hoffman stated that the new reservoir will help increase pressure, which is why water rates have been increased to help finance the project. Council Vice President, Mr. Brown stated there were several incidents that occurred which gave a spike in usage to a level which was not planned for. Street and Water Project Coordinator, Mr. Hoffman also informed residents that the SCADA system is still a work in progress; there are many steps in the work. He shared it is so important to have the water rates at the appropriate level in order to finance and complete the projects. He also let the public know that leaks are detected through the gallons used daily and pressure issues. He stated that when the new water reservoir is completed, pressure issues will be much less of an issue per the Borough Water Engineer, Mr. Tom Levine. Street and Water Project Coordinator, Mr. Hoffman stated that is why putting in this new reservoir cannot be put off any longer and hopefully will be built in the summer of 2025.

**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 February 3<sup>rd</sup>, 2025 @ 7:00PM. An Executive session for Personnel & Legal issues will be held at the close of the meeting and will not be reconvened.

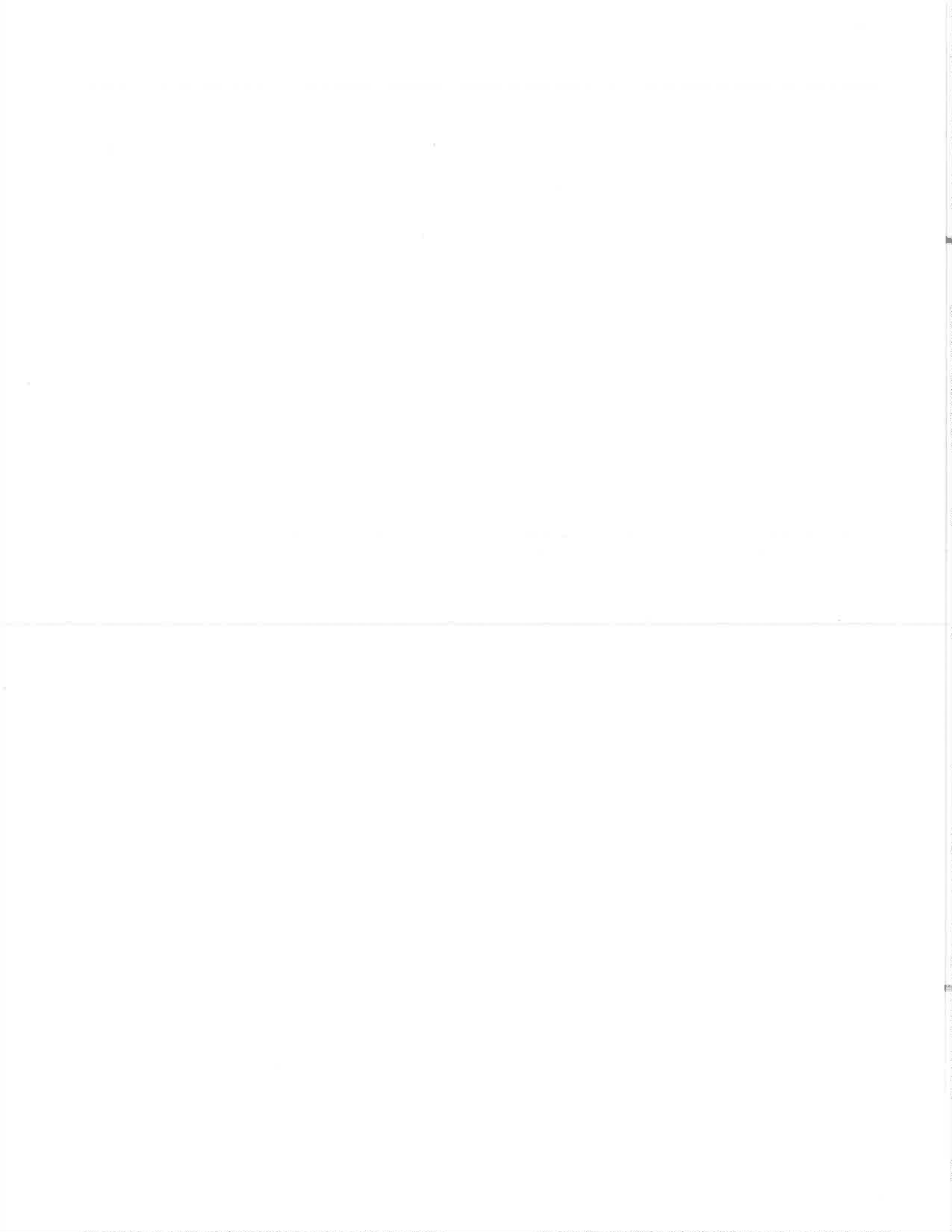
**VISITOR AND PUBLIC COMMENTS** – Fire Chief, Mr. Jeff Hutchins introduced himself as the new fire chief of Willing Hand Hose (WHH). He reviewed the 2024 end of the year report.

There being no further business the meeting was adjourned at 8:10 PM on a motion by Mr. Brown, second by Mr. Greenway. The motion carried.

Respectfully submitted,

---

Ginny Gardner, Borough Secretary



February 3, 2025

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

The Pledge of Allegiance was observed.

The January 6, 2025 minutes were approved on a motion by Dr. Kline, second by Mrs. Emick. The motion carried.

**TREASURERS REPORT/BOROUGH BILLS** – Motion by Mr. Lucas to approve the January 2025 Treasurer’s report, second by Dr. Kline. The motion carried.

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

Willing Hand Hose Fire Chief, Mr. Jeff Hutchins gave update regarding the annual Hazmat refresher. He shared the new fire engine is in production and reviewed his call report from January.

**NEW BUSINESS –**

**GENERAL EASEMENT AGREEMENTS – VERIZON** – Council Vice President, Mr. Brown presented General Easement Agreements with Verizon for 710 Bennett St. & 618 Pearl Blvd. for review.

**Motion** by Mrs. Emick to approve General Easement Agreements with Verizon as presented; second by Dr. Kline. The motion carried.

**AMENDMENT #1 SUBRECIPIENT AGREEMENT – CDBG FFY 2022 – DECREASING FUNDING CURB CUTS IV and INCREASING FUNDING CURB CUTS V** - Council Vice President, Mr. Brown presented

Amendment #1 Subrecipient Agreement for CDBG FFY 2022 decreasing funding for Curb Cuts IV project in the amount of \$1,837.30 and increasing funding for Curb Cuts V project in the amount of \$1,837.30 for review.

**Motion** by Dr. Kline to approve Amendment #1 Subrecipient Agreement – CDBG FFY 2022 decreasing funding for Curb Cuts IV project in the amount of \$1, 837.30 and increasing funding for Curb Cuts V project in the amount of \$1,837.30 as presented; second by Mr. Lucas. The motion carried.

**RESOLUTION 2025-01 – AUTHORIZATION TO SUBMIT A FINANCIAL ASSISTANCE APPLICATION TO PENNVEST & LETTER OF RESPONSIBILITY** – Council Vice President, Mr. Brown presented Resolution 2025-01 Authorization to Submit a Financial Assistance Application to PENNVEST & Letter of Responsibility for review. It was explained that this is a formality in order to file for the loan from PENNVEST for the new reservoir project.

**Motion** by Dr. Kline to approve Resolution 2025-01 Authorization to Submit a Financial Assistance Application to PENNVEST & Letter of Responsibility as presented; second by Mr. Brown. The motion carried.

**2025 ENGAGEMENT LETTER/LARSON, KELLET & ASSOC** –Council Vice President, Mr. Brown presented the 2025 engagement letter from Larson, Kellet & Associates for auditing services for review.

**Motion** by Mr. Lucas to approve 2025 engagement letter from Larson, Kellet & Associates for auditing services as presented; second by Mrs. Emick. The motion carried

**PLANNING & ZONING** – Central Keystone COG Reports January 2025.

**RECREATION** – Council member, Mr. Lucas reviewed and explained Event permit 2025-02 as presented.

**Motion** by Mr. Lucas to approve event permit 2025-02 as presented; second by Mrs. Emick. The motion carried.

**STREETS/WATER** – Street and Water Project Coordinator, Mr. Hoffman explained that the transmission on the dump truck is bad shape.. He stated the dump truck is 10 years old and that it will cost approximately \$14,000.00, as

per a quote from Penn Power, for repairs. Council member, Mr. Lucas stated that providing three quotes for the repairs would be sufficient in the effort to ensure the borough is spending money wisely.

**MAYOR** – Nothing at this time.

**POLICE CHIEF** – Chief Gyurina reviewed the January 2025 police report.

**COUNCIL PERSONS** – Council member, Mrs. Emick questioned the status of the RFP for the Borough engineer. It was noted that it would be proposed and reviewed around June. Council member, Mrs. Emick then stated she was upset regarding the lack of treatment of the streets from the most recent snowfall of a half an inch and stated this was not acceptable for borough residents. Mayor Bagwell explained that he, Chief Gyurina and Street and Water Project Coordinator, Mr. Hoffman had a discussion regarding Mrs. Emick's complaint, noting that the on-duty police officer would contact Mr. Hoffman notifying him of the street conditions, unfortunately that evening due to illness the on-duty officer was not working therefore there was lack of treatment to the streets. He explained that Chief Gyurina and Mr. Hoffman will discuss and find a better way of notification to manage future snow/ice event coordination.

**SOLICITOR** – Nothing at this time.

**COUNCIL VICE PRESIDENT** – Council Vice President, Mr. Brown gave a civil service update noting that a written exam was administered on Tuesday January 8<sup>th</sup>, 2025 and they will be moving forward to the next phase.

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

**CORRESPONDENCE AND ANNOUNCEMENTS** – The next Council meeting will be held Monday March 3<sup>rd</sup>, 2025 @ 7:00PM.

**VISITOR AND PUBLIC COMMENTS** –

Willing Hand Hose Fire Chief, Jeff Hutchins explained that there was a notice in the Sun Gazette that the Lycoming County Board of Elections changed the location of the first and third ward polling places. Council Vice President, Mr. Brown also shared that the first ward will be voting at the John Dorin Municipal Building, and the third ward will be voting at Faith United Methodist Church.

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

Respectfully submitted,

---

Ginny Gardner, Borough Secretary

March 3, 2025

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

The Pledge of Allegiance was observed.

The February 3, 2025 minutes were approved on a motion by Dr. Kline, second by Mr. Brown. The motion carried.

**TREASURERS REPORT/BOROUGH BILLS** – Motion by Mr. Brown to approve the February 2025 Treasurer’s report, second by Mrs. Emick. The motion carried.

**VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS** – Willing Hand Hose Fire Chief, Mr. Jeff Hutchins reviewed the February 2025 Fire & Emergency call report.

**NEW BUSINESS** –

**FEE SCHEDULE AMENDMENT** – Council President, Mr. Greenway presented a Fee Schedule Amendment for Zoning Fee’s for review.

It was shared that the Central Keystone Council of Governments is requesting that zoning fees be increased so that their rates are being covered, and the borough residents are not subsidizing all those who apply for a zoning permits. **Motion** by Mr. Brown to approve Fee Schedule Amendment for Zoning Fee’s as presented; second by Mrs. Emick. The motion carried.

**COMMUNITY YARD SALE** – Council President, Mr. Greenway presented Community Yard Sale for the dates of May 30<sup>TH</sup> & 31<sup>ST</sup> or May 31<sup>st</sup> & June 1<sup>st</sup>, 2025 for review.

It was suggested to amend the dates for 3 days, Friday, May 30<sup>th</sup>, 31<sup>st</sup> & June 1<sup>st</sup> with the stipulation that Friday, May 30<sup>th</sup> yard sale will start no earlier than 9:00am for safety reasons so it does not affect the school traffic. **Motion** by Mrs. Emick to approve the amended Community Yard Sale dates for May 30<sup>th</sup>, May 31<sup>st</sup> and June 1<sup>st</sup>, 2025; second by Mr. Greenway. The motion carried.

**BRUSH/RECYCLING OPENING DATE & SATURDAY DATES** – Council President, Mr. Greenway presented the Brush/Recycling opening date as April 1<sup>st</sup> and the Saturday dates as April 26, June 28, August 30 & October 25 for review.

**Motion** by Mr. Greenway to approve the Brush/Recycling opening date as April 1<sup>st</sup>, and the Saturday dates as April 26, June 28, August 30 & October 25 as presented; second by Mr. Brown. The motion carried.

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

**Motion** by Mr. Brown to approve the Authorization letter for the 911 Memorial Coalition as presented; second by Mr. Lucas. The motion carried

**CHANGE ORDER #1 – BROAD & WALNUT STREET TRAFFIC SIGNAL REPLACEMENT PROJECT** – Council President, Mr. Greenway presented Change Order #1 for the Broad & Walnut Street Traffic Signal Replacement Project in the amount of \$17,388.00 to Lecce Electric for review.

**Motion** by Mr. Brown to approve Change Order #1 for the Broad & Walnut Street Traffic Signal Replacement Project to Lecce Electric in the amount of \$17,388.00 as presented; second by Mr. Greenway. The motion carried

**PURCHASE A ODB TOW BEHIND LEAF/DEBRIS VAC & BOX –COSTARS—STEPHENSON**

**EQUIPMENT** – Council President, Mr. Greenway presented a quote for the purchase of a ODB Tow Behind Leaf/Debris Vac & Box through Costars Vendor Stephenson Equipment in the amount \$132,470.83 for review. It was noted that the Borough had been awarded a PADEP 902 grant for the purchase.

**Motion** by Mr. Greenway to approve the purchase of a ODB Tow Behind Leaf/Debris Vac & Box through Costars vendor Stephenson Equipment in the amount of \$132,470.83 as presented; second by Mrs. Emick. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports February 2025.

**RECREATION** – – Council member, Mr. Lucas reviewed and explained Event Permits 2025-03 and 2025-04 as presented.

**Motion** by Mr. Lucas to approve event permits 2025-03 & 2025-04 as presented; second by Mrs. Emick. The motion carried.

**STREETS/WATER** – Street and Water Project Coordinator, Mr. Cliff Hoffman announced that the Borough will be doing hydrant flushing on Saturdays.. He stated that it is routine maintenance that needs done; flushing the hydrants may cause rusty discolored water and low pressure.so if this happens residents are to run the cold water until it clears if this should occur. Willing Hand Hose Fire Chief, Mr. Jeff Hutchins stated that the fire department is very grateful for the hydrant flushing. Street and Water Project Coordinator, Mr. Hoffman also noted that the PADEP/EPA required meter inspections are coming along however there are still about five hundred more that need done. The Borough crew will be doing inspections on Saturdays as well. He explained the purpose of the inspection is for the health of the borough residents in accordance with new laws.

**MAYOR** – Mayor Steve Bagwell thanked Street and Water Project Coordinator, Mr. Hoffman for taking the time to explain the SCADA system to him. A discussion took place regarding a schedule that council would like to be posted on the Montoursville Facebook page and website for the hydrant flushing schedule so that residents are informed.

**POLICE CHIEF** – Chief Gyurina reviewed the February 2025 police report. He noted that there was a small spike in mental health calls this past month. He also shared regarding the past snowfalls and the ticketing that took place for the residents that did not adhere to snow removal. He stated ticketing was done due to rain and the freezing temperatures that followed. Chief Gyurina then noted that the SPCA is no longer taking any dogs, but if there is a lost dog in the borough the police will try and post the animal on the Police Facebook page; he noted the police department has a chip reader in order to assist with the owners location.

**COUNCIL PERSONS** – Council member, Mr. Lucas asked if there were any updates regarding the curbs and if any information is being collected from other borough's on how they manage repairs and paving projects. Street and Water Project Coordinator, Mr. Hoffman along with Council Vice President, Mr. Brown stated that information is being collected and compiled, so as to have a concrete guideline for curbs for the residents and the borough.

Council Vice President, Mr. Brown gave a Civil Service Commission update, stating that an oral examine was given, however the applicant explained he had accepted another job. He also noted the Civil Service list will be certified by prior to the next meeting. Dr. Kline suggested contacting our local representatives in Harrisburg as this process seems very cumbersome and costly to the borough and ultimately we have no applicants to hire.

A letter from the PSAB regarding civil service requirements and regulations was discussed. At this time, Council Vice President, Mr. Brown thanked all the residents in attendance at this evening's meeting.. He continued by reading a statement and explained he would like his official statement to be recorded and included as part of the meeting minutes.

**SOLICITOR** – Borough Solicitor, Chris Kenyon explained Muncy Borough did a year-round authorization letter that involves PADOT highways.

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

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

**CORRESPONDENCE AND ANNOUNCEMENTS** – The next Council meeting will be held Monday, April 7<sup>th</sup>, 2025 @ 7:00PM.. The Indian Park clean-up is scheduled for April 26<sup>th</sup>, 2025 from 9:00 -11:00AM.

**VISITOR AND PUBLIC COMMENTS** – Resident, Mr. Ken Raker, 1127 Elm St, commented about the hydrant flushing and questioned why it is just now being done when it was discussed last year. Street and Water Coordinator, Mr. Hoffman explained to him last year it was brought up that they were going to get ready to start flushing hydrants and that is what they are currently doing. Mr. Hoffman continued by stating there are no regulations for hydrant flushing, just a twice a year recommendation.

An unnamed person questioned if anyone considered how the increased traffic, which would result from the closure of Loyalsock Valley Elementary, is going to affect the residents of the Borough. Borough Solicitor, Chris Kenyon responded that all aspects of any changes that may be done to the school will have to go through a Land Development Plan which will be figured in to that process. Council Vice President, Mr. Brown explained to the residents, that if a Land Development Plan that comes before Council meets the criteria, Council is required to approve it. There is no other option.

Resident, Mr. Donald Boyles, 329 Bennett St, explained there was an event taking place at the high school with both sides of the street being parked up. He requested the borough to do something about this. Chief Gyurina stated that he does ticket if it gets dangerous and tries to use some discretion as to not over ticket. Council member, Mrs. Emick stated that she believes people should be ticketed more if they are going to break the laws. Council member, Mr. Lucas stated that the issue of this past weekend was a multitude of basketball games taking place and the people were constantly coming and going. He also encouraged people to contact the non-emergency number to have the on-duty officer sent out.

Resident, Sandra Crist, 1205 Cedar St, stated being that she just moved to Montoursville she wanted confirm what was explained to her, by Council Vice President, Mr. Brown, that the brush pile opens April 1<sup>st</sup>, 2025 and it is open Monday thru Friday 8-4pm and that she must present her ID in the borough office before heading over to the brush pile that the list of Saturday's that had been previously discussed are just additional days to the weekdays it is open..

There being no further business the meeting was adjourned at 8:56 PM on a motion by Mr. Greenway, second by Mr. Brown. The motion carried.

Respectfully submitted,

---

Ginny Gardner, Borough Secretary

Prepared Remarks  
Montoursville Borough  
Council Meeting  
March 3, 2025

For those of you who attend these meetings regularly, you have repeatedly heard me ask that you do not blindly accept anything that is told to you by anyone as being factual. Please do your own research and come to your own conclusion.

A recent illustration of this was the information that we as a council have admitted that we have neglected the water system.

Merriam Webster online defines neglect as

To pay little or no attention to; fail to heed; disregard.

To fail to care for or attend to properly

To fail to do or carry out, as through carelessness or oversight.

I would like to bring your attention to the list that is posted on the display board in this room. I ask you to take a look at it on your way out. It includes a list of items and projects completed on the water system since 2010. This list includes items that were done by this council as well as previous councils over the last 15 years. This is not an all inclusive list of what was done, but an example of maintenance and construction items handled by councils during this time period.

I am not sure how you define the word neglect, but councils and other elected bodies, ours included are constantly making decisions. In our case those decisions are regarding the water system as well as the Borough. I am fairly sure that neglect is not the correct word to describe those actions.

That statement was followed by an assertion that council spent over 1 million on a SCADA system to monitor the water system so they would not have to pay overtime for employees to monitor on weekends.

The SCADA system (Supervisory control & Data Acquisition) allows access to the status of the system 24/ 7 / 365. That is one of the benefits the SCADA system. Another is that problems can be acknowledged and adjustments can be made in near real time. Does the system save us overtime? Yes it does. Does it eliminate overtime, No it does not. The break even point for saving enough overtime costs to pay for the SCADA system will take many years. It would have been foolish to make the decision based solely on eliminating overtime on weekends. The decision was made after weighing multiple factors.

If any of you have ever served on a council or similar body, you know that you are asked to continually make decisions on how to spend other people's money. There are almost always more items or projects to spend money on than there is money available. At that point, as a member of the body, you look at what needs to be done or is suggested to be done vs how much money you have to accomplish those tasks. You then discuss amongst your body, listen to experts and others and then make what you determine to be the best decision for the customer or taxpayer.

I was here as far back as 2010 as a taxpayer and citizen, listening to the council members at that time as they discussed how best to spend the money on the system. I cannot and do not fault previous councils for the decisions that they made. I will again point out that They had information that I, at that time, as a member of the audience more than likely did not have as not all possibilities and issues can be covered during a 45 minute committee meeting or a short discussion before a vote is taken.

Councils, ours included looked at the list of projects and equipment that needed to be addressed, looked at the available finances and prioritize the list

Do I agree with all of the past council's decisions, I cannot say that I do, but at the time they were made, Those council members believed their decisions to be the right course at that time. Please understand that the "priorities and the To Do" list changes as does the available finances and system status. What may be #1 right now, may be replaced by something else depending on circumstances.

I know some of you obviously disagree with the choices that were made as to the order that current and past councils have carried out maintenance and updates to the water system as well as other borough projects.

As a taxpayer, resident and customer of the water company, you have the right to disagree with our decisions and politely speak your mind. We do ask that when you are here during a committee or council meeting, you do not interrupt that meeting and the ongoing discussions by council and committee members as that is the reason we are all here.

I would also like to discuss an item that was brought up at both the January and February meetings.

At the January meeting, Mrs. Emick brought up the idea of an RFP for the Borough engineer's position. My first inclination was to agree that this might be a good idea. As a Borough, we look at how we spend your tax money on a continuous basis. As an example, we look at electricity and communications rates and other rates given the opportunity. It costs us nothing to shop around and ensures us and you that we are getting the best for your money. That is what I expect of my Government.

However, the use of an RFP is more complicated. RFP is an acronym for Request for Proposal. A request for proposal is utilized by council to solicit bids for professional services such as legal representation or in this instance, engineering services

For an RFP to be acted on, it will have to be prepared by our Solicitor. It will have to cover all of the business that the Borough Engineer will be required to conduct on behalf of the Borough. The Borough Engineer is involved in many aspects of the operation of the Borough. As an example, our engineer is involved in our MS-4 (Municipal Separate Storm Sewer System) operations and process. Our current engineer is knowledgeable at MS-4, which is a highly complicated endeavor. The regulations are massive and the changes seem to be all too frequent. When the borough was putting our last MS-4 permit application together, our engineer made a suggestion, saving us an estimated \$1 million in costs. The engineer is also involved in much more mundane items, such as helping us with the

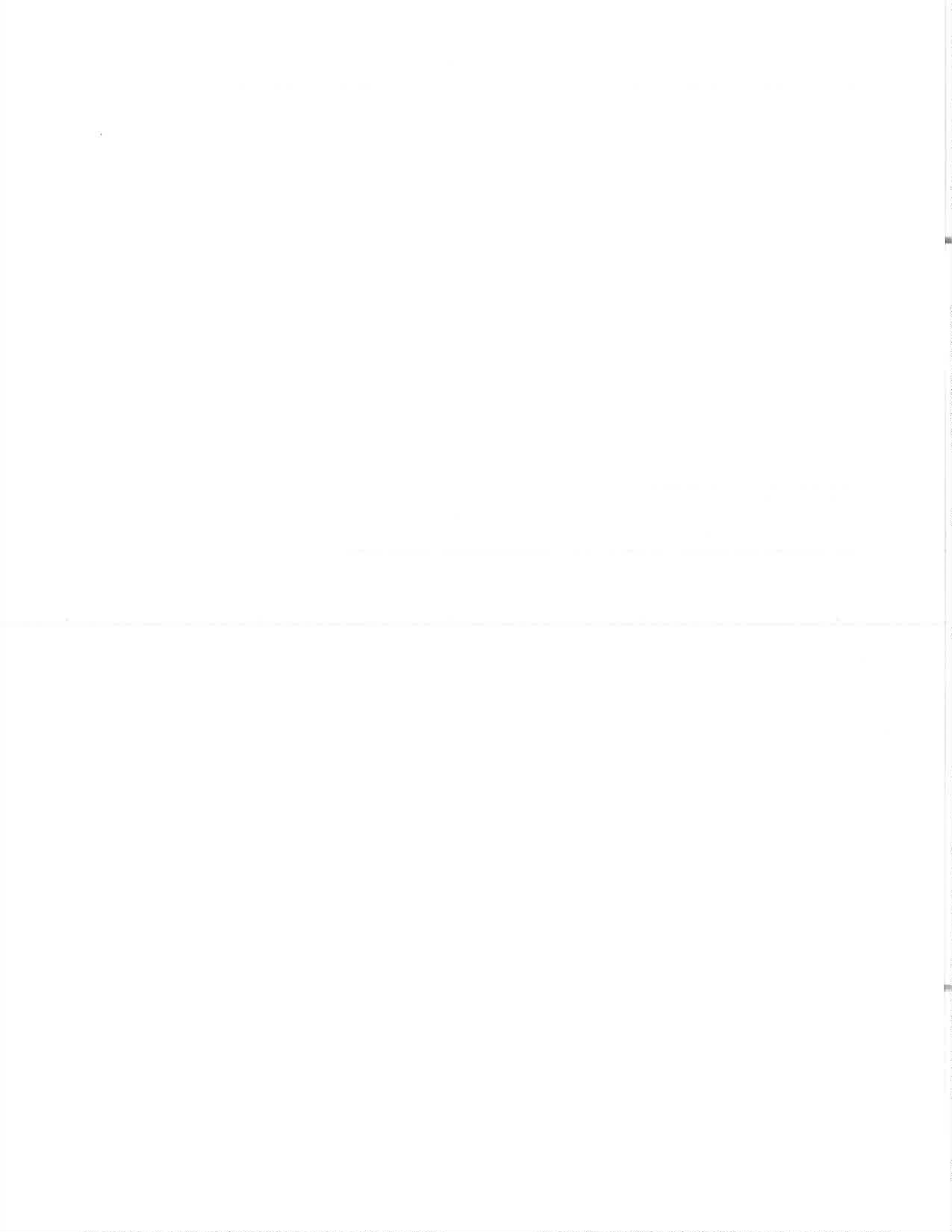
engineering and grant process for our upgraded playground as well as any project that requires engineering.

The engineer also found us a grant that allowed us to repave Mill Street. For those of you who are interested in why Mill Street, the answer is that the grant had so many restrictions and requirements that it was the only street in the borough that met the requirements

I point this out only to show you that an RFP for the position is much more complicated and intricate than you or I can imagine. It will also cost a significant amount of money. The RFP will have to be written by our Solicitor, and the proposals received will then have to be examined by the Solicitor to ensure that they meet all necessary criteria. I will be keeping that in mind as it comes time to vote on whether or not to pursue an RFP for the Borough Engineer position.

As always, thank you for attending this evening and respectfully speaking your mind.

Madam Secretary, I provide a copy and ask that these comments be made an attachment to the meeting minutes.



April 7, 2025

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

The Pledge of Allegiance was observed.

The March 3, 2025 minutes were approved on a motion by Mr. Brown, second by Dr. Kline. The motion carried.

**TREASURERS REPORT/BOROUGH BILLS** – Motion by Mr. Brown to approve the March 2025 Treasurer's report, second by Mrs. Emick. The motion carried.

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

Council President, Mr. Greenway announced that Council will be going into an executive session to discuss legal and personnel issues and will be returning to reconvene the meeting. The council meeting was reconvened at 7:19 PM.

**NEW BUSINESS** –

**MOU – LYCOMING COUNTY & MONTOURSVILLE BOROUGH –VOTER SERVICES ADA COMPLIANCE REIMBURSEMENT & BIG ROCK PAVING QUOTE FOR SIDEWALK REPLACEMENT -**

Council President, Mr. Greenway presented a MOU between Montoursville Borough & Lycoming County for reimbursement for Voter Services ADA Compliance requirements for the John Dorin Municipal Building for review. Also presented was a quote from Big Rock paving for the replacement of the John Dorin Municipal sidewalks for review.

**Motion** by Mr. Brown to approve MOU between Montoursville Borough and Lycoming County for reimbursement costs only for Voter Services ADA Compliance requirements in the amount of \$11,000.00 in conjunction with the Voter Service ADA Compliance quote from Big Rock Paving in the amount of \$11,000.00 and quote from Big Rock Paving for the replacement of sidewalks at the John Dorin Municipal building in the amount of \$ 6,324.00 as presented; second by Dr. Kline. The motion carried.

**AGREEMENT WITH PA ENVIRONMENTAL SERVICES, INC TO CONDUCT A WATER AUDIT OF THE MONTOURSVILLE BOROUGH WATER SYSTEM-**

Council President, Mr. Greenway presented an agreement with PA Environmental Services, Inc. to conduct a water audit of the Montoursville Borough Water System for review.

**Motion** by Dr. Kline to approve the agreement with PA Environmental Services, Inc. to conduct a water audit of the Montoursville Borough Water System not to exceed \$500.00; second by Mrs. Emick. The motion carried.

**JOHN DORIN MUNICIPAL BUILDING ROOF REPLACEMENT** – Council President, Mr. Greenway presented John Dorin Municipal Building Roof Replacement from Costars Vendor, T Ross Brother' Construction Inc. for review.

**Motion** by Mrs. Emick to approve John Dorin Municipal Building Roof Replacement from Costars Vendor, T Ross Brother's Construction Inc. as presented; second by Dr. Kline. Council Vice President/Finance Committee Chairperson, Mr. Brown shared and explained the quote; a metal roof would be \$97,046.00 versus an asphalt shingle roof would be \$49,434.00. He explained that the Finance Committee has recommended the replacement roof with the asphalt shingles. Council President, Mr. Greenway stated that he felt the metal roof would be better for longevity, however there are budget constraints as well to consider. At this time, Council members, Mrs. Emick & Dr. Kline request to rescind their motion to approve. Council member, Mrs. Emick questioned Borough Solicitor, Chris Kenyon, whether it would be less expensive to bid the project. He responded to Council member, Mrs. Emick's question that bidding the project out would not really be saving any money.

At this time, Council members, Mrs. Emick & Dr. Kline requested to rescind their motion to approve and requested the subject be tabled until the next council meeting.

**AUTHORIZATION TO SELL 2014 FREIGHTLINER DUMP TRUCK –MUNICIPAL** - Council President, Mr. Greenway requested the authorization to sell 2014 Freightliner Dump Truck through Muncibid for review.

Council member, Mr. Tillson expressed concern that the vehicle should be fixed as it is paid for instead of selling it “as is” based upon what it is worth. Council member, Mrs. Emick expressed her desire to reduce the fleet since it requires a CDI license to operate and feels the borough does not need it. A discussion ensued regarding replacement versus repairing the vehicle. Street and Water Project Coordinator, Mr. Hoffman announced that if there is a heavy snowfall this truck would be essential to have as the lighter trucks cannot manage some heavy snowfalls.

**Motion** by Dr. Kline to approve the authorization to sell the 2014 Freightliner Dump Truck on Muncibid as presented; second by Mr. Brown. The motion was denied.

**AUTHORIZATION TO PURCHASE NEW PAVILION** - Council President, Mr. Greenway requested the authorization to purchase new pavilion for review. Council member and Finance Committee Chairperson, Mr. Brown explained that the dimensions of the pavilion would be 10’x 20’ for \$18,934.00 noting its location was to be near where the previous brush pile was. He continued to explain that the location will need to be reseeded including the area where new fields are proposed. He also stated the idea that there will be money from the previous insurance claim from the destruction of pavilion #6 and pavilion #3, with the additional money needed coming from the Capital Improvement Fund. Mayor Bagwell expressed concern with the location and visibility of this new pavilion at night.

**Motion** by Mr. Greenway to approve authorization to purchase new pavilion as presented; second by Dr. Kline. The motion carried

**PLANNING & ZONING** – Central Keystone COG Reports March 2025.

**RECREATION** – Council member, Mrs. Emick reviewed and explained Event Permits 2025-05, 2025-06 and 2025-09 as presented.

**Motion** by Mrs. Emick to approve event permits 2025-05, 2025-06 & 2025-09 as presented; second by Mr. Brown The motion carried.

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

**MAYOR** – Mayor Bagwell stated there seems to be misconceptions regarding the Water SCADA system not working properly when it is actually working very well. He shared that Montoursville Borough is one of the last water systems in the area to implement a SCADA system. He then expressed that if individuals suspect monies are missing from the Borough funds it should be presented properly and through the correct channels instead of generic posts online.

Mayor Bagwell also stated that he has been made aware of a letter sent to Borough Council members from Mr. Denny Holt. He shared that Mr. Holt’s letter states council members should do nothing until he is elected to council. Mayor Bagwell explained that he does not believe this would be a wise decision as it is borough council’s job to work to the best of their ability, noting there is no guarantee that Mr. Holt will be elected to council. In addition, he noted Mr. Holt’s past history, with the borough, where he is the author of many of the problems Borough Council is currently trying to fix.

**POLICE CHIEF** – Chief Gyurina reviewed the March 2025 police report noting there were ninety calls last month.

**COUNCIL PERSONS** – Council member, Mr. Brown explained it has come to his attention that clock on Broad Street is in disrepair; it is crumbling noting it at any point could fall on its own. He shared that Street and Water Project Coordinator; Mr. Hoffman will be removing the clock at his earliest convenience. He explained it would cost more to repair than to replace it noting this issue can be discussed at a later point in time.

He also updated Council regarding the advertised Civil Service Commission meeting that took place earlier in the day, where the civil service list was certified. At this time, Council Vice President, Mr. Brown shared that there are various volunteer boards and commissions with openings; Zoning Hearing Board, Property Maintenance Board of Appeals, Recreation Board and Civil Service Commission.

Council member, Mr. Tillson announced the brush pile is now open as of April 1<sup>st</sup>, 2025. He questioned if and when the Borough building was going to be power washed. Street and Water Project Coordinator, Mr. Hoffman stated he had received quotes for the power washing of the building however he was waiting until the replacement of the roof was completed. Council member, Mrs. Emick requested an update on the demolition on Spruce Street. It was noted that Borough Council approved an extension through May, 2025. Council Vice President, Mr. Brown reminded residents that they are required to stop in the Borough Office and show proper ID before going over to the brush pile. He continued stating that only Montoursville Borough residents may use the brush pile and that only brush, not trash is accepted. He explained the reason for this is because taxpayers pay for the dumpster utilized by the brush pile, and by requesting the ID protects the taxpayer from individuals from other areas using Borough using these resources. Council member, Mrs. Emick announced the Montoursville High School Jazz Band is performing in Indian Park on May 21<sup>st</sup>, 2025 with the time to be announced. She also announced that on April 26<sup>th</sup>, 2025 @ 9:00am there will be the Great American Cleanup at Indian Park and volunteers are to meet in front of the pool house. Gloves and garbage bags will be provided.

**SOLICITOR** – Nothing at this time.

**COUNCIL VICE PRESIDENT** –

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

**CORRESPONDENCE AND ANNOUNCEMENTS** – The next Council meeting will be held Monday May 5<sup>th</sup>, 2025 @ 7:00PM.

**VISITOR AND PUBLIC COMMENTS** – Willing Hand Hose member, Mr. Scott Konkle presented and reviewed the March 2025 WHH report, that report included 127 EMS calls, fifty-six of which were in the borough. Mr. Konkle also stated that there were no fire calls in the borough in the month of March.

Resident, Mr. Jim Bennett, 815 Willow St., questioned Street and Water Project Coordinator, Mr. Hoffman if the roof was put out for bid. Street and Water Project Coordinator, Mr. Hoffman explained he received quotes from COSTAR vendors, which does not require the project go out for bid. Borough Solicitor, Chris Kenyon then explained to Mr. Bennett that it costs a lot more money to have an engineer inspect and write the bid, the cost for the advertising and further explained what COSTARS is and how it works. He also stated that if a project is over \$25,000.00 prevailing wage must be paid and the project must be bid out., if not utilizing a COSTAR vendor.

Resident, Ms. Melissa Magargle 1023 Spruce St., stated that the Amish do jobs quicker while regular companies take longer to get more money. Borough Solicitor, Chris Kenyon explained that state government dictates what and how smaller governments are required to abide by, in the instance that a company takes longer to finish a project, they do not get paid any additional money.

Resident, Mr. Ken Raker, 1127 Elm St., wanted to revisit the topic of hydrant flushing. Street and Water Project Coordinator, Mr. Hoffman explained the borough is going through the entire system, logging the maintenance, and flushing of all the hydrants. Mr. Raker then complained that it was eight years since they were last completed. Street and Water Project Coordinator explained to Mr. Raker that the hydrants are being done and logged accordingly, noting that all 200 hydrants will be completed within the next couple of months. Council member, Mrs. Emick questioned if the hydrants are being logged and can residents see what hydrants are being completed to date. Street and Water Project Coordinator again explained that all the maintenance on the hydrants and flushing is being logged and recorded. Council member, Mrs. Emick requested a schedule of when and which hydrants are being flushed so that we avoid an eight-year delay again. Council Vice President, Mr. Brown then stated if the borough's Facebook page can give a post weekly for the general location of the hydrants being flushed. Council member, Mr. Tillson then questioned the number of hydrants located in the borough. Street and Water Project Coordinator, Mr. Hoffman shared that there

are 200+ hydrants located in the borough. A discussion took place regarding the ability of the Willing Hand Hose Fire Company flushing the hydrants. Council Vice President, Mr. Brown then stated that the Willing Hand Hose Fire Company does not have the ability to de-chlorinate the hydrant water, therefore the borough is responsible to make sure the water is de-chlorinated. Street and Water Project Coordinator, Mr. Hoffman then explained to the public that it is a recommendation to flush the hydrants twice a year, but there are no requirements, noting it takes a lot of manpower, time and resources involved in the maintenance and flushing of these hydrants. He continued stating that is the reason a lot of smaller boroughs and municipalities do not do it.

Resident, Mrs. Kim Myers, 1127 Elm St., inquired if there was an update regarding the hiring of a new borough engineer. Council Vice President, Mr. Brown shared that prior to voting on the subject he wants to know explicitly, why a new borough engineer is required, would it be a benefit to the borough or harm the borough, and what kind of cost will it be to the borough. He continued stating these questions need to be answered in order for him to determine if it is a good idea. Mrs. Myers then stated that a new borough engineer is needed because of the letter that was sent out deeming their curbs needing replaced, noting her engineer refuted this. She then stated there were three different engineering companies that called the borough engineer to say that what he is doing to the residents in the borough is wrong. She then shared that they had to wait for the borough engineer to return from his beach house to evaluate their curbs, noting that he does not care about standards of the curbs. She stated the borough engineer is not doing his job. Council President, Mr. Greenway thanked Mrs. Myers and others for their opinions, however they are not engineers. Mrs. Myers continued stating that she had three engineers come out. Council President, Mr. Greenway asked for the reports from those engineers and stated those engineers would not go on the record therefore no reports have been submitted.

Resident, Mrs. Melissa Magargle, 1023 Spruce St., stated that since so many people are upset about the borough engineer, would it hurt to get a second opinion paid for by the borough. Council President, Mr. Greenway stated that this would cost the borough taxpayers thousands of dollars, and it is not justified and/or necessary.

Resident, Mrs. Annette Baker, 1133 Broad St., explained she has 92 feet of curbs that need replaced, meaning that all her curbing needs replaced. She then stated that she had a reputable concrete gentleman that said her curbs are fine. Council President, Mr. Greenway then stated that if engineers that have made independent evaluations of the curbs would submit them to the borough, that would be helpful, but no reports have been submitted, and no other engineers have gone on the record. Council member, Mr. Tillson then stated that a finite definition of a curb needs to be put in place.

Resident, Mrs. Doreen Matty, 1129 Locust St., stated that everyone in the borough is upset with the Borough Council absolutely everyone. She then blamed the borough council for putting too much on the taxpayers to pay for the things in the borough, some of which she mentioned was a pavilion, curbs, and roofs. She stated that people will not buy houses in the borough because of all that is going on. Council President, Mr. Greenway stated he disagrees noting that the houses listed for sale in the borough are selling very fast.

Resident, Mrs. Danielle Lanzer, 412 Willow St., stated that residents should not have to pay for curbs because they are part of the street system noting the curbs needing to be replaced could have been damaged by salt and/or the plows. She then stated that the residents will continue to speak up and post on FB as that is why the curbs got postponed. Secondly, she questioned if the Borough did any financial planning like a budget and if there was a 5-year plan for the money in the borough. Council Vice President, Mr. Brown responded by questioning Mrs. Lanzer if she ever came and reviewed the budget when it was up for the required public inspection in the fall. Mrs. Lanzer stated that she did not. Council Vice President, Mr. Brown then said that the budget explains where all the money in the borough goes and is the plan for the future year. Council President, Mr. Greenway stated that they cannot plan over two years in advance due to the fact that you cannot bind over future councils. Council President, Mr. Greenway also explained that the money made several years ago from bulk water sales was returned into the bank for water system repairs like fixing water main breaks and prior projects. It is also being used to fund the upcoming water project of replacing reservoir

#4. He continued explaining that a previous council used some of the profit from the bulk water to subsidize water rates even though they knew they were selling water at a loss to residents in order to have low rates. So, unfortunately, due to water rates not being increased accordingly over the course of the last few years, is the reason that the water rates were required to be raised over the past two years and not to make money, but to break even and not sell it at a loss.

Resident, Mrs. Annette Baker, 1133 Broad St., asked several questions regarding her about her curb stop, the pipe from the curb stop to the house noting that it was required to be changed, and she had it replaced. Street and Water Project Coordinator, Mr. Hoffman stated that it should be replaced with copper pipe.

Resident, Mrs. Theresa Detato, 106 N. Washington St., asked if instead of making curbs higher, can't they just take the road away. Street and Water Commissioner, Mr. Hoffman explained when a road has been milled, it is replaced with the same amount of material that was removed therefore the curbs stay approximately at the level prior to the milling. However, due to only overlaying some roads, it reduces the curb reveal, the only way to fix the issue would cost a lot of money as the utilities and drains etc. would have to be adjusted, an example of this issue is Montour Street.

Resident, Mrs. Myers, 1127 Elm St., then stated that PennDOT is supposed to adhere to the borough code, so why did they not have to replace the curbs when they paved their roads, such as on Montour Street. She continued that M & M Paving told her, as well as giving her paperwork that there is no way that her curbs need replaced and the street can just be paved. She then stated that the residents are being treated like an HOA. A very heated discussion took place with Council President, Mr. Greenway requested her to please stop as she was not acting appropriately.

Council member, Mr. Tillson thanked everyone for attending the meeting and stated that the residents, in attendance, bring up valid points but it is important to know that it is essential to have a solid understanding of the laws. It should be understood that borough council is required to go by borough and state codes so please be considerate. If you would like to be a part of borough council, consider running for council so you can learn all the laws and restrictions that pertain to borough's.

Council member, Mrs. Emick asked status of the guide that defines what is considered a deficient curb. Council Vice President, Mr. Brown suggested reviewing the ordinance to investigate if any changes would be needed. Council member, Mrs. Emick was against changing the ordinance. At this time, a lengthy discussion took place regarding curbs that involved multiple individuals and council simultaneously.

There being no further business the meeting was adjourned at 9:30 PM on a motion by Mr. Greenway, second by Mr. Brown. The motion carried.

Respectfully submitted,

---

Ginny Gardner, Borough Secretary



May 5, 2025

The regular meeting of the Montoursville Borough Council held in the John Dorin Municipal Building was called to order by Council President Eric Greenway at 7:00 PM with the following answering roll call: Mark Tillson, Tina Kline, Eric Greenway, Chris Lucas, and Robert Brown. Misty Emick arrived at 7:03PM.

The Pledge of Allegiance was observed.

The April 7, 2025 minutes were approved on a motion by Mr. Brown, second by Dr. Kline. The motion carried.

**VISITORS AND PUBLIC COMMENT** – Fire Chief, Mr. Jeff Hutchins, provided the April Willing Hand Hose Fire Report. There were 56 Fire calls total with 24 taking place within the borough and 124 EMS calls total with 51 taking place within the borough. He shared the new engine is currently at the dealer in Lancaster with delivery expected in May.

**TREASURERS REPORT/BOROUGH BILLS** – Motion by Mrs. Emick to approve the April 2025 Treasurer's report, second by Mr. Lucas. The motion carried.

**NEW BUSINESS** –

**DONATION – ANN MOODY CASE – DOGWOOD TREE & PLAQUE**- Council President, Mr. Greenway presented a donation application from Mrs. Ann Moody Case of a Dogwood tree and plaque for review. The tree is located at the new playground area.

**Motion** by Mr. Lucas to approve a donation application from Mrs. Ann Moody Case of Dogwood tree and plaque 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. Brown to approve the SRO Agreement & Extension Letter as presented, second by Mrs. Emick. The motion carried.

**REVIEW—2024 MUNICIPAL AUDIT & FINANCIAL REPORT**- Council President, Mr. Greenway presented the 2024 Municipal Audit & Financial Report for review.

**Motion** by Mr. Brown to accept the 2024 Municipal Audit & Financial Report as presented; second by Mr. Greenway. The motion carried.

**AUTHORIZATION TO REPAIR 2014 FREIGHTLINER DUMP TRUCK** - Council President, Mr. Greenway explained the request for the authorization to repair 2014 Freightliner Dump Truck by Cleveland Brothers. Street and Water Project Coordinator, Mr. Hoffman explained that the transmission will be replaced with a re-manufactured transmission with a four-year warranty.

**Motion** by Dr. Kline to approve the authorization to repair the 2014 Freightliner Dump Truck by Cleveland Brothers in the amount of \$13,203.05 as presented; second by Mr. Greenway. The motion carried.

**AUTHORIZATION TO APPROVE PENNVEST FUNDING OFFER** -Council President, Mr. Greenway explained and presented an authorization to approve the Pennvest funding offer for review.

Borough Water Engineer, Mr. Tom Levine/Levine Engineering reviewed the application stating that the funding was approved. His recommendation is to approve the offer. He also explained he needs council to approve to secure a letter of no-prejudice next in order to move forward and meet construction deadlines. Borough Solicitor, Mr. Kenyon explained that he and bond council will be involved in the process and meetings will take place sometime in the future.

It was noted that the funding offer comes with a 1% interest for years 1 through 5 & 1.75% interest for years 6 through maturity.

**Motion** by Mr. Greenway to approve the Pennvest funding offer in the amount of \$2,150,000.00; second by Dr. Kline. The motion carried.

**AUTHORIZATION TO REQUEST FROM PENNVEST A LETTER OF NO PREJUDICE** - Council President, Mr. Greenway presented an authorization to request from Pennvest a letter of no prejudice for review.

**Motion** by Mr. Brown to approve the request from Pennvest a letter of no prejudice; second by Dr. Kline. The motion carried.

**AUTHORIZE WATER ENGINEER, MR. TOM LEVINE, LEVINE ENGINEERING TO PREPARE AND ADVERTISE BID DOCUMENTS FOR WELL #4 PUMP REPLACEMENT** - Council President, Mr. Greenway presented and explained the authorization of Water Engineer, Mr. Tom Levine, Levine Engineering to prepare and advertise bid documents for the Well #4 Pump Replacement for review.

**Motion** by Mr. Greenway to approve and authorize Water Engineer, Mr. Tom Levine, Levine Engineering to prepare and advertise the bid documents for the Well #4 Pump Replacement; second by Mr. Brown. The motion carried.

**AUTHORIZE WATER ENGINEER, MR. TOM LEVINE, LEVINE ENGINEERING TO PREPARE AND ADVERTISE BID DOCUMENTS FOR SYLVAN DELL RESERVOIR REPAIRS** - Council President, Mr. Greenway presented and explained the authorization of Water Engineer, Mr. Tom Levine, Levine Engineering to prepare and advertise bid documents for the Sylvan Dell Reservoir Repairs for review.

Water Engineer, Mr. Tom Levine explained the masonry structure at the Sylvan Dell Reservoir and at the last DEP inspection we were requested to make repairs noted.. He also explained these repairs have been budgeted and we have been prepared for these repairs since last year. Water Engineer, Mr. Levine went on to explain that this cannot be secured via a COSTARS vendor therefore the repairs are required to be bid.

**Motion** by Dr. Kline to approve and authorize Water Engineer, Mr. Tom Levine, Levine Engineering to prepare and advertise the bid documents for the Sylvan Dell Reservoir repairs; second by Mrs. Emick. The motion carried.

**AUTHORIZATION TO PURCHASE & INSTALL KOHLER DIESEL GENERATOR AT WELL #2 – HUNTER LOMISON** -- Council President, Mr. Greenway presented a quote to purchase & install a Kohler Diesel Generator at Well #2 through COSTAR vendor Hunter Lomison for review.

Council member, Mr. Tillson questioned if this had been budgeted. Street and Water Project Coordinator, Mr. Hoffman confirmed that it was.

**Motion** by Mr. Brown to approve to purchase & install a Kohler Diesel Generator for Well #2 from COSTAR vendor Hunter Lomison in the amount of \$66,941.00; second by Mrs. Emick. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports April 2025.

**RECREATION** – Council member, Mr. Lucas reviewed and explained Event Permits 2025-07, 2025-08 and 2025-10 as presented. Council member, Mrs. Emick expressed concern that the Montoursville Youth Football and Cheer will be using too large of an area in the park on consecutive days, making for a possible issue with other people wanting to enjoy the use of the park, especially disc golf. The representative from Montoursville Youth Football and Cheer was in attendance and explained they do not practice on Fridays it is essentially a rain date, and they have no issues or interference with disc golf. Council member, Dr. Kline then questioned Council member, Mrs. Emick if she had received any complaints. Council member, Mrs. Emick stated no that it was just a concern she had. Council member, Mr. Lucas stated that it is important that all parties involved with the use of the park to be good neighbors. The Montoursville Youth Football and Cheer representative questioned the possibility of striping the field in an area near

Pavilion #4 for games in the future. Council member, Mr. Lucas suggested reviewing their request and walking the area with the Recreation board.

**Motion** by Mr. Lucas to approve event permits 2025-07, 2025-08 and 2025- 10 as presented; second by Mrs. Emick. The motion carried.

Council member, Mr. Lucas then shared that the Little League Opening Day parade had been rained out this past weekend; their Event permit that was previously approved without a rain date, in order to approve a rain date would need to be added to the agenda.

**Motion** by Mr. Greenway to approve the addition of Little Leagues request for a rain date on this evening's agenda, second by Mr. Brown. A request was made for public comment. Hearing none, the motion carried.

**Motion** by Mr. Greenway to approve Little Leagues rain date request for 5/10/25 @ 10:00AM, second by Mr. Lucas. The motion carried.

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

**MAYOR** – Mayor Bagwell stated that he sent council an email regarding curbs. He stated he was not going to read it but requested that a copy of his email letter be added to the minutes. Mayor Bagwell also explained that the police department is having issues with providing 24/7 police coverage and stated something must be done to decide the future direction of the Police Department.

**POLICE CHIEF** – Chief Gyurina reviewed the April 2025 police report. Chief Gyurina explained they have given many warnings about grass in the street.

**COUNCIL PERSONS** – Council member, Dr. Kline apologized for her previous report that there was to be a Streets and Water committee meeting prior to this council meeting and was sorry for the confusion it may have caused. She stated that there will be a Street and Water committee meeting next month prior to the June council meeting. Council member, Mr. Tillson then inquired the status of the power washing of the borough building. Street and Water Project Coordinator, Mr. Hoffman stated it will be completed on May 22<sup>nd</sup> and 23<sup>rd</sup>. Council member, Mrs. Emick questioned why it was not being done in-house. Street and Water Project Coordinator Mr. Hoffman stated they do not have the manpower or equipment necessary to do the job in-house.

**SOLICITOR** – Nothing at this time.

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

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

**CORRESPONDENCE AND ANNOUNCEMENTS** – The next Council meeting will be held Monday June 2<sup>nd</sup>, 2025 @ 7:00PM. Executive Session will be held immediately following the Council meeting to discuss legal/personnel issues without reconvening.

**VISITOR AND PUBLIC COMMENTS** –

Resident, Mrs. Sue Wright, 698 Walnut St., stated that she is concerned as a relator how the curbing issues are affecting real estate in Montoursville and noted the figures are not good in the Borough. She also stated that people are having hardships during this current time.

Resident, Mrs. Susan Gerber, 310 Arch St., stated when the school closes there will be the cost of the school be added on and with the curbs on top of it, she is worried about the cost. She feels people will be moving out of the Borough.

Resident, Mrs. Sue Wright, 698 Walnut St. stated that she hopes all involved in this meeting will act reasonably.

Resident, Mrs. Judy Deacon, 431 Cherry St., stated that she has growing concerns regarding the homeowner's having a say on the contractor who does the curbing project because it is their home and suggested a meeting of both sides that would benefit the borough. She then stated that she fears for the borough in loss of autonomy, control, and input.

Resident, Mrs. Sue Wright, 698 Walnut St. then stated that other communities are talking about Montoursville and it is a negative stripe on Montoursville. She is pleading because people are not moving to Montoursville.

Resident, Mrs. Annette Baker, 1133 Broad St., stated that she feels that the curbing is being mandated to be upgraded for paving and stated that it has been about 50 years since Maple Street has been paved. She is actively looking to sell her home because of the paving project/curb project and the increased water rates.

Resident, Mrs. Susan Gerber, 310 Arch St., questioned what will happen with the money from the sale of the school. Council member, Dr. Kline explained that the borough is a completely separate entity from MASD, with separate taxes. Council Vice President, Mr. Brown then explained millage and Montoursville tax bills.

Resident, Mrs. Cindy Welshans, 1218 Nicely Ave., stated that she was sent a letter and questioned if she can pick whom she wants to do her curbs. Council President, Mr. Greenway stated that there are no changes, and no decisions have been made in the last 6 months. Council member, Mr. Lucas stated residents can have their own contractor do their curbs, but if they are not up to specifications of the Borough ordinance then they may have to be replaced. Street and Water Project Coordinator, Mr. Hoffman then stated that he does streets, water, and recreation. He stated if curbs are to be done then a permit must be acquired through the borough so the borough may inspect them. Council member, Mr. Lucas reiterated that the project is still on hold as the Borough Engineer, Street and Water Committee and Street and Water Project Coordinator review and clarify the curb specifications. At this time, a lengthy discussion took place regarding curb requirements.

Borough Solicitor, Chris Kenyon explained, to be fair, the curb specifications have been in place for years and Council has postponed the project to show consideration for residents and to review the curb regulations

Council Vice President, Mr. Brown explained the three-year paving project and why it is done every three years.

Resident, Megan Magargle, 220 Maple St., questioned if it is safe to assume curb markings will be reviewed if specifications are being reviewed.

Council President, Mr. Greenway stated yes, the curbs will be reviewed when the paving project proceeds.

Council member, Mr. Tillson stated that since roads are expected to last possibly in excess of 40 + years, Council needs to make sure curbs have functionality to last until the next paving of that street. He also shared that curbs are required to be replaced in 10-foot sections and the longer we wait on paving the more costly the project will become.

Council President, Mr. Greenway explained the current process of for a paving project and replacing of the curbs.

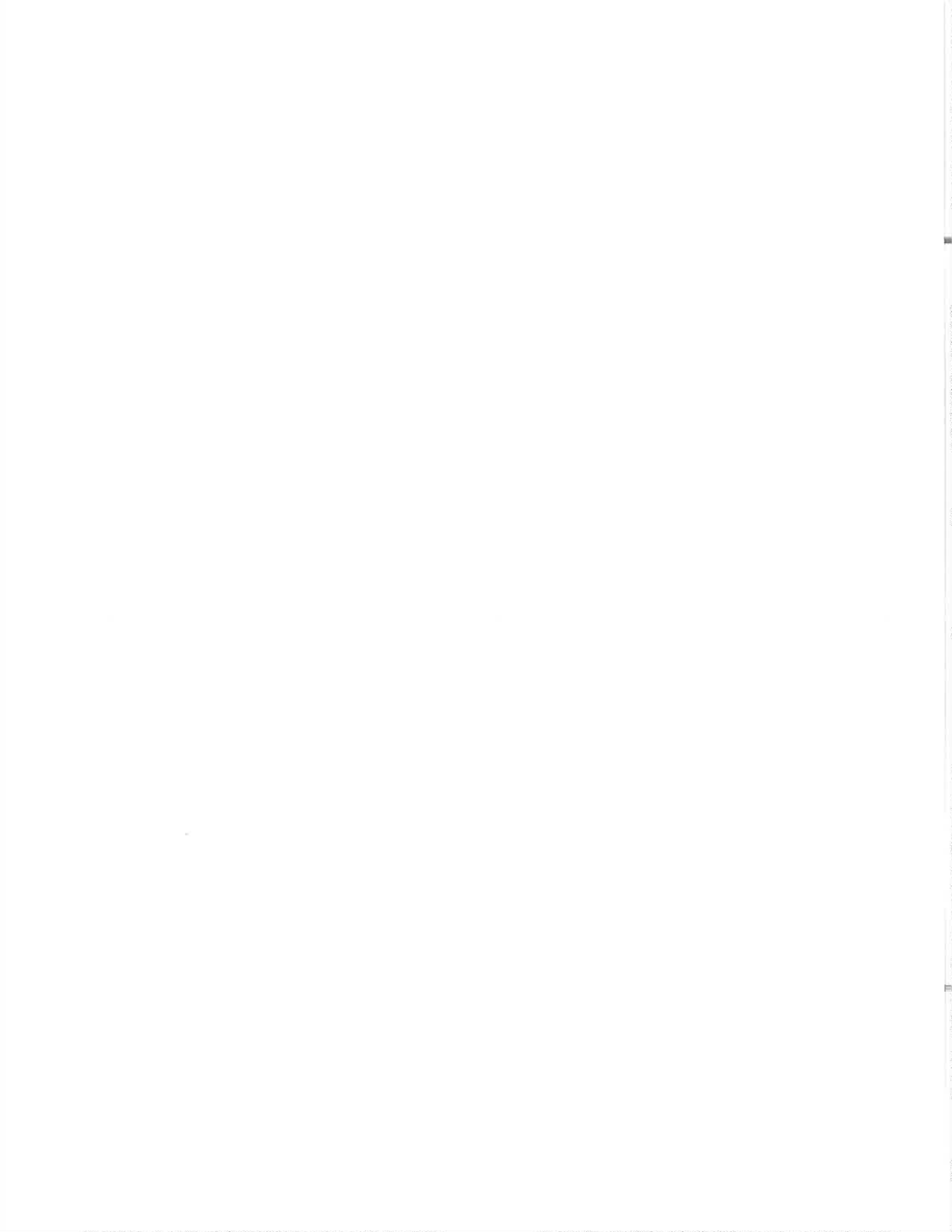
Resident, Mrs. Annette Baker, 1133 Broad St. stated that it will be about a \$1,000.00/month that people will owe for curbs.

There being no further business the meeting was adjourned at 8:02 PM on a motion by Mr. Greenway, second by Mr. Brown. The motion carried.

Respectfully submitted,

---

Ginny Gardner, Borough Secretary



June 2, 2025

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

The Pledge of Allegiance was observed.

The May 5<sup>th</sup>, 2025 minutes were approved on a motion by Mr. Brown, second by Dr. Kline. The motion carried.

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

WHH Fire Chief, Mr. Jeff Hutchins, stated that in the month of May they had 33 Fire Rescue Calls with only 7 of them in the Borough of Montoursville and EMS had a total of 99 calls, 47 of which were in the Borough.

**TREASURERS REPORT/BOROUGH BILLS –** Motion by Mrs. Emick to approve the May 2025 Treasurer's report, second by Mr. Brown. The motion carried.

**PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION – FFY 2025 –**

**SEDA-COG –**Council President, Mr. Greenway recessed the Council meeting and opened the Public Hearing. Ms. Jamie Shrawder /SEDA COG discussed and reviewed the CDBG Block Grant Application FFY 2025. Ms. Shrawder discussed the program's history and the anticipated allocation of \$101,478.00 for FFY 2025. Ms. Shrawder reviewed and discussed eligible activities, the national objectives and fundability requirements, the County's Fair Housing Notice, the Anti-Displacement Plan, Section 504 Outreach and Section 3 Preference. She reviewed the application schedule and stated project finalization should occur at the Borough Council meeting in July with the Lycoming County Commissioner's final Public Hearing taking place August 8, 2025. Ms. Jamie Shrawder then opened up for project suggestions for FFY 2025 from the Public. Council Member, Mrs. Emick suggested the basketball courts which need redone and Mrs. Shrawder asked how they can meet the objective and that has always been the problem and the courts would not qualify for the project. Council President, Mr. Greenway then stated that unfortunately we have used all the architectural barriers which the borough qualified for. At this time, Ms. Shrawder requested any other public comments. Hearing no further comments, Ms. Shrawder closed the FFY 2025 CDBG application process and concluded the public hearing at 7:45pm. Council President, Mr. Greenway reconvened the council meeting at 7:45P.M.

**NEW BUSINESS –**

**FEE SCHEDULE AMENDMENT –RENTAL INSPECTION FEE'S-** Council President Mr. Greenway presented Fee Schedule Amendment –Rental Inspection Fee's for review.

**Motion** by Mr. Greenway to approve Fee Schedule Amendment –Rental Inspection Fee's as presented; second by Mr. Brown. Mrs. Gardner explained that it will be raised to \$75.00 in order to break even. The motion carried.

**AUTHORIZATION TO PURCHASE & INSTALL GENERAC DIESEL GENERATOR –WELL #2 –**

**HUNTER LOMISON – COSTARS – \$71,648.00-** Council President Mr. Greenway presented Authorization to Purchase & Install Generac Diesel Generator –Well #2 –Hunter Lomison –Costars – \$71,648.00 for review.

**Motion** by Mr. Greenway to approve Authorization to Purchase & Install Generac Diesel Generator –Well #2 –Hunter Lomison –Costars – \$71,648.00 as presented; second by Mrs. Emick. Mr. Hoffman explained that it is necessary if they want the pump to run, via this gas powered generator, when the power goes out. He also explained to Council Member Mrs. Emick that it is necessary now because the Well was put back on line in 2019 and has no backup generator and would improve the water system so that the consumer doesn't lose pressure or the system have to go into a boil water advisory. The motion carried.

**PROFESSIONAL AGREEMENT WITH PA ENVIRONMENTAL SERVICES, INC TO CONDUCT WATER SERVICES** –Council President Mr. Greenway presented Professional Agreement with PA Environmental Services, Inc. to Conduct Water Services for review.

**Motion** by Dr. Kline to approve Professional Agreement with PA Environmental Services, Inc. to Conduct Water Services as presented; second by Mrs. Emick. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports May 2025.

**RECREATION** – Council Member Mrs. Emick reviewed and explained Event permit 2025-11 as presented.

**Motion** by Mrs. Emick to approve event permit 2025-11 as presented; second by Dr. Kline. The motion carried.

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

**MAYOR** – Nothing at this time.

**POLICE CHIEF** – Chief Gyurina reviewed the May 2025 police report and stated that the community yard sale brought about many calls to the department regarding illegal parking, driving through yards and violations of the 9:00am start time. He also stated that almost all incidents involved Non-Montoursville residents. Council President, Mr. Greenway stated that these issues will be addressed/revisited next year and may possibly need another officer on duty during the community yard sale next year.

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

**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 July 7<sup>th</sup>, 2025 @ 7:00PM. Executive session for Personnel & Legal to be held after and will not reconvene.

**VISITOR AND PUBLIC COMMENTS** –

Resident, Mrs. Melissa Magargle, 1023 Spruce St., asked if a special assessment tax can be put into place for Curbs. Borough Solicitor, Chris Kenyon responded by stating that no this special tax cannot be done, it would just be a straight millage increase.

Borough Solicitor, Chris Kenyon then stated that at the next municipal election a referendum will be on the ballot to help solve this curb issue. Council Member, Mr. Brown then explained further and stated that as a council member they have to think of the community as a whole, not just the people in attendance at the borough meetings that do not want to pay for their curbs. Borough Solicitor, Chris Kenyon then stated that the referendum will not take place until the next municipal election and whatever is decided by the referendum must be implemented. Council Member, Mr. Tillson then stated that a referendum is the only fair way to solve the curb issue, that way everyone in the borough gets a say in it and then the outcome of the referendum stays in place and cannot be changed by council. He also stated that it is not council's place to make this decision about curbs, but the borough residents, and that is why a referendum is the best option for everyone.

Resident, Mr. Ken Raker, 1127 Elm St., stated that curbs can be replaced at any time and that curbs can last two to three times longer than the paving.

Resident, Mrs. Kim Myers, 1127 Elm St., inquired as to why the Borough's crack sealing machine has never been used? Council President, Mr. Greenway inquired to Mr. Hoffman, whom stated that it is being used every year.

Resident, Mr. Donald Boyles, 329 Bennett St., stated that when the weather is warmed up there are kids on electric scooters and bikes out running stop signs and all over the street. Chief Gyurina then stated that they are not allowed to ride electric scooters on the sidewalk and can only be ridden on private property and that in order to ride an E-bike you must be of a certain size or have a valid driver's license. Mr. Boyles then inquired as to if we are flushing fire hydrants and Council president, Mr. Greenway stated that they are being flushed every week and there is an announcement put out on the Borough website and Facebook Page weekly.

Resident, Mr. Scott Metzger, 1206 Weldon St., stated that liquid fuels must be used every year.

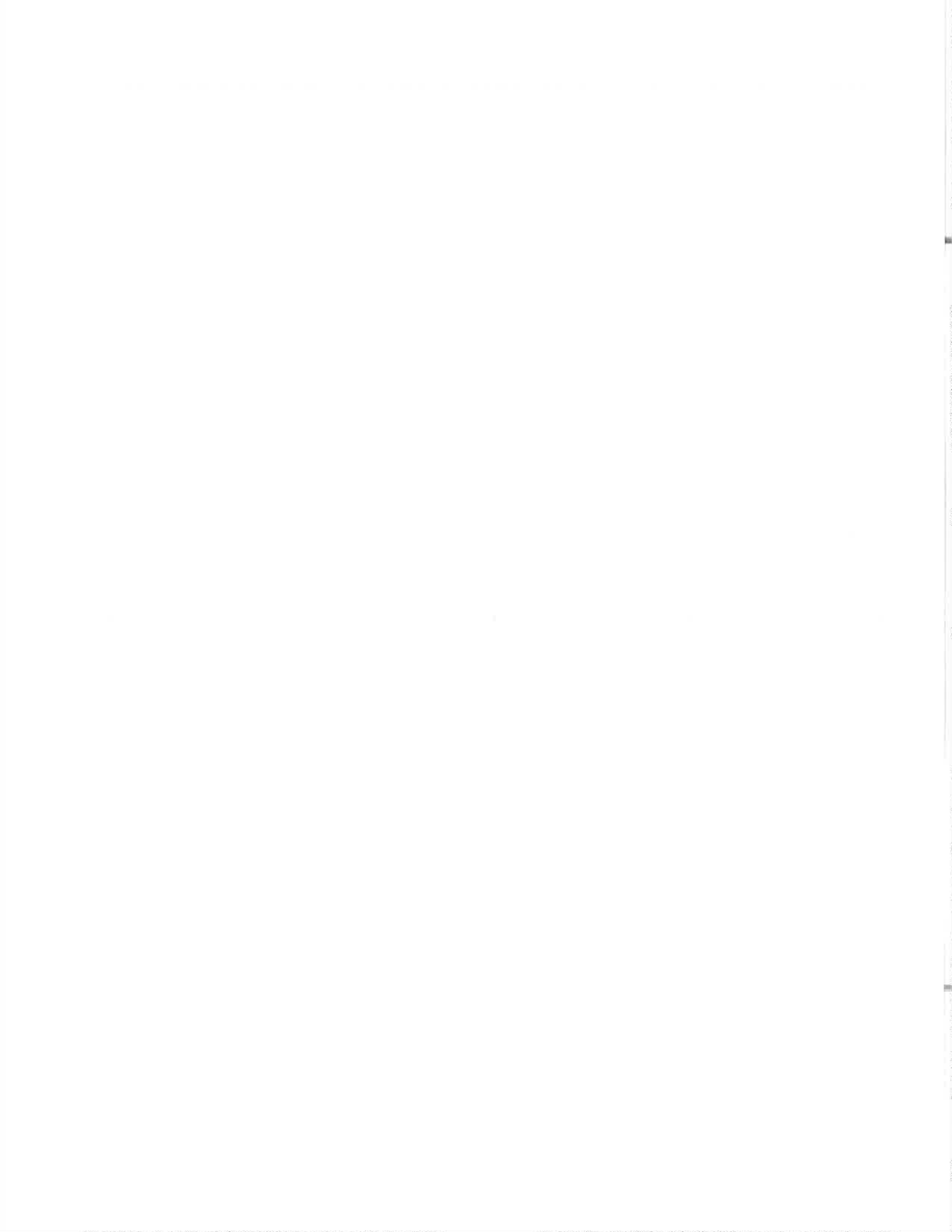
Resident, Ms. Jamie Lanzer, 412 Willow St., stated that cars are not stopping at the stop sign on Willow Street. Chief Gyurina then stated that the guys are out patrolling, but there is only so much that can be done.

There being no further business the meeting was adjourned at 8:27 PM on a motion by Mr. Greenway, second by Mr. Brown. The motion carried.

Respectfully submitted,

---

Ginny Gardner, Borough Secretary



July 7, 2025

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

The Pledge of Allegiance was observed.

The June 2<sup>nd</sup>, 2025 minutes were approved on a motion by Mr. Brown, second by Dr. Kline. The motion carried.

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

Resident, Mr. Dennis Holt, 20 North Loyalsock Ave., stated that in regard to the roof he hopes that council decides to go with the metal roof, if able to afford it, due to the fact that the current roof leaked from day one.

WHH Fire Chief, Mr. Jeff Hutchins, stated that in the month of June they had 27 Borough Fire Rescue Calls and 48 EMS calls.

**TREASURERS REPORT/BOROUGH BILLS –** Motion by Mr. Lucas to approve the June 2025 Treasurer's report, second by Mrs. Emick. The motion carried.

**NEW BUSINESS –**

**CDBG PROJECT REVIEW AND FINALIZATION FFY 2025-** Council President, Mr. Greenway presented CDBG Project Review and Finalization FFY 2025 for review. Ms. Jamie Shrawder/SEDA-COG, stated the CDBG FFY 2025 allocation is \$100,918.00 part of which will be going to curb cuts. Council member, Mrs. Emick questioned the streets that have been approved. Ms. Shrawder stated that the streets have yet to be determined.

Council member, Mr. Lucas questioned if the regulations for the CDBG grant will change in the future so something other than curb cuts can be done. Ms. Shrawder stated she does not foresee any regulation changes in the state of Pennsylvania, but a borough-wide survey could be done to see if the borough would be considered low to moderate income, then the grant funds could be used for a wider variety of projects. Council member, Dr. Kline stated despite every resident filing taxes in the Borough of Montoursville with the Federal and State Government, the Borough would still be required to conduct a survey to determine the income level, all of which makes no sense because the government already has all the information.

**Motion** by Mr. Greenway to approve CDBG Project Review and Finalization FFY 2025 as presented; second by Dr. Kline. The motion carried.

**PAYMENT APPLICATION –FINAL –DEMOLITION 416 SPRUCE ST –LYCOMING SUPPLY-** Council President, Mr. Greenway presented the Final Payment Application to Lycoming Supply for the demolition of 416 Spruce St for review.

Council member, Mrs. Emick, stated they did an excellent job with the demolition and questioned if the lien had filed on the property. Borough Solicitor, Chris Kenyon responded that it had not been filed as of date.

**Motion** by Mr. Brown to approve Final Payment Application for the demolition 416 Spruce St. to Lycoming Supply in the amount of \$22,461.00 as presented; second by Dr. Kline. The motion carried.

**PAYMENT APPLICATION #1 –WALNUT ST TRAFFIC SIGNAL REPLACEMENT –LECCE ELECTRIC –** Council President, Mr. Greenway presented Payment Application #1 to Lecce Electric for the Walnut St. Traffic Signal Replacement for review. It was noted that cost will be fully reimbursed from the PennDOT ARLE Grant.

**Motion** by Mr. Brown to approve Payment Application #1 for the Walnut St. Traffic Signal Replacement to Lecce Electric in the amount of \$234,032.03 as presented; second by Mr. Greenway. The motion carried.

**TRAFFIC SIGNAL REPAIR –LOYALSOCK & FAIRVIEW –LECCE ELECTRIC** – Council President, Mr. Greenway presented a quote from Lecce Electric for the Traffic Signal Repair at the intersection of Loyalsock Avenue & Fairview Drive for review. Council member, Mrs. Emick’s questioned who is responsible for the traffic signal maintenance and it was shared the that all traffic signals, within the Borough, are the responsibility of the Borough. **Motion** by Dr. Kline to approve the quote from Lecce Electric for repair of the traffic signal at the intersection of Loyalsock Avenue & Fairview Drive in the amount of \$17,655.00 as presented; second by Mr. Greenway. The motion carried.

**HYDRO SEEDING –TWO GUYS MOWING SERVICE** – Council President, Mr. Greenway presented a quote from Two Guys Mowing Service for Hydro Seeding for review. Council member, Mrs. Emick, questioned if the hydro seeding was to be completed in the new area/field in the park, it was confirmed that it was. **Motion** by Mrs. Emick to approve the quote from Two Guys Mowing Service for Hydro Seeding in the amount of \$5,006.00 as presented; second by Mr. Brown. The motion carried.

**ROOF REPLACEMENT –COSTAR VENDOR –T-ROSS BROTHERS** – Council President, Mr. Greenway presented a quoted from COSTAR vendor T-Ross Brother for Roof Replacement for review. **Motion** by Mr. Lucas to approve the quotes from COSTAR vendor T. Ross Brothers for the Roof Replacement, metal in the amount of \$97,046.00 or shingle in the amount of \$52,273.00 as presented; second by Dr. Kline. Council member, Mr. Lucas questioned where we are budget-wise. Council member, Mr. Brown replied that it would be about \$34,000.00 for the shingle roof with a forty-year warranty and a metal roof would be \$97,000.00 with a 35-year warranty. Council President, Mr. Greenway stated he recommends the metal roof because you get about double life out of the metal roof, however the budget is tight and not sure how the borough would pay for it. Council member, Mrs. Emick questioned if the borough really has the money to pay for a metal roof. Council member, Mr. Brown explained the money will have to come from somewhere. Council member, Mrs. Emick questioned, so we are robbing Peter to pay Paul. Council member, Mrs. Emick stated that she is not comfortable voting on this quote tonight. Council President, Mr. Greenway requested an updated quote, with when the roof can be done and if the price can be locked in. **Motion** by Mr. Lucas to amend his original motion and table the quote until the next council meeting from COSTAR Vendor T-Ross Brothers as presented; second by Dr. Kline. The motion carried.

**AUTHORIZATION FOR SOLICITOR DRAFT RESOLUTION – CURB REPLACEMENT FUNDING SOURCE** –Council President, Mr. Greenway presented a request to authorize the Borough Solicitor to draft a resolution for the curb replacement funding source for review. **Motion** by Mr. Brown to approve and authorize the Borough Solicitor to draft a Resolution that will determine the Curb Replacement Funding as presented; second by Dr. Kline. The motion carried.

**AUTHORIZATION FOR SOLICITOR/BOND COUNCIL PREPARE & ADVERTISE ORDINANCE AS REQUIRED BY LAW TO APPROVE PENNVEST FUNDING** – Council President, Mr. Greenway presented Authorization for Solicitor/Bond Council Prepare & Advertise Ordinance as Required by Law to Approve Pennvest Funding -\$2,150,000.00 for review. Council member, Dr. Kline stated this is just a formality. **Motion** by Dr. Kline to approve and authorize the Borough Solicitor and Bond Council to prepare and advertise Ordinance as required by law to approve Pennvest funding in the amount of \$2,150,000.00 as presented; second by Mr. Brown. The motion carried.

**AUTHORIZE WATER ENGINEER, TOM LEVINE, TO PREPARE AND ADVERTISE BID DOCUMENTS FOR RESERVOIR NO 4 CONSTRUCTION** – Council President, Mr. Greenway explained the authorization for Water Engineer, Tom Levine, prepare and advertise bid documents for Reservoir No 4 construction. Engineer, Mr. Chris Eckenrode explained that the advertisement will state the bid opening will take place on August 4<sup>th</sup>, 2025 at 1.00PM and estimates that the project will take approximately 515 days for completion.

**Motion** by Dr. Kline to approve and authorize Water Engineer, Tom Levine, to prepare and advertise the bid documents for the construction of the Reservoir No 4 project as presented; second by Mr. Greenway. The motion carried.

**APPOINTMENT – ASSISTANT BOROUGH SECRETARY/TREASURER/RIGHT TO KNOW OFFICER – DONNA TAGGART**–Council President, Mr. Greenway explained and reviewed the appointment of Donna Taggart as Assistant Borough Secretary/Treasurer/Right to Know Officer.

**Motion** by Dr. Kline to approve the appointment of Donna Taggart as Assistant Borough Secretary/Treasurer/Right to Know Officer as presented; second by Mrs. Emick. The motion carried.

**APPOINTMENT –BOROUGH SECRETARY/TREASURER/RIGHT TO KNOW AS OF AUGUST 1, 2025 – DONNA TAGGART**– Council President, Mr. Greenway explained and reviewed the appointment of Donna Taggart as Borough Secretary/Treasurer/Right to Know Officer as of August 1, 2025.

**Motion** by Mr. Brown to approve the appointment of Donna Taggart as Borough Secretary/Treasurer/Right to Know Officer as of August 1, 2025 as presented; second by Dr. Kline. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports June 2025.

**RECREATION** – Council member, Mrs. Emick reviewed and explained Event permits 2025-12 and 2025-14 as presented.

**Motion** by Mrs. Emick to table Event permit 2025-12 until the August 4<sup>th</sup> council meeting and to approve Event permits 2025-14 as presented; second by Mr. Greenway. Council member, Mr. Lucas questioned Council member, Mrs. Emick's request to table AYSO permit 2025-12 and asked what the hold-up is this year because they have done this permit for over 10 years. Council member, Mrs. Emick stated that the hold-up was because the Recreation Board has drafted a layout for a special project to add a full-size soccer field where Trolley field is, thus AYSO could not use it, therefore they would have to play at their original leased fields, but as of yet there are no other organizations in mind to utilize the proposed field. Council member, Mr. Lucas stated that AYSO has had this permit for many years; it benefits hundreds of children in the borough. He explained it is a public park and AYSO does not use the field all of the time. He continued stating that if there are not fields for the little kids to play on, then in a few years there will be no need for fields for bigger kids. Council member, Mrs. Emick stated it is not the Borough's job to provide a field for AYSO to play on. Council member, Dr. Kline shared the borough has had a good long-standing relationship with AYSO and to table a permit for a month when AYSO soccer starts in September is not a good practice. Council member, Mr. Lucas agreed as well with Council member, Dr. Kline, and shared that he would like to revisit this field idea next year and re-evaluate things. He stated this would be more appropriate and fair to AYSO, he continued by explaining it is too late this year to table or deny the permit for AYSO.

Council member, Mr. Brown questioned Street and Water Project Coordinator, Mr. Hoffman as to how long the hydroseeding needs to grow until the area is suitable for use. Street and Water Project Coordinator, Mr. Hoffman stated that he would suggest at least until next year for best results.

**Motion** by Mrs. Emick to amend her previous motion and approve Event permits 2025-12 and 2025-14 as presented; second by Mr. Greenway. The motion carried.

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

**MAYOR** – Mayor Bagwell thanked Borough Secretary/Treasurer, Mrs. Gardner for her years of service to the Borough and all her hard work. He also stated the Police department does not have enough officers to cover upcoming retirements and feels something needs to be done.

**POLICE CHIEF** – Chief Gyurina reviewed the June 2025 police report. He also publicly thanked Lowe's for donating an air conditioner when the Borough buildings air conditioning was not working properly, however based upon venting and window restrictions it could not be used.

**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 August 4<sup>th</sup>, 2025 @ 7:00PM. Executive Session will be held immediately following the Council meeting to discuss legal/personnel issues without reconvening.

**VISITOR AND PUBLIC COMMENTS** – Resident, Mr. Dennis Holt, 20 North Loyalsock Ave., wanted to recognize Mrs. Gardner for her help over the years since it is her last meeting and stated that it has been great to work with her. He then asked two questions, first of which is why management of the water system was contracted out and second of which is, what is going to happen to the three licensed water operators the borough has on staff. Council member, Dr. Kline stated first, contrary to what may have been heard, no one is losing their jobs despite all that may have been posted on social media. She then stated that realistically the Borough workforce is getting older, just like what the police department is currently facing with retirements, and from a long-term perspective is the reason why the water system management has been contracted out and stated that no one has lost their jobs or wages. In response to a question regarding salaries, Council member, Dr. Kline stated that the water employees are part of a collective bargaining agreement who get paid one dollar an hour extra for the licensure that they hold, no matter if they are doing water duties or not. She also stated that they are not allowed to ask if/when employees are going to retire, but based on demographics, having this company come in, alleviates these very real upcoming concerns.

In response to concerns of an unnamed resident who asked why the borough is spending unnecessary money on a company to monitor the water system when we have borough workers that can do the job. Council member, Dr. Kline explained the borough has licensed people that can do the job but that there were several things not being done that needed to be done. She then stated that she cannot speak in regard to personnel issues but explained again that there were additional things not being done that needed to be done that are now part of this agreement. Council member, Dr. Kline then once again reiterated there were things that were not being done, that needed to be done and had that come to light the Borough could have been hit with fines/penalties so part of this decision to hire an outside company ensures that everyone has all of the licenses and everything they need to complete all of the requirements that are necessary for the water system management.

Resident, Mr. Dave Walters, 1133 Walnut St., inquired as to if the new water company will be handling the water main breaks. Council member, Mr. Lucas stated that they will be handling the actual water break and tying up that portion of it; the borough will handle the rest. Resident, Mr. Walters then questioned if this is at an additional cost outside their monthly rate and it was noted that it is in their contract. Resident, Mr. Walters questioned the significant water rate increases and asked if a rate analysis was done. It was explained that the water engineer completed a rate study and the Pennvest loan was included in his analysis. Council member Mrs. Emick stated that as she recalls the 2025 water rates are actually significantly lower than that recommended by the rate study.

Resident, Mr. Ken Raker, 1127 Elm St., questioned if the new water company that was hired was budgeted in this current year's budget or if the borough is robbing Peter to pay Paul. It was explained that hopefully since the jobs that our water employees do are no longer expensed out of the water fund, this should offset the cost of hiring this new water company. Resident, Mr. Raker stated that it makes no sense, but okay.

Resident, Mrs. Annette Baker, 1133 Broad St., asked to clarify the authorization of the solicitor given regarding the curb replacement. Borough Solicitor, Chris Kenyon stated that the Borough is starting the paperwork for a referendum for either the Borough to pay for curb replacement or if the residents want to be responsible for it.

Resident, Mr. Dennis Holt, put on record that he is fully against another company coming in and the borough outsourcing our water company responsibilities when there is 90 years of experience between the three water operators currently on staff. He then said he would like council to rescind the contract today for this new water company and if he gets on council things will change. Resident, Mr. Holt then stated, Council member, Dr. Kline's statements reaffirm the fact that personnel management is the problem, and if not, to get rid of the employees that are the problem because people should be standing in line to work for the borough. Council President, Mr. Greenway responded that no one is waiting in line to work anywhere anymore and that if the water operators have that much experience, it is correct to prepare for upcoming retirements in the close/near future. Council member, Mrs. Emick then stated that she has personal experience with how hard it is to get a water operator's license and thus hiring this company alleviates the impending question of who will take over operation after the three water operators eventually retire.

There being no further business the meeting was adjourned at 7:59 PM on a motion by Mr. Brown, second by Mr. Greenway. The motion carried.

Respectfully submitted,

---

Ginny Gardner, Borough Secretary



August 4, 2025

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

The Pledge of Allegiance was observed.

The July 7<sup>th</sup>, 2025 minutes were approved on a motion by Mrs. Emick, second by Mr. Brown. The motion carried.

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

Resident, Mr. Ken Raker, of 1127 Elm St, announced that he is recording the meeting.

**TREASURERS REPORT/BOROUGH BILLS –** Motion by Mr. Brown to approve the July 2025 Treasurer's report, second by Mr. Lucas. The motion carried.

**NEW BUSINESS –**

**1 MG RESERVOIR #4 WATER STORAGE TANK PROJECT –CONDITIONALLY AWARD PENDING SOLICITOR AND WATER ENGINEER REVIEW/RECOMMENDATION TO PRELOAD, LLC IN THE AMOUNT OF \$2,456,000.00** - Council President Mr. Greenway presented 1 MG Reservoir #4 Water Storage Tank Project –Conditionally Award Pending Solicitor and Water Engineer Review/Recommendation To Preload, LLC in the Amount of \$2,456,000 for review.

Water Engineer, Mr. Levine, explained, reviewed bids and recommended conditionally awarding the project.

**Motion** by Mr. Greenway to approve 1 MG Reservoir #4 Water Storage Tank Project –Conditionally Award Pending Solicitor and Water Engineer Review/Recommendation to Preload, LLC in the Amount of \$2,456,000.00 as presented; second by Dr. Kline. The motion carried.

**MONTOURSVILLE WATER PROJECT REIMBURSEMENT RESOLUTION #2025-03-** Council President Mr. Greenway presented Montoursville Water Project Reimbursement Resolution #2025-03 for review.

Jens Damgaard introduced himself, gave a description and explained that this a resolution for council to use water revenue funds prior to the PennVest money and then reimburse.

**Motion** by Mr. Greenway to approve Montoursville Water Project Reimbursement Resolution #2025-03 as presented; second by Mr. Brown. The motion carried.

**MONTOURSVILLE BOROUGH 2025 PENNVEST GUARANTEED WATER REVENUE NOTE DEBT ORDINANCE-#495** –Council President Mr. Greenway presented Montoursville Borough 2025 Pennvest Guaranteed Water Revenue Note Debt Ordinance-#495 for review.

Jens Damgaard explained why the borough needs the ordinance as-is and that water revenues are used as collateral for the PennVest loan.

**Motion** by Dr. Kline to approve Montoursville Borough 2025 Pennvest Guaranteed Water Revenue Note Debt Ordinance-#495 as presented; second by Mr. Greenway. The motion carried.

**MONTOURSVILLE BOROUGH 2025 PENNVEST WATER PROJECT ENGAGEMENT LETTER** –Council President Mr. Greenway presented Montoursville Borough 2025 Pennvest Water Project Engagement Letter for review.

Pending review by SEDA COG & Solicitor.

**Motion** by Mr. Brown to approve Montoursville Borough 2025 Pennvest Water Project Engagement Letter as presented; second by Mr. Greenway. The motion carried.

**RESOLUTION 2025-02 – ADOPTION OF REGIONAL SOLID WASTE MANAGEMENT PLAN** –Council President Mr. Greenway presented Resolution 2025-02 – Adoption of Regional Solid Waste Management Plan for review.

**Motion** by Mr. Brown to approve Resolution 2025-02 – Adoption of Regional Solid Waste Management Plan as presented; second by Mr. Greenway. The motion carried.

**ROOF REPLACEMENT –COSTAR VENDOR –T-ROSS BROTHERS –METAL -\$97,046.00 –SHINGLE - \$52,273.00** –Council President Mr. Greenway presented Roof Replacement –Costar Vendor –T-Ross Brothers –Metal -\$97,046.00 Shingle \$52,273.00 for review.

Mr. Hoffman explained they will lock their labor cost into place for next year, but if materials go up then we will have to pay for them. Council President, Mr. Greenway, stated that he would like to see a metal roof put on the borough. Council Member, Mr. Tillson stated that the pitch/slant of the roof is not very much and a metal roof may help alleviate any issues associated with leaks. Mr. Hoffman then stated that he thinks the leaks are associated with the stacks and that a T-style stack needs to be put in to stop the leaks on the new roof. Council Member, Mrs. Emick, then questioned as to if gutters and a snow retention system must be put in to stop snow from sliding off of the roof at an additional cost. Mr. Hoffman then stated that the pitch of the roof, as previously discussed, is not that much, so the cost is not estimated to be very much, but that yes, it is an additional cost. Mr. Hoffman also let Council Member, Mrs. Emick, know that the gutters are good except at the corners so they will only need replaced there, as to reduce the cost as much as possible. Council Members Mr. Tillson, Mr. Greenway and Mr. Lucas ensued further discussion about snow defense placements, gutters, etc.

**Motion** by Mr. Greenway amended motion to approve Roof Replacement –Costar Vendor –T-Ross Brothers –Metal - \$97,046.00; second by Dr. Kline. The motion carried 5-1; Mrs. Emick.

**CONSULTING AGREEMENT –MONTOURSVILLE BOROUGH AND GINNY GARDNER** –Council President Mr. Greenway presented Consulting Agreement –Montoursville Borough and Ginny Gardner for review. Council discussed rate of \$40/hr with 15min increments per Dr. Kline and Mr. Greenway

**Motion** by Mr. Greenway to approve Consulting Agreement –Montoursville Borough and Ginny Gardner as presented; second by Dr. Kline. The motion carried.

**AUTHORIZATION FOR BOROUGH SOLICITOR PREPARE ORDINANCE FOR A BOROUGH MANAGER POSITION** –Council President Mr. Greenway presented Authorization for Borough Solicitor Prepare Ordinance for a Borough Manager Position for review.

**Motion** by Dr. Kline to approve Authorization for Borough Solicitor Prepare Ordinance for a Borough Manager Position as presented; second by Mrs. Emick. The motion carried.

**AUTHORIZATION FOR SOLICITOR ADVERTISE THE BOROUGH MANAGER POSITION** –Council President Mr. Greenway presented Authorization for Solicitor Advertise the Borough Manager Position for review.

**Motion** by Dr. Kline to approve Authorization for Solicitor Advertise the Borough Manager Position as presented; second by Mrs. Emick. The motion carried.

**AUTHORIZATION TO HIRE A TEMPORARY STAFFING EMPLOYEE** –Council President Mr. Greenway presented Authorization to Hire a Temporary Staffing Employee for review.

Council Member Dr. Kline discussed this was to help alleviate some duties in the front office after Ginny’s Departure and Donna’s increased duties.

**Motion** by Dr. Kline to approve Authorization to Hire a Temporary Staffing Employee as presented; second by Mrs. Emick. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports July 2025.

**RECREATION** – Council Member Mr. Lucas reviewed and explained Event permits 2025-13, 2025-16 and 2025-17 as presented.

**Motion** by Mr. Lucas to approve Event permits 2025-13, 2025-16 and 2025-17 as presented; second by Mrs. Emick. The motion carried.

**STREETS/WATER** – Mr. Hoffman stated that hydrant flushing is done for the year and they are now repairing the ones in need of it. He also talked about the fish kill in the park due to high ammonia in the pond, which the borough promptly addressed and have signs out for. Mr. Hoffman also stated that the field in the park that was hydro-seeded will need watering if there is not rain, so there will be a minimal additional charge from the company who seeded it to water and that no one should be on the field for the year for best results. Mr. Hoffman also stated that they are updating and working on walking path in the park currently.

**MAYOR** – Mayor Bagwell discussed the retirement of Chief Gyurina stating that it would be great for people to stop in to take advantage of his departmental knowledge of the duties, equipment and operations of the police department, which will be lost upon his retirement. He also mentioned National Night Out, which he stated the Chief will discuss.

**POLICE CHIEF** – Chief Gyurina reviewed the July 2025 police report stating they had 89 calls this month with domestics, disturbances, etc. tripling. He then stated tomorrow, 8/5/25, is National Night Out will be held at the WHH Firehouse by local and state police with hamburgers and hotdogs being served along with activities for children and adults alike.

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

**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 September 8<sup>th</sup>, 2025 @ 7:00PM. Executive session for Personnel & Legal to be held after and will not reconvene.

**VISITOR AND PUBLIC COMMENTS –**

The new director, Mr. Eric McKitish, of the Williamsport Regional Airport introduced himself and gave a little background about his education and work experience. In response to the questions from Council Member Mr. Tillson about commercial air travel he explained that they are in negotiations about acquiring their services at Williamsport and also that the airport is not losing money and doing better than breaking even. Mr. McKitish then stated that the airport owns 820 acres in response to the Chief Gyurina's question.

Resident, Mr. Denny Holt, of 20 Loyalsock Ave., congratulated council on the grant application interest rate of 1% and asked whom was to thank for compiling the water project information and it was stated by Council to thank the engineers involved in the project. In response to his question of the elevation of the Tank helping water pressure in the Borough and Mr. Brown stated that yes it is designed to increase water pressure..

Resident, Mr. Kenneth Raker, of 1127 Elm St, questioned if documentation of the hydrant maintenance and flushing is being done and Mr. Hoffman stated that yes, it is being completed and documented properly.

There being no further business the meeting was adjourned at 8:06PM on a motion by Mr. Brown, second by Mr. Greenway. The motion carried.

Respectfully submitted,

---

Donna Taggart, Borough Secretary

September 8, 2025

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

The Pledge of Allegiance was observed.

The August 4<sup>th</sup>, 2025 minutes were approved on a motion by Mr. Brown, second by Dr. Kline. The motion carried.

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

Resident, Mr. Dennis Holt, of 20 Loyalsock Ave, asked council to explain the IT contract and asked if there is a vacant seat on Borough Council. Mr. Greenway stated there is no vacant seat on Borough Council. Mr. Brown then responded to the IT question stating that there are multiple computers and software programs that are past their useable date and they are having an outside IT company, CSR, handle it due to how technical the systems here are. He also stated that it has been about twelve to fifteen years since any IT issues have been addressed and CSR would provide the technical support needed to keep the borough office and police computers, software and systems up to date and safe due to the sensitive nature of information. Mr. Brown also stated that this issue should have been addressed years ago, but was not and is definitely a need, not a want. Mr. Greenway then answered Mr. Holt's question about the total amount due on the second PESI bill, for water services, stating the total is \$8,621.90.

**TREASURERS REPORT/BOROUGH BILLS –** Motion by Mr. Brown to approve the August 2025 Treasurer's report, second by Dr. Kline. The motion carried.

#### **NEW BUSINESS –**

**MANAGED IT SERVICES –CSR ENTERPRISE NETWORKS-\$2,080.00/MONTH-** Council President Mr. Greenway presented Managed IT Services –CSR Enterprise Networks-\$2,080.00/Month for review. Council Member, Mr. Tillson, questioned as to why the computer services are not being put out to bid and if it includes the SCADA system. Mr. Hoffman then stated that the SCADA system is not managed by CSR and further explained that the SCADA computer for the bulk station will be updated next year, but that this contract with CSR covers monitoring, setup, diagnostics and analysis of what upgrades, software, hardware and systems are needed for the borough. Ms. Emick stated that the price is for the monitoring of all the borough, water and police computers. Mr. Tillson then again asked why not put this IT contract out to Bid and Mr. Hoffman explained that it would cost significantly more if it were put out to Bid because an engineer would have to do all the paperwork in order for it to be put out to Bid and that circumventing bidding is not illegal because it is a monthly fee. Chief Gyurina then stated that his backups and servers are 5 to 15 years old and the updates the county did to their systems are posing problems. Mr. Brown then stated that they looked at doing this project piecemeal and it would cost significantly more. It was then asked by council why CSR was chosen and Mr. Hoffman stated that they are used by several reputable businesses in the area and already handle many sensitive contracts including police and other area borough offices. Council Member, Mr. Lucas then asked if CSR were to start right now, what would they be doing for the Borough until new hardware was installed. Mr. Hoffman then stated that they would be diagnosing and fixing any current issues on the computers dealing with the windows updates and security updates, as well as determining what needs fixed, in what order and how exactly to integrate all of the moving parts. Council Member, Mr. Greenway, then stated that there is a lot of value to what CSR brings to the table because a network needs created within the borough and also stated that his place of employment uses CSR in addition to their IT guys on staff. Council Member Mr. Lucas then stated that paying a TECH company by the hour for the IT services/upgrades the borough needs would far exceed the contracted rate that we would be paying CSR. Council Member Dr. Kline then stated that we are currently up against a hard deadline with windows and how antiquated the system is. Mayor Bagwell then explained Windows 11 and the deadline accompanied with that. Council Member Mr. Greenway then asked if it is a 3year contract or agreement? Mr. Hoffman then responded yes and that this contract covers all integration of new computers/hardware, integrated technology monitoring, assessment of what systems need to be put into place and the implementation of these processes which is

going to take time. It was then asked of the Borough Solicitor if council can enter into an agreement/contract of longer than 2 years and he stated that yes you can, but that does not bind future councils to that decision.

Mayor Bagwell then stated that the reason we are in this position is that we don't have a dedicated IT guy and it's going to take time for all of this integration. Chief Gyurina then stated that they are having a lot of issues with their computers, thus are calling all the time for IT support and at then the mercy of the company as to when they show up, which is sometimes days later. He then said that this is unsafe and unacceptable when running a police department and not to mention the hourly charge for the support that the Borough had to pay.

Council Member Mr. Greenway then stated that his biggest hang up is the length of the contract. Borough Solicitor, Nick Grimes stated that the IT contract doesn't have a termination clause and his suggestion is that council make a motion to amend length of contract. Council Member, Mrs. Emick then called Rick Johnson of CSR and was put on speaker phone to speak with Council. Council Member Mr. Greenway then informed Mr. Johnson that the biggest issue is the length of the contract and inquired if it can be adjusted. Mr. Johnson then stated that they normally do a three year contract as to spread out the additional costs of hardware and software as to ease the financial obligation/strain on their clients. Council Member Ms. Emick then asked the minimum length contract that they would consider and Mr. Johnson then stated that they could do a one year contract. Mr. Greenway stated the shorter agreement would not bind future councils and alleviate some of the financial stress this unexpected IT expense has caused the Borough. The call then ended and the Borough Solicitor, Mr. Grimes, then suggested amending the motion to approve a one year contract.

**Motion** by Dr. Kline to amend Managed IT Services –CSR Enterprise Networks-\$2,080.00/Month for a term of 12 months; second by Mr. Brown. The amendment to motion carried.

**PAYMENT APPLICATION #2 –BROAD & WALNUT ST TRAFFIC SIGNAL REPLACEMENT – LECCE ELECTRIC - \$38,891.57** - Council President Mr. Greenway presented Payment Application #2 –Broad & Walnut St. Traffic Signal Replacement –Lecce Electric - \$38,891.57 for review.

Council Member, Mrs. Emick questioned if the ARLE Grant covers the replacement and Council Member, Mr. Brown, stated that it does.

**Motion** by Mrs. Emick to approve Payment Application #2 –Broad & Walnut St. Traffic Signal Replacement –Lecce Electric - \$38,891.57 as presented; second by Mr. Greenway. The motion carried.

**2026 POLICE AND NUU PENSION MMO** –Council President Mr. Greenway presented 2026 Police and NUU Pension MMO for review.

**Motion** by Mr. Greenway to approve 2026 Police and NUU Pension MMO as presented; second by Dr. Kline. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports August 2025.

**RECREATION** – Council Member Mr. Lucas reviewed and explained Event permit 2025-15 as presented.

**Motion** by Mr. Lucas to approve Event Permit 2025-1 as presented; second by Dr. Kline The motion carried.

Council Member Mr. Lucas then reviewed and explained Event Permits 2025-18, 2025-19 and 2025-20 as presented.

**Motion** by Dr. Kline to approve Event Permits 2025-18, 2025-19 and 2025-20 as presented; second by Mrs. Emick. The motion carried.

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

**MAYOR** – Mayor Bagwell brought up the Time Capsule that was buried outside the Borough Building on the 150<sup>th</sup> Anniversary and the fact that it is to be opened by the end of September this year according to the instructions on its lid. Council President Mr. Greenway stated that he reached out to local schools and the historical society and has not heard anything back yet about them possibly attending an event/opening for it. Mayor Bagwell also mentioned inviting

Mayor Doran to the opening. The Mayor then stated that the Bocce Court needs stone and Mr. Hoffman stated that new stone was just installed and rolled two weeks ago.

**POLICE CHIEF** – Chief Gyurina reviewed the August 2025 police report with 90 calls and 29 assists. He also stated that they caught 6 of the juveniles that broke into the cars in South Williamsport, some of which were unlocked. The chief then said that he isn't sure what the answer is to juveniles and crime because most of these kids were out doing it again the next night despite all the thousands spent on DNA swabs, processing of the cars and all the hours of investigative work, which may only result in ankle monitoring because these kids know there is nowhere to put them.

**COUNCIL PERSONS** – Council Member, Mr. Lucas announced the upcoming Fall Festival on September 19<sup>th</sup> and 20<sup>th</sup> at Indian Park. Council Member, Mr. Tillson then asked who is responsible to paint the fire hydrants and Fire Chief, Mr. Hutchins stated that the water department is responsible. Mr. Hoffman then stated that there is a limited time frame that this project can be done within and can look into having a person needing community service do that. Mr. Hutchins then asked if there is another tank being installed and Mr. Hoffman replied that it is in the works, so Mr. Hutchins then suggested waiting until after the tank is completed to paint the hydrants due to pressure changes affecting the paint/painting process. Mr. Hutchins then stated that fire department received all the hydrant flow data from Mr. Hoffman which was inputted into their online mapping software which can be accessed by the firemen via their cell phones. Council Member, Mr. Tillson then asked if Mr. Hutchins and Mr. Hoffman work hand in hand and Mr. Hutchins stated that they work closely when it comes to the hydrants and imperative water issues

**SOLICITOR** – Mr. Nick Grimes then thanked everyone at the Borough Meeting for having him as Mr. Kenyon's last minute replacement with hair!

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

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

**CORRESPONDENCE AND ANNOUNCEMENTS** – The next Council meeting will be held Monday October 6<sup>th</sup>, 2025 @ 7:00PM. Halloween Trick or Treating will take place on Friday October 31<sup>st</sup>, 2025 from 6:00PM-8:00PM. Executive session for Personnel & Legal to be held after and will not reconvene.

**VISITOR AND PUBLIC COMMENTS** –

Fire Chief, Mr. Hutchins gave the August 2025 fire/ambulance report with their company responding to 41 EMS calls and 18 fire calls within the borough. He also reported about a trapped dog in the park, for which they had to cut its head out of the tree after it chased a rodent down the hole. The dog was on a leash and Mr. Hoffman reported that the tree will be cut down tomorrow. Mr. Hutchins also announced the start of fire safety education in the schools and that there is a Verizon cell phone tower going up behind Alexander's Body shop near the Montoursville Cemetery, so cell phone reception in the borough should improve. He then questioned as to if the mayor or council has heard from Mr. Hackenberg, whom is in charge of emergency response and it was reported that they had not, so he is going to look into that and go from there.

Resident, Mr. Denny Holt, of 20 Loyalsock Ave., asked if Council Member Mr. Greenway, is a qualifying resident of the 1<sup>st</sup> Ward and Mr. Greenway stated that he owns a house there, receives mail and resides there, but that he did in fact recently purchased a new home outside the borough but has not yet moved in. Mr. Holt also inquired about the legality of the curb referendum on the ballot and asked the Solicitor to advise the board on both subjects/questions asked above.

Resident, Mr. Kenneth Raker, of 1127 Elm St, stated that Mr. Greenway's girlfriend posted on Facebook that they were all moved in to their new place after the closing on 8/15/2025. He also stated that an address change, for Mr. Greenway, was confirmed based on a private personal information website/report that he cited as proof. Council Member, Mr. Greenway then stated that his personal address is still 309 N. Loyalsock Avenue where he lives/works

and when he moves out of the borough he will resign his seat. Mayor Bagwell then stated that Facebook is not a reliable source of information. Mr. Raker then stated that he will continue to gather proof that Mr. Greenway has in fact moved out of the Borough.

Resident, Mr. Gary Whiteman, of 317 Bennett St, asked if council has ever considered an amendment or addendum to prohibit the parking of vehicles in front lawns because it is unsightly and a regular occurrence in his neighborhood. Mr. Whiteman then stated he brought a copy of a similar ordinance Lewisburg has in place.

Resident, Mr. Don Boyles, of 329 Bennett St, questioned the open container law and discussed the parking/traffic on 4<sup>th</sup> street that exits onto Bennett Street.

Resident, Mrs. Cindy Welshans, of 1218 Nicely Ave, discussed the topic of Electric Scooters with Police Chief Gyurina.

There being no further business the meeting was adjourned at 8:17PM on a motion by Mr. Greenway, second by Mr. Brown. The motion carried.

Respectfully submitted,

---

Donna M. Taggart, Borough Secretary

MONTOURSVILLE BOROUGH PLANNING COMMISSION  
OCTOBER 1, 2025, MEETING MINUTES

Attending:

Planning Commission Members: Bob Weaver, Chairman, Tony Salvatori, Chris Reed and Bryan Pauling  
Garrett Enders, Central Keystone COG  
Dr. Samuel Schrack, Applicant  
Borough Residents Erik Martinez, Marie Pena, Bob Brown, Deb Brown

Bob Weaver called the applicant to see if he could attend to answer questions. He was not aware his attendance would be helpful to the process. The meeting of the Montoursville Planning Commission was called to order at 7:23pm after Dr. Schrack arrived.

Old Business

- None

New business items:

Lyter Elementary School land development plan was pulled by the consultant for the applicant as the Borough Engineer review has not been received. Tabled until November meeting.

Conditional use application for Dr. Samuel Schrack to operate a clinic/doctor office at 221 Bennett Street in the RS Zoning District.

- Garrett reviewed the Zoning Officer's summary of the project. Since the proposed use is not specifically permitted or denied, an application is made to the Zoning Officer who shall refer the application to Borough Council to hear and decide on such request as a Conditional Use.
- Dr. Schrack reviewed the proposed use. He conducts FAA Airman Medical Certification Exams. Pilot exams are required by the FAA. The property will be used as an office, and no one will reside in the house. He will conduct 7 to 8 exams one day a week all by appointment only. No walk ins. He has no other staff. Hours generally 9am to 4pm. He will stabilize two parking spaces off of Peters Alley adjacent to the existing garage driveway for off street parking. This will permit overlap of patients. Parking on Bennett Street requires a permit in the school zone which he chooses to avoid, and which will minimize parking and traffic circulation issues. Dr. Schrack has contacted his neighbor to the north and two neighbors to the south, and all approve of the proposal. These are the properties immediately adjacent to the proposal. As part of the Zoning Permit he has applied for a sign permit. The sign to be non-lighted, one foot by two foot, and mounted flush on the wall of the house. No free-standing sign proposed.

- The Planning Commission members asked questions and Dr. Schrack responded. The consensus of the Planning Commission is that the use will not detract from other permitted uses, will not constitute a nuisance and will not have a negative effect in the district.
- Motion by Bryan Pauling and second by Tony Salvatori to recommend approval of the conditional use with the understanding all of the above facts and discussion items are conditions of the motion. Of particular concern is the requirement for the two off street parking spaces and the sign flush mounted to the wall of the house. Motion approved unanimously.
- It is our understanding Borough Council will review this at their Monday, October 6 meeting. It is further our understanding they will need to authorize a public hearing in accordance with Article 31 of the Zoning Ordinance. Dr. Schrack was advised to attend the Council meeting to answer any questions Council may have.

There being no other business meeting was adjourned at 8:02pm.

Minutes reported by Bob Weaver

October 6, 2025

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

The Pledge of Allegiance was observed.

The September 8<sup>th</sup>, 2025 minutes were approved on a motion by Dr. Kline, second by Mrs. Emick. The motion carried.

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

**FIRE CHIEF**—Mr. Scott Konkle filled in for Chief Hutchins announcing that there were 18 fire and 49 EMS calls for the Borough last month. He then thanked Mr. Brown and Mayor Bagwell for attending the dedication of their new fire truck. Council Member Mr. Brown then commented on how nice of a ceremony it was. Resident, Donny Konkle then stated how blessed Montoursville is for all the young people involved in this community service and the fire company.

**TREASURERS REPORT/BOROUGH BILLS** – Motion by Dr. Kline to approve the September 2025 Treasurer's report, second by Mrs. Emick. The motion carried.

**NEW BUSINESS** –

**INELIGIBLE/RESIGNATION ANNOUNCEMENT – BOROUGH COUNCIL MEMBER – 1<sup>ST</sup> WARD –ERIC GREENWAY**- Acting Council President Mr. Brown presented Ineligible/Resignation Announcement –Borough Council Member – 1<sup>ST</sup> Ward –Eric Greenway for review.

Council Member, Mr. Brown, announced that as of September 15<sup>th</sup> Mr. Greenway bought and moved to a residence outside of the Borough. Council then accepted his resignation, for the record, and Council Member Mr. Brown ended by thanking Mr. Greenway for his years of service on and off Borough Council.

**Motion** by Dr. Kline to approve Ineligible/Resignation Announcement –Borough Council Member – 1<sup>ST</sup> Ward –Eric Greenway; second by Mr. Tillson. The motion carried.

**APPOINTMENT –BOROUGH COUNCIL MEMBER –1<sup>ST</sup> WARD**- Acting Council President Mr. Brown presented Appointment –Borough Council Member –1<sup>st</sup> Ward for review.

**Motion** by Mrs. Emick to Appointment –Borough Council Member –1<sup>st</sup> Ward; second by Dr. Kline.

Acting Council President Mr. Brown stated that council received two letters of interest for this position. The first by Mr. Donald Konkle and the Second by Mr. Marshall Winters—speeches given in alphabetical order by last name. Resident Mr. Donald Konkle stated that they have lived in this town for 50 years and just wants to help out. Resident Mr. Marshall Winters then stated that he has a finance background, is a small business owner and has lived here for ten years and would just love to serve.

**Roll Call Vote:**

Mr. Tillson –Konkle

Dr. Kline –Konkle

Mrs. Emick –Konkle

Mr. Brown –Konkle.

Council Member Dr. Kline then stated that her decision to vote for Mr. Konkle was based on the previous years of experience Mr. Konkle had on Council.

Mayor Bagwell then administered the oath for Mr. Konkle, and he took his seat on council.

**AUTHORIZATION TO ADVERTISE ORDINANCE #496 ESTABLISHING THE OFFICE OF BOROUGH**

**MANAGER** – Acting Council President Mr. Brown presented Authorization to Advertise Ordinance #496

Establishing the Office of Borough Manager for review.

Council Member Dr. Kline stated that the Borough Solicitor has the Ordinance prepared and it will be advertised for 7 days.

**Motion** by Dr. Kline to approve Authorization to Advertise Ordinance #496 Establishing the Office of Borough Manager; second by Mr. Konkle. The motion carried.

**CHANGE ORDER #2 – BROAD & WALNUT STREET TRAFFIC SIGNAL REPLACEMENT PROJECT –**

**LECCE ELECTRIC - \$3,966.00** – Acting Council President Mr. Brown presented Change Order #2 –Broad & Walnut Street Traffic Signal Replacement Project –Lecce Electric - \$3,966.00 for review.

Council Member Mr. Brown stated that this money is refundable, so the borough will get it back and Council Member Dr. Kline stated that it makes the area much safer.

**Motion** by Mr. Konkle to approve Change Order #2 –Broad & Walnut Street Traffic Signal Replacement Project – Lecce Electric - \$3,966.00; second by Dr. Kline. The motion carried.

**PAYMENT APPLICATION #3 (final) –BROAD & WALNUT ST TRAFFIC SIGNAL REPLACEMENT –**

**LECCE ELECTRIC - \$18,330.40** – Acting Council President Mr. Brown presented Payment Application #3 (final) – Broad & Walnut St. Traffic Signal Replacement –Lecce Electric - \$18,330.40 for review.

Council Member Mr. Brown stated that this is the final payment for which the Borough will be reimbursed.

**Motion** by Mrs. Emick to approve Payment Application #3 (final) –Broad & Walnut St. Traffic Signal Replacement – Lecce Electric - \$18,330.40; second by Mr. Konkle. The motion carried.

**2026 POLICE AND NUU PENSION MMO (revised)** – Acting Council President Mr. Brown presented 2026 Police and NUU Pension MMO (revised) for review.

Council Member Mr. Brown stated that this is just a revision of last month due to the wrong percentages used per Borough Secretary Mrs. Taggart.

**Motion** by Mrs. Emick to approve 2026 Police and NUU Pension MMO (revised); second by Dr. Kline. The motion carried.

**DONATION –THE VIPS OF INDIAN PARK –OUTDOOR 4’ FAN BACK SWING -Acting Council President**

Mr. Brown presented Donation –The VIPS of Indian Park –Outdoor 4’ Fan Back Swing for review.

Council Member Mr. Brown stated that the swing will be going by the covered Bridge. Council Member Mrs. Emick then thanked the VIPS for their generous donation.

**Motion** by Mr. Konkle to approve Donation –The VIPS of Indian Park –Outdoor 4’ Fan Back Swing; second by Mrs. Emick. The motion carried.

**DONATION –MONTOURSVILLE ROTARY CLUB –BIRD BLIND** – Acting Council President Mr. Brown

presented Donation –Montoursville Rotary Club –Bird Blind for review.

Council Member Mrs. Emick stated that per the specs the blind is enclosed with two benches and will require little or no upkeep by the park employees and add to the beauty of the park.

**Motion** by Mrs. Emick to approve Donation –Montoursville Rotary Club –Bird Blind; second by Mr. Konkle. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports September 2025 and the October 1, 2025 Planning Commission Minutes.

**RECREATION** – Council Member Mr. Brown reviewed and explained Event permit 2025-21 as presented. Council Member, Mr. Konkle stated that it is amazing the amount of people that play and are involved with Disc Golf. Council Member Mrs. Emick then added that all funds raised from this event will go to the Borough into a fund for the VIPs and that the REC Board is sponsoring the Annual Pumpkin Decorating Contest. Pumpkins will be available at the borough office and when finished turned into the library in accordance with the directions on the flyers. She also stated that prizes and judging will be done by the Montoursville Kiwanis Club.

**Motion** by Dr. Kline to approve Event Permit 2025-21 as presented; second by Mr. Konkle The motion carried.

**STREETS/WATER** – Mr. Hoffman stated that leaf pickup will commence on October 15<sup>th</sup>, 2025. Council Member, Mr. Brown then responded to Mr. Hoffman's question as to when the brush pile will close stating that no decision has been made, but it depends upon funds available. Council Member Dr. Kline then asked the Borough Secretary Donna Taggart to confirm that due to trash being dumped in with the brush that the borough was charged extra, and Mrs. Taggart confirmed Dr. Kline was correct. Discussion ensued about new cameras being placed over at the Brush Pile and possible changes in the sign-in procedure as well as trash versus brush fees.

**MAYOR** – Mr. Bagwell stated that former council member Mr. Greenway worked very hard, made good decisions on council and was available at all hours of the day, which makes for a great public servant. He then thanked all of Council for their dedication as public servants and all the unseen hours they put into their community.

**POLICE CHIEF** – Chief Gyurina reviewed the September 2025 police report. Chief Gyurina then stated that he attended a meeting with Lycoming County to address the issue with minors and the fact that there is no place to put them. He also addressed the amount of money and resources that are wasted in dealing with minors when the money should be put into somewhere to house them. He also discussed issues surrounding electric bikes and wrecks on them. The Chief also commended Officer Hagemeyer with his help untangling the Herron at the pond and all efforts surrounding that event.

**COUNCIL PERSONS** – Council Member Mr. Tillson then inquired about pond issues concerning the invasive crayfish issue and Mrs. Taggart explained there is nothing that can be done about this issue per the fish commission. Mr. Tillson then suggested getting largemouth bass from a hatchery to help with this issue or raise donations to have this done. Mr. Hoffman then stated that there are small mouth bass in the pond as well as sunfish and that the fish commission needs to be contacted if any fish are added. Mr. Hoffman then stated that the street sweeper is being used for MS4 before Leaf Pick Up commences. Mr. Tillson then joked about plowing, and Mr. Hoffman then stated that they are ready for the snow trucks, salt and all.

**SOLICITOR** – Nothing at this time.

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

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

**CORRESPONDENCE AND ANNOUNCEMENTS** – The next Council meeting will be held Monday October 27<sup>th</sup>, 2025 @ 7:00PM. Halloween Trick or Treating will take place on Friday October 31<sup>st</sup>, 2025 from 6:00PM-8:00PM as explained by Council Member Mrs. Emick and Mr. Brown further explaining that the safety factor does not change with the date, so Trick or Treat will be staying on the 31<sup>st</sup>. Executive session for Personnel & Legal to be held after and will not reconvene.

**VISITOR AND PUBLIC COMMENTS –**

Resident Jody Bower of 708 Walnut St, asked what advertising an ordinance does? Borough Solicitor Mr. Kenyon explained that per regulations it must be advertised in a newspaper of general circulation and that posting it means to physically posting it for viewing at the building. Mr. Kenyon then explained that Borough Code requires the ordinance to create the position of Borough Manager and advertising the position is the seeking of applicants for the position that will be created on the October 27<sup>th</sup> Council Meeting.

Resident Mr. Dennis Holt of 20 Loyalsock Ave., stated that when he left the REC board years ago the plan was to drain the smaller pond, and it was stated that this was done. Council Member Mr. Brown then stated that there is a life cycle of a pond and a sign that explains this down at the pond. He and Council Member Mrs. Emick then stated that the large pond is dying and cannot even be saved by spending an astronomical amount of money being spent to do so.

There being no further business the meeting was adjourned at 8:17PM on a **motion** by Mr. Konkle, second by Dr. Kline. The motion carried.

Respectfully submitted,

---

Donna M. Taggart, Borough Secretary

MONTOURSVILLE BOROUGH PLANNING COMMISSION  
NOVEMBER 5, 2025 MEETING MINUTES

Attending:

Planning Commission (PC) Members: Bob Weaver, Chairman, Tony Salvatori, Chris Reed and Bryan Pauling  
Tom MacDonald, Zoning Officer Central Keystone COG  
Donna Taggart, Borough Manager  
Dan Taormina, Superintendent, Montoursville Area School District (MASD) - Applicant  
Scott Cousin and Drew Cerjanic; Crabtree, Rohrbaugh Assoc - Architect to the MASD  
Eric Sechrist; Livic Civil, Engineering Consultant to the MASD  
Borough Residents Bob Brown (Borough Council), Deb Brown and Bev Brown

Weaver called the meeting to order at 7:00pm. All guests were asked to sign the sign-in sheet.

Roll call - members of the Planning Commission were introduced to the audience.

Weaver shared that typically at the January meeting we elect the chairman. Since the October meeting was our first of the year we did not care for this matter. Weaver agreed to continue as Chairman/Secretary. By consensus the PC approved of this action.

Motion to approve agenda by Salvatori, second by Pauling, and unanimous approval.

Motion to approve the minutes of the October 1, 2025, PC Meeting by Salvatori, second by Reed and unanimous approval.

Reports: None

Old Business

- Weaver reported that Borough Council approved the conditional use request of Dr. Schrack. The PC recommended approval of this at our October meeting

New business item: Lyter Elementary School Land Development

- Zoning Officer Tom MacDonald shared his review of the project, dated September 24, 2025, with the PC. The project is suitable for positive recommendation for approval with four conditions: 1. Borough Engineer review, 2. NPDES Permit and E&S plan, 3. Legal documents (stormwater agreement and financial guarantee) to be signed, and 4. All signature blocks to be signed.
- It was noted the Lycoming County Planning Commission has reviewed the project and offered comments in a letter dated September 2, 2025. They recommend approval of the plan with several conditions generally consistent with the Zoning Officers' recommendations.

- It was noted the Lycoming County Conservation District, in a letter dated September 15, 2025, determined the NPDES Application was incomplete. Consultant Eric Sechrist informed the PC they have resubmitted the application and it has been determined to be administratively complete. Review is in process.
- Consultant Eric Sechrist provided a review of the project including two additions to the building, a dedicated bus drop off along Tule Street, additional parking, a one way driveway through the site to provide stacking for parents to drop off students, and stormwater management facilities consisting of stormtech chambers and rain gardens to manage the 100 year storm on site. The PC noted there does not appear to be a significant increase in impervious area which will minimize impact. The playground and basketball court remain. Fence will be placed along the driveway. The driveway will be closed via gates when not in use.
- We had significant discussion on traffic circulation. Applicant explained the plan. The proposed one-way driveway will permit stacking of cars and minimize congestion on adjacent streets. After moving through the driveway students will be dropped off at the Spruce Street entrance. They will be picked up at the same location. A staged dismissal of students will be proposed to minimize congestion at dismissal. The PC is generally satisfied the MASD has adequately addressed traffic circulation and has done the best possible with a challenging situation.
- We discussed the stormwater management plan review. We were informed in October that review was in progress. The PC is of the opinion that review should be complete by now. In this case the 90-day window required for approval will soon be up with no review. The PC believes a disservice is done to developers when reviews are not completed promptly.
- Public comment period was provided. Several comments were made in support of the project. There were no negative comments.
- Motion by Bryan Pauling and second by Tony Salvatori to recommend conditional approval of the Lyter Elementary School Land Development. The conditions are: 1. Borough Engineer review and approval of the stormwater management plan, 2. NPDES Permit and E&S plan approval, 3. Legal documents (stormwater agreement and financial guarantee) to be signed, and 4. All signature blocks to be signed. Motion approved unanimously.
- It is our understanding that Borough Council will review this at their Monday, November 10, 2025, meeting. We strongly recommend Council offer conditional approval to move this important project for the community and students of the MASD to construction.

There being no other business meeting was adjourned at 7:35pm.

Minutes reported by Bob Weaver

November 10, 2025

The regular meeting of the Montoursville Borough Council held in the John Dorin Municipal Building was called to order by Acting Council President Robert Brown at 7:00 PM with the following answering roll call: Tina Kline, Misty Emick, Donald Konkle, Mark Tillson, Chris Lucas, Mayor Bagwell and Robert Brown.

The Pledge of Allegiance was observed.

The October 27<sup>th</sup>, 2025 minutes were approved on a motion by Dr. Kline, second by Mrs. Emick. The motion carried.

**MONTOURSVILLE FIRE COMPANY**— Fire Chief Hutchins reported a successful Trick or Treat and Mrs. Emick as well as Mayor Bagwell expressed their appreciation for the firehouse and fire police's involvement. Chief Hutchins also announced a total of 16 fire calls and 52 out of 105 EMS calls were for the Borough in the month of October.

**VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS** – Resident Dennis Holt, of 20 Loyalsock Ave, asked Borough Council to vote to get rid of the PESI water company as of January 1<sup>st</sup>, 2026.

**TREASURERS REPORT/BOROUGH BILLS** – Motion by Mr. Konkle to approve the October 2025 Treasurer's report, second by Dr. Kline. The motion carried.

**NEW BUSINESS –**

**OLIVER DUARTE EAGLE PROJECT PRESENTATION (FISHING LINE RECEPTACLES AT INDIAN PARK)**- Acting Council President Mr. Brown presented Oliver Duarte Eagle Project Presentation (Fishing Line Receptacles at Indian Park) for review.

Mr. Duarte explained that he is setting up fishing tackle receptacles in the park around the pond area. Dr. Kline questioned as to how the candidate came up with the project and he replied the idea came from park visitors. Acting Council President Mr. Brown then stated this will help with the multiple incidents per year where wildlife get tangled in fishing line. Council Member Mrs. Emick then asked what type of signage will be used on the receptacles and Mr. Duarte then explained the signs and posters will be on the receptacles. He then explained that they will be on metal posts in easily accessible areas for visitors/fishermen to use.

**Motion** by Mr. Lucas to approve Oliver Duarte Eagle Project Presentation (Fishing Line Receptacles at Indian Park); second by Mrs. Emick. The motion carried.

**AUTHORIZATION TO ADVERTISE 2026 BUDGET**- Acting Council President Mr. Brown presented Authorization to Advertise 2026 Budget for review.

Acting Council President, Mr. Brown, then announced the budget will be available for review at the Borough Office on Wednesday November 12<sup>th</sup>, 2025 due to the office being closed on November 11<sup>th</sup>, 2025 for Veteran's Day.

**Motion** by Dr. Kline to approve Authorization to Advertise 2026 Budget; second by Mrs. Emick. The motion carried.

**RESOLUTION 2025-04 ELIMINATING POLICE PAYMENTS INTO THE POLICE PENSION FUND FOR 2026**- Acting Council President Mr. Brown presented Authorization 2025-04 Eliminating Police Payment into the Police Pension Fund for 2026 for review.

Council Member Mr. Lucas questioned if this is just a yearly housekeeping item and Acting Council President Mr. Brown replied that is correct.

**Motion** by Mr. Konkle to approve Authorization 2025-04 Eliminating Police Payment into the Police Pension Fund for 2026; second by Dr. Kline. The motion carried.

**RESOLUTION 2025-05- AUTHORIZING THE BOROUGH MANAGER TO DISPOSE OF CERTAIN PUBLIC RECORDS IN ACCORDANCE WITH SCHEDULES APPROVED BY LOCAL GOVERNMENT RECORDS COMMITTEE-** Acting Council President Mr. Brown presented Resolution 2025-05 -Authorizing the Borough Manager to Dispose of Certain Public Records in Accordance with Schedules Approved by Local Government Records Committee for review.

Acting Council President Mr. Brown then stated that this item again is standard yearly housekeeping in accordance with Public Records standards for disposal.

**Motion** by Mrs. Emick to approve Resolution 2025-05 -Authorizing the Borough Manager to Dispose of Certain Public Records in Accordance with Schedules Approved by Local Government Records Committee; second by Dr. Kline. The motion carried.

**CONDITIONAL USE ADJUDICATION, OPINION AND ORDER (DR. SAMUEL E SCHRACK)** Acting Council President Mr. Brown presented Conditional Use Adjudication, Opinion and Order (Dr. Samuel E. Schrack) for review.

**Motion** by Dr. Kline to approve Conditional Use Adjudication, Opinion and Order (Dr. Samuel E. Schrack); second by Mr. Konkle. The motion carried.

**RESOLUTION 2025-06 –AUTHORIZING THE BOROUGH MANAGER TO SELL VARIOUS ITEMS BY MEANS OF A PUBLIC ONLINE OR ELECTRONIC AUCTION** Acting Council President Mr. Brown presented Resolution 2025-06 –Authorizing the Borough Manager to Sell Various Items by Means of a Public Online or Electronic Auction.

Council Member Mr. Lucas questioned if there was a list of items and Borough Manager Mrs. Taggart explained they are located in council's packet for his review. Head of Streets/Water, Mr. Hoffman then announced the items on the list. Borough Manager Donna Taggart then responded to Mrs. Emick's question that items over a certain price point must be advertised in the local paper first.

**Motion** by Mr. Konkle to approve Resolution 2025-06 –Authorizing the Borough Manager to Sell Various Items by Means of a Public Online or Electronic Auction; second by Dr. Kline. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports October 2025 and the November 5<sup>th</sup> Planning Commission Minutes.

**RECREATION** – Council Member, Mrs. Emick, announced there are no permits on the agenda and the October Pumpkin Contest Winners, to which she commended an excellent job. She also thanked the library and Kiwanis Club

**STREETS/WATER** – Mr. Hoffman stated that leaf pickup is on-going and that the new roof for the concession stand in the park has been completed for the softball league. He also stated that the borough will be reaching out to the softball league for financial help with the dugout roofs in response to Council Member Mrs. Emick's question.

**MAYOR** – Mr. Bagwell again thanked the Fire Department for their help on Halloween. He also discussed police coverage and the need to discuss options for the future and attracting additional employees.

**POLICE CHIEF** – Chief Gyurina reviewed the October 2025 Police Report as well as how the assistance from the Fire Department and Fire Police during Trick or Treating hours on Halloween really helped ensure the safety of all trick or treaters especially with the football game traffic.

**COUNCIL PERSONS** – Council Member, Mr. Lucas expressed thanks to the police for their presence at the school and how it helps keep traffic at a slow pace. Council Member, Mr. Konkle thanked Borough Manager, Donna Taggart and Executive Assistant Sarah Morgan for all that they do for the Borough. Acting Council President, Mr. Brown also thanked the Borough Manager Donna Taggart and Assistant Sarah Morgan for doing the job that three people normally do and doing it quite efficiently/effectively. Acting Council President Mr. Brown then stated that he has been asked quite a bit recently about the curbing referendum status and he stated that so far nothing has really changed except that

Lycoming County Voter Services said that it cannot go on the ballot in 2027, so council is continuing to look into alternative options to get the opinions of the residents of Montoursville. In response to a question about why it cannot go onto the ballot, Solicitor Nick Grimes then explained the law will only let you ask certain questions as a referendum and voter services is taking the stance that this is not one of those certain questions, so it cannot go on the ballot. The Borough could dispute this but that would incur legal costs and based upon the time restrictions and these costs it doesn't make very much sense to dispute. Mayor Bagwell then questioned if any other boroughs went the referendum route to ask questions and Mr. Grimes said none that he could find. Acting Council President Mr. Brown then announced that the Borough needs volunteers for several different boards and to stop in or call the Borough Office if interested and Borough Manager Donna Taggart will explain how to apply/volunteer for these boards/committees.

**SOLICITOR** – Mr. Nick Grimes thanked the Borough for welcoming his assistance this evening and for getting through the agenda quite quickly.

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

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

**CORRESPONDENCE AND ANNOUNCEMENTS** – The next Council meeting will be held Monday December 1<sup>st</sup>, 2025 @ 7:00PM. Executive session for Personnel & Legal to be held after and will not reconvene.

**VISITOR AND PUBLIC COMMENTS** – Mr. Andrew Keister of Livic Civil, whom is handling the Lyter Elementary School Project, stated that they anticipated being on the agenda this evening due to the conditional approval granted by the Planning Commission and asked why they were removed from the agenda tonight and that they hopefully will be placed on the agenda for December. Acting Council President Mr. Brown stated that they were not removed from the agenda because they had not been put on tonight's agenda due to Title 25, which is state law, that states council cannot act on this because the 102 permit was not issued for this project. Mr. Brown then stated that due to this issue, legal council was contacted and the borough was advised that they cannot even legally Conditionally Approve the permit. Mr. Brown then stated that Section 508 of the Planning Commission, 25 PA Code 102.43, prohibits any municipality from issuing or approving a Building Permit to any applicant or developer that requires a PA DEP Chapter 102 Permit, until PA DEP has issued the Permit and since the County Conservation District and/or DEP has not issued this Permit, as an entity council cannot approve and/or conditionally approve the project. Mr. Keister then acknowledged that this permit has not yet been issued and followed by stating that the normal process is for them to present the project to Council so that they can address concerns or issues they may have and since this did not happen tonight because they were not put on the agenda this may hold the project up further, so they would like to be on the December Agenda to present even if the project gets tabled. Borough Solicitor, Mr. Grimes then stated that it would not be an action item where Council would table it unless they are making a decision on the project, but that if Livic would want to be put on the agenda as a discussion item and discuss the project with Council, that would be fine. Mr. Grimes then stated that in the absence of the 102 permit there can't be an approval for the project, so an extension would have to be granted to the Borough to make a decision otherwise they (council) would have to have to make a decision by the December 18<sup>th</sup> deadline. Acting Council President Mr. Brown, then stated that the borough would highly recommend Livic ask for an extension and if they would like to have a discussion at that time as well it could be done, just to reach out to the Borough Manager to do so. Mr. Keister then stated come December 1<sup>st</sup> they will be requesting to be on the agenda for discussion and filing an extension for the project. Borough Solicitor Mr. Grimes then asked Mr. Keister if Livic anticipates having the 102 Permit through DEP by the next meeting and Mr. Keister replied that they are hopeful and have been in contact with DEP back and forth and should have a response from DEP in mid-November about issuing the permit. Mr. Brown then stated that if the permit is received before November 26<sup>th</sup> it can be placed on the agenda as an action item otherwise it will just be a discussion item.

Resident Mr. Holt, of 20 Loyalsock Ave, then asked about the permit for Dr. Schrack and he was told that it was an item that was previously approved by the Zoning Hearing Board.

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

Respectfully submitted,

---

Donna M. Taggart, Borough Manager



**TO:** Tom Levine, Levine Engineering  
Bob Lechner, Gwin, Dobson and Foreman, Inc.  
Leslie Lechner, Gwin, Dobson and Foreman, Inc.

**FROM:** Tonia Troup, Project Coordinator  
Community Development Program

**DATE:** November 12, 2025

**SUBJECT:** Preconstruction Minutes

The attached minutes reflect primarily the Labor Standards discussions we had regarding the Montoursville Reservoir No 4 Water Storage Tank Project.

These minutes should become a part of your project file and may be incorporated into your more inclusive formal meeting minutes. Please review them and contact me if you have any questions or concerns.

**Attachment**

cc: Tom Levine, Levine Engineering, LLC  
Tim Halloran, Preload, LLC  
Bob Lechner, Gwin, Dobson and Foreman, Inc.  
Leslie Lechner, Gwin, Dobson and Foreman, Inc.  
Keith Moyer, L.E.W. Site Construction, LLC  
Craig Milligan, L.E.W. Site Construction, LLC  
Cole Moyer, L.E.W. Site Construction, LLC  
Steve Cuetkus, L.E.W. Site Construction, LLC  
Kris Reitz, L.E.W. Site Construction, LLC  
Donna Taggart, Montoursville Borough  
Cliff Hoffman, Montoursville Borough  
Josh Owens, Montoursville Borough  
Tonia Troup, SEDA-COG  
Jamie Shrawder, SEDA-COG

MINUTES  
MONTOURSVILLE RESERVOIR NO 4 WATER STORAGE TANK

LABOR STANDARDS PORTION OF  
PRECONSTRUCTION CONFERENCE

November 12, 2025  
11:00AM

**ATTENDANCE:**

<u>NAME</u>	<u>REPRESENTING</u>
Tonia Troup	SEDA-COG
Jamie Shrawder	SEDA-COG
Tom Levine	Levine Engineering, LLC
Bob Lechner	Gwin, Dobson and Foreman, Inc.
Leslie Laughner	Gwin, Dobson and Foreman, Inc.
Keith Moyer	L.E.W. Site Construction, LLC
Craig Milligan	L.E.W. Site Construction, LLC
Cole Moyer	L.E.W. Site Construction, LLC
Steve Cuetkus	L.E.W. Site Construction, LLC
Kris Reitz	L.E.W. Site Construction, LLC
Donna Taggart	Montoursville Borough
Cliff Hoffman	Montoursville Borough
Josh Owens	Montoursville Borough
Tim Halloran	Preload, LLC

Leslie Loughner, Gwin, Dobson and Foreman, Inc., opened the meeting at 11:00AM, stating the two goals of the session. The first was to discuss technical design/construction details. The second was to discuss the federal regulatory requirements, including Labor Standards, Civil Rights, Minority Business Enterprise, and reporting requirements.

At that point, Ms. Loughner, discussed design and construction details with Tim Halloran of Preload, LLC.

The project involves construction of a new 1 MG concrete water storage tank including all civil demolition, mechanical and electrical work and appurtenances.. The contract is in the amount of \$2,456,000, to be performed by Preload, LLC.

Jamie Shrawder of SEDA-COG then reviewed the Labor Standards. The contractor was notified that the project was funded with federal funds, and, as such, must comply with the PA State wage requirements. Minimum wages, as specified in PA Wage Decision, serial number 24-08057, effective September 3, 2024 must be paid to all mechanics and laborers on the project. Employees must be paid not less than weekly with overtime (150%) for all hours in excess of 40 in any week.

SEDA-COG then inquired whether fringe benefits would be paid in cash or to a plan. The contractor reported that fringes would be paid by cash/plan. It was explained that payments could be made to plans if they were bonafide, approved plans, and if certificates were submitted with the first payroll.

SEDA-COG provided the contractor with the wage poster, DCED poster and EEO poster, and list of wage rates to be used on this project, instructing him to post them at a conspicuous location, visible to all employees at the work site.

The payroll report was reviewed, and the contractor was instructed to submit the completed form to SEDA-COG, c/o Audrey Frederick, 201 Furnace Road, Lewisburg, PA 17837, or [afrederick@seda-cog.org](mailto:afrederick@seda-cog.org), on a weekly basis. Subcontractors are to use the same form and are also required to submit them weekly. It is the contractor's responsibility to assure compliance by their subcontractors. One subcontractor(s) was reported for the project, L.E.W. Site Construction, LLC. Computer-generated payroll reports were discussed. These reports are acceptable if they include all the required information and are attached to the Statement of Compliance. Whether on the standard form or attached to the computer-generated report, the Statement of Compliance is to be signed by a principal of the firm or an agent formally authorized, in writing, by the principal. The contractor was also instructed that payrolls would need to be submitted during weeks in which no work was completed. Logan Vaught will be responsible for payroll reporting.

The contractor was reminded of the requirement to retain records for at least ten years. SEDA-COG inquired if the contractor would be using apprentices or trainees. It was explained that apprenticeship programs must be approved by the U.S. Department of Labor and said approvals must be submitted with the first payroll on which an apprentice is listed.

SEDA-COG described Lycoming County's MBE/WBE and distributed information regarding the goals required for this project.

The contractor and subcontractor requirements and obligations for the following items were reviewed:

- Civil Rights
- Affirmative Action for Minorities and Women

SEDA-COG reviewed the requirements of PA Act 43 (May 11, 2006), prohibiting the employment of illegal aliens. The contractor was reminded that they are responsible for obtaining certification from his subcontractor(s) for compliance with federal immigration laws.

SEDA-COG reviewed the payment procedures. Upon submittal of a request for payment to the engineer and approval of same by the engineer and owner, SEDA-COG will requisition the funds from the federal treasury and will arrange for a check to be made payable to the contractor. Approval is to consist of a signature by a representative of Montoursville Borough and approval date on the invoice submittal. In general, this payment should occur within a 60-day time schedule. It was strongly suggested that two applications for payment be submitted. If there are any change orders, a copy needs to be forwarded to the office of SEDA-COG at the earliest possible convenience, so that we may include it in our files.

## LABOR STANDARDS ENFORCEMENT

The following is designed to assist Labor Standards Compliance Officers in their role of monitoring and assuring that the contractor is performing and complying with all of the required state labor standards that are associated with projects that are funded with ARPA funds.

### I. The Payment of Pennsylvania Wage Rates

All mechanics or laborers working on the job site must be paid not less than their wage plus fringe benefits in accordance with their job classification as listed within the "General Wage Decision" which was issued for this project. Each shall be paid unconditionally and not less than once a week. Fringe benefits may be placed into an approved bona-fide plan in accordance with standards set by the U.S. Secretary of Labor as permitted. Owner operators or subcontractors must assure that his/her hourly rate is equal to or greater than the minimum prevailing wage rate for that class.

If fringe benefits are not placed in a bona-fide plan, then the contractor shall pay the value of this listed fringe rate directly to the employee as part of their weekly pay.

The prevailing wage/fringe is also applicable to all subcontractors and their employees. The subcontractors must also certify to the prime contractor that they are not barred from federal or state contract work.

Overtime shall be paid at a rate of 1.5 of the employee's prevailing wage rate for hours worked in excess of the forty (40) hours per week.

### II. Posting of Wage Determination

A copy of the wage determination must be posted by the contractor at the work site in a prominent place where it can be easily seen and protected from inclement weather.

### III. Payroll Reporting

Throughout the life of the project, the prime contractor must submit to the grantee, on a weekly basis, the payroll records for all of their employees and the sub-contractor's employees.

Contractors were given a packet of samples illustrating appropriate ways for filling out the payroll records for several job classifications and when employees are working on multiple projects.

On the back of each payroll sheet, a company official or authorized person must certify that the information that is being reported is true and correct. First and last payrolls must be notarized.

Note: Contractors were provided with copies of sample payrolls for their assistance. These sample payrolls may be copied and utilized if they so desire.

### IV. Retainage of Records

The contractor must make payroll records available for inspection for ten (10) years following completion of the project.

V. Violations

When any violation of labor standards requirements results in an underpayment of wages to employees, the grantee shall take necessary action. Where wage adjustments become necessary, the Compliance Officer shall notify the prime contractor (who is responsible for the correction of all violations) in writing to make such adjustments. Contractor confirmation of wage restitution amounting to more than \$10 per workman require copies of signed statements by employees and corrected payrolls to be supplied to the Compliance Officer by the contractor as confirmation of payment to all affected employees. Should the violations not be corrected within thirty (30) calendar days of notification, the Compliance Officer, upon written notice to the contractor, may withhold or cause to be withheld from the contractor so much of the amounts due the contractor as may be considered necessary to ensure payment of laborers and mechanics the rate of pay which should have been received by such laborers or mechanics and to cover liquidated damages under the Contract Work Hours and Safety Standards.



December 1, 2025

The regular meeting of the Montoursville Borough Council held in the John Dorin Municipal Building was called to order by Acting Council President Robert Brown at 7:00 PM with the following answering roll call: Tina Kline, Misty Emick, Donald Konkle, Mark Tillson, Chris Lucas, Mayor Bagwell and Robert Brown.

The Pledge of Allegiance was observed.

The November 10<sup>th</sup>, 2025 minutes were approved on a motion by Dr. Kline, second by Mrs. Emick. The motion carried.

**MONTOURSVILLE FIRE COMPANY**— Fire Chief Hutchins reported a total of 43 calls, of which 14 were emergencies in the month of November.

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

**TREASURERS REPORT/BOROUGH BILLS** – Motion by Mrs. Emick to approve the November 2025 Treasurer's report, second by Dr. Kline. The motion carried.

**NEW BUSINESS** –

**LYTER ELEMENTARY SCHOOL ADDITION PROJECT PRESENTATION BY LIVIC CIVIL**- Acting Council President Mr. Brown presented Lyter Elementary School Addition Project Presentation by Livic Civil for review.

Mr. Eric Seachrist gave the Building Plan presentation. Council Member, Mr. Tillson questioned the expansion, playground, and little league fields and added a later question as to student enrollment. Council Member, Mrs. Emick then questioned about the playground and if they were removing the natural greenery, grass, trees, etc. Mr. Seachrist concluded by stating that they need to start the project in February. No action was taken due to awaiting permits and paperwork.

**LYTER ELEMENTARY SCHOOL LAND DEVELOPMENT REQUEST TO GRANT MONTOURSVILLE BOROUGH TIMELINE 30-day EXTENSION REQUEST BY LIVIC CIVIL** Acting Council President Mr. Brown presented Lyter Elementary School Land Development Request to Grant Montoursville Borough Timeline 30-day Extension Request by Livic Civil for review.

**Motion** by Dr. Kline to approve Lyter Elementary School Land Development Request to Grant Montoursville Borough Timeline 30-day Extension Request by Livic Civil; second by Mr. Konkle. The motion carried.

**2026 BOROUGH BUDGET**- Acting Council President Mr. Brown presented 2026 Borough Budget for review. Council Member Mr. Lucas questioned if this is just a yearly housekeeping item and Acting Council President Mr. Brown replied that is correct.

**Motion** by Dr. Kline to approve 2026 Borough Budget; second by Mrs. Emick. 5-1; Mr. Lucas -Nay.

**2026 WATER BUDGET**- Acting Council President Mr. Brown presented 2026 Water Budget for review.

**Motion** by Mrs. Emick to approve 2026 Water Budget; second by Mr. Konkle. The motion carried.

**2026 HIGHWAY AID BUDGET** Acting Council President Mr. Brown presented 2026 Highway Budget for review.

**Motion** by Mr. Konkle to approve 2026 Highway Aid Budget; second by Dr. Kline. The motion carried.

**TAX LEVY ORDINANCE #497** Acting Council President Mr. Brown presented Tax Levy Ordinance #497 for review.

**Motion** by Dr. Kline to approve Tax Levy Ordinance #497; second by Mr. Konkle. 5-1; Mr. Lucas-Nay.

**2026 MEETING SCHEDULE NOTICE** Acting Council President Mr. Brown presented 2026 Meeting Schedule Notice for review.

**Motion** by Mrs. Emick to approve 2026 Meeting Schedule Notice; second by Mr. Lucas. The motion carried.

**MONTOURSVILLE BOROUGH PERSONNEL 2026 WAGES** Acting Council President Mr. Brown presented Montoursville Borough Personnel 2026 Wages for review.

**Motion** by Dr. Kline to approve Montoursville Borough Personnel 2026 Wages; second by Mrs. Lucas.. The motion carried.

**ESTABLISHED AND OPENED A NON-INTEREST-BEARING BANK ACCOUNT – PENNVEST ACCOUNT** Acting Council President Mr. Brown presented Established and Opened a Non-Interest-Bearing Bank Account-PennVest Account for review.

Acting Council President, Mr. Brown explained this is a portion of the water project in relation to funding.

**Motion** by Mr. Konkle to approve Established and Opened a Non-Interest-Bearing Bank Account-PennVest Account; second by Dr. Kline. The motion carried.

**RESOLUTION 2025-07 – APPOINTING FIRE POLICE AND APPROVAL OF EVENTS FOR THE 2026 CALENDAR YEAR** Acting Council President Mr. Brown presented Resolution 2025-07 – Appointing Fire Police and Approval of Events for the 2026 Calendar Year for review.

Acting Council President Mr. Brown stated that we did approvals for all events due to insurance coverage.

**Motion** by Mrs. Emick to approve Resolution 2025-07 – Appointing Fire Police and Approval of Events for the 2026 Calendar Year; second by Mr. Konkle. The motion carried.

**ROTARY CLUB OF MONTOURSILLE DONATION FOR INDIAN PARK (for VIPs)** Acting Council President Mr. Brown presented Rotary Club of Montoursville Donation for Indian Park (for VIPs) for review.

Acting Council President Mr. Brown explained this donation at length.

**Motion** by Mr. Konkle to approve Rotary Club of Montoursville Donation for Indian Park (for VIPs); second by Dr. Kline. The motion carried.

**AMENDMENT #3 TO SUBRECIPIENT AGREEMENT -MONTOURSVILLE -LYCOMING COUNTY - COVID FUNDS -TIME EXTENSION (Sept 2026)-** Acting Council President Mr. Brown presented Amendment #3 to Subrecipient Agreement -Montoursville -Lycoming County -Covi Funds -Time Extension (Sept 2026)- for review. Borough Manager, Mrs. Taggart, explained this has to do with the ARPA Grant through COVID Funds that needed an extended timeframe in order to be utilized.

**Motion** by Dr. Kline to approve Amendment #3 to Subrecipient Agreement -Montoursville -Lycoming County -Covid Funds -Time Extension (Sept 2026)-; second by Mr. Brown. The motion carried.

**MONTOURSVILLE RESERVOIR NO 4 WATER STORAGE TANK PROJECT -PRECONSTRUCTION MEETING MINUTES** Acting Council President Mr. Brown presented Montoursville Reservoir No.4 Water Storage Tank Project -Preconstruction Meeting Minutes for review.

**Motion** by Mr. Konkle to approve Montoursville Reservoir No.4 Water Storage Tank Project -Preconstruction Meeting Minutes; second by Dr. Kline. The motion carried.

**PAYMENT APPLICATION #1 -1.0MG WATER STORAGE TANK RESERVOIR NO 4** Acting Council President Mr. Brown presented Payment Application #1 -1.0MG Water Storage Tank Reservoir No.4 for review. Borough Manager, Mrs. Taggart, explained that this has to do with the first payment due to PRELOAD INC for the Water Tank Construction.

**Motion** by Dr. Kline to approve Payment Application #1 -1.0MG Water Storage Tank Reservoir No.4; second by Mr. Konkle. The motion carried.

**USDA- APHIS WILDLIFE SERVICE REQUEST FOR POTENTIAL SAMPLING SITE -INDIAN PARK POND** Acting Council President Mr. Brown presented USDA -APHIS Wildlife Service Request for Potential Sampling Site -Indian Park for review.

Acting Council President, Mr. Brown explained that this involves that a selection of Fowl from the Pond area to be tested for bird flu and other transmitted diseases.

**Motion** by Mrs. Emick to approve USDA -APHIS Wildlife Service Request for Potential Sampling Site -Indian Park; second by Mr. Lucas. The motion carried.

**RESOLUTION 2025-08 –DELEGATE THE POWER & AUTHORITY TO COLLECT COUNTY & BOROUGH TAXES and REAL ESTATE TAX COLLECTION RENEWAL AGREEMENT with LYCOMING COUNTY** Acting Council President Mr. Brown presented Resolution 2025-08 –Delegate the Power & Authority to Collect Borough Taxes and Real Estate Tax Collection Renewal Agreement with Lycoming County for review. Borough Manager, Mrs. Taggart, explained that this is a regulatory agency that collects taxes on behalf of the Borough of Montoursville.

**Motion** by Dr. Kline to approve Resolution 2025-08 –Delegate the Power & Authority to Collect Borough Taxes and Real Estate Tax Collection Renewal Agreement with Lycoming County; second by Mrs. Emick. The motion carried.

**MOU -AIRPORT & MONTOURSVILLE BOROUGH** Acting Council President Mr. Brown presented MOU - Airport & Montoursville Borough for review.

Borough Solicitor, Mr. Kenyon explained the vacation of Airport Road.

**Motion** by Mr. Konkle to approve MOU -Airport & Montoursville Borough; second by Mr. Brown. The motion carried.

**PLANNING & ZONING** – Central Keystone COG Reports November 2025 – Nothing from Zoning Office, Tom MacDonald.

**RECREATION** – Council Member, Mrs. Emick thanked the American Legion for the Christmas Tree lighting and announced the upcoming Craft Show presented by the H.S Band this Saturday 9-3:00pm.

**STREETS/WATER** – Mr. Hoffman stated that the concession stand in the park has been completed and the Borough will continue with the leaf pick up as long as they can.

**MAYOR** – Mr. Bagwell spoke about Mayor Dorin and then the clock being removed. He stated that they are considering other ideas for the space. Council Member, Mr. Tillson then inquired about possibly getting a new different clock for the open space. Borough Manager, Mrs. Taggart, then stated that fixing the clock would cost \$10,000.00 and a new clock would only cost about \$12,000.00, so that was the reason behind scrapping the old clock. Mayor Bagwell then discussed the budget and the police getting the appropriate funds in order to pay for what they need.

**POLICE CHIEF** – Chief Gyurina reviewed the November 2025 Police Report and commended Kathy Sampsell, the Police Secretary, for all that she is doing for the giving tree. He also stated that “Shop with a Cop” is the following Wednesday and supports the SPCA. Chief Gyurina discussed not parking in the street during snowstorms. He concluded with giving recognition to Mayor Bagwell for all his service throughout the past years.

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

**SOLICITOR** – Mr. Nick Grimes thanked the Borough for welcoming his assistance this evening and for getting through the agenda quite quickly.

**ACTING COUNCIL PRESIDENT** – Acting Council President, Mr. Brown then thanked everyone for attending the council meeting this evening.

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

**CORRESPONDENCE AND ANNOUNCEMENTS** – The next Council meeting will be held Monday January 5<sup>th</sup>, 2026 @ 7:00PM. Executive session for Personnel & Legal to be held immediately following the council meeting without reconvening.

**VISITOR AND PUBLIC COMMENTS –**

Resident, Mr. Dennis Holt, of 20 Loyalsock Avenue volunteered to help come up with new ideas for replacing the town clock.

There being no further business the meeting was adjourned at 9:02PM on a motion by Mr. Lucas; second by Dr. Kline. The motion carried.

Respectfully submitted,

---

Donna M. Taggart, Borough Manager