

February 2, 2026

The regular meeting of the Montoursville Borough Council held in the John Dorin Municipal Building was called to order by Council President Dr. Kline at 7:00 PM with the following answering roll call: Tina Kline, Misty Emick, Donald Konkle, Mark Tillson, Marshall Winters, Donald Boyles and Mayor Swank. Council Member Misty Emick was absent from the meeting after New Business item #10.

The Pledge of Allegiance was observed.

The January 5, 2026 minutes were approved on a motion by Mrs. Emick, second by Mr. Winters. The motion carried.

MONTOURSVILLE FIRE COMPANY— Fire Co. Chief, Mr. Jeff Hutchins reported a total of 33 fire calls, 11 of which were in the borough and 127 ambulance calls, 53 of which were also in the borough for the month of January, the fourth busiest month in their history. He also announced that the fire company will be getting their new ambulance in March of this year.

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

TREASURERS REPORT/BOROUGH BILLS – Motion by Mr. Winters to approve the January 2026 Treasurer's report, second by Mr. Konkle. The motion carried.

NEW BUSINESS –

PROCEED W/PHASE V CDBG CURB RAMP PROJECT – Council President Dr. Kline presented Proceed w/Phase V CDBG Curb Ramp Project for review.

Borough Manager, Donna M. Taggart, explained that every year the borough gets money through SEDA COG through the CDBG grant. With the money the borough tries to complete about 20 plus curb cuts per year which have been previously explained through a presentation by SEDA COG. Council Member, Mrs. Emick then stated that there are very few projects that this money can be dedicated too, and this is about the only project that meets the federal parameters and we are federally obligated to do these curb cuts as well.

Motion by Mrs. Emick to approve Proceed w/Phase V CDBG Curb Ramp Project; second by Mr. Boyles. The motion carried.

LYTER ELEMENTARY SCHOOL LAND DEVELOPMENT APPROVAL W/MONTOURSVILLE BOROUGH WAIVING THE FINANCIAL SECURITY BOND – Council President Dr. Kline presented Lyter Elementary School Land Development Approval w/Montoursville Borough Waiving the Financial Security Bond for review.

Borough Solicitor, Mr. Kenyon stated that based upon having a completed application and the approval of our engineer whom reviewed the plans to make sure the project is compliant with our ordinances, in order to move forward a security bond would then normally be required. He then clarified that a security bond is required by any landowner doing any work to ensure it is completed. Mr. Kenyon then stated that based upon the fact that we are both taxing agencies for the borough he agreed that it would be legally and financially feasible for the Borough to waive the Security Bond as to reduce cost to the Tax base. He also stated that the school district already has the funds to complete the project so there is little or no risk to the project not being completed, so a security bond isn't really necessary.

Motion by Dr. Kline to approve Lyter Elementary School Land Development Approval w/Montoursville Borough Waiving the Financial Security Bond; second by Mrs. Emick. The motion carried.

ALLEY PAVING WITH USE OF LIQUID FUELS – Council President Dr. Kline presented Alley Paving with use of Liquid Fuels for review.

Head of Streets and Water, Mr. Hoffman, stated that the borough has so much money set aside to pave the alleys. Council Member, Mrs. Emick then asked what percentage of the funds will be used and Mr. Hoffman stated that three-quarters of the funding will be used for the project. She then stated that she is concerned that there is no number associated with cost because there is no quote. Mr. Hoffman then replied that they will know how many alleys can be done after they get a quote when the snow melts. Council Member, Mrs. Emick then stated that she doesn't want to write a blank check for this project. Council President, Dr. Kline then stated that maybe this is something that can be tabled until next month so that way they can get a better idea of how many alleys can be done for three quarters of the proposed funding based upon the quote.

Motion by Mr. Konkle to approve Alley Paving with use of Liquid Fuels; second by Mr. Boyles.

Mr. Boyles then withdrew his second. Mrs. Emick made the motion to Table Alley Paving with Liquid Fuels; second by Mr. Winters. The motion was tabled.

GEO-TECHNOLOGY ASSOCIATES, INC TO DO MIXED DESIGNS FOR ALLEY PROJECT FUELS –

Council President Dr. Kline presented Geo-Technology Associates, Inc to do Mixed Designs for Alley Project Fuels for review.

Borough Manager, Donna Taggart, explained that this is a company chosen by the Borough Engineer to provide core samples of each alley, so that they can be paved appropriately. Mr. Hoffman explained that until the borough knows what kind of base structure each alley consists of, through this sampling, it is not feasible to repair something that will just fall apart and crumble again. Council Member Mrs. Emick then questioned if there was a quote/associated cost and then stated that she would not approve without either.

Motion by Dr. Kline to approve Geo-Technology Associates, Inc to do Mixed Designs for Alley Project; second by Mr. Konkle. Council President, Dr. Kline then stated that she rescinds her motion and made a motion to table this project until there is a quote to accompany it; second by Mr. Winters. The motion was tabled.

EMPLOYMENT – BOROUGH EXECUTIVE ASSISTANT (WATER) – HEIDI ORT – Council President Dr.

Kline presented Employment –Borough Executive Assistant (Water) –Heidi Ort for review.

Borough Manager Donna Taggart explained that she fits in very well at the office and stated that she is working with the Water System and its components and eventually will be cross trained, but that it takes a while to learn all the different processes in the office, so for now just starting with Water.

Motion by Mr. Konkle to approve Employment –Borough Executive Assistant (Water) –Heidi Ort; second by Mrs. Emick. The motion carried.

2026 ENGAGEMENT LETTER/LARSON, KELLET & ASSOC –AUDITING SERVICES – Council President

Dr. Kline presented for review.

Borough Manager, Donna Taggart, explained that this company is hired every year to do the Municipal Audit and proceeds to thoroughly review all documents and processes in the office and give recommendations when the audit is completed. Council Member Mr. Winters questioned last years cost for the Audit and Mrs. Taggart stated that is was around \$14-\$15,000.00. for the 2024 Audit.

Motion by Mr. Winters to approve 2026 Engagement Letter/Larson, Kellet & Assoc –Auditing Services; second by Mr. Konkle. The motion carried.

APPOINT JOHN W MAGYAR II AS MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR –
Council President Dr. Kline presented Appoint John W. Magyar II as Municipal Emergency Management Coordinator for review.

Fire Chief Mr. Hutchins gave a brief background on how qualified Mr. Magyar II is for this position.

Motion by Mr. Konkle to approve Appoint John W. Magyar II as Municipal Emergency Management Coordinator; second by Mr. Boyles. The motion carried.

AUTHORIZATION FOR TOM LEVINE TO ADVERTISE BID FOR WELL 4 PUMP REPLACEMENT –
Council President Dr. Kline presented Authorization for Tom Levine to Advertise BID for Well 4 Pump Replacement for review.

Mr. Hoffman explained that this is a replacement tank and that this is just for approving the advertisement for this work to be done.

Motion by Mr. Konkle to approve Authorization for Tom Levine to Advertise BID for Well 4 Pump Replacement; second by Mrs. Emick. The motion carried.

PAYMENT APPLICATION #2 – 1.0 MG WATER STORAGE TANK RESERVOIR NO 4 – Council President Dr. Kline presented Payment Application #2 – 1.0 MG Water Storage Tank Reservoir No 4 for review.

Mr. Hoffman explained that this is the project funded via the PennVest loan.

Motion by Mr. Konkle to approve Payment Application #2 – 1.0 MG Water Storage Tank Reservoir No 4; second by Mr. Boyles. The motion carried.

PURCHASE – KUBOTA LAWN MOWER (IN BUDGET - \$19,342.72) – Council President Dr. Kline presented Purchase –Kubota Lawn Mower (In Budget - \$19,342.72) for review.

Council Member Mrs. Emick stated that this is a purchase so that the borough can do their own mowing that was previously contracted out and will mean significant savings to the borough. In response to Mr. Tillson's question, Borough Manager Donna Taggart explained that it will take two guys about two eight hour days per week to complete all the mowing, so that is why they are looking into part-time help. Council Member Mr. Konkle then explained that the life of a mower is about 6 to 8 years and with that cost appreciated over those years the savings is significant over the upcoming years. Mr. Tillson then requested a line item in the budget for next year to demonstrate these costs.

Motion by Mrs. Emick to approve Purchase –Kubota Lawn Mower (In Budget - \$19,342.72); second by Mr. Konkle. The motion carried.

HEATING SYSTEM FOR BOROUGH BUILDING –ANCHOR AIR SYSTEMS LLC (\$22,977.00)
– Council President Dr. Kline presented Heating System for Borough Building –Anchor Air Systems LLC (\$22,977.00) for review.

Borough Manager Donna Taggart explained that she went down through quotes secured by Mr. Hoffman and the reason that she wants to go with Anchor Air despite Steam Specialist providing the lowest quote for the job, is that Steam Specialist has been working on our system over the past several years and have not managed to fix the issue that needed to be resolved in order to have heat, so Anchor Air was contacted and they showed up immediately and quickly determined it was the motherboard that was bad in a matter of minutes. Borough Manager Donna Taggart then responded to Council Member Mr. Winters question by stating that a new heating system was not in the budget, but the borough has money that was being transferred from the Borough to the Capital Funds account and this project is necessary. Mr. Hoffman stated that the unit is literally falling apart and Anchor Air solved a problem which restored heat to the borough and police in half the time

Motion by Mr. Boyles to approve Anchor Air Systems LLC (\$22,977.00); second by Dr. Kline. The motion carried.

CIVIL SERVICE COMMISSION MEETING MINUTES – JANUARY 5, 2026 – Council President Dr. Kline presented Civil Service Commission Meeting Minutes –January 5, 2026 for review.

Motion by Mr. Konkle to approve Civil Service Commission Meeting Minutes –January 5, 2026; second by Mr. Winters. The motion carried.

CIVIL SERVICE COMMISSION MEETING MINUTES – JANUARY 19, 2026 – Council President Dr. Kline presented Civil Service Commission Meeting Minutes- January 19, 2026 for review.

Mr. Brown stated that the new lists are on the Borough doors and are valid for the next year.

Motion by Mr. Konkle to approve Civil Service Commission Meeting Minutes- January 19, 2026; second by Mr. Winters. The motion carried.

PLANNING COMMISSION MEETING MINUTES – JANUARY 7, 2026 – Council President Dr. Kline presented Planning Commission Meeting Minutes –January 7, 2026 for review.

Motion by Mr. Konkle to approve Planning Commission Meeting Minutes –January 7, 2026; second by Mr. Boyles. The motion carried.

PLANNING & ZONING – Central Keystone COG Reports January 2026; January 7th, 2026 Planning Commission Minutes.

Zoning Officer, Mr. Tom MacDonald, from the CKCOG introduced the newest zoning officer to join their team, Ms. Krista Dorman.

RECREATION – Council Member Mrs. Emick reviewed and explained Event permits 2026-01, 2026-02, 2026-03, 2026-04 and 2026-05 as presented.

Motion by Mr. Konkle to approve Event Permits 2026-01, 2026-02, 2026-03, 2026-04 and 2026-05 as presented; second by Mr. Boyles The motion carried.

STREETS/WATER – Streets and Water Coordinator Mr. Hoffman acknowledged the Borough guys for the amazing job they are doing painting the inside of the Borough Building. He then commended them for the great job they did with snow removal during the entirety of the storm and all the time, effort and attention to detail that they put in.

Council Member, Mr. Tillson then questioned as to whom is responsible for clearing sidewalks and around hydrants. Police Chief Gyurina responded by explaining the ticketing process for shoveling sidewalks and Fire Chief Hutchins explained that hydrants need to be cleared three feet all the way around and it's the property owner's responsibility to do both within 24 hours of the snowfall.

MAYOR – Nothing at this time.

POLICE CHIEF – Chief Gyurina reviewed the January 2026 Police Report and stated that before this last big snowstorm people did a great job of not parking on the streets so that the plows could get through. He even said that in fact it was the least number of cars he ever saw parked on the street.

COUNCIL PERSONS – Nothing at this time.

SOLICITOR – Nothing at this time.

COUNCIL PRESIDENT – Council President Dr. Kline announced that almost all of Borough Council as well as Mayor Swank, Borough Manager, Donna Taggart and Executive Assistant, Sarah Morgan attended the PSAB Conference January 30th & 31st in State College for continuing education in local government to better serve the community.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next Council meeting will be held Monday March 2nd, 2026 @ 7:00PM. Executive session for Personnel & Legal to be held immediately following the council meeting without reconvening.

VISITOR AND PUBLIC COMMENTS –

Resident Eric Martinez of 101 Loyalsock Ave. questioned the water contract, and the response was given that there are on-going meetings discussing that topic, but nothing yet to announce.

Resident William Fellingner of 527 N. Loyalsock Ave. stated that the Borough workers did a great job with snow removal and discussed the Beautification project on Broad Street that was done years ago and issues with the sidewalk lifting due to tree roots.

Resident Whitney Kline of 527 N. Loyalsock Avenue stated the people and the borough need to get on the same page with this project because the sidewalks and trees look bad. Borough Manager, Donna Taggart responded by stating that there was originally a letter that went out to all business/property owners and agreement signed that the Borough was responsible for trimming the trees and the sidewalks and ground maintenance was the property owner's responsibility. Council Member Mr. Konkle then offered his assistance to any property owners that need help with the upkeep required by this project.

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

Respectfully submitted,

Donna M. Taggart, Borough Manager