

April 6, 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.

The Pledge of Allegiance was observed.

The March 2, 2026 minutes were approved on a motion by Mrs. Emick, second by Mr. Konkle. The motion carried.

MONTOURSVILLE FIRE COMPANY— Fire Co. Chief, Mr. Jeff Hutchins, of Willing Hand Hose reported that he has been very busy and will have the report for March available at next month's council meeting. He also stated that it is business as usual and they have had a lot of training going on.

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

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

PLANNING & ZONING – Central Keystone COG Reports March 2026.

EMERGENCY MANAGEMENT COORDINATOR – Fire Chief, Mr. Hutchins, for JJ Magyar, reported that he is working on the risk management assessment, insurance and flood issues and will be in touch with council and reporting in person next month.

NEW BUSINESS –

WEEKLY BOROUGH CLEANING SERVICES \$100.00/WEEK (KRISTEN WALTERS) – Council President Dr. Kline presented Weekly Borough Cleaning Services \$100.00/Week (Kristen Walters) for review. Borough Manager Donna M. Taggart stated that Council Member Mr. Boyles did a wonderful job finding a new cleaning person for the Borough. She went on to continue that things are not necessarily being cleaned incorrectly but there are things being neglected that need addressed and done better. Mrs. Taggart then stated that Mr. Boyles has saved the Borough \$5,824.00/yr with this new cleaning service. Council Member, Mr. Boyles then went on to state that Kristen Walters is a young lady that currently cleans for one of our other council members, which is where he received the reference from. He went on to state that he interviewed two other cleaners aside from Kristen and she came out far better and less expensive than the rest. In response to Mr. Tillson's question, Borough Manager Donna Taggart stated that the cleaning company has a checklist of duties to complete and that she will be there cleaning for a couple of hours every weekend. Council Member Mr. Boyles then closed by stating that all of this came to be when the previous cleaning company sent a letter notifying the Borough of raising their rates by 7%, so he went out to investigate to save the taxpayer some money. Council President Dr. Kline then thanked Mr. Boyles for his time and service on this matter.

Motion by Mrs. Emick to approve Weekly Borough Cleaning Services \$100.00/Week (Kristen Walters); second by Mr. Boyles. The motion carried.

EMPLOYMENT- PART-TIME RECREATION EMPLOYEE – JOHN LEO (\$15.00/HR) – Council President Dr. Kline presented Employment -Part-Time Recreation Employee -John Leo (\$15.00/HR) for review. Borough Manager Donna M. Taggart stated that Mr. Leo is one of our VIP's who applied to do part-time mowing for the Recreation Department.

Motion by Mrs. Emick to approve Employment -Part-Time Recreation Employee -John Leo (\$15.00/HR); second by Mr. Konkle. The motion carried.

AUTHORIZATION FOR COUNCIL MEMBER MR DONALD S BOYLES TO BE A SIGNATORY FOR THE MONTOURSVILLE BOROUGH – Council President Dr. Kline presented Authorization for Council Member Mr. Donald S. Boyles to be a Signatory for the Montoursville Borough for review.

Motion by Mr. Konkle to approve Authorization for Council Member Mr. Donald S. Boyles to be a Signatory for the Montoursville Borough; second by Mrs. Emick. The motion carried.

RESIGNATION – OFFICER JASON S. BENTLEY FROM DEPUTY CHIEF TO PATROLMAN 1ST CLASS (March 10, 2026) – Council President Dr. Kline presented Resignation- Officer Jason S. Benley from Deputy Chief to Patrolman 1st Class (March 10, 2026) for review.

Motion by Mrs. Emick to approve Resignation- Officer Jason S. Benley from Deputy Chief to Patrolman 1st Class (March 10, 2026); second by Mr. Konkle. The motion carried.

RESIGNATION – OFFICER JASON S. BENTLEY (April 24, 2026) – Council President Dr. Kline presented Resignation- Officer Jason S. Benley (April 24, 2026) for review.

Motion by Mr. Konkle to approve Resignation- Officer Jason S. Benley (April 24, 2026); second by Mr. Boyles. The motion carried.

RESIGNATION – PART-TIME POLICE OFFICER RONALD BACHMAN (March 8, 2026) – Council President Dr. Kline presented Resignation –Part-Time Police Officer Ronald Bachman (March 8, 2026) for review.

Motion by Mrs. Emick to approve Resignation –Part-Time Police Officer Ronald Bachman (March 8, 2026); second by Mr. Konkle. The motion carried.

“KIWANIS INDIAN PARK CLEAN-UP FOR EARTH DAY (April 18, 2026/9:00AM - 11:00AM) – Council President Dr. Kline presented “Kiwanis Indian Park Clean-Up for Earth Day (April 18, 2026/9:00AM – 11:00AM) for review.

Council Member Mrs. Emick explained this is a yearly clean-up between multiple community agencies, the school and community all organized by Kiwanis.

Motion by Mrs. Emick to approve “Kiwanis Indian Park Clean-Up for Earth Day (April 18, 2026/9:00AM – 11:00AM; second by Mr. Konkle. The motion carried.

2026 TRAFFIC SIGNAL MAINTENANCE AGREEMENT – LECCE ELECTRIC (\$6,965.00) – Council President Dr. Kline presented 2026 Traffic Signal Maintenance Agreement – Lecce Electric (\$6,965.00) for review. Borough Manager Donna M. Taggart explained the reason it was added to the agenda was the \$300.00 increase for traffic signal maintenance.

Motion by Mr. Konkle to approve 2026 Traffic Signal Maintenance Agreement – Lecce Electric (\$6,965.00); second by Mr. Boyles. The motion carried.

RESOLUTION NO 2026-02 – PENNDOT AGILITY AGREEMENT – Council President Dr. Kline presented Resolution NO 2026-02 – PennDOT Agility Agreement for review.

Borough Manager Donna M. Taggart explained that the Borough receives salt storage, line painting, tar and chipping and many other services from PennDOT in exchange for the Borough completing duties such as street sweeping, vac truck services and allowing their meetings/trainings to be held. Streets and Water Coordinator Mr. Hoffman then stated that PennDOT will be using our Vac Truck to clean out ditches, and he has no issues with this and it would be on us if it was damaged.

Motion by Mr. Konkle to approve Resolution NO 2026-02 – PennDOT Agility Agreement; second by Mr. Boyles. The motion carried.

RESOLUTION NO 2026-04 – TAX COLLECTION COMMITTEE DELEGATE APPOINTMENT – Council President Dr. Kline presented Resolution NO 2026-04 – Tax Collection Committee Delegate Appointment for review. Borough Manager Donna M. Taggart explained that this has to do with local payroll and earned income taxes, and they keep an eye on Keystone, who collects the taxes for which they are required to hold meetings each year, and the borough is required to send a delegate.

Motion by Dr. Kline to approve Resolution NO 2026-04 – Tax Collection Committee Delegate Appointment; second by Mrs. Emick. The motion carried.

FUNDING COMMITMENT LETTER FOR SR2014 (BROAD ST) & WILLOW ST FOR THE GREEN LIGHT-GO PROGRAM (\$105,742.25) – Council President Dr. Kline presented Funding Commitment Letter for SR2014 (Broad St. & Willow St.) for the Green Light-Go Program (\$105,742.25) for review.

Borough Manager Donna M. Taggart stated that this is the first grant she is involved in and the grant will be paying \$423,000.00 and will know about approval in August.

Motion by Mr. Konkle to approve Funding Commitment Letter for SR2014 (Broad St. & Willow St.) for the Green Light-Go Program (\$105,742.25); second by Mrs. Emick. The motion carried.

AUTHORIZE GROVE MILLER ENGINEERING AS THE BOROUGH TRAFFIC ENGINEER – Council President Dr. Kline presented Authorize Grove Miller Engineering as the Borough Traffic Engineer for review. Borough Manager Donna M. Taggart stated that if we do not approve them, they will have to go through PennDOT's RFP program, and the borough has used them in the past for the ARLE project.

Motion by Mr. Konkle to approve Authorize Grove Miller Engineering as the Borough Traffic Engineer; second by Mr. Boyles. The motion carried.

AUTHORIZE BOROUGH ENGINEER, TODD PYSHER, PYSHER ENGINEERING TO PREPARE AND ADVERTISE BID DOCUMENTS – 2026 ALLEY PROJECT USING LIQUID FUELS – Council President Dr. Kline presented Authorize Borough Engineer, Todd Pysher, Pysher Engineering to Prepare and Advertise Bid Documents –2026 Alley Project Using Liquid Fuels for review.

Borough Manager Donna M. Taggart stated that they are hoping to get through the list of alleys and then some depending on the BID's that come in.

Motion by Mr. Konkle to approve Authorize Borough Engineer, Todd Pysher, Pysher Engineering to Prepare and Advertise Bid Documents –2026 Alley Project Using Liquid Fuels; second by Mr. Boyles. The motion carried.

AUTHORIZE BOROUGH ENGINEER, TODD PYSHER, PYSHER ENGINEERING TO PREPARE AND ADVERTISE BID DOCUMENTS – 2026 CDBG CURB RAMP PROJECT – Council President Dr. Kline presented Authorize Borough Engineer, Todd Pysher, Pysher Engineering to Prepare and Advertise Bid Documents – 2026 CDBG Curb Ramp Project for review.

Borough Manager Donna M. Taggart stated that Council Member Mrs. Emick had some concerns about certain curb cuts not on the list last meeting that needed completed due to flooding and Mr. Hoffman immediately added them to the list. Council Member, Mrs. Emick then thanked Mr. Hoffman for his prompt response in solving this issue.

Motion by Mr. Konkle to approve Authorize Borough Engineer, Todd Pysher, Pysher Engineering to Prepare and Advertise Bid Documents –2026 CDBG Curb Ramp Project; second by Mr. Boyles. The motion carried.

REVIEW - MONTOURSVILLE BOROUGH WATERWORKS WELL NO. 4 IMPROVEMENTS CONTRACT NO. 1 GENERAL-MECHANICAL WORK PROJECT BID (UPDATE) – Council President Dr. Kline presented Review -Montoursville Borough Waterworks Well No.4 Improvements Contract No.1 General-Mechanical Work Project Bid (Update)- for review.

Borough Manager Donna M. Taggart stated only one person placed a bid that was very unexpectedly high. Streets and Water Coordinator, Mr. Hoffman, then explained that an early bid that was given prematurely was around \$150,000.00 and when it came time for the actual BID it was almost \$100,000.00 over that. When Mr. Hoffman questioned the jump in price, they had no answers as to the increase and no explanation for this huge jump in price. Borough Manager

Donna Taggart then stated, in response to Council Member Mrs. Emick's question, that waiting and taking time to think about this is the correct path to take.

RESOLUTION 2026-05 – AUTHORIZING THE BOROUGH MANAGER TO SELL VARIOUS ITEMS BY MEANS OF A PUBLIC ONLINE OR ELECTRONIC AUCTION– Council President Dr. Kline presented Resolution 2026-05 –Authorizing the Borough Manager to sell Various Items by Means of a Public Online or Electronic Auction- for review.

Borough Manager Donna M. Taggart stated the borough is selling various items such as a Galion Motor Grader, Honda Street Saw, Police Vehicle and John Deere 5210 Tractor, 2020 Dodge Durango, 2017 Dodge Charger and Asphalt Planer via Municibid. Council Member Mr. Konkle suggested setting some items out on Loyalsock Avenue to advertise and promote the Municibid Auction to gain community/local interest.

Motion by Mr. Konkle to approve Resolution 2026-05 –Authorizing the Borough Manager to sell Various Items by Means of a Public Online or Electronic Auction; second by Mr. Boyles. The motion carried.

REVIEW – 2025 MUNICIPAL AUDIT & FINANCIAL REPORT -Council President Dr. Kline presented Review -2025 Municipal Audit & Financial Report- for review.

Borough Manager Donna M. Taggart stated that there were just two minor entries that had to be fixed, one of which was a refund check that needed distributed differently.

Motion by Mrs. Emick to approve Review -2025 Municipal Audit & Financial Report; second by Mr. Konkle. The motion carried.

RECREATION – Council Member Mrs. Emick reviewed and explained Event permits 2026-09, 2026-10, 2026-11 and 2026-12, as presented.

Motion by Mrs. Emick to approve Event Permits 2026-09, 2026-10, 2026-11 and 2026-12 as presented; second by Mr. Boyles. The motion carried.

STREETS/WATER – Streets and Water Coordinator Mr. Hoffman announced that Mill Street and the Brush Pile opened for 2026 the beginning of April and the Borough Workers are hard at work with the park for the upcoming season.

MAYOR – Mayor Swank discussed Codes issues that he is working on with the CKCOG Codes Officer Ryan Runkle, some of which are chipped paint on houses, sidewalks and the need to define “clutter/rubbish.”

POLICE CHIEF – Police Chief Tobias reviewed the March 2026 police report with twenty-two reportable crashes. He also stated that within the department he is focusing on updating Policies & Procedures but also is working on making the vehicles more visible to the public, improving vehicle service, increasing the number of meetings within the schools and towards grant funding with an overall departmental tone of Professionalism, Pride & Presence.

COUNCIL PERSONS – Council Member Mrs. Emick invited all borough residents to assist in the Park Clean up event on April 18th, 2026.

SOLICITOR – Nothing at this time.

COUNCIL PRESIDENT – Council President Dr. Kline announced that she is attending the PSAB conference and is paying for it out of her own pocket, not the Borough's.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next Council meeting will be held Monday May 4th, 2026 @ 7:00PM. Executive session for Personnel & Legal to be held immediately following the council meeting without reconvening.

VISITOR AND PUBLIC COMMENTS – Nothing at this time.

There being no further business, the meeting was adjourned at 7:57PM on a motion by Mrs. Emick; second by Mr. Konkle. The motion carried.

Respectfully submitted,

Donna M. Taggart, Borough Manager