MONTOURSVILLE BOROUGH COUNCIL
John Dorin Municipal Building
October 5, 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 September 14th, 2026, minutes were approved on a motion by Mr. Konkle; second by Mr. Boyles. The motion carried.

MONTOURSVILLE FIRE COMPANY— Borough Manager Donna M. Taggart presented the September 2026 monthly Fire and EMS reports on behalf of Fire Co. Chief Jeff Hutchins of Willing Hand Hose. Fire totals were 45 calls, 10 within the borough and EMS totals were 116 calls, 48 within the borough. No significant incidents reported for September. Fire prevention activities are scheduled at local schools. Mr. Boyles highlighted an EMS community presentation provided by Micah to the Girl Scouts.

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

PLANNING COMMISSION– Council President Dr. Kline stated that Planning Commission Chair Robert Weaver was absent. The minutes from the previous Planning Commission meeting were already accepted on September 14th, and their next meeting is scheduled for Wednesday.

TREASURERS REPORT/BOROUGH BILLS – Motion by Mr. Boyles to approve the September 2026 Treasurer's report; second by Dr. Kline. The motion carried.

PLANNING & ZONING – Borough Manager Donna M. Taggart presented the Central Keystone COG Reports. She announced that the general membership meeting will take place Thursday, October 22nd at 7:00 PM at the Union County Government Center, with RSVPs due by Friday, October 16th.

EMERGENCY MANAGEMENT COORDINATOR – Intern Gary presented a project status report on behalf of EMC JJ Magyar. The upcoming timeline includes a three-module tabletop exercise themed around a winter storm scheduled for November or early December, followed by community engagement forums and surveys, stakeholder MOUs sent by February, and final Emergency Operations Plan completion by May 2027. Council and departments (Streets/Water, Police, Fire, and Robert Brown) discussed participation in the tabletop exercise.

NEW BUSINESS –

PAYMENT APP #8 – 1.0 MG WATER STORAGE TANK RESERVOIR NO 4 ($364,050.00) – Council President Dr. Kline presented Payment Application #8 –1.0 MG Water Storage Tank Reservoir No 4 ($364,050.00) for review. Borough Manager Donna M. Taggart explained that the document outlines line-item progress, materials, and labor, leaving a balance of approximately $500,000. Council discussed project oversight, documented engineering communications, and the importance of testing pressure functionality before final payments to protect Borough interests.
Motion by Mr. Boyles to approve Payment Application #8 –1.0 MG Water Storage Tank Reservoir No 4 ($364,050.00); second by Mr. Konkle. The motion carried.

PAYMENT APP #9 – 1.0 MG WATER STORAGE TANK RESERVOIR NO 4 ($ 16,650.00) – Council President Dr. Kline presented Payment Application #9 –1.0 MG Water Storage Tank Reservoir No 4 ($16,650.00) for review.
Motion by Mr. Winters to approve Payment Application #9 –1.0 MG Water Storage Tank Reservoir No 4 ($16,650.00); second by Mr. Konkle. The motion carried.

DISBURSEMENT OF FIRE RELIEF FUNDING TO THE WILLING HAND HOSE COMPANY (MONTOURSVILLE VOLUNTEER FIRE DEPT) IN THE AMOUNT OF $30,046.06 – Council President Dr. Kline presented Disbursement of Fire Relief Funding to the Willing Hand Hose Company (Montoursville Volunteer Fire Dept) in the Amount of $30,046.06 for review.
Mr. Konkle extended an invitation to Council members to tour the fire department facility and coordinate schedules.
Motion by Mr. Konkle to approve Disbursement of Fire Relief Funding to the Willing Hand Hose Company (Montoursville Volunteer Fire Dept) in the Amount of $30,046.06; second by Mr. Boyles. The motion carried.

AUTHORIZATION TO PURCHASE A VALVE FOR RESERVOIR NO 4 (TANK #1) IN THE AMOUNT OF $ 54,996.00 (PUMPMAN PITTSBURGH PROPOSAL) TO BE FUNDED FROM WATER CAPITAL IMPROVEMENT FUND – Council President Dr. Kline presented Authorization to Purchase a Valve for Reservoir No 4 (Tank#1) in the Amount of $54,996.00 (Pumpman Pittsburgh Proposal) to be Funded from Water Capital Improvement Fund for review.
Borough Manager Donna M. Taggart noted this represents the same value as approved at the previous meeting but with inverted figures reflecting the final $54,996.00 proposal. Delivery is expected in six weeks.
Motion by Mr. Konkle to approve Authorization to Purchase a Valve for Reservoir No 4 (Tank#1) in the Amount of $54,996.00 (Pumpman Pittsburgh Proposal) to be Funded from Water Capital Improvement Fund; second by Mr. Boyles. The motion carried.

RESOLUTION NO. 2026-17 - APPROVAL TO APPOINT KEYSTONE COLLECTIONS GROUP AS COLLECTOR, ADMINISTRATOR, & ENFORCEMENT OFFICER FOR LOCAL SERVICE TAX (1.75%) – Council President Dr. Kline presented Resolution No. 2026-17 – Approval to Appoint Keystone Collections Group as Collector, Administrator and Enforcement Officer for Local Service Tax (1.75%) for review.

Borough Manager Donna M. Taggart explained that transitioning to online collections will eliminate manual paperwork, reduce administrative labor, and maximize revenue recovery through tax matching, offsetting the projected $3,000 collection fee.

Motion by Mr. Winters to approve Resolution No. 2026-17 – Approval to Appoint Keystone Collections Group as Collector, Administrator and Enforcement Officer for Local Service Tax (1.75%); second by Dr. Kline. The motion carried.

PRESENTATION & RECEIPT OF THE CERTIFIED CIVIL SERVICE POLICE ELIGIBILITY LIST DATED OCTOBER 5, 2026, WITH AN EFFECTIVE DATE OCTOBER 6, 2026 – Civil Service Commission representative Bob Brown presented the Presentation & Receipt of the Certified Civil Service Police Eligibility List Dated October 5, 2026, with an Effective Date of October 6, 2026, for review.

According to Mr. Brown, testing and oral interviews were conducted on September 19th. The previous February 2nd list was officially de-certified since its candidates had either been hired or declined offers.

Motion by Mr. Konkle to accept Presentation & Receipt of the Certified Civil Service Police Eligibility List Dated October 5, 2026, with an Effective Date of October 6, 2026.; second by Dr. Kline. The motion carried.

CONDITIONAL HIRING OFFER FOR TWO (2) FULL-TIME POLICE OFFICER CANDIDATES FROM THE CERTIFIED CIVIL SERVICE LIST, PENDING FINAL PREEMPLOYMENT CLEARANCES – Council President Dr. Kline presented Conditional Hiring Offer for Two (2) Full-Time Police Officer Candidates from the Certified Civil Service List, Pending Final Pre-employment Clearances for review.

Council discussed the current budget, noting funds exist for one immediate hire, while the top candidate is currently deployed and will join the payroll next year. Dr. Kline clarified that salaries would align with recent contract adjustments, including a starting rate increased to 90% of a fully experienced officer's pay (~$32/hr.) and prior service or lateral experience credits.

Motion by Ms. Emick to approve the Conditional Hiring Offer for Two (2) Full-Time Police Officer Candidates from the Certified Civil Service List, Pending Final Pre-employment Clearances; second by Dr. Kline. The motion carried.

APPROVAL OF POLICE BARGAINING UNIT MOU FOR A ONE-TIME AMENDMENT TO REVISE THE ARTICLE XIV WAGE SCHEDULE, SERGEANT RATES, PART-TIME OFFICER PAY, & PRIOR SERVICE CREDITS EFFECTIVE OCTOBER 10, 2026 THROUGH DECEMBER 31, 2027, OR UNTIL A NEW CBA IS NEGOTIATED – Council President Dr. Kline presented Approval of Police Bargaining Unit MOU for a One-Time Amendment to Revise the Article XIV Wage Schedule, Sergeant Rates, Part-Time Officer Pay, & Prior Service Credits Effective October 10, 2026 Through December 31, 2027, or Until a New CBA is Negotiated for review.
The agreement establishes structured salary tiers rates and updates the sergeant rate table, sets part-time officer pay to 90% of experienced rates, and was completed with full union and committee support.
Motion by Mr. Konkle to approve Approval of Police Bargaining Unit MOU for a One-Time Amendment to Revise the Article XIV Wage Schedule, Sergeant Rates, Part-Time Officer Pay, & Prior Service Credits Effective October 10, 2026 Through December 31, 2027, or Until a New CBA is Negotiated; second by Dr. Kline. The motion carried.

SUBMISSION & FILING OF THE SEPTEMBER 14, 2026, BUILDING, ASSETS & RECREATION COMMITTEE MINUTES REGARDING PARK PAVILION, EVENT PERMIT & PARK USE FEES – Council President Dr. Kline presented Submission & Filing of the September 14, 2026, Building, Assets & Recreation Committee Minutes Regarding Park Pavilion, Event Permit & Park Use Fees for review.
Motion by Ms. Emick to accept Submission & Filing of the September 14, 2026, Building, Assets & Recreation Committee Minutes Regarding Park Pavilion, Event Permit & Park Use Fees; second by Mr. Boyles. The motion carried.

RESOLUTION NO. 2026-18 – APPROVAL TO AMEND THE BOROUGH FEE SCHEDULE FOR PARK PAVILIONS, EVENT PERMITS & RATES FOR USE OF PARK – Council President Dr. Kline presented Resolution No. 2026-18 –Approval to Amend the Borough Fee Schedule for Park Pavilions, Event Permits & Rates for Use of Park for review.
Borough Manager, Donna M. Taggart explained the update formalizes pavilion rental structures to break even on utility and upkeep costs. It also establishes a new one-year expiration on community event permits to manage long-term project requests. Council reviewed seasonal athletic league and field use rates (team base fee / tiered seasonal practice fees), ensuring tax dollars no longer disproportionately subsidize separate community sports programs.
Motion by Ms. Emick to approve Resolution No. 2026-18 –Approval to Amend the Borough Fee Schedule for Park Pavilions, Event Permits & Rates for Use of Park; second by Mr. Boyles. The motion carried.

SUBMISSION & FILING OF THE SEPTEMBER 24, 2026, PLANNING & ZONING COMMITTEE MINUTES REGARDING PROPOSED ZONING ORDINANCE AMENDMENTS – Council President Dr. Kline presented Submission & Filing of the September 24, 2026, Planning & Zoning Committee Minutes Regarding Proposed Zoning Ordinance Amendments for review.

Motion by Mr. Konkle to accept Submission & Filing of the September 24, 2026, Planning & Zoning Committee Minutes Regarding Proposed Zoning Ordinance Amendments and place them on file; second by Mr. Winters. The motion carried.

CROSS-CONNECTION CONTROL/BACKFLOW PREVENTION PROGRAM FIVE (5) YEAR AGREEMENT (NATIONAL WATER SPECIALTIES COMPANY) TO ENSURE STATE & FEDERAL DRINKING WATER COMPLIANCE CONTINGENT UPON BOROUGH SOLICITOR FINAL REVIEW – Council President Dr. Kline presented Cross-Connection Control/Backflow Prevention Program Five (5) Year Agreement (National Water Specialties Company) to Ensure State & Federal Drinking Water Compliance Contingent Upon Borough Solicitor Final Review for review.

Eric from National Water Specialties Company provided an overview of statutory cross-connection laws and backflow prevention mechanics (covering back pressure and back siphonage). The program establishes a safety tracking database focusing on commercial properties, fire systems, irrigation lines, and in-ground pools to prevent system contamination at no direct cost to Borough taxpayers.

Motion by Dr. Kline to approve Cross-Connection Control/Backflow Prevention Program Five (5) Year Agreement (National Water Specialties Company) to Ensure State & Federal Drinking Water Compliance Contingent Upon Borough Solicitor Final Review; second by Mr. Konkle. The motion carried.

PUBLIC WORKS CREW LEADER INTERNAL RECRUITMENT EFFECTIVE OCTOBER 13, 2026, WITH A $0.25/HR INCREASE OVER EMPLOYEE'S BASE RATE IN ACCORDANCE WITH COLLECTIVE BARGAINING PROVISIONS – Council President Dr. Kline presented Public Works Crew Leader Internal Recruitment Effective October 13, 2026, with a $0.025/hr. Increase Over Employee's Base Rate in Accordance with Collective Bargaining Provisions for review.

Borough Manager Donna M. Taggart explained that this authorizes posting a unified leadership crew leader position internally to replace the previous multi-tiered "foreman" system. This strategy streamlines departmental hierarchy, addresses past inter-departmental friction, and provides a direct, central line of reporting from field workers to Coordinator Cliff Hoffman and the Borough Manager. Dr. Kline clarified that the chosen crew leader will document operational issues while final administrative personnel decisions and disciplinary authorities remain with management.

Motion by Ms. Emick to approve Public Works Crew Leader Internal Recruitment Effective October 13, 2026, with a $0.025/hr. Increase Over Employee's Base Rate in Accordance with Collective Bargaining Provisions; second by Dr. Kline. The motion carried.

RESOLUTION NO. 2026-19 – APPROVAL TO APPLY & SUBMIT A GRANT APPLICATION WITH DCED & THE CFA THROUGH THE STATEWIDE LOCAL SHARE ACCOUNT (LSA) FOR THE PUBLIC WORKS FLEET MODERNIZATION PROJECT – Council President Dr. Kline presented Resolution No. 2026-19 –Approval to Apply & Submit a Grant Application with DCED & the CFA Through the Statewide Local Share Account (LSA) for the Public Works Fleet Modernization Project for review.
Borough Manager Donna M. Taggart explained that the resolution authorizes the Borough to apply for an LSA state grant in the amount of $65,917.00 to purchase a new commercial utility truck equipped with a snowplow to replace an unreliable 15-year-old vehicle plagued by severe salt corrosion. Council engaged in discussion regarding vehicle specifications, maintenance standards, and optimal compartment layouts for utility trucks. Borough Manager Donna M. Taggart confirmed that grant deadline is in early November and that moving forward with the project is contingent upon grant approval.
Motion by Mr. Winters to approve Resolution No. 2026-19 –Approval to Apply & Submit a Grant Application with DCED & the CFA Through the Statewide Local Share Account (LSA) for the Public Works Fleet Modernization Project; second by Mr. Konkle. The motion carried.

RECREATION – Council Member Ms. Emick presented Event Permit #2026-34 from Lyter Elementary (MASD) for a Homecoming Food Truck Event scheduled for October 9, 2026, for Review.
Council reviewed the layout of the event and confirmed that individual food truck participants will be billed the updated standard per-truck fee under the new schedule. Ms. Emick noted the event continues to be a successful seasonal program that directly supports the school's PTO.
Motion by Ms. Emick to approve Event Permit #2026-34; second by Mr. Winters. The motion carried.

STREETS/WATER – Streets and Water Coordinator Cliff Hoffman reported that the department has successfully repaired 16 water leaks across the borough so far this year. He stated that paving operations for the Church Alley project are moving along smoothly. Under the extended PennDOT timeline adjustments, final paving for Church Alley, Crawford Alley, and associated minor projects is slated to commence during the second week of November. Council discussed managing and utilizing the productive, valuable structural fill material retrieved from ongoing alley excavation work.

MAYOR – Mayor Randy Swank was present but deferred to the police department's comprehensive operational report.

POLICE CHIEF – Police Chief Tobias reviewed the September 2026 police report, noting 56 traffic citations, 30 written warnings, 4 DUI arrests, and zero reportable crashes. Year-to-date totals stand at 253 traffic citations and 174 written warnings compared to 145 total citations in 2025. Chief Tobias summarized a major multi-agency federal taskforce investigation (involving Homeland Security, IRS, and ICE) executed at a borough business following a local human trafficking stop on Route 87. The investigation uncovered a widespread East Coast identity fraud network involving employees using social security numbers belonging to deceased individuals. Additionally, the department executed felony narcotics warrants on Jordan Ave and rolled out their newly integrated AXON body-worn and in-car fleet camera logging software.

COUNCIL PERSONS – Nothing at this time.

SOLICITOR – Not present at the meeting.

COUNCIL PRESIDENT – Council President Dr. Tina Marie Kline acknowledged a unique request to perform a small wedding ceremony down at the park pavilion, prompting administrative reviews of upcoming event documentation.

BOROUGH MANAGER – Borough Manager Donna M. Taggart announced that the Borough is initiating a comprehensive workspace safety training program partnered with specialized coordinators across departments to drop workers' compensation overheads by roughly $500 per month. Additionally, she recommended keeping the street leaf-vacuum collection timeline open through late November to account for shifting autumn weather patterns and seasonal cleanup cycles.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next regular Council meeting will be held Monday November 9th, 2026 @ 7:00PM. Executive session for Personnel & Legal to be held immediately following the council meeting without reconvening.

VISITOR AND PUBLIC COMMENTS – Resident Dave Walters of 1133 Walnut Street expressed formal appreciation to the police department for their thorough multi-agency investigative work and requested financial clarifications regarding local water utility billing cycles versus seasonal SCADA infrastructure upgrade schedules.

There being no further business, the meeting was adjourned at 8:59 PM on a motion by Mr. Konkle; second by Ms. Emick. The motion carried.

Respectfully submitted,

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Donna M. Taggart, Borough Manager