

MUNCY BOROUGH COUNCIL MEETING

Minutes

February 3, 2009, 7pm

The Muncy Borough Council met in regular session with the following members present: President Vivian Daily, Karen Richards, Lloyd Wurster, Linda Stein, Dana Bertin, and Alicia Myers. Vice President Galen Betzer was absent. Also attending were Mayor Rizzo, Police Chief Richard Sutton, Solicitor Wilfred Knecht, Borough Manager Ed Coup, and Borough Secretary/Office Manager Mary Lynné Rager.

Guests: Patrick Donlin, Williamsport Sun Gazette
Wayne A. Wolfgang, Resident
Dan and Marcia Arnold, Residents
Fire Chief Jamie Brelsford, Keystone Hook & Ladder
John Klim, Muncy Borough Acting Streets and Project Manager
Philip C Klim, non-resident

President Daily called the meeting to order at 7:00pm in the Muncy School District Board Room located in the Margaret Waldron Building. Invocation was provided by President Daily followed by the Pledge of Allegiance.

Executive Session

President Daily called for an Executive Session at 7:05pm for legal matters. The meeting resumed at 7:45pm.

Presentation by Kathy Hunter, Zoning Advisory Team Consultant

Tabled until the February 19 meeting.

Public Participation

None

Minutes from January 15, 2009

Ms Richards had a correction to the January 15, 2009 minutes:

Correction: Page 5, Demolition Ordinance 500, "The demolition ordinance for the proposed historical section..." To "The demolition ordinance for the Muncy Borough has been tabled."

MOTION: Mr. Wurster made the motion to **accept** the amended minutes from January 15, 2009 Council Meeting. The motion was **seconded** by Mrs. Myers.

Motion carried. All voted in favor.

Treasurer's Report – Check Disbursement Reports

Ms Stein, Chairperson of the Finance Committee, gave the Treasurer's report. She noted the new formats of the reports are the result of the previously voiced requests for content and format. Keeping in compliance with the new Fiscal

Policy, Council will be presented twice a month at each Council meeting with a listing of checks to be approved and signed. The supporting documents will be attached to each check and the approved checks will be signed after the meeting. The Treasurer's report will be given the third Thursday of the month. This will give the office time to reconcile the previous month. The report will also include a beginning and ending balance.

Mrs. Rager explained the report "Checks by Control Account for Approval-General Fund" included dispersements for the month of January that were already paid. The report was needed due to the transition in order to present to Council for approval.

General Fund Account

Motion to approve the **General Fund** "Checks by Control Account" for the month of January by President Daily and **seconded** by Ms Richards. Motion **passed** with all voting in favor.

Motion to approve the "Ascending check for Approval-**General Fund**" report by Ms Stein; EFT 1/08/09 and check #6361-6441 totaling \$96,249.85, and **seconded** by Ms Richards. Motion **passed** with all voting in favor.

Water Revenue Account

It was noted in the Water Fund check report of dispersements totaling \$111,919.26; with one of those checks totaling \$15,260.10 going to the Muncy Borough General Fund for reimbursement of Water expenses and a check and EFT totaling \$76,452.31 going to the fourth quarter lease payment.

Motion to approve the "Ascending check for Approval-**Water Fund**" report by Mrs. Myers; EFT 1/14/09 and check #2893-2912 totaling \$111,919.26, and **seconded** by Mr. Wurster. Motion **passed** with all voting in favor.

Liquid Fuel Tax

Motion to approve "Ascending check for Approval -**LIQUID FUELS Tax**" fund report by Mr. Bertin; check #1185-1187 totaling \$1992.74, and **seconded** by Mr. Wurster. Motion **passed** with all voting in favor.

Special Account

Motion to approve "Ascending Check for Approval-**Special Account**" by Mr. Bertin; check #163 totaling \$181.47, and **seconded** by Mr. Wurster. Motion **passed** with all voting in favor.

New Business

The Lycoming/Sullivan PSAB meeting will be held on February 18, 2009 at 7pm. Borough Manager Ed Coup and Councilmen Bertin and Wurster will be attending. Mr. Coup recommended that Steve Michael and Ron Alexander attend as well. The speaker will be Ms Megan Lehman, Environmental Planner,

Lycoming County Planning & Community Development Department. Her topic will be “Chesapeake Bay Tributary Strategies.”

Mr. Coup also suggested that Gary Saam attend the Emergency Response seminar. Mr. Coup will discuss with Mr. Saam.

Borough Reports

A. Solicitor- Mr. Knecht proposed to Council to adopt Exhibit “B”, Right-to-Know/Open Records Policy” that reflects the fees the Borough will charge to those individuals requesting Open Records documents:

- a. Copies \$.10 per page
- b. Postage Actual Cost
- c. Certified Record Surcharge \$1.00 per record
- d. Conversion to Paper Actual Cost
- e. Enhanced Electronic Access Actual Cost

Motion to adopt Exhibit “B”, Right-to-Know/Open Records Policy” fees by Mr. Bertin and **seconded** by Mrs. Myers. Motion **passed** with all voting in favor.

Chief Suttan questioned if the police department also had to comply with the Open Records Policy. Mr. Knecht will look into. Also, Chief Suttan requested the status on the resolution for parade permits. Mr. Knecht will have the information at the next meeting.

B. Borough Manager- Mr. Coup presented his report as follows:

- a. Water: Ms Christine Maggi of Lycoming County Water and Sewer Authority had contacted Mr. Coup to set up a meeting with Council’s water committee to discuss items of mutual interest. President Daily and Ms Richards, who are on the Water Committee, agreed to meet February 23, 2009 at 3pm.
- b. Sewer: Aqua Net Environmental Inc. was the low and only bidder on the West Water Street Pump Station rehabilitation project at a bid price of \$63,700.00. The bid will not be awarded until it is reviewed by legal council. The bid is currently being reviewed by the sewer engineer, Entech.
- c. Streets: Accumulated snow will be removed from the downtown area on January 29, 2009. Mr. Coup will present the cost to Council at the next meeting.

COG needs to have our paving request by their February meeting. Mr. Coup requested Council to authorize the Streets Committee, with John Klim advising them, to put together a paving schedule that falls within our Liquid Fuels budget that can be presented to the COG. After the bids have been awarded, we will be allowed to add or subtract from our list, if necessary.

- d. Demolition: The house at 102 N. Market St. is scheduled to be demolished the week of February 2, 2009. Costs of the demolition will be reimbursed through PEMA.
- e. Equipment: Internet service was hooked up to the sewer plant. With Council's approval, Mr. Coup will purchase a computer and printer.

The Borough building offices are now moved around. Mr. Coup will present to Council the costs involved in upgrading the furniture, files, etc.

T-Ross Brothers have started the re-roofing project at the library. It was discovered the rubber roof (not covered by the bid) that connects to the metal roof was damaged due to age. BenFab proposed a bid of \$2940 to replace the rubber roof.

Motion to accept the bid from BenFab for \$2940 to replace the rubber section of the library roof by Mr. Wurster and **seconded** by Ms Richards. Motion **passed** with all voting in favor.

To ensure security at the Borough maintenance garage, Mr. Coup requested approval of \$550 to install lighting.

Motion to approve \$550 to install security lighting Borough maintenance garage by Mr. Wurster and **seconded** by Mr. Bertin. Motion **passed** with all voting in favor.

- f. Personnel: Mrs. Rager, Mr. Lowe and Mr. Coup continue to work on the accounting features of their software to produce financial reports that are useful and understandable. The accounting software is now networked and now enables Mrs. Rager and Mr. Coup to be able to jointly access the accounting program at the same time.

Mr. Coup proposed that Mr. Klim attend the "Plant Operators Using Computers" workshop on March 4, 2009. Cost is \$195. This workshop is necessary for Mr. Klim to continue his certification.

Motion to approve \$195 and for Mr. Klim to attend the "Plant Operators Using Computers" workshop by Mr. Bertin and **seconded** by Ms Richards. Motion **passed** with all voting in favor.

- g. Grant: Ms Richards, Ms Stein, and Mr. Coup met with a representative from DCNR at their Williamsport office on January 23, 2009. The purpose of this meeting was for DCNR to provide information on the next step on our approved \$22,500.00 grant. The Borough is expected to match the grant from the Pennsylvania Department of Conservation and Natural Resources through monetary or in-kind services. Ms Stein reported that we need to identify the exact work, provide a list of committee members,

and select an engineering firm to assist us in the site planning process. Also our solicitor will need to certify titles to land. This process will continue to unfold as the year progresses, according to Ms Stein. The grant will be used at the Green Street Park, federal and state emergency management agency lots, and for a trail plan to connect recreational sites.

- h. Newsletter: Mr. Coup has been working on the next edition of our community newsletter. Mr. Coup asked for articles of contribution with the deadline at the end of the second week in February.
- i. Fuel: Ms Richards asked Mr. Coup on the bid status for fuel. Mr. Coup stated we can go through the state where no bidding is necessary. The local provider is Montour Oil. Currently we have two 500 gallon tanks; one for diesel and one for gas. Discussion followed about the unfeasibility of the card swipe system.
- j. Additional street lighting: Mr. Coup was approached by the Muncy School District to see if we would consider additional street lighting on Schuyler and Sherman Streets near the school. Mr. Coup turned the concern over to Mr. Betzer.

C. Police Chief – As submitted. Chief Sutton reported 21 ordinance violations in regards to sidewalk clearing and parking. Also Chief Sutton issued library citations. Chief Sutton expects the new police cruiser to arrive in 6-8 weeks. The computer for the vehicle was received today. A matching fund grant for an AED, which will be installed in the new cruiser, has been submitted. Chief Sutton noted that Council is not to provide the match, as he will obtain the funds from outside sources.

D. Fire Chief – Fire Chief Jamie Brelsford gave his report on ambulance, car accident, and five box alarms of which one was in the Borough on W. Water St. Fire Chief Brelsford thanked the Council for snow removal.

Fire Chief Brelsford requested a date to meet with President Daily, Mrs. Myers, Mr. Coup, and Chief Sutton. The meeting will help both entities in opening communication with each other.

E. Tax collector – no report.

F. Health Officer – no report.

G. Zoning Officer - As submitted. Ms Richards had talked with zoning officer Ms Dunkleberger in regards to the number of signs a business is allowed. There are some businesses that are grandfathered. Mrs. Myers noted that Pitter Patter is to be sold and would not be grandfathered. Ms Richards stated new businesses must comply with the Borough's ordinances.

H. Departmental reports (attached) were also reviewed.

Committee Reports:

- A. Water - As submitted. Ms. Richards reported that the Water Committee met last Monday with Mr. Coup, Mr. Dave Alexander, and Mrs. Gardner in regards to the zero meter readings or minimum billings. They discovered there are explanations for most; however, there were 19 customers with broken meters through out 2008. Twelve meters are inoperable and need replaced. Ms Richards noted we are allowed to bill retro for previous quarters after notifying the customer.
- B. Sewer - As submitted. Mr. Bertin reported all is well. Minutes for the December 8, 2008 Muncy Borough Municipal Authority were provided.
- C. Streets - As submitted. Mr. Betzer was absent. Ms Richards asked Mr. Klim why the truck that was damaged in the hail storm was not repaired yet. Mr. Klim replied the truck is too busy until the snow season is over.
- D. Finance - As reported above
- E. Personnel – No report.
- F. Equipment – Mr. Coup expressed his concern for the Borough office’s computers. IT vendor Jeff Margel recommended a server costing approximately \$2300. President Daily noted safety issues and suggested taking the backup home or locking it in a fireproof safe at the end of the work day. Mr. Coup will look into “My Book” as a backup.
- G. Community Relations – No report.
- H. Borough Ordinance – No report.
- I. Shade Tree reports – No minutes provided.
- J. Public Health and Safety – No report.
- K. Planning Commission- Ms Richard commented they need to meet soon.

Mayor

No report.

Individual Council Members

No report.

Executive Session

None

Other Business

None

Adjournment

There being no further business, Mr. Bertin made a **motion** to adjourn the meeting at 8:56pm with Mr. Wurster making the **second**. Motion **passed** with all voting in favor.

Respectfully submitted,

Mary Lynné Rager
Borough Secretary/Office Manager