

July 17, 2008
7:00 Muncy Council minutes
Work Session

Council Members present were: President Vivian Daily, Karen Richards, Linda Stein, Rod Knier. Also present were Ed Coup, Chief Richard Sutton, Solicitor Dave Smith.

Others present; Tom Gardner, Pat Donlin, Sun-Gazette, Dan Arnold, Marcia Arnold, Kim Patterson.

Public Comment

None

Old Business

Borough Manager Ed Coup gave an update on the status of Phase 1 of the Painter/Pepper Street Storm drain project. The new grating was ordered and was to be installed as soon as possible.

Mrs. Daily reported that the demolition ordinance was currently being reviewed. Several changes had been suggested and given to our solicitor to incorporate into a new draft ordinance.

Ms. Richards reported that the Zoning Advisory Committee would meet at the Borough Office council chambers on August 20th at 6:00pm.

New Business

Mrs. Daily reported that an ad hoc council committee would be meeting shortly with the president of the Keystone Hook and Ladder to find out what their needs were, and what their requirements were for fund raising, training, etc. Because of these requirements, the number of volunteers for the fire company has begun to decrease. Mr. Knier talked about the difficulty in maintaining manpower. He indicated that most fire companies have begun talking about regionalization. He then requested that an ad hoc committee be formed (6-8 people) to work with the fire company. Mr. Knier volunteered and recommended that Mr. Bertin also be asked to serve as a council representation on the committee. He also recommended two representatives from the Fire Company and two at-large volunteers from the community.

Finance Committee

Ms. Stein informed council that the 2009 budget process would start early this year. She commended our auditors Larson Kellett and also talked about standardizing all of the borough budgets. All department heads will be asked for input into the budget process which will start in August.

Personnel Committee

Mr. Coup requested that council approve the request of John Klim to attend an Operator Safety Survival Course at Mansfield, PA. on August 5th, 2008. Cost is \$95.00. On motion of Mr. Knier and seconded by Mrs. Daily, council approved this. All voted in favor.

Mrs. Daily then informed council that a part time secretary was hired through Keystone Temp Service. Her name is Kim Brown. Mrs. Daily indicated that she has started at full-time but that her hours would be reviewed after one month.

Ms. Richards then discussed the Zoning Officer duties. She indicated that the ninety day review period is over. Conversations have taken place with Lycoming County, and she is recommending that Council use them for zoning duties for a ninety day period, and then it will be reviewed. The County indicated that the approximate cost of using Lycoming County is \$1500-\$1600. Ms. Richards that she is concerned about the turn-over they have in the Zoning department. She also said that they will be unable to start until after Labor Day.

Ms. Richards then brought up for discussion the position of Infrastructure Superintendent. Mr. Knier expressed that he didn't feel we needed a position like this; rather a Lead Man or similar. Ms. Stein asked if staff gave any feedback on this position. Ms. Richards responded that staff has reviewed the job description and their suggestions have been incorporated in the job description. Mrs. Daily commented that she felt whoever was the sewer/water superintendent should have a college degree and be comfortable being a hands-on person. Ms. Richards commented that she felt the position was more technical in nature.

Mrs. Daily then said that John Klim volunteered and agreed to be the Acting (Temporary) Streets Supervisor. Ms. Richards said they found out, through the Personnel Committees research that the salary they anticipated for the Infrastructure Superintendent was too low. Mr. Knier commented that council should sit down and figure out exactly what is needed. Mrs. Daily said that the Personnel Committee was reminded by staff that the street crew is one employee down. Ms. Richards said that the job description for Infrastructure Superintendent has been approved by the Personnel Committee and staff.

On motion of Ms. Richards and seconded by Mr. Knier, council approved John Klim as the (Acting) Temporary Streets Supervisor with a 5% increase in hourly wages (equivalent to .68/per hour) the time he performs in this position. All voted in favor.

Mrs. Daily said that Keystone Staffing has requested that the Borough Council Chambers be used for their interviewing purposes. If Council agreed, Keystone Staffing would give the Borough a 10% reduction in what we are paying to them for temporary help.

Mr. Knier and Chief Sutton expressed their concern over allowing an outside agency to use Council Chambers because of privacy, etc. After a short discussion, the consensus of council was that the Borough inform Keystone Staffing that their request would not be approved.

Other Business

Mr. Gardner, Chairperson of the Muncy Municipal Authority discussed the lease back agreement (water) that the Authority and Council have, as well as the Management Agreement with Sewer between the two parties. Ms. Richards said that Council needs to review the documentation thoroughly. Mr. Knier requested that he be given copies of the Management agreements so that he could review them.

Mr. Gardner indicated that the Authority's solicitor, Howard Langton is drafting new agreements. Discussion then took place with various council members about their concerns, and that everyone has to work together.

Mr. Gardner then said that the Municipal Authority has no desire to take over operation of the Sewer and Water facilities. He then commented on the recent auditors' report of the sewer/water audit. He felt that nothing, relative to how the budget is formulated, needs changed. He also indicated that Entech Engineering should continue as the sewer engineer. Mr. Gardner also said that he felt one engineer should be the representative for both sewer and water related issues and projects. He also went over concerns relative to the present water line project contractor and how we have had trouble with him paying the Penn DOT inspector fees.

Mr. Gardner informed council that the Act 537 study is about complete. He talked about collaborating with other boroughs. Discussion then took place about the logistics of supplying water to the county. Mrs. Daily felt that all parties needed to have the same understanding. Mr. Knier felt that one entity, either Council or the Authority should do the negotiating with Lycoming County.

Mr. Gardner then talked about the Gas Drilling in the area and how it may affect our well sites. He felt that the Wellhead Protection Committee should look into this. He then discussed the repairing of the West Water Street Pump Station. He said that 3 quotes were received, with Mr. Rehab being the lowest. He felt the project should commence. Solicitor Smith solicitor said that the project should be bid. More discussion took place, with Mr. Gardner saying he would discuss with the Entech Engineer and Borough Solicitor to find out if it did have to be bid. This information would then be given to the

Borough. On motion of Mr. Knier and seconded by Ms. Stein, council voted to authorize the work to be done by the company with the lowest quote unless it has to be formally bid. All voted in favor.

A brief discussion then took place on Storm Water Management. It was felt that a Regional Taskforce needs to be formed. Mr. Knier asked if it is legal for the Municipal Authority to handle Storm Water Management.

Their being no further business to discuss, on motion of Mr. Knier and seconded by Ms. Richards, council voted to adjourn the meeting at approximately 8:35pm and enter into an Executive Session to discuss legal matters. All voted in favor.

Respectfully submitted,

Ed Coup
Borough Manager/Assistant Borough Secretary