MUNCY BOROUGH COUNCIL MEETING MINUTES
June 4, 2013 7pm

The Muncy Borough Council met in work session at Boro Hall with the following members present: President Richard Baker, Vice President, Galen Betzer, Elaine McAleer, Linda Stein, Tilly Noviello, and Jon Ort. Also attending, Mayor, Edward Dannemann, Chief Richard Sutton, Boro Manager, Bill Ramsey Treasurer, Jeff Sholtis and Borough Secretary, Tara Ashby.

GUESTS: Selinda Kennedy

PLEDGE OF ALLEGIANCE: All present participated.

President Baker started the meeting at 7:00 pm

President Baker announced that there was an Executive Session prior to the council meeting to discuss personnel matters.

MINUTES: May 16, 2013

Jeff Sholtis wanted it to be noted under Public Participation that the 2012 Benecon refund is for $25,885.

- J. Ort made motion to approve minutes with corrections noted. L. Stein made 2nd. Motion passed with all in favor.

OLD BUSINESS:

1. **DCNR**: Boro received 4 hard copies and an electronic copy of final report. The deadline is scheduled for the end of July.

2. **Water MOU:** T. Noviello, representing the Personnel Committee, reminded council that the MOU will expire in 6 months. Personnel Committee suggested hiring a new water meter reader (possibly part time) and qualified licensed water operator. Chief Sutton suggested asking the crossing guards if any of them would be interested in reading meters. Council discussed what pay rate to apply (i.e, stipend per zone or rates per hour). Crossing guards will be asked prior to any advertisement being posted in the local papers. Motions made:

   - L. Stein made motion to secure a part time water meter reader, asking crossing guards first and then advertising the position to the public. T. Noviello made 2nd. Motion passed with all in favor.

   - L. Stein made motion to advertise for a qualified licensed water operator. J. Ort made 2nd. Motion passed with all in favor.

3. **Street Bids**: Bidding advertisements are being published. The bids will be opened for the next meeting on June 20th. Council will be able to review bids at that time.

4. **Veteran's Park:** President Baker and W. Ramsey attended the Muncy Legion meeting on June 3rd to discuss Veteran's Park easement and status of project. A version of the proposed park was shown to the Legion. Legion would like a more expensive version to be built. W. Ramsey reiterated to the Legion that a grant was awareded to the Boro for this project and no tax payer money is being involved. The Legion can either: 1. Do nothing to the park and the existing easement stays in effect; however, the park needs maintenance. 2. Legion can decide to partner with the boro and Providence Engineers (actual owners of the plot of land) and create a new, updated park for the Veterans. The boro will now have to wait to hear from the Legion as to their decision.

5. **Personnel Manual:** W. Ramsey provided council with updated draft. Council will review and approve a final manual at the next meeting.

6. **Library Renovation**: A few years ago council discussed possible renovations to the front exterior of the Library. Council asked T. Ashby to look for any old files or estimates in regard to this renovation and provide a copy to them to discuss at a future meeting.

7. **Street Scape**: Grant application was submitted. Amendments can be made if necessary. Council was provided with a Pre-Engineering form from URS. Council will review and discuss at next meeting.

TREASURER:

8. **a. Check Disbursements**:

General Fund

- E. McAleer made motion to accept General Fund as presented in the amount of $137,170.34. J. Ort made 2nd. Motion passed with all in favor.

b. Water Fund:

- J. Ort made motion to accept Water Fund as presented in the amount of $11,383.26. T. Noviello made 2nd. Motion passed with all in favor.

Shade Tree

- G. Betzer made motion to accept Shade Tree Fund as presented in the amount of $22.45. L. Stein made 2nd. Motion passed with all in favor.

Building Fund

- J. Ort made motion to accept Building Fund as presented in the amount of $24,846.66. T. Noviello made 2nd. Motion passed with all in favor.

- E. McAleer made motion to accept Treasurer's Report in its entirety. T. Noviello made 2nd. Motion passed with all in favor.

NEW BUSINESS:

9. **PLGIT – Pennsylvania Local Government Investment Trust**: Council reviewed sample ordinance and information in regard to possibly adopting a new way of investing boro funds. This entity gives investment opportunities, checking accounts and credit cards to municipalities, schools, boros, etc. Solicitor Knecht will review the sample ordinance and report back to council.

10. **Muncy Professional Business Association**: MPBA is requesting Chief Sutton to close Main Street from Water Street to High Street for the following dates to accommodate 4th Friday events: 6/21, 7/26, 8/23, 9/27 and 10/25. Chief Sutton advised council that PennDot requires 45 days notice on any road closures but he will contact asap in regard to 6/21. The cost to the boro for these events will be approximately $100 per event for man hours. T. Noviello will speak with the MPBA to see if volunteers can help with trash clean-up after these events.

CORRESPONDENCE:

11. **DGK:** Council reviewed correspondence from DGK regarding renewal of policies. A representative will address council at a July meeting.

BOROUGH REPORTS:

12. **Solicitor:** No report
13. **Police Chief:** Council reviewed May Report.
Chief and Angie Snyder from Codes have been checking on properties in regard to IPMC complaints.
School crossing signs need replacement bulbs (2) at a cost of $1,500. The school board pays half to this amount. W. Ramsey also requested that the cycle of lights at the school zones be changed.

- J. Ort made motion to approve replacement of traffic control bulbs in the school zone. E. McAleer made 2nd. Motion passed with all in favor.

14. **Fire Chief**: N/A
15. **Tax Collector:** N/A
16. **Health Officer**: N/A
17. **Zoning/Building Codes Officer – May Reports**: Council reviewed reports.
18. **Excavation Permits – 4**: Council reviewed 4 requests.

19. **Public Works**: Street Report for May reviewed by council. G. Betzer questioned why the boro employees are mowing WBRA lawns. W. Ramsey informed council that the boro is being paid for this service.
20. **Commission Reports:** Safety report of April reviewed by council.

Committee Reports: N/A

Public Participation: Selinda Kennedy thanked council for adopting the IPMC this past winter. She was happy with the progress that the boro, and especially Chief Sutton, is taking to clean up Muncy. She hopes the "ball doesn't drop". She still sees many properties that need attention. Ms. Kennedy also wanted to know the steps taken once a complaint is made on a particular property. Council addressed her questions and verified that no complaint is overlooked.

Individual Council Members: N/A

Mayor: None

Executive Session: An Executive Session took place at 6:30, prior to the council meeting in regard to personnel matters.

Adjournment: No further business.

- E. McAleer made motion to adjourn meeting. J. Ort made 2nd. Motion passed with all in favor.

Meeting adjourned at 8:55 pm

Respectfully submitted,

Tara Ashby

Tara Ashby
Borough Secretary

MUNCY BOROUGH COUNCIL MEETING MINUTES
June 20, 2013 7pm

The Muncy Borough Council met in regular session at Boro Hall with the following members present: President Richard Baker, Vice President, Galen Betzer, Elaine McAleer, Linda Stein, Tilly Noviello, and Dana Bertin. Jon Ort was absent. Also attending, Mayor, Edward Dannemann, Chief Richard Sutton, Boro Manager, Bill Ramsey Treasurer, Jeff Sholtis and Borough Secretary, Tara Ashby.

GUESTS: Holly Craig, Muncy High School student and winner of Muncy Boro Logo contest
Wayne Wolfgang, Resident

PLEDGE OF ALLEGIANCE: All present participated.

President Baker started the meeting at 7:00 pm

GUEST: W. Ramsey introduced Holly Craig to council as the Muncy high school student who won the Muncy Borough Logo Contest. Holly received an award of $100 for her first place logo. W. Ramsey announced that the logo will be showing up everywhere around town. The logo will be placed on the boro letterhead and Agenda packets, business cards, website and Facebook page, shirts and vests for the Street Department and a possible new sign in front of Boro Hall. Congrats to Holly on a job well done! 2nd place winner: Mariah Churpinski with an award of $50.00. Tie for 3rd place winners: Margaret Cooper and Sam Cutler with awards of $25.00 each.

MINUTES: June 4, 2013

Chief Sutton requested change to Paragraph 13. School crossing signs need the "*timing mechanisms*" changed at a cost of $1,500 - not "*replacement bulbs*".

- G. Betzer made motion to approve minutes with corrections noted. L. Stein made 2nd. Motion passed with all in favor.

OLD BUSINESS:

1. **Boro Logo contest winner**: see Guest above.

2. **Personnel Manual:** W. Ramsey will forward the final draft of the manual to the Personnel Committee for review and finalization.

3. **Library Renovations**: Council discussed renovations to the front of the library. T. Noviello suggested that council "start from scratch" and obtain new quotes/estimates for the library. T. Ashby is to contact John Whitaker to provide council with suggestions and estimates for the library.

4. **Account Investments (PLGIT):** Finance Committee met in regards to PLGIT. Council needs to "make money on their money". W. Ramsey suggested that council should look to invest some money in the various accounts instead of money sitting in a checking account making little to no interest. W. Ramsey will have a PLGIT representative come and meet with the Finance Committee to discuss investment ideas and short term CD possibilities.

5. **Veteran's Park:** W. Ramsey sent an email to the Legion to get an answer in regard to sponsoring Veteran's Park. As of this meeting, there has been no response. The boro has done all it can do at this point, if the Legion does not want to participate than the Veteran's Park will remain as it is.

NEW BUSINESS:

6. **Street Scape**: URS provided an updated proposal for pre-engineering at $15,000. $15,000 would come out of the boro's Act 13 money. W. Ramsey stated "we are spending Act 13 money to get more Act 13 money". If approved, W. Ramsey will notify URS to proceed.

- L. Stein made motion to approve URS's pre-engineering proposal in the amount of $15,000, which comes out of the Special Act 13 fund, for the proposed capital improvements at the intersection of Water Street and Washington. T. Noviello made 2nd. Motion passed with all in favor.

7. **Credit Card**: W. Ramsey urged council to consider allowing the boro office to obtain a credit/debit card for purchases such as newspaper advertisements. Muncy Bank offers a debit card linked to the general fund. This card can have a monetary limit put on the card. J. Sholtis and W. Ramsey will go to Muncy Bank to discuss this option in further detail.

- E. McAleer made motion to approve Muncy Boro obtaining a debit card through Muncy Bank with a $500 per month limit. T. Noviello made 2nd. Motion passed with all in favor.

8. **Street Bids**: The boro received 3 bids for road projects at Painter to West Penn and Buttonwood Lane to Glade Run. No alternate bids came in. Lowest bid was through HRI, Inc. at $61,697.50.

- E. McAleer made motion to accept HRI's bid in the amount of $61,697.50. D. Bertin made 2nd. Motion passed with all in favor.

9. **Cable Franchise**: W. Ramsey attended a cable franchise meeting this month. The boro's cable agreement is up for renewal. W. Ramsey will update council at a later meeting with more on this.

10. **MBMA meeting update**: E. Moore of WBRA attended the last MBMA on 6/18/13 and provided a "to do" list of items that the water authority needs to be aware of prior to the MOU expiring on 12/31/13. During that meeting it was suggested that a committee be formed for all three entities (WBRA, MBMA, Boro Council) to discuss what to do once the MOU expires. President Baker appointed T. Noviello and D. Bertin as representatives for boro council.

NEW ITEM

11. **Personnel**: President Baker informed council that Street Department part-time employee, Monte Temple will be leaving his position in August. W. Ramsey informed council that Monte Temple will still be available to help when his schedule permits. President Baker suggested hiring an additional new part-time employee.

- L. Stein made motion to hire an additional part-time Street Department employee. E. McAleer made 2nd. Motion passed with all in favor.

W. Ramsey asked council to approve the hire of new part-time water meter reader, Jerry Stauffer.

- L. Stein made motion to approve the hire of part-time meter reader, Jerry Stauffer at the same rate pay as the previous water meter reader. D. Bertin made 2nd. Motion passed with all in favor.

Public Participation: N/A

Individual Council Members: E. McAleer asked about quotes for the salt truck. W. Ramsey informed council that J. Gramling is following up this and information will be provided to council soon.

Council discussed having one meeting in July due to the 4th of July holiday and scheduled vacations. Council will conduct their workshop meeting on July 2nd as previously scheduled. Council will decide at the 7/2/13 meeting if they want to still have the 7/18/13 meeting.

Mayor: None

Executive Session: N/A

Adjournment: No further business.

- G. Betzer made motion to adjourn meeting. T. Noviello made 2nd. Motion passed with all in favor.

Meeting adjourned at 8:45 pm

Respectfully submitted,

Tara Ashby

Tara Ashby
Borough Secretary