

**MUNCY BOROUGH COUNCIL MEETING MINUTES**  
**October 2, 2012 7pm**

The Muncy Borough Council met in regular session with the following members present: President Richard Baker, Vice President Galen Betzer, Linda Stein, Elaine McAleer, Tillie Noviello, Dana Bertin and Jonathan Ort. Also attending were Mayor Dannemann, Borough Secretary, Tara Ashby and Christopher Kenyon, Esquire.

**GUESTS:** Chief Richard Sutton, Muncy Borough Police  
Jeff Sholtis, Treasurer  
Selinda Kennedy and Michael Livermore of 10 N. Market Street  
Angela Snyder, CODES Inc.  
William Ramsey  
Daniel Knapp, Muncy Area Volunteer Fire Co., President

**PLEDGE OF ALLEGIANCE:** All present participated.

President Baker started the meeting at 6:59 p.m.

**GUESTS:** William Ramsey appeared before council to discuss EMA notifications, Facebook and items from Safety Committee. Mr. Ramsey is requesting and urging council to add EMA information to the Borough website. A link can be put on the webpage so residents can be directly linked to Lycoming County's website to sign up for cellular telephone notification of weather emergencies. W. Ramsey informed council that they may want to consider adding a Facebook page, primarily for "rumor control". Media is the way to go with emergency information. In regard to Safety Committee, W. Ramsey informed council that the Maintenance Shed and Anti skid shed needs electricity. With winter coming, boro employees need electricity for the shed to hook up snow plows. As of now they are using their vehicle lights to help set up equipment at night. He suggested portable generators to help power sites in case of emergency.

**MINUTES:**

**September 20, 2012**

- J. Ort made motion to approve minutes. T. Noviello made 2<sup>nd</sup>. Motion passed with all in favor.

**OLD BUSINESS:**

6. **General Code- Codification Portfolio:** T. Ashby provided council with drafted binders for review. Deadline to have binder reviewed, corrections made and additions added is March 8, 2013. Chief and T. Noviello worked all summer on updating ordinances. They will go through General Code binder to review and invited other council members to help at any time. T. Ashby needs to check what G.C. has as last ordinance.
1. **Property Maintenance Code:** Angela Snyder from Codes Inc. provided more information to council regarding the PMC and enforcement of such code. A. Snyder stated that it is up the borough how they want to work with them; i.e., have Codes drive around once a month, or have enforcement on complaint basis. A. Snyder discussed fees included in enforcement. After a large and somewhat heated debate a motion was made to have the International Property Maintenance Code adopted in its entirety.
  - J. Ort made motion to adopt the International Property Maintenance Code in its entirety. D. Bertin made 2<sup>nd</sup>. For: L. Stein, T. Noviello, J. Ort and D. Bertin. Against: G. Betzer, R. Baker and E. McAleer. Motion passed 4 to 3.
2. **Sidewalks:** Council heard from Attorney, Chris Kenyon regarding issues with sidewalks and lack of permits. C. Kenyon informed council that if a resident did not apply for a permit prior to reconstructing a sidewalk, they are in violation of Muncy ordinances. Borough needs to issue a Notice of Violation to residents who do not comply with ordinances. In the event that a resident repaired a sidewalk without a permit and the sidewalk has not met the required specifications, boro can send a Notice of Violation with a deadline to correct the issue. If not corrected or steps have not

been initiated to make corrections, the boro can fix the sidewalk at the owner's expense. T. Ashby is to draft up a Notice of Violation.

3. **Internet Securities:** Chief and E. McAleer will meet to discuss current internet securities.
4. **Veteran's Park Update:** Council wishes to meet with the Legion in regard to Veteran's Park. President Baker will find out when the next Legion meeting is and who is on the Recreation Committee.
5. **Borough Manager Position:** Personnel Committee will have an update at the next meeting to discuss the position. L. Stein asked if anyone on council had any questions for potential candidates? After brief discussions, it was determined that T. Ashby post an advertisement with the Sun Gazette for Part-time Borough Manager, and to have resumes sent to boro office. T. Ashby is to prepare ad for Sun Gazette to run a few times next week.
6. **General Code:** Discussed above.

#### NEW BUSINESS:

7. **LCPC – 5 County Regional Solid Waste Management:** Council reviewed documents. E. McAleer suggested that Eric, Engineer from Regional Sewer, possibly look this over. Council decided to discuss this at next meeting.
8. **Smoke Testing:** E. McAleer informed council that the WBRA will be conducting smoke testing in the boro soon. There are no exact dates yet and when the smoke testing starts fire and non-emergency will be notified.
9. **VFW – Donations for Halloween:** T. Ashby had message from Laurie at the VFW asking if boro needed any donations for Halloween decorations this year. Chief would like a donation of \$500 for glow sticks. T. Ashby will contact Laurie with request.

#### CORRESPONDENCE:

10. Correspondence from Providence Engineering Corp regarding property at 21 S. Main Street. Photos were attached to letter for council's review. Property is in serious disrepair and Providence Engineer Corp is requesting that something be done asap.

#### BOROUGH REPORTS:

11. **Solicitor:** None.
12. **Police Chief:** September Police Report. Reviewed by council. Curt Loudenslager started work on Friday, September 28, 2012.
13. **Fire Chief:** September Report. Reviewed by council.
14. **Tax Collector:** Account Report. Reviewed by council.
15. **Health Officer:** Health Report. Reviewed by council. A. Poff is done for the year. He would like the fees for license renewal be increased to \$50.
16. **Zoning/Building Codes:** None.
17. **Excavation Permits:** A. Snyder said the Borough should be receiving reports once a month.
18. **Public Works** – a: August Waterworks Report: Reviewed by council.  
b: August Streets Department Report: Reviewed by council.  
G. Betzer suggested that next year for the Corvet Show, the boro look at possible volunteers to set up and take down trash cans. E. McAleer wanted to acknowledge the great work by R. Umpstead and S. Green for the new cross walk lines at Lafayette Street. Shade Tree Committee is very happy with R. Umpstead's help as well.
19. **Commission Reports:** Reports for Planning Commission, MBMA, WBRA minutes from June-July, 2012, and Safety Committee. All reviewed by council.

Sidenote: Council asked Solicitor what happens when a resident does not remove a Shade Tree after many requested correspondence from Shade Tree Commission. Solicitor informed council that a Notice of Violation would need to be sent to the owner. If they do not meet the deadline authorized by the boro, the boro can have the tree removed at owner's cost.

**TREASURER REPORTS:**

20. **a. Check Disbursement Report:** Reviewed by council.
- E. McAleer made motion to approve General Report. D. Bertin made 2<sup>nd</sup>. Motion passed with all in favor.
  - E. McAleer made motion to approve Water Report. T. Noviello made 2<sup>nd</sup>. Motion passed with all in favor.
  - J. Ort made motion to approve Liquids Report. T. Noviello made 2<sup>nd</sup>. Motion passed with all in favor.
- b. Bank Balances:** Reviewed by council.

**COMMITTEE REPORTS:**

19. **Water/Sewer Committee:** None.
20. **Streets:** None.
21. **Finance:** Committee needs to schedule next meeting.
22. **Personnel:** G. Betzer asked if anyone turned in vacation time requests to be approved. He asked that a blurb be added to paystub that employees need to submit requests prior to taking scheduled vacation.
23. **Equipment, Property & Grounds:** R. Baker informed council that they have a new saw to help trim tree branches.
24. **Community Relations:** L. Stein provided a copy of a brochure for the new ice-skating rink at Bowman Field coming this winter.
25. **Property Maintenance Committee:** None.
26. **Zoning:** Codes Inc. Permit Activity sheet reviewed by council.
27. **Safety Committee:** None.

**MAYOR:** Mayor congratulated council for approving and adopting the International Property Maintenance Code. Mayor addressed the Solicitor and asked that the Solicitor please read the new Borough Code as there are a large number of changes.

**PUBLIC PARTICIPATION:** None

**INDIVIDUAL COUNCIL MEMBERS:** E. McAleer suggested that the Streets Department drive around at night to see how the streets look with some of the lights now turned off.

**EXECUTIVE SESSION:** E. McAleer requested an Executive Session at the close of the council meeting to discuss a legal matter.

**ADJOURNMENT:** No further business,

- E. McAleer made motion to adjourn the meeting. T. Noviello made 2<sup>nd</sup>. Motion passed with all in favor.

Meeting adjourned at 9:21 p.m.

Respectfully submitted,

*Tara Ashby*

Tara Ashby  
Borough Secretary

**MUNCY BOROUGH COUNCIL MEETING MINUTES**  
**October 18, 2012 7pm**

The Muncy Borough Council met in work session with the following members present: President Richard Baker, Vice President Galen Betzer, Linda Stein, Elaine McAleer, Dana Bertin and Jonathan Ort. Tilly Noviello was absent. Also attending were Mayor Dannemann, and Borough Secretary, Tara Ashby.

**GUESTS:** Chief Richard Sutton, Muncy Borough Police  
Jeff Sholtis, Treasurer  
Brandy Kift

**PLEDGE OF ALLEGIANCE:** All present participated.

President Baker started the meeting at 7 p.m.

**GUESTS:** Brandy Kift came to discuss the 2<sup>nd</sup> Annual Community Yard Sale and the progress of the fall newsletter. Brandy requested that council consider budgeting in for special advertising for the yard sale in 2013. Spring clean up and yard sale dates were discussed. Elaine McAleer suggested that Brandy talk with R. Umpstead to see when the landfill schedules their free drop off days and possibly schedule spring clean up around that time. It was determined that the yard sale will be held on May 4-5, 2013. Brandy also suggested that if there is a lot left over after the yard sale, to contact the American Rescue Workers to pick up remaining items. Anyone who is interested with volunteering during the yard sale is more than welcome!

**MINUTES:**

**October 2, 2012**

Typo on Old Business, #6. General Code: "...added is March 8, 203" should read "...added by March 8, 2013."

• E. McAleer made motion to approve minutes based on corrections noted. J. Ort made 2<sup>nd</sup>. Motion passed with all in favor.

**OLD BUSINESS:**

1. **PP&L – light poles:** May residents are still voicing complaints about the PPL light at the Mayor's house still being on. T. Ashby spoke with John Hall at PPL and the light at the Mayor's house was not on the original work order. In order to have the light turned off a new work order will need to be completed. L. Stein was asked by a resident to suggest to council to possibly consider an "Adopt a Street Light" policy in Muncy. Council discussed the issue of turning back on a few lights and turning others off. Mayor Dannemann stressed that there could be huge savings with having some lights turned off. T. Ashby has a running list of complaints from residents regarding street lights. It was urged that the Streets Committee get together to discuss this issue.
2. **LCPC – Solid Waste Management Plan:** TABLED to next meeting.
3. **2012 Property Maintenance Code:** Thirty days is almost up and then the IPMC will be in effect.
4. **Resolution – Enforcement entity:** T. Ashby is to contact Solicitor to draft Resolution that names either Codes Inspections Inc, or the Muncy Borough Police Department, as enforcers of the IPMC. It will be decided per each individual complaint.
5. **Fee Schedule:** Fee Schedule of 2009 was reviewed by council. J. Sholtis is to find out the total amount for a zoning hearing. T. Ashby will contact other boroughs/municipalities to see what they charge for Zoning hearings.

**NEW BUSINESS:**

6. **Health Renewal – Benecon:** Yearly renewal letter. Any changes to insurance must be made by November 1, 2012. Premiums will only go up 2 ½ %.
7. **Resurfacing Pepper Street:** Council will speak with R. Umpstead about Pepper Street.
8. **2012 Budget Status:** J. Sholtis projected that the boro is in the black this year. Council urged that anything that would go over in a budgeted area needs to be reviewed first by council. Mayor reminded council of the importance of an Emergency Fund. Around 10% should be put aside for

emergencies. Chief asked that council consider making room in the budget for 3 to 4 new portable radios for the Police Department.

9. **Right-To-Know:** J. Sholtis provided council a copy of an emailed Request for Records. Council advised J. Sholtis to run it by Solicitor. Council believes that people need to personally come to the boro office and fill out the Right-To-Know form.
10. **Items for 2013 Budget from Streets Dept.:** R. Umpstead provided council with items that should be considered for the Streets Department budget for 2013. Council reviewed. President Baker advised council that R. Umpstead would also like a cement mixer. Prices at Best Line ranged from \$2,200 to \$2,600.

**PUBLIC PARTICIPATION:** None

**INDIVIDUAL COUNCIL MEMBERS:** None

**MAYOR:** Mayor stated he will not be performing marriage ceremonies. Mayor and Chief Sutton attended a meeting regarding police aviation. There will not be no aviation back in this area.

**EXECUTIVE SESSION:**

**ADJOURNMENT:** No further business,

- J. Ort made motion to adjourn the meeting. E. McAleer made 2<sup>nd</sup>. Motion passed with all in favor.

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

*Tara Ashby*

Tara Ashby  
Borough Secretary