



MINUTES OF THE MUNCY BOROUGH COUNCIL MEETING

FEBRUARY 7, 2017

The Muncy Borough Council met for its regular meeting at the Muncy Borough Building with the following members present: President Richard Baker, Vice President Matilda Noviello, Dana Bertin, Ed Feigles, Elaine McAleer, Karen Richards and Linda Stein. Mayor Jon Ort was also present.

Staff Present: Borough Solicitor, Christopher Kenyon, Esq.  
Chief of Police, James Dorman  
Borough Treasurer, Jeff Sholtis

Guests: Pat Crossley, Williamsport Sun-Gazette  
Numerous Residents (See attached sign-in sheet)

President Baker called the meeting to order at 7:00pm, followed by the Pledge of Allegiance.

**MINUTES**

E. Feigles made two corrections to the minutes, both appearing under Borough Manager's Report (section 12. b.). Corrections appear in bold.

First correction: MBMA and WBRA have both **agreed to pass** Resolutions to support the Resiliency Project.

Second correction: Penn State students were in town on January 18, 2017 to begin their projects for this semester. These are **architecture, architecture engineering and landscape architecture students** who will work with three schematic designs for three sites on Water and Main Streets.

E. Feigles motioned to approve the minutes, as corrected. M. Noviello seconded and motion passed 7-0.

**OLD BUSINESS**

1. Resiliency Project Update

A. Resiliency Project

E. Feigles, B. Ramsey, Borough Manager and Josh Schnitzlein, Hazard Mitigation Planner, Lycoming County Department of Planning and Community Development attended the January meeting of the Muncy Business and Professional Association to present information regarding the Resiliency Project. It was well-received, according to E. Feigles.

There was a meeting of E. Feigles, B. Ramsey and J. Schnitzlein with representatives of SEDA-COG which also is initiating a Resiliency Project.



## B. Opera House

The Bruch family has been contacted and they continue to be interested in pursuing a charitable donation of the Opera House. A current appraisal of the property is pending.

C. Kenyon discussed the eventual disposal of the property if the borough were to acquire it. Borough Code (Section 1201.1) determines that real property with an appraised value of more than \$1500 must be disposed through a public open bidding process. It is not possible for the borough to donate the property, including to a potential foundation that may be established. He suggested that council consider establishing an Economic Development Authority, possibly through a multi-municipality agreement with Muncy Creek Township.

## 2. Update on Full-Time Police Officer

The adhoc committee met with Chief Dorman and Mayor Ort. As was reported, Chief Dorman is interested in hiring a full-time police officer, whose primary responsibility will be investigation. Mayor Ort stated that there is an interest in promoting a current parttime officer to full-time status. K. Richards reported that during 2016, police coverage has averaged 16 hours per day/7 days a week. There was no diminishment of coverage following the resignation of a full-time officer at the end of July. However, there was a significant decrease in coverage when a part-time officer was assigned as a School Resource Officer for the Montgomery School District. This contract between Muncy Borough and the school district has since been terminated but the part-time officer continues to work as the SRO though a contract with Montgomery Borough.

Council directed Chief Dorman to advertise for both full-time and part-time positions. Civil Service requirements will apply for the hiring process. E. McAleer stated that the Finance Committee will meet to determine adjustments that can be made to the 2017 budget to fund additional police coverage.

## 3. Commissions Appointments

a. Planning Commission: E. McAleer motioned to appoint, by Resolution, Karen Richards to the Planning Commission to a four-year term ending in January, 2021. M. Noviello seconded and motion passed 7-0.

b. Zoning Hearing Board: K. Richards motioned to appoint, by Resolution, E.J. Rymysza to the Zoning Hearing Board to a three-year term ending in January, 2020. E. McAleer seconded and motion passed 7-0.

L. Stein motioned to appoint, by Resolution, John Konkle to the term recently vacated by Selinda Kennedy's resignation. M. Noviello seconded and motion passed 7-0.



## TREASURER'S REPORT

### 4. a. Check Disbursements

GENERAL FUND: E. Feigles motioned to approve checks 4922, five EFTs and three debit card transactions for a total of \$85,856.64. E. McAleer seconded and discussion followed.

Discussion regarding check # 4936: K. Richards questioned why the borough continues to pay for two short-term disability policies for police officers. Police Officers are covered by the Nationwide all-employee policy (check #4936) as well as a police officer only policy with Teachers Protective Life Insurance (check #4941). As this was identified as an issue in June, 2016, Dana Bertin questioned why it has continued. K. Richards reported that there was a meeting in late June attended by R.J. Hall (insurance broker for Teachers), B Ramsey, L. Stein and K. Richards. At that time, it was determined that there is an overlap for the first 26 weeks of coverage and per the terms of both policies, a police officer will only be able to collect against one policy. There needs to be a change to the Teachers policy adding a 26-week elimination period and significantly reducing the costs of this policy.

Discussion regarding check #4930: E. McAleer questioned why funds from the General Fund were being used to purchase postage for the water invoices. J. Sholtis stated that the General Fund will be reimbursed from Muncy Borough Municipal Authority.

Following these discussions, motion passed 7-0.

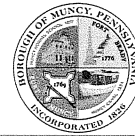
GREEN STREET PARK: E. McAleer motioned to approve check #1006 for \$397.56. L. Stein seconded and motion passed 7-0.

b. Bank Balances: K. Richards motioned to approve the Bank Balances in their entirety. L. Stein seconded and discussion followed.

Discussion regarding the Green Street Park Fund: K. Richards questioned if the balance presented reflects only the funds received from the DCNR grant. J. Sholtis stated that it did. E Feigles questioned what was the amount that the borough initially committed to this project and was told that it was approximately \$100,000 to match the grant of \$100,000. Also, council previously approved the transfer of these matching funds to the Green Street Park Fund over a period of three years (1/3 each year) beginning in 2015. E. McAleer stated that the Finance Committee will review this with J Sholtis to ensure that the proper transfers occur. Following this discussion, motion passed 7-0.

## NEW BUSINESS

4. Muncy Police Department Bargaining Unit Contract Agreement - being prepared for signature.



5. Muncy Police Chief Letter of Agreement - council needs to discuss in Executive Session which will immediately follow this meeting.
6. Small Cell Towers and Antenna in Public Right of Way - nothing to report
7. Brownfield Grant - Borough has been notified that this grant request was denied.
8. Police Chief's Report For the month of January, 2017, there were 77 incidents and 26 citations, 20 traffic citations and 6 non-traffic citations. Citations issued by officer were: Williams 3, Delp 14, Dreisbach 2 and Flewelling 1. Mileage reported for three police vehicles were 2,899 miles for the month.
9. Fire Department Report For the month of January, 2017, there were 2 Box Alarms, 4 Working Fires, 2 Still Alarms and 12 Ambulance Responses. The state grant that was doubled when the merger occurred has been extended for an additional five year (total 10 years). This enabled the Fire Company to pay off a Rescue Truck and it plans on paying off the Ladder Truck. For 2017, the major capital project will be replacing a tanker which is estimated to cost \$300,000. Bids will be solicited in April, 2017. The Fire Company will continue to do inspections of outdoor burning receptacles. New burning permits are required each year (January through December).
10. Tax Collector - No report
11. Excavation Permits Permit issued to Lana Newman, 117 South Main Street and David Wallis, 119 South Main Street for excavation of 25'x5' at the rear of this shared property.
12. Zoning/Building Codes Officer Report Certificate of Compliance issued to Richard Reese 206 Quarry Road to erect a fence. Notice of Violation of Section 3081 of the Property Maintenance Code was issued to Gary Moore, 728 Muncy Exchange Road for property that he owns at 9 East Penn Street.
13. Public Works - Streets Department Report Council questioned why the F-550 truck was taken to Sunbury Motors for diesel work. R. Baker will discuss with the Streets Department.
14. Commission/Authorities Minutes - None were provided.
15. Approval of Crossing Guard E. McAleer motioned hiring Mike Coppes as a School Crossing Guard, for the remainder of the school year. E. Feigles seconded and motion passed 7-0.

## COMMITTEE REPORTS

K. Richards reported that the Personnel Committee will meet at its regularly scheduled meeting on Tuesday, February 14 at 4:30 at the Borough Building.

## PUBLIC PARTICIPATION

J. Smead thanked council for acting to begin the process for increasing police coverage in the borough.

Ann Butters, President of the Muncy Business and Professional Association, stated that they appreciated the presentation on the Resiliency Project. While



the members have some questions, they are “on board” to assist this effort. She further explained that MBPA is open to businesses in the 17756 zip code and the focus for 2017 will be assisting small businesses in creating and maintaining marketing efforts.

### **INDIVIDUAL COUNCIL MEMBERS**

K. Richards asked for an explanation of the Baker-Tilly Letter of Engagement that was distributed at the last council meeting without explanation. It was explained that BakerTilly purchased Parente Beard; however, Parente Beard was not the current auditing firm approved by council action. J. Sholtis stated that the “woman” who previously did the audit has resigned from that auditing firm. C. Kenyon stated that he needs to review any Letter of Engagement. In addition, approval of the auditing firm needs to have been completed by December 31, 2016, per Borough Code. Discussion and action on Auditors for 2016 must appear on the agenda for the next council meeting.

E. Feigles stated that there are two issues with streets. One problem relates to the need to replace a catch basin at the intersection of Washington and Lincoln Streets. PennDOT requires engineering assistance for this project. E. Feigles wanted to know who was the Borough Engineer following Tim Wentz’s resignation. He was informed that Mr. Wentz’s letter of resignation stated that he would continue until such time as a replacement has been named. Without a replacement named, T. Wentz continues to be the Borough Engineer.

Another issue relates to Shuttle Hill Road. It seems that a Deed of Dedication was never provided to the borough from the developer, Jim Muffley. Failing to have secured this deed, the borough has not been receiving Liquid Fuels funds for this street although it has maintained it for many years. At E. Feigles suggestion, C Kenyon will contact Mr Muffley regarding a Deed of Dedication for Shuttle Hill Road.

### **EXECUTIVE SESSION**

R. Baker announced that there will be an Executive Session to discuss employee negotiations but that no vote will be taken.

### **ADJOURNMENT**

There being no further business to conduct, D. Bertin motioned to adjourn the meeting at 8:13pm. E. McAleer seconded and motion passed 7-0.

Respectfully submitted,

*Karen A. Richards*

Karen A. Richards Assistant Secretary