



Muncy Borough Council
Meeting Agenda
Muncy Borough Hall
June 15, 2017 @ 7:00 p.m.
"Lycoming County Starts Here - 1769"



Call to Order:

Roll Call and Pledge of Allegiance

Guests/Public Participation:

1. The public is invited to address the Council now on any agenda item. (Mr. Baker)
2. The Chair will entertain any requests for listed agenda item changes. (Mr. Baker)
3. Please submit abstention memorandums to the Council Secretary at this time. (Mr. Baker)

Workshop Topic: Endless Mountain Resources Conservation & Development Commission (EMRCD) First Community Foundation Partnership Grant (Josh Billings)

Minutes: June 5, 2017

Unfinished Business:

4. Muncy Resiliency Project Update (Ramsey)
5. COG Bid for Seal Coat – Hammaker East LTD; \$14,308.48 (Ramsey)
6. Muncy School District Demolition Application – 227 Pepper Street

New Business:

7. EMRCD Grant Application Approval
8. WBRA Lateral Replacement 27 S. Market Street (Property Qualifies for CBDG Funding)

Correspondence/Announcements:

Borough Reports:

Borough Manager:
Solicitor:

Tax Collector's report:

Public Participation
Individual Council Members
Mayor
Executive Session

Adjournment

Next meeting will be on July 20, 2017, at Muncy Borough Hall



Muncy Borough Council Meeting Minutes



June 6, 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 McAlear, Karen Richards and Linda Stein. Mayor Jon Ort was absent.

Staff Present: Solicitor, Christopher Kenyon, Borough Manager, Bill Ramsey and Chief of Police, James Dorman.

Guests: Pat Crossley, Williamsport Sun-Gazette and Residents (see sign-in sheer)

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

Minutes

Correction to Minutes: L. Stein requested under "New Business - Green Street Park" that the last sentence be amended by deleting "by meandering the direction of Glade Run between the Green Street and Mechanic Street Bridges" from the last sentence. E. McAlear requested that the date "May 18, 2017" be added to the Summary of the Work Session. E. McAlear motioned to approve the minutes as corrected. E. Feigles seconded and motion passed 7-0.

Unfinished Business

Muncy Resiliency Project Update

Opera House Committee - The committee held its second meeting and toured the Opera House. The next meeting is June 22 at 6PM at the Borough Building.
Floodplain Housing Remediation Program - Nothing to Report

Green Street Park

Muncy High School Future Business Leaders of America are interested in assisting in this effort. Various opportunities are being explored with him. The Engineer has completed the DEP 105 permit and it should be submitted by no later than June 9, 2017. Endless Mountains Resource Conservation and Development Council will meet with the Recreation Committee at its June 13th meeting. (See Information under Correspondence)

Wireless Ordinance - Nothing to report as the Zoning Advisory Team has not reviewed.

Treasurer's Report

General Fund

The Treasurer presented the Check Disbursement Report from the General Fund for the month of May.

M. Noviello questioned check #5119 in the amount of \$140.35 payable to Cintas Corp for Uniforms for the Streets Department employees. As the Personnel Committee is in the process of preparing new Personnel Policies and uniforms are addressed in this policy, the issue was referred to the Personnel Committee.



Muncy Borough Council Meeting Minutes

June 6, 2017

E. McAleer questioned Check #5120 in the amount of \$289.68 payable to Deluxe for Business for 500 general fund checks. This is a cost of \$.58 per check and there are much less costly options.

E. McAleer stated that the Debit Charge of \$730.00 paid to Voughts Equipment Rental for chipper rental should be charged against the Emergency Fund not the General Fund. The Treasurer will make that change and it will appear in June's report.

K. Richards questioned check #5129 payable to Baker, Till Virchow LLP in the amount of \$2,184.00 for "technical assistance pension fund". This charge is in dispute as it is not clear what technical assistance was provided and it is not clear why the auditor was providing technical assistance regarding the pension fund. This amount would be in addition to the contractual amount paid for the audit. The contract needs to be reviewed and additional information needs to be provided.

E. Feigles motioned to approve Checks #5118 through #5170, six Debit Charges and six EFTs for a total - excluding Check #5129 and Debit Charge paid to Voughts - for a total of \$81,327.50. M. Noviello seconded and motion passed 7-0.

Shade Tree Fund

The Treasurer presented the Check Disbursement Report from the Shade Tree Fund for the month of May. E. McAleer motioned to approve Check #214 through #216 for total amount of \$1,993.53. E. Feigles seconded and motion passed 7-0.

Bank Balances Report

E. McAleer motioned to approve the Bank Balances Report in its entirety. M. Noviello seconded and motion passed 7-0.

PLIGHT Investment Rates

The Treasurer presented the PLIGHT Investment Rate sheet as of May 24, 2017 and recommended that Council review this information as these rates are better than the current CD rates. Referred to Finance Committee.

New Business

COG Bid for Paving - HRI, Inc. - \$53,978.75

Change Order for McCarty Alley to Nobel Alley - Not to exceed \$10,000

E. Feigles explained that the current Liquid Fuels balance is \$114,900.00. E. McAleer motioned to approve up to \$63,978.75 for HRI, Inc. for previously approved paving projects, plus the Change Order for McCarty Alley to Nobel Alley. E. Feigles seconded and motion passed 7-0.

COG Bid for Seal Coat - Hammaker East LTD. - \$14,308.48 - Action to be taken at next meeting.

Baker Tilly Invoice - Technical Assistance \$2,184.00 - Discussion and reported under Treasurer's Report.

Muncy School District/Steinbacher Demolition Application - 227 Pepper Street, Muncy



Muncy Borough Council Meeting Minutes

June 6, 2017

Based on documentation provided, it appears that no permit fees have been paid therefore, the application is incomplete at this time. Application referred back to Codes, Inspection, Inc. Once completed, a public hearing must be held within 60 days. This public hearing will require a stenographic record.

Correspondence/Announcements

EPA Brownfield Coalition Community Meeting - L. Stein and B. Ramsey will attend.
Multi-Municipal Comp Plan Review - R. Baker, E. McAleer, L. Stein and E. Feigles will attend to constitute a quorum of Council. B. Ramsey will also attend.
Karen Davenport Bahr's last day is June 6th. B. Ramsey has contacted the Temp Agency to select another person for this interim position.
Waldron Memorial Fund Grant - Playground equipment for Green Street Park. Notifications of grant awards will be sent electronically on June 23rd. Grant recipients are invited to attend the Foundation's "FCFP Connects" event on June 28th at 4pm at the FCFP Philanthropy Center.
First Community Foundation Partnership Pre-Proposal - Endless Mountains Resource Conservation and Development Council has been notified that they have been approved to move forward with a complete grant application. A copy of the Pre-Application was distributed and there are questions. Initially, the questions will be reviewed by the Recreation Committee.
Pension Plans Audit Exit Report - Date changed to June 9th at 10AM.
Pool Association Request for Funds - These funds are included in the approved 2017 Budget so a check can be sent as soon as possible.
TRC - Mozley's Opera House Phase I Environmental Site Assessment. According to B. Ramsey, this document is 581 pages in length. He is attempting to send it electronically.

Borough Reports

Borough Manager - Walk Away Properties - There are currently seven residential properties with high grass; three of them are currently being managed by mortgage companies and four are not. B. Ramsey is attempting to track down the owners of these properties and the borough will need to mow them until such time as a responsible person is identified.

Solicitor - Report regarding legal will be given in Executive Session.

Police Chief's Report - There were a total of 103 Incidents and 31 Citations, of which 29 were traffic and 2 were non-Traffic. Police vehicles were driven 3,138 miles; 2016 Ford for 1,637, 2009 Tahoe for 920 miles and 2013 Ford for 581 miles.

Fire Chief's Report - There were a total of 13 responses in Muncy Borough in May. Of those, twelve (12) were Ambulance responses and one was for a Still Alarm.

Zoning/Buiding Permits - One Certificate of Approval was issued to Muncy School District to replace a damaged 170 ft. x 10 ft. chain link fence. Eight Construction Permits were approved: Young Industries, 16 Painter Street to construct a cement driveway from street to building door at a estimated cost of \$5,300 with a fee paid of \$40.00; Jessica Staib, 410 South Washington Street to replace deck and resurface driveway at an estimated cost of \$1,500 with a fee paid of \$40.00; Denis Tyson, 118 New Street to erect a privacy fence at an estimated cost of \$3,500 with a fee paid of \$40.00; Max Robbins, 25 Green Street to install a stainless steel chimney and wood stove at an unknown estimated cost with a fee paid of \$164.00; Provident Engineering Group, 21 South Main Street for



Muncy Borough Council Meeting Minutes



June 6, 2017

structural repair to rear of building at an unknown estimated costs with a fee paid of \$314.00; B. Maine Wertman, 607 Shuttle Hill Road to build a 12x15 addition at an estimated cost of \$17,916.00 with a fee paid of \$223.79; Linda Stein, 203 Sherman Street to install aa standby generator at an unknown estimated cost with a fee paid of \$164.00 and John Brink, 204 Sprout Road to install a standby generator at an unknown cost with a fee paid of \$164.00.

Streets Department - Storm damage and blocked storm drains resulted in localized flooding surrounding Glade Run. Street crews unblocked storm drains on Carpenter

Street and hauled 22 truckloads of tree debris from Glade Run at the end of Brunner Street.

MBMA - Notices to all customers that the Water Quality Report is available for review must be sent by June 30. E. McAleer volunteered to assist in this process due to the change in temp employees.

Individual Council Members:

K. Richards requested that Jeff Sholtis attend a training program for Municipal Secretaries and Administrators on June 28th in State College at a cost of \$80.00. Additional approval is not necessary as funds for training are included in the budget. K. Richards questioned what version of Microsoft Office is installed on the borough computers. The Borough purchased new software in 2014 but it is not installed on all computers. B. Ramsey will ensure that all computers have the newest version installed. E. Feigles stated that US Army Corps of Engineers, assisted by the Lycoming County Planning Department, will be conducting a storm water system survey, as well as hydrological modeling, over the summer months.

Executive Session

President Baker announced that there will be an Executive Session for legal and personnel issues immediately following this meeting but council will not reconvene and no vote will be taken.

Adjournment

Having no further business to conduct, E. McAleer motioned to adjourn the meeting at 8:37pm. D. Bertin seconded and motion passed 6-0 (M. Noviello had left the meeting at 8:25pm.)

Respectfully submitted,

Karen A. Richards
Assistant Secretary



Muncy Borough Council Meeting Minutes

June 6, 2017

From: [Eric Moore](#)
To: ["Williamn Ramsey" \(muncyboromanager@comcast.net\)](#)
Cc: [Bob Kaiser](#)
Subject: North Market St
Date: Friday, June 9, 2017 11:36:45 AM

Bill,

We have a property owner at 27 South Market Street who has qualified for CDBG funding for lateral replacement, but the road is under moratorium. The CDBG funds expire at the end of the month, and there isn't another round planned. We need to be able to get 27 N Market under contract by the end of June, which means we need to get permission to break the moratorium from Council this month.

Do you need a more formal letter requesting permission to break the moratorium or will this email suffice?

Thanks,

Eric J. Moore
Executive Director
West Branch Regional Authority
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