



## Muncy Borough Council Meeting Minutes



May 18, 2017

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

Staff Present: 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 7:00 pm, followed by the Pledge of Allegiance.

### **Motion to Amend the Agenda**

K. Richards motioned to amend the agenda to include the “Scope of Work” related to the Planning Grant and subsequent contract secured by the Lycoming County Planning Department as a topic for discussion during the workshop session of the meeting. E. McAleer seconded and motion passed 5-0.

### **Minutes**

E. Feigles motioned to approve the minutes of the May 2nd meeting as presented. E. McAleer seconded and motioned passed 5-0.

### **Unfinished Business**

Providence Engineering Quote - A proposal submitted by Providence Engineering to complete a structural review of the Opera House for \$1,100 was reviewed by Council. K. Richards motioned to approve the proposal and authorize the Borough Manager to sign it provided that the review will be completed and report submitted to Council by no later than June 30, 2017. E. McAleer seconded and motion passed 5-0.

DGK Insurance Quote - A proposal submitted by Jeff Kyle, DGK Insurance was reviewed by Council. This proposal for perils insurance only (perils defined as fire, lightening, smoke, explosion, vehicular, aircraft, riot, vandalism malicious mischief and windstorm) with a 60% depreciation factor and \$1,000 deductible would have an annual cost of \$456. Proposal referred to the Insurance Committee.

TRC Letter - This letter identifies the Borough of Muncy as a “client” for the purpose of receiving a copy of the Former Mozley’s Opera House Phase I Environmental Site Assessment, Muncy, PA, November, 2016 (Report) which TRC prepared. E. McAleer motioned to authorize the Borough Manager to sign the letter and request delivery of the Report as soon as possible. K. Richards seconded and motion passed 5-0.

Grant Opportunities - This topic was moved to the workshop session of the meeting.

### **Muncy Borough Planning Commission**

Vacancy - K. Richards motioned to appoint, by Resolution, Krista McGonigle to fill the vacancy created by Steve Jaquith’s resignation to a term ending January 2020. E. Feigles seconded and motion passed 5-0.

Resolution - L. Stein motioned to adopt Resolution 2017-007, A Resolution of the Borough of Muncy Establishing the Terms of the Muncy Borough Planning Commission. E. McAleer seconded and motion passed 5-0.



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### New Business

Muncy Police Department - The Muncy Borough Civil Service Commission certified that Ernest Delp is qualified, based on written and physical tests they administered, for a position as a Muncy Borough Police Officer. E. Feigles motioned to hire Officer Delp at the starting contractual wage for a non-probationary police officer with a start date to be determined by the Chief of Police. E. McAleer seconded and discussion followed. Chief Dorman was asked if the Borough would continue providing a School Resource Officer to the Muncy School District (MSD) and if so, for how long. Chief Dorman responded that the SRO position is funded through a grant (received by MSD) through the 2017-2018 school year. Motion passed 5-0.

School Crossing Guards - Chief Dorman recommended that Council consider an Ordinance stating that the Muncy School District will provide the School Crossing Guards with a 50% reimbursement from the Borough to the school district. He stated that it is getting very difficult to fill these positions and he doesn't have an adequate number of substitutes. Issue was referred to the Solicitor, with directions to the Borough Manager to inform the Solicitor of this referral.

Green Street Park - Endless Mountains Resources, Conservation and Development Commission's (EMRCC) First Community Foundation Partnership Grant - L. Stein described a proposed grant application that could be submitted if there is a positive response to the pre-application, Request for Submission submitted on May 15th. Neither L. Stein nor B. Ramsey had a copy of this pre-application. Generally speaking, the proposal would [~~be for stream bank restoration by meandering the direction of~~] [**focus on issues and opportunities surrounding**] Glade Run between the Green Street and Mechanic Street Bridges.

### Correspondence/Announcements

Muncy Area Community Yard Sale - A letter from Brandy Kift reporting on the Yard Sale was reviewed by Council. E. McAleer motioned to send her a "thank you" with a \$50.00 gift card. L. Stein seconded and motion passed 5-0.

Muncy Borough Clean-Up Days - B. Ramsey reported that it's been determined that only one day is necessary with a "Brush Day" to be held on a separate day. These changes will be implemented next year.

Floodplain Mitigation Intake Sessions - Forty-seven (47) Muncy Borough and Muncy Creek Township residents completed Intake forms. Of those, twenty-eight (28) or 60% were Borough residents and nineteen (19) or 40% were Township residents. Contacting those residents and establishing the next steps with them will commence by the end of June.

Multi-Municipal Comp Plan Review - Review is scheduled for June 7th at the East Lycoming High School Auditorium. Four council members must attend so that a quorum can consider action on the plan.

Letter from Karen Davenport Bahr - Referred to the Personnel Committee.



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### Borough Reports

Borough Manager reported that the regularly scheduled council meeting for July occurs on July 4th. E. Feigles motioned to cancel that meeting. E. McAleer seconded and motion passed 5-0.

President Baker announced that there would be an Executive Session for personnel matters following the workshop session and that council will not reconvene and no vote will be taken.

### Adjournment

Having no further business to conduct in regular session, E. McAleer motioned to adjourn at 7:58 pm. L. Stein seconded and motion passed. Following adjournment, council met in workshop session.

### Workshop Session Summary

Council discussed the following topics in Workshop Session:

#### Muncy Borough Fee Schedule

B. Ramsey provided a spreadsheet that includes information on fees collected by neighboring boroughs and townships. The Finance Committee will review this information and make a recommendation to Council on a new fee schedule for Muncy Borough.

#### Mosley Opera House - Due Diligence

*The US Army Corps of Engineers' Nonstructural Flood Risk Assessment for the Opera House* was distributed. According to this assessment, it is estimated to cost \$125,000 to mitigate the Opera House. This would include filling in the basement and constructing an elevated first floor on top of the existing floor that would elevate it 18 inches above the Base Flood Elevation.

*Grant Opportunities* - At the May 2nd meeting, Lycoming County Planning Department had provided a list of grant opportunities that they thought could be available to fund renovations, etc. to the Mozley Opera House. According to the information provided, the maximum project that could be funded would be \$2.5M. Of that amount, \$1.2M would be grants and \$1.3 M would be matching funds.

Except that two grant opportunities would not be available for this project. The PA Department of Community and Economic Development Keystone Communities (Construction) Grant requires that an Anchor Building is, at least, 10,000 square feet and the Opera House is 7,200 square feet. This eliminates \$1.7 M - of which \$500,000 would be the maximum grant award and \$1.2M would be required match - from the total available project funding. The US Department of Agriculture Community Facilities Direct Loan and Grant Program, which was not included in the project total, is also not available to Muncy Borough as a grant as the median household income for the borough exceeds the required maximum. If it was decided to pursue a loan under this program, additional information is required to determine if it were to be possible as the limitation



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on combined non-electoral debt with lease rental debt is \$2.7M. Muncy Borough has lease rental debt previously guaranteed for MBMA projects.

**Scope of Work - The Greater Muncy Resilience Plan**, originally prepared by Lycoming County Planning Department in June, 2016 was distributed. This document was the basis for the \$250,000 CDBG-DR grant that was received to undertake a planning process. According to E Feigles, the LCPD is in the process of updating this document and preparing a Request of Proposals to solicit a consultant. The Scope of Work identifies the FEMA National Disaster Recovery Framework as both the foundation and the context for all projects which will result from this planning effort.

**Rockefeller Foundation Grant** - It was mentioned that a grant application has been submitted to the Rockefeller Foundation but B. Ramsey stated that he did not have a copy of this application to distribute to council. The grant request was for \$32M to renovate the Mozley Opera House into the Pennsylvania Resiliency Center of Excellence.

Respectfully Submitted,

*Karen A. Richards*

Karen A. Richards  
Assistant Secretary