Muncy Borough Council
Meeting Agenda Muncy
Borough Hall
October 3, 2017 @
7:00p.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)

Minutes: September 21, 2017

Unfinished Business:
4. Muncy Resiliency Project Update
    a. Floodplain Housing Remediation Program
5. Wireless Ordinance – Cohen Law Proposal
6. Resilient Neighbors Network

Treasurer's Reports:
7. Check Disbursements
8. Bank Balances

New Business:
9. Josh Drusbach Resignation (Part-time MPD)

Correspondence/Announcements:

Borough Reports:
Borough Manager:
Solicitor:
Police Chief's report:
Fire Department Report:
Tax Collector's report
Excavation Permits
Zoning/Building Codes Officer:
Public Works: Street's Report
Commission Reports: MBMA, WBRA, Public Library
Committee Reports
Public Participation
Individual Council Members
Mayor
Executive Session

Adjournment

Next meeting will be on Oct. 19, 2017, 7:00 p.m., at Muncy Borough Hall

MBMA – 7:00 PM - 3rd Tuesday each month @ Boro Hall • Planning Commission –6:00 PM – 1st Thursday each month (except for Nov & Dec) @ Boro Hall
WBRA – 6:30 PM - 4th Tuesday each month @ WBRA office • Shade Tree Commission –8:30 AM - last Tuesday of each month @ Orlie's Deli
Historic Commission – 7:00 PM - last Thursday of each month @ Boro Hall

Muncy Borough Council Meeting Minutes

September 21, 2017

The Muncy Borough Council met at 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 absent. Dana Bertin arrived at 7:35.

Staff/Borough Officials present: Borough Manager, Bill Ramsey, Police Chief Jim Dorman, Fire Chief Jim Michael.

Guests: See sign-in sheet

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

PUBLIC PARTICIPATION
There were no public comments.

MINUTES
E. Feigles motioned to approve the minutes of the July 27th meeting, as presented. L. Stein seconded and motion passed 5-0.
E. Feigles motioned to approve the minutes of the August 17th meeting, as presented. L. Stein seconded and motion passed 5-0.
E. Feigles motioned to approve the minutes of the September 5th meeting, as presented. L. Stein seconded and motion passed 4-0.

BOROUGH REPORTS
Muncy Area Volunteer Fire Department Report
Chief Jim Michael requested council approval for the fire police to work the Halloween Parade. E. McAleer motioned approval to do so. E. Feigles seconded and motion passed 5-0.

Chief Michael also requested that council allow the Fire Company to move its diesel fuel tank to the maintenance complex. E. Feigles motioned approval to move the fuel tank as well direction to the Borough Manage to prepare and execute a Memorandum of Understanding between the borough and fire company designating this location as a fueling station for the fire company. E. McAleer seconded and motion passed 5-0.

Chief Michael reported on the potential sale of three parcels: 213 North Main Street, adjacent parcel on North Washington Street and undeveloped parcel on Mechanic Street. The buyer, Tommy Rishel, is awaiting a FEMA buyout of his property on North Main Street to purchase the properties but will be begin leasing these properties through a lease agreement, effective October 1, 2017.

UNFINISHED BUSINESS

Muncy Resiliency Project Update - Nothing to report.

Wireless Ordinance
Information has been sent to Solicitor Kenyon.

Resilient Neighbors Network
Borough Manager Ramsey will participate in his first conference call on September 22.

Mechanic Street Bridge Storm Drain Repair/S. Market Street Storm Line Repair
B. Ramsey reported on both repairs which have been completed.

CORRESPONDENCE

Glenn Hawbaker/PennDOT Project (E. Penn St./New St.)
Milling and paving projects should occur the first week of October. One lane of traffic will be necessary. During paving projects Penn/DOT is responsible for traffic control in the affected areas.

COUNCIL MEMBERS' COMMENTS

E. McAleer stated that the Corvette Show was very nice and well-attended.

EXECUTIVE SESSION

President Baker announced that an executive session will follow this meeting for the purpose of discussing personnel and real estate. He announced that Council may reconvene and there could be a vote taken.

Having no further business to conduct, K. Richards motioned to close this portion of the meeting at 7:45 PM and go into Executive Session. E. McAleer seconded and motion passed 6-0.

REOPENING OF THE MEETING

President Baker reopened the meeting at 8:22 PM.

Pay Scale for Non-Uniform Employees (attached)
K. Richards motioned to approve the pay scale for non-uniform employees as presented. E. Feigles seconded and motion passed 6-0. K. Richards will prepare a letter to employees to explain this new pay scale. Letter to be distributed by President Baker to each employee.

Meritorious Service Awards
E. McAleer motioned that Craig June and John Gramling receive the Muncy Borough Meritorious Service Award for 2017 for their work completing a special project - cleaning up the maintenance complex. Each will receive a $2000 bonus paid through payroll with funds (bonus

plus applicable payroll taxes/expenses) from the Building Fund. E. Feigles seconded and motion passed 6-0.

ADJOURNMENT

Having no further business to conduct, D. Bertin motioned to adjourn the meeting at 8:29 PM. E. Feigles seconded and motion passed 6-0.

Respectfully submitted,

Karen A. Richards
Assistant Secretary

10:05 AM
10/02/17
Accrual Basis

Muncy Borough
Account QuickReport
January 1 through October 2, 2017

Type	Date	Num	Name	Memo	Amount
301.00 · Real Property Taxes					
301.10 · Real Estate Taxes - Current					
Deposit	01/27/2017	6186	County of Lycoming -...	RE taxes / Jan	6,014.17
Deposit	03/28/2017	6224	County of Lycoming -...	RE taxes thru 3/17	51,524.35
Deposit	04/11/2017	6261	County of Lycoming -...	RE taxes thru 3/31	45,445.28
Deposit	04/17/2017	31014	County of Lycoming -...	RE taxes 2017	3,339.93
Deposit	04/24/2017	6331	County of Lycoming -...	RE taxes thru 4/20	167,559.75
Deposit	05/08/2017	6378	County of Lycoming -...	RE taxes thru 4/30	73,051.15
Deposit	05/16/2017	31086	County of Lycoming -...	RE taxes thru 4/30	1,408.48
Deposit	05/19/2017	6430	County of Lycoming -...	RE taxes thru 5/12	66,874.92
Deposit	06/12/2017	31164	County of Lycoming -...	RE taxes thru 3/31	6,952.43
Deposit	06/12/2017	6469	County of Lycoming -...	RE taxes thru 5/31	2,538.95
Deposit	07/17/2017	6513	County of Lycoming -...	RE taxes thru 6/30	21,100.16
Deposit	07/18/2017	31257	County of Lycoming -...	RE taxes thru 4/30	748.36
Deposit	08/08/2017	6557	County of Lycoming -...	RE taxes thru 7/31	18,047.56
Deposit	09/12/2017	6600	County of Lycoming -...	RE taxes thru 8/31	2,090.27
Total 301.10 · Real Estate Taxes - Current					466,695.76
301.20 · Real Estate Taxes - Prior Year					
Deposit	01/13/2017	6147	County of Lycoming -...	RE taxes 2016	5,221.55
Deposit	01/19/2017	30797	County of Lycoming -...	RE taxes thru 10/31/...	322.54
Deposit	02/22/2017	30872	County of Lycoming -...	RE taxes thru 11/30/...	342.16
Deposit	08/21/2017	31332	County of Lycoming -...	RE taxes 2015, 2016	4,161.25
Deposit	09/21/2017	31410	County of Lycoming -...	RE taxes 2015, 2016	3,905.18
Total 301.20 · Real Estate Taxes - Prior Year					13,952.68
Total 301.00 · Real Property Taxes					480,648.44
TOTAL					480,648.44

2017 BUDGET
$ 485,000

99.1 %

10:07 AM
10/02/17
Accrual Basis

Muncy Borough
Account QuickReport
January 1 through October 2, 2017

Type	Date	Num	Name	Memo	Amount
310.00 · Local Tax Enabling Act Taxes					
310.20 · Earned Income Taxes/Wages					
Deposit	01/05/2017		Municipal & School In...	EIT / Dec	18,648.49
Deposit	02/06/2017		Municipal & School In...	EIT / Jan	20,134.91
Deposit	03/03/2017		Municipal & School In...	EIT / Feb	19,474.89
Deposit	04/11/2017		Municipal & School In...	EIT / March	33,759.47
Deposit	05/05/2017		Municipal & School In...	EIT / April	18,728.22
Deposit	06/02/2017		Municipal & School In...	EIT / May	30,349.76
Deposit	07/06/2017		Municipal & School In...	EIT / June	25,464.47
Deposit	08/03/2017		Municipal & School In...	EIT / July	19,100.46
Deposit	09/08/2017		Municipal & School In...	EIT / Aug	25,562.91
Total 310.20 · Earned Income Taxes/Wages					211,223.58
Total 310.00 · Local Tax Enabling Act Taxes					211,223.58
TOTAL					211,223.58

2017 BUDGET
$ 245,XXX

86.2 %

MUNCY BOROUGH
Check Disbursement Report
October 3, 2017

GENERAL FUND

Ck #	Date	Vendor	Memo	Amt. Pd
EFT	9/5/17	Nationwide	life and disab / Oct	330.67
EFT	9/5/17	Muncy Bank and Trust	9/7 payroll	16,300.63
5290	9/7/17	Best Line Equipment	bobcat window repair	209.82
5291	9/7/17	Ehrlich	pest control / Aug	47.00
5292	9/7/17	Elery Nau Hardware	flood lights	93.98
5293	9/7/17	Hanson Aggregates	2A subbase gravel	331.94
5294	9/7/17	HRG Engineering	retained engineer / July	1,013.00
5295	9/7/17	Phillips Supply House	copier fees / Aug	44.70
5296	9/7/17	Rogers Uniforms	baton holster	26.99
5297	9/7/17	Staples	printer cartidges	93.95
5298	9/7/17	Your Building Center	ybc expenses / Aug	386.14
DC	9/8/17	Tacticalgear.com	duty jacket	206.48
5299	9/14/17	AT&T Mobility	wireless service, tablets / Aug	448.30
5300	9/14/17	B & W Disposal	dumpster fee / Aug	78.00
5301	9/14/17	Cintas Corp	uniforms x2 weeks	149.16
5302	9/14/17	Kranson Uniform	long sleeve shirts	130.00
5303	9/14/17	NAPA Auto Parts	napa exps / Aug	272.30
5304	9/14/17	Network Fleet Inc	fleet admin / Sept - Dec	151.60
5305	9/14/17	Sherwin-Williams Co	street paint	105.45
5306	9/14/17	Sun-Gazette	historical comm adv	58.17
5307	9/14/17	WBRA	camera work Lafayette st	375.00
5308	9/14/17	Witmer Public Safety	ammunition	635.00
EFT	9/19/17	Muncy Bank and Trust	9/21 payroll	14,920.81
5309	9/21/17	Benecon Group	health insurance / Oct	4,899.70
5310	9/21/17	Codes Inspections	boro complaints / Aug	86.00
5311	9/21/17	DPSS	34 hours secretarial	563.07
5312	9/21/17	Home Heating Service Garage	oil change Explorer	48.50
5313	9/21/17	Hulsizer Chev	impact sensor Tahoe	218.99
5314	9/21/17	Lycoming Lawn & Garden	sharpen chain saws	74.49
5315	9/21/17	McCarty Machinery	leaf box tire repair	15.00
5316	9/21/17	PSAB	web site fee 2018	464.00
5317	9/21/17	Postmaster Muncy	stamp roll	47.00
5318	9/21/17	P P & L	LED street lights, school lights, club house	2,674.12
5319	9/21/17	Principal Financial Group	emp pension contr / July, Aug	636.78
5320	9/21/17	Superior Plus Energy	gasoline, diesel fuel	857.45
5321	9/21/17	Windstream	phone service / Aug	544.75
5322	9/27/17	Bradco Supply	street signs	277.41
5323	9/27/17	Cintas Corp	uniforms x2 weeks	149.16

Ck #	Date	Vendor	Memo	Amt. Pd
5324	9/27/17	DPSS	19.5 hours secretarial	320.59
5325	9/27/17	HRG Engineering	codes review	166.00
5326	9/27/17	Leslie Hauck Construction	s Market st new big dig	8,740.74
5327	9/27/17	McCormick Law Firm	prof services, 2 meetings	1,213.96
5328	9/27/17	Pa State Mayors Assoc.	mayor assoc dues 2018	60.00
5329	9/27/17	Petty Cash	coffee, batteries	42.87
5330	9/27/17	P P & L	traffic lights, boro hall	130.62
5331	9/27/17	Staples	copy paper etc	85.57
		GENERAL TOTAL		58,395.19

LIQUID FUELS

141	9/6/17	Leslie Hauck Construction	Dehaas alley, Sherman st	17,274.08
142		void		

GREEN ST PARK

1011	9/11/17	Lycoming Co Conservation	GSP review	200.00
1012	9/28/17	HRG Engineering	GSP enhancements	6,147.00

SHADE TREE

219	9/28/17	Fort Muncy Garden Center	2 shade trees	285.00

EMP HEALTH

GREEN ST PARK

GENERAL FUND DEPOSIT DETAIL

R E taxes	$5,995.45
Earned Income Tax	$25,562.01
Boro water services	$3,590.55
Muncy PD Fines	$1,321.07
RE transfer taxes	$889.35
Comm of Pa Pension	$50,470.78
Police DUI reim etc	$2,652.20
Foreign Fire Relief	$12,293.44
LST taxes	$0.00
	$0.00
Other (permits,interest etc)	$301.20
	$103,076.05

MUNCY BOROUGH
Bank Balances Report
Muncy Bank & Trust
October 3, 2017

General Fund

Beginning Balance	$430,211.48
Deposits	$103,076.05
Disbursements	-$58,395.19
Ending Balance	$474,892.34

CD# 3260 10/12/17 $100,000.00 .26%

Emergency Fund

Beginning Balance	$48,394.68
Deposits	$41.03
Disbursements	$0.00
Current Balance	$48,435.71

Building Fund

Beginning Balance	$80,269.60
Deposits	$68.05
Disbursements	$0.00
Ending Balance	$80,337.65

Equipment Fund

Beginning Balance	$22,188.07
Deposits	$18.81
Disbursements	$0.00
Ending Balance	$22,206.88

Shade Tree

Beginning Balance	$6,000.61
Deposits	$80.11
Disbursements	-$285.00
Ending Balance	$5,795.72

Payroll Account

Beginning Balance	$2,497.30
Deposits	$31,221.44
Disbursements	-$30,605.93
Ending Balance	$3,112.81

Act-13 Fund

Beginning Balance	$60,208.50
Deposits	$51.04
Disbursements	$0.00
Current Balance	$60,259.54

State Liquid Fuels

Beginning Balance	$49,699.53
Deposits	$34.15
Disbursements	-$17,274.08
Current Balance	$32,459.60

Grant Fund

Beginning Balance	$6,326.46
Deposits	$5.36
Disbursements	$0.00
Ending Balance	$6,331.82

Capital Improvement Fund

Beginning Balance	$194,613.16
Deposits	$164.98
Disbursements	$0.00
Current Balance	$194,778.14

Employee Health Ins Reim.

Beginning Balance	$8,744.51
Deposits	$7.41
Disbursements	$0.00
Ending Balance	$8,751.92

Green Street Park Fund

Beginning Balance	$42,958.83
Deposits	$36.42
Disbursements	-$6,347.00
Current Balance	$36,648.25

CD# 1464 10/9/17 $100,236.65 .16%

School Resource Officer Fund

Beginning Balance	$30,100.08
Deposits	$25.52
Disbursements	$0.00
Ending Balance	$30,125.60

From:	Kim Wheeler
To:	"Race, Kelley"; Jenny Picciano; William Ramsey
Cc:	Goldman, Robert; Robert Goldman
Subject:	RE: Accepted - National Brownfields 2017 Poster Proposal Results
Date:	Tuesday, September 19, 2017 11:19:12 AM
Attachments:	image004.png

This is excellent news!!! Thank you Kelley and Rob for getting our collective work highlighted at this year's annual conference. This is such exciting news!

We look forward to reconnecting with Rob when he returns.

Cheers to us all!

Kim

From: Race, Kelley [mailto:KRace@trcsolutions.com]
Sent: Monday, September 18, 2017 11:33 AM
To: Kim Wheeler; Jenny Picciano; William Ramsey
Cc: Goldman, Robert; Robert Goldman
Subject: Accepted - National Brownfields 2017 Poster Proposal Results

Hi Kim, Jenny, and Bill-
Great News!!!

Rob and I submitted a "poster idea" for the National Brownfields Conference and it was accepted. I have highlighted the name of the poster below and we would like to have you all be listed as authors on the poster. Let me know if you want a copy of the abstract and I'll send it along.

Once Robs returns, he'll reach out to you all to coordinate and get the ball rolling for the poster. Will be great to highlight Muncy and all the great things being done there.

Regards,
Kelley

Kelley Race, P.G., LSP
TRC
T: 207-274-2630
C: 207-233-9756

From: Roma Shah [mailto:rshah@icma.org]
Sent: Tuesday, September 05, 2017 3:47 PM
To: Goldman, Robert
Subject: Brownfields 2017 Poster Proposal Results

Good afternoon,

CONGRATULATIONS! Your poster "Muncy – Moving From Planning to Action: Creating a Resilient Community" has been selected to be a part of the Brownfields 2017 Poster Gallery. Below are some of the basics you need to know about the poster gallery; another email will be sent mid-October with any other specifics you may need to know.

- The Poster Gallery will be located in the Exhibit Hall and will be open at all times the Exhibit Hall is open.
    - **Exhibit Hours:**
      Tue, Dec 5 - 10:30 am - 6:00 pm
      Wed, Dec 6 - 10:00 am - 5:00 pm
      Thu, Dec 7 - 9:30 am - 11:30 am
- Poster Dimensions: 8' wide by 4' high
- Poster Judging Session: 12/6 from 10am to 11am during the "Coffee with Exhibitors".
    - You are welcome to stand by your posters during this time to answer any of the judges' questions. Otherwise, you do not need to be standing with the poster during the conference.

Please remember that all poster presenters need to register and attend the conference. To register, please visit: https://www.brownfields2017.org/conference-registration/.

Let me know if you have any questions!

Best,

Roma Shah
Assistant Program Manager, Global Programs
International City/County Management Association (ICMA)

202 962 3512 office
201 401 9532 mobile
rshah@icma.org

ICMA Leaders at the Core of Better Communities

icma.org

Brownfields 2017
SUSTAINABLE COMMUNITIES START HERE

National Brownfields Training Conference
Join us in Pittsburgh, December 5 - 7, 2017
with Pre-Conference Training December 4th

Muncy Area Volunteer Fire Company

35 South Main Street
Muncy, PA 17756
Phone: 570-546-3000 Fax: 570-546-3307
www.station39.net

The following report is generated from September of 2017

	Muncy Borough	Muncy Creek Twp.	Moreland Twp.	Anthony Twp.	Other	Total By Incident
Box Alarm	2	2	0	0	2	6
Working Fire	0	0	0	0	0	0
Tactical Alarm	0	0	0	0	0	0
Vehicle Accidents	2	4	0	0	2	8
Still Alarms	4	4	0	0	0	8
Ambulance	12	38	3	1	23	77
Totals By Municipality	20	48	3	1	27	99

Submitted by: Logan Laidacker Date: 10/02/2017

Code Inspections, Inc.

2104 Route 54
Montgomery, PA 17752

A Full Service Agency Providing
Professional Inspection Services

Phone: 570-547-2821

Fax: 570-547-0481

September 7, 2017

Ann M. & Cory J. Robbins
7301 SW Lee Blvd. Apt. 414
Lawton, OK 73505

Re: Notice of Violation

Site Address: 204 N. Market St., Muncy, PA 17756

Code Inspections, Inc. is a third party agency contracted by Muncy Borough, Lycoming County to fulfill the duties of Property Maintence. Muncy Borough Council adopted the International Property Maintenance Code 2012.

It was brought to our attention, that the property at tax parcel # 39-001-402 also known as 204 N. Market St., Muncy, Pa. 17756 has rubbish and high weeds on throughout the property.

A visual inspection of the property at tax parcel # 39-002-624 also known as 39 Green St., Muncy, Pa. 17756 was made on August 7, 2014, and it was found to be a valid complaint.

You are in violation of **Section 302.4 Weeds** of the International Property Maintenance Code because of the high weeds. For you to be in compliance, you need to remove and cut the weeds.

You are in violation of **Section 308.1 Rubbish & Garbage** of the International Property Maintenance Code because of the accumulation of rubbish. For you to be in compliance, you need to remove the rubbish or place it in an approved container.

In order for you to comply with the code section 302.4 and 308.1 you must begin correction of the above violation immediately **upon receipt of this notice and complete said corrections within twenty (20) days of receipt of this notice.**

Please note that I have included a copy of the sections of the International Property Maintenance Code 2012 that are in violation and highlighted the appropriate section for your convenience.

Please note that you have the right to appeal to the Muncy Borough within 30 days of receipt of this notice and failure to comply with this notice unless extended by appeal to the Muncy Borough shall constitute a violation punishable by section 106.3 of the International Property Maintenance Code 2012 including reasonable attorney's fees. Each day that a violation continues shall constitute a separate offense.

Please note that if notice of violation is not complied with, that any actions taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the address is located and shall be a lien upon such real estate.

Thank you for Your Cooperation

Victor Marquadt
Property Maintenance & Zoning Officer
Code Inspections, Inc.
(570) 547-2821

CC: Muncy Borough
File

Sent certified mail: # 7015 0920 0000 3378 0982

Code Inspections, Inc.

2104 Route 54
Montgomery, PA 17752

A Full Service Agency Providing
Professional Inspection Services

Phone: 570-547-2821

Fax: 570-547-0481

September 5, 2017

Brent M. & Linda I. Backhus
489 Bayard St.
South Williamsport, PA 17702

Re: Notice of Violation

Site Address: 145 W. Water St., Muncy, Pa. 17756

Code Inspections, Inc. is a third party agency contracted by Muncy Borough, Lycoming County to fulfill the duties of Property Maintence. Muncy Borough Council adopted the International Property Maintenance Code 2012.

It was brought to our attention, that the property at tax parcel # 39-001-104 also known as 145 W. Water St., Muncy, Pa. 17756 has various rubbish and/or garbage throughout the property such as but not limited to four-wheeler/dirt bike frames and parts, tires, etc., high weeds & grass, a deck that was brought in and is on a trailer. A stackable washer and dryer on the front porch in use and the discharge water is being discharged into driveway area.

A visual inspection of the property at tax parcel # 39-001-104 also known as 145 W. Water St., Muncy, Pa. 17756 was made on August 24, 2017, and it was found to be a valid complaint. A visual inspection was done on September 5, 2017 the washer and dryer was removed from front porch but the other violations still remain.

You are in violation of **Section 308.1 Accumulation of Rubbish or Garbage** of the International Property Maintenance Code because of the rubbish and/or garbage on the property. For you to be in compliance, you need to remove the rubbish/garbage and/or place it in approved containers.

You are in violation of **Section 304.2 Weeds** of the International Property Maintenance Code because of the high grass and/or weeds on the property. For you to be in compliance, you need to remove the rubbish/garbage and/or place it in approved containers.

In order for you to comply with the code section 302.4 and 308.1 you must begin correction of the above violation immediately upon receipt of this notice and **complete said corrections within thirty (30) days of receipt of this notice.**

Please note that I have included a copy of the sections of the International Property Maintenance Code 2012 that are in violation and highlighted the appropriate section for your convenience.

Please note that you have the right to appeal to the Muncy Borough within 30 days of receipt of this notice and failure to comply with this notice unless extended by appeal to the Muncy Borough shall constitute a violation punishable by section 106.3 of the International Property Maintenance Code 2012 including reasonable attorney's fees. Each day that a violation continues shall constitute a separate offense.

Please note that if notice of violation is not complied with, that any actions taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the address is located and shall be a lien upon such real estate.

Thank you for Your Cooperation,

Victor Marquardt
Zoning Officer
Code Inspections, Inc.
(570) 547-2821

CC: Muncy Borough
File

Sent certified mail: #7015 0920 0000 3378 0876

Code Inspections, Inc.

Lycoming Office
2104 State Hwy 54
Montgomery, PA 17752

A Full Service Agency Providing
Professional Inspection Services

Phone: 570-547-0488
Toll Free: 888-264-2633
Fax: 570-547-0481

◆ *Building* ◆ *Plumbing* ◆ *Electrical* ◆ *Mechanical* ◆ *Fire* ◆ *Energy* ◆ *Accessibility* ◆ *Property Maintenance* ◆

CERTIFICATE OF COMPLIANCE

Section 1203 A of the *Muncy Borough* Zoning Ordinance provides for Certificate of Compliance to certify a structure or use as meeting the standards set forth in the Ordinance. Upon Inspection, this structure and corresponding parcel of land, has been determined to meet the required Zoning standard and is certified to be in compliance.

Date: September 6, 2017

Issued to:

John & Sonya Hipple
12 S. Washington St.
Muncy, PA 17756

Type: Zoning

Description: Fence

Borough/Township: Muncy Borough

Zoning District: R-3

Zoning Permit: 17-14

Parcel #: 38-002-405

Samantha Berger
Muncy Borough Zoning Officer

Municipal Copy

ID # 56848

ZONING PERMIT APPLICATION

PLEASE COMPLETE IN FULL - FRONT AND BACK

Permit # 17-19

1. APPLICANT'S NAME Kristin Bouch PHONE (814) 771-4715
ADDRESS 504 South Market St. EMAIL ADDRESS Kebd13@yahoo.com
Muncy PA 17756
NAME AND ADDRESS OF OWNER
(If other that applicant)
APPLICANT'S SIGNATURE Kristen E. Bouch DATE 7-25-17

2. NAME OF MUNICIPALITY Muncy Borough
SITE ADDRESS 504 South Market St Muncy PA 17756
TAX MAP PARCEL NUMBER 37+,002.0-0104.00-000+
EXISTING USE residential dwelling FLOODPLAIN DISTRICT No

3. TYPE OF USE

A. TYPE OF ACTIVITY	B. PROPOSED USE- RESIDENTIAL	C. PROPOSED USE- NON-RESIDENTIAL
___NEW BUILDING	✓SINGLE FAMILY DWELLING	___COMMERCIAL ___SIGNAGE
✓ADDITION	___MULTI FAMILY (#OF UNITS___)	___INDUSTRIAL
✓ALTERATION	___MANUFACTURED HOME	___INSTITUTIONAL
___RELOCATION	___GARAGE OR CARPORT	___RECREATIONAL ___HOME OCCUPATION
___CHANGE OF USE	___OTHER	___HOME BUSINESS ___OTHER

EXPLAIN IN DETAIL, THE PROPOSED WORK TO BE DONE IN ALL USES, USE EXTRA PAPER IF NEEDED. Addition of deck to existing structure. With alterations which include removal of existing window and replaced with door.

4. STRUCTURAL CHARACTERISTICS AND DIMENSIONS FOR PROPOSED IMPROVEMENTS (PART A-C SHALL BE COMPLETED)

A. BUILDING AND YARD DIMENSIONS(EXTERIOR)
LENGTH AND WIDTH OF STRUCTURE 10 FT x 11 FT TALLEST EXTERIOR POINT 8 FT HEIGHT 3 FT
TOTAL LOT AREA 0.29 ACRES TOTAL SQ. FT. OF FLOOR AREA 1,482 sq ft
FRONT YARD 24 FT (RIGHT-OF-WAY TO BUILDING) LEFT SIDE YARD 13 FT (BUILDING TO PROPERTY LINE)
REAR YARD 200 FT (REAR OF BUILDING TO PROPERTY LINE) RIGHT SIDE YARD 10 FT (BUILDING TO PROPERTY LINE)

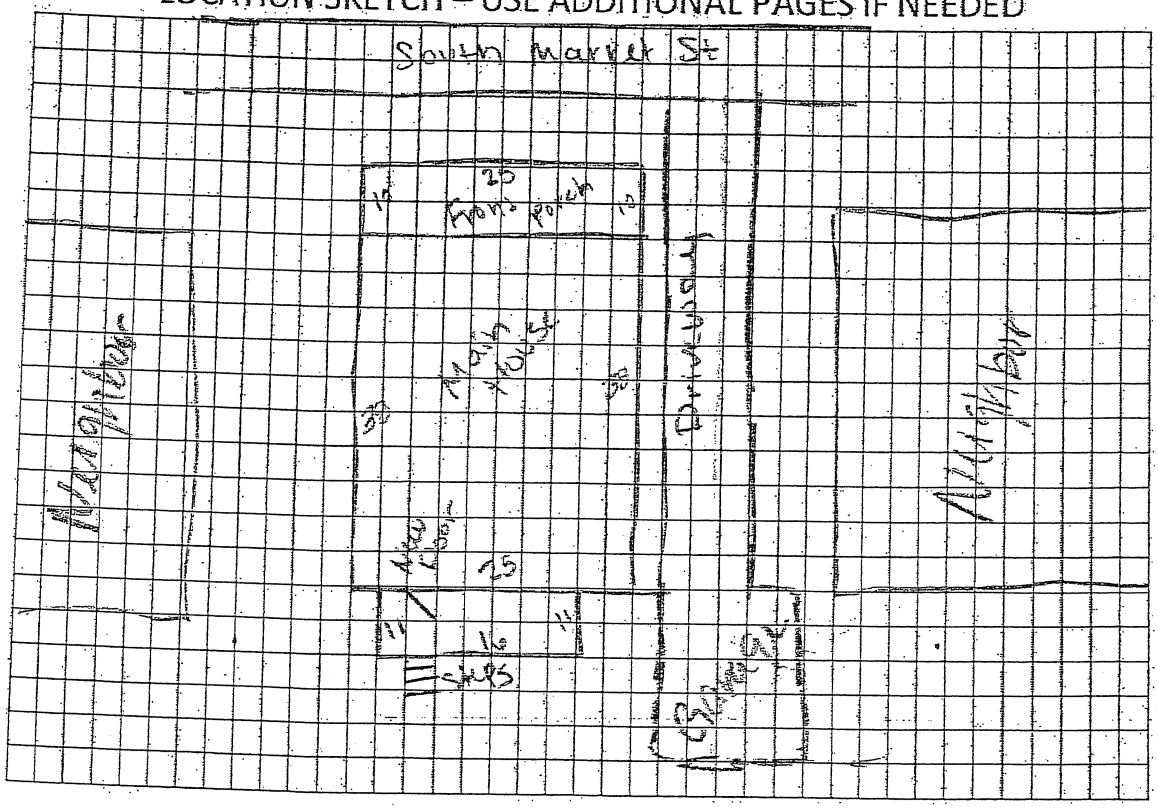
B. STRUCTURAL AND SITE INFORAMTION
FLOOR PLANS SUBMITTED ___YES ✓NO # OF STORIES 1½ # OF BEDROOMS 3
SQ. FT. OF FINSIHED BASEMENT AREA 0 # OF BATHROOMS 1½
% OF BASEMENT UNFINISHED 100% GARAGE YES RECREATION NA
LOT COVERAGE AS IMPERVIOUS PERCENTAGE 30 BUILDING % OF LOT ___ALL SURFACES % OF LOT
AQUATIC BUFFER MIN 50' NO WOODLAN BUFFER ___YES ✓NO DRIVEWAY SLOPE OF 20 %

C. SUPPORT INFORMATION (ATTACHED AS NEEDED)
SEWAGE DISPOSAL ___ WATER SUPPLY ___ FLOODPLAIN CERTIFICATE ___
E&S PLAN (OVER 5,000 SQ. FT) ___ NPDES PERMIT (OVER 1 ACRE) ___ WILL SERVE LETTER ___
OF OFF-STREET PARKING SPACES 2 EXISITING ___ PROPOSED

5. CONSTRUCTION INFORMATION
ESTIMATED COST OF CONSTRUCTION $ 6000 ESTIMATED DATE OF COMPLETION 9-30-17
CONTRACTOR NAME Owner PHONE (814) 771-4715

APPLICANT ACKNOWLEDGES ALL INFORMATION IS CORRECT AD ACCURATE TO THE BEST OF THEIR KNOWLEDGE. APPLICANT AGREES NOT TO INITIATE THE PROPOSED PROJECT UNTIL A MUNCIPALLY-ISSUED PERMIT IS OBTAINED. A LOCATION SKETCH SHALL BE DRAWN ON THE OTHER SIDE OF THIS APPLICATION.

LOCATION SKETCH – USE ADDITIONAL PAGES IF NEEDED



INSTRUCTIONS – THE LOCATION SKETCH SHOULD SHOW/NOTE SCALE AND NOTE EXISTING AND PROPOSED ITEMS.

1. The relationship of the lot to adjoin properties and roads (provide route number or name)
2. The location of the building on the parcel, the dimensions of the lot lines, approximate location of well and sewer.
3. The location of any other major lot features: driveways, garage, existing structures, streams, woods, etc...

FOLLOWING SECTIONS TO BE COMPLETED BY ZONING OFFICIAL

APPLICABLE ORDINACES AND CODES (CHECK APPROPRIATE SPACES)

ZONING CONFORMING ✓ NONCONFORMING ___ SIGN ___ TEMPORARY ___ SUBDIVISION ___ SEWAGE ___

FLOODPLAIN ___ DRIVEWAY ___ BUILDING CODE ___ TAX PARCEL NUMBER 37-002-104

ZONING DISTRICT B-1 OTHER ___

COMMENTS ___

DISPOSITION ACTION APPROVED ✓ DISAPPROVED ___

ZONING OFFICIAL Steven DATE OF ISSUANCE 7/28/17

REASON FOR DENIAL ___

ZONING HEARING BOARD DATE ___

REQUEST ___

BOARD'S DECISION GRANTED ___ DENIED ___

ORDER ___ DATE OF ISSUANCE ___

NOTICES: Issuance of this permit may be appealed by any aggrieved party within 30 days of the date of issuance. Completions and submissions of this application shall not relieve the applicant from obtaining such permits as required by other local, county, state or federal regulations or laws. Supplemental forms may be necessary for floodplain management requirements. Structure may be required to be certified prior to occupancy or use. Any change of plans must first be approved by the Zoning Official.

Permit Number
LY/MU 17-0027

Issue Date:
08/28/2017

Muncy Borough, Lycoming, PA

CONSTRUCTION PERMIT

Municipal Copy

Control #: 56848

Application Date:	7/28/2017	Approval Date:	
Site Location:	504 S. Market St., Muncy	Owner Name:	Kristin Bouch
Tax Parcel	37-002-104	Owner Address:	504 S. Market St. Muncy PA 17756
Block:	Unit:		
Lot Number:		Owner Phone:	(814)771-4715
Subdivision/Development:		Owner Fax:	

Improvement Type: Deck

Use Group:	**SFD**	Building Ares SF:	0
Construction Type:	**Not Applicable**	Max. Occupancy Load:	0
Construction Code:	**2009 IRC**	Work Description:	Changing a window to a door and adding on to the rear of the home a 16'x11' deck.

Building — Est. Constr. Cost: $600.00 — Permit Fee: $150.00

Bedrooms	Living Area (SF)	Street Frontage(FT)	Right Set Back (FT)
Full Bath	Basement Area (SF)	Front Set Back (FT)	Height Above Grade (FT) 3
Partial Bath	Office/Sales(SF)	Rear Set back (FT)	
Building Area (SF)	Service (SF)	Left Set Back (FT)	

Zoning — Est. Constr. Cost: $0.00 — Permit Fee: $40.00

Permit Summary

Total Cost of Construction: $600.00

Code Official: **Jim Fenstermacher**

Permit Fee Totals	$190.00	MunicipalFee:	$10.00	Amt Paid:	$204.00
Plan Review Fee:	$0.00	COG Fee	$0.00	Pay Method:	Check #229
Certificate Fee:	$0.00	State Fee:	$4.00		
		Permit Total:	**$204.00**	Date Paid:	8/28/2017

Home Type:
Project: Comm/Res

Code Inspections, Inc.

Lycoming Office
2104 State Hwy 54
Montgomery, PA 17752

A Full Service Agency Providing
Professional Inspection Services

Phone: 570-547-2821
Toll Free: 888-264-2633
Fax: 570-547-0481

Building • Plumbing • Electrical • Mechanical • Fire • Energy • Accessibility • Property Maintenance

NOTICE OF CODE VIOLATION

August 31, 2017

Michael Bitler
307 Charles Rd.
Muncy Pa, 17756

Reference: Unmaintained swimming pool and pool enclosure at 307 Charles St. Muncy Pa, 17756 also known as tax parcel number 37-001-221.

Dear Property Owner:

A 2012 Property Maintenance Code violation is occurring at the property referenced above. The type of violation and the action needed to remedy the violation are explained below.

NATURE OF VIOLATION: The swimming pool is not being maintained in a clean and sanitary condition. Sections of the swimming pool enclosure are missing. These are violations of sections **303.1 Swimming pools**, and **303.2 Enclosures** of the 2012 International Property Maintenance Code.

THE FOLLOWING CORRECTIVE MEASURES SHALL BE TAKEN: The missing portions of the swimming pool enclosure shall be replaced, and the pool cleaned. Or remove the swimming pool within thirty (30) days of receipt of this letter.

MEANS OF APPEAL: If you feel this violation is in error you can appeal in writing within twenty (20) days of receipt of this notice to the Muncy Borough board of appeals.

VIOLATIONS AND PENALTIES: Any persons failing to comply with the above mentioned corrective actions, or file an appeal within the allotted time shall be prosecuted within the limits provided by state or local laws.

I have enclosed a copy of the Property Maintenance Code sections that are in violation. Please contact my office at (570)547-2821 upon receipt of this notice to help resolve this issue.

Victor Marquardt
Muncy Borough Zoning Officer

CHAPTER 3
GENERAL REQUIREMENTS

SECTION 301
GENERAL

301.1 Scope. The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and *exterior property*.

301.2 Responsibility. The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy *premises* which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. *Occupants* of a *dwelling unit*, *rooming unit* or *housekeeping unit* are responsible for keeping in a clean, sanitary and safe condition that part of the *dwelling unit*, *rooming unit*, *housekeeping unit* or *premises* which they occupy and control.

301.3 Vacant structures and land. All vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

SECTION 302
EXTERIOR PROPERTY AREAS

302.1 Sanitation. All *exterior property* and *premises* shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the *exterior property* which such *occupant* occupies or controls in a clean and sanitary condition.

302.2 Grading and drainage. All *premises* shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

Exception: *Approved* retention areas and reservoirs.

302.3 Sidewalks and driveways. All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

302.4 Weeds. All *premises* and *exterior property* shall be maintained free from weeds or plant growth in excess of [JURISDICTION TO INSERT HEIGHT IN INCHES]. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the *owner* or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the *owner* or agent responsible for the property.

302.5 Rodent harborage. All structures and *exterior property* shall be kept free from rodent harborage and *infestation*. Where rodents are found, they shall be promptly exterminated by *approved* processes which will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

302.6 Exhaust vents. Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another *tenant*.

302.7 Accessory structures. All accessory structures, including *detached* garages, fences and walls, shall be maintained structurally sound and in good repair.

302.8 Motor vehicles. Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any *premises*, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an *approved* spray booth.

Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and *approved* for such purposes.

302.9 Defacement of property. No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the *owner* to restore said surface to an *approved* state of maintenance and repair.

SECTION 303
SWIMMING POOLS, SPAS AND HOT TUBS

303.1 Swimming pools. Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

303.2 Enclosures. Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is a minimum of 54 inches (1372 mm) above the bottom of the gate,

the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

Exception: Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.

SECTION 304
EXTERIOR STRUCTURE

304.1 General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

304.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The *anchorage* of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or water tight;
5. Structural members that have evidence of *deterioration* or that are not capable of safely supporting all nominal loads and load effects;
6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects;
7. Exterior walls that are not *anchored* to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects;
8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of *deterioration*, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects;
9. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of *deterioration* or fatigue, are not properly *anchored* or are incapable of supporting all nominal loads and resisting all load effects;
10. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
11. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects;
12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including *guards* and handrails, are not structurally sound, not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects; or
13. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly *anchored*, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. When substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

304.2 Protective treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

[F] 304.3 Premises identification. Buildings shall have *approved* address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

Permit Number
LY/MU 17-0028

Issue Date:
08/31/2017

Muncy Borough, Lycoming, PA

CONSTRUCTION PERMIT

Municipal Copy

Control #: 57259

Application Date:	8/16/2017	Approval Date:	
Site Location:	20 West Penn St	Owner Name:	
Tax Parcel	717-951-4499	Owner Address:	
Block:	Unit:		PA
Lot Number:		Owner Phone:	
Subdivision/Development:		Owner Fax:	

Improvement Type: Renovation

Use Group:	**A-3**	Building Ares SF:	0
Construction Type:	**V B**	Max. Occupancy Load:	0
Construction Code:	**2012 IBC and 2009 ANSI 117.1**	Work Description:	Add two (2) accessible restrooms and two (2) sinks in basement kitchen area, of Muncy Baptist Church

Accessibility Est. Constr. Cost: $0.00 Permit Fee: $125.00

2015 IBC Chapter 11 and ICC ANSI A117.1	2015 IBC/ICC ANSI A117.1-2009

Building Est. Constr. Cost: $0.00 Permit Fee: $250.00

Bedrooms	Living Area (SF)	Street Frontage(FT)	Right Set Back (FT)
Full Bath	Basement Area (SF)	Front Set Back (FT)	Height Above Grade (FT)
Partial Bath	Office/Sales(SF)	Rear Set back (FT)	
Building Area (SF)	Service (SF)	Left Set Back (FT)	

Plumbing Est. Constr. Cost: $0.00 Permit Fee: $50.00

Tubs / Showers	Laundry Tubs	Back Flow Preventers	Sewer Conn Public
Shower Stalls	Dishwashers	Water Pumps	Sewer Conn Private
Lavatories	Water Heaters	Water Service	Septic Permit Number
Toilets	Water Softners	Sewer Connection	
Urinals	Other	Water Service Public	
Sinks	Sewage Ejectors	Water Service Private	

Stipulations: Applicant Glenn Smoker

Permit Summary Total Cost of Construction: $0.00 Code Official: **Jim Fenstermacher**

	Permit Fee Totals	$425.00	MunicipalFee:	$10.00	Amt Paid: $439.00
Home Type:	Plan Review Fee:	$0.00	COG Fee	$0.00	Pay Method: Check #1962
Project: Comm/Res	Certificate Fee:	$0.00	State Fee:	$4.00	
			Permit Total:	**$439.00**	Date Paid: 8/31/2017

Code Inspections, Inc.

Lycoming Office
2104 State Hwy 54
Montgomery, PA 17752

A Full Service Agency Providing
Professional Inspection Services

Phone: 570-547-0488
Toll Free: 888-264-2633
Fax: 570-547-0481

◆ *Building* ◆ *Plumbing* ◆ *Electrical* ◆ *Mechanical* ◆ *Fire* ◆ *Energy* ◆ *Accessibility* ◆ *Property Maintenance* ◆

CERTIFICATE OF COMPLIANCE

Section 1203 A of the *Muncy Borough* Zoning Ordinance provides for Certificate of Compliance to certify a structure or use as meeting the standards set forth in the Ordinance. Upon Inspection, this structure and corresponding parcel of land, has been determined to meet the required Zoning standard and is certified to be in compliance.

Date: August 28, 2017

Issued to:

Camaron & Melissa Sones
410 S. Main St.
Muncy, PA 17756

Type: Zoning

Description: Enlarging Deck

Borough/Township: Muncy Borough

Zoning District: R-1

Zoning Permit: 17-21

Parcel #: 37-002-507

Samantha Berger
Muncy Borough Zoning Officer

Structure will be built with 2x6 pressure treated lumber placed on 8in concrete columns placed a min of 36in into the ground. Pressure treated decking and pressure treated wooden railing will be used. There will be 4-5 steps on the left side of the deck down to a preexisting cement pad.

40

ID # 57226

ZONING PERMIT APPLICATION

PLEASE COMPLETE IN FULL - FRONT AND BACK

Permit # 17-22

1. APPLICANT'S NAME Michael A Fornwalt PHONE 570-666-2648
ADDRESS 414 S. Washington St EMAIL ADDRESS mefornwalt@hotmail.com
Muncy, PA 17756
NAME AND ADDRESS OF OWNER same as above
(If other that applicant) _____
APPLICANT'S SIGNATURE Michael A Fornwalt DATE 8/14/17

2. NAME OF MUNICIPALITY Muncy Borough
SITE ADDRESS 414 S. Washington St
TAX MAP PARCEL NUMBER 37+ 002.0-603.00/37-002-603
EXISTING USE Residential R2 FLOODPLAIN DISTRICT N/A

3. TYPE OF USE

A. TYPE OF ACTIVITY	B. PROPOSED USE- RESIDENTIAL	C. PROPOSED USE- NON-RESIDENTIAL	
___ NEW BUILDING	___SINGLE FAMILY DWELLING	___COMMERCIAL	___SIGNAGE
___ADDITION	___MULTI FAMILY (#OF UNITS____)	___INDUSTRIAL	
___ALTERATION	___MANUFACTURED HOME	___INSTITUTIONAL	
___RELOCATION	___GARAGE OR CARPORT	___RECREATIONAL	___HOME OCCUPATION
___CHANGE OF USE	___OTHER_____	___HOME BUSINESS	___OTHER

EXPLAIN IN DETAIL, THE PROPOSED WORK TO BE DONE IN ALL USES, USE EXTRA PAPER IF NEEDED. Install 5' tall chain link fence around perimeter of property. From front north side corner of house towards Lincoln st heading back parcel of Lincoln to West corner of property then 90° South towards existing shed then east on property to shed to complete the run

4. STRUCTURAL CHARACTERISTICS AND DIMENSIONS FOR PROPOSED IMPROVEMENTS (PART A-C SHALL BE COMPLETED)

A. BUILDING AND YARD DIMENSIONS(EXTERIOR)
LENGTH AND WIDTH OF STRUCTURE __ FT x __FT TALLEST EXTERIOR POINT 5 FT HEIGHT ___FT
TOTAL LOT AREA_____ACRES TOTAL SQ. FT. OF FLOOR AREA_____
FRONT YARD____FT (RIGHT-OF-WAY TO BUILDING) LEFT SIDE YARD ____FT (BUILDING TO PROPERTY LINE)
REAR YARD___FT (REAR OF BUILDING TO PROPERTY LINE) RIGHT SIDE YARD ____FT (BUILDING TO PROPERTY LINE)

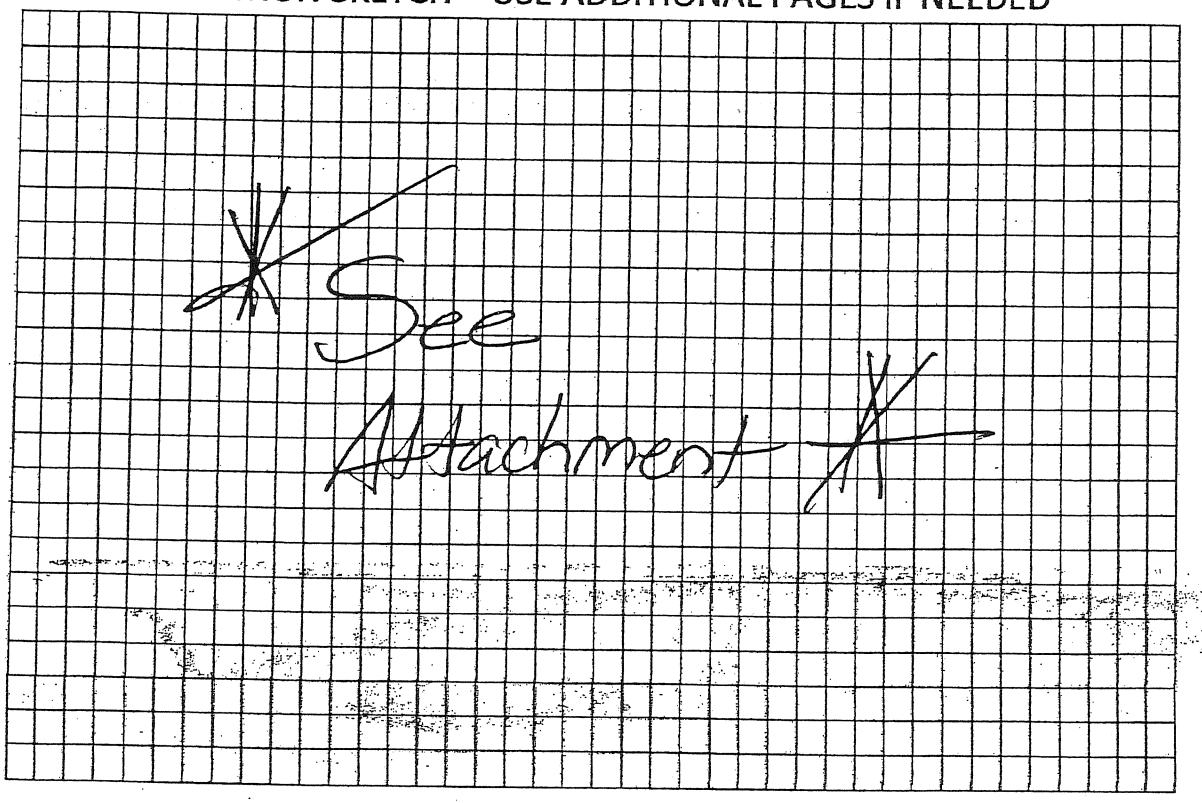
B. STRUCTURAL AND SITE INFORAMTION
FLOOR PLANS SUBMITTED __YES __NO # OF STORIES ___ # OF BEDROOMS ___
SQ. FT. OF FINSIHED BASEMENT AREA___ # OF BATHROOMS___
% OF BASEMENT UNFINISHED____ GARAGE____ RECREATION____
LOT COVERAGE AS IMPERVIOUS PERCENTAGE ____BUILDING % OF LOT ____ALL SURFACES % OF LOT
AQUATIC BUFFER MIN 50' ____ WOODLAN BUFFER ___YES ___NO DRIVEWAY SLOPE OF ____%

C. SUPPORT INFORMATION (ATTACHED AS NEEDED)
SEWAGE DISPOSAL_____ WATER SUPPLY_____ FLOODPLAIN CERTIFICATE ____
E&S PLAN (OVER 5,000 SQ. FT) _____ NPDES PERMIT (OVER 1 ACRE) _____ WILL SERVE LETTER_____
OF OFF-STREET PARKING SPACES____ EXISITING ___ PROPOSED

5. CONSTRUCTION INFORMATION
ESTIMATED COST OF CONSTRUCTION $ <1000 ESTIMATED DATE OF COMPLETION 12/31/17
CONTRACTOR NAME Homeowner installation PHONE 570 666 2648

APPLICANT ACKNOWLEDGES ALL INFORMATION IS CORRECT AD ACCURATE TO THE BEST OF THEIR KNOWLEDGE. APPLICANT AGREES NOT TO INITIATE THE PROPOSED PROJECT UNTIL A MUNCIPALLY-ISSUED PERMIT IS OBTAINED. A LOCATION SKETCH SHALL BE DRAWN ON THE OTHER SIDE OF THIS APPLICATION.

LOCATION SKETCH – USE ADDITIONAL PAGES IF NEEDED



INSTRUCTIONS – THE LOCATION SKETCH SHOULD SHOW/NOTE SCALE AND NOTE EXISTING AND PROPOSED ITEMS.

1. The relationship of the lot to adjoin properties and roads (provide route number or name)
2. The location of the building on the parcel, the dimensions of the lot lines, approximate location of well and sewer.
3. The location of any other major lot features: driveways, garage, existing structures, streams, woods, etc....

FOLLOWING SECTIONS TO BE COMPLETED BY ZONING OFFICIAL

APPLICABLE ORDINACES AND CODES (CHECK APPROPRIATE SPACES)

ZONING CONFORMING ✓ NONCONFORMING___ SIGN___ TEMPORARY___ SUBDIVISION___ SEWAGE___

FLOODPLAIN_____ DRIVEWAY_____ BUILDING CODE____ TAX PARCEL NUMBER 37-002-603

ZONING DISTRICT R-2 OTHER_____

COMMENTS_____

DISPOSITION ACTION APPROVED ✓ DISAPPROVED___

ZONING OFFICIAL SBerger DATE OF ISSUANCE 8/15/17

REASON FOR DENIAL

ZONING HEARING BOARD DATE_____

REQUEST_____

BOARD'S DECISION GRANTED_____ DENIED___

ORDER_____ DATE OF ISSUANCE_____

NOTICES: Issuance of this permit may be appealed by any aggrieved party within 30 days of the date of issuance. Completions and submissions of this application shall not relieve the applicant from obtaining such permits as required by other local, county, state or federal regulations or laws. Supplemental forms may be necessary for floodplain management requirements. Structure may be required to be certified prior to occupancy or use. Any change of plans must first be approved by the Zoning Official.

P
P
P
FLOR LINE

Permit Number
LY/MU 17-0026

Issue Date:
08/15/2017

Muncy Borough, Lycoming, PA
CONSTRUCTION PERMIT

municipal
Applicant Copy

Control #: 57226

Application Date:	8/15/2017	Approval Date:	
Site Location:	414 S. Washington St., Muncy	Owner Name:	Michael A. Fornwalt
Tax Parcel	37-002-603	Owner Address:	414 S. Washington St. Muncy PA 17756
Block:	Unit:		
Lot Number:		Owner Phone:	(570)666-2648
Subdivision/Development:		Owner Fax:	

Improvement Type: Non-Permit

Use Group:	**Not Applicable**	Building Ares SF:	0
Construction Type:	**Not Applicable**	Max. Occupancy Load:	0
Construction Code:	**Not Applicable**	Work Description:	Install fence around the property.

Building — Est. Constr. Cost: $1,000.00 — Permit Fee: $0.00

Bedrooms	Living Area (SF)	Street Frontage(FT)	Right Set Back (FT)
Full Bath	Basement Area (SF)	Front Set Back (FT)	Height Above Grade (FT) 5
Partial Bath	Office/Sales(SF)	Rear Set back (FT)	
Building Area (SF)	Service (SF)	Left Set Back (FT)	

Zoning — Est. Constr. Cost: $0.00 — Permit Fee: $40.00

Permit Summary

Total Cost of Construction: $1,000.00 — Code Official: **Samantha Berger**

Permit Fee Totals	$40.00	MunicipalFee:	$0.00	Amt Paid:	$40.00
Plan Review Fee:	$0.00	COG Fee	$0.00	Pay Method:	Cash
Certificate Fee:	$0.00	State Fee:	$0.00		
		Permit Total:	**$40.00**	Date Paid:	8/15/2017

Home Type:
Project: Comm/Res

STREETS DEPARTMENT

September 2017

Performed various repair work on equipment at shop.

Painted lines on new crosswalk at intersection of S Market St and Lafayette St.

Completed miscellaneous repair work at the library.

Contractor Les Hauck worked at 534-536 Market St. This project includes the replacement of 100' to 200' of broken and/or crushed pipe. The contractor also installed new manhole access to the collection box for this storm drain.

Mowed grass as needed.

Rick and John attended two LTAP training classes:

- Sept 6 class on paving
- Sept 21 class on pavement markings

Operated Bush Hog mower at borough properties.

Trimmed trees as needed.

Reset pedestrian signs at E Penn St.

Assisted police on working on car.

Contacted PPL regarding street light not working at Sprout Rd cul-de-sac.

Picked up 10 new pedestrian crossing signs at Penn DOT Montoursville.

Contacted Hammaker East regarding Grip-Tite problem at Feigles Rd and Wood St on September 11. Hammaker East returned to Muncy on September 14 to clean and reapply on these streets at no cost to the borough.

Repaired potholes at various locations as needed.

John and Craig attended an LTAP training class on stop signs at Lewisburg.

Spread millings on an alley.

Les Hauck cleaned dirt and gravel from Glade Run at Main St bridge. He removed 13 tri-axle truckloads of dirt and gravel.

Steve Gardner trimmed low branches and hazardous dead or broken branches on trees.

Met with Pine Mountain Construction regarding excavation at 211 Quarry Rd.

STREETS DEPARTMENT

September 2017

Set up and cleaned up for the Corvette show on September 15.

Ran street sweeper.

Contractor Les Hauck worked at the Mechanic St bridge doing repairs on a broken storm drain pipe.

Cleaned gutters on Water Control building.

Contractor Green Valley Paving did repair work on Green Alley. The project included large patching to repair damage caused by a sewer line installation. This work is located between Brady St and E Mechanic St.

Trimmed bushes at Borough Hall and along Green Alley.

Attended West Branch COG meeting at Muncy Creek Township.

Installed stone in islands at the rear of the Borough Hall parking lot.

Inspected excavation for sewer lateral installation at Sherman St. This project was done by WBRA.

Lecce Electric was here on September 20 to check a problem with traffic light control at S Main St and Penn St intersection.

UGI installed new gas services at 418 and 419 S Washington St.

Installed a new "No Outlet" sign at Swimming Pool Alley.

Set up and cleaned up for the 4th Friday event.

Attempted to run street sweeper, but had a mechanical breakdown.

Assisted with WBRA storm drain dig at Sherman St.

Read water meters.

Assisted WBRA with Green St Park project by installing new water and sewer lines.

John attended the Tree Commission meeting.

Repaired sign at S Main St and New St.

Attended employee safety meeting.

Repaired water meters.

STREETS DEPARTMENT

September 2017

Repaired banners.

Recycled cardboard at Muncy Creek Township.

Worked with Ed Feigles on flood mapping.

Marked and/or cleared 25 PA-1-calls.

Signed four excavation permits.

MBMA Meeting Minutes of August 15, 2017

Call to Order: Chairman Ed Breon called the meeting to order at 7:05 p.m. followed by the Pledge of Allegiance.

Roll Call: Ed Breon, Dave Edkin, Chuck Leonard, Mike McAleer, Wayne McPheron, John Whitaker
Excused Absence: Carolyn Phillips

Guests: Bill Ramsey, Borough Manager; Jeff Sholtis, Borough Treasurer; Eric Moore, WBRA; Alyssa Henry, WBRA; Michael Daschbach, Entech; Ben Landon, Solicitor

Recognition of Citizens: Stephen Culver, a Muncy Creek Township supervisor, opened discussion on fire hydrant policy and specifically mentioned one bagged hydrant out of service for 1½ months. It was determined the responsibility for repair of the hydrant is that of the local fire department due to damage caused by the department. A. Henry of WBRA added that the repair has been delayed pending arrival of parts. Mr. Culver also suggested that the MCT secretary be notified of any bagged hydrants in the future. E. Moore of WBRA recommended that MBMA review the current fire hydrant agreement.

Approval of July 18, 2017 minutes:
1st: W. McPheron *2nd:* C. Leonard *Vote*: 6-0

Water Bills:

1. Boro payroll invoice for water labor services for 7/29/17 totaling $1,683.45
   1st: D. Edkin *2nd:* C. Leonard *Vote:* 6-0

2. Boro payroll invoice for water labor services for 8/10/17 totaling $1,013.03
   1st: W. McPheron *2nd:* J. Whitaker *Vote:* 6-0

3. WBRA invoice for water services for 7/3/17 – 7/30/17 dated 8/4/17 totaling $8,555.00
   1st: W. McPheron *2nd:* C. Leonard *Vote:* 6-0

4. Entech invoice #0056441 dated 8/7/17 for Water System Upgrade Project services from 7/1/17 – 7/28/17 totaling $16,605.30
   1st: M. McAleer *2nd:* W. McPheron *Vote:* 6-0
   Discuss: To be paid from Construction Account

5. Entech invoice #0056230 dated 7/13/17 for Water System Upgrade Project services from 5/27/17 – 6/30/17 totaling $9,306.44
   1st: C. Leonard *2nd:* J. Whitaker *Vote:* 6-0
   Discuss: To be paid from Construction Account

6. Entech invoice #0056231 dated 7/13/17 for Water System Upgrade Project services from 5/27/17 – 6/30/17 totaling $34,847.25
   1st: C. Leonard *2nd:* J. Whitaker *Vote:* 6-0
   Discuss: To be paid from Construction Account

7. Sikora Bros Application for Payment #3 for Water Distribution System Improvement (2016-04) work totaling $47,623.50
   1st: M. McAleer *2nd:* W. McPheron *Vote:* 6-0
   Discuss: To be paid from Construction Account

8. Sikora Bros Application for Payment #3 for Water Distribution System Improvement (2016-05) work totaling $9,912.06
   1st: W. McPheron *2nd:* M. McAleer *Vote:* 6-0
   Discuss: To be paid from Construction Account

9. DN Tanks Application for Payment #2 for Water Storage Facilities Project (2016-01A) work totaling $15,867.45
   1st: W. McPheron *2nd:* J. Whitaker *Vote:* 6-0
   Discuss: To be paid from Construction Account

10. PPL invoice dated 8/9/17 for providing temporary service at 490 Reservoir Road totaling $1,195.00
    1st: W. McPheron *2nd:* C. Leonard *Vote:* 6-0
    Discuss: Invoice to be sent back to Entech for payment by DN Tanks

Treasurer Report:

1. a) Check Disbursement Report

   Water Fund
   Approval of checks #3598-3621 including EFTs totaling $55,321.71
   1st: C. Leonard *2nd:* D. Edkin *Vote:* 6-0

   Construction Acct
   Approval of checks #133-138 including EFTs totaling $748,707.94
   1st: C. Leonard *2nd:* D. Edkin *Vote:* 6-0

   b) Bank Balances – attached for review

   c) Billing Adjustments (Feb – Aug) – attached for review

Unfinished Business:

None

New Business:

1. L/B Water invite to August 24 Crosscutters game was mentioned for anyone wishing to attend.

Entech/Tank Projects:

Kellogg's Elevated Tank Site
Phoenix is still in the process of securing building permits for the elevated tank. Site work is expected to begin in the last week of August.

Paint color charts for the elevated tank were passed out to all members by Alyssa Henry of WBRA. The color "Tank White" was selected unanimously.

1st: C. Leonard *2nd:* W. McPheron *Vote:* 6-0

Waterline Projects:

Sikora has been issued a certificate of completion by Entech for the Reservoir – Second Water project. The recommendation for MBMA to sign the certificate was presented and approved.

1st: C. Leonard *2nd:* M. McAleer *Vote:* 6-0

Change Order #1 in the amount of $11,358.75 on project 2016-05 has been prepared for MBMA approval. Once approved, it will be submitted by Entech to the DEP for approval as required by PENNVEST.

1st: M. McAleer *2nd:* W. McPheron *Vote:* 6-0
Discuss: To be paid from Construction Account

WBRA:

Eric Moore suggested replacing old water meters which may be inaccurate in their readings. Those mentioned were meters at the hospital and Tanglewood.

He also discussed and provided updates on current recommendations as listed on the WBRA invoice for water services for July 2017 (attached).

Public Comment:

None

Close meeting:

Motions were made to adjourn at 8:15 pm. No Executive Session followed.

1st: C. Leonard *2nd:* W. McPheron *Vote:* 6-0

Respectfully submitted,

Jane Meckley
MBMA Secretary

MBMA Meeting Minutes of September 19, 2017

Call to Order: No meeting was held due to the lack of a quorum. A special meeting was rescheduled for Monday, September 25, 2017 at 7:00 pm.

Roll Call: Dave Edkin, Chuck Leonard, and John Whitaker
Excused Absences: Ed Breon, Mike McAleer, and Wayne McPheron

Guests: Bill Ramsey, Borough Manager; Eric Moore, WBRA; Robert Kerns, Entech; Ben Landon, Solicitor; Josh Gardner, Andritz

Guest Josh Gardner, representing Andritz, briefly discussed the need for an easement near the old Andritz building. Eric Moore of WBRA elaborated and cited the need for MBMA approval. It was decided that further discussion would be held at the September 25 meeting.

Recognition of Citizens:

Approval of August 15, 2017 minutes:

Water Bills:

Treasurer Report:

1. a) Check Disbursement Report

   b) Bank Balances

Unfinished Business:

New Business:

Entech/Tank Projects:

WBRA:

Public Comment:

Close meeting:

Respectfully submitted,

Jane Meckley
MBMA Secretary

Meeting Minutes of August 9, 2017

The Public Meeting was called to order by Ed Shrimp at 6:50pm.

Roll Call: Present: Ed Shrimp, Lynn Crist, Dick Miller, Leon Liggitt and Chuck Leonard.

Absent: Dave Eakin, Teri Snyder, Bill Ramsey

Pledge of Allegiance.

Guests: Eric Moore, Executive Director; Tara Rall, WBRA Admin. Coordinator; Ben Landon, Esq., Solicitor for WBRA; Dave Walters of Larson Design; Bill Brown of Murray Motors

Public Comment: Bill Brown of Murray Motors addressed the Board in regard to establishing a sewer connection at Murray Motors, 85 Griffith Road, Muncy. Discussions included adding up to 3 EDUs for the property as well as possible future hook ups to the 7 or 8 homes, and 2 additional businesses in the surrounding area.

Approval of Minutes: **Motion** to accept meeting minutes of July 11, 2017 made by Dick Miller. Second by Lynn Crist. All were in favor. Motion passed.

Approval of Bills /Treasurer's Report: **Motion** to accept Bills/Treasurer's Report made by Dick Miller. Second by Chuck Leonard. All were in favor. Motion passed.

Close out CDs: With current interest rates higher in checking accounts than CDs the board discussed moving the money from CDs back to the checking accounts. **Motion** to close out CDs and return money to checking accounts made by Leon Liggitt. Second by Lynn Crist. All were in favor. Motion passed.

Audit: 2 issues were reported in the 2017 audit. 1. Handling of money within the Demolition project. 2. Admin. staff not signing on ordered invoices. These issues have been addressed and corrected.

Old Business

Route 15 Update:. Eric Moore is currently waiting for the County's comments and signing of the pending agreement. An update will be provided at the next meeting.

Personnel Manual: Eric Moore and Tara Rall met with Personnel Committee (Dave Eakin and Leon Liggitt) to discuss changes in the manual. A draft will be presented to the committee soon.

Penn and Sherman Streets, Muncy: MBMA holds easements on all properties involved in upcoming project. The board discussed pros and cons of pipe bursting to help with the installation of the new larger pipes. **Motion** to allow up to $20,000 for pipe bursting made by Leon Liggitt. Second by Dick Miller. All were in favor. Motion passed.

New Business

Boone subdivision: Property owner is interested in dividing his property into 2 parcels. He would like to have sewer hookups to both parcels. A Developer's Agreement would need to be created for approval from the township prior to any further discussions.

2018 Budget Development Schedule: Committee will be formed in September for the October board meeting.

School sewer line/Park Place Project: Ward Myers Elementary School in Muncy Borough has plans to build a small building with bathroom facilities at the south-west corner of the school property, facing Park Place Apartments. A sewer line would need to run north towards the public pool. The apartment complex could then possibly hook onto the new sewer line and be able to get rid of its current sewer pump. This would be a potential 2018 project.

Right to Know/Policy on partial payments: The Board confirmed that liens on properties due to delinquent sewer payments should be treated the same as accounts with water shut offs due to lack of payment. Lien payment must be made in full before the lien can be satisfied. WBRA will not accept partial payments for liens.

Sheriff sales: There are a few properties which have over $5,000 worth of liens for unpaid sewer bills. These accounts are being discussed for possible sheriff sales initiated by WBRA. Solicitor Landon explained the steps involved in sheriff sale procedures. The process from start to finish can last up to 2 years or more.

With no further business to conduct, Motion made by Leon Liggitt to adjourn the meeting at 8:20 pm. Second by Chuck Leonard. All were in favor. Motion passed.

Certified as Approved Meeting Minutes of the WBRA: William R Ramsey

MUNCY PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 6, 2017

The June 2017 meeting of the Board of Trustees was called to order on Tuesday June 6, 2017 at 7:06 PM in the Community Room of the library. Board members present were Evelyn Derrick, Amy Fry, Mike McAleer, Bill Ring and Diane Schneck. Also present were Library Director Crystal Millard and Director of Operations Linda Strausser.

The May minutes were reviewed and approved (motion by McAleer, second by Schneck. The motion passed with a 5-0 vote.

The May financial reports were reviewed and approved (motion by McAleer, second by Ring). The motion passed with a 5-0 vote.

Crystal and Linda gave the librarian's report:

Due to staff changes, the activities scheduled with the YMCA and McCann School of Business have been cancelled with the possibilities of rescheduling at a later date.

Friends' Update: 1) Louise Fulmer will be the liason to the Board for the Friends with regards to the Library's 80th birthday. 2) They are looking to schedule Mike Callahan Antiques Roadshow for midwinter. They are looking for space to accommodate such a large event. 3) Several of the Friends have offered to donate their time to help out as needed at the library. 4) They are buying "Seed: The Movie" and license for an upcoming program at the library.

Bill, Crystal and Linda will attend the Trustee Workshop on Tuesday, June 13, 2017.

Ideas for our 80th Birthday Celebration were discussed.

The next meeting date will be Tuesday September 12th at 7:00pm.

The meeting was adjourned at 8:00 PM.

Respectfully submitted,

Linda Strausser, Director of Operations

MUNCY PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 9, 2017

The May 2017 meeting of the Boast of Trustees was called to order on Tuesday May 9, 2017 at 7:02 PM in the Community Room of the library. Board members present were Evelyn Derrick, Nicole Coppes, Mike McAleer, Bill Ring, Diane Schneck and Mary Ann Way. Also present were Library Director Crystal Millard and Director of Operations Linda Strausser.

AS a reminder, our last regular meeting was in February. We did not meet in March because of the snowstorm and we did not have a quorum at the April meeting.

The February 2017 minutes were reviewed and approved (motion by McAleer, second by Coppes, passed 5-0).

The February 2017 financial reports were reviewed and approved (motion by Ring, second by Schneck, passed 5-0). As of today the Community Fundraiser letter has raised $8485.

The March 2017 financial reports were reviewed and approved (motion by McAleer, second by Schneck, passed 5-0).

The April financial reports were reviewed and approved (motion by McAleer, second by Way, passed 5-0).

We will be celebrating the 80th anniversary of the library in 2018. We chose a logo to use on any anniversary materials and think perhaps we could have a special event each month of 2018 to celebrate this milestone. Bill, Diane, Nicole and Evelyn volunteered to work on ideas for this.

The High School and Community Relations Coordinator from the McCann Business School has approached the library with an offer of giving presentations on various topics for teens, young adults and adults possibly once or twice a month. These presentations would be at no cost to us or to the participants and would begin in the fall. A motion to pursue doing these programs free of charge was made by Schneck and seconded by McAleer. The motion passed 5-0.

Crystal gave us the heads up on a question that was raised at the last Directors' Meeting in Montoursville. She expects that discussion on this will be coming up at future meetings. The question is: If a person is banned from one library in the system should they be banned from all of the libraries in the system?

Evelyn will be away for the June 13th County Board Meeting. Bill will go in her place. A special presentation by Michael Kumer on how libraries can connect with their community will be the highlight of that meeting.

The new projector and screen are installed and are ready to go. The kiosk in the juvenile section is also up and running. The summer reading program is set to go. The YMCA has requested that we to programming for more than just the preschoolers this summer.

Our regular June meeting date is June 13th but too many people cannot meet on that date so THE JUNE MEETING DATE HAS BEEN MOVED TO JUNE 6TH.

The meeting was adjourned at 8:26PM.

Respectfully submitted,

Mary Ann Way
Secretary