

## **REORGANIZATION MEETING**

**January 4, 2016**

**7:00 PM**

**At 7:00 p.m. Mayor John Wilson swore in Council members Judy Kelly and Tony Pickett and Tax Collector Elizabeth O'Malley.**

Mayor Wilson called the meeting to Order, and read a prayer for guidance.

Pledge of Allegiance was recited by all.

Mayor Wilson inquired whether or not there were any motions for nominating a Council President. Councilman Tom LaMont made a motion to elect Councilman Sean Granahan Council President, Craig Reimel 2<sup>nd</sup> the motion. All in favor, motion carried.

At this time Sean Granahan moved into his role as Montrose Borough Council President.

President Granahan stated nominations were open for Vice President. Craig Reimel made a motion to elect Councilman Todd Chamberlain as Vice President of Council, Tom LaMont 2<sup>nd</sup> the motion. All in favor, motion carried.

President Granahan stated nominations were open for President Pro Temp. Craig made a motion to elect Councilman Randy Schuster as Council President Pro Temp, Tony Pickett 2<sup>nd</sup> the motion. All in favor, motion carried.

President Granahan inquired if Council members were able to find an interested party to serve as Vacancy Board Chair. Craig Reimel stated he thought he had someone, but they declined. President Granahan suggested they table this until the next meeting.

President Granahan stated it was time to appoint a Solicitor. Tom LaMont motioned to appoint Marion O'Malley as Borough Solicitor, Judy 2<sup>nd</sup> the motion. All in favor, motion carried.

President Granahan inquired if there were any motions to appoint a Treasurer for the Borough. Craig motioned to appoint Angelo Ventresca Associates, LLC as Borough Treasurer, Tom LaMont 2<sup>nd</sup> the motion. All in favor, motion carried.

President Granahan inquired if there was a motion to appoint a Borough Secretary. Tom LaMont motioned to appoint Lillian Senko as Secretary for the Borough, Tony 2<sup>nd</sup> the motion. All in favor, motion carried.

President Granahan inquired if there was a motion to appoint a member to the Borough Planning Commission for a four year term. Craig motioned to appoint Sue Warriner to the Planning Commission for a four year term, Tony 2<sup>nd</sup> the motion. All in favor, motion carried.

President Granahan stated the Finance & Insurance Committee will remain the same. Committee members are Craig Reimel, Randy Schuster, and Sean Granahan.

President Granahan asked if Council wanted to separate the Personnel & Police Committee. Council agreed it would be best to keep the Committee as it was and to create a Sub Committee for the Police Oversight Committee. Personnel & Police Committee will remain the same with Todd Chamberlain, Randy Schuster, and Tony Pickett serving on the committee. The Police Sub Committee will consist of Tom LaMont, Todd Chamberlain, and Judy Kelly with President Granahan overseeing.

President Granahan asked Judy Kelly if she would like to serve on the Street & Building Committee, Judy affirmed she would.

President Granahan stated the Borough Ordinance Committee will remain the same. Committee members are Todd Chamberlain, Tom LaMont, and Sean Granahan.

President Granahan asked who would like to serve on the Sewer Committee. Tom LaMont volunteered for the open position, and will serve with Randy Schuster.

President Granahan asked Judy Kelly if she would like to serve on the Northern Tier Coalition Committee with Ken DiPhillips. Councilperson Kelly affirmed she would.

President Granahan asked if there were any volunteers to serve on the Council of Governments Committee. After a few moments with no volunteers, President Granahan stated he would continue to be on that Committee.

President Granahan asked if there were any volunteers who would be willing to serve on the Parks & Recreation Committee. Tony Pickett stated he would be willing to serve on the committee with Craig Reimel.

**Approval of Minutes:** President Granahan inquired if there were any changes or corrections to the December 2015 minutes. Tony stated on Page 5, number 3 in the body of the motion it left out “mayor”. He also referenced page 6 under the Open Hearing headline at the end of the paragraph it should be one hundred and fifty five feet. A motion was made to accept the amended minutes by Tony Pickett, Craig Reimel 2<sup>nd</sup> the motion. All in favor, motion carried.

**Present for Roll Call:** Sean Granahan, Craig Reimel, Judy Kelly, Tony Pickett, Tom LaMont

**Absent:** Todd Chamberlain, Randy Schuster

**Other Officials Present:** John Wilson, Mayor; Marion O’Malley, Solicitor; Lillian T. Senko, Secretary

**Misc. Correspondence:**

From: Fayetteville Police Department  
RE: Thank You to Police Officers

EMC Insurance  
RE: Renewal Notice

Stone House Investment Mgmt. LLC  
RE: November Statement

Susquehanna County Council of Governments  
RE: December Agenda & November Minutes

Rail-Trail News  
RE: Newsletter

Montrose Planning Commission  
RE: Minutes

Time Warner Cable  
RE: Updated Information

Letter O'Malley to Wage  
RE: Zaleski NOV

President Granahan inquired if there were any questions or comments regarding the miscellaneous correspondence. No questions or comments.

**Recognition of Attendees:** Sara Rosengrant, Dorothy Thomas, Art Waltz, Chief Dale Smith, Andy Genneken, Susan McNamara, Eric Kirkpatrick, Lisa McGraw, Adam McGraw, Phyllis Myers, Robert Myers, Pat Pickett, Reggie Episale, Greg Myers, Betsy O'Malley, Larry Kelly, Kim Freeman, Erin Jenner, Karen Jackson, Mark Darmofal

**Adoption of Agenda:** President Granahan questioned if anyone wanted to make any changes or additions to the Agenda. Motion was made to add "litigation" to the Executive Session, by Craig Reimel, Tony Pickett 2<sup>nd</sup> the motion. All in favor, motion carried.

President Granahan said he would like to conduct the Open Hearing at this time so the people interested in the Hearing wouldn't have to sit through all the normal Borough business.

## **OPEN HEARING**

President Granahan called the Hearing Open at 7:18 p.m. to discuss the conversion of Cedar Street to a one way street.

President Granahan stated the 30 day extension trial period was now expired, and they are here to discuss the next steps.

Tom LaMont stated he had in his possession a letter from the Montrose Post Office Postmaster, Jessica Gabriel. Tom read the letter which stated the conversion of Cedar Street to a one way had a negative impact on the Post Office. Ms. Gabriel described in the letter the ways it negatively impacted them.

Tony Pickett said he couldn't understand why Ms. Gabriel would send a letter about a negative impact when he spoke to the mail carriers, and they told him it wasn't a big deal.

Solicitor O'Malley said the mail carrier parks on Chestnut Street, and she has never seen the truck on Cedar Street; so she has no idea what Ms. Gabriel is talking about.

Judy Kelly said she does not support turning Cedar Street into a one way since that would create a precedent. She said she would be concerned setting a precedent in a town that has multiple streets that are very narrow. Judy stated she spent a good deal of time visiting that location, and observing the amount of traffic. She met with surveyors from JHA, and spoke with Joe Hunt about the traffic from the lot. Mr. Hunt told her he has concerns about the other two entrances into Tannery Lot, but he was waiting to bring it to Council until Cedar Street was resolved. Judy said if there was a sign coming out of the Tannery lot to guide people to turn left onto Chestnut Street that may alleviate truck traffic from Cedar, along with a sign "Local Delivery Only". Judy also suggested at the intersection of Cedar Street and Cherry Street to place a sign that states "No Left Turn". This would force vehicles to either continue straight on Cedar, or make a right hand turn. If they were using the Tannery Lot as a way to cut through town the signs may assist in reducing traffic. Judy said her recommendation is to conduct a 30 day trial with the signs posted at the corner of Chestnut and Cedar, "Local Delivery Only", and at the corner of Cedar and Cherry Streets a sign indicating "No Left Hand Turn".

Sara Rosengrant said Cedar Street is very narrow and the signs wouldn't be enough.

Judy said most of the streets in town are very narrow, and she worries about how the businesses on Cedar Street are affected by this one way conversion.

Dorothy Thomas suggested a "Stop" sign at the end of Chestnut Street before it intersects at Cedar, this way it would be an all way stop intersection. Ms. Thomas also believes there should be a Police presence in that location. She said the gentleman's house needs to be protected, and by not permitting truck traffic it would help solve the problem. Ms. Thomas said Berry Street off of Cherry Street there is traffic coming in both directions, and she agrees if you set a precedent you will be having issues throughout the town.

Craig Reimel said he came into the last hearing and he was against turning Cedar Street into a one way, and he is still on the fence regarding the one way. He said Judy has a point, once precedence is set it'll be like Honesdale, a lot of one way streets. Craig said he feels bad for the Waltz's with the house so close to the road,

but it's the trucks that go down that street that cause the problems. He said Montrose is lacking in wait for the other driver common courtesy. During the road project the traffic was terrible, and things just got out of control. Craig said with the project the same thing happened to him as it is now happening to Lisa; with losing business because people cannot get to the business. It's also causing problems with the Episcopal Church. Craig said they do not have a 24x7 Police force. They try to keep up with a physical point, but they can't be everywhere. He said he is afraid people will come to Council and say you made Cedar a one way, we want our street a one way also. So he agrees with Judy, this may set a precedent, and this is something he would not approve of.

Reggie Episale said the one way sign has been wonderful to identify the street, since it was hard to see as you were driving up the road. Ms. Episale also stated she didn't feel Cedar Street was big enough for two way traffic.

Tony Pickett said to take the Waltz's house that has been hit out of the picture, and think about the people who walk in the road. The requirements of the width of the road came from the Federal Highway Administration; there is a liability issue on us as Council for the Borough. His feelings are he is not going to stick his neck out knowing there is a liability.

Tom LaMont asked if it met the one way street specifications, Tony confirmed it did. Tom said if concerned with the liability they cannot make that commitment without considering Berry, and Prospect Street. He said it would be best to define the exit out of Tannery Lot, and put up a sign for trucks "Local Delivery Only", 3 ton limit.

Mr. Waltz said he is very appreciative that Council is looking into a solution to his problem, but he never asked that the road be a one way. He is looking for any solution that would prevent his house from being hit again.

Greg Myers suggested a sign be erected "Stop Ahead", "No Left Turn", and "Local Deliveries Only" on Cedar Street. He also suggested a sign as your coming out of the Tannery Lot indicating you should turn left for Church Street/Rt. 706.

Randy Schuster arrived for the meeting at 8:12 p.m.

Lisa McGraw said she is the only one that has an address on Cedar Street, the lawyers office is Chestnut Street. Ms. McGraw said she doesn't have trucks delivering products to her business, so signs indicating "No Truck Traffic", or

“Local Delivery Only” would not have a negative impact. She said she took a walk throughout town, and there are fifteen empty storefronts that businesses have moved out. Ms. McGraw said she wants to know what it takes to keep a business in Montrose since she has had to fight to keep her business. If the trucks are hitting the house, put up a sign no left hand turn, she doesn’t understand why this is such a problem.

### **Open Hearing Closed 8:24 p.m.**

Mayor John Wilson took this time to swear in Randy Schuster.

President Granahan asked if there are any motions on the table for Cedar Street. Tony motioned to keep Cedar Street a one way, Craig 2<sup>nd</sup> the motion. Voting went as follows:

Randy Schuster – Nay

Tom LaMont – Nay

Judy Kelly – Nay

President Granahan asked if there are any other motions on the table for Cedar Street. Tom motioned for Cedar Street to be reverted to the two way with signage stating “No Left Turn”, “Stop Ahead”, and restricted to “Local Delivery Only”, Judy 2<sup>nd</sup> the motion. Voting went as follows:

Craig Reimel – Yay

Randy Schuster – Yay

Tony – Nay

Majority rules, motion carried.

**Approval of A/P:** President Granahan inquired if there were any questions, or comments on submitted Accounts Payable. Tony asked what we were purchasing from Lindsey Oil; Erin Jenner replied it was fuel for the recycling equipment. Craig motioned to approve payment of outstanding bills, Randy 2<sup>nd</sup> the motion. All in favor, motion carried.

**Approval of Payroll:** President Granahan inquired if there were any questions, or comments on submitted Payroll report. No questions or comments. Randy motioned to accept the Payroll Report, Tom 2<sup>nd</sup> the motion. All in favor, motion carried.

**Accounts Receivable/Deposits:** President Granahan inquired if there were any questions, or comments associated with the submitted Accounts Receivable/Deposit Report. No questions or comments.

**Reports:**

**Treasurer's Report:** President Granahan asked if anyone had any questions, or comments on the submitted Treasurer's Report. No questions or comments. Motion was made to accept the Treasurer's Report by Craig, Tom 2<sup>nd</sup> the motion. All in favor, motion carried.

**Budget Report:** President Granahan inquired if anyone had any questions or comments on the presented material. No questions or comments.

**Street Department:** President Granahan asked if anyone had any questions or comments on the report provided by Ken DiPhillips, Supervisor.

Craig stated they did a great job at the dump. What slowed them down was as they got to the edge it was too muddy so they will go back once the ground gets hard.

**Zoning Report:** President Granahan asked if there were any questions or comments on the reported submitted by the Zoning Officer. No questions or comments.

**Police Department:** President Granahan asked if there were any items Chief Smith would like to report on, or if there were any questions or comments regarding the Police Report.

Chief Smith stated there had been break-ins in the area that people are talking about. Most of these are in surrounding areas, there have only been two reported cases in the Borough that have involved unlocked vehicles or houses. They have been reminding people to lock up and do not keep any valuables in sight in the cars. Chief Smith said people have been reporting it the next day or later, and it would be best to report it immediately.

**Municipal Authority:** President Granahan asked if there were any questions or comments on the submitted Municipal Authority Report. No questions or comments.

**Mayor's Report:** Mayor Wilson had no report for this meeting.

**Action Items:**

1. **United Fire Dept. 2016 Contract:** Tom motioned to approve funding the United Fire Department for 2016, Randy 2<sup>nd</sup> the motion. All in favor, motion carried.
2. **Northern Tier – LTAP Class, Winter Maintenance October 4, 2016:** Tom motioned to approve the Northern Tier to use the conference room for their Winter Maintenance Class on October 4, 2016, Randy 2<sup>nd</sup> the motion. All in favor, motion carried.
3. **Reimbursement Mileage Adjustment \$0.575 reduce to \$0.54:** Randy motioned to reduce the Federal Mileage rate to \$0.54, Tony 2<sup>nd</sup> the motion. All in favor, motion carried.
4. **JHA Contract:** President Granahan asked the Solicitor to review the contract; it will be tabled until next month's meeting.
5. **Accept Glenn "Pat" Ely's Resignation from MMA Board:** Craig motioned to accept Glenn Pat Ely's resignation with regret and sincere thanks for all the hard work and dedication throughout the years, Tom 2<sup>nd</sup> the motion. All in favor, motion carried.

**Discussion Items:**

1. **Recent Break In; Police Response; Pointers for the Public:** This topic was discussed during the Police Department Report. (Pg. 8)

**Executive Session:**

President Granahan recessed the open meeting for an executive session at 8:48 pm.

At 9:18 pm President Granahan called the open meeting back to order.

President Granahan asked if there was any further business to be discussed by Council.

Randy motioned to adjust Patrolman Briana Hollenbeck, Patrolman Dylan Amplo, and Christopher Welsh hourly pay rate to \$ 14.89 per hour, Tom 2<sup>nd</sup> the motion. All in favor, motion carried.

Tony motioned to give all employees a \$0.50 per hour pay increase, Craig 2<sup>nd</sup> the motion. All in favor, motion carried.

Craig motioned to adjourn the meeting, Tom 2<sup>nd</sup> the motion. All in favor, motion carried.

**Meeting Adjourned 9:30 PM**

Respectfully Submitted

*Lillian T. Senko*

Lillian T. Senko  
Borough Secretary

**REULAR MEETING**  
**January 18, 2016**  
**7:30 PM**

**President, Sean Granahan called the meeting to Order at 7:35 p.m.**

Pledge of Allegiance was recited by all.

**Present for Roll Call:** Tom LaMont, Sean Granahan, Todd Chamberlain, Craig Reimel, Judy Kelly

**Absent:** Randy Schuster, Tony Pickett

**Other Officials Present:** Lillian T. Senko, Secretary

**Recognition of Attendees:** Susan McNamara, David Darrow, Brian Hutchison, Regge Episale, Corporal Andy Genneken

**Adoption of Agenda:** President Granahan questioned if anyone wanted to make any changes or additions to the Agenda. Council decided an Executive Session was not needed. A motion was made to add under Discussion Item: #3 Montrose Chamber of Commerce; #4 NAPA's interest in Harrington Street; #5 NIMS, by Craig Reimel, Todd Chamberlain 2<sup>nd</sup> the motion. All in favor, motion carried.

**Approval of A/P:** President Granahan inquired if there were any questions, or comments on submitted Accounts Payable. Craig motioned to approve payment of outstanding bills, Tom LaMont 2<sup>nd</sup> the motion. All in favor, motion carried.

**Action Items:**

- 1. JHA Contract** President Granahan informed Council members Solicitor, Marion O'Malley, had recommended some changes to the JHA Contract. Solicitor O'Malley was mainly concerned with the language stating we would provide a safe environment, since we would not be able to guarantee a safe one on another person's property. She suggested crossing out the specific language and placing two dashes for initials. Tom LaMont motioned to approve signing the contract with the recommended changes from the Solicitor, Craig 2<sup>nd</sup> the motion. All in favor, motion carried.

2. **Advertise RFP for Investment Management Services** Craig motioned to advertise the Request for Proposal for Investment Management Services to comply with Act 44, Tom 2<sup>nd</sup> the motion. All in favor, motion carried.
3. **Open Bid for Fuel Tank** One bid was received from the advertisement informing the public the Montrose Borough was selling two, three hundred gallon oil tanks. President Granahan opened the bid and informed Council James A. Welch, Jr. submitted a bid for the tanks at seventy-five dollars each. Tom motioned to accept the bid at seventy-five dollars per tank, Craig 2<sup>nd</sup> the motion. All in favor, motion carried.

**Discussion Items:**

1. **MMA Position, Impact Fee** Dave Darrow stated he was able to recruit a new member to the Montrose Municipal Authority Board. Rodney Birchard agreed to serve on the Board, filling the open position created by Glenn “Pat” Ely’s resignation. Tom motioned to elect Rodney Birchard to the MMA Board, Craig 2<sup>nd</sup> the motion. All in favor, motion carried.

Mr. Darrow also wanted to discuss the option for the MMA to share some of the Borough’s Impact Fee money. He said they have huge blacktop costs associated with installing and/or repairing sewer lines. Mr. Darrow asked if they would be able to receive fifteen or twenty percent. Craig asked if they could put a dollar amount on the request and not a percentage. Mr. Darrow said that wouldn’t be a problem, and the money will be earmarked for restoration purposes only.

President Granahan asked if the MMA projects could coincide with the Borough’s paving projects. He said to see if Ken DiPhillips can put off what streets they are currently looking at, and coincide with the MMA project on Griffis Hill. Craig said they usually only put on a slurry coat on top of the roads for preservation, not really a pave job. He said they are usually done in September.

President Granahan said in theory Council is amicable to sharing the Impact Fee, but they didn’t get the money yet.

2. **Brian Hutchison / Kilmer Group** Brian Hutchison introduced himself, and his Agency which is based out of Wyalusing. He said he was present to

Speak about the Borough's insurance which is coming up for renewal on March 1<sup>st</sup>.

Mr. Hutchinson said after speaking with the Borough Secretary he is asking the Council to consider changing Agencies and not insurance providers. Since the Borough is with EMC he would like to have the Council continue with them. He said EMC is a publicly traded entity, and his company would be able to provide annual dividends. He said they have been very consistent providing dividends over a four year period.

President Granahan asked to clarify that the Borough would have the same exact coverage, from the same provider; just the brokerage situation would change. Mr. Hutchinson confirmed this information.

Other services that are not currently offered that they offer is Risk Management Services, and a program called HR360. HR360 is guidance on how to comply with laws, how to interview, hire and terminate employees. Mr. Hutchinson said they also provide Market Analysis, and will review the report with Council.

Council members had several minutes of back and forth discussion with Mr. Hutchinson and requested that he provide a competitive quote for the February 1<sup>st</sup> meeting.

- 3. Chamber of Commerce** Judy Kelly suggested Council members join the Chamber of Commerce for a fee of fifty dollars per year. She said the Chamber members have been coming up with new thoughts, and working hard to promote business and growth. One new project they recently undertook was an Employment Fair at the Montrose Bible Conference Center. By hosting that event thirty-five people gained employment. Judy said by becoming a member, the Borough can link their website with the Chamber of Commerce. She will be Council's liaison to the Chamber of Commerce. Judy motioned to join the Chamber of Commerce, Tom 2<sup>nd</sup> the motion. All in favor, motioned carried.
- 4. Napa – Harrington Street** Craig said the owner of Napa Auto Parts, Larry Griffis, came in to see him about a paper street named Harrington. Mr. Griffis is looking to replace an extended portion of his building located in the back, with a larger structure. When he was reviewing the property lines he found out there was approximately twenty feet between his property

and Erwin Kost's property. Mr. Kost has information on his deed which shows Harrington Road is located between Kost and Napa's property.

Council had several moments of discussion on the land, and whether or not it was addressed in the 1950's for the school. Discussion ended when it was decided Solicitor O'Malley would look at the deed, and see if there is any record of changes, or abandonment.

5. **National Incident Management System (NIMS)** Judy said during her "Boot Camp" training, one of the topics was NIMS. She said it was recommended that Council take part in a free on-line training session. Judy will look into which one is necessary since many training sessions are on-line, and bring the information back to Council.

Tom motioned to adjourn the meeting, Judy 2<sup>nd</sup> the motion. All in favor, motion carried.

**Meeting Adjourned 8:45 PM**

Respectfully Submitted

*Lillian T. Senko*

Lillian T. Senko  
Borough Secretary