

**REGULAR MEETING**  
**February 3, 2014**  
**7:00 PM**

**Vice President, Todd Chamberlain called the meeting to Order at 7:03 p.m.**

Pledge of allegiance was recited by all.

Mayor John Wilson read a prayer for guidance.

**Present for Roll Call:** Randy Schuster, Craig Reimel, Sean Granahan, Julianne Skinner, Tony Pickett, Todd Chamberlain

**Absent:** Tom LaMont

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

**Approval of Minutes:** Vice President Chamberlain inquired if there were any changes or deletions to January 6, 2014 minutes. No changes, no deletions. Motion to accept minutes as presented by Randy Schuster, Craig Reimel 2nd motion. Approved unanimously. Motion carried

**Misc. Correspondence:**

Stone House Investment Management, LLC  
RE: Statement & Performance for 10/1/2013-12/31/2013

Time Warner Cable  
RE: Changes to their service

Montrose Municipal Authority  
RE: Copy of letter sent to the Bridgewater Township Municipal Authority Board

Montrose Municipal Authority  
RE: Copy of "Final Notice" letter indicating collection proceedings to follow sent to the Bridgewater Township Municipal Authority Board

Stone House Investment Management, LLC  
RE: 2014 Tax season, new team member, new office location, and mobile app

PA Det. Of Conservation & Natural Resources  
RE: DCNR recreation & conservation grant information

Keep Pennsylvania Beautiful  
RE: New Surveillance Support Program – designed to provide surveillance cameras to municipalities to help capture evidence at active, illegal dumpsites.

Susquehanna County Council of Governments  
RE: Yearly Report of Permits Issued

PSAB February Update  
RE: Upcoming Conference & Seminar's offered

Vice President Chamberlain inquired if there were any questions or comments regarding the miscellaneous correspondence. No questions, no comments.

**Recognition of Attendees:** Dale Smith, Edward Grindell, Luther Giordano, Staci Wilson, Melinda Darrow, Ken DiPhillips, Jim Smith

**Adoption of Agenda:** Vice President Chamberlain questioned if there are any changes or additions to the agenda. The following changes/additions were made: Action Items: added #2- Zoning Hearing Board: Discussion Items: #1- Dog Park tabled to next month, added #7-Susquehanna County Tax Collection. Executive Session: added #1- Personnel. Motion to adopt February's modified agenda by Randy Schuster, Sean Granahan, 2<sup>nd</sup> motion. Approved unanimously. Motion carried

**Approval of A/P:** Vice President Chamberlain inquired if there were any questions or comments on submitted Accounts Payable. Sean motioned to approve payment of outstanding bills, Craig Reimel, 2<sup>nd</sup> motion. Approved unanimously. Motion carried.

**Approval of Payroll:** Vice President Chamberlain inquired if there were any questions or comments with the submitted Payroll report. No questions, no comments. Craig Reimel motioned to accept Payroll Report, Julianne, 2<sup>nd</sup> motion. Approved unanimously. Motion carried.

**Accounts Receivable/Deposits:** Vice President Chamberlain inquired if there were any questions or comments with the submitted Accounts Receivable report. Committee member questioned Ken DiPhillips regarding Salt Reimbursement on

January 17, 2014 in the amount of \$198.60. Ken stated it was payment for salt sold to the Susquehanna County Courthouse. No further questions or comments.

**Reports:**

**Treasurer's Report:** Vice President Chamberlain asked if anyone had any questions or comments. Sean Granahan reported that the changeover from 1<sup>st</sup> National Bank to People's Bank was almost completed. Sean stated token amounts were left at 1<sup>st</sup> National Bank to cover any additional expenses not recorded at the time of transition. Amounts will be left at 1<sup>st</sup> National Bank for 60 days. Craig motioned to approve Treasurer's Report, Randy 2<sup>nd</sup> motion. Approved unanimously. Motion carried.

**Budget Report:** Vice President Chamberlain asked if anyone had any questions or comments on presented material. Craig Reimel questioned the whereabouts of the reconciliation report for 2013. Secretary stated she would look into whether or not it has been completed and report information at next meeting. Julanne questioned Expense item 400-300 "Other Services & Charges" what is this expense used for, and why is there a \$ 0.20 against the account? Secretary stated she will find out, and provide an answer at the next meeting.

**Street Department:** Vice President Chamberlain asked Ken DiPhillips to provide additional information to his report. Following items were discussed:

Lights on Public Ave. are currently not working due to an issue with the Christmas Tree lights. Should be corrected shortly.

Reported attendance at Meter Calibration school which provided certification to conduct calibration on meters in-house. Mike Cutri, Chris Welsh, and Bernie attended also. Julanne posed a question: "Are meters numbered properly"? Ken stated they are not chronological but yes, they are numbered.

Ken stated the radio's would be more than \$300.00 to repair and are not worth putting money into them. He stated an external antenna would probably work to have their hand held radio's provide clearer and better service. Craig Reimel suggested he go to Radio Shack and speak with Chuck regarding specifications of an antenna.

Tony Pickett questioned #10 on the Street Department's report which stated "they fixed water leaks & replaced damaged insulation in shop". Ken replied the leak was in the old bathroom, and is now repaired.

The Street Department is asking for permission to purchase new plow edges at a cost of \$405.00, and a new strobe light for \$289.00 Craig Reimel motioned to approve the purchase, Randy Schuster, 2<sup>nd</sup> motion. Unanimously approved. Motion carried.

Ken DiPhillips also proposed to have access to a laptop (currently owned by Borough), and internet service since the sign of the times is keeping up with technology and retrieving information via internet and e-mail. Ken asked for permission to purchase a printer for \$50.00 for this computer. Randy Schuster motioned to approve use of computer and the purchase of the printer, Craig Reimel, 2<sup>nd</sup> motion. Unanimously approved. Motion carried.

Vice President Chamberlain asked Ken to look into purchasing or having someone make a collection cart for the meter money.

Julanne asked if anyone had an objection to hang in town a big sign stating “Call Before You Dig!

**Zoning Officer:** Vice President Chamberlain asked if there were any questions or discussions regarding the zoning report. Following items were discussed:

Council members expressed their concern about the property listed as 177 High Street. The owner keeps on piling up more furniture on the outside porch and is proving to be not only an eyesore but a fire hazard. Sean Granahan requested Jim Smith to find the owners phone number and call him regarding this issue. Julanne asked if he resolved the issue, Jim stated he is still working on it.

Sean Granahan asked Jim Smith if he was able to go to 80 Berry Street and check out the foundation that is caving in. Jim stated he did go to Berry Street and the only issue he could identify was the chimney in the back needed to come down. Jim stated that there were doors on all exterior access locations.

**Police Department:** Vice President Chamberlain asked if there were any questions or comments. Following items were discussed:

Julanne asked if the January 25<sup>th</sup> hit and run was confirmed. Chief Smith stated he didn't have any additional information on the situation because it is a State Police investigation, they were only called in to assist.

Chief Smith asked if the department was going to get a new vehicle this year to replace the White Ford Explorer. Council members asked Ken DiPhillips what was wrong with the car. Ken stated there have been multiple issues over the past few months that they had to fix but now he thinks the transmission is going. Chief Smith asked Vice President Chamberlain on his expert opinion if he thought it would be worth replacing the transmission. After discussion no solution or answer was provided.

Chief Smith asked for permission to submit for payment a renewal of the Harrisburg Surplus Program. Craig Reimel motioned to approve submission of invoice for membership, Julanne 2<sup>nd</sup> motion. Unanimously approved. Motion carried.

**Municipal Authority:** Vice President Chamberlain asked if there were any questions or comments. Julanne inquired about the letters going to the Bridgewater Township Municipal Authority and Vice President Chamberlain stated this has been going on quite awhile. Vice President Chamberlain asked if there were any further questions or comments. No questions, no comments.

**Mayor's Report:** Mayor John Wilson stated his concern was the lights on Public Ave., but Supervisor Ken DiPhillips addressed his concern to his satisfaction.

### **Action Items:**

1. **Chocolate & Wine Festival:** Committee members stated this was a very good event that has been going on for a few years. It has brought people into the area and has maintained a fun safe environment. Sean Granahan motioned to approve closing of Chestnut Street on Saturday, May 17, 2014 from 12pm to 10pm for the festival, Randy Schuster 2<sup>nd</sup> motion.
2. **Borough Zoning Ordinance Training:** The Zoning Hearing Board would like to conduct another training session for new Borough Zoning Ordinance with Carson Helshrich. Zoning Hearing Board would like all members of Council to join them in this training session. Sean motioned approval to have Carson Helshrich conduct a new training session, Craig Reimel 2<sup>nd</sup> motion. Unanimously approved. Motion carried.

### **Discussion Items:**

**Dog Park:** Tabled till next month

**PSAB:** Regarding past and future seminars Julanne would like to know if there is any possible way, or policy stating how members would be able to take advantage of future seminars and education offered by the PSAB. She stated she went to a conference in 2012 and it was excellent, she learned a lot, and provided a written report to council members outlining the seminar. Craig Reimel stated Council normally offered this experience to new members, which they did with Julanne in 2012. Members normally went the one time and didn't request any future seminars. Sean Granahan stated Montrose is a small municipality and he does not support spending tax payer money for education or seminars. Julanne asked if anyone engages in the seminars and how do they pay for it? Sean Granahan stated if members would like to take a course, or seminar, they paid for it out of their own pocket. Julanne stated Section 701 Borough Codes cited reimbursement information.

**Leatherstocking Plans:** Solicitor, Marion O'Malley stated she was contacted by a person who will be digging up the streets and laying down the pipe lines. The information he is looking for is right of way. Sean Granahan stated the company wants to come up Lake Ave. and High St., to the courthouse and behind Public Ave. They plan to start this project in the Spring. Marion O'Malley will research existing maps to obtain right of way information.

**706 Project - Trees:** The trees on Church Street need to be replaced. The concrete project is due to start in the spring and to be finished in August, 2014. Although it's not included in the current budget, we need to remove the ginkgo trees and plant new ones. Enough money is in the tree fund to cut down the existing trees and purchase 3 new ones.

**Partner with Redevelopment Authority:** Sean Granahan motioned to partner with the Susquehanna County Housing and Redevelopment Authority to obtain Grant money for Streetscape Project. The grant money would be used to plant Bartlett Pear Trees, and replacement of sidewalk. Partnering would increase the chance that money would be approved for allocation. Maximum grant is up to \$500,000 but funds of \$150,000 - \$200,000 are typically the amounts granted. Craig Reimel 2<sup>nd</sup> motion. Unanimously approved. Motion carried.

**Eastside Rt. 29/Lower Main St.:** Sean Granahan reported speaking with a PennDot Official regarding this location and their plans for the Rt. 706 project. PennDot plans to connect all storm drains during the project and divert the water to a culvert that is already compromised. Sean inquired if fixing the culvert was included in the project and the official stated it was not. All water is owned by the state per state law, therefore, a suggestion was made to block the water from entering the alley where the culvert is located, and this way the water would divert back onto the state owned roads. Craig Reimel stated during heavy rains the culvert is currently causing basements in the vicinity to get wet and damp, and having more water diverted into the culvert will create major flooding in those buildings. We need to protect the owners of the buildings from possible structural damage, especially since they are our tax base.

**Susquehanna County Tax Collection:** Traveler's Insurance paid \$29,000.00 from the Bond Policy and they had \$15,000.00 in their account, which indicates there will be enough funds on hand for 2 plus years of expenses. No municipality will have an assessment. Instead of putting out an RFP they have elected to stay with Berkheimer for collection services.

**Executive Session:**

Vice President Chamberlain recessed the Open Meeting and called an Executive Session at 8:11 pm.

Vice President Chamberlain called the Open Meeting back to Order at 8:23 pm.

Craig Reimel motioned to adjourn meeting, Sean Granahan 2<sup>nd</sup> the motion.

**Meeting Adjourned 8:26 PM**

Respectfully Submitted,

Lillian T. Senko  
Borough Secretary