

REGULAR MEETING

June 2, 2014

7:00 PM

President, Tom LaMont called the meeting to Order at 7:00 p.m.

Pledge of allegiance was recited by all.

Mayor, John Wilson read a prayer for guidance.

Present for Roll Call: Tom LaMont, Randy Schuster, Craig Reimel, Sean Granahan, Todd Chamberlain, Julanne Skinner

Absent: Tony Pickett

Other Officials Present: John Wilson, Mayor, Lillian T. Senko, Secretary

Approval of Minutes: President LaMont inquired if there were any changes or corrections to the May 5, 2014 minutes. Craig stated under the Recognition of Attendees, it was printed Sue McMamara which is incorrect, the correct spelling is McNamara. A motion was made to accept amended minutes by Julanne Skinner, Craig Reimel 2nd the motion. All in favor, motion carried

Misc. Correspondence:

From The Desk of the Secretary
RE: Updates and Review Items

Susquehanna County Council of Governments
RE: May 20, 2014 Agenda & March 18, 2014 Minutes

PA State Senator Gene Yaw E-Newsletter
RE: Informational updates & news

PA Department of Transportation
RE: Notice of Payment State Police Fines and Penalties

Time Warner Cable
RE: Updates

Northern Tier Regional Planning & Development Commission
RE: Newsletter

Montrose Planning Commission
RE: Minutes from May 20, 2014 meeting

Bridgewater Baptist Church
RE: Volunteer Services

Pennsylvania State Association of Boroughs
RE: Newsletter

President LaMont inquired if there were any questions or comments regarding the miscellaneous correspondence. Julanne asked if the Borough receives payments from the State Police Insurance fund each year, and Craig replied it sounds familiar and he believes so. Todd Chamberlain stated the Borough receives a share, and Tom LaMont stated if the principal is not providing at least 40 hours, funding will be lost. President LaMont asked if there were any further questions or comments, no questions, no comments.

Recognition of Attendees: Dale Smith, Elaine Henninger, Mary Jo Carlton, Mark Carlton, Melinda Darrow, Joe Hunt, Mary W. Wetherall, Lori Hubal, Pat Farnelli

Adoption of Agenda: President LaMont questioned if anyone wanted to make any changes or additions to the agenda. Lifeline Phone, Explorer Bid, and Advertising for Paving were added under Action Items. A personnel topic was added under Executive Session. Motion was made to adopt June's agenda with the additional items by Julanne, Randy 2nd the motion. All in favor, motion carried

Approval of A/P: President LaMont inquired if there were any questions or comments on submitted Accounts Payable. Todd questioned the Invoice for Don's Automotive Mall, Inc. in the amount of \$200.00. Ken DiPhillips replied it was a charge for a bumper for the Dodge Ram. Julanne questioned the charge for High-Tech Collision in the amount of \$1, 411, 10; Todd replied it was for the repair of the Police vehicle. Julanne had another question regarding ODB Company in the amount of \$1,391.19; Ken DiPhillips replied it was for repair parts for the sweeper. Val-U Towing in the amount of \$70.00 was also questioned and Chief Dale Smith explained the 2010 Dodge Charger died and needed to be towed to Tunkhannock Auto since it was still covered under warranty. The problem was the warranty only covered \$100.00 and the towing charge was \$170.00. Council members stated we should be able to be reimbursed for the \$70.00 under our insurance plan. Council asked the Secretary to look into it. Sean Granahan motioned to approve payment of outstanding bills, Todd Chamberlain 2nd the motion. All in favor, motion carried.

Approval of Payroll: President LaMont inquired if there were any questions or comments on submitted Payroll report. No questions, no comments. Sean

motioned to accept Payroll Report, Craig 2nd the motion. All in favor, motion carried.

Accounts Receivable/Deposits: President LaMont inquired if there were any questions or comments associated with the submitted Accounts Receivable/Deposit report. Julanne Skinner asked Council for confirmation that the only difference between the submitted report and the revised report was the meter money and Berkheimer deposits, Council attested. No further questions or comments.

Reports:

Treasurer's Report: President LaMont asked if anyone had any questions or comments on the submitted Treasurer's Report. No questions, no comments. Motion was made to approve Treasurer's Report by Todd, Craig 2nd the motion. All in favor, motion carried.

Budget Report: President LaMont asked if anyone had any questions or comments on the presented material. No questions, no comments.

Street Department: President LaMont asked Ken DiPhillips to provide any additional information to his report. The following items were discussed:

Ken DiPhillips spoke about the PA1 Call Seminar he attended, and stated it was very good, and a great deal of information was provided. Ken relayed the "call before you dig" information stating it was for digging with any type of machinery, not hand digging, and the call does not release the homeowner of liability. Julanne stated if people are hand digging a certain depth they should still call.

Julanne Skinner asked Ken if basins are going to be put in on Wilson Street, since the properties close to the corner of Wilson and Park Streets are always flooded when it rains. Ken replied the concrete basins are to be replaced, but no additional drains are scheduled to be put in. He admitted the road has a very large crown which could add to the water issue, and will speak with Council to see what can be done to alleviate the issue.

Council questioned Ken if he was able to walk the piece of land behind Dan Colby's property and examine the drainage pipe. Between Ken and Craig Reimel they stated they found a garage was built on top of the line, trees were also planted on top, and the worst section of the pipe is by Prospect Street. Craig informed Council that the Borough did install the drainage pipe around 1964-1965, therefore the Borough is responsible for the maintenance and repair. Ken will keep looking

at the layout of the pipe and figure out a way to accomplish the replacement or repair.

The Street Department is looking to purchase a set of forks for the backhoe, this purchase had been included in the 2014 capital budget in the amount of \$1,600.00. Randy motioned to approve the purchase, Sean 2nd the motion. All in favor, motion carried.

Liquid Fuels Request for Proposal paperwork has been completed and will need to be put out to bid for surface treatment and microsurfacing. Randy motioned to approve advertising the RFP, Craig 2nd the motion. All in favor, motion carried.

Craig Reimel expressed his displeasure about the RFP going out so late in the year, and suggested putting together a Borough calendar for annual duties.

Craig wanted to commend Ken, Bernie, and Chris who worked very hard on completing the skate board ramp for the season. The Lions will be donating a 2' ramp, with 6' rail and 9" off of the ground to be built according to specs.

Zoning Officer: The Zoning Log Sheet containing the phone inquiries from April 7, 2014, through May 13, 2014, was submitted to Council for review by the Borough Secretary.

Police Department: President LaMont asked if there were any items Chief Smith would like to report on. The following items were discussed:

Chief Smith reported one officer was in need of a new vest since it was quickly approaching the five year limit, and the cost of the vest is approximately \$700 to \$900 dollars. Randy motioned to approve purchasing one vest, Julianne 2nd the motion. All in favor, motioned carried.

Chief Smith asked if the Police Department was going to be able to replace the Explorer, since it takes awhile for the vehicle to be built to specifications. Council replied they will discuss it and get back to Chief Smith with an answer.

Todd Chamberlain informed Chief Smith he needed to keep some officers on foot patrol longer than the requested 7:30 pm limit for the Wine and Chocolate Festival. He explained he witnessed a few incidents that could have gotten out of control, and requested Chief Smith to arrange for the longer time range for next year to at least 8:30pm.

President LaMont discussed the Memorial Day Parade, and requested an additional Police Officer presence at the beginning of the parade for next year.

President LaMont asked if there were any further questions or comments. No questions, no comments.

Municipal Authority: President LaMont asked if there were any questions or comments on the submitted Municipal Authority Report. No questions, no comments.

Mayor's Report: Mayor Wilson said he had no report for the open session, but had three or four items for the Executive Session.

Action Items:

1. **Mayor, Council, Treasurer:** A motion was made by Craig Reimel to pay the Mayor, Council, and Treasurer, Sean Granahan 2nd the motion. All in favor, motion carried.
2. **Police Pension Fund:** A motion was made by Randy Schuster to move \$24,881.10 from Stone House Investment into the Police Pension Fund, Julianne 2nd the motion. All in favor, motion carried.
3. **Cintas:** Annual service rental agreement was presented for renewal. Cintas provides on a weekly basis paper towels, toilet tissue, hand soap, and floor mats. Cintas locked the prices for a one year period. President LaMont was concerned there was an Artwork Charge of \$225.00 for a LogoMat and would like the Borough Secretary to confirm the Borough would not incur this charge. Sean Granahan motioned to accept the Cintas contract for the next twelve months without the option of a LogoMat, Craig 2nd the motion. All in favor, motion carried.
4. **Life Line Phone:** Representatives of Life Wireless requested permission to set up a spot in the Borough for people to apply for free phones. Life Line is a federal program to help needy families, and is regulated by the state of Pennsylvania's PUC. Council discussed this service, and determined they needed to follow the same procedure as others requesting a Peddler's Permit, by providing their credentials, driver's license, automobile make, model, and license plate number with the Borough Secretary, and the Police Department. Sean reviewed the document provided by Life Wireless representatives and said it needed to have an indemnification clause included. Sean motioned to sign the agreement once the indemnification

clause was added and they agreed to follow the identification procedure, Todd 2nd the motion. All in favor, motion carried.

5. **Explorer Bid:** President LaMont stated only one bid for the Ford Explorer was received after advertising the vehicle in the paper. President LaMont opened the bid and announced that Justin Lawrence offered \$550.00 for the vehicle. Sean motioned to accept the bid, Julanne Skinner 2nd the motion. All in favor, motion carried.

Discussion Items:

ESE Equity: Joe Hunt presented to the Council his plans to purchase the old publishing company, located at 466 S. Main Street, and declared the tentative closing is at the end of June. Mr. Hunt stated he would be applying for a conditional use, and registration of nonconformities, with the Montrose Borough Hearing Committee because of the plans he has for the building. Mr. Hunt also wanted to state for the record, his company JHA has an employee who is the Borough's Zoning Officer, and this Zoning Officer will be excluded in any matter that requires zoning action with Joe Hunt's new acquisition. This action will eliminate any conflict of interest, and the Montrose Borough Council will be a substitute for the Zoning Officer in this particular transaction. ESE will be submitting the required paperwork to COG for the renovations they plan to do, such as renovate the exterior façade, creating a central hallway which will connect the entrances on each side of the building, and bring the interior structure up to code.

Sean Granahan told Joe to talk to Ken DiPhillips about a piece of sidewalk which is owned by the Borough. Joe stated Ken did provide a survey plan from John Butler, but Joe also found several survey pins on his own. Joe said he may have to reserve some spaces in the lot for van accessible parking.

Joe Hunt brought in some drawings and handed them out to council, and also invited the members of the audience to take a look. He plans to name the building Tannery Place, and is planning for some space to be allocated for a community meeting space. Joe invited some people to accompany him to this meeting since phase two of his plan would be a health center.

Mary Wetherall, CEO, and Lori Hubal, CFO of NEPA Community Health Care attended the meeting to speak of the services they would offer to the Montrose Borough residents, since they are planning to rent space in Mr. Hunt's building. Ms. Wetherall stated this is not Obamacare, it is a program

that brings health care into areas that have a high need for services because they are medically underserved. They have identified Montrose as one of these high need service areas. WIC is one service which comes under their umbrella of services, and they would like to provide some type of OB/GYN services by creating a small birth center in the future. Two of their WIC clients gave birth in a car on the way to the hospital, and NEPA representatives have already spoken to the representatives at the Endless Mountain Health System for space in their facility. Randy Schuster informed them he already heard of growing opposition of their services. Ms. Wetherall stated she was not surprised since what they are going to provide brings change, and many people do not like change, but there is no denying the need for a change and for their services.

Mr. Hunt's plan is to use the building as a multiple occupancy space for rental purposes. Two of the potential occupants of the building are NEPA Community Health, and Leatherstocking. He plans to create office spaces between 800 – 1200 sq ft for small businesses that only have 3-4 employees, or employees who travel and only need a home base office.

Act 13 Allocation of Funds: Julanne Skinner asked Council if any plans were made for the Act 13 Funds for this year or if any money was spent from the funds, and if the public is aware of what the money was spent on. Sean Granahan stated Act 13 funds are capital funds that are kept separate from other monies, just like Liquid Fuels is separated from other accounts. Julanne Skinner asked if anyone knew how much the Borough's share was going to be for this year, and President LaMont stated he doesn't see where any funds were received yet. Council stated 2013 was the first time Act 13 funds were allocated.

Zoning Protocols: President LaMont after reviewing the Zoning Log Sheet suggested adding another column to the spread sheet so more information could be added. Secretary stated she could add another column, but this log was merely a phone record and there was another form she could submit which contained additional information on the inquiries. President LaMont requested that the other form accompany the Zoning Log Sheet in all future meeting packets. Craig Reimel stated this is a work in progress with Joe Hunt and Associates and there could be more changes made until the process has a smooth flow.

Deer Management Program: Dan Calby submitted a Deer Management proposed ordinance which would prohibit the feeding of deer in the Borough. Council stated the paperwork will need to go through the

Borough's Solicitor for due diligence with an advertised open hearing, and a fine schedule for the ordinance. Melinda Darrow asked if Montrose had a bear issue. Council members replied a bear was sighted on High Street last year and nothing since then.

Miscellaneous:

Council members spoke about the conditions of Rt. 29 and Lake Avenue if there was something they could do to rectify the situation. Craig Reimel stated James May at PennDot would be the contact if someone from Council would want to touch base with him.

Executive Session:

President LaMont recessed the open meeting for an executive session regarding personnel at 8:40 pm and stated an action will be forthcoming. At 9:07pm President LaMont called the meeting back to order.

Craig Reimel motioned to have John Walker removed as a Police Officer, Randy 2nd the motion. Vote was 5-1 in favor of John Walker's dismissal, motion carried.

Todd Chamberlain motioned to adjourn the meeting, Sean Granahan 2nd the motion.

Meeting Adjourned 9:15 PM

Respectfully Submitted,

Lillian T. Senko
Borough Secretary