

MONT ALTO BOROUGH COUNCIL MEETING

CALL TO ORDER – Council President Michael Gossard called the Regular meeting of February 4, 2008 of the Mont Alto Borough Council to order at 6:38 p.m.

ROLL CALL – Thomas Lowson, Beverly Spicer, Debra Lee, Dennis Monn. Michael Gossard and Rick Lee present.

MAYOR – Vacant

BOROUGH STAFF – Jeff Evans Solicitor, Maurice Gossert Nassaux-Hemsley, Inc., Mike Hansen Zoning Officer and Patricia A. Kocek Borough Secretary

INVOCATION – P. Kocek

PLEDGE OF ALLEGIANCE

VISITORS – Denise Bonura	The Record Herald
Lee Royer	Educational Property Group, Inc.
Merle Holsinger	Educational Property Group, Inc.
John Walsh	Educational Property Group, Inc.
Allen Mills	Educational Property Group, Inc.

Council President M. Gossard recognized the gentlemen in attendance in reference to the proposed student housing in the Allen Mills subdivision/Submission of Land Development Plans - L. Royer addressed Council and reviewed various aspects of the Project using the Land Development Plans.

M. Gossert told Council that he is almost finished with his review of the plans. M. Gossert pointed out the following items and briefly discussed them.

1. Sewer and water lines cross another lot – will right of ways be obtained?
L. Royer – Yes

2. Storm water management – Perk test data and how the tests were performed

3. Placement of seepage beds and an easement to get to the seepage beds

M. Gossert will arrange a meeting with L. Royer, et al to review the engineering comments regarding the Land Development Plans.

Sewer Module – M. Gossert told Council that the Educational Property Group, Inc. has submitted the Sewer Module for the proposed student housing. He explained that a Sewer Module is a planning tool. The Mills Subdivision already had an approved Module dated 1993 for 21 lots. The Group is asking for an additional 38 lots. M. Gossert has filled out the paperwork, but before he can proceed the Mont Alto Municipal Authority has to send a letter to the Borough of Mont Alto stating that the Authority has capacity to treat the additional sewage. This is standard procedure and M. Gossert will address this issue at the Authority meeting next Monday evening.

In order to go forward with this procedure M. Gossert is asking Council to approve sending the documents once the Borough receives a letter from the Authority stating they have sufficient capacity to serve the 38 lots.

D. Monn made a motion giving M. Gossert permission to send the documents once the letter is received from the Mont Alto Municipal Authority, D. Lee seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

J. Walsh briefly addressed the parking issue in the area of Lot #10. He is planning to meet with the neighbors affected to discuss what type of screening to put in so that the neighbors will not be disturbed with lights from the parking area.

M. Holsinger, L. Royer, J. Walsh and A. Mills left the meeting at this time.

ACCEPTANCE OF ZONING OFFICERS REPORT

January 2008 – D. Lee made a motion to accept the Zoning Officer's Report for January 2008, D. Monn seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

BOROUGH OF MONT ALTO ZONING OFFICERS REPORT TO THE BOROUGH COUNCIL

Michael Hansen
for Accredited Services, Inc.
Zoning Officer
LAND USE PERMITS

Report Period: January, 2008

NONE

DEMOLITION PERMITS

NONE

SUBDIVISION REVIEWS

1-29-08 Mont Alto Student Housing

20 Lots for Townhouse Development

Land Use Permits Issued This Month	0	Demolition Permits Issued This Month	0
Land Use Permits Denied This Month	0	Demolition Permits Denied This Month	0
Land Use Permits Issued To Date	0	Demolition Permits Issued To Date	0
Subdivision Reviews This Month	1		
Subdivision Reviews Year To Date	1		

Commonwealth Code Inspection Service, Inc. Report - For your information.

Accredited Services Report – For your information.

APPROVAL OF MINUTES

January 7, 2008 - R. Lee made a motion to approve the Minutes of January 7, 2008, D. Monn seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

ACCEPTANCE OF TREASURER'S REPORT

December 31, 2007 - D. Monn made a motion to accept the Treasurer's Report for December 31, 2007, B. Spicer seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

January 31, 2008 – Table until the March meeting.

ADOPT RESOLUTION NO. 458 TRANSFER OF FUNDS JANUARY 2008 – D. Monn made a motion to adopt Resolution No. 458 Transfer of Funds for January 2008, B. Spicer seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

FINANCE AND ADMINISTRATION COMMITTEE

T. Lowson reported that the 2007 Audit will begin this week.

VACANCIES

Mayor 2 year seat – Term ends 1-1-2010

Councilperson 2 year term – Term ends 1-1-2010

Letter from John Esser – Council received a letter from J. Esser stating that he would be willing to fill either vacant position on Borough Council. On February 28, 2008 J. Esser will meet the residency requirement to serve on Borough Council. Discussion.

J. Evans will have to petition the Court to have a member appointed to Council since the time limit has been exceeded for Council to appoint a member. J. Evans cannot begin this process until J. Esser meets the residency requirement. J. Evans will prepare the Petition and have it ready for the March meeting.

MAMA Term of Tommy Gilbert ended 12-6-2007 – P. Kocek told Council that she failed to put this on the Agenda for the December and January meeting. P. Kocek talked to T. Gilbert and he is willing to serve another term on the Mont Alto Municipal Authority.

D. Monn made a motion to appoint T. Gilbert to another term on the Mont Alto Municipal Authority, D. Lee seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

ATTORNEY'S REPORT

Agreement with MAVFD for screening and buffer zone – J. Evans has this document and he will have it recorded at the Court House.

Zoning and Subdivision Ordinance

Recreation Fees for developers – J. Evans is working on this Ordinance.

Corner lots – A lengthy discussion ensued regarding corner lots.

1. Council feels this needs to be looked at very closely
2. Cannot look at this in terms of just one lot but look at for the whole town
3. Look at various Ordinances that M. Gossert provided and incorporate certain parts into the Borough definition
4. Sight triangles
5. Fence heights Act 45 UC Code - M. Hansen will provide any information he finds about Act 45 to M. Gossert

M. Gossert and the Street Committee will meet and ride over the town to look at various places in town that would be affected by changes to the Ordinance concerning corner lots.

Financing for Phase II University Drive Storm Water Project – J. Evans has received a request for more information from one bank but at this time he has not received any quotes. The banks have until February 15, 2008 to submit their quotes.

The quotes will be reviewed at the March 3, 2008 meeting.

MAYOR'S REPORT - Vacant

ENGINEER'S REPORT

Allen Mills Subdivision Educational Property Group, Inc. Student Housing Development Sketch Plans – Covered previously in the meeting.

At the Public Meeting J. Walsh stated that he would be willing to provide certain documents to the Borough.

P. Kocek to contact J. Walsh and ask him to provide references from previous Projects, Deed Restrictions and a copy of the Lease Agreement.

Council briefly discussed the pros and cons of the issues debated at the Public Meeting on January 23, 2008.

T. Lawson stated that PSU is tax exempt. Since the lots are not attached to the Campus, would these properties become tax exempt if they were sold to PSU? J. Evans will look into this matter.

Council will wait for the information from J. Walsh.

Drainage easement/shooting grades – M. Gossert reported that they did additional elevations after the ditch was cleaned out. It looks the drainage comes out of the pond, between the two houses, comes down to Beech Street and flows overland from there on. It will take a great deal of water to fill the pond up to where it would overflow. M. Gossert will talk to T. Gilbert and find out if the pond has ever overflowed.

WATER COMMITTEE

Turbidity Alarms – D. Monn reported that there were 20+ alarms over the weekend for Well #3. D. Monn told G. Calimer, Jr. to notify David Monn about this problem. Antrim has already notified G. McCullough of Foxcroft about the problem.

Sewer Manholes – D. Monn reported that Penn Dot will be resurfacing Mont Alto Road in the spring. Three manhole covers will have to be raised. M. Gossert has the paper work for this Project and has reviewed it. He told Council that the easiest way to handle this is to have the

contractor do the work for the Authority so that they are correctly installed. It is then the Contractor's responsibility if they aren't placed properly.

M. Gossert said there are also some water valves in that area so someone needs to make sure they get included on the paper work for this Project.

Line Locator Training – D. Monn and G. Calimer, Jr. will be attending this training on February 12, 2008 at L/B Water.

STREET COMMITTEE

Status Phase II Storm water Project University Drive – M. Gossert provided a Tabulation of Bids for Council to review.

1. Notice of Intent to Award – D. Monn signed and this has been sent to the Contractor.
2. Received Certificate of Insurance, Payment Bond and Performance Bond – J. Evans has reviewed
3. Notice of Award – Will send after an acceptable quote for financing is received
4. Contractor sends back signed Agreement and then Borough signs
5. Then the Notice to Proceed is sent
6. Meeting with low bidder, engineers, Street Committee to discuss the Contract

M. Gossert pointed out that raising the manhole covers quoted in the Project will be paid for by the Mont Alto Municipal Authority.

Confined Space Training – D. Monn would like G. Calimer, Jr. and a member of the MAVFD to attend this training. D. Monn will present this proposal to the MAMA at their meeting. The cost would be \$90.00 for G. Calimer, Jr. to attend.

Public Works Seminar – March 11, 2008 11:00 a.m. until 1:00 p.m. presented by Penn Dot at the Mont Alto PSU Campus. P. Strite, D. Monn and G. Calimer, Jr. will attend this meeting.

Joint road maintenance with Quincy Township – Nothing at this time.

PROPERTY & SUPPLY COMMITTEE

Glessner's Alarm and Communications – D. Monn has the proposals for Council to review. The proposal covers the Borough building, Maintenance Building, Sewer Plant, Recreation Area and adding in the alarm system at the Water Plant. The approximate cost is \$10,000.00. The cost to monitor 24-7 is \$180.00 per year per facility. Council discussed the possibility of doing one building at a time.

M. Gossard would like to see key cards for all of the major entry points to all of the buildings.

D. Monn told Council that he is getting ready to do an inventory of keys. D. Monn will check with Glessner's on the cost of an Expandable Card Access System that is programmable.

Set equipment rental rates for 2008 – The rates have to be set each year. The rates have to be in place when the Borough equipment is used to perform work pertaining to the Rec Grant.

Equipment rental rates for 2008

Dump Truck	\$20.00	Backhoe	\$26.00
Trailer	\$ 6.00	Hand Tamper	\$12.00
Cut off saw	\$32.00	Sump pump	\$ 6.00
Chain saw	\$17.00	Mower	\$33.00
Pressure washer	\$15.00	Road Plates	\$25.00
Vehicle mileage	\$ 0.505/m		

D. Monn made a motion to adopt the Equipment Rental Rates for 2008, D. Lee seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

Tires for backhoe and pads for outriggers – D. Monn made motion to authorize the expenditure for tires for the backhoe and pads for the outriggers, R. Lee seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

ELECTRIC COMMITTEE

Borough Electric Contract – D. Monn reported that Downes is still monitoring the prices. Discussion.

T. Lowson told Council that there was a slight raise in the PPA beginning with the February billing.

T. Lowson said there may be another five month extension of the Agreement in order to try to obtain a better rate.

Automatic Meter Reading System – D. Monn is going to Chambersburg Borough on February 14, 2008 attend a demonstration on an Automatic Meter Reading System.

Generator for MAVFD – D. Monn reported that he is working on a letter to send to Senator Punt and Representative Rock to try to obtain funds for a generator at the MAVFD. The generator is needed because the MAVFD is designated as the Mass Care Center for this area. D. Monn has also approached Quincy and Guilford Township concerning this matter and the three entities will work together to try to obtain funds for a generator.

Allegheny Power Twin Kiss/South Mountain Line – During the ice storm in December the Borough was without electricity for approximately nine hours. This occurred because Allegheny Power moved the feed for the Borough at the Twin Kiss back over to the South Mountain line. T. Lowson made Downes aware of this problem. G. Owens will discuss this matter with Allegheny Power.

PERSONNEL COMMITTEE

Employee Handbook

Cell Phones – A very lengthy discussion followed about the use of the Borough cell phones during working hours and after hours. Council debated the issues concerning the use of the cell phones.

There are 1400 minutes of peak hour usage to be shared among the six phones (7:00 a.m. – 7:00 p.m.) and unlimited usage from 7:00 p.m. until 7:00 a.m. Monday through Friday and unlimited usage from 7:00 p.m. Friday evening until 7:00 a.m. Monday morning, including unlimited long distance calling anytime. There is never a charge for using the Walkie Talkie feature of the phones. Text messaging and internet access has been removed from the Borough cell phone plan.

D. Monn has formulated a statement regarding the use of cell phones for the Borough employees.

J. Hartman will be told that he has to carry the Borough cell phone during working hours.

T. Lowson suggested that a Policy be developed for the use of the cells phones, that way the Handbook doesn't have to be changed if the Policy changes.

J. Evans said that a Policy overrides the Handbook, but there has to be a provision in the Handbook stating that employees have to abide by polices that the employer from time to time posts or deems necessary.

D. Lee will check the Handbook to make sure there is a statement like this in the Handbook.

Overtime – B. Spicer reported that Federal Law requires that overtime be paid for hours worked over forty hours per week only.

The current Handbook states that employees are paid overtime for any hours worked over eight hours per day and forty hours per week. Overtime is paid even if employees use sick leave or vacation hours during the week.

Discussion about overtime and how overtime should/could be paid to the Borough employees.

J. Evans stated that overtime for over forty hours is the minimum requirement, but anything you provide in excess would not be a problem under the law governing overtime. The employer can do more at their discretion but not less.

The base Handbook will be approved and policies will be made and approved for items not specifically addressed in the Handbook.

D. Lee will check to see if there is a statement regarding polices in the Handbook.

Distribution of the Handbook – After discussion it was decided that the Borough staff will make copies for distribution to the employees.

D. Lee made a motion to approve the Handbook as long it has a provision stating that a condition of employment is that the employees will abide by the directives or policies subsequently issued by the employer, D. Monn seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

Job Description As needed Secretary – Council has copies of the job description and they briefly reviewed the document.

At this time G. Socks is working as a part-time “as needed” employee. Council discussed the various options open to them to hire G. Socks as a permanent part-time employee.

D. Lee made a motion to classify G. Socks position as Permanent part-time 16-23 hours per week, as Borough Administrative Assistant, R. Lee seconded, any further discussion, any further discussion, all in favor Aye, opposed No.

Council discussed the wages for this classification. T. Lowson has a 2007 Pay Scale that includes Labor Grade 2 Administration. This classification was not carried over to the 2008 Pay Scale. In 2007 and 2008 G. Socks was part-time “as needed” and did not have a Step classification. That is why the classification was removed from the 2008 Pay Scale.

Council instructed P. Kocek to add this classification to the 2008 Pay Scale list. The list will have to be changed to reflect the 3% employee raise for 2008.

D. Monn made a motion to set the pay rate at Labor Grade 2 Administration Step 2 for G. Socks becoming effective the next full pay period, D. Lee seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

SANITATION & SAFETY COMMITTEE - Nothing
RECREATION COMMITTEE

Recreation Grant – T. Lowson informed Council that last week he mailed another set of plans to DCNR for their review.

REPORT ON COG (COUNCIL OF GOVERNMENT) ISSUES - Council Vice President D. Monn reported that P. Kocek has information on the Homestead Act available if residents have questions.

VISION 2015 – Council Vice President D. Monn reported that the following events will be taking place in Waynesboro: Chocolate Extravaganza 3-29-2008
Vintage Car Show 6-21-2008.

Volunteers are needed for the flower beautification program in Waynesboro. Three new businesses applied for the incentive grant awards sponsored by Senator Punt. A total of five businesses have been approved for grants under this program.

The High School renovation is ahead of schedule and under budget.

OLD BUSINESS

Appointment of committees – Council President M. Gossard would like to wait until there is another Councilperson before appointing committees. He asked that the members remain on their assigned committees.

NIMS Certification – Nothing at this time.

LUCA Program for 2010 Decennial Census – D. Monn and P. Kocek are working on this.

Accredited Services, Inc. Code Enforcement Officer – J. Evans will supply a list to Accredited Services of possible items the Borough may want them to perform for Mont Alto Borough. Keep on Agenda.

Constable – Short discussion. Council was of the opinion that G. Smith was coming back with a list of items that he could handle for the Borough. T. Lowson will contact G. Smith.

Resolution No. 301 Establishing a schedule of fees for the administration of the Borough’s Zoning and Subdivision Ordinance.....- The fees are outdated and the Resolution needs to be updated. P. Kocek obtained information from several other municipalities regarding fees. T. Lowson will chart the fees and report back to Council at a later date.

Public Gathering/Festival Ordinance – M. Gossard reported that he provided the Draft

document to the MAVFD to review and make changes and they were to return the document to J. Evans. J. Evans has not received the Ordinance. J. Evans will send M. Gossard another Draft Ordinance. M. Gossard will provide a copy of the Ordinance to the MAVFD and give them a suspense date.

Letter Re: PSAB broker for health plans – M. Gossard will look into this. Keep on Agenda.
Status of meeting with Dr. Gnage PSU Re: PSU Students/Letter from Dr. Gnage PSU Re: 500 yard police coverage – R. Lee has contacted Dr. Gnage regarding setting up a meeting to discuss these items. R. Lee is waiting for a reply from Dr. Gnage. Several councilpersons expressed an interest in attending the meeting.

Status of meeting with Pennsylvania State Police – Short discussion. B. Spicer offered to call and try to arrange a date for someone from the PSP to attend a Borough Council meeting.

Mont Alto Sewer Plant Upgrades/Improvements – D. Monn reported that the MAMA accepted the letter written by T. Lawson and they are moving forward. The Authority is sending a letter to Guilford Township asking them to make a decision on whether or not they want to reserve capacity in the Sewer Plant.

NEW BUSINESS

Historical Society – B. Spicer is asking Council on behalf of the Historical Society for permission to use the back room upstairs that is empty. The Historical Society would like to set up a printer and copier to be used during business hours. It was the consensus of Council to allow them to use the room upstairs.

Ammunition – B. Spicer reported that there is ammunition in the locked cabinets in the upstairs bathroom. Discussion. D. Monn will check into disposal of the ammunition.

Historical Society Display case – P. Kocek asked Council if it would be possible for the Historical Society to move their display case to the front window in order for more people to enjoy the display. Council did not see any problem with doing this.

PSAB Update – For your information.

Letter from Jamie Pratt Re: Manito – J. Pratt is a resident of the Borough of Mont Alto and works for Manito. He is asking the Borough to donate some recycling cans to Manito to be used for their recycling needs at the Duffield site. J. Pratt also stated that in the future they will be looking for Community Service Projects and that Manito would be willing to do some work in the Borough. Discussion.

D. Lee made a motion to provide an amount of recycling cans, not to exceed six containers, D. Monn seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

Adjournment – D. Lee made a motion to adjourn the Regular Meeting of Mont Alto Borough Council of February 4, 2008 at 9:07 p.m., T. Lawson seconded, all in favor Aye, opposed No, motion carried.

Respectfully submitted,

Submitted to Council for their approval on
March 3, 2008

Patricia A. Kocek
Borough Secretary

Michael Gossard President

Dennis Monn Vice President

Debra Lee President Pro Tem