

MONT ALTO BOROUGH COUNCIL MEETING

CALL TO ORDER – Council President Dennis Monn called the Regular meeting of April 5, 2010 of the Mont Alto Borough Council to order at 6:35 p.m.

ROLL CALL – Dennis Monn, Tom Lowson, Beverly Spicer, Rick Lee present. Shannon Strizziere, Cheryl Sobun and Karlton Smith absent.

MAYOR – Mayor John Esser present.

BOROUGH STAFF – Jeff Evans Solicitor, Larson Wenger Maintenance Supervisor, Michael Hansen Zoning Officer and Patricia Kocek Borough Secretary

INVOCATION – P. Kocek

PLEDGE OF ALLEGIANCE

VISITORS

Jason Hendrex Apex Marketing Department

J. Hendrex is representing the Marketing Department of Apex and is here this evening to present a proposal to erect a sign on Borough property advertising the Apex facility off of Slabtown Road.

J. Hendrex told the members that Apex would pay \$2000.00 per year rental to be allowed to erect the sign on Borough property.

The type of sign they want to erect is considered a “billboard” and therefore can only be erected in the Commercial/Industrial zone. The Borough could not allow a sign of this type to be erected because of sight distance especially since the square has been reconfigured to correct sight distance problems that existed prior to the new construction.

After a lengthy discussion Council suggested that Apex contact Quincy Township to see if they would be interested in having a sign in their township.

M. Hansen and Apex will discuss this matter at a later date as to how it would relate to Quincy Township.

Allison Schuhart The Record Herald

Council President D. Monn thanked A. Schuhart very much for the pictures of the Mont Alto Recreational area that she has had published in the Record Herald.

VACANCIES

Zoning Hearing Board Alternate Term expires 9-2-2010 – No applications for this position.

Council asked A. Schuhart to mention the need for an alternate in her article about the Council meeting.

ACCEPTANCE OF ZONING OFFICERS REPORT

March 2010

R. Lee made a motion to accept the Zoning Officer's Report for March 2010, B. Spicer seconded, any further questions, any further questions, 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**

Report Period: March, 2010

<u>Date</u>	<u>Name Project Address</u>	<u>Inspections</u>	<u>Comments</u>
<u>LAND USE PERMITS</u>			
3/4/2010	Scott Gump 108 Park Street	Construct new Carport	Permit 10-02
3/10/2010	Glen Miller 207 Park Street	Erect Sign on Property	Permit 10-03 DENIED
<u>DEMOLITION PERMITS</u>			
3/1/2010	Daniel Bittinger 112 Maple Street	Remove Enclosed Porch	Permit 10-01
3/19/2010	Mark & Tina Garling 103 Park Street	Remove Existing Shed	Permit 10-02

SUBDIVISION REVIEWS

NONE

Land Use Permits Issued This Month	1	Demolition Permits Issued This Month	2
Land Use Permits Denied This Month	1	Demolition Permits Denied This Month	0
Land Use Permits Issued To Date	1	Demolition Permits Issued To Date	0
Subdivision Reviews This Month	0		
Subdivision Reviews Year To Date	0		

M. Hansen reviewed various items on the Complaint Log with the members of Council.

Todd Rock Variance – M. Hansen told the members that the surrounding properties were not properly posted prior to the Variance Hearing. M. Hansen posted the properties on April 1, 2010 and the signs will stay up until May 1, 2010. M. Hansen failed to post the properties in a timely manner.

Clean up Mont Alto Initiative – M. Hansen reported that he will be looking at some areas (part of a fence down for several months and a travel trailer parked in a front yard) in the Borough and then will send out letters to those residents.

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

Accredited Services Report – For your information.

Proposed Check List for Land Use Permit Applications – M. Hansen provided a proposed

check list of items that would have to be completed before a Land Use Permit Application is processed.

J. Evans suggested that an item to be included on the Check List would concern owners of the property Vs someone acting as an agent for the property.

M. Hansen and J. Evans will work on this addition to the check list and Council will review the proposed Check List at a later date.

APPROVAL OF MINUTES

March 1, 2010

R. Lee made a motion to approve the Minutes of March 1, 2010, T. Lowson seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

ACCEPTANCE OF TREASURER'S REPORT

February 28, 2010

R. Lee made a motion to accept the Treasurer's Report of February 28, 2010, T. Lowson seconded, any further discussion, any further discussion, all in favor Aye, opposed, motion carried.

Table the March 31, 2010 Treasurer's Report.

ADOPT RESOLUTION NO. 504 TRANSFER OF FUNDS MARCH 2010 – R. Lee made a motion to adopt Resolution No. 504, Transfer of Funds for March 2010, B. Spicer seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

FINANCE AND ADMINISTRATION COMMITTEE

Accept 2009 Audit – T. Lowson reported that the Letter of Recommendation is the same as other years. The Borough is in good shape. There was a short discussion on the accounting procedures used in the Borough.

B. Spicer made a motion to accept the 2009 Audit, R. Lee seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

New Committees – Council President D. Monn told the members that he has changed the Committee appointments so that there will not be a quorum when the committees meet. This information has been emailed to the Council members.

ATTORNEY'S REPORT

Recreation Fees for developers – Nothing

Local Services Tax – It was decided that this matter would be referred to the Finance and Administration Committee. T. Lowson will work with the Committee to research this matter and bring their findings back to Council.

Move this Agenda item to Finance and Administration Committee.

Ordinance 35 – An Ordinance Regulating Hawking, Peddling and other Borough

Ordinances – J. Evans is still working on this and he hopes to have something to report in May.

Public Gathering/Festival Ordinance – Nothing at this time.

Status Apex Final Inspection/Apex As-Built Review – J. Evans reported that he has the two (2) Deeds but he needs the description of the streets from the drawings. J. Evans will try to have a draft of the Ordinance for the May 2010 meeting.

Conditional Use Application Kelly Miller – J. Evans spoke to Kelly Miller and she is going to submit a letter to the Borough asking the Borough not to take any action on her request for a Conditional Use Hearing until such time she informs the Borough that she wants to go forward with this Project. P. Kocek to inform J. Evans if she does not receive the letter.

Deed for Square Project – J. Evans will email Penn Dot concerning the Deed with carbon copies to D. Monn and T. Lawson.

Ordinance change Electric Budget Plan – J. Evans provided this information to T. Lawson.

T. Lawson also wants to change the section concerning history for the Budget Plan. The Ordinance states that customer does not have to have history to participate in the Budget Plan. T. Lawson would like to see it read “A customer must have one (1) year of history before they can participate in the Budget Plan.” T. Lawson will provide the proper wording to J. Evans.

Estimating Electric usage – Discussion concerning the estimation of the utility bills on March 1, 2010. The Electric Committee was instructed to look into this matter and determine the best method to use to estimate the electric invoices.

Rick Lee Conditional Use Application – J. Evans will set up the Hearing for May 3, 2010 and arrange for the Court Stenographer. M. Hansen will post the surrounding properties.

J. Hendrex left the meeting at 7:28 p.m.

J. Evans has to hire a court stenographer and advertise the Hearing two (2) times in the Record Herald.

T. Lawson made a motion to authorize J. Evans to advertise the Conditional Use Hearing for May 3, 2010 and hire a court stenographer, B. Spicer seconded, any further discussion, any further discussion, all in favor Aye, opposed No, R. Lee abstained, motion carried.

MAYOR’S REPORT

April 5, 2010 – The April 5, 2010 report was provided to Council in their packets on April 2, 2010.

Mayor Esser briefly reviewed the report with the members of Council.

M. Hansen left the meeting at 7:35 p.m.

RRFB – J. Esser will contact T. Rock to check on the status of these lights. President D. Monn has received some information from Penn Dot concerning the RRFB but did not receive the paper work that needs to be filled out.

ENGINEER'S REPORT

Borough boundary project – D. Monn, T. Lawson and L. Wenger met with Lee Royer to discuss the Boundary Project and authorized L. Royer to proceed with completing the Borough Boundary Project. L. Royer provided maps and progress is being made on the Project.

L. Royer told the gentlemen that it would take approximately 120 hours of field work and 62 hours of office work to complete the Project.

Nassaux-Hemsley, Inc. – Eleven boxes of records were picked up at NHI, Inc. and are in the basement until such time someone has time to go through and review the records.

Jones Avenue Storm water drainage – The Borough needs an engineer before anything can be done about this situation. Remove from Agenda.

Phase I Study

County Wide Storm Water Management April 8, 2010 3:30 p.m. – D. Monn and T. Lawson will attend this meeting.

WATER/SEWER COMMITTEE

Sewer Treatment Plant Upgrade – The work on this Project is progressing.

NPDES Permit – The five (5) year renewal permit has been received. L. Wenger explained some of the things that are different on the permit.

STREET COMMITTEE

Joint road maintenance with Quincy Township

Four-way stop Jones & Greenwood

Oak Street & 997 – Council President D. Monn would like the Street Committee to come up with some proposals concerning the above items.

Street Sweeping – L. Wenger contacted several firms and municipalities about sweeping the streets. The only quote he received was from DSL Parking Lot Service. Their quote was in the amount of \$1925.00.

L. Wenger recommends DSL Parking Lot Service. Use the sign board and website to notify the residents not to park on the street during street sweeping and to sweep any stones out of their yards onto the street before the date of the street sweeping. Council also asked A. Schuhart to put something in the newspaper concerning the street sweeping. L. Wenger will inform A. Schuhart when the date for street sweeping is scheduled.

T. Lawson made a motion to use DSL Parking Lot Service to do the street sweeping for the Borough of Mont Alto at a cost of \$1925.00, R. Lee seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

L. Wenger will set the date for the street sweeping.

Salt/Cinders Agreement with Quincy Township – P. Kocek told Council that the signed agreement has been received from Quincy Township.

PROPERTY & SUPPLY COMMITTEE

Generator – D. Monn reported that the generator has been received. D. Monn explained how, when and where the generator was received. The services of Charlie Pentz's roll back was needed to move the generator. Hess Manufacturing also helped to get the generator off of the truck.

D. Monn told Council that the MAVFD will be obtaining a loan from Tower Bank in the amount \$17,000.00. The cost per municipality will be \$8,549.18. Guilford Township has already paid their total share of the cost of the generator. At this time D. Monn doesn't know what the monthly payments will be to pay off the loan.

P. Kocek was instructed to write a letter of thanks to Charlie Pentz. D. Monn told P. Kocek to wait until she hears from him before writing a letter of thanks to Hess Manufacturing Company.

Snow Assistance – The governor sent a letter to the President asking him to move on the snow assistance for Pennsylvania. No further information at this time is available.

County Commissioner's Town Hall Meeting – Council President D. Monn attended this meeting.

There were various items discussed concerning the local municipalities.

The new radio system was discussed but there are conflicting stories being circulated as to when the radio system will go on line. In the beginning the radios were to go on line in May of 2010 and now it may not go on line until July.

Driveway between Borough office and the Holden property – P. Kocek reported that the Holden's sometimes park their vehicles in the shared driveway in such a way that it makes it very difficult for moving vehicles to get through the driveway.

D. Monn suggested making it one way traffic around the Borough building.

J. Evans will write a polite letter to the Holden's asking them not to park in such a way that it compromises the flow of traffic. If this doesn't work then Council will have to do something else.

P. Kocek to provide name and address for the Holden's to J. Evans.

ELECTRIC COMMITTEE

Tree Trimming – D. Monn told Council that he is having a tree removed from his property and the firm he contacted to do the work has very good rates.

D. Monn is going to contact the firm and ask if they are interested in doing the tree trimming for the Borough of Mont Alto. The firm would have to provide the proper insurance documents before they could work for the Borough.

PERSONNEL COMMITTEE

Engineering firm for the Borough of Mont Alto – R. Lee researched engineering firms for the Borough of Mont Alto. R. Lee presented the following information:

William A. Hill, Inc. \$90.00 per hour principal down to \$50.00 per hour for an assistant
Martin & Martin \$90.00 per hour principal down to \$58.00 per hour for a technician

Rate wise the two (2) firms are very similar. Each would work on an as needed basis at an hourly rate instead of having a contract. There would not be a retainer fee.

Discussion on the pros and cons of the two (2) firms. Hill does out source surveying.

Table until the May meeting to give Council time to review the two (2) proposals.

Language regarding layoffs and recalls

Annual review schedule consider changing from employee anniversary date to a specific time of year – R. Lee is working on the Employee Handbook and will be updating it and bringing it back to Council. He will be incorporating all of the policies.

Policy for approving Leave – Council President D. Monn would like to establish the following Policy. The person that approves leave will send out an email to Council telling them who is going to be off and the date they will be out.

- | | |
|-------------|-----------------------------------|
| Dennis Monn | - L. Wenger, P. Strite & P. Kocek |
| L. Wenger | - Maintenance employees |
| P. Kocek | - G. Socks |

This Policy will need to be incorporated into the Employee Handbook.

P. Kocek to provide R. Lee with a copy of the Table of Contents for the Employee Handbook.

Trip Tickets – Discussion on whether or not to use Trip Tickets. The Trip Tickets would be used to detail the use of fuel and whether or not there is any damage to the vehicles. No decision was made at this time on whether or not to use the Trip Tickets.

SANITATION & SAFETY COMMITTEE

Burning Article “Outdoor Wood-Fired Boilers” – For your information.

Discussion about burn barrels and letting them smolder all night long. T. Lowson would like to see burn barrels eliminated within the Borough and only approved incinerators used for burning.

RECREATION COMMITTEE

Joint venture Mont Alto State Park – B. Spicer had a letter from R. Gunder stating that a meeting would be arranged but as of this time she has not received any further information.

\$10,000.00 Grant – When the Grant was originally talked about T. Rock said this Grant would be for the Recreation Area and the Historical Society. When the paperwork was received stating the Borough received the Grant there were no funds designated for the Historical Society. The Grant has to be used as designated in the Grant documents.

D. Monn spoke to T. Rock and T. Rock wants to know if the Borough could come up with some money for the Historical Society.

Discussion on the Borough giving money to the Historical Society. T. Lowson will look to see if there is money available in the Borough Budget for the Historical Society. The Grant money will have to be spent for the intended purposes.

Skate Boarding equipment – T. Lowson is working on obtaining quotes for the equipment the Borough wants for skateboarding. He is waiting for a design from a company that he is working with. The type of skateboarding equipment T. Lowson is looking for would be suitable for ages 10-15.

Gazebo – The gazebo is still the same price as when the Borough first looked at it. The gazebo comes as a kit. T. Lowson reported that they would hire someone to put it together, possibly Darrel Knepper. The gazebo will be placed over the water fountain.

REPORT ON COG (COUNCIL OF GOVERNMENT) ISSUES – D. Monn reported the following took place at the COG meeting.

1. Mike Ross discussed the projects of FCADC (Franklin County Area Development Corporation)*
2. Phil Tarquino and Noll Whitt discussed GIS mapping for Franklin County
3. Phil Tarquino and Commissioner Thomas discussed the Rural Planning Organization
This organization takes care of the road funds coming into the County and the projects that are to be funded

*D. Monn has books available if anyone is interested in looking at them.

VISION 2015

The Vision 2015 Committee discussed Projects to do and where to go with them.

Franklin County Emergency Service Alliance – Council President D. Monn reported there has not been a meeting of the Alliance since the last Council meeting.

MAINTENANCE SUPERVISOR'S REPORT

L. Wenger gave the following verbal report:

1. Maintenance fixed yards that were damaged during the snow storms
2. Cold patching was also done
3. Received a thank you email from a resident thanking the maintenance department for fixing their lawn
4. Received a load of ball field dirt and it was divided between the two (2) fields
5. Bark will be delivered to be placed around the equipment at the Recreation area
6. New sand will be put in the sand boxes and the volleyball court this year
7. Sludge was hauled out of the Sewer Plant on Friday
8. The Agronomy Reports were reviewed by William A. Hill & Associates and then filed for the Sewer Plant
9. The Water Line at the townhouses on 997 for Todd Rock was installed
10. The CCR Report will be completed in the near future
11. L. Wenger emailed pricing information to the Council members for paving
12. There will be a meeting on April 7 at 10:00 a.m. at the corner of Park & Willow with Penn Dot and Columbia Gas to discuss lowering the gas lines. Penn Dot can't replace the culverts until Columbia Gas lowers their lines.
13. Paving – Discussion on various streets that need to be paved. L. Wenger was instructed to

discuss the paving with the Street Committee and come back to the meeting May with a prioritized list of streets to be worked on in 2010.

OLD BUSINESS

Master File of Contracts – This was discussed at the March meeting. P. Kocek is working on assembling this file.

Franklin County Fire Trax update – P. Kocek informed Council which members of Council and the MAMA that she still needs to receive completed forms from. Discussion on how to obtain a blood type.

NEW BUSINESS

Community Easter Egg Hunt MAVFD request for funds – The MAVFD asked for support for the Easter Egg Hunt that was held on Saturday. They are requesting a donation of \$50.00.

T. Lawson made a motion to authorize a donation of \$50.00 to the MAVFD to help support the Community Easter Egg Hunt for 2010, R. Lee seconded, any further discussion, any further discussion, all in favor Aye, opposed No, so ordered.

Box Card Changes MAVFD – Council President D. Monn told the members that the MAVFD has to have the approval of the Borough Council before they can submit information to the County for Box Card Changes. This report was reviewed and the MAVFD was able to file their report by March 31, 2010.

2010 Census – D. Monn reported that the following steps were taken to ensure a better participation in the Census by Borough residents:

1. A notice has been put on the sign board concerning the Census
2. PSU has been contacted to see if they need any help in ensuring that the PSU students are counted as part of the Census
3. Jason at Apex has been contacted to make sure the residents of Apex are counted in the Census
4. On Monday, Tuesday and Wednesday from 3 – 4:30 p.m. there is a representative from the Census Bureau at the MAVFD
5. On Thursday and Friday he is there from 9 – 11 a.m.
6. A thermometer was constructed and is displayed on the front porch of the Borough building showing the progress of the Borough residents participation in returning their Census forms
7. There are Census forms available at the Borough office because anyone that has a post office box did not receive a form
8. Information about the Census was included on the Borough utility bills that went out on/or about April 1

Franklin County Drug Task Force 2010 Spring Breakfast April 23, 2010 – P. Kocek was instructed to send in reservations for B. Spicer, J. Esser, T. Lawson and D. Monn.

Request from Green Township Board of Supervisors – The Greene Township Board of Supervisors is requesting that Mont Alto Borough Council authorize the participation of the Special Fire Police in a Non-Emergency Event (Scotland Community Parade on May 8, 2010 from 10:00 a.m. until approximately 4:00 p.m.) This request is per the Special Fire Police

Agreement. Mont Alto Borough would also provide Workers Compensation for the Special Fire Police in the event of injury, sickness, etc.

T. Lawson made a motion authorizing the above request from the Greene Township Board of Supervisors, R. Lee seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carries.

Filing Statements of Financial Interest – This is an update that PSAB provided for informational purposes.

Waynesboro Summer Jubilee – Council President D. Monn told Council that if they wish to support this project they can do so as an individual.

Bulk Pickup Day IESI customers – D. Monn reported that this will take place on Thursday April 22, 2010.

Adjournment – R. Lee made a motion to adjourn the Regular Meeting of the Mont Alto Borough Council of April 5, 2010 at 9:00 p.m., T. Lawson seconded, all in favor Aye, so ordered.

Respectfully submitted,

Submitted to Council for their approval on
May 3, 2010.

Patricia A. Kocek
Borough Secretary

Dennis W. Monn President

Thomas Lawson Vice President

Beverly Spicer President Pro Tem