

MONT ALTO BOROUGH COUNCIL MEETING

CALL TO ORDER – Council President Dennis Monn called the Regular meeting of December 5, 2011 of the Mont Alto Borough Council to order at 6:34 p.m.

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

MAYOR – Mayor John Esser absent.

BOROUGH STAFF – Jeff Evans Solicitor, Erik Vranich, Larson Wenger Maintenance Supervisor and Patricia Kocek Borough Secretary

INVOCATION – P. Kocek

PLEDGE OF ALLEGIANCE

VISITORS – None

VACANCIES – Mont Alto Municipal Authority Term of David Monn expires 12-6-2011.

S. Strizziere made a motion to appoint David Monn to another term on the Mont Alto Municipal Authority, T. Lowson seconded, any further discussion on the motion, any further discussion on the motion, all in favor Aye, opposed No, so ordered.

ACCEPTANCE OF ZONING OFFICERS REPORT November, 2011 – T. Lowson made a motion to accept the Zoning Officer's Report for November 2011, B. Spicer seconded, any further discussion on the motion, any further discussion on the motion, all in favor Aye, opposed No, so ordered.

BOROUGH OF MONT ALTO ZONING OFFICERS REPORT TO THE BOROUGH COUNCIL

Report Period: November, 2011

LAND USE PERMITS NOVEMBER, 2011

PERMIT #	DATE	NAME	ADDRESS	PROJECT
LU-11-39	11/1/11	JODY LOWSON	11 SPRUCE ST	10' X 14' STORAGE SHED
LU-11-40	11/3/11	JOHN & KAY KOHLER	9 PARK ST	USE CHANGE TO STORAGE
LU-11-41	11/25/11	RAY WHITTINGTON	19 SPRUCE ST	18' X 6' STORAGE SHED
LU-11-42	11/29/11	RICK & DEBRA LEE	207 PENN ST	BUSINESS SIGN

DEMOLITION PERMITS NOVEMBER, 2011

PERMIT #	DATE	NAME	ADDRESS	PROJECT
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SUBDIVISION REVIEWS -NONE WERE SUBMITTED IN NOVEMBER

Land Use Permits Issued This Month	4	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	42	Demolition Permits Issued To Date	8
Subdivision Reviews This Month	0		
Subdivision Reviews Year To Date	2		

ZONING/SUBDIVISION ISSUES

Zoning Hearing Board passed J Foglesonger’s request for relief from setback ordinances due to pre existing conditions for his property on Yew St. The plans need to now be revised to show approximately 4’ change in the property lines to be in compliance with the Zoning Ordinance 100’ frontage, (currently it is 96.+’), this is known by the Zoning Hearing Board and will not affect their decision due to the fact this issue was not what was before them and as long as it is changed, they are compliant. We are waiting on this revision. Additionally we have received new correct occupancy permits for a Penn St project, and have sent out letter and received more Land Use Permits for owners that had not submitted previously for work performed on their properties.

Respectfully submitted by,

Mont Alto Zoning Officer
 Provided by CCIS
 Wm. David Lutz

UCC Permits Commonwealth Code Inspection Service, Inc. Report – For your information.

UCC Building Permits Accredited Services Report – For your information.

APPROVAL OF MINUTES

November 7, 2011

D. Monn saw several minor errors on the Minutes but at this time he doesn’t remember what they were.

R. Lee made a motion to approve the Minutes of November 7, 2011, as tentatively amended when D. Monn thinks of the changes, S. Strizziere seconded, any further discussion on the motion, any further discussion, all in favor Aye, opposed No, so ordered.

ACCEPTANCE OF TREASURER’S REPORT

October 31, 2011

S. Strizziere made a motion to accept the Treasurer’s Report for October 31, 2011, R. Lee seconded, any further discussion on the motion, any further discussion, all in favor Aye, opposed No, so ordered.

Table the November 30, 2011 Treasurer’s Report until the January 3, 2012 meeting.

ADOPT RESOLUTION NO. 542 TRANSFER OF FUNDS NOVEMBER 2011 – R. Lee made a motion to adopt Resolution No. 542, Transfer of Funds for November 2011, B. Spicer seconded, any further discussion on the motion, any further discussion, all in favor Aye, opposed No, so ordered.

FINANCE AND ADMINISTRATION COMMITTEE

2012 Budget – J. Evans noted that the Budget has been properly advertised and has been made available for public review.

R. Lee made a motion to adopt the 2012 Budget, S. Strizziere seconded, any further discussion on the motion, any

further discussion on the motion, all in favor Aye, opposed No, so ordered.

Adopt 2012 Tax Ordinance No. 543

J. Evans reported that the 2012 Tax Ordinance has been duly advertised and is ready for adoption. There was not a tax increase for the year 2012.

R. Lee made a motion to adopt Ordinance No. 543 the 2012 Tax Rate Ordinance, B. Spicer seconded, any further discussion on the motion, any further discussion on the motion, all in favor Aye, opposed No, so ordered.

Appoint Auditor for 2011 Audit – T. Lawson made a motion to retain Boyer & Ritter for the 2011 Audit, R. Lee seconded, any further discussion on the motion, any further discussion on the motion, all in favor Aye, opposed No, so ordered.

P. Kocek to advise Boyer and Ritter that they have been appointed to do the 2011 Audit for the Borough of Mont Alto.

Adopt Resolution No. 544 A resolution of Borough council for the Borough of Mont Alto.....Franklin County Area Tax Bureau – T. Lawson made a motion to adopt Resolution No. 544, R. Lee seconded, any further discussion on the motion, any further discussion on the motion, all in favor Aye, opposed No, so ordered.

Drug Task Force Request for additional contributions – T. Lawson explained that the Drug Task Force would like to have an additional officer but that would mean that more money would be needed from the municipalities to fund another officer. The Borough now pays approximately \$416.00 and the population adjusted premium non-police department municipality would be \$1254.91. This is not an unreasonable amount to add another full time officer. There isn't any decision to be made at this time. Further information will be coming from the Drug Task Force. T. Lawson doesn't look for this to happen in the 2012 Budget year.

Franklin County Area Tax Board 2012 Operating Budget

Authorization for representative to the Tax Board P. Strite to vote on the 2012 Budget – T. Lawson made a motion to instruct P. Strite to vote in favor of the 2012 Budget, R. Lee seconded, any further discussion on the motion, any further discussion on the motion, all in favor Aye, opposed No, so ordered.

Commonwealth Code Inspection Service Rate increase – For your information.

Community Development Block Grant – CDBG money comes from the Federal government but is funneled to the communities through the County for projects within the municipalities.

E. Vranich explained that the community has to meet income guidelines in order to be considered to receive CDBG money. If the whole community doesn't meet the guidelines spot surveys can be taken for projects to be considered for that particular area of the Borough. It was the consensus of Council to have William Hill Associates begin work on this project.

ATTORNEY'S REPORT

Adopt Public Gathering/Festival Ordinance No. 544 – J. Evans made the minor adjustments to add the word "event" to the Ordinance as instructed at the November Council meeting. Ordinance No. 544 has not been advertised for adoption this evening. J. Evans will advertise the Ordinance for the January 2012 meeting.

Water Connection Ordinance – J. Evans added the corrections as provided by T. Lawson to the Ordinance. J. Evans also added language under Section 5: "Service connections shall be completed in conformity with the

uniform standards for construction in connection with the Water System as set forth in Borough Ordinance No. “. J. Evans will add the Ordinance No.

T. Lowson made a motion to authorize J. Evans to advertise the Water Connection Ordinance for adoption at the January 2012 meeting, S. Strizziere seconded, any further discussion on the motion, any further discussion on the motion, all in favor Aye, opposed No, so ordered.

Time card notations addition to the Employee Handbook – J. Evans forgot to bring along the copy of the changes and additions to the Employee Handbook. He will email them out tomorrow for distribution to the Council members.

J. Evans briefly reviewed what he included in the changes and additions. Table this item until the January meeting.

MAYOR'S REPORT

Mayor Esser absent.

ENGINEER'S REPORT

Fogelsonger Revised Plans – E. Vranich received the plans Thursday of last week but did not review the plans because the Fogelsongers still have outstanding invoices. The amount owed by the Fogelsongers is approximately \$30.00. Plans are available for Council to review.

R. Lee made a motion to allow the engineer to proceed with the review of the Fogelsonger revised plans, B. Spicer seconded, any further discussion on the motion, any further discussion on the motion, all in favor Aye, opposed No, so ordered.

It was noted that final approval for the plans will not be given until the amount owed by the Fogelsongers is paid.

Bid Limit – E. Vranich told Council that the Governor has signed the Bid Limit changes into law. Under \$10,000.00 no quotes or bids are needed. \$10,000.00 to \$18,500.00 need telephone quotes and above \$18,500.00 has to be bid. This goes into effect on January 1, 2012.

Short discussion on expected legislation to increase the amount before prevailing wages kick in.

Road Maintenance Agreement Fogelsonger property – J. Evans had not seen this document before this evening. P. Kocek to provide a copy to J. Evans. This document is needed before final approval is given for the Fogelsonger plans. This is needed to make sure the street is not left in disrepair any time in the future.

WATER/SEWER COMMITTEE

Mont Alto/Quincy Water Agreement for Furnace Road – The Mont Alto Municipal Authority received a letter from Quincy Township stating that Quincy Township is no longer interested in purchasing water from the Authority and are asking for the funds from the Escrow Account to be returned to them as soon as possible. Short discussion. Council President D. Monn is going to discuss this situation with Todd Rock.

STREET COMMITTEE

Letter from resident Re: Grist Mill Drive – Council received a letter from the residents at 22 Grist Mill Drive. The condition of the drop off at their driveway has been discussed at several meetings. J. Eck and L. Wenger have both looked at the street in that area.

It has been determined that this is not a safety issue and after checking with the Post Mistress this situation does not cause a problem for the mail delivery person.

After discussion it was the consensus of Council that nothing will be done to correct the drop off situation on Grist Mill Drive.

P. Kocek will prepare a letter to the Kauffman's for J. Eck to review and sign.

During this discussion L. Wenger was told to remind the Borough employees not to give out information to the public.

PROPERTY & SUPPLY COMMITTEE

Borough lot problems – On hold.

Cell Phones – L. Wenger and Council President D. Monn informed Council that the present cell phones are not working satisfactorily. Council discussed the various problems with the phones. It was suggested by the cell phone company representative to turn down the volume to avoid the garbled messages. The employees will try this option. No decision made at this time.

Cabinets/Sink - T. Lawson told Council that there has been a request from the employees for a sink, cabinet and a shelf for the microwave to be installed in the Borough Office. The cost would be approximately \$2000 - \$2500.00. T. Lawson said there is money in the 2011 Budget to complete this project. This would be installed in the corner of the back office where there used to be a mop sink. The big grey fireproof cabinet would be moved into the Council room.

D. Monn made a motion to proceed with the installation of the cabinet and sink, R. Lee seconded, any further discussion on the motion, any further discussion on the motion, all in favor Aye, opposed No, S. Strizziere No, so ordered.

ELECTRIC COMMITTEE

GDS Associates, Inc. – GDS is requesting information in order to begin working on the Electrical Contract for the Borough of Mont Alto. Discussion on whether or not to provide this information in

house or have Downes Associates provide the information to GDS Associates, Inc. D. Monn will call GDS Associates, Inc. and tell them authorization has been given to get the information they need from Downes Associates.

Street lights – D. Monn reported that there are a lot of street lights staying on during the day time. He will discuss this matter with G. W. Electric. T. Lawson noted that there are street lights that need to be cleaned also.

Electric meters – D. Monn and Council discussed residents that feel their meter is not reading correctly. In recent weeks two (2) test meters have been placed on two (2) different residences. The old meters ran slower (as is usually the case with older meters) than the test meter. Short discussion about electric meter readings contested by customers.

PERSONNEL COMMITTEE

Leave Policy – Nothing at this time.

Ham/Turkey Employees Christmas – D. Monn told the members of Council that Chris Miller has donated the use of his bucket truck last year and this year for putting up and taking down the Christmas tree. If Council approves a ham or turkey for the employees D. Monn feels it would be nice to include Chris Miller with either a turkey or a ham for the use of his bucket truck.

R. Lee made a motion to provide the employees with either a ham or turkey for Christmas, J. Eck seconded, any further discussion on the motion, any further discussion, all in favor Aye, opposed No, so ordered.

SANITATION & SAFETY COMMITTEE

Complaint letter from residents Re: Maple Street – Residents of Maple and Hickory Street lodged various complaints about the property at 105 Maple Street. This matter was turned over to David Lutz, Zoning Officer. The property is in violation of various ordinances. Chickens can be kept in the Borough unless there is a complaint. D. Lutz will send an Enforcement Notice to the owners of the property at 105 Maple Street.

RECREATION COMMITTEE

2010 Grant – T. Lowson reported that he is working on the close out papers for the 2011 Legislative Grant.

Memory Lane – B. Spicer reported that this is going well and she has more bricks to take to be engraved.

CENTENNIAL COMMITTEE Year 2013 Celebration – No meeting. R. Lee provided an updated logo. D. Monn is very pleased with the logo.

REPORT ON COG (Council of Governments) – The members were presented with an After Action Report concerning the three (3) firemen that were injured (one was injured seriously) while fighting a fire. The report is in the Borough office if anyone wants to read it.

VISION 2015 – D. Monn reported that the meeting consisted of each member reporting on happenings in their communities.

FRANKLIN COUNTY EMERGENCY SERVICE ALLIANCE – The meeting will be held on December 17, 2011.

MAINTENANCE SUPERVISOR'S REPORT

- a. University Drive street markings – The markings were not completed. L. Wenger is working with Quincy Township to coordinate completing this so that when the company comes in they can do the work for Quincy and Mont Alto at the same time.
- b. A chipper will be available on Thursday for the employees to chip the limbs that were deposited at the Borough lot.
- c. Sewer Treatment Plant Upgrade – The project is almost completed and the contractors are working on the punch list.
- d. Duetz/Huskavera Tractors – Discussion on taking the blade from the Huskavera and putting it on the Duetz. L. Wenger reported that a new 5' blade made to fit the Duetz can be purchased for \$299.00 instead of trying to make the other one fit the Duetz. The blade for the Huskavera could then be sold. No decision at this time.
- e. Electric Test Meter – There is a meter available that shows minute by minute usage of a residential electric meter. The cost of the meter is between \$400 - \$450.00. When the meter is pulled it is plugged into a computer program to get the readings. Chambersburg has the program and it is quite expensive. D. Monn will contact Ron Pezon at Chambersburg to make sure that the Borough of Mont Alto can use their computer program. The consensus of Council is to purchase the meter if Chambersburg allows use of the program.
- f. Florence Jones property – L. Wenger will speak to Dave Monn regarding the location of this line and will try to locate the curb stop at this property tomorrow.
- g. D. Monn reported that L. Wenger was offered another job but turned it down. D. Monn thanked L. Wenger for this action. L. Wenger told Council that the company came back with a counter offer but he

is also turning that down. D. Monn was concerned about how the company obtained L. Wenger's name for consideration for the job.

OLD BUSINESS

Swift Reach Rapid Response System – R. Lee has nothing to report at this time.

NEW BUSINESS

Approve 2012 Meeting dates – T. Lowson made a motion to approve the 2012 meeting dates for the Borough of Mont Alto, J. Eck seconded, any further discussion on the motion, any further discussion on the motion, all in favor Aye, opposed No, so ordered.

Approve 2012 Employee Holiday dates – This list includes removing the Martin Luther King holiday and replacing it with the day after Thanksgiving as a holiday.

T. Lowson made a motion to approve the 2012 Employee Holiday dates, S. Strizziere seconded, any further discussion on the motion, any further discussion on the motion, all in favor Aye, opposed No, so ordered.

Council seat Rick Lee – R. Lee does not want to serve another term on Council. Consensus of Council is that they would like R. Lee to come back on Council if the seat is declared vacant. If the seat is declared vacant Council has to appoint someone to Council. S. Strizziere told Council that she has someone that is interested in serving but she would rather have R. Lee come back on Council. Council discussed the process of being elected and/or appointed to Borough Council.

EXECUTIVE SESSION - Council President D. Monn called for an Executive Session at 8:11 p.m. to discuss personnel matters.

Council President D. Monn called the regular meeting of Mont Alto Borough Council of December 5, 2011 back to order at 9:12 p.m.

PERSONNEL

Employee Nancy Helman – At this time the Chair will entertain a motion that since we continue to receive complaints about job performance by employee Nancy Helman and Council as a result is imposing upon you a thirty day probationary period during which time there will be no violations of any work place rules, policies and job duties will be performed as assigned in a timely manner and the attorney is instructed to write a letter to this affect,

S. Strizziere so moved, B. Spicer seconded, any further discussion on the motion, any further discussion on the motion, T. Lowson requested a Roll Call Vote, hearing none, we will proceed with a Roll Call Vote

R. Lee	Yes	J. Eck	Yes
D. Monn	Yes	T. Lowson	Yes
B. Spicer	Yes	S. Strizziere	Yes

Motion carried unanimously.

ADJOURNMENT – R. Lee made a motion to adjourn the regular meeting of Mont Alto Borough Council of December 5, 2011 at 9:16 p.m., S. Strizziere seconded, all in favor Aye, opposed No, so ordered.

Respectfully submitted,

Submitted to Council for their approval on
January 3, 2012.

Patricia A. Kocek

Borough Secretary

Dennis W. Monn Council President

Thomas Lawson Vice President

Beverly Spicer President Pro Tem