

MONT ALTO BOROUGH COUNCIL MEETING

CALL TO ORDER – Council President Michael Gossard called the Regular meeting of June 4, 2007 of the Mont Alto Borough Council to order at 6:02 p.m.

ROLL CALL – Thomas Lawson, Michael Kauffman, Beverly Spicer, Fred Herrington, Sr., and Michael Gossard present. Dennis Monn absent.

MAYOR – Mayor Steven Knepper present

BOROUGH STAFF – Maurice Gossert Nassaux-Hemsley, Inc., Gary Calimer, Jr. Maintenance Supervisor, Jeff Evans Solicitor and Patricia A. Kocek Borough Secretary

INVOCATION – P. Kocek

PLEDGE OF ALLEGIANCE

VISITORS – Richard Sinclair Zoning issue

Denise Bonura The Record Herald

Richard Sinclair Zoning issue – Fence – R. Sinclair would like to install a 4' picket fence at his property. The problem is that his property is a dual frontage lot and he cannot meet the setbacks required by the Ordinance and the height for the fence that the Ordinance requires would not keep his children in the yard. He has a 4 year old child and a 9 year old child with disabilities. R. Sinclair would like to install a 4' picket fence on the back of his property. A lengthy discussion between Council, Michael Hansen and R. Sinclair followed about setbacks, height restrictions, ADA issues/special needs child, dual frontage and the requirements for that type of lot and whether or not Council can allow this fence to be installed.

J. Evans told R. Sinclair that this is a matter for the Zoning Hearing Board and that Council cannot make this decision.

Short discussion on fences and why permits are not issued. Fences are addressed in the new Zoning Ordinance that will be adopted later this summer. J. Evans said that not needing a permit doesn't affect whether you can build in the set back area.

R. Sinclair would like to get this fence up as soon as possible. Discussion on the time frame for requesting a variance and getting an answer so the fence can be installed. R. Sinclair wants to get the fence installed because of his child with special needs. J. Evans told R. Sinclair that there is a Zoning Hearing being held in June. R. Sinclair will fill out his application tomorrow and P. Kocek will call David Wertime Zoning Hearing Board Solicitor and see if this Appeal can be added to the June Agenda. R. Sinclair was provided with the papers needed to file an Appeal. P. Kocek will notify him and let him know if his Appeal can be added to the June Agenda. R. Sinclair left the meeting at 6:10 p.m.

ACCEPTANCE OF ZONING OFFICERS REPORT

May 2007 – M. Kauffman made a motion to accept the Zoning Officer's Report for May 2007, B. Spicer seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

ZONING OFFICERS REPORT TO THE BOROUGH COUNCIL

Michael Hansen
for Accredited Services, Inc.
Zoning Officer

Report Period: May, 2007

<u>Date</u>	<u>Name</u> <u>Project Address</u>	<u>Inspections</u>	<u>Comments</u>
5/7/2007	Greg Hahn 3 Maple Street <i>Permit Denied Due To Insufficient Side Yard Setback. Appeal Filed.</i>	5/7/2007	Permit Denied Construct 10' X 20' Shed
5/15/2007	Dustin Bumbaugh 10 Poplar Street	5/7/2007	Permit # 07-08 Construct 30' X 40' Pole Building
5/15/2007	Dustin Bumbaugh 10 Poplar Street	5/7/2007	Permit # 07-09 Reconstruct Above-Ground Pool Deck

5/29/2007	Steve Knepper 524 Park Street	5/30/2007	Permit # 07-10 Install Siding and Roof on Shed
5/30/2007	Mont Alto Bible Baptist Church 118 Poplar Street	5/30/2007	Permit # 07-11 Install new Siding
Land Use Permits Issued This Month	4	Demolition Permits Issued This Month	0
Land Use Permits Denied This Month	1	Demolition Permits Denied This Month	0
Land Use Permits Issued To Date	10	Demolition Permits Issued To Date	1

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

Accredited Services Report – For your information.

Demolition Permits – M. Hansen, Zoning Officer discussed issuing Demolition Permits and the procedure that should be followed. Demolition Permits issued by the Borough also require a UCC Permit, the equivalent to a Building Permit. This makes sure that the proper procedures are followed for disposal of the materials. In the future when a Demolition Permit is issued by the Borough the Permit will be marked so indicating that the applicant has to then apply for a permit through one of the inspection agencies.

Discussion on the expiration date for a Demolition Permit. M. Hansen feels a Demolition Permit would carry the same time frame as a Building Permit, which is one year.

Uniform Construction Code – M. Gossard feels Council needs to get something out to the people in the Borough letting them know that the Uniform Construction Code was adopted by the Commonwealth and those requirements are in addition to the Borough Ordinance. The Borough is bound by the Uniform Construction Code and required to enforce it.

A lot of the citizens don't understand which items need permits and those that don't. P. Kocek is to call PSAB and find out what type of information they have that addresses this issue that can be used in a mailing to the residents.

M. Hansen has a draft almost ready addressing Land Use Permits and Building Permits. He will finish this and provide to the Borough.

J. Evans said the Hearing for the new Zoning Ordinance will be held in mid-July and adopted in mid-August.

Discussion about the changes in the new Zoning Ordinance, such as fences, driveways etc. M. Hansen will note in the information he provides for the flyer that certain zoning issues may/will change with the adoption of the new Zoning Ordinance. Sending out the flyer should cut down on the amount of phone calls M. Hansen and the office receives regarding zoning issues.

M. Hansen will provide the information by the end of this week and the flyers could go out the end of next week. The information from PSAB would be incorporated with the information from M. Hansen. T. Lowson said that the cover sheet of the flyer should state that this is an important document to the citizens of the Borough. He doesn't want it to get thrown away as junk mail.

APPROVAL OF MINUTES

May 7, 2007 - F. Herrington, Sr. made a motion to approve the Minutes of May 7, 2007 as presented, M. Gossard seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

ACCEPTANCE OF TREASURER'S REPORT

April 30, 2007

F. Herrington, Sr. made a motion to accept the Treasurer's Report for April 30, 2007, T. Lowson seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

M. Gossard noted that he really likes the new format of the Treasurer's Report.

May 31, 2007 – Table until the July meeting.

ADOPT RESOLUTION NO. 445 TRANSFER OF FUNDS MAY 2007 – M. Kauffman made a motion to adopt Resolution No. 445 Transfer of Funds for May 2007, T. Lowson seconded, any further discussion, any further discussion, all in favor Aye, opposed no, motion carried.

Resolutions 439, 441 and 442 Transfer of Funds - The dates and months of the transfers were mixed up on several of these resolutions. P. Kocek and J. Evans are working on these and will

bring back the corrected documents for approval.

FINANCE AND ADMINISTRATION COMMITTEE

Accept 2006 Audit – T. Lawson told Council that it was a good Audit. Some of the recommendations by the Auditors have been implemented. There are a few recommendations that T. Lawson doesn't feel apply to the Borough because the Borough does not have the staff to handle some of the procedures. There is a good ongoing working relationship between the Treasurer and the auditors and this will make the audit next year go much more smoothly. T. Lawson made a motion to accept the 2006 Audit, F. Herrington, Sr. seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

VACANCIES

Letter from Debra Lee – Council reviewed the letter from Debra Lee asking to be appointed to Council to fill the unexpired term of Ginger Weaver.

T. Lawson made a motion to appoint Debra Lee to Mont Alto Borough Council to fill the unexpired seat of G. Weaver, F. Herrington, Sr. seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

P. Kocek to notify Debra Lee of her appointment to Council.

Appoint a Chairperson for the Vacancy Board – P. Kocek told Council that they did not appoint a Chairperson for the Vacancy Board in January.

T. Lawson made a motion to appoint P. Kocek as Chairperson of the Vacancy Board, F. Herrington, Sr. seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

ATTORNEY'S REPORT

Adopt Ordinance No. 446 Pavilion Rental Rules – The Ordinance has been advertised for adoption this evening.

T. Lawson made a motion to adopt Ordinance 446 Pavilion Rental Rules, M. Kauffman seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

Agreement with MAVFD for screening and buffer zone - J. Evans is waiting until the Plans are recorded so he can include the recording information in the Agreement.

P. Kocek told J. Evans that the plans have not been recorded. The plans have to be restamped by Quincy Township and Mont Alto Borough because the time to record the Plans has expired.

MAYOR'S REPORT

Ordinance Violation Books – The books are completed and ready for use. The books, ordinances and envelopes are on the counter behind G. Sock's desk. Council President M. Gossard commended G. Sock's for the good job done on this project. This item can be removed from the Agenda.

Photo ID – Mayor Knepper and G. Socks will continue to work on this project.

Borough Website – S. Knepper told Council that there is a meeting scheduled with Mike Cermak on June 7, 2007 at 3:30 p.m. to discuss the website.

ENGINEER'S REPORT

Zoning and Subdivision Ordinance Update – M. Gossert told Council that the Committee met and decided to add some definitions to the Ordinance. The Ordinance has been drafted and will be distributed for review.

If everyone is in agreement after review, the Public Hearing will be scheduled.

MAVFD Land Development Plans – P. Kocek explained that the plans could not be recorded because the time had expired to record the documents. Quincy Township has restamped the documents and the Borough has to reapprove stamping the plans.

T. Lawson made a motion to reapprove the MAVFD Plans, M. Kauffman seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

WATER COMMITTEE

T. Lawson reported that the maintenance employees are working on various items. At this time the MAMA has put a hold on some of the preventive type maintenance because of funds. The maintenance personnel will continue to work on any emergencies that arise.

There aren't any restrictions on work for the sewer.

Water Slips – Council President M. Gossard instructed G. Calimer, Jr. to make sure the water slips are brought to the office every Friday, as discussed at the employee meeting.

STREET COMMITTEE

University Drive Project Phase 1 – T. Lawson reported that the Preconstruction Meeting was held and they are tentatively planning to start the Project on 6-11-2007.

M. Gossert told Council that the water will be shut off for short periods of time while they lower the water line. There will be plenty of notice given. The street will not be closed during construction. There is a property where the driveway comes out and a pipe goes under it that will cause a potential problem. M. Gossert will discuss this problem with the Street Committee and a decision will be made about the driveway. Only base paving will be done on this portion of the project. Final paving will be done after the next phase of the project is completed.

Steel Plate / Price Quote – T. Lawson stated that this item has already been purchased.

M. Hansen left the meeting at 6:48 p.m.

PROPERTY & SUPPLY COMMITTEE – Nothing.

ELECTRIC COMMITTEE

Renewal of Borough Electric Contract – T. Lawson told Council that a conference call was held and there were nine responders to the RFP, Request for Proposal for Mont Alto. The Technical Proposals are due by June 29, 2007 and will be opened on July 2, 2007 at the regular meeting.

The response to the RFP was very good and that is a result of piggybacking with Chambersburg.

NYPA Allocation - T. Lawson said that in March the Borough wasn't getting credit for their NYPA Allocation. Downes contacted DTE. The company that did the allocations for the state of PA changed. The old company did the allocation on a weekly basis and the new company is doing it on a daily basis and this did not allow the Borough to get their allocation. Downes Associates discussed this with DTE and DTE said that for the remainder of the Borough's contract with them they would give the credit to the Borough. T. Lawson said that DTE has been very good to the Borough during this five year contract and they have done a tremendous job for the Borough.

Response to electrical outages – T. Lawson discussed the recent electric outages and who should be contacted and in what order. His question is, how did Franklin County Emergency Management get involved in this last outage.

T. Lawson said that this needs to be squared away so the proper people are notified and there isn't duplication of calls. Discussion on what happened and who was notified during the electrical incident on Thursday and Friday night.

Lengthy discussion followed on the procedures to be followed. If City Answering Service calls G. Calimer, Jr. and he answers then the Answering Service will not call anyone else. It is then up to G. Calimer, Jr. to determine the extent of the problem and then notify the proper person, such as G. W. Electric, Inc.

P. Kocek was instructed to email the Municipal Contact List to M. Gossard. M. Gossard will break this down into tiers and provide to everyone involved.

T. Lawson will write an incident report for Thursday night and he will obtain the information from G. W. Electric Co., Inc. about the problem on Friday night.

Further discussion about why 911 was notified about the electrical incident.

The Borough does maintain a list of people who are on oxygen. The Borough calls the residents on that list if there is a planned electrical outage.

Discussion about cordless phones. Cordless phones won't work during a power outage, but regular phones will work during an outage. This information is to be included on the July electric invoice.

PERSONNEL COMMITTEE

Borough Manager – M. Gossard told Council that Quincy will discuss this at their regular meeting this month and notify the Borough.

PMRS – Increase in employer contributions – This item will be discussed at Budget time.

SANITATION & SAFETY COMMITTEE

Insurance – It was pointed out that taking care of the insurances is part of the job of the Sanitation and Safety Committee. The new building has been added to the insurance policy.

Handicap Door – The sign needs to be moved at the Borough building because the wrong door is marked. Discussion on how to reconfigure the porch to make it more handicapped accessible.

RECREATION COMMITTEE

Recreation Area Inspection – B. Spicer reported that the monthly inspection has been completed.

Borough picnic – Discussion on holding an Employee/Council picnic. The date was set for July 14, 2007. Eat at 5:30 p.m. Each family will be asked to donate a few dollars to cover the cost of the meat. Everyone should bring a covered dish to share. M. Gossard will provide the grill for the meat. B. Spicer will compose a letter giving the details about the picnic and the letter will be distributed to Council and the employees. B. Spicer will coordinate the picnic.

Recreation Area Grant – T. Lawson reported that he is preparing the final documents that need to be submitted by June 8, 2007. He is waiting for several items that need to be included in the packet. T. Lawson's contact at DCNR said if the packet isn't there by June 8 he will be allowed several extra days to get it submitted.

Kohl's – P. Kocek reported that Kohl's Department Store will award \$500.00 to any group that does something to benefit children. This is something the Recreation Committee could look into. P. Kocek will obtain further information.

REPORT ON COG (COUNCIL OF GOVERNMENT) ISSUES - T. Lawson reported that D. Monn requested that a future COG meeting address Reverse 911.

VISION 2015 – Nothing.

OLD BUSINESS

Nextel – Nothing.

Barking dog complaint – Discussion on who is responsible since it is a tenant/landlord situation. J. Evans feels the dog owner would be responsible. Mayor Knepper stated once again that it is a neighbor situation not a Borough problem. The dog is no longer at the residence. Mayor Knepper will have P. Kocek write a letter to Glennda Lawson.

NEW BUSINESS

Franklin County Emergency Services Alliance - Radio Funding Committee Minutes May 23, 2007 and April 30, 2007 – T. Lawson stated that D. Monn has been attending these meetings.

Memo from Susan Dutko Re: Hurricane Season – For your information.

EXECUTIVE SESSION

Council President M. Gossard called for an Executive Session at 7:34 p.m. to discuss Personnel issues.

Council President M. Gossard called the regular meeting of June 4, 2007 back to order at 9:24 p.m.

Adjournment – M. Kauffman made a motion to adjourn the Regular Meeting of Mont Alto Borough Council of June 4, 2007 at 9:24 p.m., T. Lawson seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

Submitted to Council for their approval on
July 2, 2007

Patricia A. Kocek
Borough Secretary