

MONT ALTO BOROUGH COUNCIL MEETING

CALL TO ORDER – Council President Michael Gossard called the Regular meeting of August 6, 2007 of the Mont Alto Borough Council to order at 6:37 p.m.

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

MAYOR – Mayor Steven Knepper absent.

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

INVOCATION – P. Kocek

PLEDGE OF ALLEGIANCE

VACANCY BOARD HEARING – Council President M. Gossard turned the gavel over to Patricia A. Kocek, Vacancy Board Chairman.

Council had thirty days to fill the Council seat left vacant by the resignation of Michael Kauffman but was unable to fill the seat in that time period.

The Vacancy Board has thirty days after that to fill the vacant seat.

P. Kocek called the Vacancy Board to order. Solicitor J. Evans read a letter from Richard Lee. Mr. Lee is interested in filling the vacant seat on Mont Alto Borough Council.

Chairman P. Kocek called for a motion to appoint R. Lee to Mont Alto Borough Council.

T. Lawson made a motion to appoint Richard Lee to fill the unexpired term of Michael Kauffman, F. Herrington seconded, any further discussion, any further discussion, all in favor Aye, opposed No, D. Lee abstained, motion carried.

P. Kocek will send a letter to R. Lee informing him that he has been appointed to Mont Alto Borough Council.

Council President M. Gossard called the regular meeting of the Mont Alto Borough Council back to order at 6:42 p.m.

VISITORS – Council President M. Gossard recognized **Karen Smith, her daughter and Reba Miller**. K. Smith is asking for permission to temporarily store a mobile home at 207 Park Street on the property of her parents Glenn & Reba Miller.

K. Smith is in the process of subdividing the lot at that address in order to permanently install the mobile home at 207 Park Street. There is already an electric, water and sewer hookup for a mobile home at that address because in years past a mobile home was located on that lot.

K. Smith is asking permission to place the mobile home on that property because she is paying a storage fee where the home is parked at this time. No one would be living in the mobile home.

A lengthy discussion followed on the pros and cons and the legality (Zoning Ordinance) of allowing the mobile home to be parked at 207 Park Street until such time all of the requirements can be met to install it permanently.

T. Lawson said that there has been a precedent set in the Borough because in the past mobile homes have been moved on lots and the owners have lived in the mobile home while their permanent home was being constructed on the same lot.

At this point no one has researched the Zoning Ordinance in reference to this subject.

T. Lawson made a motion to approve the storage of a mobile home at 207 Park Street, pending any contrary findings in the Zoning Ordinance, D. Lee seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

M. Hansen, Zoning Officer will review the Zoning Ordinance and provide his position on parking the mobile home at 207 Park Street.

K. Smith, her daughter and R. Miller left the meeting at this time.

Richard St. Clair Fence 310 Verdier Street – Not present at this time.

M. Hansen Zoning Officer explained that the Zoning Hearing Board met and they refused R. St. Clair's request for a variance to install a fence on a corner lot at his property on 310 Verdier Street. The Zoning Hearing Board told R. St. Clair that his only recourse was to come back to Council and ask Council to change the Zoning Ordinance.

M. Gossert stated that R. St. Clair contacted him and stated the same things that M. Hansen reported.

Council President M. Gossard said that Council will wait until they receive something in writing from R. St. Clair.

Charles Musser University Drive storm water runoff – C. Musser is having trouble with storm water run off from University Drive at his property at 117 Poplar Street.

T. Lawson told C. Musser that the University Drive project will be finished next spring and that will pick up a lot of the water.

C. Musser and T. Lawson discussed the runoff coming into the Borough from the State and Quincy Township.

T. Lawson stated that storm water management is a top priority at this time.

C. Musser is concerned that once he fills in around the new home at 117 Poplar that it will cause storm water to run on his neighbor and he doesn't want that.

M. Gossert, T. Lawson and C. Musser will meet and look at the problem and see what can be done.

R. St. Clair and James Kauffman arrived at the meeting. Council President M. Gossard recognized R. St. Clair. This topic was discussed earlier in the meeting. R. St. Clair once again reviewed the facts and findings of his case with Council.

M. Gossard instructed J. Evans to research the Ordinance to see what can be done about this issue and share his findings with M. Gossert and M. Hansen.

C. Musser left the meeting at 7:07 p.m.

Denise Bonura The Record Herald

ACCEPTANCE OF ZONING OFFICERS REPORT

July 2007 – D. Lee made a motion to accept the Zoning Officer's Report for July 2007, F. Herrington, Sr. 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.

Report Period: July, 2007

Zoning Officer

LAND USE PERMITS

<u>Date</u>	<u>Name</u> <u>Project Address</u>	<u>Inspections</u>	<u>Comments</u>
7/12/2007	Sandra Heckman 200 Reynolds Avenue	7/11/2007 Construct 10' X 8' Storage Shed	Permit # 07-15
7/12/2007	Mont Alto VoL Fire Dept. 517 5. Main Street	7/11/2007 Construct 7 Buildings	Permit # 07-16
7/20/2007	James Pfeffer 34 Creekstone Drive	7/20/2007 Construct 15' X 20' Storage Shed	Permit # 07-17
7/24/2007	Barry Barlup 205 University Drive	7/20/2007 Construct 10' X 10' Storage Shed	Permit # 07-18

DEMOLITION PERMITS

<u>Date</u>	<u>Name</u> <u>Project Address</u>	<u>Inspections</u>	<u>Comments</u>
7/24/2007	Harry Fogle 14 Reynolds Avenue	7/20/2007 Demolish 20' X 14' Shed	Permit # 4
7/24/2007	Kenneth Working, Jr. 218 Penn Street	7/24/2007 Demolish 10' X 48' Mobile Home	Permit # 5

Land Use Permits Issued This Month	4	Demolition Permits Issued This Month	2
Land Use Permits Denied This Month	0	Demolition Permits Denied This Month	0
Land Use Permits Issued To Date	17	Demolition Permits Issued To Date	5

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

Accredited Services Report – For your information.

APPROVAL OF MINUTES

June 26, 2007 – Council President M. Gossard stated that he would like to skip the approval of the Minutes for June 26 because he has not had an opportunity to read them completely. Table until the September meeting.

July 2, 2007 - T. Lowson made a motion to approve the Minutes of July 2, 2007 as presented, B. Spicer seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

ACCEPTANCE OF TREASURER’S REPORT

June 30, 2007

D. Lee made a motion to accept the Treasurer’s Report for June 30, 2007, M. Gossard seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

July 31, 2007 – Table until the September meeting.

ADOPT RESOLUTION NO. 445 TRANSFER OF FUNDS AMENDING RESOLUTION

NO. 443 – T. Lowson made a motion to adopt Resolution No. 445 Transfer of Funds amending Resolution No. 443, F. Herrington, Sr. seconded, any further discussion, any further discussion, all in favor Aye, opposed no, motion carried.

ADOPT RESOLUTION NO. 448 TRANSFER OF FUNDS JUNE 2007 – F. Herrington, Sr. made a motion to adopt Resolution No. 448 Transfer of Funds for June 2007, D. Lee seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

ADOPT RESOLUTION NO. 449 TRANSFER OF FUNDS JULY 2007 – D. Lee made a motion to adopt Resolution No. 449 Transfer of Funds for July 2007, F. Herrington, Sr. seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

FINANCE AND ADMINISTRATION COMMITTEE

Borough Web Site – P. Kocek reported that Gloria Socks is working on the Borough Web Site under the direction of Michael Cermak.

VACANCIES

Letter of resignation – Steven Knepper – D. Lee made a motion to accept the Letter of Resignation from Steven Knepper, M. Gossard seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

P. Kocek was instructed to write a letter to S. Knepper thanking him for his service to the Borough of Mont Alto.

Zoning Hearing Board – The terms for two seats on the Zoning Hearing Board and the term for the alternate expires on September 7, 2007.

P. Kocek contacted Irene Steinberger and Kirk Wishard. They are willing to serve another term on the Zoning Hearing Board. She also contacted Michael Doncheski and he is willing to serve another term as alternate for the Board.

F. Herrington, Sr. made a motion to appoint Kirk Wishard, Irene Steinberger and Michael Doncheski to another term on the Zoning Hearing Board, with Michael Doncheski being the alternate, T. Lowson 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 told Council that this has been drafted and he will check to see if the MAVFD has recorded the subdivision.

Columbia Gas Company Gas Line Right-of-way – J. Evans reviewed the right of way documents from Columbia Gas Company. J. Evans is not sure where they propose to run the line. Discussion. J. Evans advised Council to sign the easement after the company provides a drawing showing the location of the line.

Columbia Gas Company – Notice of Intent to File for General Permit #5 – No action to be taken.

MAYOR'S REPORT

None

ENGINEER'S REPORT

Zoning and Subdivision Ordinance Update (Copy of definitions in packet) – M. Gossert stated that he had submitted the draft of the definitions and asked for comments from Council. It is essentially done unless there are comments. M. Gossert would like Council to review the document to make sure they understand it and agree with it.

J. Evans said that if there are no comments and we can finalize it, he will present the Ordinance as a cohesive whole without any amendments to the Planning Commission for their comments on the Ordinance with all of its correct definitions.

J. Evans will present the Ordinance to the Franklin County Planning Commission and wait for their comments. After approval is received from FCPC, J. Evans will schedule the Public Hearing.

Memo: Nassaux-Hemsley, Inc. Zoning Map approval – M. Gossert had previously provided copies of the map for review and comment by Council. There are no comments and the map does not have to be approved.

Discussion on showing the street numbers on the Zoning Map. M. Gossert will make an overlay with the addresses. P. Kocek and M. Hansen will work on the addresses for the map. Having the addresses on the map would be very helpful in many ways. M. Gossert also pointed out that the new map can be printed in many different sizes. M. Gossert will provide the cost of the new Zoning Maps to P. Kocek.

Discussion on the Flood Zone behind Park Street. T. Lowson stated that the FEMA map is not correct either. Discussion on eliminating the flood areas on the map on Park Street because M. Gossert doesn't think that area is flood plain anymore. The Corp of Engineers came in and made the stream straight after the flood.

M. Gossert said the way to handle this would be to have anyone planning a subdivision in that area prove where the flood elevation is at that particular address.

Dennis Koons Subdivision Plan Memo Nassaux-Hemsley, Inc. - M. Gossert told Council that D. Koons is presenting a simple subdivision for approval. D. Koons is adding the 20' old railroad right of way to the back of the McFerren property. This is considered a lot addition and will increase the size of the McFerren property. M. Gossert recommends approval of the subdivision plan.

M. Gossard made a motion to approve the subdivision of Dennis Koons pending the approval of the Franklin County Planning Commission, T. Lowson seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

Allen Mills Subdivision Memo Nassaux-Hemsley, Inc. Estimate for Bonding – M. Gossert reported that the original estimated bonding for this project was in the amount of \$220,000.00. M. Gossert and some members of Council looked at the development and measured up the streets, etc. and now recommend that the Bond be reduced to \$20,000.00.

Allen Mills Subdivision Memo Nassaux-Hemsley, Inc. As Built – M. Gossert reviewed the as built drawings for this subdivision and made comments. They will be coming back with the requested changes.

T. Lawson made a motion to reduce the Bond from \$220,000.00 to \$20,000.00 for the Allen Mills Subdivision, B. Spicer seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

M. Gossert pointed out that the only things to be completed at the Mills subdivision are some small items pertaining to the storm water management system.

WATER COMMITTEE

Water Rate Increases - P. Kocek provided a list of the new water rates. No action needed.

T. Lawson reported that the Municipal Authority raised rates to give them working capital. The Authority had curtailed all work on the water system except for emergencies. T. Lawson hopes that the Authority will allow the non-emergency work on the water system to soon begin again.

M. Hansen left the meeting at 7:40 p.m.

12" Water Main Extension Rt. 233, Slabtown & Furnace Road – T. Lawson reported that the Project is complete.

Well #3 – T. Lawson said that Well #3 is on line. Monacacy Valley will be coming in to work on the generator. This is the first M. Gossert heard anything about the generator. He will check on this matter.

Water Hauler's Meter – G. Calimer, Jr. reported that the meter is fixed and in use.

STREET COMMITTEE

University Drive Project Phase 1 Approve Application for Payment No. 1 (Final) – T.

Lowson reported that the Project is finished and Charles Brake Company is requesting final payment. The Project came in under the estimate and the bill is approximately \$2000.00 under what Brake bid.

M. Gossard made a motion to approve payment in the amount of \$97,338.50 for the University Drive Project Phase I, B. Spicer seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

University Drive Project Phase 1 Total Cost – T. Lowson presented the following information:

\$ 97,338.50 Charles Brake Company

\$ 3,325.76 Nassaux-Hemsley, Inc. - Engineering

\$ 36.40 Maryland Metals

\$ 11.67 Quincy Hardware

\$100,712.33 Total Cost University Drive Project Phase 1

The Highway Fund was used for this Project and now has a zero balance. Money was also used out of the 3 Mill Highway Fund and there is a balance left in that account in the amount of \$1290.76.

University Drive Final Inspection – M. Gossard reported that D. Monn attended the final inspection for the University Drive Phase 1 Project. D. Monn said that a guard will need to be put over the end of the storm sewer to keep children out of it.

G. Calimer, Jr. was instructed to take care of this matter. M. Gossert and G. Calimer, Jr. discussed the stones to be used in that area. M. Gossert and G. Calimer, Jr. will meet next week and discuss the stones.

Extra Eyes for Road Maintenance - T. Lowson would like to implement this program. The town belongs to the people and by asking them to watch and report problems they are taking care of their town. Possible items to report would be: running water, potholes, street signs down, street lights out, etc.

P. Kocek to include information about this on the September 1, 2007 invoices

Rubberized Blocks for repairing streets – G. Calimer, Jr. reported that the blocks would cost approximately \$1000.00 for 75 blocks of the material. No action has to be taken because it is a maintenance item.

Extra Eyes for Road Maintenance - This is an awareness program. Short discussion about possibly putting out a newsletter detailing the program.

PROPERTY & SUPPLY COMMITTEE

Plans to improve inner office – Council President M. Gossard passed around the plans (prepared by the office staff) for Council to look at. Council to review and discuss at a future meeting. M. Gossard said this will be good winter time work. P. Kocek to provide copies of the plans to the Council members.

Tires Utility Truck – G. Calimer, Jr. told Council that the tires on the utility truck are cracked and will not pass inspection. No action necessary because this is a maintenance item.

Backhoe tires – G. Calimer, Jr. said the tires on the backhoe are bad. G. Calimer, Jr. was instructed not to purchase the tires at this time.

ELECTRIC COMMITTEE

Renewal of Borough Electric Contract – T. Lawson told Council that Steve Hirsh of Downes Associates will be coming to Mont Alto on Friday to meet with him and D. Monn.

J. Evans has contacted Gary Newell but has not heard back from him at this time. T. Lawson said the Nitsa needs to be negotiated before the Contract can be completed. In order to do the Nitsa the Borough has to have G. Newell on board.

T. Lawson said that there will be a major increase in the Contract price.

PMEA Conference – Council President M. Gossard reported that D. Monn will not be able to attend the conference this year. The information is here if anyone else would like to attend.

Electric Easement Agreement – Council President M. Gossard reported that the Electric Committee is working on the Easement Agreement and hope to have it completed prior to the changes that are to be made at the Mills Subdivision.

Service entrance cable – The Borough is responsible for the service entrance cable.

PERSONNEL COMMITTEE

Borough Manager – The letter has been sent to Quincy Township requesting a meeting but an answer has not been received at this time.

Employee Handbook – B. Spicer reported that she, P. Strite and D. Lee have met twice to work on the Employee Handbook. There have been positive changes made and each Councilperson has been provided with a copy to review and give feedback to the committee.

D. Lee said that P. Strite made some changes to Page 9 and 10. The changes in the Handbook are in noted in red. These are the changes the committee added, changed or deleted. The Handbook as of now is a rough draft and D. Lee would like Council to provide input.

M. Gossard has made some changes and highlighted them in yellow. He will email the changes tomorrow. T. Lawson provided his changes to P. Strite.

B. Spicer would like clarification on the section of the Handbook addressing Annual Leave. The Handbook states that Annual Leave may be scheduled after the first full year of employment. B. Spicer said that there are employees that have been using Annual Leave and they haven't been employed for a year. A general discussion followed but it was the consensus that the stipulation of waiting one year was removed previously. Annual Leave cannot be used during the Probationary Period. The Probationary Period will need to be defined as 90 days or six months. M. Gossard expressed his appreciation to the committee for the work they are doing on the Handbook.

Job Description As needed Secretary – B. Spicer had P. Kocek and G. Socks write down what jobs G. Socks has actually done. Council has been provided a copy of the draft job description. B. Spicer told Council that a lot of the things listed on the job description, which G. Socks has learned over a two year period, could not be covered by a part-time “as needed” secretary. Someone could not come in off of the bat and do a lot of these things. B. Spicer stated that she is not even sure that an “as needed” secretary should be doing the billing. According to the “as needed” policy she doesn't have to come to work if she doesn't want to.

B. Spicer said that these are the things G. Socks does under P. Kocek's supervision. T. Lawson said they are actually P. Kocek's duties and if G. Socks is not here P. Kocek is responsible for getting them done.

T. Lawson agrees with the job description for someone to fill in for P. Kocek, but if you had someone other than G. Socks come in for a day or two you would not expect them to do the

items on this job description. Discussion on training “as needed” help to fill in when G. Socks or P. Kocek could not be here.

T. Lawson stated that at some point in time in the future, since these jobs have been identified, we may have to break these out into completely separate categories as opposed to someone who just comes in and answers the phone and collects the bills.

T. Lawson said we are evolving into a totally different type of business here and this is why we are talking about the need for a Borough Manager. Basically, there are things going on here that require additional personnel.

M. Gossard, things that needs someone’s attention on a daily basis. M. Gossard thinks it is unjust to have an “as needed” job description that is that detailed because you wouldn’t be able to get someone that is going to be able to come in and do all of that.

P. Kocek agrees with this because G. Socks has been here for over two years and she doesn’t get any recognition and she receives the same pay as any “as needed” person that comes in off of the street, whether to work in the office or to do flagging.

P. Kocek told Council that if you intend to keep her you are going to have to do some thinking, because she has nothing to look forward to.

T. Lawson said this is basically what I was getting at, is that this begins to identify that need. Now you have it identified. It’s been here, you’ve had this need in this area but it was never identified. Now it is identified.

P. Kocek told Council that her job can no longer be done in a forty hour work week. The job keeps evolving because of the work that has been taken over for the Municipal Authority, new government reports and requirements and additional state reports that are required each year.

T. Lawson said that the Borough has four businesses going on in this office, Electric, Water, Sewer and Streets/Maintenance. You have four different entities that you have to deal with. As, P. Kocek stated there are a lot of additional duties to take care of administratively.

M. Gossard said that this will be discussed in more detail at the Executive Session.

Letter of Resignation – Council received a letter from B. Spicer stating that she is resigning from the Personnel Committee. M. Gossard will make reassignments.

B. Spicer stated that she will continue working with the Handbook Committee and will finish the Job Descriptions.

Letters from P. Kocek to Borough Council – M. Gossard stated that this will be resolved in the Executive Session.

SANITATION & SAFETY COMMITTEE

H. A. Thomson Insurance Renewal – T. Lawson, D. Monn, P. Kocek and G. Calimer, Jr. will meet with B.J. from H. A. Thomson on August 21, 2007 at noon to do the annual review of the Borough insurance plans.

RECREATION COMMITTEE

Pavers – B. Spicer pointed out that the pavers are being sold by Borough Council and not the Historical Society. T. Lawson and B. Spicer will be meeting to discuss the Paver Project.

Veteran’s Day Ceremony & Dedication of pavers - The Historical Society is planning the Veteran’s Day Ceremony for November 10, 2007 in conjunction with the Historical display at Borough Hall. B. Spicer and T. Lawson will be discussing the pavers and she is not sure at this time if the area will be ready for the pavers to be dedicated.

T. Lawson told Council that he and B. Spicer would be meeting to set up the rules and guidelines for the purchase and installation of the pavers. The sample paver is here at the Borough Office for customers to look at.

Draft of letter: Ball teams – P. Kocek has not completed the letter at this time but will complete in the near future. The letter does not have to come back to Council for their approval.

Vandalism – Short discussion on vandalism and playing inappropriately at the Recreation Area. M. Gossard will set up a meeting with the Pennsylvania State Police to discuss coverage for the Borough of Mont Alto.

Discussion about residents walking dogs in the Recreation Area and one particular resident disposing of his dog waste from home in the trash cans at the Recreation Area.

P. Kocek instructed to place a notice on the utility bills in reference to cleaning up after your dog and disposing of the waste properly.

REPORT ON COG (COUNCIL OF GOVERNMENT) ISSUES - D. Monn provided the following written report:

1. Dan Fitzpatrick talked about The National and PA Flood Insurance Program
2. Franklin County will be getting new Flood Plain maps in 2009. When we get the new maps we need to pull out our Floodplain Ordinance and review and update as needed. A new model Ordinance can be found on DCED's web site for our use. There will be a meeting held to review the new map.
3. Colleen Milligan was there to talk about Health Insurance for uninsured Children, Teens and Adults. Information was provided to help our citizens who need help or information.

VISION 2015 – Nothing

OLD BUSINESS – Nothing.

NEW BUSINESS

Local Elected Officials Legislative Breakfast – State Representative Todd Rock will be hosting this event on August 16, 2007. If you are interested in attending please notify D. Monn and P. Kocek by August 10, 2007 so reservations can be made. T. Lawson will attend if he doesn't go to the beach. B. Spicer will also attend the Breakfast Meeting.

NIMS Certification – D. Monn provided the following written statement concerning the NIMS Certification:

"I am working on the requirements for NIMS certification for elected officials. There are additions and changes that have been made to the requirements."

T. Lawson tried to do the certification online but it is very complicated. T. Lawson would like to see another class set up at the fire hall for the elected officials to attend to get their certification.

Franklin County Emergency Services Alliance – For your information.

Appoint President Pro Tem – Council President M. Gossard suggested waiting until next month until there is a full Council.

Easement Jones Avenue – M. Gossard told Council that Paul Dunlap would be interested in buying the strip of land between his property and Mr. St. Clair's property to use for four parking spaces and to open up the area for his apartments.

T. Lawson explained that the easement is for the three properties facing Verdier to get to the back of their properties. There are many other places in the Borough that has the same type of easement. T. Lawson doesn't see how the Borough can close the easement. Discussion.

Water Line/Pipe Line Safety Training – G. Calimer, Jr. requested permission for the maintenance department to attend this training on August 23, 2007 from 5:30 – 8:30 p.m. M. Gossard gave permission for them to attend the training.

EXECUTIVE SESSION

Council President M. Gossard called for an Executive Session at 8:37 p.m. to discuss Personnel issues.

Council President M. Gossard called the regular meeting of August 6, 2007 back to order at 9:52 p.m.

Adjournment – T. Lawson made a motion to adjourn the Regular Meeting of Mont Alto Borough Council of August 6, 2007 at 9:52 p.m., D. Lee seconded, all in favor Aye, opposed No, motion carried.

Respectfully submitted,

Patricia A. Kocek

Submitted to Council for their approval on
September 4, 2007