

MONT ALTO BOROUGH COUNCIL MEETING

CALL TO ORDER – Council President Michael Gossard called the Regular meeting of February 5, 2007 of the Mont Alto Borough Council to order at 6:00 p.m.

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

MAYOR – Mayor Steven Knepper present.

BOROUGH STAFF – Maurice Gossert Nassaux-Hemsley, Inc., Gary Calimer, Jr. Maintenance Supervisor, Mike Hansen Zoning Officer and Patricia A. Kocek Borough Secretary

INVOCATION – P. Kocek

PLEDGE OF ALLEGIANCE

VISITORS

Karen Huse Resident Learn about the community she is raising her children in

ACCEPTANCE OF ZONING OFFICERS REPORT

January 2007 – M. Kauffman made a motion to accept the Zoning Officer’s Report for January 2007, D. Monn 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: January, 2007

| <u>Date</u> | <u>Name</u> <u>Project Address</u> | <u>Inspections</u> | <u>Comments</u> |
|-------------|---|--------------------|---|
| 1-19-07 | Charles S. Musser, Jr. 117 Poplar Street | 1-19-07 | Permit #1 Demolition of 40’X40’ Building |

| | | | |
|---|----------|---|----------|
| Land Use Permits Issued This Month | 0 | Demolition Permits Issued This Month | 1 |
| 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 | 1 |

Procedure for handling complaints – M. Hansen requested permission to use a form for handling zoning issue complaints.

1. The form would be filled out
2. M. Hansen would assign a number to the complaint
3. M. Hansen would use this form to track the complaint to its conclusion
4. M. Hansen will prepare spread sheet with status of the complaints

Consensus of Council to allow M. Hansen to use this procedure for zoning complaints

Invoicing for zoning questions – M. Hansen discussed invoicing for responding to questions and site visits about zoning matters, prior to a person applying for a Land Use Permit. M. Hansen does not want to be in a position where he is presenting a bill for items the Borough did not authorize. Short conversations are not charged, but M. Hansen wanted Council to be aware that ½ and one hour and beyond will be billed.

M. Gossard requested that when M. Hansen is in the Borough to meet with the citizens he should stop at the Borough Office and let the staff know he is here and why he is here.

M. Hansen was instructed to provide a recap of his activities of this type as an addendum to the Zoning Officer's Report. Council will review and if there is anything that needs further action Council can tell M. Hansen when the Zoning Officer's Report is accepted.

Discussion on someone habitually calling and using the Zoning Officer as a consultant, engineer for their project. M. Hansen will not allow this to happen.

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

Accredited Services Report – For your information.

APPROVAL OF MINUTES

January 2, 2007

Page 9 6th Paragraph “D. Monn made a motion to authorize the expenditure” There is not a second to this motion. Secretary to listen to the tape to find out who seconded the motion.

Page 6 3rd Paragraph “NYPA” change to “DTE”

T. Lawson made a motion to approve the Minutes of January 2, 2007 as corrected, D. Monn seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

Special Meeting January 16, 2007

T. Lawson made a motion to approve the Minutes of January 16, 2007, M. Kauffman seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried

ACCEPTANCE OF TREASURER'S REPORT

December 31, 2006

T. Lawson explained that a Capital Reserve Fund has been established for the General Fund to be used for operating costs in January of each year.

The Money Management Funds will be used to build up a reserve in the Electric for negotiating the upcoming Electric Contract.

Collections Accounts – This account is used to collect the Electric, Water and Sewer revenues. The Water and Sewer revenues are transferred to the Mont Alto Municipal Authority account and they in turn transfer money back to the Borough to pay their bills. T. Lawson reported that the Borough will no longer do this. The Borough will take the revenues from the Collections Fund and transfer it to the Municipal Authority and then the Borough will invoice the MAMA for payroll. The Water and Sewer Checking accounts will not appear on the new reports.

T. Lawson reported that he is continuing to work on the Sweeps Program. He will have a report for next month's meeting.

D. Monn made a motion to accept the Treasurer's Report for December 31, 2006, Fred Herrington, Sr. seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

January 31, 2007 – Table until the March meeting.

ADOPT RESOLUTION NO. 441 TRANSFER OF FUNDS JANUARY 2007 - P. Strite did not provide a Transfer of Funds Report. There is some confusion on whether or not there will be transfers to be approved. Table until March meeting.

VISITORS

Council President M. Gossard recognized the following visitors that arrived later in the meeting: Clint Craig and Diane Hershey – Listen to the meeting

FINANCE AND ADMINISTRATION COMMITTEE

Borough Web Site – G. Weaver was not in attendance.

PMRS Audit – P. Kocek previously provided a letter to Council outlining some suggestions made by the Auditor for the Attorney General's Office. These suggestions came about as a result of the PMRS Audit conducted in late January.

In recent years the Borough has had to return State Aid. K. McMunn, Auditor, suggested increasing the amount the Borough pays into PMRS for the employees. His other suggestion was to decrease the probationary period from six months to three months. This would allow the Borough to claim employees on the AG-385 sooner and in turn allow more State Aid to be granted to the Borough.

The Borough would have to pass an Ordinance and sign a new Agreement with PMRS. If the Borough decides to increase the amount of the contribution PMRS suggests sending the letter asking for the Agreement prior to having to file the 1st Quarter Report. The Borough is going to go on a monthly reporting basis as of March 1, 2007. The sooner the money is deposited with PMRS the sooner it is credited to the employees account and the sooner interest is received. M. Gossard stated the Personnel Committee will look into this.

The Agreement with PMRS will have to be reviewed to ascertain if the probationary period is something set by the Agreement or if the Borough mandated that length of time.

VACANCIES – Nothing.

ATTORNEY'S REPORT

Public Gathering/Festival Ordinance – M. Gossard asked J. Evans to provide him with a copy of the Draft Ordinance. J. Evans will email this information to M. Gossard.

Junior Council Member – The Junior Council Ordinance was unfortunately not advertised for adoption this evening.

Hickory Street Right of Way – J. Evans has copies of the Agreement. J. Evans feels the Agreement is satisfactory and addresses all of the concerns of the Borough. M. Gossard will sign the documents. J. Evans will withdraw the Cease and Desist Order of November 7, 2006.

Letter from CCIS Re: Adoption of 2006 Codes – J. Evans stated that the Borough does not have to do anything. The Borough adopted the UCC as it was, and as it may from time to time be amended.

Amendment to Pavilion Rental Rules – J. Evans and P. Kocek researched and discussed this matter prior to the meeting. The Rental Rules were established by motion in 1994 and not by Resolution. J. Evans will draft a Resolution amending the Pavilion Rental Rules.

Cumberland Valley Uniform Rental Contract – Short discussion. Nothing new at this time.

Antrim Township Agreement Paragraph 11 – J. Evans spoke with J. Lisko about Paragraph 11. J. Evans and J. Lisko disagreed on how Paragraph 11 should be worded.

J. Evans spoke with T. Misner today. T. Misner has not been contacted by J. Lisko. T. Misner told J. Evans that the MAMA is going to be contacting Willis Hess about becoming a backup operator for the Mont Alto Water Plant. D. Monn is concerned whether or not he is qualified to run the Water Plant.

J. Evans told Council that if the Authority obtains a backup operator Paragraph 11 won't make a difference in the Agreement.

Continued discussion on the wording of Paragraph 11 and possible ways to correct the paragraph.

J. Evans said that if he doesn't hear anything by the end of next week (clarification on Paragraph 11) he will strike out a portion of that paragraph or asterisk it and say here is the language we want and have Antrim initialize it. This will force their hand one way or another.

D. Monn reiterated that this Agreement needs to be put in place as soon as possible. He does not want to lose them because thinks things are going great.

D. Monn told Council that he and T. Lawson are talking about presenting a plan to the COG to develop a pool of water and sewer operators for Franklin County.

Nitterhouse Irrevocable Letter of Credit – J. Evans reminded Council that the Borough is holding an Irrevocable Letter of Credit in the amount of \$3300.00 for Nitterhouse. This amount is to cover the completion of three On Lot Dry Wells. The three properties are privately owned but the collateral has to be in place to make sure the On Lot Dry Wells are completed if/when a dwelling is built on the lot.

J. Evans suggested an alternate way to handle collateral for the On Lot Dry Wells. Since the UCC went into affect this matter could be handled through Certificates of Occupancy. A Certificate of Occupancy would not be issued for the property unless the On Lot Dry Well was installed. The Borough did not have this solution until the UCC was passed.

On the advice of the Solicitor On Lot Dry Wells will now be controlled by using the provisions in the UCC for Certificates of Occupancy.

T. Lawson made a motion to authorize J. Evans to return the Irrevocable Letter of Credit to Nitterhouse, D. Monn seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carries.

M. Hansen clarified the procedure for issuing Certificates of Occupancy and how it would be used as a tool to make sure the On Lot Dry Wells are installed. The Zoning Officer will provide two copies of the Certificate of Occupancy to the Borough. One copy would be for the property owner and the other the Borough's copy. The Borough would issue the Certificate of Occupancy at their discretion. A log of the properties with unfinished On Lot Dry Wells will have to be maintained.

Empty trailer Corner of Poplar and Reynolds – D. Monn told Council that No Trespassing signs have been erected at the property. M. Gossard reported that the family had a builder come in and look over the trailers. The builder contacted M. Gossard and told him that he is going to do some capital improvements so that the property can be sold. They posted No Trespassing signs on the advice of their attorney.

VISITORS

Council President M. Gossard acknowledged the visitors that arrived later in the meeting.

Denise Bonura Record Herald

Vernon Fortney Mont Alto Baseball Concession Stand at Recreation Area

RECREATION COMMITTEE

Concession Stand 2007

Safe – V. Fortney is requesting that Mont Alto Baseball be allowed to have a safe in the Concession Stand. Council told him this will be allowed only as long as the safe is not attached to the structure.

Keys and Codes for Johnnie's and Coca Cola – The ball teams would like to have items delivered to the Concession Stand when no one is there to receive them. They are requesting keys for the Concession Stand and the alarm code.

T. Lowson made a motion authorizing P. Kocek to provide keys to a representative of the Coca Cola Company and Johnnie's Restaurant Supply, M. Kauffman seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

Waynesboro Area Girls Softball, Inc. – Discussion on the request from WAGS to use the Mont Alto Ball Fields.

T. Lowson told V. Fortney that makeup games have to be scheduled through the Borough Office. This will avoid conflicting use of the fields. Robert Robinson will be doing the scheduling. He should get the schedules to the Borough Office as soon as they are available.

M. Kauffman made a motion authorizing the use of the ball fields by Waynesboro Area Girls Softball, Inc. during the times indicated, providing there are no scheduling conflicts, D. Monn seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

Naming of ball field in honor of Edward W. (Buzz) Shaffer – M. Kauffman reported that material has been donated for the frame of the sign. M. Kauffman and G. Calimer, Jr. will be making the sign. The sign will be painted silver to match the backstop and covered with Plexiglas. The sign will be ready in a few months.

M. Kauffman made a motion to name the ball field the “Edward W. (Buzz) Shaffer Field”, B. Spicer seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

P. Kocek will notify Robert Harris that the motion has been made to dedicate the field. Short discussion about possible dates (Memorial Day Weekend) and events that could take place to dedicate the field.

MAYOR’S REPORT

Citation Books – J. Evans has reviewed the proposed Citation Book. J. Evans noted that this citation is not a citation under the PA Criminal Code and would not be recognized as an official form. Lengthy discussion on the wording of the citation form. After discussion it was decided that it will be called “Ordinance Violation” and Citation Officer will be changed to Enforcement Officer. Everyone on Council is an enforcer of Ordinances.

Mayor S. Knepper pointed out that no one will go out by themselves to serve the Ordinance Violations, there will always be two people

D. Monn made a motion to proceed with the printing of the Ordinance Violation books as corrected, Mayor S. Knepper will provide P. Kocek with the final draft and she will get the books printed, M. Kauffman seconded, any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

Photo ID

New employees/Council members – G. Weaver is not here to discuss this matter. B. Spicer needs to have her picture taken for the Web Site

Current employee badge – T. Lawson will take John Hartman’s picture and P. Kocek and D. Monn will process a badge for J. Hartman.

T. Lawson will also take a picture of B. Spicer.

ENGINEER’S REPORT

Zoning and Subdivision Ordinance Update – M. Gossert is waiting for comments from Council. M. Hansen Zoning Officer has reviewed the document and he has no comments. M. Gossard has comments and he will drop off his marked copy at the Borough Office. This will be forwarded to M. Gossert. T. Lawson’s copy of the Ordinance will also be provided to M. Gossert.

Allen Mills Subdivision – M. Gossert stated that Council has already given Preliminary approval to the Mills subdivision. This gives them the right to install the utility, streets and storm drainage. Mills is almost ready for final approval of his plans.

M. Gossert estimated the amount of security Mills has to provide to the Borough at \$220,000.00. The security should be in place before final approval is given on the Plans. M. Gossert informed A. Mills of the amount of security that is needed.

There will be On Lot Dry Wells on each of the lots in this subdivision. M. Gossert did not require security for these. The Wells on these properties will be handled using the new method.

MAVFD Land Development Plans – M. Gossert told Council that the project is located in the Borough and Quincy Township. The Borough approved the plans and then it went to Quincy for their approval.

Quincy Township required the MAVFD to make a larger storm water retention pond that would contain a 100 year storm. The revisions improved the Land Development Plan. M. Gossert recommends approval of the Plan.

M. Gossert reported that a small portion of the retention pond is in the Borough. The MAVFD posted a bond for Quincy Township. M. Gossert doesn't know if the Borough wants to require any type of security for the small portion of the pond that is in the Borough.

T. Lowson said that the plans doesn't show any screening along Aspen Drive and he thought the Borough was going to require this. Discussion. M. Gossert is to notify the MAVFD that screening will be required.

Engineering invoices - M. Gossert is working on itemizing some of the old bills for review of subdivisions so the Borough can catch up on billing for these services.

University Drive Project – M. Gossert brought out a final copy of a plan. The Borough will have to obtain a right of way, where the outlet is, from the Egolf farm. M. Gossert met with them (Egolf) and they don't have a problem with the right of way. A Right of Way Agreement has been drafted and he will see they get a copy of it.

Midmonth meeting – The midmonth meeting will be held on February 20, 2007 to review subdivisions.

WATER COMMITTEE

Weir - D. Monn reported that the weir has been installed and is working.

STREET COMMITTEE

Mirror for Center Square – F. Herrington, Sr. had a suggestion from a citizen to install mirrors on Center Square to help with traffic control. Council did not think this was feasible at this time.

Municipal Services District 8-0 Newsletter – For your information.

Rick Levan Borough Penn Dot Representative – T. Lowson reported that R. Levan will be coming to the Borough later in February to meet with the Committee to discuss spending Liquid Fuels money for the University Drive Project.

PROPERTY & SUPPLY COMMITTEE

Generator at the Borough Office – G. Calimer, Jr. reported that the company provided a new generator.

G. Calimer, Jr. thinks a letter should be written to the company about the generator repair/replacement process because the company is claiming the first generator wasn't installed correctly. G. Calimer, Jr. is to provide M. Gossard with all of the information about the generator repair/replacement. M. Gossert will put this in chronological order and will then write a letter.

Equipment Shed Borough Garage – G. Calimer, Jr. reported that he obtained a quote from Dutchway Pole Barns in the amount of \$8800.00 and a quote from Butler Contractors for the

floor in the amount of \$3500.00. If the Borough employees prepare the floor it would be \$2000.00 for Butler to pour the floor. The amount quoted would be for a building that is 24' x 32' x 10'.

Discussion on doing the building and the floor as separate projects. Consensus is to do the whole project at one time.

J. Evans will prepare the necessary papers to bid this project.

The Borough will have to obtain a Land Use Permit and a Building Permit.

Track Hoe – G. Calimer, Jr. provided T. Lowson with rental prices from Valley for a track hoe.

ELECTRIC COMMITTEE

Renewal of Borough Electric Contract – At this time there isn't anything new to report.

NYPA – T. Lowson reminded Council that the Borough will receive a smaller NYPA allocation because there are more participants in the program.

MAVFD Carnival Grounds – D. Monn reported that he and R. Slouthour have been working on the electrical aspect of this project and it is about ready to go.

PERSONNEL COMMITTEE

Employee Health Insurance – M. Gossard met with Sue Ellen Campbell, the Borough's Blue Cross representative and discussed our present plan and what the Borough is looking for in an insurance plan. M. Gossard passed out a copy of the Borough's present insurance plan and then a proposal for a new plan provided by Ms. Campbell.

M. Gossard reviewed and compared the present plan and the proposed plan with the members of Council.

The proposed plan would have a better prescription plan and no deductible for prescriptions and Preferred Provider Network for medical care.

The renewal time for the Borough's insurance plan was October 15 of each year. The renewal date will now be January 1.

If the new plan is adopted it would become effective March 2007. Books will be provided to the employees listing the Blue Cross providers.

M. Kauffman made a motion to change the Borough enrollment from the Traditional 250 to the PPO 500/100 w/RX – Option 7, D. Monn seconded, any further discussion,

M. Gossard instructed P. Koczek to complete the enrollment form and then when it is time to convert the employees, she will call Blue Cross and schedule a time for S. E. Campbell to come down and meet with all of the employees.

Any further discussion, any further discussion, all in favor Aye, opposed No, motion carried.

Borough Manager – M. Gossard has not had the opportunity to meet with Quincy Township to discuss this matter.

T. Lowson said that he spoke with Bob Gunder, Quincy Township Supervisor, at the COG meeting and he is conducive to discussing this with Mont Alto.

M. Gossard will schedule a meeting with Quincy Township.

SANITATION & SAFETY COMMITTEE - Nothing.

REPORT ON COG (COUNCIL OF GOVERNMENT) ISSUES - D. Monn and T. Lowson attended the COG meeting.

At the February 21, 2007 COG meeting the group will be meeting with the new/old legislators to discuss items that were in process at the end of the year. A list will be developed prioritizing these items so that projects don't get dropped.

VISION 2015 – D. Monn attended a Planning for the Future luncheon on January 25, 2007. The luncheon was a combined Community that Cares and Vision 2015 meeting.

The Senior Vice President for Corporate Office Properties Trust gave a presentation detailing the plans for a portion of the former Fort Ritchie property. They plan on turning it into a Living,

Working and Play Community. This would take place over the next fifteen years.

OLD BUSINESS

Borough Letterhead – D. Monn supplied three samples for review prior to the meeting. Discussion on where on the letterhead the Established Date should be placed. D. Monn will experiment with this and present samples for consideration at the midmonth meeting.

Intergovernmental Cooperation Agreement w/Quincy for equipment use (with or without operator) – M. Gossard looked into this. Quincy's price is without an operator.

On the Job Employee – This is a program that the Record Herald provides to recognize employees. Sid Miller previously took photos of the employees to be used for this purpose.

Short discussion. M. Gossard said that the Borough will provide Sid Miller with a name quarterly, based on seniority. P. Kocek to contact S. Miller.

NEW BUSINESS

Grant Funding for Communications Equipment – The County is asking if the Borough is going to participate in the joint purchase of the radios. Consensus of the Council is to participate in the joint purchase.

D. Monn and P. Kocek will fill out the proper forms and submit the information.

Approve MAVFD Activities for 2007 - The MAVFD submitted their letter and list for approval. There are errors on the information. D. Monn will contact them and ask that new information be submitted.

Memo from Hamilton Township Re: Bulk Purchase of House Number Signs – D. Monn discussed this with Charles Baker of the MAVFD and they have a sufficient number of signs and would not need to order at this time.

PSAB Wake Up to the Issues Breakfast – For your information.

Central Tri-County Boroughs Association Meeting – For your information.

Statement of Financial Interest Forms – To be signed by Council members and returned no later than May 1, 2007.

Primary Electric May 2007 – For your information.

Trailer MAVFD – D. Monn told Council that the MAVFD is going to refurbish a Pierce 1918 Pumper that was one of the first pieces of equipment owned by the Fire Company.

D. Monn is requesting permission to park the trailers containing the pieces of the truck on the gravel parking lot owned by the MAVFD until they begin refurbishing the truck. Consensus of Council is that this will be allowable.

EXECUTIVE SESSION – Council President M. Gossard called for an Executive Session at 7:55 p.m. to discuss personnel issues.

Council President M. Gossard called the regular meeting of the Mont Alto Borough Council back to order at 9:10 p.m.

Adjournment – M. Kauffman made a motion to adjourn the Regular Meeting of Mont Alto Borough Council of February 5, 2007 at 9:11 p.m., T. Lowson seconded, all in favor Aye, opposed No, motion carried.

Submitted to Council for their approval on
March 5, 2007
Patricia A. Kocek
Borough Secretary