

WYALUSING BOROUGH COUNCIL MONTHLY MEETING

Wyalusing Borough Hall

January 5, 2015 @ 7:00pm

**Council Members Attending:** George Anderson, President; Gary Rouse, John Smalser, Scott Snyder, and Gary Woodruff

**Others:** Susan Burgess, Mayor; Dale Grover, Ordinance Enforcement & Borough Maintenance; Joanne Vago, Secretary

**Public:** David Keeler, Wayne Felter and Tom Miller

George Anderson, President called the meeting to order at 7:00pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

**Re-Zoning Proposal:** Wayne Felter presented a proposed zoning change concerning the LaFrance property and the Wyalusing Fire Hall. A motion was made by John Smalser and seconded by Scott Snyder to proceed with the re-zoning process. A formal application is required and a letter to Ray Stolinas of the Bradford County Planning Commission for his review, prior to a publically advertised meeting on the re-zoning proposal.

**Mayor's Report/Police Report:** Mayor had no report. The PA State police are currently proving service to Wyalusing Borough. Currently Laceyville Borough has no certified police personnel.

**Citizen Comments and Concerns:** It was suggested that a call to Russell Miller at Leatherstocking Gas Company be made regarding an update on the status of natural gas becoming available in Wyalusing Borough.

**Approval of Minutes:**

The Minutes of the December 1, 2014 monthly meeting were reviewed by the Council members. There were no corrections to the Minutes and they were accepted by the President as presented. The Minutes of the December 15, 2014 special meeting were reviewed by the Council members. There were no corrections to the Minutes and they were accepted by the President as presented.

**Treasurer's Report:**

The motion to pay 34 bills presented to the Council was made by Gary Rouse. Gary Woodruff seconded the motion and it was unanimously carried by voice vote. The Treasurer's Report was reviewed by the Council members. The President accepted the report and it was filed for audit.

**Borough Maintenance/Ordinance Enforcement Officer Report:** Met with PennDot personnel from Montoursville regarding repaving of Main Street. Walked the street and went over any pending issues. A decision will need to be made regarding the manholes and how they should be treated with the repaving. The repaving of Main Street will need to be coordinated with the Main Street Project that is being advertised for bidders and will take approximately 8 months. Herb Gery will talk with PennDot and coordinate the schedule. A suggestion was made regarding seven concrete barricades to the Municipal Parking lot along Marsh Street. The barricades are approximately \$90/pp. Gary Rouse made the motion to purchase these barricades for use in the Municipal Parking lot. The motion was seconded by John Smalser and the motion was carried by voice vote. The Council also approved the purchase of skid steer tires

**Foster Correspondence and Report:** The report from Jonathan Foster was discussed. John Smalser will contact William Kerr directly to determine status of Wyalusing Meadows transition of project from the Borough's Subdivision and Land Development Ordinance to the County Subdivision and Land Development Ordinance.

**Wyalusing Municipal Authority Liaison:** Since all members of the Council attended the previous WMA Board meeting, there was no further discussion.

**Correspondence:** (1) Beginning in 2015, business mileage will be reimbursed at the rate of .575/mile. (2) Letter from the Director of Elections was discussed. Four Council seats will be on the ballot in the spring, along with the Mayor.

**Old Business:**

- (1) There is a need to fill the Zoning Hearing Board and the Planning Commission Committee.
- (2) John Smalser presented a report on bringing solar lighting to the three Wyalusing welcome signs at highway entrances to the borough on Route 706 and Route 6. The cost would be \$1,400 per sign with a 5-year battery warranty. John Smalser was directed to get a concrete quote from the provider and present it at the next Council meeting.

**New Business:**

- (1) Scott Snyder was nominated and elected unanimously as Vice President replacing Kelly Bradley who resigned July 2014.
- (2) There are trees in Wyalusing Creek that need to be removed. There is money in UDAG fund for this purpose but any bid would need to be coordinated with DEP.
- (3) PennDot would like to limit parking on Church Street to just one side of the street to provide space for large "winged" snow plows that will be traveling along Route 706. The Council is not in favor of this proposal and decided not to respond to the question.
- (4) George Anderson will contact Greg Dibble regarding street maintenance.
- (5) The question of paying Mike Davis while on hiatus was discussed. If Mike submits hours, he will be paid.

The meeting adjourned at 8:30pm.

Submitted by,

Joanne Vago, Secretary

WYALUSING BOROUGH COUNCIL MONTHLY MEETING

Wyalusing Borough Hall

February 2, 2015 @ 7:00pm

**Council Members Attending:** George Anderson, President; Gary Rouse, John Smalser, and Scott Snyder

**Absent:** Gary Woodruff

**Others:** Susan Burgess, Mayor; Dale Grover, Ordinance Enforcement & Borough Maintenance; Joanne Vago, Secretary

**Public:** David Keeler, Herb Gery

George Anderson, President called the meeting to order at 7:00pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

**Main Street Revitalization Project:** Herb Gery of Gery Engineering presented his review of the bid packages received for this project. He has checked the numbers and reviewed their references. The low bidder was L&A General Concrete Services at \$196,126.47. They have previously done similar work. The selected contractor will start in March 2015 and the contract is for 90 days. Scott Snyder made the motion to accept the bid from L&A General Concrete Services at the stated price. Gary Rouse seconded the motion and the motion was carried by voice vote. A Notice of Intent to Award Contract will be sent to L&A Concrete by Gery Engineering.

**Mayor's Report/Police Report:** The PA State police had a busy month and Wyalusing has lost two residents, Joyce Wentovich and Ken O'Connor.

**Citizen Comments and Concerns:** None

**Approval of Minutes:**

The Minutes of the January 5, 2015 monthly meeting were reviewed by the Council members. There were no corrections to the Minutes. John Smalser made the motion to accept the Minutes as presented. Gary Rouse seconded the motion and it was passed by voice vote.

**Treasurer's Report:**

The motion to pay 33 bills presented to the Council was made by John Smalser. Gary Rouse seconded the motion and it was unanimously carried by voice vote. The Treasurer's Report was reviewed by the Council members. The President accepted the report and it was filed for audit.

**Thermal Well Drilling:** After a brief discussion, John Smalser made the motion to charge a fee of \$50/hole for drilling geothermal holes. Scott Snyder seconded the motion and the motion was carried by voice vote.

**Borough Maintenance/Ordinance Enforcement Officer Report:** Have been salting and plowing for most of the month. Municipal Authority has requested plowing down to the gate of the Authority – and to plow and cinder at the Lift Station. The Council agreed that Dale should coordinate plowing with Holly Arnold. Council did not agree to having Dale do water shutoff. New tires were purchased for the Skid Steer and it was decided to wait on the blocks for the municipal parking lot until spring. There was a discussion of raising the roof line on the garage closest to First Street. It should be an inexpensive job and the Council agreed to Dale getting an estimate.

**Foster Correspondence and Report:** The report from Jonathan Foster was discussed. There is a need for the Council to appoint a Planning Commission and a Zoning Hearing Board. The only member currently on the Zoning Hearing Board is Joan Cashin. There are currently no members on the Zoning Commission Committee.

**Wyalusing Municipal Authority Liaison:** Delinquent accounts are being turned over to the WMA solicitor. Michael Dunfee has been hired as the meter reader. The WMA has requested change in meeting time to 6:00pm. Gary Rouse made the motion to approve the requested change, John Smalser seconded the motion and the motion was carried by voice vote.

**Correspondence:** (1) Letter from Gene Yaw's office regarding availability of grants from Pennsylvania DCNR beginning January 14, 2015 through April 16, 2015. His office is available to assist with the application process.

**Old Business:**

There is a need to fill the Zoning Hearing Board and the Planning Commission Committee.

**New Business:**

- (1) Spring Cleanup Day will be held Saturday, May 16, 2015.
- (2) Tree removal was discussed. Gary Rouse will check with Penelec regarding schedule (there are four trees on John Street that need attention) and get on the list.
- (3) There was further discussion regarding a light at the pavilion in memory of Kathryn Huffman and Joyce Wentovich. The Lioness Club will contribute and Council agreed to make up the difference.
- (4) Regarding the Main Street Revitalization project and the issue of street lights. John Smalser and/or Dale Grover will call Herb Gery regarding the specifications

The regular meeting adjourned at 8:15pm. The Council then convened an Executive Session to discuss personnel issues. The Executive Session adjourned at 8:30pm.

Submitted by,

Joanne Vago, Secretary

WYALUSING BOROUGH COUNCIL MONTHLY MEETING  
Wyalusing Borough Hall  
March 2, 2015 @ 7:00pm

**Council Members Attending:** George Anderson, President; Gary Rouse, Scott Snyder, and Gary Woodruff

**Absent:** John Smalser

**Others:** Susan Burgess, Mayor; Dale Grover, Ordinance Enforcement & Borough Maintenance; Joanne Vago, Secretary

**Public:** Wayne Felter, Kelly Smith, Rocket Courier

George Anderson, President called the meeting to order at 7:00pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

**Mayor's Report/Police Report:** Mayor reported 8 incidents: 1 burglary, 3 crashes, 1 911 hang-up, 1 debris in road, 1 traffic violation, and 1 requests to assist with other agencies.

**Citizen Comments and Concerns:** Wayne Felter inquired as to the status of the zoning proposal. There still needs to be a Planning Commission established. There are several suggested names and calls will be made. As to the Zoning Hearing Board, there is still a need for members to serve on this Committee. Wayne Felter also inquired as to the requirements for building in the historical district. This issue will be pursued.

**Approval of Minutes:**

The Minutes of the February 2, 2015 monthly meeting were reviewed by the Council members. There were no corrections to the Minutes and they were accepted by the President as presented.

**Treasurer's Report:**

The motion to pay 38 bills presented to the Council was made by Gary Rouse. Scott Snyder seconded the motion and it was unanimously carried by voice vote. The Treasurer's Report was reviewed by the Council members. The President accepted the report and it was filed for audit.

**Borough Maintenance/Ordinance Enforcement Officer Report:**

The detailed monthly report was distributed to the Council members. Dale Grover reported that there were calls regarding vehicles on Church Street including one from the State Police. There are no posted signs in the area nor are there posted signs in the Municipal Parking Lot. Does Council want signs posted and if they do, what should they say? Suggestions were requested especially as to any regulations regarding out of state vehicles parked long term in the Municipal Parking Lot. Picnic tables are done and will be picked up during the week from Wyalusing High School. Storm drain repair will be commencing this month. Man-hole covers were discussed – 10 are bad and suggestion for repair will be discussed with the Municipal Authority. There was a discussion regarding the purchase of an additional dump truck for the Borough for about \$9,100. Following the discussion, a motion was made by Gary Rouse to approve the purchase of a 2<sup>nd</sup> dump truck for the Borough and to look into selling the Municipal Authority's 1988 truck. Gary Woodruff seconded the motion and the motion was carried unanimously by voice vote. A request for inmate assistance for work in the Borough was also submitted.

### **Foster Correspondence and Report:**

Jonathan Foster's Report and Invoice were review by Council members. It was suggested that we keep track of the costs of each category of services, i.e., Ordinances, Wyalusing Meadows, Right to Know Requests, etc. The Secretary was directed to keep track of the cost categories.

### **Wyalusing Municipal Authority Liaison Report:**

Scott Snyder reported from the February 9, 2015 meeting of the Authority. Jeff Smith attended the meeting with questions regarding the hiring of the new meter reader. Dale Grover will do plowing for the Authority inside the treatment plant. The Authority Board informally reorganized. Chris Woodruff is the Chair, Chris Wells and Jean Woodruff with back each other as the Vice Chair, and Jeff LaFrance is the Treasurer. The meetings will now begin at 6:00pm.

### **Correspondence:**

The Council reviewed correspondence from (1) Conrad Siegel Actuaries regarding the actuarial valuation report as of 1/1/2015 for the Wyalusing Borough Non-Uniformed Employees' Pension Plan and the contributions required by the end of 2015, 2016, and 2017, (2) Pennsylvania State Policy regarding the recent termination of municipal police services in Wyalusing Borough, and (3) the receipt of the Liquid Fuels Allocation for 2015 in the amount of \$18,908.71.

### **Old Business:**

There was further discussion on the need for members for the Planning Commission and the Zoning Hearing Board. A reminder was made that the due date for petitions to the Election Board is March 10, 2015.

### **New Business:**

#### **Cemetery Fee Schedule**

The Cemetery Committee will meet to determine a new fee schedule and to update the Rules & Regulations of the Wyalusing Borough Cemetery. A report will be presented at the next Council meeting.

**Plans for P&G Credit Union:** A review of the plans for the P&G Credit is due back to the Bradford County Planning Commission by March 4, 2014.

**Main Street Purchase (107 Main and 137 Main Street):** Purchased by Rick Sherman, Code Inspection OK'd and water has been turned on.

**Young Lungs at Play:** A motion was made by Gary Woodruff to support the "Young Lungs at Play" by adopting a resolution banning smoking at the Wyalusing Borough Park. The motion was seconded by Gary Rouse and carried unanimously by voice vote.

**Tree Trimming by Penelec:** Gary Rouse will meet with Penelec regarding free tree trimming at the Wyalusing Borough Park. A quote will be requested from Brown Hill Tree Company to remove maple tree and grind stump located on Chestnut Street.

The meeting was adjourned at 8:30pm.

Submitted by,

Joanne Vago, Secretary

WYALUSING BOROUGH COUNCIL MONTHLY MEETING  
Wyalusing Borough Hall  
April 6, 2015 @ 7:00pm

**Council Members Attending:** George Anderson, President; Gary Rouse, Scott Snyder, Gary Woodruff and John Smalser

**Others:** Susan Burgess, Mayor; Jonathan Foster, Esq., Solicitor; Joanne Vago, Secretary

**Public:** Wayne Felter, Kelly White, Rocket Courier

George Anderson, President called the meeting to order at 7:00pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder. The President called an Executive Session to discuss tax/legal issues regarding Wyalusing Meadows at 7:10pm. During this Session, the motion to direct the Solicitor to request an assessment of the Wyalusing Property for tax purposes was made by John Smalser and seconded by Gary Rouse. The motion was carried unanimously by voice vote.

**Mayor's Report/Police Report:** There was no report from the Mayor. She did not receive a report from the State Police regarding any incidents in the Borough.

**Citizen Comments and Concerns:** None

**Approval of Minutes:**

The Minutes of the March 2, 2015 monthly meeting were reviewed by the Council members. There were no corrections to the Minutes and they were accepted by the President as presented.

**Treasurer's Report:**

The motion to pay 47 bills presented to the Council was made by Gary Rouse. Gary Woodruff seconded the motion and it was unanimously carried by voice vote. The Treasurer's Report was reviewed by the Council members. The President accepted the report and it was filed for audit.

**Borough Maintenance/Ordinance Enforcement Officer Report:**

Dale Grover, the Borough Maintenance/Ordinance Enforcement Officer was not present. The Council Members reviewed his written report and there were no questions or comments on his report. George Anderson reported that Aqua Penn was still after Dale to do work for them.

**Foster Correspondence and Report:**

Jonathan Foster's Report and Invoice were review by Council members. The resolution to amend the Zoning Ordinance needs to have language suggested by Ray Stolinas added to the amendment. The Solicitor reviewed the current Ordinances and the summary of changes with Council.

**Wyalusing Municipal Authority Liaison Report:**

Scott Snyder reported from the March 17, 2015 meeting of the Authority. A resolution was passed to limit emergency spending to \$1,000 without approval. The Authority accepted Bruce Ashley's mowing proposal for 2015. Discussed the manhole covers. Dale will get an engineer to look at them and make a recommendation. Aqua Penn submitted bid to the Authority to fill in reservoir on Wells Mountain. The Authority will check with Hud Ellis to see if it can be done cheaper.

**Correspondence:**

The Council reviewed correspondence from (1) Ray Stolinas regarding the Proposed Zoning Map Amendment, (2) Letter from Bradford County Veterans Memorial Park Association regarding list of KIA, POW/MIA, and Purple Heart veterans in Wyalusing, (3) Chesapeake Litigation Report from McDonald Law Firm, (4) Audit Report from the Bureau of Occupational and Industrial Safety, and (5) letter from Tennessee Gas Pipeline Company, LLC listing their Open House Dates and Location.

**Old Business:**

- (1) There was further discussion on the need for members for the Zoning Hearing Board.
- (2) The Revision to Ordinance 46, Zoning will need to incorporate some language from Ray Stolinas.
- (3) There was a discussion regarding the memorial lighting at the Borough Park/Pavilion. Scott Snyder presented several options. The price was \$2,000 plus labor and \$200 for the base. The question came up as to the portion from Lioness/Lions Club for the lights.

**New Business:**

**Cemetery**

Tracy Cobb is increasing prices on grave openings from \$400 to \$600/per opening. Bishop Brothers was contacted and their price is \$550/grave opening. Gary Rouse made the motion to hire Bishop Brothers at \$550/grave opening. Gary Woodruff seconded the motion and the motion carried unanimously by voice vote. The Cemetery Committee met and a proposed a new fee schedule and an update to the Rules & Regulations of the Wyalusing Borough Cemetery. No action was taken regarding the fee schedule and the updated Rules & Regulations.

**Bradford County 2014 Hazard Mitigation Plan:** A resolution to adopt the Bradford County 2014 Hazard Mitigation Plan was presented to Council. Gary Woodruff made the motion to adopt the resolution, seconded by John Smalser. The motion as carried unanimously by voice vote.

**Act 13 Impact Fee Money:** There was a brief discussion regarding Act 13 Impact Fee Money. The WVFD informally requested a portion of the money to purchase a generator for emergency use. The Impact Fee Money is usually received in July.

**Request from WVFD to Reserve Park:** A motion was made by Gary Rouse to approve the requested use of the Borough Park from July 26, 2015 through August 28, 2015 for the carnival scheduled for August 11 through August 16, 2015. The motion was seconded by John Smalser and was carried unanimously by voice vote.

**Approve Kuharchik Construction, Inc. Proposal:** Gary Woodruff made the motion to accept the proposal from Kuharchik Construction for the maintenance work on the Borough traffic signals for 2015. The motion was seconded by Scott Snyder and was carried unanimously by voice vote.

The meeting adjourned at 8:30pm.

Submitted by,

Joanne Vago, Secretary

WYALUSING BOROUGH COUNCIL MONTHLY MEETING  
Wyalusing Borough Hall  
May 4, 2015 @ 7:00pm

**Council Members Attending:** George Anderson, President; Gary Rouse, Scott Snyder, Gary Woodruff

**Council Members Absent:** John Smalser

**Others:** Susan Burgess, Mayor; Joanne Vago, Secretary

**Public:** Tom Miller, Dave Keeler, Mark Ostrowski, Tim Gorley, and Dustin Bishop

George Anderson, President called the meeting to order at 7:00pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

Tim Gorley, the engineer for Bishop Brothers, presented the Contractual Consent of the Landowner which allows DEP access to Wyalusing Borough property 61-102-176 for the purposes of inspecting, studying, backfilling, planting, and reclaiming the land and abating pollution in accordance with the provisions of the Noncoal Surface Mining Conservation and Reclamation Act and The Clean Streams Act as amended. Gary Rouse made the motion to sign the Contractual Consent of the Landowner, seconded by Gary Woodruff. The motion was carried unanimously by voice vote.

Tom Miller requested permission to hold a parade on Wednesday, August 12, 2015 in connection with the annual WVFD annual carnival. Gary Rouse made the motion to grant permission for the parade. Scott Snyder seconded the motion and the motion was carried unanimously by voice vote. Tom Miller also requested a fireworks permit for the week of August 11-15, 2015 with the fireworks display scheduled for August 14, 2015. Scott Snyder made the motion to grant the fireworks permit, seconded by Gary Woodruff. The motion was carried unanimously by voice vote.

**Mayor's Report/Police Report:** There was no report from the Mayor. The Mayor did not receive a report from the State Police regarding any incidents in the Borough.

**Citizen Comments and Concerns:** None

**Approval of Minutes:**

The Minutes of the April 6, 2015 monthly meeting were reviewed by the Council members. There were no corrections to the Minutes and they were accepted by the President as presented.

**Treasurer's Report:**

The motion to pay 40 bills presented to the Council was made by Gary Rouse. Scott Snyder seconded the motion and it was unanimously carried by voice vote. The Treasurer's Report was reviewed by the Council members. The President accepted the report and it was filed for audit.

**Borough Maintenance/Ordinance Enforcement Officer Report:**

The Borough Maintenance Report was previously distributed to Council Members for review. Dale Grover, the Borough Maintenance/Ordinance Enforcement Officer stated that the picnic tables at the Pavilion have been painted. Greg Dibble from PennDot is putting together a quote to address micro-surface applications on Borough streets.

We have received two quotes for crack sealing that need to be done prior to the micro-surface applications. Quotes were received from Vestal Asphalt in the amount of \$8,470 and from Bishop

Brothers in the amount of \$7,500.00. Gary Rouse made the motion to accept Bishop Brothers bid in the amount of \$7,500. Scott Snyder seconded the motion and it was carried unanimously by voice vote.

The drain box on Pearl/East Street needs to be removed and reset and the shoulder on Riverside Drive needs to be extended, and various spots need to be milled out and cleaned. Bishop Brothers has provided a quote to do all three projects for \$4,600.00. Scott Snyder made the motion to accept Bishop Brothers quote, seconded by Gary Rouse. The motion was carried unanimously by voice vote.

The Council decided that a letter will be sent to the owner of The Ram Zone regarding their parking area which needs to be resurfaced to prevent storm water from improperly draining onto other Borough streets. The letter will be prepared and sent by the Borough solicitor.

Wanda Ashley has been advised to clean up her property on Taylor Avenue NLT Monday, April 13, 2015.

#### **Foster Correspondence and Report:**

Jonathan Foster's Report and Invoice were reviewed by Council members. A letter from Jonathan Foster to William Kerr regarding Wyalusing Meadows PILOT Agreement was reviewed.

#### **Wyalusing Municipal Authority Liaison Report:**

No Report.

Scott Snyder said that he had a request from Bob Westover on behalf of Rainbow Club on how they can support small projects. Scott mentioned the Lioness Club and the lights at the Pavilion as well as lights for the Borough signs. There is currently no mechanism for receiving funds from other agencies to support small projects.

#### **Old Business:**

##### **Zoning Hearing Board**

There was further discussion on the need for members for the Zoning Hearing Board.

##### **Cemetery Fee and Rules and Regulations Revision**

Following a discussion regarding changes to the Cemetery Fees and revisions to the Rules and Regulations, Gary Woodruff made the motion to accept the changes to the fees as presented by the Cemetery Committee, additionally to include a \$250.00 fee for reseeded and grave closure as suggested by the Council and to accept the changes to the Rules and Regulations. Gary Rouse seconded the motion and it was carried unanimously by voice vote. The updated Schedule of Fees and the Rules and Regulations are attached to these Minutes and made a part hereof.

##### **Pole Light in Borough Park and Lights for Signs**

There was further discussion regarding the memorial pole light at the Borough Park/Pavilion. The price was \$2,000 plus labor and \$200 for the base. There was also a discussion regarding the possibility of a camera for the Pavilion. Further discussion was held regarding lights for the Wyalusing Borough signs. Gary Rouse made the motion to continue with the pole light for the Pavilion and to continue investigation into the lights for the Borough signs. Gary Woodruff seconded the motion and it was carried unanimously by voice vote.

#### **New Business:**

##### **Lines by Lou Quote**

A proposal for line painting was presented. The motion to approve the bid from Lines by Lou with the exception of the police lines was made by Gary Rouse, seconded by Scott Snyder. The motion was carried unanimously by voice vote.

**Micro-Surfacing Bid Advertisement**

Following a discussion of the Project Estimate Sheet received from PennDot, a motion was made to advertise for bids on the Micro-Surfacing project in The Rocket Courier and The Daily Review by Gary Woodruff, seconded by Gary Rouse. The motion was carried unanimously by voice vote

**Cat Issue in the Borough**

Gary Woodruff brought up the issue of stray cats in the Borough. After discussing, a was suggested that Doug Thompson pick up those cats without collars, hold for three days and if not claimed, turn them over to a designated animal shelter. A motion to proceed, and to place a notice in The Rocket Courier that this would happen as of June 1, 2015 giving cat owners time to put collars on their cats was made by Gary Woodruff, seconded by Gary Rouse and carried unanimously by voice vote.

The meeting adjourned at 8:30pm.

Submitted by,

Joanne Vago, Secretary

## WYALUSING BOROUGH COUNCIL MONTHLY MEETING

Wyalusing Borough Hall

June 1, 2015 @ 6:30pm

**Council Members Attending:** George Anderson, President; Gary Rouse, John Smalser, Scott Snyder, Gary Woodruff

**Others:** Susan Burgess, Mayor; Joanne Vago, Secretary

**Public:** Joan Cashin, Dewey Cokley, Adam Harvey (Boy Scouts), Dr. Michelle Kaleta (Wyalusing Pet Clinic), Dave Keeler (Rocket Courier), Ray Raffin, Dr. Lori Smith (Wyalusing Pet Clinic), Jeff Smith, Jennifer Williamson (Ameriprise Financial) and Greg Zyla (The Daily Review)

George Anderson, President called the meeting to order at 6:30 pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

### **Mayor's Report**

The Mayor received a report from the State Police that there were 16 incidents in the Borough; 2 burglaries, 1 theft, 1 sexual offense, 2 crashes, 1 drug possession and the rest were "checking on the mental health of others."

There were three winners from the contest to name three new streets in Wyalusing Meadows. The winners are: Randi Huffman – Rocky Path Lane; Shannon Landis – Cayugas Avenue; and Maggie Poost – Keeler Drive

### **Citizens Comments and Concerns**

Dr. Lori Smith from Wyalusing Pet Clinic distributed a proposal for Wyalusing Borough – Community Cat TNR Program. They believe this program will stabilize the cat population over time. The Wyalusing Pet Clinic will establish a budget, set up traps and are willing to start as soon as possible. At the next Council meeting or before, they will come back with firm numbers and a plan and the Borough will determine what it can contribute to this plan. The arrangements with Doug Thompson have been put on hold.

Several Borough residents expressed concern about the Brewer Hollow property. There appears to be clear cutting on a portion of the property and concern was raised as to whether this was being done in preparation for quarry expansion and who gave permission to clear cut in this area. George Anderson, Council President said he gave permission in anticipation of the approval for Bishop Brothers to extend their quarry efforts per the DEP form signed at the last Council meeting. Walter Edsel, Jr. is currently taking out dead timber in other parts of Brewer Hollow for which the Borough receives 50% of the timber sales. The general consensus is that there should be a public meeting before anything further is done on this property.

### **Approval of Minutes**

The Minutes of the May 4, 2015 monthly meeting were reviewed by the Council members. There were no corrections to the Minutes. John Smalser made the motion to approve the minutes, Gary Woodruff seconded and the motion was approved unanimously by voice vote.

### **Treasurer's Report**

The motion to pay 40 bills presented to the Council was made by Gary Rouse. John Smalser seconded the motion and it was unanimously carried by voice vote. The Treasurer's Report was reviewed by the Council members. The President accepted the report and it was filed for audit.

### **Borough Maintenance/Ordinance Enforcement Officer Report:**

The Borough Maintenance Report was previously distributed to Council Members for review. Dale Grover, the Borough Maintenance/Ordinance Enforcement Officer reported that crack sealing was done, pot holes fixed, and the Ram Zone hole repaired. The Wyalusing Fountain is in operation. The storm drain repair is on hold. L&A Concrete will look at it when the Main Street project is finished and give an estimate. Mar-Allen apparently has abandoned the project.

### **Foster Correspondence and Report:**

Jonathan Foster's Report and Invoice were reviewed by Council members. Letters to Frank R. Kinney and Belinda Jo B. Kinney regarding Code Violations at The Ram Zone and a letter to George Anderson, President regarding Bishop Brothers Gravel Operation were reviewed.

### **Wyalusing Municipal Authority Liaison Report:**

No Report.

### **Old Business:**

#### **Zoning Hearing Board**

There was further discussion on the need for members for the Zoning Hearing Board.

#### **Pole Lights in Borough Park**

There was further discussion regarding the memorial pole light at the Borough Park/Pavilion. Scott Snyder reported that there was a new type of light that would offer more vandal protection. A motion was made by Gary Rouse to proceed with the new type of light for the Borough Park/Pavilion. The motion was seconded by Gary Woodruff and carried unanimously by voice vote.

#### **Change Orders #1 and #2 on Main Street Revitalization Project**

L & A General Concrete Works LLC submitted two change orders for the Main Street Revitalization Project – Change Order #1 is to add a deflection shroud to thirteen street lights and Change Order #2 is to pull extra circuit through new conduit to each of the 13 street lights. The wire will be three feet #8 copper THHN and one foot #10 copper THNN wire. The new contract amount including both change orders is \$202,636.47. The motion to approve the change orders was made by Scott Snyder, seconded by Gary Rouse. The motion was carried unanimously by voice vote.

#### **CD Maturity and Update on Investments**

Jennifer Williamson of Ameriprise Investments gave an update on the Borough's investments. Two CD's will mature in 2015 – one for \$50,000 General Fund, matures 7/23/2015 and one for \$60,000 Cemetery Fund, matures on October 30, 2015.

### **New Business:**

#### **Lights for Signs**

Peter Tevendale from Windward Solar LLC in Scranton, PA gave a presentation on solar lighting for the Borough signs. He will provide a formal quote by email at the end of the week for all Borough signs.

#### **Approval for Additional Amount to Proposal Previously Approved**

The initial proposal submitted by Bishop Brothers to repair drain on East Street, widen shoulder on Riverside Drive, and mill out multiple spots was approved at the May 4, 2015 Council meeting for \$4,600. Council needs to approve an additional \$1,000 for this proposal for materials not in the original proposal. Scott Snyder made the motion to approve the additional \$1,000, seconded by John Smalser. The motion was carried unanimously by voice vote.

**Resolution for Destroying Documents**

Resolution 3-2015 was presented to Council. This resolution declares the intent of Wyalusing Borough to following the schedules and procedures for disposition of records as set forth in the Municipal Records Manual Approved on December 16, 2008. Scott Snyder made the motion to adopt the resolution, seconded by Gary Woodruff. The motion was carried unanimously by voice vote.

**Open Sealed Bids for Micro-Surface Contract for Streets in Wyalusing Borough**

Two bids were received: Vestal Asphalt and Suit-Kote Central Asphalt. George Anderson, President opened the bids: Vestal Asphalt -\$44, 897.28 and Suit-Kote Central Asphalt - \$52,285.55. The micro-surfacing is to be completed by September 15, 2015. Gary Rouse made the motion to accept the bid from Vestal Asphalt in the amount of \$44,897.28. Scott Snyder seconded the motion and it as carried unanimously by voice vote.

The meeting adjourned at 8:45pm.

Submitted by,

Joanne Vago, Secretary

WYALUSING BOROUGH COUNCIL SPECIAL MEETING  
Wyalusing Borough Hall  
June 24, 2015 at 10:00am

**Council Members Attending:** George Anderson, President; Gary Rouse, John Smalser, Scott Snyder, Gary Woodruff

**Others:** Susan Burgess, Mayor; Joanne Vago, Secretary; Dale Grover, Maintenance and Ordinance

**Public:** Mark Ostrowsky, Bishop Brothers; Chris Woodruff, Chad Gatsby, Service Forester, PA Department of Conservation and Natural Resources; Jonathan Foster, Solicitor; Ray Raffin, David Jones, Pam Quentin, Nancy Jones, Dave Keeler (Rocket Courier), Marvin Meteer, (Wyalusing Township Supervisor); and a representative from PS Bank

George Anderson, President called the meeting to order at 10:00 am and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

The purpose of the meeting was to discuss the Brewer Hollow property, the proposed quarry activity by Bishop Brothers, and the unauthorized logging activity taking place on the Brewer Hollow property. The meeting began with Jonathan Foster, Borough Solicitor asking the representative from Bishop Brothers various questions about the quarry ranging from setbacks, hours of operation, traffic impacts, groundwater, noise, odor and other concerns. Mark Ostrowsky explained that the quarry expansion would involve about five acres and pointed out that council and Bishop Brothers have not signed any formal agreement regarding the proposed five acres or how much the borough would be compensated. The Conditional Use Permit was filed with the DEP covering 60 acres, but only 5 acres are currently under consideration. Bishop's goal is to find out how the public feels about expanding the quarry operation.

Chad Gatsby, Service Forester, PA Department of Conservation and Natural Resources brought up the 2003 Forest Stewardship Plan that was developed in 2003 for Brewer Hollow covering 371 acres. He suggested that the Borough should be working with a consulting forester regarding harvesting the timber and should also review the validity of the current plan. The Plan likely needs to be updated with a consulting forester.

There was discussion regarding the clear cutting on the Brewer Hollow Property. Questions were raised as to the legitimacy of the clear cutting without council approval and the fact that it appeared that the council president acted without council approval. There is no estimate of how many acres were clear cut. Several residents considered it an ethics violation and suggested that the president resign. Concern as to whether or not it complied with the 2003 Forest Stewardship Plan in terms of establishing regeneration and the general goals and objectives of the Plan were also discussed. A motion was made by John Smalser to inform Walter Edsel, Jr. to cease logging in the Brewer Hollow area until further notice. The motion was seconded by Gary Rouse. The vote was unanimous – the president did not vote on the motion.

Mayor Burgess felt that since Bishop Brothers only wants five acres, the borough may be able to manage that if that is what it takes to keep Bishops in the area doing business.

Things to consider going forward: (1) review/renew forest management plan to specifically address the hemlock and ash problem, address other species as well, and schedule activities beyond 10 years, (2) work with a consulting forester on the types of trees to remove, reclamation schedule, and come up

with a new forest management plan if appropriate (3) decide on the request for 5 acres for a quarry – go forward and come up with a contract/plan or rescind the DEP permit.

Jonathan Foster called for an executive session to discuss potential litigation at 11:50am. The executive session ended at 12:07. A motion to authorize the Borough Solicitor to negotiate a PILOT Agreement, with Wyalusing Meadows as part of the Developer's Agreement, that would be in the best interest of the Borough was made by Gary Rouse and seconded by John Smalser. The motion was carried unanimously by voice vote.

Following the Executive Session, Chad Gadsby, Service Forester, PA Department of Conservation and Natural Resources gave an annual update as to current issues with trees, especially the Asian longhorn beetle that attacks most species of trees. He also described the funding opportunities available through his office.

The Special Meeting adjourned at 12:20pm.

Submitted by,

Joanne Vago

WYALUSING BOROUGH COUNCIL MONTHLY MEETING  
Wyalusing Borough Hall  
July 6, 2015 @ 7:00pm

**Council Members Attending:** George Anderson, President; Gary Rouse, John Smalser, Scott Snyder, Gary Woodruff

**Others:** Susan Burgess, Mayor; Joanne Vago, Secretary

**Public:** Dave Keeler (Rocket Courier), David and Nancy Jones, Pam Quentin, Dr. Lori Smith (Wyalusing Pet Clinic)

George Anderson, President called the meeting to order at 7:00 pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

**Mayor's Report**

The Mayor has no police report from the State Police this month.

**Citizens Comments and Concerns**

Dr. Lori Smith from Wyalusing Pet Clinic attended the meeting and gave a follow up to the TNR program cat program in the Borough. She asked for cooperation from the community in identifying feral cats that should be spayed/neutered to the Wyalusing Animal Clinic. She plans to set traps sometime this week and get started next week with the program. She asked if Council would be willing to contribute to this phase. A motion to donate \$300.00 for the next phase of the TNR cat control was made by Scott Snyder. The motion was seconded by Gary Rouse. The motion was carried: 4 – yes; 1 – no.

Nancy Jones thanked the Council for putting the Agenda on the web site and suggested that it might also be put in The Rocket. She also thanked the Borough Secretary for providing requested financial information. She raised the question about the \$24,000 in timber sales received in 2014 and asked where it came from. The Council President responded that it was from the cutting required by the pipeline and that was stacked by Chesapeake. She also asked if the Council had done a tour of the property, since there was damage along the road and it looked as if more than 5 acres had been cut. Logging has been stopped and reparation of the logging roads to smooth out so that people can use was discussed.

It was the consensus of the Council that a final decision needed to be made regarding the five acres in Brewer Hollow. Gary Rouse made the motion to rescind the DEP Contractual Consent of Landowner (Noncoal/Industrial Minerals) dated 6 May 2015 and no stone quarry agreement/activity will be pursued. Gary Woodruff seconded the motion and it was carried unanimously by voice vote.

**Approval of Minutes**

The Minutes of the June 1, 2015 monthly meeting and the June 24, 2015 Special Meeting were previously sent to and reviewed by the Council members. There were no corrections to the Minutes. The President accepted the Minutes as presented.

**Treasurer's Report**

The motion to pay 47 bills presented to the Council was made by John Smalser. Gary Rouse seconded the motion and it was unanimously carried by voice vote. The Treasurer's Report was reviewed by the Council members. A motion to move \$6,000 from the Cemetery PLGIT Account to the Cemetery Checking Account was made by Scott Snyder. Gary Rouse seconded the motion and it was carried unanimously. The President accepted the report and it was filed for audit.

### **Borough Maintenance/Ordinance Enforcement Officer Report:**

The Borough Maintenance Report was previously distributed to Council Members for review. Temporary lights were rented from B&K Equipment for the Main Street Project. A tree was moved to the ballpark from Main Street - all other trees have been planted and staked. Asplundh Tree Service will trim brush near the "Welcome to Wyalusing" signs on Route 6. We received a quote from L&A Concrete LLC regarding the storm drain repair. Mar-Allen has abandoned the project and the quote from L&A Concrete was \$7,000.00. The GP-1 permit is valid for a year and is still in effect. John Smalser made the motion to accept the \$7,000 bid from L&A Concrete LLC. The motion was seconded by Scott Snyder and carried unanimously by voice vote.

### **Foster Correspondence and Report:**

Jonathan Foster's Report and Invoice were reviewed by Council members. The Ram Zone ordinance violation was discussed regarding the status of repairs required.

### **Wyalusing Municipal Authority Liaison Report:**

Scott Snyder reported that there was an abuse of the metering system being disconnected when filling a pool. The Authority will check into an ordinance to determine if there is a fine.

### **Correspondence**

- (1) Letter from Wyalusing Snow Removal Committee soliciting help in paying for snow removal in the amount of \$1,100. The Council decided to invite Maxine Meteer and Wendy Gaustad who signed the letter to the next Council meeting in August to speak further on this request.
- (2) Letter from BCCD regarding the filing of the Notice of Termination form regarding the Wyalusing Creek Project. The form is due July 30, 2015.
- (3) RTK Request by Martin Harvey – Vacation of East Street

### **Old Business:**

#### **Zoning Hearing Board**

There was further discussion on the need for members for the Zoning Hearing Board.

#### **Proposal from Windward Solar LLC**

The proposal from Windward Solar LLC for lights for 3 signs in the amount of \$5460.23 was reviewed. It was decided to only do lights for the 2 signs on Route 6. The sign on 706 needs to be rebuilt and will be addressed at a later time. A motion to accept a revised proposal from Windward Solar LLC for two signs on Route 6, one near Welles Mills Inc., and one across from Connie's Market for approximately \$3,640.00 was made by Gary Rouse. The motion was seconded by Gary Woodruff and carried unanimously by voice vote.

#### **Lights for Pavilion Status**

Scott Snyder reported that the lights for the Pavilion should show up in a few days. Scott will get in touch with Dale Grover when they arrive. There was also a discussion regarding electricity to the lights and whether or not additional security cameras should be installed around the lights.

### **New Business:**

#### **Borough Secretary Vacation**

A motion was made by John Smalser to approve vacation for the Borough Secretary from August 6, 2015 to August 14, 2015. Gary Rouse seconded the motion and it was carried unanimously by voice vote.

**Block Ad for Debris Pickup**

A motion was made by Scott Snyder to place a block ad in The Rocket reiterating the Borough policy on picking up debris from residents. The motion was seconded by John Smalser and it was carried unanimously by voice vote.

**Update Personnel Manual, Sexual Harassment Policy and Evaluation Form**

The Borough Secretary will be updating the Personnel Manual, Sexual Harassment Policy and the Evaluation Form and will present it to the Personnel Committee before bringing to the Council for approval.

**Parking Request for Wyalusing Wine Festival**

A motion was made by John Smalser to approve the written request from Gene Anne Woodruff on behalf of the Wyalusing Wine Festival Committee asking to have their staff park behind the Wyalusing Cemetery on Saturday, September 12, 2015 for the 2015 Wyalusing Wine Festival. The motion was seconded by Gary Rouse and carried with Gary Woodruff abstaining.

**Act 13 Impact Fee Money**

The Borough Secretary reported that the Act 13 fee money has been received and deposited.

**Update Forest Stewardship Plan**

The Borough Secretary will contact Jim Roberts about updating the Forest Stewardship Plan pertaining to the Brewer Hollow Property.

The meeting adjourned at 8:50 pm.

Submitted by,

Joanne Vago, Secretary

WYALUSING BOROUGH COUNCIL MONTHLY MEETING  
Wyalusing Borough Hall  
August 3, 2015 @ 7:00pm

**Council Members Attending:** George Anderson, President; Gary Rouse, John Smalser, Scott Snyder, and Gary Woodruff

**Others:** Susan Burgess, Mayor; Dale Grover, Ordinance Enforcement & Borough Maintenance; Joanne Vago, Secretary

**Public:** Wendy Gaustad, David and Nancy Jones, Dave Keeler, Steve Lewis, Maxine Meeter, Pam Quentin, and Chris and Jeannie Woodruff

George Anderson, President called the meeting to order at 7:00pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

**Mayor's Report/Police Report:** The Mayor presented the Police Report for July: 1 traffic, 1 retail theft, 1 non-reportable crash, 1 assault/harassment, 1 animal in road. The Mayor attended the Mayor's Association Conference and reported that all boroughs are having the same problems in the same areas – every downtown is struggling to stay alive. There was considerable discussion about police departments, use of body cameras, radar, etc. The Mayor received a phone call from Dr. Lori Smith, she neutered first cat and will continue to TNR. She thanked the Council for their check. Wayne called and has more picnic tables, may need to be repaired, etc.

**Citizen Comments and Concerns:** Steve Lewis, on behalf of Wyalusing Soccer Association Board, officially asked for permission to use the Wyalusing Ballpark for soccer. The season started August 3, 2015 and goes to November 1, 2015. Soccer will start after the Carnival. Steve will have an insurance certificate by September 1, 2015. A motion was made by Gary Woodruff to allow the Wyalusing Youth Soccer League to use the Wyalusing Ballpark from 1 September 2015 until 1 November 2015 for soccer games. The motion was seconded by Gary Rouse and it was approved unanimously by voice vote.

Wendy Gaustad and Maxine Meeter discussed their request for help in paying last year's snow removal invoice in the amount of \$1,000. After discussion, Gary Woodruff made the motion to have the Council pay \$1,000 toward the invoice for the previous year for snow removal and \$1,000 for this year - plowing the streets only. Scott Snyder seconded the motion and it was approved unanimously by voice vote.

David Jones read from the current Comprehensive Plan regarding the necessity of police protection. Has the Council considered getting police protection? The need for a full time person to supervise police was also discussed. The issue with the speeding on Taylor Avenue was also discussed. It was also suggested that the Council have Commander Harold Cole from the Towanda barracks office come to a regular or special meeting.

**Approval of Minutes:**

The Minutes of the July 6, 2015 monthly meeting were reviewed by the Council members. John Smalser made the motion to accept the Minutes as presented. The motion was seconded by Gary Rouse and it was approved unanimously by voice vote.

**Treasurer's Report:**

The motion to pay 33 bills presented to the Council was made by Gary Rouse. Scott Snyder seconded the motion and it was unanimously carried by voice vote. The Treasurer's Report was

reviewed by the Council members. The President accepted the report and it was filed for audit. The 2014 audit was approved by DCED. The Secretary's Bond was approved with the stipulation that the WMA Secretary reconcile the Borough bank statements, since she has no authority to make deposits or sign checks. John Smalser made the motion to have the WMA Secretary reconcile the Borough bank statements as requested by the insurance underwriter. Gary Woodruff seconded the motion and it was approved unanimously by voice vote.

**Borough Maintenance/Ordinance Enforcement Officer Report:**

The detailed monthly report was distributed to the Council members. Dale Grover reported that on Homet Heights Road, there is about a 500' section that has not been paved. Should the Borough tar and chip? Vestal Asphalt will be paving the third week in August and could do that section. Dale will get an email quote from Vestal Asphalt. A quote from L& A Concrete for a concrete wing wall for the creek area by Senate Street for two sides in the amount of \$9,500. Council asked Dale Grover to obtain several other quotes before proceeding. 22 concrete blocks will be received by Thursday, August 6th; ground has been leveled off and will be ready for stone storage. The salt spreader can only do a street and a half before reloading. Need to reload several times a session – should Council consider replacing? Sidewalk on Taylor Avenue is unsafe to walk on. Is this responsibility of homeowner per Ordinance? The railing by Wilson's is also questionable.

**Foster Correspondence and Report:**

Jonathan Foster's Report and Invoice were review by Council members. Letter to Council regarding new technology for signs as per as Supreme Court decision that will need to be incorporated into the revision of the sign ordinances for the Borough. An updated Harassment Policy was provided for Council review. The Policy will be adopted at the next meeting if Council approves.

**Wyalusing Municipal Authority Liaison Report:**

See item under New Business – Act 537 – Wyalusing Borough/Township – Official Sewage Facility Update.

**Correspondence:**

The Council reviewed correspondence from (1) Robyn D'Anna regarding Community Development Block Grant Availability, (2) an update from McDonald Law Firm regarding Chesapeake Royalty Lawsuits, (3) receipt of a Certification regarding COGI Smoke Free Policy, (4) resignation letter from Ray Stolin, County Planner, and (5) letter approving the Notice of Termination for the Wyalusing Creek Stabilization Project.

**Old Business:**

**Zoning Hearing Board**

There was further discussion on the need for members for the Planning Commission and the Zoning Hearing Board. Cathy Masters may be interested. Information will be provided to her.

**Lights for Pavilion**

The lights for the Pavilion have been ordered and we are awaiting delivery. Scott Snyder will check on the delivery date.

**General Fund CD Matured 7/23/2015**

John Smalser made the motion to reinvest the proceeds of the CD for another year. Gary Rouse seconded the motion and it was carried unanimously by voice vote.

**New Business:**

**Concrete Wing wall**

See Borough Maintenance/Ordinance Enforcement Officer.

**Act 537 – Wyalusing Borough/Township – Official Sewage Facility Update**

Jeannie Woodruff presented the Milnes Engineering Official Sewage Facilities Plan Update requested by DEP for Council approval. The current sewer plan needs updating to include all future needs, and will include Wyalusing Township and Sugar Run. The new plan is a requirement of DEP that will address the future size of the needed plant, the areas to be served, and future housing/business development. The plan is required in order to obtain any grant funding. Following Council approval, the Authority will advertise an open period for public comment. After the public comments are addressed, the plan goes to the DEP for approval. Once the DEP approves (probably 6 months), the Authority will amend their articles of incorporation to include Wyalusing Township in order to form a joint Authority. The Township would be responsible for the infrastructure and once accepted, they would deed it over to the joint Authority. A motion was made by John Smalser to accept the Act 537 Official Sewage Facilities Plan required by the DEP. The motion was seconded by Gary Rouse and it was carried unanimously by voice vote.

**Act 13 Funding**

A motion was made by Gary Rouse to approve the resolution providing supplemental appropriation for the 2015 budget to include the Act 13 funds received. The motion was seconded by Scott Snyder and it was carried unanimously by voice vote.

The meeting was adjourned at 8:30pm.

Submitted by,

Joanne Vago, Secretary

## WYALUSING BOROUGH COUNCIL MONTHLY MEETING

Wyalusing Borough Hall  
September 1, 2015 @ 7:00pm

**Council Members Attending:** George Anderson, President; Gary Rouse, John Smalser, Scott Snyder, and Gary Woodruff

**Others:** Susan Burgess, Mayor; Dale Grover, Ordinance Enforcement & Borough Maintenance; Joanne Vago, Secretary

**Public:** David and Nancy Jones, Pam Quentin, and Bill Snyder

George Anderson, President called the meeting to order at 7:00 pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

**Mayor's Report/Police Report:** The Mayor expressed condolences for families of Brendan Hall and Kara Johnson. She presented the Police Report for August: 1 cruelty to animals, 1 resisting arrest, 1 criminal mischief, a death due to natural causes, and a couple of traffic violations.

**Citizen Comments and Concerns:** Bill Snyder discussed a proposal for a town clock similar to the one on Main Street in Towanda to be purchased with a plaque in memory of several local people and located on the Presbyterian Church lawn. They have been raising money for over a year and are pursuing a mini-grant from the PA Route 6 Alliance Program. He is asking that Council send a letter in support of this project. The Mayor will also submit a letter in support of the project. The motion was made by Gary Woodruff to write a letter on behalf of the Wyalusing Borough Council in support of the town clock mini-grant application. The motion was seconded by John Smalser and unanimously carried by voice vote.

### **Approval of Minutes:**

The Minutes of the August 3, 2015 monthly meeting were reviewed by the Council members. John Smalser made the motion to accept the Minutes as presented. The motion was seconded by Gary Rouse and it was approved unanimously by voice vote.

### **Treasurer's Report:**

The motion to pay 40 bills presented to the Council was made by Gary Rouse. Scott Snyder seconded the motion and it was unanimously carried by voice vote. The Treasurer's Report was reviewed by the Council members. The President accepted the report and it was filed for audit.

### **Borough Maintenance/Ordinance Enforcement Officer Report:**

The detailed monthly report was distributed to the Council members. Dale Grover reported that the pole light for the Pavilion has arrived and will be looking into next steps. There have been no other quotes for a concrete wing wall for the creek area by Senate Street. David Burgess looked at the situation briefly and suggested that there would be a need for easements and a plan. There are apparently 3 sources of overflow and there will be a need for a new stream bed. The Council suggested that Dale talk with David Burgess and get a quote from his as to what needed to be done. Dale will also talk with Hawbaker regarding the crosswalk lines.

### **Foster Correspondence and Report:**

Jonathan Foster's Report and Invoice were review by Council members. The report will be discussed further in the Executive Session.

### **Wyalusing Municipal Authority Liaison Report:**

Scott Snyder reported that the financial outlook for the Municipal Authority is improving.

### **Correspondence:**

The Council reviewed correspondence regarding (1) the PA Route Mini-Grant Program availability and (2) an email regarding the replacement of Ray Stolinias.

### **Old Business:**

#### **(1) Zoning Hearing Board**

There was further discussion on the need for members for the Planning Commission and the Zoning Hearing Board. The Secretary will provide information for Cathie Masters and Pam Quentin.

#### **(2) Lights for Pavilion**

The lights for the Pavilion have arrived and Dale Grover will be looking at the next steps. A copy of the invoice was given to Mayor Burgess for the Rainbow Club/Lionesses who may be interested in providing some funding. The light will be in memory of Mrs. Huffman and Wentovich.

#### **(3) Resolution**

Gary Woodruff made the motion to adopt the new policy for harassment in the workplace, Gary Rouse seconded the motion and it was carried unanimously by voice vote.

### **New Business:**

#### **(1) Sign for in front of Borough Hall**

There was a short discussion regarding a sign limiting parking in front of the Borough Hall. It was decided to do nothing at this time.

#### **(2) Workers Compensation Policy Renewal**

Gary Rouse made the motion to accept the Worker's Comprehensive Renewal for 2016, with the caveat that before the next renewal that we go out for bid on both the WC policy and the General Liability policy. This process should probably start in May 2016. The motion was seconded by Scott Snyder and it was carried unanimously by voice vote.

#### **(3) Budget for 2016**

A preliminary budget for 2016 was presented to the Council for review. The final budget will be voted on at the October meeting and will be advertised and posted for public review and comment.

#### **(4) Comprehensive Plan Update**

Wyalusing Borough's Comprehensive Plan needs to be updated. Susan Burgess and Gary Woodruff volunteered to serve on the Committee. David Jones volunteered as well. The Borough Secretary will contact Pat Couch (who did the previous Plan) to ask for her input and willingness to serve on the Committee.

#### **(5) Planning Committee Review of Act 537 Plan**

Mark Catalano from Milnes Engineering sent the Act 537 – Expanded Sewer Update for their comments. At a meeting on Wednesday, August 26, 2015, the Planning Committee sent comments that the Plan did not provide enough information as to costs and schedules.

#### **(6) Tree Work Borough Hall**

The Council reviewed the proposal from Brown Hill Tree Company regarding the pine tree and other trees around the Borough Hall. The Council would like the pine tree removed rather than just trimmed. The rest of the work was approved pending the estimate of the tree and stump removal.

#### **(7) Landscaping**

Dale Grover will remove the dead boxwood and the rest of the landscaping will be put on hold until spring.

An Executive Session was called by the President for personnel reasons at 8:35pm. The Executive Session ended at 8:55pm.

Submitted by,

Joanne Vago, Secretary

WYALUSING BOROUGH COUNCIL MONTHLY MEETING  
Wyalusing Borough Hall  
October 5, 2015 @ 7:00pm

**Council Members Attending:** Gary Rouse, John Smalser, and Scott Snyder

**Others:** Susan Burgess, Mayor; Dale Grover, Ordinance Enforcement & Borough Maintenance; Joanne Vago, Secretary

**Absent:** George Anderson, President; Gary Woodruff

**Public:** Dave Keeler, Pam Quentin

Scott Snyder, Vice President called the meeting to order at 7:00 pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

**Mayor's Report/Police Report:** There were 3 incidents, 1 false alarm, 2 others. It was a quiet month in the Borough. The Wyalusing Fall Festival will be held on October 10, 2015. Trick or Treat in the Borough will be from 2-4pm. The annual Lioness Halloween Party at the Wyalusing Fire Hall will be from noon to 2:00pm.

**Citizen Comments and Concerns:** None

**Approval of Minutes:**

The Minutes of the September 1, 2015 monthly meeting were reviewed by the Council members. John Smalser made the motion to accept the Minutes as presented. The motion was seconded by Gary Rouse and it was approved unanimously by voice vote.

**Treasurer's Report:**

The motion to pay the bills presented to the Council was made by Gary Rouse. John Smalser seconded the motion and it was unanimously carried by voice vote. The Treasurer's Report was reviewed by the Council members. A question came up as to the amount of money paid to Crawford's. A portable john at the Borough Park had been damaged and the cost for repair (\$362.07) was less than our \$500 insurance deductible, so the Borough paid that in addition to the normal monthly rental of \$180.00 for two portable johns. The Vice President accepted the report and it was filed for audit.

**Borough Maintenance/Ordinance Enforcement Officer Report:**

The detailed monthly report was distributed to the Council members. Dale Grover reported that the solar lights were working now and looked very nice. The two lights on Main Street that were out have been fixed by L&A Concrete. Boxwoods have been removed, roses trimmed by Bob Westover and all beds were mulched. There was a discussion regarding the possible purchase of a property on Taylor Avenue by the Borough. The property owned by Fred Cardamon needs to be cleaned up. It was agreed that a letter should be written by the Ordinance Enforcement Officer. Dale will order salt for the winter – currently have 8, will order 10 additional. Question as to salting just the intersections when only light ice as opposed to the whole road. Council agreed that salting just the intersections was sufficient. Mar-Allen has submitted a quote for \$3,500 for the storm drain repair. Dale will pursue two other quotes so this work can be accomplished before the permit expires in November 2015. Expected quotes are from L&A Concrete and Karsavage Construction.

**Foster Correspondence and Report:**

Jonathan Foster's Report and Invoice were review by Council members.

### **Wyalusing Municipal Authority Liaison Report:**

Scott Snyder reported that the delinquent water bills were being “whittled down”.

### **Correspondence:**

The Council reviewed correspondence regarding (1) the Comprehensive Plan Update, (2) letter from DOT 2016 Liquid Fuels Allocation, (3) Real Estate Assessment Appeal – Arrow United and (4) email from Constable Service, which brought up a brief discussion regarding any Laceyville plans to provide police coverage for Wyalusing in the future now that its police department is viable. There is currently nothing in the budget for police coverage.

### **Old Business:**

#### **(1) Zoning Hearing Board**

A motion was made by John Smalser to appoint the following to the Zoning Hearing Board: John Cashin, Cathy Masters, and Pam Quentin. The motion was seconded by Gary Rouse and carried unanimously by voice vote.

#### **(2) Proposed Budget for 2016**

The final budget for 2016 was discussed. A motion to advertise the 2016 Budget for 10 days at the Borough Hall during regular business hours was made by Gary Rouse. The motion was seconded by John Smalser and carried unanimously by voice vote.

#### **(3) Update on Comprehensive Plan, Forestry Plan, and tree outside Borough Hall**

The Borough Secretary gave an update on the update of the Comprehensive Plan, the Forestry Plan. The tree outside the Borough Hall will be cut down in November and donated.

#### **(4) Pavilion Lights**

The stump has been ground out where the lights will go. There was a discussion as to the electricity for the lights. Gary Rouse volunteered to work on the pavilion lights. An invoice from Felter’s Tree Service was presented for the stump removal in the amount of \$100.00. Gary Rouse made the motion to pay this invoice. John Smalser seconded the motion and it was carried unanimously by voice vote.

### **New Business:**

#### **(1) Benches and Trash Cans for Main Street**

There was a short discussion on purchasing new trash cans and benches for Main Street with the remaining money from the Main Street Revitalization Project. This was tabled until spring.

#### **(2) Cemetery CD 786658Q-ED-1 Matures 10/31/2015**

John Smalser made the motion to rollover the Cemetery CD when it matures for one year. The motion was seconded by Gary Rouse and carried unanimously by voice vote.

#### **(3) Council Approval of 3 Street Names for Wyalusing Meadows**

John Smalser made the motion to approve the 3 street names for Wyalusing Meadows, i.e., Rocky Path Road, Keeler Drive, and Cayutas Avenue. The motion was seconded by Gary Rouse and carried unanimously by voice vote.

#### **(4) Wyalusing Borough Council 2016 Meeting Schedule and Holiday Closures**

The Wyalusing Borough Council 2016 Meeting Schedule and Borough holiday closures were presented to Council. John Smalser made the motion to accept the 2016 meeting schedule and Borough holiday closures as presented. Gary Rouse seconded the motion and it was carried unanimously by voice vote.

#### **(5) NIMS Compliance**

In order to be compliant with NIMS, Council member(s), Emergency Management Coordinator,

Borough Secretary needs to complete one on-line course. In 2012, the Borough agreed by resolution to be NIMS compliant in order to receive FEMA funds if needed. This needs to be completed NLT the end of 2015.

**(6) Use of Borough Park and Municipal Parking Lot**

The Council received a request from a Wyalusing teacher regarding the use of the parking lots in event of a strike by the Wyalusing teachers. Since these are both public lots, its use is on a first come, first served basis and cannot be reserved.

**(7) Audit 2013 and 2014 Liquid Fuels Account**

There will be an audit of Wyalusing Borough's Liquid Fuels Account on Tuesday, October 13<sup>th</sup>.

The meeting adjourned at 8:25pm.

Submitted by,

Joanne Vago, Secretary

WYALUSING BOROUGH COUNCIL MONTHLY MEETING  
Wyalusing Borough Hall  
November 2, 2015 @ 7:00pm

**Council Members Attending:** George Anderson, Gary Rouse, and Scott Snyder

**Others:** Susan Burgess, Mayor; Dale Grover, Ordinance Enforcement & Borough Maintenance; Joanne Vago, Secretary

**Absent:** John Smalser

**Public:** Dave Keeler, Josh Kilmer, Josh Vandemark and Dr. Lori Smith

George Anderson, President called the meeting to order at 7:00 pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

**Mayor's Report/Police Report:** There was no Mayor's Report. The Mayor asked for a moment of silence for Gary Woodruff and read a poem in his memory.

**Citizen Comments and Concerns:** Josh Kilmer and Josh Vandemark were attending as possible Council members and write-in candidates for the November 3, 2015 election. Dr. Lori Smith gave Council an update on the trap, spay and neuter program for the Borough's feral cat population. Dave Keeler will put an update in "Seen and Heard" in The Rocket.

**New Council Member:** A motion was made by Gary Rouse to appoint Josh Kilmer to fulfill Gary Woodruff's term of office which ends on December 31, 2015. The motion was seconded by Scott Snyder, all approved. The Affidavit of Residency was completed by Josh Kilmer and the Mayor administered the oath of office. He then joined the meeting.

**Approval of Minutes:**

The Minutes of the October 5, 2015 monthly meeting were reviewed by the Council members. There were no corrections to the Minutes and they were accepted by the President as presented.

**Treasurer's Report:**

A motion to pay the bills presented to the Council was made by Gary Rouse. Scott Snyder seconded the motion and it was unanimously carried by voice vote. The Treasurer's Report was reviewed by the Council members. The President accepted the report and it was filed for audit.

**Borough Maintenance/Ordinance Enforcement Officer Report:**

The detailed monthly report was previously distributed to the Council members. Dale Grover reported that salt had been delivered, the furnace serviced and the sewer drain repair under the Wyalusing Hotel Annex is now completed. The speed sign has been removed and the two trucks have been winterized. B&K Equipment has serviced the Skid Steer. Bob Westover has trimmed the trees and advised that the trees on First Street near the garage need to be removed because of sight impediments. The Council approved the removal of the trees near the garage. There was a discussion regarding upgrading the salt spreader at a cost of \$4,150. The Council decided to revisit this in another year. It was also decided to advertise an older cinder/salt spreader that attaches to the skid steer for \$1,000.00. Mayor Burgess discussed cleaning and replacing some of the globes for the Borough lights. Dale Grover will begin the Pavilion light project.

**Foster Correspondence and Report:**

Jonathan Foster's Report and Invoice were review by Council members.

**Wyalusing Municipal Authority Liaison Report:**

Scott Snyder reported that a 150-yard section of water line at the future construction site of Wyalusing Meadows needs to be moved. The cost is \$30,000 and the Authority is working to determine who will pay for this move which needs to be done soon.

**Correspondence:**

The Council reviewed correspondence regarding (1) a letter from the Bradford County Assessment Office regarding no change to Mestek Inc. (Arrow United) assessment for the 2016 tax year, (2) letter from L&A Concrete regarding Main Street's sidewalk snow removal process which will also be forwarded to the Snow Removal Committee, and (3) a reminder regarding NIMS certification.

**Old Business:**

**(1) Adopt Final Budget for 2016**

A motion was made by Gary Rouse to approve the 2016 final budget as presented. Scott Snyder seconded the motion and it was carried unanimously by voice vote.

**(2) Resolution for Adoption of Sewage Facilities Plan Update**

Resolution 6-2015 was presented to Council for their approval. The resolution is attached to these Minutes and made a part hereof. Scott Snyder made the motion to adopt Resolution 6-2015. The motion was seconded by Gary Rouse and carried unanimously by voice vote.

**(3) Update on Comprehensive Plan**

The Borough Secretary gave an update on the update of the Comprehensive Plan. A letter from Richard C. Sutter and Associates, Inc. with a work program outline and fee to update the Borough's Comprehensive Plan was reviewed. The fee quoted was \$39,500 for a 15-month period. The Borough Secretary will pursue other options for completing the Plan.

**(4) Discussion Regarding 122 Taylor Avenue Property:** A bill of sale for the purchase of the property at 122 Taylor Avenue by the Borough, signed by the current owner Charles S. Bishop was presented. A motion was made by Gary Rouse to approve the purchase by the Borough of the property at 122 Taylor Avenue at to pay the closing costs involved in this purchase. The motion was seconded by Scott Snyder and carried unanimously by voice vote. Dale Grover then presented two bids regarding the demolition of the property at 122 Taylor Avenue, one for \$6,000.00 and one for \$8,000.00. Any asbestos found at the site will be contained in a separate dumpster and will comply with County regulation for disposal. The bid includes disposal of all debris, will be filled in and leveled. A motion was made by Gary Rouse to accept the bid from R.G. Brown for \$6,000.00 to remove the structure at 122 Taylor Avenue and dispose of all debris and to dispose of any asbestos-related material in accordance with County specifications on asbestos disposal. The motion was seconded by Josh Kilmer and carried unanimously by voice vote.

**New Business:**

- (1) Appoint New Council Member to finish Gary Woodruff's term**  
(See above)

Submitted by,

Joanne Vago, Secretary

WYALUSING BOROUGH COUNCIL SPECIAL MEETING

Wyalusing Borough Hall

November 9, 2015 at 7:00pm

**Council Members Attending:** George Anderson, President; Josh Kilmer Gary Rouse, Scott Snyder,

**Absent:** Susan Burgess, Mayor; John Smalser

**Others:** Joanne Vago, Secretary; Dale Grover, Maintenance and Ordinance Officer

George Anderson, President called the meeting to order at 7:00pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

The purpose of the advertised meeting was to pass a resolution condemning the property at 122 Taylor Avenue and any other business to come before the Council.

- (1) Resolution 7-2015 was presented to Council. This resolution is in lieu of filing a formal action of condemnation for the property located in Wyalusing Borough at 122 Taylor Avenue. Josh Kilmer made the motion to adopt the resolution as presented to the Council. Gary Rouse seconded the motion and it passed unanimously by voice vote.
- (2) An agreement regarding payment in lieu of taxes by and between Mission First Housing Group and the Hayseed Group, LLC or their assigns (collectively "Developer") and the taxing authorities of Bradford County, PA (County), Wyalusing Borough, PA (Borough) and the Wyalusing School District (School District), collectively the "Taxing Authorities was presented to the Council. After discussion, Scott Snyder made the motion to approve the Payment in Lieu of Tax Agreement as presented. The motion was seconded by Gary Rouse and it passed unanimously by voice vote.
- (3) The 2016 Solvency Fee letter from the Pennsylvania Department of Labor and Industry was presented to Council. The Solvency Fee is voluntary and acts as a relief from unemployment compensation charges. The fee was due before the next regular Council meeting. After a brief discussion, a motion to pay the 2016 Solvency Fee of \$181.96 was made by Gary Rouse. The motion was seconded by Scott Snyder and was passed unanimously by voice vote.
- (4) A letter from the Wyalusing Area Education Foundation thanking the Council and Mayor Burgess for their contribution in memory of Gary Woodruff was distributed to Council members.

The meeting was adjourned at 7:30pm.

Submitted by,

Joanne Vago  
Secretary/Treasurer

WYALUSING BOROUGH COUNCIL MONTHLY MEETING  
Wyalusing Borough Hall  
December 7, 2015 @ 7:00pm

**Council Members Attending:** George Anderson, Josh Kilmer, Gary Rouse, John Smalser, and Scott Snyder

**Others:** Susan Burgess, Mayor; Dale Grover, Ordinance Enforcement & Borough Maintenance; Joanne Vago, Secretary

**Public:** Dave Keeler, Russell Pekelnicky, Pam Quentin, and Josh VanDeMark

George Anderson, President called the meeting to order at 7:00 pm and led the Pledge of Allegiance. He acknowledged the use of a digital voice recorder.

**Mayor's Report/Police Report:** The Mayor reported 4 calls to State Police in November. The Mayor also requested that the Borough telephone system provide a number to call on weekends for water/sewer issues. This will be handled by the Borough Secretary and the Municipal Authority.

**Citizen Comments and Concerns:** This was John Smalser's last meeting and he made several recommendations for the Council to consider at their Reorganization Meeting, i.e., Josh Kilmer, President, George Anderson to continue to be head of roads, maintenance issues, Gary Rouse, coordinate with contractors and Scott Snyder to remain as Vice President of the Council. Pam Quentin inquired as to the progress of the Comprehensive Plan.

**Approval of Minutes:**

The Minutes of the November 2, 2015 monthly meeting and the special meeting held on November 9, 2015 were reviewed by the Council members. There were no corrections to the Minutes. Josh Kilmer made the motion to accept the Minutes as presented. The motion was seconded by John Smalser and carried unanimously by voice vote.

**Treasurer's Report:**

A motion to pay the bills presented to the Council was made by Gary Rouse. Josh Kilmer seconded the motion and it was unanimously carried by voice vote. The Treasurer's Report was reviewed by the Council members. The President accepted the report and it was filed for audit.

**Borough Maintenance/Ordinance Enforcement Officer Report:**

The detailed monthly report was previously distributed to the Council members. Dale Grover reported that leaf pickup was discontinued as of November 23, 2015 and that 30+ loads were picked up. The power will be turned off at 122 Taylor Avenue as of December 11, 2015. Dale Grover reported that he has been in contact with Judge Wheaton to make sure the proper procedures are being followed regarding 122 Taylor Avenue. The pole light installation at the Borough Park is progressing. Dale also noted that the security cameras at the park are poor – they are currently analog and should be digital with HD. Following a discussion to investigate the replacement of the current security cameras, a motion was made John Smalser to spend \$3,000 based on the recommendation by Josh VanDeMark and Gary Rouse as to updating the security cameras. The motion was seconded by Scott Snyder and carried unanimously by voice vote.

**Foster Correspondence and Report:**

Jonathan Foster's Report and Invoice were review by Council members.

**Wyalusing Municipal Authority Liaison Report:**

Scott Snyder had no report.

**Correspondence:**

The Council reviewed correspondence from McDonald Law Firm regarding the Chesapeake Class Action Suit, Demchak et. al. v. Chesapeake. After a discussion, John Smalser made the motion that Wyalusing Borough opt out of the lawsuit. Josh Kilmer seconded the motion and it was carried unanimously by voice vote. The following correspondence was reviewed by Council (1) the Notice from the State of PA regarding payment of State Police Fines and Penalties, (2) a notice from PSAVB regarding newly-elected Municipal Officials Boot Camp, (3) a notice from Wyalusing Area School District regarding Tax Collector Commission Rate for 2018-2022, (4) Audit 2016 letter from EFP Rotenberg, CPAs.

**Old Business:**

**(1) NIMS Certification**

Dale Grover, Gary Rouse and Joanne Vago will attend the certification class at Terry Township on January 25, 2016 at 6:00pm.

**New Business:**

**(1) Approve WMA 2016 Budget**

The 2016 budget for the Wyalusing Municipal Authority was presented. Following a short discussion, John Smalser made the motion to approve the budget as presented. Gary Rouse seconded the motion, and it was carried unanimously by voice vote.

**(2) Legacy Mark Automated Cemetery Data Proposal**

A proposal from Legacy Mark in the amount of \$5,559.62 was presented to Council. Following a discussion, a motion was made by Scott Snyder to purchase the software for the cemetery from the General Fund. Josh Kilmer seconded the motion and it was carried unanimously by voice vote.

The meeting was adjourned at 8:15pm.

Submitted by,

Joanne Vago, Secretary