

The meeting was called to order at 6:07 PM on January 7, 2013. Tammy Mergen, Robert Manahan, Philip De Long, Sarah De Long, and Anne Berkley were in attendance. Kathy Chase arrived at 6:45 PM.

**Minutes:** The minutes were read. President Tammy Mergen asked if there were any corrections or additions to be made to the minutes. Robert Manahan asked for clarification of the borough's expense, specifically why the council had deviated from the previous year's budget especially the expenses of the borough and the salary of Anne Berkley. Anne Berkley wrote a note and handed it to Tammy Mergen, then declared that she wasn't feeling well and walked out of the meeting. Tammy Mergen then stated the minutes stood approved.

**Mayor's Report:** No Report

**Tax Collector's Report:** No Report

**Treasurer's Report:** The treasurer was not present.

**Committee Reports:**

**Emergency Management:** Kathy Chase reminded the council that they needed to take the courses provided by FEMA.

**Borough Maintenance:** A resident's water meter was tested at the resident's request. The meter was found to be reading low flow and was replaced.

**Highway:** Robert Manahan mentioned the continued presence of potholes in town. Robert then asked about the use of the gas impact fees for road repair; Tammy Mergen stated that the fees could not be used for that purpose.

**Park:** No Report

**Sewer:** The position of Sewer Manager has been filled by the use of Towanda's Sewer Manager. There was discussion as to the status of Towanda taking over New Albany's sewer and water, to which there was no change.

**Water:** No Report

**Ordinance Enforcement:** The ordinance enforcer and water meter reader have resigned. The need to advertise the position was discussed but no plan was put forth.

**Economic Development:** No Report

**Bills:** Robert Manahan made a motion to pay the bills, the motion was seconded by Sarah De Long. The motion passed with an unanimous yes roll call vote.

**Unfinished Business:** There was discussion as to the need to pass a budget for the year 2013. It was decided that a meeting would be held the following Monday in order to discuss and attempt to pass a budget.

**New Business:** There was discussion as to the possible need to hire a new Secretary/Treasurer.

**Public Input:** Tammy Mergen stated that the log pile that was in the alley had been removed.

A special budget meeting will be held January 14, 2013 at 6:00 PM. The next monthly meeting will be February 4, 2013 6:00 PM.

Tammy Mergen adjourned the meeting.

Saturday, February 2<sup>nd</sup> 2013

This special meeting to resolve personnel issues was called to order at 7:07pm. It was opened by Michelle Dunham, Vice-President, with a moment of silence followed by the pledge of Allegiance. The meeting was recorded. The following council members were in attendance: Robert Manahan, Michelle Dunham, Rodney Lee, Sarah De Long, & Philip De Long. The public included: Dave Berkley, Pete Bryan, & Dan Hollingshead.

Michelle Dunham announced the council would immediately go into executive session to discuss personnel changes. Dave Berkley asked why there had to be an executive session to discuss this matter. Michelle Dunham read an Act on pg. 6 from the Manuel for Municipal Secretary that explained why the council could do this. The executive session started at 7:10pm and ended at 7:55pm.

**Tax Collector:** Lorraine Bailey was appointed new tax collector. Philip De Long made the motion to accept this. Rodney Lee seconded it. All in favor said “Aye” none were opposed. Motion carried.

**Reader Meter:** Dave Manley was hired as the new meter reader. There was a discussion as to how many hours a month it usually takes the meter reader and what minimum wage is. Dan Dunham explained it depends on the month (i.e. weather) and special conditions (i.e. dogs). It was determined that the meter reader would get paid a flat fee of \$40/month. Rodney Lee made the motion to accept this. Robert Manahan seconded it. Michelle Dunham led a roll call: Robert Manahan- yes, Rodney Lee- yes, Sarah De Long- yes, Philip De Long-yes, Michelle Dunham-yes. Motion carried.

It was discussed that the borough needs a new ordinance officer. Items like advertising, salary/hr and percentages of court fines were mentioned.

**Personnel:** Re-organization of council. Michelle Dunham brought up dismissing an appointed officer, Anne Berkley, Secretary of New Albany Borough Council. This was brought up as a result of the executive session. Philip De Long made the motion to accept this. Rodney Lee seconded it. Michelle Dunham led a roll call: Robert Manahan- abstain, Rodney Lee- yes, Sarah De Long- yes, Philip De Long- yes, Michelle Dunham-yes. Motion carried. Dave Berkley questioned the dismissal. Michelle Dunham read from Manuel for Municipal Secretary- Dismissal of an officer.

**Financials:** The signers for the bank will be the president and vice-president of the New Albany Borough as well as the hired secretary.

**New Business:** Michelle Dunham brought up the idea of working/HR meetings monthly. The first working meeting will be the 3<sup>rd</sup> – Wednesday of this month, February 20<sup>th</sup> at 7pm at Borough Hall. There will be 12 extra meetings/year and it will be the 3<sup>rd</sup> – Wednesday of each month at 7pm. Philip De Long made the motion to accept this. Robert Manahan seconded it. All in favor say “Aye” none opposed. Motion carried.

Sarah De Long resigned as council-member. She wrote a letter of resignation and handed it to Michelle Dunham for review. Robert Manahan made the motion to accept this. Rodney Lee seconded it. Motion carried.

Sarah De Long expressed interest in the secretary job. The terms are: salary will remain at \$1200/month coming out of the sewer, water, and general accounts (\$400/each) for 3 months. The 3 months will be a probation period, at which when they are over the terms will be reviewed. Rodney Lee made the motion to accept Sarah De Long as the new secretary. Robert Manahan seconded it. Michelle Dunham led a roll call: Robert Manahan- yes, Rodney Lee- yes, Philip De Long-abstain, Michelle Dunham-yes. Motion carried.

**Public Input:** Dave Berkley stood up and said that I don't think it's fair what you just did. You may have seen the last of my wife, but you haven't seen the last of me.

**Announcements:** Rodney Lee asked about changing the time of the regular monthly meetings. It was decided that would be best to bring up at the next regular monthly meeting.

A certified letter will be sent to Anne Berkley to inform her of her immediate dismissal as secretary of the New Albany Borough. Rodney Lee made the motion to do this and have the borough pay to have a certified letter sent. Philip De Long seconded the motion. Michelle Dunham led a roll call: Robert Manahan- yes, Rodney Lee- yes, Philip De Long- yes, Michelle Dunham-abstain. Motion carried.

Michelle Dunham will double check to make sure the borough's solicitor will be attending the next regular monthly meeting. Philip De Long made a motion to accept the solicitor attending the next regular monthly meeting. Rodney Lee seconded it. Michelle Dunham led a roll call: Robert Manahan- yes, Rodney Lee- yes, Philip De Long- yes, Michelle Dunham-yes. Motion carried.

Regular monthly meeting is scheduled Monday, February 4, 2013 at 6pm.

Rodney Lee made the motion to adjourn the meeting at 8:29pm. Michelle Dunham, Vice-President accepted it.

Respectfully Submitted,

Sarah De Long

February 2, 2013

Monday, February 4, 2013 at 6pm

This scheduled monthly meeting was called to order at 6:12pm by Michelle Dunham, Vice-President. She opened with a moment of silence followed by the pledge of Allegiance. The meeting was recorded. The following council members were in attendance: Robert Manahan, Michelle Dunham, Rodney Lee & Philip De Long. The public included: Candy Kowalski, Dale Hatch, Suzanne Mahoney, Dave Berkley, Dave Manley, Kathy Chase, Rita Thompson, Lorraine Bailey, Pete Bryan & Dan Hollingshead.

Resignations: Michelle Dunham, Vice-President read aloud all letters of resignations. Tammy Mergen resigned from the New Albany Borough Council on January 14<sup>th</sup>, 2013 because she claimed there was “gross misconduct allowed to continue on this council.” Katie Rambus resigned from the New Albany Borough Council on February 4<sup>th</sup> 2013. Philip De Long made the motion to accept Tammy Mergen and Katie Rambus’s resignations as council-members. Robert Manahan seconded it. All in favor said “aye” unanimously passed. Kathy Chase resigned on February 4<sup>th</sup> 2013 as Deputy Tax Collector and Emergency Management Coordinator. Terry Chase resigned on February 4<sup>th</sup> 2013 as Maintenance/Labor Person. Philip De Long made the motion to accept Kathy Chase’s resignation as Deputy Tax Collector. Robert Manahan seconded it. All in favor said “aye” unanimously passed.

Rodney Lee asked Kathy Chase if she would reconsider her resignation at Deputy Tax Collector. Kathy Chase made no comment.

Re-organization: Rodney Lee nominated Michelle Dunham to be President of the New Albany Borough Council. Philip De Long seconded it. Michelle Dunham accepted the nomination. The public questioned whether there were enough members to vote on a decision like this. It was explained that there had to be four members present to hold a meeting, which there was. Michelle nominated Rodney Lee to be Vice-President. Philip De Long seconded it. Rodney Lee accepted the nomination. All in favor to accept the new nominations for President and Vice-President said “aye” unanimously passed.

Michelle Dunham spoke with the borough’s solicitor (who could not attend this meeting) and was advised that the borough was allowed to publicly state why the secretary, Anne Berkley was terminated. Michelle Dunham read the letter that Anne Berkley received out loud for everybody to hear. Michelle Dunham also read out loud from Article 4, Section 7 of the Pennsylvania Constitution about the removal of appointed civil officers. Dave Berkley questioned whether the borough had documentation to support their claims against his wife. Michelle Dunham said she was happy that Dave Berkley supported his wife, and it was agreed that items like these should be discussed under the Public Input section of the meeting. Dave Berkley apologized.

Minutes: Sarah De Long read the minutes out loud, there were three corrections. First, that Michelle Dunham read from the Manuel for Municipal Secretary an act on pg. 6. Michelle Dunham brought up the dismissing of an appointed officer due to the executive session, and that Robert Manahan- abstained from voting in regards to dismissing the secretary, Anne Berkley. Robert Manahan made the motion to accept the minutes with the above three changes. Rodney Lee seconded it. All in favor said “aye” unanimously passed.

Mayor’s Report: There is nothing to report at this time.

Tax Collector's Report: The secretary, Sarah De Long will be the new Tax Collector. Eileen Dunham was appointed as Deputy Tax Collector. Eileen Dunham does not wish to receive the \$1,000 incentive/bonus from the New Albany Borough, but will receive the 5% from the taxes collected, as it is mandated. Rodney Lee made the motion to accept this. Philip De Long seconded it. All in favor said "aye" unanimously passed.

Treasurer's Report: Currently, the treasurer's report will need to be worked out by the secretary and Michelle Dunham, President. Dave Berkley asked who is the treasurer. Michelle Dunham said that just like in the past it will be the secretary, who is Sarah De Long.

Dave Berkley brought up the location of the borough's laptop. He suggested checking the sewer plant. Michelle Dunham said it would be added to the places to check, and that council-members will look into it.

### **Committee Reports:**

*Emergency Management-* This position is open. Robert Manahan asked if we needed one. It was explained that every municipality must have one. Rodney Lee re-asked Kathy Chase about this position. Kathy Chase made no comment.

*Borough Maintenance-* This position is open. Philip De Long suggested coming up with a job description and salary for both this position and the emergency management one in the next meeting.

*Highway-* Robert Manahan reports that are still potholes. He is looking into the gas impact fees alternative ways to use the money for the potholes hopefully.

*Park-* Dan Dunham reports the park is asleep until the spring-time. Dave Berkley asked about the park committee audit. It was agreed that Amy Fassett or Tammy Mergen would be the correct people to contact about this matter.

*Sewer-* Michelle Dunham needs to make contact with the Towanda Sewer Authority, the whole package needs to be presented.

*Water-* Michelle Dunham will help Dave Manley and make sure he has the proper tools. It was mentioned that it was appreciated that he volunteered but due to liability issues, it is a paid position. Dave Manley was hired on the Saturday February 2<sup>nd</sup> meeting.

*Ordinance Enforcement-* This position is open. Paul Schuler is retired from Dushore and may be interested. April Hoodak was the Ordinance Enforcer prior at \$13.50/hr. This position is appointed by the borough to write citations. Michelle Dunham explained no real qualifications except no sex offenders or felons is needed. Philip De Long asked how many hours it usually takes/month. Dan Dunham explained that it depends on the month and if you have to go to court. Philip De Long referred to the budget to see

that we are budgeted at \$150/yr for this position. It was decided to wait until the next meeting to review this further and it gives the borough a chance to stir-up for interest.

*Economic Development-* Dan Dunham said there is nothing to report at this time.

Bills: Michelle Dunham, President and the secretary will review these. The Terroristic Acts Insurance Policy was rejected. The Volunteer Insurance lapsed in April 2012, it costs \$187/year. It will cost \$1,389 to start the Select Insurance/Workmen Compensation (Policy #: 1242412) back up, it ended Sunday night February 3<sup>rd</sup> at 12:01am. Robert Manahan made the motion to reject the Terroristic Acts Insurance, and accept the Volunteer Insurance & Select Insurance/Workmen Compensation. Rodney Lee seconded it. Roll-call vote, all said yes, motion passed.

A complaint was filed January 31<sup>st</sup> 2013, it was turned over to the appropriate party.

Unfinished Business: Michelle Dunham asked if there was anything to review. The signers for the bank will be the president and vice-president of the New Albany Borough as well as the hired secretary.

New Business: Rodney Lee asked if the monthly meeting could be the first Wednesday of the month at 7pm. Rodney Lee made the motion to accept this. Philip De Long seconded it All in favor said "aye" unanimously passed. The borough will start to look for three new members to be on the council

Public Input: (3 minute limit) Rodney Lee thanked everyone for the information given out tonight, specifically Dave Berkley. Dave Berkley questioned the \$61,000 from April 2011. Dan Dunham is the contact for PEMA and FEMA. It was explained that the money was for a specific location that the September 2011 event had wiped out that location, due to this they no longer have to do the work because the location no longer exists. The deadline was January 2012 for an extension. The money is sitting in the account but cannot be touched.

Suzanne Mahoney asked how the borough plans to generate money to fix the roads. Philip De Long said that they are looking into the gas impact fees to use for the roads.

Candy Kowalski said that Peach Alley is not plowed or cindered and it is a borough road. Dale Hatch has a map with all the streets with houses, buildings and businesses on it, that the borough can use. It was decided that Wilcox will take care of all used alleys and roads according to the map.

Suzanne Mahoney asked do all the fire hydrants work? Michelle Dunham said the ones that work are used. Rodney Lee stated that six do not work and are not used (marked), eleven are working. The borough is working with the fire department to get them repaired. Suzanne also questioned that since the borough did not receive a January water bill, that February's water bill will be doubled and that was unfair.

Announcements: Michelle Dunham said that all changes are difficult but we are moving into a positive stretch and positions are open.

Work Meeting February 20<sup>th</sup> at 7pm

Monthly Meeting March 6<sup>th</sup> at 7pm

The meeting adjourned at 7:54pm.

Respectfully Submitted,

Sarah De Long on February 4<sup>th</sup> 2013

Wednesday, February 20th, 2013 at 7pm

This scheduled monthly meeting was called to order at 7:08pm by Michelle Dunham, President. She opened with a moment of silence followed by the pledge of Allegiance. The meeting was recorded. The following council members were in attendance: Robert Manahan, Michelle Dunham, Rodney Lee & Philip De Long. The public included: Dale Hatch, Dave Manley, Pete Bryan & Dan Hollingshead.

Minutes: Sarah De Long read the minutes out loud, there were three corrections. First, that Eileen Dunham does not wish to receive the \$1,000 incentive/bonus from the New Albany Borough. Second, that Rodney Lee specifically thanked Dave Berkley for the information given out tonight, and thirdly that Dan Dunham is the contact for PEMA and FEMA, not the policy holder. Rodney Lee made the motion to accept the minutes with the three corrections. Robert Manahan seconded it. All in favor said "aye" unanimously passed.

Mayor's Report: Dan Dunham had nothing to report at this time.

Tax Collector's Report: Michelle Dunham, reported that Susan Stroch has been trying to do an audit for the past three years, 2010, 2011, and 2012 at this time she will accept bank statements with checks. The paperwork must be in.

Treasurer's Report: At this time not all bank account are changed over yet. People's State Bank still needs to be changed over. The President, Michelle Dunham, Vice-President, Rodney Lee, and Secretary, Sarah De Long will be the signers, and all the old signers will be taken off the accounts. Rodney Lee made a motion to accept this. Robert Manahan seconded it. Sarah De Long led a roll-call vote; all said yes, motion carried.

#### **Committee Reports:**

*Emergency Management-* If you know of anyone interested in this position, please let the borough know. Kathy Chase is still the EMC for Albany Township. Rodney Lee asked Dale Hatch if the fire company has anyone who does this position. Dale Hatch said no. Dale Hatch will let us know when the radios have been recalibrated. Rodney Lee made the motion to, contact the Albany Township about the equipment, possibly pay the borough half back, and to have the attorney write a letter to Kathy Chase to have her relinquish the information to the borough. Philip De Long seconded it. Sarah De Long led a roll-call vote; all said yes, motion carried.

*Borough Maintenance-* The borough still needs this position filled. Sarah De Long asked that the position be explained. The position includes, changing water meters, signs, lawn mower, etc. Rodney Lee may have someone who is interested if they could come in a day or two later to do the job instead of the day they are notified. The public asked to try to find someone with a backhoe- Larry Epler has one and offered the information that the PA rural water checks for leaks and is free. Certified Sewer Operators can do some of the water-related tasks, as they were trained. Rodney Lee made the motion to advertise at \$13.50/hr for a water maintenance person only. Philip De Long seconded it. Sarah De Long led a roll-call vote; all said yes, motion carried. It was brought up whether it should be a fee for service or paid hourly position, that discussion was tabled until next meeting. The stop sign at May and Front St. is knocked over, Rodney Lee and Dave Manley will handle it.

*Highway-* Michelle Dunham will provide Wilcox's with a map of any alley that is used with their next payment. If any alley is blocked and cannot be plowed, Wilcox's needs to report it to the borough. It was brought up that Cherry Alley needs to be plowed. Rodney Lee brought up the discussion of Wood St. being plowed/cindered, the borough boundary was questioned. The council and public then reviewed all maps they had together. The end of year paperwork was due to PennDOT by December 31, 2012. Michelle Dunham will set up an appointment with Greg Dibble to help take care of this matter. In the pliget account, the borough is over by \$11,000. The borough needs to use this money, so the borough can get it in the future. The public offered that cinders must be PennDOT approved, and there is the possibility to piggyback off other boroughs for cinders, supplies, etc. The public asked if we ever got money back for street signs.

*Park-* Per Dan Dunham nothing is new. Michelle Dunham noted that someone needs to get in contact with Tammy Mergen or Amy Fassett/Peterson about the park committee. There is a rumor that the committee is dissolving and the borough needs information. Rodney Lee with make contact.

*Sewer*-Michelle Dunham will make contact with Fred Johnson- to help us with the sewer operator report, it is past due, and the borough doesn't want to acquire penalties. There was not enough money to pay the sewer bills, \$996.31 is needed. Michelle Dunham made the motion to transfer \$1200 from the general account into the sewer account until the December & January bills have been paid. Repayment is to be made in no more than 3 months from the time of the loan. Rodney Lee seconded it. Sarah De Long led a roll-call vote; all said yes, motion carried. Penelec's payment was taken out electronically on 2/28/13. Philip De Long made the motion to purchase a new sewer treatment combination lock and door handle. Robert Manahan seconded it. Sarah De Long led a roll-call vote; all said yes, motion carried.

*Water*- Michelle Dunham read the letter out loud that will be sent to borough customers regarding the water/sewer bill. Michelle Dunham also explained the break-down of the bill for December/January and the reasoning behind it. The borough reviewed the letter and made a few changes. Rodney Lee made the motion to purchase 200 stamps and send the revised letter and bill to the customers. Philip De Long seconded it. Sarah De Long led a roll-call vote; all said yes, motion carried. Fred Johnson and Tom Fairchild are the contacts that the borough can use. Pat at the post office has address information that the borough can use for sending out bills. Michelle Dunham will look into a stamp machine for the borough. The public questioned if the fire hydrants have started to be fixed yet.

*Ordinance Enforcement*- The public voiced that a borough council-member can be the Ordinance Enforcer. This discussion was tabled until next meeting. Michelle Dunham will look up information.

*Economic Development*- Per Dan Dunham nothing is new.

Bills: The bills were read out loud by Sarah De Long. Rodney Lee made the motion to pay the bills. Philip De Long seconded it. Sarah De Long led a roll-call vote; all said yes, motion carried.

Unfinished Business: Robert Manahan wanted to know what was being done about the damages created by the prior secretary. It was decided this should be discussed under New Business. The borough hall's landlord is in hospital and there was a tile down in the borough hall. Tax Collector- January file the mills, changing tax and deputy tax collector. The audit was not done for the past two years. Resignations once they occur the appropriate party need to be notified within 10 days of changing.

New Business: The Pennsylvania State Association of Borough's- Workmen's Compensation Division, penalized the borough \$100 for not having the 4<sup>th</sup> quarter filed. In the 3<sup>rd</sup> quarter, the borough owed \$200 for workmen's compensation. The state IRS forms were not submitted. The PennVest loan (water loan), no end of the year report was filed for 2009, 2010, 2011, and 2012. The borough's attorney needs a resolution for civil matters to speak to all law enforcement and person's involved in the break-in, theft, etc. Philip De Long made the motion to accept. Rodney Lee seconded it. Sarah De Long led a roll-call vote; all said yes, motion carried. Rodney Lee made the motion to accept the purchasing of a new meter book, and half inch bound leather ledger book for the minutes. Robert Manahan seconded it. Sarah De Long led a roll-call vote; all said yes, motion carried. The unconventional gas well fund usage report is due in 15 days, was supposed to be ready and approved by the borough. It will be reviewed at the next meeting. The borough's current attorney has a \$250 retainer fee. At this time members will call around and obtain prices of other attorneys in the area and bring the information to the next meeting.

Public Input: (3 minute limit) The borough is working on the potholes.

Announcements:

Working Meeting March 20<sup>th</sup> 2013 at 7pm

Monthly Meeting April 3<sup>rd</sup>, 2013 at 7pm

Adjournment: 8:57pm

Respectfully Submitted,

Sarah De Long on February 20<sup>th</sup> 2013

March 6<sup>th</sup> 2013

The monthly meeting was called to order at 7:03pm. Michelle Dunham opened with a moment of silence and the pledge of Allegiance. The meeting was recorded. Council members present included: Michelle Dunham, Rodney Lee, Robert Manahan, and Philip De Long. The public included: Ray Hallett, Theresa Berry, Suzanne Mahoney, Kelly Tianna, Amy Peterson, Dan Hollingshead, Pete Bryan, Dave Berkley, Ruth & Tom Lawton, and Dave Manley.

Minutes: Sarah De Long read the January 7<sup>th</sup> and February 20<sup>th</sup> minutes out loud. Dave Berkley questioned why the January 7<sup>th</sup> minutes were being read. Sarah De Long responded by saying that they had never been read out loud and approved by the council. Philip De Long made the motion to accept the January 7<sup>th</sup> minutes as is. Robert Manahan seconded it. All in favor said “aye” motion passed. The February 20<sup>th</sup> minutes, had three corrections. First, that Susan Stroh has been trying to do a tax audit for the past three years, 2010, 2011, and 2012, not two years. Second, it is the Pennsylvania State Association – Workmen Compensation Division. Thirdly, to include the next two upcoming meetings, not just one on the agenda. Philip De Long made the motion to accept the February 20<sup>th</sup> minutes with the three corrections. Rodney Lee seconded it. All in favor said “aye” motion passed.

Mayor’s Report: Dan Dunham had nothing to report at this time.

Tax Collector’s Report: Nothing has been collected, the taxes were mailed out.

Treasurer’s Report: Sarah De Long read out loud the Treasurer’s Report. Dave Berkley wanted a copy, and Michelle Dunham said he would get one once the minutes were typed out and reviewed.

General: \$87,177.37	Water: \$5,832.14	Sewer: \$1,079.93	Tax Collector: \$1,116.50
PLGIT: \$11,263.99	Highway: \$0.21	Hubler St. Account: \$818.40	

**Committee Reports:**

*Emergency Management-* There was a question if we need an emergency management person; Michelle Dunham is waiting to hear back from the Bradford County Emergency Management with an answer. Currently, if an emergency happens soon, the borough will follow what Kathy Chase had in place.

*Borough Maintenance-* There is someone interested in this position, but could not attend tonight. Philip De Long asked if anything needed to be taken care of, Michelle Dunham said no.

*Highway-* Rodney Lee asked about hot-patching and if we have records on it. Michelle Dunham is unsure. Don Freeman can be used as a contact for the borough. There is extra money in the PLGIT account, can the borough use it. Per Dan Dunham, it needs to be approved by Penn DOT. Ruth Lawton asked the council to talk louder and to the public. Theresa Berry stated that May, Lawrence, and Horseshoe Rd need to be addressed. It was asked to discuss this in the public input section.

*Park-* Amy Peterson did not handle the money in the Park Committee. Some of the other old members of the Park Committee include Tammy Mergen and Katie Rambus. Theresa Berry offered that when the Park Committee dissolved, the money was given to the Kid’s Fund, about \$3,000. Michelle Dunham would like an end of report.

*Sewer-* The information from Fred Johnson was inaccurate, and the Towanda Municipal Authority is helping our borough temporarily. The borough will need a meeting to review everything. Philip De Long asked if Towanda gave us a time frame as to how long they are willing to help our borough. Michelle Dunham did not know and needs to get an appointment with them.

*Water-* Dave Manly did the meter readings both for this month. There were some questions/concerned over the invoices. The invoices are billed a month behind. So if someone receives a bill in December it is for November's readings.

*Ordinance Enforcement-* Michelle Dunham has someone who will do it for free, Ray Hallett. Rodney Lee asked if he would need workmen's compensation insurance. Michelle Dunham explained it can be covered under the volunteer insurance, and that Dave Manley's situation was different because of the type of work each position entails. Rodney Lee made the motion to accept Ray Hallett as Ordinance Officer as a volunteer. Robert Manahan seconded. All in favor said "aye" motion passed. Michelle Dunham asked that Ray Hallett provide his phone number to the borough, he agreed.

*Economic Development-* Per Dan Dunham, nothing new to report.

Bills: Sarah De Long read all the bills out loud. Rodney Lee asked if for next month there can be a grand total of all the bills provided. Rodney Lee made the motion to pay the bills. Philip De Long seconded it. Roll-Call vote, all said yes, motion passed.

Unfinished Business:

Michelle Dunham provided information on Jonathan Foster, attorney. He is \$10 cheaper and there is no retainer fee to be the borough's attorney. The borough reviewed his information. He works for the commissioner's office. Philip De Long made the motion to accept Jonathan Foster as the borough's new attorney. Rodney Lee seconded it. Roll-Call vote, all said yes, motion passed.

The end of the lease to rent the borough all is April. Rodney Lee spoke with the fire department about using the social hall. The fire department wants no money to be exchanged; rather, they won't pay for water for their two buildings. Rodney Lee continued with it comes with two meetings/month and at least 10 hrs/wk for an office. Philip De Long asked if there were time limitations for the office hours. Rodney Lee said probably 2-5 hr blocks. Michelle Dunham just wants to make sure they are not filling pools, as the borough will be paying for their water bill. Rodney Lee said they want a 1 year lease agreement with the borough. Michelle Dunham says we should give a 30-day notice to current landlord. Philip De Long added the borough should have paperwork in front of us before making a motion. The next firemen's meeting is this Monday. Rodney Lee made the motion to give a 30-day notice for the end of April. Robert Manahan seconded it. Roll-Call vote, all said yes, motion passed.

New Business:

It was brought to the borough's attention that someone needs to be nominated as the Right to Know Officer. Anybody who fills out a right to know request form gives it to this officer and is then provided with the information. Rodney Lee nominated Michelle Dunham. Robert Manahan seconded it. All in favor said "aye" motion passed.

Public Input: (3 minute limit)

Dave Berkley asked Rodney Lee to read a typed statement. Rodney Lee started to read it when Michelle Dunham questioned if the borough's attorney should be present. Rodney Lee did not continue reading the letter after Michelle Dunham's comment was made. Suzanne Mahoney read the letter out loud. Michelle Dunham thanked her for reading it.

Tom Lawton had some confusion over the December and January water bills he received. He approached the table and Michelle Dunham answered his questions and explained how the bills have been over the past few months. Michelle Dunham said to call anytime for further explanation. The borough kept one of his copies of his bills.

Ruth Lawton wanted to know how one gets on the council. Dan Dunham explained about the ballots and election process.

There was a concern over what people are burning.

The meetings should be put in the paper one week prior, and posted at the Dandy and post office.

Theresa Berry did not know that recently many people resigned from borough positions. She asked if background checks/clearances are done in order to hold certain positions.

Suzanne Mahoney wanted to know if the borough has clearance on Ray Hallett. Dan Dunham said according to boroughs.org mailing list background checks are not required unless an individual is directly dealing with kids. Michelle Dunham will contact the attorney to make sure no rights are violated.

The fire hydrants can start to be fixed in the spring when the weather is better.

It was questioned if the PLGIT account can be used to fixed roads, per PennDOT's approval. Dan Dunham said it is funded by liquid fuels, winter maintenance and street lights. There is an abundance of money now because last year was a light winter.

The borough is looking into using the unconventional well gas usage money for the roads. There needs to be direct approval because it is grant money. From the gas industry about \$5,000 was used for rent, per Dan Dunham. Dave Berkley said that \$20,000 was used to buy equipment etc for the borough.

Residents can mail the water/sewer bill or drop it off, either way is fine. The invoice for December, January, and February will be going out this week. Per Michelle Dunham we only know what months you did pay. There is a lot of stuff missing and it is going to affect everyone in town. Dave Berkley said that the borough never asked properly for the back-up drive.

March 30<sup>th</sup> is the egg hunt, and the park can be used for this event, the borough agreed.

Ruth Lawton wanted to know why some new meters were put in some homes but not others. Dan Dunham explained they are replaced on an as needed basis. Fawcet Ave is covered with ice and pinecones. Ruth Lawton feels Wilcox needs to do a better job about that. They plow and cinder decently.

Per Amy Peterson, the Park Committee dissolved, and she was president for a short period of time, but did not handle the money. People keep asking her for records and other questions and she doesn't know how to answer them. Michelle Dunham will ask the attorney about doing an audit.

Theresa Berry states that May St is a mess.

Announcements:

Work Meeting March 20<sup>th</sup> 2013 at 7pm all ideas/concerns from the public are welcomed.

Monthly Meeting April 3<sup>rd</sup> at 7pm.

The meeting adjourned at 8:26pm.

Respectfully Submitted,

Sarah De Long on March 6<sup>th</sup> 2013

March 20<sup>th</sup> 2013

The work meeting started at 7:05pm and Michelle Dunham opened with a moment of silence and pledge of Allegiance. People in attendance included: Jonathan Foster, Rodney Lee, Philip De Long, Michelle Dunham, Dan Dunham, Robert Manahan, Dave & Rita Manley, Stacy & Bill McBride, Dan Hollingshead, Pete Bryan, Vida Williams, Lee Lighten, Donny Rood, & Ray Hallett. Michelle Dunham introduced the borough's new attorney, Jonathan Foster.

### **Committee Reports:**

*Emergency Management-* Michelle Dunham spoke with Mr. Foster about needing the information to request property back from Kathy Chase. Rodney Lee questioned whether we can turn the borough's emergency management over to the fire department, but there has to be a specific designated person. Dan Dunham brought up the idea of using the same person as Overton, as they are up to date with what is going on, and the borough would pay for training but the rest is volunteer work. There was a discussion on whether the town's siren should be fixed or not and reasons listed.

*Borough Maintenance-* Rodney Lee stated that Fawcet St. needs to be fixed, and brought up issues surrounding his personal water bill, and the Baptist Church's water bill and accuracy. Water meters won't read more than what goes through it. The borough will advertise for two weeks for a borough maintenance person (approved at prior meetings). The person will have some technical skills, and Robert Manahan can oversee training them (includes mower, parts, general maintenance).

*Highway-* Concerns include potholes and bridges. It was questioned to Mr. Foster if the unconventional gas lease can be used for these matters. It is right around \$21,000, and the borough does not need permission to use it, on next year's report it must indicate what the money was used for, but the borough can use it. The possibility of bonding the roads came up, but the borough cannot afford to do that. It was suggested to work up an agreement with the gas companies, since they use a lot of the borough's roads. The question of Fawcet Ave Bridge being a historical bridge was brought up. PennDOT would maybe do an 80/20 split with the borough, and can the borough afford the 20? Rodney Lee will contact the County Planning Office for bridge information, Larson Design- Ray Storleinas. The storm drains are problematic when it floods, and it is PennDot's responsibility, a contact is Sandra Tosca. Dave Manley brought up the suggestion of short-term repair using two-b stone to pack down the holes. In the past, hot-patching was used, but is it worth the cost? Philip De Long will contact some of the road contacts, including Warren Knapp, a new engineer for PennDot.

*Park-* Dan Dunham was contacted by a young man wanting to take care of the park for his senior project. It would be two seniors working together to tend to the park and Dan Dunham would oversee it. Dan Dunham has done this in the past and it honestly depends on the seniors, as to how it turns out, they both live locally, it is a big commitment. The Community Park Committee is an extension off the borough and dissolved and donated money to the Children's Fund (a community group). It was questioned about their past financial report, and the money raised by them. The money was raised for the park and it did not go to the park, is that a problem? Mr. Foster will look into it. The STARS program does community service and may be able to help keep the park clean.

*Sewer-* The 2012 Chapter 94 Report is done. The borough still needs a sewer operator. Robert Manahan can assist in reviewing candidates, asking questions, and giving them a tour. Philip De Long will change the lock at the sewer plan.

*Water-* The water has been difficult, going by the year 2000's address, and there are 30 people that we cannot contact. Dave Manley was informed that we have an Immediate Notice by the New

Albany Borough for water/sewer users to get a hold of the borough immediately that can be given out. The borough will apologize for any mistakes with the water bills. Robert Manahan is concerned that we don't have all the customers listed and that the borough knows which customers are water/sewer together and which are separate.

*Ordinance Enforcement-* The new officer agreed to sign a release for clearance. Mr. Foster will look into who needs to be cleared, whether it should be all members, just one person etc. The borough needs a precedent for the future. It was agreed that the officer should have a badge to identify himself. Michelle Dunham asked the officer to make a list of all the ordinances he is unclear on, or has questions about so it can be discussed and changes can be made. Rita Manley suggested on the water bill to list a few ordinances so the public is aware of them. The dog ordinance was reviewed, in which case the dog warden needs to be involved. The international property code and property maintenance ordinance were brought up.

*Economic Development-* It is in the process of getting organized so that the borough can start to take care of things that need to be addressed.

Floodplain Management Ordinance Preparation: The deadline has been postponed. The FEMA model flood plain ordinance was revised once and will be revised again, in order to get flood insurance the borough must adopt this flood plain model. Options are if the borough makes it difficult to build in a flood plain than lower insurance, if the borough makes it easy to build in a flood plain than the insurance is higher. The flood plain maps were found and the council members quickly looked at it. There possibly needs to be a special meeting to discuss flood plain concerns.

A few things were reviewed so the borough can put them in place at the next monthly meeting. First that no person from the public can approach the table where the council members sit. Second, the Public Input section was brought up. Per Mr. Foster, taxpayers can comment at the meeting, it can be deferred until another meeting, and people need to discuss things before voting occurs on a topic. The Agenda should perhaps list what needs to be discussed/voted on and the public input section could be at the beginning to discuss what is listed on the agenda. The borough could then vote on those topics. Or there could be three minutes for each topic that needs voting on at the beginning of the meeting.

Announcements: The location of the next meeting will be announced.

Monthly Meeting April 3<sup>th</sup> 2013- 7pm

Work Meeting April 17<sup>th</sup> 2013 -7pm

The meeting adjourned at 8:37pm.

Respectfully Submitted,

Sarah De Long on March 20<sup>th</sup> 2013

April 3<sup>rd</sup> 2013

The monthly meeting started at 7:02pm and Michelle Dunham opened with a moment of silence and pledge of Allegiance. This meeting was recorded. People in attendance included: Michelle & Dan Dunham, Philip De Long, Rodney Lee, Robert Manahan, Dave & Rita Manley, Dan Hollingshead, Pete Bryan, Ray Hallett, Jan Bouse, and Dave Berkley.

Minutes: Sarah De Long read out loud the minutes from the March 6<sup>th</sup> and March 20<sup>th</sup> meetings. The March 6<sup>th</sup> minutes had one correction, under Public Input- that Dan Dunham said it is funded by liquid fuels. Philip De Long made the motion to accept the March 6<sup>th</sup> minutes with the one correction. Rodney Lee seconded it. All in favor said “aye” motion passed. There were no corrections to be made on the March 20<sup>th</sup> minutes. Philip De Long made the motion to accept the March 20<sup>th</sup> minutes as is. Rodney Lee seconded it. All in favor said “aye” motion passed.

Mayor’s Report: Per Dan Dunham there is nothing to report at this time.

Tax Collector’s Report:

Under the March 2013 Occupation there is \$195.61.

Under the March 2013 Real Estate there is \$2,771.95.

Treasurer’s Report:

General	Water	Sewer	PLIGIT
\$78,130.40	\$1,172.52	\$540.75	\$11,263.99

Committee Reports:

*Emergency Management-* This position will be advertised in Sunday’s paper, as a volunteer position. Dan Dunham has a contact that will look up Overton’s Emergency Management person and let the borough know if it is possible to use them for the New Albany Borough.

*Borough Maintenance-* This position will be advertised in Sunday’s paper as well.

*Highway-* Per Rodney Lee, nothing new to report.

*Park-* Dan Dunham spoke with the two seniors and signed their proposals. They will start the Friday before Memorial Day and work through weekly until the 2<sup>nd</sup> week of September, mowing the lawn once a week. Dan Dunham found out at the Easter egg hunt, that the park has no electricity. He called Penelec on Monday and the power is shut off at the main breaker, the wire is not live. Jim Magee and his partner are going to give an estimate on re-hooking up the gazebo, new service up higher, and a breaker box. Also, the two solar lights bought prior need to be put. Rodney Lee has two boys who need to do community service and Michelle Dunham also knows of two people as well. Michelle Dunham asked Rodney Lee for the two boys contact information. Ray Hallett offered that the youth group at the Evergreen church would like to be involved with the park. Dan Dunham suggested that a work bee at the park be scheduled sooner rather than later. In the past Dave Manley has picked up trash at the park. Michelle Dunham brought up the concern that sometimes the park’s trash cans are used for people’s

personal trash. She proposed getting lids for the trash cans because in the past they have filled with rain water and bugs. She will contact Solid Waste Authority.

*Sewer-* Michelle Dunham stated that Fred Johnson will continue working for us as long as we are attempting to find someone. He did the reports very well and the borough is up to date with the DEP. The borough is financially behind with the loss of income over the last few months. Soon the borough will start to owe back the \$24,000 and at a rate of \$1,200/month. Dave Manley volunteered to mow the lawn at the sewer plant, and Michelle Dunham will get him the combination lock and anything else he may need.

*Water-* The borough is down to just two accounts of unknown users. Michelle Dunham plans to resolve this matter this week. In this month's water bill, the burning ordinance will be included on the invoice.

*Ordinance Enforcement-* Ray Hallett has nothing new to report right now. The attorney will be back on the April 17<sup>th</sup> meeting and will come with universal property ordinances to look at and review. Some ordinances need to be updated. It was suggested that a code ordinance be drafted by the 17<sup>th</sup> for the attorney to review, that lets the ordinance enforcer write citations and be able to go to court. Ray Hallett would like the dogs to be leashed away from the meters so the reader meter is safe.

*Economic Development-* Dan Dunham spoke with Rick Wineburg from PEMA about \$60,000 the borough may have to give back. He suggested trying to use it while the borough has it. There is a meeting with the Bradford County Conservation District at 10am Friday in the park to review the bank and PEMA/FEMA money and to possibly use that money for proposal writing. Hopefully he can help the borough get the proposals written and the engineer costs that go with it. Then the borough can work on the funds released from Tropical Storm Lee, which could go towards paving on top of the bridge sections, and \$11,000 for the bridge (covered separately).

Bills:

**Payroll:**

Sarah De Long	\$1,600	2/2013 -4/2013
Larry Rohe	\$620	
<u>TOTAL:</u>	<u>\$2,200</u>	

**General Account:**

Gannon Associates	\$1,388	
Northern Tier Solid Waste	\$4.00	
PA State Assoc. Of Boroughs – Worker Comp	\$351.14	\$200.00 Fine 3 <sup>rd</sup> -Quarter 2012 filing
Leljedals	\$4.96	
The Daily Review	\$74.60	

Lowes Reimbursement– Borough Signs	\$20.69
Penelec	\$9.19
Penelec – Highway-	\$308.19
Post-Master	\$92.00
<b>TOTAL:</b>	<b>\$2,452.77</b>

**Sewer:**

Towanda Municipal Authority	\$170.86
Benchmark Analytics	\$363.02
Frontier	\$47.70
Penelec	\$1,014.23
<b>TOTAL:</b>	<b>\$1,595.81</b>

**Water**

Penelec – Well #2	\$53.63
Frontier	\$33.32
Towanda Water & Sewer	\$5,226.81- from Nov 9 <sup>th</sup> - March 9 <sup>th</sup>
<b>TOTAL:</b>	<b>\$5,313.76</b>

**GRAND TOTAL:** \$11,562.34

Philip De Long made the motion to pay all the bills. Rodney Lee seconded it. Roll-Call vote, all said yes, motion passed.

Unfinished Business: The attorney suggested to Michelle Dunham the work meetings should be advertised as such that voting on items can occur at these meetings as well as the regular monthly meetings.

New Business: Sarah De Long resigned as the New Albany Borough Secretary, effective after tonight's meeting. She handed a letter of resignation to Michelle Dunham.

Public Input: (3 minute limit)

Rita and Dave Manley are going to supply new flags for town. She asked if they need a specific date to install them, and the brackets are already on them. Michelle Dunham will double check with Penelec. Per Rita Manley they have enough help to do this project.

Jan Bouse questioned if or when a street cleaning will take place. Her family would like to help. Michelle Dunham will keep her informed. PennDOT usually does the street cleaning and it is suggested to let them go first. Michelle Dunham will call Warren Knapp tomorrow to see if they can give the borough an idea of when they will street clean.

Jan Bouse told the borough about the fundraiser for Relay for Life, called; Junk in the Trunk- a flea market type idea that will take place May 11<sup>th</sup> at the social hall. There will be flowers sold and a chicken BBQ. Jan Bouse will email Michelle Dunham a copy of the flyer and it will be attached to the water bill. A hard copy was also given to Michelle Dunham.

Announcements: Michelle Dunham stated the fire hall is the new place for meetings. Once the new secretary is hired, hours will be posted at the fire hall, dandy, website and post office.

Work Meeting April 17<sup>th</sup> 2013 at 7pm

Monthly Meeting May 1<sup>st</sup> 2013 at 7pm

Adjournment: 7:56pm

Respectfully Submitted,

Sarah De Long on April 3<sup>rd</sup> 2013

## **April 17, 2013**

The Monthly meeting started at 7:06 Pm. Michelle Dunham open with a moment of silence and Pledge of Allegiance. This meeting was recorded. People in attendance included: Michelle and Daniel Dunham, Philip Delong, Rodney Lee, Jonathan Foster, Dan Hollingstead and Peter Bryan.

**Minutes:** Due to time restrictions and appointment with attorney April 3<sup>rd</sup>, 2013 minutes were decided to be approved at the next monthly meeting, May 1<sup>st</sup>, 2013.

**Mayors report:** None at this time

**Tax Collector's Report:** None at this time

**Bills:** None at this time

**Treasure's Report:** None at this time

### **Committee Reports:**

*Emergency Management:* Dale Hatch is considering taking this position. He has requested more details in to what is all involved. Michelle Dunham will Contact Bradford County Emergency Management to obtain that information.

*Borough Maintenance:* Potential Employees will be reviewed for this position. Will discuss further in executive session.

*Highway:* None at this time

*Sewer:* Discussed the purchase of two (2) Barnes STEP- SS HIGH HEAD EFFLUENT PUMPS - \$777.95 each, \$300.23 Freight Cost and they are on a three week back order. Motion was made by Rodney Lee to Purchase there items, Philip De Long Second the motion, Roll Call Vote, All in Favor, motion carried.

Fred Johnson suggested that we have Horton's Electric in Sayre evaluate if they can be refurbished and the cost. He expressed the need to have immediate back ups for these pumps.

*Water:* None at this time

*Ordinance Enforcement:* The need to revise the ordinance enforcement ordinance to permit the appointed ordinance enforcer to represent New Albany Borough at court for citations when necessary.

*Economic Development:* None at this time

*Unfinished Business:* Flood Plain Ordinance to be reviewed and voted on at Wednesday, May 15, 2013 meeting with the attendance of Attorney Jonathan Foster

*New Business:* To consider changing our Sewer Reserve CD account at Peoples bank to be moved into a Money Market account at C & N. This will enable the funds to be used when council seems necessary with no penalties and still gain interest on it.

*Public Input:* None at this time

***Executive Session regarding Hiring a Secretary/Treasurer and Maintenance Person – Time Began at 7:30 PM  
Returned from Executive Session at 9:00 PM***

***Jessica Pedro has been asked to join New Albany Borough Council at \$875 a month – with an average of 10 – 15 hours per week. All hours must be scheduled. @ Hours attendance prior to borough council meetings to allow individuals who can not see her during the day time will also be available. The 10 – 15 hours a week do not include the 5 Pm to after a council meeting twice a month. This position is under view for a 90 day probation period. It is agreed that Ms. Pedro will be paid twice a month on the first and third Wednesday of the month. Phil De Long Made a motion to accept Jessica under the above provisions, Bob Manahan 2<sup>nd</sup> the motion. Roll Call Vote, all in favor, motion carried.***

*Announcements:* All Borough Meetings will be held at the NAVFD Social Hall. Next Scheduled meeting is Wednesday, May 1<sup>st</sup>, 2013 at 7 PM.

*Adjournment:* 9:15 PM by Michelle Dunham

Respectfully Submitted,  
Michelle Dunham, New Albany Borough President  
05-01-2013

## **May 1, 2013**

The monthly meeting started at 7:02pm and Michelle Dunham opened with a moment of silence and pledge of Allegiance. This meeting was recorded. People in attendance included: Michelle & Dan Dunham, Philip De Long, Rodney & Pam Lee, Dave & Rita Manley, Dan Hollingshead, Pete Bryant, Jessica Pedro, and Robert Manahan. An executive session was called immediately and returned back to regular session at 7:13pm.

### **Minutes:**

Jessica Pedro read out loud the minutes from the April 3<sup>rd</sup> and April 17<sup>th</sup> meetings. There were no corrections to the April 3<sup>rd</sup> meeting and the minutes were approved. April 17<sup>th</sup> was approved with corrections.

Mayor's Report: Per Dan Dunham there is nothing at this time.

### **Committee Reports:**

*Emergency Management-* Hope to have Dale Hatch at next meeting.

*Borough Maintenance-* There were two items addressed. Dismissal of Jeff Smithkors. Philip De Long made the motion to accept. Rodney Lee seconds the motion. All in favor said "aye" and motion passed. Michael Longcoy approved for new hire. Rodney made motion to accept him as a new employee. Philip De Long seconds the motion. Roll Call was taken and motioned carried to have Michael Longcoy hired as a maintenance employee.

*Highway-* One item addressed. Sign at Overton Road knocked over, Dave Manley will try to put it back in place. Rodney mentioned of a complaint brought to his attention of a shrub at the corner of Maple Street and Route 220 that is blocking motorists view when making turns.

*Park-* Bob Manahan and Phillip De Long will officially open park on May 3, 2013 at 10:30 am. Dan Dunham mentioned that electric needs to be turned on.

*Sewer-* 2 new pumps came in, Fred Johnson is aware that they are in. Will need to take old pumps to Horton's Electric for estimate on costs to fix them.

*Water-* Bills are being returned due to incorrect addresses. Michelle Dunham asked Dave Manley to take notices around to give to residents for payment. Dave Manley volunteered to do so. Michelle Dunham asked permission to give a 15 day shut off notice for non-payment. Rodney Lee made motion to accept notice. Philip De Long second the motion.

*Ordinance Enforcement-* Dale and Bonnie contacted Michelle about volunteering to do this. Will check in at the work meeting on May 15, 2013.

*Economic Development-* There was nothing to report at this time.

**Bills:** Bills were approved. Philip motioned to accept. Rodney seconds the motion. Roll Call vote, all said yes, motion passed.

**Unfinished Business:** Appeal of Unemployment case. Philip made motion to approve appeal. Rodney Lee seconds it. Roll Call was made, all said yes. Motion carries to appeal decision. Regarding the April 2011 flood PEMA/FEMA has been in contact with Dan Dunham. The borough has been given an approximate allotment of \$60,000. The estimate under BCCD with them being the project manager to do all the work for us, bid specs, proposals, hiring, and engineering gave an estimate of \$50,860. This is well under the allotment. Philip De Long made the motion to approve using the Conservation District to do the work. Rodney Lee seconds the motion. Roll Call Vote, all said yes, motioned carried. Will be \$0 cost to taxpayers to have BCCD for project manager.

**New Business:** Look into obtaining a C&N Market Account instead of PS Bank CD's for Sewer Reserves. Motion was made by Philip De Long to approve adding Jessica Pedro onto all bank accounts, Secretary/Treasurer along with Rodney Lee, Vice President, and Michelle Dunham, President. Rodney Lee seconds it. Roll Call vote, all said yes, motion carried. Liquid Fuels Account was discussed and wanting to get it direct deposited into the PLIGHT account with the closing of the Highway account. This will help to get rid of an unnecessary account. Robert Manahan made the motion for approval. Rodney Lee seconds it. Roll Call Vote, all said yes, motion carried. A matter of attention was brought up for someone to come in and To reconcile over accounts on a monthly basis, by someone who is not authorized to make deposits or withdrawals. Carol Sturdevent has volunteered to do this. Michelle Dunham made motion to allow this. Rodney Lee second the motion, all in favor said "aye", motion carried. Training for Jessica Pedro and Michelle Dunham on QuickBooks and to set up charts of accounts in each business by Janet Donovan for \$20 per hour. Michelle Dunham made motion. Rodney Lee seconds the motion. Roll Call vote, all said yes, motion carried.

**Public Input:** Dave Manley mentioned the meters aren't reading correctly. Peter Bryan had mentioned about the potholes and tires on a roof. Water bills were brought up and the needing of adding the 911 address changes. Also a mention of a reminder to go in the water bills for stagnant water and bugs.

**Work Meeting (As well as any Borough business) Wednesday May 15, 2013 @ 7pm**

**Regular Monthly Meeting Wednesday June 5, 2013 @ 7pm.**

Adjournment was made by Michelle Dunham at 8:34pm.

May 15, 2013

The regular monthly work meeting was held on May 15, 2013 and began at 7:08 p.m. People in attendance were: Michelle and Dan Dunham, Jessica Pedro, Philip DeLong, Robert Manahan, and Michael Longcoy.

**Committee Reports:**

***Emergency Management:*** None at this time.

***Borough Maintenance:*** Discussed water remotes that were changed from analog to digital must have digital meter in the home as well. Meters that have been changed under previous maintenance do not work properly or adequately. Council to consider the purchase of more meters (8 come in a case.) for maintenance to continue out changes and order the meters that had been returned to be installed with current digital remotes. It may be beneficial for a second remote reader for a back up and will save time for the employees to not have to “borrow” equipment.

***Highway:*** Discussed the adopt a pot hole suggestion that was made by Jan Stoddard. She has already enrolled two other residents to participate and would like to know if we could find any information out on costs. This may touch a real fine gray area and bring more legal issues from citizens.

***Park:*** A mention of possible video surveillance was brought up. Looking at roughly \$300 for 4 cameras and installation would be free. This will allow proof to the police as to who did the vandalism and hopefully discourage others from creating further damage.

***Sewer:*** New pumps were picked up by Larry Rohe. Arrangements still need to be made to take them to Horton’s Electric in Sayre for an estimate on what it would cost for repairs.

***Ordinance Enforcement:*** Discussed curfew ordinance and if a resolution or new ordinance will be needed.

***Economic Development:*** None at this time.

***Unfinished Business:*** None at this time.

***New Business:*** None at this time.

***Public Input:*** None at this time.

**Announcements:**

New Overton VFW Commander—Darwin Hatch—has arranged a small service Memorial Day Service and new flags at the New Albany Borough Community Park. The Service will be held at 11 AM on Saturday, May 25<sup>th</sup>, 2013 at 11 AM.

June 9<sup>th</sup> approximately 3 PM (it is following the VFW meeting) the Overton VFW will be holding a Flag Burning Ceremony.

**Regular Monthly Meeting:** Wednesday June 5, 2013 at 7 PM.

**Work Meeting (As well as any Borough Business):** Wednesday June 19, 2013.

**Adjournment:** Meeting was adjourned by Michelle Dunham at 7:48 PM

## **June 5, 2013**

The regular monthly meeting started at 7:02p.m. And Michelle Dunham opened with a moment of silence followed by the Pledge of Allegiance. This meeting was recorded. People in attendance were: Michelle and Dan Dunham, Jessica Pedro, Victoria O’Conner, David Berkley, Dale Hatch, Peter Bryan, Dan Hollingshead, Rodney Lee, Robert Manahan, and Philip De Long.

### **Minutes:**

Jessica Pedro read out loud the minutes from the May 1<sup>st</sup> and May 15<sup>th</sup> meetings. The minutes of both meetings were approved with corrections.

**Mayor’s Report:** Per Dan Dunham, there is nothing at this time.

### **Committee Reports:**

*Emergency Management-* Appointed Dale Hatch as Emergency Management coordinator. Michelle Dunham made the motion, Philip De Long second the motion. All said “aye”, motion carried. Dan Dunham will contact previous coordinator to collect all items Dale will need.

*Borough Maintenance-* None at this time.

*Highway-* Phil will contact Chesapeake and discuss them perhaps wanting to pay for something while we promote their name. For example: fixing of potholes or clean up day.

*Park-* Volunteers have been mowing. Seniors will begin doing volunteer work at the park for a part of their senior project. The park is being rented on June 19<sup>th</sup> for a reunion. Phil will begin looking into cameras for surveillance cameras to be placed at the park, prior person fell through.

*Sewer-* Michelle spoke to Larry Rohe and he reported that all new pumps are working properly.

*Water-* 10 day notices followed by shut off notices were given. Michelle called the post office, trouble with mail not getting where it is suppose to go. Mentioned notice going in bills to make sure proper 911 addresses are in. Phil suggested an overhaul on

ordinances be done, start from scratch for current codes and ordinances. Robert Manahan has some copies.

*Economic-* Grants for October 2011, we got approximately \$11,000 for paving, and \$11,000 for bridge. When done with park bank, FEMA will release money after we spend the \$60,000.

*Unfinished Business-* Dan Dunham said the BCCD was at the park today to show location of work. 2 companies showed up, MR. Dirt and Insinger's. They will be opening proposals for bid. Project expected to be completed by July 31. Michelle mentioned that a lot of residents have come to her in regards to having a town clean up. Michelle will call around and start getting information about this.

*New Business-* Went over the meeting room lease agreement between New Albany Borough and the New Albany Volunteer Fire Company. There were a few changes that need to be made to it before submitting. There were no public concerns. Jessica and Michelle will be attending a free training on QuickBooks on June 18<sup>th</sup> from 9am-4pm. There is an August mature date for Sewer Reserves account at Peoples State Bank. Looking into C&N Market Account instead of having the CD's at Peoples Bank. An executive session was called at 7:52pm and returned back to regular meeting at 7:55pm. Jessica's schedule was discussed and she will be off from July 2<sup>nd</sup>-July 7<sup>th</sup>.

**Bills:** Bills were read. Phil made the motion to pay the bills, with Rodney seconding the motion. Roll Call made, all said yes. Motion carried to pay the bills.

**Announcements:** All Borough Meetings will be held at the NAVFD Social Hall.

**Work Meeting (As well as, any borough business)**

*Wednesday, June 19, 2013, at 7pm.*

**Regular Monthly Meeting:**

*Wednesday July 3, 2013 at 7pm.*

The meeting was adjourned at 8:05pm.

**June 19, 2013**

The regular work meeting started at 7:01 p.m. and Rodney Lee opened with a moment of silence followed by the Pledge of Allegiance. This meeting was recorded. People in attendance were: Michelle and Dan Dunham, Jessica Pedro, Rodney Lee, Robert Manahan, Philip De Long, Dana Cabucci, Joe and Carmita Hickey.

**Minutes:**

Jessica Pedro read out loud the minutes from the June 5, 2013 meeting. The minutes were approved with corrections. Michelle made the motion, Phil second the motion, all in favor said "aye. Motion carried.

**Bills:**

Bills were read. Roll call vote made, all said yes, motion passed.

**Committee Reports:**

***Emergency Management:*** None at this time.

***Borough Maintenance:*** None at this time.

***Highway:*** Nothing can be done with the bridge until the creek bank project is done. Community service individuals to clean storm drains are in need throughout the next month.

Michelle Dunham feels that repairing pot holes is a necessity but paving the roads should not happen until the drainage is properly repaired. Michelle stated that the poor drainage will only break the roads back to their current condition. She would like to see the pot holes repaired as soon as possible and will look into possible funding or assistance in repairing the drainage.

***Park:*** Rodney mentioned that the Fire Company complimented on park and how well it looks. Motion was made by Michelle Dunham to allow Bob Manahan to repair benches and tables as needed and to allow him to purchase the supplies on the borough's behalf. Rodney Lee seconded the motion, roll call, all said yes, motion passed. Bob will also price weed eaters out and will discuss at next meeting. Bob Manahan will price out new rider mower/deck the one we have, the mower deck is cracked on the right side and mows unevenly. There have been many women who have shown interest in having activities at the park, music night once a week, fund raiser to raise funds for park equipment, etc. Michelle will speak with the ladies and have them make a proposal and bring to next meeting.

***Sewer:*** Fred Johnson will continue as our water operator. Philip De Long, Dan Dunham, Larry Rohe, and Fred Johnson will meet Thursday June 20, 2013 with DEP. Post office

is still under going changes regarding addresses. The Post Master and Michelle Dunham have been assisting one another with addresses on file. In near future all water/sewer billing should be resolved. Post Office is requiring all their associated companies to accept credit cards. This issue will be looked into. There is concern the cost when there is no need for one.

**Water:** Available operator report and 302 Annual Service fee was not received by DEP for 2011 and 2012. Report and fees are now due again. Because the previous reports were not filed, we received a notice of violation. At this time if we immediately provide past fees, reports and current reports, DEP-Water Program Specialist will waive our fines/penalties.

We discussed purchasing more meters so we could continue changing water meters/remotes to digital. Michelle will find out exact prices and Bob will check on stock numbers of what we have and how much wire we may have. Will discuss at next meeting.

**Unfinished Business:** Volunteers will be needed if the borough has this year's town clean up. Community service participants will be asked to help. Phil is trying to get a hold of Chesapeake to see if they would perhaps be interested in paying for the clean up and then we would advertise and promote their name. In previous years we have gotten 3-30 yard dumpsters. They are \$180 per container for delivery and pick up, and \$41.50/ton, per container.

**New Business:** Need to get another estimate for paving from the bank to bus garage on Hubler Street for possible grant that coincides with previous drainage replacement. Dan Dunham will appear at the county commissioner's office in July to plead the necessity for the borough.

**Public Input:** Dana Cabucci along with Joe and Carmitta Hickey discussed about not getting water bills and the problems they seem to be experiencing with the bills. Michelle will help with postal problem.

**Announcements:** All Borough Meetings will be held at the NAVFD Social Hall.

### **Regular Monthly Meeting**

Wednesday July 3, 2013 at 7PM

### **Work Monthly Meeting:**

Wednesday July 17, 2013 at 7PM

The meeting was adjourned at 8:29 p.m.

**July 17, 2013**

The regular work meeting started at 7:03 p.m. which was recorded. Michelle Dunham opened with a moment of silence followed by the Pledge of Allegiance. People in attendance were: Michelle and Dan Dunham, Jessica Pedro, Philip De Long, Rodney Lee, Robert Manahan, Peter Bryan, Vida Williams and Dan Hollingshead.

**Minutes:**

Jessica Pedro read out loud the minutes from the June 19, 2013 meeting. The minutes were approved with corrections. Philip De Long made the motion, Michelle Dunham second the motion, all in favor said "aye". Motion carried.

**Bills:**

Bills were read. Rodney made motion, Bob Manahan second the motion. Roll Call vote, all said yes, motion carried to pay the bills.

**Committee Reports:**

***Emergency Management:*** None at this time.

***Borough Maintenance:*** None at this time.

***Highway:*** Michelle brought up proposal from Robert's Paving for \$2, 610 to mill out holes and fill potholes near Jan's Beauty Shoppe and Social Hall. No bids are needed for this project. Rodney made motion while Michelle seconds the motion. Roll call vote, all said yes. Motion carried to get this project going.

Dan Dunham brought up the subject of Hubler Street. He is going on July 18, 2013 to see about getting funding from Commissioners. Proposal was given from Robert's Paving for a total of \$33,885.00. Dan will ask for \$36,000 to cover anything unforeseen or any fluctuations.

***Park:*** Mower repaired, Bob sharpened blades and also got supplies needed for benches. Phil will look further into the security camera situation for the park and will have a full report on expected costs at the next meeting.

***Sewer:*** Discussion of a 4 yard dumpster needed at the plant, for rental and weekly pick up \$150 per month/biweekly-\$140 a month. Michelle made motion, Philip second it. Roll call vote, all said yes, motion carries to get a dumpster at sewer plant. Mention of Larry Roe only working 1 hour a day and it not being enough time, need to discuss with him further to see how much more time he may need to get everything done.

***Water:*** Two fire hydrants are in need of repairs; make contact with Denny Chase for an estimate. Fire company representatives are willing to assist Denny Chase in repairs.

Discussion of purchasing more meters and remotes, will further discussion on this subject at next meeting. There was an injury to the meter reader involving a dog bite; it was turned in to insurance company.

***Unfinished Business:*** Volunteers are still needed for the borough's clean up day. Discussion of having Yard Sales on August 17, 2013 and town clean up on August 24, 2013. Will need to call and reserve dumpsters.

Rodney made motion to pay for the creek bed project, not to exceed the amount of \$50,860.00, while Bob made second motion. Roll call vote, everyone said yes but Bob with a no, motion carried to pay for project. Bob had an issue with the bar not being removed in the creek bed project. However, funding didn't cover it and that is why it wasn't done.

Lease agreement discussed for use of the Social Hall to facilitate the Secretary. Michelle made motion to approve it, while Rodney seconds it. Roll call vote, all said yes. Motion carries; hope to move in at the beginning of August.

***New Business:*** ACT 13-Payment received 7/03/2013 \$18,226.74, sent from county, impact fee. Hydrants should be flushed as they haven't been done yet.

***Public Input:*** A mention of a hole in the sidewalk on the bridge on Main Street. Jones Alley has a ditch that is full of brush; brush is mostly on borough because of the right away. Two issues were brought up about property maintenance. One property is the old high school where the roof on the porch is caving in, another issue is concerning the Alice Aldeji property where the roof has caved in and may be a condemnation issue/eye sore.

**Announcements:** All Borough Meetings will be held at the NAVFD Social Hall.

**Regular Monthly Meeting:**

Wednesday, August 7, 2013, at 7 p.m.

**Next Monthly Work Meeting:**

Wednesday August 21, 2013 at 7 p.m.

The meeting was adjourned at 8:45 p.m.

**August 21, 2013**

The meeting was opened at 7:02 pm. The following were in attendance: Michelle and Dan Dunham, Jessica Pedro, Rodney Lee, Robert Manahan and Philip De Long. Michelle Dunham opened the meeting with a moment of silence followed by the Pledge of Allegiance.

**Minutes:**

The minutes were read. Michelle asked if there were any corrections or additions to be made to the minutes. Minutes were approved with corrections. Motion made by Philip De Long, Rodney seconded the motion. All in favor said "aye". Motion carried.

**Bills:**

The bills were read. Rodney Lee made the motion to pay the bills. Michelle Dunham seconded the motion. Roll call vote, all said yes. Motion carried to pay the bills.

**Committee Reports:**

***Mayor Report:*** Resolution needs passed for the next round of funding. Dan Dunham as agent PEMA-DAP 2. Each event needs its own paperwork. Resolution 4030-08-2013. Roll call vote, all said yes, motion carried.

***Emergency Management:*** N/A

***Borough Maintenance:*** Re-advertise maintenance position, Rodney will get keys from Michael Longcoy.

***Highway:***

***Park:*** Michelle Dunham thinks a fence may be needed by the bank for loose stone. Dan & Michelle Dunham will price one out and bring information to the next meeting. Motion was made to take down old bbq pits and replace with metal ones. Also needing to be taken down is the brick well wall at park. Michelle Dunham made the motion, Rodney Lee seconded it. All in favor said "aye". Motion carried. Phil gave pricing on security camera system for the park. Will come back at next meeting with prices for a system that could reach further distance. A weed eater was purchased.

***Sewer:*** Electrical for South Arriation Pump has been repaired. Arriation pump on North side is going to be torn apart and repaired.

***Water:*** August 27<sup>th</sup> Water Sample testing will take place

***Unfinished Business:*** Town Clean-Up scheduled for August 24<sup>th</sup> from 8am-2pm.

***New Business:*** N/A

*Public Input:* N/A

**Announcements:** We also will be having a New Albany Borough Clean-Up Day at the park on August 24<sup>th</sup> from 8am-2pm for Borough residents only. Photo ID or Drivers License will be required (something with photo and address confirmation). It will be free to residents with the exceptions of appliances with Freon (\$5 each) and tires (\$3 each). No residential garbage, batteries or construction material will be accepted. Also there will be no curbside pick up.

**Borough Secretary:** Jessica Pedro

**Temporary Borough Office Hours:**

**Temporary Borough Phone Number:** 570-363-2762

**Website:** [new-albany.com](http://new-albany.com)

**Email:** [info@new-albany.com](mailto:info@new-albany.com)

**Next Regular Monthly Meeting:**

Wednesday September 4<sup>th</sup>, 2013 at 7pm

**Next Work Monthly Meeting:**

Wednesday September 18<sup>th</sup>, 2013 at 7pm

**Adjournment:** The meeting was adjourned at 8:02 pm.

**Wednesday, September 18<sup>th</sup>, 2013**

The meeting started at 7:07 p.m. which was recorded. The following were in attendance: Michelle and Dan Dunham, Rodney Lee, Robert Manahan, Philip De Long, Dave Berkley, Dave Manley and Duane Clark. Michelle Dunham opened the meeting with a moment of silence followed by the Pledge of Allegiance.

**Minutes:**

The minutes were read. Michelle asked if there were any corrections or additions to be made to the minutes. Minutes were approved. Motion made by Rodney Lee, seconded by Robert Manahan. All in favor said "aye". Motion carried.

**Bills:**

The bills were read. Philip De Long made the motion to pay the bills. Rodney Lee seconded the motion. Roll Call vote, all said yes. Motion carried to pay the bills.

**Treasurers Report:** Unavailable

**Committee Reports:**

***Emergency Management:*** None

***Borough Maintenance:*** Two applicants were interviewed for the position of maintenance.

***Highway:*** When Fema/Pema releases second round of funding, 7 locations will be repaired/repaved. Dan Dunham asked council to make a motion to use Act 13 funds to also repair areas associated around the Fema/Pema projects. Dan Dunham will get estimates and council will revisit the spending at next meeting. Volunteers will be cleaning and clearing drains on Lawrence Street, Friday, September 20<sup>th</sup>, 2013.

***Park:*** Philip De Long presented Logitech cameras for security purposes at the park. The cameras are all weather/in-door/outdoor use. With wireless bridging – ½ mile radius viewing and may be set up at borough office. Estimated \$350 for security system, \$500 for three additional cameras and \$100 for access point technology. Motion is postponed until the next meeting for final estimate.

Park will be winterized Sunday, September 22, 2013. Benches and trash cans will be put away. Philip De Long made a motion to purchase a door handle and dead bolt for the concession stand door. As well as, concrete to fill in well. Robert Manahan seconded the motion. Roll call vote, all said yes, motion carried.

***Sewer:*** At this time all maintenance on Machines has been completed and the sewer plant is running adequately.

***Water:*** Water samples of 5 properties throughout the borough have been taken and sent in for water testing. 302 Permit is ready to be sent out.

***Unfinished Business:*** Michelle Dunham asked to purchase new laptop from Sam's Club. The amount should be under the \$1,000 Insurance deductible. Motion Made by Philip De Long, Seconded by Rodney Lee. Roll call vote, all said yes, motion carried.

Dan Dunham reported Pema/Fema funds provided for the Laddsburg Creek project was completed. Because of the large difference between the estimated cost and actual cost, the borough must repay approx. \$46, 000 back to Pema/Fema.

Previous applications from May 2013 were reviewed for Secretary/Treasurer position. One applicant was re-interviewed.

**New Business:** Peter Bryan provided construction information for council's approval, as he was advised by Code Enforcement, to have a handicap accessible ramp put in at his home. Motion made by Michelle Dunham to allow him to proceed, seconded by Rodney Lee, all in favor said "aye" All in favor, motion carried.

**Executive Session (8:10PM -8:15PM):** was held to discuss Secretary/Treasurer position and Maintenance.

**Return from Executive Session to regular meeting:** After executive session (8:10PM-8:15PM) Justin Bailey was hired for the position. Pay rate \$13.50 an hour; with a 90 day probation period. Robert Manahan will train Mr. Bailey. Philip De Long made the motion to hire Justin Bailey, Rodney Lee seconded it. Roll call vote, all said yes, motion carried.

Duane Clark was hired for the position of Treasurer/Secretary; with a 90 day probation period, pay rate \$12.50 an hour for Monday, September 23<sup>rd</sup>, 2013 thru Wednesday, October 2<sup>nd</sup>, 2013. Starting on October 2<sup>nd</sup>, 2013 the Secretary/Treasurer will be paid \$875 monthly, with two pay periods of \$437.50 per pay. At this time Duane Clark may be added to all Bank accounts on behalf of the borough and may be bonded at the borough's cost. Philip De Long made the motion to hire Duane Clark, Rodney Lee seconded it. Roll call vote, all said yes, motion carried.

**Public Input:** None at this time

**Announcements:** October 2<sup>nd</sup>, 2013 meeting is canceled due to unavailable council. Next regular council meeting will be held Wednesday, October 16<sup>th</sup>, 2013 at the NAVFD Social Hall. A special meeting to approve minutes will be Sunday, September 29<sup>th</sup>, 2013 at 12:30 PM.

### **Next Regular Monthly Meeting**

Wednesday, October 16th, 2013 at 7 PM

### **Special Meeting to approve minutes:**

Sunday, September 29<sup>th</sup>, 29, 2013 @ 12:30 PM

**The meeting was adjourned at 8:22 PM.**

**Sunday, September 29<sup>th</sup>, 2013**

The meeting started at 12:32 PM. The meeting was recorded. The following were in attendance: Michelle and Dan Dunham, Rodney Lee, Robert Manahan, Philip De Long, and Dave Berkley. Michelle Dunham opened the meeting explaining that this was a special meeting called to approve the minutes from Sept. 18, 2013. By approving these meeting minutes, our new secretary/treasurer would be able to be added onto all of the boroughs banking accounts.

**Minutes:**

The minute were read. Michelle asked if there were any corrections or additions to be made to the minutes. Corrections were reviewed. Motion made by Rodney Lee to accept minutes with corrections, seconded by Robert Manahan. All in favor said "aye". Motion carried to accept the minutes with corrections.

**The meeting was adjourned at 12:45PM**

**Next Regular/Work Monthly Meeting**

Wednesday, October 16th, 2013 at 7 PM

**Next Regular Meeting:**

November 6, 2013 at 7 PM

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – OCTOBER 16, 2013

The meeting was called to order at 7:00 PM by Council President Michelle Dunham, and the meeting was recorded. The following Council members were in attendance; President Michelle Dunham, Vice President Rodney Lee, Philip De Long and Robert Manahan. Also attending were Mayor Dan Dunham, Duane Clark, Justin Bailey and Dale Hatch.

Michelle Dunham opened the meeting with a moment of silence and the Pledge of Allegiance.

**Minutes:**

The minutes of the last meeting were read. One correction was noted. Motion by Philip De Long, 2<sup>nd</sup> by Rodney Lee to approve the minutes as corrected. Vote: all “aye”, no “nay”, motion carried.

**Treasurer’s Report:**

Duane Clark updated the council on the progress of reconstructing the Borough’s records from the beginning of the 2013 year. More detailed Treasurer’s reports will follow in future meetings.

**Bills:**

The bills to be paid were read. A correction to the General Fund totals was made. Motion by Rodney Lee, 2<sup>nd</sup> by Philip De Long to pay the bills as presented. Roll call vote: all responded “yes”, motion carried.

**Committee Reports:**

***Mayor’s Report:*** N/A

***Emergency Management:*** Dale Hatch said he got the new notebook and would be looking it over, otherwise nothing to report.

***Borough Maintenance:*** Justin Bailey suggested that supplies get organized at the Sewer Plant, like getting the chemicals in a spill pan, parts & supplies should get labeled & put away.

***Highway:*** Dan Dunham reported that PennDOT had put some cold patch in some potholes. Also, the PEMA funding for Project 4030 was 2-3 weeks out but the work needs to get done now. PEMA asked if the contractor would do the work now and get paid when the funding came in. Dan Dunham said the contractor felt the payment would be within his normal 30 day terms so the 7 identified potholes would be filled 10/22. Additional discussion was had about asking the contractor to fill some other potholes while he was in town. 4 sites were identified and Motion by Rodney Lee, 2<sup>nd</sup> by Robert Manahan to go ahead with filling those 4 sites if the quotes were in line with the quotes for filling the

other 7 sites while the contractor had his workers & equipment in town already. Roll call vote: all responded “yes”, motion carried.

Dan Dunham also reported on the progress of fixing the undermining of the bridge as part of Project 4030, and will be discussing with the PennDOT liaison about filing an extension of time to get the work done.

**Park:** The door handles & lock on the concession stand door have been replaced, and the past damage to the door was repaired. Robert Manahan winterized the park & the water is shut off.

Discussion was had about the disposition of a quantity of Muriatic Acid being stored at the park. Motion by Michelle Dunham, 2<sup>nd</sup> by Rodney Lee to sell the Muriatic Acid to Dale Hatch for \$5.00/Gal. Roll call vote: all responded “yes”, motion carried.

**Sewer:** Discussion was had about the organization of parts & supplies in the sewer plant. Parts need to be labeled & put away and safety supplies like aprons, gloves & eyewash need to be available & in working order. Motion by Rodney Lee, 2<sup>nd</sup> by Michelle Dunham to issue a maintenance work order for 8 hours for Justin Bailey to get things cleaned up & organized. Roll call vote: all responded “yes”, motion carried.

Discussion was had about the use or disposal of old water meters that don’t work. These old style meters don’t meet current technology requirements. Can they be refurbished for use?

Discussion was had about the disposal of an old rusted safe at the sewer plant. Justin Bailey will look into options for its disposal.

**Water:** Discussion was had about the meter pit at a resident’s property. Motion by Michelle Dunham, 2<sup>nd</sup> by Philip De Long to offer the meter pit wall that the Borough owns to the resident for \$50 and giving them 45 days to get it installed. Roll call vote: all responded “yes”, motion carried.

Discussion was had about a resident that had by-passed their water meter. It was the consensus of Council to follow the Borough Ordinance and asses the \$1,000 fine for by-passing a meter. The resident can attend the next council meeting to ask any questions.

**Unfinished Business:**

**New Business:**

Trick-or Treat night in the Borough will be Sunday, October 27 from 4-6 PM

Advertising will be placed for snow plowing this winter, and other municipalities will be contacted to see if New Albany can purchase PennDOT approved cinders through them.

Robert Manahan asked about the schedule for fire hydrant flushing. (Fire department to take care of?)

The subject of a large woodpile blocking a Borough alley was discussed. Dale Hatch will contact the resident on behalf of the Fire Department to get the woodpile removed.

**Public Input:**

None

**Next Regular Monthly Meeting:**

Wednesday, November 6, 2013 at 7:00 PM

**Budget Workshop:**

Sunday, November 10, 2013 at 12:30 PM

**Next Monthly Work Meeting:**

Wednesday, November 20, 2013 at 7:00 PM

**Adjournment:**

The meeting was adjourned at 8:48 PM

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – NOVEMBER 20, 2013

The meeting was called to order at 7:02 PM by Council President Michelle Dunham, and the meeting was recorded. The following Council members were in attendance; President Michelle Dunham, Vice President Rodney Lee, Philip De Long and Robert Manahan. Also attending were Mayor Dan Dunham and Duane Clark.

Michelle Dunham opened the meeting with a moment of silence and the Pledge of Allegiance.

**Minutes:**

The minutes of the last meeting were read. Corrections were noted. Motion by Michelle Dunham, 2<sup>nd</sup> by Rodney Lee to approve the minutes as corrected. Vote: all “aye”, no “nay”, motion carried.

**Treasurer’s Report:**

Duane Clark updated the council on the progress of updating QuickBooks with the bills, preparing & filing the past due payroll tax returns & payments and revisions to the 1<sup>st</sup> draft of the 2014 budget. The current balances in all the borough's bank accounts were listed.

**Bills:**

The bills to be paid were read and a few questions were asked & answered. Motion by Rodney Lee, 2<sup>nd</sup> by Philip De Long to pay the bills as presented. Roll call vote: all responded “yes”, motion carried.

**Preliminary 2014 Budget:**

Discussion was had concerning the progress of revisions to the 2014 Budget. More detailed discussion to be had at the upcoming Budget Work Meeting.

**Resolutions:**

Preliminary discussion was had concerning points to consider for a number of resolutions to be presented for adoption at a December Council meeting. Public input was solicited and some discussion followed.

**Committee Reports:**

***Emergency Management:*** Michelle Dunham to give a packet of information to Dale Hatch from Bradford County to complete for their 2014 Hazard Mitigation Plan.

***Borough Maintenance:*** None.

**Highway:** Dan Dunham discussed the need to get repairs done to the Fawcett Ave bridge as part of the FEMA Project 4030, and pointed out that some parts of the repairs, like the rusted support beams are not covered under Project 4030. Also, there was some discussion about a catch-basin on Rte 220 with a drain pipe under the road that was totally blocked and the need to check into any CDBG funds that might be available to get it repaired.

**Park:** None.

**Sewer:** Michelle Dunham to contact Fred Johnson to meet with us to discuss existing & future needs of the sewer plant. Duane Clark to check into other rates for the generation portion of the borough's electricity bills to see if there is any savings on the sewer plant usage.

**Water:** Discussion was had about the meter pit at a resident's property. Motion by Michelle Dunham, 2<sup>nd</sup> by Philip De Long to rescind the previous month's motion to sell the meter pit to the resident. Roll call vote: all responded "yes", motion carried.

#### **Unfinished Business:**

Only 1 sealed bid was received for the highway snow plowing & cindering from Wilcox Automotive. Motion by Rodney Lee, 2<sup>nd</sup> by Robert Manahan to accept the bid from Wilcox Automotive. Roll call vote: all responded "yes", motion carried.

#### **New Business:**

Motion by Michelle Dunham, 2<sup>nd</sup> by Philip De Long to open a new Super Money Fund account at C&N Bank for the Act 13 funds to be managed separately in. Roll call vote: all responded "yes", motion carried.

Motion by Michelle Dunham, 2<sup>nd</sup> by Philip De Long to upgrade the Frontier Communications phone account to the bundled special of phone, voicemail & internet service. Roll call vote: all responded "yes", motion carried.

Motion by Michelle Dunham, 2<sup>nd</sup> by Philip De Long to approve the Bradford County Humane Society service agreement for 2014. Roll call vote: all responded "yes", motion carried.

Discussion was had concerning the billing of the 3 neighboring townships for their portions of the Firemen's Workers Compensation Insurance premium.

#### **Public Input:**

None

**Next Regular Monthly Meeting:**

Wednesday, December 4, 2013 at 7:00 PM

**Budget Workshops:**

Sunday, November 24, 2013 at 12:30 PM & Wednesday, November 27, 2013 at 7:00 PM

**Next Monthly Work Meeting:**

Wednesday, December 18, 2013 at 7:00 PM

**Adjournment:**

The meeting was adjourned at 9:08 PM

**Respectfully Submitted:** Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

BUDGET MEETING MINUTES – NOVEMBER 27, 2013

The meeting was called to order at 7:22 PM by Council President Michelle Dunham, and the meeting was recorded. The following Council members were in attendance; President Michelle Dunham, Vice President Rodney Lee, Philip De Long and Robert Manahan. Also attending were Mayor Dan Dunham, and Duane Clark.

**Preliminary 2014 Budget:**

Discussion was had concerning the progress of revisions to the 2014 Budget. Individual items were discussed and the final proposed version was created. Motion by Philip De Long, 2<sup>nd</sup> by Michelle Dunham to accept the 2014 Proposed Budget as presented. Roll call vote: all responded “yes”, motion carried. Duane Clark to advertise that the budget is available for public inspection in *The Daily Review*.

**New Business:**

Motion by Michelle Dunham, 2<sup>nd</sup> by Rodney Lee to contact Matthews Trucking to purchase 20 Tons(or minimum purchase quantity) of PennDOT approved cinders @ \$19.30/ton. Roll call vote: all responded “yes”, motion carried.

Motion by Michelle Dunham, 2<sup>nd</sup> by Philip De Long to purchase a case of 16 water meters and 3 pit lids for approximately \$2,500. Roll call vote: all responded “yes”, motion carried.

**Public Input:**

None

**Adjournment:**

The meeting was adjourned at 7:44 PM

**Respectfully Submitted:** Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – DECEMBER 4, 2013

The meeting was called to order at 7:11 PM by Council President Michelle Dunham, and the meeting was recorded. The following Council members were in attendance; President Michelle Dunham, Vice President Rodney Lee, Philip De Long and Robert Manahan. Also attending were Mayor Dan Dunham and Duane Clark.

Michelle Dunham opened the meeting with a moment of silence and the Pledge of Allegiance.

**Minutes:**

The minutes of the 11/20/13 work meeting were read. Corrections were noted. Motion by Michelle Dunham, 2<sup>nd</sup> by Rodney Lee to approve the minutes as corrected. Vote: all in favor, none against, motion carried.

The minutes of the 11/27/13 budget meeting were read. Corrections were noted. Motion by Michelle Dunham, 2<sup>nd</sup> by Robert Manahan to approve the minutes as corrected. Vote: all in favor, none against, motion carried.

**Treasurer's Report:**

The bank account balances at 11/30/13 were reported & discussed. A question was raised about the source of the General Fund Super Money Fund account, Duane Clark will look into it. A question was raised about the CD listed in the General Fund, Duane Clark will look into it.

Duane Clark updated the council on the progress of updating QuickBooks with the bills, preparing & filing the past due payroll tax returns & payments, status of the final version of proposed budget, bank account block & borough phone account.

**Bills:**

The bills to be paid were read and a few questions were asked & answered. Motion by Rodney Lee, 2<sup>nd</sup> by Michelle Dunham to pay the bills as presented. Roll call vote: all responded "yes", motion carried.

**Resolutions:**

Motion by Robert Manahan, 2<sup>nd</sup> by Rodney Lee to approve Resolution 2013-12-TCC, appointing the delegates to the Bradford County Tax Collection Committee. Vote: all in favor, none against, motion carried.

Motion by Philip De Long, 2<sup>nd</sup> by Rodney Lee to approve Ordinance 2013-12, setting the Borough Real Estate Tax rates for 2014. Roll call vote: all responded "yes", motion carried.

Motion by Philip De Long, 2<sup>nd</sup> by Rodney Lee to approve Resolution 2013-12-A, setting the Water system billing rates for 2014. Roll call vote: all responded “yes”, motion carried.

Motion by Philip De Long, 2<sup>nd</sup> by Michelle Dunham to approve Resolution 2013-12-B as corrected, setting the Sewer system billing rates for 2014. Roll call vote: all responded “yes”, motion carried.

**Executive Session:** Council went into Executive Session at 7:55PM for discussion of personnel matters, and returned from Executive Session at 8:11PM

Motion by Michelle Dunham, 2<sup>nd</sup> by Philip De Long to advance Duane Clark from probationary status to regular employee status, to pay him additional compensation for September through December 2013 in the amount of \$750.00, and to revise his Secretary/Treasurer salary to \$910.00 per month. Roll call vote: all responded “yes”, motion carried.

**Committee Reports:**

***Emergency Management:*** None.

***Borough Maintenance:*** None.

***Highway:*** Dan Dunham confirmed that the cinders were ordered and would be delivered sometime this week. Also, a worksheet for the bridge repair project was sent to 3 contractors.

***Park:*** None.

***Sewer:*** None.

***Water:*** None.

**Unfinished Business:**

Michelle Dunham discussed the 2014 Municipal Real Estate Tax Form

**New Business:**

Discussion was had concerning the Animal Control & Noise ordinance.

Discussion was had concerning the snow plowing & road conditions after the first snowfall.

Discussion was had concerning a request to release any borough claim on a very old property. Motion by Michelle Dunham, 2<sup>nd</sup> by Philip De Long to reply to the request that there was no claim by the borough from old water/sewer bills against said property. All in favor, none against, motion carried.

**Public Input:**

None

**Next Regular Monthly Meeting:**

Monday, January 6, 2014 at 7:00 PM (State Mandated Reorganization Meeting)

**Next Monthly Work Meeting:**

Wednesday, December 18, 2013 at 7:00 PM

**Adjournment:**

The meeting was adjourned at 8:37 PM

Respectfully submitted; Duane Clark-Secretary/Treasurer

These Minutes were approved with corrections at the December 20, 2013 Council Meeting

## NEW ALBANY BOROUGH

### COUNCIL MEETING MINUTES – DECEMBER 18, 2013

The meeting was called to order at 7:04 PM by Council President Michelle Dunham, and the meeting was recorded. The following Council members were in attendance; President Michelle Dunham, Vice President Rodney Lee, Philip De Long and Robert Manahan. Also attending were Mayor Dan Dunham and Duane Clark.

Michelle Dunham opened the meeting with a moment of silence and the Pledge of Allegiance.

#### **Minutes:**

The minutes of the 12/04/13 meeting were read. Corrections were noted. Motion by Robert Manahan, 2<sup>nd</sup> by Rodney Lee to approve the minutes as corrected. Vote: all in favor, none against, motion carried.

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

The bank account balances at 12/16/13 were reported & discussed. Duane Clark answered Council's question about the source of the General Fund Super Money Fund account and explained that after the bank researched the source of funds for the CD listed under General Funds, it was revised to be included under Sewer Funds.

Duane Clark updated the council on the progress of filing the past due payroll tax returns & payments, 2013 Liquid Fuels funds check, & incoming PEMA funds.

#### **Bills:**

The bills to be paid were read and a few questions were asked & answered. Of note, the bill from PEMA for the \$46,665.68 balance due was received & added to the list. Motion by Robert Monahan, 2<sup>nd</sup> by Rodney Lee to pay the bills as presented. Roll call vote: all responded "yes", motion carried.

#### **Committee Reports:**

***Emergency Management:*** Dale Hatch was not in attendance but had reported to Michelle Dunham that he would be taking online NIMS courses to stay in compliance.

***Borough Maintenance:*** Justin has been out of town for his job, discussion was had about cleaning out drains before Sunday's rain.

***Highway:*** Dan Dunham reported on the progress of getting the Fawcett Ave bridge repaired. 2 of 3 contractors contacted had given quotes of \$19k & \$29k but PEMA only allowed \$11k for the project. Also, PennDOT had run a camera in the pipe from the Hubler Street drain and found it was badly corroded & needs to be replaced, and the pipe going across the street was plugged and causes flooding on Rte 220. It was noted that a discussion was had with Randy Wilcox about the snow plowing after the first plowable snowfall and trouble areas were identified.

**Park:** Michelle Dunham reported that on 11/17/13 2 drains were cleaned out with help from volunteers for community service.

**Sewer:** Michelle is waiting for Fred Johnson to be able to come meet with Council, take a walk through the sewer plant and offer his recommendations for areas that need attention. Discussion was had about the motor in the other pump needs to be taken out to be repaired & then re-installed & the pump placed back in service.

**Water:** Robert Manahan questioned the status of the heater in the pump house. Does it need to be turned on?

**Unfinished Business:**

Motion by Michelle Dunham, 2<sup>nd</sup> by Robert Manahan to adopt the proposed 2014 Budget. Roll call vote: all responded “yes”, motion carried.

**New Business:**

Discussion was had concerning the Blanket Accident Insurance for volunteers. Motion by Philip De Long, 2<sup>nd</sup> by Robert Manahan to approve the \$200 premium for the insurance. Roll call vote: all responded “yes”, motion carried.

Motion by Philip De Long, 2<sup>nd</sup> by Rodney Lee to accept the Engineering Services Agreement from Stiffler, McGraw & Associates. Roll call vote: all responded “yes”, motion carried.

**Public Input:**

None

**Next Regular Monthly Meeting:**

Monday, January 6, 2014 at 7:00 PM (State Mandated Reorganization Meeting)

**Special End-of-Year Meeting:**

Sunday, December 29, 2013 at 12:30 PM

**Adjournment:**

The meeting was adjourned at 8:15 PM

Respectfully submitted; Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

SPECIAL END-OF-YEAR MEETING MINUTES – DECEMBER 29, 2013

The meeting was called to order at 12:34 PM by Council President Michelle Dunham, and the meeting was recorded. The following Council members were in attendance; President Michelle Dunham, Vice President Rodney Lee, Philip De Long and Robert Manahan. Also attending were Mayor Dan Dunham, and Duane Clark.

**Treasurer's Report:**

The bank account balances at 12/16/13 were reported & discussed.

**Bills:**

The final year end bills to be paid were read and a few questions were asked & answered. Motion by Philip De Long, 2<sup>nd</sup> by Michelle Dunham to pay the bills as presented. Roll call vote: all responded "yes", motion carried.

**New Business:**

Discussion was had concerning a resident who was hesitant to allow a Borough employee in his house to change a meter. Borough Maintenance employee Justin Bailey volunteered, at his own request, to have the Borough run a background check on him to alleviate any residents' concerns. Motion by Rodney Lee, 2<sup>nd</sup> by Michelle Dunham to approve the cost of a background check on Justin Bailey. Roll call vote: Michelle Dunham, Rodney Lee & Robert Manahan responded "yes", Philip De Long responded "no", motion carried.

Discussion was had concerning the repair of a water shut-off in a resident's driveway. Motion by Philip De Long, 2<sup>nd</sup> by Rodney Lee to approve the purchase of supplies needed to repair the shut-off. Roll call vote: all responded "yes", motion carried.

Discussion was had concerning the repair of a fire hydrant. Motion by Philip De Long, 2<sup>nd</sup> by Rodney Lee to approve the purchase of supplies needed for Justin Bailey to repair the fire hydrant. Roll call vote: all responded "yes", motion carried.

**Public Input:**

None

**Adjournment:**

The meeting was adjourned at 1:07 PM

Respectfully submitted, Duane Clark-Secretary/Treasurer