

NEW ALBANY BOROUGH

BIENNIAL REORGANIZATION MEETING MINUTES – JANUARY 6, 2014

The meeting was called to order at 7:29 PM by Mayor Daniel Dunham, and the meeting was recorded. Also attending were Council Member Michelle Dunham and Duane Clark.

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

Swearing in of new Council members:

After receiving signed Affidavits of Residency from each newly elected Council member, Mayor Daniel Dunham administered the Oath of Office to Rodney Lee, Robert Manahan, Philip De Long, Walter (Dave) Manley, and William McBride.

Roll Call:

A Roll call was taken, and the following Council members were present: Rodney Lee, Robert Manahan, Philip De Long, Walter (Dave) Manley, William McBride and Michelle Dunham.

Election of Officers:

Mayor Daniel Dunham asked for nominations for Council President. Michelle Dunham was nominated and accepted. Hearing no other nominations, a vote was taken; All in favor, None opposed.

Mayor Daniel Dunham asked for nominations for Council Vice-President. Rodney Lee was nominated and accepted. Hearing no other nominations, a vote was taken; All in favor, None opposed.

Mayor Dunham transferred control of the meeting to Council President Michelle Dunham.

Resolutions:

Resolution 01-06-2014 – Appointment for Council Vacancy; Discussion was had concerning the appointment to fill the vacant council seat. Motion by Michelle Dunham, 2nd by Rodney Lee to appoint Stacy McBride to the vacant council seat. Vote taken; All in favor, None opposed, motion carried.

Stacy McBride submitted her Affidavit of Residency and took the Oath of Office administered by Mayor Daniel Dunham, then joined the Council meeting

Minutes:

The minutes of the 12/18/13 meeting were read. Corrections were noted. Motion by Philip De Long, 2nd by Stacy McBride to approve the minutes as corrected. Vote: all in favor, none opposed, motion carried.

The minutes of the 12/29/13 meeting were read. No corrections were noted. Motion by Rodney Lee, 2nd by Michelle Dunham to approve the minutes as presented. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 1/03/14 were reported & discussed. Duane Clark pointed out that the \$46,665 repayment to PEMA had cleared the General Fund bank account, and that the PEMA Project 4030 funds had been received, \$8,338.00 was disbursed to M.R. Dirt and the \$14,563.50 balance was restricted for use only for the Project 4030 bridge repair.

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

Bills:

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

Committee Reports: Committee members were selected to serve as follows;

Emergency Management: Dale Hatch, Bonnie Gill & Justin Bailey.

Borough Maintenance: Justin Bailey.

Highway: Rodney Lee & Dave Manley

Discussion was had concerning a request for the plowing of New Alley. Motion by Rodney Lee, 2nd by Dave Manley to include New Alley when snow is plowed. Vote taken, All in favor, none opposed, motion carried.

Park: Philip De Long & Stacy McBride

Sewer: Robert Manahan, William McBride & Michelle Dunham

Michelle Dunham reported that she, Justin Bailey and Robert Manahan had been working with DEP to get the sewer plant up to code with containment of chemicals, safety equipment & labeling & organizing. Some items would need to be purchased to enable this. Motion by Rodney Lee, 2nd by Stacy McBride to approve purchase of approximately \$600 of supplies. Roll call vote; all responded Yes, motion carried.

Water: Robert Manahan, William McBride & Michelle Dunham

Unfinished Business:

None.

New Business:

Michelle Dunham presented a letter of resignation by the Borough's meter reader employee Dave Manley, effective 12/31/2013. Motion by Philip De Long, 2nd by Michelle Dunham to accept the resignation. All in favor, none opposed, motion carried.

Discussion was had concerning the schedule for the 2014 Council meetings. It was decided that the 1st & 3rd Wednesday evenings at 7PM at the social hall was agreeable to all. Duane Clark will advertise.

Public Input:

It was brought up that there is still a problem with one of the street lights not coming on. Michelle Dunham said she would call Penelec again.

Next Regular Monthly Meeting:

Wednesday, January 22, 2014 at 7:00 PM

Adjournment:

The meeting was adjourned at 8:36 PM

Respectfully submitted; Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – JANUARY 22, 2014

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, Philip De Long, Dave Manley, Robert Manahan, Bill McBride and Stacy McBride. 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 1/06/13 Reorganization meeting were read. Corrections were noted. Motion by Robert Manahan, 2nd by Bill McBride to approve the minutes as corrected. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 1/21/14 were reported & discussed. Duane Clark updated the council on the progress of filing the past due payroll tax returns & payments, 2013 Liquid Fuels funds check, & results of the 2011 & 2012 Liquid Fuels audit.

Bills:

The bills to be paid were read and discussed. Motion by Philip De Long, 2nd by Michelle Dunham to pay the bills as presented. Roll call vote: all responded "yes", motion carried.

Committee Reports:

Emergency Management: No report.

Borough Maintenance: No report.

Highway: Dan Dunham reported on the progress of the Hubler Street project. Discussion was had about adding fixing the drainage on the street before paving it, and the process to get some possible CDBG funds to help pay for it.

Park: No report.

Sewer: Michelle Dunham reported on the USDA walk-through of the sewer plant. No negative issues were identified.

Water: Michelle Dunham reported on the water line breaks in the past week or so and discussion followed about the specific places that were fixed or shut off.

Unfinished Business:

A short discussion was had about the transfers to the Water & Sewer reserve accounts

New Business:

Discussion was had concerning the Blue Ridge cable franchise agreement we received. A question was raised about why they were asking for a renewal 3 years early. Duane Clark will follow up on it.

Public Input:

None

Next Regular Monthly Meeting:

Wednesday, February 5, 2014 at 7:00 PM

Adjournment:

The meeting was adjourned at 8:34 PM

Respectfully submitted; Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – FEBRUARY 19, 2014

The meeting was called to order at 7:02 PM by Council President Michelle Dunham. The following Council members were in attendance; Michelle Dunham, Rodney Lee, Dave Manley, Robert Manahan, and Stacy McBride. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

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

Minutes:

The minutes of the 1/22/14 Council meeting were read. Corrections were noted. Motion by Rodney Lee, 2nd by Dave Manley to approve the minutes as corrected. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 2/18/14 were reported & discussed. Duane Clark updated the council on the progress of filing the past due payroll tax returns & payments, 2013 Liquid Fuels funds check, & noted that W-2's and 1099's had been mailed.

Bills:

The bills to be paid were read and discussed. Motion by Rodney Lee, 2nd by Robert Manahan to pay the bills and make transfers as presented. Roll call vote: all responded "yes", motion carried.

Committee Reports:

Emergency Management: Dale Hatch had nothing to report.

Borough Maintenance: Justin Bailey discussed the need to purchase some supplies, and suggested that Council consider purchasing a pick-up truck for borough maintenance activities and central storage of tools & supplies.

Highway: Michelle Dunham reported on an issue with snow plowing and an alley being blocked. Discussion was had about plowing the allies, and Michelle will check into the ordinance. Justin Bailey asked about the possibility of repairing a culvert drain pipe that was bent in. After discussion, council decided to wait until Spring to consider further.

Park: No report.

Sewer: Michelle Dunham reported on the results of the work to find and dig out the sewer manholes, and the clean out of asphalt & debris from them. Discussion was had about the manholes being covered and the status of the sewer plant. A question was asked whether there was any insurance coverage that would help with the manhole cleanout costs.

Water: Michelle Dunham reported that water bills went out to residents for costs associated with fixing water leaks.

Unfinished Business:

A short discussion was had about the resolution that specifies transfers to the Water & Sewer reserve accounts. Michelle Dunham to research the original council decision(motion or resolution) & get current council clarification on the annual requirement.

New Business:

Duane Clark explained that after numerous phone calls to Accountants & CPA's from Towanda to Tunkhannock, only 3 were found that perform municipal audits. 2 had given engagement letters, and the 3rd had not supplied any quote and advised he would not be able to begin work on the audit until 6 weeks after it was due. After some discussion, Motion by Rodney Lee, 2nd by Michelle Dunham to engage the firm of Lochen & Chase to perform the 2013 audit of the Borough's financial records and complete the DCED Audit Report.

It was also noted that the fire hydrants in the Borough need to be shoveled out of the snow.

Public Input:

None

Next Regular Monthly Meeting:

Wednesday, March 5, 2014 at 7:00 PM

Adjournment:

The meeting was adjourned at 9:15 PM

Respectfully submitted; Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – MARCH 5, 2014

The meeting was called to order at 7:00 PM by Council President Michelle Dunham. The following Council members were in attendance; Michelle Dunham, Rodney Lee, Dave Manley, and Robert Manahan. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

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

Minutes:

The minutes of the 2/19/14 Council meeting were read. Corrections were noted. Motion by Dave Manley, 2nd by Rodney Lee to approve the minutes as corrected. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 3/04/14 were reported & discussed. Duane Clark updated the council on the progress of the 2013 audit, a credit received from Towanda Water, and the annual reports that had been filed.

Bills:

The bills to be paid were read and discussed. Motion by Rodney Lee, 2nd by Philip De Long to pay the bills and make transfers as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

None

Committee Reports:

Emergency Management: Dale Hatch reported that he was working on updating the Borough emergency plan.

Borough Maintenance: Michelle Dunham reported that maintenance was being done on only the top priority issues due to the recent costs of water leaks and sewer repairs.

Highway: Discussion was had about the condition of the roads, potholes, humps, etc. Dan Dunham reported on the progress of the bridge repair project. A permit is needed to work in the stream and a signature by an Engineer is required. These additional costs were submitted to PEMA to see if any more funds were available from them. We are still waiting to hear back on funding for the paving and drainage repairs to Hubler Street.

Park: It was noted that we should start planning for Spring Clean-up Day. Bob Manahan will get the lawnmower maintenance done & discussion was had concerning the possibility of park maintenance work being done as a Senior Project.

Sewer: Michelle Dunham reported on the condition of the sewer plant & getting the pumps sent out for repairs. Michelle also reported that the wiring at the sewer plant should be looked at by some electricians and bids for the work needed to fix it should be acquired. Discussion was had concerning the need for funding for the upcoming sewer plant repairs.

Water: Michelle Dunham reported on the fixing of the current water leaks, and discussion was had that with temperatures warming up that water services can be shut off.

Unfinished Business:

A short discussion was had about Council's past decision that specifies transfers to the Water & Sewer reserve accounts. Michelle Dunham will research & get council clarification on the annual requirement.

Discussion was had concerning the signing of the Blue Ridge Cable Franchise Agreement. A question was asked whether the agreement gave Blue ridge Cable any exclusive rights. Duane will look into it.

New Business:

Discussion was had concerning the roll-over of the maturing Water & Sewer Reserve CD's. Motion by Michelle Dunham, 2nd by Philip De Long to transfer the CD's into their respective Super Money Funds rather than rolling back over into CD's. Roll call vote: all responded "yes", motion carried.

Discussion was had concerning the Sewer manhole recently dug up for clean out. Motion by Michelle Dunham, 2nd by Rodney Lee that the Borough absorb the cost of digging up the manhole & cleanout that was done, and the borough would ask the Fire department to contribute to the cost of installing a riser and fixing the manhole properly. Roll call vote: Michelle Dunham, Rodney Lee, Robert Manahan & Dave Manley - "yes", Philip De Long - "no", motion carried.

Duane Clark presented a Power of Attorney document to council, that was requested by Equifax, the borough's third party Unemployment Compensation agent. Duane reported that the Borough Solicitor had reviewed the document and advised that it was fine for the Borough to sign. Motion by Philip De Long, 2nd by Dave Manley to grant Equifax the Power of Attorney in the Borough's unemployment matters. Roll call vote: all responded "yes", motion carried.

Next Regular Monthly Meeting:

Wednesday, March 19th, 2014 at 7:00 PM

Adjournment:

The meeting was adjourned at 8:20 PM

Respectfully submitted; Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – MARCH 19, 2014

The meeting was called to order at 7:02 PM by Council Vice-President Rodney Lee. The following Council members were in attendance; Rodney Lee, Robert Manahan, Philip De Long, Bill McBride, Stacy McBride and Dave Manley. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Rodney Lee opened the meeting with a moment of silence and the Pledge of Allegiance.

Minutes:

The minutes of the 3/05/14 Council meeting were read. Corrections were noted. Motion by Bill McBride, 2nd by Stacy McBride to approve the minutes as corrected. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 3/18/14 were reported & discussed. Duane Clark updated the council on the progress of the 2013 audit and the fact that 2 of the CDs matured & were rolled into the SMF accounts. Duane also discussed some additional financial reports showing the January-February 2014 Budget vs Actual P&L's and the March 2014 transactions to date.

Bills:

The bills to be paid were read and discussed. Motion by Robert Manahan, 2nd by Philip De Long to pay the bills and make transfers as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

Street light at corner of May & Main still out. Duane to call Penelec again.

Committee Reports:

Emergency Management: No Report.

Borough Maintenance: Philip De Long reported that the church questioned whether their water meter was working properly, discussion was had that the meter was recently changed to a new one.

Highway: Dan Dunham reported that there was no response yet about the bridge repair project. Discussion was had about getting the remaining cinders moved back under cover and mixed with the fine ash cinders purchased early in the winter. Discussion was had about the newly announced Dirt/Gravel & low volume road fund. This will be looked into.

Park: Discussion was had about the upcoming uses of the park. So far it was noted that the Easter egg hunt was coming soon, and there was a request from Child Evangelism Fellowship for their event in July.

Sewer: No report.

Water: No report.

Unfinished Business:

No update was discussed regarding the transfers to the Water & Sewer reserve accounts, pending the outcome of Michelle Dunham's research & council clarification on the annual requirement.

Discussion was had concerning the signing of the Blue Ridge Cable Franchise Agreement. Duane Clark reported that Section 4 of the agreement specifically states that the agreement is not exclusive to Blue Ridge Communications. Motion by Philip De Long, 2nd by Robert Manahan to sign the franchise agreement. Vote: all in favor, none opposed, motion carried.

Discussion was had about residents should be keeping their property cleaned up and the Borough ordinance that addresses that.

New Business:

None.

Next Regular Monthly Meeting:

Wednesday, April 2nd, 2014 at 7:00 PM

Adjournment:

The meeting was adjourned at 7:55 PM

Respectfully submitted; Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – APRIL 2, 2014

The meeting was called to order at 7:01 PM by Council President Michelle Dunham, and the meeting was recorded. The following Council members were in attendance; Michelle Dunham, Rodney Lee, Robert Manahan, Philip De Long, Bill McBride, and Dave Manley. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

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

Minutes:

The minutes of the 3/19/14 Council meeting were read. No Corrections were noted. Motion by Philip De Long, 2nd by Dave Manley to approve the minutes as presented. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 3/31/14 were reported & discussed. Duane Clark updated the council on the results of the 2013 audit and discussed the auditor's comments. Duane then reported to council on the current and recent historical Water/Sewer Accounts Receivable balances. Discussion was had about stepping up the shut-off process & enforcing the ordinance with residents that are behind on their payments.

Bills:

The bills to be paid were read and discussed. Motion by Rodney Lee, 2nd by Bill McBride to pay the bills and make transfers as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

Update-Street light at corner of May & Main repaired & working.

Resident asked about Borough noise ordinance, as it pertains to barking dogs. Short discussion followed

Committee Reports:

Emergency Management: Duane Clark reported that Bradford County Emergency Management had left a message on the Borough voicemail about not getting our Hazard Identification & Risk Evaluation Worksheet back yet and wanting to meet with a representative from the Borough

Borough Maintenance: No report

Highway: Discussion was had about the borough road projects. The tentative date scheduled for the road drains to be cleaned out is the weekend of April 26-27th. Robert Manahan reported that he had cleaned off the drain at the corner of Wyalusing-New Albany Road & Main Street

Park: The Easter egg hunt was scheduled for April 12th & it was noted that the trash cans need to be put out. Discussion was had about the condition of the electric service to the gazebo & the old shed. Discussion was had concerning the need for adult supervision at different times at the park. Motion by Bill McBride, 2nd by Michelle Dunham to empty out & tear down the small white shed/building in the park as a safety hazard. Vote: All in favor, none opposed, motion carried

Sewer: Duane reported that Gannon Insurance wanted to send someone out to locate & identify the Borough's property to confirm accuracy of insurance coverage. Duane will give Robert Manahan contact info to Insurance company to schedule a walk around.

Water: Discussion was had concerning the water bills and that shut-offs of past due accounts would start being more strongly enforced according to the Borough's ordinance.

Unfinished Business:

Discussion was had concerning the requirement for building up our Sewer & Water reserves. Motion by Michelle Dunham, 2nd by Rodney Lee that the Sewer and Water Funds should each contribute \$2,500 each year to an account as an emergency reserve, and that the contribution could be made during the year on a quarterly basis. Roll call vote: all responded "yes", motion carried.

New Business:

Motion by Michelle Dunham, 2nd by Rodney Lee to designate May 17, 2014 from 8:00AM – Noon for the Borough Spring Cleanup day. Also it would be communicated to residents that the Saturday before, 5/10/14 would be a town Yard Sale for all that wished to participate. Roll call vote: all responded "yes", motion carried

At this point the Council went into Executive Session to discuss Personnel topics, at 8:42 PM, and returned to the open meeting at 8:54 PM, Philip De Long had to leave the meeting. Motion by Michelle Dunham, 2nd by Rodney Lee that the Borough should advertise for a part-time Maintenance employee. Roll call vote: all responded "yes", motion carried.

Next Regular Monthly Meeting:

Wednesday, April 16th , 2014 at 7:00 PM

Adjournment:

The meeting was adjourned at 8:59 PM

Respectfully submitted; Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – APRIL 16, 2014

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; Michelle Dunham, Rodney Lee, Robert Manahan, Stacy McBride, Bill McBride, and Dave Manley. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

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

Minutes:

The minutes of the 4/02/14 Council meeting were read. Corrections were noted. Motion by Rodney Lee, 2nd by Bill McBride to approve the minutes as corrected. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 4/15/14 were reported & discussed. Duane Clark reported to council that the last C&N CD had matured & was deposited in the SMF account, and that all Q1 payroll taxes were paid.

Bills:

The bills to be paid were read and discussed. Motion by Robert Manahan, 2nd by Bill McBride to pay the bills and make transfers as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

Borough resident John Harkens volunteered to help install the security cameras at the park. He also brought to Council's attention the actions of some of the kids in town, and suggested council consider a P/T Police officer, which should also slow down some of the traffic on Rte 220. He also pointed out that the borough really needs an Ordinance Enforcement officer, particularly in regards to the upkeep of properties in the borough, and that council should look into an ordinance used by other municipalities that has consequences to a landlord after the police come to the property because of the actions of the tenants.

Committee Reports:

Emergency Management: No Report

Borough Maintenance: Discussion was had regarding the clean out of drains on May 3rd.

Highway: Dan Dunham reported that both the Hubler Street repaving & drainage project and the bridge repair project were still alive and some progress was being made toward acquiring additional funds for both projects. Stacy McBride discussed a large pothole that needs to be filled. Motion by Stacy McBride, 2nd by Bill McBride to purchase a tri-axle load of modified stone at the best price available, to be used wherever needed in the borough. Roll call vote: all responded "yes", motion carried. Rodney Lee will make some calls and purchase at the best price.

Park: Discussion was had that the park cleanup day would also be May 3rd. Discussion was had about the behavior of some kids in the park, and the recent use of soft pellet air guns. When the security cameras get installed and signs are displayed about the park rules, then the State Police will be called to enforce them.

Sewer: Michelle Dunham reported on the status of the illegally demolished apartment building, and that multiple violations had been identified and agencies involved. Actions were being taken to get access to the sewer lines and get them capped off, and the water lines were bent and will need to be repaired.

Water: Michelle Dunham reported that 27 shut-off notices were going out.

Unfinished Business:

None

New Business:

USDA Loan -Duane Clark reported to council that he started investigating the opportunity to refinance the current Sewer plant loan through the USDA. Various initial rate possibilities were presented & discussed, and it was the consensus of the Council to pursue this further, and to get formal proposals from various lenders.

Accounts Receivable insurance -Duane Clark reported to council that it might be possible to recover some of the Water&Sewer amounts that were receivable in February 2013 when the Borough office was vandalized and the records were stolen. It was the consensus of Council for Duane to pursue this further with the insurance company.

Motion by Michelle Dunham, 2nd by Rodney Lee to have the previous Council Meeting Minutes and upcoming Agenda with bills for approval listed, emailed to the council members at their borough email address no later than each Monday evening prior to each next meeting. Vote: all in favor, none opposed, motion carried.

Motion by Michelle Dunham, 2nd by Stacy McBride to approve paying the \$250 registration fee for the Borough Tax Collector to attend the 2 day seminar being put on by Bradford County. Roll call vote: all responded "yes", motion carried.

Bill McBride asked about starting a Neighborhood Watch program and Dan Dunham relayed some information about a past attempt to get one started.

Rodney Lee inquired about the Borough making charitable donations to some groups. Discussion followed regarding the more recent changes to the laws that make such donations of taxpayer's funds an ethics violation. Duane Clark will look into this and get a list of approved charitable donation recipients.

Next Regular Monthly Meeting: Wednesday, May 7th, 2014 at 7:00 PM

Adjournment:

The meeting was adjourned at 8:59 PM

Respectfully submitted; Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – MAY 7, 2014

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; Michelle Dunham, Rodney Lee, Robert Manahan, Stacy McBride, Bill McBride, and Dave Manley. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

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

Minutes:

The minutes of the 4/16/14 Council meeting were read. A Correction was noted. Motion by Bill McBride, 2nd by Stacy McBride to approve the minutes as corrected. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 4/30/14 were reported & discussed. Duane Clark reported to council that he attended the 4/21 Bradford County Boroughs Association meeting, and the 5/01 Eastern Bradford County Council of Governments meeting. Discussion topics were mostly related to the FEMA Floodplain ordinance requirements, and the new road sign retroreflectivity requirements, and the need to have a Sign Inventory Management plan in place by June 13, 2014. Also, progress being made on the USDA loan refinancing and putting together the Accounts Receivable insurance claim.

Bills:

The bills to be paid were read and discussed. Motion by Rodney Lee, 2nd by Bill McBride to pay the bills and make transfers as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

Borough resident Peter Bryan asked when will the non-operating fire hydrants get fixed? Michelle Dunham responded that the Borough had recently purchased the repair kits, and that she had discussed with Towanda Water & Sewer about them sending someone to show our maintenance employee Justin Bailey how to do the repairs within the next month. Resident Dan Hallishead also reported a disturbance on his street late one night, and following discussion determined that the police had been called and had taken care of the situation.

Committee Reports:

Emergency Management: Michelle Dunham reported that she and Mayor Daniel Dunham had met with Bradford County Emergency Management at their offices, and discussed a number of hazard mitigation issues. Michelle proposed we organize a training class and invite some of the neighboring municipalities to come and participate in a presentation by the Emergency Management Agency. Dale Hatch reported that he had updated the Borough's Emergency Management Plan, and had removed some of the old non-pertinent items.

Borough Maintenance: Michelle Dunham reported that we had received a few responses to the ad for a part-time maintenance person, and suggested that Duane Clark contact the candidates and recommend any suitable candidates to Council after he interviewed them. It was the consensus of Council to do so. Michelle reported that Justin had been working at the sewer plant, replacing water meters and working on fire hydrants. Discussion was had about filling some other potholes with the stone that was purchased.

Highway: Dan Dunham reported that resident Chris Allen offered to excavate, replace & back-fill the sluice pipe on Wood Street if the Borough purchased the new pipe. Michelle Dunham will get a price quote for the new pipe. Discussion was also had regarding replacement of a 6" pipe behind the Library, as reported by Dale Hatch.

Park: Michelle Dunham reported that the park had been mowed, & discussion was had about future mowing and water sealing the tables. Michelle explained to Council a plan to have volunteer parents, scheduled to supervise the park this Summer, and made a motion that the Borough approve the purchase of \$250.00 worth of balls and other park play supplies to be checked out & returned by kids at the park. 2nd by Stacy McBride, Roll call vote: all responded "yes", motion carried.

Sewer: Michelle Dunham reported that the sewer plant was operating well. Discussion was had with Dale Hatch about the Fire Department moving ahead with purchasing the riser and getting the manhole filled back in.

Water: Michelle Dunham reported that, of the 27 shut-off notices, 16 residents signed payment agreements, 9 paid what was due and only 2 services were shut off. Resident Dave Berkley reported his water meter had been leaking for 3 weeks and had discussed getting his bill adjusted with Justin Bailey when he came to repair the meter. Michelle said she would check into the details with Justin.

Unfinished Business:

Duane Clark reported that an Ad had been run about the 5/10 Town-wide yard sale, also the 3 dumpsters were ordered from NTSWA for the 5/17 Spring Cleanup Day. Duane also reported that based on information received from the PSAB Boroughs Discussion Group, that the Borough Code specifically prohibits Boroughs from donating tax dollars to anyone. Also, PennDot put us on the list to get the speed limit radar trailer, and estimated it to be delivered near the end of May or early June.

Motion by Michelle Dunham, 2nd by Stacy McBride to contact John Harkens to act as New Albany Borough Ordinance Enforcement Officer, and giving him approval to represent the Borough in any hearings related to enforcing the Borough Ordinances. Vote: All in favor, none opposed, motion carried.

Michelle updated council on the apartment building demolition. The owners have until Friday the 16th to file their permits to get approval to start the clean up.

New Business: None

Next Regular Monthly Meeting: Wednesday, May 21st, 2014 at 7:00 PM

Adjournment: The meeting was adjourned at 8:59 PM

Respectfully submitted; Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – MAY 21, 2014

The meeting was called to order at 7:06 PM by Council President Michelle Dunham, and the meeting was recorded. The following Council members were in attendance; Michelle Dunham, Rodney Lee, Robert Manahan, Stacy McBride, Bill McBride, Philip De Long and Dave Manley. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 5/07/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. A Correction was noted. Motion by Rodney Lee, 2nd by Michelle Dunham to approve the minutes as corrected. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 5/16/14 were reported & discussed, and a breakdown of the General Fund deposit was reported.

Bills:

The bills to be paid were discussed. Motion by Philip De Long, 2nd by Rodney Lee to pay the bills and make transfers as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

None.

Committee Reports:

Emergency Management: Michelle Dunham confirmed with council members that they would be available July 16 for the Emergency Management training class.

Borough Maintenance: Duane Clark reported on the results of discussions with the part-time maintenance candidates. Motion by Michelle Dunham, 2nd by Robert Manahan to re-advertise for a part-time maintenance person. Roll call vote: all responded "yes", motion carried.

Highway: Discussion was had about the various drain pipes the borough has at various locations, and whether any could be used for the Wood Street replacement project. 1 pipe needs to be removed from the Brian Canfield property.

Park: Philip De Long explained to new Council members the plans to install and use of cameras in the park. Motion by Michelle Dunham, 2nd by Stacy McBride to purchase cameras for installation at the park. Roll call vote: all responded "yes", motion carried. Stacy also reported that the benches & tables had been stained and other park clean up work had been done.

Sewer: Michelle Dunham reported that the sewer plant inspection by DEP resulted in some issues being pointed out that need to be remedied, and a Corrective Action needs to be written up. A Sewer Technician from PA Rural Water Association would be coming on 5/22 to review the sewer plant and offer their advice for any issues that need to be fixed. A "Smoke Test" of the sewer system piping would be scheduled at a future date. Discussion was had about the chemicals purchased for the sewer plant being better accounted for, and the fact that some maintenance tasks are not being done.

Water: Michelle Dunham reported that shut-off notices were being sent out and shut-off were scheduled for 5/28 at 5 PM.

Unfinished Business:

Discussion was had regarding contacting John Harkens to act as New Albany Borough Ordinance Enforcement Officer.

Council asked Duane Clark to contact PennDOT about the process to get engine brake retarder prohibition signs put up on Rte 220, and to follow up on the Radar speed limit trailer.

Duane updated council on the various terms offered by 2 local banks for the USDA loan refinancing. Pending getting some estimated repair cost estimates from Fred Johnson and PA Rural Water Association, the amount of additional borrowing can be determined.

Michelle updated council on the apartment building demolition. The owners buried everything including the sewer line and it is currently a DEP issue.

New Business:

None

Next Regular Monthly Meeting: Wednesday, June 4th, 2014 at 7:00 PM

Adjournment: The meeting was adjourned at 8:26 PM

Respectfully submitted; Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – JUNE 4, 2014

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; Michelle Dunham, Rodney Lee, Robert Manahan, and Stacy McBride, . Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 5/21/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. A Correction was noted. Motion by Rodney Lee, 2nd by Michelle Dunham to approve the minutes as corrected. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 5/31/14 were reported & discussed, and Duane Clark reported on the findings of the bank's further research into the source of the General Fund, Super Money Fund account. Since the 11/09/2012 deposit of \$21,153.12 was actually the 2011 Act13 funds, as confirmed by the PA Office of Vendor Management, these funds were transferred to the General Fund-Act13 bank account. Also a brief discussion followed, about May water/sewer billing, May payments deposit and current A/R balance. Michelle Dunham reported that shut-off notices would be going out again.

Bills:

The bills to be paid were discussed. Motion by Robert Manahan, 2nd by Rodney Lee to pay the bills and make transfers as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

None.

Resolutions & Ordinances:

Michelle Dunham reported that 6 were being revised by the Borough Solicitor & they would be presented at a future meeting.

Committee Reports:

Emergency Management: Michelle Dunham discussed the July 16 date for the Emergency Management training class.

Borough Maintenance: Michelle Dunham discussed some of the maintenance activities that need to be done, and council instructed the Secretary to re-advertise for a part-time maintenance person. Motion was approved at 5/21 meeting.

Highway: Dan Dunham presented the borough's Sign Management Program for adoption, as required by June 13th. Motion by Rodney Lee, 2nd by Michelle Dunham to adopt the Sign Management program as presented. Vote: All in favor, none opposed, motion carried.

Dan also discussed the possibility of applying for some 2014 CDBG funds for work needed on the Fawcett Street culvert, it was the consensus of council to proceed with the application process.

Duane Clark reported that PennDOT had approved the borough's 2007 request to be able to install signs prohibiting the use of engine brakes in the borough. The Borough needs to pass an ordinance, purchase & install the signs, then submit a form to PennDOT to notify them that the signs are installed. Motion by Rodney Lee, 2nd by Stacy McBride to have the Solicitor draw up an Engine Brake Prohibition ordinance. Roll call vote: all responded "yes", motion carried.

Park: Discussion was had about Philip De Long's details of the equipment needed for the park cameras. Council recommended getting 6 cameras instead of the 4 listed.

Michelle Dunham reported on the initial days of the kids program at the park. It is going well overall.

Duane Clark reported that Gannon Insurance had issued a \$148 credit for duplicate coverage of the picnic pavilions.

Sewer: Michelle Dunham reported that the estimated cost of rebuilding 1 of the blowers would be approximately \$1,800 and to purchase a new one was approximately \$3,000. Discussion was had about the recommendations from PRWA and Fred Johnson. Motion by Rodney Lee, 2nd by Michelle Dunham to buy 1 new blower and get the blower that is replaced refurbished. Roll call vote: all responded "yes", motion carried.

Discussion was had with Dale Hatch about the Fire Company completing the repair of the sewer manhole.

Water: Dale Hatch reported that he had flushed a number of fire hydrants recently. Someone still needs to repair the ones that are not working.

Rodney Lee will request the water shut-off tool from Justin Bailey. Michelle & Philip De Long will do shut-offs.

Unfinished Business:

Michelle updated council on the apartment building demolition. DEP and the borough solicitor are working on all the issues & violations from this demolition.

New Business:

None

Next Regular Monthly Meeting: Wednesday, June 18th, 2014 at 7:00 PM

Adjournment: The meeting was adjourned at 8:05 PM

Respectfully submitted; Duane Clark-Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – JUNE 18, 2014

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; Michelle Dunham, Rodney Lee, Robert Manahan, Bill McBride and Stacy McBride. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 6/04/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. Motion by Rodney Lee, 2nd by Stacy McBride to approve the minutes as presented. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 6/16/14 were reported & discussed, and Duane Clark reported on the contents of the borough's safety deposit box in PS Bank in Wysox & requested approval to transfer it to a box at PS Bank in Wyalusing. Motion by Michelle Dunham, 2nd by Rodney Lee to transfer safety deposit box from PS Bank Wysox branch to PS Bank Wyalusing branch. Vote: all in favor, none opposed, motion carried.

Bills:

Some additional bills were added to the list originally emailed. The bills to be paid were discussed. Motion by Robert Manahan, 2nd by Rodney Lee to pay the bills and make transfers as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

Resident Peter Bryan asked council about when the water drainage pipe would be re-routed from his private property, as the water run-off is deteriorating the corner of his house. Michelle Dunham will get information from PRWA to apply for funding at the upcoming CDBG grant meeting.

Resolutions & Ordinances:

Michelle Dunham emailed drafts of the Park ordinance and the Security Camera ordinance for council to review for discussion at a future meeting.

Committee Reports:

Emergency Management: Dale Hatch reported he was continuing to study the Emergency Management book.

Borough Maintenance: Nothing to report.

Highway: Dan Dunham reported that the survey for low to moderate income did not meet the minimum criteria to get the CDBG funds for the Fawcett Street culvert repair project.

Dan also discussed the possibility of applying for some 2014 CDBG funds for the bridge repair project.

The Hubler Street project was approved by the Bradford County grant office, and now goes before the Commissioners for final funding approval. This will fix the drainage on both sides of the street and PennDOT will fix the catch basin.

Dan & Michelle Dunham will take pictures & measurements of a number of potholes around the borough and present for council's approval for which ones should be repaired first with some Act 13 funds.

Stacy McBride asked when PennDOT will come & do the street sweeping. Duane Clark to contact PennDOT.

Park: Dan Dunham reported that the chain between the fire hydrants was broken again. Dale Hatch will look into it.

Sewer: Michelle Dunham reported that we received the new blower, which was installed and the old one was sent out to be refurbished.

Dale Hatch reported that the Fire Company had completed the repair of the sewer manhole.

Motion by Michelle Dunham, 2nd by Robert Manahan to approve sending Larry Rohe to a basic wastewater plant operation training class in Stroudsburg, paying him for his hours & expenses and the cost of the class. Roll call vote: all responded "yes", motion carried.

Michelle Dunham reported that there is a blockage in the sewer pipe somewhere between 2 manholes that needs to be cleaned out. Motion by Robert Manahan, 2nd by Rodney Lee to call in Roto-Rooter with a camera to find & clean out the blockage. Roll call vote: all responded "yes", motion carried.

Water: Michelle Dunham reported that 22 shut-off notices had been sent out and Rodney Lee confirmed he had gotten the water shut off tool from Justin Bailey.

Rodney Lee asked when the water/sewer billing process would be given to the Borough Secretary/Treasurer. Discussion followed and Michelle Dunham assured council that the process would be transferred by Monday. Discussion was also had concerning the posting of Borough office hours.

Unfinished Business:

Michelle reported that the borough solicitor advised not to allow churches or other parties that were not part of the borough to have access to using the borough's security camera system.

New Business:

Robert Manahan reported that a truck & trailer were being parked at the borough park parking lot. Michelle Dunham will look into the property line maps. Rodney Lee responded that he had permission from the Mayor to park there. Dan Dunham replied that Greg Gowin had parked there before when he lived there.

Next Regular Monthly Meeting: Wednesday, July 2nd, 2014 at 7:00 PM

Adjournment: The meeting was adjourned at 8:12 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – JULY 9, 2014

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 at Roll Call; Michelle Dunham, Rodney Lee, Robert Manahan and Stacy McBride. Also attending were Mayor Dan Dunham and Secretary Duane Clark. Council members Dave Manley arrived at 7:04 and Philip De Long arrived at 7:06, before any motions were voted on.

Minutes:

The reading of the minutes of the 6/18/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. 2 additions were noted. Motion by Rodney Lee, 2nd by Michelle Dunham to approve the minutes as amended. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 7/08/14 were reported & discussed, and Duane Clark reported that the transfers for the 1st quarter and 2nd quarter 2014 fire hydrant rental, and the water reserve were done, and funds were too low in the Sewer account to transfer for the sewer reserve. Also the 2014 check for the Act-13 funds of \$17,627 was received & deposited. Duane also reviewed the amount & sources of the June & YTD revenue deposits.

Bills:

The bills to be paid were discussed. Motion by Robert Manahan, 2nd by Stacy McBride to pay the bills and make transfers as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

Resident David Berkley asked what the Borough was going to do about the tree that fell down on Hubler Street. Council asked Duane Clark to contact the Borough's insurance agent to inquire about filing a claim.

Resolutions & Ordinances:

Michelle Dunham reported that our Solicitor was still working on a number of ordinances, & they will be presented for council to review and discuss at a future meeting.

Committee Reports:

Emergency Management: A reminder was discussed about the Emergency Management training class scheduled for July 16th, and Duane reported that of the 8 municipalities invited, only Terry Township had responded that they would not be attending.

Borough Maintenance: Duane Clark presented his recommendation to council of the candidate for the part-time maintenance position. After further discussion, council asked that both candidates be asked to come for interviews before the EM Class on 7/16. Duane to schedule.

Highway: Duane Clark reported that the speed radar trailer was booked for the rest of the Summer, but PennDOT put us back on the list to get it again in very late Summer or early Fall. Also, that PennDOT intends to do the street sweeping in July and will get back in touch with us ahead of time to let us know the schedule.

Park: Robert Manahan reported he put a new belt on the mower for the park & mowed the grass. Rodney Lee reported that a church group had inquired about reserving the park, and discussion followed about information & keys getting forwarded from Michelle Dunham to Park Committee member Phil De Long so he could get back to the church group. Some discussion followed about getting the park ready for the upcoming CEF Day Camp that would be starting the next week.

Sewer: Robert Manahan discussed the need for the Standard Operating Procedures(SOP) to get done per DEP's recommendation, so that the required tasks were known and were getting done at the Sewer plant.

Michelle Dunham began discussion about the need for a hands-on Sewer Plant Manager that would have the time and responsibility to make sure the procedures at the sewer plant were getting done properly. Michelle will ask around to see if there is anyone that is interested and qualified to do this.

Duane Clark inquired about the disposition of at least 13 chemical drums that deposits were paid on, but have never been returned to the vendor. Michelle said she would contact the Dushore sewer plant to follow up on that

Michelle reported she is still working with Fred Johnson and Tom from PRWSA to get the estimated cost information for repairs to the sewer plant.

Motion by Robert Manahan, 2nd by Michelle Dunham to purchase a battery for the sewer plant's backup generator. Roll call vote: all responded "yes", motion carried.

Water: Michelle Dunham reported that 2 vacant properties were shut-off and that Accounts Receivable was down to approx. \$13,000 for water/sewer billing, plus approx. \$7,000 of repair reimbursement and building demolition related charges, from the previous \$24,000 balance owed.

Unfinished Business:

The USDA loan refinancing is on hold until we get documentation for the sewer plant repair costs needed.

Duane Clark reported on the inability to get the police report for the Front Street office break in, and will continue working on putting together an insurance claim for the lost A/R.

Rodney Lee asked about when the Secretary would be getting everything needed to do the Water/Sewer billing. Michelle Dunham replied that the Secretary had the current meter readings and she would be going over the billing accounts with Duane on the upcoming Friday morning.

New Business:

Dave Manley reported he had been asked about the enforcement of ordinances in the Borough, particularly relating to refuse on properties & junk cars, etc. Resident Robert Hollingshead reported that there were tires on the roof of a condemned house on Rte. 220, and is concerned about the standing water for mosquitos. Michelle Dunham will contact Code Inspections, Inc.

Next Regular Monthly Meeting: Wednesday, August 6, 2014 at 7:00 PM

Adjournment: The meeting was adjourned at 8:25 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – August 6, 2014

The meeting was called to order at 7:03 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Rodney Lee, Robert Manahan, Dave Manley and Stacy McBride. Also attending were Mayor Dan Dunham and Secretary Duane Clark. Michelle Dunham had to leave the meeting at approximately 7:15 and Vice-President Rodney Lee ran the remainder of the meeting.

Minutes:

The reading of the minutes of the 7/09/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No corrections or additions were noted. Motion by Rodney Lee, 2nd by Michelle Dunham to approve the minutes as presented. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 7/31/14 were reported & discussed, and Duane Clark reported that the transfers for the 1st quarter and 2nd quarter 2014 sewer reserve were done. Duane also reviewed the amounts & sources of the July & YTD revenue deposits as well as the July water/sewer billing and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. Motion by Stacy McBride, 2nd by Dave Manley to pay the bills and make transfers as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

Resident Beth God, who has been volunteering at the park this Summer, reported that the monkey bars need to be painted and offered to organize getting that done if Council would approve the purchase of the paint & supplies needed. Later, Beth also brought up the fact that there has been only 3 volunteers running the concession stand so far and asked if council could let people know more help is needed. Council suggested a note be included in the August water/sewer bills to that effect.

Resolutions & Ordinances:

Duane Clark reported that our Solicitor was still working on a number of ordinances, & they will be presented for council to review and discuss at a future meeting. Discussion was had about the Bradford County commissioners' request for a resolution endorsing their new tourism & promotion efforts, any action was tabled until after the 8/26/14 Bradford County Boroughs Association meeting where speakers were going to present their points.

Committee Reports:

Emergency Management: Feedback from the Emergency Management training class held on July 16th, was that it had matched up with the Borough's Emergency Management procedures book.

Borough Maintenance: Motion by Rodney Lee, 2nd by Dave Manley to hire Raymond Hallet as a part-time Maintenance person @ \$13.50 per hour. Roll call vote: all responded "yes", motion carried. Dan Dunham reported that Joe Hickey told him that he would be available for any plumbing or maintenance work as a contractor.

Highway: Dan Dunham reported that we still had not heard anything back from the Commissioners about the CDBG project funds. Duane Clark updated that PennDOT just recently got the street sweeping equipment & intends to do the street sweeping in the next week and will get back in touch with us ahead of time to let us know the schedule. Duane was asked to make up flyers to notify residents when we are informed.

Park: Discussion was had about scheduling reservations for use of the park. Stacy McBride will get in touch with Phil De Long to get the park reservation calendar.

Discussion was had about painting the monkey bars at the park. Motion by Stacy McBride, 2nd by Dave Manley to authorize the purchase of the appropriate paint, brushes & supplies needed. Rodney Lee suggested a limit of \$25.00 Roll call vote: all responded “yes”, motion carried.

Robert Manahan asked about the progress of getting the cameras installed in the park Dan Dunham replied that we were waiting for the ordinance(s) from our Solicitor.

Sewer: Discussion was had regarding the disposition of at least 13 chemical drums that deposits were paid on, but have never been returned to the vendor. No report was available from the Dushore sewer plant to follow up on that.

Dan Dunham reported that Terry Selleck was going to meet with Michelle to discuss & furnish an estimate for the repair and proper burying of the pipes at the sewer plant. No final estimated repair costs for the sewer plant were available yet to decide on the loan refinancing.

Water: Duane Clark reported that approximately 20 water/sewer accounts were at least 60 days past due and subject to receiving shut-off notices.

Unfinished Business:

Discussion was had regarding council choosing which potholes to get repaired. Dan & some council members arranged to meet to look at the pictures & actual potholes to identify which ones Dan would get quotes on repairing, so that council could consider approval at the next meeting.

New Business:

Discussion was had about setting a tentative date for the Borough’s Trick-or-Treat day so that the other groups involved could begin their planning. A tentative date of Sunday, October 26th, from 4-6 PM was selected and the other groups will be contacted to confirm.

Discussion was had regarding Duane’s request to open a savings account at PS Bank to roll the Sewer reserve CD that just matured into. Motion by Rodney Lee, 2nd by Robert Manahan, Vote: all in favor, none opposed, motion carried.

Discussion was had regarding the Borough enrolling in a program through C&N Bank to accept credit card payments from residents. There is a 1 time set-up cost of \$99.00 and no further charges to the Borough, with a minimal convenience fee to be added to the card holder’s account. Motion by Stacy McBride, 2nd by Rodney Lee to proceed with this program. Roll call vote: all responded “yes”, motion carried.

Next Regular Monthly Meeting: Wednesday, August 20, 2014 at 7:00 PM

Adjournment: The meeting was adjourned at 8:35 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – August 20, 2014

The meeting was called to order at 7:13 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Robert Manahan, Philip De Long and Dave Manley. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 8/06/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. 1 correction was noted. Motion by Robert Manahan, 2nd by Philip De Long to approve the minutes as corrected. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 8/18/14 were reported & discussed, and Duane Clark reported on the transfers from the Water Fund to the Sewer Fund for previous months bill collections. Duane also reviewed the amounts & sources of the August & YTD revenue deposits as well as the August water/sewer billing and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. Motion by Michelle Dunham, 2nd by Robert Manahan to pay all bills except Crawford Septic service until the question about the disposal fee was resolved, and make transfers as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

None

Resolutions & Ordinances:

Brief mention was made about the Bradford County commissioners' request for a resolution endorsing their new tourism & promotion efforts, any action was tabled until after the 8/26/14 Bradford County Boroughs Association meeting where speakers were going to present their points.

Discussion was had about the Engine Brake Retarder sample ordinance that Solicitor Jonathan Foster submitted for council's review. Michelle & Duane will discuss with Jonathan at meeting with him next week.

Committee Reports:

Emergency Management: No report.

Borough Maintenance: Michelle Dunham reported that new maintenance employee Ray Hallett had been doing some work at the sewer plant.

Highway: Dan Dunham reported that he had worked with Bob, Bill & Stacy to prioritize the potholes to be repaired and called M.R. Dirt 3 times for quotes needed before 9/03 meeting.

Dave Manley reported he had filled in 10-12 potholes on Railroad Street with the stone that the borough purchased. Also Dave reported that Rodney Lee & a resident had filled in some on Fawcett Ave.

Park: Dan Dunham reported that someone had broken in to the concession stand by climbing up through the soffit. He had since asked Dale Hatch to put some boards up to close off that access.

Sewer: Michelle Dunham reported that the sewer plant was working well.

Water: No report.

Unfinished Business:

Michelle reported she was still working on compiling a list of costs of expected repairs to the sewer plant.

New Business:

Michelle reported that she would send the application for the annual sewer permit to Stiffler McGraw to fill in their portion.

Motion by Michelle Dunham, 2nd by Philip De Long to appoint Ray Hallet as Code Enforcement Officer, who volunteered to perform the service at no charge. Vote: All in favor, None opposed, motion carried.

Dave Manley reported that some residents had complained to him about junk cars on residents' properties, and Bob Manahan discussed that there were some junk tires still on residents' properties around town also.

Next Regular Monthly Meeting: Wednesday, September 3, 2014 at 7:00 PM

Adjournment: The meeting was adjourned at 7:58 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – September 3, 2014

The meeting was called to order at 7:05 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Robert Manahan, Dave Manley and Stacy McBride. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 8/20/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No corrections or additions were noted. Motion by Stacy McBride, 2nd by Robert Manahan to approve the minutes as presented. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances at 8/31/14 were reported & discussed, and Duane Clark reported on the transfer from the PS Bank Sewer savings account to the C&N Water account for August bill collections. Duane also reviewed the amounts & sources of the August & YTD revenue deposits as well as the August water/sewer billing and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. Motion by Michelle Dunham, 2nd by Dave Manley to pay all bills as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

None

Resolutions & Ordinances:

Discussion was had about the FEMA required update to the Floodplain Ordinance. Duane Clark and Dan Dunham reported to Council on the points discussed at a meeting with Borough Solicitor Jonathan Foster, Sr., and the subject and recommendations for the options in various sections of the ordinance. Motion by Michelle Dunham, 2nd by Robert Manahan to approve the Solicitor to advertise the Floodplain Ordinance for adoption at the 10/01/14 Council Meeting. Vote: all in favor, none opposed, motion carried.

Duane Clark reported to Council on the presentations made at the August 26th meeting of the Bradford County Boroughs Association by Commissioners Doug McLinko and Daryl Miller as well as Jean Ruhf from the Endless Mountains Visitors Bureau. Discussion followed regarding the various points and questions about how either side's assertions would affect the Borough of New Albany. Motion by Michelle Dunham, 2nd by Robert Manahan to not respond to the Commissioners' request for a resolution supporting their plan to form a tourism promotion agency and withdraw from the EMVB. Vote: all in favor, none opposed, motion carried.

Duane Clark updated Council about the Engine Brake Retarder and Security Camera ordinances, in that Solicitor Jonathan Foster was preparing more concise ordinances to be submitted for council's review.

Committee Reports:

Emergency Management: No report.

Borough Maintenance: No report.

Highway: Dan Dunham presented a quote from M.R. Dirt of \$4,779.91 to repair the potholes that were selected. Motion by Michelle Dunham, 2nd by Stacy McBride to accept the quote and to proceed with scheduling M.R. Dirt to do the road repairs. These repairs will be paid for using Act 13 funds. Roll call vote: all responded “yes”, motion carried.

Dave Manley reported he had filled in about 90% of the potholes on Railroad Street with the stone that the borough purchased.

Park: Dan Dunham reported that some kids had broken in to the concession stand by climbing up through the soffit. Dale Hatch has put some boards up to close off that access.

Commendation was given to Suzanne Mahoney and Beth God for all their time spent this Summer supervising the park program.

A reminder that there was a reservation for use of the park on 9/07, and discussion was had about preparing to get the park ready to be closed for the Winter.

Sewer: Michelle Dunham reported that there had been an electrical problem at the sewer plant, and that the backup blower needs to get hooked up. Council asked that a reminder be sent with the water/sewer bills that no baby-wipes or any other un-approved item be put through the sewer system.

Water: No report.

Unfinished Business:

Michelle reported she would email Duane a list of costs for the expected repairs to the sewer plant by Friday.

Michelle stated she would take care of buying the paint for the monkey bars in the park

It was discussed that PennDOT swept the street (Rte 220) recently, and that they had to go around vehicles parked on the side of the road since PennDOT never notified the Borough when the sweeping would be done.

New Business:

None

Next Regular Monthly Meeting: Wednesday, September 17, 2014 at 7:00 PM

Adjournment: The meeting was adjourned at 8:10 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES- SEPTEMBER 17, 2014

The meeting was called to order at 7:07 PM by President, Michelle Dunham. The following Council members were in attendance at Roll Count; Michelle Dunham, Robert Manahan, Stacy McBride and Rodney Lee. Also in attendance was Mayor Daniel Dunham.

Michelle Dunham is acting Secretary for 09/17/2014

Minutes:

The reading of the minutes of 9/3/2014 Council Meeting was waived as council received the minutes by e-mail in advance of the meeting. No corrections or additions were noted. Motion made by Stacy McBride, 2nd by Robert Manahan to approve the minutes as presented. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The bank account balances as of 09/17/2014 were reported and Discussed. Michelle Dunham reviewed the report Secretary Duane Clark provided. Michelle also reviewed the amounts and sources of the September & YTD revenue deposits as well as the August water/sewer billing and Accounts receivable balances.

Bills:

The bills to be paid were discussed. Motion made by Rodney Lee, 2nd by Stacy McBride to pay bills as presented. Roll call vote: all responded "yes", motion carried.

Public Input: None

Resolution & Ordinances: None

Committee Reports:

Emergency Management: None

Borough Maintenance: None

Highway:

Dan Dunham has been in contact with M.R. Dirt waiting for an estimated date for Paving to be completed. Dan Dunham has been in contact with Robin DeAnna regarding the 2013 CDBG. The project is approved but we have to wait for the environmental study to be Completed.

Dan Dunham reminded council to inform any residents that may complain about the use of ATV's on borough street/property may be turned into the state police. However, the police will not write a citation without a affidavit from the witness.

Park:

Council scheduled a day to meet at the park to review the old pump house. Council is evaluating the items that remain in the building and future storage. Council feels that taking down the building is necessary for public safety.

Maintenance will be closing the park for the seasons.

Water:

Council will meet Sept. 28, 2014 to look over the water towers security, fencing and discuss necessities to ensure trespassers safety and borough water customers water supply.

Sewer:

Michelle discussed the aeration system and the current condition of the sewer plant. Pipe's are scheduled to be changed and new blower properly installed in the next two weeks.

Unfinished Business: (*Re-scheduled*) Trick or Treat will be 10/26/2014 at 3-5PM. Halloween Party will follow trick or treat at the New Albany Volunteer Fire Company Social Hall.

Several Properties need to be notified of violating borough property maintenance ordinance. Letter's of violation need to be sent to home owners.

Executive Session: (7:45PM – 8:15PM) Council discussed Secretary/Treasurers one year review.

New Business: Michelle Dunham made a motion to increase Duane Clark's monthly pay to \$1200.00 per month. Beginning October 1, 2014. Rodney Lee 2nd the motion.
Role call vote: All said “Yes”, motion carried.

Respectfully Submitted by Michelle Dunham, Council President

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – October 1, 2014

The meeting was called to order at 7:18 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Robert Manahan, Dave Manley and Rodney Lee. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 9/17/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No corrections or additions were noted. Motion by Robert Manahan, 2nd by Dave Manley to approve the minutes as presented. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The Treasurer's Report was given & discussed, and Duane Clark reported on the transfers to the Water & Sewer Super Money Funds for the 3rd quarter reserve installments and from the General Fund checking account to the Water account for 3rd quarter Fire Hydrant rental. Duane also reviewed the amounts & sources of the September & YTD revenue deposits as well as the September water/sewer billing, collections and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. Motion by Rodney Lee, 2nd by Michelle Dunham to pay all bills as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

None

Resolutions & Ordinances:

Motion by Michelle Dunham, 2nd by Robert Manahan to adopt the Floodplain Ordinance 2014-01. Roll call vote: all responded "yes", motion carried.

Committee Reports:

Emergency Management: No report.

Borough Maintenance: No report.

Highway: Motion by Michelle Dunham, 2nd by Robert Manahan to advertise for sealed bids for 2015 winter snow removal and cindering. Roll call vote: all responded "yes", motion carried.

Park: No report.

Sewer: Duane Clark recommended that the trash container at the sewer plant be changed from the current 4 cubic yard to a smaller one to save some costs as the current one doesn't have very much in it when emptied. NTSWA quoted \$100/mo for 2 cubic yards and \$90/mon for 1.5 cubic yards. Motion by Michelle Dunham, 2nd by Rodney Lee to change the container to a 1.5 cubic yard size. Roll call vote: all responded "yes", motion carried.

Michelle reported that the aeration line at the sewer plant had been repaired.

Water: No report.

Unfinished Business:

None

New Business:

Discussion was had about installing new, or fixing the current chain at the entrance of the Borough's water storage tank.

Discussion was had about getting all the items that are in the storage building at the park that was falling down, moved elsewhere so that building could be torn down, as it is currently a safety hazard.

Next Regular Monthly Meeting: Wednesday, October 15, 2014 at 7:00 PM

Adjournment: The meeting was adjourned at 7:48 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – October 15, 2014

The meeting was called to order at 7:09 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Robert Manahan, Dave Manley and Rodney Lee. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 10/01/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No corrections or additions were noted. Motion by Rodney Lee, 2nd by Dave Manley to approve the minutes as presented. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The Treasurer's Report was given & discussed. Duane also reviewed the amounts & sources of the October & YTD revenue deposits as well as the October water/sewer billing, collections and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. Motion by Robert Manahan, 2nd by Michelle Dunham to pay all bills as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

None

Resolutions & Ordinances:

None

Committee Reports:

Emergency Management: No report.

Borough Maintenance: No report.

Highway: Dan Dunham reported that the potholes on Main Street got filled last week by M.R. Dirt.

Park: Discussion was had that the New Albany Children's Fund would like to use the park for its annual Halloween party after Trick-or-Treating on October 26th.

Rodney Lee reported that a tree in the park needs to be taken down as parts are falling off it now.

Dan Dunham also reported that the Borough had received 2 reservations for the park for next Summer.

Sewer: Duane Clark reported 3 quotes for performing the maintenance on the Generator at the sewer plant, including replacing the battery. Motion by Michelle Dunham, 2nd by Rodney Lee to award the maintenance service to Brickhouse Services of Laceyville. Roll call vote: all responded "yes", motion carried.

Michelle reported that the electric work outside the sewer plant really has to be repaired. There are some unsafe situations with extension cords now and timers should be installed on the blowers. S&B Construction estimated it would cost about \$2,000 to do the work. Motion by Michelle Dunham, 2nd by Rodney Lee to have S&B Construction do the work that was necessary for up to \$2,000. Roll call vote: all responded “yes”, motion carried.

Water: Michelle Dunham reported that Bob Manahan oversaw the digging up & replacement of the curb stop at the Baptist Church by Peter Bryan & others.

Unfinished Business:

None

New Business:

Discussion was had about a number of water shut-offs being in resident’s driveways, or buried or otherwise inaccessible. Council briefly discussed that something may need to be done to fix the situations, and the topic was tabled for further discussion.

Duane Clark reported that he had begun a search for an external Auditor to do the 2014 audit and complete the DCED Financial report

Duane also handed out the first, tentative draft of the proposed 2015 Budget, and gave a general overview of some of the items that he had changed from 2014. Council will look over the Budget and bring any questions or suggestions for additions or revisions to a future meeting.

Next Regular Monthly Meeting: Wednesday, November 19, 2014 at 7:00 PM

Adjournment: The meeting was adjourned at 7:51 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – November 5, 2014

The meeting was called to order at 7:04 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Robert Manahan, Dave Manley and Stacy McBride. Philip De Long arrived at 7:10 before the vote on bill payment approval. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 10/15/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. One addition to the Water Committee report was noted by Michelle Dunham. Motion by Dave Manley, 2nd by Michelle Dunham to approve the minutes as corrected. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The Treasurer's Report was given & discussed. Duane also reviewed the amounts & sources of the October & YTD revenue deposits as well as the October water/sewer billing, collections and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. Additions to the list of bills included the Towanda Water bill for \$1,243.68 and a \$125.00 bill to be received from Peter Bryan for work digging & replacing the curb stop at the Baptist Church. Dan Dunham also noted that the \$1,413.00 blower repair bill could be paid with Act 13 funds. Motion by Robert Manahan, 2nd by Michelle Dunham to pay all bills as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

None

Resolutions & Ordinances:

None

Committee Reports:

Emergency Management: No report.

Borough Maintenance: Maintenance employee Ray Hallett reported some difficulties with finding & accessing curb stop shut-offs. One residence for example, had built a porch over the shut off. Discussion followed that all residents should be warned and that there were a number of different issues with many curb stops.

Highway: Discussion was had regarding the quality of the cinders left over from last year and ordering new ones for this year. Motion by Michelle Dunham, 2nd by Stacy McBride to order a load of new cinders, and to ask for pricing on bags of salt. Roll call vote: Dave Manley had left the meeting at 7:20, the remaining 4 council members replied "yes", motion carried.

Stacy McBride reported that a couple of residents had asked if some potholes could get filled again with the stones.

Dan Dunham reported that the 2nd round of hearings are yet to be done for the final approval of the CDBG funds for the bridge repair project.

Park: Robert Manahan reported that he had fixed a couple of picnic tables at the park. Michelle Dunham reported that the concession stand had been winterized, and that the park was ready to be closed down for the Winter.

Sewer: Duane Clark reported on the results of the maintenance on the generator at the sewer plant.

Duane was asked to get an estimated cost from our Engineers for their services on completing the sewer permit. Michelle Dunham reported that the sewer plant was working well, and Robert Manahan brought up a discussion about getting the belts replaced on the blower motor.

Water: Discussion was had about how the recent shut-offs had worked. Robert Manahan suggested that the persons going to do a shut off should have a copy of the delivery confirmation for the shut off notice, to better be able to respond to a resident's statement about not getting the shut-off notice. It was also suggested that a Shut-Off pin-up sheet be created that could be posted on a resident's door notifying them that the water was, in fact, turned off, and how to contact the borough to get it turned back on.

Unfinished Business:

Duane Clark reported on his results of contacting various Accountants & getting estimates to perform the 2014 Audit & DCED Annual Report. Motion by Michelle Dunham, 2nd by Robert Manahan to appoint Graves Accounting & Consulting Services in Factoryville to perform the audit for \$3,000.00 Roll call vote: Michelle Dunham, Robert Manahan & Stacy McBride responded "yes", Philip De Long abstained, motion carried.

Budget: Duane Clark started a brief discussion about the 2015 Budget, and reminded council to think about any future capital projects that would benefit from setting aside some funds in the budget in the next few years so it wouldn't be a large use of funds out of 1 year. Discussion was had about having a couple of budget workshop meetings on Sunday afternoons, 11/16 & 11/30. All were in favor and Duane will advertise them. Philip De Long asked that a current report of 2014 Actual vs. Budget be emailed to council to review before the budget meeting.

New Business:

Duane Clark reported that he had received a request from the Bradford County Veterans Memorial Park Association to come to a council meeting & make a presentation. It was the consensus of council to schedule them to attend an upcoming meeting.

Duane also reported that the Borough had received the 2013 Financial report from the New Albany Volunteer Fire Department, and that we had received a letter from PennDOT estimating our 2015 Liquid Fuels funds to be \$9,004.06

Next Regular Monthly Meeting: Wednesday, November 19, 2014 at 7:00 PM

Budget meeting: Sunday, November 16, 2014 at 12:30 PM

Adjournment: The meeting was adjourned at 8:11 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – November 19, 2014

The meeting was called to order at 7:00 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Robert Manahan, Dave Manley, Bill McBride and Stacy McBride. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 11/05/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No changes or additions were noted. Motion by Robert Manahan, 2nd by Stacy McBride to approve the minutes as presented. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The Treasurer's Report was given & discussed. Duane also reviewed the fund transfers, amounts & sources of the November & YTD revenue deposits as well as the November water/sewer billing, collections and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. One addition to the list of bills was a payroll check for Ray Hallett of \$165.90. Motion by Dave Manley, 2nd by Stacey McBride to pay all bills as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

A presentation was given by Joe Doherty from the Bradford County Veterans Memorial Park Association.

Resolutions & Ordinances:

Motion by Michelle Dunham, 2nd by Robert Manahan to adopt Resolution 2014-01 to appoint Graves Accounting & Consulting Services as the Independent Auditor for the 2014 financials and DCED Annual Report. Roll call vote: all responded "yes", motion carried.

Committee Reports:

Emergency Management: No report.

Borough Maintenance: No report.

Highway: The sealed bids for the 2015 snow plowing & cindering were opened & read. The 2 bids were submitted by Wilcox Automotive and J&K Construction and Excavating. After discussion, and considering that no specifications were given by the Borough, the decision to award the bid was tabled pending a request back to both bidders to resubmit their bids based on specifications to be sent them by the Secretary.

Park: No report.

Sewer: No report.

Water: No report.

Unfinished Business:

2015 Budget – Discussion was had regarding a number of items on the various tentative fund budgets. Additional discussions will follow at the 11/30 Budget Workshop meeting.

New Business:

Discussion was had regarding the support requested by the Bradford County Veterans Memorial Park Association, and a decision was tabled pending some feedback from the borough residents through a question on the 12/03/14 water/sewer bills.

Next Regular Monthly Meeting: Wednesday, December 3, 2014 at 7:00 PM

Budget meeting: Sunday, November 30, 2014 at 12:30 PM

Adjournment: The meeting was adjourned at 8:58 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – December 3, 2014

The meeting was called to order at 7:05 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Robert Manahan, Philip De Long, Dave Manley, and Stacy McBride. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 11/19/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No changes or additions were noted. Motion by Philip De Long, 2nd by Stacy McBride to approve the minutes as presented. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The Treasurer's Report was given & discussed. Duane also reviewed the fund transfers, amounts & sources of the November & YTD revenue deposits as well as the November water/sewer billing, collections and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. Motion by Stacey McBride, 2nd by Philip De Long to pay all bills as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

None

Resolutions & Ordinances:

Discussion was had regarding the 2015 Tax Millage ordinance, 2015 Water Rate resolution, 2015 Sewer rate resolution, and the 2015 TCC Resolution, pending adoption of the 2015 Budget at the next meeting.

Committee Reports:

Emergency Management: No report.

Borough Maintenance: Michelle Dunham reported that it will be necessary for Ray Hallett to spend an additional ½ hour per day working at the sewer plant.

Highway: The updated bids for the 2015 snow plowing & cindering were opened & read. The 2 bids were submitted by Wilcox Automotive and J&K Construction and Excavating. After discussion, motion by Michelle Dunham, 2nd by Stacy McBride to award the snow plowing & cindering for 2015 to J&K Construction and Excavating, having the lower cost bid. Roll call vote: all responded "yes", motion carried.

Park: No report.

Sewer: No report.

Water: Discussion of recent shut-off notices was had. Michelle Dunham asked the Secretary to see if Towanda Water could email us the daily flow readings so we could monitor for system leaks.

Unfinished Business:

2015 Budget – Discussion was had regarding the revised proposed budget numbers. Robert Manahan reminded that the \$1,000 payment to the NAVFD for the Fire Protection Agreement should be added to the budget. Motion by Michelle Dunham, 2nd by Robert Manahan to advertise the proposed 2015 budget to be adopted at the next meeting, 12/17/14. Roll call vote: all responded “yes”, motion carried.

New Business:

Discussion was had regarding the NAVFD being allowed to use the boroughs wifi internet access at the Social Hall. Philip De Long said he would assist with getting that set up.

Discussion was had regarding the retention of Stiffler McGraw as the borough’s Engineer for 2015. Motion by Michelle Dunham, 2nd by Robert Manahan, Vote: all in favor, none opposed, motion carried.

Discussion was had, and Sunday, December 28th at 12:30 was chosen for the End of Year meeting. The Secretary will advertise it.

Next Regular Monthly Meeting: Wednesday, December 17, 2014 at 7:00 PM

End of Year meeting: Sunday, December 28, 2014 at 12:30 PM

Adjournment: The meeting was adjourned at 8:25 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – December 17, 2014

The meeting was called to order at 7:02 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Rodney Lee, Robert Manahan, Philip De Long, Dave Manley, Bill McBride and Stacy McBride. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 12/03/14 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No changes or additions were noted. Motion by Rodney Lee, 2nd by Michelle Dunham to approve the minutes as presented. Vote: all in favor, none opposed, motion carried.

Treasurer's Report:

The Treasurer's Report was given & discussed. Duane also reviewed the fund transfers, amounts & sources of the November & YTD revenue deposits as well as the December water/sewer billing, collections and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. Motion by Michelle Dunham, 2nd by Philip De Long to pay all bills as presented. Roll call vote: all responded "yes", motion carried.

Public Input:

None

Resolutions & Ordinances:

Actions taken following the 2015 Budget discussion during Unfinished Business.

Committee Reports:

Emergency Management: No report.

Borough Maintenance: No report.

Highway: Discussion was had regarding filling the potholes on Pelton Hill Road, and getting the side ditch dug out to prevent the water from running across the road part way up the hill. Council asked that Wilcox Automotive and J&K Excavating be contacted & ask their suggestions for repairs.

Park: No report.

Sewer: Michelle reported that a motor had burned out, and electricity to the sewer plant was off at the Penelec pole. The generator has been running for a couple days and Penelec had just notified her that power was restored. She and Bob Manahan will check the plant after the meeting to make sure generator turned off.

Michelle also reported that residents are still flushing cloth towels, diapers, wipes and other unapproved items into the sewer system. She will be contacting PRWA to come and determine where we can install traps in the sewer lines to find out where the items are coming from.

Water: Motion by Michelle Dunham, 2nd by Robert Manahan to order a couple of cases of new meters before the end of the year so the meter replacement program could continue. Roll call vote: all responded “yes”, motion carried.

Unfinished Business:

2015 Budget – Discussion was had regarding the proposed 2015 budget. Motion by Michelle Dunham, 2nd by Philip De Long to adopt the proposed 2015 budget. Roll call vote: all responded “yes”, motion carried.

Motion by Philip De Long, 2nd by Rodney Lee to adopt Ordinance 2014-12 fixing the Real Estate tax millage rate for 2015. Roll call vote: all responded “yes”, motion carried.

Motion by Robert Manahan, 2nd by Dave Manley to adopt Resolution 2014-12-B fixing the Water system billing rates for 2015. Roll call vote: all responded “yes”, motion carried.

Motion by Philip De Long, 2nd by Rodney Lee to adopt Resolution 2014-12-A fixing the Sewer system billing rates for 2015. Roll call vote: all responded “yes”, motion carried.

Motion by Dave Manley, 2nd by Philip De Long to adopt Resolution 2014-12-TCC appointing the delegates to the Tax Collection Committee. Roll call vote: all responded “yes”, motion carried.

New Business:

Discussion was had regarding the meeting dates for the 2015 Borough Council meetings. Motion by Michelle Dunham, 2nd by Rodney Lee to advertise that the meetings will be held on the 1st and 3rd Wednesdays of each month. Roll call vote: all responded “yes”, motion carried.

Next Regular Monthly Meeting: Wednesday, January 7, 2014 at 7:00 PM

End of Year meeting: Sunday, December 28, 2014 at 12:30 PM

Adjournment: The meeting was adjourned at 8:01 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – December 28, 2014

The meeting was called to order at 12:31 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Robert Manahan, Philip De Long, Dave Manley, Bill McBride and Stacy McBride. Also attending was Secretary Duane Clark.

Bills:

The bills to be paid for the end of the year were presented and discussed. Motion by Philip De Long, 2nd by Dave Manley to pay all bills as presented. Roll call vote: all responded “yes”, motion carried.

Public Input:

None

Resolutions & Ordinances:

None.

Committee Reports:

Emergency Management: No report.

Borough Maintenance: No report.

Highway: No report.

Park: No report.

Sewer: No report.

Water: No report.

Unfinished Business:

Duane reported that he had contacted Wilcox Automotive and J&K Excavating, and the results of the discussions with both parties. After discussion, motion by Michelle Dunham, 2nd by Stacy McBride to ask Wilcox Automotive to bring in some stone and fill the potholes & dig out the ditch on Pelton Hill Road. Roll call vote: all responded “yes”, motion carried.

New Business:

None.

Next Regular Monthly Meeting: Wednesday, January 7, 2014 at 7:00 PM

Adjournment: The meeting was adjourned at 12:45 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer