

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – January 7, 2015

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, and Dave Manley. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 12/17/14 and 12/28/14 Council meetings 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 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 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:

Michelle Dunham reported that resident Peter Bryan had stopped in before the meeting and commented that the intersections (especially on Main Street) needed to be cindered better. Secretary to call J&K.

Resolutions & Ordinances:

None

Committee Reports:

Emergency Management: Michelle Dunham reported that Dale Hatch had reported to her that he has been getting information sent from Bradford County Emergency Management, and was keeping up-to-date.

Borough Maintenance: No report.

Highway: Discussion was had regarding filling the potholes on Pelton Hill Road, Secretary to call Randy Wilcox to check on status of road repairs.

Park: No report.

Sewer: Michelle reported that she is working on a report for DEP, and discussion was had regarding sewer plant duties that were not getting done. Robert Manahan noted that some maintenance items on the blowers & motors should be added to the Standard Operating Procedures.

Water: Duane Clark reported that Fred Johnson had started emailing the water flow rates, 10 shut-off notices were sent out, and we did receive 2 cases of new water meters for the replacement project.

Discussion was had regarding residents tampering with curb stop shut offs. Motion by Rodney Lee, 2nd by Michelle Dunham to order 2 curb stop boxes with locking covers from L/B Water. Roll call vote: all responded “yes”, motion carried.

Unfinished Business:

None

New Business:

Discussion was had regarding the Fire Protection Agreement between the Borough and NAVFD. Robert Manahan will look in his records for a copy of the final draft or a signed copy.

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

Adjournment: The meeting was adjourned at 7:42 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – January 28, 2015

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, 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 1/07/15 Council meetings 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 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 water/sewer billing, collections and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. Motion by Stacy McBride, 2nd by Rodney Lee 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: Michelle Dunham reported she would be meeting with J&K Excavating to go over the snow plowing of Borough streets and alleys on the 911 map, and talk about more cinders at intersections.

Dan Dunham reported that PEMA was closing the Fawcett Street bridge project, and the Borough will have to return the PEMA funds. More instructions from PEMA to come.

Park: Michelle Dunham reported that she has 2 people needing community service hours so they will put away the tables & benches at the park for the winter.

Sewer: Michelle reported that they ran out of sampling bottles at the sewer plant, and Benchmark Analytics will be delivering more when they come to pick up the Friday sample.

Robert Manahan reminded that we need to get the motor repaired, Michelle will follow up with vendor.

Water: Michelle Dunham reported that maintenance had difficulties with the meter change-out at a residence. A water pipe was leaking, and they could not find the curb stop shut off valve, so the water cannot be turned off.

Also, another resident's property had a broken water pipe leaking between the curb stop and the meter. It needs to be dug up and the pipe/curb stop replaced. Discussion followed about the number of curb stops needing replacement in the Borough, and renting an excavator for a day this spring to get them dug up.

Unfinished Business:

Duane Clark reported on the results of the response to the question posed to borough residents regarding supporting the Bradford County Veterans Memorial Park. Motion by Michelle Dunham, 2nd by Stacy McBride to send a check for \$200.00 to the BCVMP Association. Roll call vote: all responded "yes", motion carried.

Discussion was had about borough residents that are in violation of the property ordinance by having piles of garbage on their property. Some council members have received complaints from other residents. Michelle Dunham will ask the Solicitor for a template of a citation letter.

Bill McBride asked about the status of the Engine Brake Retarder signs for the borough. Discussion followed. Motion by Rodney Lee, 2nd by Bill McBride to purchase 5 Engine Brake Retarder Prohibited signs and sign poles. Roll call vote: all responded "yes", motion carried.

New Business:

Council heard a presentation by Bill Joyce from the Joyce Insurance Group regarding the Borough's package and workers compensation insurance policies. Discussion followed, motion by Michelle Dunham, 2nd by Rodney Lee to cancel the Borough's insurance through Gannon & Associates and renew the municipal package policy and the borough & NAVFD workers comp insurance through Joyce Insurance Group on 2/03/15. Roll call vote: all responded "yes", motion carried.

Discussion was had about the Borough Spring Clean-up date. NTSWA wanted to know dates to schedule their services. It was the consensus of Council to schedule 5/30/15, with 6/06/15 as an alternate date. Vote: all in favor, none opposed, motion carried.

Motion by Rodney Lee, 2nd by Michelle Dunham to accept the Bradford County Humane Society agreement for animal sheltering services for 2015, at a cost of \$74.76 Roll call vote: all responded "yes", motion carried.

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

Adjournment: The meeting was adjourned at 8:44 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – February 4, 2015

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, Rodney Lee, Robert Manahan, and Dave Manley. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 1/28/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. 2 changes were noted. Motion by Dave Manley, 2nd by Robert Manahan 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 water/sewer billing, collections and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. Motion by Rodney Lee, 2nd by Robert Manahan 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: Michelle Dunham reported she met with J&K Excavating to go over the snow plowing of Borough streets and alleys on the 911 map.

Park: No Report

Sewer: Michelle reported that we need to get the toilet replaced at the sewer plant.

Water: No Report

Unfinished Business:

Discussion was had about getting snow cleaned out from around the fire hydrants.

Michelle Dunham asked about the Volunteer's Blanket Accident policy. Secretary reported just receiving the renewal from Gannon Insurance and we will be getting a quote and additional information from Joyce Insurance.

New Business:

None

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

Adjournment: The meeting was adjourned at 7:37 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – February 18, 2015

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, Rodney Lee, Robert Manahan, and Dave Manley. Also attending were Mayor Dan Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 2/04/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. 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 water/sewer billing, collections and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. Motion by Robert Manahan, 2nd by Rodney Lee 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: Discussion was had regarding getting an extension for the chain across the driveway

Sewer: Michelle reported that PARW will be coming to the borough to show personnel all the tests that should be performed at the sewer plant.

Water: Michelle reported that a water meter froze in a vacant house and we can't shut it off at the curb stop valve because the shut off valve doesn't work correctly

Unfinished Business:

Discussion was had about the Fire Protection Agreement. Council will review and make any changes at the next meeting

New Business:

Discussion was had regarding the Code Inspection's request to no longer keep residential building plans that were over 5 years old. Vote: all in favor, none opposed, motion carried.

Discussion was had about the 3 positions that are up for election at the November General Election

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

Adjournment: The meeting was adjourned at 7:52 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

New Albany Borough

COUNCIL MEETING MINUTES – March 4, 2015

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, Dave Manley, Bill McBride and Stacy McBride. Also, Attending Mayor Dan Dunham.

Minutes:

The reading of the minutes of the 02/18/2015 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. Motion made 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.

Bills:

The bills to be paid were presented and discussed. Motion 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: No Report

Borough Maintenance: Discussion on cleaning Catch Basins within borough limits before spring rain begins.

Highway: Penn Dot is reviewing borough's past two years liquid Fuels on 03/13/2015. More Cinders are needed to be order.

Park: Motion was made by Rodney Lee, second by Bill McBride. All in favor, no opposed, motion carried: Reservations for nonprofit groups will require \$100.00 deposit. No fee will be charged to these groups and full deposit will be returned, providing no damages have occurred.

Sewer: No Report

Water: Discussion regarding current frozen water lines. What council may do in future to eliminate this problem. Michelle Dunham will contact Water Operator to discuss ideas.

Unfinished Business: Rodney Lee made a motion, seconded by Bill McBride to accept The Fire Protection Agreement with the NAVFD, as presented with changes. Roll Call vote: All said Yes, motion carried.

New Business: Michelle Dunham discussed Fire preparedness with council. A senior from New Albany Borough is working with Tui Slocum, Representative, from NAVFD, to raise funds for Free Fire Alarm Distribution. Michelle Dunham Made motion to use Act 13 funds to purchase \$500 worth of Fire Alarms to be given to New Albany Borough Residents. Motion was seconded by Rodney Lee. Roll call vote: All said Yes, motion carried.

Next Regular Meeting: March 18, 2015 @ 7:00 PM

Adjournment: The meeting was adjourned at 7:52 PM

Respectfully submitted by Michelle Dunham, Council President

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – March 18, 2015

The meeting was called to order at 7:15 PM by Council Vice-President Rodney Lee. The following Council members were in attendance at Roll Call; Rodney Lee, 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 3/04/15 Council meeting was postponed until the 4/01/15 meeting.

Treasurer's Report:

The Treasurer's Report was given & discussed. Duane also reviewed the water/sewer billing, collections and Accounts Receivable balances.

Bills:

The bills to be paid were 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:

Motion by Dave Manley, 2nd by Philip De Long for New Albany Borough to adopt the Bradford County 2014 Hazard Mitigation Plan as the Borough's plan. Roll call vote: all responded "yes", motion carried.

Committee Reports:

Emergency Management: No report

Borough Maintenance: It was noted that the chain was still not repaired at the entrance to the park.

Highway: Duane reported that the Engine Brake Prohibited signs & posts were ordered from Bradco Supply

Park: Discussion was had regarding the installation of a gate or post to block vehicle access to the alley by the blue apartments into the park. Motion by Rodney Lee, 2nd by Dave Manley to get a gate or posts installed to block vehicle access to the alley going into the park. Roll call vote: all responded "yes", motion carried.

It was also noted that the Childrens Fund would be using the park on Saturday, April 4th for their annual activities

Sewer: Daniel Dunham reported that Fred Johnson had notified Michelle that he was pulling his license for the Sewer Plant Operator as of 3/31/15. Dan reported that Michelle had been in talks with the Towanda Borough Manager about the Towanda Sewer Authority taking over operations of the New Albany sewer plant. Motion by Rodney Lee, 2nd by Robert Manahan to have Towanda Sewer Authority take over operations of the New Albany sewer plant and replace the New Albany Borough employees. Roll call vote: all responded “yes”, motion carried.

Water: Discussion was had about raising the road by Jan’s Beauty Shop so the water pipes don’t freeze

Unfinished Business:

Fire Protection Agreement

New Business:

Next Regular Monthly Meeting: Wednesday, April 15, 2015 at 7:00 PM

Adjournment: The meeting was adjourned at 8:01 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – April 1, 2015

The meeting was called to order at 7:04 PM by Council Vice-President Rodney Lee. The following Council members were in attendance at Roll Call; Rodney Lee, 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 3/04/15 Council meeting was postponed until the 4/15/15 meeting.

The reading of the minutes of the 3/18/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. Motion by Dave Manley, 2nd by Robert Manahan, 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 water/sewer billing, collections and Accounts Receivable balances.

Bills:

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

Public Input:

None

Resolutions & Ordinances:

Action on the Code Enforcement Resolution was tabled for a later meeting.

Committee Reports:

Emergency Management: No report

Borough Maintenance: Dan Dunham reported that the Borough's maintenance employee has some health issues and suggested we advertise for a part-time maintenance employee. Discussion followed, motion by Rodney Lee, 2nd by Dave Manley to advertise for a part-time maintenance employee at the current rate of \$13.50 per hour.

Highway: Discussion was had about the excess cinders on the Borough streets that will need to get swept up.

Park: Discussion was had regarding the scheduling of some park use reservations for the Summer.

Sewer: Discussion was had about Towanda Municipal Authority taking over the operations and maintenance of the Borough sewer plant effective 4/01/15.

Water: Dan Dunham reported that the 2 shut-off valve anti-tamper covers and a placement/removal tool had been delivered to their house. Some discussion followed about how they are placed and where they should be used first.

Unfinished Business:

Fire Protection Agreement-review of the wording of the sample agreement was discussed, 1 change was noted. Motion by Philip De Long, 2nd by Rodney Lee to approve the Borough President to sign the Fire Protection Agreement on behalf of the Borough.

New Business:

Dave Manley presented a possible project to place some "Welcome to New Albany" banners at some locations around the Borough. Discussion followed about putting some plans together, determining cost, and future discussions about what fundraisers could be done used to support the project. Dave will get back to council with further information.

Next Regular Monthly Meeting: Wednesday, April 15, 2015 at 7:00 PM

Adjournment: The meeting was adjourned at 7:59 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – April 15, 2015

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; Robert Manahan, Dave Manley, Bill McBride & Stacy McBride. Also attending was Secretary Duane Clark.

Minutes:

The reading of the minutes of the 3/04/15 & 4/01/15 Council meetings was waived as council received the minutes by e-mail in advance of the meeting. 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 water/sewer billing, collections and Accounts Receivable balances.

Bills:

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

Public Input:

None

Resolutions & Ordinances:

Discussion was had regarding having a Code Enforcement Officer. Resident John Harkins was present and agreed to be the Borough Code Enforcement Officer. Action on the Code Enforcement Resolution was tabled for a later meeting.

Committee Reports:

Emergency Management: No report

Borough Maintenance: Michelle Dunham reported that the Borough Maintenance employee would be back on duty next week, beginning the 20th and would get the water meter change-outs all done.

Highway: Discussion was had about a question received by e-mail about the rules for posting of candidate campaign signs. Council confirmed that campaign signs cannot be posted on Borough property, and any signs on personal property must be with the property owner's permission, and must be taken down after the election.

The Secretary was requested to call Randy Wilcox to remind him about getting the ditch dug and potholes filled on Pelton Hill Road. Motion by Michelle Dunham, 2nd by Dave Manley to get extra stone so other potholes around the Borough could also get filled.

Park: Discussion was had regarding getting the park maintenance done so it would be ready to open for people to use by May 1st. Michelle has people performing community service to help. Motion by Michelle Dunham, 2nd by Stacy McBride to approve Bob Manahan to get the park lawn mower running and buy any necessary parts. Roll call vote: all responded “yes”, motion carried.

Sewer: Duane Clark reported that the DEP permit to operate the sewer plant was approved and received. Michelle Dunham requested it be scanned & emailed to Shane at the Towanda sewer Authority. Shane may come to an upcoming council meeting to report to council on the status of the sewer plant.

Motion by Michelle Dunham, 2nd by Robert Manahan to get the toilet replaced at the sewer plant. Roll call vote: all responded “yes”, motion carried. Discussion was also had regarding other maintenance repairs needed at the sewer plant, like replacing a plank, and getting a valve in one of the tanks replaced.

Water: Discussion was had about getting the damaged and inoperable curb stop shut-off valves repaired or moved. Michelle said she would begin creating a list of properties where the shut-off valves need attention.

Unfinished Business:

Discussion was had regarding getting the borough streets swept this year. Secretary was requested to call Dushore Borough & ask about sharing or using their street sweeping equipment.

Discussion was had regarding the dates for the Borough-wide Yard sale and the Spring Clean-up Day. It was confirmed that the Yard Sales would be held on Saturday, May 16th and the Spring Clean-up Day was on Saturday May 30th. Secretary was requested to put these dates in the next Water/Sewer bills.

Discussion was had about putting a flyer about the “Welcome to New Albany” banners in with the Water/Sewer bills. Council agreed that it could not promote the endeavor, and that the flyers were informational about the project, that they could be inserted with the bills.

New Business:

None

Next Regular Monthly Meeting: Wednesday, May 6, 2015 at 7:00 PM

Adjournment: The meeting was adjourned at 8:24 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – May 6, 2015

The meeting was called to order at 7:01 PM by Council President Pro-Tempore Robert Manahan. The following Council members were in attendance at Roll Call; Dave Manley, Robert Manahan, Bill McBride & Stacy McBride. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 4/15/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. 2 corrections were noted. Motion by Stacy McBride, 2nd by Dave Manley, 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 water/sewer billing, collections and Accounts Receivable balances.

Bills:

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

Public Input:

None

Resolutions & Ordinances:

Motion by Bill McBride, 2nd by Dave Manley to adopt the Code Enforcement Resolution 2015-2. Vote: all in favor, none opposed, motion carried.

Mayor Daniel Dunham swore in John Harkins as Borough Code Enforcement Officer

Committee Reports:

Emergency Management: No report

Borough Maintenance: Dan Dunham reported that he had talked with Joe Hickey about getting the water meters changed out, as a contractor.

Highway: Dan Dunham reported that on Saturday, 3/28, he, Dave Manley & others filled a pothole on Fawcett Ave, Main Street, Railroad Street, May Street & 2 on Hubler Street. Saturday, 4/02, Dan & others cleaned up the cinders in 2 intersections.

Discussion was had about getting the Engine Brake Retarder prohibition signs put up. Bill & Stacy McBride will follow up on this.

Duane reported that PennDOT would be setting up the RADAR Trailers in the borough soon, and again in the late summer.

Park: Dan Dunham reported that he was mentoring 2 seniors this summer, who would be mowing the park as their Senior Project. Robert Manahan Reported he ordered parts for the lawn mower.

Discussion was had regarding the Park reservation calendar and who was maintaining it.

The Secretary was asked to contact the Solicitor about the camera Ordinance

It was reported that the chain for the entrance to the park was completely gone, and a new one needs to be purchased & installed. Duane will follow up on it.

Stacy McBride reported that the American Flags at the park were in disrepair. Dave Manley will contact someone at the VFW to see if they can be changed. Dave also reminded that the Borough Park sign on Rte 220 still needed to get put back up soon.

Discussion was had regarding cleaning out the usable items in the old shed and getting it torn down

Sewer: Shane Walker from Towanda Municipal Authority updated council on the status & condition of the operations at the sewer plant since they had been operating it for the month of April. They have made adjustments, fixed safety issues, worked on the chlorine pump, and took the previously replaced blower pump to Towanda to get refurbished. He also discussed a number of other steps they were taking to keep the sewer plant operating as it should. Duane presented a quote to replace the toilet, purchase a walk grate and do some electrical & other work at the plant, for \$2,150.00 Motion by Dave Manley, 2nd by Bill McBride to purchase the items as quoted. Roll call vote: all responded “yes”, motion carried.

Water: Duane Clark reminded that some of the curb stop shut-off valves were inoperable, and presented a quote for \$800.76 from L/B Water Company for parts to replace/move 6 of them. Motion by Stacy McBride, 2nd by Bill McBride to order the parts to fix the curb stop shut offs as quoted. Roll call vote: all responded “yes”, motion carried.

Unfinished Business:

Discussion was had regarding the upcoming Borough Spring clean-up day on 5/30. Closed electronics should be kept separate and piled in the dumpster together at one end for NTSWA to recycle. Duane to call someone that advertises in the Rocket Shopper to take away any scrap metal.

New Business:

General discussion was had regarding the direction the Code Enforcement Officer should take to get started. Some discussion was had about past attempts to start a CrimeWatch program, and getting the cameras installed at the Park and the Sewer Plant.

Next Regular Monthly Meeting: Wednesday, May 20, 2015 at 7:00 PM

Adjournment: The meeting was adjourned at 9:06 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – May 20, 2015

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, Dave Manley, Robert Manahan, & Phil De Long. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 5/06/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No corrections 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. Duane also reviewed the water/sewer billing, collections and Accounts Receivable balances.

Bills:

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

Public Input:

Duane Clark reported that a borough resident stopped in earlier and requested some No Trespassing signs that he could put on the gate he was installing near the Borough right-of-way on his property. Motion by Michelle Dunham, 2nd by Robert Manahan to purchase 6 inexpensive No Trespassing signs. Roll call vote: all responded "yes", motion carried.

Resolutions & Ordinances:

None

Committee Reports:

Emergency Management: No report

Borough Maintenance: Discussion was had regarding a part-time maintenance employee. Duane will contact CareerLink & update the ad, as we have gotten no responses in the past month.

Highway: Duane reported that Dushore Borough had their street sweeping done by NTSWA, and they had already had it done this Spring. NTSWA quoted \$130/hr. from their gate, to their gate. Action was tabled until Michelle checks with Kyle at Towanda about their fee for street sweeping.

Discussion was had about the road repairs to Pelton Hill Road. Duane to call Randy at Wilcox Automotive to find out when it will get done. Also, the material in the pile at the park was not the modified that Council expected. Motion by Michelle Dunham, 2nd by Phil De Long to order a new load of Modified stone for filling potholes. Roll call vote: all responded "yes", motion carried.

Discussion was had about the condition of Lawrence Street and how to get some gravel up there to fill the potholes & repair the street. Michelle will look into any grants for repairing the drainage on Lawrence Street.

Park: Discussion was had about getting the cameras installed in the park and at the Sewer plant. The revised Camera Surveillance Ordinance will be coming soon from the Solicitor, and Phil will put together an up-to-date list of prices for the cameras & equipment needed.

The concession stand will be opened by the end of May.

Dave Manley reported that the VFW said that they will take care of replacing the flags in the Borough Park.

Sewer: Michelle reported that Shane Walker offered to take over the operation of the Sewer plant for a fee of \$50.00 per hour, 10 hours per month. Discussion was had that the day-to-day duties could be done by Borough personnel, and discussion was had regarding hiring someone in the borough as a part-time employee to be trained to do those duties. Action on hiring the new employee was tabled.

Water: Dave Manley asked when repairs to May Street would be done to prevent the water line from freezing again, and when his driveway would be paved from digging up the water line this Winter. Discussion followed but no action taken.

Unfinished Business:

None

New Business:

Robert Manahan asked about the procedure for getting properties condemned & eventually demolished. Discussion followed & it was suggested we contact Code Inspections, Inc. to ask about their involvement in this process.

Next Regular Monthly Meeting: Wednesday, June 3, 2015 at 7:00 PM

Adjournment: The meeting was adjourned at 8:14 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – June 17, 2015

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, Dave Manley, Robert Manahan & Stacy McBride. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 5/20/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No corrections were noted. Motion by Robert Manahan, 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 water/sewer billing, collections and Accounts Receivable balances.

Bills:

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

Public Input:

None

Resolutions & Ordinances:

Discussion was had about the final draft of the Camera Surveillance Ordinance from the Solicitor. Motion by Michelle Dunham, 2nd by Stacy McBride to approve the ordinance to be advertised for adoption at the next meeting. Roll call vote: all responded "yes", motion carried.

Committee Reports:

Code Enforcement: Discussion was had between Council & the Code Enforcement Officer about various Borough ordinances and their enforcement.

Emergency Management: No report

Borough Maintenance: No report

Highway: Duane reported that it was mentioned at the EBCOG meeting that municipalities should get their applications submitted to the County for Act 13 grant funds.

Park: Michelle Dunham reported that the park will be open next week.

Discussion was had about getting the surveillance cameras purchased & installed in the park and the sewer plant. Motion by Michelle Dunham, 2nd by Stacy McBride to have John Harkins put together a price quote on the cameras and related equipment needed, so it can be ordered if it is within the \$2,000 budgeted. Roll call vote: all responded "yes", motion carried.

Sewer: Discussion was had regarding the price quote on some supplies for the sewer plant.

Water: No report

Unfinished Business:

None

New Business:

None

Next Regular Monthly Meeting: Wednesday, July 1, 2015 at 7:00 PM

Adjournment: The meeting was adjourned at 8:50 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – July 1, 2015

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

Minutes:

The reading of the minutes of the 6/17/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No corrections 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 transfers made, 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:

Resident Chris Allen discussed with Council his intentions for purchasing and demolishing the property at 415 Front Street, currently owned by Chastity Gowin. He also discussed his intentions for some of the other properties, and the fact that razing these properties would be a benefit to the Borough. Mr. Allen requested that Council waive the current balance due for the past due water & sewer bills. Discussion followed. Motion by Stacy McBride to waive the balance owed for the water & sewer account, with the condition that the building be properly demolished and removed by the end of the month. (July 31, 2015), 2nd by Bill McBride. Roll call vote: all responded "yes", motion carried.

Resolutions & Ordinances:

Motion by Michelle Dunham, 2nd by Robert Manahan to adopt the Camera Surveillance Ordinance as advertised. Roll call vote: all responded "yes", motion carried.

Duane Clark presented Council with marked up copies of a Park Use ordinance provided by the Solicitor. Discussion was had about looking through the resulting ordinance and being prepared to edit the document for final submission back to the Solicitor. Further action was tabled until a future meeting.

Committee Reports:

Code Enforcement: Michelle Dunham discussed getting the citation letter from our Solicitor for our Code Enforcement Officer to use. It was suggested that a comment be put in the water/sewer bill stuffer to remind property owners to review the Property Maintenance Ordinance to make sure their property was no in violation. Discussion was had about the continuing problem of kids riding around town on lawn mowers.

Emergency Management: Dale Hatch reported that he had been getting updates and communications from the Emergency Management Center.

Borough Maintenance: Duane reported that to date, no resumes had been received from any valid candidates for the part-time maintenance position.

Highway: Dan Dunham reported that we can advertise a Request For Proposal for Engineering services for the Hubler Street project. Motion by Michelle Dunham, 2nd by Stacy McBride to advertise the RFP for the Hubler Street project. Roll call vote: all responded “yes”, motion carried.

Dan & Michelle will get pictures of a number of potholes for council’s review at the next meeting to decide which ones should get repaired this year.

Park: Michelle Dunham reported that the park will be open, and suggested a request for anyone interested in helping with the park summer kids program be added to the water/sewer bill stuffer.

Discussion was had about garbage cans at the park and how they were being used. Also discussion was had about getting the final couple of items out of the old storage shed so it can be torn down, for safety.

Duane reported that after learning that the Borough can purchase gasoline exempt from any Excise tax, Williams Oil said that by setting up a Dandy gas card account, authorized borough personnel could purchase gasoline for the lawn mowers and not be charged excise tax. Discussion and questions followed. Motion by Michelle Dunham, 2nd by Bill McBride to approve getting the Dandy gas card account set up by Duane.

Discussion was also had about how Meghan’s Law restrictions should be applied at the Borough park.

Sewer: Motion by Michelle Dunham, 2nd by Rodney Lee to hire Suzanne Mahoney as a part time sewer plant maintenance employee. Roll call vote: all responded “yes”, motion carried.

Robert Manahan reported an issue with a manhole cover down by the bridge by the Fire Department.

Water: Duane reported that he would be following the Water/Sewer Ordinance more closely where it relates to the issuing of shut off notices when a balance becomes 60 days old, not 60 days past due.

Duane also brought to Council’s attention, a Pennsylvania Rural Water Association seminar being held in Sayre all about water meters, valves & hydrants that he wanted to attend. Discussion followed and Dale Hatch also was interested in attending. Motion by Michelle Dunham, 2nd by Stacy McBride to approve up to 3 people to attend the seminar which costs members \$85 per person. Roll call vote: all responded “yes”, motion carried.

Unfinished Business:

None

New Business:

None

Next Regular Monthly Meeting: Wednesday, July 15, 2015 at 7:00 PM

Adjournment: The meeting was adjourned at 8:52 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – July 15, 2015

The meeting was called to order at 7:01 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Dave Manley, Robert Manahan & Stacy McBride. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 7/01/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No corrections were noted. Motion by Stacy McBride, 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 transfers made, Year-to-Date income sources, water/sewer billing, collections and Accounts Receivable balances.

Bills:

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

Public Input:

Resident Peter Bryan commented on the improvements to the properties around town. It is nice to see some of the junk getting cleaned up and tires being removed.

Resolutions & Ordinances:

Park Use ordinance- action was tabled until a future meeting.

Committee Reports:

Code Enforcement: Michelle Dunham reported she is working with Code Enforcement Officer John Harkins on the enforcement of the Property Maintenance Ordinance. So far some informal notices had been given and they will be sending out formal citation letters soon.

Duane Clark pointed out that the Property Maintenance ordinance has wording in it requiring property owners to have proper drainage & grading on their property to prevent the erosion of soil, which may be able to be applied to some properties on Lawrence Street.

Emergency Management: Duane presented a flyer for the upcoming NIMS reporting class in August, and reported that Emergency Management Coordinator Dale Hatch had suggested it would be a good thing for someone on Council to go to. Dan & Michelle Dunham said they would go

Borough Maintenance: Discussion was had regarding the advertising for the part-time maintenance position. Duane will update the ad at PA CareerLink and send copy of wording to Michelle for posting on the Friends of New Albany Facebook page.

Highway: Dan Dunham reported that no bids were delivered to Borough Council by the County for the Request For Proposal for Engineering services for the Hubler Street project. Further action was tabled until the August 5th, 2015 meeting.

Dan & Michelle will get pictures of a number of potholes for council's review at the next meeting to decide which ones should get repaired this year. Discussion was also had about getting the section of Dave Manley's driveway re-paved at the same time, from being dug up in the winter to thaw the frozen water pipes.

Park: Duane reported that the chain across the entrance to the park had been replaced and keys were distributed to the appropriate people.

Discussion was had about the tearing down of the old storage building at the park. There are still some containers of unknown contents in the building. Duane to check with NTSWA and Chris Allen about some means of disposing of them so the shed can be torn down.

Sewer: Michelle Dunham reported that the Sewer plant was operating well, and that Suzanne Mahoney had changed her mind about working part-time at the sewer plant, due to some other commitments. Motion by Michelle Dunham, 2nd by Stacy McBride for \$750 to purchase a fiberglass ladder and have it installed by BGE Construction. Roll call vote: all responded "yes", motion carried.

Water: Duane reported that the Pennsylvania Rural Water Association seminar held in Sayre about water meters, valves & hydrants was very informative.

Motion by Michelle Dunham, 2nd by Robert Manahan to rent an excavator for 1 day to dig up & repair up to 6 curb stop shut off valves. Roll call vote: all responded "yes", motion carried.

Unfinished Business:

Duane updated council on the proposals received from 2 banks for refinancing the USDA Loan. Pending commitment letters from both banks & Council's approval, Solicitor Foster can move ahead with filing the necessary paperwork for DCED approval.

Dave Manley reported he gets comments from residents about possible ordinance violations and asked how to notify the Code Enforcement Officer. Discussion followed, and it was mentioned that council could call John Harkins, or let the Secretary know the details and he would contact John with property owner's address.

New Business:

Dan Dunham reported that the County 2015 CDBG grants were available to apply for. Discussion followed and Michelle will be applying for some funding for upgrading some of the Park recreational equipment.

Next Regular Monthly Meeting: Wednesday, August 5, 2015 at 7:00 PM

Adjournment: The meeting was adjourned at 8:49 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – August 19, 2015

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, Dave Manley, Robert Manahan & Stacy McBride. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 7/15/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No corrections were noted. Motion by Robert Manahan, 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 transfers made, Year-to-Date income sources, water/sewer billing, collections and Accounts Receivable balances.

Bills:

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

Public Input:

Michelle Dunham informed council that there has been a car driving slowly around town and near the park, watching children and try to pick up a child. Just be alert if anyone else sees it.

Resolutions & Ordinances:

Park Use ordinance- action was tabled until a future meeting.

Committee Reports:

Code Enforcement: Michelle Dunham reported she is working with Code Enforcement Officer John Harkins on the enforcement of the Property Maintenance Ordinance.

Emergency Management: Dale Hatch reported that everything was going good. He gets notices from the county of impending bad storms, etc.

Borough Maintenance: Discussion was had regarding the candidates for the part-time maintenance position. Duane reported the results of phone calls to some candidates and Michelle asked that he send copy of the ad wording to her for posting on the Friends of New Albany Facebook page.

Highway: Discussion was had regarding the bids received for engineering services for the Hubler Street project. Duane read some excerpts from Solicitor Foster's email recommendation of Stiffler McGraw, after he read over the bids. Motion by Michelle Dunham, 2nd by Robert Manahan to accept the bid from Stiffler McGraw. Roll call vote: all responded "yes", motion carried.

Dan reported that Greg Dibble from PennDOT recommended they run cameras up the downstream pipes to help determine the best route for the replacement piping without going through the 203 Main Street property

Discussion was had about resolving the drainage issue on Main Street in front of the Social Hall. It was suggested that a swale could be graded in the edge of the lawn (Beau McGroarty property) which would allow the rainwater to run to the storm drain at the corner of Main & May streets. That possibility will be considered when the other road repairs are done this fall.

Discussion was had about property owners on Lawrence Street getting driveways graded with a crown and proper drainage for storm run-off to prevent all the dirt from running into the street.

Park: Discussion was had about the park lights, which structures have electricity and the emptying of the old storage shed so the Fire Department can do training on a controlled burn to dispose of the shed.

Sewer: Michelle Dunham reported that the Sewer plant was operating well, and that Towanda Municipal would have to keep operating it until we get a maintenance person and train them.

Water: Discussion was had about getting the excavator to dig up & repair a number of curb stop shut-off valves & getting a number of meters changed out.

Unfinished Business:

Duane updated council on the commitment letters received from 2 banks for refinancing the USDA Loan. Motion by Michelle Dunham, 2nd by Stacy McBride to accept the terms from PS Bank. Duane will forward the required reports to Solicitor Foster to submit for DCED approval.

New Business:

Dave Manley reported he has gotten complaints from residents about the Nolte property where the building was torn down, that it is overgrown with weeds and needs to be mowed.

Next Regular Monthly Meeting: Wednesday, September 2, 2015 at 7:00 PM

Adjournment: The meeting was adjourned at 8:20 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – September 2, 2015

The meeting was called to order at 7:01 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Dave Manley, Robert Manahan & Stacy McBride. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 8/19/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. One addition was noted. Motion by Stacy McBride, 2nd by Robert Manahan, 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 transfers made, Year-to-Date income sources, water/sewer billing, collections and Accounts Receivable balances.

Bills:

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

Public Input:

Resident Peter Bryan reported that on 8/20 he cleaned the storm drain out near his property.

Resident Dan Hollingshead commented about a camper that was being parked at the borough park, parking lot. Michelle will discuss with Solicitor Foster.

Resolutions & Ordinances:

Michelle Dunham discussed with Council the need to consider ordinance possibilities regarding landlords being held accountable for their tenants' actions.

Executive Session:

Council went into Executive Session at 7:20 for discussion of a personnel topic, and returned at 7:28.

Committee Reports:

Code Enforcement: Michelle Dunham reported that Code Enforcement Officer John Harkins will be delivering letters to property owners for violations of the Property Maintenance Ordinance.

Robert Manahan brought up that a property owner has junk on the Borough right-of-way. Michelle will discuss with John Harkins.

Emergency Management: No report.

Borough Maintenance: Discussion was had regarding the candidates for the part-time maintenance position. Secretary was asked to send candidates an application to fill out & run background checks. Stacy to get information on background checking company.

Highway: Dan reported that Greg Dibble from PennDOT gave him the contact info for the person that runs the program to have cameras run in the downstream pipes. Waiting on call back

Discussion was had regarding the condition of Pelton Hill Road, after a complaint was received, others had driven on it with no problems.

Park: No report.

Sewer: No report.

Water: Dan reported that he had found 2 of the shut-off valves that need to be moved.

Unfinished Business:

Duane updated council that Solicitor Foster was preparing the loan refinancing paperwork to submit for DCED approval.

New Business:

Discussion was had about scheduling a meeting to begin working on the 2016 Budget. Council agreed upon Monday, October 12, at 6:00 PM

Next Regular Monthly Meeting: Wednesday, September 16, 2015 at 7:00 PM

Adjournment: The meeting was adjourned at 8:29 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – September 16, 2015

The meeting was called to order at 7:07 PM by Council President Pro Tempore Stacy McBride. The following Council members were in attendance at Roll Call; Dave Manley, Robert Manahan, Philip De Long & Stacy McBride. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 9/02/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No corrections or additions noted. Motion by Dave Manley, 2nd by Robert Manahan, 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 transfers made, Year-to-Date income sources, water/sewer billing, collections and Accounts Receivable balances.

Bills:

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

Public Input:

Residents Scott & Deborah Sample brought up the poor condition of Pelton Hill Road above the Thall farm. Discussion was had about contacting Albany Township to see if they would do some road work for the Borough, and how much it would cost.

Resident Dan Hollingshead asked about when the non-working fire hydrants would get fixed?

Resident Peter Bryan brought up that there was still a camper parked in the Borough Park parking lot.

Deborah Scott then brought up that bags of garbage were being left in the parking lot after the recycling bins were removed. Discussion was had about calling the State Police. Stacy will talk with Code Enforcement Officer John Harkins to address the issue.

Resolutions & Ordinances:

None

Executive Session:

None

Committee Reports:

Code Enforcement: Discussion was had about numerous properties that need weeds & brush cut down, and citing the owners for violations of the Property Maintenance Ordinance.

Emergency Management: No report.

Borough Maintenance: Secretary reported that applications had been sent to the part-time maintenance candidates, and as soon as they are returned, background checks can be run.

Highway: No report.

Park: No report.

Sewer: Dan Dunham reported that when Penelec turned the electricity back on in the Borough, it caused a problem with the blower at the sewer plant and an electrician was called in to get it shut off & some new electric contacts were needed, and we should follow up on blower #1 getting repaired.

Water: No report.

Unfinished Business:

Duane updated council that Solicitor Foster said he was going to advertise the Loan Refinancing Ordinance and would come to the 10/07 Council Meeting to get signatures after it was adopted. Council asked Secretary to clarify with Jonathan the steps because Council had not seen the Loan Refinancing Ordinance yet to approve it for advertising.

Dave Manley reported that Terry Selleck could dig up his water shut-off valve so it could be moved and Dave's driveway could get re-paved before winter. Discussion was had about getting the other shut-off valves dug up & repaired. Motion by Stacy McBride, 2nd by Philip De Long to approve Terry Selleck to also dig up the other shut-off valves identified as needing to be fixed or moved. Roll call vote: all responded "yes", motion carried.

New Business:

Discussion was had about scheduling a 2nd meeting to work on the 2016 Budget. Council agreed upon Monday, October 26, at 6:00 PM. Both the 10/12 and the 10/26 budget meetings will be advertised.

The Borough Trick-or-Treat day was set as Saturday, 10/31/15 from 4:00 to 6:00 PM

Next Regular Monthly Meeting: Wednesday, October 21, 2015 at 7:00 PM

Budget Workshop Meeting: Monday, October 12, 2015 at 6:00 PM

Adjournment: The meeting was adjourned at 8:13 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – October 7, 2015

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, Dave Manley, Robert Manahan & Stacy McBride. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 9/16/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. Correction was noted. Motion by Stacy McBride, 2nd by Robert Manahan, 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 transfers made, Year-to-Date income sources, 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:

Resident Peter Bryan asked about the progress of getting the alternate routing of the drainage pipe planned out. Dan Dunham explained he was waiting for a call back from PennDOT to discuss it some more.

Resident Dan Hollingshead brought up that there was still a camper parked in the Borough Park parking lot. Discussion followed and Michelle reported that Borough Solicitor Foster told her there was nothing the Borough could do about it based on the current ordinances.

Resolutions & Ordinances:

None

Executive Session:

None

Committee Reports:

Code Enforcement: Michelle reported than John Harkins had some citations ready and she was preparing to mail them out. Robert Manahan reported that the brush did get cut down along the side of the building on Jones Alley.

Emergency Management: Duane Clark reported that the Borough had received \$1,483.48 for the New Albany Volunteer Firefighters Relief Association from the state and a check was written to the Association for those funds.

Borough Maintenance: Discussion was had about the part time maintenance position duties, confirming that it would include both daily duties at the sewer plant and meter change-outs and other tasks as needed. The 3rd candidate's application was received and background check will be processed.

Highway: Duane Clark reported that the Auditor General's audit of the 2013 & 2014 Liquid Fuels funds passed with no problems.

Motion by Michelle Dunham, 2nd by Robert Manahan to have M.R. Dirt do the repair & paving to Dave Manley's driveway that was dug up to unthaw the Borough's water line last winter, as well as a pothole on Main Street, for their quoted amount of \$433.75 Roll call vote: all responded "yes", motion carried.

Dan Dunham reported that Randy Wilcox had cut the swale along Main Street so the water would run to the drain at the corner of Main & Hubler streets.

The Secretary was asked to send a letter to Albany Township asking them about possibly doing some road repairs and winter maintenance of Pelton Hill Road.

Motion by Michelle Dunham, 2nd by Robert Manahan to advertise for the snow plowing & cindering for the upcoming winter season. Roll call vote: all responded "yes", motion carried.

Park: Duane reported we received a reservation for the Borough Park from the Kobbe family for next summer, and that they had expressed their gratitude for being able to continue their family tradition of holding their reunion at the Borough Park.

Discussion was had about how to get the boys restroom door unlocked.

Sewer: Michelle reported that the sewer plant was operating OK.

Duane reported on the status of the un-used phone line that was disconnected, and re-connected by Towanda Water System. Duane will continue with the process to get the billing switched over to Towanda Water System.

Water: Duane read a letter from the Community Library and discussion followed about the possible reasons for their water usage to increase in the past couple of months.

Dave Manley asked about the possibility of getting May Street built up on Jan's Beauty Shop side to prevent the water line from freezing in the winter. Discussion followed.

Unfinished Business:

Duane updated council on the Loan Refinancing Ordinance, reading portions of the ordinance to be advertised by Solicitor Foster for adoption at the 10/21/15 Council meeting. After some discussion, Council decided to borrow only the amount needed to refinance the USDA loan & closing costs, pending support for equipment & plant repairs/upgrades from Michelle Dunham from Fred Johnson or Shane Walker at Towanda Sewer System. Duane to research pay-off amount and 40 year maturity date of original loan from the USDA, and get all information to Solicitor Foster by Monday, 10/12/15 so he can advertise final ordinance version.

Duane reported that the NAVFD had returned a revised version of the Fire Protection Agreement and read aloud all the sections that were changed from the version the Borough signed & submitted to NAVFD. Discussion followed about the changes and Secretary will revise the agreement document based on Council's suggestions and re-submit to the Fire Department for approval.

Discussion was had about the status of the police investigation about the garbage bags that were left at the park. It was reported that John Harkins had contacted the State Police and Michelle said she would follow up with them and deliver the medicine bottles found in the bags to the State Police to investigate further.

Discussion was had about getting the Borough's large drain pipe removed from a resident's property.

Bob Manahan reported that the Brake retarder signs were still at the sewer plant. Discussion followed about getting some people together to get them installed.

New Business:

Duane read a portion of a letter received from the Bradford County Library asking for donations. Discussion followed and it was the consensus of Council not to send a donation.

Next Regular Monthly Meeting: Wednesday, November 4, 2015 at 7:00 PM

Budget Workshop Meeting: Monday, October 26, 2015 at 6:00 PM

Adjournment: The meeting was adjourned at 8:40 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – October 21, 2015

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, Rodney Lee, Dave Manley, Robert Manahan & Bill McBride. Also attending were Mayor Daniel Dunham, Solicitor Jonathan Foster, Sr. and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 10/07/15 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 transfers made, Year-to-Date income sources, water/sewer billing, collections and Accounts Receivable balances.

Bills:

The bills to be paid were discussed. Motion by Rodney Lee, 2nd by Bill McBride to pay all bills presented except the WG Malden bill. Roll call vote: all responded "yes", motion carried.

Public Input:

Jeff Aeppli from PS Bank presented a revised Commitment letter for the refinancing of the USDA loan at the request of Solicitor Foster to reduce the amount to be borrowed to \$215,000 and keep it within the term of the original 40 year loan. Motion by Michelle Dunham, 2nd by Robert Manahan to approve the terms of the Commitment letter as presented. Roll call vote: all responded "yes", motion carried. The necessary signatures were made on the document and Mr. Aeppli left the meeting.

Resolutions & Ordinances:

Solicitor Foster explained the Loan Ordinance 2015-3 and the related documents that would need to be submitted to DCED for the loan approval. Motion by Michelle Dunham, 2nd by Rodney Lee to adopt the Loan Ordinance 2015-3 as advertised. Roll call vote: all responded "yes", motion carried. The necessary signatures were made on the documents and Attorney Foster left the meeting.

Secretary Duane presented a document from C&N bank that was requested to remove Jessica Pedro as a signer from the Tax Collector account. Motion by Rodney Lee, 2nd by Michelle Dunham. Vote: All in favor none opposed, motion carried.

Executive Session: Council went into Executive Session at 7:30 to discuss a personnel topic. Council returned from executive Session at 7:48

Committee Reports:

Code Enforcement: Michelle reported on complaints about 3 houses with dogs running loose. CEO John Harkins will address the issue.

Emergency Management: None

Borough Maintenance: Discussion was had about the part time maintenance position candidates. Motion by Michelle Dunham, 2nd by Rodney Lee to hire Jeff McIntire as the part-time maintenance employee at \$13.50 per hour for routine maintenance and \$15.00 an hour for sewer plant. Vote: All in favor, none opposed, motion carried.

Highway: Duane Clark reported that he sent a letter to Albany Township asking them about possibly doing some road repairs and winter maintenance of Pelton Hill Road.

Dan Dunham reported that our Engineers at Stiffler & McGraw were getting started on the plans for the Hubler Street project.

Dan also reported that he had worked with PennDOT to run cameras in some of the drain pipes in the Borough and they identified some spots where the pipe is collapsed and needs to be replaced. He will continue to work with Greg Dibble at PennDOT to decide how to address fixing the pipes from the bottom of the Borough and working up.

Dave Manley asked about getting May Street build up on the low side so that the water pipe doesn't freeze in the Winter. Discussion followed and Dan Dunham will call M.R. Dirt to get a quote on the cost to do that work.

Park: Bob Manahan reported that the Borough Park is winterized & closed.

Discussion was had about people leaving recycling and garbage in the parking lot on days that there is no recycling. Duane to put a message in the bill stuffer about anything left there outside of the recycling hours is considered littering and the State Police will be called to investigate. Duane will also get some sample wording for a sign to be posted banning the leaving of articles outside of recycling hours.

After some discussion, motion by Michelle Dunham, 2nd by Bill McBride to allow Rodney Lee to park his equipment in the Borough Park parking lot and to mow the grass along the edge of the parking lot. Roll call vote: Michelle Dunham, Dave Manley & Bill McBride, "Yes"; Robert Manahan "No"; Rodney Lee abstained. Motion carried.

Sewer: No report.

Water: No report.

Unfinished Business:

Discussion was had about the installation of the "Jake Brake" signs. Bill McBride reported he had the spots identified and was ready to get the posts put in the ground.

New Business:

None.

Next Regular Monthly Meeting: Wednesday, November 4, 2015 at 7:00 PM

Budget Workshop Meeting: Monday, October 26, 2015 at 6:00 PM

Adjournment: The meeting was adjourned at 8:40 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – November 4, 2015

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, Rodney Lee, Dave Manley, Robert Manahan, Stacy McBride & Bill McBride. Also attending were Mayor Daniel Dunham, Solicitor Jonathan Foster, Sr. and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 10/21/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. Corrections were noted. Motion by Robert Manahan, 2nd by Rodney Lee, 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 transfers made, Year-to-Date income sources, water/sewer billing, collections and Accounts Receivable balances.

Bills:

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

Public Input:

None.

Resolutions & Ordinances:

None.

Executive Session: None

Committee Reports:

Code Enforcement: Discussion was had about the Code Enforcement Officer addressing a property with garbage.

Emergency Management: The Secretary reported to Council that Bradford County Emergency Management reminded that the NIMS Data Collection form was due September 30th. Michelle will take the form to Dale Hatch to follow up on.

The Secretary reported that Terry Township will be hosting a NIMS seminar in January. Some discussion followed and more details will be researched.

Borough Maintenance: Michelle reported that Bob Manahan will start training Jeff McIntire, and Michelle expected to get some of the storm drains cleaned out on Saturday.

Highway: Duane Clark reported that no snow plowing bids had been received yet, but 1 inquiry about the specifications had been received.

Dan Dunham presented an estimate of \$4,500 from M.R. Dirt to build up the low side of May Street to help prevent the water pipe from freezing this winter. Motion by Rodney Lee, 2nd by Stacy McBride to have M.R. Dirt do the work on May Street. Roll call vote: all responded “yes”, motion carried.

Bob Manahan reported that stormwater runs down the middle of Jones Alley and the rut needs to be filled in so the water runs in the ditches. Michelle will call Randy Wilcox to see if he can do some work on it.

Park: The Borough Park is closed.

Sewer: Michelle Dunham reported that the sewer plant was operating alright. Bob Manahan asked about getting the fiberglass walkway ordered & installed and getting the digester fixed. Some discussion followed and Michelle will check into it.

Water: Duane reported that the water/sewer balance owed by Michael Longcoy had been paid as part of the closing costs from the sale of the property. Duane then discussed the 10 customers with the highest A/R balances owed.

Unfinished Business:

Discussion was had about getting Pelton Hill Road fixed. Some Council members will try to get in touch with Albany Township Supervisors to discuss the repairs.

Discussion was had about the latest draft of the 2016 Budget. After reviewing the changes from the last budget workshop, motion by Michelle Dunham, 2nd by Robert Manahan to advertise the 2016 Proposed Budget. Roll call vote: all responded “yes”, motion carried.

New Business:

The Secretary asked for Council’s approval to advertise for an Independent Auditor. Motion by Michelle Dunham, 2nd by Rodney Lee to advertise for an Independent Auditor to review the 2015 Accounting records. Roll call vote: all responded “yes”, motion carried.

Next Regular Monthly Meeting: Wednesday, November 18, 2015 at 7:00 PM

Adjournment: The meeting was adjourned at 8:40 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – December 2, 2015

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

Minutes:

The reading of the minutes of the 11/04/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No corrections were noted. Motion by Robert Manahan, 2nd by Bill 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 transfers made, Year-to-Date income sources, water/sewer billing, collections and Accounts Receivable balances.

Bills:

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

Public Input:

None.

Resolutions & Ordinances:

None, Secretary reminded Council that the Real Estate tax millage, Water, and Sewer resolutions would be presented for adoption at the 12/16/15 meeting

Executive Session: None

Committee Reports:

Code Enforcement: No report

Emergency Management: No report

Borough Maintenance: No report

Highway: Duane Clark opened the Snow Removal bids, 3 were received. After discussing the bids, motion by Stacy McBride, 2nd by Dave Manley to accept J&K Excavating's lowest bid. Roll call vote: all responded "yes", motion carried.

Dan Dunham reported that Wilcox Automotive quoted \$450.00 to fill in the rut down Jones Alley. Motion by Rodney Lee, 2nd by Bill McBride to have Wilcox Automotive fix Jones Alley. Roll call vote: Robert Manahan abstained, all others responded "yes", motion carried.

Dan Dunham also reported that there had been a work bee to clean out the catch basins around the Borough, and that M.R. Dirt had come and raised & re-paved the low side of May Street by Jan's Beauty Salon and fixed the pot hole on Main Street.

Bill McBride reported that the engine brake prohibited signs had been installed on 11/18.

Park: The Borough Park is closed for the winter and the benches have been put away.

Sewer: Secretary reported that the USDA loan refinancing had been completed, with the closing at PS Bank on 11/20/15.

Discussion was had about purchasing a shed to store the sampler & chlorinator outside of the sewer plant building. Dan Dunham will check into prices for the shed. Motion by Rodney Lee, 2nd by Bill McBride to purchase a new refrigerated sampler. Roll call vote: all responded "yes", motion carried.

Water: Discussion was had about a \$300.00 bill presented by a resident for damage caused by the improper installation of a water meter over a year ago. Motion by Stacy McBride, 2nd by Bill McBride to reimburse the resident for the amount of the bill. Roll call vote: all responded "yes", motion carried.

Unfinished Business:

Discussion was had about getting Pelton Hill Road fixed. Secretary read a letter from the Albany Township Supervisors, who declined to take on any new road maintenance. Duane also presented a quote from M.R. Dirt to do the necessary repairs to Pelton Hill Road, including grading and new stone to properly crown the road to prevent future erosion from water run-off. Motion by Bill McBride, 2nd by Rodney Lee to have M.R. Dirt repair Pelton Hill Road for their \$9,500.00 quote, which can be paid for using Act 13 funds. Roll call vote: all responded "yes", motion carried.

Discussion was had about the 2016 Budget. Motion by Robert Manahan, 2nd by Stacy McBride to adopt the proposed 2016 Budget as advertised. Roll call vote: all responded "yes", motion carried.

New Business:

The Secretary presented the annual Engineering agreement from Stiffler-McGraw. Motion by Stacy McBride, 2nd by Bill McBride to accept the agreement. Vote: All in favor, none opposed, motion carried.

The Secretary presented the annual animal care agreement from the Bradford County Humane Society. Motion by Robert Manahan, 2nd by Bill McBride to accept the agreement. Vote: All in favor, none opposed, motion carried.

Discussion was had about having an end of year meeting. It was the consensus of Council to complete all necessary 2015 business at the 12/16/15 meeting.

Discussion was had about finding an Independent Auditor to examine the Borough's 2015 records. Duane will follow up on this.

Next Regular Monthly Meeting: Wednesday, December 16, 2015 at 7:00 PM

Adjournment: The meeting was adjourned at 8:09 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – December 16, 2015

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, Dave Manley, Robert Manahan, Stacy McBride, & Bill McBride. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

Minutes:

The reading of the minutes of the 12/02/15 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. 1 correction was noted. Motion by Stacy McBride, 2nd by Bill McBride, 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 transfers made, Year-to-Date income sources, 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 the bills presented. Roll call vote: all responded "yes", motion carried.

Public Input:

None.

Resolutions & Ordinances:

Sewer Rates Resolution 2015-12-A: Motion by Stacy McBride, 2nd by Michelle Dunham, Roll call vote: all responded "yes", motion carried.

Water Rates Resolution 2015-12-B: Motion by Michelle Dunham, 2nd by Stacy McBride, Roll call vote: all responded "yes", motion carried.

2016 Real Estate Millage rate Ordinance: Motion by Michelle Dunham, 2nd by Robert Manahan, Roll call vote: all responded "yes", motion carried.

2016 TCC Delegates Resolution 2015-12-TCC: Motion by Michelle Dunham, 2nd by Bill McBride, Roll call vote: all responded "yes", motion carried.

Executive Session: None

Committee Reports:

Code Enforcement: No report

Emergency Management: No report

Borough Maintenance: Discussion was had about the underground electrical wire conduit that needs to be replaced at the Sewer plant. Motion by Stacy McBride, 2nd by Dave Manley to purchase the conduit from a local hardware store and Borough maintenance would dig up the old & replace it, Roll call vote: all responded “yes”, motion carried.

Highway: Discussion was had about the compliments from residents on Pelton Hill Road, and the school bus driver about the good condition of Pelton Hill Road after it was fixed by M.R. Dirt.

Dan Dunham reported that Wilcox Automotive requoted the cost to fill in the rut down Jones Alley, as more materials and work would be required than originally estimated. Motion by Michelle Dunham, 2nd by Stacy McBride to have Wilcox Automotive fix Jones Alley for the revised cost of \$2,400. Roll call vote: Robert Manahan abstained, all others responded “yes”, motion carried.

Discussion was had about the replacement of a water drain pipe that was on a resident’s property. Motion by Michelle Dunham, 2nd by Stacy McBride to have Wilcox Automotive dig up the old pipe & replace it with the Borough’s pipe that was on another resident’s property. Roll call vote: all responded “yes”, motion carried.

Park: Bob Manahan reported that some picnic tables need to be put under the pavilions. Borough maintenance and community service workers will get it done. Bob also reported that the old storage building at the park has 2 drums of chlorine and a jug of muriatic acid that both need to be properly disposed of so the shed can be torn down.

Sewer: Secretary was asked to order propane for the sewer plant heating & generator, as well as drums of chlorine for the sewer plant.

Michelle Dunham reported that Shane Walker was pleased with the progress Jeff McIntire has been making with learning & doing the different duties at the sewer plant.

Dan Dunham reported that he got a price quote of \$1,450.00 for an 8’ x 10’ wooden shed for the sewer plant. Motion by Stacy McBride, 2nd by Bill McBride to order the shed for \$1,450.00 and get it placed at the sewer plant when it was available. Roll call vote: all responded “yes”, motion carried.

Water: No report.

Unfinished Business:

Duane Clark reported that a local accountant had declined to commit to performing the audit of the Borough’s 2015 records. Duane also reported that he had an appointment on 12/23 to meet in Scranton with the actual CPA that performed the 2014 audit, and hoped to get the final entries completed for 2014 and discuss the 2015 audit.

New Business:

Discussion was had about the Borough Council meeting dates for 2016. It was the consensus of Council to keep them on the First & Third Wednesdays of each month, except the mandatory Biennial Reorganization meeting to be held on the first Monday of January. Motion by Michelle Dunham, 2nd by Robert Manahan to advertise the meeting dates. Roll call vote: all responded “yes”, motion carried.

Biennial Reorganization Meeting: Monday, January 4, 2016 at 7:00 PM

Adjournment: The meeting was adjourned at 7:55 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer