

NEW ALBANY BOROUGH

BIENNIAL REORGANIZATION MEETING MINUTES – JANUARY 4, 2016

The meeting was called to order at 7:07 PM by Mayor Daniel Dunham. Also attending were Council Members Rodney Lee, Robert Manahan, Dave Manley and Secretary 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 the signed Affidavit of Residency from the newly elected Council member, Mayor Daniel Dunham administered the Oath of Office to Michelle Dunham.

**Roll Call:**

A Roll call was taken, and the following Council members were present. Rodney Lee, Robert Manahan, Dave Manley 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.

**Minutes:**

The reading of the minutes of the 12/16/15 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, 2<sup>nd</sup> 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, Month-to-Date income sources, water/sewer billing, collections and Accounts Receivable balances.

**Bills:**

The bills to be paid were discussed. Motion by Robert Manahan, 2<sup>nd</sup> 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:*** No report

***Emergency Management:*** Michelle Dunham asked Rodney Lee if he would be on the Emergency Management Committee with Dale Hatch, Rodney said that he would.

***Borough Maintenance:*** No Report.

***Highway:*** Discussion was had about additional signage needed on Pelton Hill Road. Rodney reported that the ditches were deep and someone would have problems getting out if they went over too far. Motion by Michelle Dunham, 2<sup>nd</sup> by Rodney Lee to purchase 2 signs from Bradco Supply that say "No Shoulder" to be placed on Pelton Hill Road. Roll call vote: all responded "yes", motion carried.

Motion by Michelle Dunham, 2<sup>nd</sup> by Rodney Lee to purchase 6 reflective posts for the culverts that cross Pelton Hill Road. Roll call vote: all responded "yes", motion carried.

***Park:*** It was reported that the garbage pails had been taken care of.

***Sewer:*** Michelle reported that the sewer plant was running well.

***Water:*** No report.

**Unfinished Business:**

It was noted that 2 more people are needed to fill open Council positions.

**New Business:**

None.

**Next Regular Monthly Meeting:** Wednesday, January 20, 2016 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 – January 20, 2016

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, Dave Manley, Robert Manahan & Philip De Long. Also attending were Secretary Duane Clark and Mayor Daniel Dunham joined the meeting later.

**Minutes:**

The reading of the minutes of the 1/04/16 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, 2<sup>nd</sup> 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 Dave Manley, 2<sup>nd</sup> by Robert Manahan to pay the bills presented. Roll call vote: all responded "yes", motion carried.

**Public Input:**

None.

**Resolutions & Ordinances:**

Emergency Operations Plan Update Resolution 2016-1, adopting the updated Bradford County Emergency Operations Plan. Motion by Philip De Long, 2<sup>nd</sup> by Robert Manahan, Roll call vote: all responded "yes", motion carried.

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:*** No report

***Emergency Management:*** No report

***Borough Maintenance:*** Borough maintenance employee Jeff McIntire reported that Towanda Water had already gotten padlocks and locked the ladder to the Borough water tank.

***Highway:*** Discussion was had about J&K Excavating and getting ready for the possible weekend snow storm.

***Park:*** No report.

***Sewer:*** No report.

**Water:** No report.

**Unfinished Business:**

Duane Clark reported that Brian Graves Accounting had given a quote for \$2,700 to do the Borough's 2015 Audit and file the Annual Financial report with DCED. Motion by Rodney Lee, 2<sup>nd</sup> by Phil De Long to appoint Brian Graves Accounting as the 2015 Independent Auditor. Roll call vote: all responded "yes", motion carried.

Dan Dunham reported that he had talked with Stiffler McGraw, and they had made digital copies of the Borough's Water & Sewer System maps.

**New Business:**

None.

**Next regular monthly Meeting:**      Wednesday, February 3, 2016 at 7:00 PM

**Adjournment:** The meeting was adjourned at 7:30 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – February 17, 2016

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. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 1/20/16 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. One correction was noted. Motion by Rodney Lee, 2<sup>nd</sup> 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 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 Michelle Dunham, 2<sup>nd</sup> by Robert Manahan to pay the bills presented. Roll call vote: all responded "yes", motion carried.

**Public Input:**

None.

**Resolutions & Ordinances:**

Duane Clark reminded Council of Solicitor Foster's recommendation to change the wording in the Property Maintenance Ordinance to have any appeals to citations be heard by the Eastern Council Of Governments appeals board. Discussion was had, and action was tabled for a future meeting.

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:***

A number of complaints to the borough about a few resident's properties having garbage and other refuse piling up, and the rodent problem that causes, as well as the increasing cat problems. Also a couple of loose dog and barking dogs issues were discussed. The Secretary has received a template for a citation letter from Solicitor Foster, and will adapt it to the Borough Property Maintenance and Animal ordinances and work with Code Enforcement Officer John Harkins to get formal citation letters sent out.

***Emergency Management:*** Discussion was had about a tree that had fallen across some wires and was partially blocking Pelton Hill Road. The school bus cannot get through and neither could a fire truck if needed. It was discussed that Penelec should be called to remove the tree from the wires.

***Borough Maintenance:*** No report.

***Highway:*** Discussion was had about a resident's request that Lawrence Street be plowed all the way to the end, not just to Wood Street. J&K Excavating will be reminded.

***Park:*** No report.

***Sewer:*** Dan Dunham reported that the shed has been ordered for the sewer plant, and that some stone needs to be brought in for a base for the shed to sit on before it can be delivered.

Robert Manahan asked what the status was of the motor & blower that had been sent out for repairs a few months ago. Michelle will check with Shane to find out when they will be returned.

***Water:*** Discussion was had about the status of some open work orders for a shut off & meter change.

**Unfinished Business:**

None.

**New Business:**

Discussion was had about scheduling the Borough Spring Cleanup day. Secretary is to call NTSWA to get dumpsters scheduled.

**Next regular monthly Meeting:**      Wednesday, March 2, 2016 at 7:00 PM

**Adjournment:** The meeting was adjourned at 7:55 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – March 02, 2016

The meeting was called to order at 7:15 PM by Council President Michelle Dunham. The following Council members were in attendance at Roll Call; Michelle Dunham, Rodney Lee, Dave Manley & Robert Manahan. Also attending was Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 2/17/16 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, 2<sup>nd</sup> 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 Robert Manahan, 2<sup>nd</sup> by Rodney Lee to pay the bills presented. Roll call vote: all responded "yes", motion carried.

**Public Input:**

None.

**Resolutions & Ordinances:**

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:***

It was reported that 1 resident's property had been cleaned up, but the rodents still need to be eliminated.

***Emergency Management:*** No Report

***Borough Maintenance:*** No report.

***Highway:*** Michelle reported she had the reflective markers for the culverts on Pelton Hill Road, and that she will get the signs that were previously discussed for Pelton Hill Road.

***Park:*** No report.

**Sewer:** Robert Manahan reported that the shed was ready to be delivered to the sewer plant as soon as the stone was brought in for it to sit on. Discussion was had regarding getting the stone and determining the direction the shed should face. Secretary to call for prices & delivery of 2b stone and make arrangements for delivery as soon as possible.

Robert Manahan asked about an update on the status was of the motor & blower that had been sent out for repairs a few months ago. Michelle will check with Shane to find out when they will be returned.

**Water:** Discussion was had about the status of some open work orders for a shut off & meter change.

**Unfinished Business:**

Secretary reported that dumpsters will be delivered in time for Borough Spring Cleanup Day scheduled for Saturday, May 21<sup>st</sup>. Closed electronics will not be accepted by NTSWA this year.

Discussion was had about the need for Lawrence Street property owners to get proper grading of driveways and drainage of rainwater, and then some drainage improvements could be done to Lawrence Street itself.

**New Business:**

Discussion was had about a copy of a public notice received that the Borough would be awarded CDBG funds to repair the Fawcett Ave bridge from the County.

**Next regular monthly Meeting:**      Wednesday, March 16, 2016 at 7:00 PM

**Adjournment:** The meeting was adjourned at 7:50 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – March 16, 2016

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

**Minutes:**

The reading of the minutes of the 3/02/16 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 Dave Manley, 2<sup>nd</sup> by Rodney Lee, 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, 2<sup>nd</sup> by Philip De Long to pay the bills presented. Roll call vote: all responded "yes", motion carried.

**Public Input:**

None.

**Resolutions & Ordinances:**

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:***

Duane Clark presented the current version of the Citation Letter, and some discussion followed.

***Emergency Management:*** No Report

***Borough Maintenance:*** Jeff McIntire reported that the unknown padlocks were cut off the water tower ladder and the Borough's padlocks were put on. Also the reflector posts were installed on Pelton Hill Road, as were the No Shoulder signs.

***Highway:*** Duane reported that we had received the Liquid Fuels check for \$10,860.49 and it will be mailed in to the PLGIT account for deposit.

Dan Dunham reported that Stiffler McGraw had offered a suggested change to the drainage plan for the Hubler Street project, and they were checking with PennDOT to see if it would work & be approved. Secretary was asked to call Stiffler & find out when the Request For Bids would be advertised.

Discussion was had about the large hole forming in the ditch of Pelton Hill Road where the fallen tree roots had exposed the soil and the storm water runoff had created a 10 foot deep hole that is starting to undercut the road. Secretary was asked to call Randy Wilcox to get a suggested fix to the problem and estimated cost.

**Park:** No report.

**Sewer:** Discussion was had about electricity being run to the new shed, questions about where outlets should be installed and whether to have a breaker/shut-off inside the sewer plant. Discussion was also had about getting some addition  $\frac{3}{4}$ " plywood or OSB for the shed floor. Jeff McIntire was approved to get the supplies needed to take care of both.

**Water:** Discussion was had about the status of some open work orders for a shut off & meter change.

**Unfinished Business:**

None

**New Business:**

Secretary was asked to request the speed limit trailers from PennDOT for this Summer, and to contact Dushore Borough about the timing of the street sweeper for this Spring.

**Next regular monthly Meeting:**      Wednesday, April 6, 2016 at 7:00 PM

**Adjournment:** The meeting was adjourned at 7:45 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – April 6, 2016

The meeting was called to order at 7:08 PM by Council Vice-President Rodney Lee. The following Council members were in attendance at Roll Call; Rodney Lee, Dave Manley, Philip De Long & Robert Manahan. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 3/16/16 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, 2<sup>nd</sup> by Rodney Lee, 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, 2<sup>nd</sup> by Robert Manahan to pay the bills presented. Roll call vote: all responded "yes", motion carried.

**Public Input:**

Chris Allen, representing his company Vigilone Construction notified Council that his company would be interested in giving estimates on any small excavating jobs, like road repairs or ditch repairs, etc.

**Resolutions & Ordinances:**

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:***

Duane Clark reported to Council that he had discussed the Citation Letter with John Harkins and they would be sent out soon to a couple of property owners and tenants, some discussion followed.

***Emergency Management:*** No Report

***Borough Maintenance:*** No Report

***Highway:*** Dan Dunham reported that he had met with Stiffler McGraw and Greg Dibble from PennDOT to discuss the revisions to the Hubler Street drainage project. Duane reported that Stiffler McGraw expected that advertising for bids would be going out by the end of the month, after the revisions were approved and included in the specifications.

Duane reported on his calls to Randy Wilcox and Rexer's quote for fixing the hole, and possibly the ditches on Pelton Hill Road. Council tabled the decision and requested an estimate from Chris Allen's company

Duane reported that NTSWA could sweep the streets in New Albany Borough on April 19<sup>th</sup> or 20<sup>th</sup> after they were done with sweeping streets in Dushore. Discussion was held and council requested a firm quote from Chris Allen, and cancelled the street sweeping with NTSWA. Michelle Dunham had also requested that 2 barn brooms be purchased, and that some people doing community service could use them to sweep the intersections & side streets.

Duane reported that PennDOT had the Speed Limit trailer scheduled for the week of May 2<sup>nd</sup> and May 9<sup>th</sup> to be set up in the Borough, and will also bring it back later in the Fall.

Dave Manley reported that one of the Brake Retarder prohibition signs was missing and that he was asking around and would continue to search for it.

***Park:*** No report.

***Sewer:*** Michelle Dunham had requested the purchase of some totes to be used at the sewer plant to organize parts & supplies.

It was discussed that Towanda Sewer Authority and Shane no longer want to be performing the duties at the sewer plant. Discussion followed about Jeff being able to do all that was required.

Discussion was had about getting the electric & insulation installed in the shed.

***Water:*** Jeff McIntire reported that L/B Water had delivered the water pit lid for the bus garage and he would get it installed & the meter changed.

#### **Unfinished Business:**

Discussion was had about the date of the Borough Clean-Up Day being the 3<sup>rd</sup> Saturday, at the same time as the recycling is done. Some options of changing the date to 4/14 if possible, or what other dates NTSWA would have dumpsters available. Duane to call NTSWA and find out options. Discussion followed concerning keeping electronics separate this year, and the disposal of tires.

#### **New Business:**

Duane reported on the responses from the PA State Police about their coverage in the Borough, 13 calls so far in the first 3 months, and the shortage of Troopers' time to do any speed enforcement activity.

**Next regular monthly Meeting:**      Wednesday, April 20, 2016 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 – May 4, 2016

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. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 4/06/16 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, 2<sup>nd</sup> 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. Duane also presented the Management letter from Graves Accounting, after the completion of their review of the Borough's 2015 books and filing of the Annual DCED Financial Report

**Bills:**

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

**Public Input:**

None

**Resolutions & Ordinances:**

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:***

Duane Clark reported that property maintenance citation letters had been sent to John to mail out & will follow up with John to make sure they were mailed.

***Emergency Management:*** Dale Hatch reported that all was going OK.

***Borough Maintenance:*** Michelle Dunham reported she would be using some Community Service people to get some work done in the park.

Discussion was had about Viglione Excavation's quote for sweeping the streets. Motion by Rodney Lee, 2<sup>nd</sup> by Robert Manahan to accept Viglione Excavation's quote of \$580.00 to sweep the Borough's streets. Roll call vote: all responded "yes", motion carried.

Dave Manley mentioned that he would appreciate any volunteers to help plant flowers & put up flags.

**Highway:** Dan Dunham reported an update on the Hubler Street drainage project.

Discussion was had regarding all 3 quotes received to repair Pelton Hill Road. Motion by Rodney Lee, 2<sup>nd</sup> by Robert Manahan to award the job to Viglione Excavating for \$9,180.00 Roll call vote: all responded “yes”, motion carried.

Dave Manley reported that the Brake Retarder prohibition sign had been found & he has it.

Discussion was had about a resident’s complaint to DEP about the dust that was coming from the north end of Main Street. Council discussed looking into options to treat the dirt section of the road.

Michelle Dunham discussed the possibility of getting a Speed Limit sign to put on the sign post at the corner of Rte 220 and Maple Street, and that the shrub growing next to it would need to be trimmed so the sign could be seen. Motion by Rodney Lee, 2<sup>nd</sup> by Michelle Dunham to purchase the Speed Limit sign. Roll call vote: all responded “yes”, motion carried.

**Park:** The park needs to be raked & mowed. Dan Dunham reported he had a new flag for the flagpole.

**Sewer:** Michelle Dunham reported that Shane thought the sewer plant had been running quite well. Discussion was had about checking the blowers to make sure the belts were operating properly and dust wasn’t building up.

**Water:** Jeff McIntire reported that he would get the meter replaced at the bus garage. Jeff will also get in touch with Scott & Karen Chase and Dave Berkley to get their meters & remotes that are not giving a reading changed out.

**Unfinished Business:**

Discussion was had about the rescheduled date of the Borough Clean-Up Day being the Saturday, June 4<sup>th</sup>.

Dale Hatch reported that the fire hydrants had been flushed & discussion followed about the testing of the hydrants that were thought to not be working properly, and repairing any necessary. Michelle said she would contact Fred Johnson to help.

**New Business:**

Dan Dunham suggested that the next CDBG grant application be for some catch basins & drainage repairs down May Street. Michelle suggested she would also put in a grant application to help with drainage on Lawrence Street.

**Next regular monthly Meeting:** Wednesday, May 18, 2016 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 – June 15, 2016

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

**Minutes:**

The reading of the minutes of the 5/04/16 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, 2<sup>nd</sup> by Rodney Lee 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. Duane also presented the Certificate of Completion for the PSATS Intermediate Municipal Accounting seminar he attended in Williamsport

**Bills:**

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

**Public Input:**

None

**Resolutions & Ordinances:**

Secretary read aloud Resolution 06-15-16 To Appoint for Vacancy, appointing Carson Turner to one of the vacant Borough Council positions. Discussion was had. Motion by Michelle Dunham, 2<sup>nd</sup> by Robert Manahan to adopt the resolution and appoint Carson Turner to New Albany Borough Council. Vote: all in favor, none opposed, motion carried.

Carson Turner was then sworn in by Mayor Daniel Dunham, and Carson joined the Council Meeting

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:***

Michelle Dunham reported that there were some properties that needed to get property maintenance citation letters, and she would send the property addresses to the Secretary so he could coordinate with CEO John Harkins and get them mailed.

***Emergency Management:*** Duane Clark reported that the Borough received an email with the 2015 Fire Department Report & will print it out for the next meeting.

**Borough Maintenance:** No Report.

**Highway:** Dan Dunham reported an update on the Hubler Street drainage project. Requests for bids was advertised and the bid opening would occur 6/29/16 at the Bradford County Courthouse, and then be brought to the next New Albany Borough Council meeting for a decision on awarding the project.

PennDOT reported that the edge of the Wyalusing/New Albany road that is washed out on Main Street is the Borough's responsibility to repair.

Dan reported that he had also discussed with PennDOT the possibility of getting an additional Speed Limit sign put up on Rt. 220 in the Borough, and he was waiting for a reply.

Greg Dibble is scheduled to meet with Dan Dunham to begin discussions about the next road repair project so Dan can prepare the CDBG Grant request to the County.

Secretary was asked to contact Chris Allen about when the Borough streets would be swept as he quoted.

**Park:** Bob Manahan reported he is working on some repairs to the park lawn mower. He also reported that he had repaired the locks so the park restrooms are now keyed the same.

It was noted that resident Donnie Rood had recently mowed the park lawns.

Discussion was had that the Borough maintenance man would need to do some minor plumbing repairs in one of the park buildings.

**Sewer:** Michelle Dunham requested that Jeff McIntire attend the Junior Wastewater Operator classes being offered by PRWA in Clark's Summit. The first 12 classes are free and the 13<sup>th</sup> is when the DEP exam is given, costing \$125.00 Discussion was had, motion by Michelle Dunham, 2<sup>nd</sup> by Rodney Lee to approve Jeff to attend the classes and take the \$125.00 test, plus allow a \$40.00 per diem for gas & meals. Roll call vote: all responded "yes", motion carried.

**Water:** Duane Clark reported he got a quote from L/B Water for a new hand-held water meter reader of \$450.00. A second reader would be used after a new meter is installed by borough maintenance, and also for taking meter readings when residents are filling their pools, when the one used by the meter reader is not available. Michelle Dunham stated that there was already a 2<sup>nd</sup> meter reader that did not work. She will get it to Fred Johnson at the Towanda Water Authority to see if it just needs programming or if he can get it to work.

**Unfinished Business:**

None.

**New Business:**

Dan Dunham brought to Council a resident's request for him to sign a permit allowing them to purchase and set off fireworks within the Borough. Discussion was had, and it was the consensus of Council that Mayor Dunham should not sign the permit.

**Next regular monthly Meeting:** Wednesday, July 6, 2016 at 7:00 PM

**Adjournment:** The meeting was adjourned at 8:02 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – July 6, 2016

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

**Minutes:**

The reading of the minutes of the 6/15/16 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 Carson Turner, 2<sup>nd</sup> 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 Robert Manahan, 2<sup>nd</sup> by Rodney Lee to pay the bills presented. Roll call vote: all responded "yes", motion carried.

**Public Input:**

Discussion was had about a golf-cart that had been observed driving around in the park and it was reported that the operator had been warned that it was not allowed in the park.

**Resolutions & Ordinances:**

None

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:***

Dave Manley asked if the new citation letters had been sent out to the property owners in violation of the Property Maintenance Ordinance discussed at the last meeting. Secretary reported he had not received any names or addresses to send the citation letters to.

***Emergency Management:*** Duane Clark presented Council with the 2015 Fire Department Report.

***Borough Maintenance:*** No Report.

***Highway:*** Jeffrey Nason from Stiffler McGraw presented an analysis of the 3 bids received for the Hubler Street project. Discussion was had about the details of the Base Bid and the Alternate Bid No. 1. Motion by Rodney Lee, 2<sup>nd</sup> by Robert Manahan to award the Base bid to Glenn O. Hawbaker, Inc. for \$71,146.00 and to reject all Alternate Bids No. 1. Roll call vote: all responded "yes", motion carried.

Discussion was had about asking the Fire Department if they would allow those residents affected by the Hubler Street project to temporarily park in the Social Hall parking area, or possibly in the empty lot next door. Rodney Lee will discuss at the next Fire Department meeting when some specific dates are known from GOHawbaker.

Discussion was had about the street sweeping by Chris Allen. Duane reported he had called Chris & left a message on his voice-mail.

Discussion was had about the treatment of the dirt road section of the north end of Main Street. Motion by Rodney Lee, 2<sup>nd</sup> by Carson Turner to allow Jeff McIntire to get 5 bags of Calcium Chloride from Dushore Agway & spread it on that section of Main Street. Roll call vote: all responded "yes", motion carried.

**Park:** Bob Manahan reported that the park lawn mower is still not working. Something in the motor is bad. Discussion was had about possible alternative ways to continue getting the park lawn mowed.

Discussion was had that some plumbing issues had been repaired, but Bob offered to take a look at the toilet valve problem.

**Sewer:** Jeff McIntire reported that we need to get the chlorinator moved out to the new shed and operating properly. The line may be plugged.

**Water:** Discussion was had about the status of water shut-offs & meter change-outs. Discussion was also had about the process of getting some curb-stop shut off valves dug up & cleaned out so they would operate properly.

**Unfinished Business:**

An update was given regarding Jeff McIntire taking the Jr Operator's class in Clark's Summit. He went there as Shane recommended and was told he couldn't attend the remaining classes after missing the first 2.

**New Business:**

None.

**Next regular monthly Meeting:** Wednesday, July 20, 2016 at 7:00 PM

**Adjournment:** The meeting was adjourned at 8:17 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – July 20, 2016

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

**Minutes:**

The reading of the minutes of the 7/06/16 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. One correction was noted. Motion by Robert Manahan, 2<sup>nd</sup> 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 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 Carson Turner, 2<sup>nd</sup> by Robert Manahan to pay the bills presented. Roll call vote: all responded "yes", motion carried.

**Public Input:**

Resident Carl Green reported an issue with the ditch down the side of Jones Alley. It prevents access to Jones Alley to the residents at the left end of Jones Alley. Discussion was had about a pipe being put in and covered to allow vehicles to get across the ditch. It was noted that Terry Williams would be contacted about selling or donating a pipe he had, and motion by Rodney Lee, 2<sup>nd</sup> by Carson Turner to have Wilcox Automotive put the pipe in the ditch to allow those residents access over the ditch to get out onto Jones Alley. Roll call vote: all responded "yes", motion carried.

**Resolutions & Ordinances:**

None

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:*** No Report.

***Emergency Management:*** No Report.

***Borough Maintenance:*** Maintenance employee Jeff McIntire reported that a Stop sign was needed for Pelton Hill Road & Route 220 intersection. Secretary to call Bradco Supply.

***Highway:*** No Report.

**Park:** Mayor Dunham reported that Child Evangelism Fellowship was using the park this week.

Bob Manahan reported he found the problem with the restroom plumbing and ordered the part needed.

Discussion was had about replacing the park lawn mower. It was suggested the Borough wait until Fall for an end-of-season deal. Motion by Rodney Lee, 2<sup>nd</sup> by Dave Manley to purchase a new lawn mower for a maximum of \$1,000 around October. Roll call vote: all responded "yes", motion carried.

Rodney Lee suggested that next Summer the Borough Maintenance person could do the mowing of the park, allowing a maximum of 3 hours for each time. It was the consensus of Council to allow this.

Discussion was had about people bringing dogs to the park to defecate and not cleaning it up. Council suggested a reminder be put in the August water bill stuffer that is not allowed.

**Sewer:** No report.

**Water:** Discussion was had about the need for water meter saddles. It was the consensus of Council to order 3 to have on hand.

Discussion was had about the reason for not using water from the Borough well #2 instead of paying Towanda water system for all water used. It was discussed that DEP had mandated that all water be purchased from Towanda Water, and that well # 2 could be used only for emergency backup. It was also noted that the Borough would need a Water System Operator and other requirements to use any water from well #2 other than for an emergency.

**Unfinished Business:**

None.

**New Business:**

None.

**Next regular monthly Meeting:** Wednesday, August 3, 2016 at 7:00 PM

**Adjournment:** The meeting was adjourned at 7:55 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – August 3, 2016

The meeting was called to order at 7:02 PM by Council Vice-President Rodney Lee. The following Council members were in attendance at Roll Call; Rodney Lee, Dave Manley, Carson Turner & Robert Manahan. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 7/20/16 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. One correction was noted. Motion by Rodney Lee, 2<sup>nd</sup> 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 transfers made, Year-to-Date income sources, water/sewer billing, collections and Accounts Receivable balances.

Duane also asked for any questions or discussion about the June 30, 2016 YTD Budget vs Actual Income Statement that was mailed out to all council members to review before the meeting. No questions or comments were discussed.

**Bills:**

The bills to be paid were discussed. Motion by Robert Manahan, 2<sup>nd</sup> by Carson Turner to pay the bills presented. Roll call vote: all responded "yes", motion carried.

**Public Input:**

None

**Resolutions & Ordinances:**

Secretary presented his findings about the Per Capita & Occupational taxes. Some discussion was had about various options for these taxes. Tabled for future discussion.

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:*** Discussion was had about the recent citation letters that had been sent out for Property Maintenance and Burning Ordinance violations. Discussion was had about outdoor wood stoves. What residents burn in these woodstoves is covered by the Borough's Burning Ordinance, and the chimney height is only regulated by the Building Codes if it is within 10 feet of any structure. Tabled for future discussion.

***Emergency Management:*** No Report.

***Borough Maintenance:*** No Report.

**Highway:** Secretary reported that the pipe had gotten installed in the ditch down Jones Alley.

Secretary also reported that the County would be accepting requests for any road name signs that needed to be replaced. Signs for Overton Road and Hatch Hill Road were noted.

**Park** No Report.

**Sewer:** Maintenance employee Jeff McIntire reported all is operating well.

**Water:** Discussion was had about water meter software & reader. Duane reported he had downloaded the software, and had ordered the necessary reader that plugs into the laptop to get the data readings from the meter from L/B Water, at a cost of \$300.00

Discussion was had about the second hand held meter reader that was returned by Fred with a new battery in it, but it still doesn't take a reading. Duane will contact Fred.

Discussion was had about getting the curb stop shut offs that don't need to be moved, just cleaned out, dug up and cleaned so they would operate. Motion by Rodney Lee, 2<sup>nd</sup> by Dave Manley to get the backhoe scheduled to come dig them up all on the same day. Roll call vote: all responded "yes", motion carried.

**Unfinished Business:**

Motion by Rodney Lee, 2<sup>nd</sup> by Dave Manley to donate the non-operating, unrepairable junk lawnmower to Bob Manahan. Vote: all in favor, none opposed, motion carried.

Dave Manley asked about the progress on the Hubler Street project. Dan Dunham responded that the paper work was being processed and the contractor should be starting on the project very soon.

**New Business:**

Secretary informed Council that they were invited to the YMCA Advocacy Day on Friday, 8/05/16 in Towanda.

**Next regular monthly Meeting:** Wednesday, August 17, 2016 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 – August 17, 2016

The meeting was called to order at 7:02 PM by Council Vice-President Rodney Lee. The following Council members were in attendance at Roll Call; Rodney Lee, Dave Manley, Carson Turner & Robert Manahan. Also attending was Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 8/03/16 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, 2<sup>nd</sup> by Carson Turner 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.

Duane also asked council members if they had been getting the Agenda mailings from the Bradford County Boroughs Association. Need to add Carson's name to the mailing list.

**Bills:**

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

**Public Input:**

Micah Baker from the JHA Companies, an engineering firm in Sayre, briefly explained the services they offer and made Council aware of the firm's interest in bidding on any future engineering projects the Borough might have.

**Resolutions & Ordinances:**

None

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:*** Secretary presented Council with a letter from the PA Department of Labor & Industry that a recent audit had been performed to assure the Borough's compliance with the accessibility requirements of the Uniform Construction Code. They determined there had been no completed commercial building projects since August 2011 when the last audit was done.

Bob Manahan reminded that a citation letter for the Tuttle property maintenance violations should be sent to Wells Fargo Bank.

***Emergency Management:*** No Report.

***Borough Maintenance:*** No Report.

**Highway:** Secretary reported that he got a message from Michelle Dunham that construction on the Hubler street drainage & paving project was scheduled to begin on or about September 12th.

Rodney Lee reported to Council that the Baptist Church was going to be having its annual Fall Festival on Sunday, September 18<sup>th</sup>. The church requested that Main Street be closed from 10AM until 2PM. Motion by Carson Turner, 2<sup>nd</sup> by Dave Manley to close Main Street on 9/18/16 from 10AM until 2PM. Vote: all in favor, none opposed, motion carried.

**Park** Discussion was had about the picnic tables that needed to be fixed at the park. Motion by Rodney Lee, 2<sup>nd</sup> by Dave Manley to let Bob Manahan buy the bolts & other supplies needed, and to fix the picnic tables at his discretion. Vote: all in favor, none opposed, motion carried.

Discussion was had about the condition of the basketball hoops in the park after they had been pulled down. Motion by Rodney Lee, 2<sup>nd</sup> by Carson Turner to have Jeff McIntire repair them with whatever bolts & angle iron was needed. Vote: all in favor, none opposed, motion carried.

Jeff McIntire reported that the bathroom plumbing was all fixed and functioning properly at the park.

**Sewer:** Discussion was had about getting the spare blower reconditioned after recently being told by Shane it had never been sent out. Secretary to call & find out what needs to be done with it.

Secretary also to check with Shane about instructions for changing the oil, greasing and any other routine maintenance that should be done to the blowers & motors.

Jeff McIntire reminded that we should call S&M Electrical contractors to see if they had, or were going to fix the pole lights at the sewer plant.

**Water:** Duane reported that Fred could do no more with the 2<sup>nd</sup> handheld meter reader to get it operational and suggested we send it to L/B Water to look at it.

Discussion was had about getting a backhoe lined up for 1 day to get the curb stop shut-offs dug up that needed to be cleaned out, not moved. Dave Manley to discuss with Dan Dunham and call Terry Selleck to see when he could dig them up.

**Unfinished Business:**

None.

**New Business:**

Secretary informed Council that Wysox Township was asking for a letter of support in requesting updated cell towers to be constructed so that there was adequate cell service in Wysox.

**Next regular monthly Meeting:** Wednesday, September 7, 2016 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 7, 2016

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; Dave Manley, Michelle Dunham, Carson Turner & Robert Manahan. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 8/17/16 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. One correction was noted. Motion by Robert Manahan, 2<sup>nd</sup> 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 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 Carson Turner, 2<sup>nd</sup> by Michelle Dunham to pay the bills presented. Roll call vote: all responded "yes", motion carried.

**Public Input:**

Michelle Dunham reported that she had received a complaint of the smell of a dead animal coming from the area between 2 houses on front Street. Discussion followed about that being the property owner's responsibility.

**Resolutions & Ordinances:**

None

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:*** Discussion was had regarding enforcement of the Property Maintenance Ordinance.

***Emergency Management:*** Michelle reported that Dale Hatch continues to receive information.

***Borough Maintenance:*** No Report.

***Highway:*** Daniel Dunham confirmed that construction on the Hubler street drainage & paving project was scheduled to begin on or about September 12th.

Dan also reported that he had attended the CDBG meeting to request grant money for a drainage project on White Alley & May Street.

**Park:** It was discussed that Jeff McIntire should start working on closing the park for the season.

Council thanked all those that had volunteered to mow the park this summer, and Bob Manahan reported he had gotten the materials to fix the tables and he would need some help picking up 1 table at a time.

**Sewer:** Jeff McIntire reported that we need to order chlorine & there are 6 empties to be returned.

**Water:** Bob Manahan reminded that in October the fire hydrants need to be flushed, and there are still a few hydrants that need to be checked & repaired if not working properly.

**Unfinished Business:**

Dave Manley reported that a sewer pipe at one of Chris Allen's properties was backing up, out onto Front Street, and also the cover to a shut-off valve on Wood Street is sticking up out of the ground and is possibly broken. Discussion was had & Michelle will contact Chris Allen & Jeff McIntire will look at the shut-off cover.

**New Business:**

Secretary to start working on preliminary version of 2017 Budget to be distributed at October 5<sup>th</sup> council meeting.

**Next regular monthly Meeting:**      Wednesday, October 5, 2016 at 7:00 PM

**Adjournment:** The meeting was adjourned at 8:00 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – September 21, 2016

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; Dave Manley, Michelle Dunham, Carson Turner & Robert Manahan. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 9/7/16 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No additions or corrections were noted. Motion by Robert Manahan, 2<sup>nd</sup> 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 Carson Turner, 2<sup>nd</sup> by Robert Manahan to pay the bills presented. Roll call vote: all responded "yes", motion carried.

Duane also reported to Council a brief update from his attendance of the TCC meeting and the County Commissioners meeting regarding Act #1391

**Public Input:**

None

**Resolutions & Ordinances:**

Motion by Michelle Dunham, 2<sup>nd</sup> by Robert Manahan to appoint Secretary Duane Clark as the contact person for Berkheimer Associates, allowing access to their Dashboard and the Earned Income Tax data. Roll call vote: all responded "yes", motion carried.

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:*** No Report.

***Emergency Management:*** No Report.

***Borough Maintenance:*** No Report.

***Highway:*** Daniel Dunham confirmed that construction on the Hubler street drainage & paving project was mostly complete. Some finishing work is still to be done to adjust a couple of curb-stop shut offs and cleaning the asphalt off the sewer manhole covers. PennDOT will now come and fix the catch basins on Front Street to complete their portion of the project.

Council requested that information regarding the CDBG Grant funding be included in the October water/sewer bill stuffer.

Discussion was had regarding the Hatch Hill Road sign that has been missing for a few months now. The new one has been ordered from the County & is expected to be in soon.

**Park:** It was discussed that the park was winterized, and Bob Manahan reminded that he would need some help picking up 1 table at a time for repairs.

**Sewer:** Discussion was had about the blowers switching from one to the other was not working properly. The relay to fix this needs to be found & installed. Michelle will look into finding someone or a company that would refurbish the blowers.

**Water:** Dan Dunham reported that the curb-stop shut offs had been dug up and cleaned out at the Brent Hugo and Brandon Sysock properties, and are now turned off. Also, the broken collar on a water main shut off valve on Lawrence Street had been replaced.

**Unfinished Business:**

Discussion was had about the status of the property maintenance enforcement and having Code Inspections doing some building inspections for building code violations.

**New Business:**

Discussion was had about the upcoming Halloween Trick-or-Treating hours in the Borough. It was decided that they be on Sunday, October 30<sup>th</sup> from 4:00 to 6:00 PM.

**Next regular monthly Meeting:**      Wednesday, October 5, 2016 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 – October 5, 2016

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; Dave Manley, Michelle Dunham, Carson Turner & Robert Manahan. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 9/21/16 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. One correction was noted. Motion by Dave Manley, 2<sup>nd</sup> 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 Robert Manahan, 2<sup>nd</sup> by Dave Manley to pay the bills presented. Roll call vote: all responded "yes", motion carried.

**Public Input:**

A borough resident expressed thanks to Council for getting the Hubler Street project done. A different resident expressed thanks to Council for continued work on a water drainage project.

**Resolutions & Ordinances:**

None

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:*** No Report.

***Emergency Management:*** No Report.

***Borough Maintenance:*** No Report.

***Highway:*** Daniel Dunham reported that some finishing work still needs to be done to a couple of curb-stop shut offs and cleaning the asphalt off the sewer manhole covers. PennDOT has joined the catch basins on Front Street to complete their portion of the project.

Council requested Jeff to fill some potholes on Lawrence Street, and the 2 new street signs for Hatch Hill Road & Overton Road were received from the County and ready to be installed.

***Park:*** Jeff will work on tearing down the old shed.

**Sewer:** Michelle Dunham reported that the oil needed for the blower motors has been ordered. She reported that she found a company that will come & look at the blower motors to see if they can fix them in place rather than shipping them out. The relay needed for the control panel is on back order.

Discussion was had regarding any need for heat in the shed over the winter. Motion by Carson Turner, 2<sup>nd</sup> by Michelle Dunham to purchase a small electric heater for the shed. Roll call vote: all responded "yes", motion carried.

**Water:** Discussion was had regarding the replacement & moving of 5 curb stop shut off valves. Motion by Michelle Dunham, 2<sup>nd</sup> by Robert Manahan to get 5 curb stop shut off valves dug up & replaced or moved to a different location, as needed. Roll call vote: all responded "yes", motion carried.

**Unfinished Business:**

Discussion was had about getting the new lawn mower for the park. Council will be checking with stores for any end-of-season sales.

Robert Manahan asked about the status of getting the cameras installed at the park. Discussion followed.

**New Business:**

Secretary went over the first draft of the 2017 Budget with Council. Council will look it over in more detail and bring any questions or suggested changes to the 11/02/16 meeting.

**Next regular monthly Meeting:**      Wednesday, October 19, 2016 at 7:00 PM

**Adjournment:** The meeting was adjourned at 8:11 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – November 2, 2016

The meeting was called to order at 7:02 PM by Council Vice-President Rodney Lee. The following Council members were in attendance at Roll Call; Dave Manley, Rodney Lee, Carson Turner & Robert Manahan. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 10/05/16 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No additions or corrections were noted. Motion by Robert Manahan, 2<sup>nd</sup> by Rodney Lee 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, 2<sup>nd</sup> 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:*** Code Enforcement Officer John Harkins is to follow up on citations. Discussion was had regarding the burning ordinance.

***Emergency Management:*** No Report.

***Borough Maintenance:*** No Report.

***Highway:*** Daniel Dunham presented a Construction Change Order from Glen O. Hawbaker that would reduce the cost approved for the Hubler Street project by \$648.00. Motion by Robert Manahan, 2<sup>nd</sup> by Carson Turner to approve the Change Order. Roll call vote: all responded "yes", motion carried.

Motion was then made by Rodney Lee, 2<sup>nd</sup> by Dave Manley to approve the Glen O. Hawbaker application for payment for the completion of the Hubler Street project in the amount of \$70,498.00. Roll call vote: all responded "yes", motion carried. Dan will make the necessary notification so the payment through the state grant can be processed.

**Park:** Discussion was had regarding the last couple of things that need to be done to close up the park for the winter.

**Sewer:** None.

**Water:** None.

**Unfinished Business:**

Discussion was had about final revisions to the 2017 Budget. The proposed budget will be presented at the 11/16/16 Council meeting for approval to advertise.

**New Business:**

Secretary reported receiving notice from the county that the Methodist Church parking lot was approved as exempt from Real Estate taxes.

Secretary reported receiving a donation request from the Wyalusing Museum Association.

**Next regular monthly Meeting:**      Wednesday, November 16, 2016 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 – November 16, 2016

The meeting was called to order at 7:00 PM by Council Vice-President Rodney Lee. The following Council members were in attendance at Roll Call; Dave Manley, Rodney Lee, Carson Turner & Robert Manahan. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 10/19/16 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No additions or corrections were noted. Motion by Robert Manahan, 2<sup>nd</sup> by Carson Turner to approve the minutes as presented. Vote: all in favor, none opposed, motion carried.

**Treasurer's Report:**

No Treasurer's Report was given.

**Bills:**

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

**Public Input:**

None

**Resolutions & Ordinances:**

Motion by Rodney Lee, 2<sup>nd</sup> by Robert Manahan to adopt a resolution appointing Graves Accounting as the Independent Auditor for the 2016 financial records. Roll call vote: all responded "yes", motion carried.

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:*** Code Enforcement Officer John Harkins initiated a discussion about the next step in the ordinance citation process and getting the District Magistrate involved in fining the violators.

Discussion was also had about getting the cameras installed in the park to deter, and aid in prosecution of the people that are destroying Borough property.

***Emergency Management:*** No Report.

***Borough Maintenance:*** No Report.

***Highway:*** The bids for 2017 snow removal were opened and read aloud. Discussion followed, motion by Dave Manley, 2<sup>nd</sup> by Carson Turner to accept the lower bid presented by Wilcox Automotive. Secretary will send letters to both bidders notifying them of the results.

***Park:*** Discussion was had regarding the last couple of things that need to be done to close up the park for the winter. The tables still need to be moved & stacked under cover.

**Sewer:** Discussion was had about the oil for the blower motors, and needing a follow up call to Mountain Lake Electric about installing the relay.

**Water:** Bob Manahan reminded that the fire hydrants need to be flushed. Dale Hatch will be reminded and Bob will work with Jeff McIntire to work on the 5 hydrants that may need to be repaired.

**Unfinished Business:**

Discussion was had regarding the 2017 Budget. Motion by Rodney Lee, 2<sup>nd</sup> by Robert Manahan to approve the proposed budget to be advertised for adoption at the 12/07/16 council meeting. Vote: all in favor, none opposed, motion carried.

**New Business:**

None.

**Next regular monthly Meeting:**      Wednesday, December 7, 2016 at 7:00 PM

**Adjournment:** The meeting was adjourned at 7:56 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – December 7, 2016

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; Dave Manley, Rodney Lee, Philip De Long & Robert Manahan. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 11/16/16 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No additions or corrections were noted. Motion by Robert Manahan, 2<sup>nd</sup> by Rodney Lee 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, 2<sup>nd</sup> by Robert Manahan to pay the bills presented. Roll call vote: all responded "yes", motion carried.

**Public Input:**

None

**Resolutions & Ordinances:**

Motion by Robert Manahan, 2<sup>nd</sup> by Rodney Lee to adopt a resolution setting the 2017 Real Estate millage rate at 6.25. Roll call vote: all responded "yes", motion carried.

Motion by Rodney Lee, 2<sup>nd</sup> by Dave Manley to appoint the same 2017 TCC delegates as last year. Vote: all in favor, none opposed, motion carried.

Motion by Rodney Lee, 2<sup>nd</sup> by Robert Manahan to adopt Resolution 2016-12-A setting the 2017 Sewer rates. Vote: all in favor, none opposed, motion carried.

Motion by Rodney Lee, 2<sup>nd</sup> by Dave Manley to adopt Resolution 2016-12-B setting the 2017 Water rates. Vote: all in favor, none opposed, motion carried.

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:*** Discussion was had about reimbursing the Code Enforcement Officer for any time & expenses if he has to appear in court for enforcement of a citation.

***Emergency Management:*** No Report.

***Borough Maintenance:*** No Report.

**Highway:** Secretary Duane Clark reported he sent letters to both bidders for the 2017 snow removal.

**Park:** Borough maintenance employee Jeff McIntire reported that the picnic tables had been moved under cover of the pavilions, but someone had pulled some of them back out. Discussion followed about getting some chain or cable to secure the tables so they could not be moved.

**Sewer:** Duane Clark reported the results of Excelsior Blower's inspection of the blower sent to them for repair evaluation. Since it would cost more to repair it than buy a new one, Council decided to hold off on purchasing a spare for backup. Jeff McIntire reported that the relay had been replaced in the panel so the blowers were properly alternating operation.

Discussion was had about replacing the water shut off valve at the sewer plant as it is leaking and water is visibly running from the valve.

**Water:** Duane Clark reported that a number of water shut-off notices had been mailed.

**Unfinished Business:**

Motion by Robert Manahan, 2<sup>nd</sup> by Rodney Lee to approve & adopt the 2017 Budget as proposed. Roll call vote: all responded "yes", motion carried.

**New Business:**

Secretary presented the contract from the Bradford County Humane Society for their 2017 animal sheltering services. Roll call vote: all responded "yes", motion carried.

Duane Clark read a letter to Council, giving notice of his resignation as Borough Secretary/Treasurer effective on or before 1/31/2017. Discussion followed and Duane was asked to place an ad for the position.

**Next regular monthly Meeting:**      Wednesday, December 21, 2016 at 7:00 PM

**Adjournment:** The meeting was adjourned at 7:45 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer

NEW ALBANY BOROUGH

COUNCIL MEETING MINUTES – December 21, 2016

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, Carson Turner & Robert Manahan. Also attending were Mayor Daniel Dunham and Secretary Duane Clark.

**Minutes:**

The reading of the minutes of the 12/07/16 Council meeting was waived as council received the minutes by e-mail in advance of the meeting. No additions or corrections were noted. Motion by Robert Manahan, 2<sup>nd</sup> 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 Carson Turner, 2<sup>nd</sup> by Robert Manahan to pay the bills presented. Roll call vote: all responded "yes", motion carried.

**Public Input:**

Michelle Dunham reported that there had been some complaints about recent snow plowing and icy streets.

**Resolutions & Ordinances:**

None

**Executive Session:** None

**Committee Reports:**

***Code Enforcement:*** No Report.

***Emergency Management:*** Michelle Dunham reported that Ken Higley had expressed his interest in the position of Emergency Management Coordinator, and that Dale Hatch was agreeable to the change.

***Borough Maintenance:*** No Report.

***Highway:*** It was noted that Wilcox Automotive would be assuming the snow removal & cindering duties effective January 1<sup>st</sup>, 2017.

***Park:*** No Report.

***Sewer:*** After some brief discussion, it was the consensus of Council to have Excelsior Blower to dispose of the un-repairable blower to eliminate any cost of shipping it back to the Borough.

Discussion was had about replacing the top portion of the water faucet at the sewer plant that is leaking and that it is not necessary to dig up the valve.

**Water:** No Report.

**Unfinished Business:**

Duane Clark reported on the progress of interviewing for a new Secretary/Treasurer.

**New Business:**

Discussion was had regarding the Borough Council Meeting dates for 2017. It was the consensus of Council to advertise the meetings to be on the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month, at 7:00 PM at the NAVFD Social Hall.

Secretary presented a letter from Stiffler & McGraw, discussion was had, and it was the consensus of Council to continue to have Stiffler & McGraw as the Borough Engineer.

**Next regular monthly Meeting:**      Wednesday, January 4, 2017 at 7:00 PM

**Adjournment:** The meeting was adjourned at 7:35 PM

Respectfully submitted by Duane Clark, Secretary/Treasurer