

NEW ALBANY BOROUGH COUNCIL
BIENNIAL REORGANIZATION MEETING MINUTES
JANUARY 2, 2018

New Albany Borough Council held their reorganization meeting at the New Albany Volunteer Fire Department Social Hall on January 2, 2018. The meeting was called to order at 7:15 p.m. by newly re-elected Mayor Daniel Dunham III. All present observed a moment of silence followed by the Pledge of Allegiance.

Mayor Dunham submitted his Affidavit of Residency and the Oath of Office was administered to him on January 2, 2018 by Dawn Close, Bradford County Prothonotary.

SWEARING IN OF NEW COUNCIL MEMBERS:

Robert Manahan, Rodney Lee, Carson Turner, and John Harkins were administered the Oath of Office by Mayor Dunham. Dave Manley was also re-elected to Council, but was unable to attend the meeting. He will be sworn in at a later date.

APPOINTMENT/SWEARING IN OF NEW COUNCIL MEMBER:

Michelle Dunham made a motion to approve Resolution 2018-01-B for the appointing of Laura McIntire as a member of Borough Council to fill a vacant position until the next required election. Carson Turner seconded the motion. Roll call vote: all responded "yes", motion carried. Mayor Dunham administered the Oath of Office to Laura McIntire.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Michelle Dunham, Robert Manahan, Carson Turner, Laura McIntire, and John Harkins.

ABSENT: Rodney Lee and Dave Manley.

OTHERS ATTENDING:

Mayor Daniel Dunham, Secretary/Treasurer Rhonda McCarty, & Borough Employee Jeff McIntire

PUBLIC:

None

ELECTION OF OFFICERS:

Mayor Dunham called for nominations for the office of Council President. There was one nomination: Michelle Dunham. Michelle accepted. There were no other nominations. Therefore, a vote was taken. All in favor, None opposed.

Mayor Dunham called for nominations for the office of Council Vice-President. There was one nomination: Robert Manahan. Robert accepted. There were no other nominations. Therefore, a vote was taken. All in favor, None opposed.

Michelle Dunham, President called the regular meeting to order at 7:30 p.m.

APPOINTMENT OF VACANCY BOARD CHAIR

Tabled until next month's meeting.

COMMITTEE APPOINTMENTS:

Water: Laura McIntire, Michelle Dunham, Robert Manahan

Sewer: Laura McIntire, Michelle Dunham, Robert Manahan

Ordinance Enforcement: Jim Canning

Secretary: Rhonda McCarty

Emergency Management: Bonnie Gill, Dale Hatch, John Harkins

Borough Maintenance: Jeff McIntire

Park: Dan Dunham, Carson Turner

APPROVAL OF MINUTES:

The minutes of the December 20, 2017 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. No additions or corrections were noted. Robert Manahan made a motion to accept the minutes as presented. Michelle Dunham seconded the motion. Vote: all in favor, none opposed, motion carried.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Carson Turner made a motion to pay the bills. Robert Manahan seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the President and it was placed on file for audit.

PUBLIC INPUT:

The dead tree located on the Berkely property was discussed. More limbs have fallen off of the tree. Secretary McCarty will contact Penelec, once again, to determine if they can remove the tree.

RESOLUTIONS & ORDINANCES: Council approved one ordinance and one resolution.

Michelle Dunham made a motion to approve TCC Delegates Resolution 2018-01-A. John Harkins seconded the motion. Roll call vote: all responded "yes", motion carried. This resolution states who the Borough delegates are for the Tax Collection Committee.

Michelle Dunham made a motion to approve Ordinance 2018-01-A. Robert Manahan seconded the motion. Roll call vote: all responded "yes", motion carried. This ordinance sets the Borough real estate tax rate for the fiscal year 2018.

EXECUTIVE SESSION: None

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Nothing to report.

ORDINANCE ENFORCEMENT: Michelle discussed the Property Maintenance Ordinance with Attorney Foster and he said the ordinance needs additional verbiage added via resolution.

EMERGENCY MANAGEMENT: Nothing to report.

BOROUGH MAINTENANCE: Nothing to report.

HIGHWAY/STREETS: Michelle Dunham made a motion to approve the payment of two Stiffler McGraw invoices (one is for the Fawcett Avenue Culvert Replacement Project; dated 12/19/17 and the other invoice is for the Lawrence Street Culvert Replacement Project; dated 12/19/17). These invoices will be paid by the Bradford County Grants Department; funding via the Community Development Block Grant. Carson Turner seconded the motion. Roll call vote: all responded "yes", motion carried.

PARK: Shelves are still sitting out in the weather and need to be moved into a storage building.

SEWER: Michelle Dunham made a motion to approve Jeff McIntire purchasing miscellaneous small tools and supplies for the Borough at Leljedal's going-out-of-business sale. Carson Turner seconded the motion. Roll call vote: all responded "yes", motion carried.

WATER: Borough Customer Water/Sewer Accounts were discussed.

UNFINISHED BUSINESS:

Michelle Dunham made a motion to donate \$2,000 to the New Albany Volunteer Fire Department's new truck. John Harkins seconded the motion. Roll call vote: all responded "yes", motion carried.

NEW BUSINESS: None

The meeting adjourned at 8:10 p.m.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL
MONTHLY MEETING MINUTES
February 21, 2018

Michelle Dunham explained at 7PM that Mayor Dan Dunham would start the meeting. There was a misunderstanding at the January Meeting and John Harkins had not been voted in and we did not have enough council members at the January meeting to appoint Laura McIntire. Laure McIntire was on Council 2017 to fill a position for a vacant place.

Dan Dunham would repeat the January Organization meeting. All matters from January would be reopened and allowed to be discussed and voting on January's meeting minutes with all subjects being addressed.

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on February 21, 2018. The meeting was called to order at 7:15 p.m. by Mayor Dan Dunham.

APPOINTMENT/SWEARING IN OF NEW COUNCIL MEMBER:

Michelle Dunham made a motion to approve **Resolution 2018-02-A** for the appointing of Laura McIntire as a member of Borough Council to fill a vacant position until the next required election. Robert Manahan seconded the motion. Roll call vote: all responded "yes", motion carried. Mayor Dunham administered the Oath of Office to Laura McIntire.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Michelle Dunham, Robert Manahan, Dave Manley, Carson Turner, and Laura McIntire.

ABSENT: Rodney Lee.

OTHERS ATTENDING:

Mayor Daniel Dunham, Secretary/Treasurer Rhonda McCarty, Borough Employee Jeff McIntire, & Ordinance Enforcement Officer Jim Canning.

PUBLIC: None

ELECTION OF OFFICERS:

Mayor Dunham confirmed with Council that the election of officers from the January 2, 2018 meeting will remain unchanged. Roll call vote: all responded "yes", motion carried.

Michelle Dunham, President called the regular meeting to order at 7:25 p.m.

APPROVAL OF MINUTES:

The minutes of the January 2, 2108 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. A correction to the meeting minutes was noted. Michelle Dunham made a motion to accept the minutes as corrected. Laura McIntire seconded the motion. Vote: all in favor, none opposed, motion carried.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Robert Manahan made a motion to pay the bills. Michelle Dunham seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the President and it was placed on file for audit.

PUBLIC INPUT: Council discussed a Borough resident complaining that their neighbor is plowing snow into the street.

RESOLUTIONS & ORDINANCES: Council approved three resolutions.

Michelle Dunham made a motion to approve **Resolution 2018-02-B**. Robert Manahan seconded the motion. Vote: all in favor, none opposed, motion carried. This resolution names the current Borough secretary/treasurer as the liaison between the Borough and Berkheimer (the duly appointed collector of local taxes for the district).

Michelle Dunham made a motion to approve **Resolution 2017-02-C**. Robert Manahan seconded the motion. Vote: all in favor, none opposed, motion carried. This resolution appoints Graves Accounting & Consulting Services as the Independent Auditor of the 2018 financial records, and to complete the DCED Financial Audit & Annual Report.

Michelle Dunham made a motion to approve the **Junior Council Member Resolution 2018-02-D**. Dave Manley seconded the motion. Vote: all in favor, none opposed, motion carried.

EXECUTIVE SESSION: None

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Statement of Financial Interest Forms were distributed to Council Members and employees. Secretary McCarty asked that they be completed and returned by the March 7th meeting.

ORDINANCE ENFORCEMENT: Jim has confronted residents about ordinance violations and those that have not complied were given citations. Michelle Dunham made a motion to approve the payment of eight hours of labor to Ordinance Enforcement Officer Jim Canning. Carson Turner seconded the motion. Roll call vote: all responded “yes”, motion carried.

EMERGENCY MANAGEMENT: Council added Jim Canning to this committee.

BOROUGH MAINTENANCE: The Maggie metal detector is not working well. Council is considering returning it and purchasing another brand of location device.

HIGHWAY/STREETS: Michelle Dunham made a motion to approve the payment of the following Stiffler McGraw invoices: Fawcett Avenue Bridge Rehabilitation Project; dated 2/13/18; Fawcett Avenue Culvert Replacement, dated 2/13/18; and Lawrence Street Culvert Replacement, date 2/13/18. These invoices will be paid by the Bradford County Grants Department; funding via the Community Development Block Grant. Carson Turner seconded the motion. Roll call vote: all responded “yes”, motion carried.

Berkely tree- Council asked Ordinance Officer Jim Canning to take care of this matter.

Borough Spring Clean-Up will be held May 19th.

CDBG Project bid opening date will be April 18, 2018.

Council chose the March 21st meeting date to have the PennDot representative attend and give further details on the Route 220 project that PennDot has scheduled for this summer.

PARK: The New Albany Children’s Fund is asking Council to update the electric service at the Borough Park and to have electric service ran to the gazebo.

SEWER: Council discussed the need for a new chlorinator pump at the Sewer Plant.

WATER: Jeff will locate and mark water shut offs.

UNFINISHED BUSINESS:

Appointment of Vacancy Board Chair- tabled until next meeting.

NEW BUSINESS: None

The meeting adjourned at 8:45 p.m.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL

MONTHLY MEETING MINUTES

March 7, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on March 7, 2018. The meeting was called to order at 7:04 p.m. by Vice-President Robert Manahan.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Robert Manahan, Dave Manley, Carson Turner, and Laura McIntire.

ABSENT: Michelle Dunham and Rodney Lee.

OTHERS ATTENDING:

Mayor Daniel Dunham, Secretary/Treasurer Rhonda McCarty, & Borough Employee Jeff McIntire.

PUBLIC: None

APPROVAL OF MINUTES:

The minutes of the February 21, 2108 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. The minutes were tabled for approval until the next meeting.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Carson Turner made a motion to pay the bills. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the Vice-President and it was placed on file for audit.

PUBLIC INPUT: Council received a complaint that a pothole on the Pelton Hill Road needs to be filled. Robert Manahan made a motion to purchase a load of modified from Johnson Quarries to be used for filling potholes. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

RESOLUTIONS & ORDINANCES:

EXECUTIVE SESSION: None

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE:

ORDINANCE ENFORCEMENT: Ordinance Enforcement Officer Jim Canning has made some Borough residents upset by serving them with citations for property maintenance violations.

EMERGENCY MANAGEMENT:

BOROUGH MAINTENANCE:

HIGHWAY/STREETS: Dave Manley made a motion to approve the payment of the following Stiffler McGraw invoices: Fawcett Avenue Culvert Replacement Invoice #3, dated 1/16/18 and Lawrence Street Culvert Replacement Invoice #3, dated 1/16/18. These invoices will be paid by the Bradford County Grants Department; funding via the Community Development Block Grant. Carson Turner seconded the motion. Roll call vote: all responded "yes", motion carried.

Dave Manley made a motion to approve Stiffler McGraw advertising for bids for the current CDBG project and setting the bid opening date of April 18, 2018. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

PARK:

SEWER: DEP is changing their reporting procedures effective May; reports will be required to be submitted electronically.

WATER: Borough Maintenance was asked about the status of the three customer requested water shut off work orders: Vida Williams, Rick Chase, and Matt McGroarty. None of them have been shut off.

Council asked Secretary McCarty to call LB Water in regard to returning the Maggie metal detector.

UNFINISHED BUSINESS:

Appointment of Vacancy Board Chair- tabled until next meeting.

NEW BUSINESS:

Council discussed possibly reducing Council to a five member board. Secretary McCarty was asked to research what the procedure would involve.

The meeting adjourned at 8:25 p.m.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL
NOTES FROM A GATHERING OF 4 COUNCIL MEMBERS
March 21, 2018

On March 21, 2018 four Council Members gathered at the New Albany Volunteer Fire Department Social Hall.

COUNCIL MEMBERS' PRESENT:

PRESENT: Robert Manahan, Dave Manley, Carson Turner, and Laura McIntire.

ABSENT: Michelle Dunham and Rodney Lee.

OTHERS ATTENDING:

Secretary/Treasurer Rhonda McCarty, & Borough Employee Jeff McIntire.

PUBLIC: None

ITEMS DISCUSSED INCLUDED:

A Borough resident's tree that needs to be cut down. The majority of the Council Members present agreed that the tree is a hazard and needs to be removed.

Two severely delinquent water/sewer accounts. Council would like to find a means to collect these account balances.

Those present left at 8:00 p.m.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL
MONTHLY MEETING MINUTES
April 18, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on April 18, 2018. The meeting was called to order at 7:07 p.m. by President Michelle Dunham.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Michelle Dunham, Dave Manley, Carson Turner, Robert Manahan (arrived at 7:10 p.m.), and Laura McIntire.

ABSENT: Rodney Lee.

OTHERS ATTENDING:

Mayor Daniel Dunham, Secretary/Treasurer Rhonda McCarty, Borough Employee Jeff McIntire, Amanda Boyer, Jeffrey Nason, Brianna Hallett, Anncelle (France foreign exchange student), Harley McIntire, Gila Robinson.

OPENING OF BIDS FOR CDBG PROJECTS (Fawcett Ave & Lawrence St Culvert Replacements & Fawcett Ave Bridge Rehabilitation).

Five companies submitted bids. M.R. Dirt \$128,600, Bill Anskis Co, Inc. \$119,895, R. DeVincentis Construction, Inc. \$106,000, Draper's Supply, Inc. \$82,260, Glen O. Hawbaker \$72,767.

Michelle Dunham made a motion to award the bid to Glen O. Hawbaker pending the approval of Amanda Boyer (Bradford County Grants Coordinator) and Stiffler McGraw. Dave Manley seconded the motion. Roll call vote: all responded "yes", motion carried.

Robert Manahan and Gila Robinson left the meeting at 7:15 p.m. Jeffrey Nason and Amanda Boyer left the meeting at 7:25 p.m.

PUBLIC: None

APPROVAL OF MINUTES:

The minutes of the February 21, 2018 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. A correction to the meeting minutes was noted. Carson Turner made a motion to accept the minutes as corrected. Michelle Dunham seconded the motion. Vote: all in favor, none opposed, motion carried.

The minutes of the March 7, 2018 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. No additions or corrections were noted. Dave Manley made a motion to accept the minutes as presented. Laura McIntire seconded the motion. Vote: all in favor, none opposed, motion carried.

The notes of the March 21, 2018 Council gathering were previously reviewed by the Council members as they receive the notes via email prior to the meeting. No additions or corrections were noted. Laura McIntire made a motion to accept the notes as presented. Carson Turner seconded the motion. Vote: all in favor, none opposed, motion carried.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Carson Turner made a motion to pay the bills. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the President and it was placed on file for audit.

PUBLIC INPUT: None

RESOLUTIONS & ORDINANCES: None

EXECUTIVE SESSION: None

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Received a voice mail message from Chris Newell asking for Community Service hours.

2018 PA & Federal Labor Law Poster- Michelle Dunham made a motion to purchase three posters. Dave Manley seconded the motion. Roll call vote: all responded "yes", motion carried.

Hubler Street resident's tree- Attorney Foster needs to see the Borough's Property Maintenance Ordinance. Michelle stated that the Borough can take care of this situation without the need of an attorney. Michelle will contact the necessary agencies and proceed with the tree removal.

PennDOT seal coating will take place in May. Overton Road (Route 3002) from Overton to New Albany and Hatch Hill Road (SR 3004) from Overton Road to New Albany will be seal coated.

Temporary Banners/Signs in Highway Right-of-Way. Received a letter from PennDOT explaining that temporary banners and signs that are in PennDOT right-of-way are permitted, but the municipality must adopt a resolution accepting liability for them. The adopted resolution must be acknowledged by PennDOT before a banner or sign can be erected.

Business Licensing- Received a call from Cosmic Concepts inquiring if the Borough has business licensing. The Borough does not have a soliciting ordinance. Cosmic Concepts will need to acquire permission from the property owner.

ORDINANCE ENFORCEMENT: Ordinance Enforcement Officer Jim Canning took two property owners to court and they were both found guilty of their violations.

EMERGENCY MANAGEMENT: Nothing

BOROUGH MAINTENANCE: Carson noted that the school bus sign by the post office needs to be straightened. Jeff was asked to take care of this.

HIGHWAY/STREETS: Michelle Dunham made a motion to approve the payment of the following Stiffler McGraw invoices: Fawcett Avenue Bridge Rehabilitation Invoice #5, dated 3/15/18 and Invoice #6, dated 4/3/18. These invoices will be paid by the Bradford County Grants Department; funding via the Community Development Block Grant. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

PARK: Michelle is organizing a Memorial Day Service with an ice cream social.

Casey Smith will work as a Park volunteer this summer for his Senior Project.

SEWER: Michelle reported that she has an operator lined up to take over when Fred Johnson retires, but DEP has recommended someone that will charge a lower fee.

Michelle met with Robert Blaney from DEP. Mr Blaney performed a partial inspection on the sewer plant and found no violations.

DEP is changing their reporting procedures and daily reports will be required to be submitted electronically. Michelle Dunham made a motion to purchase a laptop computer for the sewer plant at a cost not to exceed \$300.00. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried. Council agreed that Act 13 funds will be used to purchase the computer.

Michelle Dunham made a motion to purchase a computer printer for the sewer plant. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried. Council agreed that Act 13 funds will be used to purchase the printer.

WATER: Thirteen shut off notices were mailed on 3/9/18 and all thirteen paid the amount due on the specified date. Mailed two shut off notices on 4/6/18 and both of them paid the amount due on the specified date. The three severely delinquent water/sewer accounts that are on the books were discussed. The Borough currently has a lien on the Brent Hugo, 10 May St property. Council agreed to place a lien on the Susan Morgan, 89 Fawcett Ave property.

Mr Blaney from DEP also stated that the brush around the water tower needs to be cleared and an internal inspection needs to be done. Michelle stated that the Borough will need a water operator. She has offered to take the test and work for the Borough at no cost.

The Maggie metal detector has been returned to L.B. Water as it was not performing as was anticipated. Michelle Dunham made a motion to purchase a different brand of metal detector at a cost not to exceed \$600.00. Carson Turner seconded the motion. Roll call vote: all responded "yes", motion carried.

UNFINISHED BUSINESS:

Appointment of Vacancy Board Chair- Council will ask Connie Green to serve as the board chair.

NEW BUSINESS:

Michelle is researching putting a question on the next election ballot to reduce Council from a seven member to a five member board.

Paperwork has been submitted to PSAB nominating Robert Manahan as Councilman of the Year. Robert has served on Council for 39 years.

Junior Council will start on 4/20/18.

The meeting adjourned at 8:26 p.m.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL
MONTHLY MEETING MINUTES
May 2, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on May 2, 2018. The meeting was called to order at 7:02 p.m. by President Michelle Dunham.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Michelle Dunham, Dave Manley, Carson Turner, Robert Manahan, and Laura McIntire.

ABSENT: Rodney Lee.

OTHERS ATTENDING:

Mayor Daniel Dunham, Secretary/Treasurer Rhonda McCarty, Borough Maintenance Jeff McIntire, and Beth God.

PUBLIC: None

APPROVAL OF MINUTES:

The minutes of the April 18, 2018 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. Dave Manley made a motion to accept the minutes as presented. Laura McIntire seconded the motion. Vote: four in favor, none opposed, Robert Manahan abstained, motion carried.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Michelle Dunham made a motion to pay the bills. Carson Turner seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the President and it was placed on file for audit.

PUBLIC INPUT: None

RESOLUTIONS & ORDINANCES:

Council discussed a Rental Properties Ordinance that they are considering adopting. This ordinance requires landlords to have a license, limits single family dwellings to five occupants, etc. Council Members feel that passing this ordinance is a step in the right direction to improving the Borough. Council discussed creating a Board of Appeals. The members would be two residents and one Council member.

Also, Council discussed making some changes to the Borough's Junk Car Ordinance. Council wants to ensure that all ordinances contain a thorough explanation of what is expected from the Borough residents.

Council discussed the Per Capita and Occupational Assessment Taxes and are considering passing an ordinance that will state guidelines in regard to all individuals residing in the Borough. These taxes are to be paid by all Borough residents; those who own property, as well as all individuals who are renting and reside in the Borough.

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Nothing

ORDINANCE ENFORCEMENT: Nothing

EMERGENCY MANAGEMENT: Nothing

BOROUGH MAINTENANCE: Nothing

HIGHWAY/STREETS: Dan Dunham is meeting with Robert from Robert's Paving on Friday, 5/4/18 to discuss the filling of Borough street potholes.

Council discussed the potholes along the side of the streets and attempted to come up with a solution to drain the water. A suggestion was made to contact someone who has a tractor with a back blade. Council also discussed the drainage problems on Railroad Street.

Bradford Country Inmates are scheduled to work in the Borough on May 19, 22, and 23. They will help with Spring Clean Up day, sweeping streets, etc.

PARK: Possibly six senior projects this summer. The grass at the Park needs mowing. Jeff will service the lawnmower and mow the grass.

SEWER: Michelle presented sewer operator estimates. Shane, from Towanda Municipal Authority, is \$750 per month for license, \$75 per hour with minimum of 10 hours, and an additional \$75 per hour for Shane's assistant Floyd. DEP suggested Pat & Ann Crowley, \$650 per month for license and \$100 per week (1 day). Other independent contractors are \$1500 for license and \$75 to \$95 per hour.

Pat Crowley offered to assist Jeff McIntire obtaining his operator's license. The cost is \$1,800 for the class and books and \$750 for the exam.

Michelle Dunham made a motion to hire Pat & Ann Crowley to be the Borough's sewer operators. Carson Turner seconded the motion. Roll call vote: all responded "yes", motion carried.

WATER: Michelle will contact someone to do an internal inspection and cleaning of the water tower.

Dan received a metal detector cost estimate of \$599.95 from Calaman's Computers. The purchase of a metal detector was approved at the 4/18/18 meeting. Dan will get the detector ordered.

UNFINISHED BUSINESS:

Appointment of Vacancy Board Chair- It was discussed that Connie Green was asked at the last election to serve as the board chair and that she had agreed. She will be contacted to confirm.

Reducing Council from a seven member to a five member board. Attorney fees would total \$500. A petition will need to be circulated and obtain signatures from at least 5% of the Borough's registered electors. Once these signatures are obtained the petition will be presented to the court for approval. Michelle Dunham made a motion to have Attorney Foster proceed with the necessary paperwork to reduce Council from a seven member to a five member board. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

NEW BUSINESS:

May 12- Borough Yard Sale day. Michelle Dunham made a motion to approve May 12 as Borough Yard Sale day. Dave Manley seconded the motion. Vote: all in favor, none opposed, motion carried.

Junior Council Fundraisers- Community Dance Spring Fling & Spaghetti Dinner. Council denied approving these fundraisers to be hosted by the Junior Council. As per the Borough Code, Borough Council is not allowed to hold fundraisers. Junior Council also abides by the Borough Code; therefore, they are not allowed to hold fundraisers.

EXECUTIVE SESSION:

The President called an Executive Session at 8:40 pm to discuss a personnel matter. Council returned from the Executive Session at 8:55 pm.

The meeting adjourned at 8:55 pm.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL
MONTHLY MEETING MINUTES
May 16, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on May 16, 2018. The meeting was called to order at 7:03 p.m. by Vice-President Robert Manahan.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Robert Manahan, Dave Manley, Carson Turner, and Laura McIntire.

ABSENT: Michelle Dunham and Rodney Lee.

OTHERS ATTENDING:

Mayor Daniel Dunham, Secretary/Treasurer Rhonda McCarty, and Borough Maintenance Jeff McIntire.

PUBLIC: Beth God, Lewis Brassington, Bobbi Jo Marshall, and Daniel Marshall.

APPROVAL OF MINUTES:

The minutes of the May 2, 2018 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. Carson Turner made a motion to accept the minutes as presented. Dave Manley seconded the motion. Vote: All in favor, none opposed, motion carried.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Laura McIntire made a motion to pay the bills. Dave Manley seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the Vice-President and it was placed on file for audit.

PUBLIC INPUT: Beth God requested copies of all the Borough ordinances. Many of the ordinances are posted on the Borough website.

Lewis Brassington stated his case disputing the Borough Property Maintenance Ordinance in regard to junk cars.

Lewis Brassington, Bobbo Jo Marshall, and Daniel Marshall left the meeting at 7:35 p.m.

RESOLUTIONS & ORDINANCES:

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Nothing

ORDINANCE ENFORCEMENT: Nothing

EMERGENCY MANAGEMENT: Nothing

BOROUGH MAINTENANCE: Nothing

HIGHWAY/STREETS: Dan Dunham commented that Jones' Alley, Railroad St, and Lawrence St need work done on them to repair pot holes, etc.

PennDot delivered two loads of co-mingled millings for the Borough.

PARK: The mower has been serviced. Need to purchase a weed eater. Carson Turner made a motion to purchase a new weed eater with a purchase price not to exceed \$200.00. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

SEWER: Jeff purchased two trash cans for the plant. Council discussed water from eves' downspouts possibly emptying into the sewer drains. In regard to purchasing a laptop for the Sewer Plant, it was noted that Amazon has great prices on laptops.

WATER: Secretary McCarty made a suggestion to Council to consider amending the Water/Sewer Ordinance. The current payment terms for an invoice allows an invoice to become 60 days delinquent before a shut off notice is allowed to be sent. She suggested changing this to 30 days. Also, suggested was requiring a current invoice to be paid in 15 days rather than the current 30 days since this is water/sewer that has already been used by a resident. No action was taken. This item will be included on next month's agenda as unfinished business.

A metal detector has been purchased from Calaman's Computers.

UNFINISHED BUSINESS:

Appointment of Vacancy Board Chair- Dan Dunham confirmed that Connie Green has accepted this position.

NEW BUSINESS:

Nothing

The meeting adjourned at 8:28 pm.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL
MONTHLY MEETING MINUTES
June 20, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on June 20, 2018. The meeting was called to order at 7:02 p.m. by President Michelle Dunham.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Michelle Dunham, Robert Manahan, Dave Manley, and Laura McIntire.

ABSENT: Carson Turner and Rodney Lee.

OTHERS ATTENDING:

Mayor Daniel Dunham, Secretary/Treasurer Rhonda McCarty, and Borough Maintenance Jeff McIntire.

PUBLIC: Donnie O'Connor

APPROVAL OF MINUTES:

The minutes of the May 16, 2018 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. Robert Manahan made a motion to accept the minutes as presented. Laura McIntire seconded the motion. Vote: All in favor, none opposed, motion carried.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Dave Manley made a motion to pay the bills. Robert Manahan seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the President and it was placed on file for audit.

PUBLIC INPUT:

Donnie O'Connor was present contesting violations and citations that he has received from the Ordinance Enforcement Officer. Donnie feels these are unfair. Council agreed to discuss these with Ordinance Enforcement Officer Jim Canning. Michelle Dunham made a motion stating that if a re-inspection by Jim Canning shows improvement then Council will rescind the court appearance. Laura McIntire seconded the motion. Vote: All in favor, none opposed, motion carried.

RESOLUTIONS & ORDINANCES:

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Nothing

ORDINANCE ENFORCEMENT: Nothing

EMERGENCY MANAGEMENT: Dale Hatch called Michelle to inform her about the tornado and flash flooding warnings that were issued during the recent storm.

BOROUGH MAINTENANCE: Drains need to be cleaned. Council discussed the need for an ordinance preventing residents from blowing grass in the streets that result in plugged drains.

HIGHWAY/STREETS: Dan Dunham reported that there was a pre-construction meeting for the 2014 CDBG Project (Fawcett Avenue Bridge Rehabilitation). If Hawbacker can get a bridge construction crew available, construction will begin on June 26, 2018.

Dan also stated that grants are going to be tougher to obtain. Project drawings will be required when applying for a grant.

Michelle Dunham made a motion to approve the payment of the following Stiffler McGraw invoice: Fawcett Avenue Bridge Rehabilitation Invoice #7, dated 06/06/18. These invoices will be paid by the Bradford County Grants Department; funding via the Community Development Block Grant. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

PARK: On July 21, 2018 the Friends of New Albany group will be holding a Family Fun Day. Michelle Dunham presented to Council the idea of the Borough giving away fire safety literature, bike safety equipment, car seats, and online safety brochures. These items are eligible to be paid for with Act 13 funds under category #3 Safety Education and #4 Parks and Recreation. The total cost of the items will be just under \$2,000.00. Michelle Dunham made the motion for the Borough to participate in the Family Fun Day with the safety promotion giveaways. Dave Manley seconded the motion. Roll call vote: all responded "yes", motion carried.

Council discussed hiring an electrician to upgrade some wiring at the Park concession stand and install new wiring to the gazebo. Michelle Dunham made a motion to hire an electrician to upgrade the existing wiring and install new wiring with an amount not to exceed \$6,500. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

SEWER: Jeff McIntire commented that he has not had any interaction with the new Sewer Plant operators. Michelle will contact the new operators and inform them that they need to contact Jeff and; also, contact Secretary/Treasurer Rhonda McCarty about subcontractor paperwork that needs to be submitted.

The sludge tank at the Sewer Plant needs to be pumped out.

WATER: Michelle is looking into getting some volunteer help to clean the drains at the water tower.

UNFINISHED BUSINESS:

Appointment of Vacancy Board Chair- Dan Dunham confirmed that Connie Green has accepted this position. Council needs to vote on a resolution to appoint Connie. Tabled until next meeting.

Change customer invoice terms to 30 days overdue for shut off notice to be mailed. Tabled until next meeting.

Rental Properties Ordinance. Tabled until next meeting.

Per Capita & Occupational Ordinance. Tabled until next meeting.

Reducing Council from a 7 member to a 5 member board. Michelle has the required names on the petition and she will be dropping it off to Attorney Jonathan Foster on 6/21/18.

NEW BUSINESS:

Nothing

The meeting adjourned at 8:27 pm.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL

MONTHLY MEETING MINUTES

July 18, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on July 18, 2018. The meeting was called to order at 7:03 p.m. by President Michelle Dunham.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Michelle Dunham, Robert Manahan, Dave Manley, Carson Turner and Laura McIntire.

ABSENT: Rodney Lee.

OTHERS ATTENDING:

Mayor Daniel Dunham, Secretary/Treasurer Rhonda McCarty, and Borough Maintenance Jeff McIntire.

PUBLIC: None

APPROVAL OF MINUTES:

The minutes of the June 20, 2018 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. Carson Turner made a motion to accept the minutes as presented. Dave Manley seconded the motion. Vote: All in favor, none opposed, motion carried.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Carson Turner made a motion to pay the bills. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the President and it was placed on file for audit.

PUBLIC INPUT: None

RESOLUTIONS & ORDINANCES: None

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Secretary McCarty suggested to Council that the Borough apply for a credit card. She has been using her personal credit card to make purchases for the Borough and then submits receipts for reimbursement. She prefers not to do this any longer. Michelle Dunham made a motion to apply for a Borough credit card through Citizens and Northern Bank. Robert Manahan seconded the motion. Roll call vote: all responded "yes", motion carried.

ORDINANCE ENFORCEMENT: Jim Canning has been sick.

EMERGENCY MANAGEMENT: Nothing

BOROUGH MAINTENANCE: Fire hydrants need to be flushed. Jeff McIntire was asked to contact fire company president Dale Hatch to get this process in motion.

HIGHWAY/STREETS: G.H. Hawbaker, the construction company performing the work for the CDBG, hit a water line on Lawrence Street on 7/13/18. Towanda Water System repaired the broken line.

PARK: Mountain Lake Electric has completed the wiring upgrades at the Borough Park. Michelle Dunham made a motion to purchase a multi pack of pad locks to put on the new breaker boxes at the park. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

Michelle discussed installing motion detector lights in the park restrooms with Mountain Lake Electric. They quoted her a price of \$455. Dave Manley made a motion to accept the \$455 installation price and to approve Mountain Lake Electric installing the restroom motion detector lights. Robert Manahan seconded the motion. Roll call vote: all responded "yes", motion carried.

There are many reservations for the use of the park this summer. Council discussed that the floor in one of the pavilions needs to be replaced. No decision was made.

SEWER: Sub-contractors' Pat & Ann Crowley were hired on 5/14/18 to oversee the sewer plant. They contacted DEP, without consulting with the Borough first, about some items that they felt were not being handled properly at the sewer plant. Council was not aware of the incorrect procedures and are upset that the Crowley's contacted DEP without first discussing these items with them. Council discussed their other options for operators.

The gate and a portion of the fence at the sewer plant needs to be repaired. Council received an estimate of \$410 from Fishers Fence to repair the 16' double drive gate and 10' of fence on the left side of the gate. Michelle Dunham made a motion to accept the estimate of \$410 and to approve Fishers Fence repairing the gate and fence at the sewer plant. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

WATER: Towanda is responsible for overseeing the borough water system testing and reporting.

UNFINISHED BUSINESS:

Appointment of Vacancy Board Chair- Connie Green has now declined this position. Council will ask Terry Turner to fill this position. Tabled until next meeting.

Change customer invoice terms to 30 days overdue for shut off notice to be mailed. Tabled until next meeting.

Rental Properties Ordinance. Tabled until next meeting.

Per Capita & Occupational Ordinance. Tabled until next meeting.

Reducing Council from a 7 member to a 5 member board. Secretary McCarty will send Attorney Jonathan Foster an email and ask the status of this process.

NEW BUSINESS:

Mayor Dan Dunham asked Council if the Borough records that are stored in his barn could be moved to Borough property. Council agreed to move them to the sewer plant.

The meeting adjourned at 7:58 pm.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL
MONTHLY MEETING MINUTES
August 1, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on August 1, 2018. The meeting was called to order at 7:00 p.m. by Vice-President Robert Manahan.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Robert Manahan, Dave Manley, Carson Turner, Laura McIntire, and Michelle Dunham (arrived at 7:50 p.m.).

ABSENT: Rodney Lee.

OTHERS ATTENDING:

Secretary/Treasurer Rhonda McCarty, and Borough Maintenance Jeff McIntire.

PUBLIC: None

APPROVAL OF MINUTES:

The minutes of the July 18, 2018 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. Vice-President Robert Manahan stated that the minutes were approved as read.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Dave Manley made a motion to pay the bills. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the Vice-President and it was placed on file for audit.

PUBLIC INPUT: None

RESOLUTIONS & ORDINANCES: None

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Nothing

ORDINANCE ENFORCEMENT: Nothing

EMERGENCY MANAGEMENT: Nothing

BOROUGH MAINTENANCE: Council discussed that the bent school bus sign by the post office needs to be removed. Jeff will take care of this.

HIGHWAY/STREETS: Carson Turner made a motion to approve the payment of the following Stiffler McGraw invoices: Fawcett Avenue Culvert Replacement Invoice #5, dated 06/15/18 and Lawrence St Culvert Replacement Invoice #5, dated 7/17/18. These invoices will be paid by the Bradford County Grants Department; funding via the Community Development Block Grant. Dave Manley seconded the motion. Roll call vote: all responded "yes", motion carried.

Council discussed a resident's shrub that needs to be trimmed located on Front Street. When turning onto Front Street from Maple Street it is very hard to see oncoming traffic.

PARK: The lights on the back three pavilions are staying on all night. They have dusk to dawn sensors. The amount of the Park electric bill has doubled. Michelle will turn off the breakers for these pavilions.

Goober's Auto Body has volunteered to sandblast the Park grills. Jeff will repaint them.

SEWER: A bulb needs to be replaced on the Railroad Street grinder pump.

Council discussed that the downspouts on several buildings in the Borough need to be checked to see if they are emptying into the sewer lines.

After ongoing problems, Council has decided to terminate the current sewer operators, Pat & Ann Crowley. Michelle Dunham will contact Shane Walker to inquire if he is still interested in working for the Borough. Michelle Dunham made a motion that if Shane Walker is still interested in working for the Borough we will hire him immediately and terminate Pat & Ann Crowley. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

WATER: The fire hydrant by Rodney Lee's on Fawcett Avenue does work.

Jeff will be finding and exercising all water shut off valves.

UNFINISHED BUSINESS:

Appointment of Vacancy Board Chair- Terry Turner has agreed to fill this position.

Change customer invoice terms to 30 days overdue for shut off notice to be mailed. Tabled until next meeting.

Rental Properties Ordinance. Council discussed approving the Universal Property Maintenance. No decision was made. Tabled until next meeting.

Per Capita & Occupational Ordinance. Tabled until next meeting.

Reducing Council from a 7 member to a 5 member board. Jonathan will be advertising the petition August 5th to the 12th. The hearing will be September 11, 2018.

NEW BUSINESS:

Nothing

The meeting adjourned at 8:26 pm.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL MONTHLY MEETING MINUTES August 15, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on August 15, 2018. The meeting was called to order at 7:08 p.m. President Michelle Dunham.

Stand for a moment of silence and The Pledge of Alligence.

COUNCIL MEMBERS' ROLL CALL: *PRESENT:* Dave Manley, Carson Turner, Laura McIntire, and Michelle Dunham *ABSENT:* Rodney Lee and Robert Manahan

OTHERS ATTENDING: Borough Maintenance Jeff McIntire.

PUBLIC: David Sturdevant

APPROVAL OF MINUTES: No minutes were approved from previous meeting.

TREASURER'S REPORT: No Treasurer's Report available

PUBLIC INPUT: None

RESOLUTIONS & ORDINANCES: None

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Not available

ORDINANCE ENFORCEMENT: None

EMERGENCY MANAGEMENT: Bonnie Gill has had to take a step back. Dale Hatch, Dan Dunham & Michelle Dunham have been communicating with Bradford County Emergency Management.

BOROUGH MAINTENANCE: relayed information in a open discussion

HIGHWAY/STREETS: relayed information in a open discussion

PARK: relayed information in a open discussion

SEWER: relayed information in a open discussion

Mayor Dan Dunham, discussed the financial verification that we must be able to account for to submit to Bradford County EMA, County Commissioners, Pema/Fema to qualify the effected areas for assistance.

Discussion of the reorganization, in near future of the borough's Emergency plan. This should include alternatives or preventatives for the command center/evacuation location. Concern's to equip the fire company with Water resistant and up dated radio's for proper communication.

Agency's that have met with Fire Co. or Council:

Mike @ Salvation Army, temporary shelter is open at United Methodist Church, Towanda.

Saturday, August 18, 2018 @ 11 AM – multi-agency meeting at Wysox Fire Company – open to the public

Team Rubicon (FREE) – Non Government- Veteran Ran program to assist towns with disasters- **Micahel Trahan-** evaluating community to decide if the resident's have a need for assistance to clean out their homes.

NEW BUSINESS: None at this time

The meeting adjourned at 7:58 pm.

Respectfully submitted by:

Michelle Dunham, Borough Council President

Next Council Meeting Wednesday, September 5, 2018 @ 7 PM

NEW ALBANY BOROUGH COUNCIL
MONTHLY MEETING MINUTES
September 5, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on September 5, 2018. The meeting was called to order at 7:06 p.m. by Vice-President Robert Manahan.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Robert Manahan, Dave Manley, Carson Turner, and Laura McIntire

ABSENT: Michelle Dunham and Rodney Lee.

OTHERS ATTENDING:

Mayor Daniel Dunham, Secretary/Treasurer Rhonda McCarty, and Borough Maintenance Jeff McIntire.

PUBLIC: Bill Weidman

APPROVAL OF MINUTES:

The minutes of the August 1, 2018 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. Vice-President Robert Manahan stated that the minutes were approved as read.

The minutes of the August 15, 2018 Council meeting were reviewed by the Council members at the meeting. There were no corrections or additions. Vice-President Robert Manahan stated that the minutes were approved as read.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Dave Manley made a motion to pay the bills. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the Vice-President and it was placed on file for audit.

PUBLIC INPUT: None

RESOLUTIONS & ORDINANCES: None

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Nothing

ORDINANCE ENFORCEMENT: Nothing

EMERGENCY MANAGEMENT: Dale Hatch will be contacted to confirm that he is still willing to be the Borough's Emergency Management Coordinator.

BOROUGH MAINTENANCE: Flood damage cleanup continues.

HIGHWAY/STREETS: Council discussed using modified opposed to pavement to repair Borough streets.

PARK: The new weed eater and the leaf blower that were stored in the shed at the Park were both destroyed in the flood.

SEWER: Council discussed the contact tank at the sewer plant needing a new 1hp pump.

Shane Walker has agreed to be the Borough's Sewer Operator. His hire date will be September 1, 2018.

WATER: Council discussed the need to contact DEP in regard to Borough well #2. Council would like to know the current status of this well as recorded in DEP's system.

UNFINISHED BUSINESS:

Appointment of Vacancy Board Chair- Terry Turner presented an Affidavit of Residency. Carson Turner made a motion to approve Resolution 2018-08-A appointing Terry Turner to the Vacancy Board Chair position. Laura McIntire seconded the motion. Roll call vote: all responded “yes”, motion carried. Mayor Dan Dunham administered the Oath of Office to Terry Turner.

Change customer invoice terms to 30 days overdue for shut off notice to be mailed. Council discussed and decided to draft a new water ordinance opposed to amending the current water ordinance, because the advertising expense will be the same. Vice-President Manahan will make the necessary changes to the ordinance and present it for approval at the next Council meeting.

Rental Properties Ordinance. Tabled until next meeting.

Per Capita & Occupational Ordinance. Tabled until next meeting.

Reducing Council from a 7 member to a 5 member board. The hearing will be September 11, 2018.

NEW BUSINESS:

Nothing

The meeting adjourned at 8:15 pm.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL
MONTHLY MEETING MINUTES
September 19, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on September 19, 2018. The meeting was called to order at 7:08 p.m. by President Michelle Dunham.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Michelle Dunham, Robert Manahan, Dave Manley, and Laura McIntire

ABSENT: Carson Turner and Rodney Lee.

OTHERS ATTENDING:

Mayor Daniel Dunham, Secretary/Treasurer Rhonda McCarty, Borough Maintenance Jeff McIntire, Sewer Plant Chief Operator Shane Walker.

PUBLIC: None

APPROVAL OF MINUTES:

The minutes of the September 5, 2018 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. No additions or corrections were noted. Robert Manahan made a motion to accept the minutes as presented. Dave Manley seconded the motion. Vote: all in favor, none opposed, motion carried.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Discussion was had by Council in regard to two payments: J&K Construction \$2,125 & Crawford Septic Tank Cleaning \$24,530.50. Robert Manahan made a motion to pay the bills excluding the payment to J&K Construction and the payment to Crawford Septic Cleaning. Michelle Dunham seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the President and it was placed on file for audit.

PUBLIC INPUT: None

RESOLUTIONS & ORDINANCES: None

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Nothing

ORDINANCE ENFORCEMENT: Nothing

EMERGENCY MANAGEMENT: Dale Hatch will continue as EMC, but he suggested the Borough may want to find another individual for the position. Dale does not own a computer or have access to one and all EMC correspondence is relayed via email.

BOROUGH MAINTENANCE: Flood damage cleanup continues.

HIGHWAY/STREETS: Nothing

PARK: Nothing

SEWER: Council discussed getting a quote to replace the chlorination equipment and the contact tank. Log books need to be purchased.

WATER: Michelle Dunham made a motion to hire Terry Selleck to dig up several curb stops that need to be repaired. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

Discussion was had by Council in regard to several Borough property owners having flooded basements causing water heaters to float and break water lines. Michelle Dunham made a motion to charge each of these property owners for the base sewer usage rate for the month of August and determine the charge for the sewer usage units for each property owner by the average of the previous three months usage. Robert Manahan seconded the motion. Roll call vote: all responded “yes”, motion carried.

UNFINISHED BUSINESS:

Change customer invoice terms to 30 days overdue for shut off notice to be mailed. A revised water ordinance was presented to Council for approval. Michelle Dunham made a motion to approve the advertising of the revised water ordinance. Robert Manahan seconded the motion. Roll call vote: all responded “yes”, motion carried.

Rental Properties Ordinance. Tabled until next meeting.

Per Capita & Occupational Ordinance. Tabled until next meeting.

Reducing Council from a 7 member to a 5 member board. On September 11, 2018 the Borough was granted permission by the court to reduce Council to a 5 member board effective January 1, 2019.

NEW BUSINESS:

Southwestern Energy will be volunteering manpower to help with flood related cleanup and other projects that need to be done in the Borough. They will be here the week of September 24th to 28th. Council discussed what supplies will be needed for this project. Michelle Dunham asked that a petty cash fund be created to purchase fuel for the equipment. Laura McIntire made a motion to create a \$600 petty cash fund, purchase ten loads of modified, seed, and hay, and rent a mini-excavator with a thumb attachment and a dump truck for the Southwestern Energy projects. Dave Manley seconded the motion. Roll call vote: all responded “yes”, motion carried.

The meeting adjourned at 8:45 pm.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL
MONTHLY MEETING MINUTES
October 3, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on October 3, 2018. The meeting was called to order at 7:00 p.m. by Vice-President Robert Manahan.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Robert Manahan, Dave Manley, Carson Turner, and Laura McIntire

ABSENT: Michelle Dunham and Rodney Lee.

OTHERS ATTENDING:

Secretary/Treasurer Rhonda McCarty and Borough Maintenance Jeff McIntire.

PUBLIC: None

APPROVAL OF MINUTES:

The minutes of the September 19, 2018 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. A correction to the meeting minutes was noted. Laura McIntire made a motion to accept the minutes as corrected. Dave Manley seconded the motion. Vote: all in favor, none opposed, motion carried.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Carson Turner made a motion to pay the bills. Dave Manley seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the Vice-President and it was placed on file for audit.

PUBLIC INPUT: None

RESOLUTIONS & ORDINANCES: None

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Secretary McCarty presented mail that has been received; educational classes, open house invitations.

ORDINANCE ENFORCEMENT: Council Members wondering what happened to our Ordinance Enforcement Officer. Secretary McCarty will contact Jim Canning.

EMERGENCY MANAGEMENT: Nothing

BOROUGH MAINTENANCE: Many of the sand bags from the flood have been stored at the sewer plant. Council members discussed where the remaining sand bags could be stored. Possibly at the Park?

HIGHWAY/STREETS: Secretary McCarty reported that the 2019 estimated liquid fuels allocation will be \$11,873.92.

PARK: Council instructed Jeff to closeup the Park for the season.

SEWER: Council discussed Shane's suggestion to chlorinate and then dechlorinate to regulate chlorine levels. Council also discussed purchasing a new sampler for the sewer plant.

WATER: Secretary McCarty contacted Towanda Water and asked if they would discount the price on the additional water used for flood cleanup. Towanda said they are as low as they can go. We already pay the lowest rate that has a huge discount.

Jeff reported that there is a water leak around Railroad Street and the Wyalusing/New Albany Road that he is having a difficult time finding.

Council discussed the exposed water line on the Overton Road that needs to be repaired before freezing temperatures arrive.

There is a water leak at the sewer plant that needs to be repaired, also.

UNFINISHED BUSINESS:

Change customer invoice terms to 30 days overdue for shut off notice to be mailed. Revised Water Ordinance needs to be retyped as it is full of typos and then it will need to be advertised.

Rental Properties Ordinance. Tabled until next meeting.

Per Capita & Occupational Ordinance. Tabled until next meeting.

Borough Water Well #2. This well is the Borough's backup water source. Council discussed that the road leading to this well needs to be cleared.

NEW BUSINESS:

Council members expressed appreciation for all of the flood related projects Southwestern Energy completed in the Borough during the week of September 24th to the 28th. The projects included: fixed the water tower road, cleaned drains, stabilized the creek bank by Carl Green's home, and many other items.

Council set budget meetings for October 9th and October 23rd at 4 o'clock.

Bob Manahan and Jeff McIntire will flush the borough fire hydrants.

Council discussed purchasing a \$6,000 dump truck from Bob Manahan's son.

The meeting adjourned at 8:40 pm.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL
MONTHLY MEETING MINUTES
November 21, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on November 21, 2018. The meeting was called to order at 7:02 p.m. by President Michelle Dunham.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Michelle Dunham, Robert Manahan, Carson Turner, and Laura McIntire

ABSENT: Dave Manley and Rodney Lee.

OTHERS ATTENDING:

Mayor Dan Dunham, Secretary/Treasurer Rhonda McCarty and Borough Maintenance Jeff McIntire.

PUBLIC: None

APPROVAL OF MINUTES:

The minutes of the October 3, 2018 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. No additions or corrections were noted. Robert Manahan made a motion to accept the minutes as presented. Laura McIntire seconded the motion. Vote: all in favor, none opposed, motion carried.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Council discussed the invoice that was submitted by an individual for work performed in the flood clean-up. Since there was no formal agreement Council agreed that if they pay one person they should pay all volunteers. Therefore, payment will be denied. Carson Turner made a motion to pay the bills. Robert Manahan seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the Vice-President and it was placed on file for audit.

PUBLIC INPUT: None

RESOLUTIONS & ORDINANCES: None

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Received an invoice from Best Line Equipment for damage on the mini excavator that Council rented for flood clean-up. Michelle Dunham made a motion to approve paying the invoice, but asked that Best Line be contacted to ask why the damage isn't covered under the damage waiver. Robert Manahan seconded the motion. Roll call vote: all responded "yes", motion carried.

ORDINANCE ENFORCEMENT: Nothing

EMERGENCY MANAGEMENT: Dan & Michelle Dunham volunteered to act as Emergency Management Coordinators. Carson Turner made a motion to approve Dan & Michelle as EMC's. Laura McIntire seconded the motion. Vote: all in favor, none opposed, motion carried.

BOROUGH MAINTENANCE: There is a sink hole on Pelton Hill Road caused from a deteriorating drain pipe. It was just filled in for now and will be repaired in Spring 2019.

HIGHWAY/STREETS: Michelle Dunham made a motion to pay Glenn O. Hawbaker, Inc., Fawcett Ave Bridge Rehab & Fawcett Ave & Lawrence St pipe replacement Invoice #68880, \$77,957.00 retroactive to November 7, 2018 (contingent upon Stiffler, McGraw & Assoc recommendation to pay once final paperwork is received) and pay the FEMA monies (currently in the General Fund SMF) to Glenn O. Hawbaker, Inc., \$14,563.50, and approve the payment of Stiffler McGraw Inv# 6 & 7 (Fawcett Ave Culvert Replacement), Inv# 6 (Lawrence St Culvert Replacement), and Invoices #7, #8, #9, & #10 (Fawcett Ave

Bridge Rehabilitation). Laura McIntire seconded the motion. Roll call vote: all responded “yes”, motion carried.

Michelle Dunham made a motion to approve change order #2 for Lawrence St & Route 220 (installed a handicap accessible curb stop ramp). Laura McIntire seconded the motion. Roll call vote: all responded “yes”, motion carried.

Snow plowing & cindering bids were opened. Only one company submitted a bid. Carson Turner made a motion to accept Wilcox Automotive’s bid @ \$69.00 per hour and Robert Manahan seconded the motion. Roll call vote: all responded “yes”, motion carried.

PARK: Nothing

SEWER: Michelle Dunham made a motion, retroactive to October 10, 2018, to purchase a new Sampler for the Sewer Plant, at a cost of \$6,307.90 and to purchase a Hach Pocket Colorimeter 2 at a cost of \$486.21. Robert Manahan seconded the motion. Roll call vote: all responded “yes”, motion carried.

Shane suggested to Council that the new Sampler be inside a shed where it will be protected from the elements. Michelle Dunham made a motion to purchase a building to house the sampler for a purchase price of up to \$400. Laura McIntire seconded the motion. Roll call vote: all responded “yes”, motion carried.

Received a \$5,146.27 insurance claim check for the water damage at the Sewer Plant.

Council discussed purchasing materials to replace the sheetrock at the Sewer Plant that suffered water damage. Michelle Dunham made a motion to purchase the materials from Home Depot or Lowe’s; whichever one has the lower price. Carson Turner seconded the motion. Roll call vote: all responded “yes”, motion carried.

WATER: 22 shut off notices were mailed on November 6, 2018 to customers with delinquent accounts.

UNFINISHED BUSINESS:

Michelle Dunham made a motion to adopt the new water ordinance effective November 21, 2018. Robert Manahan seconded the motion. Roll call vote: all responded “yes”, motion carried.

NEW BUSINESS:

Michelle Dunham made a motion to approve the advertising of the proposed 2019 Budget. Carson Turner seconded the motion. Roll call vote: all responded “yes”, motion carried.

The meeting adjourned at 8:07 pm.

Respectfully submitted by:

Rhonda McCarty, Secretary

NEW ALBANY BOROUGH COUNCIL
MONTHLY MEETING MINUTES
December 19, 2018

New Albany Borough Council held their monthly meeting at the New Albany Volunteer Fire Department Social Hall on December 19, 2018. The meeting was called to order at 7:00 p.m. by President Michelle Dunham.

COUNCIL MEMBERS' ROLL CALL:

PRESENT: Michelle Dunham, Robert Manahan, Dave Manley, Carson Turner, and Laura McIntire

ABSENT: Rodney Lee.

OTHERS ATTENDING:

Mayor Dan Dunham, Secretary/Treasurer Rhonda McCarty, Wastewater Operator Shane Walker, and Borough Maintenance Jeff McIntire.

PUBLIC: Ken Higley, Zach Dean, Klarisa Reyes, Sam Ressegule, Shari Hunsinger, and Randy Hunsinger, Jr.

APPROVAL OF MINUTES:

The minutes of the November 21, 2018 Council meeting were previously reviewed by the Council members as they receive the minutes via email prior to the meeting. No additions or corrections were noted. Robert Manahan made a motion to accept the minutes as presented. Laura McIntire seconded the motion. Vote: all in favor, none opposed, motion carried.

TREASURER'S REPORT:

Approval to pay bills was presented to Council. Carson Turner made a motion to pay the bills. Robert Manahan seconded the motion. Roll call vote: all responded "yes", motion carried. Council Members reviewed the Treasurer's Report. The report was accepted by the President and it was placed on file for audit.

PUBLIC INPUT: Tenants that rent the building at 377 Main Street asked if the gate at the Wastewater Plant could be moved. Tenants that rent apartments on Front Street asked when their water would be restored.

RESOLUTIONS & ORDINANCES: 2019 Real Estate Millage will be 7.25. Dave Manley made a motion to adopt the 2019 Real Estate Tax Millage Ordinance 2018-12-A. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

2019 Water Rates: flat monthly fee of \$15.50 per consumer dwelling unit, monthly water usage up to 20,000 gallons \$6.00 per 1,000 gallons, water use over 20,000 gallons per month \$5.75 per 1,000 gallons. Robert Manahan made a motion to adopt 2019 Water Rates Resolution 2018-12-A. Dave Manley seconded the motion. Roll call vote: all responded "yes", motion carried.

2019 Sewer Rates: flat monthly fee of \$30.00 per consumer dwelling unit, monthly sewer usage up to 20,000 gallons \$5.75 per 1,000 gallons, sewer use over 20,000 gallons per month \$5.50 per 1,000 gallons. Robert Manahan made a motion to adopt the 2019 Sewer Rates Resolution 2018-12-B. Laura McIntire seconded the motion. Roll call vote: all responded "yes", motion carried.

Michelle Dunham made a motion to adopt Resolution DR-4408 PEMA DAP-1 designating Daniel Dunham as the New Albany Borough's agent in obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Carson Turner seconded the motion. Roll call vote: all responded "yes", motion carried.

COMMITTEE REPORTS/ITEMS TO ADDRESS:

SECRETARY/OFFICE: Nothing

ORDINANCE ENFORCEMENT: Michelle Dunham made a motion to adopt the Constable Peacekeeping Memorandum of Agreement between New Albany Borough and James Canning effective January 1, 2019. Robert Manahan seconded the motion. Roll call vote: all responded “yes”, motion carried. This agreement will replace the Ordinance Enforcement Officer position that James Canning held. Effective January 1, 2019 he will no longer be a Borough employee. Mr. Canning will be a sub-contractor hired by the Borough enforcing the items stated in the Peacekeeping Agreement.

EMERGENCY MANAGEMENT: Dan & Michelle Dunham attended their first meeting.

BOROUGH MAINTENANCE: Nothing

HIGHWAY/STREETS: Council discussed the Pelton Hill drain and the large pot hole on Main Street.

PARK: Nothing

SEWER: Shane has the chlorination/de-chlorination problem solved. He will be submitting a letter and a flow chart prepared by Stiffler McGraw to DEP for approval.

WATER: Towanda will be assisting the Borough in solving water leakage problems. Council discussed attending training for the Chlorimeter.

UNFINISHED BUSINESS:

Rental Properties- table until next meeting

Per Capita & Occupational Assessment Taxes- table until next meeting

Borough Well #2- This well was condemned due to cancerous materials in the water. Shane will confirm with DEP. If this well is condemned, the electric service needs to be disconnected.

Library asking for donation. Council discussed and all agreed not to donate at this time.

NEW BUSINESS:

Michelle Dunham made a motion to adopt the 2019 Budget. Carson Turner seconded the motion. Roll call vote: all responded “yes”, motion carried.

Swear in Junior Council Members- table until next meeting

The meeting adjourned at 8:41 pm.

Respectfully submitted by:

Rhonda McCarty, Secretary