

**TYRONE BOROUGH COUNCIL  
MINUTES OF REGULAR COUNCIL MEETING**

**MARCH 11, 2019 @ 7:00PM**

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The Regular Monthly Council Meeting of the Tyrone Borough Council was held on Monday, March 11, 2019 @ 7:00PM at the Tyrone Borough Municipal Building, 1100 Logan Avenue, Tyrone, PA. Mayor Latchford led the group in the Pledge of Allegiance and Pastor Eric Shaffer, Church of the Good Shepherd gave the Invocation.

**CALL TO ORDER:**

Mayor Latchford called the meeting to order and requested roll call. Present: Council members Robert Dollar, Charlie Mills, David Snyder, Terry Richardson, Thad Graham, and Mayor Latchford. Absent: Councilmember Sarah Jane Miller and Michelle Miller. Also present were Borough Manager Ardean Latchford; Solicitor Dan Stants; Police Chief John Romeo; Water Superintendent Mike Ashcroft; Highway Superintendent Jim Bywater; Finance Director Shannon Wilson; Consulting Engineer Kevin Nester; Code Enforcement Officer Marvin Frazell; and Administrative Assistant Kimberly Gurekovich.

**APPOINTMENT OF FULL TIME POLICE OFFICER**

Council was in receipt of a Letter of Recommendation from Chief Romeo to hire part time officer Traci Winters as a full-time police officer. Officer Winters has been with the Borough since 2012 working as a part time police officer and has completed the Civil Service testing process. Officer Winters was amongst the top 3 candidates. It was moved and seconded that Council appoint Ms. Traci Winters as the Borough's newest full time police officer. It was moved and seconded that Council appoint Traci Winters as a full time officer, effective March 25, 2019. Council unanimously approved said motion.

**PRESENTATIONS:**

**American Legion Presentation**

Jim Baughman and Bob Nein of the American Legion were present at the meeting and presented Police Chief Romeo with a \$3,000 donation from the American Legion, Sons of the Legion and the American Legion Auxiliary.

**Certificate of Appreciation - Cole Stine**

Eight year old Cole Stine recently donated money he received for his birthday to the Tyrone Borough K9 Fundraising Campaign. Mayor Latchford and Chief Romeo present Cole with a Certificate of Appreciation along with an OIP Gift Certificate.

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**Irish Heritage Proclamation**

Mayor Latchford presented a Proclamation to the Irish Heritage Festival Committee, commemorating the week-long celebration.

**PUBLIC COMMENT:**

**Judy Norris, Tyrone Women's Club-Fundraiser for Tyrone Hospital**

Ms. Norris was at the meeting to request use of Reservoir Park, Pavilion No. 1 on June 14, 2019 to hold a fundraiser for the Tyrone Hospital. Ms. Norris stated they have been holding this fundraiser for the last 10 years at DelGrosso's Park in May. They have moved the date to June to compensate for adverse weather however by doing that, parking at DelGrosso's now is an issue. The Women's Club has been able to donate \$20,000 over the last four years to the hospital. Ms. Norris also advised there is a very low consumption of alcohol, the group would be responsible for all cleanup, nobody under 18 is permitted to attend the event and they would be obtaining a small games of chance license.

It was moved and seconded that Council approve the use of Pavilion No. 1 and grant permission to serve alcohol during this event. Mayor Latchford asked for public comment. There being none, Council unanimously approved said motion. Council directed Solicitor Stants to prepare a Waiver reflecting the same for Council's approval at the April meeting.

**Mike Whitby, Tyrone Youth Athletic Association**

Mike Whitby, President of the Tyrone Youth Athletic Association, was in attendance to request \$60,000 from the Community Enrichment fund for improvements to Ferner Field. Mr. Whitby advised they have been in contact with PennTerra Engineering and Jeff Long Contracting for assistance in this project. The School is also on board to assist in the improvement project. Mr. Whitby advised Tyrone has 200 kids and 1 field to use. Their mission is to impact the community through the youth. Mr. Whitby advised no sports are going away but they need facilities to accommodate. Ferner Field will be made into a multi-use field; i.e., little league, minor league and youth football. These facilities will be used for practice and games. It was then moved and seconded for Council to approve the \$60,000 donation to the Tyrone Youth Athletic Association. Mayor Latchford requested public comment. There being none, Council unanimously approved said motion.

There was no further public comment.

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**APPROVAL OF MINUTES**

It was moved and seconded the Minutes of the February 11 and February 21, 2019 Council Meetings be approved. Council unanimously approved said motion.

**APPROVAL OF MONTHLY FINANCIAL REPORTS**

It was moved and seconded the financial reports for the monthly accounting period ending February 28, 2019 be approved: (1) The Account Balance Report; (2) Statement of Revenues and Expenses; and (3) Cash Disbursement Journal. Council unanimously approved said motion.

**BOROUGH MANAGER'S MONTHLY REPORT**

**Tyrone Cat Advocates**

Council was in receipt of a letter received from Tyrone Cat Advocates. This organization is declining the Borough's \$1,500 donation that was approved at last month's meeting. This donation was made by a motion, thus declining the funds will also have to be approved by motion. It was moved and seconded that Council approve the declination of these funds. A roll call vote was taken. Ayes: Council members Richardson, Snyder, Graham, Dollar and Mayor Latchford. Nays: Council member Mills.

**Sale of Parcel - Decker Hollow Road**

The Borough owns a 40 acre parcel on Decker Hollow Road that is not used by the Borough. It was moved and seconded to grant the Borough Manager permission to have this property surveyed, appraised and placed out for bid. Council unanimously approved said motion.

**Transfer Reserves from FNB to PLGIT**

As part of the Borough's operational change to another financial institution, Council's authorization is needed to move the Borough's reserves for all funds from First National Bank to PLGIT (Pennsylvania Local Government Investment Trust). The total amount being moved is \$3,036,284 and any interest earned on the balance up to the date of the transfer. This action is contingent upon hearing back from our auditor to insure PLGIT's collateralization is sufficient. It was moved and seconded that Council approve moving forward with this transaction with the above noted contingency. It is noted that First National currently offers 2.3% on our money market. PLGIT was offering 2.56% as of February 13<sup>th</sup>. Council unanimously approved said motion.

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**Transfer of Borough Business Credit Cards**

The Borough's current business credit cards with First National Bank do not have a cash back incentive structure. Instead, they offer points that can be used to redeem a set list of items. First National can also offer a different type of card at 1% cash back. We have also explored PLGIT's credit card offering and their cash back incentives are tiered based on transaction volume. Reliance Bank is offering 1% cash back depending on the expense type regardless of volume. Being that our banking operations have changed to Reliance Bank, this seems to provide the most beneficial structure for us. It was moved and seconded that Council approve opening credit card accounts with Reliance Bank. Council unanimously approve said motion.

**Insurance Renewals**

The Borough is in receipt of our annual insurance renewals for the period covering March 14, 2019 thru March 14, 2020. The Borough will realize a net increase of \$1,676 for the policy year. This reflects a reduction for the Public Officials policy in the amount of \$302 and an increase for the MRM, PPL and VFIS premium of \$1,978. It was moved and seconded that Council approve the new insurance renewals for the period March 14, 2019 thru March 14, 2020. Council unanimously approved said motion.

It was also noted the Borough will be applying for K-9 mortality rate insurance. Once the policy is written, information will be provided to Council for approval.

**Informational:**

- The Borough recently met with DEP to discuss the Borough's 902 grant application. The grant was submitted on March 8. Notification most likely will not happen until Fall, 2019. It was noted this is a reimbursable grant, thus the Borough must make the purchases and be reimbursed.
- Ardean recently met with Gary Craig of Craig Fencing to discuss fencing options for the Observatory Deck at Railroad Park. Mr. Craig will be exploring options and report back.
- The Borough has scheduled a public shredding event, scheduled for April 12, 10am to 1pm. This event will be held at Reservoir Park and there is a 40lb limit.
- Burgmeier's Spring Cleanup is scheduled for April 9, 10 and 11.
- PA Cleanup is scheduled for April 6, from 8am to noon. The Tyrone Area Cooperative Ministries is organizing this event.

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**SOLICITOR’S RERORT:** Solicitor Stants had to following to report:

**Resolution No. 2019-01 - Destruction of Municipal Records**

It was moved and seconded that Council approve Resolution No. 2019-01, authorizing the destruction of Municipal records as permitted by the Municipal Records Retention Act. Council unanimously approve said motion.

**Resolution No. 2019-02 - Disposal of Old Equipment/Uniforms**

It was moved and seconded that Council approve Resolution No. 2019-02, authorizing the disposal of Old Equipment and Uniforms as outlined in list attached to the Resolution. Council unanimously approved said motion.

**Resolution No. 2019-03 - Right To Know Law**

It was moved and seconded that Council approve Resolution No. 2019-03, adopting the official Right to Know Law Fee Schedule for Commonwealth and local agencies. Council unanimously approved said motion.

**CONSULTING ENGINEER:** Council was in receipt of Mr. Kevin Nester’s report.

**CODE ENFORCEMENT:** Council was in receipt of Mr. Frazell’s report. Mr. Frazell advised he has met with the Borough’s CDBG Grant Coordinator, Trina Illig and Solicitor Stants regarding the current Demolition Order for 822 Washington Avenue. Mr. Frazell would like to see this taken care of this year.

**POLICE DEPARTMENT:** Council was in receipt of Chief Romeo’s report. Chief Romeo thanked Borough Council for their support in the K9 program. Chief reported the goal has now been met. The K9 should be one duty April 22. Chief is planning an Open House to have the K9 sworn in and for it to be introduced to the public on April 23<sup>rd</sup>.

The Borough Manager thanked Chief Romeo for the police presence on Clay Avenue.

**SEWER DEPARTMENT:** Council was in receipt of Mr. Nulton’s monthly report.

**WATER DEPARTMENT:** Council was in receipt of Mr. Ashcroft’s monthly report.

**HIGHWAY DEPARTMENT:** Council was in receipt of Mr. Bywater’s report.

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The Meeting Adjourned at 8:00pm.

Respectfully Submitted,

Ardean C. Latchford/kdg  
Borough Manager