

**TYRONE BOROUGH COUNCIL  
MINUTES OF REGULAR COUNCIL MEETING  
NOVEMBER 13, 2023 @ 7:00PM**

=====

The Regular Monthly Meeting of the Tyrone Borough Council was held on Monday, November 13, 2023 @ 7:00PM at the Tyrone Borough Municipal Building, 1100 Logan Avenue, Tyrone, PA. Pastor Carl Schmidt, Tyrone Alliance Church, gave the Invocation and Mayor Latchford led the group in the Pledge of the Allegiance.

**CALL TO ORDER:**

Mayor Latchford called the meeting to order and requested roll call. Present: Council members Robert Dollar, Rob Poust, David Snyder, Sarah Hunter, Ken Patterson, William Wiser and Mayor Latchford.

Also, present were Borough Manager Ardean Latchford; Solicitor Dan Stants; Sewer Superintendent Jason Harris; Water Superintendent Donnie Shultz; Highway Superintendent Jim Bywater; Chief of Police Jessica Walk; Code Enforcement Officer Marvin Frazell; Consulting Engineer Steve Siegfried; and Administrative Assistant Kimberly Gurekovich.

**Executive Session:**

Mayor Latchford announced that Council held an Executive Session meeting prior to the meeting to discuss personnel and real estate.

**PUBLIC COMMENT:**

**Ken Szala, Lehman Engineers – LSA Grant for Reservoir Park Upper Bridge**

Lehman Engineers are contracted by PennDOT to inspect Borough bridges. Ken Szala, Lehman Engineers, was present at the meeting to advise Council that an inspection was recently done on the upper bridge at Reservoir Park and it was found to be in disrepair, so much so that it was advised to close this bridge off to pedestrian and vehicular traffic. The Borough did close this bridge down due to liability. The Borough is waiting for a load analysis for the bridge to be done to determine if we could open it up to pedestrian traffic.

Mr. Szala advised that Lehman could apply for the Local Shares Act (LSA) grant on behalf of the Borough for this bridge repair work. The cost of the grant would be in the amount of \$297,184. The Borough would be responsible for any overages. The Borough could also arrange for their own inspector for the project, which would save additional funds. If Council is in agreement, a Resolution will need passed and there is a \$100 application fee.

It was noted that Superior Lumber donated the decking for the bridge. The Borough will meet with the appropriate officials to determine if the Borough could open this up for pedestrian traffic.

It was moved and seconded that Council move forward with this and approved Resolution No. 2023-11 authorizing submission of an LSA grant. Council unanimously approved this Resolution.

**Minutes – Regular Council Meeting  
November 13, 2023  
Page Two (2)**

**Tom Beebe, 1265 Logan Avenue**

Mr. Beebe was present to request Borough Council consider the Borough residents and not raise property taxes in the Borough. Mr. Beebe also asked that the Borough negotiate rates with the gas company.

**Bridget Gill, Tyrone Perfect Paws**

Ms. Gill established Perfect Paws in 2019 to help with the cat population in Tyrone and the surrounding community. Ms. Gill was present at the meeting to request funding from the Borough for their Trap, Neuter and Release program. Ms. Gill advised that Council had agreed to donate \$1,500 to the program in 2021 and that was never received. Since January 5, 2024 they have done 55 cats just within the Borough alone. This has been their worst year since she has started with no explanation as to why. They are finding a lot of cats and kittens are being dumped in Tyrone. Ms. Gill stated they are volunteers taking on this task and with more cats to trap and have neutered the expenses are getting to be more than they can take care of. It was suggested that the Borough donate \$3,000 to this program to help with those cats within the Borough. It was moved and seconded that Council approve a \$3,000 donation. This item was not on the Agenda; Mayor Latchford called for public comment. There being none, Council unanimously approved this donation and thanked Ms. Gill for their efforts in this program.

**APPROVAL OF MINUTES**

It was moved and seconded that the Minutes of the October 9, 2023 Council meeting 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 October 31, 2023, be approved: (1) The Account Balance Report; (2) Statement of Revenues and Expenses; and (3) Cash Disbursement Journal. Council unanimously approved said motion.

It was noted that Councilmember Patterson left at 7:35pm.

**BOROUGH MANAGER'S MONTHLY REPORT**

**Free Metered Parking – Parking Meter Decorating**

The Borough historically offers free 2-hour metered parking during the month of December. To accommodate the meter decorating, this year the 2-hour free parking season would be November 18<sup>th</sup> thru January 7<sup>th</sup>. The free parking will not include the Municipal parking lot. This lot will remain metered and enforced. It was moved and seconded that Council approve the free parking period. Council unanimously approved said motion.

**Minutes – Regular Council Meeting  
November 13, 2023  
Page Three (3)**

**Bid Award for Street Cuts**

The Borough accepted bids for patching of street cuts. These are for cuts made by the water and sewer departments. One bid was received from Duey, LLC. Their bid price is \$160/square yard. The Borough is currently paying \$82.50/square yard. It was moved and seconded that Council award this bid to Duey LLC at their bid price of \$160/square yard. Council unanimously approved said motion.

**Bid Award for Transportation and Disposal of Sludge**

The Borough accepted bids for the Transportation and Disposal of Transportation and Disposal of Sludge on November 7. Two bids were received and are listed below:

Burgmeier Hauling	\$116.42/ton
Waste Management	\$103.75/ton

It was moved and seconded that Council award this bid to the low bidder, Waste Management at their bid price of \$103/75/ton. The Borough is currently paying \$90/ton. Council unanimously approved said motion.

**Memorandum of Understanding (MOU) AFSCME Contract**

The Borough recently met with AFSCME union representatives to discuss the possibility of doing away with the step increases for new employees. Presently it takes a new hire 2 years to reach the full rate. In recent interviews, we have seen that this presents a concern to interviewees. All parties have agreed to this. It was moved and seconded that Council approve the MOU as presented; doing away with the step increases and implementing a 60 training period. This change is effective as of November 14, 2023. Council unanimously approved said motion.

**Application for Payment #3 – First Responder’s Park**

Council was in receipt of Application for Payment #3 for the First Responder’s Park/Blair Avenue Parking Lot project. The AFP is in the amount of \$152,164.81. This payment application has been reviewed by Lehman Engineering and they recommend approval of this AFP. It was noted that the retainage is also being reduced with this payment. There is a balance of \$746.70 remaining for plantings, which is now dependent on the weather. It was moved and seconded that Council approve AFP #3 in the amount of \$152,164.81. Council unanimously approved said motion.

**Borough Manager's Monthly Report**  
**November 13, 2023**  
**Page Four (4)**

Along with this AFP was a Certificate of Substantial Completion. It was moved and seconded that Council approve the Certificate of Substantial Completion. Council unanimously approved said motion.

**5<sup>th</sup> Street – Traffic Study**

As requested by Borough Council, the Borough Manager contacted Lehman Engineering to conduct a traffic study on 5<sup>th</sup> Street. Their study suggests and supports making 5<sup>th</sup> Street one way, traveling from Washington Avenue to Clay Avenue with parking allowed on the north side of 5<sup>th</sup> Street only. Fifth Street from Clay to the Athletic fields would remain two-way with parking allowed on the south side only. The Engineer's did meet with the school, and they feel this will not impact school traffic and may in fact help. Council was provided with a copy of the traffic study. It was moved and seconded that Council approve this traffic study and direct Solicitor Stant's to draft an ordinance for the December meeting. Council unanimously approved said motion.

**Metered Parking – Blair Avenue Parking Lot**

As Council is aware, the Borough recently made renovations to the parking lot located in the 1000 block of Blair Avenue. Presently the Borough leases 7 of those spaces. There are an additional 15 spaces. It was before Council to decide if those newly created spaces would be leased or metered. It was moved and seconded that Council would lease these spaces. A roll call vote was taken. Ayes: Council members Hunter, Poust, Snyder, Wisner and Mayor Latchford. Nays: Council member Dollar. The motion carried.

**Monetary Donation Request – Tyrone Food Bank**

Council was in receipt of a letter from the Tyrone Food Bank requesting monetary donations. Food Banks have been used more frequently the last few years. It was moved and seconded that Council make a one-time \$1,000 donation to the Tyrone Food Bank. It was moved and seconded that Council approve this one-time donation. Council unanimously approved said motion.

**Discussion/Approval - 2024 Proposed Budget**

Council was in receipt of the 2024 Proposed Budget. The summary is as follows:

The 2024 budgets were prepared using a conservative approach towards revenue and expenses, and where possible, includes some funds to cover unforeseen expenses. A 3% wage increase for Non-Uniformed and a 7% increase for Uniformed employees is reflected pursuant to the current Collective Bargaining Agreements.

**Borough Manager's Monthly Report**  
**November 13, 2023**  
**Page Five (5)**

The General Operating Fund has been balanced for 2024 by using a prior year surplus of \$668,741. This includes a \$775,000 transfer to the Capital Expenditure Fund to cover projected capital requirements as related to the General Fund Departments over the next ten years. There will be a half millage (.0005) increase in real estate tax for 2024. This will increase the millage rate from 2.725 to 3.225.

The Water Operating Fund has been balanced for 2024. We are planning to transfer prior year surpluses to the Water Capital Fund totaling \$111,689 to cover projected capital requirements over the next ten years, and current year debt service. Rates will increase by 25% for 2024.

The Sewer Operating Fund has also been balanced for 2024. We are planning to transfer \$608,000 to the Sewer Capital Fund to cover projected capital requirements over the next ten years. We continue to work diligently on a plan to remedy increased costs at the sewer plant along with other variables that could substantially impact sewer operations. We will be monitoring the sewer system closely with our engineers and sewer rate consultant.

It was moved and seconded that the 2024 Proposed Budget be advertised for the required 10-day public inspection. Council unanimously approved the motion.

**Miscellaneous:**

- Fall leaf pickup will run every Monday thru November 27, there will be no leaf pickup December thru April. Leaf pickup will resume during the month of May and June
- Christmas Parade, December 2, 2023 @ 4pm

**SOLICITOR'S RERORT:** Solicitor Stants had the following to report:

**CONSULTING ENGINEER:** Council was in receipt of Rettew's Engineering Report.

**CODE ENFORCEMENT:** Council was in receipt of Mr. Frazell's monthly report.

**Walk Subdivision Plan – 771 5<sup>th</sup> Street**

It was moved and seconded that Council retract their approval of the Walk subdivision plans as approved at the October 9, 2023 Council meeting. The plan was not in conformance. Council unanimously approved said motion.

**POLICE DEPARTMENT:** Council was in receipt of Chief Walk's monthly report.

**SEWER DEPARTMENT:** Council was in receipt of Mr. Harris's monthly report.

**WATER DEPARTMENT:** Council was in receipt of Mr. Shultz's monthly report.

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

**Minutes – Regular Council Meeting  
November 13, 2023  
Page Six (6)**

**MISCELLANEOUS:**

- Councilmember Dollar advised the Story Boards have been installed in and around Railroad park. He thanked the Highway Department for their assistance.

**Minutes – Regular Council Meeting  
November 13, 2023  
Page Five (5)**

The meeting adjourned at 8:05pm.

Respectfully Submitted,

Ardean C. Latchford/kdg  
Borough Manager