

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

NOVEMBER 12, 2013 @ 7:00PM

=====

The Regular Monthly Council Meeting of the Tyrone Borough Council was held on Tuesday, November 12, 2013 @ 7:00PM at the Tyrone Borough Municipal Building, 1100 Logan Avenue, Tyrone, PA. Mayor Fink led the group in the Pledge of Allegiance and Pastor Deal, Community Worship Center, gave the Invocation.

CALL TO ORDER:

Mayor Fink called the meeting to order and requested roll call. Present: Council members Christy Ray, Ray Detwiler, Mark Black, Courtney Rhoades, William Latchford, and Mayor Fink. Absent: Council members Mark Kosoglow and Terry Richardson. Also present were Borough Manager Phyllis Garhart; Director of Administration Brandi Miller; Solicitor Larry Clapper; Sewer Superintendent Tim Nulton; Highway Superintendent Jim Bywater; Water Superintendent Ardean Latchford; Chief of Police John Romeo; Code Enforcement Officer Patrick Rabits; Consulting Engineer Ann Reynolds; and Administrative Assistant Kimberly Gurekovich.

PUBLIC COMMENT:

Troop #20-Citizenship Badge

Boy Scout Troop #20 was in attendance at the meeting. They are working on their Citizenship Badge.

Ryan Cox, Eagle Scout

Eagle Scout Ryan Cox was present at the meeting to update Council on his Eagle Scout project of restoring the Caboose at Railroad Park. He distributed before and after pictures of the same. Council thanked Mr. Cox for a job well done.

Anthony Grassi, Eagle Scout

Eagle Scout Anthony Grassi was present at the meeting to update Council on his Eagle Scout project. Mr. Grassi will be constructing a playground area at the Tyrone Little League Baseball Field. Mr. Grassi's project is a tribute to Adam Fink, a young boy who loved baseball and lost his battle with cancer.

Misty Rhoades – Toys for Tots

Misty Rhoades, representing Toys for Tots, was present to request a donation of a Family Swim Pass to her, as she is collecting prizes to be raffled off during dance the

**Minutes-Regular Council Meeting
Tyrone Borough Council – November 12, 2013
Page Two (2)**

raise money for Toys for Tots. Mayor Fink advised Ms. Rhoades to work with the Borough Manager. The dance will be held on November 23rd at the American Legion from 8-11pm.

APPROVAL OF MINUTES

It was moved and seconded that minutes of the October 14, 2013 Borough Council meeting be approved. A roll call vote was taken. Ayes: Council members Rhoades, Black, Detwiler, Latchford and Mayor Fink. Council member Ray abstained.

APPROVAL OF MONTHLY FINANCIAL REPORTS

It was moved and seconded the financial reports for the monthly accounting period ending October 31, 2013 be approved: (1) The Account Balance Report; (2) Statement of Revenues and Expenses; and (3) Cash Disbursement Journal. A roll call vote was taken. Ayes: Council members Rhoades, Black, Detwiler, Latchford and Mayor Fink. Council member Ray abstained.

BOROUGH MANAGER'S MONTHLY REPORT

Paper Mill Bridge Replacement – Water Main Relocation

Blair County will be replacing the bridge near the Paper Mill. As part of this construction the Borough has to relocate a water main. The Borough currently has a contractor, Harger Utility Contractors, working on three Stream Crossings. The Borough requested a quote from Harger for the waterline replacement. Their quote was \$17,540, this would be added to the current contract and treated as a change order. Mrs. Garhart advised if the Borough waited to do this, the costs would run around \$100,000. It was moved and seconded that Council approve said Change Order. Council unanimously approved said motion.

Flood Risk Management Project

The Borough was in receipt of correspondence from the US Army Corps of Engineers advising of an inspection of the Flood Risk Management Project. Said report outlines the requirement for inline conduit inspections and corresponding reports being completed and submitted to USAE by December 31, 2013. In order to meet this deadline we requested a quote from Robinson Pipe. Said quote was \$17,210. It was moved and seconded that Council approve said motion. Council unanimously approved said motion.

**Minutes-Regular Council Meeting
Tyrone Borough Council – November 12, 2013
Page Three (3)**

Proposed 2013 Budget

Council was provided a copy of the Borough Manager's 2104 Budget message. Said message is also presented below:

Under the terms of the Home Rule Charter for the Borough of Tyrone, the Borough Manager shall by November 15th submit to Council a proposed budget for the ensuing fiscal year and an accompanying budget message for the year 2014.

Attached is the required supporting documentation as required by Section 1403 of the Home Rule Charter.

This message finds the Borough in good financial condition. The revenues for the 2013 General Fund, which is supported by tax revenues, charges for services etc., exceeded the projected revenues. The anticipated 2013 General Fund budget revenues were \$4,233,000 with operating revenues of \$2,245,000 and available cash of \$1,988,000. The anticipated year end estimated revenue is \$4,711,000 which reflects operating revenues of \$2,315,000 with available cash of \$2,396,000.

The following reflects areas within the 2013 revenues that exceeded budget. Although some of the overages may be one time, they still relieve a financial burden on the Borough.

- Act 511 Taxes exceeded Budget by \$55,000 due to an increase in Real Estate Transfer taxes and Earned Income Taxes. The increase in the EIT would be attributable to the Blair County Tax Collection Bureau that was created under Act 32.
- Licenses/Permits/Franchise exceeded Budget by \$4,200 due to an increase in the Cable Franchise Fees with a slight increase in building permits.
- Fines exceeded Budget by \$5,700 due to an increase in Parking Tickets.
- Federal & State exceeded Budget by \$12,800 due to increase in the State Pension Allocations and Foreign Fire Insurance.
- Streets/Highways exceeded Budget by \$5,600 due to increase in parking meter collections and parking space rentals

**Minutes-Regular Council Meeting
Tyrone Borough Council – November 12, 2013
Page Four (4)**

- Miscellaneous Revenue exceeded Budget by \$11,000 due to sale of assets, reimbursements/refunds for prior year expenditures and contributions/donations.

Many municipalities are suffering in these difficult economic times. The Borough of Tyrone is in a unique position because of the past practices of living within means and not incurring any General Fund debt. In addition, department heads (finance, highway, and police) have further held the line and in some cases operated well below the budgeted levels. The anticipated 2013 General Fund budget expenditures were \$3,285,000 with operating expenditures of \$2,324,000 and \$961,000 for capital improvements. The year end estimated expenses are \$2,548,400 with operating expenditures of \$2,161,900 and \$386,500 for capital improvements. The net carry over from 2013 to 2014 is approximately \$153,100. For 2014 no tax increase is proposed. For 2014 as in 2013 the revenues are a conservative projection. For 2014 the anticipated budget is \$4,476,100 with operating revenues of \$2,313,500 and cash of \$2,162,600. On the expenditure side for 2014, \$3,171,700 is budgeted with operating expenditures of \$2,313,200 and capital of \$858,500. The Capital items proposed for 2014 include: Administration: Equipment replacement and funds for municipal building; Police Department: used vehicle (parking enforcement), car video system and computer replacements; Highway Department: construction/equipment, park improvements; and pool improvements. All capital improvements have historically been funded utilizing the cash balance that is carried over from year to year as these funds have been reserved for this purpose thereby eliminating potential for debt service.

CAPITAL EXPENDITURE FUND

Revenues for the Capital Expenditure Fund for the year ending 2013 total cash and revenue of \$623,200 was available for expenditures. For the year ending 2013, \$20,000 was expended. For the Budget year 2014 total cash and revenue of \$716,200 was available for expenditures with expenditures budget at \$716,200. These funds have been utilized to pay for the damages to borough facilities and light poles, repair to welcome signs and City Hotel Park repairs (walls/windows). Any funds received from insurance companies are deposited back into this Fund.

SPECIAL HIGHWAY FUND

In addition to the General Fund expenditures for highway the Borough received Liquid Fuels Funds from the State Highway Fund. For the year ending 2013 total cash and revenue of \$289,900 was available for expenditures. For the year ending 2013, \$169,300 was expended. For the Budget year 2014 total cash and

**Minutes-Regular Council Meeting
Tyrone Borough Council – November 12, 2013
Page Five (5)**

revenue of \$229,000 is available for expenditures with \$49,000 for Street Lighting, \$136,000 for Street Reconstruction and \$44,000 reserved for equipment purchases.

WATER FUND

As Council knows, the Borough leased the Water System to the Tyrone Borough Authority in 1999. Under this agreement the Borough operates the system for the Authority pursuant to the terms of the Management Agreement. The Borough Water Budget Fund total cash and revenue for year ending 2013 are estimated at \$2,232,400 with \$1,667,000 in System Management Fees, Interest Earnings of \$2,000, Gains/Losses Borough Assets \$1,500 and cash of \$561,900. Projected expenses for 2013 are \$1,357,300 with operating expenses of \$962,300 and Capital of \$395,000.

The projected cash and revenue 2014 budget is \$2,543,100 with \$1,667,000 System Management Fees, Interest Earnings of \$1,000 and Cash of \$875,100. The projected expenses for 2014 are \$1,975,800 with operating expenses of \$1,075,800 and \$900,000 capital expenditures (interfund transfers to the capital improvement fund) for ongoing reservoir maintenance, plant filter valve and vacuum replacement, continued funding for Northwood main replacement, chlorine booster station, and meter replacement program.

Capital improvements are partially funded by the surcharge of \$1.50/per thousand gallons to ensure that funds are available for capital improvements for this system. These funds are restricted to capital improvements only.

SEWER FUND

As Council knows, the Borough leased the Sewer System to the Tyrone Borough Authority in 2003. Under this agreement the Borough operates the system for the Authority pursuant to the terms of the Management Agreement. The 2013 projected year end revenue is \$3,036,200 with \$2,616,100 in System Management Fees, Interest Earnings of \$1,500, Gains/Losses Borough Assets \$5,600 and cash of \$413,000. Projected expenses for 2013 are \$2,712,000 with operating expenses of \$2,220,500 and capital of \$491,500 that includes \$200,000 for the replacement of the UV System.

For 2014 the projected operating budget has total cash and revenues of \$2,942,300 with \$2,617,100 in System Management Fees, Interest Earnings of \$1,000 and cash of \$324,200. Projected expenses for 2014 are \$2,867,500 with operating expenses of \$2,377,500 and capital expenses of \$490,000 that

**Minutes-Regular Council Meeting
Tyrone Borough Council – November 12, 2013
Page Six (6)**

includes the continued funding for the replacement of the UV System.

INFORMATIONAL:

Reservoir Walking Path

Lehman Engineers along with Borough staff conducted a field walk of the proposed walking path for Reservoir Park. The area was outlined with pink survey flags. It was determined that a portion of the proposed path was in wetlands. An alternate pathway is recommended with two pedestrian crossings on Reservoir Drive.

The Borough has submitted a grant in the amount of \$25,000 to Southern Alleghenies Planning and Development Commission to go towards this project. Southern Alleghenies requested a letter from the Borough stating the Borough was committed to funding this project in the event the grant funding falls short. This item was not on the Agenda. Mayor Fink called for public comment. There being none, it was moved and seconded that Council approve said request and forward the letter. Council unanimously approved said motion.

SOLICITOR'S RERORT: Solicitor Clapper commended the Borough on a balanced budget with no debt service. He stated this is very rare these days. Mr. Clapper had nothing additional to report.

CONSULTING ENGINEER: Council was in receipt of the Engineer's report. Mrs. Reynolds advised the Notice to Proceed has been issued for the HVAC System at the Water Plant.

ZONING/CODE ENFORCEMENT: Council was in receipt of the Code Enforcement Officer's report. Mr. Rabits requested Conditional Approval for the Final Land Development Plant for Albemarle for expansion of their existing facility. This item was not on the Agenda. Mayor called for public comment. There being none, it was moved and seconded that Council approve said Conditional Approval. Council unanimously approved said motion.

POLICE DEPARTMENT: Council was in receipt of Chief Romeo's report. Chief Romeo advised part time officer Dawes is resigning from the Borough. It was moved and seconded that Council accept said resignation. Council unanimously approved said motion.

**Minutes-Regular Council Meeting
Tyrone Borough Council – November 12, 2013
Page Seven (7)**

Chief Romeo also reviewed a request for a private handicap parking space for Brinton Mingle, at 1308 Lincoln Avenue. Chief interviewed the requestor and recommends approval of said space. It was moved and seconded that Council approve said request for the private handicap parking space. Council unanimously approved said motion.

SEWER DEPARTMENT: Council was in receipt of Mr. Nulton's report. Mr. Nulton advised he has prepared the 2014 Budget for Northern Blair. Mr. Nulton also advised Power Demand will be forwarding a check this month.

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

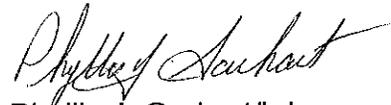
HIGHWAY DEPARTMENT: Council was in receipt of Mr. Bywater's monthly report.

MISCELLANEOUS:

- Council member Latchford inquired as to the Borough checking on the brightness of the newest lights in the downtown area.

The Meeting Adjourned at 8:05PM.

Respectfully Submitted,



Phyllis J. Garhart/kdg
Borough Manager