

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

**NOVEMBER 13, 2017 @ 7:00PM**

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The Regular Monthly Council Meeting of the Tyrone Borough Council was held on Monday, November 13, 2017 @ 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 Ben Henshaw, Tyrone Church of the Brethren offered 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 and Mayor Latchford. Absent: Council members Michelle Miller, Nate Verilla and Courtney Rhoades. Also present were Borough Manager Ardean Latchford; Solicitor Krystal Edwards; Police Chief John Romeo; Sewer Superintendent Tim Nulton; Highway Superintendent Jim Bywater; Water Superintendent Mike Ashcroft; Consulting Engineer Kevin Nester; and Administrative Assistant Kimberly Gurekovich.

**PUBLIC COMMENT:**

**Tyrone Graduation Initiative Program**

Matt Kimberlin and Rick Zupon, of Tyrone Area School District were in attendance at the meeting to discuss the District's Dropout Prevent Program. Mr. Kimberlin advised over the last five years 60 students have dropped out of the Tyrone School. This is statistically the highest dropout rate of any district in Blair County. This program is designed to prevent student dropouts and/or reduce the dropout rate. The program directors have developed a list of "indicators", which school counselors watch for and then focus on those students. In their role, if these students are not in school, they go look for them, they have taken students to tour post educational facilities, they have opened a café at the school for these students to operate. They advised that not all students are made for attending college. They are looking to get these students involved in projects in the Community and asked Council to brainstorm for projects that would fall into this category. The students are insured through the School and supervision is provided. Last year after working with four students, three of the four graduated.

**Penn Forestry – Timbering Update**

Paul Hadduck and Don Pringle of Penn Forestry were present to update Council on the Borough's timbering. The Borough contracted with Penn Forest in 2016 for a five year

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contract. Mr. Hadduck advised they had worked in early spring and built a road into their targeted area. Due to the wet weather in June, July and August, they were unable to do any work. They are currently working on a 150 acre site. They also advised they will not be able to do all the work necessary on the Borough's 5,000 acres in the 5 year time frame.

**John Frederick, IRC**

Mr. Frederick, IRC, was present at the meeting to give Council an overhaul of the services they provide for the Borough. Mr. Frederick provided handouts to Council outlining enforcement, special material programs, composting, curbside collection, equipment replacement and finances. Mr. Frederick will also be part of a meeting scheduled for Tuesday, November 14 when Borough staff will meet with DEP and EPA regarding financing options for the Borough's potential digester.

There was no further public comment.

**APPROVAL OF MINUTES**

It was moved and seconded the Minutes of the October 9, 2017 Council Meeting be approved. Council unanimously approved said motion.

**APPROVAL OF MONTHLY FINANCIAL REPORTS**

Due to Budget preparation, no financials were provided. October and November financials will be provided at the December Council meeting.

**BOROUGH MANAGER'S MONTHLY REPORT**

**Approval of Lease Agreement – M2T Technologies, LLC**

It was moved and seconded that Council approve a lease renewal with M2T Technologies for an aeration tank located at the Borough's Wastewater Treatment Plant. Council unanimously approved said motion.

**Bid Awards – Various Pieces of Equipment**

On October 18, 2017, the Borough accepted bids for various pieces of unused equipment and vehicles. Several bids were received the various items and are listed below:

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John Deere Zero Turn Mower (bad hydraulic pump)

G & R Excavating	\$ 285
<b>Mike Hazlett</b>	<b>\$ 350</b>
Mike Veneziano	\$ 120

2003 Oldsmobile Alero

G & R Excavating	\$ 340
<b>Mike Hazlett</b>	<b>\$ 350</b>
Mike Veneziano	\$ 300

1987 Bucket Truck (Cab & Chassis only)

Jordon Beck	\$ 350
Mike Veneziano	\$ 500.10
<b>G &amp; R Excavating</b>	<b>\$ 700</b>

2000 Chevy Dump (no transmission)

G & R Excavating	\$ 350
<b>Mike Veneziano</b>	<b>\$ 400</b>

2000 Chevy Dump (no reverse)

G & R Excavating	\$ 600
<b>Mike Veneziano</b>	<b>\$ 1,001</b>

It was moved and seconded that Council award the bids to the highest bidders as noted in bold print. Council unanimously approved said motion.

**Transportation & Disposal of Sludge**

The Borough accepted bids for the transportation and disposal of sludge from the Wastewater Treatment Plant. Three bids were received and are listed as below:

<b>Waste Management</b>	<b>\$ 45.48/ton</b>
Burgmeier Hauling	\$ 55.25/ton
Advance Disposal	\$ 64.82/ton (\$45.48/ton plus load and haul fees) see attached calculation

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It was moved and seconded that Council award the bid to the low bidder, Waste Management. Council unanimously approved said motion.

**Third Party Inspection Agency**

It was moved and seconded that Council ratify their action of earlier in the month appointing Bureau Veritas as the Borough's new inspection agency. Council unanimously approved said motion.

**Amendment to Police MMO's**

Council had previously approve 2018 MMO's for police and non-uniform employees. Since then, and after much research, it has been confirmed that a prior police officer's pension fund was not properly funded. This increases the 2018 Police MMO's from \$110,127 to \$115,514. It was moved and seconded that Council approve the amended 2018 Police MMO. Council unanimously approved said motion.

**Healthcare Renewals**

The Borough is in receipt of healthcare renewals. Borough Manager Latchford reported a 4.5% premium increase, which is down from the initial 9.3% increase. This item was not on the Agenda, Mayor asked for public comment and there was none. It was moved and seconded that Council approve said healthcare renewal. Council unanimously approved said motion.

**Utility Billing Software**

Council was presented with information regarding new billing software. Among many updates, this new software would also allow Borough residents to pay bills online or with a credit card. The Borough has constant requests for these amenities. The current software was built specifically for Tyrone Borough by Stock Garber & Associates (SGA) however, it has become very outdated and SGA will not update just for the Borough, Thus forcing us to look elsewhere. The Borough has recently met with Tyler Technologies, a publicly traded company and one of the leaders in the government software industry. The cost quoted for this software is \$107,492, in addition there is an annual fee of \$26,662, compared to the \$18,000 annual fee now paid to SGA. This expenditure is included in the 2018 Budget. This would be a program that would be integrated with the current system and would take approximately 6 months to complete.

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**PA Gaming Control Board**

On October 30, 2017, Governor Wolf signed into law, House Bill 271, amending the PA Race Horse Development and Gaming Act, thus authorizing a number of gambling expansion opportunities throughout the Commonwealth. If the Borough wishes to prohibit this activity they are required to pass a Resolution stating the same. If Council is interested in prohibiting this potential activity, they will have to do so my motion. Said Resolution would have to be approved at the December meeting. It was Council's desire to table this until the December meeting.

**2018 Proposed Budget Worksheets**

Borough Manager Latchford reviewed the 2018 Proposed budget with Council and reported the following: Budgets were prepared using a conservative approach towards revenue and expenses, and where possible, includes some funds to cover unforeseen expenses. The 2018 budget reflects a 1% wage increase for Non-Uniformed employees and a 2.5% wage increase for Uniformed employees pursuant to the current Collective Bargaining Agreements.

This message finds the Borough in good financial condition. The majority of General Fund revenue is generated by various means of tax collection (real estate, earned income, local service tax, etc). In 2017, General Fund operating revenue was budgeted at \$2,486,100, and available cash budgeted at year-end was \$1,811,000. Based on information available in October during the time of preparation, it is anticipated that General Fund operating revenue will be \$2,532,043, which is \$45,943 more than originally anticipated.

The following reflects areas within the 2017 revenue that are predicted to exceed the budget. Some of the overages may be one time and therefore should not be expected in the future.

- Act 511 Taxes to exceed budget by \$51,000
- Licenses/Permits/Franchise Fees to exceed budget by \$7,000
- Interest Earnings to exceed budget by \$6,000
- Miscellaneous Revenue to exceed budget by \$26,050
  - Sale of Borough assets \$3,800
  - Citizens Bank discrepancy \$860
  - Insurance proceeds for Reservoir Park pavilion \$9,250
  - EIT Prior Year Return of Commissions \$11,490
  - Miscellaneous donations \$650

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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 our means and not incurring General Fund debt. In addition, department heads have diligently monitored their budgets and have operated well below their budgeted expenses as a whole. The projected 2017 General Fund budget expenditures were \$3,410,100 with operating expenditures of \$2,546,600, and capital improvements of \$863,500 leading to a \$924,000 budgeted deficit. The projected 2018 General Fund budget expenditures are \$3,496,189 with operating expenditures of \$2,668,889, and capital improvements of \$827,300 leading to a budgeted deficit of \$964,146. Prior year surpluses can be used to fund the 2018 projected deficit.

The 2018 Budget also includes a \$55,000 capital contribution to the IRC. The contribution represents the Borough's share of the annual payment pursuant to the 1993 agreement. The Borough is one of the four mandated municipalities responsible for funding.

Attached you will find the draft fee schedule for Council's consideration. This includes the following changes:

- Zoning Hearing Application Fee \$300 up from \$250 in 2017
- Soliciting:
  - Soliciting – Daily Permit \$50 up from \$25
  - Soliciting – Weekly Permit \$100 up from \$75
  - Soliciting – Monthly Permit \$175 up from \$150
  - Soliciting – Yearly Permit \$1,000 up from \$300
- Lifeguard fee for Tyrone Area School District Summer Activities \$600 per season (This was billed hourly through timesheets; however due to the administrative burden, we have decided to bill a flat fee, which is in line with 2017 billing.)
- Parking Fine for fire hydrant \$50 up from \$15

The Capital items proposed for 2018 include: Administration, Police Department, Highway Department, Park Improvements and Pool Improvements. All capital improvements have historically been funded utilizing the accumulated surpluses reflected in the cash balance that have carried over from year to year.

**CAPITAL EXPENDITURE FUND**

These funds have been utilized to pay for the damages to the Borough facilities and light poles, engineering for the Logan Avenue Improvement Project and property acquisition. Any funds received from insurance companies for damages are deposited

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back into this fund. So far for 2017, the capital expenditure fund reflects gross revenues of \$127,400, net income of \$119,500, and a cash balance of \$923,600. For 2018, we are anticipating gross revenues of \$121,500. Based on past practices, we have budgeted expenditures to be the maximum spending capacity available to cover unforeseen costs. We have determined this to be \$1,021,500, which would fully exhaust the cash balance carried forward from 2017, and 2018 projected revenues.

**SPECIAL HIGHWAY FUND**

In addition to the General Fund expenditures set aside for highway, the Borough receives Liquid Fuels Funds from the State Highway Fund. This money can be used for street paving, street signage, crosswalk painting, bridge work, snow removal, street lights, tree trimming, payroll, minor equipment (\$10,000 or less), and up to 20% of the total allotment can be used for major equipment purchases.

For 2018, we will receive an estimated \$167,619 from the state for Liquid Fuels. There is currently \$284,610 available for expenditures. For 2018, we have budgeted street lighting at \$60,000, general equipment and replacement at \$50,000, and street construction at \$310,000. Of the \$50,000 set aside for equipment, \$33,520 can be used for major 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. Through year-end 2017, we are anticipating \$1,646,000 in system management fees and interest earnings of \$3,500. As a result, we have budgeted 2018 System Management Fees at \$1,646,000, and interest earnings at \$2,200 due to market volatility. The projected expenses for 2018, are \$1,983,442, including \$690,000 of capital expenditures. The capital expenditures are interfund transfers to the Water Capital Improvement Fund reserved for ongoing improvements to the Reservoir, Water Treatment Plant and Distributions System. Capital improvements are also funded in part by the surcharge of \$1.50 per thousand gallons of water usage. Capital improvements funds are restricted to capital and cannot be used for operation and maintenance.

**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. Through year-end

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2017, we are anticipating \$3,032,000 in system management fees and interest earnings of \$2,100. As a result, we have budgeted 2018 System Management Fees at \$3,032,000, and interest earnings at \$1,000 due to market volatility. The projected expenses for 2018, are \$3,111,441, including \$608,000 of capital expenditures. The capital expenditures are interfund transfers to the Sewer Capital Improvement Fund reserved for ongoing improvements to the Treatment Plant and Collection System. Capital improvements funds are restricted to capital and cannot be used for operation and maintenance.

Borough Manager Latchford thanked the Borough's new Finance Director, Shannon Wilson, for her diligent work with the Department Heads on the budget. Council member Snyder also thanked Shannon for her patience and time she spent with him reviewing the budget. No questions were asked. It was then moved and seconded that Council approve the 2018 Proposed Budget as presented and open the same up for public inspection. Council unanimously approved said motion.

**SOLICITOR'S REPORT:** Associate Krystal Edwards was present in Solicitor Stants' absence and had the following to report:

**Proposed Ordinance No. 1407 – Amending Rules & Regulations – Reservoir Park**

An Ordinance of the Borough of Tyrone, a Home Rule Municipality, specifically amending Ordinance No. 1130 and all amendments thereto including all other Ordinances establishing rules and regulations for Reservoir Park and adopting new rules and regulations for Reservoir Park; reaffirm Ordinance No. 1130 as amended; and establish an effective date.

This Ordinance was to include a fine, which was inadvertently omitted from the previous Ordinance.

It was moved and seconded Council approve Ordinance No. 1407. Council unanimously approved said motion.

**Proposed Resolution No. 2017-09-CDBG FY 2017**

It was moved and seconded that Council approve Resolution No. 2017-09, authorizing the designation, application and projects for the Borough's 2016 CDBG Funding. Council unanimously approved said motion.

Trina Illig, Grants Coordinator for Community Development Blair County Department of Social Services was in attendance at the meeting and advised Council the new



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maximum allocation for the Competitive Grant funds has increased from \$750,000 to \$1,000,000. This is excellent news for the Borough, as our Logan Avenue Streetscape project is estimated at \$2,267,000.

**CONSULTING ENGINEER:** Mr. Nester reviewed his report with Borough Council.

Mr. Nester provided Council with an Engineering Services Agreement for the 2018 Water System Improvements Project. The costs were outlined as listed below:

• Study and Report Phase Services, not to exceed	\$ 15,000
• Final Design Phase Services, not to exceed	\$ 94,350
• Permit Application Phase, not to exceed	\$ 31,500
Total	\$140,850

This item was not on the Agenda, Mayor Latchford called for public comment and there was none. It was then moved and seconded that Council approve said Engineering Services Agreement. Council unanimously approved said Agreement.

Mr. Nester also noted there was a meeting scheduled to discuss the Digester with DEP, EPA and Borough staff. The meeting is scheduled for November 14 at the Borough offices. PennVEST feels they can fund some of the digester project. Borough Manager Latchford has also been in contact with Senator Eichelberger's office to discuss the same.

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

**Domino's Pizza Bakery**

It was moved and seconded that Council approve a Commercial Subdivision and Land Development plan for a proposed Dominos Pizza Bakery to be located along East Pleasant Valley Boulevard between the Dollar General Store and Colonial Courtyard. The total property is approximately 58.41 acres, Dominos desires to subdivide 1.5 acres from the 58.41 acre parcel to construct a Bakery which will include limited indoor seating and the associated site improvements. Greg Larson of Larson Design Group was present for any questions. No questions were asked. Mr. Larson was hopeful to begin this project by January, 2018. Council unanimously approved said motion.

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

Council was in receipt of a request from Chief Romeo to advertise for an additional part

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time police officer. It was moved and seconded to advertise for an additional part time officer. Council unanimously approved said motion.

Chief's report also noted the Department received a \$1,500 grant for vests from the Department of Justice.

**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 monthly report. Council member Terry Richardson inquired as to a stop sign to be located at Cameron Avenue and 13<sup>th</sup> Street.

**MISCELLANEOUS:**

- Mayor Latchford thanked all those involved in a very successful first ever Trunk or Treat held at Reservoir Park and sponsored by the Park & Recreation Committee.
- The ice hockey rink liner has been ordered at a cost of \$1,940, well below the initial cost estimates.
- Mayor Latchford thanked Councilmember Charlie Mills and Shirley Dawson for their efforts in the Veteran's Day parade.
- The 9<sup>th</sup> Street Pedestrian Bridge – Mayor Latchford asked if Council wanted to get involved in the repair/replacement of this bridge since the County wants nothing to do with it. Council member Mills feels the bridge can be made functional we can raise the money for repair. It was the consensus of Council that Robert Dollar approach the Historical Society Board to discuss the fundraising option. Council member Mills advised the Navy Club is also on board to raise money.
- Council member Richardson inquired as to the Lincoln School lot. The Borough Manager is for awaiting plans from GHD.

The Meeting Adjourned at 8:50pm.

Respectfully Submitted,

Ardean C. Latchford  
Borough Manager