

**TYRONE BOROUGH COUNCIL  
MINUTES OF SPECIAL COUNCIL MEETING**

**NOVEMBER 9, 2015 @ 7:00PM**

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The Regular Monthly Council Meeting of the Tyrone Borough Council was held on Monday, November 9, 2015 @ 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 Norman Huff gave the Invocation.

**CALL TO ORDER:**

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

**EXECUTIVE SESSION:**

Mayor announced Council held an Executive Session prior to tonight's meeting to discuss personnel.

**PUBLIC COMMENT:**

**Mr. Pat Sherren, Events & Promotions Committee**

Mr. Sherren was present and requested permission to place an 8' X 10' shed in City Hotel Park thru Christmas to take pictures with Santa. Mr. Sherren was asked to confirm the weight of the shed and will also try for a smaller size. The Manager and Highway Department will discuss this and get back to Mr. Sherren.

There was no further public comment.

**APPROVAL OF MINUTES**

It was moved and seconded the Minutes of the October 12, 2015 Borough Council meeting be approved. A roll call vote was taken. Ayes: Council members Black, Ray, Latchford, Rhoades and Mayor Fink. Council member Detwiler abstained. The motion carried.

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**APPROVAL OF MONTHLY FINANCIAL REPORTS**

It was moved and seconded the financial reports for the monthly accounting period ending October 31, 2015 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 Fire Police & Bylaws**

Pursuant to Fire Police Ordinance No. 1364, Section 20-21, it was moved and seconded that Council approve the Tyrone Fire Police Constitution and Bylaws as approved by the Tyrone Fire Police on October 6, 2015. Council unanimously approved said motion.

**FY2015 CDBG Meetings**

Council was in receipt of a breakdown of the Borough’s FY2015 CDBG Proposed Funds. In prior years the Borough has allocated the CDBG Funds for housing rehabilitation. It is recommended this activity continues. The breakdown is as follows:

Administration	\$ 16,803
Housing Rehab	<u>\$ 76,549</u>
Total	\$ 93,352

It was moved and seconded that Council approve said allocation. Council unanimously approved said motion.

It was also noted the County of Blair will hold a combined second hearing on November 20, 2015 at 3:00pm at the Blair County Court House, Hollidaysburg, PA. Following the County’s meeting Tyrone Borough Council will hold a Special Meeting on December 1, 2015 at 5:15pm. This meeting will be held to approve the Cooperative Agreement, Resolutions and Documents for the FY2015 Application and must be held prior to the County’s deadline of December 11<sup>th</sup>.

**Donation to Tyrone Borough**

The Borough is in receipt of a letter from Attorney John Ayers, advising that Ms. Adleen Gillam passed away and left the Borough \$25,000 in her will. It was noted these funds are to be used for improvements, maintenance and repairs for Reservoir Park and

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purchase, maintenance and repair of Christmas Lights.

**Emergency Sirens**

The Borough's Fire Departments are in the process of checking all emergency sirens located within the Borough. The Borough has been advised all sirens are functional, however they are unable to be set off by 911 due to issues with the controllers. The Borough does pay to maintain the sirens. Council and EMA will be informed as information becomes available to us.

**Walking Path @ Reservoir Park**

The Borough was in receipt of a letter from Lehman Engineers regarding the Borough's Walking Path through Reservoir Park. The letter notes of the bridges throughout the park that are not inspected on an annual basis and are in severe disrepair. It was suggested by Lehman Engineers that the upper bridge be made a 3 ton limit. The proposed costs are \$100,000 to replace the bridge decking near Pavilion #1 and \$500,000 for the upper bridge.

**Informational Items:**

- RFP's for the Digester Feasibility Study are due in November 20, 2015
- Construction of Rain Garden on 10<sup>th</sup> Street is to begin November 17-19
- Veteran's Day Parade – November 11 @ 9am
- Yuletyme Kickoff Carriage Rides, Pictures with Santa & Vendor Craft Show November 29<sup>th</sup>
- Soup Sampling at Graystone, December 3<sup>rd</sup>, 4-6:30pm
- Christmas Tree Lighting and Parade, December 4<sup>th</sup>, 6pm; cookies with Santa at Epworth Manor following the parade
- Breakfast with Santa at Colonial Courtyard, December 5<sup>th</sup>
- Grinch Happy Hour at Pure Living, December 5<sup>th</sup>

**2016 BUDGET DISCUSSION**

Borough Manager Phyllis Garhart prepared the 2016 budget for the ensuing fiscal year and accompanying budget message for the year 2016. Also attached were the required supporting documentation as required by Section 1403 of the Home Rule Charter. Anticipated 2015 General Fund estimated year end budget revenues were \$4,921,000 which reflects operating revenues of \$2,421,000 with available cash of \$2,500,000. The 2015-year end projected estimated expenditures are \$2,796,000 with operating expenditures of \$2,333,000 and \$463,000 for capital improvements. The net

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operating carryover from 2015 is \$88,000. As in prior years, positive balances have been returned to the cash balance to provide the ongoing needed funding for capital/equipment expenses thereby eliminating the need for debt. The 2016 budget presented represents a conservative projection for revenues. For 2016 the anticipated budget is \$4,512,000 with operating revenues of \$2,387,000 and cash of \$2,125,000. On the expenditure side for 2016 \$3,200,000 is budgeted with operating expenditures of \$2,471,000 and capital of \$729,000. The 2016 budget reflects an operating deficit of \$84,000. The Borough can elect to utilize the cash balance; however, it is not recommended as these funds have been historically reserved for capital or increase the real estate taxes by 3.71 mills to generate the funding needed without tapping into the cash balance. Borough Council inquired as to the last time real estate taxes were increased and the Borough Manager informed them that in 1996 real estate taxes were reduced by 2 mills. Additional information regarding the impact of imposing 3.71 will be provided for the next council meeting. Additional budgets discussed were Capital Expenditure Fund, Special Highway Fund, Water Fund and Sewer Fund. Borough Manager informed Council that with regards to budgeting, it should always be remembered budgeting is a tool and a projection. As the year unfolds a close monitoring of revenues and expenditures takes place and Council will approve all capital expenditures during the course of the year.

After some discussion, it was moved and seconded that Council advertise the Proposed 2016 Budget for the required 10 day public review. Council unanimously approved said motion.

**SOLICITOR'S RERORT:** Solicitor Clapper had the following for Borough Council:

**Resolution No. 2015-09 – Appointment of TBA Member**

It was moved and seconded that Council approve Resolution No. 2015-09, Appointing Donald Boytim to fill the unexpired term of Robert Miller. Said term will expire December 31, 2017. Council unanimously approved said Resolution.

**Resolution No. 2015-10 – Donation of Bicycles to Bible Baptist Church**

It was moved and seconded that Council approve Resolution No. 2015-10, donating unclaimed bicycles to the Bible Baptist Church of Tyrone. Council unanimously approved said motion.

**CONSULTING ENGINEER:** Council was in receipt of Mr. Nester's report. The Park Avenue Storm Sewer project is complete; however there is one outstanding issue with a motor home and the slope of the driveway. A meeting was held with the property owner

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to fully address the issue, GHD requested the motorhome be driven into the the driveway so that measurements can be taken to relieve the situation. This Water Treatment Plant Valve Replacement work has been completed. GHD is awaiting the Contractor's submission of the Maintenance Bond before this project is closed out.

**CODE ENFORCEMENT:** Council was in receipt of Mr. Frazell's report. Council member Ray asked for more information in the Code Report with respect to the property maintenance issues. Council member Ray also asked how we can get tougher with our enforcement as these seem to be the same people with violations. Mr. Frazell advised he does have multiple citations out on several properties.

**POLICE DEPARTMENT:** Council was in receipt of Chief Romeo's report. Chief thanked the Highway Department for painting lines for speed enforcement. Chief noted there has been only one accident on W 15<sup>th</sup> Street since the parking was removed in November, 2014.

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

**WATER DEPARTMENT:** Council was in receipt of Mr. Latchford's monthly report. Mr. Latchford advised with the onset of cold weather residents are reminder to let faucets trickle to avoid freezing water lines.

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

**MISCELLANEOUS:**

Mayor Fink advised the Borough is in receipt of the final report from the Army Corps of Engineers with some good information. The Borough is diligently work on a resolution for all involved.

The Meeting Adjourned at 8:10pm.

Respectfully Submitted,

Phyllis J. Garhart/kdg  
Borough Manager