

Regular Meeting
March 14, 2024

Council President Albert Hill called to order the regular meeting of the Flemington Borough Council at 7:00 p.m. on March 14, 2024. Present were Wayne Allison, Donald Grant, Dave Grimm, Albert Hill and Steve Hoy. Also present were William Brungard and Dustin Houtz. Traci Kuntz, Ed Higgins and Mayor Durkin were absent.

PUBLIC COMMENT – None.

MINUTES – Hoy motioned to approve the minutes of February 22, 2024; Grant seconded. Motion was unanimously carried.

REPORTS OF OFFICERS

PLANNING COMMISSION

ORDINANCE ENFORCEMENT OFFICER

COMMUNICATIONS

FINANCIAL

BILL SHEET & FINANCIAL STATEMENT – Grimm motioned to approve bills as follows: General \$7,769.84; Sewer \$43,978.03; Highway Aid \$1,302.97; and an addition of \$84 to Garbrick's for Tar Kettle maintenance (tire & valve stem). Hoy seconded. Motion carried unanimously.

(A detailed listing of bills & financial statements will be available in the Borough Office.)

UNFINISHED BUSINESS

Sewer Lateral Inspection Ordinance – Grimm motioned to adopt Ordinance No. 260, which requires sewer laterals to be inspected prior to the sale of a property. Hoy seconded. Motion unanimously carried.

Animal Control Ordinance – Grimm and Hoy suggested several revisions. Council agreed to have those changes implemented and brought back to Council at the next meeting to vote to advertise.

Park Update – Allison motioned to reject funds offered by DCNR due to receiving only one bid that came in way over the estimated project cost and to break the project up into three phases for the borough to complete as funds become available from the general fund and/or local grant opportunities; Grimm seconded. The committee will meet with Gibson to prepare the new phases. Council unanimously approved the motion.

Fire Company Training Requirements – Grimm motioned to forward the recommended training requirements drafted in a joint effort of the Communications Center, the Borough and the Goodwill Hose Fire Company to the borough's solicitor to develop and ordinance; Grant seconded. Motion unanimously carried. The ordinance will repeal the existing training requirements ordinance. Houtz reported that they are working with the Communications Center to set up training opportunities for the area.

Personnel Policy Amendments – The policy was distributed to the employees and Council. Allison reviewed the changes. Grant suggested to include that drug screening required by the borough shall be paid for by the borough. Council agreed. Brungard suggested the two-week requirement for vacation requests be lessened. Allison objected but stated that this could be waived on a case-by-case basis. Hoy motioned to adopt the policy as amended; Allison seconded. Motion carried unanimously.

NEW BUSINESS

Veterans Walk/Run – Allison motioned to approve the use of the borough streets for the event; Grimm seconded. Motion unanimously carried.

Voting Delegate – Grant motioned to appoint Charity Etters as the Voting Delegate for the borough for the PSAB Conference in June; Grimm seconded. Motion unanimously carried.

County Liquid Fuels Grant Application – Grimm motioned to apply for 20 percent (\$40,000) towards the 2024 street project; Allison seconded. Motion unanimously carried.

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COMMITTEE REPORTS

Zoning – Grimm reported that Code Inspections, Inc. has determined that the new structure at 500 James Street is no larger than the previous structure that was removed from the location and therefore, does not require additional stormwater planning through the borough. Marquardt determined this to be a civil matter between property owners. The property owner is still required to obtain additional permits for the lean-to that was added.

Sewer – Grimm reported on the progress with PennVest. We're currently waiting for a settlement date.

Building/Property – Grant contacted Keystone Security for quotes on a better camera system for the borough. The quote included an upgrade to 16 cameras and additional recording memory. He received two quotes at \$3,790 for a new system and \$2,954 for a hybrid system. He suggested we may be able to utilize the minor equipment and/or minor repairs sections of the General Fund budget. Allison added a portion could also be taken from Public Safety and would like to see the quality of the video on the new system. He would like consideration for a better system at the park as well. No action was taken at this time.

Fire Co. – Houtz thanked Council for allowing the fire company to have input in the new training requirements ordinance. He reported they are at 54 calls so far this year, which is an increase from last year. They also have 4 new members, 3 new applications and 1 new person interested in becoming a member. He reported that their recent bingo fundraiser went well.

Community Development – The committee will meet with Code Inspections, Inc. this month to obtain updates on the egress for trailers. He added that 218 High Street is currently in foreclosure and Charity contacted the mortgage company's code enforcement department regarding the property violations.

Recreation – Allison reported that some trees are being removed and others trimmed to remove dead branches next week.

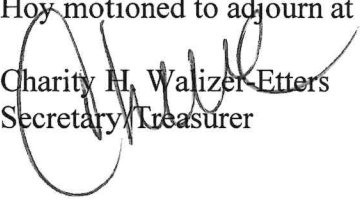
Personnel – Allison reported on the feedback for revising the Personnel Policy. He specifically talked about requirements for resignations and use of paid time off. Grant reported that the ambulance is putting together a CPR training for area municipal employees.

Finance – DCED and the University of Pitt students will be giving their first five-year plan presentation to Council on Thursday, March 21st at 5:00 p.m. They will be conducting employee interviews the morning of Friday, March 22nd.

ANNOUNCEMENTS: Borough Association Dinner Meeting is scheduled for April 9th at 6:30 p.m.

ADJOURN: Hoy motioned to adjourn at 9:05 p.m.; Grant seconded. Carried unanimously.

ATTEST: Charity H. Walizer-Etters
Secretary/Treasurer



Regular Meeting
February 22, 2024

Council President Albert Hill called to order the regular meeting of the Flemington Borough Council present at 7:00 p.m. on February 22nd, 2024 were Mayor Durkin, Wayne Allison, Donald Grant, Dave Grimm, Ed Higgins, Albert Hill, Traci Kuntz and Stephen Hoy. Also present were Kollin Wheeler, Maureen Mahon, Steve Gibson, Scott Willits, Judy Carpenter, Dustin Houtz, Jersey Shore State Bank representatives Carey McCloskey and Amy Weaver.

PUBLIC COMMENT – Jersey Shore State Bank representatives Amy Weaver and Carey McCloskey attended the meeting to introduce themselves and present Council with a renewal rate of 5.25 percent for the next six months on the current investment of over \$550,000. This is the same rate that was expiring this month for that investment. First National Bank offered a rate of 5.15 percent.

MINUTES – Allison motioned to approve minutes for January 25th, 2024; Kuntz seconded. Motion unanimously carried.

UNFINISHED BUSINESS

STREET PROJECT BIDS – Bids were opened on Tuesday, February 20th at 3:00 p.m. as follows: Big Rock \$228,647.25; Gutelius \$240,074; HRI \$ \$216,637.50; Hawbaker \$216,328.50. PennDot's Daren Stover reviewed the bids and paperwork and recommends accepting the lowest bid. Grimm motioned to accept the bid from the lowest bidder, Hawbaker for \$216,328.50; Higgins seconded. Motion unanimously carried.

SEWER PROJECT BIDS – Bids were opened on Wednesday, February 21st at 1:00 p.m. as follows: Amaron Construction \$508,756; Sippel Development \$483,602; Pine Mountain Excavating & Paving \$319,810. Gibson recommended accepting the lowest bid from Pine Mountain Excavating conditionally pending engineer and solicitor review. Allison motioned to accept the lowest bid from Pine Mountain Excavating in the amount of \$319,810; Grant seconded. Motion unanimously carried. The committee will meet with PennVest in the near future to schedule a settlement for the low interest loan and coordinate the timeline for completion of the project.

PARK PROJECT BIDS – Bids were opened on Wednesday, February 21st at 1:30 p.m. as follows: Claar \$113,485 for the project w/add-ons of \$19,975 for lighting/restroom and \$11,775 for placement and compaction of stone. Gibson reported that this was the only bid received and is drastically above the estimated project cost. Gibson suggested rejecting the bid and rebidding or rejecting the bid and attempting to complete the project without the grant monies. However, rejecting grant monies could look unfavorable when applying for future grants. Kuntz motioned to reject the bid and reach out to DCNR for direction; Higgins seconded. Motion unanimously carried.

YARD SALE – Grimm motioned to set the yard sale date and advertise for May 3rd and 4th; Kuntz seconded. Motion unanimously carried.

NEW BUSINESS

HAZARD MITIGATION PLAN – Grant motioned to adopt the plan with Resolution No. 02-2024; Hoy seconded. Motion unanimously carried.

TIRE COLLECTION – To be held May 17th and 18th.

TREES AT THE PARK – Allison reported on quotes received for removal of the trees as follows: Busy Bees \$5,000; Tim Fox \$6,850; Saar \$6,500. Hoy suggested the borough crew remove the trees. Wheeler stated there are power lines involved and it's best to have a professional complete the work. Allison motioned to utilize Public Safety Funds to pay for the removal; Grant seconded. Kuntz interjected and opposed suggesting the Finance Committee consider where the money should be allocated. Grant and Allison rescinded their motion and second. Grant motioned to turn the decision over to the Finance Committee for review and allocating funds; Allison seconded. Motion unanimously carried. Grimm suggested half the funds be taken from the park budget and half from the public safety. The Finance Committee will discuss this at a later date.

Regular Meeting
February 22, 2024

COMMITTEE REPORTS

Sewer – Grimm mentioned the committee is still looking to SEDA-COG for residents to acquire financial assistance in replacing laterals along the project area.

Streets – Hill reported that the crew is working on inlets along the project location.

Building & Property – Grant reported that he met with Keystone Security to acquire quotes for a better security system for the building, which would include an 8-camera system with a 40" monitor with more visible area of the property. Allison suggested additional cameras for the park as well. We are waiting for quotes on the building system at this time.

Public Safety – Higgins reported that the committee met with the Communications Center on updates to our fire co. training requirements ordinance. Many courses required are now being offered locally in the near future. The next meeting will be held February 27th at 6:00 p.m.

Fire Company – Mahon reported on changes to the list of officers following their last meeting as follows:

Chief: Dustin Houtz

Deputy Chief: Rob Borner Jr.

Assistant Chief: Maureen Mahon

Captain: Kenneth Englert

Lieutenant: Austin Houtz

Sergeant: currently vacant due to no one having the training

Fire Police Captain: Marlin "Butch" Russell

Fire Police Lieutenant: Conner Borner

President: Scott Willits

Vice President: Marlin "Butch" Russell

Secretary: Maureen Mahon

Treasurer: Rebecca Mellott

Trustees:

Donald Myers

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Shawn Smith

Gary Mellott

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Some of the several fundraisers are planned are Egg My Yard, Marianna's sandwich sale and a cash bingo. They also have several reservations for events at the Redeye. They also plan to hold a Mother's Day Brunch.

Community Development – Grimm reported on the stormwater issue at 500 James Street. He stated that the original permit for 500 James Street proposed a building size of 30'x32' which is under the threshold for stormwater planning. However, he has since added a lean-to to the structure, which takes him over that threshold and moves him into stormwater planning requirements. This is currently in litigation between the two property owners effected. However, we've alerted our solicitor to the facts. Code Inspections, Inc. is preparing a Notice of Violation to the property owner at 500 James Street.

Grimm mentioned more rubbish accumulating at 666 Woods Avenue. He suggested we begin the process with a Notice of Violation asap.

Personnel – Allison stated that our amendments are currently being reviewed by our solicitor, and the draft will be distributed asap. Allison asked Grant to coordinate a first aid training with the ambulance association for the borough employees.

Joint Building – Allison thanked the crew for cleaning the outside of the building and placing a nice sign out with borough hours, etc.

Grant Research – Charity has been communicating regularly with the University of Pittsburgh students in reference to the five-year plan.

Regular Meeting
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Animal Control – Allison reported that the revisions have been distributed for Council's review. Grant suggested revisiting the barking dog section, as he feels the dog park violates this section of the proposed ordinance. He also questioned chicken coop size and slaughtering regulations.

Hi Neighbor – Higgins reported the Egg Hunt is scheduled for March 23rd at 12:00 noon with a rain date of March 24th at 2:00 p.m. There will be a carnival planning meeting tomorrow evening.

ANNOUNCEMENTS: The Borough's Association dinner flyer has been distributed.

ADJOURNMENT: Grant motioned to adjourn the regular meeting at 8:35 p.m.; Kuntz seconded. Motion carried unanimously.

ATTEST: Charity H. Walizer-Etters
 Secretary/Treasurer



Clinton County 2023 Hazard Mitigation Plan

Municipal Adoption Resolution

Resolution No. 02-2024

Borough of Flemington, Clinton County, Pennsylvania

WHEREAS, the Flemington Borough, Clinton County, Pennsylvania is most vulnerable to natural and human-made hazards which may result in loss of life and property, economic hardship, and threats to public health and safety, and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, and

WHEREAS, the Flemington Borough acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

WHEREAS, the Clinton County 2023 Hazard Mitigation Plan has been developed by the Clinton County Commissioners and the Clinton County Department of Emergency Services in cooperation with other county departments, and officials and citizens of Borough of Flemington, and

WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Clinton County 2023 Hazard Mitigation Plan, and

WHEREAS, the Clinton County 2023 Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by both natural and human-made hazards that face the County and its municipal governments,

NOW THEREFORE BE IT RESOLVED by the governing body for the Flemington Borough:

The Clinton County 2023 Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of the Borough of Flemington, and

The respective officials and agencies identified in the implementation strategy of the Clinton County 2023 Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

ADOPTED, this 22nd day of February

ATTEST:


Secretary/Treasurer


Council President


Date


Date

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PUBLIC COMMENT – Jersey Shore State Bank representatives Amy Weaver and Carey McCloskey attended the meeting to introduce themselves and present Council with a renewal rate of 5.25 percent for the next six months on the current investment of over \$550,000. This is the same rate that was expiring this month for that investment. First National Bank offered a rate of 5.15 percent.

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Community Development – Grimm reported on the stormwater issue at 500 James Street. He stated that the original permit for 500 James Street proposed a building size of 30'x32' which is under the threshold for stormwater planning. However, he has since added a lean-to to the structure, which takes him over that threshold and moves him into stormwater planning requirements. This is currently in litigation between the two property owners effected. However, we've alerted our solicitor to the facts. Code Inspections, Inc. is preparing a Notice of Violation to the property owner at 500 James Street.

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Hi Neighbor – Higgins reported the Egg Hunt is scheduled for March 23rd at 12:00 noon with a rain date of March 24th at 2:00 p.m. There will be a carnival planning meeting tomorrow evening.

ANNOUNCEMENTS: The Borough's Association dinner flyer has been distributed.

ADJOURNMENT: Grant motioned to adjourn the regular meeting at 8:35 p.m.; Kuntz seconded. Motion carried unanimously.

ATTEST: Charity H. Walizer-Etters
 Secretary/Treasurer



Regular Meeting
February 8, 2024

Council President Albert Hill called to order the regular meeting of the Flemington Borough Council at 7:00 p.m. on February 8, 2024. Present were Mayor Durkin, Wayne Allison, Donald Grant, Dave Grimm, Ed Higgins, Albert Hill, Traci Kuntz and Steve Hoy. Also present were Maureen Mahon; William Brungard and Michelle Hoffman.

PUBLIC COMMENT – None.

MINUTES – Hoy motioned to approve the minutes of January 25, 2024; Grant seconded. Motion was unanimously carried.

REPORTS OF OFFICERS

PLANNING COMMISSION

ORDINANCE ENFORCEMENT OFFICER

COMMUNICATIONS

FINANCIAL

BILL SHEET & FINANCIAL STATEMENT – Grimm motioned to approve bills as follows: General \$11,840.11 (plus addition of \$39 to After Hours Satellite for an HDMI cable for the meeting room TV); Sewer \$9,000.28; Highway Aid \$1,671.58. Higgins seconded. Motion carried unanimously.

(A detailed listing of bills & financial statements will be available in the Borough Office.)

UNFINISHED BUSINESS

Sewer Lateral Inspection Ordinance – Grimm reported the draft has been distributed to Council, which requires sewer laterals to be inspected prior to the sale of a property. Kuntz questioned how we will enforce the requirements. Grimm explained the plan to reach out to the area realtors, post it online and add it to the newsletter. The borough crew should watch for real estate signs to pop up so that we can be on top of it right away. Anyone who has recently replaced their lateral will be handled on a case-by-case basis. The borough crew shall oversee the inspections. However, the inspections will be carried out by a third party and be the responsibility of the home owner/seller. Mayor Durkin suggested the wording be changed to “seller or buyer”. Grimm explained we have no way to enforce the ordinance against someone who does not already own the property. He added that there could be a separate agreement between the owner and buyer. However, that would not involve the borough. Grant added that we should notify local inspectors as well. Hoy suggested we amend the draft to reference our Sewer Ordinance No. 226, which describes what an acceptable and property functioning sewer line consists of. Grant motioned to advertise the ordinance with the amendment referencing Ordinance No. 226; Kuntz seconded. Motion was unanimously carried.

NEW BUSINESS

Planning Commission – Grimm motioned to appoint Michelle Hoffman to the Planning Commission; Grant seconded. Motion unanimously carried.

PSAB Annual Conference – Kuntz motioned to approve Charity to attend the annual PSAB Conference in Hershey June 2-5; Grimm seconded. Allison requested the cost of attendance. Charity reported \$250 registration plus lodging at the Hershey Lodge. Motion was unanimously carried.

COMMITTEE REPORTS

Sewer – Grimm reported that Gibson is monitoring the bids on PennBid (an online bidding website). He will review the progress with the committee in the middle of next week.

Streets – Hill reported that the bids are scheduled for opening on February 20th. He also reported that the inlet on Frederick Street has been repaired. Allison suggested that all inlets along the project be adjusted to the

RESOLUTION NO. 01-2024

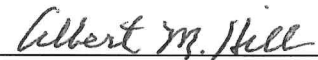
WHEREAS: Flemington Borough Council sets admin fee schedule as follows:

Copies		\$0.25/Page
Plus Document Charge		\$2/Document
<i>(If copies of a Borough document requested – Open Records Act Resolution No. 03-02)</i>		
Returned Check Fees	1 st Offense	\$30
	2 nd Offense*	\$40 & *Checks No Longer Accepted
Certified Postage for Delinquent Sewer		As Charged by the Postal Service
Posting – Water Termination <i>(for nonpayment of sewer)</i>		\$25
Reactivation Fee**		\$75 (PLUS Current Water Company Charge) ** <i>(Account MUST be paid in full prior to reactivating.)</i>

NOW, THEREFORE BE IT RESOLVED by the Flemington Borough Council that it hereby creates the Borough's admin fee schedule.

BE IT FURTHER RESOLVED that a copy of this resolution shall be available for public inspection in the Flemington Borough Office located at 126 High Street, Flemington, Clinton County.

Flemington Borough Council


Albert M. Hill, President

Dated: January 25th, 2024

Approved as to form and legality:

I, Charity H. Walizer-Etters, of the Borough of Flemington and the Commonwealth of Pennsylvania, do hereby certify that the above is a true copy of a resolution adopted at a meeting of the Flemington Borough Council held on January 25th, 2024.


Clerk/Secretary

Date: 1/25/2024

Regular Meeting
January 25th, 2024

Council President Albert Hill called to order the regular meeting of the Flemington Borough Council present at 7:00 p.m. on January 25th, 2024 were Mayor Durkin, Wayne Allison, Donald Grant, Dave Grimm, Ed Higgins, Albert Hill, Traci Kuntz and Stephen Hoy. Also present were Kollin Wheeler, Maureen Mahon, Michelle Kauffman and Dustin Houtz.

PUBLIC COMMENT – Michelle Kauffman attended the meeting to request a stop sign be placed at the intersection of Bressler and James Streets. The Street Committee will meet to discuss and contact LTAP to request a traffic study for the location. Wheeler agreed a traffic study will be required prior to installing the signage.

MINUTES – Grant motioned to approve minutes for January 11th, 2024; Grimm seconded. Motion unanimously carried.

UNFINISHED BUSINESS

FEE SCHEDULE RESOLUTION NO. 01-2024 – Kuntz reported on the changes increasing the sewer posting fee to \$25 and the termination/restoration of service fee from \$25 Borough/\$75 Suburban Water to \$75 Borough/\$75 Suburban Water for a total of \$150 for restoration of service terminated for nonpayment. Grimm motioned to adopt the new fee schedule; Allison seconded. Motion unanimously carried.

FIVE-YEAR PLAN/STMP DCED – Council will have the opportunity to meet the grad students from the University of Pittsburg on Monday January 29th at 4:30 p.m. The team was recruited by DCED to create our five-year plan. Council suggested the following topics be communicated to the team: Tax increases necessary to continue operating; sewer line rehabilitation and fee structure necessary to complete repairs; employee wages and benefits; Codification; grants available. Council also recommended that the fire company utilize the program to create their own financial plan for the next five years.

NEW BUSINESS

SALT CONTACT/COSTARS – Allison motioned to continue participation in the Costars Program bidding our salt collectively with other municipalities; Grimm seconded. Motion carried unanimously.

SEO APPOINTMENT – Grimm motioned to appoint Jeff Kreger as Sewer Enforcement Officer and Sean Kreger as the alternate; Kuntz seconded. Motion carried unanimously.

COMMITTEE REPORTS

Sewer – The bids for the 2024 Wright Street/Locus Lane sewer project are scheduled to be opened on February 21st at 1:00 p.m. Council is considering requiring sewer service lines to be replaced by the homeowner during construction. A packet of information which includes grant and/or low interest loan information will be provided to the homeowners. In addition, Solicitor Houser is working on an ordinance requiring property owners to upgrade their lines prior the sale of their properties. Mayor Durkin suggested that those who've replaced their lines recently may be exempt from the mandate. This will be determined on a case-by-case basis. Allison suggested a certificate of approval be provided for those who are determined to be exempt.

Streets – Hill reported that the bids for the 2024 Street Project will be opened at 3:00 p.m. on February 20th and reviewed to be awarded at the meeting on the 22nd.

Building & Property – Grant suggested the building security system be updated with longer recording capabilities and a larger monitor be installed. Charity will look into options with Keystone Security.

Public Safety – Higgins reported on his conversation with Jon Plessinger, Director of Emergency Services in reference to responsibilities of Borough's under the Borough Code. In addition, he has been in contact with Scott Kemmerer, County Emergency Management Coordinator who is comparing our training requirements and possibly implementing an updated ordinance.

Fire Company – Mahon reported they will be having a Valentine's Day brunch on February 10th.

Community Development – Hoy reported on two mobile homes on West Fourth Street without 2nd exits and three properties with excessive debris in their yards that will be receiving ordinance violation notices.

Regular Meeting
January 25th, 2024

Recreation – Allison reported that the 2024 Park Project bids are scheduled to be opened on February 21st at 1:30 p.m. He added that we've been awarded the Clinton County Community Foundation Grant to install a water line to the dog park and paint the pavilions.

Personnel – Allison requested that Council review the personnel policy that was previously distributed and forward suggestions to the committee for consideration.

Joint Building – Grimm suggested equipment be purchased for the meeting room to enhance remote attendance capabilities. He added that a TV is planned for installation on Friday/Saturday to accommodate Team/Zoom meetings.

Animal Control – Allison reported that the committee met with the solicitor and the ordinance amendment is being created to implement a setback for animal housing adjacent to an occupied structure. We're also looking at something to restrict the feeding, etc. of feral cats.

Hi Neighbor – Next meeting February 13th. Higgins reported that the Christmas lights were taken down since the last meeting.

ANNOUNCEMENTS: None

ADJOURNMENT: Hoy motioned to adjourn the regular meeting at 8:25 p.m.; Grant seconded. Motion carried unanimously.

ATTEST: Charity H. Walizer-Etters
 Secretary/Treasurer

Regular Meeting
January 11, 2024

Council President Albert Hill called to order the regular meeting of the Flemington Borough Council at 7:00 p.m. on January 11, 2024. Present were Mayor Durkin, Wayne Allison, Donald Grant, Dave Grimm, Ed Higgins, Albert Hill, Traci Kuntz and Steve Hoy. Also present were Maureen Mahon; Gary Mellott; Ken Dale, III; Tony Mahon; Dustin Houtz; William Brungard and Stephen Gibson.

PUBLIC COMMENT – None.

MINUTES – Allison motioned to approve the minutes of December 14, 2023; Hoy seconded. Motion was unanimously carried. Hoy motioned to approve the minutes of January 2, 2024; Grant seconded. Motion was carried unanimously.

REPORTS OF OFFICERS

PLANNING COMMISSION

ORDINANCE ENFORCEMENT OFFICER

COMMUNICATIONS

FINANCIAL

BILL SHEET & FINANCIAL STATEMENT – Grimm motioned to approve bills as follows: General \$14,183.27; Sewer \$4,150.72; Highway Aid \$0. Hoy seconded. Motion carried unanimously.
(A detailed listing of bills & financial statements will be available in the Borough Office.)

UNFINISHED BUSINESS

Fire Company – Mahon distributed the updated officers list following their elections. She reported that the Deputy Chief resigned. Therefore, this position is currently vacant. Higgins motioned to acknowledge the officers with the provisional condition that they complete the required training per the Borough's Ordinance No. 204, which specifies these qualifications. Each officer must obtain the necessary certification within one year from this date. Council shall reserve the authority to revoke your provisional status acknowledgement if the required completion of the certifications are not met. Anyone not requiring certifications may be sworn in. Ken Dale, III pointed out that the fire company's bi-laws state that officers shall be sworn in by the Mayor. Ken Dale, III questioned the by-laws and training requirements. Council reminded those in attendance that our solicitor has advised the above procedure is permissible. Grimm seconded. By roll-call vote of 7/0 the motion passed unanimously. The Public Safety Committee will meet with the new officers on January 17th at 7:00 p.m. to go over their training and what is required.

NEW BUSINESS

2024 Sewer Project – Gibson distributed the 2024 Wright Street Sewer Project plan for Council to review. The project is estimated to cost \$531,989. It involves the replacement of 42 laterals from the main to the curb with cleanouts, rehabilitation of 2080 feet of pipe, replacing 10 manholes, pavement restoration and trenches. Since the borough was denied funds through DCED's H2O Grant application, the project will be completed using PennVest 20-year low-interest loan at 1 percent for the first 5 years and 1.74% for the remainder of the loan period of 15 years. The payment would be around \$2,581 per month with savings of approximately \$258,000 compared to traditional loans. The committee continues to replace lines throughout the borough in an effort to reduce the excessive inflow and infiltration. The borough crew determined this particular area to be an issue documenting flows go approximately 75,000 gallons per day to about 509,000 gallons per day during heavy rainfall. Frederick Street sewer lines will be the next project to tackle. Grimm motioned to bid the project at this point and hope that they come in around the estimated project costs; Kuntz seconded. Motion was unanimously carried. The committee is currently working with Gibson to locate possible funding assistance for updating their laterals to their homes along the project. We will have more information on this as it becomes available to us.

Regular Meeting
January 11, 2024

Street Project - The 2024 Street Project plan was distributed, which will coincide with the above-mentioned sewer project so that paving can be completed afterward. Gibson is recommending bidding the project through PennBid, which will involve electronic documents, bidding and opening. The project is estimated to cost approximately \$240,000 with Wright Street included (maps included in minute book). It is slated for late July. Grimm motioned to bid the project; Higgins seconded. Motion unanimously carried.

Lien – 420 Frederick Street – Charity requested authorization to place a lien on 426 Frederick Street for nonpayment of the sewer bill. The lien will include the outstanding balance of \$191.11 plus \$100 on/off fee and any other legal fees incurred. Allison motioned to move forward with the lien; Grant seconded. Motion was unanimously carried.

Park – Allison reported that we are in the process of securing the plans and putting the project out to bid.

County Workshop – Charity requested approval to attend the workshop on January 17th from 8:00 a.m. til 4:30 p.m. Grimm, Grant and Allison will also be attending. Allison motioned to approve; Kuntz seconded. Motion was unanimously carried.

COMMITTEE REPORTS

Sewer – The meter has been calibrated after noticing some readings were not being recorded. The Meter Guy should be able to retrieve the readings. Grimm is suggesting that we reconsider the previously discussed sewer ordinance that would require home owners to update their laterals prior to the sale of the property if necessary following an inspection of such.

Streets – Allison suggested we watch for low storm drains that need addressed. It was reported that a basketball hoop was allegedly damaged by the plow truck. Grimm stated that it was located in the right-of-way. Council took no action on the report.

Public Safety – Mellott asked for clarification on his duty to respond to emergency scenes as Emergency Management Coordinator. Council stated he should respond if it's in his normal response procedure to do so. M. Mahon asked for further clarification and if this meant just major calls or all calls. Allison suggested the two groups work out what has been the routine in the past or what is required for scene command procedures. M. Mahon added that they have plenty of members who are able to respond during the day.

Community Development – Hoy reported that a notice of violation will be going out to R316 James Street for an excessive amount of debris in the yard.

Personnel – Allison asked that Council and the employees to review the personnel policy for updates before the next meeting. The last update was adopted in 2020. The committee will hold a meeting soon to discuss the proposed changes.

Finance – A meeting will be scheduled to go over changes to the fee schedule to be presented at the next meeting.

Joint Building – Allison suggested the committee consider some changes to the back of the building to make it look more attractive to the public.

Animal Control – The committee will meet to discuss setbacks for housing animals. This would be an amendment to the current Animal Ordinance and will not negate changes to the Zoning Ordinance. It was suggested that distributing a flyer once the ordinance is complete might be helpful.

Hi Neighbor – The holiday lights will be removed in the coming weeks weather permitting.

TCC – We still need a representative for this committee.

Hoy motioned to enter an Executive Session to discuss legal matters at 8:25 p.m.; Grimm seconded. Motion carried. Hoy motioned to adjourn the Executive Session and reconvene the regular meeting at 8:35 p.m.; Kuntz seconded. Motion unanimously carried.

Regular Meeting
January 11, 2024

Hoy motioned to withdraw the citation against 113 Allison Street; Grimm seconded. Motion unanimously carried.

ANNOUNCEMENTS:

ADJOURN: Grant motioned to adjourn at 8:36 p.m.; Kuntz seconded. Carried unanimously.

ATTEST: Charity H. Walizer-Etters
Secretary/Treasurer



ORGANIZATION MEETING MINUTES

January 2, 2024

Mayor Durkin called Flemington Borough Council meeting held Monday, January 4, 2024, at 7:00 p.m. to order. Roll call showed the following Council present: Wayne Allison (via phone); Albert Hill; Stephen Hoy; Traci Kuntz; Dave Grimm; Ed Higgins; Don Grant and Mayor Gary Durkin. Also present were borough laborer Kollin Wheeler; Gary Mellott; Maureen Mahon; Austin Houtz and Holly Eisaman. Mayor Gary Durkin led Council in the Pledge of Allegiance.

ELECTION OF OFFICERS:

Grimm nominated Albert “Hap” Hill for Council President; Kuntz seconded; Motion carried unanimously. Grant moved to close nominations.

Grimm nominated Wayne Allison for Council Vice President; Kuntz seconded. Motion carried unanimously.

Hoy nominated Traci Kuntz for Council Chairman Pro-Tem; Higgins seconded. Motion carried unanimously.

Council President Albert Hill presides. Hill welcomed the newly elected officials to Council. He added that he’s looking forward to continued teamwork moving into the new year.

APPOINTMENTS:

SUBURBAN WATER AUTHORITY BOARD – Grimm motioned to appoint Steve Hoy for the 2024-25 term; Higgins seconded. Motion unanimously carried.

ENGINEER – Grimm motioned appoint Steve Gibson as needed; Kuntz seconded. Motion unanimously carried.

SOLICITOR – Allison motioned to appoint Justin Houser; Grimm seconded. Motion unanimously carried.

SECRETARY/TREASURER – Grant motioned to appoint Charity Walizer-Etters; Kuntz and Hoy seconded. Motion unanimously carried.

AUDITOR – Hoy motioned to appoint James Bower; Kuntz seconded. Motion carried unanimously.

ZONING OFFICER – Grimm motioned to appoint Code Inspections, Inc.; Hoy seconded. Motion unanimously carried.

CCSA – Grimm motioned to recommend Jack Peters; Hoy seconded. Motion unanimously carried.

EMERGENCY MANAGEMENT COORDINATOR – Grimm motioned to appoint Gary Mellott; Hoy seconded. Motion unanimously carried.

PLANNING COMMISSION – Grimm motioned the following: Megan Lucas (1-year term); Doug Spatafore (2-year term); Julie Brennan (3-year term); Dave Stachowski (4-year term); Gary Durkin (4-year term); Allison seconded. Motion unanimously carried.

IPMC APPEALS BOARD – Grimm motioned the following: Cindy Walker (1-year term); Al Lugg (2-year term); Russ Shaffer (3-year term); Stephen Gibson (4-year term); Robert Neff (4-year term); Grant seconded. Motion unanimously carried.

ZONING HEARING BOARD – Council affirmed August appointments as follows: (Corrected per August minutes) Susan Conway (1-year term); Dan Baker (2-year term); Judy Durkin (3-year term).

VACANCY BOARD CHAIR – Council affirmed December appointment as follows: Susan Conway (3-year term).

COMMITTEE APPOINTMENTS – Hill distributed his Committee Appointments for 2024-25. He added that Council will need to appoint a representative for the Tax Collection Committee as soon as possible. He asked anyone interested in the appointment to let him know.

OLD/NEW BUSINESS

Fire Company – Maureen Mahon requested guidance pertaining to the acceptance of the new fire company officers. Council suggested she forward a written list of the newly elected officers for Council to review for the next meeting. Council discussed training requirements and the availability of such trainings in the coming year. Mahon requested a private meeting with the Public Safety Committee to

ORGANIZATION MEETING MINUTES

January 2, 2024

discuss some current internal issues. Mellott added that a recommendation for such must be made during the fire company meeting. Members of the Public Safety Committee were invited to attend the next fire company meeting on Wednesday, January 10th. Mellott, a trustee of the fire company and outgoing chief, stated that such invitation should be voted on at a fire company meeting in advance.

Substitute Plow Driver – Grimm motioned to hire Gary Mellott as the part-time substitute plow driver to fill in while Brungard is off on sick leave. The position will pay \$17 per hour with no additional benefits; Kuntz seconded. Motion was unanimously carried.

ADJOURN: Hoy motioned to adjourn at 7:40 p.m.; Grant seconded. Motion unanimously carried.

ATTTEST: Charity H. Walizer-Etters, Secretary/Treasurer

RESOLUTION NO. 08-2023

Whereas: Flemington Borough Council presents its 2024 Final Budget figures for The Borough of Flemington.

Whereas: Flemington Borough Council sets the 2024 taxes as follows:

REAL ESTATE TAX	.915 MILLS
PER CAPITA TAX	\$0
REAL ESTATE TRANSFER TAX	½ OF 1% (½%)
EARNED INCOME TAX	
RESIDENT	½ OF 1% (½%)
NON-RESIDENT	1%
LOCAL SVCS TAX (FORMERLY EMS)	\$47 (\$52 MINUS \$5)
BUSINESS PRIVILEGE TAX/MERCANTILE TAX	
RETAIL	¾ MILL (½ OF 1½ MILLS)
WHOLESALE	½ MILL (½ OF 1 MILL)

Now, Therefore, Be It Resolved by the Flemington Borough Council that it hereby creates the 2024 budget figures.

Be It Further Resolved that a copy of this resolution along with the adopted budget shall be available for public inspection in the Flemington Borough Office located at 126 High Street, Flemington Borough, Flemington, Clinton County.

Flemington Borough Council

Albert M. Hill

President

Dated: December 14th, 2023

Approved as to form and legality:

I, Charity H. Walizer-Etters, of The Borough of Flemington and the Commonwealth of Pennsylvania, do hereby certify that the above is a true copy of a resolution adopted at a meeting of the Flemington Borough Council held on December 14TH, 2023.

Date: December 14th, 2023

Clerk/Secretary

Charity H. Walizer-Etters

Regular Meeting
December 14, 2023

Council President Albert Hill called to order the regular meeting of the Flemington Borough Council at 7:00 p.m. on December 14, 2023. Present were Mayor Durkin, Wayne Allison, Dave Grimm, Ed Higgins, Albert Hill, Traci Kuntz, Jo LaRocque and Steve Hoy. Also present were Maureen Mahon, Michelle Hoffman, Gary Mellott, Ed Miller, Tony Mahon, Don Grant, Austin Houtz, Dan Baker and Colton Mellott.

PUBLIC COMMENT – Gary Mellott attended the meeting to discuss the possibility of Flemington Goodwill Fire Company contracting with Mill Hall Borough and Bald Eagle Township during the interim of their designated fire company achieving the training necessary to be certified by the municipalities. Mellott reported that after the first of the year, there will be a new chief at Flemington. This will result in a change in the structure of officers and may result in a shift in membership. Grimm urged the newly elected chief to attend the upcoming meeting with Mill Hall and Bald Eagle Township pertaining to a new fire protection contract. The meeting is scheduled for Monday, December 18th at 6:00 p.m. Grimm added that a contract with Mill Hall and Bald Eagle Township will mean our Workman’s Compensation insurance will increase. However, those municipalities will pay that rate to Flemington, which is based on population of those individual municipalities.

MINUTES – Grimm motioned to approve the minutes of November 9, 2023; Allison seconded. Motion was unanimously carried.

REPORTS OF OFFICERS

PLANNING COMMISSION

ORDINANCE ENFORCEMENT OFFICER

COMMUNICATIONS

FINANCIAL

BILL SHEET & FINANCIAL STATEMENT – Kuntz motioned to approve bills as follows: General \$9,337.85; Sewer \$36,187.71; Highway Aid \$2,102.39. Grimm & Hoy seconded. Motion carried unanimously. *(A detailed listing of bills & financial statements will be available in the Borough Office.)*

UNFINISHED BUSINESS

Fireworks Ordinance #259-1 – Kuntz motioned to adopt the amendment which meets the state statute as recommended by our solicitor; Hoy seconded. Motion was unanimously carried.

Final Budget 2024 – LaRocque motioned to adopt the final 2024 budget with no tax increase. She explained committee requests being included as follows: Stormwater Project for Parkwood Drive; mulch and dog park fence for the park; \$1 per hour raises for each employee; \$500 for the park anniversary celebration; \$1,000 for the “Hi Neighbor” Committee; \$1,500 for the ambulance association to assist with the purchase of traffic light probes; \$3,500 to the fire company. There is no fire tax proposed for the fire company for 2024. Allison motioned to adopt the proposed budget as distributed; Kuntz seconded. Motion carried unanimously.

Tax Resolution – Grimm motioned to adopt Resolution 08-23 setting the taxes for 2024 with no increase; LaRocque seconded. Motion was unanimously carried.

Lighting Contest – Judging to be done by the “Hi Neighbor” Committee on December 19th at 6:00 p.m.

NEW BUSINESS

Proclamations – Hap read proclamations dedicating December 19th as Violet Walker Day. He noted that Vi Walker turns 101 years young this year. Allison motioned to adopt the proclamations; Grimm seconded.

Clinton County Community Foundation Grant – Allison motioned to make application to install a water line and purchase additional fencing for the dog park; LaRocque seconded. Motion unanimously carried. Allison thanked Kollin and Charity for their work on the application.

Regular Meeting
December 14, 2023

Fire Protection/Insurance Ordinance – Grimm motioned to request solicitor Justin Houser to draft an ordinance to allow the fire company to invoice insurance companies for response to fire calls; Hoy seconded. Motion was unanimously carried.

Plow Driver – Council discussed hiring a substitute plow driver while Brungard is off for an extended period of time due to illness. Hoy motioned to have the Streets and Personnel Committees work together to hire a driver; LaRocque seconded. Motion was unanimously carried.

COMMITTEE REPORTS

Streets – The committee met with LTAP on the most recent study. The committee will meet to discuss the results of the study after the holidays.

Fire Co. – Maureen Mahon announced the new officers for the fire company as follows:

President - Tony Mahon
Vice President - Marlin (Butch) Russell
Secretary - Maureen Mahon
Treasurer – Rebecca Mellott
Chaplin - Brooke Snyder
Trustee (5 year term) - Donald (Donnie) Myers Jr
Chief (2 year term) - Dustin Houtz
Assistant Chief (1 year term) - Tony Mahon

She added that the certifications have been updated for the Borough's files. She included that there are some members of Mill Hall Fire Company who've expressed interest in joining Flemington.

Recreation – Allison reported that the revised bid documents will be advertised once DCNR review and approves the plans for the 2024 project. Allison and Charity attended a workshop at the Piper Building with Wes Fahringer and Steve Gibson. He stated that it may be a good opportunity to update our Master Plan. However, he would like to complete the 2024 project prior to moving forward with that update.

Personnel – Allison asked that Council and the employees review the personnel policy for updates in 2024. The last update was adopted in 2020.

Hi Neighbor – Meetings for 2024 will be the 2nd Tuesday of each month.

TCC – The committee passed their 2024 budget and elected officers. There were 11 members in attendance.

Hoy motioned to enter an Executive Session to discuss legal matters; LaRocque seconded. Motion carried. LaRocque motioned to adjourn the Executive Session and reconvene the regular meeting at 8:30 p.m.; Kuntz seconded. Motion unanimously carried.

Hoy motioned to withdraw the three pending matters referencing Case #FB1002 per solicitor Miceli's recommendation; Kuntz seconded. Motion unanimously carried.

ANNOUNCEMENTS: The Organization Meeting will be held Tuesday, January 2nd, 2024 at 7:00 p.m.

ADJOURN: LaRocque motioned to adjourn at 8:35 p.m.; Kuntz seconded. Carried unanimously.

ATTEST: Charity H. Walizer-Etters
Secretary/Treasurer

Regular Meeting
November 9, 2023

Council President Albert Hill called to order the regular meeting of the Flemington Borough Council at 7:00 p.m. on November 9, 2023. Present were Mayor Durkin, Wayne Allison, Dave Grimm, Ed Higgins**, Albert Hill, Traci Kuntz, Jo LaRocque and Steve Hoy. Also present were Maureen Mahon, Michelle Hoffman, Gary Mellott, Ed Miller, Tony Mahon and Susan Conway.

***Ed Higgins was appointed to the vacant Council position by the Vacancy Board immediately prior to the Council meeting.*

PUBLIC COMMENT – None.

MINUTES – LaRocque motioned to approve the minutes of October 26, 2023; Kuntz seconded. Motion was unanimously carried.

REPORTS OF OFFICERS

PLANNING COMMISSION

ORDINANCE ENFORCEMENT OFFICER –

COMMUNICATIONS

FINANCIAL

BILL SHEET & FINANCIAL STATEMENT – Grimm motioned to approve bills as follows: General \$11,748.27; Sewer \$4,552.40; Public Safety \$276.44. Kuntz seconded. Motion carried unanimously. *(A detailed listing of bills & financial statements will be available in the Borough Office.)*

UNFINISHED BUSINESS

Fireworks – Kuntz motioned to advertise the amended ordinance to meet the state statute; Allison seconded. Motion was unanimously carried.

Comp Time Carry Over – Allison motioned to allow Charity to carry over her unused comp time from 2023 through the end of January 2024 (this year only); Grimm seconded. Motion was unanimously carried. Allison reminded Council that he would like to have the personnel policy reviewed in 2024. Grimm suggested this section in particular be reviewed and possible amended.

Proposed Budget 2024 – LaRocque presented the proposed 2024 budget with no tax increase. She explained committee requests being included as follows: Stormwater Project for Parkwood Drive; mulch and dog park fence for the park; \$1 per hour raises for each employee; \$500 for the park anniversary celebration; \$1,000 for the “Hi Neighbor” Committee; \$1,500 for the ambulance association to assist with the purchase of traffic light probes; \$3,500 to the fire company. There is no fire tax proposed for the fire company for 2024. She added that there’s a total of \$15,777 earmarked to the fire company within the budget that includes workman’s comp insurance, fuel allocation and shared building insurance coverage along with allocation of a portion of the Local Services Tax. She also stated that there will be expectations for the fire company to fulfill prior to receiving the allocated funds and listed those expectations as follows

- Printed and complete bi-monthly financial reports for the fire company, rental unit(s) AND
- Redeye Center,
- Copy of 2023 audit (including fire co., rental unit(s) Redeye) and audit through October 2024,
- Increased fundraising efforts,
- DCED Program participation (5-year financial plan),
- Continue providing requested information to the borough to show that you’re working towards
- promoting a viable organization.

Allison motioned to adopt the proposed budget as distributed; Hoy seconded. Motion carried unanimously.

Regular Meeting
November 9, 2023

...s Ave/Streambank – Allison reported that he spoke with Lisa Meade in reference to deteriorating streambanks. She said there may be funds available to residents through DEP. He will report as he receives additional information.

NEW BUSINESS

CDs Maturity Date Approaching – Rates were obtained as follows: First National Bank 5%; Jersey Shore State Bank 5.25% with the Money Market matched if we would add these funds to the existing Money Market with JSSB. However, we need to keep these particular funds separate. Grimm motioned to move the funds from the maturing CDs (\$25,000+interest General Fund; \$125,000+interest; and \$150,000+interest Sewer Fund) to a 10-month CD with JSSB; Allison seconded. Motion was passed 7 to 1 with Kuntz voting “no” suggesting that we deposit the funds into the Money Market to keep them more accessible.

Proclamations – Hap read proclamations dedicating November 4th as Alma Council Day and December 4th as Pauline Winters Day. He noted that both borough residents turned 100 years young this year. Allison motioned to adopt the proclamations; Grimm seconded. Motion unanimously carried.

2024 Meeting Schedule – Allison motioned to approve as presented; Kuntz seconded. Motion unanimously carried. Hill reminded everyone that this will be an organization year. So, we will be meeting on January 2nd in addition to our normal meeting schedule.

COMMITTEE REPORTS

Fire Co. – Grimm requested updated certifications for the current members. Maureen reported that she will be the liaison between the borough and the fire company. They will be having their Christmas festival December 16th and 17th with food and vendors, there will be a rip ticket event in February, a cash bingo in March and egg-my-yard for Easter.

Recreation – Allison reported that Gibson is working on our revised bid documents for the 2024 project.

Animal Ordinance – Solicitor Houser advised the committee that they shouldn’t need to revise the zoning ordinance in order to restrict the distance an animal pen may be from an occupied structure. Hoy mentioned that Pennsylvania prohibits the feeding of wild animals and suggested that we remind our residents of this.

Hi Neighbor – Meeting next Tuesday.

CCEP – Allison suggested appointing one of our new Councilmembers to this committee.

LaRocque motioned to enter an Executive Session at 8:15 p.m. to discuss legal matters; Hoy seconded. Motion carried. Hoy motioned to adjourn the Executive Session and reconvene the regular meeting at 8:25 p.m.; Kuntz seconded. Motion unanimously carried.

Hoy motioned to void the citation issued to Gebhardt for the mobile home at 1132 West Fourth Street once it has been removed from the location; LaRocque seconded. Motion unanimously carried.

ANNOUNCEMENTS:

ADJOURN: LaRocque motioned to adjourn at 8:30 p.m.; Kuntz seconded. Carried unanimously.

ATTEST: Charity H. Walizer-Etters
Secretary/Treasurer

