



1905
Council Meeting Minutes
10 January 2017

President Joseph Sain called the January regular meeting of the Matamoras Borough Council to order at 1930 hrs. on Tuesday, 10 Jan 17 in the Borough Hall, 10 Avenue I, Matamoras, PA.

Present were Councilman, Sigreto, Rose, Greiner, Clark, Madsen and Mayor Clark. Councilman Losee was excused due to illness. Also present were Secretary Fitch, Treasurer Myer, Tax Collector Drake, Fire Chief Long, Solicitor Hamill, Assistant Chief E. Stewart and Jr. Councilwomen Waszcyszak and Strenk. EM Coordinator Olver was absent. There were approximately 6 residents in attendance.

Prior to Public Comment, President Sain went around the table and asked if any council members had items to add to the agenda. The solicitor requested that item be added to agenda allowing the secretary to advertise a public hearing for the inter-municipal transfer of a liquor license to On the Road Convenience Store. Mr. Greiner added an item authorizing the secretary to advertise for paving bids for 2017.

1. Public Comment: (When recognized by the President, please state your name and address for the minutes.) **None**

2. Consent Agenda - Motion to approve the Consent Agenda by Rose/Sigreto passed with unanimous consent

- a. **Approval of minutes:** 06 Dec 16
- b. **Approval of Treasurer's report:** December 2016
- c. **Approval of bills**
- d. **Appoint Robert Fitch Borough Secretary**
- e. **Appoint Greg Myer Borough Treasurer**
- f. **Appoint Eric Hamill Borough Solicitor**
- g. **Appoint Robert Fitch Open Record Officer**
- h. **Appoint Eric Hamill Planning Commission Solicitor**
- i. **Appoint Kiley Associates Borough Engineer**
- j. **Appoint John Stieh Zoning Hearing Board Solicitor**
- k. **Name PennStar, Citizens, PLGIT, and Wayne Bank as official depositories**
- l. **Name Pike County Dispatch, Pocono Record and the News Eagle as official newspapers**
- m. **Appoint Bob Fitch as COG Representative**
- n. **Appoint Justin Striharsky as SEO**
- o. **Appoint Ron Tussel Alternate SEO**
- p. **Appoint Janet Clark to the EPRP Commission for 2 years**

3. Reports:

- a) **Mayor** – No Report
- b) **Jr. Councilwomen** – Reported on upcoming events at DVSD including a PTA Family Picnic, Cheer Competition, Drama Auditions for the play and High School and Middle School Band Concerts.
- c) **General Government** – Mr. Madsen reported on the digitization of files to electronic storage and destruction by burning of older files. He reported that the committee has sent

to council for approval at the February meeting job descriptions for the new positions in the park. The proposals have been signed with General Code to codify the Borough's Code book and produce one printed copy and then post the ordinances on the web. This should be completed in 4-6 weeks' time.

- d) **Fire** – Mr. Rose reported the fire department enjoyed a good December with brisk tree sales and Breakfast with Santa where “ I (sic Rose) played the big fat guy”. The QRS vehicle is moving along well.
- e) **Public Works and Facilities** – Mr. Greiner reported on the amount of trash collected for the month, the start of Christmas Tree removal, end of yard waste p/u, the efforts by the crew to combat two winter storms and the upcoming paving project for 2017. Mr. Greiner also noted that the garbage crew is collecting and tagging on complying trash containers and will do so until February 01, 2017 when they will stop collecting conforming containers. A copy of the notice is on file. Mr. Clark reported on meeting with the Borough's engineer on the sidewalk project. Plans are complete and the Borough is applying to PennDot for required permitting. Clark noted that the Borough had secure the signatures of all but five residents for permission to work in front of their property and/or apply for high occupancy permit for their existing driveways.
- f) **Finance** – Mr. Clark reported the Borough had secured a Multimodal Transportation Grant to complete the sidewalks from 7th through 10th street on Pennsylvania Avenue. Mr. Fitch wrote the grant and the award amount was \$284,000 with a 30% match requirement from the Borough. Clark noted that the Borough has already placed funds aside for this match and will have all the match in place by the summer of 2018 to facilitate complete funding and completion of the grant construction. Mr. Sain noted that the grant also included crosswalks with in-road mounted LED flashing warning lights.
- g) **EPRPD** – Assistant Chief Stewart reviewed the monthly statistics, full report on file.
- h) **Recreation** – Mr. Clark reported on the ongoing changes and improvements to the Recreation Advisory Board including the expanding the board to nine members, creating working committees and expanding to two meeting per month. Ami Greiner was elected President of the Board.
- i) **Fire Chief** – Chief Long reported on the monthly activities and gave a report on the annual activities. Full report on file. Chief Long also noted on the status of the QRS Vehicle, fund raising events for 2017, the results of the most recent election and the award of a AFG grant to the department. The amount of the grant is not known now.
- j) **EMA** – No Report

4. Unfinished Business:

- a) Mr. Sigreto reported that Sign Here agreed to letter the QRS vehicle for the amount budgeted and forgive any unpaid costs as a donation to the Fire Department.

5. New Business

1. Motion to appoint Tim Leonard to a 5-year term on the Matamoras Municipal Authority by Greiner/Sigreto, Passed without dissent
2. Motion to appoint Lynn Homer & Pamela Conklin to 4 year terms and Norman Dexter to

- a one year term on the Recreation Advisory Board by Greiner/Clark; passed without dissent.
3. Motion to allow Dave Clark to attend the PSAB Seminar on Grant Writing by Rose/Greiner; passed without dissent.
 4. Motion to accept Pete Sigreto resignation from the Recreation Advisory Board by Clark/Rose to accept with regret; passed without dissent.
 5. New Committee Assignments:
 - I. Public Works – Tom Greiner (c), Dave Clark
 - II. Finance – Pete Sigreto (c), Dave Clark
 - III. General Government – Mark Madsen (c), Dave Clark
 - IV. Fire – Dee Losee (c), Kevin
 - V. EMA – Pete Sigreto (c)
 - VI. Recreation – Dave Clark motion by Rose/Sigreto to appoint Mr. Clark; passed without dissent.
 6. Motion by Rose/Greiner to authorize the secretary to advertise a public hearing on 14 February 17 at 1915 hrs. on an inter municipal liquor license transfer to On the Road Convenience Store; passed without dissent.
 7. Motion by Greiner/rose to authorize the secretary to advertise for paving bids based on the specifications developed by the DPW committee; passed without dissent.
 8. Adjourned to Executive Session for a real estate matter at 2002 and returned at 2023 hrs.

There being no further business to discuss, President Sain adjourned the meeting at 2024 hrs.

Respectfully submitted,



Robert J. Fitch
Borough Secretary