



Borough Council Minutes

March 8, 2022

7:30 pm

1. Call to Order, Salute to the Flag and Roll Call 7:32 p.m.

President Kudrich	P	Mr. Alessandra	P	Mr. Ohliger	P	Mr. Long	A
Mr. Clark	P	Mr. Bush Jr	P	Mr. Myer	P	Asst Chief Stewart	P
Mr. Losee	P	Mr. Maney	P	Ms. Turner	P	Mrs. Salvato	P
Mayor Clark	P	Mr. Prey	P	Mr. Olver	A	Mr. Bolles	P

Public in attendance: approximately 17

2. President's Remarks: Winter is almost behind us, very few complaints from residents and commended the DPW for keeping the roads safe.

Last week 1500 pound of cold patch was applied to potholes around the borough and pothole patching will continue.

Borough engineer was at the borough building and we are awaiting his report. The hope is to get the borough offices together under one roof.

3. Motion to amend the agenda:

- 1) Motion to amend agenda to include a Car Show event to the previously approved Touch a Truck event scheduled for April 23, 2022. **M: Clark/Losee. All in favor.**
- 2) Motion to amend the agenda to include recommendation of equipment upgrades from the EMA director as discussed in last months meeting. **M: Clark/Losee. All in favor.**
- 3) Motion to amend the agenda to submit a letter of Response to Open Space Planning Project. **M: Clark/Losee. All in favor.**
- 4) Motion to authorize Mr. Losee to conduct emergency purchase of a new hot water heater and new expansion tank. **M: Losee/Clark. All in favor.**

4. Public Comment (When recognized by the president, per Borough Code, state your name and address for the minutes)

- 1) Jane Drake 807 Ave N: Noted the tax fee increase included on the agenda is not a fee paid by residents of Matamoras. It is a fee charged to mortgage companies. She explained the amount of work involved for tax inquiries frequently received from mortgage companies.
- 2) James Hall 106 Ave M: Wanted to know what could be done about the crossing guard and traffic flow on Pennsylvania Ave. Complained that he not only lets the buses out, but he lets cars out and it causes traffic to back up on the Avenue. Mr. Kudrich responded the guard is an employee of Delaware Valley School, but he would look into it.
- 3) Serina Oliva 302 Ave I: Problem crossing Pennsylvania Ave. Cars do not stop for pedestrians. Would like the pedestrian crossing signs put back on the Ave. Mr. Kudrich

and Mr. Bolles responded that once the threat of snow is gone, they will be put back out on the Avenue and crosswalks will be painted. Mr. Clark noted he would be at the Police Commission meeting and he will bring it up.

5. Unanimous Consent Agenda **M: Maney/Alessandra. All in favor.**

- a) Approval of Minutes – February 8, 2022: Public Hearings 7:00 pm and 7:15 pm, Council Meeting 7:30 pm
- b) Approval of Treasurer’s Report – February 2022
- c) Approval of bills to be paid February 2022

6. Reports:

- a) Mayor: Janet Clark: If anyone is interested in picking up their Hometown Hero Banner they should contact the borough secretary.
- b) General Government Committee: Harry Prey: 1. Met with Chris Lord, our insurance specialist, and he recommends we take a photo inventory of all equipment we own, serial numbers if possible, so we can be sure we are insured to value. Requested each department head to take inventory. 2. Quote on Quickbooks will be discussed later tonight. 3. Will discuss EMA quote on equipment, EMA Tom Olver is unable to be here tonight. 4. General Government workshop scheduled for March 17th is cancelled.
- c) Fire Committee: Sean Alessandra: Read the fire department report.
- d) Public Works: Dayne Losee: DPW highlight report read. Report is on file. Smith Plumbing fixed the furnace, the 350 needs transmission work. He has a list of 15 roads to pave, subject to change based on what streets are scheduled for gas main repairs. He will contact PCLP for a map of roads completed before blacktopping. Mr. Bolles will provide a list of streets he has received street opening permits for. Mr. Kudrich asked that Mr. Losee and Mr. Bolles work together on this.
- e) Facilities Committee: John Bush Jr.: Waiting for quotes for camera installation at the DPW building, the door closer arm on the Annex ladies room door has been replaced, had a meeting with Kiley and Associates for the purpose of renovating borough hall, the old police station. Approximately 80% of the building is not being used, he was given a rough draft of how the space can be utilized and will present these ideas and rough costs at the next council meeting. Mr. Kudrich noted there was a meeting this morning with Brian Snyder from Pike County Planning, Tom Olver and Sean Alessandra and it was discussed that the borough could possibly get grant money to make the building ADA compliant. Mr. Kudrich and Mr. Bush will discuss this further.
- f) Finance Committee: Mr. Clark: Pike County Planning asked us to identify who we would be using as a consultant to help us identify approved uses for the grant money received for COVID in 2021 and the money we will be receiving in August of 2022. There are reports that will need to be filed, the 1st report is due on April 30. Mr. Clark had the borough secretary respond that we would not be utilizing an outside contractor. He feels that he along with Mr. Myer are more than capable of handling this and it will save the borough several thousand dollars. Mr. Clark continued that for the record, Mr. Clark and Mr. Myer will take responsibility of being the consultant. Mr. Kudrich stated he has full confidence in both Mr. Clark and Mr. Myer and their ability to handle this task.

Central Sewage: there are meetings every two weeks. We are getting closer to having the 537-report redone and resubmitted. The majority of the work is “to do” items under Milford Borough and Milford Township. Matamoras has only one or two small documents needed. Progress is moving forward.

- g) Planning Mr. Madsen: Planning has submitted two applicants to be considered as new commission members as noted on the agenda. Reminded everyone there is a workshop planned for tomorrow night, weather permitting.
- h) EPRPD Sgt Zegarski: Report read and is on file.
- i) Recreation Advisory Board: Lisa Salvato: Report on file.
- j) Fire Chief: Tom Long: Not Present, report on file.
- k) Emergency Management: Tom Olver Not present.
- l) Police Commission: Dave Clark and Sean Alessandra: Next meeting is Monday
- m) Code Enforcement/Park Manager: Shawn Bolles – Zoning: 3 permits were issued. Complaints: received illegal occupancy on a structure, and it has been taken care of. Garbage complaint was abated, waiting for fine to be paid. Noted an illegal construction was discovered, he did a site inspection and it was extending past what was allowed so a stop work order was issued. 7 trees that were slated to be taken down last year have been taken care of and Sequoia Tree Service also threw in an 8th tree removal at no additional charge.
- n) All other reports are on file

Police Report X	Recreation X	Police Commission
Planning X	Fire Department X	Municipal Authority
Myer & Meyer Financial Report X	Berkheimer EIT Report X	Pike Tax Maintenance Updates X

7. Correspondence:

- Order amending the Wade trust
- Letter from BuyGreatLand regarding lot 083.18-02-01
- Pike County Commissioners letter regarding EMS matching grant funds
- Letter from Pike Autism Support Services requesting permission to hang bows in the Borough in April
- Letter(s) from Planning to Council recommending nominations to the Planning Commission
- Pike County office of Community Planning - Open Space Plan Update Project

8. Added agenda items:

1. **Motion** to to include a Car Show event to the previously approved Touch a Truck event scheduled for April 23,2022. **M: Bush Jr./ Losee. All in favor.**
2. **Motion** to approve purchase of Borough security software and webpage upgrade. **M: Kudrich/Losee. All in favor**
Discussion ensued, \$1,009 to reduce the threat of cyber-attack. Webhosting will be provided by GoDaddy and more secure passwords will need to be utilized. All e-mails will need to be saved; once we move over there will no longer be access to old e-mails.
3. **Motion** to authorize the Secretary to send a letter of Response for the Open Space Planning Project. **M: Kudrich/Maney. All in favor.**
4. **Motion** to authorize Mr. Losee to approve the invoice for the hot water heater and expansion tank in the DPW building. **M: Clark/Prey. All in favor.**

9. Old Business:

1. **Motion** to form a Wade Trust Committee as required by the Order in the Court of Common Pleas Pike County, Pennsylvania Orphan's Court dated February 14, 2022. **Tabled**

2. **Motion** to appoint Lisa Salvato to the Planning Commission Board. **M: Losee/Maney.** All in favor.
3. **Motion** to appoint Eddie Addison to the Planning Commission Board **M: Prey/Losee**
4. **Motion** to purchase QuickBooks and QuickTime for the Borough Secretary. Mr. Prey presented cost of program as discussed in last month's meeting, discussion ensued. **Tabled**

10. New Business:

1. **Motion** to refer Tax Collector administration fees increase to General Government for further research. **M: Clark/Bush Jr. All in favor.** Mr. Ohliger asked the former tax collector how many searches are requested per year and her response was "a few hundred". Discussion ensued as to whether an ordinance is required to increase the fee and does the amount of requests per year justify the need for creating an ordinance? The consensus was that it did. The fee increase was also discussed, some suggested it would be reasonable to increase up to \$25.
2. **Motion** to allow Pike Autism Support to hang bows in the borough on the light posts. **M: Alessandra/Losee. All in favor.**
5. **Motion** to authorize Mr. Losee to approve the Smith Plumbing invoice for emergency replacement of the hot water heater and expansion tank in the DPW building. **M: Clark/Prey. All in favor.**
6. **Motion** to approve F350 quote from Tristate Transmission \$2800 with a 1.5-year warranty. Mr. Clark reviewed the budget, asked for what vehicle's repairs were done, Mr. Clark confirmed it was in the budget.

11. Public Comment:

Mr. Bolles received a response from PennDOT late this afternoon, regarding the drain issue across Pennsylvania Avenue. We are down to one item and the engineer will have that taken care of this week and will send a response and hopefully get a permit.

Pam Conklin 402 Ave L: 1. Is there an ordinance that stores are not allowed to cover their windows? Mr. Bolles responded that there is no such ordinance. 2. Beautification of the Avenue: what is going on with the house next to May's place? Mr. Bolles responded that it will be coming down.

ADJOURNMENT:

A motion was made by Mr. Losee to adjourn at 8:30 p.m.

Respectfully submitted,



Marianne Brown
Borough Secretary