

**COUDERSPORT BOROUGH COUNCIL
REGULAR MONTHLY MEETING
NOVEMBER 20, 2024
5:45 PM**

The Coudersport Borough Council held their regular monthly meeting on Wednesday, November 20, 2024, at the Coudersport Borough Maintenance facility at 46 Damascus Road.

Council President Hathaway called the meeting to order at 5:45 pm and led all present in the Pledge of Allegiance.

ROLL CALL

Present were Councilmembers Wayne Hathaway, Martin Fry, Craig Miller, Abigail Rossman and Jack Keifer.

Also present were Solicitor Daniel Glassmire, Police Chief Curt McClain, Officer Ian Creech, Manager Beverly Morris, Kevin Gross, Kristen Russell, Chuck Jewell, Donna Leschandra, David Dupont, Wayne Wentzel, Todd Brown, Joanna Chen and Ailyaha Dipilato.

JUNIOR COUNCIL PLEDGE

Council President Hathaway administered the Junior Council Pledge to Joanna Chen and Ailyaha Dipilato who took their seats at the table as Junior Council.

ADDITIONAL AGENDA ITEMS

Councilman Fry requested adding to the agenda the manager's contract under Personnel.

SOLICITOR'S REPORT

Solicitor Glassmire discussed dangerous buildings with those present and reminded the Council to be very careful with this process and document everything.

Solicitor Glassmire reported that he is happy with the decision to make monthly payments to his office for Solicitor fees.

SHORT TERM RENTALS

Solicitor Glassmire reported that he has been researching short term rentals and reiterated that the Council cannot repeal or override state laws but there are some built in variance procedures such as an appeal process. Sol. Glassmire asked the council for their thoughts on how he should proceed and if they wanted him to proceed at all with a draft ordinance for the committee to review. After a variety of questions and discussion it was the consensus of the council to have

Solicitor Glassmire proceed with an ordinance. Solicitor Glassmire will present this draft ordinance to the Ordinance committee for their review.

Resident David Dupont expressed his concerns over having this proposed ordinance and stated that the key is the “30 day” window for occupancy.

VISITORS REQUEST AND COMMENTS

Charles Jewell was present to request from Council permission to obtain a dumpster and begin cleaning the neighbor’s property that has been vacant for at least ten years. Mr. Jewell stated that there is a smell coming from the house and that the water and sewer lines have burst. Mr. Jewell also states the chimney may fall. This property is owned by Josh Bellinger.

It was the consensus of the Council that they do not have the ability to give permission for a resident to trespass on a neighbor’s property. This will be discussed with Sol. Glassmire.

KEVIN GROSS, 339 EAST SECOND STREET

Mr. Gross was present to speak to the Council concerning a letter he received about his abandoned property at 339 East Second Street. Mr. Gross stated he will have this property boarded up and secured within a couple of weeks.

The council thanked Mr. Gross for attending the meeting.

APPROVAL OF MINUTES

It was motioned by Councilperson Rossman, seconded by Councilman Miller to approve the minutes of October 16, 2024, as presented. Motion unanimously carried.

APPROVAL OF VOUCHER LIST

It was motioned by Councilman Fry, seconded by Councilman Keifer to approve the voucher list in the following amounts: General Fund \$136,860.77, Water Operating Fund \$48,951.71, Sewer Operating Fund \$42,068.94, Street Lighting Fund \$3,131.87, Fire Protection Fund \$842.00, Recreation Fund \$4,724.86, and Library Fund \$68.00. No discussion, roll call vote taken, Councilperson Rossman Yes, Councilman Fry Yes, Councilman Hathaway Yes, Councilman Miller Yes and Councilman Keifer Yes. Motion carried 5 Yes 0 No.

Monthly reports received were meeting notes, voucher list, fund balance, treasurer’s report, police report and 2025 proposed budget.

OLD BUSINESS

2025 BUDGET

Discussion was held on a tax rate increase. Councilman Hathaway suggested a 2.5 mil increase. It was motioned by Councilman Fry, seconded by Councilman Keifer to increase the tax rate in

the General Fund by 1.25 mils. The General Fund tax rate for 2025 will be 21.75 mils. No discussion, roll call vote taken, Councilperson Rossman Yes, Councilman Fry Yes, Councilman Hathaway Yes, Councilman Miller Yes and Councilman Keifer Yes. Motion carried 5 Yes 0 No.

Manager Morris will adjust the budget and have it advertised for public inspection.

NEW BUSINESS

RESOLUTION 2024-7 LSA GRANT APPLICATION STREET SWEEPER/VACUUM

It was motioned by Councilman Fry, seconded by Councilperson Rossman to adopt resolution 2024-7 the authorization to submit a grant request in the amount of \$423,000. Roll call vote taken: Councilperson Rossman Yes, councilman Fry Yes, Councilman Hathaway Yes, Councilman Miller Yes and Councilman Keifer Yes. Motion carried 5 Yes 0 No.

RESOLUTION 2024-8 LSA GRANT APPLICATION STORMWATER IMPROVEMENT ON LOCUST STREET

It was motioned by Councilman Fry, seconded by Councilperson Rossman to adopt resolution 2024-8 the authorization to submit a grant request in the amount of \$393,625. Roll call vote taken: Councilperson Rossman Yes, councilman Fry Yes, Councilman Hathaway Yes, Councilman Miller Yes and Councilman Keifer Yes. Motion carried 5 Yes 0 No.

CHRISTMAS IN A SMALL TOWN

It was motioned by Councilman Miller, seconded by Councilman Keifer to authorize closing of East First Street and West First Street from Main Street to the alleys on November 30, 2024, for food trucks and vendors participating in Christmas in a Small Town. Motion unanimously carried.

2025 GAS, FUEL AND DIESEL

It was motioned by Councilperson Rossman, seconded by Councilman Fry to authorize the Borough Manager to obtain gas, fuel, and diesel quotes for 2025. Motion unanimously carried.

2025 DISCOUNTED POOL PASSES

It was motioned by Councilman Fry, seconded by Councilperson Rossman to approve discounted pool passes until the end of the year to the following amounts: Family Season \$140, Ind. Season \$85, Student Season \$70, and Senior Citizen Season \$35. Roll call vote taken: Councilperson Rossman Yes, councilman Fry Yes, Councilman Hathaway Yes, Councilman Miller Yes and Councilman Keifer Yes. Motion carried 5 Yes 0 No.

MANAGER'S REPORT

Manager Morris reported that CBA (Water) meets Nov. 21, 2024, at 6:30pm and CAMA (Sewer) meets Nov. 25, 2024, at 6:30 pm. All are welcome to attend.

DUNKIN UPDATE

Dunkin is still in the process of obtaining their HOP from PennDOT

2025 APPOINTMENTS TO BOARDS.

A resolution of appointments will be presented at the December meeting for appointments to various boards for 2025.

EMPLOYEE CHRISTMAS GIFT

It was motioned by Councilman Fry, seconded by Councilman Keifer to approve a \$75 gift card to all employees as a Christmas gift. Roll call vote taken: Councilperson Rossman Yes, councilman Fry Yes, Councilman Hathaway Yes, Councilman Miller Yes and Councilman Keifer Yes. Motion carried 5 Yes 0 No.

Manager Morris reported that Zito Media will have an increase in their services beginning in December 2024, assessment amounts for the 2025 tax bills were distributed and there have been compliments on the new Christmas snowflake ornaments that were provided by proceeds from downtown events.

MAYORS'S REPORT

As Mayor Dubots was not able to be present, Manager Morris has a request from the Chamber to bag the parking meters for the holiday season (Thanksgiving – New Years). It was motioned by Councilman Miller, seconded by Councilperson Rossman to approve bagging of the meters. Roll call vote taken: Councilperson Rossman Yes, councilman Fry Yes, Councilman Hathaway Yes, Councilman Miller Yes and Councilman Keifer Yes. Motion carried 5 Yes 0 No.

POLICE CHIEF'S REPORT

Nothing more to add to the report.

JUNIOR COUNCIL REPORT

Nothing currently.

COMMITTEE REPORT

PERSONNEL/POLICE

Councilman Fry reported that the language in the contract for the Borough Manager has been corrected.

UTILITIES, STREETS, BRIDGES AND TREES

ROSS GLEN STORMWATER FINAL PAYMENT

It was motioned by Councilman Miller, seconded by Councilman Keifer to approve the final payment to Duffy, Inc in the amount of \$46,334.69. Remaining grant monies in the amount of \$11,679.48 will be received from DCED (2022 LSA Grant). Roll call vote taken: Councilperson Rossman Yes, Councilman Fry Yes, Councilman Hathaway Yes, Councilman Miller Yes and Councilman Keifer Yes. Motion carried 5 Yes 0 No.

BIKE RACK

Coudersport Borough has the opportunity to get two bike racks and one bike repair station courtesy of a Route 6 Alliance grant. The council will look at locations.

PROPERTY AND EQUIPMENT

The bucket truck is being repaired with a parts cost of \$300.

FINANCE/ORDINANCE

2023 FINANCIAL AUDIT

It was motioned by Councilman Fry, seconded by Councilperson Rossman to approve the 2023 Financial Audit as approved and to authorize publication. Roll call vote taken: Councilperson Rossman Yes, Councilman Fry Yes, Councilman Hathaway Yes, Councilman Miller Yes and Councilman Keifer Yes. Motion carried 5 Yes 0 No.

HANDICAPPED PARKING ON ALLEGANY AVENUE

Resident Doug Watson installed handicapped parking signs on Allegany Avenue on the side of his apartment building. Mr. Watson is asking that the Council include these spots in the ordinance so they can be enforced.

Borough Council elected to wait and see if Mr. Watson has any issues with others parking in these spots.

COUNCIL COMMENTS

Councilperson Rossman asked about the old Adelpia building on Main Street that has holes in the roof. Manager Morris stated that the maintenance people at Zito have been notified and they stated that this will be taken care of.

Manager Morris has contacted Congressman GT Thompson's office for assistance with USDA on the property at 17 Woodlawn Avenue.

ADJOURNMENT

As there was no further business to discuss the meeting adjourned at 7:40 pm.

Respectfully submitted.

Beverly Morris, Secretary