

PORT ROYAL BOROUGH COUNCIL
January 13, 2025

The Port Royal Borough Council held their monthly meeting on Monday, January 13, 2025, at 7:00 pm at 111 East Eighth Street, Port Royal, PA 17082.

Members present were President Adam Bryner, Vice-President Glenda Leister, Council Members, John Towsey, Teresa Murphy, Grace Goss, Daniel Stong and Mayor, Dylan Cisney. Nicholas Walters was not in attendance.

Others present were Kimbra Jo Gray, Borough Secretary/Treasurer, Brian Book, Engineer cb3 Solutions, David Gaines, Solicitor Port Royal Municipal Authority, Paulette Forry, Port Royal Times and Becky Lock, Juniata Sentinel.

FIRST ON THE AGENDA

President Adam Bryner opened the meeting with the Pledge of Allegiance at 7:00 pm.

MOTION was made by Glenda Leister to move to an Executive Session at 7:01 pm for a personnel issue, 2nd by John Towsey, approved by all, motion carried.

MOTION was made by John Towsey to exit the Executive Session at 7:07 pm, 2nd by Teresa Murphy, approved by all, motion carried.

Port Royal Municipal Authority Solicitor David Gaines updated the council on the progress of the Local Government Unit Debt Act ("LGUDA") ordinance. The ordinance was reviewed with Solicitor Donald Zagurskie and then presented to the council members. It was agreed to guarantee 100% of the loan. A complete copy of the will be available for the February meeting.

MOTION was made by Grace Goss to authorize President Adam Bryner to sign the Government Unit Debt Act ("LGUDA") ordinance guaranteeing the PennVEST Loan for the sanitary sewer upgrades for the Port Royal Municipal Authority, 2nd by Glenda Leister, approved by all, motion carried.

Future water/sewer fees were discussed at length. Concerns were shared regarding the potential impact of rate increases on the community and the importance of transparency. Engineer Brian Book explained the benefits of the grant money and the manageable natures of the debt over 20 years. The Authority would only need to increase fees every three years by 5% beginning in 2027 to support paying back the loan.

The electrical bids for the project were discussed. All first-round bids were rejected due to caveats outside the scope of work and the rebid process. There are now five contractors with interest in the project. Bids will be reviewed at the next Board of Directors meeting on January 21st. A Letter of Intent was sent to Sipple Development Co. Inc for their bid in the amount of \$2,943,000.00

MOTION was made by Glenda Leister to approve Minutes of the December meeting, 2nd by Teresa Murphy, approved by all, motion carried.

MOTION was made by Glenda Leister to approve Borough Bills for the month of December, 2nd by Grace Goss, approved by all, motion carried.

Request was made by Grace Goss to see receipts for purchases on BMO card monthly statement.

There were no new permits issued for the month of December.

Public Comments – There were no public comments.

Brian Book, Engineer cb3 Solutions, LLC

The closure of the Multi-Modal Grant for 2021 in the amount of \$250,000.00 was reviewed for Milford Street and the assurance from Mid-State Paving regarding payment of subcontractors. A set of record drawings from Mid-State Paving showing where the utilities are buried is still outstanding.

PUC Court Proceedings – SR 75 Stormwater – Updates will be provided as they become available.

DCED LSA Grant Application – A grant application in the amount of \$442,011 was submitted to rehab the stormwater infrastructure and repave a portion of Main Street.

DCED Broadband Infrastructure – Community Center – The first grant application was unsuccessful, and a new grant program will be sought.

MOTION was made by Teresa Murphy to accept the Engineers Report for December, 2nd by John Towsey, approved by all, motion carried.

Maintenance Report

MOTION was made by Glenda Leister to accept the Maintenance Report for December, 2nd by Grace Goss/Teresa Murphy, approved by all, motion carried.

Street Committee

John Towsey reported on routine maintenance activities including moving snow and salt.

A request was made for a new sign for Ninth Street and other streets with fading signs. The need was then discussed for additional street work and updated signage.

Ordinance Committee

The rental occupancy permitting process and the need to update the fee schedule was discussed. Suggestion was made to propose a registration fee of \$50.00 annually and include the inspection fee. Pros and cons of changes were considered in respect to the impact on landlords and tenants. Property Management Invoicing has been delayed for the time being.

MOTION was made by John Towsey to approve the fee schedule with the recommended changes

- Rental Property Registration \$50.00/each unit annually
- Rental Registration Late fee \$25.00
- 3rd Follow Up Re-inspection (or more) \$100.00

all other fees will remain the same, 2nd by Glenda Leister, approved by all, motion carried.

OLD BUSINESS – Discussion was conducted earlier in the meeting.

NEW BUSINESS

MOTION was made by John Towsey to set the meeting date and time for the second Monday of each month at 7 pm for 2025, 2nd by Grace Goss, approved by all, motion carried.

MOTION was made by John Towsey to rehire Borough Employees Kimbra Jo Gray and Randy Williamson for 2025, 2nd by Glenda Leister, approved by all, motion carried.

MOTION was made by John Towsey to approve the payment of Borough Bills when they come due, 2nd by Grace Goss, approved by all, motion carried.

MOTION was made by Glenda Leister to re-appoint Donald Zagurskie as Borough Solicitor for the year 2025, 2nd by Teresa Murphy, approved by all, motion carried.

MOTION was made by John Towsey to re-appoint Brian Book as Borough Engineer for the year 2025, 2nd by Teresa Murphy, approved by all, motion carried.

MOTION was made by Genda Leister to rehire CPA Associates to complete the Audit for 2024, 2nd by Glenda Leister, 2nd by John Towsey, approved by all, motion carried.

MOTION was made by Grace Goss to approve Kimbra Gray to complete the W2's and 1099's for 2024, 2nd by John Towsey, approved by all, motion carried.

MOTION was made by Grace Goss to appoint Greg Leister to the Port Royal Municipal Authority Board of Directors, 2nd by Teresa Murphy, approved by all except for Glenda Leister abstaining due to a conflict of interest, motion carried.

Statements of Financial Interest are due on May 1, 2025.

General Discussion – Request was submitted by the owner of the Port Royal Pit Stop. The Liquor Control Board will need to approve the request as it is a licensing issue.

Friendship Fire Company No. 1 appointed Matthew Tornambe as the new fire chief. Mayor Cisney was requested to attend Fire Company monthly meeting to swear in the volunteers for 2025.

MOTION was made by John Towsey at 8:37 pm to adjourn the meeting, 2nd by Glenda Leister, approved by all, motion carried.

Respectively Submitted,
Kimbra Jo Gray
Borough Secretary/Treasurer

Next Meeting: Monday, February 10, 2025, at 7 pm