

PLEASE TURN OFF ALL CELL PHONES

Danville Borough Council Meeting

Agenda

February 12, 2024

Call to Order..... President Deroba

Roll Call.....B. Mordan

Invocation & Pledge of Allegiance.....President Deroba

Public Comments.....President Deroba

Open discussion is encouraged during any agenda item.

Notification: There was an executive session regarding personnel on Wednesday, January 24th at 6:45PM.

Consent Items including Financial Reports & Payment of Bills.....Council President

1. Minutes – January 2, 2024.....Regular Meeting
2. List of Checks – Jim Gregg abstains from the check paying, “Gregg’s Small Engine Repair” invoices. This is on record as a standing abstention.
3. List of General Journal Entries
4. Month end Financial Reports and Monthly List of Bills for payment

Action Items from Previous Meetings.....President Deroba

Topics/New Business.....President Deroba

1. Sechler Run Bridges bids – recommend award of the low bid by Wolyniec Construction, Inc. at \$328,268, engineer recommendation correspondence and bid summary attached as pages 1-2.
2. Draft Ordinance No. 583 – Chapter 180, Property Maintenance, attached as page 3.
3. Approval of Girl Scout Cookie Booth, attached as page 4.
4. Approval of Gift of Life Donor Dash, attached as page 5.
5. Agreement for Statewide Tax Recovery to collect delinquent local services tax on behalf of the Danville Borough, attached as page 6.
6. Resolution 2024-01 authorizing Statewide Tax Recovery to collect delinquent local services tax, attached as page 7.
7. Request from a consulting firm to identify the Danville Borough as the grantee/administrator of the funding for a Redevelopment Assistance Capital Program grant. The grant is for the site construction of the proposed Wawa, attached as pages 8-9. Match commitment letter attached as page 10.

Correspondence & FYI Items.....President Deroba

1. Committee list for 2024 is attached as page 11.
2. Electronic Recycling Day is scheduled for Saturday, April 13th 9am-1pm at the Danville Soccer Park. This event is open to the public, flyer attached as page 12.
3. Dumpster Day is scheduled for Saturday, April 20th 7am-1pm at the Danville Soccer Park. This event is for Danville Borough Residents only.

Unfinished/Old Business.....President Deroba

Committees

Finance.....Mr. Beers

Personnel.....Mr. Stigerwalt

1. An executive session regarding personnel will occur at the end of the meeting.

Property.....Mr. Humphries

Water.....Mr. Gregg

Public Safety (fire).....Mr. Stigerwalt

Flood.....Mr. Gregg

Police.....Mayor Swank

Streets.....Mr. Beers

Sewer.....Mr. Gregg

COG.....Mr. Humphries

DBA.....President Deroba

EMA.....Mr. Patterson

Mayor's Report.....Mayor Swank

Codes, Zoning & Health.....Mr. Woodruff

1. Health report attached as page 13.

Other Business.....President Deroba

News Media.....President Deroba

Adjournment.....President Deroba



Janaury 23, 2024

Danville Borough
Attn: Brindy Mordan
463 Mill Street
Danville, PA 17821

Re: Recommendation of Award
Danville Sechler Run Bridges

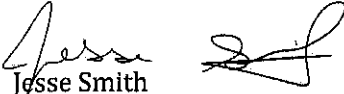
Dear Brindy,

On Friday, January 19th a bid opening took place on the PennBID website for the above referenced construction project. After reviewing the required documents and unit prices submitted by each contractor, the low bid for this project was submitted by Wolyniec Construction, Inc from Williamsport. The total bid is \$328,268.00 including all alternates. Please refer to the tabulation of bid results enclosed.

Based on the bid value and supporting information provided by the contractor, we recommend that the Borough proceed with award to Wolyniec Construction, Inc. If action is taken by Council I will finalize the attached draft Notice of Award form, and subsequent Agreements.

Please feel free to contact me with any questions or concerns. I can be reached at 570-494-6525 or via email at jsmith@livicco.com.

Sincerely,


Jesse Smith
LIVIC Civil

Enclosures (Bid Results Tabulation)

Cc: File 1005-36



Bid Results – Danville Sechler Run Bridges

	Big Rock Paving	Don E Bower	New Enterprise	Pioneer Construction	RC Young	Wolyniec Construction
Rooney Avenue	\$97,857.50	\$63,521.40	\$89,796.59	\$140,153.14	\$112,813.50	\$69,532.00
Jacobs Alley	\$66,415.00	\$63,655.00	\$48,460.04	\$78,506.85	\$65,919.00	\$32,511.00
Ferry Street	\$52,214.25	\$45,495.80	\$53,310.65	\$87,188.88	\$69,129.80	\$47,695.00
Pine Street	\$35,807.50	\$28,377.95	\$39,709.91	\$60,055.35	\$45,474.25	\$30,375.00
Church Street	\$95,415.00	\$67,259.95	\$72,537.45	\$140,921.88	\$91,094.00	\$60,640.50
Church Street – Alternate 1	\$9,073.75	\$9,180.50	\$16,143.65	\$17,137.95	\$11,788.25	\$11,285.00
Railroad	\$140,714.00	\$82,211.00	\$90,022.12	\$176,493.82	\$90,863.25	\$76,229.50
Totals	\$497,497.00	\$359,701.60	\$409,980.41	\$700,457.87	\$487,082.05	\$328,268.00

Ordinance No. 583

An ordinance amending Chapter 180, of the Code of the Borough of Danville, entitled Property Maintenance for the purpose of establishing violations and penalties.

Section I: Chapter 180, Section 180-4 of the Code of the Borough of Danville is hereby amended to add the following:

D.1 Section 106.4. Delete last sentence and add "Any person, firm or corporation who shall fail to comply with the requirements of this chapter or violate the terms hereof shall, upon conviction thereof, be sentenced to pay a fine or not more than \$1,000, plus costs of prosecution and, in default of payment of such fine and costs, be imprisoned for a period not in excess of 90 days; provided, however, that each day's continuance of a violation of any of the provisions of this chapter shall constitute a separate offense.

Section II: All other parts of Chapter 180, of the Code of the Borough of Danville hereby reenacted without change except as set forth above.

Section III: The Ordinance shall take effect immediately upon adoption.

ORDAINED AND ADOPTED this 12th day of March 2024.

Mark Deroba, Council President

Bernie Swank, Mayor

ATTEST

Brindy Mordan, Borough Manager

(SEAL)

Brindy Mordan

From: Vought, Sabrina K. <skvought@geisinger.edu>
Sent: Friday, January 26, 2024 9:30 AM
To: Brindy Mordan
Subject: Request for Canal Park

Sabrina Vought
570-854-4055

Request for Girl Scout Troop #60094 to set up a cookie selling booth on 3/23 from 10 am – 2 pm right next to Beiters.
We have our own supplies and we have insurance.
Verbal permission received from Brittiny W at the Danville Business Alliance.

Sabrina Vought

skvought@geisinger.edu
Quality Assurance Specialist
Patient Contact Center

“Quality means doing it right when no one is looking”

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Brindy Mordan

From: Artley, Deborah A. <daartley@geisinger.edu>
Sent: Wednesday, January 24, 2024 7:19 PM
To: Brindy Mordan; Christina Sarge
Subject: 2024 Donor Dash

Hey Brindy,

I am just submitting a request for this year's Gift of Life Donor Dash:

Event (working) Name: Gift of Life Donor Dash
When: Sunday April 28, 2024
Where: Hess Field
Fire Police: Keith Chappell (reaching out)
Road Closures: None

Thank you,

Deborah Artley, BSN, RN, CCRN
Team Coordinator
Cardiac Intensive Care Unit
Hospital for Advanced Medicine 7th Floor
Internal Zip:27-85
Work Phone: 570-214-8904
Cell Phone:570-898-9536

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ADDENDUM TO COLLECTION AGREEMENT

This Addendum to Collection Agreement dated the 13 day of February, 2024, by and between Statewide Tax Recovery ("Agency") and DANVILLE BOROUGH, MONTOUR COUNTY ("Client").

WITNESSETH:

WHEREAS, Client and Agency entered into a Collection Agreement whereby and whereunder Agency would collect certain delinquent taxes owed to Client; and

WHEREAS, the parties now desire to amend that Collection Agreement to permit Agency to permit it to use outside vendors to provide collection resources to assist in the collection of Client's delinquent taxes;

NOW THEREFORE, the parties hereto, each intending to be legally bound hereby, do covenant, and agree as follows:

1. In addition to the commission set forth in the Collection Agreement, the costs of collecting delinquent taxes incurred by Agency may be assessed to the taxpayer and retained by Agency as allowed by law. Client shall approve and adopt a schedule of costs to be imposed upon delinquent taxpayers by resolution as proposed by Agency.

Paragraph 4 of the Collection Agreement, pertaining to fees paid to the Agency, is hereby amended accordingly.

2. The parties agree and acknowledge that Agency shall be permitted to contract with H.A. Berkheimer, Inc., Creditech, Inc., and BerkOne, Inc. in the collection of Client's delinquent taxes. Except for the foregoing, neither party may assign this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld; provided, however, that either party may, without consent of the other party, assign this Agreement to a successor in interest to substantially all the business of the assigning party to which the subject matter of this Agreement relates.

Paragraph 6(d) of the Collection Agreement, pertaining to assignment of the contract, is hereby amended accordingly.

3. All other terms and conditions of the Collection Agreement entered into by the parties herein shall remain in full force and effect accordingly.

IN WITNESS WHEREOF the parties hereto have caused this Addendum to be executed on the day and date set forth above.

Statewide Tax Recovery

DANVILLE BOROUGH, MONTOUR COUNTY

By: _____
Name: _____
Title: _____

By: _____
Name: Mark Deroba
Title: Council President

RESOLUTION NO. 2024-01

A RESOLUTION OF THE GOVERNING BOARD OF DANVILLE BOROUGH, MONTOUR COUNTY, PENNSYLVANIA, AUTHORIZING, EMPOWERING AND DIRECTING THE PROPER OFFICERS OF THE GOVERNING BOARD TO EXECUTE AN AGREEMENT WITH STATEWIDE TAX RECOVERY WHEREUNDER IT IS RETAINED AS THE EXCLUSIVE TAX COLLECTOR FOR THE COLLECTION OF DELINQUENT LOCAL SERVICES TAX FOR THE TERM HEREIN DEFINED, TOGETHER WITH SUCH EXTENSIONS AS MAY BE AGREED UPON, SAID TAX ENACTMENT HAVING BEEN ADOPTED UNDER AND PURSUANT TO THE AUTHORITY OF THE PENNSYLVANIA LOCAL TAX ENABLING ACT (ACT 511, P.L. 1257).

WHEREAS, the Local Tax Enabling Act ("LTEA"), authorizes certain political subdivisions, including CLIENT, to levy, assess and collect a tax on the privilege of engaging in an occupation, as therein with more particularity specified, generally and hereinafter referred to as the "Local Services Tax"; and

WHEREAS, DANVILLE BOROUGH, MONTOUR COUNTY, has levied, assessed and provided for the collection of an Local Services Tax under the LTEA; and

WHEREAS, the LTEA, specifies that any such political subdivision may provide for the creation of such bureaus or the appointment and compensation of such officers, clerks, collectors and other assistants and employees as may be deemed necessary for the assessment and collection of taxes imposed under the authority of that Act; and

WHEREAS, STATEWIDE TAX RECOVERY has represented to DANVILLE BOROUGH, MONTOUR COUNTY, that it is competent, experienced and qualified to perform in the capacity of Delinquent Local Services Tax Collector for DANVILLE BOROUGH, MONTOUR COUNTY; and

WHEREAS, DANVILLE BOROUGH, MONTOUR COUNTY, and STATEWIDE TAX RECOVERY have negotiated an Agreement whereby and whereunder DANVILLE BOROUGH, MONTOUR COUNTY, will appoint and/or hire STATEWIDE TAX RECOVERY to exclusively collect DANVILLE BOROUGH, MONTOUR COUNTY'S Delinquent Local Services Taxes;

THEREFORE, BE IT RESOLVED that:

1. DANVILLE BOROUGH, MONTOUR COUNTY, hereby appoints STATEWIDE TAX RECOVERY as its exclusive delinquent tax collector of its Local Services TAX for the initial term commencing January 1, 2024 and ending December 31, 2025, and any subsequent renewal terms thereafter. This appointment resolution shall be deemed to encompass any renewal terms agreed upon by the parties without further reenactment of this resolution or re-appointment.

2. Further, STATEWIDE TAX RECOVERY is authorized to retain any costs of collection incurred in recovering delinquent taxes and that are assessed to the delinquent taxpayer as approved by DANVILLE BOROUGH set forth on the attached schedule and as allowed by law.

3. Further, DANVILLE BOROUGH, MONTOUR COUNTY, APPROVES AND ADOPTS the Agreement negotiated with STATEWIDE TAX RECOVERY for the collection of the delinquent Local Services TAX.

4. Any resolution or part of this resolution conflicting with the provisions of this resolution be and the same are hereby repealed to the extent of such conflict.

ENACTED into a RESOLUTION this 13 day of February, 2024.

BY:

Mark Deroba
Council President

ATTEST:

Brindy Mordan

From: Jenna Earley <jenna@thetdfirm.com>
Sent: Tuesday, January 9, 2024 10:14 AM
To: Brindy Mordan
Subject: RESPONSE REQUESTED: RACP Grant Administrator Request
Attachments: Danville DRAFT RACP Single Application for Assistance.pdf; Summit Danville - RDA 300-301 and Construction Cost Breakdown Forms.xlsx; Danville - SOC.pdf; Worker Protection Form.pdf

Good morning,

My name is Jenna Earley, and I am the Director of Economic Development for a Harrisburg based consulting firm. We are currently in the process of writing a RACP Grant Application for Summit Realty D.B.A. Danville Development, LLC for the site construction of the plot of land located at 701 Montour Boulevard.

As part of the RACP Application, we must identify a municipality or economic development agency who will serve as the grantee/administrator for the funding. I am writing today to ask if Danville Borough would be willing to serve in that capacity for Summit Realty? In doing so, Danville Borough and Summit Realty would enter into a grant agreement where an agreed to percentage of the award would be paid to the municipality for being the Administrator, which is typically between 1%-3% of the award amount.

Our ask for award from the RACP program is \$1,679,816, which isn't guaranteed, but it is something to base your calculations off to determine the amount of fees the Borough would receive. I have attached a draft of the application and other required forms for you to review. If the Borough agrees to be the grantee/pass through for the project, we will need some information to complete the submission.

- We will need the following information for the application: NAICS Code, EIN Number, Top Official Name and Title, and contact information of a second person representing the Borough.
- We will need you to fill out and sign the first two pages of the attached RDA Forms (300 and 301). I can fill out the top. Honestly, all we need is a signature at the bottom of the two forms.
- We will need you to sign on the Grantee line of the Danville – SOC document, which is attached.
- And we will also need you to fill out the attached Worker Protection Form.

The agreement wouldn't have to be executed until the grants are awarded later this year. Right now, we just need a verbal commitment (and the forms) from you to act in this capacity and the information above for the application.

I apologize for the timing of this request, as I just found the ball was dropped on reaching out to you. The applications are due Friday, January 12, 2024. If there is any way for you to provide me with an answer before then, I would greatly appreciate it. While the pass through does not need to be identified prior to submission, I wanted to be respectful and ask beforehand.

If you prefer to talk via phone, you can call my cell at 717-579-0620.

Your consideration is greatly appreciated.

Regards,

Jenna R. Earley, M.P.A.
Director of Economic Development and Certified Grant Writer

Single Application for Assistance

Web Application Id: 9998699

Applicant: Danville Development, LLC

Company: Danville Development LLC

Program Selected: Redevelopment Assistance Capital Program (RACP)

Project Narrative

How does this project provide a benefit or improvement to a community?

Identify a problem or need in the community (cultural, recreational, historical, civic). Indicate how that will be rectified with this projects completion.

This comprehensive project extends beyond mere construction; it's a commitment to community betterment. Upgrading infrastructure means safer roads, improved traffic flow, and enhanced pedestrian safety with upgraded crosswalks and sidewalks. Efficient utility setups ensure reliable services, while proper lighting enhances public safety. The project's meticulous planning and execution prioritize environmental sustainability, promoting a healthier ecosystem. Land acquisition and associated fees facilitate strategic expansions that benefit the community's long-term growth. Overall, this endeavor isn't just about construction—it's a dedication to elevating the community's quality of life, fostering safety, accessibility, and sustainable development for generations to come.

What will this project entail?

Give a complete project description. Indicate the construction, renovations or improvements that will take place. Indicate what properties will be used or purchased for use.

The project scope encompasses various critical aspects: Construction Management Fees, Demolition Costs, Sewer/Water installations, Grading, Retaining Walls, Rapid Impact Compaction, Site Lighting, Utility setups, PennDOT Improvements, Traffic Signal Replacement, Utility Pole Relocation, Crosswalk/Sidewalk construction, and Land Acquisition with associated fees. Each element plays a pivotal role in the project's success, contributing to efficient management, safety compliance, infrastructure enhancements, and resource optimization. The project plan integrates these components meticulously to ensure seamless execution, cost-efficiency, and timely completion while meeting regulatory standards and enhancing community infrastructure.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

Land Acquisition

Construction Management Fees \$100,000

Demolition Costs \$50,000

Sewer/Water \$400,000

Grading \$200,000

Retaining Walls \$75,000

Rapid Impact Compaction \$102,600

Site Lighting \$15,000

Utilities \$60,000

PennDOT Improvements \$150,000

Traffic Signal Replacement \$150,000

Utility Pole Relocation \$45,000

Crosswalk/Sidewalks \$125,000

Total Project Cost: \$3,359,632

1% \$16,798.16

agreement executed after grant
is awarded

Project Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Construction set to begin in March of 2025 and be completed in December of 2025.

Via electronic mail

January 30, 2024

Attn: Danville Borough
Byard Woodruff, President
1549 Leighow Street
Danville, PA 17821

Re: Matching Funds Commitment- Redevelopment Assistance Capital Program

Mr. Woodruff:

Summit Realty Advisors, LLC commits to providing the amount of \$1,679,816.00 to Danville Development, LLC to fully fund the match required in accordance with the Redevelopment Assistance Capital Program guidelines.

Should you have any questions or require additional information, please do not hesitate to contact me.

Best regards,

A handwritten signature in black ink, appearing to be 'JJZ', with a horizontal line extending to the right.

John J. Zaharchuk
President

JJZ/kmj

**2024
COMMITTEE ASSIGNMENTS**

FINANCE

HOWARD BEERS 570-854-4590
BYARD WOODRUFF 570-441-6461
MIKE WERT 570-204-8354

WATER

JIM GREGG 570-275-1415
TYER PATTERSON 570-764-6002
JOE STIGERWALT 570-594-8503

SEWER

JIM GREGG 570-275-1415
TYER PATTERSON 570-764-6002
JOE STIGERWALT 570-594-8503

PROPERTY

STEPHEN HUMPHRIES 570-284-7574
BYARD WOODRUFF 570-441-6461
HOWARD BEERS 570-854-4590

CODES

BYARD WOODRUFF 570-441-6461
JIM GREGG 570-275-1415
MIKE WERT 570-204-8354

POLICE (SAFETY)

BERNIE SWANK 570-594-3341
TYER PATTERSON 570-764-6002
HOWARD BEERS 570-854-4590

MONTOUR CTY COG

STEPHEN HUMPHRIES

MARC

MIKE WERT

PERSONNEL

JOE STIGERWALT 570-594-8503
MIKE WERT 570-204-8354
STEPHEN HUMPHRIES 570-284-7574

STREETS

HOWARD BEERS 570-854-4590
JOE STIGERWALT 570-594-8503
STEPHEN HUMPHRIES 570-284-7574

SAFETY (FIRE)

JOE STIGERWALT 570-594-8503
TYER PATTERSON 570-764-6002
HOWARD BEERS 570-854-4590

FLOOD

JIM GREGG 570-275-1415
JOE STIGERWALT 570-594-8503
BYARD WOODRUFF 570-441-6461

EMA

TYER PATTERSON 570-764-6002
HOWARD BEERS 570-854-4590
BYARD WOODRUFF 570-441-6461

EARNED INCOME

BYARD WOODRUFF

DBA

MARK DEROBA

The first name under the Committee shall serve as Chair and the second person listed shall serve as vice-chair. The Council President shall be an ex-officio member of all Committees. All members of Council shall be notified in advance of Committee meetings. Please call the receptionist and supply the information contained on the attached form. Remember that almost all Committee meetings are open to the Public. Therefore, the meetings must be advertised and minutes must be recorded.



Why Recycle?



It's good for the planet, sure. But did you know that a portion of the items collected in these drives get repurposed and given away to kids in need!

Recycled for a Fee:

- CRT Monitors: \$15.00
- LCD Monitors: \$10.00
- TVs under 42": \$35.00
- TVs above 42": \$50.00
- Floor Copiers: \$20.00
- Console Stereos: \$30.00
- Onsite Hard Drive, Floppy Disk, CD / DVD, USB Thumb Drive, Tape Drive Shredding: \$10.00

Free Items

- Desktop / Laptop Computers
- Smartphones / Tablets
- Printers
- Phones
- Video Game Consoles
- Modems / Routers
- Cameras
- DVD Players / VCRs
- Audio / Video Equipment
- Miscellaneous wires and chargers
- Hard drives / memory cards
- Power Tools
- Appliances / Metal Items

12

NOVEMBER/DECEMBER 2023 HEALTH OFFICER RECAP

- Followed up on multiple PA. Dept. of Agriculture recalls. No products found in local stores.
- Collected License fees for Winterfest. Conducted Inspections on all vendors.
- Impromptu visits to several businesses. No issues found.
- Performed routine inspection on Food Truck.
- Completed SERVSAFE training on Proctoring Exams.
- Answered several inquiries from current and prospective RFE individuals.
- ONE Consumer complaint received. Conducted investigation and took appropriate actions. Follow-up continues.
- Completed Annual questionnaire from PA Department of Health.
- Issued application for new RFE.