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# MONTROSE BOROUGH ZONING HEARING BOARD MINUTES

## January 17, 2023

1. Roll call and declaration of quorum –

Carla Whitney – Vice-Chairman – Present

James Sample – Present

Richard Griffith (Chairman) – Absent

Mary Ann DeWitt – Present

Teresa LaRue - Present; Quorum in place with four of the Board

Members Present.

2. Nomination of Officers for the year 2023 - Appointment of Chairperson, Vice-Chairperson –

a) Teresa LaRue made a Motion to appoint Mary Ann DeWitt as Chairman of the Board; Seconded by James Sample – all voted in favor, Motion Carried.

b) James Sample made a Motion to appoint Carla Whitney as Vice-Chairman of the Board; Seconded by Teresa LaRue – all voted in favor, Motion Carried.

3. Call to Order – At 6:10 P.M. the Meeting was called to Order by Vice-Chairman, Carla Whitney.

4. Pledge of Allegiance.

5. Reading and Approval of Agenda –

The Agenda for the January 17, 2023 Meeting was read by the Board Secretary; James Sample made a Motion to Accept the Agenda as read; Seconded by Teresa LaRue - all voted in favor, Motion Carried.

6. Reading and Approval of Minutes - The Board Minutes of October 18, 2022 were read by the Board Secretary; Teresa LaRue made a Motion to accept the Minutes as read; Seconded by Mary Ann DeWitt– all voted in favor, Motion Carried.
7. Appointments – Solicitor and Secretary positions – James Sample made a Motion to continue with Attorney Paul Litwin as Counsel for this Board; Seconded by Mary Ann DeWitt – all voted in favor, Motion Carried.  
  
James Sample made a Motion to continue with Elaine Petrzala as Secretary for this Board; Seconded by Teresa LaRue – all voted in favor, Motion Carried.
8. Establish Meeting Dates – Mary Ann DeWitt made a Motion for the 2023 meeting dates to be continued on the third Tuesday of each month; Seconded by James Sample – all voted in favor, Motion Carried. Carla Whitney asked the Secretary to submit the meeting dates for 2023 to each of the Board Members by email.
9. Public Comment – None
10. Unfinished Business – None
11. New Business – The Secretary handed to the Board Members the forms for the State Ethics Commission which were received from the Borough Secretary for completion and return by them to the Borough Secretary, Alyssa Sprout Brace.  
  
Richard Griffith has submitted his resignation from the Montrose Borough Zoning Hearing Board effective December 31, 2022. The Montrose Borough Council has Accepted the resignation of Richard Griffith and a copy of the November 7, 2022 Meeting Minutes Accepting his resignation is attached hereto. Carla


Whitney, Vice-Chairman is conducting this meeting in the absence of a  
Chairman.

The Secretary has received from the Borough Council Secretary a list of the  
terms for each Member and has advised each Board Member of their respective  
term. The question of term limits was raised and the Secretary will check with the  
Borough Council Secretary and advise at the next meeting.

12. Adjournment – Teresa LaRue made a Motion to adjourn the Meeting at 6:20  
P.M.; Seconded by James Sample – all voted in favor, Motion Carried.

13. Attendance Sheet attached hereto and made part hereof. Individuals are listed  
thereon.

Respectfully submitted,

  
Elaine Petrzala, Secretary  
Montrose Borough Zoning Hearing Board

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**MONTROSE BOROUGH COUNCIL**

**PUBLIC HEARING**

**7:00 PM**

**MOBILE FOOD FACILITIES**

**Followed by:**

**Regular Meeting**

**November 7, 2022**

**7:00 PM**

**PUBLIC HEARING**

A Public Hearing was called to order by Solicitor Michael Briechle (time not noted) to amend the Zoning Ordinance to allow for the operation of Mobile Food Facilities.

Attorney Briechle gave an introduction as to the content of the Amendment and provided a review of all documents and exhibits that he entered into the record for the Public Hearing.

People who attended this hearing Heather L Charles, Danielle Powell, Shane Powell, Daniel Powell, Chief Dale Smith, Alyssa Sprout Brace and Ruth Lynch, Transcriptionist.

Heather Lee Charles sworn in as the only witness, had several comments. First comment only a vendor or owner are the only permittees not an employee; second comment permit fees were questioned, and how often. Other than those two questions or comments Ms. Charles was fine with the Ordinance.

Council President Judy Kelly commented that Council will determine the fees and schedule.

Attorney Briechle closed the hearing (time not noted) and handed the process over to Council for comment or debate.

Beirne Wealth Consulting  
RE: September Investment Report

Beirne Wealth Consulting  
RE: Quarterly Report July 1 - Sept. 30, 2022

Susquehanna Cty Dept. Planning & Development  
RE: New charge for planning review

PA Dept. of Environmental Protection  
RE: Abandoned Oil and Gas Wells

Susq. Cty Interfaith  
RE: Requesting donation

President Kelly inquired if there were any questions or comments associated with the miscellaneous correspondence. No questions or comments.

**Recognition of Attendees:** Chief Dale Smith, Alyssa Sprout Brace, Danielle Powell, Shane Powell, Daniel Powell

**Speakers:** None

**Approval of A/P:** President Kelly inquired if there were any questions or comments on submitted Accounts Payable. Councilman Granahan motioned to approve payment of outstanding bills; Councilman Reimel 2<sup>nd</sup> the motion. All in favor, motion carried.

Councilman Todd Chamberlain asked about the seat switch on the blue tractor. Council answered his question.

**Approval of Payroll:** President Kelly inquired if there were any questions or comments on submitted Payroll report. Councilman Granahan motioned to accept the Payroll Report; Councilman Schuster 2<sup>nd</sup> the motion. All in favor, motion carried.

**Accounts Receivable/Deposits:** President Kelly inquired if there were any questions or comments associated with the submitted Accounts Receivable/Deposit Report. No questions or comments.

**Reports:**

**Treasurer's Report:** President Kelly asked if anyone had any questions or comments on the submitted Treasurer's Report. Motion was made to accept the Treasurer's Report by Councilman Granahan; Councilman Chamberlain 2<sup>nd</sup> the motion. All in favor, motion carried.

**Budget Report:** President Kelly inquired if anyone had any questions or comments on the presented material. No questions or comments.

**Street Department:** President Kelly asked if anyone had any questions on the Street Department Report.

President Kelly stated puddle in front of Bible Conference will be addressed.

Councilman Herd asked about closing streets for Halloween. Councilman Reimel said Borough Employees were supposed to put special event signs out. Chief Smith and Street Department Supervisor Ken DiPhillips will work it out for next year.

Councilman Schuster motioned to purchase new tires for backhoe at approximately three thousand dollars; Councilman Chamberlain 2<sup>nd</sup> the motion. All in favor, motion carried.

**Zoning Report:** President Kelly asked if anyone had any questions on the Zoning Report. No questions or comments.

**Code Enforcement Report:** President Kelly asked if anyone had any questions on the Code Enforcement Report.

**Police Department:** President Kelly asked if there were any questions or comments on the Police Report.

Chief Dale Smith stated the new officers were working out fine.

**Municipal Authority:** President Kelly asked if there were any questions or comments on the Municipal Authority Report. No questions or comments.

**Mayor's Report:** Mayor Tom LaMont stated we had a nice quiet Halloween, just a few smashed pumpkins. Chief Smith said there were no complaints.

*Executive Session:*

President Kelly closed the meeting at 7:29 PM

President Kelly opened the meeting at 7:44PM

Councilman Schuster reported George Morin completed his probation, motion to raise his rate to nineteen dollars per hour; Councilman Reimel 2<sup>nd</sup> the motion. All in favor, motion carried.

*Action Items:*

1. **Use of Rescue Funds:** Councilman Reimel motioned to use Federal Covid Recovery Funds for staff retention bonuses at all staff levels same as 2021 procedure; Councilman Schuster 2<sup>nd</sup> the motion. All in favor, motion carried.

2. **Accept Resignation Richard Griffith Jr from Zoning Hearing**

**Board:** Councilman Reimel motioned to accept the resignation of Richard Griffith Jr with regret and appreciation; Councilman Chamberlain 2<sup>nd</sup> the motion. All in favor, motion carried.

3. **Accept Resignation of Roy Williams from Zoning and Code**

**Official:** Councilman Reimel motioned to accept resignation of Roy Williams with regret and appreciation. Councilman Schuster 2<sup>nd</sup> the motion. All in favor, motion carried.

4. **Accept resignation of Lillian Senko as Borough Secretary:**  
Councilman Reimel motioned to accept the resignation of Lillian Senko with regret and appreciation; Councilman Herd 2<sup>nd</sup> the motion. All in favor, motion carried.
5. **Appoint New Borough Secretary:** Councilman Schuster motioned to hire Alyssa Sprout Brace at twenty- five dollars (\$25.00) per hour; Councilman Reimel 2<sup>nd</sup> the motion. All in favor, motion carried.
6. **Donate \$100.00 to Endless Mountain Heritage Region:**  
Councilman Granahan motioned to approve donation of one hundred dollars to Endless Mountain Heritage Region; Councilman Reimel 2<sup>nd</sup> the motion. All in favor, motion carried.
7. **Motion to advertise 2023 Budget as presented:** Councilman Reimel motioned to advertise 2023 Budget as presented; Councilman Granahan 2<sup>nd</sup> the motion. All in favor, motion carried.
8. **Motion to advertise 2023 Tax Ordinance of 14 Mills:** Councilman Schuster motioned to advertise the 2023 Tax Ordinance 14 mills; Councilman Reimel 2<sup>nd</sup> the motion. All in favor, motion carried.
9. **Act 57 of 2022:** Councilman Chamberlain motion to create resolution for Act 57 to direct George Starzec to collect taxes; Councilman Schuster 2<sup>nd</sup> the motion. All in favor, motion carried.

Councilman Reimel motioned to authorize Council to bid out various portions of the garage construction allowing separate bids; Councilman Schuster 2<sup>nd</sup> the motion. All in favor, motion carried.

### Discussion Items

1. **Upcoming Events :** Next event will be Christmas in Montrose, December 2, 3, 4<sup>th</sup>.



A discussion was held on Christmas in Montrose regarding traffic control. Chief Smith stated he spoke to Councilman Tom Follert and a large light is needed for the Santa Roll

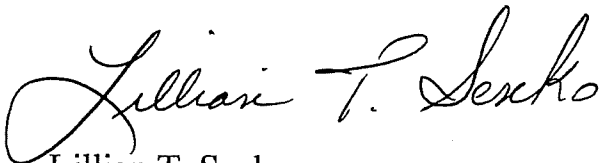
2. **Recognition of Tim Feduchek:** Mr. Feduchek donated concrete, stone cap and excavation in building the wishing for the fire department. Motion was made to send a letter of appreciation with photos on Facebook recognizing his work; Councilman Schuster 2<sup>nd</sup> the motion. All in favor, motion carried.

Councilman Reimel motioned to adjourn the meeting; Councilman Herd 2<sup>nd</sup> the motion. All in favor, motion carried.

**Meeting Adjourned (no time noted)**

Minutes taken by Councilman Sean Granahan

Respectfully Submitted,



Lillian T. Senko  
Borough Secretary