

**Orwigsburg Borough  
Meeting Minutes  
October 13, 2021**

The Orwigsburg Borough Council met on Wednesday, October 13, 2021 in Council Chambers. President Bubeck called the meeting to order at 7:00pm and the Pledge of Allegiance was recited.

In attendance: President Rick Bubeck; Vice President Rod Schaeffer. Councilors: Katie Bedway, Maddie Bartush, Kerry Mariano. Solicitor Paul Datte; Borough Manager Randy Miller; Borough Secretary Sherry Edwards. Absent: Mayor Barry Berger; Brock Stein; Angie Hoptak – Solga.

Visitors: Jan McGowan of SSN, Police Chief Vince McDonald, Dave Walasavage of ARRO Consulting, Utility Supervisor Dave Teter; Tim Wilhelm of 3029 Ridgeview Dr; Jim Leymeister of 200 Ronald Ave; Bill Knecht of 204 S Warren St; Emily Graham of the Republican Herald.

**Approve the Final Meeting Agenda**

Amend agenda with the following additions:

- Engineer: Borough Hall Exterior renovations – Levkulic submitted Final Payment Application from Hauck LLC.
- Borough Manager Rprt: Annual donations have been modified
  - Firemen's Relief Assoc motion amended
- Budget: Committee did meet, dates for voting to advertise 11/10; voting to approve 12/8
- Water/Sewer/Sanitation: Sewer Authority Budget meeting – Monday October 18<sup>th</sup>
- Streets/Lights/Buildings: Woods and Wildlife, working on forest management plan
- Planning and Zoning Commission meeting Oct 20<sup>th</sup>.
- COG meeting October 21<sup>st</sup> @ 7:00 pm
- Next Council meeting October 20<sup>th</sup> @ 7:00pm

A motion to approve agenda with changes stated above was made by Katie Bedway, second by Maddie Bartush.

Roll call vote:

Councilor Mariano – Yes

Councilor Bartush – Yes

Councilor Schaeffer – Yes

Councilor Bedway – Yes

President Bubeck – Yes

Unanimous.

**Public Comment:**

Jim Leymeister of 200 Ronald Ave – questioned fire hydrant on Gerald Ave and when will it be back in service.

Dave Teter responded – Parts were received and will be repaired in the near future.

**Minutes**

A motion to approve the Council Minutes from the September 1, 2021 Work Session and September 8, 2021 Council Meeting as presented was made by Katie Bedway, second by Maddie Bartush.

Roll call vote:

Councilor Mariano – Yes

Councilor Bartush – Yes

Councilor Schaeffer – Yes

Councilor Bedway – Yes

President Bubeck – Yes

Unanimous.

## **Treasurers Report**

The August 2021 Treasurers report has been presented to Council for their review and comment.

## **Tax Collector's Report**

The September Tax Collector's Report was presented as follows:

Real Estate	\$ 2,768.92
Fire Tax	\$ 259.80
Per Capita	\$ 108.00
Occupation	\$ 25.74

## **Tax Exoneration List**

A Motion to exonerate the Tax Collector from collecting Occupation Tax on Tax Exoneration List #8 was made by Katie Bedway, second by Rod Schaeffer.

Roll call vote:

Councilor Mariano – Yes	Councilor Bartush – Yes
Councilor Schaeffer – Yes	Councilor Bedway – Yes
President Bubeck – Yes	
Unanimous	

## **Building Permits**

September permit report as follows:

0 New Permit issued at \$0 total value  
7 Renovation Permits issued at \$168,710.58 total value

## **Police Report**

Chief Vince McDonald presented the September Police Report as follows:

Hours Worked:

Regular Hours – 905  
Overtime – 85  
Late Call – 6  
Cover Shifts – 45  
Court - 4  
Administrative – 2  
Holiday – 24  
Training – 4  
Callout – n/a  
Vacation – 104  
Personal – 12  
Holiday (Straight Time) – 36  
Sick – 36  
Bereavement – n/a

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2,324 Total Mileage for Police Vehicles  
340 Total Vehicle Patrol Hours  
45 Total Foot Patrol Hours  
128 Traffic Enforcement Hours  
54 Traffic Citations issued  
37 Warnings issued  
19 Parking Tickets issued  
Bike Patrol – n/a

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195-Incidents – Handled by 6 Officers  
9 – Reportable Crimes  
1 - Harassment  
1 – Forged Documents  
1 – Prohibited Offensive Weapon  
6 – Theft  
1 – Simple Assault  
1 – PFA violation  
1 – Access Device Fraud

Charges Filed:

Criminal Complaints – 6  
Non-Traffic Citations – 5

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Borough Ordinance violations/investigations – 3

Updates – officers reached into agreement with Blue Mountain School District for the return of the DARE program. Officers Bechtel and Noecker will be attending DARE classes October 18 thru 29. After certified will be able to teach elementary, middle school and high school students. Our watchguard cameras have arrived; Completion of install in a week or two; training, cameras and body cams in use by December.

**Business**

***Solicitor's Report – Paul Datte***

Ordinance implementing Act 50 of 2021- Allowing for and regulating small wireless facilities within the public rights-of-way in the borough. Advertised for Special Mtg on October 20<sup>th</sup> @ 7:00 pm. Ordinance has been advertised and will be ready to adopt next Wednesday, October 20<sup>th</sup>.

**Rettew Consulting –**

Randy did reach out to Rettew is in the process of identifying firms not certified but capable in issuing the RFP/RFQs for evaluation of the water/sewer systems.

**Blue Mountain Village – No update**

**Updates on:**

119 S. Liberty Street demolition – MEI submitted Change Order for contract completion; notified could not start demolition until the first week of November. Recommendation is to agree to extension of

completion date to November 30<sup>th</sup>. Incorporate liquidated damage provision, every day past the November 30<sup>th</sup> date there would be a \$500.00 per day deducted from contract for failure to complete. Alternative would be award to next lowest bid or put out for bid again.

A motion to approve MEI Demo & Excavation Inc Change Order to extend 119 S Liberty St demolition bid to be completed by November 30<sup>th</sup> contingent MEI Demo & Excavation Inc signs change order by October 22<sup>nd</sup> was made by Kerry Mariano, second by Katie Bedway.

Roll call vote:

Councilor Mariano – Yes

Councilor Bartush – Yes

Councilor Schaeffer - Yes

Councilor Bedway – Yes

President Bubeck – Yes

Unanimous.

**100 E. Market Street** – removed from Sheriff's Sale; no additional information

Co-operation agreement with other Municipalities – Intergovernmental Agreement and Ordinance – Agreement and Ordinance has been advertised for consideration in November.

Conservation easement – Working Woodlands; Solicitor Datte, President Bubeck and Randy met with a representative of the conservancy this morning and are very close to a suggested course of actions

**Engineer – Bill McMullen, Dave Walasavage, Shannon Darker**

Shannon Darker reports:

Permitting, Property Code Violations and Code Enforcement spreadsheets have been distributed to Council for review and comments.

## **Projects**

**119 South Liberty Street** – action taken in the Solicitors report.

## **Industrial Drive ARC Grant**

Borough approved for \$819,441; Awaiting kick-off meeting with PennDOT and ARC. A Kick-off meeting with Penn Dot will be scheduled once limits of and budget of the storm, sanitary, water, curb etc. placement is finalized with the Borough. Discuss with property owners curb and driveway placement then compile final budget numbers for the kickoff meeting.

## **Borough Hall Renovation**

Levkulic recommends approval of final payment to Houck and Co in the amount of \$7,560.20 for the exterior rehab at Borough Hall.

A motion to approve final payment application to Houck in the amount of \$7,560.20 for the exterior masonry rehab at Borough Hall was made by Katie Bedway, second by Maddie Bartush.

Roll call vote:

Councilor Mariano – Yes

Councilor Bartush – Yes

Councilor Schaeffer – Yes  
President Bubeck – Yes  
Unanimous

Councilor Bedway – Yes

### **201 & 203 Long Avenue**

Bid for removal of old culvert and place riprap in stream – Project is currently under construction and ARRO has been performing RPR services as needed. Last few items are Topsoil and seeding that will take place tomorrow then fence installation.

### **Capital Improvements List**

#### **Road Projects**

A pre-construction meeting was held week of September 26<sup>th</sup> to discuss the limits and placement of paving with the borough road crew and the contractor H&K for Douglas Rd, Mifflin St, Straub Ave, Lehigh Ave, Erb St and Lee Court. A portion of Lee Court was removed from the project due to the portion of the road is in good condition and the limits of full depth base repairs on Lehigh Avenue may be expanded to fix areas of additional deterioration of the roadway noticed at the meeting. Work will start tomorrow on Lehigh and Douglas; then to Erb and Lee Ct ending with Mifflin and Straub.

#### **Storm Projects**

Wayne and Mifflin - Borough forces performed exploratory dig and determined to be deeper than expected. The work requested at both intersections and from Mifflin to Cherry would exceed the quote threshold, it would require the project to be bid to perform the entire project or reduction in scope. A quote to perform the Mifflin and Wayne intersection only by an outside contractor is recommended.

#### **Planner – Chris Bentz**

RACP - Veterans' Memorial Building final drawings prepared and put out for bid, extended till November 3, 2021

**Blue Mountain Village** – No updates

**BLQ request** – No updates

**Decatur St. Stormwater** design work – Met with all residents affected by the project; next step obtain easements signed by them.

#### **Flood mitigation efforts –**

Did complete Letter of Interest and submitted to PEMA for the BRIC Grant. Started the application to be submitted before the November 19<sup>th</sup> deadline. There will be action items for next month's meeting.

**Zoning Ordinance Changes** – Did prepare items to be discussed on Wednesday Oct 20<sup>th</sup> P & Z meeting.

**Water/Sewer – Bryon Killian**

Lead and Copper service line replacement initiative – inventory data base started - August 2024 deadline

**Long Ave to Warren Street Sewer** line refurbishment

Grouting and Lining - Completed

Pact One Change Order #2 submitted, Balancing Change Order for \$33,270.15; cost related to adjusting unit price item quantities to reflect the as-built quantities.

A motion to approve Pact One Balancing Change Order for \$33,270.15 was made by Rod Schaeffer, second by Kerry Mariano.

Roll call vote:

Councilor Mariano – Yes

Councilor Bartush – Yes

Councilor Schaeffer – Yes

Councilor Bedway – Yes

President Bubeck – Yes

Unanimous.

Pact One Payment Application #4 Final Payment has been submitted in the amount of \$43,596.13 for the N Warren St to Long Ave Sewer Replacement Project; Entech recommends approval.

A motion to approve Payment Application #4 final to Pact One for \$43,596.13 to Pact One for the N Warren St to Long Ave Sewer Replacement Project was made by Katie Bedway, second by Maddie Bartush.

Roll call vote:

Councilor Mariano – Yes

Councilor Bartush – Yes

Councilor Schaeffer – Yes

Councilor Bedway – Yes

President Bubeck – Yes

Unanimous.

**CCTV and Subsurface repairs update**

Standard Pipe Services LLC submitted Change Order #1 – increase of \$9,460.00. Cost related to out-of-scope work including cctv and cleaning for pipes of a larger diameter.

A motion to approve Standard Pipe Services Change Order #1 for an increase of \$9,460.00 was made by Maddie Bartush, second by Katie Bedway.

Roll call vote:

Councilor Mariano – Yes

Councilor Bartush – Yes

Councilor Schaeffer – Yes

Councilor Bedway – Yes

President Bubeck – Yes

Unanimous.

- Started CCTV work on October 1<sup>st</sup>. Expected to complete 10/8/21 -
- Week of 10/18/21 – discuss recommended repairs with the Borough
- Await 1<sup>st</sup> payment application

## **Marshall Dr. Sewer Replacement**

- Field survey and base drawings completed
- Working on draft alignment to review with Borough
- Submit for DEP permitting upon agreeing on alignment

## **Sewer Plant**

- Phase 1 – Review of submittals – coordination meeting with contractors – supply chain lead times are having a major impact, evaluating alternative materials
- Phase 2 – Review of submittals
  - Await payment application

Sewer Rules and Regulations – Documents requirement for residents to contact the Borough in case of sewer blockage issues. Requirement will be posted on website and on utility bills.

A motion to approve Sewer Rules and Regulation documents requiring residents to contact the Borough when a sewer issue occurs was made by Maddie Bartush, second by Katie Bedway

Roll call vote:

Councilor Mariano – Yes

Councilor Bartush – Yes

Councilor Schaeffer – Yes

Councilor Bedway – Yes

President Bubeck – Yes

Unanimous.

## **Borough Manager – Randy Miller**

Council received a copy of Randy's report for review:

Part-timer is now down to working 2 days per week. Randy formulated current hours in comparison to past hours in 2019, 2020 and 2021. Currently working on a list of all projects completed in 2021.

Annual Donations totaling \$67,000

Senior Citizens - \$1,000

Food Bank – contacted by Kay Jones asking not to give donation, coffers are full.

Historical Society - \$11,000

Library - \$15,000

Fire Co - \$35,000

A motion to approve annual budgeted donations to Senior Citizens \$1,000, Historical Society \$1,000, Library \$5,000 and Fire Company \$25,000 was made by Katie Bedway, second Kerry Mariano.

Roll call vote:

Councilor Mariano – Yes

Councilor Bartush – Yes

Councilor Schaeffer – Yes

Councilor Bedway – Yes

President Bubeck – Yes

Unanimous.

A motion to approve additional \$10,000 each to Library, Historical Society and Fire Company with funds from the ARPA monies received was made by Katie Bedway, second by Maddie Bartush.

Roll call vote:

Councilor Mariano – Yes  
Councilor Schaeffer – Yes  
President Bubeck – Yes  
Unanimous.

Councilor Bartush – Yes  
Councilor Bedway – Yes

- Orwigsburg received \$154,491.76 in ARPA funds through DCED
- Awaiting responses from agencies for additional funding
- Ideas for some of this money (grant applications for sidewalk repairs as an example)
- Remainder for Borough infrastructure projects

### **Tree Harvesting**

Three Bids received – High bid is Ritchie Logging & Sawmill for \$204,118; motion to award and sign a contract

Rich Bubeck – Timber project is not for the total 400 acres; project is for 150 acres for \$204,118.00.

A motion to award high bid to Ritchie Logging & Sawmill for \$204,118 and authorize the Borough Manager to be signatory on any contracts that need to be signed was made by Katie Bedway, second by Kerry Mariano.

Roll call vote:

Councilor Mariano – Yes  
Councilor Schaeffer – Yes  
President Bubeck – Yes  
Unanimous.

Councilor Bartush – Yes  
Councilor Bedway – Yes

A motion to accept the Pension State Aid of \$91,148.36 received and approve payment of the Minimum Municipal Obligation for the Police and Non-Uniform Pension plans totaling \$151,054.00 to the Pennsylvania Municipal Retirement System was made by Kerry Mariano, second by Katie Bedway.

Roll call vote:

Councilor Mariano – Yes  
Councilor Schaeffer – Yes  
President Bubeck – Yes  
Unanimous.

Councilor Bartush – Yes  
Councilor Bedway – Yes

A motion to accept the State Aid for the Volunteer Fire Relief Association of \$14,176.00 and forward to the Firemen's Relief Association, Friendship Hose Co. #1 was made by Katie Bedway, second by Kerry Mariano.

Roll call vote:

Councilor Mariano – Yes  
Councilor Schaeffer – Yes  
President Bubeck – Yes  
Unanimous.

Councilor Bartush – Yes  
Councilor Bedway – Yes

### **Utility Body Truck 2003**

Failed inspection

Body rusted through where mounted to frame

Ball joint and shock absorber needed replacement



Body has been removed from truck, and looking to replace body

Currently seeking quotes

Three options:

Installation in house – old body bolted on by 4 large bolts

Have body installed

Have body painted

Looking at aluminum and steel

Received 4 quotes

- E M Kutz - \$11,356.00 includes installation
- Russells Auto - \$9,245.00 includes installation
- US Municipal Supply - \$9,842.00 installation not included
- Levan - \$8,004.00 installation not included
- None of the above quotes include painting
- E M Kutz did quote a paint job - \$4200.00

Councilor Mariano suggested to look at used - will forward a phone number for a used body

## **Committee Reports**

### **Finance & Budget – Brock Stein**

- Budgeting – Committee met - Scheduled 2<sup>nd</sup> meeting; draft budgets will be emailed to Council for review
- Remainder of October - Council to review submittal by committee
- November - 30-day Public Review/Comment Period; vote 11/10 to Ad
- December - Budget Vote 12/8; effective January 1, 2022
- 3<sup>rd</sup> Quarter Reports were provided to Council for review

**Personnel – Rick Bubeck – Nothing to report**

**Communication & Technology – Angie Hoptak-Solga – Not present**

**Economic Development/Revitalization – Maddie Bartush**

Industrial Drive ARC grant – Engineers updated earlier on the agenda  
PPL will be installing new 3 phase supply lines to the Industrial Park

**Water, Sewer & Sanitation – Rod Schaeffer**

Report of Water / Sewer Operations

Submersible pump station, control panel upgrade; adding a different metering system, more accurate influent meter which is all part of the original upgrade

Authority Meeting for Budget – Monday October 18, 2021 at 1:00 p.m.

**Streets, Lights & Buildings** – Rick Bubeck

Overlay project on Lehigh, Douglas, Erb, Lee, Straub & Mifflin will be completed next week

**Woods & Wildlife** – Working on Forest Mgmt. Plan and Easements

Borough is looking to sell carbon credits with the 400 acres borough currently owns (reservoir) and or sell the easement. The Solicitor is currently looking into this. More details for next month.

**Recreation & Health** – Katie Bedway -no update

Blue Mountain Rec – basketball program signups are underway

**Planning & Zoning** – Katie Bedway

Planning & Zoning will meet on Wednesday October 20, 2021

- Zoning amendment ideas will be reviewed

**Safety & Policy** – Kerry Mariano – Requests an Executive Session

**Bargaining & Negotiations** – Mayor Berger – Not present

**Police Department** – Mayor Berger – Not present

Range policy – tabled until next month

**COG** – Sue Murphy – Meeting October 21, 2021, 7:00 p.m. in Council Chambers

**Correspondences** - None

**Bills**

A motion to approve and ratify the accounts payable for General, Fire, Water, Sewer, Sanitation, State, Grant, Credit Union, and Capital Improvement accounts was made by Katie Bedway, second by Maddie Bartush.

Roll call vote:

Councilor Mariano – Yes

Councilor Bartush – Yes

Councilor Schaeffer – Yes

Councilor Bedway – Yes

President Bubeck – Yes

Unanimous

**Community Activities/Events**

Electronics Recycling Event – October 22<sup>nd</sup> & 23<sup>rd</sup> 9 a.m. to 2 p.m.

Halloween Parade – October 27<sup>th</sup> at 7:00 p.m. (rain date – 10/28)

Trick or Treat – October 31, 6:00 to 8:00 p.m. (rain date 11/1)

Veterans Day Breakfast – November 5<sup>th</sup> from 8:30 to 10:00 at Veterans Memorial Building free to Veterans

Memorial Taskforce is holding a dance on November 20<sup>th</sup> at the Veterans Memorial Building

Special Council Meeting – October 20, 2021 at 7:00pm in Council Chambers

Councilor Hoptak-Solga arrived at 8:13 pm.

President Bubeck called an executive session at 8:13 to discuss personnel policy collective bargaining agreement and a motion was made by Rod Schaeffer, second by Katie Bedway to adjourn the meeting.

Executive Session ended at 9:00 pm.

Respectfully submitted,

Sherry M. Edwards  
Borough Secretary