

Orwigsburg Borough Council
Work Session Minutes
December 1, 2021

The Orwigsburg Borough Council met on Wednesday, December 1, 2021 for their Work Session meeting in Council Chambers. President Rick Bubeck called the meeting the order at 7:00 pm and the Pledge of Allegiance was recited.

In attendance: President Rick Bubeck; Vice President Rod Schaeffer; Councilors: Brock Stein; Maddie Bartush; Kerry Mariano; Solicitor Paul Datte; Borough Manager Randy Miller via Zoom; Borough Secretary Sherry Edwards

Visitors: Carol Mason of 165 Walters Ave, Fire Chief Jesse Zimmerman; Chris Bentz of Alfred Benesch.

Approve Agenda:

Changes made:

- Budget review figures changed for revenue side of all funds due to incoming final numbers, expenditures stayed the same
- Minor typos throughout the agenda

A motion to approve agenda with changes listed above was made by Maddie Bartush, second by Rod Schaeffer.

Roll call vote:

Councilor Mariano – Yes

Councilor Bartush – Yes

Councilor Stein – Yes

Councilor Schaeffer – Yes

President Bubeck – Yes

Unanimous.

Minutes

Council received a draft copy of the minutes from the November 3, 2021 Work Session and November 10, 2021 Council meetings for their review.

Budget Review – Target Objective 91.5%

General Fund Revenues	108.1%	Expenditures	94.1%
Fire Fund Revenues	89.9%	Expenditures	24.5%
Water Fund Revenues	90.2%	Expenditures	70.4%
Sewer Fund Revenues	85.0%	Expenditures	72.0%
Sanitation Fund Revenues	97.4%	Expenditures	82.4%

2022 Budget Calendar

30-day Public Review/Comment Period has been advertised

December 8 - Budget Vote; effective January 1, 2022

Maintenance Reports

Water/Sewer - Dave Teter

Additional work done in November

Sewer

Call about noise in sewer line on Long Ave
Set up drain system to pump from dig 2 to dig 3
Finish DMR paperwork
Walk and discuss Long Ave and Industrial Dr project with ARRO and Entech
Walk Marshall Dr project with Entech
Look at why sewer is not dialing out for alarms and correct issue
Meet with Myers for measurements for UV
Mark Marshall Dr for locate for project

Water

End of month paperwork
Clean out explorer
4 Reads
9 meter appointments
Work on organizing truck
Talk to owner of 137 N Liberty St, installed new meter and horn to building
Troubleshoot low flow issues
Look for and order filters for water separators on filters
Work on issues with Filter 1 turbidity meter
Moyer Instruments here to clean valves
Replace filters on oil water separators on filters
Meet with homeowner on S Washington St for water that comes in water service

Streets, etc. - Shawn, Slade, Devin

Reports:

Council received the Hours worked, Vehicle Maintenance/Hours and Maintenance budget for their review and comment

Fire Department - Jesse Zimmerman

Fire Chief Jesse Zimmerman presented the November 2021 report:

18 Total calls for November
223 Total calls year-to-date
81:15 Man hours for November
1323.01 Man hours year-to-date
578.20 Training hours year-to-date
320.50 Administrative hours year-to-date

• East Brunswick Township	4
• North Manheim Township	3
• Deer Lake Borough	1
• Landingville Borough	1
• West Brunswick Township	4
• Orwigsburg Borough	<u>5</u>
Total	18

- The 2021-2022 OSFC update: project and certifications have been approved.

- The 2021 Fiscal Year Assistance to Firefighters Grants (FEMA) is in the process of being completed. Once completed, will be submitted to assist on the purchase of a new fire apparatus.
- 18 members participated in an 8-hour training exercise learning how to extricate people from machines, fences, and all sorts of machinery. The program was taught by PL Vulcan in which most of the instructors are from FDNY that work on one of the rescues throughout the 5 Boroughs.
- The fire department will be participating as a stop on the “Holly Trail’ with Santa and Michael Strouse’s train collection will be on display
- The fire department will be escorting Santa around the Borough on Saturday, December 11th starting at 6pm. The “Santa” route will be posted on Facebook
- Ordinance for reimbursement thru insurance company for fire company equipment and materials is up and running.
- Hopefully sometime in the spring a one day smoke detector canvas of the borough will take place

Public Comment

Carol Mason of 165 Walters Ave requested an update on her road (Darrel Alley).

Randy is waiting for Ben Melochick to get back to him with a quote to give to Carol, so she has a quote to fix the alley and how much it will cost her.

President Bubeck responded the borough cannot use borough funds to fix Darrel Alley. If property owners would get together to bring the road up to standards maybe the borough could take over the road.

Carol also mentioned the holes in the road at Walters Ave and N Warren St.

Solicitor Datte responded the borough is prohibited from maintaining streets and alleys they don’t own.

Business

Solicitor’s Report – Paul Datte

Rettew Consulting – Rettew was to reach out to outfits that are not certified under state law to provide appraisals. No responses were received from certified outfits who were provided the RFPs. Randy will have a follow up for next week.

Blue Mountain Village – no update on current plan; Status reports filed with Commonwealth Court which has ordered additional status reports to be submitted by March 22, 2022.

Updates on:

119 S. Liberty Street - Demolition complete. Remaining items that need to be done. Once bills are paid, we’ll be filing a Municipal lien. Determine the amount of outstanding real estate taxes.

100 E. Market Street - Property has been sold to Lillian Lockwood LLC on November 18th. All borough’s municipal liens have been paid in full. ARRO to report if there are any known code violations to be addressed with cooperation of new owner.

Co-operation agreement with North Manheim Twp Ordinance - Ordinance has been adopted by Borough and Township. Co-Operation Agreement has been signed and is now in place.

Conservation easement – Further discussion needs to be made as to whether Council wants to pursue the Conservation easement with or without the carbon credits. Including carbon credits will be more restrictive and the return may not be with it at this time. The Conservation easement could be drafted in a way to accommodate carbon credits in the future. Representatives from Natures Conservancy will be attending next week's meeting.

Borough Manager – Randy Miller

119 S. Liberty Street clean-up continues – Still minor cleanup to occur from the borough side. Borough crew will pressure wash the remaining debris on the next-door neighbors house.

Timber Harvesting - Randy will have an update for next week from Jeff the Forester.

2022 Budget Drafts have been advertised

Auditor RFP – RFPs were sent to 3 firms; proposals are due back January 3rd.

Sanitation Bids – One bid received at \$385,911.12 for a single year contract. Council received the current amount for Sanitation plus a breakout for fees that would need to be charged to cover expenditures. A copy of the amended budget to meet the 58% increase was given to council. A copy of an e-mail chain with Jonas Kreitzer was given to council discussing the bids and what is happening in the industry. Current cost for residents is \$65.00 per quarter with the increase it will be \$77.25 per quarter.

Solicitor Datte noted there is nothing formally that needs to be done; once budget is advertised you are permitted to revise it to the extent that you need to match revenue and expenses. No further advertising is needed prior to adoption.

Hiring Miller Environmental as the Licensed Operator for Water and Sewer – A breakout sheet was included in council packet showing Miller's responsibilities and the borough's responsibilities and a monthly price as well as the annualized cost for 2022 and expected cost increase for 2023 and 2024 should we go with the 3-year contract. Already included in the budget for 2022. Per month is \$8,871.16 and for the year 2022 will be \$106,453.92. RFP was prepared and available for those interested. Miller Environmental was the only submission.

2022 Meeting Dates

Council received a list of the 2022 Meeting Dates; After a discussion at the November meeting the consensus of Council was to schedule the Reorganization meeting and Work Session meeting on the same night which will be January 3rd @ 7:00pm.

Resolution 2021-24 - Enacting the Act 511 Taxes for 2022. No changes from current taxes. Item will be up for adoption at next weeks meeting.

Engineer – Dave Walasavage

Review Reports – Shannon Darker

Council received Shannon's reports for review and comment

Permit Reports

Notice of Violations

Rental Properties

A discussion was held regarding two N Walborn St properties listed on the Notice of Violation list and procedures for filing citations with the Magistrates Office. Shannon compiled a chronological list of action taken and phone calls received regarding the N Walborn St properties.

Projects

119 South Liberty Street - Demolition is complete, final topsoil and seeding will be performed Monday and Tuesday of this week.

Industrial Drive - A Kick-off meeting with PennDot will be scheduled once limits of and budget of the stormwater, sanitary, water, curb etc. placement is finalized with the Borough and the property owners. A meeting was held on site a few weeks ago to discuss the alignment of curbs and sidewalks and property lines; as well as extension to water and sewer. No response from PennDot to schedule a meeting.

201 & 203 Long Avenue – construction completed; retainage held for punch list items.

Capital Improvements List

Road Projects

Recommendation for payment per the contractor's Application for Payment is \$98,970.55. Change Order #1 for a compensating change order \$13,213.09 for the additional quantities of black top (predominantly on Erb Street and Lee Court). The 42' stub of Straub Avenue (off of Mifflin Street) (\$3,206.85) and Douglas Road (\$7,448.43), both totaling \$10,655.28, will be paid with General Funds balance, \$88,315.27, thru State Liquid Fuels Funds.

Storm Projects

Wayne and Mifflin – Awaiting manhole and inlet fabrication information for performing work at just Mifflin and Wayne intersection.

Planning - Chris Bentz

RACP update for Veterans' Memorial Building

Received 2 bids November 10, 2021

- Miller Bros Construction - Base Bid \$856,882.75 – Alternate \$137,076.00
- Heim Construction – Base Bid \$879,497.80 – Alternate \$133,460.00
- Grant amount \$750,000.00

Recommendation to Award on December 8, 2021, with change order #1 with reduced scope of work

Reviewed both Miller Bros & Heim Construction bids

Without changing majority of project most requirements can be met

Eliminating from project: (mostly outside)

- Landscape pavers and the sidewalks – could be done by the borough
- Sidewalk at the back of building
- Roll up door for access to crawl space
- Curbing around landscape island – obtain quote for a bituminous curb
- Seeding and topsoil supplements
- Interior item: Shadow boxes in 2 windows

Total after eliminating items: Contract total \$745,142.15

Still will get full kitchen, all murals inside building; will still get paving and millings

Was discussed with Miller Bros and they are acceptable with reduction.

Was discussed with Stantec who is the reviewing agent for the State and they are ok with changes in the scope of work but does want something with Council's approval first. Chris Bentz will send letter to Stantec.

Change order to reduce contract amount and a motion to award at reduced amount will be on next weeks agenda.

Blue Mountain Village – no update

Decatur St. Stormwater design work - Sent Draft Drainage Easements/Temporary Construction Easements provided to Borough Manager/Solicitor Datte. Benesch is investigating funding for shovel ready projects.

Flood mitigation efforts –

Submitted application for BRIC and FMA on November 18, 2021

FMA - project scope for \$250,000 – Borough responsible for 25% match

BRIC – W Market St culvert and upstream for \$150,000

Submitted LOI for HMGP on November 29, 2021. – IDA emergency declaration and COVID emergency declaration for \$500,000 for property acquisitions with no match. Correspondence will be sent to property owners to see if they would be interested.

Application can be submitted starting January 10, 2022. Due March 25, 2022.

Zoning Ordinance Changes – Discussion on changes at the P & Z meeting on December 15, 2021

Water / Sewer - Bryon Killian

Lead and Copper service line replacement initiative – August 2024 deadline

- Creating LSL (Lead Service Line) Inventory Database
- Working with Borough staff on inventory, home age, and parcel numbers.
- Developed on-line database to track inventory

CCTV and Subsurface repairs update

- CCTV work – Majority of CCTV completed; Interceptor work still needs to be completed
- Awaiting CCTV data to review with Borough staff.
- Await 1st payment application

Marshall Dr. Sewer Replacement

- Field survey and base drawings completed
- 11/18/21 - Conducted meeting with Borough on draft alignment
- Submit for permitting upon agreeing on alignment

Sewer Plant

Phase 1

- Review of submittals
- Awaiting construction schedule.

Phase 2

- Review of submittals
- Await payment application

Planning & Zoning Commission meeting

Reviewed the Borough Zoning Ordinance on October 20, 2021, for: “historical structure” Special Exemptions; “in-law quarters” uses; “adaptive re-use”; other new zoning developments. Meet in December.

Community Activities/Event

Festival of Lights Saturday, December 4, 5:00 p.m. followed by the Library Holly Trail

Nex Council meeting is December 8, 2021 @ 7pm

Executive Session

At 8:15pm President Bubeck called an Executive Session for personnel matters and the regular meeting was adjourned; No further business will be conducted after the Executive Session.

Respectfully submitted,

Sherry M. Edwards
Borough Secretary