

**Orwigsburg Borough Council Work Session**  
**Meeting Minutes**  
**November 3, 2021**

The Orwigsburg Borough Council met on Wednesday, November 3, 2021, for their Work Session meeting in Council Chambers. President Rick Bubeck called the meeting to order at 7:00 pm and the Pledge of Allegiance was recited.

In attendance: President Rick Bubeck; Vice President Rod Schaeffer. Councilors: Kerry Mariano, Brock Stein, Maddie Bartush. Mayor Barry Berger; Borough Manager Randy Miller, Borough Secretary Sherry Edwards.

Visitors: Carol Mason of 165 Walters Ave; Bill Knecht of 204 S Warren St.

**Approve Agenda:**

Solicitor Datte will not be attendance tonight; his responses were added to his report on Page 2  
Borough Manager's report: Maintenance truck discussion and Auditor RFP (Request for Proposal)

A motion to approve agenda with additions listed above was made by Maddie, second by Brock Stein.  
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 October 6, 2021, Work Session meeting, October 13, 2021 Council meeting and the October 20, 2021 Special meeting for their review.

**Budget Review – Target Objective 83.3%**

General Fund Revenues	99.3%	Expenditures	86.6%
Fire Fund Revenues	89.6%	Expenditures	23.8%
Water Fund Revenues	78.2%	Expenditures	67.0%
Sewer Fund Revenues	73.5%	Expenditures	69.2%
Sanitation Fund Revenues	83.4%	Expenditures	75.1%

**2022 Budget Calendar**

November - 30-day Public Review/Comment Period – vote by Council to Advertise  
December - Budget Vote; effective January 1, 2022

## **Maintenance Reports**

Water/Sewer - Dave Teter

Additional work done in October

### **Sewer**

Help Jet and TV crew with manhole locations and opening  
Traffic control for Pipe inspection guys  
Meeting with sewer contractors about upgrade  
Meeting with Entech  
Finish DMR paperwork  
Talk with Dean about keeping waste reduced  
Sewer Authority Budget meeting  
Repair influent sampler  
Moyer Instruments on site repairing fine screen  
Meet Entech rep to look at gates on trains  
Moyer finished work on fine screen  
Strouse Bros had sewer blockage at 345 Marshall Dr  
Run sample to Lab

### **Water**

Met with new owner of 137 N Liberty Street about water service  
17 meter reads and repairs  
HB Steele here about no hot water  
Dutch Brensinger here to look at electric issue  
Remove meter at 407 E market St  
Stopped to check on lead line removal by Strouse Bros at 132 South Liberty  
Water meter running and hears water @ 206 N Warren St. Found to be leaking toilet.  
High water complaint – 3022 Ridgeview leaking toilet  
Winterize Albrights  
Call from homeowner @ 414 N Warren about blow off valve issue  
Alarms at water plant from power surge  
Filter 2 Eff gate issues  
Switch to run well only well 1  
Moyer Instruments Here to look at filter 2 eff valves

### **Other**

6 one calls  
Push off Dump at sewer plant  
Budget meeting  
Help with paving on Lehigh  
Parade set up and take down

### **Fire**

MVA/ unknown- Summer Valley Rd and Chestnut St- East Brunswick (1X .75 Hr)  
MVA Rt 61 and W Market St W/ Injury and Flight (1X 1 hr)  
81 Wild Turkey Lane E Brunswick TWP tree down Arcing (1 X1Hr)

**Streets, etc. - Shawn, Slade, Devin**

i. Report

Council received the Hours worked, Vehicle hours and Maintenance budgets for review and comment

**Fire Department - Jesse Zimmerman**

October 2021 report:

28 Total Calls for October

205 Total Calls for year to date

129:36 Man hours on Fire Dept responses for October

1241:46 Man hours year to date

440:20 Training hours year to date

East Brunswick Township	5
North Manheim Township	8
West Brunswick Township	5
Orwigsburg Borough	<u>10</u>
Total	28

Fires - 2

Rescue & Emergency Medical Service – 11

Hazardous Condition (no fire) – 1

Service Call – 2

Good Intent Call – 1

False Alarm & False Call – 6

Severe Weather & Natural Disaster – 4

Special Incident Type – 1

**Public Comment –**

Carol Mason of 165 Walters Ave addressed the condition of Darrel Alley:

Built her home in 1971; at that time was told to put driveway in back on Darrel Alley due to Walters Ave being too steep and it was the Council at that time that told her that's how it had to be done. Well for water is located in the back and septic and underground wires are in the front, in order to maintain these utilities, the contractor must use Darrel Alley along with the heating oil truck and emergency vehicles.

Due to the street not being a dedicated road the borough doesn't maintain but does snowplow only one pass. She was told by previous council that it would be tarred and chipped. She is requesting the borough at least lay stone on the road.

Randy response: Darrel Alley is not a dedicated borough street. The borough has installed rolled curbing on Ronald Ave. The neighbor directs rainwater onto Darrel Alley.

Randy contacted Roy Heim for an estimate to bring a base up to specification; hasn't received to date. This would be at the property owner's expense.

Suggestion was made to have the neighbors collaborate on repairs.

Brock did receive a complaint from another neighbor about the condition of Darrel Alley

Rick Bubeck, Kerry Mariano and Randy will visit the road tomorrow.

Bill Knecht 204 S Warren St – once a year for the past three years; document whatever is done so she knows, and the other property owners know what their responsibilities are if any.

## **Business**

### **Solicitor's Report – Paul Datte**

Rettew Consulting – No update

Blue Mountain Village – No update

Updates on:

#### **119 S. Liberty Street**

Change order for time extension was approved and signed by both the Borough and the Contractor. MEI Demo & Excavation did contact the borough and will start next Monday, November 8<sup>th</sup>.

#### **100 E. Market Street**

Property has been removed from Sheriff Sale. ARRO to report if there are any known code violations to be pursued.

Co-operation agreement with North Manheim Twp – Ordinance - The Ordinance has been prepared and advertised. Council can take action at its November 10, 2021 meeting.

Conservation easement – Further decision 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. We want to make sure any type of abilities for us to extract anything other than to develop the property would still be allowed.

## **Borough Manager – Randy Miller**

### **Annual Contributions**

Orwigsburg Food Bank - Kay Jones notified the borough that the food bank is interested in receiving ARPA funds.

Councils' consensus is to donate \$10,000 from the ARPA funds. Item for next week's agenda.

## **Projects continue**

### **Demolition of Long Avenue Culvert**

Demolition has been completed - After a brief discussion on putting a gate there or leaving it open; consensus was to leave open.

### **Timber Harvesting –**

Agreement signed by borough waiting for logger and other property owners' signatures; once completed Borough will receive first payment from Ritchie Logging & Sawmill for \$204,118 and timbering will commence.

### **Change to Firetruck Parking at Fisher's Dam –**

Current no parking feature will not work with the length of hoses. Officer Noecker is requesting to reposition the no parking lines. Ordinance will need to be amended.

### **2022 Budget Drafts –**

Council received the 2022 draft budget for review and comments for next week's meeting.

	<u>Receipts</u>	<u>Expenditures</u>
General Fund	\$ 1,806,673.00	\$ 1,806,673.00
Water Fund	\$ 824,475.00	\$ 824,475.00
Sewer Fund	\$ 916,813.00	\$ 916,813.00
Sanitation Fund	\$ 328,000.00	\$ 328,000.00
Fire Fund	\$ 95,750.00	\$ 95,750.00

### **Maintenance Truck**

- Mack truck - \$75,286.82 for chaises
- Heated dump body, waiting for cost
- Does not require CDL license
- Will be able to haul the equipment trailer
- 5-ton capacity
- Will be used to plow and haul snow, salting, asphalt and mulch
- Air brakes
- Truck is included in the 2022 purposed budget
- Item will be tabled.

### **Auditor RFP –**

Randy handed out RFP (Request for Proposal) for professional auditing services for council to review for a vote at next week's meeting.

### **Engineer – Bill McMullen**

#### **Review Reports – Shannon Darker**

Council received Shannon's reports for review and comment:

- a. Permit Reports
- b. Notice of Violations
- c. Rental Properties

## **Projects**

119 South Liberty Street - A time extension to November 30, 2021, was issued under Change Order #1, awaiting notification from the contractor for construction to begin.

### Industrial Drive

A water and sewer existing locations and proposed work coordination meeting was held with Entech and the Borough. Exploratory dig operations to locate existing water lines in area of storm inlet placement will be needed. Additional coordination with property owners for improvements is recommended. A kick-off meeting with PennDot will be scheduled once limits of and budget of the storm, sanitary, water, curb etc. placement is finalized with the borough,

### 201 & 203 Long Avenue –

Construction completed; application of payment was submitted by the contractor (Bertolet Construction). A balancing change order for quantity adjustments resulted in a net deduction of \$4,465.00 due to less paving and fence install. Payment request will be submitted in the near future.

## **Capital Improvements List**

### **Road Projects**

Paving for Douglas Avenue, Mifflin, Straub, Lehigh Avenue, Erb Street and Lee Court has been completed. Awaiting an application for payment from the contractor (H & K Group).

### **Storm Projects**

Wayne and Mifflin - Borough forces performed exploratory dig and determined to be deeper than expected. The work requested would exceed the quote threshold, it would require the project to be bid to perform the entire project from Mifflin to Cherry.

Next years projects will include Margaret Avenue stormwater along with other areas in the borough

### **Planning - Chris Bentz**

#### **RACP** update for Veterans' Memorial Building

- Receive Bids – November 10, 2021.
- Recommendation to Award on November 10, 2021, if bids are within budget

#### **Blue Mountain Village** – No update

#### **Decatur St. Stormwater design work**

Benesch will be providing a draft letter and easement agreement to the Borough and Solicitor to obtain the necessary temporary and permanent easements.

#### **Flood mitigation** efforts –

Submitted Letters of Interest for PEMA for the BRIC grant and FMA grant  
Submit application for BRIC and FMA by November 19, 2021.  
Submit Letters of Interest for HMGP grant if eligible

Securing these grants would allow the borough to purchase property on Market St where the culvert is undermining the home.

**Zoning Ordinance Changes** – Discussion October 20, 2021 at P & Z meeting – Alfred Benesch is working on amendments to present to the Planning Commission.

**Water / Sewer - Bryon Killian**

**Lead and Copper service line** replacement initiative – August 2024 deadline

- Creating Lead Service Line Inventory Database
- Working with Borough staff on inventory, home age, and parcel numbers.
- Developed on-line database to track inventory
- Meeting set for Wednesday 11/3/21 to review progress

**CCTV and Subsurface repairs update**

- CCTV work – Majority of CCTV completed; Interceptor work still needs to be completed
- Week of 11/18/21 – Discuss recommended repairs with Borough based on CCTV
- Await 1<sup>st</sup> payment application

**Marshall Dr. Sewer Replacement**

- Field survey and base drawings completed
- Week of 11/8/21 – Meeting with Borough on draft alignment
- Submit for permitting upon agreeing on alignment

**Sewer Plant Upgrades**

Phase 1

- Review of submittals
- Awaiting construction schedule; possibly this week.
- Meetings with Contractor on Sequence / Detailed Submittals
- Payment Application #1 from PSI -Pumping Solutions for \$21,600.00; All paperwork has been received and recommended for payment– Item for next week's agenda
- Submittals / Engineering Review
- Insurance / Bonds

Phase 2

- Review of submittals
- Await payment application

**Mayor –**

No issues to report – While Chief McDonald is on vacation, Officer Bechtel and Officer Noecker are filling in.

### **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/Events**

Veterans’ Breakfast Friday Nov. 5, 8:30 to 10:00 a.m.

Veterans’ Day Salute at Bicentennial Park, 11:00 a.m.

Veterans’ Day Dance Saturday Nov. 20, 7:00 p.m. at Veterans’ Memorial Hall – tickets available at Boyers Food Market and Schaeffers Harley Davidson.

Festival of Lights Saturday, December 4<sup>th</sup> @ 5:00 p.m. followed by the Library Holly Trail

Bill Knecht 204 S Warren St requested an update on the County Waste trash and recycling contract. Randy responded the borough received a request for an extension of the contract but with a change in terms. Solicitor Datte’s opinion not to proceed forward due to a change in terms. Council authorized drafting bid specifications and the final touches are being done. Council has authorized advertising bid specs for trash and recycling.

Next Council meeting is November 10, 2021 @ 7:00 pm.

There being no further business the meeting was adjourned at 8:20 pm on a motion made by Kerry Mariano, second by Maddie Bartush. Unanimous.

Respectfully submitted,

Sherry M Edwards  
Borough Secretary