

Orwigsburg Borough Council
Meeting Minutes
September 14, 2022

The Orwigsburg Borough Council met on Wednesday, September 14, 2022 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 Brock Stein; Councilors: Ed Keyworth, Maddie Bartush, Angie Hoptak-Solga (late). Solicitor Paul Datte; Borough Manager Randy Miller; Borough Secretary Sherry Edwards.

Absent: Councilors: Kerry Mariano, Ed Winkelbauer; Mayor Barry Berger.

Visitors: Bill Knecht of 204 S Warren St; Ron Devlin of Republican Herald, Tim Wilhelm of 3029 Ridgeview Dr, Police Chief Vince McDonald.

Approve the Final Meeting Agenda

Page 3 – Identify Phase 1 Payment Application #7 is for Allan Myers
Minor typographical changes

A motion to approve the Final Meeting Agenda as amended was made by Maddie Bartush, seconded by Ed Keyworth. 4- yes, 0- no

Public Comments - None

Business

Minutes

A motion to approve the August 3, 2022 Work Session and August 10, 2022 Council meeting minutes as presented was made by Maddie Bartush, seconded by Brock Stein. 4 yes; 0 no. Unanimous.

Treasurer's Report

The July Treasurers Report has been presented to Council for review.

Tax Collector's Report

The August 2022 Tax Collector's report was presented as follows:

Real Estate	\$ 2,377.41
Fire Tax	\$ 226.42
Per Capita	\$ 154.00
Occupation	\$ 51.48

Tax Exoneration List

A motion to exonerate the Tax Collector from collecting Occupation Tax on Tax Exoneration List #6 was made by Brock Stein, seconded by Ed Keyworth. 4-yes; 0- no.

Building Permits

The August 2022 permits were as follows:

- 0 – New Permits issued at \$0 total value
- 7 – Renovation Permits issued at \$60,199.00 total value

Police Report

Chief Vince McDonald presented the August report:

Hours Worked:

- Regular Hours – 975
- Overtime Hours – 46 ½
- Court – 9
- Admin – 6 ½
- Cover Shifts– 30
- Training – 1
- Training – 90 ½
- Vacation - 69
- Personal – 12
- Sick – N/A

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3,142 Total Mileage for Police Vehicles

378 Total Vehicle Patrol Hours

40 ½ Total Foot Patrol Hours

111 Traffic Enforcement Hours

41 Traffic Citations issued

30 Warnings issued

4 Parking Tickets issued

Bike Patrol – N/A

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176 - Incidents – Handled by 6 Officers

9 – Reportable Crimes

2 – Harassment

1 – Criminal Mischief

1 – Retail Theft

1 – DUI

2 – Theft

2 – Identity Theft

Charges Filed:

Criminal Complaints – 2

Non-Traffic Citations – 1

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Borough Ordinance Violations/Investigations – 4

- Coffee with a Cop will return to Orwigsburg on Saturday, October 8<sup>th</sup> from 9 – 11 at St John's UCC. Please join the officers of the Orwigsburg Police Department for free coffee and light refreshments. The public will have an opportunity to meet us, ask questions, and express any concerns they may have regarding the community.

## **Committee Reports**

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

Updates:

- ARPA 2022 deposit of \$154,980.22 on September 9<sup>th</sup>
- Received \$80,000 payment for tree harvesting
  
- 2023 Minimum Municipal Obligation (MMO)
  - Police - \$0.00
  - Non-uniform - \$169,168.00

A motion to approve the 2023 MMO for Police at -0- and 2023 MMO for Non-uniform at \$169,168.00 was made Rick Bubeck, seconded Ed Keyworth. 4-yes; 0- no.

First half of ARPA money received in 2021. Donations were given to Library, Food Pantry, Fire Company, Historical Society.  
Suggestion was made to include the Lions Club.

Bill Knecht of 204 S Warren St also a member of the OBPA; the Business Association also has a nonprofit arm. Bill suggests the borough use ARPA funds thru the nonprofit arm for downtown sidewalks.

Randy responded the Borough has applied for a grant 1.2 million dollars of funding to do sidewalk replacement from Liberty St to the traffic light at Washington St. Matching contributions will be required by the Borough; inclusive of engineering fees, PennDot permitting, inspections fees – ARPA funds can be used for those fees. Borough's intention for the future is to have a sidewalk all the way to the Memorial.

Fire Chief Scott Rarick is requesting money to finish the inside of the police vehicle the Borough donated to the Fire Department. Items to outfit the inside include:

- Incident Command Board
- K33 Thermal Imaging Camera
- Altair Gas Meter
- First Aid bag with supplied
- AED
- Toolbox
- Telescopic ladder
- Binoculars
- Forcible Entry Kit
- Estimated cost is \$11,000

Randy recommends the Fire Company fill out the grant application he put together for the 2021 ARPA money donated to the local nonprofits. 2022 ARPA donations will also be required to fill out this grant application. Still need to receive the 2021 application from the Food Pantry and Fire Company.

**Personnel – Rick Bubeck;** No updates that are not covered elsewhere

**Communication & Technology – Angie Hoptak-Solga;** No updates that are not covered elsewhere

**Economic Development/Revitalization – Ed Keyworth**

Updates:

Industrial Drive ARC grant – Engineers working on permitting and ROW;

Utilities update: An allowance for water line relocations will be included in the project for existing water line locations that conflict with proposed storm improvements.

Easements update: No Update

Environmental update: PennDOT District 5 Environmental Unit has indicated that a Phase I Environmental Site Assessment (ESA) will be required for all adjoining properties. Forwarded a proposal from United Environmental to perform the Phase 1 Corridor Study for \$6,400.00

A motion to approve United Environmental to perform the Phase I Corridor Study for \$6,400.00 was made by Rick Bubeck, seconded by Maddie Bartush. 5-yes; 0-no.

PennDOT has indicated that it appears that the UNT (un-named tributary) to Mahannon Creek is designated as wild trout due to Mahannon Creek's wild trout designation. As a result, the wetlands identified would be classified as exceptional value and a joint permit will be likely and an individual NPDES due to the exceptional value designation. ARRO will further discuss with the DEP if a General Permit 7 for the minor road crossing with wild trout construction restrictions from Oct 1<sup>st</sup> to Dec 31<sup>st</sup> can be pursued instead of the joint permit. The Borough will ask permission to proceed with a General Permit if allowed to do the work outside of the spawning season for trout.

Committee to discuss changes to Vendor/Solicitation permits

**Water, Sewer & Sanitation – Ed Winkelbauer**

Updates

Report of Water / Sewer Operations; Miller Environmental

Sewer Inflow Committee placed meters in two locations in sewer to measure I & I; rain gauge to be installed; no results available as of yet; relocating the meters.

Did discuss at Authority – did obtain good data on possible inflow at the upper reaches of the Ridge Rd area.

Sanitation Bidding – Bids will be due October 10<sup>th</sup>

Motion to advertise the Bid Specification for Sanitation was made by Ed Keyworth, seconded Maddie Bartush. 5-yes; 0-no

***Water***

Water leak discovered near the intersection of Marshall Dr and Ridge Road. Repaired August 4<sup>th</sup>.

Lead and Copper service line replacement initiative – August 2024 deadline; continue to work on determinations; changing out old meters.

Municipal Authority is testing with copper in the sewer; looking to add a coagulant to the system to capture and precipitate out copper. Also, looking at source water copper coming into the system to mitigate copper loads.

President Bubeck noted projected cost to flock out dosing at 25 parts per million would cost an average \$144,600 per year. If dosing at 40 parts per million – average cost \$231,000 per year.

The borough needs to come up with different alternatives. Possible implement an ordinance for new development to require pex piping.

Schuylkill Haven Interconnect – Submitted LSA Grant package on 3/18/22.

Concept design and permit application for water dispensing station on Long Avenue. Looking at other options due to elevated construction costs for the prefabricated Flow Point Station.

DRBC Docket – renewal due 12/4/2022.

SCADA Study Report is underway. A site visit was conducted on September 1<sup>st</sup>.

## **Sewer**

### **CCTV and Subsurface repairs update**

-Standard Pipe Services continues with rehab work throughout the Borough.

- Subsurface lining work to start.
- -Smoke testing responses nearly complete. Smoke testing letters have been sent out

-Marshall Drive, North Warren Street, and Station Road Sewer Replacement

- Received all Permit Approvals
- Currently working through easement processes
- Pursuing funding through PennVest grant

Standard Pipe Services submitted Change Order #2 for \$15,030.00 for the increase of material costs since the June 2021 contract signing.

A motion to approve Standard Pipe Services Change Order #2 for \$15,030.00 for increase of material costs was made by Ed Keyworth, seconded by Brock Stein. 5-yes; 0-no

Phase 1:

Payment Application #7 to Allan Myers for \$103,722.25 has been submitted and recommended for payment by Entech Engineering.

A motion to approve Payment Application #7 to Allen Myers for \$103,722.25 for WWTP Upgrade Project Phase 1 was made by Brock Stein, seconded by Angie Hoptak-Solga. 5-yes; 0-no

Phase 2:

Change Order #3 to Allen Myers for \$7,492.39 (Credit) to remove paving from the scope has been submitted and recommended for approval by Entech Engineering.

A motion to approve Change Order #3 to Allan Myers for \$7,492.39 (credit) to remove paving from the scope of the project was made by Brock Stein, seconded by Maddie Bartush. 5-yes; 0-no

Payment Application #6 to Allan Myers for \$98,436.22 has been submitted and recommended for payment by Entech Engineering.

A motion to approve Payment Application #6 to Allan Myers for \$98,436.22 for the WWTP Upgrade Project Phase 2 was made by Maddie Bartush, seconded by Brock Stein. 5-yes; 0-no

Payment Application #7 to Allan Myers for \$116,015.12 has been submitted and recommended for payment by Entech Engineering.

A motion to approve Payment Application #7 to Allan Myers for \$116,015.12 for the WWTP Upgrade Project Phase 2 was made by Brock Stein, seconded Ed Keyworth. 5-yes; 0-no

Payment Application #2 to Hirneisen Electric LLC for \$19,715.40 has been submitted and recommended for payment by Entech Engineering.

A motion to approve Payment Application #2 to Hirneisen Electric LLC for \$19,715.40 for the WWTP Upgrade Project Phase 2 was made by Maddie Bartush, seconded by Ed Keyworth. 5-yes; 0-no

Approaching near completion work for this project; Next Wednesday @ 10:00 am is a walk thru at plant.

### ***Streets & Lights*** – Rick Bubeck

Updates

Borough Maintenance work for 2022:

-Margaret and Gerald Avenue; The borough street crew completed base and inlet repairs on Margaret. Folk started work Monday.  
Gerald and Ronald done today.

-Ronald Avenue; Paving repairs on a portion of Ronald Avenue.

-North Street: Nothing new to report.

-North Wayne Street: Nothing new to report.

-Oakdale Terrace: Nothing new to report. Still waiting on second quote

-Ritchie Logging & Sawmill for \$204,118; contract, \$10,000 deposit and \$80,000 check received; began work.

-Streets were reviewed with John Davis of PennDOT and Randy Miller for updating the Liquid Fuels maps. Marshall Drive was found to be the wrong length. An ordinance to update the length of Marshall Drive is ready to advertise. Once the length of Marshall is revised Halsey can be added to the Liquid Fuels maps as well since it will connect to this added portion of Marshall Drive. East Lehigh Avenue was also be investigated to be added by Ordinance as a street but will need to be widened to qualify for liquid fuels. Widen to 16ft, cost estimate request from engineer  
The other streets previously discussed for adding to Liquid Fuels do not qualify.

-Land survey progressing.

### **Parks & Recreation** – Maddie Bartush

Updates

Redevelopment Assistance Capital Program (RACP) update for Veterans' Memorial Building:

-Exterior Site work nearly complete. Potential Change Orders to increase project total to meet full grant reimbursable total of \$750,000.

-Audio/Visual Contractor – Moyer Electronic. Work proceeding. Scope nearly completed.

- Coordination ongoing with Orwigsburg Masons regarding Clock for Foyer area.
- Veterans Hall of Honor displays to be tentatively installed September 19<sup>th</sup> & 20<sup>th</sup>.
- Acoustic Panels to be installed beginning September 6 and take approximately 2-3 weeks.
- Kitchen Equipment being delivered and installed. Range to be delivered October 28<sup>th</sup>.
- Work to be completed by the end of October 2022.

-Ridge Road Park – Grant Agreement received March 17, 2022. Kick-Off meeting with DCNR was held May 4, 2022. Assume construction during 2023.

- o Survey Completed, Design Progressing.
- o Meeting with Parks and Recreation Committee to finalize Park – Phase 1 layout.
- o Donation of Property progressing

-Archery Event at the Veterans' Memorial – Need to discuss; availability issue

Payment Application #6 to Miller Brothers for \$14,336.56 for the Memorial Project has been submitted and recommended for payment by Alfred Benesch.

A motion to approve Payment Application #6 to Miller Brothers for \$14,336.56 for the Memorial Project was made by Ed Keyworth, seconded by Rick Bubeck. 5-yes; 0-no

Payment Application #7 to Miller Brothers for \$28,465.58 for the Memorial Project has been submitted and recommended for payment by Alfred Benesch.

A motion to approve Payment Application #7 to Miller Brothers for \$28,465.58 for the Memorial Project was made by Rick Bubeck, seconded by Angie Hoptak-Solga. 5-yes; 0-no

Miller Brothers Change Order #7 for a reduction of \$7,450.43 for paving credit has been submitted and recommended approval by Alfred Benesch.

A motion to approve Miller Brothers Change Order #7 for a reduction of \$7,450.43 for paving credit for the Memorial Project was made by Maddie Bartush, seconded by Ed Keyworth. 5-yes; 0-no

Miller Brothers Change Order #8 for a reduction of \$1,369.64 for Kitchen Equipment Tax Credit has been submitted and recommended approval by Alfred Benesch.

A motion to approve Miller Brothers Change Order #8 for a reduction of \$1,369.65 for kitchen equipment tax credit for the Memorial Project was made by Brock Stein, seconded by Rick Bubeck. 5-yes; 0-no

### **EMS Building Development** – Scott Rarick

No updates

### **Property Code Safety** – Kerry Mariano

Updates

- Inspection reports – Inspections of Rental Properties is continuing
- Permit Reports
- Notice of Violation - The maximum fines in the IPMC is \$500.00. Shannon indicated that she would be requesting the MDJ to assess the max fine and also do the necessary to establish

weekly violations and fines for weekly violations. An updated list of citations and the status was given to Council.

- Rental Properties

### **Planning & Zoning – Ed Winkelbauer**

Updates

-Planning & Zoning met on Wednesday, August 17<sup>th</sup>

- Borough Zoning Ordinance updates
- Comprehensive Plan updates

-Blue Mountain Village – HOP and NPDES permits still being reviewed by those agencies.

-Villas of Orwigsburg – no update

-Clearly Clean LDP – no update

-Decatur St. Stormwater design work – no update

-Benesch is continuing to investigate funding for shovel ready projects. – at present no additional projects being applied for.

-Flood mitigation efforts – Four (4) grant applications have been submitted to PEMA for consideration. Awaiting award period:

-Building Resilient Infrastructure and Communities (BRIC) Grant

Potential Award. Awaiting confirmation from PEMA. “Awarded within a Year”.

- \$132,249.15 total project
- \$99,186.86 Federal money (75%)
- \$33,062.29 Borough match (25%)

-Hazard Mitigation Grant Program (HMGP)

Received request for additional information pertaining to potential acquisition and demolition of properties along West Market Street culvert. 508 West Market Street to be included with project per FEMA requirements. Appraisals received, coordination ongoing.

Project would be completely funded by State and Federal money.

-P&Z meeting next Wednesday, September 21<sup>st</sup> to continue discussions on Zoning Changes.

-Department of Community and Economic Development (DCED) Commonwealth Financing Authority (CFA) Multimodal Grant Application submitted on July 29, 2022 for sidewalk from Liberty St to Washington St.

-Benesch will assist with updates to the Comprehensive Plan.

### **Safety & Policy – Kerry Mariano (absent)**

No Updates

### **Teamsters’ Bargaining – Ed Keyworth**

Updates

Bargaining Session with Teamsters was held on August 31<sup>st</sup>; negotiations continue

### **SCMA Coordinating Committee – Ed Winkelbauer**

Updates

Solicitor Datte is working on final draft agreement – sent out to committee today



**Police Department** – Mayor Berger – No Updates

**COG** – Sue Murphy

Meeting is September 15 at 7 p.m.

**Solicitor** – Paul Datte

Blue Mountain Village – no update

Conservation easement – Survey of the Borough lands in progress, utilize GPS satellite system once leaves off trees

No-Parking on Cherry St behind Lantern Green

Ordinance to provide no parking on Cherry St from Lawrence St to beyond driveway from Lantern Green onto Cherry St.

Dedicating open streets – full length of Marshall Dr

Abandoning additional paper alley (end of Albert Drive) – small portion of Albert Dr unpaved portion to adjoining property line. Requires providing notice to adjoining properties.

Assessment appeal – 333 S Liberty St – no determinations received yet

A motion to authorize Solicitor Datte to advertise Ordinance Amendment for “No-Parking” on E. Cherry St was made by Rick Bubeck, seconded Maddie Bartush. 5-yes; 0-no

A motion to authorize Solicitor Datte to advertise Ordinance dedicating open streets full length of Marshall Dr was made by Ed Keyworth, Rick Bubeck. 5-yes; 0-no

A motion to authorize Solicitor Datte to advertise Ordinance abandoning paper street – end of Albert Drive unpaved portion was made by Ed Key, Brock. 5-yes; 0-no

**Borough Manager** – Randy Miller

Report

Tree Harvesting - tree harvest started

Request received from Schuylkill Haven Borough for Fire Police assistance for their annual Borough Day celebration taking place on September 24<sup>th</sup>.

A motion to authorize Orwigsburg Fire Police to assist Schuylkill Haven Borough with their annual Borough Day celebration on Saturday, September 24<sup>th</sup> from 9am to 4pm was made by Maddie Bartush, seconded by Brock Stein. 5-yes; 0-no.

Quotes for repair work at new Borough Building:

- No plumbing upgrades or repairs
- Electrical – \$12,240
- HVAC - \$4,060.00
- General Contract - \$21,500.00
- Flooring - \$6,146.00
- Painting - \$5,000.00 est. – quote not received yet
- Blinds \$1,991.00

- Firewall & Internet - \$4,019.00
- Cameras & DVR - \$1,100 est.
- IT & Move \$750.00
- Window Treatment \$3,000 est.
- Total without contingency \$59,806.00
- Contingency 10% - \$65,786.00

Quotes reviewed by the Solicitor to make sure meeting all bidding requirements.

Borough Hall signs: (Bartush Signs)

Option 1 – Double face illuminated sign – rounded top w/emblem - \$13,578.00; manufactured & installed

Option 2 – Double face illuminated sign – pointed top w/emblem - \$12,034.00: manufactured & installed

Option 3 – Double face illuminated sign – rounded top w/o emblem - \$10,618.00; manufactured & installed

Option 4 – Double face illuminated sign – straight top w/o emblem - \$10,320.00; manufactured & installed

Quote on sign for front of building: bracket already exists - \$1,982.00

Possible Display Board quote:

16-millimeter board \$30,435

10-millimeter board \$39,184 – more intense graphics

A motion to approve the following quotes was made by Brock Stein; seconded by Ed Keyworth. 5-yes;

0-no:           Brensinger Electric \$12,240.00 – Electric  
                  Antz Energy Systems \$4,060.00 – HVAC  
                  The Construct Group \$21,500.00 – General Contract work  
                  Tom McNulty Flooring \$6,146.00 – Flooring  
                  Blinds to Show LLC \$1,991.00 – Blinds  
                  Stratix System \$4,019.00 – Firewall & Internet

A motion to approve Borough Hall signage Option 1 Double face illuminated sign with emblem for \$13,578.00 was made by Ed Keyworth, seconded Brock Stein. Maddie Bartush abstained. Motion carried.

## **New Business**

Randy mentioned the Finance Committee will meet to review and discuss the 2023 Budget.

## **Common Items**

### **Correspondence –**

Email received from Bill Knecht – 204 S Warren St regarding Council consider no signage zones on Centre Square and public spaces.

(Email is attached to these minutes)

Currently we do not allow signage on Centre Square (east & west islands)- unwritten rule.

A motion not to allow signage on Borough property was made by Brock Stein; seconded by Angie Hoptak-Solga. 5-yes; 0-no.

**Bills –**

A motion to approve and ratify the Accounts Payable for General, Fire, Water, Sewer, Sanitation, State, Grant, Credit Union, and Capital Improvement accounts; and granting permission to pay interim bills was made by Brock Stein, seconded by Maddie Bartush. 5-yes; 0-no

**Payroll –** For Council's review - YTD summation of maintenance workers: 1,041 OT hours YTD  
Approx. hours

Weekends and Holidays – 300 hours

Events – 60 hours

Snow – 150 hours

W/S issues – 300 hours – majority is w/s supervisor

Street work – 230 – stormwater and base repairs

**Community Activities/Events**

Heritage Day was last Saturday the 10<sup>th</sup>.

Smoke Detector Installation event with American Red Cross scheduled for September 24<sup>th</sup> -

Councilor Maddie Bartush will be getting married on October 8, 2022; she will no longer be a resident of the borough and has submitted her letter of resignation. Council will need to formally accept the resignation at the October 12<sup>th</sup> meeting. Council will have 30 days to fill the position.

Next meeting scheduled – Work Session October 5, 2022 at 7:00 pm.

A motion to adjourn at 8:09 pm was made by Ed Keyworth.

Respectfully submitted,

Sherry M. Edwards  
Borough Secretary