

**Orwigsburg Borough Council**  
**Work Session Meeting**  
**December 7, 2022**

The Orwigsburg Borough Council met on December 7, 2022 for their Work Session. President Bubeck called the meeting to order at 7:00 pm and the Pledge of Allegiance was recited.

Attendance: President Rick Bubeck; Vice President Brock Stein; Councilors: Ed Winkelbauer, Ed Keyworth, Angie Hoptak-Solga, Kerry Mariano, Tim Wilhelm. Mayor Barry Berger. Solicitor Paul Datte. Borough Manager Randy Miller. Borough Secretary Sherry Edwards.

Visitors: Kevin Richards of Alfred Benesch; Chris Cope of Entech Engineering; Utility Supervisor Dave Teter; Bill Knecht of 204 S Warren St; Mel Reedy of 275 Gerald Ave; Jan McGowan of SSN; Ben Hunter of 406 Roseberry St; Mike Bagas of ARRO Consulting; Joe McGlinchey of 235 N Walborn; Bob Shappell of 680 S Liberty St.

**Approve the Final Meeting Agenda –**

Additions/changes to agenda:

Maintenance Reports: Added EMS report

Borough Managers report: Added quote for additional carpeting

A motion to approve the final agenda with changes and additions was made by Ed Keyworth, seconded by Ed Winkelbauer Unanimous.

**Minutes**

Council received a draft copy of the minutes from the November 2, 2022 Work Session and November 9, 2022 Council meetings for review.

**Budget Review – Target Objective November – 91.5%**

General Fund Revenues	102.1%	Expenditures	96.7%
Fire Fund Revenues	94.2%	Expenditures	28.6%
Water Fund Revenues	92.4%	Expenditures	87.5%
Sewer Fund Revenues	91.2%	Expenditures	91.5%
Sanitation Fund Revenues	95.1%	Expenditures	91.0%

**Maintenance Reports**

Water/Sewer - Dave Teter

Sewer

Pull data from sewer flow meters

Training and VLR 3 changes were made

Change battery on weather station

DMR paperwork

Look at issue with RAS / WAS Pump 1

Antz here to work on heating system in lab

Moyer Instruments here to calibrate eff meter

Water

4 PA One calls

11 meter apt

Met with Dave Cope for heat trace repairs at both plants

Dropped supplies off at Country Club – Emergency connection

Leak location class

Check 305 Ridge Rd for possible leak

Meter paperwork

Meter read at the BMMS

Input meter data in spreadsheet for Entech

Remove meter from LL field

Locate water line at blinker light for storm box project

Other

Help install storm box at blinker light

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

Council received the Hours Worked, Vehicle Maintenance/Hours and Maintenance Budget reports for review and comment.

**Fire Department**

14 Total Calls for the month of November

192 Total Calls Y-T-D

46.11 Personnel Hours for November

1471.37 Personnel Hours Y-T-D

1,114.25 Administrative Hours Y-T-D

48.5 Training Hours for October

1,653 Training Hours Y-T-D

<u>Zone</u>	<u>Incident Count</u>	<u>Man-Hours</u>
North Manheim Township	3	11.23
West Brunswick Township	5	23.46
Orwigsburg	<u>6</u>	<u>11.42</u>
Total	14	46.11

Participated in Festival of Lights celebration on December 3, 2022

Fire Chief Scott Rarick & Brad Miller approached President Bubeck to inquire if Council would be willing to lease the small piece of borough property; vacant lot across from the Fire Company (former

theater). Could use the lot to traverse in and out and for parking, once addition is complete on the building. A lease agreement will be put together for next weeks meeting.

**EMS Calls** – 58 calls for month of November in the 17961 Zip Code

### **Public Comment**

Mel Reedy of 275 Gerald Ave – Since Council approve the purchase of a Ford F650 dump truck with hydraulic brakes. Mel shared his experience with a 2015 F650 with hydraulic brakes. At 12,000 miles the booster pump failed; cost \$6500.00. 2,000 miles after that the pump failed again. Pump was replaced and the root cause was found to be the breather cap on the mater cylinder. Mel suggested to check out the internet to see the reviews with issues on these brakes; issue not just isolated to a specific year.

Joe McGlinchey of 235 N Walborn Ave addressed Council on not being informed he wasn't appointed to the vacancy on Council. He found out on the internet.

Robert Shappell of 685 S Liberty St –Offered to pay to have the booms/socks that caught the fuel oil spill disposed of. He suggested to have the borough crew drop them off at his house. Been in the creek too long, not affected anymore.

Dave Teter was told by DEP to put the matts in a garbage bag and throw away, same with the socks. Dave was also told it was the property owner's responsibility.

Bill Knecht – 204 S Warren St – Thanked the Borough employees for the decorations on square; looked nice for Festival of Lights.

Bill requested when we get the Budget Resolutions 2022-44 and 44a to announce to the public why there is an alternate and what are the advantages for that alternate. On the alternate by Bill's calculations why did the general fund decrease by only the collection service fees by \$386,250.00 but the sanitation fund grew by \$414, 220.00 causing the alternate budget to be \$27,970.00 more than the first proposed budget.

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

Blue Mountain Village – Resolution for HOP upon completion of engineering review

Conservation easement – no update

Survey of Water Lands – In progress; additional documentation provided to surveyor.

Ordinance 454 - Establishing the remainder of Marshall Drive as a Borough Street; ordinance has been advertised, posted and notices have been provided to adjoining property owners, time period for property owner to request a hearing has passed. No request for hearing has been received.

A motion to adopt Ordinance 454 naming the remainder of Marshall Drive as a borough street and establishing width and cartway width was made by Ed Keyworth, seconded by Tim Wilhelm. Unanimous.

Ordinance 455 - Abandoning paper street at end of paved portion of Albert Drive; ordinance has been advertised, posted and notices have been provided to adjoining property owners; no request for hearing has been received. Plan has been attached to ordinance that shows exact area being abandoned.

A motion to adopt Ordinance 455 abandoning paper street at end of Albert Dr was made by Ed Winkelbauer, seconded by Ed Keyworth. Unanimous.

Resolution for HOP submittal by Rhoades Development – No action

**Borough Manager – Randy Miller**

Report has been distributed to Council for their review.

Tree Harvesting – No updates

**Orwigsburg Grants**

Resolution #2022-37 Authorized Signatories for an H2O Grant Application

Resolution #2022-43 Authorized Signatories for Small Water Grant Application

Do continue to seek out grants.

**Renovations at 333 S. Liberty St update:**

- Painting is completed
- Cable Modem, Firewall, Switch, Wi-Fi, CAT5 cable, and ends completed
- Counter nearly complete
- Ceiling nearly complete

**Remaining installations:**

- Flooring
- Blinds
- Window treatment
- Cleaning
- Moving

Quote received for additional carpeting for remaining area - \$5,633.00

A motion to accept quote for additional carpeting for \$5633.00 was made by Brock Stein, seconded by Ed Keyworth. Unanimous.

Purchase tablets for Borough Council to use instead of paper copies – requesting a \$10,000 allowance for the tablet/computer, and possible software.

Agenda and all attachments will be downloaded into a program on a tablet

Researched several programs – costs between \$2500 to \$5000

Equipment costs \$400 to \$900

A motion authorize the borough manager to purchase software program and devices not to exceed \$5,000 was made by Ed Winkelbauer, seconded by Brock Stein. Unanimous.

Tablets remain property of the borough

2023 MMO Updated by PA Municipal Retirement System; a difference of \$44 in the new MMO calculation form. Pension misprinted the multiplier of .1937 should be .1938 which increased the 2023 MMO by \$44.00.

A motion to approve the \$44.00 increase in the 2023 MMO was made by Brock Stein, seconded by Ed Winkelbauer. Unanimous.

Resolution #2022-\_\_ – HOP for Rhoads' Development {No Action, on hold at present}

End of Year Resolutions for 2023:

Resolution #2022-38 Enacting the Act 511 Taxes for 2023

Per Capita Tax \$10.00  
Real Estate Transfer Tax ½ of 1 percent  
Earned Income Tax ½ of 1 percent  
Amusement Tax at \$25.00 per devise  
Local Service Tax \$47.00  
No changes from current status

Resolution #2022-39 maintaining the 2023 Real Estate Taxes at 10.5 mils for General Fund and 1.0 mil for Fire Fund. No change from current status.

2023 Budgets were advertised

Resolution #2022-40 Adopting the 2023 Budgets; effective January 1, 2023

	<u>Receipts</u>	<u>Expenditures</u>
General Fund:	\$2,260,583	\$2,260,583
Fire Fund:	\$97,650	\$97,650
Water Fund:	\$787,550	\$787,550
Sewer Fund:	\$925,145	\$925,145

Resolution #2022-40a Adopting the 2023 Revised Budgets; effective January 1, 2023 {alternate}

	<u>Receipts</u>	<u>Expenditures</u>
General Fund:	\$1,874,333	\$1,874,333
Fire Fund:	\$97,650	\$97,650
Water Fund:	\$787,550	\$787,550
Sewer Fund:	\$925,145	\$925,145
Sanitation Fund:	\$414,220	\$414,220

Randy originally recommended didn't appear to be any reason to have a sanitation fund because the cost of expenditures was going to start to exceed the costs of fees collecting. The general fund will be tasked with carrying the costs or transfers or having a significant increase in the fee structure; reason why sanitation fund was rolled into line items of the general fund. The sanitation fund in compasses more than just the collection of fees and the dispersal of the cost to haul trash.

In discussions with Council President and the Solicitor an alternate resolution was prepared keeping the sanitation fund intact and lowered the costs in the general fund.

Bill Knecht identified the difference of \$27,970.00 when adding up the two funds. Only general fund revenue line item changed was the fees coming in. Nothing else was changed on the revenue side. The

expenditure side had reductions on several line items for: wages & salaries carried by the sanitation fund, audits, social security, workers comp, and administrative fees. Doesn't create a net sum -0- balancing. The revenue does exceed expenditures in the general fund by \$19,835.00, which would be transferred to capital reserves. The \$19,835.00 is incorporated in \$27,970.00 for a difference of \$8,135.00 which is the sanitation fund and general fund added together has more expenditures than just the general fund had in the original budget that was proposed. Original budget advertised did include revenue and expenditures for sanitation. When sanitation was removed from the general fund Randy didn't go into every line item and balance out a net sum -0- change which resulted in an \$8,135.00 difference.

President Bubeck explained the water, sewer and sanitation funds are enterprise funds, which is different than the general fund. Currently the sanitation fund has 1,246 rate payers. The general fund has approximately 3,000 paying taxes into the general fund.

Had conversation with the borough's auditor and the auditor recommends keeping the sanitation fund as a separate fund. Not equitable for the taxpayers in town. Burying other costs and does not give accurate information to correct issues going forward. Suggested to put one line item into the general fund that would subsidize the sanitation fund. Easier to monitor for a trash fee increase to the residents.

Solicitor Datte recommends keeping the sanitation fund as a separate enterprise fund.

Consensus of Council is to continue with Resolution 2022-40a keeping the sanitation fund as a separate enterprise fund.

Resolution #2022-41 Disposal of Records- will include a list of records to be disposed of. A copy will be forwarded to the Library of the Commonwealth of Pennsylvania.

Resolution #2022-42 Board and Commission appointments

John Boyer – Municipal Authority  
Darin Brensinger – Planning & Zoning Commission  
Paul Bedway - Planning & Zoning Commission  
Jeff Fanelli – Zoning Hearing Board

## **2023 Meeting Dates**

Council received a list of the 2023 Meeting dates for review. Will need a motion next week to advertise.

## **2023 OBPA Tentative Event Schedule**

June Jamboree – Thursday, June 8, 2023 – Orwigsburg Square/M&T Lot  
Farm to Square – Thursday, August 10, 2023 -Orwigsburg Square/M&T Lot  
Heritage Day – Saturday, September 9, 2023  
Festival of Lights – Saturday, December 2, 2023 - Orwigsburg Square

**Blue Mountain Rec. 2023 Budget** – Council received a copy of the 2023 Budget for Blue Mountain Recreation for their review. A motion to acknowledge receipt and review will be on next weeks agenda.

**Notification from Ford –**

Notification was received on the new truck just ordered indicating at the present time 2023 model year they will allocate 0 units to the borough. But there is a chance a chassis could be allocated to us in the future. Randy will keep council updated as information is received.

## **Business**

### **Engineer – Dave Walasavage**

Review Reports – Shannon Darker

Reports have been distributed to Council for review and comment

- Permit Reports
- Notice of Violations
- Rental Properties – Inspections

## **Capital Improvements List**

### **Road Projects**

#### **Industrial Drive:**

- Utilities – No Update
- Easement – PennDOT is reviewing easement plans; no further update.
- Environmental – We meet with Penn DOT to discuss existing wetland impacts on the Industrial Drive Extension. Intended to extend Industrial Dr all the way to the borough owned property behind nursing home to include a cul-de-sac so all properties can be accessible. A small wetland exists that we need to traverse to get the road in there. DEP will not accept a general permit and asking for a combined permit that includes involvement with the Army Corps of Engineers, more surveying and mitigation of wetlands. Council needs to discuss if we should cut Industrial Dr short before the wetland or continue to the maximum length. Meeting with PennDot and DEP on this issue. Entire project will go quicker if we don't involve the wetlands. If continue maximum length and mitigate wetlands all properties would have accessibility.

### **Storm Projects**

North Wayne Street: The county awarded the CDBG ADA ramp grant for the ramps on North Wayne at the Cherry and Mifflin Street intersection. Survey to design the associated storm repairs and ramp design will need to be performed, upon authorization by the Borough.

Market Street and Washington Street Inlet: Met with street crew to coordinate repairs and assisted with lane closures and planning of the replacement of existing inlet and pipe where a pothole had developed in the state road. On site during construction to assist Borough Street crew with traffic control and construction. Prepared plan and uploaded associated information for emergency HOP permit and submitted on PennDOT's ePermitting website.

### **Misc. Projects**

Oakdale Terrace: Nothing new to report.

**Planner – Kevin Richards**

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

Original scope of work complete, excluding potential Change Orders. Exterior Audio/Visual Contractor – Moyer Electronic. Work progressing. The system is functional and operational.

Orwigsburg Masons Clock – Delayed until 2023. Coordination ongoing.

Miller Brothers submitted Payment Application #10 for \$2,409.20 for the Memorial Project. Alfred Benesch recommends approval at next weeks meeting.

Miller Brothers Change Order #11 for Contract Extension: substantial completion April 15, 2023- Final completion April 30, 2023. Alfred Benesch recommends approval at next weeks meeting.

**Ridge Road Park** – Grant Agreement received

- Payment Request submitted to DCNR for 50% of Grant Award - \$57,000.
- Draft Plan for Phase 1 provided.
- Quote is locked in if purchase made by the end of December.
- Coordination ongoing with DCNR Representative.
- Have bid for the work in the spring

**Blue Mountain Village**

Highway Occupancy Permit documents submitted to Borough. Engineer requested Authorization to Submit HOP on behalf of the Borough.

NPDES Permit submitted to Conservation District. Received administrative approval.

**Decatur St. Stormwater** design work – no update.

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

- 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%)
  - Additional information provided to FEMA
- 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 completed by the Borough have been submitted to the property owners. Coordination with property owners and PEMA ongoing.
  - Project would be completely funded by State and Federal money.

The Planning Commission has been meeting to review potential Zoning Changes.

- Zoning changes recommended
- Standalone Ordinances recommended



- Comprehensive Plan

Benesch will assist with updates to the Comprehensive Plan and to be discussed a P & Z

LSA Grant Application submitted for Fire Department. – Awarding delayed to January 2023.

Department of Community and Economic Development (DCED) Commonwealth Financing Authority (CFA) Multimodal Grant Application submitted on July 29, 2022. – No update

## **Water/Sewer – Chris Cope**

### **Water**

-Lead and Copper service line replacement initiative – August 2024 deadline; continue to work on determinations; changed out 265 meters to date. Continue to focus on house/businesses built before 1950.

-Schuylkill Haven Interconnect – Submitted LSA Grant package on 3/18/22. Grant award announcement delayed until January, at the earliest. Entech forwarded the Action Plan to Water/Sewer Committee on Nov. 30<sup>th</sup> for review and questions.

-DRBC (Delaware River Basin Commission) Docket for ground water allocation amounts submitted on 11/18/22. No response to date.

-SCADA Study Report is underway. Phase 1 report is nearly complete. Awaiting information from Keystone Engineering.

-Representative from Cla-Val on-site on September 29<sup>th</sup> to inspect numerous PRV's (pressure reducing valves) for rebuilds as well as to upgrade (2) flow meters at the water plant. Awaiting service to be scheduled shortly.

-Early discussions and mapping completed for a potential water system looping project in the Red Dale area. Entech submitted Engineering Work Order cost proposal for (5) Phases totaled \$92,700.00.

-DCED (Department of Community and Economic Development) Small Water grant application to be applied for the Water Meter and software upgrade for Water Loss Reduction Project. Entech submitted Engineering Work Order cost proposal for \$4,500.00 for grant assistance and submittal. Current system in place is outdated and will not be supported by the end of 2023. Meters being installed now are smart meters. Did have a presentation for these meters and software. Chris Cope requested a quote from the vendor – Meters @ \$300.00, Antennas, transporters, and software – current issue with software is, only retains 2 years' worth the information. There is additional retainage for 5 years that can be purchased and will be included in the quote. Small Water grant will be for \$290,000.00 with a local match 15% or \$51,114.00 from the borough. Total project cost - \$340,000.00. Deadline for the grant is 12/21/2022.

-Current reviews are on-going for a possible liquid sodium permanganate feed system at the water plant and possible install catwalk at the water plant to eliminate the existing scaffolding set-up.

## **Sewer**

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

Standard Pipe Services finishing up rehab work to remove and reduce I&I (Inflow and Infiltration) throughout the Borough. The majority of the contract work is completed. Contractor will need to return and finish the lateral lining work on Long Ave when the high ground water flows subside. Did find substantial I & I during this project and has been resolved.

### **Marshall Drive, North Warren Street, and Station Road Sewer Replacement**

Received E&S and HOP Approval

Most easements are completed. Still need the recorded plan for Lee Development.

Along with possible PENNVEST funding, a DCED (Department of Community and Economic Development) H2O grant will be applied for. Grant application for \$1.2M and is due on Dec. 21, 2022. Grant will be a 50% match but can use PENNVEST monies for match.

## **Sewer Plant**

- Substantial completion issued to all contractors with associated punch lists
- Storm mode Change Order work to be completed in early 2023.
- New Copper limit mandated on 6/2024. Sampling plan initiated for source in the water system and current levels at the Sewer Plant.
- Separate heat tracing, and bar screen work to be completed in the near future. Possible HVAC upgrades in the Blower Building to be reviewed for 2023.

## **Community Activities/Events**

### **Correspondence - None**

Next Council Meeting is December 14, 2022, 7:00 p.m

A motion to adjourn at 8:21pm was made by Ed Winkelbauer.

Respectfully submitted,

Sherry M. Edwards  
Borough Secretary