

## **Borough of Somerset Council Meeting January 23, 2017 at 7:00 p.m.**

Meeting was called to order by President Ruby Miller, opening with recitation of the Pledge of Allegiance to the Flag.

### **Roll Call**

Council Members Present: Ruby Miller; Fred Rosemeyer; Judy Pyle; Pam Ream; Sue Opp; Steve Shaulis; Gary Thomas and Scott Walker, Mayor.

Also present were the following: Borough Manager Michele Enos; Director of Finance Brett Peters; Chief of Police Randy Cox; Public Works Director George Svirsko; Solicitor James Cascio; and Consulting Engineers Tom Reilly and Jake Bolby.

### **Announcements:**

- (a) President Miller announced that an executive session was held, this evening, at 5:30 p.m. to discuss personnel issues.

### **Approval of Previous Council Meeting Minutes:**

#### **Motion**

(a) Mrs. Ream moved, Mrs. Opp seconded to approve the December 12<sup>th</sup>, 2016 Council Meeting Minutes.

Motion Unanimously Carried

(b) Mr. Rosemeyer moved, Mr. Thomas seconded to approve the December 19<sup>th</sup>, 2016 Council Meeting Minutes.

Motion Unanimously Carried

### **Award of Bids:**

- (a) None

### **General Public Comments:**

(a) Mr. David Roth, from a committee within Somerset Inc., spoke in their behalf regarding the plaques that Somerset Inc. is interested in putting on various buildings in the Uptown Historic District. Mr. Roth sought out feedback, suggestions and concerns from the Borough regarding this. The details and cost of the plaques were presented so input and approval from the Borough could ensue, and the project could continue to move forward.

Mr. Rosemeyer complimented Mr. Roth on how he felt the recent Fire and Ice Festival was the nicest one we ever had. Mr. Roth gave all the credit to Regina, and said she did a great job, and that the community was well pleased with her. It was mentioned that it was an excellent weekend for everyone.

(b) Mrs. Nancy Damico voiced her concerns on whether the Borough was considering investing any funds to connect private residences on Autumn Street to the Boroughs main sewer line system. Ms. Enos discussed this matter with Mrs. Damico.

**Administrative Business:**

- (a) Communication – There were no communications.
- (b) Payment of Bills

**Motion**

Mrs. Opp moved, Mr. Shaulis seconded to approve the payment of bills numbered 28746 – 28905 totaling \$686,296.00.

Motion Unanimously Carried

**Policy Agenda:**

**Old Business:**

There was no old business.

**New Business:**

(a) Somerset Borough Tax Collector – Requesting us to adjust the salary of this position for the next term.

Discussion was held regarding the Borough Tax Collectors request. It was agreed to adjust the salary for the next 4-year term as follows: increase percentages will be: 1<sup>st</sup> year of the next term – 3% rate increase; 2<sup>nd</sup> year of the next term – 2½ % rate increase; 3<sup>rd</sup> year of the next term – 2% rate increase; and 4<sup>th</sup> year of the next term - 1% rate increase.

**Motion**

Mr. Thomas moved, Mrs. Pyle seconded to adjust the Somerset Borough Tax Collector's salary for the next 4-year term as stated above.

Motion Unanimously Carried

(b) Resolution No. 2017-01 Disposal of Records

**Motion**

Mr. Rosemeyer moved, Mrs. Opp seconded to authorize Resolution 2017-01 regarding disposal of certain records in accordance with the Commonwealth's Record Retention Schedule.

**Resolution 2017-01**

**WHEREAS**, The Borough of Somerset adopted Resolution No. 87-02 on April 27, 1987 providing for the destruction of certain papers in accordance with the Retention and Disposition Schedule for Records of Pennsylvania Municipalities and;

**WHEREAS**, The Somerset Borough Administration wishes to dispose of some of its records in accordance with this Resolution;

**NOW THEREFORE, BE IT RESOLVED**, that the following items be authorized for purging:

- *2009 Accident Reports*
- *2012 Impound Forms*
- *2015 Abuse Petitions*
- *2006 Trespass Records*
- *2012 Letters In / Out*
- *2012 Warning / Repair Forms*
- *2012 Parade Permits*
- *2012 Borough Permits*
- *2010 Vehicle Calibrations*
- *2013 Seized License Plates*
- *2013 Drivers Records*
- *2014 Due Diligence Forms*
- *2015 Paid / Voided Parking Tickets*
- *2013 TDR's (Transport / Detention / Release Records)*
- *2012 Closed Traffic and Non-Traffic Citations*
- *2013 Residential Parking Permit Applications*
- *1997 Records of Public Auction of Surplus Borough Property*
- *1998 Agreement and Contract Documents with Premier Technologies for Year 2000 Project Computer Hardware and Software*
- *1999 Agreement with Daffron & Associates and Premier Technologies for services related to software application for Year 2000 Project Computer Hardware and Software*
- *1998-2004 Property Maintenance Code Violations 114 Oak Street Property*
- *1996-1996 Correspondence concerning Sanitary Sewer Connection for 245 West Race Street MH-MR Building (Old Gee Bee Building)*

- *2009 Water / Sewer Bills*
- *2009 Penalty Run & Account Detail Sheets*
- *2009 Daily Cash Receipts Journal*
- *2009 Adjustments*
- *2009 Log Books*
- *2009 Payment Schedules*

Motion Unanimously Carried

(c) Doug Heiple – Requesting use of the Borough’s right-of-way to install a sanitary sewer lateral.

Discussions were held regarding this request. It was agreed upon to allow Mr. Heiple to connect onto the Borough’s sewer line at his own expense.

**Motion**

Mr. Rosemeyer moved, Mr. Opp seconded to allow Mr. Heiple’s use of the Borough’s right-of-way to install a sanitary sewer lateral.

Motion Unanimously Carried

**Committee, Administration, Special Reports**

**Manager’s Report**

Ms. Enos presented the following report:

- The Finance Committee met on January 13<sup>th</sup>.
- Our crews assisted with setting up the ice sculptures and helping out Somerset Inc. for the Fire & Ice Festival over the weekend.
- A copy of the Statement of Financial Interests must be completed and returned on or before May 1, 2017.
- A date has been selected with our engineers to review the capital infrastructure needs at our facilities for the first week of February. A report will be given to Council as soon as that’s completed.
- Decorations were taken down this weekend and Mr. Shaulis prepared all the meals. Appreciation goes out to Mr. Shaulis, the Fraternal Order of Eagles for hosting it for us, and all the Utility Company’s and the Fire Department. Appreciation also to the local business owners who helped out in taking the Christmas decorations down.
- Apologies go out for not notifying Council about the Grant reward of \$428,000 we received. To this day, we have not been notified by the Granting Agency stating we were a recipient. We learned about this due to the Daily American’s press release from the Governor’s office, who made it aware to us that we were a grant recipient. We would have let Council know if we had known beforehand.

Nevertheless, we're happy about the Grant because it will be used for much needed Uptown repairs.

### **President's Report**

Mrs. Miller thanked everyone for their help with the removal of the Christmas decorations. Thanks, also, goes out to Steve Shaulis for providing breakfast for everyone who helped. Thanks also to Public Works and staff for doing their work at the trailer park along East Main Street, and all the other things happening, including snow plowing. Mrs. Miller reminded Council not to forget to pick up their petitions by February 1<sup>st</sup> and that they can be circulated after February 10<sup>th</sup>. Mrs. Miller also reminded Council to read the social media posting in the Borough news. She also thanked Teresa for a nice job on the minutes.

### **Engineer's Report**

Mr. Reilly mentioned that the Hickory Hill Water Tank Project is to start relatively soon. The Water Treatment Plant controls are ongoing. We're still waiting on the draft NPDES permit approval, which is initiated every 5 years.

### **Public Works/Equipment Committee**

Mr. Thomas mentioned, because of the many Executive Sessions, they have not had any meetings. The next meeting will be held February 13<sup>th</sup>.

Mr. Thomas reviewed the work that was done in the past month:

- Plowing and salting of the streets and parking lots.
- Shoveling and salting of the Borough's sidewalks.
- Hauling Christmas trees to the State game land.
- Repaired water line leak on East Church Street.
- Repaired water leak at Highland Park.
- Repaired an inlet on High Street.
- Repaired pedestrian buttons Uptown.
- Repaired light poles Uptown.
- Repaired traffic signals.
- Helped with Fire & Ice setup.
- Helped with taking Christmas decorations down, and disposing of big Christmas trees.
- The routine work which is daily trash pickup, hauling of brush, PA One Call Locates, gas detector calibrations, street sweeping, sign repairs, pothole patching, sanding and painting of equipment.

### **Public Safety Committee**

Mr. Rosemeyer mentioned that the Public Safety Committee met on January 13<sup>th</sup> with the Mayor and Chief, and discussed a way to monitor the overtime and they were also looking at productivity. Discussions were held about getting a company in to do a study of the Police Department. He will follow up with the information they receive at the next Council Meeting. They also talked about a vehicle. The Public Safety Committee also discussed doing an employee survey at the Police Department.

### **Finance Committee**

Mr. Rosemeyer mentioned that the Finance Committee did meet January 13<sup>th</sup> to discuss our budget, and the close out, as of December. He mentioned that, thanks to Ms. Enos and Mr. Peters, the budget is in pretty good shape. He presented the following report for the finances through December 12<sup>th</sup>.

### **General Fund**

Revenues = 98.46%

Expenses = 95.15%

### **Water Fund**

Revenues = 106.61%

Expenses = 106%

### **Sewer Fund**

Revenues = 95.45%

Expenses = 77.78%

Mr. Rosemeyer stated that it was a good year, and again, thanked the people who were involved with it. The billing was reviewed by Mr. Rosemeyer and Mr. Peters, and certain areas were looked at. There was a couple claims and court cases. He stated that they did a very good job in reviewing our bills because there were some questions. Mr. Peters and Ms. Enos, again, need to be complimented for the budget in 2016. He then stated that we're looking forward to a good year in 2017.

### **Somerset Inc.**

Mrs. Pyle stated that the Economic Development Committee was given permission from several building owners Uptown to proceed with art work and quilts on the plywood insets.

Mrs. Pyle mentioned how "she couldn't say enough about Regina." She's involved with Light Up Night and Fire & Ice, and Regina added things to both events. Mrs. Pyle mentioned that everything went well. She mentioned how businesses

recorded record sales. The kids from the Interact Club at the high school were amazing and exceptional helpers during Fire & Ice. Mrs. Pyle also mentioned that someone in particular is working on the John Jacobs building on West Main Street.

### **Somerset Volunteer Fire Department**

Mr. Thomas mentioned that the fire department received 130 calls. 8 calls were made today, but were mostly weather related. He mentioned that the Fire Department was called to a structure fire in Meyersdale this morning, but it was cancelled before they got there. It was mentioned that they almost had a catastrophic loss in town, like the Skiver property, on December 23<sup>rd</sup>. Frank's Pizza's water pipes had frozen and had broken, and this started a fire. It was handled by the Fire Department. Mr. Thomas also mentioned that the Cash Bash tickets were available for February 18<sup>th</sup> and are \$20.

### **Solicitor's Report**

The Solicitor had nothing further to report.

### **Mayor's Report**

Mayor Walker stated "there was nothing left."

Mr. Shaulis talked about getting a Committee together to look into getting new Christmas decorations because of the deterioration of present ones. The President of the Fraternal Order of Eagles then presented a \$2,000.00 check to the Borough to help with new Christmas decorations.

### **Adjournment**

### **Motion**

Mrs. Ream moved to adjourn, motion seconded by Mrs. Opp.

Motion Unanimously Carried.  
7:50 p.m.

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Michele A. Enos, Borough Manager/Secretary