

**Borough of Somerset Council Meeting
May 29th, 2018 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; Steve Shaulis and Gary Thomas. Mayor Scott Walker also present.

Also present was Junior Council Member Maria Weimer.

Absent was Council Member Sue Opp.

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

Announcements:

(a) None

Approval of Minutes of Previous Meetings:

(a) April 9th, 2018 – Committee of the Whole Meeting Minutes

Motion

Mrs. Ream moved, Mr. Rosemeyer seconded to approve the April 9th, 2018 Committee of the Whole Meeting Minutes.

Motion Unanimously Carried

(b) April 23rd, 2018 – Borough Council Meeting Minutes

Motion

Mr. Thomas moved, Mr. Shaulis seconded to approve the April 23rd, 2018 Borough Council Meeting Minutes.

Motion Unanimously Carried

Award of Bids:

(a) None

General Public Comments:

(a) Clair Saylor – To discuss sewer backup for properties located at 504 and 512 S. Columbia Avenue.

(Clair Saylor was not present for comment)

Administrative Business:

(a) *Communications – None*

(b) *Payment of Bills -*

Motion

Mr. Rosemeyer moved, Mrs. Ream seconded to approve the payment of bills numbered 31139 – 31295 totaling \$443,143.28.

Motion Unanimously Carried

Policy Agenda:

Old Business:

(a) *None.*

New Business:

(a) Somerset Borough Vacancy Board – *Accepting the resignation of Delmas Hutzell.*

Ms. Enos stated that the letters of interest that were received are going to be reviewed to fill Mr. Hutzell's position.

Ms. Enos explained what the actual position is on the Vacancy Board. She stated that if an elected official, serving as a Council Member, were to leave before serving the end of their elected term, then Council has 30 days to fill the vacancy. If Council is unable to fill the vacancy on their own, then the Chairman of the Vacancy Board steps in to make that seventh member to fill the position. If the Vacancy Board does not fill the vacancy, then it goes to Court.

It was mentioned that Mr. Hutzell served as Chairman of the Vacancy Board for many years.

Motion

Mrs. Ream moved, Mr. Rosemeyer seconded to accept the resignation of Delmas Hutzell as Chairman of the Somerset Borough Vacancy Board.

Motion Unanimously Carried

(b) Somerset Borough Zoning Hearing Board – Accepting the resignation of Brian Maust as a Board Member.

Ms. Enos stated that Mr. Maust submitted his resignation for personal reasons.

Motion

Mr. Thomas moved, Mr. Rosemeyer seconded to accept the resignation of Brian Maust from the Somerset Borough Zoning Hearing Board.

Motion Unanimously Carried

(c) Resolution No. 2018-09 – Consider adopting a Resolution to apply for a Keystone Grant on behalf of the Mary S. Biesecker Library in the amount of \$500,000.00

Ms. Enos reminded Council that this subject was discussed in the most recent Committee of the Whole Meeting. She stated that it was agreed upon to be certain that we had, in writing, that the Mary S. Biesecker Public Library is committed to the 50% match if they are awarded the grant. The amount, that they will be responsible for is \$250,000.00. Ms. Enos stated that we have received their commitment in writing. Also received in writing, from the Mary S. Biesecker Library, was the acknowledgement that the library will be administering this grant.

Resolution No. 2018-09

AUTHORIZING THE FILING OF A KEYSTONE RECREATION, PARK AND CONSERVATION FUND LIBRARY GRANT IN SUPPORT OF RENOVATIONS TO THE MARY S. BIESECKER PUBLIC LIBRARY

WHEREAS, the Borough of Somerset (“Borough”) has the legal authority to apply for a Keystone Recreation, Park and Conservation Fund library grant (“Keystone Grant”), and the institutional, managerial and financial capacity to ensure planning, management and completion of the project described in the application;

WHEREAS, the Mary S. Biesecker Public Library (“Library”), located in the Borough of Somerset, has an eligible project to submit to the Keystone Grant, and the Library agrees to provide the funds sufficient to pay the non-state share of the project costs;

WHEREAS, the Library has prepared and submitted a Letter of Intent to the

Borough for the purpose of applying to the Keystone Grant, with the Borough as the applicant, in the amount of \$500,000 to assist the Library in carrying out renovations at the Mary S. Biesecker Public Library's building ("Library Building"), located at 230 South Rosina Avenue, Somerset, Pennsylvania 15501; and,

WHEREAS, the Borough staff carefully reviewed the Library's project, which includes multiple renovations to the Library Building, and the Borough has recommended that it be approved for the purpose of applying to the Keystone Grant.

NOW, THEREFORE, be it resolved that the Borough of Somerset directs and authorizes the Borough Manager, Michele Enos, as the official representative of the Borough to file a Keystone Grant application in the amount of \$500,000, including all understandings and assurances contained therein, and to act in connection with the application and to provide such additional information as may be required to assist the Borough and Library in carrying out the project as described in the application.

IN WITNESS WHEREOF, I hereunto affix my signature and attach the seal of the Borough of Somerset, this 29th day of May 2018.

APPROVED this 29th day of May 2018.

Motion

Mr. Rosemeyer moved, Mrs. Ream seconded to the adoption of a Resolution to apply for a Keystone Public Library Grant on behalf of the Mary S. Biesecker Public Library in the amount of \$500,000.00

Motion Unanimously Carried

(d) Resolution No. 2018-10 – Consider adopting a Resolution to dispose of surplus property valued under \$1,000.00.

Ms. Enos explained that the draft of this resolution, which was distributed to Council, is actually a resolution that PSAB uses. She stated that this is for property that is valued under \$1,000.00. It establishes a structured format to disposed of such property. Ms. Enos had Solicitor Cascio review the resolution, and he was comfortable with how it read, and the procedure on how to do that, as well. Ms. Enos mentioned that it will save us a little money by doing it this way.

She expressed that she is asking for authorization to proceed with this resolution, and adopt it, for setting the policy for disposing of surplus property valued under \$1,000.00.

Ms. Enos explained that someone put a bid in on a piece of equipment that was no longer able to be traded in on any kind of equipment. She explained that we're trying to "clean up" and get rid of any type of surplus property that we have that is valued under the \$1,000.00.

Solicitor Cascio explained that the Borough Code has specific provisions, depending on the value of the property that you're disposing of or selling. He explained that there are different procedures, and rather than have it be case by case, you can have the opportunity to create a pool of items that you can negotiate and sale to people. Pre-authorizing sales, in an orderly fashion, is a lot more efficient for the Borough. This would include only the tangible items that fall under \$1,000.00.

Resolution

No. 2018-10

Resolution to Sell Borough Personal Property

A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A PROCEDURE GOVERNING THE SALE OF PERSONAL PROPERTY VALUED AT LESS THAN ONE THOUSAND DOLLARS (\$1,000)

WHEREAS, section 1201.2 (a) of the Borough Code, authorizes the Council of THE Borough of Somerset to establish a procedure for the sale of the surplus personal property which has an estimated value of less than \$1,000 and...

WHEREAS, the Council of the Borough of Somerset now desires to establish such a procedure...

NOW, THEREFORE, be it resolved that the Council of the Borough of Somerset hereby authorizes the Borough Manager to sell the personal property of the Borough which has an estimated value of less than One Thousand Dollars (\$1,000) pursuant to the following procedure.

1. The Borough Manager shall determine the value of the subject personal property (the "property") by obtaining from five (5) vendors dealing in the Property, or goods substantially similar to the Property, in their regular course of business.
2. The second lowest estimate shall constitute the minimum permissible sale price for the Property (the "Minimum Price").

3. The Borough Manager may then solicit and accept written offers of purchase at a price in excess of the Minimum Price (individually referred to as a “Purchase Offer).
4. After three (3) consecutive business days following receipt of the most recent Purchase offer, the Borough Manager may accept the highest Purchase Offer received to that date, and sell the Property with or without approval of Council. In the alternative, the Borough Manager may reject “any Purchase Offers or other offers at any time.
5. The Borough Manager shall report such sale at the Council Meeting immediately subsequent to such sale.

DULY ADOPTED by the Borough Council of Somerset at the public meeting held **this 29th day of May, 2018.**

Motion

Mrs. Ream moved, Mrs. Pyle seconded to adopt a Resolution to dispose of surplus property valued under \$1,000.00.

Motion Unanimously Carried

(e) Donation Requests:

1. Bakersville Volunteer Fire Department – Letter requesting a donation.

Ms. Enos stated we did not donate to this Fire Department in the past.

Discussion was held, and it was agreed upon by Council to “table” this donation request until the next Committee of the Whole Meeting.

Motion

Mrs. Ream moved, Mr. Thomas seconded to “table” this donation request until the next Committee of the Whole Meeting.

Motion Unanimously Carried

2. Somerset Baseball Club – Letter requesting a donation.

Ms. Enos stated that she did not recall donating to this baseball club in the past.

Discussion was held, and it was agreed upon by Council to deny the donation request from the Somerset Baseball Club because of budgetary reasons.

Motion

Mrs. Ream moved, Mr. Thomas seconded to not donate to the Somerset Baseball Club.

Motion Unanimously Carried

Mr. Thomas asked Ms. Enos if we are waiting on the bids for street paving.

Ms. Enos mentioned that we are still waiting. She mentioned that we just received the bids from PennDOT, and that she has an update in this week's notes for Council with the final bidding list. This will be for tar, chipping, and paving.

Mr. Rosemeyer reminded everyone that the filming completed here of Somerset Borough can be viewed June 7th, 2018 at 7:30 pm on the PCN channel. It is yet to be determined if there will be a public viewing held when the tape is received.

Mr. Rosemeyer stated that the Somerset County Boroughs Association awards a scholarship, to attend the PSAB Conference in Hershey, to different Borough's. It is awarded in the name of Don Warrick, the deceased former President of the Somerset County Boroughs Association. He stated that this year's scholarship was awarded to Central City Borough. Mr. Rosemeyer stated that the scholarship pays for a person from the recipient Borough to attend. The scholarship is awarded to various Boroughs in alphabetical order. Last year, Berlin Borough was the recipient.

Mr. Rosemeyer stated that, on behalf of PSAB, he recently was able to participate in speaking at Woodbury Borough. He presented a plaque to the Borough for their 150 anniversary. He stated that there was a memorial service to talk about the USS Somerset. He brought out that a lot of people do not know that the ship was named after Flight 93 and Somerset County.

Executive Session – *None requested.*

Adjournment:

Mrs. Ream moved to adjourn, seconded by Mr. Shaulis.

Motion Unanimously Carried
7:13 p.m.

Michele A. Enos, Borough Manager/Secretary