

**Borough of Somerset Committee of the Whole**  
**August 14th, 2017 5:00 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; Steve Shaulis; and Gary Thomas. Mayor Scott Walker also present. Council Members not present were Pam Ream and 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 Meeting:**

*(a) Committee of the Whole – Minutes from the last committee meeting will be on August 28<sup>th</sup>, 2017 agenda for consideration.*

**General Public Comments:**

*(a) None Registered.*

**Policy Agenda:**

**Old Business:**

*(a) None*

**New Business:**

*(a) Request Form Submitted by Council Member Rosemeyer:*

- 1. Junior Council Member Program – Discussion on the program.*

Mr. Rosemeyer stated that Ms. Enos, and himself, met with the new Junior Council Member, Maria Weimer, who was chosen for the position. She will be a senior student at Somerset High School this coming school year. She was recommended by the Superintendent of the school. He stated that she has a pretty impressive

background, and mentioned all the programs she's involved in in her school and the community. He mentioned that she is very interested in government, and was thrilled to be asked to be a part of this program. Mr. Rosemeyer and Ms. Enos welcomed Miss Weimer to the Borough, and explained this PSAB designed program to her. They explained to her what her responsibilities would be as a Junior Council Member. She was taken on a tour through the Borough Building and Public Safety Building. He explained that she will be touring through the Water and Sewer Treatment Plants to get an idea of everything the Borough does, and everything the Borough Council is responsible for. She will be sworn in as a Junior Member of Council on August 28<sup>th</sup>, 2017 at her first Borough Meeting. Mr. Rosemeyer mentioned that she is looking forward to her new role as a Junior Council Member, and is eager to be with us.

Ms. Enos mentioned that the standard protocol requires a resolution from Council, which was already adopted in 2006. Since this adoption, she stated that we have never had the participation from the school district to actually get a Junior Council Member at the table. So the resolution is already covered for Miss Weimer to start. Ms. Enos stated that the next step is to formally approve this at the next Council Meeting. She asked Mr. Rosemeyer if he could swear Miss Weimer in as the Junior Council Member, being that he is member of PSAB himself, and the Council's Vice-President. Ms. Enos stated that she agreed with all the positive things Mr. Rosemeyer mentioned about Miss Weimer, and that Miss Weimer is looking forward to this opportunity.

Mr. Rosemeyer mentioned that her term would be 1 year.

*(b) Request Form Submitted by Council Member Pyle:*

*1. Somerset Inc. is requesting to use the Borough's Parking Lot behind Trinity Park to house a storage unit.*

On behalf of Somerset Inc., Mrs. Pyle wanted to discuss, and ask for Council's permission, to use the corner of the Borough's parking lot, behind Trinity Park, to house a storage unit. If Council would conceptually agree to this, then the details to place the storage unit will be worked out. Discussion and questions were asked by Council. Further discussion will be held on this at a future time.

*(c) Request Form Submitted by Manager Enos:*

- 1. Setting up a Council Workshop to discuss the following:
  - a. Joint Meeting with Somerset Township – To discuss the Act 172 Tax Credit for Volunteer Firefighters.*
  - b. Executive Session – To discuss the sequence of events regarding police personnel issues.**

Ms. Enos stated that the Act 172 was brought up at the last Committee of the Whole meeting by Mrs. Pyle and Mr. Thomas. She was also approached by Dan Halverson from Somerset Township Supervisors. They would like to have a joint meeting with the Borough to discuss Act 172, which is the tax credit for Volunteer Firefighters. Ms. Enos also mentioned that we have to set up an Executive Session to discuss the timeline on the sequence of events regarding the police personnel issues, as well. Ms. Enos stated that she would like to set up a time with Council to discuss both of these together. Wednesday, August 30<sup>th</sup> at 5:30 was agreed upon by Council to have this meeting. Since we have firefighters who live in the Township, and in the Borough, Somerset Township wants to be on board and do the same things we would do.

Solicitor Cascio stated what the law allows the Governing Body of the Municipality in granting property tax relief, or earned income tax credits. The criteria are developed along with the department by the Chief.

*2. Updates for the following projects:*

*a. Fire Department – HVAC Project.*

Ms. Enos stated that we have had issues with the HVAC unit in the Fire Department with both the heating and air conditioning portion failing. She stated that we replaced a part for the heating portion last year. We have a similar problem now with the air conditioning portion of the unit. Ms. Enos explained that what we did in planning for an HVAC project for next year's budget, is ask our Engineers to bring in their HVAC people, and do a walk-thru, to provide us a cost estimate that we can consider for next year's budget. She stated that we also have issues with the ventilation in the Fire Department. The fumes are bad when their fire trucks are running. This is another thing that EADS has put into their cost estimate. Ms. Enos stated that this will be something that we'll look at in more depth when we get into the budgeting season for the Capital Projects. Ms. Enos mentioned that Jim Clark had contacted her last week to see how she felt about the Fire Department paying for an entire new HVAC unit, and then having the Borough reimburse them. She mentioned that something similar was done, several years back when they had the paving done in front of the Fire Department Bays. Ms. Enos stated that the Fire Department paid the cost for this to be done and that the Borough reduced their rent to make up that amount. Ms. Enos mentioned that this was a Maintenance Project. She stated that this HVAC Project is a little different. It's a new replacement Capital Project. From the cost estimates that we already received from EADS, it's going to cost between \$20,000.00 - \$40,000.00. This is going to fall into a bidding requirement. There is no way for us to get around that. So we have to bid it, and we're not budgeted to perform this work this year. So when Ms. Enos explained this to Mr. Clark, he accepted it, but was disappointed with not being able to

get it done this year. We'll have more information during our budgeting process on the cost of that.

*b. Coxes Creek Water Plant – Roof Replacement Project.*

Ms. Enos stated that this project was in the Capital Projects that was approved by Council during the budget process for this year. This project is under way. She stated that anything over \$19,700.00 requires a bid. Anything under \$19,700.00, but above \$10,700.00 requires 3 cost estimates or proposals. This project falls in the category of the proposals. Therefore, our architects and EADS Engineering sent out 3 solicitations, required by law. We're receiving those solicitations now. The timeline for bid openings will be August 22<sup>nd</sup>. This will be on the Council Meeting Agenda for Council to consider on August 28<sup>th</sup>.

*c. 2017 Paving Project.*

Ms. Enos stated that she talked to New Enterprise and asked them when they are planning to come in and do the Borough's contract. They are forecasting mid-September before they come in to do any paving on the Borough's streets.

*d. 2017 Seal Coat (Tar/Chip) Project.*

Ms. Enos stated that based on last Council Meetings action to re-bid for seal coating, it has been done. The advertising was done, and the bids are due in August 25<sup>th</sup>. That will also be on August 28<sup>th</sup> Councils Agenda for consideration.

*e. Holiday Decorations – Review Donation Letter.*

Ms. Enos stated that a Donation Letter was drawn up to send out to all businesses for the Holiday Decorations. She handed this out to Council, for review, before the letters are mailed out.

*(d) Request from Jennerstown Municipal Authority:*

*1. They are requesting the Borough to donate water meter parts in our inventory that are no longer being used by Somerset Borough.*

Ms. Enos stated that we received a request from Jennerstown Municipal Authority. They are using a type of meter that's called a Census Meter. The Borough uses this type, as well. We have inventory at our Public Works Garage of Census Meter parts that we no longer use. We have since changed out our meters to a different model.

Jennerstown Municipal Authority could use some of these parts. So they sent a letter of request asking us to donate these parts to them. Ms. Enos mentioned that these parts are plastic, and do not have a scrap value.

Solicitor Cascio spoke with Mr. Murray, the Director of Jennerstown Municipal Authority. He stated that our suggestion to Mr. Murray was that if the Borough has no continued use for these parts, would he have any objection if we would draft a resolution to include provisions that say that if there's other Municipalities in the County that need some of these parts, would they hold them and try to work cooperatively with other municipalities, so everyone gets the benefit of the parts. Solicitor Cascio mentioned that you have to sale the parts at whatever price you deem reasonable, which he suggests is \$1.00. Solicitor Cascio also mentioned that he would like to show the resolution to Mr. Murray, so he's comfortable with the terms of the sale.

*(e) Request from Bishop McCort High School:*

*1. Requesting the Borough to allow ribbons to be tied to trees during the "Turn the Town Teal" campaign to promote Ovarian Cancer Awareness. (September 1<sup>st</sup> thru September 30<sup>th</sup>)*

Ms. Enos stated that this is something that Bishop McCort High School request every year. It will also be added onto the Council Meeting Agenda for August 28<sup>th</sup>.

*(f) Request Form Submitted by Director of Finance Peters:*

*1. Discussion of the 2018 Budgetary Process.*

Mr. Peters stated that he had given the Budget Documents to Council in the last 2 weeks. He asked if Council had a chance to review the documents, or had questions or changes they wanted to propose to the Budget Process. He reviewed the sequence of upcoming Meetings to discuss the 2018 Budgetary Process. He mentioned that in order to spend money in 2018, we need to adopt our final budget at the December 18th Council Meeting. So in order to adopt on the 18th of December, we need to have a tentative budget at the Committee of the Whole Meeting on November 20th. That gives us the required time to advertise the tentative budget for public inspection. Mr. Peters stated that these are the two keys dates we're striving to meet. We have Council Meetings and Committee of the Whole Meetings from now until October to review drafts of the budget and Capital Request Forms. The Budget Process will have officially started with tonight's meeting and releasing of the Capital Request Forms to the staff tomorrow.

(g) Donation Requests: None at this time.

(h) Year to Date Financial Report – Provided through the month of July 2017.

Mr. Peters mentioned that he has the Year to Date Financial Reports through July 2017. He mentioned that we are 58.33% of the way through the year. The following Fund's Revenues and Expenditures are based through the month of July 2017:

General Fund: Revenues – 71.75% Expenses – 53.18%

Water Revenue Fund: Revenues – 89.65% Expenses – 86.67%

Sewer System Operating Fund: Revenues – 55.89% Expenses – 47.32%

Mrs. Miller asked Mr. Peters, "How much did we have to take out of our "slush fund" to survive until funds started coming in?"

In answer, Mr. Cascio stated that he had conversations with Ms. Enos and Mr. Peters about this when talking about the budget in the past. He stated that he found it to be useful, and Council would find it useful too, to have a chart of the last couple years showing the cash balance, and how it moves around during the year. Mr. Cascio explained that the expenditures generally go out on a monthly or weekly basis. The revenues all come in at certain times. Mr. Cascio mentioned that having a chart will give Council a good idea of what is real excess, and what's really necessary for budgetary purposes.

Ms. Enos stated that this was already discussed as part of the budget process this year.

Mr. Peters stated that he can work on getting some useful information charted out for Council so they can understand the process.

(i) Manager's Report – Reports distributed to Council for all departments for the Month of July 2017.

Ms. Enos handed out the reports from all the departments to members of Council.

(j) President's Report – Given by Mrs. Miller.

Mrs. Miller thanked everyone for a nice "National Night Out" at the playground. She stated that it was very successful.

*(k) Somerset Inc. Report - Given by Judy Pyle*

Mrs. Pyle asked Ms. Enos if she had the opportunity to go to the meeting about the turnpike bridge and the sidewalk, and if anything positive came out of the meeting.

Ms. Enos stated that she attended the meeting. She stated that Regina, from Somerset Inc., wanted to plan for the future and potentially having a bike trail. Regina was also hopeful that the pedestrian sidewalk would extend all the way across the bridge. Ms. Enos stated that they met with the Turnpike Commission, PennDOT and Somerset Township when the whole turnpike project was going on. They were going to construct the side walk on one side of the bridge. Based on Penndot's requirements, they needed a certain amount of designated cartway and shoulder. She stated that the Township was not agreeable to having sidewalks across the bridge. If they would have, the Township would be solely responsible to maintain it, because the entire bridge is actually located in Somerset Township. None of the bridge is in the Borough. The Borough only has sidewalks that connect to the bridge. So the bottom line is, no sidewalk at this time. Ms. Enos mentioned that PennDOT said that they will still leave the allowable cartway where it could be a shared sidewalk, and also biking trail. They have Grants, and PennDOT said they would work with Regina on any kind of Grants for a bike/pedestrian trail, in the future, whenever she's ready. The allowable cart way will be there, it's just not a defined sidewalk area. Ms. Enos stated that that the bike/pedestrian trail is still a possibility, in the future.

Mrs. Pyle stated that they had the "Shooter Showdown" this past Saturday, and has yet to learn how successful it was.

She also mentioned that they are getting ready for the first meeting for the upcoming "Fire and Ice" this year. The theme this year is "The Winter Olympics." She stated that Regina has tons of new ideas for this year, and is looking into getting a pop-up ice skating rink for the event.

Mrs. Pyle stated that she is extremely happy with the four new young people on the Board. They are very active in their new roles with Somerset Inc.

Mrs. Pyle asked Ms. Enos about the sidewalk project that's being done in the Borough.

Ms. Enos stated that extending the sidewalk, one block in every direction from its starting point, was what was originally applied for in the Grant. With funds received, the reality is that the Grant would only cover the cost of one block. The block decided upon was the 100 block of West Main Street. This is the block in most need of repair, and the one most used. It's not in its final design yet, but once we get there, we're going to share that information with all the business owners that will be affected. Ms. Enos stated that the "Chalk the Block" event and all the festivals will not be affected by the sidewalk work. They will let the contractors know about all the local festivals Uptown, ahead of time, so they can work on this project around the events.

Mrs. Pyle voiced her concern about the weed problem, around the trees in front of area businesses, that individual business owners are not taking care. She asked if anyone had suggestions on how to get business owners to take care of the blight in front of their own buildings. She asked if we could send out notices to businesses regarding this problem.

Ms. Enos stated that we could send out notices to the businesses concerning this blight issue.

*(l) Somerset Volunteer Fire Dept. Report – Given by Steve Shaulis.*

Mr. Shaulis stated that, to date, there's been 305 fire calls. He stated that the "Golf Scramble" is coming up on September 22<sup>nd</sup>. He mentioned that the Fire Department bought a new truck, and it's not currently being utilized yet, because of being lettered and having a tap installed on it. Mr. Shaulis also mentioned that the Fire Department helped out with the "National Night Out" Program at the playground. They had their trucks set out for display, and provided tables needed to help the program. Mr. Shaulis stated that the hot topic at the Fire Hall has been the air conditioner not working. He said he realizes that they have to wait until the problem can be resolved after the Borough has the Capital Funds to fix it.

*(m) Engineer's Report – Given by Jake Bolby.*

Mr. Bolby stated that up at the Hickory Hill Tank, they're continuing to back fill and test. They are projecting it will be wrapped up by the end of August. He stated that we still have to get a Certificate of Operation from DEP, and once that's here, we can turn the valves, and everything will be on-line. Mr. Bolby also mentioned that the parts are still on the way for the two Sewer Plant Projects. He stated that they need to get an update on them, but are expecting them to be here this week.

Mr. Thomas asked Mr. Bolby who was going to pay for the loss of the water in the tank when the water level had to be taken back down after it was filled up. Now the tank is completely empty.

Mr. Bolby stated that it will be the contractor's responsibility to pay for it. The problem was fixed with the tank, and it will be filled back up with water again soon.

Mr. Bolby stated that all the storm water study field work is done at Brierwood. The report on it will be prepared.

Mayor Walker mentioned that the "National Night Out" Program was very well attended this year.

**Executive Session** – *None requested.*

**Adjournment**

**Motion**

Mr. Thomas moved to adjourn, motion seconded by Mr. Rosemeyer.

Motion Unanimously Carried.  
6:23 p.m.

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Michele A. Enos, Borough Secretary