

# **Borough of Somerset Committee of the Whole**

## **November 12th, 2019 5:00 p.m.**

### **1. Meeting Called to Order - President Ruby Miller**

### **2. Pledge of Allegiance**

### **3. Roll Call:**

Council Members present: Ruby Miller; Fred Rosemeyer; Pam Ream; Sue Opp and Gary Thomas.

Council Members absent: Judy Pyle and Steve Shaulis.

Also present: Mayor Scott Walker.

Also absent: Junior Council Member Patrick Kuhn.

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

### **4. Announcements:**

(a) *None*

### **5. Approval of Minutes of Previous Meeting:**

(a) *All minutes are approved at the regular Council Meeting.*

### **6. General Public Comments:**

(a) *None registered*

### **7. Policy Agenda:**

#### **Old Business:**

(a) *None*

#### **New Business:**

(a) Request form submitted by Manager Enos:

1. Capital Budgets for 2020 – Review the Capital requests submitted for each fund. (General/Water/Sewer)

Ms. Enos stated that this is the Capital requests received from the staff in all departments.

Ms. Enos explained that a meeting was held with the department supervisors who discussed their requests. They gave quotes and explanations as to why they needed their requested items.

Ms. Enos pointed out the **2019 Reserve Amounts** that Council agreed upon to keep in the General, Water and Sewer Funds:

- 1. 2019 General Fund Reserve: \$2,000,000.00**
- 2. 2019 Water Reserve: \$1,608,406.00**
- 3. 2019 Sewer Reserve: \$859,500.00**

Ms. Enos mentioned that the available monies for Capital in **2020** in the **General Fund is \$245,579.28**. She added that the **Grand Total** being proposed for **General Budget Requests in 2020 is \$181,462.84**.

Mr. Peters developed a spread sheet that he reviewed with Borough Council regarding 2019's Capital Request information for reference, along with the new Capital 2020 Requests.

**Mr. Peters first reviewed the 2020 Capital Budget Requests received from Mr. Charles Glessner, Public Works Superintendent:**

**2020 requests for the Public Works Department:**

- 1. Flat Bed Body for Unit F: \$11,500.00**
- 2. Fence: \$13,500.00**

Ms. Enos stated that this fencing will be used to enclose the brush pile at the Public Works Building.

- 3. Pavement Roller: \$53,950.00**
- 4. Ford F-250: \$34,724.00**
- 5. Payloader (trade-in included): \$104,900.00**

Ms. Enos added that our current Payloader needs a replacement of tires and an engine rebuild, which would cost about \$45,000.00. The trade-in value of our current Payloader is \$33,000.00.

- 6. Tandem Truck (Grant): \$18,000.00**

Ms. Enos stated that this item is also included, contingent on a grant being awarded. Our local match would be \$18,000.00.

**7. Flood Protection Grant (Local Match) (For Coxes Creek): \$48,500.00**

Mr. Peters stated that the Flood Protection Grant was not a request item from the Public Works Department, but was added because it is a part of the General Fund that needs to be considered.

Mr. Peters mentioned that, with the Flood Protection Grant included, the total 2020 request items for the Public Works Department is **\$285,074.00**.

Ms. Enos added that the Borough is responsible for maintaining portions of Coxes Creek under Flood Protection. She brought out that the Borough received a “Minimally Acceptable” rating.

Mr. Bolby added that if you fall below the “Minimally Acceptable” rating, then it makes you ineligible for grants.

Ms. Enos mentioned that we are eligible to receive a competitive grant for maintenance of Coxes Creek. She explained that if we apply for this grant, and receive it, then \$48,500.00 would be our local match. She added that this is all from General Fund monies.

**Mr. Peters next reviewed the 2020 Capital Budget Requests received from Mr. Larry Kowatch, Water Treatment Plant Superintendent:**

**2020 requests for the Water Treatment Plant:**

**Mr. Peters stated that the following 4 request items were a “carry-over” from 2019:**

- 1. Facility #1 Clear Well Beam Repair: \$15,000.00**
- 2. Facility #1 Clear Well Tank Cleaning and Inspection: \$15,000.00**
- 3. Facility #1 Clear Well Wall Repair: \$25,000.00**
- 4. Clear Well Motor Starter Cabinet: \$15,000.00**

Mr. Peters added that the above items #'s 1-4 may be included as part of PennVEST. *(These items were excluded in Mr. Peters' Budget Summary)*

Ms. Enos stated that discussions were previously held regarding the \$20-million-dollar Water Project. She added that we will be deciding with the Municipal Authority how they want to proceed with Capital Improvements for the infrastructure, so it will not affect our Capital Budget for next year.

**5. Generator: \$75,000.00**

Ms. Enos brought out that a generator should be placed at the State Hospital Tank location, which was determined by the Engineers to be the most critical area for it to be located.

**6. Beck Road Repairs: \$7,730.00**

Ms. Enos brought out that the Borough is responsible for making necessary repairs at Beck Road which is in extreme need of repair. This road leads to our Water Treatment Plant in Bakersville. She mentioned that the Borough is responsible for restoring it since we have heavy equipment coming in and out of there.

**7. Unit W Truck: \$98,000.00**

Ms. Enos said that the frame on this truck can no longer be inspected because it is an older unit. She added that they need it for heavy terrain driving while going to the wells and other treatment facilities.

Ms. Enos brought out that the available Capital for the Water Fund is **\$1.3 million dollars**. And the total new request items for the Water Treatment Plant is **\$180,730.00**.

**Mr. Peters next reviewed the 2020 Capital Budget Requests received from Mr. Todd Suder, Water Distribution Superintendent:**

**2020 requests for the Water Distribution Department:**

**1. Hot Box: \$20,000.00**

Ms. Enos stated that Somerset Township is doing more with their hot box so it doesn't necessarily become available to borrow when we need it. She added that Somerset Township is always willing to lend it out to the Borough if it's available though.

Ms. Enos brought out that the cost will be split between General and Water, so Public Works will share the hot box with the Water Department for their use.

**2. Water System Capital Improvements: \$600,000.00**

Mr. Peters mentioned that after having discussions with Mr. Bolby and the EADS Group, the Water System Capital Improvements for 2020 was included and not a request item from the Distribution Department.

Mr. Peters brought out that with the Water System Capital Improvements included, the total 2020 request items for the Public Works Department is **\$620,000.00**.

**Mr. Peters last of all reviewed the 2020 Capital Budget Requests received from Mr. Craig Weimer, Waste Water Treatment Plant Superintendent:**

**2020 requests for the Waste Water Treatment Plant:**

**1. Sewer System Capital Improvements (Loan): \$299,500.00**

Mr. Peters stated that the Sewer System Capital Improvements will need to be addressed with the Corrective Action Plan, along with the debt service.

Ms. Enos brought out that a certain amount of work that has to take place in 2020 for sewer improvements is based upon entering into the consent order with DEP. The \$299,500.00 is an amortization that Brett calculated based upon a 10-year loan for 2020's work. That is representing \$2.3 million dollars' worth of work based upon the Corrective Action Plan. Ms. Enos added that we are trying to prepare for that, and look for short-term local borrowing. Thereafter, we will apply for PennVEST funding, which we believe we are eligible for, to help pay off the loan.

**2. Lagoon Overflow Meter: \$20,000.00**

Ms. Enos brought out that DEP is requiring us to meter all overflows at our Waste Water Treatment Plant. So we have that listed for 2020.

**3. Roof Repair: \$30,000.00**

Ms. Enos stated that we have some issues with the roof, but we feel we can postpone this, as long as we have enough funding to make the necessary repairs.

**4. Backflow Preventers: \$10,000.00**

**5. 5 Sprockets: \$20,000.00**

Mr. Peters disclosed that the Sewer System Capital Improvements, including the 2020 request items for the Sewage Treatment Plant, totals **\$379,500.00**.

Ms. Enos explained that the grand total for the Sewer Plant Projects is **\$426,417.33**, which includes other requests that are multi-funded. Available Capital for the Sewage Treatment Plant for 2020 is **\$66,069.53**.

Ms. Enos stated that a meeting will be held with the Municipal Authority to share the same information about Water and Sewer related Capital Projects.

Ms. Enos explained that we will be unable to fill a lot of Sewer Tap requests if we are under a Consent Order, and therefore required to do Sewer System improvements. She said that we are going to have to comply, and will have no choice

in the matter.

Ms. Enos also mentioned that a sewer rate increase will be recommended for 2020 to the Municipal Authority for their approval. This may be adjusted mid-year if need be. If Council agrees to the recommendation of a rate increase, that will be supported by the Municipal Authority. The Municipal Authority will then make the final decision on a rate increase, because they are the owners of the system.

2. Grant Projects – Discussion of proposed projects that may qualify for grant Funding.

(a) H2O PA Grant – Discuss proposed sewer projects that may qualify for funding.

(b) Small Water & Sewer Grant – Discuss proposed flood protection project of Coxes Creek that may qualify.

**(Above items “a” & “b” were collectively discussed together)**

Ms. Enos stated that the H2O PA Grant will also be discussed with the Municipal Authority for funding.

She brought out that “Tasks Orders”, based on the Corrective Action Plan submitted to DEP, have to be complied with. Ms. Enos added that discussion will be held with the Municipal Authority about applying for a Grant to accomplish some of the tasks.

Mr. Bolby mentioned that the total project cost is **\$4.4 million dollars**. He stated that the H2O PA Grant and the Small Water & Sewer Grant is through DCED. The Project Scope is taking care of comments from DEP, tied to the Corrective Action Plan and Tasks, that will have to be done.

**Motion**

Mrs. Ream moved, Mr. Rosemeyer seconded, to move ahead with the proposed H2O PA Grant & Small Water & Sewer Grant.

Motion Unanimously Carried

3. Donation Requests:

(a) Home Nursing Agency – Requesting a donation for the year 2020.

Borough Council, as a whole, agreed not to allocate monies to this donation request.

(b) Year to Date Financial Report – Provided through the month of October 2019.

Mr. Peters distributed the Year to Date Financial Statements through October 2019. He mentioned that we are 10/12’s of the way through the year or 83.33%.

<u>General Fund:</u>	<u>Water Fund:</u>	<u>Sewer Fund:</u>
Revenues – 107.28%	Revenues – 83.23%	Revenues – 78.95%
Expenses – 92.98%	Expenses – 84.51%	Expenses – 78.11%

Mr. Peters added that if Borough Council had any questions to feel free to contact him.

(c) Manager's Report – Reports distributed to Council for all departments for the month of October 2019.

(d) President's Report - Given by Ruby Miller.

Mrs. Miller mentioned that "Thank You" letters will be written for all who participated with the Christmas Tree.

She also reminded Council that the County Boroughs Association Banquet will be held on November 21<sup>st</sup>, 2019 in Windber, PA at Rizzo's Restaurant. The EADS Group will be hosting the banquet.

Mrs. Miller also thanked Ms. Enos for providing the meal for the Committee of the Whole Meeting.

Mrs. Miller congratulated Mrs. Ream, Mr. Rosemeyer and Mr. Lee Hoffman on their election to Borough Council.

(e) Somerset Inc. Report - Given by Judy Pyle.

(Mrs. Pyle was absent, therefore, no report was given to Borough Council)

(f) PSAB Report – Given by Fred Rosemeyer.

Mr. Rosemeyer mentioned that the President of PSAB will be at the County Boroughs Association Banquet. Another speaker will be talking about the importance of the Census, and what it does for Boroughs and Townships.

(g) Somerset Volunteer Fire Department Report - Given by Michele Enos.

(Mr. Shaulis was absent, therefore, Ms. Enos read the Fire Department Report)

Ms. Enos disclosed that from January 1<sup>st</sup> through October 31<sup>st</sup>, 2019 the Fire Department answered 310 calls. 119 of those were in Somerset Borough.

A \$2,000.00 donation was received from the Wal-Mart Foundation for turnout gear.

A \$6,000.00 Grant has been approved from Enbridge, a company working with the Texas-Eastern Pipeline, which will also be used for the purpose of turnout gear.

"Cash Calendars" for 2020 are now being sold. This is a popular fund-raising activity.

One of the Fire Department's Members recently went through a 20-hour HAZMAT Operations Class, and was tested to be registered through the National Professional Qualifications System.

The Fire Department responded to a structure fire early this morning on Overlook Drive. The house was fully involved upon arrival. There were no injuries. It was a good

joint effort with Listie, Friedens and Rockwood Fire Departments. Somerset Ambulance also stood by on scene.

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

Mr. Bolby mentioned that the Pump Replacement Project is still scheduled to materialize this month. This is a 2019 Budget Project that has been waiting on pump delivery.

(i) Mayor's Report – Given by Mayor Walker.

Mayor Walker stated that he had nothing to report.

**8. Executive Session – To discuss matters of potential litigation and AFSCME Collective Bargaining.**

**Motion**

Mrs. Opp moved, Mrs. Ream seconded to go into Executive Session to discuss matters of potential litigation and AFSCME Collective Bargaining.

Motion Unanimously Carried

5:55 p.m.

**Back in regular session**

6:26 p.m.

**9. ADJOURNMENT**

**Motion**

Mrs. Opp moved to adjourn, motion seconded by Mr. Thomas.

Motion Unanimously Carried

6:28 p.m.

---

Michele A. Enos, Borough, Manager/ Secretary