

**Borough of Somerset Committee of the Whole  
December 9th, 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; Judy Pyle; Pam Ream; Sue Opp; Steve Shaulis and Gary Thomas.

Also present: Mayor Scott Walker.

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

**Motion**

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

Motion Unanimously Carried  
5:01p.m.

**Back in regular session**

5:54 p.m.

**Motion**

Out of Executive Session, Mrs. Ream moved, Mr. Thomas seconded for the Borough Management Team to receive a 2.5% wage increase for the year 2020.

Mr. Thomas disclosed that discussion was held in Executive Session about bringing Mr. Roger Bailey onto a larger role starting January 1<sup>st</sup>, 2020. He stated that within 6 months, on June 30<sup>th</sup>, 2020, after helping to train Mr. Bailey in his new role, Borough Council wants Mr. Benedict Vinzani dismissed from his part-time position in Somerset Borough.

Mrs. Miller brought out that Borough Council would also like Mr. Bailey to begin coming to the Council Meetings on a regular basis. She also asked what "title" Mr. Bailey would take on in January.

Ms. Enos brought out that Mr. Bailey's job duties are different from what her duties were as Assistant Manager.

Ms. Enos explained the reasoning behind Mr. Vinzani still being in his part-time role at the Borough. She brought out that Mr. Tom Jury will be fully retired from his position in the Inspections/Planning & Zoning Department on December 31, 2019. Mr. Vinzani has been utilized to help train Mr. Blake Hauger for his new role in the Planning & Zoning Department when Mr. Jury is fully retired.

Ms. Enos added that having Mr. Vinzani here a few hours a week provides great Administrative support to her, and has been an extreme benefit to all in the Borough. She brought out that the General Fund effect of having him here is \$8,000.00 a year working 9 hours a week, which he has maintained since he had retired from his position as Borough Manager.

Ms. Enos clarified that Mr. Vinzani's Administrative income is multi-funded from the Water, Sewer and General Funds. She disclosed that all Administrative positions in the Borough are multi-funded from Water, Sewer and General Funds, with the exception of Chief Cox, which is drawn from only the General Fund.

Mrs. Ream proposed that before June 30<sup>th</sup>, 2020, if Ms. Enos discloses to Borough Council that she still needs Mr. Vinzani on a consultant basis for a few hours a week, then Ms. Enos return to Borough Council with a plan to see whether this would be acceptable to them. Mrs. Ream stated that she is unaware of what Ms. Enos' daily work duties consist of, and does not want to leave her where she doesn't have the resources she needs to save \$8,000.00. She asked Ms. Enos if she could provide "updates", so Borough Council could better understand what Ms. Enos' needs are.

Mrs. Opp mentioned that Mr. Vinzani's role has been a huge savings to the Borough, which has really helped out.

Mrs. Ream continued stating that Borough Council also discussed the reasons why Mr. Bailey was in his present new role instead of a "normal" Assistant role.

Ms. Enos stated that with all the changes that have occurred within the Borough, including all the restructuring and elimination of positions, we are still saving money.

She stated that the \$8,000.00 that is paid to Mr. Vinzani is not additional monies she is asking Council for. It is still a cost saving to the Borough, with a huge benefit in his valuable role in the Borough.

Mrs. Ream stated that she recognized that Ms. Enos and Mr. Peters have both done a lot as far as restructuring and saving the Borough money in this way. She asked Ms. Enos if she could provide a report for Borough Council so everyone will understand and be satisfied why Mr. Vinzani is still working for the Borough.

Ms. Enos agreed to give an update to Council regarding where Mr. Vinzani is being utilized in the Borough, and what he has been asked to do. She stated the he has provided Administrative support when she and Mr. Peters are tending to other job duties. He is also being utilized to help Mr. Hauger in his new position, and helps answers questions when Ms. Enos' and Mr. Peters are not available.

Mr. Rosemeyer asked how PMCA is working out in taking care of the duties Mr. Jury had previously performed.

Ms. Enos stated that the Borough still takes care of Planning and Zoning in-house. Mr. Jury's duties, in this respect, will be taken over by Mr. Blake Hauger. Mr. Hauger will also be taking on Building Maintenance, and other duties, that has been made official.

Ms. Enos added that there are no costs to Somerset Borough by having the Borough's Inspection needs taken care of by PMCA.

She explained that PMCA is taking care of multiple Municipalities and Counties, so sometimes individuals that call are experiencing a waiting period to get their questions answered.

## **8. Policy Agenda:**

### **Old Business:**

(a) *None*

### **New Business:**

(a) *Request form submitted by Manager Enos:*

1. *Capital Budgets for 2020 – Discussion on required Ordinances and Resolutions to be considered as part of the final adoption of the 2020 Budgets.*

Ms. Enos stated that at the next Council Meeting, a Resolution will be considered for final adoption of the 2020 Budgets. An official motion is also required for final adoption.

Ms. Enos disclosed that the real-estate tax millage is not going to increase for next year. The Capital Budget and Operating Budget, Borough Council has agreed on, will stay the same so there will be no changes.

Ms. Enos also brought out that a new Sewer Ordinance will be considered for adoption, by recommendation of the Municipal Authority, to increase the rates by .10 cents per/100 gallons of water. This equates, for the average user, a \$3.00 - \$4.00

increase per month. Also, the required advertisement of this Sewer Ordinance has been completed.

**2. Donation Requests:**

(a) Somerset Basketball Boosters – Requesting a donation for the year 2020.

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

(b) Children's Aid Home Programs of Somerset County - Requesting a donation for the year 2020.

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

(c) Bakersville Volunteer Fire Dept. - Requesting a donation for the year 2020.

After discussion, it was agreed on by Borough Council, as a whole, to include this on the next Council Meeting's Agenda for further consideration.

(d) Laurel Arts – Requesting a donation for 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 November 2019.

Mr. Peters distributed the Year to Date Financial Statements through November 2019. He mentioned that we are 91.66% of the way through the year.

**General Fund:**

Revenues – 111.08%

Expenses – 103.29%

**Water Fund:**

Revenues – 91.63%

Expenses – 94.28%

**Sewer Fund:**

Revenues – 87.01%

Expenses – 85.00%

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 November 2019.

Ms. Enos stated that if Borough Council had any questions, after having an opportunity to review the reports, she would be happy to answer the questions.

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

Mrs. Miller thanked Mr. Rosemeyer for providing the meal for the Committee Meeting.

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

Mrs. Pyle stated that the Somerset Inc. meeting will be held tomorrow, so there are no present updates.

(f) PSAB Report – Given by Fred Rosemeyer.

Mr. Rosemeyer mentioned that the new PSAB Magazine is an excellent issue and “training tool.”

He also mentioned that the PSAB Conference will be coming up June 2020 in Hershey, PA.

(g) Somerset Volunteer Fire Department Report -

*(There was no report received from the Fire Department for November)*

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

Mr. Bolby mentioned that he is happy to report that both grant applications they have been working on have been submitted. One application is for the Flood Protection Project area, so it is submitted under the Small Water and Sewer Grant Program. The second application is for the H2O PA Program. This is for the sewer work, televising and repair work. Mr. Bolby mentioned that future discussion will be held regarding a Public Education Component.

Mr. Bolby also mentioned that the pumps arrived at the Sewage Treatment Plant, so the work is underway.

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

Chief Cox disclosed that the Borough Police Department was planning to take part in the security plan for Vice President Pence to visit December 10<sup>th</sup>, 2019 in Somerset, which has since been cancelled.

## **9. ADJOURNMENT**

### **Motion**

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

Motion Unanimously Carried

6:23 p.m.

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Michele A. Enos, Borough, Manager/ Secretary