

# The Borough of Somerset Council Meeting

## February 23<sup>rd</sup>, 2026 - 5:00 p.m.

1. **Meeting Called to Order** – President Pro-Tem Mandichak.

2. **Pledge of Allegiance**

3. **Roll Call:**

a) **Borough Council Members present:** *Lee Hoffman, Sue Opp, Steve Shaulis, Ian Mandichak and Mario Dirienzo.*

b) **Also present:** *Mayor Fred Rosemeyer.*

c) **Borough Council Members absent:** *Pam Ream and Lori Barnhart.*

d) **Also present were the following:** *Borough Manager, Michele Enos; Municipal Authority Manager, Jessica Sizemore; Administrative Assistant, Roger Bailey; Assistant Director of Finance, Matthew Franciscus; Chief of Police, Rich Appel and Consulting Engineers, Tom Reilly & Jake Bolby.*

e) **Public Attendance:** *Amanda Baker, Cathy Duvall and Alec Bittner.*

4. **Approval of Agenda:** *Consider approving the agenda as presented.*

### **Motion**

Mrs. Opp moved, Mr. Hoffman seconded, to approve the agenda as presented.

Motion Unanimously Carried

5. **Announcements:**

a) *None*

6. **Approval of Minutes of Previous Meeting(s)**

a) *February 2<sup>nd</sup>, 2026 – Borough Council Meeting Minutes.*

### **Motion**

Mrs. Opp moved, Mr. Dirienzo seconded, to approve the February 2<sup>nd</sup>, 2026 Borough Council Meeting Minutes as presented.

Motion Unanimously Carried

**7. Award of Bids:**

a) None

**8. General Public Comments:**

a) Fire Chief Jim Clark – *To discuss and recap the 2025 Fire Calls for Somerset Borough. Chief Clark was not present.*

b) Melanie Heiple – *Update Council on Grant and Projects for the Union Street Playground.*

Ms. Heiple detailed the plans for new equipment for the playground along with the improvements to be made. She also mentioned the grant money and generous private donations that were received for the playground’s planned splash pad and other planned playground additions and improvements.

Ms. Enos also disclosed the requirements for the DCNR grant that was awarded for the Playground Improvement Project.

A Borough resident discussed her concerns with Council regarding property damage she experienced by the sewer project contractors. Administration stated that they would take a look at her property and rectify the situation.

**9. Administrative Business:**

a) Communications – *(none)*

b) Payment of Bills – *Month of February 2026.*

**Motion:**

Mr. Dirienzo moved, Mrs. Opp seconded, to approve the payment of bills for the month of February 2026 numbered 44530 – 44621 totaling \$930,382.42.

Motion Unanimously Carried

c) Department Reports – *Consider approving the Departmental Reports for the month of January 2026.*

**Motion**

Mr. Hoffman moved, Mr. Dirienzo seconded, to approve the Departmental Reports for the month of January 2026.

Motion Unanimously Carried

## 10. Policy Agenda:

### Old Business:

a) None

### New Business:

a) FOP Collective Bargaining Agreement – Consider the ratification of the Collective Bargaining Agreement between the Borough and the Fraternal Order of Police for contract years, 2026, 2027 and 2028.

Ms. Enos mentioned that the FOP Agreement was explained to Council at the last Council meeting. Afterwards, Council made a counter proposal to the FOP. The counter proposal was approved by the FOP.

A formal motion was then recommended to Council for their approval of this Agreement.

### Motion

Mr. Dirienzo moved, Mrs. Opp seconded, to approve the Collective Bargaining Agreement between the Borough and the Fraternal Order of Police for contract years, 2026, 2027 and 2028.

Motion Unanimously Carried

b) Humane Society Donation – Discussion requested by Council person Sue Opp.

Mrs. Opp asked Council to reconsider adding \$100.00 to their prior donation of \$400.00 to the Humane Society.

### Motion

Mrs. Opp moved, Mr. Dirienzo seconded, to add \$100.00 to their prior donation of \$400.00 to the Humane Society.

Motion Unanimously Carried

c) DEP Flood Protection Grant – Discussion concerning a proposed application for Coxes Creek under the Flood Protection Grant. (Proposed scope of work and local match required)

Mrs. Sizemore stated that they would like to submit for the DCED Flood Mitigation Grant for Coxes Creek. This is a flood protection project along the east branch of Coxes Creek, part in Somerset Borough & part in Somerset Township. The proposed scope of work includes stream bank stabilization, removal of waterway obstructions and outlet protection.

Mr. Bolby noted that this is an application that has been submitted several times over the years. He explained that the scope of work is developed based on the comments that DEP

and the Army Corp of Engineers provide during their annual reports. They noted deficiencies along the flood control project, and it was presented to the Borough in their annual report. DEP and the Army Corp noted these deficiencies for a number of years.

Mr. Bolby noted that the flood control project was built by funding that was provided through the State. Once the project was completed, it became the ownership of the Borough to maintain in perpetuity.

He mentioned that the Borough is on their fourth or fifth attempt for an application, along with attempting to be awarded similar grants through DCED for flood protection, or through their Small Water & Sewer Program. This attempt would be for the same project scope.

He noted that if this area continues to lapse and the flood control project gets to a state where it is unacceptable, then the Borough would be ineligible for grant funding related to the flood control project.

Ms. Enos noted that this project area is along the Gilmore Bypass, the section of Coxes Creek that is being discussed. She added that it is the Borough's responsibility to maintain flood controls in this area.

Mrs. Sizemore pointed out that the application is due May 31<sup>st</sup>, 2026. She noted that they are proposing to apply for a \$500,000.00 grant. She mentioned that there is \$85,000.00 in the Stormwater budget specific to this project. There has to be a 15% match for this project, which is approximately \$130,000.00.

*This subject will be further discussed at the next Borough Council Meeting.*

*d) Resolution 2026-04 – Authorizing the disposal of police department records in accordance with the Commonwealth's Record and Retention Schedule.*

### **Motion**

Mr. Dirienzo moved, Mr. Hoffman seconded, to authorize the disposal of police department records in accordance with the Commonwealth's Record and Retention Schedule.

Motion Unanimously Carried

### **BOROUGH OF SOMERSET** **RESOLUTION NO. 2026-04**

**RESOLVED**, by the Council of the Borough of Somerset, Somerset County, Pennsylvania, that...

**WHEREAS**, a Local Government Records Committee was created by Act 428 of 1968, and empowered thereby to make rules and regulations for records disposition; and...

**WHEREAS**, by virtue of Resolution No. 87-02 adopted on April 27, 1987 the Borough of Somerset declared its intent to follow the schedules and procedures for the disposition of records set forth in the Municipal Records Manual and...

**WHEREAS**, said Municipal Records Manual was updated December 16<sup>th</sup> 2008 and amended on March 28<sup>th</sup>, 2019... and...

**WHEREAS**, The Borough of Somerset wishes to dispose of records according to statutory requirements ...

**WHEREAS**, the Council of the Borough of Somerset, Somerset County, Pennsylvania, intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual as approved and updated, 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 Borough of Somerset; Somerset County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposal of the following public records:

**POLICE DEPARTMENT:**

- ... 2020 and older Accident Reports.
- ... 2023 and older Abandoned Vehicle Forms.
- ... 2024 and older Abuse Petitions.
- ... 2015 and older Trespass Letters.
- ... 2021 and older Letters In/Out.
- ... 2022 and older Warning / Repair Forms.
- ... 2022 and older Borough Permits.
- ... 2019 and older Vehicle Calibrations.
- ... 2022 and older Seized License Plates.
- ... 2022 and older Drivers Records.
- ... 2023 and older Due Diligence Forms.
- ... 2024 and older Paid / Voided Parking Tickets.
- ... 2022 and older TDR's (Transportation/Detention/Release Records).
- ... 2021 and older Closed Traffic and Non-Traffic Citations.
- ... 2022 and older Residential Parking Permit Applications.
- ... 2022 and older Meter Bag Request Forms.
- ... 2024 and older Victim Service Forms.
- ... 2022 and older Magistrate Reports.
- ... 2022 and older Incidents Reports.
- ... 2006 and older Arrest Packets.

Adopted this 23<sup>rd</sup> day of February 2026

**Committee Business/Reports:**

e) Borough Manager's Report – Given by Michele Enos.  
*Ms. Enos had nothing further to discuss.*

f) Finance Report – Given by Matt Franciscus.

Mr. Franciscus provided Borough Council with the year-to-date Financial Report through January 2026. We are 1/12<sup>th</sup> of the way through the year or 8.33%.

<b><u>General Fund:</u></b>	<b><u>Water Fund:</u></b>	<b><u>Sewer Fund:</u></b>	<b><u>Stormsewer Fund:</u></b>
Revenues – 3.74%	Revenues – 7.38%	Revenues – 9.54%	Revenues – 8.78%
Expenses – 8.49%	Expenses – 9.91%	Expenses – 10.94%	Expenses – 0.00%

g) Municipal Authority Manager's Report – Given by Jess Sizemore.  
*Mrs. Sizemore had nothing further to report.*

h) President's Report – Given by Pam Ream.  
*Mrs. Ream was absent, so no report was given.*

i) Somerset Inc. Report – Given by Lee Hoffman.

Mr. Hoffman mentioned that Somerset Inc.'s Board retreat is scheduled next week, where this year's objectives and goals will be discussed.

j) PSAB Report – Given by Fred Rosemeyer.

Mayor Rosemeyer said that the PSAB Conference will be held this June 26<sup>th</sup>, 2026 in Hershey, PA.

The Somerset County Borough's Association Meeting will be held March 19<sup>th</sup>, 2026 at the Somerset Country Club. Currently, there are 11 Boroughs who responded.

k) Somerset Volunteer Fire Dept. Report – Given by Steve Shaulis.

Mr. Shaulis said that, to date, between the two fire departments, they have answered 126 alarms.

He also mentioned that there will be a "25/250" Police & Fire Department Event Committee Meeting on Wednesday night, February 25<sup>th</sup>, 2026 in the Administrative Office at Somerset High School. He said that the parade will be a major undertaking.

l) Engineer's Report – Given by Jake Bolby.

*Mr. Bolby presented the Updates to the Engineer's Report.*

**WATER:**

**1) Water System Capital Improvement Projects:**

Mr. Bolby mentioned that they are still working towards close-out on the Water Project. There are a few warranty items that remain.

**SEWER:**

**1) Assessment, Repair, and Abatement Plan (Hydraulic Overload):**

Mr. Bolby said they will be settling Phase 1B with PENNVEST in April, 2026 which will allow construction to start in May or June. It will be in the center part of town, which will include the 25/250 Parade route. The parade planning is being considered in the construction contract.

The current construction project continues on, and as comments from the public are received, they are being addressed.

The application for Phase 1C was submitted on February 4<sup>th</sup>, 2026. The funding application will be considered on April 15<sup>th</sup>, 2026.

The funding application should be submitted for Phase 1D approximately 6 months behind Phase 1C.

**GENERAL:**

**1) Center Ave. Revitalization Project:**

Mr. Bolby said that this is a lingering project, where sidewalk replacement is to occur this spring. It should be completed and resolved by June 2026.

*m) Mayor's Report – Given by Mayor Rosemeyer.*

Mayor Rosemeyer stated that the Police Department truly appreciated all the efforts that Ms. Enos and her staff have made regarding their Civil Service concerns. They are in need of filling several positions within the Police Department, and Ms. Enos and her staff have been involved in trying to make this happen as soon as Civil Service requirements are met.

Chief Appel also thanked Ms. Enos for her efforts in behalf of the Police Department for her and her staff's help with Civil Service.

Mayor Rosemeyer also noted that there will be a "Dog Handling" training course on April 1<sup>st</sup>, 2026 at the Fire Hall. Anyone working outside, or around dogs, are welcome to attend.

Also, six Borough Police Officers will be sent for specialized "Behavioral Threat Assessment" training, which is very necessary.

The Police Department is also looking into hiring another Canine Officer with grant funding and Council's approval.

Council also discussed the "25/250" Police & Fire Department Event that will be held August 2026 in Somerset Borough. It is being held for First Responders and the Community. 100-150 Fire Vehicles are expected to come into Somerset Borough. There will also be 3

different types of entertainment at Jennerstown Speedway. Additional "25/250" Committee Meetings will be held, and more information will follow.

**11. Executive Session: Personnel Matters.**

**Motion**

Mr. Dirienzo moved, seconded by Mr. Hoffman, to go into Executive Session to discuss Personnel Matters.

Motion Unanimously Carried  
6:10 p.m.

**Back in Session**

6:35 p.m.

**12. ADJOURNMENT**

**Motion**

Mr. Shaulis moved to adjourn; motion seconded by Mr. Dirienzo.

Motion Unanimously Carried  
6:35 p.m.

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Michele A. Enos, Borough Manager/ Secretary