



**Ebensburg Borough Council Meeting**  
**Monday, October 24, 2016**  
**6:30 p.m.**

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**Borough Council**  
Doug Tusing, President  
Susan Barber, Vice-President  
John Cobaugh  
Cecilia Houser  
Theresa Jacoby  
Dave Kuhar  
Joe Miller  
**Mayor**  
Randy Datsko

**AGENDA**

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

*Members of the public are invited to comment at this time on any item appearing on the agenda.*

**1. CONSENT AGENDA**

*All items listed on the Consent Agenda are considered to be routine and will be acted upon by a single motion. There will be no separate discussion of these items unless members of the Council request specific items to be removed for separate action.*

Item 9D: Adopt Resolution #2016-10 adopting the Cambria County Hazard Mitigation Plan as the Plan for the Borough.

Item 9A: Approve the minutes of the September 26, 2016 regular monthly meeting of Borough Council.

Item 9B: Approve the Financial Statement and quarterly transfers.

Item 9C: Approve payment of bills.

Recommended Action – Approve the consent agenda.

**2. APPOINTMENTS TO ADDRESS COUNCIL**

**3. MAYOR'S REPORT**

**Item 3A: Report on Police Department**

**4. COUNCIL PRESIDENT COMMENTS**

**Item 5A: Report from Severn Trent Services on Wastewater Plant Operations**

Plant Supervisor Bernie Kozlovac will provide a verbal report on projects and activities at the wastewater plant during the month.

Recommended Action – No action required.

**\* Item 5B: Beech Street Stormwater Project**

DEP has issued the necessary permit for the Beech Street stormwater project. A condition of the permit prohibited any work between October 1<sup>st</sup> and December 31<sup>st</sup> without the permission of the Fish Commission. The permission of the Fish Commission was received, and Snyder Excavating will return to the project as soon as their schedule allows.

Recommended Action – No action required.

**Item 5C: Water and Wastewater SCADA (Supervisory Control & Data Acquisition) Systems**

Severn Trent has recommended that a SCADA system be installed at the wastewater plant. The plant currently has three separate control systems for the plant's processing, the UV system, and the centrifuge. None of the three control systems are interconnected. None collect and archive data. None have the capability to produce reports or data trends. None of the systems can be accessed remotely.

The water treatment plant does have a SCADA system that should possess all of the above features. The interconnectivity is particularly important for the water plant due to the remoteness of the different facilities such as the Hillcrest storage tanks, the Ogden storage tank, and the pumping stations. Further, the existing system provides not controls for the DAF clarifier, requiring the operator to climb the DAF to make process control changes. Unfortunately, the water plant's SCADA system is very unreliable, and service is poor.

Severn Trent has provided a proposal to furnish new SCADA systems at both facilities. The new system will utilize the existing programmable logic controllers (PLCs) currently used at both plants. In other words, the existing control equipment at either facility will not be changed. The new SCADA system is essentially comprised of work stations, monitors, firewalls, radios and software that will better manage the existing PLCs.

The new system will also interconnect the water and wastewater facilities, allowing alarm monitoring and process control decisions to be made to either plant from either plant, and even remotely.

Council approved advertising a Request for Proposals (RFP) last month. Those responses were due earlier today, and have been reviewed by staff. Staff expects to be able to make a recommendation for award.

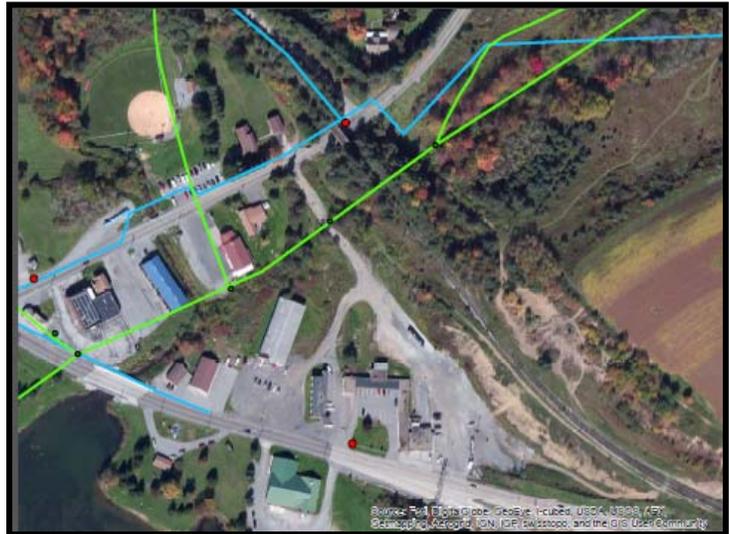
The total cost of acquisition and installation of new SCADA systems at both facilities is approximately \$150,000. The cost will be split between the wastewater and water capital reserve funds. As the project will be paid for with borough reserve funds, it should be approved by Council as a maintenance project.

Recommended Action – Dependent on proposals received.

**Item 5D: Holding Tank Ordinance**

A land development application for a new NAPA store east of Lake Inn on Rowena Drive is under consideration by the planning commission. The proposal will include the use of a holding tank for sewage. A holding tank cannot be approved by the county sewage enforcement agency unless there is an Ordinance in place that specifically allows for holding tanks. Ordinance #633 is proposed to allow for holding tanks.

In this case, public sewer service is only available by extending a new service line to the west, either through neighboring property or along the State right-of-way. The property is well outside the minimum distance of 150 feet required for connection to the public system. In addition, a stream crossing would be necessary. Those options are cost prohibitive and could potentially kill the project.



The enactment of such an Ordinance would have little impact on other properties since most parcels within the Borough would fall within the minimum distance from a sewer main, thus requiring connection to the public system.

Recommended Action - Grant tentative approval to Ordinance #633, allowing holding tanks within the borough, and advertise for public inspection.

**6. RECREATION COMMITTEE**

**Barber & Jacoby**

**Item 6A: Memorial Field**

Borough crews have completed a major project on the baseball fields at Memorial Field. The baselines were straightened and reestablished, under drains were cleared, and the playing surfaces were filled and reseeded.

Recommended Action – No action required.



**Item 6B: YPCC Hires**

Part-time positions at the YPCC were advertised in August. One hire was approved last month. Ms. Kemock recommends the hiring of Kayla Szpala and Cassidy Gelormino for part-time employment at the YPCC.

Shortly after Ms. Kemock was hired as Recreation Director, two part-time workers were hired at the YPCC, but were never included in agenda action. Nicole Kelley and Barb Shaffer have been working at the YPCC since January and February, respectively.

Recommended Action #1 – Make it a matter of record that Kayla Szpala and Cassidy Gelormino have been hired as part-time YPCC assistants, at the rate of \$8.50, subject to child clearances.

Recommended Action #2 – Make it a matter of record that Nicole Kelley and Barb Shaffer are employed at the YPCC as part-time YPCC assistants, at the rate of \$8.50.

**Item 6C: Tennis Center Hires**

Three hires at the tennis center were made in June 2016. Although mentioned in monthly reports, they were never included in agenda action. Brandon Statler was hired as an assistant instructor, and Ryne Talko and Michael Lorditch were hired as part-time employees.

Recommended Action #1 – Make it a matter of record that Brandon Statler is employed at the tennis center as part-time instructor, at the rate of \$8.50/hour or 50% of lessons.

Recommended Action #2 – Make it a matter of record that Ryne Talko and Michael Lorditch are employed at the tennis center as part-time employees, at the rate of \$8.50/hour.

<b>7. STREET COMMITTEE</b>	<b>Cobaugh, Miller &amp; Houser</b>
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<b>8. ADMINISTRATION COMMITTEE</b>	<b>Barber, Jacoby &amp; Kuhar</b>
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**Item 8A: Pension State Aid Distribution**

Each year, Council adopts a Resolution designating the manner in which State Aid to the employee pension plans is to be distributed. Council is free to distribute the aid to the two pension plans in any manner they wish. It has been the borough’s practice to distribute the aid in accordance with the calculated “unit values”. The unit value in 2017 is \$4,374. Each police officer equates to two units, and each non-uniform employee equates to one unit, and the funds are distributed accordingly.

Council last month adopted the MMOs for each pension plan, the annual Resolution distributing the aid, and Resolutions setting the employee contribution rate. The police contribution was reduced from 5% to 3%. The police pension plan document does not allow the employee contribution rate to fall below 5% IF doing so requires a municipal contribution.

The 2017 MMO is \$21,312. State Aid is expected to be \$34,997, enough to satisfy the MMO without a municipal contribution. In other words, all pension documents adopted last month are in compliance with all regulations, including Act 600. Mockenhaupt, our pension consultant, is recommending that Council adopt Resolution 2016-12. It clarifies that while the employee contribution will be 3% through 2017, Council reserves the right to increase the employee contribution rate thereafter in order to remain in compliance with Act 600 and the pension document.

Recommended Action – Adopt Resolution 2016-12 reserving the right to further adjust the police pension employee contribution rate in accordance with the plan document and Act 600.

**Item 8B: 2017 Annual Budget**

The administrative committee has compiled a tentative 2017 budget for Council’s review. A copy of the draft budget was provided to Council. The 2017 Operating Budget calls for revenues of \$5,651,830 and expenditures of \$5,569,480. The general fund budget is balanced with no increase in real estate taxes.

	Revenues	Expenditures	Surplus
General Fund Budget	\$2,000,230	\$1,943,910	\$56,320
Water Fund Budget	\$1,555,500	\$1,540,540	\$14,960
Wastewater Fund Budget	\$1,866,100	\$1,855,030	\$11,070
Stormwater Fund Budget	<u>\$ 230,000</u>	<u>\$ 230,000</u>	<u>\$ 0</u>
Total Operating Fund	\$5,651,830	\$5,569,480	\$82,350

	2016	2017	Change
General Fund Budget	\$1,807,780	\$1,943,910	7.53%
Water Fund Budget	\$1,545,900	\$1,540,540	-0.35%
Wastewater Fund Budget	\$1,515,430	\$1,855,030	22.41%
Stormwater Fund Budget	<u>\$ 230,000</u>	<u>\$ 230,000</u>	<u>0%</u>
Total Operating Fund	\$5,099,100	\$5,569,480	9.22%

The draft budget maintains taxes and utility rates at their current levels. The Manager will review the major points of the proposed budget. A synopsis of the budget is included in Council’s packet.

The 2017 annual budget is granted tentative approval at this meeting, advertised for public inspection, and then adopted at the November meeting.

Recommended Action – Grant tentative approval to the 2017 annual budget and advertise for public inspection.

**Item 8C: Tax Ordinance**

An Ordinance is required each year to establish the real estate tax for the coming year.

Recommended Action - Grant tentative approval to Ordinance #632, establishing the 2017 real estate tax, and advertise for public inspection.

**Item 8D: Hiring Policy**

From time to time, questions are asked about how the selections are made for summer hires. Staff prepared a draft hiring policy that reflects the current practice, and adds a provision for random selection when there are more applicants than available positions. The draft was reviewed last month by Council, and was referred to the Solicitor for comment.

An amended draft is in Council's packet. Clauses applicable to Veterans Preference and non-discrimination were added.

Recommended Action – Adopt Resolution #2016-11 approving a hiring policy for part-time summer employees.

**9. GENERAL BUSINESS**

\* Item 9A: Minutes of Previous Meeting(s)

The minutes of the previous regular meeting are presented for Council review and approval.

Recommended Action – Approve the minutes of the previous meeting(s).

\* Item 9B: Financial Statement

The financial statement for September 2016 is presented for approval.

At the end of each quarter, transactions are made in order to process fund transfers to and from reserve accounts, and to distribute the cost of routine and capital expenses among the proper accounts. Fund transfers made for the 3<sup>rd</sup> quarter are attached.

Recommended Action – Approve the September 2016 financial statement and quarterly fund transfers.

\* Item 9C: Bills

A list of bills totaling \$288,359.60 is submitted for approval.

Recommended Action – Approve payment of the bills as submitted.

\* Item 9D: Hazard Mitigation Plan

The Disaster Mitigation Act of 2000 requires all levels of government to have and maintain a Hazard Mitigation Plan. Local municipalities generally adopt the County's Plan as their own, as Ebsburg has done in the past. Cambria County has completed an update of their Plan and it has been approved by PEMA. It is necessary for each local government to now adopt that updated Plan.

A Hazard Mitigation Plan identifies any and all types of emergencies that could affect any given area and is used to eliminate or reduce the occurrence of those potential hazards. For example, flooding is a potential hazard. The Hazard Mitigation Plan recommends public education, dam monitoring efforts, downstream warning plans, promotion of flood insurance, etc.

Recommended Action – Adopt Resolution #2016-10 adopting the Cambria County Hazard Mitigation Plan as the Plan for the Borough.

## 10. DEPARTMENT REPORTS

### **Item 10A: Police Department**

Chief Wyland will provide a verbal report on the police department's activities during the month.

### **Item 10B: Public Works Department**

Public Works Director Jeff Evans will provide a verbal report on the public works department's activities during the month.

### **Item 10C: Community Development**

Community Development Director Danae Koss will provide a verbal report on the community development department's activities during the month.

### **Item 10D: Recreation Department**

Recreation Director Samantha Kemock will provide a verbal report on the recreation department's activities during the month.

### \* Item 10E: Codes Enforcement

A monthly codes enforcement report was forwarded to Council.

### \* Item 10F: Ebensburg Municipal Authority

A copy of the minutes of the last municipal authority meeting is included in Council's packet.

### **Item 10G: Ebensburg Planning Commission**

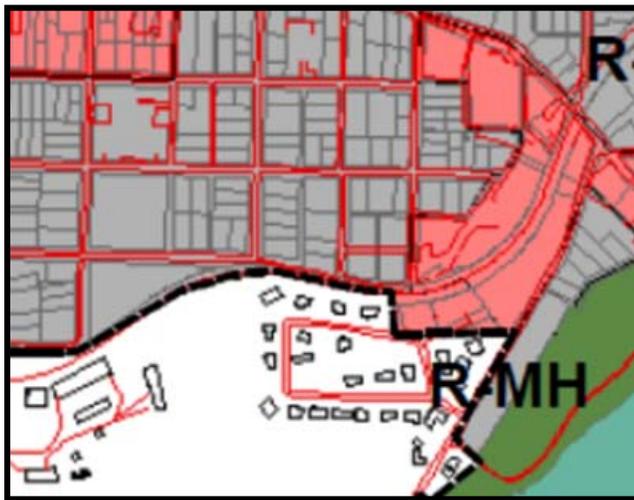
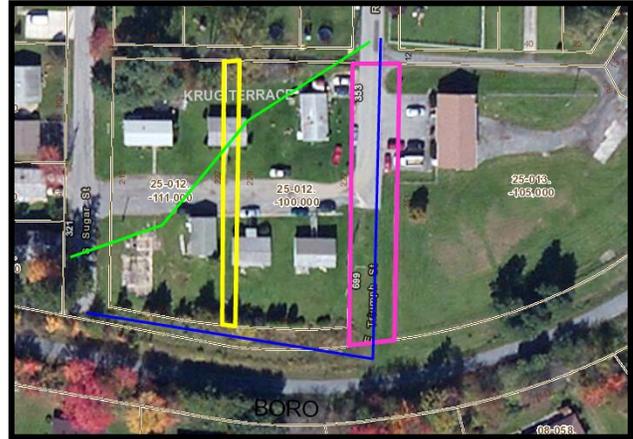
#### **Precision Business Expansion**

Precision Business Solutions, located at 302 Reddinger Street, has acquired the property across Reddinger Street, situated between Sugar Street and Reddinger Streets. The property is currently occupied by five mobile homes. The occupants of those homes have already been evicted. There are two existing parcels divided by an unopened alley. One of the homes is actually situated upon that alley.

Mr. Shrift, of Precision Business, has future plans to expand his business onto those two parcels. He wishes to combine those two parcels with his business parcel. In order to do so, he is asking that 1) Borough interest in the unopened alley between the two parcels be waived (yellow); and 2) that Reddinger Street be abandoned south of the 12' unopened alley at the rear of the Ogle Street properties (pink). Following an approved merger of all parcels, he desires to have the current Mixed Use-Village Commercial zone extended to Sugar Street.

Mr. Shrift is in the process of having the buildings on the parcels razed. The only building that will remain is the block garage.

There are water and sewer utility lines involved at the parcels. The green line is a 15" sewer line that crosses the two parcels diagonally. The blue line is a 8" water line recently installed in Reddinger Street. If the alley and street is abandoned, rights-of-way would have to be maintained for those utilities.



The Planning Commission has considered this application, and granted approval subject to the two required easements being added to the plan, and subject to Council vacating Reddinger Street.

Recommended Action #1 – Grant tentative approval to Ordinance #634, vacating the portion of Reddinger Street, advertising of same, and notification of all contiguous property owners.

Recommended Action #2 – Issue a letter to Mr. Shrift stating that the Borough of Ebsenburg waives any interest that it has or might have in the non-ordained alley separating the two parcels.

Recommended Action #3 – Grant tentative approval to Ordinance #635, amending the Zoning Map to extend the current boundary of the Mixed Use-Village Commercial zone from Reddinger Street to Sugar Street; advertising the same; posting notice of same on the properties; informing the Cambria County Planning Commission of the proposed change; and scheduling a public hearing on the matter for November 28, 2016

\* Item 10H: Ebsenburg Zoning Board – No activity

## 11. MEDIA COMMENTS/QUESTIONS

*Representatives of the media are invited to comment and ask questions at this time on any issues, whether or not on the agenda.*

## **12. PUBLIC COMMENTS**

*Members of the public are invited to comment at this time on any issues, whether or not on the agenda.*

## **13. EXECUTIVE SESSION**

*Council will conduct an executive session to discuss payroll issues and staff evaluation. The session will not be followed by any formal action.*

## **14. ADJOURNMENT**

*Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Thursday before each regularly scheduled meeting at the Borough office, located at 300 West High Street, Ebensburg, Pa. Any documents subject to disclosure that are provided to members of the Borough Council regarding any item on this agenda are available for public inspection at the Borough office or at [www.ebensburgpa.com](http://www.ebensburgpa.com).*

*In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Borough office (814) 472-8780 or [eburg@ebensburgpa.com](mailto:eburg@ebensburgpa.com). Notification 48-hours before the meeting will enable the Borough to make reasonable arrangements to ensure accessibility to this meeting.*