



Ebensburg Borough Council Meeting

Monday, September 26, 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 6B: Hire Linda Rabanales and Alexis Hollis as part-time YPCC assistants, at the rate of \$8.50, subject to child clearances.

Item 9A: Approve the minutes of the August 22, 2016 regular monthly meeting of Borough Council.

Item 9B: Approve the Financial Statement.

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

5. WATER, WASTEWATER & STORMWATER COMMITTEE

Houser & Kuhar

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: Ordinance #631, Wastewater Pressure Testing

Ordinance #631 was presented last month by the Municipal Authority for Council's consideration. It repeals the current Wastewater Ordinance (Ord. 558, 10/27/2008, as amended by Ord. 618, 1/26/2015) and will impose the requirements for pressure testing prior to connection or reconnection and prior to sale of property. The same Ordinance has been forwarded to Cambria Township for adoption.

The Ordinance was granted tentative approval last month, has been advertised for public inspection, and is ready for final adoption. This Ordinance does not become effective until January 1, 2017.

Recommended Action – Grant final approval to Ordinance #631.

Item 5C: Beech Street Stormwater Project

The Borough continues to wait on DEP to approve the permit for the Beech Street stormwater project. The Corp of Engineers issued their permit on May 23rd. Since June 20th, DEP staff have stated repeatedly that our permit is next in line, and that we should receive it soon.

On August 9th, borough staff asked Representative Burns to contact DEP to see if they could move the permit approval along. DEP indicated that the permit would be released in the next several weeks. On September 14th, DEP stated that the permit "can hopefully be addressed the week of September 26th."

Recommended Action – No action required.

Item 5D: 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 no 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.

Jeff Evans and Bernie Kozlovac will review details of the proposal and answer any questions.

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. Severn Trent, the staff at both plants, and the municipal authority have studied the proposed software, its compatibility with the existing PLCs and other plant components, and strongly recommends the proposed SCADA. As the project will be paid for with borough reserve funds, it should be approved by Council as a maintenance project.

Staff recommends that Council approve advertising a Request for Proposals for a SCADA system to satisfy the need at both treatment plants.

Recommended Action – Approve seeking proposals for the design and installation of new SCADA systems at the water and wastewater plants.

Item 5E: Reservoir Drainage System

A permit application and plans have been submitted to DEP for the repairs to the drainage structure at the small reservoir. Once the permit is received, this project will be advertised for bids. The project would preferably be completed in 2017, but judging from other permitting experiences with DEP, it is possible that the project could be pushed back to 2018.

In the meantime, the reservoir will remain drained so that the bottom is dry enough to allow for construction. The reservoir is only used during the winter months due to differences in alkalinity that make water from that reservoir easier to treat. It is not critical to our water treatment process or our water supply capacity.



Recommended Action – No action required.

Item 5F: Disinfection Byproducts

Design for this project is continuing. Preliminary steps have been taken relative to DEP permitting. Once a permit is received, the project can move into bidding. Considering the slow speed at which permit applications are moving through DEP, it is possible that this project will not occur until mid-2017.

This project involves the installation of mixing and aeration equipment in the Ogden storage tank, intended to eliminate the recurring problem of TTHM and HAA5s. In the meantime, it is likely that the need to notify customers of elevated levels of disinfection byproducts will continue.

The Authority will be applying for a Pa Small Water & Sewer Grant for this project. The program is intended for projects between \$30,000 and \$500,000. There is a 15% match.

Recommended Action – No action required.

6. RECREATION COMMITTEE

Barber & Jacoby

Item 6A: Recreation Board Appointment

Mike Bradley has resigned from the Recreation Board. Hillary Yahner has agreed to complete the 5-year term through 2017. Hillary is an elementary school teacher, a parent, and a member of the YPCC.

Recommended Action – Appoint Hillary Yahner to fill an unexpired term on the Ebensburg Recreation Board, expires 12/2017.

* Item 6B: YPCC Hires

Part-time positions at the YPCC were advertised in August. Ms. Kemock recommends the hiring of Linda Rabanales and Alexis Hollis for part-time employment at the YPCC.

Recommended Action – Hire Linda Rabanales and Alexis Hollis as part-time YPCC assistants, at the rate of \$8.50, subject to child clearances.

Item 6C: YPCC Cardio Equipment

Staff considered a proposal in February to lease new cardio equipment at the YPCC. The decision was made to instead keep the old equipment and make some repairs. Problems continue to occur with the equipment, costing hundreds of dollars each month in repairs. Staff recommends that the equipment be replaced.

The new equipment includes four treadmills, three ellipticals and a cycle, and rubber flooring as was installed in the fitness room. The value of the equipment is \$24,100. The lease terms are \$485/mo. for five years including all necessary parts and service. This will be incorporated into the YPCC's 2017 budget.



Over the winter months, the existing cabinets, counter and sink will be removed from the cardio room in order to provide additional space.

Recommended Action – Approve a lease agreement with Apex in the amount of \$485/mo. for new cardio equipment for the YPCC.

Item 7A: PennDOT Paving Project

New Enterprise has continued work on milling and resurfacing of all State roads within Ebensburg Borough. The project was suspended during fair week, but paving is expected to be completed within days. PennDOT will remark all parking spaces, stop bars and turning arrows.

Item 7B: North Cherry Street

A suggestion was received to install speed bump(s) in the 300 block of North Cherry Street because of its narrowness, doors opening to the street, and blind intersecting alley.

Staff recommends not utilizing speed bumps on any streets for the following reasons

1. A properly designed and properly marked speed bump costs approximately \$320 each for materials alone.
2. The speed bump would have to be removed during the winter months for plowing.
3. Nothing has changed on that block in the last 50 years that would suddenly make a speed bump necessary.
4. There are no other speed bumps anywhere in the borough. As soon as the first one is installed, there is no question that more requests will be received.
5. The speed bump will need to be replaced periodically to keep it in good condition and to ensure that colors remain clearly visible.
6. A speed bump comes with the risk of vehicular damage from hitting the bump, or from veering to miss the bump, or losing control while hitting the bump. There is no history of accidents occurring in that block in the absence of a speed bump. The speed bump may do more harm than good.



Recommended Action – Dependent on discussion.

Item 7C: Winter Parking Enforcement

Enforcement of the winter parking regulations is a common concern throughout the borough. The current rules apply between December 1st and March 31st, and require vehicles to be moved from one side of the street to the other at 8 a.m. and again at 5 p.m. There is also restricted parking between 2 a.m. and 6 a.m. on certain smaller streets.

The current rules have been in effect for more than twenty years, and allow the public works crews to effectively clear the streets of snow in short order. Staff is suggesting that the current rules remain in place, but that enforcement be relaxed during those periods when conditions do not require that vehicles be moved. A notice would be posted on the front page of the borough's website and Facebook page indicating when the parking restrictions are or are not in effect.

For persons that do not have access to the website or Facebook, they can check with a neighbor on the current status of the regulations. They could also call the borough office by telephone to inquire. For after hours, the standard telephone message could be changed to include that day's enforcement status.

Enforcement would be imposed in advance when winter weather is forecasted, and in most cases would not be lifted for a day or two after weather occurs.

Recommended Action – Dependent on discussion.

Item 7D: Pedestrian Warning Lights

A frequent complaint in town is the failure of drivers to yield to pedestrians in downtown crosswalks. Mayor Datsko investigated several months ago the option of adding blinking lights to the existing pedestrian crossing signs. The system would include two alternating flashing lights below the crossing sign, a wireless button on a pole to activate the lights, and a solar-charged battery. The cost of adding the flashing signals at eight crosswalks that are at non-controlled intersections was \$48,320. The proposal went no further due to the high cost.



In 2016 Ebensburg received a \$26,920 grant for the erection of pedestrian crossing signals at Manor Drive. The grant was approved only after the signals had been installed, thus the project was ineligible. Staff believes the borough might have a good chance of receiving a grant for the pedestrian flashing signals for the downtown crosswalks. The approved grant cannot be transferred to the new project. A new application would need to be submitted.

The Green-Light-Go grant program has a 20% match. The borough would have to contribute \$9,700 to the project, if approved. If Council finds that to be a reasonable net cost, staff can prepare a grant application before the September 30th deadline.

Recommended Action – Dependent on discussion.

8. ADMINISTRATION COMMITTEE

Barber, Jacoby & Kuhar

Item 8A: Employee Pension Plans

There are several routine actions required every year relative to the employee pension plans. The Minimum Municipal Obligation (MMO) is the amount calculated each year that is required to be deposited into each pension plan. Regulations require Council to formally approve that number by September 30th. Council must also establish the contribution rate, if any, for employees and determine how the State pension aid is to be distributed to the two pension plans.

The 2016 State Aid Unit Value increased by more than 11% to \$4,374.64 from the 2015 value of \$3,920.83.

The overall financial requirement of both plans has stabilized since the drastic increases of 2010 and 2011, primarily due to improved investment results and the expiration of eight amortization bases in 2015.

The non-uniformed pension plan experienced actuarial gains, resulting in a lower MMO. The overall financial requirement has steadily decreased from \$100,379 in 2015, to \$87,574 in 2016, to \$86,392 in 2017. Accordingly, the borough's share has decreased from \$32,835 to \$20,410 to \$13,023 while the employee contribution rate has remained at 3%.

Staff recommends that the employee contribution rate in 2017 be decreased to 2%. The borough's share would then be \$18,523, still approximately \$2,000 lower than last year.

The police pension plan enjoyed the same improved investment earnings, plus realized the expiration of several amortization bases, resulting in a significantly lower MMO. The overall 2016 financial requirement was drastically reduced from \$97,391 in 2015 to \$35,575 in 2016. The police plan is now 110% funded, up from 90%. That funding level qualifies for an additional credit of \$11,555 (10% of excess funds). As a result, the Borough's share decreased to zero last year.

In the case of the uniformed plan, the State Aid is capped at the actual plan costs. In other words, we no longer receive the full unit value for each employee, but rather only that amount necessary to fund the MMO. In 2016 that amount had already been calculated by the State assuming an employee contribution rate of 7%. Council chose to reduce the employee contribution rate to 5%, knowing that in 2016 the borough would have to fund that difference (\$4,182).

The 2017 unit aid has now been calculated using the revised 5% contribution rate, and still remains capped. While Ebensburg would otherwise be eligible for state aid of \$34,997, it is capped at \$16,622. As was done last year, staff recommends that the employee contribution rate be incrementally decreased again, from 5% to 3%. In 2017, Council will have to make up that difference (\$4,690), but it will result in increased state aid in subsequent years.

This continued incremental approach to decreasing the employee contribution rate was recommended last year, based on the 2015 plan valuation, done every two years. This will have to be evaluated again next year following completion of the next valuation.

The chart below compares the pension costs for 2017 to the previous three years.

Non-Uniformed Plan

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2017</u> Recommend
Financial Requirement	\$ 95,539	\$100,379	\$ 87,574	\$ 86,392	\$86,392
Employee Contributions	- \$ 18,065	- \$ 17,196	- \$ 16,816	- \$ 16,499	- \$10,999
MMO	\$ 77,477	\$ 83,183	\$ 70,758	\$ 69,893	\$73,393
State Aid	- \$ 50,496	- \$ 50,348	- \$ 50,348	- \$ 56,870	- \$56,870
Borough Share	\$ 26,981	\$ 32,835	\$ 20,410	\$ 13,023	\$18,523

Uniformed Plan

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u> <u>Current</u>	<u>2017</u> <u>Recommend</u>
Financial Requirement	\$ 99,568	\$ 97,391	\$ 35,575	\$ 39,902	\$39,902
Employee Contributions	- \$ 11,421	- \$ 11,477	- \$ 10,453	- \$ 11,725	- \$ 7,035
MMO	\$ 88,147	\$ 85,914	\$ 25,122	\$ 28,177	\$32,867
Funding Adjustment	\$ 0	\$ 0	- \$ 11,555	- \$ 11,555	- \$11,555
State Aid	- \$ 23,306	- \$ 23,237	- \$ 9,386	- \$ 16,622	- \$16,622
Borough Share	\$ 64,841	\$ 62,677	\$ 4,182	\$ 0	\$ 4,690
Net Cost to Borough for Both Plans	\$ 91,822	\$95,512	\$ 24,592	\$ 13,023	\$23,213

- Action #1 - Adopt the minimum municipal obligation (MMO) calculation for the non-uniformed pension plan in the amount of \$69,893 if a 3% employee contribution rate, or \$73,393 if a 2% contribution rate.
- Action #2 - Adopt the minimum municipal obligation (MMO) calculation for the uniformed pension plan in the amount of \$28,177 if a 5% employee contribution rate, or \$32,867 if a 3% contribution rate.
- Action #3 - Adopt Resolution #2016-05 establishing an employee contribution rate of 3% or 2% for the non-uniformed pension plan for 2017.
- Action #4 - Adopt Resolution #2016-06 establishing an employee contribution rate of 5% or 3% for the uniformed pension plan for 2017.
- Action #5 - Adopt Resolution #2016-07 authorizing distribution of the State aid check to the respective employee pension plans.

Item 8B: Review of 2017 Annual Budget Preparation

The Manager is preparing preliminary budget numbers. The administrative committee will meet on Monday, October 3rd to compile a tentative budget for Council's review at the October meeting. Final adoption is expected at the November Council meeting.

Recommended Action – No action required.

Item 8C: 2016 Audit

Regulations require that the auditor be designated prior to the end of each year.

Action – Adopt Resolution #2016-08 appointing Wessel & Company as auditor for 2016.

Item 8D: Police Narcan Policy

The Cambria County District Attorney is implementing a program by which doses of Narcan will be provided to all police departments within the county. Narcan is a drug that is administered nasally to persons suspected of suffering from a drug overdose. Narcan has been carried by ambulance services for many years, and is a fast-acting and effective means of reversing the effects of a drug overdose, and has resulted in many documented cases of saving lives. The Narcan doses will be distributed free of charge to police departments, under the direction of the District Attorney's Medical Director. Training for administration of the drug is provided. It is necessary to amend the department's Standard Operating Procedures in order to address Narcan.

The current Juvenile Detention Policy limits secure custody of a juvenile to six hours. The Pa Commission on Crime & Delinquency advises that the same policy should apply to non-secure detention. In most cases, non-secure detention is waiting for a parent to pick up the juvenile. The department's SOP should be amended to incorporate that small change.

Recommended Action – Adopt Resolution #2016-09 amending the Police Department Standard Operating Procedures implementing a policy for the administration of Narcan, adopting a Memorandum of Understanding with the Cambria County District Attorney relative to Narcan, and amending the Juvenile Detention Policy.

Item 8E: Hiring Policy

From time to time, questions are asked about how the selections are made for summer hires. Staff has 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.

Recommended Action – Dependent on discussion.

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 August 2016 is presented for approval.

Recommended Action – Approve the August 2016 financial statement.

* Item 9C: Bills

A list of bills totaling \$431,237.44 is submitted for approval.

Recommended Action – Approve payment of the bills as submitted.

Item 9D: Prison Project

A meeting of all stakeholders in the project was held on August 5th. All parties agreed that the best option for moving forward was for the county to find an alternative site for the storage of records, and to transfer the entire property for development. A follow-up meeting was scheduled for September 23rd. Staff will report on any progress.

Recommended Action – No action required.

Item 9E: Van Purchase

A 1983 van is in need of replacement. Staff recommends purchasing a used 2015 GMC van from Stuckey Ford for \$19,400.

Recommended Action – Approve the purchase of a used 2015 GMC van from Stuckey Ford in the amount of \$19,400.

Item 9F: Van Sale

A 1983 van was advertised for sale. One bid was received for \$100.00.

Recommended Action – Approve the sale of a 1983 GMC van to Erik Grove for \$100.00.

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 Danea 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 – No activity

* Item 10H: Ebensburg 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. 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.

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. Notification 48-hours before the meeting will enable the Borough to make reasonable arrangements to ensure accessibility to this meeting.