



Ebensburg Borough Council Meeting
Monday, October 28, 2013
6:30 p.m.

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Borough Council
Doug Tusing, President
Deborah Nesbella, Vice-President
Susan Barber
Cecilia Houser
Terry Illig
Dave Kuhar
Joe Lutz

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 9A: Approve the minutes of the September 23, 2013 regular monthly meeting of Borough Council.
- Item 9B: Approve the Financial Statement and quarterly fund transfers.
- Item 9C: Approve payment of bills.
- Item 9D: Schedule a Council Workshop for Monday, November 18, 2013.
- Item 9F: Adopt Resolution #2013-17 authorizing an application to DCED for a façade grant in the amount of \$35,000.

Recommended Action – Approve the consent agenda.

2. APPOINTMENTS TO ADDRESS COUNCIL

Item 2A: Airport

Council requested that a representative of RACRA attend to review the status of operations at the airport and finances. Jim Loncella, RACRA President, will attend.

3. MAYOR'S REPORT

Item 3A: Report on Police Department

4. COUNCIL PRESIDENT COMMENTS

5. WATER & WASTEWATER COMMITTEE

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: Water Project

The water project is 100% complete. Staff continues to fine tune the operation of the DAF clarifier. The installation of new water meters at commercial accounts continues.

Recommended Action – No action required.

6. RECREATION COMMITTEE

Illig, Houser & Nesbella

7. STREET COMMITTEE

Lutz & Houser

Item 7A: Sidewalk Design



Keller Engineers is nearing completion of the design of new sidewalks on West High Street, Rowena Drive and South Center Street. A site meeting was conducted on October 2nd with PennDOT traffic engineers to review ADA access issues prior to submission of a highway occupancy permit application for the project.

Preliminary sidewalk plans are being coordinated with the design of the new PennDOT bridge on West High Street.

A crosswalk will be required at the Route 422 intersection. The necessary crossing signal with pedestrian heads and buttons already exists there. The Borough will be required to make minor upgrades to those signals.

Three crosswalks will be required at the Manor Drive intersection, along with the installation of new pedestrian crossing signals. This requirement will add approximately \$47,000 to the project cost. Staff will seek an amended signal permit from PennDOT for the addition of the pedestrian signals. The amended signal permit is required prior to the highway occupancy permit application.

The design of the Manor Drive intersection will include a modification to the turning radius for westbound traffic turning onto Manor Drive, and the addition of a green space at the front of Country Sisters.

A public meeting was conducted on October 1st for all property owners affected by the project. Two owners raised concerns about limiting parking, and one of those can be resolved. One owner expressed broad objection to the entire project. Staff has been meeting with other owners of properties where specific issues are anticipated, and is successfully resolving those.

The timing of this project is not yet known. Staff remains hopeful that it can be completed in 2014. The project cost estimate, the cost of PennDOT compliance, and the pace of PennDOT approvals may push the project into 2015.

Staff will have revised drawings available at the meeting if Council wishes to review those.

Recommended Action – No action required.

8. ADMINISTRATION COMMITTEE	Barber & Lutz
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Item 8A: 2014 Annual Budget

The administrative committee has compiled a tentative 2014 budget for Council’s review. A copy of the draft budget was provided to Council.

The proposed numbers for each fund are as follows:

	Revenues	Expenditures	Surplus
General Fund Budget	\$1,836,880	\$1,823,620	\$13,260
Water Fund Budget	\$1,542,000	\$1,538,520	\$ 3,480
Wastewater Fund Budget	<u>\$1,554,600</u>	<u>\$1,527,850</u>	\$26,750
Total Operating Fund	\$4,933,480	\$4,889,990	\$43,490

	2013	2014	Change
General Fund Budget	\$1,798,290	\$1,823,620	1.4%
Water Fund Budget	\$1,477,910	\$1,538,520	4.1%
Wastewater Fund Budget	<u>\$1,185,360</u>	<u>\$1,527,850</u>	<u>28.9%</u>
Total Operating Fund	\$4,461,560	\$4,889,990	9.6%

The draft budget maintains taxes and utility rates at their current levels. The garbage collection fee is increased from \$16.10/mo. to \$16.85/mo. to cover the contractual increase. The Manager will review the major points of the proposed budget.

The 2014 annual budget is granted tentative approval at this meeting, advertised for public inspection, and then adopted at the November meeting.

Action #1 – Grant tentative approval to the 2014 annual budget and advertise for public inspection.

Item 8B: Tax Ordinance

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

Action - Grant tentative approval to Ordinance #608, establishing the 2014 real estate tax.

Item 8C: Act 457 Plan

Ebensburg Borough offers an Act 457 Deferred Compensation Plan for its employees. An Act 457 plan for public employees is the same thing as a 401(k) plan is for the private sector. The Borough does not contribute to or pay fees for the plan, and the plan assets belong to each participating employee.

Since its inception in the mid-90s, the plan has been administered by Nationwide. Ameriserv Bank has made a proposal to administer the plan, and staff recommends that the plan be transferred to Ameriserv, a local institution. Transferring the plan will not result in any additional cost to the Borough.

Action – Adopt Resolution #2013-18, transferring plan assets and adopting the Ameriserv Trust and Financial Services Company Act 457 Deferred Compensation Plan along with the Trust Agreement and Adoption Agreement.

9. GENERAL BUSINESS

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

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

Recommended Action – Approve the minutes of the previous meeting.

- * Item 9B: Financial Statement
The financial statement for September 2013 is presented for approval. A 12-month fund balance analysis is also included.

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

Recommended Action – Approve the September 2013 financial statement and quarterly fund transfers.

- * Item 9C: Bills
A list of bills totaling \$472,035.77 is submitted for approval.

Recommended Action – Approve payment of the bills as submitted.

- * Item 9D: Stormwater Management
Kimball Associates has completed the 4-year study of stormwater management within the borough, and is currently printing that information. The presentation to Council will include a review of the existing stormwater facilities and an analysis of problem areas. Site specific improvements will also be considered. Staff will also review with Council Act 67 of 2013 relative to assignment of responsibilities for stormwater management and assessment of fees.

Recommended Action – Schedule a Council Workshop on Monday, November 18, 2013 to address stormwater related issues. Issues involving feral cats have also been raised and can be discussed.

- * Item 9E: Upcoming Meetings
Make the following meeting schedule a matter of record:

Monday, November 18, 2013	6:30 p.m.	Council Workshop on stormwater
Monday, November 25, 2013	6:30 p.m.	Regular Council Meeting
Monday, December 16, 2013	6:30 p.m.	Regular Council Meeting
Monday, January 6, 2014	6:30 p.m.	Council Reorganization Meeting

Recommended Action – No action required.

- * Item 9F: Façade Grant Application
A Resolution is required to apply to DCED for a new round of façade grant funding. The \$35,000 grant will be made available to businesses with a 50/50 match to improve the appearance of facades through structural rehabilitation and restoration.

Recommended Action – Adopt Resolution #2013-17 authorizing an application to DCED for a façade grant in the amount of \$35,000.

Item 9G: Tree Bids

Bids were sought for street trees along East Ogle Street next to the courthouse, and to replace existing trees that are either dead or damaged. The following bids were received.

Schichtel's Nursery	Springville, NY	\$1,880.00
Eisler Nurseries	Butler, PA	\$2,105.00

Recommended Action – Award a contract to Schichtel's Nursery in the amount of \$1,880.00 for the purchase of street trees.

10. DEPARTMENT REPORTS

Item 10A: Police Department

Chief Wyland will provide a verbal report on the police department's activities during the month. A written report was e-mailed to Council separately.

Item 10B: Public Works Department

Public Works Director Dave Dodson 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 Matt Pfeil will provide a verbal report on the recreation department's activities during the month.

* Item 10E: Codes Enforcement

A monthly codes enforcement report is provided in Council's mailbox.

* 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

1) Carlin Subdivision

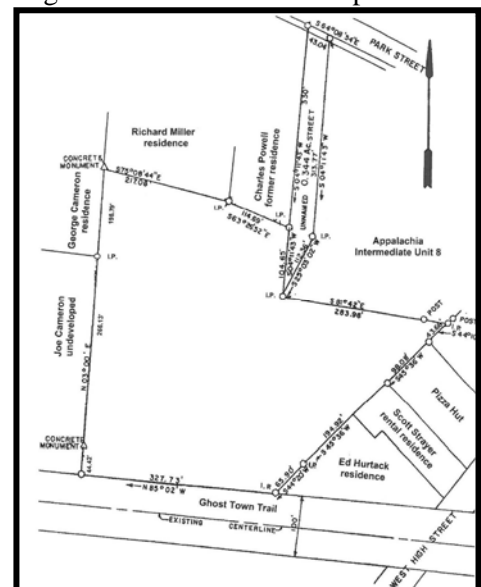
The planning commission reviewed a preliminary sketch plan of a proposed subdivision of property owned by Becky Carlin. The property is situated at the rear of Pizza Hut, off of Park Street.

Recommended Action – No action required.

* Item 10H: Ebensburg Zoning Board

1) Nulton Parking Lot

The Zoning Hearing Board approved two variances for the proposed parking lot at 309 West High Street. Nulton desired to have parking spaces and a parking aisle slightly smaller than that required.



The Board also denied an appeal of a ruling relative to bollards installed at the Nulton property along North Beech Street.

Recommended Action – No action required.

- 2) Strittmatter Special Exception
The Zoning Hearing Board approved a special exception for a beauty salon at 308 West Triumph Street.

Recommended Action – No action required.

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.