



Ebensburg Borough Council Meeting
Monday, November 23, 2015
6:30 p.m.

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Borough Council
Doug Tusing, President
Susan Barber, Vice-President
Cecilia Houser
Theresa Jacoby
Dave Kuhar
Joe Lutz
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 9A: Approve the minutes of the October 26, 2015 regular monthly meeting of Borough Council.

Item 9B: Approve the Financial Statement.

Item 9C: Approve payment of bills. Vote to be recorded reflecting abstention by Councilor Barber on amount owed Barber Oil Company.

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

Kuhar & Houser

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.

6. RECREATION COMMITTEE

Barber & Jacoby

7. STREET COMMITTEE

Lutz, Miller & Houser

Item 7A: North Spruce Street One-Way

Council was asked to consider making North Spruce Street one-way, and asked staff to provide some measurements of it and other similar streets.

North Spruce Street:

Intersection at High Street is 17'.
100 block narrows to 14'4".
200 block is 13'.

North Beech Street:

Intersection at High Street is 16'.
100 block is 14'6".
200 block is 15'.

South Beech Street:

100 block is 13'10".
200 block is 10'8".

North Cherry Street:

200 block is 12'4".
600 block is 9'6".

North Locust Street:

Intersection at High Street is 16'.
400 block is 13'.
600 block is 15'.
700 block is 14'2".

South Locust Street:

Rear of courthouse is 14'.

North Poplar Street:

Intersection at High Street is 15'.
100 block narrows to 13'4".

South Poplar Street:
200 block is 15'.

Much of Alton and Milton streets is 15'. Unless otherwise noted, other streets are a minimum of 16'.

It is worth noting that while the pavements widths on the above streets vary, all of those listed above have a formal width of 16.5'. Over the years yards, structures, driveways and other improvements have encroached into the street.

Recommended Action – Dependent on discussion.

8. ADMINISTRATION COMMITTEE	Lutz, Barber & Jacoby
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Item 8A: 2016 Annual Budget

The 2016 budget was presented to Council last month, and has been advertised for public inspection. The 2016 Operating Budget calls for revenues of \$5,238,770 and expenditures of \$5,099,110. The general fund budget is balanced with no increase in real estate taxes.

	Revenues	Expenditures	Surplus
General Fund Budget	\$1,877,370	\$1,807,780	\$69,590
Water Fund Budget	\$1,555,500	\$1,545,900	\$ 9,600
Wastewater Fund Budget	\$1,575,900	\$1,515,430	\$60,470
Stormwater Fund Budget	<u>\$230,000</u>	<u>\$230,000</u>	<u>\$ 0</u>
Total Operating Fund	\$5,238,770	\$5,099,110	\$145,660

	2015	2016	Change
General Fund Budget	\$1,829,630	\$1,807,780	-1.20%
Water Fund Budget	\$1,541,550	\$1,545,900	0.28%
Wastewater Fund Budget	\$1,522,920	\$1,515,430	-0.49%
Stormwater Fund Budget	<u>\$ 146,000</u>	<u>\$ 230,000</u>	<u>57.54%</u>
Total Operating Fund	\$5,040,100	\$5,099,100	1.17%

Recommended Action – Grant final approval to the 2016 annual budget.

Item 8B: Tax Ordinance

An Ordinance is required each year to establish the real estate tax for the coming year. Ordinance #626 was tentatively adopted last month, has been advertised for public inspection, and is ready for final approval.

Recommended Action - Grant final approval to Ordinance #626, establishing the 2016 real estate tax.

* Item 8C: FOP Negotiations

The administration committee continues to meet with police officers relative to renewal of the collective bargaining agreement that expires at the end of 2015.

Recommended Action – No action required.

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.

* Item 9B: Financial Statement

The financial statement for September 2015 is presented for approval.

Recommended Action – Approve the September 2015 financial statement.

* Item 9C: Bills

A list of bills totaling \$390,554.86 is submitted for approval. The list of bills includes an account in the amount of \$671.55 payable to Barber Oil Company. An abstention will be recorded in the minutes on behalf of Councilor Barber on this particular bill.

Recommended Action – Approve payment of the bills as submitted.

Item 9D: Parking Ordinance

Extensive amendments to the Traffic Ordinance were considered last month. Ordinance #627 was tentatively adopted last month, was advertised for public inspection, and is ready for final adoption.

Ordinance #627 allows for parking meter rates to be set from time to time by Resolution of Council. Resolution #2015-11 is proposed to approve the current parking meter rates.

Recommended Action #1 – Grant final approval to Ordinance #627 amending parking regulations.

Recommended Action #2 – Adopt Resolution #2015-11 establishing parking meter rates.

Item 9E: Historic Designation

An effort was begun in the mid-1990s to obtain a National Register Historic Designation for portions of the borough. Dr. Jack Coleman spearheaded that project, but the effort was abandoned in 1998 due to frustration with the process. Staff has discussed renewing this project for the past two years, and has addressed it in recent annual budgets.

Such a designation enhances marketing of the borough, without limiting any rights of property owners. The only instance in which changes to historic properties are restricted is when the property owner wishes to obtain grant funding or wishes to utilize historic tax credits.

The process for obtaining the designation is in fact a very complicated one, requiring the use of an experienced consultant. Preservation Pennsylvania is a private, non-profit organization that assists individuals, businesses and government entities in preservation-related efforts. Staff recommends that Preservation Pennsylvania be engaged to prepare and submit the required nomination documents to the Pennsylvania Historical and Museum Commission.

The project will involve the compilation of existing data from the 1990 project; a field survey to update and photograph the historic property inventory; research and field views to discuss comparable historic districts in the region; a public meeting to solicit input; preparation of the nomination form; review by the local historical society; and submittal and resubmittal, as necessary. The nomination process would begin in January and take approximately one year to complete.

With the field survey data already collected by Dr. Coleman, and the assistance of community volunteers, the cost of the project can be lowered from \$14,000 to \$8,865. Council has been provided a copy of Preservation Pennsylvania's proposal.

Recommended Action – Award a contract to Preservation Pennsylvania in the amount of \$8,865 to prepare and submit a nomination for historic designation to the Pennsylvania Historical and Museum Commission.

Item 8F: 2016 Fee Resolution

A Resolution is required each year to establish fees to be charged for various services for the coming year. There are two changes recommended for the fee schedule.

The contractual garbage fee will increase 5.72% in 2016. The customer rate should be adjusted to cover that increase. The fee will increase from \$16.85/mo. to \$17.85/mo.

The current fee charged for land use applications such as zoning hearings, land development applications and stormwater applications is \$275. The actual costs almost always exceed that amount. The applicant is either invoiced or credited for any difference. Staff recommends that the application fee be increased to \$325.

Recommended Action – Adopt Resolution #2015-12 establishing the fees to be charged in 2016 for various purposes.

Item 8G: 2016 Salary Resolution

A Resolution is adopted each year to establish the wages to be paid to borough employees, as recommended by the administrative committee, reviewed last month with Council, and included in the 2016 budget. Police wages continue at the 2015 rate pending resolution of the collective bargaining agreement.

Recommended Action – Adopt Resolution #2015-13 establishing wages for 2016.

* Item 9H: Upcoming Meetings

Make it a matter of record that the December meeting will be held on Monday, December 21, 2015. The Reorganization Meeting will be held on Monday, January 4, 2016.

Recommended Action – No action required.

Item 8I: Credit Card Payments

Ebensburg Borough has accepted credit card payments for several years, and has been assessed fees for doing so, just like any merchant. Credit cards are being used to pay event vendor fees, pay for recreation events, pay utility bills and application fees, and any other fees owed to the borough. The borough incurs an average of \$900 each month in credit card fees.

Government is permitted to assess the user of the credit card any fees incurred. eGov is a system that many local governments use to have the credit card fee automatically added to the user's bill. The process is managed through our own local bank. The user of the credit card is prompted to accept the fee's terms, similar to what one sees when drawing cash from an ATM.

Recommended Action – Approve the use of e-Gov for processing credit card payments and assessing associated fees to the user.

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

Item 10C: Community Development

Community Development Director Dana 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.

A copy of the minutes of the last recreation board meeting is included in Council's packet.

- * 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
 - *1) Rosmus
The Zoning Hearing Board granted a conditional use variance to Matthew and Adrienne Rosmus to operate an automobile service facility at 300 Tanner 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. EXECUTIVE SESSION

Council will conduct an executive session to discuss a personnel matter.

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.

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.