

SHIPPENSBURG BOROUGH COUNCIL

November 8, 2018

6:03 p.m.

Present at the Council Meeting: Andrea Lage
Bruce Hockersmith
Sandra Mailey
John Alosi
Keith Swartz
Mitchell Burrows (arrived at 6:58 pm.)
Kathy Coy, Mayor
Steven Coccorese, Solicitor

THE MAYOR'S MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE COUNCIL

PUBLIC COMMENT

No public comment.

REGULAR BUSINESS MEETING

President Lage stated that they will be moving around a few agenda items this evening.

CONSIDERATION TO APPROVE THE MINUTES OF THE OCTOBER 16, 2018

Councilperson Bruce Hockersmith moved to approve the minutes of the October 16, 2018, as presented. Motion seconded by Councilperson Sandra Mailey. Councilperson Keith Swartz noted one change. Motion carried 5-0.

CONSIDERATION TO APPROVE THE MINOR LAND DEVELOPMENT PLAN FOR SCHREIBER FOODS
(RECOMMENDED BY PLANNING COMMISSION 10-10-18)

Mike Ignasiak, Sr., representing Schreiber Foods, reported that they are looking to construct a 1200 sq. ft. addition to the plant along with potentially another 1800 sq. ft. within a year of this time frame. Councilperson Swartz asked if this is part of the planned growth from when they asked for more water capacity years ago and if it is all part of this plan? Mr. Ignasiak stated that no, that is not necessarily a part of this plan. He went on to explain that a year ago they were looking at putting a major addition on the plant and at this point this addition is going into a new product line which would

not affect the water usage. Mr. Ignasiak went on to report that they are getting into different products that are nut allergens so they need to create some isolation between processing equipment. Kevin Plasterer reported that our engineer, HRG, has reviewed the plans, corrections were made and they are happy with everything as it is currently and recommends approval. Councilperson Bruce Hockersmith moved to approve the Minor Land Development Plan of Schreiber Foods. Motion seconded by Councilperson Sandra Mailey. Motion carried 5-0.

DISCUSSION OF DRAFT 2019 BUDGET

President Lage reported that after many meetings Council has before them a draft budget for 2019. Nicole Bard reported that in regards to the Sanitation budget they are showing an increase of \$1.00 per yard for commercial and temporary dumpster pickups and a \$.50 increase for residential trash per quarter. Mrs. Bard explained that the current rate per yard is \$8.50 so it would then be \$9.50. President Lage stated that in looking at those increases they are still within the regional norms and will not be higher than other services in the area. Nicole also reported that there will also be an increase in some of the fees in placement and rentals of dumpsters to get more in line with some of the surrounding areas and local companies. Councilperson Hockersmith asked that if getting in line with the surrounding companies means we are helping to cover the costs of operation and not necessarily to increase our profits? Nicole stated yes, currently we do not collect enough fees to cover the cost of the entire sanitation operation. Councilperson Hockersmith asked how we have been making it in the past and where do we make up the deficit if we are in that situation? Nicole stated that sometimes you cannot tell how often people are going to be renting dumpsters, how much yardage they will be putting, etc., so they use a "best guess" and they generally estimate low on revenue and high in expenses and if you end up flip flop from there it usually ends up in our favor. Kevin Plasterer explained that we have people who rent dumpsters for 6 months but only dump it two times and while they are paying a monthly rental fee we are not dumping it to make money but still getting the rental fee. President Lage explained that the equipment as part of sanitation is quite expensive and we are worried about our replacement abilities for that equipment and so part of it is to build the capital fund so that we can buy trucks as they are needed. Nicole stated that we have been putting back a sizeable amount for the past three years into capital to replenish what we have had to take out to replace the trucks that we replaced. Councilperson Hockersmith asked if we replace dumpsters as needed or do we have a program that handles the retirement of a 20 year old dumpster? Kevin stated that we replace as needed. Councilperson Swartz asked if we repair as need also? Kevin explained that we have rental dumpsters and people that own dumpsters and if you own it you must take care of the repairs but if you rent them we maintain them. Nicole reported that the residential fee is currently \$42.00 per quarter and it will go to \$42.50 for 2019. She further explained that there is a question about recycling as we move forward and is still being debated at this point as to whether the recycling facility we use will take our glass and if they do not we will probably see an increase in our tonnage at the landfill which will increase the cost that we are paying for disposal of refuse. Jeff Stonehill stated that it has been a nationwide trend with glass and a dilemma that everyone in this region will be facing all at the same time. President Lage explained that this is just a draft and if they do not have questions this evening but think of something later they are welcome to email Nicole or herself and then they can address

them with the goal being to present the draft this evening with no action tonight and then looking for a motion to advertise at their next meeting if they are ready.

Nicole explained that in regards to the sewer budget, this year there is not going to be a rate increase because they have done increases in the past few years and they plan to hold the rates to see if what they have done will actually help to make the situation look better than what it was. She went on to explain that we are still working through the finishing touches of the plant expansion and part of the budget they have in front of them is showing a fund balance transfer to help replenish the capital fund that they have been using to finish up the project expenses. President Lage stated that it is a fairly significant transfer and they do continue to have major capital expenses but as Nicole pointed out we have asked our residents to accept rate increases for the past two years and they really think that there is a good likelihood that that was a sufficient increase and if we just give it enough time they will be able to build our reserves again giving 2019 as a rest year to see where we come on that.

Mrs. Bard explained that the water management fund is the operation of the water system, and Council passes the operating portion of it and then we turn it over to the Water Authority and they pass their budget accepting ours. She stated that this is what we are saying we need to be able to operate your water system. She went on to explain that there are not a whole lot of changes but do see some increases in some of the fees that are coming through from DEP, lab testing, etc., but overall it is just the cost of running a water system and not anything that is striking. President Lage added that things are working very well between Borough Council and the Authority at this point and going through the exercise a few years ago of creating a formula for the basis of figuring out how we expense things to them has given a level of transparency that is paying off and things seem to be going fairly smoothly now. The President went on to state that she does think that we are at the time where we will be doing some reassessments to make sure that we are on track with the percentages of our administrative time and things. Councilperson Hockersmith asked if there is any bonded indebtedness in the water fund? Nicole stated no. Councilperson Hockersmith asked if there was any on the sewer? Nicole stated yes but it is backed by the Borough.

Nicole explained that in regards to the General Fund there is a planned implementation of a recreational tax. She stated that she provided some data on assessments from 2012-2018 which show that our assessed values are going down and we are losing properties off of the tax rolls which in turn reduces our income through taxes. Nicole stated that one of the other options they explored to try to generate some income through taxes and the recreational tax is one of their options. Nicole went on to explain that what they are proposing is approximately \$15 per household which would be implemented this year. She further explained that we currently pay \$65,000 to the Park and Rec Authority and this tax would bring in approximately \$38,000. President Lage stated that one of the things that we struggle with is in our Franklin County portion we are very close to meeting the maximum of our general milage so one of the things they have done over the last couple of years is to look at ways that we can pull things out of the general fund milage and do special assessments. She went on to explain that street light assessment has been pulled out and they discovered that Park and Rec is another thing that you can itemize and pull out of general fund and specify, so the thought was to do

that and be very transparent that we are not covering with this all of the cost of Park and Rec and only part of it. President Lage further stated that admittedly they did not reduce the milage of our general fund so part of the way they are meeting our increase costs is adding this recreational tax and then identifying that as something specific. The President stated that this amount seemed reasonable per household and a modest level of increase but it is a start. Mrs. Bard reported that some of the other changes they will see in the general fund is some of the administrative changes that are planned with a plan in place for an assistant borough manager, a plan for a borough manager, and also plans for expected retirements within the general fund. She further explained that they planned for a full year of wages and benefits and will probably not see all of that expense for the full year so that does give a little bit of wiggle room. President Lage stated that one of the things they wanted to do is to see what a budget looked like with a full year of those expenses because they would then be on going which is one of the reasons that they wanted to put it in the full year but as they go forth they will see that there is a transfer fund from balance projected for this year. Nicole explained that they are projecting \$190,000 being transferred to balance the budget this year and going back to what she said about the administrative changes and if they do not have those full costs they will not be transferring that kind of money to balance the budget at the end of the year, but is planned for if needed when we are there. She further stated that they did have a health insurance meeting the other week and are expecting a reimbursement this year which will also offset the transfer amount. Councilperson Hockersmith asked where the expenses are shown for conferences and things such as that? Nicole stated that is under 405. Councilperson Hockersmith asked if there was a breakout in the General Fund budget to show a budgetary category for the Mayor? Nicole stated no. Councilperson Hockersmith asked if there is some reason that it has not been considered? Nicole explained that they went with what they have done in the past which was when they had expenses it fell within this category of expenses because it benefited not just the borough and that is where it would be and it is not a separate line in the police budget or in the borough's budget but just a meeting/conference expense. Councilperson Hockersmith asked what the overall tax increase this will call for? Nicole stated that it would just be the implementation of the recreational tax and the rest would remain the same. President Lage asked council to look everything over in the next few weeks and if they have any questions they can contact her or Nicole.

CONSIDERATION TO APPROVE A REQUEST BY THE SHIPPENSBURG AREA CHAMBER OF COMMERCE TO CLOSE THE BOROUGH PARKING LOT @ WEST BURD AND NORTH SENECA; AND THE CLOSURE OF MCCREARY AVENUE ON SATURDAY, JUNE 8, 2019 FROM 2:00 A.M. TO 5:00 P.M. FOR THE ANNUAL BOOM FESTIVAL

Councilperson Sandra Mailey moved to approve the request of the Chamber of Commerce for the parking lot and for McCreary Avenue for the Bloom Festival on June 8, 2019. Motion seconded by Councilperson Keith Swartz. Motion carried 5-0.

CONSIDERATION TO ENTER INTO A SUB-RECIPIENT AGREEMENT WITH CUMBERLAND COUNTY HOUSING AND REDEVELOPMENT AUTHORITY FOR CODE ENFORCEMENT

President Lage reported that this is the CDBG funds that we have requested and for each of these projects we have sub-recipient agreements that need to be agreed to so this is indicating that we are ready to go into an agreements with the County for code enforcement and enhanced police patrols with the other projects being forthcoming. The President went on to report that for code enforcement we get an allotment of \$10,000. Councilperson Keith Swartz moved to enter into the sub-recipient agreement for code enforcement. Motion seconded by Councilperson John Alosi. Motion carried 5-0.

CONSIDERATION TO ENTER INTO A SUB-RECIPIENT AGREEMENT WITH CUMBERLAND COUNTY HOUSING AND REDEVELOPMENT AUTHORITY FOR ENHANCED POLICE PATROLS

Councilperson Sandra Mailey moved to enter into the sub-recipient agreement for enhanced police patrols. Motion seconded by Councilperson Bruce Hockersmith. Motion carried 5-0.

President Lage reported that Council does have an executive session this evening but before they move forward with that and other business she would like to introduce Meredith Dominic who is their candidate for police chief. President Lage went on to report that under other business they will be discussing that because she has met all of the conditions of her letter of hire that they can officially move forward in her hire. Councilperson Swartz asked Ms. Dominic if she is going to be comfortable out meeting and greeting with the public? Ms. Dominic stated that she is most comfortable with that and is very ready for that aspect of the position. President Lage explained that the intent is to do a slow start and she will be ready as Chief Scott transitions out to take his place. Councilperson Hockersmith asked if we will be paying her for her time? Mayor Coy stated that yes; she will be paid hourly wages until she goes on to her contract after January 1, 2019. President Lage reported that there will be a formal hire letter that states she will be hired on an hourly basis, prorated based on her contract, and then there will be a contract that will start full time. Solicitor Coccorese stated that a motion to authorize the offer letter to be sent out once the letter if finalized would be in order. Councilperson Hockersmith moved to authorize the offer letter to be sent out to Ms. Meredith Dominic. Motion seconded by Councilperson Keith Swartz. Motion carried 5-0.

OTHER BUSINESS

Mayor Coy reported that she is still working with the Cumberland Valley Rails to Trails and the Historical Society to keep the 200th Anniversary Committee going. She reported that they had a large committee to start and it dwindled away but they are still going to have the celebration but things have just taken a little bit of a shift. The Mayor further stated that she had multiple meetings regarding the new police chief, participated in two consecutive ride alongs on Homecoming night and she was so impressed with how much participation they had. She also stated that she met with the Cartel Company which is located at the old SKF building and toured their business which was very enlightening. The Mayor explained that they do underground, electronic doorbells. She also reported that she had conversation with CGI Communications regarding cost free showcasing videos and that they would like to do one about Shippensburg. She stated that she will get more information to Council as it comes. The Mayor also reported that she has developed a community calendar for organizations that she would

like to use for organizations that are having events and she wanted to have it up and running for January 1st. She went on to explain that it is on the borough's website on the homepage. Mayor Coy further reported that she met with Councilperson Burrows and Dr. Wilson regarding the LERTA and they are ready to go back to the school district to get them on board. The Mayor also reported that she met with multiple university students for class interviews and she has been invited to be the honorary grand chieftain at the 2019 Cumberland Valley Scottish Games. The Mayor also stated that she will be participating in the James Burd and Intermediate Veteran's Day parade as well.

Councilperson Mailey stated that she is aware this is a difficult situation but the leaves are coming down later and later each year and she would like Council to look forward to see what can be done for later pickup in future years. Kevin Plasterer explained that he has contemplated this this year and last year about borrowing the water department's one dump truck to put the leaf box on so that his two trucks are available to salt with but then if they have a water break they need their dump trucks as well since they only have two. He stated that he has thought about this before and it is brought up every year but the solution is a difficult one with weather issues. Kevin stated that it takes anywhere from 4 to 6 hours to take the leaf box off and put the salt spreader on and by that point the roads can be already hazardous. Kevin stated that if the weather would hold out until mid-December they can keep going but it really all does depend on the weather. Steve Brenize asked if he has ever looked in to any of the surrounding townships to see if they have any equipment that we can borrow? Kevin stated that most of the surrounding townships are in the same boat with only two trucks available like we have, and some of them being dual axels and we cannot put our leaf box on those but he has been thinking about communicating with our surrounding townships to share equipment and look into it further.

Councilperson Alosi stated that he will also be attending the Veteran's Day parade at James Burd.

Councilperson Hockersmith stated that he plans to be at the Veteran's Day event at James Burd as well. He further stated that he has recently forwarded several things to Council by email, one being a letter from Forest Myers concerning some properties on East King Street, two items that he received as a result of being at the polls asking for a traffic calming device on Lurgan Avenue and also if it would be possible that the ballots for the East, Middle, and West end be placed on our website a month or so before the election so that people could look at them there. Councilperson Hockersmith went on to state that it still appears to him that we need some type of traffic study to determine just exactly what is happening to the East/West movement in Shippensburg which could have something to do with how the traffic lights are set up. He went on to state that the traffic has increased considerably and he feels they should try to figure out what they need to do to mitigate some of that backup. Councilperson Hockersmith stated that he will be attending the PSAB conferences at no cost to the borough since he is currently the representative from Cumberland/Franklin County on the board of directors until the end of 2019. He further stated that in the 300 block of West King Street, Penelec replaced a pole that was hit by a vehicle and the phone cables are still on the old pole which is beside the big pole. Kevin stated that they will be there for another year. Councilperson Hockersmith stated that that same situation exists on the corner of South Seneca and West Orange Street and he feels there has to be something that we

can do to encourage the utilities, once one of the poles is removed and replaced that they need to transfer the wires to the new pole. Kevin Plasterer stated that it is their property and in the right of way and we have no control over that. Councilperson Hockersmith stated that he will make some phone calls if Kevin can get him the contact information. Bruce also stated that he noticed that the food truck on King Street has moved and is no longer on King Street.

Kevin Plasterer reported that they have been thinking about a new website for many years and currently what we have is a homemade website that is not very user friendly or attractive. He stated that he has received a price from our IT people and he would like to know if Council would like to go with our IT company which is Global Data to build our website or would they like to go out for and RFP? Councilperson Swartz asked if the University can make it project for their students in the computer science department? The Mayor stated that the only problem with a project is making sure the IT people themselves are there and understands and will back it when the students graduate and are no longer there. Kevin stated that another consideration is who maintains it once it is built. Councilperson Mailey stated that it seems reasonable to her that since we already have a contract with Global Data that we should just stay with them and use their services. Kevin stated that he has looked at other websites that Global has built and looking at theirs compared to ours is considerably different. Councilperson Hockersmith stated that he would recommend that we do not rely on the University to do this program because they did that with the Shade Tree Committee and had a graduate student develop a program for them and had an agreement with the professor that it would be followed up and then the professor left and nothing else transpired after that. Kevin stated that he feels in the long run they will be happier if we stay with Global Data but it's ultimately up to Council. President Lage suggested checking with the other institutions for whom they have done websites to see if there are any recommendations for improvements or tweaks to their website that they wish in hindsight they would have directed. Kevin also stated that there will be a place for Facebook without the option to have comments sent back but we will be able post to which is the direction they would like to go. He also stated that if anyone else is going to the Branch Creek dinner that has not yet responded to please let him know. Mr. Plasterer went on state that in Council's packet there was a Tri-State Environmental Service quote which is to try to reduce the I & I through the sewer system and this purchase would be a good purchase for the borough and the sewer lines because they could go out and minor repairs to the sewer lines with the attachment on the front of the vehicle. Kevin went on to state that currently we are aware of 15 or 20 holes that we can fix with this machine so that sewer is not getting out and ground water is not getting in and is looking for a recommendation from Council to move forward in purchasing this attachment. President Lage stated that this was an item that they contemplated when we purchased the truck and have found that since the camera work has been done it has been determined that there are a number of these smaller things for which this is an appropriate fix and thus it does in fact make sense to purchase the equipment. Councilperson Hockersmith stated that understanding that there is an adequate amount of funds to cover this item in the capital reserve he would move to approve. Motion seconded by Councilperson Sandra Mailey. Motion carried 6-0. Mr. Plasterer stated that has the 3rd quarter pension for the Shippensburg Borough Police and Non-Uniform employees if anyone is interested in seeing it. He further reported that they are in the process of talking with GHD on their final plan as far as the I & I is concerned. Kevin explained that they came back with a plan and

Lance, Nicole and himself met with them this week and we are going to have them restructure the letter and resubmit a plan to DEP which will hopefully relieve us of some of our major concerns that they can have a 5 year process on repairing our sewer lines and they will be meeting with them again mid-December along with DEP.

Mayor Coy asked what the green and pink markings on King Street are? Kevin explained that King Street is being repaved in 2020 and our water department has hired a firm to replace the entire water line from CVS to Morris Street so all the utilities have to come out and mark their underground utilities so that they can be mapped. He went on to explain that yellow is gas, green is sewer; red is electric and blue is water. Steve Brenize stated that currently the engineering firm is putting probes in to find out where the lines are located. Councilperson Hockersmith asked if this project which covers from CVS to Morris Street will occur without causing a water rate increase? Steve stated that, yes, that is correct and that it will happen without an increase and after this they will have very little capital reserve left because they put a significant amount into the Possum Hollow Road project that they haven't gotten back yet through the contracts that they set up for getting payment for fire service in that area. Mr. Brenize stated that he does intend to reach out to Senator Alloway seeking infrastructure money for this project.

Councilperson Swartz stated that he thought that Forest's letter did warrant discussion and while it does not have to be this evening but he does think that they should have a little more background and more information to find out if they need to react. President Lage stated that Sam Wisner is aware of the situation and they should probably wait until the next meeting when he is present to discuss it.

EXECUTIVE SESSION

Council went into executive session at 7:09 p.m. and returned at 7:19 p.m., where they discussed personnel matters. Councilperson Mitchell Burrows moved to have the President sign an MOU with AFSCME as a solution to a grievance. Motion seconded by Councilperson Sandra Mailey. Motion carried 6-0.

Councilperson Burrow stated that he would like to inform Council about a wonderful event called the Ship Speak Initiative which is to bring cultural, political, intellectual, artistic, and musical events to the area in an effort to bring a cultural rebirth in line with the long range planning's ordinance and municipal efforts and collaborative economic desires that we have in town. Mitchell stated that the Thought Lot hosted the event with many sponsors and there was a screening of "Won't You Be My Neighbor" which was a documentary about Fred Rogers and he just would like to say how wonderful it is to see people wanting to do things that are in the vein of making Shippensburg a better place.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:23 p.m.

Kevin Plester

Secretary