

SHIPPENSBURG BOROUGH COUNCIL

September 4, 2018

6:03 p.m.

Present at the Council Meeting: Andrea Lage  
Bruce Hockersmith  
John Alosi  
Sandra Mailey  
Keith Swartz  
Mitchell Burrows  
Kathy Coy, Mayor  
Samuel Wiser, Solicitor

PLEDGE OF ALLEGIANCE COUNCIL

THE MAYOR'S MOMENT OF SILENCE

PUBLIC COMMENT

Amanda Brozana-Rios stated that she noticed that they do not have a bike rack on main street in front of places like the post office, etc., and since there is a bike friendly commuter agenda coming forward to Council soon she is hoping to see Council on board with getting bike racks in some of the central areas of town.

REGULAR BUSINESS MEETING

CONSIDERATION TO APPROVE THE MINUTES FROM AUGUST 21, 2018

Councilperson Hockersmith moved to approve the minutes of the August 21, 2018, meeting as written. Motion seconded by Councilperson Swartz. Motion carried 6-0.

DISCUSS REQUEST OF KAREN & SHANE BARRICK TO ALLOW THE CROSSING OF BOROUGH PROPERTY WITH MOBILE HOME TO ACCESS PROPERTY @ 412 SOUTH PENN STREET

Manager Epley reported that in looking at the map he provided, Parcel 13 is the parcel that the Barrick's own and towards the rear of the parcel there is a mobile home that they are removing and replacing. Mr. Epley went on to report that the Barrick's are proposing to come in off of South Penn Street across the borough property and into the rear of their property so his only concern was that they are crossing an existing drainage swale. The Manager stated that his only concern is that with the wet weather we have had having a tractor trailer and a mobile home going through there they may get

buried to the axles. He further stated that he did contact the Cumberland County Conservation District and they didn't have any real concerns and recommended that there is something in place that they guarantee that they will re-establish any damage that they do to the swale. Manager Epley went on to state that it is tight for the Barrick's to get in and out of their property due to the garage in the front of the property so to navigate a mobile home through there would be very difficult which is why they need to cross borough property, therefore he is recommending that Council have the Barrick's sign a waiver that they hold the borough harmless from damage they incur on our property and to guarantee that they will repair any damage that may occur and to provide us with a copy of their insurance. Kevin Plasterer added that he was told that they will have to haul in material to fill in the swale where the drainage ditch is with slate or stone and his concern is that it would all have to be removed and put the swale back to the way it was. Kevin stated that there is no way they will be able to back a trailer in by backing it straight in because of the contour of the land. Manager Epley stated that it was never mentioned in their letter that they would be filling the swale. Councilperson Lage stated that they could create a straight forward one-page agreement with the bullet points of what they would need to address to make it as simple as possible. Kevin stated that the old mobile home has already been dismantled so they do plan to move forward with it. Councilperson Swartz moved to grant permission to cross the borough property with the recommendations that they have a signed contract that they agree to return it to as is condition. Motion seconded by Councilperson Mailey. Kevin stated that he will take photos of the area before so that they have proof down the road. Motion carried 6-0.

#### EXECUTIVE SESSION

President Lage reported that Council will be having an executive session to discuss various personnel and contractual matters. Council went into executive session at 6:12 p.m. and returned at 7:21 p.m.

#### DISCUSS FIRE SERVICES WITHIN THE BOROUGH OF SHIPPENSBURG

Fire Chief Randy O'Donnell reported that he has been in discussions with the three fire companies, the Mayor, and some other agencies and have decided that they really need to look at a consolidation of resources, consolidations of buildings, consolidation of apparatus and personnel that they have. The Chief went on to state that we are facing what everyone else is facing in the region and that is that they are at point that people are not volunteering for long periods of time so he is not getting managers and senior people that are managing the firehouse. He stated that he sees it through all three stations and in town and just recently at the Cumberland Valley Hose Company they only have one chief officer with the other two resigning and for a couple months he did not have a president and just a continuing change in officers which is creating personnel issues within the department and will spread throughout the other departments if they do not take a long term action. Chief O'Donnell stated that he is looking for Council's support to move forward to come back to them with a reorganizational plan of the fire department, which would include deployment of services, deployment of apparatus, recommendations on the number of stations that are needed, working with their partners in the townships, and to present a plan to Council sometime in the beginning of 2019. President Lage stated

that one thing she keeps hearing from the Chief is that we really do have an increasing problem with the lack of volunteers and are seeing that it is going to be harder and harder to have enough people to be in all of these different houses. Chief O'Donnell stated that they need to look at consolidation of officer positions and duplication of services. He went on to state that we have one of the best firefighting forces in the region and he has fought for years to keep three fire houses because it worked and did work up until the past few years but they are now at a crossroads where they need to make a decision for the future and that is having the right managers at the right places to fill the right positions, transfer some of the work load, and review how they have delivery of services. Chief O'Donnell went on to state that they do not need two ladder trucks or four engines and could do away with one brush truck which would be millions of dollars of savings down the road. He went on to state that his concern is that it costs money to operate all of this stuff and this stuff doesn't always save money right up front and it doesn't mean that it will save the borough any more money because in the plan there is going to have to be more enhanced financial planning for the future and looking at some daytime drivers. The Chief stated that he doesn't feel that things are being handled administratively and structurally because they are spread apart between three stations and if they were in two stations personnel issues and management can be handled much better and more consistently between the departments. Councilperson Hockersmith moved to direct the fire chief to proceed with the implementation of the strategic plan. Solicitor Wisner stated that one of the concerns of the planning is implementation and often times you see that there is a plan done but then it never happens and just falls off the radar and just lingers and he wondered if Council is willing to set some implementation deadline for a plan if that is what is being considered so that there is some report back to this body of when it is going to happen? Motion seconded by Councilperson Burrows. President Lage explained that the motion is to implement a plan that would look at consolidation and reorganization of our fire companies. Councilperson Mitchell Burrows stated that he thinks that to have the proposal for this strategic plan by January 1, 2019, and implementation of that plan by January 1, 2020, would be a proper timeline. The President stated that she likes the idea of a refresher of the plan and to have the townships, fire companies, and everyone get on board and see where we are as of the end of this year and then understand that they need to set a deadline for implementation. President Lage went on to state that one of the things they are trying to do is extend the life of volunteer fire because what is really on the horizon if they can't manage this is a paid fire department and that will be even more painful so anything they can do to insure top level volunteer coverage they should do. Councilperson Hockersmith stated that as the maker of the motion he agrees with the inclusion of the dates as suggested by the seconder. Motion seconded by Councilperson Burrows for the amendment to the motion. Mayor Coy stated that she believes that because of the volunteers dwindling away it is having a major effect on the administration in the fire service itself and she feels looking at the master plan is a good idea. Chief O'Donnell stated that in regards to the master plan they have done about 70% of it and operationally everything is done such as the policies, procedures, etc. but administratively there is a lot of work to be done. He went on to state that he feels that this is the best approach to give them the buy in from municipalities around us and the buy in from the other companies that are engaged and the best way to move forward. Motion carried 6-0.

## INTERIM PERSONNEL ADJUSTMENTS

President Lage reported that Manager Epley will be leaving on September 14<sup>th</sup> so Council needs to make the final tweaks so they will be set to go after that date. She went on to state that they are creating an Assistant Borough Manager position at this time and would like to appoint Kevin Plasterer as our Interim Assistant Borough Manager which he has agreed to. The President stated that they would need a motion that both acknowledges the creation of the position and the appointment of Kevin into it. She further stated that with that interim there is an understanding that they will review that position at 6 months and it is intended to stay up through the hire of a Borough Manager and three months past that hire so that there is a transition and at that point they will look at it again. Councilperson Alosi moved to create the position of Interim Assistant Borough Manager and the appoint Kevin Plasterer to the position. Motion seconded by Councilperson Burrows. Councilperson Hockersmith asked Kevin if all of his questions have been answered concerning accepting this position? Kevin stated yes. Motion carried 6-0.

President Lage stated that they also need to acknowledge at this time that they are changing the title of Nicole's position which has always historically been Office Manager but they have agreed at this point to call it Business Manager so she would be in a job position that is the same description as what she has but acknowledging her job contains much more than just managing the office personnel and is really managing the business side of things. Councilperson Keith Swartz moved to recognize that Nicole's job description and title is now that of Business Manager. Motion seconded by Councilperson Sandra Mailey. Motion carried 6-0.

President Lage stated that the last action for the interim personnel adjustments is in recognizing the added duties that Nicole and Kevin will be doing as we search for a more permanent borough manager it is recognized that we need a few more hours given to office staff so that Nicole can devote her time to other tasks that are not usually part of her job. The President went on to report that there is an employee that is currently willing to go from a part-time position to a temporary full-time. President Lage stated that there is a side letter of agreement that has been placed before Council as a draft and is similar to what has been done in the past when they were in a similar position which creates a temporary full-time position that is to be had during the interment and to be negotiated and looked at in 6 months and then also three months after arrival of a borough manager. Councilperson John Alosi moved to agree to the side agreement with that employee. Motion seconded by Councilperson Sandra Mailey. Motion carried 6-0.

## DESIGNATION OF PROJECT MANAGER FOR WASTEWATER TREATMENT PLAN IMPROVEMENTS

The President reported that this position is actually an extension of interim operations in a way and one of the things that they are recognizing is that the Wastewater Treatment Plant upgrade is continuing longer than anticipated and they have been going on with the assumption that it was just about done and were kind of making due and now have discovered that even though they are on schedule for the improvements to be done, it is not anytime soon and the temporary arrangements

aren't working. President Lage went on to state that in light of that, what they really need is one person that they can recognize as one who has an understanding of where the project has been from the almost beginning to end and that can be the spokesperson with all of the different interested parties. President Lage stated that in the past they have used Dennis Black Engineering and in particular the services of Lance Hoover through them to help and it is the belief of the joint committee that Council appoint Lance Hoover as a project manager sharing the cost equally which will help give him a little more authority in discussing things with the various contractors and engineers, etc., and will also clarify for whom he is working which is both the borough and CFJMA. The President stated that there is a contract that has been provided that outlines a general scope of services at a cost for the hours that he would be putting in, which is an additional 8 to 10 hours per week on average. President Lage that this looks at the ENR upgrade, the IFAS implementation, as well as the headworks and that is the only part that is contained under this. Councilperson Hockersmith moved to designate Lance Hoover as the project manager for the wastewater treatment plant improvements. Motion seconded by Councilperson Burrows. Mayor Coy asked if they have a cap on how many hours they want to put in to that? Solicitor Wiser stated that he feels the joint committee will monitor that and if they see an uptick in hours they will address it. Motion carried 6-0.

#### OTHER BUSINESS

President Lage reported that we as a borough have some work to do to make our community bike friendly and they have taken major steps with large grant submissions, etc., and one of the things they do not have is a bike rack at the borough office and so it was suggested that Council consider the installation of a bike rack within our area that would service the park as well as the borough office. The President stated that if Council is interested in doing this that they should direct staff to look into costs and present them with what the reality is. Councilperson Alosi stated that he feels they should look into it. Councilperson Swartz asked how to put the word out to ask the citizens if they would like to donate funds towards installing racks at various locations throughout the borough? Councilperson Burrows reported that there is already an initiative called the Bicycle Friendly Shippensburg Initiative that has been working for about a year under the revitalization group where a number of businesses have either installed bike racks at their business or have sponsored other ones with the newest edition being this weekend with a 10 bike double side rack installed at Shippensburg Station which was sponsored by Roxbury Treatment Center. Councilperson Burrows went on to state that he has someone who was looking for a high profile sponsorship because part of this is notoriety of advertisement and the post office would be a big one. He went on to report that they are up to close 10 bike racks that have been installed in Shippensburg since they started this with the goal being to have money for advertising. Council members discussed options of locations and contacts for the installation of a rack at the borough office.

President Lage went on to report that she placed sewer ordinances at each Councilperson's seat which is a statement of a policy that we have had in place for as long as she has been here and it is that the laterals are the responsibility of the property owner but what they found in trying to look through the ordinance is that even though we have been acting based on that we cannot find the language. She

went on to state that it seems like a good idea to put it in the ordinance instead of searching through the archives trying to find it. Solicitor Wiser stated that they will need an authorization to advertise it and bring it back at the next meeting for action. Councilperson Mailey moved to authorize the advertisement of the ordinance. Motion seconded by Councilperson Alosi. Councilperson Hockersmith left the meeting at 7:43 p.m. Motion carried 5-0.

The President reported that she has been speaking with the borough manager of Chambersburg who works with DCED on a program that they have which has peer consultants and as part of that program if you have issues that you would like outside eyes to come in and work on. President Lage explained that they will come in and work with the borough staff and Council and whoever is needed to take a look at how we are working currently and see if there are ways that they can recommend making improvements. She further stated that Council and staff have been talking a lot about restructuring and while they have a lot of great ideas they also have some budgetary challenges that they will be facing and it wouldn't hurt to have someone else's eyes on it. The President further stated that this is a free service and all that you have to do is submit a letter of intent to DCED and they will set this up and facilitate this sort of communication and consulting. She explained that they have a list of technical assistance possibilities and she looked at finance, administrative, and Public Works and if Council likes this they have to, at a public meeting; approve the submission of a letter of intent. Solicitor Wiser explained that DCED provides local government services, publications to municipalities, and training and one of the things that they have recently done is provide peer to peer consulting. Councilperson Burrows moved to approve the submission of a letter of intent. Motion seconded by Councilperson Mailey. Motion carried 5-0. President Lage stated that with the agreement of the Mayor she also checked the box for police management.

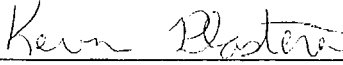
Mayor Coy stated that she has provided a memo from her husband inviting Council members to the 175 Anniversary of the Vigilant Hose Company Fire Department on September 22, 2018. The Mayor asked Manager Epley if Scott Brown ever got in touch with him regarding the flags or the agreement? Manager Epley stated no. The Mayor stated that Mr. Brown is going to have other banners made and she stated that she will get in touch with him about the agreement. Councilperson Burrows stated that he has had a number of conversations regarding the banner that goes across the street and he would like it to be known that there has been some confusion and some mistakes along the way that has led to organizations here in town not getting a banner up when they told they were getting a banner, etc. Mitchell stated that he would like to explore any other options that they have in regards to how they do the banners, and potentially how many banners we have, etc., and he knows it is coordinated through the Chamber and the borough so he would be happy to see a conversation happen between all parties.

Councilperson Alosi stated that today two tractor trailers came down South Prince Street and made it to Garfield and then had to back down to Orange Street and he wondered if there is was some way to place signs in better locations or more eye catching signs? Kevin Plasterer stated that he can put up as many signs as Council would like but GPS tells them which way to go and if that is the way it says that is the way they go.

Councilperson Keith Swartz thanked Manager John Epley for his service to the borough and wished him well in his next endeavor.

ADJOURNMENT

There being no further business, Councilperson Burrows moved to adjourn the meeting. Motion seconded by Councilperson Swartz. Meeting adjourned at 8:02 p.m.

  
Assistant Borough Manager