

SHIPPENSBURG BOROUGH COUNCIL

May 17, 2016

7:00 p.m.

Present at the Council Meeting: Andrea Lage
Kathy Coy
Joe Hockersmith
Angela Facchinei
Sandra Mailey
John Alosi
Bruce Hockersmith
Sam Wiser, Solicitor

INVOCATION: Kathy Coy

PLEDGE OF ALLEGIANCE: COUNCIL

REPORTS:

The Mayor stated that he has nothing at this time. President Lage stated that Finance/Budget will more than likely have nothing to report and personnel will have a police negotiations meeting tomorrow. Joe Hockersmith reported that Long Range Planning have not had a meeting yet.

Chief Scott reported that he has three part-time officers leaving and he will be bringing in some part time officers to replace them. He stated that thefts have been down and most of their calls have been with juveniles running the streets in the evenings. Mayor Hockersmith asked if there is a new car for his department in the budget for this year? Chief Scott stated yes, and they are working on it.

Fire Chief O'Donnell reported that Dave Lindenmmuth could not be here this evening so he also has Dave's report for the Emergency Management portion. He stated that Dave has been working on the emergency management plan for the Bloom Festival and working with the Corn Festival and their plan. He further reported that they are looking into getting some signage for Rt. 696 from PennDot to help with the truck traffic on Corn Festival day in addition to working with the food trucks and the use of the generators and keeping the carbon monoxide down in the area. Chief O'Donnell stated that Dave has also been working with him with the active shooter drill.

Chief O'Donnell stated that in regards to his department one of the things that is a big push right now is the active shooter drill with the university and the coordination with the school district. He further explained that he is hoping to get the event passed with the safe school committee to get reimbursed from the Department of Education through the State. Randy stated that right now the costs are around \$8,500 to have the contractors come in and help put the event on and he is hoping that

at least half to two thirds of it will be financed through the Department of Education. Mr. O'Donnell also stated he is hoping to get local government involved and be able to be there as observers with live action inside the buildings with victims, etc., and is scheduled for August 11, 2016. Chief O'Donnell stated that Cumberland County will be updating their radio system in a few years which will affect the Police Department, EMS, Fire and all Emergency Management services and although they are several years out they should still think about planning now since they know it is coming and plan ahead in the budgeting process.

Heather Franzoni, representing the Shippensburg Area EMS Service, stated that she would like to formally thank Borough Council for donating for the Lucas Capital Campaign. She reported that with their help, a few businesses and the other municipalities they were able to purchase all four devices that they wanted. Ms. Franzoni reported that in April they had 94 calls in the Borough which is the highest for April in the past 5 years in the Borough and to date they are at 265 calls in the Borough for the year and as a station they are at a little over 1200 calls. She stated that the Operations Officers are working on the 10 year strategic plan and they will definitely have to put another ambulance in service along with more providers. She stated that they are already looking at training their own for advanced life support and will be starting class in October or November. Ms. Franzoni went on to explain that they are looking for guidance on how to proceed with making EMS replacement or some sort of EMS capital as part of their line item for their budget and if they need to have a presentation or a meeting to work towards that goal. She further stated that she has everything in line as to what needs replaced and when it needs replaced and why it needs replaced in the next 10 years. President Lage stated that ultimately any proposals would go to all of Council but if they want to run it by a small group which is the Finance/Budget Committee for them to get an idea of the amounts and timing that may be the easiest first step. Mayor Hockersmith asked if she is talking in terms of a contracted service or in terms of Council providing Capital funding? Ms. Franzoni stated that it would just be capital money if it is a certain amount each year toward replacements they know that, that amount is guaranteed toward some sort of replacement. Council President Lage stated what she is hearing is more of a donation pledge. Mayor Hockersmith asked Chief O'Donnell how this would mesh with Fire Department appropriations, etc., and is it entirely separate? Chief O'Donnell stated yes, it is a separate response and agency providing a different level of care.

Solicitor Wisner stated that he has nothing at this time. Borough Manager John Epley reported that as of yesterday we were informed that we have the permits for the signal lights at Rowe Road and they are still waiting for PennDot to get the agreement to Solicitor Wisner and then they can move on with that and once the agreement is received they can go out for bid. Mr. Epley stated he has spoken to the Army Corps of Engineers about the FEMA flood study update and was told that they are finished with the molding through the entire Borough and is currently under review at their Philadelphia District. He went on to state that when that review is completed the final map and data will be forwarded to FEMA in the summer months and we should be seeing some kind of new mapping to review around June or July. Mr. Epley stated that they are moving forward to replace the service technician position that was recently vacated and are ready to make an offer to employment to an applicant. He went on to report that he also received notification today that the Borough will be receiving a grant from the

Green Light Go Program to replace our signal lights with LED's, and will be receiving \$18,325. He further stated that it is a matching grant but he believes that our match will be our labor.

President Lage asked Solicitor Wiser if he knows when the Borough will may be required to address MS4 issues? Solicitor Wiser asked if the Borough has received an MS4 notification? Manager Epley stated no, and Bill Kick has stated that he believes we are looking out several years before we would be affected by MS4. Solicitor Wiser stated that he feels that is correct and for the municipalities that have a 2018 compliance date they have already received their MS4 designation letter and most of the time most Boroughs are able to apply for a general permit and the requirements on the Borough are a lot less stringent than some of the larger municipalities that have to apply for individual MPDS permits and he believes that if we are required to comply they will receive a notification from PADEP, which has not occurred yet but he feels it will be in the next round of evaluation if it is to impact us. Kathy Coy asked if it goes by population? Sam Wiser stated that is based on urbanized area and there are some municipalities that do not have a large enough urbanized area that requires the MS4 trigger and it also depends on what basin you discharge into and what water bodies are impacted by your stormwater discharge. Mayor Hockersmith stated that he has some information from PSAB about upcoming workshops/meetings in July that he needs to distribute. Solicitor Wiser stated that one thing they could be doing now is to start planning and taking a look at the ordinances and if they have properly attempted to prevent illicit discharges, have they planned for the future in trying to make sure they are addressing water quality for any additional development in the Borough and if they have done enough to ensure that in looking at the future they have tried to meet the environmental standards that they may be subject to at some point.

PUBLIC COMMENT:

No public comment.

CONSIDERATION TO APPROVE THE MINUTES OF THE MAY 3, 2016, MEETING

Kathy Coy stated that she had one correction and that is that she was listed at present and she was not at the last meeting. Joe Hockersmith move to approve the minutes of the May 3, 2016, meeting with corrections. Motion seconded by Sandra Mailey. Motion carried 6-0.

DISCUSSION OF CAPITAL CAMPAIGN FOR NEW BATH HOUSE BY THE FRIENDS OF THE MEMORIAL PARK

Gerilee Davis, representing the Park and Recreation Authority, reported that the Friends of the Memorial Park approached their board at one of their meetings asking if they could have permission to run a capital campaign to replace the bath house at the pool and their agreement with the Borough is that anything over \$15,000 requires approval from Borough Council which is why she is here this evening. Mrs. Davis stated that she would like to report that the Authority has been very busy and met with DCNR and one of the things that came out of that meeting was that they are going to start communicating a little more beginning with a newsletter and they have made changes at the park which

include new menu items at the concession stand. Mrs. Davis stated that they have gotten new equipment at the concession stand, Wi-Fi is being added to the park, and programs are filling up. She further reported that they are going to do a Comprehensive Study and get a long range plan in place. Tim Hess, representing the Friends of the Memorial Park Pool, explained that something they would like to try to replace the current bath house which is the original bath house. Mr. Hess stated that the idea behind it would be to take out the bath house that is there now and put up a new modern, better looking, and more welcoming facility. Mr. Hess stated that they would like to raise the money and do the capital campaign to have the new facility constructed. Councilperson Hockersmith asked what type of constraints the Authority has in regard to bidding, etc.? Solicitor Wiser stated that it would be the same as the Borough and would mirror the Borough with the one difference being that the Authority would have to do a separation of trades and bid. He went on to state that the Borough can have one general contractor who does HVAC, plumbing and everything but the Authority has to separate those trades. Mr. Wiser stated that it may make sense for the Borough to undertake the project in conjunction with the Friends of the Memorial Park Pool.

Joe Hockersmith moved to authorize the Friends of the Memorial Park Pool to undertake a feasibility study for replacing the existing bathhouse and to begin fundraising. Motion seconded by Kathy Coy. Motion carried 6-0.

CONSIDERATION TO APPOINT MR. JOSH DIEHL TO THE VACANT LIBRARY BOARD POSITION

Kathy Coy moved to appoint Josh Diehl to the vacant library board position. Motion seconded by Joe Hockersmith. Motion carried 6-0.

CONSIDERATION TO ADOPT RESOLUTION #2016-011; ACCEPTING TERMS OF A MODIFICATION PROPOSAL BY F&M TRUST TO MODIFY GUARANTEED REVENUE NOTES, SERIES A OF 2009 BY ADJUSTING THE INTEREST RATE THEREOF TO RESULT IN DEBT SERVICE SAVINGS TO THE SHIPPENSBURG BOROUGH AUTHORITY AND DIRECTING APPROPRIATE OFFICERS OF THE AUTHORITY TO TAKE CERTAIN ACTIONS AND EXECUTE CERTAIN DOCUMENTS

Solicitor Wiser explained that a few years ago the Borough Authority borrowed a large sum of money from F & M Bank to do several projects and this is essentially modifying the loan they have with F & M Bank to reduce the interest rate resulting in debt service savings for the Authority. Mr. Wiser further reported that the debit was issued as a guaranteed revenue note which means it is secured by the rates of revenues of the Authority but it is also secured by the full faith credit and taxing power of the Borough, therefore if for some reason the rates and revenues of the Authority were insufficient to pay F & M Bank back then they would come to the Borough to pay in their place. He further stated that there is a guarantee agreement between the Authority and the Borough which requires the Borough to approve any modification to the loan, whereby approving this resolution they are also reducing the Borough's potential obligation to guarantee their loans.

Joe Hockersmith moved to approve Resolution 2016-11. Motion seconded by Kathy Coy. Motion carried 6-0.

CONSIDERATION TO APPROVE THE ROAD CLOSURE REQUEST FOR THE 2016 SHIPPENSBURG CORN FESTIVAL TO BE HELD ON AUGUST 27, 2016

Kathy Coy moved to approve the road closure request of the Corn Festival for the festival on August 27, 2016. Motion seconded by Sandra Mailey. Motion carried 6-0.

DISCUSSION AND CONSIDERATION TO APPONT AN ALTERNATE MEMBER TO THE SHIPPENSBURG CIVIL SERVICE COMMISSION

Solicitor Wiser stated that when the Borough Code was last modified they modified the requirements of the Civil Service provision to say that you have to have all three members of the Commission to constitute a quorum and they cannot conduct any business unless all three members are present. Mr. Wiser further stated that the Code was amended to allow for the appointment of up to two alternates to the commission who could fill in one of the regular members places and hopefully make it a little easier to get business done. Solicitor Wiser stated that he feels it would be prudent for Council to appoint at least one alternate if not two to the Civil Service Commission so it is easier to gain a quorum.

Joe Hockersmith moved to appoint two alternate members to the Civil Service Commission. Motion seconded by John Alosi. Motion carried 6-0.

CONSIDERATION TO APPROVE THE RECOMMENDATION OF THE SHIPPENSBURG CIVIL SERVICE COMMISSION FOR HIRING OF A FULL TIME POLICE OFFICER

Chief Scott stated that the new police officer position is to replace Officer Palamara. Councilperson Hockersmith stated that he would like to discuss the qualifications in executive session. President Lage stated that they will move action on this item until after executive session.

CONSIDERATION TO APPROVE THE RECOMMENATION FROM THE HISTORIC ARCHITECTURAL REVIEW BOARD (HARB) FOR THE REPLACEMENT OF TAB SHINGLES WITH ARCHITECTURAL SHINGLES AT 19 SOUTH WASHINGTON STREET, ANTHONY GRIST

Sandra Mailey moved to approve the application of Anthony Grist for the property located at 19 South Washington Street, to replace the tab shingles with architectural shingles. Motion seconded by Joe Hockersmith. Motion carried 6-0.

CONSIDERATION TO ENTER INTO AN AGREEMENT BETWEEN THE REDEVELOPMENT AUTHORITY OF CUMBERLAND COUNTY (GRANTEE) AND THE BOROUGH OF SHIPPENSBURG (SUBRECIPIENT) TO ADMINISTER 2015 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR THE FAYETTE STREET POCKET PARK AND RESTROOM UPGRADES AT VETERANS MEMORIAL PARK

Manager Epley stated that he is going to have to ask Council to table this item. He stated that Kate Molinaro thought that they would have the legal review in time for this meeting but the Cumberland County Solicitor has not forwarded them to the Borough yet. President Lage stated that they do not need to table it they will just move it the next meeting's agenda.

PRESENTATION AND DISCUSSION OF EQUIPMENT AND PROCEDURES OF THE INFLOW & INFILTRATION PROGRAM (LANCE HOOVER, WWTP MANAGER)

Lance Hoover, WWTP Manager, stated that he is here to provide an update on where they are with the I & I program as it stands. He explained that the Borough has been mandated by DEP to do an influent/infiltration/mitigation plan which means they have to find the I & I, locate it, determine how to fix it and then do their best to repair it. Mr. Hoover explained that they have 10 basic tasks that they have to do, one being breaking the system into basins so they can easily monitor each of those basins, which is pretty much done. He reported that in regards to the initial baseline flow data will be done by the Borough staff and they are approximately 60% complete. He explained that the accurate baselines will give them an ability to judge those flows verses what we actually see in reality and to see how bad each of the basins are and begin to rank those basins. Mr. Hoover reported that the collection and convenience system data collection is done and was subbed out to PA Rural Water Association. Lance stated that in regards to the flow monitoring, they have received the new flow meters that Council approved and were able to get them installed in February and are currently running and collecting data. He explained that they will be able to compare the period numbers against the baselines and start to rank each of the basins and start to figure out where things are worse and where they need to start looking first. Mr. Hoover went on to explain that as for the wet weather analysis and modeling the purchase of the sewer cad has been installed and the completion of the base model and data input will be Borough staff. The incorporation of the hydrographs and wet weather flow data will fall to the consultant and with the I & I scenarios they are going to create a series of what if's in each of their basins and GHD will take care of that as well. Mr. Hoover stated that the full I & I analysis will also fall to GHD, however the investigative field work will fall largely to the Borough. He further stated that the manhole inspections will also be done in house and they are approximately 26% complete and the closed circuit TV will be a very important component of the entire program and falls into place after they have done the other things. Lance went on to explain that once they have identified basins that seem to be worse than others, they have prioritized them, and then they need to physically go out and look, and that project is similar to what they are doing on King Street now which is clean the lines, run the camera down through it and look for any types of defects or any sorts of past, present, and future I & I and then make a determination on how to fix those. He also explained that with their remediation and mitigation efforts, they things that they find and identify at the top and even a second priority need to be repaired by December 31, 2020, which will come quickly given all the other steps they have to do.

Mr. Hoover stated that the quarterly reporting which they have already started is something he is going to handle and then run it through the consultant to make sure they didn't miss anything and that has to be done through December 31, 2021. Lance stated that the one thing that does worry him about the project that they are encroaching on now is that it is going to be a large project and they are going to find a lot of things and he feels they should have their goal being to try to have as much money dedicated towards the repairs as they possibly can. He reported that they have been entertaining the idea of borrowing money and one thing he would like to discuss with Council is the video work that needs to be done. Mr. Hoover went on to explain that we have a lot of pipe including collection systems, manholes and a lot of things that make up their system prior to the Wastewater Plant and right now they are working on the I & I project on King Street and the project cost for that came to around \$3.40 per foot. He stated that what he wanted to look at and have Council consider is to they could be looking at doing at doing between 70,000 and 90,000 feet of piping as far as video work goes and based on their early numbers from their flow meters it may be a toss-up as to which basin is actually worse and his fear is that they will be spread out and they are going to have to cover a large amount of area. Lance went on to state that they could be looking at anywhere from \$238,000 to a little over \$300,000 for just video work which will be a very large piece of the funding they will have available and will take away a good amount of potential repairs that could be done. He also stated that those costs provide a one time shot at the video and any repairs that they make they will have to do a video again to verify their accuracy and integrity. Mr. Hoover stated that he looked at five different particular companies that specialize in sales of this particular equipment and had them come out and do demonstrations and some live demos, etc., and then they narrowed it down to three companies with the best units. He explained that cost wise it would be more cost effective than putting it out to bid and getting one single shot and the most important benefit is that it would allow them to do devote more of their capital money towards the remediation. Lance stated that since this will be an ongoing program they should continue to video these particular basins to be able to see deterioration as it is going on and owning their own equipment is a huge benefit and they would be able to do the video at a minimal cost which would be O & M and staffing time. He went on to state that having the equipment will allow them to do it at their own pace and their own control. Lance reviewed his list of pros and cons with purchasing the equipment including operating and maintenance costs yearly and stated that at this point he is just asking Council to look at everything and consider it and he can come back in a month or so to answer questions and see if it is something they really want to move forward with.

Councilperson Hockersmith asked if they would get a go ahead on purchasing the equipment, how long would they be operational on the truck or would it affect our timing in being able to get it all done? Lance stated no, the timing is actually pretty good with a 60-70 day lead time once they would place an order with any of the three companies and once received they would immediately schedule the training and they would have their training the first week and they would be able to start right away after training. He also stated that it would be nice to have the unit for the fall of this year which would put them a little bit ahead of schedule with what they have told DEP as far as when they are going to start these types of work. Councilperson Hockersmith stated he feels from what he is hearing that this is the way to go and if Lance has done his research and worked through his staffing concerns, etc., he would be willing to do this now rather than later. Kathy Coy stated that she feels with the statistics he

has provided and the cost savings and with the ability to fix the problems as they go it makes sense to move forward now. Mr. Hoover explained that the funding comes along as part of the loan that they are going to secure and that would be the funding for all the I & I work and to purchase the unit. He stated that if Council is in favor of it he would prefer to come back at the next meeting with a good formal proposal on the unit they would like and a hard cost with all the delivery dates and details. Solicitor Wisner asked if Council would like to consider the real time add on. Kathy Coy stated that she would like to encourage that eventually when they get into the repair assistance for other municipalities she feels we could recoup some money and be fair in the cost of billing because it does cost a good bit of money and man power time. Council President Lage asked if there would be additional flagger crew costs, etc.? Lance stated that some small costs depending on the streets they are on and on PennDot roads they would need to use a flagger service but on the side streets they would use internal staff. Council President Lage stated that they will just wait for a proposal for their next meeting.

EXECUTIVE SESSION

Council President Lage stated that they will have an executive session which will have discussion of personal matters and contractual issues with action coming out. Council went into executive session at 8:23 p.m. Council President Lage stated that they returned from executive session at 9:34 p.m., where they discussed contractual issues and personnel matters with action coming out.

Joe Hockersmith moved to make a conditional offer of employment to Nicholas Nagy for a full time position with the Police Department and that offer of employment will be contingent upon him meeting all of the requirements that the Borough has for that employment. Motion seconded by Kathy Coy. Motion carried 6-0.

Joe Hockersmith moved to approve Resolution 2016-012, a resolution of the Council of the Borough of Shippensburg authorizing the execution of a reimbursement agreement as sponsor of the West King Street and Cressler Drive improvement project. Motion seconded by Kathy Coy. Motion carried 6-0.

OTHER BUSINESS

Kathy Coy reported that she received an email Sarah Pike about the feral cats in Shippensburg and this is the second time she has heard from her. Kathy stated that she recommend that Ms. Pike come to one of the meetings and do a presentation to make the acknowledgement that their organization exists. Solicitor Wisner stated that there is a big movement right now for municipalities to participate in the TNR programs which is Trap, Neuter, Release. Kathy Coy stated that she received an email from Carol Taylor about the Veteran's Stadium and some concerns she has and wanted to know when the next Town Hall meeting is scheduled for. President Lage stated that a date has not be set yet but it is normally in the fall. Kathy stated that there is a broken curb at Fort and Earl Street. Kevin Plasterer stated that he is aware of it.

Manager Epley stated that last week he had the FEMA and PEMA meetings which is working on their reimbursement and they told him that our application was the best and most thoroughly complete application they have seen for Storm Jonas and he wanted to acknowledge that Nicole did all the work for the application.

ADJOURNMENT

Sandra Mailey moved to adjourn the meeting. Motion seconded by Joe Hockersmith. Motion carried 6-0. Meeting adjourned at 9:41 p.m.


Secretary