

SHIPPENSBURG BOROUGH COUNCIL

March 25, 2014

7:55 pm

Present at the Council Meeting: Andrea Lage  
Kathy Coy  
Kerri Burrows  
Angie Facchinei  
John Alosi  
Lance Hoover

Absent: Joe Hockersmith

**INVOCATION:** Mayor Bruce Hockersmith

**PLEDGE OF ALLEGIANCE:** COUNCIL

**Executive Session was held from 5:30 pm until 6:05 pm for discussion of Personnel Issues regarding management employees and Potential Litigation relating to construction contracts.**

Andrea Lage: We have a shortened agenda for tonight. The first off is;

**CONSIDERATION TO APPROVE RECOMMENDATIONS OF SHIPPENSBURG HISTORIC ARCHITECTURAL REVIEW BOARD FOR THE FOLLOWING:**

- A. 42 Penn St. – Enclose rear second story balcony into sunroom.

Kathy Coy: So moved.

Kerri Burrows: Second.

Andrea Lage: Any further discussion? Hearing none, motion carries 5-0.

- B. 66 East King St – Replace front middle full glass door with steel door, replace the transom window above middle door, remove window above far right door and replace windows.

Kerri Burrows: Motion to approve.

John Alosi: Second.

Andrea Lage: Motion to approve the request for those changes. Any further discussion? Motion carries 5-0.

Andrea Lage: Items #2 and #3 on our agenda revolve around a lease agreement and we have realized that the parties involved still need a little more time to finalize the details of that agreement and so those items have been taken off the agenda for tonight and will be revisited at a later date. The fourth item on our truncated agenda is;

**CONSIDERATION TO AUTHORIZE CREATION AND ADVERTISEMENT OF A RFP FOR RECYCLING SERVICES**

Andrea Lage: I know that Lance sent out the complete RFP and I did actually read it, all 47 pages of it.  
Lance Hoover: As far as that goes, one of the things that we have been doing over the past few months is a review of the Sanitation Department. That being the solid waste, the garbage and recycling as well as the composting. Where we are at this point in time it has become evident that within the sanitation department our recycling division if you will, generally operates at a substantial negative. It is to the point that it is impacting the entire sanitation department budget and the borough budget as well. At looking at that one potential solution would be to outsource the recycling services. In order to make that estimation and make that determination effectively is one step that we need to do is put out a RFP for that type of service. What the request is to request proposals from various contractors for the outsourcing of our recycling services, recycling only. The solid waste would stay within the borough. At this point in time it would #1 determine what the possibilities are and #2 determine what the cost of that outsourcing would be and if it is a benefit or a wash or more costly but I think more than anything else at this point in time it is to gain us the information that we need to finish out study. What is the best course for the Council to take? It is very comprehensive. It is geared toward a potential agreement. Nothing that locks into it and it is about time frames. This allows us to advertise that and receive the information and be able to complete the entire sanitation department study.

Andrea Lage: You are expecting those proposals to be in the beginning of May.

Lance Hoover: They are actually due on May 6<sup>th</sup>. At least the unofficial results could be presented to Council at that meeting and then we have built in enough time to completely review them and then come back at a later Council meeting with a formalized finished discussion.

Mayor: There are companies out there that provide this service now?

Lance Hoover: There are and surprisingly enough I guess a little history is yes there are. Ourselves and Chambersburg Borough we are the only two municipalities within both Franklin and Cumberland counties that actually provide this type of service in house. We have our own staff, garbage trucks, recycling trucks and we provide all of our compost services. We do everything in house and that is a very uncommon practice. One part of what we are looking at is that we will need to replace a garbage truck real soon and that will be anywhere from \$250,000 to \$300,000.00. We have staffing with insurance and benefits and insurance on the vehicles and such. We are mandated to do it but the costs are so great. When the project came out there used to be a substantial amount of funding that would come with it and that is not the case now. It may turn out that we can't save money or it may turn out that the services cannot be provided by someone else? It may turn out that this is a great opportunity and we need to consider but we don't know until we ask for the information. I think we would get 4, 5 and maybe 6 or 7 proposals.

Mayor: Thank you. I just wanted to make sure that we didn't put 47 pages out and have no one respond to them.

Kathy Coy: I will make a motion to authorize the creation of the advertisement of the RFP for the recycling services.

Kerri Burrows: Second.

Andrea Lage: Any further discussion?

Angie Facchinei: For Chambersburg you mentioned that they still do it. Do we know what their situation is? Do they lose money do you think as well?

Lance Hoover: Ultimately they do. Now what separates us from Chambersburg is that they have additional services. They provide electric to the Borough so they have a larger pool of services to balance all the departments out.

Angie Facchinei: Okay, thank you.

Andrea Lage: Any further discussion? Motion carries 5-0. There is a couple to things that I would like to add on to the agenda. One is I know that the Technology committee has been meeting and I know that you have information on the webinar. Can you follow up please?

Angie Facchinei: Actually I did the webinar and it was really comprehensive on communications and different social medias. The Technology committee met for other reasons last month and I can follow up

to that now or later. I was talking with Lance during the break and I think our biggest concern for technology moving forward will be trying to come up with a plan that will be a little bit more comprehensive and will also tie into the website. I know that the website has been an issue for a long time just keeping it current and making it look more user friendly to find things. Then also tying in the social media or windows and maybe NIXEL for emergency sources in times that we need to reach out to the community.

Andrea Lage: Yes, if you have any thoughts on things.

Angie Facchinei: I think I will still do a lot of research and there are a lot of things on this program. There are a lot of resources on this provision and the webinar was very, very comprehensive. My notes are scattered. I am not even a technology person but I think that it is interesting that I am a part of that.

Andrea Lage: I think it is important because when we recognize the borough and its entirety we have people with all different skills and access. Some people chose differently whether it be the hard print media or social media.

Lance Hoover: If I can add, Angie I know that Kevin and Nicole has been talking about a lot of things. As Angie said we will look to put together a plan and that plan may have 3 or 4 options it may be Facebook, Twitter and NIXEL, the website and I think that one thing that is important as part of that plan is to develop a way to get information out to the community but I think equally as important will be the response that we get back. We will need people to sign up for these things. How much response we can get from the community. It would be nice to have an email or some basic information that will allow us to get ahold of people.

Angie Facchinei: Also to expand too, Park and Rec advisory board recently did a survey and that took a lot of time and trying to get the word out. That is something that we can incorporate in the future to some degree on our website and link and get direct feedback. There are many different way to find things out. We need to meet a few more times.

Andrea Lage: I do have some actions that came out of Exec sessions so I would like to go through that. I think you should do an update on where we are on mediations.

Lance Hoover: I think to recap. We have had some issues at the WWTP and I know there have been articles in the paper and we have tried to put some things on the website to get the information out and there were two events where we had releases. One was partially treated material from the WWTP and the other and most recent we had a release of our plastic media. Where we have gone from there is a couple directions. As far as the remediation goes there has been a lot of very extensive efforts to clean up the stream banks and the channels. It strings from our treatment plant which is on Avon drive all the way down through Carlisle and over to RT 74 and actually a little bit further past that area. The magnitude as far as stream bank goes.

Kathy Coy: You might want to show them, some people might not have an idea what the media is.

Lance Hoover: Oh, Okay. As far as the stream bank restoration goes we are at about 24 + miles. It has been a very extensive effort. The media and I didn't bring any; part of our treatment plant upgrade utilized the installation of black plastic media. It almost looks like a wagon wheel. Very small wagon wheel shaped black plastic media. The reason for that media is that it allows the service area for biology to grow on. Whether or not we need biology that is the heart and soul of the process. That media is required to stay inside of certain zones of the treatment plant. Unfortunately there was the most recent construction issue that allowed that media to escape. It did enter the receiving stream. The Middle Springs. What has been done; there has been as many as 50 different people from as many as two to three remediation groups. They have walked the stream and the banks and they have racked it off to the sides. There are at this point in time 5 collection points in the creek which are booms across the creeks with a net which catches the media. They do float. What they have done is that they progressively work from the plant all the way through Carlisle. They have brought them back for us to dispose of them properly. We have made some very significant efforts to get them captured and returned. The most recent numbers that we have is about 90% captured. The 100% that got out we are at about 90%

recovery. It is actually very impressive. There are still more to be captured and the collection points will remain. When we get calls, the remediation people are sent out immediately. We have been issued a violation. We have responded to them. Part of the response is an explanation of what the events were. Another part of what we are doing is that we have the plant back in operating compliance. All things considered with the events and all things that happened that is very impressive as well. We have ordered the contractor to finish off the other part of the treatment process so that we can complete our treatment while we are trying to determine what exactly what happened and what the future fixes are going to be. That is where we are now and we are working through that process. Council has taken a couple key actions already. Some additional ones will be taken here in just a little bit that will continue those efforts and allow us to keep going. As we go forward we will continue to update our website and we will have updates at the Council meetings and provide information to our newspapers. We do expect in the very near future to be informed of what exactly happened and then lay the ground work on how to fix it. When we do know that information we will provide those things so that everybody is up to date.

Andrea Lage: We are very pleased in the meantime that remediation has gone well and that the plant is now functioning in permit and with that we have the ability to look at this more closely and make our plans as we go forward. We are providing a good service now and so media in the tank does not escape. Council any questions or comments. Thank you for doing that too. Following the Executive session there were some actions and Kathy has the motions on their four.

Kathy Coy: We had a personnel matter and confidentiality clause in the agreement so at this time I would like to make a motion to authorize the Council President to execute the separation agreement with the prior employee Charles Music.

Andrea Lage: Is there a second?

Kerri Burrows: I will second it.

Andrea Lage: There was a motion and a second to approve the separation agreement between the Borough and Charles Music. Any further discussion?

Kerri Burrows: The confidentiality requirement as part of the separation agreement was actually requested by the employee and not the Borough.

Andrea Lage: Any further discussion? Motion carries 5-0.

Kathy Coy: We have a motion to authorize the hiring of Edward Wilson as WWTP Manager and to direct Council President to execute employment agreement setting forth the terms and conditions of employment.

Kerri Burrows: Second.

Andrea Lage: Any further discussion? Motion carries 5-0. We are excited that he is coming on board and he will be starting tomorrow?

Lance Hoover: He is actually very excited to start.

Kathy Coy: I make a motion to authorize and direct Council President to execute the joint representation letter for CFJMA and the Borough of Shippensburg for the WWTP issues.

Kerri Burrows: I will second that.

Andrea Lage: There is a motion and a second. What this is at our last public meeting acknowledged that we were hiring Brian Salzmänn as special counsel to help us with the issues that are arising with regards to these developments at the WWTP. CFJMA is a partner of the expansion of that plant and they have their own concerns about what has happened and wanted to be a part of the process as we go forward recognizing that they have hired Brian Salzmänn as well as special counsel and so now we are partners in that expansion signing a joint letter acknowledges that and we are in fact working together in outlining the terms of that alliance and the hiring of Brian for that joint purpose. That said all those in favor?

Motion carries 5-0.

Kathy Coy: Keeping that in mind we would like to authorize retention of special a special expert if needed to work with Brian Salzmann on the WWTP issues.

Kerri Burrows: Second.

Andrea Lage: Motion and a second to authorize the retention if necessary special experts to help in the litigation of the WWTP issues. Motion carries 5-0.

Andrea Lage: I do not have anything else for this meeting. We have another meeting in one week at which point we will take care of the business that we would otherwise take care of. If there is anything pressing? Bruce? Kerri? Angie?

Angie Facchinei: No, but going back to the NIXEL I know that we had talked about it and I don't know how pressing that really is but I do know that it has been part of technology and I looked into it quite a bit since our meeting. We can do this next meeting, I didn't know how pressing that is.

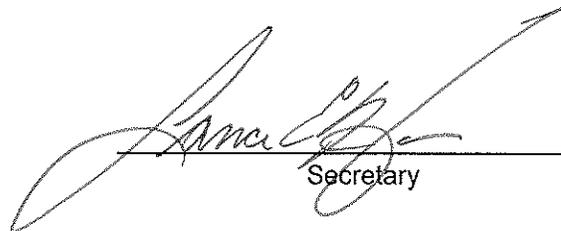
Andrea Lage: Thank you to Chief O'Donnell for the orientation manuals.

Randy O'Donnell: The purpose of those manuals to kind of figure out where we are at and what we do. I kind of realized that we have a whole new council since we started 5 years ago with the plan. The partnership between the companies and the municipalities around the Borough. That has a lot of information in there and if you have any questions I will try to answer them at time.

Andrea Lage: If there is no other pressing business.

Kathy Coy: Motion to adjourn.

Kerri Burrows: Second.



Secretary