

# TENTATIVE AGENDA

## LEMOYNE BOROUGH COUNCIL

### WORK SESSION MEETING

October 5, 2017

- A. EXECUTIVE SESSION—5:30 p.m.**
  - 1. Personnel Matter
  
- B. CALL MEETING TO ORDER—6:00 p.m.**
  
- C. ROLL CALL**
  
- D. PUBLIC COMMENT**
  
- E. SPECIAL PRESENTATION**
  - 1. REC Proposal for Lemoyne Middle School
  
- F. INTERMUNICIPAL REPORTS**
  - 1. Council of Governments
  - 2. Cumberland County Municipal Advisory Board
  - 3. Cumberland County Tax Collection Committee
  - 4. Cumberland County Redevelopment Authority
    - a. *Rebecca Yearick*
  - 5. Franklin-Cumberland County Boroughs' Association
  - 6. Lemoyne Municipal Authority
  - 7. West Shore Recreation Commission
    - a. *Stacy Gromlich*
  
- G. OFFICIALS/STAFF REPORTS**
  - 1. Council President Beasley
  - 2. Mayor Gallo
  - 3. Borough Engineer/Building Code Official
  - 4. Borough Manager
  - 5. Code Enforcement Officer
  - 6. Maintenance Department Supervisor
  - 7. Sewer Department Supervisor
  
- H. COMMITTEE REPORTS**
  - 1. Administration
    - a. With the transition in staffing and duties in the Borough office, it is requested that Council adjust salaries for the Assistant Treasurer and Clerk with a \$2/hour increase for each position.

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**ACTION ITEM:**

Motion to approve wage increases effective Monday, October 2, 2017 for the following staff members as indicated:

Amanda Seibert, Assistant Treasurer .....\$20.36/hour  
Jody Walters, Clerk.....\$16.28/hour

- b. As Council authorized the Nationwide deferred compensation plan as an approved benefit for Lemoyne Borough employees at its September 7<sup>th</sup> meeting, the plan requires a resolution formalizing the benefit. The proposed resolution will be drafted and placed on the October 19th agenda for Council's consideration. Once all paperwork is completed an employee meeting will be scheduled to roll out the benefit.
  - c. The Borough's Pension Plan administrator has advised that a resolution is necessary to appoint the Borough Manager as Chief Administrative Officer of the non-uniform pension plan. By appointing the position of Borough Manager in this capacity, the need to make future changes would be eliminated should the person holding the post change. The proposed resolution will be drafted and placed on the October 19th agenda for Council's consideration.
  - d. The current trash and recycling contract with Penn Waste expires December 31, 2017. Staff is working on updating the contract and specifications and expects to be able to go to bid later this month with the hopes of awarding a contract in November. Changes proposed to date include updating definitions and increasing yard waste collections.
2. Community Development/Parks & Recreation
- a. Repairs are necessary to the gazebo in Memorial Park to address recent vandalism. Plans are to remove the shingles, install plywood, re-shingle the roof, and eliminate the spindles near the top of the structure. This will be a 2018 budget item that will be considered as part of the General Fund budget discussions on October 17<sup>th</sup>.
  - b. Our Christmas decorations need some attention. This year the lights on the wreaths will be replaced with LED bulbs and we will be recommending replacement of up to 20 decorations as part of the 2018 budget process.
  - c. The next meeting of the West Shore Recreation Commission (WSRC) Board will be on October 10, 2017, at 6:30 p.m.
3. Ordinance & Zoning
- a. Staff met with the owner of the parcel of land at the intersection of Third and Lowther Streets regarding potential redevelopment efforts. A traffic study has been completed and reviewed by ARRO Consulting. The developer is seeking the Borough's support in petitioning Penn DOT to allow left-turns on Third Street during restricted times. If approved, the northbound signal on Third Street at Lowther would be updated to include a red-yellow-green arrow for left turns, the northbound left-turn lane on Third Street would be shortened and tapered to a point of ingress/egress near the southern border of the property, and a center turn lane would be created south of the property going toward New Cumberland. The developer will make these improvements as part of its redevelopment efforts.
  - b. Also related to this intersection, a decision must be made on whether or not to update the traffic signals on Lowther Street. Penn DOT has completed its study and approved installation of a red-yellow-green turn arrow, with no turns when opposing traffic has a

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green light, in both directions. ARRO is evaluating the accident statistics in an effort to assist Council with determining whether it is better to update the signals limiting the number of cars passing through the intersection and most likely increasing the amount of cars backing up on Lowther Street in the mornings, and possibly on the I-83 ramp in the afternoons, or if we should sign off on the plans to leave things as they currently are.

- c. Staff has requested estimates from three attorneys for a legal opinion on the Borough's ability to restrict medical marijuana dispensaries to the industrial zone while an applicant (denied in the first round of licensing) still holds a lease option in the downtown district. The following quotes were received:
  - i. P. Daniel Atland, Esq.--\$185/hour estimating no more than 5 hours (\$925)
  - ii. Lisa Coyne, Esq.--flat rate of \$1,000
  - iii. Michael Bangs, Esq.--declined to quote due to conflict of interest

#### 4. Sewer

- a. Staff and members of the Administration/Sewer Committees have interviewed candidates to serve as Wastewater Treatment Plant Superintendent and recommend that Robert Oakes be appointed to the position effective October 23, 2017, at an annual salary of \$65,000.

**ACTION ITEM:**

Motion to approve the recommendation of the Administration and Sewer Committees to hire Robert Oakes to fill the position of Wastewater Treatment Plant Superintendent effective October 23, 2017 at an annual salary of \$65,000.

- b. Staff has investigated a partnership with Utility Service Partners (USP) to provide service/maintenance agreements to Borough residents for water, sewer, and inside plumbing. Contracts provide coverage up to \$8,500/incident for water and sewer, or \$3,000/incident for inside plumbing, with no service fees or deductibles. Service contracts are on a month-to-month basis and run residents \$5.75/month for water, \$7.75/month for sewer, and \$9.99/month for inside plumbing. Local contractors are used and all marketing is done via mail on Borough letterhead. USP is an endorsed program of the National League of Cities, and the Borough is paid \$.50/contract per month. If Council wishes to proceed, the matter will be placed on the October 19<sup>th</sup> agenda for consideration.

#### 5. Stormwater

- a. In order to comply with timelines outlined in the Borough's grant through the Pennsylvania Department of Environmental Protection (DEP) for local stormwater best management practices for the unnamed tributary to the Susquehanna River, Council is asked to approve a Professional Service Agreement with ARRO Consulting, Inc. Approving the agreement tonight will allow ARRO to schedule the survey in a timely manner and in accordance with the grant's parameters.

**ACTION ITEM:**

Motion to approve a professional agreement with ARRO Consulting, Inc. for the Unnamed Tributary to Susquehanna River Stream Improvements Project.

- b. Lemoyne was selected by the PA Department of Environmental Control to host a press event on stormwater management efforts on Friday, September 15<sup>th</sup>. Councilmember Dennis McGee representing the Borough was joined by representatives from Lower Paxton Township, Susquehanna Township, Harrisburg's Capital Region Water, a representative from the PA Department of Conservation & Natural Resources, and DEP Secretary Patrick McDonnell to discuss challenges facing communities as they comply with stormwater management permit applications and development of Pollutant Reduction Plans.
- c. A drainage culvert has been installed on North 12<sup>th</sup> Street to help divert water from draining into the roadway.
- d. The Stormwater Fund Budget Workshop will be held on Wednesday, October 11th, at 6:00 p.m.

6. Streets

- a. Following discussions at the budget workshop on September 21<sup>st</sup> about the unstable hydraulic system of our 1981 International bucket truck, staff was directed to seek a replacement vehicle from this year's budget. After soliciting three quotes, a suitable replacement was found at Racey Auto Sales, New Oxford PA, for the total price of \$19,700 following trade-in of the existing vehicle. According to the Borough Code, personal property owned by the Borough may be traded in for new or used personal property upon adoption of a resolution.

**ACTION ITEM:**

Motion to approve Resolution 2017-10 authorizing trade-in of the Borough's 1981 International bucket truck toward purchase of a new vehicle.

- b. ARRO has submitted the certificate of substantial completion and remaining contract closeout documents for the 2017 paving contract. As the work has been inspected and deemed substantially complete in accordance with the contract documents, staff will be processing the paperwork to close out the project.
- c. Grace United Methodist Church has submitted a request to block off three parking spaces on the south side of Herman Avenue at its intersection with Third Street on Friday, November 10 and Saturday, November 11 to accommodate "Potato Drop," an event they have held in past years. The spaces will allow a tractor-trailer to drop off 45,000 pounds of potatoes that will be distributed to local soup kitchens, food banks, mission projects, etc. A motion authorizing the parking spaces to be blocked off as requested will be on the October 19<sup>th</sup> agenda for consideration.
- d. Blacktop rolled curb has been installed at the top of Fifth Street and at 33 North Eighth Street to help address erosion concerns.
- e. The Liquid Fuels Fund Budget Workshop will be held on Wednesday, October 11th, at 6:00 p.m.

**I. ADJOURNMENT**

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