

**Rockwood Borough Council**  
**March 19, 2019**

The meeting of the Rockwood Borough Council was held on March 19, 2019 at 7:00 pm. Members present were Amy Jo Stout, Nancy Sleasman, Larry Mazer and Dennis Weimer. Also present was Secretary Jill Shultz, Maintenance Supervisor Carl Jones Solicitor Ben Carroll. Sarah Sleasman was present via audio. Mayor Melissa Cramer was absent

The motion was made by Nancy Sleasman to approve the February 19, 2019 meeting minutes as presented with no corrections. Denny Weimer seconded the motion and the motion carried

**Visitor Comments:**

Amanda Coleman, along with Doug Ream, with Beer, Ream & Co. were present to review the Borough's 2018 audit. The motion was made by Larry Mazer to approve the audit as presented and advertise it in the Daily American. Nancy Sleasman seconded the motion and the motion carried. Amanda also discussed an issue that The Somerset County Tax Collection Committee (TCC), which the Borough is a part of, is having with Capital Tax Collection Agency. Capital Tax has an agreement with TCC to collect the earned income tax for each municipality in the County and in return Capital Tax sends the collections to the Municipality. As part of that agreement, Capital Tax is to provide each taxing authority an Independent Service Auditor's report relating to their controls every two years. Beer Ream has determined that Capital Tax is in noncompliance with the TCC agreement and their controls have not been audited since June 30, 2014. This is to be done every two years. It is Amanda's recommendation that the Borough draft a letter to the TCC advising them that Capital Tax is not in compliance with the agreement. Solicitor Ben Carroll will draft a letter to them.

Amy Jo Stout asked Amanda a question concerning the funds for the community park in anticipation of receiving a possible grant that would be in the Borough's name. It was Amanda and Doug's recommendation that we let the funding in the Community Foundations control.

**Old Business:**

**A. Kevin Yoder with Appalachian Engineering Group reviewed his items:**

- 1) Kevin provided Council with a grant summary report. There were three applications that Kevin talked about. The DCED Multimodal, the PA Department of Transportation Multimodal and the CDBG Block Grant.
- 2) Kevin believes the deadline for the CDBG Block Grant is May 31<sup>st</sup> but it may vary depending on municipality and how much entitlement money they get. Kevin will get that date confirmed once he hears back from Steve Spochart. The Borough is going to be hard pressed to meet the requirements because seventy percent of each entitlement grant must be used for activities that benefit low to moderate income residents. When the last Census was done, it kicked the Borough into a higher income bracket than what we believe the Borough actually is. Once Steve Spochart gets back into the office a little more regularly, he is going to see what he can do to lower that threshold.
- 3) The DCED Multimodal and the PennDOT Multimodal Applications are both due by July 31<sup>st</sup>. The Redevelopment Authority will help us to put the applications together once Council decides on a location for a project. Kevin's goal is for Council make a decision by April's meeting. That would give Kevin some direction to start putting an application together. There is a significant amount of work involved in putting a solid application together. Council talked about doing sidewalks or utility upgrades on Main Street. That would be more of a fit for the DCED Multimodal Application than the PennDOT. PennDOT's application grant program is designed more for transportation type enhancements, which can include sidewalks, curbing, crosswalks, pedestrian safety, but it is geared more towards traffic control and reconstructing roadways. The minimum for both grant applications is \$100,000 and the maximum is \$3,000,000.
- 4) The thirty day review period is up on March 29<sup>th</sup> for the liquid chlorine switchover. We should soon be hearing from DEP.
- 5) Kevin is in the process of putting together the grant application for the water system upgrade. He hopes to have a draft for the next meeting to go over. The grant application is due by the end of May.
- 6) Detailed sight plans and related information for the Amfire drain issue were sent to Sam Outten. His father has been ill and he hasn't been able to go over anything with him. The only thing he wants us to show additionally was a potential limit of property acquisition of what we would be asking for. Kevin hopes to hear back from him by Council's next meeting so we can get an idea as to what direction Council wants to move forward with the project.
- 7) The NPDES permit renewal is still under review at DEP.

- 8) Kevin is working on the grant application for the conduit replacement. There is a small issue with the drilling. The drillers that Kevin was planning on using, Eichelberger's, chose to take another project ahead of the Borough's. Kevin found another driller, Terra Testing out of Washington, PA, who will hopefully will be able to come out within the next two weeks.
  - 9) Kevin has been in contact with Isco Teledyne for the last week going back with tech support on the flow meter. To get Carl up and running, Kevin swapped out parts from his flow meter with the Borough's flow meter so they can download the data. Once we get our portion of the flow meter repaired, they will then swap them back out. Council also discussed putting a permanent meter in up at MAMCO. If they decide to go that route, Kevin said he would reimburse us for the one we purchased from him if it was within the next few months. Denny Weimer stated that they met with Milford Township Authority and we are going to hoping to make some headway with some new members on the Authority.
- B. Council reviewed the police report for February.
  - C. Carl presented his maintenance report for Council to review.
    - 1) The old police cruiser has been repaired at K&D Electric and ready to be picked up. It only cost approximately \$180 to fix.
    - 2) The Toshiba sewage meter is starting to fail. Carl estimated that it would be approximately \$4000 to replace it. The motion was made by Nancy Sleasman to purchase the sewage meter. Denny Weimer seconded the motion and the motion carried.
  - D. Solicitor Ben Carroll reviewed their items:
    - 1) Ben stated that according to Comcast's website, in regards to raising the franchise fee percentage, that Comcast will pass the increase onto their consumers. Council decided to table the decision for now.
  - E. Amy Jo discussed the community service hours. She is going to schedule them to pick up the garbage in town, sweep the sidewalks to get ready for street sweeping and do the floor at the borough office once winter is officially over.

#### **New Business:**

- A. The motion was made by Denny to approve the Secretary and Maintenance Department job descriptions. Larry Mazer seconded the motion and the motion carried. Amy Jo Stout is still working on the janitor's job description and Denny Weimer is still working on the police department's.
- B. The uniform policy was discussed for both the police department and the maintenance department. Council will need to take into consideration to raise the uniform allowance for the police department from \$250 per year for one officer to \$250 next year per officer when we start planning the budget for 2020. The motion was made by Denny Weimer to change the maintenance department uniform allowance in the employee handbook to reflect that employees will start accumulating clothing allowance at a rate of \$41.67 per month after their probationary period. Larry Mazer seconded the motion and the motion carried. This change will not affect Carl Jones since he is grandfathered in.
- C. The motion was made by Larry Mazer to amend the employee handbook to reflect a change to the holiday pay to read that full time borough employees would be eligible for holiday pay after their probationary period. Denny Weimer seconded the motion and the motion carried.
- D. Sarah Sleasman discussed the website contract. The current contract with Yahoo automatically renews on April 1<sup>st</sup>. Sarah has been in discussion with George & Bob's Computer and they recommend that we check into transferring the domain name to a different website that would allow us to put in emails that would be consistent for all borough employees and council. Sarah discussed three possible website builders we could use. One & One, Webley and Wix. The motion was made by Denny Weimer to delegate Sarah Sleasman to find the best and most effective webhost for the Borough and transfer the current webhosting for the website to a new webhost from one of the three presented and to also have Jill cancel the current webhosting. Nancy Sleasman seconded the motion and the motion carried.
- E. Larry Mazer spoke with Tom Glessner at the Berlin Borough regarding the use of their street sweeper for town cleanup. He will talk to their Council to see if they would be interested in doing that and he will get back to Larry after their Council meeting.
- F. Town cleanup is scheduled for April 29<sup>th</sup>, May 6<sup>th</sup> and May 13<sup>th</sup>.
- G. Amy Jo Stout has submitted the permit to PennDOT for the Good Friday Cross Walk.

#### **Veteran's Memorial & Community Park:**

- A. Larry Mazer gave an update on the park developments:
  - 1) Larry stated that they made a profit of \$6233 on their cash bash and they currently have raised \$40,246 towards the park.
  - 2) They are having three chicken barbeques on May 25, July 27<sup>th</sup> and September 21<sup>st</sup>.
  - 3) They are looking at another cash bash on October 12<sup>th</sup>.
  - 4) They reorganized committees and elected officers.
  - 5) Groundbreaking for the park has been set for May 11<sup>th</sup>.

**Public Comments: NONE**

**Committee Reports:**

**Water/Sewer/Flood: NONE**

**Finance:** The motion was made by Larry Mazer to pay the bills. Denny Weimer seconded the motion and the motion carried.

**Police: NONE**

**Streets/Alleys/Property: NONE**

**Building Committee: NONE**

**Personnel: NONE**

**Community Development: NONE**

**Council adjourned into an executive session at 9:30 for personnel reasons. Council resumed regular council meeting at 11:05 pm.**

Nancy Sleasman made the motion to adjourn the meeting. Larry Mazer seconded the motion, all were in favor, the motion carried and the March 19, 2019 meeting was adjourned at 11:10 pm.

I, Jill Shultz, attest that the above public record is true and correct to the best of my knowledge.

\_\_\_\_\_  
Jill Shultz, Secretary

\_\_\_\_\_  
Date