

## MILTON BOROUGH COUNCIL MEETING

July 26, 2017

The meeting was called to order with the following Councilpersons in attendance: Mr. Specht, Mr. Keiser, Mr. Cyphers, Mrs. Fawess, Mr. Budman, Mr. Farr, Mr. Swartz, and Mr. Shearer. Also in attendance were Chuck Beck, Mayor Nelson, Shelly Sandstrom, Sam Shaffer, Doug Diehl, and Chief Zettlemoyer. Mr. Walker and Mrs. Meckley were absent.

Minutes: On motion of Mr. Cyphers, seconded by Ms. Fawess and carried, Council approved the minutes from the July 12, 2017 Council meeting. Mr. Budman, Mr. Swartz, Mr. Farr, and Mr. Shearer abstained.

Report of the Borough Manager: Mr. Beck reported that he has received the General Fund Audit for 2016 and there are no findings or recommendations.

Next, Mr. Beck informed Council that the paving contractor completed 18 of the 21 streets in the Borough and has moved out to another project. They were tentatively scheduled to move back in on July 10<sup>th</sup>, but due to a scheduling issue on another project they were not able to. He has called their project manager and asked when they would remobilize he said he would check and get back to him. Mr. Beck informed him that school will reopen in August and the remaining streets that are to be milled and repaved are main bus routes for the Milton Area High School. The remaining streets are Sycamore lane, Old Orchard, and Green Street. The contract has a completion date of October 30, 2017.

Mr. Beck then requested Council's permission to do the following paving projects with in-house labor and equipment; Marsh Road from Housel's Run Road to the dead-end, repair Locust Street from Academy to Turbot Ave. The estimated cost for material is \$15,577.65. He also asked permission to do \$9,510.00 worth of paving in Harmony Cemetery and \$7,655.55 worth of paving in Milton Cemetery. The street paving would be funded through reserve funds and the cemetery paving would be funded through the cemetery account. Each individual project would be under the bidding threshold and would require 3 written quotes to proceed. On motion of Mr. Shearer, seconded by Mr. Swartz and carried, Council authorized Mr. Beck to proceed with these requests.

PennDOT has awarded the paving contract for the mill and overlay of Broadway from Front Street to Queen Street. The successful contractor is Hawbaker Construction; their representative has contacted me and informed Mr. Beck that they would be completing the ADA ramps prior to the Harvest Festival; however the mill and pave portion of the project will not begin until after the Harvest Festival.

Mr. Beck informed Council that there is a drainage problem in the Police Station's spouting system which has decayed several sections of the soffit and fascia boards. There is also a problem with water getting in the basement during hard rain storms. Mr. Beck is currently looking for a contractor to make the repairs to the building. Depending on the estimates to make the needed repairs it may become necessary to go out to bid. He will keep Council informed on this matter.

The Public Works Department (PWD) has 3 leaf loaders, 1 smaller 4- cylinder air cooled loader, 1 smaller 4- cylinder water cooled loader and 1 larger 6 cylinder diesel loader. They were all purchased in the 1980's. The PWD has refurbished the engine and fuel system on the larger diesel loader and repainted it over the winter however the condition of the 2 smaller loaders does not warrant the cost of refurbishing them. Mr. Beck asked Sam to get quotes on various loaders available on Co-star Contracts. The quotes are as follows; ODB Model # LTC600 (gas-water cooled) \$27,348.60, GVM-Vac Model # GVM.8000-LCT (gas-water cooled) \$28,997.45, Tarco Windy 400 (diesel-water cooled) \$39,534.38, and ODB Model #LCT6000 (diesel-water

cooled) \$55,309.95. All four machines have the capacity to handle the volume of leaves collected in the Borough. Mr. Beck requested Council to authorize him to purchase the ODB Model #LCT600 for a not to exceed price of \$27,348.60 and to advertise the 2 smaller loaders for sale on Municibid on a where is/as is basis. The funding would be from the reserve account and funds from the sale of the 2 small loaders would be deposited into the reserve account. On motion of Mr. Cyphers, seconded by Mr. Shearer and carried, Council authorized the purchase of the leaf loaders and authorized Mr. Beck to advertise the 2 smaller loaders on Municibid.

Report of the Mayor: Mayor Nelson had no report.

Report of the President of Council: President Budman read the following portion of a memo that he directed to the General Government Committee for review:

In recent months there has been continued dialogue regarding the police department staffing, and the Chief's belief that the department needs an eighth full time officer. At the July 12<sup>th</sup> meeting of the Borough Council, the Chief gave a report stating that complaints have risen 30%, and that he does not have the man-power to adequately address certain needs in the community. The volume of overtime in the department, and officer fatigue were also part of the conversation that followed.

I will remind the committee members that the police contract was signed late in the second quarter of this year. One of the arbitrator's rulings in this contract was the removal of the minimum manning clause which contractually mandated two officers to be on duty between the hours of 7PM and 3AM daily. Since this contract has been signed, I have asked the Chief that the police schedule be reviewed in an effort to find ways within the schedule that he could better utilize the available man-power to the benefit of the department operations as a whole, and certainly to the community. As of this date I have not been provided with an update on this schedule review.

The Borough Council is being asked to add a re-occurring annual expense of roughly \$125,000 annually to employ an eighth officer, and it is our responsibility to do our due diligence in validating twenty year 2.5 million dollar expenditure. For the record, this proposed 20 year expenditure would equate to almost an entire year of tax revenue for the Borough of Milton.

At this time, I am moving this issue to committee for review. The committee will review our police department operations to determine if we need an eighth full time officer, or if we need to manage the resources we have more efficiently. Please ensure while you are researching the issue that you validate all information from all resources when making your determination.

The information for committee review should include the following, but are not all inclusive:

- 1/1/2015 - The chief submitted a Strategic Plan to Council outlining goals and objectives for the MPD. Please review where the department is with the implementation of this plan and how it has improved the management of available manpower within the department.
- On 4/4/2016 the Mayor/Chief issued a memo outlining Directed Patrol Efforts. This memo outlines the duties of the officers on each shift, and was issued with the knowledge that there are 7 officers within the department. This is a comprehensive outline of duties to be performed daily on each shift. Please have an understanding of how these directives are being executed.
- Please review the department reporting standards to understand a 30% increase in complaints. I would ask the committee to understand what a "complaint" is, and if this reporting standard includes business checks, park checks, foot patrols, parking meter enforcement and collection, and other basic expected law enforcement directives set forth by the Chief in the "Directed Patrol Efforts Memo" sent to all MPD officers dated 4/4/2016. Does this reporting standard include activities that are not crime related, or are they simply daily duties? Please also understand if there are multiple complaints

logged in the system when multiple officers are involved in the very same directive, task, or activity. Please also understand if mutual aid is reported within our current standard.

- Please review our go forward needs with regard to minimum manning. Please question the hours spent on minimum manning on weekdays and how those hours could be used more effectively elsewhere in the schedule.
- Please review our volume of supervisory “ranked” personnel to determine if our structure is proportionate to the size of the department.
- The chief requested and was granted purchasing computers to be installed in the cruisers as an investment by this council in operational efficiencies. His reasoning was that mobile technology would make the department more efficient in that the officers would spend more time in their cruisers, which would make them more visible and deter crime. They would also be able to do their paperwork from the computers installed in the cruisers. The officers were also instructed to submit their daily log electronically from these computers. Please review if this is being done and if so how many man hours has it saved? Please review random copies of the daily logs that have been submitted from the time of implementation to date, with the understanding there may be some logs that would be confidential and would not be available. This review would provide enough data that the committee could determine if the electronic logs are being completed in accordance with the directive, and the times on the logs would show the hours the officers are spending in the cruisers which would allow you to see if there have been increases in patrol efforts.
- Please review how many administrative hours are being spent dealing with school district matters that the SRO could handle which would allow the school district to be billed for time involved. There is also directed traffic control at the school district on both 1<sup>st</sup> & 2<sup>nd</sup> shifts. Please review the potential of the SRO being used for traffic control during these time periods and the potential to free up the additional officer to perform other duties.
- Please review our parking meter patrol and collection efforts. The meters have been emptied 5 times YTD. 3 times by the MPD and 2 times by the PWD. Please understand the time investment needed to perform this duty, and review collection times with both the MPD and PWD. This effort was directed by the Chief in the 4/4/16 memo as well. Could this process be better managed in coordination with our foot patrol or business check efforts?
- Please review what resources are available to assist the MPD in dealing with drug investigations.

Several months ago, the Chief was asked for a copy of the 2017 work schedule that is required to be posted on 1/1 of each year as stated in section #6.8 of the MPOA CBA. He provided a blank copy of the Weekly Work Schedule for 2018, which is a three-week rotating schedule. With regard to the schedule, the notes provided on this memo will only be provided to the committee members for review and for many reasons will not be made public. Committee Members, Please review the notes provided below on this memo for complete understanding of the police department schedule efficiency, and where overtime dollars are being spent:

Mr. Budman asked that the General Government Committee review these issues carefully and asked for a recommendation for the August 23<sup>rd</sup> Council meeting. Because Mr. Walker is not present at tonight’s meeting, Mr. Budman will discuss this with him and Mr. Walker will be organizing the Committee meetings.

Report of Chief of Police: Chief Zettlemoyer reported that several hypodermic needles have been found in the Borough which is a concern of the Department. There have been numerous arrests and continued burglaries.

Report of Public Works Director: Sam Shaffer reported that the Public Works Department has been cleaning storm drains after the recent heavy rains, repaired a sinkhole at Cherry Street and Ferry Street, and cleared right-of-way brush in all alleys. They have also trimmed trees in all parks and cemeteries, removed a large

dead maple tree at Marsh Park, installed flow meters and a new pump motor on the baby pool, assisted in the cleaning, set up and tear down of the GoJoe 20 event, trimmed weeds and brush along Limestone Run at Brown Avenue and Maple Street, weeded and sprayed flower beds and brick walks in the downtown parks, and grass mowing continues.

Report of the Fire Chief: Joe Lupo reported that since the last meeting there have been 19 calls.

Public Comments: There were no public comments.

Highways and Protection to Persons and Property: No report.

General Government and Recreation:

- A. On motion of Mr. Specht, seconded by Mr. Farr and carried, Council adopted a Hazardous Mitigation Plan Resolution #17-03.
- B. On motion of Mr. Specht, seconded by Mr. Farr and carried, Council adopted Ordinance #1213 amending the Zoning Ordinance pertaining to Wireless Communication Facilities.
- C. On motion of Mr. Specht, seconded by Mr. Farr and carried, Council adopted the Mahoning Street District Amendment Ordinance #1214.
- D. On motion of Mr. Specht, seconded by Mr. Farr and carried, Council approved a Land Development Plan for the 1<sup>st</sup> Baptist Church.

Finance, Health and Sanitation

- A. On motion of Mr. Shearer, seconded by Mr. Cyphers and carried, Council authorized the Borough Manager to enter into an agreement with Herring, Roll & Solomon P.C. for the 2017 audit in the amount of \$11,950.00
- B. On motion of Mr. Shearer, seconded by Mr. Cyphers and carried, Council approved paying the bills from General Fund, Reserve, Payroll, Community Pool and Cemetery accounts in the amount of \$653,749.15.

President Budman thanked Shelly, Danna, Danielle and all that helped with the GoJoe 20 Event. It was very well attended.

There being no further business, on motion of Mr. Cyphers, seconded by Mr. Shearer, Council adjourned at 7:40 p.m.

Respectfully Submitted:

Shelly Sandstrom  
Secretary/Treasurer