

Manager's Report – August 2024 - 8/5/2024

General Fund Related

1. CSVT 8th Avenue Traffic Signal & PennDOT Green Light Go Grant:

- Our application was approved by PennDOT on July 26th, and we were notified by email on August 1st. I electronically signed the agreement on August 1st and am waiting for full execution of the agreement from PennDOT. The final scheduled award amount is **\$332,944.80**. We will coordinate directly with the department to complete the project.

2. Zoning Permits:

- There was (1) zoning permits issued in the month of July.

3. 2024 Streets Program:

- The project was advertised for bid in July, and we will be opening the bids at 4:15 on August 5th and the results will be shared at the meeting. We have (8) contractors that were sent the bid package at this point.

4. 11th Avenue Property:

- The interior of the house has been cleaned, existing stained carpeting was removed, and patching has begun on the walls in preparation for painting. The sewer line will be installed as soon as the deed information is finalized.

5. ARPA SAM Renewal and Account Funding Summary:

- The Borough's online information was updated on 7/26/24.

Summary of ARPA Account:

\$179,130.26 was the total amount received.

Expenditures Paid to Date:

- The new Utility truck = **\$86,352** & the new office computer server = **\$12,292.37**.
Total paid to date = **\$98,644.37**.

Contracted Expenditures to Date (not yet paid & waiting for delivery or arrival):

- **\$28,993.22** for police cameras and license plate readers, **\$47,210** for the new police SUV and **\$12,558.00** for the upfit kit for that vehicle. Total expenditures awaiting = **\$88,761.22**.
- The ARPA Funding has now been spent or is entirely designated for the items listed above. The remaining amount of the funding was through our Cares Act fund (**\$8,275.33**). The only remaining funds are now through the Cares Act Funds and the amount is **\$954.48**.

Water / Sewer Related

1. Baldwin Blvd water valve installation:

- The valve was not able to be installed due to the close proximity of the natural gas main.
- We are looking to install the valve further up the street where an existing valve does not close properly and is further from the gas main.

2. Lead & Copper Inventory (update):

- We coordinated the ability to enter all the data into our existing utility software with our utility billing company.
- We have inspected and documented all of the commercial services during recent water meter reading for the second quarter usage.
- We still need to inspect the residential service connections and will work on that part of the project throughout the summer and early fall.

3. DEP Filter Plant Performance Evaluation (FPPE Inspection):

- The FPPE inspection was done on June 11th and 12th. This is a comprehensive review of all aspects of the water production and water storage components of the system. We have not yet received the post inspection.

4. 2023 ESCRA Sewer Flow Summary (Credit / Deficit Computations):

- The yearly flow summary calculations were sent out by ESCRA. Attached is the 2023 summary. In 2023 we had a Deficit of \$3,081. Over the last (4) years we averaged \$8338 credit.

Water / Sewer Related (Continued)

5. 2025 ESCRA Sewer Flow Estimate:

- ESCRA is in the process of formulating their 2025 budget and are requesting our flow estimates for 2025. I sent in the estimates last week. .170 MGD flow and 13.5% of the annual budget based on recent historic averages.

6. Backwash Basins Industrial Waste Compliance Inspection:

- DEP performed the inspection on July 31st. There were no adverse comments, and we are currently in full compliance with our permit.

Miscellaneous

1. Elevator Inspection:

- The 3-year required pressure testing will be done in August at a cost of \$750. The elevator gets general type inspections and maintenance on a regular basis.

2. 2025 Preliminary Budget Preparation:

- Preliminary work has begun on the 2025 budgets.

3. EMC Liability Insurance renewal:

- This renewal covers all liabilities of our vehicles, building, structures, traffic signals, and fire company vehicles. The fire chief submits a list of eligible fire department drivers and which vehicles they are approved to drive.
- The proposed 2024-25 premium is **\$41,765.00** vs last year's premium amount of **\$39,095.50** an increase of **\$2,670**.
- The majority of the increase is the property and commercial auto insurances. The property coverage increases every year to keep up with the rising cost of building materials / repairs. Auto insurance rates are on the rise as well, primarily due to the higher costs of damage repairs. The 2024 Ford F350 is included on both the expiring and renewal premium.
- This year's EMC group safety dividend was **\$3,091.50**. The total amount received through dividend to date is **\$33,800**.

4. State Grant Opportunities:

- I met with Lynda Culvers office representatives concerning grant opportunities. I offered (3) possibilities. Weller Field Project, water treatment plant clarifier and filter addition & the land reservoir solar project as possibilities.

5. Workers Compensation Insurance – AmTrust renewal:

- This renewal covers workers' compensation for all Borough employees and the Shamokin Dam Fire Co. active firefighters as submitted by the fire chief.
- The proposed 2024-25 premium is **\$31,232** vs last year's premium amount of **\$27,473** an increase of **\$3759.00**, which is a 12% increase. The cost increases were across the board for each insured entity.

Items for Consideration

1. Copier Replacement:

- Our five-year lease contract expires in November.
- I recommend purchasing the next unit, with a monthly service agreement. The new unit would be similar to the one we currently lease.
- The Co-Stars purchase price for the Canon ImageRunner Advance DX 3926i machine is **\$5,895**. Plus **\$185** per month for a 60-month service agreement that includes all service and supplies except paper and staples.

2. Promote Brian Corrigan to full-time employee status:

- Brian was hired on April 29th on a part-time basis and has worked out well with his attendance and ability to work with the other crew members, as well as on his own. The day-to-day tasks are stretching his current allotted hours, and we could use him on a full-time basis. His hours would go from 24 hours / week to 40. I would also like to increase his salary by \$1.00 per hour. He would now be eligible for our healthcare coverage and retirement benefits, if chosen.

3. Investments:

- There are two CD's coming due in September. General Fund \$150,000 and Water/Sewer Fund \$150,000.