

**MINUTES OF THE MARCH 4, 2014
MEETING OF TRAPPE BOROUGH COUNCIL**

President Nevin Scholl called to order the regularly scheduled meeting of Trappe Borough Council on March 4, 2014 at 7:00 p.m. at Trappe Borough Hall, 525 West Main Street, Trappe, Pennsylvania. The Pledge of Allegiance was led by Mayor Connie Peck.

ANNOUNCEMENT OF EXECUTIVE SESSION: President Scholl announced that there would be an Executive Session this evening to discuss legal matters.

ROLL CALL: Roll Call was made by the Municipal Secretary.

Those present were:

President, Nevin Scholl
Vice President, Cathy Johnson
Tammy Liberi
Philip Ronca
Fred Schuetz
Pat Webster

Also in attendance were:

Mayor, Connie Peck
Solicitor, Dick Watt
Engineer, John Sartor, P.E.
Treasurer, Justin Nepo, Smart Devine
Borough Manager, Jacqui Guenther

Excused/Absent:

Paul Edwards

HEARING: PROPOSED ORDINANCE 427 – MS4 STORMWATER MANAGEMENT:

President Scholl opened the hearing on proposed Ordinance 427 for the MS4 Stormwater Management.

J. Guenther presented the Proof of Publication from the Mercury providing that the hearing was advertised on February 10, 2014 and February 21, 2014.

J. Guenther stated that proposed Ordinance 427 would Amend Part II of the Trappe Borough Code of Ordinances by adding a new Chapter 178 to provide for the MS4 Stormwater Management in Trappe Borough. J. Guenther stated that the DEP requires all municipalities to adopt this ordinance, in its entirety, on or before March 15, 2014. J. Guenther stated that the proposed Ordinance would also repeal certain sections of the existing Stormwater Management Ordinance. Whereupon discussion ensued.

A motion was made by F. Schuetz, seconded by C. Johnson, and carried unanimously by those Council Members present, to close the hearing. Motion carried 6 – 0.

APPROVAL OF THE MINUTES: A true and correct copy of the Minutes of the February 4, 2014, Meeting of Borough Council was provided to all and is available for review at Trappe Borough Hall.

On a motion by C. Johnson, seconded by P. Ronca, the Minutes of the February 4, 2014 Meeting of Borough Council were approved, as amended. Motion carried 6 – 0.

A true and correct copy of the Minutes of the February 24, 2014, Special Meeting of Borough Council was provided to all and is available for review at Trappe Borough Hall.

On a motion by C. Johnson, seconded by F. Schuetz, the Minutes of the February 24, 2014 Special Meeting of Borough Council were approved, as amended. Motion carried 6 – 0.

PUBLIC FORUM/AGENDA AND NON-AGENDA ITEMS: President Scholl called for public comment.

Michael Clement, Esquire, representing developer, Gerry Gorski, gave a lengthy presentation on the proposed development of the Trappe School property located on the corner of E. First Avenue and E. College Avenue, in conjunction with 133 and 135 W. Main Street which included by right plans, proposal plans and a traffic study. M. Clement stated that the proposed project would include refurbishing the Trappe School into approximately 30 condominiums and to build approximately 31 single homes and that would require the Borough to rezone the entire parcel to VC. Whereupon discussion ensued.

Gerry Gorski, developer, asked Borough Council to consider a hearing to re-zone the Trappe School Property from R-2/VC to VC. N. Scholl stated that Borough would consider a hearing on the rezoning after the Borough Engineer had time to review all of the documents. N. Scholl stated that although Borough Council would consider a hearing, they are under no obligation to do so and that the decision to grant a hearing on the subject in no way signifies that the Borough will grant the rezoning request. N. Scholl stated that the hearing would not be held on the same night as a Borough Council Meeting but rather could be held as a special meeting so that the public may attend and be heard.

N. Scholl directed J. Sartor to review the proposed plans, by right plans and the Traffic Study to determine if they meet the Borough Codes and once he has completed his review to report back to Borough Council with his findings and recommendations. N. Scholl asked J. Sartor to take into consideration the proposed Stearly Tract development traffic counts when reviewing the traffic study that was prepared by G. Gorski's engineer.

Aileen Johnson, Librarian, brought handouts for events happening at the Schwenksville Library. A. Johnson thanked Borough Council for their support of the library.

Andrew Feick, Director of Facilities and Community Relations at Ursinus College, introduced himself and spoke about the property that Ursinus College recently acquired at the corner of Route 113 and E. College Avenue in Trappe which will be used for agricultural studies.

STAFF REPORTS:

Treasurer's Report: J. Nepo, on behalf of Smart Devine, Treasurer, presented the Amended Treasurer's Report dated March 4, 2014, check numbers 2375 through 2404 from the PNC Bank General Fund, and electronic transfer of funds in the amount of \$573,799.64; and electronic

transfer of funds to PECO from the PNC Bank Liquid Fuels Fund in the amount of \$180.32. The Treasurer's Report also included check numbers 1121 and 1122 from the PNC Escrow Fund totaling \$1,681.00. A true and correct copy of the Treasurer's Report was provided to all and is available for review at Trappe Borough Hall. J. Nepo further reported that the cash total was \$1,251,052.00 and certificates of deposit totaled \$244,025.00 for a total balance of \$1,495,077.00.

On a motion by T. Liberi, seconded by F. Schuetz, and carried unanimously by those Council Members present, payment of invoices included in the March 4, 2014 Treasurer's Report, check numbers 2375 through 2404 and electronic transfers from the PNC Bank General Fund in the amount of \$573,799.64, were approved. Motion carried 6 – 0

On a motion by T. Liberi, seconded by P. Ronca, and carried unanimously by those Council Members present, electronic payment of the PECO invoice included in the March 4, 2014 Treasurer's report from the PNC Bank Liquid Fuels Fund in the amount of \$180.32, was approved. Motion carried 6 – 0.

On a motion by T. Liberi, seconded by C. Johnson, and carried unanimously by those Council Members present, payment of invoices included in the March 4, 2014 Treasurer's Report, check numbers 1121 and 1122, from the PNC Escrow Fund in the amount of \$1,681.00, were approved. Motion carried 6 – 0.

Borough Manager's Report: J. Guenther presented the Manager's Report, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. J. Guenther made the following comments:

Ordinance 427/MS4 Stormwater Management: J. Guenther stated that earlier this evening Borough Council held a hearing on proposed Ordinance 427 for the MS4 Stormwater Management. J. Guenther asked Borough Council to approve the adoption of proposed Ordinance 427 for the MS4 Stormwater Management in Trappe Borough.

On a motion by C. Johnson, seconded by P. Webster, and carried unanimously by those Council Members present, Ordinance 427 Amending Part II of the Trappe Borough Code of Ordinances to add a new Chapter 178 to provide for the MS4 Stormwater Management in Trappe Borough, was approved. Motion carried 6 – 0.

Resolution 2014-04/PennDOT Permit for 2014 Memorial Day Parade: J. Guenther stated that she provided Borough Council with proposed Resolution 2014-04 authorizing the Borough to execute the PennDOT Special Event Permit Application for the 2014 Memorial Day Parade to be held on May 26, 2014 with a rain date of May 31, 2014. J. Guenther asked Borough Council to consider approving Resolution 2014-04.

On a motion by F. Schuetz, seconded by T. Liberi, and carried unanimously by those Council Members present, Resolution 2014-04 authorizing the Borough to Execute the PennDOT Special Event Permit for the 2014 Memorial Day Parade to be held on May 26, 2014 with a rain date of May 31, 2014, was approved. Motion carried 6 – 0.

PennDOT Overhead Banner Application for 2014 Memorial Day Parade & Events: J. Guenther stated that she has provided Borough Council with a true and correct copy of the PennDOT Overhead Banner Application for the placement of a banner over W. Main Street for the 2014 Memorial Day Parade and Events. J. Guenther asked Borough Council to consider approving execution of the Overhead Banner Application for this event.

On a motion by P. Ronca, seconded by T. Liberi, and carried unanimously by those Council Members present, authorization to execute the PennDOT Overhead Banner Permit for the 2014 Memorial Day Parade & Events Banner, was approved. Motion carried 6 – 0.

PennDOT Survey/Borough Line Road & W. Seventh Avenue: J. Guenther stated that she provided Borough Council with a survey from PennDOT in response to her request for a traffic study at the corner of Borough Line Road and W. Seventh Avenue. J. Guenther stated that PennDOT recommended that the Borough place “Cross Traffic Does Not Stop” signs underneath the existing stop signs on Borough Line Road at its intersection with W. Seventh Avenue and Lewis Road, which is located in Upper Providence Township. J. Guenther stated that Upper Providence Township has agreed that this is a good way to enhance safety, and CTJPDW has given her a proposal to purchase and install the signs for a fee of \$200.00. J. Guenther asked Borough Council to consider approving the installation of the “Cross Traffic Does Not Stop” signs for a fee not to exceed \$200.00.

On a motion by C. Johnson, seconded by P. Ronca, and carried unanimously by those Council Members present, authorization to have CTJPDW install “Cross Traffic Does Not Stop” signs underneath the Stop Signs located on Borough Line Road at its intersection with W. Seventh Avenue and Lewis Road, for a fee not-to-exceed \$200.00, was approved. Motion carried 6 – 0.

MS4 Statement: J. Guenther stated that plants of all kinds help reduce stormwater runoff from residential properties because their roots absorb water and break up and aerate the soil as they grow. J. Guenther stated that flowering native perennials will attract beneficial predators and pollinator birds, butterflies, and other insects and that perennials also develop extensive root systems to hold and enrich the soil. J. Guenther stated that residents should monitor plants for pests and control them with environmentally-friendly applications or use plain water to avoid contaminating water runoff with chemicals that endanger streams.

Mayor’s Report: Mayor Peck presented the Mayor’s Report, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. Mayor Peck made the following comments:

Mayor Peck stated that PVSD was awarded the Governor’s Award for Excellence in Academic Achievement and asked Borough Council to send a letter of congratulations to PVSD Superintendent, Dr. Clifford Rogers. Borough Council agreed, and Mayor Peck said she would draft the letter.

Engineer’s Report: John Sartor presented the Engineer’s Report dated February 26, 2014, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. J. Sartor made the following comments:

1501 W. Main Street Sports Complex: J. Sartor stated that a meeting with the applicants, their engineer, D. Onorato, J. Guenther and J. Sartor is scheduled to take place at 11:00 a.m. on March 14, 2014 to discuss this project.

Borough Hall Sidewalk Improvement Project: J. Sartor stated that they had an opportunity on Friday to perform the survey work and the base plan for the sidewalk improvement project is now being prepared.

Borough Line Road Project: J. Sartor stated that he received word today that Upper Providence Township has received the signed easement for the property owner on the corner of Route 113 and Borough Line Road, and Trappe Borough is very close to getting the final easement signed. J. Guenther asked Borough Council, in the interests of saving time, to consider instructing J. Sartor to upload the bid documents to Penn Bid as there is a clause in the bid documents that gives Borough Council the option not to award the bid if something goes wrong with obtaining the final easement.

On a motion by F. Schuetz, seconded by C. Johnson, and carried unanimously by those Council Members present, authorization for J. Sartor to upload the bid documents to Penn Bid, was approved. Motion carried 6 – 0.

Damaged Utility Pole/W. Seventh Ave & W. Main St.: N. Scholl stated that some time ago there was an automobile accident whereby a car crashed into the utility pole in front of Augustus Church. N. Scholl said that PECO replaced the pole with a new one but left the damaged pole standing and asked J. Guenther if she would contact PECO to have the pole removed. J. Guenther stated that she would contact PECO to see about having the damaged pole removed.

Solicitor's Report: D. Watt, Esquire stated that he had nothing to report.

On a motion by P. Webster, seconded by C. Johnson, and carried unanimously by those Council Members present, the Treasurer's Report, Borough Manager's Report, Mayor's Report, Engineer's Report and Solicitor's Report were approved as presented. Motion carried 6 – 0.

COMMITTEE REPORTS:

Administrative Services: C. Johnson presented the Administrative Services Reports dated February, 2014 a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. C. Johnson made the following comments:

Banners on W. Main Street: C. Johnson stated that Borough Council held a special meeting on February 24, 2014 wherein Lisa Minardi, President of The Speaker's House, gave a presentation regarding the *Historic Walking Tour Brochure*, Heritage Garden and vertical banners on W. Main Street. C. Johnson asked Borough Council to approve the installation of the vertical banners. Whereupon discussion ensued.

On a motion by C. Johnson, seconded by P. Ronca, and carried unanimously by those Council Members present, authorization for the installation of vertical banners on W. Main Street was approved. Motion carried 6 – 0.

Employee Handbook: C. Johnson stated that she provided Borough Council with an “*Employee Handbook*” for their consideration. C. Johnson stated that she also provided a list of notes showing what was updated and/or changed. C. Johnson stated that there was one additional change to XXIV. Electronic Communication wherein the acronym EEO was not spelled out and that was changed. F. Schuetz stated that on the bottom of page 23 the subsection is labeled “C” and should be labeled “D”. Johnson asked Borough Council to consider approving the Employee Handbook with those changes added. Whereupon discussion ensued.

On a motion by C. Johnson, seconded by P. Ronca, and carried unanimously by those Council Members present, the Trappe Borough Employee Handbook was approved, as amended. Motion carried 6 – 0.

HVAC: C. Johnson stated that the HVAC system at Borough Hall is fifteen years old and needs to be replaced. C. Johnson stated that she would like to have Tom Heisner, BCO, take a look at the heater to see if he can determine any code violations. C. Johnson stated that she has invited one of the vendors who submitted a proposal to meet with the committee next week and has also invited the other vendor to set up a time to meet with the committee to review their proposals for the HVAC replacement. Whereupon discussion ensued.

Council Guidelines for Meeting Minutes: C. Johnson stated that Borough Council was provided with the “*Council Guidelines for Meeting Minutes*” dated February 6, 2014 which was prepared by President Scholl and articulated what Borough Council verbally agreed to at their February 4, 2014 meeting. Whereupon discussion ensued.

On a motion by C. Johnson, seconded by P. Ronca, and carried unanimously by those Council Members present, the Borough Council Guidelines for Meeting Minutes was approved, as presented. Motion carried 6 – 0.

Communications: P. Webster stated that she had nothing to report.

Finance & Streets: President Scholl presented the Finance Committee Report, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. President Scholl made the following comments:

President Scholl stated that the Borough has three money market accounts and one certificate of deposit that will mature tomorrow and that he will move the certificate of deposit money into PNC Bank General Fund account.

President Scholl stated that the Key indicators show that revenue for Earned Income Tax is up by \$27,000.00 over the year to date number in 2013.

President Scholl stated that the Key Indicators show that expenditures for snow removal for 2014 is at \$81,000.00 and that in 2013 the amount was only \$34,000.00. N. Scholl stated that although the snow plowing amount for 2014 is high, the Borough was still under budget.

W. Fifth Avenue Road Project Costs: President Scholl provided a spreadsheet which depicts a summary of the total cost of the 2013 W. Fifth Avenue Road Project was \$356,222.00 which J. Guenther keeps track of.

Chief Brian Long asked if Borough Council has considered hanging the Speed Sentry box on E. College Avenue.

N. Scholl stated that P. Edwards is the Chairman of the Traffic and Safety Committee and asked F. Schuetz, who is also part of that Committee, to follow up with P. Edwards to see how he wants to address those concerns.

Parks & Open Space: F. Schuetz stated that he provided Borough Council with a copy of the January 2014 CPVRPC Meeting Minutes.

F. Schuetz stated that he has not heard back from the Natural Lands Trust regarding the installation of meadow grasses at Rambo Park.

F. Schuetz asked J. Guenther for the status of the installation of the Jenn Swing. J. Guenther responded that she did not know the status but that since Joan Holley was in attendance she would defer to her. J. Holley stated that the revised plans were turned in by Michele Stankunas earlier today. T. Heisner stated that he would review the revised plans as soon as possible.

F. Schuetz stated he would prepare a summary of things that need to be done now and in the future at Rambo Park.

Public Works & CTMA: C. Johnson presented the Public Works & CTMA Reports dated February, 2014, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. C. Johnson made the following comments:

C. Johnson stated that there was a good bit of business interest for water tank antennas and that leases for this would be brought before Borough Council and that by entering into the lease agreements the Borough would receive some of the funds generated by them.

T. Liberi thanked J. Guenther for including the Minutes from the CTMA and CTJPWD in the meeting packets. N. Scholl asked if the Borough should consider putting the regional minutes on the Borough's website because they do not have a website. F. Schuetz responded that they are working on getting their own website. Whereupon discussion ensued.

Planning, Zoning & Ordinances: T. Liberi stated that the Planning Commission did not meet during the month of February, 2014. T. Liberi stated that she was in the process of trying to schedule a Sign Ordinance committee meeting on March 27, 2014.

Traffic & Safety: P. Edwards was not in attendance and no report was offered.

OLD BUSINESS: President Scholl called for any old business.

ZHB Budget: President Scholl stated that in an effort to keep costs down for residents, he provided Borough Council with a proposed letter addressed to Robert Brandt, Solicitor for the ZHB, along with a Zoning Hearing Board Procedure Memo to get his feedback and to give him direction. Borough Council agreed to send the letter and Memo to the ZHB Solicitor as presented.

NEW BUSINESS: President Scholl called for any new business.

Stu Strauss, who resides at 425 Silver Leaf Circle, asked F. Schuetz if the CTMA and CTJPWD meetings would continue to be held on different weeknights.

F. Schuetz replied that the CTMA changed their By-Laws to allow for them to meet on Wednesday night and that the meetings would continue to be held on different weeknights.

EXECUTIVE SESSION:

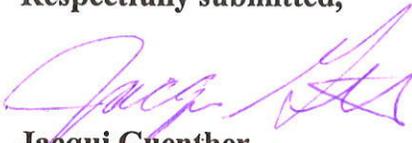
At 9:10 p.m. Council entered into Executive Session.

At 9:39 p.m. Council adjourned from Executive Session.

ADJOURNMENT:

There being no additional business to conduct, at 9:40 p.m., a motion to adjourn was made by P. Ronca, seconded by T. Liberi, and carried unanimously by those Council Members present. Motion carried 6 – 0.

Respectfully submitted,



Jacqui Guenther
Borough Manager/Municipal Secretary