

**MINUTES OF THE June 6, 2017
MEETING OF TRAPPE BOROUGH COUNCIL**

Council President Nevin Scholl called to order the regularly scheduled meeting of Trappe Borough Council June 6, 2017 at 7:00 p.m. at Trappe Borough Hall, 525 West Main Street, Trappe, Pennsylvania. The Pledge of Allegiance was led by Vice President Cathy Johnson.

ANNOUNCEMENT OF EXECUTIVE SESSION: Council President Scholl announced there will be an Executive Session after the public meeting this evening to discuss legal matters. A vote is not expected after the Executive Session.

Those present were:

President Nevin Scholl
Vice President Cathy Johnson
Scott Martin
Phil Ronca
Stu Strauss

Also Present

Solicitor Dave Onorato
Treasurer John Klink
Engineer Paul Schmoll
Borough Manager Robert Umstead

Absent: Tammy Liberi
Pat Webster

Absent: Connie Peck

APPROVAL OF THE MINUTES:

The members of Council reviewed the minutes of the May 2, 2017 regular meeting of Borough Council. The minutes were accepted as presented.

Motion to approve the minutes as presented:

Moved: S. Strauss

Seconded: C. Johnson

Approved: 4 - 0

P. Ronca abstained – not present at May 2, 2017 meeting.

PUBLIC FORUM/AGENDA AND NON-AGENDA ITEMS:

Ron Ely of Styer Associates, CPA was present and presented the 2016 Audit Report; an in depth report of the financial conditions of the Borough. The Management's Discussion and Analysis (consisting of a thirteen [13] page report was reviewed in detail). Specifically, the Summary of Net Position, Changes in Net Position, major income and expenses were discussed. The Statement of Net Position, Statement of Activities, Statements of Assets, Liabilities and Fund Balances, and the Statement of Revenues, Expenditure, and Changes in fund Balances were reviewed. The Notes to Financial Statements were presented and finally the management letter with recommendations for improvements by the staff was discussed.

A brief question and answer period followed.

Motion to accept the 2016 Audit Report completed by Styer Associates CPA:

Moved: S. Martin

Seconded: C. Johnson

Approved: 5 - 0

STAFF REPORTS:

Engineer’s Report - The written Engineer’s Report from Paul Schmoll, representing Barry Isett Associates (BIA) was presented to all to review. A copy of the report is available at Borough Hall.

A report on the completed Storm Sewer Replacement on Betcher Road was presented.

Clahor Avenue refurbishing project should begin on or about June 5, 2017.

A brief discussion ensued concerning the payment policies of the Borough when a project is 100% completed. Should a percentage of the total be held in escrow? It was determined on the Betcher Road project that was not necessary.

A listing of all permits issued from April 28, 2017 through May 31, 2017 was presented.

Treasurer’s Report: John Klink presented the Treasurer’s Report dated May 31, 2017 with a list of checks, check numbers 1734 through 1763, and payroll charges from the Customers Bank General Checking Account in the amount of \$75,057.90.

Treasurer John Klink presented the Treasurer’s Report dated May 31, 2017 for the Customers Bank Escrow Fund check numbers 1083 through 1084 in the amount of \$2,110.00.

Treasurer John Klink presented the Treasurer’s Report dated May 31, 2017 for the Customers Bank Liquid Fuels Fund direct charges by PECO in the amount of \$2,224.66.

A copy of the Treasurer’s Report was provided to all and is available for review at Trappe Borough Hall.

Motion to make payment of invoices included in the May 31, 2017 Treasurer’s Report, including check numbers 1734 through 1763, check and payroll charges from the Customers Bank General Checking Account in the amount of \$75,057.90:

Moved: C. Johnson Seconded: S. Strauss Approved: 5 - 0

Motion to make payment of invoices included in the May 31, 2017 Treasurer’s Report check numbers 1083 through 1084 from the Customers Bank Escrow Account in the amount of \$2,110.00:

Moved: C. Johnson Seconded: S. Strauss Approved: 5 - 0

Motion to approve electronic payment of the PECO invoices included in the May 31, 2017 Treasurer’s Report from Customers Bank Liquid Fuel Account in the amount of \$2,224.66:

Moved: C. Johnson Second: S. Martin Approved: 5 – 0

A report was presented by President Scholl informing Council that the Pennsylvania Local Government Investment Trust (PLGIT) has offered an investment opportunity with a well-diversified fund (PLGIT Prime) including investments recently made available through a change in PA law. The present interest rate is .93%. In order to participate in this investment an Investment Advisory Agreement must be approved by Council.

Motion to approve the Program Application and Investment Advisory Agreement to enable the Borough to invest funds in the PLGIT Prime:

Motion: S. Strauss

Seconded: S. Martin

Approved: 5 – 0

Motion to invest \$250,000 in PLGIT /Prime:

Moved: S. Strauss

Seconded: S. Martin

Approved: 5 – 0

PLGIT also has a CD Rate of 1.3%. N. Scholl recommended a purchase of a \$245,000 CD. This investment along with the PLGIT/Term will yield the Borough an approximate \$3,500 additional income over the next year.

Motion to purchase a \$245,000.00 CD through PLGIT at an approximate rate of 1.3% for a period of one year:

Moved: P. Ronca

Seconded: C. Johnson

Approved: 5 – 0

Borough Manager’s Report:

The Borough Manager’s report for June 6, 2017 was presented and reviewed by all Council. A copy of the report is available for inspection at Trappe Borough Hall.

Two letters from Heritage Park Condominium Association were received and reviewed. One letter referred to snow removal/plowing and the second letter referred to stop sign violations and speeding. A response was forwarded.

The foot bridge in Rambo Park is in disrepair and in need of replacement. J. Hastings from CTJPW has prepared two estimates for the repairs. If the bridge was repaired with a single deck the cost would be \$2,576.30 and a double deck would cost \$3,749.64. A brief discussion ensued. BIA is to be consulted to determine if an alternative method is available.

Motion to repair the foot bridge in Rambo Park with a double deck at a cost of \$3,749.64 if an alternative method is not determined to be better by BIA:

Moved: S. Strauss

Seconded: C. Johnson

Approved: 5 – 0

PSAB awarded a plaque to the Borough in recognition of its Third Place finish in the 2017 Borough News Municipal Website Contest. N. Scholl accepted the award at the recent PSAB Convention. The plaque was presented to P. Ronca and in turn will be displayed in Borough Hall.

Speakers House Roof Raising – The Speaker’s House requested Auxiliary Police for the “Raising of the Roof” event to be held on June 10, 2017 for the period of 8:00 am to 5:00 pm (if 5:00 is necessary) for pedestrian assistance in crossing Main Street from the Trappe Center.

Motion to approve the use of Auxiliary Police for the “Raising of the Roof” event to be held June 10, 2017 for the pedestrian assistance for the hours 8:00 am to 5:00 pm:

Moved: C. Johnson

Seconded: S. Strauss

Approved: 5 – 0

The Inter-Municipal Agreement for the Borough Line Road Improvement Project, Phase 2 was presented. The agreements have been previously reviewed by solicitor Onorato and it is recommended the agreements be approved by Borough Council.

Moved to approve the Inter-Municipal Agreement for the Borough Line Road Improvement Project, Phase 2:

Moved: C. Johnson

Seconded: S. Martin

Approved: 5 – 0

Canon Imaging System (copy machine in main office) - The machine is becoming aged and has had a number of breakdowns recently. The service representative has advised parts are still available, usually; however there is no guarantee of the parts remaining to be available. This was previously reported and an amount was included in the 2017 Budget for replacement of the copy machine.

KDI Office Technology has previously submitted a quote to replace the machine for \$7,135 (\$8,000 has been included in the budget).

Motion to approve the purchase of a Canon IR ADV 4235 Monochrome System in the amount of \$7,135 from KDI Office Technology including set up of the new machine, removal of the existing machine and training:

Moved: C. Johnson

Seconded: P. Ronca

Approved: 5 – 0

MS4 - An information piece concerning the benefit of rain barrels was presented.

Mayor's Report – Bike Ride with the Mayor has been re-scheduled to June 17 due to inclement weather.

Solicitor's Report – Previously reported on the review of the Inter-Municipal Agreements for Borough Line Road.

COMMITTEE REPORTS

Administrative Services: C. Johnson reported the committee is working on a policy to deal with donations for the parks and other areas.

Communications: There was a suggestion that the committee review the Colledgeville newsletter. Colledgeville's letter includes advertisement and is reportedly printed at no cost to the Borough.

Finance & Streets: ARLE Grant Application - The ARLE (Automated Red Light Enhancement) grant enrollment period is open. It was suggested the grant application be submitted.

Motion to submit an ARLE Grant (traffic signs):

Moved: S. Strauss

Seconded: S. Martin

Approved: 5 – 0

Parks & Open Space: No Report

Planning, Zoning & Ordinance: Next Planning Commission meeting June 20, 2017

Regional Planning Commission: The minutes of the March 20, 2017 meeting were presented.

Public Works & CTMA: The minutes for the April 25, 2017 meetings were presented. The Interest Income Computation and Cell Site Report dated April 30, 2017, for the Public Works and the Interest Income Computation for CTMA dated April 30, 2017 were presented.

Lower Perkiomen Valley Regional Sewer Authority – S. Strauss reported the authority has authorized its engineer to prepare a modification to the permit application for the Middle Interceptor.

Note: A letter dated May 30, 2017 concerning this issue was received June 7, 2017 and forwarded via email to all Council members.

Traffic & Safety: Reports of the Trappe Fire Co. for the period ending May 31, 2017 and the Trappe Fire Co Ambulance report for April 2017 were presented. Copies of both reports are available at Borough Hall for inspection.

Walkable Community: No Report

Trappe 300 Celebration: A listing of scheduled current events was presented.

Technology Platform: A report from Advanced Innovations & Solutions, Inc. indicated the computer in the administrators office is outdated and in need of replacement. With the upgrade of the equipment it was also suggested a wireless access point be installed. The equipment and installation for the administrators office is quoted at \$1,450. The wireless access point if quoted at \$389.

Motion to purchase new a computer including equipment, Microsoft Office 2016 and installation (installation cost is estimate) at a cost of \$1,450:

Moved: P. Ronca

Seconded: S. Martin

Approved: 5 – 0

Motion to purchase a wireless access point including installation (installation cost is estimated) at a cost of \$389:

Moved: P. Ronca

Seconded: S. Martin

Approved: 5 – 0

OLD BUSINESS: None

NEW BUSINESS: A brief report on GIS Software that would enable the Borough to load all of the water, sanitary sewer lines, stormwater lines, street lights and street signs is available. More information may follow in the next couple of months.

N. Scholl reported on information received at the recent PSAB Convention concerning the EMS Session he attended. Highlights included the fact that there is no sustainable funding mechanism for EMS providers. This is a public safety issue. Also most payers (insurance companies and Medicare) reimburse “below cost” of providing services.

EXECUTIVE SESSION:

At 9:05 p.m. Council entered into Executive Session to discuss legal matters.

Council reconvened at 9:40 p.m.

Adjournment - There being no further business; the meeting was adjourned at 9:41 p.m.

Moved: S. Strauss

Seconded C. Johnson

Approved: 5 - 0

Respectfully submitted,

**Robert T. Umstead
Borough Secretary**