

**MINUTES OF THE MARCH 5, 2019
MEETING OF TRAPPE BOROUGH COUNCIL**

President Phil Ronca called to order the regularly scheduled meeting of Trappe Borough Council March 5, 2019 at 7:00 p.m. at Trappe Borough Hall, 525 West Main Street, Trappe, Pennsylvania.

ANNOUNCEMENT OF EXECUTIVE SESSION: Council President Ronca announced there will be an Executive Session after the public meeting this evening to discuss personnel and legal matters. A vote may take place after the Executive Session.

Those present were:

President Phil Ronca
Vice President Cathy Johnson
Tammy Liberi
Scott Martin
Stu Strauss
Pat Webster
Brett Yeagley

Also Present:

Solicitor David Onorato
Treasurer John Klink
Borough Engineer Paul Schmoll
Borough Manager Tamara Twardowski

ABSENT:

Mayor Matthew Wismer

Sarah Calvin, on behalf of Representative Joe Ciresi read a citation honoring Nevin H. Scholl and his service to the community.

APPROVAL OF THE MINUTES:

The members of Council reviewed the minutes of the February 5, 2019 regular meeting of Borough Council. The minutes were accepted with a minor typographical correction.

Motion to approve the minutes as presented:

Moved: S. Strauss

Seconded: C. Johnson

Approved: 7 - 0

PUBLIC FORUM/AGENDA AND NON-AGENDA ITEMS:

C. Peck – W. Main Street requested that Council consider whether or not they would like to continue with Trappe Community Day. This would be the 16th year for the well-attended event. If the event is to continue she is requesting additional help with both the computer and administrative tasks and also help with the set up and tear down at the park. P. Ronca suggested that he and C. Peck meet and get a list of tasks that need done and then we can look for volunteers. Council would like to see the event continue.

L. McClosky – 46 Ursinus was looking for an exception for a section of her curb being replaced as doing so will kill a tree that is on the edge of the road. She also mentioned that she thinks that the Borough should waive the costs of the permit for the curb repair as the repairs are being required by the Borough.

Motion for the Borough to proceed with the mill and overlay. In cases where the driveway curb is unable to be inspected due to asphalt being over the curb, the Borough will make notations and will notify the property owner and place documentation in the property file so that in the future if there is a problem in the road/driveway where the deficient curb has been identified, the property owner will be required to replace the curb at that time. Inspection of the area will also take place during any Use and Occupancy inspection and may also need to be replaced as a condition of the U&O if there are deficiencies:

Moved: P. Ronca

Seconded: S. Strauss

Approved: 7 – 0

Motion to reduce the permit fee for curb repairs if the homeowners use the same contractor and there is a single point of contract for coordination to reduce inspections:

Moved: C. Johnson

Seconded: S. Martin

Approved: 7-0

T. Twardowski will be sending letters to the affected residents informing them of these decisions and also let them know that if payment arrangements are needed, property owners should contact the Borough Manager to discuss individual situations.

Council will ask the Engineer to take a look at the situation with the tree at 46 Ursinus and see if there is anything that could be done that would save both the tree and prevent future damage to the curb and road, but the tree may need to be taken down.

F. Schuetz – W. Third Avenue informed Council that one of the tenants in the Bringhurst properties has been removing trees. The attorney for the estate has been notified. F. Schuetz's concern is that if the property was to be a subject of land development it would potentially be subject to tree replacements. T. Twardowski and D. Onorato do not believe that Borough Code prevents individual land owners not in land development from removing trees.

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.

P. Schmoll reported that his firm has completed the survey for the salt storage shed property and a copy has been submitted to the Borough Office. A meeting with Geoff Thompson, C. Johnson, T. Twardowski and P. Schmoll is scheduled for March 12th to discuss the next steps.

P. Schmoll reported that his firm has received proposals to perform the Center Avenue Swale Restoration and is recommending the award to Floyd G Hersch in the amount of \$9,961.75:

Motion to have Floyd G. Hersh perform the Center Avenue Swale Restoration in the amount of \$9,961.75:

Moved: S. Martin

Seconded: C. Johnson

Approved: 7 – 0

P. Schmoll reported that he had provided an updated proposal for the stormwater improvement for W. First Avenue at the request of T. Twardowski.

Motion to accept BIA proposal for design through construction of W. First Ave stormwater in the amount of \$16,350:

Moved: C. Johnson

Seconded: S. Strauss

Approved: 7 – 0

Treasurer's Report: John Klink presented the Treasurer's Report dated February 28, 2019 with a list of checks, check numbers 2477-2507, along with transfers, direct payroll charges and the Phoenixville Federal Card Service Center direct withdrawal from the Customers Bank General Checking Account in the amount of \$96,789.17.

A motion was requested to pay bills as listed:

Moved: C. Johnson

Seconded: S. Martin

Approved: 7 – 0

John Klink presented the Treasurer Report dated February 28, 2019 for the Customers Bank Liquid Fuels Fund direct charges by PECO in the amount of \$1,466.12.

A motion was requested to pay bills as listed:

Moved: C. Johnson

Seconded: B. Yeagley

Approved: 7 – 0

John Klink presented the Treasurer's Report dated February 28, 2019 for the Customers Bank Escrow Fund check numbers 1132 and 1136 in the amount of \$12,083.61.

A motion was requested to the pay bill as listed:

Moved: C. Johnson

Seconded: P. Webster

Approved: 7 – 0

B. Long asked if the bill list included the bills for CPA Joseph M. Sundhem. Those bills were not included in the bill list. T. Twardowski and J. Klink advised Council that currently \$1700 had been paid to Sundhem, and there are currently two additional bills one for \$2400 and one for \$850. The \$2400 invoice dated 12/1/2018 was for assistance with organizing the books which Council had authorized a proposal for at the October meeting. The other invoice is for a monthly fee for December. The two bills that were already paid were for services for October and November. T. Twardowski authorized payment for those bills assuming that it was part of the \$2400 authorized at the October meeting. S. Martina and B. Long will get together and discuss and come back to Council. Council was unaware that this would be a monthly ongoing charge.

T. Twardowski informed Council that there were two Borough bank accounts with less than \$50. She is requesting to close the accounts, one with Superior Credit and one with True Mark Financial.

A motion close the small savings accounts at Superior Credit and True Mark Financial:

Motion: S. Strauss

Seconded: P. Webster

Approved 7-0

Mayor's Report: Mayor Wismer was unable to attend this evening but wanted to extend an invitation to Council to attend the Rotary Pancake Breakfast on Sunday March 17, 2019 from 8:30-1:00 at Imperial Catering.

Borough Manager's Report: The written Borough Manager's report by Tamara Twardowski was presented to all for review. A copy of the report is available at Borough Hall.

T. Twardowski requested to increase the Treasure's rate as budgeted for 2019 to \$1040 per month retroactive to January 2019. D. Onorato will prepare and updated agreement.

Motion to approve Treasurer's rate at \$1040/month retroactive to January 2019:

Moved: S. Strauss

Seconded: C. Johnson

Approved: 7- 0

T. Twardowski explained that due to a cost adjustment in worker's compensation insurance rates, the Borough's cost for auxiliary police dramatically increased. N. Scholl, during budget preparations had calculated that the cost per hour is \$34.50 and she is asking for approval of the new rate.

Motion to set the reimbursement rate for Auxiliary Police at \$34.50:

Moved: C. Johnson

Seconded: P. Webster

Approved: 7- 0

T. Twardowski informed Council that Skippack was planning to host an electronics recycling event on June 1, 2019 if Trappe would like to participate. The total cost is \$2,500 which will be split among the participating municipalities which should cost somewhere around \$500-\$600.

Motion to participate in the Electronic Recycling event:

Moved: S. Strauss

Seconded: C. Johnson

Approved: 7- 0

T. Twardowski explained that when she met with the representative from H.A. Thompson to discuss the Borough's insurance renewal it was discovered that the only traffic signal on the policy was the one at 5th and Main. It would cost approximately \$500/year to add the four additional lights which are located at W. Main and Seventh, W. Main and Third, W. Main and Trappe Center along with the School light at South Elementary.

Motion to add the additional traffic signals to the insurance policy:

Moved: S. Strauss

Seconded: T. Liberi

Approved: 7- 0

T. Twardowski announced the Representative Joe Ciresi's office will be hosting two events at Trappe Borough Hall. A Septa Senior ID event will be held on March 19 from 10:00 a.m. to 2:00 p.m. On April 18th from 10:00 a.m. – 2:00 p.m. Representative Ciresi will have mobile office hours at Borough Hall and constituents can come to Borough Hall to meet with his staff.

MS4: A flyer about proper hazardous waste disposal along with the County's collection dates were distributed.

Solicitor's Report:

Solicitor Onorato presented Ordinance #449 which amends the water tapping fee to \$3,238.00 as set forth by Collegetown Trappe Joint Public Works.

Motion to adopt Ordinance #449:

Moved: C. Johnson

Seconded: P. Webster

Approved: 7 – 0

Solicitor Onorato presented an Ordinance amendment for the LI Limited Industrial District which would add residential uses to the exclusions list or things not allowed in the district.

Motion to authorize advertisement of an amendment to the LI Limited Industrial District for consideration at a Public Hearing on Monday April 8, 2019 at 6:00 p.m.:

Moved: S. Martin

Seconded: S. Strauss

Approved: 7 – 0

Motion to accept the staff reports:

Moved: C. Johnson

Seconded: S. Strauss

Approved: 7 – 0

COMMITTEE REPORTS

Finance and Streets: T. Twardowski requested that Council make a motion authorizing the signers at Customers bank so that the bank can prepare new signature cards and also authorizing administrators for the online access to the accounts.

Motion authorizing Philip Ronca, Cathy Johnson, Brett Yeagley and Tammi Liberi as signers on the Customers Bank accounts:

Moved: S. Martin

Seconded: C. Johnson

Approved: 7 – 0

Motion authorizing John Klink, Phil Ronca and Cathy Johnson as the online account administrators for Customers Bank:

Moved: S. Martin

Seconded: S. Strauss

Approved: 7 – 0

Parks and Open Space: S. Strauss reported that we have gotten two landscaping bids for 2019 work at Borough Hall and Rambo Park, and were awaiting a third. It was requested that T. Twardowski request that Public Works power wash the benches at Rambo Park and also remove the piles of brush that are around the park.

Regional Planning: B. Yeagley reported that the Regional Planning Commission did not meet in February.

Planning Commission: B. Yeagley reported that the Planning Commission met on February 19th and reviewed a sketch plan for 64 apartments on Seventh Avenue. The draft minutes were provided to Council for review.

Public Works & CTMA: The minutes for the December 19, 2018 meeting of CTJPW and the January 22, 2019 minutes of CTMA were presented. A copy is available for inspection at Borough Hall.

Information Technology and Communications: P. Webster reminded everyone that March 5th was the deadline for articles for the Spring Newsletter and requested if anyone had any to please get them to her.

Traffic & Safety: Reports of the Trappe Fire Co. for February 28, 2019 and the Trappe Fire Co. Ambulance for January 31, 2019 were presented. The January 2019 State Police report was also presented. Copies of all reports are available at Borough Hall for inspection.

EXECUTIVE SESSION:

At 9:40 p.m. Council entered into Executive Session to discuss legal and personnel matters.

Council reconvened at 10:28 p.m.

Motion to adjust the administrative assistant 2019 salary and benefits as follows: increase hourly rate by \$.25, increase vacation from 10-15 days, and the Borough will pay the cost for Medicare and a supplemental plan:

Motion: C. Johnson

Seconded: P. Webster

Approved: 7-0

Motion to Adjourn at 10:30 p.m.:

Motion: P. Webster

Seconded: B. Yeagley

Approved: 7-0

Respectfully submitted,

**Tamara D. Twardowski
Borough Secretary**