

**MINUTES OF THE JUNE 4, 2019
MEETING OF TRAPPE BOROUGH COUNCIL**

President Phil Ronca called to order the regularly scheduled meeting of Trappe Borough Council June 4, 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 would be an Executive Session after the public meeting this evening to discuss legal matters. A vote is expected to take place after the Executive Session.

Those Present Were:

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

Also Present:

Manager Tamara Twardowski
Solicitor David Onorato
Treasure John Klink
Engineer Paul Schmoll

Absent:

Tammy Liberi
Matthew Wismer

2018 AUDIT PRESENTATION:

Greg Ede from Styer Associates, Inc. was present to review the 2018 Audit and Management Letter. One minor area for improvement was noted on record keeping associated with the escrow accounts. Improvement over prior years was acknowledged. The only finding was minor and had to do with escrow accounts and the record keeping of such. Council requested T. Twardowski provide control procedure which would result in further improvement.

Motion to approve the 2018 audit presented:

Moved: S. Strauss

Seconded: B. Yeagley

Approved: 6 - 0

APPROVAL OF THE MINUTES:

The members of Council reviewed the minutes of the May 7, 2019 regular meeting of Borough Council.

Motion to approve the minutes as presented:

Moved: S. Strauss

Seconded: C. Johnson

Approved: 5 - 0

P. Webster abstained as she was absent from the last meeting.

PUBLIC FORUM/AGENDA AND NON-AGENDA ITEMS:

B. Greenwood – 439 Franklin Court – requested that the bushes along the corner of W. 5th Ave and Main St be trimmed as they are growing out into travel lane. He also asked how the Borough determines whether street lights are working or not. Since the Borough does not have a police department, it relies on residents contacting the Borough office if a light isn't working properly. B. Greenwood also reminded Borough Council about the road edge deficiency on Fifth

Avenue between Williams Way and W. Main Street. Innovative Construction is scheduled to start road work the week of June 10th.

C. Peck – 538 W. Main Street asked for an update on the traffic light upgrades. T. Twardowski responded that McMahon Associates, Inc. is surveying and working on the design. C. Peck reported a pothole at Route 113 and W. Main Street. S. Calvin offered to report the pothole to PennDOT. C. Peck asked about the progress at the old Getty Station at 306 W. Main Street. T. Twardowski reported that building permits have been issued, some work has begun but she does not have a specific time schedule for the project.

S. Calvin was present representing Representative Ciresi’s office and informed Council that it appears the state budget may be passed before the end of June. She reminded Council that if they have concerns or positions on issues to please reach out to the Representative’s Office and let him know. Additionally, if the Borough applies for any grants, Representative Ciresi will write a letter of support for the Borough’s application.

Herbert Rose was in attendance representing his brother, Michael Rose, who owns 180 W. Fifth Avenue, which is next to Eye Design. He told Borough Council that there is increased water on the Rose property which he and his brother believe is a result of work going on with Eye Design. Borough Council listened to Mr. Rose but said that until vegetation is established and the stormwater controls are functioning it is difficult to know if there is a long term problem or if this is temporary. The Borough Engineer will continue to monitor the situation.

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 and T. Twardowski presented two BMP improvement projects that could be used to satisfy the Borough’s approved MS4 plan and the projected associated costs for each. She requested authorization to proceed with the survey and design for the projects in College Woods and Rittenhouse Square as both landowners are in favor of the projects.

A motion to approve the survey and design for the College Woods Vegetated Swale at an estimated cost of \$8,000.00 and the Vegetated Channel at Jefferson Court at an estimated cost of \$7,800.00:

Moved: P. Webster

Seconded: S. Martin

Approved: 6 – 0

Treasurer’s Report: John Klink presented the Treasurer’s Report dated May 31, 2019 with a list of checks, check numbers 2572-2599, 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 \$62,263.29.

A motion was requested to pay bills as listed:

Moved: C. Johnson

Seconded: S. Strauss

Approved: 6 – 0

John Klink presented the Treasurer Report dated May 31, 2019 for the Customers Bank Liquid Fuels Fund direct charges by PECO in the amount of \$2,300.13.

A motion was requested to pay bills as listed:

Moved: C. Johnson

Seconded: B. Yeagley

Approved: 6 – 0

John Klink presented the Treasurer's Report dated May 31, 2019 for the Customers Bank Escrow Fund check numbers 1142 and 1143 in the amount of \$14,415.25. Check 1142 was actually approved at the last meeting.

A motion was requested to the pay bill as listed:

Moved: C. Johnson

Seconded: S. Strauss

Approved: 6 – 0

Motion authorize Phil Ronca to move \$1,047,000.00 from PLGIT Class to PLGIT Prime:

Moved: S. Strauss

Seconded: C. Johnson

Approved: 6 – 0

Mayor's Report:

Mayor Wismer was unable to attend this evening and did not provide a report.

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 asked if a member of Borough Council would speak with Mr. Holcombe about the easement that was needed for the Welcome to Trappe sign at the East end of town. P. Webster volunteered and asked T. Twardowski to provide her with copies of the easement, sketches, etc.

T. Twardowski provided Council with a draft letter to be sent to business in the Borough regarding trash service and that it has been brought to the Borough's attention that some businesses are using it even though it is for residential service. P. Webster thought the letter was well worded. S. Strauss had a few concerns, one specifically about the businesses being given a deadline of July 1st and requested that the deadline be extended to August 1st.

Motion to authorize Twardowski and S. Strauss to revise the letter to address S. Strauss's concern and then share with Council and if no further comments to send the letter to the Borough businesses.

Moved: S. Martin

Seconded: P. Webster

Approved: 6 – 0

It was confirmed by B. Yeagley that there are still tires on the salt shed property. T. Twardowski reviewed notes and the previous owner was to clean up some construction material which was cleaned up but did not find mention of tires. It was agreed that she will request that Public Works remove them.

T. Twardowski reported that the service agreement for maintenance and software services for the speed sign was up for renewal and while the cost seems high, in order to get full functionality we need to continue it. She will investigate other potential options for next year.

A motion to renew the software maintenance and warranty agreement with All Traffic Solutions at a cost of \$1,500.00:

Moved: S. Martin

Seconded: P. Webster

Approved: 6 – 0

T. Twardowski shared a letter from a resident of Rittenhouse development requesting a traffic light at Williams Way and W. Main Street. While the majority of Council did not think a light was necessary at that intersection, B. Greenwood thought it may have been talked about

previously. T. Twardowski noted that Main Street is Penn Dot's responsibility but will see if she can find documentation on the issue.

MS4: A flyer about boat maintenance and what to do or not do to help protect the water quality was distributed.

Solicitor's Report:

Solicitor Onorato informed council that the Borough has received a challenge to the adoption of ordinance #450. While he believes it was adopted legally, he is suggesting that we re-adopt the ordinance. There is not enough time to consider adoption at the July 2nd meeting so Council would either need to have a special meeting or consider it at the August meeting.

A motion to advertise Ordinance 450, an amendment to the LI District for a public hearing on August 6th and for it to be considered for adoption at that meeting:

Moved: C. Johnson

Seconded: S. Martin

Approved: 6-0

After an executive session to discuss litigation and personnel:

Motion to change the public hearing for consideration and re-adoption of Ordinance #450 from August 6, 2019 to July 8, 2019 at 7:00 p.m.:

Moved: S. Martin

Seconded: P. Webster

Approved: 6-0

Motion to accept the staff reports:

Moved: C. Johnson

Seconded: P. Webster

Approved: 6-0

COMMITTEE REPORTS

Administrative Services: C. Johnson has a personnel matter for executive session. She brought to Council's attention that there is a Borough policy manual and if any members don't have one and would like one to let Tamara know and she can get them one. Some policies could probably use updated and there are a couple draft policies that have not been updated.

Finance & Streets: P. Ronca advised that there was a meeting on May 14th of the Finance Committee and that even though there were some unexpected expenses coming up the Borough seems to still be in good shape.

Parks, Recreation, and Open Space: S. Strauss reported that he would like to have an arborist come out and walk the park with him to help determine how best to maintain the trees and evaluate any issues. T. Twardowski will work on coordinating that walk thru. F. Schuetz reminded Council that the County had done a stewardship assessment last year of the parks and that may also provide some guidance.

Public Works & CTMA: The minutes for the April 23, 2019 meeting of CTJPW and the CTMA were presented. A copy is available for inspection at Borough Hall. C. Johnson reported that the salt shed was discussed at the public works meeting. One thing that is under discussion is whether or not there should be a divider wall inside the shed separating the salt storage for Collegeville and Trappe. P. Webster and S. Martin were against spending additional monies to build the divider and thought that an agreement could be worked out to divide the usage and cost of the salt.

C. Johnson reported that Borough has received the final written copy of the Collective Bargaining Agreement that Collegeville and Trappe Boroughs voted to ratify May 2018, and it is now ready for signature.

Motion to authorize C. Johnson as President of The CTJPWC and P. Ronca as President of Council to execute the Collective Bargaining Agreement between the Collegeville-Trappe Joint Public Works Department and Local 830 International Brotherhood of Teamsters effective May 29, 2018-May 28, 2022:

Moved: S. Martin

Seconded: S. Strauss

Approved: 6-0

Traffic & Safety: The May 2019 State Police report and the April 2019 Trappe Fire Co. ambulance report were presented. There was no report received from Trappe Volunteer Fire Co. this month. B. Greenwood apologized and stated that all the reports are not yet in the system. He reported that there were 26 calls for the month and that a corn hole tournament fundraiser was held at the Trappe Tavern which was a success and they had to turn people away. Copies of all reports are available at Borough Hall for inspection.

S. Martin reported that Fire Task Force held a public meeting May 14, 2019 at 6:30 p.m. to update the public on the trends happening in volunteer fire service and some of the ideas we are exploring with Upper Providence Township. UPT did discover that there is a current deed restriction on Anderson Farm Park which would need to be lifted in order for a fire station to be put there. UPT will be holding a public meeting on June 26th at 7:00 p.m. to discuss the subject.

Motion to accept the committee reports:

Moved: C. Johnson

Seconded: P. Webster

Approved: 6-0

NEW BUSINESS:

S. Strauss suggested that we should have an informal Meet-N-Greet meeting with local business owners in Trappe to meet them and to talk with them about their concerns and how Trappe Borough can help businesses succeed. He is willing to head the committee if Council approves and suggests that the committee potentially meet with business owners quarterly. P. Webster stated she felt strongly that the Borough Manager should be involved with these meeting as the manager is the person that business owners would be interacting with day to day. C. Peck expressed to the Borough that if the Borough wants to develop Main Street improvements need to be made to make it a more inviting, walkable community. R. Graftstrom stated that she feels Trappe has a major PR problem with business that the Borough is hard to work with. P. Ronca asked for specific examples where the Borough had been adversarial to business and she responded that she could only speak regarding her own experience and the time frame that it took her to get approvals. P. Webster, B. Yeagley and S. Strauss volunteered to be part of the committee. T. Twardowski will try to circulate some dates.

EXECUTIVE SESSION:

At 9:15 p.m. Council entered into Executive Session to discuss legal and personnel matters.

Council reconvened at 10:08 p.m.

Motion to change date for public hearing for Ordinance 450 from August 6, 2019 to July 8, 2019 – see Solicitor’s report.

Motion to approve a 5% increase and an additional five vacation days to the Borough Manager effective the first payroll of May 2019:

Moved: C. Johnson

Seconded: P. Webster

Approved: 6-0

Motion to adjourn at 10:10 p.m.:

Moved: S. Strauss

Seconded: S. Martin

Approved: 6-0

Respectfully submitted,

**Tamara D. Twardowski
Borough Secretary**