

**MINUTES OF THE AUGUST 6, 2019  
MEETING OF TRAPPE BOROUGH COUNCIL**

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President Phil Ronca called to order the regularly scheduled meeting of Trappe Borough Council, August 6, 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 may be an Executive Session after the public meeting this evening to discuss legal matters. A vote is not 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  
Mayor Matthew Wismer

**APPROVAL OF THE MINUTES:**

The members of Council reviewed the minutes of the July 2, 2019 regular meeting of Borough Council.

**Motion to approve the minutes:**

**Moved: S. Strauss**

**Seconded: S. Martin**

**Approved: 6-0**

The members of Council reviewed the minutes of the July 8, 2019 meeting of Borough Council.

**Motion to approve the minutes:**

**Moved: S. Strauss**

**Seconded: B. Yeagley**

**Approved: 4-0**

**P. Webster and S. Martin abstained as they were absent from that meeting.**

**PUBLIC FORUM/AGENDA AND NON-AGENDA ITEMS:**

J. Ryan – 65 College Drive – reported that her recycling was missed. T. Twardowski requested that if recycling or trash is missed to please call the Borough Office and we can get it resolved rather than calling Advanced Disposal direct. Additionally, recycling is now every other week which some residents are not aware of, this may have been the case in this instance. J. Ryan also asked what is recyclable. J. Ryan also requested that the Borough consider having its own police force rather than rely on the state police. She recounted some experiences that she had recently where the state police would not respond to a situation at her home. Council did explain that the State Police will only respond to criminal activity/complaints they will not respond to Borough Ordinances such as noise complaints.

C. Peck – 538 W. Main Street gave an update on Community Day coordination and requested help for different tasks. She has a sign-up sheet and will send it around. P. Webster has also posted a request on Facebook for assistance.

S. Kurcik – 312 E Seventh Ave asked about the Borough support or nonsupport of auxiliary police and whether Council supported the use of auxiliary police at the dinner on Main. The Borough authorized 30 hours of auxiliary police to be paid by the Borough for Trappe Borough auxiliary police. Unfortunately, the majority of Trappe’s auxiliary police were unavailable that day and outside help needed to be recruited. The original approval included the Historical Society paying for hours incurred by fire/auxiliary police that were not Trappe “employees”. If Borough Council wants to reimburse some of the cost to the Historical Society that could be discussed, but that was not part of the original approval. A brief overview of auxiliary versus fire police was given along with the costs that are associated with auxiliary police.

Michael Rose – 180 W. Fifth Ave commented on a handout for the upcoming stormwater presentation reminding Council that water should not be redirected to other properties. He expressed again that he believes that the Eye Design project is diverting more water onto his project. P. Schmoll explained that the water is designed to go into the basin. M. Rose said that he has been told by MCCD that 95% of stormwater basins fail within the first year. M. Rose also reported that there have been violations and non-compliance on the site. T. Twardowski did explained to Council that there have been two violation notices that have been issued to Eye Design, but the violations have been corrected. P. Ronca offered to meet with P. Schmoll and the MCCD because he feels there is miscommunication that needs to be straightened out. M. Rose asked what the legal start time is to begin work. T. Twardowski responded that she believes it is 6:00 a.m. but she will confirm. M. Rose stated that they are starting work at 5:50. A representative from Eye Design was in attendance and said that he would let the contractor know that start time was 6 a.m.

**Presentation on LED street light upgrade – Michael Fuller, Keystone Lighting Solutions**

M. Fuller went over the street light audit results and also the different options that the Borough has, the costs, and the next steps. Some installation items are still being negotiated and when a final decision is made on what the Borough wants to do, M. Fuller will issue a final cost. There was discussion on the color of the lamps, whether pure white or a more warm white. M. Fuller explained that many municipalities go with the warmer light for more residential neighborhoods and brighter for main roads or commercial type areas. It was suggested a 4000K (more pure white but not blue) for the cobra heads and 3000K (warmer white) for the decorative lights. The question was asked what existing lights levels are for the LEDS that have been installed. T. Twardowski will talk to our service provider and see if she can find out.

**Motion to continue with the installation phase and upgrading all lights (cobras and decorative) to LED and installing network controls in the cobra heads, both current and new LEDs at an approximate cost of \$106,525.00.**

**Moved: S. Strauss**

**Seconded: S. Martin**

**Approved: 6-0**

**Stormwater Presentation – Christine Milder, MLA Barry Isett and Associates**

C. Milder gave an overview of the state’s precipitation over the last few years, how amounts and intensity of precipitation affect stormwater runoff, how the community is impacted and regional

efforts in dealing with stormwater. She further went on to discuss how individuals can help manage stormwater with topics including: soils, lawn vegetation, grading, and downspouts. These topics spurred discussion and questions among Council and attendees.

**Eye Design – plan revision**

Bill Lithgow, Operations Manager for Eye Design, was present to discuss a minor plan revision to the approved land development plan. The applicant would like to shift the parking area closer to the building in order to widen the drive aisle of the parking lot. This will cause an addition of 1000SF of impervious surface to the existing site. Stormwater Calculations have been provided to and reviewed by the Borough Engineer, P. Schmoll, and his review confirms that the numbers show that the current stormwater facilities should be sufficient to handle the increased impervious surface. Borough Council requested that the change go through the planning commission prior to Council approving it.

**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 reviewed the plans for the proposed salt shed. Two stormwater basins are proposed to remediate stormwater on the site. A wall dividing the building into two sides will be bid as an alternate. A fence will be installed around the building. A question was asked regarding sound barriers. P. Schmoll responded that there will be some arborvitae and landscaping but there is no mounding or berms proposed. Due the disturbance of the area and trying to keep it under 2 acres of disturbance sound barriers were unable to be incorporated or another level of permitting would be added. There will be some noise from the equipment and back up alarms, it was requested that the required decibel level of the backup alarm be confirmed and information be written into specs that limit the decibel level to what is required. Concerns regarding traffic on Seventh Avenue were also raised.

P. Schmoll presented a payment application for the 2019 Roadwork for Innovative Construction Services, Inc. in the amount of \$199,634.71 for the repairs, milling and paving of Florenz Ave., Heritage Park Blvd., Marian Rd., Ursinus Ave., Sugar Hill Dr., Linden St., East First Ave., Fifth Ave., and Harvard Dr. This amount is below the contract amount of \$230,439.90, as repair areas were less than anticipated.

**A motion to approve payment to Innovative Construction Services, Inc. in the amount of \$199,634.71:**

**Moved: C. Johnson**

**Seconded: P. Webster**

**Approved: 6 – 0**

P. Schmoll presented Escrow release #5 for Hidden Hollow in the amount of \$10,000.00.

**A motion was requested to authorize Escrow Release #5 for the Damon-London Development Group LLC in connection with the Hidden Hollow Development:**

**Moved: S. Strauss**

**Seconded: S. Martin**

**Approved: 6 – 0**

A copy of the revised 10 year road program was in the packet for review this evening. T. Twardowski said that she and P. Schmoll were beginning to look at 2020 projects as storm sewers and curbs will need to be inspected. Also, she spoke with Upper Providence Township and they will be looking at N. Borough Line Road to be worked on for 2020, so we should coordinate that with them and adjust that on our schedule. T. Twardowski asked for authorization to televise the storm sewers on First Avenue, N. Borough Line, and an area on Clahor where the storm sewer seems to have some settling. Also, the First Avenue storm sewer project bid documents are almost ready for advertising and that can go out to bid this month with anticipated award at the October meeting. P. Schmoll also provided an estimate of what it would cost to perform a new 10 year road analysis and plan and it would be approximately \$25,000.00. It would include taking core samples, traffic counts and studies on certain roads, the information would be compiled and roads would be scored. This information is not presented for a decision this evening but is informational based on the question last month of how the road programs came about.

**Motion to approve televising of the storm sewer on E. First Ave., N. Borough Line Rd, and the line at 11 Clahor Ave by USG, Inc. at a rate of \$2150.00/day for televising and \$2250.00/day for cleaning:**

**Moved: S. Martin**

**Seconded: C. Johnson**

**Approved: 6 – 0**

**Treasurer’s Report:** John Klink presented the Treasurer’s Report dated July 31, 2019 with a list of checks, check numbers 2635-2670, 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 \$295,740.61.

**A motion was requested to pay bills as listed:**

**Moved: S. Strauss**

**Seconded: P. Webster**

**Approved: 6 – 0**

John Klink presented the Treasurer Report dated July 31, 2019 for the Customers Bank Liquid Fuels Fund direct charges by PECO in the amount of \$2,294.51

**A motion was requested to pay bills as listed:**

**Moved: B. Yeagley**

**Seconded: S. Strauss**

**Approved: 6 – 0**

John Klink presented the Treasurer’s Report dated July 31, 2019 for the Customers Bank Escrow Fund check number 1144 in the amount of \$1226.50

**A motion was requested to the pay bill as listed:**

**Moved: S. Martin**

**Seconded: P. Webster**

**Approved: 6 – 0**

J. Klink reported that the he will be transferring money tomorrow from the money market account to the general fund to cover the approved bills.

J. Klink asked for permission to begin working on the 2020 budget which will include additional Treasurer hours.

**A motion to authorize J. Klink to start preliminary budget work:**

**Moved: S. Strauss**

**Seconded: S. Martin**

**Approved: 6 – 0**

The Borough received an invoice for the worker’s compensation audit adjusted numbers, which is not included in the bill list but is due before the next meeting.

**Motion to authorize payment of the Worker's Comp audit invoice in the amount of \$1,667.00:**

**Moved: S. Martin**

**Seconded: C. Johnson**

**Approved: 6 – 0**

**Mayor's Report:**

Mayor Wismer was unable to attend but asked that T. Twardowski report that the VFW asked for an auxiliary policeman for the car show on August 16<sup>th</sup> from 4:00 p.m. - 9:00 p.m. The VFW reimburses the Borough for those costs.

**Motion to approve auxiliary police for the VFW car show with reimbursement:**

**Moved: C. Johnson**

**Seconded: B. Yeagley**

**Approved: 6 – 0**

**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 for authorization to advertise for a public hearing regarding the cable franchise renewal for Verizon to be held on September 3, 2019 during the regular meeting.

**Motion to authorize advertisement of a public hearing to allow public comment on the Verizon franchise renewal:**

**Moved: C. Johnson**

**Seconded: S. Martin**

**Approved: 6 – 0**

T. Twardowski provided an estimate provided by General Code to update our codification in the amount of \$1,800.00-\$2,200.00. She does not see that anything was budgeted for this update, but the money can probably be squeezed out of another line item or we can hold off on the recodification until 2020 and budget for it at that time.

T. Twardowski provided an estimate from Corbo Landscaping in the amount of \$5,975.00 and that is to remove approximately 7 trees along the trails that are of concern, and to treat approximately 12 Emerald Ash Trees and will include tagging and barcoding the treated trees. Another quote is anticipated to be received.

**Motion to move forward with the tree removal at an amount not to exceed \$6,000.00:**

**Moved: S. Strauss**

**Seconded: P. Webster**

**Approved: 6 – 0**

**Solicitor's Report:** no report

**Motion to accept the staff reports:**

**Moved: C. Johnson**

**Seconded: S. Strauss**

**Approved: 6-0**

**COMMITTEE REPORTS**

**Administrative Services:** C. Johnson reported that she was working with T. Twardowski on a purchasing policy, she will put something formal together for Council to review.

**Parks, Recreation, and Open Space:**

S. Strauss reported that the majority of parks updates were covered earlier. T. Twardowski will be meeting with Triton who does the work at Borough Hall and Rambo Park to try to get a schedule for the work that should be done.

S. Strauss also gave an update on the Regional Authority; they have refinanced some of their old debt and were able to get a rate under 1.91%.

S. Strauss reported on a meeting that was held with the Trappe Business Owners on July 31, 2019. There was a good turn out and it was a positive meeting. Two business members offered to also serve on the committee. Some of the takeaways include: meeting quarterly, businesses are appreciative of a full-time manager, businesses feel the Borough is more open to suggestions, finding a work force is a concern of many businesses, concerns with speeding on W. 5<sup>th</sup> and W. Seventh and also crimes such as vandalism, there is a strong opposition to the apartment complex proposal on W. Seventh primarily due to additional traffic, and developing a streamlined how to open a business handout.

**Planning, Zoning, Ordinances:** The draft minutes of the July 15, 2019 CPRVPC meeting were presented. The Trappe Planning Commission did not meet during July. M. Caffrey has resigned from the Planning Commission so a replacement will be needed. Council asked T. Twardowski to see if Connie Peck would like to move from alternate to full member.

**Public Works & CTMA:** The minutes of the July 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.

**Information, Communications and Technology:** P. Webster announced that she has been posting events on Facebook and most recently posted a request for volunteers to assist with Trappe Days. Additionally, she will be working with the Mayor and Manager to create an Auxiliary Police application. P. Ronca asked about another newsletter and T. Twardowski did acknowledge that there was a second letter budgeted for to go out in 2019.

**Traffic & Safety:** The July 2019 State Police report and the June 2019 Trappe Fire Co. ambulance report were presented. May, June and July 2019 reports were received from Trappe Volunteer Fire Co. this month. S. Martin reported that he attended a meeting with P. Ronca, T. Twardowski and members of the Fire/EMS and the financials are being worked through.

**Motion to accept the committee reports:**

**Moved: C. Johnson**

**Seconded: P. Webster**

**Approved: 6-0**

**OLD BUSINESS:**

Trappe Community Day:

P. Ronca discussed tasks that need volunteers one of the main needs is for someone to help direct where vendors should set up and also help with an “information desk” type task. P. Ronca and C. Peck will be reaching out to the Borough Businesses to ask for support.

Request for auxiliary police:

**Motion to approve auxiliary police for set up for Trappe Community Day of Friday (2 men @ 3 hours) and for assistance on Saturday (3 men from 8:30 a.m. – 5:00 p.m.).**

**Moved: S. Martin**

**Seconded: C. Johnson**

**Approved: 6 – 0**

**Motion to adopt Resolution 2019-06 Authorizing cooperative purchasing and participation in Phases 3 and 4 of the Regional Streetlight Procurement Program administered by the Delaware Valley Regional Planning Commission, subject to review and approval by the Solicitor:**

**Moved: S. Martin**

**Seconded: B. Yeagley**

**Approved: 6-0**

**Motion to adjourn at 10:40 p.m.:**

**Moved: P. Webster**

**Seconded: C. Johnson**

**Approved: 6-**

**0**

**Respectfully submitted,**

**Tamara D. Twardowski  
Borough Secretary**