

**MINUTES OF THE DECEMBER 1, 2015
MEETING OF TRAPPE BOROUGH COUNCIL**

Council President Nevin Scholl called to order the regularly scheduled meeting of Trappe Borough Council on December 1, 2015 at 7:01 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: Council President Scholl announced there would be an Executive Session after the public meeting this evening to discuss personnel and legal matters. No vote was anticipated following the session.

ROLL CALL: Roll Call was made by the Council Vice President Cathy Johnson.

Those present were:

President, Nevin Scholl
Vice President, Cathy Johnson
Tammy Liberi
Scott Martin
Phil Ronca
Fred Schuetz
Pat Webster
Mayor Connie Peck

Also in attendance were:

Solicitor, David Onorato
Engineer, Marylou Lowrie, P.E.
Treasurer, John Klink

Excused/Absent:

Borough Manager, Robert Umstead

APPROVAL OF THE MINUTES: The members of Council reviewed the minutes of the November 10, 2015 meeting of Borough Council. There were two corrections to the minutes. Page 1 – APPROVAL OF THE MINUTES – P. Webster pointed out the “names of the persons representing any organization” should be “the names of persons representing the borough and any other organization”. Page 7 – Parks and Open Space: F. Schuetz corrected a reference to a DCED grant should refer to a DCNR grant.

A motion was made by Councilmember Fred Schuetz, seconded by Councilmember Phil Ronca, to accept the Minutes of the November 10, 2015 Meeting of Borough Council as presented with the corrections. Motion carried 7 – 0

PUBLIC FORUM/AGENDA AND NON-AGENDA ITEMS:

President Scholl called for public comment.

Jill Ryan, 63 College Ave., Trappe, requested council support for addressing continuing code violations and related issues at her rental property. She acknowledged there had been progress on the building code issues she previously brought to council’s attention but was having continuing issues with violations of other parts of the borough code. President Scholl asked Ms. Ryan to bring a list of her concerns to the borough manager’s office to be evaluated.

PPG STEARLY LLC – CONDITIONAL USE HEARING

President Scholl requested Mr. Onorato conduct the hearing at 7:15pm. A full transcription of the hearing is available at Trappe Borough Hall. The applicant is seeking permission to add 2 residential units bringing the number of townhomes on the property to 33. Items discussed in the hearing included

- Sidewalk on West 1st Ave from the development to Water Works Park – This is noted on the record plan.
- Sidewalk on West 1st Ave from the development to Main Street – This will be built by the developer if not already built by a developer of the corner bank pad before the dedication of the development.
- Walkway connecting to the sidewalk on the Chestnut Street cul-de-sac in Collegeville – This will be built by the developer.
- The Borough engineer has reviewed the presented plan and did not express any concerns.
- All related waivers have previously been discussed and granted by council.

The hearing was closed at 7:25PM. No motions were made.

STAFF REPORTS:

Treasurer's Report: John Klink presented the Treasurer's Report dated November 24, 2015. Check number 1091 from the Customers Bank General Fund was voided and destroyed. The check was and approved to pay fees at PNC. The fees were reduced and the check 1091 will not be used. Check number 1129 was approved for payment in November and is noted on the bill list for confirmation. Check numbers 1129 through 1155 from the Customers Bank General Fund, and direct charges against the account for payroll and PNC Bank Credit Card were presented for payment in the amount of \$225,748.55.

Two electronic transfers of funds to PECO from the Customers Bank Liquid Fuels Fund were presented in the amount of \$2,638.73.

The Treasurer's Report included check numbers 1010 through 1012 from the Customers Escrow Fund totaling \$11,353.72 for payment. A copy of the Treasurer's Report was provided to all and is available for review at Trappe Borough Hall.

A motion was made by Councilmember Pat Webster, seconded by Councilmember Phil Ronca, to make payment of invoices included in the November 24, 2015 Treasurer's Report, check numbers 1130 through 1155 and electronic transfers and payroll charges from the Customers Bank General Fund in the amount of \$130,471.55. Motion carried 7 – 0.

A motion was made by Councilmember Cathy Johnson, seconded by Councilmember Fred Schuetz, to make electronic payment of the PECO invoices included in the November 24, 2015 Treasurer's Report from the Customers Bank Liquid Fuels Fund in the amount of \$2,638.73. Motion approved. 7 – 0.

A motion was made by Councilmember Scott Martin, seconded by Councilmember Tammy Liberi to make payment of invoices included in the November 24, 2015 Treasurer's Report, check number 1010 through 1012 from the Customers Bank Escrow Fund in the amount of \$11,353.72. Motion approved. 7 – 0.

Treasurer John Klink announced additional \$35,000 of earned income tax was received on November 30, 2015. Other receipts of note are payments from Upper Providence Township toward the fire company workmen's compensation insurance and from Collegeville for work performed on Clahor Road.

2016 Budget: President Scholl presented the preliminary 2016 budget for discussion with the following preliminary comments.

- There is no additional income in the budget related to new developments since we cannot predict the future sales or income of the new residents.
- The cash flow analysis includes increased money to the fire company, increased income from the Highway funds and income to the Open Space fund from the 2 development projects and expense to fund for the Rambo Park - Main Street trail.

The major expenditures in the 2016 budget are highway maintenance projects. After discussion, the council agreed these projects will include the following roads:

- Cherry Ave – Phase II
- Joan Drive
- Linden Drive
- West 1st Ave storm sewers
- Borough Line Road from West 7th Ave to North Borough Line Road – with Upper Providence Township
- Traffic Sign Replacement
- Parking lot sealing and re-lining at Borough Hall and Rambo Park.

Stu Straus of Silver Leaf Circle noted the \$10,600 deficit balance of the proposed budget and asked if there was any way to modify and balance the budget. President Scholl pointed out this was an anticipated year of deficit in the borough's long range budget and the deficit was less than 1% of the annual budget which was within an acceptable level of variance for a budget.

A motion was made by Councilmember Scott Martin, seconded by Councilmember Fred Schuetz to advertise the 2016 Borough Budget for adoption at the December 29, 2015 council meeting. Motion approved. 7 – 0.

2015 Close Out Meeting: The meeting has been advertised for Tuesday December 29, 2015 at 7pm at Borough Hall.

Borough Manager's Report: Borough Manager Robert Umstead's report was presented by President Scholl. A copy of the report was provided to all council members and is available for review at Trappe Borough Hall.

2016 Borough Government Meeting Dates: A list of proposed 2016 meeting dates for Borough Council and the Borough Planning Commission was presented. The January 2016 meeting will be on Monday, January 4 at 6:45pm in order to accommodate the swearing in of council members and re-organization.

A motion was made by Councilmember Fred Schuetz, seconded by Councilmember Tammy Liberi, to approve the 2016 meeting dates as presented. Motion approved. 7 – 0.

MS4 Statement: As winter approaches and the possibility of snow accumulation, there are environmentally acceptable ways to deal with snow and satisfy transportation needs.

- Control the amount of deicing chemicals applied to recommended levels.
- Avoid applications of deicers close to streams and other surface waters and ground water drinking water supplies.
- Plowing and removing and transporting the snow to areas where it can be allowed to melt with minimal impact on resources.
- The most environmentally sound manner to deal with accumulated snow is to allow it to melt slowly where it falls. This approach provides replenishment of groundwater and drainage to surface waters at a slow steady rate.

Mayor's Report: Mayor Connie Peck made the following comments:

The Christmas Tree Lighting: at The Speaker's House has been postponed to Thursday December 3 at 6:30pm due to expected rain.

Eagle Scout Award: The Mayor passed around the Eagle Scout plaque for Nicholas Cuff(?). She was unable to attend his Court of Honor and has invited the scout to attend a borough council meeting to receive this recognition.

Trappe 300 Committee: The committee has put together a calendar of events and is working on the details. It was noted P. Webster, S. Martin and F. Schuetz have also been attending and participating with the planning work. Discussion among council members ensued regarding the Main Street Walking Tour. The pamphlet has been released by The Speaker's House and copies were provided by President Scholl to each council member. The possible creation of an updated map of the borough funded through advertising revenues was discussed.

Engineer's Report: Mary Lou Lowrie presented the Engineer's Report dated November 23, 2015, a copy of which was provided to all and is available for review at Trappe Borough Hall. The discussion included the following items:

Floodwater Ordinance Revision: The engineers are waiting for direction regarding the penalties and enforcement process before completing their work.

Cherry Avenue Pavement Project: Mr. Sartor prepared a request for final payment from the contractor for this project. Payment was approved with the bills to be paid during the Treasurer's report.

West Main Street Sidewalk and Curb Evaluation: The project was discussed. Councilmember Fred Schuetz indicated his preference to get the evaluation started as soon as possible in order to ensure the completion of the project for the Trappe 300 anniversary. Other council members pointed out while the borough was given a quote, no clear indications of deliverables has been presented. Council will wait for a written proposal before moving forward on this project.

Storm Sewer Videos: Joan Drive and Linden Drive are scheduled for pavement work in 2016. Gilmore and Associates were requested to ensure the work is fully specified and performed.

Solicitor's Report: David Onorato reported on the following:

Ordinance 431 – Water Service Shutoff for Non-payment of Sewer Fees: Solicitor David Onorato presented this ordinance to modify sections of chapter 326 of the Borough Code for approval by council. It was advertised in the Pottstown Mercury on November 18, 2015. A copy of the ordinance and proof of advertising is available to all at Borough Hall. President Scholl pointed out a change to be made in Section 5 where “is” should be “if”. There was discussion of selected areas of wording which were felt by some council members to be unclear.

A motion was placed by Councilmember Fred Schuetz and seconded by Vice President Cathy Johnson to approve Ordinance 431 as presented by Solicitor David Onorato with the change in section 5 of “is” to “if”. Motion approved. 6-1 (P. Webster Nay).

Ordinance 432 – Grading, Erosion and Sediment Control: Solicitor David Onorato presented this ordinance for approval by council. It was advertised in the Pottstown Mercury on November 23, 2015. A copy of the ordinance and proof of advertising is available to all at Borough Hall. The ordinance modifies chapter 179-15 of the Borough Code. President Scholl pointed out in Article 4i, the 5th line has a reference to 30 which should be 30%.

A motion was placed by Councilmember Fred Schuetz and seconded by Councilmember Scott Martin to approve Ordinance 432 as presented by Solicitor David Onorato with the correction on line 5 of section 4i. Motion approved. 7-0.

COMMITTEE REPORTS:

Administrative Services: No Report

Communications: No Report

Finance & Streets: President Scholl asked for authorization to transfer \$37,000 from the General Fund to the Municipal Service Fund for Fire Company capital expenditures. The balance in the fund is \$426,000.

A motion was made by Councilmember Scott Martin and seconded by Councilmember Phil Ronca to transfer \$37,000 from the General Fund to the Municipal Services Fund. Motion approved. 7-0.

Clahor Storm Sewer Replacement Project: President Scholl documented the actual cost of the project as \$256,704 with engineering costs through November 2015. He requested a transfer of \$193,036.10 from the Capital Reserve Fund to the General Fund to reimburse the General Fund for some of these expenses. He noted this is a planned depletion of the Capital Reserve Fund.

A motion was made by Vice-President Cathy Johnson and seconded by Councilmember Phil Ronca to transfer \$193,036.10 from the Capital Reserve Fund to the General Fund. Motion approved. 7-0.

Parks & Open Space: Councilmember Fred Schuetz stated a family would like to place a bench in Rambo Park to memorialize a loved one. He researched the cost of a bench to include lumber, hardware and installation at \$330. He quoted \$350 to the family and they were willing to pay that amount. Additional discussion included other bench designs and costs and possible use on Main Street.

A motion was made by Councilmember Fred Schuetz and seconded by Councilmember Scott Martin to approve the expense of up to \$350 for the memorial bench and to seek reimbursement from the family involved.. Motion approved. 7-0.

Main Street Park: Councilmember Schuetz indicated he was continuing to work with county representatives to modify the plans for Main Street Park. He reminded council the original plans were “overly aggressive” and had traffic access issues. The new plans will include lower impact uses for the property and will be managed at the committee level before bringing the plan back to council.

Partnership with Ursinus College: Mr. Schuetz shared information he had received from representatives at the college of programs they would like to establish with their neighboring communities. There may be opportunities to work with students in the coming year once a full maintenance plan for the parks and open spaces has been developed.

Electronic Recycling: Councilmember Fred Schuetz presented a handout regarding the recycling of electronic products. The regional planning commission will be looking into how to effectively manage electronic waste.

Planning, Zoning & Ordinances: Councilmember Tammy Liberi indicated the Ordinance Committee did not meet in the last month.

Planning Commission Meeting: The Planning Commission met in November and voted to support the Stearly PPG conditional use request. They also discussed a possible development on the Fugo Tract located between 3rd and 1st Avenues. The developer would need a change in zoning in order to build 117 townhomes on the property. A similar plan had been presented in the past. The current plan calls for more open space and units with garages which will measure 23 feet wide. Councilmember Liberi noted there is a potential error in the minutes of the October 20, 2015 minutes she is working on correcting.

Public Works & CTMA: Council Vice President Cathy Johnson presented the Public Works and CTMA report, providing the following comments:

CTJPWD and CTMA Minutes: The minutes of the October 20, 2015 meetings of the Collegeville – Trappe Joint Public Works Department and the Collegeville – Trappe Municipal Authority is in the Council member’s packet. Copies of the minutes are available for all to review at Borough Hall and at the CTJPWD offices.

Cell Site Report: Council Vice President Cathy Johnson submitted the financial activity report for the cell sites for October and November showing a closing balance of \$107,956.21. A copy of the report is available for all to review at Borough Hall. A transfer of \$35,000 to each borough will be processed in December 2015.

2016 Budgets: Council Vice President Cathy Johnson presented the 2016 budget for both CTMA and CTJPWD. Copies were made available to all and are available for review. Both budgets include rate hikes and the following assumptions

- No growth in customer base
- Neither includes tapping fees in the operating budget – They are primarily positioned to recover capital cost and are not included as income items.
- A 5% wage increase is included in the hope of a labor contract settlement. The wages associated with Sue Lutz’s replacement (retiring in December) are also factored into the wage expense.

CTMA approved the budget with a rate increase of \$0.45 per 1,000 gallons. No action is required by the boroughs. The budget was approved by the authority at its November 17, 2015 meeting. The CTJPWD Budget is presented for approval by council and includes a rate increase of \$0.25 per 1,000 gallons and an increase in the fees billed to the boroughs of \$5 per hour. The budgets also include changes to fees associated with providing water and sewage conveyance services. A list of the proposed fee changes was provided to all and is available for review.

A motion was made by Vice-President Cathy Johnson and seconded by Councilmember Fred Schuetz to approve Council Resolution 2015-13 approving the water rate change from \$3.25 to \$3.50 per 1,000 gallons. Motion approved. 7-0.

A motion was made by Vice-President Cathy Johnson and seconded by Councilmember Phil Ronca to approve Council Resolution 2015-14 approving the proposed changes in water and sewer service associated fees. Motion approved. 7-0.

A motion was made by Vice-President Cathy Johnson and seconded by Councilmember Scott Martin to approve the proposed 2016 budget for CTJPWD. Motion approved. 7-0.

Traffic & Safety: Councilmember Scott Martin stated he is working with the Fire Company to plan for the purchase of new radio equipment. They are planning to apply a second time for a grant to help pay for the required Motorola radio conversion in February/March 2016.

Walkable Community: Councilmember Phil Ronca stated The Trappe Center plans to work on the sidewalks and handicapped ramps at the curb cuts in the spring 2016. He also spoke of the continuing work on the Oak Road trail/cut through to Hunsberger Woods through Ursinus College property.

OLD BUSINESS: Council President Scholl called for any old business.

Inclement Weather Road Co-Coordinator: Councilmember Tammy Liberi asked of the status of this position. Vice President Cathy Johnson indicated a candidate had been identified and would be contacted to take the position. Approval would be sought at the December 29 council meeting.

Borough Hall Generator: Councilmember Scott Martin said he would be re-evaluating proposals after re-working the requirements for the generator. Discussion included what the actual needs would be for Borough Hall in an emergency and expanded to include emergency communications needs. These will be included in the sizing evaluation of the Borough Hall generator.

NEW BUSINESS: No new business was presented to Council

EXECUTIVE SESSION:

At 10:06pm Council entered into Executive Session to discuss legal and personnel issues.

At 10:42pm Council re-opened the regular meeting. The meeting was adjourned at this time.

Respectfully submitted,

**Catherine A. Johnson
Vice President, Trappe Borough Council**