

**MINUTES OF THE FEBRUARY 3, 2015
MEETING OF TRAPPE BOROUGH COUNCIL**

President Nevin Scholl called to order the regularly scheduled meeting of Trappe Borough Council on February 3, 2015 at 7:05 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: President Scholl announced that there would be an Executive Session this evening to discuss personnel and legal matters.

ROLL CALL: Roll Call was made by the Municipal Secretary.

Those present were:

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

Also in attendance were:

Solicitor, David Onorato
Engineer, John Sartor, P.E.
Treasurer, John Klink
Borough Manager, Robert Layman

Excused/Absent:

Phil Ronca

APPROVAL OF THE MINUTES: The members of Council reviewed the minutes of the December 29, 2014 Closeout meeting of Borough Council.

On a motion by Councilman Fred Schuetz, seconded by Councilwoman Pat Webster, the Minutes of the December 29, 2014 Year End Closeout Meeting of Borough Council were approved, as presented. Motion carried 5 – 0. Council Vice President Cathy Johnson announced her abstention, as she was absent from the December 29 meeting.

The members reviewed the January 6, 2015 meeting minutes of Borough Council.

On a motion by Councilman Scott Martin, seconded by Councilwoman Tammy Liberi, the Minutes of the January 6, 2015 Meeting of Borough Council were approved. Motion carried 6-0.

PUBLIC FORUM/AGENDA AND NON-AGENDA ITEMS: President Scholl called for public comment.

Howard Lounds, 78 West 5th Street, noted that there were markings on West First Avenue near the Stearly Tract and wondered, if the lot was being developed. Borough Manager Robert Layman stated that the developer has submitted revised plans and would need to go through

subdivision review once again to develop in accordance to his revised plan. He does plan on attending the February 17 meeting of the Borough Planning Commission.

In response to a question by Councilwoman Pat Webster, Solicitor Dave Onorato stated that plans submitted for subdivision or land development do not need to go to The Borough Council first. Rather they go to staff, who may either make a direct reference to the Borough Planning Commission or may return it to the developer, in the event the application is incomplete.

STAFF REPORTS:

Treasurer's Report: John Klink, presented the Treasurer's Report dated February 3, 2015, check numbers 2745 through 2775 from the PNC Bank General Fund, and electronic transfer of fund account fees to PNC Bank and Payroll charges in the amount of \$75,358.80; and electronic transfer of funds to PECO from the PNC Bank Liquid Fuels Fund in the amount of \$2,781.87. The Treasurer's Report included check numbers 1146 through 1149 from the PNC Escrow Fund totaling \$9,167.27. A copy of the Treasurer's Report was provided to all and is available for review at Trappe Borough Hall.

On a motion by Councilman Scott Martin, seconded by Council Vice President Cathy Johnson, and carried unanimously by those Council Members present, payment of invoices included in the February 3, 2015 Treasurer's Report, check numbers 2745 through 2775 and, electronic transfers from the PNC Bank General Fund and Payroll charges in the amount of \$75,358.80, was approved. Motion carried 6 – 0.

On a motion by Council Vice President Cathy Johnson, seconded by Councilwoman Pat Webster, and carried unanimously by those Council Members present, electronic payment of the PECO invoices included in the February 3, 2015 Treasurer's report from the PNC Bank Liquid Fuels Fund in the amount of \$2,781.87, were approved. Motion carried 6 – 0.

On a motion by Councilwoman Tammy Liberi, seconded by Councilwoman Pat Webster, and carried unanimously by those Council Members present, payment of invoices included in the February 3, 2015 Treasurer's Report, check number 1146 through 1149 from the PNC Escrow Fund in the amount of \$9,167.27, was approved. Motion carried 6 – 0.

Borough Manager's Report: Robert Layman presented the Borough Manager's Report, a copy of which was provided to all and is available for review at Trappe Borough Hall. Robert layman made the following comments:

Resolution 2015-01/Penn DOT Permit for Bunny Hop 5K Run: Robert Layman stated that proposed Resolution 2015-01 would authorize the Borough to execute the PennDOT Special Event Permit Application for the 2015 Bunny Hop 5K Run to be held on April 12, 2015. Robert Layman asked Borough Council to consider approving Resolution 2015-01.

On a motion by Councilwoman Tammy Liberi, seconded by Council Vice President Cathy Johnson, and carried unanimously by those Council Members present, Resolution 2015-01 authorizing the Borough to Execute the Penn DOT Special Event Permit for the 2015 Bunny Hop 5K Run to be held on April 12, 2015, was approved. Motion carried 6 – 0.

Penn DOT Overhead Banner Application for Bunny Hop 5K Run: Robert Layman stated that a copy of the Penn DOT Overhead Banner Application for the placement of a banner over West Main Street for the 2015 Bunny Hop 5K Run has been prepared and submitted to Borough Council. Robert Layman asked Borough Council to consider approving execution of the Overhead Banner Application for this event.

On a motion by Councilman Fred Schuetz, seconded by Council Vice President Cathy Johnson, and carried unanimously by those Council Members present, authorization to execute the Penn DOT Overhead Banner Permit for the 2015 Bunny Hop 5K Run Banner, was approved. Motion carried 6 – 0.

Trappe-Schwenksville Meals on Wheels: Robert Layman introduced Michael Holmes, representing the Trappe Schwenksville Meals on Wheels. Mr. Homes thanked the Borough Council for the help in the past. He also stated that due to an increasing need, it has been necessary for Meals on Wheels to increase the number of routes which they have. This has created a need for additional drives. Mr. Holmes stated that they deliver meals 5 days a week but that any driver does not need to drive all 5 days. A lot of their drives only do 1 – 2 days a week.

Appointment Tax Collector: Robert Layman reported that Pennsylvania Act 164 of 2014 requires that municipalities appoint a Deputy Tax Collector in the event of the incapacitation of the elected tax collector. Gretchen Lawson, the Tax Collector for the Borough of Trappe has recommended the appointment of Dawn Johnson, the current Tax collector for Perkiomen Township as the Deputy Tax Collector for Trappe Borough. A concern was expressed that no one on Council knew about Dawn Johnson and that by making an appointment, they would be doing so in the dark. The Board felt that they should know more about the background of Dawn Johnson.

From the audience, Dave Perlin stated that he felt that the Council should require more information before the appointment and that a background check would be appropriate. Stuart Strauss indicated that it was his understanding the Tax Collector was required to be a resident of the Borough, and that Dawn Johnson was not. Dave Onorato stated that while the Tax Collector does need to be a Borough resident, the Deputy Tax Collector does not.

On a motion by Councilman Fred Schuetz, seconded by Councilwoman Pat Webster, and carried unanimously by those Council Members present, approval of Dawn Johnson as Deputy Tax Collector upon the completion of a satisfactory background check and the coverage of a proper surety bond in favor of the Borough was made. Motion carried 6 – 0.

Agreement on Website Maintenance: Robert Layman submitted a proposed agreement with Joan Holley, wherein Ms. Holley would provide for the maintenance and updating of the Borough's website in a period of transition while a manual is prepared and the employees are trained. It was noted that while this was not provided for in the Borough's 2015 budget, the cost was not expected to be much.

On a motion by Council Vice president Cathy Johnson, seconded by Councilman Fred Schuetz, and carried unanimously by those Council Members present, approval of a contract

with Joan Holley for the maintenance of the Borough's website was made. Motion carried 6-0.

Agreement on Videotaping of Storm water lines on East Seventh Avenue and West First Avenue.: A proposed agreement with Sewer Specialty Services Company, Inc. for the video taping of the storm water lines on East Seventh Avenue and West First Avenue was submitted for approval. The video taping of the lines on East Seventh Avenue would be done in preparation of the road reconstruction program for 2015. The videotaping of the line on West First Avenue is undertaken due to the fact that the pipe is clogged and that it does not function as designed. The contract is in the amount of \$ 3,500 per day and the work is anticipated to last for 1 ½ - 2 days.

On a motion by Councilman Scott Martin, seconded by Council Vice President Cathy Johnson, and carried unanimously by those Council Members present, approval of a contract with Sewer Specialty Services Company, Inc. for the video taping of the storm water lines on East Seventh Avenue and West First Avenue was made. Motion approved 6-0.

Proposal for the determination of the location of utilities in Trappe Borough: Robert Layman presented a proposal from Robert Umstead in which Mr. Umstead would undertake to determine the location (above ground or below ground) of the electric, telephone and cable television lines throughout Trappe borough. In this proposal, Mr. Umstead would be paid at a rate of \$ 20.00 per hour for an estimated 25 hours.

The work is being done so as to determine appropriate regulations involving the Distributed Antenna System in the Borough.

On a motion by Councilman Fred Schuetz, seconded by Council Vice President Cathy Johnson, and carried unanimously by those Council Members present, authorization to approve a proposed agreement with Bob Umstead for the inventory of electric, telephone and cable television lines as submitted was approved. Motion carried 6 - 0.

MS4 Statement: Robert Layman stated that during winter, there are some things that can be done to your yard that can help reduce the need for pesticides in the next growing season. First, one can spray dormant oil on bark surfaces of disease and pest prone ornamental trees and shrubs. Dormant oil is non-toxic and works to kill overwintering insect eggs and fungal spores. Spray this heavy oil before leaves or buds appear and when temperatures are above 40 degrees. Check product label for a list of plants that are sensitive such as azaleas. Also do not spray on blue needled conifers such as blue spruce. Second, spray a leaf protectant, such as Wilt-pruf, to hollies, rhododendrons, and other broad leaf evergreen plants to protect against winter moisture loss. Spray early in the winter season when the temperature is above freezing. Third, Late winter (i.e. March) over seeding of lawns and seeding of bare spots is a good time to begin to increase turf density before weed seeds have time to germinate.

Mayor's Report: Mayor Connie Peck reported on the following:

Eagle Scout Court of Honor: Mayor Connie Peck reported that she had attended the Eagle Scout Court of Honor for William J. Keefe on January 10, 2015. She had written a letter

congratulating him on his achievement and presented the commemorative plaque given by Trappe Borough Council and the Trappe Community.

Councilman Fred Schuetz indicated that in the Mayor's absence, on January 3, 2015 he had attended the Eagle Scout Court of Honor for several Scouts who had achieved the Eagle Scout award. Both Mayor Peck and Councilman Fred Schuetz will send pictures to Councilwoman Pat Webster for posting on the Borough communications mediums.

Marriage: Mayor Connie Peck stated that on January 17, 2015, she had officiated the marriage of Thomas J. McMenamin II and Gina M. Callahan. All forms were sent to the Orphan's Court as required by law.

Oath of Office - Officers of Trappe Volunteer Fire Company and EMS Group: Mayor Connie Peck reported that she gave the Oath of Office to all holding office as members of the Trappe Volunteer Fire Company and EMS Group on January 12, 2015. The list of those taking the oath was submitted to the Borough Manager for his records.

PV Stars: Mayor Peck indicated that the Perkiomen Valley Chamber of Commerce is holding their first annual PV Stars awards program in February. In this they will be recognizing businesses and individuals who are actively making a positive impact on life in the Perkiomen Valley. Some of the individuals being considered for awards include Lisa Minardi, Risa Ferman and Fred Schuetz.

Overhead Banners: Mayor Connie Peck stated that she had been working with the volunteers for the April 12, 2015 Bunny Hop Run.

Brian Long, Fire Chief of Trappe Fire Company, stated that there is a problem with the Borough's policy of putting up banners over Main Street. It frequently takes a considerable amount of time to put up and it can be dangerous. Mr. Long was not asking that this be discontinued at this time. He only wanted people to know that this is a problem for the Fire Company.

Engineer's Report: John Sartor presented the Engineer's Report dated January 28, 2015, a copy of which was provided to all and is available for review at Trappe Borough Hall. John Sartor made the following comments:

Clahor Avenue Storm Sewer Investigations: John Sartor indicated that in investigating the line a number of problems have cropped out. These problems include the determination of the line in relation to the right of way. This has caused the engineer to put the design on hold pending resolution of these problems.

In response to a question from Stuart Strauss, John Sartor indicated that he does not know how much extra the project may cost as a result of the problems that have been identified.

East 7th Avenue Reconstruction from West Main Street to Betcher Road: John Sartor stated that in the report he had requested authorization to advertise the road project as the bid

documents are almost complete. However, there are a number of items that continue to be unresolved. Therefore he is recommending that it is premature to advertise at this time.

This reconstruction will be done in conjunction with the water line replacement being undertaken by the Colledgeville – Trappe Joint Public Works Department. Joe Hastings Director of the Public Works Department expects to have work started on the main replacement by the end of March and that completion of will occur at the end of July.

John Sartor expects that the Borough would put the project out to bid in March, with a contract award at the June Council Meeting. He anticipates that the borough would issue a “Notice to Proceed” by September 1st and that the project would be completed by November 1st.

John Sartor indicated that the trench in which the water line is placed will be backfilled with stone and tamped at regular intervals. Nonetheless, settlement is to be expected. The importance of allowing this settling is the reason for the gap between the completion of the water line replacement and the start of the road reconstruction.

Joan Drive Pavement Project: As a result of the lower gas prices, it had been suggested that the Borough might add the tar and chip of Joan Drive, scheduled for 2016, under the Borough’s road program for 2015. The anticipated savings due to the current price of oil made considering such a move advisable. However, upon examination of the road in its current condition, it was found that the work needed would be more extensive than anticipated and that it is estimated to cost approximately \$165,000. Given that the road has deteriorated to the degree it has, Council Vice President Cathy Johnson indicated that the Borough should look into reviewing all the roads to determine if the inventory on the condition of these roads established in 2011 is still valid. John Sartor will provide a proposal for consideration at the March 3, 2015 Borough Council Meeting.

Truck Traffic at Rte. 113 and West Main: John Sartor broached the issue of the problems created by the large trucks turning at Rte.113 and West Main Street. He indicated that the Borough could make a request to have Penn DOT look at the matter again. Scott Martin indicated that the Traffic and Safety Committee would take up the matter at their next meeting.

Solicitor’s Report: Dave Onorato reported on the following:

Mortgage Subdivision: Dave Onorato presented a draft ordinance he had prepared allowing for a mortgage subdivision in the CC – Community Commercial District. He explained that this provision would allow the tenants of the shopping center to obtain their own financing in order to make improvements to their unit. After some discussion on the ability to maintain the condition of the store, should the tenant go out of business, Dave Onorato indicated that the owner of the development would not be able to go in and fix any deficiencies. On the other hand a number of tenants are having problems maintaining their store at this time, as they are unable to obtain financing. This is one way to help them obtain such funds.

In response to a suggestion that the Borough check with other municipalities and the County to see what types or ordinances have been adopted elsewhere, Dave Onorato pointed out that this draft ordinance is close in wording to the Montgomery County model ordinance. A question was raised as to the request of the developer. Specifically, the question was if he was asking that it

apply to only the shopping center or to other parcels not in the CC zoning district as well. This was raised as the developer brought it up in the context of a different development. The Borough Manager is to contact the developer to find out where he wanted it to apply. If only to the CC – Community Commercial District, the ordinance will be referred to the Borough Planning Commission. If this is the case, Dave Onorato suggested that this could be placed on the agenda for the March 3, 2015 Borough Council meeting in order to authorize the holding of the hearing at the April 7, 2015 Borough Council meeting.

Sign Ordinance: Dave Onorato stated that the draft sign ordinance with changes had been reviewed by Planning, Zoning and Ordinance Committee, and would be set in final form. Mr. Onorato suggested that this would come back to the Council at their March 3, 2015 meeting for authorization on advertising of a hearing at the April 7, 2015 meeting.

On a motion by Council Vice President Cathy Johnson, seconded by Councilwoman Pat Webster, and carried unanimously by those Council Members present, the Treasurer's Report, the Borough Manager's Report, the Mayor's Report, the Engineer's Report and the Solicitor's Report were approved as presented. Motion carried 6 – 0.

COMMITTEE REPORTS:

Administrative Services: Council Vice President Cathy Johnson presented the Administrative Service Report, providing the following comments:

Council Vice President Cathy Johnson stated that the HVAC system on the meeting room side of Borough Hall has been replaced, and that it seems to be working well.

Council Vice President Cathy Johnson stated that the parking lot at Borough Hall is in need of sealing and the parking areas need to be repainted. The Borough Manager is to obtain prices.

Communications: Councilwoman Pat Webster stated that the latest issue of the Trappe newsletter was sent out during January. The deadline for articles for the next issue will be March 3rd.

Councilwoman Pat Webster reported on the operation of the Borough's Facebook page. There was a question about the business advertising that was on the Facebook page. Councilwoman Webster indicated that if a business "likes" the Borough on Facebook, their pages will come through. However, she will monitor this to control such from happening.

Councilwoman Pat Webster stated that she continues to look into the matter of other options for the Borough website.

Finance & Streets: Council President Scholl introduced a Resolution required for the issuance of a credit card for the Borough. Mr. Scholl explained that the Bank has indicated that this form was necessary in addition to the Resolution approved at a previous meeting.

On a motion by Council Vice President Cathy Johnson, seconded by Councilman Scott Martin, and carried unanimously by those Council Members present, approval of the proposed Resolution was made. Motion carried 6 – 0.

Parks & Open Space: Councilman Fred Schuetz reported that the filing period for a number of grants that might be used toward construction of the Peck-MacIlwain Trail. Grant possibilities include the PECO Green Region Grant, the Pennsylvania Multi-Modal Transportation Grant (available through DCED) and the Marcellus Shale Grant Program.

Councilman Fred Schuetz spoke about the action item of the establishment of a routine and preventative maintenance schedule for Borough parks and property as listed in the 2015 Trappe Borough Action Items. Specifically, he suggested that he work on this with Borough Manager Bob Layman. Currently, there is no driver listed. Council President Nevin Scholl indicated that this would be an acceptable arrangement.

Public Works & CTMA: Council Vice President Cathy Johnson stated that the minutes of the December 17, 2014 meetings of the Collegetville – Trappe Joint Public Works Department and the Collegetville – Trappe Municipal Authority along with notes of the January 20, 2015 Collegetville – Trappe Joint Public Works Committee as prepared by the Council President Nevin Scholl were in the Council member’s packet.

Council Vice President Cathy Johnson submitted a report on the water supply storage. This information is important in evaluating the needs of the system in the event of a power outage. The evaluation demonstrates that the storage capacity is less than two days usage of water. The annual water sales are approximately \$700,000. In order to secure the water system in the event of a power outage, there would be a need to buy generators. The cost for these generators would be \$78,000. Several options were discussed, including seeking outside funding and seeking surplus or used generators.

Traffic & Safety: Councilman Scott Martin stated that there will be a public “get together” with officers’ of the State Police at the Trappe Borough Hall on Thursday, April 16th.

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

Trappe Borough Council Action Items: Council President Scholl stated that he provided Borough Council with a list of items that Borough Council will address during 2015 and the person responsible for spearheading each action item. The initial list had been previously approved. However, a number of additional items have been added under the heading “Communications”.

On a motion by Council Vice President Cathy Johnson., seconded by Councilman Scott Martin, and carried unanimously by those Council Members present, the 2015 Trappe Borough Action Item List as revised and dated 1/23/15, was approved. Motion carried 6 – 0.

Reappointment of Summer Keirse to the Borough Zoning Hearing Board: Council President Scholl stated that Summer Keirse had been appointed in 2014 to fill an unexpired

term on the Borough Zoning Hearing Board. That term expired on December 31, 2014 and there is a need to make an appointment to fill the 3 year term that would expire December 31, 2017

On a motion by Councilman Fred Schuetz, seconded by Council Vice President Cathy Johnson, and carried unanimously by those Council Members present, approval of the appointment of Summer Keirse to a term to expire on December 31, 2017 as a member of the Borough Zoning Hearing Board, was approved. Motion carried 6 – 0.

Borough of Trappe 300th Anniversary: Councilman Scott Martin stated that the Council needed to start planning for the Borough's 300th Anniversary in 2017. Mr. Martin suggested that the first two steps would be to identify organizations to participate in the planning and then to have a letter from Borough Council bringing these groups together. A discussion ensued over the number of people who should be involved on such a committee and who these participants should be. Councilwoman Pat Webster stated that the Borough should build up their relations with the business community and involve them in the process. Councilwoman Tammy Liberi suggested that the Borough tap into those who are involved with the Borough on other activities. Councilman Martin stated that he would start to compile a list of possible participants and on ideas for utilizing current programs, such as Trappe Day, in order to be part of the 300th anniversary. He suggested that people send him emails making suggesting ideas on these matters.

Communications Dave Perlin suggested that in relation to the earlier discussion on the matter of the possible power outage and the need for generators, the Council should consider how it might communicate effectively with the citizens on such matters. A discussion on this followed and it was suggested that this would be part of the Borough's Emergency Operations Plan.

NEW BUSINESS: President Scholl called for any new business.

No new business was brought up.

EXECUTIVE SESSION:

At 10:46 p.m. Council entered into Executive Session.

At 11:26 p.m. Council adjourned from Executive Session.

ADJOURNMENT:

There was no additional business to conduct.

On a motion by Councilman Scott Martin, seconded by Councilwoman Tammy Liberi, and carried unanimously by those Council Members present, the meeting was adjourned at 11:26 p.m. Motion approved 6-0.

Respectfully submitted,

**Robert Layman
Borough Manager/Municipal Secretary**