

**MINUTES OF THE JANUARY 6, 2015
MEETING OF TRAPPE BOROUGH COUNCIL**

President Nevin Scholl called the January 6, 2015 meeting of the Trappe Borough Council to order at 7:05 p.m. at Trappe Borough Hall, 525 West Main Street, Trappe, Pa. The Pledge of Allegiance was led by Mayor Connie Peck.

EXECUTIVE SESSION:

Council President Nevin Scholl announced there would be an executive session at the conclusion of the meeting.

ROLL CALL:

Roll Call was made by the Municipal Secretary.

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:

Treasurer, John Klink
Solicitor, Dave Onorato
Engineer, John Sartor
Borough Manager,
Robert Layman

TREASURER'S REPORT:

John Klink, the Borough's Treasurer, presented the Treasurer's Report dated January 6, 2015, check numbers 2736 through 2744 from PNC Bank General Fund, and General Journal deductions for Paychex expenses in the total amount of \$11,004.94. The report included the electronic transfer of funds to PECO from the PNC Bank Liquid Fuels Fund in the amount of \$176.00 and the issuance of check number 1145 from the escrow account in the amount of \$331.00. Finally, John Klink reported on the Borough's Cash receipts for the period December 27 – 31, 2014 in the amount of \$ 7,304.79.

On a motion by Councilwoman Tammy Liberi, and seconded by Council Vice President Cathy Johnson, payment of invoices included in the Treasurer's report, check numbers 2736 through 2744 and general deductions for Paychex expenses in the amount of \$11,004.94 were moved for approval. Motion carried 7-0.

On a motion by Council Vice President Cathy Johnson, seconded by Councilwoman Tammy Liberi, electronic payment of the PECO invoice included in the January 6, 2015 Treasurer's report from the PNC Bank Liquid Fuels Fund in the amount of \$176.00, was moved for approval. Motion carried 7-0.

On a motion by Councilwoman Tammy Liberi, seconded by Council Vice President Cathy Johnson, payment of the invoice included in the January 6, 2015 Treasurer's report, check number 1145 from the PNC Escrow Fund in the amount of \$331.00 was moved for approval. Motion carried 7-0.

APPROVAL OF THE MINUTES:

The members reviewed the minutes of the December 2, 2014 Council Meeting. Councilwoman Pat Webster stated that on page 8, under Employee Compensation where the vote had been taken on the bonus for Joan Holley, Pat had voted "NO", so the final vote was 6-1.

On a motion by Councilman Phil Ronca, seconded by Councilwoman Tammy Liberi, the Minutes of the December 2, 2014 Meeting of Borough Council as corrected were moved for approval. Motion carried 7-0.

PUBLIC FORUM/AGENDA AND NON-AGENDA ITEMS:

No Comments.

STAFF REPORTS:

SOLICITOR'S REPORT:

At 7:12 p.m., Council President Nevin Scholl turned the meeting over to the Solicitor Dave Onorato to conduct the hearing on the Old School, New House Rezoning Application. The meeting was recorded by means of transcription. A copy of the transcripts will be available at Borough Hall for inspection once received. The hearing was closed at 7:50 p.m.

Old School New House Rezoning Decision: At the conclusion of the hearing, Solicitor Dave Onorato presented draft Ordinance 2015-1 to the Borough Council for consideration. The draft Ordinance would change the zoning map to extend the VC – Village Commercial district to include the School property as shown on Rezoning Exhibit Plan, SDE Project No. 14-0760-0062 dated September 10, 2014, prepared by System Design Engineering, Inc.

On a motion by Councilman Fred Schuetz, seconded by Council Vice President Cathy Johnson, approval of Ordinance 2015-1 was made. Motion carried 6-1 with Councilwoman Tammy Liberi voting in opposition.

MANAGER'S REPORT:

Mortgage Subdivisions: Mortgage Subdivisions involve not a subdivision of land into smaller parcels, but a subdivision of the financial arrangement on that land. William Anderson, President

of the Longview Property Group, owner of the Trappe Shopping Center, approached the Council requesting that they consider allowing mortgage subdivisions in Trappe Borough. Specifically, they would like to have the possibility to allow their tenants to be able to take out mortgages on their stores. This would allow the store owners to access money which they could use to enhance their store. In addition, it is anticipated that the business owners would be able to obtain a better interest rate than would the owner of the shopping center. Currently, all the stores are under the ownership of the Longview Property Group and to access such financing, they would need to undertake a refinancing of the whole property.

From a financial perspective, the shop owners would own their space and be directly responsible for its condition. They would continue to need to pay money to the Management Company for the maintenance of the common space. All regulations on the property that are in place would continue. This action would only subdivide for purposes of mortgage. As Solicitor Onorato suggested, this would act as a mortgage overlay.

It was suggested that Mr. Anderson could work with the Solicitor to develop the appropriate wording for an ordinance, but that the Longview Property would need to enter into a Professional Services Agreement with the Borough.

On a motion by Councilman Scott Martin, seconded by Councilwoman Pat Webster, authorization for the Solicitor Dave Onorato to draw up an Ordinance permitting Mortgage Subdivisions was approved. Motion carried 7-0.

PIRMA liability Insurance contract revisions: Mr. Layman explained that the Borough has obtained their liability insurance through a pooling arrangement with other municipalities. When this started out in the 1996, each community agreed to certain understandings as to how the pool would operate. Over time, circumstances changed. Parts of the agreement became obsolete. For example, it was no longer necessary to address how the pool would be formed. Further, unplanned events created a situation in which new processes need to be spelled out. One example involved the distribution of surpluses, which had not been expected under the conditions under which the cooperative was started. A copy of the agreement and the black lined version of the agreement had been distributed and are on record at Borough Hall.,

On a motion by Councilman Phil Ronca, seconded by Councilman Scott Martin, approval was given to the amended agreement. Motion carried 7-0.

Christmas tree collection: It was announced that the collection of Christmas trees in Trappe will take place on Saturday, January 10th. Residents are asked to put their tree curbside the night before to insure that it is not missed. Residents may also drop their trees off at the compost site during normal business hours. Residents should note that any trees that are thrown away with regular trash will not be collected pursuant to DEP regulations.

MS4 Statement: Residents were urged to use dry methods for cleanup around their property whenever possible. Sweep or vacuum to pick up dirt, sand and grit from sidewalks and place it in a trash can. Avoid hosing down dirty paved areas as this carries pollutants into storm drains. Keep sidewalks and other outdoor areas litter-free. Use absorbent products to clean up chemical or oil spills, and then follow proper regulations to dispose of them. When water must be used for

cleaning, dispose of wastewater properly in a drain connected to the sanitary sewer facility. Residents should never dispose of wastewater in a storm drain.

MAYOR'S REPORT:

Historic Society: Mayor Connie Peck stated that the Borough has received a note of appreciation from the Historical Society for the donation of \$2,000 toward their activities. A "Thank You" was also received for the use of an Auxiliary Police Officer to assist people crossing Main Street for the lighting of the Christmas tree and the candle light tour. Altogether there were approximately 75 people in attendance.

Bumper "T" Caring Clowns: Mayor Connie Peck reported that the Borough has received a note of "Thank You" from Bumper "T", Caring Clowns for the Boroughs donation of \$75.00. This group believes in the healing power of "clowning" as they visit patents in area hospitals.

Boy Scout Recognition: Mayor Connie Peck indicated that she had obtained a plaque in recognition of an accomplishment by William Keefe, who has achieved the Eagle Scout award. This will be presented to him at a Court of Honor ceremony on January 10, 2015. It was pointed out that the Borough provides such plaques whenever a Boy Scout from one of the three Troops in Trappe or a Boy Scout who resides in Trappe but is in a Troop outside of Trappe achieves such an award.

Councilman Phil Ronca inquired as to such recognition of Girl Scouts who achieve a similar honor. Mr. Ronca indicated that he knew of a Girl Scout working on a project. It was noted that this recognition by the Borough would apply to Girl Scouts.

Councilwoman Pat Webster suggested that this honor should be posted on the Borough's Facebook page. She further suggested that it would be appropriate to invite these people to a Council meeting. Mayor Peck stated that one of the problems with this is that many of those being so honored are away at College and are unable to attend a Council meeting.

ENGINEER'S REPORT:

John Sartor presented the Engineer's report dated December 29, 2014, a copy of which was provided to all and is available for review at Trappe Borough Hall. Mr. Sartor made the following comments relative to that report.

Clahor Storm Pipe Repair/Replacement: The field survey work was completed during the past month. They are starting on the engineering design work.

DeMutis Letter of Credit reduction: Mr. Sartor noted that all work on the DeMutis project has been completed and approved by the Borough engineer. Therefore, Gilmore and Associates is recommending the release of the final \$90,535.43 on the Letter of Credit.

Borough Manager Robert Layman indicated that Mr. DeMutis owes the Borough \$199.44 in engineer review fees.

On a motion by Councilman Fred Schuetz, seconded by Council Vice President Cathy Johnson, approval of the release of the final \$90,535.43 on the DeMutis Letter of Credit was approved, conditioned upon the receipt of the \$199.44 owed to the Borough for engineer review fee. Motion approved 7-0.

DiPrinzio Letter of Credit reduction: Mr. Sartor noted that all work has been completed and approved by the Borough engineer. Therefore Gilmore and Associates is recommending that the release of the final \$6,704.17 on the Letter of Credit.

Borough Manager Robert Layman noted that Mr. DiPrinzio had owed the Borough \$ 194.44 for Engineer review fees. However, given that he had set up an escrow account, these fees were taken from this and that he owes the Borough nothing. Mr. Layman further recommended that the Borough Council authorize the release the \$ 3,911.33 from escrow.

On a motion by Councilman Scott Martin, seconded by Councilman Fred Schuetz, approval of the release of the final \$6,704.17 on the DiPrinzio Letter of Credit and the release of the \$3,911.33 from the DiPrinzio Escrow account was approved. Motion approved 7-0.

7th Avenue Street work: Council President Nevin Scholl emphasized that the Borough needs to get letters out to residents on East 7th Street letting them know of the paving project and that they might wish to connect to one of the utilities with a line in the street prior to the start of the project. The staff is working on developing such a notification.

On a motion by Councilwoman Pat Webster, seconded by Council Vice President Cathy Johnson, the Treasurer's report, the Borough Manager's report, the Mayor's report, the Solicitor's report and the Engineer's report were accepted as presented. Motion approved 7-0.

COMMITTEE REPORTS:

Administrative Services:

Personnel: Council Vice President Cathy Johnson stated that a personnel matter would be handled in executive session.

Meeting Room furnace: Council Vice President Cathy Johnson reported on the fire in the furnace on the east side of Borough Hall on New Year's Day. The Trappe Fire Company and members of Borough Council responded quickly and greater damage was averted. The motor in the furnace had seized, creating the problem. The motor was replaced. But this does point to the urgency of replacing this furnace. In early 2014, the replacement of both Borough Hall furnaces was put out for bid. The low bidder, New Age, had indicated that it would honor its bid into 2015.

In response to a question from Mayor Connie Peck, Vice President Cathy Johnson stated that the reason for the two furnaces was that the two sides of the building are used much differently with the east side needing much less heating and that closing the louvres in the meeting room would not be a satisfactory solution.

Communications:

Borough Face Book page: Councilwoman Pat Webster announced that the Borough's Face Book page has gone live and at this time has received one "like". Ms. Webster asked that the Council members go on the Face Book page and make comments about it.

Councilman Phil Ronca stated that the Borough should make an announcement about the Face Book page on the Borough's web site.

Newsletter: Councilwoman Pat Webster indicated that the newsletter has been composed and is at the printers. There is a notice about the Borough's Face Book page in the newsletter. Councilman Phil Ronca suggested that the Borough should look into allowing advertising in its newsletter in order to offset the cost of production.

Website: Councilwoman Pat Webster stated that she is looking into the website development program being offered through the Pennsylvania Association of Boroughs. Councilman Phil Ronca stated that the current website, as developed by Ursinus students a year ago, while rather sophisticated, is quite primitive. It operates through "html" commands and that changes in one command can have far reaching consequences in others. Mr. Ronca did meet with Joan Holley, who had managed the website while employed by the Borough, and Mr. Ronca going to work on a manual which the employees can use for managing the web site.

Communications to the Police: Councilwoman Pat Webster urged people to be involved in the community. Ms. Webster has been distributing forms on which people could let the Borough know of their interest. Further, Ms. Webster has suggested that people should let the State Police know that their effort on behalf of the Borough residents is appreciated.

Public Access Television: Mayor Connie Peck stated that there is a need to update the Trappe TV programming. Councilwoman Pat Webster has this on the "to-do" list, but the Communications Committee is tied up on other matters at this time. With so many communication items to be handled, Council Vice President Cathy Johnson suggested that the Council needs to come together with a calendar highlighting what needs to be done and a schedule for when it should be done.

Finance and Streets:

Bank Account Resolutions: Council President Nevin Scholl presented a resolution which the Bank is requiring as part of the application for issuance of a Borough Credit Card.

On a motion by Councilman Scott Martin, seconded by Councilman Phil Ronca, approval of the Resolution required for the issuance of a Borough credit card was given. Motion approved 7-0.

Sidewalk Replacement cost: Council President Nevin Scholl presented to the Council a summary of the costs to the sidewalk/curb at Borough Hall in 2014. At a total cost of \$70,510.32 and a per lineal foot cost of \$365, this provides the Borough Council a perspective as it sets forth a program wherein property owners will be required to replace their walks.

In addition to the cost, there are a number of other problems that would need to be addressed. Councilman Fred Schuetz indicated that the Borough would need to look at the ADA requirement inasmuch as they related to the telephone poles.

Engineer John Sartor pointed out that the construction of Main Street presents a special problem in that the streets elevation has increased over time. This has resulted in a decrease in the relative elevation of the curbs and has created a problem in the proper handling of storm water.

Mayor Connie Peck stated that Main Street creates special problems of its own, as people park their vehicles partly on the sidewalk in order to avoid the hazards of the traffic flow.

Councilman Phil Ronca indicated that the Walkable Community Committee will be looking at all of these issues as it addresses the subject

Planning, Zoning & Ordinances:

Meeting Update: Councilwoman Tammy Liberi stated that there was no Planning Commission meeting in December. The Planning Zoning and Ordinance committee will be reviewing the draft sign ordinance in the coming months.

Public Works & CTMA:

Meeting Update: Council Vice President Cathy Johnson stated that the November minutes of the Colledgeville-Trappe Municipal Authority and the Colledgeville-Trappe Joint Public Works Department have been forwarded to the members of Council.

Meeting Schedule 2015: Council Vice President Cathy Johnson stated that the Joint Public Works Department and the Municipal Authority will be meeting on the third Tuesday of the month at the Colledgeville Borough Hall in 2015.

Traffic & Safety:

Public Event with State Police: Councilman Scott Martin reported that the Traffic and Safety Committee has arranged to have a public “Meet and Greet” with the State Police on April 16, 2015. The Police will have exhibits on ways that people can protect themselves on things such as identity theft. This will be advertised in the April 1st edition of the Borough newsletter. The Committee will try to get other activities for the event in order to attract a larger crowd. In response to a question, Solicitor Dave Onorato stated that this does not need to be advertised as a meeting, as the purpose is not to make decisions or vote on matters.

Stop Sign – West 5th Avenue and Boro Line Road: A concern was expressed about the location of the stop sign on West 5th Avenue at Boro Line Road. The sign was placed far back from the intersection. Engineer John Sartor indicated that the sign is located there according to Penn DOT requirements. The Borough was able to move the stop bar closer to the intersection. The stone wall on the northeast corner of the intersection poses a sightline visibility problem.

Mayor Connie Peck asked if a “proceed with caution” sign could be posted. Mr. Sartor stated that the Borough might be able to put up a little square sign under the stop sign.

Right Turns by trucks on Rte. 113: Councilman Scott Martin asked John Sartor about the procedures for prohibiting right turns on West Main Street at 3rd Avenue. Both Council Vice President Cathy Johnson and Mayor Connie Peck stated that the Borough has request this of Penn DOT in the past, only to be turned down Mr. Sartor indicated that he would check into this.

Speed Sentry Speed Monitoring Machine: Scott Martin indicated that an effort is being made to determine the location of all of the parts of the Speed Sentry Machine. The only parts that seem to be missing are the batteries and the charger. It was suggested that the Borough Manager check with former Borough Manager Jacqui Guenther, Interim Borough Manager Bob Umstead and Fire Chief Brian Long.

Traffic Light – West Main Street and West 5th Avenue: Councilwoman Tammy Liberi reported on an accident she nearly had at the intersection of West 5th Avenue and West Main Street. She was making a turn and a pedestrian pushed the walk button. Her light instantly turned red, nearly causing an accident. The Borough Manager will check to see if it is operating properly.

Walkable Community Committee:

Potential path locations: Councilman Phil Ronca reported that the Walkable Community Committee has been identifying possible locations for walking paths in the Borough. A number were identified, including along the PECO Right of Way on the western end of the Borough. However, a lot more research is needed. The committee will work to get a report back to Council in either February or March.

OLD BUSINESS

President Nevin Scholl called for any old business.

No old business reported.

NEW BUSINESS:

Appointments for 2015: Council President Nevin Scholl presented a list of appointments recommended for 2015, a copy of which will be attached to these minutes. From the list, the Treasurer, the Emergency Management Coordinator and the Fire Marshal are not being considered as they were appointed on December 29, 2014. Also the Administrative Assistant is not being considered as she will be handled in executive session. Finally, the Planning Commission Secretary is not being considered as there is currently no candidate. Councilman Fred Schuetz started that the Borough should carefully consider the people they appoint as these people give much time and effort to the job.

On a motion by Councilwoman Pat Webster, seconded by Councilwoman Tammy Liberi, approval of the list of appointees to the positions indicated was made. Motion approved 7-0.

Action Items 2015: Council President Nevin Scholl reviewed the list of action items for 2015. This addresses the focus areas of: Borough Business, Government Efficiency, CTMA/JPW, Trappe Fire Company, Personnel and Communications.

On a motion by Councilman Phil Ronca, seconded by Councilman Scott Martin, the proposed list of action items were approved as presented. Motion approved 7-0.

EXECUTIVE SESSION:

At 10:15 p.m. Council entered into Executive Session.

At 11:20 p.m. Council adjourned from Executive Session and returned to regular session.

ADJOURNMENT:

There being no additional business to conduct, at 11:20 p.m., the meeting was adjourned.

Respectfully submitted,

**Robert Layman
Borough Manager/ Secretary**