

**MINUTES OF THE July 7, 2015
MEETING OF TRAPPE BOROUGH COUNCIL**

Council President Nevin Scholl called to order the regularly scheduled meeting of Trappe Borough Council on July 7, 2015 at 7:00 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.

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

Also in attendance were:

Mayor Connie Peck
Solicitor, David Onorato
Engineer, John Sartor, P.E.
Treasurer, John Klink
Interim Manager Robert Umstead

APPOINTMENTS *A motion was made by Councilmember Cathy Johnson, seconded by Councilmember Fred Schuetz to appoint Robert T. Umstead to the positions of Borough Secretary, Zoning Officer and Open Records Officer. Motion carried 7 – 0.*

RECOGNITION *Eagle Scout, Cody Allen was introduced. Cody has recently received the Eagle Scout Achievement Award. His project was renovating and painting an all purpose room at St. Augustus Church. Cody Allen was accompanied by several members of Scout Troop 87. Also Cody's parents were present and introduced. Cody Allen received an ovation for his accomplishment.*

APPROVAL OF THE MINUTES: The members of Council reviewed the minutes of the June 2, 2015 meeting of Borough Council.

A motion was made by Councilmember Phil Ronca, seconded by Councilmember Scott Martin, to accept the Minutes of the June 2, 2015 Meeting of Borough Council as presented. Motion carried 7 – 0

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

Gregory S. Ede, CPA representing Styer Associates, the Borough's appointed auditor presented the Audit Report for the year ending December 31, 2014. Mr. Ede reviewed the Financial Highlights (page 3); the Summary of Net Positions (page 5); Economic Factors and Next Year's Budget and Rates (page 8); and Statement of Net Position (page 12). Also Mr. Ede reviewed the

draft letter of the review which listed a number of “significant deficiencies.” A brief question and answer period followed. Mr. Ede reported the final report would be delivered to the Borough in a short period of time.

The resident of 63 College Ave, Jill Ryan, was present. Ms. Ryan advised Council of a number of deficiencies were found when the property was recently inspected. Ms. Ryan requested of Council when these would be corrected. Ms. Ryan wanted a specific date. Solicitor David Onorato explained the procedures when properties were found not to be in compliance with the Borough Ordinances and that the due process would have to be followed. Ms. Ryan was advised a follow up phone call to her would be made by the Interim Manager.

A number of residents from Pine Woods Development were present and advised due to litigation, Council would not be in a position to discuss any issues at the present time, to leave their name and phone number and a representative of the Borough would contact them.

STAFF REPORTS:

Treasurer’s Report: John Klink presented the Treasurer’s Report dated July 7, 2015. Check numbers 2912 through 2949 from the PNC Bank General Fund, and electronic transfer of fund account fees to PNC Bank and Payroll charges were presented for payment in the amount of \$270,373.19. Mr. Klink advised Council that the excessive amount of this month’s check were as a result of check number 2913 in the amount of \$200,000 used to establish an account in Customers Bank. Customers Bank will be the Borough bank effective August 1, 2015.

Two electronic transfers of funds to PECO from the PNC Bank Liquid Fuels Fund were presented in the amount of \$2,602.81.

The Treasurer’s Report included check number 1168 from the PNC Escrow Fund totaling \$1,641.54 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 Cathy Johnson, seconded by Councilmember Pat Webster, to make payment of invoices included in the July 7, 2015 Treasurer’s Report, check numbers 2912 through 2949 and electronic transfers from the PNC Bank General Fund and payroll charges in the amount of \$270,373.19. Motion carried 7 – 0.

A motion was made by Councilmember Cathy Johnson, seconded by Councilmember Pat Webster, to make electronic payment of the PECO invoices included in the July 7, 2015 Treasurer’s Report from the PNC Bank Liquid Fuels Fund in the amount of \$2,605.64. Motion approved. 7 – 0.

A motion was made by Councilmember Tammy Liberi, seconded by Councilmember Pat Webster to make payment of invoices included in the July 7, 2015 Treasurer’s Report, check number 1168 from the PNC Escrow Fund in the net amount of \$1,641.54. Motion approved. 7 – 0.

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

Borough Hall steps at the rear of the property have been repaired and refinished.

E. Cherry St - Bids for phase I of the project were advertised. Bid opening is scheduled for July 20, 2015.

E. Seventh Ave. - Construction began on July 6, 2015. The project is scheduled to be completed by Sept. 1, 2015.

Customers Bank - The Borough and the bank are making arrangements for a transition of funds from PNC to Customers Bank. This should be completed by August 1, 2015.

Worker's Comp Audit - completed July 1, 2015.

Lower Perkiomen Valley Regional Sewer Authority audit received and reviewed. Nothing of significance was disclosed.

C-T Municipal Authority - annual report received and reviewed.

The following reports were presented:

Emergency Operations Plan – Resolution 2015-05 which adopts the Borough's Updated Emergency Operations Plan was presented.

A motion was made by Councilmember Scott Martin, seconded by Councilmember Fred Schuetz to adopt Resolution 2015-05 as presented. Motion approved 7 – 0.

Prospective Assistant EMS Coordinator, Erick D. Myers, was present and introduced. Councilmember Scott Martin will be meeting Mike Italia and report at the Aug. 4, 2015 further developments.

It was determined that information concerning the Emergency Operation Plan would be supplied for inclusion in the Borough's newsletter.

A discussion ensued concerning the operations of an Emergency Management Center in the event of a major catastrophe. It was determined that Trappe Fire Company would be the primary site. However, it was determined that Borough Hall could also be utilized at a secondary site. Borough Hall would need to be outfitted to be available at all times. The discussion further included the need for an external generator to provide electricity. Since Borough Hall is heated by natural gas, it was suggested that the generator should be fueled by natural gas.

A motion was made by Councilmember Scott Martin and seconded by Councilmember Cathy Johnson to have the Borough Manager secure quotes for the addition of an external

generator operated by natural gas and present to Council for further consideration. The motion passed 7 – 0.

Mayor’s Report: A copy of Mayor Peck’s submitted written report was provided to all and is available for review at Borough Hall.

Trappe Day - Mayor Peck requested the services of Auxiliary Police to assist at Trappe Day to be held September 12, 2015. Two officers would be needed on Friday, Sept 11, 2015 for approximately 3 hours each. Two officers would be needed on Saturday, Sept. 12, 2015 for approximately 8 hours each. The Borough would assume the salary for the officers.

A motion was made by Councilmember Cathy Johnson, seconded by Councilmember Scott Martin to authorize payment of salary for two auxiliary police officers on Friday, Sept. 11, 2015 for approximately 3 hours each and two auxiliary police officers for Saturday, Sept. 12, 2015 for approximately 8 hours each for assistance at Trappe Day. Motion approved 7 – 0.

Engineer’s Report: John Sartor presented the Engineer’s Report dated July 1, 2015, a copy of which was provided to all and is available for review at Trappe Borough Hall. John Sartor made the following comments:

Borough Hall Parking Lot: Plans are being prepared and should be available for the August Council meeting.

Borough Hall Sidewalk Project The project has been completed in accordance with the plans and designs prepared by Gilmore & Assoc. The Borough is presently holding a ten (10) per cent retainer and it is recommended that this retainer be released to the contractor.

Cherry Ave Paving Project: John Sartor stated he had reviewed the storm water sewer videos and they do not require repairs. He pointed out there is approximately 1,600 feet of roadway requiring repair that break evenly into two (2) portions, each measuring approximately 800 feet in length. Each of the two (2) portions needs a very different type of work. In light of this, he proposed the creation of two (2) bids for the repair of the road. The 1st 800 feet of the road, starting at Main Street, requires excavation and re-building with a mill and overlay process. The 2nd portion of the road, starting at about 800 feet from Main Street, will need crack repair and sealing. There is a small triangular shaped “gully” of eroded road to be added to the excavation and rebuilding bid. John Sartor noted he discussed a sidewalk on Main Street which, per Penn DOT, will not need to be repaired as part of this project.

A motion was made by Councilmember Phil Ronca and seconded by Councilmember Scott Martin to authorize Gilmore & Associates to upload the bid documents for both Cherry Avenue repair projects to PennBID. Motion approved. 7-0.

West First Ave Storm Sewer Extension Project: John Sartor reported the cost of engineering work for this project to prepare design, plans, and bid documents including an Estimate of Probable Construction Cost would be \$5,500.00.

A motion was placed by Councilmember Fred Schuetz and seconded by Councilmember Phil Ronca authorizing Gilmore & Associates to perform the engineering work for the West First Avenue storm sewer repair or replacement at the cost of \$5,500. Motion approved. 7-0.

Clahor Avenue Storm Sewer Project: After review of the minutes of the meeting with the residents of the Clahor Ave. storm sewer project and further reviews, Gilmore & Assoc is prepared to make a recommendation as to how to resolve the issue of the storm water. The proposed solution entails a combination of complete replacement for two pipe segments of the upper reaches of the system and centrifugally cast concert pipe (CCP) trenchless technology for the remaining pipe segment along the lower reaches of the system. We are currently preparing the design plan, technical specifications, and bid documents for uploading to PennBid. Also after further review, the storm sewer pipe under Clahor Ave. from Collegetown into Trappe has been determine to be unserviceable and should be replaced.

A discussion ensued concerning who should pay for this part of the project. The agreement for maintenance of Clahor Ave between Collegetown and Trappe should be forwarded to Solicitor Onorato for further review.

The replacement of the storm sewer pipe under Clahor Ave could and should be a separate item and discussions to be held with Collegetown for their participation in this portion of the project.

A motion was placed by Councilmember Fred Schuetz seconded by Councilmember Scott Martin to authorize Gilmore & Assoc to release the advertisement for bids and placing the bids on PennBid for the completion of the Clahor Ave storm sewer project. The motion approved 7-0.

West Main Street Sidewalk and Curb Evaluation: John Sartor has communicated with a contact at Penn DOT regarding driveway cuts and modifications. Mr. Sartor pointed out some of the sidewalks and driveway curb cuts do not have ADA compliant sidewalk ramps at the driveways. He is waiting for this input before completing his estimate for repairs needed to Main Street sidewalks. Councilmember Fred Schuetz pointed out the placement of utility poles could be an issue when rebuilding sidewalks on Main Street. A meeting is scheduled for July 20, 2015 with representatives of PENN DOT to determine exactly what is required and what is suggested.

STEARLY TRACT A review of the revised plans has begun. There are questions for the Solicitor concerning the validity of the original Conditional Use approval and the waivers requested and approved. J. Sartor will be in contact with Solicitor Onorato to resolve these matters.

Solicitor's Report: The Solicitor reported he had a number of items to discuss in Executive Session.

A motion was placed by Councilmember Cathy Johnson and seconded by Councilmember Phil Ronca to approve the business reports. Motion approved 7 – 0.

COMMITTEE REPORTS:

Administrative Services: An amendment to the Employee Manual establishing a “Former Employee Reference” was presented and discussed. It was further amended on the advice of Solicitor Onorato.

A motion was placed by Councilmember Cathy Johnson and seconded by Councilmember Pat Webster to accept the amendment to the Employee Manual. Motion approved 7 – 0.

Communications: Councilmember Pat Webster advised that after several attempts to contact ParkerWayne to receive the report authorized previously, the firm has failed to respond. It was determined that the Borough Manager was to contact and advise ParkerWayne, that the report must be in the possession of the Borough Manager by Friday, July 24, 2015. Otherwise the report would no longer be accepted and the agreement to perform the survey of the Borough’s integrated communications would be void.

Finance & Streets: No report

Parks & Open Space Councilmember Fred Schuetz advised that the entrance sign at Rambo Park was in need of repairs/renovation. Also the landscape and maintenance of the weeds and thistles were left unchecked. Councilmember Fred Schuetz advised that an acquaintance of his, Sassafra Landscape Services, Inc. has agreed to remove the unwanted weeds and thistles for the amount of \$100.

A motion was placed by Councilmember Fred Schuetz and seconded by Councilmember Phil Ronca to authorize the payment of \$100 to Sassafra Landscape Services, Inc. for the removal of weeds and thistles at Rambo Park. The motion approved 7 – 0.

Additional comments were presented by Councilmember Fred Schuetz concerning further landscaping needs at Rambo Park’s Butterfly Garden, and at Borough Hall. Further discussions would be presented to the Borough Manager for presentation at a future date.

Councilmember Fred Schuetz further reported that the plastic slide at Rambo Park’s kiosk was in need of repair. Councilmember Fred Schuetz would contact the Borough Manager to discuss.

At Rambo Park, the bridge is in need of repairs as the approach walkway does not line up with the bridge. This is probably a repair that could be completed by the Collegetown-Trappe Public Works Dept.

A motion was placed by Councilmember Fred Schuetz and seconded by Councilmember Phil Ronca to authorize the C-T Public Works Dept to repair the walkway to the bridge at a cost not to exceed \$500. The motion approved 7-0.

Councilmember Fred Schuetz also reported that a grant application was about to be filed for additional funding for the connector between Main St. and Rambo Park.

Planning, Zoning & Ordinances: Councilmember Tammy Liberi reported that the Planning Commission is prepared to present the Sign Ordinance for consideration. The final version of the Sign Ordinance was presented which resulted a lengthy discussion. One particular discussion centered around Section 340-75 Nonconforming Signs specifically when the non-conforming sign must conform. Another point of discussion was the location of signs with the relationship to the edge of the roadway.

A motion was placed by Councilmember Tammy Liberi and seconded by Councilmember Phil Ronca to authorize the advertisement of a hearing to be scheduled for the August 4, 2015 Council meeting to consider the Sign Ordinance. The motion approved 7 – 0.

Councilmember Pat Webster excused herself at 10:20 PM.

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

CTJPWD and CTMA Minutes: Council Vice President Cathy Johnson stated that the minutes of the May 20, 2015 meetings of the Colledgeville – Trappe Joint Public Works Department and the Colledgeville – Trappe Municipal Authority are 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 April through May showing a closing balance of \$131,188.65. A copy of the report is available for all to review at Borough Hall. A copy of the Colledgeville Trappe Public Works “2014 Water Quality Report” was also presented. Copies of the report are available to Trappe Borough Hall.

Traffic & Safety: Fire Chief Brian Long reported the Trappe Fire Co. has purchased a trailer for the use of transporting and storage of barricades, cones, generators, and additional equipment for a cost of \$2,250. In addition the trailer will need some painting, decals, wrapping and additional work. All of the above mentioned costs not to exceed \$4,000. Chief Long requested financial assistance with the purchase, repairs, and renovations to the recently purchased trailer.

A motion was placed by Councilmember Scott Martin and seconded by Councilmember Cathy Johnson to reimburse Trappe Fire Co. for the purchase, repairs and renovations for a trailer for fire company use as discussed at a cost not to exceed \$4,000. The motion approved 6 - 0.

Councilmember Scott Martin advised that there would be a meeting of the Traffic & Safety Committee with Mike Italia and Eric Myers in the near future.

Walkable Community: Councilmember Phil Ronca stated the continuing priorities of the committee include the Main Street to Rambo Park Trail, Main Street sidewalks and other possible trail connections.

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

LED Lighting Grant Application: Council President Nevin Scholl reported he has completed and will be resubmitting a grant application for funding the conversion of street lamps to LED fixtures. Schwenksville will participate in the application.

Resolution 2015-07 was presented authorizing the filing of the LED Lighting Grant.

A motion was made by Councilmember Nevin Scholl and seconded by Councilmember Phil Ronda to approve Resolution 2015-07. Motion approved 6 – 0.

NEW BUSINESS: President Scholl called for any new business.

Trappe 300 Meeting: Councilmember Scott Martin and Mayor Connie Peck are attending the meetings on behalf of the Borough.

Fire Chief Brian Long questioned the status of the funding from Upper Providence. A discussion followed and it is expected that Councilmember Nevin School and Councilmember Phil Ronca would attempt to contact and set up a meeting. A Supervisor from Upper Providence extended an invitation to “meet.”

It was determined that Rachael Morrison, Executive Director of Collegeville Economic Development Corp desired to meet with representative of Trappe Council. The purpose of the meeting is unknown. Various options were discussed. More information to follow.

PECO - A letter to PECO making adjustments to the listing of the streetlights in Trappe and Collegeville was presented. Six streetlights are to be added to Trappe’s inventory. Three to be removed from Collegeville’s inventory.

A motion was made by Councilmember Nevin Scholl and seconded by Councilmember Cathy Johnson to authorize the signing of the letter to PECO amending the number of streetlights in Collegeville and Trappe to make the current inventory correct. Motion approved 6 – 0.

EXECUTIVE SESSION:

At 11:15 p.m. Council entered into Executive Session to discuss legal and personnel issues.

COUNCIL RECONVENED AT 12:01 AM.

PRESIDENT NEVIN SCHOLL DECLARED, THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 12:02 AM.

Respectfully submitted,

**Robert T. Umstead
Borough Secretary**