

**MINUTES OF THE MARCH 10, 2015
MEETING OF TRAPPE BOROUGH COUNCIL**

President Nevin Scholl called to order the regularly scheduled meeting of Trappe Borough Council on March 10, 2015 at 7:02 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
Phil Ronca
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:

APPROVAL OF THE MINUTES: The members of Council reviewed the minutes of the February 3, 2015 meeting of Borough Council. Councilman Fred Schuetz stated that under the public comment section (page 1), Howard Lownes name was misspelled. Councilman Fred Schuetz also stated that under the report of the Parks and Open Space Committee (page 8), it was incorrectly stated that the Pennsylvania Multi-Modal Transportation Grant was an available source of funding for the Rambo Park- Main Street Connection Trail.

On a motion by Councilman Fred Schuetz, seconded by Councilman Phil Ronca, the Minutes of the February 3, 2015 Meeting of Borough Council were approved, as amended. Motion carried 7 – 0.

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

Pat Webster introduced Scott Miller of Parker Wayne Consulting. Mr. Miller had met with Council Vice President Cathy Johnson and Councilwoman Pat Webster on the issue of internet access at Borough Hall and the Council's overall communication between themselves and with the public. Mr. Miller had a proposal in which he would undertake a review of the situation at Borough Hall as it exists examining the foundation of our overall system, and make

recommendations on this subject. His review would involve spending some time at the location. He estimated that he would spend about 11 hours to assess the situation and would present his thoughts to Borough Council. The proposal of Parker Wayne Consulting is for a not to exceed price of \$ 935.00. A discussion ensued over the issue of the Councilmembers having more time to review the proposal, as it had not been submitted to the Board prior to this meeting.

On a motion by Councilman Fred Schuetz, seconded by Councilman Phil Ronca, acceptance of the proposal of Parker Wayne Consulting was made. The motion was withdrawn.

After some discussion, the consensus of the Council was to table the matter until the April 7, 2015 meeting of Council.

Councilman Phil Ronca stated that his job was highly involved in the matters that would be examined in this process and volunteered to be part of the group working on this.

STAFF REPORTS:

Treasurer's Report: John Klink presented the Treasurer's Report dated March 3, 2015, check numbers 2776 and 2782 through 2810 from the PNC Bank General Fund, and electronic transfer of fund account fees to PNC Bank and Payroll charges in the amount of \$124,638.56; and electronic transfer of funds to PECO from the PNC Bank Liquid Fuels Fund in the amount of \$2,780.85. The Treasurer's Report included check numbers 1150 through 1151 from the PNC Escrow Fund totaling \$517.39. Check number 1150 was a replacement for previously issued check number 1146 that had been lost in the mails and on which a stop payment had been placed. A copy of the Treasurer's Report was provided to all and is available for review at Trappe Borough Hall.

On a motion by Councilwoman Tammy Liberi, seconded by Councilman Phil Ronca, payment of invoices included in the March 3, 2015 Treasurer's Report, check numbers 2776 and 2782 through 2810 and, electronic transfers from the PNC Bank General Fund and Payroll charges in the amount of \$124,683.56, was approved. Motion carried 7 – 0.

On a motion by Councilwoman Tammy Liberi, seconded by Council Vice President Cathy Johnson, electronic payment of the PECO invoices included in the March 3, 2015 Treasurer's Report from the PNC Bank Liquid Fuels Fund in the amount of \$2,780.85, was approved. Motion carried 7 – 0.

On a motion by Councilwoman Tammy Liberi, seconded by Council Vice President Cathy Johnson, payment of invoices included in the March 3, 2015 Treasurer's Report, check number 1150 through 1151 from the PNC Escrow Fund in the net amount of \$517.39, was approved. Motion carried 7 – 0.

Treasurer John Klink announced that on March 2, 2015, the Borough received its allocation of Liquid Fuels Fund monies from the Commonwealth of Pennsylvania.

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 2015-02 Penn DOT Permit for Memorial Day Parade: Robert Layman stated that proposed Resolution 2015-02 would authorize the Borough to execute the Penn DOT Special Event Permit Application for the 2015 Memorial Day Parade to be held on May 25, 2015. Robert Layman asked Borough Council to consider approving Resolution 2015-02.

On a motion by Councilman Fred Schuetz, seconded by Council Vice President Cathy Johnson, Resolution 2015-02 authorizing the Borough to execute the Penn DOT Special Event Permit for the 2015 Memorial Day Parade to be held on May 25, 2015, was approved. Motion carried 7 – 0.

Penn DOT Overhead Banner Application for Memorial Day parade: 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 Memorial Day Parade 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 Councilman Phil Ronca, authorization to execute the Penn DOT Overhead Banner Permit for the 2015 Memorial Day Parade Banner, was approved. Motion carried 7 – 0.

Collegeville Economic Development Corporation: Rachael Morrison, Executive Director and Cathy Kernan, President, approached the Council to discuss the Collegeville Economic Development Corporation (CEDC) and its ability to work with the Trappe Borough Council.

As originated, the CEDC had a major purpose of promoting the business community in Collegeville by attracting new businesses and helping existing businesses. In conjunction with this a third activity was to promote family friendly activities.

Rachael Morrison stated that while originally centered on Collegeville, they have become more independent and more self-sustaining financially. They undertake a range of activities which could benefit the Trappe Community. For one, she pointed out that they could work with the Borough of Trappe on the planning and implementation for the upcoming 300th anniversary of Trappe Borough. They offered that they have a number of grants to assist in the effort and other efforts that the Borough might undertake. In addition, they know of a number of grants offered by other agencies, which they would be willing to work with the Borough on obtaining.

Resolution 2015–3 PECO Green Region Grant Application: Robert Layman presented a Resolution in support of the application for funding for the Rambo Park-Main Street Connection Trail. The application would be filed under the PECO Green Regions Grant Program.

On a motion by Councilman Fred Schuetz, seconded by Councilman Phil Ronca, approval of Resolution 2015-3 in support of the application for funding under the PECO Green Regions Program was made. Motion carried 7 – 0.

MS4 Statement: Robert Layman stated that plants of all kinds help reduce storm water runoff from residential properties because their roots absorb water and breakup and aerate the soil as they grow. Flowering native perennials will attract beneficial predators and pollinator birds, and enrich the soil. Residents should monitor plants for pests and control them with environmentally friendly applications or use plain water to avoid contaminating water runoff with chemicals that endanger streams.

Knox Box: Robert Layman submitted a proposal for the purchase of a Knox Box for Trappe Borough Hall. The Knox Box would provide emergency responders with access to the inside of Borough Hall in the event of an emergency. The total cost for a recessed Knox Box is \$367.00

Fire Department Chief Brian Long indicated that the Knox Box program has been in existence in the Borough of Trappe for a number of years. A number of businesses have the Knox Box.

On a motion by Council Vice President Cathy Johnson, seconded by Councilwoman Tammy Liberi, approval for the purchase of a recessed Knox Box at a cost of \$367.00 was made. Motion carried 7-0.

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

Acknowledgement of contributions: Mayor Connie Peck reported that in the spring of 2014, a handicapped accessible Jenn Swing and a hands-on play station were added to Rambo Park as a result of the contribution of Mr. and Mrs. Stankunas and Mr. and Mrs. Pelosi. Mayor Peck indicated that the Borough should acknowledge this major contribution and suggested that this could be done at the April 12, 2015 Bunny Hop 5K Run, of which they are the main organizers.

As an acknowledgement of their contributions, Mayor Peck asked for approval for the purchase of 4 hats, which would be embroidered with "Trappe Volunteers Make a Difference". The total cost of the hats would be no more than \$100.00. Councilwoman Pat Webster asked if this acknowledgement was sufficient and would be fully appreciated, given the contribution that they have made. Councilman Fred Schuetz suggested that a plaque be erected to recognize their efforts. Council Vice President Cathy Johnson and Councilwoman Pat Webster indicated that they would support looking into having a plaque to recognize their efforts as well as authorizing the hats.

On a motion by Council Vice President Cathy Johnson, seconded by Councilman Phil Ronca, authorization for the purchase of the 4 hats, as recommended by Mayor Connie Peck, and the obtaining of information relative to the placement of a plaque to honor the effort of Mr. and Mrs. Stankunas and Mrs. Pelosi was made. Motion approved 7-0.

Bunny Hop 5K Run: Mayor Connie Peck invited all the Council Members and residents to participate in this year's Bunny Hop 5K Run and Family Fun Walk.

Memorial Day Parade: Mayor Connie Peck announced that the Memorial Day Parade will be on May 25, 2015 and it will follow the same route as in past years, Staging will be at Augustus Lutheran Church, and will proceed eastward on Main Street, turning onto West First Street and ending at Water Works Park. Mayor Peck requested permission from Council for the assistance of up to 5 Auxiliary Police Officers for the event.

On a motion by Councilwoman Pat Webster, seconded by Councilman Phil Ronca, approval for the assistance for up to five Auxiliary Police Officers for the Memorial Day Parade was made. Motion approved 7-0.

Trappe Community Day meeting: Mayor Peck indicated that there is to be a meeting for Trappe Community Day at Borough Hall at 7:00 p.m. on Thursday March 19 at Borough Hall.

Engineer's Report: John Sartor presented the Engineer's Report dated February 26, 2015, a copy of which was provided to all and is available for review at Trappe Borough Hall. John Sartor made the following comments:

Trappe School Development: John Sartor stated that he had been approached by Gorski Engineering relative to the development of the Trappe School property. Council President Nevin Scholl pointed out that since the developer was going into a new phase of this project, it would be necessary for him to establish an escrow account with higher funding levels.

Clahor Pipe: John Sartor indicated that the surveyors from their office have not been able to finish their work on the Clahor storm water pipe. This is due to the continuing cover of the ground with snow. However, with the upcoming warming that is forecast, they expect to be able to finish in the next few weeks.

East Seventh Avenue Reconstruction from West Main Street to Betcher Road: John Sartor stated that he has uploaded the bid documents to Penn BID. The estimated cost of construction is \$430,000. Mr. Sartor set the date for receiving bids on April 3, 2015.

On a motion by Councilman Phil Ronca, seconded by Council Vice President Cathy Johnson, authorization for bidding the East Seventh Avenue reconstruction project was approved. Motion approved 7-0.

Part of the East Seventh Avenue paving project will involve the repair of the two cracks in the storm water pipes. Borough Manager Layman will obtain the price to have this repair made and will report back to the Borough Council.

Joan Drive Pavement Project: John Sartor presented a proposal for the reevaluation of the work projected in the Borough's road program. The cost of the work as submitted is \$5,950. Council Vice President Cathy Johnson indicated that the scope being proposed is more extensive than she had anticipated or desired. Several different ways of determining the condition of the roadways were discussed, along with narrowing the number of streets to be examined. The document on this submitted by John Sartor will be distributed to all the members of Borough Council and the matter will be discussed at the April 7, 2015 Borough Council meeting.

East First Avenue Storm Sewer: John Sartor indicated that Joe Hastings and he would be doing a site visit to the clogged storm water pipe on East First Avenue in order to determine the out fall of that pipe and what needed to be done in order to correct the problem

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

Mortgage Subdivision: Dave Onorato presented a draft ordinance he had prepared which would allow for a mortgage subdivision in the CC – Community Commercial District. He suggested that the Borough needs to authorize its advertisement and to set a date for a hearing on this, if the measure is to move forward.

A discussion ensued over how the mortgage subdivision would operate. In response to a question from Councilman Fred Schuetz, Dave Onorato pointed out that the development owner could choose to continue to rent some of the spaces as well as to sell them. In response to a question from Dave Perlin, Mr. Onorato stated that under this ordinance, the Borough would need to be satisfied that the common areas will be properly maintained, regardless of what might happen to individual stores. He further pointed out that there would not be anything that the Borough or the development owner could do, should a business having such a mortgage go bankrupt. The same would apply should the developer go bankrupt without the mortgage subdivision provision. The best hope would be to create an environment wherein the businesses are healthy. Council President Nevin Scholl pointed out that the market seems to be saying that there is less risk with going with allowing a Mortgage subdivision. This fact is evident by the fact that the individual stores would be able to get lower interest rates than the overall center.

Council Vice president Cathy Johnson made a motion, seconded by Councilman Fred Schuetz, to authorize the advertisement of the ordinance and to establish April 7, 2015, the date of the next Borough Council Meeting as the date of the hearing on the Mortgage Subdivision Ordinance. Motion approved 7-0.

Sign Ordinance: Dave Onorato presented the proposed sign ordinance which he had prepared. It was noted that it had been reviewed by the Borough Planning Commission and that they had recommended a change. Specifically, Section 340-75 states that the repair of a nonconforming sign that is more than 50% damaged must be made in conformance with the regulations. The Planning Commission felt that it should be allowed to be restored to its condition before it was damaged. A discussion ensued over the impact that this requirement would have.

Solicitor Dave Onorato suggested that the Ordinance could be changed to meet the recommendation of the Borough Planning Commission by eliminating the second sentence in Section 340-75B (1) and would, in its entirety, read as follows:

“Trappe Borough receives an application for a sign permit in cases where the nonconforming sign is to be significantly altered.”

Dave Onorato further suggested that Section 340-75 D would be altered to read as follows:

“Prior to the events listed in Subsection B, nonconforming sign may be repainted, the sign copy may be changed, or sign panels may be replaced, provided that such actions do not increase the dimensions of the existing sign, nor in any way increase the extent of the sign’s nonconformity.”

On a motion by Councilwoman Tammy Liberi, seconded by Councilman Phil Ronca, authorization to advertise the sign ordinance with the changes noted as to nonconforming signs that are damaged more than 50%, and to set the April 7, 2015 as the date for the hearing

on the ordinance was approved. The motion carried 6-1, with Councilman Fred Schuetz voting in opposition.

Stearly Tract Subdivision Proposal: Councilwoman Tammy Liberi asked about the review of the plan undertaken by Gilmore Associates as handled in the February Planning Commission meeting. John Sartor indicated that there were a number of comments submitted by Gilmore and that the developer was to go back to the drawing board to address these.

On a motion by Councilman Scott Martin, seconded by Council Vice President Cathy Johnson, 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 7-0.

COMMITTEE REPORTS:

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

Policy and Procedures Manual: Council Vice President Cathy Johnson presented to the Council a two page draft of a section of the Policy and Procedures Manual as it relates to contacting borough professionals for review. No action was expected at this time. Mrs. Johnson suggested that the members email comments to her.

Communications: Councilwoman Pat Webster presented the Communications Committee Report, providing the following comments:

Newsletter: Councilwoman Pat Webster reported that she was pulling together the newsletter and expects to have the draft completed by March 18. She has a target date for having it in the homes by April 5.

Website: Councilwoman Pat Webster reported that a subcommittee has received three proposals for the Borough's website and that the committee will be reviewing these.

Facebook: Councilwoman Pat Webster stated that the Facebook page is growing in popularity, as more as more people are accessing it. She has been posting a number of community events, such as the Fire Companies pancake breakfast to the Facebook page.

Trappe Photo Contest: Councilwoman Pat Webster stated that she is working on the photo contest and how that will work. She suggested that we make the photo contest announcement an Election Day handout.

Trappe TV: Councilwoman Webster noted that it would be good to put the content of some of our fliers on Trappe T.V.

Finance & Streets: Council President Scholl presented the Finance and Streets Committee Report, providing the following comments:

Key Indicators 2014. Council President Scholl presented the Key Indicators for the year 2014, dated December 31, 2014. In this, the largest sources of revenue were up 3% from 2013 and 6% over the 2014 budgeted amounts. The largest expenditures increased by 1% over 2013 while they were down by 24 % in comparison to the budget. A major reason for this was that some of the rebuilding of Boro Line Road did not take place in 2014.

Key Indicators February 2015: Council President Scholl provided a review of the Key Indicators for the first two months of 2015. The largest sources of revenue are up by 3% from the same time last year, while the largest expenditures are down by 12%. While a lot of this has to do with snow removal costs, it is too early in the year to draw any conclusions.

Parks & Open Space: Councilman Fred Schuetz presented the Parks and Open Space Committee Report, providing the following comments:

Grants- Rambo Park – Main Street Connector Trail: Councilman Fred Schuetz stated that the Borough would be resubmitting an application to the Pennsylvania Department of Community and Economic Development for funding toward the Rambo Park – Main Street Connector Trail.

Rambo Park Clean-up: Councilman Fred Schuetz announced that the tentative date for the spring clean-up at Rambo Park will either be on April 25 or May 2. The Borough will need to get mulch for the project. Councilman Schuetz also asked that the Council appropriate funds of about \$42.40 plus tax toward the purchase of seeds for wild flowers.

On a motion by Councilman Scott Martin, seconded by Councilman Phil Ronca, approval was requested for setting the date of the Rambo Park Spring Clean-up on April 25 and for the expenditure of monies as requested for the purchase of wildflower seeds for the Spring Clean-up at Rambo Park. Motion approved 7-0.

Planning Commission: Councilwoman Tammy Liberi provided the Report on the Planning Commission, providing the following comments:

Reorganization: The Planning Commission reorganized at their February meeting with Brett Yeagley becoming Chairman and Jeffrey Rahm becoming Vice Chairman.

Stearly Tract: The Planning Commission reviewed the revised plan for the Stearly Tract, recommending changes as presented to in the Gilmore review letter referenced to earlier in this meeting.

Sign Ordinance: The Planning Commission reviewed the proposed Sign Ordinance, recommending a change as relates to nonconforming signs that become damaged over 50%.

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 January 20, 2015 meetings of the Colledgeville – Trappe Joint Public Works Department and the Colledgeville – Trappe Municipal Authority is in the Council member’s packet.

Cell Site Report: Council Vice President Cathy Johnson submitted the Report for the cell sites for February, along with a spreadsheet showing financial activity in the account from 1996 through 2014.

East 7th Avenue Waster Line Replacement: Council Vice President Cathy Johnson reported that the engineer for the CTJPWD indicated that they were on track to finish their work on East 7th Street by the end of July. This will allow a month for settling before the Borough gets the road reconstruction underway.

Traffic & Safety: Councilman Scott Martin provided the Traffic and Safety Committee Report, making the following comments:

April 16 “Get Together with State Police: Councilman Scott Martin announced that there will be a Public “Get Together “ meeting with the State Police at Borough Hall on Thursday, April 16, 2015. At that time, Officer Crummy will give a talk about identity theft.

Speed Sentry: Councilman Scott Martin addressed the issue of the Speed Sentry Machine. The machine parts have been gathered together. To make it fully operational, the Borough needs to purchase two additional batteries and a charger. The Borough has a quote of \$550.00 for two batteries and two chargers.

On a motion by Councilman Scott Martin, seconded by Councilman Tammy Liberi, approval for the expenditure of up to \$500.00 for the purchase of two batteries and one charger for the Speed Sentry machine was made. Motion approve 7-0.

Walkable Community: Councilman Phil Ronca provided the Walkable Community Committee Report, making the following comments:

County Walkable Communities: The Committee has submitted an application to be part of the Montgomery Walk MONTCO program. If Trappe’s application is accepted, the Borough would receive a free walkability audit and would be open to other potential funding sources.

February 2015 Meeting Recommendations: Among the results of the February meeting of the Walkable Community Committee was to continue with the Rambo Park – Main Street Connector Trail, to consider hiring a consultant to identify, secure and file grant applications on behalf of the Borough and to maintain and enhance the Borough regulations relative to sidewalk maintenance. Further, Councilman Phil Ronca indicated that the Borough should have the

engineers update the assessment of the sidewalks along Main Street. The latest assessment was completed in 2006.

Walkable Communities Options: Councilman Phil Ronca stated that the committee reviewed the various trail options and gave them a ranking. That was submitted as part of the report of the committee. The first choice of the committee was the Oak Road Connector into Hunsburger Park to the Perkiomen Trail. There is a small piece of land that could serve as the connector to the Hunsburger Park, from Oak Road. Solicitor Dave Onorato suggested that someone send him the Tax Parcel Number and he could do a title search on it.

Other trail options listed were discussed. For example, the Main Street Park to Augustus Lutheran to Seventh was discussed in terms of the Main Street Park and the fact that it is undeveloped at this time. Councilman Phil Ronca stated that the committee would come back to Council with more detail on these options.

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

Deputy Tax Collector: In request to a question from Councilman Fred Schuetz on the status of the appointment of a Deputy Tax Collector, Council President Nevin Scholl stated that he was awaiting for the position of the School District on the issue of the Deputy Tax Collector being a resident of a different municipality or school district. As to the position of the surety on the issue, Borough Manager Layman indicated that he has been informed that all Tax Collectors in the County are covered under a program administered by the County. Therefore, the fact that the proposed Deputy Tax Collector is a Tax Collector for another municipality in Montgomery County assures that the surety has them covered currently. Finally the Borough Council had asked for a background check. But to do that, there is certain information required of the person on whom the check is being made. The proposed Deputy Tax Collector refuses to supply that information, therefore a check cannot be made.

NEW BUSINESS: President Scholl called for any new business.

Borough's Association Meeting: Councilman Fred Schuetz announced that the next meeting of the Montgomery County Borough's Association will be hosted by Hatboro and Jenkintown on March 26, 2015. The Boroughs of Trappe, Collegeville and Schwenksville will host the May 28, 2015 meeting Councilman Schuetz indicated that these meetings are not only for Councilmembers and Mayors. Other volunteers, such as members of the Borough's Planning Commission, also would find it beneficial.

Fire Company Pancake Breakfast: Councilwoman Pat Webster announced that on Saturday, March 28, the Trappe Fire Company is hosting a pancake breakfast from 7:30 a.m. until 11:00 a.m. This has been posted on the Borough's Facebook page.

EXECUTIVE SESSION:

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

At 10:29 p.m. Council re-opened the regular meeting. The Board considered the issue of the appointment of Ellen Goodman as Administrative Assistant for the Borough of Trappe. Ms. Goodman has been serving in that position on an interim basis.

On a motion by Council Vice President Cathy Johnson, seconded by Councilman Phil Ronca, approval of the appointment of Ellen Goodman to the position of Administrative Assistant for the Borough of Trappe at a rate of \$17.75 per hour was made. Motion approved 7-0.

EXECUTIVE SESSION:

The Borough Council reentered the executive session at 10:37 p.m. for Personnel issues.

The Borough Council left executive session. There was no additional issues to discuss.

On a motion by Councilman Phil Ronca, seconded by Council Vice President Cathy Johnson, the meeting was adjourned at 11:20 p.m. Motion approved 7-0.

Respectfully submitted,

**Robert Layman
Borough Manager/Municipal Secretary**