



TRAPPE BOROUGH COUNCIL MONTHLY MEETING

Tuesday, September 6, 2016 7:00 pm AGENDA

1. **Call to Order** President Nevin Scholl
2. **Pledge of Allegiance** Mayor Connie Peck
3. **Executive Session Announcements** President Nevin Scholl
4. **Roll Call** Borough Manager
5. **Approval of Minutes:** August 2, 2016
6. **Public Forum for Agenda & Non-Agenda Items** (2 minutes per speaker)
7. **Borough Engineer** Paul Schmoll, P.E.
 - A. Engineer's Report
 - B. Ten Year Capital Expenditure Plan
 - C. Seal Coating – Trappe Borough Hall & Rambo Park
 - D. Colonel's Place/Mikelen, LLC – Escrow Reduction #3
 - E. Building/Zoning Report
8. **Treasurer Reports** John Klink
9. **Trappe 300 Committee Update**
10. **Borough Manager** Robert Umstead
 - A. Monthly Report
 - B. MS4 Statement
11. **Mayor's Report** Mayor Connie Peck
12. **Borough Solicitor** David Onorato
 - A. Conditional Use Decision – G & S Morse, Inc.
 - B. Proposed Ordinance – Enforcement of Parking Regulations
 - C. Proposed Ordinance – Rounding Real Estate Tax Bills
13. **Committee Reports**
 - A. Administrative Services Cathy Johnson
 - B. Communications Pat Webster
 - C. Finance & Streets Nevin Scholl
 - D. Parks & Open Space Stewart Strauss
 - E. Planning, Zoning & Ordinances Tammy Liberi
 - F. Public Works & CTMA Cathy Johnson
 1. Report on activities of Public Works & CTMA
 - G. Traffic and Safety Scott Martin
 1. Trappe Fire Co & Ambulance Reports
 - H. Walkable Community Phil Ronca
 1. Regional Planning Pat Webster
 - J. IT Upgrades Phil Ronca
14. **Old Business**
 - A. ARLE grant results

15. New Business

A. Verizon Franchise Agreement

16. Executive Session

17. Adjournment

**MINUTES OF THE SEPTEMBER 6, 2016
MEETING OF TRAPPE BOROUGH COUNCIL**

Council President Nevin Scholl called to order the regularly scheduled meeting of Trappe Borough Council on September 6, 2016 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 will be an executive session after the public meeting this evening to discuss a legal matter. No vote is expected after the Executive Session.

Those present were:

President Nevin Scholl
Vice President Cathy Johnson
Tammy Liberi
Scott Martin
Phil Ronca
Stewart Strauss
Pat Webster

Also present:

Mayor Connie Peck
Solicitor David Onorato
Paul Schmoll, P.E./Barry Isett & Associates
Borough Manager Robert Umstead
Treasurer John Klink

APPROVAL OF THE MINUTES:

The members of Council reviewed the minutes of the August 2, 2016 regular meeting of Borough Council. The minutes were accepted as presented.

Motion to approve the minutes as presented:

Moved: S. Strauss

Second: C. Johnson

Approved: 7-0

STAFF REPORTS:

Engineer's Report – The written Engineer's Report from Barry Isett Associates (BIA) was presented to all to review. A copy of the report is available at Borough Hall.

1. Stearly Tract - BIA is waiting for developer to continue work.
2. Rambo Park Entrance – Three qualified bids were received ranging in cost from \$60,736 to \$69,916. The low bid was from GoreCon, Inc. BIA has issued a letter recommending a contract be awarded to GoreCon, Inc.

Motion to award the contract to GoreCon, Inc. for the installation of the Rambo Park entrance:

Moved: S. Martin

Second: S. Strauss

Approved: 7 - 0

3. Clahor Avenue & Rt. 113 - BIA estimated the cost to perform survey, design services and preparation of the bid package/advertising to be \$18,065. The actual construction to be completed in 2017.

Motion to authorize BIA to prepare documents for Clahor Ave & Route 113 reconstruction in the amount of \$18,065:

Moved: P. Ronca

Second: T. Liberi

Approved: 7 - 0

4. Linden Street & Linden Drive - Seven bids were received for milling and repaving of these streets. The bid ranged from \$33,291.25 to \$68,175.00. The low bid was from Floyd G. Hersh, Inc. BIA has issued a letter recommending a contract be awarded to Floyd G. Hersh in the amount of \$33,291.25.

Motion to award a contract to Floyd G. Hersh for the milling and repaving of Linden Street and Linden Drive:

Moved: S. Strauss Second: P. Ronca Approved: 7 – 0

5. Escrow reduction #3 in the amount of \$47,021.20 has been submitted on behalf of Old School/New House with the recommendation of BIA it be approved (\$6,606.07 represents engineering costs.)

Motion to approve Escrow Reduction #3 from Old School/New House in the amount of \$47,021.20:

Moved: S. Martin Second: P. Ronca Approved: 7 – 0

6. BIA has submitted a proposal of \$4,800 to review the Ten-Year Capital Expenditure Plan prepared by Gilmore Engineering in 2012 and update the spreadsheet based on the Borough's completed street projects and perform a field investigation and visual pavement assessment for each street listed. No pavement cores are included in the proposal.

Motion to approve the proposal of BIA in the amount of \$4,800 to review and update the Borough's Ten Year Capital Expenditure Plan for streets:

Moved: C. Johnson Second: P. Webster Approved: 7 – 0

7. BIA has secured proposals for the seal coating of the parking lot at Rambo Park and Borough Hall. Five proposals were received ranging in price from \$3,524 to \$6,040. The low proposal was from 1st Place Sealcoating. BIA has issued a letter recommending a contract be awarded to 1st Place Sealcoating in the amount of \$3,524.

Motion to approve the proposal of 1st Place Sealcoating to sealcoat the parking lots at Rambo Park and Borough Hall in the amount of \$3,524:

Moved: S. Martin Second: S. Strauss Approved: 7-0

Treasurer's Report: Treasurer John Klink presented the Treasurer's Report dated August 31, 2016 check numbers 1428 through 1470, payroll check number 7501 and payroll charges from the Customers Bank General Checking Account in the amount of \$61,510.56.

Treasurer John Klink presented the Treasurer's Report dated August 31, 2016 for the Customers Bank Escrow Fund check numbers 1048 through 1053 in the amount of \$9,840.03.

John Klink presented the Treasurer's Report dated August 31, 2016 for the Customers Bank Liquid Fuels Fund direct charges by PECO in the amount of \$2,359.75.

A copy of the Treasurer's Report was provided to all and is available for review at Trappe Borough Hall.

Motion to make payment of invoices included in the August 31, 2016, Treasurer's Report, check numbers 1428 through 1470, check number 7501 and payroll charges from the Customers Bank General Checking Account in the amount of \$61,510.56:

Moved: S. Strauss Second: C. Johnson Approved: 7-0

Motion to make payment of invoices included in the August 31, 2016 Treasurer's Report check numbers 1048 through 1053 from the Customers Bank Escrow Fund in the amount of \$9,840.03:

Moved: T. Liberi

Second: P. Webster

Approved: 7-0

Motion to approve electronic payment of the PECO invoices included in the August 31, 2016 Treasurer's Report from Customers Bank Liquid Fuels Account in the amount of \$2,359.75:

Moved: C. Johnson

Second: S. Martin

Approved: 7-0

President Scholl presented a proposal for John Klink to assist in the preparation of the 2017 to 2021 Budgets at the rate of \$60 per hour for approximately 25 hours.

Motion to authorize payment to John Klink of \$60 per hour for approximately 25 hours for his assistance in the preparation of the 2017 to 2021 budgets:

Moved: P. Ronca

Second: P. Webster

Approved: 7 - 0

Trappe 300 Committee Update - Lisa Minardi, representing the Beautification Committee within the Trappe 300 Committee, presented an extensive plan for the celebration of the 300th anniversary of the Borough. The presentation included steps already under way for a number of properties along Main Street for beautification purposes. Also a major concern was the sign, specifically at the four main entrances to the Borough along Main Street and Rt. 113. A number of examples of signs from other municipalities were presented along with the present signage in the Borough. Marketing of the celebration along with fund raising and special events lasting throughout the entire year of 2017 were presented. It was reported at one time there were large cast iron signs at the four main entrances similar to those signs in other boroughs with the color combination of blue and gold known as Keystone Marker Signs. The cost of these signs is estimated to be between \$5,000 and \$8,000 for two signs. A question and answer period followed.

Motion to authorize an expenditure of up to \$12,000 for the purchase of four Keystone Marker Signs:

Moved: S. Martin

Second: P. Ronca

Approved: 7 - 0

Motion to appoint a committee of Council to investigate additional signs, design and budget and to report to Council at a future meeting:

Moved: S. Martin

Second: P. Ronca

Approved: 7 - 0

Council members S. Martin, P. Webster and P. Ronca volunteered to serve on this committee.

Borough Manager's Report

1. Reported the receipt of \$15,890.68 from the PA Emergency Management Agency towards the cost of snow and ice remediation for the storm of January 22 to 23, 2016. The receipt represents 75% of the allowed expenditures of \$21,187.57 for the 24 hour period of the declared emergency.
2. A revised Snow Plowing and Salting bid proposal was presented. The revisions include the addition of one, one-ton plow truck to assist the other vehicles making a total of four vehicles to be utilized during snow storms. Also the addition of a provision for the contractor to provide for snow removal at the direction of the Borough Manager and/or Inclement Weather Coordinator.

Motion to authorize the advertising of the bid request for Snow Plowing and Salting for the period Oct. 1, 2016 to April 1, 2017:

Moved: C. Johnson Second: S. Strauss Approved: 7 – 0

3. Inclement Weather Coordinator – The present coordinator indicated he will not be in a position to accept the appointment for the 2016-2017 season.
4. Perkiomen Valley Library announced new expanded hours.
5. A proposal has been received for concrete work needed at Borough Hall. The price needs to be discussed with Drumheller Construction.

Motion to authorize concrete repairs/replacement necessary at Borough Hall not to exceed \$3,500:

Moved: S. Martin Second: P. Ronca Approved: 7 - 0

6. Trappe Community Day Overhead Banner - An application for the permit to hang the banner was submitted to Penn DOT.
7. A summary of the meeting held on August 24, 2016 with Perkiomen Township, C T Joint Public Works and Nevin Scholl (representing Trappe Borough) was provided. The meeting was to discuss the repaving of Betcher Road and the installation of a new water main. Prior to any work being completed on the roadway; the storm sewers need to be inspected.

Motion to authorize the Borough Manager to hire a firm to video tape the storm sewers as needed to implement the 2016 and 2017 road program in order to determine if repairs/replacements are necessary:

Moved: S. Strauss Second: C. Johnson Approved: 7 – 0

MS4 REPORT - A news bulletin from DEP concerning the West Nile virus was presented. It is reported the virus has been detected in numerous counties including Montgomery County. A number of precautionary measures around the home were presented to help eliminate mosquito-breeding areas.

Mayor's Report Mayor Peck reported that Trappe Community Day preparations are nearly complete and requested the assistance of all Council members on Sept. 24, 2016.

Solicitor's Report Conditional Use Hearing – G&S Morse, Inc. The Finding of Fact, Conclusion of Law, Discussion and Order for the above applicant's hearing held on August 2, 2016 was presented. A brief discussion ensued concerning overnight stays and minor surgical procedures.

Motion to approve decision on conditional use application for G&S Morse:

Moved: P. Ronca Seconded: P. Webster Approved: 7 – 0

A proposed ordinance amending Chapter 315 section 315-26 Parking Regulations was presented. A discussion ensued concerning wording in one paragraph. Council was not satisfied with the wording and Solicitor Onorato agreed to amend the ordinance for presentation at the Oct 4, 2016 meeting for consideration for advertising.

A proposed ordinance amending Chapter 90 of the Borough Code to permit the Tax Collector to round real estate tax bills was presented. A minor change was suggested and Solicitor Onorato will make the change.

Motion to advertise the ordinance amending the Tax Collector's authority to round real estate tax bills:

Moved: P. Ronca

Second: P. Webster

Approved: 7 – 0

Conditional Use Application of PPG Stearly LLC - A conditional use application has been received from PPG Stearly LLC for the property at 120 West Main St. The applicant proposes to construct 4 sets of twins (8 residential units) on the property. A brief discussion ensued.

Motion to advertise the Conditional Use to be held October 4, 2016 beginning at 7:00 PM:

Moved: S. Strauss

Second: P. Ronca

Approved: 7 – 0

Motion to approve the Business Reports

Moved: C. Johnson

Second: S. Strauss

Approved: 7 – 0

COMMITTEE REPORTS

Administrative Services: No Report

Communications: P. Webster reported the Newsletter should be on the street soon. The Borough's Facebook has been updated.

Finance & Streets: No Report

Parks & Open Space: S. Strauss reported he will be working with the Borough Manager to establish a maintenance plan for Rambo Park and the grounds at Borough Hall.

Planning, Zoning & Ordinances: No Report

Public Works and CTMA: A generator will be installed at the Public Works building which will enable Public Works to operate one water tank in the event of an emergency and which will supply the residents until electric power is restored.

The Emergency Notification System has been updated with current phone numbers.

A copy of the minutes of the CT Joint Public Works Dept. and CT Municipal Authority meetings were distributed to Council members.

Traffic and Safety: A "Meet and Greet" session has been set for October 20, 2016 with a representative of the PA State Police. The session will be held at Trappe Borough Hall and will begin at 7:00 PM.

Walkable Community: It appears there is very little support for securing a walking path from Oak Road into Collegeville and the Hunsberger Farm. However, it was determined the Borough should acquire the property at the end of Oak Road presently listed as "Reserved."

Motion to authorize Solicitor Onorato to secure title to the property at the end of Oak Road via quiet title possession:

Moved: P. Ronca

Second: P. Webster

Approved: 7 – 0

Regional Planning: No Report

Technical Platform: P. Ronca reported the new web site has received several changes and upgrades and will be ready for the public in the near future.

NEW BUSINESS: A revised proposal to perform Verizon Cable Franchise Renewal Services for the Montgomery County Consortium was presented by the Cohen Law Group. Two sample engagement letters were presented also. If the Borough would like to participate with the Consortium for services, one of the engagement letters must be signed and returned. A discussion ensued as to what service the Borough desired. It was determined the Compliance Review engagement letter was appropriate to submit.

Motion to authorize Borough Manager to submit the Engagement for Cable Franchise Services with Verizon to the Cohen Law Group:

Moved: C. Johnson

Second: P. Ronca

Approved: 7 - 0

EXECUTIVE SESSION:

At 9:50 p.m. Council entered into Executive Session to discuss a legal matter.

Council reconvened at 10:25 p.m.

Adjournment: There being no further business, the meeting was adjourned at 10:26 p.m.

Moved: C. Johnson

Second: P. Ronca

Approved: 7-0

Respectfully submitted,

**Robert T. Umstead
Borough Secretary**