

**MINUTES OF THE APRIL 1, 2014
MEETING OF TRAPPE BOROUGH COUNCIL**

President Nevin Scholl announced that prior to the start of the regular meeting Borough Council held a brief executive session to discuss legal matters.

President Nevin Scholl called to order the regularly scheduled meeting of Trappe Borough Council on April 1, 2014 at 7:15 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 legal matters.

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

Those present were:

President, Nevin Scholl
Vice President, Cathy Johnson
Paul Edwards
Tammy Liberi
Fred Schuetz
Philip Ronca
Pat Webster

Also in attendance were:

Mayor, Connie Peck
Solicitor, David Onorato
Engineer, John Sartor, P.E.
Treasurer, Justin Nepo, Smart Devine
Borough Manager, Jacqui Guenther

APPROVAL OF THE MINUTES: A true and correct copy of the Minutes of the March 4, 2014, Meeting of Borough Council was provided to all and is available for review at Trappe Borough Hall.

On a motion by F. Schuetz, seconded by T. Liberi, the Minutes of the March 4, 2014 Meeting of Borough Council were approved, as presented. Motion carried 7 – 0.

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

1501 W. Main Street/Sports Complex/ Land Development Waiver Request: Amy Farrelli, Esquire, gave a presentation about the proposed 1501 Sports Complex on behalf of the developer and asked that Borough Council waive the land developer requirement. Whereupon discussion ensued.

On a motion by P. Ronca, seconded by F. Schuetz, and carried unanimously, the land development waiver for the 1501 sports complex development subject to conditions satisfactory to the Borough Solicitor and Engineer, was granted. Motion carried 7 – 0.

STAFF REPORTS:

Treasurer's Report: J. Nepo, on behalf of Smart Devine, Treasurer, presented the Amended Treasurer's Report dated April 1, 2014, check numbers 2405 through 2437 from the PNC Bank General Fund, and electronic transfer of funds in the amount of \$73,455.37; and electronic transfer of funds to PECO from the PNC Bank Liquid Fuels Fund in the amount of \$2,666.23. The Treasurer's Report included check numbers 1123 and 1124 from the PNC Escrow Fund totaling \$1,741.25. A true and correct copy of the Treasurer's Report was provided to all and is available for review at Trappe Borough Hall. J. Nepo further reported that the cash totaled \$1,565,693.00.

On a motion by T. Liberi, seconded by C. Johnson, and carried unanimously, payment of invoices included in the April 1, 2014 Treasurer's Report, check numbers 2405 through 2437 and electronic transfers from the PNC Bank General Fund, which also included payroll from February 2014 which was inadvertently not reported last month, in the amount of \$73,455.37, were approved. Motion carried 7 – 0.

On a motion by T. Liberi, seconded by C. Johnson, and carried unanimously, electronic payment of the PECO invoices included in the April 1, 2014 Treasurer's report from the PNC Bank Liquid Fuels Fund in the amount of \$2,666.23, were approved. Motion carried 7 – 0.

On a motion by F. Schuetz, seconded by T. Liberi, and carried unanimously, payment of invoices included in the April 1, 2014 Treasurer's Report, check numbers 1123 and 1124, from the PNC Escrow Fund in the amount of \$1,741.25, were approved. Motion carried 7– 0.

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

Borough Line Road/Bid Award: J. Guenther stated that she provided Borough Council with a copy of the Proof of Publication reflecting that the bid was advertised in the Mercury on March 6 & 11, 2014. J. Guenther stated that J. Sartor held the official bid opening on March 21, 2014 at 2:00 p.m. and that there were six bids placed as follows: (1) GoreCon, Inc. for \$419,982.60; (2) SJM Construction, Inc. for \$531,332.80; (3) Reid Paving Contractors, Inc. for \$622,730.35; (4) Marino Corporation for \$624,546.00; (5) Reading Site Contractors for \$754,973.20; and (6) Dan Malloy Paving, Inc. for \$833,564.90. J. Guenther stated that the low bidder, GoreCon, Inc., formally withdrew its bid citing clerical errors. J. Guenther stated that SJM was the second low bidder and that J. Sartor reviewed the bid from SJM and found it to be complete. J. Guenther stated that Dave Onorato has reviewed the bid bonds and documentation and found them to be in order. J. Guenther asked Borough Council to consider awarding the Borough Line Road bid contract to SJM Construction, Inc. for a fee not-to-exceed \$531,332.80, contingent upon Upper Providence Township's approval.

On a motion by P. Webster, seconded by P. Ronca, and carried unanimously, GoreCon, Inc.'s bid withdrawal for the 2014 Borough Line Road project was accepted. Motion carried 7 – 0.

On a motion by P. Edwards, seconded by F. Schuetz, and carried unanimously, the Borough Line Road Project Bid Contract award to SJM Construction, Inc., for a fee not-to-exceed \$531,332.80, contingent upon Upper Providence Township's approval; and with the

stipulation that if Upper Providence Township approves the bid award to SJM Construction Inc., but with the single line item for the tree relocation on Route 113 removed, Trappe Borough will award the bid with the removal of that line item, was approved. Motion carried 7 – 0.

PIRMA & SWIF Insurance Policy Renewals: J. Guenther stated that the Trappe Borough PIRMA insurance policies for general property, auto liability, public officials and property are due for renewal on May 1, 2014. J. Guenther stated that she provided a Memo outlining the 2014 renewal policy costs and that the PIRMA policies for 2014 will increase 17.8% which equates to an additional cost of \$2,403.00. J. Guenther stated that the total annual cost for the PIRMA insurance policy renewals will be \$15,880.00.

J. Guenther stated that the Workers' Compensation insurance policy renewal through the State Workers Insurance Fund (SWIF) is in the amount of \$21,466.00 for one year. J. Guenther stated that this will be an annual increase of \$30.00.

J. Guenther stated asked Borough Council to consider approving the PIRMA and SWIF insurance policy renewals for 2014.

On a motion by T. Liberi, seconded by P. Edwards, and carried unanimously, authorization to contract PIRMA for the Borough's insurance policies for a fee not-to-exceed \$15,880.00, for a one year period beginning May 1, 2014 to May 1, 2015; and to contract with SWIF for the Borough's Workers' Compensation insurance coverage for a fee not-to-exceed \$21,466.00, for a one year period beginning May 1, 2014 to May 1, 2015, were approved. Motion carried 7 – 0.

Healthcare & Dental Contract Proposal: J. Guenther stated that she provided Borough Council with a Memo outlining the healthcare and dental renewal plans. J. Guenther stated that the renewal date for these policies is May 1, 2014 and recommended that Borough Council agree to accept the Independence Blue Cross Personal Choice PPO Plan at the monthly rate of \$557.04; and the Aetna Individual Dental Plan at the monthly rate of \$37.88. J. Guenther stated that the approved 2014 Budget allows for \$7,603.00 and the total cost to the Borough would be \$6,514.44 after subtracting her annual contribution of \$624.60. J. Guenther asked for Borough Council's wish with respect to the healthcare and dental insurance policies.

On a motion by C. Johnson, seconded by P. Edwards, and carried unanimously, authorization to contract with Independence Blue Cross PPO for the Borough's healthcare plan for a one year period beginning May 1, 2014 to May 1, 2015, at a monthly fee not-to-exceed \$557.00; and the Aetna Individual Dental Plan for a one year period beginning May 1, 2014 to May 1, 2015, at a monthly fee not-to-exceed \$37.88, was approved. Motion carried 7 – 0.

MUTCD Sign Maintenance Program: J. Guenther stated that she provided a memo regarding the Manual Uniform Traffic Control Devices (MUTCD) municipal sign maintenance program as mandated by FHWA. J. Guenther stated that she has asked J. Sartor to provide a proposal to prepare a sign inventory as outlined in her memo. J. Guenther stated that the Borough will need to implement a plan for this program on or before June, 2014 and with that in mind, the memo also outlines a proposed plan for Trappe Borough to replace these signs. J. Guenther stated that

her recommendation would be to implement policy #4 which is a “blanket replacement” program. J. Guenther stated that the Borough only needs to adopt a policy now and the Borough can begin sign replacement in 2015 after those costs are worked into the budget. J. Guenther stated that she will have a better idea of how many signs there are and what signs need replacing once the sign inventory is completed. J. Guenther stated that Borough Council does not have to take action on this until our May 6, 2014 Borough Council Meeting but that she wanted to get all of this information to Borough Council for their consideration and that she will put this on the Agenda for the May 6, 2014 meeting for action. Whereupon discussion ensued.

Proposed Resolution 2014-05/TTT Bike Ride with the Mayor: J. Guenther stated that she has provided Borough Council with proposed Resolution 2014-05 authorizing the Borough to execute the PennDOT Special Event Permit for the Bike Ride with the Mayor to be held on May 17, 2014. J. Guenther stated that this event is being sponsored by Trappe Today & Tomorrow. J. Guenther asked Borough Council to consider approving Resolution 2014-05.

On a motion by P. Ronca, seconded by P. Edwards, and carried unanimously, Resolution 2014-05 authorizing the Borough to Execute the PennDOT Special Event Permit for the 2014 Bike Ride with the Mayor to be held on May 17, 2014, was approved. Motion carried 7 – 0.

Street Sweeping Bids: J. Guenther stated that as part of Trappe Borough’s ongoing MS4 Program, she has provided Borough Council with the Street Sweeping Bid tabulation. J. Guenther stated there were three bids as follows: (1) Arena for \$92.00 per hour; (2) R&S Sweeping for \$100.00 per hour; and (3) Reilly & Sweeping for \$102.00 per hour. J. Guenther stated that the bid calls for the street sweeping to be completed between April 14th and May 2nd. J. Guenther asked Borough Council to consider awarding the bid contract for street sweeping to Arena, Inc. for a fee not-to-exceed \$92.00 per hour plus a one-time travel fee of \$92.00, contingent upon the Borough of Collegeville’s approval.

P. Edwards asked that J. Guenther request that the street sweeping take place in late May or early June due to the late spring we are currently experiencing and the eventuality of tree droppings onto the streets.

On a motion by C. Johnson, seconded by F. Schuetz, and carried unanimously, authorization to contract with Thomas R. Arena Inc. at the rate of \$92.00 per hour for the annual street sweeping, contingent upon the Borough of Collegeville’s approval, as part of Trappe Borough’s ongoing MS4 program, was approved. Motion carried 7 – 0.

114 Clahor Development Agreements: J. Guenther stated that she has provided Borough Council with a copy of J. Sartor’s plan review for the proposed construction of a single family residence located at 114 Clahor Drive as well as a copy of the Developer’s Agreement, Stormwater BMP Agreement and the Letter of Credit. J. Guenther stated that D. Onorato has reviewed the documents and found them to be satisfactory. J. Guenther asked Borough Council to consider authorizing the Borough to enter into the above-mentioned contracts with the developer, Dave Martin.

On a motion by F. Schuetz, seconded by P. Edwards, and carried unanimously, authorization to execute the Developer’s Agreement, Stormwater BMP Agreement and Letter of Credit

between the Borough of Trappe and Developer, Dave Martin, for the construction of a single family residence located at 114 Clahor Drive, was approved. Motion carried 7 – 0.

MS4 Statement: J. Guenther stated that residents should use low-phosphate soaps when washing cars and to wash cars on the lawn rather than the driveway. J. Guenther stated that residents should not dump detergents or cleaning compounds into local waterways or storm inlets. J. Guenther stated that residents should consider washing cars at a carwash, which disposes of the wash water properly and to sweep walkways and driveways rather than hosing debris into storm drains.

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

Mayor Peck stated that she drafted a congratulatory letter that was sent to Perkiomen Valley School District for achieving the "Governor's Award for Excellence in Academics".

Mayor Peck stated that there are three requests for Auxiliary Police for upcoming events to take place in Trappe.

Mayor Peck stated that Michele Stankunas has asked the Borough to deploy an Auxiliary Police Officer to lead the Bunny Hop 5K Run scheduled to take place on April 27, 2014. Mayor Peck stated that one officer would be needed from 8:45 a.m. until 10:00 a.m. Mayor Peck stated that Michele Stankunas has requested that Trappe Borough pay for this service.

Mayor Peck stated that the Memorial Day Parade is scheduled to take place on May 26, 2014 and the organizers have requested the Borough to deploy five Auxiliary Police Officers from 9:00 a.m. until 11:00 a.m. Mayor Peck stated that the Parade Committee has requested Trappe Borough to pay for this service.

Mayor Peck stated that the Bike Ride with the Mayor is scheduled to take place on May 17, 2014 and is sponsored by the TTT and Bike Sport. Mayor Peck stated that the organizers have asked for two Auxiliary Police Officers to be deployed from 9:00 a.m. till 11:00 a.m., one to lead the bikers for the 3 mile ride, and the other officer to follow behind. Mayor Peck stated that the TTT has requested Trappe Borough to pay for this service

On a motion by P. Webster, seconded by F. Schuetz, and carried unanimously, authorization for deployment of one Auxiliary Police Officer on April 27, 2014 for the Bunny Hop 5K Run, at the Borough's expense; authorization for deployment of five Auxiliary Police Officers on May 26, 2014 for the annual Memorial Day Parade, at the Borough's expense; and deployment of two Auxiliary Police Officers on May 17, 2014 for the annual Bike Ride with the Mayor, at the Borough's expense, were approved. Motion carried 7 – 0.

Engineer's Report: John Sartor presented the Engineer's Report dated March 27, 2014, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. J. Sartor made the following comments:

Trappe School Plan Review: F. Schuetz asked if the revisions requested from Gerry Gorski for the Trappe School development plans were as a result of J. Sartor's review. J. Sartor stated that it was because the developer misinterpreted the Borough Code and thought they only needed 5,000 square feet per lot but in fact they are required to have 10,000 square feet per lot for a single family home. Whereupon discussion ensued.

Borough Line Road: T. Liberi asked if the Borough Line Road project is on track to begin in May. J. Sartor said that PECO has advised that they plan to move the utility poles during the third week of May. J. Sartor stated that as long as PECO keeps to that schedule the road construction work will begin on time.

President Scholl stated that he just became aware, for the first time today, that the utility pole relocation will cost the Borough \$39,000.00. J. Guenther responded that Mary Lou Lowry and J. Sartor have been discussing this with PECO and hope to resolve this issue in the Borough's favor.

Solicitor's Report: D. Onorato, Esquire stated that he would give his report during the Executive Session due to its legal nature and content.

PCS Site Agreement/Sprint Spectrum/Equipment Modification: D. Onorato stated the CTJPWD Committee recommended approval of the notification from PCS to modify their existing equipment on the water tower located at 233 W. Seventh Avenue in Trappe. D. Onorato stated that both Trappe and Collegeville Boroughs will need to approve and execute the acknowledgement regarding the notification of the modification of the existing equipment.

On a motion by C. Johnson, seconded by T. Liberi, and carried unanimously, authorization to execute the February 19, 2014 Acknowledgement from Nexius/Sprint Spectrum, L.P. regarding the notification of the modification of the existing equipment on the cell tower located at 233 W. Seventh Avenue, was approved. Motion carried 7 – 0.

On a motion by P. Edwards, seconded by C. Johnson, and carried unanimously, the Treasurer's Report, Borough Manager's Report, Mayor's Report, Engineer's Report and Solicitor's Report were approved as presented. Motion carried 7 – 0.

COMMITTEE REPORTS:

Administrative Services: C. Johnson stated that she provided Borough Council with a proposal from New Age Air to replace one of the Borough Hall HVAC systems which is in need of repair. C. Johnson stated that the proposed cost for repair is \$10,033.00 for the system with an added \$1,200.00 for ductwork modification. Whereupon discussion ensued.

P. Ronca stated that there was a second bid from Gerhringer that was less than the New Age Air bid, but their proposal did not include any duct work modification. There was also a third request for quote issued, but the vendor declined to quote.

On a motion by C. Johnson, seconded by F. Schuetz, and carried unanimously, authorization to purchase an HVAC system from New Age Air for a fee not-to-exceed \$11,233.00, was approved. Motion carried 7 – 0.

P. Edwards asked J. Guenther if there were carbon monoxide detectors at Borough Hall. J. Guenther responded that she just installed one in the Borough Hall office. P. Edwards suggested that J. Guenther purchase three more and place one in the meeting room and two in the basement, one on each side. J. Guenther stated that she would do so.

Communications: P. Webster stated that she had participated in several forums which included attendance at several courses and conferences during the first quarter of 2014.

Finance & Streets: President Scholl presented the Finance Committee Report, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. President Scholl made the following comments:

President Scholl stated that the Key Indicators show that EIT revenue is down by \$16,000.00 from 2013.

President Scholl stated that the 2014 Liquid Fuel allocation from the state was \$66,000.00 in 2013 and for 2014 the Borough received \$74,000.00 the increase of which is a direct result of the recently passed PA Transportation Bill.

President Scholl stated that the Key Indicators show expenditures for snow removal are up \$55,000.00 from 2013. President Scholl stated that snow removal costs total \$89,000.00 and the total budgeted for 2014 is \$90,000.00.

President Scholl stated that he was provided with a lower cost proposal from Stouch Lighting for the LED street lighting. President Scholl stated that he reached out to G.E. and asked them to submit a new proposal based on the decreasing costs for the LED lights. N. Scholl stated that he would bring a proposal before Borough Council next month to seek approval for a street light survey to be conducted in the Borough.

Parks & Open Space: F. Schuetz stated that he has heard back from the Natural Lands Trust regarding the grass meadow maintenance at Rambo Park.

F. Schuetz stated that he planned to set up a Rambo Park work weekend on May 3rd and 4th. J. Guenther stated that she would contact the District Attorney's Office to see if they could send 10 community service workers to help.

F. Schuetz stated that the Borough will need to order 200 cubic yards of playground mulch and 10 cubic yards of landscape mulch for the work weekend. J. Guenther stated that she would order the mulch as requested.

On a motion by P. Webster, seconded by P. Ronca, and carried unanimously, authorization for the Borough Manager to solicit proposals for the requested 200 cubic yards of playground

mulch and 10 cubic yards of landscape mulch and to order said mulch from the low bidder, was approved. Motion carried 7 – 0.

Planning, Zoning & Ordinances: T. Liberi stated that the Planning Commission did not meet during the month of March, 2014. T. Liberi stated that a Sign Ordinance Committee meeting has been scheduled for April 9, 2014.

F. Schuetz stated that the CPVRPC has initiated a proposal for a multi-regional greenway and stewardship study. F. Schuetz stated that the study would take place over a three year period and will look at greenways. F. Schuetz stated that the CPVRPC is seeking a DCNR grant in the amount of \$120,000.00.

Public Works & CTMA: C. Johnson stated that CTMA passed new By-Laws and questioned Section 4 pertaining to advertising of CTMA public meetings. D. Onorato stated that he would review the new CTMA By-Laws and report back to Borough Council with his findings.

N. Scholl asked for a copy of the *Annual Report* that is indicated in section 7 H of the new By-Laws.

T. Liberi asked if the CTMA and CTJPWD have resolved to meet on the same day.

F. Schuetz stated that the CTMA By-Laws were amended on February 19, 2014 to provide for CTMA meetings being held the third Wednesday of each month. F. Schuetz provided a copy of correspondence dated March 26, 2014 from Bill Bryant, Chairman, directed to President Scholl informing him that CTJPWD Committee is welcome to follow the CTMA meeting on the same day.

Traffic & Safety: P. Edwards stated that the Traffic and Safety Committee did not meet in March, 2014.

P. Edwards stated that he has received a request to have the Speed Sentry posted on E. College Avenue to track speeding vehicles. J. Guenther was instructed to have CTJPWD set up and remove the Speed Sentry. J. Guenther was also instructed to order new batteries for the Speed Sentry. Whereupon discussion ensued.

OLD BUSINESS: President Scholl called for any old business.

P. Edwards stated that he would like Borough Council to revisit the Commercial Inspections for Trappe Borough that was raised last year. P. Edwards stated that there is a real need for these types of inspections based on his personal experience as a code inspector for another municipality and seeing the many hazards that are lurking in commercial buildings.

NEW BUSINESS: President Scholl called for any new business.

Election Day Policy: President Scholl stated that he has provided Borough Council with a proposed policy for *Use of Borough Hall Property on Election Day Policy*. President Scholl stated that he provided a draft of this policy to all political parties and asked for their feedback.

President Scholl stated that this policy would set the rules and guidelines with respect to set up on Election Day and would decide by a coin toss who gets first choice of where to set up if two or more political parties show up at the same time.

On a motion by P. Webster, seconded by T. Liberi, and carried unanimously, the “Use of Borough Hall Property on Election Day Policy”, was approved, as amended. Motion carried 7 – 0.

Trappe Borough Action Items on Website: President Scholl stated that C. Johnson attended the TBA meeting and suggested, at their request, that the Borough Council *Action Items List* be posted on the website so that they could review the document and the progress being made. J. Guenther was instructed to post the *Action Items List* on the website, placed where she deems appropriate.

CTJPWD Collective Bargaining Negotiator: C. Johnson stated that the CTJPWD Committee interviewed two potential candidates for the collective bargaining negotiator position. N. Scholl stated that the CTJPWD Committee unanimously recommended Brian H. Leinhauser, Esquire at the rate of \$225.00 per hour and asked Borough Council for approval.

On a motion by C. Johnson, seconded by F. Schuetz, and carried unanimously, authorization to contract with Brian H. Leinhauser, Esquire, at the hourly rate of \$225.00, as the Collective Bargaining Negotiator for the CTJPWD union contract, contingent upon the Borough of Collegetown’s approval, was approved. Motion carried 7 – 0.

C. Johnson stated that she provided a copy of the Public Works Director’s Job Description to everyone. C. Johnson stated that she is working with the CTJPWD Committee to modify the Job Description and once that has been done it will be brought back to Borough Council for their consideration.

Water Works Park/Community Club Request for Donation: President Scholl stated that the Conservation Committee of the Community Club of Collegetown has requested that Trappe Borough make a donation to them for their costs in planting and maintaining the gardens at Water Works Park. President Scholl stated that he directed J. Guenther to send the request to Joe Hastings at CTJPWD.

EXECUTIVE SESSION:

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

At 10:24 p.m. Council adjourned from Executive Session.

ADJOURNMENT:

There being no additional business to conduct, at 10:25 p.m., a motion to adjourn was made by P. Ronca, seconded by T. Liberi, and carried unanimously. Motion carried 7 – 0.

Respectfully submitted,



Jacqui Guenther
Borough Manager/Municipal Secretary