

**MINUTES OF THE DECEMBER 2, 2014  
MEETING OF TRAPPE BOROUGH COUNCIL**

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President Nevin Scholl called the December 2, 2014 meeting of the Trappe Borough Council to order at 7:00 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, Ann Bell  
Solicitor, Dave Onorato  
Borough Manager,  
Robert Layman

**Excused/Absent:**

Engineer, John Sartor

**APPROVAL OF THE MINUTES:**

The members reviewed the minutes of the November 11, 2014 Council Meeting. Councilman Fred Schuetz stated that at the bottom of page 2 (paragraph 9, line 1), it should read that the "Borough Secretary" called the roll, not the "Township Secretary". Councilwoman Pat Webster indicated that on page 2 (paragraph 5, line 3), it stated that the conditional use hearing and the rezoning hearing were recorded by means of transcription and that no summary was provided in the minutes. Solicitor Dave Onorato suggested that could reflect the fact that these transcripts are available at the Borough Hall for review of the public.

***On a motion by Councilman Phil Ronca, seconded by Councilman Scott Martin, the Minutes of the November 11, 2014 Meeting of Borough Council were moved for approval. The motion was approved 7-0.***

The members reviewed the minutes of the November 13, 2014 Council Meeting. Councilman Fred Schuetz noted that on page 6 (paragraph 1, line 2) it should be “Waterworks Park”, not “Rambo Park”. Also, on page 6 (paragraph 2, line 2), it should be “DCED”, not “DCNR”. Councilwoman Pat Webster stated that on page 5, (paragraph 2, line 1) there are the words “of” and “for” together and one should be removed. The word “for” was removed.

*On a motion by Councilman Phil Ronca, seconded by Council Vice President Cathy Johnson, the Minutes of the November 13, 2014 Meeting of Borough Council were moved for approval. The motion was approved 7-0.*

### **PUBLIC FORUM/AGENDA AND NON-AGENDA ITEMS:**

Lisa Minardi, President of The Speaker’s House, invited the Mayor and the Council members to the tree lighting ceremony to be held by their organization during the evening of December 4, 2014.

Ms. Minardi reported that The Speaker’s House has received a commitment of funding for the purchase of a portion of the old school property at 29 East First Street. She offered that they could apply for other funding in order to purchase a portion of the grounds to be used in conjunction with the Speaker’s House. They have approached the developer but have not had a discussion on their proposal.

Borough Solicitor Dave Onorato pointed out that the process has to follow certain standards. There has to be a reasonable connection between the hearings and the actions of the Board. And these need to follow within a reasonable time frame. The actions of the Board need to reflect on the testimony received and not on outside activities.

### **STAFF REPORTS:**

#### **TREASURERS REPORT:**

Ann Bell, on behalf of Smart Devine, Treasurer, presented the Treasurers report dated December 2, 2014, check numbers 2683 through 2715 from PNC Bank General Fund, and electronic transfer of funds in the total amount of \$ 111,115.97. The report included the electronic transfer of funds to PECO from the PNC Bank Liquid Fuels Fund in the amount of \$ 2,536.30 and the issuance of check numbers 1139-1141 from the escrow account in the amount of \$ 11,026.00. Finally, Anne Bell reported that the cash in all accounts totals \$ 1,557,979. Copies of the Treasurers Report were provided to all and the Report is available for review at Trappe Borough Hall.

*On a motion by Councilwoman Tammy Liberi and seconded by Councilman Fred Schuetz, payment of invoices included in the December 2, 2014 Treasurers report, check numbers 2683 through 2715 and electronic transfers from the PNC General Fund in the amount of \$ 111,115.97 were moved for approval. Motion carried 7-0.*

*On a motion by Councilwoman Tammy Liberi, seconded by Council Vice President Cathy Johnson, electronic payment of the PECO invoice included in the December 2, 2014 Treasurer's report from the PNC Bank Liquid Fuels Fund in the amount of \$ 2,536.30, was moved for approval. Motion carried 7-0.*

*On a motion by Councilwoman Tammy Liberi, and seconded by Councilman Scott Martin payment of invoices included in the December 2, 2014 Treasurers report, check numbers 1139-1141 from the PNC Escrow Fund in the amount of \$ 11,026.00 were moved for approval. Motion carried 7-0.*

*On a motion by Councilwoman Tammy Liberi, seconded by Councilman Fred Schuetz, the Treasurers report was accepted as presented. The motion was approved 7-0.*

### **MANAGERS REPORT:**

**PIRMA Intergovernmental Contract Update:** The Borough maintains its liability insurance through a cooperative of Pennsylvania municipal governments. This entity was formed in 1996 and the original agreement had never been updated. H.A. Thompson, the administrator of the fund, has reviewed the agreement and has recommended a number of changes. The Borough Manager stated that these changes are mostly technical in detail.

It was noted that the Council has not really had the opportunity to understand the changes that are being proposed. The Borough Manager was instructed to obtain a black lined version of the agreement which would illuminate the changes that are being proposed.

**Resolution 2014-08: Independent Auditor:** The Borough has received a proposed agreement with Styer Associates for the auditing of the Borough's accounts for 2014. The cost of the audit would be approximately \$ 6,465, an increase of about 3% from the 2013 audit.

*On a motion by Council Vice President Cathy Johnson, seconded by Councilman Fred Schuetz, resolution 2014-08 authorizing the appointment of Styer Associated as the independent auditor for the Borough's 2014 accounts was moved for approval. The motion was approved 7-0.*

**2015 meeting Schedule:** The schedule of meeting of the Borough Council and the Borough Planning Commission was presented. The Council is scheduled to meet on the first Tuesday of every month, with the exception of November. The Planning Commission is to meet the third Tuesday of every month, with the exception of May. In both cases, the meeting dates are changed due to Election Day conflicts.

*On a motion by Councilman Fred Schuetz, seconded by Councilman Phil Ronca, the meeting dates and the authorization to advertise them was made. Motion approved 7-0.*

**PNC Bank – account signers:** In order to deal with problems caused by absences, it had been proposed to increase the number of people who could sign Borough checks. Currently there are only two people authorized. The proposal was to have a total of four eligible signers, these being the members of the Finance Committee and Vice President Cathy Johnson.

*On a motion by Councilman Scott Martin, seconded by Councilman Fred Schuetz, authorization was made for a change in the agreement with the Bank allowing four people to be signers on Borough issued checks, those four signers Council President Nevin Scholl, Council Vice President Cathy Johnson, Councilwoman Tammy Liberi and Councilman Phil Ronca. Motion approved 7-0.*

**2014 Donations:** A discussion of the donations made to outside groups was undertaken. It was suggested that the Borough might want to review its allocation of such donations. Council President Nevin Scholl noted that the Borough does require that the organizations provide an annual report on their finances. Solicitor Dave Onorato stated that frequently donations are made on the basis that the organization is relieving the municipality of a burden, and that all the organizations on the list meet that standard.

*On a motion by Councilwoman Tammy Liberi, seconded by Council Vice President Cathy Johnson, the following donations for the year 2014 were authorized: Trappe Historical Society - \$2,000, Perkiomen Valley Library - \$1,000, The Speakers House - \$ 1,000, Victims Services of Montgomery County - \$ 100. Motion approved, 7-0.*

**MS4 Report:** Borough Manager Robert Layman made the following comments relative to groundwater contamination: Winter is just around the corner and it's not too early to think about environmentally-friendly ways to control ice. Traction agents help prevent slipping on ice, but don't melt it. Sand, kitty litter and ashes can hurt vegetation, clog sewers and degrade aquatic habitats. Rock Salt is the most common product because it's effective and cheap. On the other hand, it is highly corrosive and ecologically damaging. Try water-friendly picks such as cracked corn as a traction agent until you can physically remove ice with a shovel and hoe. If deicing is important and within your budget, try a calcium magnesium acetate product that is low in phosphorous and use only the recommended amount. CMA is less problematic for soils, vegetation, and water supplies and concrete. It is non-corrosive, made from corn or petroleum and converts ice into an oatmeal-like mush.

### **MAYORS REPORT:**

**Flag Collection Box:** Mayor Connie Peck reported that a flag disposal box has been placed at the back door of Borough Hall. Individuals having flags that have become worn can drop off these in the box. The Patriotic Order Sons of America Camp 523 donated the box and will see that flags placed in the box are properly disposed.

**Holiday Tree Lighting:** Mayor Connie Peck announced that there is a tree lighting at 6:30 p.m. on Thursday, December 4<sup>th</sup> at the Speaker's House. The public is invited to attend.

### **ENGINEER'S REPORT:**

In the absence of John Sartor, a general review of the Engineer's Report dated November 25, 2014, which was provided to all and is available for review at Trappe Borough Hall was undertaken. The aspects of this report, as discussed were:

**West Fifth Street Paving:** The contractor finished most of the structural repair work that needed to be done. The only exception was the grass restoration on the Eroh property. In order to assure the completion of that work, they have posted a \$3,000 certified check to the Borough.

**Borough Line Road (from west 7<sup>th</sup> to North Borough Line):** Mr. Sartor noted that the estimates did not include any repair costs for the storm sewer repairs that may be necessary. The Borough Manager is to contact Upper Providence on this.

**Clahor Avenue Storm Sewer Investigation:** The matter of the sinkhole near Clahor Avenue was to be addressed by the placement of a metal plate. However, because of the unevenness of the ground, this would have proven to be a hazardous solution. Rather, the Public Works Department had some cement poured into the hole. At this time, the ground seems to be stabilized.

**Borough Hall Sidewalk:** Councilwoman Pat Webster expressed disappointment with the project. Specifically, the curb is only a few inches above the road surface, whereas Penn DOT's standards are that they be 6 to 8 inches. Solicitor Dave Onorato suggested that part of the problems results from the fact that the roadway becomes flatter over time, with a heavier repaving toward the edge than at the crown. Council Vice President Cathy Johnson expressed disappointment that the specifications had not been previously reviewed by Borough's Code Department.

#### **SOLICITOR'S REPORT:**

**Pyong Sun Isaacs Conditional Use Application:** Solicitor Dave Onorato presented a draft opinion on the Conditional Use Application of Pyong Sun Isaacs, 753 West Main Street. The order included the following as some of the conditions: there shall be no living quarters in the premises, there shall be a maximum of two employees on the premises at any one time, the hours of operation shall be limited to 9:00 a.m. to 8:00 p.m., there shall be no nudity on the premises, there shall be no adult entertainment on the premises, the applicant shall comply with the Pennsylvania and Montgomery County Board of Health Rules and Regulations, there shall be no table showers and the applicant shall comply with the Pennsylvania Therapeutic Massage Act where applicable.

*On a motion by Councilman Scott Martin, seconded by Councilwoman Pat Webster, approval was given to the Conditional Use Decision on the application by Pyong Sun Isaacs. Motion approved 7-0.*

**Amended Inter-municipal Agreement:** An Amended version of the Inter-municipal agreement between Trappe Borough, Collegeville Borough, Upper Providence Township and the Collegeville-Trappe Joint Public Works Department was discussed. The purpose of this draft is to correct minor discrepancies in previously approved agreements.

*On a motion by Councilman Fred Schuetz, seconded by Council Vice President Cathy Johnson, authorization for the release to Collegeville Borough and Upper Providence Township of this approved version of the agreement is given. Motion approved 7-0.*

*On motion by Councilman Phil Ronca, seconded by Council Vice President Cathy Johnson, the Borough Manager's report, the Mayor's report, the Engineer's report and the Solicitor's report were accepted as presented. The motion carried 7-0.*

## **COMMITTEE REPORTS:**

### **Administrative Services:**

**Borough Permit Program:** Council Vice President Cathy Johnson addressed the matter of the Borough's permit program. If someone has a problem with the program, it is generally because they are required to have a permit or because the inspector has found something wrong. But it is the Council that has insisted on the program as a benefit for the welfare of the community, and the Council has demanded that the regulations be enforced.

### **Communications:**

**Get Involved Flyer:** Councilwoman Pat Webster stated that interest generated by the "Get Involved" flyers continues to be received.

**Communications Policy:** Councilwoman Pat Webster reported that she had made a few minor changes in the draft Communication Policy. The latest draft had been forwarded to the members of Council. The policy is ready for adoption, should the Council find it acceptable.

*On a motion by Councilwoman Pat Webster, seconded by Councilman Phil Ronca, adoption of the Communication Policy for the Borough (dated November 16, 2014) was approved. Motion approved 7-0.*

### **Finance and Streets:**

**2015 Budget:** Council President Nevin Scholl provided a presentation of the proposed 2015-2019 budget. An overall summary of the document is that there is a deficit in 2015, funded through Borough reserve funds. The cause of the shortfall is the implementation of the road program approved in earlier years and the need to undertake an unexpected replacement of part of the Borough's storm sewer system. Altogether, the road program is expected to cost \$1,026,559 in 2015 compared with a total of \$ 1,292,559 in the years 2016-2019. For 2015, the work planned includes; the completion of the Borough Line Road improvement, the reconstruction of East 7<sup>th</sup> Avenue, the replacement of the storm sewer pipe from Clahor Avenue, the conversion of the street lights to LED's and the replacement of signs under the Boroughs sign replacement program,

Council President Nevin Scholl summarized the revenue projections in the 2015-2019 budget. There was no increases in the tax rates or fees for those years. These include the Real Estate Tax, the Earned Income Tax, the Local Services Tax, and the Franchise fees required of the local cable companies. The only increases result from the natural increase in collections resulting in the growth in the economy.

As to expenses, Councilman Scholl noted that estimates for 2015-2019 were also broadly figured by annualizing 2014 figures. However, exceptions were made. For example, the road program is planned and costs will differ according to what is being done in that particular year. In addition the engineer cost will also differ accordingly to the amount of work scheduled in any year.

*On a motion by Council Vice President Cathy Johnson, seconded by Councilwoman Pat Webster, authorization for the advertisement of the budget was approved. Motion approved 7-0.*

As to the budget, it was noted that the tax rate for 2015 will not change from the rate of 2014.

*On a motion by Councilman Scott Martin, seconded by Council Vice President Cathy Johnson, the fact that the tax rates will not change was to be noted in the minutes. Motion approved 7-0.*

### **Parks & Open Space:**

**Main Street to Rambo Park Connector Path:** While additional outside funding for the connector path was denied, the Borough will be looking to apply in the next round. Councilman Fred Schuetz noted that the chances for a successful application will be enhanced if the design for the project would be completed. Funding for that could come from the Open Space West Fund.

*On a motion by Councilman Fred Schuetz, seconded by Councilman Phil Ronca, authorization to design the Main Street to Rambo connector path was made. Motion approved 7-0.*

### **Planning, Zoning & Ordinances:**

**Meeting Update:** Councilwoman Tammy Liberi stated that there was no Planning Commission meeting in November. The Planning commission will be reviewing the draft sign ordinance in the coming months.

### **Public Works & CTMA:**

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

**Water shut-off Resolution:** Councilman Fred Schuetz reported that the authority is working on the procedures to be followed in the event someone's water needs to be shut off. Once developed, such procedures will be adopted through a resolution.

### **Traffic & Safety:**

**Next Meeting:** Councilman Scott Martin reported that the Traffic and Safety Committee will next meet on December 18<sup>th</sup>.

**Walkable Community Committee:**

**Next Meeting:** Councilman Phil Ronca reported that the Walkable Community Committee is scheduled to meet on December 18<sup>th</sup>.

**OLD BUSINESS**

President Nevin Scholl called for any old business.

No old business reported.

**NEW BUSINESS:**

Council President Nevin Scholl called for any new business.

No new business reported.

**EXECUTIVE SESSION:**

At 9:33 p.m. Council entered into Executive Session.

At 10:20 p.m. Council adjourned from Executive Session and returned to regular session.

**Employee Compensation:** The matter of the annual bonus for Joan Holley was discussed. It was noted that these funds were provided in lieu of a formal pension plan contribution.

*On a motion by Council Vice President Cathy Johnson, seconded by Councilman Fred Schuetz, authorization to pay Joan Holley \$ 1,130 as a bonus for work performed in 2014 was authorized. Motion approved 7-0.*

**ADJOURNMENT:**

*There being no additional business to conduct, at 10:28 p.m., a motion to adjourn was made by Councilman Phil Ronca seconded by Councilman Scott Martin to adjourn the meeting. The Motion carried 7 – 0.*

**Respectfully submitted,**

**Robert Layman  
Borough Manager/ Secretary**