

**MINUTES OF THE JANUARY 6, 2014  
MEETING OF TRAPPE BOROUGH COUNCIL**

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President Nevin Scholl called to order the regularly scheduled meeting of Trappe Borough Council on January 6, 2014 at 7:22 p.m. at Trappe Borough Hall, 525 West Main Street, Trappe, Pennsylvania.

Mayor Peck gave a brief statement about recently deceased Trappe Borough Resident and member of the Zoning Hearing Board and Trappe Community Day leader, Kathleen McDowell and her contributions to Trappe Borough. Mayor Peck acknowledged Dick McDowell and Kathleen's daughter, Susan, who were in attendance. Mayor Peck asked for a moment of silence in honor of Kathleen McDowell. Many of those present spoke of Kathleen and her many contributions to Trappe Borough.

**ANNOUNCEMENT OF EXECUTIVE SESSION:** President Scholl announced that there would be an Executive Session this evening to discuss legal matters. President Scholl stated that no vote would be taken after the session.

**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  
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

**Excused/Absent:**

Lew DiPrete

**APPROVAL OF THE MINUTES:** A true and correct copy of the Minutes of the December 3, 2013 Meeting of Borough Council was provided to all and is available for review at Trappe Borough Hall.

P. Webster stated that she wanted to clarify the Minutes on page 16 where it references her stating that she had "difficulty selling properties on Main Street" to reflect that what she stated was that she has "difficulty selling properties in Trappe because of the distressed look of the curbs on Main Street and the impression it leaves on clients from out of town."

C. Johnson objected to F. Schuetz's written submission of clarifications to the December 3, 2013 minutes stating that she believes they should be made part of tonight's Minutes.

F. Schuetz stated that he stands by his submission of clarifications and agreed to have them made part of the minutes for tonight's meeting. F. Schuetz's written clarifications are as follows:

“Clarification of Statements in December Minutes.

The minutes of a Council meeting are to reflect the Secretary’s interpretation of what was heard. I am not looking for amendments to what has been presented but I am presenting clarifications to several statements attributed to me and with which I do not fully agree. With regard to the proposed CTMA/PW merger, on page 13 it is noted that I stated the reason we are acting so quickly on the matter is that I would like control. Establishment and administration of a joint sewer and water system is not a matter of control by one person. It is a majority action and is a matter of what is felt by a majority to be in the best interest of the entire community being served. Positive action on the Intermunicipal Agreement for Water before the end of the year will ensure the establishment of a more efficient operating single entity. Positive action on the Agreement occurring after January 1, 2014 will ensure the continuation of two separate entities that will operate as they have for at least the past 22 years, sometimes very contentiously.

On page 14 Pat Webster speaks of the Upper Providence Township Supervisor’s reason for having a 90 day opt out clause in the Intermunicipal Agreement that is before them. The opt-out clause originated in Perkiomen Township deliberations. Perk. Twp., also, does not intend to get caught in any lawsuits between Collegeville and Trappe over CTMA/PW issues. Trappe’s willingness to initiate litigation to force matters in the direction of a Committee is well known. Perk. Twp. representatives informed me that they had been visited by Nevin. In the course of discussion of the merits of either type merger it was suggested to them that there could be lawsuits if a merger resulted in an Authority. Thus their interest in the 90 day opt out clause. The idea of the opt-out was passed on by Perk. Twp. and accepted by UPT.

If Council is serious about addressing the need for sidewalk/curb repairs on Main Street there should be an effort to seek grant funding in any amount, regardless of the availability of matching funds to assist with the needed work.

On page 16 Pat Webster laments the fact that she has difficulty selling properties on Main Street because the sidewalks are in deplorable condition. She is implying that property owners are delaying repairs because I have given them the impression that the Borough will do the work with grant funding. I suggest she look at the budgeted cost on a cost per foot basis for the approximate 200 foot long Borough Hall sidewalk, or more realistically, the estimated cost per foot for sidewalk/curb found in the Main Street Vision Plan. She will soon see why property owners aren’t volunteering to fix sidewalks so she can sell more properties. The extent of identified Main Street sidewalk needs of past years are available in the office. Fred Schuetz 12/27/13.”

***On a motion by C. Johnson, seconded by T. Liberi, the Minutes of the December 3, 2013 Meeting of Borough Council were approved, as amended. Motion carried 6 – 0.***

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

**Rambo Park Jenn Swing Installation:** J. Guenther stated that Michele Stankunas, from the Miracle in Motion Foundation, provided sketch plans for the installation of the Jenn Swing at Rambo Park. J. Guenther stated that M. Stankunas was notified that she will need to apply for a building permit and submit plans that are signed and sealed by a Pennsylvania certified engineer for review by Tom Heisner, BCO, for compliance with all UCC, ADA and Borough Code requirements. Once the plans have been reviewed by T. Heisner J. Guenther would bring them before Borough Council for their review and consent. Whereupon discussion ensued.

**STAFF REPORTS:**

**Treasurer's Report:** J. Nepo, on behalf of Smart Devine, Treasurer, presented the Amended Treasurer's Report dated January 6, 2014, check numbers 2325 through 2338 from the PNC Bank General Fund, and electronic transfer of funds in the amount of \$14,584.24; and electronic transfer of funds to PECO from the PNC Bank Liquid Fuels Fund in the amount of \$2,428.18. The Amended Treasurer's Report included check number 1119 from the PNC Escrow Fund totaling \$574.12. 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 total was \$1,035,683.00 and certificates of deposit totaled \$489,025.00 for a total balance of \$1,524,708.00.

J. Nepo stated that the Superior Credit Union CD has matured and those funds were deposited into the PNC Bank General Fund on January 2, 2014. J. Nepo also stated that the Continental Bank CD will mature on January 7, 2014 and that those funds would be deposited into the PNC Bank General Fund.

*On a motion by T. Liberi, seconded by F. Schuetz, and carried unanimously by those Council Members present, payment of invoices included in the January 6, 2014 Amended Treasurer's Report, check numbers 2325 through 2338 and electronic transfers from the PNC Bank General Fund in the amount of \$14,584.24, were approved. Motion carried 6 – 0.*

*On a motion by T. Liberi, seconded by C. Johnson, and carried unanimously by those Council Members present, electronic payment of the PECO invoice(s) included in the January 6, 2014 Amended Treasurer's report from the PNC Bank Liquid Fuels Fund in the amount of \$2,428.18, were approved. Motion carried 6 – 0.*

*On a motion by T. Liberi, seconded by C. Johnson, and carried unanimously by those Council Members present, payment of invoices included in the January 6, 2014 Amended Treasurer's Report, check number 1119 from the PNC Escrow Fund in the amount of \$574.12, was approved. Motion carried 6 – 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:

**Resolution 2014-01/Fee Schedule:** J. Guenther stated that she provided Borough Council with proposed Resolution 2014-01 setting forth the 2014 Fee Schedule. J. Guenther asked Borough Council to consider approval of Resolution 2014-01.

*On a motion by T. Liberi, seconded by F. Schuetz, and carried unanimously by those Council Members present, Resolution 2014-01 setting forth the 2014 Fee Schedule, was approved as presented. Motion carried 6 – 0.*

**Christmas Tree Collection:** J. Guenther stated that Christmas tree collection is scheduled for Wednesday, January 15, 2014. J. Guenther recommended that Trappe residents put their trees curbside the night before collection. J. Guenther stated that residents could also drop their trees off at the compost site during normal business hours. J. Guenther stated that any trees that are thrown away with regular trash will not be collected pursuant to DEP regulations.

**MS4 Statement:** J. Guenther stated that residents should use dry methods for cleanup around their property whenever possible and they should sweep or vacuum to pick up dirt, sand and grit from sidewalks and place it in a trashcan. J. Guenther stated that residents should avoid hosing down dirty paved areas as this carries pollutants into storm drains and to keep sidewalks and other outdoor areas litter-free. J. Guenther stated that residents should use absorbent products to clean up chemical or oil spills, and then follow proper regulations to dispose of them. J. Guenther stated that when water must be used for cleaning, dispose of wastewater properly in a drain connected to the sanitary sewer facility. J. Guenther stated that residents should never dispose of wastewater in a storm drain.

**Mayor's Report:** Mayor Peck stated that she will pick up the two Eagle Scout award plaques on January 8, 2014 and will present one on January 12, 2014 and the other on January 18, 2014.

**Engineer's Report:** John Sartor presented the Engineer's Report dated December 23, 2013, 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:

**1501 W. Main Street Sports Complex Plan:** J. Sartor gave a brief overview of Upper Providence Township's plan to build a sports complex at 1501 W. Main Street and what effect it would have on Trappe Borough. J. Sartor stated that the only issue for Trappe was stormwater management and recommended the Borough waive land review and instead issue a grading permit. D. Onorato asked that he be provided with a copy of the plans to review so that he could determine if this project should be subject to land development procedures before Borough Council would consider a land development waiver. Whereupon discussion ensued.

**Borough Line Road Project:** J. Sartor stated that the plans have been completed for the Borough Line Road rehabilitation project and that the only outstanding items are the easement agreements from the three property owners and the PennDOT Highway Occupancy Permit approval. J. Sartor stated that other than that he is prepared to go out for bid on this project. Whereupon discussion ensued.

*On a motion by C. Johnson, seconded by P. Edwards, and carried unanimously by those Council Members present, authorization for J. Sartor to place the Borough Line Road project*

*out for bid on Penn Bid, was approved, contingent upon: (1) receipt of the approved PennDOT Highway Occupancy Permit; (2) receipt of signed and recorded easements from the three property owners; and (3) written approval from Upper Providence Township that they agree with the plans. Motion carried 6 – 0.*

**Betcher Road Culvert Repairs:** J. Sartor stated that the work on the culvert has been completed and the slope protection on stream embankment was installed.

**MS4 Stormwater Ordinance:** J. Sartor stated that the DEP has released the new MS4 Stormwater Ordinance which must be adopted on or before March 15, 2014. J. Sartor stated that the Borough has no ability to change any wording in the ordinance. J. Sartor stated that the ordinance was crafted by the DEP and includes all information and requirements from the EPA and that every municipality in Pennsylvania is required to adopt this ordinance. J. Sartor stated that this ordinance is the next generation of the existing Stormwater Ordinance which the Borough adopted in 2004.

J. Guenther stated that the Planning Commission will review this ordinance at their January 21, 2014 meeting and she will report their recommendations to Borough Council at the February 4, 2014 Borough Council meeting for their consideration.

D. Onorato stated that he would prepare the necessary documents for the February 4, 2014 meeting to repeal the existing ordinance and to replace it with the new ordinance.

**2015 Road Program Project:** President Scholl stated that the 2015 Road Program project includes E. Seventh Avenue. President Scholl stated that the Director of Public works informed him that they plan to replace sewer and/or water lines along that stretch of road in the Spring of 2015. President Scholl stated that J. Hastings recommended that the newly installed lines be allowed to settle over the summer and suggested the road rehabilitation take place in the fall of 2015. J. Sartor agreed with that assessment.

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

*On a motion by C. Johnson, seconded by F. Schuetz, and carried unanimously by those Council Members present, the Treasurer's Report, Borough Manager's Report, Mayor's Report, Engineer's Report and Solicitor's Report were approved as presented. Motion carried 6 – 0.*

#### **COMMITTEE REPORTS:**

**Administrative Services:** C. Johnson read the resignation letter dated January 6, 2014 from Borough Council Member Lew DiPrete, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. Borough Council agreed to advertise the vacant seat on Borough Council and to interview qualified candidates at the February 4, 2014 Borough Council Meeting.

*On a motion by C. Johnson, seconded by F. Schuetz, and carried unanimously by those Council Members present, Lew DiPrete's resignation from Borough Council was accepted. Motion carried 6 – 0.*

C. Johnson read the public notice that would be published in the local newspaper and on the website. C. Johnson stated that any resident of Trappe who has resided in Trappe for more than one year and is a registered voter who wishes to fill the vacant seat should send their letter of interest and/or resume to the Borough Manager on or before February 4, 2014. Whereupon discussion ensued.

*On a motion by C. Johnson, seconded by T. Liberi, and carried unanimously by those Council Members present, authorization for the Borough Manager to advertise the vacant Borough Council seat was approved. Motion carried 6 – 0.*

C. Johnson stated that the Administration Committee would work on the Personnel Manual so that it can be presented to Borough Council at their February 4, 2014 meeting for consideration.

C. Johnson stated that a new computer was purchased for the Borough Manager due to problems with the existing laptop.

C. Johnson stated that she would reach out to the TTT Design Team to discuss the Borough Hall sidewalk and curb design.

**Communications:** P. Webster stated that this is a newly formed committee and that she planned to meet with Borough Council Members and the Borough Manager to discuss primarily what is working and where there is need for improvement by way of external communications to the residents.

**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 he has received notice from Upper Providence Township officials that they no longer wish to move forward with the joint firehouse building needs study. President Scholl stated that UPT has indicated that they plan to have a township wide needs study done for their EMS and firehouse needs on their own. President Scholl stated that he believed Trappe Borough should wait until UPT has finished their study to see if they will continue to need the services of TVFC. President Scholl stated that once we have the information from UPT we will have a better understanding of what is needed and at that time can move forward with Trappe's plans for a new firehouse.

President Scholl stated that he provided a Schedule of Key Indicators to Borough Council and that the schedule shows the largest revenues were as follows for 2013: EIT revenue was \$742,000.00 which is approximately \$66,000.00 more than projected and there was a spike in Real Estate Transfer Taxes which came in at \$48,000.00 more than in 2012. President Scholl

stated that revenue generators for the Borough were up by \$228,000.00 from 2012 and that equates to 11% above the budgeted amount for 2013.

President Scholl stated expenses came in at \$994,000 which is much less than the budgeted amount because, instead of doing the Borough Line Road Project, the Borough did W. Fifth Avenue which cost \$400,000.00 less. President Scholl stated that expenditures came in at approximately \$170,000.00 less than budgeted.

**Parks & Open Space:** F. Schuetz stated that he sent in the PECO Green Region Grant Application but at the time of mailing the Mayor had not signed the Resolution because she was on vacation. F. Schuetz asked J. Guenther to send a fully executed copy of Resolution 2013-16 to Holly Harper at the Natural Lands Trust who manages the PECO Green Region Grant applications.

F. Schuetz stated that he, Connie and Cathy met with a representative from the Natural Lands Trust looking for ideas on how to better manage the mowings, encourage meadow types of grasses and discourage invasive plants at Rambo Park. F. Schuetz stated that he has identified areas on a map of Rambo Park where he would recommend implementation of grassy meadows and that he would send the map to the Natural Lands Trust, and they, in turn, would provide a written report to the Borough at no cost.

**Planning, Zoning & Ordinances:** T. Liberi stated that the Planning Commission did not meet during the month of December. T. Liberi stated that she planned to resume working on the Sign Ordinance. T. Liberi stated that she plans to have the Sign Ordinance adopted in 2014.

F. Schuetz stated that he received a request from Professor Patrick Hurley asking if his students could participate in any future land development discussions.

**Public Works & CTMA:** C. Johnson stated that the CTMA and CTJPWD would continue to meet on the fourth Tuesday of each month at Trappe Borough Hall for the 2014 calendar year.

C. Johnson stated that key projects in 2014 would include continuing to negotiate the union contract and continuing the installation of water meter replacements.

**Traffic & Safety:** P. Edwards presented the State Police Report, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. P. Edwards stated that there were 69 incidents in Trappe during December, 2013.

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

**LED Street Lights:** President Scholl stated that Finance Committee reported on LED street light replacements back in August, 2013. President Scholl stated that he has added an additional box to the spreadsheet because a vendor came back to us with a cost proposal for LED lights which is now significantly less. President Scholl stated that in the past the cost to replace all street lights with LED lights was estimated at \$130,000.00 after a PECO credit. President Scholl stated the cost now is \$69,000.00 after a PECO grant is subtracted which makes the payback only 7 years. President Scholl stated that previously the payback was 14 years. President Scholl

stated that by assuming each light would last 10 years that would equate to a compounded annual return of 7% per year which is much more attractive. President Scholl stated that no action was required at this time and he is seeking additional proposals. Whereupon discussion ensued.

**Intermunicipal Water Service Agreement/Upper Providence Township:** President Scholl stated that the Ordinances were passed in December 2013 and have now been signed and we are now moving on to the Intermunicipal Water Service Agreement, a copy of which was provided to Borough Council labeled "Addendum 13-B", which is the agreement with Upper Providence Township.

D. Onorato stated that this is one of two agreements necessary to effect the service of water in the two different townships. D. Onorato stated that although water service has been extended to these two townships for a number of years, the Water Service Agreements were never put in place and that needs to be done to make the water service legitimate.

*On a motion by F. Schuetz, seconded by C. Johnson, and carried unanimously by those Council Members present, the Intermunicipal Water Service Agreement with Upper Providence Township, was approved, as presented. Motion carried 6 – 0.*

**Intermunicipal Water Service Agreement/Perkiomen Township:** President Scholl stated that Borough Council was provided with the Intermunicipal Water Service Agreement with Perkiomen Township labeled "Agenda Items 13 - C". President Scholl called for a motion.

*On a motion by F. Schuetz, seconded by C. Johnson, and carried unanimously by those Council Members present, the Intermunicipal Water Service Agreement with Perkiomen Township, was approved, as presented. Motion carried 6 – 0.*

**NEW BUSINESS:** President Scholl called for any new business.

**Trappe Borough Action Items:** President Scholl provided a list of action items that Borough Council plans to address in 2014, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. President Scholl stated that no action was required at this meeting but invited Borough Council to review it and make suggestions. President Scholl stated that this is a plan to establish target dates for certain action items. Whereupon discussion ensued. President Scholl stated that they would make any necessary revisions and/or additions and provide it to Borough Council for approval at the February 4, 2014 meeting and, once approved, he would distribute it to the public.

**Borough Council Accomplishments:** F. Schuetz provided a written description of the accomplishments of Borough Council over the past six years. Borough Council asked to have this tabled until the February 4, 2014 Borough Council meeting.

**Inclement Weather Coordinator:** T. Liberi asked why Clint Tichnell resigned as the Inclement Weather Coordinator. J. Guenther responded that he was getting too many complaints and felt he could not handle the job requirements in addition to his full time position as an EMT. Whereupon discussion ensued.



President Scholl asked for suggestions for a new Inclement Weather Coordinator for Trappe.

**ADJOURNMENT:**

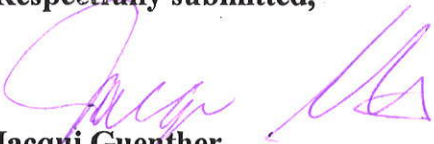
There being no additional business to conduct, at 9:22 p.m., a motion to adjourn was made by C. Johnson, seconded by T. Liberi, and carried unanimously by those Council Members present. Motion carried 6 – 0.

**EXECUTIVE SESSION:**

At 9:28 p.m. Council entered into Executive Session.

At 10:01 p.m. Council adjourned from Executive Session.

Respectfully submitted,



**Jacquie Guenther**  
**Borough Manager/Municipal Secretary**

