

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

President Nevin Scholl announced that at the end of the regular meeting Borough Council will hold an executive session to discuss legal matters.

President Nevin Scholl called to order the regularly scheduled meeting of Trappe Borough Council on July 1, 2014 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..

ADMINISTRATIVE SERVICES The Administrative Services recommends the appointment of Scott Martin to fill the unexpired term of Paul Edwards as a Council Person. The appointment will continue until “the first Monday in January after the first municipal election occurring more than sixty days after the appointment.” There were no nominations from the floor.

On motion by F. Schuetz, seconded by C. Johnson, the nominations were closed. The motion carried 5-0.

On motion by F. Schuetz, seconded by C. Johnson, Scott Martin was appointed to fill the unexpired term on Borough Council until the first Monday in January after the first municipal election occurring more than sixty days after the appointment. Motion carried 5-0.

The Oath of Office was administered by Mayor Connie Peck.

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

Those present were:

President, Nevin Scholl
Vice President, Cathy Johnson
Fred Schuetz
Tammy Liberi
Phil Ronca
Scott Martin
Mayor Connie Peck

Absent P. Webster
Also in attendance:
Solicitor, Dave Onorato
Engineer, John Sartor, P.E.
Treasurer, Justin Nepo
Interim Borough Manager,
Robert T. Umstead

DISCUSSION A discussion ensued as to the need to approve the May 6, 2014 minutes since they were revised. It was determined that the minutes were previously approved and no further approval was necessary.

APPROVAL OF THE MINUTES: A true and correct copy of the Minutes of the June 3, 2014, Meeting of Borough Council was provided to all and is available for review at Trappe Borough Hall.

On a motion by P. Ronca, seconded by C. Johnson, the Minutes of the June 3, 2014 Meeting of Borough Council were approved, as presented. Motion carried 6 – 0.

PUBLIC FORUM/AGENDA AND NON-AGENDA ITEMS: President Scholl called for public comment. There were no comments from the public nor any non-agenda items.

STAFF REPORTS:

Treasurer's Report: J. Nepo, on behalf of Smart Devine, Treasurer, presented the Treasurer's Report dated July 1, 2014, check numbers 2501 through 2527 from the PNC Bank General Fund, and electronic transfer of funds in the amount of \$66,163.98; and electronic transfer of funds to PECO from the PNC Bank Liquid Fuels Fund in the amount of \$162.75. The Treasurer's Report included check number 1129 from the PNC Escrow Fund totaling \$1,729.68. 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 \$1,701,730.00.

On a motion by F. Schuetz seconded by T. Liberi and carried unanimously, payment of invoices included in the July 1, 2014 Treasurer's Report, check numbers 2501 through 2527 and electronic transfers from the PNC Bank General Fund, in the amount of \$66,163.98 were approved. Motion carried 6 – 0.

On a motion by F. Schuetz and seconded by T. Liberi and carried unanimously, electronic payment of the PECO invoice included in the July 1, 2014 Treasurer's report from the PNC Bank Liquid Fuels Fund in the amount of \$162.75, was approved. Motion carried 6 – 0.

On a motion by F. Schuetz, seconded by T. Liberi and carried unanimously, payment of invoice included in the July 1, 2014 Treasurer's Report, check number 1129, from the PNC Escrow Fund in the amount of \$1,729.68, was approved. Motion carried 6– 0.

Borough Manager's Report: R. Umstead 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.

Solicitor's Permit Permit applications were received and approved from individuals employed by Commerce Energy for door to door solicitation as an energy supplier.

Traffic Signal Maintenance Contract The renewal of the contract which expires August 1, 2014 has been received for a two year period beginning August 1, 2014. The annual fee for maintenance has not increased. The rates for repair and/or replacement of damaged signals indicate a slight increase in charges for some items. The increases appear to be in order with rate of inflation.

On a motion by C. Johnson, seconded by P. Ronca President Nevin Scholl was authorized to execute the Signal Service Contract for a two year period beginning August 1, 2014. Motion carried, 6-0.

Borough Line Road Construction Report - Deferred to John Sartor in his Engineer's Report.

Solicitation Letter – Portnoff Law Associates, Ltd. A letter was received from Portnoff soliciting the Borough business of collection of delinquent municipal user fees and real estate taxes. Solicitor Dave Onorato explained the reasoning behind the letter. The County permits individual law firms the opportunity of collecting the fees and taxes, plus a collection fee. The Borough has not adopted an ordinance which would permit the Borough to use these services.

MS4 Statement When your pet goes on the lawn, remember, it doesn't just go on the lawn. When our pets leave those little surprises, rain washes all that pet waste and bacteria into our storm drains. And that pollutes our waterways. So what to do? Simple. Dispose of it properly (and preferably in the toilet). Then that little surprise gets treated like it should.

Trappe Community Day An application has been received from Trappe Community Days to install a banner across Main St from August 25, 2014 to Sept. 15, 2014 announcing Trappe Community Days to be held Sept 13, 2014. The Overhead Banner App to Penn DOT has been completed.

On motion by C. Johnson, seconded by F. Schuetz the application to Penn DOT for Trappe Community Days to install a banner across Main St for the period of August 25, 2015 to Sept 15, 2014 was approved. The motion carried, 6-0.

Lower Perkiomen Valley Regional Sewer Authority—The Borough has received a letter from the authority requesting agreement with the Authority's desire to cease operations of the ultrasonic/flume meters. The authority has been maintaining two meters in each meter pit located within the Borough limits. The ultrasonic/flume meters are not functioning properly and the cost of sensors, operation, calibration, repair, and maintenance has exceed \$56,800. A discussion ensued concerning measuring waste and it was determined that there are two meters in each pit and that the ineffectiveness of the ultrasonic/flume meters indicated in the request from the authority appeared reasonable.

On motion by F. Schuetz, seconded by C. Johnson, the Borough Manager was directed and authorized to forward a letter to the Lower Perkiomen Valley Regional Sewer Authority in agreement with their request to discontinue the use of ultrasonic/flume meters in meter pits where there are two meters located. The motion carried 6-0.

Lower Perkiomen Valley Regional Sewer Authority The Borough has received a letter from the authority enclosing a memo from Bill Dingman that summarizes the work completed to date on the Act 537 Plan.

Laurel Drive/Lilac Circle A quote has been received from The Pavement Group for repairs to the roadways. Two figures were presented. The first quote was to only replace the discolored area on Laurel Dr and seal the seams in the asphalt on Laurel Dr and Lilac Circle. This amount was \$3,579.29 and was not the recommendation of the contractor as this would only be a temporary fix. The second quote was to remove the discolored area, install underground piping to the storm sewer inlet located approximately 115 feet away, repave all affected areas, and seal all seams in the asphalt on Laurel Dr. and Lilac Circle. This was quoted at \$8,396.14.

The contractor also recommended that Gilmore & Assoc obtain core samples for testing prior to start of the work. J. Sartor was questioned concerning the cost to do core samples and replied approximately \$1,000. Additionally approximately \$500 in Engineering fees would be required for this project.

On motion by F. Schuetz, seconded by P. Ronca The Pavement Group was authorized to complete the repairs to Laurel Drive and Lilac Circle in accordance with their quote of \$8,396.14 and that Gilmore & Assoc. was to provide core borings and engineering oversight for an additional \$1,500. The motion carried 6-0.

Mayor's Report: Mayor Peck reported on the meeting of the Trappe Community Day Committee held May 29, 2014. Thirty six businesses were visited for solicitation of funds. Mayor Peck officiated at the wedding of Becky Stoll and Mike Pasquarillo on June 7, 2014.

Mayor Peck offer comments on the upcoming July 4th Holiday and urged all residents to honor their country and support those who are defending the USA.

Engineer's Report: John Sartor presented the Engineer's Report dated June 25, 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:

1501 W. Main St. Sports Complex- revised plans were received and are being reviewed

Borough Hall Sidewalk Improvement Project Plans are complete, HOV obtained, advertisements will be placed in compliance with the Borough Code. A pre-bid meeting is scheduled for July 18, 2014 and the bid documents have been uploaded to PennBid. Projected cost \$40,700.

Borough Line Roadway Reconstruction. Verizon is to replace their lines on the PECO poles on Thursday, July 3, 2014. A copy of the contractor's schedule was presented.

Neborlea Way The survey has been completed and it has been determined that the damaged fence and street light are on the Borough's right of way. A copy of the survey was to be forwarded to D.Onorato for review. A recommendation will be forwarded for the August 5 meeting.

Solicitor's Report: D. Onorato, Esquire reported that the storm water issues at 11 Clahor Ave has been researched and an easement for storm water piping has been recorded. An attempt will be made to locate the land development plans for Sugar Hill Farms to determine the details of the storm water management system.

AWACS, Inc Settlement Agreement and Release A settlement and release agreement has been reached and must be executed by both Trappe Borough and Collegeville Borough.

On motion by C. Johnson seconded by T. Liberi , President N. Scholl was authorized and directed to execute the agreement and release and have the same delivered to Collegeville for their execution. The motion carried 6-0.

On motion by P. Ronca seconded by T. Liberi and carried unanimously the Financial Report, 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 6-0.

COMMITTEE REPORTS:

Administrative Services: C. Johnson reported the search for a new Borough Manager is ongoing. The Committee met and a number of resume have been reviewed. There is nothing more to report at this time

Communications: No report.

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:

The Earned Income Tax receipts have increased over 2013 and total income is in excess of the first six months of 2013.

Parks & Open Space: F. Schuetz reported that there was a Rambo Park Clean-Up Day. Six representatives from the Sheriff's Department and 4 Ursinus students participated. Approximately 85 yards of mulch was spread of the 165 yards purchased. A discussion ensued concerning the remaining mulch with no decision reached. The Borough Manager is to contact B & M Landscaping to determine the cost to have that firm move and spread the excess mulch from Rambo Park to the Borough Hall tot lot. Also spread the remaining mulch at Rambo Park.

A request has been received from Richard McDowell to provide a park bench at Rambo Park with a plaque to honor the passing of Mrs. McDowell who has served the Borough for a substantial number of years. Mr. McDowell would supply a plaque to attach to the bench at his own cost. A discussion ensued concerning the amount of an appropriate donation. It was suggested that \$175 would cover the cost of a new bench.

On motion by F. Schuetz seconded by C. Johnson and carried unanimously it was determined that a donation of \$175 to Trappe would be an appropriate amount to provide a bench. The motion carried 6-0.

F. Schuetz presented a proposal to submit a resolution to authorize the Borough to submit an application to DCED. A draft resolution was submitted as the dollar amounts to be included may vary pending an application approval for an additional grant from National Lands Trust and PECO. The total amount of the cost of the project was the subject of a discussion. One thought was that the total cost of the project should include funds already spent. The other opinion was that previous expenditures should not be included. It was determined that previous costs should not be included. The proceeds of the grant would fund the path from Main St. to Rambo Park.

Two options were submitted for consideration. The first option listed a total project cost of \$70,395 being funded with a DCNR grant of \$38,000, a DECD grant of \$22,395, and Borough contributions of \$10,000. The second option listed the total project cost \$70,395 being funded

with a DCNR grant of \$38,000, the PECO grant of \$10,000, a DCED grant of \$17,395 and Borough funds of \$5,000. A discussion followed.

On motion by F. Schuetz seconded by C. Johnson, and carried unanimously the Borough is to submit a resolution and grant application to DCED based on the forgoing information depending upon the approval or rejection of the National Lands Trust/PECO grant. The motion carried 6-0.

Planning, Zoning & Ordinances: It was suggested that the Regional Planning Commission might consider requesting a fee of \$3,000 for 2015. No further discussion followed.

Public Works & CTMA: The Public Works Audit was presented. A full and complete copy of the audit report is available at Borough Hall for inspection.

Traffic & Safety No Report

OLD BUSINESS: President Scholl called for any old business.

Pension Review Study President Scholl reported after due consideration, the Borough should not contribute any additional funds over and above the required annual contribution. The reasoning being that additional state contributions could be reduced if the Borough pension fund is fully funded. J. Nepo, Treasurer advised Council that if there is an unfunded liability at year end this will have to be listed on the Balance Sheet. This is due to new regulations for Pension funds for 2014. A brief discussion ensued.

President Scholl reported on the LED lighting survey. Apparently there are two lists of the lights in the Borough and there are discrepancies on the two lists which must be rectified. More information will be provided later.

President Scholl presented the Fund Activity Summary reports.

NEW BUSINESS: President Scholl called for any new business.

President Scholl reported that he is working on a grant application for an "Automated Red Light Enforcement" grant. This grant is available from the Commonwealth from funds received by the Commonwealth as a result of violations cited by red light cameras. The funds may be used for replacement of street signs. If two or more municipalities co-operate on an application, preferential treatment will be given for that application. Colledgeville has agreed to participate on the application. More information will be provided later.

It was requested that the Borough Manager's vacancy be published on the Borough's web site with information on how to submit a resume.

EXECUTIVE SESSION:

At 9:00 p.m. Council entered into Executive Session.

MINUTES TO THE MEETING OF TRAPPE BOROUGH COUNCIL JULY 1, 2014

At 9:18 p.m. Council adjourned from Executive Session.

C. Johnson reported on the Performance Review of Joan Holley, Administrative Assistant. It is her recommendation supported by J. Guenther prior to her departure of a 6% salary increase which amounts to \$1 per hour. This would increase Ms. Holley salary to \$18 per hour retroactive to May 31, 2014..

On motion by C. Johnson seconded by P. Ronca and approved unanimously the salary of Joan Holley is to be increased by \$1 per hour to \$18 per hour retroactive to May 31, 2014. The motion carried 6-0.

At 9:20 p.m. Council entered into another Executive Session.

At 9:45 Council adjourned from Executive Session

ADJOURNMENT:

There being no additional business to conduct, at 9:46 p.m., a motion to adjourn was made by C. Johnson seconded by F. Schuetz and carried unanimously. Motion carried 6 – 0.

Respectfully submitted,



Robert T. Umstead
Interim Borough Manager/Municipal Secretary