

**MINUTES OF THE JUNE 3, 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 June 3, 2014 at 7:00 p.m. at Trappe Borough Hall, 525 West Main Street, Trappe, Pennsylvania. The Pledge of Allegiance was led by Council person Pat Webster.

President Nevin Scholl announced that contrary to information dispersed, the Sign Ordinance was not on the agenda tonight.

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

Those present were:

President, Nevin Scholl
Vice President, Cathy Johnson
Fred Schuetz
Pat Webster

Also in attendance:

Solicitor, Dave Onorato
Engineer, John Sartor, P.E.
Treasurer, Anne T. Bell, Smart Devine
Interim Borough Manager,
Robert T. Umstead
Styer & Associates
Gregory S. Ede

ADMINISTRATIVE SERVICES:

Borough Manager, Jacqui Guenther resigned her position in the Borough effective May 23, 2014. She is entitled to payment for 9 unused vacation days and a 6% retirement contribution, totaling \$4,810.15.

On motion by C. Johnson seconded by F. Schuetz the resignation of Jacqui Guenther was accepted effective May 23, 2014 with a payment through payroll services of \$4,810.15 representing unused vacation and retirement contributions for 2014. Motion carried 4-0.

The Administrative Services Committee recommends the hiring of Robert Umstead as Interim Borough Manager according to the terms set out in the agreement letter dated May 20, 2014. Highlights of the letter are that Umstead is a contract employee at a \$40/hour for 15-20 hours per week.

On a motion by C. Johnson, seconded by F. Schuetz, Robert Umstead is to be hired as an Interim Borough Manager as a contract employee at the rate of \$40 per hour for 15-20 hours per week. Also Umstead will serve as Borough Secretary, Zoning Officer, and Right to Know Officer. Motion carried 4-0.

Paul Edwards submitted his resignation from Borough Council after almost 6 ½ years of service. The resignation to be effective May 23, 2014. Paul has indicated that he will continue to serve on both CTMA and the regional sewer authority.

On motion by C. Johnson, seconded by F. Schuetz Paul Edwards resignation was accepted with an effective date of May 23, 2014. Motion carried 4-0.

To replace Mr. Edwards, the Borough will place the information on the Web site and on Trappe TV. Applicants are to submit letters of interest and/or resume to Borough Hall by June 17, 2014. An extra meeting will be held on Thursday, June 19, 2014 at 7:00 PM to interview prospective candidates. Person not wishing to submit letters of interest or resumes may attend the June 19, 2014 and be interviewed at that time.

The Extra Meeting is to be properly advertised according to the Borough Code.

On motion by F.Schuetz, seconded by P. Webster the Council vacancy is to be advertised on the Borough's web site and on Trappe TV and that an advertisement of the Extra Meeting will be properly advertised. The motion carried 4-0.

APPROVAL OF THE MINUTES: A true and correct copy of the Minutes of the May 6, 2014, Meeting of Borough Council was provided to all and is available for review at Trappe Borough Hall. Prior to the approval of the May 6, 2104 minutes being approved the following changes were made. Page 1 with reference to the Gorski plan for Trappe School, a sketch plan is needed. Page 3, the vote on the summer intern was 5 – 1, Mr. Ronca voted “NO”. Page 6 New Business, Pension Review Committee Appointments, second line the word Appointment should be deleted and the work Apportionment added.

On a motion by P. Webster, seconded by. C. Johnson, the Minutes of the June 3, 2014 Meeting of Borough Council were approved, as presented. Motion carried 4 – 0.

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

Gregory S. Ede representing Styer & Associates presented the Auditor's Report for 2013. The report contains 28 pages with written material and notes to the financial statements which are an integral part of the statement. The Permit Revenue and Record Keeping deficiency reported previously (2012) was corrected in 2013. Highlights of the report were presented. Financial Highlights lists Borough assets exceed its liabilities by \$2,917,689. Of this amount \$1,410,752 are unrestricted which is an increase of \$141,947 in comparison to the previous year. The year (2013) ended with no liabilities. The annual income and expenses were discussed. Total revenues increased more than expenses did, resulting in the net increase of assets. The records of the Borough are maintained on the modified case basis of accounting and the financial statements have been prepared on that basis. Actual revenues and expenditure compared to budgeted amounts were reviewed. Actual revenues exceeded budgeted items and budgeted expenses exceeded actual expenses. A true and correct copy of the Auditor's Report is available for review at Trappe Borough Hall.

On motion by F. Schuetz seconded by P. Webster the Auditor's Report for 2013 was accepted as presented. Motion carried 4-0.

Howard Lownes, resident, advised that a report in the Pottstown Mercury noting the area may become infested with an insect, Emerald Ash Borer, which will attack Ash Trees and if not properly treated may kill the trees within five days. There is a product available at "Loews" that will counter-act the Borer and has to be utilized once a year for seven years.

This info will be published in the upcoming newsletter.

STAFF REPORTS:

Treasurer's Report: A. Bell, on behalf of Smart Devine, Treasurer, presented the Amended Treasurer's Report dated June 3, 2014, check numbers 2474 through 2500 from the PNC Bank General Fund, and electronic transfer of funds in the amount of \$65,251.21; and electronic transfer of funds to PECO from the PNC Bank Liquid Fuels Fund in the amount of \$2,507.07. The Treasurer's Report included check numbers 1127 and 1128 from the PNC Escrow Fund totaling \$1,833.57. A true and correct copy of the Treasurer's Report was provided to all and is available for review at Trappe Borough Hall. A. Bell further reported that the cash totaled \$1,640,245.00.

On a motion by C Johnson seconded by F. Schuetz and carried unanimously, payment of invoices included in the June 3, 2014 Treasurer's Report, check numbers 2474 through 2500 and electronic transfers from the PNC Bank General Fund, which also included payroll from May 2014. Motion carried 4 – 0.

On a motion by C. Johnson and seconded by F. Schuetz and carried unanimously, electronic payment of the PECO invoices included in the June 3, 2014 Treasurer's report from the PNC Bank Liquid Fuels Fund in the amount of \$2,507.07, were approved. Motion carried 4 – 0.

On a motion by C. Johnson, seconded by F. Schuetz and carried unanimously, payment of invoices included in the June 3, 2014 Treasurer's Report, check numbers 1127 and 1128, from the PNC Escrow Fund in the amount of \$1,833.57, were approved. Motion carried 4– 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.

MS4 Statement: You fertilize the lawn. Then it rains. The rain washes the fertilizer along the curb, into the storm drain, and directly into our lakes, streams and into coastal waters including the Delaware River and Chesapeake Bay. This causes algae to grow, which uses up oxygen that fish need to survive. So if you fertilize, please follow directions and use sparingly.

AUGUSTUS COMMUNITY CARNIVAL An application has been received from Augustus Lutheran Church to install a banner across Main St. from July 16, 2014 until August 4, 2014 announcing the Community Carnival to be held July 30, 2014 to Aug. 2, 2014. The Overhead Banner App to Penn DOT has been completed.

On motion by C. Johnson, seconded by P. Webster the application to Penn DOT for Augustus Lutheran Church to install a banner across Main St. for the period of July 16, 2014 until August 4, 2014 was approved. The motion carried 3-0. N. Scholl abstained due to the fact he is a member of that church.

Mayor's Report: Mayor Peck was not present. Report on file but not read.

Engineer's Report: John Sartor presented the Engineer's Report dated May 29, 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 which contained one grading question which had to be resolved. The revised legal descriptions and exhibits were forwarded to the Borough Manager and Borough Solicitor for their use in preparing the easements agreements.

Borough Line Roadway Reconstruction-A preconstruction meeting was held. Verizon is to replace one pole on W. Third Ave. and upon completion, PECO will relocate their poles and then construction can begin. The pole replacement is expected to occur the first week of June.

Sidewalks at Borough Hall. J. Sartor advised that all the necessary form and plans are completed for this project and ready for bidding and asked that advertisements for bids be authorized and that the project to be uploaded to Penn Bid.

On motion by P. Webster seconded by C. Johnson, and carried unanimously Gilmore & Assoc. were authorized to advertise for bids for the completion of curb and sidewalks in front of Borough Hall and upload the project to Penn Bid. Motion carried 4-0.

The All Permits Issued Report for the period of April 29, 2014 through May 27, 2014 was received and distributed to Council and Mayor Peck. A true and correct copy of the report is available for review at Trappe Borough Hall.

Solicitor's Report: D. Onorato, Esquire stated that he would give his report during the Executive Session.

COMMITTEE REPORTS:

Administrative Services: C. Johnson advised that the Administrative Services Committee will meet on June 16, 2014 to prepare the qualifications for the new Borough Manager and prepare an advertisement.

A chart itemizing events which the auxiliary police participate in and the organization responsible for payment of the fees was presented.

New heating and air conditioning system has been installed and is working quite well.

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:

President Scholl stated that the Key Indicators show that EIT revenue is down by \$44,000. from 2013 and the Real Estate Transfer Tax is down by \$28,000.

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.

F. Schuetz presented information on the Single Application Grant to DCED. There are fourteen items of work on the proposed application. F. Schuetz met with J. Sartor concerning the cost per item to be included on the application. The grant will be utilized to construct the pathway from Main St. to Rambo Park via the easement across the street from Borough Hall. A \$38,000 grant from DCNR has been approved and a \$10,000 grant from Natural Lands Trusts is pending approval. A resolution will be required from Borough Council and this will be on the July 1 Council meeting agenda. The total cost of the construction is expected to be \$70,300 which will require a 15% Borough contribution. A discussion ensued concerning the pathway.

Planning, Zoning & Ordinances: No Report

Public Works & CTMA: No Report

Traffic & Safety A question was raised concerning "Open Burning." It was determined that open burning was permitted. However, Fire Chief, commented that no burning was permitted between dusk and dawn. A Burning Permit is required. This information should be placed in the next news letter.

OLD BUSINESS: President Scholl called for any old business.

The LED Lighting survey has been completed last month and we expect the results to be reported this month.

FEMA has issued new Flood Plain Maps. The Flood Plain Ordinance has been submitted to Montgomery County Planning Commission and the Commission has advised they will review the ordinance. Some properties in Trappe will no longer be in the Flood Plain and there are a few properties that were not previously in the flood plain that now will be in the flood plain. Those property owners have been notified. President Scholl advised he had attended a FEMA Seminar concerning this issue. The flood plain will have to be considered when a property owner applies for any permit.

Main Street Banners have not yet been ordered. The deadline has been extended until May, 2015.

Basement Cleaning is progressing. A discussion ensued concerning what is being removed. Original sub-division plans are being maintained.

NEW BUSINESS: President Scholl called for any new business.

EXECUTIVE SESSION:

At 8:20 p.m. Council entered into Executive Session.

At 9:15 p.m. Council adjourned from Executive Session.

ADJOURNMENT:

There being no additional business to conduct, at 9:15 p.m., a motion to adjourn was made by C. Johnson seconded by F. Schuetz , and carried unanimously. Motion carried 4 – 0.

Respectfully submitted,



Robert T. Umstead
Interim Borough Manager/Municipal Secretary

***** After further legal review it was determined that the effective date of Paul Edwards' resignation was the date accepted by Borough Council at the June 3, 2014 meeting. Therefore, a replacement has to be appointed by July 3, 2014 and will be an agenda item for the July 1, 2014 meeting.**