

**MINUTES OF THE MAY 5, 2020  
MEETING OF TRAPPE BOROUGH COUNCIL**

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Council President Phil Ronca called to order the regular meeting of Trappe Borough Council, held virtually, on May 5, 2020 at 7:00 p.m.

**Those Present Were:**

President Phil Ronca  
Vice President Cathy Johnson  
Mallory Perlin  
Scott Martin  
Stu Strauss  
Pat Webster  
Brett Yeagley

**Also Present:**

Manager Tamara Twardowski  
Solicitor David Onorato  
Treasurer John Klink

Absent: Mayor Matthew Wismer

There will be an executive session after the meeting to discuss a personnel matter and a litigation matter.

**APPROVAL OF THE MINUTES:**

The members of Council reviewed the minutes of the April 7, 2020 special meeting minutes.

**Motion to approve the minutes as presented and to ratify the motions made at the April virtual meeting including:**

- **Approving minutes from March 3, 2020**
- **Paying bills as presented from the General, Escrow and Liquid Fuels funds and an escrow release for 410 Betcher Road**
- **Ratifying the disaster declarations dated March 20, 27, and April 3, 2020**
- **Approving an extension of the discount period for real estate tax until May 31, 2020**
- **Cancelling the Workers Compensation insurance through SWIF and entering into a policy with AmTrust**
- **Moving the June Borough Council meeting to June 9, 2020**
- **Continuing the Public Hearing on Ordinance 455 until June 9, 2020**

**Moved: S. Strauss**

**Seconded: B. Yeagley**

**Approved: 7 - 0**

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

The virtual meeting, along with instructions to participate or provide public comment was advertised in the Pottstown Mercury and on the Borough Website. T. Twardowski is monitoring the email address provided for comment and has received no comments.

S. Calvin (via phone) reported to Council that Representative Ciresi's office is open with rotating staff and others work remotely. If the Borough is in need of anything, please reach out.

**STAFF REPORTS:**

**Borough Engineer:** West First Avenue Project paving will be moved back from the original June dates due to curb work not being completed because of shut downs from COVID. The storm sewer replacement has also been pushed back because of shut downs.

The Main Street sidewalk/curb survey has been completed. There were around 12,000 LF of sidewalk, 4,000 LF of curb and 18 handicap ramps. The estimated cost based on current contract costs is around \$500,000 but that is not bid at prevailing wage. There would be some permitting costs involved with the handicap ramps which could add another \$35,000-50,000. S. Martin asked if we had a definite timeline on the paving of Main Street. P. Webster recommended that the Borough send a letter to PennDOT outlining the Borough's desire to have Main Street redone. There are approximately 130 properties on Main Street, with 86 that have been identified. Approximately 20 of them are residential owner/occupied. P. Webster requested that 1 W. Main Street (the corner of Center and W. Main) be looked at as that is the beginning of the Borough, not Center Avenue. P. Ronca offered to take the lead as the Council representative to work with the engineer and manager to come up with a plan/application for the July 31 grant.

**Motion to authorize work by Barry Isett to produce cost estimates and attachments in an amount not to exceed \$4,000.00:**

**Moved: S. Martin**

**Seconded: S. Strauss**

**Approved: 7-0**

P. Schmoll presented plans and a construction estimate for the Jefferson Court BMP at roughly \$50,000. This has been budgeted for 2020. This is one of the BMP improvements required by the Borough's approved MS4 plan.

Motion to authorize bidding the Jefferson Court BMP project:

**Moved: B. Yeagley**

**Seconded: S. Martin**

**Approved: 7-0**

S. Strauss asked where Barry Isett was as far as building inspections, permit, U&O's, etc.

T. Twardowski reported that Building permits, construction inspections, and U&O's have started back up on Friday. U&O's have only been done in unoccupied buildings, but that will be changing as long as the number of people is limited to one or two and masks are being worn. The Borough is not currently doing rental inspections.

S. Martin asked what was going on with the Rose property. P. Schmoll is reviewing a plan that was submitted by the Eye Design engineer and expects to have a review of that plan by the June meeting.

P. Webster asked that the Engineer stay for the entire meeting as frequently things come up during the manager or solicitor's report which would be helpful to have input from the engineer.

**Treasurer's Report:** John Klink presented the Treasurer's Report dated April 30, 2020 along with a bill list with checks 2947-2971, two payrolls, and direct charges from Phoenixville Federal credit totaling \$75,393.17.

**A motion to pay bills as listed:**

**Moved: S. Strauss**

**Seconded: B. Yeagley**

**Approved: 7 - 0**

**Motion to approve check 2972, not on bill list, to Russo Landscaping in the amount of \$1,907.50 a deposit for mulch, contingent upon the landscaping proposal being approved later in the meeting:**

**Moved: S. Strauss**

**Seconded: S. Martin**

**Approved: 7 – 0**

John Klink presented the Treasurer Report dated Aril 30, 2020 for the Customers Bank Liquid Fuels Fund direct charges by PECO in the amount of \$2,302.76.

**A motion was requested to pay bills as listed:**

**Moved: B. Yeagley**

**Seconded: P. Webster**

**Approved: 7 – 0**

John Klink presented the Treasurer’s Report dated April 30, 2020 for the Customers Bank Escrow Fund check numbers1164-65 in the amount of \$1,367.00.

**A motion was requested to the pay bills as listed:**

**Moved: P. Webster**

**Seconded: S. Martin**

**Approved: 7 – 0**

**Mayor’s Report:** T. Twardowski requested ratification of Emergency Disaster Declaration on April 10, 17 and 24<sup>th</sup> along with May 1, 2020 authorized by Mayor Wismer and President Ronca.  
**A motion to ratify the disaster declarations made April 10, April 17, April 24 and May 1, 2020:**

**Moved: S. Strauss**

**Seconded: M. Perlin**

**Approved: 7 – 0**

T. Twardowski reported that in a webinar hosted by the PA Boroughs Association it was discussed that if Borough Council declares the disaster declaration it can be done for a longer period of time.

**Motion to enact an emergency disaster declaration in effect until such time as the State of Pennsylvania lifts the State declaration:**

**Moved: S. Martin**

**Seconded: M. Perlin**

**Approved: 7 – 0**

**Borough Manager’s Report:**

T. Twardowski reported that some resident expressed concern about being able to meet the May 31 deadline to have their curbs repaired. S. Martin agreed stating that he had been contacted by a few of his neighbors on N. Borough Line Road and that they had been told by Drumheller Construction that they would not be able to get there before early/mid-June. T. Twardowski reminded Council that Upper Providence Township is leading this project and had told her that they anticipated the contractor starting this work mid to late June. T. Twardowski also suggested that the Borough may want to consider waiving the 10% administration fee if a property owner just wanted to let the Borough do the work and paid the invoice within 30 days. Borough Council asked the manager to request UPT hold off until July.

**Motion to extend the deadline for residents to have a contractor line up for repair until June 15<sup>th</sup> and the repairs to be done by June 30, 2020 and to waive the 10% administration fee if the resident would prefer to just have the Borough take care of the work and pay the Borough’s invoice within 30 days:**

**Moved: S. Martin**

**Seconded: P. Webster**

**Approved 7-0**

T. Twardowski presented an additional rebate available due to our new LED street light installation. This credit has to do with a reduction of usage during peak hours. In order to be eligible for the rebate, Trappe Borough must allow the Grid operation to take the credit for our high efficiency fixtures for the next 4 years. The credit is not large, probably about \$250/year because the street lights are not on for the majority of on peak demand hours.

**Motion enter into a Rewards Capacity Agreement with C Power Energy Management:**

**Motion: S. Strauss**

**Seconded: S. Martin**

**Approved: 7-0**

T. Twardowski reported that Colledgeville Borough is procuring bids for joint street sweeping. Last year the cost was around \$1,500.00 for the street sweeper. She asked for authority to move forward with the sweeping as long as the low bid was consistent with 2019's cost.

**Motion to approve street sweeping not to exceed \$1,500.00:**

**Moved: C. Johnson**

**Seconded: P. Webster**

**Approved: 7-0**

Council was provided a spreadsheet of potential costs for ramp replacement versus elevator installation for an accessible entrance at Borough Hall. While the exact construction cost for the ramp replacement isn't known, it appears with all of the items needed for the elevator, the costs will likely be comparable. Discussion ensued as to whether the ramp could be redesigned without the switchbacks to reduce construction costs. Council asked BIA to look at that as an option while designing.

**Motion to authorize BIA to proceed with the ramp design at a cost not to exceed \$8,590.00:**

**Moved: S. Strauss**

**Seconded: S. Martin**

**Approved: 7 – 0**

T. Twardowski shared correspondence received with Council including a letter from a resident on Sugar Hill requesting consideration of installing street lights on W. First Avenue between Clahor and Water Works Park.

T. Twardowski provided two landscaping bids and recommended awarding the 2020 landscaping, minus the playground mulch to the lowest bidder Russo Landscaping in the amount of \$8,990.00. She will look in to some other options in regards to the playground mulch.

**Motion to award landscaping for 2020 to Russo Landscaping in the amount of \$8,890.00:**

**Moved: S. Strauss**

**Seconded: S. Martin**

**Approved: 7 – 0**

**Motion to accept staff reports as presented:**

**Moved: S. Martin**

**Seconded: P. Webster**

**Approved: 7 – 0**

**Traffic and Safety:** B. Greenwood gave the fire company report and mentioned that it has been a slow month as far as incidents.

**Parks, Recreation, and Open Space and Business Committee:** S. Strauss said that it makes sense to take a look at the Main Street Plan and see if there are parts of the plan that we may be able to apply for grants. P. Ronca brought up the concerns of residents regarding the sidewalks and that the Borough needs to find a solution to this problem. L. Minardi offered her assistance along with support from the historical society if they can be of assistance. S. Strauss reported that during the last business committee meeting sidewalks were discussed and the owners that were there understood and agreed that sidewalk improvement were necessary to help improve the downtown business community. P. Ronca felt strongly that the Borough needs to explore and

focus efforts on trying to obtain any grant funding that we can use for the sidewalk improvements. He will commit to working with the manager and Barry Isett on this project.

**Public Works & CTM:** C. Johnson reported on the April meeting and provided copies of minutes and financial reports. The committee recommended waiving the 10% penalty for the April billing period, but this needs the approval of both Councils.

**Motion to waive the 10% penalty for the April billing cycle:**

**Moved: P. Ronca**

**Seconded: S. Strauss**

**Approved 6-0**

**S. Martin had stepped away during this vote.**

**New Business:**

Trappe Day – T. Twardowski asked for Council thoughts on Trappe Day. While September is still a few months away, Covid 19 has impacted many community events. Staff has concerns as to whether or not vendors and businesses will be willing to participate as their revenues have likely been impacted. Additionally, some of the entertainment contracts do not have cancellation clauses. Council consensus was that it was too early to cancel, but the topic can be re-visited. The manager will reach out to entertainers and discuss cancellations situations.

**Council recessed to executive session at 9:26 p.m.**

**The meeting adjourned at 10:05 p.m.**

**Respectfully submitted,**

**Tamara D. Twardowski  
Borough Secretary**