

REORGANIZATION MEETING and
REGULAR MEETING OF KENHORST BOROUGH COUNCIL
January 4, 2016

Mayor Hatzas called the 2016 Reorganization Meeting of the Kenhorst Borough Council to order at 7:00 PM. Present: Mayor Hatzas, Councilmen Correnti, De Pasquale, Fritz, Holland and Mohn, Fire Chief Dwayne Hart, Reading Police Chief William Heim and Borough Manager Jeri Diesinger. Absent: Councilman Jay Ibach, Solicitor Jill Nagy and Tax Collector Denice Carroll. Eileen Becker, Borough Secretary/Treasurer recorded minutes of the meeting.

Pledge of Allegiance

Swearing in of Council – Mr. Kevin De Pasquale, Mr. Kieran Holland and Mr. Edward Mohn were sworn into office as newly elected Councilmen.

Reorganization Meeting -

- **President Pro Tem Elected – Councilman Mohn** - Mr. Fritz made a motion to elect Mr. Mohn as President Pro Tem. Mr. De Pasquale offered a second - motion passed unanimously.
- **Council President Elected – Councilman Roche** - Mr. Fritz made a motion to elect Mr. Roche as Council President. Mr. Mohn offered a second and the motion passed unanimously.
- **Council Vice-President Elected – Councilman Correnti** - Mr. Fritz made a motion to elect Mr. Correnti as Council Vice-President. Mr. Holland offered a second and the motion passed unanimously.
- **Resolution # 657 Approved for 2016 2-year Municipal Appointments** - Mr. Roche made a motion to approve Resolution #657 which designates the municipal appointments for a new 2 year period. Mr. De Pasquale offered a second and the motion passed unanimously.
- **Resolution # 658 Approved for 2016 Council Committees** - Mr. Roche made a motion to approve Resolution #658 to accept the 2016 Council Committee membership as a draft. Mr. Roche asked that Council review their committee assignments and let him or Mrs. Diesinger know if they would like to make any changes. Mr. De Pasquale offered a second and the motion passed unanimously.
- **Resolution # 659 Approved - 2016 Fee Schedule** - Mr. Roche made a motion to approve Resolution #659 - 2016 Fee Schedule. Mr. De Pasquale offered a second and the motion passed unanimously.

FINAL COMMENTS/ADJOURNMENT of REORGANIZATION MEETING

With no other comments or business, Mr. Roche made a motion to adjourn. The motion was seconded by Mr. Correnti and the reorganization meeting concluded at 7:10 p.m.

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President Roche called the 2016 January meeting of the Kenhorst Borough Council to order at 7:11 PM. Present: Mayor Hatzas, Councilmen Correnti, De Pasquale, Fritz, Holland and Mohn, Fire Chief Dwayne Hart, Reading Police Chief William Heim and Borough Manager Jeri Diesinger. Absent: Councilman Jay Ibach, Solicitor Jill Nagy and Tax Collector Denice Carroll. Eileen Becker, Borough Secretary/Treasurer recorded minutes of the meeting.

Persons Wishing to be Heard –

Dr. Greg Aulenbach, 1400 Block New Holland Road – Dr. Aulenbach requested consideration be given for contractors who have to park trailers temporarily while working in the borough. Construction work is being done at his property located at 1439 New Holland Road and one of his contractors' trailers was ticketed recently because it was left for a short amount of time while a load of stone was being transported for the job.

Mrs. Diesinger confirmed the intent of the parking ordinance is to discourage owners from using borough streets/parking spaces to store their personal or work trailers. Mr. Roche asked Chief Heim for his opinion on the matter. Chief Heim suggested that contractors/property owners contact the Reading Police Traffic Department at the non-emergency number to notify the police about a contractor's parked trailer. The non-emergency number is 610-655-6116 – residents and/or contractors should ask for the Traffic Department. Mr. Roche also commented that Council will review the current ordinance regarding unhitched trailers.

PRESIDENT OF COUNCIL – Mr. Roche presented the meeting minutes from December 3. Mr. Fritz made a motion to approve the December minutes with Mr. Holland offering a second. Motion passed unanimously.

REPORTS –

Mayor - Mayor Hatzas reported a total of \$1,359.64 in fines were received by the Borough during the month of December.

Reading Police Chief - Chief William Heim will present both the December and January reports at the February meeting.

Kenhorst VFD Chief – Chief Dwayne Hart provided the December and 2015 year-end reports.

- In December, there were 25 calls with a total of 119 firefighters responding; there were an average number of 5 firefighters per call with a total time spent of 11 hours and 52 minutes. There was no loss to the Borough.
- In 2015, there were 378 calls with a total of 1,709 firefighters responding; there were an average number of 5 firefighters per call with a total time spent of 193 hours and 28 minutes. There was a fire loss to the borough in the amount of \$5,350.00.
- The Christmas Parade and Children's party held on December 19th was again a huge success and was well attended. .

Tax Collector – no report

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Finance –

- Mr. Fritz presented the revenue and expense report for December and made a motion to approve the December bills with Mr. De Pasquale offering a second. Motion passed unanimously.
- Mr. Fritz reported that the Borough received an unexpected \$122,500 in real estate transfer tax from the sale of the Kenhorst Shopping Plaza during 2015. He would like Council to authorize investing \$150,000 of General Fund monies into a CD to maximize interest earnings. It was decided that Mr. Fritz will research various CD options and will report specific recommendation to Council at the February meeting.
- Mr. Roche commented that 2015 was a very good year for the Borough financially and he thanked Borough staff and Council for working hard to hold the line on expenses.

Codes & Emergency Services – Mr. Roche commented that 2015 was a very busy year. He provided a summary of the December Kraft Code Services report and indicated that the latest open permits report was posted. Anyone who has a question as to whether or not a permit is required and/or was obtained for work going on in the Borough should contact the Office.

Parks & Playground – Mr. Holland reported that the first meeting regarding the Park/Recreation Master Plan is scheduled for January 19, 2016 at 7 PM at the Community Center building. Representatives from MAYBA and the Mifflin Broncos organizations will attend. The group is planning to meet on the 3rd Tuesday of the month for the next several months. .

Personnel – will be covered later in agenda.

Property & Buildings –

- Mr. Correnti reported the pump station wet well doors were installed and the project is complete.
- The two flow meters for the pump station have been ordered. Mr. Hart expects delivery of the meters within the next week or two.

Sanitation – Mr. Mohn reported that he went out to observe the trash hauler crew two times during December. He did not witness any problems and has not received any complaints about Eagle over the last month. He believes Eagle has been doing a better job lately, but stressed that he wants to hear about any problems with their services if that changes.

Sanitary Sewers – Mr. Roche reported the technical meetings are continuing.

Streets & Storm Water –

- Mr. Roche reported there are several outstanding punch list items from the 2015 Road Work project. As such, the Borough is withholding the final 5% payment owed to EJB Paving (\$5,756.00). In addition, the Borough is unhappy with the quality of EJB's paving on High and Haig Boulevards. Mr. Roche explained that there was a problem with a specific macadam batch used for the project. Instead of repaving the problem areas, they were dug up and patched. Both the Borough's Engineer and Penn DOT Municipal Services representative are also dissatisfied with the patch work.

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- After discussion, it was decided that Council will formally contact EJB regarding the resolution of these concerns. Mr. De Pasquale made a motion to authorize Ms. Nagy and Mrs. Diesinger to draft a formal notice of dispute to EJB Paving. Mr. Mohn offered a second and the motion passed unanimously.

Solicitor – Mr. Roche said there were no pending legal items.

Borough Manager – Mrs. Diesinger provided a six page year-end report to Council highlighting the activities completed in December and for 2015.

OLD/UNFINISHED BUSINESS

- Installation of Rear Borough Shop fence screening – Tabled from October meeting.
- Proposed closing of New Holland Road entrance to alley behind pump station – tabled from October meeting. A review of MEA proposal for design pending. Tabled until spring – to be addressed by the Streets Committee.
- Borough Hall and Fire Station property survey report and drawings received - Council will review the survey at the February meeting.

NEW BUSINESS

- Ratified change to Full –Time Regular Employment for Crewman Jesse Schweitzer - Mr. Fritz made a motion to ratify changing Mr. Schweitzer’s employment status from temporary full-time to regular full-time. Mr. De Pasquale offered a second and the motion passed unanimously.
- Ratified Integra Business Solutions Contract for accounting/payroll services – Mr. Fritz made a motion to approve the Integra contract at an annual cost not to exceed \$8,000.00. Mr. Holland offered a second and the motion passed unanimously. Mrs. Diesinger commented that subsequent annual costs should decrease to approximately \$6,500.00. The first year start up is more costly.
- Ratified Purchase of Pump Station Magnetic Meters - Mr. Fritz made a motion to approve the purchase of 2 magnetic meters at a cost not to exceed \$15,000.00. Mr. De Pasquale offered a second and the motion passed unanimously.
- Adopted Ordinance #574 – Regulations to Pay Council for Attendance at Council Meetings - Mr. De Pasquale made a motion to adopt duly advertised Ordinance #574. It provides for payment of Council’s quarterly stipends based upon regular attendance at monthly meetings. Mr. Correnti offered a second and the motion passed unanimously. Mr. Roche clarified that council members will still be excused from missing a monthly meeting because of a scheduled absence like vacation or due to sickness if they notify the Borough Office and/or the Council President prior. This change is intended to address situations when council members miss a meeting without notice to the Borough.
- Authorized Execution of Municipal Waste Disposal Agreement with the Western Berks Landfill (WBLF) - Mr. De Pasquale made a motion to approve the execution of the WBLF municipal waste agreement through 2020. Mr. Holland offered a second and the motion passed unanimously.

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NEW BUSINESS CONTINUED

- Authorized Execution of Consulting Agreement between Kenhorst and Berks County Planning Commission (BCPC) for update to Joint Comprehensive Plan through the GMACC - Mr. Holland made the motion to execute the agreement with the BCPC through the GMACC. Mr. Fritz offered a second and the motion passed unanimously.
- Authorized Purchase of E-Series Laptop for Tax Collector - Mr. Fritz made a motion to approve the purchase of an E-Series laptop computer for the Tax Collector as quoted by Lynx at a cost not to exceed \$800.00. Mr. De Pasquale offered a second and the motion passed unanimously. Mrs. Diesinger explained the purchase was necessary because the current laptop has outdated software – this poses a potential IT security risk.
- 2015 Holiday Lights Contest Prizes Approved – Mrs. Diesinger announced the 2015 Holiday lights contest winners as follows: 1219 Fern Avenue - \$75.00, 1345 Fern Avenue - \$50.00 and 1411 Hancock Boulevard - \$25.00. Mr. Correnti made the motion to authorize the contest prize payments as mentioned. Mr. Mohn offered a second and the motion passed unanimously.

FINAL REMARKS AND REMINDERS

Mr. Roche asked that all Committee chairs plan at least one meeting per quarter with Jeri and committee members. He would like to see these meetings planned now for the entire year.

ADJOURNMENT

With no other business before Council, a motion was made to adjourn by Mr. Holland, seconded by Mr. Correnti at 7:40 p.m.

Respectfully submitted,
Eileen D. Becker, Kenhorst Borough Secretary/Treasurer