

REGULAR MEETING OF KENHORST BOROUGH COUNCIL
May 5, 2016

President Roche called the May 2016 meeting of the Kenhorst Borough Council to order at 7:00 PM. Present: Mayor Hatzas, Councilmen Correnti, De Pasquale, Fritz, Holland, Ibach and Mohn. Fire Chief Dwayne Hart, Reading Police Lt. Paul Reilly, Borough Manager Jeri Diesinger and Attorney Sean Summers. Absent: Tax Collector Denice Carroll and Solicitor Jill Nagy. Eileen Becker, Borough Secretary recorded minutes of the meeting.

Persons Wishing to be Heard – none

EXECUTIVE SESSION –

Council met in an executive session from approximately 7:02 to 7:16 PM. Mr. Summers reported that it concerned possible litigation.

PRESIDENT OF COUNCIL – President Roche presented the meeting minutes from the April Council meeting. Mr. De Pasquale made a motion to approve the April minutes with Mr. Holland offering a second. Motion passed unanimously.

Mayor –

- A total of \$1,363.09 in fines was received by the Borough during the month of April.

Reading Police – Lt. Reilly reviewed the April Crime Statistics report. Of special note:

- Items were stolen out of an unlocked garage – residents are reminded to lock their garages, sheds and vehicles.
- A coin machine was broken into/vandalized at the Kenhorst car wash.
- Several retail thefts occurred at the plaza.
- A car was vandalized as a result of a neighbor dispute.
- 1422 New Holland Road – no new police reports/calls since March incident
- 1300 Block of Brooke Blvd – two reported sightings of a possible “peeping Tom” in the rear of a property on the 1300 Block of Brooke Boulevard. Lt. Reilly will research the report and put patrol officers on alert about the situation. There was discussion as to whether the Borough should utilize the Code RED call system to notify residents in the vicinity of the reported sightings. It was decided not to use Code RED at this time.

Kenhorst VFD Chief –

- Chief Hart provided the April Fire Call activity report. There were 39 calls with a total of 151 firefighters responding; an average number of 4 firefighters per call with a total time spent of 17 hours and 10 minutes. There was no loss to the Borough.
- Chief Hart thanked Council and residents for their support of the Fire Company’s Easter flower sale. After expenses, a total of \$995.56 profit was realized from \$2,663.13 in sales.

Finance –

- Mr. Fritz presented expense report information for April and explained that Integra is still working on the formatting and data presentation for Council’s month end and year-to-date reports. The new reports are expected to be available for the June meeting. Mr. Fritz made a motion to approve the April bills with Mr. De Pasquale offering a second. Motion passed unanimously.

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- Mr. Fritz reported that he and Mrs. Diesinger met with the Herbein Auditors last week and the audit went very well. There were minor journal entry adjustments needed but overall it went well.

Codes & Emergency Services –

- Mr. Roche summarized Kraft Code Services permitting and inspection report for April and reminded Council that a copy of open permits is posted on the bulletin board.
- Council was given a draft copy of a revised complaint form for residents and property owners to complete per the new complaint policy (to be covered later in the agenda).
- A resident recently expressed a concern regarding the safety of school students using the Governor Mifflin bus stop located at Upland and Broadway. The resident reported that motorists speed through the intersection while children are crossing the street and walking to and from the bus stop. Mr. Roche asked that the Police keep an eye on that intersection during the morning and afternoon bus stop times. Council may also consider requesting that a crosswalk be installed at the Upland and Broadway intersection as well as Upland and Commonwealth.

Parks & Playground –

- Mr. Holland reported that April's Park Improvement Master Planning Committee meeting went well. The sub-committees were asked to fine tune their recommendations so McCarthy Engineering can prepare a draft version of the Park Master Plan. The goal is to have the Draft Plan in writing by June because of grant/funding requirements and deadlines.
- Registration for this year's playground program is continuing.

Personnel – will be covered later in the agenda.

Property & Buildings – Mr. Correnti reported that borough grass cutting and grounds maintenance has been on hold due to the recent rainy weather.

Sanitation –

- Mr. Mohn stated that he had not heard of any recent issues or problems.
- Mrs., Diesinger explained that due to some recent collection misses, the Borough has penalized Eagle \$300 per our contract provisions. Mr. Mohn asked if it was necessary for him to meet with Eagle representatives due to the recent service issues and Mrs. Diesinger said she did not think it was needed at this time. She will certainly get in touch with Mr. Mohn if there are future issues requiring his involvement.

Sanitary Sewers –

- Mr. Roche said there are no new developments regarding the sewer agreement and it continues to be a work in progress.
- Mrs. Diesinger reported that the mag meters are in operation and are measuring flow and capturing data. Mr. Hart commented that he is now working with the new data and reporting capabilities of the flow meter system software.

Streets & Storm Water

- Mr. De Pasquale reported that he met with Mr. Hart this morning to review the Upland bus stop situation as previously mentioned.
- Mr. Roche asked about the status of the 5% payment being withheld from last year's road paving project. Mrs. Diesinger explained that the Borough will continue to hold the balance payment through the one year timeframe of the paving project which ends this fall.

Solicitor – nothing new to report.

Borough Manager – Mrs. Diesinger previously provided a report to Council highlighting activities completed in April. Of special note –

- In addition to meeting attendance, several projects were initiated during the month of April.
- Borough property mowing/trimming has been on hold due to the recent rainy weather.
- The park survey was successfully sent and over 100 responses were received.
- Continued coordination with Integra regarding the accounts payable process and financial reporting changes.

OLD/UNFINISHED BUSINESS

- 2016 Road Work Bid Package – Update - will be duly advertised on May 9th and May 19th. There will be an optional pre-bid meeting held on 5/19. The bid opening will be conducted on 5/31.
- Pump station electric work – Update - Weather permitting - planned for the week of May 9th
- Comcast Phone System – Update – the system upgrade and change to Comcast's phone system is scheduled for May 12th.
- Water Quality Sampling – Update – Quotes are pending
- Industrial Grounds Maintenance to conduct street sweeping – Scheduled for the week of May 9th
- Broncos will reseed the football field – weather permitting, planned for the week of May 9th

NEW BUSINESS

- Authorized LED Street Lighting Switch Out Program – Mr. Fritz made a motion to authorize the LED Street Light Switch Out Program at a cost of \$395.45. Mr. De Pasquale offered a second and the motion passed unanimously.
- Authorized Storm Sewer Pipe Replacement on Fern – Mr. Fritz made a motion to authorize the emergency storm water repair work needed on the 900 Block of Fern Avenue at a cost not to exceed \$18,485.00. Mr. Holland offered a second and the motion passed unanimously. Mrs. Diesinger had previously notified Mr. Roche of the emergency repair.
- Authorized hiring PT Property Maintenance Inspector and PT Administrative Assistant – Mr. De Pasquale made a motion to authorize hiring the PT Property Management Inspector and the PT Admin Assistant per the Personnel Committee recommendations. After discussion, it was agreed upon that the personnel committee will be meeting with the top candidates later this month. Mr. Fritz stated that he is against moving forward until the financial reporting items are resolved and finalized with Integra. Mr. Holland offered a second – the motion passed with a majority vote of 4-YES, 3-NO (Fritz, Ibach and Mohn).

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- Approved Amendment to Ordinance #560 regarding Blighted Properties – Mr. Roche explained that this is a formality needed to delete the redundant Section 5 of the ordinance and then to renumber the sections. Mr. Summers confirmed that this change does not require having to re-advertise the Ordinance. Mr. De Pasquale made a motion to approve the amendment as described. Mr. Holland offered a second and the motion passed unanimously.
- Authorized Advertisement of Draft Ordinance #575 - Berks EIT Collection Agency Fees – Mr. Ibach made a motion to approve advertising Draft Ordinance #575 which will authorize Berks EIT to collect agency fees. Mr. Fritz offered a second and the motion passed unanimously.
- Adopted Resolution #671 – Disaster Declaration for Winter Storm Jonas – Mr. Ibach made a motion to adopt Resolution #671 approving the Disaster Declaration for Winter Storm Jonas which occurred in January of this year. Mr. De Pasquale offered a second and the motion passed unanimously.
- Authorized Annual Donation to Center for Excellence in Local Government – Mr. Ibach made a motion to authorize issuance of the budgeted \$750.00 donation to the Albright College Center for Excellence in Local Government. Mr. Holland offered a second and the motion passed unanimously.
- Authorized Donation to Michael J. Wise Foundation - Mr. Holland made a motion to authorize issuance of the budgeted \$200.00 earmarked as a donation to the Michael J. Wise Foundation. Mr. Ibach offered a second and the motion passed unanimously.
- Adopted Resolution #672 - Complaint Policy and Form – Mr. Ibach made a motion to adopt Resolution #672. Mr. Fritz offered a second and the motion passed unanimously.
- Approved Permit for One UCC Flea Market Events on June 4th and September 10th – Mr. Ibach made a motion to approve One UCC's Flea Market events permit as described. It was noted that these events will not require any road closures. Mr. Fritz offered a second and the motion passed unanimously.
- Authorized Triple H Alarm Billing Increase to accommodate Comcast Phone System Change -Mr. Correnti made a motion to approve the monthly increase in the Borough's Comcast bill due to the phone/voice mail system change. Mr. Ibach offered a second and the motion passed unanimously.
- Council requested that the Borough Solicitor and Manager revise and amend the current rental inspection ordinance to require annual property maintenance inspections for Lineal Descent rentals and Commercial properties.

FINAL REMARKS AND REMINDERS

- Personnel Committee PT Candidate Interviews – Monday, May 16th at 6 PM
- Park Master Plan Committee –Tuesday, May 17th at the Community Center - 7:00 p.m.
- Sewer Committee Meeting – Tuesday, May 31st at 6 PM
- Borough Office Closed Memorial Day, Monday, May 30th - Due to the holiday, Trash collection will be Tuesday, May 31st; Recycling and Yard Waste on Wednesday, June 1st.

ADJOURNMENT - With no other business before Council, a motion was made to adjourn by Mr. De Pasquale and seconded by Mr. Fritz at 7:55 p.m.

Respectfully submitted, Eileen D. Becker, Kenhorst Borough Secretary