

The workshop meeting of the Borough Council of the Borough of Sinking Spring was called to order on Wednesday, January 24, 2018 at 7:00 p.m. at the Sinking Spring Borough Hall by Council President James Pachuillo. After the Pledge to the Flag, Elizabeth Eagelman called the roll reflecting the following Council Members present:

James Pachuillo
Tracy Peterson
H. David Miller
Denise Stine
Lisa Gantner
Brian Hoffa
Robert Metzgar
Jack Malandra (Absent)

Other officials present were: Mayor Gary Cirulli; Charles Haws, Barley Snyder; Robert Ludgate Sr., Ludgate Engineering; Brad Smith, ARRO Consulting; Michael Hart, Borough Manager; Police Chief Lee Schweyer, and Elizabeth Eagelman, Borough Secretary, who recorded the minutes of the proceeding.

Mr. Pachuillo mentioned that Mr. Paul Jansen had another meeting to attend and will be in shortly.

Mr. Charles Haws introduced Ms. Emmarose Boyle, a colleague of his that was in the audience observing.

CORRESPONDENCE:

Mr. Pachuillo stated that the first item is a letter from the Township of Spring concerning their Trout Rodeo. Mr. Pachuillo explained that we usually donate \$500.00. Mrs. Peterson made a motion to donate \$500.00 again to the Trout Rodeo; seconded by Mrs. Gantner. AYES –7, NAYS – 0. Motion carried.

Mr. Pachuillo mentioned that he received a letter from ARRO thanking Borough Council for trusting them with our sanitary sewer system.

Mr. Pachuillo also mentioned that he received correspondence from the Department of Labor and Industry concerning our audit of the Uniformed Construction Code. He stated that if anyone wanted to read the findings to let him know.

REVITALIZATION:

Mr. Loth referenced a memorandum that he submitted for this evenings meeting. He stated that the memorandum revisits the fact that PennDOT has determined to take over the Phase 4 portion of the Crossroads Project. He stated that the plan has been placed on their Transportation

REVITALIZATION (Cont.):

Improvement Plan (TIP) and the RATS Committee is going to be the go between, between the central office and the Borough. He stated that we now have it in writing that they are going to cover 100% of the costs of Phase 4 with some minor costs to the Borough for things that we are required to do. He stated that he and Mr. Hoffa are working on a story to send to the Reading Eagle for this project so they can publicize it on our behalf.

Mr. Loth went over the Memorandum which lists recommendations/guide lines to Borough Council for the other Phases of the project. He reminded Council that there is still \$151,000.00 out there that needs to be used by June 30, 2018. He stated that it was originally for the sidewalks in this block that couldn't be done due to stormwater issues that can now be used for sidewalk and curbs on Columbia and Cacoosing. He stated that he is looking into whether it has to be spent or just under contract.

Mr. Loth spoke about Traditional Neighborhood Development (TND) which he stated is similar to an Official Map. He stated that it is a planning tool that would allow the Borough to do more than just the main roads. He stated that they are going to bring a group in called Mullin & Lonergan, which is a design firm, on Wednesday January 31st at 9 am for a site visit. He stated that Council is welcome to attend. He stated that our goal is to find out, in their opinion, what the TND tool can do to benefit the Borough.

Mr. Loth mentioned the Façade program that we have been operating. He mentioned that he reapplied for another grant but we got a letter stating that we were denied at this time. Mr. Loth stated that he believes that we were declined because we still have not closed out the first one yet.

Mr. Loth also mentioned that they want to contact Cape Asset Management, the owners of Spring Market, to make sure they know what is going on with our project.

Mayor Cirulli questioned what costs the Borough would incur with Phase 4. Mr. Ludgate stated that the Borough will want to be involved in the planning aspect to make sure you get the results you are looking for. He also mentioned that the Borough may be responsible for Storm Sewer because it is a local facility and could be responsible for sewer lines.

PAUL JANSEN - EIP:

Mr. Paul Jansen mentioned that he has been working with the staff which resulted in a meeting with the Administrative Committee last week. He stated that the first part of this project is to look at the finances of the Borough and make sure that everything is in place the way it needs to be and to make sure best practices are being followed. He stated that once we have that resolved, and direction from Council as to how they want to manage that, then we can start looking at how the Redevelopment Project actually fits into the long-term plans. Mr. Jansen gave a power point demonstration outlining the goals of the project and went over the budget items. He mentioned that there are other funds that are tied up in the General Fund that should be brought back out like the funds for the Redevelopment and Refuse.

PAUL JANSEN – EIP (Cont.):

Mr. Jansen mentioned that the Borough is in better shape than they think. He stated that major emphasis was put on developing a five-year budget and that it should make Mr. Hart's job easier when budget time is here because most of it is already done. He stated that with the Excel format Mr. Hart can plug in numbers and see what the outcome will be. He stated that he is going to finalize the Five-Year Budget after he sits down with Mr. Hart, Mrs. Bohn and Mrs. Eagelman to make sure all of the numbers are correct.

Mr. Jansen mentioned that at the meeting with the Admin Committee they also discussed having a budget policy. He stated that the budget policy would say that we are going to fight over what the revenues and expenses are, and when we get to the end of that discussion there is an appropriate amount of money that needs to be in reserves to operate the budget. He stated that once we get the revenues and expenses the tax rate or revenue needs to match a certain number of dollars in order to keep the Borough on strong financial footing.

Mr. Jansen also recommended the development of a Cost Allocation plan for all of the salaries and benefits. He stated that all salaries and benefits should be paid for from their appropriate funds. He stated that to do the Cost Allocation you would need to take all of your employees who work in different funding areas of the Borough and allocate appropriate funding from each fund to pay for them.

Mr. Jansen mentioned that he created a draft Fiscal Policy and Procedures Manuel. He stated that segregation of duties is a major issue. He stated that the Manuel describes exactly what the job is for everybody in the Borough and exactly how they handle their money and includes a full schedule for segregation of duties. He mentioned that the Manuel will help protect employees and they are clear on their responsibilities and citizens can have confidence that clear procedures are in place. He stated that the Fiscal Policy and Procedures Manuel can be adopted by the Borough through resolution.

Mr. Jansen mentioned that he would like to sit down with the attorney and the Sewer Engineer to look at the agreements that the Borough has with the surrounding municipalities and how they relate to the money in the accounts, how they were developed, and is the Borough protecting its self, based on the operation of the plant. Mr. Hoffa made a motion to allow Mr. Jansen to meet with the attorney and sewer engineer; seconded by Mr. Metzgar. AYES –7, NAYS – 0. Motion carried.

Mrs. Peterson mentioned that in the Admin meeting Mr. Jansen also mentioned having the Auditor come in numerous times a year which she thinks is a good idea. She stated that it is easier to find a problem in a short amount of time. Mr. Jansen stated that they talked about having the auditor come in and instead of doing a twelve-month audit do a three-month audit four times a year and then in that final quarter the auditor will do the testing to make sure that you are billing and paying things the way they are supposed to be done.

UNFINISHED BUSINESS:

Mr. Pachuillo stated that there was one item which is the Empire Wrecking Release. Mr. Hart stated that Application for Payment is for \$29,836.21 and is the retainage for their project and everything is completed. Mrs. Stine made a motion to authorize the payment to Empire Wrecking; seconded by Mrs. Peterson. Mr. Metzgar asked for an explanation for the reason for the payment. Mr. Pachuillo explained that Empire Wrecking was contracted to take down the buildings for the project and that we retained some of the money until we were satisfied that everything was completed per the contract. AYES -7, NAYS - 0. Motion carried.

NEW BUSINESS:

Mr. Pachuillo stated that there was no New Business to discuss.

CHIEF SCHWEYER:

Chief Schweyer mentioned that Officer Williams completed one year of service as of January 5th and he has passed his probationary evaluation. He asked Council to allow Officer Williams to go to 2nd Class Patrolman at a rate of \$30.61 per hour. Mrs. Stine made a motion to authorize making Officer Williams a 2nd Class Patrolman at a rate of \$30.61 per hour; seconded by Mr. Miller. AYES -7, NAYS - 0. Motion carried.

BOROUGH ENGINEER - ROBERT LUDGATE SR.

Mr. Ludgate mentioned that in the minutes of the January 2nd meeting there was an item in there about getting notice from RATS about not getting our money for the Broad Street Ditch. He stated that he did check into that and found that there are two elements to the fund. He stated that there is a major fund that comes out of the highway money that comes to the Commonwealth of Pennsylvania and a major portion of that is kept under the control of the Governor and the Secretary of Transportation and another portion goes out to the MPO's of different districts around the state. He stated that one of those districts is RATS and they only got a \$75,000.00 allocation so there for our project was too big for their allocation. He stated that is why the Berks County Planning Commission and PennDOT locally had recommended to PennDOT Headquarters that our project be funded out of the State Fund instead of the RATS fund. He stated that it is still pending whether or not we would get that grant through the State allocation.

SEWER ENGINEER – ARRO CONSULTING – BRAD SMITH:

Mr. Smith mentioned that next Thursday he will have a Resolution for Council to consider for the Pennsylvania Small Water and Sewer Program grant.

MICHAEL HART – BOROUGH MANAGER:

Mr. Hart gave an update on 6 Krick Avenue. He stated that it did not settle earlier this month and is scheduled to settle on February 9th. He mentioned that she is still looking for that extra week to move her furnishings out. He stated that he did get the signed agreement between the Borough and her and that we are listed on her insurance in case something would happen. Mr. Haws mentioned that the Borough's insurance said that it wasn't an issue to have her on the extra week.

Mr. Hart mentioned that we had the new phone system installed and are still learning.

Mr. Hart stated that Mr. Zohner didn't get to use all of his vacation last year and would like to carry over one day. Mr. Metzgar asked if we have a policy on that. Mr. Hart stated yes and that Council has to approve it and it has to be used by March 31st. Mr. Miller made a motion to allow Mr. Zohner to carry over one vacation day from 2017; seconded by Mrs. Stine. AYES –7, NAYS – 0. Motion carried.

Mr. Hart mentioned that Pennsylvania 811 Systems, which is your One Call System for safe digging and locating of underground facilities, is looking for people to sponsor Safe Digging Month. He stated that there is a Proclamation stating that we support April as being Safe Digging Month. Mr. Miller asked if we could do that at the next meeting.

TRACY PETERSON – LIBRARY:

Mrs. Peterson stated that she needed to make a motion to hire a new employee at the Library. She stated that it is a replacement position and that all of her clearances are in good order and that she started training on January 22, 2018. She stated that her name is Kim Monjoy and she will start at \$9.00 per hour but will be trained in Passports so at that time she would receive an increase to \$12.00 per hour. Mrs. Stine seconded the motion to hire Ms. Monjoy at \$9.00 per hour. AYES –7, NAYS – 0. Motion carried.

ROBERT METZGAR – ADMINISTRATION:

Mr. Metzgar mentioned that the Admin Committee has met twice and most of it was gone over by Mr. Jansen. He stated that they are going to meet on the 2nd Monday of each month.

DENISE STINE - PUBLIC SAFETY:

Mrs. Stine reminded everyone about the Town Hall Meeting here tomorrow night at 7 pm hosted by the Western Berks Fire Department.

EXECUTIVE SESSION:

Mr. Pachuillo stated that Council would go into Executive Session for a personnel issue. Council went into Executive Session at 8:42 p.m.

RECONVENE:

Council reconvened at 9:10 p.m.

Mrs. Stine made a motion to Activate the Civil Service Commission; seconded by Mrs. Peterson. AYES –7, NAYS – 0. Motion carried.

Mr. Hoffa made a motion to hire Mr. Michael Trainer for the Streets Department at a rate of 17.24 per hour; seconded by Mrs. Peterson. Mr. Hart mentioned that they are withholding \$.50 until Mr. Trainer gets his CDL. AYES –7, NAYS – 0. Motion carried.

ADJOURNMENT:

Mr. Hoffa made a motion to adjourn the meeting at 9:11 p.m.

Respectfully submitted,



Elizabeth A. Eagelman
Borough Secretary