

The regular meeting of the Borough Council of the Borough of Sinking Spring was called to order on Thursday, November 5, 2020 at 7:00 p.m., 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 (arrived at 7:17)

Other officials present were: Mayor Cirulli, EmmaRose Boyle, Barley Snyder; Brad Smith, Engineer, ARRO Consulting; Michael Hart, Borough Manager; Bryce Zohner, Public Works Director; Police Chief James Oxenreider, and Elizabeth Eagelman, Borough Secretary, who recorded the minutes of the proceeding.

**APPROVAL OF MINUTES:**

Mr. Pachuillo asked for a motion to approve the minutes from the October 1, 2020 Council Meeting and the October 28, 2020 Workshop Meeting. Mr. Miller made the motion to approve the minutes; seconded by Mrs. Stine. AYES – 6, NAYS – 0, ABSENT – 1. Motion carried.

**VISITORS/PUBLIC COMMENT:**

There were no visitors.

**CORRESPONDENCE:**

There was no correspondence to discuss.

**APPROVAL OF THE BILLS:**

Mr. Pachuillo asked for a motion to approve the bills for October 2020. Mrs. Stine made a motion to approve the bills, seconded by Mr. Miller. AYES – 6, NAYS – 0, ABSENT - 1. Motion carried.

**TREASURER'S REPORT:**

Mr. Pachuillo asked for a motion to accept the Treasures Report for October 2020 as written. Mrs. Peterson made a motion to accept the Treasurer's Report as written; seconded by Mrs. Stine. AYES – 6, NAYS – 0, ABSENT - 1. Motion carried.

**WESTERN BERKS FIRE DEPARTMENT:**

Mr. Renshaw mentioned that October was Fire Prevention Month and this year they put together a virtual presentation through Google Class Room and sent it to the schools. He also mentioned that the President was in town this past weekend and that they were fortunate enough to be asked to assist the Greenfields Fire Company with doing the stand by for the event and protecting Air Force 1 for the event.

**UNFINISHED BUSINESS:**

Mr. Pachuillo stated that the only item is the proposed 2021 Budgets. Mr. Hart went over the proposed General Fund Budget for 2021. He stated that the projected income is \$2,814,056.43. He went over the projected expenses and mentioned that just about every line item has been reduced to balance out the budget and that there are no capital items listed except for a police vehicle for a lease/purchase. Mr. Pachuillo asked if we anticipate any tax increases. Mr. Hart stated that none of the tax rates will need to be increased for 2021. He mentioned that the only thing that needs an increase is the trash fees which is minimal. Mayor Cirulli asked if there were a lot of reassessments. Mr. Hart stated that there were about fifteen (15) properties that reassessed and it lowered the tax base. He mentioned that the Backhoe lease, traffic signal expenses and street lighting are listed in the General Fund Expenses but will be paid from the liquid fuels account so that will leave us with a surplus of about \$400.00. Mrs. Peterson mentioned that they had discussed, in the Admin meeting, about the vehicle situation and they thought that we may have to push back purchasing a new vehicle until next year and also maybe sell off the other vehicle that is only being used once a month. She stated that Admins recommendation is to push off purchasing another police car this year and do it next year if we can. Discussion ensued concerning the need for the police vehicle. Mr. Pachuillo suggested leaving it in the budget since it balances without a tax increase and wait on making the purchase a few months to see how the year goes. Mrs. Peterson mentioned that we need to do some road work at some point. Mr. Pachuillo asked where we are at with the Capital Fund right now. Mrs. Egelman stated that there is about \$516,000.00 in the Capital Improvement Fund at this time. Mr. Hart mentioned that when we did South Hull Street, which was a little over two blocks, it was about \$300,000.00 for a full reconstruction. Mrs. Stine asked about the Liquid Fuels Fund and how much we get every year. Mr. Hart stated that it is going down and that last year he believes we got about \$109,000.00 and mentioned that we took out \$100,000.00 to cover the Street Lighting maintenance and electric and the backhoe lease and that this year we are only projected to receive \$95,000.00. Mrs. Egelman mentioned that the Liquid Fuels Balance is currently about \$448,000.00. Mr. Pachuillo asked for a motion to approve advertising the proposed 2021 General Fund Budget. Mrs. Gantner made the motion to authorize advertising; seconded by Mrs. Peterson. AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

Mr. Hart went over the proposed 2021 Emergency Services Fund Budget. He stated that there are no increases in the communication fees. Mr. Miller made a motion to approve advertising the proposed 2021 Emergency Services Fund Budget; seconded by Mrs. Stine. AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

**UNFINISHED BUSINESS (Cont.):**

Mr. Hart went over the proposed 2021 Sewer Fund Budget. He stated that there aren't very many changes in the budget. He mentioned that they did handle the charges for South, Lower and Spring a little differently by looking over the last five (5) years to come up with a happy medium and narrow the gap. Mr. Zohner mentioned that they had a good year and that they brought in almost \$84,000.00 in income with the hauled in waste and that they are going to hit pretty close on most of the budget items. Mr. Hoffa asked what projects they have in the budget for next year. Mr. Zohner stated that there is going to be an influent meter project coming up, reed bed cleaning and general maintenance and routine repairs. Mrs. Peterson made a motion to advertise the proposed 2021 Sewer Fund Budget; seconded by Mrs. Gantner. AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

Mr. Pachuillo asked about the Trash Rate increases for 2021. Mr. Hart mentioned that with the hauler changing the costs are increasing by about \$50,000.00. He stated that the current rate for a single family home is \$163.00 per year and it will need to be increased \$12.00 to \$175.00 per year. He stated that we will need to pass a Resolution with the increases prior to the end of the year. Mayor Cirulli asked if it included the yard waste. Mr. Hart stated that it does and that we are going to be doing our own yard waste site because the rate keeps increasing with Spring Township and it is figured by per capita and we have a lot of apartments that do not use it. Mr. Miller asked if there was an agreement with Spring Township. Mr. Hart stated that he cannot find a formal agreement but he is going to send a letter next week informing them that we will not be using their yard waste site.

**NEW BUSINESS:**

Mr. Pachuillo stated that the first item is the Resolution setting the meeting dates for 2021. He stated that it lists the Council Meetings as the first Thursday and the Workshop Meetings as the fourth Wednesday as needed. Mr. Hoffa stated that they discussed, in their Admin meeting, if the Workshop Meetings were actually needed. Mr. Metzgar stated that the recommendation is that Council consider maybe not having a Workshop meeting every month if there is nothing to meet about. Discussion ensued. Mr. Metzgar made a motion to approve the Resolution setting the meeting dates for 2021; seconded by Mrs. Peterson. AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

Mr. Pachuillo stated that the next item is the 2021 Police Pension Contribution Resolution and Plan Amendment setting the contribution rate at .5%. Mrs. Stine made a motion to approve the Resolution and Plan Amendment setting the 2021 Police Pension contribution at .5%; seconded by Mrs. Gantner. AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

**POLICE CHIEF JAMES OXENREIDER:**

Chief Oxenreider went over his report for October.

**BRYCE ZOHNER – PUBLIC WORKS DIRECTOR:**

Mr. Zohner mentioned that the collection system televising and cleaning is going well and that the Broad Street/Reedy Road sewer improvement is also going well.

**BRAD SMITH – ARRO CONSULTING – ENGINEER:**

Mr. Smith stated that he has several pay applications this evening. The first one is for the removal of the sludge from the drying beds at the Waste Water Treatment Plant from Synagro in the amount of \$78,709.69. The second pay application is for Barrasso for Phase Two of the Broad Street Sewer Replacement Payment Application Number 2 in the amount of \$159,034.44. The Third pay application is for Mobile Dredging and Video Pipe Payment Application Number 1 for the televising of the Interceptor in the amount of \$44,966.65 of which Spring Township will pay the Borough \$22,223.99. Mr. Miller made a motion to approve the three payment applications; seconded by Mrs. Stine. AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

Mr. Smith stated that he has a proposal for ARRO to provide engineering services to the Borough for services related to the Phase 2 HOP Project for bidding and construction engineering services at a cost of \$55,300.00 and an option to have ARRO do the Construction Observation and Documentation at a cost of \$31,900.00. Mrs. Gantner made a motion to approve the proposal; seconded by Mrs. Peterson. Mrs. Gantner asked if there were any other options. Mr. Hart stated that since it is a state road PennDOT may require their inspector to be there but if they don't then we will need ARRO to do the inspections. Mr. Smith stated that Council could add the Construction Observation and Documentation at a later date if needed. Mrs. Gantner amended her motion to approve only Task 1 – Assemble Final Documents for Contract Management/Bidding Phase and Construction Consultation Services at a cost of \$55,300.00; seconded by Mrs. Peterson. AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

Mr. Smith mentioned that on October 23<sup>rd</sup> they received comments back from PennDOT on the HOP submission and then PennDOT added to those comments on October 27<sup>th</sup>. He stated that the majority of the items were administrative in nature and ARRO resubmitted the requested items on November 2<sup>nd</sup>.

**EMMAROSE BOYLE – BARLEY SNYDER:**

Mrs. Boyle stated that she has an Agreement that Mr. Haws passed along for the paving payment with Spring Township for \$24,327.00. Mrs. Peterson made a motion to approve the Agreement; seconded by Mr. Miller. AYES – 7, NAYS – 0, ABSENT - 0. Motion carried. Mr. Smith stated that he will delete it from Barrasso's contract and there will be a change order for it.

**BROAD STREET SANITARY SEWER IMPROVEMENT:**

Mr. Metzgar asked Mr. Smith for a general overview of the status of the Broad Street Sanitary Sewer Improvement. Mr. Smith stated that they are just North of Kirkwood Drive and they are still in the Broad Street Ditch and moving forward. Mr. Zohner stated that they are doing a very good job. He mentioned that there are a lot of utilities in the way and it is very deep. He stated that he has been on site all day every day and that he is pleased with their work.

**MICHAEL HART – BOROUGH MANAGER:**

Mr. Hart mentioned that we have one open seat on the Planning Commission and that he just received a letter of intent to serve from Mr. Brian Hoffa. Mr. Miller made a motion to appoint Mr. Hoffa to the Planning Commission; seconded by Mrs. Peterson. AYES – 6, NAYS – 0, ABSENT – 0, ABSTAINED – 1 (Mr. Hoffa). Motion carried.

**TRACY PETERSON – LIBRARY:**

Mrs. Peterson mentioned that they are working on the budget for the Library.

**JAMES PACHUILO – COUNCIL PRESIDENT:**

Mr. Pachuiilo mentioned that there are issues at the playground with kids climbing on the roof of the pavilion and tearing off shingles and there is a lot of graffiti. He stated that Mr. Dan Stine was there with his kids and took pictures and sent them to him. He stated that he would like to make it a community project to clean it up. Mr. Hart mentioned that they are going to relocate the tables over the winter so they won't be able to climb on them. Mrs. Peterson asked if we have cameras down there. Mr. Hart stated that there are cameras on the garage facing towards the playground but with the trees it is hard to see every area down there. He stated that they can look to see if we could add a few more cameras. Mrs. Stine asked about liability insurance if we would have an issue if we are going to have volunteers down there working. Mr. Hart stated that he would look into that and that they may have to sign a waiver form. Chief Oxenreider mentioned that we could have the kids who tore the shingles off the roof help with the clean-up.

**ROBERT METZGAR – FINANCE/ADMINISTRATION:**

Mr. Metzgar thanked Mrs. Peterson and Mr. Hoffa for their help with the budgets and Mr. Hart for all of his hard work on the Budgets. He also thanked the Mayor and Chief for their understanding of having to maybe wait on the police vehicle. He stated that these financial decisions don't come lightly.

**BRIAN HOFFA – ECONOMIC & COMMUNITY DEVELOPMENT:**

Mr. Hoffa mentioned that they had a meeting last night with Derck & Edson and the Committee sat with them for two hours going over the different types of streets, buildings, frontages and sidewalks. He stated that once he gets the information from Derck & Edson that they went over last night they will come up with a survey to go out to the public and Council.

Mr. Sam Loth mentioned that the BOSS Committee and Mr. Hart have been working together to take a look at what actually is going on with the funding as it relates to the HOP. He mentioned that there are deadlines with the funding that we have work so hard to get. He stated that with all the delays there is the possibility of losing some of the funding. He mentioned that they were contacted by Senator Argall's office about possibly shifting some of the funds to Phase Two instead of losing them. He stated that we as a community have to assert ourselves so they put together a memorandum for the Senator listing our estimated costs of achieving completion of Phase 2. Mr. Loth went over the Memorandum. He asked Council for a motion to send the memorandum to Senator Argall office for further action. Mr. Hoffa made a motion approving sending the memorandum to Senator Argall's office; seconded by Mr. Metzgar. AYES – 7, NAYS – 0, ABSENT – 0. Motion carried. Mr. Loth stated that it will go out tomorrow.

**LISA GANTNER – RECREATION:**

Mrs. Gantner mentioned that they are going to meet on Monday and discuss Christmas, the decorating contest and she wants to talk to Mr. Renshaw about having Santa on the Fire Truck.

**EXECUTIVE SESSION:**

Council went into an executive session at 8:13 p.m. to discuss a legal issue.

**RECONVENE:**

Council reconvened at 8:20 p.m. No action was taken.

**ADJOURNMENT:**

Mr. Hoffa made a motion to adjourn the meeting at 8:20 p.m.

Respectfully submitted,

  
Elizabeth A. Egelman  
Borough Secretary