

The regular meeting of the Borough Council of the Borough of Sinking Spring was called to order on Thursday, November 7, 2013 at 7:00 p.m. at the Sinking Spring Borough Hall by President James Pachulo. After the Pledge to the Flag, Elizabeth White called the roll reflecting the following Council Members present:

James Pachulo
Edward Oswald (absent)
George Butkus
Christiana Stallone (absent)
Gary Cirulli
Denise Stine
Steven Suruskie (absent)

Other officials present were: Mayor Francis Butkus, Charles Haws, Borough Solicitor; Justin Brewer, Ludgate Engineering; David Schlott Jr., ARRO Consulting; Michael Hart, Public Works Director; Police Chief Lee Schweyer, Regina Shade, Interim Borough Manager and Elizabeth White who recorded the minutes of the proceeding.

Mr. Pachulo requested a moment of silence to honor those who serve us on a daily basis at home and abroad in the Armed Forces and our first responders.

APPROVAL OF MINUTES:

Mr. Cirulli made a motion to approve the meeting minutes from the October 3, 2013 Council Meeting and the October 23, 2013 Council Workshop Meeting; seconded by Mrs. Stine. AYES – 4, NAYS – 0, ABSENT – 3; motion carried.

VISITORS/PUBLIC COMMENT:

There were no visitors.

COMMUNICATIONS:

There were no communications.

APPROVAL OF THE BILLS:

Mr. Pachulo asked for a motion to approve the bills for October 2013. Mrs. Stine made a motion to pay the bills; seconded by Mr. Cirulli, AYES – 4, NAYS – 0, ABSENT – 3; motion carried.

GENERAL FUND BUDGET:

Mrs. Shade started off by showing a graph that compared the Expenses vs. Income for 2001 through 2012. She also showed a pie graph showing the different categories/departments and their percentage of the 2014 proposed budget. She mentioned that the pie graph is for the budget that does not include a seventh (7th) full-time police officer. She then went over the income portion of the 2014 proposed General Fund Budget that includes a .5 mil increase which shows an income total of \$2,848,346.00. She stated that there are two different print outs for the expenses, one with the seventh (7th) full-time police officer showing a net loss of \$104,370.07 and one without showing a net loss of \$11,623.81, both with the .5 mil increase. Mrs. Shade went over the expense portion of the proposed General Fund Budget line by line. Discussion ensued

As part of the budget discussion Mr. Ludgate mentioned that he had a meeting with PennDOT this morning and they are now coming around and seeing the benefits of these projects in Sinking Spring. He stated that they have worked out that they will agree to relocate the traffic signal at Cacoosing so that we can create the right angel intersection which allows us to take the trucks off of Woodrow Avenue. He stated that the Borough will have to deal with some capital costs which are to do the street relocation to tie into PennDOT'S street and new signal light.

Discussion ensued concerning what could be cut to avoid a millage increase (i.e. removing 7th police officer and part-time recreation director).

Mr. Haws mentioned that Council could approve advertising the proposed Budget and leave it for comment. He stated that Council is allowed to make all the changes they want during the comment period.

Mrs. Stine suggested advertising the budget with the .5 mil tax increase and removing the seventh full-time police officer and the part-time recreation director. Mrs. Shade stated that would leave us with approximately \$9,000.00 surplus.

Mrs. Stine made a motion to advertise the proposed General Fund Budget with the .5 mil tax increase and without the 7th Full-Time Police Officer and Part-Time Recreation Director, seconded by Mr. George Butkus. AYES – 4, NAYS – 0, ABSENT – 3; motion carried.

WESTERN BERKS FIRE DEPARTMENT:

Mr. Weidner apologized for not having sent the report for the binders. He stated that they are still in the process of transitioning that responsibility over to the new Fire Chief.

Mr. Weidner gave the Fire Report for October 2013. He stated that they had a total of 67 calls and averaged 10 firefighters per call. He mentioned that we did have a fire loss of \$52,250.00. \$2, 250.00 was a vehicle fire in Brookfield Manor and the \$50,000.00 was a house fire on Boulder Lake Drive which was the same night as the Five Guys incident.

Mr. Weidner also mentioned that the Budget for the Fire Department for 2014 will remain the same.

MILLER ENVIRONMENTAL:

Mr. Juzyk gave his report for October 2013. He mentioned that during a routine inspection on Saturday, October 12th several feet of water was observed in the grit building. He stated that the sump pump had been set to off and the nozzle was removed from the hose and the water was left running. He stated that the incident was reported to Mr. Hart and Chief Schweyer. He noted that it looked suspicious and that the locks to the gates have been changed and they are trying to closely monitor what people may be coming and going. Mr. George Butkus asked if they have good control of the keys. Mr. Juzyk stated that the keys have always been turned back in when personnel have resigned or been terminated, but they were just standard master lock keys that could be duplicated. Mr. Hart explained that he had locks made up under the Borough's master lock system and that there is a coded key system and duplicates cannot be made. Chief Schweyer stated that they are still investigating the incident.

SEWER ENGINEER – ARRO CONSULTING – DAVID SCHLOTT JR.:

Mr. Schlott went over the Sanitary Sewer Engineer's Report dated November 7, 2013. He mentioned that the Planning Module Exemption for the Brown property that was signed, was sent off to their consultant for them to send to DEP. He also mentioned that with the NPDES Renewal, they have been checking on the eFax website through DEP as far as where that is in the works. He stated that the current permit is due to expire at midnight on December 31st. He stated that when they look on the eFax website it says that it is under the Technical Review and the target date is April 29, 2014 that they will be done reviewing it. He stated that standard protocol is that you just continue on your old permit and it is administratively extended. He mentioned that they did inquire, just to see, with the individuals that are doing the review what we can expect and they are saying that there may be additional permit monitoring for total nitrogen and total dissolved solids. He also mentioned that when we were going through the renewal process we did the whole effluent toxicity testing that is a rather involved test. He stated that we were doing it quarterly in advance of the permit renewal. He stated that the protocol that DEP is establishing is that it will need to be done once a year. Mr. George Butkus asked what the cost is for that test. Mr. Schlott stated that it is between \$2,000.00 and \$3,000.00.

Mr. George Butkus asked Mr. Hart how we are doing with the new hire. Mr. Hart stated that the Superintendent was hired and he starts on Monday, November 11th. He stated that he will be shadowing and observing how things are going. He also mentioned that they started interviewing for the operators. They have one done and two more are coming in on Tuesday. He is hoping to present it at the Workshop meeting. Mr. Pachulo mentioned that he would like to change the Workshop meeting to Wednesday, November 20th instead of having it the day before Thanksgiving. Discussion ensued and the decision was made to move the Workshop meeting to Wednesday, November 20th.

FIRE FUND BUDGET:

Mrs. Shade went over the 2014 proposed Fire Fund Budget. She stated that the income is \$237,325.00 and the expenses are \$224,961.00 for a net profit of \$12,364.00 so even if something does come up we are covered. Mr. George Butkus made a motion to approve advertising the proposed Fire Fund Budget, which includes the ambulance; seconded by Mrs. Stine. AYES – 4, NAYS – 0, ABSENT – 3; motion carried.

SEWER FUND BUDGET:

Mrs. Shade went over the income portion of the 2014 proposed Sewer Fund Budget showing the total income of \$1,325,600.00. She stated that the expense portion of the sewer budget is a work in progress and will be for the entire year because we are taking it back in house. She went over the expenses line by line. Mr. Schlott went over the Plant expenses and explained the increases due to the fact that we are taking the plant operations in house. Mrs. Shade stated that we are showing total expenses as \$1,534,514.78 which comes to a net loss of \$208,914.78. She mentioned that after talking with Mr. Hart and Mr. Schlott, they are not looking at raising any rates at this point. She mentioned that we have a surplus in the sewer account of \$1,300,000.00 at this time and based on the fact that we don't really know what is going to happen since this is our first year running the plant and we projected high on the expenses. Mr. George Butkus mentioned that portions of some of the increases will be shared with the other municipalities. Mr. George Butkus made a motion to approve advertising the proposed Sewer Fund Budget; seconded by Mrs. Stine. AYES – 4, NAYS – 0, ABSENT – 3; motion carried.

POLICE CHIEF – LEE SCHWEYER:

Mr. Schweyer mentioned that they received the annual letter from the District Attorney John Adams requesting \$250.00 for Crime Alert Berks County. Mr. Cirulli made a motion to give Crime Alert \$250.00; seconded by Mrs. Stine. AYES – 4, NAYS – 0, ABSENT – 3; motion carried.

UNFINISHED BUSINESS:

Mr. Pachuillo stated that the first item was the Resolution for the Rental Ordinance Fees. Mr. Haws stated that he did not have the copies with him this evening. Mr. Pachuillo stated that we would table the Resolution.

Mrs. Brown stated that her tenant doesn't want to let anyone into the house to do the inspection. Mr. Pachuillo stated that the tenant doesn't own the property she does and they have to allow them access. Mr. Hart stated that if they don't allow access to the property the property owner will get a violation notice and can be cited for that. Mr. Hart mentioned that notices were sent out to half of the rental properties for this coming year. He stated that the notice includes the policy, what they are going to be inspecting, and a questionnaire on when they would want the inspector there to do the inspection. He stated that they are making it very flexible for the owners.

NEW BUSINESS:

The first item was to appoint a councilperson to the selection list for the Pedestrian Safety Project. Mr. Ludgate stated that by the state rule the Borough has to hire an independent inspector for the Traffic Enhancement Grant construction inspection. He stated that PennDOT provided a list of qualified inspectors and invitations were sent to them to submit their qualifications. He mentioned that a committee of the Borough needs to review the list of qualifications and select a firm or individual to negotiate a fee. Mrs. Stine made a motion to appoint Mr. George Butkus, Mr. Hart and Mr. Robert Ludgate to the committee; seconded by Mr. Cirulli. AYES – 4, NAYS – 0, ABSENT – 3; motion carried.

The next item was the Resolution to waive the Police Contribution to their Pension for 2014. Mr. George Butkus made a motion to approve the Resolution to waive the Police contribution to the Pension for 2014; seconded by Mrs. Stine. AYES – 4, NAYS – 0, ABSENT – 3; motion carried.

The next item was the Resolution to set the meeting dates for 2014. Mr. George Butkus made a motion to approve the Resolution to set the meeting dates for 2014; seconded by Mrs. Stine. AYES – 4, NAYS – 0, ABSENT – 3; motion carried.

EXECUTIVE SESSION:

Council went into an executive session at 9:45 pm for personnel issues.

RECONVENE:

Council reconvened at 10:40 pm.

Mr. George Butkus made a motion, based on discussion in executive session, to do bonus payouts of \$500.00 to the specified staff totaling \$3,000.00; seconded by Mrs. Stine. AYES – 4, NAYS – 0, ABSENT – 3; motion carried.

TREASURER'S REPORT:**General Account**

Opening Balance – September 30, 2013		\$478,925.09
PLGIT		9,120.42
Invest	Recreation	40,196.45
	General	64,304.96
McDonald's Escrow		4,004.68
100 th Anniversary Acct.		5,000.00
Fleetwood Bank Acct.		4,246.15
Deposits as of October 31, 2013		85,865.98
Checks Written		254,116.33
Payroll		71,311.81
PENNVEST auto debit		2,785.50
Principal auto debit		2,170.00
To be Paid		<u>37,558.70</u>
Balance as of November 7, 2013		\$323,721.39

Sewer Account


Opening Balance – September 30, 2013		\$ 992,776.20
PLGIT		61,443.22
Invest		322,782.77
Deposits as of October 31, 2013		87,512.61
Checks Written		138,704.20
PENNVEST auto debit		15,243.07
To be Paid		<u>2,986.20</u>
Balance as of November 7, 2013		\$ 1,307,581.33

Mr. Cirulli made a motion to accept the Treasurer's Report; seconded by Mrs. Stine. AYES – 4, NAYS – 0, ABSENT – 3; motion carried.

ADJOURNMENT:

Mr. Cirulli made a motion to adjourn the meeting at 10.42 p.m.

Respectfully submitted,


 Elizabeth A. White
 Borough Secretary