

The workshop meeting of the Borough Council of the Borough of Sinking Spring was called to order on Wednesday, April 22, 2015 at 7:00 p.m. at the Sinking Spring Borough Hall by President James Pachuillo. After the Pledge to the Flag, Elizabeth Eagelman called the roll reflecting the following Council Members present:

James Pachuillo
TJ Huckleberry
George Butkus
Denise Stine
Lisa Gantner
Tracy Peterson
Brian Hoffa

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

VISITORS/PUBLIC COMMENT:

There were no visitors.

BUSINESS:

Mr. Pachuillo stated that the first item is the Resolution to Execute Sale Agreements. Mr. Haws explained that it would allow Mrs. Shade to execute the sale agreements at amounts that have been given prior approval from Council. He stated that he is not sure that this Resolution covers relocating renters which the Borough is obligated to do. Mrs. Shade mentioned that she spoke with Kathy Miller from the Redevelopment Authority and a lot of it is based on HUD rules and the Borough won't have much say. Mr. Haws stated that it is not urgent that it be executed tonight but if Council didn't have any other questions then they could make a motion tonight. Mrs. Gantner asked if Mr. Haws thought it was good the way it is or if they needed to change it to include the renters. Mr. Haws stated that he is not sure what they want the Borough to do about the relocation costs because we won't have much say in it. He stated that the Authority will be working on helping them find another apartment that is comparable. He stated that he could amend it to add the Authority to do that if Council doesn't want to deal with it on a case by case bases. Mr. Haws suggested tabling it until next week and he and Mrs. Shade will speak to Kathy Miller about it.

The next item was the Salt Shed. Mr. Hart stated that he would like Council to authorize him to start getting specs together for a new salt shed. He stated that the back wall was hit and damaged pretty extensively a few years ago. He stated that he repaired it before this recent winter but it is compromised and there is nothing left to it so we have to do something. He mentioned that we can use Liquid Fuels money to cover the cost which should be around \$70,000.00. Mr. Hoffa made a motion to authorize Mr. Hart to get the specs together and go out for bid; seconded by Mr. Butkus. AYES – 7, NAYS – 0. Motion carried.

BUSINESS (Cont.):

The next item was the Security System for the Garage. Mr. Hart mentioned that in the budget he had included a Security and Fire Alarm System for the garages. He stated that right now they have nothing and there is a lot of equipment and tools in there. He stated that he had put \$5,500.00 in the budget to have it installed, monitored and operated and he would like Councils approval to move forward with that. Mayor Cirulli asked how many cameras there would be. Mr. Hart stated that there are no cameras at this point but it can be upgraded if need be. Mr. Hoffa asked how much the monitoring was after the first year. Mr. Hart stated that it would be \$360.00 per year and it is a yearly contract. Mr. Huckleberry asked how much the upgrade for the cameras would be and yearly cost for monitoring. Mr. Hart stated that the cameras would be an additional \$5,800.00 but he didn't know if the monitoring would be more. Mr. Butkus stated that they are usually monitored on site. Mr. Hart mentioned that right now he is just concerned with security and fire. Mrs. Stine made a motion to authorize Mr. Hart to move forward with the Security and Fire System at a cost not to exceed \$5,500.00; seconded by Mrs. Peterson. AYES – 7, NAYS – 0. Motion carried.

The next item was Replace Drive Unit in Clarifier #2. Mr. Hart stated that this is to replace the motor drive unit on Clarifier #2 that went down. He stated that the cost would be \$6,330.00. Mr. Butkus added that this is for the company to come in with the crane to swap out the unit itself that we already have in stock. Mr. Butkus made the motion to authorize the replacement of the drive unit in Clarifier #2; seconded by Mrs. Stine. AYES – 7, NAYS – 0. Motion carried.

The next item was the Arbor Day Celebration. Mr. Hoffa stated that it is set for Saturday from 8 am to 12 pm at the Library. He mentioned that they have fifty trees to give out, refreshments and activities for the kids. He also mentioned that Mr. Hart will be planting the Borough tree at Memorial Park this week.

REVITALIZATION:

Mr. Ludgate mentioned that he attended the BOSS2020 meeting last week and they have two requests of Council. He stated that they would like authorization to get an estimate for Phase 4 of the Downtown Plan. He stated that the reason for estimating Phase 4 is because to get that on the RATS schedule you have to provide an estimate and breakdown of all the costs and the schedule. He stated that the Borough is making a tremendous investment in Phase 2 and in order for that investment to really pay off they have to do the whole thing. He stated that in his opinion we have to keep the pressure on PennDOT and RATS to not forget about us here and follow through. Mr. Hoffa made a motion to authorize Ludgate Engineering to go ahead with the estimate for Phase 4 at a cost not to exceed \$1,500.00; seconded by Mrs. Gantner. AYES – 7, NAYS – 0. Motion carried.

Mr. Ludgate stated that the second issue on the BOSS2020 request was to begin work on an MTF Grant. He stated that there is another round of Multi Model Transportation Fund Grants and this year's would fund actual construction so there is an opportunity to perhaps get an MTF Grant. He stated that the application period goes from March 1st to July 1st. He stated that it is primarily Mr. Loth's work and he needs to get started figuring out how to get that ball rolling. Mr. Hoffa asked if they had a cost for that. Mr. Ludgate stated that it would be about \$3,500.00.

REVITALIZATION (Cont.):

Mr. Huckleberry made a motion to authorize Mr. Loth to begin working on the MTF Grant for the next phase; seconded by Mr. Hoffa. AYES – 7, NAYS – 0. Motion carried.

Mr. Ludgate stated that he had a few more items that are not on the agenda. The first is to review four (4) letters. He stated that at Council's direction Ludgate has prepared letters to be sent out. One very important letter is going to the PennDOT District Executive, Michael Rebert and various cc's to various technical people telling them basically that the Borough has stepped up and authorized \$2,000,000.00 to make this thing happen and asking them to do their part. Another letter is going out to our fellow municipalities stating that it is a regional problem and asking for their assistance. The third letter is going to industries that are going to benefit greatly if this plan is completed asking them to do their part. The fourth letter is to the general population who need to be aware of what is going on that can be on the web and in the newsletter.

The next item was the Phase 3 estimate. Mr. Ludgate stated that he is working on that and Mr. Tom Ludgate should have that for the next meeting.

The last item was the STV Contract. Mr. Ludgate stated that it came through today and he e-mailed it to Mrs. Shade. He stated that the contract is as they said, \$292,000.00, and the contract allows that Ludgate Engineering will do a certain portion of the work at less cost than STV's cost. He asked that Council authorize Mr. Pachuilto to sign the extension of contract with STV. Mr. Hoffa made a motion to authorize Mr. Pachuilto to sign the extension of contract with STV pending review of the contract and approval of Mr. Haws; seconded by Mr. Huckleberry. AYES – 5, NAYS – 2 (Mrs. Stine and Mr. Butkus). Motion carried.

CHIEF SCHWEYER:

Chief Schweyer mentioned that they had tabled a handicapped parking space request for 55 Woodrow Avenue at the last meeting. He stated that there are three (3) handicapped spaces already on Woodrow Avenue. He stated that there is off street parking but the gentleman stated that he is only allowed to park there during a snow emergency. He also mentioned that the gentleman has a handicapped placard and lives on the 2nd floor and there is not parking allowed in front of his building. Discussion ensued concerning if all handicapped spaces are still needed and if they are monitored. Mr. Hoffa made a motion to deny the handicapped parking space request from Mr. Lutz at 55 Woodrow Avenue and review the procedure and guidelines for that handicapped spaces; seconded by Mr. Huckleberry. AYES – 7, NAYS – 0. Motion carried.

Chief Schweyer stated that he received a letter back in March requesting a handicapped space at 58 Cacoosing Avenue. He stated that they did not have a handicapped placard at the time of the request but have since gotten one. He also mentioned that there are no handicapped spaces currently on Cacoosing Avenue and there is no off street parking available. Mr. Butkus made a motion to approve the handicapped parking space at 58 Cacoosing Avenue for one year; seconded by Mrs. Peterson. AYES – 7, NAYS – 0. Motion carried. Discussion ensued concerning monitoring the handicapped spaces and having yearly renewals.

CHIEF SCHWEYER Cont.):

Chief Schweyer also mentioned that he received a letter from the County asking for a \$500.00 donation for the swat team. He mentioned that we have donated the \$500.00 in the past. Mrs. Peterson made the motion to approve the \$500.00 donation; seconded by Mr. Hoffa. AYES – 7, NAYS – 0. Motion carried.

MICHAEL HART – PUBLIC WORKS DIRECTOR:

Mr. Hart mentioned that he received the packet of information for the Recycling Grant for the equipment. He stated that he would like to put in the first request to get the reimbursement for the trucks that we bought which totals about \$80,000.00. He stated that once we have that in hand we can use that money for the seat money to get the leaf vacuum and then apply for that money. He stated that he will get the forms together and get ahold of Mr. Pachuillo to sign them and move forward. Mr. Butkus made a motion authorizing Mr. Hart to execute the applications and Mr. Pachuillo to sign them; seconded by Mr. Huckleberry. AYES – 7, NAYS – 0. Motion carried. Mr. Butkus commended Mr. Hart for getting the Borough the grant.

SEWER ENGINEER – ARRO CONSULTING – BRAD SMITH:

Mr. Smith reported that the Reed Bed Contractor, Amerigreen, has mobilized but he believes that due to the weather they have not moved any sludge yet.

Mr. Smith also mentioned that he met with staff to discuss the updating of the Hydraulic Model for the sewer system so we can figure out the over loaded sewers that will be affected by the BOSS2020 projects.

CHARLES HAWS – BOROUGH SOLICITOR:

Mr. Haws stated that he has reviewed the loan documents for the Columbia/Cacoosing intersection and he believes that we are on track to close on that next Wednesday or later depending on their schedule.

Mr. Haws also mentioned that the Zoning Hearing Board granted the relief that Verizon requested for locating a cell tower on a 40 x 40 piece of property owned by the Borough. He stated that he received a lease and provided comments to Mrs. Shade and Mr. Hart concerning a number of terms that he has an issue with. He stated that it is a five (5) year lease at \$21,600.00 per year. He stated that he will work with Mrs. Shade and Mr. Hart to make sure we get all of our proposed terms in it and then get it back to Council. Discussion ensued. Mr. Butkus asked who is responsible for sending out the letters to the affected property owners notifying them of the hearing because Mr. Hoffman stopped him and stated that he did not receive one. Mr. Hart stated that the attorney for the Zoning Hearing Board mails out the letters and they were all listed on the letter.

JAMES PACHUILO – COUNCIL PRESIDENT:

Mr. Pachuillo mentioned that he was at the Trustee meeting for the Western Berks Fire Department last night. He stated that they are going to enter into an agreement with Pierce to meet with their engineers to start spec'ing out the drawings for the new ladder truck. He stated that they have not approved any financing yet that he knows of. He stated that with the discounts they are at \$969,000.00 and there will be no extra costs to the municipalities. He mentioned that the current ladder truck is going in for a rebuild of the transmission. Mrs. Peterson asked why we would do that if we are getting rid of it. Mr. Pachuillo explained that it will take a year to get the new ladder truck. Mrs. Stine mentioned that she received an e-mail today stating that it was ordered and to expect delivery early Spring 2016. Mr. Pachuillo also mentioned that they authorized new I-Pads to replace the old lap tops in all vehicles at a price of \$5,800.00. He also mentioned that they are making great strides in the Fire Commissioner position. They narrowed forty-three candidates down to ten. They did phone interviews with three and they are inviting those three to Berks County to do face to face interviews in May. They expect to have the Fire Commissioner in place by June or July. He also mentioned that the Union Contract for the Paid Drivers has been finalized and signed.

MAYOR CIRULLI:

Mayor Cirulli mentioned an issue with people walking their dogs and leaving the waste in the street, on sidewalks and in other people's yards. He would like something in the newsletter pertaining to the rules and regulations. He also mentioned that he sees a lot of trash cans in the street and that they should be on the curb side. Mrs. Gantner stated that she would like to get the Newsletter out by the middle of May and can put these items in.

T J HUCKLEBERRY – FINANCE

Mr. Huckleberry stated that he sent an e-mail out earlier regarding the snow removal and that we wanted to start attacking that new Ordinance. He stated that he understands that Mr. Hart, Chief Schweyer and Mrs. Shade are going to be working on it. He asked when that will be done so the Committee can start looking into it. Mrs. Shade stated that they are going to be meeting this coming week on Wednesday so maybe they will have a better idea after that. She stated that it is going to take some time to get it all together.

TRACY PETERSON – LIBRARY:

Mrs. Peterson mentioned that they have an employee at the Library that is leaving and her last day is April 28th. She mentioned it is our thirty hour a week person and that the Children's Librarian is going to be picking up some of the hours. She asked if volunteers would need background checks since they don't work directly with children and are only filing books. Chief Schweyer stated that they would since children are in the Library.

BRIAN HOFFA – ECONOMIC AND COMMUNITY DEVELOPMENT:

Mr. Hoffa mentioned that they discussed the Market Study with Mr. Loth at the meeting last week. He stated that they have been in touch with the PDC to try to get them to come here. He mentioned that PDC does not do the Market Study directly but have a sub-group that does them and they are working to try to see if that sub-group will take that on. He mentioned that Mr. Loth knows of a guy that does that kind of work and wants to know what Borough Council wants to do. Mr. Hoffa stated that he would rather have Mr. Loth contact this individual and get some kind of frame work as to what it will cost us and what they can do. He mentioned that maybe they could come and do a presentation for us so we have something to consider. Mr. Hoffa stated that he would contact Mr. Loth and tell him to get in touch with this gentleman and see if he can make some type of presentation to Council. Mr. Butkus stated that if he can't do a presentation maybe he can at least submit a proposal with a price.

LISA GANTNER – RECREATION:

Mrs. Gantner asked if the South Hull Street project might be less because the price of oil has gone down. Mr. Hart stated that it could be and that it all has to be advertised and bid yet. He stated that he has to contact Ludgate because they were supposed to be putting the bid specs together because we authorized it a while ago. He mentioned that we may have a problem though because none of the properties that received letters about doing their curbs have done anything and the deadline is coming up soon. He stated that they will send out reminder letters to the residents involved.

Mrs. Gantner asked Mrs. Shade for a nice simple outline of what the Yard Sale Ordinance is so she could put it in the Newsletter. Mrs. Shade stated that she would. Mrs. Gantner also mentioned that she didn't get anything from Western Berks Fire Department. Mrs. Shade stated that they may not have anything since they don't have a Commissioner right now. Mrs. Gantner also mentioned that she is getting a lot of responses back for the Memorial Day Parade but people seem to be confused because they thought it was in Wernersville this year. She asked if we could put an advertisement in the Newspaper. Mrs. Shade stated that she would run an ad for this Sunday and that we can put it on the Sewer bills when they go out in May. Mrs. Stine mentioned that people are asking if the parade is going to go back to the old route. Chief Schweyer stated that it is going the same way as the 100th Anniversary Parade did. Mr. Butkus suggested posting the route on the Borough Web Site.

Mrs. Gantner stated that they are getting close to having to order movies and they have money from the Breakfast for that. She stated that they would also like to get a snow cone machine that would be about \$300.00.

DENISE STINE – PUBLIC SAFETY:

Mrs. Stine mentioned that she talked to Officer Oxenreider about meeting about the Contract and he stated that she had to give him three dates. Mayor Cirulli stated that she should tell him when her committee is available. Mr. Huckleberry stated that they will give him one date.

GEORGE BUTKUS – SEWER AND SANITATION:

Mr. Butkus requested an executive session for a personnel issue. Council went into executive session at 8:24 p.m. and reconvened at 8:38 p.m. No action was taken.

CHIEF SCHWEYER:

Chief Schweyer mentioned that UGI contacted him this week and in late summer or early fall from Mull Avenue to Cacoosing Avenue in the West bound lanes they will be replacing gas mains.

ADJOURNMENT:

Mr. Butkus made a motion to adjourn the meeting at 8:39 p.m.

Respectfully submitted,



Elizabeth A. Eagelman
Asst. Borough Secretary