

The workshop meeting of the Borough Council of the Borough of Sinking Spring was called to order on April 22, 2020 at 7:00 p.m., via Zoom meeting 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

Other officials present were: Charles Haws, Borough Solicitor; Brad Smith, 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.

All motions were done by roll call vote. Mr. Metzgar arrived in the Zoom meeting at 7:05 p.m.

#### **APPROVAL OF MINUTES:**

Mr. Pachuillo asked for a motion to approve the minutes from the March 5, 2020 Council Meeting. Mr. Hoffa made the motion to approve the minutes; seconded by Mrs. Stine. Roll Call Vote. AYES –6, NAYS – 0, ABSENT – 1 (Mr. Metzgar). Motion carried.

#### **VISITORS/PUBLIC COMMENT:**

There were no visitors signed in and no public comments were received via e-mail.

#### **CORRESPONDENCE:**

The first item was a donation request of \$500.00 from the Berks County Solid Waste Authority for their recycling events. Mrs. Gantner made the motion to authorize the \$500.00 donation; seconded by Mrs. Peterson. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

The next item was a letter from Mr. Patrick Sickafus concerning the property he owns on Penn Avenue in the Borough. The letter stated that he has a buyer for his property but it is contingent upon the Borough's plans and the completion of them. He states in the letter that he would like the Borough to enter into an agreement of sale with the developer and himself. Mr. Hart stated that he informed Mr. Sickafus that it was not possible. Council agreed and asked Mr. Hart to send him a letter stating that Council discussed it at their meeting and that it is not possible.

**CORRESPONDENCE (Cont.):**

Motion was made by Mrs. Peterson; seconded by Mrs. Stine. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

The next item was a letter from the Board of Elections informing the Borough that the General Primary Election Day was moved from April 28<sup>th</sup> to June 2, 2020.

**APPROVAL OF THE BILLS:**

Mr. Pachuillo asked for a motion to approve the bills for March 2020. Mrs. Stine made a motion to approve the bills, seconded by Mrs. Peterson. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

**TREASURER'S REPORT:**

Mr. Pachuillo asked for a motion to accept the Treasures Report as written. Mrs. Gantner made a motion to accept the Treasurer's Report as written; seconded by Mrs. Stine. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

**WESTERN BERKS FIRE DEPARTMENT:**

Report was attached in the e-mail packet.

**WESTERN BERKS AMBULANCE:**

Report was included in the e-mail packet.

**UNFINISHED BUSINESS:**

There was no unfinished business to discuss.

**NEW BUSINESS:**

The first item was the approval to advertise for Trash Bids. Mr. Miller made the motion; seconded by Mrs. Stine. Mr. Metzgar asked about the number and weight of the containers and if it included trash and recycling. Mr. Hart stated that each household would be allowed six (6) 35 gallon containers of trash and/or recycling not to exceed fifty (50) pounds per container. Mr. Metzgar asked if it states specific days. Mr. Hart stated that he has it listed in the specifications as Wednesday for trash and Thursday for recycling. Mr. Metzgar stated that he will not vote for pick up on separate days. Mrs. Gantner stated that she has already discussed this with Mr. Hart and that

**NEW BUSINESS (Cont.):**

she is not in favor of having the pick-up on separate days. Mr. Hart stated that the majority of our complaints are about the hauler taking the recycling with the trash. He stated that the only way he could think of to avoid that was by having the pick up on separate days. After the discussion Mr. Miller stated that he would like to alter his motion. Mr. Miller made a motion to approve advertising for trash bids with the change to same day collection for trash and recycling; seconded by Mrs. Peterson. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried. Mr. Hart asked if we were going to stick with Wednesday pickup. Council stated yes.

The next item was approval of the estimate for the Street Sweeper Repair in the amount of \$14,855.30. Mr. Zohner mentioned that the sweeper is a 2007 and that it is typical wear and tear. He stated that it is for the replacement of the pickup head which is the main assembly underneath it. Mr. Pachuillo asked what the cost would be to replace the sweeper. Mr. Zohner stated that it would be around \$150,000.00. Mrs. Gantner made the motion to authorize the repair estimate from Golden Equipment; seconded by Mrs. Stine. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

The next item was the approval of updating the tapping fee. Mr. Smith mentioned that the Borough's tapping fee calculation is over eleven (11) years old and with the new development occurring they thought it would be advantageous to start the process of updating it. Mr. Miller made a motion to authorize ARRO to begin the process of updating the tapping fee on a time and expense basis; seconded by Mrs. Stine. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

The next item was a Resolution extending the Emergency Declaration in the Borough to be in effect until such time that the State of Emergency Status is rescinded by the United States of America, the Commonwealth of Pennsylvania, and the County of Berks. Mr. Miller made a motion to pass the Resolution extending the Emergency Declaration; seconded by Mr. Metzgar. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

The next item was Mr. Joe Ravert's letter of resignation. Mr. Hart stated that Mr. Ravert is one of our sewer plant operators and that he handed in the Letter of Resignation on April 14<sup>th</sup> listing his last day as May 3<sup>rd</sup>. He stated that Mr. Ravert got an offer from his previous employer that he could not refuse. Mr. Miller made a motion to accept Mr. Ravert's resignation with regret and extend our best wishes; seconded by Mrs. Stine. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

The next item was Sinking Spring Retail Investors Time Extension. Mr. Hart explained that it is for the old Food Lion. He stated that they put in their plan for the subdivision of the two outparcels. He stated that there were some comments that came back from the engineer and from Mr. Haws. Mr. Haws stated that there was an issue with the parking. He mentioned that the ACT 15 that was passed automatically granted a 30 day extension to the 20<sup>th</sup> of May. He stated that he would recommend the Borough grant the time extension and keep an eye on the clock so we don't end up with a deemed approval. Mr. Pachuillo asked for a motion to accept the time extension. Mr. Hoffa made the motion; seconded by Mrs. Peterson. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

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

Mr. Smith stated that they have a Professional Services Agreement for approval tonight. He stated that it is for ARRO to complete the 'Phase 2 HOP' project for Penn, Columbia, and Cacoosing Avenues Intersection Improvements. Mr. Hart explained that we did receive the CAD drawings from STV and that ARRO must transfer them over and convert them to their CAD system. He stated that the Agreement is for ARRO to provide the services identified in the Scope of Services and for the Borough to pay ARRO on a time and expenses basis not-to-exceed \$34,000.00. Mr. Hoffa made a motion to approve the Professional Services Agreement; seconded by Mr. Metzgar. Mrs. Peterson asked about the time frame to submit to PennDOT. Mr. Hart stated that they are looking at about four (4) weeks. Mrs. Gantner asked if the Admin Committee went over this agreement and if they are in agreement with all the items. Mr. Metzgar stated that they did discuss it briefly at their meeting yesterday and that they are in agreement with it. He also thanked Mr. Hart and ARRO for the thoroughness of the Services Agreement. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

Mr. Smith mentioned that they are waiting for the Social Distancing to end so that they can have a proper pre bid meeting with the contractors for the Broad Street Sanitary Sewer Improvement project. Discussion ensued on how we could do the Pre bid meeting and site inspection. Mr. Smith stated that he will move ahead with the bidding process.

**MICHAEL HART – BOROUGH MANAGER:**

Mr. Hart mentioned that he was in contact with Harrisburg and that they did grant us another one year extension on our \$1.1 million grant.

Mr. Hart stated that he has the final invoice from STV for the work that they did and that he was holding it until we received everything. He stated that the invoice is for \$9,350.00 and is the final closeout. Mr. Metzgar made a motion on authorize the payment; seconded by Mrs. Peterson. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

Mr. Hart mentioned that he was contacted by Stephanie Gladfelter about putting a little food pantry for people who are having hard times right now. He mentioned that it is about the size of an old phone booth and he thought it could be put behind the building in the Library picnic area. Mr. Metzgar mentioned that the name of the organization is Little Free Pantry. Mr. Metzgar made a motion to approve the Food Pantry; seconded by Mrs. Peterson. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

Mr. Pachuiolo asked about the Resolutions for the DCNR. Mr. Haws explained that there were two grant applications that ARRO was authorized to be working on so they prepared these Resolutions. He stated that there is one each to authorize the submission of the Grant applications to DCNR for the Land Acquisition and for the Master Site Development Plan. He stated that there is also one each authorizing ARRO as representative to address amendments as we go through this process. Mrs. Gantner made a motion to authorize all four (4) Resolutions; seconded by Mrs. Stine. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

**TRACY PETERSON – RECREATION:**

Mrs. Peterson mentioned that we did pay the Library staff through April 18<sup>th</sup> because of the funding that we receive. She stated that it is closed until further notice.

**ROBERT METZGAR – FINANCE:**

Mr. Metzgar mentioned that they had an Admin Meeting yesterday and that we already went over everything that they discussed.

Mr. Metzgar mentioned an e-mail that Mr. Hart received from Christine Schlosman who is the CFO for the Wilson School District. He stated that the e-mail is concerning the Mercantile/Business Privilege Tax that Wilson collects and shares with the municipalities. Mrs. Schlosman states in the e-mail that they will be extending the due date of the 2020 estimated tax return and payment until July 15, 2020. She stated that due to the COVID-19 outbreak and temporary closure of most business she wanted to get the Borough's reaction to a possible proposal to make a temporary change to reduce the estimated tax due to less than 100% for 2020 and possibly 50%. Mr. Metzgar stated that they did discuss this at their meeting and wanted to get Council's input. He stated that it looks like other municipalities are agreeing to not less than 50%. Discussion ensued. Mr. Miller made a motion directing Mr. Hart to respond to this e-mail letter indicating Council's agreement of considering a 50% maximum reduction; seconded by Mrs. Gantner. Roll Call Vote AYES – 7, NAYS – 0, ABSENT - 0. Motion carried.

**LISA GANTNER – RECREATION:**

Mrs. Gantner stated that we did an Easter Bunny Parade where the Chief lead the parade which included a Borough vehicle with the Easter Bunny aboard and a Western Berks Fire Truck. She stated that it was a crazy day with storms and both the Chief and Fire Truck being called away, but they did manage to hit all the Borough streets. She mentioned the Memorial Day Parade and that she wants to wait a little longer to decide. She also mentioned that we only have a few participants that have responded and some of the groups may not be allowed to attend. She stated that she is also concerned about the Playground Program and that Wilson has cancelled the Bull Dog Blast this summer. She stated that she would like to figure out some way to do some type of summer program for the kids.

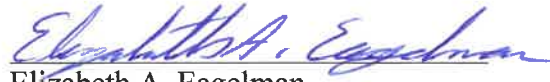
**MIKE HART – BOROUGH MANAGER:**

Mr. Hart mentioned that the settlement on the Butkus property has been postponed due to the auctioneer cancelling the auction because of the COVID-19 Pandemic.

**ADJOURNMENT:**

Mr. Hoffa made a motion to adjourn the meeting at 8:44 p.m.

Respectfully submitted,



Elizabeth A. Eageman  
Borough Secretary