

The regular meeting of the Borough Council of the Borough of Sinking Spring was called to order on Thursday, April 3, 2014 at 7:00 p.m. at the Sinking Spring Borough Hall by Vice President TJ Huckleberry. After the Pledge to the Flag, Elizabeth White called the roll reflecting the following Council Members present:

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

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

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

Mr. Huckleberry asked for a motion to approve the minutes from the March 6, 2014 Council Meeting and the March 26, 2014 Workshop Meeting. Mrs. Stine made the motion to approve the minutes; seconded by Mrs. Peterson. AYES – 6, NAYS – 0, ABSENT – 1. Motion carried.

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

Mr. Ed Moreland of Western Berks Ambulance addressed Council. He stated that everyone should have a copy of their annual report in their binders with the statistics from last year. Mrs. Stine mentioned that the Safety Committee just had a meeting with Mr. Moreland and it was decided that they would provide quarterly reports to the Borough. She also mentioned that they may be looking at an increase for next year. Mr. Moreland mentioned that the Affordable Care Act has put everyone on their heels. He stated that his contact information is in the letter if anyone has any questions or concerns.

Mr. Butkus made a motion to execute the agreement with Western Berks Ambulance; seconded by Mrs. Peterson. AYES – 6, NAYS – 0, ABSENT – 1. Motion carried.

#### **COMMUNICATIONS:**

Ms. White stated that they received a letter from Mr. Lawrence Schmidt which states that he is resigning as Tax Collector as of May 10, 2014. Ms. White read the letter to Council. Mr. Butkus made a motion to reluctantly accept Mr. Schmidt's resignation; seconded by Mrs. Peterson. AYES – 6, NAYS – 0, ABSENT – 1. Motion carried.

**COMMUNICATIONS: (Cont.)**

Mrs. Shade mentioned that she received two letters from residents, Charmaine Beck and Joshua Serrano, expressing their interest in filling the Tax Collector position. Mrs. Peterson asked if they could meet with them and interview them. Mrs. Shade stated that it is an elected position and after speaking with the woman at PSAB, she stated that the candidates could come to an open meeting. Discussion ensued. It was decided that they would be invited to the April 23<sup>rd</sup> Workshop Meeting and that the meeting would start at 6:30 instead of 7:00.

**APPROVAL OF THE BILLS:**

Mr. Huckleberry asked for a motion to approve the bills for March 2014. Mrs. Stine made a motion to pay the bills; seconded by Mrs. Peterson. AYES – 6, NAYS – 0, ABSENT – 1. Motion carried.

**REVITALIZATION PROJECT:**

Mr. Ludgate mentioned that we are moving up the chain of approval for the DCED Grant which is for the curb, sidewalk and street improvements for the western end of the Borough. Mrs. Shade mentioned that the Workshop Meeting on April 23<sup>rd</sup> will be a joint meeting with Council, BOSS2020, and the Planning Commission. She stated that it is to get everyone on the same page so everyone knows what is going on. Mayor Cirulli asked if they could do the presentation on the overhead so everyone can see and understand the different projects and grants.

**UNFINISHED BUSINESS:**

Mr. Huckleberry stated that the first item is the Western Berks Ambulance Agreement which we have already covered.

Mr. Huckleberry stated that the second item is the Snow Removal Amendments. Mr. Haws stated that he did not get a chance to prepare the Amendments but will have them done for the next Council Meeting.

Mr. Huckleberry stated that the last item is the Egg Hunt and Community Breakfast on April 12th. He stated that the Egg Hunt starts at 10 a.m. and the Breakfast is from 8 a.m. to 1 p.m.

**NEW BUSINESS:**

Mr. Huckleberry mentioned the Workshop Meeting for April 23<sup>rd</sup> and that it is a joint meeting as mentioned earlier.

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

Mr. Smith mentioned that the NPDES Permit still has not come in so no action needs to be taken on that. He mentioned that the contracts for the SCADA project were signed tonight and that he should get the four requested copies of their insurance in the mail tomorrow. He stated that once they are received we can issue the Notice of Award and Notice to Proceed.

**GEORGE BUTKUS – SEWER COMMITTEE:**

Mr. Butkus mentioned that the Committee meeting will be next Monday and will be the first Monday of every month in the evening. He mentioned that he visited the plant and is very impressed with the progress they have made in such a short period of time.

**MAYOR - GARY CIRULLI:**

Mayor Cirulli mentioned that he has a request from the Chief regarding medical leave for Officer Church for the birth of his second child. The letter states that he will use three weeks of sick time and the due date is May 7, 2014. Mr. Butkus made a motion to approve Officer Church's request for medical leave; seconded by Mrs. Stine. AYES – 6, NAYS – 0, ABSENT – 1. Motion carried.

**TRACY PETERSON – LIBRARY:**

Mrs. Peterson mentioned that Mrs. Westbrooks last day as Library Director will be either April 14<sup>th</sup> or 15<sup>th</sup>. She stated that we should do something for her since she has been with the Borough for thirteen years. She will check with the Library Board to see what they want to do.

Mrs. Peterson mentioned that the Library Board would like to add a Notary to the Library so that they can offer it to the public and asked if it was a problem. Mr. Haws stated that we would have to see what the Notary is allowed to do. He mentioned that they would not be allowed to title work for vehicles. He suggested that Mrs. Shade check with whomever she gets her notary from as to what is allowed.

**LISA GANTNER – RECREATION COMMITTEE:**

Mrs. Gantner stated that she needs to know how many Breakfast Tickets each Council person has sold so they can figure out how much food to order. She mentioned that Ms. Stuck, at the Fire Company, is filling all of the eggs. She mentioned that they received donations again, 48 lbs. of chocolate from Palmer, Clover Farms is donating all the juice for the Breakfast, and a new Martial Arts Studio, Pinacle, donated a bunch of candy and free passes.

**LISA GANTNER – RECREATION COMMITTEE: (Cont.)**

Mrs. Gantner stated that she received the first copy of the newsletter and that it just needs to be stapled and will probably go out in the mail on Monday. She stated that with the new way we are mailing them, we are sending out about 3,400 of them and they will go outside the Borough

boundary but we are going to be spending about \$1,000.00 less. Mrs. Shade stated that it is a good thing that it is going outside our boundary because we might get more people coming to our playground for our events and programs.

Mrs. Gantner stated that they are finished with the Playground Leader Interviews and they are checking references now so by next meeting they should have their list of people ready to go. She stated that they had a big discussion about background checks and making sure that we are all even on that. She stated that they are trying to balance being safe and having some common sense about how often do people need background checks. She stated that they have some returning people that are in school to be educators and every year they have to have theirs redone and they have had them done within the year. She stated that she spoke with the person in charge of that at Spring Township and if someone has had one done within the year and it is still valid through the August when Playground ends then they don't redo them. She also mentioned that the lady from Spring Township just went through training for that and that is what the recommendation is. A lengthy discussion ensued concerning the background checks and how often they should be done and who should pay for them. It was decided

Mrs. Peterson made a motion that we put into effect a policy that everyone that deals with children, Playground Leaders and Library personnel, has to have their background checks but the Borough pays for it; seconded by Mr. Butkus. Mr. Hoffa asked how many people are in the Library. Mrs. Shade stated that there are about nine. Mr. Hoffa stated that is about \$1,000.00 that the Borough is putting out for this. Mr. Huckleberry asked where this would be budgeted in. Mrs. Shade stated that the ones for the Library would be paid out of the Library Fund and the ones for Playground Leaders would be paid out of the Recreation budget and it costs \$57.00 per person to do the background checks. Mrs. Shade mentioned that they should also establish dates the checks will be done. Discussion ensued. Mrs. Peterson stated that they will be hiring the Leaders in May so the checks should be done by the end of May. Mayor Cirulli stated that they should also be aware that if they get arrested or charged with anything that they have to report it to the Borough. AYES – 6, NAYS – 0, ABSENT – 1. Motion carried.

**EXECUTIVE SESSION:**

Council went into an executive session at 7:58 p.m. for personnel issues.

**RECONVENE:**

Council reconvened at 8:04 p.m. No action was taken.

**TREASURER'S REPORT:****General Account**

Opening Balance – February 28, 2014		\$212,837.12
PLGIT		9,120.98
Invest	Recreation	40,201.72
	General	64,321.61
McDonald's Escrow		4,006.00
Fleetwood Bank Acct.		4,246.15
Susquehanna Bank Acct.		100.00
Deposits as of March 31, 2014		304,164.00
Checks Written		113,834.74
Payroll		88,819.28
PENNVEST auto debit		2,785.50
To be Paid		<u>26,975.51</u>
Balance as of April 3, 2014		\$406,582.55

**Sewer Account**

Opening Balance – February 28, 2014		\$612,404.92
PLGIT		61,446.93
Invest		322,850.50
Deposits as of March 31, 2014		138,610.03
Checks Written		109,909.84
Returned ACH		52.06
PENNVEST auto debit		15,243.07
To be Paid		<u>15,461.84</u>
Balance as of April 3, 2014		\$994,645.57

**Liquid Fuels Account**

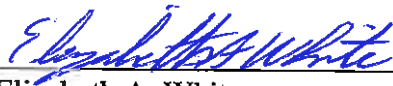
Opening Balance – February 28, 2014		\$264,694.73
Invest		30,768.81
Deposits as of March 31, 2014		<u>78,186.32</u>
Balance as of April 3, 2014		\$373,649.86

Mr. Butkus made a motion to accept the Treasurer's Report; seconded by Mrs. Stine. AYES – 6, NAYS – 0, ABSENT - 1. Motion carried.

**ADJOURNMENT:**

Mr. Butkus made a motion to adjourn the meeting at 8:08 p.m.

Respectfully submitted,

  
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Elizabeth A. White  
Assistant Borough Secretary