

The regular meeting of the Borough Council of the Borough of Sinking Spring was called to order on Thursday, May 1, 2014 at 7:03 p.m. at the Sinking Spring Borough Hall by President James Pachuillo. After the Pledge to the Flag, Elizabeth White 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; 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.

Mr. Pachuillo 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. Pachuillo asked for a motion to approve the minutes from the April 3, 2014 Council Meeting. Mr. Huckleberry made the motion to approve the minutes; seconded by Mrs. Stine. AYES – 7, NAYS – 0. Motion carried.

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

Mr. John Nelka who is the new Library Director addressed Council. He stated that he wanted to introduce himself and that he is looking forward to continuing the fine work that Mrs. Westbrook did and to implement new services for the local community.

#### **COMMUNICATIONS:**

There were no communications.

#### **APPROVAL OF THE BILLS:**

Mr. Pachuillo asked for a motion to approve the bills for April 2014. Mr. Huckleberry made a motion to pay the bills; seconded by Mrs. Peterson. AYES – 7, NAYS – 0. Motion carried.

**REVITALIZATION PROJECT:**

Mr. Ludgate mentioned that there is some movement from various funding agencies in the County and the State that are looking at the 724/Penn Avenue intersection being the priority

**UNFINISHED BUSINESS:**

Mr. Pachuillo stated that the first item is the Job Descriptions, Evaluations and Drug & Alcohol Procedure. He stated that Council had requested them for all employees. Mrs. Shade stated that everybody received them and that she did not hear anything back so they just need a motion to approve them and they become official. Mr. Pachuillo asked for a motion to accept the Job Descriptions, Evaluations and Drug & Alcohol Procedure. Mrs. Stine made the motion; seconded by Mr. Huckleberry. Mr. Pachuillo asked if there were any questions. Mrs. Gantner asked if the Drug and Alcohol testing would apply to the Playground Leaders. Mrs. Shade stated that this is just if we suspect that someone has come to work under the influence and is not for pre-employment. Discussion ensued. Mrs. Shade stated that it is something that need to go in the Handbook and was overlooked previously.

**NEW BUSINESS:**

Mr. Pachuillo stated that the first item is the Cell Tower. He mentioned that this is the second time that we have gotten notification concerning Cell towers and that Verizon wants to pursue it. Mr. Hart mentioned that he met with them last week to pinpoint the location where they are planning on doing this. He stated that it would be on the playground in the closest corner to the Borough Garage on the other side of the Tennis Courts. He mentioned that it is a dead area to begin with. He stated that they would have to put in a stone driveway to get down to the facility. He also mentioned that they would have to relocate the hiking path that goes through there. He stated that under our zoning Borough Council would have to pass a Resolution to lease the property to them. Mr. Pachuillo stated that we would like to see a plan as to what it would look like. Mrs. Shade mentioned that they are offering \$18,000.00 per year to lease the property. Mr. Hoffa asked if there is any reason that the public should say that they don't want the tower near their homes. Mr. Hart stated no that there is no danger to the public and if we don't take it they will put it on another property in the area. Mr. Pachuillo mentioned that in his travels he has noticed that the towers can be made to look like flag poles or pine trees and even crosses and wanted to know if we could request something like that. Mrs. Peterson stated that she doesn't want her hands tied until we see what it will look like. Discussion ensued. Mr. Hart asked if they could make a motion to approve it contingent upon everyone's approval of the plans. Mrs. Peterson made the motion to accept putting the cell tower in as long as Council has the final say and that it is aesthetically pleasing to the park; seconded by Mr. Hoffa. AYES – 7, NAYS – 0. Motion carried. Mr. Pachuillo suggested that they should start thinking about that income and where it can be earmarked.

The next item was the new Fire Hydrant Contract with Pennsylvania American Water. Mr. Pachuillo stated that they want to add four (4) in the Borough. Mr. Hart stated that with the new water mains that they are installing on Columbia Avenue they are going to be adding three (3) new hydrants there and one up on Sunset between Elwyn and Keller. He mentioned that we have to

**NEW BUSINESS: (Cont.)**

assume responsibility for them and lease them from Pennsylvania American Water for a minimal amount but Pennsylvania American Water must maintain them. Mr. Pachuillo asked for a motion to accept the agreement with Pennsylvania American Water for the new hydrants. Mrs. Stine made the motion; seconded by Mrs. Peterson. AYES – 7, NAYS – 0. Motion carried.

The third item was the Lower Heidelberg request for sewer capacity. Mr. Smith explained that Lower Heidelberg has a Townhouse development on Gaul Road for which they need to purchase additional capacity. He stated that they are requesting 12,852 GPD and that it was presented to the Sewer Committee and that the committee is ok with selling the capacity. He stated that he is looking for an official endorsement from Council to proceed with sending them Willingness to Serve Letter letting them know that there is capacity available if they wish to purchase it. He stated that they will have to come to us to actually purchase it at a certain rate that will be agreed to by Council. He also mentioned that we will have to amend our agreement with Lower Heidelberg Township in order to them to officially purchase the capacity. Mr. Butkus made a motion to authorize the execution of the Willingness to Serve letter; seconded by Mr. Hoffa. AYES – 7, NAYS – 0. Motion carried.

**PUBLIC WORKS DIRECTOR – MICHAEL HART:**

Mr. Hart mentioned that PennDOT will be starting paving on Penn Avenue on Sunday evening between Rt. 724 and South Hull Street. He stated that the reason they are doing it now is because that stretch is so bad from the winter and it is easier for them to mill off and put down a new roadway then to do temporary patching. He stated that they will be working through the night and hopefully be done by Tuesday night. Chief Schweyer stated that he would put out a media release. Mr. Cirulli asked when the water line work on South Hull Street would be done because it was supposed to be a three (3) day project. Mr. Hart stated that they ran into a lot of problems due to buried storm water lines that were never shown on prints that they tore up and had to rebuild them.

Mr. Hart mentioned that he ran across a program that is free to the Borough. He stated that he signed a contract to move forward with it and that it is through PPL. He stated that they have to reduce the amount of power that they are generating and selling. He stated that one way they decided to do that is to come into local government and look at exit signs, exterior wall pack lighting units and offer them free to the Borough's and Townships. He stated that the fixtures and installation were free so he took advantage of it, and that we got about 18 units replaced between the office, garage and sewer plant. He mentioned that the estimated electrical savings is about \$1,800.00 a year. He also mentioned that he is starting to work on our next electrical supply contract

Mr. Hart mentioned that when Mr. Todd Miller was hired he was to receive a \$1.00 an hour raise when he received his license. He stated that Mr. Miller took his test yesterday and passed it and is now entitled to a \$1.00 per hour raise per our agreement which would bring him to \$16.00 per hour. Mrs. Peterson made a motion to approve Mr. Miller's \$1.00 per hour raise; second by Mr. Huckleberry. AYES – 7, NAYS – 0. Motion carried.

**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 SCADA project is progressing. He stated that they submitted a payment application for \$6,473.00 was received which covers bonds, insurance and some engineering and design. He stated that ARRO recommends payment of the application. Mr. Butkus made a motion to authorize the payment application in the amount of \$6,473.00; seconded by Mrs. Stine. AYES – 7, NAYS – 0. Motion carried. He also mentioned that they are moving ahead with the Reed Bed cleaning project.

**GEORGE BUTKUS – SEWER COMMITTEE:**

Mr. Butkus mentioned that the Committee meeting will be next week as scheduled.

**REGINA SHADE – BOROUGH MANAGER:**

Mrs. Shade stated that she invited Mr. Tom Bauscher who is our Emergency Management Coordinator with the West Side Emergency Management Agency to discuss the agency and NIMS certification for the new Council members.

Mrs. Shade mentioned that the Sewer money that was borrowed for the General Fund was replaced and that she opened up the Capital Fund Account.

**TJ HUCKLEBERRY – FINANCE COMMITTEE:**

Mr. Huckleberry mentioned that he is hoping to have a recommendation for the Capital Fund for the Workshop Meeting.

**TRACY PETERSON – LIBRARY:**

Mrs. Peterson mentioned that she has been talking with Mrs. Shade and that Mr. Nelka needs to be working forty (40) hours a week because he is so far behind and because he barely got any training. She also mentioned that the Library Board is interested in using less staff with more hours rather than more staff with fewer hours which is not working right now. She stated that they would like Mr. Nelka to be full time and they would be willing to pay for that. She stated that they are also looking at getting an intern to come in for free from a local college to do some stuff to help with the Summer Reading Program this summer.

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

Mr. Hoffa mentioned that he got some information concerning Shade Tree Commissions at the Workshop Meeting last week but he really hasn't had time to look at it.

**LISA GANTNER – RECREATION COMMITTEE:**

Mrs. Gantner stated that the breakfast turned out great and that it was the best turnout of Council people and employees. She stated that they ended up making \$883.00. She also mentioned that they had the best turn out for the Easter Egg Hunt also and they brought in \$245.00. She mentioned that they would like to use the money they made to pay for the first movie night which will be about \$1,000.00.

Mrs. Gantner stated that they have made most of the decisions for the Playground Leaders and that she has called everyone and told them that pending background checks and Council approval they had the job. She stated that one person decided they didn't want the job so they will have to go back to their pool of people for another part-time leader. See list below:

Alex Lupco – Full Time Head Leader @ \$950 per hour  
Stefenee Billman – Full Time Head Leader @ \$950 per hour  
Taylor Bechtel – Full Time Leader @ \$8.50 per hour  
Tanya Lorah – Full Time Leader @ \$8.50 per hour  
Maura Franey – Full Time Leader @ 7.55 per hour  
Emily Nelson – Part Time Leader @ \$7.55 per hour  
Sam Peiffer – Part Time Leader @ \$7.55 per hour  
Tyler Chelius – Part Time Leader @ 7.55 per hour

Mrs. Gantner made a motion to hire the above people pending the background checks and to leave a spot for one more part-time person; seconded by Mrs. Peterson. AYES – 7, NAYS – 0. Motion carried. Mr. Butkus mentioned that they need to coordinate the CPR and try and get it in. Mrs. Gantner stated that they would like to do it the second week of June and asked if Officer Oxenreider would be able to do it again. Chief Schweyer stated that he would ask him.

Mrs. Gantner mentioned that she still has things coming in for the Memorial Day Parade and that she still hasn't figured out the final route. She stated that she has a call into the VFW because she can't seem to find an answer to her question.

**DENISE STINE – PUBLIC SAFETY:**

Mrs. Stine mentioned that she is going to meet with Mrs. Wentzel over the weekend to discuss the memorial dedication and she will know more at the Workshop Meeting. Mr. Hart asked if they were planning on closing Penn Avenue or if they were going to keep everything in the parking areas. Mr. Pachuiilo stated that last time they just the one lane and two lanes on the one side. Mr. Hart stated that they can shift them over but we have to watch what we do because PennDOT is really starting to tighten up on their roads and how you can handle things on them. Mrs. Stine stated that we could have a lot of people there. Discussion ensued concerning Fire Police.

**CHIEF SCHWEYER:**

Chief Schweyer mentioned that he received correspondence from District Attorney John Adams thanking our Police Department for our work on behalf of crime victims.

He also mentioned that he received a letter from a resident requesting a handicapped parking space on Woodrow Avenue in front of his residence. Mr. Hart mentioned that it would be right off of Penn Avenue and that he lives in the Apartments that are right on the corner. He stated that Council just granted the owner of the flower shop a handicapped space there and there are only four (4) spaces along that property to begin with. Discussion ensued. Mr. Schweyer stated that he will send them a letter stating that there is already one handicapped space there on Woodrow and one on Penn Avenue and at this time the Borough doesn't think another one would be feasible.

He also mentioned that on May 14<sup>th</sup> and 15<sup>th</sup> they will be getting their new server installed.

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

Opening Balance – March 31, 2014	\$311,633.93
PLGIT	9,121.43
Invest	
Recreation	40,202.68
General	64,324.66
Capital Improvement Acct.	107,263.30
McDonald's Escrow	4,006.27
Fleetwood Bank Acct.	4,246.15
Susquehanna Bank Acct.	100.00
Deposits as of April 30, 2014	771,429.97
Checks Written	571,496.97
Payroll	89,842.79
PENNVEST auto debit	2,785.50
To be Paid	<u>72,139.43</u>
Balance as of May 1, 2014	\$576,063.70

**Sewer Account**

Opening Balance – March 31, 2014	\$625,660.35
PLGIT	61,450.17
Invest	322,862.88
Deposits as of April 30, 2014	391,692.28
Checks Written	97,313.47
Returned ACH	52.38
PENNVEST auto debit	15,243.07
To be Paid	<u>13,622.04</u>
Balance as of May 1, 2014	\$1,275,430.72

**TREASURER'S REPORT: (Cont.)****Liquid Fuels Account**

Opening Balance – March 31, 2014	\$342,909.74
Invest	<u>30,769.99</u>
Balance as of May 1, 2014	\$373,679.73

Mrs. Stine made a motion to accept the Treasurer's Report; seconded by Mr. Huckleberry.  
 AYES – 7, NAYS – 0. Motion carried.


**JAMES PACHUILO – COUNCIL PRESIDENT:**

Mr. Pachulo mentioned that they are still working on the Contract with the Non-uniformed employees. He stated that he hopes to have the Draft to everyone for the Workshop Meeting.

**ADJOURNMENT:**

Mr. Butkus made a motion to adjourn the meeting at 8:12 p.m.

Respectfully submitted,

  
 Elizabeth A. White  
 Assistant Borough Secretary