

The regular meeting of the Borough Council of the Borough of Sinking Spring was called to order on Thursday, June 5, 2014 at 7:00 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; Robert Ludgate Sr., 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.

Mr. Pachuillo thanked Council for the wonderful job they are doing with the Committees.

APPROVAL OF MINUTES:

Mr. Pachuillo asked for a motion to approve the minutes from the April 23, 2014 Workshop Meeting, May 1, 2014 Council Meeting and May 28, 2014 Workshop Meeting. Mr. Huckleberry made the motion to approve the minutes; seconded by Mrs. Stine. AYES – 7, NAYS – 0. Motion carried.

VISITORS/PUBLIC COMMENT:

Mr. Sam Loth addressed Council concerning the MTF Grant. He mentioned that they were only made aware of this Grant about two and a half weeks ago and that it was not announced from PennDOT or DCED until about four weeks ago. He stated that there is a very narrow window so they started working on setting up meetings with Senator Argall, Representative Jim Cox, Senator Rafferty, people in PennDOT and DCED. He stated that they have a meeting set up for Monday June 16, 2014 in Harrisburg and that Mr. Ludgate, Mrs. Shade, Mr. Hoffa and himself are attending. Mr. Ludgate stated that the meeting was set up by Senator Argall and Representative Cox asked to be included. Mr. Loth mentioned that there are two grant programs, one with DCED and one with PennDOT and that the deadline is June 20, 2014 and requires a significant application into them by then. He stated that there is a thirty percent match required with the grant and that there are many ways to get a match like that together. He stated that they are asking Council to approve the two (2) Resolutions so that they can write the applications and after the meeting on June 16th they will come back to Council and let them know how they want us to do this. Mr. Hoffa stated that he believes

VISITORS/PUBLIC COMMENT: (Cont.)

that it is time that they step forward for the Borough and we try to do what we can to grow this Borough. Mrs. Peterson asked if they could change the Workshop Meeting to hit right after the meeting in Harrisburg. Mr. Pachuillo stated that he was thinking about that also. Mr. Bernie Campbell spoke concerning the project. He thanked Council for their time in considering this and stated that it is an important step for the Borough to move forward and collect higher tax revenue. He also thanked Mr. Ludgate and Mr. Loth for all of their hard work on this.

Mr. Haws stated that the motion would be to authorize the filing of an application for grant funding in an amount not to exceed \$3,000,000.00 with the Pennsylvania Department of Transportation MTF Grant Program and the second would be for the same sum with the PA Department of Community and Economic Development (DCED) MTF Grant Program on behalf of the Commonwealth Finance Agency. He also mentioned that the Resolutions stated that the Borough will assume the provision of the full local share project cost which is our commitment to come up with the matching money. Mr. Hoffa made the motion to accept the Resolutions and pass them tonight; seconded by Mr. Huckleberry. Mrs. Gantner stated that she wants to make sure that we start working on how's the best way to make up the matching funds. Mr. Pachuillo stated that he agrees. Mr. Huckleberry suggested coming up with a task force to look into what would be the best fit for the Borough. Mrs. Shade suggested that it not just be the Finance Committee and that they use members from other committees and the community. Mr. Hoffa thanked Mrs. Shade for the work that she did putting out the informational e-mail. AYES – 7, NAYS – 0. Motion carried.

Mr. Ludgate brought up the idea of moving the Workshop Meeting forward a week. Mrs. Shade suggested Wednesday, June 18, 2014 at 7:00 p.m. All members were in favor of moving the meeting up one week. Mrs. Shade will advertise the change. Mr. Haws mentioned that he and Mr. Mooney both have meetings that Wednesday.

CORRESPONDENCE:

Mrs. Shade mentioned that she received a resignation letter from Mr. Paul Roth resigning as the Borough's Deputy Emergency Coordinator effective August 1, 2014. She stated that Mr. Weidner stepped up and would like to be our Deputy Emergency Coordinator. Mr. Butkus made a motion to accept Mr. Roth's resignation and to appoint Mr. Weidner his replacement; seconded by Mrs. Stine. AYES – 7, NAYS – 0. Motion carried. They also thanked Mr. Roth for his years of service.

APPROVAL OF THE BILLS:

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

WESTERN BERKS FIRE DEPARTMENT:

Chief Kulp gave the Monthly Fire Report for the Month of May and thanked Council for planning the memorial and putting Deputy Chief Wentzel's name on the monument.

UNFINISHED BUSINESS:

Mr. Pachuillo stated that the first item is the Resolution appointing Berks EIT as the Borough's LST Collector for 2015. Mr. Haws stated that he spoke to someone there and they are going to have a form of an Agreement that sets out that 2.5% and some other terms. He stated that he wants to have the Agreement before we have a Resolution to enter into.

The second item was the Part Time Police Clerk Position. Chief Schweyer wanted Council's opinion on what they want to do about the position. Mr. Pachuillo asked if the position had been working and if the extra hours helped the department. Chief Schweyer stated that whatever the full time clerk didn't get done during the day the part time clerk did at night. Mrs. Gantner questioned if there was enough work to keep this position busy and whether it was necessary to keep the office open in the evening. Mr. Pachuillo stated that past Council deemed that it was necessary and was under the impression that it was working. Mr. Butkus stated that he doesn't think that there is any harm in look at it again. Mayor Cirulli mentioned that the position also filled in for the full time clerk when she is out. Mrs. Peterson asked if this person could also cross cover for the front office. Mr. Pachuillo stated that we could look into that and suggested that the Admin Committee discuss it. Mrs. Peterson made the motion to place the ad for the Part Time Police Clerk; seconded by Mr. Huckleberry. AYES – 7, NAYS – 0. Motion carried.

The next item was the Movie Equipment. Mrs. Gantner mentioned that last July they decided to buy our own movie equipment and use the Rec. Invest funds to pay for it and at that time they thought it would be about \$4,000.00. She stated that they are at \$4,300.00 without the cables. Mr. George Butkus made a motion to increase the approved amount to include the cables to not exceed \$5,000.00; seconded by Mr. Huckleberry. AYES – 7, NAYS – 0. Motion carried.

The next item was the Dedication for Ronald Wentzel on June 14, 2014. Mrs. Stine mentioned that they are pretty much set up. She stated that Mr. David Miller is going to be the MC for the program and speakers will be Judy Schwenk, Kevin Barnhardt, and Mr. Pachuillo will do opening remarks. She mentioned that the memorial will be at 10:00 a.m. and there will be a luncheon at the Fire Company at 11:00 a.m.

The next item was the Council Meeting date for July. Mrs. Shade stated that she advertised the changed in the date from July 3, 2014 to July 7, 2014.

NEW BUSINESS:

Mr. Pachulo stated that the first item is the Guidelines for the Capital Investment Fund that was done by the Finance Committee. Mr. Huckleberry mentioned that the Committee was asked to come up with some sort of structure to address and restrict the funding sources from the Capital Investment Fund (CIF). The Committees recommendation was to split the CIF into two funding sources, an Emergency Fund and an Investment Fund. He went over the report. The committee suggests placing a cap on the emergency fund and having formal requests presented to the Committee for Investment Fund funding. He stated that all final decisions on funding would be made by Council as a whole. It was requested that it be by super majority. Mr. Huckleberry stated that he would make all the changes and bring it back to the Workshop Meeting.

The next item was concerning the changing of Solicitation Fees. Chief Schweyer stated that he is in charge of issuing Solicitation Permits for the Borough and that our fees are probably the lowest in the County. He stated that right now we charge \$1.00 for a permit for one day, \$2.50 for a permit for the month and \$15.00 for a permit for the year. He mentioned that he contacted surrounding municipalities to see what their fees are. He suggested increasing our fees to \$20.00 for a month or \$50.00 for a year. Mr. Butkus made a motion to have the Solicitor draft and prepare a Resolution for the fee schedule for the Solicitation Permits as recommended by Chief Schweyer; seconded by Mr. Hoffa. AYES – 7, NAYS – 0. Motion carried.

The next item was concerning a new Police vehicle. Chief Schweyer mentioned that the 2006 Explorer is incurring maintenance fees. He stated that he spoke to some dealers and that they have 2014 leftovers which we could get and the lease would not start until July 2015 so it could be budgeted for 2015. He stated that he looked at two (2) dealerships that are COSTARS that deal with police vehicles, one is in Easton and gave a price of \$26,523.00, the other is in New Holland and gave a price of \$26, 802.25 and this would be for 2014 Interceptor SUV to replace the 2006 Explorer. He mentioned that he had a demonstration of the vehicle at the office yesterday and that he would like to go with the low profile decaling along with the lighting that would totally encompass the vehicle making it safer going through intersections. He mentioned that an extended warranty, which would be six (6) years/100,000 miles bumper to bumper, would be \$2,500.00. He also mentioned that it will be \$9,613.00 to outfit the car which can be rolled into the Lease. He stated that the total for everything including the extended warranty will be \$38,636.00 and that we can do a three (3) or four (4) year lease. Mr. Butkus made a motion to authorize the Chief to execute the paperwork and start the ball rolling for a three (3) year lease on a new police vehicle with the extended warranty and outfitted as listed above not to exceed \$40,000.00; seconded by Mrs. Peterson. AYES – 7, NAYS – 0. Motion carried.

The next item was concerning Senator Argall. Mrs. Shade stated that Senator Argall's office called and they are going to be doing a Town Hall Meeting here on July 21, 2014 at 8:00 a.m. She mentioned that they will be sending invitations to borough residents inviting them to come and talk to them and they are going to extend the invitation to Representative Cox also.

CHIEF SCHWEYER:

Chief Schweyer mentioned that they have a surplus of found bicycles in the Borough Hall that they give away periodically. He stated that he received correspondence from Mrs. Amanda Wenrich requesting that we give the bikes to the same non-profit business that we did two (2) years ago. Mrs. Shade stated that it was Devero. Mrs. Stine made a motion to donate the bikes to Devero; seconded by Mr. Huckleberry. AYES – 7, NAYS – 0. Motion carried.

Chief Schweyer stated that if the new Council members want to get on Total Visibility he will need their personal information to enter into the system and make arrangements to get their ID badges. Chief Schweyer explained what Total Visibility and mentioned that they will also need NIMS training. Mrs. Shade mentioned that she is going to try to have Mr. Tom Bauscher come to a meeting to explain it.

Chief Schweyer mentioned that Columbia Avenue, from S. Hull Street to Woodrow Avenue, will be down to one lane starting Monday, June 9, 2014 for a month while the water company works on their lines.

LISA GANTNER – RECREATION COMMITTEE:

Mrs. Gantner mentioned that Movie Nigh is next Friday, June 13th and the first day of playground is Monday June 16th. She mentioned that they have about 45 registered already and half of them are from outside the Borough.

TRACY PETERSON – LIBRARY:

Mrs. Peterson stated that they are looking into getting volunteers. She mentioned that there are a lot of youths coming to us asking if they can volunteer for the Library Program so they can get their hours for National Honor Society.

MAYOR GARY CIRULLI:

Mayor Cirulli thanked the Rec Board, Mrs. Gantner and her Committee for the wonderful job they did on the Memorial Day Parade.

SEWER ENGINEER – ARRO CONSULTING – BRAD SMITH:

Mr. Smith went over his report for May 2014. He mentioned that the NPDES Permit is still under review. He stated that Multi-Dimensional Integration has submitted a payment application for \$1,562.00 which covers bonds, insurance and some engineering and design. ARRO recommends payment of the application. Mr. Butkus made a motion to authorize the payment; seconded by Mrs. Stine. AYES – 7, NAYS – 0. Motion carried.

SEWER ENGINEER – ARRO CONSULTING – BRAD SMITH: (Cont.)

Mr. Smith mentioned that the insurance issues have been cleared up for the contractor for the Reed Bed Project and he expects to get the contract documents shortly.

Mr. Smith mentioned that Lower Heidelberg has requested an additional 12,561 gpd of capacity in our plant. He stated that he drafted a willingness to serve letter for the additional capacity and mentioned that it is for the other half of the Greth development. Mr. Butkus made a motion to authorize the execution of the willingness to serve letter; seconded by Mrs. Stine. AYES – 7, NAYS – 0. Motion carried.

PUBLIC WORKS DIRECTOR – MICHAEL HART:

Mr. Hart stated that they have had a lot of broken hydrants back at the plant from the previous operator that they repaired this week. He also mentioned that they found a broken drain valve on the chlorine contact tank that they were able to excavate that and repaired it today.

Mr. Hart mentioned that when some of the employees at the plant were hired they didn't have all of their licenses. He stated that he has two (2) of them that have completed their testing. He stated that he held a \$1.00 an hour from Mr. Zohner until he got his CDL which he now has so he is now entitled to that \$1.00 an hour. He stated that Mr. Angelis was missing his Wastewater License which he had prior but lapsed so he had to retake the test and he also needs his CDL so a \$1.00 an hour was also withheld from him. He suggested giving Mr. Angelis \$.50 for each threshold and he has passed the Wastewater License test so he would be entitled to that \$.50. Mr. Butkus made a motion to authorize the appropriate pay increases, \$1.00 for Mr. Zohner and \$.50 for Mr. Angelis; seconded by Mrs. Peterson. AYES – 7, NAYS – 0. Motion carried.

ROBERT LUDGATE SR. – BOROUGH ENGINEER:

Mr. Ludgate wanted to say congratulations to Council on the work they are doing with the budgeting process and planning ahead.

Mr. Ludgate mentioned that map on the wall and that the surrounding municipalities are very supportive of this project and have offered letters of support along with the County Commissioners and the major businesses along Mt. Home Road. He stated that the more support that we show if and when we submit our application the better. He stated that he is trying to show that it is a regional project and not just for Sinking Spring.

Mr. Ludgate mentioned that we have had STV Engineers doing engineering work on this without a contract and it has become an issue. He stated that when he asked for them to be hired back in December it was done with the thought that the County would fund their fee, but the County let us down. He stated that the County wants to spend their money on actual construction not engineering. He asked Council to consider what the options are and mentioned that he spoke with Mrs. Shade about possibly using Liquid Fuels money if it is acceptable to Council. He stated that their contract was for not to exceed \$39,000.00. Discussion ensued and Mr. Ludgate went over the

ROBERT LUDGATE SR. – BOROUGH ENGINEER: (Cont.)

history. He mentioned that he needs STV to come to a meeting with PennDOT to get them to accept the design STV has done and that it will indeed match up, and the agreement is that we must have design approval this year. He stated that there is a proposal letter that they offered and if it is approved by Council to do that then it just needs to be signed by Mrs. Shade or Mr. Pachuillo and then they are ok. Mrs. Shade stated that her recommendation would be, as long as it is ok with Mr. Paris of PennDOT, that we use the money in Liquid Fuels. Mr. Huckleberry made a motion to use the Liquid Fuels money to cover the engineering expenses not to exceed \$39,000.00; seconded by Mrs. Peterson. AYES – 7, NAYS – 0. Motion carried.

TREASURER'S REPORT:General Account

Opening Balance – April 30, 2014	\$418,960.73
PLGIT	9,121.46
Invest	40,203.75
Recreation	
General	64,328.03
Capital Improvement Acct.	107,328.03
McDonald's Escrow	4,006.53
Fleetwood Bank Acct.	4,246.15
Susquehanna Bank Acct.	100.00
Deposits as of May 31, 2014	552,968.11
Checks Written	182,586.92
Payroll	94,516.20
PENNVEST auto debit	2,785.50
To be Paid	<u>22,711.39</u>
Balance as of June 5, 2014	\$898,600.17

Sewer Account

Opening Balance – April 30, 2014	\$908,109.27
PLGIT	61,450.21
Invest	322,876.59
Deposits as of May 31, 2014	112,899.49
Checks Written	91,272.91
Returned check	56.02
PENNVEST auto debit	15,243.07
To be Paid	<u>17,590.49</u>
Balance as of June 5, 2014	\$1,281,173.07

Liquid Fuels Account

Opening Balance – April 30, 2014	\$342,937.93
Invest	<u>30,771.30</u>
Balance as of June 5, 2014	\$373,709.23

Mr. Butkus made a motion to accept the Treasurer's Report as printed and read; seconded by Mrs. Gantner. AYES – 7, NAYS – 0. Motion carried.

JAMES PACHUILO – COUNCIL PRESIDENT:

Mr. Pachuiilo stated that they will be going into an executive session to discuss three (3) items with no action to be taken.

ADJOURNMENT:

Mr. Butkus made a motion to adjourn the meeting at 8:51 p.m.

Respectfully submitted,



Elizabeth A. White
Assistant Borough Secretary