

The workshop meeting of the Borough Council of the Borough of Sinking Spring was called to order on Wednesday, September 24, 2014 at 7:00 p.m. at the Sinking Spring Borough Hall by President James Pachulo. After the Pledge to the Flag, Elizabeth White called the roll reflecting the following Council Members present:

James Pachulo
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; David Schlott Jr., ARRO Consulting; Michael Hart, Public Works Director; Regina Shade, Borough Manager and Elizabeth White who recorded the minutes of the proceeding.

VISITORS/PUBLIC COMMENT:

Mr. Mike Keener of Edwards Business Systems address Council concerning a software package called SmartSearch Document Management System. He stated that he has been working with Mrs. Shade and Mr. Hart regarding document management and helping the Borough move into automating the storage of documents and the ability to retrieve them in an easy manner. He stated that SmartSearch is a computer program that allows you a foundation for content management and gives you the tools to manage your documents. Mrs. Shade mentioned that she did put it in the budget for the monthly payments which will be shared between the General Fund and the Sewer Fund. The annual expense would be \$2,900.00 from each account for five years. She stated that to buy it outright would be \$20,370.83. Mr. Keener mentioned that the price includes the SmartSearch SMB Bundle and the Global Search Module and includes five years maintenance and support. Mr. Pachulo stated that they would table it until next meeting.

BUSINESS:

The first item on the agenda was the annual Shred Event that will be October 18, 2014. No businesses will be allowed. It is at the National Penn Bank located in Robesonia from 12:00 p.m. until 4:00 p.m.

The next item was to accept Mathew Zerr's resignation. Mr. Butkus made a motion to accept Mr. Zerr's resignation; seconded by Mr. Huckleberry. AYES – 7, NAYS – 0; motion carried.

BUSINESS (cont'd):

The next item was the Main Street/Grant/STV Bill for \$5,213.16. Mr. Pachuillo mentioned that we did get a letter from the Executive Director, Mr. Scott Dunkelberger, of the Commonwealth of Pennsylvania. The letter states that we were denied the MTF Grant in this round and that it was very competitive. Mr. Hoffa mentioned that they had the BOSS2020 meeting last week. He also mentioned that there was a question as to whether we should pay the next STV bill out of Liquid Fuels because we would have to pay back Liquid Fuels if we do not move ahead with the project. He stated that Mr. Ludgate had some updates based off the BOSS2020 meeting last week. Mr. Ludgate stated that a letter was received from Mr. Dennis Toomey who is the Traffic Engineer at PennDOT District 5-0. He stated that Mr. Toomey had three comments concerning the design which he believes are easily resolved so the design is proceeding and it is pretty close to being resolved. He stated that on the funding side, there is still an open \$20,000,000.00 in the State Budget. He mentioned that he had a conversation with the Governor and that he made a promise to consider it. He stated that based on conversations with other people within the administration and within the Senators Office, they have looked at scaling back our request from \$3,000,000.00 immediately to \$1,000,000.00. He stated that he told the Governor that he believes Sinking Spring would be inclined to go forward if the cost of acquisition was shared in a three way split.

EXECUTIVE SESSION:

Council went into executive session at 7:56 p.m. concerning property acquisition.

RECONVENE:

Council reconvened at 8:21 p.m. Mr. Pachuillo stated that they discussed the total project and possible real estate transactions. He stated that they are not taking any action on that portion. Mrs. Peterson made a motion to pay the STV bill in the amount of \$5,213.16 from the Liquid Fuels Account; seconded by Mrs. Gantner. AYES – 7, NAYS – 0; motion carried.

BUSINESS (cont'd):

The next item was the Maintenance Reimbursement Agreement – Traffic Enhancement. Mr. Ludgate stated that it has to do with the curbing that is being built on the Western end of Penn Avenue. Mr. Haws stated that the Agreement indicates that the maintenance for those curb bump outs and sidewalk signs are the Borough's responsibility. Mr. Butkus made the motion to approve signing the Maintenance Agreement; seconded by Mrs. Stine. AYES – 7, NAYS – 0; motion carried. Mr. Butkus also requested that the appropriate committee look at adjusting the Ordinance that we can back charge peoples insurance when they damage signs and to add these new areas.

CHIEF SCHWEYER:

Chief Schweyer mentioned that Heidelberg Township Police Chief contacted him this week and they would also like to go in on the purchase of the computer to upgrade the new radios so they would pay a third of the cost. He stated that he needs approval because we will have to sign a new proxy agreement with the County. Mrs. Stine made a motion to go ahead with that; seconded by Mr. Butkus. AYES – 7, NAYS – 0; motion carried.

Chief Schweyer also mentioned that Columbia Avenue will be down to one lane of traffic for the next month for the water project.

MICHAEL HART – PUBLIC WORKS DIRECTOR:

Mr. Hart mentioned that Mr. Brandon Angelis has now passed his CDL test and is entitled to the other .50 that was withheld when he was hired. Mr. Butkus made a motion to approve the .50 increase retroactive to the date when he passed the test, seconded by Mrs. Peterson. AYES – 7, NAYS – 0; motion carried.

Mr. Hart also mentioned that the Jet Vac has to go to the dealership to have some warranty work done to it. He stated that the dealership will be picking it up, repairing it and bringing it back.

SEWER ENGINEER – ARRO CONSULTING – DAVID M. SCHLOTT JR.:

Mr. Schlott mentioned that we received the Close Out paperwork for the final completion of the Reed Bed cleanings that were done and we also received the Final Payment Application in the amount of \$47,355.76. He stated that ARRO has reviewed the paperwork as well as the Application for Final Payment and recommends that the Borough make that payment. Mr. Butkus made a motion approve the Final Payment and sign the Close Out paperwork, seconded by Mr. Huckleberry. AYES – 7, NAYS – 0; motion carried.

Mr. Schlott gave an update on the SCADA Project. He stated that the system is up and running and they are going through and finding and debugging any glitches that come up.

Mr. Schlott mentioned that they received an escrow release for the Sunset Apartments and ARRO is recommending the release of \$2,070.00. Mr. Butkus made a motion to authorize the Escrow Release, seconded by Mrs. Stine. AYES – 7, NAYS – 0; motion carried. Mrs. Shade mentioned that we just received another release request today and asked if we could hold off and do it all as one next week. Mr. Schlott stated that was fine.

Mr. Schlott also mentioned that the Sewer Committee had a meeting about starting the paperwork associated with specifications for Reed Bed Cleaning for 2015. He stated that they would need authorization to proceed with that. Mr. Butkus made a motion to authorize ARRO to move ahead with the bid specifications, seconded by Mrs. Stine. AYES – 7, NAYS – 0; motion carried.

REGINA SHADE – BOROUGH MANAGER:

Mrs. Shade mentioned that every year we sign a Contract with Western Berks Ambulance for services. She stated that we collect .26 mils for an Ambulance Tax but the Contract states .25 mils so that is what they were billing us for. She stated that they contacted her last week when they caught the error. She stated that they were wondering if Council would be willing to pay them the additional \$2,700.00 that we owe them for the first two quarters and then pay the .26 for the rest. Mr. Butkus made a motion to authorize the adjustment payment, seconded by Mr. Huckleberry. AYES – 7, NAYS – 0; motion carried.

BUDGETS:

Mr. Pachuillo gave a brief overview of how the Budgets are prepared. He stated that Mrs. Shade got together with the other department heads and created the budgets that are presented this evening. He stated that he had gotten an e-mail about discussing the Budget within the Finance Committee. Mr. Huckleberry stated that the question at hand had to deal more with the salaries/raises and reviewing the evaluations. He stated that they were told from the beginning that they should be reviewing the evaluations and reporting back to Council. Mr. Pachuillo stated that the Finance/Administration Committee can take that upon themselves to do and bring it back to Council.

Mr. Pachuillo stated that we don't have to do everything here tonight and that he would like to go over the front page which is a list of answers to frequently asked questions and general information that Mrs. Shade created. He stated that there are large things that we do need to discuss like do we really need a Main Street Manager and \$65,000.00 per year for 2015. Mr. Hoffa mentioned that there is a group called the Pennsylvania Downtown Center that will help you learn about how to revitalize your Downtown area and your whole community. There is a fee to join. He stated that his suggestion, after speaking with Mr. Loth and Mr. Ludgate, is to take the \$65,000.00 out but keep in a \$5,000.00 portion to be able to take advantage of the fees for services that this group has. Mr. Pachuillo stated that part of BOSS2020's budget could handle that. Mrs. Shade mentioned that there is \$52,000.00 budgeted in addition to the \$65,000.00. Mr. Pachuillo stated that we will hold off on the Main Street Manager for now.

Mr. Pachuillo mentioned that he would like to have a discussion on the South Hull Street Paving Project. He would like to use Liquid Fuels Money for this project because that is what it is for. Mr. Hart mentioned that the State limits how much we can take from Liquid Fuels and has to approve the project for funding. Discussion ensued concerning Road Salt and the Brine System.

Mr. Pachuillo brought up the SmartSearch that was discussed previously. He suggested that Mrs. Shade put the cost to buy the Software outright in the Budget for 2015. Mrs. Gantner stated that buying it outright will save the Borough over \$8,000.00.

Mr. Pachuillo stated that Mrs. Shade will rework the budgets with what was discussed and send out a new General Fund Budget to all of Council. He stated that then we can go through them a little better. Mrs. Shade mentioned that Council will notice a decrease in the Commission for the

BUDGETS (Cont.):


Tax Collector because we are farming out the Per Capita to Wilson School District and the LST to Berks EIT for 2015

Mr. Pachulo stated that they could continue budget discussions next week with the business. Mrs. Shade stated that they could make the October Workshop meeting a budget meeting. Mr. Pachulo agreed and mentioned that he will not be at next week's meeting.

ADJOURNMENT:

Mr. Butkus made a motion to adjourn the meeting at 9:05 p.m.

Respectfully submitted,



Elizabeth A. White
Asst. Secretary