

The reorganization meeting of Adamstown Borough Council was held on January 2, 2018. The meeting was called to order at 7:00 PM at the Adamstown Municipal Building 3000 North Reading Road, Adamstown by Borough Mayor Dean Johnson.

Council Present: Randy Good, Dave Matz, Cindy Schweitzer, Mark Bansner, Jessica Kelly, Alex McManimen

**Visitors present:** Chris McKim, Steve Roth, Helen Shaak, Ralph Vedder, John Schmidt, Shad Lewis

**Others present:** Mayor Johnson, Mike Palm, Lisa Crouse, Sam Toffy

**Reorganization:**

Mayor Johnson presided over the meeting and swore in reelected members Randy Good, David Matz, Cindy Schweitzer and Mark Bansner.

**President of Council:**

Mayor Johnson opened nominations for Council President. Randy Good was nominated by D. Matz.

*Council voted 6-0-1 (R. Good abstained) to appoint R. Good as Council President.*

**Vice-President of Council:**

Mayor Johnson opened nominations for Council Vice-President. Dave Matz was nominated by C. Schweitzer.

*Council voted 6-0-1 (D. Matz abstained) to appoint D. Matz as Council Vice-President.*

R. Good assumed control of the meeting.

Due to the recent resignation of Council member Mike Wetherhold with two years remaining to his term, Letters of Interest were being accepted to fill the position. A letter was received from Shad Lewis who has been a Borough resident since 2009. R. Good asked for nominations to appoint Mr. Lewis to fill the remaining two years of the vacant seat.

*D. Matz nominated Shad Lewis to fill the remaining two years of M. Wetherhold's 4-year term, seconded by M. Bansner and unanimously carried.*

Mayor Johnson swore in S. Lewis, who was then invited to join Council at the table for the remainder of the meeting.

**REORGANIZATION:**

**Annual Appointments:**

Secretary/Assistant Treasurer – Sam Toffy

Treasurer – Lisa Crouse

Planning Commission (4-year term to expire 1/2022) – Jessica McManimen

Tax Collector (4-year term to expire 1/2022) – Rosemary Johnston

Deputy Tax Collector – Diane Hertzog

Adamstown Representative at Police Meetings – Dean Johnson

*Motioned by D. Matz, seconded by M. Bansner and unanimously carried to make the annual appointments listed above.*

Cocalico Area Appeals Board – Tommy Kashatus

Cocalico School District Municipal Rep & Alternate for LCTCB – Mike Hession and Carolyn Hildebrand (Alt)

*Motioned by D. Matz, seconded by M. Bansner and unanimously carried to make the annual appointments listed above.*

Zoning Hearing Board Attorney – Dwight Yoder, Gibbel, Kraybill and Hess

Borough Solicitor – Josele Cleary of Morgan, Hallgren, Crosswell, and Kane

Borough Engineer of Record – Hanover Engineering

Sewage Enforcement Officer – Scott Brown and Christopher Taylor of Hanover Engineering

Rental Inspector/Code Enforcement Officer – Robert Getz

Zoning Officer – Jim Franey, CIS

*Motioned by D. Matz, seconded by M. Bansner and unanimously carried to make the annual appointment listed above.*

Zoning Hearing Board (3-year term to expire 1/2021) – Tom Berman (by Resolution 18-01)

*Motioned by D. Matz, seconded by M. Bansner and unanimously carried to adopt Resolution 18-01 to appoint Tom Berman to another 3-year term on the Zoning Hearing Board, with his new term to expire January 2021.*

**MINUTES:** Minutes from the December 5, 2017 meeting were approved with changes with a motion from D. Matz, seconded by M. Bansner and carried by a motion of 4-0-3 (R. Good, C. Schweitzer and S. Lewis abstained due to being absent from the December meeting).

**BILL LIST:** Motioned by D. Matz, seconded by C. Schweitzer and unanimously carried to approve all bills and receipts presented.

**POLICE and/or FIRE REPORT:**

The December Police Report was read by Lt. McKim.

The December Fire Report was read by Chief Roth.

There will be a soup and sub sale on Saturday, January 20, 2018 beginning at 10AM until sold out.

**VISITORS BUSINESS:** None.

**SPECIAL TOPICS:** None.

**PUBLIC WORKS:**

**SRBC** – The SRBC is mandating registration of the grandfathered wells which will involve a fee. M. Palm will be participating in a webinar in the near future to learn more.

Snack Bar Door Quote – M. Palm provided a quote from HC Quality Doors, LLC in the amount of \$1,544.20 to replace the existing steel door on the snack bar which needs to be replaced. Public Works Department personnel will be doing the installation of the door.

*Motioned by M. Bansner, seconded by J. Kelly and unanimously carried to approve the quote from HC Quality Doors, LLC in the amount of \$1,544.20 to replace the existing steel door at the snack bar.*

CSDatum Proposal – M. Palm provided a proposal from C.S. Davidson, Inc. to provide CSDatum mapping software which covers water, wastewater, roads and storm sewers. \$3K has been budgeted for this program. The setup cost is \$2,400 and there is an annual maintenance fee of \$1,600.

*Motioned by M. Bansner, seconded by C. Schweitzer and unanimously carried to approve the proposal from C.S. Davidson to provide the CSDatum mapping software at an initial cost of \$2,400.*

2018 Bidding Thresholds – M. Palm provided Council with the DL&I's base amount requiring public bids which is currently \$20,100.

**TREASURER:**

**FINANCE:**

The Historical Society of the Cocalico Valley – Last year the Borough joined The Historical Society of the Cocalico Valley at a cost of \$75 for the 2017 Business membership. A request to renew the Borough's membership for 2018 was received.

*Motioned by C. Schweitzer, seconded by D. Matz and unanimously carried to renew the membership at The Historical Society of the Cocalico Valley for 2018 at a cost of \$75.*

**WATER & SEWER:** None.

**COMMUNITY:** None.

**ROADS AND BRIDGES:** None.

**PERSONNEL:** None.

**RECREATION:**

Citizen Representative – Borough resident Ralph Vedder served as citizen representative on the Recreation Committee in 2017. J. Kelly is proposing he serve another term in 2018.

*Motioned by J. Kelly, seconded by C. Schweitzer and unanimously carried to appoint Ralph Vedder as citizen representative on the Recreation Committee for 2018.*

**FIRE/SAFETY:** None.

**MS4:** None.

**UNFINISHED BUSINESS:**

PMC Quick Tickets – With the recent adoption of the 2015 Property Maintenance Code, Resolution 2017-04 was drafted to establish penalties for the new Code, which will also include a Quick Ticket for various obvious violations. In lieu of sending a letter for certain violations, a Quick Ticket would be issued as a door hanger, giving the property owner 10 days to bring their property into compliance. If they are still in violation after 10 days, a follow-up ticket is issued which imposes a \$50 fine that must be paid within 15 calendar days or a summary citation will be issued.

*Motioned by D. Matz, seconded by M. Bansner and unanimously carried to move forward with having the Quick Tickets printed with the fees established in Resolution 2017-04.*

Stoudtburg Village – R. Good will meet with Stoudtburg Village POA President John Schmidt to discuss the HOA being designated as the developer.

**NEW BUSINESS:**

Hanover Engineering 2018 Schedule of Fees – Hanover Engineering provided their Professional Fee Schedule for 2018.

5K For Johnnie K Race – Permission was requested by Lynn Keene to allow runners to use designated roads in the Borough for the annual 5K for Jonnie K scheduled for May 19<sup>th</sup>. They would also like to have a food truck on site at the pool parking area to serve food after the race. They are also requesting the use of the pool restrooms.

*Motioned by D. Matz, seconded by M. Bansner and unanimously carried to approve the use of the designated Borough roads for the annual 5K for Johnnie K provided a certificate of insurance is provided by the Leo Club and a separate certificate of insurance must be provided by the food truck vendor, both at least one week prior to the event date. The Ephrata Police and Adamstown Fire Company must be notified of the event by May 1st.*

**EXECUTIVE SESSION:** Council went into executive session at 7:32PM to discuss personnel issues.

The regular meeting resumed at 7:45PM.

*Motioned by A. McManimen, seconded by M. Bansner and unanimously carried to implement a performance recognition program in the Borough for Borough employees. A Performance Recognition Policy has been created for this program.*

*Motioned by A. McManimen, seconded by M. Bansner and unanimously carried to give the following 2018 wage increases: 3% increase to M. Palm, J. Formicone, T. Kauffman, S. Toffy and L. Crouse, and to give a 5% increase to M. Brown.*

*Motioned by A. McManimen, seconded by M. Bansner and unanimously carried to award a \$1,000 performance recognition award to M. Palm, L. Crouse and S. Toffy, and to award a \$500 performance recognition award to M. Brown, J. Formicone and T. Kauffman.*

**Adjournment:**

*Motioned by D. Matz, seconded by M. Bansner and unanimously carried to adjourn.*  
The meeting ended at 7:48PM.

Attested: \_\_\_\_\_  
Sam Toffy, Adamstown Borough Administrative Secretary