

The meeting was called to order at 7:00PM at the Adamstown Borough Wastewater Treatment Plant, 235 E. Swartzville Road, Denver by Council President Randy Good.

Council Present: R. Good, D. Matz, A. McManimen, d. Alumbaugh, M. Bansner, R. Weaver, J. Johnson-Null

Visitors present: Sgt. Albaugh, Chuck Hess, Zach Hoffman, Dwight Fox, Mike Bieber, Tim Butz, Paul Marx, Heather Marx, Mike Kline, Michael Kline, Jr., Shannon Cook, Helen Shaak, Michele Walter Fry

Others present: Josele Cleary, Mayor Schmidt, Jeff Formicone, Lisa Crouse, Sam Toffy

MINUTES: Minutes from the November 1, 2022 meeting were approved with a motion from D. Matz, seconded by M. Bansner and unanimously carried.

BILL LIST: Motioned by d. Alumbaugh, seconded by D. Matz and unanimously carried to approve all bills and receipts presented.

Olsen Design Group Architects Proposal – The proposal for the design of the new borough building was presented.

Motioned by d. Alumbaugh, seconded by J. Johnson-Null and unanimously carried to approve the Proposal from Olsen Design Group Architects as presented.

POLICE REPORT:

The November Police Report was read by Sgt. Alumbaugh.

FIRE REPORT:

The November Fire Report was included in the packets.

VISITOR'S BUSINESS:

Michael Kline, Eagle Scout – Michael addressed Council regarding an Eagle Scout project he would like to do. He is interested in building a free book library in the grove. The concept is that for each book taken, one is given back. He would like to build it by the existing Scout cabin. His project involves two additional free book libraries as well, with one being at St. Paul's Church and the other outside of the borough. A. McManimen said it will cost approximately \$200 to \$350 per unit and suggested doing a match to help fund the project for the one in the grove. He said that whatever funding Michael has by next month, Council will motion to match it at its January meeting.

Motioned by R. Weaver, seconded by A. McManimen and unanimously carried to allow the free book library to be located in the park contingent on working with R. Weaver to make sure it is placed in a location that will not interfere with Community Days. Council will match whatever amount is collected by the January meeting.

Helen Shaak – Ms. Shaak said that the second pole on the west side traveling north on Bowmansville Road from E. Main Street has been out for some time. The pole itself was replaced in June but the light is still not working.

SPECIAL TOPICS: None.

PUBLIC WORKS: None.

TREASURER:

Grants – L. Crouse said she has been spending a significant amount of time on applying for grants for the borough.

Auditors – L. Crouse said the auditors will be coming on December 21st to do a preliminary audit and will be returning on January 23rd to complete their audit.

FINANCE:

2023 Budget – The draft 2023 budget has been advertised for adoption. There has been no tax increase and no water or sewer increase for 2023.

Motioned by D. Matz, seconded by d. Alumbaugh and unanimously carried to adopt the 2023 budget.

Tax Levy Ordinance #415 – Ordinance #415 establishes the millage rate at 2.041 mills for 2023 which has not increased from 2022.

Motioned by D. Matz, seconded by d. Alumbaugh and unanimously carried to adopt Ordinance #415 establishing the 2023 millage rate at 2.041 mills.

Transfer of Funds – Motions were made to transfer monies as follows:

Motioned by J. Johnson-Null, seconded by R. Weaver and unanimously carried to transfer funds from the Fulton Money Market account to our PLGIT (Prime, Class or Term) Investment Account where only \$50K should remain in the Fulton Money Market account. Funds will be transferred as needed from PLGIT to Fulton when bills need to be paid. The PLGIT Investment Account will hold approximately \$2,650,000.

Motioned by J. Johnson-Null, seconded by R. Weaver and unanimously carried to approve transfer of \$750K in Stella Hatt Funds from Fulton to PLGIT (Prime, Class or Term) where only \$10K of Stella Hatt Funds will remain in the Fulton Stella Hatt Account.

WATER/SEWER/MS4: None.

COMMUNITY:

Thriving Communities Program – d. Alumbaugh is requesting that a Letter of Interest be sent to participate in the Thriving Communities Program. This will give us the potential to increase safety crossing Rt. 272 as well as finding money for a new traffic light. It could also potentially help our local non-profit organizations.

Motioned by d. Alumbaugh, seconded by R. Weaver and unanimously carried to send a Letter of Interest to participate in the Thriving Communities Program.

Grant Information – d. Alumbaugh would like to schedule a date to meet with Council members and anyone else interested, to explain the in-depth process of grant writing. L. Crouse is currently undertaking this task for the borough.

Rental Ordinance Review – d. Alumbaugh would like to see some revisions to the current rental ordinance. One item would be the cost for an annual rental license. We currently charge \$25 per landlord no matter how many units are owned. He would like to revise that so that there is a fee paid per unit. The license fee is also much lower than other local municipalities. This will be further discussed at the next Council meeting. A. McManimen said he would like our entire fee schedule to be reviewed and updated.

ROADS AND BRIDGES: None.

PERSONNEL:

Cyber Insurance – A. McManimen is recommending we sign up for cyber insurance to better protect borough information. The cost would be approximately \$3,500/year. L. Crouse said the cost could fluctuate so R. Good asked A. McManimen to have a quote for the December meeting.

Motioned by A. McManimen, seconded by M. Bansner and unanimously carried to approve the purchase of cyber insurance.

RECREATION:

Gaga Ball Pit – R. Weaver is looking to replace the existing mulch in the gaga ball pit in the grove to stone dust.

Motioned by R. Weaver, seconded by d. Alumbaugh and unanimously carried to approve replacing the mulch with stone dust in the gaga ball pit in the grove.

FIRE/SAFETY:

Electric Bike for Police Department – Mayor Schmidt is asking Council to consider purchasing an electric bike at a cost of \$4,050. He feels this would help with policing and interacting with the borough residents. He will discuss further at the January meeting.

Opticom Traffic Light – Mayor Schmidt is requesting Council consider installing an emergency Opticom Traffic Light at the intersection of N. Reading Road and Willow Street. He said that our intersection is the only one in the area that does not utilize one. He obtained one estimate from CFI in Lebanon, at a cost of \$16,500. R. Good is questioning whether our current light would be compatible or if it would make more sense to update the entire traffic light at the same time. Mayor Schmidt is asking Council to consider this motion at the January meeting as well.

BUILDING: None.

UNFINISHED BUSINESS:

341 Jefferson Road Fence Issue – d. Alumbaugh said that after reviewing the situation, they feel the fence should be no higher than 4' and at least 5' off the curb. The property owners will also be sent a letter stating that since the new location of the fence will still be in the R/W, the borough will not be responsible for any damage to the fence for any reason (ex., snow plowing or should they have to get into the R/W for any reason). The property owners will have until June 1, 2023 to move the fence.

Motioned by d. Alumbaugh, seconded by D. Matz and unanimously carried to agree to the fence being no higher than 4' and 5' from curb, with the understanding that the borough bears no responsibility to any damage done to the fence for any reason since it will still be in the R/W. They have until June 1, 2023 to move the fence.

29-35 E. Main Street Subdivision – The applicant is requesting a time extension for this project. He is also requesting a waiver from Section 265-48 (Public Dedication of Park & Open Space Land). A. McManimen asked how we would distinguish between this situation and anyone else who submits a subdivision application and R. Good said this is a unique situation where the buildings are already existing. He said that we should change it in the SALDO to read that any property with the buildings already existing have the fees waived.

Motioned by d. Alumbaugh, seconded by M. Bansner and unanimously carried to approve a 60-day time extension.

Motioned by M. Bansner, seconded by J. Johnson-Null and unanimously carried to approve a waiver of Section 265-48.

NEW BUSINESS:

Resolution #2022-10 – This resolution is for the PA Small Water and Sewer Program Grant NTE \$500K. The borough's match is 15%. This involves stormwater in the grove as well as stormwater issues along Adamstown Road.

Motioned by d. Alumbaugh, seconded by A. McManimen and unanimously carried to adopt Resolution #2022-10.

Resolution #2022-11 – This resolution is for the H2O PA Large Water and Sewer Program Grant NTE \$1.2 M. The borough's match is 33.3%. This involves removal of the pumpstation at the pool as well as relining the upper section of the sewerline.

Motioned by d. Alumbaugh, seconded by A. McManimen and unanimously carried to adopt Resolution #2022-11.

58 E. Main Street – The applicant is requesting a sewage facilities planning module exemption.

Motioned by A. McManimen, seconded by D. Matz and unanimously carried to approve the sewage facilities planning module exemption.

Building Inspection Underwriters of PA – Council is looking to appoint this company as another BCO to process borough permit applications.

Motioned by d. Alumbaugh, seconded by J. Johnson-Null and unanimously carried to appoint Building Inspection Underwriters of PA as an additional BCO for Adamstown Borough.

Cocalico Regional Plan Update – R. Good talked with C. Hildebrand at WCT and was told the final draft is not out yet.

Pickleball Fundraiser Tournament – S. Toffy received a request for a Berks County gentleman asking if he could utilize the pickleball courts for a fundraiser to benefit the LightHouse Women and Children's Shelter in Reading. A. McManimen will reach out to him to get additional information.

EXECUTIVE SESSION: Council went into executive session at 8:20PM to discuss litigation, potential purchase of ground around the reservoir, employee increases and title changes.

The regular meeting resumed at 8:58PM.

Motioned by A. McManimen, seconded by d. Alumbaugh an unanimously carried to adjust employee pay rates as follows:

- *6% raise for all employees with the exception of L. Crouse who will receive a 10% raise and the rate for Derek Miller will be increased to \$18/hour.*
- *Lisa Crouse's title will be Treasurer/Office Manager and Mike Palm's title will be Public Works Manager*

Adjournment:

Motioned by D. Matz, seconded by M. Bansner and unanimously carried to adjourn.
The meeting ended at 9:00PM.

Attested: _____
Sam Toffy, Adamstown Borough Administrative Secretary