Adamstown Borough Council **December 1, 2015**

The meeting was called to order at 7:00PM at the Adamstown Municipal Building, 3000 N. Reading Road, Adamstown by Council President Randy Good.

Council Present: Randy Good, Dave Matz, Cindy Schweitzer, Mark Bansner, David Gundrum, Joe Dietrich, Jessica Kelly

Visitors Present: George Beever, Steve Roth, David Buckwalter, Kathy Thren, Donna Wetherhold, Mike Wetherhold, Bob Stork, Karen Shuey, Jim Bretz, Joe Hawley, Tom Hyrb, Marjorie Hyrb

Others Present: Dean Johnson, Sam Toffy

MINUTES: Minutes from the November 3, 2015 meeting were approved with a motion from D. Matz, seconded by M. Bansner and unanimously carried.

BILL LIST: Motioned by M. Bansner, seconded by D. Gundrum and unanimously carried to approve all bills and receipts presented.

PLAQUE PRESENTATION: Mayor Johnson presented Joe Dietrich and David Gundrum with plaques to express the Borough's appreciation of their dedication and loyal service to the Borough as members of Borough Council holding two terms and one term respectively.

POLICE and/or FIRE REPORT:

The November Police Report was read by Chief Beever. Chief Beever announced his retirement at the end of the year. Mayor Johnson spoke of the appreciation the Borough has for the 30+ years of service Chief Beever has dedicated to his profession and commended him on his leadership.

The November Fire Report was read by Chief Roth.

- There is a soup & sub sale on December 5, 2015 from 10:00AM until sold out.

VISITORS BUSINESS:

Christopher Bennett – Mr. Bennett addressed Council with his concerns regarding water/sewer billing. C. Schweitzer commented that the average adult uses approximately 5K gallons of water per quarter. D. Matz explained that due to the extensive state regulations that must be adhered to, it is costly to treat the water before being released back into the waterways which is why the sewer cost is almost double the water cost. Mr. Bennett expressed his appreciation for Council's explanation.

SPECIAL TOPICS: None.

PUBLIC WORKS:

The November report was included in the packets.

MIB Report – An MIB insurance valuation form was included in the packets. The last insurance valuation was done in January of 2012. The fee for a revision of values is $350. Due to the extensive improvements done at the community pool in 2015, R. Good feels it is important to have a new valuation done and recommended getting an upgraded price and presenting it at the meeting in January for approval.

FINANCE:

Tax Levy Ordinance #381 was presented, establishing the 2016 real estate tax at the rate of 2.50 mills, which is unchanged from 2015.

Motioned by C. Schweitzer, seconded by D. Matz and unanimously carried to approve the 2016 Tax Levy Ordinance #381 which establishes the 2016 tax rate at 2.50 mills.

The 2016 budget was presented for adoption.

Motioned by D. Gundrum, seconded by M. Bansner and unanimously carried to approve the 2016 budget as presented.

Borough Resident Bob Stork expressed his concern with an item that was budgeted for in 2016 regarding paving the pathway from behind Stoudt's down to the tennis courts at a cost of approximately $30K. He feels it is a poor investment of money that can be put to better use elsewhere such as pool improvements or the proposed sewer line reconstruction. Council took his concerns into consideration and noted that prior to any improvements being done, it would have to be discussed again at a future meeting.

WATER & SEWER:

14 S. Village Circle Waiver Request – The property owner received his 3rd quarter bill in the amount of $429.73. His 4 prior quarterly bills averaged $177.64. M. Palm replaced his existing meter with a new one and did a 24-hour read. The property owner said he did not pay his bill because he was waiting to see if a leak was found. He was set up on a 3-month payment plan. In the process, he accrued $42.97 in late fees. He is asking Council if they would consider waiving the late fees in the amount of $42.97.

Motioned by D. Matz, seconded by D. Gundrum and unanimously carried to approve the waiver of $35 of the late fees accrued.

COMMUNITY:

Christmas in the Grove – J. Dietrich commented that the tree lighting ceremony in the grove was once again a great success!

Sidewalk Construction Standards – The Borough solicitor drafted a revised sidewalk ordinance for review. There were several items of concern still remaining and R. Good recommended that Council members provide J. Dietrich with any remaining concerns so that the solicitor can incorporate those revisions and provide the final draft at the January meeting to approve for advertising and subsequently adopting at the February meeting.

ROADS AND BRIDGES: None.

PERSONNEL:

Part Time Office Assistant – There were a total of six applications received for the advertised position. D. Gundrum will coordinate with L. Crouse to choose the best three candidates and set up interviews the week of December 7th.

Personnel Committee Recommendations – After meeting with Borough staff to conduct annual reviews, the Committee provided Council with their recommendations.

Motioned by D. Gundrum, seconded by M. Bansner and unanimously carried to approve the following Committee recommendations:

- *Mike Palm, Lisa Crouse and the Crossing Guard be given a 3%/per hour salary increase.*
- *Troy Kauffman's hourly rate be increased to $21.00/hour.*
- *Sam Toffy's hourly rate be increased to $19.00/hour.*
- *Jeff Formicone's hourly rate be increased to $21.00/hour.*
- *Matt Brown's hourly rate be increased to $23.00/hour.*
- *Mike Palm draft a job description for the position of Public Works Assistant Superintendent as it pertains to Matt Brown.*
- *A letter be sent to each employee and placed in their employee files explaining that the these wage adjustments (last year and this year) have now raised their salaries to be on par with their peers in local government and stating that there will be an expectation of Council that future annual salary increases will be based on the increase in the cost of living (COL) and that increases beyond the COL will only be considered after there is evidence of increased value to the Borough through additional, permanent duties or water/wastewater certifications.*
- *Future personnel committee recommendations come before the Council for discussion/approval before being presented to the employees.*
- *Public Works Department Superintendent meet with the President and Vice President of Council on a quarterly basis to discuss and show a plan for current work being performed and future projects along with the status of projects.*
- *Hire a new temporary employee be hired beginning Nov. 1 to assist Lisa in the office and that Council decide what it wants to do about assisting Lisa with managing her time with work and family over the next 2 years.*
- *Council, members check the emails coming from the Borough office with a high degree of regularity.*
- *The Personnel Committee discuss a policy regarding appropriate compensation when a works department employee acquires their water and sewer testing.*

RECREATION:

Community Pool – Due to ongoing issues at the community pool, the Committee has been looking into alternative management options. Proposals from Ephrata Rec Center and the Reading & Berks County YMCA were reviewed and the Committee is recommending contracting with the YMCA. The cost is approximately $10K less than Ephrata Rec Center and by contracting with the YMCA, it will allow programs to remain in the community as well as implementing new programs.

Motioned by J. Kelly, seconded by C. Schweitzer and unanimously carried to contract with Reading & Berks County YMCA the community pool during the 2016 season at a cost of $55K.

FIRE/SAFETY:

Crosswalk at Rt. 272 near Rose Hill Development – Mayor Johnson provided two samples of street crossing signs with flashing lights and push buttons for Council's review. Once a pedestrian pushes the button, the expectation will be that traffic will yield. There is a concern that traffic may not stop, causing an accident. The question was also brought up liability, should there be an accident. R. Good suggested that in addition to installing crossing signs, a 35 MPH speed limit be requested along Rt. 272 through the Borough. C. Schweitzer recommended a letter be sent to PennDOT by Council regarding the speed limit and R. Good suggested the Committee reach out to Chief Harvey to get his guidance.

Motioned by C. Schweitzer, seconded by M. Bansner and unanimously carried to send a letter to PennDOT requesting a reduction in speed to 35 MPH along Rt. 272 through the Borough.

Noise and/or Nuisance Ordinance – After ongoing discussions regarding implementing a noise noise/nuisance ordinance, draft Ordinance #382 was presented for Council's approval.

Motioned by D. Matz, seconded by D. Gundrum and unanimously carried to advertise Ordinance #382 for adoption at the January meeting.

Parking Tickets – The Ephrata Police Department questioned how parking tickets would be processed once they take over in January. The Committee discussed their options and is recommending that parking tickets be handled by Adamstown Borough staff.

Police Update – Mayor Johnson commented that Detective Shepherd, who is the liaison for the schools, has already visited the elementary school. The Mayor requested that the police visit again with a squad car and do a Show & Tell for the students during a school day. The police will also visit every business in the Borough to meet the owner(s) and go over protocol, should an emergency occur. Lt. Shumaker is requesting a photo of each elected official, as well as the Borough staff, to have for their records. Mayor Johnson also reminded Council of the Holiday Meet & Greet scheduled for December 17th.

UNFINISHED BUSINESS:

Stoudtburg Village Letters of Credit – Monies from the three letters of credit for Stoudtburg Village have been received and deposited into an account. This money is earmarked for improvements at Stoudtburg Village.

Community Pool Locker Room Exhaust System – Hanover Engineering provided proposed ventilation system revisions for the pool locker rooms. R. Good tabled this item until the January meeting.

Draft Timbering Contract – The timbering contract drafted by the solicitor has been tabled until the January meeting.

NEW BUSINESS:

Lancaster County Floodplain Ordinance – FEMA recently changed the floodplain maps slightly and as a result, the Borough needs to acknowledge the new mapping changes prior to April 5, 2016. Council contracted with Leslie Rhoads, CFM, who is an independent contractor who has done work for DCED. Ms. Rhoads customized the FEMA model ordinance for Adamstown Borough, mirroring our current floodplain regulations, a copy of which was included in the packets. It was decided that the floodplain regulations, currently found within the Zoning Ordinance, be pulled out and recognized as a stand-alone Floodplain Ordinance.

Motioned by C. Schweitzer, seconded by D. Gundrum and unanimously carried to authorize staff to contact the Borough solicitor to draft an amendment to the Borough Zoning Ordinance, removing all reference to the floodplain regulations, and to reference the new stand-alone floodplain ordinance. This includes authorizing staff to submit the zoning amendment to Adamstown and Lancaster County Planning Commissions for their review.

Grinder Pump Agreements – There were three Grinder Pump Agreements presented to Council for approval for grinder pumps recently installed at two properties (10 Stoudtburg Rd. & 1975 Bowmansville Rd.) and one grinder pump to be installed within the next two weeks (2760 N. Reading Road).

Motioned by M. Bansner, seconded by D. Gundrum and unanimously carried to authorize the President of Council to sign the Grinder Pump Agreements which are to be recorded in the Lancaster County Courthouse.

General Code Proposal – A proposal was obtained from General Code to codify the ordinances and bring everything up to date. The cost for the base codification project is $12,404, and optional components are $4,350. The optional components involve post-project editorial and legal analysis, and can be revisited at a later time.

Motioned by C. Schweitzer, seconded by D. Gundrum and unanimously carried to approve the base codification project at a cost of $12,404.

CocaliGLO 5K Glow Run – Heather Weaver, V.P. of the Cocalico Cheering Booster Club, submitted a request for approval of the 2nd Annual CocaliGLO 5K. The event will take place on Saturday, April 30, 2016 from 8:00PM to 9:00PM in the Borough.

Motioned by J. Dietrich, seconded by D. Gundrum and unanimously carried to approve the 2nd Annual CocaliGLO 5K on April 30, 2016 contingent upon providing a current certificate of insurance and contacting the Ephrata Police prior for their consent prior to the event.

Elected Officials Bootcamp – There will be a two-day training program offered to newly-elected and current municipal officials which will give an understanding of the basics as well as an overview of local government. This training program is being offered to all current and newly-elected Council.

Adamstown Area Library – The Adamstown VFW recently closed and turned its charter back into the State. The building is up for sale and the owners are currently working with the Adamstown Library on the sale. The Library has been in need of more space for several years. R. Good noted that the Library has shared space in the Borough building for the past 17 years. He feels that the VFW building is a great location, has existing utilities and infrastructure (parking lot, ADA access) and would repurpose an existing building for the benefit of the community. Additionally, the existing apartments would provide an additional source of income to the Library.

R. Good suggests that Council provide the Library with $150-$170K of funding for the purchase or renovations of the VFW building. He noted that the Council, in 2001 had provided similar funding to the Adamstown YMCA for their building expansion and has paid $10K/year since 2003 toward that debt. He feels the funding could be structured to not require a tax increase and the Borough could gain income from renting out the space the Library is currently using. C. Schweitzer indicated support of the concept of the library utilizing the VFW but would like to see a business plan from the Library prior to agreeing to the level of funding proposed

by Mr. Good. Library representatives indicated a wiliness to provide a business plan which would address how they propose to fund the project and will be doing their due diligence regarding the structural integrity of the building.

A committee representing the Borough was formed to work with the Library Board in putting an agreement together in how to move forward. The committee will consist of C. Schweitzer, D. Johnson, D. Matz and M. Bansner.

Motioned by D. Matz, seconded by M. Bansner and unanimously carried to provide $150K in financial support to the Adamstown Library to put towards the purchase of the VFW building contingent upon:

- *submission of a business plan*
- *submission of a building inspection report*

Adjournment:

Motioned by D. Matz, seconded by M. Bansner and unanimously carried to adjourn.

The meeting ended at 8:50PM.

Attested: _____
Sam Toffy, Adamstown Borough Administrative Secretary