Adamstown Borough Council **December 3, 2013**

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, Ben Zentner, David Gundrum, Joe Dietrich, Ed Zander

Visitors Present: George Beever, Steve Roth, Donna Wetherhold, Mike Wetherhold, Rich McComb, Terry Eckert, Helen Shaak, Deb Schmidt, Bob Stork, Ron Shank, Roslyn Bansner, Mark Bansner, James McGinnis, Dean Johnson

Others Present: Mayor Buckwalter, Lisa Crouse, Sam Toffy

MINUTES: Minutes from November 5, 2013 were approved with a motion from D. Matz, seconded by D. Gundrum and unanimously carried.

BILL LIST: Motioned by J. Dietrich, seconded by D. Matz and unanimously carried to approve the bills and receipts presented with the exception of Northern Lancaster County Regional Police Department's invoice in the amount of $4,918.00 for professional services provided.

Regarding NLCRPD's invoice, the Borough was never notified that it would be billed for receiving a proposal. C. Schweitzer feels that because there were commitments made above and beyond basic research, Council should approve payment of half of the invoice. E. Zander was in agreement. J. Dietrich made the point that it is not common practice to bill for a proposal.

> *Motioned by C. Schweitzer, seconded by E. Zander and carried by a vote of 2-5-0 (R. Good, D. Matz, B. Zentner, D. Gundrum and J. Dietrich opposed) to pay half of NLCRPD's invoice ($2,459).*

POLICE and/or FIRE REPORT:

Chief Beever reviewed his police report.

S. Roth reviewed his fire report.

PLAQUE PRESENTATION: R. Good presented Mayor Buckwalter with a plaque to express the Borough's appreciation of his dedication and loyal service to the Borough from 2004 through 2013.

VISITORS BUSINESS:

Edward Stoudt, 65 W. Main Street: Council reviewed a letter submitted by Mr. Stoudt seeking the support of the Council as he pursues a historical structure designation through The Preservation Trust of Lancaster County for his residence at 65 W. Main Street.

> *Motioned by D. Matz, seconded by E. Zander and unanimously carried to acknowledge support of Mr. Stoudt's petition to have his residence at 65 W. Main Street be designated as an historical structure.*

SPECIAL TOPICS: None.

PUBLIC WORKS:

Nutrient Credits – M. Palm and Farley Fry of Hanover Engineering have been negotiating with Ephrata Borough Authority to purchase nutrient credits for the Chesapeake Bay. The Borough is required to purchase 2,500 credits for the WWTP to remain in compliance.

Motioned by D. Matz, seconded by B. Zentner and unanimously carried to approve payment to Ephrata Borough Authority in the amount of $2,520 for the purchase of 2,520 nutrient credits for the 2013 calendar year.

Manderbach Ford (2014 diesel F550)– Two quotes were presented for the purchase of a new truck for the Public Works Department, with the recommendation to go with the lower quote from Manderbach Ford in the amount of $39,550, CoStars pricing. A new truck has been budgeted for in the 2014 budget; the truck will be ordered now for delivery in February/March 2014. This truck will be replacing the old red pickup truck.

Motioned by D. Gundrum, seconded by D. Matz and unanimously carried to purchase a new truck from Manderbach Ford at a cost of $39,550.

E.M. Kutz – A proposal was presented from E.M. Kutz, Inc. through CoStars to purchase items to outfit the new truck for snow plowing totaling $33,775. These items are also in the 2014 budget.

Motioned by D. Gundrum, seconded by E. Zander and unanimously carried to purchase miscellaneous items including a snow plow from E.M. Kuntz at a cost of $33,775.

WMS – Variable speed drives are used at the WWTP and help with reducing electric bills by reducing feed to the electric motors and aiding in the control of oxygen. They can also potentially aid in reducing the amount of nutrient credits required to be purchased in the future. A proposal was presented from WMS for the purchase of two new variable speed drives for the plant at a total cost of $6,872.34. A 2014 budget item.

Motioned by D. Matz, seconded by D. Gundrum and unanimously carried to purchase two new motors from WMS for a total cost of $6,872.34.

Hach – A proposal was presented from Hach for the purchase of a controller with two input sensors for use on the oxidation ditch at the WWTP in the amount of $7,071.74. M. Palm is currently working with Takacs to prepare a quote for installation. A 2014 budget item.

Motioned by D. Matz, seconded by D. Gundrum and unanimously carried to purchase a controller with two input sensors from Hach for a total cost of $7,071.74.

FINANCE:

The 2014 budget was presented. C. Schweitzer requested that under the Reserve Fund, the water line item be referenced as a 'new line' rather than 'replacement line'.

Motioned by D. Matz, seconded by C. Schweitzer and unanimously carried to approve the 2014 budget as presented.

Tax Levy Ordinance #373 was presented, establishing the 2014 real estate tax at the rate of 2.50 mills, which is unchanged from 2013.

Motioned by C. Schweitzer, seconded by E. Zander and unanimously carried to approve the 2014 Tax Levy Ordinance #373 which establishes the 2014 tax rate will remain at 2.50 mills.

The Fire Company requested to meet with the Finance Committee to discuss the purchase of an additional fire truck. They are considering purchasing a rebuilt truck versus a new truck.

WATER:

Several residents have inquired about the possibility of a payment plan for their water/sewer bills. MuniBilling's system is able to monitor/track payment plan payment however they will not establish the criteria for the plans. This issue will be turned over to the Finance Committee for further discussion.

SEWER:

Interceptor Line – Bob Lynn of Hanover Engineering discussed at the November Council meeting that the total cost for the permitting process will be between $58,600 and $76,900. There is $75,000 budgeted for the initial permitting process in 2014. D. Matz proposed that the Borough begin the permitting process in 2014 for the new interceptor line project at a cost not to exceed $60K without prior discussion with Council. C. Schweitzer also suggested we request Hanover Engineering to provide quarterly progress reports.

Motioned by D. Matz, seconded by E. Zander and unanimously carried to authorize Hanover Engineering to begin the permitting process at a not to exceed cost of $60K, and to request quarterly progress reports from Hanover Engineering.

A portion of the funding for this project will be coming from the Water Reserve account since the project includes running a water line to the Willow Street area, through the meadow.

LIGHTS, PROPERTY & PAVEMENT:

A resident contacted the Borough office requesting leaves be allowed to be swept into the gutter and a truck suck them up to dispose of them rather than bagging them. This request was denied, as doing so may create some issues with the leaves clogging the storm drains.

There was a discussion at the November Council meeting regarding options to block the pathway at the grove entrance nearest the pool to discourage people from driving vehicles through the grove. C. Schweitzer suggested looking into the bollards used in Stoudtburg Village. J. Dietrich will have M. Palm look into this and report back to the LP&P Committee.

J. Dietrich thanked everyone who attended the tree-lighting ceremony in the grove. He said it was a great success, with around 400 people in attendance including almost 150 children.

The LP&P Committee met with the Rec Board regarding pool issues. They plan to meet again in January for further discussions and will report back to Council in February.

ROADS AND BRIDGES:

A formal request was made by Emmanuel Church (70 W. Main Street) regarding a designated drop off/pick up area for church attendees during service hours on Sundays. C. Schweitzer commented that if Council approves the designated parking, two signs would have to be installed and an ordinance would have to be passed. In addition, area residents should be notified of any proposed changes to the parking in this area. The Committee will meet to discuss the formal request and will report back to Council with their recommendations.

PERSONNEL:

Annual personnel reviews were held on November 12th by D. Gundrum and B. Zentner. Positive feedback was given regarding the reviews. A recommendation was made by D. Gundrum to have the personnel policy reviewed and potentially revised.

Motioned by D. Gundrum, seconded by J. Dietrich and unanimously carried to approve a 3% increase in salary for all office and Public Works staff for the year 2014.

Motioned by D. Gundrum, seconded by B. Zentner and unanimously carried to move Jeff Formicone to a full-time position, with his work schedule being assigned by M. Palm.

R. Good made a request to the Personnel Committee to purchase $50 Christmas gift cards for all part-time and full-time Borough employees, as done in the past.

Motioned by D. Gundrum, seconded by D. Matz and unanimously carried to allow Council to purchase $50 Christmas gift cards for all part-time and full-time Borough employees.

D. Gundrum commented that the East Cocalico swim team won the championship this past year and he feels that they should be recognized in some way. R. Good suggested the possibility of erecting a banner at the Community Pool. J. Dietrich will discuss with the Rec Board and come back to Council with a recommendation.

SAFETY:

Mayor Buckwalter thanked the people of Adamstown for giving him the opportunity to be their Mayor for the past nine years.

UNFINISHED BUSINESS:

59 W. Main Street Rental –The Borough purchased the property a number of years ago for the purpose of potential future parking expansion and to allow the YMCA to rent it out to their staff. The YMCA is having difficulties in maintaining the property and none of their staff have a need to rent the property. The Y is

requesting to be released from the lease. The property needs a lot of work. R. Good suggested having the Public Works staff make the necessary repairs, get it appraised then possibly sell or rent it. The Lights, Property & Pavement Committee will look into it, prepare a cost estimate of necessary repairs and come back in January with suggestions.

Stoudtburg Road – The Borough is currently working on a settlement with the bank regarding Stoudtburg Road. Council will go into Executive Session to discuss further.

Police Board – Draft minutes of the November 23rd meeting were distributed. C. Schweitzer suggested that the Police Board be a standing item on future agendas.

NEW BUSINESS: None.

Adjournment:

Motioned by D. Matz, seconded by J. Dietrich and unanimously carried to adjourn.

The meeting ended at 8:25PM.

Attested: _____
Sam Toffy, Adamstown Borough Administrative Secretary