Adamstown Borough Council **December 4, 2018**

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, Shad Lewis

Visitors Present: Tom Shumaker, Steven Roth, Randy Dautrich, Bob Lynn, Carol Johnson, Roger Weir, Harold Shaak, Jr., John Schmidt, Ralph Vedder

Others Present: Dean Johnson, Mike Palm, Sam Toffy

MINUTES: Minutes from the November 6, 2018 meeting were approved with a motion from D. Matz, seconded by M. Bansner and unanimously carried.

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 November Police Report was read by Tom Shumaker.

The November Fire Report was read by Steve Roth. There will be a soup and sub sale on January 19th.

VISITORS BUSINESS: None.

SPECIAL TOPICS: None.

PUBLIC WORKS:

Nitrogen Credits – No nitrogen credits will have to be purchased this year.

TREASURER: None.

FINANCE:

PLGIT TERM Investment – L. Crouse researched rates at PLGIT and is requesting Council's approval to move forward with investing $200K in PLGIT/TERM for 90 days @ 2.57% and $200K in PLGIT/TERM for 180 days @ 2.81%.

Motioned by S. Lewis, seconded by C. Schweitzer and unanimously carried to approve allowing L. Crouse to move forward with investing in PLGIT/TERM as outlined above.

Tax Levy Ordinance #394 – Ordinance #394 was presented, establishing the 2019 real estate tax at the rate of 2.041 mills. The rate remains the same as last year's rate.

Motioned by C. Schweitzer, seconded by D. Matz and unanimously carried to approve the 2019 Tax Levy Ordinance #394 which establishes the 2019 tax rate at 2.041 mills.

2019 Budget – The 2019 budget was presented for adoption.

Motioned by C. Schweitzer, seconded by D. Matz and unanimously carried to approve the 2019 budget as presented.

Renewal Premiums – The renewal premium for workers comp and liability will be $53,102. The expiring premium is currently $55,269.

WATER & SEWER:

Sewer Rate Ordinance #393 – The sewer rate ordinance has been revised to increase the first 3,000 gallons by $1.00 for residential, commercial and institutional for a new rate of $64.25, and to increase the first 5,000 gallons by $3.00 for industrial for a new rate of $84.65. It also changed from 3-tier to 2-tier for usage fees above those amounts.

Motioned by D. Matz, seconded by M. Bansner and unanimously carried to approve Ordinance #393 to increase sewer rates.

3072 N. Reading Road Payment Request – The two rental units above the commercial business located at 3072 N. Reading Road have never been registered with the Borough and as a result, water usage was never billed correctly. The property owner was sent an invoice covering the water/sewer base rate for the past 4 years totaling $2,897.60 which is the length of time recoupable by law and he is requesting to divide the amount due into payments due to a financial hardship. L. Crouse recommended allowing 6 months to pay the outstanding balance. The property owner is also requesting to have two additional meters installed so each unit has its own meter. The Public Works Department is looking into this.

Motioned by C. Schweitzer, seconded by D. Matz and carried by a vote of 4-1-0 to approve allowing the property owner 6 months (in equal monthly payments) to pay the outstanding balance (S. Lewis opposed).

COMMUNITY:

Rental Fee Rates – At the November meeting Council motioned to increase the rental inspection fee from $35 to $75/hour to cover the cost of ABI's services. The Committee discussed fees for re-inspections as well as no-shows and determined that they would like to increase re-inspection fees from $20 to $75 and no-shows from $35 per appointment to a flat fee of $75.

Motioned by S. Lewis, seconded by D. Matz and unanimously carried to approve increasing re-inspection fees to $75/hour and no-show fees to a flat rate of $75.

Property Maintenance & Sidewalks – Two samples of sidewalk notices were presented to Council and they will let it up to ABI to choose which one they would like to use. Notices will be mailed the first week in January and will allow 180 days to complete any repairs necessary. Regarding property maintenance violations, S. Lewis said that municipalities usually allow 30 to 45 days to comply for the majority of violations and less for high grass/weeds.

Motioned by S. Lewis, seconded by M. Bansner and unanimously carried to approve giving ABI the authority to allow 45 days before conducting their first follow-up inspection for property maintenance violation notices with the exception of high grass/weeds, in which case they will allow 10 days before conducting their first follow-up inspection.

ROADS AND BRIDGES: None.

PERSONNEL:

Personnel Policy – In order to move forward with the new health care plan with Delaware Valley Health Trust, the Committee felt that it would benefit to update the policy. Several of the changes include adding an EEO statement, revising the sexual harassment section, redefining full and part time and adding a pre-employment physical.

Motioned by M. Bansner, seconded by D. Matz and unanimously carried to approve the revisions made to the personnel policy.

DVHT Health Insurance – Health care benefits with Delaware Valley Health Trust will begin on February 1, 2019. An Agreement, Addendum and Ordinance #395 were provided by DVHT for approval/signature by Council in order to move forward.

Motioned by M. Bansner, seconded by S. Lewis and unanimously carried to sign the required documents (Agreement and Addendum) in order to begin health care through DVHT on February 1, 2019.

Motioned by M. Bansner, seconded by D. Matz and unanimously carried to adopt Ordinance #395 which was advertised in November.

Appointment of DVHT Trustee – A Trustee must be appointed to handle all business between the Borough and DVHT and the Committee is in favor of appointing L. Crouse for this position.

Motioned by M. Bansner, seconded by C. Schweitzer and unanimously carried to appoint L. Crouse to the Trustee position per the DVHT agreement.

RECREATION:

Baby Pool Bid Review – There were 4 bids received for the baby pool replacement. Premier was the low bidder with a bid base amount of $131,950 and an additional $1,850 for a water feature for a total bid amount of $133,800. Wade Associates reviewed all of the bids and is recommending awarding the contract to Premier.

Motioned by D. Matz, seconded by M. Bansner and unanimously carried to accept Premier's low bid at $133,800 to replace the baby pool.

FIRE/SAFETY: None.

MS4:

SWM Proposed Revisions by Rettew – C. Schweitzer is tabling this item for discussion at the January meeting.

UNFINISHED BUSINESS:

Revised Intermunicipal Agreement – The draft Intermunicipal Agreement, which is an agreement between Adamstown Borough, West Cocalico Township, East Cocalico Township and Denver Borough to provide public works assistance to each other when necessary, has been discussed for over a year with several revisions being made along the way.

Motioned by D. Matz, seconded by C. Schweitzer and unanimously carried to adopt the latest revised Intermunicipal Agreement.

NEW BUSINESS: None.

EXECUTIVE SESSION: Council went into executive session at 7:50PM to discuss litigation and employee matters.

The regular meeting resumed at 8:21PM.

Motioned by D. Matz, seconded by M. Bansner and unanimously carried to appoint ABI to view photos of the interior of the residence at 1998 Bowmansville Road and to do an on-site external inspection and report back to Council at the January meeting.

Motioned by M. Bansner, seconded by S. Lewis and unanimously carried to give a 3% raise across the board to all full-time employees and L. Crouse as recommended by the Personnel Committee.

Adjournment:

Motioned by D. Matz, seconded by M. Bansner and unanimously carried to adjourn.
The meeting ended at 8:30PM.

Attested: _____
Sam Toffy, Adamstown Borough Administrative Secretary