Adamstown Borough Council **February 4, 2014**

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, Joe Dietrich, David Gundrum

Visitors Present: George Beever, Dwight Yoder, Michael Hartman, John Panizza, Donna Wetherhold, Mike Wetherhold, Helen Shaak, Bob Stork, Glenda Poole, Kerry Fisher, Sandy Roth

Others Present: Mayor Johnson, Mike Palm, Lisa Crouse, Sam Toffy

MINUTES: Minutes from January 6, 2014 were approved with a motion from D. Matz, seconded by C. Schweitzer and unanimously carried.

BILL LIST: Motioned by C. Schweitzer, seconded by D. Matz and unanimously carried to approve the bills and receipts presented with the inclusion of the police pension MMO funding payment to East Cocalico Township.

POLICE and/or FIRE REPORT:

Chief Beever read the January Police Report.

The January Fire Report and 2013 Year End Report were included in the packets. D. Gundrum is requesting that the Fire Company provide Council with their 2014 budget.

VISITORS BUSINESS:

Fox Brooke Development – Representative of the proposed Fox Brooke Development in East Cocalico Township addressed Council. The proposed development will include 421 mixed residential units, 8,000SF of commercial space and a 3,000SF community center. Developer John Panizza explained that their plan requires they connect to an existing drainage pipe which crosses the driveway to the Adamstown Wastewater Treatment Plant (WWTP), thereby requiring an easement. In order to accommodate the increased flow, they plan to replace the existing pipe under the headwall on Borough property and replace the existing box. There currently are no plans to replace the channel at this time, but R. Good requested that this be shown on the plan. R. Good also requested that should they run a gas line into the proposed development, they also extend the line to service the WWTP. John Panizza suggested he may include a letter in the closing packets to potential buyers, alerting them that they are purchasing property in the vicinity of a treatment plant. C. Schweitzer recommended our engineer review the plans and asked that the developer cover the cost of that review, which he agreed to. Dwight Yoder will contact Bob Lynn of Hanover Engineering and Borough Solicitor Josele Cleary to discuss further.

Kerry Fisher (476 Adamstown Road) – Mr. Fisher addressed Council regarding water runoff into his driveway which has gotten worse since some of the grass was removed as a result of plowing in that area. As a temporary fix, D. Matz suggested installing a macadam hump to channel the water away from the driveway entrance. R. Good asked M. Palm to talk to Bob Lynn about the possibility of installing an inlet above the driveway area and tying into an existing pipe to drain water away from the property. M. Palm will also meet with the Roads Committee and come back to Council with recommendations at the March meeting.

SPECIAL TOPICS: None.

PUBLIC WORKS:

1994 Pickup Truck – M. Palm asked Council for authorization to sell the 1994 red pickup truck which has an estimated value under $1,000.

Motioned by D. Gundrum, seconded by J. Dietrich and unanimously approved to authorize M. Palm to sell the 1994 pickup truck in as-is condition.

Swings for Grove – M. Palm and L. Crouse met with General Recreation, Inc., the company that provided the current playground in the grove. A quote of $6,407.75 was given which includes two baby swings, two toddler swings, the main structure and the padding/ground surface covering. Not included in the quote is a layer of stone for drainage and concrete filled post holes. $5,000 was budgeted for swings in the grove. L. Crouse suggested asking the Lion's Club and/or the Boy Scouts for donations towards the cost of the new swing set. R. Good said that 2013 brought in much more revenue than expected, and could cover the additional cost.

Motioned by J. Dietrich, seconded by D. Matz and unanimously approved to purchase items in quote provided by General Recreation and additional items necessary to install new swing set in grove, not to exceed $7,000.

Stoudtburg Road – The Borough has been in negotiations with National Penn Bank of Boyertown (the equitable owner of the remaining lots to be built in Stoudtburg Village) regarding the disposition of the Letter of Credit for the installation of a traffic light at the intersection of Stoudtburg Road and Route 272. The two parties came to an agreement that the bank would give $175K to the Borough for improvements to Stoudtburg Road in lieu of the Borough releasing the Letter of Credit. The draft agreement was reviewed and approved by our Solicitor. In addition to the $175K, the Borough will also be receiving $3,500 for outstanding inspection fees that the developer did not pay.

Motioned by D. Matz, seconded by C. Schweitzer and unanimously approved to authorize signature on the final agreement with National Penn Bank of Boyertown.

M. Palm presented a proposal for widening/repaving and installing a force sewer main in Stoudtburg Road at a cost of $159,000; however some of the work included in the proposal can be done by Borough personnel which will decrease that cost. M. Palm will meet with the Roads Committee and prepare the bid specs on a 944 form. The proposed work will be bid in March and the work will be done in July/August. Notifications must be sent to three property owners along Stoudtburg Road who will be affected by the new sanitary sewer line, requiring them to connect to the new line by the end of 2014. A letter must also be sent to the Stoudtburg Village Property Owners Association (POA) notifying them that the stone paver crosswalk crossing Stoudtburg Road to the Wonderful Good Market will be removed and replaced by a painted crosswalk and/or additional signage along the road.

Motioned by D. Matz, seconded by D. Gundrum and unanimously approved to prepare the bid forms for the reconstruction of Stoudtburg Road, to negotiate prices for the sanitary sewer construction and to notify property owners and the POA of changes resulting in the reconstruction of Stoudtburg Road.

FEMA - Council and the Planning Commission reviewed a draft of the updated FEMA map. It was noted that residents will need to be advised of any changes to the 100 year flood boundary if it affects their property. M. Palm will contact the engineer to see if a map can be created which depicts the changes. Residents are reminded that these changes could potentially impact them through higher flood insurance costs.

Lancaster County Act 167 – This item will be tabled until the March Council meeting.

2201 Bowmansville Road – The concrete steps just off of the roadway were damaged presumably by a snow plow. M. Palm will talk with the Roads Committee to see how this will be handled.

59 E. Main Street – Council reviewed proposals from an auctioneer and realtor regarding the sale of the property formerly utilized by the YMCA. Council agreed to hire an auctioneer to auction the property. There are two marketing plans offered, a 2% commission of the real estate sale price and a 3% commission of the real estate sale price (this plan includes everything in the 2% option plus a 1% referral fee). No date has been set for the sale.

Motioned by J. Dietrich, seconded by D. Gundrum and unanimously approved to hire an auctioneer using the 2% commission package, and to go into an Executive Session to discuss the establishment of a minimum bid price.

Variable Frequency Drives – The drives have been installed at the Waste Water Treatment Plant and everything is up and running.

2014 Ford Truck – The new truck was delivered to Kutz to have the body and hydraulics installed.

FINANCE:

2013 Year End Budget vs. Actual Review – Council reviewed a presentation by L. Crouse which highlighted the significant areas of cost savings for the Borough, particularly areas where employees were instrumental in change which created savings.

Fire Truck Purchase – Council reviewed a draft ordinance which will modify the restrictions of the use of the Hatt Fund money. The ordinance will allow for a loan to the Fire Company for the purchase of a new or used engine. This ordinance will be considered for adoption at the March meeting.

Motioned by D. Matz, seconded by C. Schweitzer and unanimously approved to authorize advertisement of the draft Ordinance as presented.

WATER:

160 E. Main Street Waiver Request – Owner did not receive several bills due to the billing address being incorrect. His account has since been updated and his account paid current. He is requesting a waiver of the late fees and penalty fees.

Motioned by C. Schweitzer, seconded by D. Gundrum and unanimously approved to waive late fees and penalty fees.

SEWER: None.

LIGHTS, PROPERTY AND PAVEMENT:

Community Pool – The Recreation Board approached the Borough about significant improvements that are necessary at the pool. Money was placed in the 2014 budget for a new liner and resurfacing the slide. A

special committee has been formed to look at 2015 projects at the pool. Because of the larger scope of work which will include ADA improvements to the bathrooms, ADA accessibility of the baby pool and look at an ADA entrance to the facility, engineered bid specifications will be necessary. J. Dietrich discussed the possibility of seeking a DCNR grant for this larger project.

Motioned by J. Dietrich, seconded by D. Matz and unanimously approved to hire Re Nu to refinish the slide at a cost of $10,194. This cost does not include painting the slide.

Motioned by J. Dietrich, seconded by D. Gundrum and unanimously approved to advertise for bids for a new liner for the large pool.

Motioned by J. Dietrich, seconded by C. Schweitzer and unanimously approved to hire Hanover Engineering to draw up plans and specs to upgrade the pool to address ADA issues at the entrance, the baby pool and the restrooms.

DCNR Grant Application – The open application period for DCNR recreation and conservation grants runs until April 16, 2014. M. Palm and L. Crouse will be attending a Workshop on February 4th to learn about projects eligible for DCNR grant funds.

ROADS AND BRIDGES:

Emmanuel Church Parking – This item will be tabled until the March Council meeting.

PERSONNEL:

Personnel Policy – D. Gundrum presented a final revised version of the personnel policy.

Motioned by D. Gundrum, seconded by D. Matz and carried by a vote of 4-1-0 (C. Schweitzer opposed) to adopt the revised Personnel Policy dated January 14, 2014.

C. Schweitzer indicated that she voted no because of the lack of specificity regarding employee holidays.

POLICE BOARD:

The 2nd meeting was held and work is progressing on creating consensus of the group regarding items that will eventually be developed into a regional agreement for police services. Council also agreed to sign a Letter of Intent so the group can seek a Department of Community and Economic Development (DCED) study which will outline the pros and cons of creating a regional force and open grant funding avenues. The next scheduled meeting will be February 27, 2014 at 7PM at East Cocalico Township.

Motioned by D. Gundrum, seconded by J. Dietrich and unanimously carried to submit a Letter of Intent to DCED using the verbiage as proposed by C. Schweitzer.

FIRE/SAFETY: None.

UNFINISHED BUSINESS:

Tapping Fees – Two draft ordinances were presented to increase the water (Ordinance #374) and sewer (Ordinance #375) tapping fees based on the engineer's recommendations. Tapping fees are paid when a new home or business is connected to the water and/or sewer system and were last updated in 2009. Current

water tap fees are $2,646 and are proposed to increase to $2,897. Current sewer tap fees are $3,093 and are proposed to increase to $3,813.

Motioned by D. Matz, seconded by C. Schweitzer and unanimously approved to adopt Ordinance #374 increasing water tapping fees.

Motioned by D. Matz, seconded by J. Dietrich and unanimously approved to adopt Ordinance #375 increasing sewer tapping fees.

NEW BUSINESS:

2014 Bidding Requirements – The new 2014 bidding requirements were announced by the Department of Labor and Industry.

Landmark Dividend – The Borough was offered $100K by Landmark Dividend for the purchase of the Borough's lease with Crown Castle for the use of the cell tower. L. Crouse recommended rejecting the offer, as the Borough would make considerably more revenue by keeping the lease as is.

EXECUTIVE SESSION: Council went into Executive Session to discuss a real estate matter pertaining to 59 E. Main Street.

Adjournment:

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

The meeting ended at 9:25PM.

Attested: _____
Sam Toffy, Adamstown Borough Administrative Secretary