Adamstown Borough Council **January 6, 2014**

The reorganization meeting of Adamstown Borough Council was held on January 6, 2014. The meeting was called to order at 7:00 PM at the Adamstown Municipal Building 3000 North Reading Road, Adamstown by Borough Mayor Dean Johnson.

Council Present: Randy Good, Dave Matz, Cindy Schweitzer, Ed Zander

Council Absent: David Gundrum, Joe Dietrich

Visitors present: Ben Zentner, Bob Stork, Helen Shaak, Donna Wetherhold, Mike Wetherhold, Larry Hartranft, Steve Dunn

Others present: Mayor Johnson**,** Mike Palm, Lisa Crouse, Sam Toffy

Reorganization:
Mayor Johnson presided over the meeting and swore in the reelected members of Council. Council members sworn in were Randy Good, Cindy Schweitzer and Dave Matz.

President of Council:
Mayor Johnson opened nominations for Council President. Randy Good was nominated by E. Zander.

Council voted 3-0-1 (R. Good abstained) to appoint R. Good as Council President.

Vice-President of Council:
Mayor Johnson opened nominations for Council Vice-President. Dave Matz was nominated by C. Schweitzer.

Council voted 3-0-1 (D. Matz abstained) to appoint D. Matz as Council Vice-President.

R. Good assumed control of the meeting.

Ben Zentner submitted a letter of resignation of his seat on Council effective January 1, 2014. An advertisement was placed in the Grapevine for the vacancy and Mark Bansner sent a formal letter of interest for the position.

Motioned by D. Matz, seconded by E. Zander and unanimously carried to appoint Mark Bansner for a two-year term, until the next general election.

Annual Appointments:
Secretary/Assistant Treasurer – Sam Toffy
Treasurer- Lisa Crouse
Borough Solicitor- Josele Cleary of Morgan, Hallgren, Crosswell, and Kane
Borough Engineer- Hanover Engineering
Sewage Enforcement Officer – Scott Brown and Christopher Taylor of Hanover Engineering
Zoning Officer – Barry Wagner of BRW Associates
Rental Inspector/Code Enforcement Officer- Robert Getz
Zoning Hearing Board Attorney – Dwight Yoder of Gibbel, Kraybill and Hess
Zoning Hearing Board – 3 year term – Susan Russo & David Hogg (Alt) by resolutions
Planning Commission - 4 Year Term – Mark Schweitzer & Martha Thomas

Recreation Board - 3 Year Term – Mark Martin, Sharon Reinhold, Kim Rutt & Gary Russell
Cocalico School District Municipal Rep & Alternate for LCTCB – Mike Hession and Mark Hiester (Alt)

Motioned by D. Matz, seconded by C. Schweitzer and unanimously carried to approve all annual appointments listed on the January 6, 2014 agenda.

Motioned by C. Schweitzer, seconded by D. Matz and unanimously carried to approve Resolution 14-01 for Susan Russo and Resolution 14-02 for David Hogg to serve 3-year terms on the Zoning Hearing Board as member and alternate member respectively.

There are currently two vacancies on the Planning Commission (Fred Romich and Martha Thomas, who offered to serve on a month-to-month basis until a replacement could be found for her). An advertisement was placed in the Grapevine.

Board & Commission Recommendations: In order to follow the requirements of the Borough Code and MPC, several of the term expirations of the Planning Commission and Rec Board must be changed as follows:

***Terms being changed are noted below in bold.**

Planning Commission:	Current Term Expiration	New Term Expiration
Jessica Kelly	**1/2017**	**1/2015**
deLyn Alumbaugh	**1/2017**	**1/2016**
Mark Schweitzer	**1/2018**	**1/2017**
Martha Thomas (or replacement)	1/2018	1/2018
Vacancy	1/2016	1/2016

Rec Board:	Current Term Expiration	New Term Expiration
Gary Russell	**1/2017**	**1/2015**
Jonathan Zaun	**1/2016**	**1/2015**
Lynn Keene	**1/2016**	**1/2015**
MaryBeth Cardin	1/2016	1/2016
Kyle Herbein	1/2016	1/2016
Steve Ilgenfritz	1/2016	1/2016
Mark Martin	1/2017	1/2017
Sharon Reinhold	1/2017	1/2017
Kim Rutt	1/2017	1/2017

Motioned by D. Matz, seconded by C. Schweitzer and unanimously approved to revise the term expirations as noted to remain in compliance with the Borough Code and MPC.

MINUTES: *Minutes from December 3, 2013 were approved with a motion from C. Schweitzer, seconded by D. Matz, and unanimously carried.*

BILL LIST: *Motioned by D. Matz, seconded by C. Schweitzer and unanimously carried to approve the bills and receipts for December.*

POLICE and/or FIRE REPORT:

The December Police and Fire Reports were included in the packets.

VISITORS BUSINESS: None.

SPECIAL TOPICS:

Police Pension MMO Funding – Adamstown Borough received an email from East Cocalico Township outlining the 2013 Police MMO shortage. The total shortage amount is $12,499.26, and of that, Adamstown is responsible for $932.44. C. Schweitzer suggested no action be taken until February after we receive an invoice and review the current police contract.

PUBLIC WORKS:

M. Palm thanked Council for the gift cards for Christmas.

The 2014 Diesel F550 truck has been ordered from Manderbach Ford; expected delivery is mid-February.

Hach equipment for variable frequency drives was ordered and installation has begun.

The 1994 red pickup truck no longer runs; M. Palm suggested selling it 'as is'. M. Palm will work with E. Zander to get an estimated value of the truck and advertise in the Grapevine if the Borough Code allows.

Motioned by D. Matz, seconded by C. Schweitzer and unanimously approve to authorize M. Palm to advertise the 1994 Chevrolet pickup truck for sale.

FINANCE:

Credit Cards Rewards Points – We currently have 70,000 points. L. Crouse recommends those points be used to apply towards future credit card bills. We can receive $50 per every 5,000 points. The other option would be to trade the points for Staples or Home Depot gift cards.

Motioned by C. Schweitzer, seconded by D. Matz and unanimously carried to authorize points earned through the Borough credit card will be applied by the Treasurer on a regular basis towards the bills.

Cocalico Region Community Park Authority Fund Distribution – Adamstown Borough received a $4,500 check from the Fund. L. Crouse will contact ECT to inquire what the check is for.

Fire Truck Purchase – A loan to the Adamstown Fire Company for the purchase of a new or used fire truck was discussed by Council. It has been suggested that a loan from the Borough for the purchase of a truck could be accomplished by borrowing from the Stella Hatt Fund. The balance of the account is approximately $1.5M and has been invested by the Borough with interest money being used for special projects. Current investment revenues are low and Council felt that a loan to the Fire Company for a truck would be a worthwhile utilization of the funds and potentially increase the interest revenue back to the Borough. When the money was received by the Borough, the Council restricted the use of these funds by creating an ordinance restricting any expenditure of the principal. This ordinance would need to be modified before the Fire Company could borrow these funds. Council indicated they would consider allowing this borrowing but placing the existing

restrictions on the remainder of the funds. Council authorized their attorney to draft language for a new ordinance for consideration at the February meeting. If the draft language is acceptable, the ordinance would be advertised for adoption consideration at the March meeting.

WATER:

36 Rebecca Drive Waiver Request – Owner did not notify her bank of address change from PRWA to MuniBilling and her check was returned, which resulted in late fees. She is asking if Council would waive her late fees.

Motioned by E. Zander, seconded by C. Schweitzer and unanimously approved to waive late fees one time only.

Munibilling Payment Plan – L. Crouse has been working with MuniBilling to create a payment plan which, if the payments are made regularly on time, would avoid late fees, penalty fees and a shut-off notice.

Motioned by C. Schweitzer, seconded by E. Zander and unanimously approved to set up a payment schedule to move forward with a letter which would go out with the 4th quarter billing and. This motion includes readopting the updated water/sewer billing process plan dated December 20, 2013 which now includes the provisions for a payment plan.

SEWER: None.

LIGHTS, PROPERTY AND PAVEMENT:

Bollards at Grove – M. Palm looked at the bollards in Stoutdburg Village as an option for use in the Grove to prevent vehicles from driving on the path through the Grove. He recommends that if bollards are used in the Grove, they be highly visible to avoid injury, and that enough of them are installed that vehicles can't drive around them. M. Palm will meet with the Lights, Property and Pavement Committee to discuss possibly moving forward in the Spring.

59 E. Main Street – The Borough desires to sell the property since the YMCA no longer wishes to lease it. The Lights, Property and Pavement Committee provided Council with suggestions for possible improvements to be made prior to selling the property. After some discussion R. Good requested M. Palm to contact local realtor Carol Musser and auctioneer Klein, Kreider & Good to determine the value and interest in assisting the Borough in selling the property. Borough property with any substantial value must be sold either by sealed bid or auction.

ROADS AND BRIDGES:

Emmanuel Church Parking – Ben Zentner passed along feedback to R. Good from the Committee meeting which will be discussed at the February meeting.

PERSONNEL:

Personnel Policy – D. Gundrum submitted suggested revisions to the current personnel policy which will be discussed at the February meeting. R. Good requested that providing safety glasses be included in the changes.

POLICE BOARD:

The subcommittees are meeting in anticipation of the next Police Board meeting which is scheduled for 7:00PM on January 23, 2014 at East Cocalico Township.

FIRE/SAFETY:

No report but Mayor Johnson expressed his appreciation in being back.

UNFINISHED BUSINESS:

Tapping Fees – Council authorized their attorney to draft an ordinance to increase the water and sewer 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 E. Zander, seconded by D. Matz and unanimously approved to advertise the new rates for tapping fees for adoption at the February meeting.

Lancaster County Act 167 Plan – M. Palm will contact Bob Lynn of Hanover to get a list of all items that need to be addressed prior to advertising at a future meeting. A new ordinance must be adopted by May 7, 2014.

Stoudtburg Road – Council is requesting that Stoutdburg Road be completely reconstructed in lieu of requiring the developer of Stoudtburg Village to install a traffic light at the intersection of Stoudtburg Road and Route 272. Once the proposed draft agreement with the bank holding the developer's mortgage is received and approved by our attorney, it will be scheduled for adoption consideration at the February meeting.

NEW BUSINESS: None.

Adjournment:

Motioned by D. Matz, seconded by E. Zander and unanimously carried to adjourn.

The meeting ended at 8:12PM.

Attested: _____
Sam Toffy, Adamstown Borough Administrative Secretary