Adamstown Borough Council **March 3, 2026**

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

Council Present: Randy Good, Dave Matz, James Johnson-Null, Alex McManimen, Zach Hoffman, deLyn Alumbaugh, Paul Marx

Visitors present: Derek Miller, Sgt. Michelle Cook, Donna Briggs, Wendy Kerschner, Ken Kerschner, Heather Marx, Donna Zaun, Helen Shaak, Ken Goodman, Steve Davis, Cheryl Davis, Ralph Vedder, Jim Bretz, Paul Trzos

Others present: John Schmidt, Mike Palm, Julie Scherer, Sam Toffy

MINUTES: Minutes from the February 3, 2026 meeting were approved with a motion from D. Matz, seconded by J. Johnson-Null and unanimously carried with changes as noted.

BILL LIST: Motioned by D. Matz, seconded by d. Alumbaugh and unanimously carried to approve all bills and receipts presented.

POLICE REPORT:

The February Police Report was read by Sgt. Cook.

FIRE REPORT:

The February Fire Report was read by Chief Miller.
The radio order will be placed in March/April, so they will be looking for the funding around May. He will submit a letter to the Borough regarding the purchase of the radios, which have been budgeted for.
The 2025 Annual Report was reviewed with Council. There were several questions asked and Chief Miller said he will look into them and get back to Council.

VISITORS BUSINESS:

Debra Briggs, Outreach Director, Mohn's Hill EC Church – Ms. Briggs is requesting to hold a live nativity in the grove during the Christmas tree lighting ceremony. She said she acquired costumes and there will be live animals. Council is requiring a certificate of insurance be provided and asked her to reach out to the scout leader for direction.

Motioned by D. Matz, seconded by P. Marx and unanimously carried to approve the live nativity provided she attend a Community/Recreation Committee meeting to present her idea.

SPECIAL TOPICS: None.

PUBLIC WORKS:

- M. Palm said that the well levels are still low so residents should remain mindful of their water usage.

- There has been an ongoing issue with flushable wipes clogging the pump and damaging electrical components. It is recommended that, although they are deemed flushable, they not be flushed which will help prevent future clogs.

- The pump station located near the community pool will be removed in fall, to be replaced with a gravity-fed line. The pump station removal project will need to go out for bid.

  Motioned by d. Alumbaugh, seconded by A. McManimen and unanimously carried to authorize SDE to put the project out for bid.

- Street sweeping is tentatively scheduled for May 26 & 27 this summer.

  Motioned by D. Matz, seconded by P. Marx and unanimously carried to approve street sweeping May 26 & 27.

- The Chapter 94 Annual Report for EPA, prepared by SDE, is due by March 31, 2026.

  Motioned by D. Matz, seconded by d. Alumbaugh and unanimously carried to authorize M. Palm to sign the report.

- M. Palm said there is a small contract with HRG, so that project could continue moving forward, but he will get an RFP out to get quotes to drill a new well at Well 4.

- Eckert Signs provided a quote in the amount of $614.50 for signs for the courts at the community pool area. Minor changes will be made which will not affect the price, and a draft will be provided for approval prior to printing.

  Motioned by d. Alumbaugh, seconded by J. Johnson-Null and unanimously carried to approve the quote from Eckert Signs in the amount of $614.50.

- Z. Hoffman is requesting that a rack be purchased for the pickleball court to hold players' places in line. M. Palm will shop around. R. Good said that the courts get a lot of usage and is suggesting having pickleball lines painted on the basketball court as well.

COMMITTEE REPORTS:

Community/Recreation – J. Johnson-Null

- The Committee will be meeting tomorrow evening and will discuss conference room use to outside organizations. They will come back at the April meeting with a recommendation.

Finance/IT – Paul Marx

- NONE

Fire/Safety – John Schmidt

- NONE

Human Resources – deLyn Alumbaugh

- Interviews are ongoing for a Public Works employee. It was suggested to use a recruiting agency to help with the hiring process.

  Motioned by d. Alumbaugh, seconded by A. McManimen and unanimously carried to approve hiring a recruiting agency NTE $1,500 to begin the process of finding a Public Works employee.

- Payroll for Borough was brought in-house last year and required a QuickBooks upgrade. Pool employees were processed through HomeBase at an additional cost. Due to issues and cost, switching back to the original QuickBooks will save the borough $3,588. Both Borough and Pool employee payroll will be

outsourced to Keystone Payroll comes highly recommended and would save the borough money. This will still result in overall savings.

Motioned by d. Alumbaugh, seconded by A. McManimen and unanimously carried to approve outsourcing payroll to Keystone Payroll.

Pool – Zach Hoffman

- Jessica Kelly has agreed to take on position of Pool Manager for the 2026 pool season at a pay rate of $25/hour.

  Motioned by d. Alumbaugh, seconded by J. Johnson-Null and unanimously carried to approve hiring Jessica Kelly as Pool Manager at a rate of $25/hour for the 2026 pool season.

- A new laptop will need to be purchased including the setup of file access to borough documents as well as a borough-owned email address created for the Pool Manager.

  Motioned by d. Alumbaugh, seconded by J. Johnson-Null and unanimously carried to approve the above as presented NTE $2K.

- The 2026 pool rates including membership rates, daily gate fees and swim lesson fees were presented. Memberships increased approximately 3% and gate fees $1.

  Motioned by d. Alumbaugh, seconded by J. Johnson-Null and unanimously carried to approve the 2026 pool rates as presented.

- The 2026 Swim Team Agreement was presented. The cost remained the same as last year. It has been updated to state that the Borough will provide staffing for up to one hour during a rain delay. Any time beyond that will be the responsibility of the swim team to cover. The agreement also notes that the swim team may be required to provide its own lifeguards for portions of its practices.

  Motioned by J. Johnson-Null, seconded by A. McManimen and unanimously carried to approve the 2026 Swim Team Agreement as presented.

Public Works/Infrastructure – Dave Matz

- 11 N. Village Circle Waiver Request – A new meter was installed, and the original meter was sent out to be calibrated to determine if it was faulty. It was determined that it was functioning properly, if not minimally in the property owner's favor. Therefore, it was determined that no waiver will be issued.

- Due to the frequency of property owners requesting meter downloads, D. Matz is requesting that a line item be added to the Fee Schedule charging a $100 third party pass-thru fee for residential meter calibration testing of meters.

  Motioned by D. Matz, seconded by d. Alumbaugh and unanimously carried to approve adding the line item as presented.

Strategic Long-Term Planning – Alex McManimen

- NONE

UNFINISHED BUSINESS:

Seeding at Pickleball Courts – R. Good said that a pollinator plot will be placed in the area between the parking lot and the basketball court. There will be a grass strip around the perimeter of the fence. A. McManimen

questioned why they wouldn't stone that area instead, so M. Palm said he could look into putting stone around all the courts that will be abutting the pollinator area.

Resolution 2026-04 – Revised fees for short-term rentals, hotels/motels and meter calibration testing were added to the fee schedule. The revised Fee Schedule reflecting these changes was also presented.

Motioned by d. Alumbaugh, seconded by A. McManimen and unanimously carried to adopt Resolution 2026-04 and the revised Fee Schedule as presented.

NEW BUSINESS:

CourseVector – A quote in the amount of $5,933.50 was presented for the preparation of a new borough website.

Motioned by D. Matz, seconded by P. Marx and unanimously carried to approve the quote as presented.

Borough Newsletter – We will be upgrading to an improved, book-style glossy page newsletter at no cost to the borough other than postage. Local businesses purchase advertising, which is all handled through the company.

Motioned by A. McManimen, seconded by d. Alumbaugh and unanimously carried to move forward with new borough newsletter.

Adjournment:

Motioned by D. Matz, seconded by d. Alumbaugh and unanimously carried to adjourn.
The meeting ended at 8:15PM.

Attested: _____
Sam Toffy, Adamstown Borough Administrative Secretary