Adamstown Borough Council **March 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, Ed Zander, Mark Bansner

Visitors Present: David Buckwalter, Mark Schweitzer, Bob Russo, Susan Russo, Deb Schmidt, Glenda Poole, Steve Dunn, Larry Hartranft, Bob Stork, Justin Doutrich, K.C. Fisher, Michelle Walter Fry

Others Present: Mike Palm, Lisa Crouse, Sam Toffy

MINUTES: Minutes from February 4, 2014 were approved with a motion from D. Matz, seconded by M. Bansner and carried by a vote of 6-0-1 (E. Zander abstained) with corrections.

BILL LIST: Motioned by D. Matz, seconded by M. Bansner and unanimously carried to approve the bills and receipts presented.

POLICE and/or FIRE REPORT:

The February Police Report was presented by Corporal Keppley.

The February Report was included in the packets and the 2014 Fire Company budget was distributed to Council as requested.

VISITORS BUSINESS: None.

SPECIAL TOPICS:

Bob Lynn – Hanover Engineering:

- Community Pool – The Borough is looking into future renovations to the Community Pool facilities and addressing some ADA issues. Hanover Engineering presented preliminary plans which included alterations to the large pool, the baby pool, the restroom facilities and the electrical system. Grant opportunities are also being studied.

  Bids for work on the large pool will go opened on March 21st, to be awarded at the April Council meeting.

- Act 167 – Hanover Engineering recently provided Council with an updated ordinance for review. B. Lynn handed out a memo to Council regarding decisions that had to be made going forward with the new ordinance and gave his recommendations. Council provided feedback which will provide enough information for B. Lynn to finalize a draft of Adamstown's Stormwater Ordinance.

- MS-4 – Hanover Engineering received notification that our authorization to discharge stormwater has been approved. B. Lynn is working with Mike Hinkman of DEP to see if Adamstown can apply for a waiver of MS-4 requirements which would relieve the Borough of testing requirements.

- Sewer Line – Hanover Engineering has been in contact with U.S. Fish and Wildlife Service. They are looking for an alternatives analysis to avoid going through the wetland area and bog turtle habitat. Hanover is currently working on preparing the analysis.

- FEMA – Only six properties will be impacted as a result of the recent changes in the FEMA floodplain. Certified letters will be sent to those property owners to alert them of the changes. The adoption of the revised maps has been published in the Federal Register. FEMA will have to advertise them twice in a local newspaper, after which time the Borough has 90 days to appeal anything it deems inaccurate in the floodplain itself.

PUBLIC WORKS:

Street Sweeping Proposal – M. Palm presented two street sweeping proposals to be done the first week in May, with a recommendation made to approve Industrial Grounds Maintenance which is the company used last year, at a rate of $90/hr.

Motioned by M. Bansner, seconded by J. Dietrich and unanimously carried to authorize Industrial Grounds Maintenance to perform street sweeping in the Borough in May at a cost of $90/hr.

Cocalico Creek Watershed Grant – Adamstown Borough is part of a group of nine municipalities who have joint together to do a baseline study, done by Mike LaSala of LandStudies. That grant was not funded and the group is reapplying and including the Chiques Creek watershed. They are asking for a letter of support to accompany the grant application for Cocalico Creek and Chiques Creek watersheds. The baseline study is a valuable tool, therefore if the grant is not obtained, each municipality will be asked to pay $2,086.67 to have the baseline study done, as it will be an MS-4 requirement.

Motioned by C. Schweitzer, seconded by E. Zander and unanimously carried to authorize the potential expenditure not to exceed $2,086.67 for the baseline study, should the grant not be obtained.

NPDES Renewal – The NPDES permit for the treatment plant expires in 2015 and the Borough is required to update the permit. Hanover Engineering provided a quote for updating the permit of $4,000 plus an application fee of $500. There would be an additional cost for wet testing, if required. The application must be submitted 6 months prior to the permit expiring.

Motioned by M. Bansner , seconded by E. Zander and unanimously carried to authorize Hanover Engineering to move forward with the submittal of the new NPDES permit.

2201 Bowmansville Road – M. Palm met with M. Bansner to discuss the concrete slab located in the right-of-way that the homeowners feel was hit by a snow plow. The homeowners were not home at the time the slab was hit. They asked if Borough staff could move the slab from the roadway and have it repaired/replaced. After discussion, Borough Council concluded that there is no proof (damaged equipment) that our plows caused the damage. The property owner will be advised that the matter will be turned over to our insurance company to investigate the claim.

Kerry Fisher (476 Adamstown Road) – Mr. Fisher addressed Council at the February meeting regarding water runoff into his driveway which has gotten worse. M. Palm recommends paving a swale through that area and will be meeting with Burkholder's in the next week to discuss. R. Good asked M. Palm to come back to Council with a budget number for pipe and a budget number for a swale.

FINANCE:

Ordinance – Fire Truck Purchase – Ordinance 376 was presented to Council revising and restating Ordinance 320, which will allow the principal of the Hatt funds to be used as a loan to the Adamstown Fire Company for the purchase of a new or used fire truck.

Motioned by C. Schweitzer, seconded by D. Matz and unanimously carried to authorize the adoption of Ordinance 376 as stated.

Fire Company 2014 Budget – A copy of the Fire Company's 2014 budget was provided to Council as requested.

WATER:

103 Laudenburg Blvd. Waiver Request – Owner had a leak resulting in two quarters higher than usual. Since the water did pass through the meter but it was clear water being treated, a waiver for sewer charges of approximately $215 will be given to the owner.

SEWER: None.

LIGHTS, PROPERTY AND PAVEMENT:

59 E. Main Street – R. Good and M. Palm met with the auctioneer. Council previously approved a 2% commission at the February Council meeting, but the auctioneer recommended spending an additional 1% which would cover website advertising. R. Good explained that the property will most likely be purchased as a fixer upper, and the auctioneer's website gets 400 to 500 hits per day. There were no objections by Council.

The auction is scheduled for June 3rd at 5:00PM. The conditions of sale are being prepared by Morgan, Hallgren, Crosswell & Kane. R. Good asked for feedback from Council on the minimum bid they would like to accept.

Celebration Park – J. Dietrich met with L. Crouse and a few members from Brookview Development to discuss a plan for the open space area. J. Dietrich spoke with B. Lynn of Hanover Engineering regarding putting a plan together to possibly obtain a grant by the April 16th deadline if a feasibility study was not required. $20K has been budgeted for the development of Celebration Park. Discussions are currently taking place with the residents in the development to get their feedback. L. Crouse explained that there is a small community grant available that they could possibly benefit from. The grant could potentially provide $40K for a $60K project and she feels this park could be a perfect candidate for the small community grant.

Motioned by J. Dietrich, seconded by D. Gundrum and unanimously carried to hire Hanover Engineering to put together a neighborhood park plan for Celebration Park not to exceed $3,000.

Community Pool – A revised proposal for the water slide refinishing project was submitted by SlideCare, LLC after our Solicitor review.

Motioned by J. Dietrich, seconded by D. Gundrum and unanimously carried to hire SlideCare, LLC to refinish the fiberglass slide per the revised proposal dated January 23, 2014 at a cost not to exceed $10,194. This cost does not include painting the slide.

ROADS AND BRIDGES:

Emmanuel Church Parking – Due to the limited off-street parking along Main Street for area residents, it poses a difficult situation in reserving parking for church patrons. M. Bansner will talk with the pastor and report back to Council at the April meeting.

PERSONNEL:

Personnel Policy – It was reported that a Borough staff member who was recently injured had hand surgery and has a follow-up appointment on March 28th.

POLICE BOARD:

A copy of the draft agenda was presented to Council. A meeting was held on February 27th. The approach of a timeline type of process was discussed going forward. The goal was set to have a Cocalico draft agreement in the next two months which would then go back to the municipalities for comment, suggestion and review. The next meeting is scheduled for March 27th.

FIRE/SAFETY: None.

UNFINISHED BUSINESS:

Stoudtburg Road – The Agreement for Stoudtburg Road had been executed by the Bank and the Owner. Once executed by the Borough, they will be recorded and the Borough will receive $3,500 for the back fees. At the end of the second quarter the Borough will receive $175K to reconstruct Stoudtburg Road.

NEW BUSINESS:

Jessica McManimen – A letter of interest was submitted by Jessica McManimen to fill the vacancy on the Planning Commission.

Motioned by D. Matz, seconded by D. Gundrum and unanimously carried to appoint Jessica McManimen to fill the term vacated by former member Fred Romich, to run to January 2018.

D. Matz commented that the Grapevine should be notified to denote the Chairman of the Planning Commission. S. Toffy will contact the Grapevine.

Resolution 2014-03 – A resolution of current authorized Borough signers was presented to Council. Exhibit A lists all authorized signers for financial documents and Exhibit B lists all authorized signers for all other Borough documents. R. Good requested that Lisa Crouse be added to both lists as an authorized signer. Authorized Borough signers for both financial documents and all other Borough documents will now be Randy Good, David Matz, Lisa Crouse and Sam Toffy.

Motioned by M. Bansner, seconded by D. Matz and unanimously carried to approve Resolution 2014-03.

3rd Annual Rumspringa ½ Marathon – Information was presented to Council for the 3rd Annual Rumspringa ½ Marathon. An insurance certificate will be provided to the Borough prior to race day.

Motioned by C. Schweitzer, seconded by J. Dietrich and unanimously carried to approve the use of the roadways for the 3rd Annual Rumspringa ½ Marathon provided a valid insurance certificate is submitted prior to race day.

Town Clock – Information was received on town clocks which was shared with Council, along with pricing and fundraising ideas. Due to the cost and potential maintenance issues, some Council members felt funds could be better used in other areas and by existing organizations and suggested this be revisited at a future time.

Facebook – L. Crouse presented Council with the benefits of creating a Facebook page which included: it is free, it is not time consuming to maintain a Facebook page, it provides features which allow the administrator to control who is allowed to comment on the page (it can be set up as an information-only page), it will reach a different audience in the community, it can get information out to the community quickly (power outages, snow emergencies, street sweeping, boil water advisories), educating the public by posting links which could count towards MS-4, changes within the Borough (vacancies on Boards, special meetings being scheduled), etc.

Motioned by J. Dietrich, seconded by E. Zander and carried by a vote of 6-1-0 (D. Gundrum opposed) to approve the development of a Borough Facebook page provided all non-emergency updating is done during working hours.

File Cabinet – Council was asked if a file cabinet could be purchased for the front office due to limited available filing space. Two quotes were presented and R. Good recommended purchasing the larger more durable of the two models from Resource Partnership in King of Prussia at a cost of $1,185.

Motioned by D. Matz, seconded by M. Bansner and unanimously carried to approve the purchase of a four drawer 36"W x 50-7/8"H file cabinet from Resource Partnership at a cost of $1,185.

Adjournment:

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

The meeting ended at 9:15PM.

Attested: _____
Sam Toffy, Adamstown Borough Administrative Secretary