The meeting was called to order at 7:00PM at the Adamstown Municipal Building, 3000 N. Reading Road, Adamstown by Council Vice President Dave Matz .

Council Present: Dave Matz, Cindy Schweitzer, Mark Bansner, Jessica Kelly, Alex McManimen, Mike Wetherhold

Visitors Present: Lt. Shumaker, Steve Roth, Helen Shaak, Donna Wetherhold, Ralph Vedder, Kyle Sellers, Bob Stork, Shad Lewis, Michele Walter Fry, Val Lacis

Others Present: Mike Palm, Lisa Crouse, Sam Toffy

MINUTES: Minutes from the October 4, 2016 meeting were approved with a motion from C. Schweitzer, seconded by M. Wetherhold and unanimously carried.

BILL LIST: Motioned by M. Bansner, seconded by C. Schweitzer and unanimously carried to approve all bills and receipts presented.

POLICE and/or FIRE REPORT:

The October Police Report was read by Lt. Shumaker.

Lt. Shumaker also discussed a letter generated from his agency regarding the participation in the Countywide Drug Task Force. The Ephrata Police Department is looking for participation from all of the municipalities to pay for a portion of the benefits package for a veteran officer who would be assigned to the Drug Task Force as an undercover investigator to work out of the D.A.'s office. Adamstown Borough's portion would be 3% for a fee of $1,462 in 2017 and $1,519 in 2018. After two years of service, the D.A.'s office would also reimburse $8K towards benefits with Adamstown's portion then being $1,339 in 2019. D. Johnson is recommending that we move forward with participating in these efforts.

> *Motioned by C. Schweitzer, seconded by M. Wetherhold and unanimously carried to approve the Borough's financial responsibility towards Ephrata Police Department's participation in the Countywide Drug Task Force program.*

The new fleet of police cars is now in service and Lt. Shumaker brought one of the new vehicles for anyone interested in seeing it.

The October Fire Report was read by Chief Roth.

- There will be a chicken BBQ Saturday, November 12th from 10AM until sold out.
- Big 300 Tickets are available for purchase.

VISITORS BUSINESS:

Kyle Sellers, Adamstown Area Library – Mr. Sellers provided Council with a copy of the Library's 2016 audit. He also went over stats for 2016 including the 1,000 Books Before Kindergarten program in which there were 61 participants this year, 7 of which completed the program. Tudor.com is a program offered whereby children can sign up through the Library's website and have a live tutor assist in helping with various school subjects. Mr. Sellers also touched on the ongoing capital campaign to raise funds for the new proposed Library.

Helen Shaak – Ms. Shaak said her 3rd quarter water bill was high due to a leaking pipe in her water heater at her rental property at 62 E. Main Street. She is requesting a waiver of the overage of the sewer portion since the water did not go into the drain to be treated.

Motioned by C. Schweitzer, seconded by M. Bansner and unanimously carried to approve a waiver of the sewer portion overage of the 3rd quarter water/sewer bill less the waiver request fee of $20 for a total waiver amount of $41.88.

SPECIAL TOPICS: None.

PUBLIC WORKS:

Steps at Borough Office – The concrete steps leading to the front of the building have been replaced and when cured the handrails will be installed. The handrails on the steps on side of the building have been replaced. Both were budgeted items.

Nitrogen Credits – In the past the Borough has purchased its nitrogen credits through Ephrata Borough, but they are no longer able to sell their credits. After shopping around, an agreement was made with Michael Foods, Inc. at a cost of $3/nutrient credit for a total amount of $24,300. M. Palm said they will try to find ways to require less nutrients in the future.

TREASURER:

Computer for Office – S. Toffy's computer is at least 5 or 6 years old and is beginning to fail. L. Crouse provided a quote from Laughing Rock for a new computer and monitor at a cost of $874.90.

Motioned by C. Schweitzer, seconded by A. McManimen and unanimously carried to approve the quote from Laughing Rock for a new computer and monitor at a cost of $874.90.

Internet Upgrade at Office – The internet speed at the Borough office is currently 15 Mbps and there have been connectivity issues as well as phone issues since switching to the VOIP system. L. Crouse contacted Blue Ridge regarding upgrading to the next level, or 60 Mbps. The current monthly expense is $99.95 and to upgrade to the next level the cost would increase to $134.95. The WWTP currently receives free 60 Mbps internet service and another option would be to switch the free service to the office and pay for the 15 Mbps speed at the WWTP. This item will be tabled until January to see if there is an improvement once the new computer is in use.

FINANCE:

L. Crouse presented the proposed 2017 budget summary. There will be no increase in taxes or water/sewer rates for 2017.

Motioned by C. Schweitzer, seconded by M. Wetherhold and unanimously carried to adopt the 2017 proposed budget for advertisement for final adoption at the December meeting.

WATER & SEWER:

40 Bissenden Way Fire Hydrant – A request was submitted to Council by the property owner at 40 Bissenden Way regarding the relocation/removal of a fire hydrant located on his property. In order to cap the hydrant off, an approximate 10' deep trench would have to be dug which could compromise the integrity of the

foundation of the house as well as being a huge expense. The Fire Chief recommends not capping the hydrant, but rather turning it 180 degrees so that the main pumper connection is facing the walking path for easier access.

Motioned by M. Bansner, seconded by A. McManimen and unanimously carried to turn the hydrant 180 degrees so that the main pumper connection is facing the walking path for easier access for the Fire Department.

207 E. Main Street – The property owners filed for bankruptcy on March 29, 2011 and at that time a lien was filed on the outstanding water/sewer balance of $1,913.08. They received a discharge from the bankruptcy on November 18, 2013. They have not made a payment on their water/sewer account since November 8, 2012 and have a current outstanding balance of $4,182.93.

Motioned by A. McManimen, seconded by M. Bansner and unanimously carried to file a lien against the property in the amount of $4,182.93 for the total outstanding amount not covered by the existing lien and send a 30-day shutoff notice.

COMMUNITY: None.

ROADS AND BRIDGES:

Parking During Winter Conditions – M. Palm was contacted by a Brookview resident regarding the difficulty driving through the development during winter conditions when cars are parked along the roads. He is suggesting prohibiting parking along the roads until the snow has been plowed. All properties in this development have both garages and driveways that can be used. This is the same case in the Rose Hill and Misty Meadow developments as well. Further discussion on this item will occur at a future meeting.

PERSONNEL: None.

RECREATION:

2016 Pool Season – The YMCA underestimated the costs for operating the pool for their first season and they are asking the Borough to help offset some of those costs. The Committee is recommending that the Borough compensate the Y an additional $4K towards some of their expenses. Going forward, measures will be taken to ensure that the Y is more aware of how they are staying on budget.

Motioned by J. Kelly, seconded by M. Wetherhold and unanimously carried to adjust the 2016 YMCA contract in the amount of $4K to compensate for the additional expenses incurred by the Y. This is a one-time only adjustment.

Celebration Park Design Plan – J. Kelly provided Council with a proposed design plan for Celebration Park which is included in the 2017 budget. She continues to work on finalizing the design and work with community members in hopes of lowering the cost or getting community donations. The proposed design is a natural park with a manmade hill in the center. There will be an area that will remain undeveloped where children can continue to play various sports. Trees will be planted throughout the area to provide shade.

Proposed Trees in Grove – M. Palm was in touch with the gentleman that the Borough used the last time trees were planted in the grove and was told that he and R. Good are currently working on a price. There was some concern as to the placement of the proposed trees due to the thick canopy so the suggestion was made to

have Martin's Tree Service give their input on where the trees should be located or if more thinning of the canopy is recommended.

FIRE/SAFETY: None.

MS4:

M. Palm said that Kara Kulpson from Rettew should have the final annual MS4 report completed and ready for signature soon.

M. Palm recently attended a regional meeting with Ms. Kulpson and several other neighboring municipalities to discuss the possibility of working together toward a regional MS4 plan. After discussing, it was determined that it is not feasible at this time, but it will be revisited in the future should any large projects come up.

UNFINISHED BUSINESS:

Online Agenda – C. Schweitzer created an Electronic Device Policy to outline the use, care and purpose of the Borough purchasing electronic devices for Council members, the Mayor and key staff members. $5,250 has been included in the 2017 budget for the IPads, cases and keyboards. There is a reimbursement policy for those who would choose to use their own device. C. Schweitzer asked Council to look over the policy so that a decision can be made at the December meeting, the policy can be adopted and the devices ordered shortly thereafter. Training will also be offered in the basic use of the devices as well as the Online Agenda program.

Comments on the Proposed Zoning - The Planning Commission was given the task of going through the Zoning Ordinance and recommending changes to any sections with multiple interpretations. Changes were proposed to several sections including those involving fences, signs and dumpsters. C. Schweitzer suggested including a diagram in Section 614.A. and better defining the requirements for Fences, Walls or Hedges. She had several other suggestions on the proposed changes, but D. Matz suggested tabling this item until the December meeting.

NEW BUSINESS:

Draft Intermunicipal Agreement – There was discussion at the last Regional Leaders Meeting regarding the intermunicipal sharing of personnel and equipment during emergency events. Denver Borough worked with their solicitor to develop a draft Intermunicipal Agreement for municipality representatives to review and make comments. M. Palm said he thought it was a good idea to have something like this in place for insurance and liability purposes. A. McManimen pointed out that in Item 3., the word 'Lending' should be 'Borrowing'. C. Schweitzer suggested defining the compensation they refer to in both Items 5. and 6., as no exhibits listing rates were attached. Item 10. Is requiring that a detailed report be provided to all other parties within 30 days. A. McManimen said that depending on the circumstances, 30 days may not be enough time to process the paperwork and suggested a 60-day deadline. S. Toffy will contact Denver Borough with feedback and D. Matz asked Council to further review the draft agreement and report back at the December meeting with any additional comments.

New Ephrata Police Cruiser – Lt. Shumaker invited everyone who was in attendance to see one of the new police cruisers which he brought to the meeting.

EXECUTIVE SESSION: Council went into executive session at 9:03PM to discuss potential litigation involving vandalism on Borough property.

The regular meeting resumed at 9:17PM.

Adjournment:

Motioned by M. Wetherhold, seconded by M. Bansner and unanimously carried to adjourn.
The meeting ended at 9:18PM.

Attested: _____
Sam Toffy, Adamstown Borough Administrative Secretary