

SPRING CITY BOROUGH COUNCIL MEETING

MAY 2ND, 2011 - 7:30 P.M.

President DiGuseppe called the council meeting to order and led Council in the Pledge of Allegiance to the Flag.

ATTENDANCE:

The following members were present: Councilmen Burns, DiGuseppe, Kratz, Shaner, Mayor Weiss, Solicitor Romain, and Borough Administrator Rittenhouse.

APPROVAL OF THE MINUTES:

Councilman Kratz motioned to approve the minutes of the April 4th, 2011 council meeting. Councilman Shaner seconded. Motion carried.

MAYOR:

Mayor Weiss reported on the monthly police vehicle maintenance.

He informed council that new part-time officer, Justin Schlottman, was sworn in on April 25th, 2011.

Also, the Mayor presented a plaque to Mr. David Derito, which recognized him for his efforts in assisting the Spring City Police Department in apprehending a suspect who was evading the police.

He also acknowledged Mr. James Ricciuti, for his assistance on this matter. Mr. Ricciuti was unable to attend the meeting.

COMMUNICATIONS:

1. A letter of thanks from State Senator, Andy Dinniman, 19th District, to Spring City Borough officials for their continued service to the people of Pennsylvania and a bound copy of Senate Resolution 44, adopted by the senate on April 13, 2011, recognizing April 15, 2011 as "Local Government Day" and April 10 through April 16, 2011 as "Local Government Week" in the Commonwealth.

COMMITTEE REPORTS:

STREETS AND UTILITIES: Administrator Rittenhouse gave the following Streets Department Report for the month of April, 2011. **TRASH DISPOSAL** - 92.50 tons of refuse were hauled to the Lanchester Landfill in Honeybrook, PA by Charles Blosenski Disposal Company and the Borough from March 28, 2011 through April 18, 2011. Thirteen (13) bulk trash pick-ups were made during the month. **RECYCLING** - One (1) load of scrap metal weighing approximately 720 pounds was hauled to Phoenixville Scrap Company. Seventeen (17) pick-up truck loads of yard waste were collected during the month. **STREET WORK** - R&S Sweeping Co., LLC completed the street sweeping service in April. Routinely cleaned debris from all of the stormwater inlets and boxes. Patched potholes on various streets; (South Main Street, Wall Street, Cedar Street, Walnut Street, and Schoolhouse Alley). **MAINTENANCE** - Mowed and trimmed the grass on all Borough properties. Cut up and removed three trees along the Riverfront Trail that fell during the rainstorms. Reinstalled the tennis court nets at Brown Street Park. Summerized the plumbing fixtures at the Brown Street Pool Building. Added approximately 10 yards of mulch at the playgrounds on Brown Street and Poplar Street. Cleaned up debris at all of the park areas.

Replaced four (4) street lamp bulbs along North Main Street. Cleaned out the pole barn at the Wastewater Plant.

SANITATION AND SURFACE WATER: Councilman Shaner read the monthly wastewater report for the month of April. The average daily flow for the month of April, 2011 was 665,000 gallons per day. The peak flow occurred on April 19th, 2011 and was recorded at 1,055,000. Again, this month we had four (4) days at or above 1,000,000 gallons. During the month we had 6.15 inches of rain. No bypass events occurred during the month. All routine maintenance was performed at the plant and pump stations. Controlex replaced the alternator relay at the Main Street Pump Station. Nine Thousand (9,000) gallons of sludge was pumped from the digesters and hauled away by Levensgood's Septic Haulers. The reed beds are now back in use and will be used throughout the next several months. The Spring City WWTP, NPDES renewal permit was issued on April 13, 2011. The permit effective date is May 1, 2011 through April 30, 2016. Dennis Rittenhouse and plant operator, Steve Fagen, will be attending a mandated training meeting in May at the PA DEP offices in Norristown. This meeting will involve the review of regulatory obligations and the obligations of a licensed operator.

POLICE:

Councilman Kratz reported the police committee met on April 21, 2011 and reviewed an addition to the police policy manual, which will be on the June council meeting agenda for adoption. He also noted that Chief Sherman informed the committee that the 2011 Dodge Charger should be delivered in mid May.

Councilman Kratz read the police report for April, 2011 as follows: Complaints 166; theft 11; criminal mischief 3; traffic citations issued 8; criminal arrests 19; accidents 5; parking tickets issued 4. **Assisted other departments as follows:** East Vincent 6 times (traffic condition, traffic hazard, disturbance, theft from vehicle, hit and run, alarm); Upper Pottsgrove 1 time (information required); East Coventry 1 time (suspicious vehicle); West Norriton 1 time (voluntary search); Royersford 3 times (disturbance, traffic stop, and well being check). **Other departments assisting Spring City were as follows:** East Vincent 3 times (counterfeit money, disturbance, and traffic stop); Royersford 2 times (disturbance, medical emergency); East Pikeland 1 time (disturbance); East Coventry 4 times (disturbance, traffic stop, medical emergency, DUI); Limerick 1 time (disturbance). **Mileage traveled during the month of April:** Car 14-1 (2009 Dodge) 1,592 miles; Car 14-2 (2007 Ford) 1,235 miles which made a total of 2,827 miles. **Gas used during the month of April:** Car 14-1 (2009 Dodge) 139.8 gallons, Car 14-2 (2007 Ford) 170.0 gallons which made a total of 309.8 gallons of gas used during the month.

FINANCE & ORDINANCE:

President DiGuseppe reported the Finance & Ordinance Committee met on April 27, 2011 and discussed the following items: the proposed residential rental property license program, sewer collections, water shut off for delinquent sewer rents, Earl's Alley, and a possible issue with East Vincent concerning the Pennhurst Property and increased traffic flow.

ZONING, HOUSING & PROPERTY:

Administrator Rittenhouse reported there were nine (9) building permits issued during the month of April, 2011. Kristen Fredericks, 152 Chestnut Street, windows; Drew Wallace, 541 N. Cedar Street, plumbing; Todd Roussey, 200 S&K Street, fence; Keith Roussey, 240-242 New Street, electric; Jeff Wojtaszek 414 R Walnut Street, fence; Paul Hicks, 461 N. Penn Street, driveway; Debra Shaw, 170-180-190 Penn Streets, fence; Benjamin Groman, 333 Yost Avenue, roof; Scott Rice, 426 Queen Street, windows. Estimated cost of construction for the month of April, 2011 was \$32,700. Permit fees collected for the month of April, 2011 was \$715.00.

PLANNING:

Councilman Burns reported that the Planning Commission met on April 20, 2011. They discussed old business as follows: The planned Kulp subdivision, and they reviewed the actions by the Zoning Hearing Board which granted the necessary variances at a hearing on April 19, 2011. The Planning Commission can not act on the plan until after a 30-day appeal process has expired.

Several residents of properties with rear access on the alley, namely Earl's Alley that is proposed to provide access to the rear of the Kulp property were present. They expressed their opinion that the alley is private, and that they would prefer that the Kulp properties (after sub-division) be owner-occupied, not rented out.

Mr. Kulp expressed willingness to remove the elements of alley improvement shown on the plans that fall outside his property lines, and reported that he will have his engineer make the changes required in the Borough Engineer's review letter, and will add labels to the contour lines and change the reference of "township" to borough.

As for new business Mr. Shreiner notified the Planning Commission of his intention to resign. The Planning Commission thanked him for his service and requested a letter of resignation.

As Mr. Shreiner's resignation would create two civilian vacancies on the Commission, the Commission voted to recommend that Borough Council accept the applications of two new Planning Commission members, namely Norman Castor and Jacqueline L. Finkelstein, to fill those positions.

PARKS & RECREATION:

Councilman Burns noted the annual Easter Egg Hunt was held on Saturday, April 16, 2011 at the Brown Street Park. He estimated there were fifty (50) participants at the event.

FINANCIAL REPORTS: (Enclosed)

APPROVAL OF REPORTS:

Councilman Burns motioned the committee reports be approved as presented. Councilman Shaner seconded. Motion carried.

PUBLIC COMMENT:

Jamal Lewis, Quakertown, addressed Council in regards to the opening for a full time police officer in Spring City Borough, obtaining information from his personnel file, his right to a public hearing regarding his previous employment as a part-time officer, and his difficulty gaining employment after his resignation in Spring City Borough.

It was noted that the job opening is not yet posted, a hearing is not required, and requests for personnel file information should be made to the Chief.

Keisha Mennefee, 353 Bridge Street, Spring City, PA informed council that she made information available to the newspaper regarding the police department matter and allegations concerning her as the complaintant. She questioned why she can not obtain a copy of the complaint, and noted the police handbook procedures to file a complaint.

It was noted that Ms. Mennefee submitted a right-to-know request and that the Borough responded to this request.

ADMINISTRATOR'S REPORT FOR THE MONTH OF:

APRIL, 2011

The following figures represent the balance in each Department as appropriated in the 2011 Budget.

GENERAL GOVERNMENT

% UNSPENT

General Government	\$ 86,828.53	64%
Protection to Persons and Property	\$ 286,946.07	68%
Planning, Zoning and Housing	\$ 36,743.06	83%
Streets and Highways	\$ 300,483.29	66%
Street Repaving	\$ 68,600.00	100%
Parks and Recreation	\$ 22,165.00	99%
Insurance	\$ 50,960.00	100%
Street Lighting	\$ 40,841.03	70%
Library	\$ 12,800.00	100%
Liberty Fire Company	\$ 22,100.00	100%
Association Dues and Expenses	\$ 3,396.00	97%
Building and Property	\$ 16,438.20	94%
1% Tax Collection	\$ 7,364.92	77%
OPT Tax Collection	\$ 293.19	98%
Workers' Compensation	\$ 16,254.75	62%
Engineering and Consulting	\$ 17,819.00	90%
CRP Grant – Engineering	\$ 65,634.22	94%

SEWER ACCOUNT

\$ 522,381.46 84%

This report reflects all wages and bills paid through April 30, 2011.

Tax Collector's Monthly Report to Taxing Districts

For the Month of APRIL, 2011

SPRING CITY BOROUGH

Taxing District

	Real Estate	Interim/Other	Per Capita/Other	Other
A. Collections				
1. Balance Collectable - Beginning of Month	252,696.96	1,405.47	6,080.00	6,732.50
2A. Additions: During the Month (*)				
2B. Deductions: Credits During the Month - (from line 17)				
3. Total Collectable	252,696.96	1,405.47	6,080.00	6,732.50
4. Less: Face Collections for the Month	175,736.72		1,805.00	1,790.00
5. Less: Deletions from the List (*)				
6. Less: Exonerations (*)				
7. Less: Liens/Non-Lienable Installments (*)				
8. Balance Collectable - End of Month	76,960.24	1,405.47	4,275.00	4,942.50
B. Reconciliation of Cash Collected				
9. Face Amount of Collections - (must agree with line 4)	175,736.72		1,805.00	1,790.00
10. Plus: Penalties				
11. Less: Discounts	3,340.14		29.30	28.09
12. Total Cash Collected per Column	A.172,396.58	B.	C. 1,775.70	D. 1,761.91
13. Total Cash Collected - (12A + 12B + 12C + 12D)				175,934.19

(*) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business
April 30, 2011

Balance as of last report	\$2,131,845.13
Certificates Purchased	<u>63,894.32</u>
	\$2,195,739.45

Deposits Sec'y Office – General Fund

Berkheimer Associates – E.I.T.	\$ 23,993.71
Trash Collection Fees	\$ 27,920.20
Trash Certs	\$ 50.00
Bulk Trash Pick Up	\$ 240.00
Recycling	\$ 65.00
County Fines	\$ 13.67
Local Fines	\$ 1,343.08
Lease Dwelling Fee	\$ 38.70
Realty Transfer Tax	\$ 2,939.51
ReDeposit NSF Check	\$ 831.60
NSF Check Fee	\$ 25.00
Building Permits	\$ 715.00
U & O Inspections	\$ 200.00
Accident Reports	\$ 60.00
Parking Tickets	\$ 40.00
TOTAL DEPOSITS TO GENERAL FUND	\$ 58,475.47

Deposits to Other Accounts

PLIGT – Investment Interest	\$ 3.32
Motor Equip. Fund-Interest added to CD	\$ 9.65
Recreation Fund – C.A.O.S.C.	\$ 1.00
Recreation Fund – Int. added to CD	\$ 6.04
Police Motor Equip Fund-Int. added to CD	\$ 1.54
Non-Uniform Employees Pension Fund- Interest added to CD	\$ 83.48
Gasoline Tax Fund – Act 655 State Allocation	\$ 63,002.97
TOTAL DEPOSITS TO OTHER ACCOUNTS	\$ 63,108.00
TOTAL DEPOSITS TO ALL ACCOUNTS	\$ 121,583.47
	\$2,317,322.92

WITHDRAWALS

By Orders #1028 Gasoline Tax Fund	\$ 63,894.32
By Orders #1249 Street Light Fund	\$ 4,404.84
By Orders #10082 Non Uniform Employees Pension Fund	\$ 402.27
By Orders #10626-10608, 25821-25858 General Fund	\$ 74,828.15
TOTAL WITHDRAWALS	\$ 143,529.58

Balance On Account - General Fund		
Checking	\$ 71,360.30	
Certificate	\$ 919,000.00	\$ 990,360.30
Balance On Account - Motor Equipment Fund		
Checking	\$ 1.00	
Certificate	\$ 117,469.68	\$ 117,470.68
Balance On Account - Street Light Fund		
Checking	\$ 17,855.57	\$ 17,855.57
Balance On Account - Gasoline Tax Account		
Checking	\$ 1.00	
Certificate	\$ 347,025.79	\$ 347,026.79
Balance On Account - Recreation Fund		
Checking	\$ 2,828.69	
Certificate	\$ 24,535.54	\$ 27,364.23
Balance On Account - Non-Uniform Employees Pension Fund		
Checking	\$ 5,822.74	
Certificate	\$ 507,959.15	\$ 513,781.89
Balance On Account - Police Motor Equipment Fund		
Checking	\$ 1.00	
Certificate	\$ 37,700.18	\$ 37,701.18
Balance On Account - PLGIT Capital Reserve Fund		
Investment - 122,232.70		\$ 122,232.70
	Beginning Balance	\$2,253,428.60
	Withdrawals	\$ 143,529.58
	05/01/2011	\$2,109,899.02

Respectfully submitted

Florence M. Watts, Treasurer

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business
April 30, 2011

SEWER FUND #2

Balance as of last report	\$3,143,912.22	
Certificate deposited	- 14,000.00	
	<u>3,129,912.22</u>	\$3,129,912.22

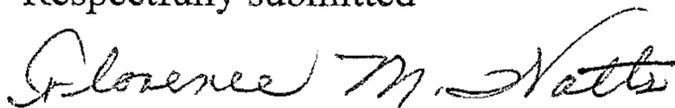
Deposits		
Sewer Rent	\$ 22,008.70	
Interest	\$ 173.16	
Sewer Certs	\$ 40.00	
CD deposited	\$ 14,000.00	
	<u>\$ 36,221.86</u>	\$ 36,221.86

\$ 3,166,134.08

Withdrawals		
By Orders #6093-6113, 21122-21128		\$ 26,432.91

Balance On Account		
Checking	\$ 90,392.07	
Certificate	\$3,049,309.10	\$ 3,139,701.17
		<u>\$ 3,166,134.08</u>

Respectfully submitted



Florence M. Watts, Treasurer

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business
April 30, 2011

POLICE PENSION FUND

Balance as of last report

Checking	\$ 3,482.84
Certificate - PNC Bank	\$ 519,647.04
Certificate - Phoenixville Federal Bank	\$ 38,841.88

\$ 561,971.76

Deposits \$ 00.00

TOTAL DEPOSIT AND BALANCES \$ 561,971.76

Withdrawals

\$ 00.00

Balance On Account

Checking	\$ 3,482.84
Certificate - PNC Bank	\$ 519,647.04
Certificate - Phoenixville Federal Bank	\$ 38,841.88

\$ 561,971.76

Respectfully submitted



Florence M. Watts, Treasurer

Dave Powell, representative of the "Patch", referenced the recent police committee meeting and the addition of Chapter 76 to the police manual for internal affair investigations.

He asked if prior to the introduction of the policy, was there any policy or procedure governing internal affairs of investigations as associated with the situation with Ms. Mennefee and Officer Lewis.

It was not known if there was a policy in place prior to the introduction of the model policy.

UNFINISHED BUSINESS:

1. Commission and Board Vacancy Appointments.

Councilman Burns motioned to appoint Norman Castor to fill the unexpired term on the Spring City Planning Commission which will expire in June, 2014. Councilman Shaner seconded. Motion carried.

Councilman Kratz motioned to appoint Ralph G. Trego, III as the alternate member of the Zoning Hearing Board for a term that expires in March, 2012. Councilman Shaner seconded. Voting yes: Councilmen DiGuseppe, Shaner, and Kratz. Voting no: Councilman Burns. By a 3-1 vote the motion carried.

2. Elected Auditor Vacancy.

Councilman Shaner motioned to appoint Daniel L. Bauman, Sr. to fill the vacancy for an elected auditor for a term that expires in December, 2015. Councilman Kratz seconded. Motion carried.

NEW BUSINESS:

1. Revised Civil Service Rules and Regulations.

Councilman Burns motioned to accept and validate the recommended amendments of the Civil Service Commission to the rules and regulations for the Spring City Civil Service Commission of Spring City and start the hiring process for a new full time police officer. Councilman Shaner seconded. Motion carried.

2. Resolution - Montgomery County TCC, E.I.T. Collector.

Councilman Shaner motioned to adopt Resolution No. 2011-02 which designates H.A. Berkheimer Associates as the E.I.T. collector for Spring City Borough/Spring-Ford School District as members of the Montgomery County Tax Collection Committee per the Act 32 mandate, effective January 1, 2012. Councilman Kratz seconded. Motion carried.

3. Resolution - In Support of Renewing Growing Greener.

President DiGuseppe tabled this item until the June council meeting.

4. Letter of Resignation.

Mayor Weiss read to council a retirement letter of resignation submitted by Police Chief, Deidre Sherman, effective July 1, 2011.

Councilman Shaner motioned to accept the retirement letter of resignation from Police Chief Deidre Sherman. Councilman Kratz seconded. Motion carried.

President DiGuseppe appointed Administrator Rittenhouse, Councilman Kratz, and another member of council to be named later to start the planning process to have a new police chief.

COUNCIL COMMENTS:

Councilman Burns advised council of a potential problem with an increase in traffic flow on North Church Street due to zoning relief given by East Vincent Township to the property owner of the Pennhurst property site. He said he believes it would behoove us to consider some sort of relief by closing North Church Street to commercial traffic.

President DiGuseppe offered that perhaps making North Church Street one way out of the site would offer relief.

Councilman BURNS
He also mentioned that East Vincent Township would allow the Borough to use their portable radar machine upon request.

President DiGuseppe stated that he wants to make it clear that what goes on in executive session should stay there.

READING OF THE PAYMENT OF THE BILLS:

GENERAL ACCOUNT: (OFFICE) EAS \$26.66; Action Data Services \$425.44; PECO \$294.03; Flexible Benefits Plans, Inc. \$1,751.92; Staples \$58.98; H.A. Berkheimer, Inc. \$654.97; Baer, Romain LLP \$2,308.00; AT&T \$26.71; Verizon \$72.01; T-Mobile \$45.92; Provident \$98.99; P.A.W. \$33.37. **TOTAL:** \$5,797.00. (STREETS) Oehlert Bros. Inc. \$1,294.75; CarQuest \$71.30; AirGas \$189.86; H.A. Weigand, Inc. \$477.30; Charles Blosenski Disposal Co., \$7,157.03; Norman A. Bean & Son, Inc. \$39.00; PECO \$126.73; Flexible Benefits Plans, Inc. \$4,717.26; Little's \$121.28; Mowrey-Latshaw \$60.82; Chester County Solid Waste Authority \$4,084.70; R&S Sweeping Co., LLC \$2,707.50; CDI Lawn Equipment \$159.92; Fred Bean's \$90.84; Provident \$50.66; J.P. Mascaro & Sons \$3,563.60. **TOTAL:** \$24,912.55. (POLICE) Oehlert Bros. Inc. \$730.64; Crystal Springs \$81.55; Buckley, Brion, McGuire, Morris & Sommer, LLP \$440.55; L&W Group \$643.00; Flexible Benefits Plans, Inc. \$1,751.92; Spring Cleaners \$98.50; Borough of Pottstown \$100.00; Baer Romain, LLP \$240.00; Matthew Bender & Company, Inc. \$177.42; Witmer Public Safety Group \$260.40; Drugscan \$168.00; AT&T \$17.38; P.A.W. \$656.94; New Street Auto \$170.90; Verizon \$234.45; Galls \$25.98; Provident \$63.70; Davidheiser's Inc. \$96.00; Nextel \$43.45; Gentworth Life and Annuity \$600.00. **TOTAL:** \$6,600.78.

SEWER ACCOUNT: LRM, Inc. \$2,263.50; Crystal Springs \$7.25; PECO \$2,620.96; Flexible Benefits Plans, Inc. \$2,358.63; M.J. Reider Associates, Inc. \$558.00; PA One Call System, Inc. \$17.92; EEMA \$4,684.42; Baer Romain, LLP \$1,320.00; Mowrey-Latshaw \$34.69; Buckman's, Inc. \$504.00; AT&T \$22.22; Verizon \$163.72; Denney Electric \$11.87; Levengood Septic Service \$1,282.50; Provident \$28.11; J.C. Ehrlich Company, Inc. \$44.00; Controlex \$561.00; A.J. Blosenski, Inc. \$525.00; C.K.S. Engineers, Inc. \$2,376.08; P.A.W. \$77.71. **TOTAL:** \$19,461.58.

STREET LIGHTING FUND: PECO \$4,426.88. **TOTAL:** \$4,426.88.

COUNCIL DUES & ASSOCIATION FUND: PSAB \$40.00. **TOTAL:** \$40.00.

CRP CONSULTING FUND: JJD Contracting, LLC \$92,272.57. **TOTAL:** \$92,272.57.

PLANNING, ZONING & HOUSING FUND: Mauger & Meter \$132.00; Baer, Romain LLP \$408.00; The Mercury \$263.50; Motley Associates, Inc. \$1,086.80. **TOTAL:** \$1,890.30.

BUILDING & PROPERTY FUND: Mowrey-Latshaw \$134.15; Denney Electric Supply \$166.32. **TOTAL:** \$300.47.

Councilman Burns motioned the bills be approved for payment as read. Councilman Shaner seconded. Motion carried.

ANNOUNCEMENTS:

President DiGuseppe announced the following meetings are scheduled for May, 2011: **Sewer Committee**, Thursday, May 12, 2011, 6:30 p.m.; **Planning Commission**, Wednesday, May 18, 2011, 7:00 p.m.; **Finance & Ordinance Committee**, Wednesday, May 25, 2011; 6:30 p.m; **Police Committee**, Thursday, May 26, 2011, 7:00 p.m.

The June Borough council meeting will be held on Monday, June 6, 2011, 7:30 p.m.

ADJOURNMENT:

Councilman Kratz motioned the meeting be adjourned as there was no further business to come before Borough Council. Councilman Shaner seconded. Motion carried.

Respectfully submitted,

Dennis Rittenhouse
Borough Administrator