

## SPRING CITY BOROUGH COUNCIL MEETING

December 5<sup>th</sup>, 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, Hays, Kratz, Petak, Shaner, Solicitor Romain, and Borough Administrator Rittenhouse.

### **APPROVAL OF THE MINUTES:**

Councilman Hays motioned to approve the minutes of the November 7<sup>th</sup>, 2011 council meeting. Councilman Shaner seconded. Motion carried.

### **COMMITTEE REPORTS:**

**STREETS AND UTILITIES:** Councilman Shaner gave the following Streets Department Report for the month of November, 2011. **TRASH DISPOSAL** - 65.4 tons of refuse were hauled to the Lanchester Landfill in Honeybrook, PA by Charles Blosenski Disposal Company from November 7, 2011 through November 21, 2011. Ten (10) bulk trash pick-ups were made during the month. **RECYCLING** Thirty-five (35) loads of yard waste were hauled to Penn Organics in East Vincent Township. **LEAF COLLECTION** - Thirty-eight and one half (38 ½) loads of leaves weighing approximately 10.4 tons were collected during the month with the leaf vac machine. **MAINTENANCE** - Made repairs to street signs and installed new posts on Yost Avenue & Church Street, Yost Avenue & Main Street, and Chestnut & Main Streets. Reset the timers on the lamp posts due to an electricity outage. Replaced two bulbs on the lamp posts on North Main Street. **STREET WORK** - Routinely cleaned various stormwater inlet boxes after the rain events.

**SANITATION AND SURFACE WATER :** Councilman Hays reported the average daily flow for the month of November, 2011 was 510,000 gallons per day. The peak flow occurred on November 24<sup>th</sup>, 2011 and was recorded at 1,155,000 gallons. A bypass occurred during the rain event on November 23<sup>rd</sup> and 24<sup>th</sup> when the EQ tank was filled to capacity. Also, contributing to the bypass event was the replacement of a broken 8" gate valve with an 8" knife gate valve. When the plant operator drained the EQ tank on Tuesday, November 22<sup>nd</sup> so the clarifier valve could be replaced, the rain event on that night necessitated that part of the water in the EQ tank be drained so the valve replacement could be done on Friday, November 25<sup>th</sup>. The partial draining of the EQ tank was coordinated with PA DEP. The plant is now back to operating normally. The annual I&I work on the sewer lines was done on November 16<sup>th</sup> and 17<sup>th</sup> by Mr. Rehab. There was a total of 18 CIPP liners installed as part of this maintenance. Eastern Environmental Contractors finished up the pump station flow meters during the month. All are operational except at Bridge Street due to the totalizer being sent back to the supplier for evaluation. Plant operator, Steve Fegan, met with a representative from Coyne Chemical to review the required testing for our phosphorous removal target number. Also, Mr. Fegan attended a continuing education class on November 9<sup>th</sup> for credits toward his license renewal.

Councilman Hays also noted the sewer committee met on November 10, 2011 and discussed the Act 537 Plan update. He advised council that he would supply a copy of the meeting minutes if anyone wanted them.

**POLICE:**

Councilman Kratz read the police report for November, 2011 as follows: Complaints 251; robbery 1; theft 11; criminal mischief 6; traffic citations issued 35; criminal arrests 27; juvenile arrests 1; accidents 5; parking tickets issued 8. **Assisted other departments as follows:** East Vincent 12 times (2 traffic stops, accident, suicidal patient, suspicious person theft, trespassers, public drunkenness, alarm, fight, suspicious vehicle, disturbance); Royersford 4 times (domestic, fight, information, and stabbing); East Pikeland 2 times (warrant service and female banging on door); and Chester County Park Rangers 1 time (suspicious vehicle). **Other departments assisting Spring City were as follows:** East Vincent 5 times (fighting, DUI, 2 disturbances and dog bite); East Coventry 5 times (fighting, overdose, and 3 disturbances); Royersford 2 times (assault and suspicious person); East Pikeland 2 times (fighting and threats). **Mileage traveled during the month of November:** Car 14-1 (2009 Dodge) 1,580 miles; Car 14-2 (2011 Dodge) 1,654 miles which made a total of 3,234 miles. **Gas used during the month of November:** Car 14-1 (2009 Dodge) 161.8 gallons, Car 14-2 (2011 Dodge) 161.5 gallons which made a total of 323.3 gallons of gas used during the month.

**ZONING, HOUSING & PROPERTY:**

Administrator Rittenhouse reported there was (1) building permit issued during the month of November, 2011. YWCA, First United Church of Christ, 145 Chestnut Street, renovations, electric, & plumbing. Estimated cost of construction for the month of November, 2011 was \$32,000. Permit fees collected for the month of November, 2011 was \$938.00.

**PLANNING:**

Councilman Burns reported that the Planning Commission met on November 16, 2011 and in regards to the Spring City Library Land Development Plan, Mr. Tom Spann was present representing the Library Board. The Commission reviewed and discussed the Plan, and requested that the Library submit a letter granting an extension of the statutory review period prior the Borough Council meeting on December 5, 2011.

Mr. Spann reported that the Library's Engineer would be revising the plan in response to the Borough Engineer's and the County Planning Commission's comments. He also reported that negotiations with representatives of the neighboring Methodist Church regarding access and use of the property are ongoing.

There was no new business discussed.

**PARKS & RECREATION:**

Councilman Burns reported that the Spring City Christmas Tree Lighting Event will be held on Saturday, December 10, 2011. The trolley tour will be running from 6:00 p.m. to 9:00 p.m. and Santa will be arriving at 7:00 p.m.

**EMERGENCY SERVICES & PUBLIC SAFETY:**

Administrator Rittenhouse advised council that the county conducted the Limerick Plant Power Plant Drill on Tuesday, November 15, 2011 due to a work commitment conflict that Joe Lorman, the Borough's Emergency Management Coordinator had to attend to.

**LIBRARY:**

Councilman Hays informed council that the library board did not conduct any business at their November 21, 2011 meeting due to a lack of a quorum. They rescheduled their meeting to December 6, 2011, 7:00 p.m. at the Spring City Library.

**REVITALIZATION COMMITTEE UPDATE:**

Councilman Hays noted that the size of the American flags on the Borough's lamp posts has been a hot topic with some residents and business owners.

He then provided the following background: The Spring Ford Rotary donated \$300.00 to the Revitalization Committee several months ago to replace the existing flags with larger ones.

Councilman Hays has spoken to individuals at the Thomas O'Connor American Legion Post and they have informed him that the Post could possibly get larger flags at a discount price.

He then noted the following pricing information: 20"x30" flags - \$13.75/ea., 30" x 55" flags - \$21.00/ea.

Including the new lamp posts that will soon be installed as part of the next streetscape phase there would be a need for 85 flags. The projected cost for the Borough would be between \$868.75 and \$1,485.00.

This matter was tabled until next month.

**FINANCIAL REPORTS:** (Enclosed)

**APPROVAL OF REPORTS:**

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

**PUBLIC COMMENT:**

Michael Pavesi, 801 Bridge Street, East Vincent Township, addressed council concerning a matter in which the East Vincent Board of Supervisors will be meeting with Pennhurst Associates on Wednesday, December 7, 2011, 9:00 a.m. at the township building to review and discuss without deliberation the re-submitted petition for a zoning change at the Pennhurst property. He encouraged council to have representation at this meeting.

Brian Dudonis, 270 New Street, spoke to council last spring regarding water run-off concerns on Penn Street near his residency. He wanted to let council know that he has not experienced any water problems which he anticipated and everything has worked out.

**UNFINISHED BUSINESS:**

**1. Tax Ordinances, and the 2012 Borough Budget.**

- A. Councilman Burns motioned Ordinance No. 514, re-enacting the real estate transfer tax, per capita tax, occupation privilege tax, and the 1% earned income tax for the year 2012 be adopted. Councilman Shaner seconded. Motion carried.
- B. Councilman Hays motioned Ordinance No. 515, fixing the tax rate of 4.010 mills on real estate property and 25 mills on occupational assessments for the fiscal year 2012 be adopted. Councilman Kratz seconded. Motion carried.
- C. Councilman Kratz motioned to adopt Ordinance No. 516, the 2012 Borough Budget. Councilman Shaner seconded. Motion carried.

## Tax Collector's Monthly Report to Taxing Districts

For the Month of NOVEMBER, 2011

SPRING CITY BOROUGH Taxing District

	Real Estate	Interim/Other	Per Capita/Other	Other
<b>A. Collections</b>				
1. Balance Collectable - Beginning of Month	33,163.46	824.45	3,205.00	3,876.26
2A. Additions: During the Month ( * )		64.60		
2B. Deductions: Credits During the Month - (from line 17)				
3. Total Collectable	33,163.46	889.05	3,205.00	3,876.26
4. Less: Face Collections for the Month	1,848.49		30.00	31.25
5. Less: Deletions from the List ( * )				
6. Less: Exonerations ( * )				
7. Less: Liens/Non-Lienable Installments ( * )				
8. Balance Collectable - End of Month	31,314.97	889.05	3,175.00	3,845.01
<b>B. Reconciliation of Cash Collected</b>				
9. Face Amount of Collections - (must agree with line 4)	1,848.49		30.00	31.25
10. Plus: Penalties	184.86		3.00	3.15
11. Less: Discounts				
12. Total Cash Collected per Column	A. 2,033.35	B.	C. 33.00	D. 34.40
13. Total Cash Collected - (12A + 12B + 12C + 12D)				2,100.75

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

ADMINISTRATOR'S REPORT FOR THE MONTH OF:

NOVEMBER, 2011

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

**GENERAL GOVERNMENT**

**% UNSPENT**

General Government	\$ 24,342.53	17%
Protection to Persons and Property	\$ 53,533.75	13%
Planning, Zoning and Housing	\$ 15,350.23	35%
Streets and Highways	\$ 87,954.31	19%
Street Repaving	\$ 68,600.00	100%
Parks and Recreation	\$ 14,694.71	65%
Insurance	\$ 7,247.00	14%
Street Lighting	\$ 5,033.04	9%
Library	\$ -0-	--
Liberty Fire Company	\$ 22,100.00	100%
Association Dues and Expenses	\$ 1,786.94	51%
Building and Property	\$ 11,265.09	64%
1% Tax Collection	\$ 4,143.21	43%
OPT Tax Collection	\$ 176.58	59%
Workers' Compensation	\$ (8,298.75)	(32%)
Engineering and Consulting	\$ 4,743.60	24%
CRP Grant – Engineering	\$ 62,225.22	89%
<b><u>SEWER ACCOUNT</u></b>	\$ 155,348.45	25%

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

**C. Payment of Taxes**

14. Amount Remitted During the Month (\*)

Date	Transaction #	Amount	TOTAL ALL TAXES
11/10/11		1,092.79	
11/18/11		624.69	
11/29/11		383.27	
		Total	\$ 2,100.75

15. Amount Paid with this Report Applicable to this Reporting Month Transaction # \_\_\_\_\_ \$ \_\_\_\_\_

16. Total Remitted This Month \$ 2,100.75

17. List, Other Credit Adjustments (\*)

Parcel #	Name	Amount	
		Total	\$ _____

18. Interest Earnings (if applicable) \$ \_\_\_\_\_

*Shirley W. Shaffer*  
 Shirley W. Shaffer 11/30/11

TAXING DISTRICT USE (OPTIONAL)	
Carryover from Previous Month	\$ _____
Amount Collected This Month	\$ _____
Less Amount Paid this Month	\$ _____
Ending Balance	\$ _____

Tax Collector \_\_\_\_\_ Date \_\_\_\_\_

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district): Spring City  
 Title: Borough Manager Date: 12/15/11

I acknowledge the receipt of this report.  
*Dennis Kittenhouse*

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

Balance as of last report		\$ 2,153,552.00
Certificate Purchased	+	\$ 128,000.00
Certificate Cashed	-	\$ 86,000.00
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		\$ 2,195,552.00

Deposits Sec'y Office - General Fund

Berkheimer Associates - E.I.T.	\$ 19,011.24
Berkheimer Associates - O.P.T.	\$ 269.51
Trash Collection Fees	\$ 4,682.00
Taxes	\$120,000.00
Bulk Trash Pick Up	\$ 280.00
County Fines	\$ 13.67
Local Fines	\$ 767.99
Realty Transfer Tax	\$ 2,239.30
Lease Dwelling Fee	55.69
P.A.W. Escrow	\$ 1,500.00
Trash Certs	\$ 50.00
Recycling	\$ 92.40
Liens - Interest	\$ 6.72
Liens - Penalty	\$ 104.54
Liens - Costs	\$ 37.50
Mini Cobra	\$ 875.96
Amusement Tax	\$ 60.00
U & O Inspections	\$ 200.00
Building Permits	\$ 938.00
Parking Tickets	\$ 90.00
TOTAL DEPOSITS TO GENERAL FUND	\$ 151,274.52

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DEPOSITS TO OTHER ACCOUNTS

PLIGT - Investment Interest	\$ 1.64
Gasoline Tax Fund-CD cashed	\$ 86,000.00
Gasoline Tax Fund- Interest CD	\$ 28.54
Police Motor Equipment Fund-Interest Added to CD	\$ 31.52
Street Light Fund - Taxes	\$ 15,200.00
TOTAL DEPOSITS TO OTHER ACCOUNTS	\$ 101,261.70
TOTAL DEPOSITS TO ALL ACCOUNTS	\$ 252,536.22
	\$ 2,448,088.22

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

POLICE PENSION FUND

Balance as of last report

Checking	\$ 13,654.55
Certificate - PNC Bank	\$ 501,027.48
Certificate - Phoenixville Federal Bank	\$ 38,841.88
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	\$ 553,523.91

Deposits

PNC - CD cashed	\$ 6,000.00
PNC - Interest	\$ 187.55

TOTAL DEPOSITS AND BALANCES: \$553,523.91

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Withdrawals:

By Orders #2005	\$ 2,472.64
TOTAL WITHDRAWALS	\$ 2,472.64

Current Balances on Accounts

Checking	\$ 11,181.91
Certificate - PNC Bank	\$ 501,027.48
Certificate - Phoenixville Federal Bank	\$ 38,841.88
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	\$ 553,523.91

\$553,523.91

Respectfully submitted

  
Florence M. Watts, Treasurer

WITHDRAWALS

By Orders #1258 Street Light Fund	\$ 4,273.09
By Orders #1607-1609 Recreation Fund	\$ 870.03
By Orders #10089 Non Uniform Employees Pension Fund	\$ 402.27
By Orders #10956-11007, 26088-26122 General Fund	\$247,332.76
<b>TOTAL WITHDRAWALS</b>	<b>\$252,878.15</b>

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Balance On Account - General Fund		
Checking	\$ 72,566.25	
Certificate	\$1,006,000.00	\$1,078,566.25
Balance On Account - Motor Equipment Fund		
Checking	\$ 1.00	
Certificate	\$ 67,495.97	\$ 67,496.97
Balance On Account - Street Light Fund		
Checking	\$ 19,940.49	\$ 19,940.49
Balance On Account - Gasoline Tax Account		
Checking	\$ 86,029.54	
Certificate	\$ 261,317.31	\$ 347,346.85
Balance On Account - Recreation Fund		
Checking	\$ 1,722.70	
Certificate	\$ 24,547.64	\$ 26,270.34
Balance On Account - Non-Uniform Employees Pension Fund		
Checking	\$ 3,069.85	
Certificate	\$505,230.20	\$ 508,300.05
Balance On Account - Police Motor Equipment Fund		
Checking	\$ 1.00	
Certificate	\$ 25,033.24	\$ 25,034.24
Balance On Account - PLGIT Capital Reserve Fund		
Investment - 122,254.88		\$ 122,254.88
	Beginning Balance	\$2,448,088.22
	Withdrawals	\$ 252,878.15
	12/01/2011	\$2,195,210.07

Respectfully submitted



Florence M. Watts, Treasurer



**2. Tax Collector Resignation and Appointment.**

Councilman Hayes motioned to accept the letter of resignation dated, July 29, 2011 from Shirley W. Shaffer, Tax Collector. Councilman Shaner seconded. Motion carried.

Two residents have submitted letters to Borough Council expressing interest in serving as the Tax Collector for Spring City Borough. They were Ed Cummins and Mary Rex.

Councilman Shaner motioned to appoint Mary Rex to the position of Tax Collector for Spring City Borough effective January 1, 2012. Councilman Burns seconded. Motion carried.

**NEW BUSINESS:**

**1. Motion to Deposit Borough Funds in 2012.**

Councilman Shaner motioned to approve the deposit of borough funds at PNC Bank, Phoenixville Federal Bank & Trust, and PLGIT in 2012. Councilman Hays seconded.

**2. Handicap Parking Permit Application.**

The handicap parking permit application submitted from Barbara Whelan, 326 Walnut Street, was tabled until the January Council Meeting.

**3. Time Extension Letter - Spring City Library.**

Councilman Kratz motioned to accept the letter from Terry McCarthy, President of the Spring City Library Board of Directors, granting Borough Council a 120-day extension to the statutory review period decision date for the Library's Land Development Plan, which revises the decision date to April 18<sup>th</sup>, 2012. Councilman Shaner seconded. Motion carried.

**4. Letter for SFYAL Granting Permission to Install Lights at the Wall Street Ball Fields.**

Scott Smiley, President of the SFYAL, was in attendance to obtain a letter from the Borough granting the League permission to install lights at the Wall Street Ball Fields. The letter will accompany their application to the East Vincent Township Zoning Hearing Board.

Councilman Kratz motioned to provide a letter granting permission to SFYAL to install lights on the Wall Street Ball Fields that are located on Borough owned property in East Vincent Township. Councilman Hays seconded. Motion carried.

**COUNCIL COMMENTS:**

Councilman Hays inquired about copies of the monthly Liberty Fire Company reports.

He also referred to a letter from Joe Lorman, the Borough's EMC, in reference to an area in the Borough building for Emergency Management purposes and other issues. This request will be discussed later next year.

Councilman Burns noted he would like revised copies of the October Council minutes for the website.

**READING OF THE PAYMENT OF THE BILLS:**

**GENERAL ACCOUNT:** (OFFICE) H.A. Berkheimer, Inc. \$169.22; Baer, Romain LLP \$619.00; AT&T \$24.93; Verizon \$71.84; The Mercury \$401.10; T-Mobile \$46.12; Action Data Service \$114.16; EAS \$13.33; P.A.W. \$17.96; Karasch & Associates \$281.90. **TOTAL:** \$1,759.56. (STREETS) The Mercury \$356.20; R&S Sweeping Company LLC \$200.00; Chester County Solid Waste Authority \$5,946.12; Wensel's Truck

Repair \$1,239.58; AirGas \$31.40; Baer Romain, LLP \$4,000.00; Charles Blosenski Disposal Company \$7,157.03; Hefelfinger \$75.00; CarQuest \$5.68; J.P. Mascaro & Sons \$3,563.60. TOTAL: \$22,574.61. (POLICE) Borough of Pottstown \$200.00; Penn Medicine \$900.00; Markl Supply Company \$269.25; Zee Medical \$28.28; P.A.W. \$656.94; Patches A Green \$379.00; Bermont Motors \$94.00; Crystal Springs \$52.33; Witmer Public Safety Group, Inc. \$1,708.34; Verizon \$236.20; METRO \$1,848.00; Nextel \$44.98; Sirchie Finger Print Laboratories \$185.84; Chester County SPCA \$2,205.00; Davidheiser's Inc. \$26.00. TOTAL: \$8,834.16.

**SEWER ACCOUNT:** M.J. Reider Associates, Inc. \$1,118.00; Action Data Services \$108.22; EAS \$65.53; EPWPCOA \$40.00; PA One Call System, Inc. \$28.15; EEMA \$4,529.66; Buckman's, Inc. \$642.00; Baer Romain LLP \$6,268.00; Mowrey-Latshaw \$47.09; Crystal Springs \$7.25; AT&T \$46.11; Ron Black Agency/The Laskey Group \$11,309.75; Verizon \$165.11; J.C. Ehrlich Co., Inc. \$46.69; Aqua Dynamic Systems, Inc. \$95.00; A.J. Blosenski, Inc. \$525.00; USA BlueBook \$243.56; CKS Engineers, Inc. \$348.60; Eastern Environmental Contractors, Inc. \$5,088.63; P.A.W. \$92.68; PECO \$1,812.98. TOTAL: \$32,628.01.

**STREET LIGHTING FUND:** PECO \$4,493.00. TOTAL: \$4,493.00.

**PARK & RECREATION FUND:** Potty Queen \$92.00. TOTAL: \$92.00.

**ENGINEERING & CONSULTING FUND:** Mockenhaupt Benefits Group \$700.00; Motley Associates, Inc. \$858.00. TOTAL: \$1,558.00.

**BUILDING & PROPERTY FUND:** Mowrey-Latshaw \$355.22; Crystal Springs \$8.75; Coventry Property Services \$910.00; Tague Lumber \$23.35. TOTAL: \$1,297.32.

**INSURANCE FUND:** Ron Black Agency/The Laskey Group \$350.00. TOTAL: \$350.00.

**WORKERS' COMPENSATION FUND:** Ron Black Agency/The Laskey Group \$16,331.00. TOTAL: \$16,331.00.

**COUNCIL DUES & ASSOCIATION FUND:** GVF \$90.00. TOTAL: \$90.00.

**PLANNING, ZONING & HOUSING FUND:** Motley Associates, Inc. \$1,504.10. TOTAL: \$1,504.10.

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

**ANNOUNCEMENTS:**

President DiGuseppe announced the following meetings are scheduled for December, 2011: **Sewer Committee**, Thursday, December 8, 2011, 6:30 p.m.; **Police Committee**, Thursday, December 15, 2011, 7:00 p.m.; **Planning Commission**, Wednesday, December 21, 2011, 7:00 p.m.; **Finance & Ordinance Committee**, Wednesday, December 28, 2011, 6:30 p.m.

The January Borough Council meeting will be held on Tuesday, January 3, 2012, 7:30 p.m. due to the New Year holiday.

**ADJOURNMENT:**

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

Respectfully submitted,

Dennis Rittenhouse  
Borough Administrator

