

## SPRING CITY BOROUGH COUNCIL MEETING

July 7<sup>th</sup>, 2014 - 7:30 P.M.

### CALL TO ORDER:

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

### ATTENDANCE:

The following members were present: Councilmen Bauman, Kern, Kratz, Shaner, Sweeney, Mayor Weiss, Solicitor Romain, and Borough Manager Rittenhouse.

### APPROVAL OF THE MINUTES:

Mr. Kratz motioned to approve the minutes of the June 2<sup>nd</sup>, 2014 council meeting. Mr. Kern seconded. Motion carried.

### MAYOR:

Mayor Weiss reported he attended the following meetings and functions in June. The monthly meeting at the Liberty Fire Company, the Spring City Elementary Party at Brown Street Park, Lions Club Night at the Reading Phillies, Flag Day Services at Brown Street Park, Open House at Serv Pro, and a fundraiser for Project Outreach at Friendship Fire Company. He also noted he visited various properties in Spring City during the Borough Wide Yard Sale Event.

### COMMUNICATIONS:

1. A letter from Eric C. Forsythe, Executive Director of Open Hearth, Inc. advising the Borough that in accordance with the requirement of the Chester County Department of Community Development that they plan on applying for a grant from the county to operate programs known as the Family Savings Partners Program (FSP), Goal Achievement Program (GAP), Gateway Program, and the Financial Insight and Resource Management Program.

### COMMITTEE REPORTS:

**STREETS AND UTILITIES:** Mr. Rittenhouse gave the following Streets Department Report for the month of June, 2014. **TRASH DISPOSAL** - 115.03 tons of refuse were hauled to the Lanchester Landfill in Honeybrook, PA by Reams Disposal Company and the Borough from May 19<sup>th</sup>, 2014 through June 16<sup>th</sup>, 2014. Eighteen (18) bulk trash pick-ups were made during the month. **RECYCLING** - Thirty-six (36) pick-up truck loads of yard waste were collected at curbside on Mondays. **MAINTENANCE** - Mowed and trimmed the grass on all Borough properties. Trimmed the hedges in front of the Borough Hall. Replaced fifteen (15) assorted street signs and straightened several sign posts at various locations throughout the Borough. Henkels & McCoy adjusted the electric eye on the panel box that sets the on/off pattern for the street lamp posts on East Bridge Street and a section of North Main Street. Three bulbs were replaced on the street lamp posts on North Main Street. Emptied the trash receptacles weekly at all of the recreation areas. Cleaned the dog box on Gay Street. **STREET WORK** - Completed repainting the yellow curbs from Gay Street to New Street. Patched potholes on several streets throughout the Borough. Routinely cleaned various stormwater inlets throughout the Borough after the rain events.

**SANITATION AND SURFACE WATER:** Mr. Shaner reported the average daily flow at the plant for the month of June was 323,000 gallons per day. The maximum flow occurred on June 14<sup>th</sup>, 2014 and was recorded at 504,000 gallons. The annual service inspection was performed on the plant generator by Emergency Systems Service Company on June 10<sup>th</sup>. They drained the cooling system and replaced the

coolant, hoses, belt, thermostat, and gasket. (\$1,716.45) During this preventative maintenance inspection Emergency Systems noted and recommended that the battery should be replaced along with a leaking fuel pump. The estimated cost of repairs is \$1,060.20. We are currently awaiting word from Emergency Systems as to when these repairs will be scheduled. Steve Fegan, the plant operator, and Mr. Rittenhouse are discussing the recent increase of sludge build up in the digesters. Mr. Fegan also reported that all routine maintenance was performed at the plant in June.

#### **POLICE:**

Mr. Kratz reported the police committee met on June 19, 2014 and discussed the following item; National Night Out participation from East Vincent and East Pikeland Police Departments along with the K-9 unit and a projected date when the new police vehicle would be put in service.

#### **FINANCE & ORDINANCE:**

Mr. Shaner reported the Finance & Ordinance Committee met on June 23, 2014 and discussed the proposed rental registration and licensing ordinance. The committee agreed to prepare a list of questions and comments for the new ordinance at the July Finance & Ordinance meeting and give them to Solicitor, Romain for his review.

The placement of the new Spring City markers were also discussed. The committee is requesting that Solicitor Romain send a letter to former councilor, Jim Burns, requesting that the grant paper work used to acquire the markers be turned over to borough council to determine if the placement of said markers is given in the grant.

Finally, the committee briefly talked about the proposed non-discrimination ordinance that was forwarded to council by a resident. The committee will discuss the proposed ordinance in more detail at a future Finance & Ordinance Committee meeting.

#### **ZONING, HOUSING & PROPERTY:**

Mr. Rittenhouse reported there were eleven (11) building permits issued during the month of June, 2014. Rosemary Yeager, 318 New Street, roof; Carol Lightcap, 360 King Street, deck; Michelle Bergey, 149 Walnut Street, electric; Stacey Miles, 122 Chestnut Street, fence; Laurene Wisler, 250 Broad Street, demolition of garage; Ed Schloth, 16 S. Church Street, sidewalk repair; Richard Schroeder, 401 Pikeland Avenue, roof; James McWilliams, 130 New Street, electric; Galen Harsh, 259 New Street, garage 24x32; Emily Roseo, 217 Bridge Street, deck 192 sq. feet; Katie Frymoyer, 538 N. Cedar Street, roof. The estimated cost of construction for the month of June, 2014 was \$47,850. Permit fees collected for the month of June, 2014 was \$981.00.

#### **PARKS & RECREATION:**

Mr. Sweeney reported the Parks & Recreation Committee met on June 19, 2014. They spoke with Sue Grumblatt of the Community Association of Spring City in regards to the pool's involvement in an upcoming park contest sponsored by Pottstown Health and Wellness Foundation. The group agreed that any possible winnings from the contest would be best spent on updating the children's play area.

The committee also discussed the upcoming Borough Wide Yard Sale and future events.

Mr. Sweeney noted that the Park & Rec Committee would like to thank everyone who participated in the Borough-Wide-Yard Sale that was held on June 21<sup>st</sup>.

In closing the committee encourages all borough residents to vote daily in the "On Your Park, Get Set Go" contest. The borough could win a \$10,000.00 grant that does not require any matching money.

**FINANCIAL REPORTS:** (Enclosed)

**APPROVAL OF REPORTS:**

Mr. Bauman motioned the committee reports be approved as presented. Mr. Sweeney seconded. Motion carried.

**PUBLIC COMMENT:**

Erica Weiherer, 245 Cedar Street, stated she was in attendance concerning the proposed non-discrimination ordinance.

**UNFINISHED BUSINESS:**

**1. Time Extension Letter - Tel Vil Subdivision Plan**

Mr. Kern motioned to accept the letter from Bryan K. Hunsberger of Tel Vil Corporation granting Borough Council a 180-day extension to the statutory review period decision date for their subdivision plan at South Main Street and Hunsberger Road, which would make the revised decision date January 15, 2015. Mr. Sweeney seconded. Motion carried.

**2. Motion to Award the Bid for the Sale of the 2009 Dodge Police Vehicle.**

Mr. Kratz motioned to accept the bid amount of \$4,700.00 submitted on Municibid by Joshua Stouch for the sale of the Borough's 2009 Dodge Charger Police Vehicle. Mr. Bauman seconded. Motion carried.

**3. Status Report on the CRP Grant for the Hall Street Storm Water Improvements.**

Mr. Rittenhouse informed council that the topographical and right-of-way survey work will be started during the month of July. Once this survey work is completed URDC will be able to develop the final layout, grading and profile plans. He estimated the following project time line for the project: August 8, 2014 - survey completed; August 29, 2014 - plans and bid documents completed; September 2, 2014 - council permission to put the project out for bid; October 6, 2014 - council to award the project; October 6, 2014 through December 6, 2014 - construction; December 31, 2014 - project closeout.

**NEW BUSINESS:**

**1. Mayoral Proclamation - National Night Out.**

Mayor Weiss read a proclamation announcing that Tuesday, August 5<sup>th</sup>, 2014 is to be the designated National Night Out Against Crime and urged all citizens of Spring City Borough to support National Night Out Against Crime by participating in the borough's scheduled events and activities.

**2. Non-Discrimination Ordinance.**

A request from Spring City resident, Erica R. Weiherer, to Borough Council asking them to consider adopting a Non-Discrimination Ordinance was referred to the Finance & Ordinance Committee by Vice-President Shaner.

**3. Resolution for the Disposal of Personal Property.**

Mr. Kern motioned to adopt Resolution No. 2014-04 which authorizes disposing of personal property owned by the Borough. Mr. Bauman seconded. Motion carried.

**ADMINISTRATOR'S REPORT FOR THE MONTH OF:****JUNE, 2014**

The following figures represent the balance in each Department as appropriated in the 2014 Budget.

**GENERAL GOVERNMENT**

		<b><u>% UNSPENT</u></b>
General Government	\$ 76,734.14	48%
Protection to Persons and Property	\$ 211,082.45	50%
Planning, Zoning and Housing	\$ 38,821.60	61%
Streets and Highways	\$ 242,700.75	53%
Street Repaving	\$ 88,600.00	100%
Parks and Recreation	\$ 21,409.22	95%
Insurance	\$ 44,317.00	99%
Street Lighting	\$ 29,453.00	53%
Library	\$ 12,800.00	100%
Liberty Fire Company	\$ 22,100.00	100%
Association Dues and Expenses	\$ 2,024.01	92%
Building and Property	\$ 35,526.58	93%
1% Tax Collection	\$ 2,643.35	52%
OPT Tax Collection	\$ 167.83	67%
Workers' Compensation	\$ 24,680.23	71%
Engineering and Consulting	\$ 18,952.00	58%
CRP Grant – Consulting	\$ 28,065.68	92%
<b><u>SEWER ACCOUNT</u></b>	\$ 464,854.18	67%

This report reflects all wages and bills paid through June 30, 2014.

# Tax Collector's Monthly Report to Taxing District

Taxes Included: OCCUPATION TAX / BOROUGH PER CAPITA / SPRING CITY BOROUGH TAX  
 For The Month of: 5/24/2014 00:00:00 To 6/20/2014 23:59:59

A. Collectors	Municipal/County			School			Per Capita	Others	Totals
	Current	Interim	Other	Current	Interim	Interim/Other			
1. Balance Collectable - Beginning of the Month	\$64,505.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,505.00	\$4,098.75	\$72,108.85
2A. Additions During the Month	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2B. Deduction: Credits During the Month from 17									
3. Total Collectable	\$64,505.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,505.00	\$4,098.75	\$72,108.85
4. Less: Face Collections for the month	\$13,442.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$285.00	\$282.50	\$13,990.13
5. Less: Deletions from the List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$22.50	\$32.50
6. Less: Exoneration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Less: Liens/ Non-lienable Installments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Balance Collectable -End of the Month	\$51,062.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,230.00	\$3,795.75	\$58,088.22
B. Reconciliation of Cash Collected									
9. Face Amount of Collections - Must agree with line 4	\$13,442.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$285.00	\$282.50	\$13,990.13
10. Plus: Penalties	\$170.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.00	\$11.19	\$193.51
11. Less: Discounts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12. Total Cash Collected Per Column	\$13,612.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$277.00	\$293.69	\$13,990.64
13. Total Cash Collected All Columns									\$14,183.04

14. Amount Remitted During the Month

Date	Transaction #	Amount
06/03/2014		\$12,086.02
06/10/2014		\$473.61
06/20/2014		\$1,620.53
<b>TOTAL</b>		<b>\$14,180.16</b>

15. Amount Paid with this report Applicable to this reporting Month

TOTAL

16. Total Remitted this Month

TOTAL

\$14,180.16

17. Total Other Credits and Adjustments

Parcel #	Name	Amount
18. Interest Earnings (If applicable) \$ _____		
Carryover from Previous Month _____		
Taxing District Use (Optional) _____		
Amount Collected this Month _____		
Less Amount Paid This Month _____		
Ending Balance _____		

*Mary Kay*  
Tax Collector

07-01-14  
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) *David Anderson*

Title: *David Anderson*

Date: *7/1/14*

## MTS Collection Summary

	Current Tax		Interim Tax		School		Per Capita	Others						
	Current	Interim	Current	Interim	Interim/Other									
Face Amount		\$13,990.13												
Discount Amount		\$0.00												
Penalties Amount		\$193.51												
Refunds Payments Collected to be returned		\$0.00												
Total Over/Under Paid			(\$3.48)											
Total Deposit (Including Refunds)								\$14,183.64						
Adjusted Total Cash Collected								\$14,180.16						
Bounced Checks - Deposits Reversed by Bank for insufficient funding														
								\$0.00						
<b>Collection Statistics</b>														
Face Amount Collected in Discount	Face Current	\$0.00	Disc/Pen Cur	\$0.00	Face Interim	\$0.00	Disc/Pen Int	\$0.00	Face Total	\$0.00	Disc/Pen Total	\$0.00	Total	\$0.00
Face Amount Collected in Face		\$12,055.76				\$0.00			\$12,055.76				\$12,055.76	
Face Amount Collected in Penalty		\$1,934.37		\$193.51		\$0.00		\$0.00	\$1,934.37		\$193.51		\$2,127.88	
													<b>\$14,183.64</b>	
<b>Commission</b>														
		Municipal/County		School		Per Capita		Others						
		Current	Interim	Current	Interim	Interim/Other								
12 Total Cash Collected Per Column		\$13,612.55	\$0.00	\$0.00	\$0.00	\$0.00	\$277.00							
Commission Rate														
Monthly Commission per column														

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business June 30,2014

Balance as of last report \$ 2,537,524.05

Deposits Sec'y Office –General Fund

Berkheimer Associates – E.I.T.	\$ 48,040.21
Berkheimer Associates – O.P.T.	\$ 890.65
Trash Collection Fees	\$ 6,645.60
Trash Certs	\$ 40.00
Bulk Pick Up	\$ 425.00
Local Fines	\$ 2,300.95
County Fines	\$ 485.33
State Police Fines	\$ 857.89
Utility Permits	\$ 30.00
Lease Dwelling Fee	\$ 42.00
Attorney Fee	\$ 1,551.33
Intrafund Transfer	\$ 22,000.00
Taxes	\$ 28,000.00
Site Work Inspection	\$ 3,200.00
Refund Car Wash Tickets	\$ 875.00
Pavilion Rental	\$ 40.00
Right To Know Fee	\$ 9.94
NSF Check	\$ 72.60
Bank Fee	\$ 25.00
Liens Costs	\$ 37.50
Liens Penalty	\$ 15.33
Liens Interest	\$ .68
Building Permits	\$ 981.00
U & O Inspections	\$ 225.00
Parking Tickets	\$ 560.00
Zoning Permits	\$ 100.00
Accident Reports	\$ 30.00
Soliciting Permits	\$ 145.00
<b>TOTAL DEPOSITS TO GENERAL FUND</b>	<b>\$ 117,626.01</b>

DEPOSITS TO OTHER ACCOUNTS

PLGIT INVESTMENT	\$ 1.31
Police Mototr Equipment Fund-interest added To CD	\$ 6.40
Police Motor Equipment Fund –a.c.d. Cashed	\$ 22,000.00
Recreation Fund-C.A.O.S.C. Utility Lease	\$ 700.00
Recreation Fund-Intrafund Transfer	\$ 2,000.00
<b>TOTAL DEPOSITS TO OTHER ACCOUNTS</b>	<b>\$ 24,707.71</b>
<b>TOTAL DEPOSITS TO ALL ACCOUNTS</b>	<b>\$ 142,333.72</b>

\$ 142,333.72  
\$2,679,857.77

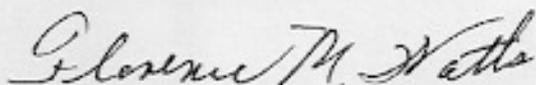
WITHDRAWALS:

By Orders #1319-1320 Street Light Fund	\$ 4,203.59
By Orders #10124-10125 Non-Uniform Employee Pension Fund	\$ 1,357.78
By Orders #1046 Police Motor Eq. Fund	\$ 22,000.00
By Orders #1665-1669 Recreation Fund	\$ 942.30
By Orders #12309-12353, 27221-27527 General Fund	\$ 88,766.83
<b>TOTAL WITHDRAWALS</b>	<b>\$ 117,270.50</b>

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Balance On Account – General Fund		
Checking	\$ 79,114.87	
Certificate	\$ 1,178,000.00	\$ 1,257,114.87
Balance On Account – Motor Equipment Fund		
Checking	\$ 1.00	
Certificate	\$ 118,922.88	\$ 118,923.88
Balance On Account – Street Light Fund		
Checking	\$ 16,926.02	\$ 16,926.02
Balance On Account – Gasoline Tax Account		
Checking	\$ 1.00	
Certificate	\$ 329,163.46	\$ 329,164.46
Balance On Account – Recreation Fund		
Checking	\$ 3,686.13	
Certificate	\$ 24,600.65	\$ 28,286.78
Balance On Account – Non-Uniform Employee Pension Fund		
Checking	\$ 5,043.84	
Certificate	\$ 648,230.20	\$ 653,274.04
Balance On Account – Police Motor Equipment Fund		
Checking	\$ 1.00	
Certificate	\$ 15,117.54	\$ 15,118.54
Balance ON Account – PLGIT Capital Reserve Fund		
Certificate	\$ 122,331.32	\$ 122,331.32
Balance On Account		\$ 2,541,139.91
		\$ 2,679,857.77

Respectfully submitted



Florence M. Watts

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business June 30, 2014

POLICE PENSION FUND

Balance as of last report

Checking	\$ 12,989.30
Certificate – PNC Bank	\$ 485,027.48
Certificate – Phoenixville Federal Bank	\$ 39,180.49
	<u>537,197.27</u>

Deposits \$ 00.00

\$537,197.27

Withdrawal: By Orders #2046-2047 \$ 3,431.79

Current Balance On Accounts

Checking	\$ 9,557.51
Certificate – PNC Bank	\$ 485,027.48
Certificate – Phoenixville Federal Bank	\$ 39,180.49
	<u>533,765.48</u>

\$537,197.27

Respectfully submitted

*Florence M. Watts*

Florence M. Watts

**COUNCIL COMMENTS:**

Mr. Sweeney reminded council to be sure to cast their votes and to encourage other Borough residents to vote in the "On Your Park, Get Set Go Contest". He said the prizes range from \$5,000.00 to \$7,500.00 to \$10,000.00. The contest runs to the end of July.

Mayor Weiss noted the proposed "Concert in the Park" events during the month of July.

The Mayor also reminded council that the National Night Out Against Crime is scheduled for Tuesday, August 5<sup>th</sup> at the Brown Street Park.

Mr. Kratz stated he has received several positive comments regarding the June 21<sup>st</sup> Borough Wide Yard Sale. He acknowledged the fine job done by the Parks and Recreation Committee on putting together the event.

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

**GENERAL ACCOUNT:** (OFFICE) Action Data Services \$461.01; Flexible Benefits Plans, Inc. \$1,025.14; H.A. Berkheimer, Inc. \$283.20; Oehlert Bros. Inc. \$2,194.06; Baer Romain, LLP \$658.34; American Retirement Life \$1,047.85; Verizon \$163.19; PAW \$23.92; Cigna Medicare Rx \$232.20; Beth Ann's Flowers \$110.99; AT&T \$101.76; Provident \$100.58; Staples \$332.34. TOTAL: \$6,734.58. (STREETS) Chester County Solid Waste Authority \$7,479.26; Oehlert Bros. Inc. \$476.59; Reams Disposal \$6,989.85; PECO \$81.93; Flexible Benefits Plans, Inc. \$3,334.59; Mowrey-Latshaw \$204.72; A.J. Blosenski, Inc. \$3,017.28; H.A. Weigand \$777.50; East Pikeland Township \$219.45; AirGas \$27.80; George's Sharp All Shop, LLC \$6.50; Sanatoga Quarry \$458.78; Provident \$54.02; Treasurer of Chester County \$408.28. TOTAL: \$23,536.55. (POLICE) MCCC \$118.80; Oehlert Bros. Inc. \$1,054.08; Hess Embroidery & Uniform LLC \$196.00; Flexible Benefits Plans, Inc. \$4,601.66; PAW \$654.84; PA State Constable Animal Control Officer \$625.00; Borough of Pottstown \$100.00; deCordre Automotive \$1,032.78; Verizon \$279.37; Provident \$86.85; Crystal Springs \$40.16; Staples \$300.03; L&W Group \$170.00; AT&T \$66.26. TOTAL: \$9,325.83.

**SEWER ACCOUNT:** M.J. Reider Associates, Inc. \$1,116.00; Oehlert Bros. Inc. \$5,524.70; J.C. Ehrlich Company Inc. \$52.59; USALCO \$4,564.92; Flexible Benefits Plans, Inc. \$1,732.14; PRWA \$230.00; PECO \$3,315.79; Robert E. Little, Inc. \$174.00; Mowrey-Latshaw \$76.43; Buckman's Inc. \$586.34; EEMA \$6,956.29; PA One Call System, Inc. \$10.40; PAW \$104.45; Verizon \$290.61; Crystal Springs \$7.25; AT&T \$22.59; Provident \$28.89; A.J. Blosenski, Inc. \$525.00; Emergency Systems Service Company \$1,716.45. TOTAL: \$27,034.84.

**STREET LIGHTING FUND:** PECO \$4,630.97. TOTAL: \$4,630.97.

**PARK & RECREATION FUND:** Potty Queen \$164.00; Norman A. Bean & Son, Inc. \$25.00; PECO \$53.52. TOTAL: \$242.52.

**PLANNING, ZONING & HOUSING FUND:** L&W Group \$108.00; Baer Romain, LLP \$688.00; Motley Associates, Inc. \$2,180.25. TOTAL: \$2,976.25.

**BUILDING & PROPERTY FUND:** Spring City Electrical \$210.00; Crystal Springs \$22.92. TOTAL: \$232.92.

**ENGINEERING & CONSULTING FUND:** Bee, Bergvall & Company \$2,900.00; Motley Associates \$400.00. TOTAL: \$3,300.00.

**INSURANCE FUND:** Black/Laskey Group \$364.00. TOTAL: \$364.00.

Mr. Kratz motioned the bills be approved for payment as read. Mr. Sweeney seconded. Motion carried.

**ANNOUNCEMENTS:**

Vice-President Shaner announced the following meetings are scheduled for July, 2014: Sewer Committee, Thursday, July 10, 2014; 6:30 p.m.; Planning Commission, Wednesday, July 16, 2014, 7:00 p.m.; Parks & Recreation, Thursday, July 17, 2014, 6:00 p.m.; Police Committee, Thursday, July 17, 2014, 7:00 p.m.; Finance & Ordinance Committee, Wednesday, July 23, 2014, 6:30 p.m.

The August Borough Council meeting will be held on Monday, August 4<sup>th</sup>, 2014, 7:30 p.m.

**ADJOURNMENT:**

Mr. Kern motioned the meeting be adjourned as there was no further business to come before Borough Council. Mr. Sweeney seconded. Motion carried.

Respectfully submitted,  
Dennis Rittenhouse