

SPRING CITY BOROUGH COUNCIL MEETING

March 3rd, 2014 - 7:30 P.M.

CALL TO ORDER:

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 Bauman, DiGuseppe, Kern, Kratz, Petak, Shaner, Sweeney, Mayor Weiss, Solicitor Romain, and Borough Manager Rittenhouse.

APPROVAL OF THE MINUTES:

Mr. Shaner motioned to approve the minutes of the February 3rd, 2014 council meeting. Mr. Kratz seconded. Motion carried.

COMMUNICATIONS:

1. A letter from the Pennsylvania Department of Transportation notifying the Borough that our 2014 payment of Liquid Fuels Funds in the amount of \$67,715.24 was mailed on March 3, 2014.
2. A letter from the Chester County Solid Waste Authority advising the Borough that the authority is issuing a 25% municipal rebate for the 2011 Household Hazardous Waste Collection Program. The Borough's rebate amount is \$322.29.

COMMITTEE REPORTS:

STREETS AND UTILITIES: Mr. Rittenhouse gave the following Streets Department Report for the month of February, 2014. **TRASH DISPOSAL** - 63.7 tons of refuse were hauled to the Lanchester Landfill in Honeybrook, PA by Reams Disposal Company from January 27th, 2014 through February 17th, 2014. Nine (9) bulk trash pick-ups were made during the month. **RECYCLING** - Four (4) pick-up truck loads of branches were picked up after the ice storm events. Fourteen (14) Christmas trees were collected at curbside in February. **MAINTENANCE** - Removed snow and spread salt on the sidewalks on all Borough properties after the snow events. Performed in-house maintenance on the snow plows. Washed the two dump trucks. Replaced four (4) bulbs on the street lamp posts. Cut up and removed five fallen trees from the roadways after the ice storm. **STREET WORK** - Removed ice and snow from various stormwater inlets throughout the Borough. Plowed, and spread salt and cinders on all borough streets during the ice and snow events on February 3rd, 5th, 9th, 12th, 13th, 14th, 15th, 16th, 18th, and 21st.

SANITATION AND SURFACE WATER : Mr. Shaner reported the average daily flow at the plant for the month of February was 505,000 gallons per day. The maximum daily flow occurred on February 6th, 2014 and was recorded at 960,000 gallons. Steve Fegan, the plant operator, reported that the following issues occurred during the month. 1. The transducer at the King Street Pump Station (which measures the wet well levels and turns the pumps on and off) malfunctioned and had to be replaced. 2. During the ice event we lost power at the King Street and Heckle Avenue Pump Stations. A small generator at the plant was used to run the King Street Pump Station and a larger generator was rented to run the Heckle Avenue Pump Station. 3. There was also two issues with the main generator at the plant. The control panel for the transfer switch shorted out and turned the generator on but would not shut it down. Emergency Systems, Inc. replaced the controller and while doing this work found a bad turbo actuator which had to be replaced. 4. Ice build up in the #4 clarifier caused the drive chain to dislodge from the bull gear. The clarifier tank was pumped

down and the drive chain was reinstalled. On February 25th, 2014 Mr. Fegan attended a continuing education class to obtain points for his license renewal. Sixteen Thousand (16,000) gallons of sludge was pumped from the digesters and hauled away for disposal during the month.

POLICE:

Mr. Kratz read the police report for February, 2014 as follows: Accidents 10, animal complaints 3; assaults 1; building checks 70; complaints 221; criminal mischief 4; disturbing the peace 3; domestic disturbances 6; drug violations 2; fraud 1; harassments 3; impounded vehicles 5; lost and found articles 5; medical emergency 21; non-criminal reports 10; ordinance issues 5; parking issues 18; PFA services 1; service calls 20; suspicious persons 8; thefts 2; traffic warnings 4; trespassing 1; warrants 4; well being check 4. **Arrests** - traffic 32; criminal 5. Issued 21 parking tickets. **Assisted other departments as follows:** East Vincent 9 times; Royersford 6 times; Sheriff's Department 1 time; East Pikeland 1 time; Pottstown 1 time. **Other departments assisting Spring City were as follows:** Royersford 8 times. **Mileage traveled during the month of February:** Car 14-1 (2009 Dodge) 1,193 miles; Car 14-2 (2011 Dodge) 665 miles which made a total of 1,858 miles. **Gas used during the month of February:** Car 14-1 (2009 Dodge) 160.546 gallons, Car 14-2 (2011 Dodge) 103.7 gallons which made a total of 264.246 gallons of gas used during the month.

FINANCE & ORDINANCE:

Mr. DiGuiseppe reported the Finance & Ordinance Committee met on February 26, 2014 and discussed the implementation and feasibility of a Residential Rental Licensing Program.

ZONING, HOUSING & PROPERTY:

Mr. Rittenhouse reported (1) building permit was issued during the month of February, 2014. Michelle Gibson, 264 Chestnut Street, fence. Estimated cost of construction for the month of February, 2014 was \$2,200. Permit fees collected for the month of February, 2014 was \$75.00.

PARKS & RECREATION:

Mr. Sweeney informed council that the annual Easter Egg Hunt will be held on April 5th, 10:00 a.m. at the Brown Street Park. Also, the meetings for Parks & Recreation has been changed to the third Thursday of the month at 6:00 p.m. in the Borough Hall Council Room.

FINANCIAL REPORTS: (Enclosed)

APPROVAL OF REPORTS:

Mr. Shaner motioned the committee reports be approved as presented. Mr. Petak seconded. Motion carried.

PUBLIC COMMENT:

John Trego, Liberty Fire Company Fire Chief who resides at 120 Broad Street, addressed council regarding his discontent with the accounting and funding practices of the Social Hall members to the Fire Fighting section of the Liberty Fire Company.

President DiGuiseppe stated he would be in attendance at the next company meeting on Tuesday, March 4th, 2014.

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

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

GENERAL GOVERNMENT

% UNSPENT

General Government	\$ 131,779.65	82%
Protection to Persons and Property	\$ 341,583.36	81%
Planning, Zoning and Housing	\$ 56,621.00	89%
Streets and Highways	\$ 368,794.48	82%
Street Repaving	\$ 88,600.00	100%
Parks and Recreation	\$ 22,431.10	100%
Insurance	\$ 44,681.00	100%
Street Lighting	\$ 46,553.01	84%
Library	\$ 12,800.00	100%
Liberty Fire Company	\$ 22,100.00	100%
Association Dues and Expenses	\$ 2,200.00	100%
Building and Property	\$ 36,810.82	97%
1% Tax Collection	\$ 4,280.79	85%
OPT Tax Collection	\$ 240.63	97%
Workers' Compensation	\$ 24,680.23	71%
Engineering and Consulting	\$ 32,634.00	100%
CRP Grant – Consulting	\$ 28,065.68	92%

SEWER ACCOUNT

\$ 623,646.17 90%

This report reflects all wages and bills paid through February 28, 2014.

Tax Collector's Monthly Report to Taxing District

Taxes Included: OCCUPATION TAX / BOROUGH PER CAPITA / SPRING CITY BOROUGH TAX
 For The Month of: 2/1/2014 00:00:00 To 2/21/2014 23:59:59

A. Collections	Municipal/County		School			Per Capita	Others	Totals
	Current	Interim	Current	Interim	Interim/Other			
1. Balance Collectable - Beginning of the Month	\$508,897.56	\$0.00	\$0.00	\$0.00	\$0.00	\$10,580.00	\$11,443.75	\$530,921.31
2A. Additions: During the Month	\$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	\$508,897.56	\$0.00	\$0.00	\$0.00	\$0.00	\$10,580.00	\$11,443.75	\$530,921.31
4. Less: Face Collections for the month	\$35,773.15	\$0.00	\$0.00	\$0.00	\$0.00	\$1,605.00	\$1,542.50	\$38,920.65
5. Less: Deletions from the List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$290.00	\$370.00	\$660.00
6. Less: Exoneration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.25	\$6.25
7. Less: Liens/ Non-lienable Installments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Balance Collectable - End of the Month	\$473,124.41	\$0.00	\$0.00	\$0.00	\$0.00	\$8,685.00	\$9,525.00	\$491,334.41
B. Reconciliation of Cash Collected								
9. Face Amount of Collections - Must agree with line 4	\$35,773.15	\$0.00	\$0.00	\$0.00	\$0.00	\$1,605.00	\$1,542.50	\$38,920.65
10. Plus: Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11. Less: Discounts	\$715.49	\$0.00	\$0.00	\$0.00	\$0.00	\$32.09	\$31.60	\$779.18
12. Total Cash Collected Per Column	\$35,057.66	\$0.00	\$0.00	\$0.00	\$0.00	\$1,572.91	\$1,510.90	\$38,141.47
13. Total Cash Collected All Columns								

C. Payment of Taxes

14. Amount Remitted During the Month

Date	Transaction #	Amount
02/06/2014		\$1,983.86
02/07/2014		\$3,942.26
02/10/2014		\$4,771.46
02/11/2014		\$5,624.18
02/12/2014		\$2,577.26
02/14/2014		\$3,329.02
02/17/2014		\$3,499.62
02/18/2014		\$3,180.55
02/19/2014		\$3,044.68
02/20/2014		\$3,883.31
02/21/2014		\$2,313.44
TOTAL		\$38,149.64

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

TOTAL

16. Total Remitted this Month

TOTAL

\$38,149.64

17. Total Other Credits and Adjustments

Parcel #	Name	Amount

18. Interest Earnings (if applicable) \$

Carryover from Previous Month	_____
Amount Collected this Month	_____
Less Amount Paid This Month	_____
Ending Balance	_____

Taxing District Use (Optional)

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) _____

Title: _____ Date: _____

MTS Collection Summary

	Current Tax	Interim Tax	
Face Amount	\$38,920.65	\$0.00	
Discount Amount	\$779.18	\$0.00	
Penalties Amount	\$0.00	\$0.00	
Refunds Payments Collected to be returned	\$0.00	\$0.00	
Total Over/Under Paid	\$8.17	\$0.00	
Total Deposit (Including Refunds)			\$38,141.47
Adjusted Total Cash Collected			\$38,149.64
Bounced Checks - Deposits Reversed by Bank for insufficient funding			
			\$0.00

Collection Statistics	Municipal/County		School		Disc/Pen Total	Face Total	Disc/Pen Total	Total
	Face Current	Disc/Pen	Face Interim	Disc/Pen Int				
Face Amount Collected in Discount	\$38,920.65	\$779.18	\$0.00	\$0.00	\$779.18	\$38,920.65		\$38,141.47
Face Amount Collected in Face	\$0.00		\$0.00			\$0.00		\$0.00
Face Amount Collected in Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
								\$38,141.47

Commission	Municipal/County		School		Per Capita	Others
	Current	Interim	Current	Interim		
12.Total Cash Collected Per Column	\$ 35,057.66	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,572.91	
Commission Rate						
Monthly Commission per column						

UNFINISHED BUSINESS:

1. USDA LOAN.

Solicitor Romain informed council that he and Mr. Rittenhouse, along with Environmental Engineering and Management, Inc. are in the process of completing the volume of paperwork required for the USDA Loan Application for the upgrades to the Wastewater Treatment Plant.

Recently Mr. Romain and Mr. Rittenhouse met with an attorney from Fox Rothchild, LLP, regarding their services as a note counsel for this project.

Mr. Romain and Mr. Rittenhouse asked council to consider making a motion to hire Fox Rothchild, LLP as note counsel for the USDA loan. Mr. Romain said the cap for this service is \$25,000.00.

Mr. Shaner motioned to contract with Fox Rothchild, LLP for note counsel services with the USDA loan for upgrades to the Wastewater Treatment Plant. Mr. Petak seconded. Motion carried.

NEW BUSINESS:

1. Handicap Parking Permit Application, 232 Bridge Street.

This item was tabled until the April 7th, 2014 council meeting.

COUNCIL COMMENTS:

Mr. Kratz commented on the procedure to remove handicap parking permit signs if the individual no longer resides at the address where the sign was installed.

READING OF THE PAYMENT OF THE BILLS:

GENERAL ACCOUNT: (OFFICE) Wrigley's \$88.61; Action Data Services \$303.82; Universal Mailing Automation \$1,512.48; Flexible Benefits Plans, Inc. \$961.46; H.A. Berkheimer, Inc. \$408.99; PECO \$439.99; Baer Romain, LLP \$1,773.00; PAW \$23.92; Verizon \$140.18; AT&T \$24.98; Provident \$100.58; Cigna \$232.20; Black/Laskey Group \$421.00. **TOTAL:** \$6,431.21. (STREETS) Oceanport, LLC \$5,025.26; Douglassville Quarry \$435.06; Wensel's Truck Repair \$2,306.59; Oehlert Bros., Inc. \$1,117.79; Reams Disposal \$6,989.85; PECO \$182.99; Flexible Benefits Plans, Inc. \$3,334.59; Mowrey-Latshaw \$139.90; Chester County Solid Waste Authority \$3,886.92; Keystone Alliance Consulting \$4,989.16; AirGas \$27.80; Provident \$54.02; Advance Auto Parts \$49.50. **TOTAL:** \$28,539.43. (POLICE) Municipal Employers Insurance Trust \$901.90; Crystal Springs \$93.04; Oehlert Bros. Inc. \$764.88; Flexible Benefits Plans, Inc. \$4,596.66; PA DUI Association \$135.00; PAW \$654.84; deCordre Automotive \$204.34; Staples \$436.90; Verizon \$280.64; AT&T \$24.29; Provident \$88.89; Phoenix SoftTouch Car Wash \$350.00; YIS/Cowdon Group, Inc. \$240.00; Jon W. Daywalt, PA State Constable/Animal Control Officer \$625.00. **TOTAL:** \$9,396.38.

SEWER ACCOUNT: M.J. Reider Associates, Inc. \$1,218.00; Buckman's, Inc. \$420.64; PECO \$2,334.18; Flexible Benefits Plans, Inc. \$1,732.14; J.C. Ehrlich Company, Inc. \$50.34; Mowrey-Latshaw \$74.98; Staples \$39.99; PA One Call System \$7.80; EEMA \$8,858.40; PAW \$94.54; Keystone Alliance Consulting \$5,671.16; Commonwealth of Pennsylvania \$500.00; Baer Romain LLP \$1,380.00; Xylem \$543.50; Verizon \$171.27; AT&T \$90.23; Provident \$28.89; Controlex Service Corporation \$1,854.00; A.J. Blosenski \$525.00; Crystal Springs \$7.25; Oehlert Bros. Inc. \$509.50. **TOTAL:** \$26,111.81.

STREET LIGHTING FUND: PECO \$4,662.34. **TOTAL:** \$4,662.34.

BUILDING & PROPERTY FUND: Crystal Springs \$45.60; Mowrey-Latshaw \$126.77. **TOTAL:** \$172.37.

PLANNING, ZONING & HOUSING FUND: Mauger & Meter \$473.00; Baer Romain, LLP \$804.00; Motley Associates, Inc. \$2,432.00. **TOTAL:** \$3,709.00.

ENGINEERING & CONSULTING FUND: Mockenhaupt Benefits Group \$7,342.00. **TOTAL:** \$7,342.00.

ANNOUNCEMENTS:

Mr. DiGuseppe announced the following meetings are scheduled for March, 2014: **Sewer Committee**, Thursday, March 13, 2014, 6:30 p.m.; **Planning Commission**, Wednesday, March 19, 2014, 7:00 p.m., **Parks & Recreation**, Thursday, March 20, 2014, 6:00 p.m.; **Police Committee**, Thursday, March 20, 2014, 7:00 p.m.; **Finance & Ordinance Committee**, Wednesday, March 26, 2014; 6:30 p.m.

The April Borough Council meeting will be held on Monday, April 7th, 2014, 7:30 p.m.

ADJOURNMENT:

Mr. Shaner 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