

**SPRING CITY BOROUGH COUNCIL MEETING  
NOVEMBER 1, 2021**

**CALL TO ORDER**

President Shaner called the meeting to order and lead the pledge of allegiance to the Flag.

President Shaner announced that Council met in an Executive Session prior to the public meeting to discuss a litigation matter.

**SWEARING IN CEREMONY – COUNCILOR CHRISTOPHER YOCUM**

Mayor Kern conducted the swearing in of newly appointed councilor Christopher Yocum.

**ATTENDANCE**

Council members Bauman, Shaner, Sweeney and Yocum were present; along with Mayor Dona Kern, Solicitor Matthew Hovey, Borough Manager Dennis Rittenhouse, and Assistant Borough Manager Kisha Tyler.

**APPROVAL OF THE OCTOBER 4, 2021 COUNCIL MEETING MINUTES**

Motion made by Mr. Sweeney to approve the October 4, 2021 minutes; motion seconded by Mr. Bauman. All in favor, motion carried.

**MAYOR**

Mayor Kern gave her report that part-time patrolman Doug Ahles was sworn in on 10-6-21, and that she was honored to represent the borough at the SFHS homecoming on 10-23-21. The Halloween Parade on 10-28-21 was a huge success; she thanked Gene Sweeney, Don Shaner, Erick Kern, Chris Yocum, Gary Brown, Jonathan Kern, Judy Newhouse, Susan Choi, Tim Sehein, Mark Emery, Liberty Fire Company, and the Royersford Fire Company for their efforts and community support.

**COMMITTEE REPORTS**

**Streets Department:** 95.9 tons of refuse was transported to the landfill; there were 27 bulk pickups; 11.4 tons of yard waste and bagged leaves collected, and 1.6 tons of leaves vacuumed curbside in October. All borough properties were mowed, leaf windrows were cleared, the Gay Street boat ramp was cleaned, crack sealing was done on various streets, and the flags were removed from lampposts for winter storage. Stormwater inlets were cleared, and emergency stormwater pipe repairs were performed on Penn Street and Vincent Street. The Yost Creek MS4 project is complete.

**Sanitation & Surface Water:** The monthly flow for October was 287,000 gallons per day, with the maximum flow of 406,000 gallons occurring on October 26th. Pipe Data Services completed the quarterly cleaning of the sewer line on Park Road. Vortex completed CIPP lining repairs to approximately 514 LF. of sanitary sewer pipe along Water Street and Main Street.

**Police Department:** 202 calls in October for various police matters; 22 citations/tickets issued; 5 criminal arrests made. The full report is on file.

**Police Committee:** The committee met 10-21-21; attendees were Mayor Kern, Chief White, and Councilman Shaner. They discussed traffic enforcement, the bus patrol program, speed radar sign, use of existing tasers, repairs to the roof and replacement of the a/c unit in the police department. It was also reported that the tall weeds have been cleared at the entrance to the baseball complex. Chief White expressed appreciation of the knowledge and assistance provided by the police administrator, Dennis Cardin.

**Finance and Ordinance:** The committee met 10-27-21. They discussed the comprehensive plan update, electronic traffic signs, ordinance codification and a new borough hall. The county grant application window for the comp plan will open in January. An estimate from eCode360 for the ordinance codification was \$11,500-\$13,900, other estimates will be sought. Funding towards a new borough hall may be available through the USDA Communities Facilities Direct Loan Grant Program.

**Zoning, Housing and Property:** 19 permits were issued in October; fees collected = \$3,460.00

**Planning:** The commission met 10-20-21 to review a land development plan for 506 Park Road in East Vincent Township. 14 townhomes are proposed, with 2 existing dwellings to remain. Traffic, stormwater management, and sewer connection were the main topics of discussion. The planning commission will forward a recommendation to East Vincent Township for relocation of proposed access road, Park Road/Wall Street intersection becoming a 3-way stop, and the developer replacing a deteriorated storm drainage pipe. An intermunicipal agreement for connection to the borough's sanitary sewer will be drafted.

**Parks and Recreation:** The committee met 10-21-21. They recapped the music and market festival and suggested getting more businesses involved and more non-online promotion. The Halloween Parade, Christmas Tree Lighting Ceremony on 12-4, and a town-wide luminary display on Christmas Eve were also discussed. Food vendors will be used at the tree lighting ceremony; tentatively the luminaries to be sold for \$1 in groups of 10, with distribution at the Library a week prior. Mayor Kern was thanked for organizing and overseeing the Halloween Parade; participants, sponsors and volunteers were also thanked.

**Emergency Services & Public Safety:** A training session in preparation for the Limerick Drill is scheduled for 11-3-21, 6:30 pm at borough hall. The Limerick Drill is set for 11-16-21.

**Library:** Through 10-20-21 the Library's annual appeal raised over \$2,500.00 (plus a dollar-for-dollar donor match). "Reading Buddies Program" for ages 4 and up, held weekly in 30-minute sessions, one child per session with reservations required, is scheduled for Thursday's from 10:00 AM to 11:30 AM. Career Link will be coming to the Library twice a month to help job seekers. The Library Director's Report listed a September door count of 1,533 and curbside

service of 147. September volunteering hours reported by Director Wiant were as follows: 13 volunteers worked a total of 166¾ hours.

**Financial Reports:** Posted.

### **APPROVAL OF THE REPORTS**

Motion made by Mr. Sweeney to approve the reports as submitted; motion seconded by Mr. Bauman. All in favor, motion carried.

### **UNFINISHED BUSINESS**

#### **1. Comcast Franchise Agreement Renewal**

No update – the agreement doesn't expire for a while. Council briefly discussed the technology grant and public access channel.

#### **2. Act 50 Small Wireless Facilities Resolution No. 2021-11**

Ordinance No. 560 was adopted at the 10-4-21 council meeting. A Resolution is required to set the annual permit fee of \$270.00 per apparatus.

Motion made by Mr. Sweeney to approve Resolution No. 2021-11 as it pertains to Small Wireless Facilities Ordinance No. 560; motion seconded by Mr. Bauman. All in favor, motion carried.

#### **3. Yost Avenue at N. Main Street Parking Lot Lease - Update**

The lessee (Tuned Up Brewery) provided a liability insurance certificate for \$1,000,000 per incident with \$2,000,000 max for claims; the agreement requires \$1M/\$3M. Mr. Hovey said he discussed the matter with his partners at High Swartz and determined that the reduced amount is sufficient. Council must ratify acceptance of the reduction.

Motion made by Mr. Shaner to ratify a reduction of the liability insurance requirement for the parking lot lease to \$1,000,000/\$3,000,000; motion seconded by Mr. Sweeney. All in favor, motion carried.

#### **4. Hunsberger Tract Land Development Conditional Final Approval – Update**

Solicitor Hovey reported that Lennar accepted the conditions of the final approval. The agreements and other legal documents are being drafted.

#### **5. Grinder Pump Ordinance**

Solicitor Hovey is preparing a draft to present to council at the December meeting.

#### **6. Recycling Agreement – Eagle Disposal Penalty Update**

Solicitor Hovey advised council of a meeting with Eagle Disposal last week, at which they asked if the borough would consider mutual termination of the recycling contract due to service issues and driver shortage. Two (2) years remain on the contract. Eagle Disposal



representative Andrew Casey was in the audience and asked if the request would be considered. President Shaner advised Mr. Casey that the borough does not intent to terminate the contract.

## **NEW BUSINESS**

### **1. 2022 Proposed Budget**

Mr. Rittenhouse will distribute the budget worksheets next week and meet with council member individually to discuss the proposed budget.

## **READING OF THE PAYMENT OF THE BILLS**

### **General Account:**

**(Office)** AT&T \$43.14; H.A. Berkheimer \$407.60; High Swartz \$2,520.00; 21<sup>st</sup> Century Media \$542.36; PA American \$21.98; Verizon \$197.41; Staples \$130.98; **Total \$3,863.47**

**(Streets)** Flexible Benefits \$3,379.95; CCSWA \$6,615.72; Eagle Disposal \$5,541.90; A.J. Blosenski \$7,903.25; High Swartz \$225.00; Airgas \$29.95; Floyd G. Hersch Inc. \$6,852.60; Pipe Data View \$1,500.00; Provident \$67.01; Wex Bank \$396.41; Limerick Hardware \$184.24; **Total \$32,696.02**

**(Police)** Flexible Benefits \$3,948.43; AT&T \$86.28; deCordre Automotive \$55.44; PA American \$644.62; Borough of Pottstown \$100.00; Provident \$26.10; Verizon \$337.47; Wex Bank \$888.83; Crystal Springs \$45.93; **Total \$6,133.10**

**Sewer Account:** EPWPCOA Inc. \$40.00; Flexible Benefits \$3,389.30; Wind River \$1,584.00; M.J. Reider Associates \$738.00; PA One Call \$7.30; Pipe Data View \$600.00; Limerick Hardware \$33.78; Action Data \$122.27; FEMA \$2,639.71; AT&T \$145.97; Provident \$121.01; PA American \$92.57; Verizon \$225.50; Cigna \$91.20; Crystal Springs \$9.99; A.J. Blosenski \$525.00; **Total \$10,365.60**

**Street Light Fund:** PECO \$69.99; **Total \$69.99**

**Parks & Recreation Fund:** United Site Services \$125.00; PA American \$110.79; Cash Purchases \$274.15; **Total \$509.94**

**Planning, Zoning & Housing Fund:** Bauer Landscaping \$150.00; High Swartz \$7,149.00; EEMA \$12,042.21; Motley Associates \$8,112.18; **Total \$27,453.39**

**Building & Property Fund:** Lenni Electric \$295.39; John F. Bernat Electrician \$4,850.00; Crystal Springs \$9.99; Brian Thornton & Sons Electric \$210.00; **Total \$5,365.38**

**Engineering & Consulting Fund:** Mockenhaupt Benefits Group \$750.00; Motley Associates \$817.00; **Total \$1,567.00**

**Council Dues & Association Fund:** PA State Association of Boroughs \$566.00; **Total \$566.00**



**CRP Grant Consulting Fund: URDC \$4,725.00; Total \$4,725.00**

Motion made by Mr. Sweeney to accept the bills for payment; motion seconded by Mr. Bauman. All in favor, motion carried.

**ANNOUNCEMENTS**

Mr. Shaner reminded everyone that Election Day is 11-2-21. He also announced the following meeting schedule: **Sewer Committee** 11-11-21 at 6:30 pm; **Planning Commission** 11-17-21 at 6:30 pm; **Park and Recreation Committee** 11-18-21 at 6:00 pm; **Police Committee** 11-18-21 at 6:30 pm; **Finance and Ordinance Committee** 11-24-21 at 6:30 pm. The next **Borough Council** meeting is 12-06-21 at 7:00 pm.

Borough Hall will be closed on Veteran's Day 11-11-21, Thanksgiving Day 11-25-21 and the day after 11-26-21.

**ADJOURNMENT**

There being no further business, motion made by Mr. Sweeney to adjourn the meeting; motion seconded by Mr. Bauman. All in favor, meeting adjourned.

*Respectfully submitted by*

*Kisha Tyler, Assistant Borough Manager*

## FINANCIAL REPORT FOR THE MONTH OF OCTOBER 2021

The following figures represent the balance in each Department as appropriated in the 2021 Budget.

<u>GENERAL GOVERNMENT</u>		<u>% UNSPENT</u>
General Government	\$ 46,054.42	21%
Protection to Persons and Property	\$ 98,478.85	20%
Planning, Zoning and Housing	\$ 140,037.78	58%
Streets and Highways	\$ 108,137.79	21%
Street Repaving	\$ 262,746.00	100%
Parks and Recreation	\$ 25,809.37	77%
Insurance	\$ 64,481.00	87%
Street Lighting	\$ 2,558.24	5%
Library	\$ 0.00	-
Liberty Fire Company	\$ 30,000.00	100%
Association Dues and Expenses	\$ 1,353.12	64%
Building and Property	\$ 30,108.70	60%
1% Tax Collection	\$ 912.29	18%
OPT Tax Collection	\$ 165.50	66%
Workers' Compensation	\$ 3,214.00	9%
Engineering and Consulting	\$ 20,574.00	59%
CRP Grant Consulting	\$ 118,422.00	72%
CRP Grant	\$ 750,000.00	100%
Comprehensive Plan	\$ 60,000.00	100%
MS4 Project	\$ 105,000.00	100%
<u>SEWER ACCOUNT</u>	\$ 445,069.13	54%

This report reflects all wages and bills paid through October 31, 2021

# Tax Collector's Monthly Report to Taxing District

26/2021

Taxes Included: SPRING CITY BOROUGH TAX / BOROUGH PER CAPITA / OCCUPATION TAX

For The Month of: 9/28/2021 00:00:00 To 10/26/2021 23:59:59

A. Collections	Municipal/County			School			Per Capita	Others	Totals
	Current	Interim	Other	Current	Interim	Interim/Other			
1. Balance Collectable -Beginning of the Month	\$28,561.88	\$24.37	\$0.00	\$0.00	\$0.00	\$0.00	\$7,245.00	\$10,096.25	\$45,927.50
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	\$28,561.88	\$24.37	\$0.00	\$0.00	\$0.00	\$0.00	\$7,245.00	\$10,096.25	\$45,927.50
4. Less: Face Collections for the month	\$2,135.61	\$24.37	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$28.75	\$2,208.73
5. Less: Deletions from the List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$26,426.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,225.00	\$10,067.50	\$43,718.77
B. Reconciliation of Cash Collected									
9. Face Amount of Collections- Must agree with line 4	\$2,135.61	\$24.37	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$28.75	\$2,208.73
10. Plus: Penalties	\$213.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$2.88	\$218.44
11. Less: Discounts	\$0.00	\$0.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.49
12. Total Cash Collected Per Column	\$2,349.17	\$23.88	\$0.00	\$0.00	\$0.00	\$0.00	\$22.00	\$31.63	\$2,426.68
13. Total Cash Collected All Columns									



# C. Payments of Taxes

## 14. Amount Remitted During the Month

Date	Transaction #	Amount
09/29/2021		\$23.88
10/10/2021		\$41.25
10/24/2021		\$2,361.55
	TOTAL	\$2,426.68

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

TOTAL

## 16. Total Remitted this Month

TOTAL

\$2,426.68

## 17. Total Other Credits and Adjustments

Parcel #	Name	Amount
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## 18. Interest Earnings (If applicable) \$

Carryover from Previous Month	Taxing District Use (Optional)
Amount Collected this Month	
Less Amount Paid This Month	
Ending Balance	

Tax Collector

Date

10/26/21

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

Received by (taxing district)

*Dominic Pitterhouse*

Title:

*Manager*

Date:

*11/01/2021*

	Current Tax	Interim Tax	
Face Amount	\$2,184.36	\$24.37	
Discount Amount	\$0.00	\$0.49	
Penalties Amount	\$218.44	\$0.00	
Refunds Payments Collected to be returned	\$0.00	\$0.00	
Exoneration Refunds (for payments made on previous monthly reports, not part of any calculations)			\$0.00
Total Over/Under Paid	\$0.00	\$0.00	
Total Deposit (Including Refunds)			\$2,426.68
Adjusted Total Cash Collected			\$2,426.68
Bounced Checks - Deposits Reversed by Bank for insufficient funding			\$0.00

## Collection Statistics

<b>Collection Statistics</b>						
	Face Current	Disc/Pen Cui	Face Interim	Disc/Pen Int	Face Total	Total
Face Amount Collected in Discount	\$0.00	\$0.00	\$24.37	\$0.49	\$24.37	\$23.88
Face Amount Collected in Face	\$0.00		\$0.00		\$0.00	\$0.00
Face Amount Collected in Penalty	\$2,184.36	\$218.44	\$0.00	\$0.00	\$2,184.36	\$2,402.80
						<b>\$2,426.68</b>

## Commission

Commission	Municipal/County		School			Per Capita	Others
	Current	Interim	Current	Interim/Other			
				Interim			
12. Total Cash Collected Per Column	\$ 2,349.17	\$23.88	\$ 0.00	\$ 0.00	\$ 0.00	\$ 22.00	
Commission Rate							
Monthly Commission per column							

Report of the Treasurer of the Borough of Spring City, Pa. at the close of business October 31, 2021

**GENERAL FUND**

**General Fund Receipts**

Berkheimer Associates E.I.T.	\$ 8,256.94
Trash Collection Fees	\$ 29,873.32
Utility Permit	\$ 10.00
Bulk Pickups	\$ 1,085.00
PURTA	\$ 1,032.81
Building Permits	\$ 3,460.00
Fee In Lieu of Taxes	\$ 6,310.48
Berkheimer O.P.T.	\$ 36.40
Lease Dwelling Fees	\$ 7,051.50
Taxes	\$ 912.34
Local Fines	\$ 816.72
County Fines	\$ 16.67
U&O Inspections	\$ 650.00
IF Transfer	\$100,000.00
Trash Certs	\$ 100.00
Realty Transfer Tax	<u>\$ 46,881.79</u>

Total Deposits to General Fund \$206,493.97

**Withdrawals:**

By Orders #30361 – 30390  
#15856 – 15892 \$156,968.38

Intra Fund Transfer \$ -0-

**Balance on Account – Checking \$218,105.61**



The Report of the Treasurer of the Borough of Spring City at the close of business October 31, 2021

**SEWER FUND**

**Sewer Receipts**

Sewer Rents	\$ 25,183.09
Sewer Certs	\$ 120.00
Liens- Attorney Fees	\$ 250.00
Penalty	\$ 34.69
Costs	\$ 36.00
Interest	\$ 1,018.08
IF Transfer	\$ 60,000.00

Total Deposits	\$ 86,641.86
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**Withdrawals:**

By Orders #8888 – 8905	
#22376 – 22386	\$ 34,217.24
Intra Fund Transfer	\$ <u>0.00</u>

<b>Balance on Account</b>	<b>\$122,271.72</b>
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Respectfully submitted,

Dennis Rittenhouse