

**SPRING CITY BOROUGH COUNCIL MEETING
DECEMBER 6, 2021**

CALL TO ORDER

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

ATTENDANCE

Council members Bauman, Brown, Kern, 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 NOVEMBER 1, 2021 COUNCIL MEETING MINUTES

Motion made by Mr. Sweeney to approve the November 1, 2021 minutes; motion seconded by Mr. Kern. All in favor, motion carried.

MAYOR

Mayor Kern declared December "Back the Blue with Lights" month. The hope is to encourage all the residents of Spring City to include blue lights in their holiday decorations to honor the men and women of the Police community throughout our nation, and specifically our Police Department of Spring City. She hopes to have the full support of the Borough Council as well as the Borough Hall to honor these brave men and women and asked that they help spread the word and light our community in blue.

Mayor Kern added that the past 2 years have been enlightening and extremely educational. She is honored to have been involved in so many wonderful and uplifting events; and having the pleasure to work alongside so many residents, Borough Council members and the Police Department. She said with sincerity, "thank you for the privilege to have been your Mayor and I hope that in my 2 years in office that I leave the Borough a slightly better place to live."

COMMUNICATIONS

Lennar is having a division meeting at the Villages of Spring Hill site on December 13th from 3:00-5:00 pm (rain date 12/14). They plan to have a bonfire, which was ok'd by Chief Bliss of the Liberty Fire Company.

COMMITTEE REPORTS

Streets Department: 107.9 tons of refuse was transported to the landfill; there were 27 bulk pickups; 18.2 tons of yard waste and bagged leaves collected, and 14 tons of leaves vacuumed curbside in November. The pool building got winterized; street trees were trimmed, holiday decorations were installed, and patching was done on Oyster Alley.

Sanitation & Surface Water: The monthly flow for November was 300,000 gallons per day, with the maximum flow of 436,000 gallons occurring on November 1st. All routine maintenance was performed by the plant operator. Controlex replaced 2 backup floats at the King Street pump

station. New controls were ordered for the Main Street and Bridge Street pump stations to be uniform with the controls at the Heckle Avenue pump station.

Police Department: 181 calls in November for various police matters; 10 citations/tickets were issued; 5 criminal arrests made. The full report is on file.

Police Committee: No meeting held in November.

Finance and Ordinance: No meeting held in November.

Zoning, Housing and Property: 6 permits were issued in November; fees collected = \$14,133.00

Planning: No meeting held in November.

Parks and Recreation: The committee met on 11-18-21. Plans for the Christmas Tree lighting were finalized, as were details for the holiday home decorating contest. A luminary night is set for December 24th. Residents are encouraged to purchase their own luminaries; a limited supply will be available at the Library. The 2022 event schedule will be posted soon.

Mr. Sweeney said the tree lighting ceremony was well attended, and thanked Eden Valley Farm, Wilke's Pizza, Liberty Fire Company, Spring City Library staff and volunteers, Kim Weaner, Sue Grumblatt, Mark Shumaker, and the Spring City Police Department. Special thanks to Gene and Amy Wheeler for being Santa and Mrs. Claus on short notice.

Emergency Services & Public Safety: Awaiting an evaluation report from the Limerick drill.

Library: Children's Story Time for ages 3 to 5 is December 8th at 10:00 a.m.; the Decorate-A-Stocking contest runs from December 10th-18th; the Women's Library Club will host its annual Wreath Raffle contest and tickets can be purchased thru December 9th. Mayor Kern said she was asked to talk to council about appointing a liaison. Mr. Shaner said one will be appointed in the new year.

Financial Reports: Posted.

APPROVAL OF THE REPORTS

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

UNFINISHED BUSINESS

1. Yost Avenue at N. Main Street Parking Lot Project - DCED/CFA Grant

Mike Lachman and Drew Sontag from URDC updated council on the project schedule and provided renderings of the proposed parking lot. Phase 1 includes 21 spaces on level two, 5 spaces plus 3 ADA spaces on level 1, the community sign, public plaza and trail head. Level 3

is not included and will remain unimproved until council decides otherwise (grant eligibility is 2023). Mr. Sontag advised council that the electronic sign cannot be paid for with the DCED/CFA grant funds, and that the type of sign will determine the cost (\$5,000-\$50,000). The bid is on schedule for December with a February 2022 award, March construction and June completion.

Council discussed a kiosk, parking enforcement, and sign costs. They agreed that parking should be free, with a time limit.

Motion made by Mr. Kern to authorize advertisement of bid documents; motion seconded by Mr. Sweeney. All in favor, motion carried.

2. Grinder Pump Ordinance

Solicitor Hovey said the borough's sewer engineer reviewed the draft is satisfied with the content. The PA DEP review letter is forthcoming, but he doesn't expect any issues.

3. Hunsberger Tract Land Development Conditional Final Approval Update

Solicitor Hovey advised council that Lennar has put things on hold until Spring 2022.

4. Comcast Franchise Agreement Renewal Update

No update.

5. Recycling Agreement – Eagle Disposal Penalty Update

Solicitor Hovey was contacted by the attorney for Eagle Disposal and provided him with all correspondence regarding the penalty.

NEW BUSINESS

1. 2022 Proposed Budget

Mr. Rittenhouse gave an overview of the proposed 2022 budget, noting that \$3,000 was added to police hours and training, and \$30,000 to consulting services for a new borough hall. The budget must be advertised for public inspection at least calendar 10 days before its adoption. Council will hold a meeting on 12-28-21 at 6:30 pm to consider adoption.

Motion made by Mr. Brown to authorize advertisement of the proposed budget for public inspection; motion seconded by Mr. Kern. All in favor, motion carried.

2. Hazard Mitigation Plan Resolution No. 2021-12

A resolution in support of the Chester County Hazard Mitigation Plan was read aloud. Motion made by Mr. Kern to approve Resolution No. 2021-12; motion seconded by Mr. Sweeney. All in favor, motion carried.

3. Waiver for an Extended Driveway Depression at 416 Pikeland Avenue

Property owner, Greg Wynn, submitted a letter to the borough requesting a waiver to increase the length of his driveway depression for easier access to his pole building. The property is located at the corner of Pikeland Avenue and Cedar Street at the entrance of the new Lennar development. Sherry Wynn was in the audience and provided council with photos. A waiver from Section 4 of The Curb and Sidewalk Ordinance No. 353 is required.

Motion made by Mr. Sweeney to grant a waiver from Section 4 of The Curb and Sidewalk Ordinance No. 353, not to exceed 36', for 416 Pikeland Avenue; motion seconded by Mr. Kern. All in favor, motion carried.

4. Police Pension Resolution No. 2021-13 to Eliminate Participant Contributions

In accordance with Act 600, and as confirmed by the Actuary, a Resolution to eliminate participant contributions to the police pension plan was read aloud.

Motion made by Mr. Sweeney to approve Resolution No. 2021-13 to Eliminate Participant Contributions to the Police Pension Plan; motion seconded by Mr. Bauman. All in favor, motion carried.

READING OF THE PAYMENT OF THE BILLS

General Account:

(Office) PECO \$7692; AT&T \$180.01; H.A. Berkheimer \$104.83; High Swartz \$2,655.00; Verizon \$205.49; PA American \$23.22; W.B. Mason \$15.12; **Total \$3,560.59**

(Streets) PECO \$32.86; Limerick Hardware \$397.45; Flexible Benefits \$3,384.95; Eagle Disposal \$5,541.90; CCSWA \$7,458.71; A.J. Blosenski \$7,903.25; AirGas \$29.95; High Swartz \$690.00; Chester County Treasurer \$606.83; WEX Bank \$539.82; Emery Auto \$129.14; **Total \$26,714.86**

(Police) AT&T \$86.18; L&W Group \$176.00; Flexible Benefits \$3,943.43; PA American \$644.62; Pottstown Borough \$100.00; High Swartz \$735.00; Verizon \$339.99; Central Square \$2,612.93; Wex Bank \$1,158.57; Crystal Springs \$103.85; **Total \$9,900.57**

Sewer Account: PECO \$2,594.06; M.J. Reider \$7,016.00; Wind River Environmental \$3,168.00; Flexible Benefits \$3,389.30; EEMA \$2,639.71; PA One Call \$18.25; Action Data \$373.85; High Swartz \$30.00; Verizon \$225.52; PA American \$97.63; Wex Bank \$60.12; Crystal Springs \$19.98; Cigna \$91.20; A.J. Blosenski \$525.00; Vortex Services \$67,487.50; USALCO \$3,195.02; J.C. Ehrlich \$69.00; **Total \$90,999.94**

Street Light Fund: PECO \$5,142.32; **Total \$5,142.32**

Parks & Recreation Fund: PECO \$59.82; United Site Services \$175.05; **Total \$234.87**

Building & Property Fund: Major Construction \$9,275.00; M&M Tree Service \$2,800.00; W.B. Mason \$169.99; Crystal Springs \$9.99; DeMarco Property Maintenance \$1,689.00; **Total \$13,943.98**

Insurance Fund: PIRMA \$70,052.00; H.A. Thomson \$26,723.46; Ron Black Agency/Laskey Group \$28,443.00; **Total \$125,218.46**

Planning, Zoning & Housing Fund: Bauer Landscaping \$200.00; EEMA \$9,126.99; High Swartz \$4841.28; Motley Associates \$6,608.00; **Total \$20,776.27**

CRP Grant Consulting Fund: URDC \$8,955.00; **Total \$8,955.00**

Workers Compensation Fund: AmTrust North America \$1,652.00; **Total \$1,652.00**

MS4 Restoration Project Fund: The Ambient Group \$139,805.00; **Total \$139,805.00**

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

ANNOUNCEMENTS

Mr. Shaner thanked out-going council members Dan Bauman and Gary Brown for their service, and Mayor Kern for her dedication to the community during her term.

Meeting schedule: **Sewer Committee** 12-09-21 at 6:30 pm; **Planning Commission** 12-15-21 at 6:30 pm; **Park and Recreation Committee** 12-16-21 at 6:00 pm; **Police Committee** 12-16-21 at 6:30 pm; **Finance and Ordinance Committee** 12-22-21 at 6:30 pm. The next **Borough Council** meeting is 01-03-22 at 7:00 pm.

ADJOURNMENT

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

Respectfully submitted by

Kisha Tyler, Assistant Borough Manager

FINANCIAL REPORT FOR THE MONTH OF NOVEMBER 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	\$ 33,369.15	15%
Protection to Persons and Property	\$ 61,653.70	13%
Planning, Zoning and Housing	\$ 117,857.33	49%
Streets and Highways	\$ 72,046.99	14%
Street Repaving	\$ 262,746.00	100%
Parks and Recreation	\$ 25,574.50	76%
Insurance	\$ 20,481.00	27%
Street Lighting	\$ (2,584.08)	(5%)
Library	\$ 0.00	-
Liberty Fire Company	\$ 30,000.00	100%
Association Dues and Expenses	\$ 1,353.12	64%
Building and Property	\$ 16,072.80	32%
1% Tax Collection	\$ 807.46	16%
OPT Tax Collection	\$ 165.50	66%
Workers' Compensation	\$ 1,562.00	5%
Engineering and Consulting	\$ 19,757.00	57%
CRP Grant Consulting	\$ 113,697.00	69%
CRP Grant	\$ 750,000.00	100%
Comprehensive Plan	\$ 60,000.00	100%
MS4 Project	\$ (34,805.00)	(33%)
<u>SEWER ACCOUNT</u>	\$ 296,508.60	36%

This report reflects all wages and bills paid through November 30, 2021

Tax Collector's Monthly Report to Taxing District

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

For The Month of : 10/27/2021 00:00:00 To 11/30/2021 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	\$26,426.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,225.00	\$10,067.50	\$43,718.77
2A. Additions: During the Month	\$0.00	\$246.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246.50
2B. Deduction: Credits During the Month from 17									
3. Total Collectable	\$26,426.27	\$246.50	\$0.00	\$0.00	\$0.00	\$0.00	\$7,225.00	\$10,067.50	\$43,965.27
4. Less: Face Collections for the month	\$892.51	\$5.89	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$58.75	\$1,012.15
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	\$25,533.76	\$240.61	\$0.00	\$0.00	\$0.00	\$0.00	\$7,170.00	\$10,008.75	\$42,953.12
B. Reconciliation of Cash Collected									
9. Face Amount of Collections - Must agree with line 4	\$892.51	\$5.89	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$58.75	\$1,012.15
10. Plus: Penalties	\$35.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.50	\$5.89	\$46.48
11. Less: Discounts	\$10.83	\$0.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.95
12. Total Cash Collected Per Column	\$916.77	\$5.77	\$0.00	\$0.00	\$0.00	\$0.00	\$60.50	\$64.64	\$1,047.68
13. Total Cash Collected All Columns									

C. Payments of Taxes

14. Amount Remitted During the Month

Date	Transaction #	Amount
11/08/2021		\$483.67
11/22/2021		\$558.24
11/30/2021		\$5.77
	TOTAL	\$1,047.68

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

TOTAL

16. Total Remitted this Month

TOTAL

\$1,047.68

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

11/30/21

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: Manager

Date:

12/6/2021

MTS Collection Summary

	Current Tax	Interim Tax	
Face Amount	\$1,006.26	\$5.89	
Discount Amount	\$10.83	\$0.12	
Penalties Amount	\$46.48	\$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)			\$1,047.68
Adjusted Total Cash Collected			\$1,047.68
Bounced Checks - Deposits Reversed by Bank for insufficient funding			\$0.00

Collection Statistics						
Face Amount Collected in Discount	Face Current	Disc/Pen Cui	Face Interim	Disc/Pen Int	Face Total	Total
	\$541.57	\$10.83	\$5.89	\$0.12	\$547.46	\$536.51
Face Amount Collected in Face	\$0.00		\$0.00		\$0.00	\$0.00
Face Amount Collected in Penalty	\$464.69	\$46.48	\$0.00	\$0.00	\$464.69	\$511.17

Commission	Municipal/County		School			Per Capita	Others
	Current	Interim	Current	Interim	Interim/Other		
12. Total Cash Collected Per Column	\$ 916.77	\$5.77	\$ 0.00	\$ 0.00	\$ 0.00	\$ 60.50	
Commission Rate							
Monthly Commission per column							

Report of the Treasurer of the Borough of Spring City, Pa. at the close of business November 30, 2021

GENERAL FUND

General Fund Receipts

Berkheimer Associates E.I.T.	\$ 31,959.74
Trash Collection Fees	\$ 8,369.00
Utility Permit	\$ 13.00
Bulk Pickups	\$ 610.00
Construction Escrow	\$ 19,112.21
Building Permits	\$ 14,133.00
Dumpster Permit	\$ 200.00
Berkheimer O.P.T.	\$ 28.60
Lease Dwelling Fees	\$ 165.00
Taxes	\$ 60,000.00
Local Fines	\$ 285.44
County Fines	\$ 26.38
U&O Inspections	\$ 900.00
IF Transfer	\$ 40,000.00
Trash Certs	\$ 90.00
Realty Transfer Tax	\$ 3,569.14
Parking Tickets	\$ 105.00
Police Reports	\$ 15.00
Zoning Permit	\$ 50.00
Void Checks	<u>\$ 531.99</u>
 Total Deposits to General Fund	 \$180,163.50

Withdrawals:

By Orders #30391 – 30418	
#15893 – 15923	\$322,923.40
 Intra Fund Transfer	 \$ -0-
 Balance on Account – Checking	 \$ 75,345.21

The Report of the Treasurer of the Borough of Spring City at the close of business November 30, 2021

SEWER FUND

Sewer Receipts

Sewer Rents	\$ 8,534.60	
Sewer Certs	\$ 90.00	
Tapping Fess	\$20,400.00	
IF Transfer	\$60,000.00	
 Total Deposits		\$ 89,024.60

Withdrawals:

By Orders #8906 – 8928	
#22387 – 22398	\$151,305.33
 Intra Fund Transfer	<u>\$ 0.00</u>

Balance on Account \$ 59,990.99

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Respectfully submitted,

Dennis Rittenhouse