

## SPRING CITY BOROUGH COUNCIL MEETING

June 6<sup>th</sup>, 2016 - 7:00 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 Battelle, Bauman, Castor, Kern, Shaner, Sweeney, Solicitor Romain, and Borough Manager Rittenhouse.

### APPROVAL OF THE MINUTES:

Mr. Battelle motioned to approve the minutes of the May 2nd 2016 council meeting. Mr. Castor seconded. Motion carried.

### COMMUNICATIONS:

1. A letter accompanied by a check in the amount of \$520.31 from the Chester County Health Department. This letter acknowledges the PA DEP grant reimbursement for the borough's participation in the Chester County Solid Waste Authority's Household Hazardous Waste (HHW) Collection events during 2015. The letter also noted that since the inception of this program over 54,500 vehicles often representing more than one household, have delivered over 5 million pounds of hazardous materials for safe disposal.

### COMMITTEE REPORTS:

**STREETS AND UTILITIES:** Mr. Rittenhouse gave the following Streets Department Report for the month of May, 2016. **TRASH DISPOSAL** - 114.68 tons of refuse was hauled to the Lanchester Landfill by Reams Disposal from April 18<sup>th</sup> through May 16<sup>th</sup>. Twenty-three (23) bulk trash pick-ups were made during the month. **RECYCLING** - Approximately 22.8 tons of yard waste was collected at curbside during the month. One (1) load of scrap metal weighing 180 pounds was transported to Phoenixville Scrap on May 10<sup>th</sup>. **MAINTENANCE** - Mowed and trimmed the grass on all borough properties. The yellow curbs were repainted from Poplar Street to Ridge Avenue. Turned the leaf windrows at the Gay Street Compost Site. Replaced four (4) bent flag poles on North Main Street. Emptied the trash receptacles weekly at all of the recreation areas. Removed the basketball rims from the backboards at the Brown Street Parking Lot for the summer months. **STREET WORK** - Routinely cleaned various stormwater inlets throughout the borough as part of our MS4 permit. **HALL STREET STORMWATER IMPROVEMENT PROJECT** - All paperwork and payments for the 2013 CRP Stormwater Grant Project have been completed. Final payment was made to Floyd Hersh Contractors in late May. The project will be audited during the month of June by Bee Bergvall & Company. All audit documents will be forward to the county's Department of Community and Economic Development as required by Contract #15334.

**SANITATION AND SURFACE WATER:** Mr. Shaner reported the average daily flow at the plant for the month of May was 325,000 gallons per day. The maximum flow for the month occurred on May 7<sup>th</sup>, and was recorded at 748,000 gallons. A new pump for the phosphorus chemical feed system was installed during the month (\$2,910.00). Also, the Gear Box for the straight line clarifier was removed, repaired, and reinstalled by Eastern Environmental Contractors. (\$2,759.60) Oil levels were checked weekly and greasing was done in accordance with the manufacturer's instructions. Emergency Systems Service Company performed the annual service inspection on the plant's generator on May 10<sup>th</sup>. Steve Fegan, our plant operator, attended a training seminar on May 19<sup>th</sup> that pertained to inflow & infiltration to municipal sewer trunk lines.

## POLICE:

Mr. Sweeney reported the police committee met on May 19<sup>th</sup>.

The committee heard from a resident about speeding, criminal activity, and other issues on Main Street. The committee discussed possible ways to deal with these issues.

The committee also viewed a video of suspicious trash disposal practices on Main Street. This issue will be discussed at a future committee meeting.

Mr. Sweeney read the police report for May, 2016 as follows: accidents 5; alarms 4; all other reports 1; animal complaints 4; boro ord. 2; burglary 1; criminal mischief 1; disorderly conduct/disturbing the peace/domestic 1; disturbances/domestic/fights/others 5; disturbances/fights/juvenile 3; drugs 2; false reports to LE 1; firearms 1; found article 1; fraud 1; harassment 2; harassment by communication 1; hazardous conditions 1; lock out service 1; medical emergency 16; missing person/adult 1; all traffic incidents 18; non-criminal reports 6; parking complaints 7; police information received 5; service calls/miscellaneous 18; simple assault 1; suspicious circumstances/person 16; theft reports 3; trespassing 3; warrants 3; well being check 15. **Arrests:** traffic - 10; criminal - 9; court hours 32; parking tickets 50. **Assisted other departments:** 7. **Mileage traveled during the month of May:** Car 14-1 (2015 Dodge) 1,919 miles, Car 14-2 (2014 Dodge) 879 miles which made a total of 2,798 miles. **Gas used during the month of May:** Car 14-1 (2015 Dodge) 224.340 gallons and Car 14-2 (2014 Dodge) 91.460 gallons which made a total of 315.80 gallons of gas used during the month.

## FINANCE & ORDINANCE:

Mr. Shaner reported the committee met on May 25<sup>th</sup>, and discussed the implementation of the proposed rental/inspection program.

## ZONING, HOUSING & PROPERTY:

Mr. Rittenhouse reported there were fourteen (14) building permits issued during the month of May, 2016. Kris Hovis, 201 Hall Street, deck 20 x 20; PMZ Property Group, LLC, 262 Broad Street, electric; Kathy Colbert, 335 S. Main Street, deck; Dawn Schmidt, 404 S. Main Street, electric; Dawn Schmidt, 404 S. Main Street, renovations; Adrian Moening, 438 Bridge Street, deck; Ronald Savage, 219 Washington Street, deck 24 x 36; Rich Brewer, 130 S. Main Street, deck 29x16; Gary Engle, 414 Broad Street, handrails and steps; Carol Doyka, 252 Broad Street, windows and door; Jen Brodie, 111 N. Main Street, deck; Andrew Kurtas, 318 Broad Street, trench; Matthew Johnson, 213 Bridge Street, shed 10x14; Louise McCarthy, 135 Walnut Street, fence. The estimated cost of construction for the month of May, 2016 was \$49,800. Permit fees collected for the month of May, 2016 was \$1,088.00.

## PARKS & RECREATION:

Mr. Sweeney reported the Parks and Recreation Committee met on May 19<sup>th</sup>. The committee discussed the recent borough-wide yard sale and upcoming summer events.

The summer concert series at Brown Street Park started on May 26<sup>th</sup> with local band Mama Kin. The audience was counted at over 70 attendees. The next concert is scheduled for June 30<sup>th</sup> with the Alligator Blues Band.

The Brown Street Park will again be participating in the Pottstown Area Health and Wellness Foundation Summer Park Contest. This year the contest requires residents to register online to participate. Information can be found on the borough's webpage.

## LIBRARY:

Mr. Kern informed council he was unable to attend the May meeting; however, the board asked him to provide the following information to council.

**ADMINISTRATOR'S REPORT FOR THE MONTH OF:**

**MAY, 2016**

The following figures represent the balance in each Department as appropriated in the 2016 Budget.

**GENERAL GOVERNMENT**

**% UNSPENT**

General Government	\$ 101,833.64	61%
Protection to Persons and Property	\$ 294,953.40	60%
Planning, Zoning and Housing	\$ 104,108.94	87%
Streets and Highways	\$ 282,338.72	60%
Street Repaving	\$ 188,600.00	100 %
Parks and Recreation	\$ 24,649.60	98%
Insurance	\$ 46,681.00	100%
Street Lighting	\$ 32,355.09	60%
Library	\$ 14,200.00	100%
Liberty Fire Company	\$ 22,100.00	100%
Association Dues and Expenses	\$ 2,158.45	99%
Building and Property	\$ 31,940.12	92%
1% Tax Collection	\$ 2,857.96	59%
OPT Tax Collection	\$ 202.53	81%
Workers' Compensation	\$ 29,180.57	68%
Engineering and Consulting	\$ 22,247.33	61%
CRP Grant – Consulting	\$ 46,779.40	89%

**SEWER ACCOUNT**

\$1,618,961.09 84%

This report reflects all wages and bills paid through May 31, 2016.

# Tax Collector's Monthly Report to Taxing District

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

For The Month of: 4/26/2016 00:00:00 To 5/27/2016 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	\$56,178.05	\$52.82	\$0.00	\$0.00	\$0.00	\$0.00	\$3,440.00	\$4,183.75	\$63,854.62
2A. Additions: During the Month	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$10.00
2B. Deduction: Credits During the Month from 17									
3. Total Collectable	\$56,178.05	\$52.82	\$0.00	\$0.00	\$0.00	\$0.00	\$3,445.00	\$4,188.75	\$63,864.62
4. Less: Face Collections for the month	\$11,754.65	\$33.77	\$0.00	\$0.00	\$0.00	\$0.00	\$355.00	\$402.50	\$12,545.92
5. Less: Deletions from the List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$20.00	\$30.00
6. Less: Exonerations	\$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	\$44,423.40	\$19.05	\$0.00	\$0.00	\$0.00	\$0.00	\$3,080.00	\$3,766.25	\$51,288.70
<b>B. Reconciliation of Cash Collected</b>									
9. Face Amount of Collections - Must agree with line 4	\$11,754.65	\$33.77	\$0.00	\$0.00	\$0.00	\$0.00	\$355.00	\$402.50	\$12,545.92
10. Plus: Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11. Less: Discounts	\$11.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.02
12. Total Cash Collected Per Column	\$11,743.63	\$33.77	\$0.00	\$0.00	\$0.00	\$0.00	\$355.00	\$402.50	\$12,534.90
13. Total Cash Collected All Columns									

C. Payments of Taxes

14. Amount Remitted During the Month

Date	Transaction #	Amount
04/26/2016		\$322.31
05/03/2016		\$1,562.97
05/10/2016		\$5,503.12
05/24/2016		\$4,174.42
05/26/2016		\$972.27
<b>TOTAL</b>		<b>\$12,535.09</b>

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

TOTAL

16. Total Remitted this Month

TOTAL

\$12,535.09

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 Jey*  
Tax Collector

05-27-16  
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) *Dominique Rutherford*

Title: *MANAGER* Date: *6/6/16*

The Report of the Treasurer of the Borough of Spring City, PA at the close of business May 31, 2016

Balance as of last report

\$3,091,417.49

Deposits Sec'y Office – General Fund

Berkheimer Associates – E.I.T.	\$ 22,784.75
Berkheimer Associates – O.P.T.	\$ 1,498.44
Trash Collection Fees	\$ 10,623.90
Trash Certs	\$ 60.00
Taxes	\$ 28,000.00
County CRP Grant	\$ 31,028.08
Bulk Pick Ups	\$ 450.00
Local Fines	\$ 1,250.43
County Fines	\$ 181.06
Interest	\$ 146.51
Realty Transfer Tax	\$ 3,515.75
Recycling	\$ 54.00
Liens - Attorney Fees	\$ 1,500.00
Liens - Costs	\$ 162.00
Liens - Penalty	\$ 228.48
Liens - Interest	\$ 2,718.76
Building Permits	\$ 1,088.00
U & O Inspections	\$ 200.00
Zoning Permit	\$ 50.00
Accident Reports	\$ 30.00
Parking Tickets	\$ 105.00
<b>TOTAL DEPOSITS TO GENERAL FUND</b>	<b>\$ 105,675.16</b>

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DEPOSITS TO OTHER ACCOUNTS

PLGIT	\$ 28.62
Park & Recreation Fund – Pavilion	
Rental	\$ 325.00
Non-Uniform Employee Pension	
Fund – CD	\$ 5,000.00
Non-Uniform Employee Pension	
Fund – interest	\$ 282.70
<b>TOTAL DEPOSITS OTHER ACCOUNTS</b>	<b>\$ 5,636.32</b>
<b>TOTAL DEPOSITS TO ALL ACCOUNTS</b>	<b>\$ 111,311.48</b>

\$ 111,311.48

\$ 3,202,728.97

WITHDRAWALS

By Orders #1365-1366 Street Lighting Fund	\$ 4,369.41
By Orders #10170-10171 Non-Uniform Employee Pension Fund	\$ 1,357.78
By Orders #1726-1729 Park & Recreation Fund	\$ 709.12
By Orders #13300-13342, 28162-28209 General Fund	\$143,048.75
TOTAL WITHDRAWALS	\$149,485.06

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Balance On Account – General Fund

Checking	\$ 75,164.78	
Certificate	\$1,515,000.00	\$1,590,164.78

Balance On Account – Motor Equipment Fund

Checking	\$ 1.00	
Certificate	\$ 124,226.02	\$ 124,227.02

Balance On Account – Street Lighting Fund

Checking	\$ 15,085.68	\$ 15,085.68
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Balance On Account – Gasoline Tax Fund

Checking	\$ 1.00	
Certificate	\$ 436,417.21	\$ 436,418.21

Balance On Account – Park & Recreation Fund

Checking	\$ 3,677.75	
Certificate	\$ 24,644.74	\$ 28,322.49

Balance On Account – Non-Uniform Employee Pension Fund

Checking	\$ 7,963.04	
Certificate	\$ 713,430.20	\$ 721,393.24

Balance On Account- Police Motor Equipment Fund

Checking	\$ 1.00	
Certificate	\$ 10,147.36	\$ 10,148.36

Balance On Account- PLGIT Capital Reserve Fund

\$ 122,484.13	\$ 122,484.13
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Balance On Account \$ 3,048,243.91

\$ 3,202,728.67

Respectfully submitted



Florence M. Watts

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business May 31, 2016

SEWER FUND #2

Balance as of last report	\$ 3,784,242.76	
CD deposited	\$ 101,000.00	
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	\$ 3,683,242.76	\$3,683,242.76

Deposits

Sewer Rent	\$ 17,803.75	
Interest	\$ 145.96	
Sewer Certs	\$ 90.00	
CD deposited	\$ 101,000.00	
Tapping Fee	\$ 4,750.00	
Liens – Attorney Fee	\$ 1,250.00	
Liens - Costs	\$ 126.00	
Liens - Penalty	\$ 206.69	
Liens - Interest	\$ 3,981.12	
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	\$ 129,353.52	\$ 129,353.52
		\$3,812,596.28

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WITHDRAWALS

By Orders #7517-7540, 21649-21657		\$ 59,718.17
Balance On Account	\$ 138,878.11	
Certificate	\$3,614,000.00	\$3,752,878.11
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		\$3,812,596.28

Respectfully submitted



Florence M. Watts

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business May 31, 2016

POLICE PENSION FUND

Balance as of last report

Checking	\$ 5,681.79
Certificate – PNC Bank	\$ 493,527.48
Certificate - Phoenixville Federal Bank	\$ 39,299.79
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	\$ 552,509.09

Deposits

Interest certificate PNC Bank	\$ 149.77
CD	\$ 14,000.00

\$ 552,658.83

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Withdrawals:

By Orders 2092-2093	\$ 3,431.79
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Current Balance On Account

Checking	\$ 16,399.77
Certificate PNC Bank	\$ 493,527.48
Certificate Phoenixville Federal Bank	\$ 39,299.79
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	\$ 549,227.04

\$ 552,658.83

Respectfully submitted



Florence M. Watts

Mr. Castor seconded. Motion carried.

**4. Motion to Advertise for Bids for the Sale of the 2000 Chevy WTP Truck.**

The new commercial pick-up truck for the Wastewater Treatment Plant is expected to be ready for delivery in late June.

It is the Borough's intent to use Municibid to advertise for bids for the sale of the old truck.

Mr. Battelle motioned to advertise for bids as soon as practical for the sale of the Wastewater Treatment Plant 2000 Chevy Pick-up Truck. Mr. Castor seconded. Motion carried.

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

**GENERAL ACCOUNT:** (OFFICE) A.T.&T. \$541.29; PECO \$283.27; Flexible Benefits Plans, Inc. \$1,315.91; H.A. Berkheimer \$228.92; Action Data Services \$312.98; Beth Ann's Flowers \$160.99; Baer Romain, LLP \$984.00; Provident \$105.89; PAW \$25.02; Action Data Services \$133.29; CIGNA \$121.00; Verizon \$167.73; Roth well \$130.00. **TOTAL:** \$4,510.29. (STREETS) Chester County Solid Waste Authority \$7,224.84; PECO \$67.09; Oehlert Bros. Inc. \$314.76; Flexible Benefits Plans, Inc. \$4,713.73; Little's \$1,011.89; A.J. Blosenski, Inc. \$3,192.10; Mowrey-Latshaw \$94.95; 21<sup>st</sup> Century Media \$388.08; Reams Disposal \$6,989.85; Wensel's \$62.17; AirGas \$31.10; Baer Romain, LLP \$4,842.00; Provident \$59.36; COSI \$224.10; R&S Sweeping Co., LLC \$1,942.50. **TOTAL:** \$31,158.52. (POLICE) AT&T \$68.13; Oehlert Bros. Inc. \$571.87; Galls \$14.59; Flexible Benefits Plans, Inc. \$5,430.16; PAW \$653.99; Norman A. Bean & Son, Inc. \$13.60; Hess Uniforms LLC \$190.20; Baer Romain, LLP \$420.00; deCordre Automotive \$332.85; Provident \$57.81; Crystal Springs \$40.78; Verizon \$299.61; JSC Inc. \$2,589.99; TRAF-O-TERIA System \$199.86; YIS/Cowden Group, Inc. \$244.95; FOP Lodge #37 \$233.00. **TOTAL:** \$11,361.39.

**SEWER ACCOUNT:** PECO \$1,266.92; M.J. Reider Associates, Inc. \$1,412.00; Oehlert Bros. Inc. \$42.38; J.C. Ehrlich Company, Inc. \$54.00; Flexible Benefits Plans, Inc. \$2,141.33; Mowrey-Latshaw \$72.71; Wrigley's \$181.86; EEMA \$12,705.43; PA One Call System, Inc. \$8.20; PAW \$94.73; Buckman's Inc. \$454.00; USALCO \$2,315.16; Baer Romain, LLP \$6,064.00; Eastern Environmental Contractors, Inc. \$2,759.60; Provident \$28.89; Verizon \$188.80; AT&T \$29.61; A.J. Blosenski \$525.00; Emergency Systems Service Company \$342.07; Crystal Springs \$7.25; PYRZ Water Supply Company, Inc. \$2,910.00. **TOTAL:** \$33,603.94.

**STREET LIGHTING FUND:** PECO \$4,369.41. **TOTAL:** \$4,369.41.

**PARK & RECREATION FUND:** PAW \$169.50; United Site Services \$152.50. **TOTAL:** \$322.00.

**BUILDING & PROPERTY FUND:** Miller Bros. \$7,922.00; Crystal Springs \$46.48. **TOTAL:** \$7,968.48.

**PLANNING, ZONING & HOUSING FUND:** Baer Romain, LLP \$996.00; Motley Associates, Inc. \$2,841.60. **TOTAL:** \$3,837.60.

**ENGINEERING & CONSULTING FUND:** Motley Associates, Inc. \$984.00. **TOTAL:** \$984.00.

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

**ANNOUNCEMENTS:**

Mr. Shaner announced the following meetings are scheduled for the month of June, 2016: **Sewer Committee**, Thursday, June 9<sup>th</sup>, 6:30 p.m.; **Planning Commission**, Wednesday, June 15<sup>th</sup>, 7:00 p.m.; **Parks & Recreation**, Thursday, June 16<sup>th</sup>, 6:00 p.m.; **Police Committee**, Thursday, June 16<sup>th</sup>, 6:30 p.m.; **Finance & Ordinance Committee**, Wednesday, June 22<sup>nd</sup>, 6:30 p.m.

The July Borough Council meeting will be held on Tuesday, July 5<sup>th</sup>, 7:00 p.m.

**ADJOURNMENT:**

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

Respectfully submitted,

Dennis Rittenhouse