

SPRING CITY BOROUGH COUNCIL MEETING

January 4th, 2016 - 7:00 P.M.

CALL TO ORDER:

Mr. DiGuiseppe called the council meeting to order and led Council in the Pledge of Allegiance to the Flag.

SWEARING-IN-CEREMONIES:

All newly elected councilors submitted their affidavits of residency.

Mayor Weiss conducted the swearing-in-ceremonies for Councilors Castor, Shaner, Sweeney, and Battelle.

REORGANIZATION:

Mayor Weiss took the president's chair to act as chairman for the nominations of president, vice-president, and chairman-pro-tem of Borough Council

Mr. Shaner motioned Louis DiGuiseppe be nominated for president of Borough Council. By a 7-0 vote the nomination carried.

Mr. DiGuiseppe motioned Donald Shaner be nominated for vice-president of Borough Council. By a 7-0 vote the nomination carried.

Mr. DiGuiseppe motioned Gene Sweeney be nominated for Chairman-Pro-Tem of Borough Council. By a 7-0 vote the nomination carried.

REGULAR BUSINESS:

ATTENDANCE:

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

APPROVAL OF THE MINUTES:

Mr. Battelle motioned to approve the minutes of the December 7th, 2015 council meeting. Mr. Kern seconded. Motion carried.

COMMUNICATIONS:

1. Notification from PA DEP that they have approved our Act 101 Recycling Program Performance Grant in the amount of \$4,153.00. The award should be made to the borough within the next six to eight weeks.
2. From East Pikeland Township's planning consultant, Theurkauf Design & Planning, a draft copy of the townships Land Use Assumptions Report to be used as the basis of

transportation impact fees for the township. A copy of the draft report was submitted to council members for their review and comment.

3. From Penn Dot, an updated copy of the traffic signal permit for Main & Bridge Streets. The revisions consisted of the following: 1. replacing the mast arm. 2. adding video camera detection and 3. retiming the intersection.

COMMITTEE REPORTS:

STREETS AND UTILITIES: Mr. Rittenhouse gave the following Streets Department Report for the month of December, 2015. **TRASH DISPOSAL** – 119.6 tons of refuse were hauled to the Lanchester Landfill in Honeybrook, PA by Reams Disposal from November 16th, through December 21st, 2015. Nineteen (19) bulk trash pick-ups were made during the month. **RECYCLING** - 960 pounds of scrap metal was transported to Phoenixville Scrap Company during the month. **LEAF COLLECTION** - 7.6 tons of leaves were collected with the leaf vac and another 5.3 tons were collected in yard waste bags during the month. **MAINTENANCE** - Emptied the trash receptacles weekly at all of the recreation areas. Cleaned and raked up leaves at the Borough Hall, Brown Street Park, and the Library. Replaced three (3) street lamp post bulbs on North Main Street. Cleaned the pole barn at the Wastewater Treatment Plant. Repainted the lines, direction arrows, and wording on East Bridge and North Main Streets.

HALL STREET STORMWATER IMPROVEMENTS

The installation of the storm pipe and inlets was completed in December. As of now it appears that the road restoration will be done in the spring of 2016.

PECO NATURAL GAS ENHANCEMENT WORK

Work is still continuing by Kehoe Construction on the restoration of the street cut outs and sidewalks.

SANITATION AND SURFACE WATER: Mr. Shaner reported the average daily flow at the plant for the month of December was 317,000 gallons per day. The maximum flow for the month occurred on December 24th, 2015 and was recorded at 531,000 gallons. Eastern Environmental Contractors rescheduled the installation of the replacement parts on the clarifiers until mid January. No explanation was given for the rescheduling. During December effluent PCB sampling was performed as part of the Borough's Pollution Minimization Plan for PCB's. Mr. Rehab completed installation of lining on the 24" line located behind the Gambone building on South Main Street. Pre and post lining reports were provided to the borough. Steve Fegan, the borough's plant operator, reported that PA DEP has implemented a new e-DMR Reporting System.

POLICE:

Mr. Sweeney read the police report for December, 2015 as follows: accidents 7; alarms 4; animal complaints 5; armed robbery 1; assist fire department 1; bad checks 1; criminal mischief 2; disorderly conduct/disturbing the peace/domestic 14; disturbances/ domestic/juvenile/fights/others 9; drugs 2; fraud 2; harassment by communication 4; harassment 3; identity theft 1; loitering at night 1; mental health 3; medical emergency 17; all traffic incidents 27; non-criminal reports 5; ordinance complaints 3; parking complaints 6; police information received 11; public drunk 1; public service reports 1; service call 8; simple assault 2; sudden death 3; suspicious person 14; theft reports 6; warrants 1; well being check 2. **Arrests:** traffic - 7; parking tickets 6; criminal 3; speeding tickets 7; court hours 20; non-traffic citations 4. **Assist to Police Departments: 13.**

Mileage traveled during the month of December: Car 14-1 (2011 Dodge) 1,164 miles, Car 14-2 (2014 Dodge) 1,893 miles which made a total of 3,057 miles. **Gas used during the month of December:** Car 14-1 (2011 Dodge) 125.40 gallons and Car 14-2 (2014 Dodge) 164.38 gallons which made a total of 289.780 gallons of gas used during the month.

ZONING, HOUSING & PROPERTY:

Mr. Rittenhouse reported there were eight (8) building permits issued during the month of December, 2015. Patricia Derby, 123 Pikeland Avenue, fence; Tim Umstead, 292 S. Church Street, sidewalk; Timothy Price, 365 Ridge Avenue, shed 14x24; Megan Nosia, 407 Yost Avenue, shed; Sean Fleischmen, 150 Chestnut Street, shed 12x10; Ashleigh Mills, 412 Bridge Street, solar heat; Christopher Bomberger, 30 Penn Street, solar heat; Timothy Price, 365 Ridge Avenue, deck. The estimated cost of construction for the month of December, 2015 was \$24,900.00. Permit fees collected for the month of December, 2015 was \$936.00.

PLANNING:

Mr. Bauman reported the planning commission met on December 16th. They reviewed the pending plans and the review decision dates. Also, they discussed the MPC regulation that only two council members may serve on the commission.

EMERGENCY SERVICES & PUBLIC SAFETY:

Mr. Rittenhouse reported he was notified by the Chester County Emergency Operations Center that as of January 4th, 10:41 a.m. the county has completed the police switch over from the EF Johnson System to the Harris Radio System. All fire/EMS and police should now be operating on the Harris Radio System.

LIBRARY:

Mr. DiGiuseppe reported the following library statistics for November, 2015: Circulation – 3,342; internet use – 384 (16 per day average); money donated - \$2,500.00; and door count – 2,554.

He reported that Cathy Stout and Mimi Niggel have been taking care of the director activities since the resignation of Lois Shupp.

He also noted over 250 people attended the Christmas Tree Lighting Ceremony on December 5th.

FINANCIAL REPORTS: (Enclosed)

APPROVAL OF REPORTS:

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

PUBLIC COMMENT:

Dennis Keen, 40 North Church Street, addressed council with an update on the closing of the Spring City United Methodist Church. The church closing services are scheduled to be held on January 31st at 2:00 p.m.

ADMINISTRATOR'S REPORT FOR THE MONTH OF:

DECEMBER, 2015

The following figures represent the balance in each Department as appropriated in the 2015 Budget.

GENERAL GOVERNMENT

		<u>% UNSPENT</u>
General Government	\$ 10,710.34	7%
Protection to Persons and Property	\$ 22,169.51	6%
Planning, Zoning and Housing	\$ 29,983.83	50%
Streets and Highways	\$ 16,882.65	4%
Street Repaving	\$ 74,101.00	84 %
Parks and Recreation	\$ 15,636.32	77%
Insurance	\$ 1,034.91	2%
Street Lighting	\$ 2,221.37	4%
Library	\$ - 0 -	--
Liberty Fire Company	\$ - 0 -	--
Association Dues and Expenses	\$ 1,193.28	55%
Building and Property	\$ 20,823.20	49%
1% Tax Collection	\$ 532.23	10%
OPT Tax Collection	\$ 154.33	62%
Workers' Compensation	\$ 1,152.69	4%
Engineering and Consulting	\$ 24,974.00	77%
CRP Grant – Consulting	\$ 28,435.12	73%
<u>SEWER ACCOUNT</u>	\$499,596.00	44%

This report reflects all wages and bills paid through December 31, 2015.

Tax Collector's Monthly Report Taxing District

12/28/2015

Taxes Included: OCCUPATION TAX / BOROUGH PER CAPITA / SPRING CITY BOROUGH TAX
 For The Month of: 11/29/2015 00:00:00 To 12/28/2015 23:59:59

	Municipal/County			School			Per Capita	Others	Totals
	Current	Interim	Other	Current	Interim	Interim/Other			
A. Collections									
1. Balance Collectable -Beginning of the Month	\$20,406.31	\$24.43	\$0.00	\$0.00	\$0.00	\$0.00	\$2,375.00	\$2,845.00	\$25,650.74
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	\$20,406.31	\$24.43	\$0.00	\$0.00	\$0.00	\$0.00	\$2,375.00	\$2,845.00	\$25,650.74
4. Less: Face Collections for the month	\$2,763.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$58.75	\$2,872.00
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	\$17,643.06	\$24.43	\$0.00	\$0.00	\$0.00	\$0.00	\$2,325.00	\$2,786.25	\$22,778.74
B. Reconciliation of Cash Collected									
9. Face Amount of Collections - Must agree with line 4	\$2,763.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$58.75	\$2,872.00
10. Plus: Penalties	\$276.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$5.91	\$287.24
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	\$3,039.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$64.66	\$3,159.24
13. Total Cash Collected All Columns									

C. Payment Taxes

14. Amount Remitted During the Month

Date	Transaction #	Amount
12/08/2015		\$34.66
12/15/2015		\$1,042.77
12/22/2015		\$1,844.49
12/28/2015		\$237.32
TOTAL		\$3,159.24

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

TOTAL

16. Total Remitted this Month

TOTAL

\$3,159.24

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	

Mary Coy 12-29-15

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) *Dennis Pittenthouse*

Title: *MANAGER* Date: *1/4/16*

The Report of the Treasurer of the Borough of Spring City, PA at the close of business December 31, 2015

Balance as of last report \$2,913,501.19
 CD Purchased \$ 39,000.00

 \$2,952,501.19

Deposits Sec'y Office – General Fund

Berkheimer Associates – E.I.T.	\$ 62,444.96
Berkheimer Associates – O.P.T.	\$ 375.74
Trash Collection Fees	\$ 5,868.12
Trash Certs	\$ 60.00
Recycling	\$ 35.40
County CRP Grant	\$ 35,125.43
Intra Fund Transfer	\$ 20,860.00
Local Fines	\$ 2,422.97
County Fines	\$ 401.50
State Police Fines	\$ 882.05
Lease Dwelling Fee	\$ 258.93
Taxes	\$ 100,000.00
Bulk Pick Ups	\$ 440.00
Interest	\$ 78.08
Realty Transfer Tax	\$ 2,234.40
Insurance Claim Refund	\$ 12,659.00
NSF Check	\$ 35.00
Bank Fee	\$ 35.00
Building Permits	\$ 936.00
U & O Inspections	\$ 300.00
Accident Reports	\$ 75.00
Parking Tickets	\$ 70.00
Zoning Permits	\$ 100.00
TOTAL DEPOSITS TO GENERAL FUND	\$ 245,697.58

 DEPOSITS TO OTHER ACCOUNT

PLGIT	\$ 3.57
TOTAL DEPOSIT OTHER ACCOUNT	\$ 3.57
TOTAL DEPOSITS TO ALL ACCOUNTS	\$ 245,701.15

\$ 245,701.15
 \$3,198,202.04

WITHDRAWALS:

By Orders #1355-1356 Street Lighting Fund	\$ 4,375.64
Bank Fee Street Lighting Fund	\$ 2.00
By Orders #10160-10161 Non-Uniform Employee Pension Fund	\$ 1,357.78
Bank Fee Non-Uniform Employee Pension Fund	\$ 2.00
Bank Fee Park & Recreation Fund	\$ 2.00
Bank Fee Motor Equipment Fund	\$ 14.00
Bank Fee Gasoline Tax Fund	\$ 1.00
Bank Fee Police Motor Fund	\$ 14.00
By Orders #13086, 13122, 27946-28000 General Fund	\$ 199,328.67
TOTAL WITHDRAWALS	\$ 205,097.09

Balance On Account – General Fund	
Checking	\$ 143,284.50
Certificate	\$1,513,000.00
	\$1,656,284.50
Balance On Account – Motor Equipment Fund	
Checking	\$ 1.00
Certificate	\$ 124,134.17
	\$ 124,135.17
Balance On Account – Street Lighting Fund	
	\$ 7,442.56
	\$ 7,442.56
Balance On Account – Gasoline Tax Fund	
Checking	\$ 1.00
Certificate	\$ 349,058.10
	\$ 349,059.10
Balance On Account – Parks & Recreation Fund	
Checking	\$ 4,273.65
Certificate	\$ 24,632.33
	\$ 28,907.98
Balance On Account – Non-Uniform Employee Pension Fund	
Checking	\$ 3,307.80
Certificate	\$ 676,430.20
	\$ 679,738.00
Balance On Account – Police Motor Equipment Fund	
Checking	\$ 1.00
Certificate	\$ 25,132.90
	\$ 25,133.90
Balance On Account –PLGIT Capital Reserve Fund	
	\$ 122,370.94
	\$ 122,370.94
 Balance On Account	 \$2,993,072.15
	\$3,198,202.04

Respectfully submitted



Florence M. Watts

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business December 31, 2015

SEWER FUND #2

Balance as of last report	\$ 3,733,023.48	
CD Deposited	\$ 92,000.00	

	\$ 3,641,023.48	\$ 3,641,023.48

Deposits

Sewer Rent	\$ 6,179.60	
Interest	\$ 324.27	
CD Deposited	\$ 92,000.00	
Sewer Certs	\$ 90.00	

	\$ 98,593.87	98,593.87

\$3,739,617.35

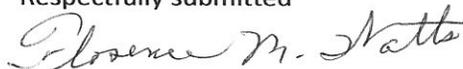
WITHDRAWALS

By Orders #7402-7428, 21593-21608		\$ 75,743.50
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Balance On Account	\$ 129,873.85	
Certificate	\$ 3,534,000.00	\$3,663,873.85

		\$ 3,739,617.35

Respectfully submitted



Florence M. Watts

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business December 31, 2015

POLICE PENSION FUND

Balance as of last report

Checking	\$ 11,203.70
Certificate – PNC Bank	\$ 477,527.48
Certificate – Phoenixville Federal Bank	\$ 39,210.04

	\$ 527,941.22

Deposits	\$ 00.00
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\$527,941.22

Withdrawal:

By Orders 2082,2083	\$ 3,431.79
Bank Fee	\$ 2.00

Current Balance On Accounts

Checking	\$ 7,769.91
Certificate PNC Bank	\$ 477,527.48
Certificate – Phoenixville Federal Bank	\$ 39,210.04

	\$ 524,507.43

\$527,941.22

Respectfully submitted



Florence M. Watts

UNFINISHED BUSINESS:

1. Time Extension Letter - Tel Vil Subdivision Plan.

Mr. Shaner 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 July 8, 2016. Mr. Kern seconded. Motion carried.

NEW BUSINESS:

1. Winner of the 2015 Spirit of Christmas House Decorating Contest.

Mr. DiGuseppe showed slides on the TV of the various borough homes that displayed Christmas decorations for the holidays. Council decided that the 2015 winner of the best decorated house was 50 North Main Street. The award presentation to the homeowner will be made in February.

2. Reorganization of Borough Council Committees.

Mr. DiGuseppe informed council that all committees will remain the same as they were in 2015 for the month of January. New committee assignments will be announced at the February 1st council meeting.

3. Reappointments of Positions for Borough Committees, Commissions and Boards.

Mr. Shaner motioned to approve the following reappointments through Resolution No. 2016-02: Daniel L. Bauman, Sr., Spring City Planning Commission, a four-year term expiring June 2020; Charles Brunner, Spring City Zoning Hearing Board, a three-year term expiring February, 2019; and Shelly L. Larkins, Chairman of the Vacancy Board, a one-year term expiring January, 2017. Mr. Battelle seconded. Motion carried.

4. Resolution for Emergency Service Providers.

Mr. Battelle motioned to adopt Resolution No. 2016-01 which outlines emergency service providers in Spring City Borough. Mr. Kern seconded. Motion carried.

5. Resolution – Chester County Hazard Mitigation Plan.

Mr. Shaner motioned to adopt Resolution No. 2016-03 which adopts the Multi-Jurisdictional Hazard Mitigation plan of Chester County. Mr. Castor seconded. Motion carried.

6. Latshaw Tract – Conditional Use Application.

Mr. Rittenhouse advised council that a conditional use application for the Latshaw Tract, tax parcel 14-7-70, was submitted to the Borough on December 17th, 2015, 3:00 p.m. by RRHC Attorneys At Law, (Riley Riper Hollin & Colagreco) who represents Spring Hill Village LP. They are proposing a residential development on this parcel which will consist of 174 dwelling units (37 single family, detached dwellings, 62 two-family dwellings and 75 townhouses and associated improvements.

This property was recently rezoned to be included in the MRC-Mixed Residential Community Overlay District by Ordinance No. 533. Mr. Romain outlined to borough

council the steps that council must take to conduct the public hearing for the conditional use application. He asked council to authorize him to advertise to hold a public hearing for the conditional use application.

Mr. Shaner motioned to authorize Solicitor Romain to advertise for a public hearing on the conditional use application submitted by RRHC Attorneys-at-Law for parcel No. 14-7-70 (The Latshaw Tract) for Monday, February 15th, 2016, 7:00 p.m. Mr. Kern seconded. Motion carried.

7. Request from the Solicitor.

Solicitor Romain informed council that he was contacted by Petra Housing about representing them in a matter in another municipality. He said that it doesn't happen very often that in his role as solicitor that someone contacts him to represent them who is also located in the borough. He wanted to bring this to council's attention to make sure council is okay with this. He doesn't believe there is a conflict now, but in the future if something arose in Spring City that involved PETRA it could be a conflict of interest and he could not represent the borough. If council is uncomfortable with the possibility of this occurring, he wouldn't take this matter on.

After some deliberation, council advised Mr. Romain that they were not comfortable with him being involved with this matter; with that being said Mr. Romain told council he would not take on the matter.

READING OF THE PAYMENT OF THE BILLS:

GENERAL ACCOUNT: (OFFICE) H.A. Berkheimer, Inc. \$530.46; Baer Romain, LLP \$612.00; AT&T \$40.87; PAW \$23.49; Verizon \$152.91; Staples \$371.59; AT&T \$67.95; Sigel Insurance Group \$50.00; Wrigley's \$62.57. **TOTAL:** \$1,911.84. (STREETS) Reams Disposal \$6,989.85; Oehlert Bros., Inc. \$452.96; Sherwin-Williams Company \$54.73; Chester County Solid Waste Authority \$5,455.80; Mowrey-Latshaw \$216.99; A.J. Blosenski, Inc. \$3,017.48; 21st Century Media \$180.00; Flexible Benefits Plans, Inc. \$4,718.73; Pottstown Roller Mills \$311.25; Berks & Beyond \$487.20; Provident \$54.02; PECO \$100.94. **TOTAL:** \$22,039.95. (POLICE) Crystal Springs \$53.64; Oehlert Bros. Inc. \$563.46; PAW \$654.58; Jon W. Daywalt, Animal Control \$625.00; Baer Romain, LLP \$48.00; Flexible Benefits Plans, Inc. \$3,452.24; deCordre Automotive \$21.00; Verizon \$292.60; Hess Uniforms, LLC \$113.00; Galls \$84.99; Advance Auto Parts \$26.18; Provident \$63.15; Staples \$283.95; PECO \$64.15; AT&T \$67.95; Atlantic Tactical \$92.78. **TOTAL:** \$6,506.67.

SEWER ACCOUNT: Oehlert Bros. Inc. \$49.81; Wrigley's \$189.41; Mowrey-Latshaw \$50.38; EEMA \$23,854.55; Crystal Springs \$7.25; PA One Call System, Inc. \$25.42; M.J. Reider Associates, Inc. \$642.00; Controlex \$860.00; Baer Romain, LLP \$576.00; Flexible Benefits Plans, Inc. \$5,430.16; Buckman's Inc. \$780.00; American Retirement Life \$1,305.67; AT&T \$23.23; Pennsylvania American Water \$103.96; Action Data Services \$281.07; Verizon \$184.91; CIGNA \$121.00; Mr. Rehab \$54,890.00; A.J. Blosenski, Inc. \$525.00; Provident \$134.78; J.C. Ehrlich Company Inc. \$54.00; PECO \$181.19. **TOTAL:** \$90,269.99.

STREET LIGHTING FUND: PECO \$4,541.28. **TOTAL:** \$4,541.28.

BUILDING & PROPERTY FUND: Crystal Springs \$21.91; Denney Electric Supply \$183.60; Staples \$114.96. **TOTAL:** \$320.47.

PLANNING, ZONING & HOUSING FUND: Motley Associates, Inc. \$1,378.20. **TOTAL:** \$1,378.20.

PARK & RECREATION FUND: PECO \$92.58. TOTAL: \$92.58.

CRP GRANT: Floyd G. Hersh, Inc. \$41,586.07. TOTAL: \$41,586.07.

ENGINEERING & CONSULTING FUND: Mockenhaupt Benefits Group \$400.00. TOTAL: \$400.00.

CRP CONSULTING FUND: URDC \$3,012.18. TOTAL: \$3,012.18.

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

ANNOUNCEMENTS:

Mr. DiGuiseppe announced the following meetings are scheduled for the month of January, 2016: **Sewer Committee**, Thursday, January 14th, 6:30 p.m.; **Planning Commission**, Wednesday, January 20th 7:00 p.m; **Parks & Recreation**, Thursday, January 21st, 6:00 p.m.; **Police Committee**, Thursday, January 21st, 6:30 p.m.; **Finance & Ordinance Committee**, Wednesday, January 27th, 6:30 p.m.

The February Borough Council meeting will be held on Monday, February 1st, 2016, 7:00 p.m.

ADJOURNMENT:

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

Respectfully submitted,

Dennis Rittenhouse