

## SPRING CITY BOROUGH COUNCIL MEETING

December 7<sup>th</sup>, 2015 - 7:00 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, Shaner, Sweeney, Battelle, Solicitor Romain, and Borough Manager Rittenhouse.

### APPROVAL OF THE MINUTES:

Mr. Shaner motioned to approve the minutes of the November 2<sup>nd</sup>, 2015 council meeting. Mr. Battelle seconded. Motion carried.

### COMMITTEE REPORTS:

**STREETS AND UTILITIES:** Mr. Rittenhouse gave the following Streets Department Report for the month of November, 2015. **TRASH DISPOSAL** - 69.9 tons of refuse were hauled to the Lanchester Landfill in Honeybrook, PA by Reams Disposal and the Borough from October 26<sup>th</sup> through November 9<sup>th</sup>, 2015. Eighteen (18) bulk trash pick-ups were made during the month.

**LEAF COLLECTION** - 22.4 tons of leaves were collected with the leaf vac and another 6.4 tons were collected in yard waste bags during the month. **MAINTENANCE**- Emptied the trash receptacles weekly at all of the recreation areas. Turned the leaf windrows with the front end loader bi-weekly at the leaf compost site. The Christmas lights were installed and turned on Thanksgiving Eve. Various stormwater inlets were cleaned as needed after the rain events.

**HALL STREET STORMWATER IMPROVEMENTS** - After a few delays due to necessary utility work on Hall Street the CRP Grant Project was restarted and is progressing toward completion. As of November 25<sup>th</sup>, 80% of the new storm pipe was installed by Floyd Hersh. Curbing, sidewalk and street restoration should be started the second week of December. **PECO NATURAL GAS ENHANCEMENT WORK** - All converted services are completed on Broad, Wall, Walnut, Chestnut and Church Streets. Full milling, overlay and sealing on Broad Street was completed. Half milling and overlay, sealing and sidewalk restoration is currently being done on Wall, Chestnut, Hall, and Main Streets. It is anticipated that the restoration work will be completed before the winter weather starts.

**SANITATION AND SURFACE WATER:** Mr. Shaner reported the average daily flow at the plant for the month of November was 277,000 gallons per day. The maximum flow occurred on November 20<sup>th</sup>, 2015 and was recorded at 366,000 gallons. The main trunk line behind the Gambone Building on South Main Street was pre-cleaned and televised in preparation for the linear installation. Eastern Environmental should begin work on the installation of the replacement parts on the primary clarifier (#4) during the first week of December. Controlex repaired a discharge pipe on the pump at Heckle Avenue. Environmental Engineering and Management continues to work on the final design plans for the additions and upgrades project at the plant. The project status as of December is as follows: Currently we are in the design stage, public bidding is anticipated in early 2016, construction is estimated to start in summer/fall of 2016 with the estimated completion within 1 year of the start date. Mr. Rittenhouse received via certified mail the Borough's final NPDES permit (No. PA0028614) on November 25<sup>th</sup>. The permit became effective December 1<sup>st</sup>, 2015 and expires at midnight on November 30, 2020.

## **POLICE:**

Mr. Sweeney reported the police committee met on November 19<sup>th</sup> at which time Chief Kuklinski reported that the department is currently fully staffed and filling all shifts.

The committee also discussed the purchase of a new vehicle in 2016. Chief Kuklinski advised the committee that he plans on having the new vehicle on the road by February 1<sup>st</sup>, 2016.

Mr. Sweeney read the police report for November, 2015 as follows: Accidents 6; alarms 5; animal complaints 1; burglary 1; disorderly conduct/disturbing the peace/domestic 1; disturbances/domestic/juvenile/fights/others 13; drugs 1; DUI 1; forgery/counterfeiting 2; fraud 2; harassment by communication 4; harassment 2; identity theft 1; lock out service 3; theft reports 4; medical emergency 24; all traffic incidents 15; non-criminal reports 16; ordinance complaints 2; parking complaints 4; police information received 7; public drunk 3; service call 2; sex offenses/report 1; suspicious person 4; traffic enforcement warning 28; warrants 1; well being check 4. **Arrests** – traffic 21; criminal 1; court hours 28; parking tickets 5; speeding tickets 17; non-traffic citations 3. **Assist to Other Police Departments:** 10. **Mileage traveled during the month of November:** Car 14-1 (2011 Dodge) 2,123 miles and Car 14-2 (2014 Dodge) 901 miles which made a total of 3,024 miles. **Gas used during the month of November:** Car 14-1 (2011 Dodge) 225.930 gallons and Car 14-2 (2014 Dodge) 87.70 gallons which made a total of 313.63 gallons of gas used during the month.

## **FINANCE & ORDINANCE:**

Mr. DiGuiseppe reported the Finance & Ordinance Committee met on November 24<sup>th</sup> and discussed the costs associated with the Rental/Inspection Licensing Program and a concept plan for a public parking lot.

## **ZONING, HOUSING & PROPERTY:**

Mr. Rittenhouse reported there were ten (10) building permits issued during the month of November, 2015. Dominic Calamio, 250 Yost Avenue, repair walls & add closet; Vivian Coryell, 215 Yost Avenue, roof; Megan Dalonzo, 306 Broad Street, fence; Dominic Calamio, 250 Yost Avenue, plumbing; Norm Castor, 151 S. Wall Street, fence; John Lowe, 514 New Street, reconstruct porch; Todd Roussey, 204 Yost Avenue, repair sidewalk; David Dunwoody, 325 Broad Street, roof; Michelle Gibson, 264 Chestnut Street, heating system; William Knox, 169 Hall Street, roof. The estimated cost of construction for the month of November, 2015 was \$71,500. Permit fees collected for the month of November was \$736.00.

## **PARKS & RECREATION:**

Mr. Sweeney reported the committee met on November 19<sup>th</sup> and discussed the Christmas Tree Lighting Ceremony.

Mr. Sweeney informed council that the tree lighting was held on Saturday, December 5<sup>th</sup> at the Spring City Library on Broad Street. He noted that the attendance was substantially higher than in previous years. He said the committee would like to thank the Spring City Library staff, Custer's Garage, Inc., the Spring City Women's Library Club, Spring City Fellowship Church, the Spring City Police Department, John Hunt, and Russ Slifer for their help with the event.

## **EMERGENCY SERVICES & PUBLIC SAFETY:**

Mr. DiGuiseppe advised council that the Limerick Exercise Drill held on Tuesday, November 17<sup>th</sup> went off smoothly with no problems.

**LIBRARY:**

Mr. DiGuseppe read the following library statistics for October, 2015 as reported by the Spring City Library Board at their meeting on November 17<sup>th</sup>.

Circulation: 3,549; Internet Use: 319 (Aug. 12 per day); Door Count: 3,022; New Library Cards Created: 39.

**FINANCIAL REPORTS:** (Enclosed)

**APPROVAL OF REPORTS:**

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

**UNFINISHED BUSINESS:**

**1. Tax Ordinances, and the 2016 Borough Budget.**

- A. Mr. Shaner motioned Ordinance No. 534, which re-enacts the real estate transfer tax, per capita tax, occupation privilege tax, and the 1% earned income tax for the year 2016 be adopted. Mr. Battelle seconded. Motion carried.
- B. Mr. Shaner motioned Ordinance No. 535, which sets the tax rate of 4.37 mills on real estate property and 25 mills on occupational assessments for the fiscal year 2016 be adopted. Mr. Battelle seconded. Motion carried.
- C. Mr. Shaner motioned to adopt Ordinance No. 536, the 2016 Borough Budget. Mr. Battelle seconded. Motion carried.

**NEW BUSINESS:**

**1. Motion to Deposit Borough Funds.**

Mr. Battelle motioned to approve the deposit of borough funds at PNC Bank, Phoenixville Federal Bank & Trust, and PLGIT in 2016. Mr. Bauman seconded. Motion carried.

**2. Handicap Parking Permit Application – 142 Hall Street.**

Mr. Shaner motioned to approve the handicap parking permit application for Marsha Glasco, 142 Hall Street. Mr. Sweeney seconded. Motion carried.

**3. Spring City Public Parking – Concept Plan.**

Mr. Rittenhouse advised council that he is currently working with URDC on the development of a concept plan for public parking at 136 North Main Street.

The concept plan would involve an LED sign on Main Street, terrace parking with 3 walls for 46 regular parking spaces and 3 ADA parking spaces (49 total). There would be 3 areas to enter and exit off of Yost Avenue and new lamp post lighting fixtures for each parking section.

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

**NOVEMBER, 2015**

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

**GENERAL GOVERNMENT**

		<b><u>% UNSPENT</u></b>
General Government	\$ 24,151.10	15%
Protection to Persons and Property	\$ 68,583.07	16%
Planning, Zoning and Housing	\$ 34,276.23	57%
Streets and Highways	\$ 51,813.40	12%
Street Repaving	\$ 74,101.00	84 %
Parks and Recreation	\$ 15,636.32	77%
Insurance	\$ 1,034.91	2%
Street Lighting	\$ 6,597.01	12%
Library	\$ - 0 -	--
Liberty Fire Company	\$ 22,100.00	100%
Association Dues and Expenses	\$ 1,217.28	56%
Building and Property	\$ 21,143.67	50%
1% Tax Collection	\$ 1,056.11	20%
OPT Tax Collection	\$ 160.91	65%
Workers' Compensation	\$ 1,152.69	4%
Engineering and Consulting	\$ 25,374.00	78%
CRP Grant – Consulting	\$ 31,185.96	81%
<b><u>SEWER ACCOUNT</u></b>	\$575,191.50	50%

This report reflects all wages and bills paid through November 30, 2015.

# Tax Collector's Monthly Report to Taxing District

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

For The Month of : 10/27/2015 00:00:00 To 11/28/2015 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	\$44,196.28	\$24.43	\$0.00	\$0.00	\$0.00	\$0.00	\$2,405.00	\$2,871.25	\$49,496.96
2A. Additions: During the Month	\$0.00	\$16.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.17
2B. Deduction: Credits During the Month from 17									
3. Total Collectable	\$44,196.28	\$40.60	\$0.00	\$0.00	\$0.00	\$0.00	\$2,405.00	\$2,871.25	\$49,513.13
4. Less: Face Collections for the month	\$23,789.97	\$16.17	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$13.75	\$23,849.89
5. Less: Deletions from the List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.50	\$12.50
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	\$20,406.31	\$24.43	\$0.00	\$0.00	\$0.00	\$0.00	\$2,375.00	\$2,845.00	\$25,650.74
B. Reconciliation of Cash Collected									
9. Face Amount of Collections - Must agree with line 4	\$23,789.97	\$16.17	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$13.75	\$23,849.89
10. Plus: Penalties	\$2,379.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00	\$1.38	\$2,383.41
11. Less: Discounts	\$0.00	\$0.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.32
12. Total Cash Collected Per Column	\$26,169.00	\$15.85	\$0.00	\$0.00	\$0.00	\$0.00	\$33.00	\$15.13	\$26,232.98
13. Total Cash Collected All Columns									

C. Payments of Taxes

14. Amount Remitted During the Month

Date	Transaction #	Amount
10/27/2015		\$434.74
11/03/2015		\$4,610.61
11/10/2015		\$1,067.97
11/18/2015		\$2,559.56
11/27/2015		\$17,230.47
11/28/2015		\$329.15
TOTAL		<b>\$26,232.50</b>

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

TOTAL

16. Total Remitted this Month

TOTAL

\$26,232.50

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 Cox*  
Tax Collector

11-28-15  
Date

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 Pittenbarger*

Title: *MANAGER* Date: *12/17/15*

The Report of the Treasurer of the Borough of Spring City, PA at the close of business November 30, 2015

Balance as of last report \$2,939,557.75  
 CD Deposited \$ 24,000.00

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 \$2,915,557.75

Deposits Sec'y Office – General Fund

Berkheimer Associates – E.I.T.	\$ 25,185.01
Berkheimer Associates – O.P.T.	\$ 165.80
Trash Collection Fees	\$ 10,676.20
Trash Certs	\$ 40.00
Fund Adjustment	\$ 100.11
CRP Grant	\$ 17,260.42
CD Deposited	\$ 24,000.00
Local Fines	\$ 1,685.92
County Fines	\$ 518.56
Fee in Lieu Of Taxes	\$ 5,323.71
Lease Dwelling Fee	\$ 518.06
Taxes	\$ 62,000.00
Bulk Pick Ups	\$ 420.00
Interest	\$ 255.63
Realty Transfer Tax	\$ 9,063.05
Utility Permit	\$ 10.00
Liens – Costs	\$ 54.00
Liens – Penalty	\$ 258.54
Liens – Interest	\$ 2,061.80
Building Permits	\$ 736.00
U & O Inspections	\$ 300.00
Accident Reports	\$ 180.00
Parking Tickets	\$ 455.00
Zoning Permits	\$ 50.00
TOTAL DEPOSITS TO GENERAL FUND	\$ 161,317.81

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 DEPOSITS TO OTHER ACCOUNT

PLGIT	\$ 4.47
Park & Recreation Fund-C.A.O.S.C.	
Utility Lease	\$ 600.00
Street Light Fund-IntraFund Transfer	\$ 12,000.00
Gasoline Tax Fund – Petty Cash	\$ 1.00
Motor Equipment Fund-Petty Cash	\$ 14.00
Police Motor Equipment Fd.-Petty Cash	\$ 14.00
TOTAL DEPOSITS OTHER ACCOUNTS	\$ 12,633.47
TOTAL DEPOSITS TO ALL ACCOUNTS	\$ 173,951.28

\$ 173,951.28  
 \$3,089,509.03

WITHDRAWALS:

By Orders #1353-1354 Street Lighting Fund	\$ 4,366.50
By Orders #10158-10159 Non-Uniform Employee Pension Fund	\$ 1,357.78
By Orders #1719-1721 Parks & Recreation Fund	\$ 733.07
By Orders #13039-13085, 27903-27495 General Fund	\$ 169,585.69
<b>TOTAL WITHDRAWALS</b>	<b>\$ 176,043.04</b>

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Balance On Account – General Fund

Checking	\$ 96,915.59	
Certificate	\$ 1,474,000.00	\$ 1,570,915.59
Balance On Account – Motor Equipment Fund		
Checking	\$ 15.00	
Certificate	\$ 124,134.17	\$ 124,149.17
Balance On Account – Street Lighting Fund		
	\$ 11,820.23	\$ 11,820.23
Balance On Account – Gasoline Tax Fund		
Checking	\$ 2.00	
Certificate	\$ 349,058.10	\$ 349,060.10
Balance On Account – Parks & Recreation Fund		
Checking	\$ 4,310.65	
Certificate	\$ 24,632.33	\$ 28,942.98
Balance On Account – Non-Uniform Employee Pension Fund		
Checking	\$ 4,667.58	
Certificate	\$ 676,430.20	\$ 681,097.78
Balance On Account – Police Motor Equipment Fund		
Checking	\$ 15.00	
Certificate	\$ 25,132.90	\$ 25,147.90
Balance On Account –PLGIT Capital Reserve Fund		
	\$ 122,367.44	\$ 122,367.44
Balance On Account		\$ 2,913,501.19
		\$ 3,089,509.03

Respectfully submitted



Florence M. Watts

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business November 30, 2015

SEWER FUND #2

Balance as of last report	\$ 3,795,348.28	
CD Purchased	\$ 104,000.00	
CD Deposited	\$ 183,000.00	
	-----	
	\$ 3,716,348.28	\$ 3,716,348.28

Deposits

Sewer Rent	\$ 13,185.80	
Interest	\$ 221.33	
CD Deposited	\$ 183,000.00	
Liens – Attorney Fees	\$ 3,500.00	
Liens – Costs	\$ 54.00	
Liens – Penalty	\$ 258.73	
Liens - Interest	\$ 2,928.28	
Fund Adjustment	\$ 154.83	
	-----	
	\$ 203,302.97	203,302.97

\$3,919,651.25

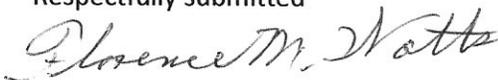
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WITHDRAWALS

By Orders #7375-7401, 21583-21592 \$ 186,627.77

Balance On Account	\$ 107,023.48	
Certificate	\$ 3,626,000.00	\$ 3,733,023.48
		-----
		\$ 3,919,651.25

Respectfully submitted



Florence M. Watts

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business November 30, 2015

POLICE PENSION FUND

Balance as of last report

Checking	\$	6,491.82
Certificate – PNC Bank	\$	477,527.48
Certificate – Phoenixville Federal Bank	\$	39,210.04
		-----
	\$	523,229.34

Deposits	Certificate	\$	8,000.00
	Interest	\$	143.67
			-----
			8,143.67

\$531,373.01

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Withdrawal:

By Orders 2080, 2081	\$	3,431.79
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Current Balance On Accounts

Checking	\$	11,203.70
Certificate PNC Bank	\$	477,527.48
Certificate – Phoenixville Federal Bank	\$	39,210.04
		-----
	\$	527,941.22

\$531,373.01

Respectfully submitted



Florence M. Watts

The cost to purchase this parcel would be absorbed by the borough. The borough would then apply for community revitalization program funds (CRP) through the Chester County Department of Community Development to renovate the parcel. At this time Mr. Rittenhouse estimates these renovation costs to be around \$375,000.00.

When a concept plan is finalized, Mr. Rittenhouse will present a copy of the plan and cost estimates to council for their review and approval.

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

**GENERAL ACCOUNT:** (OFFICE) AT&T \$179.10; H.A. Berkheimer, Inc. \$101.04; Baer Romain, LLP \$480.50; PAW \$25.91; 21<sup>st</sup> Century Media \$267.98; CIGNA \$249.00; Verizon \$167.28; PECO \$234.26. **TOTAL:** \$1,705.07. (STREETS) TP Trailers, Inc. \$532.44; Oehlert Bros. Inc. \$240.75; Reams Disposal \$6,989.85; Flexible Benefits Plans, Inc. \$4,052.67; Highway Materials, Inc. \$2,400.00; Robert E. Little, Inc. \$2,865.86; Chester County Solid Waste Authority \$5,692.61; Mowrey-Latshaw \$85.80; Wensel's \$3,101.16; A.J. Blosenski, Inc. \$3,017.48; AirGas \$30.23; Baer Romain, LLP \$1,882.00; Provident \$54.02; Treasurer of Chester County \$494.37; PECO \$73.05. **TOTAL:** \$31,512.29. (POLICE) AT&T \$135.90; Oehlert Bros. Inc. \$527.38; Borough of Pottstown \$100.00; Metro Alert \$2,050.00; Crystal Springs \$50.18; Flexible Benefits Plans, Inc. \$4,671.08; PAW \$654.58; Drugscan \$168.00; Baer Romain, LLP \$820.00; Atlantic Tactical \$73.98; Provident \$63.15; Staples \$98.40; Streamlight \$54.14; Verizon \$291.12; deCordre Automotive \$175.09; SFCW-LLC \$38.50; Hess Uniform \$550.00. **TOTAL:** \$10,521.50.

**SEWER ACCOUNT:** PECO \$2,308.65; M.J. Reider Associates, Inc. \$930.00; USA BlueBook \$333.29; Oehlert Bros. Inc. \$43.07; Crystal Springs \$58.91; Action Data Services \$601.41; Flexible Benefits Plans, Inc. \$3,057.07; Mowrey-Latshaw \$16.48; Lewis Environmental \$333.00; J.C. Ehrlich Company, Inc. \$54.00; PA One Call System, Inc. \$32.07; EEMA \$8,185.36; AT&T \$53.69; Buckman's, Inc. \$424.00; Baer Romain, LLP \$2,710.00; PAW \$98.16; Provident \$134.78; A.J. Blosenski, Inc. \$525.00; USALCO \$4,708.80; Verizon \$184.44; Pottstown Roller Mills, Inc. \$338.20; PECO \$252.16. **TOTAL:** \$25,382.54.

**STREET LIGHTING FUND:** PECO \$4,407.39. **TOTAL:** \$4,407.39.

**BUILDING & PROPERTY FUND:** Crystal Springs \$21.94; Triton Landscaping \$1,276.00. **TOTAL:** \$1,297.94.

**PARK & RECREATION FUND:** PAW \$72.07; 21<sup>st</sup> Century Media \$35.00. **TOTAL:** \$107.07.

**PLANNING, ZONING & HOUSING FUND:** Baer Romain, LLP \$840.00; Eastern Valuation \$1,175.00; Motley Associates, Inc. \$1,556.40. **TOTAL:** \$2,015.00.

**ENGINEERING & CONSULTING FUND:** Motley Associates, Inc. \$2,736.00. **TOTAL:** \$2,736.00.

**INSURANCE FUND:** Black/Laskey Group \$1,895.00. **TOTAL:** \$1,895.00.

**CRP GRANT:** Floyd G. Hersh, Inc. \$35,125.43. **TOTAL:** \$35,125.43.

**CRP CONSULTING FUND:** URDC \$2,750.84. **TOTAL:** \$2,750.84.

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

**ANNOUNCEMENTS:**

Mr. DiGuiseppe announced the following committee meetings are scheduled for the month of December, 2015: **Sewer Committee**, Thursday, December 10<sup>th</sup>, 6:30 p.m.; **Planning Commission**, Wednesday, December 16<sup>th</sup>, 7:00 p.m.; **Parks & Recreation Committee**, Thursday, December 17<sup>th</sup>, 6:00 p.m.; **Police Committee**, Thursday, December 17<sup>th</sup>, 6:30 p.m.; **Finance & Ordinance Committee**, Tuesday, December 22<sup>nd</sup>, 6:30 p.m.

The January Borough Council Meeting is scheduled for Monday, January 4<sup>th</sup>, 2016, 7:00 p.m.

President DiGuiseppe announced there will be a short recess and then council will go into executive session to discuss a real estate purchase and a litigation matter.

President DiGuiseppe called the regularly scheduled meeting back to order.

**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