

SPRING CITY BOROUGH COUNCIL MEETING

October 5th, 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 DiGuseppe, Kern, Shaner, Sweeney, Battelle, Solicitor Romain, and Borough Manager Rittenhouse.

APPROVAL OF THE MINUTES:

Mr. Shaner motioned to approve the minutes of the September 8th, 2015 council meeting. Mr. Sweeney seconded. Motion carried.

COMMITTEE REPORTS:

STREETS AND UTILITIES: Mr. Rittenhouse gave the following Streets Department Report for the month of September, 2015. **TRASH DISPOSAL** - 99.2 tons of refuse were hauled to the Lanchester Landfill in Honeybrook, PA by Reams Disposal from August 24th, 2015 through September 21st, 2015. Twenty-three (23) bulk trash pick-ups were made during the month.

RECYCLING - Thirty (30) dump truck loads of yard waste were collected at curbside on Mondays. One load of scrap metal weighing 1,380 pounds was transported to Phoenixville Scrap. **MAINTENANCE**- Mowed and trimmed the grass on all borough properties. Trimmed the hedges at the Borough Hall Building. Assisted the sewer plant operator with the installation of a new valve for the reed beds. Performed routine maintenance on the leaf vac to prepare for the leaf collection season. Winterized the pool building at Brown Street Park. Emptied the trash receptacles weekly at all of the recreation areas. Reinstalled the rims and nets on the basketball standards at Brown Street Park. Completed painting the yellow curbing at intersections and driveways throughout the borough. Replaced one light bulb and two bent flag poles on North Main Street. **MISCELLANEOUS** - Two insurance claims were filed for damages to a street lamp post on East Bridge Street and a hand rail at New & Main Streets. The Act 101, 904 Performance Recycling Grant was filed on September 14th by Mr. Rittenhouse.

LEAF COLLECTION PROGRAM - The Borough's annual Leaf Vac Program will begin on Tuesday, October 6th and run through Friday, December 4th.

SANITATION AND SURFACE WATER: Mr. Shaner reported the average daily flow at the plant for the month of September was 256,000 gallons per day. The maximum flow occurred on September 11th, 2015 and was recorded at 450,000 gallons. Both chlorine contact tanks were pumped down and cleaned during the month. The materials required to rebuild two of the clarifiers should be shipped around October 22nd from Polychem to Eastern Environmental Contractors, Inc. Installation will start immediately after the complete order is received by Eastern. The fuel pump was replaced on the plant pick-up truck on September 22nd. The draft NPDES permit from PA DEP was received by the borough on Monday, September 28th. Copies were also forwarded to the Delaware River Basin Commission, Anthony Price (EEMA), and the Chester County Health Department. The Borough may provide written comments on the draft permit back to PA DEP within 30 days following publication of a public notice for the draft permit.

POLICE:

Mr. Sweeney reported the police committee met on September 17th. The committee discussed a recent resident complaint letter. The chief offered some background to the committee concerning police department activity relating to the letter. The chief stated he would contact the resident directly about the complaint. Members of the Liberty Fire Company Social Hall were also in attendance because they received the same resident complaint letter. Members of the committee explained that the borough would not address resident complaints directed to the fire company. The committee also discussed the current ordinance on open burning. The chief stated he believed the ordinance was sufficient and did not need any changes. Finally, the committee discussed staffing issues. The police department has recently hired new part time officers and they are currently in training.

Mr. Sweeney read the police report for September, 2015 as follows: Accidents 5; alarms 3; animal complaints 9; assaults 1; criminal mischief 2; DUI 1; disorderly conduct/disturbing the peace/domestic 7; harassment 1; indecent exposure 1; lock out service 1; theft reports 2; medical assistance 15; medical emergency 15; mental health check 1; all traffic incidents 24; non-criminal reports 10; ordinance complaints 5; public drunk 1; public service reports 7; service call 2; stolen vehicle 1; suspicious person 19; traffic enforcement warning 10; underage 1; warrants 3; well being check 1. **Arrests** – traffic 10; criminal 4; court hours 44; parking tickets 4; speeding tickets 6; non-traffic citations 10. **Assist to Other Police Departments: 9. Mileage traveled during the month of September:** Car 14-1 (2011 Dodge) 2,377 miles and Car 14-2 (2014 Dodge) 604 miles which made a total of 2,981 miles. **Gas used during the month of September:** Car 14-1 (2011 Dodge) 242.520 gallons and Car 14-2 (2014 Dodge) 66.90 gallons which made a total of 309.420 gallons of gas used during the month.

FINANCE & ORDINANCE:

Mr. DiGuiseppe reported the Finance & Ordinance Committee met on September 23rd and did a final review of the proposed Rental Property Maintenance Program.

The committee also discussed the Borough's existing burning ordinance and determined that it is their recommendation that no revisions to the ordinance are needed at this time.

ZONING, HOUSING & PROPERTY:

Mr. Rittenhouse reported there were five (5) building permits issued during the month of September, 2015. Robert Henzler, 423 Bridge Street, electric; Kevin Myers, 340 S. Main Street, roof; Donna Reynolds, 25 N. Church Street, patio-concrete; David Pugliese, 291 Water Street, roof; Dominic Calamia, 250 Yost Avenue, roof. The estimated cost of construction for the month of September, 2015 was \$15,700. Permit fees collected for the month of September was \$350.00.

PARKS & RECREATION:

Mr. Sweeney reported the Parks and Recreation Committee met on September 17th and discussed the Borough Wide Yard Sale and Music & Market Festival. Due to the weather conditions on October 3rd the event was postponed until October 10th. The event will run from 11:00 a.m. to 4:00 p.m.

EMERGENCY SERVICES & PUBLIC SAFETY:

Mr. DiGuiseppe noted that the upcoming PECO drill is scheduled for November 17th, 5:00 p.m. at the Borough Hall.

FINANCIAL REPORTS: (Enclosed)

ADMINISTRATOR'S REPORT FOR THE MONTH OF:

SEPTEMBER, 2015

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

GENERAL GOVERNMENT

		<u>% UNSPENT</u>
General Government	\$ 43,820.04	28%
Protection to Persons and Property	\$ 131,801.89	31%
Planning, Zoning and Housing	\$ 39,673.16	66%
Streets and Highways	\$ 120,675.90	27%
Street Repaving	\$ 74,101.00	84 %
Parks and Recreation	\$ 17,038.65	84%
Insurance	\$ 52,281.91	96%
Street Lighting	\$ 15,291.98	28%
Library	\$ - 0 -	--
Liberty Fire Company	\$ 22,100.00	100%
Association Dues and Expenses	\$ 1,903.28	87%
Building and Property	\$ 22,949.23	54%
1% Tax Collection	\$ 1,707.52	32%
OPT Tax Collection	\$ 168.22	68%
Workers' Compensation	\$ 1,348.69	4%
Engineering and Consulting	\$ 25,374.00	78%
CRP Grant – Consulting	\$ 34,084.54	88%
<u>SEWER ACCOUNT</u>	\$685,587.28	60%

This report reflects all wages and bills paid through September 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: 8/25/2015 00:00:00 To 9/29/2015 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	\$50,115.79	\$24.43	\$0.00	\$0.00	\$0.00	\$0.00	\$2,640.00	\$3,103.75	\$55,883.97
2A. Additions: During the Month	\$0.00	\$7.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.67
2B. Deduction: Credits During the Month from 17									
3. Total Collectable	\$50,115.79	\$32.10	\$0.00	\$0.00	\$0.00	\$0.00	\$2,640.00	\$3,103.75	\$55,891.54
4. Less: Face Collections for the month	\$2,528.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.00	\$110.00	\$2,748.22
5. Less: Deletions from the List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$17.50	\$42.50
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	\$47,587.57	\$32.10	\$0.00	\$0.00	\$0.00	\$0.00	\$2,505.00	\$2,976.25	\$53,100.92
B. Reconciliation of Cash Collected									
9. Face Amount of Collections - Must agree with line 4	\$2,528.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.00	\$110.00	\$2,748.22
10. Plus: Penalties	\$252.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.00	\$11.06	\$274.87
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	\$2,781.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$121.00	\$121.06	\$3,023.09
13. Total Cash Collected All Columns									

MTS Collection Summary

	Current Tax	Interim Tax	
Face Amount	\$2,748.22	\$0.00	
Discount Amount	\$0.00	\$0.00	
Penalties Amount	\$274.87	\$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)			
Total Over/Under Paid	\$4.50	\$0.00	
Total Deposit (Including Refunds)			\$3,023.09
Adjusted Total Cash Collected			\$3,027.59
Bounced Checks - Deposits Reversed by Bank for insufficient funding			
			\$0.00

Collection Statistics	Municipal/County		School		Disc/Pen Total	Face Total	Total
	Current	Interim	Current	Interim			
Face Amount Collected in Discount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Face Amount Collected in Face	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Face Amount Collected in Penalty	\$2,748.22	\$274.87	\$0.00	\$0.00	\$274.87	\$2,748.22	\$3,023.09
							\$3,023.09

Commission	Municipal/County		School		Per Capita	Others
	Current	Interim	Current	Interim/Other		
12: Total Cash Collected Per Column	\$ 2,781.03	\$0.00	\$ 0.00	\$ 0.00	\$ 121.00	
Commission Rate						
Monthly Commission per column						

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

Balance as of last report	\$2,776,666.47
CD Purchased	\$ 115,000.00

	\$2,891,666.47

Deposits Sec'y Office – General Fund

Berkheimer Associates – E.I.T.	\$ 58,735.71
Berkheimer Associates – O.P.T.	\$ 295.98
Trash Collection Fees	\$ 42,615.59
Trash Certs	\$ 70.00
Right To Know	\$ 16.16
Insurance Refund	\$ 250.00
Local Fines	\$ 1,896.50
County Fines	\$ 81.31
Lease Dwelling Fee	\$ 3,473.68
Taxes	\$ 75,000.00
Bulk Pick Ups	\$ 458.00
Liquor License Fee	\$ 400.00
Interest	\$ 23.50
Realty Transfer Tax	\$ 2,091.81
Utility Permits	\$ 30.00
Act 205 Municipal Pension State Aid	\$ 43,129.18
Act 205 Volunteer Fire Relief Funds	\$ 18,988.57
Liens - Attorney Fees	\$ 500.00
Liens - Costs	\$ 18.00
Liens – Penalty	\$ 25.63
Liens – Interest	\$ 24.65
Building Permits	\$ 350.00
U & O Inspections	\$ 225.00
TOTAL DEPOSITS TO GENERAL FUND	\$ 248,699.27

DEPOSITS TO OTHER ACCOUNTS

PLGIT Investment	\$ 2.71
Parks & Recreation Fd.- C.A.O.S.C.-Utility Lease Fee	\$ 1,816.34
TOTAL DEPOSITS OTHER ACCOUNTS	\$ 1,819.05
TOTAL DEPOSITS TO ALL ACCOUNTS	\$ 250,518.32

\$ 250,518.32
\$3,142,184.79

WITHDRAWALS:

By Orders #1349-1350 Street Lighting Fund	\$ 4,273.14
By Orders #10154-10155 Non-Uniform Employee Pension Fund	\$ 1,357.78
By Orders #1711-1714 Parks & Recreation Fund	\$ 2,328.59
By Orders #12962-12998, 27825-27864 General Fund	\$ 205,836.99

TOTAL WITHDRAWALS \$ 213,796.50

Balance On Account – General Fund

Checking	\$ 158,241.26	
Certificate	\$ 1,427,000.00	\$ 1,585,241.26

Balance On Account – Motor Equipment Fund

Checking	\$ 1.00	
Certificate	\$ 124,134.17	\$ 124,135.17

Balance On Account – Street Lighting Fund

\$ 8,515.20	\$ 8,515.20
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Balance On Account – Gasoline Tax Fund

Checking	\$ 1.00	
Certificate	\$ 349,058.10	\$ 349,059.10

Balance On Account – Parks & Recreation Fund

Checking	\$ 5,497.94	
Certificate	\$ 24,632.33	\$ 30,130.27

Balance On Account – Non-Uniform Employee Pension Fund

Checking	\$ 7,382.94	
Certificate	\$ 676,430.20	\$ 683,813.14

Balance On Account – Police Motor Equipment Fund

Checking	\$ 1.00	
Certificate	\$ 25,132.90	\$ 25,133.90

Balance On Account –PLGIT Capital Reserve Fund

\$ 122,360.25	\$ 122,360.25
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Balance On Account \$ 2,928,388.29

\$ 3,142,184.79

Respectfully submitted



Florence M. Watts

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

SEWER FUND #2

Balance as of last report	\$3,793,354.60	
CD Purchased	<u>\$ 20,000.00</u>	
	\$3,813,354.60	\$3,813,354.60
Deposits:		
Sewer Rent	\$ 18,920.39	
Interest	\$ 422.25	
Sewer Certs	\$ 60.00	
Liens – Costs	\$ 18.00	
Liens – Penalty	\$ 25.62	
Liens – Interest	<u>\$ 41.95</u>	
	\$ 19,488.21	\$ 19,488.21
		\$3,832,842.81

Withdrawals:		
By Orders #7330-7350, #21563-21573		\$ 46,967.89
Balance On Account		
Checking	\$ 80,874.92	
Certificate	\$3,705,000.00	\$3,785,874.92

		\$3,832,842.81

Respectfully submitted

Florence M. Watts

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

POLICE PENSION FUND

Balance as of last report

Checking	\$ 13,355.40
Certificate – PNC Bank	\$485,527.48
Certificate – Phoenixville Federal Bank	<u>\$ 39,210.04</u>
	\$538,092.92

Deposits: \$ 00.00

\$538,092.92

Withdrawal:

By Orders 2076, 2077 \$ 3,431.79

Current Balances on Accounts

Checking	\$ 9,923.61
Certificate – PNC Bank	\$ 485,527.48
Certificate – Phoenixville Federal Bank	<u>\$ 39,210.04</u>
	\$534,661.13

\$538,092.92

Respectfully submitted

Florence M. Watts, Treasurer

APPROVAL OF REPORTS:

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

PUBLIC COMMENT:

Jill McKelvey, 330 Bridge Street, addressed council in regards to ordinances that pertain to archery in the Borough.

Mr. Romain stated that to the best of his knowledge there is no ordinance that deals with bows and arrows; however, there is a state law that regulates the use of bows and arrows in municipalities.

UNFINISHED BUSINESS:

1. Public Meeting to Discuss the Implementation of a "Rental Property Maintenance Program"

Mr. DiGuseppe noted that a public meeting to consider adoption of an ordinance that regulates a rental property maintenance program is scheduled for Tuesday, October 20th, 7:00 p.m. in the lower meeting room at the Liberty Steam Fire Engine Company No. 1, 20 S. Main Street.

Mr. Rittenhouse reported that meeting notices were mailed to all landlords of record on Monday, October 5th.

NEW BUSINESS:

1. Request from Steve Kambic Regarding a Fee in Lieu of Taxes for the Flag House.

This matter was tabled pending Mr. Kambic's attendance at a future borough council meeting.

2. 2015 Receipt and Distribution of the Volunteer Fire Relief Association Allocation.

The 2015 Commonwealth Fireman's Relief Funds in the amount of \$18,988.57 were direct deposited into the Borough's General Fund on September 24th.

Mr. Shaner motioned to distribute the 2015 Fireman's Relief Funds in the amount of \$18,988.57 to the Liberty Fire Company. Mr. Sweeney seconded. Motion carried.

READING OF THE PAYMENT OF THE BILLS:

GENERAL ACCOUNT: (OFFICE) H.A. Berkheimer, Inc. \$559.83; Baer Romain, LLP \$300.00; PAW \$26.15; Wrigley's \$206.06; AT&T \$129.23; Verizon \$160.07; Staples \$92.95. **TOTAL:** \$1,474.29.
(STREETS) Oehlert Bros. Inc. \$443.19; Flexible Benefits Plans, Inc. \$4,052.67; Wensel's \$4,670.63; Chester County Solid Waste Authority \$5,254.20; Mowrey-Latshaw \$145.42; Reams Disposal \$6,989.85; A.J. Blosenski, Inc. \$3,017.48; Baer Romain, LLP \$400.74; Keystone Alliance Consulting \$1,980.49; AirGas \$18.33; Provident \$54.02; PECO \$35.62; Sherwin-Williams Co. \$23.99; Advance Auto Parts \$29.48. **TOTAL:** \$27,116.11. (POLICE) Oehlert Bros. Inc. \$634.45; Flexible Benefits Plans, Inc. \$4,671.08; Borough of Pottstown \$400.00; Drugscan \$168.00; Crystal Springs \$33.39; PAW \$654.58; SFCW-LLC \$56.00; Provident \$63.15; Verizon \$289.75; Hess Uniforms \$180.00; Staples \$357.63; Metropolitan Communications, Inc. \$794.90; AT&T \$68.01. **TOTAL:** \$8,370.94.

SEWER ACCOUNT: Buckman's Inc. \$446.00; PECO \$1,005.04; M.J. Reider Associates, Inc. \$744.00; Oehlert Bros. Inc. \$66.59; Flexible Benefits Plans, Inc. \$3,057.07; Mowrey-Latshaw \$97.40; EEMA \$3,923.33; Action Data Services \$195.39; J.C. Ehrlich Company, Inc. \$54.00; Crystal Springs

\$9.66; PA One Call System, Inc. \$11.48; Baer Romain, LLP \$1,349.87; Keystone Alliance Consulting \$2,278.08; PAW \$108.46; American Retirement Life \$1,156.32; CIGNA \$249.00; AT&T \$19.09; Provident \$129.47; A.J. Blosenski \$525.00; Verizon \$180.42; deCordre Automotive \$934.99; Motley Associates, Inc. \$656.00 TOTAL: \$17,196.66.

STREET LIGHTING FUND: PECO \$4,028.62. TOTAL: \$4,028.62.

BUILDING & PROPERTY FUND: Miller Bros. \$7,920.00, Crystal Springs \$22.15; Spring City Electrical Manufacturing Company \$210.00. TOTAL: \$8,152.15.

PLANNING, ZONING & HOUSING FUND: Baer Romain, LLP \$288.00; Motley Associates, Inc. \$1,422.85. TOTAL: \$1,710.85.

PARK & RECREATION FUND: Jeremy Fox \$200.00; United Site Services \$86.64. TOTAL: \$286.64.

ENGINEERING & CONSULTING FUND: Mockenhaupt Benefits Group \$700.00. TOTAL: \$700.00.

CRP GRANT FUND: Floyd G. Hersh, Inc. \$7,146.00. TOTAL: \$7,146.00.

CRP CONSULTING FUND: URDC \$1,723.48. TOTAL: \$1,723.48.

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

ANNOUNCEMENTS: President DiGuseppe announced the following committee meetings are scheduled for the month of October, 2015: **Sewer Committee**, Thursday, October 8th, 6:30 p.m.; **Parks & Recreation Committee**, Thursday, October 15th, 6:00 p.m.; **Police Committee**, Thursday, October 15th, 6:30 p.m.; **Planning Commission**, Wednesday, October 21st, 7:00 p.m.; **Finance & Ordinance Committee**, Wednesday, October 28, 6:30 p.m.

The next Borough Council meeting is scheduled for Monday, November 2nd, 2015, 7:00 p.m.

The Spring City Library Board will meet on Tuesday, October 20th, 7:00 p.m. at the library located at 245 Broad Street.

The Borough wide yard sale and Music & Market Festival is scheduled for Saturday, October 10th, 11:00 a.m. – 4:00 p.m.

ADJOURNMENT:

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

Respectfully submitted

Dennis Rittenhouse