

August 8, 2018

COMMITTEE OF THE WHOLE MEETING

The August 8, 2018 Committee of the Whole meeting was called to order at 7:00 p.m. by President Weand in the Council Meeting Room, Pottstown Borough Hall, 100 East High Street, Pottstown, PA.

ATTENDANCE

Councilors present were Ryan Procsal, Carol Kulp, Donald Lebedynsky, Trenita Lindsay, Dan Weand, and Rita Paez. Also present were Interim Borough Manager Justin Keller, Solicitor Charles Garner, Mayor Stephanie Henrick and Borough Secretary Virginia Takach. Councilor Kirkland was absent.

INVOCATION

President Weand announced the passing of Borough Employee William Sharon and expressed condolences to Bill's family, friends and co-workers on behalf of the Mayor and Borough Council.

President Weand requested a moment of silence.

PLEDGE ALLEGIANCE TO THE FLAG

EXECUTIVE SESSION

President Weand recessed the meeting to executive session at 7:05 p.m. for personnel items, which may result in Council action.

RECONVENED

The meeting reconvened at 7:15 p.m. resulting in two additional items to be added to the agenda, being contract approvals for Borough Manager and Police Chief.

SUBCOMMITTEE REPORTS

- a. Infrastructure – There was no meeting.
- b. Economic Development – Peggy Lee-Clark announced that the developers for the former Brickhouse building have rescinded their plan and she will be working with owners of the building to seek new tenants. Ms. Lee-Clark also requested approval to serve alcohol in Smith Family Plaza for the Fête en Blanc event scheduled for September 14th, 6:00 p.m. – 9:00 p.m.
- c. Transportation – Vice President Kulp advised that the committee meets next week.
- d. Ad hoc Zoning – There was no meeting.
- e. Ad hoc Animal – Sheryl Miller and Jon Daywalt were present to provide the report.

August 8, 2018

Ms. Miller reviewed the process for feral cats and other animals. She also explained the responsibility of caretakers of these animals. Ms. Miller added that anyone interested in donating garden area may contact Mosaic Lands Trust or David Garner. She also noted that Councilor Kirkland will provide recommendations from the Ad Hoc Animal Committee for future ordinance amendments.

f. Ad Hoc Financial Sustainability Oversight Committee – There was no report in Councilor Kirkland's absence.

BOARDS & COMMITTEE REPORTS

a. Emergency Services Reports – Chief Kevin Yerger provided statistics for Goodwill Fire Company for the month of July. He also reported a hazmat incident and three water rescues. Chief Yerger also outlined July's participation, fundraising and training events.

Andy Pyles, North End Fire Company, also provided statistics for July and advised that the Juniors have graduated and are now Senior Fire fighters. He also provided information on the August 31st food truck and the September 8th Sports Bingo events.

Miles Feather, Chief of Phillies Fire Company, reported on the training and participation events, including the August 7th National Night Out.

b. Human Relations Commission – Marcia Levengood expressed condolences to the family of Bill Sharon, also a former Human Relations Commission member. She advised that at the July meeting, a Memorandum of Understanding was approved between the Commission and the Pennsylvania Human Relations Commission. She added that to comply with the MOU, there will be additional needs for furniture, staff and financial assistance.

c. Land Bank Report – Mr. Keller provided an update on the Board's review of policies and procedures. A draft will be provided to Council in the near future. He added that several board members will be meeting with another board in Dauphin County next week.

d. Library – There was no report.

e. Olivet Boys & Girls Club – There was no report.

f. Pottstown School District – There was no report.

MAYOR'S REPORT

Mayor Henrick reported that the Rotary, with the assistance of Tom Hylton, planted 100 trees at the High School. She also outlined the recent events in which she participated.

MANAGER'S REPORT

Mr. Keller provided Bill Sharon's background and accomplishments as an employee of the Borough and a volunteer of the community. He added that this year's Pet Fair will be held in Bill's memory.

August 8, 2018

Mr. Keller also provided an update on grant possibilities for underground arches and Stormwater controls and seeking information from the Department of Community and Economic Development with the assistance of local legislators. He reported that the TCDI grant was awarded for the zoning and planning area of the existing Industrial Park in the Keim Street area. He also announced the opening of several new establishments in the Borough and that AFSCME negotiations will begin in mid-August.

PRESENTATION – MAKE IT MONTCO, VALLEY FORGE TOURISM

Rachel Riley, Communications & Media Relations Manager, was present and outlined the tourism, programs and publications throughout Montgomery County. She also introduced the County's mascot, "Monty, the Fox." Ms. Riley highlighted events in the County including the Valley Forge Invitational, the LPGA Tour, and the world's largest outdoor volleyball tournament, which is the 27th Annual Pottstown Rumble, held in Memorial Park. She presented Montco Makers, featuring Pottstown's Manatawny Still Works and described the Septa Share program.

AUDIT PRESENTATION, BILL BRESLAWSKI, MAILLIE

Bill Breslawski and Andrew Steer, Auditors, were present to review the Borough's annual audit report, ending December 2017, previously distributed to Council. Mr. Breslawski highlighted the Management's Discussion and Analysis and Basic Financial Statements. He also referred to the two audit letters and reported only one finding in the Charter Service quarterly report, which has been corrected by staff and may have been the result of a change in staff. He also advised that the trust investments were being recorded in the financial software at the end of the year and recommended that the activity be recorded monthly.

Mr. Breslawski added that Mr. Keller's and Ms. Lee's Staff were very helpful and courteous during the audit process.

PRESENTATION – TRICOUNTY ACTIVE ADULT CENTER

Brian Parkes, Executive Director of the TCAAC, formerly the Pottstown Senior Center, was present to provide an update of the Center's activities, programs and finances on its one-year anniversary. Mr. Parkes noted that over 150 people a day attend the Center and over 18,000 free meals have been served over the past twelve months. He also outlined the funding sources for the Center and requested that Council reconsider its contribution to the Center for 2019, which was eliminated from the Borough's budget in 2018.

MAPLE STREET PARK PLANS – GREATER POTTSTOWN TENNIS & LEARNING

Jeffrey Cardwell & Dave Faulkner were present to represent the Greater Pottstown Tennis & Learning and reviewed the revised plans. He also provided a letter of agreement from the GPTL incorporating the recommended changes to the plan as outlined in Mr. Keller's letter of July 26, 2018. He noted that the removal of two trees will be replaced by four new trees.

Michael Lenhart commented on the storm water lines and a possible consideration of relocating, which he will defer to Public Works Director Doug Yerger. He added that the modular structure is no longer in the agreement.

August 8, 2018

Solicitor Garner advised that the only action required of Council is to approve the plan, subject to compliance with Staff's recommendations.

President Weand noted this will be listed on Monday's agenda.

PDIDA PRESENTATION

Sheila Dugan was present and provided a brief background and progress of the Pottstown Downtown Improvement District Authority. She also provided a 5-year Strategic Plan and requested Council's support. Ms. Dugan also announced that PDIDA now has a part-time secretary funded by AARP and also provided an update on grants, the FARM and the Two Bite Club for children. She also presented PDIDA's new logo and new brochure and plans for the trash can wraps and sidewalk art.

PDIDA EXTENSION

Mr. Keller advised that the Ordinance regulating PDIDA's term states it will expire in December 2018 and can be addressed at the October meetings.

KEEP

Mr. Keller requested authorization to advertise a public hearing for the comment period of the Keystone Employment Opportunity Plan in conjunction with West Pottsgrove Township.

CIVIL SERVICE ELIGIBILITY LIST APPROVAL

Mr. Keller referred to the Civil Service Commission Eligibility List as approved by the Commission on June 25, 2018 for the purpose of establishing a list of potential police officers.

RESOLUTION – MONTGOMERY COUNTY HAZARD MITIGATION PLAN UPDATE

Mr. Keller also referred to the draft resolution adopting the 2017 Hazard Mitigation Plan for the Borough.

President Weand advised that these items will be listed for consideration on Monday's agenda.

FEE SCHEDULE AMENDMENT

President Weand referred to the updated fees as recommended by the Financial Sustainability Oversight Committee to bring certain fees in line with the actual cost and the cost of the employee performing the service and to align with the fee formula established by Staff.

MID-YEAR BUDGET ADJUSTMENTS

President Weand also referred to the Mid-Year budget adjustments as recommended by Department Heads and the Finance Committee and noted these will be listed for approval on the regular agenda.

August 8, 2018

FLY ELITE – AIRPORT COMMUNITY DAY

Mr. Keller reviewed the request of James Rouiller, the Fixed Based Operator at the Airport, outlining the events for the September 15, 2018 Community Day at the Airport.

HALLOWEEN PARADE 2018

Mr. Keller also referred to the request of the Parks & Recreation Department to hold the annual Halloween Parade on October 23, 2018, resulting in the closing of High Street.

These items will be listed on the agenda for consideration.

MANHOLE FRAMES & LIDS SANITARY SEWER CLEANING & TELEVISIONING

Mr. Keller reviewed the bid tabulations for the Manhole Frames and Lids and for the Sanitary Sewer Cleaning and Televisioning projects and requested they be awarded as per the bid tabulation of August 7, 2018.

APPOINTMENTS

Mr. Keller advised that Ray Lopez has requested to be reappointed to the Construction Code Board of Appeals and Katie Scanlan has requested reappointment to the EAC.

These will be listed for approval on Monday evening.

HARB

Mr. Keller requested approval for a Certificate of Appropriateness for the administratively approved property located at 421 King Street for the replacement of the existing slate roof.

ADD-ONS –APPOINTMENTS

Borough Manager – Motion by Councilor Procsal, seconded by Councilor Lebedynsky to approve the contract between the Borough and Justin Keller for the position of Borough Manager.

President Weand opened a public hearing at 8:45 p.m. as this item was not previously listed on the agenda. Hearing no comments, the hearing closed at 8:46 p.m.

Motion carried: 6 ayes.

Chief of Police – Motion by Councilor Procsal, seconded by Councilor Kulp to approve the contract between the Borough and Michael Markovich for the position of Chief of Police.

President Weand opened a public hearing at 8:48 p.m. as this item was not previously listed on the agenda. Hearing no comments, the hearing closed at 8:49 p.m.

Motion carried: 6 ayes.

August 8, 2018

COMMENTS FROM CITIZENS PRESENT

a. Sheryl Miller, 59 West 9th Street – commented as a member of ArtFusion 19464 and suggested promotions should be coming from PAID rather than having to pay a fee to PDIDA. She also reported on the deplorable conditions of the Circle K store on Manatawny Street. Ms. Miller also questioned Councilor Lebedynsky as to why he returned a call to Mr. Daywalt, not one of his constituents, but has not returned a call to her, being a constituent in his ward.

b. Darlene Bainbridge, 548 Farmington Avenue – thanked all involved for their participation and support during the GoFourth events and announced the queen crowning ceremony will take place on August 12th at the Carousel building.

c. Peggy Lee-Clark, PAID – commended the Valley Forge Tourism group for its continued support of the Borough and promoting the Borough's events.

COUNCILORS' GENERAL DISCUSSION

Councilor Paez agreed that the non-profit organizations should be promoted and expressed condolences to Bill Sharon's family.

Councilor Lindsay highlighted her attendance at recent events, including the recent National Night out, and read a statement from Councilor Kirkland in honor of Bill Sharon.

Vice President Kulp praised the efforts of the Dan Price and the patio garden at the Barth Elementary School.

Councilor Procsal also expressed condolences to Bill's family and co-workers.

Mayor Henrick congratulated Manager Justin Keller and Chief Michael Markovich on their recent appointments.

President Weand remembered Bill Sharon as a fellow-worker at the former Flagg's plant and for his dedication to the Borough.

ADJOURNMENT

President Weand adjourned the meeting at 9:00 p.m.

Attested,

Justin M. Keller
Borough Manager