

October 3, 2018

COMMITTEE OF THE WHOLE MEETING

The October 3, 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 and Dan Weand. Also present were Borough Manager Justin Keller, Solicitor Charles Garner, Mayor Stephanie Henrick and Borough Secretary Virginia Takach. Councilors Kirkland and Paez were absent.

INVOCATION

President Weand requested a moment of silence.

PLEDGE ALLEGIANCE TO THE FLAG

PRESENTATION – CAROUSEL, ATTORNEY ADAM SAGER

Attorney Adam Sager and Jim Arms were present representing the Carousel at Pottstown and invited all to attend the October 14th Carousel of Flavor. He requested Council, Manager Keller and the Mayor to participate as judges during the event.

Mr. Arms provided a few statistics and upcoming holiday events for the Carousel. He also explained a proposal to add a small office space and patio for an outside eating area for the Carousel and will provide additional information in the near future.

SUBCOMMITTEE REPORTS

- a. Infrastructure – Councilor Kulp noted there was no meeting.
- b. Economic Development – Peggy Lee-Clark provided an update on new development and companies coming into the Borough, with the expectation of one company hiring 40-50 people. Contrast metals has moved into the former Bethlehem Steel complex, hiring four positions. Ms. Lee-Clark advised that Savana, a holistic studio and Donut NV will be opening in the Hanover Square complex within the next few months.
- c. Transportation – Councilor Kulp advised that the minutes were provided in the packets.
- d. Ad hoc Zoning – Councilor Procsal advised that a discussion on out-door seating continued, along with review of other proposed amendments.
- e. Ad hoc Animal – There was no report.
 - a. Ad Hoc Financial Sustainability Oversight Committee – Mr. Keller advised that there will be a meeting in October with Econsult to kick-off the financial review project.

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BOARDS & COMMITTEE REPORTS

a. Emergency Services Reports – Kevin Yerger, Goodwill Fire Company, provided the statistics for August and September and the training, social and fundraising events. He added that next week is Fire Prevention week and will be visiting schools for safety events.

Miles Feather and Ashley Rightnour were present and provided statistics for the Phillies Fire Company. Ms. Rightnour reviewed the training events and upcoming fundraisers. The Phillies will also participate in Fire Prevention week at the schools.

b. Human Relations Commission – Marcia Levensgood reported that she is awaiting the Memorandum of Understanding from the State. She added that National Hispanic month runs from September 15th through October 15th and October is National Disability awareness month.

c. Land Bank Report – There was no meeting.

d. Library – There was no report.

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

f. Pottstown School District – Councilor Lindsay noted that she attended a committee meeting with Valerie Jackson and will be attending the next School Board meeting in October.

MAYOR'S REPORT

Mayor Henrick reported on the events in which participated during September, including the Code Red documentary at the Steel River Playhouse. She also provided the upcoming events for October, noting she will be judging at the TriCounty Active Adult Center's Cheesetoberfest on October 13th. Mayor Henrick requested volunteers for the Edgewood Cemetery clean-up on October 20th. She also provided information on the Acts of Kindness contest between herself and the Mayor of Royersford and read the letter provided by area Mayors in support of the Mayor of Bridgeport.

MANAGER'S REPORT

Mr. Keller announced that PECO will be starting its underground wiring project to fix all street lights on High Street, from Madison to Manatawny Street. The project will begin at High and Madison and proceed west, beginning October 22nd. He also reported that a \$200,000 grant was received from the CDBG program to upgrade fixtures on High Street to LED lighting. Mr. Keller also noted that an RFP for the Authority Engineer is listed on the website.

7:30 P.M. - PUBLIC HEARING – KEEP PROJECT

Solicitor Garner opened a public hearing and explained the requirement under the Montgomery County Planning Code for the Keystone Economic & Employment Specific Plan for the development of the Keystone Boulevard and between the Borough and West Pottsgrove. He added that the Pottstown Planning Commission has recommended approval of the Plan at its

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September 19th meeting and there is also a requirement to provide the plan to contiguous municipalities and school districts.

There was no public comment and the hearing closed at 7:38 p.m.

PECO GREEN REGION OPEN SPACE PROGRAM

Mr. Keller advised that this grant is for upgrades to the Spruce Street Park with the expectation to obtain the match of \$10,000 by applying for a future grant.

AMENDMENT FEE RESOLUTION

Mr. Keller also reviewed updated fees to the Licensing & Inspections Department and the Parks & Recreation Department.

DUI GRANT RESOLUTION 2019-2020

Mr. Keller advised that the Police Department is seeking approval of a two-year grant in the amount of \$99, 884 for assistance with DUI enforcement.

POTTSTOWN AREA REGIONAL RECREATION COORDINATOR EXTENSION

Mr. Keller also recommended approval of the extension for the Regional Recreational Coordinator and explained the range in costs between six or eight municipalities.

President Weand noted that these resolutions will be listed on the regular agenda for consideration.

HANOVER SQUARE LOFTS SUBDIVISION PLAN

Solicitor Garner reviewed the request of Hanover Square LLC for its minor subdivision plan to adjust parking for the apartments to be located at 300 Cherry Street, which was a result of the Zoning Hearing. He also referred to the Borough Engineer's letter of September 17, 2018.

President Weand advised that this would be listed on Tuesday's agenda.

CHEMICAL BID AWARDS REHABILITATE EAST APRON & TAXIWAY HIGHWAY MATERIALS BID AWARDS

Mr. Keller reviewed the bid tabulations provided for each of the projects and requested they be awarded as per Staff's recommendations.

These will be listed for approval on the regular agenda.

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ACT 44 ACTION PLAN – PART

Mr. Keller reviewed the PennDOT recommendations for the PART system implementing cost measures, advertisement for revenue and marketing. This matter was presented at the Transportation meeting.

President Weand advised that it would be listed for approval at the regular meeting.

AIRPORT COMMUNITY DAY LIGHT THE NIGHT – CLOSE WASHINGTON STREET TRICK OR TREAT NIGHT

Mr. Keller explained the requests for the October events and street closures and recommended approval subject to review of the Police and Fire Departments.

These will be listed on Tuesday's agenda.

HARB

Mr. Keller reviewed the requests for Certificates of Appropriateness for the following properties as recommended by HARB:

- a. 860 Beech Street aka 717 High Street – to replace masonry and repair existing slate roof
- b. 1200 High Street – to replace windows
- c. 100 North Hanover Street – to replace slate roof
- d. 64 King Street – to replace window, trim and moldings

He also requested approval of a HARB Certificate for the administratively approved application for property located at 844 High Street.

These will be listed for approval at the Tuesday meeting.

BOARD VACANCIES

Mr. Keller noted that two positions are vacant on the Downtown Improvement District Authority Board and will be considered at the November meeting.

BUDGET PRESENTATION

Janice Lee and Justin Keller presented the preliminary proposed budget to Council. Mr. Keller advised that they met with each department head and explained the deficit in the General Fund, which cannot be balanced through other funds, such as water and sewer.

Ms. Lee also explained the change in the reporting procedures for the 2019 budget to allow all benefits and cost provided to the employee in each department, along with wages where they belong.

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Mr. Keller reviewed the tax allotment among the Borough, School and County at 20%, 73% and 7% respectively. He also provided statistics on the change in assessments from 2005 to the present and the impact of the tax exempt parcels. Mr. Keller explained the mandated headwinds, such as the reassessment of the former Giant complex, 799 State Street, due to the decline of the property.

Ms. Lee advised that the deficit in the General Fund stands at \$698,630. She also agreed to provide information as to decrease in the budget amounts in 2014, along with providing the average reassessment amounts. In addition, she reviewed the increasing liabilities of the health card and the Minimum Municipal Pension Obligations, along with the deficits in the General Fund. Ms. Lee advised that the deficit stands at 9.356 mils resulting in a \$79.45 tax increase on a property assessed at \$85,000 and \$93.47 increase on a property assessed at \$100,000.

Mr. Keller added that there has been a decline in the property assessments and minimal changes in assessments by the County. He noted that with the minimal change and after paying attorney fees, it may not be a productive endeavor.

ADD-ON

Solicitor Garner suggested that the appointment of the Zoning Officer and Assistant Zoning Officer be added to the agenda, as this position is guided by the Municipal Planning Commission and recommended that the appointment be listed for the regular meeting.

COMMENTS FROM CITIZENS PRESENT

Michelle Rohrer, 6 North Hanover Street – reviewed the upcoming Clue event, scheduled for October 27th, 6:30 p.m. in the Smith Family Plaza. The Pottstown edition will focus on Mrs. Smith's Pies and will be in conjunction with PDIDA.

COUNCILORS' GENERAL DISCUSSION

Councilor Lindsay advised that she attended several events and reminded all of the October 25th, 1:00 p.m. tour of the schools.

Councilor Lebedynsky expressed a concern that bikers are not obeying the traffic laws.

Councilor Procsal noted that the CARES event went well and urged all to take care of their properties.

Mayor Henrick reminded all to add posts on her Facebook page to promote Pottstown.

ADJOURNMENT

President Weand adjourned the meeting at 8:35 p.m.

Attested,

Justin M. Keller, Borough Manager