

October 9, 2018

POTTSTOWN BOROUGH COUNCIL

The regular meeting of the Pottstown Borough Council was called to order on Tuesday, October 9, 2018 at 7:00 p.m. in the Council Meeting Room, Pottstown Borough Hall, 100 East High Street, Pottstown, Pennsylvania, with President Weand in the Chair.

CALL TO ORDER

INVOCATION

President Weand requested a moment of silence.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

APPROVAL OF MINUTES

Motion by Councilor Paez, seconded by Councilor Lindsay to approve the September 10, 2018 Council meeting minutes as presented. Motion carried: 6 ayes

NEW BUSINESS

a. Promotion to Sergeant – Motion by Councilor Lindsay, seconded by Councilor Kulp to promote Corporal Thomas Leahan to the rank of Sergeant in the Pottstown Police Department effective immediately.

Mayor Henrick read and presented the citation to Sergeant Leahan in the presence of his family, Chief Markovich and fellow officers.

Motion carried: 6 ayes.

b. Promotion to Corporal – Motion by Councilor Paez, seconded by Councilor Procsal to promote Officer Michael Breslin to the rank of Corporal in the Pottstown Police Department effective immediately.

Mayor Henrick read and presented the citation to Corporal Breslin in the presence of his family, Chief Markovich and his fellow officers.

Motion carried: 6 ayes.

(SEE NEW BUSINESS CONTINUED)

October 9, 2018

COMMENTS FROM CITIZENS PRESENT

a. Mary Schmidt, 666 Hawthorne Avenue– requested Council’s assistance for employees of the SEIU negotiations with Tower Health. She advised that no progress is being made with pay raises and seniority issues. Ms. Schmidt noted that she has been an employee of the Hospital for approximately 35 years.

b. Andrew and Sue Monastra, 740 East High Street – provided information on the community clean-up event for Edgewood Cemetery, High and Edgewood Streets on October 20th, 9:00 a.m. – 3:00 p.m. He also noted that a Hill alumnus has pledged to match up to \$2,500 if raised by the community and to date, \$1,500 has been raised.

Mr. Yerger confirmed that yard waste bags will be picked on the following Wednesday if placed properly at the curb.

c. Tom Burleigh, 124 East State Street, Media – spoke as the representative of the Hanover Square Warehouse, LLC, 300 Cherry Street and requested Council’s support and approval of the minor subdivision listed on the agenda. He added that he is prepared to satisfy all conditions of the plan.

SUBCOMMITTEE REPORTS

a. Finance & Administration – President Weand reported that at the end of August, the revenues stand at 81% and the expenses at 59%. He also reported that the 2017 audit is complete. President Weand also provided statistics regarding the assessments with the expectation of raising property values and continued investments.

COMMITTEE REPORTS

a. PDIDA – Sheila Dugan referred to the report distributed and reviewed the upcoming events including the Hometown Holiday agenda. She also expressed appreciation for the increased police presence in the downtown and the Junior ROTC’s assistance with lighting issues.

b. COG – There was no meeting.

c. EAC – There was no report.

d. Regional Planning – Councilor Procsal advised that a presentation was made by Kourtney High regarding the bike lanes. He also noted that fill for the KEEP project is being sought from the Stowe interchange project.

e. Blighted Property Review Committee – Councilor Procsal referred to the minutes distributed.

UNFINISHED BUSINESS

None.

October 9, 2018

NEW BUSINESS (CONTINUED)

c. Presentatin – Fire Prevention Week, Interim Fire Marshal Richard Lengel

Interim Fire Marshal and former Fire Chief Richard Lengel reviewed fire prevention measures for homes and businesses. He stressed the importance of installing smoke detectors and changing batteries. He also compared the fire and alarm call statistics for 2017 and 2018 and advised that the most common calls are from cooking fires.

d. Zoning Officer – Motion by Councilor Procsal, seconded by Councilor Kulp to appoint Winter Stokes, Zoning and Planning Administrator of the Licensing & Inspections Department, as the Zoning Officer for the Borough of Pottstown. Motion carried: 6 ayes.

e. Assistant Zoning Officer – Motion by Councilor Kulp, seconded by Councilor Paez to appoint Keith Place, Director of Licensing & Inspections, as the Assistant Zoning Officer for the Borough of Pottstown. Motion carried: 6 ayes.

f. DUI Grant – Motion by Councilor Paez, seconded by Councilor Lindsay to adopt a Resolution approving application to the PennDOT Bureau of Highway Safety 2-year Grant in the amount of \$99,884, with no local match, to assist with the DUI Checkpoint and Enforcement Program.

RESOLUTION NO. 2018-27

BE IT RESOLVED, by authority of the Burgess and Town Council of the Borough of Pottstown, Montgomery County, and it is hereby resolved by authority of the same, that the Council President of said Municipality, Authority be authorized and directed to sign the attached grant on its behalf.

I, Justin Keller, Borough Manager of the Burgess and Town Council do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Town Council held the 9th day of October 2018.

Motion carried: 6 ayes.

g. Regional Recreation Coordinator - Motion by Councilor Procsal, seconded by Councilor Kulp to adopt a Resolution in support of the participation in the Pottstown Area Regional Recreation Coordinator program for a five-year term to begin September 1, 2019 at a cost not to exceed \$8,745 per year.

RESOLUTION NO. 2018-28

RESOLUTION IN SUPPORT OF PARTICIPATION IN THE POTTSTOWN AREA REGIONAL RECREATION COORDINATOR (PARRC) PROGRAM

October 9, 2018

WHEREAS the BOROUGH OF POTTSTOWN is currently participating in the Pottstown Area Regional Recreation Coordinator (PARRC) program which began in August of 2014 and will end in August of 2019; and

WHEREAS the BOROUGH OF POTTSTOWN seeks to continue participation in the PARRC Program that hires a professional to support the promotion/development of regional parks and recreation facilities, services, activities and events in the greater Pottstown area for a five-year term that begins on September 1, 2019; and

WHEREAS these projects also provide significant health and economic benefits, increase use of parks and recreation facilities through programming, and promote active living for residents and families across the greater Pottstown region; and

WHEREAS the BOROUGH OF POTTSTOWN understands that the Pottstown Area Health & Wellness Foundation (PAHWF) has offered to assist in the administration of the PARRC program under a contract with the Pottstown Metropolitan Regional Planning Committee (PMRPC), and the Schuylkill Greenway Association, who provides office space and human resource management services to the PARRC program; and

WHEREAS the BOROUGH OF POTTSTOWN will continue to participate in the PMRPC Recreation Subcommittee meetings on a regular basis to oversee the managing agency's contract; and

WHEREAS the BOROUGH OF POTTSTOWN realizes that an equal cost sharing among participating municipalities is needed, in addition to a substantial commitment by the PAHWF totaling 50% of project costs. Each municipality's commitment is needed to fund their equal share and join together to benefit the entire region's citizens through coordination of parks and recreation services; and

WHEREAS the BOROUGH OF POTTSTOWN understands its contributions would be as follows, depending on the number of municipalities that decide to participate:

# of Municipalities	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
6	\$8,003	\$8,180	\$8,363	\$8,551	\$8,745
7	\$6,859	\$7,012	\$7,168	\$7,330	\$7,496
8*	\$7,427	\$7,589	\$7,757	\$7,829	\$8,106

*This would require the addition of a part-time recreation coordinator.

NOW, THEREFORE BE IT RESOLVED that:

1. Pursuant to the understandings and conditions as reference in the recitals above and which are incorporated herein and pursuant to the contingencies as set forth in paragraph two hereof, the BOROUGH OF POTTSTOWN wishes to pledge its support of the continuation of the PARRC program for 5 years beginning September 1, 2019 and ending August 31, 2024.

2. Subject to the binding commitment of a minimum of six of the eight PMRPC municipalities (Douglass Township, Lower Pottsgrove Township, Upper Pottsgrove Township, West Pottsgrove Township, New Hanover Township, and the Borough of Pottstown, all of which are in Montgomery County; and North Coventry Township and East Coventry Township in Chester County), and of the Pottstown Area Health & Wellness Foundation, the BOROUGH OF POTTSTOWN hereby supports the participation in the Pottstown Area Regional Recreation Coordinator program.

October 9, 2018

DULY ADOPTED at the regular meeting of the Borough of Pottstown, Montgomery County, this 9th day of October 2018.

Mr. Keller explained that the cost per year would be higher with eight municipalities participating as there would be a need for a part-time coordinator.

Motion carried: 6 ayes.

h. PECO Green Program - Motion by Councilor Paez, seconded by Councilor Lindsay to adopt a Resolution authorizing the application to the 2018 PECO Green Region Open Space program for the Spruce Street Park Playground project.

RESOLUTION NO. 2018-29

A Resolution Authorizing Application to the 2018 PECO Green Region Open Space Program for the Spruce Street Park Playground Project

WHEREAS, the Borough of Pottstown desires to undertake the installation of replacement commercial playground equipment at Spruce Street Park; and

WHEREAS, the Borough intends to apply to the PECO Green Region Open Space Program for a grant for the purpose of carrying out this project; and

WHEREAS, the Borough has received and understands the 2018 PECO Green Region Open Space Program Guidelines.

THEREFORE, BE IT RESOLVED THAT the Pottstown Borough Council hereby approves this project and authorizes application to the PECO Green Region Open Space Program in the amount of \$10,000.00; and

BE IT FURTHER RESOLVED, THAT, if the application is granted, the Borough of Pottstown commits to the expenditure of matching funds in the amount of \$10,000.00 necessary for the project's success.

ENACTED and RESOLVED this 9TH day of October 2018.

Motioned carried: 6 ayes.

i. Fee Schedule Amendment – Motion by Councilor Procsal, seconded by Councilor Lindsay to adopt a Resolution amending the fee schedule addressing certain fees association with Licensing and Inspections Department and the Parks and Recreation Department.

RESOLUTION NO. 2018-30

A RESOLUTION AMENDING THE FEE SCHEDULE OF THE BOROUGH OF POTTSTOWN TO AMEND CERTAIN FEES ASSOCIATED WITH THE LICENSING AND INSPECTIONS DEPARTMENT AND THE PARKS AND RECREATION DEPARTMENT.

WHEREAS, the Burgess and Town Council of the Borough of Pottstown has adopted a comprehensive Fee Resolution on July 10, 1995; and

October 9, 2018

WHEREAS, the Borough periodically reviews the Fee Schedule to determine if additions and amendments to the Fee Schedule are necessary and proper; and

WHEREAS, based upon recommendation of the Department of Licensing and Inspections, the Borough of Pottstown desires to revise and amend its comprehensive Fee Resolution to amend fees associated with electrical permits, use and occupancy property transfer permits and rental license occupancy inspection permit fees.

WHEREAS, based upon recommendation of the Parks and Recreation Department, the Borough of Pottstown desires to revise and amend its Fee Schedule to amend fees associated with dragging and lining of ballfields.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Burgess and Town Council of the Borough of Pottstown, Montgomery County, Pennsylvania, as follows:

SECTION 1. The following permit fees associated with the Licensing and Inspections Department shall be amended to read as follows:

1. Electrical Permits - \$50.00 each
2. Failure to appear for scheduled inspection - \$100.00 per failed appearance/incident
3. Use and Occupancy Property Transfer – Residential - \$135.00

SECTION 2. The following fees associated with the Licensing and Inspections Department Rental License Occupancy Inspection are hereby amended to read as follows:

1. Residential Rental Inspection Fee - \$135.00 per unit
2. Residential Rental Inspection Fee for apartment building with at least three but not more than six units - \$90.00 per unit
3. Residential Rental Inspection Fee for apartment building with seven or more apartments - \$40.00 per unit
4. Failure to appear for scheduled inspection - \$100.00 per failed appearance/incident

SECTION 3. The following Park and Recreation fees for dragging and lining ballfields weekdays (Fee Schedule N. – Appendix A, as provided for under Miscellaneous Rental and Service Fees – Eighty-Seven Dollars (\$87.00).

SECTION 4. All future modifications of these fees and other fees established by the comprehensive Fee Schedule shall be made by Resolution from time to time, duly adopted by the Burgess and Town Council of the Borough of Pottstown.

SECTION 5. This Resolution shall become effective immediately upon enactment with the fee changes contained herein to be effective January 1, 2019.

ENACTED and RESOLVED this 9th day of October, 2018.

Motion carried: 6 ayes.

j. Hanover Square Warehouse, LLC - Motion by Councilor Procsal, seconded by Councilor Lindsay to approve the Hanover Square Lofts Minor Subdivision Plan, 300 Cherry Street, subject to compliance with the Cedarville Engineering letter of September 17, 2018 and satisfying the appropriate access and utility easements for the private portion of South Charlotte Street and payment in full of all Borough review fees. Motion carried: 6 ayes.

k. 2019 Chemicals - Motion by Councilor Lebedynsky, seconded by Councilor Kulp to award the 2019 Chemical Bids as per the bid tabulations of September 18, 2018 as follows and subject to review and approval of the Solicitor:

October 9, 2018

- i. Activated Carbon to Brenntag – 1 year
- ii. Sodium Bisulfite & Hydrogen Peroxide (WWTP) and Sodium Bisulfite & Sulfuric Acid (WTP) to Coyne Chemical – 1 year
- iii. PACL (WTP) to Gulbrandsen – 5 years
- iv. Chlorine (WWTP & WTP) to JCI Jones – 3 years
- v. Sodium Hydroxide (WTP) to Kuehne – 5 years
- vi. Thickener and Centrifuge (WWTP) to Polydyne, Inc. – 1 year
- vii. Orthopolyphosphate & Potassium Permanganate (WTP) to Shannon – 5 years
- viii. Alum (WTP) to USALCO – 1 year

Motion carried: 6 ayes.

l. East Apron & Taxiway – Motion by Councilor Kulp, seconded by Councilor Lindsay to award the East Apron and Taxiway Rehabilitation for the Pottstown Municipal Airport to Road-Con, Inc. in the amount of \$743,870 as per the bid tabulation of August 15, 2018 and subject to review and approval of the Solicitor. Motion carried: 6 ayes.

m. Highway Materials -Motion by Councilor Lindsay, seconded by Councilor Paez to award the Highway Materials Bids to H & K Group, Sanatoga and Douglassville Divisions, as per the bid tabulation of October 1, 2018 and subject to review and approval of the Solicitor. Motion carried: 6 ayes.

n. Water Pipe & Fittings - Motion by Councilor Procsal, seconded by Councilor Paez to award the Water Pipe, Fittings and Appurtenances to L/B Water Service, Inc. as per the bid tabulation of September 26, 2018 and subject to review of the Solicitor. Motion carried:6 ayes.

o. Traffic/Street Signs - Motion by Councilor Lindsay, seconded by Councilor Lebedynsky to reject the bid for the Traffic/Street Signs and Posts dated September 26, 2018. Motion carried: 6 ayes.

p. PART Action 44 Plan - Motion by Councilor Paez, seconded by Councilor Kulp to approve the 2018 PART Action 44 Plan dated October 3, 2018 as recommended by a PennDOT review. Motion carried: 6 ayes.

q. Airport Community Day - Motion by Councilor Paez, seconded by Councilor Lindsay to grant request of Fly-Elite, LLC, to hold its annual open house at the Pottstown Municipal Airport on October 13, 2018 (rain date October 14), subject to review and approval of the Police and Fire Departments. Motion carried: 6 ayes.

r. Light the Night – Motion by Councilor Paez, seconded by Councilor Kulp to grant request of the Victory Christian Life Center to hold its Light the Night event on October 31, 2018, 3:00 p.m.-9:00 p.m., resulting in the closing of Washington Street between King Street and Buttonwood Alley, subject to review and approval of the Police and Fire Departments. Motion carried: 6 ayes.

October 9, 2018

s. Trick or Treat – Motion by Councilor Paez, seconded by Councilor Kulp to grant request of Janet Freedline to hold an annual Halloween Trick or Treat event on October 31, 2018, 4:30 p.m.-9:00 p.m., resulting in the closing of Franklin Street, from Diamond to Wilson Street, subject to review and approval of the Police and Fire Departments.

Mayor Henrick commended Ms. Freedline on her efforts with this event.

Motion carried: 6 ayes.

t. HARB – Motion by Councilor Procsal, seconded by Councilor Lindsay to approve a Certificates of Appropriateness for the following properties as recommended by HARB:

- i. 860 Beech Street aka 717 High Street
- ii. 1200 High Street
- iii. 100 North Hanover Street
- iv. 64 King Street

Motion carried: 6 ayes.

u. HARB - Motion by Councilor Procsal, seconded by Councilor Lindsay to ratify action of the Building Permit Officer approving a Certificate of Appropriateness for the property located at 844 High Street. Motion carried: 6 ayes.

REPORT OF BILLS

Motion by Councilor Kulp seconded by Councilor Lebedynsky to pay the outstanding bills in the amount of \$4,207,210.55. Motion carried: 6 ayes.

ANNOUNCEMENTS

Councilor Lindsay reminded all of the tour of the schools, scheduled for October 25th, 1:00 p.m.

Mayor Henrick urged all to attend the October 20th Edgewood Cemetery Clean-up event. She also reminded all of the acts of kindness challenge with the deadline of October 31st.

EXECUTIVE SESSION

President Weand recessed the meeting to executive session at 7:45 p.m. for one item of personnel.

ADJOURNMENT

President Weand adjourned the meeting at 8:00 p.m.

Submitted by,

Justin M. Keller, Borough Manager