

**MINUTES OF THE MEETING OF  
TRAPPE BOROUGH COUNCIL**

August 5, 2008

The regularly scheduled meeting of Trappe Borough Council was called to order at 7:00 PM by President Fred Schuetz.

**Pledge of Allegiance to the Flag:** The Pledge of Allegiance was led by Mayor Peck.

**Announcement of Executive Session:** President Schuetz announced an Executive Session immediately following the regular meeting to discuss land acquisition and personnel matters.

**Roll Call by the Secretary:** Those present were Mayor Connie Peck, President Fred Schuetz, Vice President Matt Watson, Nevin Scholl, Steve Kurcik, Catherine Johnson, and Paul Edwards. Lew DiPrete was excused from the meeting. Also in attendance were Engineer John Sartor, Solicitor Dave Onorato, Treasurer Joe Lowe and Manager Tommy Ryan.

**Minutes of the Meeting of July 1, 2008:** Everyone received a copy of the Minutes for the July 1, 2008 meeting. N. Scholl noted one amendment on page 12, point 2, regarding the abstention vote by L. DiPrete. There was discussion as to the reason for the abstention as noted in the minutes, in specific striking the reference that L. DiPrete is a member of the Silver Leaf Farms HOA.

There was a motion to accept the Minutes, condition upon the above-noted revision. President Schuetz called for a roll call vote as follows:

C. Johnson	aye	P. Edwards	nay
S. Kurcik	aye	M. Watson	nay
N. Scholl	aye		
Pres. Schuetz	aye		

The adoption of the Minutes so revised passed 4 aye votes, 2 nay votes.

**Financial Reports (J. Lowe):** Everyone received a copy of Accounts Payable for checks #1034 through #1079. There were no noted comments or corrections.

N. Scholl motioned to approve payment of the bills for the checks as indicated above, second by C. Johnson, all ayes. Motion carried 6 – 0.

## **Manager's Report (T. Ryan)**

Member & Mayor E-mail Accounts: Jim Durrell was before Council to present a recommendation for the use of Google e-mail addresses utilizing the TrappeBorough.com domain name. Mr. Durrell noted advantages, in specific: (1) the service is free, (2) the service is of high quality and is easily managed, and (3) accounts can be created for employees, Members and other Borough officials and volunteers. There was discussion.

P. Edwards motioned to implement the Google e-mail address system, with the Borough Manager authorized to work with Jim Durrell as to procedure, second by M. Watson, all ayes. Motion carried 6 – 0.

Proposed Ordinance to Amend the Subdivision/Land Development Ordinance - A proposed ordinance amending sections of the Subdivision and Land Development Ordinance pertaining to driveway widths, parking space dimensions, detention basin fencing, basin under-drains, basin plantings, and dog walk areas was presented to Council for consideration.

N. Scholl motioned to advertise the proposed Ordinance for adoption at the September meeting, second by S. Kurcik, all ayes. Motion carried 6 – 0

Proposed Ordinance to Amend the Zoning Ordinance – A proposed ordinance amending the language to correct inconsistencies between the Zoning Ordinance and Subdivision and Land Development Ordinance, pertaining to parking space dimensions, was presented to Council for consideration.

N. Scholl motioned to advertise the proposed ordinance for adoption at the September meeting, second by C. Johnson, all ayes. Motion carried 6 – 0.

Zoning Hearing Board Application 2008.1 (Dye) – An application to the Zoning Hearing Board, as submitted by Gary and Dana Dye, 702 Linden Street, was presented for Council's review and comment. The Applicant is seeking a front- and side-yard setback variance so to construct a detached residential garage on the Applicant's property. There was discussion and Council opted to request that the Applicant appear at the September meeting to present additional information. The Borough Manager will advise the Applicant and Applicant's Counsel.

Ordinance No. 404 – T. Ryan reviewed an Ordinance to allow the Lower Perkiomen Valley Regional Sewer Authority to amend standards and to enact requirements for contributors to the wastewater collection and treatment system. T. Ryan noted the proposed revisions are needed to ensure uniform standards are maintained throughout the service district. T. Ryan noted the Ordinance was reviewed by the Solicitor, and the Ordinance was properly advertised.

N. Scholl motioned to adopt Ordinance No. 404, second by C. Johnson, all ayes. Motion passed 6 – 0.

Resolution 2008 –11 – T. Ryan reviewed a resolution to support the passage of Senate Bill 1075, legislation to increase the public bidding threshold limits.

N. Scholl motioned to support the passage of Senate Bill 1075, second by P. Edwards, all ayes. Motion carried 6 - 0

T. Ryan presented several resolutions pertaining to the appointment of Berkheimer for the collection of Earned Income Taxes for the Borough. T. Ryan noted the resolutions were required to be adopted given the School District's recent decision to not contract for this service on behalf of District municipalities. The resolutions as presented by T. Ryan were:

- Resolution 2008 –12 Executing an Agreement to Appoint Berkheimer EIT Collector
- Resolution 2008 –13 Appointing a Tax Hearing Officer
- Resolution 2008 – 14 Authorizing the Imposition and Retention of Costs Pertaining to the Collection of Delinquent Tax Costs
- Resolution 2008 – 15 Appointing a Borough Liaison to Berkheimer

N. Scholl motioned to approve Resolutions 2008-12, 2008-13, 2008-14, 2008-15 collectively, second by M. Watson, all ayes. Motion passed 6 – 0.

Boundary Agreement with Collegetown Borough – T. Ryan noted the standing boundary agreement between Collegetown and Trappe is not clear as to the portion of Clahor Avenue to be maintained by each municipality. In addition, T. Ryan noted the agreement does not include Zvarick Road, given this road was constructed after the agreement was executed. T. Ryan requested Council authorize him to terminate the standing agreement, and to draft a new agreement that addresses the above-noted concerns.

M. Watson motioned to authorize the Borough Manager to terminate the current agreement and to draft a new agreement, second by P. Edwards, all ayes. Motion carried 6 – 0.

Agreement to Update Borough Street & Property Map – An agreement to update the Borough's street and property map was presented by T. Ryan; T. Ryan noted the current map is missing streets and includes several errors. T. Ryan recommended Council authorize the Borough Engineer to prepare an updated street and property map at a cost not to exceed \$500.

P. Edwards motioned to authorize Gilmore & Associates to update the Borough street and property map at a cost not to exceed \$500, second by C. Johnson, all ayes. Motion carried 6 – 0.

Agreement to Contract for a PS&E for 227 & 237 East Seventh Avenue – In accordance with the July 31, 2008 Gilmore & Associates letter, an Agreement was presented for Council's review and consideration to replace the deteriorated storm sewer system that services the Heatherview subdivision. No further action at this time, and the matter will be discussed at the September 2 meeting.

Agreement for IT Services – T. Ryan met with three IT services providers. As a result of the meetings, T. Ryan recommended the Borough contract with KDI. T. Ryan noted (1) KDI's hourly rate was less than the other two providers interviewed, and (2) an KDI account technician was based in Montgomery County, thus requiring less billable travel time. Two municipal

clients recommended KDI. Per T. Ryan, KDI was ready to re-set the network server and to conduct a system audit on Thursday, August 7, if so authorized by Council.

M. Watson motioned to contract with KDI for network support and various IT services, second by P. Edwards, all ayes. Motion carried 6 – 0.

Data Security Policy – A Network and Data Security policy was prepared by the Borough Manager and presented to Council for review. The policy addresses managing computer files, folder security, network security and data security. Back-up of the files will be on tape until a policy has been approved and in place by Council. This policy was deferred to the Property Committee for additional consideration.

P. Edwards motioned to accept the Manager's Report as presented, second by M. Watson, all ayes. Motion carried 6 – 0.

### **Mayor's Report (C. Peck)**

Everyone received a copy of the Mayor's Report for review.

Request for funds for Memorial Gift – Mayor Peck requested approval an expenditure not to exceed \$100 for a gift for Mrs. Charles Sardo who will be present at Trappe Days ceremonies. Mrs. Sardo will receive the gift in honor of former Borough Manager Chuck Sardo, deceased.

N. Scholl motioned to approve the \$100 expenditure, second by M. Watson, all ayes. Motion carried 6 – 0.

Reverend Herbert Michel, Augustus Lutheran Church will be retiring from his pastoral duties August 31, 2008. Her Honor wishes to present Reverend Michel with a Proclamation declaring August 31, 2008 as Reverend Herbert Michel Day, to be presented at a reception at Augustus Lutheran Church.

N. Scholl motioned to approve preparation of a Proclamation for Reverend Herbert Michel Day, second by M. Watson, all ayes. Motion carried 6 – 0.

**Engineer's Report (J. Sartor)**: Everyone received a copy of the Engineer's Report. There was brief comment regarding the request for a release of escrow funds by DiPrinzio: J. Sartor advised that he is reviewing the request and will likely present a recommendation to Council at the September meeting.

P. Edwards motioned to accept the Engineer's Report as presented, second by N. Scholl, all ayes. Motion carried 6 – 0.

**Solicitor Report – D. Onorato** – Everyone received a copy of the Solicitor’s Report. There were no comments.

N. Scholl motioned to accept the Solicitor’s Report as presented, second by P. Edwards, all ayes. Motion carried 6 – 0.

### **OPEN TO THE PUBLIC FOR NON-AGENDA ITEMS**

1. Stu Strauss, the Borough’s representative on the Regional Sewer Authority, stated that, should there ever be any questions or comments pertaining to the Authority, Members should feel free to contact him.
2. Cathy Kelemen inquired with regard to the proposed roadway and curbing project at Laurel Drive. T. Ryan noted the project will be bid once the cost-sharing agreement is executed by the community’s HOA.

### **COMMITTEE REPORTS**

**Finance (N. Scholl):** The Finance Committee and Treasurer Joe Lowe met on July 30, 2008. Investment recommendations were made by N. Scholl on behalf of the Committee. The Committee recommends \$600,000 be placed in PLGIT CDs for one year at an approximate yield of 4.0% (2.7% current). The CDs would be placed in numerous banks, so that the amounts invested are FDIC-insured.

N. Scholl motioned that \$600,000 of present cash investments be placed in the PLGIT program per the above, second by P. Edwards, all ayes. Motion carried 6 – 0.

**Accrual Basis of Accounting Recommendation** – The Finance Committee and Treasurer Joe Lowe met to discuss the Borough changing to the accrual method of accounting. As a result of the meeting, the Committee recommends the Borough not change its standing method of accounting.

**Public Works and Recycling (M. Watson):** Nothing further to report

**CTMA (N. Scholl):** Nothing further to report.

**Property/Streets/Traffic/Safety (P. Edwards):** Trappe Fire Company and State Police Report for July, 2008 were reviewed by Brian Pasqualle, Ambulance Captain.

**Personnel/Appointments/Ordinances (L. DiPrete):** No report.

### **OLD BUSINESS**

General Code (Codification) T. Ryan stated the Borough has received the table of contents for the re-codification, and that work continues on the project.

**NEW BUSINESS**

Resolution 2008-16 T. Ryan presented a resolution to close the Community Conservation Partnership Grant Project for the Main Street Park Master Plan, so to reimburse the Borough for a portion of design expenses incurred to date.

N. Scholl motioned to adopt Resolution 2008-16 closing out the grant for the Main Street Park Project, second by S. Kurcik, all ayes. Motion carried 6 – 0.

The Council adjourned to Executive Session at 9:20 PM, at which time the Secretary exited the meeting.

Council adjourned Executive Session at 10:25 PM.

On motion by P. Edwards, second by M. Watson to authorize the Borough Manager to proceed as to the matter of land acquisition as discussed in Executive Session, with the source of funding as noted in the Executive Session, 4 aye votes, 2 nay votes by N. Scholl and S. Kurcik. Motion passed 4 – 2.

C. Johnson	aye	N. Scholl	nay
P. Edwards	aye	S. Kurcik	nay
M. Watson	aye		
Pres. Schuetz	aye		

There being no additional business, a motion to adjourn by M. Watson, second by S. Kurcik, all ayes. Motion carried 6 – 0.

Respectfully submitted,

Patricia Katona  
Secretary