

**MINUTES OF THE SEPTEMBER 6, 2011  
MEETING OF TRAPPE BOROUGH COUNCIL**

---

President, Fred Schuetz called to order the regularly scheduled meeting of Trappe Borough Council on September 6, 2011 at 7:00 p.m. at Trappe Borough Hall, 525 West Main Street, Trappe, Pennsylvania. The Pledge of Allegiance followed, led by President Fred Schuetz.

Roll Call was made by the Borough Secretary. Those present were: President Fred Schuetz, Vice President, Matthew Watson, Lewis DiPrete, Catherine Johnson, Paul Edwards, Nevin Scholl, and Marshall Stomel. Also in attendance were Solicitor David Onorato, Esquire, Engineer, John Sartor, P.E., Treasurer, Justin Nepo, representing Hanna McGlone & Co., and Borough Manager, Jacqui Guenther.

Excused: Mayor Connie Peck.

J. Guenther stated that Mayor Peck was unable to attend tonight's meeting because she was representing Trappe Borough at the Lutheran Seminary Dinner which is the opening celebration of the 300<sup>th</sup> anniversary of the birth of Henry Melchior Muhlenberg.

**ANNOUNCEMENT OF EXECUTIVE SESSION:** President Schuetz announced that there was an Executive Session prior to the Borough Council meeting with regard to financial matters. President Schuetz announced that there would also be an Executive Session after the Borough Council meeting with regard to legal issues.

**APPROVAL OF THE MINUTES:** A true and correct copy of the Minutes of the August 2, 2011 Meeting of Borough Council was provided to all and is available for review at Trappe Borough Hall.

*On a motion by L. DiPrete, seconded by N. Scholl, the Minutes of the August 2, 2011 Meeting of Borough Council were approved as presented. Motion carried 6-0-1. M. Watson abstained because he was not in attendance for the August 2, 2011 meeting.*

**PUBLIC FORUM/AGENDA AND NON-AGENDA ITEMS:** President Schuetz called for public comment.

**Phillip Lehman** spoke on behalf of the newly established Trappe Business Association.

**STAFF REPORTS:**

**Treasurer's Report:** Justin Nepo, on behalf of Hanna McGlone, Treasurer, presented the Treasurer's Report dated August 31, 2011, which included check numbers 1264 through 1306 from the PNC Bank General Fund and the electronic transfer of funds to Paychex, in the amount of \$74,224.01; and check numbers 1019 and 1020 from the PNC Bank Liquid Fuels Fund in the amount of \$3,002.57. The Treasurer's Report also included check numbers 1024 through 1029 from the PNC Escrow Fund totaling \$7,246.12. J. Nepo stated that an Addendum was added to

the Treasurer's Report which included check numbers 1307 from the PNC Bank General Fund in the amount of \$300.00 which was requested by the Mayor for Trappe Day. Justin further reported that the cash total was \$702,737.00 and certificates of deposit totaled \$985,570.00 for a total balance of \$1,688,307.00. A true and correct copy of the Treasurer's Report with Addendum was provided to all and is available for review at Trappe Borough Hall.

*On a motion by N. Scholl, seconded by M. Watson, and carried unanimously, payment of invoices included in the August 31, 2011 Treasurer's Report, check numbers 1264 through 1307 from the PNC Bank General Fund and the electronic transfer of funds to Paychex, in the amount of \$74,524.01, were approved. Motion carried 7 – 0.*

*On a motion by N. Scholl, seconded by M. Stomel, and carried unanimously, payment of invoices included in the August 31, 2011 Treasurer's Report, check numbers 1019 and 1020 from the PNC Bank Liquid Fuels Fund in the amount of \$3,002.57, were approved. Motion carried 7 – 0.*

*On a motion by N. Scholl, seconded by C. Johnson, and carried unanimously, payment of invoices included in the August 31, 2011 Treasurer's Report, Report, check numbers 1024 through 1029 from the PNC Escrow Fund in the amount of \$7,246.12, were approved. Motion carried 7 – 0.*

**N. Scholl** asked about account 434.000. **J. Nepo** responded that account 434.000 was for the PECO electric bill for our street lights.

*On a motion by N. Scholl, seconded by P. Edwards, and carried unanimously, the August 31, 2011 Treasurer's Report and Addendum thereto were accepted as presented. Motion carried 7 – 0.*

**Borough Manager's Report:** Jacqui Guenther presented the Manager's Report, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. **J. Guenther** made the following comments:

**Resolution 2011-06: Trappe TV/Media Policy:** **J. Guenther** stated that she provided Borough Council with the revised proposed Resolution 2011-06 setting forth the Borough of Trappe Media Policy and Advertising Schedule of Fees. **J. Guenther** stated that the Media Policy now includes the language suggested by the Solicitor. **J. Guenther** asked Borough Council to approve Resolution 2011-06. Whereupon discussion ensued.

**N. Scholl** stated that Exhibit "A" should be amended to reflect that only one advertisement for non-profit organizations will be permitted at a time, as indicated in paragraph 7 of the Resolution.

*On a motion by L. DiPrete, seconded by P. Edwards, and carried unanimously, Resolution 2011-06 setting forth the Borough Media Policy and Advertising Schedule of Fees, as amended, was approved. Motion carried 7-0.*

**Resolution 2011-08/EIT Confidentiality:** J. Guenther stated that the Montgomery County Tax Collection Committee, citing Act No. 511, requires the Borough to enact a Resolution appointing a borough official as its authorized representative to make requests upon and receive any and all tax information and records from Berkheimer, relative to the collection of EIT and LST taxes for the Borough of Trappe. J. Guenther asked that Borough Council to approve Resolution 2011-08 appointing the Borough Manager as its authorized representative.

*On a motion by C. Johnson, seconded by M. Stomel, and carried unanimously, Resolution 2011-08 appointing the Borough Manger as its authorized representative to make requests upon and to receive any and all tax information and records from Berkheimer, relative to the collection of taxes for the Borough of Trappe, was approved. Motion carried 7-0.*

**MS4 Statement:** J. Guenther stated that Labor Day signals the best time of year to renovate your lawn. J. Guenther stated that residents should aerate, then over seed a closely mowed lawn with a fine fescue grass seed mixture and spread a slow-acting, organic fertilizer. J. Guenther stated that fine fescues require less fertilizer and water and that slow-release fertilizers are less water soluble and therefore less polluting to streams. J. Guenther commented that less compacted soils absorb more rainwater.

**PRPS Report:** J. Guenther stated that the Borough sold \$2,433.00 of summer amusement park tickets during the month of August. J. Guenther stated that the ticket sales for the Borough's first summer season totaled \$4,198.00. J. Guenther stated that the discounted ski resort tickets will again be available in late December, 2011.

**Movie Tavern Tickets:** J. Guenther stated that the first 100 Movie Tavern tickets sold out in one week and 200 additional tickets were ordered and received. J. Guenther reported that the Borough sold 175 tickets of those additional 200 in three days and that 200 more tickets are being ordered. J. Guenther stated that each ticket costs \$7.00 and are good for any movie on any day. J. Guenther stated that anyone who is interested may be purchase tickets at Borough Hall.

**Road Program/Storm Inlets:** J. Guenther stated that at Borough Council's direction, the Borough Engineer has begun work on the Borough's Road Program. J. Guenther stated she and Paul met with John Sartor and Mary Lou Lowry to discuss their initial findings and one thing that became readily apparent, especially after Hurricane Irene, was that many of the Borough's storm inlets are in need of immediate repair. J. Guenther stated as part of the Borough's MS4 program, the Borough is required to maintain the storm inlets. J. Guenther stated that John identified 33 storm inlets that need immediate attention due to sink holes in the pavement around the box. J. Guenther stated that she spoke to Mary Lou this morning who indicated that Public Works cleaned the surface of the storm inlets in the spring as required by the MS4 program.

J. Guenther stated that Joe Hastings sent a proposal to assess the 33 storm inlet boxes for a fee of \$640.00, which equates to two men for eight hours at \$40.00 per hour, to identify what repairs need to be done on each individual storm inlet and would then provide the Borough with a cost proposal to make the necessary repairs. J. Guenther recommended that Borough Council engage CTJPWD to prepare the assessment and that after the Borough has that information, Council can make a decision on how they want to proceed. J. Guenther asked Borough Council to consider a

motion to engage CTJPD to perform the assessment of the 33 storm inlets in need of repair. Whereupon discussion ensued.

*On a motion by P. Edwards, seconded by M. Stomel, and carried unanimously, authorization for Collegetown Trappe Joint Public Works Department to assess the designated storm inlets in need of repair at a cost not to exceed \$640.00, was approved. Motion carried 7-0.*

**Berkheimer EIT Tax Register:** J. Guenther stated that after reviewing the Berkheimer Second Quarter EIT Tax Report she identified 65 businesses that were not on the Trappe's tax register. J. Guenther stated that she had provided to Borough Council a copy of Berkheimer's findings with respect to those businesses which stated the following: 5 of the businesses were moved from Collegetown back to Trappe; 1 business was moved from Upper Providence back to Trappe; and 51 were added; 4 were on the list but were identified under a different name; 4 are being "re-opened"; and 2 were identified as no longer being in Trappe. J. Guenther stated that both of those businesses, the Gentle Dentist and Jim Gerlach are still located in Trappe and she has asked Berkheimer to look into this further. J. Guenther stated that Jim Hunt's email stated that the businesses moved from Collegetown are being reviewed and any funds due to the Borough will be sent back to us.

**Mayor's Report:** Mayor Connie Peck was not in attendance, but provided her written report, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall. President Schuetz read the mayor's report. as follows:

President Schuetz stated that the Mayor's report indicated that she was unable to be at our meeting because she was representing Trappe at the Lutheran Seminary Dinner which was the opening celebration for the recognition of the 300th anniversary of Rev. Henry Melchior Muhlenberg's birth.

President Schuetz stated that the Mayor wanted to remind everyone that Trappe Day is scheduled for September 10<sup>th</sup> at Water Works Park from 10:00 a.m. to 4:30 p.m. and that she would appreciate any help the board members could contribute such as moving chairs the morning of and after the event, help with clean up and to help direct vendors in the morning from 8:30 a.m. to 9:30 a.m.

President Schuetz stated that the Mayor provided Borough Council with a photograph depicting a 6" gorge underneath the swings at Rambo Park. Whereupon discussion ensued.

J. Guenther stated that Scott Misus of Progressive Products & Materials in Worcester, Pennsylvania sent her an email stating that he supplied the playground equipment, swings, pavilion, site amenities and drinking fountain at Rambo Park. J. Guenther stated that Scott can supply 30" x 30" x 1.5" thick playground mats for the swings at Rambo Park and the Tot Lot at a cost of \$49.00 per mat. Whereupon discussion ensued.

Borough Council directed J. Guenther instruct CTJPD to rake the mulch under the swings each week when they collect the trash.

**Engineer's Report:** John Sartor presented the Engineer's Report dated August 30, 2011, a true and correct copy of which was provided to all and is available for review at Trappe Borough Hall.

**Borough Wide Roadway Pavement and Stormwater Management Study:** J. Sartor reported on the preliminary findings of the Roadway Study. J. Sartor stated that in order for him to complete the Road Study, he would need to take core boring samples from the roads that he recommended on the list he provided to Borough Council. J. Sartor also stated that he was asked to begin the study in June, when school was not in session and therefore he was unable to perform the traffic counts. J. Sartor stated that now that school was back in session, he will begin the traffic counts. J. Sartor explained what the "Pavement Condition Indicators" were and how they applied to each road on the list provided. J. Sartor also provided Borough Council with estimated costs to mill and overlay of the roads most in need of repair as well as the estimated costs for reconstructing the same roads. J. Sartor stated that after further investigation, by way of core boring samples, he will be able to report back to Borough Council whether a mill and overlay or total reconstruction of the selected roads would be necessary. Whereupon discussion ensued.

*On a motion by M. Stomel, seconded by P. Edwards, and carried unanimously, authorization for the Borough Engineer to take the recommended core boring samples of Borough roads for a fee not to exceed \$6,000.00, was approved. Motion carried 7 – 0.*

**Stu Strauss**, who resides at 425 Silver Leaf Circle, asked J. Sartor for the bottom line cost estimate for the road repairs. J. Sartor responded that the approximated cost estimate was 1.5 million dollars to mill and overlay and 2.36 million dollars for road reconstruction of the top ten roads. Whereupon discussion ensued.

**Escrow Release No. 7/DeMutis:** J. Sartor stated that he is in receipt of Escrow Release Request No. 7 from Manavon Construction, LLC for the DeMutis/3D One Property Group, Ltd. Land Development located on West Main Street, requesting the release of \$149,940.00. J. Sartor recommended that Borough Council approve this escrow release.

*On a motion by N. Scholl, seconded by L. DiPrete, and carried unanimously, Escrow Release No. 7 was granted and authorization to Susquehanna Bank to reduce the Letter of Credit for the DeMutis/3D One Property Group Ltd. Land Development located on West Main Street by the sum of \$149,940.00, was approved. Motion carried 7 – 0.*

**Solicitor's Report:** David Onorato, Esquire stated that he had no written report.

President Schuetz asked J. Guenther about the meeting suggested in Dave's MS4 Memo. J. Guenther stated that she would coordinate the meeting. Whereupon discussion ensued.

*On a motion by N. Scholl, seconded by M. Watson, and carried unanimously, the Borough Manager's Report, Mayor's Report and Engineer's Report were approved as presented. Motion carried 7 – 0.*

## **COMMITTEE REPORTS:**

**Finance:** N. Scholl provided Borough Council with a CD Investment & Key Indicator Schedule dated August 31, 2011. N. Scholl made the following comments:

N. Scholl stated that he provided page five of the Collegeville Borough Non-Uniform Pension Plan and the schedule shows three actuarial dates between January 1, 2007 and January 1, 2009. N. Scholl stated the actuarial value went up \$356,000; the liabilities went up \$227,000; and the net reduction in the unfunded liability was \$129,000. N. Scholl stated that in gross this means that figure dropped from \$316,000 to \$187,000 as of January 1, 2009.

N. Scholl provided Borough Council with a list of investments and the only change was reflected in the Citadel investment. N. Scholl stated that the “Key Indicators” show that the EIT tax revenue is \$7,000 less from the year to date last year and that the Real Estate Tax revenue was \$13,000 less from the year to date over last year. N. Scholl commented that the rest of the Key Indicators were very close and are within \$6,000 from last year.

N. Scholl asked J. Nepo why the cable franchise fees were up for 2011. J. Nepo explained that the Borough receives four payments each year from the cable companies but that in 2010 the Borough received only three payments. J. Nepo stated that the Borough will most likely receive five payments in 2011.

N. Scholl stated that he is working on a summary of expenses.

**Public Works & Recycling:** P. Edwards stated that there was nothing to report.

**Collegeville-Trappe Municipal Authority:** President Schuetz reported that they are continuing with the sewer line inspections and have found that there weren't many repairs to be made and as such, the money they would have spent for those repairs was being applied to more sewer line inspections.

**Streets, Traffic & Safety:** P. Edwards stated that the Streets, Traffic and Safety Committee did not meet during August, 2011. P. Edwards made the following comments:

P. Edwards thanked Fire Chief Brian Long for all of the hard work of our firemen during and after Hurricane Irene.

Fire Chief Long stated that they responded to sixteen calls and spent time removing branches from roadways and pumping water out of basements. Chief Long thanked Joe Hastings and Bill Wilfong for their assistance. Chief Long also thanked the Trappe Tavern for providing food and beverages to the firemen. Whereupon discussion ensued.

P. Edwards read the EMS report provided by William Wilfong.

P. Edwards reported that there were 126 ambulance calls, 73 police calls and 36 fire calls for the month of August.

P. Edwards asked J. Guenther to let him know what nights the meeting room is available for the STS Committee to meet. J. Guenther responded that she would get that information to him.

P. Edwards stated that his son, also named Paul Edwards, has applied the MS4 decals to approximately two-thirds of the storm drains.

P. Edwards stated that residents could go online to get a recipe for a good non-toxic weed killer to kill weeds growing along the curb line that would not be harmful to our streams.

**Planning, Zoning & Ordinances:** M. Watson stated that the Planning Commission did not meet during the month of August.

**Property & Open Space:** President Schuetz stated that there was surface runoff along the path at Rambo Park and that the gravel had washed out and needed to be replaced. President Schuetz stated that another bush had been stolen from the butterfly garden.

**Personnel & Appointments:** C. Johnson stated that she had nothing to report.

**OLD BUSINESS:** President Schuetz called for any old business.

P. Edwards asked J. Guenther about the road surface painting that was brought before the Borough Council in the latter part of 2010. J. Guenther responded that after presenting Borough Council cost proposals, it was put on hold. Whereupon discussion ensued.

P. Edwards asked J. Guenther to work with J. Sartor to put together a road surface painting schedule for future use. J. Guenther agreed and stated that the first road painting should be the crosswalks located at the traffic signals in Trappe. J. Guenther suggested that she get the PennDOT specs for a polymer application from J. Sartor and get cost proposals together.

*On a motion by M. Stomel, seconded by M. Watson, and carried unanimously, authorization for the Borough Manager to work with the Borough Engineer to provide cost proposals for road surface painting of the Borough streets in accordance with PennDOT specifications, was approved. Motion carried 7 – 0.*

Chief Long asked if something could be done about the clogged storm drain in front of the Exxon Station on Main Street. J. Guenther stated that she would contact PennDOT and request that they repair that storm drain.

**NEW BUSINESS:** President Schuetz called for any new business. There was no new business.

**EXECUTIVE SESSION:**

At 9:01 p.m. Council entered into Executive Session.

At 9:23 p.m. Council adjourned from Executive Session.

**ADJOURNMENT:**

There being no additional business to conduct, at 9:24 p.m. a motion to adjourn was made by M. Stomel, seconded by M. Watson, and carried unanimously. Motion carried 7 – 0.

**Respectfully submitted,**

**Jacqui Guenther**  
**Borough Manager / Municipal Secretary**