**WOMELSDORF BOROUGH COUNCIL WORKSHOP MEETING**

**Held at 101 W. High Street on**

**September 3, 2019**

Council President Bruce Edwards called the meeting to order at 7:00 P.M. The meeting opened with the Pledge of Allegiance.

**PRESENT**

Council Members: Joshua Fidler, Carl Liptak, Connie Keller, Cindy Hopple, Wayne Miller, David Moyer, Bruce Edwards, Solicitor – Kourtney Bernecker, Esq., Engineer – Jeremy Brumbach, Acting Secretary – Nan Feeg, and Mayor Jennifer Gettle (7:54 PM).

**ABSENT**

Police Chief John Pontician.

**GUESTS**

Residents: Chris Delp, Jody Hoover, Connie Wansley, Chuck Velazquez (left shortly after signing in), Tiffany Reichardt, Marjorie O’Riordan; Michael Bingham – ARRO, Kenton Martin and Bernell Martin – J.F. Martin and Geneva Aulenbach – Reading Eagle.

**MINUTES**

**Motion** moved by Mrs. Hopple, seconded by Mr. Miller to accept the August 7, 2019, Council Meeting Minutes as presented. Motion carried unanimously. **Motion** moved by Mr. Liptak, seconded by Mr. Fidler to accept the August 20, 2019, Council Workshop Meeting Minutes as presented. Motion carried unanimously.

**BILLS TO BE PAID**

**Motion** moved by Mr. Liptak, seconded by Mr. Miller to approve the list of bills to be paid as presented in the amount of $30,908.47. Motion carried unanimously.

**BILL TO BE RATIFIED**

**Motion** moved by Mr. Liptak, seconded by Mr. Miller to approve the one bill to be ratified in the amount of $100.00 for petty cash for coins for Pool Labor Day Splash Party. Mr. Miller informed Council $35.00 was returned and re-deposited. Motion carried unanimously.

**PAYROLL**

**Motion** moved by Mr. Miller, seconded by Mr. Liptak to pay this week’s payroll. Motion carried unanimously. **Motion** moved by Mr. Fidler, seconded by Mrs. Hopple to pay payroll between meetings. Motion carried unanimously.

**COMMUNICATIONS**

A list of Communications was given to Council Members, with action requested.

Zion Lutheran Church Requests – Council agreed with Pastor Bair’s requests for The Heroes Memorial and 9/11 Service. Mrs. Hopple will inform the Maintenance Department of the requests.

Berks Municipal Partnership – Mr. Liptak and Ms. Keller volunteered to attend the breakfast on Friday, September 27th at the Mount Pleasant Fire Company.

Handicap Parking Space Application – Request from Jordan Collins of 108 S. Front Street for a handicap parking space. Discussion followed. **Motion** moved by Ms. Keller, seconded by Mr. Liptak to grant a handicap parking space in front of 108 S. Front Street. Motion carried unanimously.

John F. Martin & Sons Extension – Borough Engineer Jeremy Brumbach explained to Council John F. Martin & Sons is offering the Borough a 90-day extension to review the plans and recommended the Borough take that extension to further review the traffic plans and give time to offer any comments or concerns. **Motion** moved by Mr. Liptak, seconded by Ms. Keller to grant John F. Martin & Sons a 90-day extension. Motion carried unanimously.

**CITIZENS TO BE HEARD**

ARRO-John F. Martin & Sons – Michael Bingham of ARRO, representing John F. Martin & Sons, explained their proposal to add additional parking and add a new meat processing room and maintenance shop. According to Mr. Bingham, this plan does not represent an increase in traffic or employee count. Mr. Bingham, on behalf of John F. Martin & Sons, requested conditional approval and request waivers to move forward with this process. Mr. Bingham stated they are waiting for PennDOT approval, but their approval does not reflect a change in the way the site is laid out. Discussion followed. Mr. Martin explained they will be adding more automation, but same amount employees. Council questioned their access to 422 and discussion followed. At the recommendation of the Borough Engineer Mr. McCarthy that until they got the information back from PennDOT, Council should not vote on the request for conditional approval and Council agreed. With no further business with Council, Mr. Bingham and the Martins left the meeting.

Connie Wansley – Mrs. Wansley questioned Council on South Fourth Street and expressed her concerns regarding the inspection of her property since she is selling her home. Mr. Edwards informed Mrs. Wansley A.H. Moyer is being hired by the Borough to put a camera down there to find out exactly what is happening as recommended by the Borough Engineer. Council agreed this is not part of the property transfer inspections since they only deal mainly with the structure.

**EMPLOYEES/BOARD MEMBERS/AUTHORITIES & COMMISSIONS**

Maintenance – Mr. Edwards informed Council the Maintenance Department has been doing the white line painting with the machine and yellow curb painting by hand and when they have finished all the white line painting, they will convert to yellow to do the yellow painting. Ms. Keller requested they put up the “No Parking” sign on South Pine Street that was ordered in June because we are still having issues with people parking up there illegally, even in the yellow lines. Mr. Edwards also informed Council there are new tires on the Toro mower, the Chief has offered to help them with traffic while they are doing the center line painting, they are still talking with Wyomissing to see if it is possible to get a loaner box from them for the leaf machine and our leaf machine will be picked up after being serviced. Mr. Edwards explained that it is our box, not the leaf machine, that we are having problems with. The 550 was just inspected, according to Mr. Edwards. Council was informed that the Donald Moyer Pavilion renters moved the picnic tables and did not put them back, nor did they clean up their trash or return the key as instructed. Discussion followed. Council agreed not to refund their security deposit. Ms. Keller wanted to make sure the yellow lines will be painted on the street in front of Greth’s driveway.

**ENGINEER**

SR 419 & 422 Traffic Signal Plans – Mr. Brumbach reported he has no update on that.

Linden Alley/Jefferson Street Water Drainage – Mr. Brumbach informed Council McCarthy Engineering has looked into a BMP for there because previously the Conservation District said they would not be interested in funding that project. Mr. Brumbach stated the Conservation District is not giving any more money as far as that program due to an accounting error, so, according to Mr. Brumbach, the next time this will come around is May 2020; however, they can keep designing it to get things ready and Council agreed in anticipation of getting something from it.

Water Street Project – Mr. Brumbach announced the Water Street Project was the number one dirt gravel and low volume road project and the Borough will be getting an award, so someone from the Borough should try to go and accept this award at the Taste of Berks which is held the last week in September. Mr. Brumbach will see that Council gets the date. Mr. Miller informed Council the grass for that project in the swale going through the pool is dead, so Mr. Brumbach will look into it. Discussion followed regarding the residents of the two properties on North Water Street parking on Water Street and the weeds in front of their homes.

Sidewalk Sinkhole – Library – According to Mr. Edwards, the Borough must get ahold of PennDOT, as clarified by Mr. McCarthy. Mr. Brumbach stated it has been filled with stone and is not a safety hazard.

Streets – Council discussed with Mr. Brumbach streets and alleys in need of repair and agreed to prioritize them. Mr. Brumbach will look into grants. Mr. Moyer and Ms. Keller will be looking at the streets and sidewalks in need of repair so McCarthy Engineering can prepare for road bids.

Planning Commission – Mr. Moyer questioned Mr. Brumbach because the Planning Commission was not provided with plans at their last meeting to review, which Mr. Brumbach informed Council that was John F. Martin’s responsibility to provide. Discussion followed. It was questioned if a Solicitor should be present at Planning Commission meetings. Mr. Moyer requested the Planning Commission members be given the plans ahead of time. It was suggested to get email addresses of Planning Commission members so they can be emailed information.

With no further business for Mr. Brumbach he was dismissed at 7:56 p.m.

**SOLICITOR**

Police Employee Handbook - Solicitor Bernecker stated that since the Borough does not have a large police force, there are certain issues that would not be part of the policies the Borough would have to include. They have found one that is a good starting point, but it is about 250 pages, which they would consolidate and refine it to pertain to Womelsdorf. She explained the Handbook would be one document; all SOP’s, would be included in the Handbook and it is better to have a separate Handbook for the Police Force versus employees of the Borough. She requested they work on it with the Police Committee and the Chief to make sure everything is included.

TPD Proposal Agreement – Solicitor Bernecker informed Council Solicitor George did review TPD’s Proposal Agreement and did not see any issues; all of the scope of work seemed very clear with what they are doing and all the boiler plate stuff is consistent with what they have seen with similar contracts.

Curb and Sidewalk Inspections – Solicitor Bernecker strongly encouraged Council not to include curb and sidewalk inspections with property transfer inspections due to an act that was enacted in 2016 and it may affect the sale of a home and cause more issues. They instead recommend having stricter enforcement of the Sidewalk Ordinance.

**MAYOR/CHIEF**

Full-Time Officers – Mayor Gettle informed Council Officer DeVore at this time is not interested in taking the full-time police position, but he would like to stay part-time. Discussion followed. Solicitor Bernecker reminded Council we can have up to three officers without Civil Service.

Police Concerns – Mrs. O’Riordan expressed concern over police coverage and was informed by Mayor Gettle and Mr. Edwards the Borough cannot afford full-time coverage, although it is our goal to provide as much coverage as possible.

Grass and Weed Violations – Mrs. Hopple informed Mayor Gettle she received a telephone call from the resident at 311 Winding Way regarding a grass and weed violation he received and asked Mayor Gettle to have the Chief call him. She also questioned if 510 West Franklin is continuing to be cited. Discussion followed on lantern flies and living conditions.

**MR. FIDLER**

Dutch Door – Mr. Fidler questioned if we have heard anything about the Dutch door because he would like to have it installed. Ms. Keller stated she knows someone who could do it.

5G – Mr. Fidler questioned if Council will be doing anything to address the concerns reported at the last meeting and Solicitor Bernecker recommended waiting to do an ordinance, because she knows some are currently in the draft stages.

Rec. Board – Ms. O’Riordan of the Rec. Board discussed with Council her concerns regarding the mosquitoes at Mill Spring Park and questioned if they are being sprayed. Discussion followed. Ms. O’Riordan expressed her concerns regarding the playground so Solicitor Bernecker will look into what the responsibilities are of the playground leader. Ms. O’Riordan and Ms. Reichardt asked for guidance from Council regarding Rec. Board. Discussion followed. **Motion** moved by Mr. Liptak, seconded by Mr. Fidler to have a key issued to Marjorie O’Riordan for the Rec. Board. Motion carried unanimously. **Motion** moved by Mr. Liptak, seconded by Mr. Fidler to get three (3) keys made for the front door. Motion carried unanimously. Discussion also followed regarding increasing the number of members on the Rec. Board and Rec. Board ideas such as a town block party, 4th of July BBQ, changing the date of the Rec. Board meeting and Rec. Board meeting twice a month, asking the school to send home flyers regarding Rec. Board events and food events. Solicitor Bernecker reminded everyone Rec. Board Meetings are public meetings and anyone can attend and Council reminded Rec. Board to coordinate activities with civic organizations, churches and the school. Solicitor Bernecker expressed concerns of the Rec. Board involving themselves with the PTO since it is a separate organization from the school, so she will discuss this with Solicitor George. Council encouraged the excitement and energy shown by Mrs. O’Riordan and for the Rec. Board to work with the community organizations and churches. They also reminded the Rec. Board about putting an article in the Fall/Winter Newsletter.

Borough Mascot – Ms. Keller introduced Connie Wansley, who has connections with mascots, and she would like Womelsdorf to have a mascot. Discussion followed. Ms. Keller suggested Mrs. Wansley work on this in conjunction with the Rec. Board. Solicitor Bernecker must check into it including sponsorship and advertising if the costume would be donated.

**MR. LIPTAK** - Nothing to report.

**MS. KELLER**

Library – Ms. Keller reported the Library Board did not meet.

Sidewalks – Ms. Keller will be meeting with Mr. Moyer regarding streets and sidewalks. Mrs. Delp expressed her concerns regarding the condition of some of the sidewalks. Discussion followed.

**MRS. HOPPLE**

Fire Company 125th Anniversary – Mrs. Hopple informed Council 34 Germans are coming in Thursday night May 28 or Friday, May 29 and are leaving either Sunday, May 31 or Monday, June 1. They will be staying at the Lantern Lodge, courtesy of the Committee, according to Mrs. Hopple, who also stated they will be given free breakfast at the Fire Company, vans for their transportation are being rented, and they have the VFW free of charge. Saturday, May 30 is the parade, which will start between 5th & 6th on High at the Fire Company, come down High Street and turn on Water Street, and then disband on Jefferson Street. Mrs. Hopple requested Water Street be shut down for about six hours for the water trucks and no parking on Jefferson Street for fire trucks**. Motion** moved by Mrs. Hopple, seconded by Mr. Liptak, to hold the parade on Saturday, May 30, to shut down the necessary streets, and to send a letter regarding no water trucks for approximately 6 hours from maybe around 11 am – 4 pm or so. Solicitor Bernecker reminded Council to file the necessary paperwork with PennDOT since High Street is a State Road. Motion carried unanimously. Womelsdorf Family is also being invited according to Mrs. Hopple. Mrs. Hopple reminded Council John Muir will provide free legal up to $1,000.00 as approved by Council and there will be beer available for a donation, in addition to food. Mrs. Hopple reviewed with Council some of the activities they have coming up such as Bingo, Elvis and a sandwich sale.

Personnel Committee – Mrs. Hopple announced she is still looking for a part-time maintenance.

Trash Cans -Mrs. Hopple requested the cans at the ballfield and in the parks be replaced because they are cracked and presented prices for 32-gallon cans at $26.00 for the can and $12.00 for the lids and requested ten (10) of them for at the ballfield and parks. Discussion followed. **Motion** moved by Mr. Liptak, seconded by Mr. Fidler to buy ten (10) grey cans and lids up to $50.00 apiece. Motion carried unanimously.

**MR. MILLER**

Fire Company- Mr. Miller reminded Council the 9/11 Memorial Service will be held September 9 at the Lutheran Church. He also stated everything with the Ride for Freedom went well with them.

Pool – Mr. Miller informed Council everything at the pool has been put away since the pool has closed. Discussion followed regarding not having the Maintenance Department sweep the pool. Mr. Miller informed Council he met with two people for the leak at the pool. The Maintenance Department set up a person using audio who found two leaks – cracks in the pool and not in the pipe, so the Maintenance Department put epoxy in the cracks and it is only leaking a little now. The guy will be coming back according to Mr. Edwards and once the pool is drained, they will be fixing it with a more permanent type of material. Discussion followed. Mr. Edwards suggested hiring outside contractors to do the sandblasting and painting of the pool. Mr. Miller informed Council they want to take the sand out of all three filters and there is a major concern about the one. Discussion followed. Council agreed they would like to get input from others and Mr. Edwards informed Council our pool can run on two filters and Mr. Miller agreed. Mr. Miller questioned if we ever got another motor for the pump, because he knew we got one fixed, but thought we were getting another one. Mr. Liptak suggested Mr. Miller check with the Maintenance Department, although he does not feel we went through with that because everyone wanted to look into the cost of a new filter system first. Mr. Edwards commented a lot of money was spent on the pool this past year. Discussion followed regarding offering a family membership plan.

Leaf Blower – Mr. Miller questioned the leaf blower being “basically shot.” Mr. Edwards informed Council it was a miscommunication and is actually the box, not the blower. Discussion followed.

**OLD BUSINESS**

Trash Cans – Mrs. Hopple presented prices for new black or ivory trash cans for outside the Borough Hall and Library at a cost of $439.00 a piece, or $429.00 a piece if you purchase three (3) or more and $350-$400.00 for one that has an area for bags for dogs at the Town Park. Discussion followed. Council felt that would be encouraging dogs in the park, which are not permitted. **Motion** moved by Mr. Moyer, seconded Mrs. Hopple to purchase three black trash cans at $429.00 a piece for in front of the Borough Hall, Library and Town Park. Motion carried unanimously.

**MR. MOYER**

Library – Mr. Moyer questioned who his wife should talk to about volunteering at the Library, and Ms. Keller informed him she should talk to Nina, the librarian.

**MR. EDWARDS**

Sewer Authority – Mr. Edwards informed Council he was not able to attend the Sewer Authority meeting.

COG – Mr. Edwards informed Council they are working on the contract for the COG and Tony Wirebach is stepping down from Robesonia Borough Council so David Rohrbach will be taking his place on Council and on the COG. Mr. Edwards also stated Jane Meeks has been helping the COG, but she feels we should buy our own totes since there are grants that would pay for the majority of the cost of the totes and Council agreed with the other two municipalities this is not something they want to do and is something that should be handled by the hauler. According to Mr. Edwards the new recycle totes provided by the hauler in the new contract will be a totally different looking tote and the old ones with the yellow lettering will be taken away at the end of the contract by County Waste per the contract. Mr. Edwards explained the reason behind providing only recycling cans is to encourage recycling. Mr. Edwards also stated the bid will be put out with no glass being collected in recycling because there is no demand in recycled glass and the bid will be put out both ways: two-stream (separating paper) or single stream recycling. Mr. Miller questioned about the Borough having their own shredding event to get rid of unnecessary paperwork and how long various records must be kept. Solicitor Bernecker will look into this for Council, but there is a lot that must be kept forever according to Solicitor Bernecker.

**NEW BUSINESS**

Minimum Municipal Obligations (MMO’s) for 2019 Budgeting Purposes: **Motion** moved by Mr. Liptak, seconded by Ms. Keller to certify the Police MMO for 2020 Budgeting Purposes as $780.67 and the Non-Uniform MMO for 2020 Budgeting Purposes as $28,726.24. Motion carried unanimously.

Filing Cabinets – Mrs. Hopple informed Council Ryan Hopple is looking into prices for new filing cabinets for the Borough Offices.

With no further business to be brought before Council, **Motion** moved by Ms. Keller, seconded by Mr. Fidler to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 9:52 P.M.

Minutes Respectfully Submitted,

Nan Feeg

Acting Secretary