

WOMELSDORF BOROUGH COUNCIL WORKSHOP MEETING

Held at 101 W. High Street on

January 16, 2018

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, Lori Fitterling, Bruce Edwards, Mayor Jennifer Gettle, Jeff Fiant – Kraft Codes, and Nan Feeg – Acting Secretary

Bills to be Paid – Discussion regarding Bill #10, the monitoring fee, and if there is any information regarding other security companies as well as Bill #20 to the PA Unemployment Compensation Fund and if this is the final payment. **Motion** moved by Mrs. Hopple, seconded by Mr. Liptak to approve the list of bills to be paid as listed in the amount of \$49,700.02. Motion carried unanimously.

Payroll – **Motion** moved by Mr. Liptak, seconded by Mr. Miller to pay payroll between meetings. Motion carried unanimously.

COMMUNICATIONS

A list of communications was given to Council Members, three requesting action.

- Berks County Conservation District Request – Discussion about being an Affiliate Member since through them we received the grant for Water Street last year and possibly Jefferson Street this year. **Motion** moved by Mr. Liptak, seconded by Mrs. Hopple to be a “Nurturer” Member and donate \$250.00 to the Berks County Conservation District. Motion carried unanimously.
- Berks County Planning Commission – **Motion** moved by Mrs. Hopple, seconded by Mr. Miller to participate in the Countywide Board of Appeals with a yearly membership fee of \$200.00. Motion carried unanimously.
- Rebecca Clouser, RKL – Discussion regarding email from Ms. Clouser and the supplementary information/schedules that were included with the audit in the past, but are not required, as well as the cost to include them in the audit. **Motion** moved by Mrs. Hopple, seconded by Mr. Miller to eliminate the supplementary information/schedules from the audit as listed in the email. Motion carried unanimously. It was suggested to check with other boroughs who they use as auditors.

GUESTS/CITIZENS TO BE HEARD – None

OLD BUSINESS

Council Committee Assignments – Mr. Edwards informed Council he will go to the bank about the necessary paperwork for adding Mrs. Fitterling as a check signer. Mrs. Fitterling informed Council she needs to talk to the bank about Bill Pay through the Borough’s new website. Ms. Keller requested to be removed as Chairman of the Streets and Sidewalk Committee since she feels she is not qualified to be inspecting them and feels this is something that should be done by the Engineer or somebody who knows more. Mr. Edwards agreed to take this under advisement.

MR. FIDLER – Nothing to report.

MS. KELLER – Nothing to report.

MRS. HOPPLE

Water Authority – Mrs. Hopple informed Council the Water Authority is ruled by three each from Womelsdorf and Robesonia with the seventh member from at large determined by those six, which was originally intended to be from Heidelberg Township. They will reorganize at their next meeting.

Use of Facilities Applications – Mrs. Hopple presented the following Use of Facilities Applications on behalf of the Womelsdorf Community Association, which require Council approval in addition to Rec. Board approval:

- Borough Hall Council Room – 3/24/18 – Health Screen
- R. Swope Pavilion – 06/16/18 – Fishing Rodeo
- D. Moyer & R. Swope Pavilions – 06/17/18 – Car Show that goes towards the fireworks
- D. Moyer & R. Swope Pavilion – 07/18-07/21/18 Community Days Carnival (Set up 07/13-07/17/18, Clean up 07/22-07/24/18)
- D. Moyer & R. Swope Pavilion – 09/09/18 – Car Show

Motion moved by Mrs. Fitterling, seconded by Mr. Miller to approve the Use of Facility Applications listed above submitted by the Womelsdorf Area Community Assn. Motion carried unanimously.

Handbook – Mrs. Hopple has received the updated Handbook following review by the Solicitor. She would like to review it for any changes and she is hoping we will have a new handbook within the next 30 days. Discussion followed.

Light Duty – Discussion regarding employees returning to work before being totally cleared by a physician and who authorizes return to work if it is not a workman's comp. issue. Council discussed their concerns and agreed there needs to be changes made to way things are handled now compared to the way they were handled in the past. Council agreed since Council consists of seven bosses who are to be making the decisions and giving authorization, Council Committee assignments are to be given to the sewer/maintenance employees so they know which Council people to contact regarding their issue and committee chairs need to talk to each other if there is overlap. Discussion followed regarding putting operating procedures in place and hours being approved before signing checks. Council agreed there should more communication and administrative/management procedures in place. Mr. Fidler volunteered to work on this. After much discussion, Council agreed to allow John Ludwig to be able to work the one week on light duty.

Trash Truck – Mrs. Hopple informed Mr. Edwards the trash truck backed up again on Front Street.

MR. LIPTAK

Budget – Mr. Liptak questioned the Finance Committee the difference in the amount that was carried forward on the budget to get us through the first quarter because whatever we came in under budget he would like to recommend those excess of funds be put on the loan. Discussion followed.

MR. FIANT

510 W. Franklin Street – According to Mr. Fiant the hay bales have been removed from 510 W. Franklin Street. He questioned water service to the property and was informed there is no water service at the property right now, so Council directed Mr. Fiant to post the property.

Old Boot Factory – Council questioned if the businesses operating out of that building have U & O's. Mr. Fiant will look into this since he can now gain access and has a contact due to the sinkhole.

Rental Licenses and Inspections – Mr. Fiant informed Council he is glad they clarified that unless it is owner occupied it is considered a rental because they are currently dealing with a property that is family but not owner occupied. Mr. Fiant reported there are 86 properties that have been inspected, 132 properties have been issued certificates of license, 82 properties have been issued certificates of inspection, and there are 2 properties that are not licensed yet within the Borough.

Escrow Check – Mr. Fiant informed Council the owner of the property that had the fire in Summit View is trying to sell it, but has issued a \$28,000 check to be deposited in an escrow account. The money is to be kept separate; it is for a situation if they would vacate the property and is a state law to protect the borough for cleanup. Mr. Fiant stated Council may need to check with their Solicitor and/or Ordinance regarding this and explained that as long as the property is cleaned up that money would be released to the new owner since that is part of the sale of the property.

Jefferson Street Property – Mr. Fiant spoke with Mr. Cuevas, the property owner, and he has removed from timbers from the alley and they will eventually be removed from the property.

L & I Audit – Mr. Fiant informed Council the accessibility audit will be conducted on January 22, 2018, for the following five properties: LJ's, JF Martin, 254 W. Franklin Street accessibility renovations, 309 W. Franklin Street bathroom renovations and Turkey Hill renovations.

Property Maintenance – Mrs. Fitterling informed Mr. Fiant there is a lot of trash in front of a home on Dogwood and no one seems to know what is going on there. Mr. Fiant informed Council the hearing with District Judge Book regarding 109 South Front Street will be continued in March at which time Mr. Fiant will try to get back the costs for the Borough for attorney's and Kraft's fees and stated the tree will be cut down by the end of January. Mr. Fiant will discuss with the neighbor about getting the barn cleaned up and what needs to be done at that property. It was suggested to put something in the newsletter about property maintenance and getting properties cleaned up and Mr. Fiant stated he would be happy to write the article.

MS4 Documents– Mr. Edwards questioned if the documents from the prior engineer have been received. Discussion followed.

Autumn Ridge School – Council questioned if the school is finished. Mr. Fiant will look into this.

MAYOR – Nothing to report other than Chief is at training at the Fire Company.

MR. MILLER

Pool – Mr. Miller questioned if Council wishes to stick with the rental fee of \$2,100.00 for the snack bar at the pool and Council agreed for the fee to remain at \$2,100.00. Mr. Miller has a meeting with Rick from the “Y” on February 8, 2018, at 6 PM regarding the contract for the pool and requested the members of the Pool Committee also attend. Discussion followed regarding changes to the pool membership applications, as well as having a railing installed at the entrance, cameras and the sale of the turnstile.

Fire Company – Nothing to report.

MRS. FITTERLING

Website– Mrs. Fitterling stated she signed off on the design and it is going into production, which will take two weeks before we can start building it out. She wants to get as much information on the website as possible so she will be contacting committees, boards, etc. and wants their chairman to be trained because they will be responsible for their content on the website.

Rec. Board – Mrs. Fitterling reported the remote controller for the ball field scoreboard is fixed and being returned. The Rec. Board did not have a quorum for their January meeting. Discussion regarding Rec. Board having a key to the Borough Hall. Council agreed the Rec. Board can sign out a key if Mrs. Fitterling cannot attend their meeting.

MR. EDWARDS

Sinkhole – Mr. Edwards informed Council the sinkhole is under the foundation of the old Boot Factory. Discussion followed. According to Borough Engineer Chuck Hess it was caused by their problem and Council agreed it is their expense to fix, which will be in the next few days, and to have Borough Engineer Chuck Hess observe when it is being fixed to make sure that it is done properly since it affects Mulberry Alley. Council agreed in spring the Borough will rent a roller for one day and will patch pave that area as well as other areas in the borough.

Communication – Mr. Edwards stressed the importance of communication within the Borough.

With no further business to be brought before Council, **Motion** moved by Mr. Miller, seconded by Ms. Keller to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 9:14 P.M.

Minutes Respectfully Submitted,
Nan Feeg/Acting Secretary