

WOMELSDORF BOROUGH COUNCIL WORKSHOP MEETING

Held at 101 W. High Street on

February 18, 2020

Council President Bruce Edwards called the meeting to order at 7:04 P.M. The meeting opened with the Pledge of Allegiance.

PRESENT

Council Members: Joshua Fidler, James Mellon Sr., Cindy Hopple (arrived 7:34 P.M.), Wayne Miller, David Moyer, Bruce Edwards, Mayor Jennifer Gettle (arrived 7:57 P.M.), Jeff Fiant – Kraft Code Services and Nan Feeg - Acting Secretary

ABSENT

Council Member Connie Keller and Police Chief John Pontician

GUESTS

None

BILLS TO BE PAID

Motion moved by Mr. Miller, seconded by Mr. Mellon to approve the list of bills to be paid as listed in the amount of \$31,678.68. Motion carried unanimously.

PAYROLL

Motion moved by Mr. Fidler, seconded by Mr. Miller to pay this week's payroll. Motion carried unanimously. **Motion** moved by Mr. Moyer, seconded by Mr. Fidler to pay payroll between meetings. Motion carried unanimously.

BILLS TO BE RATIFIED - None

COMMUNICATIONS

A list of communications was given to Council Members, none requesting action.

- Communications #2 – Mr. Fidler volunteered to attend the breakfast and Mr. Edwards will think about it.

MR. FIANT

Property Maintenance – Mr. Fiant reviewed with Council the various properties with property maintenance issues and their status. Mr. Fiant believes the final two vehicles have been removed from the West High Street property. Discussion followed. Mr. Miller wants verification the RV on the Jefferson Street property is licensed and inspected.

Rental Properties – Mr. Fiant informed Council 87 properties have been inspected, 131 properties have registered with the Borough, 82 properties have been issued Certificates of Inspection, and 1 property needs to be licensed with the Borough. The property license and inspection letters for 2020 are being prepared.

Permits – Mr. Fiant informed Council three permits were issued with an improvement value of \$30,000.00. Mr. Fiant spoke with the minister from the Bridge of Hope Church and was informed settlement for the Church has been postponed approximately four months to allow the Chinese Restaurant to relocate. He reminded the Church they will need sealed drawings for their

building permit. Mr. Fiant informed Council the final inspection was done at 535 Lyman Ave. Discussion followed regarding the street cut permit and the existing Ordinance and “Engineer.” Council discussed updating the fees. Mr. Fiant has a sample that can be used to update the fees regarding street cuts. Mr. Moyer reminded Council he thought the Solicitor is looking into this for the March Council Meeting. Discussion followed regarding the response time for permits, which Mr. Fiant informed Council Kraft Code Services is addressing.

Engineers – Mr. Fidler questioned about the Borough permitting multiple engineers. Discussion followed. The majority of Council was not in favor of multiple engineers.

2nd an High Street Parking Lot – Discussion followed regarding usage of the lot and parking regarding the UCC Church, which is for sale.

With no further business for Mr. Fiant, he was excused and left the meeting at 7:54 P.M.

OLD BUSINESS

Borough Boards/Commissions: Discussion followed regarding vacancies.

- Planning Commission – **Motion** moved by Mrs. Hopple, seconded by Mr. Miller to appoint James Mellon, Sr. to the Planning Commission with a term expiring January 1, 2024. Council was reminded they still need to fill one more position on the Planning Commission with a term expiring January 1, 2021.

Mr. Fidler will verify if Vicki Richards wishes to remain on the Rec. Board and Mr. Edwards will verify who resigned from the Library Board. Mr. Edwards reminded Council we still need someone as well as an alternate for the Zoning Hearing Board.

Newsletters – Mr. Edwards reminded Council articles for the Spring/Summer Newsletter are due February 28, 2020. Discussion followed regarding the “square” for credit card purchases of pool memberships. Mr. Edwards will contact Harriet Grimes regarding delivery of the Newsletter.

MR. FIDLER

Rec. Board – Recreation Board – Mr. Fidler suggested since we have other people wishing to serve on the Rec. Board, to increase the number of members on the Rec. Board to seven.

Discussion followed. **Motion** moved by Mr. Fidler, seconded by Mrs. Hopple to increase the Rec. Board to seven members. Motion carried unanimously. **Motion** moved by Mrs. Hopple, seconded by Mr. Fidler to appoint the following to the Rec. Board: Deb Smith with a term expiring January 1, 2022 and Ashley Oberly with a term expiring January 1, 2024. Motion carried unanimously. Mr. Fidler questioned the Rec. Board’s role regarding the Summer Playground Program. Discussion followed. It was noted no one has applied for the playground leader, so there may not be playground this summer. It was suggested to put it on Facebook the Borough is looking for a playground leader as well as someone to run the snack bar at the pool. Mr. Fidler questioned Council regarding painting figures in the baby pool as a senior project and Council agreed to hold off on this for this year. Mr. Fidler informed Council the Rec. Board would like to host an “Open House” along with the yard sale on May 9. Council agreed to participate by having the Borough Hall open with Council members signing up for time slots. Mr. Fidler informed Council they have been contacted by someone who would like to rent the Borough Hall 2nd Floor to hold pinewood derby races. Council reminded Mr. Fidler renters cannot charge attendees of their rental, but was not sure if they could ask for donation. Mr. Fidler requested Rec. Board Member Marjorie O’Riordan keep the key again for this year and Council agreed to the request so she can water the plants.

LED Sign – Mr. Fidler reported to Council the current sign is 12 square feet. He and Mr. Edwards met with Horst Signs regarding replacing the LED sign as well as putting LED lighting in the top of the sign. They are proposing 6 panels across, with each panel approximately one square foot, being three high and adding another panel, so it would be 21 square feet. Horst is recommending 16 mm vs 10 mm due to the difference in the cost. Mr. Fidler noted 16 mm would be fine due to the distance from the road with the main difference being not having as many graphics. Horst will be submitting a proposal for the sign as well as one for putting LED lighting in the top of the sign. It will be the same as the current sign as far as the cost of replacing panels and there is a 1-year warranty where the labor is included to fix it, a 5-year warranty where we pay the labor to fix it and the life expectancy is 10 years, according to Mr. Fidler. Mr. Fidler will be contacting two other companies for prices and noted it will be an 8-week turnaround for Horst and they can do everything. Mr. Miller suggested the income and expenses go in and come out of the sign account in the budget rather than the Rec. Board and Council agreed.

Resident Complaints – Mr. Fidler reported to Council he was questioned again by Alan Schaetzle regarding East High Street bump in the road. Council agreed, as they have told Mr. Schaetzle previously, this is a PennDOT issue, not the Borough's. Mr. Fidler was also questioned by another resident about the security deposit not being refunded as well as the time it took to obtain a permit to solicit. Discussion followed.

Parade – Mr. Fidler questioned the time of the parade and if political floats will be permitted. The start time of the parade is 3 P.M. and Mrs. Hopple will take the question regarding political floats back to the Committee, although she did not see a problem with them.

Police Committee – Mayor Gettle informed Council the Chief has policies ready to include in the SOP book. Police Committee agreed to meet Monday regarding this. Mrs. Hopple relayed the message from residents in Westview Terrace they are appreciating Womelsdorf Police presence in their neighborhood. Mayor Gettle noted the Chief is working on addressing abandoned vehicles in the Borough and suspicious persons.

Office Security – Discussion followed regarding the door for the front office. Mr. Mellon agreed to get the measurements for a pre-hung door for the front office.

MAYOR

Parking – It was called to the Mayor's attention parking is occurring in the No Parking Zone on East High Street at East High and Pine Streets.

MR. MELLON

Streets/Street Lighting/Curb-Sidewalks – Mr. Mellon informed Council he contacted the billing software company and there is a way to import the database to Excel. Mrs. Feeg will be in contact with the software company to see this is accomplished. Discussion followed regarding violations/follow-up to curb and sidewalk inspections. Mr. Mellon would like to meet with Mr. Moyer and start to develop the process. It was agreed to discuss this with Kraft Codes and the Solicitor as well as the Chief. Mrs. Hopple informed Mr. Mellon of a hole in the sidewalk across from the Borough Hall.

Uniforms – Mr. Mellon presented cost analysis of purchasing uniforms vs. renting uniforms for the Maintenance Department. It was noted the bad service we have been receiving from the current uniform company. It was brought to Council's attention you would not necessarily need to purchase every item every year. Discussion followed. It was questioned why we are

providing uniforms and the consensus was so they look presentable as well as for safety. Discussion followed including providing uniforms for part-timers as well as the contract with the current uniform company and if there is one. Mr. Moyer reminded Council the Solicitor is looking into the contract and if there one. Mr. Mellon will gather more pricing information, including from local companies.

Sewer Authority – Mr. Mellon will be attending his first Sewer Authority Meeting on February 19.

MS. KELLER – Absent.

Library – Mr. Edwards informed Council the Maintenance Department replaced the lights in the library.

MRS. HOPPLE

Personnel – Mrs. Hopple informed Council the Personnel Committee will meet to review the applications received for the full-time maintenance position and hopefully will set up interviews next week.

VFW War Memorial – Mrs. Hopple informed Council she has been contacted by an older veteran regarding taking over the landscaping at the War Memorial. She reviewed with Council the annual expenses and stated the fund to landscape it has been drained. Mrs. Hopple questioned if the Borough would take this over. Discussion followed, including volunteers, community service or a senior project doing this. Council agreed to look into the matter. Discussion continued regarding who is responsible for the War Memorial itself and a yellow book addressing this. Concern expressed regarding the sinking of the War Memorial and lack of foundation.

MR. MILLER

Pool – Mr. Miller informed Council he is continuing to work with the “Y” regarding the contract for the pool for this year and the swim team practices. Discussion followed. According to Mr. Miller, the price of \$60,000.00 will remain the same as last year. Mr. Miller informed Council F & M has received the contract and the \$7,000 and knows we want blue, white and black. He would like to check with the Solicitor about the baby pool. Discussion followed regarding an outside shower at the pool.

Fire Company – Mr. Miller reminding Council of the Fastnacht sale on February 22 & 23 (until they run out) as well as their sandwich sale on February 22.

MR. MOYER

Bunker Hill Road – Mr. Moyer reported Mr. Edwards has requested from McCarthy Engineering the core be done and a plan, which will consist of 1200 feet going east from Water Street. Discussion followed regarding the necessity for the Bunker Hill Road repair, the budget for road repairs and ways to pay for it. Mr. Moyer also noted he is working on a 20-year plan for road repairs.

Buildings/Grounds/Maintenance/Insurance – Mr. Moyer reviewed with Council the list of items from Mr. Miller pertaining to the Maintenance Department that need to be or have been addressed and he informed Council he is getting a quote from a contractor regarding replacing the shutters for the Borough Hall.

Credit Card – Mr. Moyer questioned when Mr. Windley will be getting a credit card to make purchases such as the computer for the Maintenance Department. Mr. Edwards will check with Mrs. Balistrieri the status of this.

Grant Equipment – Mr. Moyer distributed information, including prices and pictures, regarding the collection and processing equipment that is going to be purchased using the Recycling Grant and reviewed the information with Council. He informed Council there are other municipalities that are also purchasing equipment and it is going to take months to get some of our equipment. Discussion followed as to how much the Grant will be covering. Mr. Moyer invited Council members to go look at the various pieces of equipment with him.

MR. EDWARDS

MS4 – Mr. Edwards informed Council at the January meeting of the MS4 Steering Committee they agreed to purchase 2,000 magnets, with each municipality receiving 40 of them. Extra magnets can be purchased at \$1.00 each and Mr. Edwards feels the magnets could be distributed at events such as National Night Out and then the Borough would receive credit for MS4 education. Discussion followed. **Motion** moved by Mr. Fidler, seconded by Mrs. Hopple to purchase 100 additional magnets at \$1.00 each for a total cost of \$100.00. Motion carried unanimously.

NEW BUSINESS

Square/Tablet – Discussion following regarding purchasing a tablet to use with the square app. for credit card payments for pool memberships since the phone will be needed at the pool. It was suggested to also purchase a tablet to be used for curb and sidewalk inspections. Discussion followed. Council agreed to table this until the March Borough Council Meeting until more information is gathered.

Trash Lien – **Motion** moved by Mrs. Hopple, seconded by Mr. Moyer to place a trash lien on 214 S. 4th Street for non-payment of garbage bills. Motion carried unanimously.

With no further business to be brought before Council, **Motion** moved by Mr. Miller, seconded by Mr. Fidler to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 10:25 P.M.

Minutes Respectfully Submitted,

Nan Feeg
Acting Secretary