

## **WOMELSDORF BOROUGH COUNCIL WORKSHOP MEETING**

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

**March 17, 2020**

Council President Bruce Edwards called the meeting to order at 6:59 P.M. The meeting opened with the Pledge of Allegiance followed by a brief prayer regarding the Coronavirus epidemic.

### **PRESENT**

Council Members: Joshua Fidler, James Mellon Sr., Connie Keller, Cindy Hopple (arrived 7:01 P.M. and left at 9:30 P.M.), Wayne Miller, David Moyer, Bruce Edwards, Mayor Jennifer Gettle (arrived 7:42 P.M. and left at 9:30 P.M.), Police Chief John Pontician and Nan Feeg - Acting Secretary

### **GUESTS**

Fire Chief Bob Martin and Borough Maintenance Supervisor Carl Liptak.

### **EMPLOYEES/BOARD MEMBERS/AUTHORITIES/COMMISSIONS**

Fire Chief Bob Martin – Chief Martin discussed with Council the COVID-19 and his concerns as well as the precautions the Fire Company is taking. He informed Council he is coordinating with the Police Chief and his officers. Council thanked the Fire Department for all they do. It was requested copies be emailed to Chief Martin a copy of the “Emergency Operations Plan” and “Notification and Resource Manual” for his review. With no further business regarding the Fire Company, Mr. Martin was excused from the meeting.

Borough Maintenance Supervisor Carl Liptak – Mr. Liptak informed Council he has reviewed the proposals for the recycling equipment and feels the rear-view camera & prep kit for \$415.00 and the 110V/400W outlet in the amount of \$175.00 as listed on page 4 of the proposal are not really needed for the Ford 550. He also noted it is quoted as paint color “red”. Mr. Liptak commented the fold down sides for the body in the amount of \$625.00 are not necessary, but would be convenient and the stainless-steel floor in the amount of \$600.00 would make for easy clean-up. Mr. Liptak feels everything looks good. Discussion followed. **Motion** moved by Mrs. Hopple, seconded by Mr. Fidler to accept Proposal from Tom Masano Ford for the 2020 F-550 minus Codes 872 and 43C both on page 4. Motion carried unanimously. Mr. Liptak will request a revised quote be sent so Mr. Edwards can sign it. **Motion** moved by Mr. Moyer, seconded by Mr. Miller to accept the quote from EM Kutz for the body, v-plow, salt spreader with the addition of the single lever fold down sides and the 7-gauge stainless steel floor. Motion carried unanimously. Discussion followed regarding the two Class B CDL dump trucks. With the grant, we will be getting one brand new one and Mr. Liptak assumes we will be trading one of the old ones. Mr. Liptak feels we do not need two of Class B CDL dump trucks and suggested taking the current 550 truck we have to EM Kutz for an estimate to make the repairs needed and then get rid of the GMC dump truck rather than the 550 depending on the estimate from EM Kutz. The 550 truck we have has a v-plow, which is basically in good shape according to Mr. Liptak. Mr. Liptak feels it would be more beneficial to have two 550’s rather than two of the big CDL dump trucks. As for the leaf-vac, after discussion, Council agreed to keep the chair option since it will be covered by the grant, but not increase the size of the containment box since that would require a bigger CDL Class B truck. **Motion** moved by Mr. Moyer, seconded by Mrs. Hopple to purchase using the Grant the Spartan leaf pro as per Quote ZG0140519 dated 2/11/2020, which

includes the base and option for the pro plus proportional controls and seat. Motion carried unanimously. **Motion** moved by Mr. Moyer, seconded by Mrs. Hopple to purchase the chipper Intimidator 15XPC Drum Style Brush Bandit per Quote #104898 with the options included as quoted. Motion carried unanimously. Mr. Liptak thanked Borough Council for giving him the opportunity to work for the Borough. He then reviewed with Council his list of items he is addressing, starting with the pool. Mr. Miller informed Council he has shared the information he has with Mr. Liptak. Mr. Liptak suggested replacing the lights in the filter room with LED's and Council agreed. He also would like to place two LED dusk to dawn lights on the pole at the pool parking lot. Discussion followed. **Motion** moved by Mrs. Hopple, seconded by Mr. Fidler to approve spending up to \$500.00 for LED lights for the pole at the pool. Motion carried unanimously. It was also suggested to get a master key for the pool and then limit who gets it. This would be in addition to separate keys to the different locks. Mr. Liptak reviewed his list for the pool, which consists of repairing and painting the baby pool, painting doors at the pool and as suggested, umbrella holders. Mr. Fiant and Mr. Hopple need to get together regarding the pavilion, so Mr. Edwards will contact Mr. Fiant. Outlets for vending machines was discussed as well as clean-up. Council agreed for the dates of clean-up to be September 17, 18 & 19 and Mr. Liptak is working on getting prices for clean-up. Mr. Liptak will be getting a borough credit card per Mr. Edwards. No parking during snowfall signs need to be put back up, shutters on the Borough Hall need to be replaced (Mr. Moyer informed Council he got a quote of \$800.00 to replace all of them) and a no parking anytime sign on Pine Street needs to be installed. Mr. Mellon questioned a work order system. Discussion followed. The wall at the Town Park was discussed so Mr. Liptak will get estimates. With no further business regarding Borough maintenance, Mr. Liptak was excused from the meeting.

#### **BILLS TO BE PAID**

**Motion** moved by Mrs. Hopple, seconded by Ms. Keller to approve the list of bills to be paid as listed in the amount of \$25,264.72. Motion carried unanimously.

#### **BILLS TO BE RATIFIED - None**

#### **PAYROLL**

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

#### **COMMUNICATIONS**

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

Communications:

- Communications #1 – Mr. Edwards reminded Council the franchise contract comes due in August.

Communications requesting action:

- #1 ARRO/John F. Martin & Sons Request – **Motion** moved by Mrs. Hopple, seconded by Mr. Miller to accept the request by ARRO for Martin & Sons to grant an extension until April 22, 2020, to act on the plan. Motion carried unanimously.

- #2 Berks County Solid Waste Authority Request for Donation – **Motion** moved by Mrs. Hopple, seconded by Ms. Keller, to donate \$1,000.00 to the Berks County Solid Waste Authority. Motion carried unanimously.
- #3 Center for Excellence in Local Government Request for Donation– **Motion** moved by Mr. Miller, seconded by Mrs. Hopple, to donate \$500.00 to the Center for Excellence in Local Government. Motion carried unanimously.

## **OLD BUSINESS**

Website – Discussion followed regarding the setting up of pay pal. According to the Chief, it will soon be ready.

## **MR. FIDLER**

Rec. Board –Mr. Fidler questioned Council about the Borough Open House and Yard Sale scheduled for May 9. Discussion followed. Council agreed it should be postponed until fall, possibly coordinating with the Women of Today’s Vendor Show. Discussion followed regarding Summer Playground. Council also agreed due to the Coronavirus to cancel the Summer Playground Program this summer and to announce this in the Newsletter. According to Mr. Fidler, the Rec. Board has agreed to weed the War Memorial. Mr. Fidler questioned if someone renting the Borough Hall can collect donations and charge for food. Council agreed this is a question for the Solicitor because Council believes no one can make money using Borough facilities.

LED Sign – Mr. Fidler informed Council he has heard nothing regarding the LED Sign.

Bethany – Mr. Fidler informed Council he was contacted by the CEO of Bethany and they would like to re-open the negotiations regarding the water trucks. Discussion followed.

Police Handbook – Mr. Fidler also informed Council he met with the Chief and the Police Committee and they have some questions for the Solicitor. They are working on the Police Employee Handbook.

**MS. KELLER** – Nothing to report.

## **MR. MELLON**

Streets/Street Lighting/Curb-Sidewalks – Mr. Mellon informed Council he has information regarding sidewalks, Ordinances and sample letters. He and his Committee need to brainstorm regarding procedures and follow-ups for sidewalk inspections. There will be an article in the Newsletter regarding residents repairing/replacing sidewalks.

Sewer Authority – Mr. Mellon will be attending the Sewer Authority Meeting on March 18. He is going to be requesting the PA One Calls be forwarded from the Sewer Plant to the Borough so we are aware of any digging. Mr. Mellon suggests we just have the Sewer Plant send them over, but for now, take no action. The sewer grant will probably be awarded in May and funds will not be available until July.

Uniforms – Mr. Mellon informed Council the purchase of summer uniforms has been lined up at Rock Hound and he is waiting to hear back from Cintas to exit out of the agreement.

Front Office Door – Mr. Mellon informed Council he has been in touch with a contractor to take a look at the door as well as another contractor, who is currently unavailable.

South Front and High Street Repair - McCarthy Engineering needs to look at the hole on the corner of South Front and High Streets, so Mr. Edwards volunteered to contact them.

LED Sign – Mr. Mellon questioned the benefits, if any, and the expense of repairing/replacing the LED sign and if those funds could be used elsewhere instead. Discussion followed. Council instructed Mr. Fidler to get quotes just to replace the interior lights with LED's and to remove the LED sign. It was suggested banners could be hung in place of the LED sign announcing events.

Mill Spring Park – Mr. Mellon noted Mill Spring Park needs some repairs and trees removed.

### **MRS. HOPPLE**

Germans/Fire Company Parade – Mr. Hopple informed Council the Germans coming and the Fire Company Parade may need to be moved to fall.

Personnel – Discussion regarding the number of part-time workers that will be needed this summer as well as the organization there is now under the new supervisor.

### **MR. MILLER**

Pool – Mr. Miller informed Council he has the signed contract from the “Y”. The pool information is on the website. He has designed a form for the “Y” to complete for the daily cash deposits. We have enough bank bags, but we will need two (2) night deposit keys for the “Y”, so he will contact the bank to get those.

### **MR. MOYER**

Thank you – Mr. Moyer thanked Borough Council for the get-well basket he received following his recent hospitalization.

Buildings/Grounds/Maintenance/Insurance – Mr. Moyer and his Committee have agreed to meet on March 18 at 10 A.M. One thing he knows needs to be addressed in addition to the sidewalks at the Library and Town Park are the gutters on the Borough Hall building need to be cleaned out. It was suggested to look into covers for the gutters so they do not need to be cleaned out every year.

Emergency Management – Mr. Moyer requested Council review the “Emergency Operations Plan” and “Notification and Resource Manual” and see that he gets any comments/revisions; he or Mickey can consolidate them and then forward to Mr. Ebling and Council for review and approval. Mayor Gettle questioned if there isn't a map of flood zones in the Borough that could be used as a reference because she thought was done by the prior Engineers. Discussion followed.

### **MAYOR/CHIEF**

Chief – Chief Pontician reported he is receiving updates from the County and State regarding the coronavirus and his officers are complying with non-essential contact with the public. Chief Pontician also informed Council CPR and brief first aid training for Borough employees was held on March 12.

### **MR. EDWARDS**

Road Projects – Mr. Edwards informed Council a pre-bid meeting is scheduled for March 31 for the road projects. He stated Bunker Hill Road is the worst, although the two alleys are bad. Discussion followed.

MS4 – Mr. Edwards reminded Council of MS4 compliance, because we still do not know what credit we got for the Water Street project and expressed his concerns regarding the costs of projects associated with MS4 mandated compliances. Discussion followed.

Coronavirus – Discussion followed concerning replacement water and sewer employees regarding the recent coronavirus epidemic. Mr. Edwards informed Council he has received a letter and spoken with Advanced Disposal regarding the coronavirus situation.

## **NEW BUSINESS**

Use of Facilities – Council discussed Use of Facilities applications for all Borough properties and decided all Use of Facilities applications are cancelled until further notice. The applicants are to be notified and it should be listed in the Newsletter that all Use of Facilities rentals have been cancelled until further notice per Mr. Edwards.

Newsletters – Mr. Edwards informed Council we do not have a mailing permit and cannot have Harriet Grimes or people delivering them right now, but he would still like the same number of newsletters ordered as we have been getting so they can be delivered once this crisis is over because that was part of the grant that residents are receiving hard copies of the information. Ms. Keller volunteered to help Harriet Grimes with the delivery of the Newsletters. The Newsletter will also be available on the Borough Website.

Future Meetings – Mr. Edwards announced to Council he is not quite sure what will be happening as far as near future meetings due to the coronavirus and perhaps they could be held using a conference call system.

With no further business to be brought before Council, **Motion** moved by Mr. Fidler, seconded by Mr. Mellon to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 9:33 P.M.

Minutes Respectfully Submitted,

Nan Feeg  
Acting Secretary