

## **WOMELSDORF BOROUGH COUNCIL WORKSHOP MEETING**

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

**October 20, 2020**

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, James Mellon Sr., Connie Keller (arrived 7:09 P.M.), Cindy Hopple (arrived 7:35 P.M.), Wayne Miller, David Moyer, Bruce Edwards, Mayor Jennifer Gettle (arrived 7:49 P.M.), Jeff Fiant – Kraft Code Services (left 7:50 P.M.) and Nan Feeg - Acting Secretary.

### **ABSENT**

Police Chief John Pontician

### **GUESTS**

Ulises Otero, Zandros Otero, Ryan Zerbe and Carl Liptak

### **BILLS TO BE PAID**

Council questioned Mr. Liptak on some of the bills. Mr. Edwards explained Mrs. Balistrieri will be submitting for reimbursement for the leaf vac (Bill #10) as well as the chipper and the dumpster that were previously approved, Bill #29 is a pass through to the Firefighter's Relief Association and Bill #30 is what was approved in 2019 for 2020 MMO payment. **Motion** moved by Mr. Miller, seconded by Mr. Moyer to approve the list of bills to be paid as listed in the amount of \$179,613.40. Motion carried unanimously. Discussion followed regarding uniforms and Cintas. Council agreed to wait to discuss this issue when the Solicitor is in attendance.

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

### **PAYROLL**

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

### **COMMUNICATIONS**

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

### **GUESTS/ CITIZENS TO BE HEARD**

Ryan Zerbe, Womelsdorf Fire Company – Mr. Zerbe briefed Council on the Agreement he wrote up between the Borough of Womelsdorf and/or the Womelsdorf Fire Company and the Reading Area Firefighters Museum of Reading regarding the 1812 Hand Pumper and explained to Council they cannot sell it; it still belongs to the Borough. It was questioned if it is insured and if so, how much is it insured for so Mr. Edwards will check with Mrs. Balistrieri because Council wants to know that before loaning it. Mr. Zerbe explained the Museum is paying for transporting it, but they do not want it moved a lot. Council agreed it is a great idea to loan it to them. Mr.

Edwards reiterated to Mr. Zerbe that when TELCO changes the traffic light, the preemption lights are going in, but according to Fire Chief Martin, they already have the transponders and Mr. Zerbe agreed. Mr. Edwards noted the change to the light will not occur until they get all the parts. With no further questions for Mr. Zerbe, he was excused from the meeting.

Ulises Otero, 30 N. 3<sup>rd</sup> Street Property Manager – Mr. Otero introduced himself and his son to Borough Council and Mr. Edwards expressed Council's gratitude to Mr. Otero for being so cooperative when our Code Enforcement Officer brings issues to him. Mr. Fiant informed Council the building is very well maintained, the fire prevention system is serviced on a yearly basis which is what they look for and Council should be thankful that there is a responsible owner for the building. Mr. Otero informed Council the building is owned by Kevin Bean who also owns funeral homes. Mr. Fiant reported to Council he issued the road cut permit to take care of the issues alongside the building and he thinks it would be great if something could be worked out between Council and the property owner to at least get some asphalt on that area of road that was patched a few years ago because it is good and solid; it just needs some asphalt. It was proposed the property owner will pay for the additional asphalt to patch the road if the Borough gets the area ready and spreads the asphalt. Discussion followed and Council agreed. Mr. Otero was instructed to contact Mr. Liptak regarding the road repair. Council thanked Mr. Otero and with nothing further for any of the parties to discuss Mr. Otero and his son were excused from the meeting.

#### **MR. FIANT**

Mr. Fiant reviewed with Council the monthly report from Kraft Code Services LLC., including updating Council on various properties with property maintenance issues and their status. He informed Council the back yard has been pretty much cleaned up, but the siding issue still needs to be addressed at the property on North 2<sup>nd</sup> Street that the complaint was received about at the last Workshop Meeting. Kraft Code Services suggested gutter guards be installed at the West High Street property to solve the water accumulating in basements on 2<sup>nd</sup> Street according to Mr. Fiant. Council discussed with Mr. Fiant various properties including an enclosed trailer on a property on East High Street, so he will check if the trailer is registered and a car in a yard on Dogwood Lane that is not registered. Mr. Fiant informed Council there is no evidence to support a car repair business operating at the property in the 300 block of West High Street and they cannot demand a zoning hearing with no proof. It was mentioned it was stated at a prior meeting the garage is operating out on 419. Council agreed at this point not to pursue the issue, the cars that were in the yard have been removed and the property is off the list. It was noted the trash is piling up at a property in the 200 block of West High Street, so Ms. Keller volunteered to contact the owner of the property. Mr. Fiant discussed with Council the complaint received for 24 N. 3<sup>rd</sup> Street, so he will try to get ahold of the property owner since she has always been pretty responsible. He explained typically if Kraft Code Services is requested to do an inspection and it is not a rental inspection or it is an off-time, then the tenant signs a form allowing Kraft Code Services to enter the property and the Borough will be billed for the inspection; however, they will only do the inspection with the consent of the Borough. Kraft Code Services tries to keep these inspections at a minimum. Discussion followed. Mr. Fiant proposed to try to make contact with the property owner and see if the issues can be resolved without doing an inspection and Council agreed. Mr. Fiant reported the following regarding rental properties: 36 properties have been inspected, 130 properties have registered with the Borough, 28 properties have been issued

Certificates of Inspections, and all rental properties are licensed with the Borough for 2020. He noted they are continuing to schedule rental inspections. Mr. Fiant reported for the period 09/13/20 and 10/10/20 they have performed 12 building inspections and 6 building permits were issued with a total improvement value of \$118,896.00. It was mentioned by Council there are weeds at an East High Street property. Mr. Mellon questioned Mr. Fiant about incorporating checking sidewalks as part of rental and property transfer inspections. Discussion followed. Council agreed to discuss this again with the Solicitor at the next Borough Council meeting. With no further business for Mr. Fiant, Council excused him from the meeting at 7:50 p.m.

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

Maintenance Manager Carl Liptak – Mr. Liptak informed Council the pools do not appear to be leaking; however, the paint is still a problem. He also noted the gutters were not sandblasted and parts are peeling up on the gutters as well. They are just starting to put the roof on and it looks nice, according to Mr. Liptak. Mr. Liptak reported Schatz Electric has replaced the burned-out lights and a ballast at the soccer field. He also reported the new leaf vac is here, and it even does wet leaves. Mr. Liptak did note the joy stick had to be repaired the first day, but it is amazing and very easy to work with from a maintenance standpoint. He described to Council all its capabilities. Mr. Liptak informed Council he put on Facebook they are now collecting leaf waste (bushes, shrubs, tree branches, etc. but no grass clippings or annuals). He also informed Council the International Dealer looked at the two big dump trucks and they quoted \$4,000.00 for the older International big dump truck and \$7,000.00 for the GMC big dump truck as trade-ins. Mr. Liptak has been watching them on Municibid and we could possibly get more, but we could also get less. Discussion followed. Council agreed to trade them in when they deliver the new International truck, which, according to Mr. Liptak, may be the middle of December. Mr. Liptak informed Council they spent about \$200.00 in parts for the old 550 and they are using that to pull the leaf vac. Richland Borough may be interested in either borrowing or buying our old leaf vac so Mr. Edwards checked with the Solicitor and if you are selling from one municipality to another municipality you do not need to put a bid out. Council agreed for Richland Borough to borrow and/or purchase the leaf vac if they are interested so Mr. Liptak will be in touch with them. Mr. Liptak will check with Mrs. Balistrieri what we paid for the old leaf vac. Mr. Edwards and Mr. Liptak noted we are only paying 10% of the new leaf vac with the grant. Discussion followed regarding giving the farmer a gift card for allowing the Borough to dump the leaves on his property, especially, as Mr. Liptak noted, he went through DEP to get his permit. Mr. Moyer brought up about the library steps and Mr. Liptak stated they will be patching them. It was noted the railing has been painted at the library. Mr. Liptak informed Council he has discussed with Karen from the Juvenile Probation Office regarding the kids who did damage at the park doing community service. Their parents would be there supervising the kids as they scrub and clean the equipment. Mr. Liptak noted the trailer locks have been ordered and one is already on the wood chipper and the cameras will be installed tomorrow (Wednesday) at the Borough Hall.

### **OLD BUSINESS**

Borough Boards/Commissions Vacancies – Council was reminded we still need to fill the following vacancies on Borough Boards and Commissions: Planning Commission (1), Zoning Hearing Board (1 plus 1 alternate).

Online Bill Paying – Mr. Edwards informed Council Mrs. Balistrieri is working on the online bill pay and it looks like QuickBooks will be the way to go. Mr. Edwards clarified, after discussing with Officer Rey, we will be given one reader for free, and for every extra reader there is a one-time fee of \$20.00 per reader, and it will also expand our license to have QuickBooks on five additional computers. He noted we can get a reader for the pool for a cell phone to replace the “Square.” It can be set up so the payments will go into the correct account. People will need to access it through our website, so the website will need to be updated. It was questioned if it will allow automatic payments, so Mr. Edwards said that will need to be looked into.

Public Hearing – Mr. Edwards informed Council the public hearing for the Comcast Agreement has been advertised for the November 2 Borough Council Meeting. Council sets the percentage, which is currently is at 3%, but it can be as much as 5% according to Mr. Edwards.

Phone System – Mr. Edwards noted there is nothing new to report regarding the phone system and Mrs. Balistrieri is continuing to work on it.

## **MR. FIDLER**

Western Berks Joint Planning Commission Meeting – Mr. Fidler informed Council the next meeting of the Western Berks Joint Planning Commission Meeting is scheduled for Tuesday, November 17, the same night as the Workshop Meeting. Discussion followed. Ms. Keller noted the meetings usually do not last too long, so they should be able to come to the Borough Workshop Meeting, although they will be late.

Rec. Board – Mr. Fidler informed Council the Rec. Board did not meet this month. Only one member and himself showed up for the meeting.

Police Committee – Mr. Fidler informed Council they all should have received in their mail bins a list of the duties of patrol officers provided by the Chief and requested Council review it. Council agreed for ordinances the list should specifically list grass and weeds, snow and ice and campers and trailers. Mr. Fidler spoke in favor of the Chief being on BCERT. Discussion followed. Mayor Gettle informed Council they are working on a Sunday date to get together to discuss with the current officers pay rates.

LED Sign – It was noted we are receiving compliments now that the LED panels have been removed and the “Welcome to Womelsdorf” has been luminated. Mr. Edwards reminded Mr. Fidler the Rec. Board should discuss about banners for advertising.

Police Employee Handbook – Mr. Fidler informed Council they are still working on it.

## **MR. MELLON**

### Streets/Street Lighting/Curb-Sidewalks

- Mill Road - Mr. Mellon informed Council he was contacted by Glenn Eberly from the Water Authority requesting he contact Dwain Martin, property owner of 105 Mill Road about the road flooding at Mill Road due to debris in the culvert and the culvert caving in. Mr. Mellon questioned who is responsible: 201 N. 3<sup>rd</sup> Street property owner or the Borough or PennDOT? Ms. Keller noted the culvert on the other side of N. 3<sup>rd</sup> Street on Mill Road is also bad with weeds, etc. Discussion followed. Mr. Edwards will check with Dean Druckenmiller from the Conservation District and Council instructed Mr. Liptak to pull out the loose debris and weed whack the culverts.
- Sidewalk Repairs – Mr. Mellon reported Forino has finished up repairing what they damaged and more. Mr. Edwards noted Park Court apartments has repaired the sidewalk and curb there.

- Sidewalks – Mr. Mellon discussed with Council sidewalk criteria. He had asked Jim McCarthy for some information on the elevation on sidewalks and where we should be. Mr. Mellon showed elevations of 1½ inches and ¾ inch that could be required for repair/replacement because there is no number listed in the Ordinance; it is to be determined by Borough Council. Mr. Mellon distributed a sheet the Committee would use to gather information on curbs and sidewalks. He would like to see the Borough approve a contractor that the Borough has negotiated a price for property owners to use to fix their sidewalks or they could use their own contractor. Discussion followed, including temporary fixes such as “ramping” and heaving sidewalks caused by tree roots. Mr. Moyer questioned now that PPL has replaced the pole at the library, who will replace the concrete? Council agreed it should be PPL’s responsibility.
- Streetlights – Discussion followed on several street lights that are burned out. Council members will get pole numbers and locations to Mrs. Balistrieri so PPL can be notified.
- Handicap Parking Space Application – Mr. Mellon informed Council an application has been submitted by Shannon Wolf for a handicap parking space at 16 E. High Street. She only has a temporary placard that expires 03/21. Discussion followed. **Motion** moved by Mr. Fidler, seconded by Mr. Mellon to issue a temporary handicap parking space at 16 E. High Street. Motion carried unanimously.

Sewer Authority – Mr. Mellon informed Council he has nothing new to report from the Sewer Authority.

## **MS. KELLER**

Western Berks Joint Planning Commission – Ms. Keller informed Council they met on Thursday, October 15 and discussed developing out at Heidelberg Country Club. She also talked to Marion Township about what is going to happen with their sewer. Mr. Edwards noted all municipalities will need to have a quorum present when it is voted for Marion Township to join.

Finance Committee – Ms. Keller reminded Council the Finance Committee will be meeting on Monday, October 26 at 5 P.M. to begin working on the budget.

Library – Ms. Keller had nothing to report.

## **MRS. HOPPLE**

WRJA – Mrs. Hopple reported there was a water leak on North 5<sup>th</sup> Street due to a pipe break, but was repaired the same day.

Personnel – Mrs. Hopple had nothing to report regarding personnel.

Pool Pavilion – Mrs. Hopple informed Council they are waiting for the concrete guy to talk to Mr. Liptak.

Women of Today Jr./Sr. Halloween – Mrs. Hopple reminded Council of the Jr./Sr. Halloween Party for Conrad Weiser students on Saturday, October 24 in the Town Park and noted there will be parents and police present.

Christmas Party – Mrs. Hopple informed Council she would like to wait until November to decide about a Borough Christmas party this year.

## **MR. MILLER**

Fire Company – Mr. Miller reiterated that according to Ryan Zerbe from the Fire Company and the Agreement, they cannot sell it, it belongs to the Borough. He requested the Solicitor review

the Loan Agreement. It was noted the Borough will save the annual rental fee to store the pumper.

Pool – Mr. Miller reported to Council the Pool Committee met and they are going with the YMCA, so he will set up a meeting with them after the first of the year. He informed Council the Borough will need to advertise for someone to run the kitchen for the Borough after the first of the year, but first we need to know what is required. Mr. Miller noted we also need to see what equipment needs to be put in the snack bar. Mr. Liptak noted the cost for the keys at the pool is \$1,535.00 with ½ down, which is \$35 more than was quoted. **Motion** moved by Mr. Miller, seconded by Mr. Fidler to purchase the keys for the pool at \$1,535.00. Motion carried unanimously.

## **MR. MOYER**

Planning Commission – Mr. Moyer reported from the Planning Commission Meeting on October 19 the following: The Planning Commission met for the first time this year on October 19 and reorganized. Charles Meredith is still the Chairman, Lynn Kreider is still the Secretary and they still need one more member. They granted final approval for the Lot #4 Tower Health land development plan conditional upon all of the comments by McCarthy being incorporated into the plan along with two waivers. It is for a medical facility with five doctors and a medical assistant and a retail space. They will revise the drawings for two sewer laterals. The Planning Commission is recommending as far as the requirement regarding the public open space the Borough does not waive that requirement and should take the fee in lieu of dedicating recreational space, which would be \$15,000.00. The plan calls for an underground detention basin with the Borough doing the periodic annual inspections. They will not be deeding the 0.3 acre to the Borough since it is no longer usable due to grading; the area will be regraded and vegetation will be planted. The plans call for a four-foot high chain link fence heading north and south up near the Borough Maintenance Building and will take a 90-degree turn heading west. They have agreed to pave Line Drive from where it stopped near the bank all the way up to the end of their property. Mr. Liptak noted there is an area where water comes up through the road. Mr. Moyer clarified Tower Health will only be leasing the property, not owning it. Discussion followed. They will be attending the next Borough Council Meeting according to Mr. Moyer.

## **MAYOR**

Police Truck – Mayor Gettle informed Council the new police truck is waiting for something with the light bar.

Traffic Light – Mayor Gettle informed Council it was discovered at the recent power outage the receptacle for the generator was not installed when the control box was replaced after the accident. Mr. Edwards volunteered to contact TELCO about having the receptacle installed. It was questioned why there were no fire police directing traffic out on the highway during the power outage. Discussion followed.

Police – Mayor Gettle informed Council part-time Officer Miller has been hired full-time by the Sheriff's Department, but he still will be staying on with Womelsdorf so now he will be able to do more weekends for the Borough.

## **MR. EDWARDS**

COG – Mr. Edwards informed Council had nothing to report regarding the COG.

## **NEW BUSINESS**

Pool Filters – It was noted Mr. Liptak will be meeting with John Williams. Mr. Moyer will also attend if his schedule permits.

Planning Commission Vacancy – Mayor Gettle informed Council Shaun Gettle is willing to serve on the Planning Commission. **Motion** moved by Mr. Fidler, seconded by Mr. Miller to appoint Shaun Gettle to the Planning Commission. Motion carried with Mrs. Hopple abstaining.

With no further business to be brought before Council, **Motion** moved by Mr. Fidler, seconded by Mr. Miller to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 9:34 P.M.

Minutes Respectfully Submitted,

Nan Feeg  
Acting Secretary