

WOMELSDORF BOROUGH WORKSHOP MEETING

Held at 101 W. High Street on
April 18th, 2023

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

Attendees: Council Members: Shannon Windley, James Mellon Sr., Connie Keller (arrived 7:01 pm) Cindy Hopple, Mayor Jennifer Gettle (arrived at 7:25 pm), Kraft Codes- Jeff Fiant (left at 7:30 pm), Maintenance Manager Carl Liptak, Borough Manager- Michael Williams, Borough Secretary- Rachel Brown, and Secretary- Beth Sattizahn

Absent: Police Chief John Pontician David Craft, Hector Feliciano, Bruce Edwards

Bills to be Paid: Council members reviewed and discussed the list of bills to be paid. 21st Century Media bill is to advertise for the zoning hearing, which is paid initially by the Borough, and then deducted from the escrow submitted with building permit. **Motion** by Mr. Mellon, seconded by Mrs. Windley to approve the list of bills to be paid as listed in the amount of \$32,057.39. Motion carried unanimously.

Payroll: **Motion** by Ms. Keller, seconded by Mrs. Windley to pay the current payroll. Motion carried unanimously.

Motion by Mr. Mellon, seconded by Mrs. Windley to pay payroll between meetings. Motion carried unanimously.

Communications: County wide burn ban effective April 16, at 6 pm. Copy of Berks County official press release distributed.

Citizen to be heard:

Eileen Zerbe – 106 S Pine St – no comment

Kraft Codes: Discussion of monthly report and properties that needed immediate attention. Ms. Keller inquired about a property on Bunker Hill Road with No Trespassing signs posted. Chief was to look into the property. Mrs. Hopple recommends checking with Mr. Edwards on what was to happen. Discussion of tree stumps in the right ways through the Borough. Mr. Fiant advises we need to be consistent. Discussion of the weeds and overgrowth on East High in the swale, was determined to be a police matter, not Kraft Codes.

Maintenance Manager Carl Liptak: Church league found a new landscaper. They will meet this Thursday to review plans. Pole of lights are out at the ballfield is out and needs bulbs and ballast. A truck is needed to reach to make the repair. Mr. Mellon suggests checking with the Fire Company. Summer part time staff availability reviewed to begin cutting grass. Pool filling is scheduled to begin next Friday. Carl will check on Memorial volunteers for pulling weeds. Suggestion to make a donation to the group to encourage them to volunteer.

Borough Manager: Discussion on current investments and current financial standings. Bill for Comcast at the Maintenance building. Internet we are locked in for 2 years, but the phone/voice option can be discontinued for a savings. Mr. Mellon asked if we can purchase our own modem to also save money. **Motion** by Mr. Mellon, seconded by Ms. Keller to remove voice phone at Maintenance building if we can purchase our own modem up to \$200, rather than rent. Motion carried unanimously. Mr. Williams will wait to send a letter to the property owner at Mulberry Alley until Carl is available to make the repairs. Mr. Edwards asked Mr. Williams to attend a PEMA/FEMA Regional Disaster workshop, which is a 5-hour virtual training with no cost.

Mrs. Windley: Womelsdorf Borough Yard Sale is scheduled for May 13th and payments can be made at the Borough Office. Mr. Williams advised if a flyer is submitted, he can post it on our Facebook page.

Mr. Mellon: From the Planning Commission meeting, regarding the East High Development, a decision must be made regarding the cul-de-sac and a possible through street on Cherry Avenue, putting a gate there for us to access for plowing. Council decided it is not needed. Rachel notified Spence via email per Mr. Mellon's request.

For future discussion, the builder has to provide a Rec Fee per acre or Open Space. This is something to discuss when everyone is in attendance. Discussion regarding the 2023 Proposed paving projects. More roads need paving than have been budgeted for. Reviewing the paving budget, a list of prioritized roads was submitted. Mr. Mellon will meet with Shawn at McCarthy on Thursday to begin working on putting out to bid. An item for future discussion regarding the mobilization fee for each year to paving companies. Mr. Mellon suggested that we work with other local municipalities to get better pricing. **Motion** by Mr. Mellon, seconded by Mrs. Windley to prepare to send paving work out to bid. Motion carried unanimously. Discussion regarding sidewalk completion for DG Market, whether it has to be completed before the occupancy permit is issued. Mr. Mellon will check about coordinating the sidewalk permit with CMS, and the ADA portion of the portion of the sidewalk. Rachel sent an email to Tyler Redevelopment office to confirm an ADA ramp is included. Mr. Mellon will contact McCarthy to confirm what was previously agreed upon with the sidewalk, and whether an occupancy permit can be issued before the sidewalk is completed. Mr. Mellon inquired as to when the radar sign can be moved. Carl will speak to Chief about it.

Mrs. Keller: The Library is still waiting for their 15-minute parking space. The sign was approved and is in the update Parking Ordinance. Carl confirmed that it was ok to paint the lines in Library lot.

Mrs. Hopple: Pool memberships are coming in and discounted daily passes are selling well. There will be an open house at the Pool on May 13th and 1:00 PM and training for kitchen staff. **Motion** by Mr. Mellon, seconded by Mrs. Keller, approved unanimously to hire the following staff at the listed amounts: Jaide Thomason - \$10/hour, Kaleb Strunk - \$10/hour, Anthony Gulbreath - \$10/hour, Gisselle Feliciano - \$10.25/hour, Kayley Phillips - \$10/hour, Chiara Noble - \$10/hour and Sarah Snyder - \$14.25/hour. The bid for the War Memorial is expected any day. Discussion of Handicap parking issue at the MDR church with insufficient handicap parking. The signs contain a time limit which adds to the handicap parking shortage. **Motion** by Mr. Mellon, seconded by Mrs. Windley, approved unanimously to remove the time limits from the signs. Mrs. Hopple reviewed cost for a stainless-steel flagpole, 25' tall, 4" diameter, complete with installation would cost \$2,575 plus \$175 for LED light. **Motion** by Mr. Mellon, seconded by Ms. Keller to table the flagpole decision until Mr. Edwards returns. Painting estimate was received. \$9,500 for materials and labor to fix what was previously done incorrectly, paint Mr. Williams' office and the large room. Mr. Williams advised that funds discussed previously as available from Berks County Communication Association are not available. The amount budgeted was \$5,000 for the painting and flooring project, and Parks Budge repair and maintenance budgeted \$3,500. Discussion to hold off on big room and flooring at this time. Ms. Keller offered that the stream walls at Town Park should take priority over painting. Mrs. Hopple is hoping there will be grants available for the Town Park stream walls. **Motion** by Ms. Keller, seconded by Mr. Mellon, to approve \$800 to do the repair and paint Mr. Williams' office. Motion carried unanimously.

Mayor Gettle: No Report

With no further business to be brought before Council, **Motion** moved by Mr. Mellon, seconded by Mrs. Windley to adjourn the meeting. Motion carried. Meeting adjourned at 8:25 pm.

Respectfully Submitted,

Beth Sattizahn
Secretary