

# SPRING CITY BOROUGH COUNCIL MEETING

FEBRUARY 4<sup>th</sup>, 2008 - 7:30 P.M.

President Bauman called the meeting to order and led Council in the Pledge of Allegiance to the Flag.

The following members were present: Councilmen McCarthy, Bauman, Watts, Kratz, Solicitor Romain, and Borough Administrator Rittenhouse.

Councilman Watts motioned to approve the minutes of the January 7<sup>th</sup>, 2008 council meeting. Councilman McCarthy seconded.

## **COMMUNICATIONS:**

1. A letter of resignation from Julie McFarlane from the Parks & Recreation Committee.
2. A letter from PA DEP advising the Borough that we have been approved for an Act 101 Recycling Program Performance Grant in the amount of \$2,021.00 for the year 2006.
3. From Wilson Consulting Group, PC, a stormwater management analysis consistency letter, and drawings for the requirements of the Chapter 105 Joint Permit Application, Municipal Stormwater Management Consistency Approval for the proposed construction of the Schuylkill River Trail in Chester County.

## **COMMITTEE REPORTS:**

**STREETS AND UTILITIES:** Councilman McCarthy gave the following Streets Department Report for the month of January, 2008. **TRASH DISPOSAL** - 90.41 tons of refuse were hauled to the Lanchester Landfill in Honeybrook, PA by J.P. Mascaro & Sons from 1/2/08 through 1/25/08. Seventeen (17) bulk trash pick-ups were requested. **RECYCLING** - Eagle Disposal submitted the 2007 fourth quarter residential curbside recycling tonnage report. Co-mingled materials and newsprint collected per month was as follows: October – 13.82 tons, November – 14.01 tons and December – 14.28 tons. Total tons collected – 42.11 tons. Seven (7) loads of scrap metal weighing approximately 4.06 tons were transported to Phoenixville Scrap Company. One Hundred Ninety-three (193) Christmas trees were collected at curbside and stored at the Borough's Compost site. **STREET WORK** - Routinely cleaned debris from the stormwater inlets at various locations throughout the Borough. Contracted Jerry Hefelfinger to repair a damaged stormwater inlet at Yost Avenue and Main Street. Patched potholes at various locations (King & Cedar Streets, Cedar & Arch Streets, Airy Alley, & Cedar Street, Cedar Street and Ice House Alley and South Main Street. Spread salt and cinders during the storm event on January 7, 2008. **MAINTENANCE** - Washed and cleaned police vehicles, the 1995 GMC Trash Truck and the Sewer Plant Truck. Cleaned the garage bays, the sewer plant office and the pole barn shed at the sewer plant. Turned the leaf windrows at the Gay Street Leaf Compost Site. Cleaned leaves from the curb lines on various streets. Inspected the four pump stations weekly. Cleaned the bar screens daily at the sewer plant. Removed the old shed at the sewer plant for the installation of a new generator for the EQ Tank Project. Emptied the trash receptacles at all of the recreational areas. Replaced a broken swing seat at the Poplar Street Play Area. Removed the nets at the Brown Street Tennis Courts.

**SANITATION AND SURFACE WATER:** Councilman Watts gave the following Wastewater Treatment Plant Report for the month of January, 2008. The primary and secondary tanks have been drained, inspected and repaired where necessary and are all in service. The Main Street Pump Station is out of service due to the malfunction of the suction valve. Pricing is being obtained from Eastern Environmental to replace two valves and a check valve (Estimated cost for this project is \$7,500.00). The primary and secondary trickling filters are working very well. The chemical addition of sodium

bisulfate and polymer is working; we are producing more sludge and less suspended solids are getting through the plant. Oehlert Brothers repaired a leak in the boiler. Quotes are being obtained to replace the Simplex Pump in the pump room. (Estimated cost \$21,000.00)

**POLICE:**

Councilman Kratz reported the following vehicle maintenance was performed on the police vehicle during the month; 2005 Ford - oil change.

He also reported that the physical agility portion of the civil service testing for a full time police officer was completed on January 26, 2008 and the oral examination of the testing is scheduled for February 9, 2008.

He noted that Chief Sherman reported that the Northern Chester County Chiefs of Police received an In-Car-Camera Grant in the amount of \$376,000.00. These funds should be sufficient to put a camera in every police vehicle in the eight departments that make up the group. Senator Gerlach will be at the next NCC Chiefs of Police meeting on February 5, 2008 to formally present the grant to this group.

Councilman Kratz read the following police report for the month of January, 2008. Complaints 182; burglary 1; theft 6; criminal mischief 5; traffic citations issued 36 of which 11 were for speeding; criminal arrests 12; accidents 6; parking tickets issued 7. **Assisted other departments as follows:** East Vincent 9 times (3 domestics, traffic stop, 2 alarms, trespassing, warrant, and runaway); Royersford 4 times (domestic, 2 vehicle stops, and drug arrest); East Coventry 1 time (transport); Phoenixville 1 time (warrants); Limerick Township 1 time (contact resident). **Other departments assisting Spring City were as follows:** Royersford 4 times (domestic, drug information, dirt bikes, and DUI); East Vincent 4 times (drug arrest, truant juveniles, traffic stop, and noise complaint); Phoenixville 1 time (information on accident); East Coventry Township 1 time (noise complaint). **Mileage traveled during the month of January:** Car 14-1 (2005 Ford) 1,973 miles; Car 14-2 (2007 Ford) 1,618 miles which made a total of 3,591 miles. **Gas used during the month of January:** Car 14-1 (2005 Ford) 258.0 gallons, Car 14-2 (2007 Ford) 191.2 gallons which made a total of 449.2 gallons of gas used during the month.

**ZONING, HOUSING & PROPERTY:**

Borough Administrator Rittenhouse reported there were four (4) building permits issued during the month of January, 2008. Estimated cost of construction for the month of January, 2008 was \$52,500. Permit fees collected for the month of January, 2008 was \$455.25. Joe Cotteta, 65 E. Bridge Street, sign; Turkey Hill Mini Market, 2 E. Bridge Street, sign; Tom & Karen Balch, 351 Ridge Avenue, addition; Bob Twaddell, 123 Pikeland Avenue, reline chimney.

**PLANNING:**

Borough Administrator Rittenhouse advised Council that preliminary plans for a land development plan at the Hunsberger Tract and a subdivision plan for 229 N. Penn Street should be submitted this month for review by the Spring City Planning Commission and the Borough's Engineers.

**REPORTS:**

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Sewer Fund & Police Pension Fund Reports.....	Pages 7 and 8

Councilman Watts motioned the committee reports be approved as presented. Councilman Kratz seconded. Motion carried.

**ADMINISTRATOR'S REPORT FOR THE MONTH OF:**

**DECEMBER, 2007**

The following figures represent the balance in each Department as appropriated in the 2007 Budget.

**GENERAL GOVERNMENT**

		<b><u>% UNSPENT</u></b>
General Government	\$ 10,710.29	8%
Protection to Persons and Property	\$ 36,230.88	9%
Planning, Zoning and Housing	\$ 3,929.19	12%
Streets and Highways	\$ 2,550.64	1%
Street Repaving	\$ 10,261.53	11%
Parks and Recreation	\$ 19,626.03	87%
Insurance	\$ 4,759.03	9%
Street Lighting	\$ (2,593.44)	(5%)
Library	\$ -0-	---%
Liberty Fire Company	\$ -0-	---%
Association Dues and Expenses	\$ 106.00	9%
Building and Property	\$ 23,515.90	88%
1% Tax Collection	\$ (665.67)	(8%)
OPT Tax Collection	\$ (25.82)	(17%)
Workers' Compensation	\$ 1,821.51	7%
Engineering and Consulting	\$ 11,592.50	44%
CRP Grant – Engineering	\$ 27,181.00	79%
<b><u>SEWER ACCOUNT</u></b>	\$ 25,510.14	4%

This report reflects all wages and bills paid through December 31, 2007.

## Tax Collector's Monthly Report to Taxing Districts

For the Month of JANUARY, 2008SPRING CITY BOROUGH                     Taxing District

	Real Estate	Interim/Other _____	Per Capita/Other _____	Other _____
<b>A. Collections</b>				
1. Balance Collectable - Beginning of Month	19,231.39	213.10	2,490.00	2,873.75
2A. Additions: During the Month (*)	1,093.44			
2B. Deductions: Credits During the Month - (from line 17)				
3. Total Collectable	20,324.83		2,490.00	2,873.75
4. Less: Face Collections for the Month	2,270.21		145.00	156.25
5. Less: Deletions from the List (*)				
6. Less: Exonerations (*)				
7. Less: Liens/Non-Lienable Installments (*)	18,054.62			
8. Balance Collectable - End of Month	.00	213.10	2,345.00	2,717.50
<b>B. Reconciliation of Cash Collected</b>				
9. Face Amount of Collections - (must agree with line 4)	2,270.21		145.00	156.25
10. Plus: Penalties	227.02		14.50	15.72
11. Less: Discounts				
12. Total Cash Collected per Column	A. 2,497.23	B.	C. 159.50	D. 171.97
13. Total Cash Collected - (12A + 12B + 12C + 12D)				2,828.70

(\*) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

C. Payment of Taxes			
14. Amount Remitted During the Month (*)			
Date	Transaction #	Amount	TOTAL ALL TAXES
1/2/08		434.08	
1/4/08		946.64	
1/9/08		1,326.95	
1/23/08		121.03	
		Total	
15. Amount Paid with this Report Applicable to this Reporting Month		Transaction #	\$
			\$ 2,828.70
16. Total Remitted this Month			\$
			\$ 2,828.70
17. List Other Credit Adjustments (*)			
Parcel #	Name	Amount	
		Total	\$

18. Interest Earnings (if applicable) \$ \_\_\_\_\_

*Shirley W. Shaffer*  
 Shirley W. Shaffer 1/30/08

Tax Collector

Date

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district): Spring City  
 Title: Administrator Date: 2/4/08

I acknowledge the receipt of this report.

*Dennis Rittenhouse*

**TAXING DISTRICT USE (OPTIONAL)**

Carryover from Previous Month \$ \_\_\_\_\_  
 Amount Collected This Month \$ \_\_\_\_\_  
 Less Amount Paid this Month \$ \_\_\_\_\_  
 Ending Balance \$ \_\_\_\_\_

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of  
business January 31, 2008

Balance as of last report	\$1,835,608.35
Transfer from Checking to CD	\$ 34,000.00
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	\$1,869,608.35

Deposits Sec'y Office - General Fund

Berkheimer Associates - E.I.T.	\$ 6,698.45
Interest	\$ 1,284.92
Trash Collection Fees	\$ 27,651.62
Trash Certs	\$ 50.00
County Fines	\$ 1,223.36
Realty Transfer Tax	\$ 1,323.00
Local Fines	\$ 1,430.87
Buckle Up Grant	\$ 438.99
Recycling	\$ 67.20
Bulk Trash Pick Up	\$ 320.00
Lease Dwelling License Fee	\$ 251.69
Land Development Escrow Fee	\$ 4,000.00
Land Development Application Fee	\$ 479.00
C.V.L.. Service Application	\$ 337.50
Taxes	\$ 40,000.00
Building Permits	\$ 455.25
Zoning Permit	\$ 20.00
Parking Tickets	\$ 20.00
Use & Occupancy	\$ 100.00
Police Reports	\$ 60.00
<b>TOTAL DEPOSITS TO GENERAL FUND</b>	<b>\$ 86,211.85</b>

Deposits to Other Accounts

PLGIT - Interest	\$ 433.10
Police Motor Equipment Fund-Interest CD	\$ 747.94
Non-Uniform Employee Pension Fund-Minimum Municipal Obligation-2008	\$ 31,271.00
Non-Uniform Employee Pension Fund Interest deposited	\$ 2,805.66
Recreation Fund Interest Added to CD	\$ 175.41
Motor Equipment Fund Interest Added to CD	\$ 681.66
<b>TOTAL DEPOSITS TO OTHER ACCOUNTS</b>	<b>\$ 36,114.77</b>

**TOTAL DEPOSITS TO ALL ACCOUNTS** **\$ 122,326.62**

**\$1,991,934.97**

## WITHDRAWALS

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By Orders #1201,1202 Street Light Fund	\$	4,374.86
By Orders #1497 Recreation Fund	\$	17.01
By Orders #1028, #10043 Non-Uniform Employee Pension Fund	\$	34,402.27
By Orders #8844-8888,#24240-24278 General Fund	\$	122,902.34
<b>TOTAL WITHDRAWALS</b>	<b>\$</b>	<b>161,696.48</b>

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Balance On Account - General Fund		
Checking	60,642.67	
Certificate	777,000.00	\$ 837,642.67
Balance On Account - Motor Equipment Fund		
Checking	1.00	
Certificate	85,362.64	\$ 85,363.64
Balance On Account - Street Light Fund		
Checking	9,963.78	\$ 9,963.78
Balance On Account - Gas Tax Fund		
Checking	45.57	
Certificate	297,931.65	\$ 297,977.22
Balance On Account - Liberty Fire Company		
Checking	1.00	\$ 1.00
Balance On Account - Recreation Fund		
Checking	1,908.60	
Certificate	23,780.02	\$ 25,688.62
Balance On Account - Library Fund		
Checking	1.00	\$ 1.00
Balance On Account - Non-Uniform Employee Pension Fund		
Checking	8,347.27	
Certificate	398,255.00	\$ 406,602.27
Balance On Account - Ambulance & Rescue Fund		
Checking	1.00	\$ 1.00
Balance On Account - Police Motor Equipment Fund		
Checking	1.00	
Certificate	48,528.33	\$ 48,529.33
Balance On Account - PLGIT Capital		
Investment	118,467.96	\$ 118,467.96
	Beginning Balances	\$ 1,991,934.97
	Less Withdrawals	\$ 161,696.49
	02/01/08 Balance	\$ 1,830,238.48

Respectfully Submitted



Florence M. Watts, Treasurer

January 31, 2008

POLICE PENSION FUND

Balance as of last report	\$ 506,704.93
Minimum Municipal Obligation - 2008	\$ 1,611.00
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	\$ 508,315.93

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Checking	5,887.00	
Certificate - PNC Bank	466,116.85	
Certificate - Phoenixville Federal Bank	36,312.08	\$ 508,315.93

Respectfully submitted



Florence M. Watts, Treasurer

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business  
 January 31, 2008

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SEWER FUND #2

Balance as of last report	\$3,017,924.47	
Total of Certificates Purchased	\$ 110,000.00	
Total of Certificate Cashed	\$ 15,000.00	
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	\$3,112,924.47	\$3,112,924.47

Deposits

Sewer Rent	\$ 106,881.71	
Interest	\$ 13,681.90	
Deposit Certificate	\$ 15,000.00	
Sewer Certs	\$ 60.00	
Liens - Attorney Fee	\$ 27.89	
Chester County CRP Grant	\$ 156,600.00	
	-----	
	\$ 292,251.50	\$ 292,251.50
		-----
		\$3,405,175.97

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Withdrawals

By Orders #5123-5150,#20801-20804		\$ 317,141.96
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Balance On Account

Checking	\$ 65,881.92	
Certificate	\$3,022,152.09	\$3,088,034.01
		-----
		\$3,405,175.97

Respectfully submitted

*Florence M. Watts*  
 Florence M. Watts, Treasurer

## **UNFINISHED BUSINESS:**

### **1. Appointment - Councilor Vacancy .**

Three applicants submitted letters to the Borough expressing their interest in filling the vacant Councilor position that was created by the resignation of Ralph Trego.

Those persons submitting letters were: Andrew Messer, James J. Burns, and Joseph Lorman, Jr.

Councilman McCarthy motioned James J. Burns be appointed by Resolution No. 2008-02 to fill the vacant council seat of Ralph G. Trego, III. Councilman Watts seconded. Motion carried.

### **2. Reorganization of Borough Council Committees .**

President Bauman informed Council that new committee assignments will be mailed to Borough Council members along with the Council minutes for tonight's meeting.

All committees are remaining the same as in 2006-2007 with the exception of Rick Beard chairing the Streets Committee and James Burns serving on the police committee.

## **NEW BUSINESS:**

### **1. Preliminary Plan Review Comments - 501 S. Main Street Land Development.**

Based on the plan review of a land development plan for 501 South Main Street by Motley Associates it will be necessary for Borough Council to hold a conditional use hearing for this plan.

Solicitor Romain addressed Council on the provisions and responsibilities of Borough Council for holding a conditional use hearing.

Council discussed these provisions and decided to come up with a date for a conditional use hearing on a designated night other than the regularly scheduled council night.

Councilman McCarthy motioned that the Borough advertise for a conditional use hearing for the land development plan at 501 S. Main Street. Councilman Kratz seconded. Motion carried.

### **2. Sale of the 1997 GMC Trash Truck.**

Councilman Watts motioned the Borough of Spring City advertise for bids for the sale of the 1997 GMC Trash Truck. Councilman Kratz seconded. Motion carried.

### **3. Franchise Agreement Renewal with Comcast.**

Administrator Rittenhouse reported he met with representatives from Comcast to discuss the renewal of the franchise agreement with Comcast. The current agreement expires on August 1, 2008. When a tentative agreement is reached he will report back to Council on the context of the new agreement.

### **4. Vacancy - Alternate Member for the Zoning Hearing Board.**

Councilman McCarthy motioned Ralph G. Trego III be appointed as the alternate member of the Spring City Zoning Hearing Board for the unexpired term thru March, 2009. Councilman Watts seconded. Motion carried.

**READING OF THE PAYMENT OF THE BILLS:**

**GENERAL ACCOUNT:** (OFFICE) PECO \$412.14; H.A. Berkheimer, Inc. \$362.19; Baer Romain, LLP \$300.00; The Mercury \$306.98; AT&T \$24.54; Action Data Services, Inc. \$566.85; Provident \$183.16; VERIZON \$63.97; T-Mobile \$44.78; Modern Graphics \$488.86; Data Flo Plus \$80.18; P.A.W. \$25.41; Shirley Shaffer, Tax Collector \$689.34; Ron Black Agency \$179.00; Alan J. Randzin, Chester County Treasurer \$82.88. **TOTAL:** \$3,810.28. (STREETS) The Mercury \$639.80; Wensel's Truck Repair \$850.46; Berks & Beyond \$1,883.25; Mowrey-Latshaw \$46.75; Chester County Solid Waste Authority \$6,217.23; AirGas \$106.64; Bradley Tire, Ltd. \$313.95; CDI Lawn Equipment \$9.51; COSI \$125.00; Baer, Romain, LLP \$951.90; Sanatoga Quarry \$123.19; J.P. Mascaro & Sons \$22,287.16; Jerry Hefelfinger, Contractor \$695.85; Spring-Ford Business Association \$2,980.15; Provident \$73.40; CarQuest \$37.49; The Plow Shop \$48.02; Eagle Disposal of PA \$3,465.45; Oceanport, LLC \$1,449.23; Oehlert Bros., Inc. \$811.98; Hakun Construction \$255.00; H.A. Weigand, Inc. \$168.00. **TOTAL:** \$43,539.41. (POLICE) Crystal Springs \$32.97; Buckley, Brown McGuire, Morris & Sommer LLP \$75.00; Krauss Automotive \$745.00; Spring-Ford Business Association \$4,740.68; Office Depot \$56.98; Provident \$168.34; Verizon \$208.80; Nextel \$52.25; P.A.W. \$654.84; Borough of Pottstown \$200.00; Staples \$19.99; PA Chiefs of Police Association \$75.00; P&F Printing \$29.40; Spring Ford Car Wash \$350.00; Oehlert Bros. Inc. \$1,246.43; Davidheiser's \$60.00. **TOTAL:** \$8,715.68.

**SEWER ACCOUNT:** Crystal Springs \$6.75; Mowrey-Latshaw \$20.08; PECO \$70.74; Buckman's Inc. \$752.58; Deltronics \$5,630.92; Levengood's Septic \$5,555.00; EEMA \$4,350.03; PA One Call System, Inc. \$10.40; BWM Ecological Services, Inc. \$7,850.00; Franc Environmental, Inc. \$360.00; Baer Romain, LLP \$212.50; Tague Lumber \$134.10; Borough of Pottstown \$2,947.00; Spring-Ford Business Association \$1,515.86; AT&T \$17.44; Cook & Young, Ind., Inc. \$298.95; Verizon \$72.79; C.E. Weiss \$395.60; J.C. Ehrlich Company, \$38.00; United Laboratories \$393.44; P.A.W. \$111.04; Oehlert Bros. Inc. \$135.71. **TOTAL:** \$30,878.83.

**STREET LIGHTING FUND:** PECO \$4,155.89. **TOTAL:** \$4,155.89.

**BUILDING & PROPERTY FUND:** Crystal Springs \$6.50. **TOTAL:** \$6.50.

**ENGINEERING & CONSULTING FUND:** Motley Associates, Inc. \$2,735.60. **TOTAL:** \$2,735.60.

**WORKERS' COMPENSATION FUND:** Ron Black Agency \$9,566.25. **TOTAL:** \$9,566.25.

**PLANNING, ZONING & HOUSING FUND:** Motley Associates, Inc. \$3,966.72. **TOTAL:** \$3,966.72.

**PARK & RECREATION FUND:** PECO \$17.01. **TOTAL:** \$17.01.

Councilman Watts motioned the bills be approved for payment as read. Councilman Kratz seconded. Motion carried.

**ANNOUNCEMENTS:**

President Bauman announced the following meetings are scheduled for February, 2008: **Planning Commission**, Wednesday, February 20, 2008; 7:00 p.m.; **Police Committee**, Thursday, February 21 2008, 7:00 p.m.; **Finance & Ordinance Committee**, Wednesday, February 27, 2008, 6:30 p.m.

Councilman Watts motioned the meeting be adjourned as there was no further business to come before Borough Council. Councilman McCarthy seconded. Motion carried.

Respectfully submitted,

Dennis Rittenhouse  
Borough Administrator