



# Meeting of the Mount Penn Borough Council (1/31/23) - BUSINESS MEETING Minutes

Mt. Penn Borough

Jan 31, 2023 at 7:30 PM EST

@ 200 N 25th St, Reading, PA 19606

## Attendance

### Present:

Members: Joseph Cunliffe, Troy Goodman, Rick Lombardo, Ryan Maurer, Roger Reto, Roger Stief, Tanya Weaver

### Absent:

Members: Shannon Billman

- I. CALL TO ORDER (Presenters: Troy Goodman)
- II. PLEDGE TO THE FLAG (Presenters: Troy Goodman)
- III. ROLL CALL (Presenters: Troy Goodman)
- IV. AUDIENCE PARTICIPATION (Presenters: Troy Goodman)

Request to address Council-Christine

Highlights from Christine Dise's questions:


1. I have a question about agendas and a comment  
-The public can make comments in the beginning- Is it acceptable to request public comment at the end because after Council has discussed different things at the meeting, if residents have questions or concerns on other topics, they have to wait a month to get questions addressed.
2. My second question- It's not a question. It's a comment.
  - o For the Workshop agenda that was posted on the window prior to the meeting, there was a zoom link at the top. On the website, the symlink was removed and no reference was made as to why. It seemed as if the public could not communicate.
  - o At the last workshop, I noticed that when discussing zoom the conversation was to allow anyone to observe but residents can't participate.

So looking at the website, it says that the building is literally handicapped accessible, if you have residents who are unable to attend, but want to attend and participate which is what everybody says you want you want resident participation you want people to engage you want them to watch and learn. If you're not allowing them the opportunity to ask questions via zoom you're not being sensitive to the ADA community, and not in ADA compliance. So it might just be something you may want to consider.

I know it was an oversight but it was originally posted because some of us shared it to people who wants to use zoom

That was all Thank you. Thanks for your consideration.

- V. ENGINEERING (Presenters: Chris Falencki)

 [2023-1 Engineer Report Full.pdf](#)

- A. PERMITS ISSUED
  - 1. Zoning Permits-Issued various applications
  - 2. Building Permits-Issued various applications
  - 3. Occupancy Permits-Issued no U&O
- B. PLANNING ITEMS
  - 1. Hartline Subdivision-PC reviewed plan-Action Required-See Planning Commission
- C. CONSTRUCTION PROJECTS (SUBDIVISION AND LAND DEVELOPMENTS)
  - 1. Mt. Penn Townhomes - Construction on hold.
  - 2. 270 Freidensburg Road- Occupancy permit issued January 3, 2023
- D. MISCELLANEOUS

**Motion:**

Item D-Approval of Krafczek payment number 3 for \$155,915.10

Motion moved by Rick Lombardo and motion seconded by Roger Stief.  
Motion passed unanimously

**Motion:**

Water Service Change Order

Motion moved by Joseph Cunliffe and motion seconded by Nathan Rupright. Motion passed unanimously

- 1. 1. ADA Handicap Ramp Projects - Draft bidding documents prepared. On Hold.
- 2. Handicap Ramp Center/Cumberland - Work complete. Notified FHWA.
- 3. Endlich Av. Pipe Restoration - Inspecting construction. See attached Change Order #1 and Payment Application #3-Need Action on Both
- 4. DCED Multimodal Grant-Work complete. DCED final #3 submitted & verbally approved. 117 Endlich Avenue lateral complaint
- 5. DCED "LSA" Grant - Awaiting grant award.
- 6. 2022 Road Projects - Prepared draft paving bidding. PennDOT approved project. On Hold.
- 7. Borough Hall Roof- Currently in maintenance period. Additional repair April/May

## VI. STREETS (Presenters: Rick Lombardo)

### A. Bobcat - Update

Bobcat should be delivered shortly, holdup was Salesman was no longer employed with Company

### B. Borough Garage

Nothing was submitted and approved for this garage.

Neither Authorities meetings has this been discussed

St Lawrence should not be taking the lead on a Borough building

There should be a joint agreement in place, and nothing has been established

The approval should have been done first. Because now you got \$350,000 that could potentially go away. So I thought this is already done. Yeah by the conversation. I have a contract. I thought I so proved that.

Next steps:-

1. Obtain approval by the Authority- Request some sort of plans or a drawing of what is proposed to go up. Plans should be presented at an authority meeting. So that the authority and then the authority has to approve it. Before we can take any steps beyond that.
2. There should be a vote relative to that and somebody needs to do the plans. Chris could probably draw something up for you. And that should be submitted to the authority and they have to approve it. So once those two things have occurred, and St. Lawrence borough if they are going in on this with us, they need to take action on it and then once everyone's in agreement, then the streets people need to let us know what the agreement is between the two municipalities. Relative to this building. We don't the all of that needs to be done before we start breaking ground.
3. If the authority approves the borough, putting a building there, the agreements between if I understand you correctly, this building is not an authority building it will be a Borough and a another large St. Lawrence building. So we would be building it on authority land, I'm assuming the authority would probably I'm hopeful that they would grant us a long term lease of that ground so that we could do that. But there's a lot that has to occur. So look for any of any of this other stuff happens. I mean, having the money in advance, I mean, that's great, but we got a lot of other things that have to happen.
4. Project Plan should be created to support all of the tasks that need to happen. So we, you know, can one by one go through it. That that's something I've noticed in general, we
5. Waiting on drawings to be prepared

## VII. ACTION ITEMS FOR APPROVAL (Presenters: Troy Goodman)

### A. Minutes from previous meeting (Presenters: Troy Goodman)

 [Meeting of the Mount Penn Borough Council \(Dec. '22 - Mtg. #2\) Minutes.pdf](#)

#### **Motion:**

December 27th meeting approve

Motion moved by Joseph Cunliffe and motion seconded by Nathan Rupright.

Motion passed unanimously

- B. Finance Report from previous month (Presenters: Shannon Billman, Nathan Rupright)

**Motion:**

Previous Finance Report

Motion moved by Roger Reto and motion seconded by Rick Lombardo. Motion passed unanimously

- C. Payment of Bills (Presenters: Shannon Billman, Nathan Rupright)

Ck Num Name Amount

1394 E.M. KUTZ, INC. \$1,829.60

1395 MERCER MACHINE & HYDRAULICS, INC. \$197.86

19324 CLASSIC AUTO \$120.00

19325 CENTRAL BERKS REGIONAL POLICE \$106,979.17

19326 Central Pa Teamsters Health & Welfare \$4,272.60

19327 CENTRAL BERKS REGIONAL POLICE \$30,000.00

19328 A.J. Blosenski, Inc. \$6,695.57

19329 INTERSTATE BATTERY SYSTEM OF READING \$585.65

19330 J. P. MASCARO & SONS \$20,828.50

19331 MPBMA \$550.80

19332 PA STATE ASSOCIATION OF BOROUGHES \$83.50

19333 SMITH / BUKOWSKI \$138.65

19334 US Bank Equipment Finance \$306.00

19335 BERKS COUNTY CONSERVATION DISTRICT \$1,200.00

19336 HOFFERT & KLONIS \$1,000.00

19337 McCarthy Engineering \$17,823.69

19338 PA DEPT. OF LABOR & INDUSTRY - B \$103.48

\$190,885.47

EFT-Payments

LEASE DIRECT WEB PAY 77969183 \$632.48

UGI UTILITIES, I UGI 411003584736 \$535.23

WEX-Fleet Cards \$468.47

Copier \$203.24

Cintas \$569.37


Insurance \$6,634.00

Total \$9,042.79

Payroll \$3,832.98

\$203,761.24

Total Payments

 [Jan 2023-Bills.xlsx](#)

**Motion:**

Motion for payment of bills

Motion moved by Nathan Rupright and motion seconded by Joseph Cunliffe.

Motion passed unanimously

VIII. LIASION REPORTS

A. Fire Company

B. MPBMA

C. AVMA

117 Endlich Avenue

D. COUNCIL PRESIDENT REPORTS (Presenters: Troy Goodman)

Accept resignation letter from McCarthy , Mr. Cocuzza, Mr. Heizmann

**Motion:**

Motion to approve Hartline subdivision signed and notarized plans of December 13 2022 reviewed by our engineer.

Motion moved by Joseph Cunliffe and motion seconded by Rick Lombardo.

Motion passed unanimously

E. Planning Commission (Presenters: Joseph Cunliffe)

Hartline Subdivision - Planning Commission scheduled to meet Monday, January 30, 2023, to discuss and vote on the final plan. See attached.

 [2022.12.13 Hartline Subd Plan.pdf](#)


 [L-221227-Mun-Review 3.pdf](#)

F. Aulenbach Cemetery (Presenters: Joseph Cunliffe)

The December 2022 Report is the final report from President, Joseph Cunliffe. Appreciation letter for Street Crew David Okonski and Mark Stufflet. 2022 Preliminary Accounting.

 [DECEMBER 2022.docx](#)

 [okonski stufflet letter.docx](#)

 [preliminary accounting.docx](#)

G. Police Commission

Executive Session- Police & Public Safety matter no Personnel discussed

**Motion:**

To accept resignation for Mr. Cocuzza from AVMA

Motion moved by Rick Lombardo and motion seconded by Roger Stief. Motion passed unanimously

**Motion:**

To accept resignations for Mr. Heizmann Zoning Hearing Board


Motion moved by Rick Lombardo and motion seconded by Joseph Cunliffe. Motion passed unanimously

**Motion:**

Accept McCarthy Resignation

Motion moved by Roger Reto and motion seconded by Rick Lombardo. Motion passed unanimously

IX. COMMITTEE REPORTS

- A. Parks and Buildings (Presenters: Roger Reto, Joseph Cunliffe)
- B. Solid Waste/Public Utilities (Presenters: Joseph Cunliffe, Roger Stief)  
 [2023 Solid Waste Calendar.pdf](#)
- C. Personnel (Presenters: Shannon Billman, Nathan Rupright)
- D. Treasurers Report (Presenters: Shannon Billman, Nathan Rupright)

TREASURER'S REPORT  
Borough of Mount Penn  
BANK ACCOUNT BALANCES  
1/31/2023


Checking	\$259,708.60
Savings-Metro	\$394,220.75
Liquid Fuels Fund	\$124,868.14
PIB Loan	\$78,732.77
Fire Tax	\$2,636.74
Ambulance Tax	\$6,485.12
Street Light Tax	<u>\$12,364.08</u>
TOTAL	\$ 879,016.20

 [January 2023.xlsx](#)

- E. Codes (Presenters: Rick Lombardo, Roger Stief)
- F. Insurance/Pension (Presenters: Roger Reto)

X. OTHER REPORTS

- A. Mayor - Ryan Mauer (Presenters: Ryan Maurer)
- B. Police Report - Chief Serafin (Presenters: Chief Serafin)

 [December 2022 Chief Report.xls](#)

Chief commented potential update to an Ordinance for the parking on Endlich Ave for school breakfast program. Will have more detail for next business meeting, information being researched

C. Solicitor (Presenters: Tom Klonis)

Nothing to report but will present notice to advertise parking restriction (St. Catherines-See Ordinance Below)

XI. ORDINANCES (Presenters: Troy Goodman)

A. No Parking Sign Ordinance (St. Catherine's)

Need to Vote to advertise

**Motion:**

Motion to approve advertising of Parking restriction for St. Catherines

Motion moved by Rick Lombardo and motion seconded by Roger Stief. Motion passed unanimously

XII. RESOLUTIONS (Presenters: Troy Goodman)

 2023 Reassignments draft (1).doc

A. 01-23-Herebin & Company-Auditor

**Motion:**

Motion moved by Roger Stief and motion seconded by Joseph Cunliffe. Motion passed unanimously

B. 02-23-Timothy Waldman-Electrical Inspector

**Motion:**

Motion moved by Roger Stief and motion seconded by Rick Lombardo. Motion passed unanimously

C. 03-23-Timothy Waldman-Fire Marshal

**Motion:**

Resolution Approval

Motion moved by Roger Stief and motion seconded by Rick Lombardo. Motion passed unanimously

D. 04-23-Brian Sands- Plumbing Inspection

**Motion:**

Motion moved by Roger Stief and motion seconded by Rick Lombardo. Motion passed unanimously

E. 05-23-Thomas L. Klonis- Hoffert & Klonis Law Firm-Solicitor

**Motion:**

Resolution Approval

- F. 06-23-Brian Sands-Property Transfer Inspector for the Borough of Mount Penn  
Motion moved by Roger Stief and motion seconded by Rick Lombardo. Motion passed unanimously
- G. 07-23- Alfred Worrall-MPBMA

**Motion:**

Motion moved by Roger Stief and motion seconded by Rick Lombardo. Motion passed unanimously

- H. 08-23-Tera Walters-Zoning Board  
Motion moved by Roger Stief and motion seconded by Rick Lombardo. Motion passed unanimously
- I. 09-23-Fran Kelly AVMA Officer-12/31/2024 & Troy Goodman-AVMA Officer-12/31/2027

**Motion:**

Motion moved by Roger Stief and motion seconded by Rick Lombardo. Motion passed unanimously

- J. 10-23-McCarthy Engineering Fee Increase  
Motion by Roger Stief. Second by Rick Lombardo. Motion passed unanimously.
- K. Council Reassignments

Executive-Troy Goodman  
Police Commission- Troy Goodman, Joseph Cunliffe, & Ryan Maurer  
Finance- Troy Goodman, Shannon Billman, & Nathan Rupright  
Insurance & Pensions-Shannon Billman & Roger Reto  
Personnel-Nathan Rupright, Shannon Billman, & Troy Goodman  
Public Property-Roger Reto & Joseph Cunliffe  
Streets – Rick Lombardo & Roger Stief  
Solid Waste & Public Works-Joseph Cunliffe & Roger Stief  
Codes- Rick Lombardo

**Motion:**


Motion moved by Roger Stief and motion seconded by Rick Lombardo. Motion passed unanimously

XIII. OLD BUSINESS (Presenters: Troy Goodman)

- A. Emergency Management Coordinator Assignment

Troy reached out to Jon Shrem as a candidate, will be meeting to review details



- B. Lower Alsace Merger Letter-signed, sent, response email from Lower Alsace (See Attached)  
 [merger letter.pdf](#)
- C. Donation financial details
- D. New Website Update (Presenters: Nathan Rupright, Shannon Billman)

Not all council had reviewed website, will review link in Onboard

XIV. NEW BUSINESS (Presenters: Troy Goodman)

- A. Borough Newsletter - Hometown Press

**Motion:**

To move forward using Hometown Press

Motion moved by Rick Lombardo and motion seconded by Joseph Cunliffe.  
Motion passed unanimously

- B. Meeting Recordings & Zoom Dial-in Option

**Motion:**

Move forward to broadcast meetings via Zoom

Motion moved by Rick Lombardo and motion seconded by Joseph Cunliffe.  
Motion passed unanimously

- C. Trash Discussion

Email recommendation to utilize MPBMA is illegal- Solicitor stated

XV. EXECUTIVE SESSION (Presenters: Troy Goodman)

Personnel & Police Discussion

Executive Session was for Police Matter not Personnel see above

XVI. ADJOURNMENT (Presenters: Troy Goodman)

**Motion:**

Motion to adjourn

Motion moved by Rick Lombardo and motion seconded by Roger Stief. Motion passed unanimously