



# Meeting of the Mount Penn Borough Council (6/27/23) - BUSINESS MEETING Minutes

Mt. Penn Borough

Jun 27, 2023 at 7:30 PM EDT

@ 200 N 25th St, Reading, PA 19606

## **Attendance**

### **Present:**

Members: Joseph Cunliffe, Christine Dise, Troy Goodman, Rick Lombardo, Borough Secretary Suzie Macedo, Ryan Maurer, Roger Stief

Guests: Solicitor Klonis, System Designs Engineer Leinneweber, Office Support Luz, Police Chief Serafin

### **Absent:**

Members: Josh Nowotarski

#### I. CALL TO ORDER (Presenters: Troy Goodman)

Meeting commenced at 7:35 p.m.

#### II. PLEDGE TO THE FLAG (Presenters: Troy Goodman)

#### III. ROLL CALL (Presenters: Borough Secretary Suzie Macedo)

#### IV. AUDIENCE PARTICIPATION (Presenters: Troy Goodman)

Resident Clark Bussey from 3 Earle Gables Court addressed council regarding property owned by Councilmember Cunliffe. He discussed multiple code violations and complaints on property 7 Earle Gables and asked Council and Code Enforcement to enforce Councilmember Cunliffe bring his property into compliance and proposed a lien of all proceeds from the sale proceeds be placed into an escrow account to be used to correct the issues on the property with remaining proceeds not used be returned to Councilmember Cunliffe. Mr. Bussey also requested Councilmember Cunliffe be removed from his position as a councilmember.

Solicitor Klonis addressed Mr. Bussey's concerns and requests and emphasized that councilmembers in the Borough do not get any form of preferential treatment. He stated a councilmember is subject to the same penalties as any other resident. If there were complaints Code Enforcement should have completed investigations and if those complaints warranted issuance of a citation then a citation would have been issued by Code Enforcement. He stated the extent of what council could do and stated they could not hold a portion of the proceeds from sale in escrow and did not have the authority to remove him from council because the offense, if taken to Magisterial Court, is only a summary offense. Solicitor Klonis stated if the residents had further concerns they were welcome to attend the upcoming Police Commission Meeting.

The question of whether Councilmember Cunliffe appeared before the District Justice was discussed. If so, a record would be made in the Magisterial District Court, where fines would be due.

Resident James Sparks, 8 Earle Gables Court addressed council on a code violation he received on his property previously and detailed his stance on the enforcement of code violations and resident's responsibility for correcting said violations.

V. Swear in new Council

A. Councilmember James Cocuzza

Councilmember James Cocuzza was sworn in by Mayor R. Maurer

VI. ENGINEERING (Presenters: Ty Leinneweber)

Senior Engineer Leinneweber thoroughly reviewed his Engineering report from May 31 through June 27, 2023 herein attached as exhibit A. He discussed Mt. Penn Borough's Ordinances for AirBnb's/VRBO's and stated they are silent on these items. He stated as things are now, if anyone in the Borough would like to manage one they would have to go in front of the Zoning Hearing Board.

Solicitor Klonis stated if Council was considering amending the Joint Ordinance that they reach out to Lower Alsace and see if they would like to amend it together.

The possibility of this falling under the rental scheme and how it would fit within the program were discussed. The agreement was to revisit the matter at the following meeting and make a recommendation to modify the inspections for AirBnBs and VRBOs and add details about them to the rental ordinance.

 [SDE Engineering Report.pdf](#)

**Motion:**

Motion to prepare bids for ADA Curb and Paving

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

VII. STREETS (Presenters: Rick Lombardo)

A. June Street Report (Presenters: Rick Lombardo)

Street Supervisor Okonski discussed his street report herein attached as Exhibit B.

 [STREETS REPORT JUNE 2023.pdf](#)

**Motion:**

Motion to approve the purchase of a Saw in the amount of \$2557.94 out of Liquid Fuels funds

Motion moved by Rick Lombardo and motion seconded by Christine Dise. Motion passed unanimously.

**Motion:**

Motion to approve ProVia Construction to provide and install the Borough Hall's new door with windows in the amount of \$5,336.00

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

**Motion:**

Motion for Street Supervisor Okonski to get with Senior Engineer Leinneweber to go over grants for streets to include \$100.00 application fee.

Motion moved by Rick Lombardo and motion seconded by James Cocuzza.

Motion passed unanimously

VIII. ACTION ITEMS FOR APPROVAL (Presenters: Troy Goodman)

A. May Meeting Minutes

 [2023-05-30 minutes Business Meeting.pdf](#)

**Motion:**

Motion to approve May Meeting Minutes

Motion moved by Rick Lombardo and motion seconded by James Cocuzza.

Motion passed unanimously.

B. Finance Report from previous month

 [May Treasurer Report.pdf](#)

**Motion:**

Motion to approve May Treasurer's report

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

C. Payment of Bills

 [June POB June 1-23.pdf](#)

**Motion:**

Motion to approve May bills with stipulation to look into charges from Blosenski

Motion moved by Rick Lombardo and motion seconded by James Cocuzza.

Motion passed unanimously.

IX. LIASION REPORTS

A. Fire Company (Presenters: Rick Lombardo)

Fire Chief Theodossiou addressed council regarding the reimbursement grant from the state. He stated the grant was applied through the Borough of Mount Penn because of it being a state grant. He submitted his request for reimbursement to the state and the response was that he would need a corporation agreement between the Fire Company and the Borough to cover the incurrence by the Fire Company and guaranteed by the Borough. He stated he would draft the

letter and would be sending it to Solicitor Klonis for review. He asked that Council grant Solicitor Klonis the necessary approval when he has decided that the information is accurate, so that the signatures of either Council President Goodman or Mayor Maurer can be secured in order to begin compensation procedures.

Solicitor Klonis stated it was not listed on the agenda so it would have to be continued to the upcoming meeting for July in order to have all the information for Council to review.

B. MPBMA - None

No Report

C. AVMA - None (Presenters: Troy Goodman)

D. Planning Commission - None

E. Aulenbach Cemetery (Presenters: Joseph Cunliffe)

Councilmember Cunliffe discussed the Memorandum of Understanding (MOU) and that the City of Reading was in agreement with it. He stated the City of Reading will enter a dollar amount for their agreement on their portion of the MOU. He stated the Cemetery's President's position currently is a "nay" with no reason given.

Solicitor Klonis stated that the Borough was not in a position to move forward on this for this year but it would be readdressed for 2024's budget due to reallocation of funds.

F. Police Commission (Presenters: Ryan Maurer)

Meeting will be held on July 5 at 6:30 at the Borough Hall for the next police commission - business as usual. No meeting for June

X. COUNCIL PRESIDENT REPORTS (Presenters: Troy Goodman)

There was discussion on Councilmen Nowotarski's resignation and his letter was read openly to the public.

**Motion:**

Motion to amend the agenda to accept the resignation of Councilmember Nowotarski

Motion moved by Roger Stief and motion seconded by Rick Lombardo. Motion carried 4-2, (Nay - C. Dise & R. Stief)

**Motion:**

Motion to advertise and post vacant Council seat

Motion moved by Rick Lombardo and motion seconded by Troy Goodman. Motion passed unanimously.

XI. COMMITTEE REPORTS

A. Parks and Buildings (Presenters: Troy Goodman, Joseph Cunliffe)

Councilmember Cunliffe discussed the re-keying of the building and stated he reached out to both vendors about a platinum/security key. Only Standard Key and Lock Company responded and provided an updated proposal for four existing cylinders with Platinum key control

cylinders and 30 keys. He stated the proposal did not include a breakdown of how much it costs for additional keys.

Consensus was to table the re-keying of building until further information was received.

**B. Solid Waste/Public Utilities (Presenters: Joseph Cunliffe, Christine Dise)**

Councilmember Cunliffe stated trash pick up is running smoothly but residents continue to report missed pick ups for Blosenski.

There was discussion on whether the penalty in the contract was per address and it was not clear to council.

Solicitor Klonis discussed other municipalities contracts and how they define penalties. He recommended that any future contracts include similar provisions for missed pickups, late pickups or per household.

Councilmember Dise talked about the Friday pickup for recycling and the issues the Borough runs into if pickup is pushed to a Saturday with Blosenski closing at 12pm on Saturday's causing more delay in notifying them of missed pickups. She wanted council to consider changing recycling pick up days to avoid problems for weekend pick ups.

Consensus was to continue to document all calls of missed pickups.

**C. Insurance/Pension - None (Presenters: Joseph Cunliffe, Josh Nowotarski)**

**D. Personnel (Presenters: Roger Stief, Josh Nowotarski)**

Council entered into an executive session at 9:09 p.m. pertaining to incident that occurred on June 2, 2023 with Councilmember Cunliffe.

Council returned from Executive Session at 9:58 p.m.

No action was taken during the executive session.

Councilmember Stief stated the recommendation from the Personnel Committee was made to Councilmember Cunliffe requesting he resign his seat on council which he declined. The committee's next recommendation to Council was to have Councilmember Cunliffe be publicly censored, removing him from the Borough's Facebook page, all committees and not be permitted in the Borough Hall Office without being accompanied by another councilmember between the days and hours of Monday through Friday 7:45 a.m. to 4:45 p.m. and Saturday from 8:00 a.m. to 12:30 p.m.

Councilmember Stief also discussed the Borough Council Policy he put together.

Solicitor Klonis had no issues or objections to the Borough Council Policy. He suggested his policy be disseminated to all councilmembers for their review and be added to the agenda for the upcoming July meeting.

**Motion:**

Motion to publicly censor, remove from committees and limit access, unless accompanied by another councilmember, to the Borough Hall from Mon-Fri 7:45a-4:45p and Sat. 8a-12:30p Councilmember Cunliffe with exception to use the Borough Hall for Councilman duties during any other hours if needed.


Motion moved by Roger Stief and motion seconded by Rick Lombardo. Roll call was conducted as follows: Councilmember Cucuzza - Ay, Councilmember Stief - Ay, Council Vice President Lombardo - Ay, Councilmember Dise - Ay, Council President - Ay. Councilmember Cunliffe abstained from voting


**E. Codes - None (Presenters: Rick Lombardo, Christine Dise)**

F. Finance (Presenters: Troy Goodman, Josh Nowotarski, Roger Stief, Ryan Maurer)

1. Bookkeeping Proposal

Mayor Maurer discussed in detail the two proposals for the Borough's Quickbook accounts. There was discussion on which session package to choose for the training of Office staff.

 [Bookkeeping Engagement Proposal for Mount Penn Borough-Quickbooks Online Training.pdf](#)

 [Bookkeeping Engagement Proposal for Mount Penn Borough-Clean Up Monthly Options.pdf](#)

**Motion:**

Motion to approve the Bookkeeping Engagement Letter between Purely Stated Books LLC and the Borough of Mount Penn

Motion moved by Rick Lombardo and motion seconded by Christine Dise.  
Motion passed unanimously

**Motion:**

Motion to approve Quickbooks training to office staff for 4 sessions by Purely Stated Books LLC.

Motion moved by Rick Lombardo and motion seconded by Troy Goodman. \*\*\* THIS MOTION AND SECONDED VOTE WAS WITHDRAWN BY COUNCILMEMBER LOMBARDO AND COUNCILMEMBER GOODMAN \*\*\*

**Motion:**

Motion to approve 8 training sessions on Quickbooks for both office staff in the amount not to exceed \$1,000.00

Motion moved by Rick Lombardo and motion seconded by Christine Dise.  
Motion passed unanimously

XII. OTHER REPORTS

- A. Mayor - Ryan Maurer - None (Presenters: Ryan Maurer)
- B. Police Report - Chief Serafin - None (Presenters: Chief Serafin)
- C. Solicitor - None (Presenters: Tom Klonis)
- D. Secretary Report (Presenters: Borough Secretary Suzie Macedo)

Borough Secretary Macedo covered her secretary report in detail. A copy of the report is attached herein as Exhibit C.

 [Secretary Report items.pdf](#)

**Motion:**


Motion to authorize GoDaddy as the vendor to accept credit card payments.

Motion moved by Rick Lombardo and motion seconded by James Cocuzza.

Motion passed unanimously.

XIII. ORDINANCES (Presenters: Troy Goodman)

- A. Ordinance Restrictions on Parking/Leaving Standing Vehicles on Borough Streets

 [Ordinance - Restrictions on Parking or Leaving Standing Vehicles on Borough Streets.pdf](#)

**Motion:**

Motion to advertise Ordinance 884 - Restrictions on Parking or Leaving large standing vehicles on Borough streets

Motion moved by Roger Stief and motion seconded by James Cocuzza. Motion passed unanimously

XIV. RESOLUTIONS - NONE (Presenters: Troy Goodman)

XV. OLD BUSINESS - None (Presenters: Troy Goodman)

- A. AirBnB/VRBO - This item was heard during SDE Engineering Report
- B. Re-Key Building - This item was heard during Parks and Building report
- C. DCED Merger

Council President Goodman will be discussing a date with Borough Manager Pottinger from Lower Alsace.

- D. Hometown Heroes Banner Program (Presenters: Roger Stief)

Councilmember discussed the specifications of the banner including fees and how many poles are available.

 [Hometown-heroes-banner-program-honoreeprofile.pdf](#)

 [Hometown Heroes Banner Program.docx](#)

 [hometown hero example.docx](#)

**Motion:**

Motion to launch the Hometown Hero Banner Program and advertise on all outlets

Motion moved by Roger Stief and motion seconded by Troy Goodman. Motion passed unanimously

- E. ADA Ramp Replacement Program - this item was covered under SDE Engineering Report

- F. Newsletter (Presenters: Roger Stief)

Councilmember Stief requested Council send over any items they want added to the newsletter by July 14, send out to the mailer company by July 21 to be distributed in September. This will have the newsletter being distributed twice a year; one time in the spring/summer and one for fall/winter.

XVI. NEW BUSINESS (Presenters: Troy Goodman)

- A. Roadcut Account - discussed during Streets segment (Presenters: Rick Lombardo)
- B. Property Registrations Report

Office Support Personnel Luz discussed the rental program and efforts to have our system up to date with units.

Council agreed they wanted to ensure all properties are compliant and office staff should go as far back as to when the program was initiated to ensure fees and requirements are up to date to current year.

There was additional discussions on Property Settlements and how council wanted to proceed with enforcing that all property settlements were being conducted and that the Borough was being notified.

Solicitor Klonis suggested office personnel reach out to title companies and provide the requirements from ordinance for property settlements.

XVII. EXECUTIVE SESSION - this item was heard after XI, section C. (Presenters: Troy Goodman)

XVIII. ADJOURNMENT (Presenters: Troy Goodman)

Next Council Business Meeting will be Tuesday, July 25, 2023 @ 7:30PM  
Meeting adjourned at 10:51 p.m.