



Meeting of the Mount Penn Borough Council

(7/25/23) - BUSINESS MEETING MINUTES

Mt. Penn Borough

Jul 25, 2023 at 7:30 PM EDT

@ 200 N 25th St, Reading, PA 19606

Attendance

Present:

Members: Troy Goodman, Rick Lombardo, Christine Dise, Roger Stief, James Cocuzza

Borough Secretary Suzie Macedo

Absent: Members: Joseph Cunliffe, Ryan Maurer

Guests: Solicitor Tom Klonis, SDE Engineer Ty Leinneweber, Officer Mace for Chief Serafin

I. CALL TO ORDER (Presenters: Troy Goodman)

The meeting commenced at 7:36 p.m.

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

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

IV. VACANT COUNCIL SEAT

A. Candidate Michael Kindlick

 [Michael Kindlick - Resume.pdf](#)

Motion:

Motion to Appoint Michael Kindlick to fill vacant council seat

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

Motion passed unanimously.

V. AUDIENCE PARTICIPATION (Presenters: Troy Goodman)

Harvey Friedland, owner of 2400 Filbert Avenue addressed Council regarding the late fee charge he received for his rental property for 2023. He stated he did not receive a bill until July and if he would have received one he would have paid on time.

Council President Goodman stated an Ordinance was passed in 2021 that included the late fee penalties. He stated a rental packet was mailed to all landlords and also sent out certified mailings and asked if Mr. Friedland had received any of those packets.

Mr. Friedland stated he did not receive any mail and he has owned the property for over 16 years and a penalty was never assessed.

Council President Goodman stated this property also owed a substantial amount of taxes to the Borough that is being paid by the Borough and referenced a document that was received from the Borough's Tax Collector and reiterated that the Borough is paying the trash collection for his units because the bill was not paid. He emphasized that rental units are due by the end of March and payment had not been received for his property.

Mr. Friedland denied owing any monies for taxes on this property.

Council decided to table the waiver for next meeting to inquire if a letter was ever mailed to Mr. Friedland and the matter was continued to the next meeting.

Motion:

To table Mr. Harvey Friedland late penalty fees for 2400 Filbert Avenue

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

A. School Board Solicitor to Address Council

Brian Boland the Solicitor for the Antietam School district gave an update to the council on where things are after the flooding at the Antietam Senior High School. The school district has been focusing on immediate emergency issues and he discussed the plan the school district was putting in place to start tracking down what obstacles are in their way. The District did look into vacant space in the City and reached out to other school districts to see if any vacant school buildings could be used which are still being worked on. He also stated there are discussions with Albright and Alvernia to see if there's any option to integrate with them for the upper class. He stated right now their main focus is trying to stay on track for the school opening on August 21. He stated the most immediate prospect to accomplish that is to have some of the kids attend the Mount Penn Elementary Center and have split days with some kids attending in the morning and others attending in the afternoons. He discussed working with the Trinity UCC Church which has 7 classrooms available to review those rooms and pinpoint what things might be necessary to get them occupied. He voiced wanting to continue to work with Council and welcomed suggestions or ideas that would come up and they would consider them. He stated the seven classrooms would be used primarily for "specials" (Music, Art, etc) Once they narrow the location down they can then focus on things like transportation, meals, internet access, building schedules for students, and Individualized Educational Plans (IEP). Once those emergency issues are in place, they would then focus on Phase II; a medium-term basis and then a long-term basis. They are working with other agencies to try to look at more long-term/medium ideas. He stated Mr. Roberts, Board President was also present at the meeting and one of the things the board was trying to accomplish if they could is to keep the kids in the Borough and the Township and not move them out if possible. He stated this may not work for the long-term but at least the goal initially is to try and keep them here and try to enhance the program so that it is rewarding for the kids, especially for their senior year; trying to keep things as normal as possible for them. The administration has been able to gather supplies and desks. They have reached out to an alarm system to ensure that is completed. Council member Stief questioned the plan for the safety and security of the Trinity.

Mr. Boland stated for the security and safety of the students they were looking at having the doors locked and have panic bars outside. This is still something they are working through. For the Elementary school, the older kids would come in through one entrance and the younger kids would come through another to keep them separated by entrance. He also discussed obtaining clearances for the personnel that will be around the children at the

Church. Councilmember Dise asked how the district was going to handle a large number of students walking in large groups.

Mr. Boland stated as the students are moving between buildings they would be supervised by either the teachers or aides and stated another item they need to figure out is the parking situation. He stated they have issues with student parking and right now they would like to designate a parking location and then bus the students up to the building but that creates problems with transportation and they would start looking into parking locations.

VI. ENGINEERING (Presenters: Ty Leinneweber)

SDE Engineer Leinneweber covered his report in detail. A copy of his report is attached and herein referenced as exhibit A. He discussed the following items in detail:

1. 6 Bids received for the ADA ramps for 2023. Drum Heller Construction is the lowest bidder with their bid coming in at \$154,756.00. The high bid was Pine Construction and their cost was \$297,009.43. Once he reviews the bid documents to ensure all items are received he will then review with Solicitor Klonis to determine it is a viable contract.
2. Paving Project 2023
3. Pennsylvania Department of Community and Economic Development Multimodal Transportation Fund (MTF) - currently preparing a grant application for paving, pedestrian access, ADA access and street lighting along Endlich Ave from the intersection of Philmay Terrace to Ochre Street. Costs include engineering design, bid documents, construction inspections, engineering cost to address any conflict that may occur during construction, construction cost, administrative costs and contingencies.
4. He also discussed issues with the Krafczek Project where boulders and streams were put in have washed out in certain areas. He will contact Construction Masters Services (CMS) to get this repaired.

 [25July.Meeting Report Mt. Penn binder.pdf](#)

 [RESOLUTION.Endlich Avenue Multimodal Grant - 2023.docx](#)

Motion:

From Council to authorize SDE to issue Notice of Intent to Award, Notice of Award and Notice to proceed contingent upon the Engineer's and Solicitor's review and approval of bid documents received from Drumheller Construction

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

Motion:

Adopting Resolution 20-23 formally requesting a Multimodal Transportation Fund Grant from the Commonwealth Financing Authority to be used for the improvements of Endlich Avenue.

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

VII. STREETS (Presenters: Rick Lombardo)

A. July Street Report (Presenters: Rick Lombardo)

Street's Lead Okonski discussed his street report in detail. A copy of his street report is attached and herein referenced as Exhibit B. He covered the following items in detail:

1. Discussed 23rd and Perkiomen repairs
2. Discussed a change of street directions for overflow of traffic due to school situation. The streets he proposed to change were Grant, Cumberland, Beech and Filbert. A letter would need to be drawn up to notify all affected residents. An aerial map of the proposed changes is attached and herein referenced as Exhibit C.
3. South 20th Street Ordinance - Street is getting paved by UGI and due to the construction and residents parking on the corner, vehicles can't make the turn so there needs to be an ordinance drawn up.
4. Cleveland Brothers account- For machines to get fixed so an account is needed in order to pay them for repairs.

 [Streets report.pdf](#)

Motion:

Amending the agenda to include Ordinance traffic changes

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

Motion passed unanimously.

Motion:

Authorize the preparation and the advertising of the Ordinance for street traffic changes to Grant, Cumberland, Beech and Filbert for school.

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

Motion passed unanimously.

Motion:

To Purchase Push Mower in an amount not to exceed \$1,000.00

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

B. Cleveland Brother Account

Motion:

Approve opening of a Cleveland Brother's Account

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

C. Saint Lawrence Vehicle Maintenance

No mutual agreement currently and an intermunicipal agreement is needed.

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

A. June Meeting Minutes

 [2023-06-27 minutes Business Meeting.doc.pdf](#)

Motion:

Approve June Meeting Minutes

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

Motion passed unanimously

B. Finance Report from previous month  [June Treasurer Report.pdf](#)

Motion:

Approve Financial Report

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

C. Payment of Bills

 [Bill Payments June 24 - July 21.pdf](#)

Motion:

Approve Payment of June bills

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

Motion passed unanimously

IX. LIASION REPORTS

A. Fire Company (Presenters: Rick Lombardo) 1. Corporate Subgrant Agreement

Agreement for the Fire Company to obtain reimbursement via this grant.

Motion:

To enter into the Cooperation and Sub-grant Agreement with the Mount Penn Fire Company.

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

B. MPBMA - None

C. AVMA - None (Presenters: Troy Goodman)

D. Planning Commission - None

E. Aulenbach Cemetery

Council President re addressed Aulenbach's choice to opt out of involvement with the Borough and do not want any donations or have to answer to the Municipality. They will be functioning and running on their own without Mount Penn's or the City of Reading's assistance effective immediately. This item can be removed from the agenda moving forward.

F. Police Commission (Presenters: Ryan Maurer)

Council President Goodman and Mr. Theodossiou discussed the need for roof work to be completed on the Police Department. There was discussions on whether this needed to be put out for bid or if it was an emergency situation. Solicitor Klonis stated if it was not an emergency then they needed to put it out for bid since it falls under the jurisdiction of the Borough of Mount Penn and Lower Alsace Township. They would need to coordinate whether Mount Penn or Lower Alsace would draft up a bid proposal to get it out for bid as soon as possible.

X. COUNCIL PRESIDENT REPORT - None (Presenters: Troy Goodman)

XI. COMMITTEE REPORTS

Council President Goodman went over committee assignments. A copy of the new assignments is attached and herein referenced as Exhibit C.

A. Parks and Buildings - None (Presenters: Troy Goodman)

B. Solid Waste/Public Utilities (Presenters: Christine Dise)

1. Proposed Bid and Ordinance

Councilmember Dise discussed her proposal bid for the future and discussed changing pickup days for solid waste as follows:

Trash - twice a week but change pick up to Monday and Thursday.

Recycling/bulk item pick up - from Friday to Thursday's but continue yard waste pick up on the 1st and 3rd Mondays of the month. She also added to the bid a change from a 1 year extension option to a 1 to 3 year extension because depending on market changes and increases of percentages as the years progress. Councilmember Dise stated she also added a complaint form option in the bid and will be drafting up an official complaint form that will be used to submit all of the complaints that are received. She also sent a draft of the new ordinance for changing of pick up days amending 794. The goal is to approve in August, be advertised in September and be awarded at the October meeting. She also added the \$50.00 fine related to specific employee behaviors such as refusing to pick up a can, spilling and refusing to pick it up.

Solicitor Klonis stated the ordinance won't need to be enacted until 2024.

C. Insurance/Pension

New office Staff Elva Luz will be going on the insurance/Pension beginning August.

D. Personnel (Presenters: Roger Stief)

This item was heard under the Executive Session

E. Codes (Presenters: Rick Lombardo)

1. Property Discussion on Beech Street

The Declaration of Condemned property was issued as an emergency and this property was to be cleaned up but this has not occurred. There was a discussion on Code Enforcement's response to this property.

Solicitor Klonis stated this was something that the Code Enforcement Department needed to take care of as the state of the property continues to deteriorate as time passes.

Council President Goodman stated he would reach out to Code Enforcement to get this item addressed.

2. Short-Term Rentals

Council discussed if this could fall under the current Rental Program currently being enforced. The consensus was this needed to be classified as short-term rentals because it did not fall under the rental ordinance and the current restrictions on rentals did not apply to short-term rentals. They also agreed that this needed to be a separate ordinance.

Borough Manager Pottinger from Lower Alsace Township stated they had enacted an ordinance recently regarding Airbnb's and VRBO's and would pass it along to the Borough.

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

Our bookkeeper Sherry Morein is in communication with Borough Secretary Macedo requesting documents and has cleaned up a lot of our books everything is being charted to the correct account and all invoices are being coded correctly. She inquired about the training of personnel on QuickBooks so she could put the training times on her calendar.

XII. OTHER REPORTS

A. Mayor - Ryan Maurer - None (Presenters: Ryan Maurer)

B. Police Report - Chief Serafin - None (Presenters: Chief Serafin)

C. Solicitor - (Presenters: Tom Klonis)

Solicitor Klonis reviewed the Noise Ordinance and suggested some changes were needed because it was too subjective and he found it hard to get convictions to remain if it would go up to appeal. He suggested taking a look at Lower Alsace's Ordinance which is specific to decibel readings and would be more enforceable and adopt the same ordinance so that when Central Berks Police Department tries to enforce it they are following the same requirements. There was discussion regarding dog laws and who this should be reported to. Solicitor Klonis stated these should be reported to Central Berks Police Department.

D. Secretary Report (Presenters: Borough Secretary Suzie Macedo)

Borough Secretary Macedo reviewed her Secretary report and a copy of the report is attached and herein referenced as Exhibit D.

Motion:

Purchase of "Beautification Award" signs not to exceed \$40.00

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

XIII. ORDINANCES (Presenters: Troy Goodman)

A. Ordinance 884 - Restrictions on Large Parked/Standing Vehicles

 [Ordinance 884 - Restrictions on Parking or Leaving Standing Vehicles on Borough Streets.pdf](#)

Motion:

Adopting Ordinance 884 - Restrictions on Large Parked/Standing Vehicles

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

B. South 20th Street No parking sign ordinance

This previously discussed during section VII(A) Streets.

Motion:

To Prepare and Advertise Ordinance 885 - No Parking for South 20th Street

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

XIV. RESOLUTIONS (Presenters: Troy Goodman)

A. Fee Schedule Update

 [20-23 Fee Schedule 2023.pdf](#)

Motion:

Approving Resolution 21-23 changes to the fee schedule to supersede fee schedule from Resolution 24-22.

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

B. Disposition of Records

Borough Secretary Macedo stated office staff would like to gather records that have reached retention dates and via resolution request the destruction of those records. She requested that the Borough intend to follow the schedules and procedures for the disposition of Records as set forth in the Municipal Records Manual approved in December of 2008 by the State.

Solicitor Klonis suggested that this item be tabled until office staff gathered all the documents that have reached retention to add on as a resolution for the destruction of those records. Council agreed to table this item until such time as office staff has gathered all documents that have reached retention.

XV. OLD BUSINESS (Presenters: Troy Goodman)

A. Re-key Building

Council President will be taking over this and will have information for Council at the next meeting.

B. Credit Card (Presenters: Ryan Maurer)

This item was tabled for the next meeting so that Mayor Maurer can discuss if this is a good option to move forward with.

C. Hometown Hero's Banner Program Updates (Presenters: Roger Stief)

Councilmember Stief Hometown Hero's program is officially rolled out and we are awaiting a minimum of 10 requests for banners to complete an order with a four to six-week turnaround time. The fire company volunteered the fire truck to place banners once we receive the order back. He also stated he reached out to Veterans Affairs to get the word out.

D. Newsletter (Presenters: Roger Stief)

Councilmember Stief stated the newsletter is almost done with a couple things still left for him to send it to the publisher. This will be his last issue as it will be handed off to Borough Secretary Macedo to complete any future newsletters.

E. DCED Merger

Township Manager Pottiger stated he is working with Andrew to have an agenda of what they'd like to discuss and also find a location to host the meeting. He is looking to have this meeting taking place sometime in mid-to-late September as long as he can obtain the agenda to distribute to everyone. This will be a public meeting.

F. Block Party - waive permit fee, Borough tables/ reps, Resolution to close streets/prohibit parking

Councilmember Dise stated everything is moving along and Street Lead Okonski will be distributing letters to residents on any of the streets that will be closed or have parking altered. He will also be putting up no parking signs, and putting out the barricades She discussed the streets she'd like to get closed or altered.

Councilmember Stief stated Street Lead Okonski was able to obtain trash cans.

Councilmember Dise stated she reached out to Blosenski and the representative agreed to provide 10 recycling boxes and 10 liners but is awaiting word if they will be delivered or if they will have to be picked up. She was able to obtain a grant for the dunk tank from a local entity that sponsors community events volunteered to do that and will have their President sit in the tank. All monies collected from the proceeds of the dunk tank will be donated and that will be determined at a later time.

XVI. NEW BUSINESS (Presenters: Troy Goodman)

A. Carsonia Park Project

President Goodman discussed Carsonia Project and an email he received from Jay Worrall requesting the last payment that was promised.

There was discussion on whether the Borough had fulfilled its obligation with payments made in the past.

Solicitor Klonis stated the Borough committed to 2 payments of \$20,000.00 in 2019 until present. He stated based on the agreement the Borough still owes Recreation Commission of the Antietam Valley \$20,000.00

 [MPB Letter signed 5.2019.pdf](#) 

[RCAV minutes copy.pdf](#)

Motion:

To pay the Carsonia Park Project final payment of \$20,000.00.

Motion moved by Troy Goodman and motion seconded by James Cocuzza.

Motion Carries 4-1

Councilmember Stief - Nay

Councilmember Dise - Yes

Councilmember Cocuzza - Yes

Vice-President Lombardo - Yes

President Goodman - Yes

- B. Borough Council Workplace Policy (Presenters: Roger Stief)

 [MOUNT PENN BOROUGH COUNCIL RESPECTFUL WORKPLACE POLICY.pdf](#)

 [To be filed in Borough Council personnel folder.docx](#)

Motion:

Adopt Mount Penn Borough Council Work Place Policy

Motion moved by Roger Stief. Motion passed unanimously

- C. Panic Button/Cameras

Councilmember Stief would like to get panic buttons/cameras for the Borough Hall office due to recent safety concerns. Mount Penn Borough Municipal Authority would also be interested in obtaining these devices and would split the cost with the borough.

- D. Punch In Clock for employees

Councilmember Stief suggested that Street personnel drop off all timecards at the end of the pay period to Secretary Macedo.

Motion:

To purchase a Time clock not to exceed \$500.00

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

- E. Notary Certification

Council discussed getting Borough Secretary Macedo a notary commission and they discussed the three different fee packages that could be purchased.

 [National Notary Association Fees.pdf](#)

Motion:

To purchase the "Complete Package" for a notary commission through National Notary Association for Borough Secretary Macedo

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

XVII. EXECUTIVE SESSION (Presenters: Troy Goodman)

Council entered into an executive session at 7:36 p.m. to discuss personnel. Regular Session resumed at 10:30 p.m.

Council entered into an executive session to discuss matters of personnel.

No action was taken during the executive session but action was taken as a result of those discussions. Council discussed the request from Road Foreman Okonski on behalf of employee Stufflet to utilize hours of upcoming sick bank because of an unforeseen illness that resulted in his hospitalization. As a result, the employee exceeded his PTO for the current year by five days. The employee is requesting to utilize sick days for the current year for the five days that he was unable to work. Employee Mark Stufflet will only have six days remaining for 2024 of sick days for the year.

Motion:

To approve \$1.00 raise for Borough Secretary Macedo bringing her up to \$25.00 an hour effective August 7, 2023

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

Motion:

To have Road Crew personnel Stufflet utilize hours of this upcoming year of sick days and moving forward after this date, Council will no longer afford this courtesy to any borough staff.

Motion moved by Christine Dise and motion seconded by Rick Lombardo. Motion passed 4-1 (Councilmember Stief - Nay)

XVIII. ADJOURNMENT (Presenters: Troy Goodman)

The meeting was adjourned at 10:28 p.m.

Next Council Business Meeting is scheduled for Tuesday, August 29, 2023 @ 7:30PM