



Meeting of the Mount Penn Borough Council (Dec. '22 - Mtg. #1)

Mt. Penn Borough

Dec 13, 2022 at 7:30 PM EST to Dec 13, 2022 at 9:30 PM EST

200 N 25th St, Reading, PA 19606

Agenda

I. CALL TO ORDER

Presenter: Troy Goodman

II. PLEDGE TO THE FLAG

Presenter: Troy Goodman

III. ROLL CALL

Presenter: Troy Goodman

IV. AUDIENCE PARTICIPATION

Presenter: Troy Goodman

V. ENGINEERING

Presenter: Chris Falencki

A. PERMITS ISSUED

1. Zoning Permits - Issued various applications
2. Building Permits - Issued various applications
3. Occupancy Permits - Issued no U & O certificate this month.

B. PLANNING ITEMS

1. Hartline Subdivision - Awaiting plan resubmission to PC. Zoning is approved.

C. CONSTRUCTION PROJECTS (SUBDIVISION AND LAND DEVELOPMENT)

1. Mt. Penn Townhomes - Inspecting construction.
2. 270 Friedensburg Road - Inspecting retaining wall and site.

D. MISCELLANEOUS

1. ADA Handicap Ramp Projects - Resolution adopted. Draft bidding documents prepared.
2. Handicap Ramp Center/Cumberland - Work Complete.
3. Endlich Av. Pipe Restoration - Inspecting construction and reviewed shops.
4. DCED Multimodal Grant - Work substantial complete and inspected. See attached completion certificate and payment request #4. DCED Application #1 submitted.
5. Borough Hall Roof - Currently in maintenance period.
6. 2022 Road Projects - Prepared paving bidding. PennDOT approved budget.
7. DCED "LSA" Grant - Awaiting grand award.
8. Stormwater Ordinance - Preparing small project applications.

VI. STREETS

Presenter: Rick Lombardo

A. Val Rodriguez (2235 Ochre St) - Request of Council to Reconsider Ordinance

Val Rodriguez talkings points from 10/25 Mtg:

- Cameron Street No-Parking Ordinance
- No parking signs posted on Cameron St.
- Without any letter or public notice
- Prohibits access
- Spoke w/ Teresa Dietrich requesting copy of ordinance (July 2022... exact date tbd)
- Requested email with ordinance
- Was informed he would hear from Mr. David O (streets)
- Dave did speak with Val's son
- Spoke with Nathan Rupright on 10/24, requesting proposed ordinance
- Nathan provided and indicated 9/20 approval
- No signatures
- Requesting reconsideration of ordinance by Council
- Solicitor: since ordinance has not been advertised, in turn it's not in affect as of today
- Dave O explained the signs have been up in the past, but the sign at the top of the hill of Cameron St. was knocked down at some point.
- One of the other residents requested a new sign
- Not having access to being able to park presents a challenge to access the side entrance to his home

Action Required:

- Council will review and discuss at the November Council Business

NEXT STEP:

Voting to pass ordinance (see Ordinance section)

VII. ACTION ITEMS FOR APPROVAL

Presenter: Troy Goodman

A. Minutes from previous meeting

Presenter: Troy Goodman

- 1. Approve Tues. 9/20/22 Meeting Minutes (attached has been corrected with Treasurers Report on pg. 2)**
- 2. Approve. Tues. 10/25/22 Meeting Minutes (attached)**

B. Finance Report from previous month

Presenter: Shannon Billman

- [See handout](#)

1. Oct. 2022 Finance Report - motion to approve

Presenter: Shannon Billman

2. Nov. 2022 Finance Report - motion to approve

Presenter: Shannon Billman

C. Payment of Bills

Presenter: Shannon Billman

- [See handout](#)

1. Oct. 2022 Payment of Bills - motion to approve

Presenter: Shannon Billman

2. Nov. 2022 Payment of Bills - motion to approve

Presenter: Shannon Billman

VIII. LIASION REPORTS

Presenter: Troy Goodman

A. Fire Company

Presenter: Rick Lombardo

- Discuss need for Workman's Comp Fire Ordinance
 - This is part of Ordinance section

B. MPBMA

C. AVMA

D. Planning Commission

E. Aulenbach Cemetery

Presenter: Joseph Cunliffe

- Review November 2022 Recap
- Aulenbach Board Announcement

F. Police Commission

IX. COUNCIL PRESIDENT REPORTS

Presenter: Troy Goodman

X. COMMITTEE REPORTS

Presenter: Troy Goodman

A. Park and Public Safety

Presenters: Roger Reto, Joseph Cunliffe

B. Solid Waste/Public Utilities

Presenters: Joseph Cunliffe, Roger Stief

- Trash extension
- Rate increase:
 - Actual trash costs have increased for the past 2 years, but the Borough did not increase

C. Insurance/Pension

Presenter: Roger Reto

D. Personnel

Presenters: Nathan Rupright, Shannon Billman

1. Vote to Approve: Tanya's Hours for Oct (Based off Joseph's validation on hours from discussion at Nov. 15 Workshop Mtg)

2. Employee Handbook - Motion to Approve

Presenters: Nathan Rupright, Shannon Billman

3. Recommended New Borough Office Hours

Presenters: Nathan Rupright, Shannon Billman

- Why change?
 - To keep our Temporary Employee maximum hours at no more than 32 hrs. / week.
 - Consistency for the residents (rather than changing day to day or week to week).
 - Effectively plan Temporary Employee schedule and day to day responsibilities.
- Days & Times?
 - Monday - Thursdays: 8am-4pm
 - Friday: closed
- When?
 - Starting Monday, January 2, 2023 until we hire a perm. office employee and determine availability.

E. Codes

Presenters: Rick Lombardo, Roger Stief

F. Finance

Presenters: Nathan Rupright, Shannon Billman, Troy Goodman

1. OnBoard Tool - Motion to Approve for 2023

Presenters: Shannon Billman, Nathan Rupright

- 2023 cost:
 - 7 seats at \$200 per
 - 3 seats at \$0
 - **Total: 10 seats, \$1,400**

2. 2023 Proposed Budget

Presenters: Troy Goodman, Shannon Billman, Nathan Rupright

Key Points

Current Financial Snapshot:

- 2022 Year End **Budget Surplus: \$295,950**
- Without the sale of the Parking Lot and ARP money: \$320,000, we would have assumed an additional \$27k deficit.
- Increasing our 2023 taxes by 3 mils will increase our revenue by \$270,000, still leaving a deficit of \$18k.

- Annual tax increases will continue to occur based on the following...

News & Facts:

1. 2023 Police Budget is increasing by 18%
2. Tax Increase deadline is Dec. 29, 2022.
3. Personnel Compensation Increases (will be necessary) for uniform and non-uniform employees, root causes:
 - Insurance costs
 - Inflation/Cost of Living
 - Level of experience required to run the borough as a business
4. The 2021 Budget started with a **significant** shortfall with no tax increase for 2022.
 - Shortfall was offset by the sale of the parking lot + ARP (American Relief Program). \$160k each (**totaling \$320k**).
5. Krafczek Project - extension of the previous loan debt with an additional \$30k (we did receive \$15k from Lower Alsace).
6. There has been no day to day management of our fiscal operations. This has been the cause of many oversights, i.e.:
 1. Rental Property Fees
 2. Trash Fees
 3. Identifying cost savings

Discuss this Evening:

1. Review Final 2023 Budget
2. Required Ordinance for Tax Increase

Next Steps (post this meeting and by end of year):

1. Advertise 2023 Budget and post on Borough website (not on social platforms)
2. Vote on Tax Ordinance at Dec. 27 Business Mtg.
3. Once voted with signatures, documentation being sent to Tax Office
4. 2023 Trash Resolution Increase at Dec. 27 Business Mtg.

XI. OTHER REPORTS

A. Mayor - Ryan Maurer

Presenter: Ryan Maurer

B. Police Report - Chief Serafin

Presenter: Chief Serafin

C. Solicitor

Presenter: Tom Klonis

D. Secretary

XII. ORDINANCES

Presenter: Troy Goodman

Vote to approve ordinances:

1. 879 – No Parking on Cameron Street
2. 880 Handicap Parking for 2203 Fairview and 208 Penn Terrace
3. Vote to advertise fire ordinance
4. Vote to advertise tax increase

XIII. RESOLUTIONS

Presenter: Troy Goodman

XIV. OLD BUSINESS

Presenter: Troy Goodman

XV. NEW BUSINESS

Presenters: Troy Goodman, Roger Stief

resignation letter

XVI. EXECUTIVE SESSION

Presenter: Troy Goodman

XVII. ADJOURNMENT

Presenter: Troy Goodman