

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

Mt. Penn Borough

Dec 13, 2022 at 7:30 PM EST

@ 200 N 25th St, Reading, PA 19606

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

Attendance

Present:

Members: Shannon Billman, Joseph Cunliffe, Troy Goodman, Rick Lombardo, Roger Reto, Nathan Rupright, Roger Stief, Tanya Weaver

Guests: Chris Falencki (Engineer), Ryan Mauer (Mayor), Tom Klonis (Solicitor), Ray Serafin (Chief of Police)

- IV. AUDIENCE PARTICIPATION (Presenters: Troy Goodman)

Kurt (AVMA - Sewer Authority)

- Lack of participation of board member.
- Looking at putting in a speed bump or two in driveway. It's been an issue for some time. It's on the agenda for this month. Council will determine next steps / if it's necessary to discuss in an upcoming executive session.
- Troy asked for a written statement about both issues above.

- V. ENGINEERING (Presenters: Chris Falencki)

 [2022-11 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 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.
 - Has since been denied since ramps were not correct. Inspections failed.

D. MISCELLANEOUS

1. ADA Handicap Ramp Projects - Resolution adopted. Draft bidding documents prepared.
 - Grants are in the process of being filled out / with paperwork. Once that's complete we will proceed with submitted.
2. Handicap Ramp Center/Cumberland - Work Complete.

Notified work has been complete with the contact at federal government.
Unsure what that means.

Not sure what to do next.

3. Endlich Av. Pipe Restoration - Inspecting construction and reviewed shops.

Payment has been approved.

Recommending payment to the contractor.

Motion:

to approve payment of \$5,706.00 to contractor CMS.

Motion moved by Roger Reto and motion seconded by Joseph Cunliffe.

Motion passed with 7 votes in favor

4. DCED Multimodal Grant - Work substantial complete and inspected. See attached completion certificate and payment request #4. DCED Application #1 submitted.

Motion:

To approve retroactive payment 11/29 \$114,053.92

Motion moved by Rick Lombardo and motion seconded by Joseph Cunliffe. Motion passed with 7 votes in favor

Signed for Nov. 17

Need an action to approve work

Motion:

To approve the substantial completion for Glenn Terrace.

Motion moved by Shannon Billman and motion seconded by Rick Lombardo. Motion passed with 7 votes in favor

5. Borough Hall Roof - Currently in maintenance period.
6. 2022 Road Projects - Prepared paving bidding. PennDOT approved budget.
 - Grants are in the process of being filled out / with paperwork. Once that's complete we will proceed with submitted.
7. DCED "LSA" Grant - Awaiting grand award.
8. Stormwater Ordinance - Preparing small project applications.

VI. STREETS (Presenters: Rick Lombardo)

Streets Crew:

- Main work has been leaf cleanup (finished a week ago on Fri. 12/2) and work at CBRPD.
- 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 (Presenters: Troy Goodman)

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

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

 [Meeting Minutes for September 20, 2022 REVISED.pdf](#)

Motion:

To approve 9/20/22 and 10/25/22 Meeting Minutes.

Motion moved by Joseph Cunliffe and motion seconded by Rick Lombardo. Motion passed with 7 votes in favor

2. Approve. Tues. 10/25/22 Meeting Minutes (attached)

 [Meeting of the Mount Penn Borough Council Minutes.pdf](#)

B. Finance Report from previous month (Presenters: Shannon Billman)

- [See handout](#)

1. Oct. 2022 Finance Report - motion to approve (Presenters: Shannon Billman)
2. Nov. 2022 Finance Report - motion to approve (Presenters: Shannon Billman)

Motion:

To approve finance report from the month of October through December 13, 2022.

Motion moved by Shannon Billman and motion seconded by Rick Lombardo. Motion passed with 7 votes in favor

C. Payment of Bills (Presenters: Shannon Billman)

- [See handout](#)

1. Oct. 2022 Payment of Bills - motion to approve (Presenters: Shannon Billman)

Motion:

To approve payment of bills for the month of October 2022.

Motion moved by Shannon Billman and motion seconded by Nathan Rupright. Motion passed with 7 votes in favor

2. Nov. 2022 Payment of Bills - motion to approve (Presenters: Shannon Billman)

Motion:

To approve payment of bills for the month of November 2022.

Motion moved by Shannon Billman and motion seconded by Joseph Cunliffe. Motion passed with 7 votes in favor

VIII. LIASION REPORTS (Presenters: Troy Goodman)

A. Fire Company (Presenters: Rick Lombardo)

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

Highlights:

- Required to have details spelled out to include anyone supporting
- See Ordinance section for motion.

B. MPBMA

C. AVMA

Still in process. Pouring cement and has been leveled off.

D. Planning Commission

E. Aulenbach Cemetery (Presenters: Joseph Cunliffe)

- Review November 2022 Recap
- Aulenbach Board Announcement

 [NOVEMBER 2022 RECAP.pdf](#)

- Joseph has submitted his resignation on the Aulenbach's board, effective 12/31/22.
- Mount Penn needs to look to appoint a member
- Donation list requested since August. Joseph can provide that information.

- Primary supporters (including donations) continues to be Mt. Penn and Reading.

Next Steps:

- We will discuss the need to advertise for Joseph's open seat at the next business meeting on Tuesday December 27, 2022.

F. Police Commission

No meeting this month. No updates since last workshop mtg.

IX. COUNCIL PRESIDENT REPORTS (Presenters: Troy Goodman)

X. COMMITTEE REPORTS (Presenters: Troy Goodman)

A. Park and Public Safety (Presenters: Roger Reto, Joseph Cunliffe)

Change to **"Parks and Public Property"**

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. The average of the three-year contract was divided over the three years instead of different costs to residents each year.

- Accepted 1 year renewal for trash and recycling.
- Note - Joseph is getting with our key contact to understand why are % is higher than Exeter's (worth asking the question).

Rate increase:

- +\$29K over in what we're paying compared to what our residents are paying.
- However the total cost over the last 2 years balanced out.

C. Insurance/Pension (Presenters: Roger Reto)

Pension is increasing

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)

Motion:

To retroactive approval for a total of six weeks time period 7/26/22 - 9/9/22 additional time worked.

Motion moved by Joseph Cunliffe and motion seconded by Rick Lombardo. Motion passed with 7 votes in favor

2. Employee Handbook - Motion to Approve (Presenters: Nathan Rupright, Shannon Billman)

Motion:

To approve and adopt the new Employee Handbook, effective Monday January 2, 2023.

Motion moved by Shannon Billman and motion seconded by Roger Reto. Motion passed with 7 votes in favor

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.

Motion:

To approve temporary office hours being open 8am-4pm on Tuesday - Friday, closed on Mondays starting Monday, January 2, 2023.

Motion moved by Rick Lombardo and motion seconded by Roger Reto. Motion passed with 6 votes in favor and 1 not in favor

- 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, \$1,400.11**

Motion:

To approve the use of Onboard web-based platform for Dec. 2022 through Dec. 2023 at a cost not to exceed \$1,400.11.

Motion moved by Nathan Rupright and motion seconded by Shannon Billman. Motion passed with 7 votes in favor

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.



[Council 2023 Mount Penn Borough Budget-draft YTD tw-Dec 13th.pdf](#)

XI. OTHER REPORTS

- A. Mayor - Ryan Mauer (Presenters: Ryan Maurer)
- B. Police Report - Chief Serafin (Presenters: Chief Serafin)
- C. Solicitor (Presenters: Tom Klonis)
- D. Secretary

XII. ORDINANCES (Presenters: 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

 [Mt. Penn Borough Fire Company Workers' Comp Ordinance 2023 \(1\).pdf](#)

Motion:

To adopt Ordinance 879 No Parking Cameron Street

Motion moved by Roger Reto and motion seconded by Shannon Billman. Motion passed with 6 votes in favor

Motion:

To adopt Ordinance 880 Handicapped Parking

Motion moved by Roger Reto and motion seconded by Shannon Billman. Motion passed with 6 votes in favor

Motion:

To authorize the advertisement Fire Ordinance

Motion moved by Rick Lombardo and motion seconded by Joseph Cunliffe. Motion passed with 6 votes in favor

Motion:

To advertise notice that the 2023 proposed budget is available for inspection at the borough office for a 10 day period.

Motion moved by Roger Reto and motion seconded by Shannon Billman. Motion passed with 7 votes in favor

Motion:

To advertise the tax ordinance of 14.1 mil.

Motion moved by Roger Reto and motion seconded by Shannon Billman. Motion passed with 7 votes in favor

XIII. RESOLUTIONS (Presenters: Troy Goodman)

XIV. OLD BUSINESS (Presenters: Troy Goodman)

XV. NEW BUSINESS (Presenters: Troy Goodman, Roger Stief)

Resignation letter for Roger L Stief Jr.

Letter of resignation from Roger Stief. Troy read the letter to council.

Next Steps

- Take action at the next Business Mtg. on Tues. 12/27/22.

XVI. EXECUTIVE SESSION (Presenters: Troy Goodman)

XVII. ADJOURNMENT (Presenters: Troy Goodman)

Motion:

Approval to adjourn

Motion moved by Shannon Billman and motion seconded by Rick Lombardo. Motion passed with 6 votes in favor