

**CHAMBER OF BOROUGH COUNCIL
Shoemakersville Borough**

April 16, 2024

President Kline called the workshop of the Shoemakersville Borough Council to order in the Shoemakersville Borough Office, 846 Main St., Shoemakersville, PA at 7:02 p.m.

In attendance: Chris Kline – President, Amy Botwright – Vice President, Michael Grim, Tara Kennedy-Kline, Dana Randazzo, Dana Smith, Joseph Wertz Jr., and Paul Gruber – Manager & Codes.

Absent from the meeting: Dustin Remp – Mayor, Brandon Nabar – Junior Council Person

Manager’s Report – Mr. Gruber

Mr. Gruber reports that he and Mr. Nabar were at ARRO this day to continue scanning maps.

Mr. Gruber reaffirms his email with Mr. Wertz stating that Sloan will honor individual quotes for their multiple bids submitted for street work.

Mr. Gruber reports that Met-Ed completed their work at the water plant. If a tree falls near wells 4 & 5, power could be lost to those wells, but not the surrounding homes.

Mr. Gruber recommends hiring Brian Boyer, at the rate of \$16.50/hr., to fill the recently vacated part-time seasonal employee position.

*A motion is made by Ms. Kennedy-Kline to hire Brian Boyer as a part-time seasonal employee at a rate of \$16.50/hr., contingent upon pre-employment testing. Seconded by Mr. Wertz. Motion carried unanimously.

Mr. Gruber notes that the next team meeting will be April 19 at 11:00 a.m.

Mr. Gruber and Council review the sewer televising quotes for cleaning and inspecting the lines. The quotes do not include any work related to roots. Depending upon severity, manhole inspection repairs could be completed inhouse. Sewer Special Services is with Costars, while Pipe Data View Services and JTS Construction are not.

*A motion is made by Mr. Wertz to award the contract for sewer inspection services to Pipe Data View Services in the amount of \$16,200. Seconded by Mr. Grim. Motion carried unanimously.

A new Storz adapter with the correct thread cut was sent by the manufacturer and found to fit properly on the 9 remaining hydrants. Mr. Gruber and Council discuss the adapters and hydrants. Mr. Gruber reports that freight charges for the remaining adapters will be waived.

*A motion is made by Mr. Wertz to approve the KLR Fire Services quote #631 in the amount of \$2,047.50. Seconded by Mr. Smith. Motion carried unanimously.

Mr. Gruber reports that staff continues to ready the pool for opening. Chlorine is scheduled to be delivered May 2.

Mr. Gruber and Vice President Botwright discuss projects in the park for Earth Day. Mr. Gruber notes that a new power washer was purchased as the previous unit malfunctioned.

President Kline and Mr. Gruber confirm that the address for wellhouse #6 has been supplied to all necessary parties.

Property/Streets/Sanitation – Mr. Smith

Mr. Gruber reports that the 2024 road project is ready for advertising on Pennbid.

*A motion is made by Mr. Smith to advertise the 2024 road project. Seconded by Ms. Kennedy-Kline. Vice President Botwright confirms that the paving quotes are a separate project. Motion carried unanimously.

Council and Mr. Gruber discuss the quotes received for the paving work.

Sewer – Mr. Wertz

Mr. Wertz continues to review the 2022 PTMA Reconciliation.

Water – President Kline

Mr. Gruber reports that Mr. Nabar's work with the water meter replenishment process continues and that **numbers will be forwarded to Council later in the week.**

DEP reported no errors to the spreadsheet for Copper and Lead reporting that was forwarded to them by Mr. Gruber. **Vice President Botwright will include information regarding the \$10 credit for water meter/line photos in the next newsletter.**

Parks & Recreation – Ms. Kennedy-Kline

Vice President Botwright reports that Perry Township submitted a \$2,000 payment to cover the cost of their residents receiving the borough residential rate, and that there are no proposed changes to the 2024 season pool rates. She and President Kline discuss finances and ways to increase pool revenue. The budget for pool salaries is \$39,000. If staff rates would be adjusted, with employees working all open pool hours available, the salary total would be \$42,600. Vice President Botwright and Mr. Grim discuss vendors for snack bar items.

*A motion is made by Ms. Kennedy-Kline to raise the family rate for borough and Perry Twp. residents to \$250 and the senior rate for borough and Perry Twp. residents to \$50 for the 2024 season pool season, with other rates to remain the same as 2023. Seconded by Mr. Wertz. Vice President Botwright notes that all other rates should then be adjusted and that the Perry Twp. rate was based on the 2023 rate, with their 2024 donation reflecting such. Vice President Botwright can perform a full analysis for the next meeting; however, rates would then not be included in the newsletter scheduled for delivery by May 1. Ms. Kennedy-Kline believes senior rates should be increased, as they are the majority of daily pool patrons and that they bring children under 4, which have free entry. Council discusses senior rates. Vice President Botwright reviews pool rates for prior years and will provide further information on memberships by the end of the meeting. Motion is tabled.

Law/Planning/Zoning – Mr. Wertz

Council and Mr. Gruber review the revised Snow Emergency ordinance. Council discusses the cost for towing. Mr. Wertz recommends the annual review of a borough fee resolution. President Kline and Ms. Kennedy-Kline note that the fee structure should be referenced in Section 15 of the ordinance.

*A motion is made by Mr. Wertz to submit changes to the snow emergency ordinance, including the updates for the fee structure, to Solicitor Mooney for his review. Seconded by Ms. Kennedy-Kline.

President Kline suggests having Borough Manager and Designee in Section 3.1. with Ms. Kennedy-Kline noting of the designation under definitions. Motion carried unanimously.

Vice President Botwright and Mr. Wertz discuss review of a Stop, Standing and Parking ordinance for the borough. Mr. Wertz notes that previous staff was compiling a list of which roads were no parking and which roads should be no parking. Mr. Gruber reports that Mr. Zimmerman had extended the yellow curb on the north side of 6th St. from Main St. to Washington St. Council and Mr. Gruber discuss the painting of yellow curbs, focusing on 2nd & Main Sts., 4th & Franklin Sts., and 6th St., from Main St. to Washington St. **Mr. Gruber will begin reviewing the yellow curbs throughout the borough.** President Kline forwards Mr. Gruber minutes from 2023 for reference on a previous discussion of the matter.

Employee Relations – President Kline

Vice President Botwright continues her review of the revised employee job descriptions.

Mr. Gruber has no issue with performing any task that he is asked, but feels that the meeting agenda should be compiled by the secretary, as all information is currently being forwarded to her. Council discusses agenda preparation. In other municipalities the manager creates the agenda. Ms. Wagner asks for Council and Manger input and then creates and prints the meeting agenda and packets. Ms. Wagner and Mr. Gruber will work together to produce the agenda, with Mr. Gruber’s continued list of action items as well as input from Council.

Approvals/Finance/Pension – Vice President Botwright

*A motion is made by Mr. Wertz to approve the minutes for April 2, 2024. Seconded by Ms. Kennedy-Kline. Motion carried unanimously.

*A motion is made by Mr. Wertz to approve the bills payable for April 16, 2024. Seconded by Ms. Kennedy-Kline. Motion carried unanimously.

Mr. Wertz reviews his meeting with Sam Harter from Tompkins Insurance. Mr. Wertz identified all borough structures, with Mr. Harter missing approximately ½ of them from the policy. With a commercial property policy, each building must be individually identified. Mr. Wertz spoke with the agent from Brown & Brown, through which the borough’s flood insurance policy lies, with Wright Insurance. Only 1 building valued at \$418,000 is covered when total building coverage is \$10M. Flood insurance could be obtained on the other buildings; however, each building would need its own policy. The maximum amount of policy limit for each of the buildings is \$500,000. Ms. Kennedy-Kline references previous discussions on insurance, comparing the value of the buildings and contents of the concrete bathrooms and baseball concession stand to the cost to insure. President Kline discusses the borough properties in the flood zone; the garage, well #6, and the buildings at the sewer plant. Mr. Wertz reports that Tompkins could provide a flood policy; however, the rate would be higher than the current policy through Brown & Brown. Mr. Harter will be submitting a renewal proposal for the borough’s property/liability insurance for the next meeting. Wright Insurance will be contacted to determine which building is covered under the flood insurance.

Council and Mr. Gruber discuss 2024 budgeted projects; sewer line televising, the water meter replacement program, the well #6 project and the street projects. Mr. Gruber reports that a new truck will not be purchased. Additional electronic pedestrian crossing signs may not be purchased. **Mr. Gruber will be reaching out to EJ Breneman for street quotes and to Laureldale and Leesport boroughs for their street project contractors.**

Community Outreach – Ms. Randazzo – nothing to report

New Business

Council and Mr. Gruber discuss placement of action items on the meeting agenda. Vice President Botwright has been viewing the PSAB agenda & minutes webinar, which recommended having motions prepopulated on the agenda under the appropriate committee. She further notes that per PSAB, any changes to draft minutes should be through a motion at a public meeting.

Mr. Gruber asks for permission to sign any required paperwork with Pipe Data Services, with Mr. Wertz noting that permission would be granted through the motion awarding the contract.

Vice President Botwright reports that for 2023 there were 40 family season passes for Shoemakersville Borough and Perry Twp. residents and 15 family season passes outside of that. There were 11 pair passes for the borough and Perry Twp. residents and 7 outside pair passes. There were 8 single passes for the borough and Perry Twp. residents and 5 outside single passes. There were 41 senior passes for the borough and Perry Twp. residents and 38 for outside residents. If Shoemakersville/Perry rates were changed from \$225 to \$250 for family passes, \$175 to \$190 for pair passes and \$125 to \$150 for single passes and outside rates were changed from \$300 to \$325 for family passes, \$235 to \$250 for pair passes, and from \$165 to \$190 for single passes, there would be a possible revenue increase of \$2,000. Senior rates were left unchanged.

Mr. Grim recommends keeping the rates the same as 2023 and to monitor sales for 2024. Salary rates are discussed.

*A motion is made by Ms. Kennedy-Kline to approve the 2024 pool rates as follows: Family passes: \$250 for Shoemakersville/Perry residents and \$325 for outside residents, Pair: \$190 for Shoemakersville/Perry residents and \$250 for outside residents, Single: \$150 for Shoemakersville/Perry residents and \$190 for outside residents and Senior: \$25 for Shoemakersville/Perry residents and \$50 for outside residents. No changes to the daily rates. Seconded by Mr. Wertz. Motion carried unanimously.

There being no further business, a motion is made by Mr. Wertz to adjourn the meeting. Seconded by Ms. Kennedy-Kline. Meeting adjourned at 8:44 p.m.

Respectfully Submitted,

Melissa Wagner - Secretary/Treasurer