

**CHAMBER OF BOROUGH COUNCIL  
Shoemakersville Borough**

**January 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 7:09 p.m.

**In attendance:** Chris Kline – President, Amy Botwright – Vice President, Michael Grim, Dana Randazzo, Dana Smith, and Joseph Wertz Jr.

Absent from the meeting: Tara Kennedy-Kline, Dustin Remp – Mayor, Paul Gruber – Manager & Codes and Brandon Nabar – Junior Council Person.

**Manager’s Report – Mr. Gruber**

President Kline and Mr. Wertz discuss Mr. Gruber’s request for a new colorimeter.

\*A motion is made by Mr. Smith the purchase the Hach Colorimeter Quote #100993993v1 for \$2,537.52. Seconded by Mr. Wertz. Motion carried unanimously.

**Property/Streets/Sanitation – Mr. Smith**

Vice President Botwright discusses her proposed map for a truck traffic route that could be provided to trucking companies as the proper truck route when making deliveries in the borough. President Kline suggests **Mr. Gruber and a member of the streets committee meet with Schneider** to review the map. President Kline suggests a “Trucks No Right Turn” sign at Reber St. and E. Noble Ave. Council discusses the signage.

**Sewer – Mr. Wertz**

Mr. Wertz discusses the SMA reorganization meeting being held on Tuesday, January 23.

**Water – President Kline**

Mr. Gruber is working on the 2023 Usage Loss Report. He has also reached out to Perry Township regarding wellhead protection.

**Parks & Recreation – Ms. Kennedy-Kline**

Vice President Botwright confirms that the extension was granted for the Park Master Site Plan.

A Rec. Board meeting will be held on January 21 at 6:00 p.m. at the borough office. The hope is to hold monthly meetings on the 3<sup>rd</sup> Sundays. Upcoming tentative events include the Scibble Tournament, Gnome Hunt, Easter Egg Hunt and Children’s Fair. Mr. Wertz has invited Senator Chris Gebhard to the Fair.

Vice President Botwright confirms the current Rec. Board Members are Seth Beon, Stacey Adam, Ali Haines, Shilpa Moser, Jen Adams, Briane Botwright, and Tara Kennedy-Kline.

**Law/Planning/Zoning – Mr. Wertz**

Mark Koch thanks Council for the letter of support for the RACP grant. Grant funds would be used for the construction of the Mocerri Dr. connector, from Route 61 to Main St.

Attorney Koch discusses revisions and Mr. Kee's response letter dated December 27, 2023. He notes of the license agreement that was provided to the borough in October. The agreement focuses on the bleachers and scoreboard. Attorney Koch reports that the signature block for the PC has been revised.

Attorney Koch is unaware of any requirement that fire hydrants are to be installed near Reber St. or in front of CVS especially as TSC is not new construction, as per the hydrant request on ARRO's plan review letter dated October 6, 2023. He reviewed the International Fire Code of 2018, which does not require the fire hydrant. Attorney Koch and Mr. Wertz review the IFC tables, with Council discussing the hydrants. The FDC connection was relocated outside of the fenced area.

Attorney Koch and Mr. Wertz briefly discuss the stormwater concerns and calculations. O&M documentations were added to the plan. The rain garden will not be constructed until development would be completed in Perry Township. The NPDES may be amended.

Attorney Koch and Council discuss the Occupancy Permit for the TSC building. Mr. Wertz will speak with Mr. Gruber regarding any permits issued.

### **Employee Relations – President Kline**

An executive session will be held later in the meeting.

### **Approvals/Finance/Pension – Vice President Botwright**

\*A motion is made by Vice President Botwright to approve the minutes for January 2, 2024. Seconded by Mr. Smith. Motion carried unanimously.

\*A motion is made by Vice President Botwright to approve the bills payable for January 16, 2024. Seconded by Mr. Wertz. Motion carried unanimously.

Vice President Botwright reports the 2023 borough audit will occur next week.

### **Community Outreach – Ms. Randazzo**

Ms. Randazzo reports on the advertising rates for the borough newsletter.

\*A motion is made by Vice President Botwright to approve the 2024 advertising rates for The Shoey Scoop. Seconded by Mr. Wertz. President Kline confirms that a ½ page ad for all 4 issues is \$885, with Vice President Botwright and Ms. Randazzo discussing the format. Ms. Randazzo notes the deadline to advertise in the spring newsletter has been extended until January 24. Motion carried unanimously.

### **New Business**

Council discusses the Decorum Resolution.

\*A motion is made by Mr. Wertz to approve Resolution 164-2024 adopting rules of decorum for public meetings. Seconded by Mr. Grim. Motion carried unanimously.

### **Old Business**

\*A motion is made by Vice President Botwright to adopt Decorum Resolution 164-2024. Seconded by Mr. Wertz. Motion carried unanimously.

\*A motion is made by Mr. Wertz to hire Donald Hinkley as a back-up crossing guard for the current rate being received by borough guards. Seconded by Mr. Grim. Motion carried unanimously.

Mr. Wertz and President Kline discuss Kraft Code Services, who will only perform zoning and code services if building permit and inspections are also part of the duties. **President Kline will reach back out to Kraft Code regarding staffing.** Council discusses permit issuance.

President Kline suggests a Council review of the SharePoint process for accessing documents. Council discusses Google Drive, SharePoint and the sharing of documents.

Council discusses the borough office building becoming a polling location. **Mr. Wertz will speak with ARRO regarding the grant status and will supply the information to Mr. Smith, who will be having a conversation with Christian Leinbach.**

Mr. Wertz feels that Ms. Wagner should not be the staff member to greet visitors to the office, as her time is better suited completing other tasks. President Kline feels more office communication is received via telephone. Council discusses a new phone system.

Mr. Wertz discusses his No Single Points of Failure process that he has been discussing with Mr. Gruber. President Kline reviews efficiencies in operational improvements.

Vice President Botwright compiled information related to employee job descriptions and responsibilities. President Kline discusses the information that was considered during an employee relations committee meeting. He explains the Responsible Accountable Consulting Informed chart he drafted. **Council will individually review the information and provide feedback to Vice President Botwright, who will update the spreadsheets.** The material will be discussed at a future workshop.

### **Executive Session**

Council recesses into executive session at 8:47 p.m. for personnel. Regular session reconvened at 9:28 p.m.

There being no further business, a motion is made by Mr. Grim to adjourn the meeting. Seconded by Mr. Wertz. Meeting adjourned at 8:48 p.m.

Respectfully Submitted,

Melissa Wagner - Secretary/Treasurer