

**CHAMBER OF BOROUGH COUNCIL
Shoemakersville Borough**

May 21, 2024

President Kline called the workshop of the Shoemakersville Borough Council to order in the Shoemakersville Borough Office, 846 Main St., Shoemakersville, PA at 7:20 p.m.

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

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

Visitor: Logan Sarge – Bogia Engineering, Inc. – leaves after waiver request motion.

*A motion is made by Mr. Wertz to accept the Planning Commission’s recommendation to approve the waiver request for Section 4.31, for the planning scale. Seconded by Ms. Kennedy-Kline. President Kline amends the motion to include that Sections 7.23 and 7.24 are being denied. Seconded by Mr. Wertz. Motion carried unanimously.

Manager’s Report – Mr. Gruber

President Kline notes that Mr. Gruber currently remains onsite at the water main break on E. Noble Ave.

Council discusses the Comcast Consortium agreement with Cohen Law Group. President Kline reports that the borough’s price is currently unknown; while discount escalations are given, he is unsure where pricing currently stands, as it is not known how many municipalities will be participating. Council discusses whether or not the revenue amount would change if the borough would not participate in the consortium. Council reviews prior meeting discussion on the agreement, noting that it would be more feasible to join with Cohen Law Group. Vice President Botwright reports in 2014, the discount for their single municipality was 36%, based upon 10 or more participating municipalities. Council further discusses the costs.

*A motion is made by Mr. Wertz to participate in the consortium through the Cohen Law Group to negotiate with Comcast for the cable franchise agreement on the borough’s behalf. Vice President Botwright asks if the motion would include working with the Berks County Consortium, with Mr. Wertz stating the motion does not include working with the BCC, at a fee not to exceed \$6,320. Seconded by Vice President Botwright. Mr. Grim wonders what the cost would be if the borough does not participate in the consortium. Vice President Botwright feels the cost would be at a greater rate. Potential legal fees are discussed. Vice President Botwright discusses the agreement expiration date. Mr. Wertz reiterates that Solicitor Mooney suggested the borough go with Cohen Law Group for the agreement. Motion carried by a vote of 6 yes to 1 no, with Mr. Grim voting opposed.

Mr. Wertz and President Kline discuss the water service connections in the borough, with President Kline estimating approximately 665. Mr. Wertz reports that over 70% of the inventory has been completed for the Lead & Copper requirement.

Property/Streets/Sanitation – Mr. Smith

*A motion is made by Mr. Smith to accept the street bid for Pennbid Project 2024 Shoemakersville Road Program with Martin Paving for \$69,918.10. Seconded by Mr. Wertz. Per recommendation from Mr. Wertz, President Kline amends the motion to accept and award the bid for Martin Paving. Motion carried unanimously.

Sewer – Mr. Wertz – nothing to report

Water – President Kline

A curb stop was replaced on Main St. Staff is currently onsite at 310 E. Noble Ave. repairing a water main break, with R.D. Contracting onsite for excavation.

Parks & Recreation – Ms. Kennedy-Kline

Vice President Botwright notes of 4 snack bar employees to be hired, at \$9/hr. each: Jonovan Gonzalez, Jesse Reinert, Olvia Turner and Riley Shober.

*A motion is made by Ms. Kennedy-Kline to hire the 4 snack bar employees as listed. Seconded by Mr. Wertz. Motion carried unanimously.

Vice President Botwright recommends the following salaried pool employees be hired for the 2024 season: Amy Botwright – aquatics supervisor for \$2,000, Lauren Gardner – manager for \$3,000 and Zachary Foreman – snack bar supervisor for \$1,500.

*A motion is made by Mr. Wertz to hire the 3 salaried pool employees as previously noted. Seconded by Ms. Kennedy-Kline. Motion carried by a vote of 6 yes to 1 abstain, with Vice President Botwright abstaining.

Ms. Kennedy-Kline reports that staff is currently prepping the park for Children’s Fair. Vice President Botwright met with staff on Friday to review pool items and also discussed the moving of Children’s Fair items from the borough office to the park. Barracades will be needed. The propane tank has been filled. Bikes, skateboards and scooters will be purchased. Yard signs, posters and fliers have been created for the event. The Rec Board has purchased a memorial bench for Clark Zimmerman. The board will work with borough staff on placement.

Ms. Kennedy-Kline discusses the email received from Mr. Gruber regarding the condition of skate park equipment. She reached out to Sean Kershner, who noted that Fresh Life will pay for and make the necessary repairs, with the work being reviewed by borough staff.

Law/Planning/Zoning – Mr. Wertz – nothing to report

Executive Session

Council recesses into executive session at 7:52 p.m. for personnel. Regular session reconvened at 8:40 p.m.

Employee Relations – President Kline

Vice President Botwright reviews President Kline’s and Mr. Wertz’s recent feedback on job descriptions. Council discusses job descriptions, responsibilities relating to water shut-offs & notification to residents and the finetuning of the job descriptions for the manager, secretary and road foreman.

*A motion is made by Mr. Wertz to approve the job descriptions as drafted. Seconded by Ms. Kennedy-Kline. Motion carried unanimously.

Vice President Botwright has not received any negative feedback on consolidating accounting costs. She has been working with Mr. Wertz to obtain clarification on sewer codes, as the difference between conveyance versus processing is needed for the PTMA reconciliation. As a result, sewer conveyance will be any work outside of the plant fence; lines, manholes, etc. Council discusses salary line items and how they relate to the PTMA reconciliation.

Vice President Botwright and President Kline discuss the options in ExakTime for locations and cost codes, which will be adjusted as part of the effort to consolidate line items and tracking. Council discusses the time allocation for the manager and secretary, with President Kline recommending those positions document how long a task may take, as opposed to using the ExakTime system to document each working hour, in the way that public works employees document their time. **Vice President Botwright will speak with the manager and secretary regarding how to keep track of their tasks. President Kline can forward a copy of the spreadsheet he uses for time tracking.**

Council considered consolidating vacation/sick/personal time into one category of PTO.

Approvals/Finance/Pension – Vice President Botwright

*A motion is made by Vice President Botwright to approve the minutes for May 7, 2024. Seconded by Mr. Wertz. Motion carried unanimously.

*A motion is made by Vice President Botwright to approve the bills payable for May 21, 2024. Seconded by Mr. Wertz. Motion carried unanimously.

Community Outreach – Ms. Randazzo

Children’s Fair will be on June 1. The parade route will be the shorter route that was held last year. Mr. Wertz will contact the new Senator for the district to determine if he is able to attend.

The community yard sale will take place on June 8.

There being no further business, a motion is made by Mr. Wertz to adjourn the meeting. Seconded by Ms. Kennedy-Kline. Meeting adjourned at 9:10 p.m.

Respectfully Submitted,

Melissa Wagner - Secretary/Treasurer