

The regular meeting of the Borough Council of the Borough of Sinking Spring was called to order on Thursday, October 10, 2024, at 7:00 p.m., by Council President Tracy Peterson. After the pledge to the flag, Elizabeth Eagelman called the roll reflecting the following Council Members present:

Tracy Peterson
H. David Miller
Denise Stine
Lisa Gantner
Brian Hoffa
Robert Metzgar (Arrived at 7:11)

Other officials present: Mayor Gary Cirulli; Charles Haws, Barley Snyder, Borough Solicitor; David Schlott Jr., ARRO Consulting; Michael Hart, Borough Manager; Police Chief James Oxenreider; and Elizabeth Eagelman, Borough Secretary, who recorded the minutes of the proceeding.

APPROVAL OF MINUTES:

Mrs. Peterson asked for a motion to approve the minutes from the September 12, 2024 Council Meeting. Mr. Miller made the motion to approve the minutes; seconded by Mrs. Gantner. AYES – 5, NAYS – 0, ABSENT – 1. Motion carried.

VISITORS/PUBLIC COMMENT:

There were no visitors signed in.

CORRESPONDENCE:

Mrs. Peterson stated that we received a letter from Mr. Caron resigning his position on Council effective October 19, 2024, and we received a letter from Mr. John Eagelman expressing his interest in the vacant seat. Mrs. Gantner stated that someone asked her about it and that they will be submitting a letter of interest also. Mr. Haws mentioned that Council has sixty (60) days to fill the vacancy and if they fail to do so then the vacancy board, if we have one, would make the selection. Council decided to advertise the vacancy on the Borough Facebook page and Website and to invite anyone interested in filling the vacancy to the next meeting. Mr. Hoffa made a motion to table it until the next meeting; seconded by Mrs. Gantner. AYES – 5, NAYS – 0, ABSENT – 1. Motion carried.

APPROVAL OF THE BILLS:

Mrs. Peterson asked for a motion to approve the bills for September 2024. Mrs. Stine made a motion to approve the bills, seconded by Mrs. Gantner. AYES – 5, NAYS – 0, ABSENT – 1. Motion carried.

TREASURER'S REPORT:

Mrs. Peterson asked for a motion to approve the Treasures Report for September 2024. Mrs. Stine made a motion to approve the Treasurer's Report; seconded by Mrs. Gantner. AYES – 5, NAYS – 0, ABSENT – 1. Motion carried.

WESTERN BERKS FIRE DEPARTMENT:

Mrs. Peterson stated that their September Activity Report is included in the email packet.

WESTERN BERKS AMBULANCE:

Mrs. Peterson stated that their September Activity Report is included in the email packet.

REVITALIZATION:

Mr. Hoffa stated that they did not have a meeting but should have one this month. He asked about posting the job. Mr. Hart stated that he redid the job description and that we can get approval to advertise for that position. He stated that he was going to put it out on Facebook and the Borough Website. Brian stated that he would send it out to our representatives, linked in and the Borough Association. Mr. Hart stated that he would also send it out to Paul Jansen at CELG. Mr. Miller asked that he send the job description to Council. Mr. Hoffa made a motion to advertise for the Community Coordinator Job; seconded by Mrs. Gantner. AYES – 5, NAYS – 0, ABSENT – 1. Motion carried.

UNFINISHED BUSINESS/POSSIBLE ACTION ITEMS:

Mrs. Peterson stated that the first item is the Headworks Gas Detection System for the WWTP that was tabled at the last meeting. Mr. Hart mentioned that the lowest Quote was from JS Instrumentation & Calibration, LLC for \$12,730.00. Mr. Miller made a motion to move forward with purchasing the headworks gas detection system from JS Instrumentation & Calibration, LLC for \$12,730.00; seconded by Mrs. Gantner. AYES – 5, NAYS – 0, ABSENT – 1. Motion carried.

UNFINISHED BUSINESS/POSSIBLE ACTION ITEMS (Cont.):

Mr. Metzgar arrived at 7:11 p.m. after a prior engagement.

Mrs. Peterson stated that the next item was to approve the 90-day Time Extension for Sunrise Apartments. Mr. Miller made a motion to approve the Time Extension; seconded by Mrs. Stine. AYES – 6, NAYS – 0, ABSENT – 0. Motion carried.

NEW BUSINESS/POSSIBLE ACTION ITEMS:

Mrs. Peterson stated that the first item was to approve Resolution No. 2024-07 approving an amendment to the Police Pension Plan. Mrs. Stine made the motion to approve Resolution No. 2024-07; seconded by Mrs. Gantner. AYES – 6, NAYS – 0, ABSENT – 0. Motion carried.

The next item was to approve the PMRS Plan Amendment to set the 2025 Police Member Contribution Rate at one half of one percent (.5%). Mr. Miller made the motion to approve the PMRS Plan Amendment for 2025; seconded by Mrs. Stine. AYES – 6, NAYS – 0, ABSENT – 0. Motion carried.

The next item was the approval to sign the 2024 Audit Engagement Letter. Mrs. Stine made a motion to approve signing the 2024 Audit Engagement Letter; seconded by Mrs. Gantner. AYES – 6, NAYS – 0, ABSENT – 0. Motion carried.

The next item was to approve the License Plate Reader Service Invoice in the amount of \$5,700.00. Chief Oxenreider stated that it is a 5-year lease, and this is the first invoice of 5. He mentioned that he just went to a grant writing class and that he is going to try to get grant money to help cover the costs. Mrs. Stine made a motion to approve the invoice; seconded by Mr. Miller. AYES – 6, NAYS – 0, ABSENT – 0. Motion carried.

DAVID SCHLOTT JR. – ARRO CONSULTING – ENGINEER:

Mr. Schlott stated that a copy of their Engineer's Report is included in the email packet and that there aren't any action items for tonight. He asked if there were any questions. Mrs. Peterson asked about Village Green Lot 2. Mr. Hart explained that it is the Assisted Living Facility.

CHIEF OXENREIDER:

Chief Oxenreider went over his Activity Report for September 2024. He asked Mr. Haws about the Bus Patrol Agreement. Mr. Haws stated that the solicitor for the School District is working on the edits.

CHARLES HAWS – SOLICITOR:

Mr. Haws explained that the vacancy board is the mayor, the rest of council and one registered elector from the Borough.

MICHAEL HART – BOROUGH MANAGER:

Mr. Hart mentioned that we received a rebate of a little over \$17,000.00 from Keystone Municipal Insurance Trust (KMIT) because of our safety efforts.

Mr. Hart mentioned that Council should have received a second email from Mrs. Egelman with all the budgets. He stated that everything looks good so far and he is just waiting to see if the County is going to change their dispatch fees for the Emergency Services. He mentioned that he put a couple capital items for the General Fund. One is \$180,000.00 to do some street paving which he would like to pay out of Liquid fuels along with the traffic signal work and street lighting. The second item is the Street Sweeper Replacement which is a five-year Lease of \$86,000.00 per year that he would like to pay out of the Capital Fund. He stated that if we pay those two items out of the other accounts then the General Fund Balances out. He asked Council to look over them and if they have any questions to let him know.

ELIZABETH EAGELMAN – BOROUGH SECRETARY:

Mrs. Egelman mentioned that she still needs articles to put in the newsletter.

ROBERT METZGAR – FINANCE/ADMINISTRATION:

Mr. Metzgar mentioned that they had an Admin meeting on September 26th. He stated that they talked about the Phase 2 closeout, human resources items, the Community Coordinator job, and employee management.

LISA GANTNER – RECREATION:

Mrs. Gantner mentioned that the Eagle Scout came and put in the Gaga Pit at the main playground and that the Boy Scouts will be helping to spread mulch in the spring. She also mentioned that she is looking into how to use the grant to re-pave the tennis/pickle ball court. She confirmed that Trick-or-Treat night for the Borough will be Thursday, October 31st from 6 P.M to 9 P.M. She advised Council that the Holiday Open House will be Wednesday, December 4th at 6:30 P.M. here at the Borough Hall with the Library. She stated that the Staff Luncheon should be the 13th or 20th and asked Mr. Hart to let her know which date works best.

Mr. Hoffa asked about design work for the playground. Mrs. Gantner stated that we cannot do anything with design until we get more grants.

DENISE STINE – PUBLIC SAFETY:

Mrs. Stine mentioned that she was at the Open House for the Western Berks Fire Department on Saturday and that it was very nice. She stated that they had a rendering of the new station that they want to build. Mrs. Gantner asked if the Police Contract was done. Mrs. Stine stated that it was and that she just needs to get it typed up.

Mrs. Eageman asked Chief Oxenreider about the Truck-or-Treat with the Western Berks Fire Department that he mentioned at the last meeting. Chief Oxenreider stated that it is at the Fire House on Ruth Street on October 31st from 6 P.M. to 9 P.M. He also mentioned that LCBC church on Shillington Road asked if they would attend theirs which is the same date and time so he will have a couple officers at each place.

EXECUTIVE SESSION:

Council went into Executive Session at 7:44 P.M. to discuss possible litigation.

RECONVENE:

Council Reconvened at 8:15 P.M. No Action was taken.

ADJOURNMENT:

Mr. Hoffa made a motion to adjourn the meeting at 8:15 P.M.

Respectfully submitted,


Elizabeth A. Eageman
Borough Secretary