

## **Borough of Alburtis**

### **Meeting Minutes**

**October 29, 2018**

The October 29, 2018 meeting of Borough Council was called to order by Council President Ron DeIaco at 7:00 p.m. in the Borough Hall, 260 Franklin Street, Alburtis, PA.

#### **Council members in attendance:**

|                 |                |                 |
|-----------------|----------------|-----------------|
| Steve Hill      | Sherryann Oels | Stephen Kaufman |
| Kathleen Raines | Ron DeIaco     | Hector Vazquez  |

#### **Associates of Alburtis in attendance:**

|                                     |                                 |
|-------------------------------------|---------------------------------|
| Dave Knerr, Solicitor               | Sharon Trexler, Borough Manager |
| Kathleen Palmer, Mayor              | Robert Palmer, Police Chief     |
| Donnie Derr, Maintenance Supervisor |                                 |

#### **Visitors in attendance:** Gary DeRoner

**MAYOR'S REPORT** – Mayor Palmer received another email regarding the garbage rates. The rates quoted in the paper were Macungie's rates and not ours. Macungie has a newer contract and we still have another year with our current contract. Mayor Palmer also received an anonymous letter regarding the parking being taken up on Main Street outside of Take 5 Fitness. The letter states that the 200 block of South Main is not zoned for Commercial and the cars should not be parked there. This section of Main Street is Commercial and that property was built with the requirement of having a business in it. This is a public street and anyone can park there.

**MINUTES OF OCTOBER 10, 2018** – Kathleen Raines made a motion to approve the Minutes of October 10, 2018, Steve Hill 2<sup>nd</sup> and a unanimous vote followed.

**BILLS FOR PAYMENT – OCTOBER 29, 2018** – Kathleen Raines made a motion to pay the bills of October 29, 2018, Steve Hill 2<sup>nd</sup> and a unanimous vote followed.

**FISCAL CONSULTANT'S REPORT** – Sherryann Oels made a motion to accept the Fiscal Consultant's Report, Stephen Kaufman 2<sup>nd</sup> and a unanimous vote followed.

#### **ADMINISTRATION**

**Public Comments** – None

**Maintenance Requests** – Maintenance Supervisor, Donnie Derr, was present at the meeting per Council's request. Ron DeIaco thanked Donnie and his Maintenance Department for a great job on keeping the Borough up to date, clean and running. The Maintenance Department has submitted a list of items they would like to make their jobs more efficient. Included on the list is a \$50,000 upgrade to Well #3 and also extra money for road sign updating. Both of these items are included in the 2019 Budget. Donnie's priority is the sewer station and a basket is needed. He met with the Engineer on Friday and they will be getting us a cost. The switches should be moved to the top of the station so that, in the event of a problem, employees do not have to enter the station. Steve Hill asked if some of the smaller items could be taken out of the current budget and Stephen Kaufman agreed. Stephen Kaufman's concern is with some of the larger items. Council agreed that the items for the sewer station should be purchased this year. These items are a telescopic pole to reach into the manholes, a basket for the sewer station, a sewer gas meter and an electric sump pump. Donnie would like to get an extra set of hand tools so that we do not have to use the same ones that are used in the sewer station.

Maintenance Requests (cont.) - If maintenance will not be doing any major road work, the mini excavator and updated roller will not be needed. The previously requested plow for the mower is not on this list. It would make snow removal easier. Resident, Gary DeRoner stated that he cannot see how they clear all of the sidewalks without a plow. After things are purchased that Council has agreed on, we will see how much we have left. Hector Vazquez also met with Donnie and the Engineer and he believes a hoist should be priced out to help lift things down into the sewer station.

Part-Time Maintenance – Sharon has met with Donnie and they are requesting that the men hired for grass cutting be retained for another month to help check our properties for Spotted Lanternflies. Sherryann Oels also suggested that we check to see if they would want to come in on an as needed basis to help with snow removal on sidewalks areas. Donnie would like to see this happen. This would also save the Borough money by not paying as much overtime. Sharon will work some numbers into the budget and Donnie will speak to the workers.

EXECUTIVE SESSION – An Executive Session was called for a Personnel Issue at 7:32 and ended at 7:52.

Police – The Civil Service Commission met on October 22, 2018 and adopted two Resolutions. Resolution No. 2018-1, a Resolution ratifying and confirming the procedures utilized in connection with the recent examinations for the entry level position of patrol officer; determining the scores of those applicants who passed the examinations and those applicants entitled to veterans preference; establishing an eligibility list for the entry level position of patrol officer; certifying to the Borough Council the names of persons who may be appointed to the entry level position of patrol officer, conditioned upon taking and passing physical and psychological medical examinations; and directing that the eligibility list be posted in Borough Hall.

Resolution No. 2018-2, a Resolution making amendments to the civil service rules and regulations of the Borough of Alburtis to conform to statutory changes (including change in title for the commission chair, appointment of alternate members of the commission and their use, quorum, solicitor, conduct of hearings, time for public notice of examinations, timing of background investigations, posting of eligibility lists. Grounds for disciplinary action relating to political or election campaigns, and certain technical changes), and to approve the changes made to the title of the official now known as the Borough Manager; and ratifying and reenacting the rules in their entirety as so amended.

The Civil Service Commission has presented Council with three names from the eligibility list. Hector Vazquez made a motion to offer Broc Termini the position of Full Time Police Officer contingent on his passing the physical and psychological examinations. The motion was 2<sup>nd</sup> by Kathleen Raines and a unanimous vote followed.

Ron DeIaco asked if the truck situation has slowed down and Chief Palmer replied that it depends on the day, but no, it hasn't changed much.

Ott Consulting Recommendation of Final Payment to Zgura's Concrete Services, Inc. – Sherryann Oels made a motion to pay Zgura's Concrete Services, Inc. the final payment of \$12,553.50, Stephen Kaufman 2<sup>nd</sup> and a unanimous vote followed.

Alburtis Tavern - Deductible – Ron had previously asked Sharon to obtain deductible information from the owner of the Tavern. The deductible for the damage done during the storm is \$2,500. Ron asked for a motion to pay the deductible and no motion was made. Stephen Kaufman noted that our system backed up as a result of Allentown's system backing up, so he does not believe we should pay for the deductible. Kathleen Raines made a motion to not pay the deductible, Stephen Kaufman 2<sup>nd</sup> and a unanimous vote followed. It was also mentioned again that he should have a backflow preventer installed.

LCA – Reduction of Allocation – Correspondence has been received from Lehigh County Authority. LCA is requesting that the partner municipalities vote to reduce existing EDU's of 250 down to 223. This request is being made to have capacity numbers increased on paper. Since the Borough has nothing to lose either way on this, Dave Knerr has no real issue with it, except for how the Authority is going about it. Stephen Kaufman made a motion to authorize Sharon to vote yes, Hector Vazquez 2<sup>nd</sup> and a unanimous vote followed.

Resident Water Bill Dispute – Sharon received an email from a resident who is disputing his water bill. When water readings were done last month, the resident's meter showed that he used 153,000 gallons of water last quarter. Sharon reread the meter and in two days it appeared that another 4,000 gallons were used. Maintenance went to the residence and listened to the curb box and confirmed that there was water running. They approached the resident who informed them that he had a toilet issue and will take care of it. Thinking there could be a chance that the meter was defective, we made arrangements to replace it. The Borough of Macungie helped Sharon with a program that allows you to profile a water meter with an automatic read. After doing this, it was realized that the water usage began on July 18 and continued until September 27 at 2:45. This is when maintenance spoke with the resident. Seeing that the water was clearly being used, Sharon emailed the resident and told him we would not replace the meter and he is responsible for the entire bill. After reviewing the charts, Borough Council agrees and the resident will remain responsible for the water usage.

Macungie Ambulance Corps – Monthly Report – The monthly report was reviewed. There were eight calls in the Borough last month.

107 S. Main Street – Correspondence was received from EPA regarding a violation at 107 S. Main Street. There was a fuel leak at the property and the owner is responsible for the cleanup.

Sewer System – Hector Vazquez reported that he attended the meeting with Donnie and the engineers regarding the sewer system. Items discussed were an electronic hoist, having the electric brought to the top of the station, the security system should be connected to the office or handled like the wells, a chipper or grinder was also discussed for in the station. Hector asked if Donnie had a backup plan for if the station would fail. Sharon will speak with Donnie about this.

Recycling Event – Steve Hill reported that he and Tracy Malinowski helped at the Recycling Event held on Saturday with Macungie Borough. The turnout was very good, although the weather was not. The trucks were both filled by 11:15. Steve encouraged others to help when we host another event.

A motion to adjourn at 8:25 was made by Kathleen Raines, 2<sup>nd</sup> by Sherryann Oels and a unanimous vote followed. Meeting minutes were taken and submitted by Sharon Trexler, Borough Manager.