

November 10, 2022

A regular meeting of the Council of the Borough of Trainer was held on the above date at the Trainer Municipal Building, 824 Main Street, Trainer, PA with President Jennifer Frazier calling the meeting to order at 7:00 p.m. Eastern Standard Time.

PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE

The meeting was opened with the Pledge of Allegiance to the American Flag and followed by a moment of silence.

PRESENT

Mayor Marilyn Maher, President Jennifer Frazier, Councilpersons Michael Carter, Joe Maher, Tracy Tucker, Engineer Mike Kozlowski, Solicitor Chrsi Boggs

ABSENT

John Mathews, Greg Miley, Robin Rokicka

MINUTES

The minutes of the October Council meeting were motioned for approval by Councilperson Carter to accept and seconded by Councilperson Maher. No opposition. Motion carried.

CORRESPONDENCE

It was motioned by Councilperson Maher and seconded by Councilperson Carter that the correspondence for October be accepted and any necessary action taken. No opposition. Motion carried.

QUESTIONS AND COMMENTS FROM AUDIENCE ON CORRESPONDENCE None

ANY MATTERS THAT NEED COUNCILMANIC ACTION:

None

PUBLIC GENERAL AND AGENDA QUESTIONS AND COMMENTS:

Agenda states a two-minute time limit for residents/taxpayers to speak.

None

MANAGER/FINANCE – Mark Possenti

Gave an update on the Municipal Complex progress.

- Called for a motion to authorize the 2023 preliminary General Budget balanced at \$3,104,688.00
- Called for a motion to authorize to advertise the 2023 preliminary General Budget.
- Called for a motion to authorize to advertise Ordinance 776 2023 Real Estate Tax Levy.
- Called for a motion to authorize to advertise the 2023 meeting dates to include the CDBG public discussion. This item was tabled to decide whether or not to hold summer caucus meetings.
- Called for a motion to authorize the cost to upgrade and migrate email services to Cyber security insurance compliant.
- Called for a motion to approve the paid October expenses for General, Recreation and Liquid Fuels Funds in the amount of \$426,669.95 which were provided for inspection. Expenses are filed in the Secretary’s office where they can be requested to view.
- Called for a motion to approve the paid Payroll for the month of October in the amount of \$94,707.38 which was provided for inspection.

COMMITTEE REPORTS

Marilyn Maher - Mayor

Stated the police dept. is running well. Thanked President Frazier for the upcoming winter coat drive.

Jennifer Frazier – President

Announced the coat give-away. Wants to start a Jr. Council. Met with the fire marshal, meeting with Marcus Hook in regards to the fire dept.

Called an executive session to discuss personnel.

John Mathews – Municipal Services

Absent. Secretary read his report and called for a motion to authorize new lights for the highway dump truck in the amount of \$1,800.00.

Greg Miley – Property Maintenance

Absent

Michael Carter – Public Safety

There was no fire report due the fire co. computers being down.

Joe Maher – Ordinance/Zoning

Stated a Holiday Bingo fundraiser is this Sat. at the fire house.

Called for a motion to adopt Resolution 1079 to update the name of the fire dept. to Marcus Hook/Trainer in the Ordinance book Section 1, Chapter 30.

Robin Rokicka – Recreation

Absent

Tracy Tucker – Public Outreach

Has provided mor Covid tests for the Community.

Announced numerous resources available to the Community, including LIHEAP, mental health, child care relief, Wick program, car seat checks. Resources are listed on her Facebook page at www.facebook.com/councilwomantracytucker.

MONROE ENERGY

Adam Gattuso gave an update on the refinery. Spoke about the cost of diesel fuel and stated they are preparing to hire next year.

TAX COLLECTOR

Total tax and trash fees collected for the October were \$17,611.65

-Called for a motion to approve a real estate tax deposit of \$16,797.99 into the General Fund.

-Called for a motion to approve a trash fee deposit of \$814.00 into the General Fund.

ENGINEER

Mike Kozlowski: Read monthly report (attached)

Called for a motion to authorize the MS4 Pollution reduction Pa small water and sewer program grant application.

Called for a motion to authorize the pay request from Premier Concrete in the amount of \$143,165.00 for the CDBG Chestnut St. improvements.

SOLICITOR

Chris Boggs stated the Anti-Bully policy agenda item will be tables. Still in communication with the school district and will have an update at Dec. caucus meeting.

ORDINANCES

- Motion made by Councilperson Maher to authorize to advertise Ordinance 776 2023 Real Estate Tax Levy if needed and seconded by Councilperson Carter. No opposition. Motion carried.

RESOLUTIONS

- Motion was made by Councilperson Carter to adopt Resolution 1079 to update the name of the fire dept. to Marcus Hook/Trainer in the Ordinance book section 1 chapter 30 and seconded by Councilperson Tucker. No opposition. Motion carried.

OTHER ACTION ITEMS

- Motion made by Councilperson Carter to authorize the 2023 preliminary General Budget and seconded by Councilperson Maher. No opposition. Motion carried.
- Motion made by Councilperson Carter to authorize to advertise the 2023 preliminary General Budget and seconded by Councilperson Maher. No opposition. Motion carried.
- Motion made by Councilperson Maher to authorize the cost, not exceed \$10,000.00, to upgrade and migrate email services to Cyber security insurance compliant and seconded by Councilperson Carter. No opposition. Motion carried.
- Motion made by Councilperson Carter to approve the paid bills for the month of October in the amount of \$426,669.95 and seconded by Councilperson Maher. No opposition. Motion carried.
- Motion made by Councilperson Carter to approve the paid Payroll for the month of October in the amount of \$94,707.38 and seconded by Councilperson Maher. No opposition. Motion carried.
- Motion was made by Councilperson Maher to approve a real estate tax deposit of \$16,797.99 into the General Fund and seconded by Councilperson Carter. No opposition. Motion carried.
- Motion was made by Councilperson Carter to approve a trash fee deposit of \$814.00 into the General Fund and seconded by Councilperson Maher. No opposition. Motion carried.
- Motion was made by Councilperson Maher to authorize the MS4 Pollution reduction Pa small water and sewer program grant application and seconded by Councilperson Carter. No opposition. Motion carried.
- Motion was made by Councilperson Maher to authorize the pay request from Premier Concrete in the amount of \$143,165.00 for the CDBG Chestnut St. improvements and seconded by Councilperson Carter. No opposition. Motion carried.

AMENDED ACTION TO AGENDA

- Motion was made by Councilperson Carter to adopt Resolution 1079 to update the name of the fire dept. to Marcus Hook/Trainer in the Ordinance book Section 1, Chapter 30.and seconded by Councilperson Tucker. No opposition. Motion carried.

OLD COUNCILMANIC BUSINESS

None

President Frazier called the Executive at 8:14 pm to discuss personnel. No action was taken during this time. No decisions were made at this time.

Regular meeting re-adjourned at 8:40pm

After executive discussion a motion was made to authorize the reimbursement of out-of-pocket prescription costs to two employees.

Councilperson Maher made a motion to reimburse employee 1 in the amount of \$25.00 and employee 2 in the amount of \$25.37 and seconded by Councilperson Carter. No opposition. Motion carried.

ADJOURNMENT

President Frazier called for a motion to adjourn at 8:42pm; Councilperson Carter made the motion to adjourn. Councilperson Maher seconded the motion. No opposition. Motion carried.

Respectfully submitted,

Victoria Orlando
Borough Secretary

ENGINEER REPORT

▪ **Erosion Ridge Road**

MOR acknowledged they have additional stone to install in grass areas per their correspondence with John Mathews. We will advise Council of their schedule. **NO CHANGE**

▪ **MS4 Program**

Based on the Solicitor's response, we will need to publicly bid the Pollution Reduction Plan project. We are preparing a proposal for the design and will present to Council.

PA Small Water and Sewer Program

We recommend the Borough apply for a PA Small Water and Sewer program grant to help fund the stream restoration work required for the PRP (Program Guidelines attached). Applications are due 12/21/2022. Several Program Highlights:

- Eligible projects must be in a cost range of \$30,000 to \$500,000.
- Borough matching funds of not less than 15% of the total project cost are required. Commitment letter needed.
- \$100.00 application fee paid to the Commonwealth Financing Authority (CFA).
- Resolution needed.

We will prepare the application if authorized by Council.

In addition to the application including the stream restoration project, as suggested by the Code Enforcement Officer, Council may consider including repair of storm inlets and addressing the blockage in the storm sewer between Main Street and Marcus Hook Creek.

▪ **Parkview Mobile Home Park**

The applicant's engineer advised they responded to PADEP and are still awaiting approval for the Planning Module.

As requested by the Mayor, we asked the applicant's engineer if the developer would be willing to install a privacy fence between the Mobil Home Park property line and Henry Johnson Park. The applicant's engineer advised the developer responded due to costs they are not committing to installing a fence along the entire property, however, they may consider installing along a portion of the property depending on the extent. We will arrange a site meeting with the Mayor, engineer and developer to review options for the fence prior the approval of the developer's agreement.

The Borough Secretary advised the developer sent a check to replenish the escrow account however there is only a balance of \$140.00. We will request the developer replenish the escrow account prior to the approval of the developer's agreement.

We sent our review comments regarding the revised plans to the project engineer on 9/14/2022. Upon completion of the applicable items, we will recommend final approval of the plans for recording and the project for development.

▪ **FY 2021 CDBG Chestnut Street Improvements**

Construction is nearing completion with final paving scheduled for 11/3/2022. We met with the owner of 712 Chestnut Street and adjusted the sidewalk to be closer to the roadway to satisfy their concern with the sidewalk taking up area along the frontage of their property.

We recommend to Council payment of Application for Payment No. 1 to Premier Concrete, Inc. in the amount \$143,165.00 sent to the Borough Secretary and Council President via email.

- **Post Road and W. 9th Street Repaving by PennDOT**
PennDOT advised the schedule has been pushed back to the Spring, 2023. We requested they patch Post Road and Gilbert Street ASAP while the weather conditions are satisfactory and will advise of their response.
- **Sinkhole at A & R Iron Works**
\$4,700.00 of the \$58,500.00 is to be paid by A & R Ironworks to the Borough for raising the storm manhole. We sent the invoice to A & R Ironworks and they advised they will pay \$4,700.00 to the Borough. The Borough Secretary advised payment is still pending.
- **4401 Ridge Road**
The project engineer advised they are preparing of the Highway Occupancy Permit (HOP) plans for review and approval by PennDOT (as well as Lower Chichester and Trainer Borough).

We are reviewing the revised Land Development Plans and documents. We reviewed the Sewage Facilities Planning Module Exemption documents and forwarded the page signed by the Borough Secretary to the project engineer.

We sent our letter dated 11/10/2022 based on our review of the revised Land Development Plans and documents.

- **Community Center**
The DCPC issued a letter on 9/16/2022 with approval and recommendations. We are preparing an exemption request for sewage facilities planning and submit to DELCORA and PA DEP.
- **PY 2022 CDBG – Chestnut Street Improvements- 12th Street to Township Line Road**
We are finalizing the draft bid documents plans and specifications for submission to the OHCD.
- **Post Road (SR 13) and Price Street (SR 219) Intersection Upgrades**
We are reviewing updated plans and documents for the 2 projects that involve proposed improvements to the intersection of Post Road and Price Street as follows:
 1. Project in Chester City involving intersection including ADA improvements. The developer deposited \$2,000 to Trainer Borough for our review of the PennDOT HOP plans.
 2. Project in Marcus Hook Borough involving revisions to the traffic signals. We requested the developer deposit \$1,100 to Trainer Borough for our review of the signal plans.
- **Escrow Funds**
As requested by Councilman Maher, we are discussing with the Borough Secretary various projects where the escrow funds have negative balances.
- **Flooding Main Street near Amtrak Railroad Tracks**
Amtrak provided property ownership for part of the area near their railroad tracks and advised they will be providing additional information.
- **Eske Developers, LLC - Nealy Blvd. (McCarthy Tire)**
The Borough Secretary sent a request from WSFS Bank to release a 2nd letter of credit in the amount of \$10,308. A letter of credit was released in 2021 in the amount of \$86,521. We provided a letter to the Borough Secretary dated 5/30/2012 confirming the \$10,308 balance.
- **Henry Johnson Park**
Dedication of a bench and picnic table in memory of Ashlynn R. Harasymiw.
PECO advised benches and picnic tables may not be placed within the easement for the overhead power lines but plants are allowed in any area of the easement and trees up to 8 ft. height are allowed provided they are not below the overhead wires. We therefore recommend that the Memorial be located outside of the easement.

- **PY 2023 CDBG**

We encourage the Borough to develop a list of potential projects. Applications are due January 6, 2023.

- **Speed Humps**

As requested by Council, we are obtaining pricing for removable speed humps for 5 roads with 3 each speed humps per road. We will also provide a cost estimate for permanent asphalt speed humps.

We will prepare a proposal for a traffic study for implementation of the speed humps. Per the PennDOT Municipal Services representative, the work for removable speed humps will need to comply with PennDOT guidelines for the roadways to remain eligible for Liquid Fuels funding.

- **PECO Gas Main Replacement- Forrest St. and 13th St.-Forrest St. to Anderson St.**

The Code Enforcement Officer sent to us the permit application from PECO for the replacement of the gas mains. Since by Ordinance they are required to pave half-width of the roads, we contacted the project representative to see if they would consider a contribution to the Borough for the Borough to pave half width of the roads instead of PECO. This way the Borough could use the funds towards repaving the full width of roads in a road program. We will advise of their response.

Monthly Report – October 2022
Charles Remaley – Code Enforcement

Building Permits Issued - 8

Commercial – 2
Residential - 5
Street Opening – 1

Certificates of Occupancy Permits Issued – 16

Sales - 2
Conditional Sales -0
Rentals - 13
Re inspection – 1

Contractor License Issued – 0

Total for 2022- 51

Zoning Permits - 1

Residential – 1
Commercial –0

Portable Structures -0

Property Maintenance – Violation Notices

4516 Post Rd. – No Occupancy Permit for rental property.
4516 Post Rd. – Posted –“No occupancy” Fire Damage.
4216 W 7th St. – Post No occupancy, flea infestation.
3507 W 13th St. – Driveway construction with no permit.
4105 W 13th St. – Vacant property inspection.

Grass Overgrown Vegetation Notices

1329 Langley St. – High grass.
4015 W 13th St. – High grass, vacant property.

Citation Warnings

1371 Langley St. – Failure to obtain Certificate of Occupancy for
Rental unit.
4516 Post Rd. – Failure to obtain Certificate of Occupancy for
Rental unit.