

February 9, 2023

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, VP John Mathews, Councilpersons, Michael Carter, Joe Maher, Robin Rokicka, Tracy Tucker, Manager Mark Possenti, Engineer Mike Kozlowski, Solicitor Mark Much

ABSENT

MINUTES

The minutes of the January 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 Mathews and seconded by Councilperson Carter that the correspondence for January 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

Stated he spoke with Sam Haber from the county in regards to the Borough’s comprehensive plan. They county is applying for grants to fund the project or offset the cost. A committee of 8 – 10 people will be needed for a monthly meeting when the planning begins.

Updated the progress on the Municipal bldg.

- Called for a motion to adopt Ordinance 780 holiday schedule change to Ordinance 688.
- Called for a motion to adopt Resolution 23-1085 Junior Council.
- Called for a motion to advertise amendment changes to Ordinance 736 to define fines and penalties for working without permits and contractor’s licenses.
- Called for a motion consider using Keystone Collections to collect delinquent real estate taxes and trash fees via Resolution 23-1087.
- Called for a motion to approve the paid January expenses for General, Recreation and Liquid Fuels Funds in the amount of \$355,874.27 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 January in the amount of \$114,653.73 which was provided for inspection.

COMMITTEE REPORTS

Marilyn Maher - Mayor

Called for an Executive session to discuss personnel. Announce resources from media fellowship house in regards to homebuyers' assistance and mortgage assistance.

Swore in Junior Council members Kamilla Potts, Kameran Potts and Cianni Carter.

Jennifer Frazier – President

Called for a motion to appoint Tracy Tucker to the EAC. Still looking for more members.

Called for a motion to appoint Junior Council members Kamilla Potts, Kameran Potts and Cianni Carter and Morgan Rambo who could not attend the swearing in tonight.

John Mathews – Municipal Services

Public works have been working on cleaning up the streets and covered an abandoned dumpster to secure debris. Looking into a larger trailer to transport the new mowers.

Joe Maher – Ordinance/Zoning

Read the Code office reports for December and January.

Announced upcoming Rec events. Stated still waiting on information and review to make changes to Ordinance 614 employee retirement and benefits.

Tracy Tucker – Public Outreach

Stated she has more Covid tests available. Confirmed the date of March 18th from 1 – 3 at the fire house for the bingo and Delcora to present informational resources to the Community.

John Gaspero – Buildings/Pantry

Read estimates for a new highway garage roof and asked for a motion to accept. Coale roofing was the lowest reputable bid at \$7200.00.

The food pantry is running well with a lot of help. We have 120 registered and gave out to 75 – 110 households on Friday.

Robin Rokicka – Community Relations/Newsletters

Waiting to hear from Acme in regards to food bank donations. Looking into other meal options for seniors and children. Plan on having free water ice in exchange for non-perishable food at the flea markets.

Michael Carter – Public Safety

Ead the monthly fire report.

MONROE ENERGY

Absent

TAX COLLECTOR

Total tax and trash fees collected for the January were \$6,893.34

-Called for a motion to approve a real estate tax deposit of \$5,672.34 into the General Fund.

-Called for a motion to approve a trash fee deposit of \$1,221.00 into the General Fund.

ENGINEER

Mike Kozlowski: Read monthly report (attached)

-Called for a motion to authorize Stantec to prepare a grant application to fund the Pollution Reduction Plan.

-Called for a motion to authorize Stantec to prepare a grant application to fund the waterfront improvement project at 2nd St.

Stated the approval of the 2023 County Aid application needs to be tabled at this time pending more information needed from PennDot and recommended planning a road program project to use the money and the 2022 funds that were rolled over and need to be used this year.

SOLICITOR

Mark Much

-Asked for a motion to adopt Resolution 23-1086 acceptance of the Anderson St. land donation for a minimal settlement cost.

ORDINANCES

- Motion was made by Councilperson Carter to adopt Ordinance 780 holiday schedule change to Ordinance 688 and seconded by Councilperson Maher. No opposition. Motion carried.

RESOLUTIONS

- Motion was made by Councilperson Mathews to adopt Resolution 23-1085 outlining Junior Council and seconded by Councilperson Carter. No opposition. Motion carried.
- Motion was made by Councilperson Maher to adopt Resolution 23-1087 considering Keystone Collection to collect delinquent real estate taxes and trash fees and seconded by Councilperson Carter. No opposition. Motion carried.
- Motion was made by Councilperson Maher to adopt Resolution 23-1086 acceptance of the Anderson St. land donation for a minimal settlement cost and seconded by Councilperson Carter. No opposition. Motion carried.

OTHER ACTION ITEMS

- Motion was made by Councilperson Mathews to authorize to advertise to amend Ordinance 736 to define fines and penalties for working without permits and contractor's licenses and seconded by Councilperson Carter. No opposition. Motion carried.
- Motion made by Councilperson Mathews approve the paid January expenses for General, Recreation and Liquid Fuels Funds in the amount of \$355,874.27 and seconded by Councilperson Carter. No opposition. Motion carried.
- Motion made by Councilperson Carter to approve the paid Payroll for the month of January in the amount of \$114,653.73 and seconded by Councilperson Mathews. No opposition. Motion carried.
- Motion made by Councilperson Maher to appoint Kamilla Potts, Kameran Potts and Cianni Carter and Morgan Rambo (who could not attend the swearing in tonight) to Junior Council and seconded by Councilperson Carter. No opposition. Motion carried.
- Motion made by Councilperson Maher to appoint Councilwoman Tracy Tucker to the EAC Board and seconded by Councilperson Mathews. No opposition. Motion carried.
- Motion made by Councilperson Mathews to accept the bid from Coale Roofing in the amount of \$7,200.00 to replace the highway garage roof and seconded by Councilperson Maher. No opposition. Motion carried.

- Motion was made by Councilperson Carter to approve a real estate tax deposit of \$5,672.34 into the General Fund and seconded by Councilperson Mathews. No opposition. Motion carried.
- Motion was made by Councilperson Carter to approve a trash fee deposit of \$1,221.00 into the General Fund and seconded by Councilperson Mathews. No opposition. Motion carried.
- Motion made by Councilperson Carter to authorize Stantec to prepare a grant application to fund the Pollution Reduction Plan and seconded by Councilperson Maher. No opposition. Motion carried.
- Motion made by Councilperson Mathews to authorize Stantec to prepare a grant application to fund the waterfront improvement project at 2nd St. pending and contingent upon the project's scope and additional information brought before Council and seconded by Councilperson Maher. No opposition. Motion carried.

NEW COUNCILMANIC BUSINESS

None

Comments from audience

Desiree Potts, Resident – Introduced herself and announced she is running for Magisterial District Judge in Chester.

Executive session was called at 8:06

Out of Executive session at 8:27

After discussion in executive a decision was made to hire a full-time police officer.

Councilperson Carter nominated Adam Youssef for a full-time police officer position and was seconded by Councilperson Rokicka. No other nominations were made.

A motion was made by Councilperson Mathews to hire Adam Youssef as a full-time police officer and seconded by Councilperson Carter. No opposition. Motion carried.

ADJOURNMENT

President Frazier called for a motion to adjourn at 8:30pm; Councilperson Carter made the motion to adjourn. Councilperson Mathews 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 (PRP) project. We are preparing a proposal for the design and will present to Council.
Grant Opportunities
We are reviewing grant opportunities and will advise of our recommendations. **We request Council authorize Stantec to prepare a Watershed Restoration and Protection Program (WRRP) grant application recommended by a program rep. Highlights:**
 - **Maximum project cost of \$300,000.**
 - **Borough matching funds of not less than 15% of the total project cost are required. \$45,000 Match for a \$300,000 project.**
 - **\$100.00 application fee.**
 - **Application due May 31, 2023.**

We performed our annual inspections of the BMP's required per the permit on various properties on 1/26/2023.

- **Parkview Mobile Home Park**
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. 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.
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 again requested the project engineer coordinate a meeting with the developer and Mayor and are awaiting a response.

- **FY 2021 CDBG Chestnut Street Improvements**
We are working with the contractor to finalize the Change Order and Application for Payment No. 2 (final).

- **Post Road and W. 9th Street Repaving by PennDOT**
PennDOT advised the schedule has been pushed back to the Spring, 2023. PennDOT advised they will request their maintenance contractor patch Post Road and Gilbert Street and will advise of their schedule. We will coordinate a site meeting with PennDOT in advance of the work. **The contractor completed temporary patching along Post Road on February 9, 2023 including at Gilbert Street and Main Street.**

- **PennDOT Post Road (SR 13) Traffic Signal Project**
We reviewed the plans and documents provided by PennDOT to the Borough Secretary. The proposed improvements include upgrades to the traffic signals, roadway and bike lane striping at Post Road intersections with Main Street, Smith Street and Price Street. Plans attached. The improvements at Post Road and Price Street are different than the plans for the Post Road and Price Street Intersection Upgrades (below). We will discuss with PennDOT.

- **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 issued our letter dated 1/12/2023 per review of the revised Land Development Plans.
- **Community Center**
We prepared the exemption request for sewage facilities planning and submitted to DELCORA on 11/30/2022.
- **PY 2022 CDBG – Chestnut Street Improvements- 12th Street to Township Line Road**
The OHCD advised the Notice to Proceed to allow bidding of the project is anticipated to be issued within the next several weeks. We will send the bid documents plans and specifications to the OHCD for approval and coordinate bidding with the Borough.
- **Post Road (SR 13) and Price Street (SR 219) Intersection Upgrades**
We sent our review letter dated 1/25/2023 for the PennDOT HOP submission noting we have no objection to the project moving forward.
- **Escrow Funds**
As requested by the Borough Secretary per an audit, we are reviewing escrow funds balances for various projects.
- **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.
- **PY 2023 CDBG**
We submitted the application on 1/5/2023. Per the OHCD's request, we submitted revised documents with the priority being Right-of-Way Improvements for Price St. and Anderson St. requesting \$166,188 CDBG funds and the alternate being Storm Sewer Improvements requesting \$58,599 CDBG funds. **Awards are anticipated in Spring, 2023.**
- **Speed Humps**
We prepared and presented to Council cost information provided by Logix, ITS for removable speed humps for 5 roads with 3 each speed humps per road. We have requested a quote several times from Transline and have not heard back. We are reviewing cost information for speed cameras from Vitronic: The representative noted Pennsylvania is tricky regarding speed enforcement as State Troopers are the only ones allowed to use RADAR, and the only LiDAR cameras (like Vitronic's) in the state are in the city of Philadelphia and in PennDOT work zones. Per the PennDOT Municipal Services representative, removable speed humps will need to comply with PennDOT guidelines for the roadways to remain eligible for Liquid Fuels funding. The representative advised Liquid Fuels funds are not eligible for purchasing removable speed humps but may be used to purchase of the permanent asphalt speed humps provided they meet design standards. For Council's consideration, we will prepare a traffic study for implementation of speed humps for a fee of \$2,300.
- **PECO Gas Main Replacement- Forrest St. and 13th St.-Forrest St. to Anderson St.**
PECO advised they will offer 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 evaluate the offer upon receipt.
- **Municipal Building**
We contacted a representative for Lot 13 on Nealy Blvd. who is assisting with providing information needed for finalizing the easement agreement for the sanitary sewer. We will advise. **The representative suggested a Quitclaim deed to transfer the ownership of parcel 62 from the bank to the current Owner. Per our request, the Solicitor is pursuing contact information for PNC Bank.**
- **2023 County Aid and**
We plan to present the resolution for adoption at the February 9th Council meeting. We are awaiting PennDOT's input. \$2,052 County Aid Funds for 2022 have been rolled over to 2023. **Upon input from PennDOT, we will present a County Aid resolution for adoption at an upcoming Council meeting. We recommend Council consider a project in 2023 such as a Road Program where the 2022 and 2023 funds can be used.**
- **2023 Boundary and Annexation Survey**
We informed the Borough Secretary we responded to the survey there were no boundary changes to report.
- **DCNR C2P2 Grant for access / improvements to waterfront off of Price Street**
Per the request of Council President Frazier, we discussed an overview of this potential project and grant with Police Chief Priscopo and will discuss further at tonight's Council meeting. We request Council's consideration to authorize Stantec to prepare a DCNR C2P2 grant application to fund the project depending on results of further review and discussions. Application are due April 5, 2023. There are various Grant Program eligible for funding. If we proceed, one of our first seps will be to contact a grant representative regarding eligibility, funding options, amounts and matches.
- **Henry Johnson Park- PECO Green Region Application**
The Program representative advised awards are anticipated to be announced between March and April, 2023.

Monthly Report – January 2023
Charles Remaley – Code Enforcement

Building Permits Issued - 2

Commercial – 0

Residential - 1

Street Opening – 1

Certificates of Occupancy Permits Issued -16

Sales - 3

Conditional Sales -1

Rentals - 12

Re inspection – 0

Contractor License Issued – 7

Total for 2023- 38

Zoning Permits - 1

Residential – 0

Commercial –1

Portable Structures -6

Property Maintenance – Violation Notices

1308 Anderson Ave. – Roof installation without a permit.

1229 Chestnut St. – Excessive Police calls notification.

203 Irving St. – No C.O. for the Transfer of Title.

4220 Post Rd. – Rehab construction without obtaining permit.

3608 W 9th St. – Motor vehicle violation notice.

4300 W 9th St. Lot 93- Raw sewage left on lot after blockage.

4300 W 9th St. Lot 34 – Storm water drainage accumulation.

4220 Post Rd. – Citation warning, Failure to obtain a Building Permit.

4211 W 5th Street – Motor vehicle parked on Public Sidewalk.

4322 Ridge Rd. – Failure to obtain CO for rental unit.

1000 Sunset St. – Failure to obtain CO for rental unit.

3608 W 10th St. – Failure to obtain CO for rental unit.

3907 Twp. Ln. Rd. – Failure to obtain CO for rental unit.

3700 W 9th St. – Failure to obtain CO for rental unit.

Monthly Report – December 2022
Charles Remaley – Code Enforcement

Building Permits Issued - 3

Commercial – 1

Residential - 1

Street Opening – 1

Certificates of Occupancy Permits Issued – 3

Sales - 2

Conditional Sales -0

Rentals - 1

Re inspection – 0

Contractor License Issued – 21

Total for 2023- 31

Zoning Permits - 1

Residential – 1

Commercial –0

Portable Structures -0

Property Maintenance – Violation Notices

3508 W 4th St. – Sump pump discharging onto Public Street.

220 Wilcox St. – Vacant Property Registration required.

4210 Post Rd. – Property Maintenance Code Violation.

4412 Post Rd. – Motor Vehicle Parking Violation.

1308 Forrest St. – Water discharge onto Public Street.

914 Langley St. – Failure to renew CO for rental unit.

800 Main St. – Failure to renew CO for rental unit.

1229 Chestnut St. – Failure to renew CO for rental unit.

3810 W 10 St. – Water discharge onto Public Street.

4300 W Ridge Rd. – Accumulation of trash on property.

1308 Forrest St. – Citation Warning, water discharge onto Public
Sidewalk.

4516 Post Rd. – Vacant property Registration Notice.