



The Borough of Elverson
101 South Chestnut Street
P.O. Box 206
Elverson, PA 19520
Phone (610) 286-6420
Fax (610) 286-5950

February 2, 2016

The monthly meeting of the Elverson Borough Council was held on Tuesday, February 2, 2016 and called to order at 7:00 PM by Shirley Crehan who led the Pledge of Allegiance.

ATTENDANCE:

Shirley Crehan, Merle Stoltzfus, Jack Stewart, Bob French, Dwight Frizen, Doug Hoskins, Esther Prosser, Bob Broderick, Lori Kolb, Secretary / Treasurer

Also in attendance: Mark Stabolepszy, SSM Group, Inc., Barclay Hargreaves, EMC

MINUTES:

Motion was made by Doug Hoskins and seconded by Merle Stoltzfus to accept the January 2016 minutes as submitted. Motion carried by all.

TREASURERS REPORT:

Motion was made by Jack Stewart and seconded by Bob French to accept the February 2016 Treasurers Report and pay bills as presented. Motion carried by all.

Shirley Crehan requested Council's authorization to transfer \$45,000 from Cash Management to Capital Reserve. Shirley explained the request for the transfer was part of the process for funding the Capital Improvement Plan based on the Capital Improvement Analysis Survey. Motion was made by Merle Stoltzfus to transfer \$45,000 from Cash Management to Capital Reserve, seconded by Bob French. Motion carried by all.

PRESIDENTS REPORT:

Shirley handed out an Executive Summary from Chrostwaite Institute which included information about Local Government Trends. Shirley informed Council that Lori will have the pages that include a report and more detailed information available if they would like to review.

Shirley Crehan informed Council that Keystone Publishers, the vendor for Codification of the Ordinances, is no longer in operation. Shirley explained that she is requesting the electronic copy of the Borough Code, which was part of the process for which the Borough had paid, but had not yet been completed. Shirley mentioned we have a letter from a competitor who is seeking our business to complete this project, which is included in the 2016 budget. Shirley further expressed she would like to include the proposed Zoning Ordinances as part of this process. Shirley will keep Council informed as she has more information.

EMERGENCY MANAGEMENT COORDINATOR:

Barclay Hargreaves informed Council that he has completed the Multi-Jurisdictional Hazard Mitigation Plan Resolution, which he will present it for Council's approval at the March 2016 Council Meeting.

Barclay Hargreaves explained that he is working on the paperwork for the FEMA Floodplain Management and will report more at a future meeting.

Barclay Hargreaves discussed the benefits of the Declaration of Disaster Emergency form that the Borough had completed. Barclay will submit the invoices for the cost of recovery from the winter storm Jonas to PEMA in an effort to get compensation through federal relief funding. Barclay explained that although he will submit all of the necessary information, there are no guarantees the Borough will receive compensation.

BUILDING, GROUNDS, STREETS AND LIGHTS:

Council discussed the efforts made to clear the snow from winter storm Jonas.

Merle mentioned a pothole in the middle of the area at Main and Chestnut that needs to be patched.

Doug Hoskins mentioned that Caernarvon Township will be installing reflectors at the island in the center of Rte. 23 at the West end of Main Street. Caernarvon Township will send an invoice to the Borough for parts and labor.

Doug Hoskins mentioned he is working on getting information about LED lights to determine if there would be any savings to have them installed for use in the street lighting.

Bob French discussed that he is working to get information for a keying system that will consist of special cut keys that cannot be duplicated. The special keys will provide restriction to locks for certain doors, based upon the areas that will need to be accessed by the key holder. Bob estimated the cost for the total keying system will be approximately \$1,500 or less. Council will discuss a system for distribution of the keys once the locks are installed and keys have been purchased.

Bob French gave Council an update on the repairs that were being done to the windowsills and explained his recommendation for where to locate new air conditioners for both the offices and meeting room areas.

Bob French explained he is working on getting quotes for painting work for the Borough office and meeting room. Motion was made by Jack Stewart to authorize Bob French to award the paintwork to the company that submits the lowest quoted price, contingent upon the quote being inclusive of all work that meets the criteria for the job, and that the quote does not exceed \$9,000, seconded by Doug Hoskins. Motion carried by all.

Mark Stabolepszy announced the low bid for the Street Projects Bid was Asphalt Paving Systems, Inc. at a bid price of \$152,591.45. Mark recommended Council award the entire contract to Asphalt Paving Systems, Inc. in the amount of \$152, 591.45. Motion was made by Jack Stewart to award the 2016 Street Projects Contract to Asphalt Paving Systems, Inc. for the amount of \$152,591.45, seconded by Dwight Frizen. Motion carried by all.

BOROUGH EVENT PLANNING:

Esther Prosser said the Main Street Yard sale would be the next Borough event. She will look into the date of the sale. Esther announced the date for Elverson Day would be June 25, 2016.

COMMUNICATIONS:

Esther Prosser expressed that she disagreed with the decision not to post Merry Christmas on the Borough's electronic sign. Esther listed the announcements she felt should be posted on the sign. Jack Stewart and Shirley Crehan suggested Council seek advice from the Borough Solicitor about what can be posted on the Borough sign. Shirley Crehan will contact Jim Scheffey for his advice.

STATE POLICE

Council received the monthly State Police report along with some additional detail attached.

EMS

Bob Broderick announced an invitation to Borough Council requesting their attendance to the Elverson Honey Brook EMS celebration event at French Creek Golf Course. Each Council Member was given an invitation in their packet.

ZONING AND SALDO:

Shirley Crehan announced they are working towards the completion of the updates to the zoning portion of the process and will soon begin to work on the SALDO.

ENGINEERING:

Mark Stabolepszy reviewed his report with Council. Mark also informed Council that he is familiar with FEMA Maps and the plans to update. Mark offered to be available to assist with the new mapping process if needed.

MUNICIPAL AUTHORITY:

Jack Stewart reported on topics from the Municipal Authority meeting.

BUILDING AND ZONING:

Council reviewed Kraft Code Services Report.

UNFINISHED BUSINESS:

The PennDot Solicitor contacted Merle Stoltzfus regarding the Borough's Stormwater Project. Merle requested Council's permission to draft a letter in response to the solicitor to explain that as a Borough and a future MS4 Municipality, we are investigating how we can move forward with our Stormwater needs. The letter would include additional remarks to further inform the Solicitor that the Borough is working on this. Council agreed to have Merle draft a letter and the final draft will be reviewed by Shirley Crehan.

NEW BUSINESS:

Shirley Crehan discussed information the Borough received regarding the 2016 VPP Partnership Program. It was determined that Lori will check the Chester County Planning Commission website to obtain a copy of the VPP Municipal Planning Grant Manual (2016).

ADJORNMENT:

Motion was made by Dwight Frizen to adjourn, motion seconded by Jack Stewart Motion carried by all. Meeting adjourned at 9:10 PM

Respectfully submitted,

Lori Kolb
Secretary / Treasurer

