

January 8, 2020

COMMITTEE OF THE WHOLE MEETING

The January 8, 2020 Committee of the Whole meeting was called to order at 7:00 p.m. by President Weand in the Council Meeting Room, Pottstown Borough Hall, 100 East High Street, Pottstown, PA.

ATTENDANCE

Councilors present were Ryan Procsal, Lisa Vanni, Donald Lebedynsky, Trenita Lindsay, Dan Weand, Michael Paules and Joseph Kirkland. Also present were Borough Manager Justin Keller, Solicitor Charles Garner, Mayor Stephanie Henrick and Borough Secretary Virginia Takach.

INVOCATION

President Weand requested a moment of silence.

PLEDGE ALLEGIANCE TO THE FLAG

PRESENTATION – KATHRYN B. MINOTTO, RETIREE

President Weand presented and read the Resolution honoring Kathie Minotto, in the presence of family and co-workers, for 39 years of service to the Borough of Pottstown.

RESOLUTION NO. 2020 – 2

RECOGNIZING KATHRYN B. MINOTTO FOR 39 YEARS OF DEDICATED SERVICE TO THE BOROUGH OF POTTSTOWN

WHEREAS, Kathryn B. Minotto has served the Borough of Pottstown as a dedicated employee since 1980; and

WHEREAS, during her career with the Borough she served in a number of different capacities including Finance Department Clerk 1, Utility Clerk IV, Accounts Clerk II-Payroll; and

WHEREAS, for the past twenty-four years Kathie has worked in the position of Finance Department Accounts Clerk I, and during that time she served our residents regarding water, sewer and trash billing concerns, water service shut-offs and water distribution concerns, parking permits, taxes and Licensing & Inspections fees, in order that residents could receive the best level of customer service possible; and

WHEREAS, Kathie's presence at Borough Hall will be truly missed by the people that have worked with her.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Mayor and Town Council that Kathryn B. Minotto is officially recognized for the outstanding service she has provided the Borough of Pottstown through 39 years of employment; and further that she is extended best wishes for a happy and well-deserved retirement.

Adopted at Pottstown Borough Hall, 100 East High Street, this 8th day of January 2020.

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PRESENTATIONS – DETECTIVE DAVID A. MULL, RETIREE AND OFFICER GREGORY E. FRITZ, RETIREE

Mayor Henrick and Chief Markovich presented citations and certificates to retiring officers, Detective David Mull and Officer Gregory Fritz in the presence of family and fellow officers.

PRESENTATION – POTTSTOWN BIKE RACE

Dawn Gulick was present to request Council's consideration in allowing the 2020 Pottstown Bike Race to be held in the east end of the Borough, as was done in 2019, and to change the date from June 7th to June 6th. She outlined the conflicts with other bike races being held on June 7th.

President Weand noted this will be listed on Monday's agenda.

President Weand commended Evan Brandt for his December 29, 2019 article on the progress of the Borough and the economic development happening throughout the Borough.

SUBCOMMITTEE REPORTS

- a. Infrastructure – There was no report.
- b. Economic Development – report will be provided at the regular meeting.
- c. Transportation – There was no report.
- d. Ordinance Review Committee – There was no meeting.
- e. Efficient Methods Committee – There was no meeting.

BOARDS & COMMITTEE REPORTS

a. Emergency Services Reports – Chief Hand noted that he will be providing the annual report when data is complete. He added that 86 fire calls were processed in the month of December and 353 Emergency Services calls were answered in December.

Chief Hand presented President Weand with a certificate of completion for two on-line Incident Management Training classes.

Mr. Keller added that all of the Councilors will be required to receive the training in case of any emergencies.

b. Human Relations Commission – Marcia Levengood announced that National Religious Freedom Day is January 16th. She added the Martin Luther King, Jr. Day is January 20th, celebrating the Civil Rights leader. She noted that a presentation was made at the December Human Relations Commission meeting on the religion of Islam. The next meeting is January 16th.

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c. Land Bank – Deb Penrod noted that the next land bank meeting is January 27th and invited the new Council members to attend. She also reported that members met with the Montgomery County Treasurer to share information on the land banks.

d. Library – Deb Penrod announced that Holly Chang is the new Executive Director of the Library and noted that the Census project is in need of temporary workers at the pay rate of \$20-\$27 per hour. Ms. Penrod also provided information on the May 2nd fund raiser, along with the Kids' Calendar. She also reported that security cameras have been installed outside and inside of the Library.

e. Ricketts Community Center – Councilor Kirkland reported that the Center is closed for renovations for the first two weeks of January. He added that a new director is expected to be named in the near future and Paul Winterbottom has been retained as the Health & Wellness coordinator.

f. Pottstown School District – Councilor Lindsay had no report.

MAYOR'S REPORT

Mayor Henrick outlined and reviewed the numerous events that were held in 2019, including fundraisers and parades. She also announced the opening of new shops and restaurants. The Mayor added that she participated in the January 1st Polar Bear plunge and looks forward to 2020.

MANAGER'S REPORT

Manager Keller reported that the three-year AFSCME contract and the five-year PPOA contract have been approved and signed. He added that the two grants for the stormwater arch rehabilitation grants, totaling \$1.5 million in requests have been submitted. The Ricketts Center HVAC replacement grant project and the East Apron Rehabilitation for the Airport have been completed and closed out.

Mr. Keller also advised that five parking kiosks were installed yesterday on High Street. Mr. Keller also reported that the long range Keim Street Overlay project is progressing, which will include a bike trail and the realignment of Keim Street with the Keim Street bridge. The new PART bus routes are in place and the Highway Occupancy permit has been submitted for the King Street Pedestrian crossing.

Conditional Offers of Employment

Chief Markovich requested Council's consideration in hiring two former Pottstown Police Officers to replace three 2019 retirees.

Mr. Keller added that this is a testament to the leadership in the Pottstown Police Department.

PART – Request for Proposals

Mr. Keller explained the requirement of PennDOT to submit Requests for Proposals every five years for the operation of the bus system and requested Council's authorization for staff to prepare

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and advertise the RFP's to comply with the June 30, 2020 end of fiscal year. The request will include a 3-year contract with the option of 2 one-year renewal terms.

This will be listed on Monday's agenda.

Bid Awards – Highway Materials

Mr. Keller announced that the bids were opened on January 6th and a bid tabulation with recommendations will be included in Council packets for Monday's meeting.

Board Appointments

President Weand reviewed the board vacancies as follows:

Blighted Property Review Committee – four 1-year terms

HARB – one vacant term to expire April 1, 2024

Borough Authority – one 5-year term with requests for appointment from Michael Benner and Carol Kulp

Zoning Hearing Board – one 3-year term with a request from Mark Patrizi to be reappointed.

Mr. Keller also explained that the Keystone Employment and Economic Plan (KEEP) requires one member from Council, one member from the Planning Commission and one member of Staff.

HARB and Planning Commission – Joint Meetings

Mr. Keller explained the concept of allowing HARB and Planning Commission to meet on the same date and time. He also suggested that a member of HARB be a member of the Planning Commission for efficiency and economical reasons.

These items will be listed for further discussion on Monday's agenda.

Zoning Variance Request – 380 Walnut St., Kingdom of Life Day Care

Solicitor Garner explained the options for each Zoning Variance Request. He noted that the Kingdom Life Church, 380 Walnut Street is requesting a variance to establish a day care, regarding drop off locations and parking variances.

Councilor Procsal recommended that the variance request be forwarded to the Zoning Hearing Board for decision with the hearing scheduled for January 30th.

Zoning Variance Request – 31 East Fifth Street

Solicitor Garner explained the special exception request of Ketteline Guerrier to establish a bed and breakfast facility. He added that the establishment will not be owner-occupied.

Councilor Lebedynsky expressed concerns with the application and requested authorization to appear at the January 21st hearing in opposition of the request.

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Zoning Variance Request – McDonald’s, 189 Shoemaker Road

Solicitor Garner advised that McDonald’s has also submitted a Land Development Plan to demolish and rebuild a new restaurant.

There were no comments from Council.

Pottstown Bike Race

Mr. Keller reviewed the application requesting street closures from 8:00 a.m. – 8:00 p.m. for the June 6, 2020 event

COUNCIL MEETING DATES 2020

President Weand referred to the draft schedule distributed and will list for authorization to advertise.

These items will be listed for consideration on Monday evening.

COMMENTS FROM CITIZENS PRESENT

a. Ron Williams, 245 Walnut Street – expressed appreciation to Detective Heather Long and the PPOA for the donation and installation of two benches at the Native American Memorial, South Franklin Street and Industrial Highway.

b. Jon Daywalt, 231 North Charlotte Street – thanked Council and Staff for a successful 2019 and expressed hope for a better 2020.

COUNCILORS’ GENERAL DISCUSSION

Councilor Lindsay announced the January 9, 2020 NAACP holiday party at the Avenue restaurant. She also commended all involved for the holiday Christmas party hosted by Jim Frymoyer.

Councilor Procsal commended the Penn State students’ architectural event and the Children’s Discover Center last month at the Sunnybrook Ballroom.

Councilor Vanni noted that she participated in the Polar Bear Plunge for the first time and announced the January 9th Community Meal event.

Mayor Henrick thanked all for participating and organizing the numerous events throughout the year.

EXECUTIVE SESSION

President Weand recessed the meeting to executive session at 8:00 p.m. for one item of personnel and one of potential litigation.

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ADJOURNMENT

President Weand adjourned the meeting at 8:50 p.m.

Attested,

Justin M. Keller
Borough Manager