

# The Borough of Bowmanstown Council Meeting Minutes

## February 4, 2020

The Bowmanstown Borough Council meeting was called to order by President William Ravert at 7:00 PM, members present were Vice-President Pam Leiby, Barbara Eastland, Rob Moyer, Darren Thomas, Kara Scott, Mayor Zachary Snyder, Secretary Tracy Burbage, Solicitor James Preston, and Engineer Jessica Rehrig. Joseph Rodrigues was absent.

- Motion by Rob Moyer to accept with regret Joseph Rodrigues' resignation, 2<sup>nd</sup> Darren Thomas, AIF-MC**  
 President William Ravert opened nominations for the vacant seat on council: Barbara Eastland nominated *Wendy Borger*, Rob Moyer nominated *Candace Rodrigues*, and Kara Scott nominated *Norman Engle, Jr.* President Ravert asked if there were any other nominations, then closed the nominations. Roll call: R. Moyer- *Candace*, D. Thomas- *Candace*, B. Eastland- *Wendy*, K. Scott- *Norman*, P. Leiby- *Candace*, W. Ravert- *Candace*.  
**Motion by Rob Moyer to appoint by Resolution Candace Rodrigues to fill the vacant council seat left by Joseph Rodrigues, 2<sup>nd</sup> Pam Leiby, AIF-MC**

- Visitors**  
 Danielle Derrickson, Times News  
 Antoinette Mullen  
 Phyllis Kreiss  
 Joe Rodrigues

- Approval for**
  1. **Motion by Kara Scott to approve the minutes of January 6, 2020 Borough Council Meeting, 2<sup>nd</sup> Barbara Eastland, AIF-MC.**
  2. **Motion by Barbara Eastland to approve the General Treasurer's Report dated February 4, 2020 and payment of the bills listed, 2<sup>nd</sup> Kara Scott, AIF-MC.**
  3. **Motion by Pam Leiby to approve the Sewer Treasurer's Report dated February 4, 2020 and payment of the bills listed, 2<sup>nd</sup> Rob Moyer, AIF-MC.**
  4. **Motion by Darren Thomas to approve the Garbage Treasurer's Report dated February 4, 2020 and payment of the bills listed, 2<sup>nd</sup> Barbara Eastland, AIF-MC.**

- Correspondence**

Subject	Date	Summary
PSAB		PSAB 109 <sup>th</sup> Annual Conference & Exhibition June 7-10, 2020 at Hershey Lodge
Library	01/14/20	Palmerton Library Board of Directors sent a thank you for the borough's 2020 contribution to the library
Minutes	01/21/20	Water Authority Meeting minutes of January 21, 2020
Minutes	01/28/20	Planning Commission Meeting minutes of January 28, 2020
Invite	01/28/20	14 <sup>th</sup> Annual Mayors' and Municipal Officials' Reception on Monday, April 27 <sup>th</sup>
Minutes	01/28/20	Carbon County Council of Governments Minutes of January 28, 2020 – <b>Council discussed the prior COG minutes – Mayor Snyder asked Kara about the Nov. 2019 minutes which indicate possible state assistance with dead tree removal. Rob asked Kara to check on same for the March council meeting</b>

Candace Rodrigues entered the meeting at 7:20 PM. Tracy Burbage, Notary Public administered the oath of office to Candace Rodrigues

- Solicitor**
  1. **Motion by Darren Thomas to authorize execution of the Bank Commitment Letter from 1<sup>st</sup> Northern Bank once the changes mentioned are made, 2<sup>nd</sup> Barbara Eastland, AIF-MC**  
**Motion by Barbara Eastland to advertise for adoption Ordinance 2020-02 Authorizing the Refinancing of Certain Indebtedness, 2<sup>nd</sup> Pam Leiby, AIF-MC**
  2. **Motion by Barbara Eastland to advertise Ordinance 2020-01 Electing to Amend its Non-Uniform Pension Plan, 2<sup>nd</sup> Pam Leiby, AIF-MC**
  3. Attorney Preston stated they are preparing to send out the Craig Street curbing letters soon
  4. Authority Clerk – who sets the wages – Will be discussed in Executive Session
- Engineer**
  1. Lime Street Connection Project
    - a. Continued coordination with Ankiewicz on field questions and made field visits January 3, 16, and 30, 2020
    - b. Reviewing Application for Payment #2

2. **Motion by Rob Moyer approving the Lot Line Adjustment 530 and 510 Craig Street once written approval to correct the dates of approval/signatures from 2019 to 2020 is received from Jonathon Shupp, Notary, 2<sup>nd</sup> Barbara Eastland, AIF-MC**
3. Provided current list of property owners and deed information to the solicitor for Craig Street curbing letters

**Unfinished Business**

1. **Motion by Rob Moyer to keep our current electric supplier PMAA and lock in the three year rate quoted on February 4, 2020, 2<sup>nd</sup> Barbara Eastland, P. Leiby-Nay, 6-1 vote, MC**
2. The Solt/Swolensky Lot Line Adjustment is approved

**New Business**

1. **Motion by Darren Thomas to accept the 2019 Exoneration List as submitted by the Tax Collector, 2<sup>nd</sup> Rob Moyer, AIF-MC**
2. **Motion by Kara Scott authorizing Tara to move forward with the Keystone Historical Grant, 2<sup>nd</sup> Barbara Eastland, AIF-MC**
3. Council would like to check with John Davis in regards to Brake Retarder Signs along route 248 and whether the borough has authority to request them
4. Darren Thomas questioned whether 427 Forge Street obtained an Erosion and Sedimentation permit from the Carbon County Conservation District in light of the fact of moving over an acre of earth

**Committee Reports**

**Fire**

1. Received the Financial Statement as of December 31, 2019
2. Received the Fire Chief's Report for January 2020

**Law**

1. Working on a draft ordinance for Fire Billing Services. A few changes need to be made to the draft per Mayor Snyder, and some considerations need to be discussed with the fire company in regards to accepting payment from the insurance company as full payment if the resident is a member of the Fire Company, etc.
2. The committee is planning on walking around the borough to check where curbing is not installed

**Personnel**

1. Barbara reported that she had her bi-annual meetings with the employees to discuss ideas of how to make their jobs better. She stated the employees have a lot of ideas/suggestions.

**Budget & Finance**

1. Received \$125.81 from the Magisterial District Court for December 2019
2. Received \$516.68 from the Tax Claim Bureau for December 2019

**Property & Special**

1. **Motion by Darren Thomas to send a \$100.00 donation to Aquashicola Fire Company as appreciation of Rory Koons inspecting the borough's 17 fire extinguishers, 2<sup>nd</sup> Kara Scott, AIF-MC**
2. Borough crew performed the routine inspections of the playgrounds and they were instructed these need to be done monthly

**Sewer, Sanitation, & Water Liaison**

1. Van Cleef sent written notice to DEP that the borough plans to submit an application for the Water Quality Management Part II Permit
2. 211 Fireline Road paid the outstanding sewer and garbage bills, water has been restored. The attorney fees, interest and filing fees are all that remain to satisfy the line

**Streets**

1. Condition of Lime Street just below the construction has been determined to be a pre-existing issue and not one caused by the contractor. The borough will need to address the issue once the Lime Street project is complete
2. **Motion by Barbara Eastland to send both public works employees to the free Locator Training PA One Call system from 8:30 AM – 11:00 AM at the Aquashicola Fire Company on March 12, 2020, 2<sup>nd</sup> Kara Scott, AIF-MC**
3. **Motion by Pam Leiby to send both public works employees to the Performing MS4 Outfall Inspections Class February 25, 2020 in Lehigh County, Upper Macungie Township from 10:00 AM – 12:00 PM at a cost of \$45.00 each, 2<sup>nd</sup> Rob Moyer, AIF-MC**
4. The contractor has not replaced the sign at White and Lime Street yet

**Mayor**

1. There will be a Summary Trial Thursday, February 20, 2020 at 2:00 PM in regards to Parking Ordinance Violations
2. Parking issues have been reported on Railroad Street of the 300 and 500 blocks. Zach asked council their thoughts of erecting "No Parking" signs in those areas. For the time being, council authorized the office to send out letters warning the residents of the parking issues

**Other Business**

1. Pastor Rob Timlin from Faith Alive UMC asking council to join in National Day of Prayer to be held on Thursday, May 7, 2020 from 6:30 PM – 6:45 PM gathering around the flag pole by the Fire Company
2. Received the Zoning Officer/BCO monthly time sheet

**EXECUTIVE SESSION TO DISCUSS PERSONNEL IN: 8:25 PM OUT: 8:46 PM**

While in executive session no motions or decisions were made

**Motion by Rob Moyer response to the Authority letter dated November 20, 2019 council is denying the 3% increase, the 2% increase stands, 2<sup>nd</sup> Barbara Eastland, AIF-MC**  
**Motion by Darren Thomas to advertise for future position, 2<sup>nd</sup> Barbara Eastland, AIF-MC**

**Motion by Darren Thomas to adjourn the meeting at 8:49 PM, 2<sup>nd</sup> Barbara Eastland, AIF-MC**

Respectfully submitted by Tracy L Burbage, Secretary

Pending/Action Items

Fire:	Fire Company Billing Services Ordinance
Budget:	Employee raise step program
Budget:	Review Auditors
Law:	Billing procedures when a house fire occurs
Property:	Playground inspections need to be done monthly
Property:	Playground retaining wall inspection
Property:	Dead Oak trees along borough property
Property:	Playground bleacher repairs
Property:	Pricing on surveillance cameras
Property:	Storage shed for borough equipment at the garage
Sewer:	605/607 Fireline Road sewer debt service for 6 months (May 2020)
Streets:	Water runoff from the Stoneridge Apartments on Oak Street
Streets:	Curbing letters to residents along Lime Street about curbing
Streets:	Modified Stone at the end of Spring Street where the macadam ends towards Fireline
Streets:	249 White Street storm drain repair
Streets:	Call PPL to request a street light for the Lime St/Green St intersection (after curbs have been installed at Lime St).