

June 14, 2018

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 Greg Miley 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**

Frances Zalewski – Mayor  
Gregory Miley– President  
Regina Beck – Vice President  
Joseph Maher– Councilman  
Jim Cassidy – Councilman  
Ed McDaniel – Councilman  
Awilda Burgos - Councilwoman

Mark Possenti – Manager

Giovanna Iacona – Engineer  
Mike Sheridan – Solicitor

**ABSENT**

John Mathews – Councilman

An Executive Session was held before the meeting in regards to personnel

**MINUTES**

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

**GENERAL FUND**

It was motioned that the proper Borough Officials be authorized to draw orders on the Borough Treasure in favor of the following persons and in the amounts shown. Where such orders have already been drawn, the actions of the Borough Officials in so doing be ratified and confirmed. It was motioned, the May bills for approval by Councilperson Beck and seconded by Councilperson Cassidy. No opposition. Motion carried.

**MAY GENERAL FUND BILLS**

Paychex Invoice	May Monthly	-175.55
United States Postal Service	Reimburse Jim Cassidy BOH mail	-6.70
Orlando, Victoria	Cash out for Taco Fest prizes	-100.00
Maher, Joseph S.	Reimburse April Bingo lottery	-40.00
Trainer Pointe, LLC	Release of Trainer Pointe escrow	-11,184.62

United States Postal Service	2 large letters mailed	-3.05
United States Postal Service	Roll of stamps code office	-50.00
United States Postal Service	large letter mailed	-3.50
Utility Advocate	Energy bill savings	-16.78
Stantec Consulting Services Inc.	Professional services	-3,527.50
U.S. Armor	Police equipment	-1,134.58
Galls Incorporated	Police equipment	-186.89
Talley's Garage & Towing	Police Vehicles	-661.00
J. Michael Sheridan, Esq.	Professional services	-1,470.00
DCIU	Health Benefits June	-23,643.94
Integral Systems Corp	Computer maintenance/repair	-150.00
A.R.D. Uniform Enterprises, Ltd.	Police uniforms	-396.05
Comcast Business	Cable services	-364.72
Red the Uniform Tailor	Police uniforms	-449.40
Chester Water Authority - Hydrants	Hydrants	-1,195.10
Atlantic Tactical	Police equipment	-516.99
Sunoco - SunTrak	Police vehicle fuel	-3,058.72
Witmer Public Safety Group, Inc	Police equipment	-175.89
Charles Higgins & Sons	Street Light maintenance	-743.96
Staples Advantage	Office supplies	-55.57
De Co Solid Waste	Tipping Fees	-3,059.10
PECO Street Lighting	Street Lighting	-1,975.91
PECO-Underpass Lighting	Underpass Lighting	-29.79
PECO - Municipal Bldg.	Municipal Bldg	-579.05
Pa One Call System, Inc.	Monthly fax service	-16.25
Chester Water - Municipal	Municipal Bldg	-79.52
R. Parker Paving, Inc.	Municipal Parking Lot	-8,250.00
Drugscan, Inc	Police Lab Testing	-168.00
Berkshire Systems Group	Security Cameras	-2,551.00
Burke Landscape Supply	Highway equipment parts	-17.00
United States Postal Service	certified police mail	-6.70
Paychex Invoice	May 11 Biweekly	-142.50
Marcia Kline	Reimburse Centennial	-183.98
Verizon Wireless	Data account	-91.24
Marcus Hook Borough	Fire Truck May	-189.91
Marcus Hook Borough	Fire Station May	-1,182.42
Integral Systems Corp	Computer maintenance/repair	-50.00
Spirit Media Group, Inc.	Public Notices	-235.10
United Concordia	Dental Coverage	-1,495.77
Aston Service Center	Police vehicles	-1,155.46
United States Postal Service	2 rolls stamps	-100.00

Orlando, Victoria	Petty Cash on hand	-300.00
United States Postal Service	12 Certified Civil Service letters	-80.40
United States Postal Service	BOH Certified letter to Jim Cassidy	-13.40
United States Postal Service	Large letter mailed	-1.21
Paychex Invoice	May 25 Biweekly	-142.50
TD Card Services	Qbooks, Hwy tractor, Police camera	-1,236.65
Pa State Mayors Association	Conference Business card ad	-25.00
Red the Uniform Tailor	Police uniforms	-756.58
Possenti Consulting, LLC	Services April	-2,150.00
De Co Community College	Act 180 Training	-150.00
American Bankers In Co. of Fl	Flood insurance	-14,684.00
Motorist Life Insurance Co.	Life insurance Priscopo	-904.50
Motorist Life Insurance Co.	Life insurance Musso	-904.50
Motorist Life Insurance Co.	Life insurance Ostan	-933.50
Goodyear Auto Service Center	Police vehicle tires	-536.00
Express Printing	Citation Warning notices	-195.00
Carl J. Spangler, Jr.	Professional Services	-120.00
PECO - Garage	Highway garage	-105.11
Leitzell & Economidis, PC	Reimburse for Confirmation.com	-115.00
B&L Disposal	Trash removal	-6,259.58
B&L Disposal	Electronic pickup	-893.68
Comcast Cable	Cable services	-245.88
Staples Advantage	Office supplies	-53.99
Delco Alarm System	Highway garage alarm	-130.50
Charles Higgins & Sons	Street Light maintenance	-188.52
AT&T Mobility	Data reader	-240.60
Delaware County Dist. Atty Office	Trainer Borough seized property	-2,146.76
Penn Del Auto Body, Inc.	K9 Charger accident repair	-5,614.89
Land Services USA, Inc.	Fees Municipal complex property	-3,300.50

-113,297.46

### **PAYROLL ACCOUNT**

It was motioned by Councilperson Burgos and seconded by Councilperson Maher that Payroll for the month of May is paid. Councilperson Cassidy opposed. Motion carried.

### **MAY PAYROLL FOR ALL EMPLOYEES**

Total payroll for the month of May \$73,398.83

### **LIQUID FUEL BILLS**

Liquid Fuel Bills for the month of May meeting were motioned for approval by Councilperson Cassidy and seconded by Councilperson McDaniel. No opposition. Motion carried.

**MAY LIQUID FUEL BILLS**

Mauger & Co.	Hwy vehicle fuel	-285.19
PECO	Traffic Lighting	-270.69
		-555.88

**COMMUNITY CENTER BILLS**

None

**MAY COMMUNITY CENTER BILLS**

None

**PERMITS & LICENSE**

The Permits of the May meeting were motioned for approval by Councilperson Cassidy and seconded by Councilperson Maher. No opposition. Motion carried.

**PERMITS & LICENSE – MAY**

4 Building permits	\$467.00
0 Contractor license	\$0
20 C/O Applications	\$1,975.00
0 Plumbing permits	\$0
0 Electrical permits	\$0
3 Zoning	\$150.00
6 Other Permits/License	\$655.00
1 Vacant property registration	\$150.00
Amount turned over to Borough	\$3,397.00

**CHESTER WATER AUTHORITY**

2- Street Openings  
Amount turned over to Borough \$655.00

**PECO**

1– Street Openings  
Amount turned over to Borough \$129.00

**DELCORA**

0 – Permits  
Amount turned over to Borough \$0

**CORRESPONDENCE**

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

**MAY CORRESPONDENCE**

- Received from Keystone an electronic deposits in the amount of \$273,132.93 May EIT distribution.
- Received from Keystone an electronic deposits in the amount of \$3,898.12 May LST distribution.
- Received from Delaware County Monthly deed reconciliation for April and a check in the amount of \$3,994.75

- Received from Delaware County Tax Claim Monthly for April and a check in the amount of \$6,801.21
- Received from Delaware County Monthly Transfer reports for May.
- Received from Delaware County Board Assessment appeal in regards to Pagano property.
- Received from Remediation Management in regards to PADEP receipt of Final Report.
- Received from DEP sent to Monroe in regards to NPDES Permit – Industrial Waste.

**QUESTIONS AND COMMENTS FROM AUDIENCE ON CORRESPONDENCE**

None

**ANY MATTERS THAT NEED COUNCILMANIC ACTION**

None

**COMMITTEE REPORTS**

**MAYOR**

Mayor Zalewski:

- Read a letter from Upland Police Dept. thank Trainer Police for an assist.
- Received a letter from Brian Kirkland thanking Trainer Borough for participation in his annual Family Fun Day
- The Church of the Overcomer is having a summer camp from July 2 through August 10 and giving out produce on Wednesday at 10:00 am.
- Trainer Magic will be having cheerleading clinic, for anyone interested in joining you can call the office.
- Called for a motion to appoint new Full-time Police Officer.
- Called for a motion to appoint Jason Donnelly as the Full-time Police Officer.

**\*POLICE CHIEF** – No report

**MANAGER/FINANCE**

Mark Possenti:

- Spoke about Federal opportunities zone which gives IRS tax breaks to investors to invest in capital gains into an approved zone to redevelop and attract economic activity. Trainer Borough was one municipality selected. Further information and details to come.
- The Municipal Complex wetlands have been flagged and completed. Survey has started.
- RACP funds have been released and no projects in Delaware Co. have been selected. Rumor has it that the rest of the funds will be released in October.

**PARKS/RECREATION/ENVIRONMENT**

Councilman Maher:

- 5 new picnic tables have been placed in the park.
- Summer events will begin on July 7<sup>th</sup>.

**FIRE/BOARD OF HEALTH**

Councilman Cassidy:

Welcome to Trainer’s June Council meeting.

Board of health and hearings on two citations at the local district court. Judge gave two weeks for corrections on one and 30 days on another.

Citations being sent to more residents as we speak.

Newsletter has been delivered and is informative, please read it. There are some ordinances mentioned.

Any questions, please call the Borough office, Code Enforcement office or a Board of Health member.

There was a call to the fire board that a cat was stuck in a tree in Henry Johnson's Park. Something I thought only happened on TV. Marcus Hook/Trainer Fire Department responded but was unable to get to the cat, it was too high in the tree. Instead of just leaving the cat there, they contacted a neighboring fire department for assistance which they gladly did. Thanks to the Trainer/Marcus Hook fire department and assisting Reliance who brought their ladder truck and to our police who also assisted, and was given crap by a resident who wanted them to climb the tree. FYI: This was a stray cat that was rescued by the way. Remember, they are volunteers and they came out to rescue a cat. As trivial as this may seem, I bet they felt a bit of satisfaction that they were able to save it.

Firehouse is still looking for volunteers. Training is available.

Other jobs are available at many of our local businesses.

Rite-Aid, Goodwill, Acme, Giant and if you're interested in working at the shore for the summer, there are many jobs there as well.

School's out, drive careful.

The monthly fire report for May was as follows: Total Alarms: 25 Time in Service: 12hr 80min. Total Man Hours: 48.96 Fires: 2 Good Intent Calls: 14 EMS: 3 Service Calls: 4 Hazard Conditions: 2 False Alarms: 5 Mutual Aid – Given: 19 and received: 11. Full report is on file.

## **PUBLIC SAFETY**

President Beck read May Code Enforcement report as follows: issued 4 building permits, 0 Contractor licenses, 15 C/O's, 1 zoning permits, and numerous BOH and property maintenance violation notices and citations sent out.

## **COMMUNITY OUTREACH/NEWSLETTERS**

Councilwoman Burgos:

- COSA is giving away fans to our Seniors.
- Had a nice time at Kirkland's Family Fun Day.
- Thanked all for support in her hard times.

## **COMMUNITY REDEVELOPMENT**

Councilman Ed McDaniel:

- Waiting for Mullen to submit the conditional use application for the 9<sup>th</sup> St. property. President Miley discussed procedure for selling Borough properties.

## **HIGHWAY/BUILDINGS**

Councilman Mathews was absent.

- President Miley reported that millings were laid on Holly Lane behind 7<sup>th</sup> St. and the residents are happy.

## **CODE ENFORCEMENT OFFICER**

Nothing to report.

## **TAX COLLECTOR**

Kim Sherman read the monthly report for May as follows: Total tax collected for May was \$76,003.33. Bills are being collected at the penalty value until December 31<sup>st</sup>.

Need a motion to authorize an electronic transfer deposit in the amount of \$76,003.33 to the General Fund.

### **SCHOOL BOARD DIRECTOR**

Mary Magaw: Absent

### **MONROE ENERGY**

Adam Gattuso: Stated the September turn-around for the refinery will have an impact on traffic. He will be working with the Chief on the traffic control detail. Between 700 – 1000 contractors are expected to working within the refinery.

### **ENGINEER**

#### **Engineer's Report**

Attached

A motion is needed requesting approval for Kehoe Construction to pave Ridge Rd. in the amount of \$25,923.85 to include line striping and \$24,888.85 without the line striping. A motion was made to accept but after discussion a motion was made to withdraw the motion to accept.

The paving of Ridge Rd. is for half the road, Peco is responsible to pave half after a street opening project per Borough Ordinance. The suggestion was for the Borough to pave the other half at the same time using the same contractor that Peco is using for the restoration.

Giovanna Iacona: Led discussion for the required MS4 Public Outreach and Education. Topics discussed included: Storm affects and intensities, flood occurrences, how rainfall is measured, the condition of storm sewers and how it impacts the Borough and how to minimize impacts from run-off.

The discussion packet is attached to the minutes and posted to the website.

Comments/Questions from residents: Discussed the Borough's MS4 requirement, grass clippings being blown into streets. Educating our employees of "good housekeeping" practices to keep our storm sewers clean.

### **SOLICITOR**

Mike Sheridan stated:

- Wrote a letter of support for Council to sign for Councilwoman Awilda Burgos to be sent to Chester Mayor Kirkland asking for housing help in the city for homeless or those in need of temporary housing.
- Have a meeting with Russ Harper from Justice Rescue to discuss an agreement/contract.
- Spoke about the new lockbox Ordinance requested by the Fire department to gain entry in certain situations when a building is unoccupied. Need a motion to authorize advertisement of the Ordinance upon completion based on Council preference to any changes.
- Adelpia is still in need of permission to do soil boring and survey for natural gas pipeline on the Borough's 9<sup>th</sup> St. property. They will provide a certificate of liability insurance. A motion would be needed to give the permission.
- A motion is needed to authorize medical reimbursement to Office Musso in the amount of \$155.00.

### **ORDINANCES**

- None

## RESOLUTIONS

- None

## OTHER ACTION ITEMS

- Motion was made by Councilperson Cassidy to hire a full-time Police Officer and seconded by Councilperson McDaniel. No opposition. Motion carried.
- Motion was made by Councilperson Maher to hire Jason Donnelly as a full-time Police Officer and seconded by Councilperson Beck. No opposition. Motion carried.
- Motion was made by Councilperson Cassidy to approve as requested to hire Kehoe Construction to pave Ridge Rd. and seconded by Councilperson Maher. No opposition. Motion carried.
- Motion was made by Councilperson Cassidy withdrawing the motion made to approve as requested to hire Kehoe Construction to pave Ridge Rd. and seconded by Councilperson Maher. No opposition. Motion carried.
- Motion was made by Councilperson Cassidy to authorize an electronic transfer deposit in the amount of \$76,003.33 to the General Fund and seconded by Councilperson Burgos. No opposition. Motion carried.
- Motion was made by Councilperson Maher to authorize Mike Sheridan to review and adapt the Fire Department's proposed Ordinance to require businesses to install lock boxes on the property to give the Fire Dept. access in case of an emergency and seconded by Councilperson Mathews. No opposition. Motion carried.
- Motion was made by Councilperson Maher to reimburse medical expense in the amount of \$155.00 to Office Musso and seconded by Councilperson Beck. No opposition. Motion carried.
- Motion was made by Councilperson Cassidy to give Adelpia permission to survey and take soil boring from Borough property on 9<sup>th</sup> St. and seconded by Councilperson Beck. No opposition. Motion carried.

## OLD COUNCILMANIC BUSINESS

None

## NEW COUNCILMANIC BUSINESS

None

## QUESTIONS AND COMMENTS FROM AUDIENCE

Chuck Miles, Ridge Rd. – Asked questions to the Engineer in regards to Ridge Rd. paving. Asked the Solicitor to give a legal definition of a nuisance.

Kitty Martin 3rd St. – Thanked Charley Remaley for coming out to her property to check on the condition of her next door neighbor's property.

## ADJOURNMENT

President Greg Miley called for a motion to adjourn at 8:21pm; Councilperson Cassidy made the motion to adjourn. Councilperson Beck seconded the motion. No opposition. Motion carried.

Respectfully submitted,

Victoria Orlando  
Borough Secretary

## TRAINER BOROUGH - ENGINEER'S REPORT

- **Infrastructure Items**

- **PECO Gas Main Replacement Ridge Road**

We met with PECO and the CWA on June 5 and reviewed the restoration completed for the roadway trenches and along properties. They will advise when the work is finished. We also reviewed the work needed for the final paving of the roadway including addressing potential subsurface drainage issues at Veteran's Drive and West 9<sup>th</sup> Street. PECO expects to send the proposal for paving the road beyond their limits by the end of this week. We observed the concrete curb along 4360 Veteran's Drive to be damaged or missing. The Borough may want to consider notifying the property owner to initiate repairs. **We reviewed the attached proposal from Kehoe Construction, Inc., PECO's contractor, in the amount \$25,923.85 for paving the road beyond their limits. This includes \$1,035.00 for striping and pavement markings in the event Borough Council would prefer the contractor to complete this work in lieu of Borough Highway representatives. The quantities in the proposal are estimated with the actual quantities and thus the final costs to be verified during construction. We recommend that Borough Council award this work to Kehoe Construction, Inc. in the not to exceed amount of 24,888.85 without striping and pavement markings or in the amount of \$25,923.85 including striping and pavement markings.**

- **PECO Roadway Restorations**

We contacted PECO regarding permanent restoration of roadways at 1327 Chestnut, 1302 Anderson and 1312 Forrest and are awaiting their reply.

- **FY2018 Ridge Road Pedestrian Improvements**

OHCD advised the project has been awarded for the Ridge Road Pedestrian Improvements.

- **Inlets Repairs and Cleaning**

Since the FY2018 CDBG award will fund the Ridge Road improvements, we are inquiring if the Borough would like to proceed with a project using other funds. Note below that we are working with PennDOT for inlet repairs on Price Street.

- **MS4**

The Year 4 and 5 report period expires on June 30, 2018 with the report due September 30, 2018. We are updating documents required for the reports.

We coordinated with the Borough Secretary to advertise the annual public education and outreach meeting for the June 14<sup>th</sup> Council Meeting. Stantec will present an overview of the program.

- **Henry Johnson Park – Tree Replacement**

2019 TreeVitalize: The letter of intent was sent to the Grant Representative on April 18, 2018. We inquired on the status of the application and are awaiting a response. **The Borough was invited to submit a full application for a Tree Planting Grant. Applications are due July 13, 2018 with awards announced in August 2018. A meeting has been scheduled with the grant administrator for June 19<sup>th</sup> at 9:30 am to review scope.**

- **PENNDOT - Route 291 – Price Street**  
Upon PennDOT's notification of the award of a contractor we will continue with discussions regarding options for replacing damaged inlets.
- **2018 Road Program**  
We prepared a Preliminary estimate for the roadways listed by Ed Kline. We will await Council's decision on budget in order to proceed with preparing bid documents, if desired.
- **County Aid/PAT Funding**  
**The County advised that applications for County Aid including the Pothole Assistance for Taxpayers (PAT) funds must utilize PennDOT's dotGrants with paper submissions no longer being accepted. We are working with the Borough Secretary and the PennDOT representative regarding the submission of the County Aid application/resolution.**

cc: Victoria Orlando / Fran Zalewski / Gregory Miley / John Mathews / Jim Cassidy  
Joseph Maher / Jean Beck / Awilda Burgos / Everett McDaniel  
Michael Sheridan, Esquire / Joseph Possenti