

August 8, 2024

A regular meeting of the Council of the Borough of Trainer was held on the above date at the Trainer Municipal Building, 4300 Township Line Rd., Trainer, PA with President John Gaspero 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.

**ROLLCALL**

**PRESENT**

Mayor Marilyn Maher, President John Gaspero, Vice President John Mathews, Councilpersons Jim McKay, Robin Rokicka, Vickie Padgett, Manager Joe Possenti, Engineer Mike Kozlowski, Solicitor Chris Boggs

**ABSENT**

Michael Carter

**MINUTES**

The minutes of the July Council meeting were motioned for approval by Councilperson Mathews to accept and seconded by Councilperson McKay. No opposition. Motion carried.

**CORRESPONDENCE**

It was motioned by Councilperson Mathews and seconded by Councilperson Tucker that the correspondence for July 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**

- Called for a motion to authorize putting appraised borough properties out for bid.
- Called for a motion to authorize Stantec to prepare 247 application for the sub-division of 824 Main St. into two parcels
- Called for a motion to authorize the reverse sub-divide 1002 Chestnut to remove the cell tower Property
- Called for a motion to amend Resolution 24-1106 – Code Enforcement Fee Schedule to state any cost under \$4,000. is a set fee of \$88.00 which includes the state surcharge.

- Called for a motion to approve the paid July expenses for General, Recreation and Liquid Fuels Funds in the amount of \$190,872.52 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 July in the amount of \$120,684.57 which was provided for inspection.

## **COMMITTEE REPORTS**

### Marilyn Maher – Mayor

Read the monthly police dept. report for July statistics.

- Called for a motion to draft a letter to Civil Service Commission authorizing an in-house eligibility test for a full- time officer
- Called for a motion to authorize to advertise Civil Service meeting to schedule a test.

### John Gaspero – President, Fire

Read the monthly fire report.

- Asked each attendee, that has not already done so; of the PSAB conference to give a brief description of the seminars they attended.
- Appointed Tracy Tucker, Rafael Hernandez, Desiree Potts and Jahshuna Fryson to the Ordinance Committee.

### John Mathews – Municipal Services/ Public Safety

All well with public works dept.

### Jim McKay – Property Maintenance/Code Enforcement

- Read the monthly code report (attached)

### Robin Rokicka – Buildings

Reported the meeting with Trinity Church planning working together for use of the facilities for pantry, Hope store and children's programs.

### Tracy Tucker – Public Outreach/Newsletters

Presented her report on the Hershey conference.

### Vickie Padgett – Recreation/Parks

Stated there were motion lights put up at the pavilion and cameras were in the works due to increased vandalism.

Announced the upcoming rec events.

### Michael Carter – Street Lights and Street Signs

Absent

## **MONROE ENERGY**

Adam Gattuso stated all was well with refinery. Nothing else to report at this time.

## **TAX COLLECTOR**

Mark Possenti read the tax collector report for June and July.

Total tax and trash fees collected for the Month of June were \$2,712.10

Total tax and trash fees collected for the Month of July were \$26,567.69

- Called for a motion to approve a real estate tax deposit of \$25,918.69 for July into the General Fund.
- Called for a motion to approve a real estate tax deposit of \$1,768.10 for June into the General Fund.
- Called for a motion to approve a trash fee deposit of \$649.00 for July into the General Fund.
- Called for a motion to approve a trash fee deposit of \$944.00 for June into the General Fund.

## **ENGINEER**

Mike Kozlowski: Read monthly report (attached)

- Stated a motion was needed to authorize Stantec to proceed with design, bidding and construction Services for the 2023 CDBG Storm Sewer improvements at Main St. or a motion to hold the CDBG funds in the amount of \$58,599.00 and combine with other funds to complete the whole project to include Post and Price storm sewers.
- Called for a motion to authorize ROW improvements on Anderson St. from 10<sup>th</sup> to 12<sup>th</sup> at an estimated fee of &12,000.00

## **SOLICITOR**

Chris Boggs

- Called for a motion considering a Social Media policy for elected officials and employees. Council will review the policy and discuss at next month's caucus meeting.
- Called for a motion to authorize to advertise Ordinance #24-790 – Illegal Dumping in the Borough. The ordinance will follow the state statute with minor changes to conform to the Borough.

## **ORDINANCES**

None

## **RESOLUTIONS**

- Motion was made by Councilperson Mathews amendment to Resolution 24-1106 Code Enforcement Fee Schedule and seconded by Councilperson McKay. No opposition. Motion carried.

## **OTHER ACTION ITEMS**

- Motion was made by Councilperson Mathews to authorize putting appraised borough properties out for bid and seconded by Councilperson McKay. No opposition. Motion carried.
- Motion made by Councilperson Mathews to authorize Stantec to prepare the 247 application for the sub-division of 824 Main St. into two parcels and seconded by Councilperson McKay. No opposition. Motion carried.
- Motion made by Councilperson Rokicka to authorize the reverse sub-divide 1002 Chestnut to remove the cell tower Property and seconded by Councilperson Mathews. No opposition. Motion carried.
- Motion made by Councilperson McKay to approve the paid July expenses for General, Recreation and Liquid Fuels Funds in the amount of \$190,872.52 and seconded by Councilperson Rokicka. No opposition. Motion carried.
- Motion made by Councilperson Mathews to approve the paid Payroll for the month of July in the amount of \$120,684.57 and seconded by Councilperson Tucker. No opposition. Motion carried.
- Motion was made by Councilperson Mathews to draft a letter to Civil Service Commission authorizing an in-house eligibility test for a full- time officer and seconded by Councilperson McKay. No opposition. Motion carried.

- Motion was made by Councilperson McKay to authorize to advertise Civil Service meeting to schedule a test and seconded by Councilperson Tucker. No opposition. Motion carried.
- Motion was made by Councilperson Mathews to approve a real estate tax deposit of \$1,768.10 for June into the General Fund and seconded by Councilperson Tucker. No opposition. Motion carried.
- Motion was made by Councilperson Tucker to approve a real estate tax deposit of \$25,918.69 for July into the General Fund and seconded by Councilperson Mathews. No opposition. Motion carried.
- Motion was made by Councilperson Mathews to approve a trash fee deposit of \$944.00 for June into the General Fund and seconded by Councilperson Tucker. No opposition. Motion carried.
- Motion was made by Councilperson McKay to approve a trash fee deposit of \$649.00 for July into the General Fund and seconded by Councilperson Tucker. No opposition. Motion carried.
- Motion was made by Councilperson Mathews to hold the 2023 CDBG funds in the amount of \$59,609.00 and combine with other funds to complete the whole project to include Post and Price storm sewers and seconded by Councilperson McKay. No opposition. Motion carried.
- Motion was made by Councilperson McKay to authorize the ROW improvements to Anderson St. from 10<sup>th</sup> to 12<sup>th</sup> and seconded by Councilperson Rokicka. No opposition. Motion carried.
- Motion was made by Councilperson Mathews to authorize to advertise Ordinance #24-790 – Illegal Dumping in the Borough and seconded by Councilperson McKay. No opposition. Motion carried.

**NEW COUNCILMANIC BUSINESS**

None

**COMMENTS FROM THE AUDIENCE**

None

**ADJOURNMENT**

President Gaspero called for a motion to adjourn at 7:35pm; Councilperson Mathews made the motion to adjourn. Councilperson McKay seconded the motion. No opposition. Motion carried.

Respectfully submitted,

Victoria Orlando  
Borough Secretary

## ENGINEER REPORT

- **MS4 PROGRAM**

- **Grant Opportunities – Pollution Reduction Plan (PRP)**

- We submitted the WRPP application on 5/30/2024. The total project cost is \$352,941 with a 15% match of \$52,941 required to be paid by the Borough. Awards are anticipated late 2024.

- DEP has advised the Final Report for the PRP is due 9/30/24 with the expectation the stream restoration for Boyd's Run is completed. We will continue to emphasize to DEP the Borough's efforts to secure funding so the project can be completed. As discussed at the July 11th Council meeting, we have discussed with Echo Alford with the Clean Air Council planting trees along Boyd's Run to help satisfy part of the PRP requirements. Ms. Alford has agreed to consider planting trees. We will coordinate with the Borough.

- **Discolored water discharge Storm Outfall**

- We are monitoring the discharge and per recent site visits the water discharge is clear.

- **MS4 permit cycle (March 2023 through March 2025)**

- When finalized, DEP to advise of pending DEP updates to the PRP and the new MS4 permit cycle.

- **MS4 Annual Report**

- We will provide an update to DEP when we submit the 4th Permit Y1 Annual Report due 9/30/2024. One of DEP's comments was defining an Illicit Discharge on the Borough's website. We provided information regarding this and other suggestions to the Borough. We commenced preparing the report.

- **Marcus Hook Creek Workgroup and Clean-up**

- President Gaspero sent to us the list of items removed by Monroe from Marcus Hook Creek during the clean-up on 5/28/2024 that we will include in the Annual report.

- **Community Center**

- We submitted the documents and plans relative to Sewage Planning to PA DEP with our letter dated 11/14/2023.

- **4401 Ridge Road**

- We sent our review letter dated 7/19/2024 regarding the revised LD submission.

- **Safe Streets and Roads For All Program (SS4A)**

- As requested by Councilwoman Tucker, we reviewed the guidelines for a Planning and Demonstration Grant. The project type per the guidelines is an Action Plan. The next due date is 8/29/2024. If Council desires to pursue a grant, we are requesting Council authorize Stantec to prepare an application for a fee of \$6,000. Attached is an updated Scope of Work with an overview of the grant application guidelines and requirements.

- **With Council deciding at the July 31st Caucus meeting to not submit a grant application in 2024, we inquired to a grant representative about the grant rounds for 2025 and will advise of their response.**

- **EPA Climate Justice Community Change Grant**

- If desired by Council, we will review the information provided by Councilwoman Tucker and assist the Borough. Grants are due 11/21/2024.

- **PECO Gas Main Replacement Projects**

- We confirmed PECO is agreeable to offer a contribution for the below roadways for re-paving one-half width of roadways. We will send to the Borough upon receipt.

- Sunset St. - W. 13th St. to Township Line Road: PECO replaced the gas main at this location.
    - Langley St. from W. 9th St. to W. 12<sup>th</sup> St.
    - Price St. from W. 9th St. to W. 10<sup>th</sup> St.
    - Sunset St. from W. 9th St. to W. 10th St. We will request a contribution for the full width of roadway since this was re-paved during the 2021 Road Program.

- PECO advised in 2024 they will also replace a gas main along W. 9th St. (PennDOT SR 3006) from Langley St. to Sunset St. PECO advised work is to start on 6/6/2024 and be complete in August, 2024.

- **PY 2023 CDBG Projects**

- \$59,609 for Right-of-Way improvements on Anderson Street, 10<sup>th</sup> Street to 12<sup>th</sup> Street. OHCD approved the project for bidding. **Request Borough Council to authorize Stantec to finalize the Design and Bid Documents plans and specifications, go out to bid and provide Construction Observation and Administrative services for an estimated fee of \$12,000.**

- \$58,599 for Storm Sewer Improvements as a match for the PA Small Water and Sewer Program application. We prepared a scope of work and cost estimate which includes inlet and storm pipe maintenance and rehabilitation for the flooding on Main St. near the Amtrak bridge, 2<sup>nd</sup> St. and Wilcox St., 13<sup>th</sup> St. and Forrest St. See attached detailed Cost Estimate and Stantec Scope of Work.

Summary of Cost Estimate:

**PY 2023 CDBG Storm Sewer Improvements:**

- Estimated Construction Cost including 10% Contingency: \$81,950
- Stantec Design, Bidding and Construction Observation and Admin: \$20,500

\$58,599 CDBG funds have been allocated towards the \$81,950. The OHCD Advised there may be a possibility of additional CDBG funding pending the bid Results if the bids are over the \$58,599 award. The \$20,488 Stantec fees are the Borough's responsibility.

We request Borough Council authorize Stantec to proceed with the Design, Bidding and Construction Observation Services for a fee of \$20,500.

We prepared a cost estimate for locations not part of the original work including Post Rd. and Price St., 3<sup>rd</sup> St. and Price St. and 4<sup>th</sup> St. and Price St. The OHCD advised CDBG funds may not be used for additional locations, however, the locations may be included in the Bid Documents if the Borough funds the work.

**Discussed at the July 31<sup>st</sup> Council meeting using the \$58,599 CDBG funds at a later date to allow the Borough time to pursue funding for high priority Non-CDBG Storm Sewer Improvements. The OHCD advised the \$58,599 CDBG funds may be used at a later date provided the Borough sends a letter of request. Stantec will assist the Borough with the letter if Council decides to use the funds at a later date.**

**Additional Non-CDBG Storm Sewer Improvements:** (see also attached detailed Cost Estimate)

- Estimated Construction Cost including 10% Contingency: \$53,350

In addition to the above option for combining the Non-CDBG locations with the CDBG funded work, we suggest the Borough consider applying for another grant to fund the Non-CDBG locations such as a PA Small Water and Sewer grant or a PY 2025 CDBG grant.

- **PY 2024 CDBG – Right-of-Way Improvements**

\$143,542 of the \$243,542 CDBG funds requested were awarded for Streetscape Improvements for Price, Sunset, Anderson and Langley Streets. We recommend the locations within the above PECO Gas Main Replacements be included in the project. The County sent the award dated 7/16/2024 and we are coordinating the kick-off meeting with the OHCD and Borough Manager Possenti tentatively scheduled 8/13/2024 at 9:00 AM.

- **W. 9th Street (SR 3006) - grass/landscape median strip in center / turning lanes**

Council President Gaspero inquired if it would be possible to have a grass/landscape median with plantings within a portion of the center / turning lane (s). PennDOT advised a traffic calming study will be needed and Liquid Fuels funds may not be used. We also discussed with the County Planning Department. We will further review including potential funding sources.

- **2024 County Aid and**  
\$2,052 funds are allocated. The County needs to be notified by the end of September, 2024 if funds are to be rolled-over to 2025.
- **Post Road (SR 13) and Price Street (SR 219) Intersection Upgrades**  
The projects in Chester City and Marcus Hook includes ADA and traffic signal improvements within the Post Road and Price Street intersection. The project representatives advised work is substantially complete and they are working with PennDOT on punch-list items.
- **Settlement in Grass Strip and edge of Roadway 12th Street near Price Street**  
We emailed our report with our analysis and recommendations to the Borough on 4/3/2024. DELCORA reviewed the TV videos showing deficiencies in the sanitary sewer main piping joints and advised they will repair as part of their maintenance program. DELCORA advised they will also repair a clean-out/trap for the sanitary sewer lateral at 3712 12<sup>th</sup> Street including associated sidewalk and curb as this is contributing to I/I into the sanitary system.
- **Monroe Energy- Pipeline Project**  
We sent our letter dated 7/19/2024 per review of the revised plans.  
The Borough issued a partial permit to Monroe for the work between Ridge Rd. to Township Line Rd. Monroe noted they have approval for acquiring the easements outside of the existing easements for the remaining portion of the project within the Congoleum property between Ridge Road towards the Delaware River. They will be submitting the formal approval and if acceptable we will recommend the Borough issue the final permit for all of the work.

We will continue discussions regarding Henry Johnson Park with Monroe Energy and the Borough regarding options for Monroe to consider including repaving Henry Johnson Parkway from the area to be repaved to connect to Township Line Road and new speed hump(s). We informed Monroe of the 5 each new trees to be provided as requested by the Borough as follows: Sassafra: 1 ea., Ann Magnolia: 1 ea., Honeycrisp Apple: 2 ea., and Red Bud: 1 ea. Note Council agreed at the July 11th Council meeting to Monroe's recommendation to install 2 each Honey Crisp Apple trees in lieu of the original Trainer Borough request of 1 Honey Crisp Apple Tree and 1 Pink Lady Apple tree. This change is due Monroe's arborist being unable to find 'Pink Lady' Apple trees due to the orchard industry digging and harvesting practices.

We sent a schedule from Monroe to the Borough. We coordinated the materials temporary storage location in Henry Johnson Park with Highway Foreman Peer and Monroe. Monroe advised construction in Henry Johnson Park is scheduled to commence by mid-August and be complete by September 30th in advance of the Borough Halloween Hayrides, etc.

- **Delco Green Ways Grant – Henry Johnson Park Improvements**  
The full requested \$249,717.75 in grant funds was awarded with a required \$25,000.00 match of Borough funds. We are finalizing the design plans and bid documents including a poured-in-place (PIP) rubber play surface. This will likely require additional funds. The DCPD advised additional funds are not available, but we plan to use COSTARS to purchase the equipment which may save costs. The driveway, parking area, ADA accessible whirl, and spring riders are proposed as Add Alternate Bid items. We will discuss options for awarding Add Alternates once the bid results are in. We may need to break the project into two phases. Pending finalizing of the bid documents, we plan to bid the project by mid to late August so bids can be received, and the project awarded at the September 12<sup>th</sup> Council meeting.  
A sign or plaque is required. Per Council President Gaspero's suggestion, we discussed the sign with Frank Senatore who will provide a quote which we will send to the Borough upon receipt.  
We prepared and sent Appendix B regarding the Borough's ownership of the property to the Borough for signature and notarization. We will coordinate recording of this with the Borough and County. We sent the executed copy of Appendix B to the County Planning Department for recording.  
8 new trees will be provided. We request Council advise of the species of trees desired.

- **200 Price Street Development**  
We read reviewed the PennDOT comments dated 7/17/2024 for the Highway Occupancy Permit.
- **Flooding at Main Street near Amtrak Railroad Bridge**  
Per the 4/26/2024 site meeting, Amtrak advised part of the property north of the railroad tracks is owned by Norfolk Southern. Amtrak advised they will make an effort to keep the screening at the culvert along Stoney Creek currently partially blocked with tree limbs and debris cleared and will consider working with Norfolk Southern in surveying and dredging the drainage swale. We have contacted Amtrak, however, they have not provided an update regarding performing work.
- **A and R Ironworks Development**  
Resolution #24-1109 was adopted at the July 11th Council meeting granting conditional approval. We are reviewing the revised plans and documents submitted 7/25/2024.
- **1324 Langley Street- Crack in Concrete ADA Curb Ramp**  
As requested by Councilman Carter, we checked the concrete ADA Curb Ramp and observed a crack in the concrete at a corner. The ADA ramp was constructed during the 2023 Road Program. Since the project is still within the one-year warranty period we notified the contractor A.F. Damon, Inc. We sent a follow-up email to A.F. Damon and will advise of their response.
- **3507 W. 9<sup>th</sup> Street Development**  
We received the submission plans and ACT 247 form from the Borough. We will advise the project engineer of the application and professional review fees to be deposited to the Borough. We will commence our review of the plans and process the ACT 247 form upon the deposit of the fees.  

The fees have been deposited and we will commence our review of the plans and process the ACT 247 form.
- **Old Borough Hall**  
Per the discussion at the July 31st Caucus meeting regarding selling the property and subdividing, we will further discuss at tonight's meeting.

**Monthly Report – July 2024**  
**Charles Remaley – Code Enforcement**

**Building Permits Issued - 10**

**Commercial – 0**  
**Residential - 7**  
**Street Opening – 3**

**Certificates of Occupancy Permits Issued -24**

**Sales - 4**  
**Conditional Sales -0**  
**Rentals - 19**  
**Re inspection – 1**

**Contractor License Issued – 0**

**Total for 2024 -35**

**Zoning Permits - 0**

**Residential – 0**  
**Commercial –0**

**Portable Structures - 0**

**Property Maintenance Violation - 19**

1217 Anderson St. – Various Property Maintenance Violations.  
3316 Post Rd. - Over flowing dumpster on property.  
4125 W 5<sup>th</sup> St. – Overgrown vegetation onto R.O.W.  
800 Main St. – Overgrown vegetation onto R.O.W.  
1317 Forrest St. – Retaining wall in an unsafe condition.  
4105 W 5<sup>th</sup> St. – Tree over hanging Public R.O.W.  
1229 Chestnut St. – Transfer of Title w/out a Certificate of Occ.  
4340 Ridge Rd. – Transfer of Title w/out a Certificate of Occupancy.  
4224 W 7<sup>th</sup> St. – Trash accumulation on Street. Cans left out on St.  
4516 Post Rd. – Trash in Alley behind House.  
4518 Post Rd. – Trash in Alley behind House.  
4520 Post Rd. – Trash in Alley behind House.  
4120 W 5<sup>th</sup> St. – Boat & Trailer parked on Bishop Street.  
926 Sunset St. – Roof installed w/out a Permit.  
1036 Sunset St. – Roof installed w/out a Permit.  
825 Main St. – Roof installed w/out a Permit.  
1026 Anderson St. – Pool installed w/out a Permit.  
4242 Post Rd. – No Monitored Alarm System.  
4049 W 7<sup>th</sup> St. – Trash accumulation on property.

**Citation Warning- 2**

1015 Sunset St. – Failure to renew a Certificate of Occupancy for  
Rental Unit.  
3316 Post Rd. – Trash accumulation, overflowing dumpster.

**High Grass Notices – 24**

Chestnut St. – 1229, 1030  
Forrest St. – 1345  
Irving St. – 205, 207  
Langley St. -1303  
Main St. – 504, 630, 500  
Post Rd. – 3300, 4412, 4210  
Price St. – 1333  
Ridge Rd. – 4330, 4332  
3<sup>rd</sup> St. – 3421, 3416, 3306, 4112, 3500, 3319. 3503  
7<sup>th</sup> St. – 4039, 4041

MARCUS HOOK TRAINER FIRE DEPARTMENT

MONTHLY REPORT

July 2024

<b>Detailed Breakdown by Incident Type</b>	
<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>
Building fire	5
Outside rubbish, trash or waste fire	1
Medical assist, assist EMS crew	4
Motor vehicle accident with injuries	2
Gasoline or other flammable liquid spill	1
Oil or other combustible liquid spill	1
Overheated motor	1
Power line down	1
Cover assignment, standby, moveup	6
Dispatched & cancelled en route	12
False alarm or false call, other	1
Municipal alarm system, malicious false alarm	1
Smoke detector activation due to malfunction	1
Alarm system sounded due to malfunction	3
Alarm system activation, no fire - unintentional	1
<b>TOTAL INCIDENTS:</b>	<b>41</b>

Marucs Hook/Trainer CALLS: 23 CALLS

MUTUAL AID CALLS: 18 CALLS

CALLS FROM 6AM – 6PM: 21 CALLS

CALLS FROM 6PM – 6AM: 20 CALLS

TOP RUNNER FOR THE MONTH: Slayde Turner with 32 Calls

REPORTING OFFICER: Chief Dan Smith