The regular monthly meeting of the Town Council of the Borough of East Rochester was held Wednesday, December 6, 2017 at 7:00 p.m. in the East Rochester Fire Hall, East Rochester, Pa.

PRESENT: Joyce Gordon, Kendra Hill, Frank Reda, Terry Mason and Jim Simon.

ABSENT:

ALSO PRESENT: Solicitor Paul Steff, Chief Mercier, Engineer Jeff Frye, Code Enforcement Officer John Clay, Maintenance Worker Sam Landis, Robert Knox, Marie Knox, Joe Seminick

CITIZENS REPORT: None

MINUTES FROM PREVIOUS MEETING: Terry Mason asked for a motion to accept the minutes from the November 1, 2017 meeting. Jeff Frye stated that the due date for the MS4 application stated in the minutes was in correct and needed to be changed from November 26, 2017 to the correct due date of December 7, 2017. With the appropriate correction made, a motion to approve the minutes was made to approve the minutes by Kendra Hill, seconded by Jim Simon. By way of roll call vote, all in favor.

COMMUNICATIONS: Terry Mason reported that the minutes for the RAJSA 10/3/17 special meeting and the 10/12/17 regular meeting were in the office for council review. Terry Mason asked Frank Reda what the 10/3/17 special meeting was about. Mr. Reda stated the board discussed a loan for a building for the control plant.
Terry Mason asked council for approval of the 2018 budget. Solicitor Steff gave council resolution # 12-6-17 to adopt the 2018 budget. Joyce Gordon made a motion to adopt resolution #12-6-17 to approve the 2018 budget for East Rochester Borough. Kendra Hill seconded the motion. By way of roll call vote, all in favor.

MAYOR and POLICE: Chief Mercier presented the police calls for the month of November. Jim Simon made a motion to accept the police report. Frank Reda seconded the motion. By a roll call vote, all in favor and the motion carried.

STREETS & SEWERS: Mr. Reda reported that the street department is ready for winter. Mr. Reda informed council that street department employees from Freedom Borough assisted Sam Landis with the installation of insulation in the Borough Garage.

BUILDING PERMITS: 5 calls, 4 zoning inquires. John Clay said that the El Paso restaurant is looking to open in the old Pizza Hut in late February- they are to get their plans together and sent in by the end of the month for review. John Clay sent a letter to the resident and owner of the property at 5th Street where the overgrown bush/shrub is causing a site problem. John is waiting to hear back from either or both who received the correspondence which was sent registered mail. John Clay also reported that the Liquor Store is reported to be going back in the spot where it was possibly March. Terry Mason asked John Clay about smoke & dye test and the fee for $125.00. The solicitor addressed the question from Mr. Mason stating that the Borough has an ordinance on smoke & dye and that the Secretary had inquired the day before to him on the issue of the fee. The solicitor has a copy of the ordinance and will get back to council once he reads through it and whatever else he has on the issue. It would be and administrative fee. It could be set by resolution if necessary by Borough Council. John Clay asked could we change all fees on 1 resolution, the solicitor said no, each resolution should

address each category separately. All fees would be reviewed next year.

FINANCE & BUDGET: Frank Reda made a motion to pay all bills. Joyce Gordon seconded the motion. By way of roll call vote, all in favor. Motion carried.

TAX REPORT: Tax report - $8,294.56 collected – total commission $414.73. A motion was made by Kendra Hill to approve the tax collect's report and commission. It was seconded by Jim Simon. By way of roll call vote, all in favor. Motion carried.

Mr. Mason advised that council would be going into executive session at the end of the meeting to discuss a personnel matter

FIRE DEPARTMENT: Jim Simon talked to Mr. Duffy, Mr. Duffy advised Mr. Simon to tell Borough Council that the Fire Department is dissolving and for Council to make arrangements or set up meetings to figure out who they are going to have for fire protection. President Mason asked if council wanted to discuss the issue at the present meeting or the next meeting when the new members would be on council, and it was determined to discuss it at the January meeting. Later in the meeting Joyce Gordon asked if council could get what the fire department reported in writing. Mr. Simon said there is no official date, it's going to take a while for it to transpire. Solicitor Steff informed council that East Rochester Borough is already being covered by mutual aid for fire protection. Solicitor Steff informed council about reaching out to surrounding fire companies to look into obtaining proposals to initiating a future contract. Joyce Gordon asked to hold discussion until the January meeting with the new council people.

SOLICITOR, ORDINANCE & LITIGATION: Solicitor Steff reported that he advertised tax ordinance #333for East Rochester Borough fixing the tax rate 2018 remains at 22 mills. The solicitor asked to take action to adopt ordinance #333. Jim Simon made a motion, Kendra Hill seconded the motion. By way of roll call vote, all in favor. Motion carried.

The solicitor reported that he and the engineer have been working to modify the street opening ordinance for paving requirements for jobs in East Rochester and get a draft together for council to see.

The solicitor reported back to council a conclusion to the discussion from the November meeting regarding the tax collection and an audit that is being done on the previous tax collectors books. The solicitor has been in contact with the CPA for that and the most recent issue that happened after that changeover was that the former tax collector in closing out her account dropped off a check at the Borough and we were awaiting some direction from the auditor as to how to handle that by way of bookkeeping. The new tax collector came to the November meeting to ask council for direction on what to do with the check, but the Solicitor suggested to speak with the CPA because we knew it was the Borough's money but didn't want any problems with the accounting process for future auditing procedures. So Mr. Herrmann answered (and Mr. Steff informed the tax collector) to deposit it into the General Fund should be noted Mercantile Tax. All Real Estate Tax for School and Borough should be deposited in General Fund under Mercantile Tax per auditor's directions.

BOROUGH ENGINEERING: The Secretary sent a copy of an advertisement sent to the Borough Office from the county for MS4 and the engineer told the office that we don't need to advertise because we have a waiver. East Rochester's MS4 permit application is due December 7, 2017 we are required to do all the mapping, Jeff will do all the paperwork and get a copy to the office

for our records.

Jeff revisited that he received emails from Chester Engineering in reference to the debris deflectors of the 3 three culverts in the plaza. There may be some minor revisions required. Council will need to determine if they want to put the job out for bid. He said he hasn't done much work on this in the month of November due to the deadline for the MS4 permit application.

Jeff Frye reported to council that he met with Sam Landis at the Borough building to inspect the roof, it had been leaking initially after Artie Evans had put it on. Artie was contacted and came back and sealed the part that leaking, there was a crack along the top of the wall, now the leaks been fixed.

RECREATION: Joyce Gordon the ball park is closed, the keys are turned in. Closed until spring.

UNFINISHED BUSINESS: Terry Mason asked for approval of the 2016 financial audit performed by Herrmann & Loll, CPA. Motion to approve the 2016 audit made by Joyce Gordon, seconded by Jim Simon. By way of roll call vote, all in favor. Motion carried.

NEW BUSINESS: Executive Session 7:35 Personnel Matters

Executive Session: Council re-convened at 7:45. Secretary, Jan Mohrbacher was given a $1.00 per hour pay increase retroactive to 11/28/2017. Council will review giving 1 weeks' vacation and 6 paid holidays after one year of employment 8/28/2018. The office hours will change to 8:00 a.m. – 4:00 p.m. starting 1/1/2018. Joyce Gordon thanked Terry Mason and Frank Reda for their years of service

Meeting adjourned. A motion was made by Kendra Hill to adjourn the meeting. It was seconded by Jim Simon. By way of a roll call vote, all in favor. Motion carried. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Jan Mohrbacher, Borough Secretary/Treasurer