

COUNCIL MEMBERS
Chris Betz – President
Ed Child – Vice President
Allyson Goodin
Mike George
Stephen Spor
Rebecca Spor
Amanda Hahn



OTHER MEMBERS
James Black – Mayor
Dani McClanahan – Secretary
Borough Manager
Zoning Officer
Craig Wilhelm – EMC –
Fire Marshall-CEO
Solicitor- Colby Grim, Peter Nelson
Cowan Assoc – Water Engineer
Wynn Assoc – Borough Engineer
Ken Fulford – Water Operator

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AGENDA
March 6, 2025

Call to Order:

Pledge of Allegiance:

Public Comment on Agenda Items:

Motion on 2/6/2025 and 2/20/2025 Minutes:

Check Register: pending

Solicitors Report:

- DRAFT Towing Ordinance 246-25
 - o Ordinance 246-25 (DRAFT) has been advertised and made available for public review as required.
 - ACTION: Tabled for further review by the Ordinance Committee.

QAPC Report: Report attached

New Business:

- Dunlap SLK, Borough Auditors, were in to conduct the 2024 audit on February 27th & 28th.
- Betsy Moyer, Tax Collector, requires authorization to destroy the following records per the Records Retention Manual:
 - o 2019 – 2022 Tax bills receipts
 - o 2019 – 2022 Tax Certifications (paper copies)
 - o 2019 – 2022 Address Changes
 - All monthly reports, total duplicates, certifications, lien information, and payment files are stored securely in the cloud for all years. All records have been audited by the County. (Richter Drafting will destroy records.)
 - ACTION:
- Proposal to have UCC permitting administered solely by Cowan Assoc.
 - o Building permits will be issued, and payment will be made directly to Cowan Assoc., removing borough liability for work done by UCC Inspector but not paid for by the permittee.
 - ACTION:
- Traffic Calming Measures
 - o PennDOT requests permission to paint legends (25mph) and white lines demarcating parking lanes. PennDOT will pay for installation; the borough is responsible for maintenance.
 - ACTION:
- Bluetooth activation for the digital speed sign on E. Broad St - \$420.00
 - o Bluetooth allows for remote access to sign data and the ability to have regularly scheduled data uploads to PSP.
 - o Without Bluetooth access, the sign has to be removed from the pole and connected to the laptop to download speed data. This requires coordinating with a second person for sign removal and reinstallation to obtain the speed data for transfer to PSP
 - ACTION:

- Passerini & Sons, Inc has submitted Pay Request #2 representing \$25,252.82, with a remaining contract balance of \$2936.38 retainage. This request has been reviewed by Cowan Engineering and recommended for payment approval.
 - o ACTION:
- PSAB Annual Conference
 - o Attendees: (Mayor Black's request attached)
 - o Voting Delegates:
- PSMA - PA State Mayors Association:
 - o Mayor Black requests authorization to attend the annual conference in July.
 - ACTION:
- 2025 Project Planning Overview provided by Cowan Engineering
 - o Recommended Maintenance (2025-2026) and future capital improvement projects (2026-2031) provided by Cowan Engineering.
- Digital sign at borough office:
 - o Discussion requested by Mayor Black.
 - ACTION:
- Will be ordering a dumpster to facilitate cleaning out the garage within the next few weeks.
- Coordinating with Harry Koenig for days the interconnect will be needed this month to facilitate the following:
 - o Media exchange well #2
 - o Electrical panel replacement #2 pumphouse
 - o Well #2 pump replacement

REPORT OF BOARDS AND COMMISSIONS:

Planning Commission: next meeting March 17th

Public Services Committee: (Vacant – Chair, S. Spor) – Technical report attached

Budget & Finance Committee: (E. Child – Chair, R. Spor, C. Betz) – no meeting

Park/Recreation Committee: (A. Mann – Chair, S. Spor)- no meeting

Ordinance Committee: (– Chair, E. Child, C. Betz, R. Spor) – no meeting

Personnel/Administrative Committee: (E. Child – Chair, C. Betz, R Spor) – no meeting

Zoning – No permits were issued during February

CEO/Fire Marshall –Reports attached

Fire Police Requests: Haycock Township requests the assistance of any available Fire Police personnel for traffic control duties for the following two events:

Sunday, May 18, 2025, for the Independence Triathlon at Nockamixon State Park. Requested arrival time is 0645.

Sunday, August 3, 2025, for the Steelman Triathlon at Nockamixon State Park. Requested arrival time is 0645.

ACTION:

ANNOUNCEMENTS:

Public Comment on Non-Agenda Items

Motion to Adjourn

REPORTS

- QAPC –

- QAPC members met on February 11th and discussed the following:
 - Haycock Township Zoning Ordinance rewrite.
 - QAPC/PennDOT annual transportation meeting
 - The annual ‘wish list’ for maintenance and capital improvement projects. This meeting typically occurs in April.

The following activities were performed by the Borough Fire Marshal during the month of February 2025:

February 11, 2025: Conducted annual fire inspection-Schoolhouse Learning Center-North Main Street

February 12, 2025: Conducted annual fire inspection-Paragon Custom Cabinetry 30 W. Broad Street

February 24, 2024: Prepared letter, report and certificate-fire inspection-Schoolhouse Learning Center
Prepared letter, report and certificate-fire inspection Paragon Custom Cabinetry
Prepared and mailed out four fire inspection applications
Prepared and mailed out two rental property applications

Craig A. Wilhelm
Fire Marshal

The following activities were performed by the Borough Code Enforcement Officer during February 2025:

February 12, 2025: Checked borough for code violations

February 24, 2025: Prepared and mailed out two rental property inspection applications

February 26, 2025: Checked borough for code violations

February 27, 2025: Checked trash complaint at 222 E. Broad Street

Craig A. Wilhelm
Code Enforcement Officer