

**MINUTES
LANGHORNE MANOR BOROUGH COUNCIL
MEETING OF DECEMBER 1, 2020**

1. CALL TO ORDER - The Zoom virtual meeting of Langhorne Manor Borough Council was called to order in the Langhorne Manor Borough Hall, 618 Hulmeville Avenue, Langhorne, Pennsylvania, on December 1, 2020 at 7:00 PM Eastern Standard Time, after Zoom participants were admitted to the meeting at 6:59 PM Eastern Standard Time by Dawn Seader, President.

PERSONS PRESENT - Dawn Seader-President, Nick Pizzola-Vice President, Maryann Barnes, Alicia Gasparovic, Grace Judge, James Niwinski, Cheryl Oessenich, Thomas J. Profy, IV-Solicitor, Sarah Brucie-Assistant Solicitor and Barbara Ferraro-Secretary/Treasurer, Jay Ferraro-Borough Manager.

PERSON ABSENT - Robert Byrne-Mayor

2. The Pledge of Allegiance was led by Ms. Oessenich.

Ms. Seader stated that the meeting was being recorded and introduced the Council members and solicitors. Ms. Seader reminded people of the professional nature of the Zoom meeting and that conduct should reflect this, all would be muted, there would be time for resident comments during which the raised hand feature should be used and the chat feature should not be used.

3. APPROVAL OF MINUTES - Ms. Seader asked if there were any questions, concerns, corrections or comments on the November 10, 2020 meeting minutes. Ms. Gasparovic corrected the name of a Borough Manager candidate to Lynn Saylor. Ms. Gasparovic stated she thought it was important that the record of residents' comments and their stance on the candidates be included in the minutes. After discussion, it was decided that the name of the residents, their stance and/or if they had a question or a comment would be included. Ms. Ferraro stated that this will take some time and not be done until the January meeting. A motion was made by Ms. Judge to accept the November 10, 2020 minutes as amended. Mr. Pizzola seconded. There were no objections. The motion carried.

4. HULMEVILLE AVENUE BRIDGE RENAMING RESOLUTION - Ms. Seader introduced Ed Preston who is the Chairman of the Vietnam Veterans Memorial Fund (VVMF). Mr. Preston thanked the Council for their support of the VVMF's Resolution for a RDA grant for the Veterans War Memorial. The funds from the grant allowed the VVMF to be able to fund and unveil the memorial this year. Mr. Preston asked Council to support a Resolution to dedicate and name the Hulmeville Avenue bridge as a memorial to Private John Elton Candy. Private Candy was killed in October 1968 at the age of 20, was a marine and lived just outside the Manor. It is a joint Resolution with Pennel who has unanimously approved it. Mr. Preston stated that Middletown Township is in support of whatever Pennel and Langhorne Manor decide. Mr. Preston stated that there are other memorials on Brownsville Road and a street in Hulmeville with plans for several others. Mr. Niwinski asked about Mr. Weidle. Mr. Preston said the family was supporting the project and the VVMF are always actively looking for ways to put these names forward. Mr. Preston stated that there will be a plaque on the bridge and they are waiting to find out how that works. Ms. Seader read Resolution #2020-21 concerning PFC John Elton Candy Bridge. A motion was made by Mr. Niwinski to adopt Resolution #2020-21. Ms. Oessenich seconded. There were no objections. The motion carried. Mr. Preston stated that the Resolution would be presented to the family at the dedication and thanked Council.

5. 2021 BUDGET – Mr. Pizzola stated that there were revisions to the General Fund and no revisions to the Sewer or Highway Aid Funds since the last meeting. The two changes to the General Fund were the addition of \$700 in interest earnings and an increase for solicitor fees resulting in a total of \$30,000. He stated that the Borough may have to pay the solicitor fees for zoning hearings which has not been done in the past. The Borough will need to borrow \$16,000 from last year's surplus. He stated that this is not worrisome as he does the budget conservatively-understating revenues and overstating expenses. Ms. Gasparovic asked if we should expect more interest due to the changes that were made mid-year. Mr. Pizzola stated possibly but he would rather understate than overstate.

Ms. Gasparovic asked about the number for solicitor fees as they have been much higher the past seven years. Mr. Pizzola stated that the higher fees in the past were due to the various projects that were done and there are no special projects now. Ms. Gasparovic asked about solicitor fees for the MS4, especially if the Borough enters into an agreement with another municipality. Mr. Pizzola stated that there were engineer fees for the MS4. Ms. Seader stated that the hiring of the Borough Manager should reduce those types of fees. Mr. Pizzola stated that he would speak with the solicitor after the meeting about any additional invoices that may come in for this year. Ms. Gasparovic asked about the higher revenue numbers for solid waste and streetlights, the increase in landscaping expenses, the plumbing inspector number and where the budget shows stenographer expenses for zoning hearings. Ms. Ferraro stated that 50% comes out of the General Fund and 50% comes out of the escrow collected from the resident who has made application to the Zoning Hearing Board. Ms. Gasparovic stated that the per capita tax went up but was lower in the past. She thought it had been corrected but was interested in the history. Ms. Gasparovic stated that insurance prices should be going up due to the truck purchase and the addition of an employee. Mr. Pizzola stated that will be adjusted. Mr. Pizzola asked the solicitor if minor changes to the budget would need to be advertised. Mr. Profy responded no. Ms. Gasparovic asked about receiving the Liquid Fuel funds for next year as she understands PennDOT may not have the funds. Mr. Pizzola did not know but would look into it. Ms. Gasparovic would like to have a longer discussion on the budget with Council next year. Mr. Pizzola stated that fees were raised for sewer administration and the tax collector fee was as advised by the tax collector. These fees were acceptable as noted by the solicitor.

Ms. Seader asked for comments from residents.

James Keba-604 Hill Avenue asked about the increase from \$50,000 to \$70,000 for patrolmen expenses. Ms. Seader stated that it was due to increase in salary and hours.

6. INSPECTOR'S REPORT -

Ms. Ferraro's Inspector's report for October 2020:

- Building Permits - 7
- Construction Inspections - 18
- Resale Inspection - 2

Ms. Ferraro's Inspector's report for November 2020:

- Building Permits - 4
- Construction Inspections - 6
- Zoning Review - 1
- Use and Occupancy Inspection - 1

7. COMMITTEE REPORTS -

- **Maryann Barnes:** no report

- **Grace Judge:** Ms. Judge and Lois Abbott have been working together on email addresses for the Borough and with Mr. Ferraro to standardize and tighten security.
- **Nicholas Pizzola:** no report
- **Dawn Seader:** Ms. Seader reported that last week's food drive was a big success and thanked residents for their generosity. Council will be asked to retroactively make the food drive a Council sponsored event at the January meeting.

Ms. Seader stated that she is having conversations with APPI Consultants through PSAB to come up with the best energy prices and Mr. Ferraro has been brought into the process.

Ms. Seader stated that there will be a second meeting in December when interviews will be held for and appointment made of a tax collector. The person will need to be bonded, take a test, complete two CEUs and take trainings to meet the requirements.

Ms. Seader reported that she attended the Commissioners' Zoom meeting. The Borough received a large quantity of PPEs from the County and coordinated the pick-up for Langhorne Gardens. The County is seeing an uptick in cases compared to the Spring, but the hospitalizations are remaining down. They expect vaccines are going to be available in the next two weeks but until there is a change, people need to remain vigilant.

Ms. Seader stated that the Tree Lighting event has been cancelled due to the uptick in COVID cases although they will still light the tree and collect unwrapped gifts for Bucks County Housing Group. The container will be on the porch at Borough Hall. There are candles and bags available to "light up the Manor" on Christmas Eve. The candles and luminary bags that were going to be sold at the tree lighting are still available, but the committee is trying to see if sponsorship or donations can be obtained to light up every house in the Manor.

Ms. Gasparovic asked for the Event Committee information to be put on the website.

- **Cheryl Oessenich:** Ms. Oessenich reported that residents have asked why there is dedicated leaf collection costing \$1,000 per pick-up since Republic picks up leaves anyway. She stated that she spoke to Republic who are good about picking up 2 bags on a regular collection day, but for larger amounts of bags for every household, there must be dedicated trucks.

- **Alicia Gasparovic:** Ms. Gasparovic reported that she is just about to submit a recycling grant application of which she expects the Borough to receive approximately \$1,700 in the Spring.

Ms. Gasparovic reported that FEMA said that the Borough does not qualify or meet the pandemic catastrophe criteria. The application will be officially withdrawn. The process was negative and the criteria seemed to keep changing.

Ms. Gasparovic reported that it seems like the issue of the train arms remaining down has been mostly resolved for now. Any problem seems to be resolved typically within 20 minutes. People should let Council know if they see otherwise.

Ms. Gasparovic reported that the Stormwater Commission met on 11/23/20. She stated that Lauren Shuke created a newsletter that will help meet the MS4 requirement to educate the community on how to keep the stormwater clean. They would like to post the newsletter on the website and send a postcard alerting the residents that it is there. They will use the bulk rate postage that the Borough shares with Pennel. Ms. Seader stated that she was not sure there should be a separate branding for the Stormwater Commission, referring to the water droplet. Ms. Seader referred to the portion that states what the Commission does - "the team is primarily tasked with guiding the Borough through the MS4 process." She stated that the Commission was tasked with looking at various options and informing the Council on how to move forward and this is a distinction that should be changed. Ms. Seader stated that on the 5th page, 2nd paragraph, the word "dangerous" should be changed to "adverse". There was discussion on the droplet symbol that represents the Stormwater Commission as it related to copywrite issues and branding. It was decided that droplet could be used elsewhere but not be the brand. The Stormwater Commission is creating a Resolution that states what they do and what their mission is. The next meeting is 1/25/21 at 7:30 PM and all are welcome. Some of the Commission is attending a Zoom meeting with Middletown to discuss a group project with them on the stream bank restoration. Ms. Gasparovic stated anyone from Council and Mr. Ferraro could attend.

Ms. Gasparovic stated that she had sent pictures of the property where moguls have been constructed and there has been even more damage since the pictures were taken. Any "No Trespassing" signs would have to be erected by Middletown as they own the property. Discussion is being held off until the Mayor can be present for his report.

- **Mr. Niwinski:** Mr. Niwinski reported that there were 11 lights out in the last month and a half.

Mr. Niwinski reported that he is trying to get an electrician out to see what is wrong with the flagpole light.

Mr. Niwinski reported he is getting competitive bids for landscaping from Spencer and two other landscapers.

8. MAYOR'S REPORT – Ms. Seader reported that Police Chief Bumm is resigning as of 12/20/20. The Mayor has accepted his resignation. Sergeant Kenney has stepped up in some of the activities around the Manor and it is not anticipated that there will be any lapses. Ms. Seader asked Council to approve an expenditure for a shadow box for Chief Bumm for his patches and badges at the cost of \$255. Mr. Pizzola made a motion to approve the expenditure of \$255 for the shadow box. Ms. Oessenich seconded. There were no objections. The motion carried.

9. BOROUGH MANAGER'S REPORT – Mr. Ferraro stated that he has reviewed the Comcast Franchise Agreement and has sent it on to Comcast with edits for negotiation.

Mr. Ferraro reported that he has started initial reviews of the Professional Services Agreements for 2021 and hopes to have them resolved before the end of December.

Mr. Ferraro reported that he has started a comprehensive review of the Ordinances and will provide a report of his review sometime after the first of the year. The reviews will be prioritized based on activities currently going on in the Borough and things that are in conflict with the Borough Code, the Municipal Code and within the Ordinances themselves.

Mr. Ferraro stated that he has suggested the idea of a Townhall Zoom meeting with the community as an introduction of himself, an explanation of the job, what the community could expect and would like it to be sooner rather than later. Ms. Seader stated that she would figure out the advertising requirements and get a date.

Ms. Gasparovic asked about a Verizon Franchise Agreement and stated that there was a group of municipalities that negotiate together. Mr. Ferraro stated that he has not started this review yet, but part of the negotiation is that they are not to enter into any terms with another municipality or with the County that does not show the Borough an equitable transfer. Ms. Gasparovic stated that they are doing short-term as they might exit the television business altogether.

10. SOLICITOR'S REPORT – no formal report.

11. CORRESPONDENCE – Ms. Ferraro read a letter from John and Cheryl Brodbeck, 202 West Park Avenue, expressing concerns about issues that have arisen around his property due to the Roads Project. Mr. Pizzola stated that he has spoken with Mr. Brodbeck and that they are not done with respect to the drop-off and that the curbing makes sense but will need to be done by the Borough. Mr. Pizzola stated that solutions will be reached, the contractor has not been paid in full and punch list items are still being addressed. Mr. Brodbeck stated that he has spoken with Mr. Pizzola and Jason Snyder (engineer for Roads Project) and is confident the issues will be resolved. Mr. Ferraro offered his services to Mr. Pizzola in lieu of getting Mr. Snyder involved with an issue outside of his services contract. He will meet Mr. Pizzola and discuss resolutions outside of contract work.

Ms. Ferraro stated that the Borough received a response from Senator Robert Casey regarding the Post Office Resolution. A copy of it can be sent to anyone who wishes to see it. Ms. Seader asked that it be sent to Stephen Perloff as he brought the Resolution to Council.

12. APPROVAL OF BILLS FOR PAYMENT - Ms. Seader stated that all Council members received a copy of the General Fund bills list for payment for November 2020 and asked for questions and concerns. Ms. Gasparovic asked about the Spencer invoice for a tree removal on Central Avenue. She stated that the Ordinance states this is an expense of the homeowner, not the Borough. Ms. Gasparovic stated that this is an Ordinance that will need to be looked at and that homeowners in the past have had to pay for removal of the trees from the streets. Mr. Pizzola stated that the tree completely blocked the road, expressed concern about putting this kind of an expense on a homeowner and he is the one that calls for the removal. Ms. Gasparovic asked for that information to be put on the website and expressed concern about it not being budgeted. Ms. Seader asked for a motion to pay the General Fund bills. Mr. Pizzola made a motion to pay the General Fund bills for November 2020. Ms. Barnes seconded. There were no objections. The motion carried.

Ms. Seader asked for a motion to pay the Sewer Fund bills. Ms. Gasparovic made a motion to pay Sewer Fund bills for November 2020. Ms. Oessenich seconded. There were no objections. The motion carried.

13. APPROVAL OF TREASURER'S REPORT - Due to the meeting date of December 1, 2020 and the inability to reconcile financials at this early date, Mr. Pizzola made a motion that the Treasurer's Report be deferred to the January meeting. Mr. Niwinski seconded. There were no objections. The motion carried.

14. COMMENTS FROM RESIDENTS AND VISITORS -

James Keba-604 Hill Avenue made a suggestion that a text of notices and advertisements be sent out with instruction on where to find the information. This will be a help for residents who do not receive a newspaper.

15. SECOND MEETING FOR THE MONTH OF DECEMBER - The next meeting will be December 15, 2020 predominantly for the interviewing of the tax collector, the budget and the Mayor's report.

16. ADJOURNMENT - Ms. Seader entertained a motion to adjourn the meeting. A motion was made by Ms. Gasparovic to adjourn the meeting. Ms. Judge seconded. There were no objections. The motion carried. The meeting adjourned at 8:28 P.M.

The next meeting will be December 15, 2020 at 7:00 P.M.

January's meeting will be Monday, January 4, 2021 at 7:00 P.M.

Respectfully submitted,

Barbara T. Ferraro
Secretary/Treasurer
Langhorne Manor Borough