

MINUTES
LANGHORNE MANOR BOROUGH COUNCIL
MEETING OF DECEMBER 12, 2023

- 1. CALL TO ORDER** – the Meeting of Langhorne Manor Borough Council was called to order in the Langhorne Manor Borough Hall, 618 Hulmeville Avenue, Langhorne, Pennsylvania on December 12, 2023, at 7:00 P.M. Eastern Standard Time by Nicholas Pizzola, President.

PERSONS PRESENT – Nicholas Pizzola – President, Cheryl Oessenich – Vice-President, Councilpersons: Dawn Seader, James Niwinski, Alicia Gasparovic and Bob McBeth, Solicitor - Thomas J. Profy, IV., Bonnie McGoldrick – Secretary/Treasurer. Mayor Robert Byrne

PERSONS ABSENT – Police Chief – Jack Kenney and Councilperson, Grace Judge.

- 2. PLEDGE OF ALLEGIANCE** – Led by Mayor Robert Byrne.
- 3. APPROVAL OF MINUTES** – Council President asked if there were any questions or concerns regarding the minutes of November 14, 2023. Ms. Gasparovic identified mistakes in the listing of persons present and persons absent. She also advised of additional information on the Resident Comments.

Council President called for a motion to approve the minutes of November 14, 2023, as amended. Ms. Gasparovic made the motion as called for. Ms. Seader seconded. There were no objections. The motion carried.

Council President asked if there were any questions or concerns regarding the minutes of November 28, 2023. Mr. Niwinski identified corrections on the fuel cost.

Council President called for a motion to approve the minutes of November 28, 2023, as amended. Mr. Niwinski made the motion as called for. Ms. Gasparovic seconded. There were no objections. The motion carried.

4. **COMMENTS FROM RESIDENTS AND VISITORS (Comment Form must be submitted 24 hours prior to the meeting)** – Mark Rayner, 120 W. Highland Avenue. Mr. Rayner received a letter from the Borough Code Enforcement Officer regarding the abandoned cars on his property. He acknowledged the condition of cars and advised that repairing them is his hobby. Mr. Rayner asked for an extension of time and an opportunity to speak with the Code Enforcement Officer to determine an acceptable solution. Borough Council granted an extension until April 2024. Mr. Niwinski and Mr. McBeth both stated that different remedies have been discussed have been discussed at council meetings. Mr. Rayner will contact the Code Enforcement officer to discuss the issues and remedies.

5. **INTERVIEW BOROUGH MANAGER APPLICANTS -**

MARK SHAPCOTT – Council President asked Mr. Shapcott to explain his work history and qualifications for the job of Borough Manager. Mr. Niwinski asked a question about availability to the Borough and Mr. Shapcott responded with questions of his own. Ms. Gasparovic, Ms. Oessenich and Ms. Seader described current borough requirements. Questions to and from the Council Members were exchanged. Mr. Shapcott stated that he has a background in construction and has worked with many different municipalities. Mr. McBeth asked if Mr. Shapcott had any experience in grant writing. Ms. Gasparovic asked about experience with electronic record keeping and file sharing.

The Council President opened the floor for questions from residents. Gary Kaisinger, 704 and Steve Poserina, 111 Langhorne Ave expressed their opinions.

PETER GRAY - Council President asked Mr. Gray to explain his work history and qualifications for the job of Borough Manager. Mr. Gray stated that he has been in Municipal Government for over 26 years. He has written Resolutions and Grants, prepared budgets. Ms. Seader asked why Mr. Gray was interested in this position. Ms. Gasparovic asked Mr. Peter Gray about availability . Mr. Niwinski asked the level of hands on as opposed to administrative responsibility. Project Management and Zoning vs managerial and administrative. Mr. McBeth asked Mr. Gray to clarify his current hours in his full-time position. Ms. Gasparovic asked if he felt residency was an issue. Questions from the Council

Members were addressed, and the Council President opened the floor for questions from residents. Mr. Shapcott asked Mr. Gray why he was interested in this job.

Although there were no other questions from residents, Gary Kaising, 704 Pine Street asked if the Borough Manger was responsible for policing the neighborhood.

6. **POLICE REPORT** – No Police Report. Ms. Gasparovic asked if the old police car was sold and stated that the new police car has been added to the insurance policy. Ms. Seader advised that there is an interested party but it has not been sold yet.
7. **INSPECTORS REPORT** – 1 permit was issued in November; a few code enforcement issues were attended to.

8. **REPORTS** –

8.1 Jim Niwinski – Mr. Niwinski advised that the Borough Hall basement is 95% complete. The Clean up by 1-800-Junk was completed for \$800. The Painting was done this week and the bill of \$1770 has been submitted for payment.

As previously agreed by the council, Harris fuel has given LMB a price of \$3.19/gal which is better than the price offered by the Consortium at \$3.49/gal. Therefore, Mr. Niwinski has accepted the contract with Harris Fuels.

We still need to purchase a Dehumidifier, the cost at Lowe's would be less than \$500.

Mr. Niwinski submitted a quote of \$5,665.00 for Video Equipment which will be part of the RDA Grant for Borough Hall repairs. Ms. McGoldrick asked if the proposed equipment will record and was advised that the current quote did not include recording equipment.

Ms. Gasparovic asked about the status of the Borough Hall Rental Agreement. Mr. Niwinski has submitted a sample application to the Solicitors' office, and it is under review by Kay Weeder. It should be available to present at a work session in January.

8.2 Alicia Gasparovic – Ms. Gasparovic advised that the Insurance rebate was received from the Workers Comp Insurance. We need to get the new vehicle on our insurance and the old vehicle off.

The Shade Tree Committee will not be contacting residents because most issues have been resolved since the completion of the survey. except for a tree on the corner of Hulmeville and Park. They are hesitant to notify the homeowner. They believe the building inspector should be the person to contact the homeowner. Ultimately the borough has the authority to remove the tree. The Shade tree committee should be first contact.

The Stormwater Comply Basin is mostly complete. There are a few minor issues to be addressed. There is documentation outstanding. The lock on the gate is a Borough responsibility. Ms. Gasparovic requested \$15,000 from the Growing Greener Grant. Ms. Gasparovic is about to request an additional \$7,000 and \$164,000 in the next week or two, all from the Growing Greener Grant, for which she received the necessary documentation today.

The engineer overbilled us and Ms. Gasparovic has addressed the statement that RVE will reduce their bill in accordance with their proposal.

The Pine & Prospect Infiltration Projects will begin in the early part of 2024. We should be hearing about additional H2O Grant Money. Potentially \$300,000. We applied for another grant, \$348,000 from another Gaming Grant but will not hear for several months, probably next fall. RVE will begin testing soon, Residents will be notified.

Ms. Gasparovic is investigating a potential source, beginning next year, whereas the money we spend to keep our Stormwater improvements updated can be reimbursed to \$10,000 per year.

8.3 Cheryl Oessenich – Ms. Oessenich reminded residents that Republic does take lawn and leaf refuse in the paper leaf bags that can be purchased at Home Depot or Lowes. Republic will also collect Christmas trees after the season. Make sure all decorations are removed and please, do not take trees over to the wooded areas.

The Recycling Grant is due to be filed at the end of this month. It brought in over \$3,000 from last year. Ms. Oessenich will have this completed shortly.

8.4 Dawn Seader – The tree lighting was last Sunday; we had a small turnout because many people stayed home to watch the Eagles game.

Ms. Seader applied to transfer the S.A.M. administration to Nick Pizzola.

Ms. Seader announced her resignation from the Council effective at the end of this Council Meeting. Mr. Pizzola commented that Ms. Seader worked very hard for this Borough, and he regrets her resignation.

8.5 Nick Pizzola – Mr. Pizzola applied for a \$250,000 credit line with 1st National Bank as discussed in our December meeting. The purpose of this credit line is to help smooth the transition between operations and the receipt of Grant monies. Mr. Pizzola did investigate a credit line with PLGIT and another bank. PLGIT will not extend credit lines and the other bank would only do it if we transferred all our accounts.

We received a report from the tax collector advising us of \$5693 of unpaid taxes. If necessary, we will have Mr. Profy prepare letters.

Mr. Pizzola contacted a scrap company who will remove the guardrails behind the garage but a letter from the borough needs to be sent to the scrap company authorizing them to remove the materials.

Ms. Gasparovic asked Mr. Pizzola about the status of storm drains that need to be cleared, litter control signs and about the plan for Council members to suggest topics for work sessions. Mr. Pizzola will arrange for the storm drains in the spring. Topics for the work sessions can be presented in January.

Mr. McBeth expressed concerns about using the line of credit instead of stopping a project when we don't have the money. Mr. Pizzola explained that we have grant money promised but we must spend the money before we receive the grant money reimbursement. The purpose of the line of credit is not to fund the projects but to bridge the gap between the expense and the grant refund.

8.6 Grace Judge – No Report

8.7 Bob McBeth – Mr. McBeth has researched building inspection services he will put together a spread sheet of the different companies and costs/fees. Do we need to give notice to BIU that we intend to replace them. Mr. Ferraro (former Borough Manager) stated that BIU's contract was in perpetuity with a termination for convenience clause.

9. **MAYOR'S REPORT** – We lost a part time police officer who has taken full time job. The sale of both police cars may bring \$30,000. Ms. Gasparovic asked the mayor if PennDOT had been notified about the damage to the guardrail on Comly Avenue. The Mayor will discuss the accident with our police department.

10. **SOLICITOR'S REPORT** – Mr. Profy advised the Comly Avenue Property is listed for sale and the owner has agreed to reimburse the Borough for all expenses incurred.

Borough Code states that a resignation must be made in writing and presented to Council when a quorum is present. The vacancy must be advertised and filled within 30 days.

Disposal of the Police Vehicles requires the acceptance of bids.

HEHA annual meeting will be making a payment of \$10,000 to the Borough.

The Apartment Ordinance as written is enforceable. The Borough Manager should develop a process of enforcement. Ms. McGoldrick requested that someone on Council help prepare a letter for the Rental Property Owners. Mr. Profy felt this should be held until the new Borough Manager has started.

11. **CORRESPONDENCE** – Borough Secretary read an email received from a teacher who utilized the LMB Stormwater Website Posting and found it very informative. Ms. McGoldrick asked for permission to send a letter to the children thanking them for their letter and letting them know that their information was read into the Council meeting minutes.

Ms. Seader advised that Custom Maids will be doing a deep cleaning at the Borough Hall and the Borough Office.

Mr. Profy stated that he was remiss in not thanking Dawn Seader for her service, it was an honor and pleasure to work with her.

12. **APPROVAL OF BILLS FOR PAYMENT** - Mr. Pizzola stated that Mr. Ferraro submitted a bill to the Solicitor for Comly Avenue Conservatorship process that was not in the General Bills already submitted and should be approved for payment.

The Council President asked if there were any questions or concerns regarding the General Unpaid Bills for December.

The Council President called for a motion to approve the General Unpaid Bills report for December. Ms. Seader made the motion as called for. Ms. Gasparovic Seconded. There were no objections. The motion carried.

The Council President asked if there were any questions or concerns regarding the Unpaid Sewer Bills Report for December.

The Council President called for a motion to approve the Unpaid Sewer Bills Report for December. Ms. Seader made the motion as called for. Ms. Gasparovic Seconded. There were no objections. The motion carried.

13. APPROVAL OF THE TREASURER'S REPORT - The Council President asked if there were any questions or concerns regarding the General fund for November. Ms. Gasparovic questioned a \$50.60 charge with a blank description and asked what it was paying, the secretary will have to look into this. She also asked why there were three deposits from Sam Electric? Ms. Seader advised that we double paid Sam Electric and they returned the money.

The Council President called for a motion to approve the General Fund Report for November with the notes expressed by Ms. Gasparovic. Mr. Niwinski made the motion as called for. Mr. McBeth seconded. There were no objections. The motion carried.

The Council President asked if there were any questions or concerns regarding the Sewer Fund Report for November.

The Council President called for a motion to approve the Sewer Fund Report for November. Ms. Gasparovic made the motion as called for. Ms. Oessenich Seconded. There were no objections. The motion carried.

The Council President asked if there were any questions or concerns regarding the Highway Aid Fund Report for November. Ms. Gasparovic asked why we are transferring money back and forth between the General Fund and the Highway Aid Fund. Mr. Pizzola advised that we are still paying for the loan on the Road Paving.

The Council President called for a motion to approve the Highway Aid Fund Report for November. Mr. Niwinski made the motion as called for. Mr. McBeth Seconded. There were no objections. The motion carried.

14. **COMMENTS FROM RESIDENTS AND VISITORS** - Jim Keba, 604 Hill Avenue, thanked the council for their consideration of new video equipment for Borough Hall. Mr. Keba thanked Ms. Seader for the work she has done on behalf of Langhorne Manor and stated that most people won't realize the value of her contributions.

Jay Ferraro, 402 Hill Avenue, asked Mr. Profy if the sale of 306 Comly required a U&O because, the sellers council was requesting a variance with respect to the second kitchen. Mr. Profy advised that he will review the question. Mr. Ferraro also stated that Payment for his services on the 306 Comly Avenue property should be donated to the Events Committee of LMB. The Council acknowledged and thanked Mr. Ferraro for his gracious donation. Mr. Ferraro also made the following statement regarding the Borough Manager Interviews; Mr. Ferraro believes that the "Borough Manager position is more administrative than hands-on..." Mr. Ferraro went on to identify the qualifications he felt were important including letter writing, drafting contracts, how to write grants, negotiating and the ability to address legal and engineering issues. It is also important to separate yourself and your personal feelings when addressing resident issues putting yourself last. Mr. Ferraro also commented there should be no reason to expect that previously granted stormwater grant money won't come in if we have met our obligations. He also reminded us that new garage needs a final building inspection.

Teresa Weiser asked that the residents affected by the upcoming stormwater project(s) be kept up to date. And she asked whether the application form to rent borough hall is ready yet.

A quick comment is noted by Bob Rickerl, unfortunately it was short and not clear on the recording.

Mr. Shapcott spoke up, without identifying himself, and addressed what appeared to be a past, unresolved, neighborhood complaint. A second Resident voiced his opinion on the same issue. Ms. Seader asked if the issue had been previously resolved and was advised that it was not. Mr. Pizzola stated that this was not the

time to address these issues, clearly more attention was warranted and that it would be addressed later.

15. **ADJOURNMENT** - Council President called for a motion to adjourn the meeting and begin an Executive Session discussing personnel issues. Ms. Seader made the motion as called for. Ms. Gasparovic seconded. There were no objections. The motion carried.

16. **SECOND MEETING FOR THE MONTH OF DECEMBER 26, 2023.**

17. **NEXT MEETING – JANUARY 2, 2024**

Respectfully Submitted

Bonnie McGoldrick

Secretary/Treasurer