

**MINUTES
LANGHORNE MANOR BOROUGH COUNCIL
MEETING OF FEBRUARY 2, 2021**

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 February 2, 2021 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, Alicia Gasparovic, Grace Judge, James Niwinski, Cheryl Oessenich, Robert Byrne-Mayor, Thomas J. Profy, IV-Solicitor, Sarah Brucie-Assistant Solicitor, Jay Ferraro-Borough Manager and Barbara Ferraro-Secretary/Treasurer.

PERSON ABSENT - none

2. The Pledge of Allegiance was led by Mayor Byrne.

Ms. Seader stated that the meeting was being recorded and introduced the Council members, mayor 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 January 4, 2021 meeting minutes. A motion was made by Mr. Niwinski to accept the January 4, 2021 minutes. Ms. Oessenich seconded. There were no objections. The motion carried.

Ms. Seader asked if there were any questions, concerns, corrections or comments on the January 19, 2021 meeting minutes. A motion was made by Mr. Niwinski to accept the January 19, 2021 minutes. Ms. Oessenich seconded. There were no objections. The motion carried.

4. INTERVIEW OF CANDIDATES FOR COUNCIL -

Ms. Seader stated that there is a vacancy on Council due to the passing of Maryann Barnes. This vacancy has been advertised and candidates have submitted resumes and/or letters of interest. Ms. Seader stated that Council had received each of the candidate's resumes and asked each of the candidates to briefly introduce themselves. She then asked for questions and comments from Council.

- Christopher Croteau, 608 Station Avenue
- Christopher Lukose, 200 Comly Avenue
- Kelli Garrahan, 105 West Elm Avenue
- Robert McBeth, 506 Station Avenue
- Kenneth Rouse, 302 Hill Avenue

Ms. Gasparovic stated that she felt it was important that a new Council person bring diversity. She stated that as Ms. Garrahan is a parent of young children, she brings that diversity.

Ms. Gasparovic stated that she liked that Mr. Rouse had many ideas when she spoke with him during her campaigning.

Ms. Seader asked if there were any questions from residents. Ms. Seader asked for nominations from Council for the vacant Councilperson seat.

Ms. Gasparovic nominated Kenneth Rouse.

Mr. Niwinski nominated Robert McBeth.

Ms. Judge nominated Kelli Garrahan.

Ms. Seader asked for a motion to close nominations. Ms. Oessenich made a motion to close nominations. Mr. Pizzola seconded. There were no objections. The motion carried.

Ms. Seader polled Council for their votes for Kenneth Rouse with Ms. Oessenich, Mr. Niwinski, Mr. Pizzola and Ms. Seader voting no, Ms. Judge and Ms. Gasparovic voting yes. The votes for Mr. Rouse did not carry 2-4-0.

Ms. Seader polled Council for their votes for Robert McBeth with Ms. Oessenich, Mr. Niwinski, Mr. Pizzola and Ms. Seader voting yes and Ms. Judge and Ms. Gasparovic voting no. The vote for Mr. McBeth carried 4-2-0.

Ms. Seader polled Council for Kelli Garrahan with Ms. Oessenich, Mr. Niwinski, Mr. Pizzola and Ms. Seader voting no and Mrs. Judge and Ms. Gasparovic voting yes. The vote for Ms. Garrahan did not pass 2-4-0.

Mr. Niwinski made a motion to install Mr. McBeth to the vacant Councilperson seat. Ms. Oessenich seconded. There were no objections. The motion carried.

Mayor Byrne issued the Oath of Office to Robert McBeth. Ms. Seader thanked all of the candidates and stated that she hoped that they would all get involved in other areas of service to the Borough.

5. POLICE REPORT - Mayor Byrne presented the following police report for the month of January 2021:

- Hours - 268
- Citations - 7
- Arrests - 1
- Complaints - 14
- 640 miles
- 57.4 Gallons

Mayor Byrne reported that he is working on getting Sgt. Kenney's resume and letters of recommendation stating that there is a necessity for a chief and would like to see Sgt. Kenney in this position. He will distribute to Council and would like to move Sgt. Kenny into the position of chief at the March meeting. Mayor Byrne is working getting Sgt. Kenney to attend meetings. It is difficult due to the Sergeant's full-time job. Ms. Seader stated that he would only need to attend during when the police report is being presented. Ms. Seader asked for a motion to pay Sgt. Kenney the chief's rate retroactive as he has stepped into the role unofficially. It would be a cost of approximately \$90 and the same rate that Chief Bumm received. Council decided to wait until March to make a motion.

Ms. Gasparovic asked about the specific training the officers receive. Mayor Byrne responded that they are required to be trained in firearms and taser use for our municipality specifically. Mr. Niwinski asked for listing of the specific training.

There was discussion as to if the Borough's police force viewed the Film "Walking While Black" which was put on through the Peace Center by the County District Attorney's office. Mayor Byrne stated that he would check to see if they viewed it, possibly through their other jobs.

Ms. Seader stated that the Borough has not received the executed grant contracts back from the RDA. Council can move forward on the safety equipment when this occurs.

6. INSPECTOR'S REPORT - Ms. Ferraro presented the following Inspector's report for January 2021:

- Building Permits - 4
- Construction Inspections - 1
- Road Opening Permit - 1

7. COMMITTEE REPORTS -

- **Grace Judge:** Ms. Judge reported that she, Ms. Abbott and Mr. Ferraro have done quite a bit of work on the website regarding online permitting and have created a detailed permit process guide for residents. Ms. Seader thanked them for all of their hard work.

Ms. Judge stated that it has become clear that the Borough's data is not secure. She displayed a PowerPoint of her Office 365 project proposal which addresses current data security, data security after the project, the process to setup Office 365, the cost of setup (\$19,000) and the long-term annual costs (\$9,700). Ms. Seader asked for questions from Council and stated that she was in agreement with implementing this project referring to data security and document sharing. Ms. Oessenich stated she was in favor of the project, referring to finding information that Ms. Barnes had and now needs to be obtained by her family and also using personal computers to store Council work. Ms. Gasparovic stated she was in favor of the project referring to the possibility of lawsuits due to the way things are currently operating. Mr. Niwinski questioned the cost but agreed there is a concern about security and it needs to be addressed. There was discussion about the cost and need for government licenses for the program and the need for each Councilperson to have a computer as documents can be stored on the cloud. Mr. Pizzola asked about the cost of setup and asked for a reconciliation of the costs as he questioned why it is more expensive for a municipality, but agreed it is a necessary project. Ms. Seader spoke about the opportunity for transparency between commissions and the ability to work collaboratively. Ms. Judge asked Council to approve the expenditure of up to \$19,000 for the start-up of this project with the understanding that she will come back to council with the breakdown and additional pricing options. Mr. Niwinski does not support this. Mr. Ferraro stated that the G-3 system (government) seems to be the best fit for the security needs of the Borough and it is different than personal and other company 365 programs. Mr. Pizzola and Mr. Niwinski asked to send it out for a second bid and meet again. Ms. Seader stated that the higher level of security mitigates the liability risk to the Borough. Ms. Judge will come back with what responses she is able to get along with any comparisons at the next meeting. Mr. Niwinski asked Council to think about what kind of data is at risk.

- **Nicholas Pizzola:** Mr. Pizzola reported that Council received adjusted December 2020 expenses. Expenses exceed revenues by \$6000 for 2020. He asked for questions on last year's financial statements. There were none.

Mr. Pizzola reported that General Asphalt (GA) is done, although they will come back if something needs to be addressed. A final payment of \$12,000 is due and he is asking for authorization from Council to pay this which will close out the project. He stated that there were savings of \$127,000 in materials on the project and is pleased to report the net cost for the roads was \$700,000 after grants. Steve Schoell will back fill the ADA ramps which will cost \$100. Ms. Gasparovic asked why GA will not do it as part of the contract and save the \$100. Mr. Pizzola stated that General Asphalt would not be out until Spring, asked if it was worth the risk and stated that GA had completed other work that they did not charge for. Mr. Ferraro stated that something needs to be done when the snow clears as there is a risk, but it will probably freeze and then settle which will create the need for it to be done again. The decision was made that Steve Schoell would put down thawed out soil as soon as the snow thaws and GA will be called to come out in the Spring if necessary. Ms. Oessenich made a motion for Steve Schoell to come out now and take care of the safety issues with GA coming out later to fill in where needed at the discretion of Council. Mr. Niwinski seconded. There were no objections. The motion carried.

Mr. Pizzola made a motion to approve an expenditure of up to \$1,500 for a bedliner, mats and a third key for the truck. Mr. Niwinski seconded. There were no objections. The motion carried.

Mr. Pizzola reported that Steve Schoell has installed several “No Truck” signs and additional ones will be put up in 4-6 weeks and then enforcement can begin. Ms. Seader spoke to the process of enforcement and letting different municipalities and waste companies know about the Ordinance.

- **Dawn Seader:** Ms. Seader stated that the financials are now on the website.

Ms. Seader stated Council needs to appoint someone to the Zoning Hearing Board due to the appointment of Robert McBeth to Council, the Planning Commission and the Higher Education and Health Authority (HE&HA) due to Maryann Barnes’s passing. Mr. Profy stated that the HE&HA is non-profit financing authority whose purpose is to issue debt to finance construction projects of non-profit institutions including nursing homes, private non-profit colleges and universities and miscellaneous non-profit institutions. The debt is nonrecourse to the Authority and the Authority acts as a conduit to the monies. It is a statewide Authority. There are five members serving for a five-year term. Ms. Seader stated that the vacancies would be filled at the March meeting.

Ms. Seader reported that it has been difficult for the bookkeeper to reconcile financials and for Council members to review them before the Council meetings due to the early date of the meetings. The Finance Committee recommends moving Council meetings to the second and fourth Tuesdays of the month. Mr. Niwinski made a motion to move Council meetings to the second and fourth Tuesdays of the month. Ms. Oessenich seconded. There were no objections. The motion carried. The next meeting will be March 9, 2021. It will be advertised in the Advance of Bucks County and on the website.

Ms. Seader stated that the Living in Langhorne Manor Facebook page is not an official Borough page and business should not be done on this website. Issues and concerns should be reported to the Borough office. The administrators will be putting this on the website. Ms. Seader stated there is a risk of going against the Sunshine Act.

Ms. Seader reported that Bucks County Water & Sewer Authority (BCW&SA) is interested in dismantling the water tank. She stated that has become quite a danger to people and property. The tank is not Borough responsibility.

Ms. Seader suggested that the meeting room in Borough Hall be renamed the “Barnes Room” to honor Maryann Barnes. A plaque would be placed there, a letter of recognition provided to the family, and a

donation made to one of the causes Ms. Barnes supported. Mr. Pizzola made the motion to rename the meeting room the “Barnes Room,” create a letter of recognition and make a donation with a total expenditure of up to \$200. Mr. Niwinski seconded. There were no objections. The motion carried.

- **Cheryl Oessenich:** Ms. Oessenich thanked Lois Abbott for putting on the website that there will be trash pick-up tomorrow. Ms. Oessenich reported that she spoke with Dominick from Republic who reiterated that new residents or others can get trash cans through Republic’s website.

Ms. Oessenich reported that some residents received a letter from BCW&SA informing them that there is a change in the grandfathered insurance. If residents are not grandfathered, they did not receive the letter. She stated this is not a Council issue.

Ms. Oessenich reported that she has spoken with the Borough Manager about continuing to update the codes and Ordinances.

- **Alicia Gasparovic:** Ms. Gasparovic reported on the Stormwater Commission. She stated that she and James Keba have completed the online required training in order to qualify for grants for the next 5 years in regard to the MS4. She stated that she is considering the Brodbeck property or a larger long-term fix in order to meet MS4 requirements. Ms. Gasparovic thanked the Commission for their work over the last year. She stated that the Commission would like to change the MS4 engineer to Remington Vernick Engineering (RVE) and are giving the Borough Manager to go ahead and negotiate with RVE for just the MS4. The Commission recommends Gilmore as a second. The next Stormwater Commission meeting is February 22, 2021 at 7:30.

- **Mr. Niwinski:** Mr. Niwinski reported that he is going to get RFPs together for the LED lighting and will probably have more information at the April meeting.

Mr. Niwinski reported that the chimneys for both the hall and the office have been cleaned. He stated that the tiles in the hall are collapsing and the chimney needs a liner. The office system goes right from the heating unit into the block which is a potential hazard. He is getting quotes for liners.

Mr. Niwinski reported that Good HVAC came out to look at the unit in the hall due to the frequency of needing oil. They stated that it is a stone building that has no insulation with lots of windows. Mr. Niwinski is looking at ways to reduce the heat loss. He stated that the oil tank gauge needs to be replaced in office.

Mr. Niwinski reported that he is still working on getting an electrician to fix the light on the flag pole.

8. MAYOR’S REPORT - no report

9. BOROUGH MANAGER’S REPORT: Mr. Ferraro reported that he is continuing to work with Comcast and Verizon on the franchise agreements. The Comcast agreement is at their legal department for final review. Verizon has been very slow to respond.

Mr. Ferraro reported that he reviewed the RDA contracts for the Borough’s terms and responsibility and found that the Borough is meeting the terms.

Mr. Ferraro met virtually with the Middletown Township Manager Stephanie Teoli Kohls about the problems the Borough is having with ATVs and vandalism on the Hulmeville Avenue parcel. Ms. Teoli Kohls had no knowledge of the issue. Police are unable to address due to the lack of “No Trespassing”

signs. She stated that they will post signs, manage and police the property. Mr. Ferraro stated that Ms. Teoli Kohls was very responsive and willing to work with the Borough on any issues.

Mr. Ferraro reported that he is continuing to work through Ordinances, working on Borough business throughout the day, and working with residents on permitting and zoning.

Mr. Ferraro reported that he is also working with various Council members and attended a Stormwater Commission meeting.

10. SOLICITOR'S REPORT - no formal report

11. CORRESPONDENCE - none

12. APPROVAL OF BILLS FOR PAYMENT - Ms. Seader stated that all Council members received a copy of the Sewer and General Funds unpaid bills. Ms. Seader asked for a motion to pay the Sewer Fund unpaid bills for January 2021. Mr. Niwinski made a motion to pay Sewer Fund Bills for January 2021. Ms. Oessenich seconded. There were no objections. The motion carried.

Ms. Seader asked for questions and concerns on the General Fund unpaid bills for January 2021. Ms. Seader asked for a motion to pay the General Fund Bills for January 2021. Ms. Ferraro stated that there would be one more check issued for the payment of the unused portion of the escrow for 202 Gillam Avenue in the amount \$1979.20. Ms. Gasparovic asked about a reimbursement to Mr. Ferraro which was for WiFi extenders to use in Borough Hall for better service. It is being approved as an unpaid bill tonight. Mr. Pizzola made a motion to pay the General Fund Bills for January 2021. Mr. Niwinski seconded. There were no objections. The motion carried.

13. APPROVAL OF TREASURER'S REPORT -

The January 2021 Treasurer's Report was being deferred until March 2021.

Ms. Seader stated that the December Treasurer's Report was deferred until tonight.

Highway Aid Fund December 2020 - Ms. Seader asked for questions and comments on the Highway Aid Fund for December 2020. Mr. Pizzola made a motion to approve the Highway Aid Fund for December 2020. Ms. Oessenich seconded. There were no objections. The motion carried.

Sewer Fund December 2020 - Ms. Seader asked for questions and comments on the Sewer Fund for December 2020. Mr. Pizzola made a motion to approve the Sewer Fund for December 2020. Ms. Judge seconded. There were no objections. The motion carried.

General Fund December 2020 - Ms. Seader asked for questions and comments on the General Fund for December 2020. Mr. Pizzola made a motion to approve the General Fund for December 2020. Ms. Judge seconded. There were no objections. The motion carried.

14. COMMENTS FROM RESIDENTS AND VISITORS -

Chris Croteau, 608 Station Avenue - Mr. Croteau asked if taxes were going to be increased. Ms. Seader responded they would not. Mr. Croteau stated that he is happy Robert McBeth was appointed to Council and offered his assistance in building the police department up.

Jim Keba, 604 Hill Avenue - Mr. Keba asked about additional recurring costs such as storage and recovery costs to the 365. Ms. Judge did not calculate recurring costs and would look into recovery costs.

Barbara Ferraro, 402 Hill Avenue - Ms. Ferraro commended and thanked Sergeant Kenney (who was not on duty) and Officer DiMeo for going above and beyond the call of duty to assist her and her family when her father passed away a few weeks before.

15. SECOND MEETING FOR THE MONTH OF FEBRUARY - Ms. Seader stated that there was no Council business for a second meeting for February and asked for a motion to dispense with the meeting. Mr. Niwinski made a motion to dispense with the second February 2021 meeting. Mr. Pizzola seconded. There were no objections. The motion carried.

Ms. Seader stated that there would be an informational meeting that evening from the Penn State Collaborative to speak about Spotted Lantern Flies and projects within the Borough using traps. This was set up by Melissa Mather and the Shade Tree Commission. It was suggested that it could be a Scout project.

16. ADJOURNMENT - Ms. Seader entertained a motion to adjourn the meeting. A motion was made by Mr. Niwinski to adjourn the meeting. Ms. Oessenich seconded. There were no objections. The motion carried. The meeting adjourned at 10:07 P.M.

The next meeting will be March 9, at 7:00 P.M.

Respectfully submitted,

Barbara T. Ferraro
Secretary/Treasurer
Langhorne Manor Borough