

**MINUTES
LANGHORNE MANOR BOROUGH COUNCIL
MEETING OF JULY 13, 2021**

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 July 13, 2021 at 7:00 PM Eastern Daylight Time by Dawn Seader, President.

PERSONS PRESENT - Dawn Seader-President, Nicholas Pizzola-Vice President, Alicia Gasparovic, Grace Judge, Robert McBeth, James Niwinski, Cheryl Oessenich, Robert Byrne-Mayor, Thomas J. Profy, IV-Solicitor, Jay Ferraro-Borough Manager and Barbara Ferraro-Secretary/Treasurer.

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

3. APPROVAL OF MINUTES - Ms. Seader asked if there were any questions, concerns, corrections or comments on the June 8, 2021 minutes. On page 3, a spelling correction was made to Glatfelter, a name change to State Workers Insurance Fund from State fund, and on page 5 a correction that a motion was made and passed to approve Gregg Hertenberger as chair of the Zoning Hearing Board. A motion was made by Mr. Niwinski to approve the minutes of June 8, 2021 as amended. Ms. Judge seconded as amended. There were no objections. The motion carried.

Ms. Seader asked if there were any questions, concerns, corrections or comments on the June 22, 2021 minutes. A motion was made by Ms. Judge to approve the minutes of June 22, 2021. Mr. Niwinski seconded. There were no objections. The motion carried.

4. GARAGE PRESENTATION - Mr. Pizzola introduced resident Eric D’Emidio who works for Integrated Construction who was asked to provide a proposal for the replacement of the existing garage. This will assist when requesting funding from the Redevelopment Authority (RDA) with no cost to the residents. Mr. D’Emidio stated that the garage will conform with the historic aspect of the building, will be 1,020 square feet, the request to the RDA would be \$161,000 and there would be a \$10,000 demolition cost. These costs are bid at today’s material market value. There will be paving for additional parking. Mr. D’Emidio spoke to the construction of the garage, the foundation, location, paving, electric, water, storage area, current pricing of materials and the architecture of the hall for history and matching of the stone. There was discussion about the need for water service, drainage, extra space, layout and climate control. Mr. Pizzola stated that all of the specifications are able to be adjusted. Mr. Ferraro stated that the design effort will have to go out to public bid and a cost should be established for design in bid documents to put the bid in the required competitive situation. He stated it might be better to apply for a little more due to the current cost situation. Ms. Seader asked for resident comments-none. Mr. Pizzola will be applying in August when the applications are due to the RDA.

5. LED LIGHTING PRESENTATION - Mr. Niwinski introduced Michael Fuller from Keystone Lighting Solutions (KLS) who was hired as the design consultant by the Delaware Regional Valley Development Corporation (DVRDC) in relation to their Regional Streetlight Procurement Program (RSLPP). Mr. Niwinski stated that Council has copies of the presentation and the feasibility study from Mr. Fuller. The grant is in place and hopefully the project will be done by October. Mr. Fuller discussed the benefits of LED streetlights (energy, maintenance, and performance). Mr. Fuller presented the mission, approach, design service professional (DSP) information for RSLPP round I and II results. He discussed the DSP services for each RSLPP phase, feasibility, project development (field audits and analysis), project management (construction) and post construction services. A final design will come back to Council in August. He presented a payback matrix for the streetlights and different kinds of controls along with upgrades, costs, savings, and rebates for each. Mr. Fuller discussed the steps going forward to Phase 2, a letter of intent, questions and discussion, action on a Resolution to advance to RSLPP, sign the contract with KLS for Phase II with \$1,966 of forecasted Phase 2 design fees, approval in August and stated that they take care of all rebate submittals. Mr. Fuller stated that the difference in the energy costs savings has to do with the different tariffs with each option. Council will find out if any rebate needs to go back to the RDA. Mr. Fuller stated that the system is not connected to our municipal system, it is highly encrypted and they have not had a hacking issue. Mr. Fuller stated that they rely on the municipality to tell them if they need additional lighting, they do not look for this through the audit. Disposal fees and recycling fees are included. There will be discussions as to the color temperature which will be fixed once installed. The current LED fixtures that the Borough has could be given back to the Borough as Mr. Fuller recommends that all of the new lights be standardized. Ms. Seader asked for resident comments-none.

Ms. Seader asked for a motion to approve the signing of the Letter of Intent authorizing her to sign for the KLS project. Mr. Pizzola made the motion as stated. Ms. Gasparovic seconded. There were no objections. The motion carried.

Ms. Seader asked for a motion to approve Resolution 2021-08 Authorizing Cooperative Purchasing and Participation in the Regional Streetlight Procurement Program Administered by the Delaware Valley Regional Planning Commission. Mr. Pizzola made the motion as stated. Ms. Gasparovic seconded. There were no objections. The motion carried.

Ms. Seader sent a letter to the RDA asking for reallocation of funds if we did not spend the entire amount for the LEDs.

6. RESIDENT COMMENT FORM - none submitted

7. EMERGENCY MANAGEMENT COMMITTEE INTERVIEW - Ms. Seader stated that the Emergency Management Committee looks at various emergency concerns and issues that come up within the Borough. Candidate James Niwinski, II introduced himself and gave some information on his background and reasons for wanting to serve the community. Ms. Seader stated that the committee will be made up of herself as president of council, a resident, the mayor, a representative from Cairn University and the chief of police. Ms. Seader stated she likes Mr. Niwinski, II's background in risk management. Mr. McBeth thanked him and

appreciated his community service. Ms. Oessenich made a motion to approve James Niwinski, II to the Emergency Management Committee. Mr. Pizzola seconded. Mr. Niwinski recused himself. The motion carried 6-0 with Mr. Niwinski recusing himself.

8. ZONING REVIEW COMMITTEE INTERVIEWS - This person will be part of the code and ordinance review making sure they do not contradict each other. The committee will be made up of the borough manager, zoning board and a resident. Candidate Lois Abbott gave information on her background and experience in zoning along with her interest in the zoning needs of the Borough. Dawn thanked her for all of her service to the Borough including the website, zoning and ordinance research and her huge attention to detail. Mr. McBeth made a motion to approve Lois Abbott as a member of the Zoning Review Committee. Ms. Gasparovic seconded. There were no objections. The motion carried.

9. POLICE REPORT – Chief Kenney presented the following Police report for June 2021:

- Hours - 277
- Assists - 8
- Accidents - 4
- Disabled Vehicle - 1
- Medical Emergencies - 3
- Other complaints - 4
- Miles - 622
- Fuel - 93.2

There was discussion about the stop sign that was destroyed at Hill Avenue and the Super Highway. The temporary sign was then taken. Mr. Pizzola is working with Middletown to get it replaced.

Chief Kenney took 12 reports in two days for Northampton residents who reported that their name is being used in an unemployment benefits scam. There has only been one incident reported in the Borough. There was discussion on listing the different types of scams on the website. Chief Kenney does not recommend this due to the high incidence of copycats and there has only been one incident in the Borough.

The cost of the police television needs to be looked into and its necessity will be discussed at a Police Committee meeting.

Mr. Niwinski thanked the police for monitoring the intersection at Station Avenue.

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

- Building Permits - 4
- Zoning Permits - 2
- Construction Inspections - 2

- U & O Rental Inspections - 3
- Complaint - 1
- Violation Notice - 1

11. COMMITTEE REPORTS -

- James Niwinski: Mr. Niwinski reported that there were 4 streetlights out this month. One light that cannot be replaced as it is a whole Cobrahead issue. Armour is looking at the possibility of a repair at no cost and a rollover into the new program.

- Alicia Gasparovic: Ms. Gasparovic reported that the tree survey is completed and getting ready to be sent to residents. A tree grant application has been submitted with a response hopefully by the beginning of August.

Ms. Gasparovic reported that CSX continues to have problems but work is continuing to resolve this issue with Brian Fitzpatrick's office, CSX and SEPTA.

Ms. Gasparovic reported that she participated in a Bucks County Planning Commission's long-range plan called Bucks 2040. They are looking for resident comments quickly. Google Bucks 040 to respond.

Ms. Gasparovic reported that Isaac Kessler from Remington Vernick Engineers (RVE) updated the Stormwater Commission. He updated the committee as to why the Chubb Run project is on hold. The Comly Avenue project is a detention basin and rain garden and a grant application has been submitted. The next Stormwater Commission meeting is July 19, at 7:30. There is a Power Point on the website about what they are working on.

- Cheryl Oessenich: Ms. Oessenich reported that trash was not picked up on the day it was supposed to. The Borough was told when there is a holiday, the next day will be trash day and residents were reminded of this through the text messaging system. Republic picked up on the regular day (Wednesday) which caused quite a bit of resident complaints. Ms. Oessenich spoke with Republic who said they would try to come on Thursday, and they would contact the Borough to let them know if they would. There was no communication or pick-up. A truck went out on Friday and sporadically collected some trash with no communication. Ms. Oessenich and Mr. Ferraro will be meeting on Monday with Republic to fix the calendar and communication issues. Residents should know that this matter is being worked on.

Ms. Oessenich reported that the E-waste event is tentatively scheduled for September 25, 2021. Our parking lot may not be large enough and this is being checked into.

- Dawn Seader: Ms. Seader stated that the July 27, 2021 meeting will be a work session focusing on the Office 365 program. Ms. Judge will run the work session.

Ms. Seader reported that the American Rescue Fund application was submitted and the submission was approved.

Ms. Seader stated that there has been communication from Langhorne Borough that they have adopted a Resolution stating that they are not in favor of the PennDOT reconstruction project as it pertains to the cloverleaf interchange. They have concerns about traffic, that guidance systems would be sending trucks through Langhorne Borough and that the trucks would not be able to make the narrow turns. They are asking Langhorne Manor Borough to adopt a Resolution stating the same. There was discussion about the benefits of the project for Langhorne Manor: cul-de-sacs that will stop traffic coming off access roads and the fix of the blinking light intersection. Ms. Seader will reach out to Langhorne Borough's manager to let them know that the Manor will not adopt a resolution and but if they have a solution the Manor would like to support them.

Ms. Seader stated that there are items she would like to see for the administrative functions of the manor:

- * Credentials for Mr. Ferraro that identify him as borough manager.
- * Phone for the secretary since it is a more remote position and she is currently using her old flip phone.
- * Technology for the audio for the meetings. Microphones and stands which would cost around \$500.
- * Adobe program for the webmaster.

Ms. Seader stated that all of these items would cost up to \$2,000. There was discussion about the expense of both microphones and a possible purchase of streaming equipment in the future. The microphones will be used to amplify each Council person even when the meetings are being streamed. Mr. Ferraro is sharing his amplifier and a new one may need to be purchased in the future. Ms. Seader asked for a motion to approve these administrative function expenditures up to \$2,000. Mr. Pizzola made the motion as stated. Ms. Judge seconded. There were no objections. The motion carried.

Ms. Seader asked if there was interest in a short August meeting. Council will have to meet to approve the minutes, bills, and have the LED discussion but all reports would be deferred to September. There were no objections.

- Nicholas Pizzola: Mr. Pizzola reported that there is a preliminary opinion that the grant audit for the roads project is good. It should be final in August.

Mr. Pizzola requested approval for the final payment for the road project in the amount of \$35,145.66. The engineer has approved. The final total for the project was \$1,121,452, the original budget was \$1,248,026 so the project came in under budget by \$126,574. Mr. Niwinski made a motion to approve this final payment. Mr. McBeth seconded. There were no objections. The motion carried.

Mr. Pizzola stated that he has a candidate to replace Steve Schoell, who was injured. He has references from Mr. Schoell and Middletown Township for Joseph Judge who works for Middletown Township in the Public Works department. He has been there for seven years and Bristol Township for 8 years prior to that. The pay rate would be the same as was for Mr. Schoell and he would work the same way – nights and weekends. Ms. Seader asked for a motion to hire Joseph Judge to replace Steve Schoell as the maintenance person at the current rate. Ms.

Judge made the motion as stated. Ms. Oessenich seconded. There were no objections. The motion carried.

The safety items, crosswalks, safety signs and electronic speed signs, need to be in place by December as they are funded by an RDA grant. Mr. Pizzola will contact PennDOT to discuss placement of the crosswalks. The truck signs will be last on the list. Mr. Pizzola stated that Mr. Schoell's injury delayed these items.

Mr. Pizzola has called PennDOT as drains on the state highways need to be cleared. The area on Bellevue Avenue flooded during the last storm. There is also an area of the road that is breaking up on Hulmeville Avenue. The drains on the access roads are the Borough's responsibility.

Mr. Pizzola reported on the mid-term budget compared to actual. There were a number of unbudgeted expenses added. For the General Fund, as of June 30, 2021, real estate taxes collected were 94% of total. He stated that most things are on target. The office service account is over because of the Office 365 project which was approved. Cash is \$640,000. Clerical and secretary are over by \$3,000 mid-term. Building cost under by \$17,000, security/public safety under by \$80,000. Mr. Pizzola said he did not budget the interest on the loan for the roads in the General Fund. This interest should be paid from the Highway Aid fund but it is in the General Fund. He will speak with the auditors about rectifying this. Mr. Ferraro's salary is being offset so far by the Begley, Carlin & Mandio invoices as the invoice through May is \$6,600 and the budgeted amount for the year is \$30,000. Ms. Seader stated there has been thousands of dollars saved in contract negotiation expenses due to the hiring of the borough manager. There have been no expenditures from the Sewer Fund. The revenues and expenses are not accurate due to the Langhorne Gardens meter being broken for months. (Ms. Seader has drafted a letter to Bucks County Water & Sewer Authority (BCW&SA) to express displeasure about the lack of meter readings for Cairn University and Langhorne Gardens. There have also been multiple calls to them to rectify the situation.) Mr. Pizzola stated that the Highway Aid Funds were received this month. The funding was decreased due to COVID so instead of receiving the budgeted \$48,500, the Borough received \$45,000. The maintenance budget was \$48,000 but only \$17,000 was spent for snow maintenance.

- Grace Judge: Ms. Judge stated that in May, Council approved a contract for technical support which was not accepted by Nathaniel Nelson. Ms. Judge asked for a motion to hire Nathaniel Nelson as a paid for work completed technical support person at a rate of \$65 per hour not to exceed \$2,500 annually. Ms. Judge will be the Network Administrator. Mr. Ferraro explained that Mr. Nelson wanted the Borough to take all the risk from him as an individual. As a consultant coming in without a contract the Borough takes all risk. There is no liability for Mr. Nelson. If something happens to him the Borough assumes all risk. Mr. Pizzola seconded. There were no objections. The motion carried.

Ms. Judge stated that at the June meeting, she shared a quote for an audio-visual system of \$8,144 for virtual meetings or streaming. Ms. Judge made a motion that this project be deferred to early 2022 and allot \$9,000 in the budget for this expenditure. Ms. Oessenich seconded. There were no objections. The motion carried.

Ms. Judge stated that there is a Sewer Fund CD in the amount of \$114,282.72 which renews on July 16, 2021. Ms. Judge made a motion to redeem the CD and move the funds to the sewer savings with the intent to move them to local the PLIGIT account which earns higher interest. Ms. Seader stated that there are currently three prior redeemed CDs that are still in the General Fund because the rates came way down due to COVID. Ms. Judge stated that the Finance Committee will explore other options for these funds. The motion was amended to redeem the current \$114,282.72, and place in the sewer savings and the Finance Committee will explore as to where is best to invest these funds. Mr. Pizzola seconded. There were no objections. The motion carried.

Ms. Judge reported that the Office 365 network is up and running and working well. The computers will be ready to go for the work session in July. The operating system needed to be upgraded from Windows 10 Home to Windows 10 Pro at an unavoidable cost of \$2,388. Mr. Nelson and Mr. Ferraro will be helping to lead the TEAMS instruction at this meeting. Mr. Niwinski stated that it might be an option to have Council trained how to use ZOOM during a meeting since each person will have their own Borough computer. Ms. Judge made a motion to add the \$2,388 invoice from Summit7 to be added to this month's unpaid bills list. Mr. Pizzola seconded. There were no objections. The motion carried.

- Robert McBeth: Mr. McBeth reported that the Boy Scouts are interested in taking on a Lanternfly project with the Borough. He will coordinate the scouts with the Shade Tree Commission.

12. MAYOR'S REPORT - Mayor Byrne reported that he used the truck to place barriers around a downed wire.

13. BOROUGH MANAGER'S REPORT - Mr. Ferraro reported that the franchise agreement for Verizon is still ongoing.

Mr. Ferraro reported that the ready-for-execution copy from Comcast has been received and will go to Ms. Seader for execution.

Mr. Ferraro requested permission to contact digital map providers for help to control truck traffic. He stated that if the providers receive the ordinance, they will often adjust their maps. There were no objections.

Mr. Ferraro reported that the municipal waste collection request-for-proposal will be ready at August's meeting.

Mr. Ferraro updated Council on RVE work in coordination with the railroad bridge work. The bridge itself is delayed. The contractor petitioned the state to approve a revised schedule to do intersection work before the bridge is completed. Mr. Ferraro has requested all proposed elevations with the intersection and their new schedule which has not been approved by the state. He is in contact with the contractor and the state and has looped RVE in on the conversations. RVE is working on schematic drawings for the underground system for the stormwater piping at the intersection.

Mr. Ferraro reported that the BCW&SA's mechanical meters are in operation but their remote readers on the mechanical meters are failing for Cairn University and Langhorne Gardens. In order to get a reading they have to go down into a meter pit. This is the reason that BCW&SA gave for the meters not being read. Mr. Ferraro questioned the relationship between BCW&SA, Cairn, Langhorne Gardens and the Borough.

14. SOLICITOR'S REPORT - no report

15. CORRESPONDENCE - Ms. Ferraro read a letter from the Bucks County Tour of Honor which is asking for advertising donations for their 2021 mission Tour of Honor Trip. Council is not making a donation.

16. APPROVAL OF BILLS FOR PAYMENT - Ms. Seader stated that all Council members received a copy of the bills list for payment for July 2021 and asked for questions and concerns. Ms. Seader explained a refund to Langhorne Borough as some of the invoices were paid with their checks. The Summit7 and Road payment was added to the Bills list. Ms. Seader asked for a motion to pay the General Fund unpaid bills for July 2021. Ms. Judge made the motion to pay the General Fund unpaid bills as amended for July 2021. Mr. Pizzola seconded. There were no objections. The motion carried.

Ms. Seader asked for a motion to pay the Sewer Fund unpaid bills for July 2021. Mr. Pizzola made the motion as stated. Ms. Oessenich seconded. There were no objections. The motion carried.

17. APPROVAL OF TREASURER'S REPORT -

Ms. Seader asked for a motion to approve the General Fund report for July. She stated that \$45,000 in Liquid Fuels had been received as well as almost \$3,000 in unclaimed funds from PECO that were submitted for in January. Mr. Pizzola made the motion as stated. Ms. Judge seconded. There were no objections. The motion carried.

Ms. Seader asked for a motion to approve the Highway Aid report for July. Ms. Oessenich made the motion as stated. Mr. Pizzola seconded. There were no objections. The motion carried.

Ms. Seader asked for a motion to approve the Sewer Fund report for July. Mr. Pizzola made the motion as stated. Ms. Judge seconded. There were no objections. The motion carried.

18. COMMENTS FROM RESIDENTS AND VISITORS -

James Keba, 604 Hill Avenue stated that he feels it is important for the Council to make public comment on behalf of the Borough in reference to the two options at the blinking light intersection. Ms. Seader stated that Council has publicly commented at PennDOT meetings and through a survey. Residents had been encouraged to offer their thoughts through the surveys. Another public presentation is coming up. This was discussed at a council meeting.

Jenna Demirjian, 803 Station Avenue made a suggestion that when Council is asked for a donation, a fundraiser event could occur so there can be a donation. She also said there could be periodic fundraisers through the year and money for donations be used from those fundraisers. Ms. Seader stated that these are the kinds of things that can be moved on to the event committee and the Borough can support going forward.

Ms. Seader stated that a letter was received from the Bucks County Opportunity Council thanking everybody for the donation of \$624.36.

19. SECOND MEETING FOR THE MONTH OF JULY - The second meeting will be a work session to work on the Office 365 training on July 27, 2021.

20. ADJOURNMENT - Ms. Seader entertained a motion to adjourn the meeting. A motion was made by Ms. Gasparovic to adjourn the meeting. Ms. Oessenich seconded. There were no objections. The motion carried. The meeting adjourned at 9:53.

21. NEXT MEETING -

The next meeting will be August 10, 2021, at 7:00 P.M.

Respectfully submitted,

Barbara T. Ferraro
Secretary/Treasurer
Langhorne Manor Borough