

**MINUTES  
LANGHORNE MANOR BOROUGH COUNCIL  
MEETING OF NOVEMBER 10, 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 November 10, 2020 at 7:03 PM Eastern Standard Time, after Zoom participants were admitted to the meeting at 7:01 PM Eastern Standard Time by Dawn Seader, President.

**PERSONS PRESENT** - Dawn Seader-President, Nick Pizzola-Vice President, Mayor Robert Byrne, James Niwinski, Alicia Gasparovic, Grace Judge, Maryann Barnes, Thomas J. Profy, IV-Solicitor, Sarah Brucie, Assistant Solicitor and Barbara Ferraro-Secretary/Treasurer.

**2.** The Pledge of Allegiance was led by Ms. Judge.

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 and 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 October 6, 2020 minutes. Ms. Gasparovic-page 2, third paragraph, last sentence, change “spike” to “split”; page 3, top paragraph-Ms. Gasparovic stated that she asked for who Mr. Schoell was to be clarified for the audience, not herself; page 4, third paragraph, 8 lines down-asked if it was an electric fence or an electric operated gate. Ms. Ferraro stated that Mr. Marrazzo stated it was an electric fence, but she clarified that it is, in actuality, an electric gate; page 6, second paragraph, fourth line from the bottom-“Ms. Gasparovic reached out to them “informally”, not “formally”. All items were amended in the final minutes in bold. A motion was made by Mr. Pizzola to approve the minutes of October 6, 2020 as amended. Mr. Niwinski seconded. There were no objections. The motion carried.

Ms. Seader asked if there were any questions, concerns, corrections or comments on the October 20, 2020 minutes. A motion was made by Mr. Niwinski to approve the minutes of October 20, 2020. Mr. Pizzola seconded. There were no objections. The motion carried.

**4. INTERVIEW FOR COUNCIL MEMBERS** - Ms. Seader explained that the process would be as follows: each candidate would be given an opportunity to introduce themselves, Council members would then be given the opportunity to ask questions after each introduction, Ms. Seader would open the meeting for public comment, ask for nominations from Council and then Council will vote on the candidates that were nominated. Ms. Barnes asked her to repeat it and then asked if Ms. Seader would take nominations first. Ms. Seader responded no.

Ms. Seader stated that the majority of candidates have attended Council meetings this year. She stated that Council had made many changes such as the roads project, the website, obtaining better savings account rates, and increasing police hours. She stated that Council has worked very hard and they are looking for someone who will jump right in and work alongside them. The new Councilperson will step into the committees that were vacated by William R. McTigue, Jr., at least temporarily to fill out his term. There were originally five candidates for the position, but one applicant did not meet the residency requirement of one year.

Ms. Seader asked for a brief introduction from each candidate.

Candidates:

- Christopher Lukose - 200 Comly Avenue
- Cheryl Oessenich - 301 W. Fairview Avenue
- Christain Brodbeck - 202 W. Prospect Avenue
- Andrew Norton - 100 E. Fairview Avenue

Ms. Seader asked for questions from Council after each candidate introduced themselves. She stated that each candidate would be interviewed in the order that the resumes were received.

Ms. Seader asked for public comment. **(bold text indicates additions made and approved at 12/1/20 meeting)**

- **James Keba, 604 Hill Avenue-question for Mr. Norton.**
- **Christopher Crouteau, 608 Station Avenue-in favor of Ms. Oessenich.**

Mr. Norton stated that if chosen he would recuse himself on matters that involved Cairn University.

Comments from Council members -

- Ms. Barnes stated that Ms. Oessenich did a good job when she was on Council and appreciates that.
- Ms. Seader stated that all the candidates were very impressive.
- Ms. Gasparovic said it was exciting to see so many qualified candidates. She commended both Ms. Oessenich and Mr. Brodbeck and their family members for their service on multiple committees and commissions for the Manor both now and in the past. She stated that she did not want to disparage either candidate when she stated that her preference was to see new energy and perspective on Council. She stated that Mr. Lukose and Mr. Norton would bring new energy to Council and that they were both intelligent, interested and serious candidates who are invested in the community. She stated that it is important to have a mix of stability and new ideas, people who have lived in the community for many years and newer residents with fresh eyes to represent the needs of people moving in while also keeping the things that are loved the same. She stated how long several of the Council members were on Council and how several have served in other positions. She stated that was plenty of stability and there is a need for new energy and perspective that Mr. Norton and Mr. Lukose would bring. She stated that she hoped Council would put aside personal feelings and friendships to do what was best for the Borough.

Ms. Seader asked Council for nominations to fill the seat vacated by William R. McTigue, Jr.

Ms. Gasparovic nominated Christopher Lukose and Andrew Norton. Mr. Niwinski nominated Cheryl Oessenich. There were no other nominations.

Ms. Seader polled Council for Christopher Lukose. Ms. Gasparovic-yes, Mr. Niwinski-no, Ms. Barnes-no, Mr. Pizzola-no, Ms. Judge-no, Ms. Seader-no. The nomination failed 1-5.

Ms. Seader polled Council for Andrew Norton. Ms. Gasparovic stated that her since her motion for Mr. Lukose failed, that she votes yes for Mr. Norton. Mr. Niwinski-no, Ms. Barnes-no, Mr. Pizzola-no, Ms. Judge-no, Ms. Seader-no. The nomination failed 1-5.

Ms. Seader polled Council for Cheryl Oessenich. Ms. Gasparovic-no, Mr. Niwinski-yes, Ms. Barnes-yes, Mr. Pizzola-yes, Ms. Judge-yes, Ms. Seader-yes. Cheryl Oessenich was voted in for the seat vacated by William R. McTigue, Jr. 5-1.

Ms. Seader read Resolution #2020-20 to appoint Cheryl Oessenich to Langhorne Manor Borough Council. Ms. Seader asked for Council to vote on the Resolution. The Resolution was adopted 5-1 with Ms. Gasparovic voting no.

Ms. Seader thanked each applicant, stated how impressed she was of each candidate and that there were many ways for them to support the Borough moving forward.

**5. INTERVIEW FOR BOROUGH MANAGER** - Ms. Seader explained that the process would be as follows: each candidate would be given an opportunity to introduce themselves, understanding that Council was in receipt of their letters of interest and resumes, Council members would be given the opportunity to ask questions and then Ms. Seader would open the meeting for public comment. Council would then go into executive session as it is an employment situation. Council will come back and call for nominations and votes. Ms. Seader explained the Manor's needs for a Borough Manager. She stated that they are looking for a part-time manager who will support the Borough, 30-40 hours per month at a salary of \$1,000 per month and would begin in early December to help Council move into the new year.

Ms. Seader stated that there were five candidates and one dropped out earlier in the day.

Each candidate introduced themselves and answered questions from Council.

- Peter Kim
- Lynn Saylor
- Jay Ferraro
- Bryan Courter

Comments from Council members -

- Mr. Pizzola stated that he could not doubt Mr. Kim's work ethic.
- Ms. Seader clarified for Mr. Kim that the job would entail 30-40 hours per month.
- Ms. Gasparovic stated that Mr. Kim was an interesting candidate with his engineering background, his Masters in Public Administration and passion for local government and thanked him.
- Ms. Seader clarified for Ms. Taylor that negotiation between the Borough and homeowners on permitting issues would be part of the job.
- Mr. Pizzola stated that Mr. Ferraro's engineering cost savings ideas for the MS4 were very interesting to him.
- Ms. Judge stated that Mr. Ferraro's resume was very impressive and she had no doubt he would do the job well. She expressed concern that two employees of the Borough were husband and wife and found it to be a conflict of interest that may complicates things. She expressed concern if things did not work in the future. Mr. Ferraro responded that both positions are answerable to Council and not each other. He stated he would understand completely if things did not work, that Council had a job to do and that he and Ms. Ferraro respect the confidentiality of each other's current positions and that it would be the same if he became Borough Manager.
- Ms. Gasparovic expressed concern that Council may not be willing to take action if it becomes necessary as far as either the secretary's position or the Borough Manager's position if Mr. Ferraro should get the job. She stated she was concerned about the appearance of transparency between the Treasurer and Manager and that it appears to be a conflict of interest and is not best practice. Mr. Ferraro responded that the Borough Code permits the Secretary, Treasurer, Chief of Police as well as other positions and the Borough Manager to be held by the same person so that eliminates the idea of conflict of interest. He stated that the Borough has an independent bookkeeper, auditors and building inspector so there are outside sources of checks and balances.
- Mr. Niwinski stated that there is a separation between the Treasurer and the Borough Manager's position as both are answerable to and report to Council. He addressed Ms. Gasparovic's concern that Council may not want to address an issue. He stated that would fall on Council. He stated that a large New York organization he worked for pushed for people within the same family to be employed there as they worked well together so long as they did not report to each other. He stated that reporting to Council should eliminate conflict. He stated that there are issues with the Ordinances and it is something the Manager should do by highlighting for Council to address.

Ms. Seader asked for public comment. **(bold text indicates additions made and approved at 12/1/2020 meeting)**

- **Jamison Gilpatrick, 205 W. Park Avenue-concerned about Mr. Ferraro.**
- **James Keba, 604 Hill Avenue-question for Mr. Ferraro.**
- **James Cawley, 201 W. Fairview Avenue-question for Mr. Courter.**
- **James Cawley, 201 W. Fairview Avenue-in favor of Mr. Ferraro.**
- **Christopher Crouteau, 608 Station Avenue-in favor of Mr. Ferraro.**
- **Melissa Mather, 602 Hill Avenue-questions for Mr. Ferraro.**

- **Devon Keating, 101 W. Fairview Avenue-questions for Mr. Courter.**
- **Richard Wagner, 602 Hill Avenue-questions for Mr. Ferraro.**
- **Robert Grupp, 305 Hill Avenue-in favor of Mr. Ferraro.**
- **Kevin Oessenich, 301 W. Fairview Avenue-in favor of Mr. Ferraro.**

Council moved into executive session at 9:35. Council resumed public meeting at 10:03.

Ms. Seader asked for nominations for the position of Borough Manager. Ms. Gasparovic made a motion to nominate Peter Kim. Mr. Niwinski nominated Jay Ferraro. Ms. Judge nominated Bryan Courter. The nominations were closed.

Ms. Seader polled Council for Peter Kim. Ms. Barnes-no, Mr. Pizzola-no, Mr. Niwinski-no, Ms. Gasparovic-yes, Ms. Judge-no, Ms. Seader-yes. The motion failed 2-4.

Ms. Seader polled Council for Jay Ferraro. Mr. Pizzola-yes, Mr. Niwinski-yes, Ms. Gasparovic-no, Ms. Judge-no, Ms. Barnes-yes, Ms. Seader-no. Ms. Seader stated there is a tie 3-3.

Ms. Seader polled Council for Bryan Courter. Mr. Pizzola-no, Mr. Niwinski-no, Ms. Gasparovic-yes, Ms. Judge-yes, Ms. Barnes-no, Ms. Seader-no. The motion failed 2-4.

Mr. Profy stated that there was a tie vote for Mr. Ferraro and according to the Borough Code Section 1003, Mayor Byrne has a vote. Mayor Byrne voted yes for Mr. Ferraro. Mr. Profy stated that Mr. Ferraro received the majority of the votes, therefore Mr. Ferraro was approved subject to the ratification of the contract in accordance with the Ordinance that was advertised by the Borough. Mr. Profy stated that the Solicitor's office will work on the contract and report back to Council on all compliance issues at the December 1, 2020 meeting.

Ms. Seader thanked all the candidates, congratulated Mr. Ferraro and stated that the details would be worked out going forward.

Ms. Seader asked that Council defer all reports except the budget and Bills lists until the December 1, 2020 meeting.

Mr. Pizzola presented the 2021 Preliminary Budgets for the General, Sewer and Highway Aid Funds. In the General Fund a new revenue category was added for Road Excavation fees and new expenses were added for Borough Manager, and MS-4 infrastructure costs. For the remaining Revenues and Expenses, the 2021 budget figures were based on actual 2020 expenses adjusted for known increases or decreases in each account. The budget shortfall was \$1,650 which will be covered by surplus funds from prior years. The Revenues and Expenses equaled \$404,100.

In the Sewer Fund, no new expenses were added except for the administrative fee the General Fund charges the Sewer Fund to administer the sewer costs which was raised from \$36,000 to \$40,000. This will cover the increased administrative costs experienced by the Borough to improve accounting, management and communication with residents concerning this valuable asset. The Sewer Fund has a balance of 1.6 million dollars which is being held for future repairs,

possible storm related catastrophic events, and ultimate replacement in the coming decades. He estimated the cost to replace the sewer system to be \$10 to \$15 million dollars based on today's cost. The Revenue and Expenses equaled \$283,000. There was no need to use funds from prior years to balance the budget.

In the Highway Aid Fund, the cost of electronic speed signs was added to the maintenance budget. The Borough has applied for a grant for those signs from the Bucks County Redevelopment Authority. If the grant is approved those funds will be used for other road maintenance projects. The Revenue and Expenses equaled \$48,550. There was no need to use funds from prior years to balance the budget.

Ms. Seader asked for questions from Council and if possible to be deferred to the next meeting.

The Preliminary Budgets will be marked as draft, advertised and posted on the Borough's website.

Ms. Seader asked for a motion to accept the resignation of Denise Reid, Tax Collector. Mr. Pizzola made a motion to except Ms. Reid's resignation as Tax Collector effective January 15, 2021 with regret. Ms. Gasparovic seconded. There were no objections. The motion carried.

Ms. Seader said Council will advertise for the position to be filled effective January 16, 2021.

Ms. Seader asked for a motion to adopt the preliminary budget. Ms. Barnes made a motion to adopt the preliminary budget. Ms. Judge seconded. There were no objections. The motion carried.

Ms. Seader stated that tomorrow is Veterans Day and she thanked all Veterans. She stated that the dedication of the memorial that the Borough had a part in was tomorrow.

Ms. Seader asked if the Solicitor's and Mayor's reports could be deferred. This was affirmed. She stated that correspondence from a neighbor was being allowed to be deferred until the next meeting by the neighbor.

Mr. Pizzola stated that the hot pour mastic demonstration would take place on November 18, 2020. The Borough pays for the materials and PennDOT pays for the labor. Other Boroughs have been invited to attend to see how it works. This will seal the transverse cracks on the access roads. Mr. Pizzola asked for approval for \$3,000 for the hot pour mastic materials. Ms. Gasparovic asked, as she heard from a resident, for the cracks where the weeds that grow between the road and the curb to be addressed. Mr. Pizzola stated that could be looked at.

**6. APPROVAL OF BILLS FOR PAYMENT** - Ms. Seader stated that all Council members received a copy of the unpaid bills list for October 2020. Ms. Seader asked for questions and concerns on the unpaid bills list. Ms. Gasparovic asked for explanation on a Carroll Engineering invoice. Ms. Seader asked for a motion to accept the unpaid bills. Mr. Pizzola made a motion to accept the unpaid bills list for October 2020. Mr. Niwinski seconded. There were no objections. The motion carried.

**7. APPROVAL OF TREASURER'S REPORT -**

**October 2020 General Fund:** Ms. Seader asked for questions or concerns on the October 2020 General Fund. Mr. Niwinski made a motion to approve the October 2020 General Fund. Mr. Pizzola seconded. There were no objections. The motion carried.

**October Sewer Fund:** Ms. Seader asked for questions or concerns on the October 2020 Sewer Fund. Mr. Niwinski made a motion to approve the October 2020 Sewer Fund. Mr. Pizzola seconded. There were no objections. The motion carried.

**October Highway Aid Fund:** Ms. Seader asked for questions or concerns on the October 2020 Highway Aid Fund. Mr. Niwinski made a motion to approve the October 2020 Highway Aid Fund. Mr. Pizzola seconded. There were no objections. The motion carried.

**8. SWEARING IN OF COUNCILPERSON CHERYL OESSENICH -** Ms. Oessenich recited the oath of office and was sworn in by Mayor Robert Byrne.

**9. COMMENTS FROM RESIDENTS AND VISITORS -**

Mr. Ferraro thanked Council for the opportunity to be Borough Manager, thanked the community for their comments and questions and stated that he looked forward to serving the community again and getting to meet more of them.

Ms. Seader thanked all the Council and Borough Manager candidates.

**10. ADJOURNMENT -** Ms. Seader entertained a motion to adjourn the meeting. A motion was made by Ms. Gasparovic to adjourn the meeting. Mr. Pizzola seconded. There were no objections. The motion carried. The meeting adjourned at 10:55 P.M.

The next meeting will be December 1, 2020.

Respectfully submitted,

Barbara T. Ferraro  
Secretary/Treasurer  
Langhorne Manor Borough