

**MINUTES  
LANGHORNE MANOR BOROUGH COUNCIL  
MEETING OF JUNE 4, 2019**

**1. CALL TO ORDER** – The meeting of Langhorne Manor Borough was called to order in the Langhorne Manor Borough Hall, 618 Hulmeville Avenue, Langhorne, Pennsylvania, on Tuesday June 4, 2019 at 8:00 P.M. Eastern Time by William McTigue, President.

At this point in the meeting, Mrs. Seader led us in the “Pledge of Allegiance.”

**PERSONS PRESENT** – Maryann Barnes, Vice President; William McTigue, President; Nicholas Pizzola; Dawn Seader; Loretta M. Luff, Secretary/Treasurer and Thomas J. Profy III, Solicitor.

**PERSONS ABSENT** – Edward Hanisco, Jay Ferraro, Sharon Gimpel and Robert Byrne, Mayor.

**2. APPROVAL OF MINUTES** – Motion was made by Mrs. Barnes and seconded by Mr. Pizzola to approve the Minutes of May 7, 2019, as amended. No objections were presented. Motion carried.

**3. POLICE REPORT** – Mrs. Luff gave the police report for May 2019; they had a total of 197 hours.

**4. INSPECTOR’S REPORT** – There was no inspector’s report.

Mr. Pizzola stated that the bid for the Langhorne Manor Borough 2019 Road Project would not be awarded this evening. He reported that there were three bids received. Gore Construction-\$1,298,051, Earle Asphalt Company-\$1,339,613 and General Asphalt Company of Philadelphia-\$1,202,836.

**5. COMMENTS FROM RESIDENTS AND VISITORS** – Michael J. McHugh, representing the owners of 605 and 607 Hill Avenue, addressed the variances that will be needed. They will need a side yard setback. They had filed an appeal with the Bucks County Zoning Hearing Board for a formal sub-division. After Mr. McHugh’s presentation Motion was made by Mrs. Barnes and seconded by Mr. Pizzola for Council to take a neutral position. No objections were presented. Motion carried.

Mrs. Susan Pizzola (405 Hulmeville Avenue) addressed the seven abandoned cars parked at 400 Hulmeville Avenue. Mrs. Pizzola was told that this would be referred to the Zoning Officer.

Mr. Steve Yourtee (502 Hulmeville Avenue) asked about the tree at 200 Comly Avenue as the homeowner has safety issues pertaining to the tree with large limbs hanging over Comly Avenue. A plot plan for the property will be reviewed.

Mr. Yourtee asked about the status of the Hulmeville Avenue railroad bridge.

Mr. Jamie Gilpatrick, Borough Auditor, stated that the audit that they had been working on with Ms. Gimpel to close out the year 2018 and they had submitted the required financial statements to PA DCED. There were many accounting errors in the 2018 monthly financial statements, some of which were brought up during council meetings and others discovered by accountant Michael Del Moore and submitted to Council. Council has taken an important first step by engaging Langhorne Tax & Bookkeeping Inc. to provide bookkeeping services. However, the need to take further steps to ensure that Council receive timely and accurate financial reports to make informed decisions, to ensure that taxpayers' funds are being spent appropriately, and ensure transparency for Council and Taxpayers.

They recommended 1.- Transition the Budget Committee to a finance committee, 2- establish a financial policy and procedures manual to ensure an appropriate system of internal controls, 3- establish one contact person for the bookkeeping service presumably the chair of the finance committee. They recommended that the auditors work with Ms. Gimpel and Mr. Pizzola, who currently serve as members of the budget committee, to draft the financial policy and procedures manual which would be submitted to Council for approval.

Motion was made by Mr. Pizzola and seconded by Mrs. Seader to approve the recommendations by the Auditors. No objections were presented. Motion carried.

**6. COMMITTEE REPORTS--** Mrs. Barnes reported the Planning Commission met in April and Cairn University requested more time as they had changed Engineers for their sport complex project.

Mr. Ferraro was absent.

Ms. Gimpel was absent and she sent in a report from Paist & Noe pertaining to the Volunteer Insurance premium for 2019-2020 in the amount of \$25,238. Motion was made by Mr. Pizzola and seconded by Mrs. Barnes to accept the proposal from Paist & Noe in the amount of \$25,238. No objections were presented. Motion carried.

Mr. Hanisco was absent.

Mr. McTigue had no further report.

Mrs. Seader reported that the Recycling Grant had been submitted to the County. Republic was an issue in getting their information to us and the report had to be submitted in two parts, but it is all in.

Mrs. Abbott continues to upload ordinances onto the website. We're almost at the point of converting the old information into the new format.

Mr. Pizzola reported that the railroad bridge on Hulmeville Avenue had been shut down by PennDot due to excessive deterioration and bids will be going out in August for the bridge work that is to be done in the fall.

There was a discussion pertaining to traffic on Elm Avenue due to the bridge being closed.

Mr. Pizzola reported that \$49,800 in Liquid Fuel money had been received.

Mr. Pizzola stated that expenses for the Engineer Jason Snyder were \$22,000 for overseeing the proposed project.

**7. MAYOR'S REPORT** – Mayor Byrne was absent.

**8. SOLICITOR'S REPORT** – Mr. Profy had no further report.

**9. CORRESPONDENCE** – There was no correspondence.

**10. APPROVAL OF BILLS & TREASURER'S REPORT FOR PAYMENT** – Mr. McTigue stated that all Council members have received a copy of the bill list for payment. He asked if there are any questions or discussions. Motion was made by Mrs. Seader and seconded by Mrs. Barnes to pay the bills as presented. No objections were presented. Motion carried. Mr. McTigue stated that all Council members have received a copy of the Treasurer's report for May 2019 and asked if anyone has any comments. Motion was made by Mr. Pizzola and seconded by Mrs. Barnes to table the Treasurer's Report for May 2019. No objections were presented. Motion carried.

**11. SECOND MEETING** – Mr. McTigue stated that a second meeting is scheduled for Tuesday June 18, 2019.

**12. ADJOURNMENT** – Mr. McTigue entertained a motion to adjourn this meeting. Motion was made by Mrs. Seader and seconded by Mr. Pizzola to adjourn this meeting. No objections were presented. Motion carried. Meeting adjourned at 9:05 P.M.

The next meeting will be Tuesday, June 18, 2019 at 8:00 P.M.

Respectfully submitted,

Loretta M. Luff  
Secretary/Treasurer  
Langhorne Manor Borough