

**MINUTES  
LANGHORNE MANOR BOROUGH COUNCIL  
MEETING OF APRIL 7, 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 April 7, 2020 at 8:03 PM Eastern Daylight Time, after Zoom participants were admitted to the meeting at 7:58 PM Eastern Daylight Time by Dawn Seader, President. Ms. Seader welcomed everyone and gave instructions for the Zoom virtual meeting. Ms. Seader stated that due to the Coronavirus emergency and the nature of the meeting, any items that were not critical would be deferred until the next normal Council meeting.

**PERSONS PRESENT** – At the Manor Hall-Dawn Seader-President, Grace Judge, Thomas J. Profy, IV-Solicitor. Via Zoom-Nicholas Pizzola-Vice President, Maryann Barnes, Alicia Gasparovic, Grace Judge, William R. McTigue, Jr., James Niwinski, Mayor Robert Byrne, and Barbara Ferraro-Assistant Secretary.

**PERSONS ABSENT** – Loretta Luff-Secretary/Treasurer

**2. THE PLEDGE OF ALLEGIENCE** was led by Mayor Byrne.

**3. AUDITOR’S REPORT** – Auditor Chairperson, John Brodbeck reported that the Langhorne Manor Borough Audit had been completed and the committee would provide a more thorough review at a later meeting.

**4. LANGHORNE MANOR PAVING AND EXCAVATION ORDINANCE** – Mr. Pizzola presented the ordinance to Council. He gave three examples and explanations as to how the fees apply to residents and utility companies for paving and excavating. He explained the fee schedule for each example. Ms. Gasparovic asked Mr. Pizzola about the difference between degradation and excavation to clarify that they weren’t billing for the same thing. Mr. Profy responded that as written, they are both permitted and not a double imposition of a cost. Ms. Gasparovic asked if the Borough could put a notice on the website about the costs involved so that residents whose streets had not yet been paved would be aware of costs involved after paving. Ms. Gasparovic asked where in the ordinance the two year moratorium on repaving the whole block when putting in a lateral (service line) is addressed. Mr. Niwinski suggested that Council move forward to make a motion on the ordinance and if it needed to be amended, they could do so next month. Mr. Niwinski made a motion to approve the Langhorne Manor Paving and Excavation Ordinance as presented. Mr. Pizzola seconded. There were no objections. The motion carried.

**5. LANGHORNE MANOR FEE SCHEDULE** – Ms. Gasporovic questioned the fee schedule having two different fees in two different places for driveways. Ms. Seader stated that would be corrected. Ms. Gasporovic stated that she thought the state permit fee was \$4.50, not \$4.00 as the schedule states. Ms. Seader stated that Ms. Gasporovic was correct and that the fee schedule would be corrected. Mr. Pizzola made a motion to approve the fee schedule as amended. Mr. Niwinski seconded. There were no objections. The motion carried.

**6. APPROVAL OF BOROUGH HARDWARE** – Ms. Seader stated that last month the vote to approve the borough hardware purchase was interrupted and Council needed to take the vote tonight. Ms. Judge gave an update stating that they were going to hire someone to scan all the materials in the office and asked for approval of up to \$1,500 for the purchase of the laptop and docking station. A motion was made by Ms. Gasparovic to approve the purchase of a laptop and docking station for up to \$1,500. Mr. Niwinski seconded the motion. There were no objections. The motion carried.

**7. CORONAVIRUS UPDATE** – Ms. Seader stated that there were two confirmed cases in The Manor and that one person had passed away. His wife is isolated and doing well. The Council's thoughts and prayers go out to Mrs. Rivera and her family. Ms. Seader reminded everyone to follow safety precautions: think about everyone having the virus, wearing a mask and practice social distancing. She mentioned the possibility of further restrictions in the next two weeks from the Governor and that it is important to keep everyone safe. Langhorne Manor Borough has been declared a disaster emergency area. Ms. Seader, Mr. McTigue, the emergency contact person, and Ms. Gasparovic have participated on emergency calls with the county. The emergency declaration was made so that The Manor could tap into any disaster money if the need arose. Ms. Seader stated that at this point she did not know if we would need to, but it gives us the option. Mr. McTigue added that the declaration was necessitated by the availability of funds, not conditions.

Ms. Seader stated that she was proud of the actions of residents of The Manor.

Ms. Seader gave the number of the 24/7 Mental Health support line, 1-855-284-2494, for those needing support. Contact has been made with Cairn University and the Langhorne Gardens Nursing Facility and they are aware that we are available for support.

Ms. Seader stated that our office is shut, settlements and the permitting and inspections process have stopped. If restrictions are freed up, the inspection agencies are still closed and we would struggle to issue permits.

Ms. Seader stated that Primary Election Day was rescheduled from April 28, 2020 to June 2, 2020 and said that residents can submit mail in ballots for any reason, not just absentee ballots by Tuesday, May 26, 2020 and encouraged residents to do so. The information will be added to the Borough's website.

Ms. Seader stated that we are trying to keep the website up to date with important links to inform residents throughout the crisis.

Ms. Seader stated that we have increased the police hours in The Manor.

Ms. Gasporovic asked if there was something that the Borough had in mind as to what we might be eligible for as far as receiving emergency funds. Ms. Seader stated that there was nothing known at this time.

**8. SOLICITOR'S REPORT** – no report

**9. MAYOR'S REPORT** – no report

**10. APPROVAL OF BILLS FOR PAYMENT** - Ms. Seader stated that all Council members received a copy of the bills list for payment. Ms. Seader stated that the bill for CIMA was to be pulled because of the need for further information. Ms. Gasparovic questioned a bill from Harvey Spencer. Ms. Ferraro stated that she believed it was from a tree removal from a storm and the bill got lost in the shuffle during the time of Ms. Luff's absences. Ms. Gasparovic questioned a bill from David Heiser Certifications. Being that there was no information on this bill, it was pulled from bills list until investigated.

Ms. Seader asked for a motion to approve the March bills for payment as amended. A motion was made by Ms. Judge and seconded by Mr. McTigue to approve the March bills for payment as amended. There were no objections. The motion carried.

**11. COMMITTEE REPORTS** –

- Ms. Judge reported that she and Mr. Niwinski met with Ellyn Schoen from Langhorne Tax and Bookkeeping. Ms. Schoen recommended that we redeem the CD in the amount of \$113,312 that comes due on April 15, 2020 and is currently earning .25%, and move it to the sewer savings account which is currently earning .15%. Ms. Schoen recommended that we then move the majority of the money in the sewer account to the PLGIT account which is currently earning 1.39%. Ms. Judge made a motion to move \$500,000 of the \$764,000 from the sewer account to the PLGIT account. Mr. Pizzola seconded. There were no objections. The motion carried.

**12. COMMENTS FROM RESIDENTS AND VISITORS:**

Christopher Croteau, 608 Station Avenue – Mr. Croteau stated that he spoke with Mayor Byrne after the last meeting and stated that he could not ask for anything more in a Mayor. Mr. Croteau also complimented the Council and said to keep up the good work in this unprecedented time.

Mr. Niwinski stated that he and Ms. Judge received the bank reconciliations from the bookkeeper, that they looked at those and all were in order. They will wait to put new procedures into place until council is able to meet in person.

Steven Perloff, 301 Hill Avenue – Mr. Perloff stated that he believed it is a big mistake to have in person voting on June 2, 2020 and we should encourage every resident to send mail-in ballots. He said he will not work the polls under these conditions. Ms. Seader responded that she agreed,

but we might have to have in-person voting. Ms. Seader stated that the information for the mail-in ballots would be put on the website.

Ms. Gasparovic asked for an update on restarting the paving. Mr. Pizzola responded that the restart could not happen until the asphalt plants are up and running and they are not.

Ms. Gasparovic asked for a list to be put in the records of which streets have been paved and which have not.

**13. SECOND MEETING** –Ms. Seader asked if there was a need for a second meeting. Being none, Ms. Seader asked for a motion to dispense with the second meeting on April 21, 2020. A motion was made by Ms. Barnes and seconded by Mr. Niwinski to dispense with the second meeting. There were no objections. The motion carried.

Mr. Pizzola and Ms. Seader thanked those who helped make the meeting possible.

**14. ADJOURNMENT** – Ms. Seader entertained a motion to adjourn the meeting. A motion was made by Ms. Barnes and seconded by Mr. Niwinski to adjourn the meeting. No objections were presented. The motion carried. The meeting adjourned at 9:08 PM Eastern Daylight Time.

The next meeting will be held on May 5, 2020 at 8:00 P.M.

Respectfully submitted,

Barbara T. Ferraro  
Assistant Secretary  
Langhorne Manor Borough