

**MINUTES
LANGHORNE MANOR BOROUGH COUNCIL
MEETING OF MARCH 3, 2020**

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 Tuesday March 3, 2020 at 8:00 P.M. Eastern Time by Dawn Seader, President.

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

PERSONS ABSENT – Loretta Luff-Secretary/Treasurer, William McTigue, Jr.

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

3. APPROVAL OF MINUTES – Motion was made by Mr. Pizzola and seconded by Mr. Niwinski to approve the minutes of the February 4, 2020 meeting. No objections were presented. Motion carried.

4. POLICE REPORT – Mayor Byrne presented the February 2020 police report with a total of 293.5 hours. Mr. Niwinski questioned how we get citations issued. Mayor Byrne responded that he would check with Chief Bumm. Mr. Niwinski referenced his question from last month about calls wondering if there were any commonalities in calls. Mayor Byrne stated that when he spoke with the Chief he would not elaborate. Ms. Gasparovic stated that there were men posing as utility workers on Elm Avenue. We are waiting on the State Police Report. Ms. Gasparovic distributed a copy of Pennndel’s police reports to the Council to show their detail. Mayor Byrne said he would show it to Chief Bumm.

Mr. McTigue arrived at 8:07

5. INSPECTOR’S REPORT – Ms. Ferraro reported that there were 5 building permits issued and 3 construction inspections for the month of February 2020.

6. COMMENTS FROM RESIDENTS AND VISITORS – none

7. SHADE TREE COMMISSION - Mr. Yourtee of the Shade Tree Commission was asked to look into a missing oak tree at 306 Prospect that was reportedly in the right of way which would have made it fall under the Shade Tree Ordinance. It’s purported to have been removed without permission or replacement. Mr. Yourtee looked at the site and is not sure where the tree was. Mr. Yourtee stated it is out of his hands and is asking Council to plan a course of action. Ms. Barnes asked if it was brought up in planning commission. He responded that the lot development would show it. Ms. Seader suggested we look at the plan to see where the tree was located. Ms. Seader suggested that we put this kind of thing in the newsletter. Ms. Barnes said that the Planning Commission has a list of the trees that should replace public ones.

8. COMMITTEE REPORTS –

- Ms. Barnes - no report

- Ms. Judge has been researching hardware for an office upgrade and handed out a flyer with information on the system. She is working with Nathaniel Nelson, an Internet Technologist who works at Cairn. He thought what Ms. Judge found would serve the Borough well. Ms. Judge is asking for Council to approve the expenditure for the new system for up to \$1,600. This does not include a copier/scanner. Mr. McTigue made a motion to approve the expenditure of up to \$1,600. for the ThinkPad Laptop and Docking Station. Mr. Pizzola seconded. Ms. Gasporovic asked that Resident Peter Jackson from the audience be recognized before the vote. He stated that he can obtain it under state contract. A vote was not taken on the motion.

- Ms. Judge suggested there is a possibility of piloting a text messaging system for the community. There is a lot of activity on the website and it has been significantly increasing since the website was started. She suggested another way for the community to get information is for the borough to push the information to the community by text. Residents can opt in or out of the system. The pilot program would cost \$25. per month and she suggested that Council be the pilot group. The system could be automated to sync with the Borough's calendar. Mr. Niwinski stated that this might be great for emergency response. Ms. Judge said that the number of texts per month are 500 and there is the ability to reply. Ms. Judge will work with Ms. Ferraro and Lois Abbott on putting policies and procedures into place as to how information would be approved to send out and who would send it. Ms. Judge asked for approval to research the pilot at \$25. per month. Ms. Gasparovic made the motion that the council pilot the text messaging at \$25. per month. Mr. Niwinski seconded. There were no objections. The motion carried.

- As part of the Finance Committee, Ms. Judge and Mr. Niwinski spoke with Ellyn Schoen from Langhorne Tax and Bookkeeping who gave them all the bank balances and interest rates of all accounts. There are 4 Certificates of Deposit (CDs) coming due this year at .25%. Ms. Judge and Mr. Niwinski will likely recommend to Council that when the CDs come due, they be moved to the PLGIT account which is earning 1.85%. There was discussion on interest rates on CDs, the PLGIT account and FDIC limits. Mr. McTigue questioned if the assets are liquid when moved to the PLGIT account. Ms. Judge responded yes, and that we have the ability to use the money as needed. Council decided to wait on a motion while FDIC issues are researched.

- Mr. Pizzola - no report

- Ms. Seader reminded Council of the Letter to PennDOT and the Resolution that was adopted at the February 2020 Borough Council Meeting requesting that PennDOT install markings on and around the Hulmeville Avenue Bridge. Ms. Seader asked for comments, questions or concerns on the Resolution. Ms. Seader stated that PennDOT will be coming to the May 5, 2020 Borough Council Meeting for discussion. Ms. Seader mentioned that PennDOT notified us of a new completion date of 2023. Mr. Pizzola stated that this is because of disagreement between PennDOT and the Railroad.

- Ms. Seader spoke to the issue of the barriers at the train crossing being stuck in the down position. It is not a malfunction as there are trains further up the track where the sensors are getting tripped. A concern is the issue for emergency vehicles. Ms. Seader stated that CSX is under a Federal Charter so it's difficult to make headway. Ms. Seader suggested coordinating with other local municipalities to start to complain to CSX. It was also suggested by a member of the audience to reach out at the state level. Ms. Barnes suggested that police departments should complain because it's a huge safety issue.

- Ms. Seader stated that the newsletter was just mailed. The Newsletter Committee is looking for a more economical way to get news out to the community. They are looking into a couple of options with the newsletter being sent 2 to 3 times a year. Ms. Gasparovic spoke with a company that solicits for advertising and prints newsletters for free, but they say we are too small for them to be interested and we would have to pay for postage. The USPS bulk mail permit would cost \$240. per year for half-price postage which would save about \$40. per year. We could also join with other municipalities to share in the permit cost which would save closer to \$160 per year. Mr. Niwinski stated that there could be text notifications to the community that the newsletter is on the website.

- Ms. Seader stated that Ms. Gasparovic requested that she participate in the PSAB Annual Conference. Ms. Gasparovic is asking the Council to approve the \$280. registration fee and she would pay for food and lodging. Ms. Seader asked for a motion that Council approve the expenditure. Ms. Barnes made a motion to pay \$280. for the registration for Ms. Gasparovic to attend the PSAB Annual Conference. Ms. Judge seconded the motion. There were no objections. The motion carried.

As an attendee, Council can approve Ms. Gasparovic as a voting delegate. A motion was made by Ms. Barnes to approve Ms. Gasparovic as a voting delegate at the PSAB Annual Conference. Ms. Judge seconded. There were no objections. The motion carried.

- Mr. McTigue reminded Council that at the beginning of the year we received a \$40,000. RDA Grant on behalf of Langhorne-Middletown Fire Company (LMFC) for a Self Contained Breathing Apparatus (SCUBA). It was delayed as a Sub-Grantee agreement was needed from LMFC stating they will comply with the general compliance requirements. This agreement has been signed by LMFC. Mr. McTigue read part of the resolution. Mr. McTigue asked for a motion to approve the resolution. A motion was made by Mr. Niwinski to adopt A RESOLUTION OF THE BOROUGH OF LANGHORNE MANOR, COUNTY OF BUCKS COMMONWEALTH OF PENNSYLVANIA AUTHORIZING THE ACCEPTANCE OF A MUNICIPAL GRANT PROGRAM CONTRACT AWARDED BY THE REDEVELOPMENT AUTHORITY OF THE COUNTY OF BUCKS FOR \$40,000., the cost of upgrading the SCUBA and was seconded by Ms. Gasparovic. There were no objections. The motion carried.

- Ms. Gasparovic recognized and thanked Mr. Pizzola for having the "Watch For Children" sign fixed.

- Ms. Gasparovic spoke with PennDOT about a flashing lights safety study at Bellevue and Highland Avenues. PennDOT is considering putting in a roundabout as part of the RC3 Route 1 project at this intersection. PennDOT wants to have private conversations with Council at the end of April.

- Ms. Gasparovic thanked Ms. Seader for resolving a billing issue with Nathaniel Nelson who helped with the office computer. Ms Gasparovic asked about a second phishing attempt. Ms. Seader is looking into official emails (langhornemanor.org) for each person for safeguards against phishing.

- Ms. Gasparovic reported that she is speaking to Mr. McTigue about swales, etc. and the possibility of forming a citizens group to guide that process.

- Mr. Niwinski reported that there were 3 lights out-one on Station, one on Park and one on Hill between Prospect and Fairview.

- Mr. Niwinski reported that he and Ms. Judge are working to get better procedures in place for the tracking of our finances. Currently bank reconciliations are being done by Langhorne Tax and Bookkeeping (LTB). Mr. Niwinski spoke with Ellyn Schoen at LTB about the bank reconciliations being seen by the Finance Committee as soon as the reconciliations are complete.

- Mr. Niwinski spoke with Ms. Schoen about how we go through bill payment. He would like a process put into place in which Council would meet before meetings to reconcile bills with checks according to each council member's committees.

- Mr. Niwinski asked how we track grants and what is the process. He suggested that a grants policy and procedures for tracking them be part of the finance committee. All procedures should be approved by auditors and Mr. Niwinski is meeting with them this month.

9. PAVING AND EXCAVATION ORDINANCE - Ms. Seader is asking for approval of the Excavation Ordinance. There was discussion about the Ordinance and the new fee schedule. The approval was tabled until the April meeting to give Council additional time to review the documents.

10. MAYOR'S REPORT - Mayor Byrne distributed a handout about radar speed signs that collect data to be acted on at the April 2020 Council meeting. We submitted a grant to the RDA for consideration for speed signs but it was not approved. Ms. Seader stated that we can get them cheaper, but this one provides the officers with the data. Mr. McTigue asked if this is an eligible expense for liquid fuels. Mr. Pizzola will check.

11. SOLICITOR'S REPORT – no formal report

12. CORRESPONDENCE – Ms. Ferraro read a letter from Beverly Wolfe of Penndel Borough thanking the members of Langhorne Manor Borough Council for allowing Penndel Borough to speak at February’s meeting.

Ms. Ferraro read an invitation from Don Minnick, the Parade Chairman for the Jesse W. Soby Post extending an invitation to be their guest on Memorial Day, Monday May 25, 2020, to be introduced from the speaker’s stand and to review the parade. They are planning to have cars available to be ridden in the parade.

13. APPROVAL OF BILLS FOR PAYMENT - Ms. Seader stated that all Council members received a copy of the bills list for payment. Discussion around various payments and processes took place.

Ms. Seader asked for a motion to approve the January bills for payment. A motion was made by Mr. McTigue and seconded by Ms. Barnes to approve the January bills for payment. There were no objections. The motion carried. Ms. Seader asked for a motion to approve the February bills for payment. A motion was made by Mr. Pizzola and seconded by Ms. Judge to approve the February bills for payment. There were no objections. The motion carried.

Sewer Fund January 2020: Ms. Seader asked for a motion to approve the January 2020 Sewer Fund Treasurer’s Report. A motion was made by Mr. McTigue to accept the January 2020 Sewer Fund Treasurer’s Report as presented and seconded by Mr. Pizzola. There were no objections. The motion carried.

Highway Aid Fund January 2020: Ms. Seader asked for a motion to approve the January 2020 Highway Aid Treasurer’s Report. A motion was made by Mr. McTigue to accept the January 2020 Highway Aid Treasurer’s Report as presented and seconded by Ms. Barnes. There were no objections. The motion carried.

General Balance Fund January 2020: Ms. Seader asked for a motion to approve the January 2020 General Balance Fund Report. A motion was made by Mr. Pizzola to approve the January 2020 General Balance Fund Report as presented and seconded by Ms. Gasparovic. There were no objections. The motion carried.

Sewer Fund February 2020: Ms. Seader asked for a motion to accept the February 2020 Sewer Fund Treasurer’s Report. A motion was made by Mr. McTigue to accept the February Sewer Report Fund as presented and seconded by Mr. Pizzola. There were no objections. The motion carried.

Highway Aid Fund February 2020: Ms. Seader asked for a motion to accept the February 2020 Highway Aid Treasurer’s Report. A motion was made to accept the February Highway Aid Treasurer’s Report as presented by Ms. Barnes and seconded Mr. Niwinski. There were no objections. The motion carried.

General Balance Fund February 2020: Ms. Seader asked for a motion to accept the February 2020 General Balance Fund Report. A motion was made by Mr. Pizzola to approve the February 2020 General Fund Report as presented and seconded by Mr. Niwinski. There were no objections. The motion carried.

14. COMMENTS FROM RESIDENTS AND VISITORS: Resident Bob Rickerl, 1000 Hill Avenue suggested to go to Federal Level with Congressman Fitzpatrick on the Hulmeville Avenue Bridge issue.

Mr. Moffa from Penndel Borough Council clarified that the notice from PennDOT was for just an extension of time, not necessarily that it would take until 2023 to be completed. Mr. Pizzola said we will ask in May.

Resident James Keba, 604 Hill Avenue thanked the Council for its depth of conversation.

Mr. Niwinski thanked Mr. Pizzola for the new “No Truck” signs.

15. 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 in March 2020. A motion was made by Mr. Pizzola and seconded by Ms. Judge to dispense with the second meeting. There were no objections. The motion carried.

Mr. McTigue questioned as to the submission of the audit. Ms. Seader responded that she has been in touch with the auditors and that they are on track to submit the audit on time.

16. ADJOURNMENT – Ms. Seader entertained a motion to adjourn the meeting. A motion was made by Mr. Niwinski and seconded by Ms. Barnes to adjourn the meeting. No objections were presented. The motion carried. The meeting adjourned at 9:33 P.M.

The next meeting will be held on April 7, 2020 at 8:00 P.M.

Respectfully submitted,

Barbara T. Ferraro
Assistant Secretary
Langhorne Manor Borough