

## **TULLYTOWN BOROUGH COUNCIL MEETING NOVEMBER 10, 2015**

Vice President May Kucher called the meeting of the Tullytown Borough Council to order on Tuesday, November 10, 2015 at 7:00 p.m. in the absence of President Rick Adams.

Mayor Cutchineal asked for a moment of silence for Jerry Passavante who recently passed away.

Present at the meeting:

Mayor Cutchineal

Councilman Armstrong

Councilwoman Gahagan

Councilman Pirolli

Councilwoman Kucher

Councilwoman Kettler

Councilman Czyzyk--absent

Councilman Adams absent due to illness

Also present:

Michael T. Sellers, Esq., Borough Solicitor

William S. Major, P.L.S., Borough Engineer

Alison Smith, Borough Coordinator

William Coyne, Spear Coyne & Co, Auditor

Judy Collings, Borough Treasurer

Nancy Conner, Borough Secretary

### **PUBLIC COMMENT**

Rich Hart, 50 Stream Lane, Levittown, thanked all Veterans in honor of Veterans Day. He also commented that the Borough Picnic was a success.

Mike Hammar, 237 Kenwood Drive, S, thanked the Police Department and Officer Andrew Houser for being vigilant in the Borough—commented it was nice to know the Police Department is looking over us.

### **COUNCIL MINUTES**

A motion was made by Mrs. Kettler to approve the minutes of the October 6, 2015 Council meeting, seconded by Ms. Gahagan. All of Council was in favor of the motion; the motion carried.

## **TREASURER'S REPORT**

### **MONTHLY BILLS**

A motion was made by Mrs. Kettler to pay the monthly bills as outlined in the report, seconded by Mr. Pirolli.

Mr. Pirolli questioned the treasurer on the cost of the lawsuit. Mrs. Collings explained Mr. Sellers invoice was \$1,005 – total expense of lawsuits: \$30,882.08. Mrs. Kettler commented that's worth 5 property allocation checks.

Roll call vote was taken:

Mr. Armstrong—for

Ms. Gahagan—for

Mr. Pirolli—for

Mrs. Kettler—for

Mrs. Kucher—for

All of Council was in favor of the motion; the motion carried.

### **RECONCILIATION STATEMENT**

Mrs. Gahagan made a motion to approve the reconciliation statement for October, 2015, seconded by Mr. Pirolli.

Roll call vote was taken:

Mr. Armstrong—for

Ms. Gahagan—for

Mr. Pirolli—for

Mrs. Kettler—for

Mrs. Kucher—for

### **COMMUNICATIONS**

Mrs. Conner advised that Council received a letter of resignation from Sandra Della-Croce who served on the Planning Commission. She advised Council will address that matter during General Business.

Mrs. Conner also mentioned Comcast advised they will be holding a Military Open House on Thursday, November 12<sup>th</sup> between 4 and 6 pm at the Comcast Building, in Trevoese, PA. She added information is on the Government channel and website as well as flyers available in Borough Hall.

## **GENERAL BUSINESS**

### **2016 PROPOSED BUDGET – CONSIDERATION OF APPROVAL**

Mrs. Collings presented the budget. Mr. Coyne, Borough Auditor, was also present for any questions.

Mrs. Collings advised that the Engineering Expense was reduced to \$100,000 as indicated on the new copy of Budget distributed this evening.

Mrs. Kettler asked why we are allocating so much more for the Engineering. Mrs. Smith advised we are going to see higher costs going forward unless we are able to find a qualified small firm. She advised we are going to be using the engineering firm for FEMA which will be significant. Mrs. Kettler asked if any of that will be reimbursable. Mrs. Smith advised the \$20,000 will be reimbursed by either the grant from the park or liquid fuels, etc. –the FEMA costs will not be reimbursable.

Mrs. Kettler questioned the expense 409.361 Electricity which shows \$1,500. Mrs. Collings advised that should be \$15,000 and will make that correction which brings the total for Building & Plant to \$67,400.

Regarding the Police Department expenses, Mrs. Kettler commented that she thought there was conversation that the overtime was going to be reduced when we hired two sergeants. Mrs. Smith advised it was budgeted for \$36,000 and coming in at \$22,000 which is a significant reduction. Mrs. Kucher also commented that the Papal visit generated a lot of overtime.

Regarding Parks 454.000, the DCNR Grant 454.724 should read \$287,000 and the Canal Park Grant 454.725 should read \$250,000.

The total expenses of the General Fund was corrected to read \$8,036,646.

Mrs. Smith commented that the Borough has HRA cost savings which is the difference we are realizing between the insurance policy that used to be a straight Blue Cross/Blue Shield insurance policy and what Council and the Union employees agreed on—each year averaging about \$270,000 a year savings. She added in the 4 years we will see approximately \$1 Million in savings.

A motion was made by Mr. Pirolli to approve the proposed budget for 2016 and authorize notice and publication for public inspection. Mrs. Kettler seconded the motion.



Roll call vote was taken:  
Mr. Armstrong—against  
Ms. Gahagan—for  
Mr. Pirolli—for  
Mrs. Kettler—for  
Mrs. Kucher—for

The vote was 4 in favor, 1 against; the motion carried.

#### **2016 TAX LEVY ORDINANCE—AUTHORIZATION OF ADVERTISEMENT**

A motion was made by Mr. Pirolli to authorize the advertisement of the 2016 Tax Levy Ordinance, seconded by Ms. Gahagan. All of Council was in favor of the motion; the motion carried.

#### **AMENDMENT TO CHAPTER 185, SIGNS ORDINANCE—AUTHORIZATION OF ADVERTISEMENT**

A motion was made by Mrs. Kettler to authorize the advertising of the amendments to the Sign Ordinance, seconded by Ms. Gahagan. The vote of Council was as follows: 4 in favor, 1 abstention (Mr. Armstrong due to the proximity of the situation). The motion carried.

Mrs. Kettler commented that she will not proceed any further on this Sign Ordinance—she doesn't feel it is worth the cost---she feels the Federal government is telling us anyone can put up a sign and say anything and there is nothing that can be done about it. She commented that she will not authorize any more research on this ordinance. Mr. Pirolli also commented that we should not spend any more money on this.

#### **BOROUGH PICNIC EXPENSE**

Mrs. Smith advised that the picnic was a success. She added the cost was approximately \$30,000—the largest portion being the caterer. Mrs. Smith added that it might be prudent to charge \$5.00 per person which will be a better sense of how many people will be coming. She felt this is a reasonable cost and advised children under 3 would not be charged.

After discussion, a motion was made by Mrs. Kettler with regard to the Tullytown Borough picnic policy: tickets will be required for food and beverages, the balloon man, and face painting available from vendors on site. Borough residents and nonresidents may purchase tickets for \$5.00 per person, in advance of the event. (Tickets may not be purchased on the day of the picnic.) Children three (3) years of age or younger, may obtain food and beverage from designated vendors free of charge, but must obtain a limited ticket in advance.

Tickets will be provided without charge to the following individuals on the day of the picnic; band members, teachers engaged in supervision of activities, Borough employees and volunteers performing service at the picnic, and vendor employees working the event.

Mr. Pirolli seconded the motion.

Roll call vote was taken:

Mr. Armstrong—for

Ms. Gahagan—for

Mr. Pirolli—for

Mrs. Kettler—for

Mrs. Kucher—for

All of Council was in favor of the motion; the motion carried.

#### **PAVILION EXPENSES—CONSIDERATION**

Mrs. Smith advised that if Council wants to put lights in the pavilion, she has an estimate for \$2,500 to run the power; work to be done by Ferraro Electric.

Mrs. Kettler made a motion to give the coordinator permission to add electrical outlets and lighting to the pavilion at an expense of \$2,500 payable to Ferraro Electric. Ms. Gahagan seconded the motion.

Roll call vote was taken:

Mr. Armstrong—for

Ms. Gahagan—for

Mr. Pirolli—for

Mrs. Kettler—for

Mrs. Kucher—for

All of Council was in favor of the motion; the motion carried.

#### **ONE APPOINTMENT TO PLANNING COMMISSION TO FILL UNEXPIRED TERM**

Mrs. Conner advised that as she indicated under communications, Sandra Della-Croce resigned. She added that Mrs. Della-Croce's term expires December 31, 2017. Mrs. Conner indicated that Rich Altmiller is interested in that position.

Mrs. Kettler made a motion to appoint Rich Altmiller to the Planning Commission for the remaining term of Sandra Della-Croce, which expires December 31, 2017. Mr. Armstrong seconded the motion. All of Council was in favor of the motion; the motion carried.

#### **TWO APPOINTMENTS TO THE PARK & RECREATION COMMITTEE**

Mrs. Conner advised that Linda Slemmer and Bobby DePalo both expressed interest in joining the Park & Recreation Committee. She added the term of Park & Recreation Committee are 5-year terms.



Mrs. Kettler made a motion to appoint Linda Slemmer to the Park & Recreation Committee for a 5-year term, seconded by Mr. Pirolli. All of Council was in favor of the motion; the motion carried.

Mr. Armstrong asked if Council needs to accept the resignation of Mrs. Della-Croce. Mr. Sellers advised that we do not.

Mrs. Kettler made a motion to appoint Bobby DePalo to the Park & Recreation Committee for a 5-year term, seconded by Mr. Pirolli. All of Council was in favor of the motion; the motion carried.

#### **REQUEST FROM ST. MICHAEL'S SCHOOL FOR D.A.R.E. GRADUATION DONATION—CONSIDERATION**

Mrs. Conner advised that we received a request from St. Michael's School for the D.A.R.E. graduation donation.

Mr. Pirolli made a motion to approve the donation of \$500 to St. Michael's School for their D.A.R.E. graduation; seconded by Mrs. Kettler.

The vote of Council was as follows:

Mr. Armstrong—for

Ms. Gahagan—for

Mr. Pirolli—for

Mrs. Kettler—for

Mrs. Kucher—for

All of Council was in favor of the motion; the motion carried.

#### **HIRING OF ONE (1) PART-TIME POLICE OFFICER—CONSIDERATION**

Mr. Pirolli made a motion to hire Jeff Wagner as part-time police officer for Tullytown Borough, seconded by Mrs. Kettler. All of Council was in favor of the motion; the motion carried.

#### **COMMITTEE REPORTS**

There were no Committee Reports

#### **BOROUGH REPORTS**

##### **MAYOR'S REPORT**

Mayor Cutchineal congratulated the winners on Election Day: Tina Grady, Joe Shellenberger, May Kucher and Mike Hammar.

Mayor also congratulated the resident voters—great turnout. He also encouraged everyone to fly their flags in honor of Veteran's Day and wished a Happy Birthday to U.S. Marine Corps.

#### **COORDINATOR'S REPORT**

Mrs. Smith presented the report, a copy of which is attached to the minutes.

Regarding FEMA, Mrs. Smith advised that our Engineer surveyed the Borough building at 15 feet and the flood level is 12 feet. She commented we are a good 3 feet above where FEMA said we were.

Regarding the Community Park, Mrs. Smith asked for a change order in the amount of \$3,520. Mr. Pirolli made a motion to approve the change order in the amount of \$3,520, seconded by Ms. Gahagan.

Roll call vote was taken:

Mr. Armstrong—for

Ms. Gahagan—for

Mr. Pirolli—for

Mrs. Kettler—for

Mrs. Kucher—for

All of Council was in favor of the motion; the motion carried.

Mrs. Kettler thanked Mrs. Smith and Borough Engineer for the work they have done regarding FEMA.

#### **SOLICITOR'S REPORT**

Mr. Sellers advised that the Riverside Crematory case went to Bucks County Court; arguments were heard by Judge Bateman. Mr. Sellers expects a decision very shortly.

#### **ENGINEER'S REPORT**

Mr. Major distributed the Engineer's Report, a copy of which is attached to the minutes.

Mr. Major commented that the in-house inlet repairs by the Street Department have been completed for the year—they are expected to resume in March when the weather breaks.

#### **MISCELLANEOUS COUNCIL BUSINESS**

Mrs. Kettler asked the coordinator the status of looking for a new Borough engineer. Mrs. Smith advised that advertisement will be published in the Bucks County Courier Times. She added that she is talking with other engineering firms and advised them that we are advertising.

Mayor Cutchineal sent get well wishes to Rick Adams who is presently in the hospital.

### **ADJOURNMENT**

There being no further business, a motion was made by Mr. Pirolli to adjourn the meeting, seconded by Mrs. Kettler. All of Council was in favor of the motion; the motion carried.

The meeting was adjourned at 8:08 p.m.

Respectfully submitted,



Nancy Conner  
Borough Secretary



## COORDINATOR'S REPORT

November 10<sup>th</sup>, 2015

### 1. FEMA:

- a. Yesterday we received our notification that the official 90 day review period for the new flood maps begins November 23<sup>rd</sup>, 2015. FEMA requires that during this period all appeals to the proposed maps go through the municipality. To that end we are:
  - i. **Sending letters:** to property owners whose property is moving into a flood zone, moving into a more restrictive flood zone, staying the same, or moving out of the flood zone. The letters explain what is happening, and what the options are.
  - ii. **Holding an information meeting:** scheduled for December 2<sup>nd</sup> at 7:00 here at the Borough Hall.
  - iii. **Helping property owners individually:** we have scheduled individual meetings to go over the information and will continue to do so.
  - iv. **Survey the Borough Hall:** the survey was completed.
- b. This is a later start than originally planned by FEMA which means the effective date for the new maps will slip to June or July.
- c. In talking to other municipalities, found that both the compliance inspection and record keeping requirements are significant. It may be necessary to hire engineering/administrative assistance.

### 2. PAVILION:

- a. The kit arrived two weeks ago, lacking our pad design our concrete contractor slipped by three weeks and will not pour until the week of November 16<sup>th</sup>. It will need to cure for a week, which would put it into the Thanksgiving, so we are targeting the weekend of December 5<sup>th</sup> or 12<sup>th</sup>.
- b. The public works department is handling some of the work to keep the costs of the pad down.
- c. If we want to install lights, it will cost \$2,500.00 to bring the power in and put the lights up.

### 3. SEPTA:

- a. There has been significant back and forth between the Borough and SEPTA. We have been extremely responsive to their needs:
  - i. We started reviewing the construction plans two weeks ahead of the plans being recorded at the county.
  - ii. Where we have, depending on the type of review, 30 – 45 days to respond with our plan reviews; we have been turning them around in 3 – 10 days.
  - iii. We turned the demolition permit around in one day, having already helped them get critical documentation from the Lower Bucks Joint Municipal Authority.
  - iv. We agreed to their starting on the site and road work prior to the plans being recorded.
  - v. We have offered to provide sub- permits for the work they want to start immediately so they don't have to wait for the total plan review to finish.

- b. They have started work on moving the PECO poles and will start the prep work for the new signals at Fallsington Avenue. They will build the temporary platform on the inbound side and start the demolition of the southern end of the inbound parking lot in the next 30 days.
- c. They have secured 80 parking spaces at Saint Mike's and are also advising patrons that there is additional parking at Bristol.
- d. The next discussion will be about the level of submittals and inspections. We are meeting tomorrow.

**4. COMMUNITY PARK**

- a. Using the estimate provided by Penonni, calculating what work can be performed in house, and planning on doing the project and construction management in-house allowed us to estimate what was available for the playground and exercise equipment. It was specced out along the lines previously agreed to. The design was just recently completed
- b. With the many iterations for the playground equipment, the new survey data for the easements, the increased level of detail required by DCNR regarding the pavilions and gazebo, and the changed requirements for our environmental permits; the cost for the final design has gone up. A change order in the amount of \$3,520. Is presented for our approval. This will bring the plans to 100% and allow them to be sent to DCNR for their approval.

**5. FALLSINGTON AVENUE INLETS AND ST. MIKE'S CROSSING PROTECTION**

- a. The permits have been submitted to PennDOT.

**6. BOROUGH ENGINEER**

- a. The position has been advertised.

**WILLIAM G. MAJOR ASSOCIATES, INC.**  
**CONSULTING CIVIL ENGINEERS AND SURVEYORS**  
*Established 1957*

WILLIAM S. MAJOR, P.L.S.  
PRESIDENT

JEFFREY F. SKINNER P.E. & P.L.S.  
VICE PRESIDENT

WILLIAM G. MAJOR, P.E., P.L.S. & P.P.  
(1927 - 2009)

10 November 2015

Borough of Tullytown  
500 Main Street  
Tullytown, PA 19007

Attn: Mr Rick Adams  
Council President

Dear Mr Adams:

This letter shall serve as our Engineer's Report for the November 2015 Council Meeting.

**STORM SEWER INLETS**

The in-house inlet repairs by the Street Department have been completed for the year. They are expected to resume again in March if the weather is suitable.

The Highway Occupancy Permits for the inlet repairs on Fallsington Avenue and Main Street have been submitted to PennDOT

**SEPTA STATION IMPROVEMENTS & RENOVATIONS**

The final Land Development plans were signed and returned to SEPTA for recording.

**ROUTE 13 IMPROVEMENTS**

Construction of that portion of the project that is situate within the Borough limits has been essentially completed. As such, we are no longer attending the Construction Progress Meetings.

**SAINT MICHAEL'S SCHOOL ZONE**

The Highway Occupancy Permit application has been resubmitted to PennDOT.



**WILLIAM G. MAJOR ASSOCIATES, INC.**

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MR. RICK ADAMS, COUNCIL PRESIDENT  
RE: ENGINEER'S REPORT  
10 NOVEMBER 2015

**BOROUGH PARK PAVILLIONS**

The foundation design plans are complete. The perimeter of the slab was staked out in the field for rough grading, which is being performed by Street Department personnel.

**BOROUGH HALL FLOOD ELEVATION CERTIFICATE**

The field elevations have been obtained and the Elevation Certificate is being prepared.

Respectfully submitted,

WILLIAM G. MAJOR ASSOCIATES, INC.  
Tullytown Borough Engineer

  
William S. Major  
President