

TULLYTOWN BOROUGH COUNCIL MEETING

JUNE 6, 2017

President Joe Shellenberger called the meeting of the Tullytown Borough Council to order on Tuesday, June 6, 2017 at 7:00 p.m.

Mayor Cutchineal asked for a moment of silence for John Lelinski who recently passed away.

Present at the meeting:

Mayor Cutchineal
Councilwoman Grady
Councilwoman Kettler—absent
Councilwoman Slemmer
Councilman Pirolli
Councilwoman Gahagan
Councilwoman Johnson
Councilman Shellenberger

Also present:

Michael T. Sellers, Esq., Borough Solicitor
Kurt Schroeder, Gilmore & Associates, Inc, Borough Engineer
Dan Doyle, Chief of Police
Alison Smith, Borough Coordinator
Joe McPadden, Borough Treasurer
Nancy Conner, Borough Secretary

SOLICITOR'S REPORT ON EXECUTIVE SESSION

Mr. Sellers advised that Council met in executive session prior to this meeting to discuss status of River's Edge case, status of special tax collector litigation, status of case of Armstrong et al vs. Borough of Tullytown and potential liability issues with the new park.

Representative of Waste Management, Chuck Raudenbush, was present to advise today was first collection day for trash. He advised that he and Bob Jones wanted to make sure all went okay today.

Mr. Pirolli commented that a few residents were concerned with size of container. Mr. Raudenbush commented that both cans are the same height. He added that the smaller can weighs about 7 lbs. less. He added that most people will be happy with the containers.

Mr. Shellenberger commented that the pick-up went very smooth today.

Mr. Raudenbush commented that if residents want to get rid of their old cans, they may put it in their recycling cans—they are recyclable. Mr. Shellenberger asked if shoes and sneakers are recyclable—Mr. Raudenbush added not in the residential. Mr. Raudenbush added that there will be more cardboard recycling as residents are getting many items delivered.

PUBLIC COMMENT

There were no comments from the public.

COUNCIL MINUTES

Mr. Pirolli made a motion to approve the May 2, 2017 Council meeting minutes, 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. Grady to approve the payment of the monthly bills in the amount of \$43,687.94, seconded by Mr. Pirolli.

The vote of Council was as follows:

Mrs. Grady—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mr. Shellenberger—for

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

RECONCILIATION STATEMENT

Mr. Pirolli made a motion to approve the Reconciliation Statement for May, 2017, seconded by Mrs. Grady.

The vote of Council was as follows:

Mrs. Grady—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mr. Shellenberger—for

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

COMMUNICATIONS

Mrs. Conner advised she had no communications for the month.

GENERAL BUSINESS

PRESENTATION 2016 AUDIT

Mr. Biff Coyne, of Spear, Coyne & Co, Ltd. presented the 2016 audit to Council.

Regarding the pension funds, Mr. Coyne indicated that both funds were underfunded. Mrs. Smith commented that Council discovered that both funds were underfunded 2 years ago and Council made a conscious decision to make larger contributions that year and set up a glide path that will bring the Borough gradually out of the underfunded portions. She added we make our donations based on what the actuary had told us.

Ms. Gahagan advised we were given wrong information from our previous actuary. Mr. Pirolli advised that is why we hired a new actuary.

Mr. Shellenberger commented that we have 2 firms that handle our investments; namely, PLGIT and Sterling Advisors. He asked out of the \$107,000 that we made interest wise, what were the amounts for both firms.

Mr. Coyne commented that he looked at the funds that were on deposit with PLGIT and Sterling the beginning of the year. He indicated that there was only one major withdrawal taken from both of those accounts during the year which was the property improvement allocation checks. Mr. Coyne also advised that PLGIT outperformed Sterling—about 6% return from PLGIT and just about broke even with Sterling.

Mr. Shellenberger commented that Council passed the Act 10 and would hope it would make a larger difference in our return. Mr. Coyne advised that we are still heavily weighted in fixed income securities which aren't paying a lot of money right now.

Mayor Cutchineal asked if we paid pension benefits out to non-uniformed employees. Mr. Coyne advised that we have not.

Mayor asked how our budget expenditures compare to other municipalities. Mr. Coyne advised the Borough's largest expenditure is the property improvement allocation.

Mr. Pirolli made a motion to approve the 2016 audit, seconded by Mrs. Johnson.

Roll call vote of Council was taken:

Mrs. Grady—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mr. Shellenberger—for

The motion passed with a unanimous vote of Council in favor.

PUBLIC HEARING—AMENDMENT TO SOLID WASTE ORDINANCE

Mr. Sellers explained that the amendment is that the definition was clarified in the solid waste ordinance.

Mr. Shellenberger opened the public hearing.

There were no comments from public or Council; therefore, the public hearing was closed.

Mr. Pirolli made a motion to adopt Ordinance #382, seconded by Mrs. Grady. All of Council was in favor of the motion; the motion carried.

PUBLIC HEARING—AMENDMENT TO RECYCLING ORDINANCE

Mr. Sellers explained there is a change to the definition and also a revision of Section 4.2 which has to do with recyclable materials generated at multi-family residences for single stream collection.

Mr. Shellenberger opened the public hearing.

There were no comments from public or Council; therefore, the public hearing was closed.

A motion was made by Mrs. Grady to adopt Ordinance #383, seconded by Mr. Pirolli. All of Council was in favor of the motion; the motion carried.

AUTHORIZE ADVERTISEMENT TO RESCIND ORDINANCE STANDING COMMITTEES OF COUNCIL

Mr. Sellers explained this is a provision which rescinds Section 9-4 of the Tullytown Code of Ordinances. He added the Council President would be able to create new standing committees and follow process of appointing members.

Mr. Pirolli commented that this is being done so President can make unlimited committees.

Mrs. Grady asked if that will allow President to add and remove committees at any time. Mr. Sellers stated that he could do that.

Ms. Gahagan asked that until this ordinance is rescinded, do these committees still remain. Mr. Sellers advised that is correct.

Mr. Shellenberger commented that he learned from PSAB that this ordinance in effect now restricts the President from making new or changing committees.

Ms. Gahagan commented that other municipalities have different committees and their President serves on the committees. Mr. Sellers stated that the President is considered a member of every committee. Ms. Gahagan commented that the President can also appoint himself as chair. Mr. Sellers commented that they can but it defeats the purpose of having members serve in this capacity. Ms. Gahagan added that these Committees are only advisory anyway.

Mr. Pirolli made a motion to advertise to rescind the ordinance, seconded by Mrs. Grady. All of Council was in favor of the motion; the motion carried.

HIRE 2 PART-TIME POLICE OFFICERS—CONSIDERATION

Chief Doyle advised that we lost 1 of our part-time police officers to Falls Township. He commented that their hiring will be conditional upon completion of final checks and medical clearances in order to get MPOETC certification. He asked Council to hire Brittany Peck.

Ms. Gahagan made a motion to hire Brittany Peck as part-time police officer, conditional upon completion of final checks and medical clearances in order to get MPOETC certification. Mrs. Grady seconded the motion.

The motion passed with a unanimous vote of Council in favor.

Chief Doyle asked Council to hire Mark Rosenfeld. Mr. Shellenberger asked if the applicants are from Bucks County. Chief Doyle advised that is correct.

Mrs. Grady made a motion to hire Mark Rosenfeld as part-time police officer, conditional upon completion of final checks and medical clearances in order to get MPOETC certification. Miss Slemmer seconded the motion.

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

APPOINT 2 SUBSTITUTE CROSSING GUARDS—CONSIDERATION

Mr. Shellenberger commented that currently we have 2 substitute crossing guards for St. Mikes' School and Walt Disney School--both of them have medical issues at this time. Mr. Shellenberger added that we did post on Borough website and government television channel that we were seeking crossing guards. Mrs. Conner added we also posted on bulletin board in lobby. He indicated that 2 people are interested; namely, Chip Van Dine and Tracy Shellenberger.

Mr. Pirolli made a motion to appoint Chip Van Dine as crossing guard pending training, seconded by Ms. Gahagan. Roll call vote was taken:

Mrs. Grady—for
Miss Slemmer—for
Mr. Pirolli—for
Ms. Gahagan—for
Mrs. Johnson—abstain as she is related to Mr. Van Dine
Mr. Shellenberger—for

The vote was 5 in favor, 1 abstention. The motion carried.

Mr. Pirolli made a motion to appoint Tracy Shellenberger as crossing guard, pending training, seconded by Mrs. Johnson.

Roll call vote was taken:
Mrs. Grady—for
Miss Slemmer—for
Mr. Pirolli—for
Ms. Gahagan—for
Mrs. Johnson—for
Mr. Shellenberger—abstain as he is related to Tracy Shellenberger

The vote was 5 in favor, 1 abstention. The motion carried.

Mrs. Grady asked Chief Doyle what the training entails. Chief Doyle advised that the training entails a program that we obtain through AAA which is a crossing guard training. He added that it is a good program.

ACCEPT BIZPROMEDIA ANNUAL PROPOSAL FOR WEB HOSTING

Mrs. Conner advised that our website was created by BizProMedia. She added there is an annual maintenance fee of \$2,300 to host our website and provide software, to maintain and make some changes etc.

Mr. Pirolli made a motion to approve maintenance agreement with BizProMedia in the amount of \$2,300, seconded by Mrs. Johnson.

The vote of Council was as follows:

Mrs. Grady—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mr. Shellenberger—for

The motion passed with a unanimous vote in favor.

PURCHASE OFFICE CHAIRS FOR EXECUTIVE MEETING ROOM

Mrs. Conner advised she received pricing from 3 companies on chairs for the executive meeting room. She added that samples of the chairs are in the executive room. Mrs. Conner advised that the lowest price for this chair is \$110.99. She added that 15 chairs would total \$1,664.85. Mr. Pirolli made a motion to purchase 15 chairs from Office Basics in the amount of \$1,664.85. Miss Slemmer seconded the motion. All of Council was in favor of the motion; the motion carried.

RICOH COPIER—CONSIDER LEASE CHANGE

Mrs. Smith advised the lease is ending with Ricoh and they are not doing small business copiers any longer. She added that we are still visiting copiers and viewing demonstrations—they are all different and are quoted differently. She asked Council for approval to spend no more than \$800 a month for the 2 copiers that we are replacing.

A motion was made by Mr. Pirolli to authorize coordinator to enter into a lease for 2 copier units for use in Borough operations for the term of 3 years and a monthly billing not to exceed \$800 per month. Mrs. Grady seconded the motion.

Roll call vote was taken:

Mrs. Grady—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mr. Shellenberger—for

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

GRANT PERMISSION TO BOARD OF HEALTH TO TREAT BOROUGH PROPERTIES FOR MOSQUITOES

Mrs. Conner advised that the County Board of Health will treat municipalities for west Nile virus mosquitoes only and will require a letter granting them to do so. Ms. Gahagan advised that they will also monitor for Zika virus.

Mr. Pirolli made a motion to authorize Mrs. Conner to send a letter to the Bucks County Board of Health granting them permission to treat the Borough for west Nile virus mosquitoes and to monitor for Zika virus. Miss Slemmer seconded the motion.

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

EXPENSE CLARKE MOSQUITO COMPANY—SPRAYING OF TULLYTOWN CANAL PARK

Mrs. Conner advised she did not hear from Clarke Mosquito on the pricing to spray the new park. She advised that we spent \$2,400 this year on the Municipal Park spraying.

Mr. Pirolli made a motion for the expense not to exceed \$2,400 for Clarke Mosquito to spray Tullytown Canal Park. Mrs. Grady seconded the motion.

The vote of Council was as follows:

Mrs. Grady—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mr. Shellenberger—for

The motion passed with a unanimous vote of Council in favor.

-DONATIONS BENCHES/TREES TULLYTOWN CANAL PARK-CONSIDERATION

Mr. Sellers advised this policy is solely for the Tullytown Canal Park. He indicated the tree donation amount has been reduced to \$400; the bench donation amount is \$750. He added the policy states donations would be on a first come first serve basis—there are 16 benches and 44 trees available.

Mr. Shellenberger advised that the benches and trees are already in place and the locations cannot be changed. He added these prices are only for the new existing benches and trees.

Mrs. Johnson asked if the benches were paid with grant money how we can do that. Mr. Shellenberger commented that the Borough has to match grant funds. Mrs. Smith advised that the Borough has paid \$480,000 at this time.

A motion was made by Mr. Pirolli to adopt the Tullytown Canal Park donation guidelines and form of application, seconded by Mrs. Johnson.

The vote of Council was as follows:

Mrs. Grady—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mr. Shellenberger—for

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

PURCHASE SURVEILLANCE CAMERAS FOR TULLYTOWN CANAL PARK

Chief Doyle advised that there was an incident at the Tullytown Canal Park where there was about \$6,000 worth of damage. He commented they will be making some arrests. Because of that, Chief Doyle advised that he sought 3 telephonic quotes but only heard back from one company. Chief indicated that the quote was from Real Tech Connect for \$6,898.00 for a 4-channel surround system to be installed, to install 35 foot pole to hold 4 individual mega pixel cameras, NVR at Police station with 2 TB storage.

Miss Slemmer questioned the privacy issues of residents backed up to the Park. Chief Doyle advised they will make sure residents have their privacy.

Mrs. Grady made a motion to approve the proposal of Real Tech Connect in the amount of \$6,898.00. Ms. Gahagan seconded the motion.

Mr. Pirolli questioned if there will be any maintenance fees. Chief Doyle commented that this company put the surveillance system on the municipal building, and we have had no maintenance issues.

The vote of Council was as follows:

Mrs. Grady—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mr. Shellenberger—for

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

COMMITTEE REPORTS

There were no Committee Reports for the month

BOROUGH REPORTS

MAYOR'S REPORT

Mayor Cutchineal thanked everyone who participated in the Memorial Day parade Saturday—it was a good day—he thanked employees and Alison Smith who went above and beyond to help.

Mayor Cutchineal also advised the 9-11 vigil meeting will be held 5:00 pm Wednesday if anyone would like to come out to help.

CHIEF'S REPORT

Chief Doyle commented that we received a grant that paid for a \$22,000 license plate reader which has been installed on police unit 71-07.

Chief Doyle also reported the Police Department has just begun its self-assessment to ensure its procedures are up to accreditation.

COORDINATOR'S REPORT

A copy of coordinator's report is attached to the minutes.

Mrs. Smith commented how the Public Works has been working diligently on the new Park with a lot of pressure as the Parade activities were at the same time—she added the men are truly a value to the community.

Regarding the Tullytown Canal Park, Mrs. Smith advised she would like to get 2 ADA half ramps for entrance to the playground area which cost is \$830.

Mr. Pirolli made motion to purchase the 2 ADA half ramps in the amount of \$830, seconded by Ms. Gahagan.

The vote of Council was as follows:

Mrs. Grady—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mr. Shellenberger—for

The motion passed with a unanimous vote of Council in favor.

Mrs. Smith advised the ribbon cutting will be scheduled for June 17th between 1 and 4 pm. She advised the cost for some miscellaneous expenses is \$274.

Mr. Pirolli made a motion to approve the expenses for the ribbon cutting in the amount of \$274, seconded by Mrs. Grady.

The vote of Council was as follows:

Mrs. Grady—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mr. Shellenberger—for

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

Regarding the new Trash program, she has seen people using old cans. She asked residents to use the new cans. She added if anyone has any issues, please call the Borough.

SOLICITOR'S REPORT

Mr. Sellers advised he has no report for this evening.

ENGINEER'S REPORT

Mr. Schroeder advised he has no report.

MISCELLANEOUS COUNCIL BUSINESS

Mr. Shellenberger advised that the July Council meeting is rescheduled for July 11th in lieu of Independence Day. Mrs. Conner advised that date has been advertised the beginning of year.

ADJOURNMENT

There being no further business, a motion was made by Mr. Pirolli to adjourn the meeting, seconded by Miss Slemmer.

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

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,



Nancy Conner
Borough Secretary