

## **TULLYTOWN BOROUGH COUNCIL MEETING**

### **November 13, 2018**

President, Nina Chrzanowski called the meeting of the Tullytown Borough Council to order on Tuesday, November 13, 2018 at 7:00 p.m.

Present at the meeting:

Mayor Cutchineal—absent due to family medical  
Councilwoman Gahagan  
Councilwoman Kettler  
Councilwoman Slemmer  
Councilman Pirolli  
Councilman Shellenberger—absent due to work commitment  
Councilwoman Johnson  
Councilwoman Chrzanowski

Also present:

Thomas J. Walsh, Borough Solicitor  
Andy Warren, Borough Coordinator  
Joe McPadden, Borough Treasurer  
Nancy Conner, Borough Secretary

### **PUBLIC COMMENT**

#### **Finance Committee**

Holly Kettler, Linda Slemmer, Chair and MaryAnn Johnson, members of finance committee, addressed Council at the podium as members of the Finance Committee but also as citizens of the Borough.

Mrs. Kettler advised that the Finance Committee has been meeting over the last couple months regarding the 2019 budget for our Borough. As many of you are aware, our contract with Waste Management ended, which contributed to the Borough's income. That income enabled this, and past Councils to provide services, goods, and expenditures for all of us. Currently our income is approximately \$1.5M, while our current expenses are approximately \$6.8M. Let that sink in—it's been sinking in to the three of them and they want to personally thank Mr. Warren who has really put it out there for us and brought it to our attention. She added that all of us over the years have heard oh, the money—what's going to happen and these are the things we really don't put forth and think about but this is our reality now. Mrs. Kettler added that these are the financial facts that exist today. The residents have all been

recipients of this past practice. We must begin a new direction of fiscal responsibility. A wise man once said “when you find yourself in a hole—stop digging!”

Our recommendations are in conjunction with Mayor Cutchineal and all of Council. We have already begun working to reverse the downward financial trend, in presenting this 2019 preliminary budget for consideration. Some budget items to be reviewed, and considered for reduction, and to correct the budget imbalance, are those expenses of our Borough coordinator, solicitor, and engineer positions, along with recreation, civic donations, and the property improvement allocation. The preliminary budget we will present tonight for review, reflects an immediate reduction of expenses for 2019 in the amount of approximately nearly seven hundred thousand dollars, (nearly  $\frac{3}{4}$  of a million dollars) and we are very proud of that.

Our goal is to keep our Borough on track, and continue to create a responsible fiscal plan now, and for the future. This Committee will continue to meet with the Borough coordinator to explore further areas for reducing expenses, and expanding our savings opportunities.

### **SOLICITOR’S REPORT ON EXECUTIVE SESSION**

Mr. Walsh advised that Council met in Executive Session prior to this evening’s meeting to discuss personnel matters.

### **COUNCIL MINUTES**

Mr. Pirolli made a motion to approve the minutes of the October 2, 2018 Council meeting, seconded by Mrs. Johnson.

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

### **TREASURER’S REPORT**

#### **MONTHLY BILLS**

Mr. Pirolli made a motion to approve the bills in the amount of \$42,829.99. Miss Slemmer seconded the motion.

Roll Call vote was taken:

Ms. Gahagan—for

Mrs. Kettler—for

Miss Slemmer--for

Mr. Pirolli--for

Mrs. Johnson--for

Mrs. Chrzanowski-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 October, 2018, seconded by Mrs. Kettler.

Roll call vote was taken:

Ms. Gahagan—for

Mrs. Kettler—for

Miss Slemmer--for

Mr. Pirolli--for

Mrs. Johnson--for

Mrs. Chrzanowski-for

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

### **COMMUNICATIONS**

Mrs. Conner advised that she received a letter of resignation from Ronnie Baker on the Park & Recreation Committee. Mr. Pirolli made a motion to accept Mrs. Ronnie Baker's letter of resignation, seconded by Mrs. Kettler. All of Council was in favor of the motion. The motion carried.

### **GENERAL BUSINESS**

#### **CONDITIONAL USE HEARING—35 SERPENTINE LANE**

Mr. James Griggs, applicant, was present for the hearing

Mr. Walsh advised the purpose of this hearing is to consider the conditional use application of James E. Griggs, for the property located at 35 Serpentine Lane, Levittown, Tullytown Borough, Bucks County, Pennsylvania, identified as Tax Map Parcel #46-003-099. Mr. Walsh further advised the property is located in the R-1 residential zoning district. He indicated the applicant seeks a conditional use pursuant to Zoning Ordinance Sections 185-19.1.(3)(C) and 185-95 to permit an accessory shed structure which has 288 square feet of floor area where any such structure greater than 144 sq feet of floor area requires conditional use approval and permits a second accessory shed structure on the property that already has a shed.

Mr. Walsh advised the following exhibits:

- B-1 Application and hand drawn plot plan showing the property and the proposed shed and a photo of the proposed shed and its dimensions
- B-2 Zoning Officer determination dated September 24, 2018 denying the zoning permit for the shed advising the applicant he needed conditional use approval
- B-3 Tax Map showing location of the property
- B-4 Public Notice of the Hearing

- B-5 Proof that the public notice was advertised in the October 30, 2018 and November 6, 2018 editions of the Bucks County Courier Times
- B-6 Letter to the applicant dated October 15, 2018 providing notice of this hearing
- B-7 List of property owners within 200 feet of the property
- B-8 Affidavit of mailing that notice of this hearing was mailed to the property owners listed on Exhibit B-7 on October 29, 2018 by Jessica Kligerman, Borough Clerk
- B-9 Affidavit of posting that notice of this hearing was posted on this property on October 29, 2018 by Mark Snyder
- B-10 Memorandum from Tullytown Planning Commission recommending the conditional use application be approved by Council.

Mr. Walsh asked if anyone is present for this application. There was no one from the public present at the meeting for this application.

Mr. Jim Chase, Main Street, Tullytown, asked if the Lower Bucks County Joint Municipal Authority (LBCJMA) was contacted regarding this application. Mrs. Chrzanowski advised that Mr. Rich Altmiller, board member of the LBCJMA and Planning Commission member was present at Planning Commission meeting and said nothing was not in the way of the easement—it was fine.

Mr. Griggs was sworn in by court stenographer, Karen Browndorf.

Mr. Griggs explained that he is applying for permit for conditional use of a second shed for storage for home items and personal items. Mr. Walsh asked if the picture shown in the exhibit submitted with the application is essentially what the shed will look like. Mr. Griggs advised yes, pretty much.

Mr. Pirolli made a motion to approve the conditional use application as submitted in accordance with the plans and diagram and specifications of the shed submitted with the application. Mrs. Kettler seconded the motion.

Roll call vote was taken:

Ms. Gahagan—for  
 Mrs. Kettler—for  
 Miss Slemmer--for  
 Mr. Pirolli--for  
 Mrs. Johnson--for  
 Mrs. Chrzanowski-for

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

Mr. Walsh advised the hearing was closed for the conditional use application of Mr. Griggs, 35 Serpentine Lane, Levittown.

**648 POND STREET—ZONING HEARING BOARD APPLICATION—DISCUSSION**

Mr. Chris Levins, applicant for 648 Pond Street, Tullytown, was present for this discussion. Mr. Walsh advised that Mr. Levins submitted an application for Zoning Hearing for this parcel which is scheduled November 28, 2018. Mr. Walsh advised Mr. Levins can explain what his proposal is and what variance relief he is looking for so if the Council chooses to take a position on his application at the Zoning Hearing Board.

Mr. Levins advised he is proposing to put a 6' x 20' front porch on new construction home they are building on Pond Street to fit in with the architecture of the Borough—about 85% of the homes in the Borough have them.

Mr. Walsh asked where this porch sits in conjunction with the other homes on that street. Mr. Levins advised it actually is very similar to the next door neighbor's porch—it's about 15 feet off the road.

Council had no questions; therefore, Council will remain neutral on this subject.

**RESOLUTION APPOINTING SPECIAL TAX COLLECTOR—CONSIDER ADOPTION**

Mr. Walsh advised that Mike Sidoti was appointed the special tax collector at the October 2, 2018 Council meeting.

Miss Slemmer made a motion to adopt Resolution #400, seconded by Mrs. Kettler.

Roll call vote was taken:

- Ms. Gahagan—for
- Mrs. Kettler—for
- Miss Slemmer--for
- Mr. Pirolli--for
- Mrs. Johnson--for
- Mrs. Chrzanowski-for

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

**D.A.R.E. REQUEST FOR DONATION—CONSIDER APPROVAL**

Mrs. Conner indicated that Chief Doyle advised that the Falls Township Police D.A.R.E. program has requested a donation from Tullytown Borough. Ms. Gahagan asked what the donation was last year. Mrs. Chrzanowski asked what the donation was last year. Mrs. Conner advised \$4,000.

Miss Slemmer made a motion to donate \$2,000 to the D.A.R.E. program, seconded by Mrs. Kettler.

The vote of Council was as follows:

Ms. Gahagan—for  
Mrs. Kettler—for  
Miss Slemmer--for  
Mr. Pirolli--for  
Mrs. Johnson--for  
Mrs. Chrzanowski-for

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

**HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM—CONSIDER EXPENDITURE**

Mrs. Conner advised that Tullytown Borough participates in the Bucks County Household Hazardous Waste Program. She advised the expense this year is \$264. 06.

Mr. Pirolli made a motion to approve the expense to the Bucks County Household Hazardous Waste Program in the amount of \$264.06. Ms. Gahagan seconded the motion.

Roll call vote was taken:

Ms. Gahagan—for  
Mrs. Kettler—for  
Miss Slemmer--for  
Mr. Pirolli--for  
Mrs. Johnson--for  
Mrs. Chrzanowski-for

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

**FIRE MARSHAL LETTER OF RESIGNATION—ACCEPTANCE**

Mr. Warren advised that Fire Marshal Bob Jones has submitted a letter of resignation. Mr. Warren advised that Mr. Jones has been the Borough Fire Marshal for the last 16 years and has more work obligations and he respectfully, but reluctantly, needs to retire from the Borough in this capacity. Mr. Warren advised that Mr. Jones offered to speak with the newly appointed Fire Marshal. A copy of his resignation letter will be attached to the minutes.

Mrs. Kettler made a motion to accept his letter of resignation, seconded by Mr. Pirolli. All of Council was in favor of the motion; the motion carried.



**APPOINT FIRE MARSHAL—CONSIDERATION**

Mrs. Kettler made a motion to hire Daniel Pasciullo, from Bristol Pennsylvania, as Fire Marshal for Tullytown Borough and to adopt Resolution #401. She added Dan has been a firefighter for 44 years, she has known him for close to 30 years and she thinks he will be a great addition to our Borough. Miss Slemmer seconded the motion.

Roll Call vote was taken:

- Ms. Gahagan—for
- Mrs. Kettler—for
- Miss Slemmer--for
- Mr. Pirolli--for
- Mrs. Johnson--for
- Mrs. Chrzanowski-for

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

**PROPOSAL OF LOPEZ, TEODOSIO & LARKIN FOR REVIEW OF 2017 & 2018 BUSINESS PRIVILEGE & MERCANTILE TAXES—CONSIDER APPROVAL**

Mr. Walsh read the proposal from our auditors, Lopez, Teodosio & Larkin as follows: to review and analyze the 2017 and 2018 business privilege tax returns and mercantile tax returns. The purpose of the review is to calculate the accuracy of 2017 and 2018 tax collection. In addition, the auditors will verify the 2018 estimated tax paid on the 2017 tax returns was credited properly on the 2018 tax returns.

Mr. Walsh explained that typically when there is a change of tax collectors, it is customary to do an audit and review of those accounts. Mr. Walsh advised the proposal indicates the cost will be standard hourly rate which estimate of the fee is between \$7,500 and \$9,500.

Miss Slemmer made a motion to accept the proposal of Lopez, Teodosio & Larkin to complete an audit of the 2017 and 2018 business privilege tax returns and mercantile tax returns, seconded by Mrs. Kettler.

Roll call vote of Council was as follows:

- Ms. Gahagan—for
- Mrs. Kettler—for
- Miss Slemmer--for
- Mr. Pirolli--for
- Mrs. Johnson--for
- Mrs. Chrzanowski-for

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

### **2019 PROPOSED BUDGET—CONSIDER APPROVAL**

Miss Slemmer made a motion to approve the 2019 preliminary budget, seconded by Mrs. Johnson.

The vote of Council was as follows:

Ms. Gahagan—for  
Mrs. Kettler—for  
Miss Slemmer--for  
Mr. Pirolli--for  
Mrs. Johnson--for  
Mrs. Chrzanowski-for

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

### **2019 PROPOSED BUDGET AND 2019 TAX LEVY ORDINANCE—AUTHORIZE ADVERTISING**

Mr. Pirolli made a motion to authorize advertisement of the 2019 preliminary budget and the proposed 2019 Tax Levy Ordinance. Mrs. Johnson seconded the motion.

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

### **COMMITTEE REPORTS**

No Reports

### **BOROUGH REPORTS**

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

No Report

#### **CHIEF'S REPORT**

No Report

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

Mr. Walsh advised he had no further report this evening.

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

Mr. Warren commends the Council and the Finance Committee on taking the beginning steps on a long time financial issue for the Borough.



**MISCELLANEOUS COUNCIL BUSINESS**

Mrs. Chrzanowski mentioned that the Season of Unity will be held on Dec 1<sup>st</sup> from 11 to 2 and the tree lighting and caroling lead by the St. Mike's Church Choir- Friday Dec 7<sup>th</sup> 6:30 p.m.

**ADJOURNMENT**

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

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

The meeting was adjourned at 7:28 p.m.

Respectfully submitted,



Nancy Conner  
Borough Secretary