

TULLYTOWN BOROUGH COUNCIL MEETING

February 5, 2019

President, Nina Chrzanowski called the meeting of the Tullytown Borough Council to order on Tuesday, February 5, 2019 at 7:00 p.m.

Mayor Cutchineal asked for a moment of silence for Nick Moran, former Borough engineer and lifelong resident of the Borough and Gasper Favoroso, former Police Chief who both recently passed away.

Present at the meeting:

Mayor Cutchineal
Councilwoman Gahagan
Councilwoman Kettler
Councilwoman Slemmer
Councilman Pirolli
Councilman Shellenberger
Councilwoman Johnson
Councilwoman Chrzanowski

Also present:

Thomas J. Walsh, Borough Solicitor
Andy Warren, Borough Coordinator
Joe McPadden, Borough Treasurer
Daniel Doyle, Chief of Police
Nancy Conner, Borough Secretary

Mr. Warren explained that the Fire Company will be celebrating their 100th Anniversary this year and they will be scheduling a parade for September 14th. He advised that it was the consensus that we want to focus on the Fire Company's parade this year—anticipating any donations from businesses will be solely directed to their parade. Mr. Warren announced that the Borough will not be holding their Memorial Day parade this year but they will still continue with the Memorial Services in the morning that Mayor Cutchineal will handle.

Mayor Cutchineal also commented that we will be holding the Memorial Day services at the Monument on Fallsington Avenue and Main Street and the Tullytown Cemetery and maybe make those services a little more elaborate. He also agreed that the main focus this year is the 100th Anniversary of the Fire Company.

Chief Doyle presented a commendation and recognized Mr. Christopher Smulski regarding his assistance in the armed robbery that took place at the Metro PCS store in Levittown Town Center.

PUBLIC COMMENT

Jim Chase, 633 Main Street, Tullytown, on behalf of members of the Lower Bucks County Joint Municipal Authority, and on behalf of Dr. Rajput invited Mayor and all of Council and Mr. Warren to an information session at their office at Council's convenience—to fill them in on everything that is going on with the Authority.

Aaron Cohen, 100 Bordentown Rd, Chief of the Fire Department, thanked Council for their support for their parade. He advised the parade will be held September 14th—route out of Pinewood Drive South onto the Levittown Parkway down Rt. 13 over the bridge, down Main Street to 100 Bordentown Road. He advised this is a big event for the Fire Company this year.

SOLICITORS REPORT ON EXECUTIVE SESSION

Mr. Walsh advised that Council met in executive session prior to tonight's meeting to discuss personnel issues.

COUNCIL MINUTES

Mrs. Kettler made a motion to approve the minutes of the January 8, 2019 Council meeting, seconded by Mr. Pirolli.

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

TREASURER'S REPORT

MONTHLY BILLS

Mrs. Kettler made a motion to approve the bills in the amount of \$40,363.75, seconded by Miss Slemmer.

Roll Call vote was taken:

Ms. Gahagan—for

Mrs. Kettler—for

Miss Slemmer--for

Mr. Pirolli—for

Mr. Shellenberger--for

Mrs. Johnson--for

Mrs. Chrzanowski-for

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

RECONCILIATION STATEMENT

Mrs. Kettler made a motion to approve the Reconciliation Statement for January, 2019, seconded by Miss Slemmer.

Roll call vote was taken:

Ms. Gahagan—for

Mrs. Kettler—for

Miss Slemmer--for

Mr. Pirolli—for

Mr. Shellenberger--for

Mrs. Johnson--for

Mrs. Chrzanowski-for

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

AUTHORIZE TRANSFER OF FUNDS VIA RESOLUTION #409

Miss Slemmer made a motion to adopt Resolution #409 authorizing the transfer of funds in the amount of \$300,000 from Sterling Advisors and PLGIT to the General Fund, seconded by Mrs. Kettler.

The vote of Council was as follows:

Ms. Gahagan—for

Mrs. Kettler—for

Miss Slemmer--for

Mr. Pirolli—for

Mr. Shellenberger--for

Mrs. Johnson--for

Mrs. Chrzanowski-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

REQUEST FOR D.A.R.E. GRADUATION DONATION WALT DISNEY SCHOOL—CONSIDERATION

Mrs. Conner advised that Council received a request from Laurie Ruffing, Principal of Walt Disney School, for a donation for the D.A.R.E. graduation program for their school. Mrs. Conner added that Council approved \$500 donation last year.

Mr. Pirolli made a motion to donate \$500 to Walt Disney School's D.A.R.E. graduation program, seconded by Mr. Shellenberger.

Mrs. Kettler asked if we are going to reduce that donation by 15% as we are doing with all donations this year.

Mr. Pirolli withdrew his first motion and made a motion to donate \$425 to Walt Disney School's D.A.R.E. graduation program, seconded by Mrs. Kettler.

The vote of Council was as follows:

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

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

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

Mrs. Conner advised that St. Michael's School requested a donation for their D.A.R.E. graduation program.

Mr. Pirolli made a motion to donate \$425 to St. Michael's School for their D.A.R.E. graduation program, seconded by Mrs. Kettler.

Roll call vote was taken:

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

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

PUBLIC HEARING—AMENDMENT TO BOROUGH ORDINANCE, ARTICLE I, ARTICLE IV OF CHAPTER 158, TAXATION

Mr. Walsh advised the proposed ordinance will set the return dates for both business privilege and mercantile taxes on or before April 30th of the calendar year and change the definition of seasonal or temporary business from less than 3 days to less than 15 days to be consistent with State law for business privilege tax purposes.

Mr. Walsh advised the proposed ordinance was advertised three times in the Bucks County Courier Times and filed with the Bucks County Law Library. He added the public hearing has been scheduled for this evening.

The public hearing was opened for comments/questions from the public.

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

Mr. Shellenberger made a motion to approve Ordinance #391, amending Article I, mercantile tax and Article IV, business privilege tax of Chapter 158, taxation. Mr. Pirolli seconded the motion.

Roll call vote was taken:

Ms. Gahagan—for

Mrs. Kettler—for

Miss Slemmer--for

Mr. Pirolli—for

Mr. Shellenberger--for

Mrs. Johnson--for

Mrs. Chrzanowski-for

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

PUBLIC HEARING—AMENDMENT TO BOROUGH ORDINANCE, CHAPTER 170, ARTICLE IV, PARKING REGULATIONS

Mr. Walsh explained the proposed ordinance would amend the vehicles and traffic chapter of the Ordinance, Chapter 170-27 to clarify that parking of non-passenger vehicles is prohibited along the entire length, both sides, of Kenwood Drive North and Kenwood Drive South.

Mr. Walsh advised the proposed ordinance was advertised in the Bucks County Courier Times and filed in the Bucks County Law Library.

He added the public hearing is open for comment and/or questions.

There being no comments or questions from the public; the public hearing was closed.

Mr. Shellenberger made a motion to adopt Ordinance #392 amending Section 170-27 of the Code of Ordinances of Tullytown Borough clarifying that parking of non-passenger vehicles is prohibited along the entire length of Kenwood Drive North and Kenwood Drive South. Mr. Pirolli seconded the motion.

Roll call vote was taken:

Ms. Gahagan—for

Mrs. Kettler—for

Miss Slemmer--for

Mr. Pirolli—for

Mr. Shellenberger--for

Mrs. Johnson--for

Mrs. Chrzanowski-for

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

Mr. Warren advised that we are aware of one violation that this ordinance now would impact. He asked if Council would allow Mr. Warren to contact the homeowner to make them aware that there is a Borough ordinance enacted.

PROCLAMATION RECOGNIZING THE MONTH OF April 2019 AS PENNSYLVANIA 8-1-1 SAFE DIGGING MONTH

Mr. Shellenberger read the proclamation aloud. The proclamation recognizes the month of April 2019 as Pennsylvania Safe 811 Digging Month and encourages excavators and homeowners to dial 8-1-1 at least 3 days in advance of digging.

**ONE APPOINTMENT TO CIVIL SERVICE COMMISSION—ALTERNATE MEMBER—
CONSIDERATION**

Mrs. Conner advised that Alan Lombardi's term as alternate member of the Civil Service Commission expired and Alan is interested in being re-appointed.

Mr. Shellenberger made a motion to re-appoint Alan Lombardi as alternate member of the Civil Service commission, seconded by Mrs. Johnson.

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

**ONE APPOINTMENT TO CIVIL SERVICE COMMISSION—ALTERNATE MEMBER—
CONSIDERATION**

Mrs. Conner advised that Christine Shellenberger’s term expired as alternate member of the Civil Service Commission and Christine is interested in being re-appointed.

Mr. Pirolli made a motion to re-appoint Christine Shellenberger as alternate member of the Civil Service Commission, seconded by Ms. Gahagan.

The majority of Council was in favor of the motion (Mr. Shellenberger abstained). The motion carried.

AMENDMENT TO PARK RULES & REGULATIONS AND PARK RENTAL APPLICATION

Ms. Gahagan advised the Park & Recreation Committee met with Mr. Warren to review the rules and regulations for renting the park behind the municipal building and decided that the fees will be changed to cover expenses of employees cleaning, etc. She advised the new rates are \$200 for Borough residents and \$300 for non-residents.

Mrs. Kettler asked if there is a time limit. Mrs. Conner advised there is no time limit. Mr. Pirolli advised most cases it is first come first serve basis.

Mr. Pirolli made a motion to adopt the revised rules and regulations of the park rental behind the municipal building, seconded by Mr. Shellenberger.

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

PROPOSAL OF LOPEZ TEODOSIO & LARKIN, LLC FOR 2018 AUDIT—CONSIDERATION

Mr. Warren advised that our auditor has submitted their proposal for the 2018 audit estimated in the amount of \$9,500.

Mr. Shellenberger made a motion to accept the proposal of Lopez, Teodosio & Larkin, LLC for the 2018 audit in the amount estimated at \$9,500. Mr. Pirolli seconded the motion.

Mrs. Kettler asked if we asked for other proposals from other firms. Mr. McPadden advised that in the past we have used Spear Coyne and Company for approximately \$16-\$18,000. Mr. Warren advised that historically we have obtained other proposals.

The vote of Council was as follows:

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

Mr. Shellenberger--for
Mrs. Johnson--for
Mrs. Chrzanowski-for

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

APPROVAL OF BUSINESS PRIVILEGE AND MERCANTILE TAX RETURN—CONSIDERATION

Miss Slemmer advised that our auditor has revised the business privilege and mercantile tax return form. She added that our tax collector, Michael Sidoti, reviewed the form and recommended Council to approve it.

Miss Slemmer made a motion to approve the amended Borough business privilege and mercantile tax return form, approving everything above the wording about submitting federal tax return records. Mrs. Kettler seconded the motion.

The vote of Council was as follows:

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

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

AUTHORIZE FIRE COMPANY 100TH ANNIVERSARY PARADE & CHIEF Doyle TO APPLY FOR PENNDOT ROAD CLOSURES

Chief Doyle advised that he will need Council's approval of the parade and to authorize Chief Doyle to apply to Penndot for the proper road closures for the State roads. He added that now he knows the exact route, he is asking Council to give Chief Doyle permission to work with Falls Township and Bristol Township to obtain their permission as well.

Mr. Pirolli made a motion to approve the 100th Anniversary Parade of the Tullytown Fire Company and to authorize Chief Doyle to apply to Penndot for the proper road closures for the State roads as well as obtain permission of Falls and Bristol Townships as well. 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

Mayor advised he is still working with Senator Steve Santarsiero to try to bring a satellite office to Tullytown.

SOLICITOR'S REPORT

Mr. Walsh advised that the Zoning Hearing Board met on January 30th to consider the appeal of William Steiner, property at 1 Fallsington Avenue seeking to convert the office building into a recovery house on the multi-use property. Mr. Walsh advised he attended the meeting as an observer. He added that Council took no position on the matter. Mr. Walsh indicated that the hearing was continued to Monday, February 25th. He added that he will attend the continued hearing on February 25th.

COORDINATOR'S REPORT

Mr. Warren discussed the MS4 stormwater management in where it is mandated by the State that municipalities do what the State requires. Mr. Warren advised that Samantha Brinker of Gilmore Associates was present at a previous meeting to discuss in order to reduce the runoff going into the creek—it is called the MS4 pollution reduction plan which cost to the Borough is approximately \$300,000. He added that Ms. Brinker advised that Gilmore Associates would apply for grant funding for the Borough at an approximate cost of \$5,000 to \$6000. Mr. Warren further advised that Mr. Schroeder of Gilmore Associates advised that Gilmore Associates applied for a DEP grant which resulted in \$130,000 grant money for the Borough. Mr. Warren added that next month the Borough engineer will try to apply for another grant for this project. He added we need to complete this project within 5 years.

Mr. Warren also advised that he has been in contact with PECO several times regarding the street light that is leaning at the intersection of Fallsington Avenue and Main Street. He added that PECO advised they had to order a part—Mr. Warren asked them to take the pole down as it is a safety hazard. Mr. Warren further advised that he received notice from PECO that the repair of that light is scheduled for February 13th and that one of their foremen checked the pole and determined it was safe.

Mr. Warren advised that a number of staff will be attending Fire Company banquet on Saturday night.

Mr. Warren also discussed the fact that the Borough will be looking for every possible way to save money and find money.

He discussed one savings regarding the Police department who are using supreme gas in cars—the police chief has suggested that for the month of February the cars will use unleaded or mid-grade gas to see what savings that will bring.

Mr. Warren also advised that the Street department didn't take advantage of leaving at their normal work day and being called in to do a quick salt of the roads for a 4 hour overtime pay. He advised they started salting around 2:30 pm rather than take overtime and commended them for doing so.

Mr. Warren also commented that the Non-Uniformed employees don't have an employee manual. He added that he has obtained samples from PSAB and will finalize. Mr. Warren advised that he has created an "organizational chart" for Borough use.

Mr. Warren indicated that he met with the foreman of the SEPTA train project and introduced himself. He added that they are working on a crosswalk issue by the old town side and feels that by mid spring they will be done.

Mr. Warren also advised that he met and introduced himself to the general manager of Wal-Mart. Mr. Warren did ask if Wal-Mart would be interested in purchasing a police officer and the SEPTA representative suggested that Mr. Warren contact their corporate office.

Mr. Warren advised that he met with AFSCME representative, Denise Luna, and opened communications.

Mr. Warren added that he attended the Borough's Association meeting last week and will attend the Borough's consortium meeting this coming Thursday.

Mr. Warren commented that the administrative employees, Joe McPadden, Jessica Kligerman, Nancy Conner and he will be meeting monthly to review and discuss events, schedules, issues, etc.

He added that he will have a future meeting to obtain more information on program sponsored by Delaware Valley Regional Planning Commission where the Borough will purchase street lights with PECO. Mr. Warren advised a representative will speak at the next meeting for approximately 10 minutes to discuss with Council. He added this project will ultimately save the Borough approximately \$48,000 a year for next 20 years.

Rich Hart, 50 Stream Lane, Levittown, asked about the street cracks being filled. Mr. Warren advised he will look into this and advise at next Council meeting.

Mr. Hart also discussed the SEPTA train station and asked if they found out when the elevators will be completed. Mr. Warren advised that he was told the entire project would be completed mid spring-early summer.

CHIEF'S REPORT

Chief Doyle advised he had no report for this evening.

FIRE MARSHAL'S REPORT

No Report

MISCELLANEOUS COUNCIL BUSINESS

There was no miscellaneous Council business.

ADJOURNMENT

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

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

The meeting was adjourned at 7:51 p.m.

Respectfully submitted,



Nancy Conner
Borough Secretary