

TULLYTOWN BOROUGH COUNCIL MEETING

November 12, 2019

President, Nina Chrzanowski called the meeting of the Tullytown Borough Council to order on Tuesday, November 12, 2019 at 7:00 p.m.

Mayor Cutchineal asked for a moment of silence for Bette Lou Johnson, Marlene DePasquale Lattanzi, Vanessa Maglio, Janet Berger, Frances Iskra and Kevin McCormick who recently passed away.

Present at the meeting:

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

Also present:

Thomas J. Walsh III, Esquire, Borough Solicitor
Joe McPadden, Borough Treasurer
Daniel Doyle, Chief of Police
Nancy Conner, Borough Secretary

PUBLIC COMMENT

Aaron Cohen, Fire Chief, Tullytown Fire Co, 100 Bordentown Road, advised everyone that on Dec 13th the Fire Co will be escorting Santa Claus starting 5:30 at the MacIntosh Regency, Kenwood, Stonybrook, Lakeside, Creek Village and then Old Town. He advised they will be collecting toys for children without parents and also collecting food for the local pantries.

COUNCIL MINUTES

October 1, 2019 Council Meeting

Mr. Shellenberger made a motion to approve the minutes of the October 1, 2019 Council meeting, seconded by Mrs. Kettler.

The vote of Council was as follows:

Mr. Shellenberger—for

Mrs. Kettler—for

Miss Slemmer--for

Mr. Pirolli—for

Ms. Gahagan--for

Mrs. Johnson--for

Mrs. Chrzanowski--for

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 \$36,964.64, seconded by Miss Slemmer.

The vote of Council was as follows:

Mr. Shellenberger—for

Mrs. Kettler--for

Miss Slemmer--for

Mr. Pirolli—for

Ms. Gahagan--for

Mrs. Johnson--for

Mrs. Chrzanowski--for

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

OTHER EXPENSES PAID IN OCTOBER

Mr. Pirolli made a motion to approve the other expenses for October in the amount of \$216,140.70, seconded by Miss Slemmer.

The vote of Council was as follows:

Mr. Shellenberger—for

Mrs. Kettler--for

Miss Slemmer--for

Mr. Pirolli—for

Ms. Gahagan--for

Mrs. Johnson--for

Mrs. Chrzanowski--for

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

RECONCILIATION STATEMENT

Mr. Shellenberger made a motion to approve the Reconciliation Statement for October, 2019, seconded by Mr. Pirolli.

The vote of Council was as follows:

Mr. Shellenberger—for

Mrs. Kettler--for

Miss Slemmer--for

Mr. Pirolli—for

Ms. Gahagan--for

Mrs. Johnson--for

Mrs. Chrzanowski--for

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

COMMUNICATIONS

Mrs. Conner advised that Council received a thank you letter from Bob and Simone Trice for the property allocation gift check. She also advised that Council received a thank you letter from former crossing guard, Debbie Lembesis, thanking Council for the retirement award and party.

GENERAL BUSINESS

BOROUGH COORDINATOR STATUS AND UPDATE

Mr. Walsh advised that Mr. Andy Warren is no longer working for Tullytown Borough. He added that Andy was hired last year around this time. Mr. Walsh advised that it was confirmed in writing that he was at at-will employee. Mr. Walsh further advised that after a year, the Personnel Committee made a recommendation to move on in another direction and that was communicated to Mr. Warren on October 17, 2019. It was followed up with a letter on October 21, 2019 to Mr. Warren that his time with the Borough has ceased. Mr. Walsh commented that since those actions require official action on the part of this Council by motion, Mr. Warren was advised that there would be a vote tonight to ratify that action.

Mr. Pirolli made a motion to accept the recommendation of the personnel committee to separate Mr. Warren from employment with the Borough, effective October 17, 2019. Miss Slemmer seconded the motion.

The vote of Council was as follows:

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

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

APPOINTMENT OF INTERIM COORDINATOR—CONSIDERATION

Mr. Pirolli made a motion to appoint Mr. Joseph McPadden as interim coordinator with a stipend of \$500.00 a month, seconded by Miss Slemmer.

The vote of Council was as follows:

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

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

2020 PROPOSED BUDGET—CONSIDERATION/AUTHORIZE ADVERTISING

Miss Slemmer made a motion to start the 2020 adoption process of the proposed budget and authorize advertisement. Mrs. Kettler seconded the motion.

The vote of Council was as follows:

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

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

2020 PROPOSED BUDGET—AUTHORIZE ADVERTISING—CONSIDERATION

Mr. Walsh advised that Mrs. Conner will advertise the 2020 budget and make it available for inspection. He added that by law it has to be available for inspection for a minimum of 10 days once the notice is run in the newspaper.

REQUESTS FOR PROPOSALS—FINANCIAL CONSULTANTS—CONSIDER AWARD

Mr. Walsh advised that he worked with Mr. McPadden and Mrs. Conner to prepare the Request for Proposal. Mr. Walsh distributed a memo to Council indicating the steps that transpired. He added that the RFPs were sent out to approximately 22 consultants (a list provided by Department of Community & Economic Development. Mr. Walsh advised that the Borough will apply for a grant from the State for 50% of the cost of the financial consultant.

Mr. Walsh indicated that 2 proposals were received and the Staff and he interviewed the Pennsylvania Economy League (PEL), which proposal was \$39,250 and almost half the cost of the other consultant. Mr. Walsh commented that he was extremely impressed with the PEL. He added that PEL has done some work for Bristol Borough in the past as well as other municipalities in Montgomery County.

Mr. Walsh advised that it is recommended to award the bid of Pennsylvania Economy League in the amount of \$39,250, half of which the Borough will be responsible for. Mr. Walsh added that Council will also consider adopting a resolution to submit the grant application to DCED. Mr. Walsh expressed to PEL that the award would be contingent upon receipt of the grant money from DCED.

Mr. Shellenberger made a motion to recommend a conditional award of a price not to exceed \$39,250 to Pennsylvania Economy League conditioned upon receipt of DCED's favorable activity on the grant or half of those funds. Mr. Pirolli seconded the motion.

The vote of Council was as follows:

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

The vote was 6 in favor, 1 against; the motion carried.

**APPLICATION FOR GRANT FOR FINANCIAL CONSULTANTS/RESOLUTION—
CONSIDERATION**

Mr. Shellenberger made a motion to adopt Resolution #426, making application for grant for financial consultants. Mr. Pirolli seconded the motion.

The vote of Council was as follows:

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

The vote was 6 in favor, 1 against. The motion carried.

**RESOLUTION INCREASING POLICE ACCIDENT REPORT FEE TO \$15.00—
CONSIDERATION**

Mr. Pirolli made a motion to adopt Resolution #427, approving the \$15.00 fee for every certified accident report as authorized by the PA Motor Vehicle Code, increasing the fee for accident reports to \$15.00. Mr. Shellenberger seconded the motion.

The vote of Council was as follows:

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

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

APPROVAL OF POLICY MANUAL FOR POLICE DEPARTMENT—CONSIDERATION

Chief Doyle advised that the Manual is updated to the Department's policies and procedures which are in line with Pennsylvania accreditation standards.

Mr. Shellenberger asked if this was a new Manual or just updated. Chief Doyle advised that Borough Council never approved the Manual. He added that he attended a training class and they suggested that it be done—plus he updated changes consistent with statutory law.

Mr. Shellenberger made a motion to approve the Policy Manual for the Police Department. Mr. Pirolli seconded the motion.

Roll call vote was taken:

Mr. Shellenberger—for

Mrs. Kettler—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mrs. Chrzanowski—for

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

APPLICATION FOR GRANT FOR RAIN GARDENS/AUTHORIZE GILMORE ASSOCIATES—CONSIDERATION

Mr. Walsh explained the State mandated that under the MS₄ program, the Borough has to construct rain gardens and vegetated swale by June of 2023. He added that at this time, the Borough has obtained \$130,000 of grant money.

He added the Borough has another opportunity to apply for a grant through the PA Small Water and Sewer Program. The Engineer will prepare the grant costing approximately \$3,000 to \$4,000. Mr. Shellenberger asked if we could utilize our Street Department to reduce the cost. Mr. McPadden asked Gilmore if we could use our Borough employees and equipment and they said we could. Mr. McPadden commented this could reduce some of the cost. Ms. Gahagan commented that Gilmore already applied for a grant with a cost approximately \$5,000 and it was denied. She added what if this happens if we keep applying for grants several other times—we are paying the engineer every time whether or not the grant is approved. Ms. Gahagan also advised that whoever writes the grant, gets a percentage of the grant as well. Mrs. Conner advised that Senator Santarsiero advised they would follow-up with a letter to support our grant request.

Mr. Pirolli made a motion to authorize the engineer to apply for the grant through the PA Small Water and Sewer Program in the amount not to exceed \$3,000. Miss Slemmer seconded the motion.

The vote of Council was as follows:

Mr. Shellenberger—for

Mrs. Kettler-for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mrs. Chrzanowski—for

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

COMMITTEE REPORTS

No Reports

BOROUGH REPORTS

MAYOR'S REPORT

Mayor Cutchineal congratulated everyone who won their elections last Tuesday. He commented that 447 Tullytowners came out to vote which was a very good showing in that type of election.

Mayor Cutchineal also said thank you to the Sonic Falcons who put on a great show on October 12th which was followed by a great 100th anniversary banquet by the Fire Company.

Mayor Cutchineal announced the Christmas tree lighting and caroling will be held Friday, December 6th at 6:30 p.m. in front of Borough Hall and the Season of Unity will be held Saturday, December 7th from 11 am to 1 pm.

SOLICITOR'S REPORT

Mr. Walsh advised no further report this evening. He did announce there was an executive session held prior to the meeting to discuss a personnel item.

CHIEF'S REPORT

Chief Doyle advised that he will submit a monthly report to Council which has been distributed to them this evening.

He also advised that the Police Department will be doing traffic details and will be posting on social media to keep the residents more informed on what they are doing.

Chief Doyle asked Council to consider a Jake brake retarder ordinance for commercial vehicles in the area of Main Street. He added that he was out there around 3:00 am and the commercial trucks are coming through town and hitting their Jake brakes and literally rattling the residents' windows.

Chief Doyle also asked Council to authorize the advertisement on Muncibid to sell a Ford Explorer, Ford Expedition, Ford Crown Victoria (parts only) and a Chevy Impala.

Mr. Pirolli made a motion to authorize Chief Doyle to advertise the sale of a Ford Explorer, Ford Expedition, Ford Crown Victoria (parts only) and a Chevy Impala on Muncibid. Mr. Shellenberger seconded the motion.

Mrs. Johnson asked if there is going to be a minimum bid. Chief Doyle advised they will take a look at Kelly Blue Book values and go from there.

The vote of Council was as follows:

Mr. Shellenberger—for

Mrs. Kettler—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mrs. Chrzanowski—for

All in favor; the motion carried.

Chief Doyle advised that on November 14th from 5:30 to 7:30 p.m. will be the first pizza with the Police at Arianna's Pizzeria. He encouraged all to come out and voice their concerns and have a slice of pizza.

Chief Doyle also asked Council if they would consider hiring a part-time officer; namely, Laura Dobrowolski.

Mr. Pirolli made a motion to hire Laura Dobrowolski as a part-time police officer, seconded by Mr. Shellenberger.

The vote of Council was as follows:

Mr. Shellenberger—for

Mrs. Kettler—for

Miss Slemmer—for

Mr. Pirolli—for

Ms. Gahagan—for

Mrs. Johnson—for

Mrs. Chrzanowski—for

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

FIRE MARSHAL'S REPORT

Fire Marshal's report has been distributed to Council prior to Council meeting.

MISCELLANEOUS COUNCIL BUSINESS

There was no miscellaneous Council business.

ADJOURNMENT

There being no further business, a motion was made by Mr. Pirolli 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 7:29 p.m.

Respectfully submitted,



Nancy Conner
Borough Secretary