

# **TULLYTOWN BOROUGH COUNCIL MEETING**

## **July 12, 2023**

President Mary Ann Gahagan called the meeting of the Tullytown Borough Council to order on Wednesday, July 12, 2023, at 7:00 p.m. followed by the Pledge of Allegiance.

Present at the meeting  
Mayor Cutchineal - absent  
Councilman Pirolli  
Councilwoman Chrzanowski  
Councilman Shellenberger  
Councilman Czyzyk  
Councilman Saunders  
Councilman Servis  
Councilwoman Gahagan

Also present:  
Russ Sacco, Solicitor  
Chief Mike Martin  
David Pearl, Fire Marshal  
Sean R. Torpey, Pennoni, Borough Engineer  
Patricia Marks, Borough Secretary

### **PUBLIC COMMENT**

David Pearl, 109 Stonybrook Drive, chairman of 911 Memorial committee. Thanks to John Gallagher the electric was turned on for the 911 Memorial. On Monday, September 11, 2023 there will be a ceremony at the Memorial.

Debra Henry, 62 Lilac Lane. She wanted to caution against staying silent. She and her husband spoke with a police officer and tried to reach out to him last month. She came down and left a letter with police secretary. Originally, they did not want to accept the letter due to the chain of custody. The police secretary did scan the letter, but she feels unheard.

Chris Shellenberger, 229 Kenwood Drive S, advised that at the Wawa on Kenwood Drive young kids are riding through intersections and blowing stop signs with dirt bikes. She wanted to make people aware that that they shouldn't be on the road and not in the park. She just wanted everyone to know. It happens once or twice a week.

## **COUNCIL MINUTES**

### **June 7, 2023 Council Meeting**

Mr. Shellenberger made a motion to approve the minutes of the June 7, 2023 Council Meeting, seconded by Mr. Saunders.

Roll call vote was taken:

Mr. Pirolli—for

Mrs. Chrzanowski—for

Mr. Shellenberger—for

Mr. Czyzyk—for

Mr. Saunders—for

Mr. Servis—for

Ms. Gahagan—for

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

## **TREASURER'S REPORT**

### **MONTHLY BILLS**

Mr. Shellenberger made a motion to approve the monthly bills in the amount of \$94,020.79, seconded by Mr. Czyzyk.

Roll call vote was taken:

Mr. Pirolli—for

Mrs. Chrzanowski—for

Mr. Shellenberger—for

Mr. Czyzyk—for

Mr. Saunders—for

Mr. Servis—for

Ms. Gahagan—for

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

## **OTHER EXPENSES PAID IN June**

Mr. Czyzyk made a motion to approve the other expenses paid in June, 2023, in the amount of \$244,212.92, seconded by Mr. Shellenberger.

Roll call vote was taken:

Mr. Pirolli—for

Mrs. Chrzanowski—for

Mr. Shellenberger—for

Mr. Czyzyk—for

Mr. Saunders—for

Mr. Servis—for

Ms. Gahagan—for

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

## **RECONCILIATION STATEMENT**

Mr. Shellenberger made a motion to approve the reconciliation statement for June, 2023, seconded by Mr. Czyzyk.

Roll call vote was taken:

Mr. Pirolli—for

Mrs. Chrzanowski—for

Mr. Shellenberger—for

Mr. Czyzyk—for

Mr. Saunders—for

Mr. Servis—for

Ms. Gahagan—for

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

## **TRANSFER OF FUNDS**

Mr. Saunders made a motion to approve the transfer of funds in the amount of \$250,000.00 from investments to the general fund and Resolution #497, seconded by Mr. Shellenberger.

Roll call vote was taken:

Mr. Pirolli—for

Mrs. Chrzanowski—for

Mr. Shellenberger—for

Mr. Czyzyk—for

Mr. Saunders—for

Mr. Servis—for

Ms. Gahagan—for

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

## **COMMUNICATIONS**

Mrs. Marks read an email from the ACS Relay for Life thanking the Borough for their support for the event held in Tullytown Park on June 10, 2023. The event raised \$98,464.00.

## **GENERAL BUSINESS**

### **a) Large Event Application-Tullytown Fire Company—Consideration**

Mrs. Marks advised that the Tullytown Fire Company submitted a large event application for a car show in the St. Michael's Church parking lot on August 19, 2023. The Chief, Fire Marshal and Code Enforcement Officer have signed off on the application.

Mr. Servis made a motion to approve the Large Event Application for the Tullytown Fire Company for the event on August 19, 2023, seconded by Mr. Czyzyk.

Roll call vote was taken:

Mr. Pirolli—for

Mrs. Chrzanowski—for

Mr. Shellenberger—for

Mr. Czyzyk—for

Mr. Saunders—for

Mr. Servis—for

Ms. Gahagan—for

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

b) Approval of 2022 DCED Audit—Consideration

Mrs. Marks advised that Council has a copy of the DCED audit as filed and letter prepared by our auditors, Lopez, Tedesio and Larkin. Council needs to approve the audit.

Mrs. Chrzanowski made a motion to approve the 2022 DCED Audit, seconded by Mr. Shellenberger.

Roll call vote was taken:

Mr. Pirolli—for

Mrs. Chrzanowski—for

Mr. Shellenberger—for

Mr. Czyzyk—for

Mr. Saunders—for

Mr. Servis—for

Ms. Gahagan—for

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

c) Road Program Bids and Recommendation—Consideration

Mr. Torpey explained that the bid includes Kenwood Drive S and Main Street. There was a question as to whether the forms were filled out correctly. The issue has been resolved and he is recommending the low bid from Meco Constructors. Mr. Torpey will send a letter to Meco Constructors to notify them of the award and the scheduling of the preconstruction meeting.

Mr. Servis made a motion to approve the road program bid from Meco Constructors in the amount of \$247,459 seconded by Mr. Saunders.

Roll call vote was taken:

Mr. Pirolli—for

Mrs. Chrzanowski—for

Mr. Shellenberger—for

Mr. Czyzyk—for

Mr. Saunders—for

Mr. Servis—for

Ms. Gahagan—for

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

#### d) Purchase laptop computers—Consideration

Mrs. Marks advised that the laptops currently used by staff and council members are over 10 years old and several are no longer operational. She recommended replacing the computers by Advanced Innovations at a cost of \$910, which includes purchase of the laptop and set up.

Mr. Servis made a motion to approve the purchase of laptop computers as needed at a cost of \$910.00 each, seconded by Mr. Saunders.

Roll call vote was taken:

Mr. Pirolli—for

Mrs. Chrzanowski—for

Mr. Shellenberger—for

Mr. Czyzyk—for

Mr. Saunders—for

Mr. Servis—for

Ms. Gahagan—for

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

### **COMMITTEE REPORTS**

There were no committee reports.

### **BOROUGH REPORTS**

### **MAYOR'S REPORT**

There was no Mayor's report.

### **SOLICITOR'S REPORT**

Mr. Servis asked about the property on Main Street. Mr. Sacco confirmed that a warrant was issued in accordance with the property maintenance code and he discussed the process with Beau. The property is on the list for the August Sheriff

Sale. We are prepared to file a lien against the property for the cost of the work for boarding up the property.

Mrs. Chrzanowski asked about people who have not paid business taxes. The Solicitor said he sent letters out and the tax collector went door to door. Mr. Sacco will reach out to the tax collector for an update.

### **ENGINEER'S REPORT**

Council has received a copy of the Engineer's report.

Mr. Shellenberger asked about the No Parking signs for Walt Disney. Mr. Torpey explained that they had to coordinate with the school district for their approval. Solicitor will follow up with the school district. We have not heard back from them.

Mr. Shellenberger asked why we are behind with the MS4 report. Mr. Torpey advised that they had to dig back to the DEP and request documentation. There was a missing piece from the previous engineer. They requested a meeting with DEP and Mark Snyder to make sure they have all documentation. DEP is fully aware of where we are and we will have some reports to them by September and others by the end of the year and DEP is OK with that.

Mr. Shellenberger asked that the Tullytown sign coming over the bridge is bent and looks bad and needs to be replaced. It is in bad shape. Mrs. Marks will work with Mr. Snyder to get the sign replaced.

### **COORDINATOR'S REPORT**

Council has received a copy of the report.

### **CHIEF'S REPORT**

Council has received a copy of Chief Martin's report.

Mrs. Chrzanowski questioned why the process to hire a full-time officer and starting a list of eligible candidates for police officer was not on the agenda. Chief Martin advised that he asked to have it on the Agenda but as far as he knows, it was removed. He is not asking Council to hire today or next month. He feels it is irresponsible to have a police department this small and not have an eligibility list. Mr. Servis responded that they put it in the budget to hire one officer this year. There is no more money to hire another officer this year. We will discuss it when we prepare the budget for next year. Mr. Saunders said that the police contract is too expensive to hire more police officers. Mr. Shellenberger said they have no murders or burglaries Chief Martin explained that the contract requires two people on every shift. Mr. Servis said he will look into some things on how to handle that problem. Mr. Sacco explained that he eligibility list is good for a year and then it expires. If Council decides for the 2024 budget that they will add a police officer, you will do the list at that time because it would last a year. The problem is if you

spend the time and money on a list now and it is not in the budget for next year, you have wasted the time and money putting the list together. The Chief explained that it would cost nothing to create the list since he is doing all the work. Mr. Sacco explained that the list can be made of as many individuals as you want and you need to indicate the name of the officer you want to promote in the form of Rule of 3. Debra Henry, 62 Lilac Lane, commented that we should not wait until something happens before hiring.

The Chief commented that they are spending a lot of money on overtime. He commended the officers in his department for doing a great job covering all the shifts. Also, he would like council to approve a switch to a new scheduling system at no cost to the Borough. A local business donated money to buy the software.

Mr. Pirolli made a motion to approve the change to a new scheduling system for the police, seconded by Mr. Shellenberger.

Roll call vote was taken:

Mr. Pirolli—for

Mrs. Chrzanowski—for

Mr. Shellenberger—for

Mr. Czyzyk—for

Mr. Saunders—for

Mr. Servis—for

Ms. Gahagan—for

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

### **FIRE MARSHAL'S REPORT**

Council has received a copy of the Fire Marshal's Report.

Mr. Pearl explained that he has already performed the St. Michael's inspections.

### **CODE ENFORCEMENT REPORT**

Council has received a copy of the Code Enforcement Officer's Report.

### **MISCELLANEOUS COUNCIL BUSINESS**

Mrs. Chrzanowski asked when the Borough will receive the grant money. Mr.

Servis asked Mrs. Marks to contact Mr. Conallen and ask for a status report on the grants.

**ADJOURNMENT**

There being no further business, a motion was made by Mr. Servis to adjourn the meeting. All of Council was in favor of the motion; the motion carried. The meeting was adjourned at 7:45 P.M.

Respectfully submitted,

Patricia Marks  
Borough Secretary