

TULLYTOWN BOROUGH COUNCIL MEETING

June 1, 2022

President Mary Ann Gahagan called the meeting of the Tullytown Borough Council to order on Wednesday, June 1, 2022, 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
David Pearl, Fire Marshal
Sean R. Torpey, Pennoni, Borough Engineer
Joseph McPadden, Borough Treasurer
Patricia Marks, Borough Secretary

PUBLIC COMMENT

There was no public comment.

COUNCIL MINUTES

May 4, 2022 Council Meeting

Mr. Servis made a motion to approve the minutes of the May 4, 2022 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. Servis made a motion to approve the monthly bills in the amount of \$22,309.40 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.

OTHER EXPENSES PAID IN FEBRUARY

Mr. Shellenberger made a motion to approve the other expenses paid in May, 2022, in the amount of \$257,703.88, seconded by Mr. Saunders. Mr. Saunders had a question concerning the checks issued to National Financial Services. Mr. McPadden explained that it was for the pension payments deducted from the employees checks each week.

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 May, 2022, seconded by Mr. Czyzyk. Mr. Shellenberger had a question concerning the category of contracted services on the financial reports. Mr. McPadden will investigate and get back to him.

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

There were no communications for the month.

GENERAL BUSINESS

a. Savvy Citizen App Yearly Subscription—Consideration

Mrs. Marks explained that this is the proposal for the yearly subscription fee for the Savvy Citizen App in the amount of \$879.00. The cost remains the same as the last year. It has proven to be a great resource for the Borough. We currently have 215 subscribers and hope to add many more in the upcoming year.

Mr. Shellenberger made a motion to approve the yearly subscription renewal for Savvy Citizen in the amount of \$879, seconded by Mrs. Chrzanowski.

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. Hiring of Part-Time Borough Clerk—Consideration

Mrs. Marks explained that the Personnel Committee and herself met with several candidates. She asked for council's approval to hire Jeanne Heyduck as a Part Time Borough Clerk at a rate of \$17 an hour for 30 hours per week. She is currently a substitute crossing guard for the Borough and is the most qualified for the position. Chief Doyle performed her background investigation and there was no negative background information that would preclude her from being hired.

Mrs. Chrzanowski made a motion to approve the hiring of Jeanne Heyduck as the Part time Borough Clerk at a rate of \$17/hour, 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. Transfer remainder of 2022 budget funds to Penn Community Bank—

Consideration

Mr. McPadden explained that the amount of money required to get the Borough through the end of the year would be \$2,900,000. \$400,000 has been transferred from investments for the first half of this year. Council discussed the penalties for withdrawing the funds from investments each month and the difference in the interest earned in the investment funds versus interest earned in Penn Community Bank.

Mr. Servis made a motion to bring in the investment firm to the next meeting, seconded by Mr. Czyzyk.

There was a question from resident, Jesse Walter, 188 Kenwood Drive S. Why move the money if it will cause the Borough to lose more money?

Roll call vote was taken:

Mr. Pirolli—against
Mrs. Chrzanowski—against
Mr. Shellenberger—for
Mr. Czyzyk—for
Mr. Saunders—for
Mr. Servis—for
Ms. Gahagan—for

The majority of council was in favor of the motion, the motion carried.

d) Code Enforcement Reports and Activity—Consideration

Mr. Shellenberger explained that we are not receiving reports from the code enforcement officer. He would like to receive reports that include how many people were cited and the reasons.

Mr. Shellenberger made a motion to require reports from the code enforcement officer monthly, 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.

e) Hiring of Interim Borough Coordinator—Consideration

Mr. Saunders made a motion to hire Patricia Marks as Interim Borough Coordinator for a salary of \$500 per month, seconded by Mr. Servis.

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.

f) Solicit Proposals from companies to perform general audit—Consideration

Mr. Saunders explained that he would like to have a general audit performed to make sure we are correctly handling our finances and also to explain things. Mr. McPadden explained that the audit was just completed. The auditor should be able to attend the next council meeting to go over the audit. Mr. Shellenberger asked if the auditor could meet with the finance committee prior to coming to the council meeting. There are specific questions he would like to ask about how certain items should be handled.

Mr. Shellenberger made a motion to have the auditor meet with the Finance Committee prior to the next Council meeting and attend the next 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.

g) Ordinance banning dog breeding/sales unless by certified breeders—
Consideration

Ms. Gahagan explained that she would like Council to ban dog sales unless it is done by a certified breeder. Mr. Sacco advised that there is a state law that breeders must be certified and inspected once a year. He explained that we need to look at state law to see what the requirements are for breeders. The Borough cannot pass an ordinance that is stricter than state law. He will review the state law and see what the requirements are for breeders and report back at the next meeting.

h) Yearly inspection of apartments—Consideration

Mr. Sacco discussed apartment inspections procedures. Currently apartments are inspected when there is turnover. Bristol does turnover and, in addition, inspects apartments annually. He suggested doing an annual inspection rather than just at turnover. There may be a lot of apartments that are not registered, and owners do not tell the borough when there is turnover. Mr. Sacco advised that the last time a fee resolution was passed was 10 years ago in 2012. The Borough is currently only charging 30% of what other municipalities are charging. The fees are 30 to 40 percent of going rate. He suggests sitting down with the Finance Committee and look at fees for surrounding municipalities and we can consider drafting an updated resolution.

COMMITTEE REPORTS

The Personnel Committee met and conducted 2 interviews for Borough Clerk.

BOROUGH REPORTS

MAYOR'S REPORT

There was no Mayor's report.

SOLICITOR'S REPORT

Mr. Sacco prepared letters to all delinquent taxpayers and is working with the tax collector to send them out. Forms will be provided and are required to be completed within a 30-day period. If the forms are not returned, the Borough can pursue further action.

COORDINATOR'S REPORT

Council has received a copy of the Coordinator's Report.

Mr. McPadden advised that Mark Snyder and his crew have finished the crack sealing.

CHIEF'S REPORT

Council has received a copy of the Chief's Report.

FIRE MARSHAL'S REPORT

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

Mr. Pearl advised that he has sent for pamphlets from PEMA. He plans to review the documents and to create a revised Emergency Management Plan for the Borough.

MISCELLANEOUS COUNCIL BUSINESS

Mr. Shellenberger mentioned Kenwood Drive North has some major potholes. Mrs. Marks advised that the street department has plans to repair the potholes as soon as the weather permits. In addition, there are major potholes on Levittown Parkway and should be reported to PennDOT.

Mr. Saunders thanked all involved in the Memorial Day Services and Parade for doing a great job.

ADJOURNMENT

There being no further business, a motion was made by Mr. Shellenberger to adjourn the meeting. All of Council was in favor of the motion; the motion carried. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Patricia Marks
Borough Secretary