

HULMEVILLE BOROUGH COUNCIL
Meeting Minutes
February 7, 2022

The regular monthly meeting of the Hulmeville Borough Council was held on the above date at the Borough Hall, 321 Main Street.

Councilmembers Present

Thomas Wheeler, President
Dan Mandolesi, Vice President
Jim Pio
Nick Lodise
Doug Harris
Nick Toth
Manager
Judy Coleman

Staff in Attendance

Debbie Mahon, Mayor
Diane McKairnes, Treasurer
Dorothy Omietanski, Secretary
Robert DeBias, Solicitor
John Baran, Chief of Police
William Wheeler, Fire Marshall/Borough

Kurt Ludwig, Water and Sewer President

Councilmembers Absent: none

Councilmembers Late to Arrive: none

Staff Absent: none

Guests in Attendance: Sheri Wheeler and Carla Helbling

Call to Order: Tom Wheeler called the meeting to order at 7:32pm; all those present joined in the Pledge of Allegiance.

Minutes:

Note: Bill Wheeler pointed out a correction to police hours changing per week to per day.

Motion made by Mr. Mandolesi seconded by Mr. Harris to approve the minutes as corrected of January 3 & 18, 2022; Motion passed with all in favor 7-0-0.

Public Comment:

- DCNB Grant – Mr. Ludwig mentioned a DCNB grant that may be available for the Borough to use toward future plans for the soccer fields. Bill Wheeler called DCNB and they did confirm that the project would qualify. The grant is a 50% matching funds grant, you need to submit your application by 2024 and you have several years to spend the money. The first step in the process is for the Borough to hire a consultant to create a master plan to be submitted. Bill Wheeler is working on contacting consultants to obtain some pricing for the work they would need to complete.
- Ms. Helbling would like to know if anything is being done to clean up the open space at the end of Main Street. Mayor Mahon offered to work with Ms. Helbling on this project

not only for that open space but all the open space in the Borough. Clean Up Across PA does offer supplies for cleanup projects.

Police Report:

- Police Report - Mayor Mahon read the report for the month of January 2022: 9 Incidents, 0 Accidents, 3 Assists, 1 EMS, 10 Court, 0 Summary Citations, 31 Traffic Citations, 0 Criminal Arrests, 3 Parking and 3 Court for a total hour worked: 257 Total Salary \$6,898.12. Note the Chief worked two extra hours assisting SWAT with an incident on 1/7/22.
- Municipal Grant AED device – Chief Baran demonstrated the new AED equipment.
- NAACP Meeting – There will be a meeting with the police department on 2/22/22 via Zoom from 6-8pm with the NAACP. Anyone is welcome to join the meeting. Chief Baran will forward the Zoom log in information to council.
- Parking Reetz Ave. – There have been no recent issues on Reetz regarding parking. The gentlemen who was cited did not show up at the courthouse regarding the parking issue on Reetz so the judge found him guilty.
- Parking Hulme Ave. – Ms. Helbling mentioned the parking along Hulme is also an issue. Cars are parking into the street to avoid the erosion along the side of the road. Mayor Mahon has tried to address this issue in the past and recommended Chief Baran call PennDOT and report the issue as a safety concern and see if they will address the matter.
- License Plate Readers – Mr. DeBias distributed an article regarding a court case regarding the use of LPR's.
- Drug Take Back – The next drug take back day will be held on 4/30/22. Chief Baran would like to hold it in the firehouse parking lot. He will contact the firehouse to see if the space is available.

Mayor:

- Emergency Declaration – The Mayor declared a state of emergency due to snow storms on 1/6/22 and 1/29/22.

Motion made by Mr. Mandolesi and seconded by Mr. Toth to ratify Mayor Mahon's state of emergencies on 1/6/22 and 1/29/22; motion passed with all in favor 7-0-0.

150th Committee:

- Birthday Celebration – Mayor Mahon asked council to be present at Borough Hall on March 8, 2022 for the birthday celebration of the Borough. The event starts at 7:30pm. Johnson's Hall Coffee Shop will also be passing out cupcakes from 8am – 2pm that same day.
- Parade Participation – Mayor Mahon is asking all council to participate in the parade this year. She is asking that everyone dress in period clothing and will be provided a sash designating what period they are representing.

- Tree Work Memorial Park – Mayor Mahon is not able to find a tree service for the work that needs to be done at Memorial Park and is asking for assistance. Mr. Lodise will help her try to find a company.

Storm water/Floodplain/MS4:

- FEMA/PEMA Grant Application – Mayor Mahon asked for approval to pay Gilmore a fee of up to \$5,000.00 to prepare a FEMA/PEMA grant application.

Motion made by Mr. Lodise and seconded by Ms. Coleman to approve the Gilmore grant application fee not to exceed \$5,000.00; motion passed with all in favor 7-0-0.

- MS4 Permit – Mayor Mahon asked for approval of the payment for the MS4 permit at a cost of \$2,500.00. This fee in the past was \$500 and is charged yearly. Mayor Mahon is contacting local representatives to make them aware of this matter and expressing to them her outrage over the significant increase in cost.

Motion made by Mr. Mandolesi and seconded by Mr. Lodise to renew the MS4 permit at a cost of \$2,500.00; motion passed with all in favor 7-0-0.

- Tree Purchase – Mayor Mahon asked for approval to purchase trees from Pennsylvania Horticultural Society at a cost of \$55.00 per tree. The total cost of purchasing the trees is \$275 and the trees would be picked up sometime in April. She would like to plant the trees around the recreational field on April 23, 2022. The trees are 12-14 feet high and will include 2 Maples, 2 Ginkos, and 1 Sycamore. The project will be co-sponsored by the Hulmeville Garden Club. Mayor Mahon also stated the funds can come out of the MS4 budget.

Motion made by Mr. Lodise seconded by Mr. Toth to approve the purchase of 5 trees from PHS Tree Tenders at a cost of \$275; motion passed with all in favor 7-0-0.

TMDL / BMP's: Permit years 2018-2022 – DEP will be doing permit inspections. Samantha Brinker from Gilmore and Associates will keep us informed of that inspection. Due to Covid-19, this has been postponed.

- TMDL No1: encouraged riparian forest buffers for all residents along the creek
- TMDL No 2: conduct site inspections to encourage storm water control measures
- TMDL No 3: installation of 2 deciduous trees in open space or within the borough proper
- TMDL No 4: reduce infiltration
- TMDL No 5: modify basins for increased infiltration reduction
- TMDL No 7: encouraged home owners to install rain barrels
- TMDL No 8: additional provisions:
 - Continued with the 4 leaf pick-ups through the fall/winter season
 - Sump Pump inspection enforcement
 - Decide on sediment reduction project
 - Lawn and garden pick up 4/1-12/1 weekly

Borough Manager:

- Virtual Meeting Participation – Bill Wheeler distributed a resolution and a Borough policy to allow council members to attend meetings virtually under certain circumstances. Bill Wheeler pointed out that there would need to be a quorum at Borough Hall in order for a councilmember to be able to participate virtually. Bill Wheeler will place this item on the agenda to discuss at the work session.
- Tax Collector Audit – Bill Wheeler suggested council make a motion to hire auditors to close out tax collector's records as a result of election of a new tax collector file at an estimated cost of \$3,000 - \$5,000. The audit would take place sometime in April.

Motion made by Ms. Coleman and seconded by Mr. Lodise to hire an auditor to close out the outgoing tax collectors' records not to exceed \$5,000; motion passed with all in favor 7-0-0.

- Traisr – Bill Wheeler distributed reports he generated from the Traisr software. He entered into the system street signs and fire hydrants. In order for the system to work for the Borough he needs direction from council as to what they would like to keep track of in the system. Traisr is great at customizing the system as needed but they need the directive to do so. Council suggested street lights, permits, manhole covers and storm sewers. Mayor Mahon does have a list of items to track for MS4 which she will forward to Bill Wheeler. Mr. Lodise offered to input the data for the street signs.

Fire Marshal: no report

Emergency Management Coordinator:

- COVID Test Kits – Bill Wheeler is picking up 327 COVID test kits from the county and would like to know how council would like them to be distributed. Mr. Pio suggested having them on hand to distributed to residents as needed. He offered to be the contact for the Borough and as people request a kit, he would drop them off at the residents' homes. Mr. Lodise also offered his assistance as well.

Zoning/ Code Enforcement: no report

Water and Sewer:

- Lining Contract – BCWSA is not able to complete the maintenance lining work on the main sewer line for the Borough so another company needs to be secured to complete the work. Mr. Ludwig is waiting on Carroll Engineering for options.
- Meter Replacement – Due to the cost of the project the meter replacement will have to go out for bids. Mr. Ludwig is currently confirming how many meters need to be replaced. The total cost of the project will be around \$70,000.
- Issue at Ford and Washington – Mr. Ludwig received a very vague call from a resident that some type of cover was missing at the intersection. The police department investigated

and could not find an issue. Ms. Coleman confirmed that a cover was missing from a small manhole but that it had been placed back on.

Borough Property:

- Soccer Fields – Tom Wheeler asked council how they would like to proceed regarding the soccer fields. Council all agreed that they would like to seek a DCNR grant and use the grant available to them, if awarded, to redesign the area for community use. The grant money would not be available until at least the end of 2023.

Motion made by Ms. Coleman and seconded by Mr. Mandolesi to notify Hulmeville Soccer Club that they will have use of the fields until 12/31/23; motion passed with all in favor 7-0-0.

- Lawn Maintenance – Mayor Mahon and Mr. Mandolesi need to meet to go over the requirements for the lawn maintenance on Borough property so that it may be advertised for bids.

Trash: no report

Lights: no report

Streets:

- Snow Removal – The snow removal has been going well. Mr. Lodise had one minor issue with the company clearing an area not in the Borough, Henry’s Run. Chief Baran asked if Mr. Lodise could talk to them about clearing snow at Borough Hall. The way they plowed the parking lot blocked the police from entering the station. The snow needs to be plowed toward the soccer fields.

Personnel:

- Deputy Tax Collector – Council needs to vote on assigning Michelle Mandolesi to be deputy tax collector.

Motion made by Mr. Pio and seconded by Mr. Mandolesi to assign Michelle Mandolesi to be deputy tax collector; motion passed 6-0-1 (Mr. Mandolesi abstained due to conflict of interest).

Finance: no report

Solicitor Report:

- RDA 2022 Contracts – Mr. DeBias drafted a resolution to accept and sign the three RDA contracts for 2022 Municipal Grant projects.

Motion made by Mr. Harris and seconded by Mr. Lodise to accept the RDA contracts for 2022 Municipal Grant projects; motion passed with all in favor 7-0-0.

Motion made by Mr. Harris and seconded by Mr. Lodise to accept the RDA contracts for 2022 and authorize Tom Wheeler and Ms. Omietanski to sign the documents; motion passed with all in favor 7-0-0.

- RDA 2022 Contracts – Mr. DeBias drafted an RDA signature authorization form for three RDA documents for 2022 Municipal Grant projects assigning Bill Wheeler and Tom Wheeler as authorized signers.

Motion made by Mr. Lodise and seconded by Mr. Pio to assign Bill Wheeler and Tom Wheeler as authorized signers of the RDA documents for 2022 Municipal Grant projects; motion passed with all in favor 7-0-0.

- Actions Work Session - Council needs to ratify all actions taken at the January 18, 2022 work session.

Motion made by Mr. Harris and seconded by Mr. Lodise to ratify all actions taken at the January 18, 2022 work session; motion passed 6-0-1. (Mr. Pio abstained because he was absent).

Treasurer’s Report: Treasurer’s Report for February 3, 2022 was made available for inspection:

• General Fund Checking Balance as of January 1, 2022:	\$ 164,825.10
Expenses Totaled:	\$ -39,959.29
Income Totaled:	<u>\$ 22,608.10</u>
General Fund Checking Balance as January 31, 2022:	\$ 147,473.91
• Sewer Fund Checking Balance as of January 1, 2022:	\$ 32,678.50
Expenses Totaled:	\$ -18,017.14
Income Toted:	<u>\$ 43,548.93</u>
Sewer Fund Checking Balance as of January 31, 2022:	\$ 58,210.29
• Sewer Fund PLGIT Balance as of November 30, 2021:	\$ 220,776.77
Interest Totaled:	\$ 4.74
Deposit Totaled:	\$ 0
Expense Totaled:	<u>\$ 0</u>
Sewer Fund PLGIT Balances as of January 31, 2022:	\$ 220,781.51

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| Highway Aid PLGIT Balance as of November 30, 2021: | \$ 72,039.48 |
| Interest Totalled: | \$ 1.50 |
| Deposit Totalled: | \$ |
| Expense Totalled: | <u>\$ 8,780.24</u> |
| Highway Aid PLGIT Balances as of January 31, 2022: | \$ 63,260.74 |

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| General Fund PLGIT Balance as of November 30, 2021: | \$ 845,496.10 |
| Interest Totalled: | \$ 18.74 |
| Deposit Totalled: | \$ 37,568.06 |
| Expense Totalled: | <u>\$ 3,524.00</u> |
| Sewer Fund PLGIT Balances as of January 31, 2022: | \$ 879,558.80 |

Bills: A copy of the bill list dated February 3, 2022 was provided to Council and offered for review by the public.

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| General Fund beginning balance as of January 31, 2022: | \$ |
| 139,661.59 | |
| ending balance as of February 10, 2022: | \$ |
| 124,005.69 | |

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| Sewer & Water beginning balance as of January 31, 2022: | \$ |
| 57,336.65 | |
| ending balance as of February 7, 2022: | \$ |
| 55,404.04 | |

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| Highway Aid ending balance as of February 7, 2022: | \$ |
| 63,259.24 | |

A motion made by Mr. Lodise seconded by Mr. Mandolesi and carried unanimously to approve the bill list dated February 3, 2022; Motion carries 7-0-0.

Correspondence:

- Meals on Wheels – A representative from Meals on Wheels contacted the Borough for their help. They need drivers in our area and asked if we could post information. Ms. Omietanski could not open the attachment so she asked them to send it to her again. In the meantime, she will forward the current email to Mayor Mahon and Bill Wheeler.
- Mosquito Control – Ms. Omietanski received the annual letter from Bucks County Department of Health regarding the mosquito control. In the past Mayor Mahon took care of the response for the Borough, however Ms. Omietanski suggested Bill Wheeler now take over responsibility. Mayor Mahon will forward a copy of her normal response.

- Leck – Ms. Omietanski confirmed with council that everyone received her email regarding the correction to the holiday trash pick up dates. Memorial Day and Labor Day are on a normal collection schedule.

New Business:

- Projector – Mr. Toth is currently gathering prices for a projector for Borough Hall.
- Email Needs – Bill Wheeler only heard back from Ms. Omietanski regarding what is needed in an email system. Council needs to decide if they are happy with the current system or is willing to spend money on a different system.

The meeting was adjourned at 9:21 pm; motion made by Mr. Mandolesi seconded by Mr. Pio.

Respectfully Submitted

Dorothy Omietanski,
Hulmeville Borough Secretary