

**HULMEVILLE BOROUGH COUNCIL**  
**Meeting Minutes**  
**August 6, 2018**

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  
Nick Lodise  
Doug Edge  
Sarah Omietanski, Jr. Council  
Doug Harris  
Judy Coleman

**Staff in Attendance**

Solicitor Robert DeBias  
Treasurer Diane McKairnes  
Secretary Dorothy Omietanski  
Mayor Debbie Mahon  
Zoning Officer Debra Juno  
Police Chief Bob Juno

**Councilmembers Absent:** Mallory Menta

**Staff Absent:** Water & Sewer Kurt Ludwig and Fire Marshal Bill Wheeler

**Guests in Attendance:** Ron Robbins, Betty Shapcott, Noah Edge, Michael Bokman, Edward Dutill, Sheri Wheeler

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

**Minutes:**

**Motion made by Mr. Mandolesi seconded by Mr. Lodise to approve the minutes of July 2 and 17 2018; Motion passed with all in favor 6-0-0.**

**Public Comment:**

- Ms. Shapcott voiced her concern regarding children left in cars and wondered if anything could be done on a local level to address the issue. Mayor Mahon explained that there is a national organization who is addressing the matter and she will reach out to them to see if they have materials that could be distributed or posted locally. Ms. Shapcott also voiced her concern regarding the speed at which cars travel down Bellevue Ave.
- Guard Rail Green Street – Mr. Dutill again wanted to remind council of the dangers of not having a guard rail along Green Street. He has brought up his concerns at past meetings and still the area is without a guard rail. Mr. Dutill again stressed the danger of the situation and hopes that a rail is installed soon. Mr. Dutill also offered the police the use of his driveway to assist them in trying to catch the cars that are driving the wrong way along Green Street. He sees about 15-20 cars a day breaking the law.

- Mr. Robbins asked the police to investigate a black Chevy that keeps parking in the church parking lot. Mr. Robbins also stated that there is a pothole forming on Beaver Street and there is a construction vehicle parked on the curb at Washington Ave.
- T-shirts: Mr. Dutill wanted to know if the Borough was going to sell tshirts again during the September town sale. Council explained that any sale of tshirts was most likely done through the Historical Society.

**Zoning:** Mr. Mandolesi emailed council the zoning report for the month. Ms. Juno had correspondences with Robert Crookham of 129 Green Street regarding renting a room in his home, Christina Sibre of 830 Bellevue Ave regarding a driveway expansion, Cindy Elias from a countertop production company, Sharon Harger of 8 Water Street regarding a zoning denial and Curtis McKairnes of 410 Main Street regarding a flood plain permit. Ms. Juno compiled permit packets which were added to the playground mailbox, and she inspected 509 Main Street, and 910 Bellevue Ave. Ms. Juno also reviewed permit packets for 8 Water Street and 830 Bellevue Avenue and sent a notice of violation to 4 Water Street for overgrowth on the property.

**Police Report:**

- Mayor Mahon read the report for the month of July 2018: 24 Incidents, 26 Traffic, 1 Parking, 1 Accidents, 11 Assists, 1 Summary, 0 Criminal, 8 District Court, 0 County Court, 2 EMS, for total hours worked: 186, Total Salary \$4,403.90.
- Items Purchased – Ms. Omietanski reordered the phone for the police station at an added cost of \$23.80.
- National Night Out – National Night Out will be Tuesday from 5:30 – 8:30pm. Mayor Mahon incurred \$150.35 in expenses. The Mayor needs assistance with stuffing bags and setting up. Ms. Omietanski offered her assistance.
- Budget Items – Mayor Mahon requested that Chief Juno summarize the cost for a car camera and body camera for both the budget and RDA request.
- Policy Updates – Mr. Gerber has been working with the Mayor regarding updating/creating policies for the Police Department. They are making good progress and the policies will be reviewed by the police committee.

**Motion made by Mr. Mandolesi seconded by Mr. Lodise to sign the engagement letter dated July 2, 2018 that hires Mr. Christopher Gerber to assist with personnel and human resource policies; Motion passed with all in favor 6-0-0.**

**Jr Council Member:** no report

**Water and Sewer:** no report

**MS4:**

- Committee Meeting – A meeting is scheduled for August 23 at 7:00pm
- Newsletter – Summer/ Fall newsletter needs updates from the committees.
- Database – Mayor Mahon is still looking for a thorough way to get updated business names and contact information.

- Resolution 218-5 – Ms. Menta mentioned that the borough news highlighted a resolution being sent to the house that is trying to protect the municipalities from costs associated with stormwater.

**TMDL / BMP's:** Permit years 2018-2022

- Pathogens and Priority Organic Compound Controls – On July 2, 2018 Mayor Mahon received a letter from Pickering, Corts & Summerson stating the borough must implement pollution control measures to pathogens and priority organic compounds. The letter states 7 requirements. The committee will discuss these requirements at the August meeting. RETTEW attached a proposal to assist with one of the requirements at a cost of \$5,410.00. Mayor Mahon reached out to some other companies to compare costs and the other companies declined due to the size of the project.
- 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

**Floodplain:**

- For all residents in and out of floodplain, contact information is being added to the newsletter to assist residents and business owners on proposed practices and procedures during weather events.
- The Water Street FIRM concerns have not yet been answered. FEMA forwarded Mayor Mahon's questions to PEMA for answers through the hazard mitigation grants.
- Old Colonial Inn (OCI) has cleared trees in floodplain/open space behind their establishment and the zoning officer is working on the violation regarding the matter.

**Storm Water:**

- New Residents – Update any new residents that have moved into Hulmeville as storm water affects us all and not just those that live in floodplain.

**Borough Property:**

- Playground – The Eagle Scout playground project is completed. There were a couple of 6 by 6 pieces of lumber left over from the project, which have been placed into the garage. Also, the Historical Society was planning to order some benches. When the benches arrive the Eagle Scout did offer to put them together, however it is not part of the original project proposal.

- Soccer Fields – The grass has encroached 15 feet into the soccer fields. Mr. Mandolesi did discuss this with the lawn service. He will take a look at the fields and will again follow up with Mr. Boone regarding the matter.

**Lights:**

- LED Lights – Tonight Mr. Wheeler and Ms. Omietanski will sign the agreement with Armour and Sons Electric. Armour has ordered the parts needed for the LED light project. Mr. Mandolesi asked if the additional electrical work that has now been approved to be done by the RDA needed to be done by the same contractor? The answer is no the work will need to be advertised for bid.

**Streets:**

- Potholes - Mr. Lodise will examine the streets for potholes.
- Stop Signs – Bob Winkler of Penndel Borough sold 24 stop signs to the borough at a cost of \$24.90 per sign. Ms. McKairnes confirmed that the money will be taken out of highway aid to pay for the signs.

**Personnel:** no report

**Finance:**

- Budget Schedule – Ms. Coleman emailed everyone a timeline for the budget this year. After review of the dates council revised the timeline. The committee will meet August 15 and 22<sup>nd</sup> at 6:30. On October 16<sup>th</sup> the budget will be finalized, on November 5 council will vote to advertise giving 10 days for public review, November 20<sup>th</sup> work session will provide opportunity for public comment and on December 4<sup>th</sup> the new budget will be adopted.
- EIT – Ms. Coleman asked about the numbers that are coming in for EIT. Ms. McKairnes explained that it will take a year and a half until the borough is receiving the total EIT amounts. A suggestion was made to take the first two quarters collection amounts to use to estimate for the 2019 budget year.
- Amusement Tax. Ms. Colman wanted to confirm that the only payment to date on amusement tax was \$1,460.00. Ms. Omietanski provided her a copy of the payment.

**Trash:** no report

**Solicitor Report:**

- Snow Removal Contract – Currently council signed a 1-year contract for snow removal. Mr. DeBias asked council what they want to advertise for the upcoming year. Mr. Lodise was happy with the current company; any issues he had were resolved right away. Ms. Wheeler thought Middletown Township did the best job at removing snow. Mr. Wheeler will reach out to Middletown Township to see if they would be interested in managing snow removal for the Borough. Ms. Omietanski reminded council there was an issue

with insurance. Middletown requested the borough secure their own insurance. Middletown charged \$125 per hour. Council all agreed to advertise for a 1- year and a 3- year contract. The bids should be opened at the September 18<sup>th</sup> meeting and the bid awarded at the October 1<sup>st</sup> meeting.

- Verizon Renewal – Mr. DeBias just wanted to make council aware that the Verizon contract is up for renewal.
- Magnet – Magnet will be attending the work session meeting to present their products. Mr. Harris will email council with a copy of the company information.

Mallory Menta arrived 8:30pm

**Fire Marshal:** no report

**Mayor:**

- Bucks Co Tour of Honor – Mayor Mahon received a request for a \$100 donation to be given to the Bucks Co Tour of Honor, which is an organization that buses veterans to Washington DC. The group services 12,000 veterans and the tour is scheduled for October 1<sup>st</sup>. Chief Juno requested the approval to offer the borough police car to be used as an escort.

**Motion made by Ms. Menta seconded by Mr. Edge to donate \$100 to Bucks County Tour of Honor; Motion passed 5-2-0. (Ms. Coleman and Mr. Harris opposed).**

- Kiss Electric – Kiss Electric would like to offer solar panels to the residents of the borough. Mr. Lodise will reach out to Kiss Electric and gather more information.

**Treasurer’s Report:** Treasurer’s Report of August 6, 2018 was made available for inspection:

• <b>General Fund Checking</b> Balance as of July 1, 2018:	\$ 227,654.21
Expenses Totaled:	\$ - 25,406.57
Income Totaled:	<u>\$ 25,034.97</u>
General Fund Checking Balance as July 31, 2018:	<b>\$ 227,282.61</b>
• <b>Sewer Fund Checking</b> Balance as of July 1, 2018:	\$ 29,935.29
Expenses Totaled:	\$ -33,139.43
Income Totaled:	<u>\$ 55,295.74</u>
Sewer Fund Checking Balance as of July 31, 2018:	<b>\$ 52,091.60</b>
• <b>Sewer Fund PLGIT</b> Balance as of June 1, 2018:	\$ 401,765.56
Interest	\$ 534.51
Deposit	\$ 0
Expense	<u>\$ 0</u>
Sewer Fund PLGIT Balance as of June 30, 2018:	<b>\$ 402,300.07</b>

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| • <b>Highway Aid PLGIT</b> Balance as of June 1, 2018: | \$ 47,442.34        |
| Interest   | \$ 62.14            |
| Deposit  | \$ 0                |
| Expenses   | \$ - 1,056.10       |
| Highway Aid PLGIT Balance as of June 30, 2018:         | <b>\$ 46,448.38</b> |
  
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| • <b>General Fund PLGIT</b> Balance as of June 1, 2018: | <b>\$ 241,338.78</b> |
| Interest  | \$ 428.37            |
| Deposits  | \$ 0                 |
| Expenses Total:   | <u>\$ 175,000.00</u> |
| General Fund PLGIT Balance as of June 30, 2018:         | <b>\$ 66,767.15</b>  |

**Bills:** A copy of the bill list dated August 6, 2018 was provided to Council and offered for review by the public. Note six bills were added: Sparkle Cleaning \$94.45, Debbie Mahon \$150.35, Berkheimer \$43.80, Dorothy Omietanski \$23.90, PECO \$15.03 and Penndel Borough \$498.00.

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| • <b>General Fund</b> beginning balance as of July 31, 2018: | \$ 233,438.83 |
| ending balance as of August 6, 2018:                         | \$ 223,347.85 |
  
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| • <b>Sewer &amp; Water</b> beginning balance as of July 31, 2018: | \$ 53,501.56 |
| ending balance as of August 10, 2018:                             | \$ 22,822.15 |
  
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| • <b>Highway Aid</b> beginning balance as of August 6, 2018: | \$ 46,356.36 |
| ending balance as of August 6, 2018:                         | \$ 45,843.33 |

**A motion made by Mr. Mandolesi seconded by Mr. Lodise and carried unanimously to approve the bill list dated August 6, 2018; motion carries 7-0-0.**

**Correspondence:**

- Pennsbury Manor – The borough received an invitation to the Governor’s Panel program.
- Forest Park Water – The borough received a downstream notification requirement for storage tanks in Chalfont Pa. Ms. Omietanski will forward this letter to Mr. Ludwig.
- Life Insurance – Mayor Mahon distributed a brochure and business card she received from Prudential regarding personal life insurance.

**Old Business:**

- Master Book of Employee Policies – Mr. Edge asked if the borough had a master list of policies for the office. Mayor Mahon explained that she and the police committee were currently working on creating policies for the police and once they are complete she would be happy to forward them to the personnel committee and agrees that they should use them as a template for policies that need to be created for the office.
- Veterans Bench – Council agreed to place the bench in the meeting room for display.

- National Night Out – Ms. Menta has information from Bucks County Drug and Alcohol Prevention to distribute at National Night Out.

**The meeting was adjourned at 9:25 pm; motion made by Ms. Menta seconded by Mr. Lodise; carried 7-0-0.**

Respectfully Submitted

Dorothy Omietanski,  
Hulmeville Borough Secretary