

HULMEVILLE BOROUGH COUNCIL
Meeting Minutes
August 3, 2020

The regular monthly meeting of the Hulmeville Borough Council was held on the above date via Zoom. This meeting was advertised in the Courier Times, notice was posted at the Borough Hall and on the Borough website.

Roll call was taken by Dorothy Omietanski

Councilmembers Present

Thomas Wheeler, President
Dan Mandolesi, Vice President
Mayor Debbie Mahon
Doug Harris
Nicholas Toth
Doug Edge
Judy Coleman

Staff in Attendance

Solicitor Robert DeBias
Chief Baran
Water & Sewer President Kurt Ludwig
Secretary Dorothy Omietanski
Treasurer Diane McKairnes

Councilmembers Absent: none

Councilmembers Late to Arrive: Nick Lodise

Staff Absent: Fire Marshall William Wheeler

Guests in Attendance: Tricia Boyle, Mike Wasson and Marce Heald

Call to Order: Mr. Wheeler called the meeting to order at 7:30 pm; all those present joined in the Pledge of Allegiance.

Mr. Wheeler Stated: We are holding this meeting by zoom pursuant to Senate Bill SB814, passed as Act 15 of 2020 as a result of the Emergency Declaration issued by Governor Wolf and the stay at home and shelter in place orders that have been issued by Governor Wolf. This meeting was advertised in the Courier Times and notice was posted at the Borough Hall and on the Borough Website. This meeting is being recorded and will be placed on the Borough Website. A draft of the minutes will promptly be placed on the website as well.

Minutes:

Motion made by Mr. Harris seconded by Mr. Mandolesi to approve the minutes of July 6 & 21, 2020; Motion Passed with all in favor 6-0-0.

Mayors Statement:

Bucks County continues to be in the Green Phase and I encourage everyone to honor the guidelines with wearing face masks and practicing social distancing.

I have reached out to the local chapter/unit of the NAACP to help Hulmeville Borough stay informed of the Black Lives Matter movement. I will give updates to my discussions at future borough meetings. Thank you to those that gave their input to the Hulmeville Borough Police department's review of our Use of Force Policy. With the review from our solicitor, Robert DeBias, the policy is in good form and not in need of rewriting. I welcome all of council, as well as the public, to reach out to Chief John Baran with any input to further improving the Hulmeville Police Department.

Public Comment: none

Nick Lodise arrived 7:35pm

Police Report:

- The police report was submitted for the month of July 2020: 25 incident reports, 2 accident reports, 12 assist, 0 EMS call, 0 summary citations, 37 traffic citations, 2 criminal arrests, 0 parking, 10 hours district court and 0 hour county court or total hours worked: 182, Total Salary \$5,758.75.
- Traffic Signs – Chief Baran placed the traffic signs on spy mode for one month. In spy mode the speed of vehicles recorded was only one or two miles per hour faster than when the speeds were posted. The signs are back on display and will remain that way moving forward.
- RDA Purchases – The police bike is still on back order. Chief Baran is going to purchase 5 flashlights and a cross walk sign with the \$570 left from the RDA grant.
- T-shirts – Chief Baran forwarded council two tshirt designs supporting the Hulmeville Police Department. If anyone is interested in ordering shirts let him know by Friday.
- Police Policies – The police committee is currently working on policies for record retention and handling of intoxicated people.
- Air Conditioning – Mr. Wheeler has noticed that the air-conditioning running the hallway and police department is running at 62 degrees when no one is there. If the police could make sure to adjust the temperature before they finish their shift it would save money. Chief Baran will talk to his department and make sure before they are done for the day, they adjust the air conditioning.
- New Computers – The Police Committee recommends council purchase a laptop for \$4,194 and a PC for \$2,825 from Dell. The cost includes security on both computers for 3 years and the chief already has mounting equipment to hold the laptop in the police vehicle.

Motion made by Mr. Mandolesi and Mr. Lodise to purchase a laptop for the Hulmeville Police Department not to exceed \$4,500 and a PC for the Hulmeville Police Department not to exceed \$3,000; motion passed with all in favor; 7-0-0.

- National Night Out – National Night Out is currently scheduled for Tuesday October 6, 2020 with COVID restrictions to be implemented. The event will most likely be a police car drive around distributing handouts. More information will follow.

Mayors Report:

- Signs for Playground – Mayor Mahon inquired on the status of signs for the playground that relate to COVID policies and procedures. Mr. Wheeler is still working on it.

Emergency Management Coordinator:

- Website – Fire Marshal Wheeler appreciates the feedback he is receiving regarding the new website. If anyone would like to design a page, he would appreciate the help.
- National Weather Service – There is a severe storm warning in place for tomorrow. They are expecting 4-6 inches of rain and the Neshaminy is predicted to reach 12feet which is flood level. There is a tornado warning also in effect.
- Generator – Fire Marshal Wheeler set up the generator for the traffic light in case the borough loses power.
- Emergency Tree Removal – Mr. Mandolesi has a verbal agreement with Bradford Landscaping to remove any limbs from roads should the Borough have need during a severe storm. The police department can call Mike from Bradford directly if the need should arise tomorrow.

Fire Marshal: no report

Authority:

- Delayed Work – The work that was scheduled to take place during COVID should begin this month
- Payment Plans – Overall the customers on payment plans have been making their monthly payments to the Authority. Mr. Ludwig will be reaching out to the few who have been difficult even before COVID to discuss their current status and remind them that the grace period due to COVID is not permanent and the balances still need to be addressed.
- Budget – The Authority plans on passing their budget at the August 24th meeting. Mr. Wheeler asked if there is any consideration for putting money in the budget to have all the meters replaced in one years' time. Mr. Wheeler explained that the old meters usually favor the customer and by investing in the new meters not only will it make the process of billing easier it may save the Authority money.

Borough Property:

- Soccer Field Clearing – The work on clearing the end of the soccer fields is still not completed.

- Repairs to Borough Hall – Mr. Mandolesi is in the process of obtaining a cost estimate for painting and repairing of Borough Hall. He should have an estimate in the next few days.
- Playground – Mr. Mandolesi spoke to Boone regarding the weed issue at the playground. Boone will weed whack the area then Judge Baranowski has a person who needs community service who will come in and pull the weeds. Mr. Mandolesi is very surprised with the number of weeds in the playground. When the mulch was placed down it was playground mulch and really should have held up better. Ms. Coleman pointed out that one of the slides seems to be in need of replacement. Mr. Mandolesi will call Gilmore and Assoc and ask if there is a playground inspector that could examine the equipment, and tell the Borough what is in need of replacement.
- Parking Lot – The paving of the parking lot at Borough Hall is scheduled for August 14, 2020. Ms. Omietanski will inform the tenants by letter that they will need to park their vehicles in the Neshamony Church parking lot from 8/14-18/20. Mr. Mandolesi will also have the salt removed before the paving work begins.

MS4:

- Newsletter – Mayor Mahon is currently working on the fall newsletter. If anyone has any updates or information to add please send it to Mayor Mahon by August 31, 2020.
- Tree Planting – The tree planting is scheduled for Saturday, November 14, 2020.
- Committee Meeting – Mayor Mahon is working on getting the community letter completed for the mail merge. A meeting to assemble letters for the community that covers Best Management Practices for TMDL #7 will be on August 11th at 7:00pm.

TMDL / BMP's: Permit years 2018-2022 –Due to Covid-19 the DEP inspection has been postponed due to COVID19.

- 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

Floodplain:

- Open Space – The properties along Margareta Ave. have reached out in regards to dead limbs in trees, dead trees and standing water in the county owned Open Space areas that surround their properties. Mayor Mahon contacted the county on June 17, 2020, and has not received a response back to date.

- Inspection Letters – Mayor Mahon is working on getting the floodplain property owners inspection letters completed for the mail merge.
- Open Space – The Open Space area around the Neshaminy Falls has been an over active spot since April 2020. The Bucks County Parks Department is working with the Hulmeville Borough Police Department and local property owners to help deter visitors from littering, lighting BBQ fires, setting off fireworks, and alcohol and drug consumption. All of council has been copied on the emails documenting the events at hand. Bucks County Parks Department has posted signs in and around the Neshaminy Falls area. The Hulmeville Police Department with the Rangers walked the area around Neshaminy Falls. Mayor Mahon would like to thank all the Rangers for their time patrolling over the past week. Mayor Mahon is working with Kevin Spencer, Director of Operations on posting additional signage.

Storm Water:

- Storm Drains – Amanda Fuller, Gilmore and Assoc. is working on an RFP to get the storm drain inlets cleaned.
- Updated Data Base – Mayor Mahon appreciates any updates and contact information for new residents that have moved into our town in that storm water affects all residents and not just those who live in floodplain.
- McCarthy Ave – Mr. Young on McCarthy Ave contacted Tina Davis’ office, again, with his sincere concern with stormwater issues that affect not just his property, but his home. Council needs to schedule a follow up meeting with Gilmore and Assoc to discuss findings from the Hulmeville Water Authority’s report.

Finance:

- Committees Budget Items – Mr. Harris has not received one committee budget items for next years budget. Without these lists he can not proceed with budget meetings.
- Budget Items – Mayor Mahon recommends MS4 be a line item in the budget. A project is looming that will cost the Borough a significant amount of money to complete. Mr. Harris as cut the Amusement tax in half due to the COVID shutdown of the Neshaminy Shore Club.

Personnel:

- Zoning Enforcement Officer – Mr. Harris did reach out to Rose, but she has not returned his call as of today.

Zoning: Council asked if Ms. Buchhofer could attend an upcoming meeting

Trash:

- Hazardous Waste Drop Off – There is a hazardous waste drop off scheduled in our area for 8/8/20, however currently they are no longer taking reservations for the event. If a

resident would like to be placed on a waiting list, they need to email dmiller@buckscounty.org.

Streets:

- Bellevue Ave – One half of Bellevue Ave has been milled. PennDOT still needs to complete the other half as well as Main Street.
- Potholes – Mr. Lodise will make a list of pot hole and crack repairs that need to be made in the borough and submit it to Mr. Harris for the budget.

Solicitor:

- The following approved motions from the July work session need to be ratified.

Motion made by Mr. Mandolesi and seconded by Mr. Harris to ratify the following action taken at the July 21st 2020 work session: approved motion to hold August regular and work session meetings via zoom, approve the motion to allow Mr. Wheeler to sign the terms and conditions with platinum Paving and provide a deposit of \$2,133.25, to approve a motion to release Kiss Electric escrow of \$2,500, and to approve a motion to pay Envirotech \$5,048.60 to clean up the oil spill on the soccer fields; motion to ratif passed with all in favor 7-0-0.

- Master Caster Agreement – Mr. DeBias received an email from PA Department of Transportation to sign a new Master Caster Agreement for a period of 9 years. The agreement allows PennDOT to complete work on the Borough streets, and bill council the cost which is set forth in the agreement. The cost of the work would be taken out of Liquid Fuels.

Motion made by Mr. Mandolesi and seconded by Mr. Lodise to sign a resolution authorizing the signing of the Master Castor Agreement with the PA Department of Transportation; motion passed with all in favor 7-0-0.

- Work Session – Mr. DeBias requested that Mr. Toth at his convivence email council the Zoom login information for the work session.
- Credit Card – Mr. DeBias received feedback from Ms. Coleman with regards to the credit card policies. Ms. Coleman recommends using the word procurement instead of credit card. Procurement suggests prior approval on purchases approved by council. She also wanted to confirm only designated persons will be able to use the card. Mayor Mahon suggested those persons be Chief Baran, Ms. McKairnes and Ms. Omietanski. The card will work like a debit card when purchases are made the amount will come directly out of Plgit. Council agreed to set a purchase limit of \$1,000 if the cost exceeds the limit prior approval from council is required before make the purchase. Mr. DeBias created four documents pertaining to the procurement card: a resolution to authorize the application for the card, a p-card policy for use of card, a user agreement which will be signed by all who are assigned to use the card, and a resolution to adopt the p-card policies.

Motion made by Mr. Harris and seconded by Mr. Edge to sign a resolution to complete the application for the Procurement Card for Hulmeville Borough; motion passed with all in favor 7-0-0.

Motion made by Mr. Harris and seconded by Mr. Lodise to sign a resolution to adopt the Procurement Card policy for use of the p-card; motion passed with all in favor 7-0-0.

Treasurer’s Report: Treasurer’s Report for August 3, 2020 was made available for inspection:

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| General Fund Checking Balance as of July 1, 2020: | \$ 434,895.36 |
| Expenses Totaled: | \$ -40,270.04 |
| Income Totaled: | <u>\$ 20,981.98</u> |
| General Fund Checking Balance as July 31, 2020: | \$ 415,607.30 |

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| Sewer Fund Checking Balance as of July 1, 2020: | \$ 14,867.77 |
| Expenses Totaled: | \$ -20,636.70 |
| Income Toted: | <u>\$ 51,418.95</u> |
| Sewer Fund Checking Balance as of July 30 2020: | \$ 45,650.02 |

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| Sewer Fund PLGIT Balance as of July 1, 2020: | \$ 236,818.78 |
| Interest | \$ 25.59 |
| Deposit | \$ 0 |
| Expense | <u>\$ -9,103.79</u> |
| Sewer Fund PLGIT Balance as of July 31, 2020: | \$ 227,740.58 |

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| Highway Aid PLGIT Balance as of July 1, 2020: | \$ 51,985.59 |
| Interest | \$ 5.73 |
| Deposit | \$ 0 |
| Expenses | <u>\$ -14.38</u> |
| Highway Aid PLGIT Balance as of July 31, 2020: | \$ 51,976.74 |

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| General Fund PLGIT Balance as of June, 30 2020: | \$ 279,229.90 |
| Interest | \$ 0 |
| Deposits | \$ 0 |
| Expenses Total: | <u>\$ 0</u> |
| General Fund PLGIT Balance as of June 30, 2020: | \$ 279,229.90 |

Bills: A copy of the bill list dated July 30, 2020 was provided to Council and offered for review by the public. Three bills were added: \$293.61 to Bill Wheeler, \$19,582 Selective Insurance (note Selective just started charging a \$7 monthly fee for paying your bill monthly so council agreed to pay the total bill upfront to avoid the extra charge) and \$600 for Zoning Officer work May – July, 24 hours expended.

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| General Fund beginning balance as of August 1, 2020: | \$ 413,935.76 |
| ending balance as of August 6, 2020: | \$ 364,374.74 |

- **Sewer & Water** beginning balance as of August 3, 2020: \$ 45,150.877
- ending balance as of August 14, 2020: \$ 29,888.73

- **Highway Aid** beginning balance as of August 3, 2020: \$ 51,722.98
- ending balance as of August 3, 2020: \$ 51,722.98

A motion made by Mr. Mandolesi seconded by Mr. Lodise and carried unanimously to approve the bill list dated July 30, 2020; motion carries 7-0-0.

New Business:

- Zoning Officer Access – Ms. Omietanski asked if the Zoning Officer could have a key to the Secretary Office to assess the Zoning files, which are now housed there. Mr. DeBias explained that the auditors only want the Treasurer and Secretary to have a key to the office. Council agreed for now to have Ms. Omietanski be present when Ms. Buchhofer needs access to the files.

Old Business:

- Traser – Mr. Toth is obtaining the cost for Traser and should have it for the work session. He will also ask them if they have software to track MS4 items.
- Property Maintenance and Rental Inspections – Mr. Harris would like to move forward on these two items. Mr. DeBias will forward Mr. Harris information on the constitutional issues with regards to rental inspections.
- RDA Grant Requests – William Penn Fire Co has requested two items for the RDA grant application LED indoor lighting at a cost of \$25,500 and a new exhaust system at both stations at a cost of \$45,864. They have quotes for both items and will email them to Mr. DeBias. Council agreed its requests should include \$13,000 for cameras, \$14,000 for a keyless locking system, \$6,000 for two electronic speed signs on Trenton Ave., and \$14,000 for new Tasers. Mr. DeBias will group them all together as a security grant request.
- 150th Anniversary Meeting – The next anniversary meeting will be held on 9/2/20 at 7pm at the Hulmeville Pavilion. Mayor Mahon will send out a mass email to announce the meeting. Ms. Coleman is still in need of receipt for the cookbook. Her deadline has been moved to 8/31/20. Mr. Coleman is busy working on the historical book. He recently interviewed Dr. Strauss, a doctor who practiced in Hulmeville, who provided a lot of historical information.
- 111 Green Street – Mr. Buchhoffer has been to 111 Green Street, and the owner has all the proper paperwork for his project, and is following all the rules and regulations. A neighbor of 111 Green Street called with concerns. Ms. Buchhofer did contact her.
- Black Property – The new owner of the Black property is proceeding with development of the property. He is planning at this point to build single homes. The owner is currently in negotiations with the pallet company for the purchase of its land. It will be 2-3 years at least until ground is broken. One issue that will need to be discussed is whether the Authority or Borough collects the revenue for the sewer connections.

The meeting was adjourned at 10:06 pm; motion made by Mr. Mandolesi seconded by Mr. Lodise; carried 7-0-0.

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Respectfully Submitted

Dorothy Omietanski
Secretary Hulmeville Borough