

RIEGELSVILLE BOROUGH COUNCIL MEETING

Municipal Building

APPROVED April 9, 2025

President Thomas Stinnett called the regular meeting of the Riegelsville Borough Council to order at 7:00 pm April 9, 2025. **If anyone makes inappropriate comments, tries to sell something, attacks someone, etc., you will be removed from this meeting.**

The Pledge of Allegiance, Roll Call: PRESENT: Ed Bartosiewicz, Gary Chase, Mike Pulsinelli, Thomas Stinnett.

Motion to approve March 12, 2024, Council Meeting minutes, **M. Pulsinelli motioned to approve, E.**

Bartosiewicz Seconded. Unanimous.

CORRESPONDENCE:

UBREMS Financial statement (2024) and 990 (2024) form.

The Borough Council received an Audit letter, DCED Audit (financial statement) from Zelenkofske Axelrod LLC. Borough Auditor.

REPORTS:

President: T. Stinnett had nothing to report.

Mayor: absent.

Report: Sherry Masteller appointed Open Records Officer (ORO)

March 2025 T. Stinnett read the report.

2- RTK's received in March. 1- Nicholas Farrell, 1- Maureen Woerner

2- Granted:

RTKs received YTD: 8 4-Bob Ryan, 1-UBREMS, 1-Evan Kechely, 1- Nicholas Farrell, 1-Maureen Woerner.

Appeals- YTD received: 3-Bob Ryan.

Open Records Officer Hours: 4 1/2 hours \$ 105.75 ORO YTD pay: \$364.75

ORO-Appeals ORO Hours: YTD pay: \$29.38

Treasurer: YTD pay: \$0

Zoning officer: YTD pay: \$0

Borough Solicitor fees: (2/18-3/14) \$203.50 YTD pay: \$518.00

Borough Solicitor Appeal fees: (2/18-3/14) \$203.50 YTD pay: \$2,830.50

ZHB Solicitor fees: YTD pay: \$0

COMMENTS OF CITIZENS: Please state your name, you have 3 minutes to speak.

8- members of the Community were present.

T. Stinnett-President of Council introduced Michael and Zachary Seiff/ Caviar Business. They would like to bring their 2 employees, possibly 3 wholesale business, to 107 Delaware Road. No retail traffic, 7 hours a day-4 days a week, no large trucks. The Riegelsville Planning Commission and Council agree that it is an E-5(Village Retail or Service Business). The property is in the FEMA/SFHA and that floodplain development permits and building permits will be required.

M. Woerner-resident asked if the committee meeting draft minutes be put on website so they could get the information timely. Residents should be able to access the information if they can't attend the meeting. Council has been discussing changes to the Borough meetings, the Resolution will be voted on during unfinished business.

R. Ryan-resident asked why the Borough doesn't use Zoom for their meetings. The Borough Council will look into this.

M. Lance-resident stated that there are currently 3 meetings a month that residents can attend.

COMMITTEE REPORTS:

Community Affairs: Ed Bartosiewicz called the meeting to order at 7:00 pm on March 19, 2025.

If anyone makes inappropriate comments, tries to sell something, attacks someone, etc., you will be removed from this meeting.

Members Present: Ed Bartosiewicz, Michael Pulsinelli, Gary Chase and Tom Stinnett.

Others Present: Mayor Boenzli, Jim Kopchak-Zoning officer, Frank Preedy- Borough EMC, Sherry Masteller-Borough Secretary and 2-Borough residents present.

Comments from citizens: Please state your name, you have a maximum of 3 minutes to speak.

R. Ryan asked if there is an update on the lease with PRFR, E. Bartosiewicz stated we can discuss that during PRFR discussion.

Discussions:

Zoning: J. Kopchak, Borough Zoning Officer, reported to Council his March 2025 report.

1-Building Permit- 1-Shed in the SFHA. 3-Zoning Permits-Shed in the SFHA (Special Flood Hazardous Area), Re-roof and Green house.

Enforcement Activities:

808 Durham Road update: No update as of March 19, 2025.

702 Durham Road update: No update as of March 19, 2025.

919 Easton Rd (Stop work order): J. Kopchak informed the owner that floodplain development permits and building permits are required and emailed the permit applications on February 12, 2025.

Property Maintenance Violations:

821 Durham Rd: The property maintenance issues should be completed with the 90-day extension. May 21, 2025.

132 Spruce Rd: J. Kopchak contacted the contractor for an update, waiting for a response.

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ZHB (Zoning Hearing Board) meetings: None Scheduled.

Other Issues:

J. Kopchak asked the Council if the pdf copy of the Zoning Code Ordinance and the FEMA Floodplain Ordinance can be put on the Borough website. The office staff have frequent walk-ins with questions regarding zoning and the floodplain requirements. The Council agreed to have them put on the website.

J. Kopchak discussed that they will be using the 2021 ICC codes books around July 2025, the Borough will purchase the new books.

M. Pulsinelli read a note from T. Macaluso-Treasurer the fee schedule should be looked at since the last update was 2017. J. Kopchak will have T. Myers look over the Flood review and escrow sections. **Library News:** The Council received March 2025 director's report, filed in the Borough office. E. Bartosiewicz read a few items from the report. An attorney is working on filing the Articles of Incorporation for the library. The plaster repairs will be done in the spring. The annual egg hunt is on Friday April 18th at 1pm- sponsored by the Library and the Riegelsville Recreation board.

PRFR (Palisades Regional Fire Rescue) News: E. Bartosiewicz stated the Council received the January 2025 monthly Municipal incident reports. PRFR received the amended lease to look over on January 10, 2025- no update from PRFR as of today. E. Bartosiewicz will contact P. Cox-PRFR President and J. Mease-PRFR Commissioner to get an update of them signing the lease.

Riegelsville Enhancement Committee: Next meeting Thursday April 3, 6:00pm. V. Boenzli reported they are helping the Riegelsville American Legion with the Memorial Day Parade- Sunday May 25. E. Bartosiewicz will get the PRFR Fire Police for traffic control. This month they will be organizing the storage in the basement by adding shelves. On March 22, 10am they will be helping with the Borough Park clean-up. **REMARK:** No Memorial Day parade, more information to follow.

UBREMS (Upper Bucks Reginal EMS): The Borough Council received the February call volume and email update from Anthony Mills. The Borough had 1 call. E. Bartosiewicz reported that Bridgton Township, Durham Township, Richland Township and Riegelsville have approved a letter of support for 2 stations. **REMARK:** The Borough had 5 calls with transport in March 2025.

Rec Board News: Palisades Rec Softball will have 2-3 girls' teams playing at the park. Kalamazoo College will be using our fields for their Woman's Lacrosse Spring break practices on March 21 and 23. G. Chase talked to Coach Graison about having them come each year and expand to inviting other local schools. It would be a great community event. Borough Park clean up Saturday March 22 at 10am.

Riegelsville Emergency Management: F. Preedy reported that he handed in the preliminary documents for Hazard Mitigation. He attended the spring meeting for Merrill Creek reservoir in NJ discussing flooding, and attended the quarterly training on OSHA. He would like to see the portable signs on 611 that say, "Your Speed Is". Pennoni has given this information to the Borough and G. Chase will pass it on.

Riegelsville Planning Commission: T. Stinnett reported that the next regular meeting is April 7, 7pm.

Meeting adjourned 7:46 pm Next meeting is April 16, 2025, at 7pm.

Utilities: Gary Chase called the Utilities meeting on March 19, 2025, at 7:46 pm.

If anyone makes inappropriate comments, tries to sell something, attacks someone, etc., you will be removed from this meeting.

Members Present: Gary Chase, Ed Bartosiewicz, Michael Pulsinelli and Tom Stinnett.

Others Present: Mayor Boenzli, Frank Preedy- Borough EMC, Sherry Masteller-Borough Secretary and 2-Borough residents present.

Concerns from Citizens: Please state your name, you have a maximum of 3 minutes to speak.

Discussions:

EPA/PADEP Service Line Inventory update: G. Chase reported no update; we are waiting for the next step from DEP to move forward.

Easton Road Traffic Signal Replacement update: G. Chase reported Pennoni Engineering has completed field survey, traffic counts and completed base plan preparation. Pennoni is currently working on signal equipment layout.

Stormwater Drainage System update: G. Chase will get the information to the manufacturer for quotes.

Riegelsville Borough Four Year Curb Stop Repair/Replacement Program: G. Chase reported the water lines have been found for 4 properties and Cowan Associates-Borough Engineer have the reports.

Permanent Part-Time Maintenance Job Description: G. Chase reported that they will be discussed during the 2026 Budget discussions. A Borough resident came into the office and filled out an employment application, R. Scott will contact the resident for more information.

The Council looked over the draft resolution "**proposed changes to Borough Council meetings**", the council will continue to discuss.

During their scheduled minor service maintenance visit for Well #3, P3 Generator Services recommended replacing the ATS controller, start wires, start wires terminal block and 3-way switch. The quote will be added to the April 9, Council agenda for a vote.

Meeting adjourned 8:10 pm Next meeting: April 16, 2025

Streets & Properties: Rodney Scott called the Streets & Properties meeting to order at 7:00 pm on April 2, 2024.

If anyone makes inappropriate comments, tries to sell something, attacks someone, etc., you will be removed from this meeting.

Members Present: Rodney Scott, Ed Bartosiewicz, Gary Chase, Michael Pulsinelli and Tom Stinnett.

Others Present: Mayor Viana Boenzli, Sherry Masteller- Borough Secretary.

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Comments from Citizens: Please state your name, you have a maximum of 3 minutes to speak.

4-Borough resident present. No comments at this time.

Discussions:

Borough Building Safety Score & Cert. of Occupancy: R. Scott met with the Contractor, K. Banko Library Board President, to discuss the plaster/painting project. It should only take 4 days. The contractor will be applying fire-rated paint so this will get us closer to Safety Score & Certificate of occupancy. R. Scott will be ordering the fire-rated door that he will install.

Library ceiling repairs update: Project will start April 17, 2025.

Arborvitaes/fence on the Delaware Hill Update: The fence will go up in a few weeks and the roots will be taken out.

Durham Road small parking lot/pocket park: R. Scott will contact Todd Myers & Audrey Wood- Borough Engineers to get moving on this project.

Draft Speed Ordinance discussion: G. Chase spoke with S. MacNair-Borough Solicitor in reference to the speed change ordinance. G. Chase asked the Council if S. MacNair can prepare the draft ordinance before the April 9 Council meeting. The Council agreed.

Pedestrian Bridge: E. Bartosiewicz reported that there is a board that needs to be replaced on the Bridge. E. Bartosiewicz and R. Scott will replace that one and look to make sure the rest are good.

The Borough office received a part-time application, R. Scott left a message with the applicant. The Council discussed S. Groller going back to part time, G. Chase will talk to S. Groller.

M. Brady would like to purchase a second Weed Wacker \$319.99 (under the \$350.00 threshold), the Council agreed.

S. Masteller gave the Council the Monthly PennDOT "info to Know newsletter" from Bryan Dayton/PennDOT.

The meeting ended at 7:17pm. Next Streets/Properties meeting will be held on May 7, 2025, at 7:00 pm.

Finance: Michael Pulsinelli called the Finance meeting to order for April 2, 2025, at 7:17 pm.

If anyone makes inappropriate comments, tries to sell something, attacks someone, etc., you will be removed from this meeting.

Members Present:

Michael Pulsinelli, Ed Bartosiewicz, Gary Chase, Rodney Scott and Tom Stinnett.

Others Present:

Mayor Viana Boenzli and Sherry Masteller-Borough Secretary.

Comment from Citizens: Please state your name, you have a maximum of 3 minutes to speak.

4- Borough residents were present. Nothing to report at this time.

Discussions:

IT, Outlook, Website: Mayor V. Boenzli was unable to print (out of ink) the report from google analytics, she will email them to the Council. The Borough website is updated.

Planning Commission Comprehensive Plan grant update: T. Stinnett reported that the BC (Bucks County) Planning Commission will continue to put the draft updated comprehensive plan together. The next Riegelsville Planning Commission meeting is April 7, 7pm.

AED discussion for Borough Hall update: The AEDs were received 3/28/25. E. Bartosiewicz will schedule training plus the placements of the cabinets.

Draft lease agreement with PRFR update: During the April 1 PRFR meeting they approved the Lease agreement. Pete Cox, PRFR President. Once we receive a copy of their minutes the document will be dated and finalized.

The Borough received reimbursement for 4/17/2023 (co pay) \$1000.00 for the 1275 Easton Road Hydrant /Vehicle accident.

The Council discussed the draft Resolution for the Council meeting changes. The draft will be updated, first Wednesday will be the Borough Committees meeting, second Wednesday will be the Borough Business Council meeting.

The Council discussed the Grant documents and draft resolution for Well #1/#2. Will be added to the Council agenda next week.

The Borough Fee schedule was emailed to T. Myers and J. Kopchak for review. G. Chase will check on a time frame. *REMARK: Time frame is May 7, 2025.*

The Borough Council discussed the UBREMS 2025 payment. G. Chase suggested 3 payments and E. Bartosiewicz suggested 2 payments.

The Borough Council discussed the Cowan Associates Construction cost estimate 2025 Water Curb Stop replacement to move forward with this bidding out project.

The Borough Council looked over the March financials.

Meeting adjoined 8:05

Next Finance meeting will be held May 7, 2025, immediately following Streets/Properties.

UNFINISHED BUSINESS:

Annual Financial Statement ad was in BC Herald April 3, 2025

PRFR voted and approved the amended lease, the final document will be distributed.

Approval of Resolution R-02-25 "Revise the schedule and regulate conduct of Borough Council meetings" **E. Bartosiewicz motioned to approve: G. Chase seconded Unanimous.**

Approval of Resolution R-03-25 "Authorizing the filing of a PA Small Water and Sewer Program Grant". **G. Chase motioned to approve; E. Bartosiewicz seconded. Unanimous.**

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Approval to advertise Draft Ordinance #250, Riegelsville Borough Bucks County, Pennsylvania, establishing a speed limit of 30 mph on Easton Road (SR0611) between Durham Road and the County Line between Bucks and Northampton Counties. **E. Bartosiewicz motioned to advertise: M. Pulsinelli seconded Unanimous.**

Discussion/Approval for UBREMS 2025 Payment Disbursements. Table to discuss in May 2025.

Approval of check \$1,100.00 BC Planning Commission (PC Comprehensive plan).” **E. Bartosiewicz motioned to approve: G. Chase seconded Unanimous.**

Approval of check \$512.78 Diamond Printing (Per capita Bills). **E. Bartosiewicz motioned to approve: M. Pulsinelli seconded Unanimous.**

Approval of check \$4,032.00 Pennoni (Design activities for traffic signal improvements). **G. Chase motioned to approve: M. Pulsinelli seconded Unanimous.**

Approval of check \$950.00 GPR one call (service line locations). **G. Chase motioned to approve; E. Bartosiewicz seconded. Unanimous.**

Approval to hire Dylan Thomas as part time Borough laborer. **G. Chase motioned to hire; E. Bartosiewicz seconded. Unanimous.**

Approval of quote \$4,429.34 P3 Generator (Well 3 Generator replace switch, block, ATS controller). **G. Chase motioned to approve: M. Pulsinelli seconded Unanimous.**

G. Chase reported that Pennoni will have a Community Meeting during our June or July Council meeting to discuss the new traffic signal impact on the Borough.

NEW BUSINESS: None to report at this time.

APPROVAL OF BILLS: **E. Bartosiewicz motioned to approve; G. Chase seconded. Unanimous.**

The Borough office will be closed April 18, 2025 (Good Friday)

The meeting adjourned 8:15 PM. Next Council meeting: May 14, 2025, at 7:00pm.

Sherry Masteller

Borough Secretary

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