

RIEGELSVILLE BOROUGH COUNCIL MEETING

Municipal Building

APPROVED December 13, 2023

President Thomas Stinnett called the regular meeting of the Riegelsville Borough Council to order at 7:00 pm December 13, 2023. **If anyone makes inappropriate comments, tries to sell something, is attacking someone, etc. you will be removed from this meeting.**

The Pledge of Allegiance, Roll Call: PRESENT: Ed Bartosiewicz, Michael Pulsinelli, Rodney Scott, Thomas Stinnett, and Mayor Boenzli.

Motion to approve November 8, 2023, Council Meeting minutes, **E. Bartosiewicz motioned to approve, M. Pulsinelli Seconded. Unanimous.**

CORRESPONDENCE: Letter dated November 29, 2023, was read by Sherry Masteller- Borough Secretary from Borough Solicitor-William T. Dudeck. William is resigning as the appointed solicitor for the Borough of Riegelsville effective 12:00 a.m., January 1, 2024. **R. Scott motioned to approve the resignation E. Bartosiewicz seconded. Unanimous.**

REPORTS:

President: T. Stinnett had nothing to report at this time.

Mayor: Viana reported the Enhancement Committee the Christmas Tree Lighting event, and it was a success about 150 people attended. Viana added the Search function to our website. Viana has an appointment will Judge Gambardella to be sworn in prior to our Council Re-org meeting.

Report: Sherry Masteller appointed Open Records Officer (ORO)

November 2023

No RTK's received in November.

7-RTK's- final responses that had 30-day extensions from October 10/26, 10/27, 10/30.

3-Denials. From 10/30/23 RTK requests

No new appeals. **YTD: 0**

YTD total received: 68. YTD: 2- Smart Procure, 1- Brendan Breslin, 1- Prime Builder, 1-MGM Law, 1-Tyler Okeefe, 1-Trileaf, 1- Lien One Inc., 2- Evan Kechley, 53-Robert Ryan, 1- Allium Data, 1- Mike Cavallaro. 1- River Rock Management LLC. 1-Steller Innovation, 1-AB Plus Estate Investment.

Open Records Officer Hours: 12 1/2 hours - Total \$251.13 to process, gather documents and if needed forward requests to agencies of the Borough. ORO YTD pay: \$1,513.40.

ORO-Appeals YTD pay: 0.

Treasurer: 5 ¼ hours total \$110.99 YTD pay: \$193.64.

Zoning officer: 15 minutes \$15.75 YTD pay: \$157.50.

Solicitor fees: YTD pay: \$225.00.

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

7 members of the Community were present, no one spoke. Robert Ryan, Resident asked Council why is Bill Dudeck resigning? T. Stinnett stated he was leaving Eastburn and Gray. The council will be gathering information to appoint another Borough Solicitor hopefully in January 2024.

COMMITTEE REPORTS:

Community Affairs: Michael Pulsinelli called the meeting to order at 7:00 pm on November 15, 2023.

If anyone makes inappropriate comments, tries to sell something, is attacking 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 Boenzli, Jim Kopchak-Zoning officer, Frank Preedy- Borough EMC, Sherry Masteller- Borough Secretary, Brooke Hennessy- Library Board of Trustee member and 3 Borough resident present.

Comments from citizens: Please state your name, you have maximum 3 minutes to speak. No one spoke.

Discussions:

Zoning: Jim Kopchak, Borough Zoning Officer, reported to Council his November 2023 report.

2- Building Permits: 2-Electrical repairs. 2 -Zoning permit- 1- Re-Roof, 1 Concrete walkway.

Enforcement Activities:

808 Durham Road update: No update as of November 15, 2023.

702 Durham Road update: No update as of November 15, 2023.

122 Delaware Road: On October 11, Jim observed construction work being done without permits at the apartment building. The repairs were on the rear porch. This property is in the FEMA SFHA and the repairs require floodplain development permits and building permits. Jim sent an enforcement letter on October 4th and a certified letter was sent out on October 11; the compliance date is October 25, 2023. Jim received a response letter from the property owner on October 18, 2023, they stated they are working on getting the floodplain and construction documents for a permit submission. Jim will contact the property owner on November 22 for an update.

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Property Maintenance Violations:

224 Easton Road Update: Non-traffic citation was filed for property maintenance violation. This hearing was on July 13, 2023, the property owner is making progress on fixing up his property, so the magistrate granted a continuance of 60 days. There was a court date for September 19, but Randy did not receive a notification. New court date is November 16, 12:30

141 Delaware Road Update: The hearing was scheduled for September 5; the judge was informed that the property owner did not comply. Judge Gambardella was informed that these violations have been active for over a year. Judge Gambardella stated property owner has 30 days to comply, or he will issue a \$20,000.00 fine for each citation. The new court date is November 16, 12:00.

ZHB (Zoning Hearing Board) meetings: No scheduled meetings.

Library News: Borough office received from Terri Randolph (Director) the October Directors report minutes and they have been filed. Brooke Hennesy, Library Board of Trustees reported that the plug for the chair lift was replaced, and light bulbs were changed in the library. The library insurance is up to date. The Fall used book sale fundraiser starts on Friday November 17. The Council discussed the 2 Air conditioners, that they should be taken out for the winter. Gary reported that Terri- Director talked to a representative from Scan Source in reference to our Grant.

Fire Co. News: E. Bartosiewicz reported that Elections will be done during the December meeting. Ed stated the positions are Chief, Asst Chief, Vice President, Treasurer, Asst. Treasurer, Secretary and Asst. Secretary.

Riegelsville Enhancement Committee: Viana reported that the Enhancement Committee received a \$250.00 donation from Riegelsville Inn for the Halloween night after party. The next event is the Christmas Tree lighting on December 2. Next meeting is November 16, 2023, at 6pm.

UBREMS (Upper Bucks Regional EMS) News: Ed reported that Barbara Stebulis is the new Director in Chief and Chris Horner is the Deputy Chief.

Rec Board News: R. Scott reported that the Annual Fall Rollout Car Show was a huge success and great weather!

Approximately 480 Show Cars. We were able to give out donations of \$8,300.00 to local groups including PRFR, UBREMS, BS Troop 27, Girl scouts, Lords Pantry, Riegelsville Library, Palisades School (Girls Varsity Basketball, Choir, Tennis, Wrestling Girls & Boys teams) and Recreation Board.

Riegelsville Emergency Management: Frank reported that in October he attended Hazard Mitigation seminar in reference to climate change and power problems. Frank was on a call with Rodney, Gary, and Mark from Pennoni about the drains that go into the canal and river. Frank and Gary discussed with Denise-Grant writer that grants from DCNR, PEMA and DCED for the drain repairs.

Sherry reported that the Draft EOP (Emergency Operations Plan) that Frank gave the Council will continue being looked over and will be added for approval at a later Borough Council agenda.

Riegelsville Planning Commission: Tom reported the next Planning Commission meeting is Monday December 4, 2023, they will continue to discuss the process to update the Borough Comprehensive Plan. Denise-grant writer is working on a DCED grant application.

Draft Dog Ordinance: Mike stated that he had received a few questions with the draft and gathered additional information to add to the current draft. Once this is updated the Council will receive the copy.

Meeting adjourned 7:50pm Next meeting is January 17, 2024- NO Community Affairs & Utilities meeting in December.

Utilities: Rodney Scott called the Utilities meeting on November 15, 2023, at 7:51pm.

If anyone makes inappropriate comments, tries to sell something, is attacking 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 Boenzli, Frank Preedy- Borough EMC, and Sherry Masteller-Borough Secretary.

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

1-Borough resident present. Bob Ryan asked how he could get a copy of the 2024 Budget.

Sherry stated the Borough office has a copy to view or the Draft is also on the Borough Website.

Discussions:

Flow meter certifications well 2 and 1 at the river bridge (Aqua NJ) Update: The canisters were sent to be certified.

Boiler- Steam water feed tank & pump- parts are ordered some backordered (Oct 19-Nov 20). No update as of November 14.

Both Generators need maintenance repairs: Update: Block Heater was installed (Borough Building) December 4, at Well 3 (hour meter will be replaced).

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Durham Road Small Parking Lot: Rodney will contact Todd Myers- Borough Engineer in reference to other ideas like a pocket park. Rodney will also discuss the trail runoff by the catholic church entrance to trail.

Rodney reported that Tammy would like to send Audrey-Cowan Associates information that is needed to update the Borough tapping fees in December. The council discussed this and felt we need to get this updated in the new year.

719 Easton Road has replaced their septic system and now is working on the removal of the bamboo. They will need to remove and then replace four of the Borough's arborvitae's during the remediation.

The Boroughs safe deposit box has upgraded to a larger box, signature cards need to be redone.

The fire hydrant across from the Fire house was hit by car and needs to be removed. Sherry received the incident report from PA state police and reported our information to their insurance company.

Rodney talked to Troy about the Chevy truck rust issues; Troy is going to give us a quote for repairs to get it through inspection.

Next meetings: No December meeting, next meeting is January 17, 2024

Streets & Properties: Ed Bartosiewicz called the Streets & Properties meeting to order at 7:00 pm on December 6, 2023. **If anyone makes inappropriate comments, tries to sell something, is attacking someone, etc. you will be removed from this meeting.**

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

Others Present: Mayor Boenzli and Sherry Masteller-Borough Secretary.

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

2 Borough residents were present. No comments.

Discussions:

Borough Building Safety Score & Cert. of Occupancy: Bob Ryan-Borough resident stated he asked for the document for this. Rodney stated this is ongoing and we do not have documents for this yet, we need to continue with fire rated paint and fire door on the third floor.

Parking lot Borough Sign update: Sherry reported no update due to end of the year priorities. Rodney said he will fix the corners of the wooden boards around the flower bed.

2 "No Parking" signs will be installed on the Eastside of Edgewood Road. Matt will be installing the signs.

The trucks are ready for the winter weather. Salt bin is full.

The Borough received a certified letter from Bucks County Agricultural Land Preservation Program. TNT Groundworks is applying to the State Agricultural Land Preservation Board to sell an "agricultural conservation easement." This would prevent the land from being developed or improved for any purpose other than agricultural production.

Meeting adjourned 7:12 pm Next Streets/Properties meeting will be held on February 1, 2024, at 7:00 pm.

Finance: Gary Chase called the Finance meeting to order for December 6 at 7:13 pm.

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

Members Present:

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

Others Present:

Mayor Boenzli, Sherry Masteller-Borough Secretary Tammy Macaluso-Borough Treasurer.

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

1 Borough resident was present. No comments.

Discussions:

IT, Outlook, Website: Viana reported the data that was collected from Google Analytics, car show hits came down since the show is past. Robert Ryan asked if the Borough Website could have a search button. Viana will take care of that.

ARLE (Automated Red Light Enforcement Funding Program) grant and Green Light Go grant: Gary reported the Pre-application for Green Light Go Grant scoping form is due December 15, 2023, Denise-Grant writer, and Mark- Pennoni Engineer are working on that.

Calming Traffic, Pennoni and PennDOT's LTAP (Local Technical Assistance Program) Update: The next step will be working with Pennoni to create a Riegelsville policy for traffic calming.

Matt and Mark with Pennoni have been discussing 'turning signs,' Matt received the quote for the signs and the quote will be added to the December Council agenda. The PennDOT 'Right of Way' plans have been mailed to

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The property owner in reference to the 611-sidewalk area. Gary attended a L-TAP "Introduction to Traffic Studies" (4-Hour class). Rodney, Gary, and Frank went to each of the stormwater drainage outlets to inspect and take pictures of the valves. PEMA/FEMA grants will not cover check valves.

Rodney will talk to Matt about the information we received for ordering the vests from Solid Products-part of Wehrings.

Durham Road small parking lot: Gary stated this will be discussed in the new year.

EPA/PADEP Service Line Inventory, Gilmore & Associates: Water service line materials were sent/mailed to all water customers to gather information from each service line.

Borough Hall/Library wall/ceiling repairs grants: Terri-Library director reported to Denise-Grant writer and Gary that we did not receive the Scan Source grant, still waiting to hear about the Lawrence Foundation and KeyBank grants. Denise will be looking into the T-Mobile Hometown 2024 Grant submission would be the second quarter of 2024.

Planning Commission Comprehensive Plan grant: Tom will be in contact with Denise and Bucks County Planning Commission as to what the next steps are.

Rodney reported during the Utilities meeting that Tammy would like to send Audrey-Cowan Associates information that is needed to update the Borough tapping fees in December. The council discussed this and felt we need to get this updated in the new year.

The Chevy dump quote will be added to the December agenda.

The Frindt Fabrications invoice \$925.00 (handrail on front porch), will be added to the December agenda:

Caselle, Inc. software support and maintenance fees will be increased 4% starting July 1, 2024, which is billed in June 2024.

Pennoni Borough Traffic Engineering Services 2024 Hourly rate schedule was received.

Proposed 2024 budget & Ord.#247 2024 Tax Levy was advertised, will be added to December agenda.

Resolution: R-09-23 reappointment Allen Madnick ZHB will be added to the December agenda.

Resolution: R-10-23 Annual appointment to independent auditor before the close of the fiscal year will be added to December agenda.

LDR ProSolutions, LLC – Denise Whitley November invoice was received and will be paid on December 13 bills.

Gilmore & Associates, Inc. "Riegelsville Borough Public Water Supply Consulting-Lead Service Line inventory" Invoice received and will be added to the December agenda.

Rodney reported that he met with Todd Myers, Borough Engineer to look at the trail water issue by the Catholic Church. Todd suggested creating a swell on the right side of the path. Todd will get the specs to Matt since he is going to do this project.

Gary would like to have a company look over the Borough Verizon fees on our invoices and see if we can save any money. Gary will keep the Council updated.

Gary attended a webinar from DCNR- they do not fund valves. They concentrate pedestrians and park.

The Borough Council looked over the finances. No comments on finances.

Meeting adjourned: 7:58

Next Finance meeting will be held February 1, 2024, immediately following Streets/Properties

UNFINISHED BUSINESS: If anyone has any questions please comment prior to the vote.

Robert Ryan, Borough Resident asked that he noticed that the Secretary, Treasurer and Public Works Supervisor are receiving large increases in the amount of \$24,000.00 more than 2023 Budget. Tom stated we feel the employees are worth giving a pay raise to keep them. Our employees have been here for many years. Rodney stated that we brought our employees up to today's standard. The council looked into what other municipalities were paying too. Robert Ryan is concerned that this is a lot of money to come out of the Borough General Fund Reserve. Robert Ryan also brought up that in 2009 the State came in to discuss the borough's finances. Tom said yes, they did come and give us advice.

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Timothy Hyde, Borough Resident asked how long our savings will take care of the Borough. Tom stated for a very long time, the General Fund Reserve has \$44,900.00 and the Savings has \$314,000.00.

Dirk Odhner, Borough Resident said it is important to pay a living wage to the Borough Employees.

Timothy Hyde, Borough Resident asked when a Water Company representative will be inspecting our Water line inside of our house. Sherry reported at the beginning of January we will start setting them up.

Approval of the Draft 2024 Budget. **R. Scott motioned to approve; E. Bartosiewicz seconded. Unanimous.**

Approval of Ordinance #247, Tax Levy for 2024 16.50 Mills. (1 ml increase). **E. Bartosiewicz motioned to approve; M. Pulsinelli seconded. Unanimous.**

Approval of Resolution R-09-23. Reappointment of Allen Madnick to ZHB (3-year term). **E. Bartosiewicz motioned to approve; R. Scott seconded. Unanimous.**

Approval of Resolution R-10-23 Appoint independent Auditor, Zelenkofske Axelrod, LLC. **E. Bartosiewicz motioned to approve; R. Scott seconded. Unanimous.**

Approval of Resolution R-11-23 Updated 2024 Employee Time Off Policy. **R. Scott motioned to approve; E. Bartosiewicz seconded. Unanimous.**

Approval of Resolution R-12-23 Riegelsville Water Rate. **R. Scott motioned to approve; M. Pulsinelli seconded. Unanimous.**

Approval of quote \$1700.00 from Riegelsville Auto (Chevy Dump repairs, for inspection). **R. Scott motioned to approve; M. Pulsinelli seconded. Unanimous.**

Approval of check \$925.00 to Frindt fabrications (ADA handrails on front porch). **R. Scott motioned to approve; E. Bartosiewicz seconded. Unanimous.**

Approval of check \$380.00 to Gilmore & Associates, Inc. (Water supply consulting-Lead Service Line Inventory). **E. Bartosiewicz motioned to approve; M. Pulsinelli seconded. Unanimous.**

Approval of quote \$540.66 from Miller Municipal Supply (No Left turn sign on 611 north, 611 South turn signs for Delaware/Edgewood Road and 611). **R. Scott motioned to approve; M. Pulsinelli seconded. Unanimous.**

Approval of check \$671.75 to P3 Generator (Well #3 replaced Hour meter). **R. Scott motioned to approve; E. Bartosiewicz seconded. Unanimous.**

Approval of check \$563.57 to P3 Generator (Annual Major service Well # 3, need additional repairs waiting for quote). **E. Bartosiewicz motioned to approve; M. Pulsinelli seconded. Unanimous.**

Approval of check \$387.68 to P3 Generator (Annual Major service Borough Building). **E. Bartosiewicz motioned to approve; R. Scott seconded. Unanimous.**

Approval of check \$450.54 to NJ Advance Media LLC (Legal ad for 2024 Budget). **R. Scott motioned to approve; E. Bartosiewicz seconded. Unanimous.**

Miscellaneous: The Borough received a check for \$10,905.17 from EMC (Borough Insurance) for the Fire Hydrant replacement due to a one car accident in April 2023 near 1275 Easton Road.

NEW BUSINESS: None to report.

APPROVAL OF BILLS: **R. Scott motioned to approve; E. Bartosiewicz seconded. Unanimous.**

The meeting adjourned 8:13 PM.

Next meeting Council Re-org January 2, 2024, at 7:00pm.

Council meeting: January 10, 2024, at 7:00pm.

Sherry Masteller
Borough Secretary