

RIEGELSVILLE BOROUGH COUNCIL COMMITTEE MEETING
Community Affairs/Utilities/Streets Properties/Finance
Municipal Building
APPROVED March 4, 2026

President Thomas Stinnett called the Riegelsville Borough Committee Meetings to order at 7:00 pm January 7, 2026. The Pledge of Allegiance, Roll Call: PRESENT: Ed Bartosiewicz, Gary Chase, Beth Baird, Rodney Scott, Thomas Stinnett. Other Present: Sherry Masteller-Borough Secretary, Jim Kopchak-Zoning officer.
7- members of the Community.

Motion to approve February 4, 2026, Council Committee Minutes, G. Chase motioned to approve, B. Baird Seconded. Unanimous.

President Tom Stinnett reported that tonight before our meeting Borough Council had an executive session in reference to Borough Employee position. Jessica Fillman Borough Treasurer gave her resignation on February 12, 2026, with no notice. Borough Council hired Chris Bauer temporarily to assist until a treasurer is appointed. We have an ad on indeed and are receiving resumes and scheduling interviews.

PUBLIC COMMENT:

K. Budlong 418 Easton Road stated her concern with the safety of the walking community with mailboxes on sidewalk along 611. Kate suggested cluster mailboxes like other locations in the Borough.

R. Ryan 601 Easton Road asked if the Borough Council read the BC Herald articles about C. Bauer previous municipality issues, why is he employed at the Borough?

COMMITTEE REPORTS:

Community Affairs: Ed Bartosiewicz-Council Chairperson.

Zoning: J. Kopchak, Borough Zoning Officer, prepared his March 2026 report and report on file. No permits were issued.

Enforcement Activities:

808 Durham Rd, (Floodplain Ordinance Violations & Stop Work Order). No update.

333 Delaware Rd, (Stop Work order). Posted on the door 12-11-25 construction work being done without permits. February 16, Permit applications were submitted with the plans to repair the floor and for the fit out for the future tenant. **G. Chase motioned for the Council to waive the fees for the zoning permit and building permit for PRFR. R. Scott seconded. Unanimous.**

1024 Easton Rd, (Stop work order). Posted on door 1-14-26 Floodplain development permits are required, along with zoning and building permits. Jim spoke to the engineer, and they are working on getting all the permit applications in. The BC Health Dept. have verified the septic system is satisfactory for the new use, the design load is approved for up to 5 employees.

Property Maintenance Violations:

140 Delaware Rd: Borough Code officer issued a non-traffic citation, it was filed on November 13, 2025, at the district judge. No update.

Complaints: Utility trailer parking Bidwell Lane: February 26th, Jim investigated the complaint that the trailer may be obstructing large trucks and emergency vehicles from getting through the roadway. The trailer does not appear to be encroaching into the roadway, and Jim did not see any violations of any ordinances. R. Scott also stated that it is off the roadway.

ZHB (Zoning Hearing Board) meetings: 414 Easton Road, variance from Article V, Section 502. (b) Regarding side setback distance. Requesting a variance to have 2 ft. setback from side property line. ZHB March 12, 2026, 7pm.

333 Delaware Road, PRFR applying for special exception form Article III, Section 300 for G-1 use in R-1 District. They will also be requesting a variance for Article V, Section 500 and 501 to allow third use on the property, F-2 Emergency services, D-3 Sales office and the G-1 manufacturing use. **G. Chase motioned for the Council to waive the fees for the zoning permit and building permit for PRFR. E. Bartosiewicz seconded. Unanimous.**

Other issues: New code books, 2021 edition will be ordered.

Jim met with B. Baird to discuss the different types of permits and construction documents that are required. Beth will work with the mayor to put some information regarding the permitting process on the borough website.

Library News: February 2026 director's report received and filed in the office. Jean Anthony- Library Board of Trustees reported to Council that the open treasurer position is still available. September 8, 2026, will be the 50th anniversary of the opening of the Riegelsville Public Library. They are celebrating their anniversary on August 15.

PRFR (Palisades Regional Fire Rescue) News: Very busy with calls, 69 calls from all stations.

Riegelsville Enhancement Committee: next meeting is tomorrow March 5, 6pm.

SLETS (St Luke's Emergency and Transport Service): 6 calls in January. Quarterly payment will be added to the March bills next week.

Rec Board News: R. Scott reported that we will have 2 teams from Lehigh Valley Baseball League 18U & 25U plus Greg Stokes Red's team. Possible 2 girls softball teams. Will be scheduling a cleanup day soon.

Riegelsville Emergency Management: S. Masteller read F. Preedy's quarterly BC EM training was canceled due to weather. Frank briefed Rep Staats on Riegelsville Reimagined and, on the traffic, and speed concerns on Rt 611. Rep Staats said he would help with getting grants to increase traffic safety in the Borough. Frank added PRFR Chief Hayes Hissim and Bat. Chief Cordell Hissim to the BC EM, NOAA & PEMA and other agencies.

Riegelsville Planning Commission: March 2, meeting went well. BCPC presented the Draft Comprehensive Plan- 45 days to review. The Resolution will be added to April 8, Council agenda for approval.

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Utilities: Gary Chase-Council Chairperson:

EPA/PADEP Service Line Inventory update: M. Brady continues to get appointments to get inside to look at service lines- about 100 to go.

GLG Traffic Signal Replacement update: Resubmitting the plans to PennDOT the end of March. Bid advertising should be middle of April, During the March 11, Council meeting the Bid advertising will be added for a vote.

Stormwater Drainage System update: The Sycamore Road drain is the next one to work on. The 24" Tideflex has been delivered. And we are getting 3 quotes for the excavation. Riegelsville Borough Four Year

Curb Stop Repair/Replacement Program update: Pre-Bid meeting was March 3. One contractor attended. During the April 8, Council meeting the bid will be awarded.

ARRO & Riegelsville Well's updates: ARRO is working on the reports for DEP & the DRBC audit.

Generator & Well Upgrade/Modify the Access Road Grant: We have signed the grant documents and are now waiting for them to sign it, in order to move forward.

Streets & Properties: Rodney Scott -Council Chairperson.

Borough Building Safety Score & Cert. of Occupancy: Council received the quote from the architect (schematic plans and safety score analysis for the Borough Hall building). The quote will be added to the Council agenda on March 11, agenda for voting.

Durham Road small parking lot/pocket park: Rodney is getting the measurements together.

Rental Property Inspection Program: This is on hold for now.

250-year anniversary event discussion: Rodney met with the Riegelsville American legion they discussed to do a parade on July 11th, 2026. They need volunteers to help plan this event.

New Business:

T. Stinnett suggested adding the DCNR website to the Borough Website, Sherry will email Mayor Boenzli to add it.

S. Masteller reported that PennDOT is traffic counting on municipal owned roads March-November 2026. 1-Edgewood Rd between Fern & Cedar Rd, 2-Maple Ln between Fairview & 611, 3-Poplar Rd between Emergency & Ash Lane 4- Spring hill Rd at Sunnyside Rd.

Finance: Beth Baird- Council Chairperson

IT, Website updates: No update.

PRFR Firehouse electric/Borough Garage Update: Still in the process of getting quotes.

Zoning FAQ for the Website: Beth stated that Jim reported during his zoning officer report.

Beth attended an event hosted by Senator Coleman's office for grants & funding. She received a lot of good information, and they are coming out with an updated guide also. March 10, representatives from Senator Colemans office are coming to tour Riegelsville.

Council received the invoice for Apartment Electric \$1.600.00 will be added to the March 11 bills.

The Borough Council looked over finances.

The meeting adjourned at 8:00 PM.

Next meetings:

Council Business Meeting: March 11, 2026, 7pm.

Sherry Masteller

Borough Secretary