

RIEGELSVILLE BOROUGH COUNCIL MEETING

Municipal Building

APPROVED November 8, 2023

President Thomas Stinnett called the regular meeting of the Riegelsville Borough Council to order at 7:00 pm November 8, 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, Gary Chase, Michael Pulsinelli, Rodney Scott, Thomas Stinnett, and Mayor Boenzli.

Motion to approve October 11, 2023, Council Meeting minutes, **R. Scott motioned to approve, E. Bartosiewicz Seconded. Unanimous.**

CORRESPONDENCE: Email to Borough Council from October 11, 2023, Ken Banko-Library Board President- New Board member.

REPORTS:

President: T. Stinnett reported that the Halloween parade and the Halloween Extravaganza looked like everyone was having fun. The Annual Fall Rollout had great weather and was a great fundraiser.

Mayor: Viana reported that she was a first aid volunteer for the Lutheran Church Hunger Walk. The Enhancement Committee had a table at the Annual Fall Rollout.

Report: Sherry Masteller appointed Open Records Officer (ORO)

October 2023

15 RTK's received in October. 13-Robert Ryan, 1-Steller Innovation, 1-AB Plus Estate Investment.

1-RTK granted within 5 business days.

11-RTK's- received a 30-day extension.

3-Denials.

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: 7 hours & 50 minutes - Total \$157.13 to process, gather documents and if needed forward requests to agencies of the Borough. ORO YTD pay: \$1262.27.

ORO-Appeals YTD pay: 0.

Treasurer: YTD pay: \$82.65.

Zoning officer: 15 minutes \$15.75 YTD pay: \$141.75.

Solicitor fees: October \$25.00 YTD pay: \$225.00.

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

2 members of the Community were present, no one spoke.

COMMITTEE REPORTS:

Community Affairs: Michael Pulsinelli called the meeting to order at 7:00 pm on October 18, 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, 4 Riegelsville Enhancement members and 3 Borough resident present.

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

Discussions:

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

1- Building Permits: UST removal (Underground oil tank) 1 -Zoning permit- 1- Roadside bait stand renewal permit.

Enforcement Activities:

808 Durham Road update: No update as of October 18, 2023.

702 Durham Road update: No update as of October 18, 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.

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 pending.

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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. New court date pending.

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

Quarterly UCC DCED Report: The Quarterly UCC report was submitted to Tammy on 10/4-2023.

Library News: Borough office received from Terri Randolph (Director) the September Directors report minutes and they have been filed. Ken Banko sent an email to the Borough Council that on Monday October 9, the Library Board voted in Riegelsville Resident Brooke Hennesy as our newest board member. Also, in the last 2 weeks the library received 2 resignations, Nancy Small, and Tami Corwin.

Fire Co. News: E. Bartosiewicz reported they have been doing a lot of training this time of year. Plus, they have been doing fire prevention at local schools. Robert Ryan asked that when Leeann's letter was read about the Chief at the last meeting who is that? Ed stated that is Bill Shick, he also said when you join 3 companies together there are a lot of personalities to deal with.

Riegelsville Enhancement Committee: Kate Brandes asked Borough Council on behalf of the group if they could put the carved pumpkins on the wall in front of the Borough Building. They will be there 10/24- 10/28. The Council was concerned that they may get vandalized easier on the wall. The committee will check on the pumpkins and clean up after too. Next meeting is November 2, 2023, at 6pm.

UBREMS (Upper Bucks Regional EMS) News: Ed reported that they have received applications for the replacement of "Director in Chief". Currently Barbara Stebulis is acting Director in Chief. Ryan Pankoe left a few months ago.

Rec Board News: R. Scott reported that the Annual Fall Rollout Car show will be here soon, November 5, The current car show electric was replaced. Fall ball has ended.

Riegelsville Emergency Management: Frank thanked the Enhancement Committee for the flowers at each end of the Borough. Frank reported that he had 2 webinars in September & October on Storm Water Management. Frank attended the Palisades Emergency Management meeting on October 11. Frank gathered information for the 2023 FEMA BRIC and FMA non-disaster hazard mitigation Grant, the Council reported since it is such a time crunch to get everything in, we should try to do it next year. 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 November 6, 2023, they will discuss the updated Borough Comprehensive Plan. Denise-grant writer is working on a DCED grant application.

Draft Dog Ordinance: Mike stated that he is tidying the draft and will get it to Borough Council members.

Misc: Rodney received a quote to get the Borough front porch painted before winter. The quote includes all labor and material \$1800.00. They would like a 50% deposit and get it done before the end of October. Rodney will discuss with the contractor to see if they can be started with less of a deposit since Council would be voting on this quote during the November 8, Borough Council meeting.

Meeting adjourned 8:00pm Next meeting November 15, 2023, 7pm

Utilities: Rodney Scott called the Utilities meeting on October 18, 2023, at 8:01pm.

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, Tammy Macaluso- Borough Treasurer and Sherry Masteller-Borough Secretary.

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

1-Borough resident present. No comment.

Discussions:

Flow meter certifications well 2 and 1 at the river bridge (Aqua NJ) Update: Well 2 was completed, Matt is helping Wayne-Water operator on October 20.

Boiler- Steam water feed tank & pump- parts are ordered some backordered (Oct 19-Nov 20). No update as of October 17. The furnace is scheduled to be cleaned October 23.

Both Generators need maintenance repairs: Update: Block Heater will be installed (Borough Building) Thursday October 19.

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Rodney reported that we did get a title search done on Durham Road Small Parking Lot- the cost was \$200.00. The title search showed no mortgages, no judgements, or liens. Does have the current easement that the borough has with the Riegelsville Inn.

The Council discussed the current water hook up ordinance and possible service agreement. More information is needed from Borough Solicitor.

Tammy Macaluso discussed a non-water payment from a landlord/property owner in the Borough. The Council suggested to discuss with Borough Solicitor.

8:22pm – 8:53pm The Borough Council, Tammy Macaluso-Treasurer discussed the 2024 Budget.

Next meeting November 15, 2023, 7pm

Streets & Properties: Ed Bartosiewicz called the Streets & Properties meeting to order at 7:00 pm on November 1, 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: Rodney stated no update at this time.

Borough Building front porch: The electric had its final inspection and it passed. The handrail was completed and was approved by Jim Kopchak-Zoning officer. Rodney reported that we have discussed the quote to have the front porch painted, the contractor would like a \$300.00 deposit so he can start before the weather gets colder. Rodney asked Tom if we could do that check now before next week's council meeting for the quote approval. Tom stated yes. All Council members said that is a good idea before the winter.

Parking lot Borough Sign update: Sherry reported no update at this time.

2 "No Parking" signs will be installed on the Eastside of Edgewood Road. Sherry will check with Matt to see if they were installed.

The Walking trail stone was delivered.

Meeting adjourned 7:05 pm Next Streets/Properties meeting will be held on December 6, 2023, at 7:00 pm.

Finance: Gary Chase called the Finance meeting to order for November 1 at 7:05 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.**

2 Borough residents were present. No comments.

Discussions:

IT, Outlook, Website, Rville Happenings updates and discussions: Viana reported the data that was collected from Google Analytics. Tammy does the Rville Happenings with Constant Contact email blasts. Gary asked if Viana was still able to continue updating and adding to the Borough Website. Sherry emails Viana the monthly Council agenda and the Council minutes to add to the website. Gary asked if Viana could take time to go over the procedure to add items so if she is not available Sherry could add them. Gary handed Robert Ryan the July 25, 2023, letter that William Dudeck emailed to Robert Ryan about the Right to Know Law "RTKL" requests.

ARLE (Automated Red Light Enforcement Funding Program) grant and Green Light Go grant:

Gary reported the Pre-application scoping form is due December 15, 2023, and then the full application is due February 1- 29, 2024. We will know if we got the ARLE grant before the Green Light Go full application is sent. Denise-Grant writer continues to work on these grant applications.

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

The council discussed the new line painting system for cross walks curbing and they would use the liquid thermoplastic. Matt and Mark with Pennoni have been discussing 'turning signs', Council received a picture of each one. Matt will take an L-TAP drop-in training session on crosswalks. Gary will check with Pennoni to see if we need to get approval from PennDOT to put a new crosswalk across 611.

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We will be getting a quote (approximately \$12.00 each for Class 2 vests with "Riegelsville Borough" from Solid Products-part of Wehrings.

The council discussed the Durham Road small parking lot; the title was received. Gary's opinion is to sell the property. Viana and Ed's opinion is to make a maintenance free garden. Rodney will discuss more options with Cowan Associates- we did receive a quote on constructing it as a parking lot and it was very expensive for a few spaces.

EPA/PADEP Service Line Inventory, Gilmore & Associates: Toby Kessler will continue with the scope of services with the inventory planning.

Denise Whitley, LDR ProSolutions, Borough Hall/Library wall/ceiling repairs grants: Denise has sent in 3 grant applications into Scan Source, Lawrence Foundation and KeyBank. Denise will be looking for a 4th grant- each would be \$5000.00.

Planning Commission Comprehensive Plan grant: Tom will touch base with Denise as to what the next steps are.

T-Mobile Hometown Grant, 2024 submission: Gary reported that the projects need to be shovel ready, a possible security system for the Borough building is what Gary suggested.

PEMA/FEMA, Army Corp of Engineers & DCED flood mitigation grants for 2024 submission: Gary, Frank and Denise are looking for funding for the drains that need to be replaced by Bowmans and Sycamore Road. Gary will contact Pennoni about the drains. Sherry did suggest discussing this with Matt too.

Easton Road new residence request for water connection fees and permitting. Current Resolution R-04-23. We need to get more information to amend the current ordinance or create a new ordinance, this will be added to the Utilities meeting.

The Maplewood sidewalk replacement will be added to the Council agenda on November 9.

The Ford Truck quote will be added to the Council agenda on November 9.

TruGreen 2024 agreement quote was received, the Council discussed if we still want to continue with this service at the top of the Delaware Hill parking lot area. The council will continue this conversation.

LDR ProSolutions, LLC – Denise Whitley October invoice was received and will be paid on November 9 Bills

The council looked over the finances. No comments on finances.

8:05pm – 8:25pm The Borough Council, Tammy Macaluso-Treasurer discussed the 2024 Budget. The approval to advertise will be added to the November 9, Council agenda.

Next Finance meeting will be held December 6, 2023, immediately following Streets/Properties

Borough office closed Monday November 6, 2023

Borough office closed Tuesday November 7, 2023 (Election Day)

Borough office closed Friday November 10, 2023 (Veteran's Day)

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

Approval to advertise the Draft 2024 Budget and the Tax Rate 16.50 Mills, Ordinance #247. **E. Bartosiewicz motioned to approve; G. Chase seconded. Unanimous.**

Council approval for Brooke Hennesy to the Riegelsville Public Library Board of Trustees. **R. Scott motioned to approve; M. Pulsinelli seconded. Unanimous.**

Approval of R-08-23. DCED Municipal Assistance Program, Update the Comprehensive Plan. **E. Bartosiewicz motioned to approve; G. Chase seconded. Unanimous.**

Approval of quote \$1800.00 and checks \$300.00 & \$1500.00 to Gustavo Blanco (painting the front porch). **R. Scott motioned to approve; E. Bartosiewicz seconded. Unanimous.**

Approval of check \$561.46 to H & K Material (Trail stone). **E. Bartosiewicz motioned to approve; G. Chase seconded. Unanimous.**

Approval of check \$3342.03 (GF) to Koch 33 (Ford Truck). **E. Bartosiewicz motioned to approve; M. Pulsinelli seconded. Unanimous.**

Approval of check \$3342.03 (WF) to Koch 33 (Ford Truck). **R. Scott motioned to approve; M. Pulsinelli seconded. Unanimous.**

Approval of check \$3749.31 (GF-Insurance \$) to Riegelsville Water Company (Well 1 & 2 weather head). **R. Scott motioned to approve; M. Pulsinelli seconded. Unanimous.**

Approval of quote \$700.00 and check \$700.00 to S & M General Services LLC (Maplewood sidewalk replacement). **E. Bartosiewicz motioned to approve; G. Chase seconded. Unanimous.**

Approval of check \$575.00 to West Side Hammer (Porch Electric). **R. Scott motioned to approve; M. Pulsinelli seconded. Unanimous.**

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Approval of check \$4658.29 to West Side Hammer (Well 1 & 2 Weather Head repair). **R. Scott motioned to approve; E. Bartosiewicz seconded. Unanimous.**

NEW BUSINESS: None to report.

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

The meeting adjourned 7:39 PM. Next Council meeting December 13, 2023, at 7:00pm (last meeting of the year)

Sherry Masteller
Borough Secretary