

RIEGELSVILLE BOROUGH COUNCIL MEETING

Municipal Building

APPROVED November 13, 2024

President Thomas Stinnett called the regular meeting of the Riegelsville Borough Council to order at 7:00 pm November 13, 2024. **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. Guest: Jim Nilsen-UBREMS Treasurer.

Motion to approve October 9, 2024, Council Meeting minutes, **E. Bartosiewicz motioned to approve, G. Chase Seconded. Unanimous.**

Amend the **APPROVED** September 11, 2024- page 2, typo under Community Affairs (Delete "Treasurer" should be "Bookkeeper"). **E. Bartosiewicz motioned to approve, R. Scott Seconded. Unanimous.**

CORRESPONDENCE:

Email received from Jim Nilson- Treasurer UBREMS (Upper Bucks Regional Emergency Medical Services) Looking for a letter of support for State Grant known as LSA Grant.

Jim Nilson- Treasurer UBREMS introduced himself. Jim discussed the grant opportunity through the Pennsylvania Local Share Account (LSA) program that would enable Nockamixon Township to support critical emergency medical service improvements in our community. The LSA grant program utilizes gaming funds to support public interest projects that enhance community quality of life, and they have identified a pressing need to support Upper Bucks Regional Emergency Medical Services (UBREMS) through this program. Project (1) will be for 2-2025 Ford E-450 Ambulances, 2 -Stryker Power Pro Stretchers. Project (2) Stryker Monitors, LUCAS CPR devices and Safety Radios (10 units).

**E. Bartosiewicz motioned to approve this letter of support, R. Scott Seconded. Unanimous.**

REPORTS:

**President:** Nothing to report.

**Mayor:** Nothing to report at this time.

**Report: Sherry Masteller appointed Open Records Officer (ORO)**

**October 2024**

1- RTK received 10/11/24 from Jon & Argelis Libachi.

1- RTK's 5 business days final in person 10/18/2024.

1- Appeal 10/18/24 from PA Office of open records, Ryan VS Riegelsville Borough OOR Docket No. AP 2024-2674.

**RTK-YTD total received: 36 1- Jon & Argelis Libachi, 1-Steller Innovation, 1-Kyle Kozlansky, 7-Frank Curry, 26-Bob Ryan.**

**Open Records Officer Hours: 12 Hrs.15 minutes \$287.88 ORO YTD pay: \$1,023.25**

**ORO-Appeal: 1 YTD pay: 30 Minutes \$11.75.**

**Treasurer: 1 ½ Hrs. \$39.00 YTD pay: \$39.00**

**Zoning officer: YTD pay: \$10.50.**

**Borough Solicitor fees: (9/16-10/15) \$370.00 YTD pay: \$721.50.**

**Borough Solicitor Appeal fees: (9/16-10/15) \$166.50. YTD pay: \$166.50.**

**ZHB Solicitor fees: (9/30/24) \$28.00. YTD pay: \$28.00.**

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

**Four members of the Community were present:** No comments at this time.

COMMITTEE REPORTS:

**Community Affairs:** Ed Bartosiewicz called the meeting to order at 7:00 pm on October 16, 2024.

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

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

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

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

**No comments at this time of the meeting.**

**Discussions:**

**Zoning:** Jim Kopchak, Borough Zoning Officer, reported to Council his October 2024 report.

**2-Building Permits-** Deck repairs, and new single dwelling. **2-Zoning Permits-** new single dwelling and fence.

**Enforcement Activities:**

**808 Durham Road update:** The property has been sold, and Jim sent out an enforcement letter to the new owners on March 27, 2024. The new owners contacted Jim via email and said they will work with DCNR and the Borough to come into compliance. No update as of October 16, 2024.

**702 Durham Road update:** No update as of October 16, 2024.

**Property Maintenance Violations:**

**821 Durham Rd:** Complaint was received January 10, 2024, regarding conditions of property. Jim visited the property and observed that the dwelling needs paint and that there are tires and debris that need to be cleaned up. There are also two accessory storage buildings that need to be cleaned up and weather proofed. A violation letter

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was sent February 15, 2024, 90 days to comply. The compliance date is on or before May 20, 2024. Jim reported that Ed came in to ask for a 90-day extension, no council members were opposed to his request. The request for a 90-day extension was approved. The new compliance date is August 20, 2024. On August 14, Ed informed Jim that he would like to have another extension of time. Jim drove by and stated there is progress on the scraping and painting of the siding. If the Council has no objections, Jim will extend the compliance date to 90 days. The Council did not have any objections. The new compliance date is November 20, 2024. Jim asked Ed during the October 16, 2024, meeting how he was doing with the repairs, he stated he continues to work on it every day.

**132 Spruce Rd:** Complaint regarding property maintenance issues. The porch roof is rotted, a deck board is missing, and the siding needs to be repainted. A property maintenance letter will be sent out by April 24, 2024. The compliance date is July 24, 2024. The Contractor contacted Jim Kopchak regarding the repairs. Jim informed them that they will need floodplain development permits and building permits prior to doing any repairs.

**ZHB (Zoning Hearing Board) meetings:** None Scheduled.

**Other items:**

The quarterly Pa UCC DCED report was submitted to Tammy on October 8, 2024.

**Library News:** The Council received October 2024 director's report. No one was there from the Library Board was present. The Ballot Box will be delivered 10/18/2024 and the first day it is open 10/22/2024. Ed read a few things from the report. The Friends of the Library held a Flea Market on the library grounds on September 21. It was a nice day, with 23 spaces sold for residents to use. Kimberton Whole Foods has the Riegelsville Library on their schedule for March 2025, for their rounding up at the register program.

Autumn Programs

Mike & Roberts Straka with Dinosaur Adventures on Saturday, 10/12 (morning)

Storytime on Durham Day, Saturday, 10/12 (afternoon; Board Members are encouraged to participate).

**PRFR (Palisades Regional Fire Rescue) News:** Ed stated we received the August monthly Municipal incident reports. Riegelsville Borough had no calls, only mutual aid. Jeff Mease- PRFR Commissioner received a complaint from a resident to stop using the fire siren. Jeff brought this up at their Chiefs meeting and the consensus was to continue its use. It is still a secondary alerting system for personnel not hearing their phone or pager. Also notifying the neighborhood that firefighters would be responding to the station and then responding with the fire apparatus. Jeff asked the Borough Council to discuss this and share their opinion. The Council did discuss and agree that it is a secondary alert system for the safety of the community.

**Riegelsville Enhancement Committee:** Next meeting Thursday November 7, 6 pm. Viana reported they are working on their Halloween Party, Halloween certificates for decorations. Ghost tours went really well this year.

**UBREMS (Upper Bucks Regional EMS) News:** Ed reported the President Vera resigned; they have the Vice President is the interim. All stations still handling 24/7 calls.

**Rec Board News:** Rodney reported that they are getting ready for the Fall Rollout Car show. Rodney removed the bases on both fields. The new Shed was installed, Rodney has a few things to do before we use it.

**Riegelsville Emergency Management:** Frank reported that on October 2, 2024, he attended the Merrill Creek Reservoir Dam meeting in reference to flooding. PA DEP has a Dam Safety department that has a meeting in March 2025. Frank attended the October 10, 2024, safety meeting at Palisades School.

**Riegelsville Planning Commission:** Next meeting is November 4, 7pm. Tom reported that they are planning 2 workshops. We haven't heard from DCED in reference to the MAP grant that we applied for, we will touch base with our local planner and ask when we will know the results. *REMARK:* Tom left a message with Matt Walters (BC Planning Commission) to see when we should hear something.

**Draft Dog Ordinance:** on hold.

**Chicken Ordinance:** The Council received the "Chicken Ordinance" that Bridgeton Township passed.

**Meeting adjourned 7:37 pm Next meeting is November 20, 2024, at 7pm.**

**Utilities:** Gary Chase called the Utilities meeting on October 16, 2024, at 7:37pm.

***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 Tom Stinnett.

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

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

Dr. Kathi Knight, Professor of Biology & Environmental Science, and a Riegelsville Borough resident, is concerned that the borough water company may be sold or leased to a larger water company. Kathi stated we have exceptionally good water, and it is a public asset. Kathi also stated the cost would go up. Gary shared that the Borough Council did discuss these factors. with the Service Line Inventory mandate and the work required because of this mandate, coupled with the increased day-to-day demands of operating our water company, the Borough cannot sustain our water company as it is currently structured. The council had

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discussed hiring an employee for the water company as an option. A separate option would be to hire an employee to take over some of Matt's duties and Matt in turn could focus on our water company's needs.

## **Discussions:**

**Budget Discussions:** Tammy discussed the quotes that we received for a new copier in the Borough office. The Draft 2025 Budget will be ready for the November 8, Finance meeting.

**EPA/PADEP Service Line Inventory update:** Gary reported the notification letters as outlined by EPA/PADEP was sent to residents in their water bill. On October 9 Council approved the proposal from Cowan Associates, \$8,350.00 for "2025 Service Line Inventory Updates".

**GLG (Green Light Go) Grant Update:** Gary reported the next step that we are waiting on is for PennDOT to initiate the "Notice to Proceed". Once the notice to proceed is received then the engineering and design phase begins. Pennoni, our traffic engineer, will be handling engineering and design for the borough.

**Stormwater Drainage System update:** Gary reported that he will continue putting the photos and pipe dimensions hopefully by December.

**Riegelsville Borough Four Year Curb Stop Repair/Replacement Program:** Gary reported that by November 1, we will receive a quote from Audrey Wood-Cowan Associates Borough Engineer for the first 5 curb stops.

The Borough office received an application from someone seeking part-time or full-time work, and this applicant has municipal public works experience. Rodney reached out to the prospect with questions, and Rodney will be checking the applicant's references.

**Meeting adjourned 8:40pm Next meeting: November 20, 2024**

**Streets & Properties:** Rodney Scott called the Streets & Properties meeting to order at 7:03 pm on November 6, 2024. **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 Thomas Stinnett.

**Others Present:** Sherry Masteller- Borough Secretary.

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

1-Borough resident present.

## **Discussions:**

**Borough Building Safety Score & Cert. of Occupancy:** Rodney reported Todd Myers is gathering his information and then will meet with him.

**Arborvitaes/Split Rail Fence on the Delaware Hill:** Today Matt Brady started taking out the arborvitaes since the weather was good. Once the roots are out, he will put in the split rail fence.

**Durham Road small parking lot:** Rodney reported he will check with Borough Engineer-Todd Myers for an update.

**Court Lane update:** Rodney reported no update. Rodney will meet with Matt and go over the widths for plowing. Then reach out to the property owners.

**PennDOT Green Light Go Grant (New Traffic light project):** We are waiting for the PennDOT Solicitors to execute the agreement and then give the Borough the "notice to proceed."

**Discussion Borough Office Hours:** Sherry discussed what other Municipalities in Bucks County are doing for office hours. They are doing some days limited open hours/closed or by appointment. This will help the office employees to get daily work and projects accomplished more efficiently. Sherry and Tammy suggest closed Wednesday to public/by appointment only 8-2pm. Monday, Tuesday, Thursday, and Friday open 8-11am, 11-2 by appointment. We would still answer the phone. Tom suggested putting it on next week's Borough Council meeting agenda for a vote.

**Borough Apartment Bathroom renovation:** Rodney reported we received the quote, and it will be added to the November 13, Council agenda.

**Continued discussion (from Utilities meeting on October 16) in reference to potential new employee:** Rodney reported that he, Matt, Ed met with Ray to discuss him joining the public works team. Ray has experience with all the borough equipment, and he is flexible with hours. Would start out part time. This will be added to the November 13, Council agenda.

**The meeting ended at 7:25 pm. Next Streets/Properties meeting will be held on December 4, 2024, at 7:00 pm.**

**Finance:** Michael Pulsinelli called the Finance meeting to order for November 6, 2024, at 7:26 pm.

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**Members Present:**

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

**Others Present:**

Sherry Masteller-Borough Secretary.

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

1- Borough resident was present.

**Discussions:**

**IT, Outlook, Website:** No report-Viana was absent.

**Trick or Treat:** Council discussed how busy trick or treaters this year. The roads were extra dark because the Fire Company couldn't use flairs because of the "Burn Ban". The Annual Dance on Maplewood Road started at 7:45. That is a great event that draws from the Borough and surrounding communities to watch. We should look into possibilities for more safety measures, more lighting. **Remark:** *We can see if the PRFR fire police for help with this community event.*

**Planning Commission Comprehensive Plan update:** 10/25/24 Denise emailed Rachael (DCED contact). Tom reported that he will contact Matt Walters from BC Planning Commission and see if he has heard anything or has a contact from DCED that we could contact. **REMARK:** Tom left a message with Matt Walters (BC Planning Commission) to see when we should hear something.

**AED discussion for Borough Hall update:** Ed reported that he has a contact at the squad that does the teaching/training for the AED plus they can discuss a possible quote to purchase the AED's too. The current quote of approximately \$4,956.00 is good until April 2025 will be added to the November 13, 2024, Council agenda.

**Draft lease agreement with PRFR update:** No update since it was emailed to them 9/12/24. Sherry will email Jeff & Pete to see if they have discussed this yet. **REMARK:** Today we did receive an email that I forwarded to Council in reference to an item to discuss.

**Library ceiling repairs update:** Rodney is gathering quotes; we received one to date.

Michael has received info from Marvin with PennDOT in reference to the permit for the timing of the traffic light on Delaware road. It should be 15 seconds not 10 seconds (as it currently it). Michael contacted Armour & Sons that does the maintenance of the lights, to get this fixed. It is causing speeding and traveling through red lights. Michael is waiting for a response.

The Cowan quote for the "2025 Water service curb stop replacement program" quote will be added to the November 13 Council agenda.

The Draft Budget will be added to the November 13, Council agenda for advertising.

Notice of Employer withholding Tax payment frequency change. Tammy normally paid once a month starting January 1, 2025, it will be paid twice a month the same time as the Borough employees' payroll.

The Borough Council looked over the finances.

**Meeting adjourned 8:03 Next Finance meeting will be held December 4, 2024, immediately following Streets/Properties.**

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

Approval to advertise the Draft 2025 Budget and the Tax Rate 17.00 Mills, Ordinance #249 and 2025 Meeting Notices. **R. Scott motioned to approve; G. Chase seconded. Unanimous**

Approval to change Borough office hours. Monday, Tuesday, Thursday, and Friday. Open 8-11am- 11-2 by appointment. Wednesday by appointment only 8-2pm. **R. Scott motioned to approve; M. Pulsinelli seconded. Unanimous**

Approval of Estimate to Mr. Handyman \$12,589.42 (3<sup>rd</sup> Floor apartment bathroom renovations). **E. Bartosiewicz motioned to approve; G. Chase seconded. Unanimous**

Approval to hire Raymond Gara as part time Borough laborer. **E. Bartosiewicz motioned to approve; R. Scott seconded. Unanimous**

Approval of proposal from Cowan Associates, \$6,000.00 for "2025 Water service curb stop replacement program". **R. Scott motioned to approve; G. Chase seconded. Unanimous**

Approval of 2-AED's quote up to \$4,956.00 to be purchased in 2025. **E. Bartosiewicz motioned to approve; G. Chase seconded. Unanimous**

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Approval of check \$1,023.90 to Sealmaster/Allentown-(White marking paint 6-5Gal Pails & Armor fluid). **R. Scott motioned to approve; E. Bartosiewicz seconded. Unanimous**

Approval of check \$438.75 to Gilmore & Associates, Inc. (Lead Service Line Inventory Consulting). **G. Chase motioned to approve; M. Pulsinelli seconded. Unanimous**

**NEW BUSINESS: None to report.**

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

**The meeting adjourned 7:57 PM. Next Council meeting: December 11, 2024, at 7:00pm. (Last meeting of 2024).**

Sherry Masteller

Borough Secretary