

# Langhorne Borough Work Session

Date: 12/6/2022

A work session of Langhorne Borough Council was held in person in Council Chambers on Tuesday, December 6, 2022. Vice President Rich Mason called the session to order at 7:30 p.m. and invited those in attendance to pledge allegiance to the Flag.

**In Attendance:** Vice President Rich Mason, Councilpersons Nancy Culleton, Kristen Farry, Kathleen Horwatt, and Scott Haldeman; Treasurer Elyn Schoen; Manager Steve Bradshaw; Clerk Mary Zimmerman.

**Absent:** President Paul Murdock, Councilperson Tony Marfia.

**Welcome:** Council welcomed new manager Steve Bradshaw.

**Garage/Shed Cleanup:** Councilperson Haldeman reported that the new garage doors looked great but that the casings were not pressure treated wood. He will review the contract to see whether pressure treating was specified and will contact the building inspector. He has asked for an estimate on painting the garage doors, which should be done as soon as possible. The garage and shed should be cleaned out, as they contain a lot of things no longer needed. Pat Carr offered to take pieces of split rail fencing from the garage to the Farm. Cleaning out the shed would most likely require a dumpster.

**Digitization/Codification Presentation:** Tony Hornicek, Governmental Specialist at Scantek, described Scantek's operations. He explained the three key components of digital migration:

- Back file conversion (old file conversion to legacy secure searchable digital images)
- Electronic document Digital Software (Secure searchable digital database to house these digital files where they can be retrieved easily and accessed remotely).
- Day Forward scanning (setting up a system using a scanner/printer to convert new documents to digital files).

Issues related to back file conversion include:

- Determining the scope of the project
- Prioritizing steps in the project
- Identifying files regarding subdivisions, permits, resolutions, ordinances, and codes
- The current state of paper records
- Shredding of unneeded files
- Unitization (combining multiple paper files to one digital file)
- Compliance
- File preservation

Issues related to the software digitization process were discussed:

- Setting up a municipal file system (index system)
- PHNC regulations allowing electronic records as PDF/A1 format retention with three copies.
- The Borough would own the documents/data.
- Documents would be kept in a PDF/A (archival format).

- They would be housed on a cloud-based program called Laserfiche.com
- One license and support is approximately \$650 annually after a one time registration fee of \$2,000.
- The license can be shared by several users using a single email address.
- Laserfiche can be linked to the Borough website.
- Laserfiche.com is a secure network.
- The Laserfiche lease could be ended at any point, after which data could be removed from the cloud in PDF format but there would be no ability to search the database.

Scantek is a Costars vendor. It is one of several companies that offer digitizing and conversion services. Its pricing depends on volume. The work can be done in phases with a budgeted amount per year. Scantek does not do codification.

**Toll Brothers Overlay:** Councilperson Horwatt raised the issue of lost time because Council, HARB, and the Planning Commission were not given a chance to review the work done to date on the draft ordinance by Bucks County Planning Commission, CKS Engineering, and Toll Brothers. BCPC and CKS are now urging Council to inform them of how the Borough would like to see the property used. Council, HARB, and Planning Commission should work together to expedite input to BCPC and CKS before they work on the next draft. Councilperson Horwatt has asked Solicitor Porter about the time frame for the project.

Toll Brothers has asked how the Borough would like to utilize the existing historic structures. Some options are professional services, retail, B&B, private homes, and apartments. Currently the area is zoned professional services and residential.

Paul Schneider, Borough Planning Commission member, noted that BCPC said that what they had really hoped to do was to work from the Borough's 2014 Comprehensive Plan. The process to date has been disjointed. The Borough Planning Commission feels that the current overlay draft is not in keeping with that plan's vision and is more appropriate for a suburban sprawl area than a historic area like Langhorne Borough. Pat Carr noted that LOSI (Langhorne Open Space) has engaged Tom Comitta Associates (TCA), which has expertise on development in historical areas, to provide guidance and feedback to the Planning Commission about the positives and negatives in the overlay draft.

Questions were raised about what information could be shared with TCA at this time. The current overlay ordinance draft can be shared publicly. Council should review the copy showing comments made by Toll and others. Documents exclusively owned by Toll Brothers cannot be made public.

Treasurer Schoen agreed to follow up with Solicitor Porter on the issue of billing Toll Brothers for the work already done on the overlay ordinance.

**Rental Ordinance:** In response to concerns raised about tenant behavior in the Borough, President Murdock had asked Solicitor Porter to circulate a draft of an ordinance concerning the licensing of rental units and prescribing penalties for the violation of said ordinance. Vice President Mason asked for feedback on the draft. Councilperson Culleton felt positively about it but wondered whether the Borough would have the infrastructure in place to enforce the ordinance effectively. Councilperson Haldeman questioned the need for such an ordinance, as most landlords do regulate their tenants and the current concerns were generated in response to one specific situation on East Marshall Avenue. Councilperson Farry felt the ordinance was important for controlling unsafe conditions and blighted properties that present the risk of fire and injury to

firefighters. Councilperson Horwatt shared this concern and felt the ordinance was needed but would require a system of enforcement including a Code Enforcement Officer and Fire Inspector. Vice President Mason wondered whether a Fire Marshall could take on responsibilities for multiple municipalities.

Council agreed that the draft ordinance required further discussion with the solicitor present before being advertised for a vote.

**Fee Schedule:** Vice President Mason offered to contact Solicitor Porter about setting the Borough fee schedule for 2023.

**Adjournment:** Vice President Mason adjourned the meeting at 9:07 p.m.

Prepared by,

Mary Zimmerman, Borough Clerk

Respectfully submitted,

Steve Bradshaw, Borough Manager