

**Langhorne Borough Council Work Session**  
**January 25, 2024**

A work session of Langhorne Borough Council was held in person in Council Chambers on Thursday, January 25, 2024. President Culleton called the session to order at 7:00 p.m. and invited those in attendance to pledge allegiance to the Flag.

**IN ATTENDANCE:** President Nancy Culleton; Councilpersons Tony Marfia, Scott Haldeman, and Bob Cumming; Mayor Joe Taylor; Solicitor Barbara Kirk; Chief John Godzieba; Treasurer Ellyn Schoen; Manager Steve Bradshaw; Clerk Gabriel Tenaglia

Mayor Taylor left at approximately 7:46 p.m.

**ABSENT:** Vice President Kathy Horwatt; Councilpersons Kristen Farry and Tim Harris

**AGENDA REVIEW:** President Culleton asked if the recording of the meeting could be shared with the absent Councilmembers and suggested moving the Councilmember introductions and backgrounds to the work session in February if there is not enough time today. There were no objections.

**ARPA GRANT FOR THE MAYOR'S PLAYGROUND:** Engineer George DiPersio shared background on the grant and presented information for Council's consideration. The grant for the COVID-19 ARPA Capital Projects Fund Multi-Purpose Community Facilities Program must be submitted by April 20, 2024, and the project would need to be substantially complete by December 31<sup>st</sup>. The grant covers design and engineering costs. Mr. DiPersio then presented a list of eligible projects for the grant, a list of items required for the application, and an overview of the playground. He listed potential improvements to the playground and suggested that adding free public Wi-Fi for the playground would make the grant proposal much more attractive.

**DISCUSSION:** Councilperson Haldeman pointed out that when the Borough purchased the playground from the school board, there was a caveat in the agreement that does not permit building on the site. Solicitor Kirk suggested double-checking the wording of the agreement for exceptions and possibly negotiating an addendum with the school board if needed.

Mr. DiPersio presented floor plans for restroom facilities, noting that adding utilities will be a huge portion of the cost and that adding solar panels on the building would make it self-sustaining. Mr. DiPersio recommended that there be a motion at the February meeting to authorize CKS to draw up plans for the grant application and added that a public meeting is necessary for people to have input before the application is submitted. Solicitor Kirk asked if CKS could present a proposed timeline for the Borough Manager, Mr. DiPersio said that CKS will work on it. Mr. DiPersio gave a rough estimate for construction of restrooms, which could range from \$250,000 to well into the millions if a community center were to be built. Given the high cost, he recommended that the Borough decide which aspects of the project to prioritize. It was decided that the February meeting would have a motion to authorize CKS to pursue the grant. President Culleton confirmed that all Councilmembers present were interested in moving forward with the work on the playground.

**COUNCIL ORIENTATION SESSION:**

**Mayor:** Mayor Taylor explained the duties and responsibilities of the mayor's office. President Culleton

asked him to confirm for the record the protocol for a snow emergency, and he explained that the Borough considers a snow emergency to be over 6 inches of snow.

**Engineer:** Mr. DiPersio explained the role of the Engineer and gave an overview of CKS.

**Solicitor:** Solicitor Kirk introduced herself, Solicitor David Truelove, and Hill Wallack, and described the role of the Solicitor in the Borough. She explained two of the most important laws in the Borough: the Sunshine Act and the Right-To-Know Act. Solicitor Kirk also spoke about the Borough Code that Langhorne Borough must follow. President Culleton asked Solicitor Kirk about how Councilmembers should communicate electronically under the Sunshine Act. Council and Solicitor Kirk discussed the proper protocol.

**Treasurer:** Treasurer Schoen explained the Treasurer's role in the Borough. On request from President Culleton, she also explained the budgeting process.

**Police Chief:** Chief Godzieba introduced himself and explained the functions of the police department.

Councilperson Marfia asked if the Borough was affected by the ransomware hack on Bucks County's computer-aided dispatch system (CAD). Chief Godzieba answered that no one in the county has access to CAD at the moment but people can still call 9-1-1 and first responders will respond.

**Manager/Secretary and staff:** Manager Bradshaw explained his role as Manager, Secretary, and Open Records Officer. Manager Bradshaw explained the nature of union open records requests to Councilperson Haldeman. Then Council discussed what is considered open records. Manager Bradshaw talked about the responsibilities of the Public Works and social media persons. Clerk Gabe Tenaglia introduced himself.

President Culleton proposed saving the Council introductions for the February work session, and Council agreed.

**UPDATING THE ZONING BOOK:** Planning Commission Chairperson Paul Schneider discussed the necessity of working with the Bucks County Planning Commission to help overhaul the Borough's zoning book. He said that BCPC would lead the process, which will take a couple of years. There should be grant funding available for roughly half the cost of the project, and he recommended that Council start the process of applying for other grants to cover the rest. BCPC would write the grant application for the Borough. Councilperson Culleton asked about the cost, and Chairperson Schneider said that they would have to reach out to Luke Rosanova of the BCPC to get that number. Solicitor Kirk recommended that Chairperson Schneider reach out to Mr. Rosanova and submit a written recommendation to Council about the project and its costs. President Culleton and Solicitor Kirk further discussed the project and what Council would be moving to authorize at the February meeting. Solicitor Kirk recommended that Council put a ceiling on how much they are willing to pay for the project.

**SCANTEK PROPOSAL:** Manager Bradshaw said that there is \$15,000 in RDA grant money to put toward the project, which will cost between \$17,000 and \$18,000, and that the contract must be in place and the process must be underway by June. He recommended that Council vote to approve the proposal in February so that the process could get started. There was discussion on the yearly fee for Scantek to host the files and what will happen to the files if the fee goes beyond what Council is willing or able to pay, how long they have to keep physical and digital documents, what is included in digitization, and

other concerns. Manager Bradshaw agreed to follow up with Scantek on Council's questions.

**FIRE COMPANY HIRING FIREFIGHTERS:** Councilperson Haldeman reported that he spoke with Stephanie Teoli Kuhls, the manager of Middletown Township, who said that the Borough already has paid firefighters. There is 1 fire marshal, 1 fire chief, 1 firefighter administrator, and 5 firefighters that cover the Borough, Penndel, Hulmeville, Middletown, and Parkland and supplement the Borough's volunteer firefighters. They are being paid for by Middletown and the Borough is not currently being charged, but they will be. Councilperson Haldeman suggested using the data he collected over the last 6 months in negotiations when the Borough is charged for the firefighters and recommended that they consider putting aside money for a fireman's fund should they be needed. Councilperson Haldeman requested that the fireman's fund be an item on the agenda for February's meeting.

**ADJOURNMENT:** With no other business, on motion of Councilperson Haldeman, seconded by Councilperson Cumming, Council voted 4-0 to adjourn at 8:34 p.m.

Respectfully submitted,

Steve Bradshaw, Borough Manager / Secretary

**Next Work Session: February 29, 2024 at 7:00 p.m.**