

**Langhorne Borough Council Work Session**  
**October 24, 2024**

A Langhorne Borough Work Session was held at Council Chambers on Wednesday, October 24, 2024. President Culleton called the session to order at 7:03 p.m. and invited those in attendance to pledge allegiance to the Flag.

**IN ATTENDANCE:** President Culleton; Vice President Kathleen Horwatt; Councilpersons Bob Cumming, Tim Harris, Anthony Marfia, and Scott Haldeman; Solicitor Barbara Kirk; Manager Steve Bradshaw; Clerk Gabe Tenaglia

Manager Steve Bradshaw arrived at approximately 8:00 p.m.

**ABSENT:** Councilperson Adam Zielinski

**AGENDA REVIEW:** President Culleton stated that there will be an Executive Session at the end of the Work Session. If a vote is required, Council will come out of Executive Session and take the vote in public. However, the Zoom will be shut down for the vote so members of the public will have to attend in person.

**ANNOUNCEMENT:** President Culleton announced that the Executive Session after the October 9<sup>th</sup> Council Meeting was continued on October 15<sup>th</sup>, from 7:30 p.m. to 9:37 p.m. She also said that Council will be sending a letter of thanks to Keith DeVore for the podium he constructed for Council chambers.

**RESOLUTION 2024-32:** The motion on hand was to open three new Pennsylvania Local Government Investment Trust Accounts (PLGIT) and transfer Borough funds into those accounts, as the funds are currently held in First National Bank and making negligible interest. There was discussion of the three funds from which money is being moved, which are the vehicle fund, capital fund, and liquid fuels fund.

**MOTION:** On motion of Councilperson Haldeman, seconded by Vice President Horwatt, Council voted 6-0 to approve Resolution 2024-32: TO APPROVE AND AUTHORIZE THE OPENING OF THREE NEW PENNSYLVANIA LOCAL GOVERNMENT INVESTMENT TRUST ACCOUNTS (KNOWN AS PLGIT) AND TO AUTHORIZE THE TRANSFER OF BOROUGH FUNDS INTO SAID PLGIT ACCOUNTS.

**COMMUNITY SERVICE AGREEMENT:** Vice President Horwatt explained that the Borough has hosted community service through Bucks County's Adult Probation and Parole Department for at least thirty to thirty-five years. She has worked closely with the department to find work that the parolees can do unsupervised and ensure that no one with child abuse charges works in the Borough. However, the Borough has not received any parolees for the past year and a half. Vice President Horwatt looked into the matter and was told that the Borough had not signed the agreement. She proposed that Council sign the agreement and continue to participate in this program. She also explained some of the work that was done by people the Borough received from the Adult Probation and Parole Department. President Culleton asked how many people would come in to the Borough and who would oversee them; Vice President Horwatt said that it would be one person at a time, and that person would check in with her when they arrive and again when they are done.

**MOTION:** On motion of Councilperson Cumming, seconded by Councilperson Haldeman, Council voted 6-0 to approve the Community Service Agreement.

**UPDATE ON ERIN DEVELOPMENT APPLICATION:** At the October 9<sup>th</sup> Council Meeting, Councilperson Cumming volunteered to attend the Middletown Zoning Hearing Board Meeting on November 13<sup>th</sup> regarding the Middletown portion of Erin Development's application to request party status on behalf of the Borough. President Culleton said that Planning Commission Chair Paul Schneider may attend as well. Solicitor Kirk explained that party status means that the representative for the Borough would have the right to cross-examine any witnesses and present witnesses on behalf of the Borough. She advised that if it the Borough decided to oppose the application, they would have to appoint someone else as legal counsel because Hill Wallack also does work for Middletown Township. She also explained the variances requested and said that if the ZHB approved the application and the Borough wanted to oppose, they would have the right to file a notice of appeal within thirty days of the decision. Council and Solicitor Kirk identified issues for Councilperson Cumming to address at the meeting. Solicitor Kirk suggested authorizing him to contact Engineer George DiPersio and have him attend the meeting to assist Councilperson Cumming in crafting questions. After further discussion, Council decided to wait until closer to the meeting date to decide whether to have Mr. DiPersio attend, but agreed that Councilperson Cumming can confer with him beforehand. President Culleton asked what happens if the Middletown ZHB grants Erin's requested variances; Solicitor Kirk said they must still go through SALDO. There was discussion about who the Borough would hire as counsel. Solicitor Kirk said that if the Borough gets party status, Councilperson Cumming can ask the Middletown ZHB for a continuance to relay information to Borough Council and see if there is another position Council wants to take. Council then finalized his list of questions for the ZHB meeting.

**MILLENNIUM STRATEGIES:** President Culleton and Manager Bradshaw had a Zoom meeting with representatives from Millennium Strategies. For \$5,000 a year, they would provide the Borough with a weekly memo listing grant opportunities from private, corporate, and nonprofit sources. The Borough would also have access to their online portal and be in contact with a designated liaison from Millennium. The Borough would have to write their own grants. For an additional fee of \$150 an hour, Millennium would do further consulting and project management and could write grants for the Borough. They could also provide editing services. Councilperson Marfia objected to paying Millennium to write grants for the Borough when the Engineer already does that. Councilpersons Cumming and Haldeman said that Millennium would be cheaper. Vice President Horwatt opposed because the PSAB already provides a list of grants, and the Borough also receives one from Senator Farry and Representative Hogan. She also said that the Borough has too much to get done now to worry about grant writing and working with Millennium. Councilperson Haldeman said they should table further discussion until January; Council agreed.

**PUBLIC COMMENT:** Carol Zetterberg, 129 West Marshall Avenue, said that she has written many grants and finding grant information is very easy; writing and managing the grants is the hard part. She offered to look for grant resources comparable to what Council is considering. Councilperson Harris asked if the \$5,000 a year guarantees that the Borough will get approved for grants. President Culleton said that Millennium just provides the Borough with a list of grants that they have determined are ideal for the Borough, and offers consultation on those grants. Vice President Horwatt said that if Council wants to move forward with the previously-discussed idea of having Clerk Tenaglia write grants for the Borough, he could learn by starting with Community Development Block grants, which could be useful for smaller projects of \$50,000 or less, like repairs to sidewalks and curbs.

**FEE SCHEDULE 2025:** President Culleton announced that Clerk Tenaglia has revised the draft fee schedule for 2025 for Council's review. Councilperson Haldeman said that the building construction fees and the proposed mechanical permit could end up being thousands of dollars for more expensive projects, which is excessive. He also took issue with the wording of the mechanical permit fees and Solicitor Kirk suggested clarifying this in the fee schedule. Council discussed what is required for mechanical permits, and Solicitor Kirk suggested that applicants can just pay a \$75 administration fee and seek out a third-party inspector. Councilperson Haldeman then voiced concerns about the cost of permit fees for above-ground and in-ground pools, and solar panel installation. Clerk Tenaglia stated that for changes to building permit fees like construction and mechanical, he would have to confer with the building inspector about his responsibilities. He asked Councilperson Haldeman to meet with him to further discuss the building construction fees. Solicitor Kirk said that if permits are becoming time-consuming, it makes more sense to use a third-party inspector to take the burden off of the Borough's limited staff. President Culleton suggested having Clerk Tenaglia come back with a revised permit after meeting with Councilperson Haldeman. Clerk Tenaglia also pointed out that the fee schedule needs to be ready by the November Council Meeting if Council wants it to be approved for next year. President Culleton said that if Council votes to advertise it in November and approve it in December, they can have it done in time for January.

**TRAFFIC SAFETY FORUM / PENNDOT MEETING FOLLOW-UP:** President Culleton provided an overview of what was discussed during the traffic safety forum on October 15<sup>th</sup>. They spoke at length about getting the crosswalks better lit and it was suggested that having "crosswalk ahead" painted at the crosswalk of Maple and Green could be useful. There was also discussion about better educating pedestrians on rules of conduct at intersections. Chief Godzieba presented data on traffic volume, which shows that the Borough does not have a speeding problem by the thresholds that PennDOT sets, but rather a volume problem. Traffic calming measures were also discussed, as they could incentivize people to slow down without needing to have as many officers out in the street. President Culleton then brought up information from her and Manager Bradshaw's meeting with PennDOT on September 13<sup>th</sup> that was not in the summary she presented to Council. PennDOT had given the Borough a link to submit paperwork to try and get restrictions on trucks in the Borough, and Senator Farry invited the Borough to submit a new list of requested mitigations to PennDOT. President Culleton said that the Borough can take care of some immediate measures that aren't too costly, such as getting striping done and putting out the speed cushions on Flowers Avenue, and then assemble a group to look at long-term measures to address traffic concerns. Council and Solicitor Kirk continued to discuss potential traffic calming measures. There was particular interest in the possibility of getting a bike lane on Maple Avenue.

**SPEED LIMIT REDUCTION ON PINE ST. FROM 35 TO 30 MPH:** The speed limit reduction has been verbally approved by PennDOT. Manager Bradshaw said that the Borough is still waiting on the paperwork. President Culleton said that once the paperwork is received, a Resolution or Ordinance can be passed amending the speed limit. Solicitor Kirk suggested passing an Ordinance because it can't be easily undone. She said that the Borough can begin advertising it and make the speed limit change effective when the paperwork is received. President Culleton said that she would like to discuss further with Chief Godzieba before voting to advertise. Solicitor Kirk said she can have the Ordinance drafted and ready for the November 13<sup>th</sup> Council Meeting as a basis of discussion. President Culleton then asked about the status of the traffic study on Maple Avenue; Manager Bradshaw said that PennDOT had their equipment out there a week ago but he has not heard back from them.

**CURB AND SIDEWALK ORDINANCE:** President Culleton explained that the Ordinance drafted by Solicitor Kirk will take the curb and sidewalk section out of the Zoning Ordinance and making it part of the

Borough's General Ordinances. Solicitor Kirk explained that this change is being made because sidewalks should not be enforced by the Zoning Ordinance because they are not a zoning issue. She included all the sidewalk sections in the Zoning Ordinance as written for Council to review, but stated that they may be redundant. Council agreed, and Solicitor Kirk said that she can delete sections C and D from the proposed sidewalk Ordinance, and suggested other edits to streamline the Ordinance. President Culleton said that Council could vote to advertise the Ordinance at their November Council Meeting. Vice President Horwatt asked if the Ordinance indicates what materials are suitable for sidewalks and curbs. Solicitor Kirk said that it is mentioned under HARB. Councilperson Haldeman also noted that it does not address tripping hazards. Solicitor Kirk said she can add a list of suitable materials under the HARB guidelines if Council provides one. She also pointed out that having a vague definition of what constitutes hazardous sidewalk conditions allows an independent body to make a ruling on whether the conditions are unsafe or not, which can eliminate the need to deal with the issue in a court proceeding. Council indicated that they were comfortable with the agreed-upon revisions.

**ZONING OFFICER AND CONTRACT WITH KEYSTONE MUNICIPAL SERVICES:** Councilperson Cumming expressed frustration with how the accessory school building being constructed outside the Bucks Learning Cooperative at 315 West Maple Avenue was handled. It is being built on the side facing his property, despite the request he made before HARB that it be put behind the building. Councilperson Marfia also expressed dissatisfaction with the zoning and building reports, which Council discussed in more detail. Manager Bradshaw said that the office has a template for reports and will send it to the building inspector and zoning officer. Solicitor Kirk also brought up Zoning Hearing Board applications and suggested that there be a list of ZHB applications to be presented to Council so they can decide if they want to take a position. Then there was further discussion of the HARB approval of the 315 West Maple Avenue accessory building application. Council determined that there is no record of any agreement being made between Councilperson Cumming and HARB. Solicitor Kirk suggested that there be audio recordings of the HARB meetings to maintain a record of such agreements. Clerk Tenaglia pointed out that it is likely neither the building inspector nor zoning officer were aware of any agreement with HARB and therefore could not enforce it. Solicitor Kirk said that a copy of HARB reports should be submitted to Council and to the building inspector and zoning officer to make them aware of the specific issues regarding the applications. Based on Councilperson Cumming's assertion that HARB had agreed to his request that the structure be placed behind the building, President Culleton agreed to approach the Bucks Learning Cooperative about the possibility of coming to a neighborly agreement to move the accessory structure. There was more discussion about the building and how to move forward with the building and zoning reports. Solicitor Kirk offered to look at the templates for the reports, and suggested that Clerk Tenaglia make a note on building permit applications if the work is in the historic district and has been approved by HARB. There was further discussion about office procedures for HARB, building, and ZHB applications.

**MANAGER'S BRIEFING:**

- The presentation for the RDA grant was last Friday.
- Manager Bradshaw is working on removing the white paint on Bellevue.
- Manager Bradshaw is coordinating with Pat Carr and the Country Club to remove some of the overgrown trees on West Marshall.
- Manager Bradshaw is looking into getting the striping for Maple Avenue done. Middletown has not yet provided a quote on striping the rest.
- Manager Bradshaw has been looking into using Trello, an online project management tool, to improve office efficiency. It is five dollars per user per month. With six users it would be 360

dollars a year. He proposed that he be a user along with the Clerk, the Solicitor, Council President, the Engineer, and the Planning Commission Chair.

- CKS announced that the Highway Occupancy permit to remove the wedge at the 7-11 sidewalk has been issued. Mr. DiPersio expects to have the estimated cost in time for the November 13<sup>th</sup> Council Meeting. CKS is pushing to get the flashers installed at the crosswalk at Pine Street before Halloween. They should have been shipped by now but there is no installation date yet. Mr. DiPersio said that there is enough grant money to take care of the wedge removal.

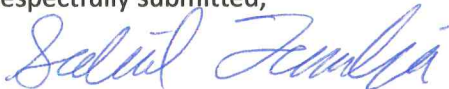
**DISCUSSION:** Councilperson Marfia raised issues about the work that Transue did at the Revolutionary Cemetery. He said that they put the hedges in in front of the fence and up to the edge of the sidewalk, and expressed concerned that they would grow into the sidewalk and impair the vision of drivers. Manager Bradshaw said that Transue will cut them down after they have grown a bit more. After further discussion, Council decided to leave them be. Then Councilperson Haldeman said that Treasurer Schoen called him about holes in the road that need to be repaired prior to Harvest Day. He called Asphalt Services to do an emergency repair. They will repair the holes tomorrow morning for \$1,500. Solicitor Kirk said that this can be on the agenda for the November 13<sup>th</sup> Council Meeting for Council to ratify.

**EXECUTIVE SESSION:** On motion of Councilperson Cumming, seconded by Councilperson Marfia, Council voted 6-0 to enter Executive Session at 9:12 p.m. Council came out of Executive Session at 10:02 p.m.

**MOTION:** On motion of Councilperson Cumming, seconded by Councilperson Marfia, Council voted 4-2 to approve a new two-year contract for the Borough Manager, to begin on December 1<sup>st</sup>, 2024, for a yearly salary of \$76,000 with an adjustment for the second year at the discretion of Council. President Culleton, Vice President Horwatt, and Councilpersons Cumming and Marfia voted in favor. Councilpersons Harris and Haldeman voted against.

**ADJOURNMENT:** On motion of Councilperson Cumming, seconded by Councilperson Haldeman, Council voted 6-0 to adjourn at 10:11 p.m.

Respectfully submitted,



Gabriel Tenaglia, Interim Borough Manager / Secretary

**Next Work Session: November 21, 2024 at 7:00 p.m.**