

**BOROUGH OF PENNSBURY VILLAGE
MINUTES – GENERAL MEETING
November 12, 2019**

I. CALL TO ORDER AND FLAG SALUTE

President Barbara Sigler convened the meeting at 6:30 pm in the Pennsbury Village Community Room. A quorum was reached with the following members of Council present: Carolyn Waldner, Brenda George and Nicholas Honchar. Also present were Mayor Lucy Harper, Borough Manager Rae Carol Wolff, Borough Engineer Clint Reilly, Solicitor J. J. Bolock and Tax Collector Patricia Notaro. Sharon Bennardo, Barbara Cinpinski and Ann Clay were not present. Barbara Sigler stated that Vacancy Board Member and newly elected Council Member Steve Stecko was present.

II. PUBLIC COMMENT

There was no public comment.

III. OFFICIALS' REPORTS

MAYOR - Lucy Harper

Mayor Lucy Harper reported 16 police calls for the month of October 2019 with nothing of note.

PRESIDENT/VICE PRESIDENT - Barbara Sigler/Carolyn Waldner

Barbara Sigler stated she had nothing to report. Carolyn Waldner stated she had nothing to report.

MANAGER - Rae Carol Wolff

Rae Carol Wolff reported she received a request from Sonny Perry for a salt order of 25 tons. The cost is \$82.24 per ton under the new 2019-2022 contract for a total of \$2,056.00. She requested approval to transfer \$18,000.00 from the Borough's Liquid Fuels Account to cover the cost of this winter's anticipated salt purchases and snow and ice removal services.

Barbara Sigler reported the Borough's Accountant, Edie York, has been ill for several months and unable to provide financials for the Borough. The Borough's outside auditor was able to contact the accountant's fill-in and was able to obtain the financials through October 2019.

TAX COLLECTOR - Patricia Notaro

Patricia Notaro reported that \$1,715.47 was received in real estate taxes in October 2019 with \$4,026.48 outstanding from 8 properties. There were \$50.00 in refuse fees collected in October 2019 with \$2,785.00 outstanding from 15 properties. Lien fees of \$100.00 were paid in October.

ACT 511 TAX COLLECTIONS - Rae Carol Wolff

Rae Wolff reported \$3,175.19 in Earned Income Tax deposited in October 2019.

ENGINEER - Clint Reilly

Clint Reilly presented a written proposal outlining the services NIRA would provide as the Borough's designated ticket locator following the resignation of Heath Consultants. He further

stated he would respond to all calls and would bill on an hourly basis. He did not anticipate the Borough's costs for this service would increase.

SOLICITOR – J. J. Bolock

J. J. Bolock stated he had nothing to report.

PUBLIC WORKS - Carolyn Waldner and Nicholas Honchar

Carolyn Waldner stated she had nothing to report. Nicholas Honchar stated he would be checking the entrance island lights and timer in anticipation of holiday lighting. Barbara Sigler reported that Dumpsters No. 26, 27, 28 and 29 have been pushed close together blocking access and only 2 of the dumpsters can be used.

PARKS AND RECREATION - Nicholas Honchar and Sharon Bennardo

Nicholas Honchar stated he had nothing to report. Sharon Bennardo was not present.

COMMUNITY AFFAIRS - Ann Clay and Barbara Cinpinski

Ann Clay and Barbara Cinpinski were not present. Barbara Sigler stated that the Annual Food Drive is scheduled for Saturday, November 16, 2019.

CONDO REPORT

No PVCA Board meeting is scheduled for November due to the Annual Homeowners Meeting scheduled for Wednesday, November 22, 2019.

PUBLIC SAFETY - Lucy Harper

Mayor Harper stated she had nothing to report.

FINANCE - Ann Clay

The financials for October 2019 were sent to Barbara Sigler and Ann Clay. Ann Clay was not present. Barbara Sigler stated she would schedule a Budget Meeting before the next Caucus Meeting.

ADMINISTRATIVE CHAIRPERSON - Barbara Cinpinski

Barbara Cinpinski was not present.

INFORMATION TECHNOLOGY - Brenda George

Brenda George reported that she posted information regarding the Annual Food Drive and Toys for Tots collection on the Borough's website and Next Door App.

IV. MOTIONS

The Minutes of the General Meeting of October 1, 2019 were adopted by unanimously on a motion by Brenda George and seconded by Carolyn Waldner. The Minutes of the October 22, 2019 Caucus Meeting were adopted unanimously on a motion by Brenda George and seconded by Nicholas Honchar. Upon motion of Carolyn Waldner and seconded by Nicholas Honchar, Council voted unanimously by roll call to accept Accounts Payable ending October 31, 2019 in the amount of \$35,694.68.

Barbara Sigler called for a motion to approve the transfer of \$18,000.00 from the Liquid Fuels Fund to the General Fund to pay for salt purchases and snow and ice removal. Upon motion of Carolyn Waldner and seconded by Brenda George, Council voted unanimously by roll call to approve the motion.

Barbara Sigler called for a motion to approve NIRA Consulting Engineers as the Borough's designated ticket locator. Upon motion of Carolyn Waldner and seconded by Nicholas Honchar, Council voted unanimously to approve the motion.

V. OLD BUSINESS

Barbara Sigler reported the Borough's outside auditor, O'Connor, Pagano and Associates has strongly recommended the Borough return to Paychex for payroll processing. After discussion the matter was tabled until the next Caucus meeting.

Barbara Sigler further reported that Clint Reilly indicated he intends to send out a bid for the 8 Phase Road Improvement Plan this winter. In that regard, it is necessary to begin searching for a lender and a Borrowing Base Certificate is required. She requested the Loan Committee begin the process as soon as possible.

Barbara Sigler pointed out it is anticipated that the millage rate will remain the same for the year 2020 and under Act 51, if property tax remains the same or is decreased, it may be done by Resolution.

VI. NEW BUSINESS

There was no new business.

VII. ADJOURNMENT

At 7:15 pm, on a motion by Brenda George and seconded by Carolyn Waldner, Council voted unanimously to adjourn the meeting.

Respectfully submitted,
Rae Carol Wolff