

**BOROUGH OF PENNSBURY VILLAGE**  
**MINUTES – GENERAL MEETING**  
**February 11, 2020**

**I. CALL TO ORDER AND FLAG SALUTE**

President Steven Stecko convened the meeting at 6:30 pm in the Pennsbury Village Community Room. A quorum was reached with the following members of Council present: Brenda George, Carolyn Waldner, Barbara Cinpinski 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. Barbara Sigler was not present.

**II. PUBLIC COMMENT**

None.

**III. APPROVAL OF MINUTES AND ACCOUNTS PAYABLE**

The Minutes of the Reorganization Meeting of January 6, 2020 were tabled pending revision. The Minutes of the General Meeting of January 6, 2020 were adopted unanimously on a motion by Carolyn Waldner and seconded by Brenda George. The Minutes of the Continuation of the General Meeting of January 6, 2020 were adopted unanimously on motion by Barbara Cinpinski and seconded by Brenda George. The Minutes of the Caucus Meeting of January 28, 2020 were adopted unanimously on motion by Carolyn Waldner and seconded by Barbara Cinpinski. Upon motion of Carolyn Waldner and seconded by Brenda George, Council voted unanimously by roll call to accept Accounts Payable ending January 31, 2020 in the amount of \$35,675.76.

**IV. OFFICIALS' REPORTS**

***MAYOR - Lucy Harper***

Mayor Harper reported 32 police calls for the month of January 2020 with 22 vacation checks of note. She also reported she received a telephone request from a "very young" Mr. Herbert, a student at David E. Williams Junior High School in the Montour School District, who requested an interview with the municipality as part of a class assignment. Mr. Herbert along with 5 students in his study group and several mothers, visited the Borough Office and interviewed her. The students were inquisitive and took many pictures. They had visited the Borough's website and advised they were making a book to be presented to the Borough through Mayor Harper at a school assembly in May. The study group will also be attending the Borough's General Meeting in June. In addition, she stated she and Steven Stecko will be attending the new 911 Call Center meeting tomorrow.

***PRESIDENT/VICE PRESIDENT - Steven Stecko/Brenda George***

Steven Stecko stated he had nothing to report. Brenda George stated she had nothing to report.

***MANAGER - Rae Carol Wolff***

Rae Wolff reported that there were 114 pet registrations in January 2020 vs. 136 in 2019. She also reported \$2,785.91 in cable franchise fees received from Comcast. The annual audit by O'Connor, Pagano & Associates is scheduled for February 20, 2020 and the Liquid Fuels Audit with the Auditor General's Office is scheduled for February 25, 2020.

***TAX COLLECTOR - Patricia Notaro***

Patricia Notaro reported no real estate tax was received in January 2020. She asked that she be absolved of collecting delinquent real estate taxes for the year 2019. Steven Stecko called for a motion to absolve her of the responsibility and to turn the collection of 2019 real estate taxes over to Jordan Tax Services. Upon motion of Carolyn Waldner and seconded by Brenda George, the motion was unanimously approved by roll call. There were 251 refuse fee payments collected in January 2020 for a total of \$30,120.00. 105 delinquent refuse fee notices were sent out. Lien fees of \$200 were paid in January. She further reported that she and Steven Stecko were meeting with Jordan Tax Service on February 17 to review a new program they developed for the collection of business privilege tax. They are also looking into a program for the collection of refuse tax.

***ACT 511 TAX COLLECTIONS - Rae Carol Wolff***

Rae Wolff reported \$4,722.54 in Earned Income Tax deposited in January 2020.

***ENGINEER - Clint Reilly***

Clint Reilly reported the Sewage Treatment Plant was in compliance during the month of January.

***SOLICITOR – J.J. Bolock***

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

***V. COMMITTEE REPORTS***

***PUBLIC WORKS - Carolyn Waldner and Nicholas Honchar***

Carolyn Waldner stated she had nothing to report and inquired as to when road reconstruction work would begin and if there would be repair work in addition to the first road reconstruction phase. Steven Stecko responded that road reconstruction will begin when funding is received and the Borough audit has been stepped up but must be completed before the loan process begins. He further stated that minor road repairs will take place in areas not part of the first road reconstruction phase.

***PARKS AND RECREATION - Nicholas Honchar***

Nicholas Honchar stated he had nothing to report.

***COMMUNITY AFFAIRS - Barbara Cinpinski***

Barbara Cinpinski reported that 25 residents submitted entries for the "I Spy" drawing. The winning entry was pulled by J. J. Bolock and the winner of the \$20 Dunkin Donut gift card was announced as Heidi Freytag. Rae Wolff was instructed to notify the winner.

### ***CONDO REPORT***

The Condominium meeting is scheduled for February 19, 2020. Brenda George is scheduled to attend.

### ***PUBLIC SAFETY - Lucy Harper***

Mayor Harper stated she had nothing to report.

### ***FINANCE - Nicholas Honchar***

Nicholas Honchar reported that he has reached out to several banks regarding the road reconstruction loan and anticipates the loan process moving forward once the 2019 financials and Audit Report are available.

### ***ADMINISTRATIVE CHAIRPERSON - Steve Stecko***

Steve Stecko stated he had nothing to report.

### ***INFORMATION TECHNOLOGY - Brenda George***

Brenda George Stated she had nothing to report.

## ***VI. OLD BUSINESS***

Steven Stecko reported he has been working on revising the Landlord/Tenant Ordinance and forms and met with Mike McDermott of BIU, Molly Preston and Rae Wolff to review the matter. Mike McDermott made suggestions and expressed concern over the term "Occupancy Permit" in the ordinances and forms. After reviewing the ordinances Steven Stecko recommended the Borough have 3 separate ordinances; (1) for tenant registration, (2) for landlord registration and (3) for inspections. He also suggested setting the fees by resolution rather than ordinance. The fees are to remain the same this year and the new forms will be put on the website.

## ***VII. NEW BUSINESS***

None.

## ***VIII. OPEN DISCUSSION WITH COUNCIL***

There was some discussion about residents instructing Waste Management drivers to move dumpsters. Rae Wolff was instructed to contact Waste Management and advise them that drivers are not permitted to take instructions from residents and that all instructions must come directly from the Borough. Barbara Cinpinski was instructed to put a notice to that effect in the next newsletter.

Steve Stecko reported that the Borough received 3 applications for the vacant Council positions. This meeting will be continued until February 25, 2020 following the Caucus Meeting. The Caucus Meeting will be adjourned to permit Council to interview the applicants and make their determination. Thereafter a continuation of the January 6, 2020 General Meeting will take place at which time the January 6, 2020 Reorganization Meeting will be reviewed and vacant Council positions filled.

***VII. ADJOURNMENT***

At 7:35 pm Steven Stecko called for a motion to adjourn the meeting until February 25 and on motion of Carolyn Waldner and seconded by Brenda George, Council voted unanimously to adjourn the meeting.

Respectfully submitted,  
Rae Carol Wolff