

**BOROUGH OF PENNSBURY VILLAGE**  
**MINUTES GENERAL MEETING**  
**May 10, 2022**

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

President Steven Stecko convened the General Meeting at 6:30 pm. A quorum was reached with the following members of Council present: Brenda George, Carolyn Waldner, Barbara Cinpinski, Marita Haubrick, Nicholas Honchar and Maria Shamsi. Also present were Mayor Lucy Harper, Tax Collector Patricia Notaro, Borough Manager Rae Carol Wolff, Solicitor Christopher Voltz and Borough Engineer Clint Reilly.

**II. PUBLIC COMMENT**

None.

**III. MINUTES AND ACCOUNTS PAYABLE**

The Minutes of the General Meeting of April 12, 2022 were adopted unanimously on motion of Marita Haubrick and seconded by Maria Shamsi. The Minutes of the Caucus Meeting of April 26, 2022 adopted unanimously on motion of Carolyn Waldner and seconded by Brenda George.

Upon motion of Marita Haubrick and seconded by Barbara Cinpinski, Council voted unanimously by roll call to accept accounts payable ending April 30, 2022 the amount of \$41,459.22.

**IV. OFFICIALS' REPORTS**

**MAYOR - Lucy Harper**

Mayor Lucy Harper reported 492 police calls for the month of April 2022 with 339 patrol calls and 60 traffic targets of note. A PA driver's license was found by a resident who posted a picture of it on social media. Mayor Harper said it was a violation of the driver's rights since personal information was disclosed to the public. The Memorial Day Service is scheduled for May 30 at 10:00 am at the flagpole in the common area. Coffee and donuts will be served from 9:00-10:00 am in the Community Room.

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

Steven Stecko deferred his report. Brenda George stated she has nothing to report.

**MANAGER - Rae Carol Wolff**

Rae Wolff reported she closed 3 of the old Northwest Bank accounts but left the General Fund open with a balance of \$27,180.33 since it continues to receive direct RAD deposits. She also reported receiving cable franchise fees of \$2,575.97 from Comcast in early May.

**REAL ESTATE TAX COLLECTOR - Patricia Notaro**

Patricia Notaro reported 500 tax bills were mailed out. She received 68 real estate tax payments totaling \$36,896.76 in April 2022 with 432 units outstanding.

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

The Borough Manager reported \$7,485.95 in Earned Income Tax deposited in the month of April 2022.

***REFUSE FEE COLLECTOR:***

There were \$450.00 in refuse fees collected in April 2022 for a year to date total of \$62,990 with 51 units outstanding. There were \$729.00 in late fees and penalties collected year to date.

***ENGINEER - Clint Reilly***

Clint Reilly reported the backflow preventer was tested and passed. The results were sent to PA American Water Company.

***SOLICITOR – Christopher Voltz***

Christopher Voltz provided Council with copies of an Ordinance Requiring Inspection and Certificate at Time of Sale and reported that the "Disruptive Tenant" language has been inserted into the Amended Residential Unit Licensing & Registration Ordinance.

***V. COMMITTEE REPORTS***

***PUBLIC WORKS - Steven Stecko***

Steven Stecko deferred his report.

***PARKS AND RECREATION - Maria Shamsi***

Maria Shamsi stated she had nothing to report. Steven Stecko reported the Borough has submitted an application for a playground grant to Harrisburg and is awaiting response. The Borough has used Co-Stars for past work and may seek its bid if the grant is approved. The work would begin next year. In the interim, remedial work will be done. Mayor Harper asked if a gate could be installed at the park so it could be closed in the event of any emergency. Following discussion, it was determined that a gate would not prevent residents from entering into the park. Marita Haubrick reported residents are taking pets into the sports courts. Rae Wolff was asked to order a sign saying "Pets Prohibited".

***COMMUNITY AFFAIRS - Barbara Cinpinski***

Barbara Cinpinski reported the Spring Newsletter has been delivered and flyers sent to residents advising that community Dumpster Days will take place May 20 through 23; Summer Food Drive on June 12 from 10:00 am till noon; and Memorial Day Service on April 30 at 10:00 am with donuts and coffee in the Community Room 1 hour prior to the salute and service.

***CONDO REPORT***

The regular monthly PVCA Board Meeting is scheduled for May 18, 2022. Barbara Cinpinski is scheduled to attend.

***SAFETY INSPECTION - Marita Haubrick***

Marita Haubrick reported that 17 landlords have not responded to letters regarding Rental Permits. 37 have responded and are scheduled for inspection and 22 to 30 have been removed from the list due to family members occupying the unit.

***PUBLIC SAFETY - Lucy Harper***

Mayor Harper stated she had nothing to report.

***FINANCE - Nicholas Honchar***

Nicholas Honchar stated he had nothing to report.

***ADMINISTRATIVE CHAIRPERSON - Steven Stecko***

Steven Stecko reported 3 Dollar Bank accounts are now open and listed on Dollar Bank's website; general fund, refuse and liquid fuels.

***INFORMATION TECHNOLOGY - Brenda George***

Brenda George reported the Borough website and Savvy Citizens have been updated.

**VI. OLD BUSINESS**

STP Repair Update: Finished all repairs. Diffusers were replaced, the aeration system is working and the plant is running at full capacity.

STP NPDES Permit - Project Update: A survey has been completed.

Vacancy Board Member Replacement Update: Applications will be taken through Thursday, May 19 and applicants will be interviewed immediately following the next Caucus meeting.

2022 Road Repair Project: Clint Reilly is preparing the bid package and asked for approval to advertise. Bids to be opened at the General Meeting on June 14, 2022. Steven Stecko called for a motion to advertise the Road Repair Bid and upon motion of Carolyn Waldner and seconded by Nicholas Honchar, Council voted unanimously to approve the motion.

***VII. NEW BUSINESS***

Steven Stecko called for a motion to Advertise the Real Estate Pre-Sale Inspection Ordinance and upon motion of Carolyn Waldner and seconded by Marita Haubrick, Council voted unanimously to approve the motion.

Steven Stecko called for a motion to advertise the Disruptive Tenant Ordinance and upon motion of Marita Haubrick and seconded by Brenda George, Council voted unanimously to approve the motion.

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

Steven Stecko reported that weather permitting Council will tour the Sewage Treatment Plant at 6:00 pm on May 24.

***IX. PUBLIC COMMENTS AND QUESTIONS***

Resident Kim Cook inquired when the driveway to the Commercial Area will be repaired. Steven Stecko responded it is PVCA's responsibility and they are doing repairs over the summer months.

**X. ADJOURNMENT**

At 7:20 pm, on a motion by Maria Shamsi and seconded by Barbara Cinpinski, Council voted unanimously to adjourn the meeting.

Respectfully submitted,  
Rae Carol Wolff