

**RICHLANDTOWN BOROUGH**  
**Council Meeting Minutes**  
**Tuesday, January 12, 2021**  
**Virtual Meeting held through Google Meet**

**Call to Order** at 7:00 p.m. by President, Christopher Willever

**Moment of Silence**

**Pledge of Allegiance**

**Roll Call**

**Present:** Mayor, Jim Dunn, President, Chris Willever, Vice-President, Floyd Bless (arrived @ 7:10 p.m.), Brooke Morita, Jillian Snyder, Bo Trovinger, Alexa Scheetz (JCP), Solicitor, Colby Grim, and Secretary, Kathy Wetzel

**Absent:** Iolanda Logan, Wayne Codner

**PUBLIC COMMENT:**

Dave Kinney – Towne Court HOA President, Thanked the members of council who recently helped with the issue of the stones being removed from the alleyway.

**REPORT OF THE FIRE COMPANY 36:** Report for December 2020 (No Report)

**REPORT OF THE PRESIDENT:** (Chris Willever)

- Wayne Codner submitted his letter of resignation as a member of Council. Will need to be accepted within 45 days, with 30 days from that to fill empty council seat.
- Wayne held the office of chairman of the Planning Commission. Colby suggested that the January 2021 Planning Commission meeting be rescheduled since a quorum of members will not be able to attend the meeting. Mayor Dunn will head up the task of filling the vacant Planning Commission seats. The commission should have 5 members, 3 would work.
- Wayne held the appointment of President Pro-Temp of Council. Chris asked for a motion to remove Wayne Codner as President Pro-Temp and to appoint a new President Pro-Temp.

**Motion made** to remove Wayne Codner as President Pro-Temp by Jillian Snyder, seconded by Brooke Morita. All in favor. Motion carries.

**Motion made** to appoint Brooke Morita as President Pro-Temp by Jillian Snyder, seconded by Floyd Bless. All in favor. Motion carries.

- Iolanda Logan has expressed interest in resigning from Council but has not yet submitted a letter.
- Wayne Codner and Iolanda Logan are current signatories for the Borough at both QNB Bank and Penn Community Bank. Chris asked for a motion to remove Wayne Codner and Iolanda Logan asap as signatories at QNB and Penn Community. New signatures will need to be added at both banks.

**Motion made** by Brooke Morita, seconded by Jillian Snyder to remove both Wayne Codner and Iolanda Logan asap from their signatory duties at both QNB Bank and Penn Community Bank. All in favor. Motion carries.

**Motion made** by Brooke Morita, seconded by Floyd Bless to add Christopher Willever and Jillian Snyder as signatories at both QNB Bank and Penn Community Bank for the Richlandtown Borough. All in favor. Motion carries.

- 4 Applicants for Vacant Council Position have been received and distributed for Council's review. Interviews will soon be scheduled.
- Use of the Benner Hall Kitchen by Scott Hager for RFC Creamed Chip Beef Fundraiser was discussed. Council agreed to allow the RFC to use the back kitchen stoves and dishwasher if they continue to follow strict covid-19 protocols. Andy will turn the gas on to the back stoves and disinfect that area on Monday, January 20, 2021

**Motion made** by Jillian Snyder, seconded by Brooke Morita allowing the RFC to use the back Benner Hall kitchen at no charge for the Creamed Chip Beef fundraiser on Saturday, January 16, 2021. All in favor. Motion carries. Floyd Bless and Calvin Trovinger abstained from the vote as members of the RFC.

- Resolution 21-01 - Appointments for 2021 presented:
  - Solicitor Grim, Biehn and Thatcher
  - Auditors Styer and Associates
  - Borough Engineer C. Robert Wynn Associates, Inc.
  - Building/Zoning Code Official Keystone Municipal
  - Emergency Management Coordinator Calvin Trovinger

**Motion made** by Floyd Bless, seconded by Jillian Snyder to approve the appointments presented for 2021. All in favor. Motion carries.

- 2021 Bucks Co Richlandtown Borough Municipal Report was presented. Chris asked that everyone review the form so that everyone is aware of their own dates of office. Mayor Dunn reiterated that primary elections would take place in May of 2021 and it easier to get on the ballot before the primaries than to be a write in vote.
- Question for Colby regarding a resident complaint about lights at neighbor's house. Colby stated that the borough does not have a nuisance ordinance, he suggested a letter may be prudent in handling this complaint and the Public Welfare Committee stated that they would investigate the matter.

#### **COVID-19 REPORT:** (Christopher Willever)

- Chris presented the most recent statistics for Bucks Co.
- Christ stated that as of now Borough elected officials and employees are slotted to group 1-C for the COVID-19 vaccination in PA.

#### **SOLICITOR'S REPORT:** (Colby Grim) (no report)

#### **REPORT OF THE MAYOR:** (James Dunn)

- Jim will be attending a Zoom Meeting this Friday with Rep. Fitzpatrick regarding the ongoing USPS Cluster Box matter.

#### **FINANCE:** (Floyd Bless, chair)

- Financial Reports month ending December 2020 were presented and reviewed.
- Review & Payment of bills ready for payment for January 2021

**Motion made** by Brooke Morita, seconded by Jillian approving the January 2021 bills for payment. All in favor. Motion carries.

#### **PARKS & REC – BENNER HALL:** (Brooke Morita, chair)

- Luminaries postponed 2x due to weather - tentatively scheduled for Sat 2/13 for Valentine's Day
- Tree undecorated & lights turned off.
- Christmas ornaments now available in Boro office - need to advertise.
- Benner Hall rental/space requests as COVID-19 restrictions remain. No rentals are scheduled.
- The limit for Benner Hall with the current COVID-10 restrictions is at 30 ppl.
- Quakertown Community Outreach – if they do use BH for storage a proper agreement will have to be drawn up.
- Hang Over's Café – Chis Willever has been approached by the owner of Hang Over's Café asking about using the Kitchen at Benner Hall as a shared space. Bucks Co Board of Health was contacted. Using the space as a shared space required all parties to have a License from the Board of Health. Randy was contacted regarding any building/zoning permits and he reminded the borough that Benner Hall is technically in Richland Township and Hang Over's Café would need to follow their lead. A lengthy discussion ensued, and Chris was asked to report the borough's findings on the matter to the owner of Hang Over's Café and Chris will keep the council updated should this matter move forward. Colby stated that he would be able to assist on the contracts required.

**PUBLIC WELFARE:** (Jillian Snyder, chair; Brooke Morita)

- Towne Court HOA notified the PW committee that at their next HOA meeting they would be discussing measures to reduce speed in Town Court. The HOA will discuss their finding with the PW Committee and they will report to council at the 1/26 Committee Meeting.
- Ordinances next up for review/discussion: animals, keeping of bees within the borough.
- Jillian and Brooke thanked Colby for helping with the review of the ordinances.

**PUBLIC WORKS, BUILDING & GROUNDS, WATER DEPT:** (Calvin "Bo" Trovinger, Chair; Floyd Bless)

- Bo asked Colby to review for Council what the dollar limit is regarding the borough's ability to pay councilmen for their professional services when providing work for the borough. Colby will investigate and get back to council.
- Bo reported "lots of progress" at the Union St pump house and stated that work is almost complete and should be up and running within the next week or so.
- Most of the borough's storm drains have been cleaned and infrastructure repairs are underway.
- Towne Court HOA have requested information on the process necessary to have the alleyway paved behind their properties. Floyd spoke to Curt Genner, Borough Engineer and he seemed to think that paving the alleyway would pose no new problems with regards to concerns for "impervious surface" requirements as long as they did not pave the parking spots. Floyd will check with Randy on this matter as well regarding permitting requirements. HOA was reminded that this is an HOA matter and that the borough assumes no responsibility for the alleyway.

**REPORT OF THE BOROUGH:** (Kathy Wetzel)

- Approval of Minutes for December 8, 2020 Council Meeting

**Motion made** by Floyd Bless, seconded by Brooke Morita approving the December 8, 2020 Council Meeting Minutes. All in favor. Motion carries.

- Borough Buzz Spring/Summer 2021 articles due by February 11, 2021 for mid-March delivery
- Kathy's Notary Public renewal due for March 2021, council agreed that this service is vital for the Borough and asked Kathy to continue with her renewal.
- Honorable Mention Award by PSAB for Boro Buzz, Chris thanked Kathy for spearheading the Boro Buzz production and for submitting the Boro Buzz for recognition. Council agreed.

**NO REPORTS**

BUILDING COMMISSION (IDLE) (Jillian Snyder, chair)

EMERGENCY MANAGEMENT COORDINATOR: (Calvin Trovinger)

JR. COUNCIL REPORT: (Alexa Scheetz)

PERSONNEL: (Jillian Snyder, chair; Floyd Bless)

PLANNING COMMISSION REPORT: (Wayne Codner, Chair; Andy Janke)

POLICE & FIRE LIAISON (Iolanda Logan, Chair)

**OPEN ACTION ITEMS:**

- NIMS 700 Training for Council
- Benner Hall Security Cameras
- New Borough Banners
- Ordinance Amendments

**ADJOURNMENT:** Adjourn Council Meeting (motion required)

Motion made at 8:30 p.m. to adjourn the meeting by Floyd Bless, seconded by Jillian Snyder. All in favor. Meeting adjourned for those not elected to Council. Chris Willever called an Executive Session of all Council Members present. At 8:30 p.m.

**UPCOMING MEETINGS:** (all at Benner Hall @ 7 P.M.)

- Committee Meeting: Tuesday, January 26, 2021
- Parks & Rec Committee Meeting: Tuesday, February 2, 2021
- Council Meeting: Tuesday, February 9, 2021

Respectfully Submitted by:

*Kathy Wetzel*

Borough Secretary/Treasurer