

**MINUTES OF PERKASIE BOROUGH  
COUNCIL MEETING  
NOVEMBER 18, 2024**

620 West Chestnut Street  
Perkasie, Pennsylvania

**ATTENDANCE:**

Council Members:

Scott Bomboy (absent)  
Chuck Brooks  
Kelly Laustsen  
Steve Rose  
Jim Ryder  
Robin Schilling  
Jeremy Wano  
Dave Weaver  
Dave Worthington (absent)

Youth Councilor:

Logan Wilcox (absent)

Mayor:

Jeff Hollenbach

Borough Manager:

Andrea L. Coaxum

Assistant Borough Manager:

Linda Reid

Finance Director:

Rebecca Deemer

Parks and Recreation Director:

Lauren Moll (absent)

Police Chief:

Robert Schurr

Electric Superintendent:

Harold Stone

Public Works Director:

Jeff Tulone

Borough Solicitor:

Jeffrey Garton, Esq.

Borough Engineer:

Douglas Rossino, P.E.

Council President Jim Ryder convened the meeting at 7:00 PM. An invocation was given by Mayor Hollenbach, which was followed by the Pledge of Allegiance.

**SWEARING IN OF POLICE DEPARTMENT CHAPLAIN**

Mayor Hollenbach swore in Adam Mellor, the new Chaplain for the Police Department.

**PUBLIC FORUM**

Two representatives of Kindness Between Friends approached Council and went into great detail about negative experiences they have had recently with an angry tenant they are in the process of evicting, and the harmful actions he has taken against them and their organization.

**PRESIDENT'S REMARKS**

Council President Jim Ryder asked everyone to please keep groups like Penridge FISH and RamPacks in mind for the upcoming holiday season.

**APPROVAL OF MINUTES**

Upon a motion by Rose, seconded by Bomboy, Council unanimously approved the minutes from the Council meeting on October 21, 2024, the Special Finance Committee meetings on October 9 and October 23, 2024 and the Committee meeting on November 4, 2024.

## **CORRESPONDENCE AND REPORTS**

### Mayor's Report

Mayor Hollenbach echoed Mr. Ryder's comments about everyone keeping Penridge FISH and RamPacks in mind during the holiday season. He also acknowledged the staff for their role in planning the fun Appreciation Night that took place recently for employees and volunteers, and thanked everyone for what they do for the Borough.

### Taxes Collected

Upon a motion by Brooks, seconded by Rose, Council unanimously accepted the report of taxes collected for the month of October, 2024.

### Budget Status

The Finance Director reported that the Borough's MMO payments were made in October, and while the revenues from Earned Income Tax are lower than what was projected by this point in the year, the Borough does expect more revenue than we anticipated for 2024 to come in by the end of the year. Ms. Deemer also informed Council that residents have started purchasing Menlo memberships for 2025 at the discounted rate. Councilman Rose asked how long the discount is available, and Ms. Deemer stated that residents can purchase a 2025 Menlo membership at the 2024 rate until the end of this year.

Upon a motion by Brooks, seconded by Weaver, Council unanimously accepted the budget status report for the month of October, 2024.

### Engineer's Report

The Engineer provided updates on the 306 N. Fifth Street Development Project and the 2024 Road Program. Upon a motion by Weaver, seconded by Brooks, Council unanimously accepted the Engineer's monthly report for the month of October, 2024.

### Planning Commission Report

The Planning Commission will not meet in November but will be meeting next month to review a Conditional Use Application.

### Zoning Hearing Board Report

The Zoning Hearing Board will not meet in November.

### Police Report

The Police Chief touched base on the overtime mentioned in his monthly report, adding that one of the officers is out with a non-work-related injury that will require surgery, so the officers will need to continue to fill his shift until he can return sometime in January. Chief Schurr also informed Council that the K9 car recently went out of service and is resulting in a \$3,100 expenditure to replace the water pump.

Upon a motion by Brooks, seconded by Rose, Council unanimously accepted the Police Department report for the month of October, 2024.

#### Fire Department Report

The Fire Chief thanked everyone who came to the Open House during Fire Prevention Week, adding that 600 people came to the event. Chief Trotter reported that the Fire Department has had 48 calls in November so far, and reminded everyone of the Santa Run through the Borough and Breakfast with Santa at the Fire House next month. Council reviewed the Fire Department reports for the month of October, 2024.

#### **PUBLIC WORKS COMMITTEE**

##### Review of Superintendent's Report

The Public Works Superintendent reported that the Department has collected 70 loads of leaves so far for the season. The Borough Manager informed Council that the 2 candidates recently approved for the part-time public works position did not work out, so the Borough is still looking for a part-time public works laborer. The Committee reviewed and accepted the Public Works Superintendent's report for the month of October, 2024.

#### **PUBLIC UTILITY COMMITTEE**

##### Review of Superintendent's Report

The Electric Department Superintendent reported that the Department started hanging holiday decorations in the Borough. The Committee reviewed and accepted the Electric Superintendent's report for September, 2024.

##### Consider Resolution #2024-65 – Indicative Pricing for 2024 Fall Power Purchase

After some discussion, upon a motion by Rose, seconded by Brooks, Council unanimously approved a motion to table a power purchase for the Borough to the spring.

##### Installed Capacity Update

The Borough Manager provided an update as to the meetings and communications that have taken place since the last meeting about the potential increase in electric rates due to PJM's new billing practices.

#### **PLANNING AND ZONING COMMITTEE**

### Code Enforcement Administrator Report

The Committee reviewed and accepted the Code Enforcement Administrator's monthly report for October, 2024.

### Update on Construction Progress – Constitution Square

The Borough Engineer provided a detailed update on the remaining construction items for Constitution Square.

## **PARKS AND RECREATION COMMITTEE**

### Parks and Recreation Department Report

The Committee reviewed and accepted the Parks and Recreation Department's report for the month of November, 2024.

### Discuss Menlo Aquatics Center Concession Stand Lease

Upon a motion by Brooks, seconded by Rose, Council unanimously authorized the Solicitor to prepare a new 5-year lease with Rita's for the Menlo Aquatics Center Concession Stand to review at a future meeting.

### Consider Event Permit Application & Fee Waiver – Perkasio Rotary – Decorating of Twin Bridges

Upon a motion by Schilling, seconded by Laustsen, Council unanimously approved the event application from the Perkasio Rotary to decorate the Twin Bridges for the holidays on Saturday, November 30, 2024 and waived any fees associated with the event.

## **PERSONNEL AND POLICY COMMITTEE**

### Review Openings for Boards & Commissions for 2025

Vice-President Brooks asked Council to review the list of available openings and asked for their assistance with finding potential candidates for the boards and commissions.

## **FINANCE COMMITTEE**

### Authorization to Pay Bills

Upon a motion by Bomboy, seconded by Wano, Council unanimously authorized payment of the bills as presented.

### Recommend Preliminary 2025 Budget

Upon a motion by Rose, seconded by Weaver, Council unanimously authorized the advertisement of the preliminary 2025 Budget for inspection by the public in accordance with Borough Code requirements and for staff to take all steps necessary to prepare the Budget for

adoption at the December 16<sup>th</sup> Council meeting.

Consider Recommendations for Remaining ARPA Funds

Upon a motion by Laustsen, seconded by Brooks, Council unanimously allocated \$5,460 of the remaining ARPA funds to the SEPTA Freight Car Mural Project, and allocated \$13,248 to the Spine Skate Park.

Consider Authorization to Prepare an Ordinance to Set Electric Rates for 2025 and for the Solicitor to Advertise the Public Hearing for the Ordinance

Upon a motion by Brooks, seconded by Weaver, Council unanimously authorized the Borough Manager and Solicitor to draft an ordinance setting the 2025 electric rates as listed on the rate sheet, and to advertise a public hearing for the December 16, 2024 meeting of Borough Council.

Discuss Draft Resolution #2024-61 – Salary & Wage Schedule for 2025

Council reviewed the draft salary & wage schedule for 2025 and will consider the final schedule on December 16<sup>th</sup>.

Consider Resolution #2024-62 – Police Department LSA Grant Application for Civilian Community Relations Program Vehicle

Upon a motion by Weaver, seconded by Schilling, Council unanimously approved Resolution #2024-62, a resolution of the Borough Council of the Borough of Perkasio, County of Bucks, Commonwealth of Pennsylvania, authorizing the application for a grant from the Pennsylvania Commission on Crime & Delinquency.

Consider Resolution #2024-63 – Police Department LSA Grant Application for Traffic Safety Program Vehicle

Upon a motion by Schilling, seconded by Wano, Council unanimously approved Resolution #2024-63, a resolution of the Borough Council of the Borough of Perkasio, County of Bucks, Commonwealth of Pennsylvania, authorizing the application for a grant from the Pennsylvania Commission on Crime & Delinquency.

Consider Resolution #2024-64 – LSA Grant Application for Park Avenue Improvements Project

Upon a motion by Rose, seconded by Schilling, Council unanimously approved Resolution #2024-64, a resolution of the Council of the Borough of Perkasio supporting the application submitted to the Commonwealth of Pennsylvania in connection with the statewide Local Share Assessment (“LSA”) grant program so as to secure additional funds to accomplish the completion of the Park Avenue Improvements Project.

Consider Letter of Support for LSA Grant Application – Park Avenue Improvements Project

Upon a motion by Laustsen, seconded by Rose, Council unanimously authorized the Council President to sign the letter of support to PA DCED as part of the Borough’s LSA grant application for a

maximum of \$1,000,000 for the Park Avenue Improvements Project.

Consider Approval of RFP for Keystone Communities Planning Grant

Upon a motion by Brooks, seconded by Schilling, Council unanimously authorized staff to advertise the RFP for the preparation of an update to the Borough's Economic Development Plan as set out in the Economic Development Chapter of the Perkasio Borough Comprehensive Plan.

**ECONOMIC DEVELOPMENT COMMITTEE**

Community Development Manager Report

The Assistant Borough Manager reported that Stewart's Arch Street Deli had their ribbon cutting on November 8<sup>th</sup>, So Fresh So Green Juice Company opened on November 14<sup>th</sup> and they are open for breakfast and lunch, and the Electric Dreams Arcade is expected to open soon on Walnut Street. Ms. Reid also informed Council that The Craftery is coming up this Saturday, November 23<sup>rd</sup> from 10:00 am to 3:00 pm, and the Borough is now accepting applications for next year's Farmers Market and the Summer Concert Series.

The Committee reviewed and accepted the Community Development Manager's report dated November 14, 2024.

**PUBLIC SAFETY COMMITTEE**

There was no business to bring before the Public Safety Committee.

**HISTORICAL COMMITTEE**

There was no business to bring before the Historical Committee.

**OTHER NEW BUSINESS**

Nothing at this time.

**REPORT FROM YOUTH COUNCILOR**

The Youth Councilor was not present at the meeting.

**PUBLIC FORUM**

John Gatter from 601 West Spruce Street told Council that he is one of the many people who take advantage of the Borough's pickleball courts, adding that it's one of the best courts around, especially as an outdoor and lit court, and he thanked the Borough for providing them. Mr. Gatter then reported that there has been minor vandalism recently at the courts, and asked how the pickleball players could best work with the Borough to get a camera installed, and asked what the process is.

The Borough Manager stated that the first camera is always the most expensive because it

comes with the storage and a brand new internet bill, which is pretty expensive at each location. Ms. Coaxum added that the Borough obtained quotes several years ago for cameras at the different parks, so the staff can take another look at that and perhaps share it with the Parks & Recreation Board to discuss how that could be funded. Mr. Gatter provided more detail on the vandalism; Ms. Coaxum asked if all of the vandalism had been reported, and Mr. Gatter stated that it had not been reported. Ms. Coaxum added that any vandalism should definitely be reported to the non-emergency Police Department number so the Borough can make sure that it gets repaired as quickly as possible.

Mr. Gatter asked if there are any other things that the group would like for the pickleball courts, if they should go through the same process. Ms. Coaxum suggested reaching out to the Parks & Recreation Director when she is back in the new year, adding that the Borough has a very energetic Park & Recreation Board right now, and encouraging him to attend one of their monthly meetings, which will resume in the new year. Mr. Gatter stated that they have one of several groups who would probably be interested in helping out with fundraising, so it will be interesting to see what they can do. Council President Ryder thanked Mr. Gatter for his time.

#### **PRESS FORUM**

Nothing at this time.

#### **EXECUTIVE SESSION**

The Council adjourned into Executive Session at 7:55 pm to discuss a matter of real estate, where there would be no action taken, so the meeting would not resume afterwards.

#### **ADJOURNMENT**

The meeting adjourned at 7:55 PM.



Andrea L. Coaxum  
Borough Manager/Secretary