

**MINUTES OF PERKASIE BOROUGH
COUNCIL MEETING
JULY 21, 2025**

620 West Chestnut Street
Perkasie, Pennsylvania

ATTENDANCE:

Council Members:

Scott Bomboy
Chuck Brooks
Randy Faulkner (via telephone)
Kelly Laustsen
Steve Rose
Jim Ryder
Robin Schilling
Dave Weaver
Dave Worthington

Youth Councilors:

Shiv Gandevia
Colin Moyer

Mayor:

Jeff Hollenbach

Borough Manager:

Andrea L. Coaxum

Assistant Borough Manager:

Linda Reid

Finance Director:

Rebecca Deemer

Parks and Recreation Director:

Lauren Moll

Police Chief:

Robert Schurr

Electric Superintendent:

Harold Stone

Public Works Director:

Jeff Tulone

Borough Solicitor:

Brendan Callahan, Esq.

Borough Engineer:

Timothy Wallace, 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.

PROCLAMATION: NATIONAL NIGHT OUT

Mayor Hollenbach read a proclamation declaring Tuesday, August 5, 2025 as National Night Out in Perkasie Borough.

PUBLIC FORUM

Nothing at this time.

PRESIDENT'S REMARKS

Council President Ryder thanked everyone involved with Community Day, adding that it went very smoothly.

APPROVAL OF MINUTES

Upon a motion by Rose, seconded by Brooks, Council unanimously approved the minutes from the Council meeting on June 16, 2025.

CORRESPONDENCE AND REPORTS

Mayor's Report

Mayor Hollenbach expressed his deep appreciation for all who were involved with Community Day, adding that he's received good feedback and that it sounds like the Rotary and Fire Company will be following the same plan next year for the event.

Taxes Collected

Upon a motion by Brooks, seconded by Rose, Council unanimously approved the Taxes Collected Report for June, 2025.

Budget Status

The Finance Director reported that the budget season has started for 2026 and she will be scheduling meetings with department heads during the first or second week of August.

Upon a motion by Brooks, seconded by Laustsen, Council unanimously accepted the Budget Status report for the month of June, 2025.

Engineer's Report

Tim Wallace from Gilmore & Associates reported that the developer for Green Ridge Estates West is working on getting their plans and documents signed; once that happens, a pre-construction meeting will be scheduled. A joint pre-construction meeting was held two weeks ago for the 2025 Road & Concrete Programs and the Kulp Park Rehabilitation Project. The bid openings for the South Perkasio Covered Bridge Timber Superstructure and Abutments Projects will take place on Thursday.

Upon a motion by Rose, seconded by Weaver, Council unanimously accepted the Engineer's monthly report for the month of June, 2025.

Planning Commission Report

The Planning Commission will not meet in July.

Zoning Hearing Board Report

Council reviewed the written Conditional Use Decision for the Starbucks drive-thru at 1120 North Fifth Street.

Police Report

Upon a motion by Weaver, seconded by Rose, Council unanimously accepted the Police Department report for the month of June, 2025.

Fire Department Report

The Fire Chief thanked Tom Hosgood for all of his work on the carnival, and reported that the event went well. He added that there have been 32 calls for the month so far.

Council reviewed the Fire Department reports for the month of June, 2025.

Perkasie Regional Authority Report

Council reviewed the minutes from the Perkasie Regional Authority meeting on June 11, 2025.

Pennridge Wastewater Treatment Authority Report

Council reviewed the minutes from the Pennridge Wastewater Treatment Authority Board meeting on May 19, 2025.

New Business

PUBLIC WORKS COMMITTEE

Review of Superintendent's Report

The Public Works Director thanked his Department, especially Scott Miller, Brendan Hughes and Anthony Maschi for all of the work they did on getting the mural installed on the SEPTA freight car, adding that it was something they've never done and that it went well.

The Committee reviewed and accepted the Public Works Superintendent's report for the month of June, 2025.

PUBLIC UTILITY COMMITTEE

Review of Superintendent's Report

The Electric Department Superintendent reported that the Department has started removing the old lights at Kulp Park baseball field, and stated that they are still waiting on the grant administrator as to whether the Department can start the installation portion of the project.

Councilwoman Schilling asked about the 476 sick leave hours listed in the monthly report, and the Borough Manager clarified that, per the language in the AFSCME contract, a majority of those hours was a leave time buyout for an Electric Department employee who resigned after 15 years with the Borough.

The Committee reviewed and accepted the Electric Superintendent's report for May, 2025.

Perkasie Wholesale Power Cost Monthly Report

The Committee reviewed the Perkasie Wholesale Power Cost Monthly Report from GDS for the month of May, 2025.

Consider Authorization of Expenditure for Review of AMP Tallgrass Power Generation Project

Upon a motion by Weaver, seconded by Rose, Council unanimously approved an expenditure of \$2,500 for Perkasie to participate in a joint review by GDS Associates of the proposed Tallgrass Waste-to-Heat Power Generation Project.

Installed Capacity Update

Councilman Bomboy informed Council that we should know the results of the installed capacity auction tomorrow at 3:00 pm.

PLANNING AND ZONING COMMITTEE

Code Enforcement Administrator Report

The Committee reviewed and accepted the Code Enforcement Administrator's monthly report for June, 2025.

Consider Resolution #2025-34 – Stormwater Agreement for 9 Fairview Avenue

Upon a motion by Worthington, seconded by Brooks, Council unanimously approved Resolution #2025-34, a resolution of the Borough Council in and for the Borough of Perkasio, Bucks County, Commonwealth of Pennsylvania, approving the Stormwater Controls and Best Management Practices Operations and Maintenance Agreement for the RVS Construction, LLC – 9 Fairview Avenue project.

Discuss Zoning Hearing Application for St. Stephens Church

Council discussed the application that St. Stephens Church has submitted requesting a variance that would allow them to install an LED sign on their property.

Update on Construction Progress – Constitution Square

Tim Wallace from Gilmore & Associates provided an update on Constitution Square.

PARKS AND RECREATION COMMITTEE

Parks and Recreation Department Report

The Parks & Recreation Director informed Council that summer camps are off to a good start and the Department has coordinated school's out camps for the Fall. A free pop-up magic show took place in Lenape Park on July 15th and 50-60 kids attended. A free pop-up family Zumba class will be held on Sunday, July 27th at 10:00 am, and the annual free Touch-a-Truck event will take place on July 29th at 10:00 am. Ms. Moll also provided updates on the pump repair at the competition pool and the Kulp Park project.

Councilwoman Schilling asked if anyone has considered keeping the pool open later, until perhaps 10:00 pm. The Borough Manager stated that the staff can look at what added costs it would be for staffing and added that the Borough could get phone calls for noise at those times.

Ms. Moll gave an overview of the Menlo After Dark event that was held on July 11th, adding that 140 members and their guests attended. Councilwoman Laustsen stated that it was a great night and suggested that maybe there could be more Menlo After Dark opportunities for next summer.

Ms. Moll informed Council that the next Menlo After Dark event is Christmas in July on July 26th, and the next Skate Night will be at the Lenape Skate Park on July 25th.

Councilman Rose stated that Menlo is a very well-run pool and thanked Ms. Moll and her staff for making it such a good place for residents to go. Councilman Weaver asked what movie is being shown at the Movie in the Park on August 1st, and Ms. Moll informed him that the Lego Movie will be shown.

The Committee reviewed and accepted the Parks and Recreation Director's report for June, 2025.

Consider Request for Use of Lenape Park After Dark

Upon a motion by Schilling, seconded by Worthington, Council unanimously approved the use of Lenape Park and the Amphitheater after dusk on Friday, August 1, 2025 for a free community movie in the park.

PERSONNEL AND POLICY COMMITTEE

Consider Hiring of Accounting & Municipal Permits Clerk

Upon a motion by Brooks, seconded by Rose, Council unanimously concurred with the Borough Manager's decision to hire Sarah Henry for the position of Accounting & Municipal Permits Clerk at an annual salary of \$46,350, with a start date of July 23, 2025, conditioned upon Sarah passing a pre-employment drug screening & physical, and the necessary background checks.

Consider Promotion & Pay Increase – Menlo Aquatics Center Employee

Upon a motion by Brooks, seconded by Weaver, Council unanimously approved the promotion of Logan Rawling to a substitute front desk supervisor to a rate of \$15.00 per hour. Logan will remain a front desk attendant at the hourly rate of \$13.25, but will earn \$15.00 per hour when he substitutes as a front desk supervisor.

Consider Adjustment of Pay Rates for Temporary Front Desk Clerks

Councilwoman Schilling asked how the Borough chose the three people for this position. The Borough Manager explained that they asked all Menlo front desk supervisors if they would be interested in this opportunity, and these were the three who expressed interest.

Upon a motion by Schilling, seconded by Brooks, Council unanimously authorized the staff to retroactively pay Brett Musselman, Nicky Reid and Natalie Tulone an hourly rate of \$19.25 for their front desk assignments at Borough Hall, effective June 17, 2025.

Consider Resolution #2025-35 – St. Luke's Occupational Medicine Agreement

Upon a motion by Rose, seconded by Weaver, Council unanimously approved Resolution #2025-35, a resolution of the Council of the Borough of Perkasio approving the St. Luke's Hospital of Bethlehem, Pennsylvania, D/B/A St. Luke's Occupational Medicine, DOT regulated random testing consortium agreement, and authorizing the Borough Manager and/or the Perkasio Borough Council President to execute the agreement on behalf of the Borough of Perkasio.

FINANCE COMMITTEE

Authorization to Pay Bills

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

Consider Authorization of Expenditure for Rental of Refuse Truck

The Public Works Superintendent reported that the spare truck did not pass inspection this week, and the new truck will not be in until October. The Public Works Department needs three trucks daily to run the trash & recycling routes, so they need a spare, in the event that one would break down, so collection can continue in a timely manner.

After some discussion, upon a motion by Bomboy, seconded by Laustsen, Council unanimously authorized the Public Works Department to rent a refuse truck from Big Truck Rental at a cost of \$8,000/month until the new refuse truck is delivered.

Consider Resolution #2025-36 – Omnia Cooperative Purchasing Agreement

Upon a motion by Laustsen, seconded by Rose, Council unanimously approved Resolution #2025-36, a resolution of the Council of the Borough of Perkasié approving the Master Intergovernmental Cooperative Purchasing Agreement between Omnia Partners and Perkasié Borough for the purpose of procuring products and services and authorizing the Borough Manager to execute the contract on behalf of the Borough of Perkasié.

Consider Positive Pay Procedure

Upon a motion by Weaver, seconded by Rose, Council unanimously authorized the Finance Director to implement Positive Pay services through Univest Bank for a total of \$3,180 per year.

ECONOMIC DEVELOPMENT COMMITTEE

Community & Economic Development Report

The Assistant Borough Manager reported that the Steering Committee has met twice and is in the data collection phase of the Economic Development Plan Update project. 380 survey responses were received in two weeks and the next step is market analysis.

Ms. Reid informed Council that Highly Mystical Creations is moving into the former Bloom space on 7th Street in August, since Bloom relocated to the building at 5th & Market Streets. She added that the Farmers Market is going very well, and volunteers are still needed for the Car Show, which is less than a month away. PTIA will be holding the next First Friday event on August 1st.

A block pARTy to celebrate the new SEPTA freight car mural will be held on Tuesday, August 26th from 5:30 pm to 7:30 pm, with a ribbon cutting ceremony at 6:00 pm, and there will be games, food and cool art activities for families.

Councilman Weaver spoke about volunteering for the Car Show and how much fun it is and encouraged others to volunteer for the event, adding that it's the only way to get the commemorative Car Show t-shirt.

The Committee reviewed the Community & Economic Development Report dated July 17, 2025.

PUBLIC SAFETY COMMITTEE

Discuss Perkiomen Watershed Conservancy – Perkiomen Flood Study

The Borough Manager reminded Council that, after Hurricane Ida, they authorized Gilmore & Associates to do a study of the East Branch of the Perkiomen, including all of waterways within Perkasio Borough. A team from Gilmore, led by Sharon Dotts, performed a thorough walk-through of the waterways within the Borough and provided a full report on the condition of those waterways, with recommendations for some measures that could be taken in the future to help mitigate some flooding. Sellersville Borough hired Gilmore to do the same study for their waterways as well.

After these studies were completed, the Borough learned that the Perkiomen Watershed Conservancy planned to perform a similar study of the entire East Branch of the Perkiomen through Bucks County using state grant money. The PWC was very grateful for what Perkasio & Sellersville Boroughs and other communities had already done, and the Borough provided the PWC with the information from our study. PWC narrowed down their study and is focusing on twenty locations within Bucks County, one of which is Perkasio Borough. Ms. Coaxum stated that there are quarterly meetings being held to get updates; she also provided the link that Council can check for the latest information on the study.

HISTORICAL COMMITTEE

Consider Covered Bridge Project Change of Scope #3

Upon a motion by Bomboy, seconded by Worthington, Council unanimously and retroactively approved the Perkasio Covered Bridge Project change of scope request #3, and authorized the Borough Manager to submit the request to FEMA & PEMA.

OTHER NEW BUSINESS

Councilman Worthington asked if there was an update from PennDOT about the paving of Fifth Street. The Public Works Director informed him that there is a new supervisor for PennDOT District 6-0 and a meeting is scheduled in August, so he can follow up at that meeting.

Councilwoman Schilling reported that Bucks Mont Bonzeroo is scheduled for August 22nd (4pm – 9pm), August 23rd (12pm – 9pm) and August 24th (12pm – 4pm) with bands at businesses in Souderton, Quakertown, Doylestown, etc. Ms. Schilling stated that she has been approached by a couple of Borough businesses who would like to participate and wanted to make Council aware of their interest, and see if they have Council's support to do so. The Council President stated that he had not been aware that this event was happening, and confirmed that the Police Chief hadn't known about it, either. Mr. Ryder clarified with Ms. Schilling that it's a 3-day event and that the event is bands or musical entertainment in a bar or brewery, adding that it was good to know this is taking place.

Ms. Laustsen asked for clarification from Ms. Schilling on her request. Ms. Schilling wants to confirm to local businesses that it's good to participate if they want, and asked what they should do. Ms. Coaxum reminded Ms. Schilling of the event permit application, stating that it would depend on whether their participation would trigger the need for an application. Ms. Coaxum provided Free Will as an example, stating that we all know they have bands on occasion, so for them to have the same thing that they always do (a band inside), and not have any impact on public services, then that wouldn't trigger the need for a permit. But if they would want to close a road, or have a band outside, which would impact public services, that would require a permit. Ms. Coaxum added that if businesses have specific questions about a particular layout or how they were thinking of participating, they're more than welcome to

contact the Borough office.

REPORT FROM YOUTH COUNCILORS

Youth Councilor Shiv Gandevia provided an update on the new track at the High School. Youth Councilor Colin Moyer stated that he is looking forward to the competition pool being reopened at Menlo.

PUBLIC FORUM

Stephen Nathan from 813 Shadywood Drive, Apartment B207, asked when line striping will take place on Fifth Street. The Borough Manager informed him that no line striping will be done until PennDOT completes the resurfacing on Fifth Street.

Collin Garr from 121 Strassburger Road asked when the Borough secured funding for the Covered Bridge and how long the Borough has to use it. The Borough Manager and Councilman Bomboy answered Mr. Garr's questions and provided detailed information on the funding and timeline for the project.

PRESS FORUM

Nothing at this time.

EXECUTIVE SESSION

Council adjourned to an Executive Session to discuss security matters and would not be taking any action when they came out.

ADJOURNMENT

The meeting adjourned at 8:25 pm.



Andrea L. Coaxum
Borough Manager/Secretary