

**Work Session Meeting Minutes  
December 21, 2021**

A work session of the Hulmeville Borough Council was held on the above date at Borough Hall, 321 Main Street.

**Councilmembers Present:** Thomas Wheeler, President, Nicholas Toth, Doug Edge, Doug Harris, Nick Lodise and Judy Coleman

**Councilmembers Absent:** Dan Mandolesi, Vice President

**Councilmembers Late:** none

**Others in Attendance:** Solicitor, Robert DeBias, Secretary, Dorothy Omietanski, Fire Marshal/Borough Manager Bill Wheeler

**Absent:** Authority President Kurt Ludwig and Mayor Mahon

**Call to Order:** Mr. Wheeler called the meeting to order at 7:33 pm; all those present joined in the Pledge of Allegiance.

**Public Comment:** none

**Treasurer Report:**

- Bills – Ms. McKairnes presented eighteen bills to council to authorize payment; General Fund -Leck \$222.60, Atlantic Tactical \$889.99, Informant Technology \$1,200.00, Internal Revenue \$2,426.28, Penna Dept \$263.43, Traisr \$367.50, Penna State Mayor \$60.00, Bucks County Courier \$158.79, Custom Maid \$100.00, Sparkle \$7.50, Classic Pistol \$300.00, Gilmore \$225.00, Comcast \$289.46, ATT \$84.30, ATT \$44.85, PECO \$642.19 and PECO \$349.95; Water and Sewer – MJ Reider \$50.00

**A motion made by Mr. Lodise seconded by Mr. Edge and carried unanimously to approve the bills presented by Ms. McKairnes; Motion carries 6-0-0.**

**Solicitor:**

- RDA Grants for Project Year 2022 - Hulmeville Borough received grants for AED replacement, new police vehicle and window replacements for Borough Hall. The only grant not approved was for the electronic sign at WPFC. Tom Wheeler suggested council consider donating \$30,000 toward an electronic sign since the Borough utilizes the current sign a lot and the current sign is falling apart.
- Amendment to Parking Ordinance - Chief Baran is having issues with people sitting in their car for long periods of time on Reetz between Main and Washington which is a no parking zone. He would like to change the ordinance to be clearer as to what is permissible. He would like the ordinance as well as the signage there to include no stopping or standing.

Recently a person was in their car for over 15 minutes parked along Reetz and felt he was not breaking the law since he was in his vehicle. It would require a new ordinance and the replacement of 10 signs.

- Motor Vehicle Inventory Police Policy – Mr. DeBias distributed the Motor Vehicle Inventory Police for council to consider at the January meeting.
- Affidavit of Residency – Mr. DeBias reminded Ms. Omietanski that she will need to have the new council members, the mayor and tax collector complete affidavit of residency before the next meeting. Ms. Omietanski will have the documents ready by 7 pm January 3, 2022. The new council members, Mayor and tax collector will be notarized.
- Borough News – Mr. DeBias encouraged council to read the December issue of Borough News.
- Meeting Schedule – Council reviewed the revised meeting schedule for 2022. Ms. Omietanski also forwarded the schedule to Mr. Ludwig who also gave his approval.

**Motion made by Mr. Lodise and seconded by Mr. Toth to approve and advertise the 2022 meeting schedule; motion passed with all in favor 6-0-0.**

**Police Report:**

- Increase Police Hours – Chief Baran would like to increase the officers' hours by one hour going from 5 hours to 6 hours Sunday through Thursday. The discussion will be tabled until the January meeting.

**Manager's Report:**

- Office Hours – Bill Wheeler starting in January will have office hours at Borough Hall. He will start out working Monday, Wednesday and Friday from 10 am to 1 pm and Thursdays 4 pm to 7 pm.
- Internet and Email Policy – Bill Wheeler distributed a revised Internet Email Policy to council. Nothing of substance has changed in the policy he just reformatted it and made some grammatic corrections.
- Access Control Policy – Bill Wheeler distributed a draft of the Access Control Policy he would like to adopt it at the January meeting.
- Social Media Agreement – Bill Wheeler distributed a draft of the Social Media Agreement he would like to adopt it at the January meeting.
- PSAB Training on Website – Bill Wheeler sent an email to council explaining how they can access training videos on file from PSAB.

**Fire Marshal:**

- Burn Permits – Fire Marshal Wheeler will be mailing a letter requesting that people given a permit in 2021 pay to renew it for 2022.

### **EMC:**

- Bucks HMP Adoption – The County has adopted the HMP and in January Bill Wheeler will have a resolution for the Borough to adopt the HMP as well. By adopting HMP it allows the Borough to be able to receive federal grants that are offered under the program.
- Ready Bucks –Bill Wheeler hopes to participate in a training in January or February on Ready Bucks and other mass notification systems for the County. After completing the training Bill Wheeler would like to run a campaign in the Borough to encourage the residents to sign up for the notification systems.
- Natural Disaster Awareness – A virtual class will be held on 1/20/22 1-5 pm for Natural Disaster Awareness for Community Leaders. Bill Wheeler plans on attending the class.

### **New Business:**

- Assistant Emergency Manager – Mr. Edge offered his services as an assistant emergency manager if the Borough is interested.

### **Old Business:**

- Traisr – Mr. Toth suggested if the Borough was not going to be able to utilize the Traisr program that they go ahead and cancel the service. Bill Wheeler would like to evaluate the system during the end of the first quarter to try to see if he can get it working for the Borough. Bill Wheeler will report back at the end of the quarter and recommend then if it is or is not worth keeping.
- Microsoft – Mr. Toth gathered information regarding Microsoft's business accounts. They offer two accounts that would work for the Borough. One tier is \$5/month per user and the other is \$12/month per user. The service would provide the most up to date Word, Teams and migration support.
- Lights – Mr. Lodise did fix the broken light on Michelle Court.
- ATT Bill – Ms. McKairnes received a bill from ATT for over \$500 and she can not determine exactly what the bill covers. She will make a copy of it and forward it to Mr. Toth to contact ATT and determine what the bill covers.
- Thank You – Council thanked Doug Edge for his years of service and wished him well.

**There being no further official business the meeting was adjourned at 8:39 pm; motion made by Mr. Edge and seconded by Mr. Toth; carried 6-0-0.**

Respectfully Submitted

Dorothy Omietanski  
Secretary Hulmeville Borough