

Sellersville Borough Council's
Public Management Committee
140 E. Church Street
Sellersville, PA 18960

August 17, 2021
7:00 p.m.

The August 17, 2021 Meeting of Sellersville Borough Council's Public Management Committee (PMC) was called to order by Chair Lois Dodson at Borough Hall, 140 E. Church Street at 7:05 p.m.

ROLL CALL:

Councilpersons: Mayor Thomas Hufnagle
Lois A. Dodson, Chair
Alexander Potoczny, Vice-Chair
James G. Hull, First Alternate
Donald Crouthamel
Kathleen Hallman
Marie Howells
Lynne Saylor

Manager/Secretary: Eileen M. Bradley
Solicitor: Randal S. White

PUBLIC COMMENT:

Chair Dodson called for Public Comment on Non-Agenda items. There was no public Comment at this time.

OLD BUSINESS:

BOROUGH PROPERTY:

Council reviewed the list of Borough-owned properties and instructed the manager to investigate possible sale of several.

On motion of Mr. Crouthamel, seconded by Mr. Potoczny, and unanimously approved, Council approved Ms. Bradley to offer 545 Lawn Avenue, TMP #39-003-029-001, to the adjoining neighbor for \$1.00.

On motion of Mr. Crouthamel, seconded by Mr. Potoczny, and unanimously approved, Council authorized Ms. Bradley to purchase an appraisal of a specific property.

RENTAL INSPECTION PROGRAM:

Council discussed the lack of progress in the Rental Inspection Program, along with the cost of the Program. Ms. Bradley stated that she had received a quote from Keystone Municipal Services, Inc. (KMS) for completion of the Rental Inspection Program by the end of the year at a cost of \$60.00 per hour. Additionally, KMS would also provide Fire Marshal Commercial Plan Review and Inspections for the Sellersville Senior Apartments.

On motion of Mr. Potoczny, seconded by Mrs. Howells, and unanimously approved, Council approved the termination of Barry Isett & Associates, Inc., and the hiring of Keystone Municipal Services, Inc. for the Rental Inspection Program and Fire Marshal duties as needed.

BUCKS COUNTY PARKING STUDY:

Council reviewed the Bucks County Parking Study for Sellersville. Mrs. Howells stated that she believed that the Elm Street municipal parking lot could use better signage and additional lighting. Ms. Bradley noted that she would add funding in the 2022 Budget for signage and painting of measured parking spaces for Main and Walnut Streets, Temple, E. Clymer and E. Fairview Avenues. She would also investigate uniform signage for parking throughout the Borough.

NEW BUSINESS:

ZONING CHANGE FROM PR TO MR FOR PARK AVENUE LOTS:

Ms. Bradley indicated that the Comprehensive Plan outlined that certain vacant lots and townhouses on the south side of Pine Street were designated as PR High Density Residential or I Industrial zoning. These parcels were more consistent with MR Medium Density Residential zoning, as called out by the Comprehensive Plan.

On motion by Mr. Potoczny, seconded by Mr. Hull, and unanimously approved, Council directed that the manager and Solicitor draft and advertise an ordinance to correct the issue.

SPLIT ZONING ON LAWN AVENUE:

Ms. Bradley asked to table this topic for a future meeting until such time as she could gather a complete list of affected parcels.

LAWN AVENUE STORMWATER UPDATE:

Ms. Bradley gave an update on discussions with PennDOT consultant on placement of stormwater management facilities for Lawn Avenue. Designs for the project were not complete at this date.

SOCIAL MEDIA POLICY:

Council had reviewed a draft Social Media policy for both the Borough social media accounts as well as social media of employees and public officials. All Borough social media postings would be approved through one person to assure continuity of message. Public comments would be disabled at this time.

On motion of Mr. Crouthamel, seconded by Mr. Potoczny, and unanimously approved, Council adopted the Social Media Policy for Sellersville Borough.

DIAMOND STREET DETOUR PLAN:

Cowan and Associates had revised the proposed detour of Diamond Street to reflect northbound traffic being detoured onto E. Clymer Avenue and Main Street; and southbound traffic detoured to S. Main Street and E. Grandview Avenue.

On motion of Mr. Potoczny, seconded by Mr. Hull, and unanimously approved, Council approved the revised Diamond Street detour for the Sellersville Senior Apartments closure of Diamond Street.

PARKING ON E. CLYMER AND E. FAIRVIEW AVENUES:

In an effort to improve parking around S. Main and Diamond Streets, Council was considering making E. Fairview a one-way street, as well as removing sections of 2-hour parking and allowing parking on both sides of the street. Ms. Bradley noted that residents along

E. Fairview Avenue should be contacted that Council was considering these changes. She would draft a sample ordinance and distribute before the next Council Meeting.

SEPTA LEASE AGREEMENT:

Ms. Bradley stated that SEPTA was looking for an initial commitment from Council before SEPTA would draft a sample Lease Agreement.

Mr. Crouthamel made a motion, seconded by Mr. Hull, and unanimously approved, to explore a long-term lease with SEPTA for use of the Lawn Avenue Train Station.

ADMINISTRATIVE SUBPOENA FOR 22 NANLYN DRIVE:

Solicitor White indicated that the Borough had reached out to the owners of 22 Nanlyn Drive on multiple occasions to gain access to the basement to televise the sanitary lateral from the residence to the Township Road Pumping Station. The owners had never responded to Borough or legal requests. Mr. White recommended filing an Administrative Subpoena with Bucks County.

Mr. Hull made a motion, seconded by Mrs. Hallman, and unanimously approved, to authorize the Borough Solicitor to file an Administrative Subpoena with Bucks County on the owners of 22 Nanlyn Drive for access to perform mandatory maintenance on the sanitary lateral.

EXECUTIVE SESSION:

At 8:20 p.m., Council convened into Executive Session to discuss litigation in the Vandemark and Nice Contracting lawsuits and the Police Services Contract. The regular meeting was reconvened at 8:40 p.m.

OTHER BUSINESS:

COMPREHENSIVE PLAN REVIEW:

Mr. Crouthamel had provided notes on the remaining Comprehensive Plan Chapters (five through seven). Discussion revolved around possible grants for façade improvements, Multimodal grants, and the PA Downtown Center program.

Mrs. Howells asked about the motorcycle parked in the 100 block of N. Main Street. Ms. Bradley would address it with the property owner.

The Action Matrix would be discussed at the next PMC meeting.

BUCKS COUNTY BOROUGH ASSOCIATION MEETING:

Mr. Hull noted that this year's Boroughs Association meeting would be held on September 29 at the Doylestown Country Club beginning at 6:30 p.m.

PUBLIC COMMENT:

Chair Dodson called for Public Comment on Non-Agenda items. There was no public Comment at this time.

ADJOURNMENT

There being no further business or discussion, Chair Dodson declared the meeting duly adjourned at 9:05 p.m. The next regular Public Management Committee was scheduled for September 21, 2021 at 7:00 P.M.

Attest:

Eileen M. Bradley, Secretary
Sellersville Borough Council