

**Ivyland Borough Council  
Meeting Minutes  
December 11, 2024**

**CALL TO ORDER:** 7:00 PM

**ATTENDANCE:** Chuck Bristow, Sal DiPaolo, Jahangir Nasir, Matt Piotrowski, Todd Savarese

**ABSENT:** Dr. Chis Finello, Bill Linwood

**OTHERS PRESENT:** Krista DiPaolo, Recorder, Mark Freed, Borough Solicitor, Mayor Tony Judice, Janet Pacchioli, Treasurer, Chris Peterson, Borough Engineer

**Establishment of Quorum:**

**Pledge of Allegiance:**

**Moment of Silence:**

**Minutes of 10/9/24:**

Mr. Savarese made a motion to approve the minutes. Mr. Nasir seconded the motion. Mr. Bristow abstained as he was not present at the last meeting. Motion passed 4-0-1.

- **Treasurer's Report:**

Mr. DiPaolo read the November 13, 2024 Treasurer's report. The balances are as follows as of 12/11/24:

General Fund:	
Balance on Hand:	\$410,604.88
Capital Reserve Fund*:	\$549,636.52
Liquid Fuel Fund:	\$76,586.75
Fire Company Account:	\$73,747.31
<b>Total Funds 10/8/24:</b>	<b>\$1,110,575.46</b>

The Treasurer's report was accepted, subject to audit. Budgeted funds for 2024 Capitol Accounts were transferred into them.

\*\$500,000 in CD

- **Bills List:**

Prepaid Bills List Total:	\$44,988.76
Unpaid Bills List Total	\$2,120.90

Mr. Bristow made a motion to pay the bills, Mr. Nasir seconded the motion. Motion passed 5-0-0.

- **Correspondence:**

- a. On Tuesday, December 3, 2024, the Borough received a subdivision application. It was picked up by Jimmy Valentine on Monday, December 9, 2024. 18 copies of the actual plan were made and distributed to Council. Mr. Freed asked what the process is for the review of plans. Mr. Piotrowski asked if it had to be reviewed by the Zoning Officer first. Mr. Freed said the plans received tonight were sketch plans. Mrs. Pacchiolo sent the application and plans to Barry Isett. Discussion ensued about the process of accepting applications and plans. Mr. DiPaolo asked Mr. Freed what he advises. Mr. Freed responded that the Borough needs to be able to scan and circulate the application. And a process needs to be followed. Mr. Savarese agreed that there should be a process. He requested that any formal applications be circulated to Council as soon as possible. Mrs. Pacchioli shared that Barry Isett gets the plans and should circulate. Mr. Savarese feels that this responsibility will fall on the Borough Council Administration. This would allow the Borough to have the opportunity to immediately give any and all applications the attention it needs. We are going through a transition from Keystone to Barry Isett. This is an improvement. At the minimum, all applications should go to the Borough Council President who can decide on distribution. Mr. Bristow asked if the plans and applications can be scanned for cataloging and storing. This would help the Borough to be current and efficient with all of the paperwork that comes into the office. Mr. Savarese stated that the taxpayers should not be financially responsible for a courtesy review which is what a sketch plan application is, essentially. In addition, a requirement for a professional services agreement that the developer enters into with the Borough that is then funded. And any expense incurred by our solicitor, engineer or other outside professional will be deducted from that escrow. If we don't have that, Mr. Savarese asked that we get it in place. Mr. DiPaolo asked Mr. Freed to work on this. Mr. Piotrowski asked if the sketch plan would be discussed tonight or in January. We can add this review to January's meeting agenda. This allows the applicant to get formal feedback from the Council. In Mr. Piotrowski's opinion, the applicant would want feedback on their sketch plan before it goes to the engineer. Mr. Freed commented that this Council is sophisticated in these

matters. Mr. Savarese pointed out that there is not a lot of land in Ivyland Borough so Council should be reviewing any and all land development plans that are received. The formal application will require Council's approval. Before attending a meeting, Mr. Savarese stated it would be helpful to have an agenda item for any type of review. This is similar to Mr. Savarese's suggestion to get minutes and plans ahead of time. This allows the Council to intelligently discuss these topics. Mr. Bristow stated that January 23, 2025 will probably be the first time the planning committee can review the submitted plans. Mr. DiPaolo asked when the Council could expect to have a review letter done. Mr. Peterson said he wasn't sure yet. Mr. Savarese asked if the requirement should be for payment for escrow so funds are available so the Engineer can complete the review. Most developers have to pay professional service fees. Mr. Savarese asked Mr. Freed to come up with a professional services agreement and escrow. We need a fee schedule for this escrow. If we do not, then the work the solicitor and engineer do on these applications will be the responsibility of the Borough. We need a resolution and fee schedule. Mr. DiPaolo was not sure if we had a resolution in place. Mrs. Pacchioli said she believes there is a resolution in place. When the plans came in, Mrs. Pacchioli contacted Jimmy Valentine. She was advised to stamp in the plans and that someone would pick it up. As the Zoning Officer, we have all of these fees in a schedule. She thought it was the Zoning Officer's responsibility to assign fees as appropriate. Mr. Valentine asked to have Carroll Engineering review the plans.

- **Public Comment:**

- a. No public comment in person or via Facebook. Mayor Judice confirmed

- **Code Enforcement/Zoning Report:**

- a. No report

- **Report of President:**

- a. Mr. DiPaolo confirmed the card exchange is in effect. The Borough is waiting on the lifting of the burning ban so that luminaries can be lit on Christmas Eve. The decision will be made by Monday, December 16, 2024.

- **Engineer:**

- a. Mr. Peterson presented his report:

- i. Ivyland Community Park: This project has had revisions to Phase II based on Council's input at the last meeting. These include a trail connection between the interior concrete pads which will remain to accommodate future benches or a fence. The updated plans and cost will be presented at the next meeting.
- ii. Phase III: The LSA Grant application was successfully submitted on November 26, 2024. A full copy of the application is in the engineer's report.
- iii. For the February 2025 meeting, Mr. Peterson will not be in attendance. A substitute engineer can be provided. Mr. DiPaolo stated this decision will be made in the January 2025 meeting based on what the needs will be for the following month.
- iv. Codification Process: Ivyland's Stormwater Ordinance was being reviewed by Carroll Engineering. This ordinance should be revised to bring it up to speed with the Act 167 Neshaminy Creek. They are working on that ordinance and will have it available for review for adoption. Mr. DiPaolo requested the timeline. Mr. Peterson stated they are working to have it ready as soon as possible.

**Solicitor:**

- a. The Solicitor reported that the Borough received a sketch plan for 21 Chase Avenue, Ivyland.
- b. Mr. Bristow asked about an item in the Solicitor's report regarding Barry Isett concerning the deck on the hotel. Mr. Freed has gone through the steps to get this report. At this time, there is not a report from the inspector. Mr. Piotrowski asked that when there is a property change of ownership, who pays for that inspection and did Council pay for this? Mr. Bristow interjected asking about procedures for this. Mr. Freed restated the question as being a procedural one. Who pays for the Certificate of Occupancy? Mr. Freed replied he would get that question answered and he will report back. Mr. Bristow continued with the discussion about the deck and its safety. There are two issues here. One is the C of O and the status of the deck (is it safe?).

- **Unfinished Business:**

- a. Nothing to report

- **Mayor:**

- a. Police report: The monthly police report for November 2024: One ordinance violation regarding open burning, 22 traffic citations, 2 written warnings, 1 reportable accident and 1 non reportable accident. The November 2024 court check was \$424.51.
- b. Mayor Judice spoke to our fire chief and assistant chief to clarify the length of the Fire Zone opposite the Fire House. Mayor Judice is now aware of the two fire markers. One sign is at the corner and the second is next to the telephone pole. Council needs to approve the painting of a fire lane. Mayor Judice is not sure of the vendor for the street painting and asked the Borough Engineer. Mr. Bristow asked about the kind of striping. This area also has to be marked, "Fire Lane." Mr. Piotrowski asked if Carroll Engineering could create a sketch on how to mark and paint the zone. A quote will be provided.

- **Committee Reports:**

- a. *Park and Recreation:*

- a. Mr. Nasir reported on our last event which was the Tree Lighting ceremony in the Village. The tree was trimmed prior to the event which occurred November 30, 2024. It was a great event with plenty of hot chocolate for the very cold night.
    - b. The card exchange will occur again this year. The drop off locations are Mr. Nasir's house at 8 Ryan Ave., Mayor Judice's at 85 Lincoln Ave., or Mr. DiPaolo's house at 48 Chase Ave. Delivery is local only! No delivery trips out of the Borough proper.

- b. *Finance:* The ordinance to adopt to set the tax rate for 2025 based on the approved and advertised budget. Mr. DiPaolo stated that the tax rate has been unchanged for 11 years. Ordinance 2024-2 reads: The ordinance of the Borough of Ivyland, Bucks County, Pa. for the tax rate of 2025 is set at 11.25 Mills and the tax rate for the Fire Company is set at 2.25 mills for a total of 13.5 mills. Mr. Feed suggested a hearing to accept the ordinance. Mr. Bristow made a motion, in the open hearing, to adopt the 2024-2 Tax Ordinance. Mr. Savarese seconded the motion. Motion passed 5-0-0. Mrs. Pacchioli passed around the ordinance for the Council members to sign.

- c. *Public Safety:* Nothing to report

- d. *Borough Property:* Mr. Piotrowski is still awaiting the new street sign samples. Mr. DiPaolo asked about repairs for the porch. These repairs have been completed.

- e. *Streets and Walks:* Nothing to report. Mr. DiPaolo asked when a sidewalk inventory will be completed. Mr. Savarese said he is always looking at what needs attention in the Borough.

f. *Planning Commission:* Nothing to report

g. *Fire Company:*

a. Chief Sharp presented the report that occurred within the last 30 days.

Emergency Services Updates: In the past thirty days there were 8 calls (1 Fire, 7 Fire Police, EMS, Other) with a total of 116 YTD. Of note, the fire company responded to multiple brush fire calls in and outside of the borough.

b. The Fire Company is happy to present their 2024 Goals Summary:

1. Goal: Increase members/drivers by 10%. Result: Added 7 member and 11 drivers
2. Goal: Update all documented SOP's. Result: Fire Police, Quick Response Unit, FC
3. Goal: Increase hands on training and experience for all. Result: Over 1000 hours of training across all members with 20 Instructors Additionally met with every surrounding company fire chief to ensure good working relations. Note: 12/18/24 there will be a joint recruitment and retention at WTHS with Warminster, Hartsville and Southampton Fire Companies.
4. Goal: 1 member graduated FF1, 1 member completed basic fire police and was sworn in. 1 signed up for FF1 and 3 signed up for Pump Ops 1

c. Fundraiser: Thanks to the Borough Council for coming out to support the pancake breakfast.

d. Santa and Mrs. Claus visits Ivyland: Saturday, December 14, 2024.

e. Community Events:

1. QRS WTMB Celebration of Bands 11/2
2. Teaching FireFighter 1 with Bucks County Community College 11/14
3. Borough News and items completed since last month.
4. (2025) Jan - Ed, Feb - James, March - Dave

f. Membership:

1. 1 new Firefighter has had his 1st reading

g. Ivyland Community Events 2025 draft updated and sent out

f. Apparatus, Strategic Planning:

1. Tac and Engine 62 are in Service 2025 objective and key results in draft

- **Emergency Management:**

- a. Nothing to report

**New Business:**

- a. Nothing to report

- **Personnel:**

- a. Nothing to report

- **Public comment:**

- a. Facebook: No comment

- **Adjournment:**

- a. Mr. DiPaolo made a motion to adjourn, Mr. Savarese seconded. Motion passed 5-0-0.  
Meeting adjourned at 7:43 PM.

Respectfully Submitted,  
Krista DiPaolo, recorder

Minutes Approved by Borough Council January 6, 2024  
*As presented.*