

Borough of Modena
Monthly Council Meeting Minutes
February 20, 2024

1. Call to Order

President Jennifer Daywalt called to order the Council meeting, of the Borough of Modena Council at 7:00 pm on Monday February 20, 2024, at Borough Hall, 5 Woodland Ave.

2. Salute to the Flag

3. Roll Call

Secretary Cloud conducted roll call. In attendance were Jennifer Daywalt, Beau Tilghman, Ruth Ayers, Jenny Hines, Felicia Handley. Blaise Frost, Mayor Michael Harvey, Elizabeth Sinton, Treasurer Sandy, and Solicitor Koopman were all absent.

4. Approval of this evening's Agenda

Council member Hines made a motion to accept this evening's agenda, Council member Handley second, all in favor motion passed.

5. Approval of Minutes

5.1 Monthly meeting minutes from February 5, 2024, reviewed. Council member Hines made a motion to accept the minutes, Council member Handley second, all in favor motion passed.

6. Public Comment on Agenda Items

None

7. Written Reports

7.1 Treasurer's Report

- Council reviewed the report. Council member Ayers asked why the Council does not receive a report of cash in. President Daywalt explained that the first Council meeting of the month that report is given to all of totals; a single item line. Breaking down each individual of cash in would be to be detailed. President will chat with Treasure to have additional balances of income noted on the report.

7.2 Payment of Bills

- VP Tilghman made motion to pay the bills totaling \$50,373.00, Council member Hines second, all in favor motion passed.

7.3 Police and Fire Department Reports

- No report.

7.4 Sewer Flow Report

- No report.

7.5 Code Enforcement Officer Report

- No report.

8. Council and Committee Reports

8.1 Council President Report

- Legislative 201 is rescheduled for Saturday February 24 starting at 8 am to 2pm. consider going to learn, no need to stay all day. Location at the training center on Modena Rd.
- June 2 annual conference in Hershey. President asked Council who all will be attending.

8.2 Secretary Report

- Nothing to report.

8.3 Mayor Report

- Absent.

8.4 Park & Rec Committee Report

- Meetings for 2024 will be held on the second Tuesday of each month.
- March 30 will be the Egg Hunt. P&R needs a Bunny costume, donations? Boy scouts will come out to help distribute over 1500 eggs in the park.
- April 20 Annual clean-up day with Brandywine Red Clay
- June 1 Annual Duck Derby

8.5 Historical Committee Report

- Committee head Hines spoke stating there was a meeting here on Tuesday February 6 with Brandywine conservancy and the other members. The discussion was about how much history there is in the area. The committee will meet again April 2 at 7 pm. No March meeting. Getting more info on historical homes in the Borough.
- To get an official historical map and ordinance for Modena per council member Handley.

8.6 Public Works Report

- VP Tilghman spoke. The salt spreader motor is repaired; it was an old spreader.
- RTV is leaking oil with the brush on. Not sure if over filled or a problem. Will reach out to company.
- VP has not reached out to Scott lately.

8.7 Planning, Zoning and Ordinance Report

- Per Council member Handley, tabled.

8.8 Environmental & Conservation Report

- Committee met on Wednesday February 7. Discussion was about planning and fundraising for the purpose of a pollinator park, clean up supplies, grabbers. T-shirts and a newsletter. To get groups involved; boy scouts, Brandywine Creek Greenway to help with water clean-up. Council member Sinton has connections that will be looked into for help.

8.9 Finance Committee Report

- Nothing to report

Unfinished/Old Business

- Solicitor still working on an RFP for Meredith Ct project manager
- All (3) Ordinances Residential, Commercial and Animal –tabled.
- Sewer inspections by Pipe Data update for 20K of infiltration on Woodland Ave. along with two sewer lines on N. Brandywine and Mortonville Rd. that are not capped, per Dave Wallace. These lines will be easy to cap, will not interrupt road construction work.
- IT Edge update. Monday February 19 Josh came in to set Secretary's PC up along with setting up the laptop.
- Back office needs a cable cord for Josh to complete that set up. Then there will be a 'general account 365' set up for all apps, cloud, printing for Council to use.
- A monitor will be set up in the boardroom for zoom, Committee meetings, reviewing reports from meetings, and training classes for all of Council.

Grant Project Updates

CRP Grant – Streets

- President Daywalt stated work is being done. The goal is for Woodland Ave. to be open by the end of the month with a grand opening. It will be paved, not a final pave, which will be later in the seasons.

Grant 902 Rounds 61

- Round 61 will open in spring of 2024.

Tropical Storm Ida/HMGP-Meredith Court

- South Brandywine Bridge: Council President found out that three (3) bids via phone is acceptable per PA procurement rules. The bids must be lower than \$19,600.00. Waiting for bids.
- Meredith Court: Solicitor Koopman is almost done the RFP for a Project Manager. She is speaking with PEMA Rep to make sure all verbiage is in order before advertising.

9. New Business

- Insuring the RTV and backhoe. The additional cost for them will be \$184.00. Assured Partners policy will be renewed in May. Borough will shop around for another Company to manage general liability and auto. The prorated date will be February 2, 2024; the date we contacted them.
- Brandywine Clay Watershed Partnership Contract – MS4, CWWP.
- VP Tilghman spoke about having a newsletter printed quarterly with open communication to the residents, events, projects, and general information. Council President stated that there will be a small newsletter in with the sewer & refuse invoices. VP Tilghman was referring to a large company to do this, but the problem is getting the information to them on a timely basis for print. President stated that if every committee puts a 'blurb' together quarterly, then we could possibly make this happen. President will revisit the larger company to design the letter then present to Council at the second council meeting in March.

10. General Public Comments – limit of 3 minutes per person

- Resident Kim Sherman asked the question on how the Project manager will be paid for the Meredith Ct. project. Council President Daywalt stated the Borough will have the 'soft cost' Grant money from PEMA funds covers invoicing.

Meeting Adjourned

At 8:00pm Council member Ayers made a motion to end the meeting, Council member Hines second, all in favor, motion passed.

Next Council Meeting:

Tuesday March 4, 2024, at 7:00 pm at Borough Hall.

President:

Secretary:

Date: