



**REGULAR MEETING  
OF THE  
BRYN ATHYN BOROUGH COUNCIL**

***COUNCIL CHAMBER***  
**March 4, 2024**

The meeting was called to order by President Jeffrey Elsing at 7:00p.m. The following were present:

**MEMBERS OF COUNCIL**

Glenn Gurney  
Jeffrey Elsing

Mark Pennink  
Steven Huntzinger

ALSO: Victoria S. Trost, Solicitor R. Rex Herder. Councilmembers Duane D. Hyatt, Ric Asplundh, and Brent McCurdy along with Mayor Ken Schauder were excused.

**MINUTES**

*On a motion by Mark Pennink, seconded by Glenn Gurney, Council voted unanimous approval of the February minutes.*

**TREASURER’S REPORT**

General Fund Revenue for February was \$333,528.35. General Fund Expenses were \$181,856.46. Net Income was \$151,671.89.

Sewer Fund Revenue for February was \$106,722.14. Sewer Fund Expenses were \$20,556.26. Net Income was \$86,165.88.

Today PLGIT paid 5.14%. PLGIT Prime paid 5.47%.

Included in the General Fund cash receipts were:

\$	260,175.13	in Real Estate Tax receipts
\$	57,236.46	in Earned Income Tax receipts
\$	9,584.61	in Local Services Tax receipts

\$	595.59	in Fines
\$	60.00	in Police Report receipts
\$	1,369.25	in Building Permit receipts
\$	160.00	in Road Opening Permit receipts
\$	100.00	in Fireworks Contributions
\$	1,655.93	in Comcast Franchise Fee receipts
\$	2,673.38	in Verizon Franchise Fee receipts

Included in the Sewer Fund Cash Receipts were:

\$	48,559.00	in Category 2 Usage receipts
\$	43,182.00	in Category 3 Usage receipts
\$	9,359.00	in Category 4 Usage receipts
\$	88.99	in Lower Moreland Pass-thru receipts
\$	35.00	in Sewer Certification receipts

**TAX COLLECTOR**

In the absence of Tax Collector, Bradley Cranch, Vikki Trost reported \$260,175.13 in Real Estate Taxes collected in February; \$952,723.26 remains uncollected.

**BILLS**

**GENERAL FUND BILLS**

Armour & Sons Electric, Inc.	\$130.00
Auto Spa Xpress	20.00
Berkheimer	161.88
Bradley Cranch, Tax Collector	264.34
Bruce S. Morrison, DO	471.93
Bryn Athyn Fire Company	217.68
Building Inspection Underwriters, Inc.	408.80
Cargill, Incorporated	1,688.89
Davidheiser’s Inc.	240.00
DeLage Landen	175.00
Eastburn & Gray	2,422.50
Glick Fire Equipment Co.	36,674.59
Independence Blue Cross	5,796.25
McDonald Uniform Company	1,078.58
Montgomery County Boroughs Association	100.00
Paychex of New York	443.71
Peco Energy Company	1,297.83
Petty Cash Victoria Trost	208.74
Petty Cash Brigdon Odhner	112.11
ProTract Engineering Inc.	8,470.00
PSAB	45.00

Safe Tec Training Services	55.00
Shapiro Fire Protection Co.	28.35
Standard Insurance Co.	1,875.55
T & G Industries Inc.	279.00
TGI Office Automation	44.54
The Harrison Group Inc.	150.00
The Vanguard Group	1,533.22
Verizon Wireless	243.07
Victoria Trost	180.36
Wawa-Wright Express	865.58
Woodrow & Associates	3,492.18
<b>TOTAL</b>	<b>\$69,154.68</b>

**SEWER FUND BILLS**

Bill’s Copier Service	145.00
Eastburn & Gray	1,305.00
EEMA	1,283.75
Independence Blue Cross	680.58
Keystone Engineering Group	1,125.00
MJ Reider Associates Inc.	574.55
Mac Medical Gases Inc.	3.50
McGovern Environmental LLC	245.25
Peco Energy	487.94
The Harrison Group	30.00
UMHJSA	5,498.15
Verizon	85.43
Verizon Wireless	82.23
Wawa-Wright Express	174.14
<b>TOTAL</b>	<b>\$11,720.82</b>

**POLICE PENSION BILLS**

Duda Actuarial Consulting	\$750.00
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**BMO MasterCard – General Fund**

Google Workspace	102.00
Adobe AcroPro	19.99
21 <sup>st</sup> Century Media	14.00
Yearli.com	42.93
Paypal.com	200.00
USPS Bryn Athyn PA	68.00
Staples	15.09
Home Depot	31.26
VistaPrint.com	117.77
Intuit.com	362.44
Amazon.com	53.13
<b>TOTAL</b>	<b>\$1,391.61</b>

**BMO MasterCard – Sewer Fund**

Google Workspace	\$6.00
eBay.com	1,279.99
Paypal.com	11.86
<u>Intuit.com</u>	<u>324.50</u>
TOTAL	\$1,622.35

*On a motion by Mark Pennink, seconded by Jeff Elsing, Council unanimously voted to authorize payment of the bills as listed.*

**PRESIDENT’S REPORT**

Employee Handbook

President Jeff Elsing asked members of Council to review the proposed Employee Handbook for review at the next meeting in April. Last month Mayor Schauder suggested increasing pay rates to permit part-time employees working full-time hours to afford health insurance. Mr. Elsing confirmed that increasing pay rates for part-time police officers will also control hours for part-time employees. Pay rates for part-time police officers have been increased to \$30-\$32. Mr. Elsing is working on other areas of funding for part-time officers. Mr. Elsing notes that hiring additional part-time police officers will alleviate the burden on the full-time officers.

**POLICE CHIEF’S REPORT**

Chief Brigdon Odhner reported the following activity for February:

All Police Activities done in the month of February	
Foot Patrol / Property Check	
Alarms	13
Assist Bryn Athyn Fire / Ambulance	12
Assist Other Police Agencies	21
Public Service Calls / Assist Citizens	4
Special Traffic Details	13
Traffic Stops	37
Traffic Citations	40
Vehicle Accidents	5
Lost Dog	0
Fraud	0
Domestic	0
Disturbance	2
Warrants	1
Prisoner Transport	0
Suspicious Circumstance Investigations	10
Trespassing	0
Community policing	2
Theft	1

1. *Following up on the suspicious phone calls at Lords New Church, Corporal Hotchkiss organized a question-and-answer session for the staff and parents at the church and pre-school. During the session, Hotchkiss, alongside the Montgomery County Director of School Safety and representatives from Mobile Crisis, addressed concerns and inquiries. Mobile Crisis also detailed their free counseling services available through the county for those affected by the situation.*
2. *On February 9<sup>th</sup>, Police were dispatched to a hold-up alarm at Masons Mill business park. When they arrived, they spoke with staff, who stated that male had become irate and was throwing things. The offender had already left the premise. Staff did not want to press charges so through a follow up, the responding officer told the male he was no longer allowed at 1800 Byberry and would be arrested for trespassing, if he returned.*
3. *On February 12th, Bryn Athyn police officers had tea with the Girl Scouts at Cairnwood Village. They talked and got to know each other, helping the Girl Scouts learn more about what police do and how they help the community. It was a friendly event to bring the police together with the young and elderly people of Bryn Athyn.*

*As he gets started as Chief:*

*Putting the police department in a position to start more trainings that are tailored to the needs of the borough.*

- *Enrolling myself in the initial segment of a three-part FBI LEEDA course focused on executive leadership development.*
- *Assigning an officer to attend a comprehensive week-long detective training program.*
- *starting on a strategize finding suitable grants and devise an effective application strategy.*

*Meeting with local agencies.*

- *Had a good meeting with the Chief and Lieutenant from Lower Moreland. We discussed how our departments can help each other and work better together. We also talked about training together and planning a golf day for fun, which Philmont is giving us for free.*
- *Met with the Director of Bryn Athyn Security and discussed being included in their shelter in place training and other trainings they do.*
- *Organizing a department-wide volunteer day dedicated to team building through a station clean-up initiative. This event will provide an excellent opportunity for officers to introduce their families, fostering deeper connections within our team.*

**EMERGENCY MANAGEMENT REPORT - None**

**MAYOR'S REPORT - None**

**SOLICITOR'S REPORT - None**

**BOROUGH MANAGER'S REPORT**

Montgomery County Boroughs Association

Vikki Trost reported that Bryn Athyn is scheduled to co-host the April meeting of the Association with Hatboro, Jenkintown, and Rockledge. Details will be available next month. Mr. Elsing reported that he attended the February meeting of the MCBA, noting that it was informative and very useful.

President Jeff Elsing reported that he, Mayor Schauder and Manager Vikki Trost will attend the PA State Association of Boroughs (PSAB) Annual Conference from June 2-5 and suggested that the June meeting of Council be changed from June 3 to June 10, 2024. Council agreed to change the date of the June meeting to June 10, 2024. Vikki Trost will advertise the date change for the meeting.

Sewer Delinquency Collection

There are ten (10) user accounts past due more than ninety (90) days. Three accounts have balances over \$1,000. These accounts may be referred to collections. The Borough also has the option to shut off water service to these properties.

**PUBLIC SAFETY COMMITTEE**

Civil Service Eligible Candidate List

Chairman Elsing reported that Reed Asplundh has done a fine job organizing and implementing the Civil Service procedure to prepare a new Eligible Candidate List for Full-Time Police Officers. There are two candidates on the list, with current part-time employee Mitchell Meed in the number one position.

Councilman Mark Pennink requested that Public Safety prepare an evaluation on the cost of part-time officers versus hiring a fifth full-time officer. Mr. Pennink expressed concern about the accrued vacation time of current full-time officers. Mr. Pennink asked how to start the process to hire a fifth full-time officer. Mr. Elsing responded that this matter will be on the April meeting agenda and that he has been working on this with Chief Odhner and has the required budget information. Mr. Elsing added that there is a limited pool of qualified full-time officers, not just here in Montgomery County. Mr. Gurney noted that the Finance Committee has already started the discussion on returning to five full-time officers.

Intergovernmental Cooperation Agreement for a Joint Fire and Emergency Services Department for Lower Moreland Township and Bryn Athyn Borough

Mr. Elsing reported that following the discussion at the February meeting a meeting was held with the Emergency Services Committee (Jeff Elsing, Vikki Trost, Chris Hoffman, David Sirken) and both Fire Companies with very positive results. Mr. Elsing suggested that Borough Council hold a special meeting to discuss this intergovernmental cooperation agreement only. In addition to the public, representatives from Lower Moreland Township and both fire companies will be invited to participate in the discussion. The members present agreed to schedule a special meeting on Monday, March 25 at 7:00pm to discuss this one topic. Mr. Elsing will send an email confirming the date and time of the special meeting to members of Council, both fire companies and representatives from Lower Moreland Township. Secretary Vikki Trost will advertise the special meeting.

Chairman Elsing also reported that he and Vikki Trost met with Lower Moreland officials to discuss upcoming Lower Moreland vehicle purchases and reviewed the current apparatus list to avoid duplication.

Chief Mark Showmaker submitted the following report for February:

*Please find my activity for the month of February outlined in this report. There were many special projects and assignments that were advanced to the next step such as the approval Fire apparatus purchase. The gathering of information regarding the purchase of Fire Apparatus and the finalization of the specification has consumed a great deal of my time this month. The following will briefly cover some of these assignments.*

*Weeks 1 and 2*

- *I attended both the Bryn Athyn Borough Council meeting and the Lower Moreland Township Commissioner meetings.*
- *Updated both Boards regarding the Fire Apparatus Purchase of a Pierce Mid Mount Tower Ladder as well as a Pierce Engine Pumper.*
- *Reviewed the monthly Bryn Athyn Fire Company financial and response statistics.*
- *Reviewed the monthly Huntingdon Valley Fire Company financial and response statistics.*
- *Attended the County Fire Marshals monthly meeting and training (Clandestine Drug Labs)*
- *Review and approve the Huntingdon Valley Fire Shift Program time sheets*
- *Conducted final fire alarm test and communications system test on Lower Moreland High School*
- *Meeting with Arch Medical recommended expert on Philmont Ave regarding new hazardous process.*
- *Meeting with Pierce Fire Apparatus Representative in regards to Tower Ladder Specs*
- *Meeting with the LM L& I staff regarding new Townhouse Development*
- *Attended Bryn Athyn Fire Company Training (Fire Dynamics)*
- *Met with Crestview Staff regarding emergency procedures*

- *Sent out Inter Governmental Agreement for review*
- *Review updated truck specification of new Pumper Apparatus for acceptance.*
- *Attended Lower Moreland Twp. Staff Meeting*
- *Reviewed Comments from Borough Council President and met with BAFC Chief in regard to his questions on Intergovernmental agreement*
- *Meeting with Carson Terrace Administrator about correcting emergency response obstructions throughout the facility exterior.*
- *Attended the meeting with Safe Schools group and toured new LM High School discussing emergency procedures*
- *Conducted training for both BAFC and HVFC on the procedures for new high school and toured the building with both day shift and Night shift personnel*

#### *Week 3 and 4*

- *Attended Joint training session with BAFC and HVFC*
- *Attended Municipal Fire Chiefs of Montgomery County Meeting*
- *Met with Chiefs from both BAFC and HVFC regarding future branding of joint emergency services*
- *Continued direction to Both Fire Companies regarding standard seating and function positions for fire apparatus. Both were notified that this will become an operational standard in the future and that they need to start to train and prepare for this.*
- *Conducted a meeting with the Emergency Service Committee and both fire company chiefs and presidents to update and discuss the Intergovernmental Agreements*
- *Attended weekend training with Bryn Athyn Fire Company*
- *Worked on Fire Truck Purchase information and reviewed modified price based on changes made to original stock truck proposed.*
- *Final walk through of LM High School prior to Occupancy*
- *Meeting with LM Manager and Labor Attorney (Informational)*
- *Started equipment review and inventories of both fire companies and compared it to the National Fire Protection Association (NFPA) required equipment list for new fire apparatus purchase*
- *Met with Chief and President of Bryn Athyn Fire Company to update progress*
- *Attended Montgomery County EMA meeting and Expo*
- *Participated and conducted Fire Drill Lower Moreland High School*
- *Conducted research regarding fire station standards for NFPA*
- *Reviewed and prepared report on BAFC apparatus replacement schedule*
- *Attended second Emergency Services Committee meeting about apparatus cost and funding*
- *Attended Southeast PA Training conference in Upper Dublin*
- *Conducted final Tower Ladder Specification Review for completion and sign off Pre-Build*
- *Review HVFC Shift Program time sheets*
- *Attended BAFC Officer Meeting*



*Responded to numerous fire and medical emergency calls throughout the month in both communities as well as mutual aid calls.*

*Emergency Response Data for the month:*

*BAFC Emergency Medical Calls in BA 10*  
*BAFC Emergency Medical Calls in LM 93*  
*BAFC Emergency Medical Calls other 33*  
*Year to date EMS Calls 136*

*BAFC Fire Calls in BA 1*  
*BAFC Fire Calls IN LM 24*  
*BAFC Fire Calls Other 1*  
*Year to Date Fire Calls 66*

*HVFC Fire Calls in LM 27*  
*HVFC Fire Calls in BA 1*  
*HVFC Fire calls other 4*  
*Year to Date Fire Calls 72*

**PUBLIC WORKS COMMITTEE**

Chairman Mark Pennink reported that there were several snow events in February.

Alden Road Improvements

The Alden Road Committee met to review proposed plans and afterwards walked Alden Road. Mr. Pennink reported that the committee is considering two bids:

1. Repairing the road as it is now, with no changes;
2. Replacing concrete gutters with concrete curbs, lowering the crown of the road and new storm drains.

Mr. Pennink plans to advertise bids within three months. Alternate Engineer Tim Woodrow will review the new plans. Mr. Elsing added that Brian Horner has done a lot of work locating the utilities under the road. Mr. Pennink said that he will do a soft dig to confirm utility locations. Mr. Pennink noted that there a still some issues with the Lower Moreland section of the road. The Committee will continue to meet monthly.

Bryn Athyn Church/School Construction Projects

Chairman Pennink noted that there have been drainage and erosion issues which are being monitored by Alternate Engineer Tim Woodrow.

Masons Mill Road

Mr. Pennink reported that the crosswalk on Masons Mill Road near the bridge will be redone.

Tomlinson Road

Mr. Gurney asked about the status of the Tomlinson Road sidewalks. Mr. Pennink responded that he will review this topic at the next meeting.

**FINANCE COMMITTEE - None**

February meeting minutes were distributed to members of Council.

**LAND USE AND NATURAL RESOURCES/ SHADE TREE COMMITTEE - None**

**PUBLIC RELATIONS COMMITTEE**

Chairman Steve Huntzinger reported that the Public Relations committee held a meeting on February 26, 2024 with Mr. Huntzinger and Vikki Trost in attendance. Mr. Huntzinger reported that Vikki Trost shared the history of the Public Relations Committee. Mr. Huntzinger will resume the monthly reporting in the Bryn Athyn Post on the monthly Borough Council meetings. Chairman Huntzinger is becoming familiar with the Wix.com website and will take over maintenance of the website from Vikki Trost. We will also use the Borough Facebook page to keep residents up to date on Borough Council activities.

**ADMINISTRATIVE COMMITTEE - None**

**PLANNING COMMISSION REPORT - None**

**ZONING OFFICER**

Vikki Trost reported that no Zoning Permits were approved in February; Six (6) Building Permits were approved; and no Grading Permits were approved.

Mr. Gurney reported that the Zoning Committee met twice last month to review the Zoning Ordinance, as it pertains to the petition from the Lord's New Church to amend a section of the Ordinance.

**SEWER ADMINISTRATOR**

Chairman Glenn Gurney reported that Reid Heinrichs met with EEMA to work on a handbook for the sewage treatment plant. The Chapter 94 report has been completed.

Mr. Gurney reported that the bid package for the Emergency Generator and Grounding Project is being reviewed by Tim Woodrow prior to advertising for bids.

**BOROUGH ENGINEER - None**

**OLD BUSINESS - None**

**NEW BUSINESS - None**

**QUESTIONS OR COMMENTS FROM THE FLOOR**

Braden and Jane Bostock, Alden Road residents, reported that they have been working with Congresswoman Madeleine Dean and the Huntingdon Valley Post Office to arrange for mail delivery in the Borough. Thirty (30) Borough residents have signed up to request mail delivery. Addresses for residents choosing mail delivery will be changed to Huntingdon Valley 19006. Mailboxes will be installed by residents. Letters will be sent to all interested residents by Huntingdon Valley Post Office.

Mr. Gurney raised concerns about mailboxes installed along Tomlinson Road stating that the mailboxes currently along the road are very dangerous and should not be there. Mr. Pennink agreed. It was noted that the USPS has very specific rules about location of mailboxes.

Mr. Bostock reported that he contacted State Representative Nancy Guent to have a pothole filled on Huntingdon Pike.

There being no further business presented, the meeting was adjourned at 8:04pm.

Council's next regular meeting will be held on Monday, April 1, 2024 at 7:00pm in the Borough Hall.

Victoria S. Trost  
Secretary