

PENNDDEL BOROUGH COUNCIL
ORGANIZATION MEETING MINUTES

January 5, 2026

CALL TO ORDER BY MAYOR SODANO at 7:30 P.M.

Pledge of Allegiance

Mayor's Statement – Mayor Sodano explained expected public conduct during the meeting.

Swearing in of Newly Elected Officials by Judge Daniel Baranowski: Robin Valentis, Robert Winkler, John Stratz, and Bud Murphy. The rest of Council in attendance were Gary Nickerson, Ryan Sorensen, and Barbara Heffelfinger.

Also present at the meeting

Ben Hauser, Solicitor

Geoff Thompson, Manager

Chief Sean Perry

Marie Serota, Secretary/Treasurer

Mayor Sodano presented proclamations (copies attached) to Officer Sean Peck and Justin Ritorto (absent) for their heroic actions in the line of duty on December 11, 2025 at a house fire across from borough hall. Representative Joe Hogan, Congressman Brian Fitzpatrick, and Representative Senator Frank Farry presented Certificates of Recognition and a flag that was flown over the Capital Building to Officer Sean Peck.

Mayor Sodano presented a proclamation (copy attached) to Karen Kondrk for 23 years of service to Penneddel Borough and to the community. Representative Joe Hogan, Congressman Brian Fitzpatrick, and Representative Senator Frank Farry presented Certificates of Recognition and a flag that was flown over the Capital Building for 23 years of service to the borough and service to the community.

NOMINATION AND ELECTION OF COUNCIL PRESIDENT, VICE PRESIDENT, AND PRO TEM
MOTION BY JOHN STRATZ TO NOMINATE HIMSELF FOR COUNCIL PRESIDENT. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY JOHN STRATZ TO NOMINATE BARBARA HEFFELFINGER FOR VICE PRESIDENT. SECONDED BY GARY NICKERSON. All ayes, motion carried.

MOTION BY JOHN STRATZ TO NOMINATE GARY NICKERSON FOR PRO TEM. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

The gavel was handed over to Council President John Stratz.

CONSIDERATION OF APPOINTMENTS:

MOTION BY JOHN STRATZ TO APPOINT MARIE SEROTA BOROUGH COUNCIL SECRETARY/TREASURER. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT JENNIFER LEAH-ROSA ASSISTANT BOROUGH SECRETARY. SECONDED BY ROBIN VALENTIS. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT GEOFF THOMPSON BOROUGH MANAGER. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT HILL WALLACK BOROUGH SOLICITOR. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT VALUE ENGINEERING BOROUGH ENGINEER. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT BEE BERGVALL CERTIFIED PUBLIC ACCOUNT. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT BROWN & BROWN OF LEHIGH VALLEY INSURANCE BROKER. SECONDED BY GARY NICKERSON. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT GEORGE KRUSHAUSKAS VACANCY BOARD CHAIR. SECONDED BY BARBARA HEFFELFINGER. The vote was 6-1 (Gary Nickerson), motion carried.

MOTION BY JOHN STRATZ TO APPOINT RICH KELLER TO THE ZONING HEARING BOARD. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT BUD MURPHY TO THE PLANNING COMMISSION. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT BUILDING INSPECTOR UNDERWRITERS ZONING/CODE ENFORCEMENT AND GEOFF THOMPSON ASSISTANT ZONING OFFICER. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT MARIE SEROTA OPEN RECORDS OFFICER. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT FIRE MARSHAL/INSPECTOR JIM BAMPFIELD. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT EMERGENCY MANAGEMENT COORDINATOR JIM BAMPFIELD. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT JOHN STRATZ AND BOB WINKLER AS PSAB ANNUAL CONFERENCE DELEGATES. SECONDED BY BOB WINKLER. All ayes, motion carried.

MOTION BY GARY NCKERSON TO APPOINT RILEY COLLINS RESIDENTIAL RENTAL INSPECTOR. SECONDED BY ROBIN VALENTIS. All ayes, motion carried.

MOTION BY JOHN STRATZ TO TABLE APPOINTMENT OF AUDITOR UNTIL THE JANUARY 20, 2026 WORK SESSION. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

COUNCIL OR BOROUGH ANNOUNCEMENTS

- Borough meetings are recorded for the purpose of preparing the minutes.
- All comments must be made **at the microphone and be kept at three minutes.**
- Barbara Heffelfinger is seeking volunteers for the 250th birthday celebration of our country.

Information will be included in the next borough newsletter. The Heritage Society is looking for donations and ideas for the event.

PUBLIC COMMENT – On Agenda Items and Non-Agenda Items (3-minute time limit)

Ed Preston Chairman and Karen Kondrk member of the Pennel-Hulmeville Memorial Day Parade Committee presented the Hometown Heroes Banner Program created for the community to recognize and honor our Pennel and Hulmeville Borough Veterans. They are accepting orders for banners through April 15, 2026.

CONSENT ITEMS

MOTION BY BARBARA HEFFELFINGER TO APPROVE THE MINUTES OF THE DECEMBER 1, 2025 COUNCIL MEETING. SECONDED BY BOB WINKLER. All ayes, motion carried.

MOTION BY BARBARA HEFFELFINGER TO PAY THE FOLLOWING BILLS FOR THE MONTH OF DECEMBER 2025

General Fund	\$30,806.49
Refuse Fund	\$23,698.03
Sewer Fund	\$26,511.49
Capital Reserve Fund	\$14,149.30
Sewer Capital Fund	\$ 253.50
Liquid Fuels' Fund	\$ 2,365.48

Payroll

General Fund	\$41,204.95
Sewer Fund	<u>\$ 4,337.79</u>

SECONDED BY BUD MURPHY. All ayes, motion carried.

REPORTS:

President's Report

John Stratz thanked the borough residents. Council does their best to take care of residents of the borough.

Borough Manager's Report – Geoff Thompson read his report, which is on file in the secretary's office. Geoff explained to the public why he was appointed assistant zoning officer. The zoning officer that was working in Pennel who is employed by Building Inspections Underwriters has resigned and there hasn't been a replacement assigned yet to take over. Geoff will fill the position until that time.

Mayor's Report – Mayor Sodano read his report which is attached.

Police Chief's Report – Chief Perry read his report, which is on file in the secretary's office.

NEW BUSINESS

MOTION BY BARBARA HEFFELFINGER TO RATIFY APPROVAL OF THE FOLLOWING MID-CYCLE INVOICES:

- AT&T Mobility** Invoice #X11262025 dated 11/18/25 in the amount of \$232.16 PD for wireless service
- Business Card** invoice dated 11/20/25 in the amount of \$59.11 for metal removing soap for police department
- Business Card** invoice dated 11/20/25 in the amount of \$321.60 for Microsoft fees and DCED 2nd and 3rd quarter UCC fees
- Business Card** invoice dated 11/20/25 in the amount of \$229.87 for Zip Recruiter ad,

Memorial Field portable toilet and Adobe fees
Business Card invoice dated 11/20/25 in the amount of \$734.78 for lithium batteries, Microsoft fees, PD water cooler, office supplies, reflective sweatshirt for PW employee
Comcast invoice dated October 26, 2025 in the amount of \$283.76 for internet and voice service at 37 W. Woodland Avenue
Harris Invoice dated 11/25/25 in the amount of \$276.90 for service agreement for PD generator
The Hartford Invoice #357525689819 in the amount of \$822.00 for November life insurance premium
The Hartford Invoice #357527824246 in the amount of \$875.92 for December life insurance premium
Verizon invoice dated 11/20/25 in the amount of \$36.48 for phone service at 790 Neshaminy Street
Verizon invoice dated 11/20/25 in the amount of \$38.33 for phone service at Pump Station #1
Verizon invoice dated 11/20/25 in the amount of \$36.38 for phone service at Pump Station #2
Leck Waste Services Invoice #613689 in the amount of \$23,660.56 for December trash service
Gettysburg Benefit Administrators invoice dated 11/26/25 in the amount of \$267.59 for dental insurance premium
Office of Labor & Industry invoice dated 12/1/25 in the amount of \$1,643.00 for fire department workers' compensation insurance premium
ASK Technologies, Inc. Invoice #048421 in the amount of \$128.00 for Cisco Duo Security for PCs, 4 additional licenses
Associated Imaging Solutions, Inc. Invoice #INV552512 in the amount of \$64.79 for copies made from 11/11/25 to 12/10/25
Brown & Brown Insurance Company Invoice #23015950 in the amount of \$250.00 for Serota bond renewal
Comcast invoice dated 11/26/25 in the amount of \$277.63 for internet and voice service at 300 Bellevue Avenue
Comcast invoice dated 11/26/25 in the amount of \$567.61 for internet and voice service at 37 W. Woodland Avenue
Comcast Invoice #257828460 dated 12/1/25 in the amount of \$423.46 for business voice edge service
Verizon Wireless Invoice #6129916109 in the amount of \$27.67 for M2M Account Share 1 GB

SECONDED BY ROBIN VALENTIS. All ayes, motion carried.

MOTION BY BARBARA HEFFELFINGER TO AUTHORIZE THE BOROUGH ENGINEER TO BEGIN WORK ON THE RECREATION FIELD WALKING TRAIL PROJECT. SECONDED BY ROBIN VALENTIS. All ayes, motion carried.

MOTION BY BARBARA HEFFELFINGER TO AUTHORIZE BOROUGH ENGINEER TO BEGIN WORK ON THE 2026 CDBG APPLICATIONS:

1. Sidewalk & Fencing Replacement along PFC John Dalola Ave.
2. Recreation Field Backstop Replacement for Fields 2 & 3.

SECONDED BY BUD MURPHY. All ayes, motion carried.

MOTION BY RYAN SORENSEN TO APPROVE THE RESIDENTIAL RENTAL INSPECTOR CONTRACT. SECONDED BY ROBIN VALENTIS. All ayes, motion carried.

MOTION BY BARBARA HEFFELFINGER TO APPROVE THE BOROUGH MANAGER CONTRACT. SECONDED BY BUD MURPHY. All ayes, motion carried.

MOTION BY BOB WINKLER TO AUTHORIZE THE BOROUGH SOLICITOR TO DRAFT A NO OPEN BURNING ORDINANCE. SECONDED BY BARBARA HEFFELFINGER. All ayes, motion carried.

MOTION BY BOB WINKLER TO AUTHORIZE THE BOROUGH SOLICITOR TO DRAFT A FALSE FIRE ALARM ORDINANCE. SECONDED BY BUD MURPHY. All ayes, motion carried.

COUNCIL MEMBERS TO BE HEARD

Mayor Sodano - reported that the police department received approximately \$85,000 for purchasing a new vehicle and equipment from the Bucks County Redevelopment Authority.

Ryan Sorensen – looking into videotaping council meetings as requested by residents.

ADJOURNMENT

MOTION BY ROBIN VALENTIS TO ADJOURN THE MEETING AT 8:41 PM. SECONDED BY BUD MURPHY. All ayes, motion carried.

Submitted by: 
Marie Serota, Borough Secretary/Treasurer

January 19, 2026 Engineers Report

Penndel Borough, Bucks County

➤ TMDL/PRP Plan update

The public comment period concluded on December 17th, with no written comments received. The minutes of the November 17th Council meeting were added as a study appendix. Upon authorization of Council, the plan is ready for submission to PaDEP for consideration and approval.

➤ K.E. Seifert proposal for grant-funded sewer repairs

A state grant funded 85% of the costs of video inspection and repairs of sanitary sewer lines in Quadrants 3 and 4. The remaining work under that grant is excavation repair of two known leaks in Quadrant 1. We contacted K.E. Seifert, a reputable vendor who has performed sewer work to the Borough in previous years, and who is also a Costars contractor, to quote this work.

The proposed cost for excavation and repair of two leaks previously identified in Sewer Quadrant 1, is \$36,642.96. If that is the final cost of this work, the Borough would be reimbursed \$31,146 of the cost. We recommend Council accept the proposal so grant funded work may be completed.

➤ Resurfacing Monroe Avenue and Crescent (east of Bellevue)

Upon Council authorization, we will prepare bid documents for resurfacing (milling and paving) Monroe Avenue and the eastern block of Crescent Street. Generally, we get the best bids or prices for projects bid early in the year. We will also initiate the process of PennDOT approval so that funds from liquid fuels can pay for the work.

CDBG Grant Applications – Dalola Sidewalks, curbs, and fence and Field 2 & 3 Backstops

We are preparing two CDBG grant applications for Memorial Park. We expect to present a resolution for each project to Council at the February 2nd meeting so the applications can be submitted by February 6th.

DCNR Grant Application - Backstops

We have scheduled a video conference this week with the DCNR Regional Advisor to discuss a potential grant application to DCNR for backstop replacements. This would be another funding source if CDBG funding is not awarded.

Manhole Inserts

Most of the Penndel Borough Sanitary Sewer Manholes have a manhole insert just under the lid. The manhole insert is a polyethylene product shaped like a bowl. It sits on top of the frame, under

the lid, and reduces surface inflow into the collections system. We tabulated inspection data from recent years to identify two dozen manholes that have damaged or missing inserts. K.E. Seifert will measure the identified structures so that properly sized inserts may be purchased and installed this quarter.

Signal Modernization at Lincoln Highway and Durham Road with ARLE funds

Bowman Engineers have been working on plans for the updated traffic signal and are about to submit plans to PennDOT.

Proclamation From the Office of The Mayor

Borough of Penndel Pennsylvania

Recognizing and Honoring

Officer Sean G. Peck

For His Heroic Actions in The Line of Duty on December 11th, 2025

WHEREAS, Officer Sean Peck has served honorably as a patrol officer and a valued member of The Penndel Police Department for more than two years; and

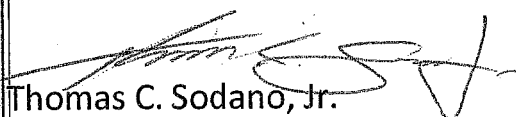
WHEREAS, Officer Peck was on duty Thursday, December 11th, 2025 when a fire broke out in the unit block of West Woodland Avenue in Penndel Borough; and

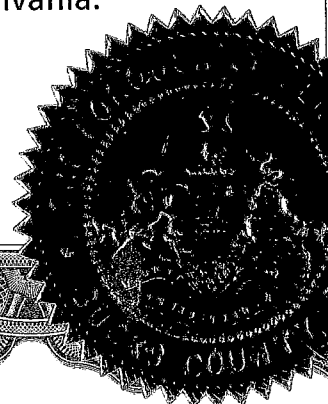
WHEREAS, Officer Peck, upon seeing the fire, ran toward the burning building. Recognizing the dangers of the situation, Officer peck made entrance into the building and despite great personal danger from the fire and smoke, woke all the residents and led them out of the building to safety; and

WHEREAS, Officer Peck, having recognized the gravity of the situation, took quick, decisive and courageous action. Implementing his extensive training and managing the evacuation, his actions not only ensured the safety of the residents, they also doubtless saved lives.

On behalf of the citizens of Penndel Borough the residents of the burned dwelling whose lives he protected, and the public at large, it is with deep gratitude that I recognize and humbly thank Officer Sean G. Peck for his courageous and selfless actions in the face of danger. Officer Peck is a credit to himself, his family and his faith and exemplifies the meaning of giving of oneself.

NOW, THEREFORE , I, The Honorable Thomas Sodano, Jr., Mayor of Penndel Borough, proclaim such this 5th day of January, and IN WITNESS THEREOF hereby set my hand and the Seal of The Borough of Penndel, Pennsylvania.


Thomas C. Sodano, Jr.
Mayor, Penndel Borough



Proclamation From the Office of The Mayor

Borough of Penn del Pennsylvania

Recognizing and Honoring

Justin Ritorto

WHEREAS Justin Ritorto is a local resident in good standing and residing on East Woodland Avenue in Middletown Township; and

WHEREAS in the early morning hours of Thursday, December 11th, 2025 Mr. Ritorto did notice and report a dwelling fire in the unit block of West Woodland Avenue in Penn del Borough; and

WHEREAS Mr. Ritorto, ignoring the danger present did run towards the fire area and knock on multiple doors to awaken residents and alert them to said danger; and

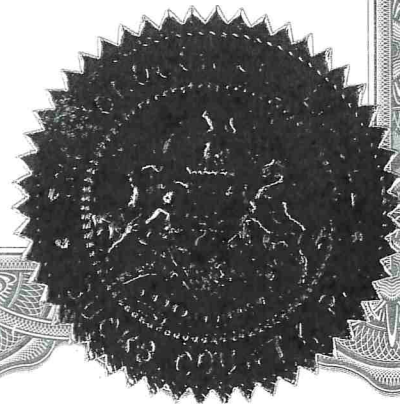
WHEREAS Mr. Ritorto successfully awakened and alerted residents in multiple dwellings, including the burning structure; and

WHEREAS Mr. Ritorto selflessly risked his own safety, and facing grave danger, did demonstrate true commitment and concern for his fellow man in a time of their need.

NOW, THEREFORE, I, The Honorable Thomas Sodano, Jr., Mayor of Penn del Borough, do hereby issue this Mayoral Proclamation in recognition of the actions of Mr. Justin Ritorto and his service to our Community on December 11th, 2025.

IN WITNESS THEREOF, I do hereby set my hand and the Seal of Penn del Borough, this 5th day of January, 2026.


The Honorable Thomas C. Sodano Jr.
Mayor, Penn del Borough



PROCLAMATION

WHEREAS, Karen Kondrck started work at Penndel Borough on September 9, 2002 as Assistant Borough Secretary; and

WHEREAS, Karen has been a dedicated employee and an integral part of the Penndel Community; and

WHEREAS, One of Karen's major duties was to answer residents' questions on the telephone and in person which she always did with a friendly professional manner; and

WHEREAS, Karen's additional duties included issuing sewer bills and collecting payment, issuing building and zoning permits; and

WHEREAS, Karen helped organize the Activities Committee Easter Egg Hunt, Christmas Tree Lighting and Memorial Day Parade; and

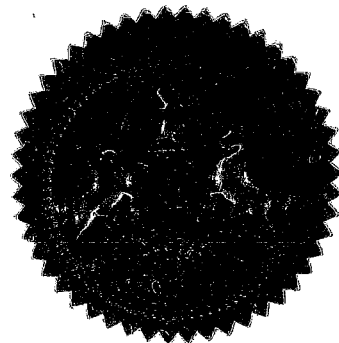
WHEREAS, Karen is an active member of the Redeemer Lutheran Church, assisting with the upkeep of the Church's Food Pantry and the Church's monthly free meals.

NOW THEREFORE, I, the Honorable Thomas Sodano, Mayor of Penndel Borough, do hereby issue the Mayoral Proclamation in recognition of the career of Ms. Karen Kondrck and her service to the Penndel Community.

IN WITNESS WHEREOF, I do hereby set my hand, and cause the seal of Penndel Borough to be affixed, this 5th day of January 2026.



Honorable Thomas C. Sodano, Jr.
Mayor of Penndel Borough



Mayor's Report for December 2025

Attended Borough Council meeting and executive session

Attended Borough Christmas Tree Lighting

Attended Zoning Hearing.

Celebrated Christmas and other Seasonal Holidays with my family and many Borough residents.

As we all are well aware, in December there was a devastating fire just yards from where we are here tonight.

Thankfully, no lives were lost. Thanks to our first responders, no nearby properties suffered severe damage. The lessons here are poignant. We need to protect people from these catastrophies, be they from themselves or neighbors. Proposed high density development only furthers the need to be proactive. Common sense legislation such as open burning laws and keeping cartways and intersections open enough for fire apparatus can and will save lives. And remember, never leave your vehicle running and unattended.