

**Lansdowne Borough Council  
General Meeting**

**October 19, 2016**

**APPROVED MINUTES**

The Lansdowne Borough Council General Meeting was held on Wednesday, October 19, 2016, at 7:00 p.m. in Borough Hall.

Council members present: President Schleigh, Mr. Aubrey, Ms. Byrne, Ms. English, Ms. James, Mr. Radich, Ms. Williams and Junior Council Member Brooke Hoard. Absent: Fire Company representative. Also present: Mayor Campuzano, Borough Manager Totaro, Borough Secretary Henry, Borough Solicitor Scott and Police Chief Donegan.

The televised meeting will be aired at 6:00 p.m. the following Monday on RCN channel 52, Comcast channel 5 and Verizon channel 44.

Mayor Campuzano led the meeting with the Pledge of Allegiance.

**Approval of agenda:** Ms. English moved to approve the agenda. Ms. Byrne seconded. Vote: unanimous. Ms. English will be making a motion to extend the Civil Service list for one year under Action Items. The National Night Out presentation is rescheduled.

**Approval of Minutes:** Ms. Byrne moved to approve the minutes of the September 21, 2016 General Meeting of Council. Ms. James seconded. Vote: unanimous.

**Announcements and Presentations:** Mayor Campuzano had no announcements or presentations.

**Treasurer/Manager's Report:** Mr. Totaro read the September 30, 2016 Report as follows:

General Fund beginning balance: \$534,010, ending balance \$2,527,416.

Sewer Fund beginning balance: \$769,491, ending balance \$1,293,804.

Liquid Fuels Fund beginning balance: \$513,645, ending balance \$713,483.

Non-Uniform Pension Fund beginning balance: \$2,662,539, ending balance \$2,841,946.

Police Pension Fund beginning balance: \$7,891,017, ending balance \$8,007,250.

**Solicitor's Report:** Mr. Scott had no formal report.

**Mayor's Report:** The Mayor commented as follows:

- He will be presenting the 2016 Helms Award to Helen Marcarelli at the December general meeting.

- The shredding/electronics event was a huge success. About 7 tons of electronics were collected and 3 tons of shredding. The Mayor thanked Mayor Dukes of East Lansdowne for participating in the event.
- October 29th - Halloween Party - 12:45 p.m. - 3:00 p.m. Starts are Farmers Market.
- October 31st - Today's Child Trunk or Treat event will be held 10:00 a.m. - 11:00 a.m. in the municipal parking lot off Owen Avenue. The Girl Scouts will be holding their same event later in the day from 6:00 p.m. - 8:00 p.m. in the same parking lot.
- November 12th - 3:00 p.m. - 4:30 p.m. - Lansdowne Presbyterian Church. Lansdowne Boy Scout Troop 63 is celebrating their 105 years in existence in Lansdowne.
- The Mayor congratulated the Lansdowne Fire Company on their October 1st event to showcase the new fire trucks.
- November 4th - Ladies Auxiliary is holding a designer bag bingo at the Clifton Heights Fire Company hall at 7:00 p.m. Tickets are \$30 per person.
- Lansdowne Symphony Orchestra opens their season on November 6th at 3:00 p.m. at the Upper Darby Performing Arts Center.
- Delaware County Veterans Memorial Association will be holding a Freedom Medal Dinner on November 17th, 6:00 p.m. Location not given in communication.
- November 3rd, 6:00 p.m. in Essington. Delaware County Association of Boroughs banquet event.
- November 8th - Election Day. Polls open 7:00 a.m. and close 8:00 p.m.

The Mayor commented he had received a letter from new Borough resident William Horton who indicated how pleased he was with the Codes Department and how they were very helpful to him and made a welcoming and supportive first impression.

**Council President's Report:** President Schleigh reiterated the Mayor's comment to get out and vote on November 8th.

### **COMMITTEE REPORTS**

**Public Health and Safety:** Ms. English reported that the discussion at their last Committee meeting centered primarily on the 2017 budget.

**Finance and Administration:** Mr. Radich reported that his Committee was focusing on the preparation and review of the 2017 budget and is holding meetings with various stakeholders and prioritizing a wish list of items. The next budget meeting will be held on November 7th. This meeting is open to the public. The Mayor thanked Chief Donegan for his excellent budget presentation and striving to keep costs low.

**Economic Development and Code Enforcement:** Ms. James reported her Committee met on October 17th and discussed the ordinance regarding a multi-business in one building and changes to the property maintenance code. The Zoning Hearing Board is having a hearing on October 27th re: Dunkin Donuts signage changes. Ms. James commented that ACS Auto Body had been a guest at the committee meeting and submitted an application to the HARB to buy 111 E. Baltimore Avenue and put in cathedral ceilings. There will be a meeting in this regard

tomorrow. Their closing is November 2nd and they will need paperwork if approved by the HARB. Ms. James noted that a special Council meeting will be necessary if the HARB approves the application.

**Environment:** Mr. Aubrey reported that the Parks and Recreation Board have submitted their budget for 2017. Mr. Aubrey submitted the Environment Committee budget for 2017. Additionally, discussions have been held with Parks and Rec Director Erica Sollberger regarding developing a park plan for all Borough parks. The Shade Tree Commission did not meet this month.

**Community Relations:** Ms. Byrne reported her Committee met on September 27th to discuss budgets for her Committee and the library. Some Committee budget list items include installing free library boxes around town, holding a prom dress drive and holding a summer concert series once a month in Sycamore Park from June to August. Several organizations were present to give updates on upcoming events: Small Business Day will be held on November 26th with the tree lighting being held the same day. Also discussed was the disposition of the Borough bulletin board wherein any resident can post a business card or flyer. The locked side will be maintained and updated by the Borough with monthly events. The next Community Relations Committee meeting will be held on October 25th, 7:00 p.m. in Borough Hall. The last day of the regular season farmers market is October 29th.

**Library Liaison Report:** No items to report.

**Infrastructure and Public Works:** Ms. Williams reported her Committee met on September 26th to discuss the 2017 budget. The budget focus will be on developing an inventory of facilities, ongoing maintenance to be done, television viewing of sewers and devising the 2017 paving plan. Completion date for the 20th Century Club campus renovations is November 5th.

**Junior Council:** Ms. Hoard commented she was learning a great deal on how much was involved in running a Borough and finding it very interesting.

**Communications:** No items.

**Public Comment:** Mr. Aubrey moved to suspend Roberts Rules of Order to hear visitor comment. Ms. Byrne seconded. Vote: unanimous.

### **Visitors:**

1. **James Jackson - Resident.** Mr. Jackson commented that he attended the September Police Pension Fund budget meeting and thought the presentation was excellent. Mr. Jackson also attended the September meetings for the Infrastructure Committee and Community Relations Committee, again commenting on how well the presentations were and was pleased that agendas were available for the public. Mr. Jackson also had high praise for the October Committee meetings for Public Safety, Finance and Administration and Environment. Mr. Jackson commented that he looks for order and prepared participants at these meetings and thought that more residents should attend to become more familiar with Borough activities.

Mr. Aubrey moved to Resume Roberts Rules of Order. Ms. Byrne seconded. Vote: unanimous.

**Old Business:**

**1. 2017 Budget** - Mr. Radich gave an overview of the preliminary budget, noting that the General Fund will have a 2016 year end surplus of \$129,000. The General Fund will have a deficit of \$297,000 in 2017 but this is an amount much less than usual. Mr. Radich thanked Ms. English and Mr. Aubrey for their efforts in this regard.

Mr. Radich commented on some specific expenses as follows:

**General Fund Revenue:**

**Real Estate tax** - 0% tax increase; 1% = \$43,000.

**Trash Fee** - unchanged at \$264 per unit. Each 1% increase = \$9,700.

**General Fund Expenses:**

**Total structural increases = \$132,100.** These are contractual items for which the Borough has no control regarding the police bargaining units and health care.

The 2017 COLA increase is 0.3%.

Expenses for Administration, Tax Collection, Municipal Buildings, Fire, Codes, Parks and Recreation, 20 Lansdowne Court remain consistent with prior year. Exceptions: Economic Development adding \$15,000 for regaining Main Street designation and the Library adding \$15,000 for staff adjustment.

**Sewer Fee: No change.**

President Schleigh asked if the fee schedules were being discussed. Mr. Radich indicated he would possibly be looking at it from a revenue perspective but this presentation was focused on expenses regarding Codes. Ms. Williams asked where the Arts Board budget is shown. Mr. Radich noted it is under the Economic Development Committee budget.

**New Business:**

**1. LEDC banner request.** This is a new request from the LEDC for banners at the 20th Century Club for November 24-28 (banner announcing the Fine Art Show) and November 25-26 (a second banner the 2 days of the show that says "Art Show Today"). There was some question as to the proposed location of the banners.

**MOTION - Ms. Williams moved to approve the LEDC banner request subject to the oversight by the Borough Manager. Ms. Byrne seconded. Vote: unanimous.**

**2. LAB/Tyler School of Art Placemaking Service Grant.** Ms. James indicated that the Arts Board and LEDC representatives met with Tyler professor Jeffrey Doshna regarding having his grad students do a creative placemaking plan for Lansdowne (at no cost) next spring. President Schleigh and Ms. Williams felt that Borough Council should have been contacted first before contacting Mr. Doshna and submitting a preliminary application. Ms. James noted that

last year the idea had been brought before Borough Council. The Arts Board and LEDC will be having their presentation/discussion on this plan at the November Council meeting.

**3. 20th Century Club catering agreement.** The current contract is up for renewal and the discussion centered on the feasibility of renewing it, putting it out to bid or looking at other options. Mr. Totaro commented that there is a benefit to having Cricket handle the marketing, cleaning and showings aspects. Mr. Aubrey felt that a cost and benefit analysis should be developed before making a final renewal decision. Mr. Aubrey also felt that more programs for youths should be held here. Ms. James commented she would like a professional analysis for the campus as a whole. After further discussion regarding the benefits from an organization perspective, Borough Council will investigate a dual purpose aspect with suitable event planners and further discuss this at the next Council meeting.

**Action Items:**

1. Mr. Radich moved to approve bills for the period. Ms. Williams seconded. Vote: unanimous.
2. Mr. Radich moved to adopt Resolution 2016-16 regarding streetlight/PennSef financing. Mr. Aubrey seconded. Vote: unanimous.
3. Ms. Williams moved to adopt Resolution 2016-17 regarding PA Small Water and Sewer grant application. Mr. Radich seconded. Vote: unanimous.
4. Ms. English moved to extend the Civil Service list for one year. Mr. Radich seconded. Vote: unanimous.

**Executive Session:** Ms. English moved to adjourn to executive session to discuss a personnel issue. Ms. Byrne seconded. Vote: unanimous. The meeting adjourned to executive session at 8:17 p.m.

**Public Session:** There were no motions made upon reconvening to Public Session.

**Adjourn** – Mr. Aubrey moved to adjourn the meeting. Ms. James seconded. Vote: unanimous. The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Barbara Ann Henry  
Borough Secretary