

**Lansdowne Borough Council
General Meeting**

November 15, 2017

APPROVED MINUTES

The Lansdowne Borough Council General Meeting was held on Wednesday, November 15, 2017, at 7:00 p.m. in Borough Hall.

Council members present: President Schleigh, Ms. English, Mr. Hover and Ms. James. Absent: Mr. Aubrey, Ms. Byrne (excused) and Ms. Williams (excused). Also present: Mayor Campuzano, Borough Manager Totaro, Borough Secretary Henry, Chief Donegan and Carl Ewald, Esq. (attending in Mr. Scott's absence). The Fire Company representative was absent.

The televised meeting will be aired at 7:00 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. James seconded. Vote: unanimous.

Approval of Minutes: Ms. English moved to approve the minutes of the October 18, 2017 General Meeting of Council. Ms. James seconded. Vote: unanimous.

Announcements and Presentations: The Mayor recognized the Pennwood High School Football Team, named the 2017 Delval Champions. The Mayor shared the following information: Quarterback Desmond Johnson threw over 2,225 yards and 20 touchdowns. Receiver Raheem Bowens caught 246 yards and had 2071 receiving yards, 7th in Delco history and Pennwood record. Receiver Kennedy Poles was absent but had 42 catches, 1183 yards this year, is 12th in Delco history and Pennwood record in yards and touchdowns. The Mayor noted that the team volunteered their services at the Friendship Circle Senior Center on Martin Luther King Day. The team has also volunteered at the Yeadon Head Start program and the Comcast Cares Days. The Mayor recognized several Honor Roll team members and announced several team members have been accepted to various colleges. The team coaches and School Board Director Jennifer Hoff were recognized as well. The Mayor then proclaimed November 15, 2017 as Lansdowne Patriots Day Football Team.

Treasurer's Report - Mr. Totaro presented the Treasurer's report ended October 30, 2017.
General Fund: beginning balance \$675,523; ending balance \$1,725,916.
Sewer Fund: beginning balance \$1,036,805; ending balance \$1,549,457.
Liquid Fuels: beginning balance \$646,299; ending balance \$712,469.
Non-uniformed Pension: beginning balance \$2,959,093; ending balance \$3,228,568.
Police Pension: beginning balance \$8,378,827; ending balance \$9,486,508.

Solicitor's Report - Mr. Ewald had no formal report in Mr. Scott's absence.

Mayor's Report - The Mayor reported on the success of the Halloween Kids Party and thanked all Borough personnel, volunteers and businesses who participated in the event. Over 100 children participated. Other items of note:

1. The Mayor recently accepted the PA Horticultural Society Award to the Lansdowne Landing, named Garden of Distinction for 2017. There were 375 entries and 144 winners.
2. The shredding and electronics event recently held yielded 1.78 tons of paper, 72 TV's for 2.00 tons, 56 PC's for .25 tons, 18 air conditions for 1.4 tons and miscellaneous items for 1.30 tons. Total was 5.43 tons or 10,800 lbs. not in the landfill.
3. LEDC update: currently working on the marketing and management plan for their new working space at the former Noel Schmidt building, corner of Highland and Baltimore. A gift shop pop up will be held there on December 9 and 10. They will be applying for up to \$50,000 in facade grants for the CBG business owners. There are several newly opened businesses in town: Jamie's House of Music, Kia's Cakes, Crystals Soul Food and I Got Juice. Jamaica Jerk Hut is opening in December. The LEDC is also working with St. Joseph University students in creating a Borough video. A Bit of the Arts event will be held on November 24 and 25.
4. LBPA tree lighting will be held on November 25, 6:30 at Veterans Park memorial.
5. The LSO Christmas concert will be held on December 3, 2017.
6. Nextel had and on line meeting to discuss ways of getting emergency information out to residents.
7. Al Them will be presented with the 2017 Helms Award at the December general meeting.
8. Newsletter articles deadline is December 11.
9. A request from the Mayor of \$500 will be made for the downtown holiday garland and wreaths.

The Mayor thanked the voters for their support and electing him Mayor for the next four years.

President's Report - President Schleigh commented that any William Penn high school junior or senior interested in being a Junior Council member can send in a letter of interest; applications will be in the Winter Borough newsletter. President Schleigh also added that the Sharon Hill Academy Park High School team lost their bet to beat the Lansdowne PennWood Patriots and donated \$30 of free pizzas tonight to the team.

Committee Reports:

Public Health and Safety - Ms. English reported the Committee discussed several topics at their last meeting:

- Pat Williams has expressed an interest in being a Civil Service Commission member.
- Upgrades to the parking meters.
- Transferring the Council meeting VCR tapes to DVD format can be done by Borough personnel for under \$80.

- The Nextel Live presentation regarding dissemination of emergency information to residents would involve a 3 year contract for \$5,500 a year. The Committee felt that a policy should be adopted first to address who should use it, when and how to use it and ways to use it. The County has a free app and Ms. English felt it would be feasible to use that first to see how or if it would work for Lansdowne. The Mayor mentioned that he had attended the meeting as well and agreed that using the County's application made sense and he would like to be part of the decision making process. President Schleigh suggested doing a pro and con for each presentation with recommendations. Regarding policy, he felt the Committee could meet with police and fire chief personnel and the Borough Manager to see how it would work with the current emergency response plan.

Public Works and Infrastructure Committee - Ms. English reported there had been an issue with the Barker Avenue and Marshall Road area wherein the Penn Dot engineer noticed a non-working flashing sign. Penn Dot will be putting new signage on the curve while looking at why the corner there is so sharp. They will look further into the matter and a new sign will be installed after the Borough fixes the flashing sign near that site. The Committee also discussed the pole painting, the Salt Shed progress, the new building on Union Avenue for the Highway Department use, the upcoming sewer and paving projects and the sanitation study. Ms. English confirmed that Pat Williams' Civil Service Commission appointment is for a new term.

Finance and Administration - Mr. Schleigh reported that he met with the Committee to discuss next year's budget. Topics included the possible hiring of a Human Resources consultant, the 125th Borough anniversary and policies and procedures regarding Council members buying items for the Borough and seeking reimbursement.

Economic Development and Code Enforcement - President Schleigh read Ms. Williams report in its entirety. The November 9 meeting was cancelled due to Ms. Williams' illness. The HARB met on October 26; their next meeting will be on November 21. The LEDC Board meeting was held on November 16 with Ms. Williams attending. Many of the topics covered in the Mayor's report tonight were discussed at that meeting. The Design Committee continues to work on facade design guidelines as part of the Main Street program. The Lansdowne Landing Planning Committee felt The Landing should have seasonal decorations of a winter theme and is asking for approval of the costs by the end of the year. Mr. Totaro noted there is no budget for this but they had raised money that is not budgeted. The next EDandCE Committee meeting will be held on December 7.

Community Relations Committee - No report was given in Ms. Byrne's absence.

Parks, Recreation and Environment Committee - Mr. Hover reported the Committee met on October 30. Erica Sollberger, Director of Park and Recs, gave updates regarding Hoffman Park: \$1,300 was raised by the recently held tennis tournament. The bids are out for those tennis courts and bids updates will be available for the next Parks and Rec Committee meeting to be held on November 27. Next year's plan is to refurbish the basketball and tennis courts. Other topics addressed included:

Interboro Park concerns: some action items were discussed regarding working with the community near the park. Other suggestions included having a series of community meetings in 2018 to implement some ideas in 2019. The majority of the concerns centered on the southwest corner. An arborist determined that two trees at that site were dead but did not pose a safety hazard to the households in that area. Another topic of interest was the possibility of holding a festival next year in the park while working with Library personnel to make use of the space there. The sign at Marlyn Park has been fixed. There has been some illegal dumping at Shrigley Park. Shrigley Park is owned by the County but Mr. Totaro is handling the issue. One person has expressed interest in the Parks and Recreation Board vacancy.

The future of the Lansdowne Landing will be addressed regarding how to better use staff and integrate their use of the web site.

The GLCA will do a cleanup this Saturday on Baltimore Avenue from Scottdale Road to the island in Gladstone Manor, 9-10:30 a.m.

Library Liaison report: No report given in Ms. Byrne's absence.

Communications:

1. LBPA request to suspend parking fees for holiday season.

Old Business: No items for Old Business.

New Business:

1. **CDBG grants for 2018** - Mr. Schleigh commented he had received no response from County Council regarding advocating on last year's application. Mr. Totaro noted that previous projects typically involve the sewers and the average is about 60-160 sewers. CDBG funding requires that a project impact low to moderate income households and the benefit area is a flexible design depending upon the impact of the project. Mr. Totaro discussed each block group. He felt it may make sense to pull out the proposed theater crosswalk project as it would not be extremely eligible due to the income requirements in that area being higher. Reservoir Park improvements might be more feasible as well as paving grants. Ms. English felt that the crosswalk should be the first project with Reservoir Park as the second. Mr. Totaro pointed out that a \$300,000 grant was already received on November 14, 2017 to do stream bank restoration in Reservoir Park. A public hearing for the CDBG grants is needed before the December business meeting and needs to be advertised.

2. **Parking Meters** - action item #3 addresses this.

3. **HR consultant** - was interviewed earlier in the year and a line item of up to \$15,000 has been put in for the consulting fees.

4. **125th Anniversary** - additional funds to be put in budget per the Community Relations Committee request.

5. **Union AA** - \$4,000 will be awarded for the July 4 musical entertainment.

2018 Budget Synopsis: Mr. Totaro provided an overview of the tax implications for 2018. The housing assessed value decreased \$10-\$12 million from 2004 to 2009. In 2017 it increased from \$362 million to \$368 million providing a higher tax base. This results in only needing a 1% tax increase instead of 2%. This will likely result in a long term period of raised taxes to meet current obligations but the additional budget cuts now hold the tax increase to only 1%. The engineering fees have already been factored in for the Gateway Slope project so 80% of the project is good to go. Ms. James asked if all the funding is through grants or does tax dollars pay for some of it. Mr. Totaro commented that the \$80,000 for the design work comes out of taxes but \$600,000 has been received for the project and there is a possibility of a third grant being awarded.

Public Comment: Ms. James moved to suspend Roberts Rules of Order to hear visitor comment. Ms. English seconded. Vote: unanimous.

Visitors:

1. **Mary Ann Surla** - Resident. Ms. Surla commented that a lot of Borough services have dropped off while Arts related events have picked up. Ms. Surla felt that the newly painted poles look great and hoped that new signage could be acquired for No Drugs, Watch Children and Students. Ms. Surla commented there was no yard waste pickup today but the street sweeper had been operating. Since the leaves have dropped late this year, another round is needed for leaf pickup. Mr. Totaro commented that leaf pickup will be brought up to date by tomorrow, noting that there had been a shortage in staff. Ms. Surla questioned the sign at the 7th Street Deli site, "Free beer every afternoon after 4:00 p.m." and felt that if this is being promoted, the Borough should get on board with DUI regulations and do some studies in this regard.

2. **James Jackson** - Resident. Mr. Jackson asked if the sewer fees would increase next year. They will not. Mr. Jackson asked if the budget and ordinances will be advertised and on the web site. President Schleigh noted that hard copies are available in Borough Hall and the final budget is typically not on the web site until approved but a proposed budget version could be put on the web.

Ms. English moved to Resume Roberts Rules of Order. Mr. Hover seconded. Vote: unanimous.

Action Items:

1. Mr. Schleigh moved to approve bills for the period. Ms. English seconded. Vote: unanimous.
2. Ms. English moved to suspend parking fees at municipal lots and streets between 11/24/17 and 1/2/18. Ms. James seconded. Vote: unanimous.
3. Ms. English moved to solicit bids for parking meter upgrades and award contract up to \$12,000. Ms. James seconded. Vote: unanimous.
4. Mr. Schleigh moved to advertise Ordinance 1310 setting the real estate tax for 2018 at a 1% increase. Ms. English seconded. Vote: unanimous.
5. Mr. Schleigh moved to advertise Ordinance 1311 setting the sewer fee for 2018. Ms. James seconded. Vote: unanimous.

6. Mr. Schleigh moved to adopt Resolution 2017-16 setting the trash fee for 2018. Ms. English seconded. Vote: unanimous.
7. Mr. Schleigh moved to advertise the 2018 Budget for a 10 day comment period. Ms. English seconded. Vote: unanimous.
8. Ms. English moved to appoint Patricia Williams to the Civil Service Commission for a six year term ending 6/30/2023. Mr. Hover seconded. Vote: unanimous.
9. Mr. Schleigh moved to allocate up to \$500 for the Borough holiday decorations, wreaths and garland. Mr. Hover seconded. Vote: unanimous.
10. Mr. Schleigh moved to allocate up to \$200 for decorations for the Lansdowne Landing holiday season. **Discussion:** Mr. Hover asked if these funds will be from donations or out of the General Fund and will a budget be set up for next year's decorations. Mr. Totaro commented that a \$4,000 grant had originally been received and the Borough granted an additional allocation of about \$1,500. There is no budget for this and an amount should be allocated for it. President Schleigh added the directive that Ms. Williams should work through procurements to make sure that no taxes are paid by the municipality for these decorations. Ms. Williams clarified that the Landing had money available through donations that went into the General Fund and the expenses have been tracked against the donations to insure they do not exceed the donated amounts. Ms. English seconded. Vote: unanimous.
11. Mr. Schleigh moved to advertise a public hearing on CDBG grant applications on December 6, 2017 at 6:45 p.m. Mr. Hover seconded. Vote: unanimous.

Executive Session - No items for Executive Session.

Public Session - No motions were made upon reconvening to public session.

Adjourn – Mr. Schleigh moved to adjourn the meeting. Ms. James seconded. Vote: unanimous. The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Barbara Ann Henry
Borough Secretary