

**Lansdowne Borough Council
General Meeting**

December 21, 2016

APPROVED MINUTES

The Lansdowne Borough Council General Meeting was held on Wednesday, December 21, 2016, at 7:00 p.m. in Borough Hall.

Council members present: President Schleigh, Mr. Aubrey, Ms. Byrne, Ms. English, Ms. James, Mr. Radich and Ms. Williams. Absent: Junior Council Member Hoard (excused for a class trip) and the 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.

Mayor Campuzano asked for a moment of silence in memory of Councilwoman Janet English's father.

Approval of agenda: Mr. Radich moved to approve the agenda. Ms. English seconded. Vote: unanimous.

Approval of Minutes: Ms. Byrne moved to approve the minutes of the November 16, 2016 General Meeting of Council. Mr. Radich seconded. Vote: unanimous.

Announcements and Presentations: Mayor Campuzano presented the 2016 Helms Award to Helen Marcarelli. Past Helms Award recipients Joe Stevenson, Fran Wayne, Helen Bowes, Mary Kay Bowden, Jayne Young and Matt Schultz were also present to congratulate Mrs. Marcarelli. The Mayor noted that Mrs. Marcarelli is a lifelong Lansdowne resident and retired in 2008 from Hospital of the University of Pennsylvania. In 2009 she took the Penn State Master Gardeners course. Her service to the community includes: 15 years on the Lansdowne Tree Commission, 14 years on the UAA, 15 years maintaining the Borough plants along Lansdowne Avenue, initiated the beautification of the Marshall Road traffic island and has maintained it for four years. Mrs. Marcarelli spoke about the benefits of the Borough volunteerism and how it has transformed Lansdowne into a strong, vibrant and safe community.

Treasurer/Manager's Report: Mr. Totaro read the November 30, 2016 Report as follows:
General Fund beginning balance: \$534,010, ending balance \$1,302,165.
Sewer Fund beginning balance: \$769,491, ending balance \$1,307,495.
Liquid Fuels Fund beginning balance: \$513,645, ending balance \$709,590.
Non-Uniform Pension Fund beginning balance: \$2,879,067, ending balance \$2,905,756.
Police Pension Fund beginning balance: \$8,094,494, ending balance \$8,167,606.

President Schleigh asked if there were any projected expenditures in the General Fund and Sewer Fund for the rest of the year. Mr. Totaro indicated that in the General Fund \$140,000 will be paid out this month. The Sewer Fund has a fourth quarter amount of \$240,000 that will be paid tomorrow. Mr. Totaro mentioned the approximate end of year surplus in the General Fund is \$75,000 and \$150,000 in the Sewer Fund. Mr. Radich mentioned that the Borough ran a surplus of over 1% of operating budget and commented was a job well done. Mr. Aubrey asked if it was normal for the increased surplus in the Sewer Fund. Mr. Totaro indicated that expenditures had been heavy two years ago but this year showed less amounts expended as projects were smaller in scope.

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

Mayor's Report: The Mayor commented as follows:

1. The 2nd Town Forum will be held on February 9, 7-9 p.m. at the 20 Century Club. Topics will include borough finances led by Finance Committee Chair Bob Radich and public works led by Infrastructure Committee Chair Susan Williams. Other topics may be discussed depending on time allowance and resident comments.
2. The Jingle Judge awards will be presented at the January General meeting.
3. The Borough has received a \$300,000 grant for the Gateway slope project from the State Conservation and Natural Resources Department.
4. The Mayor recapped memorable 2016 Borough events and achievements:
 - A. Inside/Out Program.
 - B. Street Arts Festival.
 - C. National Night Out.
 - D. Kids Halloween Party.
 - E. Lansdowne's own Steve Gumm performed at the Lansdowne Theater.
 - F. July 4th parade and fireworks display.
 - G. Opening of Walgreen's in the former bank building.
 - H. 70 artists works shown at the 2020 House.
 - I. Hoffman Park pavilion renovations.
 - J. 20 Century Club renovations.
 - K. Two new fire trucks purchased.
 - L. One new trash truck purchased.
 - M. Building purchased to facilitate Sanitation Department equipment storage.

Council President's Report: President Schleigh reported that State Representative Margot Davidson will hold an Eggnog Sip event in her office on December 27, 1-5 p.m. The PA State Association of Boroughs will hold its annual seminar on May 7 through May 10. Submission deadline for any proposed resolutions is March 7. Mr. Aubrey asked if the Borough paid for attendance at this event in the past. President Schleigh indicated the Borough pays for any Council person's attendance as has been done in the past.

COMMITTEE REPORTS

Public Health and Safety: Ms. English had no formal report.

Finance and Administration: Mr. Radich reported his Committee met on December 5 to reiterate the final 2017 budget and fee schedule. Mr. Radich mentioned that the final report from the Borough's rating agent regarding the outstanding debt is pending and no issues are anticipated. The Borough's consistently high rating allows for retaining a lower borrowing rate, thereby allowing greater budget flexibility.

Economic Development and Code Enforcement: Ms. James reported the Arts Board will be hosting Jared Reed's annual reading of Charles Dickens "A Christmas Carol" at the 2020 House, December 23 at 7:00 p.m.

Environment: Mr. Aubrey had no formal report.

Community Relations: Ms. Byrne reported her Committee met on November 23 to discuss the upcoming 125th Borough anniversary. Some proposed ideas include a mini carnival or town picnic, house tours, etc. Comcast Cares Day will be held the end of April, 2017. In this regard, Ms. Byrne recently met with the American Legion Post 65 regarding assembling care packages to send to active duty overseas soldiers. Also discussed was planning for some diversity inclusion events throughout 2017 to allow a better understanding of other cultures and traditions.

Library Liaison Report: No report.

Infrastructure and Public Works: Ms. Williams reported her Committee met on November 28. Ms. Williams reported on a variety of issues:

1. Sewer updates. It is expected that by the next Committee meeting the Borough Engineer will have the next round of sewers to be televised.
2. Manhole cover work completed at Madison and Lansdowne.
3. Library and Borough punch list items are on schedule for completion.
4. 20 CC Campus work is delayed with the blue cap material for the walls but the railings have been installed.
5. 2016 paving program is complete and speed bumps on Scottdale Road are now paved into the road as opposed to being removed each season.
6. Ms. Williams and Ms. Byrne recently met with the Lansdowne Business and Professional Association regarding the Plaza project and she will continue to talk with businesses in the coming weeks to alleviate any concerns.

The next Infrastructure Committee meeting will be held on December 27. Mayor Campuzano asked if the leaf pickup was complete. Mr. Totaro confirmed it was completed.

Communications: No items.

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

Visitors:

1. James Jackson - Resident. Mr. Jackson questioned a preliminary budget item regarding the General Fund total expense and revenue amounts. Mr. Jackson noted that according to his calculations it appeared as if there was a short of \$24,401. Mr. Jackson also asked why the recycling grant was reduced from \$17,000 in 2016 to \$5,000 in 2017. Mr. Totaro mentioned the grant is received based on the volume of recycling reported to the state. Also, the value of the material was much higher in the past and the Borough now pays a tipping fee for the volume recycled. Mr. Jackson also asked about the rate of return for the Pension Fund. Mr. Totaro commented that two months was not enough time to get a good indication of performance.

Borough Council comments: Mr. Radich mentioned that the \$24,401 difference between revenues and expenditures in a budget of \$8 million is immaterial and can be submitted as a balanced budget. As to the excess, the Borough is required to post a balanced budget year after year and does not project, nor is allowed to project, offsets for the next year. This excess is kept in the General Fund as a cushion in case of any emergency that may arise. Mr. Radich also commented that at least 18 months is a good time horizon to judge the performance of the Pension Fund manager. The Mayor commented that even though the recycling return might now be less, residents should still recycle as much as possible to help the environment and ease the trash pickup service.

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

Old Business: No items for Old Business.

New Business: No items for New Business.

Action Items:

1. Mr. Radich moved to approve bills for the period. Ms. English seconded. Vote: unanimous.
2. Mr. Radich moved to adopt Ordinance 1303 setting the 2017 tax rate. Ms. English seconded. Vote: unanimous.
3. Mr. Radich moved to adopt Ordinance 1304 to estimate the number of gallons of water expected to be consumed by properties connected to the public sewers in 2017 and to fix the sewer rental/charge applied to each property connected to the Borough Sewer system. Ms. English seconded. Vote: unanimous.
4. Mr. Radich moved to adopt Resolution 2016-21 regarding the 2017 refuse fee. Ms. English seconded. Vote: unanimous.
5. Mr. Radich moved to adopt Resolution 2016-22 regarding the Borough fee schedule. Ms. English seconded. Vote: unanimous.
6. Mr. Radich moved to adopt the 2017 budget. Ms. English seconded. Vote: unanimous.
7. Mr. Radich moved to approve note resolution for TAN (Tax Anticipation Note). Ms. English seconded. Vote: unanimous.

Executive Session: Mr. Radich moved to adjourn to executive session to discuss personnel issues. Ms. English seconded. Vote: unanimous. The meeting adjourned to executive session at 7:50 p.m.

Public Session: Three motions were made upon reconvening to Public Session:

1. Mr. Radich moved to ratify the termination and release agreement as discussed. Ms. Williams seconded. Vote: unanimous.
2. Mr. Radich moved to provide Borough staff members with an annual stipend in the amount of \$50. Ms. English seconded. Vote: unanimous.
3. Mr. Radich moved to allocate a year-end bonus pool for department heads and Borough Secretary. The bonus pool in the amount of \$3,000 is to be allocated as follows:
 - \$ 1,500 - Police Chief Donegan.
 - \$ 1,000 - Borough Manager Totaro.
 - \$ 500 - Borough Secretary Henry.

Adjourn – Ms. Byrne moved to adjourn the meeting. Ms. James seconded. Vote: unanimous. The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Barbara Ann Henry
Borough Secretary