

**Lansdowne Borough Council
General Meeting**

July 20, 2016

APPROVED MINUTES

The Lansdowne Borough Council General Meeting was held on Wednesday, July 20, 2016, at 7:00 p.m. in Borough Hall.

Council members present: President Schleigh, Ms. Byrne, Ms. English, Ms. James, Mr. Radich and Ms. Williams. Absent: Councilman Aubrey 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 long time resident Dickson Werner, who was a businessman and belonged to many local organizations.

Mayor Campuzano asked for a moment of silence in memory of the 9 police officers recently killed in the line of duty in Texas and Louisiana.

Mayor Campuzano asked for a moment of silence for the victims of the shooting incident in Nice, France.

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

Approval of Minutes: Ms. James moved to approve the minutes of the June 15, 2016 General Meeting of Council. Mr. Radich seconded. Vote: unanimous.

Announcements and Presentations: Mayor Campuzano introduced Penn Wood High School boys and girls track team coach Len Jordan and assistant coach Elmer Hunter and several members of the track team. The track team has had an outstanding year, winning at both the state and national levels. Penn Wood is the first school in 35 years to have both a female and male gold winner at the state meet. Some statistics quoted by coach Jordan included: (1) both teams won in the State cross country championships; and (2) regarding indoor, they broke the dmr record, the 4 x 4 record three times, the 400 record, all on the girls side. The boys also similarly placed and won in the same set of runs. Twelve team members made all Delco. In the Penn relays, the school was one of the first schools in the relays history to win the boys and girls area championship. Penn Wood High School was also the first school in 35 years to have both

the male and female "athlete of the year" for Delco. All of the team members present are planning for or have already been accepted into college undergraduate programs.

Treasurer's Report: Mr. Totaro read the June 30, 2016 Report as follows:

General Fund beginning balance: \$534,010, ending balance \$3,200,444.

Sewer Fund beginning balance: \$769,491, ending balance \$1,443,836.

Liquid Fuels Fund beginning balance: \$513,645, ending balance \$726,773.

Non-Uniformed Pension Fund beginning balance: \$2,662,539, ending balance \$2,718,108.

Police Pension Fund beginning balance: \$7,891,017, ending balance \$7,853,465.

Solicitor's Report: Mr. Scott reported on the Delaware County Planning Department's Subdivision and Land Development Ordinance. The original ordinance was adopted in 1981 and does not incorporate the latest planning and design standards. It is now being redrafted to incorporate consistency review criterion into the subdivision and land development application process. This ordinance will also utilize the best modern practices in engineering specifications and design standards for streets, walkways, curbs and gutters, parking facilities, water and sewage facilities, storm water management, lighting and fire hydrants. It will also more effectively protect the environment, encourage the use of alternative energy system and "green" infrastructure, strengthen procedures related to historic preservation and more clearly establish municipal and county responsibilities. A public hearing and County Council adoption is scheduled for August of this year.

Mayor's Report: Mayor Campuzano thanked the Union Athletic Association ("UAA") and all the volunteers who helped with the July 4th festivities. The Mayor mentioned that someone had taken down about 100 UAA signs advertising the event about a week before July 4th and asked that residents call 911 if they see anyone doing this in the future. The Mayor read calendar items as follows:

- August 2nd - National Night Out - 6-8:30 p.m. at the Highland Avenue parking lot.
- October 8th - Shredding and electronics event - 9 a.m. to 1:00 p.m. at the Highland Avenue parking lot. The cost is \$1500 but plans are to share the event with East Lansdowne and possibly Yeadon Boroughs, thereby lowering Lansdowne's costs to \$750 or lower. Mr. Totaro mentioned this expense is a line item in the budget under "tipping fee".
- September 11th - Arts Festival - outside all day event in downtown business district.
- The Borough newsletter will be mailed September 1st. Article submission deadline is August 1st.
- The Lansdowne Fire Company is holding their annual fund drive and needs the Borough's support.
- The new stop sign is now operating at Marshall Road and Owen Avenue. The Borough blinking lights will be installed this week. Street line painting is scheduled in the near future.

Council President's Report: President Schleigh commented that the upcoming National Night Out event helps support the Police Department and shows how they help the community. The Lansdowne Symphony Orchestra ("LSO") has sent a letter requesting that the Borough place an ad in their upcoming 69th season sponsor book. President Schleigh mentioned that a communication was also received from the County Council and District Attorney Jack Whelan

regarding the heroin task force whose mission is to provide outreach and informational services regarding the destructive and addictive nature of heroin and prescription drug abuse. Kiosks will be available throughout the County to provide information about this program and to collect expired prescription medicines.

President Schleigh noted that two new Junior Council members have been selected and will evenly split their time attending Borough Council meetings and each will attend three Committee meetings.

COMMITTEE REPORTS

Public Health and Safety: Ms. English reported that resident requests and concerns were discussed at the last Public Committee meeting. Other topics for discussion included the following:

- Proceeds from the dunk tank at the National Night Event to be sent to the Folcroft officer recently injured. The Solicitor mentioned that this would need to be publicized but no motion was required.
- The part time police officer is completing the testing requirements.
- The Borough cannot adopt its own food truck regulatory ordinance as it is mandated to follow the State level ordinance adopted in 2012.
- The formation of a Youth Aid Panel. Chief Donegan explained that this would be a panel of County trained volunteers from Lansdowne and East Lansdowne to preside over educational discussions for first time minor offense juveniles under the age of 18. There will be one liaison Lansdowne police officer for filing the paper work with the Center of Resolutions. Five volunteers are already on board and this practice would help in lessening court time for police officers. There will be an additional action item on the agenda for this item.

Finance and Administration: Mr. Radich reported the Committee met on June 11th. The Committee discussed the final recommendations for the Police Pension Fund management services. Also discussed was the use of the 20th Century Club ("20CC") by the Folk Club and the cash flow for the Capital Projects Fund. The Lansdowne Economic Development Corporation ("LEDC") has requested the use of the Highland Avenue parking lot for an event.

Economic Development and Code Enforcement: Ms. James reported that the Committee met on May 18th. The Arts Board Show, "Beyond Cold Stones", will be held on June 25th at the 2020 House. The Committee is exploring a vacant property ordinance for the downtown business district. Ms. James commented that the Arts Board is campaigning for membership. Also, two persons are interested in joining the Historic Architecture Review Board ("HARB"). The next EDandCE Committee meeting will be held on August 15th, 7:00 p.m. in Borough Hall.

Environment: No report was given in Mr. Aubrey's absence.

Community Relations: Ms. Byrne reported that the CR Committee has been discussing what steps did and did not work regarding the Inside/Out Program and how to streamline event planning within Borough Council for future events. Ms. Byrne thanked all those who assisted in making this event a success.

The next CR Committee meeting will be held on July 25th.

Library Liaison Report: Two upcoming events:

1. July 28th, 3:30 p.m. at 20CC - Philly Jumping Gyms demo and workshop.
2. August 14th - discussion of The Killing Joke, a young adults graphic novel by Alan Moore.

Infrastructure and Public Works: Ms. Williams reported the Infrastructure Committee met on June 28th. Updates as follows:

- Repaving of the Lansdowne Avenue gas line repair project is complete.
- Inventory is being done regarding replacing some of the street signs and keeping the original design.
- Campus work for the 20CC to be completed in August of this year.
- The new trash truck is expected to arrive by October of this year.
- The leaf collection process and schedule is being streamlined for better efficiency.

President Schleigh asked if some of the Borough green bushes that were torn out for the Baltimore and Lansdowne Avenue light signalization program could be restored. Mr. Totaro indicated that the Parks and Recreation Committee is putting together a replacement plan.

The next Infrastructure Committee meeting will be held on July 26th.

Communications: Previously noted under President's report.

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

Visitors:

1. **James Jackson** - Resident. Mr. Jackson indicated he had attended the recent Arts Board show and felt it was a "great" exhibit. Mr. Jackson asked if copies of the Treasurer's report could be made available for visitors at the general meeting. Mr. Jackson asked why the general meeting video tapes were no longer available at the library. Mr. Totaro indicated that due to space restrictions in the library, this practice was discontinued. A copy is available at Borough hall but there is no viable space to view it. Solicitor Scott indicated that a copy needs to be maintained only until the minutes are approved. Ms. Byrne offered to ask the Library if they could retain a copy for checkout. Mr. Jackson questioned what items are covered in executive sessions, specifically administrative finance matters that require visitors to leave the Finance and Administration Committee meetings. Solicitor Scott indicated that normally all executive session questions are presented to him and there was one presented to him before a Finance Committee meeting that involved assigning work for borough personnel. Mr. Scott indicated that the only three valid executive session topics are litigation, personnel or real estate transaction issues.

Mr. Jackson asked if most of the Borough streets would be paved. Ms. Williams indicated that every year the Infrastructure Committee compiles a priority list of streets needing the most attention.

2. **Mary Ann Surla** - Resident. Ms. Surla commented that the July 4th parade and fireworks had been "a magnificent display". Ms. Surla congratulated the Penn Wood track team and felt they were a "phenomenal" group of teens. Ms. Surla asked that the two new Junior Council members be named and introduced at every Council meeting, indicating this would familiarize them with residents and foster peer encouragement with each other. Ms. Surla applauded the idea of the Youth Aid Panel. Ms. Surla commented that telephone poles and electrical mechanical boxes are being defaced by people leaving expired yard sale signs and the difficulty in removing excessive tape and asked if Borough Council would consider a motion to address this situation. President Schleigh mentioned he would have the Codes Department look into the matter.

Ms. Williams moved to Resume Roberts Rules of Order. Ms. Byrnes seconded. Vote: unanimous.

Old Business:

1. **Interboro Park** - There was a discussion about the concerns brought up by visitors at last month's general meeting regarding the rubbish, water and overgrown vegetation issues behind Fairview Avenue. Mr. Totaro noted that there had been a grant funded project in prior years that excavated the parking area to help alleviate the surface water, cleaned out the rubbish and created a drainage system. Mayor Campuzano felt that the biggest issue was the litter in the park itself and commented that if more vegetation was taken out, the water and mosquito problem would become worse. The Mayor noted that the vegetation is no more overgrown than the area that abuts Wycombe Avenue in the park. It is a wooded area that surrounds the park. Ms. Williams felt that an assessment should be made of the bug and water problems, if there were other alternatives and their resulting impact and asked if either Erica Sollberger or the Borough Engineer would be responsible for handling the problem. There were some suggestions for putting in a large sump pump and planting rain garden appropriate plants to help eliminate some of the water. Ms. English commented that the protocol to pursue such changes is to have a petition from 50% of the residents asserting their concerns. President Schleigh asked that Parks and Recreation Director Erica Sollberger look into the issues first and if any large changes were necessary, the Borough Engineer would be notified.

2. **Diversity Project ("DP")** - Ms. Byrne reported that last year Borough Council had approved four dates the DP requested for use of the 20CC but the dates were not used and they are now requesting four dates for future events, three of which are on a weekend. There was no security deposit and there was some uncertainty about the communication specifics in this regard last year. The DP now wants to use last year's unused four dates for upcoming events this year. Ms. Byrne commented that from an event planning perspective there is a difference between an inquiry and a reserved date. The issue of not having a security deposit to hold the prior dates was discussed with the consensus being it was unfair to reserve dates without such a deposit and then cancel at the last minute. Ms. English felt that for future events, a contract should be signed with a "fee waived" notation and that a policy was needed. Mr. Totaro commented that the current Borough security deposit policy for 20CC rental is a 14 day limit to hold a date without a security deposit. President Schleigh concluded the discussion by suggesting approving three dates (and moving the October 15th event to a week night), requiring a security deposit in advance and signing a 'fee waived' contract.

New Business:

1. **41 South Union Avenue** - President Schleigh noted that a Special Meeting of Borough Council had been held on June 28th regarding an application to the Upper Darby Zoning Hearing Board for establishing a mulch processing plant at this site. Borough Council members, concerned residents and Carl Ewald, Esq. of the Solicitor's office attended the Upper Darby Zoning Hearing meeting two days later to present testimony as to why this application should be denied. The application was ultimately denied due to a number of code issues not being addressed by the applicant. President Schleigh announced that the potential buyers of the property now want to meet with Borough Council members and the Mayor to discuss amending their agreement and addressing the Borough's concerns. After a discussion about the feasibility of such a meeting, there arrived a consensus not to have this meeting and Mr. Totaro will send the appropriate letter to this effect.

2. **Gov. Wolf Liaison Meeting** - President Schleigh noted that a communication had been received from the Governor's office regarding regional representation on local issues. The Mayor, Ms. Williams and Ms. Byrne agreed to be Lansdowne's representatives. President Schleigh asked that the Committees present one to three items for the agenda at next month's Borough Council meeting.

3. **Historic Lansdowne Theater Corporation ("HLTC") liquor/chairs** - The HLTC wants to adopt a resolution to serve alcohol at their September 10th and September 17th fundraising events. The HLTC is also requesting the use of 150 chairs from September 10th through the 18th. Ms. English commented that Borough personnel would be busy with the Arts Festival preparations on September 10th and would pose a hardship on them to deliver and set up the chairs. After a brief discussion it was agreed to discuss the alcohol sale resolution at next month's meeting and allow the use of the chairs.

MOTION: Ms. Byrne moved to have Borough personnel deliver and pick up 150 chairs for the HLTC event from September 9th through September 18th. Ms. James seconded. The motion carried with a voice vote. Ms. English voted "nay".

4. **Pension Management Services** - Mr. Radich reported that under the current portfolio managers for the Police and Non-Uniform Pension Funds, earnings have been much lower than the target rate in a period of significant stock returns. The Finance Committee solicited bids for a new investment manager under the provisions of Act 44. Fifteen responses were received and four candidates were interviewed. Mr. Radich noted that the criteria used to choose the best candidate included the organization's size, the professional backgrounds of the managers and their investment philosophy for managing funds. The Finance Committee has recommended PNC Bank as the new investment advisory group. Solicitor Scott noted that a letter needs to be sent to the unsuccessful bidders and Mr. Totaro will follow up.

5. **Honorarium for TC Campuzano** - Mr. Radich noted that he recently attended the art show curated by TC Campuzano, who volunteered his time to make the show a success. The Finance Committee wants to recognize his efforts with a \$1,000 stipend. Mayor Campuzano commented that he "did not solicit or engage in any discussions" regarding this request.

MOTION: Mr. Radich moved to present TC Campuzano with a \$1,000 payment for services rendered in recognition of his volunteer efforts for the "Beyond Cold Stones" exhibit. Ms. Williams seconded. Vote: unanimous.

6. Civil Service Rules Amendments - Solicitor Scott commented that certain amendments have been made regarding quorum requirements (now three), testing procedures and police academy application date and graduation requirements. Chief Donegan explained that one event had been eliminated for physical agility testing with one attempt for each test. Added under Section 3.5 was that a candidate must graduate within 30 days after the application due date.

MOTION: Ms. English moved to adopt the Civil Service Rules amendments as discussed. Ms. Byrne seconded. Vote: unanimous.

7. Pop Up Picnic - Ms. Byrne commented that in an effort to keep the momentum going from the Inside/Out Program and getting more people involved in community events, the Community Relations Committee is thinking of holding an end of summer picnic event at Sycamore Park, possibly on August 20th or August 27th. Music will be provided and participants will bring their own food. The Joe Stevenson Trio will perform (Joe Stevenson to play for free) but he would like some compensation for his band mates.

MOTION: Ms. Byrne moved to approve a \$200 payment for Joe Stevenson's band to perform at Sycamore Park on a date to be determined. Ms. Williams seconded. Vote: unanimous.

Action Items:

1. Mr. Radich moved to approve bills for the period. Ms. Williams seconded. Vote: unanimous.
2. Ms. English moved to execute maintenance Agreement with Signal Services. Mr. Radich seconded. Vote: unanimous.
3. Ms. Williams moved to approve 2016 Paving Program and 2017 paving and ADA ramp design work. Ms. James seconded. Vote: unanimous.
4. Ms. Williams moved to advertise for bids for the Borough's 2016-17 paving/street restoration programs. Ms. English seconded. Vote: unanimous.
5. Ms. Williams moved to execute agreement with the DEP regarding Section 902 Recycling Grant. Mr. Radich seconded. Vote: unanimous.
6. Ms. English moved to adopt Resolution 2016-11 regarding a grant application to the CFA for the Multimodal Transportation Fund 2016 grant cycle. Ms. Byrne seconded. Vote: unanimous.
7. Mr. Radich moved to grant a fee waiver to the LEDC for use of Hoffman Park for a free theater event. Ms. Byrne seconded: Vote: unanimous.
8. Mr. Radich moved to proceed with migrating management of two Borough Pension Funds to PNC Bank. Ms. English seconded. Vote: unanimous.
9. Mr. Radich moved to execute lease agreement with the Lansdowne Folk Club for use of the 20th Century Club Ms. Byrne seconded. Vote: unanimous.
10. Mr. Radich moved to adopt Resolution 2016-12 regarding purchasing a portion of real property at 76 South Union Avenue. Ms. English seconded. Vote: Unanimous.

11. Mr. Radich moved to execute agreement of sale of a portion of a property at 76 South Union Avenue. Ms. English seconded. Vote: unanimous.
12. Ms. Byrne moved to place a 1/2 page ad in the LSO sponsor book for \$100. Ms. Williams seconded. Vote: unanimous.
13. Ms. English moved to establish a Youth Aid Panel jointly with East Lansdowne Borough and if necessary, advertise an Ordinance for the creation of such entity. Ms. Williams seconded. Vote: unanimous.

Executive Session: Ms. Byrne moved to adjourn to Executive Session to discuss a personnel issue. Ms. Williams seconded. Vote: unanimous. Executive Session adjourned at 9:15 p.m.

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

Adjourn – Mr. Radich moved to adjourn the meeting. Ms. Williams seconded. Vote: unanimous. The meeting adjourned at 9:21 p.m.

Respectfully submitted,

Barbara Ann Henry
Borough Secretary