

**Lansdowne Borough Council  
General Meeting**

**August 17, 2016**

**APPROVED MINUTES**

The Lansdowne Borough Council General Meeting was held on Wednesday, August 17, 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.

**Approval of agenda:** Ms. English moved to approve the agenda. Ms. Williams seconded. Mayor Campuzano will give the Environment Committee report in Mr. Aubrey's absence. Vote: unanimous.

**Approval of Minutes:**

1. Ms. Williams moved to approve the minutes of the July 20, 2016 General Meeting of Council. Ms. Byrne seconded. Vote: unanimous.
  
2. Ms. Byrne moved to approve the minutes of the June 28, 2016 Special Meeting of Council. Ms. Williams seconded. Vote: unanimous.

**Announcements and Presentations:** Mayor Campuzano swore in Niya Ray and Brooke Hoard as the new Junior Council members. The Mayor commented that these positions help youth get more involved in their communities and give a different perspective on issues leading to positive actions. Ms. Ray is a senior at DC Christian School, has always been interested in community issues and will be pursuing Political Science studies in college next year. Ms. Hoard attends J.W. Hallahan School, wants to better the community and has always had an interest in politics.

President Schleigh noted that they will trade off attending the Business and General Council meetings every other month. Ms. Ray will be attending the Public Safety, Infrastructure and Finance & Administration Committee meetings. Ms. Hoard will be attending the Economic Development, Environment and Community Relations Committees meetings. They will switch committee assignments in January, 2017.

**Treasurer's Report:** Mr. Totaro read the July 31, 2016 Report as follows:

General Fund beginning balance: \$534,010, ending balance \$2,748,096.

Sewer Fund beginning balance: \$769,491, ending balance \$1,449,072.

Liquid Fuels Fund beginning balance: \$513,645, ending balance \$726,878.

Non-Uniformed Pension Fund beginning balance: \$2,662,539, ending balance \$2,815,179.

Police Pension Fund beginning balance: \$7,891,017, ending balance \$8,072,788.

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

**Mayor's Report:** The Mayor thanked all the Borough staff, organizations, volunteers and businesses that helped make the recent National Night Out event a success. Special thanks were given to Paul Revere Pizza for funding the dunk tank and bounce walk.

The Mayor recently spoke at the Lansdowne/Upper Darby Rotary Club luncheon held last week. The Club is a non-profit, non-religious and non-political organization of diverse community business owners and professionals. Their goal is to make lasting improvements in the community through humanitarian service programs and education and cultural exchange. The Club is looking for members and to expand into Lansdowne. Interested residents can go to [www.upperdarbylansdownerotaryclub.org](http://www.upperdarbylansdownerotaryclub.org).

The Mayor read a list of calendar items:

1. Lansdowne Folk Club - September 22nd event starts their fall season.
2. Lansdowne Farmers Market - Dog Day will be held on September 24th. The last market day will be October 29th. There will be a special Thanksgiving market day on November 19th and a winter market day on December 17th.
3. September 11th, Noon to 6:00 p.m. "Lansdowne Arts on the Avenue Festival" at 30 N. Lansdowne Avenue lot. 30 vendors are expected. There will be a beer garden, a kid zone and live music.
4. Electronics Recycling Event - October 8th, 9:00 a.m. - 1:00 p.m. at the Highland Avenue lot, rain or shine. TV's and monitors will be collected. There will also be a shredding event.
5. September 10th, 7:00 p.m. - Lansdowne Theater fundraiser. Guitarist Steve Gunn will be performing. Tickets are \$30.
6. September 17th, 6-10 p.m. - Comedy Night at the Lansdowne Theater. Eight comedians will be features. Tickets are \$35-\$60.
7. October 29th - Halloween Party, 12:45 p.m. to 3:00 p.m. Parade will start at the Farmers Market lot and proceed to 20th Century Club. This event is for toddlers through age 10. There will be costume judging classes this year for "Most Original", "Cutest", "Scariest", "Funniest", and "Best Action Figure". There will also be a "Best Duo" award for a parent and child team.
8. October 1st, 3-4 p.m. - Housing ceremony for two new fire company trucks. Procession down Lansdowne Avenue at 5:00 p.m. with banquet following at the 20th Century Club, 6:30 p.m.
9. September 1st - Borough newsletter will be delivered.

**Council President's Report:** President Schleigh reported that the recently submitted support letter for the Simpson Garden II project was declined by the PA Housing Finance Agency.

The PA State Association of Boroughs will be holding seminars at the Wyndham in Gettysburg, PA, October 14-16. The governing group will be holding a similar program for professional development on October 18th.

### COMMITTEE REPORTS

**Public Health and Safety:** Ms. English reported there was no meeting this month due to the National Night Out event. Ms. English noted that the \$325 collected for the dunk tank will be donated to an injured officer in Folcroft, PA.

**Finance and Administration:** Mr. Radich reported there was no meeting held this month. The State Auditor General's office has completed their audit of the Liquid Fuels Fund with an "all clean" report.

The Finance Committee is looking into the amount of Borough fees and costs to vendors. The Committee has moved the pension funds to a more cost effective provider. The Borough has obtained a three year commitment from the general liability provider for a savings of \$21,000 per annum assuming that the Borough's loss ratio stays within the guidelines. This will save the Borough approximately \$65,000 over three years.

**Economic Development and Code Enforcement:** Ms. James reported this Committee met on August 15th. Several items were discussed:

- The Committee has interviewed two candidates for the Historic Architecture Review Board ("HARB") openings and will be appointing them.
- The Committee discussed writing an ordinance for buildings that have more than one business to address any signage issues.
- Increasing hours for the Art Gallery.
- There was a meeting with the Lansdowne Economic and Development Corporation ("LEDC") to discuss several issues addressed under New Business.
- Downtown Nutrition is a new business located on Lansdowne Avenue.

The next EDandCE Committee meeting will be held on September 19th.

**Environment:** Mayor Campuzano reported that the Masonic clock on Lansdowne Avenue has been repaired. Due to a lack of volunteers from Lansdowne, the Meals on Wheels program has been discontinued in the Borough. Mr. Aubrey will further investigate this issue.

**Community Relations:** Ms. Byrne reported that the winter farmer's market hours will be 9-11 a.m. Ms. Byrne presented Council with a draft event request form for review and approval. Discussion will follow under New Business. The end of summer picnic free event will be held at Sycamore Park on August 27th, 5:00 p.m.

The next Committee meeting will be held on August 22nd at 7:00 p.m.

**Library Liaison Report:** The Library does not have the room for the Borough Council televised meeting VHS tapes but there is a machine that can convert them from VHS to DVD's.

The Library held a Police Forum where Officer Parker spoke about training, how times have changed from first time on force until now and thoughts about current events throughout the country. Ms. Byrne will discuss the questions that were presented at the forum at the next Public Safety Committee meeting.

**Infrastructure and Public Works:** Ms. Williams reported her Committee met on July 26th. Topics of discussion were as follows:

- Penn Dot signalization program has arrived at Lansdowne and Baltimore Avenue with a left hand turn signal. One light is up but not yet operational.
- 2016 paving program has been advertised for bids due the end of August. All work is expected to be completed by the end of November.
- 20th Century Club campus work has been delayed. Expected completion date is late September-early October, 2016.
- Grant applications have been submitted for a gateway slope and Lansdowne Theater crosswalk.
- A snow plow plan list of FAQ's (frequently asked questions) is being developed.
- Sewer televising has begun with two miles completed out of the 25 miles remaining.

The next Committee meeting will be held on August 23rd at 7:00 p.m.

**Communications:** An e-mail was sent to the Parks and Recreation Department requesting using Sycamore Park for a voter registration event tomorrow night. President Schleigh asked if there were any guidelines for right of assembly. The Solicitor noted that the Borough Ordinance requires a park permit if the attendees are 20 or more. This will be handled at the staff level.

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

### **Visitors:**

1. **James Jackson** - Resident. Mr. Jackson thanked Council for the follow up regarding the Council meeting videotapes and providing financial reports. Mr. Jackson commented that the last Council meeting was not broadcast as scheduled on RCN. Mr. Totaro will investigate. Mr. Jackson asked if the Youth Aid Panel was still being looked into and Chief Donegan confirmed that volunteers will be trained by the end of this year. Mr. Jackson wanted to take pictures at the upcoming Halloween Party festivities. The Mayor commented that this is a parents/children only event but Mr. Jackson could certainly volunteer at the event.

2. **Mary Ann Surla** - Resident. Ms. Surla thanked all those who made the recent National Night Out such a success and suggested having a line dance for older residents at next year's event. Ms. Surla welcomed the two new Junior Council members and encouraged them to speak their minds regarding viable issues and programs affecting future generations. Ms. Surla presented several old yard sale signs that had remained for a month after the sale. Ms. Surla presented a "lost dog" sign and felt it included questionable intent.

**3. Ellen Lustgarten** - Willowbrook Avenue resident. Ms. Lustgarten thanked the Mayor for mentioning the Farmers Market and Arts Festival events. Ms. Lustgarten thanked the Borough for providing the space and police presence for these events and mentioned volunteers are needed to help with the Farmers Market and Arts Festival. Ms. Lustgarten commented she would like to be part of the New Business discussion regarding the LEDC.

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

### **Old Business:**

**1. LED Street Lights** - Mr. Totaro presented Council with a map that provides suggestions for the LED pilot light program and locations of the lights. Mr. Totaro commented there are three different levels of lights that will be used in residential, street and intermediate areas. He requested Council's input on desired light levels by the next meeting.

### **New Business:**

**1. Event Request Form** - Ms. Byrne presented a draft form intended for use by any Council member or organization planning an event that needs Council approval. Ms. English felt that the version used for the 20CC rental request was more comprehensive and the proposed version lacked certain information such as who sets up and takes down, what areas will be used, are waivers being granted, etc. Ms. Byrne commented that the 20CC form is used for outside members and not Borough events. President Schleigh asked if it was duplicative. Mayor Campuzano questioned if the form was for Committee events or those of organizations, commenting there are current processes for certain events. President Schleigh suggested taking no current action tonight until further discussion is held between the Community Relations and Finance and Administration Committees.

**2. Plowing Plan/FAQ's** - Ms. Williams indicated the details have already been presented in the Infrastructure Committee meetings and would like to publish it on Face book and the Borough web site. The content includes such things as how the Borough goes about plowing and the process, why certain roads get plowed later, private road plowing exclusions, etc. President Schleigh suggested including having the Mayor have a declaration for parking in various Borough cleared lots when plowing is to occur and the streets need to be clear of parked cars. After a brief discussion there was consensus to move forward with the media publication.

**3. LEDC Main Street Application** - LEDC Executive Director Debbie Brodeur and LEDC Board Chair Ellen Lustgarten were present to address several items/requests. Ms. Lustgarten commented there was a meeting on August 15th of the LEDC to discuss retail growth, working with developers, how to maintain and expand Borough businesses, etc. The LEDC wants to reapply for a Main Street designation but needs support from Borough Council through adopting a Resolution supporting the activities, financial planning and hiring of a Manager to oversee the funding projects. It would be a one year commitment of \$33,000 that is the average for most municipalities, and a four year commitment thereafter for a similar amount. Mr. Radich clarified that the Elm Street program is ending that results in \$13,000 less for the Borough. The LEDC needs administrative support, not project funding. President Schleigh asked what benefits the

Borough had received under the previous Main Street program. Mrs. Brodeur noted as examples: business sign design guidelines, funding for facade improvements, HARB data collection for developers from 2005 through 2010, the 5K run, the Farmers Market and working successfully with the Codes Department regarding permits. Mr. Radich concurred that having a vibrant downtown improves and stabilizes property values. There was a consensus to support this application.

**4. LEDC request (tables and chairs)** - The LEDC is requesting 130 outdoor folding chairs, 18 8-foot rectangle tables and 8 60" round tables for the September 11th Arts Festival, to be delivered to the Lansdowne Theater on September 9th. HLTC Director Matt Schultz has already requested 150 indoor chairs for the same delivery date and asked that all chairs remain in place until September 19th with the HLTC and LEDC being responsible for each of their respective borrowed items. Mr. Scott commented that formalizing the conditions in writing would be appropriate for borrowing Borough equipment.

**MOTION:** Mr. Radich moved to allow the use of chairs and tables, subject to an agreement approved by the Borough Solicitor and with the approval of Parks and Recreation Director that the tables and chairs are appropriate for their use. Ms. Byrne seconded. Vote: unanimous.

**5. LEDC request (big chair) August 18 until September 11, 2016.** - The LEDC is requesting permission to display a "Big Chair" in the parking lot at 30 N. Lansdowne Avenue from August 18th through September 19th as advertisement for the September 11th Arts Festival. The chair will take up two metered parking spaces.

**MOTION:** Ms. Williams moved to approve the big chair display in the 30 N. Lansdowne Avenue parking lot and to waive the parking meter fee with the approval of Chief Donegan for safety reasons. Ms. Byrne seconded. Vote: unanimous.

**6. LEDC parking fee waiver request.** A request has been made to waive all the parking meter fees on September 11th for the benefit of Arts Festivals patrons.

**MOTION:** Ms. Williams moved to waive the parking meter fees for September 11th. Ms. English seconded. Vote: unanimous.

**7. LEDC trash cans for Arts Festival.** The request is for six trash cans to be delivered to the 30 N. Lansdowne Avenue parking lot on September 9th and picked up any time after September 12th. Ms. English offered to provide some of her own 33 gallon trash cans.

**8. Request for public art piece.** Liz Steele Coats wants to make a public art piece wherein festival patrons can help make a beaded spiral piece of art to be hung up after the festival ends. The request is to hang it across the entrance of the 30 N. Lansdowne Avenue lot, high enough so as not to interfere with cars or trucks entering/exiting the lot. The LEDC would like to hang it until the last regular farmers market on October 29th. President Schleigh suggested contacting the Arts Board with any recommendations. The Mayor pointed out that there might be a problem with falling beads and perhaps the piece should be hung at eye level.

**Action Items:**

1. Mr. Radich moved to approve bills for the period. Ms. English seconded. Vote: unanimous.
2. Ms. James moved to ratify Resolution 2016-13 regarding distribution of liquor at 31 North Lansdowne Avenue. Ms. English seconded. Vote: unanimous.
3. Mr. Radich moved to ratify General Liability insurance binder with Argonaut Insurance Co. Ms. Williams seconded. Vote: unanimous.
4. Ms. James moved to appoint Stephanie Strassel to the HARB for a 3-year term expiring 8/17/19. Ms. Byrne seconded. Vote: unanimous.
5. Ms. James moved to appoint Ryan Berley to the HARB for a 3-year term expiring 8/17/19. Mr. Radich seconded. Vote: unanimous.
6. Mr. Radich moved to set the 2017 budget for the Police Pension Fund MMO at \$398,107. Ms. Byrne seconded. Vote: unanimous.
7. Mr. Radich moved to set the 2017 budget for the non-uniform pension fund MMO at \$127,576. Ms. Byrne seconded. Vote: unanimous.
8. Ms. James moved to approve relocation of the property line between 288 and 286 West Greenwood Avenue. Mr. Radich seconded. **Discussion:** Solicitor Scott commented that this pertains to a vacant lot that had a twin house on it that was demolished between two other lots, each with a residence on it. The proposal is to put a new lot line through the middle vacant lot to divide it between the two properties. Currently, the vacant lot belongs to 290 West Greenwood Avenue. The lot line would be shifted about a foot off the party wall line. Mr. David Lindsay lives at 290 West Greenwood and owns 288 West Greenwood and was present to comment on the proposal. Mr. Lindsay concurred that he would be conveying about 100 square feet to the other neighbor to enlarge their yard. Mr. Scott noted that the Borough and County Planning Commissions had reviewed the plan and the County is suggesting that the plan be revised to show the consolidation of what was the vacant lot into the two adjacent lots rather than having two new parcels created that remains unconnected to the adjacent parcels. A deed of consolidation would also be necessary. Ms. English moved to amend the original motion to include "approval conditioned upon the plan being revised to show that the lots are consolidated into their adjacent lot." Ms. James seconded. Vote: unanimous.
9. Ms. James moved to execute agreement with Rachel Dukeman (aka R&R Creative LLC). Ms. Williams seconded. **Discussion:** Referenced an attachment that was not included in the prior engagement that Ms. Dukeman had with the Arts Board. President Schleigh asked if Council members had been satisfied with her services regarding promoting the Arts Gallery for the Jacques Liu event. Ms. English commented that she would not vote for an agreement that includes an Exhibit with no specific criteria, such as the date of the show, services to be provided, etc. Ms. English noted that the Arts Board had put in a \$400 printing request for public relations materials for TC Campuzano's curated show and asked if any publicity had been done in this regard. The Mayor noted that this particular show should have had the same criteria applied and it was not. Ms. James commented that the money has already been approved for Ms. Dukeman's current agreement and asked what public relations work was expected. Ms. English commented she would like to see a concise Exhibit A and whether the Arts Board had approved publicity efforts for Ms. Dukeman's previous engagement. After further discussion, President Schleigh proposed an amended motion. Ms. James amended her original

motion to include approval of the agreement conditioned upon showing other receivables listed in Exhibit A and to continue this practice going forward. Ms. Williams seconded. Vote: unanimous.

10. Ms. James moved to approve a Resolution of the Borough of Lansdowne supporting the filing of an application by Lansdowne Economic Development Corporation for designation under the Pennsylvania Department of Community and Economic Development's (hereinafter "DCED") Keystone Communities program as a Main Street Program with a monetary contribution of \$33,000 for the first year. Ms. Williams seconded. Vote: unanimous.

**Executive Session:** No items for Executive Session.

**Adjourn** – Ms. Williams moved to adjourn the meeting. Ms. Byrne seconded. Vote: unanimous. The meeting adjourned at 9:22 p.m.

Respectfully submitted,

Barbara Ann Henry  
Borough Secretary