

**Lansdowne Borough Council**

**BUSINESS MEETING**

**February 3, 2016**

**APPROVED MINUTES**

The Lansdowne Borough Council Business Meeting was held on Wednesday, February 3, 2016, 7:00 p.m. at borough hall. Members present: President Schleigh, Mr. Aubrey, Ms. Byrne, Ms. English, Ms. James, Mr. Radich and Ms. Williams. Absent: Fire Company Representative. Also in attendance: Mayor Campuzano, Borough Manager Totaro, Borough Secretary Henry, Borough Solicitor Scott and Police Chief Donegan.

Mayor Campuzano opened the meeting with the Pledge of Allegiance.

Ms. Williams moved to approve the agenda. Mr. Aubrey seconded. Vote: unanimous.

**Approval of Minutes:**

Ms. Byrne moved to approve the minutes of the January 4, 2016 Reorganization Meeting. Ms. Williams seconded. Vote: unanimous.

Ms. Byrne moved to approve the minutes of the January 6, 2016 Borough Council Business Meeting. Ms. Williams seconded. Vote: unanimous.

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

**Public Comment:** There was no public comment.

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

**REPORTS**

**Treasurer's/Manager's Report:** Mr. Totaro consolidated both report. He noted that there will be a full Treasurer's report at the next general meeting. There will be a pre bid meeting held this Friday for the 20th Century Club exterior work. The Baltimore Avenue signalization project will begin on Scottdale Road at Baltimore Avenue in a few weeks. Staging equipment will be in the area near the entrance to Gateway Park and along Darby Creek. Mr. Totaro presented the accounting figures from the Jonas snowstorm:

Overtime:	\$ 6,573
Salt:	\$ 6,242
Salt Truck:	\$ <u>3,700</u>
Total:	\$ 16,500

Mr. Aubrey asked if these figures were the average cost for this type of storm. Mr. Totaro noted he did not do this type of accounting but large storms offer a potential for some reimbursement. The salt truck cost is average and salt price is budgeted.

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

**Chief of Police Report** – Chief Donegan reported that the handicapped parking renewal letters have been sent out to residents who are eligible. All police officers are now registered to complete their mandatory annual training online.

**Fire Company Representative Report** – No formal report was given. Mayor Campuzano commented that the Fire Chief and other fire company members will be travelling next week to the factory to inspect the new truck.

**Mayor's Report** – Mayor Campuzano reported that the Lansdowne Boys and Girls Club sent a \$500 sewer payment this week to the service collections company. The Mayor commented that he recently met Congressman Bob Brady at a recent fundraiser and the topic of funding for the Lansdowne Theater was discussed. At the suggestion of Matt Schultz, Director of the Historic Lansdowne Theater Corporation, the Mayor will send a follow up letter to Congressman Brady inviting him to tour the theater and discuss funding.

The deadline for submissions for the spring issue of the borough newsletter is April 1st. The Mayor commented that any event happening in the spring/summer should be included in the forthcoming spring issue. The Mayor noted that the Christmas tree lighting in the business district will remain on at night until the upcoming InsideOut event. With this event in mind, the Mayor commented that the Lansdowne Avenue and Highland Avenue parking lots needed repairs due to numerous potholes. Ms. Williams commented that this will be discussed at tomorrow's InsideOut Planning meeting. The Mayor mentioned that he would like to hold another shredding event in the near future with East Lansdowne and Yeadon. In honor of Black History Month, the spotlighted business at the next general meeting will be Kia's Cakes.

**President's Report** – President Schleigh reported that he attended a dinner last night in which the Delaware County District Attorney and Chief of the White Collar Crime Unit made a presentation regarding white collar crime that particularly affects the elderly. Chief Donegan commented that there has been a rash of IRS scams and information about how to protect yourself from scams will be posted on the police web site.

#### **OLD BUSINESS:**

**1. Walk shed.** Ms. Williams reported that the next phase was intended to move the marketplace portion to construction design to figure out the costs involved. Mr. Totaro noted that the proposed egress is being changed but it will be less complicated than what is proposed now. Mr. Totaro commented that the next steps would be simpler as the design is straightforward. Mr. Aubrey expressed a concern about budgetary constraints in hiring a design consultant or engineer but felt there was no harm in moving forward with this phase. Mr. Radich commented that the walk shed money would be expended in the second half of the year so it would only be captured in half of 2016's budget.

**MOTION:** Mr. Aubrey moved to have Mr. Totaro move forward in putting forth a RFP and request for design services. Ms. Byrne seconded. Vote: unanimous.

**2. Borough Council Committee.** President Schleigh asked if there were any changes to the standing Committee goals/objectives/mission statements.

**Infrastructure Committee:** Ms. Williams commented that she wrote a new mission statement to allow for changes as they occur in the borough over time and to preserve the ability of government to adequately preserve these assets for succeeding generations. The goals and objectives were also reworded. There would also be a FAQ section on the web regarding snow emergency plans and routes. An inventory and punch list will be created for a repair and maintenance plan relative to the facilities controlled by the borough. The Committee would also monitor the industry and government activity looking for opportunities for improvement of services, cost savings and training of staff. President Schleigh asked if environmental compliance with respect to sanitary sewers comply with these objectives. Ms. Williams commented that the initial thought was to have the MS4 requirements fall under Infrastructure. Mr. Aubrey commented that it was never moved from the Environment Committee but was handled by the in house codes personnel at the time. Ms. Williams felt the general oversight for the MS4 plan should be in Infrastructure.

The Mayor asked if the committee discussion could be deferred so that Debbie Brodeur of the LEDC could give her presentation about the Arts Festival proposal.

**3. Lansdowne Economic Development Committee ("LEDC") Arts Festival.** Debbie Brodeur explained the LEDC's intent in this regard. In the past, the Arts Festival has always been held indoors at the 20th Century Club. The LEDC wants to move the event outside to the Lansdowne Avenue parking lot area to produce more of a festival atmosphere and allow for more vendors to showcase their work. It would be held rain or shine, one day only, on September 11th, from about noon to 6:00 p.m. Ms. Brodeur noted that some road closings would be necessary and there is a minimum of 30 days to apply for such a permit. After further discussion, there arrived a consensus among Borough Council members to have the LEDC contact Penn Dot for a road closing permit.

The Committee discussion then resumed.

**Community Relations:** Ms. Byrne commented that this committee would remain pretty much the same except for a few additions: (1) The mission statement would also contain a sentence regarding facilitating an open relationship with the community and relaying information to council and the mayor so that they may have the best possible purview of the borough's citizens. (2) Additions to the goals and objectives: the Committee would also design updates for the borough web site, act as a liaison instead of having oversight with the school board on common issues, and work with borough boards and commissions to increase resident participation on their Boards. Ms. Williams asked if the Committee owns the content of the borough web site. Mr. Totaro noted that the web structure should reflect Borough Council content. The Mayor commented that some of the web content is out of date and should be archived and felt that the content should be more streamlined if the budget allowed for this. Mr. Totaro noted that this had

been investigated in prior years and the cost had been about \$15,000. There was an idea to have a looping power point video that could be handled by some high school students.

There was a question as to whether or not Parks and Recreation should remain in the Environment Committee, go to the Community Relations Committee or be split in half. Ms. Byrne felt that some of the school board programs could be included with Parks and Recreation. Mr. Aubrey commented that he provides some input to Parks and Recreations when required but had no problem with having Ms. Byrne handle the recreational events portion.

**Public Safety:** Ms. English commented that there were very few changes. Ms. English noted that certain language in goals and objectives regarding emergency vehicle policy was already addressed under other Public Safety Committee points. President Schleigh questioned if this Committee would be acting as the Fire Company liaison. Ms. English noted that this should be added. The Mayor asked that he be mentioned in the mission statement as being involved with Borough Council members on various items in this Committee.

**Economic Development and Code Enforcement:** Ms. James commented that the goals and objectives remained the same with a few additions. Ms. James felt something should be put together for new businesses, noting that some new restaurants were not being advertised and the public was unaware of their operation. Also, the Committee would like to revise the plans to increase foot traffic in the central business district. Ms. James felt that the objective of developing a more unified vision of the HARB could be removed. Ms. James will address some aspects of the arts role under New Business.

**Environment:** Mr. Aubrey deferred discussion until the next Council meeting.

**Finance and Administration:** Mr. Radich deferred discussion until the next Council meeting. Mr. Radich commented that the oversight of the Police Pension Fund should also extend to the Non-Uniform Police Pension fund.

## **NEW BUSINESS:**

**1. Permit and other fees / e-payment system.** Mr. Totaro reported there is currently a 2.75% service charge incurred by the borough for electronic payments and ways to recover some of these costs will be discussed at the next Finance Committee meeting. Chief Donegan asked how residents would receive overnight parking stickers if paying on line. Mr. Totaro indicated that it was not an on line payment method. Rather, residents would come into borough hall, pay by credit and receive the stickers after payment authorization was received.

**2. Social Media.** Mr. Totaro asked that this topic be deferred until a later date. Chief Donegan commented that the police department launched its Face book page last month.

**3. Lansdowne Arts Board ("LAB").** Ms. James questioned if Borough Council wanted to have the Arts Board continue to manage the 2020 House or whether it should be repurposed for other types of events/activities that would be held more often than the occasional art show. Mr. Aubrey commented that he had spoken with a West Philadelphia artist who was putting together an arts program geared toward youth and adults. Mr. Aubrey suggested he use the 2020 House for this project. Mr. Aubrey felt that the 2020 House should be monetized as much as possible

and could be used for more events. Ms. James commented that the Arts Board had been waiting for the \$80,000 print maker to implement the arts programs goals. Mr. Radich commented that there had been some confusion among members of the Arts Board regarding the printing press because they were led to believe that this type of expenditure would be a high priority and the issue was never brought before Borough Council. Mr. Totaro commented that the original intent of the 2020 House was not to make it a money maker but rather to use it as an arts avenue to sell the community's benefits of living here or visiting. The Mayor felt that other borough organizations should be allowed to use the 2020 House. President Schleigh noted that someone should be present there to run it, greet people and explain its purpose and suggested having the LEDC act as manager. Ms. Williams commented she will bring this idea to the LEDC at their next meeting.

**4. Classic Towns Trolley Tour (May 20th).** Mr. Totaro reported that Lansdowne will be featured with Media borough. The Mayor and President Schleigh will act as the Welcome Committee when the event starts at 8:30 a.m. at the Avenue Deli.

**5. Vacant Property Review Board.** President Schleigh asked if this Board still serves the borough and if it has a viable purpose. Mr. Scott commented that under the Urban Redevelopment Law, boroughs can tear down problem properties but had not seen it used in his 12 years as Lansdowne Solicitor. Mayor Campuzano commented that it had been useful many years ago when the borough demolished three condemned houses.

#### **Action Items:**

1. Mr. Radich moved to authorize payment of bills for period. Ms. Williams seconded. Vote: unanimous.
2. Ms. Williams moved to adopt Resolution 2016-01 regarding 2016 County Liquid Fuels Aid. President Schleigh seconded. Vote: unanimous.
3. Mr. Radich moved to execute Audit Procedure letter from Barbacane, Thornton & Co. LLP. Mr. Aubrey seconded. Vote: unanimous.
4. Mr. Radich moved to execute Merchant Processing Agreement with Heartland Payment Systems. Mr. Aubrey seconded. Vote: unanimous.
5. Ms. Williams moved to authorize Johnson Controls to perform investment grade audit of Borough street lights. Ms. English seconded. Vote: unanimous.

**Executive Session** - President Schleigh moved to adjourn to executive session to discuss a real estate issue. Ms. Byrne seconded. Vote: unanimous. The meeting adjourned to executive session at 9:00 p.m.

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

**Adjourn** – Ms. James moved to adjourn the meeting. Mr. Aubrey seconded. Vote: unanimous.  
The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Barbara Ann Henry  
Borough Secretary