

Lansdowne Borough Council

BUSINESS MEETING

February 15, 2023

UNAPPROVED MINUTES

The Lansdowne Borough Council Meeting was held in person and virtually on Wednesday, February 15, 2023, at 7:00 p.m.

President Hover opened the meeting and Mayor Byrne lead the Pledge of Allegiance. Members Present: President Hover, Vice President Naji-Taylor, Mayor Byrne, Mr. Griffin, Ms. Young, Ms. James, and Ms. Martsof. Absent: Mr. Curry Also Present: Borough Manager Craig Totaro, Police Chief Kenneth Rutherford, Borough Engineer Kevin Matson, Borough Treasurer Ms. Donna Lang, and Solicitor Robert Scott.

Approval of Agenda Ms. James motioned to approve the agenda. Seconded: Vice President Naji-Taylor
Vote: Unanimous

Approval of Minutes Ms. James motioned to approve the minutes of the January 18th Business Council Meeting. Seconded: Vice President Naji-Taylor
Vote: Unanimous with a few friendly amendments

Announcements and Presentations

Cinda Boutique and Rai's Place

- Cinda Boutique and Rai's Place is a business in Lansdowne located at 12 North Lansdowne Avenue. The store hours are Monday through Saturday from 11:00 a.m. until 5:00 p.m. They specialize in everything beauty from custom units and wigs and 3D eyelashes to luxurious press-on nails and so much more.

Treasurer's Report

General Fund Beginning Balance \$1,712,764; Ending Balance \$1,826,207

Sewer Fund Beginning Balance \$421,790; Ending Balance \$412,982

Liquid Fuels Fund Beginning Balance \$877,377; Ending Balance \$879,473

Non-Uniformed Pension Beginning Balance \$3,868,562; Ending Balance 4,10,600

Police Pension Fund Beginning Balance \$10,120,049; Ending Balance \$10,660,823

Total All Funds Beginning Balance \$17,000,542; Ending Balance \$17,889,084

Solicitor's Report

- There was nothing to report this evening.

Mayor's Report

- This Friday Mayor Byrne will be attending her third Safe Corridor Meeting with State Representative Gina Curry, Senator Tim Kearney, Superintendent Dr. Beacoats, Chief

Rutherford, LEDC, and local business owners. Representation from Wawa will also be in attendance. She is looking forward to this next round of discussions and will deliver any updates at the next council meeting.

- The Winter Farmers Market, although it has not been very wintery, will be taking place this weekend from 10:00 a.m. to 12:00 p.m. rain or shine. Be sure to stop by!
- Also, this Saturday will be the official ribbon cutting of Vinyl Revival at 11:00 a.m. Mayor Byrne is so happy to still have Vinyl Revival in town and thrilled to celebrate their new location. She hopes to see some of you there as well.

Council President's Report

President Hover acted to appoint Ms. Ellen Lustgarten to the Library Board

- All students within the Lansdowne Community should submit art, essays or poetry to be highlighted in the newsletter and on our social media. The theme for the art, essays or poetry is "black resistance" as established by the Association for the Study of African American Life and History established by CG Woodson, the father of Black History.
- All residents are encouraged to attend the Black History Month Show at the 2020 House as it continues through the month. Thank you to the Lansdowne Arts Board for organizing the show for the Borough.

Public Safety

- This Thursday, representatives from Lansdowne Borough Council – Vice President Naji-Taylor, Public Safety, Mayor Byrne, Craig Totaro, Solicitor Bob Scott, and President Hover with representatives from Trinity Health and Mercy Fitzgerald Hospital. At the meeting they plan to discuss the status of the ambulances in Delaware County and in Lansdowne.

Economic Development

- Lansdowne Borough Council continues to work with community partners and Lansdowne businesses to build downtown Lansdowne. On Wednesday, February 8th the economic development committee with Deb Brodeur and William Brown to complete the LEDC Contract and addendum.
 - In this contract, Lansdowne Borough Council and the LEDC are committed to developing a marketing strategy to advertise the arts community and the many arts assets in the Borough.
- Lansdowne residents and all members of Council are reminded of Council that Vinyl Revival will reopen at their new space at 26 North Lansdowne Avenue and there will be a ribbon cutting ceremony on February 18th at 11:00 a.m.
- Finally, Lansdowne Borough Council is committed to the procurement of funds for the Lansdowne Landing and Veteran's Park areas to upgrade the parks as a community gathering space and upgrade the parking lots in Lansdowne Borough.

Comprehensive Plan

- The Ad Hoc Steering Committee is nearing completion of a revised draft for public discussion and a second larger town hall discussion to review the plan.

- The Ad Hoc Steering Committee met on January 24th at 6:30 p.m. at Borough Hall and we will be moving forward with a public meeting in April with the to be announced. (Bob Scott pathway for the plan’s adoption)

Facilities

- Over the next year, Lansdowne Borough will continue the housekeeping tasks to improve beautification in the Borough. Painting has been completed in Borough Hall in the hallways and Borough Chambers. In January, Borough Council voted for the acquisition of Borough furniture to upgrade all of the current furniture in Borough Hall chambers.
- On Saturday, February 4th, President Hover attended the trails summit at the Haverford Western Suburbs Trail Summit hosted by The Haverford Parks and Recreation and Friends of Haverford Trails. At the summit, President Hover joined with representatives from County Council, other municipalities – including Upper Darby and Haverford, and the Planning department to discuss the work Lansdowne has been doing for creating trails, bike lanes and multimodal development.
- On March 29th, Council will have a special meeting for possible Facilities upgrades to the Library, Borough Hall and the Police Department. This meeting will feature GKO architects to discuss the space planning of the Library, Borough Hall and Police Department and possible transition of current facilities and we encourage all residents to attend.

Boards and Commissions

- On February 22nd at 6:00 p.m. there will be a meeting with members of all of the Borough Boards and Commissions to review the necessary Borough laws and procedures.
- President Hover is proposing that the last Wednesday of February be used to conduct a review with the Boards and Commissions the necessary Borough laws and procedures that are applicable to the Boards and Commissions. At this, unless there are any objections, President Hover would ask that the Borough provide refreshments as a thank you for the service on the Boards and Commissions. Please communicate to the various chairs of the Boards and Commissions to support:

Code Appeals Board – two members

Environment Advisory Council – 1 member

Parks and Recreation Board – 3 members

Human Relations Commission – 5 members

Planning Commission – 1 member

Zoning Hearing Board – 3 members

Committee Reports

Public Health and Safety

- Public Safety meetings will no longer be hybrid. It will only take place in person.
- The Fire Chief Report for the month of January 2023:
Fire Response:

- Total Alarms: 66 YTD: 91
- Man Hours (Incidents) 59 hours, 30 minutes.
- Firefighters Responding: Apparatus: 3.0 Average Not on Apparatus: .8 Average Total: 3.8 Average
- Average Enroute Time: 3 minutes 4 seconds
- Average Arrival Time: 6 minutes 10 seconds
- Average Time on Scene: 15 minutes 59 seconds

Ambulance Response:

- YTD: 228

Major Incident Types:

- Fires: 6
- Rescue or EMS assist: 8
- Hazardous condition: 5
- Service Call: 2
- Good Intent Call: 30
- False Alarm/Call: 15

Apparatus Report:

AMB 19 out of service for coolant leak and preventative maintenance.

AMB 19A out of service due to accident damage. Awaiting quote for repairs.

Engine 19 in service, no discrepancies. Annual pump test scheduled for February 28th.

Truck 19 in service, no discrepancies. Annual aerial test scheduled for February 28th.

Rescue 19 in service, no discrepancies. Annual pump test scheduled for February 28th.

Utility truck, Fire Police Truck and Command Vehicle in service, no discrepancies.

Hose and ground ladder testing February 27th.

- The Animal Control Contract was completed. It was active as of February 1, 2023. The Delaware County Animal Control will still be responsible for wildlife.
- Chief Rutherford has taken the time to create an application for those interested in a job as a Lansdowne Police Officer. The application is available at the Borough to fill out and turn in, in person. The applications are due on March 8th.
- Richard Smalley is resigning from the Civil Service Commission. This is on the Agenda under Action Items.

Finance & Administration

- PNC came to discuss the pension plan, the mild recession and the stocks that the Borough invests in.
- At the previous meeting the audit was discussed. All the Borough's financial inquiries will be audited.

- The application for the Senator Block Grant was discussed and was submitted January 6, 2023.

Economic Development

- Most of the meeting consisted of finishing up the conversation for the contract concerning Lansdowne Arts and Cultural Council. This provides additional funds to the LEDC to work on a marketing strategy and develop a core group of individuals including representatives from council on that committee to work towards marketing Lansdowne and developing arts initiatives within Lansdowne and to take our model, our next step with more investment within the community.
- We also discussed any updates with the American Rescue Plan, money that we have allocated and CDBG updates. At this point we are still waiting to hear back from the county to see that we have been on the short list for receiving those grants.
- There was a report from Code Enforcement. There were 38 violations that were issued inspection of seven rental units, 12 use and occupancy, two conditional use and occupancy permits issued, 28 permits from zero to 10,000, 11 permits from 10,000 to 50,000, zero permits over 50,000, total permits issued were 39, eight tickets were issued, and six tickets were paid.
- The arts marketing strategy was discussed and how that would tie in with the grant of the arts and cultural council.

Environment

- The Great Backyard Bird Count is from February 17th until the 20th. This requires going in your backyard for 20 minutes and observe the birds that you see and hear and then go on the website birdcount.org and record what you observe. This website has information on how birds migrate and the general health of the different groups of birds.
- The vacancies on the EAC and Parks and Recreation were also discussed. There are two vacancies on the EAC and three for Parks and Recreation.
- Arbor day was discussed. The date is TBD.
- Delaware County is interested in hiring a grant writer. There is a lot of money available.

Community Relations

- There are still communications about the Juneteenth event.
- There was an agreement to have an Ad Hoc Committee segment each month up until Community day in order to plan accordingly.
- The social media Policy was discussed.
- There are no vacancies on the Community Relations Committee.
- Earth Day was discussed.

Infrastructure and Public Works

- Under sanitation, there were no trash issues reported. Recycling is still encouraged by the entire community. If anyone needs a colored copy of the trash and recycling schedule it will be downstairs in Borough Hall.

- We are getting technical assistance to help with storm water. This will help keep storm water out of our sanitary sewer lines.
- Residents are reminded to use the Borough Website to submit a request for any public works issues, including potholes.
- The speed bumps that were requested by East Greenwood are going to be installed in the Spring.
- The Borough Engineer says that the street signs are fantastic looking. They should be coming soon.
- The cleaning timetable for the buildings in Lansdowne is on track.
- The Harb is meeting on the 23rd at 7:00 p.m. at Borough Hall.

Diversity and Inclusion

- Tina Gilbert, the consultant, outlined the process that she was going to go through. She wanted to know if the document we gave her was for the current or future planning.

Communications

- The Pennsylvania Borough Association sent a flyer announcing their conference for this year. It is going to take place June 4 through June 7 at Hershey. We do pay for council members to go. It gives the council the opportunity to meet members from different parts of the state.

Old Business

Comprehensive Plan Meeting (from 2/2/2023)

- The Comprehensive Plan Meeting took place on February 2nd. The drafts were submitted for the Ad Hoc committee to go over. The next step is to schedule a meeting two weeks prior to the 45-day period. In March we should start advertising.

Facilities Plan Public Meeting (March 29th)

- At the beginning of last year there was a discussion of council about facilities upgrades with the police department, some of Borough Hall and different facilities. In addition to that there were some real estate opportunities that occurred. There were fact gathering meetings with council regarding facility planning. Mr. Totaro then reached out to architectural firms. Two firms had reached out and we interviewed both. GKR architects is the firm that we decided on. The first meeting in January was the first meeting where the facts were presented. One of the possible plans is to expand Borough Hall and the Police Department and keep the library in the same location; the other plan is to switch the Police Department to the current library space and expand the library; and the third plan is to expand the library and Police Department down to the 20th Century Club. The next meeting is March 29th at 7:00 p.m. at Borough Hall and Zoom where we come up with a policy and a decision.

Social Media Policy

- There were amendments made to the social media policy. This policy sets forth guidelines for the establishment and use by the Borough of Lansdowne of the Borough's official website and all social media sites including, but not limited to authorized outlets such as Facebook, as a means of conveying Borough-related information to its residents, employees, business owners, vendors, and visitors.

Boards and Commissions Meeting (2/22/2023 6:00 p.m.)

- There are letters to send out to all the different chairs. This is an information meeting. All councilmembers are welcomed to attend.

DEI Resolution

- The Lansdowne Borough Council will work through the Diversity, Equity, and Inclusion Committee to analyze the process of recruitment for Boards and Commissions and appointed positions within the Borough of Lansdowne. The Committee will work with a consultant to create strategies to encourage diversity, equity, and inclusion with the development of Boards and Commissions and for programming in Lansdowne.

2023 Memberships-DCVA, DCTMA, CRC

- Terri Salvadore from DCTMA sent an email to the Borough thanking us for our membership. The TMA rate remains unchanged, and the invoiced costs reflect 2020 census results.
- DCTMA is a 501 C3 non-profit organization and is compliant under the use of American Rescue Plan funding through 12/31/24.
- DCVA stands for the Darby Creek Valley Association; DCTMA stands for Delaware County Transportation Management Association; CRC stands for Chester, Ridley, and Crum Creek Association.

EMS

- There is a meeting tomorrow at 5:00 p.m. with Trinity. There is hope to get a better understanding of their needs and for them to do the same with the Borough's needs in order to move forward. We are hopeful for a resolution soon after this meeting.

LEDC Core Agreement

- We have helped support LEDC by funding them \$50,000 to help with administrative costs and help the different economic initiatives of Lansdowne and provides for an individual that does cleanup downtown on a routine basis. There was an additional request from the LEDC to help give back from the loss of the Arts of the Avenue Festival that was cancelled due to inclement weather.

LEDC Amendment A

- The Amendment is to help fund the Arts Marketing Strategy Initiative with the collaboration of the Borough and the LEDC and to bring in other arts entities from Lansdowne to do common advertisement for the community and to also help support some of the cultural events taking place in Lansdowne.

Accreditation

- The Police operating procedures are being reviewed by the outside organization. The first group of policies came through.

New Business

Funding Navigator Technical Assistance-EPIC

- This is an agreement, effective as of February 1, 2023 between the Borough of Lansdowne and the Environmental Policy Innovation Center, a nonprofit organization headquartered in Washington, D.C. The Owner requests services provided by EPIC regarding Lansdowne Stormwater. To maximize the benefits of services provided to all recipients of Funding Navigator assistance, EPIC is requesting this Letter of Intent be signed by an Owner representative. By signing this Letter of Intent, EPIC staff will begin the process of providing technical assistance services. The funding navigator project process consists of screening, letter of intent, gap analysis, technical assistance work plan, service agreement, technical assistance implementation and closeout.

Council from letter for appointments

- In the past there was a letter that was sent out from the Borough to those who are going to become part of Lansdowne Borough Council. This is a letter for appointments.

Vacancy Board

- There is a motion to appoint a nominee to the vacancy board for a term expiring January 2, 2024.

Public Comment Ms. James motioned to move into Public Comment. Seconded: Mr. Griffin Vote: Unanimous

- Suzanne McElroy from 200 Drexel Avenue commented on the calendar on the Borough's website not being up to date with the many events Lansdowne has to offer. The CRC also raised the question on whether Lansdowne is in their watershed organization.

Ms. James motioned to move from Public Comment to Action Items. Seconded: Ms. Martsolf Vote: Unanimous

Action Items

1. Ms. James motioned to authorize payment of bills for the period. Seconded: Mr. Griffin Vote: Unanimous
2. Ms. Martsolf motioned to ratify the support letter for Delaware County's application for a composting facility planning grant. Seconded: Ms. James Vote: Unanimous

3. Vice President Naji-Taylor motioned to accept the resignation for Richard Smalley from the Civil Service Commission. Seconded: Mr. Griffin Vote: Unanimous
4. President Hover motioned to appoint nominee to the vacancy board for a term expiring January 2nd, 2024. Seconded: Vice President Naji-Taylor Vote: Unanimous
5. President Hover motioned to adopt revised social media and digital communication Policy. Seconded: Vice President Naji-Taylor Vote: 4 yes with amendment; Ms. Young voted No due to freedom of speech
6. Mr. Griffin motioned to appoint a nominee to the Library Board. **Seconded: (President Hover)** Vote: Unanimous
7. Ms. Martsolf motioned to support the Borough's 2023 memberships to the DCVA, DCTMA, and the CRC Seconded: Ms. James Vote: Unanimous
8. President Hover motioned enter into an agreement with the LEDC. Seconded: Mr. Griffin Vote: Unanimous
9. President Hover motioned to approve Amendment A to the agreement with the LEDC. Seconded: Ms. James Vote: Unanimous
10. Ms. Young motioned to approve the letter of intent with EPIC for technical assistance with stormwater management. Seconded: Ms. James Vote: Unanimous

Adjournment Ms. James motioned to adjourn the meeting at 9:00 p.m. Seconded: Ms. Martsolf Vote: Unanimous

Respectfully Submitted,

Hannah Pavlo

Borough Secretary