

Lansdowne Borough Council

BUSINESS MEETING

August 17th, 2022

UNAPPROVED MINUTES

The Lansdowne Borough Council Business Meeting was held virtually and in person on Wednesday, August 12, 2022, at 7:00 p.m.

President Hover opened the meeting and Mayor Byrne lead the Pledge of Allegiance. Members Present: Mayor Byrne, President Hover, Ms. Young, Mr. Curry, Ms. Martsolf, Ms. Bowker, and Vice President Naji-Taylor. Ms. James came in late, at 7:03 p.m. Also Present: Borough Solicitor Robert Scott, Borough Manager Craig Totaro, Police Chief Kenneth Rutherford, Borough Engineer Kevin Matson, and Borough Treasurer Ms. Donna Lang.

Approval of Agenda Ms. Young motioned to approve the agenda. Seconded: Ms. Bowker Vote: Ms. Bowker added Resolution 2022-35 under New Business and President Hover added Minas Beatles in Bossa under announcements and presentations.

Announcements and Presentations

- Minas came to present his band Minas and his album Minas Beatles in Bossa.

Treasurer's Report Ms. Donna Lang reported:

- General Fund Beginning Balance \$1,449,587; Ending Balance \$3,873,905
- Sewer Fund Beginning Balance \$528,501; Ending Balance \$1,089,112
- Liquid Fuels Fund Beginning Balance \$1,147,223; Ending Balance \$1,167,014
- Non-Uniformed Pension Beginning Balance \$4,394,030; Ending Balance \$3,943,505
- Police Pension Fund Beginning Balance \$12,622,676; Ending Balance \$10,394,234
- Total All Funds Beginning Balance \$20,142,017; Ending Balance \$20,467,769

Solicitor's Report

- Mr. Robert Scott had nothing to report at this time.

Mayor's Report

- All of those who participated in National Night Out were recognized and greatly appreciated. The Lansdowne Police Department was able to raise \$2,443 from this past event. Thank you to all the businesses that made generous donations. August 1, 2023 is next year's National Night Out.
- Last month Mayor Byrne attended the Pennsylvania State Mayor's Association annual meeting. This was a great opportunity to gather other ideas from other mayors about what Lansdowne can do to make this a better community. Something that was heavily touched on was communication within the community. Inspired by the Mayor of Conshohocken, Mayor Byrne created a Facebook page for Lansdowne.

- The mayor's cleanup team did a fantastic job this past Sunday. Thank you to the residents that came out to help. This cleanup took place around the Plumstead Avenue and Marshall Road area. The next cleanup will take place on Sunday, September 11th. Homeowners and business owners should be aware of the trash surrounding their areas and make sure to dispose of it to have a cleaner environment.
- Mayor Byrne is planning her first Mayor's Form that takes place on August 25th. This will take place at the 20th Century Club Library at 6:00 p.m. The focus will be on the Environmental Advisory Committee and what their role entails and how they work together with the EAC to be more environmentally friendly.

Council President's Report -

- On July 27th and July 28th President Hover attended the PSAB Municipal Legal Update conducted by the Pennsylvania State Association of Boroughs to receive training on Council's role and responsibility for supervision of the Police Department and Council's role and responsibility for supervision of code enforcement.
- Public Safety is working on the roles for the police department and tonight we have a preliminary look at an Ordinance for Code of Conduct of elected, appointed officials and employees which outlines roles and responsibilities.

Economic Development -

New Business -

- The Farmer's Market is open and flourishing in the Lansdowne Avenue parking lot every Saturday from 9:00 a.m. – 1:00 p.m.
- A new coffee shop, Camellia Coffee Shop, is planning to have a soft opening next week at 20 North Lansdowne Avenue and have a formal ribbon-cutting on September 17th at 11:00 a.m.
- The Lansdowne Economic Development Corporation in conjunction with Penn State Brandywine is open for new clients in the Launchbox on South Lansdowne Avenue.
- At the last meeting in July, Lansdowne Borough Council voted to pass the Land Redevelopment Plan for the Historic Lansdowne Theatre Corporation and to expand the initial easements that Council granted last December with waived fees to allow for the Lansdowne Theatre to use the Highland Avenue Lot for Stormwater Management.
- Mayor Byrne, Chief Rutherford, Borough Manager Craig Totaro, and President Hover met with the Representative Gina Hackett Curry and Senator Tim Kearney on August 5th to come up with parking solutions for the influx of patrons on the performance days. As a result, Mr. Totaro is in consultation with the County Planning Department and SEPTA to discuss possible options including SEPTA and satellite parking as alternatives.
- On September 10th from 11:00 a.m. – 2:00 p.m. Lansdowne is celebrating Shadeland Day sponsored by the LBPA and supports the LBPA's Night Market occurring on September 15th at the Lansdowne Landing.

Project Updates –

- Lansdowne Borough Council voted to award NV5 Design the contract to develop the building plan and engineering work to develop Veteran's Parkway. In Phase 2 of the Engineering plan

with NV5 design, the Parks and Recreation Board will have the ability to provide input on the plantings and furniture design – all with subject to Council approval.

- The work on McKinley Tot Lot continues unabated. The next steps will be to install the equipment.
- On August 19th, Mayor Byrne, President Hover, Ms. Martsof, and Ms. Pointer celebrated the installation of Solar Tables. All are welcome to join Borough Council at the event hosted in August by the Environmental Advisory Council, Food and Our Planet.

Upcoming Events –

- On August 24th, Lansdowne Borough will mark our solidarity with the Ukrainian People by hosting a Flag Raising of the Ukrainian Flag at 600 p.m. to celebrate Ukrainian Independence Day.
- On August 27th, community celebration at Hays Park.
- On September 10th, the LBPA and the businesses on Shadeland Avenue will host Shadeland Avenue Day.
- On September 15th, LBPA Night Market and Open Sound Series at the Lansdowne Landing.
- On September 17th, Lansdowne Borough will host a Community Bike Ride and Walk beginning at 1:00 p.m. with a Community Fair after in the Highland Avenue Lot until 4:00 p.m.

Committee Reports

- 1. Public Health and Safety** – Vice President Naji-Taylor reported that
 - The three fire reports are posted under the agenda for fire and safety on the website.
 - We had the promotion of Officer Oulouhijan. He was promoted to Class C Officer.
 - The grants for hiring police and the cost of accreditation are still out and we have not received any information on either yet.
 - COVID-19 is a persistent problem that we need to take the proper safety precautions to stay healthy as a community. The county is in the yellow phase.
 - The September 17th Community Bike Ride and Walk and Shadeland Day taking place on September 10th was brought up.
 - Lansdowne no longer has a Board of Health because it is a standalone entity in Delaware County.
 - There are nine cases of Monkey Pox in Delaware County. This is an ongoing monitoring disease.
 - Vice President Naji-Taylor and Ms. Bowker are going to be working on a Reproductive Rights Ordinance and will be able to provide the information at the next meeting.
 - There is a food truck requirement for Delaware County. You must have a license from Delaware County to sell items from the Delaware County Health Department.
 - There were two visitors at the meeting. One was considered about trash on Shadeland Avenue and the other was considered about the shooting that took place at Wawa. There is still an active investigation. The Chief Rutherford, President Hover, Mayor Byrne, and Vice President Naji-Taylor met with individuals from Wawa this afternoon and will have more information coming forward.
- 2. Finance & Administration** – Ms. James reported that

- There have been no meetings, but Ms. James met with the Borough Manager to discuss the budget. All committees should be getting budget requests from their organizations to hand them in by October 1st.

- The next meeting is September 13th. During this meeting the pension plan will be discussed.

3. Economic Development – President Hover reported that

- The Lansdowne Arts and Cultural Council update was discussed. President Hover will be reaching out to appoint people to have a meeting in September. At this meeting we will discuss how to have a community concert in Lansdowne and other community events.

- Lansdowne is moving forward with the McKinley Tot Lot and Hays Park solar tables. The tables should be completely installed by tomorrow if all goes well.

- The American Rescue Plan update was discussed, and it was explained to the public how the money is being dispensed.

- The Arts on the Avenue Festival is October 2nd at 12:00 p.m. All who volunteered to make this event happen were recognized and appreciated.

- The LEDC, LBPA and Jennifer Hoff had a meeting yesterday to discuss the ongoing PECO issues with PECO.

- The next meeting regarding the Comprehensive Plan is this upcoming Tuesday.

- There were no updates on the NV5 design. It is still in the process of the engineering phase.

- The Delco Greenway Grant has still not been allocated. There is no contract for that.

- We are working with HC Wood Monuments for the placement of the plaque that has been made for Gateway Slope.

- The next meeting is September 14th at 6:00 p.m. at Borough Hall.

4. Environment – Ms. Martsolf reported that

- The Delaware County Sustainability Commission just hired a new manager of sustainability and resiliency. The sustainability plan should be completed by February 2023.

- The EAC event Fun Plant Based Food Community Event is August 27th at Hays Park.

- We could use some additional outreach for the naming contest for the McKinley Tot Lot.

- The Parks and Recreation Summer Movies Series is coming to an end. If it is too hot, then we may use the 20th Century Club.

- Mary Lou Jennings was honored for her work in the Borough.

- The Presbyterian Church wants to have a community garden, but it will most likely be a private entity.

- A composting program was discussed and ways to enhance our recycling program.

5. Community Relations – Ms. Bowker reported that

- There was no meeting held this past month. The next meeting is September 6th at 6:30 p.m.

6. Infrastructure and Public Works – Ms. Young reported that

- The aqua work continues around the Borough.

- We are working with the EAC to promote recycling by the residents. Currently, in July we are in the \$30 range. It does help us out financially if more people recycle.

- The sanitation crew was recognized for their hard work during the heat.

- Yard waste is very heavy. Residents, please keep in mind to divert solid waste to yard waste. It costs us less to dispose of yard waste than solid waste. It is great to have those pickups.

- The Borough Engineer is working with PNC to handle the ponding at the end of the parking lot of the Lansdowne Landing.
 - The 2020 House did have a code inspection. The Arts Board is asking to host a meeting under the condition that they use the ramp entrance.
 - HARB is meeting next month. They want to work on developing educational materials for residents. Those materials will come back to council for approval. They are also interested in meeting with the EAC.
 - There were two zoning hearing board cases last month concerning a home day care and fence height. Both were approved. There are two more cases scheduled for the end of this month concerning fence heights in two locations.
- 7. Diversity and Inclusion** – Mr. Curry reported that
- There was no meeting this past month. The next meeting is September 13th at 6:00 p.m.

Communications

- A resident showed concern for Finance raising the E.I.T. from its current .5% to 1%. Borough Council is still assessing the E.I.T.
- The recommended (GFOA) minimum GF balance is 16.7% (60 days operating). The fund balance is one component of the bond rating. The current rating is A positive. The actual fund balance on which the most recent rating was set was ~ \$1.45m / 16.0%.
- State grant revenue for the recycling grant is unrestricted. Recent tipping revenue (expense) for recycling material ranges from (\$87) to \$69 and currently ~ \$9.
- The YTD Miscellaneous Revenue of \$93k has been allocated to insurance reimbursements.
- In addition to printing ~ 150 copies and mailing 38, the newsletter expense line item captures a vendor that produces newsletter content.
- The professional services associated with the comprehensive plan was applied to the YTD 401.490 Administrative Expenses.
- 409.450 Contracted Services line reflects Borough Hall only, including security, fire, elevator, and cleaning.
- The expense rate for yard waste pickup and disposal is at 427.453. There is not a rate per ton.

Old Business

- **Street Signs** – Ms. Young reported that
 - We are waiting on something more specific from the Borough Manager to vote on. We already did the rough estimate of how much the new street signs would cost.
 - We think that we can offset some of the costs by taking the old signs and either auctioning them off to interested residents or scrapping that metal.
- **AFL – May 13th, 2023 (TCC)** – Mayor Byrne reported that
 - Earlier this year we had a request from the Animal Friends of Lansdowne to use the basement area of the 20th Century Club for their annual yard sale fundraiser on May 13th, 2023. Council did approve this. They are requesting to use the basement of the 20th Century Club a few days earlier to prepare to organize the amount of donations they get in an appropriate fashion and then a day or two after to cleanup.

- **East Plumstead & Greenwood traffic calming design/construction** – Mr. Craig Totaro reported that
 - At a recent council meeting we approved getting technical services for putting in the bike lane and narrowing the East Plumstead and in the petition for speed bumps for East Greenwood Avenue.
 - Borough Manager, Craig Totaro reached out to Bergman Engineers who do this type of design work.
 - It will more than likely not come near \$17,000. It will be much closer to \$10,000.
- **DEI Consult Agreement** – Mr. Curry reported that
 - We had agreed on a consultant to the DEI work. The Diversity and Inclusion Committee will meet with her to go over the scope of the work and hopefully have a resolution by September.
- **Bike Lane Inspection** – Mr. Kevin Matson reported that
 - This project is actively under construction. The contractor is about halfway through the work. There is still a fair amount of work left such as sign installations and painting.
- **EAC Climate Action Document** – Ms. Martsolf reported that
 - Now that we are in the Comprehensive Planning process, we converted the document from a much larger document to a two-page document that was reviewed at the last APR meeting.
 - The main idea is that we incorporate this grant to the meeting on Tuesday of the Comprehensive Plan to make sure that when we are going through this process that we are making sure that the environment is taken into consideration and protecting the environment for all our residents.
- **Code Enforcement – Ticketing System** – Mr. Craig Totaro reported that
 - Code enforcement issues tickets of \$25.00 for violations such as overgrown grass, ice, and snow etc. This is favorable for the residents, because the fine is a lot smaller, and it is more immediate.

New Business

- **Code of Conduct Ordinance** – President Hover reported that
 - We currently do not have a code of conduct ordinance; however, we are working on one. At the Pennsylvania Borough Association there was discussion of best practices delineate goals and responsibilities within the borough. We currently have tried very hard to follow the Sunshine Act, Ethics Act and the all the provisions under borough code. It is important to have something guide us and keep our borough in order. This is certainly a work in progress for Lansdowne. Mr. Scott has given suggestions and edits to it. This is something that we are working on in committees.
- **Responsible Contractors Ordinance** – President Hover reported that
 - We are working on this in the Economic Development committee. We are looking to hopefully bring this to the next council for a motion to advertise.
 - We are looking at two different models. The first model is a model that was adopted by West Chester and the other model that is recommended by the building trades council.
 - This allows our borough to not have to go with the lowest responsible bidder. We can go with a higher bidder if need be.
- **Brazilian Music Concert** – President Hover reported that

- Minas came to present his band Minas who will play at this event. The event will cost \$2,500. A pre-signup form will be created and a cap at a certain number of tickets sold. The date is to be determined.
- If we vote on this tonight Council Member Bowker will oversee setting this event up in the community relations committee.
- **LCB Application** – Mr. Robert Scott reported that
 - The borough got notice that on August 3, 2022, there was a new application for the Conshohocken Brewing Company LLC licensee. This did not have to go through council's approval. They do not necessarily need a license. The request is to sell four-packs. Camillas coffee house is looking to be able to serve drinks for happy hour and such.
- **LAB and Delco Arts Week** – Ms. Bowker reported that
 - The 2020 House can be used by the Arts Board, and they are proposing to have Delco Arts Week this year which they have not been able to do because of covid and because they did not have a facility to hold this event in. The opening will take place October 1st October 2nd is Arts on the Avenue, so they would have an exhibit up for that, that would be there for the rest of the week. They are proposing a small-scale exhibit, so no pieces over a foot.
- **PECO social media Ambassador** – Mr. Craig Totaro reported that
 - PECO has requested that they advertise on our social media accounts. They are not trying to sell anything; they want to advertise to educate the community.
- **Freedom and Independence of the Ukrainian People** – President Hover reported that
 - Ukrainian Independence Day is coming up next week on the 24th. Mayor Byrne suggested flying the Ukrainian Flag to show support on this day in our community.

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

- Janet English resident of 246 Crawford Avenue commented on the street signs, code enforcement ticketing system and the number of questions a resident should be able to ask.
- Suzanne McElroy resident of 200 Drexel Avenue thanked the Ms. Donna Lang for the answers to her questions under communications and thanked Ms. Young for getting data for tunnage. She commented that it is important to know what we are reducing the waste from.
- William Griffin resident of 176 Blackburn Avenue commented on the gun violence taking place. There was a recent shooting by the Wawa in Lansdowne. He also commented on the National African American Business and uplifting their businesses in the Borough.

Action Items Vice President Naji-Taylor motioned to move from Public Comment into Action Items. Seconded: Ms. James Vote: Unanimous

1. Ms. James motioned to authorize payment of bills for the period. Seconded: Ms. Bowker Vote: Unanimous
2. Ms. James motioned to adopt Ordinance 2022-02 regarding adjustment of fees Portnoff charges. Seconded: Ms. Young Vote: Unanimous
3. Ms. James motioned to enter agreement amending the fee schedule used by Portnoff Law Associates. Seconded: Vice President Naji-Taylor Vote: Unanimous

4. Ms. Martsof motioned to appoint Ms. Nancy Bellafante to the Shade Tree Commission for a term expiring 8/17/2025. Seconded: Ms. James Vote: Unanimous
5. President Hover motioned to enter revised easement agreement with Historic Lansdowne Theater Corp. Seconded: Ms. James Vote: Unanimous
6. President Hover motioned to adopt Resolution 2022-34 regarding the final TCDI Eastern Delaware County Bicycle Facilities Plan. Seconded: Ms. James Vote: Unanimous
7. Ms. James motioned to set the 2023 minimum municipal obligation for the Police Pension fund to \$523,758. Seconded: Vice President Naji-Taylor Vote: Unanimous
8. Ms. James motioned to set the 2023 minimum municipal obligation for the non-uniform pension fund to \$156,980. Seconded: Vice President Naji-Taylor Vote: Unanimous
9. Ms. Martsof motioned to accept the resignation of Charlene Bennett from the EAC. Seconded: Ms. James Vote: Unanimous
10. Ms. Bowker motioned to approve LAB participation in the Delco Arts Week. Seconded: Ms. James Vote: Unanimous
11. President Hover motioned to appoint candidate Peter Bogdan for the Planning Commission for a term expiring 08/17/202x. Seconded: Ms. James Vote: Unanimous
12. Vice President Naji-Taylor motioned to promote Officer Oulouhijan to class C officer. Seconded: Ms. James Vote: Unanimous
13. President Hover motioned to enter agreement with TTI Environmental for soil sample testing. Seconded: Ms. James Vote: Unanimous
14. Ms. Young motioned to allow Animal Friends use of the 20th Century Club basement only on May 10th-15th 2023. Seconded: Ms. James Vote: Unanimous
15. Ms. Young motioned to enter award a contact to Bergmann Collier engineering and design work for traffic for designed work on Plumstead Avenue and East Greenwood Avenue not to exceed \$17,589. Seconded: Ms. James Vote: Unanimous
16. Ms. Bowker motioned to authorize a statement of \$2,500 to Minas for community concert on a date to be determined. Seconded: Ms. James Vote: Unanimous
17. Ms. Martsof motioned to incorporate PECO's social media promoting EV charging and related apparatus on Lansdowne's social media. Seconded: Ms. James Vote: Unanimous
18. Mr. Curry motioned to adopt resolution to adopt the freedom and independence of Ukrainian people. Seconded: Ms. James Vote: Unanimous

Executive Session Ms. James motioned to move from Action Items to Executive Session at 9:30 p.m. Seconded: Vice President Naji-Taylor Vote: Unanimous

Ms. James motioned to move from executive session to adjournment. Seconded: Ms. James Vote: Unanimous

Adjournment Ms. Young motioned to adjourn the Business Meeting at 9:50 p.m. Seconded: Ms. James Vote: Unanimous

Respectfully Submitted,

Hannah Pavlo

Borough Secretary