

Lansdowne Borough Council

BUSINESS MEETING

February 5, 2020

APPROVED MINUTES

The Lansdowne Borough Council Business Meeting was held on Wednesday, February 5, 2020, 7:00 p.m. in Borough hall. Members present: President Hover, Ms. Byrne, Ms. English, Mr. Holt, Ms. James, Mr. Schleigh and Ms. Taylor. Absent: Borough Solicitor Scott and Fire Company representative. Also in attendance: Mayor Campuzano, Borough Secretary Henry, Borough Manager Totaro and Police Chief Donegan. John Lichtenstein, Esq. sat in for Mr. Scott.

President Hover opened the meeting with the Pledge of Allegiance, led by Mayor Campuzano.

The Mayor asked for a moment of silence in memory of: (1) Robert Campbell, long-time resident who was killed last week in a hit/run accident while riding his bike; and (2) Pat Uzinski lived in Lansdowne for 50 years and raised her family here and was involved in the community.

Agenda: Mr. Holt moved to approve the agenda with the following amendments: (1) Public Comment is added after New Business; and (2) Advertise the alternative location (the Burger Bank) for the March, 2020 Community Relations Committee meeting under New Business. Ms. Byrne seconded. Vote: unanimous.

Minutes: Ms. Byrne moved to approve the minutes of the December 6, 2019 business meeting of Borough Council. Mr. Holt seconded. Vote: unanimous.

Ms. English moved to approve the minutes of the January 6, 2020 Reorganization/Business meeting of Borough Council. Ms. Byrne seconded. Vote: unanimous.

Reports:

Solicitor's Report: Mr. Lichtenstein had no formal report.

Borough Manager's Report: Mr. Totaro provided updates as follows:

- The McKinley Avenue Lot Community Development Block Grant ("CDBG") application is moving forward and if awarded will be the secondary project. Sewer remediation is the primary project. Another cycle for the Department of Community and Natural Resources ("DCNR") is the State Parks and Recreation grant that pays 50% of the project cost. Mr. Totaro recommended that this grant be used as the candidate project to transform McKinley lot into the Tot Lot. This will initiate the preliminary preparation work needed such as title search, survey, engineering plans, scoping and writing the actual grant work. A formal resolution will be needed to name this as the application. Borough Council had no objections to his moving forward on this.

- Working on the Department of Environmental Protection (“DEP”) grant due in March that is a follow up to the sanitation modernization process. This will apply to one of the two sanitation vehicles previously budgeted.
- Real estate tax bills were sent out this week.
- Public citizens for Children & Youth are holding a press conference at Yeadon Borough Hall, February 18 at 1:00 p.m. with an informational meeting immediately following. This is in regards to new and existing funding available to families in Delaware County for lead paint remediation in their homes. Mr. Totaro will attend.
- Nine engineering bids were received for a new Borough Engineer.

Ms. English asked if tax payments could still be made at the required bank since she believes it is closed for renovations. The Mayor noted that his wife received a letter from her Philadelphia employer regarding Earned Income Tax (“EIT”) deductions. Mr. Totaro clarified that all EIT funds are deducted by an employer’s payroll services company.

Police Chief’s Report – Chief Donegan reported the Civil Services Commission reorganization meeting was held last Monday. Chair: Richard Smalley. Secretary: Joe Stevenson. Pat Williams will continue to serve in the same capacity.

The Chief is preparing his end of year report. The full time eligible list of candidates expires this week. There is an active investigation into the hit/run death of Bob Campbell involving a beige/tan Honda with rear end damage prior to the accident. The Chief commented he did not think speed had been an issue. A vehicle traveling north struck the cyclist traveling west on Stewart Avenue.

Fire Company Report – No report.

Mayor’s Report – Mayor Campuzano recognized Mike Ruda, an Aldan Borough Boy Scout who was at the meeting to work on his community relations badge.

The Mayor’s Forum will be held on February 13, 2020, 7-9 p.m. at the 20th Century Club. Topics will include the 2020 Census and the Park and Rec projects.

The Mayor provided updates as follows:

- Walgreen’s is closing next month due to lagging sales.
- The Mayor met with Mecca Furniture, a new business at Union and Baltimore Avenues. The Mayor will invite them to be a spotlighted new business at a general Council meeting.
- Received a Yeadon letter from resident re: Union Avenue flooding issues. Mr. Holt will be in touch with the resident.
- The Animal Friends of Lansdowne (“AFOL”) will be holding a “Love Your Pet” event this weekend at 1 p.m. in the Lansdowne Library.

The Mayor commented that he thought the new borough newsletter looked “great” but he had been approached by some residents about certain issues. These included:

1. The newsletter was very late resulting in some articles being outdated.
2. Several articles were omitted regarding various events for the Library, the Lansdowne Business and Professional Association (“LBPA”), the Folk Club and the Senior Center. Also, some sections appeared to be enlarged. The Mayor felt this space could have been filled in with pertinent articles about borough organizations and events. Ms. Byrne commented that in the future if she receives enough content it will be placed accordingly.
3. The production cost was \$4,500. The Mayor thought it was \$3,000 based on 2020 budget discussions.

4. The front page article did not provide the author's name and most of the other articles had no bylines as well. Ms. Byrne commented that Jennifer Hoff wrote the article and no names appeared on any articles except for the one written by the Girls Scouts. The Mayor asked why a School Board entity was writing an article regarding borough events. Ms. Byrne commented she had received no information from the aforementioned organizations at the time prior to publication and because of this "had to fill empty space". Ms. Byrne added that she did not know why some articles were missing as all of the articles received were put into a shared drive and placed by Jennifer Hoff.

President Hover noted that at the last Council meeting, it was discussed that a newsletter subcommittee within the Community Relations Committee, with the Mayor assisting with the newsletter, would review it before publication. Also, templates were to be provided to fill in future subcategories to address some of the concerns addressed by the Mayor. Ms. Byrne also requested that a list of contacts be generated.

Ms. Byrne indicated that March 20 is the due date for the spring issue.

President's Report: President Hover provided updates as follows:

- He attended a January 27 meeting, along with Mr. Holt, Mayor Campuzano and Mr. Totaro, with the Historic Lansdowne Theater Corporation ("HLTC") on January 27 regarding the crosswalk issue. Design concerns were discussed. Mr. Totaro will further report on this under Old Business.
- He and Mr. Totaro attended the February 1 Western Suburbs Trails Summit where they presented information on the planned bike facilities and the trail designs for Lansdowne. Steve Beckley of the Delaware County Council Planning Department and Councilperson Ellie Schaeffer were also present and expressed the desire to move forward and dedicate more money to open space and trails in the county. Mr. Schleigh indicated that while he supports the proposed bike trails, there will be parking problems once Tot Lot construction begins. He wanted clarification that there would be no street parking on Greenwood Avenue from Wycombe to Shadeland. He also felt that public comment was needed on this issue as church and business parking would be very limited as well on Highland and Price, as well as side streets near Owen. President Hover indicated there are different options available to address this and will discuss safety issues and calming devices with the Borough Engineer.
- Discussed forming an Ad Hoc committee to review the LEDC agreement.
- The Shade Tree Commission has provided a list of free trees for Lansdowne residents.

Communications:

1. Several residents wrote to express satisfaction with the new newsletter and liked the front page with the outreach effort.
2. Email from Congresswoman Mary Scanlon announcing a breakfast for Delco public officials on February 14, 9-11 a.m. The Mayor and Councilwoman Taylor will attend.
3. The PA State Association of Boroughs will hold their annual conference on June 7 through June 10.

OLD BUSINESS:

1. **Lansdowne Economic Development Corporation ("LEDC") Agreement** – President Hover, Mr. Holt and Mr. Totaro met with the LEDC to stipulate maintaining a status quo contract for the 1st

quarter with an allocation of \$12,500. After that quarter, the Economic Development Committee would then revisit the contract and revise any necessary clauses. Mr. Holt agreed with the quarter allocation as long as there would be no disruption in LEDC services. Mr. Totaro indicated there was no existing contract at the moment and only the allocation was being made. He also mentioned that the LEDC proposed renewing the existing contract with just date changes in the section citing “the Borough will do” as indicated. President Hover mentioned that Debbie Brodeur of the LEDC suggested having a different timeline, such as March, instead of January. After further discussion, there arrived a consensus to defer the discussion to Mr. Scott, who later telephoned in his recommendation: After the 1st quarter payment is made, allocate the remaining money contingent upon negotiating/signing a new contract.

2. **Department of Community and Natural Resources (“DCNR”) Grant Application** - previously discussed under Borough Manager’s report regarding the McKinley Avenue/Tot Lot project.
3. **Transportation Community Development Initiative (“TCDI”) Grant Application** – Mr. Totaro reported that he and President Hover recently attended a mandatory grant tutorial meeting for the complete poll of funding geared toward transportation in a broad sense. He thought expanding the current bike initiatives beyond Lansdowne’s borders would be beneficial and Yeadon, Upper Darby and East Lansdowne boroughs have committed to the process. A resolution will be required within the next 30 days or so from all four to do a prioritization around bike lanes in Eastern Delaware County. Lansdowne will be the lead applicant. President Hover added that if awarded, this grant will leverage Lansdowne’s proximity as a commuter suburb, as this initiative will connect surrounding communities to bike and walking trails and public transportation to make it a unified regional network.
4. **Environmental Advisory Council (“EAC”) Survey** – Mr. Totaro asked Council members to review the survey for any concerns or issues about the general points of inquiry. The borough now owns it on the web site and determines what will be sent out. Ms. Byrne indicated she had to use a search engine to find the link and asked if it could be put on the front page.
5. **HLTC Crosswalk** – this is a continuation of the President’s report. Mr. Totaro provided updated timelines: Award bid on March 18, 2020; Work must begin by April 20, 2020; and work to be complete by June 19, 2020. There may also be an opportunity to change what type of poles and their location depending upon different field adjustments and Penn Dot input. The designs remain the same. Mr. Holt asked if this meets HLTC’s requirements, fearing it was an “as built” concept and would need their assessment. The Mayor agreed and commented there needs to be more communication with the HLTC for clarification.

NEW BUSINESS:

1. **Media Proposal** – Dandelions Digital sent a proposal regarding the borough web site and other communications to residents of Lansdowne. Ms. Byrne commented that the Community Relations Committee discussed this last night and agreed that while the services were very good, some of them were unnecessary for the borough. Ms. Byrne liked the web site auditing option but did not think a social media page was necessary. She mentioned there is also some overlap with the services received from the LEDC. The Committee wants more time to take a look at the proposal and get more bids from other media companies. Ms. Byrne would also like the current proposal pared down - - the original cost is \$38,200 for the premium package. Mr. Holt agreed, adding that this type of management could possibly be handled in-house by a part time staffer to get a sense of economy of scale and whether it would be cost

effective. Ms. Byrne also noted DandeLions charges a fee (about \$100-\$200 a month) for “boosting” the borough’s Facebook feed and there was not sufficient content to warrant this cost. Ms. Taylor felt that competition would make them offer a pared down version. Ms. Byrne commented that the package has to fit the environment. President Hover noted there were concerns last year about the web site and circulating a newsletter. Mr. Totaro added that the principle is to do story mining such as interviewing Department Heads, etc. to become an evolving story for the electronic newsletter. President Hover commented this includes marketing as well and would like other bids. Ms. English asked if DandeLions would take over each Committee’s Facebook page. Mr. Totaro indicated there is only one Facebook page for the borough and the others would be taken over by this company. Ms. Byrne added that the Arts Board, Parks & Rec and the Library each have their own Facebook page. Mr. Holt clarified that the platform was not being changed, only the content. Mr. Totaro will solicit bids.

2. Community Relations Committee meeting – Ms. Byrne commented that the March 3, 2020 meeting will be held at the Burger Bank, 27 Baltimore Ave. at 6:30 p.m. Ms. James added it would be advertised as “Community Relations on the Go” with a sandwich sign outside to advertise the meeting. Mr. Schleigh asked if the owner realizes that the attending public is not obligated to buy anything and will the public know this as well. Ms. Byrne and Ms. James will contact the owner on this point.

Public Comment – Mr. Holt moved to Suspend Roberts Rules of Order. Ms. Byrne seconded. Vote: unanimous.

Visitors:

1. James Jackson – resident. Mr. Jackson noted that the printing is very small on the real estate tax bills, making it hard for some seniors to read. Additionally, these taxes can be paid at the back door of the bank while under renovation. Mr. Jackson commented that County taxes cannot be paid at Wells Fargo, only TD Bank. Mr. Jackson asked Council members going forward to identify the acronyms referred to throughout the meetings.

2. Peter Hall – resident on behalf of the Lansdowne Boys and Girls Club. Mr. Hall indicated the Club does not pay real estate taxes but does pay the sewer bill. However, Mr. Hall noted that even though the water has been turned off at the Club for the past three years, it continues to be billed every year. Mr. Hall sent in the base amount for 2020 but the check was never deposited. He also confirmed the water has been turned off at the street. The Mayor noted the Tax Collector needs to be made aware of the situation and further investigate the problem. Solicitor Scott, via phone, confirmed that a motion should be made to have Mr. Totaro write a letter to the Tax Collector. Mr. Schleigh asked that the letter also contain all amounts paid since 2015.

3. Ashley Caldwell – Report for The Spirit. Ms. Caldwell asked if Lansdowne had formed a Youth Aid Panel, to which Chief Donegan responded in the affirmative. Ms. Caldwell indicated she was available if the borough wanted to provide information for any future articles.

Action Items:

1. Ms. English moved to authorize payment of the bills for the period. Ms. Byrne seconded. Vote: unanimous.
2. Ms. English moved to adopt Ordinance 2020-10 regarding the release of balloons. Ms. James seconded. Vote: unanimous.

3. Ms. James moved to accept engagement letter with auditing firm of Barbacane Thornton. Ms. English seconded. Discussion: Mr. Totaro mentioned this letter sets forth the terms and conditions regarding the annual audit. Vote: unanimous.
4. Mr. Hole moved to enter agreement with Retrivr Inc. for collection of textiles and electronic waste. Ms. Byrne seconded. Discussion: Mr. Schleigh asked if it was mandatory to use this company and it should be made clear that personal data could be compromised if left on certain devices. Mr. Holt replied he could use any company he wanted. MS: personal identifiers—don't take. Vote: unanimous.
5. Ms. English moved to accept the resignation of Ramsey Beyer from the Lansdowne Landing Board. Ms. James seconded. Mr. Schleigh amended motion to include "with regrets". Vote: unanimous.
6. Mr. Hover moved to disburse \$12,500 to the LEDC. Mr. Schleigh seconded. Vote: unanimous.
7. Mr. Holt moved to authorize Borough Manager to write letter to the Tax Collector in support of the Lansdowne Boys and Girls Club. Ms. James seconded. Vote: unanimous.

Executive Session – Mr. Holt moved to adjourn to Executive Session to discuss real estate and personnel issues. Ms. Byrne seconded. Vote: unanimous. The Executive Session adjourned at 8:33 p.m.

Public Session – Upon reconvening to public session, the following motion was made:

Mr. Hover moved to authorize Borough Solicitor to engage in appraisal of certain parking lot projects. Ms. Byrne seconded. Vote: unanimous.

Adjourn – Ms. Byrne moved to adjourn the meeting. Ms. Taylor seconded. Vote: unanimous. The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Barbara Ann Henry
Borough Secretary