

Lansdowne Borough Council

BUSINESS MEETING

April 1, 2020

UNAPPROVED MINUTES

The Lansdowne Borough Council Business Meeting was held remotely via teleconference on Wednesday, April 1, 2020, 7:00 p.m. in Borough hall. Members present: President Hover, Ms. Byrne, Ms. English, Mr. Holt, Ms. James and Mr. Schleigh. Absent: Ms. Taylor and Fire Company representative. Also in attendance: Mayor Campuzano, Borough Secretary Henry, Borough Manager Totaro, Borough Solicitor Scott and Police Chief Donegan.

President Hover announced that due to the COVID-19 pandemic, all Borough Council meetings will be conducted remotely via teleconference call and video until further notice.

Agenda: Ms. English moved to approve the agenda. Ms. Byrne seconded. Vote: unanimous.

Minutes: Ms. Byrne moved to approve the minutes of the March 4, 2020 business meeting of Borough Council. Ms. English seconded. Vote: unanimous.

Reports:

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

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

- Borough Hall is closed with limited, staggered evening hours for personnel.
- The technology to the Cloud is being revamped so that more administrative work can be performed at home.
- Paper load has been reduced due to tactile danger of Covid-19 virus.
- One payroll period and one check register cycle have been successfully implemented with less paper this period.

President Hover thanked Mr. Totaro for handling a tough situation smoothly and competently.

Police Chief's Report – In light of the pandemic, Chief Donegan reported his department is modifying how to respond to emergency calls by limiting the number of people in the station, talking to residents outside the home and cancelling overnight permit parking. Radio dispatch has addresses of those who have tested positive for the virus. There is also an adequate supply of masks and gloves for police personnel.

Fire Company Report – No report.

Mayor's Report – Mayor Campuzano reported as follows:

- American Legion Post 65 has cancelled the Memorial Day parade due to pandemic. A small ceremony will be held at the Veterans Memorial at The Landing.
- The Mayor is meeting every week with President Hover, Ms. Byrne, Mr. Totaro, the Fire and Police Chiefs and the Fire Marshall to review appropriate pandemic measures to take now and in the future.
- The Mayor took part in a call from Senator Williams' office that was shared with a Philadelphia Councilwoman and County Councilman Kevin Madden, indicating the seriousness and necessity of social distancing at this time. Delaware County currently has 6 deaths and about 275 cases of Covid-19. The area hospitals are in good shape at this time.
- The County is looking for 750 medical volunteers for the Glen Mills Emergency Center. More information can be obtained at the County web site: www.delcopa.gov.
- Contact information for those needing help are as follows:
 - Food – www.delcopa.gov
 - Services for senior citizens – COSA at 610-490-1400
 - Chester County Health Department Hot Line: 610-344-6225, 8:30 a.m. – 4:30 p.m.

The Mayor indicated that all is proceeding as well as possible in the borough. He thanked all borough staff and residents who are helping others, noting that one resident is making masks for the Police and Fire Departments. The Mayor mentioned that residents can follow Virus updates on the borough Web site and Police Facebook page. He added that residents calling borough hall with complaints or concerns are not sure where they are being directed to and suggested updating the message to direct them to other organizations or numbers in the County. Mr. Totaro commented that voicemails are cleared out three times a day and he is handling the calls. Chief Donegan added that he is monitoring the police voicemails and the public is directed to a specific department/officer.

President's Report: President Hover thanked the Mayor for his efforts during this pandemic and echoed the Mayor's gratitude and thanks to all the volunteers and personnel who have kept the borough business running. President Hover has been in meetings weekly since the Emergency Declaration with Ms. English, the Fire Chief and Fire Marshall, Chief Donegan, Mr. Totaro and Ms. Byrne to address the concerns to be communicated to the borough.

President Hover announced that Councilwoman Taylor has stepped away briefly from her role as Chair of the Public Safety Committee and Ms. English will be taking over as Chair with Ms. Byrne assisting. President Hover reported on various items as follows:

- Governor Wolf has extended the stay at home order for the entire state until April 30.
- All borough commission and subcommittee meetings are suspended.
- Closings in the borough include all parks, the library, the 20th Century Club, borough playgrounds and the 2020 House.
- The number of Covid-19 cases is increasing every day with 390 now confirmed cases in Delaware County with 7 in Lansdowne.
- All grocery and take out restaurants are allowed by law to be open. Those in need of food can call the Food Cupboard at the Lansdowne Presbyterian Church at 610-622-0800, Option 4.
- William Penn School District is providing grab and go lunches for all school age children from 11 a.m. – 1 p.m. at the Lansdowne Presbyterian Church. You do not have to be a resident to partake in this program.
- The PA Supreme Court has ruled that there will be no evictions during the pandemic.
- April 1 is Census Day. Residents should complete the questionnaire.

- Election Day has been moved to June 2. Register now for a mail-in ballot.

OLD BUSINESS:

- 1. Covid-19 mailer** – President Hover noted this mailer is being prepared to provide timely and accurate information to reduce anxiety among residents. It will include changes in taxation process, with a number of resources regarding changes to taxation, food resources, county and state information and borough social media information. Mr. Totaro proposed having a twice folded 11x17 mailer produced by the Dandelion public relations firm at a cost of approximately \$2,500. This cost falls within the Emergency Expenditure Authority Council at this time and can hopefully be reimbursed, as the amount is over and above the firm's retainer.
- 2. Lansdowne Avenue Bike Facilities** – Mr. Totaro provided an update on the Pennoni & Associates Engineering plans that are concentrating on the bikes lanes intersecting with the Lansdowne Avenue paving program. The timeline remains the same and the plan is to make Scottdale Road two way to The Knoll, then one way to Lansdowne Avenue. Mayor Campuzano asked if the Scottdale and Knoll residents were aware of this plan. Mr. Totaro indicated they had been apprised and their only concern had been accessibility to The Knoll. This concern has now been addressed, as two way access will be available from the Knoll to Lansdowne Avenue.
- 3. Farmers Market – expanded area.** LEDC Director Debbie Brodeur has asked permission to hold the market on April 18 with an expanded area using guidelines from the PA Department of Agriculture on the Covid-19 virus. Opinion was divided on safety issues. Ms. Byrne noted that the LEDC is only talking about a winter market date so the expansion would help with social distancing. They would allow 15 people in at a time and then swap out as they leave. Ms. James asked if it was only food products being offered. Ms. Byrne indicated the winter vendors sell out of their cars and it is mostly produce and pre-frozen packs. She suggested there could be a rule that no freshly made food is sold. There is also a soap vendor who may be available to help provide some non-food products.

Mayor Campuzano felt it would give some relief to grocery stores and provide a sense of normalcy but felt residents might think Council is not taking the emergency situation seriously by holding the event. Ms. English and Chief Donegan expressed safety concerns with people being too close and whose responsibility would it be to only have 10-15 patrons for each vendor. Also, who determines which vendor is considered an "essential business"? Ms. English also felt there was danger of increasing the number of Covid-19 cases in the borough by allowing out of town patrons. Mr. Scott commented that the LEDC currently has a contract for that day but under the circumstances Borough Council can ignore it and not hold the event. Mr. Holt felt there were too many safety issues and not enough protocols to move forward with it. After further discussion, there arrived a consensus to prohibit the event for that day.

NEW BUSINESS: No items for New Business.

Public Comment – Mr. Holt moved to Suspend Roberts Rules of Order to hear public comment. Ms. James seconded. Vote: unanimous. Mr. Holt suggested that in the future, residents should raise their hand in the chat room if having a comment.

Visitors: The viewing public had no comments.

Ms. Byrne moved to Reinstate Roberts Rules of Order. Ms. English seconded. Vote: unanimous.

Action Items:

1. Ms. James moved to authorize payment of bills for period. Ms. English seconded. Vote: unanimous.
2. Ms. Byrne moved to adopt Resolution 2020-08 supporting the application and acceptance of a grant made by the LEDC to the Delaware County Foundation. Ms. James seconded. **Discussion:** President Hover thanked the LEDC for pulling this grant together in three days and being awarded the grant. Vote: unanimous.
3. Ms. James moved to ratify the Families First Coronavirus Response Act (revised FMLA d/t CV019). Mr. Schleigh seconded. **Discussion:** Mr. Scott indicated this is a policy intended to have the borough in compliance with the new paid medical Family and Leave requirements. The borough is obligated to provide two weeks paid leave if an employee has to leave due to complications from the virus. It is expected that the Federal government will reimburse these funds to the borough. Vote: unanimous.
4. Ms. James moved to adopt Resolution 2020-09 extending the 2020 Tax and Fees discount period to May 2. Mr. Schleigh seconded. **Discussion:** Ms. Byrne noted the resolution read “until April 30”. Mr. Totaro indicated it had been changed to May 2 and also revised to include the trash and sewer fees. Vote: unanimous.
5. Ms. English moved to adopt Resolution 2020-10 regarding DCNR grant application for McKinley Tot Lot. Ms. Byrne seconded. Vote: unanimous.
6. Mr. Holt moved to direct Penn Dot to remove the left turn lane from Lansdowne Avenue to Scottdale Road. Ms. English seconded. Vote: unanimous.
7. Ms. James moved to disallow the Farmers Market to proceed on April 18 due to the Emergency Declaration. Ms. English seconded. Vote: unanimous.

Executive Session – Mr. Holt moved to adjourn to executive session to discuss personnel issues. Ms. Byrne seconded. Vote: unanimous. The meeting adjourned to executive session at 8:00 p.m.

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

Mr. Hover moved to approve a one-time distribution of \$25,000 to the Lansdowne Fire Company for staffing related to the Covid-19 emergency. Ms. Byrne seconded. The motion carried 5-1. Ms. English recused herself from the vote, stating “my husband is a member of the Fire Company and this would be a conflict of interest”.

Adjourn – Mr. Holt moved to adjourn the meeting. Ms. Byrne seconded. Vote: unanimous. The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Barbara Ann Henry
Borough Secretary