

**Lansdowne Borough Council  
General Meeting**

**August 18, 2021**

**APPROVED MINUTES**

The Lansdowne Borough Council held a virtual General Meeting on Wednesday, August 18, 2021 at 7:00 p.m.

President Hover opened the meeting, led by Mayor Campuzano with the Pledge of Allegiance. The Mayor asked for a moment of silence in memory of Francis McGowan, father of Lansdowne police officer McGowan.

Council members present: President Hover, Ms. Byrne, Ms. English, Ms. Naji-Taylor and Jr. Council member Ms. Lartey. Excused: Mr. Schleigh. Also in attendance: Mayor Campuzano, Borough Manager Totaro, Borough Secretary Henry, Borough Solicitor Scott, Borough Engineer Matson and Police Chief Rutherford.

President Hover announced the meeting would continue with committee reports at this time until a quorum was reached. Mr. Holt and Ms. James arrived later in the meeting.

**Approval of agenda:** Ms. Byrne moved to approve the agenda. Ms. English seconded. Vote: unanimous.

Per revised Sunshine Act rules, Ms. James noted she was attending telephonically due to being away with her family.

**Approval of Minutes:** Ms. English moved to approve the minutes for the July 21, 2021 Borough Council General Meeting. Ms. Naji-Taylor seconded. Vote: unanimous.

**Announcements Presentations:** The Mayor swore in full time Police Officer Jake Lyons.

**Treasurer's Report:** Mr. Totaro read the Treasurer's Report ended July 31, 2021 as follows:

General Fund beginning balance -	\$ 1,456,526; ending balance \$ 3,879,957.
Sewer Fund beginning balance -	\$ 984,174; ending balance \$ 647,830.
Liquid Fuels Fund beginning balance -	\$ 980,408; ending balance \$ 1,223,461.
Non-Uniform Police Pension beginning balance -	\$ 3,988,380; ending balance \$ 4,507,500.
Police Pension Fund beginning balance -	\$11,148,458; ending balance \$ 11,818,120.

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

**Mayor's Report** – The Mayor reported as follows:

1. It is anticipated that the second full time police officer will be sworn in next month. The new body cameras should be up and running by October.
2. The 2021 Sycamore Award will be given to Joe Foley. Mr. Foley assists in many borough celebrations and events and provides DJ music for same.
3. Plans are underway for the annual Kids Halloween Party. Due to the ongoing pandemic, the party will follow the same process as last year. It will be held at The Landing on October 30, Noon to 2 p.m. All must wear masks, there will be no judging and children will be given already packaged candy. The UAA's cotton candy machine will also be used to provide candy.
4. The Mayor will be purchasing holiday decorations for some poles on Lansdown Avenue. Expected cost: \$800. Volunteers are needed and Ms. Byrne offered her assistance.
5. Received an email from Representative Mike Zable, who noted that September is National Recovery Month and is requesting that Lansdowne partner with local municipalities in illuminating government buildings in purple. The Mayor suggested shining purple lights on the mural at Borough Greene.
6. The Mayor asked for updates on the Windermere Avenue flooding issue and the Gateway Slope project. Mr. Matson commented a subcontractor is used for the paving work for the Windermere Avenue sewer project. He informed the prime contractor that if this work is not remediated in a timely manner, the borough contractor (Meco) will perform the work at the expense of the prime contractor. Currently the bulk of water is getting into the westerly inlet but not the easterly inlet. Mr. Matson noted that milling work could start to re-direct the water into both outlets. Failing that, some paving for the crown was proposed. The current measures are not sufficient and milling will start with the paving to be completed if the issue remains unresolved.  
  
Mr. Matson has been working with Monster Construction on the Gateway Slope project. He reported the work has been unsatisfactory to date and the contractor will not be paid. Deadline is October 26<sup>th</sup> and the original scope, schedule and commitments have not been honored by the contractor. The retaining wall rock is expected to be delivered tomorrow per the vendor.
7. East Lansdowne Mayor Dukes will be hosting a Veterans Luncheon on November 11, Noon to 2 p.m. Mayor Dukes asked if Lansdowne would be holding any food drives to help the Haiti earthquake victims.
8. The Mayor urged all to get vaccinated, be smart and be safe.

**President's Report** – President Hover reported as follows:

1. Thanked all responsible for developing and holding the recent Liberia Day event.

2. Attended a meeting with MV5 on August 3<sup>rd</sup> regarding Veterans Park, the Landing and Highland Avenue parking lot designs. On October 12<sup>th</sup> he met with the HLTC re: Arts and Cultural Alliance. A representative will be provided. President Hover suggested posting a Welcome to Lansdowne sign for the 3 day visit of CGI Marketing.
3. The HARB has approved the Callahan Ward project.
4. President Hover thanked the Ad Hoc Committee for their work on the Comprehensive Plan.
5. Met on August 8<sup>th</sup> with Upper Darby representatives and engineering firm to discuss future extensions of the bikeway facilities plan. Lansdowne is the lead applicant in this project.

Upcoming events:

- Aug. 31<sup>st</sup> – International Overdose Day.
- September 11<sup>th</sup> - 20<sup>th</sup> anniversary resolution.
- September 16, 17, 18 – CGI Marketing in town to create videos to market borough amenities.
- September 19<sup>th</sup> - Ceremony at noon to honor service members who are still POW-MIA.

**Committee Reports:**

**Public Health and Safety** – Ms. Naji-Taylor deferred to Chief Rutherford’s report:

1. The Chief has made some headway with WatchGuard re: body cameras. Training and installation should begin end of September. The second police officer hire has passed the major areas of testing and name will be submitted for Borough Council approval in September. The police policy manual update is in process with outside sources helping with the accreditation.
2. There is a request to change the name of the National Night Out event to be Lansdowne Safety Day on October 2<sup>nd</sup>, Noon to 3 p.m. at Highland Parking lot.
3. There was a shooting incident two weeks ago with a domestic dispute but no injuries reported. The Chief commented that officer Lyons did a “phenomenal job” in defusing the situation with no serious repercussions.

Ms. Naji-Taylor provided the Fire Company report for July:

Alarms: 67 alarms  
Alarms to date: 432  
Man hours: 90 hours, 5 minutes  
Fire fighters responding on average: 2.7  
Enroute time: 4 minutes, 16 seconds  
Average arrival time: 6 minutes, 4 seconds  
Average time on scene: 31 minutes  
Ambulance calls: 186  
Major incident types: 5 fire, 3 EMS assist, 11 hazardous condition, 36 good intention calls, 1 service call, 11 false alarms.

The Committee also discussed the increasing Covid numbers. Ms. Naji-Taylor requested all police budget requests by the September Council meeting.

**Finance and Administration** – Ms. James reported the F&A Committee met on August 2<sup>nd</sup>. Discussions centered on the Police Pension Fund with PNC Bank representatives, how Covid will affect the markets and borough investments and spending appears to be back to normal levels but not transportation. The MMO and earnings were also discussed. Ms. James requested all general budget requests be submitted by October/November. Subcommittee requests are due by October 15<sup>th</sup>.

**Economic Development** - President Hover reported as follows:

1. The ED Committee met on August 11<sup>th</sup>, 6 p.m. The next steps for the Lansdowne Arts and Culture Alliance were discussed and the next step is to hold a meeting with different representatives from the borough and other municipalities.
2. CDBG grants update: Received two solar charging stations for Hays Park and the Library. Grant for the Tot Lot still be worked on.
3. LEDC updates: Met to discuss their contract and how to further develop the downtown business district. The litter problem was a big topic and the LEDC will provide updates on how the litter control program is being handled.
4. The HARB recommended a COA for the Callahan Ward project.
5. Zoning Hearing Board updates: Definition of family dwelling and how many can live there was discussed.
6. Borough banners should be up in about three weeks.
7. CGI marketing schedule discussed.
8. Black Lives Matter mural contract discussed.
9. BLM mural contract
10. Various resolutions plus the Complete Street Resolution.

The next Economic Development Committee meeting will be held on the second Wednesday in September.

**Environment, Parks and Recreation** – Ms. English reported as follows:

1. No update from CAC.
2. Amazing Grazing goats will be used in Marlyn Park for eliminating weeds, poison ivy and invasive.
3. Movie Night will not be pursued due to pandemic. No fall classes will be held indoors but some will be on line, e.g., Zoomba.
4. Additional dog waste stations will be installed in Sycamore and Hoffman Parks due to the success of Marlyn Park stations.
5. Carousel Connections – Ms. English will reach out to Solicitor Scott in this regard. This is a volunteer group of young adults that do weeding, etc. in Philadelphia parks. Their work in borough parks will be documented for the new Borough Council members next year.

**Environment Advisory Council (EAC)**: No report provided.

**Library Board Liaison:** The Board did not meet this month.

**Community Relations Committee** - Ms. Byrne reported the Community Relations Committee met on August 3<sup>rd</sup>. Topics of discussion included:

- UAA storage unit. First round of cleanouts planned for August 5<sup>th</sup>. The plan is to take the 20 x 20 foot tent, one popcorn machine, one hot dog machine and two cotton candy machines and store in the 20<sup>th</sup> Century Club basement. The Mayor commented that a lot of skilled people would be necessary to dismantle and dispose of the metal stage frame and large stack of plywood. The question arose as to whether or not Borough Council should take the lead in this endeavor. President Hover noted he will further explore in committee any possible ramifications from other private organizations expecting same treatment.
- Mission Statement for Borough Council that best reflects their vision now and in the future. Ms. Byrne has spoken to business leaders in town and will provide a list of ideas to President Hover for review.
- Holiday decorations for downtown area starting with Halloween until end of year. The Mayor commented he would need 18 corn stalks for Halloween to be put on five shepherd hooks on the south side of Lansdowne Avenue. The Committee is also discussing the possibility of bringing back the pumpkin patch.
- The Library is now open with early morning book pickup still available.
- The Kids Halloween Party planning has begun. More information will follow on what other items could be given away in addition to candy.

The next Community Relations Committee meeting will be held on October 5, 6:30 pm. There will be no meeting in September.

**Lansdowne Arts Board:** Planning to have Free Fair on September 18<sup>th</sup> in front of the 2020 house in order to thin out their art supplies and old artwork. There will be no donations as the Board solely is donating these items. Anything remaining will be donated to Goodwill or Utility Works. President Hover commented the Economic Development Committee wanted more information on this event. The LAB also plans to hold a maiden Covid show with an Open House on October 1<sup>st</sup>, 7-9 p.m. The show will continue through October 24<sup>th</sup>.

**Infrastructure and Public Works** – No report given in Mr. Schleigh's absence.

**Technology** –No report given in Mr. Holt's absence. President Hover commented the committee meeting had been cancelled due to illness.

**Communications:** No items for communication.

### **Old Business:**

1. **POW-MIA Resolution** – This is being revisited in conjunction with American Legion Post 65 due to Covid restrictions in place last year. The Commander of American Legion Post 65 spoke

briefly about the importance of this resolution, adding that over 80,000 service members are still unaccounted for and flying the flag in recognition of their service was appropriate.

2. **CGI Marketing Schedule** – will do videos with the Mayor. Residents can take part if chosen and the Lansdowne Theater marquee will be part of video.
3. **Comprehensive Program** – Mr. Totaro indicated that Urban Research and Design out of Bethlehem, PA and Connect The Dots were the top contenders and the decision was to hire both firms. There is a substantial agreement to proceed but no final contract or scope of work has been established. This would be a non-budgeted item for 2022 not to exceed \$87,000 and was in the mid-range of proposals. Ms. Naji-Taylor asked if further community outreach would be available and if there had been any issues between the planners. Mr. Totaro noted the integration went smoothly with both firms and there will be more robust outreach to the public. Mr. Scott asked if they would be providing a professional services agreement for the scope of the project. Mr. Totaro indicated there will be an agreement with Urban Research and Design named as the primary and Connect The Dots as sub-contractor to them.
4. **Parking Ordinance** – Mr. Totaro noted bids had been received for the Scottdale Road portion and remainder of the bike plan worked on throughout the year. The third piece will include paving on Lansdowne Avenue and some parking changes primarily on East Greenwood Avenue. This will be subject to a review by Solicitor Scott. Mr. Matson commented there had been some issues with labor shortage but the bids came within the original expectations of Pennoni Engineering. Quick Lot Pavement Marking Specialists from Huntingdon Valley, PA was the low bidder for \$185,826.19. Ms. Naji-Taylor questioned the materials standards and if bike racks would be provided. Mr. Totaro noted that there will be no bike racks but higher quality materials are being used for the striping paint on streets, the reflective tape and the signage. The only other change might be to some of the sewer grates.

#### **New Business:**

1. **Complete Streets Resolution** – President Hover commented this had been presented by Carol Martsolf of the Sustainability Committee of Delaware County that establishes as policy what has been worked on by Borough Council for many years. This includes the Walkshed Plan and the Bikeway Plan. The Public Safety and Infrastructure Committees will be further discussing the policy as this is federal and state level initiative for the borough to rethink how they want their streets in the future.
2. **PECO Gas Main Replacement** – Mr. Totaro commented this was presented by the Infrastructure Committee several months ago to include work on Baltimore Avenue across from the Gladstone Manor subdivision as well as sections of Willowbrook and Ardmore Avenues and Marlyn Park. This will install a high pressure gas main beneath the street connecting to house basements that will allow for automatic reading of meters and higher pressure for higher efficiency for appliances. Work expected to start in Fall of 2021. Mr. Holt asked if there would be any service disruptions and what was the extent of PECO's involvement. Mr. Totaro indicated service disruption would only be for 1-2 hours. Mr. Scott noted that PECO reports to the PUC but will often cooperate with any particular borough issues. The Mayor asked that

residents be given notice well in advance. Mr. Scott added that PECO is required to pave one half of the street, mid line to curb, on whatever side they own and after settling, paving will be completed.

3. **Overdose Awareness Day Resolution** – President Hover commented August 31<sup>st</sup> will be recognized as the day for bringing to light the harm that can happen not only to addicts but those who misuse prescriptions. It also provides the necessary tools necessary for EMTs to help save these lives.
4. **911 Anniversary Resolution** – President Hover noted this is the 20<sup>th</sup> anniversary of the World Trade Towers attack, adding that the world has seen many changes and community ripple effects since that date.
5. **America 250 PA Delco Committee** – President Hover indicated an email from the Planning Commission via Jen Hoff was sent to him regarding what items could be developed to recognize this anniversary. One idea was creating fiber glass liberty bells for distribution. The Community Relations Committee will further discuss ideas.

**Public Comment:** Ms. Byrne moved to Suspend Roberts Rules of Order. Ms. English seconded.  
Vote: Unanimous.

**Visitors:**

1. **Commander Behr** – resident. Questioned if the events for the POW-MIA would be held outside. President Hover commented they would be held in the Borough Greene.
2. **Richard Smalley** – resident. Questioned what would be used for next year's July 4<sup>th</sup> parade platform is this one is destroyed as planned. Mayor Campuzano commented the current platform is in very bad shape and any events will be held on the lawn or gravel surface next year.

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 the period. Ms. English seconded. Vote: unanimous.
2. Mr. Hover moved to enter agreement with WPSD regarding a mural on Green Street. Mayor Campuzano commented it should be listed as "Avenue", not "Street". President Hover accepted the motion as amended. Ms. Byrne seconded. **Discussion:** Ms. English questioned why more information was not provided by the school regarding site of mural, approval of drawing for Borough Council, added contract language for non-slip paint, etc. Mr. Totaro commented more information had been received. Mr. Scott noted the revised contract designates where the mural will be located with Borough approval. A drawing with dimensions of 23 feet by 290 feet will be submitted for borough approval. Language is also added for using non-slip paint and the

agreement needs to be completed within six months or it will be brought back to Borough Council. The motion passed with Ms. English voting “nay”.

3. Mr. Hover Ms. Byrne seconded moved to enter agreement with HLTC regarding use of Borough property for staging of a truck. **Discussion:** Mr. Totaro clarified this is a three way agreement with the company who is either salvaging or storing chairs in the 20CC auditorium and another lot for one week. Side doors will be used to detach and unload the chairs. . Vote: unanimous.
4. Ms. English moved to award contract to Quick Lot Paving for installation of Bicycle Facilities. Ms. Byrne seconded. Vote: unanimous.
5. Mr. Hover moved to advertise an Ordinance to restrict parking and auto travel direction to enable installation of Bike Lanes. Ms. English seconded. Vote: unanimous.
6. Mr. Hover moved to advertise Ordinance 2021-03 regarding electronic ticketing service. Ms. English seconded. Vote: unanimous.
7. Mr. Hover moved to enter agreement with URDC for Comprehensive Plan consulting. Ms. English seconded. **Discussion:** Mr. Scott noted agreement should be amended to add “Subject to Solicitor’s approval”. Mr. Hover moved and Ms. English seconded the amendment. Vote: unanimous.
8. Ms. English moved to ratify agreement with Manko, Gold, Katcher, Fox for consult on sewer tap fee. Ms. Byrne seconded. **Discussion:** Mr. Totaro commented this was a \$2,500 engineering law firm fee to ensure state law is accurate on the part of borough engineer. Mr. Matson added that the proposed tapping fee ordinance is a mechanism to recover fees for impacts of new flow into system and the borough is entitled to receive payment for any additional flow that will help with its I & I remediation. Vote: unanimous.
9. **TABLED:** Motion to advertise Ordinance to set a tapping fee schedule for sanitary sewer connections.
10. Mr. Hover moved to issue a Certificate of Appropriateness for development at 12 South Wycombe Avenue. Ms. English seconded. Vote: unanimous.
11. Ms. Naji-Taylor moved to execute agreement with Seagraves Fire Apparatus LLC for purchase of a ladder fire truck. Ms. English seconded. **Discussion:** Mayor Campuzano commented that the new truck was well deserved and well needed, adding that Upper Darby was using some of its stimulus money to help fund their new ladder truck. Vote: unanimous.
12. Mr. Hover moved to adopt Resolution 2021-20 Recognizing POW-MIA Day. Ms. Byrne seconded. Vote: unanimous.
13. Mr. Hover moved to adopt Resolution 2021-21 Recognizing August 31<sup>st</sup> as Overdose Awareness Day. Ms. Byrne seconded. Vote: unanimous.

14. Mr. Hover moved to adopt Resolution 2021-22 authorizing a moment of Remembrance of September 11<sup>th</sup>, 2001. Ms. Byrne seconded. Vote: unanimous.
15. Ms. Byrne moved to adopt Resolution 2021-23 re: receipt of property from the UAA. Ms. English seconded. **Discussion:** Mr. Scott noted to add “hot dog machine”. Ms. Byrne amended motion and Ms. English seconded amendment. Vote: unanimous.
16. Mr. Hover moved to adopt Resolution 2021-24 re: Sewer Module for 27 North Lansdowne Avenue development. Mr. Holt seconded. Vote: unanimous.
17. Ms. James moved to set 2022 MMO payment to the Police Pension Plan at \$495,420. Ms. Byrne seconded. Vote: unanimous.
18. Ms. James moved to set 2022 MMO payment to the Non-uniform Pension Plan at \$145,350. Ms. English seconded. Vote: unanimous.
19. Mr. Hover moved to accept resignation with regrets from Mr. James Klingler from the Zoning Hearing Board. Ms. Byrne seconded. **Discussion:** The Mayor commented that Jim had done a great job over the years with this and other borough commitments/services which is why he was presented the Helms Award last year. Vote: unanimous.
20. Mr. Hover moved to reappoint Jayne Young to the Zoning Hearing Board for a term expiring 8/26/2026. Ms. Byrne seconded. Vote: unanimous.
21. Mr. Hover moved to advertise an Ordinance amending the definition of Single Family in zoning code. Ms. English seconded. Vote: unanimous.
22. Ms. English moved to enter agreement with Amazing Grazing. Ms. Byrne seconded. **Discussion:** Ms. English commented the goats will arrive on August 28<sup>th</sup> to rid Marlyn Park of all weeds, poison ivy, invasive species, etc. Ms. English added the goats are quiet and will be housed for about a week and contained by an electronic fence. Vote: unanimous.
23. Mr. Holt moved to authorize PECO to perform gas main replacement work in the borough. Ms. English seconded. Vote: unanimous.

**Executive Session** – No items.

**Adjourn** – Ms. Byrne moved to adjourn the meeting. Ms. English seconded. Vote: unanimous. The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Barbara Ann Henry  
Borough Secretary