

Lansdowne Borough Council

GENERAL MEETING

August 19, 2020

APPROVED MINUTES

The Lansdowne Borough Council General Meeting was held remotely via teleconference on Wednesday, August 19, 2020, 7:00 p.m. Members present: President Hover, Ms. Byrne, Ms. English, Mr. Holt, Ms. James, Mr. Schleigh and Ms. Taylor. Also present: Borough Engineer Matson, Borough Solicitor Scott, Borough Manager Totaro, Borough Secretary Henry and Police Chief Donegan. Absent: Fire Company representative.

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

Agenda: Ms. Byrne moved to approve the agenda with one change: The Certificate of Approval for 17 N. Lansdowne Avenue signage is postponed until next Council meeting. Ms. English seconded. Vote: unanimous.

Minutes: Ms. Byrne moved to approve the minutes of the July 15, 2020 General Meeting of Borough Council. Ms. English seconded. Vote: unanimous.

Ms. Byrne moved to approve the minutes of the July 29, 2020 Mayor's Public Safety Forum. Ms. English seconded. Vote: unanimous.

Announcements and Presentations: The Mayor had no items.

Treasurer's Report: Mr. Totaro read the Treasurer's Report ended July 31, 2020 as follows:

General Fund: beginning balance - \$793,851; ending balance \$3,271,816.

Sewer Fund: beginning balance - \$1,192,271; ending balance \$1,599,722.

Liquid Fuels Fund: beginning balance - \$789,699; ending balance \$1,031,831.

Non-Uniform Pension Fund: beginning balance - \$3,549,495; ending balance \$3,517,129.

Police Pension Fund: beginning balance - \$10,301,696; ending balance \$9,479,516.

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

Mayor's Report: The Mayor reported as follows:

1. Three of the five residents on Stewart Avenue are "quite pleased" with the new traffic direction, including the Simpson Gardens Manager. Fire Chief Russell also reported the Fire Company approved as well.
2. Simpson Gardens is faring well with the Covid-19 outbreak with zero cases reported for the past month.

3. Lansdowne Friends School will open September 10th with on-site learning dependent upon a forthcoming State ruling. The School has another plan in place for testing procedures that will not be held curbside. The new traffic signs have been ordered but the School has requested waiting before placing until a final decision is reached regarding virtual vs. on-site learning.
4. The Highland Avenue lot for Covid-19 testing went well; there were about 200 residents tested over the three days. The Mayor thanked the Fire Company, Mr. Totaro, borough crew and Borough Council for their support. Another testing is scheduled starting tomorrow in Aldan at Interboro School and the Community Center.
5. The Mayor congratulated newly hired part time police Officer Ronald Lassiter, Jr.
6. A hard look needs to be taken regarding landscaping for all borough buildings in the aftermath of Hurricane Iasias. A plan should be devised that will not place all of the burden on volunteers.
7. There are no crosswalk signs from the Hoffman Park Pavilion to the parking lot. The Mayor recommended having a plan for appropriate signage at this site and other areas of the borough.
8. Wildman Arms crosswalk – still waiting to be painted on Runnemedede and Baltimore and signage installed. Mr. Matson indicated he spoke with Penn Dot who have no problem with the painting and signage but permits will be required if more sophisticated electronic equipment is added. Penn Dot is currently doing a paving project. Mr. Matson commented he is trying to coordinate three different projects at the same time in Lansdowne and wants to make the most efficient use of taxpayers' money. He suggested it would be better to avoid having to tear up the paving a second time. The Mayor disagreed, noting that the paving may take another 1-1/2 years or so to complete and other crosswalks had not been painted as promised. He suggested doing what is possible at minimal cost, such as painting crosswalks and additional signage. Cost for the paint is about \$2,000. Also, installing additional signage would not interfere with Penn Dot's paving.
9. Kids Halloween Party – The Mayor proposed having a costumed event on the outside patio of the 20th Century Club. All Borough Council members were in agreement. President Hover would like this discussed in the Environment Parks and Rec Committee while thinking about plans for December as well. The next Park and Rec Committee will be meeting the third week in September.
10. Shredding event – October 17, 9 AM – 2 PM, at Highland Avenue parking lot in conjunction with East Lansdowne. The District Attorney's office will also participate by collecting outdated prescriptions only - **NO** electronics will be collected.
11. Residents should complete and mail the census.

Council President's Report: President Hover reported as follows:

1. Majority of this report will be discussed in committee reports. President Hover thanked borough staff, fire and police personnel for preserving the borough's public safety and maintaining service. There were minimal damage reports for Lansdowne.
2. The hurricane damaged Hoffman Park and Gateway Slope. Repairs are underway but will take some time. President Hover noted the positive investments currently in place for Lansdowne: (1) bidding has begun for Gateway Slope and the Lansdowne Avenue crosswalk, grant was received for funding the McKinley Avenue Tot Lot and a grant of \$500,000 that will assist with sanitary and sewer lines.
3. The newly PA state flag is being flown at Borough Green.

Committee Reports:

Public Health and Safety – Ms. Taylor reported several items as follows:

1. Received information from Chief Donegan indicating the Use of Force policy has been completed and updated and includes the Duty to Intervene and choke hold provisions. Mr. Scott will review before

providing to the public. Ms. Taylor reported that central booking procedures will move from Media back to Lansdowne around August 31. Current borough options are: (1) utilize borough holding cell but need to hire a turnkey and plan cleaning measures using Covid-19 safety precautions; or (2) transport prisoners to Chester for temporary holding while paying a cost neutral fee. Regarding handling transport, other surrounding towns would assist in an emergency and non-urgent calls would be put on hold until the officer returns.

2. Body Cams – Chief Donegan met with the company yesterday to review features and pricing. The initial cost was \$1,000 per cam and about 16-18 full and part time officers would require one. Ms. Taylor noted that Chief Donegan did an in depth review of the pros and cons of having body cams before the meeting. There were concerns about filming domestic abuse victims and minors and the future effects it might cause. The Chief will discuss in Committee who would control the video and how policy would be made that will be further discussed in Committee. The Lansdowne police will also follow Pennsylvania's policy on Right to Know matters.

4. Public Safety Committee was requested to make the resident request letter part of the official record.

5. Signage is available for Lansdowne Court and Berkley Avenue for speeding and watching children. President Hover commented the borough would not have to ask Penn Dot for this signage. Ms. Taylor will bring this back to Committee and will confer with Mr. Totaro about what company can provide the best service and prices.

Not discussed in Committee:

1. Help for Delco residents affected by the hurricane is posted on the County's web site.

2. Tomorrow from 4-5:30 PM there will be a virtual public meeting to review the creation of the Delaware County Public Health Department. This will include the results of a year-long study conducted by the John Hopkins School of Public Health, who will provide updates and status reports on the effects of Covid-19 on Delaware County residents and establish a timeline for the Delco Public Health Department.

President Hover thanked Chief Donegan and others for reviewing the policies and addressing the different concerns of residents. He asked if the Public Health Committee could discuss the signage issue regarding speeding and pedestrian safety. Ms. Taylor will first confer with Mr. Totaro regarding the best company and cost.

Finance & Administration & Codes – Ms. James reported that PNC Bank investors attended the last Finance Committee meeting to discuss the police pension, which is going better than predicted. They will hold another meeting in November to give an updated report. In addition, the Earned Income Tax is progressing as budgeted.

Economic Development – Mr. Hover reported his Committee had discussed the status of several grants received by Lansdowne.

1. 1st grant – Received from the Delaware Valley Regional Planning Commission (“DVRPC”) regarding the multi municipal bike lane plans. Lansdowne is moving into the next step to develop the scope of work with the DVRPC. It is hoped that an announcement will be made with all the involved municipalities concerning the plan and how to proceed in the future. This is part of the long term bike plan discussed by Council last year encouraging transit oriented pedestrian and bike lanes that connect to transit.

2. The Historic Lansdowne Theater Corporation (“HLTC”) submitted a grant application to the Department of Community and Economic Development (“DCED”). It may take a few months to receive

an answer. The HLTC has also submitted plans to the Historic Architecture Review Board (“HARB”) regarding their renovations and will be moving forward to send them to the Planning Commission.

3. The CDBG grant received for the McKinley Tot Lot playground and sanitary sewer repairs – borough will be entering into a contract with the County.
4. Received a report from the Lansdowne Economic Development Corporation (“LEDC”) and some parameters will be discussed at the next Economic Development Committee. The Committee will also discuss a breakdown of some of the LEDC expenses and how the contributed Borough money is being spent.
5. Lansdowne Arts Board (“LAB”) is considering holding A Bit of the Arts event in November.
6. The Hispanic Heritage Month resolution was discussed.
7. The County Housing Plan was discussed.

Environment, Parks and Rec – Ms. English reported her Committee discussed trying different ways to advertise the Park and Rec meetings. Other topics for discussion included:

1. Different methods for maintaining borough properties, as they may not receive any community service help by the end of the year. President Hover commented this landscaping problem will be discussed at another meeting while Ms. English reviews bids for a landscaper. In addition, the Garden Gorillas may help with maintenance and the Park and Rec Director will be getting bids for parks cleanup during the winter. The Board will also provide an article highlighting the borough’s parks to familiarize new residents with them. One resident has expressed an interest in joining Park and Rec.
2. Hurricane storm damage was reviewed.
3. Work on Reservoir Park should start in the next 1-2 months.
4. New equipment has been purchased for Interboro Park but won’t be placed until borough receives the Covid-19 reopening mandates.
5. Pennock Woods has seen an uptick in trash and would like to get more than a once a month trash pickup.
6. 2021 budget will be put in as a regular budget for now that will be adjusted accordingly as the year ends.
7. Library Board presented their list of requests.
8. Ms. English will be reaching out to her environmental group to interview those interested in joining Borough committees.

Community Relations – Miss Byrne reported the Stewart Avenue traffic change was the primary topic for discussion. The remainder of meeting was taken up with the 2020 census. As of today Lansdowne has only a 64.6 % response rate as compared to a 64% rate two weeks ago. The deadline for completing census has been changed to September 30. A second mailing will be delivered very soon. The Committee has remaining grant money of about \$500 and discussed additional ways to promote the census. Ms. English asked if the census information had been put on the Theater marquee. Ms. Byrne noted it was there earlier in the season. There are additional posters and Ms. Byrne will reach out to HLTC Director Matt Schultz about putting the posters back on the marquee.

Infrastructure and Public Works – Mr. Schleigh reported his next Committee meeting will be held next Monday night. President Hover asked if any progress had been made regarding Mr. Schleigh’s July 2020 discussion in Public Safety Committee meeting about how to enforce mask wearing at Penn Wood High School and preparing an ordinance for a public health officer to work with the schools in this regard. Mr. Schleigh commented that the School District has changed its original plans for reopening and will now be going virtual thereby making the previous measures unnecessary. President Hover questioned if would be

advisable to have a plan in place for when the school reopens. Mr. Schleigh did not know what the plans would be upon reopening.

Ad Hoc Committee on Inclusion and Diversity: President Hover noted he met with Ms. Taylor and Mr. Holt to discuss ideas about how to work within this new committee. One suggestion was having a host site of cultural events so that different cultures in Lansdowne can come together to share in these events. Using the 2020 House and 20th Century Club for on-line hosting events was discussed as well as how to host cultural events and bring in different musical groups. The Committee also discussed how in depth it wants to go in recognizing different groups.

Other topics for discussion included:

1. Possibility of declaring November 9th as Cambodia Day.
2. Setting aside some money to hold a Block Party in the areas of Lansdowne assisted by the CDBG funding.
3. Hold a Food Truck Day on Lansdowne Avenue showcasing the diversity of cultural foods.
4. Hispanic Heritage month and religious holidays. President Holt asked what is allowed during the holiday time in the borough in terms of recognizing some religious holidays. Mr. Scott indicated that a preference for one group over another cannot be expressed e.g., if allowing a manger scene display on borough green, other religious displays need to be displayed as well. Other religious holidays can be recognized in the form of Borough Council resolution and good will greeting but borough money cannot be spent on religious observances. Mr. Scott asked that any specific proposals be submitted to him for review and further expansion.

Technology Committee – Mr. Holt presented some of the Committee’s ideas for their first meeting:

1. Borough Cloud migration to host on the Cloud.
2. Underground fibers as a public utility.
3. Social media policy.
4. Cyber insurance policy.
5. Overall borough communications, telephones, etc.
6. 5G agreement.
6. Web site improvements and upgrades.
7. Processing electronic payments.
8. Body cam data storage, cost, accessibility and procedures for hosting data, partnering with Public Safety when the time comes.
9. IT personnel – have a vendor proposal from InfraDat, a risk security report card agency.

Communications:

1. Email from Department of Community Economic Development congratulating Lansdowne on receiving a \$500,000 grant for the sanitary and sewer lines.
2. Letter from Gail Ottie, Food Access Coordinator for the County, thanking the borough for holding the June 20 food drive. President Hover publicly read the letter, noting that another Food Drive might be held in the fall.

OLD BUSINESS:

1. **LAB proposed plan and activities** – Discussed in the Economic Development Committee meeting. President Hover commented that given the nature of Covid, he is encouraging the LAB to have

three proposed virtual shows in the fall that can directly impact economic development in Lansdowne real estate. It should be open to all Lansdowne members in Lansdowne. The three shows would depict the different aspects of Lansdowne as follows: (1) have different pictorial scenes of Lansdowne houses that provides more of the feel and emotion of what Lansdowne is; (2) Lansdowne streetscapes, perhaps in the fall with beautiful coloring, again showing Lansdowne's beauty and atmosphere; and (3) different Lansdowne nature scenes.

Ms. Byrne, in her capacity as LAB liaison, submitted these ideas to the LAB. The current LAB plan has some other ideas from the Tyler Report, a number of which are appealing: mural scene on bridge, Gateway Slope area art and art in the center business district. Ms. Byrne commented the LAB is eager to move forward but felt apprehensive about showing outside the 2020 house. Several LAB artists already do a number of the proposed ideas and have suggested other ideas such as bringing together the Penn Wood Senior Art Show and something historical along the lines of Matt Schultz's presentation last year. Ms. English questioned working at the location, given that the LEDC has rented spots for artists at Utility Works. Ms. Byrne noted Utility Works is filled to capacity but in terms of LAB, it is based on the Culture Works study on how to get artists involved in the community by offering residence that mandates a three month commitment. The goal is to encourage these resident artists to become involved in the community with the hope of building groups and potentially consider moving to the borough.

President Hover indicated a lot of the plan is not presently achievable given the Covid situation and will take plan back for discussion in the Community Relations and Economic Development Committees. President Hover asked Mr. Scott for a directive on a contract and motion, as this will be an economic driver for the borough. Mr. Scott did not have a preference either way and commented it should be the borough's preference. A motion will follow.

2. Lansdowne Bicycle Facilities Plan – President Hover opened the discussion and presented a brief history of the plan as discussed last year: Part of Penn Dot's plan is to create bike lanes on Lansdowne Avenue. The grant received from the Delaware Valley Planning Commission is to connect these lanes throughout Eastern Delco. Last year this plan was extensively discussed in Committees regarding the economic benefits and impact of having a bike plan throughout the borough that would result in having transit oriented pathways and bike ways. Pennoni Engineering was awarded the project.

Mr. Totaro indicated the design work is substantially completed and Pennoni will develop a virtual presentation for public comment by early October, 2020. Mr. Schleigh questioned how the affected residents on the proposed bike route would be notified. Mr. Totaro would advertise a public meeting. Mr. Schleigh felt that every member of the route should get a specific invitation to the public meeting rather than relying on advertisement. Mr. Totaro will follow up. Mr. Schleigh asked what would be the content of the advertisement. President Hover replied it was indicated in the contract signed with Pennoni last November that they would do the advertising and construction. Mr. Schleigh noted he had concerns about the plan last year and continued to have them. President Hover commented that last year at various Council meetings, Borough Council President Schleigh and Council members unanimously approved Penn Dot's 2020 resurfacing plan and the RFP for bike lanes. The final contract was signed in November, 2019 stating what items would be included in the base plan. President Hover advised Mr. Schleigh to attend Committee meetings and the public meeting to discuss his concerns. Mr. Holt asked if there was any action that would preclude or mutually exclude any further communication or enhancement to the communication plan that could be fully discussed at Monday's upcoming Infrastructure Committee meeting. The Mayor felt that given the current postal delivery problems, it would be better to hand deliver the flyers to the affected residents. There was general agreement to hand deliver the flyers. President Hover commented that concerns can be addressed while moving forward with constructed plans.

3. **DELCORA Response Letter** – Mr. Matson reported he prepared the letter with four comments and four questions but did more fact finding as to what the 800 other communities affected by the same issue that is driving Delcora’s action have done to address the issue. Mr. Schleigh and Mr. Totaro will review the letter.

NEW BUSINESS;

1. **Delaware County Housing Plan** – President Hover noted this had been discussed in the Economic Development Committee with the recommendation to approve a letter to the Delaware County Planning Department and Delaware County Council. President Hover expressed concern that Lansdowne had been listed as an “urban center and mature neighborhood”, listing Lansdowne’s beneficial attributes while indicating issues relevant to an older community trying to compete with housing development trends. Ms. Byrne asked if the “urban center” definition was appropriate for the borough. President Hover indicated it was for purposes of policy making and identified the areas of concern. These involved requesting investments in greenway/recreation projects and recreational programming, financial support for low interest loans or grants for aging housing stock, creating new housing plans/developments that reduce racial and economic segregation in the County and creating preference for dispersal of CDBG funds to projects that will serve mixed income and racially diverse communities.

This plan goes to 15 years and could be significant as to what investments the borough could receive. Solicitor Scott felt the letter was appropriate.

2. **Hispanic Heritage Month Resolution** – Ms. Byrne read the resolution in its entirety for record, declaring September 15, 2020 to October 15, 2022 as Hispanic Heritage Month. The Mayor and Ms. Byrne thanked President Hover for including this resolution.

Visitors Comments: Mr. Holt moved to Suspend Roberts Rules of Order to hear public comment. Ms. Byrne seconded. Vote: unanimous.

1. **Bill Horton** – 30 Linden Ave. Mr. Horton thanked Borough Council for all their hard work and had several comments.

a. There is a continual problem with park maintenance. Suggested having a dedicated staff person to handle all park maintenance in Lansdowne and felt it was a mistake to reduce personnel during the pandemic.

b. Could the bike plan be released prior to the public meeting to give residents a chance to thoroughly review it? He would like to see a way to restrict Zoom Bombing during meetings but still provide public access.

c. The previous Park and Rec Board meeting was not advertised, violating the Sunshine Act.

c. When will Committee minutes be posted on web site?

d. The letter sent to Ms. Taylor last month and made part of the record was not addressed or answered.

e. The Right to Know for video requests is one of the most denied requests in Pennsylvania. He would like Solicitor Scott to research the right to know policy/process regarding police body cams. Also, he did not hear a report from Chief Donegan tonight.

Borough Council Responses:

1. Mr. Totaro indicated the Park and Rec meeting had not been advertised since it was the first virtual meeting held since the zoom bombing. This was a one-time instance.

2. The Chief provides a report every other week for the Business Meetings.
3. Mr. Scott will look into the Right to Know request and felt it was appropriate.
4. Ms. Taylor commented that the Right to Know and body cams issues had been mentioned in her report. She also responded to the letter sent to Borough Council from Ms. Lucas regarding her questions about body cams. This issue was discussed in the Public Safety Committee. Ms. Taylor has not received any further information in this regard to send Ms. Lucas.
5. President Hover noted that due to Covid, it was determined that only Borough Council minutes would be posted on the web site as each Council person reports from their Committee meeting minutes. Any personnel issues are discussed in Executive Session and cannot be made public.

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

Action Items:

1. Ms. English moved to pay bills for the period. Ms. Byrne seconded. Vote: unanimous.
2. Ms. Byrne moved to set the 2021 MMO payment to the Police Pension Plan at \$588,572. Ms. English seconded. **Discussion:** Mr. Totaro noted this sets a minimum municipal obligation to distribute to the pension fund next year. It is part of state law that it is articulated here and taken as action item in the minutes. There are two ways of measuring this number: (1) the market value and (2) minimum amount (about \$150,000 more). The less significant method is distributed through the borough's 401(k) match as well as employee contributions from their salary into the Non-Uniform Fund. Vote: unanimous.
3. Ms. English moved to set the 2021 MMO payment to the Non-Uniform Pension Plan at \$134,300. Ms. Byrne seconded. Vote: unanimous.
4. Mr. Schleigh moved to sell a Sanitation Vehicle VIN: 1HTWHAZT77J448605.
Discussion: Mr. Totaro commented that two new trash trucks were being purchased. One will be retired with hope of getting some value for it. The second 2007 truck can be sold after the new truck break in period later in the fall. This one is considered saleable by him and the Director of Public Works Director. Vote: unanimous.
5. Ms. Byrne moved to enter Memo of Understanding with SEIU. Ms. English seconded.
Discussion: Mr. Totaro noted this extends the current Memo of Understanding and agreement the borough has with police department clerks. Vote: unanimous.
6. Mr. Hover moved to ratify Declaration of Emergency declared for the Tropical Storm Iasias of August 3, 2020. Ms. Byrne seconded. **Discussion:** President Hover commented this action allows the borough to try and recuperate money from any repairs caused by the storm. Vote: unanimous.
7. Mr. Schleigh moved to ratify agreement with Shred-it for paper shredding services in Highland Lot October 17, 2020. Ms. English seconded. Vote: unanimous.
8. Ms. Taylor moved to hire part time Officer Ronald Lassiter, Jr. Ms. Byrne seconded. **Discussion:** The Mayor indicated Officer Lassiter was currently working part time in Colwyn and Chief Donegan felt very highly of him.

9. Tabled until next council mtg.
10. Ms. Byrne moved to direct the LAB to create three virtual shows of Lansdowne houses, Lansdowne streetscapes and Lansdowne nature scenes. Ms. Taylor seconded. Vote: unanimous.
11. Mr. Hover moved to send letter to Delaware County re: proposed Delaware County Housing Plan. Ms. Byrne seconded. Vote: unanimous.
12. Ms. Byrne moved to adopt Resolution 2020-xx Re: Hispanic Heritage Month. Mr. Hover seconded. Vote: unanimous.

Executive Session- Ms. English moved to adjourn to Executive Session at 9:21 p.m. to discuss personnel issues. Ms. English seconded. Vote: unanimous.

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

1. Mr. Hover moved to restore borough employees to 100% effective August 31, 2020. Ms. Taylor seconded. Ms. English amended the motion to designate this applies to full time employees only. Ms. Taylor seconded. Vote: unanimous. In summation, Mr. Hover moved to restore full time borough employees to 100% effective August 31, 2020. Ms. English seconded. Vote: unanimous.

Adjourn: Ms. Byrne moved to adjourn the meeting, seconded by Ms. English. Vote: unanimous. The meeting adjourned at 10:15.

Respectfully submitted,

Barbara Ann Henry
Borough Secretary