

Lansdowne Borough Council

BUSINESS MEETING

September 2, 2020

APPROVED MINUTES

The Lansdowne Borough Council Business Meeting was held virtually on Wednesday, September 2, 2020, 7:00 p.m. Members present: President Hover, Ms. Byrne, Mr. Holt, Ms. James, Mr. Schleigh and Ms. Taylor. Excused: Ms. English. Also present: Mayor Campuzano, Borough Solicitor Scott, Borough Manager Totaro, Borough Engineer Matson, Borough Secretary Henry and Policed Chief Donegan.

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

All Borough Council meetings will be held virtually until further notice.

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

Mr. Holt moved to approve the minutes of the August 5, 2020 Borough Council Business Meeting. Ms. Taylor seconded. Vote: unanimous.

Reports:

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

Borough Manager's Report: Mr. Totaro reported he has developed the budget with a projected end of year outcome plus the 2021 budget. This year's numbers are encouraging, due in large part to the better than expected performance of the Earned Income Tax.

Police Chief's Report – Chief Donegan reported as follows:

1. **Body Cams** – Chief met with an individual on August 18, has received a proposal and will discuss it further at the next Public Safety Committee meeting. The proposal is for an estimated 18 body cams (one for every officer) @ \$1000 plus transfer station, charging units, and a three year warranty (\$450 for each warranty). Evidence software and licensing should have enough storage but the Chief will talk with Mr. Holt about this aspect. There would be a savings of \$10,000 to store everything on the server. Also, licensing, support, sharing of information and videos will cost a few thousand dollars plus another \$5,000 for shipping, handling and installation. Total upfront cost for three years: \$37,325. The annual service fees are an additional \$3,500. Another option would be to lease it for three years for \$16,326.25 that includes the \$3,500 service fee.

The cams have CoStars licensing and are the Watchguard Series. No estimate provided for in-car cameras. President Hover confirmed that payment will come out of the Civil Asset Forfeiture Fund, not the General Fund. The Chief commented that the usual 30 day wait period is now 90 days. Ms. Taylor asked if any type of meeting or discussion had been set up regarding the Technology Committee utilizing

services to understand the logistics of setting up the cameras. The Chief is deferring to Mr. Holt's expertise on this point and will meet with him and Mr. Totaro.

2. **Policy manual** – work continues on this and Sgt. Rutherford is also assisting before submitting it to Solicitor Scott for a final review.
3. **2021 Overnight Parking Permits** – go on sale October 1.

Borough Engineer's Report – Mr. Matson reported on two items:

1. The annual MS4 report is due by September 30 to the DEP. This report concerns water quality improvement efforts throughout the borough. It is under the umbrella of the Clean Water Act.
2. There is no solid date yet for the County paving schedule but some of the borough work can be scheduled before the start of the Penn DOT paving program. Mr. Totaro added an addendum to the paving schedule, wherein Pembroke Avenue at Stewart plus Union and Oak to Lansdowne Avenue will be dug up first. Due to the close vicinity to Lansdowne, the borough's portion of the work might continue in the early part of Penn DOT's schedule.

Fire Company Report – No report provided.

Mayor's Report – The Mayor reported as follows:

1. Approval has been received to make Stewart Avenue one way from Lansdowne to Owen.
2. The Friends School will reopen on September 10 for Pre-K students and October 13 for the rest of the student body. The Mayor noted that Fire Chief Russell was also contacted on the traffic change and permanent signage will be in place by October 1. The poles will be placed today.
3. Flyer received from the County re: Delaware County mosquito disease borne spraying program. Due to high content in certain portions of the borough, the County will conduct a low volume spray to control disease borne mosquitoes on September 3. The Mayor urged residents to clear out anything containing pooled water, as it is a perfect breeding ground.
4. The LBPA has cancelled this year's tree lighting and Parade of Lights. They are looking into holding a virtual Zoom reading event with Santa for children at the Library. Ms. Byrne added they are considering holding the Winter Lights Parade with just the cars and no judging or gathering at the end.
5. The shredding event will be held October 17, 9-Noon at Highland Avenue parking lot in conjunction with East Lansdowne borough and the County DA's office, who is providing a prescription drop off for expired or old medicine.
6. Commenting that these are difficult times, the Mayor thanked Borough Council, all police officers, the fire company, sanitation and highway crews, borough staff, library staff and Borough Board and Committee volunteers for keeping Lansdowne safe, informed, fed and serviced.
7. The Mayor recently viewed last year's Movers and Shakers program that aired on Channel 12 and featured Lansdowne. Matt Schultz and Megan Halsey were interviewed and spoke of the Theater, the Farmers Market, housing, the community and other aspects that make Lansdowne a special place.
8. The Ladies Auxiliary of the Volunteer Fire Company will hold a virtual designer bag bingo on Oct. 3.
9. The Mayor reminded residents to wear masks and complete the 2020 Census by September 30.

Ms. James asked if Interboro Park would be sprayed for mosquitoes. The Mayor noted he did not see it listed and was told not to make the map public. Ms. James asked if the County could spray it, indicating the Park and Rec Director sustained a lot of mosquito bites last week. The Mayor commented not all of Lansdowne will be sprayed, only those sites that have a certain count, but he will make the request.

President Hover asked Mr. Totaro to have DandeLion Digital put out information on the spray and methods for eliminating pooled water. Rain date is September 8.

President's Report: President Hover acknowledged the difficulties facing families working virtually with their jobs and school and encouraged them to take a recess break and go outside and exercise to relieve stress. Work will start on repairing the damage caused by Hurricane Iasias, including the Reservoir Park damage. President Hover encouraged the public to attend all meetings regarding the budget. President Hover echoed the Mayor's comments recognizing all those who are keeping the borough running smoothly during this stressful time with the pandemic.

OLD BUSINESS:

- 1. LEDC Proposal for a Bit of the Arts event** - President Hover and Ms. Byrne felt that since a contract already exists, it was appropriate to bring to Borough Council. The outline proposes having the event at the normal time and place (20th Century Club). Mr. Totaro noted there were some minor adjustments to the numbers but intent is to proceed with event.
- 2. Proposed Bike Plan** – Pennoni Engineering has completed its report and a public, virtual Zoom meeting will be held on September 30, 7:00 p.m. The Mayor will be assisting with the notification flyers that will be mailed out in about two weeks. President Hover noted that all the component parts of the bike plan regarding affected areas will be the main subject of the meeting.
- 3. Lansdowne Votes** – Ms. Byrne reported there had been a discussion about signage. This does **not** pertain to the prior signs previously distributed by the Delaware County Democrats. The non-partisan Lansdowne Votes organization would like permission to distribute their own lawn signs, install them in public areas and replace the Census banners with their signs. There are two banners that read: (1) Lansdowne Votes and (2) Election Day is November 3. The Mayor noted it would be easier to just attach the banner over the Census banner frame at borough green. The lawn signs would go up immediately and the banners after the September 30 census deadline. President Hover was disinclined to have the lawn signs and the Mayor agreed, noting the banners were sufficient. President Hover asked that the proposed lawn sign decision be tabled until Ms. Byrne gets additional information regarding specific locations.

NEW BUSINESS:

- 1. Website Improvements Agreement** – Mr. Totaro noted the original agreement with DandeLion Digital included some time for reorganizing the web site map to optimizing searches. It would also make the pages more uniform within categories at least within the government, real estate and departments categories. There would also be a better use of the home page that provides a one click option to the various sections. Mr. Totaro indicated about 90% of the agreement has been completed regarding these changes. The Technology Committee will further discuss the agreement at next week's meeting.
- 3. Sheriff Sales/Writs** – Mr. Totaro read aloud a written guidelines request from Portnoff Law Associates regarding approval of selling delinquent properties that previously filed a Writ and if their office can file the Writ for upcoming sheriff sales. Mr. Scott commented the usual process was disrupted by Covid-19 and with the courts re-opening, normal practice will resume. He recommended resuming the process, using Portnoff for payment plans and taking enforcement action against those who do not pay their taxes.

4. **Ballot Drop Box** – This information came outside Committee regarding the County Election Board’s efforts to install boxes in the best locations to provide that all Delaware County residents can vote regardless of the Covid-19 and post office disruptions. The County will provide the box, camera and all materials. It was proposed that Lansdowne have the box in front of the Fire House front door because it is well lit, has individuals near it at all times and provides a sense of safety. The Mayor spoke to Chief Russell, who has no problem with the box location but was a bit concerned that some ballots may accidentally be placed in the fire house’s regular mailing box. Mr. Schleigh felt it was a good idea but expressed some concern that it could be an invitation for a lawsuit, given current litigation actions. Mr. Scott acknowledged there is litigation as to the legitimacy of the boxes but any problems would be handled at a higher level.

5. **Halloween Party Logistics** – Ms. Byrne discussed this last night with Mayor Campuzano and the suggestion was to hold a trunk or treat event at the Farmers Market lot. LEDC Executive Director Debbie Brodeur approved the idea but logistics will need to be set up. In the interest of safety, Ms. Byrne commented that the parked cars could be pulled up the Landing area and redirect traffic around them. It would also be held outside with social distancing and would give the vendors a chance to participate as well. Proposed time: 11 a.m. to 1:00 p.m. All Borough Council members were in agreement with holding the event with Mr. Schleigh noting possible liability issues and requesting to see the plan. Ms. Byrne added the event will be cancelled if there are upticks in case numbers. Mr. Scott noted that liability issues are always present on public property but it should not drive the borough’s decision. The Mayor commented the event needs to be advertised to advise public of how this year’s plan will be different from prior Halloween events.

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

Visitors:

1. Charlotte Hummel – 55 W. Stewart Avenue. Ms. Hummel commented she sent an e-mail to Solicitor Scott regarding the issue of First Amendment rights and posting on public property, adding that private speech cannot be censored. Ms. Hummel felt the ballot drop box was a “great” decision, adding that Mr. Schleigh was a bit “off” with his prior comment and no one is threatening to litigate the decision or remove the boxes. Ms. Hummel stated that Borough Council is “doing an exceptional job under extraordinarily difficult conditions” and thanked them.

2. Suzanne McElroy – 200 Drexel Avenue. Mrs. McElroy echoed Ms. Hummel’s comments and was grateful that connecting into the Zoom meeting was an easy process. She was also thankful for the ballot drop box decision.

Borough Council Response:

Mr. Schleigh clarified his ballot drop box statement, indicating he was in favor of it and only mentioned the litigation concern because of his involvement with the matter filed by one of the national campaigns. He was originally asked to look at the complaint for possible representation and one issue raised was whether the boxes would be left unsupervised. He also added that Lansdowne’s ballot box location was a good one.

Ms. Taylor moved to Reinstate Roberts Rules of Order. Ms. Byrne seconded.

Action Items:

1. Ms. James moved to authorize payment of bills for the period. Ms. Byrne seconded. Vote: unanimous.
2. Mr. Hover moved to issue Certificate of Appropriateness 2020-0731-01 for signage: 17 N. Lansdowne Avenue. Ms. Byrne seconded. Vote: unanimous.
3. Mr. Schleigh moved to adopt Resolution 2020-20 regarding entering Master Casting Agreement with Penn DOT. Ms. James seconded. Vote: unanimous.
4. Mr. Schleigh moved to enter Master Casting Agreement with Penn DOT. Ms. Taylor seconded. Vote: unanimous.
5. Mr. Schleigh moved to advertise for bids for the Lansdowne Avenue Crosswalk. Ms. Byrne seconded. Vote: unanimous.
6. Mr. Schleigh moved to issue response letter to DELCORA. Ms. Byrne seconded. Vote: unanimous.
7. Mr. Hover moved to enter Ballot Drop Box License Agreement with Delaware County Board of Elections. Ms. Byrne seconded. Vote: unanimous.
8. Mr. Hover moved to authorize placement of Ballot Drop Box location: 26 North Highland Avenue. Ms. Taylor seconded. Vote: unanimous.
9. Mr. Hover moved to open the 20th Century Club for the LEDC Bit of the Arts. Ms. Byrne seconded. **Discussion:** President Hover and Mayor Campuzano expressed their thanks to the LEDC for holding the event as a way to provide some sense of normalcy during this time. Vote: unanimous.
10. Ms. James moved to adopt Resolution 2020-21 regarding bank account signatures at PNC Bank. Ms. Taylor seconded. **Discussion:** This updates the authorized signatures for banking transactions, including the checking account for the General, Sewer and Liquid Fuels Funds. It also changes the past Council President and Chair of Finance Committee to the current position. Mr. Totaro and the senior bookkeeper remain the same. Vote: unanimous.
11. Ms. Byrne moved to replace the 2020 Census banners with Lansdowne Votes banners at borough green and Scottdale Road. Ms. James seconded. **Discussion:** The Mayor asked that the September 30 date be included. Ms. Byrne amended and Ms. James seconded the motion per the Mayor's suggestion. Vote: unanimous.

Executive Session – Borough Council adjourned to Executive Session at 8:26 p.m. to discuss personnel issues.

Public Session - No motions were made upon reconvening to public session.

Adjourn - Mr. Holt moved to adjourn the meeting. Ms. Byrne seconded. Vote: unanimous. The meeting adjourned at 9:08 p.m.

Respectfully submitted,

Barbara Ann Henry
Borough Secretary