

**Lansdowne Borough Council**

**GENERAL MEETING**

**September 16, 2020**

**APPROVED MINUTES**

The Lansdowne Borough Council General Meeting was held virtually on Wednesday, September 16, 2020 at 7:00 PM. Members present: Vice President Byrne, Ms. English, Mr. Holt, Ms. James, Mr. Schleigh and Ms. Taylor. President Hover was expected later in the meeting. Also present: Mayor Campuzano, Borough Solicitor Scott, Borough Manager Totaro, Borough Secretary Henry, Borough Engineer Matson and Police Chief Donegan. Absent: Fire Company representative.

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

The Mayor asked for a moment of silence in memory of Jackie Jozwiak, wife of Codes Director Mike Jozwiak, who passed away this week. The Mayor noted that “she fought courageously for several years against her illness”.

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

**Minutes:** Ms. James moved to approve the minutes of the August 15, 2020 General Meeting of Borough Council. Ms. Taylor seconded. Vote: unanimous.

Ms. James moves to approve the minutes of the September 8, 2020 Business Meeting of Borough Council. Ms. Taylor seconded. Vote: unanimous.

**Announcements and Presentations:** The Mayor had no announcements or presentations.

**Treasurer’s Report:** Mr. Totaro read the Treasurer’s Report ended August 31, 2020 as follows:

General Fund: beginning balance - \$793,851; ending balance \$2,932,797.

Sewer Fund: beginning balance - \$1,192,271; ending balance \$1,561,013.

Liquid Fuels Fund: beginning balance - \$789,699; ending balance \$1,031,614.

Non-Uniform Pension Fund: beginning balance - \$3,549,495; ending balance \$3,625,094.

Police Pension Fund: beginning balance - \$10,301,696; ending balance \$9,752,544.

**Solicitor’s Report:** Mr. Scott had no formal report and one executive session item regarding personnel.

**Mayor’s Report:** The Mayor reported as follows:

1. October 17 – 9-Noon - Shredding Event in the Highland Avenue parking lot in conjunction with East Lansdowne. The event is also being sponsored by the Delaware County District Attorney’s office which will provide a drop-off site for old prescriptions and unused medicine.

2. Oct. 31, 11 AM-1 PM - Kids Halloween Party during Farmers Market hours. Two tables will be setup for one treat bag per child. Event open to children ages 1-10. There will be no judging of costumes this year but the Mayor encouraged children to wear one. Social distancing and mask wearing protocol will be followed.
3. September 30 – Deadline for filling out the 2020 Census. Lansdowne was recently mentioned in a Daily Times article re: the census.
4. State Senator Anthony Williams will be opening an office at 85 N. Lansdowne Avenue, next to Wawa, around October 1. His office will notify Council of the opening date.
5. Friends School – The October 10 opening date was confirmed with the Mayor. Signage will be put up on October 1 for the changed traffic pattern on West Stewart to be one way from Lansdowne to Stewart.
6. The Mayor asked for an update on the Wildman Arms signage and Baltimore Avenue painting requests, noting that he does not want it to wait until October or next year. It's a safety issue and there is no idea when Penn Dot will finish their paving project. Mr. Matson commented he had contacted Kevin Lafferty, Public Works Director, who will order the signs. There was no current stock at the public works building. Mr. Matson also contacted Penn Dot to insure Lansdowne is in the loop for their paving schedule. Mr. Matson noted their schedule has been haphazard. Mr. Matson contacted them internally regarding what would be a “game changer” as far as the flashing lights being changed to a “Rapid Rectangular Flashing Beacon”. Penn Dot wants an application for this upgraded lighting that Mr. Matson will prepare. Mr. Matson will also connect with the public works director about the Baltimore Avenue painting. The Mayor would like the verbiage “pedestrian crossing” painted at the designated sites.
7. The Mayor will soon inform Borough Council about the recipients for the Helms and Sycamore Awards.

**Council President's Report:** President Hover had not yet joined the meeting and no report was given in his absence.

### **Committee Reports:**

**Public Health and Safety** – Ms. Taylor reported several items discussed at their last Committee meeting:

1. Body Cams – will be presenting a policy for Borough Council's review. Chief Donegan will also be contacting other police departments with similar policies to see what aspects could be utilized as our own.
2. Stewart Avenue one way traffic starts in October. Signage was placed on Lansdowne Court but no other speed limit or curb signage was placed further down the road. Chief Donegan will investigate.
3. The Covid-19 phase IV 50% occupancy will start September 21.

After the report, Mr. Holt commented that President Hover notified him that he will be at the meeting for action items.

**Finance & Administration & Codes** – Ms. James reported no meeting was held this month due to the Labor Day holiday. The next meeting will be held on October 5 to discuss the budget and Human Resources person. Ms. James asked all Committee Chairs for their budget requests no later than the

October meeting. Most Chairs felt they could comply with the request date. Mr. Holt asked what budget would be utilized by the newly formed Committees and will confer with Mr. Totaro on this point.

**Economic Development** – No report provided in Mr. Hover's absence.

**Environment** – Ms. English reported the Library Board met last night. They are not yet at the four step reopening process but will be providing Borough Council their information for review. One concern is trying to stockpile enough PPE to insure that patrons and staff are safe.

**Parks and Rec Committee** – Have already held their budget meeting and will forward to the Finance Committee for further review. Parks and Rec will also have a write up on each park for the next borough newsletter. The first write up will be for Pennock Woods. The Parks and Rec Committee has already started its preliminary budget and will be starting a process to make a procedure manual for each park, starting with Interboro Park. Ms. English will provide the Interboro Park outline at the next Borough Council meeting.

Ms. James asked when Interboro Park would be trimmed. Ms. English noted that some sections have natural foliage and would not be trimmed. Ms. James specified the back yard fence line of Fairview Avenue residents. Ms. English replied that she had already been at that site and most of the problem was due to residents throwing their old fencing into the park. However, the area will be sprayed for poison ivy. Ms. James commented the fencing issue has nothing to do with the overgrown foliage problem. Ms. English commented that Parks and Rec Director Erika Sollberger had previously spoken with these residents and was unsure why these residents involved Ms. James with this issue instead of Ms. Sollberger. Ms. English will have the budgets for the Park and Rec Board for the next Council meeting and will soon have the library budget.

**Community Relations** – Miss Byrne reported the Community Relations Committee met on the first Tuesday of this month to discuss the logistics of the Kids Halloween Party. Two tables will be set up in the center of The Landing and children will also be directed to the Farmers Market for extra treats from vendors.

The census deadline of September 30 was also discussed and Lansdowne is currently at a 67.5% participation rate. Ms. Byrne commented that residents can also provide limited information by proxy for any neighbor who is away when the census takers arrive.

The Committee also discussed the school opening date of September 14. The LBPA is still having virtual meetings. One resident reported an issue with an ordinance ticket she had received. Mr. Totaro will be given the details.

**Infrastructure and Public Works** – Mr. Schleigh was contacted by a resident indicating that some lights might still be out in the Pennock Terrace area and Fairview Avenue. Mr. Totaro indicated he had an invoice for Pennock Terrace repair but knew nothing about the Fairview Avenue problem. Ms. Byrne added that the Pennock Terrace lights were still out.

Mr. Schleigh commented that most of the items on the August 24 Infrastructure meeting were dealt with at the first Council meeting this month. Many of the public works projects have been delayed and Mr. Schleigh is hoping to have them rebid. His committee is also looking at the paving project and a pre-bid meeting was held last month for work on the Interboro Park grant project. The MS4 storm water requirements were reviewed and the Master Casting Agreement was approved at the last Council meeting. The next Infrastructure Committee meeting will be held on line on September 28.

The Mayor asked when the 2020 paving would be completed. Mr. Totaro indicated only small patching would be done this year with County aid money and no paving other than the Aqua work on

Windermere will be completed, noting the delays were due to Covid-19. However, the borough has a good inventory of streets in good condition.

**Inclusion** – No report given in Mr. Hover’s absence.

**Technology** – Mr. Holt reported on items discussed at the last Technology Committee meeting:

1. Web site improvements and going through the experts to see what is broken and devising a plan for what cannot be fixed immediately.
2. Cloud migration and closing out the borough’s data on the current server.
3. Social media: method of transport will be handled in the Technology Committee but the communications portion will stay in the Communications Committee.
4. Cyber insurance policy is status quo.
5. Getting bids for communications and telephones.
5. Verizon antenna agreement for placement on borough poles.
7. Electronic payments for borough permits across the board.
8. Data issues and support regarding the police body cameras.

**Communications:** There were no communications items.

#### **OLD BUSINESS:**

**1. Bicycle Facilities Flyer** – Mr. Totaro had circulated a flyer to Council members and will be sent to mail boxes to houses on route. One of the part time library staff will do distribution. Ms. Byrne asked that this information also be provided Dandelion Digital for posting on the borough’s social media. Mr. Schleigh commented that he felt the notice was insufficient in that no indication was given that some parking may be eliminated. Mr. Totaro will amend the flyer. Mr. Schleigh asked if Lansdowne Towers was on the route for distribution. Mr. Totaro indicated it was and information will be provided. Ms. Byrne added there will be a zoom meeting on September 30 at 7:00 PM. There will be a link on social media and those on the affected route will receive the flyer containing information on how to join the zoom meeting. The Mayor emphasized this meeting was being held to let public give pro or con views on the bike lane issue and not just to facilitate having a meeting. Ms. Byrne commented it was a draft plan so there may be some changes on the flyer.

**2. Cyber Insurance** – Mr. Totaro wanted this on Old Business as part of the technology list. This is a new coverage instituted last year due to Ransom ware incidents. This protects the borough from such incidents. Cost is \$2,000 annually. Mr. Holt added that moving to the Cloud does not completely reduce the risk so having the insurance in place insures better protection.

**3. Small wireless** – Mr. Totaro commented this is a pending agreement sent by Verizon for further analysis. There are some borough telephone poles with a brown aluminum extension 2-3 feet high that could breach the borough’s zoning code. It also contains a fee per location issue. Mr. Totaro will provide more information upon completion of the review.

#### **NEW BUSINESS;**

**1. POW MIA Resolution** –Ms. Byrne noted this recognizes the MIAs and POWs of the U.S. military. Borough Council did not have copies available for review. The Mayor felt it was a good idea

and credited Mr. Hover for starting it. It was unanimously decided to table it for review at the next Council meeting.

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

1. Bill Horton – resident. Thanked Ms. Byrne for chairing this meeting. Mr. Horton commented there are two lights out: (1) one on Fairview Avenue where the police vehicle had been felled by live wires during the last storm, and (2) Pennock Terrace where the power was previously severed. Mr. Horton thanked Borough Council and the police force for their hard and dedicated work.
2. Suzanne McElroy – 200 Drexel Ave. Thanked Borough Council and the Mayor for all the work they are doing. Mrs. McElroy also gave high praise to the Lansdowne library staff for “keeping her sane” during the pandemic. They have advise residents on what new books are available, help find books throughout the County and handle all procedures in a safe way via contactless pickup.

**Borough Council Comments:**

Chief Donegan noted that the Fairview Avenue lighting issue is due to having the entire light missing, not just the bulb. There are also some additional problems due to some split wires.

Mr. Holt moved to Reinstate Roberts Rules of Order. Mr. Schleigh seconded. Vote: unanimous.

President Hover joined the meeting at this point and commented he was comfortable with not giving his reports at this time.

**Action Items:**

1. Ms. James moved to pay bills for the period. Ms. English seconded. Vote: unanimous.
2. Mr. Hover moved to adopt Resolution 2020-22 honoring POW and MIA of the US Military. Mr. Schleigh seconded. **Discussion:** Mr. Hover commented this Resolution could not be tabled as previously discussed due to time constraints, adding that it is just a reinforcement of the National Recognition Day and flying the nationally recognized flag in the borough. Vote: unanimous.
3. Ms. James moved to restore sick leave for police clerk employees related to COVID-19 Response Policy. Mr. Hover seconded. **Discussion:** This is to reinstate sick leave to those who lost time during Covid 19 so that their perfect attendance records are preserved. Vote: unanimous.

**Executive Session** - Mr. Schleigh moved to adjourn to Executive Session at 8:00 PM to discuss personnel issues. Ms. English seconded. Vote: unanimous.

**Public Session** – Upon reconvening to Public Session, the following motions were made:

1. Ms. Taylor moved to enter into a Settlement and Mutual Release Agreement with Chief Donegan, subject to the Solicitors’ review. Ms. English seconded. **Discussion:** Mr. Hover commented he was thankful this matter had been settled and the Chief’s work has always been exemplary. The Mayor also commented that in his seven years as Mayor, Chief Donegan made his job more enjoyable and productive and thanked him for all his years of service, adding it would be a big loss for Lansdowne but he wished him well. Mr. Schleigh added that he was proud to have served alongside the Chief for a long time. Vote: unanimous.

2. Ms. Taylor moved to appoint Sgt. Kenny Rutherford as Interim Police Chief. Ms. Byrne seconded. Vote: unanimous.

**Adjourn:** Mr. Holt moved to adjourn the meeting. Ms. Byrne seconded. Vote: unanimous. The meeting adjourned at 8:38 PM.

Respectfully submitted,

Barbara Ann Henry, Borough Secretary