



**BOROUGH OF YEADDON
DELAWARE COUNTY, PENNSYLVANIA
BOROUGH COUNCIL CAUCUS MEETING MINUTES
November 14, 2019**

Meeting began at 7:04 p.m.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

Rohan Hepkins, Mayor	Present
LaToya Monroe, President	Present
Ronald Francis, Vice President	Present
Clara Johnson	Present
Rafi Cave	Present
Dolores McCabe	Absent
Taliah Jones-Waters	Present
Sharon Council-Harris	Present
Mironda Presswood, Manager	Present
Charles Gibbs, Solicitor	Absent
Julianne James, Tax Collector	Absent
Eileen Mulvena, Engineer	Present
Nafis Nichols, Finance Director	Present

3. CITIZENS FORUM (comments limited to 3 minutes)

- Donna Samuels – Regarding the Library HVAC project, Ms. Samuels would like to inform NDI about an outside entrance to the basement for the HVAC contractors to use. The contractors have not used the entrance they only go through the back door. She suggested that the HVAC could possibly be modified from outside.

4. MAYOR'S REPORT

- The next Mayor's Forum will be 12/5/19 at 7 p.m.
- The Borough held a Veteran's Day Luncheon in coordination with the Recreation Committee. The Mayor would like to thank Vice President Ronald Francis for his contribution. WWII Veteran Lt. James was honored and presented with a plaque. Also, Congresswomen Mary Gay Scanlon attended the event.

- A Census Task Force will be launched. The Mayor said our input and efficiency in making sure all residents are accounted for is important.

5. PRESIDENT'S REPORT

- No report.

6. MANAGER'S REPORT

- Report was submitted and will be read at the Legislative meeting.

7. SOLICITOR'S REPORT

- No report.

8. TAX COLLECTOR'S REPORT

- Report was submitted and will be read at the Legislative meeting.

9. ENGINEER'S REPORT

- NDI asked contractors to submit quotes by 11/14/19 for the Borough roof replacement project. No bids were received. NDI will follow up with the bidders tomorrow.

Brief Discussion: Council President asked a series of questions: Are we are going through COSTARS? Why quotes are being sent out? How does NDI choose contractors? Can NDI send bids out to three additional contractors? In conclusion, she would like NDI to send bids to five additional contractors.

NDI said we are not going through COSTARS and they sent out quotes because Council authorized a threshold/certain dollar amount. We do not have to advertise because the bid is under the threshold amount. Advertising to bidders in the newspaper is not necessary, so NDI can send to three different contractors. Two of the contractors came to the Borough. One of the contractors is through COSTARS, the other contractor has done work with the Borough in the past, the third contractor was found locally. We can send bids out to many contractors however the minimum is three. Usually we do not have a problem getting a response from contractors especially the people that come in to look at the problem. NDI will have to ask the Solicitor if the bid can be extended and the proper procedures for rebidding.

- There will be a CDBG hearing on December 19, 2019 at 6:45 p.m. The purpose is to receive public input on selecting a project. The Council makes the final decision after the hearing. The grants are due by January. Two projects can be submitted. There are limited areas that qualify for the grant. The green areas are available (See Engineer's Report). NDI suggested Cypress Street between

Longacre Boulevard and Baily Road to be an eligible area. Both the sewer and road/surface are bad in that area.

- The final invoices for the Library windows and lighting project have been received and will be sent to the architect. NDI will do an inspection and payment will be recommended once everything is in order.
- Emergency repairs were made to the Library. The lighting contractor noticed the framing of the ceiling panels were not connected structurally. The building was deemed unstable and closed for three days. The work was completed on Monday November 11, 2019 and the building was reopened the following Tuesday. The cost for repairs is \$13,818.
- NDI noted that the Library HVAC system has been bid on twice. They have spoken to the prospective bidders that did not submit a bid but were interested in the project. One contractor submitted a bid that was significantly less than the other price. NDI is recommending that Council rebid the HVAC system. The COSTARS contractor bid \$650,000 which is insane. The other quote was \$130,000 and the grant amount is \$55,000. Anything that is in excess of the grant amount the Borough must pay the remaining balance because the grant is limited to how much it will cover.

Brief Discussion: Council President Monroe and Councilor Council-Harris asked a series of questions: Does the HVAC include heat and air conditioning in the entire building? Is the modular system price high because of the narrow opening? Can the entrance be expanded? Did the HVAC contractors consider relocating the new system?

Yes, the new HVAC system provides both heating and air conditioning, but not to the addition; it has a separate HVAC system. The problem is that the access is so narrow that they have use a modular system. The contractor will have to disassemble the current unit to get it out. They will be using a modular system that can be assembled in the basement, that adds to the cost. NDI does not think the HVAC system can be relocated. It is such a tight space the space in the Library and the space is used to its capacity. There is no other place to install the system, also all the piping and duct work would have to be rerouted. All floor space in the Library is being used, if you start changing things then your remodeling the Library to accommodate the HVAC system. Furthermore, NDI believes the cost to install a new HVAC system will be significantly less than the proposed bid amounts. NDI will ask for more details from the architect.

- The 2020 PA Small Water and Sewer Grant is open for grant submissions and are due on December 13, 2019. A resolution is necessary in order to apply. The terms of the grant are the same as before. The project size is \$30,000 minimum to \$500,000 maximum. NDI suggested to continue the work being performed on Yeadon Avenue. There are slabs that are settling on Yeadon Avenue and it is

likely due to the condition of the sewer. The scope of the project is \$468,923. NDI will have the exact linear footage that matches the cost next week.

- The surveillance cameras were ordered, and the Borough has the contract.
- The PENNVEST kick off meeting with DEP (Department of Environmental Protection) is being held on November 18, 2019. The contractor will schedule the start date after the meeting. NDI believes the project will start sometime after Thanksgiving.
- The bad pipe was removed at 709 Yeadon Avenue on 11/14/19 and tomorrow the good pipe will be installed. Please be advised, that when spot repairs are performed the problem can move down to another weak joint. NDI believes there will be similar issues with the pipe in a few years at another location.
- The partial demolition project of 728 Yeadon Avenue front porch and rear garages will start around December 1, 2019.
- Reports should be submitted during next week's Legislative meeting regarding the 510 Orchard Avenue stucco replacement, unless more time is needed from the contractor to review the project. NDI has contacted three contractors that specialize in stucco repair.

Councilor Cave asked if it were too late to suggest other areas for the CDBG Project. Mr. Cave would like Council to consider Baily Road, Cypress Street, and Church Lane. These areas have a lot of potholes because of all the buses running in and out.

NDI said it can be an all-in-one project or listed separately.

10. COMMITTEE REPORTS

A. Finance, Councilman Cave - Chair

- ❖ The 2018 audit began today and there was a post retirement audit a few weeks ago.

B. Ordinances & Zoning, Councilwoman Johnson – Chair

I. Zoning

- ❖ No zoning hearing for October.

II. Zoning Use Applications

- ❖ There were 6 zoning use applications

- 1) 651 Church Lane carport approved;
- 2) 933 Bell Avenue shed approved;
- 3) 21 Baily Road daycare denied referred to zoning hearing board;
- 4) 1128 Duncan Avenue roof and deck approved;
- 5) 1043 Serrill Avenue deck approved; and
- 6) 1058 Serrill Avenue use changed denied referred to zoning hearing board.

III. Hot spots

- ❖ 728 Yeadon Avenue - Waiting to hear from the contractor with a start date to demolish the front porch of the vacant property.
- ❖ Parkview Court Apartments- A citation was issued for discarded furniture stored outside; illegal dumping.

IV. Action Items

- ❖ Construction work has started at the New Plasma Center at 617 Cedar Avenue in the Parkview Court Complex.
- ❖ The prefabricated home was installed at 1243 Angora Avenue. Foundation, roof, and mechanical equipment is being installed.
- ❖ The PECO pole was replaced on the 700 block of Church Lane. Comcast sent the wrong technician to switch over the cable wires. The Code Department is waiting for a response from the Pole Maintenance Department to switch the wires.
- ❖ The debris on the property of 658 Ruskin Avenue has not been cleaned up.

V. Closed Items

- ❖ 1011 Yeadon Avenue was purchase and the new owner has applied for permits to work on the property.
- ❖ The demolition work been completed at the property of 401 Baily Road (former building of the Galileo Club). The ground has been leveled.

VI. Upcoming items

- ❖ The Code Department is getting estimates for the 500 block of Rose Street regarding the exterior extermination of the fleas.
- ❖ The 800 block of Rundale Avenue for the tree issue from the creek extending over the properties.
- ❖ Dead tree branches from the Borough lot were removed that were hanging over properties.
- ❖ Director Stokes spoke with Management to start an outreach program for the Code Department to meet with residents or block captains in each district to educate them about the ordinances and to start an annual newsletter of what is expected from the residents.

VII. Paid Property Abatement Amounts

- ❖ The total amount is \$ 12,632.40.

VIII. Code Department Revenue

- ❖ The total amount is \$25,672.04 for the month of October.

Council President asked how the MyCivic Service app are working for the Code Department.

Code Enforcement Officer Nixon said the community are not utilizing the app. More information about the app should be given to the community. Mrs. Nixon noted that she has not been assigned to a report on the app. However, she does receive request for action forms and resident concerns via email and telephone.

Council President asked management to make sure complaints are logged through MyCivic App, so we have measurables.

The Code Enforcement outreach program will be designed to improve living conditions for all tenants and residents. Also, to improve communication between the tenants, landlords, and the Borough Code Enforcement Department.

C. Public Works, Councilwoman Johnson – Chair

- ❖ The meeting was held on Monday, November 4, 2019. The Councilor thanked all who attended.
- ❖ An estimate for Reasonable Garden Care was given for the removal of 4 dead Shade Trees on the fence level behind 804 Rundale Avenue and 2 trees at Allen Drive.
- ❖ Painting of the Borough Hall ceiling and walls will occur from December 16th - 31st.
- ❖ The Public Works Department is compiling a list of Shade Trees for the year 2020.
- ❖ Public Works is asking Council to retain the fall seasonal workers for the winter season.
- ❖ The fence that borders the Borough near the upper level of the parking lot has been replaced.
- ❖ Public Works suggested replacing the carpets with waterproof in the floor in these areas: police foyer, 2nd floor hall, and kitchen area.
- ❖ There will be no trash pickup on Thursday, November 28, 2019, Thanksgiving holiday; Thursday's trash will be picked up on Friday, November 29th, along with regular Friday pick up.
- ❖ The leaf machine has started to collect leaves and follows the same route as the street sweeper.
- ❖ Abatements to date are \$25,672.04.
- ❖ The next Code and Public Works Committee meeting is December 3, 2019.

D. Public Safety, Mayor Hepkins – Chair

- ❖ The Public Safety Committee meeting was held on Saturday, October 26, 2019. The next meeting will be Saturday, November 30, 2019.
 - Police Department – Police Chief, Anthony Paparo

- The testing for new Police Officers is Saturday November 16, 2019 at the Delaware County Community College. The Police Department received 49 completed applications. Also, 8 Police Officers are taking promotional exams as well. The estimated cost for testing is approximately \$900.
 - The Police Department has taken in approximately \$80,000 as of October 1st. This money is from court reimbursements, fines, police and accident reports, drug forfeitures, etc.
 - Active patrols are still being done at the Borough.
 - The Police Department received a grant for using e-ticketing and citations.
 - The Yeadon Police Department has been recognized by PennDOT for enforcement efforts for using or violated seatbelts.
 - Chief Paparo spoke with the engineer about traffic calming lines for Church Lane. We do not need PennDOT's permission to start work.
 - The stop signs have been repaired.
- Fire Department – Fire Chief, Michael Melazzo
- Chief Melazzo gave a brief summary of the fire calls, mutual aid responses, and EMT report that was submitted to Council. The Fire Chief noted there is an error on the report, the actual total amount of fire calls is 113.
- Emergency Management – Fire Marshal, Rufus Stokes
- No report

E. Recreation, Vice President Ronald Francis – Chair

- ❖ The Recreation Committee meeting was held on October 22, 2019.
- ❖ The Christmas Tree Lighting Ceremony will be on December 6, 2019. The Recreation Committee is currently organizing the event.

- ❖ The Recreation Committee thanked the Mayor, Borough Council, the Management Team, staff, all Borough Departments and the community for supporting all the programs.
- ❖ The Halloween Haunted Hall had a great turn out all three nights.
- ❖ The Veterans Day Luncheon was well attended. Everyone enjoyed the program and the food. The honoree Lt. John E. James and family were very happy. Congresswoman Mary Gay Scanlon presented the award to him. The Mayor was also presented with an award.
- ❖ The Committee is discussing a possible Kwanza Celebration for this year.

11. OLD BUSINESS

- None

12. NEW BUSINESS

- None

13. ADJOURNMENT

- Motion to Adjourn.
Moved By: Councilor Clara Johnson

Meeting Adjourned at 7:56 p.m.

Respectfully Submitted by Management