



**BOROUGH OF YEADDON
DELAWARE COUNTY, PENNSYLVANIA
BOROUGH COUNCIL LEGISLATIVE MEETING MINUTES
November 21, 2019**

Meeting began at 7:02 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	Present
Taliah Jones-Waters	Present
Sharon Council-Harris	Present
Mironda Presswood, Manager	Present
Charles Gibbs, Solicitor	Present
Julianne James, Tax Collector	Absent
Russell Cipolla, Engineer	Present
Nafis Nichols, Finance Director	Present

3. CITIZENS FORUM (comments limited to 3 minutes)

- None

4. APPROVAL OF MINUTES

- Motion to approve October 17, 2019 Legislative Meeting Minutes.
Moved By: Councilor Clara Johnson
Second By: Vice President Ronald Francis
Motion Passed: 6-1 Opposed by Taliah Jones-Waters
- Motion to approve November 14, 2019 Caucus Meeting Minutes.
Moved By: Vice President Ronald Francis
Second By: Councilor Clara Johnson
Motion Passed: Unanimous

5. MAYOR'S REPORT

- The previous Mayor's Forum was held on Tuesday, September 24, 2019, approximately 40 residents attended. The next Mayor's Forum will be Thursday, December 5, 2019 at 7 p.m.
- The Borough held the 5th Annual Mayor's Veterans Day Luncheon. WWII Veteran Lt. James was honored with a plaque. The Mayor thanked Council and Vice President Ronald Francis who is also a veteran. Also, Congresswoman Mary Gay Scanlon attended the event.
- The Mayor is commissioning a Census Task Force to ensure everyone in the community is accounted for.

6. PRESIDENT'S REPORT

- No report given.

7. MANAGER'S REPORT

- The Mayor recently informed us that the Borough has been awarded the Comcast Cares award again, which is normally \$600 or more.
- The estimated award for the 2018 904 Performance Recycling Grant is \$5,379. Barring any issues, the payment will be sent in 4 to 6 weeks. This was an increase of \$1,426 from last year due to changes with the guidelines.
- The makeup session for the annual sexual harassment, sensitivity, and customer service training was held on 11/5. Please be advised that all employees have received the annual training except for those who work at the Library, only four of the twelve employees from Library attended the first training session on 10/21.
- IMC finalized the duct cleaning on 11/1.
- Management obtained \$3,500 in advertisements for the Borough calendar. Mr. Bostic was extremely helpful in this effort.
- The dusk 'til dawn parking signs were installed on Providence Road on 10/25.
- Management attended the meeting for both the Code and Public Works Committees on November 4th. Several members from the community attended, information and suggestions were exchanged.

- Congratulations to the newly elected officials. NJN & Associates, Inc. is looking forward to working with you!

Items in Progress

- The Winter newsletter is in the editing phase and scheduled to be distributed in December.
- The budget meetings have begun and will be finalized next month.
- Management met with the engineer on 11/1/19. The engineer indicated that the 908 Bullock Avenue project could wait until 2020 and it would be expensive. The engineer is working on the following projects: The Borough roof, the Library upgrades, the inlet project, the camera project, 709, 726, and 728 Yeadon Avenue projects, the Orchard Avenue issue, and the Cobbs Creek Parkway project. The engineer is also looking into seeing if the Borough qualifies for the PA Small Water and Sewer grant. The deadline is December 13, 2019. The engineer will be able to provide more information.
- Management has been working on upgrades and potential projects at the Hall and throughout the community, for example, exterior lighting at the Hall.
- Management is in the process of registering and completing training with PROCHAMPS.
- The Code Department is in the process of setting up a community outreach program. Mr. Stokes will provide more information on this matter.
- The Tree Lighting will be December 6th from 6:00 p.m. to 8:00 p.m.
- There will be a reception following the Reorganization Meeting in January for newly elected officials. Details will be provided at a later date.

Items to Be Addressed

- Public Works went and picked up the 20 trees donated by the Stormwater Collaborative. The trees were planted by the Public Works Department to be cared for until they reach a safe size to be planted in the community. Public Works needs to know where Council would like the trees planted.
- The end of the year is approaching. Each year Council votes whether to suspend the payment for meter parking from the end of November through the beginning of January. A motion will be on next week's agenda.

- We are in the process of ensuring that anyone working with children has the proper clearances as per the State regulations. Currently, the only department working with children is the Library. We are waiting for the Library to provide the Borough with proof of everyone's clearances and any other necessary documentation.
- NJN & Associates would like you all to know that we appreciate the opportunity to work for and with Yeadon in helping Yeadon advance and move forward. Our current initiative with the staff is promoting teamwork. The goal is for all employees to work as a team within their departments, with other departments, and the community. Afterall, we are one big work family.
- The same holds true for all of you. You all complete our team because everyone plays a role in ensuring that Yeadon thrives and advances in the years to come. As a result, please do not hesitate to reach out to management and the employees with any questions, concerns, or ideas that you have to improve the Borough. We are better together, because together everyone achieves more. **TOGETHER. EVERYONE. ACHIEVES. MORE.**

8. SOLICITOR'S REPORT

- Motion to authorize the advertisement of the 2020 tax levy Ordinance No. 2019-1395.
Moved by: Councilor Sharon Council-Harris
Second by: Vice President Ronald Francis
Unanimous
- Motion to authorize the advertisement of the Preliminary Budget.
Moved by: Councilor Sharon Council-Harris
Second by: Vice President Ronald Francis
Unanimous
- Council met on 11/21/19 in an executive session to discuss personnel and litigation matters.
- Motion to authorize the advertisement of the meeting on Monday, January 6, 2020 at 7 p.m.
Moved by: Councilor Clara Johnson
Seconded by: Councilor Dolores McCabe
Unanimous

The Solicitor said according to §1001, Council shall organize the 1st Monday of January the first meeting of the year.

- Motion to authorize the Solicitor to pay for the services of an independent medical examiner not to exceed \$1,000 as discussed at the executive session.
Moved By: Councilor Sharon Council-Harris
Seconded By: Vice President Ronald Francis
Unanimous

9. TAX COLLECTOR'S REPORT

- Borough Revenue received: \$20,947.91 from real estate; \$7,197.33 from sewer; \$6,570.00 from refuse; for a grand total of \$34,715.24.

ENGINEER'S REPORT

- Motion to authorize the advertisement for the Borough roof project.
Moved By: Councilor Sharon Council-Harris
Seconded By: Vice President Ronald Francis
Unanimous
- NDI recommends submitting a CDBG Grant application to replace the sanitary sewer on Cypress Street from Longacre Boulevard and Baily Road.
- NDI recommends a motion to authorize the rebidding of the HVAC replacement for the Yeadon Public Library. Also, the architect recommends a door replacement for the basement.
- The architect approved the installation of the Library lighting replacements.

Engineer, Russell Cipolla, said he looked at the Library stairwell a couple weeks ago and determined it would be a lot of work to replace and expand. The stairwell is all reinforced concrete. The work will involve taking out two large, deep walls, possibly disturbing utilities around the building, and site restoration. The cost to expand the opening will probably exceed the cost of trying to save money for the equipment.

President Monroe asked if NDI is looking into the secondary entrance that was mentioned at the prior meeting.

The Engineer asked if they meant the basement entrance and noted that is the entrance he is referring to. It would be an expensive project to expand the basement entrance due to the work that is involved.

Councilor Council-Harris would like an estimate of the Library basement expansion before Council decides.

- NDI recommended to the Finance Director to advertise the 2018 PA Small Water and Sewer Grant for next spring when the funds will be available for that project.

Mr. Cipolla said Eileen Mulvena spoke to the Borough Finance Director and it was determined to wait until the spring when funds will be available. The PA Small Water and Sewer is a reimbursement grant so the Borough must pay for the project first. This is regarding work to be done on Redwood Avenue and Cedar Avenue.

The Solicitor asked the Council President to table the discussion related to the 2018 Pa Small Water and Sewer Grant to determine exactly if there is an issue.

- Motion to approve the Resolution #2019-005, an application for a PA Small Water and Sewer Grant.

Moved By: Councilor Sharon Council-Harris

Seconded By: Vice President Ronald Francis

Unanimous

The 2020 PA Small Water and Sewer Grant is due December 13, 2019. NDI respectfully requests the resolution be prepared by Council in order to apply for the grant. Mr. Cipolla noted that this is a continuation of the sanitary sewer replacement on Yeadon Avenue and will start from Cedar Avenue to Whitby Avenue. NDI selected this location because the concrete slabs are sinking on the street. Also, the Pennsylvania Department of Environmental Protection writes projects that are near water.

- NDI received the documents for the Delaware County Economic Development Surveillance Camera grant. The documents will be sent to the contractors and NDI will follow up with the start date.
- The PENNVEST kick off meeting was held on 11/18/19 for the sanitary sewer on Cobbs Creek Parkway along with Gargiule Construction. The expected start date will be early December.
- A to U Construction Company has completed work for the restoration and replacement of a stormwater pipe last week for 709 Yeadon Avenue. Final restoration of the site will be approximately a week and a half for the ground to settle.

The Solicitor requested that NDI notify the Borough Manager if the contractors do not complete the final restoration because the contract expires on 12/31/19.

- Motion to advertise the rebidding for the Stucco project for 510 Orchard Avenue.

Moved By: Councilor Rafi Cave

Seconded By: Councilor Sharon Council-Harris

Unanimous

Engineer, Russell Cipolla said no one bid for the Stucco project. NDI reached out to several contractors with no response.

Motion to advertise the rebidding for the Stucco project for 510 Orchard Avenue.

Moved By: Councilor Rafi Cave

Seconded By: Vice President Ronald Francis

Unanimous

The Solicitor recommended to Council that the bid requirement be brought back by 12/12/19 or give a shorter period to turn around so to not wait until 12/30/19 to open bids. The motion was then amended to include his recommendation.

Moved By: Councilor Rafi Cave

Seconded By: Vice President Ronald Francis

Unanimous

Solicitor stated that there should be an emergency meeting pending the result.

A motion was made to authorize the Engineer to prepare and advertise for the HVAC system at the Yeadon Public Library.

Brief discussion by the Council, the Solicitor, and the Engineer regarding the expansion and the exterior entrance. Mr. Nichols noted that the Borough obtained an extension on the grant.

Motion to table authorization of the Engineer to prepare and advertise for the HVAC system at Yeadon Public Library.

Moved By: Councilor Rafi Cave

Seconded By: Councilor Dolores McCabe

Unanimous

Council would like NDI to prepare an estimate of the cost to expand the doorway system and steps.

10. COMMITTEE REPORTS

A. Finance, Councilman Cave - Chair

- Motion to approve Accounts Payable List

Moved By: Vice President Ronald Francis

Second By: Councilor Clara Johnson

Motion Passed: 5 -2 Opposed by Councilor Taliah Jones-Waters and Councilor Sharon Council-Harris

The Solicitor noted that Councilor Cave votes “aye” for everything except the extensions 6004, 6005, and 6015.

- Motion to approve the Cash Balance Report.
Moved By: Councilor Clara Johnson
Second By: Vice President Ronald Francis
Unanimous
 - Motion to approve the Preliminary Budget for the fiscal year 2020.
Moved By: Councilor Sharon Council-Harris
Seconded By: Vice President Ronald Francis
Unanimous
 - Motion to advertise the Preliminary Budget for the fiscal year 2020.
Moved By: Councilor Sharon Council-Harris
Seconded By: Vice President Ronald Francis
Unanimous
- B. Ordinances & Zoning, Councilwoman Johnson – Chair
- Requested that the Code Report, which was read and submitted at Caucus be accepted.
- C. Public Works, Councilwoman Johnson – Chair
- Requested that the Public Works Report, which was read and submitted at Caucus be accepted.
- D. Public Safety, Mayor Hepkins – Chair
- Requested that the Public Safety Report, which was read and submitted at Caucus be accepted.
 - Police Department – Police Chief, Anthony Paparo
 - The Police Civil Service Entrance and Promotional exams were held on Saturday, November 16, 2019. Out of one hundred and thirty-nine applications that went out, forty-three were returned. Forty people showed up for the test. Five people failed the Physical Fitness Test and two failed the written examination for the patrolmen position. Thirty-three applicants are still in the running. All eight patrolmen that took the supervisory test passed. Two passed for Lieutenant and six passed for Sergeant.
 - Yeadon Police has teamed up with East Lansdowne, Lansdowne, and the Domestic Abuse Project. There is a basket in the front hallway of the Police Department. They are accepting new or

unused toys to spread Christmas and Holiday cheer for everyone. The Police Chief expressed expanding the idea to accept monthly donations, such as canned food to help families in need throughout the year.

- Motion to ratify the hiring of the Crossing Guard Emmett Riggins.
Moved By: Councilor Sharon Council-Harris
Seconded By: Vice President Ronald Francis
Unanimous

Motion to hire Quiana Braxton as a full time Office Assistant and Clerk for the Police Station.

Moved By: Councilor Clara Johnson

Seconded By: Vice President Ronald Francis

Motion Passed: 4-3 Opposed by Councilor Dolores McCabe, Taliah Jones-Waters, and Councilor Sharon Council-Harris

- Motion to suspend payments of the parking meters for the Holidays from Thanksgiving through New Year's Day.
Moved By: Councilor Rafi Cave
Seconded By: Vice President Ronald Francis
Unanimous
*Holiday bags will be used per Chief Paparo.

➤ Fire Department – Mayor Rohan Hepkins

- The Mayor stated that the report was submitted at Caucus.

➤ Emergency Management – Mayor Rohan Hepkins

- The Mayor stated that the report was submitted at Caucus.

E. Recreation, Vice President Francis – Chair

- The Borough had a great Veterans Day Luncheon. Lieutenant James and the Mayor were honored. Vice President Francis requested that anyone who knows of any Veterans in the area contact the Borough so their names can be added to the Veterans list.

11. OLD BUSINESS

- None

12. NEW BUSINESS

- None

13. ADJOURNMENT

- Motion to Adjourn.
Moved By: Councilor Rafi Cave
Seconded By: Vice President Ronald Francis

Meeting Adjourned at 7:53 p.m.

Respectfully Submitted by Management