



BOROUGH OF YEADON
DELAWARE COUNTY, PENNSYLVANIA
BOROUGH COUNCIL CAUCUS MEETING MINUTES
February 11, 2021

Meeting began at 7:00 p.m.

The Solicitor stated the following: This meeting is being held virtually pursuant to the Governor's emergency declaration as such, this meeting is being recorded. Your consent to record is your presence and participation in this meeting. There is no expectation of privacy.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

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|----------------------------------|---------|
| 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 |
| Liana Roadcloud | Present |
| Charles Gibbs, Solicitor | Present |
| Julianne James, Tax Collector | Present |
| Eileen Mulvena, Engineer | Present |
| Nafis Nichols, Borough Secretary | Present |

III. CITIZENS FORUM (comments limited to 3 minutes)

1. Mary Jacob Gorrell – Ms. Gorrell thanked Solicitor Gibbs for his participation at the Upper Darby Zoning Hearing to petition the solid waste management facility at 41 S. Union Avenue.
2. On the Borough website under Meeting Calendar it states the Council meetings are held on the 3rd floor. Ms. Gorrell asked for the information to be changed since the meetings are held on Zoom and to cause less confusion.

President Monroe answered yes.
3. Leon Howard - Mr. Howard is the President and Basketball Commissioner of the Yeadon Education Athletic Association (YEAA) and wants to know the status of the YEAA grant

application. Also, discussed was the YEAA's plan for social distancing if in-person activities continue.

Council asked information such as fundraisers and funds received from other organizations, the amount of board members, the portion of the YEAA's overall budget requested, the percentage of expenditures that were not paid out due to COVID-19.

Mr. Howard answered that every year the YEAA participates in the Joe Corbi's fundraiser, the popcorn fundraiser through Double Good, partnerships with the National Basketball Players Association (NBPA) and The Foundation for Delaware County. There are eight board members. Mr. Howard requested 10 – 15% of the Borough grant. Also, Mr. Howard included that 10 – 12 % of last year's grant was not spent due to COVID-19. The YEAA board met and discussed the CDC guidelines and the NBPA provided a PowerPoint presentation with safety guidelines for families. Furthermore, the board members plan to decrease the roster to ten players, practice social distancing on the benches, wear masks, and have the games outdoor.

IV. MAYOR'S REPORT

1. The Delaware County Wellness Center held a grand opening on January 27th. Also, this site will transition into the Delaware County Health Center. The wellness center is administering the COVID-19 vaccine however, they were closed this week due to the lack of vaccines. Information to receive the vaccination can be found on various websites. The Mayor attended a Zoom meeting for black mayors which was hosted by Vice President Kamala Harris. They discussed the important role that mayors play in the fight against the coronavirus, ensuring equity in vaccination efforts, helping small businesses, and getting kids back to school safely.
2. There were no volunteers to remove snow for senior citizens. The information to volunteer is posted on the website.
3. The Nile Swim Club is recognized as a historic site marker through the state. There will be a dedication ceremony on Saturday, May 22nd at 10:00 a.m. The Mayor also noted that the swim club distributes one thousand food boxes every Saturday. This weekend the donations will double.
4. The Yeadon Public Library will reopen soon. More information will be given during the Library Report.
5. Councilor Johnson thanked President Monroe and residents for posting information about the rescheduled trash pickup during the snowstorm on the Nextdoor app and relaying this information by word of mouth to other neighbors. She asked if Delco Alert can be advertised more.

President Monroe responded that another resource the Borough has is the MyCivic Services App which can be downloaded to your smartphone to receive updates.

Mrs. Presswood said Delco Alerts is advertised in the Borough newsletter and cable channel.

6. Councilor Roadcloud asked the Borough can have a webinar with a medical professional to inform the residents about the different COVID-19 vaccines.

President Monroe answered there will be an educational town hall about COVID-19 vaccines held on Tuesday, February 16th from 3:30 p.m. to 4:30 p.m. hosted by Senator Williams and State Representative McClinton. This information will be on the Borough website.

The Mayor said he plans to have a representative from the County to advise everyone more about the wellness center and COVID-19 vaccines at the Mayor's Forum.

V. PRESIDENT'S REPORT

1. President Monroe read an email from Delaware County Solicitor William Martin expressing gratitude for Code Enforcement Director, Rufus Stokes, responsiveness, and professionalism in assisting with the aggressive timeline to open the Delaware County Wellness Center.

VI. MANAGER'S REPORT

Items Handled/Announcements

1. Management recommends hiring Ricardo Maxi and Timothy Swierczek as full-time Public Works employees. The motions for these recommendations will be on the Legislative agenda for Council's approval. Their resumes were emailed. Their skills and experience should prove to be an asset to the department.
2. COVID-19 vaccinations are available and being given at multiple locations if you register for one. The information is available online and there is a call center set up for COVID-19 related inquiries. The telephone number is (484) 276-2100. You may also send an email to Covid19Resources@co.delaware.pa.us. Please be reminded that there is a shortage of vaccinations so it may take time to obtain one.

Items in Progress

1. Management met with Signal Service, NDI, and the Police Department this morning to discuss the camera project. NDI and/or the police will provide more information during their report. Management emailed an update and recommendation.
2. The Low Volume Road project is nearing completion. The Borough received 50% of the funds on Friday, February 5th in the amount of \$19,615.10.
3. The newsletter articles are past due. If you have not already done so, please turn yours in to Management.

4. Please continue to check Borough resources for updates on testing sites and other information.

Items to be Addressed

1. Two motions were accidentally omitted from the November 19th Legislative Meeting Minutes. The Minutes with the changes have been included in the Caucus packet for this month. Management is requesting that Council vote to amend the Minutes with these changes at the Legislative meeting next week.
2. The County is seeking to fill vacancies at the County Health Department for a Clinical Lead and Administrative Support. Please see the County or Borough website for more information.
3. Management will continue to fill vacancies at the Borough and the Borough is always accepting applications.

Council had questions and discussion about the job applicants, the hiring process, and the calendar and newsletter bulk mailing issues.

Solicitor Gibbs explained that Council established the Borough Manager as Human Resources.

Mrs. Presswood will make sure Councilor McCabe and other missed locations receive calendars and newsletters.

VII. SOLICITOR'S REPORT

1. The Solicitor and Councilor Johnson have been working on the Shade Tree laws and process. The Solicitor commended Mr. Wilkinson for his assistance. The Borough will notify everyone who has a Shade Tree buried outside of their home. There are certain Shade Trees that are deemed dangerous and we will begin the process of removal. Next week the Solicitor will ask for authorization from Council to begin that process to send out the notice letters. The Borough will tell people when we anticipate on doing the work, what the work entails, and that people are responsible (not for the removal of the dangerous tree) but they will be responsible for putting the blocks back that are disturbed by the tree by the residents property. This is consistent with the Borough law and Borough ordinance. One of the things people called about is that the Borough is responsible for replacing the blocks. The Borough Shade Tree code mentions a trust fund for the maintenance of trees, the removal of trees, and planting of trees. There is nothing that requires the Borough to maintain the sidewalk. The Solicitor is concerned about the Borough being responsible for replacing blocks of concrete because ultimately, we can become liable of a tripping hazard. Councilor Johnson pointed out that the biggest problem is lack of information. Council will work with Borough Management and Mr. Wilkinson to make sure people are getting the information in enough time so they are able to process the cost that can be coming and the removal of a tree. Property owners also can ask the Borough for a replacement tree if that is necessary.

Councilor Johnson said Mr. Wilkinson did a timeline for the trees and recommended certain trees to plant. The Borough has identified 168 Shade Trees.

Council and the Solicitor inquired whether residents need permission to plant a Shade Tree on the curbside area. Also, Council made suggestions as to what type of trees can be planted on the curbside.

Solicitor answered yes, the resident will need to apply for a permit.

Mr. Wilkinson suggested small trees to be planted. Also, the Borough is donated trees which can be used to replace trees. The Stormwater Collaborative will be submitting an order to purchase more trees.

Councilor Johnson gave a shoutout to Mr. Stokes for working diligently on the Shade Tree issue.

2. The Borough was successful in having a zoning application withdrawn in Upper Darby to open a solid waste management facility. The Solicitor is still monitoring the location because the applicant may have a use that is problematic to Yeadon. Mr. Gibbs has been in contact with the Zoning Solicitor and the Upper Darby Solicitor and if any other applications are filed, they will notify the Borough automatically so that we do not find out through a post on social media or a petition.

VIII. TAX COLLECTOR'S REPORT

1. This is a continuation of the December report. In early December the Borough had a total of \$143,724.43 which covered the real estate, trash, and sewer. The Borough is closing the books at \$150,662.69. Early December 308 residents had outstanding tax bills. When tax collection closed on December 31st the total went down to 299 outstanding tax bills. The Borough has not received the new bill as it is slow coming out, but we expect everyone to have the 2021 tax bills by next week.

IX. LIBRARY'S REPORT

1. Due to COVID-19 protocol the Library is currently closed and will reopen 2/14 for curbside service.
2. Mr. Payne thanked the Public Works Department for disinfecting and performing special projects such as painting at the Library.
3. The Library will hold two upcoming Black History Month virtual programs. On 2/17 at 6:30 p.m., Dr. Daisy Century Portraying Mary Fields also known as Stagecoach Mary. Dr. Century is an actress, speaker, author, radio talk show host, and educator. On 2/22 at 6:00 p.m., The Life and Legacy of Frederick Douglass by lecturer Dr. C. James Trotman. Dr. Trotman is an author, Professor Emeritus, and Founding Director of the Frederick

Douglass Institute at West Chester University. Mr. Payne thanked President Monroe for offering to host the event on 2/22.

4. For the month of January, the Library checked out 1,841 items via curbside and one hundred and fifty meal packs were given out for the youth on Tuesdays.
5. The Library has offered fifty-one programs with three-hundred and forty-six attendees.

X. ENGINEER'S REPORT

1. The sewer lateral repairs on 545 and 547 Church Lane are complete. The final restoration must be done in the spring. Mrs. Mulvena noted that the property owners will be responsible for a portion of the costs.
2. For the sewer issues on the 700 block of Yeadon Avenue the Public Works Department put degreaser in a resident's line. Mrs. Mulvena said it does appear that the line is breaking up and with a plumber they may be able to dislodge the blockage. The Borough's line is not in good condition however Mrs. Mulvena does not think it is causing the problem at that location. NDI will know more once the blockage is gone so they can look inside the lateral, but for now we do not have to dig.
3. The Solicitor told NDI that the proposal for the elevator maintenance contract from Tri-State Elevators Inc., cannot be accepted because it was submitted late. NDI is checking references for the second bidder which and will send recommendations next week.
4. NDI met with Linn Architects for the Borough Hall roof repairs and they gave a proposal for the design and preparation bid for the flat roof door and stairs coming out of the Borough Hall lunchroom. This plan will make it safe for contractors and anyone that need to access that roof. The proposal is for \$14,500 to prepare the bids for the roof, to fix the downspouts that are not functioning, and to put the door opening in the third-floor lunchroom. NDI will ask for Council's consideration next week.
5. On Yeadon Avenue the contractor finished the first block and this project is the end of the 2018 CDBG grant. The Borough received another CDBG grant to do work on the next block. NDI will figure out when to start the next project. The next project on A. Gargiule & Son's next project is the 400 block of Holly Road. Mrs. Mulvena reminded everyone that final restorations may for several months because the road must settle.
6. Phase 1 of the surveillance cameras proposal from Signal Service was to identify locations for the proposed cameras. Signal Service is requesting authorization to do a radio frequency site survey quoted at \$15,480. A radio frequency site survey is the process of determining the optimal configuration of a wireless network and placement of wireless access points to provide adequate signal coverage throughout a certain area.
7. Councilor Roadcloud asked if there is a list of damaged manholes and sewer inlets and how are the damaged inlets being secured. Councilor Roadcloud and Councilor Johnson will send information about other damaged inlets to the Public Works Department.

Mrs. Mulvena answered there are no list for manholes, but Mr. Wilkinson is creating a list of damaged inlets.

Mr. Wilkinson answered the temporary repairs are made depending on the severity of the damage.

XI. COMMITTEE REPORTS

A. Finance, Councilor Cave – Chair

1. Councilor Cave had no additional information.

B. Ordinances & Zoning, Councilor Roadcloud – Chair

1. Councilor Roadcloud rescheduled the Code Committee Meeting for next Tuesday at 6:00 p.m.
2. There were no Zoning Hearing and no Zoning Hearing applications in January.
3. There were three Zoning Use Applications submitted: a) 505 Holly Road - Basement Barbershop; Denied. b) 836 Rundale Avenue - Front Yard Driveway; Pending additional information. c) 910 Longacre Boulevard - Construction of a 2-car garage and in-law quarters; Reviewing.
4. Hot Spots: a) 1024 Church Lane - Trash and debris on the property grounds. b) 125 Chester Avenue - Exterior property parking lot issues. c) 501 Union Avenue (Nile Swim Club) - Debris left on parking lot area and illegal dumping. d) 1000 Block Bullock Avenue (Washington Woods Apts.) - Trash and parking lot issues. e) 712 Yeadon Avenue - Exterior area trash and debris. f) 437 Cypress Street - Cat issues. The property is secure.
5. Action Items: a) Trash issues in 3rd ward has improved dramatically after change of trash pick-up location. b) Nile Swim Club trash issue – illegal dumping on parking lot continues. c) Yeadon Avenue is closed due to emergency sewer work. The area is being monitored. d) 545 - 547 Church Lane sewer issue - Borough contractor repairing sewer lateral at property. e) 720 Yeadon Avenue exterior property conditions. Property owner has been cited.
6. Closed Items: a) 125 Chester Avenue – The County Wellness Center renovations are complete. The center is officially open. b) 125 Chester Avenue - Parking lot was repaved and marked. c) 727 Church Lane mail issue and front exterior paperwork clutter has been removed.
7. Upcoming Items: Plans for new senior apartment complex at 554 S. Lansdowne Avenue.

8. Councilor Roadcloud asked about the current ordinances regarding tiny houses and in-law suites.

Mr. Stokes said there is nothing in the Borough code regarding tiny houses or in-law suites. However, there is a code for garages and the zoning use application for 910 Longacre Boulevard to construct a 2-car garage and in-law quarters must be reviewed because it is more than just a garage. Also, the property owner must meet certain criteria to add another structure to the property such as stormwater management ordinance and other requirements.

The Solicitor said the Borough has not adopted the property maintenance code, construction code, and the plumbing codes of international standards. Just because the Borough has not adopted an ordinance related to an in-law suite the Borough is still bound by the construction, fire, and plumbing code and those are the standards that the Borough will use. The Borough does not need a specific ordinance related to in-law suites. Also, when it comes to an occupied structure the Borough zoning code does have provisions related to occupied structures.

9. Councilor Roadcloud requested the total of common driveways in the Borough.
10. Councilor Jones-Waters inquired about enforcing the ordinance to stop residents from using objects (such as chairs, cones, etc.) to block street parking during and after snowstorms.

Mr. Stokes discussed the situation with Lt. Burns, and they are working on resolving the issue.

C. Public Works, Councilor Johnson – Chair

1. The Public Works Department was extremely busy with the snowstorm which involves plowing, shoveling, and salting roads and walkways.
2. Abatements: a) The property at 728 Yeadon Avenue is cleaned of all trash and debris. Mr. Wilkinson contacted Mellon Certified Restoration for a quote to board up and paint the front exterior of the property which will help increase the aesthetics of the property and remove the tarp. b) Cleaning started at the property at 720 Yeadon Avenue but was postponed due to the snowstorm and will continue when the snow melts.
3. Borough property maintenance and lawn care were performed at the Borough Hall and Library.
4. The street sweeping operations have been suspended due to the snow.
5. The Street Dirt total for 202 is 7.31 tons.

6. Due to the age and condition of the sewer truck preventative maintenance of the sewer system will be limited and the truck will be used for emergency issues only.
7. The sewer lines Serviced in January are 429 Wycombe Avenue, the 400 Block of Holly Road, and 744 Yeadon Avenue.
8. The highway maintenance was performed as follows: a) Replaced and repaired broken and faded signs. b) Patching potholes as needed. Please report all potholes to the Public Works Department. c) Storm inlets are maintained. Yearly inspection of storm inlets was performed, and a list of damaged inlets will be sent to NDI. d) Streetlights and traffic lights were serviced as needed. Streetlights were converted to LED at 625 and 605 Baily Road, 942 West Cobbs Creek Parkway, and 1140 and 1123 Allen Drive. e) Monthly inspections on all parking meters. f) Monthly maintenance was performed on all Borough vehicles.
9. Borough properties are being disinfected with the electrostatic sprayers and cleaned daily.
10. Mr. Wilkinson asked about the purchasing a new sewer truck.

Council and Mr. Wilkinson discussed outsourcing a sewer truck which is approximately \$1,500 per every four hours and approximately \$7,000 monthly to rent.

Mr. Nichols and Councilor Cave met to discuss the budget process. Mr. Nichols said there was a capital expenditure that we were going to do some large capital borrowing and will present to Council. Also, we looked at the liquid fuels funds and the allocation does come on or about April 1 of every year and the Borough has to submit the information to PennDOT to see if it is approved because it is such a large purchase.

11. Mr. Brock requested the Borough to paint a no passing lane line on Baily Road near the cemetery because of the amount of traffic. Also, Mr. Brock reported that there are potholes in front of the Fire House.

Mr. Wilkinson answered that he will look into painting the no passing lane lines and will apply a cold patch to the potholes near the Fire House.

D. Public Safety, Mayor Hepkins and Councilor McCabe – Co-Chairs

1. The Public Safety Committee meeting was held on 1/30. The next meeting will on 2/27. There were a couple of issues which were discussed with Mr. Nichols such as Delco Alerts which was discussed earlier in the meeting.
 - i. Police Department – Police Lieutenant, Shawn Burns
 - a. Lieutenant Burns had discussions with Mr. Stokes, and they found a section in the Borough code to address using objects to block street

Commented [DS1]: Is this Clifford Brock form the Zoning Hearing Board?

parking. There is no specific section that says during the snow you cannot block the street. However, Borough code 285-11 covers placing materials and obstructions in the street and that is the code the Police and Code Department are enforcing. Today, numerous cones were removed from Duncan Avenue which can be picked up at the police station and the code will be explained to the resident.

- b. Councilor Roadcloud asked how we can get the word out for commercial vehicles (such as motor coaches, school buses, etc.) to not park in a residential area.

Lt. Burns answered that signage may help and reporting these issues to the Police Department.

ii. Emergency Management – Fire Marshal, Rufus Stokes

- a. Mr. Stokes said most departments have been working together. The Public Works Department handled the snowstorm well. The Fire Department and EMS have been taking care of all emergencies.
- b. The Police and Fire Department use a repeater system called the Yeadon Old Town Lots Frequency System and it is outdated. Fire Volunteer Ed Dunlap has a quote to update the radio system.

E. Recreation, Vice President Ronald Francis – Chair

- 1. Vice President Francis said there is no recreation report.
- 2. President Monroe asked Management if there are any plans on reopening Borough for hall rentals.

Mr. Nichols answered no, Management will continue to monitor the COVID-19 cases with the information the County sends out.

XII. ADJOURNMENT

- 8. Motion to Adjourn.
Moved By: Vice President Francis
Seconded By: Councilor Roadcloud

Meeting Adjourned at 8:39 p.m.

Respectfully Submitted by Management