

BOROUGH OF YEADON
REGULAR LEGISLATIVE MEETING
NOVEMBER 17, 2011
7:32 P.M.

CALL TO ORDER

Asher Kemp Jr., Council President, called the meeting to order and led the Pledge of Allegiance. President Kemp asked for a moment of silence for Bill Neil and James Mollan, the former Mayor. President Kemp announced that an Executive Session was held before the legislative meeting regarding personnel and legal.

ROLL CALL

Asher Kemp Jr., President	Present
Sandra D. Thomas, Vice President	Absent
John F. Byrne	Present
John Holden	Present
Deborah Robinson-Howell	Present
Florence Penny McDonald	Present
Denise H. Stinson	Present
Dolores Jones-Butler, Mayor	Present
Caren Andrews, Manager	Present
Robert Scott, Solicitor	Present

President Kemp introduced Christine Helmandollar, Director at Friendship Circle. Mrs. Helmandollar gave a summary of the senior programs. There are five hundred (500) Yeadon Borough seniors involved at Friendship Circle. Mrs. Helmandollar thanked Yeadon for their continued support.

Councilor Byrne asked about the address for Friendship Circle in that it is showing a Darby Borough address. Mrs. Helmandollar stated the Friendship Circle is located off of Wycombe Avenue in Yeadon.

CITIZEN'S FORUM

Napolean Houser from CareView Community Church asked to use Community Park for their "Carefest" on July 28, 2012.

Motion: Council to Accept minutes for October 3, 2011.

Motioned By: Councilor Byrne

Seconded By: Councilor McDonald

The motion passed 6 to 0.

MAYOR'S REPORT

Mayor asked for the parking meter fees to be waived during the holiday season providing for free parking in the shopping district.

Motion: Council to approve free use of parking meters during the holiday season from November 23, 2011 to December 31, 2011.

Motioned By: Councilor McDonald

Seconded By: Councilor Stinson

The motion passed 6 to 0.

Mayor Butler read aloud the statistics for the month of October. Mayor Butler asked residents to pick up the Crime Prevention Holiday Newsletter located on the information table in the hallway. On November 7, 2011, fourteen (14) officers attended a training session on CPR and Basic First Aid. On Saturday, November 19, 2011 the Civil Service Written Examination will be held. Mayor Butler encouraged residents to get involved with the Block Watch Program. Mayor Butler read the letter she wrote to commend the Police Department for a job well done when President Barack Obama visited Yeadon.

PRESIDENT'S REPORT

President Kemp asked for a motion to amend the agenda.

Motion: Council to amend the agenda to approve an event and to appoint an Emergency Management Coordinator.

Motioned By: Councilor Holden

Seconded By: Councilor Stinson

The motion passed 5 to 0.

President Kemp called for a motion to approve "Carefest" at Yeadon Community Park on July 28, 2012.

Motion: Council to approve "Carefest" at Yeadon Community Park on July 28, 2012.

Motioned By: Councilor McDonald

Seconded By: Councilor Stinson

The motion passed 6 to 0. President Kemp asked Caren Andrews to draft a letter confirming the request was approved.

Due to the recent passing of Bill Neil the Borough is without an Emergency Management Coordinator. President Kemp called for a motion to approve the appointment of Emergency Management Coordinator.

Motion: Council to approve the appointment of Rufus Stokes to the Emergency Management Coordinator position. This position will fall directly under the supervision of Council and report to the Borough Manager. And Mr. Stokes will receive no salary adjustment.

Motioned By: Councilor Stinson
Seconded By: Councilor Robinson-Howell

The motion passed 6 to 0.

President Kemp announced the Yeadon Borough Tree Lighting Ceremony to be held on Friday, December 9, 2012 at 6:30 pm. Also, President Kemp is hoping to have a Utility Fair and will report back to Council.

The Council has developed criteria for non-profit organizations that wish to use the hall as follows:

1. Must complete the hall rental application.
2. Must be a 501(c)(3) non-profit entity and present proof.
3. Must not charge for people attending the function.
4. Must pay in advance for the monitors. The Event Coordinator working with the Borough Manager will establish procedures for assessing the fee and collecting it a few days prior to the event.
5. The event must be open to Yeadon residents.
6. Must clean up after the event according to the guidelines of the Borough.

President Kemp called for a motion to approve the Hall Rental Criteria.

Motion: Council to approve the Hall Rental Criteria for non-profits.

Motioned By: Councilor Stinson
Seconded By: Councilor Robinson-Howell

The motion passed 6 to 0.

President Kemp called for a motion to approve the Fire Company's request to use the hall on December 17, 2011.

Motion: Council to approve the Fire Company's request to not have Borough issued monitors at their Community holiday event on December 17, 2011. The volunteer fire department will provide supervision.

Motioned By: Councilor Stinson
Seconded By: Councilor McDonald

The motion passed 6 to 0.

NAACP requested the hall on December 27, 2011 without monitors for the annual Kwanzaa Celebration. President Kemp stated they will need to follow the new policies.

The Borough Solicitor stated the hall rental applicants will not have to go through Council if the applicant complies with the new policies approved tonight. The staff will be handle the review for compliance and act accordingly. Exceptions must come to Council.

President Kemp called for a motion to adjust the salary of the Finance Clerk to \$1,500. Caren Andrews stated this was a bonus not an adjustment. President Kemp stated that was correct. President Kemp stated during the budget process Council became aware of a disparity in one of the higher grade level positions, which is the Finance Clerk position, and salary.

Motion: Council to approve a bonus in the amount of \$1,500 payable to the Finance Clerk.

Motioned By: Councilor McDonald

Seconded By: Councilor Stinson

The motion passed 6 to 0.

Caren Andrews mentioned AT&T is remitting payment to the Borough for leasing space for the new cell tower located on the Yeadon Swim Club. President Kemp announced the Borough will receive \$1,600 a month. A \$ 4800 check is due shortly.

ENGINEER'S REPORT - No Report

BOROUGH MANAGER'S REPORT

Caren Andrews stated the County awarded the Borough a higher level Go Green Grant in the amount of \$ 22,200 with an additional grant from PECO. The lights in Borough hall and the firehouse will be retrofitted. Time sensors will be added. Exterior lights will be added. A note of appreciation was extended to Steve Travers for filing the grants.

Caren Andrews showed a sample of an iron railing that was designed to put on the planters on Church Lane to deter loitering. Public works will install the brackets. The cost is \$350 per planter, seven (7) planters. If Council likes this railing it can be placed in the Year 2012 Budget.

Mayor Butler asked if the businesses are willing to pay for the railings. Councilor McDonald asked if the brackets could be made higher as people will just put something like a book on top of the railing and still sit on the planter. Ms. Andrews stated the Business District wants access to the planters to plant flowers in the Spring. President Kemp asked Caren Andrews to see if the railings can be made a littler higher. Furthermore the Borough Manager needs to speak to the Business District to determine if they will assist in funding and support this project.

Caren Andrews called for a motion to advertise the ordinance to allow Yeadon Borough to join the Delaware County Consortium of Governments.

Motion: Council to approve advertising the ordinance to allow Yeadon Borough to joint the Delaware County Consortium of Governments.

Motioned By: Councilor McDonald

Seconded By: Councilor Stinson

The motion passed 6 to 0.

Caren Andrews called for a motion to purchase a sewer camera using the Sewer Bond proceeds. The Costar Program offered a camera with accessories not to exceed \$39,900. Mayor Butler asked the cost of an extended warranty. Caren Andrews stated the warranty cost \$3,500 for thirty-six (36) months. Ms. Andrews indicated in talking to the manufacturer's representative that none of his customers have purchased the extended warranty.

Motion: Council to approve the purchase of a sewer camera with accessories not to exceed \$ 39,900 and no extended warranty.

Motioned By: Councilor Byrne

Seconded By: Councilor McDonald

The motion passed 5 to 0.

Caren Andrews mentioned the Community Development Block Grant (CDBG) and asked Council for feedback on the projects. Caren Andrews will email the criteria to Council.

TREASURER'S REPORT – No Report

TAX COLLECTOR'S REPORT

Laverne Johnson reported \$12,205.00 collected for Real Estate, \$3,460.00 collected for Sewer, and \$3,289.00 collected for Trash for a total of \$18,954.51 collected for the month of October. Laverne Johnson has sent out reminder letters for unpaid taxes and estimated about \$350,000.00 is unpaid.

FINANCE COMMITTEE REPORT

President Kemp asked Caren Andrews to give the Finance Report.

Motion: Council to approve Accounts Payable through November 17, 2011.

Motioned By: Councilor Stinson

Seconded By: Councilor Byrne

The motion passed 6 to 0.

Caren Andrews informed Council that there are cash flow issues. A Tax Anticipation Note (TAN) for Year 2012 is needed. Based on a cash flow projection prepared by Tom Josiah, the Borough's Financial Consultant, the Borough needs \$958,000. If approved tonight, Caren Andrews will solicit at least five (5) banks.

Motion: Council to authorize a TAN in the amount of \$ 958,000.

Motioned By: Councilor McDonald

Seconded By: Councilor Stinson

The motion passed 6 to 0.

President Kemp summarized the budget hearings by stating Council is working hard on the Year 2012 Budget, have had a few meetings, department have presented their budgets, and cuts may be necessary.

COMMITTEE AND PROFESSIONAL SERVICES REPORTS

A. Code Department

Councilor Byrne reported on the revenue collected for the month of October. One hundred thirty two (132) violation notices were issued.

Councilor Byrne stated that Mr. Ebron has a handicapped license plate and requests a motion to approve the handicapped parking space.

Motioned By: Councilor McDonald

Seconded By: Councilor Stinson

The motion passed 6 to 0.

B. Public Works

Councilor Bryne is working on the 700 block of Church Lane to get a crosswalk. The engineer is looking into the process.

Councilor Byrne stated the leaf machine broke down. The Public Works Department is using a backhoe to pick up the leaves. This is a significant repair. Councilor Stinson asked what the residents should do with their leaves and Councilor Byrne responded that the leaves should still be placed at curbside.

Councilor Byrne announced that there was a recent positive article in the Delaware County Daily Times Sound-Off where it was noticed that Yeadon Borough Public Works staff is cleaning the storm inlets.

C. Public Safety

Councilor McDonald reported that Mr. Neil is going to be missed. Please check on your elderly neighbors to ensure they are well.

D. Recreation

Councilor Stinson read her report to include senior piano lessons, registration for YEAA Winter basketball, and the Tree Lighting Ceremony at Yeadon Borough Hall.

Councilor McDonald announced the upcoming children's holiday party on December 10th being hosted by the Pride and Passion in Borough Hall. Pride and Passion is asking for a \$500 donation

from the Borough to help defray the costs. President Kemp asked Councilor Stinson to have the Recreation Board review this request.

E. Education – No Report

F. Library – No Report

G. Yeadon Economic Development Corp (YEDC)

Ms. Andrews announced the YEDC needs seed money for Year 2012 and has requested \$ 10,000. President Kemp stated the YEDC is working on a strategic plan and mission statement. The YEDC needs financial support for items such as insurance premiums and a part-time grant writer. The YEDC has received from the Borough this year \$ 5,000 of their \$20,000 budget allocation.

President Kemp asked to amend the agenda to approve the \$ 15,000 contribution to the YEDC.

Motion: Council to approve a payment of \$15,000 to YEDC.

Motioned By: Councilor Stinson

Seconded By: Councilor Byrne

The motion passed 5 to 0.

H. Personnel – No Report

I. Search Committee – No Report.

J. Flag Day

Council Stinson reported the committee would resume meeting in January after the holidays.

SOLICITOR'S REPORT

Attorney Scott summarized the Eastern Delaware County Stormwater Collaborative Ordinance. The primary goal is to have the municipalities work together on MS-4 stormwater issues such as public education and staff training. This collaborative will do the work for the four (4) municipalities keeping us in compliance with DEP. Caren Andrews stated there is a William Penn Foundation grant for Year One of approximately \$ 20,000 which will offset the majority of the costs. Ms. Andrews stated this is a pilot year and if the collaborative is not successful Yeadon Borough can pull out. The cost for Year One is slightly less than \$ 3000. Mr. Scott said if you choose not to participate the focus points addressed by this collaborative must be provided by another source such as the Borough Engineer.

Motion: Council to approve the Eastern Delaware County Stormwater Collaborative Ordinance.

Motioned By: Councilor Stinson

Seconded By: Councilor Byrne

The motion passed 6 to 0.

The Solicitor stated the Borough needs to appoint a representative and an alternate representative to the Eastern Delaware County Stormwater Collaborative Committee. The committee will meet during the business day. The subject matter is dry. He recommended the Manager serve as the representative with the alternate being the Code Director. President Kemp asked for feedback and a motion.

Motion: Appoint the Borough Manager as the Representative and the Code Director as the Alternate Representative to the Eastern Delaware County Stormwater Collaborative Committee.

Motioned By: Councilor Stinson
Seconded By: Councilor Byrne

The motion passed 6 to 0.

Mr. Scott announced that the Borough currently uses Berkheimer to collect the Earned Income Tax (EIT) and Local Service Tax (LST). Both taxes are wage type taxes. Effective Year 2012 the State has changed the law to require the EIT to be collected by a county-wide system. The County committee has selected Centax to do the EIT collections. It is inefficient for Yeadon Borough to continue to use Berkheimer for the LST collections. It will be confusing to the taxpayer to have two tax collection firms for wage type taxes. The Solicitor recommended Centax collect the LST effective with the 2012 Year.

Motion: Council to appoint Centax as the Local Service Tax collector starting for Year 2012 and authorize the Borough Council President to execute the agreement.

Motioned By: Councilor Stinson
Seconded By: Councilor Byrne

The motion passed 6 to 0.

The Solicitor announced that traditionally the Borough has sold their delinquent tax accounts and received the funds up front rather than wait for payments to be remitted over the years. In the past the Borough's vendor was Xspand/Plymouth Park. Xspand has merged with a new company and is no longer in this business. Municipal Revenue Services (MRS) located in Erie, PA has made an offer to purchase the entire group of outstanding tax liens. For Year 2010 they are offering to pay Yeadon Borough approximately \$150,000. Councilor McDonald asked for the outstanding balance on Year 2010. Solicitor Scott said it is approximately \$200,000. It is a complicated transaction. If MRS collects more than anticipated the funds will be remitted back to the Borough. Mr. Scott said the Borough gets the money free and clear and MRS takes the risk of generating the income through the collection process.

Motion: Council to adopt the Resolution to sell the delinquent tax liens to Municipal Revenue Services.

Motioned By: Councilor Stinson
Seconded By: Councilor Byrne

The motion passed 6 to 0.

Solicitor Scott stated the refuse and recycling contract is due to expire in March 2012. Mr. Scott is asking for a motion to advertise bids. The bid documents are substantially the same as five (5) years ago. The Borough Manager has recommended modifications to recycling to improve the results. If recycling tonnage increases the disposal costs for the household waste will drop. Mr. Scott stated the new contract will require a public education component for recycling. Councilor McDonald asked if the Borough could give out recycling cans to encourage participation. Ms. Andrews stated that currently we do sell the recycling cans. Instead she suggested the residents buy their own cans from another cheaper source. Another improvement is the trash at Borough Hall and the Library will be included. Solicitor Scott announced another change is the introduction of penalties for trash cans that are tossed and not placed upright. The last important modification is the awarded vendor must provide the Borough with an on-site contact. Therefore, as issues arise they can be promptly addressed.

Motion: Council to authorize the Solicitor to advertise the bidding of the refuse and recycling contract.

Motioned By: Councilor Stinson
Seconded By: Councilor Byrne

The motion passed 6 to 0.

NEW BUSINESS

President Kemp asked Caren Andrews to draft a letter to Careview Community Church to confirm the "Carefest" event approved for July 28, 2012. Also, ask Mr. Bostic to reach out to the people who had on hold their events thereby allowing them to move forward.

Councilor McDonald asked if the Emergency Management Department was prepared for emergencies now that Mr. Neil is no longer with us. Mayor Butler stated the Borough is prepared. The Emergency Department staff has been trained by Mr. Neil.

President Kemp asked Caren Andrews to revisit the use of a newsletter to keep residents informed on how to handle snow emergencies. Chief Molineux stated he will distribute the snow emergency information. Ms. Andrews added that robocall and the new website is another source for community outreach. Councilor McDonald suggested adding the Yeadon Times to this list.

CITIZEN'S FORUM

None

ADJOURN

There were no other matters on the agenda. President Kemp asked for a motion to adjourn at 9:10 PM.

Motioned By: Councilor Stinson
Seconded By: Councilor Byrne

The meeting was adjourned by unanimous vote, 6 to 0.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Caren Andrews".

Caren Andrews
Borough Manager/Secretary