

**BOROUGH OF YEADON
REGULAR MEETING
DECEMBER 15, 2011
7:35 P.M.**

CALL TO ORDER

Asher Kemp Jr., Council President, called the meeting to order, led the Pledge of Allegiance, and asked everyone to stand for a moment of silence. President Kemp announced there was an Executive Session before tonight's meeting concerning personnel and legal matters.

ROLL CALL

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

CITIZEN'S FORUM

Rosalind Johnson asked if there is a proposed increase in the sewer fees. President Kemp said yes. She asked why increase the sewer fees if there was a prior year fund balance revenue line item of \$ 91,700. Mrs. Johnson said between the Year 2011 Sewer collections revenue and Year 2010 Bond Issue there are ample funds available to offset the Sewer operating expenses.

Mrs. Johnson acknowledged the budget gap. In order to balance the budget she recommends personnel changes be considered. The Employee Handbook requires performance evaluations. Mrs. Johnson stated without the evaluations reductions in the force must be based on seniority.

Jacquelynn Puriefoy-Brinkley asked if Council was going to respond to Mrs. Johnson. President Kemp said yes. The budget is an agenda item.

Mrs. Puriefoy-Brinkley asked President Kemp to explain how his Harvard class will benefit the Borough. President Kemp outlined the training budget for Council, stated Council was under budget in the training line item, and gave a description of the class.

MINUTES

President Kemp announced each set of minutes to be considered tonight and asked for feedback. There was none. President Kemp called for a motion to accept the following minutes: October 20, 2011 Regular Meeting; November 7, 2011 Special Meeting, Budget; November 7, 2011 Workshop Meeting; November 10, 2011 Special Meeting, Budget; November 15, 2011 Special Meeting,

Budget; November 22, 2011 Special Meeting, Budget; November 29, 2011 Special Meeting, Budget

Motion: Council to Accept the Minutes as Follows: October 20, 2011 Regular Meeting; November 7, 2011 Special Meeting, Budget; November 7, 2011 Workshop Meeting; November 10, 2011 Special Meeting, Budget; November 15, 2011 Special Meeting, Budget; November 22, 2011 Special Meeting, Budget; November 29, 2011 Special Meeting, Budget.

Motioned By: Councilor Stinson
Seconded By: Councilor Holden

The motion passed 5 to 0.

MAYOR'S REPORT

Mayor Jones-Butler announced a new website was launched for the Police Department at no cost to the Borough by a former Borough resident. The new website is www.yeadonpd.org. The Civil Service written test was administered to twenty-seven (27) applicants. Mayor Jones-Butler reminded everyone of the snow emergency route procedures. The Mayor read the statistics for the month of November. The Mayor requested funding for the annual crossing guards luncheon. President Kemp stated he will donate the \$150.

PRESIDENT'S REPORT

President Kemp asked Councilor Stinson to read the resolution for Bill Neil. At the conclusion of the reading President Kemp asked for a moment of silence and reflection. President Kemp called for a motion.

Motion: Council to accept the **Resolution No. 2011-12** in the honor of William W. Neil.

Motioned By: Councilor Stinson
Seconded By: Councilor Holden

The motion passed 5 to 0.

President Kemp asked Ms. Andrews to explain the Eastern Delaware County Stormwater Collaborative. Ms. Andrews stated this was originally conceived with the mission of bringing together eight (8) municipalities to work on MS 4 issues. The formation of the collaborative was funded with a William Penn Foundation grant. Four (4) municipalities with Yeadon Borough being one (1) of them adopted the ordinance to join the collaborative. Yeadon Borough was recently recognized at a breakfast meeting with a plaque as a Founding Member of the collaborative.

President Kemp announced Yeadon Borough is eligible for filing a CDBG application. Ms. Andrews read aloud the CDBG project criteria. She indicated the County is focusing in on revitalization projects. Council wanted citizen input. Todd Frey spoke on two projects being discussed by staff with one being the Yeadon Swim Club clean-up and greening and the other being traffic calming at Church Lane and Guenther Avenue. It was agreed to do a Public Hearing

and consider the adoption of a resolution for the CDBG projects at a special meeting on December 28th, 5:30 pm.

Jacquelynn Puriefoy-Brinkley summarized the CDBG process for Council as it relates to developing projects in advance of the public hearing, using the Borough Engineer to write the grant, presenting the projects to the public at a public hearing, and having ready the night of the hearing the draft resolution(s). President Kemp thanked Mrs. Puriefoy-Brinkley.

ENGINEER'S REPORT

Todd Frey announced that he met with some of the business owners on the 700 block of Church Lane to discuss the intersection at Guenther Road and Church Lane and traffic calming along Church Lane. Mr. Frey also spoke to PennDot. Funding for enhancements may come through a CDBG grant or be done as the normal course of business.

Mr. Frey stated the expenses for the sewer treatment facilities in the City of Philadelphia and Delcora are increasing and being passed onto the Delaware County municipalities. Yeadon Borough's Sewer Budget reflects this expense. The \$ 1.9 million Sewer loan is to fund improvements to the sanitary sewer system. The Borough gets invoiced by the treatment facilities based on the volume of flow. By decreasing the flow the Borough will reap a savings in the treatment invoices. Phase 1, which was approximately \$ 700,000, repaired the sewer lines along the sections of Cobbs Creek and Blunston Run. The bid for Phase 1 came in less than anticipated.

Rosalind Johnson got up to discuss the loan. President Kemp asked her to hold her input until the citizen's forum section of the agenda. Mrs. Johnson stated she is speaking now because Mr. Frey is responding to her comments expressed earlier in the citizen's forum.

Councilor Robinson Howell asked about what happens with the balance in the Sewer loan proceeds. Mr. Frey stated there are more sewer infiltration projects that will be funded by this source.

BOROUGH MANAGER'S REPORT

Caren Andrews introduced the ordinance to allow Yeadon Borough to join the Delaware County Consortium of Governments (COG). The Delaware County COG is open to all Delaware County municipalities, meets on a monthly basis, and most municipalities have their manager's attend the sessions. President Kemp asked if there was a fee. Ms. Andrews said there is an annual fee. The current membership fee is \$ 100.

Motion: Council to Enact the **Ordinance** to allow Yeadon Borough to join the Delaware County Consortium of Governments.

Motioned By: Councilor Holden

Seconded By: Councilor McDonald

The motion passed 5 to 0.

Caren Andrews requested a motion from Council to approve the Larson Allen auditing service engagement letter for Year 2012, Borough audit \$ 26,500 and Library audit \$ 5,500 and give the Council President authorization to sign said document.

Motion: Council to approve the Larson Allen auditing service engagement letter for Year 2011, Borough audit \$ 26,500 and Library audit \$ 5,550.

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

The motion passed 5 to 0.

Caren Andrews requested a motion to approve the Resolution designating Rufus Stokes, the Emergency Management Coordinator, as Yeadon Borough's Agent to execute the Hurricane Irene FEMA/PEMA reimbursement forms.

Motion: Council to approve the **Resolution** designating Rufus Stokes, the Emergency Management Coordinator, as Yeadon Borough's Agent to execute the Hurricane Irene FEMA/PEMA reimbursement forms.

Motioned By: Councilor Holden
Seconded By: Councilor Stinson

The motion passed 5 to 0.

TREASURER'S REPORT – No Report

TAX COLLECTOR'S REPORT – No Report

FINANCE COMMITTEE REPORT

Caren Andrews introduced two corrections to the December 15, 2011 A/P List. The first one was to add an invoice for \$ 6,716.48 made payable to the owner of Parkview Court for the tax assessment settlement. The second item was to correct the transfer that pertains to road resurfacing found on page 1, Capital Fund reimbursement. The invoice for \$ 12,353 needs to be cancelled and replaced by a check not to exceed \$ 4,000. Council President Kemp asked for the exact amount. Ms. Andrews said she would have to get the invoice and asked for a short break. Council President Kemp authorized the break at 8:25 pm and came back into session at 8:35 pm. Ms. Andrews announced the check from the Capital Fund is for \$ 2,753.44.

There was a discussion to remove from the A/P list the Robert Jarrell invoices and have Mr. Travers present them at the next Council meeting.

President Kemp called for a motion to approve the changes to the Accounts Payable list as follows: Void the \$ 12,353 Capital Fund invoice, Add the \$ 2,753.44 Capital Fund reimbursement for the 2011 road project, and Add the Parkview Court tax settlement for \$ 6,716.48.

Motion: Council to approve the following changes to the Accounts Payable list of December 15, 2011:

- Void the \$ 12, 353 Capital Fund reimbursement
- Add the \$ 2,753.44 Capital Fund reimbursement
- Add the Parkview Court tax settlement for \$ 6,716.48

Motioned By: Councilor Holden

Seconded By: Councilor Stinson

The motion passed 5 to 0.

Councilor McDonald questioned the Robert Jarrell invoices and requested further investigation. Council President Kemp called for a motion.

Motion: Council to approve the revised Accounts Payable list of December 15, 2011 and remove the Robert Jarrell invoices until the Code Director can be present to answer questions.

Motioned By: Councilor Holden

Seconded By: Councilor Stinson

The motion passed 5 to 0.

Ms. Andrews introduced more changes to the trash and recycling specifications. At the November meeting Council approved the advertisement of the RFP. As part of the budget process two alternate options were discussed. Mr. Ewald spoke on the two proposed alternate options. One was to collect trash once a week during the summer months.

Councilor Holden asked if it was cheaper to bring in-house the trash collection service. President Kemp said this was explored and found to be more expensive.

The second alternate option was to have the Borough keep the proceeds from the sale of the recycling materials. The alternate options allow the Borough to obtain more information on the cost of trash and recycling collection. It is not required that Council select the alternates. Everyone agreed to proceed.

Ms. Andrews introduced the need for a TAN in the amount of \$ 985,000. Seven banks were invited to bid. One bid was received from Eagle National Bank at a simple interest rate of 2.143%. Ms. Andrews requested a motion.

Motion: Council to award the **Resolution** for the Tax Anticipation Note (TAN) in the amount of \$ 985,000 to Eagle National Bank at a simple interest rate of 2.143%.

Motioned By: Councilor McDonald

Seconded By: Councilor Holden

The motion passed 5 to 0.

Council President Kemp introduced the 2012 Budget. Many meetings had been held late into the night. There was a significant shortfall between revenues and expenses of \$ 500,000. President Kemp announced that unfortunately furloughs are in order. Mr. Ewald announced that during the advertised budget meetings there were Executive sessions held to discuss personnel as it relates to closing the budget gap. Mr. Ewald announced there was a proposal to eliminate 1 Administrative Assistant position, eliminate 1 Code Support position, eliminate 2 fulltime positions at the Yeadon Library with the caveat that the Library can find funding in other areas of their budget to maintain the staff, eliminate 1 seasonal Public Works position, reduce by 5 hours the Recreation Coordinator position, eliminate 1 full time Police Clerk, eliminate the clerical support for the Mayor, and reduce the Parking Enforcement Officer hours to \$ 7,500. President Kemp called for a motion.

Mayor Jones-Butler said she did not have a regular support staff person assigned to her. On a rare occasion she used the employee in the Emergency Management Office.

Motion: Council to eliminate 1 Administrative Assistant position, eliminate 1 Code Support position, eliminate 2 fulltime positions at the Yeadon Library with the caveat that the library can find funding in other areas of their budget to maintain the staff, eliminate 1 seasonal Public Works position, reduce by 5 hours the Recreation Coordinator position, eliminate 1 full time Police Clerk, eliminate the clerical support for the Mayor, and reduce the Parking Enforcement Officer hours to \$ 7,500.

Motioned By: Councilor Holden
Seconded By: Councilor Stinson

The motion passed 5 to 0.

Mr. Ewald announced a motion was needed to advertise the preliminary 2012 Budget. President Kemp called for a motion.

Motion: Council to advertise the preliminary 2012 Budget.

Motioned By: Councilor Holden
Seconded By: Councilor Stinson

The motion passed 5 to 0.

Mr. Ewald announced a motion was needed to advertise the 2012 Tax, Sewer and Trash Ordinance. Council President called for a motion.

Motion: Council to advertise the 2012 Tax, Sewer, and Trash Ordinance.

Motioned By: Councilor Holden
Seconded By: Councilor Stinson

The motion passed 5 to 0.

Mr. Ewald announced that a motion was needed to advertise the proposed meeting on December 28th at 5:30 pm to consider the adoption of the 2012 Budget, Tax, Sewer Fee, and Refuse Fee ordinance, and CDBG Hearing. Council President Kemp called for a motion.

Motion: Council to advertise the special meeting on December 28th at 5:30 pm to consider the adoption of the 2012 Budget, Tax, Sewer Fee, and Refuse Fee ordinance, and CDBG Hearing.

Motioned By: Councilor Stinson
Seconded By: Councilor Holden

The motion passed 5 to 0.

COMMITTEE AND PROFESSIONAL SERVICES REPORTS

- A. Code Department – No Report
- B. Public Works – No Report
- C. Public Safety

Councilor MacDonald introduced the three year agreement with the Animal Control Board of Delaware County. Councilor MacDonald asked for a motion. The cost to the Borough per dog or cat was \$ 255, a dramatic increase over the current arrangement of \$ 116 per animal. The SPCA was no longer going to shelter the stray animals. There was a discussion about no other choices. Pennsylvania law requires the licensing of dogs. Council President called for a motion.

Motion: Council to approve the three year agreement with the Animal Control Board of Delaware County.

Motioned By: Councilor Holden
Seconded By: Councilor Stinson

The motion passed 5 to 0.

- D. Recreation - Councilor Stinson read the report. The Recreation Board thanked Sandra Thomas, Jack Byrne, and Penny MacDonald for their support of recreation programs during their time on Yeadon Borough Council.
- E. Education – No Report
- F. Library – No Report
- G. Yeadon Economic Development Corp (YEDC) – President Kemp asked Jacqueline Puriefoy Brinkley to give an update since he was not at the last meeting. Ms. Puriefoy-Brinkley announced the State approved the name change. The YEDC was working on restating the non-profit 501.c.3 status. The YEDC was looking at the Our Town grant. Finally, the YEDC was developing a mission and vision statement.

H. Personnel – No Report

I. Search Committee – No report.

J. Flag Day – Councilor Stinson announced the next meeting is January 10.

SOLICITOR'S REPORT – No Report

NEW BUSINESS

Penny MacDonald requested further discussion should take place by Council regarding the reimbursement funding. Council President Kemp stated this will be taken under advisement by the new Council.

CITIZEN'S FORUM

Jacqueline Puriefoy-Brinkley asked why the fund balance is not being used to close the budget gap. She asked if there was a deficit in Year 2011. Mrs. Puriefoy-Brinkley said when she left office in Year 2005 the fund balance was \$ 1.6 million. Ms. Puriefoy-Brinkley asked for more information on the Delaware County Council of Governments (COG). Caren Andrews stated there are two COGs serving the County. One is the Eastern Delaware County COG. The other is the Delaware County COG.

Jacqueline Mosley asked why not obtain a TAN from PLGIT. Ms. Andrews advised her that PLGIT does not provide this service. Ms. Mosley asked how many police clerks are being eliminated. President Kemp stated there are 2 ½ police clerks. Ms. Mosley asked how did it get to 2 ½ people. When she was Mayor there were 2 positions.

Maxine Veasey spoke on behalf of the Fellowship of the Doers. The Doers are asking for the Code report to be made available to the public. President Kemp stated this will be forwarded to the new Council.

Rosalind Johnson asked that Council speak into the microphone. She asked for the proposed millage rate, the proposed sewer fee, and the proposed refuse fee for Year 2012. Mr. Ewald read the proposed millage rate of 9.42 mills. She asked if this reflects an increase. The answer was yes. The proposed sewer use charge was \$ 4.77 per 1000 gallons. This reflects an increase. Ms. Andrews announced the refuse fee for Year 2011 rate was \$ 230. The proposed refuse rate was \$ 225. Mrs. Johnson said to look at the Sewer borrowing to offset the proposed sewer increase. Mrs. Johnson asked if the Borough is paying the entire Darby Creek Joint Sewer Authority quarterly invoice tonight. Ms. Andrews said approximately \$ 200,000 is being held and will be paid in January.

Mrs. Johnson noted that on the December 15th A/P bills list was a Pennsylvania State Borough's Association (PSAB) invoice for the annual dues. Mrs. Johnson asked if the PSAB provides training for Borough Council members on line and at conferences. President Kemp said yes at a

cost. Mrs. Johnson said the PSAB provides all of the training needed for a Councilor. She stated attending a Harvard workshop was an extra.

Dr. Carolina Harris said she reviewed the financial documents. It appears there is a deficit in Year 2011. She reviewed with Council the monthly budget report. Dr. Harris stated the Borough was spending more than what had been allocated in the 2011 budget. She said there are too many minutes being presented tonight for approval. Ordinances are to be advertised and hearings are to be held prior to the adoption of said ordinances. Dr. Harris reminded Council they must follow the State Borough Code. She announced tonight the public formed a budget taskforce and will be reviewing the budget documents.

ADJOURN

There were no other matters on the agenda. President Kemp asked for a motion to adjourn at 9:50 PM.

Motioned By: Councilor McDonald

Seconded By: Councilor Holden

The motion passed 5 to 0.

Respectfully Submitted,



Caren Andrews
Borough Manager/Secretary