

BOROUGH OF YEADON  
WORKSHHP MEETING  
JUNE 4, 2012  
7:35 P.M.

**CALL TO ORDER**

John Holden, Council President, called the meeting to order.

**ROLL CALL**

John Holden, President	Present
Denise Stinson, Vice President	Present
Rosalind Johnson	Present
Asher Kemp, Jr.	Present
Deborah Robinson-Howell	Present
Gracie Snead	Present
Nelva Wright	Present
Dolores Jones-Butler, Mayor	Absent
Caren Andrews, Manager	Present
Michael Puppio, Solicitor	Present

**EXECUTIVE SESSION**

President Holden announced an Executive Session was held before tonight's meeting for personnel and legal matters.

**PRESENTATION BY CLIFTON LARSON ALLEN-YEAR 2011 AUDIT**

The auditor distributed the SAS 115 management letter in draft form and a power point presentation.

Councilor Johnson asked if the annual DCED report has been filed with the State. The auditor said the report will be filed in June. Councilor Johnson questioned when the DCED report is due. The auditor said April 1<sup>st</sup> is the due date but there are no ramifications from the State if the report is a few months late.

The auditor stressed there is a focus on the General Fund balance with approximately 1.1 months' worth of expenditure. The auditor recommends 3 months in the fund balance. Councilor Wright asked how we compare with other Delaware County municipalities. The auditor said Yeadon is no different than other municipalities; many municipalities are experiencing the same problems. The auditor recommended focusing in on the expenditures and being creative with the revenues.

Updated draft financial audit statements will be available to Borough Council for review by mid-June.

## **CITIZEN'S FORUM, AGENDA ITEMS**

No comment

**MAYOR'S REPORT** – No report

## **PRESIDENT'S REPORT**

Appointment of Darby Creek Joint Authority representative for the term that expires 12/31/2014 will be on agenda for next Council meeting.

DVRPC (Delaware Valley Regional Planning Commission) funded a grant to the Eastern Delaware County Stormwater Collaborative which includes Yeadon, Upper Darby, Sharon Hill & Collingdale. Yeadon is eligible for 100 trees. A response from the Borough is needed by June 15<sup>th</sup>. The grant includes installation as well as a two year maintenance program with no out of pocket costs to borough. To be ratified at June 21<sup>st</sup> Borough Council Meeting.

Alternate check signer for Borough will be on agenda for next Council Meeting.

## **MANAGER'S REPORT**

Needs direction regarding current borough issued Nextel/Sprint cell phones. Nextel towers have been turned off in this area. Employees using Nextel are unable to use phones. Sprint wants borough to turn in phones but with no adjustment to contract. Borough Manager shopped for new vendor and Verizon Wireless offered best package which would save borough \$150 per month. Phones would be free with walkie-talkie feature. A memo will be prepared for employees receiving phone prohibiting personal use.

## **COMMITTEE REPORTS**

**RECREATION** – No report

**FLAG DAY** – reported by Councilor Stinson.

The 5 K run/walk was successful. On June 9<sup>th</sup> there will be a Yeadon vs. Philly basketball game noon at Community Park, the Car Show at Kerr Field and fireworks at dusk. President Holden asked how the fireworks were advertised to the community.

**YEADON ECONOMIC DEVELOPMENT CORPORATION** – reported by Councilor Kemp

YEDC held a workshop this past Saturday with Yeadon Business District. More information on outcomes to be shared at the next Borough Council Meeting. Councilor Johnson asked if Councilor Kemp attended last YEDC meeting. Councilor Johnson made a request that YEDC consider developing a youth employment program for 2013.

**PERSONNEL** – reported by Councilor Wright

A standard date was established for Personnel Committee; the third Wednesday of the month at 7 pm. June's regular Personnel Committee meeting to be held June 20. In addition 2 meetings will be convened June 6<sup>th</sup> at 7 PM & June 13<sup>th</sup> at 7 PM to review resumes that have been submitted and to interview candidates for positions. All meetings to be advertised by Borough Manager.

Councilor Johnson asked who developed the job description for the Administrative Officer. Councilor Johnson said the Personnel Committee is to draft the job descriptions and that was not done. There was a lengthy discussion based on the extensive job description. Councilor Wright said the extensive job description was based on the extensive needs of the borough.

Parking Enforcement Officer – the job will be advertised job.

**FINANCE – No Report**

**NEW BUSINESS**

No new business.

**OLD BUSINESS**

Councilor Johnson had a question regarding the presentation of the Fellowship of the Doers. How many times have businesses been cited for the illegal signs and where are we in the process? She has received no response from the Code Department.

Councilor Johnson referenced the Community Park ordinance that limits gatherings of 15 people in the park. The ordinance cannot be found, Councilor Johnson read the law: "*PA courts have long held a failure to record passage of an ordinance or resolution in the minutes through inadvertence or mistake does not invalidate the action*". There was a lengthy conversation on finding the ordinance, changing the size of the sign, and having the committee meet to review the park rules.

Councilor Robinson-Howell inquired as to status of the business consultant job. Councilor Wright said the Borough is in dire straits and expertise is needed to go through the budget to trim excess. The job description was handed out tonight. Councilor Johnson asked when the Business Consultant was discussed by Council. President Holden called a point of order and asked to come back to the agenda. Councilor Stinson said this is a draft and needs to be discussed. Councilor Kemp said Council needs time to review.

Councilor Johnson revisited a concern about the hiring process for the Solicitor. Councilor Johnson reviewed the February 16<sup>th</sup> meeting minutes. The public is to have an opportunity to comment. President Holden stepped out at 9:07PM. Councilor Johnson waited for President Holden to return. President Holden returned at 9:08PM.

**CITIZEN'S FORUM**

Margo Stokes inquired as to the role and perimeters of the community at committee meetings. A response will be forthcoming from the Solicitor's office. She stated the Personnel Committee is moving forward without the community's participation. Residents are being shut out of Personnel Committee meetings.

Clara Johnson –

Inquired as to the status of the February 23<sup>rd</sup> Special Meeting minutes. The Borough Manager stated that a draft has been revisited and will be presented to Council at the June 21<sup>st</sup> Borough Council meeting.

Dr. Carolina Harris stated she was appalled at tonight's meeting. Workshop meetings are for discussion.

**ADJOURN**

There were no other matters on the agenda. President Holden asked for a motion to adjourn at 9:32 pm.

Motioned by: Councilor Kemp

Seconded by: Councilor Robinson-Howell

President Holden adjourned the meeting.

Respectfully Submitted,



Caren Andrews  
Borough Manager/Secretary