



**BOROUGH OF YEADDON  
DELAWARE COUNTY, PENNSYLVANIA  
BOROUGH COUNCIL CAUCUS MEETING MINUTES  
February 13, 2020**

Meeting began at 7:04 p.m.

**I. PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

Rohan Hepkins, Mayor	Present
LaToya Monroe, President	Present (Via Telephone)
Ronald Francis, Vice President	Present
Clara Johnson	Present
Rafi Cave	Present
Dolores McCabe	Present
Taliah Jones-Waters	Present
Liana Roadcloud	Present
Mironda Presswood, Manager	Present
Charles Gibbs, Solicitor	Present
Julianne James, Tax Collector	Present
Russell Cipolla, Engineer	Present
Nafis Nichols, Finance Director	Present

**III. CITIZENS FORUM (comments limited to 3 minutes)**

1. None

**IV. MAYOR'S REPORT**

1. The Mayor has commissioned a Census Task Force to help residents complete the Census survey and to provide general information. There was a meeting held on February 3, 2020 and another meet will take place next week.
2. The Mayor's Forum will be held on Thursday, March 5, 2020 at 7 p.m. A Town Hall Meeting will be held at 5 p.m. with representatives from Congresswoman Mary Gay Scanlon's office. Posters regarding the Census are posted in the Borough building and will be displayed in the Library and local businesses. Retired Police Officer Rodney Irby and the Mayor's Assistant Joan (Williams) Tolbert will be honored at the forum. Also, several new part-time Police Officers will be sworn in.

## V. PRESIDENT'S REPORT

1. The Council President prepared a statement regarding Shade Tree letters sent in error which was read by the Solicitor. A trust fund will be established for the Shade Tree Fund. The Solicitor and Management will work on recommended changes to the process and ordinance.

## VI. MANAGER'S REPORT

### Items Handled/Announcement

1. Management collected the remaining \$2,750 for the calendar bringing the total amount received to \$8,250.
2. Management had the monthly meeting with the engineer on 1/17/20 and 2/7/20. The current and pending projects were discussed. A follow up meeting will be held with the department heads on 2/21/20. NDI will provide more information during their report.
3. Management met with the Solicitor on 2/7/20 to discuss pending legal matters and other legal issues.
4. Milestone certificates were given out to the employees. Three employees reached one-year anniversaries and one is about to reach 20 years (He will receive his plaque in December and will be advised of such).

### Items in Progress

1. The Spring newsletter is currently being edited and will be mailed out in March.
2. The third-floor hallway is being/has been painted.

### Items to Be Addressed

1. Yeadon in conjunction with Lansdowne, East Lansdowne, Yeadon, and Upper Darby are participating in a multi-municipal application for a Transportation and Community Development Initiative (TCDI) grant application. This grant, if awarded, will result in maps and grids for early stage planning, site selection, etc. to identify optimal/candidate roadways that are suitable for bicycle facilities (sharrows, dedicated lanes, signage etc.). This will aid the municipalities in choosing bike facility projects for construction when the opportunity arises (paving, PennDOT paving, sewer-utility restoration etc.). Lansdowne is coordinating the application. Yeadon's commitment is to share the cash/in-kind match which should be approximately \$6,250-\$8,000. A copy of the Resolution needed to proceed with this initiative was included in

tonight's packet. Management recommends that Council approve this Resolution.

2. There was a report of a sewer issue on Duncan Avenue. Public Works contacted NDI who reached out to A. Garguile with Management's approval to remedy this emergent matter and prevent a Sanitary Sewer Overflow (SSO). The laterals at the main were found to be broken and in need replacing. This is likely to cost over \$100,000. NDI will discuss further during their report.
3. The approved remedies to 728 Yeadon Avenue have been completed. NDI contacted Ernel to make the site safe and protected from weather. NDI recommended to Management that the Borough should wait and see if the property sells at judicial sale in May. NDI further recommended that if the property does not sell at judicial sale, then the Borough should apply for a grant to demolish the property. Management agrees. NDI will discuss further in their report.
4. Please be looking on the website, Twitter, Facebook, and cable channel for updates from the Borough. For example, we are accepting applications for various positions. In addition, the Census Task Force is scheduling informational meetings and job fairs for the community.
5. There are two Resolutions in tonight's packet, which outline Yeadon working as a partner with the U.S. Census Bureau to obtain an accurate count and establishing a committee to aid in this effort.
6. There was a brief discussion with Councilor Roadcloud, the Borough Manager, Finance Director and Solicitor regarding the possible demolition of 728 Yeadon Avenue. The Councilor was informed that the Borough does not own the property.

## VII. SOLICITOR'S REPORT

1. The Shade Trees have open regulations that the Borough has never enacted (Yeadon Codified Ordinances Chapter 280). The Solicitor recommends enacting those regulations so that everyone has a clear understanding. The ordinance was adopted by Council on December 7, 1995. If there is another ordinance that exists that replaces this ordinance it will need updating. The Solicitor checked with the Delaware County Law Library and the latest ordinance recorded is from 1995. Ordinances that are drafted by the Solicitor and passed by Council are then submitted to the Law Library to be kept on file. The Solicitor did not find anything new addressing Shade Trees. The Solicitor recommends that Council quickly open a trust fund account for the Shade Trees. The authority of the trust fund exists under § 280-06 stating \$5 per year from the refuse fee shall be called the Shade Tree Trust Fund. The Solicitor has not found any ordinance or tax resolutions going back 10-20 years ago where someone had an extra increase because of the fee. He could

not find anything attaching the \$5 fee to the increase of the refuse tax fee over the years. The Solicitor believes that the \$5 was taken out of the fee and not charging residents an additional \$5.

There was a brief discussion with Council, and the Finance Director regarding the Shade Tree ordinances, trust funds, and researching any and all information (including the tax records) pertaining to Shade Trees and additional fees.

Councilor Roadcloud mentioned scheduling a meeting to discuss the codes relating to the Shade Trees. It was agreed that this would be a topic of discussion at the next Code meeting and that the Solicitor was welcome to attend.

#### VIII. TAX COLLECTOR'S REPORT

1. No report given.

#### IX. ENGINEER'S REPORT

1. NDI has no requests for motions for tonight's meeting.

Council inquired about the amount of telephone calls made on the stucco bids and how many contractors will bid on the project. Mr. Cipolla recalled both telephone calls and emails were sent out to about 6 contractors. However, there is no definite bid on the contract until the bid openings.

#### X. COMMITTEE REPORTS

##### A. Finance, Councilor Cave - Chair

1. The first Finance committee meeting was held on February 6, 2020. The time for these committee meetings will be switched to evening hours and they are open to the public. The takeaway from the meeting is that more questions were raised than answers and we are behind as far as addressing additional revenues. How we address the growth of commercial and residential parcels going forward is the top of the agenda this year. We will be working more with Yeadon Economic Development Committee (YEDC). Councilor Cave attended a regional workshop hosted by the Department of Community and Economic Development with Councilor Roadcloud, Councilor McCabe, and the Borough Manager. The YEDC's meeting is next Monday. Finance Committee meetings will be held quarterly, the next one is May at 7 p.m.

##### B. Ordinances & Zoning, Councilor Roadcloud – Chair

1. The Code Committee met on February 4, 2020. Councilor Roadcloud stated that the representatives from the department were not knowledgeable about certain issues. She expects a representative from the management team to attend these meetings. She also expects Director Stokes to attend, but if he is unavailable, then she expects someone who has knowledge with respect to the processes and procedures of the Code Department sent in his absence. Councilor Roadcloud believes the Code Department is suffering and she looks forward to working diligently to try to remedy any problems to make it more efficient so that we will be 100% happy with the quality of life in Yeadon.
  - a. Zoning
    1. No zoning hearing for January.
  - b. Zoning Use Applications
    1. There were 2 zoning use applications:  
1243 Angora Avenue - Deck (approved)  
625 Fern Street – Child Day Care (denied)
  - c. Hot spots
    1. 658 Ruskin Road - Checking for debris and property violations.
    2. Roxborough Bank 1024 Church Lane - Parking lot issue, debris, and sale of cars. Inspector Robinson is monitoring the issue.
    3. 1100 Chester Avenue – Inspecting exterior area.
    4. 405 Walnut Street vacant property – Numerous citations and awaiting court date.
    5. 192 Park Place- TV & Debris Numerous citations and awaiting court date.
  - d. Action Items
    1. Washington Woods Apartment check trash issue in parking lot (new property Manager on site now)
    2. 915 Allen Drive Boat issue – Donate a Boat was contacted and are not interested in the boat.
    3. Civic App reported issues are being handled by all the inspectors
    4. Shade tree invoices were discussed by Council
  - e. Closed Items
    1. 101 Chester Avenue - CVS exterior Property area- Debris & trash.
    2. 901 Cedar Avenue - Dollar General Exterior code violations.

f. Upcoming items

1. There was a Zoning Hearing held on Tuesday for 1058 Serrill Avenue, to convert into a multi-family dwelling which was denied.
2. Rental, health, and fire inspection applications for 2020 has been sent out, applications have been coming in with payments.
3. Mr. White took a class on Building Code Officials in Concordville this week. He will pass on the information he received to the other inspectors.
4. Delaware Valley Lead Prevention Coalition will meet February 18, 2020 @ 12 pm here in the Borough Hall 2<sup>nd</sup> floor with a news conference in reference to the lead poisoning ordinances.
5. The Property Maintenance Abatement is \$170; The Code Department revenue total is \$41,827.50; The Code Workload: 72 violations; 8 resale inspections; 34 rental inspections; 15 citations; 4 court cases; 31 request for action complaints; 1 fire investigation and 1 fire inspection; 30 vehicle violation notices issued; 10 contractors registered; 21 building permits; 5 electrical permits; 4 plumbing permits; 4 mechanical permits; 2 dumpster permits; 2 zoning use applications.

Councilor Roadcloud reported that there are several junk removal signs posted on utility poles throughout the Borough. There is a sign located on Chester Avenue and MacDade Boulevard and another sign is on the gateway of Whitby Avenue.

Councilor Roadcloud inquired if the Code Officers can take home their Borough issued devices. Director Stokes responded that the employees were instructed to take the devices home in case of an emergency. The Solicitor recommend discussing these issues at an executive session.

Councilor Cave inquired about why a home-based daycare would be denied. Mr. Stokes replied that Yeadon does not permit home-based daycares and to their knowledge there are not any. However, (commercial) daycares are permitted in certain areas.

C. Public Works, Councilor Johnson – Chair

1. The meeting was held on February 4<sup>th</sup> on the 2<sup>nd</sup> floor of the Borough Hall.
2. The Public Works Department is covering potholes as they see them. Any residents would like to report a pothole, please call (610) 623-3636.
3. The tree trimming along the Longacre Boulevard circle to Church Lane and Yeadon Community Park around the picnic area and walkways was completed.
4. Director Wright is updating a list of street inlets in need of repairs.
5. The 2020 Shade Tree list is complete.
6. Councilor Johnson would like Council to consider advertising for seasonal workers, replace carpet with waterproof flooring in the Police foyer, 2<sup>nd</sup> floor hall, and the 2<sup>nd</sup> floor kitchen.
7. There are some major projects that need to be performed such as; mulch in both tot boxes at Yeadon Community Park; Borough owned lots need brick and concrete work; outside of the old swim club on MacDade Boulevard needs to be repaired.
8. The next committee meeting will be Tuesday, March 3, 2020 at 6 p.m. All are welcome to attend.

D. Public Safety, Mayor Hepkins – Co-Chair

1. The Public Safety Committee meeting was held on Saturday, January 25, 2020. The next meeting will be Saturday, February 28, 2020.
  - a. Police Department – Police Sergeant, Shawn Burns
    - i. The Police Department is using a bait car because of the increase of car thefts/break-ins. The use of the bait car resulted in five arrest within three days.
    - ii. Updates were given about the Police Academy for March 2020; the Police Department is now accepting applications.
    - iii. In recent weeks, eight firearms were retrieved. Two of the firearms were from two males that were caught breaking in a vehicle at night.

- iv. Police Training: Sgt. Burns and another officer completed an FBI Hostage Negotiation training, Procedural Law training, Crime Scene Investigation Instructional training, and De-escalating Tactics training.

Councilor McCabe asked if the bait car can be considered entrapment. Sergeant Burns replied that the car is not enticing an individual to break in it so no.

Councilor Cave asked if any of the police cars are equipped with license plate readers. The Police Department is looking into grants to help with the cost of the license plate readers because they are expensive.

b. Fire Department – Fire Chief, Daniel Haggerty

- i. For the month of January, the Fire Department answered 75 fire calls. With a total of 451 members responding, averaging 6 per incident.
- ii. The Fire Chief discussed the amount of assistance given and received from local Boroughs/Townships and the different type of calls that were responded to by the Department.
- iii. The Fire Department received a grant to help update the equipment inside the fire house. Another grant was received for Automated External Defibrillators (AED) on the vehicles.
- iv. The Fire Department applied for a federal grant for \$300,000 to buy Air-Pak's.
- v. The President of the Fire Department started a Cancer for Clean Fire Department. Cancerous debris that gets inside the fire gear can be fatal among firefighters. The Fire Department does everything necessary in order to keep the fire gear clean such as, using a washer and dryer. There is a need for new fire gear which cost \$4,050 per person. The Fire Department would like to purchase 10 sets and are asking the Borough to help buy 5 sets. The Fire Chief reminded everyone that the Fire Department receives a lot of their money through donations and they have dropped about 5-10% per year over the past few years.

There was a brief discussion with the Fire Chief, Mayor, and Council about what grants were applied/rewarded to help with the cost of the fire equipment and gear. It was noted that the Fire Department is all volunteers.

Vice President Francis reintroduced the new Fire Chief and stated the Borough will research to see if funding can be acquired for the Fire Chief's request.

c. Emergency Management – Fire Marshal, Rufus Stokes

- i. The Emergency Management Department is asking residents to join the team to assist in the event of an emergency.
- ii. All departments in the Borough are ready in case of an emergency. Winter preparation has been performed and so far, there is no need to utilize them.
- iii. The County Emergency Management Agency is ready to assist the Borough in case of an emergency.
- iv. A date will be determined to test the emergency generator for proper operations.

The Mayor expressed his concerns about the performance of the generator, ensuring that it is working properly, and inquired as to when the Borough was getting a new one. Mr. Stokes replied that Chief Paparo was looking into obtaining a generator.

Councilor Roadcloud requested an executive session to discuss personal matters next week.

E. Recreation, Vice President Ronald Francis – Chair

1. The Recreation Committee meeting was held on January 30, 2020 at 7 p.m.
2. Flag Day will be June 13, 2020 and the rain date will be June 20, 2020
3. The Halloween Haunted Hall will be October 26<sup>th</sup>, 27<sup>th</sup>, and 28<sup>th</sup>.
4. The Veteran's Day Luncheon will be November 7, 2020.
5. The Christmas Tree Lighting will be Friday, December 4, 2020.

6. Vice President thanked everyone for attending all the events. The Recreation Committee is currently planning for Flag Day. Mayor Hepkins will be sending out letters and phone calls to organizations to help sponsor the event.

A resident inquired as to whether the Recreation Department would be assisting the Library with Kwanzaa. Vice President Francis replied that the issue will be addressed with the Recreation Committee and that all are welcome to attend.

The Library announced their events which can be found on the Yeadon Public Library website.

#### XI. OLD BUSINESS

- None

#### XII. NEW BUSINESS

- None

#### XIII. ADJOURNMENT

- Motion to Adjourn.  
Moved By: Councilor McCabe  
Seconded By: Councilor Cave

Meeting Adjourned at 8:03 p.m.

Respectfully Submitted by Management