



BOROUGH OF YEADON
DELAWARE COUNTY, PENNSYLVANIA
BOROUGH COUNCIL CAUCUS MEETING MINUTES
January 14, 2021

Meeting began at 7:06 p.m. due to technical difficulties.

This is Caucus meeting of Yeadon Borough Council. This meeting is being recorded. This meeting is being held pursuant to the Governor's Emergency Declaration. Your participation and attendance in this meeting is your consent to being recorded. There is no expectation of privacy as to anything you say in this meeting.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

Rohan Hepkins, Mayor	Present
LaToya Monroe, President	Present
Ronald Francis, Vice President	Present (Arrived at 7:29 p.m.)
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 (Arrived late)
Eileen Mulvena, Engineer	Present
Nafis Nichols, Borough Secretary	Present

III. CITIZENS FORUM (comments limited to 3 minutes)

1. Mary Jacob Gorrell – Ms. Gorrell of 500 block of Orchard Avenue asked if she needs permission to garden on a neighboring private property. Also, she asked if the home is for sale.

The Solicitor answered the Borough cannot give permission to be on the property.

Mr. Nichols said we would not know if the property is for sale if it does not have a sign posted.

IV. MAYOR'S REPORT

The Mayor asked that his report be submitted as written and proceeded to give highlights.

1. The final Mayor's Forum was held on 12/3 via Zoom. The Mayor's Forums will be held every first Thursday of each quarter.
2. The Public Safety Committee Meeting will be held on the last Saturday of each month except for December. Due to the Christmas holiday the committee will meet on 12/18.
3. The Mayor discussed the status of the County Health Center.
4. The Mayor discussed recent news reports and a security alert from the FBI about planned armed protests and potential violence on Inauguration Day that may take place at every state capitol and possibly other locations.
5. The Library will be holding a special virtual event for Martin Luther King, Jr. Day this Monday. The Library Director will give more details during his report.
6. The Nile Swim Club has been recognized as a historical marker in Pennsylvania. They will be having a ceremony on 5/22 from 10:00 a.m. to 12:00 p.m.

Council, Chief Paparo, Mr. Nichols, and the Solicitor discussed information related to the County Health Center, including the opening and distribution of COVID-19 vaccines, hiring information, the fact that the Borough cannot regulate a County agency, there will be no financial impact, and there are no public safety issues. Also, the County will conduct the health inspections, obtain permits from the Borough; however, the Borough cannot site the County, the Board of Health would oversee this facility.

V. PRESIDENT'S REPORT

1. The Borough received four awards from the Pennsylvania State Association of Boroughs (PSAB) for the 7,501-plus population category for the following:
 - a) First place recognition for the newsletter in the PSAB 2020 Borough News Municipal Newsletter Contest;
 - b) Second place recognition for the website in the PSAB 2020 Borough News Municipal Website Contest;
 - c) Under the PSAB 2020 Borough News Municipal Special Recognition category the Borough received second place recognition for the 2020 Borough Calendar; and
 - d) 2020 Honoree for the 2020 Social Media.

In addition, Councilor Jones-Waters received a Certificate of Achievement from PSAB.

VI. MANAGER'S REPORT

Items Handled/Announcements

1. The 904 Performance Recycling Grant application was submitted.
2. The Borough calendars have been mailed. Please let Management know if you do not receive one.

3. The newsletters should be delivered shortly. Please let Management know if you do not receive one.
4. Please continue to check Borough resources for updates on testing sites and other information.

Items in Progress

1. Management's recommendation for the vacant Code Officer position will be on next week's agenda for Council's consideration. Management is also seeking to fill other vacancies.
2. The newsletter submissions for the spring edition are due by 1/22.

Councilor McCabe and others are Norma drive did not receive the calendar. Residents on Allen Drive did not either.

Vice President Francis joined the meeting at 7:29 p.m.

VII. SOLICITOR'S REPORT

1. The Solicitor is processing several tax assessment appeals. The Parkview Court Apartments assessment is off by a half-million dollars. The Borough is protecting residents' resources to make sure people pay their fair share of taxes.
2. In conjunction with the School District's Solicitor, another appeal was filed related to the Archdiocese's cemetery. There will be two cemetery appeals pending at the same time because we do not want to lose our place in line at the courts.
3. The Solicitor will discuss hiring and legal issues at an Executive Session with Council.
4. The Solicitor said that Councilor Johnson sent documents relating to the Shade Tree ordinance. He sent a request to the Delaware County Law Library for a copy of all Shade Tree ordinances as far back as 1980 and requested the numbers that were mentioned in the letter. He should have a response in ten days. If it is not there, then he will need to review and address at a later date. The Solicitor said when an ordinance is completed, it is sent to the Law Library. Based on the information sent by Councilor Johnson the Solicitor is unsure of where the Borough stands with the Shade Tree ordinance and whether or not previous Council members elected to have a Shade Tree Commission. He said it does not appear there is a commission.

Mr. Nichols stated that on 2/1/20 a separate account for the \$5 from refuse for the shade tree fund was established.

Council discussed the Shade Tree ordinance, documents, and other issues.

VIII. TAX COLLECTOR'S REPORT

1. The year 2020 began with 3,669 residents holding tax bills. To date, 91.6% paid their taxes leaving a total of 308 residents with unpaid taxes which is 8.4%.
2. Borough Revenue received: \$77,336.29 from real estate; \$42,418.14 from sewer; \$23,970 from trash; for a total of \$143,724.43.

Council sought clarification on the 2020 recap.

IX. LIBRARY'S REPORT

1. The Library has been designated as a Silver Level Library in the PA Forward Star Program by the Pennsylvania Library Association. Mr. Payne thanked all of the Library staff for their hard work. This information will be available on the Library's website.
2. The annual Martin Luther King, Jr. Day of Service program will be held on 1/18 via Zoom. The children's program will begin at 11:00 a.m. and the adult program will begin at 1:00 p.m. Mayor Hepkins will be the guest speaker and children will be performing as well.
3. The Yeadon Public Library will receive \$1,534 from the Office of Commonwealth Libraries, which will help pay for Personal Protective Equipment and other supplies related to COVID-19.
4. This month the Library checked out 1,107 items for curbside pickup and 144 five-day meal packs were handed out.
5. For the month of December, the Library held 47 programs with 149 attendees.
6. The Library is working on a new and improved website, which will be colorful, intuitive, user friendly and completed soon.

President Monroe asked about the Wi-Fi checkouts and if the schools were contacted.

Mr. Payne answered the Wi-Fi hot spots are going well and can be checked out for three weeks. The Library will dedicate a rolling slide on the new website with the Wi-Fi information. In addition, he reached out to all the local principals regarding the new Wi-Fi hotspots available at the Library.

President Monroe noted this was a wonderful collaboration and thanked him for his efforts.

X. ENGINEER'S REPORT

1. NDI asked for authorization for an emergency sewer lateral repair on 545 Church Lane. The sewer line has been backed up for two weeks and the commercial properties have residential rental units. The renters were evacuated and relocated due to the backup. This emergency repair will be scheduled for Saturday, 1/16.

2. NDI has requested quotes from three contractors for the elevator service maintenance agreement due on 1/19 at 9:30 a.m.
3. The contractor submitted a proposal for the front walkway lights and building light at the Borough Hall entrance. NDI requested photos of the bollards for Council's review. Unfortunately, the photos will be delayed due to COVID-19 issues with the contractor.
4. NDI met with Mike Constantino of Linn Architects to review the proposed door opening to access the flat roof of Borough Hall, which holds HVAC units. They are proceeding with the architectural drawings; however, their roofer was not available to meet with them. NDI is waiting for the roof portion of the proposal.
5. NDI received a quote of the roof overhang near the Police Department. The quote is under \$10,000; therefore, it is unnecessary for the Borough to request other quotes. There was another quote received at \$27,000.
6. Work is being continued on Yeadon Avenue. There are seventeen sewer laterals that need replacement on that block.
7. The Low Volume Road grant work has begun which includes four new inlets with sediment collection devices.

President Monroe asked for more details regarding 545 Church Lane emergency sewer work.

Mrs. Mulvena said there is a Panda House and a Farmers Insurance Company that share a lateral from their traps, which are in the sidewalk out to the main in the middle of the street. She explained that this is not permitted, and the properties should have their own laterals. She further explained that there is a backup and the two laterals need to be separated. She added that the Borough is responsible for the street portion and the property owners are responsible for the sidewalk up to the trap. She reported that the Borough's sewer contractor will begin work on Saturday, which includes opening the line and installing two new laterals from the trap to the main.

Council inquired about the work being performed on Yeadon Avenue and the completion date.

Mrs. Mulvena answered that the contractors must stop work on Yeadon Avenue and West Cobbs Creek Parkway to perform emergency repairs when they arise, and that the weather affects the work being performed. Mrs. Mulvena said that she will check with the contractor regarding an estimated completion time.

President Monroe asked about how the traffic will be affected on Church Lane for the emergency repair.

The contractors will block traffic at Baily Road and will be meeting with Flagger Force tomorrow to determine the best options for the north side. They proposed to block Myra

Avenue and have someone stationed at Penn Street because cars come down from the bridge quickly and this option can prevent cars from going through the blockade.

Councilor Roadcloud inquired about the lighting for the parking lot.

Mr. Nichols answered that Johnson Controls submitted a quote of \$13,000 for an assessment completed years ago to change the lights to LED. Mr. Nichols and Johnson Controls discussed making sure the lighting is consistent throughout the outside of the Borough building. The LED lights will illuminate the area better. Mr. Nichols added that he spoke to Mr. Wilkinson about trimming the trees to stop the lights from being blocked. Currently, Johnson Controls has a contract with the Borough, and they have installed LED lighting/replacements for streets throughout the area. At the time the LED lighting/replacements for the Borough and Library were proposed it was during the transition of Management firms.

XI. REPORTS

A. Finance, Councilor Cave – Chair

1. The 2018 Annual Financial Statement audit is complete, and a report will be issued by Monday.

B. Ordinances & Zoning, Councilor Roadcloud – Chair

1. Councilor Roadcloud held a Code Committee Meeting on 1/12 along with Mr. Nichols and discussed priorities for this year, such as ways to bring in more businesses, updating ordinances, sidewalks, boarded homes, abandoned vehicles, and common driveways.
2. Mr. Stokes reported the following:

There were no zoning hearings/hearing applications or zoning use applications submitted for the month of December.
3. Hot Spots: a) Parkview Court Apartments trash issues. b) The property owner on 910 Longacre Boulevard hired a new contractor and is maintaining the construction area. c) Violations and notifications were issued to the property owner of 1024 Church Lane regarding several issues. c) Abandoned vehicles were removed at the 1200 block of Whitby Avenue and the 1100 block of Angora Avenue. d) There is an issue with a black bus at 852 Rundale Avenue. The owner has been notified and the Code Department will follow up accordingly.
4. Action Items: a) There was an issue with trash in the third ward area which has improved. The Code Department is citing residents that are not taking care of the trash. b) There was a fire on the 500 block of Arbor Road and the residents were unharmed. The resident is working with their insurance company to start renovations on the property. c) A tree fell at the property of 125 Chester Avenue. Citations were issued to the property owner, and the tree has been removed.

5. Closed Items: a) There was illegal dumping at the Nile Swim Club, which was addressed.
6. Upcoming Items: a) The renovations for 456 Penn Street are almost complete. The business at this location will distribute HVAC and electrical materials. b) Renovations are being conducted at the home on 121 Baily Road. c) The County Health Center renovations are ongoing. The indoor construction is almost complete.
7. The Code Department total revenue for the month of December is \$48,174.87.
8. The property maintenance abatement for December is \$10,268.37, the total for the year is \$33,413.43.

C. Public Works, Councilor Johnson – Chair

1. Mr. Wilkinson reported that the Public Works Department had two emergency calls for the month of December. The first call was on Christmas morning regarding downed wires from a utility pole on the 700 block of Yeadon Avenue. The second emergency call out was a leak coming through the ceiling at the Police Department. The Public Works Department determined that the leak was from the ice machine on the second floor. All issues were resolved and will be monitored accordingly. He stated that the ice machine will be added to the preventative maintenance schedule.
2. Mr. Wilkinson included a recap of Snowstorm Gail in the Public Works Report.
3. No abatement properties were cut during the month of December.
4. Leaf season ended 12/31. The total leaf collections for the year 2020 is 141 yards.
5. The street dirt total for the year 2020 is 219 tons.
6. There were three sanitary sewer issues: a) The Public Works Department is continuing to maintain the sewer issues on the 400 block of Holly Road until the contractor completes the Yeadon Avenue project. b) There was an increased amount of soap on the 300 block of Chester Avenue (across the street from the laundry mat) between manhole #251 and manhole #253. The Code Department spoke with the property owner and will make frequent visits. c) There was a backup with a minimal amount of soap and grease at 836 West Cobbs Creek Parkway between manhole #333 and manhole #334.
7. There were several potholes around the Borough which were back filled.
8. The Public Works Department is inspecting all storm sewer inlets and clearing the inlets of dirt and debris. Mr. Wilkinson will send NDI a prioritized list of damaged storm sewer inlets.
9. Streetlights are being serviced as needed.

10. Monthly routine maintenance and checks were performed on the entire fleet of Borough vehicles.
11. The electrostatic sprayers for COVID-19 cleanings arrived on 1/6. Training will start next week.

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

The Mayor asked that the Public Safety Report be submitted as written and proceeded to give highlights.

1. The Public Safety Committee meeting was held on Saturday, December 19th. The next meeting will be Saturday, January 30th.
 - i. Police Department – Police Sergeant, Shawn Burns
 - a. Chief Paparo will host a new talk show called *Good Morning Yeadon!* This show will be held on 1/18 via Zoom in celebration of the Martin Luther King, Jr. holiday. He encouraged everyone to attend as this will be a new way to interact with the public.
 - b. Chief Paparo asked that the Police Report be submitted as written.

Council asked about a shooting incident that occurred last night and aired on the news and suggested if residents keep their lights on it may deter robberies.

Chief Paparo said the report is inaccurate. There was a robbery in the area of West Cobbs Creek Parkway and Fern Street, which involved a Chinese food store delivery driver, but no one was shot and there was no gun fire. The Mayor indicated that he wants to be informed of these matters.

- ii. Fire Department – Fire Chief, Michael Diienno
 - a. No report given. President Monroe mentioned that the Fire Department had a meeting tonight so maybe they will report next week.
- ii. Emergency Management – Fire Marshal, Rufus Stokes
 - a. Mr. Stokes will send an Emergency Management report for the Legislative Meeting.

E. Recreation, Vice President Ronald Francis – Chair

1. The Recreation Committee does not have a report to submit.

Council, Mr. Nichols, Mrs. Mulvena, and Mr. Stokes discussed common driveway repairs, and available funding from agencies, such as the Pennsylvania Department of Community and Economic Development (DCED) and the Community Development

Block (CDBG) grants that may help fix these issues. Mr. Nichols said the Borough can reach out to the representatives at the DCED. The CDBG grants would not be helpful with this issue. CDBG grants are used for infrastructure and on main streets of the Borough not common driveways. Mr. Nichols said when he was working with Chester Township, they were looking for funding for the same issue and he will reach out to the Township for more information. Ms. Mulvena stated she has not seen anything successful grant wise in other Boroughs. She also mentioned years ago in another town the local government paid for the repairs and the homeowners were scheduled for an assessment. All the homeowners that were impacted by the driveway were assessed for the cost. Mr. Stokes said he will reach out to Upper Darby Township regarding common driveway repairs and procedures and will have the information available at the next meeting.

XII. ADJOURNMENT

1. Motion to Adjourn.
Moved By: Vice President Francis
Seconded By: Councilor Cave

Meeting Adjourned at 8:15 p.m.

Respectfully Submitted by Management