



BOROUGH OF YEADDON  
DELAWARE COUNTY, PENNSYLVANIA  
BOROUGH COUNCIL LEGISLATIVE MEETING MINUTES  
February 18, 2021

Meeting began at 7:01 p.m.

The Solicitor stated the following: This meeting is being held via Zoom pursuant to the Governor's Emergency Declaration related to COVID-19. As such the meeting is being recorded. Anything that you discuss in this meeting and your participation in this meeting is consent to be recorded. There is no expectation of privacy.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

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

III. CITIZENS FORUM (comments limited to 3 minutes)

1. Mary Jacobs Gorrell thanked President Monroe for changing the website information on the Meeting Calendar that Council meeting will be held via Zoom.
2. The corner of Myra Avenue and Church Lane has a lot of congestion because of people parking at Major's Market. Also, there were discussions in the past that Major's Market would have parking in the back area of the store. Ms. Gorrell is concerned about the safety when vehicles turn in and out of Myra Avenue near the market.

Chief Paparo answered he will continue to have enforcement officers and police officers issue tickets in that area.

President Monroe said Council can consider allowing parking on only one side of the street.

3. Ms. Gorrell asked when residents apply for a Handicap Parking Application are lines painted on the street. Also, if a resident is permanently disabled is it necessary to renew the Handicap Parking Application each year.

President Monroe answered the Borough no longer paints lines in the street for handicap parking and the handicap parking sign delineates where to park.

The Solicitor answered the Borough needs proof that someone is still living at the address. The renewal process each year helps the Borough know who lives there. In the past the Borough was receiving complaints that the signs were never coming down and someone moved, were deceased, or is no longer disabled.

Council and Chief Paparo discussed how residents can park with a handicap parking sign if the lines are not painted on the ground and other suggestions.

President Monroe said Council had a lengthy discussion about not knowing what type of vehicle the resident may own and painting issues.

4. Ms. Gorrell asked about the differences of the virtual meeting format – webinar versus non-webinar.

President Monroe answered there was an administrative error due to having back to back meetings. The Council meetings are usually webinars.

#### IV. APPROVAL OF MINUTES

1. Motion to approve the corrected November 19, 2020 Legislative Meeting Minutes.  
Moved By: Vice President Francis  
Seconded By: Councilor Johnson  
Unanimous
2. Motion to approve the January 14, 2021 Caucus Meeting Minutes.  
Moved By: Councilor Johnson  
Seconded By: Councilor Cave  
Unanimous
3. Motion to approve the January 21, Legislative Meeting Minutes.  
Moved By: Councilor Cave  
Seconded By: Vice President Francis  
Unanimous

#### V. MAYOR'S REPORT

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

1. The Delaware County Wellness Center grand opening was on 1/27 and will be the future location of the Delaware County Health Center located at 125 Chester Avenue.
2. Recently, the COVID-19 vaccines shipments have been delayed. Last week the County received 1,000 vaccines and this week, the bad weather conditions may have caused delay in receiving vaccines.
3. Seniors citizens need assistance shoveling snow and the information to volunteer through the Emergency Management Department is posted on the website and other Borough resources.

4. The Nile Swim Club is handing out food to families in need every Saturday.
5. Councilor Roadcloud asked if the Borough is reaching out to Delaware County Community Service to help shovel snow for senior citizens.

President Monroe answered the Delaware County Community Service has been inactive due to COVID-19. Also, the Borough Manager mentioned this during the last Manager's Report regarding ways to pass out calendars and newsletters.

#### VI. PRESIDENT'S REPORT

1. The Delaware County Wellness Center was closed for a few days last week due to a roof leak. There is a lull in inactivity because when people get vaccinated, they have to reserve a specific amount of vaccines for the second dose of the COVID-19 vaccine. There maybe a lull in between the time people are vaccinated and administered their second dose. As we move on and more first doses are administered, we will see a steady stream for people coming in for first and second doses of the COVID-19 vaccines. Currently, the wellness center is up and running at full capacity.

#### VII. MANAGER'S REPORT

Mrs. Presswood asked that her report be submitted as written and proceeded to give two additions:

1. The Borough Hall was closed today due to inclement weather.
2. Management has under the agenda a request for code officers for Mr. Campbell III and Mr. Pyatt.
3. President Monroe read a comment from the chat section of the Zoom webinar that the attendees are not able to see all of the panelist. President Monroe said to exercise some patience and discretion and understand that with the new method of having the meetings we are entering people's homes and sometimes it is not conducive to have the video screen on. We are doing the best we can thank you for your patience and understanding.

#### VIII. SOLICITOR'S REPORT

1. Motion to authorize a hearing to examine the removal of a Civil Service Commission member for the next Caucus meeting.  
Moved By: Councilor McCabe  
Seconded By: Councilor Cave  
Unanimous
2. Motion to authorize the advertisement for the removal of Shade Trees within the Borough.  
Moved By: Councilor Cave  
Seconded By: Vice President Francis  
Unanimous

The Solicitor stated Council will have a hearing first. The Borough will advertise the Shade Tree hearing and Council will consider the removal of Shade Trees at the meeting and it will be discussed then.

Councilor Roadcloud asked should the motion be worded defective Shade Trees or just in general Shade Trees.

The Solicitor answered the motion is for Shade Trees, defective Shade Trees is not a definition in the Borough code. However, the Public Works Director has made recommendations to Council on actual Shade Trees that need to be removed which are believed to be deceased or in a state of repair that cannot be rehabilitated.

3. Council met this evening at an executive session and last Thursday at an executive session to discuss potential litigation, personnel, and labor relations.

#### IX. TAX COLLECTOR

1. Ms. James asked that the Tax Collector's Report be submitted as written.
2. The 2021 tax bills were mailed last Thursday.

#### X. LIBRARY'S REPORT

Mr. Payne asked that the Library's Report be submitted as written and proceeded to give highlights:

1. The Library has reopened for doorside services on Tuesday.
2. Mr. Payne reminded everyone about the upcoming Black History Month program. There will be a virtual lecture on Monday, February 22<sup>nd</sup> at 6:00 p.m. titled "The Life and Legacy of Frederick Douglass" by guest lecturer Dr. C. James Trotman, author and Professor Emeritus of English and Founding Director of the Frederick Douglass Institute at West Chester University. Mr. Payne thanked President Monroe in advanced for offering to be the host for that event.

#### XI. ENGINEER'S REPORT

1. The first item is the continuation of the surveillance camera project. Signal Service completed phase 1 and presented their findings to the Borough committee and has submitted a proposal to conduct the radio frequency analysis which will check communication between the different elevations where they would propose the cameras to make sure there is continuity between each of the cameras. The proposal is in the amount of \$15,480.00.

Motion to accept the proposal for Phase 2 of the Surveillance Camera Project submitted by Signal Service in the amount of \$15,480.00.

Moved By: Councilor Cave

Seconded By: Vice President Francis

Unanimous

2. The second item is related to the roof section that has the HVAC units where the leak went into the Fire House. NDI received a proposal from Linn Architects to install a door in the third-floor lunchroom and a ladder that would reach down to that roof section. The current method is to put a ladder against the building which is unsafe and the Borough's HVAC contractor has said that he will not use that ladder any longer to access the roof and the Borough should be code and OSHA compliant. NDI requested a quote to construct the door opening, a compliant ladder down to the roof, and a quote for the preparation specifications and the replacement of the roof. Linn Architect gave NDI a

proposal which will not exceed \$14,500.00. Mrs. Mulvena said the quote will likely come in less because NDI will prepare the bid documents and Linn Architects will just do the architectural work.

Motion to accept the proposal for Architectural Services for the design of a door opening/ladder to the roof section housing of the HVAC units and the replacement of the same roof submitted by Linn Architects in the amount of \$14,500.00.

Moved By: Vice President Francis

Seconded By: Councilor Johnson

Unanimous

Councilor Cave asked for clarification on the ladder to be installed on the roof with the HVAC units.

Mrs. Mulvena said the ladder is OSHA compliant and it will be rigid and be attached to the structure. Currently, contractors are climbing up from the ground level which involves putting a ladder against the building and climbing up that ladder.

3. There were discussions last week about various inlets that need to be rehabbed or replaced. A list was received from the Public Works Department and NDI is proposing a project that would cover eleven inlets not to exceed \$70,000.00 for the replacement. Mrs. Mulvena said she spoke with the Finance Director to make sure there is sufficient funds and he authorized the amount. This project would be done using Liquid Fuels Funds.

Motion to authorize NDI to apply for Liquid Fuels Project on dotGrants for the Inlet Repairs Project at the following locations and the estimated amount not to exceed \$70,000.00 for inlet replacements, rehabilitation, and engineering at the following locations: 622, 636, 653, and 664 Yeadon Avenue; 811 and 815 Church Lane; the North and South corners of Yeadon Avenue and Guenther Avenue; Inlet #108 at the corner of Yeadon Avenue and Redwood Avenue; Inlet #184 on Guenther Avenue near the alley for 719 Yeadon Avenue; Inlet #185 on Guenther Avenue near the alley for 723 Yeadon Avenue; the Northwest Corner of Darnell Avenue and Pleasant Road; and 931 and 935 Duncan Avenue.

Moved By: Vice President Francis

Seconded By: Councilor Cave

Unanimous

Mrs. Mulvena clarified that the Borough Hall parking lot near the Police Station (location of inlet which is listed on the agenda) is not Liquid Fuels Funds eligible. Repairs for the inlet at the Borough Hall parking lot near the Police Station will have to use General Funds. All other inlets listed in the motion will be used with Liquid Fuels Funds.

President Monroe asked if the projects listed are within the \$70,000.00 and is there a priority order ranking the most dangerous inlets to be repaired.

Mrs. Mulvena said yes, NDI will do as much as possible within the \$70,000.00 and when it is authorized again, NDI can put another project for other damaged inlets. Mrs. Mulvena said yes, the inlets are listed based on the need for repair.

Councilor Johnson asked for the number of damaged inlets.

Mrs. Mulvena answered the number of damaged inlets for the agenda item is eleven not counting the inlet at the Borough Hall parking lot near the Police Station.

Mr. Nichols said these are not general operating dollars they are Liquid Fuels Funds and the Borough has a carryover from the last two years. PennDOT is very adamant about spending carryovers so that the new allocation from the State will not be reduced.

4. The next item is related to Liquid Fuels Funds for a resurfacing project. All the locations identified in the motion has had sanitary sewer work done and will now need paving were the sewer work was performed so that the trenches are restored properly.

Motion to authorize NDI to apply for a Liquid Fuels Project on dotGrants for the Paving Project at the following locations and for the estimated amount of \$130,000.00 for milling, resurfacing, and engineering: the intersection of Cypress Avenue and Parmley Avenue; Duncan Avenue from 919 Duncan Avenue to Darnell Avenue; and West Cobbs Creek Parkway from Longacre Boulevard to Whitby Avenue.

Moved By: Councilor Cave

Seconded By: Vice President Francis

Unanimous

Mrs. Mulvena noted this will not cover every location that sanitary sewer work was done, and it will not be done until paving is allowed which is around April or May.

5. Last week there were discussions about Elevator Maintenance Contract. Mrs. Mulvena was advised that the proposal submitted by Tri-State Elevator Company Inc., was considered ineligible. A proposal was submitted by Code Elevator Inc. however, there was another bid submitted by Excel Elevator, LLC. and it was provided to NDI after the meeting last week. NDI is in the process of evaluating the company and will have the references checked and the scope of work soon. Mrs. Mulvena suggested making an award contingent upon suitable references and an agreement of the understanding of the scope of work otherwise it would wait until next month.

The Solicitor said he is not comfortable with Council voting without having a bid specification chart to consider and making sure that everything is done before they vote and make an award.

## XII. COMMITTEES' REPORTS

### A. Finance, Councilor Rafi Cave – Chair

1. Motion to approve the Accounts Payable List.

Moved By: Councilor Johnson

Seconded By: Vice President Francis

Unanimous

Councilor Cave asked if the Borough could consider a cheaper method of sending the delinquent notices.

Mr. Nichols answered Delaware County no longer sends out delinquent taxes and delinquent notices starting this year. Management will investigate other mailing options.

Councilor Johnson inquired about the payment to Portnoff Law Associates, Ltd. for refuse under the Accounts Payable List code number 427 - 460.

Mr. James answered Portnoff is the collection agency the Borough uses for delinquent taxes. The Borough part of the taxes goes back to the County. Portnoff handles the sewer and trash portion if you do not take care of taxes before 12/31.

Mr. Nichols added that Portnoff recovers a lot of the fees that we pay once they recoup the dollars that they receive from the delinquent homeowners. Even though we are giving them \$9,500.00 the Borough will probably recoup a vast majority of the amount once they pass the fee onto the homeowner for being delinquent at a future date.

2. Motion to approve the Cash Balance Report.

Moved By: Vice President Francis

Seconded By: Councilor Johnson

Unanimous

B. Code Department, Councilor Liana Roadcloud – Chair

1. The Code Enforcement Committee meeting was held on 2/16. Discussions were held about various items including creating ordinances, residents blocking street parking during the snowstorms to save parking spaces, construction of tiny homes (for example garage with in-law suite). Research was conducted and we found grants such as the Neighborhood Assistance Grant (NAP). Mr. Nichols will look into this grant to find out the specifics and if it will help residents get damaged common driveways repaired.

2. Today, Councilor Roadcloud met with State Representative Joanna McClinton to discuss economic development. Some ideas considered was a recreational hub at the former Yeadon Swim Club area which could have a movie theater, bowling alley, eateries, cafes, large green space, gym, and a wine and spirit's shop. Also, the empty lot on Church Lane (former movie theater) could be a small-scale supermarket. Representative McClinton discussed the Redevelopment Assistance Capital Program (RACP) which is a matching grant. Councilor Roadcloud said the Borough should consider a revitalization study. Councilor Roadcloud asked for Council's consideration allowing Borough Management to apply for a Revitalization study grant.

President Monroe said we started this process prior to COVID-19. Feasibility studies were done on all the areas discussed and we still have developers lined up. The only issue is COVID-19 right now. Council is aware of the Pennsylvania Department of Community and Economic Development (DCED) and RACP grants and are actively applying for all of them. Within the past year Vice President Francis has been instrumental in getting those feasibility studies completed as well. The Borough will be moving forward with those areas.

3. Motion to hire Albert Campbell, III as a full-time Code Enforcement Officer.

Moved By: Councilor Cave

Seconded By: Vice President Francis

Unanimous

4. Motion hire Jamar Pyatt as a full-time Code Enforcement Officer.  
Moved By: Councilor Johnson  
Seconded By: Councilor Cave  
Unanimous
5. Council and Mr. Nichols discussed finalizing the plans for the recreation center, goals from previous years, and scheduling a meeting to discuss the plans for the grants and the recreation center.

Mr. Nichols said the DCED grant is open now and due in thirty days. Mr. Nichols said the Borough should apply for the grant to have a development concept done. The development concept will be needed for the RACP grant and there is a 50% requirement. Also, Mr. Nichols believes we can get the grant based off the acreage at the swim club.

President Monroe said Council should discuss the plans and financial requirements (such as matching funds) for the Yeadon Swim Club area since the grant is due by the end of March and Council can vote at the next Council meeting. The motion suggested should not be done on a whim. Council Roadcloud may request an executive session to have discussions with all Councilors regarding the Yeadon Swim Club.

Mr. Nichols said he will start preparing for the grant now.

President Monroe asked that the information be provided to all Councilors, so they are all on the same page. Also, she thanked Councilor Roadcloud for taking initiative on this issue.

C. Public Works, Councilor Clara Johnson – Chair

1. Motion to hire Ricardo Maxi as a full-time Public Works employee.  
Moved By: Councilor Cave  
Seconded By: Vice President Francis  
Unanimous
2. Motion to hire Timothy Swierczek as a full-time Public Works employee.  
Moved By: Councilor McCabe  
Seconded By: Councilor Cave  
Unanimous
3. Councilor Johnson requested that the Public Works written report be accepted.

D. Public Safety, Mayor Rohan K. Hepkins and Councilor McCabe

1. The Mayor asked that the written report submitted be accepted. The next Public Safety Committee meeting will be held on 2/27 at 9:30 a.m. via Zoom and the public is encouraged to attend. The meeting information is on the website.
  - i. Police Department – Police Chief, Anthony Paparo
    - a. Chief Paparo scheduled his second *Good Morning Yeadon!* program on 2/23 at 11:00 a.m.
    - b. Chief Paparo asked that the written report submitted be accepted.



ii. Emergency Management – EM Coordinator, Rufus Stokes

- a. Mr. Stokes was out along with the Public Works Department during the snowstorm. The Public Works Department did a good job maintaining the roads. Mr. Stokes had to talk to some residents on the 800 block of Bullock Avenue that were blocking street parking spots.
- b. Councilor Roadcloud asked if the businessowners on Church Lane will be contacted regarding an electrical issue.

Mr. Stokes said yes, he will contact the Church Lane business organization about the issue and the Public Works Department disconnected the outlet.

E. Recreation, Vice President Francis – Chair

1. Vice President Francis asked that his verbal report at Caucus be accepted.

XIII. ADJOURNMENT

1. Motion to adjourn.  
Moved By: Councilor McCabe  
Seconded By: Vice President Francis

Meeting adjourned at 8:16 p.m.

Respectfully submitted by Management.