

June 5, 2019

The Work Session of Lansdale Borough Council was held on Wednesday, June 5, 2019 at Lansdale Municipal Complex, One Vine Street, Lansdale, PA and called to order at 9:14 pm by Council President, Denton Burnell.

ROLL CALL:

- (X) Councilman Angelichio
- (X) Councilman Breish
- (X) President Burnell
- (X) Councilwoman Hawkins Charlton
- (X) Councilman DiGregorio
- (X) Vice President Fuller
- (X) Councilman Hansen
- (X) Councilman Henning
- (X) Councilman Work
- (X) Mayor Herbert

Borough Representatives:

Borough Manager, John Ernst

Finance Director, John Ramey

Police Chief, Mike Trail

Parks & Rec., Karl Lukens

Electric Superintendent, Andy Krauss

Public Works, Rick DeLong

WWTP Superintendent, Dan Shinskie

Borough Solicitor, not present

Borough Engineer, not present

Library Director, Tom Meyer

IT/GIS Coordinator, Bryan Poster

HR Director, Nancy Shaw

Code Enforcement, Jason Van Dame

Residents

None

Agenda Item #5 – Committee Reports

**Administration and Finance Committee – Councilman Angelichio**

1. Financial reports YTD – At the end of April we are looking good, revenue is up 4% and expenses are up 8%. This is normal for this point into the year. In the comparison of actual to budget, we are exactly the same in comparing 2019 to 2018. We are tracking the same at this point in the year to budget. For 2019, we are at 42% for revenues and 28% for expenses and when comparing to 2018, we were at 42% and 27%.
2. Franchise “impact fee” fee update – We reached out to the solicitor regarding legal statues in the state and cannot charge an “impact fee” or “surcharge”.

**Councilman Angelichio** - What makes this different than a franchise fee?

**Mr. Ramey**- It is because we let them use right-a-way.

3. Motions to appear before Council at the next business meeting:
  - Appoint Tracy Flynn as the new Open Records officer.
  - Settlement agreement with GoreCon, Inc. - we are paying for the road work on Cannon. We came to an agreement with the contractor for the work done and work charged. We came to \$202,000 that we

owe them. There were legal fees involved which were not as high as could have been.

A resident asked - does the settlement keep them from working in the Borough?

**Mr. Ernst-** Yes, for a particular length of time.

- Draft an ordinance to create an Environmental Advisory Committee - The purpose is to help a governing body understand and act to help in providing information activities, programs and concerns. The PA State Legislature provides for allowing us to establish this committee. This is important when having the Borough go out for grants. The EAC then has access to Borough resources and to access to the Borough solicitor.
4. Audit update – the final report should be done by the end of the month.
  5. 2020 Budget – We are slowly moving along with internal discussions, but are still ahead of the game with how early we started discussions this year.
  6. Debt Refinancing – Our Bond Counsel will review our debt and the possibility of refinancing for savings to the Borough. More to come on this topic next month.
  7. Fire Company Stipend – FFC is asking that the stipend be increased to \$75,000 per year. They are seeing a rise in new members since the \$50,000 stipend was instituted. We will bring FFC into a future meeting for more discussions.

#### **Code Enforcement Committee – Councilman Hansen**

1. Wished Chris Kunkel the best of luck in a new position he took at another municipality. Mr. Ernst and Mr. Van Dame will work together in Mr. Kunkel's absence.
2. Department Statistics - The month of May, 83 applications were received and 93 permits were processed; this is an 42% increase year to date. The department continues to be very active with high grass complaints. Just a reminder that swimming pools 24 inches or deeper require a permit. Applicant should be submitting an Accessory Structure Permit along with an Electrical Permit Application prior to the installation. Applicant should be aware that there are zoning components as well as safety, barrier requirements when installing a pool.
3. If a resident has an emergency they should call 911 and then call the Borough as a follow up.
4. A U&O has been approved for Building F of the Madison apartments and new residents are moving in. To date, 14% of their rentals are leased with one building being ready for people to move in.
5. Staff continues to review the fee schedule for the department and the goal is to be ready for approve January 2020.
6. NPSD is looing to expand Knapp Elementary School by adding 5-6 classrooms and renovate the rest of the school. They are also looking to create a new bus entrance.
7. Luxor Apartments – An applicant will present at the Planning Commission meeting in August. This would be a five-story building with 205 apartments.
8. Staff continues to discuss Commercial Fire/Safety Inspections.

9. Energov public portal is not live yet, but will hopefully be ready soon.
10. A resident brought up that there are bees swarming in their neighborhood and that there is a beekeeper close by. The swarms have made it difficult to be outside in their own yard and would like to know what can be done. Staff will reach out to Montgomery County on how to handle.
11. Reminder that house numbers are required to be on your house and of certain size per Borough ordinance. It was also suggested that house numbers be visible from the alley as well.
12. Firepits are allowed in the Borough according to the newly adopted Borough code, but trash and grass clippings cannot be burned.
13. When cutting the grass remember that it is against Code to blow the clippings into the street. Blow back onto your own property or sweep them up.

#### **Economic Development Committee – Councilwoman Hawkins Charlton**

1. The committee approved a façade improvement grant for Breeze Salon. They are still reviewing an application from 206 Courtland Street.
2. New businesses in the Borough are: Blue Mountain Wellness a medical office at 415 W. Main Street and Allan Myers, Inc. for office space at 229-231 W. Broad Street.
3. The committee is working on a plan for bike and foot traffic that would increase when the Liberty Bell Trail is completed to Main Street.

#### **Electric Committee – Councilman Henning**

1. Richardson Substation Progress – G&S Technology will be removing both the old units at Stony Creek and Richardson next week. We have a tentative delivery date of July 11, 2019.
2. EV Charging Stations – Installation of five (5) EV charging station at various locations throughout the Borough was completed over the last month. We hope to have them online by this Friday and in use this weekend.
3. Solar Grant Progress – The committee reviewed progress plans from RVE and staff is now in the design due diligence phase with more information to come.
4. Mark McAllister from TRC has been completing substation maintenance and testing. Phase III of the Andale Green Development will begin shortly. Other department maintenance items are taking place through out the summer.
5. Pole top and bucket truck rescue training session took place in May. Video of the training was shown to the committee.

#### **Library Committee – Vice President Fuller**

1. Budget Review - 42% through the year, our expenses are at 39% and revenues at 48%. With the funds in the furniture budget, we will be buying some new children's furniture and looking into possibly getting some study carrels. We will not be getting a second Hive as planned.
2. Community Room Policy – We are starting to hand out the new community room policy to parties interested in the room. Also starting to send to existing users.
3. Clean and Green Extravaganza - Sponsorships received from QNB and Blue Wave Express Car wash will give us 50% of all Ultimate washes on July 20.

4. Library Hours comment – resident recently asked why the library was closed on Sundays. We will research the cost of adding some Sunday hours and poll residents and staff to see how much interest there is in being open on Sundays.
5. Book Boxes – It was suggested that perhaps the library could put book boxes in the parks. The library has a program called Books in Motion where we place books in laundromats and waiting rooms. We have books at the train station and we are planning to put books at 4th Street Pool this summer. We would be glad to expand the program. It was suggested that we look into putting books at the Boy's and Girl's Club and Manna on Main Street.
6. Mr. Meyer is thinking about creating a Story Walk program in one of the parks, most likely Stony Creek Park.

#### **Parks and Recreation Committee – Vice President Fuller**

1. Review of the programs/events that took place in May. For the Playground Camp, bike safety may be an added item to the program. For next year staff may move the Movie in the Park in May to a different Friday night to increase attendance.
2. Reviewed maintenance activities. They included work at 4th Street & White's Road Pools, installing the aerator at Stony Creek Park and Playground inspections in addition to the normal daily park maintenance activities. Several NO MOW zones were created at various parks; this will improve our riparian buffers along our creeks, reduce our time spent cutting grass and improve wildlife habitat.
3. White's Road Pool opened on May 25 for the weekend. Work continued getting the 4th Street pool up and running for its June 15th opening.
4. 2019 Budget - All accounts were on track with expectations. We will begin looking at the 2020 budget during the July Meeting.
5. Cannoneers are looking to donate two metal picnic tables to the Parks & Recreation Department. They are in excellent condition. There was discussion on where they could be placed. It was determined that the best location at this time would be next to the grandstands at Weaver Field alongside of the one that is in place now and used heavily.
6. Mike Beuke spoke on a meeting that the Borough held to discuss the creation of an Environmental Action Committee. The committee agreed that it was a good idea.

#### **Public Safety Committee – Councilman Work**

1. Reviewed an application for handicap parking at 946 Wedgewood Drive; however, upon review of the application and confirmation of off-street parking for the residence the application was denied.
2. Motion to appear before Council at the next business meeting:
  - Resolution to approve an application to PennDOT for flashing stop sign at Vine & Green Streets.
3. Reviewed the police stats from the previous month. We live in a safe community.
4. Chief Trail advised he wanted to bring to full council a plan to expand the permit parking program around the Main Street Parking Station. Members agreed it was time to move forward with as plan and the chief advised he

would work on an updated ordinance and overview of the program for the July meeting.

### **Public Works Committee – Councilman Angelichio**

1. White's Road Rehabilitation – The double yellow lines have been painted along White's Road. All work is complete.
2. N. Line Street Rehabilitation – Residents have until the end of this month to complete their curbs and sidewalk. Any curb and sidewalk replacement work not completed by the resident will be done by DOLI Construction as part of their contract. Once this work is complete, DOLI will give the timetable for final milling and paving.
3. Third Street Rehabilitation - Residents have until the end of this month to complete their curbs and sidewalk. Any curb and sidewalk replacement work not completed by the resident will be done by SJM Construction as part of their contract. Once this work is complete, SJM will give the timetable for final milling and paving.
4. 2019 Mill & Overlay Program - RVE sent James Morrissey a letter of "Contract Transmittal for Contractor Execution". This is a standard letter of submittals of the contract, performance and payment bond, and proof of insurance. When RVE receives the executed documents, a pre-construction meeting will take place and a "Notice to Proceed" will be issued at that time.
5. 2019 N. Cannon Avenue Road Rehabilitation - RVE sent Marino Corporation a letter of "Contract Transmittal for Contractor Execution". This is a standard letter of submittals of the contract, performance and payment bond, and proof of insurance. RVE received the executed documents, and a pre-construction meeting will take place on Thursday, June 14th. A "Notice to Proceed" will be issued at that time.
6. 2019 ADA Improvement Project – This contract is currently out for bid. We will have a recommendation for award at the July committee meeting.
7. E. Hancock Street culvert – RVE inspected the culvert/bridge on E. Hancock Street near the borough line. There are no issues of concern, but they will continue to monitor this culvert.
8. Pennbrook Avenue Base Repairs - NPWA is preparing to replace water mains and service line in the Pennbrook Avenue section of the Borough.
9. 2018 CDBG E. Third Street – Phase II (Broad Street to Chestnut Street) - The Borough was awarded a CDBG Grant for this section of road. RVE is beginning their design work now.
10. Motions to appear before Council at the next business meeting:
  - Resolution for White's Road Streambank Stabilization - A grant was submitted to receive funding to stabilize a portion of the stream that runs through White's Road Park.
  - Installation of Influent Pump & Piping - Eastern Environmental Contractor has submitted payment request #1 in the amount \$30,825.00.
11. Wissahickon Clean Water Partnership - The past month the Partnership Management Committee has been preparing for a meeting with EPA to get some feedback on the work completed so far on the Water Quality Improvement Plan that is close to being final. We are planning a presentation to update Council at the July meeting.

12. The street sweeper is reaching a point where a lot of money is being spent on mechanical repairs. The committee is looking to approve researching possible purchase of a new street sweeper and will have more information for their review in July. Mr. Angelichio requested cost numbers on repairs over last several years and cost of a new piece of equipment as well as a possible consistent street sweeping schedule.
13. There was a lengthy discussion on alley maintenance. Maintenance was something the Borough performed in the past, but due to insurance/liability issues on entering private property, no maintenance has been performed in recent months. In addition to liability issues, there are also engineering issues involving grading and storm water runoff.

Agenda Item #6 – Announcements

**Councilman Hansen** – He would like to acknowledge Mr. Ernst, the LPD and FFC for their quick action when a branch fell on a high-tension line (PECO) on Knapp Road and caused a fire.

**Councilman Breish** – We do the Clean and Green event, but the County does hold a hazardous waste drop off.

**Councilwoman Hawkins Charlton** – Thank you for another great Memorial Day parade and ceremony. The next Civics 101 is at the Electric Department on June 11.

**Vice President Fuller** – The White's Road concert series started last night. The next First Friday is June 7 and the theme is food trucks.

Agenda Item #7 – Public Comment

None

*The meeting was adjourned at 10:10pm*