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Upper Darby Township Committee Meeting

January 8th, 2020

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COMMITTEE MEETING MINUTES
JANUARY 8, 2020

ATTENDANCE OF COUNCIL AND DEPARTMENT HEADS

SERGEANT OF ARMS, STEPHEN FORD

COUNCIL PRESIDENT, LAURA WENTZ

Council President Wentz gave a detailed explanation of the binders that were provided for Council members. The binders include a copy of the Home Rule Charter, the Administrative Code, the Township phone directory and various forms from departments in the Townships that Council members would possibly need. She also explained the purpose of the new Agenda/Request Form provided.

Council President Wentz explained that the current listing of the Committee Assignments are temporary and will be adjusted when a person is appointed to the 7th District. She further requested that if any Council member is interested in a specific Committee they should contact her.

**MAYOR BARBARANN KEFFER- NATE GOODSON, CENSUS
MIKE HILL, E-COLLECT**

Mayor Keffer introduced the Reverend Nate Goodson, former 7th District Councilman.

Nate Goodson gave a presentation regarding the importance of the obtaining an accurate count for the upcoming 2020 Census as that will affect the amount federal funding that Upper Darby Township would be eligible for. These funds would be used for schools, hospitals, public safety, roads, public works and community development. He stated that in the 2010 Census, Upper Darby Township received \$1.5 million of federal funding in one category. He further suggested that the amount would be higher or lower in the 2020 Census depending on an accurate count. Reverend Goodson spoke of the importance of Census training and Mayor Keffer stated that she would meet with him for details.

Reverend Goodson introduced his Committee:

Tamara Crump
Bill Kaplan
Portia Kamara
Parjinder Singh

The Reverend Goodson will speak to Mayor Keffer about Richard Blye who was appointed by former Mayor Thomas N. Micozzie

Mike Hill gave a presentation about his company E-Collect and the benefit for the Township in engaging his services to collect delinquent Business Privilege and Mercantile taxes

MAYOR'S ANNOUNCEMENTS:

On January 20, 2020, for the celebration of Dr. Martin Luther King Day, there will be a Unity breakfast at Drexelbrook hosted by the YMCA.

Representative Davidson is hosting the 3rd Annual Celebration, Dr. Martin Luther King Brunch at UD Post 214,

American Legion from 11a.m. until 1p.m

In honor of the day, Mayor Keffer is organizing a clean-up at Sellers Hall, beginning at 2pm, weather permitting.

Councilman Bonnett member inquired as to when a Chief Municipal Clerk would be appointed as it is a requirement. The Mayor and Council President responded that the issue is being handled and that a Clerk would be appointed in a timely manner.

Mr. Bonnett also commented about the appointments that were made on January 6, 2020 at the Re-Organization Meeting and questioned how selections were made without a very broad solicitation throughout the Township. He further expressed concerns about the appointment of the new Director of L&I because of the required certifications that are needed by the State UCC that the new Director does not have. Also, Mr. Bonnett stated that there is a residency requirement for these positions. The Solicitor referred to the Administrative Code, Section 6.02, which states all persons other than police officers or paid fire fighters hired as full-time employees of Upper Darby Township must either be or become, within six (6) months after their date of hiring, and continue to remain during their employment, a resident of Upper Darby Township.

Mr. Bonnett also expressed concerns that the former Department Heads were terminated without Council's approval and that Section 502 of the Administrative Code states that "Department heads shall be discharged by the Mayor with the approval of Council." He stated that they were discharged not by the Mayor at the time and not by the Council at the time.

Councilman Wagner also expressed his concerns about the Department Head appointments.

Questions arose about the required certifications in L&I. Ryan McCann, Assistant Director of L&I provided a detailed explanation of what is involved in obtaining those certifications.

COMMITTEE REPORTS

PUBLIC SAFETY COMMITTEE:

Brian K. Burke, Chairman

Members: Danyelle Blackwell, Matt Silva

INTERIM SUPERINTENDENT OF POLICE: TIMOTHY BERNHARDT:

An Arrest was made and a male was charged with the Homicide on Springton Rd on Christmas Eve.

INTERIM FIRE CHIEF: MICHAEL GOVE- SEE ATTACHMENT

DIRECTOR OF PARKING ENFORCEMENT: SEKELA COLES:

Reported on Parking in Township: She requested the hiring of 4 Part-Time Employees with driver's licenses to be additional ticket writers who could fill in as parking attendants; the current part-time employee becomes a full-time employee.

We don't have ticket writers for Saturday & evenings. With these changes to staff, we should be able to cover Monday-Saturday and evenings and also cover parking lots for Special Events & Concerts At the Tower.

Ms. Coles further recommends permit parking & parking kiosks instead of meters.

Information was provided for the new Solicitors regarding the assistance the Parking Enforcement Department needs from them to cover the parking court appearances at the Media Court House.

Councilman Wagner requests a pedestrian crossing sign in the existing crosswalk at the intersection of Edmonds Avenue and School Lane. There was a question that Edmonds Avenue might be a state highway. This will need to be determined before action is taken.

Council President Wentz discussed Resolutions from the December meeting Agenda and the need for more detailed clarification with the requests to avoid confusion.

Councilman Gwin requests that the Administration write to PennDOT to request a flashing school sign be placed on Garrett Road at Beverly Hills Middle School for safety reasons

He also requests that the Township find out if Mill Street is private property or if it is a Township Street. A resident contacted Councilman Gwin because he wants his wife to be able to park there when she gets home from work but there are no spots available. The resident has already contacted Public Works and the Council office for the same issue and was told by Allison Lee, Assistant Director of Public Works that the Township did not own the street and would have no jurisdiction over the parking on the street. Therefore, this request cannot be placed on the Agenda for the January 15, 2020 Council Meeting.

Councilman Siddique requests that the Administration write to PennDOT to install a handicap ramp at the corner of Market Street and Powell Lane. He further requests that the business restores the curbing of the parking lot as it is currently level with the street and drivers are cutting through and causing danger, especially to a handicapped family often in the area. Also, because there is no curbing, the handicapped family is not aware that they are walking into the street. Council President Wentz stated that this request should be included in the request to PennDOT.

These requests will be placed on the Agenda for the January 15, 2020 Council Meeting.

Interim Superintendent of Police Timothy Bernhardt reported that an arrest was just made for a homicide that occurred on Christmas Eve. They are also working on charges for a 2nd individual.

Interim Fire Chief Michael Gove gave a detailed overview of the Upper Darby Fire Department

Director of Parking Enforcement, Sekela Coles, gave an overview of the Department of Parking Enforcement

LEISURE SERVICES COMMITTEE:

Lisa Faraglia, Chairwoman

Members: Matt Silva, Danyelle Blackwell

Councilman Silva requested a tour of the Township parks and playgrounds for the Leisure Services Committee and questioned about the frequency of inspections of the playgrounds. Director of Leisure Services, John McMullan, stated that the inspections are typically done on a monthly basis.

Nothing for the January 15, 2020 Council Meeting Agenda

MUNICIPAL SERVICES, LICENSING AND PUBLIC WORKS COMMITTEE

Brian Burke, Chairman

Members: Sheikh Siddique, Thomas P. Wagner

ASSISTANT DIRECTOR OF PUBLIC WORKS: ALLISON LEE

Allison Lee, gave an update report for Public Works items including upcoming utility work, the annual business recycling report and a stormwater management update.

There was a question about whose responsibility it is to remove a damaged pole when a new one is added. Allison Lee said that she would contact PECO for clarification.

Council President Wentz suggested that at this time, requests should go to the Chief Municipal Clerk's Office and they would then be forwarded to the CAO for his review and direction as to what Department should handle the request.

Nothing for the January 15, 2020 Council Meeting Agenda

LAW AND GOVERNMENT & RULES AND PROCEDURES COMMITTEE:

Michelle Billups, Chairwoman

Members: Danyelle Blackwell, Matt Silva

Council President Wentz stated that she would like a form for constituents to make public comments during a Committee Meeting or at the end of a Council Meeting.

Councilman Bonnett stated that he felt that it is the job of the members of Council to address individual issues and it wouldn't be necessary to bring up individual issues at a meeting, especially if it didn't relate to the Agenda.

Councilwoman Wentz stated that she would also like the Committee to look into a social media policy.

Solicitor Sean Kilkenny suggested drafting a policy and discuss it with Council and the Collective Bargaining Units to see if it is appropriate.

Nothing for the January 15, 2020 Council Meeting Agenda

PLANNING, ZONING AND BUILDING CODE COMMITTEE:

Robert S. Gwin Jr., Chairman

Members: Michelle Billups, Donald P. Bonnett

ASSISTANT DIRECTOR OF LICENSES AND INSPECTIONS: RYAN MCCANN

Mr. McCann gave an overview of L&I's responsibilities including permits/inspections, zoning and land developments.

Nothing for the January 15, 2020 Council Meeting Agenda

PUBLIC HEALTH AND ENVIRONMENTAL AFFAIRS COMMITTEE:

Matt Silva, Chairman

Members: Michelle Billups, Sheikh Siddique

Councilman Silva suggested looking into measures that can be taken to limit dumping in areas of the Township.

ASSISTANT DIRECTOR OF THE HEALTH DEPARTMENT: MATT VERDI

Mr. Verdi gave an overview of the Health Department's responsibilities including rental licensing, food licenses and animal control. He further commented that the Township needs somewhere to take abandoned animals to after they are picked up by the Animal Wardens.

Nothing for the January 15, 2020 Council Meeting Agenda

FINANCE AND APPROPRIATIONS COMMITTEE:

Robert S. Gwin Jr., Chairman

Members: Michelle Billups, Brian Burke

Councilman Gwin requested that the Finance Committee work with the Administration to update the budget to consider re-categorizing funds. This had been previously suggested in December 2019 by the then Councilwoman at-Large Laura Wentz

Councilman Donald Bonnett asked what the process would be for tax appeals. There was discussion about how they were handled with the previous Administration and how the Solicitor would handle them moving forward.

Councilman Bonnett also brought up the issue of the Drexline project and suggested that there be some resolution of the matter.

He further inquired about the status of the Mozino Tract. In December 2019, Council authorized the Mayor to negotiate a contract for the Mozino Tract. Councilman Bonnett stated that there is also a grant associated with this project for partial funding but there is also a stipulation that Upper Darby Township would provide a \$600,000 match to that. He also suggested that he, Mayor Keffer and Solicitor Sean Kilkenny discuss this matter to start the process of negotiating an agreement of sale.

Nothing for the January 15, 2020 Council Meeting Agenda

DIRECTOR OF FINANCE, JOHN MCMULLAN

Mr. McMullan explained the breakdown and responsibilities of the Finance Department. He gave a brief overview of a proposed Fee Schedule for the Mayor and Council to take under consideration. The Fee Schedule would allow the Township to charge fees for cutting grass at abandoned properties. This would itemize equipment that the Township is using as well as personnel that the Township is sending to these properties. Mr. McMullan will introduce this at the next Committee Meeting in February for consideration.

Council President Laura Wentz stated that there will be an Executive Session of Council on Wednesday, January 15, 2020 at 6:30 p.m. before the scheduled Council Meeting to discuss a personnel issue.

ADJOURNMENT