

Borough of Millbourne
Council Meeting Minutes
March 21, 2011

The Millbourne Borough Council held their regularly scheduled meeting on Monday, March 21, 2011 at the Municipal Building, 9 Park Avenue. The meeting was called to order at 7:30 P.M. by Council President Jeanette MacNeille. Council led the Pledge of Allegiance.

Roll Call

Present: Ms. MacNeille, Council President (chaired the meeting), Council Vice President Khiet Luong, Council members Md. Munsur Ali, Gurbaksh Basra and Alauddin Patwary. Also present were Mayor Thomas Kramer, Borough Engineer Mr. Dennis O'Neill, Borough Solicitor Mr. John McBlain, Borough Finance Officer Ms. Stella Economidis, and Borough Manager Ms. Christine Mason. Sgt. Payne was absent and excused. The Police Department was represented by Officer Nicholas Criscillo.

Announcements

President MacNeille made announcements in response to questions posed by residents at the February Council Meeting. Updating the Borough website is high on the priority list and the goal is to have this task finished within a month's time. Draft Minutes of the Council Meetings are to be available one week prior to the next scheduled meeting. Public comments are limited to three minutes. The agreement for the proposed traffic signal on Market Street was forwarded to the property owner for review. Mrs. MacNeille announced that earlier in the evening the Actuary for the Police Pension, Mr. Thomas Anderson was in and met with those present. His is a presentation which may take place quarterly and members of the public are welcome. President MacNeille went on to announce that progress was being made by Council in regards to the maintenance of trees within the community. She ended her announcements by sharing new of the 5K Walk/Run in Cobbs Creek Park taking place on Saturday, April 23rd.

Ms. Mason announced that reflective safety vests were being used by the Streets crew 48 hours after the last meeting.

Mr. O'Neill announced that the work uncovering storm drains which had been covered over during paving projects has started with three being done to date and noted that some drains were found to be blocked at the top of the run on the property owner's side of the curb.

Public Comments/Questions and Answers - None

Approval of the Minutes

Councilor Patwary made a **Motion**, seconded by Councilor Luong, **to approve the minutes of the February 22, 2011 Council Meeting** with two amendments to the draft minutes. The first correction was the correct spelling of Mr. Laurent's name ending with a "t". The second clarified the approval of waiving Borough Hall Rental Fees for English as a Second Language ESL classes and not all non-profits. Motion carried unanimously.

Approval of the March 2011 Bills List

Councilor Patwary made a **Motion**, seconded by Councilor Luong, **to approve the Bills List** totaling \$30,907.72. It was noted that the \$879.20 billed by the Daily Times for the advertising of the Invitation to Bid on the Phase 2 Market Street Pedestrian Lighting Improvements project was passed to the Delaware County Office of Housing and Community Development for payment from the funding awarded to the Borough. Motion carried unanimously.

Reports

The following reports were given and if submitted in written form, copies are attached herein the Minute Book.

Mayor's Report — None at this time.

Police Report — Prepared by Sgt. Payne, presented by Office Nick Criscillo and attached.

Code Enforcement Officer/Fire Marshall's Report — Submitted by Rufus Stokes and attached.

Fire Company Report — Financial Reports submitted for February. Verbal report presented by Sandi Archie representative of the Millbourne Fire Company. Ms. Archie announced the fundraiser held at the Gehris Bowling Alley raised approximately \$2,000.00 and she thanked those who supported the fundraiser by participation in the Ad Book. Ms. Archie distributed copies of the Flyer Company 22 delivered to 750 homes in Millbourne and the surrounding community stating the flyer had already generated interest from potential volunteers. President MacNeille reminded Ms. Archie of the Borough's Vetting Ordinance and Ms. Mason was directed to supply a copy to Ms. Archie. Next Ms. Archie discussed recent calls received by the Fire Company. Four calls with the Borough were discussed. Firefighters responded to calls for water in basements and assisted by pumping

out the basements. There were a couple calls for gas leaks and one fire call. Company 22 also provided lift assistance on an EMS call and assisted on two mutual aid fire calls.

Tax Collector's Report — submitted by Md. Uddin and attached.

Finance Officer's Report — presented by Stella Economidis and attached.

Manager's Report — Tina Mason stated that the Parking Enforcement Officers were being trained on Property Maintenance matters and would soon be issuing warnings for violations and issuing tickets to those who fail to take corrective action. Upon Council's request it was agreed property owners would be given a courtesy warning prior to issuance of fines. Mrs. Mason reported she made contact with the Upper Darby School District Transportation Department and was informed that the elementary school bus stop has sixty-one students assigned to it and the bus in use holds sixty-one.

Engineer's Report — presented by Dennis F. O'Neill, P.E. and attached.

Solicitor's Report — None at this time.

Councilor Patwary made a **Motion to accept all reports submitted and presented.** Councilor Ali seconded the Motion. Motion carried unanimously.

Old Business

Motion to table the Amusements and Entertainment Ordinance was made by Vice President Luong and seconded by Councilor Patwary. Motion carried unanimously.

Motion to table adoption of Act 167 was made by Vice President Luong and seconded by Councilor Patwary. Motion carried unanimously.

New Business

Upon recommendation of Mayor Kramer, Councilor Patwary made a **Motion to hire Sean Engleman as Patrolman** in the Millbourne Police Department. The Motion was seconded by Councilor Basra and carried unanimously.

Motion to appoint Linn Architects as the Borough's Third Party Inspection Agency was made by Councilor Patwary and seconded by Councilor Basra. Motion carried unanimously.

Motion to appoint Tom Kramer to a one year term and Jeanette MacNeille to a two year term on the Shade Tree Commission was made by Councilor Patwary and seconded by Vice President Luong. Motion carried unanimously.

Motion to appoint Police Clerk Terri Cox to the Workplace Safety Committee was made by Councilor Patwary and seconded by Vice President Luong. Motion carried unanimously.

Motion to execute the contract with Keystate Publishers, Inc. for codification of the Borough's ordinances was made by Vice President Luong and seconded by Councilor Patwary. Motion carried 4-1 with Councilor Ali voting against the Motion.

Motion to approve the Resolution requesting County Aid was made by Councilor Patwary and seconded by Vice President Luong. Motion carried unanimously.

Motion to revise the budget was made by Vice President Luong and seconded by Councilor Patwary. Motion carried unanimously.

Motion to approve a Resolution requesting the State to reapply awarded funds to an I&I study was made by Vice President Luong and seconded by Councilor Patwary. Motion carried unanimously.

No new grants applications were discussed other than those which may have been noted staff reports.

Occupancy of 6401 Market Street by a business use not permitted in the Neighborhood Business District was discussed. At the conclusion of the discussion, Council directed the Zoning Officer to issue weekly citations to the property owner unless an application to petition the Zoning Hearing Board was received within forty –eight (48) hours.

After a brief discussion on the status of several dead **trees** owned by Borough property owners it was stated that the matter would be better addressed now that appointments to the Shade Tree Commission had been made.

Council discussed the distribution of **tax bills** and determined that the deadline for accepting discount payments was sixty (60) days from the date mailed. Recognizing this timeline, it was announced that payments received by April 30th would be able to be paid at the discounted rate.

Brief discussion was held on the topic of street parking, specifically the relationship of truck parking and parking space sizes. The Manager will direct the Parking Enforcement Officers to be aware of the concern and to take proper action when violations are found.

There was discussion on the possibility of adding an additional streetlight to the middle of Sellers Avenue and the Engineer was directed to look into the matter.

Vice President Luong presented a draft of a **Block Party Petition and a Motion to approve the petition** format with minor changes adding start and end times along with directions on how to make application was made by Vice President Luong and seconded by Councilor Ali. Motion carried unanimously.

At this time Council excused their professionals Ms. Economidis and Mr. O'Neill.

Public Comments/Questions and Answers

Saji John, 19 Sellers, asked several questions and made comments on various matters. His questions and comments were addressed as follows. It is the Borough's goal to have the website updated within a month and to have draft minutes prepared a week prior to the following business meeting. It is possible that the Pension Actuary will be present at a public meeting quarterly. The three (3) minute limit on public comment is based on case law. Some details of the codification process were touched upon.

Sandi Archie, 6443 Market, complimented Council on the Annual Report which was distributed borough wide. She stated that she "Loved it!"

Executive Session – Council adjourned to an Executive Session to discuss a personnel matter. Upon returning to the Business Meeting, a Motion to Adopt the Job Description of Finance Assistant with four changes was made by Vice President Luong and seconded by Councilor Patwary. The changes are that one (1) week of vacation would be offered, holidays would only be paid if the day falls on a scheduled work day, dates for the application period would be determined and the ability to learn new software would be added to the job requirements. Motion carried unanimously.

Councilor Patwary made a **Motion to adjourn** the meeting. The motion was seconded by Vice President Luong and passed unanimously. The time was 10:35 P.M.

Respectfully submitted _____

Christine M. T. Mason, Borough Secretary

Approved by Council on the 18th day of April, 2011

Jeanette MacNeille, Council President