

COLLINGDALE BOROUGH

COUNCIL MEETING



Tuesday, April 16th, 2024, 7:30 pm

AGENDA

**THIS IS A IN-PERSON MEETING AT 7:30 P.M. AT THE COLLINGDALE COMMUNITY CENTER
LOWER LEVEL, 800 MACDADE BOULEVARD, COLLINGDALE, PA 19023**

1. **Call Meeting to Order by President Ryan Hastings**
2. **Pledge of Allegiance lead by Mayor Donna Matteo Spadea**
3. **Roll Call by Council President Hastings:**
 - 1) **Council Member Williams,**
 - 2) **Council Member Cotton,**
 - 3) **Council Member Coffee,**
 - 4) **Council Member Zane,**
 - 5) **Councilman David Lee Robinson,**
 - 6) **Vice President Calhoun,**
 - 7) **President Hastings,**
 - 8) **Mayor Matteo Spadea**

Others Present: Solicitor Peter Amuso, Engineer Michael Kozlowski

4. **Motion to open the meeting to hear Public Comments, with 3-minute limit per person.**
Motion: Second: Approved: Y/N
5. **Motion to return to the order of Business.**
Motion: Second: Approved: Y/N
6. **Motion to Approve Resolution 2024-14 – Public Comments Resolution**
Motion: Second: Approved: Y/N
7. **Engineer’s Report by Michael Kozlowski of Stantec**

Council Committee Reports:

1. **Finance, Administration, Technology, HR & Library Report by Council Member Williams**
2. **Health, Code Enforcement, & Zoning Report by Council Member Williams**
3. **Highway & Sanitation Report by Vice President Calhoun**
4. **Parks & Recreation Report by Council Member Cotton**
5. **Properties, Utilities, & Planning Report by Councilman David Lee Robinson**
6. **Public Safety, & Emergency Services Report by Councilman David Lee Robinson**
7. **State of Collingdale, with Public Announcements by Mayor Donna Matteo Sapdea**
8. **Solicitor report by Peter Amuso**
9. **Council President Public Announcements and comments.**

New Business:

1. **Motion to Accept January 2024 Treasurer’s Report.**
Motion: Second: Approved: Y/N
2. **Motion to Accept February 2024 Treasurer’s Report.**
Motion: Second: Approved: Y/N
3. **Motion to Approve Pay increase for Employee 012**
Motion: Second: Approved: Y/N
4. **Motion to hire candidate 020 to the highway and sanitation department.**
Motion: Second: Approved: Y/N
5. **Motion to Appointment to Civil Service Commission.**
Motion: Second: Approved: Y/N
6. **Motion to Appointment to Civil Service Commission.**
Motion: Second: Approved: Y/N
7. **Motion to Appointment to Planning Commission.**
Motion: Second: Approved: Y/N
8. **Motion to Appoint Fire Marshal.**
Motion: Second: Approved: Y/N
9. **Motion to Approve QuickBooks Desktop Annual License renewal for 2024.**
Cost: \$985.77 plus tech support hours.
Motion: Second: Approved: Y/N
10. **Motion to Approve hiring Lewis Plung & Company for a forensic audit of the Borough Tax Collector’s final accounts and records, monthly or other periodic returns and payments and duplicates for 2022 pursuant to 72 P.S. § 5511.26(b)(2). Cost Amount not to exceed \$15,000 for audit.**
Motion: Second: Approved: Y/N
11. **Motion to Authorize the Solicitor to file a lawsuit against former Borough Manager Aaron Walizer to seek to recover unauthorize payments.**
Motion: Second: Approved: Y/N
12. **Motion to Approve transfer \$7,500 from General Fund account to HRH Account**
Motion: Second: Approved: Y/N
13. **Motion to Approve transfer \$7,500 from Solid Waste account to HRH Account**
Motion: Second: Approved: Y/N
14. **Motion to Approve to approve repair of Ford Ranger Park Truck Steering Column. Cost: \$624.00**
Motion: Second: Approved: Y/N
15. **Motion to Approve Speed Hump Study. Cost \$4,000**
Motion: Second: Approved: Y/N
16. **Motion to Approve Jackson Ave Study – Andrews Ave to MacDade Blvd Cost \$4,000.**
Motion: Second: Approved: Y/N
17. **Motion to Approve Hillside Ave Study – MacDade Blvd. to Pusey Ave Cost \$5,600.**
Motion: Second: Approved: Y/N
18. **Motion to Approve Andrews Ave and Jackson Ave Study. Cost \$1,600.00**
Motion: Second: Approved: Y/N
19. **Motion to Approve Stantec assistance with potential grants for funding the Pusey Park rehab project cost \$900.**
Motion: Second: Approved: Y/N
20. **Motion to Cancel Comcast Cable TV service to the borough administrative office and police station. Cost Savings estimate \$720**
Motion: Second: Approved: Y/N
21. **Motion to close old Borough accounts with Santander Bank and transfer any remaining funds to the Borough’s current depositories.**
Motion: Second: Approved: Y/N

22. Motion to Approve \$500.00 donation request for 2024 Academy Park High School Senior After Prom Party. Funds to come from the Special Events Budget.
 Motion: Second: Approved: Y/N
23. Motion to Approve \$696.00 to Weeds Inc. for Collingdale Park Pond Treatment program 2024.
 Motion: Second: Approved: Y/N
24. Motion to Approve \$1,661.00 to Weeds Inc. for Collingdale weed and brush control 2024.
 Motion: Second: Approved: Y/N
25. Motion to Approve \$5,368.00 to Hi-Lite Electric, Inc. for new digital sign installation electric.
 Motion: Second: Approved: Y/N
26. Motion to Approve reimbursement of \$276.58 to Councilwoman Nancy Cotton for van rental that was used to collect supplies for the March 27th Food Giveaway event.
 Funds to come from the Special Events Budget.
 Motion: Second: Approved: Y/N
27. Motion to Approve Resolution 2024-12 - Job Description for the following positions.
 Administrative Secretary, Assistant Administrative Secretary, and Clerk
 Motion: Second: Approved: Y/N
28. Motion to Approve contracting with KCK Financial Services LLC to create Four Accounting Standard Operating Procedures for the Borough's Administrative Office. Estimated Cost \$750
 Motion: Second: Approved: Y/N
29. Motion to Approve PSAB Annual Conference Admission Only for Council members and Mayor.
 Estimated Cost: \$2,500
 Motion: Second: Approved: Y/N
30. Motion to Approve Resolution 2024-02 – Collingdale Social Media and Website Access.
 Motion: Second: Approved: Y/N
31. Motion to Approve Resolution 2024-13 – Collingdale Facilities and Collingdale Field Rentals.
 Motion: Second: Approved: Y/N
32. Motion to Approve Resolution 2024-15 – Pay DELCORA Q1 bill Cost \$397,500.00
 Motion: Second: Approved: Y/N
33. Motion to Approve Main Gym Reservation for April 27th from 1pm to 3pm for Borough sponsored Sensory Event in recognition of Autism Awareness Month. – No Charge to the Borough
 Motion: Second: Approved: Y/N
34. Motion to Approve spending for Supplies and inflatable rental for Borough sponsored Sensory Event in recognition of Autism Awareness Month. Cost not to exceed \$1,500.
 Motion: Second: Approved: Y/N
35. Motion to Approve Main Gym Reservation for May 22nd from 1pm to 3pm for Borough sponsored Senior Citizen's Supplies Giveaway. – No Charge to the Borough.
 Motion: Second: Approved: Y/N
36. Motion to Approve Snack Bar Reservation for May 18th from 1pm to 3pm for Borough sponsored Sneaker Giveaway. – No Charge to the Borough.
 Motion: Second: Approved: Y/N
37. Motion to Approve Collingdale Park Softball Field Reservation for Blazers and Union teams for Mondays and Wednesday starting April 8th 2024 to September 9th 2024 after fees and insurance are collected by the borough administration. Council agrees to waive deposit only. \$800 charge
 Motion: Second: Approved: Y/N
38. Motion to Approve Collingdale Park Baseball Field Reservation for Delco MSBL – Richard Henderson on Sundays only starting April 17th to August 4th from 4pm to 8pm after fees and insurance are collected by the borough administration. Council agrees to waive deposit. \$800 Charge
 Motion: Second: Approved: Y/N
39. Motion to Approve Collingdale Park Reservation for Joseph Sebli for June 9th 2024 2pm to 8pm after fees are collected by the borough administration.
 Motion: Second: Approved: Y/N

- 40. Motion to Approve Baseball field Reservation for Don Peterson with JADBAL for April 1st to August 30th 2024 on Sundays 9:30am to 12:30pm and Wednesdays 10:30am to 1pm. after fees and insurance are collected by the borough administration. Council agrees to waive deposit. \$800**
Motion: Second: Approved: Y/N
- 41. Motion to Approve Community Center Rental to Tasker Productions LLC on April 12th to 13th for use of GYM, lower level, community center parking lots with Trash pickup service. \$5,000 charge.**
Motion: Second: Approved: Y/N
- 42. Motion to Approve Collingdale Park Rental for Samantha Schmidt for May 18th 10am to 5pm for a Sports BBQ. Deposit has been collected.**
Motion: Second: Approved: Y/N
- 43. Motion to Approve changing the locks on the bathroom doors outside of the administrative office.**
Motion: Second: Approved: Y/N
- 44. Motion to Approve remove a tree from the Collingdale Library Property. It is a safety Hazard. Cost \$2000.00**
Motion: Second: Approved: Y/N
- 45. Council discussion on Short-Term rental ordinance in Collingdale.**
- 46. Council discussion on Sober Living regulations and group living ordinances in Collingdale.**
- 47. Council discussion on Fire inspections ordinance for commercial properties in Collingdale.**

Old Business:

- 1. Motion to Accept Meeting Minutes from January 2nd 2024**
Motion: Second: Approved: Y/N
- 2. Update on Borough Manager Search from Borough Manager Search Committee members.**
- 3. Council discussion on 902 Grant for Leaf Collector replacement.**
- 4. Motion to Authorize the Borough Solicitor to draft an Open Burning Ordinance that is similar Alan Borough.**
Motion: Second: Approved: Y/N
- 5. 2024 Road Program – Safety and Traffic Calming Initiatives - Discussion**
- 6. Pusey Ave. Park: Basketball Court Renovation Project – Discussion**

Motion to Adjourn the Meeting:

Motion: Second:
Adjournment.