

The Borough of Collingdale, Pennsylvania

BOROUGH COUNCIL MEETING

Tuesday, November 19, 2024, 7:30 PM

AGENDA

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

- Call Meeting to Order by Council President Ryan Hastings 1.
- Pledge of Allegiance lead by Mayor Donna Matteo-Spadea 2.
- 3. **Roll Call by Council President Ryan Hastings:**
 - 1) K. Williams, Member,
 - 2) N. Cotton, Member,
 - 3) F. Coffee, Member,
 - 4) S. Zane, Member,

Motion:

- 5) Councilman David Lee Robinson,
- 6) Vice President Calhoun,
- 7) President Hastings,

Approved: Y/N

8) Mayor Matteo-Spadea,

Others Present: Solicitor Peter Amuso, Engineer Michael Kozlowski, Borough Manager C. Michael Robinson, Chief of Police Shanee Mitchell

4. Motion to open the meeting to hear Public Comments, with 3-minute limit per person.

Second:

5. Motion to return to the order of Business.

Motion: Second: Approved: Y/N

Consent Agenda:

Background: Due to delayed responsiveness of our third-party webmaster, items discussed and agreed upon on October 7, 2024, were not properly advertised for the public agenda – which were instead posted on the day of the meeting. As such, Council is requested to consent vote on these items to ensure compliance and formal approval.

- 1. Motion to approve authorization for Stantec to prepare an application for the PennDOT Multimodal Transportation Fund (MTF) to include traffic calming projects included in the 2024 Road Program Safety and Traffic Calming Initiatives for a fee of \$5,000.
- 2. Motion to approve Resolution 2024-40 to authorize the Borough's expression of interest and application for the Pennsylvania Department of Community and Economic Development's Strategic Management Planning Program (STMP).
- 3. Motion to approve contract renewal between the Borough and Paychex, Inc., upgrading to their Paychex Flex ® Enterprise product at an approximate annual cost of \$13,795.18, definitive onetime cost of \$2,000.00, and usage fees contingent on the fluctuation of new hires, terminations, and retirements.
- 4. Motion to authorize Borough Manager to enter contract negotiations with Eagle Secure Solutions to provide the Borough and the Collingdale Police Department consolidated and comprehensive IT and cybersecurity solutions.

- 5. Motion to approve overdue final gross compensation of \$3,153.85 for employee ID 10332.
- 6. Motion to authorize Borough Manager to negotiate custodial contracts for 800 MacDade Boulevard and 100 Clifton Avenue (b/k/a "Collingdale Community Center Complex").
- 7. Understanding the importance of formalizing the investigation into missing official Borough records Council Discussion.
- 8. Motion to authorize the Borough Manager and Solicitor to hire an investigator to execute and organize investigation into missing official Borough documentation.
- 9. Motion to authorize bid for the hiring of Financial Advisor to support Treasurer and Borough Manager in redressing past financial practices and developing strategy to improved financial controls and practices.
- 10. Understanding and addressing declining and hazardous conditions for our leased properties. Council Discussion.

Action Required: Approval of Consent Agenda by Vote.

Motion: Second: Approved: Y/N

Council Committee Reports:

- 11. Engineers Report (M. Kozlowski Stantec)
- 12. Finance, Administration, Technology, HR & Library Report (K. Williams Chair)
- 13. Health, Code Enforcement, & Zoning Report (K. William Chair)
- 14. Highway & Sanitation Report (S. Calhoun Chair)
- 15. Parks & Recreation Report (N. Cotton Chair)
- 16. Properties, Utilities, & Planning (D. L. Robinson Chair)
- 17. Public Safety & Emergency Services (D. L. Robinson Chair)
- 18. State of Collingdale (D. Matteo-Spadea Mayor)
- 19. Solicitor's Report (P. Amuso of Clark Gallagher Barbiero Amuso Glassman Law)
- 20. Borough Managers Report (C. Michael Robinson Borough Manager)
- 21. Chief of Police Report (Shanee Mitchell Chief of Police)
- 22. Council President Public Announcements, and Comments

New Business:

23. Motion to authorize Stantec to prepare two (2) Local Share Account (LSA – Statewide) Grant Applications for Capital Improvements to the Collingdale Community Center for a fee of \$9500.00.

Motion: Second: Approved: Y/N

24. Motion to approve Resolution 2024-46 to formalize The Borough of Collingdale's request to the Commonwealth Finance Agency for two (2) Local Share Account (LSA Statewide) grants of up to \$1,000,000 each for Capital Improvements to 100 Clifton Avenue and 800 MacDade Boulevard. Total award request is \$2,000,000.

Motion: Second: Approved: Y/N

- 25. Discussion to identify potential projects for upcoming PY2025 Community Development Block Grant (CDBG) applications.
- 26. Motion to authorize retirement pay for Employee #094 in the amount of \$16,102.00 pending an official retirement date of December 3, 2024.

Motion: Second: Approved: Y/N

27. Motion to authorize retiree health care coverage for Employee #094, to begin December 4, 2024 and conclude December 1, 2027, pursuant to Article XVII ("Benefits") of the CBA between Teamsters Local 107 and The Borough of Collingdale.

Motion Second: Approved: Y/N

28.	Motion to allocate \$1,500 to	Borough's annual Holid	ay Celebration.	
	Motion:	Second:	Approved: Y/N	
29.			County Municipal Pollution Group Liability	
	Insurance Program for an annual coverage period beginning $11/15/2024$ and one-time payment of			
	\$2,085.00.			
	Motion:	Second:	Approved: Y/N	
30.			the Chief of the Collingdale Police	
	Department as the ranking administrator for the PlanIt and other Time Management systems			
	specific to the Collingdale P	_		
	Motion:	Second:	Approved: Y/N	
31.		C	as and ammunitions for the Collingdale Police	
	Department: Glock 17 Pistol (x8) = $\$3,185.60$; Glock 26 Pistol (x3) = $\$1,194.60$; Duty Ammunition			
			or a total purchase of \$6,179.40	
	Motion:	Second:	Approved: Y/N	
		, ,	the Scope and Regulations of Mayoral	
	Directives to Borough Staff		1 7707	
	Motion:	Second:	Approved: Y/N	
33.			g the Borough Manager and Chief of Police as	
	S	f Information Officers an	nd Establishing Protocols for Official	
	Communication.	G 1	A 1 87/81	
24	Motion:	Second:	Approved: Y/N	
34.			apter 355 of the Borough Code by establishing	
			gulate excessive noise, outline permissible noise	
	,	niorceable standards to j	protect the health, comfort, and welfare of	
	Collingdale Residents.	Coord	Ammuoro J. X/NI	
25	Motion:	Second:	Approved: Y/N	
35.	Motion to direct each Council Committee to identify and submit 2025 budgetary priorities aligned with Borough goals and community needs to the Borough Manager and Treasurer by November			
	8 8	illiumity needs to the Boi	ough Manager and Treasurer by November	
	25, 2024. Motion:	Second:	Annewed. V/N	
36			Approved: Y/N	
<i>5</i> 0.	Motion to approve a schedule of public budget hearings for the 2025 fiscal year in alignment with Section 1307 of Title 8 of the Pennsylvania Consolidated Statutes. The Proposed schedule will			
	ensure transparency and provide opportunities for public input on budget priorities and			
	allocations prior to final ad		dubile input on budget priorities and	
	Motion:	Second:	Approved: Y/N	
37			opting the Municipal Records Manual, revised	
<i>.</i>			t, retention, and disposal practices for the	
	Borough of Collingdale.	, 101 records managemen	ty reterition, and disposal practices for the	
	Motion:	Second:	Approved: Y/N	
38.			ort-term rental properties within the Borough	
<i>5</i> 0.	of Collingdale. This ordinance aims to establish guidelines and restrictions to ensure that short			
	S	S	rds, public safety, and residential quality of	
	life.	- water comments of summer	- as, passes sures, and residential quantity or	
	Motion:	Second:	Approved: Y/N	
39.			uniform regulations for the rental and use of	
٠,٠	Borough facilities and assets. This ordinance outlines requirements for refundable deposits, non-			
	refundable usage fees, and clear guidelines for waivers and reductions applicable to non-profits,			
	_	_	rt-ups. It further designates decision-making	
			eliminates unauthorized actions by individual	
	elected officials.	• •	•	

Motion:	Second:	Approved: Y/N		
40. Motion to discuss and, if a	ppropriate, adopt a resolu	tion to formally censure the Mayor for actions		
deemed inconsistent with	the expectations and respo	nsibilities of the office, including		
unauthorized directives, the	ne release of misleading ar	d inaccurate information to the public, and		
harassment of Borough en	aployees.	-		
Motion:	Second:	Approved: Y/N		
41. Discussion to formally into	roduce the creation of the	Managing Director of Public Works role,		
established to provide comprehensive oversight of the Borough's Highway, Parks, and Sanitation				
Departments, and to enhance administrative efficiency within the Borough's Public Works				
operations.				
42. Discussion to re-establish the Parking Enforcement Officer (formerly "Meter Maid") role within the Code Enforcement Department as a year-round function dedicated to the enforcement of				
43. Discussion on the Comprehe	nsive Report on Code Enf	orcement which provides a detailed analysis of		
<u> </u>	· · · · · · · · · · · · · · · · · · ·	l recommendations for enhancing enforcement		
strategies within the Borough				
	_	et terms with KCK Financial Services, which		
0	*	ough's evolving financial needs and priorities.		
8	v	zed bank accounts associated with Borough		
-	_	n, accountability, and remediation.		
	2 0	61, effective November 13, 2024, based on		
performance issues, a refusal to execute duties as assigned, and insubordination, as reviewed and				
recommended by the Human				
Motion:	Second:	Approved: Y/N		
		53, effective November 11, 2024, based on		
- '	-	wed and recommended by the Human		
Resources Committee and Bo	0			
Motion:	Second:	Approved: Y/N		
Old Business:				
None Applicable				

Motion to Adjourn the Meeting: Motion:

Second:

Adjournment.