



The Borough of Collingdale, Pennsylvania
SPECIAL MEETING OF THE BOROUGH COUNCIL

Saturday, April 5, 2025, 3:00PM

AGENDA

THIS IS AN IN-PERSON MEETING AT 3:00 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 Mateo Spadea**
- 3. Roll Call by President Ryan Hastings:**
 - 1) K. Williams, Councilmember,**
 - 2) N. Cotton, Councilmember,**
 - 3) F. Coffee, Councilmember,**
 - 4) S. Zane, Councilmember**
 - 5) D. L. Robinson, Councilmember**
 - 6) S. Calhoun, Vice President,**
 - 7) R. Hastings, President,**
 - 8) D. Matteo-Spadea, Mayor**

Others Present: C. Michael Robinson, Manager; Peter Amuso, Solicitor.

- 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

New Business:

- 1. Motion to hire Jess Branas for the role of Code Enforcement Officer (Full-Time) with a tentative start date of April 9, 2025, pending background check.**
Motion: Second: Approved: Y/N
- 2. Motion to hire Jibri Butler for the role of Sanitation Worker (Picker) with a tentative start date of April 23, 2025, pending background check.**
Motion: Second: Approved: Y/N
- 3. Motion to hire Brandi Warwick for the role of Parking Enforcement Officer with a tentative start date of April 9, 2025, pending background check.**
Motion: Second: Approved: Y/N
- 4. Motion to hire Kleron Serrano for the role of Assistant Borough Secretary with a tentative start date of April 16, 2025, pending background check.**
Motion: Second: Approved: Y/N
- 5. Motion to promote Brian Fish to the role of Highway Department Worker with a tentative start date of April 9, 2025, pending background check.**
Motion: Second: Approved: Y/N
- 6. Motion to permanently promote Paul Klinger to the role of Highway Department Coordinator with a tentative start date of April 9, 2025, pending background check.**

Motion:

Second:

Approved: Y/N

7. Motion to authorize Borough Manager to initiate offer letters and background investigations for all candidates.

Motion:

Second:

Approved: Y/N

8. Motion to refer the zoning variance hearing request for “0 Sharon Avenue” to the Zoning Hearing Board for independent review, pursuant to Section A of § 610-48 Hearings, with a hearing to be scheduled no later than sixty (60) days from March 28, 2025.

Motion:

Second:

Approved: Y/N

9. Discussion regarding the Treasurer KCK Financial Services resignation and the proposed service agreement and fee schedule.

10. Motion to approve Borough Manager to enter service agreement with KCK Financial Services on an as needed basis for 2023/2025 audit preparation and consultation for recruitment of new Treasurer and financial services firm, and STMP interviews.

Motion:

Second:

Approved: Y/N

Old Business:

1. Motion to award Strategic Management & Planning (STMP) to Keystone Municipal Solutions to complete Phase I of the grant.

Motion:

Second:

Approved: Y/N

2. Motion to approve the following regular (paid) facilities usage and rental applications (See Addendum):

- a. The Collingdale Colts – Complex Baseball Fields – 4/13-8/3 (Sundays Only); 4-6PM

- i. \$100 Deposit Paid; \$400 Permit Fee Pending

- b. Graduation Cookout – Collingdale Park (Kelly Pavilion) – Sun. 6/29; 10A-5PM

- i. \$100 Deposit Paid; \$300 Permit Fee Pending

- c. Union-Blazers – Complex Baseball Fields – 4/1-9/1 (Mon. & Weds.); 5-8PM

- i. \$100 Deposit Paid; \$400 Permit Fee Received

- ii. Approved by Councilmember Williams and Borough Manager due to council inaction.

- iii. Request pending since January 1, 2025 (see email sent by BM and Clerk)

Motion:

Second:

Approved: Y/N

3. Motion to approve 2025 Road Plan as follows:

- a. Calhoun – Parking Prevention at Low Visibility Intersections (by-way-of):

- i. Bollards

- ii. Curb Bump-Outs

- iii. Curb Neck-Downs

- iv. Delineator Posts

- v. **Included in Stantec Proposal**

- b. Coffee – Visibility at the following intersections:

- i. Hillside/MacDade (**included in Stantec Proposal**)

- ii. Intersection at Wayne/MacDade

1. No parking on Northeast side of Wayne to improve access on narrow two-way street.

- c. Robinson – Hillside (Macdade/Pusey)

- i. Hillside (between Macdade/Pusey) – Change of Direction in accordance with previous street study. (**included in Stantec Proposal**)

- ii. Springfield/MacDade Turning signal to improve pedestrian safety and reduce car accidents.

- d. Cotton – Traffic Calming along Woodlawn. Speed Cessation.

- e. Zane – Re-pavements and Repairs

- i. Sinkholes and sewer laterals along North Street (both blocks)
 - ii. Repave any streets that have had utility work done in last 5 years (included in Stantec Proposal).
 - iii. Repair all loose storm drains (**Included in Stantec Proposal**; approximate count is 12-15)
- f. Williams – Abstain
- g. Hastings – Speedbumps & Traffic Calming on following Blocks:
 - i. 600 Block of Andrews
 - ii. Lynnbrook (Full Block)
- h. STANTEC – See addendum
Motion: Second: Approved: Y/N

Motion to Adjourn the Meeting:

Motion: Second:

Adjournment.