

**Yardley Borough Council Meeting
February 20, 2018**

The meeting was held in Council Chambers with the following council members present:

Mike Ruttle	Ryan Berry	David Bria	Caroline Thompson
Matthew Ross	Bryon Marshall	Sandi Brady	

Also in attendance were Mayor Chris Harding, Borough Manager John Boyle, Chief Kelly, Solicitor E. Closser, and Borough Engineer Thomas Beach. President Ruttle called the meeting to order at 7:30pm and led with the Pledge of Allegiance.

Minutes

Mr. Bria made a motion to approve the minutes of the February 6, 2018 Council meeting. Mr. Berry seconded.

Resignation Announcement

Mr. Ruttle made an announcement about the resignation of Mr. John Boyle as Yardley Borough Manager, effective March 4, 2018. Mr. Ruttle, past Council President Catherine Cadwallader, and Chief Kelly made presentations of plaques and an United States flag to Mr. Boyle and recognized his service within the Borough.

Mr. Joseph Hunter, past Council President, offered remarks of appreciation and thanks.

NEW BUSINESS

1. Hiring of P/T Police Officer.....Mr. Bria

** Please note that this New Business agenda item was moved to the beginning of the meeting to accommodate guests in attendance. **

Mr. Bria made a motion that Yardley Borough extends a conditional offer to hire Mr. Nicholas Cacace as a part-time Police Officer, pending certification from the Pennsylvania Municipal Police Officers' Education and Training Commission (MPOETC). Ms. Thompson seconded. Motion carries unanimously.

Mayor Harding asked Officer Cacace to raise his right hand and conducted the swearing-in ceremony and pinning was performed by Officer Cacace's father.

The Council, Mayor Harding, and Chief Kelly offered their congratulations and appreciation.

REPORTS

Progress Reports

Solicitor

No report

Borough Manager

Mr. Boyle thanked PennDot for their quick response to a storm water grate issue. Mr. Boyle thanked everyone for their support and appreciation as he transitions to his new position in the private sector.

Mayor

No report

Police Chief

Chief Kelly reported on a fuel spill on Friday, February 16th in the Grist Mill parking lot due to a trash truck with a gash in the saddle tank. The notification of the incident to the Borough was delayed so when Sergeant Golden arrived approximately 100 gallons of fuel had been released into the Canal. Chief Kelly commended Sergeant William Golden as the Incident Commander for the event and the quick action he took to contain the spill. Chief Kelly also commended Officer Joseph Harris and Officer Carlito Cortez for changing their plans and coming to the aid of the Borough during this event.

Borough Engineer

Mr. Beach reported that PennDOT has accepted the environmental clearance for the North Main Street project, but the Borough does not have the final documents in-hand, expects them at any time.

Mr. Beach stated that the Main and Afton signal project is in the design phase and will schedule a meeting with PennDOT to review ground rules and expectations.

Preliminary work has been started for the 2018 Road Program which will involve Lookover Lane, FitzGerald Field parking lot, Annex parking lot, and a portion of the Yardley Grist Mill parking lot where the sinkhole occurred.

Mr. Beach shared that another multi-modal grant program is available and has been shared with the Public Works Committee for review.

2014 FMA programs have a few minor updates and expects to close out by the next Council meeting.

Council Vice President (Community & Economic Development Committee)

Mr. Bria reminded Council members that they can review the invoices associated with the Bill List in the Borough office.

Council President

Mr. Ruttle received an invitation from Bucks County Economic Development Organization to attend their 66th annual event. Mr. Ruttle discussed the networking opportunities available for Council members who may attend this event.

Mr. Ruttle talked about the changes happening to the Main and Afton intersection and the support for ADA compliance.

Mr. Ruttle shared notification that was received from a resident that sewers on Penn Valley Drive, may need to be replaced and wants to coordinate any repaving efforts.

Mr. Ruttle thanked Officer Clark for his efforts at 18-20 West College Avenue dealing with a tree removal and trimming issue.

Mr. Ruttle reported on the efforts that will be made to find a replacement for the Borough Manager. Mr. Ruttle appointed a Borough Council Search Committee (members are Mr. Ruttle, Mr. Bria, and Ms. Thompson) to explore hiring a consultant to assist with hiring a new manager. In addition, Mr. Ruttle has appointed the following Borough Council Committees:

Planning Committee – members are Mr. Ruttle, Mr. Ross, and Ms. Brady

Process Committee – members are Mr. Ruttle, Mr. Berry and Mr. Marshall

Mr. Ruttle expects the hiring process to take months based upon past experiences. It is important that the Borough continue with projects and responding to resident inquires and needs during this time.

Council Committees

Community Development

Mr. Ross reported that they will have a meeting next week and expects to have a report at the next Council meeting.

Public Safety

Mr. Bria looking at big budget items for 2019 and referred those items to Ms. Thompson in General Government.

Community Outreach

Ms. Brady reported on the vacancy for the Planning Commission and they are currently accepting applications. Mr. Ruttle stated that they hope to have this filled by the next Council Meeting.

Public Works

Mr. Berry thanked John Boyle for his work as Borough Manager for Yardley.

Discussed big budget items for 2019, noting the work needed for Mary Yardley Bridge and other projects.

Mr. Ruttle asked if PECO has decommissioned the transformer station. Mr. Ross stated that he believed the equipment has been removed. Mr. Ruttle would like Council to follow-up with PECO on what will happen with that property. Mr. Berry stated that Community Development will review.

General Government

Ms. Thompson stated that the 4 new Council members attended PSAB training last month and it was recommended that the Borough adopt a rules of order document to offer guidance on decorum and process for Council. Mr. Bria took the template provided and made modifications to fit Yardley Borough and gave it to General Government for review. General Government has some changes and will be making a pros and cons list for Council to review at the next meeting.

Ms. Thompson will meet with Mr. Boyle before he leaves to go over the budget process.

Bill List

Ms. Thompson made a motion to approve the bill list dated February 20, 2018. Mr. Bria seconded. Motion passes unanimously.

John Titterton, 178 North Main Street - asked to review the bill list. Ms. Thompson provided a copy of the bill list for his review.

Other

Mr. Marshall asked for a moment of silence in recognition of the school shooting in Florida.

PUBLIC COMMENT

Dawn Perlmutter, 18 West College Avenue – discussed concerns about correction comments that she made at the January Council meeting were not added to the minutes.

Additionally, Ms. Perlmutter recapped the effort made by the tree service contractor to remove her backyard tree and prune the front yard tree. She spoke about her dissatisfaction of the tree removal and pruning process, Mr. Ruttle's attendance during the removal, concerned that an arborist was not on-site, unaware if the contractor is licensed, bonded and insured, and the open-ended costs she will incur that are associated with the tree service work performed at her home.

Mr. Bria and Mr. Berry discussed how minutes are reviewed and approved. The comments she made were noted in the Public Comment section and Council approved the minutes.

Council members agreed that a capped final cost for the work was not voted on at the last meeting. Ms. Brady regretted not making the cost-cap part of the motion. Mr. Marshall recalled that the Council left the final decision and discretion with the Borough Manager and Mr. Ruttle.

Mr. Boyle stated that the job was completed professionally and in-line with Borough standards. Notice was provided to Ms. Perlmutter. The process went through the Solicitor, Ms. Brady and Mr. Ruttle as required.

Mayor Harding asked what the timeframe for repayment would be to the Borough. Mr. Boyle stated that the bill has not been received.

Ms. Thompson made an amended motion that when the bill is received by the Borough for the work performed, Council will be provided a copy for review and Ms. Perlmutter will be provided a copy for review, and Council will vote at the next meeting how best to proceed with payment. Mr. Ross seconded.

John Buchalis, 181 Harper Avenue – encouraged Council to allow Ms. Perlmutter to pay the lesser amount between her bid and the contractor’s bill for service.

Kim Prickett, 20 West College Avenue – stated that the tree was a danger and needed to be removed, Ms. Perlmutter had an opportunity to remove the tree prior to the order and she did not, and she (Ms. Prickett) is not required to allow people or contractors onto her property to perform work on a neighbor’s property.

Motion passes unanimously

Joe Hunter, 62 Letchworth Avenue – offered his support that the Council hire a search firm to find the next Borough Manager.

Michele Sharer, Friends of Lake Afton – shared information about their Clean-Up Day on May 5th. Asked about funding from the Borough to support clean-up efforts. Ms. Thompson stated she will look into the request.

John McCann, 174 North Main Street – appreciated the moment of silence but would rather Council not bring up political issues about gun control. Mr. Marshall stated that was not his intent.

Brian Welch, 22 Reading Avenue – wants the Council to understand that the Reading Avenue property development is not a dead issue and would like to have resolution for this property.

John Titterton, 178 North Main Street – asked the Council to consider incorporating a moment of silence after the pledge of allegiance at all meetings.

**Mr. Ruttle asked that the minutes reflect that Mayor Harding left the meeting.

CERTIFICATES OF APPROPRIATENESS

1. **18-03 6 South Main Street (sign)**.....**Mr. Ross**
 Mr. Ross made a motion to approve Certificate of Appropriateness 18-03 for a sign at 6 South Main Street.
 Mr. Bria seconded. Motion carries unanimously.

OLD BUSINESS

1. **Authorization to Advertise Natural Resources Protection Ordinance**.....**Mr. Ruttle**
Mr. Ruttle made a motion to authorize to advertise the Natural Resources Protection Ordinance. Mr. Berry seconded. Motion carries unanimously.

NEW BUSINESS

1. **Approve Wayfinding Signage Concept**.....**Mr. Ross**
Mr. Ross explained that the wayfinding signage concept was brought to Borough Council by Jef Buehler, with Experience Yardley, through the Public Works Committee in January 2018. The wayfinding signage concept was also brought to the Planning Commission and HARB for review. Mr. Ross explained that the concept is for a total of 7 pedestrian scale wayfinding signs on existing poles placed around the Borough to help tourists and other pedestrians locate businesses and other Yardley Borough features. There is no cost to the Borough due to Experience Yardley paying for the signs. Mr. Ross stated that Council should vote on approving the concept and allowing Experience Yardley to move forward on obtaining designs. After designs are created, Experience Yardley will bring it back to Council for final approval, along with HARB review, layout and placement.

Mr. Ross made a motion to approve the wayfinding signage concept. Ms. Thompson seconded.

Council Discussion:

Ms. Brady asked what the objective of the signs in the Borough due to most people having GPS on their phones and that the signs may become obsolete. She expressed concern that the Borough might be ridiculed, doubted the value added by installing the wayfinding signs, and by adding the signs it will open the Borough to installing other signs for businesses and take away from the aesthetics of the Borough. Specifically, Ms. Brady cited one of the potential locations for the sign is in front of the Vault. She stated that the sign will show a pedestrian on the map what can already be seen by looking across the street or next to them without using a sign. Mr. Ross explained that the map will show a detailed drawing of the Borough and will not list the individual businesses but will indicate where food, dining, shopping is located and will include a small QR code that can be scanned for more information. Mr. Ross stated that the intent of the signs is to beautify Yardley Borough and make it more organized for people and especially train travelers from other cities.

Mr. Berry stated that the signs will show more than businesses, for example, the library, train station, lake, and other features and locations. Ms. Thompson stated that the value is showing parking within the Borough. Ms. Brady stated that pedestrians will not need to know where parking is located because they are already out of their cars. Mr. Ruttle stated that similar signs are located on the Towpath, but the proposed wayfinding signs will be more sophisticated. Mr. Ruttle also stated that the proposal suggested by Mr. Buehler, who is a high-ranking administrator for the Main Street program for the state of New Jersey, is extremely knowledgeable about these types of programs.

Ms. Thompson asked if this feedback could be given to Mr. Buehler to address some of the concerns. Mr. Ross agreed to share the feedback with Mr. Buehler. Mr. Bria asked about a timeline for review of the final designs. Mr. Ross stated that the design phase will be in March 2018 and completed and installed in May 2018.

Mr. Boyle asked who will be responsible for maintaining the signs. Mr. Marshall asked to confirm that the QR code will take people to the destinations and if the businesses change assuming updates will be made and added as required. Ms. Brady stated that the pedestrians will be taken to the Experience Yardley website, which is an advertisement for Experience Yardley.

Mr. Boyle and Ms. Brady expressed concern about using utility poles for the signs since the Borough does not own the poles. Ms. Brady does not want the signs installed onto the old-fashioned lamp posts and will defer to HARB.

Ms. Thompson asked if they could reduce the number of signs from seven to three signs. Mr. Ruttle stated that if signs are installed on Main Street, PennDOT will have to approve.

Mr. Berry asked Mr. Ross to share the comments with Mr. Buehler before he spends the money to design the signs in case it changes the scope of work.

Public Comment:

Peter Guidotti, 44 South Main Street – asked Council to consider putting the signs on an a-frame or the side of business buildings rather than on the lamp posts.

Motion approved, 6 yes and 1 no.

Executive Session

An executive session was held to discuss personnel. No vote was conducted.

Adjournment

Mr. Marshall made motion to adjourn the meeting. Mr. Bria seconded. Motion passes unanimously. Meeting adjourned at 9:02pm.

Respectfully submitted,

Amy Fitzgerald
Recording Secretary