

**Sharon Hill Borough
Caucus Meeting Minutes
Thursday, October 2, 2025**

Quote of the Meeting
"Alone we can do so little; together we can do so much" ~ Hellen Keller

- **Call To Order at 7:03 p.m.**
- **Pledge of Allegiance**
- **Roll Call – President Tanya Allen (E) Vice President Edward Booker (P) Councilor Sharon Booker (P) Councilor William Felder (P) Councilor Rodney Hill (P) Councilor Sandra Holcombe (E) Councilor James Patrick III (E) Mayor Hykeem Green (E) Borough Solicitor Kyle Miller (P) Borough Engineer Susan Lynch (E) Police Chief Richard Herron (P) Code Building Official Anthony Tartaglia (E) Code Official Gary Collins (P) Borough Treasurer Will Morgan (P) Borough Manager Ieasa Nichols (P)**

Committee Updates:

President Tanya Allen: Library, CPCIP

- **Library Report: Mr. Ashby** – Reported he will have a full report at the next meeting. On October 14 Councilman Hill and the Library will collaborate to offer a Community Health and Wellness Day. There will be 2 sessions, 1 from 11:00-2: 00p.m. and the other from 2:30-5:00p.m. The event is open to all residents, not just seniors.
- On October 25, the library is offering a CPR class for \$35.00.
- On November 3, 2025, Ms. Melba Moore will be doing a book signing event for her new book at the Sharon Hill Library.
- The Comcast and T-Mobile issues have been resolved with a reduction in the Comcast bill and credit to the T-Mobile account.
- **CPCIP: - No report**

Vice President Edward Booker: Public Safety/DCJA

- **Public Safety** - The September Fire Chief Report was read and submitted.
- The September Police Chief Report was read and submitted.
- On September 29 we honored a Sharon Hill Fire Company member, Michael D. Reagan Jr, for his ultimate sacrifice.

Junior Council Report – No report

Councilor Sharon Booker: SHACC

- SHACC continues to celebrate their 10-year anniversary.
- SHACC will have their Jazz and Art in the park on October 4, from 1:00-6:00p.m. to help celebrate Delaware County Arts Week.
- SHACC continues to offer Autumn Jazz Palates from 6:00-7:00 p.m., upstairs in Borough Hall, every Wednesday.
- SHACC will have a paint night on Friday October 17. They are suggesting that you RSVP to their email address at sharonhillartandculture@gmail.com.
- Councilor Booker mentioned, for awareness, that the month of October is Breast Cancer Awareness Month as well as Domestic Violence Awareness Month and advised that the Police Chief and she will give a presentation on domestic violence at the next council meeting.

Councilor William Felder: Public Works

- The September 2025 Code report was read and accepted.

Councilor Rodney Hill: Recreation

- Councilor Hill reported on the October 14 partnership with the Library for a Community Health and Wellness event. The event is for educational purposes around Medicare, Medicaid, and other topics. This event is open to everyone, and you do not have to be a senior to attend. This is the 1st event, but the goal is to have the event every year.
- Sharon Hill Recreation Department will have the annual Trunk a Treat on October 31 from 6:00-8:00 p.m. Donations are being accepted from 8:00-3:30 p.m. at the Borough. We also will need volunteers to help with preparing the bags for the children. All information regarding the event is on the website and social media but if there are any questions please contact Borough Hall.

Councilor Sandra Holcombe: No report.

Councilor James Patrick, III: No report.

• Officials' Updates:

Mayor, Hykeem Green – V.P. Booker read the September 2025 Police statistics.

Borough Solicitor, Kyle Miller, Kilkenny Law

- The Solicitor updated Council on the current situation with 1100 Chester Pike. He advised that we received all signed and notarized documents. There are still some PennDOT concerns which are being addressed to get to completion.
- The Solicitor discussed Property Maintenance Code Amendments such as the maximum amount of grass abatement processes and some of the language around abatement processes. However, it was decided that rather than going through the ordinance process it would be better to look over everything to overhaul at one time rather than breaking up. Right now we are open to questions and suggestions and will work with Mr. Collins to meet the Borough's needs. Councilor Booker asked if the Solicitor would be open to doing a forum for residents once it is all together and he and the Borough Manager said yes..

Code Official, Gary Collins

- Code Official reviewed items he has been working on for the past 13 days.
- He had a meeting with the Borough Manager and Code Enforcement to discuss the transfer of the property maintenance code from Commonwealth Code to SHB Code Dept.
- He was sworn in on September 23.
- He has started formal Standard Operating Procedures.
- Will have the first monthly Meet & Greet with the Code Dept. and residents this month.
- Issued 24 tickets, did multiple field reports, and investigated 3 locations for Court citations.

Borough Engineer, Susan Lynch, Lighthouse Engineering - No report

- The Engineer's report is in the packet.

Building Code Official, Anthony Tartaglia – No report

- The Code Official's report is in the packet.

Police Chief, Richard Herron

- Chief Herron will have a detailed report at the next meeting.

Treasurer, Will Morgan

- Treasurer Morgan will have a detailed report at the next meeting.
- Reviewed a few items from the Bills and Applied Payments Report. There were no additional questions from Council. A full report will be available at the next meeting.

Borough Manager, Leasa A. Nichols

- Borough Manager will have a full report at the next meeting.
- We should be reading the 2026 MMO rates into record at the Legislative meeting, for the Police and Non-Uniform pension plans and the Treasurer is planning to deposit from State Aid \$194,000 into the pension in the next week or two. Also, as it was advised, we are awaiting the amortization schedule for DCJA so we can start making those monthly payments as well. We should have all the information by the next meeting.

Public Comment –

- **Deidri Brabham - 1431 Elmwood Ave** – It is a great idea to have a Meet & Greet with Code Enforcement but thought 1:00 p.m. is too early and it would cut off many people. The Borough Manager and others had ideas on different ways we can have some of the meetings at later times than 1:00p.m. in the future.

New Business –

- **Motion to approve Caucus Meeting Minutes for Thursday, September 4, 2025.**

Moved S.B. Seconded W.F. Motion Passed

- **Motion Resolution 2025-16** – A resolution authorizing application for statewide Local share assessment (LSA) on behalf of the Sharon Hill Fire Company in the amount of \$1,000,000.00 for the purchase of the fire truck.

The Resolution was read in its entirety by Solicitor Miller.

Moved S.B. Seconded R.H. Motion Passed

- **Motion Resolution 2025-17** – A resolution of the borough of Sharon Hill, Delaware County, Pennsylvania, to update the borough fee Schedule to include vacancy ordinance fees.

The Resolution was read in its entirety by Solicitor Miller.

Moved W.F. Seconded R.H. Motion Passed

Old Business

- **None**
- **Adjournment – 7:46 p.m.**

Upcoming Meeting: Legislative Meeting Thursday, October 16, 2025

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