Sharon Hill Borough
Caucus Meeting Minutes
Thursday, September 3, 2026

Quote of the Meeting

"Though no one can go back and make a brand new start, anyone can start and make a brand new ending." - Carl Bard

- **Call To Order at 7:00 p.m.**
- **Pledge of Allegiance**
- **Roll Call – President Tanya Allen (P) Vice President Rodney Hill (P) Councilor Deidri Brabham (P) Councilor William Felder (P) Councilor Dr. Tammi Fleming (P) Councilor James Patrick III (P) Councilor Mimi Smith (E) Mayor Edward Booker (P) Borough Solicitor Kyle Miller (P) Borough Engineer Susan Lynch (E) Interim Chief Sean Johnson (P) Code Building Official Anthony Tartaglia (E) Borough Treasurer Will Morgan (P) Borough Manager Joy Taylor (P)**

  - **Agenda amendment and process -**
    President Allen announced a motion to amend the agenda to adopt Ordinance 1420 (Public Health Commission) and appoint commissioners. The motion failed for lack of a second; the agenda was not amended.
    President Allen reiterated that Caucus meetings are for discussion and Legislative meetings are for voting; missed advertising and administrative deadlines prevented earlier placement. There was continued discussion over process consistency, adherence to procedure as well as use of liaisons.

  - **Ordinance 1420 – Public Health Commission**
    - Substance of the commission is to repeal the dormant Board of Health and create a Public Health Commission (advisory only) with five commissioners (staggered terms), council-approved bylaws, public meetings, records, and council-controlled funding/grants. A Public Health Liaison (council member) and a volunteer work group are included.
    - Governance and finance: Bylaws to detail officer roles (including treasurer) and fund handling, modeled after SHACC practices. A dedicated line item/account is anticipated; grants and sponsorships require council approval and follow borough policies.
    - Funding transparency: Prior to commission formation, the Public Health Working Group used a nonprofit fiscal sponsor to accept sponsorships; no personal handling of funds. A full transparency report on event revenues/expenses will be provided next month.
    - Timeline and advertising: A detailed timeline showed drafts, legal revisions, and missed advertising deadlines that delayed consideration. A vote was anticipated for September 17 per prior communications, but no action occurred during this meeting block.
    - Draft and present bylaws for the Public Health Commission, including financial controls; establish a dedicated commission line item/account; deliver a full transparency report on prior health event finances next month.

- Clarify and decide the liaison appointment method in Ordinance 1420 (president appointment vs. council majority vote); finalize advertising and voting schedule.

Committee Updates:

President Tanya Allen: Library, CPCIP

- **Library Report: Mr. Ashby** – Mr. Ashby outlined plans to move the library to Borough Hall.
- Residents and council affirmed the library's essential role; any pause in services should be temporary and aimed at improving operations and safety. A town hall is planned to inform the community about facility changes and timelines.
- President Allen stated updates will be shared as planning reaches new milestones; internal planning minutes won't be distributed.
- Schedule a town hall on the municipal center/police relocation/library transition; clarify the library board's role and liaison communication pathway.
- **CPCIP**: - Chester Pike Corridor Improvement Partners did not meet this month and will not meet until October. However, they did meet in August.
- One other thing President Allen shared is at the last meeting, the engineer shared information about our quick build, and since she will not be here this evening, President Allen added some insight about the quick build. The quick build is something the Delaware County Planning Commission is doing for two school districts in the county and Sharon Hill is up next. There have been some insights from the first two events that went forward and she would like Council to give consideration to. The quick bill is a temporary street adjustment to calm traffic and part of it involves some street art. However, it was shared that they're no longer going to paint the art; they're going to use chalk. So, President Allen would like council to consider if we want to not use chalk, and if we can engage any people that we know, even students, that are painters or volunteers that can be a part of the project.

Vice President Rodney Hill: Recreation

- V.P. Hill reviewed the success of the Jalen Duren Day event and received correspondence from several people on the great time everyone had at the event. The high attendance and media coverage were positive, and fundraising impact included a new $10,000 annual commitment.
- V.P. Hill is working on the plan and will publish Halloween Trunk or Treat details shortly.
- V.P. Hill reported they are reviewing development of a winter league proposal for ages 17–20.
- Regarding the Honorary street dedication, V.P. Hill is confirming final date, location, and submissions for the Dr. Strauss street dedication and will publish a public invitation.

Junior Council Report:

Councilor Deidri Brabham: SHACC

- Congratulated Councilor Hill for the Jalen Duren event.
- Congratulated and thanked the organizers of the Public Health Expo event. SHACC participated as a vendor for the first time and learned a lot but had a great time.
- Historical Commission: The first Historical Commission meeting was confirmed on August 26 for an earlier informal session with additional upcoming meetings scheduled and advertised for the community in the newspaper.
- There was one local business history given by Councilor Brabham on W. Rose Incorporated. The councilor reviewed the background information on the company as well as their long-time commitment to Sharon Hill.
- SHACC will host the Jazz and Art in the Park event on October 3, 2026, from 10 a.m. to 5 p.m.

Councilor Wiilliam Felder: Fire Department

- Councilor Felder did not have a report for Code or Fire due to timing of the meeting but will report at the next meeting.
- Councilor Felder called for professional development, reminding colleagues of available training for municipal officials and advocating for informed, non-emotional decision-making.

Councilor James Patrick, III: SE Delco School District

- Councilor Patrick gave a brief report for Southeast Delco School District. They had a special board meeting of the Board of Directors this past Thursday, August 27, 2026.
- The board is looking to ratify purchase of four automated internal defibrillators.

Councilor Mimi Smith: Personnel Liaison

- Councilor Smith is excused this evening. However, Council have been asked by our manager for a performance evaluation; and Councilor Smith, the personnel liaison, is pulling together the evaluation. There was continued discussion on the subject by Council.

Officials' Updates:

Mayor, Edward Booker: Police, DCJA

- The DCJA did not have a meeting last month, but the Mayor will be meeting with them on the 11th for a conference.
- There was no Police report at this time as it is early in the month.
- Mayor Booker acknowledged the strain on our Police Department and their families and thanked each employee by name.
- President Allen asked about the 25% results we want to have and where things stand now. Mayor Booker and Interim Chief Johnson responded regarding looking at the Civil Service Commission and can give an informational update on his report.
- V.P. Hill asked about getting the reports they previously received and a plan for how we will move forward. Mayor Booker said he and Interim Chief Johnson will come up with something for Council.
- Mayor Booker and Chief Johnson to produce a police staffing and cost-savings plan with timelines and identify steps to expedite Civil Service processes.
- The Mayor cited strain and diminished trust among council members and urged a conciliatory discussion to refocus on community needs and reduce negative public exchanges.

Borough Solicitor, Kyle Miller, Kilkenny Law

- The Solicitor reported the Historical Commission meetings were advertised.
- The SHACC logo has been submitted for preliminary trademark screening with proof-of-use pending.
- The Solicitor continues to review letters, neighbor disputes, emails regarding the code and other Pennsylvania code and interpretation of the requests.
- The 1344 Chester Pike tire remediation is underway with periodic enforcement.
- Extensive litigation report compilation continues.
- President Allen questioned why public court documents weren't shared with council for the Forrester findings: an executive session was proposed to review legal/personnel context.
- Regarding access to legal documents, Councilor Fleming requested litigation and legal matter documents. The manager noted potential legal time costs and council authorization may be required to incur those costs. Scope of access and cost approvals to be placed on an agenda. The Solicitor said it is something that they are cognizant of, and they are trying to make sure that they use our resources under the retainer to gather as much of that information as possible. Unfortunately, I'm not entered into any of that litigation, so this isn't something that is readily available. It has to be provided, redacted, marked, client attorney-client privilege. There's a lot of steps to that process, so I just want to make sure that we're doing so in the most efficient and inexpensive way for the borough. However, he wanted to note that the requests are not going unanswered. It's just that it is going to take some time to put everything together.

Borough Engineer, Susan Lynch, Lighthouse Engineering – Excused

Building Code Official, Anthony Tartaglia – Excused

Interim Police Chief, Sean Johnson

- Interim Chief Johnson announced he will have a full report for next meeting.
- The borough currently has seven officers; overtime usage is straining the budget by roughly $12,000 per month due to shortages. The Mayor and Chief will develop a staffing and cost-savings plan once fully staffed.
- Regarding hiring, The Civil Service Commission must certify the candidate list before council interviews; the Solicitor will confirm if introductions can occur earlier. Council interviews will not affect rankings but will provide feedback. Chief Johnson will deliver a full report at the September 17, 2026, meeting**.** Confirmation and legal guidance on council interviews required prior to Civil Service certification; schedule interviews and circulate candidate materials when permissible.
- The Citizens Advisory Board to the Police - President Allen reviewed its long path to passage and stressed due process; Councilor Patrick urged pragmatic, non-emotional refinement of language and adherence to procedure.

Treasurer, Will Morgan

- Treasurer to correct Darby Creek payment references.
- Treasurer to prepare budget vs. actual once reconciliation completes.
- Treasurer will rename files for clarity.
- Treasurer to note and process October general liability installment.
- Treasurer to identify the grant name linked to Delco Solutions.
- Treasurer to confirm Darby Creek agreement end date.
- The August Treasurer's report was addressed with reported balance on hand as of 7/31/2026 and total of average receipts and deposits.
- The bills list for the month of August was reported.

Joy Taylor, Borough Manager

- The Borough Manager reviewed Public Works procedure for borough events held after hours on borough property; and, as such, a Public Works staffer must be on-site, and overtime is billed with a four-hour minimum call-out. President Allen is exploring ways to reduce these costs.
- The Police Department reported no overtime for the Jalen Duren event (there was assistance from outside agencies at no cost). The Public Works overtime costs are pending due to timesheets to be submitted. Borough Manager to confirm police staffing/overtime in writing for recent events; collect Public Works timesheets and publish full cost accounting and authorization procedures.
- The president/manager noted workload constraints on Public Works but are continuing with ongoing improvements in documentation and reporting**.**
- Poplar Street sinkhole: Identified as a safety hazard. Root cause is deteriorating storm drain infrastructure; dye testing completed; Peco to replace a deteriorating pole; the borough is coordinating utility work with road repairs. Public Works is aware of the issue. Secure the Poplar Street sinkhole immediately with durable measures and coordinate permanent repairs with Peco pole replacement.
- Borough Manager to place on agenda: authorization for legal time/costs to compile litigation/legal documents for council; define scope and delivery timeline.
- Schedule executive session to review Forrester findings and related personnel/legal items; establish a policy for timely distribution of public court documents to council.

Public Comment –

- **Donna Hunter 1026 Coates St.** – Why is the library closing and are we up on Data Centers?
- **Council** – Thank you very much. President Allen remarked as a quick update, we are moving forward with a plan to construct the new municipal center that will include the library. The initial plan was to demo the library, the borough hall, and the police department. We're looking to do this with as much grant funding as possible, so we changed the plans. And now, the new layout has the police station using the library building, and that is why the library's services are moving out of that building until the new building is erected. The purpose for the renovations and relocating was to help the Sharon Hill Police Department become Pennsylvania Chief of Police certified, which is a state accreditation that will also enable us to be able to get red light cameras. And then of course, looking at Borough Hall. Regarding the data centers, we have received sample ordinances from the other municipalities working on it, and at some point, we will share it out here so that we can be preventive. The same way we passed the preventative ordinances against vape shops, we passed an ordinance and we will do the same thing as a preventative measure around the data centers.
- **Destiny White 505 Twin Oaks Ave -** Spoke about transparency and a think for yourself mentality.
- **Council** - Thank You for your comment. Councilor Felder said Ms. White did a wonderful job and was on point. He commented that he likes it when young folks come in and tell us how messy we can be. Thank you very much. Councilor Brabham also added, I just like to say, don't give up. Just because something didn't work out the first go round, doesn't mean you give up. There are seven people on this panel, but trust me, we all do think independently. Also, keep coming to the council meetings, and keep pushing because things will work.
- **Letasha Threadgill 1408 Melrose Ave** – The Public Health Group; events sponsored in the borough; when was the Historical Commission reestablished and who are the Commissioners; Recreation Committee. Resident expressed disappointment in members for not seconding the vote for the Commission and the decision-making process.
- **Monay Williams 67 Frances Ave. –**Thanked Mayor Booker, Deidre, and Natasha for their comments. Commented that there seems,to be a disconnect with the residents and Council. Suggested that Council do a corporate team bonding event. The second thing I wanted to address quickly is the library, Councilman Felder, the library cannot close.
- **Council –**Councilor Felder clarified that he did not say the library needs to close down. I want the library open, but I want it to be functionally open. That was my only concern.
- **Bishop Threadgill 1408 Melrose Ave –** The Public Health Commission. Reiterated comments made by his wife who said pretty much what I would say.
- **Council**

New Business

Public Health Working Group Update (Councilor Fleming):

- Councilor Fleming read through the timeline of the commission work.
- The Health Expo addressed care gaps after hospital closures, with 43+ vendors, screenings, and documented attendance (~300). Logistics used volunteers to avoid Public Works overtime. The event ended in the black, and a sponsor committed $5,000 for an upcoming 3K/5K.
- Commendations were given for event organization
- A transparency report on metrics and finances will be shared.

- The 2027 MMO. The details of the MMO were provided in your packets and the borough manager included a snapshot of what it means and why we need it. The Manager was thanked for providing additional information.
- MRS engagement was on the agenda and there were no additional questions from Council.
- The RFP for independent municipal auditor services. There is a draft RFP in the folders. The draft RFP was provided by President Allen as a sample. She advised Council that each of you are welcome to confer with the solicitor about the details within the RFP and if there is anything you would like to change, please advise the solicitor so he can take those recommendations and changes and bring them before you for the legislative meeting. Also, our treasurer did

meet with CLA, the firm that is cleaning our books in preparation for audits, and we should be completely done with 2023 by the end of this month and they have also begun looking into 2024 and are confident they will be able to get all completed before the year is out, which is why the RFP was framed for 2023 to 2025, with the extension to add on 2026 through 2027.

Old Business –

- **Honorary Street Sign for Dr. Strauss -** Dr. Strauss, who we all know, is a staple in our community and we are looking to do a street dedication for him, on September 24th given that everything works out we can move forward. They have submitted the application and some other documents needed. Thank you, borough manager, for moving on this.
- Poplar Street Sink Hole. Councilor Felder addressed the concern and put caution tape around it. The hole is reopened, and they have a big whiteboard leaning against the telephone pole. PECO has been contacted and will replace the pole; but we want to make sure that the replacement of the pole is in coordination with the repair to the sinkhole.
- President Allen shared our quote of the meeting because this September is Suicide Awareness Month and as this is a public health issue and crisis she expressed for anyone who's lost someone to suicide, our hearts are with you. So, the point is that no one can go back and make a brand-new start. Anyone can start and make a brand-new ending.

Adjourn: 11:09 p.m.

Quote of the Meeting

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Upcoming Meeting: Legislative Thursday, September 17, 2026