

NARBERTH BOROUGH COUNCIL CAUCUS MEETING

February 3, 2016 –8pm

Minutes

1. **Call to Order, Roll Call** – The caucus meeting of the Narberth Borough Council was called to order in the Municipal Building, 100 Conway Avenue, Narberth, PA on Wednesday, February 3, 2016 at 8:00PM by Council President Aaron Muderick.

2. **Roll Call**

Aaron Muderick, President (present)

Gigi Tevlin-Moffat, Vice President (present)

Richard Diaz (present)

Marlene Richmond (present)

Charles Silio (present)

Bob Wegbreit (present)

Bob Weisbord (present)

Tom Grady, Mayor (present)

Sean Metrick, Borough Manager (present)

Matt West, Dir. of Civic Technology (present)

3. **Committee Reports**

a. ***Finance and Administration Committee – Charles Silio, Chair***

Mr. Silio began by stating the committee met during the end of January with the primary purposes of reviewing the budget with Mr. Metrick and Mr. West, discussing the priorities for office administration for the first part of this year, and beginning to set priorities for IT and financial systems. Mr. Silio explained that the committee will be trying to keep a summary on those projects as new projects are going to be kept to a minimum for the near term until things have stabilized a little bit. He stated that the committee will potentially revisit some newer projects later on in the year.

Mr. Silio stated that the main purpose of the meeting was, as noted at the last council meeting, to look at potential small changes within the budget now that the Borough has a couple of new staff members, as well as a new member of Council, and some changes in Committees. He continued that the revised budget contains no changes to revenue and no changes to the 2016 millage rate, but does contain some reallocation of expense lines to better account for some existing projects. He also stated that as the Borough begins to recast the way we do our financial reporting in 2016, the Borough should have a little extra budget to bring in outside resources to help the office with that, and that additional funding is included in the expense reallocations in the revised budget.

Mr. Silio stated that the expense reallocations also include a small increase in expenditures due to computers, and for additional software licenses for the administrative office. He continued by explaining that in addition to the handheld and the software license we acquired for automation of parking enforcement, the plan is to replace one piece of the parking management system with another that will allow online ‘pay a parking ticket’ on the website portal, at a slightly higher total cost. A small portion of the expense reallocation was for this purpose.

Mr. Silio stated that the budget has been posted publicly via the Borough’s website.

b. ***Public Safety Committee – Gigi Tevlin-Moffat, Chair***

Ms. Tevlin-Moffat stated that the Committee will be meeting Tuesday, February 9, 2016 at 7:30PM in the Municipal Building. She stated that the committee is expecting Mr. Bill Henderson to be in attendance to discuss the civil service commission.

Ms. Tevlin-Moffat explained details regarding Ordinance 991, which is an ordinance amending Chapter 53, disorderly conduct, nuisance. She continued by stating Narberth Borough Code provide provisions of conducting activities during certain times and provides for civil enforcement of the violations. She stated that the changes were made that were discussed by Council in December.

c. *Public Works Committee – Bob Wegbreit, Chair*

Mr. Wegbreit began by providing an update on the Committee's goals and activities for the coming year. He stated that the Shade Tree Commission will be expanding. He then discussed how he is interested in looking at how the roads are being used in the Borough, including parking lanes, pedestrian safety, bike access, and the overall vehicle flow.

Mr. Wegbreit stated that the Borough is in its last year of its contract with its trash hauler, and that the contract will be put out to bid later this year.

Mr. Wegbreit explained the Borough's use of traffic speed devices, and that they help with the safety aspect and speeding, as well as providing counts of how fast people are driving, and how many people are driving. He continued by saying that the committee is interested in expanding the use of these signs throughout the Borough.

Mr. Wegbreit announced that he is interested in Council establishing a public design committee, and that he will go into detail at the end of this report to get some response from the rest of the council.

Mr. Wegbreit stated that the committee is interested in studying how accessibility can be improved in the Borough. He also stated that he is interested in developing a paving plan for Borough roads.

Mr. Wegbreit continued by stating that the committee would like the Borough office to better utilize the SeeClickFix app. He said that hopefully within the next several months the committee will have a better understanding how the application is being used.

Mr. Wegbreit provided an update on the Windsor Avenue Greening Project. Additionally, he provided an update on the Narberth Avenue Bridge replacement project. He mentioned that detour routes need to be defined and advertised well in advance of the project.

Mr. Wegbreit explained that the Committee is working with the Borough Administration to craft an RFP for a parking study. He stated that it is currently under draft and would like the RFP to move forward quickly, for Council action.

Mr. Wegbreit continued by stating the committee discussed updates to crosswalks, due to safety concerns. He continued by saying that the committee would be interested in looking at possible new paint schemes, as well as using more of the free standing signs currently in use.

d. *Property Committee – Richard Diaz, Chair*

Mr. Diaz provided Council with an update on the ongoing lease negotiations for 201 Sabine Avenue. More specifically, the negotiations with New Horizons Senior Center.

Mr. Diaz then introduced Mr. Dave Brawer, the architect who designed the library terrace project. Mr. Brawer provided a detailed presentation about the plan, including the two add-on alternates.

e. *Building and Zoning Committee – Bob Weisbord, Chair*

Mr. Weisbord informed Council members about the previous building and zoning committee meeting, and that they discussed the request from members of the 200 block of Merion Avenue to implement a two-hour zone on their block. He stated that their reasons are similar to many other neighborhoods and many other blocks in the community that have requested two-hour zones in the past.

Mr. Weisbord continued by bringing forward some work of the ad-hoc parking committee completed in 2015, including several items that were points of agreement among that committee that we spent in a long day with the public and members of Dudley Avenue. Council continued a discussion about better managing the parking permitting process and parking in general, within the Borough.

f. *Economic Development Committee – Marlene Richmond, Chair*

Ms. Richmond announced that the next meeting of the committee would be held at 7:00PM on Wednesday, March 9, 2015, prior to the next Caucus Meeting.

g. *Ad Hoc Succession Planning Committee – Bob Wegbreit, Chair*

No report.

4. Announcements

- a. Mayor Grady provided a formal objection to Ordinance 984, and provided copies to Council.
- b. Mr. Wegbreit announced that there is one vacancy for Zoning Hearing Board alternate, and two vacancies on the Shade Tree Commission. The expectation is that potential candidate will be interviewed at the March Caucus meeting, and action taken to appoint at the March Business meeting. Interested candidates are encouraged to apply.

5. Public Comment

- a. Robin Berenholz, Merion Avenue: Made a statement regarding parking permitting in the Borough, and stated that 6 out of 10 people on her block have people at home all day.
- b. Deborah Lonsdorf, 128 Chestnut Avenue: Spoke out in favor of the Mayor's veto of Ordinance 984. She stated that she believes the veto should stand, the mayor has given it a lot of thought, and that she really wants to stress that she completely agrees that this Ordinance has not been thought out appropriately.
- c. Bunny Nardi, 311 Hampden Avenue: She stated that she has experienced parking issues for the past 47 years. She also made a comment regarding the library terrace project, and asked members of Council not to vote on it until the girl scouts can talk to their solicitors.
- d. Georgette DuBois, 111 Price Avenue: She asked several questions. She spoke out in favor of New Horizons Senior Center and was wondering what the final best offer is from the Borough regarding their rental agreement at 201 Sabine. She asked about the library terrace

- project, and was wondering about the specifics of the \$250,000 bid on the project. She questioned how its determined who is on the Planning Commission when it appears that currently there are people on the Planning Commission, people have been on the Planning Commission who benefit financially from decisions that are made about things like that and other things as well; property owners.
- e. Dennis Montagna, 306 Grayling Avenue: Spoke out in support of the Ordinance 984. He urged Council to override of the mayor's veto.
 - f. Heidi Boise, 306 Grayling Avenue: Stated that she is a member of the Planning Commission, and that they worked many hours, many meetings, working out the details included in the Ordinance. She continued that this is a Borough-wide ordinance; it doesn't apply to one particular building. It applies to a few buildings that are a certain age in the Borough and that deserve to be maintained and preserved. They happen to be civic structures; there are churches that were put into the Borough many, many years ago and they are significant. She concluded by stating that she wishes council would come back around and vote to support the Ordinance. With all due respect to the mayor, she thinks he is wrong to veto it.
 - g. Beth Schuster, 118 Elmwood Avenue: Spoke about parking concerns on her block. She raised concerns about more parking issues if the Ordinance 984 is over-turned.
 - h. Terri Fox, 104 Maple Avenue: Spoke in favor getting a professional parking study. She stated that she believes there's too much controversy and opinion about the parking around the neighborhood and I think we need an outside impartial look at the problem. She then spoke in favor of finding a place for New Horizons. She then stated that she was in favor of the Mayor's veto.
 - i. Mark McCullen, 212 Merion Avenue: Spoke in support of the mayor's veto.
 - j. Deborah Lonsdorf, 128 Chestnut: Spoke in support of Ms. Dubois' statement regarding finding a home for New Horizons.
 - k. Georgette DuBois: Asked two questions. She didn't hear an answer to her question about why in the first place the Borough is building a terrace on the community room. She also asked about the leases at 201 Sabine Avenue.
 - A. Mr. Muderick: I believe the leases that you were sent are the leases that were signed. If the copies that you have don't actually have the executed signatures, there are no changes that have occurred. I think you can have confidence that what you have is the document. If you want, Mr. Metrick can get you the ones with the correct file that have the executed signatures.
 - B. Mr. Weisbord: The library terrace project was on the bill of property committee now for five, going on five years, this project was underway when I joined the property committee five years ago. The community conceptualized this as a major addition to our recreational facilities, as a gathering place for a community who enjoy, currently enjoy the park, but particularly for people for whom being on the grass is not as comfortable as sitting in the park in chairs, on benches, on a paved terrace just off the library. This was conceived of as a place that would be more inclusive to more members of the community who also want to enjoy a passive recreational place adjacent to the recreational facilities. It always seems ... I think this continued to have legs because members of council, members of the public continued to support it going forward. I think that's why the Borough contracted a very attractive design. I think that's where it's at this point.
 - l. Rosemary McDonough, 9 Elmwood Avenue: Spoke out in favor of finding a home for New Horizons.

- m. Barbara Fortner, 415 Conway Avenue: She stated that she always felt the terrace was mostly being built with grant money, now that she hears that it's the Borough's money. She stated that she would much rather we put that money towards a lot of other things including New Horizons.

6. Action Items

a. *Consideration of Ordinance 993*

AN ORDINANCE APPROVING A CAPITAL PROJECT THAT AUTHORIZES THE BOROUGH OF NARBERTH TO BORROW UP TO \$91,381.12 FROM THE COUNTY OF MONTGOMERY, PENNSYLVANIA UNDER THE STATED AMORTIZATION SCHEDULE FOR THE PURCHASE OF EMERGENCY RADIO EQUIPMENT, SERVICES, AND INSURANCE; APPROVING THE FORM, EXECUTION AND DELIVERY OF THE 2015 NOTE AND ASSOCIATED DOCUMENTS; OBLIGATING THE BOROUGH TO MAKE PAYMENTS ON THE 2015 NOTE FROM FUNDS APPROPRIATED FOR THE THEN CURRENT FISCAL YEAR; AND AUTHORIZING ACH DEBIT AUTHORIZATION FOR PAYMENTS.

Motion: *Ms. Tevlin-Moffat moved to consider Ordinance 993. Seconded by Mr. Silio. Motion passed with a unanimous vote.*

b. *Consideration of Resolution 2016-004*

A RESOLUTION TO APPROVE P&S INCORPORATED AS THE LOWEST RESPONSIBLE BIDDER TO COMPLETE THE LIBRARY TERRACE ADDITION WITH ADDITIONAL ADD ALTERNATES AS APPROVED AND AGREED BY COUNCIL.

Motion: *Mr. Silio moved to approve P&S Incorporated as the lowest responsible bidder to complete the library terrace addition with additional add alternate of the stairs, and without the add alternate of the door. Seconded by Mr. Diaz. Motion passed with a unanimous vote.*

7. Adjournment

Ms. Tevlin-Moffat moved to adjourn the meeting, seconded by Mr. Weisbord. Motion passed by a unanimous vote.

The meeting concluded at 10:03PM

Respectfully Submitted
Matt West, Director of Civic Technology