

NARBERTH BOROUGH COUNCIL CAUCUS MEETING

January 6, 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, January 6, 2016 at 8:03PM by Council President Aaron Muderick.

Aaron Muderick, President (present)
Gigi Tevlin-Moffat, Vice President (present)
Richard Diaz (absent)
Marlene Richmond (present)
Charles Silio (present)
Bob Wegbreit (present)
Bob Weisbord (present)
Tom Grady, Mayor (present)
Sean Metrick, Borough Manager (present)
Matt West, Director of Civic Technology (present)

Mr. Muderick stated that it is his goal that this new council can make some changes in the way it conducts business at meetings, and said that he has a new-found confidence that requests for documents be posted to the borough website can be completed within a business day. He continued by saying that he intends to reduce some of the statutory reading of numbers, how many permits were issued, and other things that he thought were required to be read by law. Mr. Muderick said that he has spoken to the borough's new solicitor, and will be making an attempt to maximize the efficiency of the council meetings.

Mr. Muderick encouraged committee chairpersons to not feel an obligation to meet if there is no business to conduct, nor present a report if there is no new business to report. He asked that each chairperson submit to the borough office the day of or prior to the council Business Meeting, a report of their committees. The report can be "there is no report", but so long as there is a record of the committee, it can be submitted on the record as to what has been happening. That would be very helpful for anyone reviewing borough documents for each month.

Mr. Muderick stated that he is going to continue to limit public comment to specific minutes, and will be adjusting those restrictions accordingly based on subject matter and number of residents to be heard.

Mr. Muderick encouraged council to make him aware of any other suggestions to improve the effectiveness of the meetings, either now, at the meeting, or by email or phone.

Mr. Weisbord spoke about how he had spent some time earlier in the day learning about Robert's Rules of Order. He continued by stating that he learned that they are not required under PA's laws, but it makes sense to follow them for a more organized meeting. He said that PSAB recommends that council makes a motion and vote to follow to establish that Robert's Rules of Order be used for Narberth's meetings so that it's understood that we are a borough that uses them.

Mr. Weisbord stated that he also learned that a meeting can happen without a quorum, so long as there is no action taken, with the exception of paying required bills. He continued by saying that work can also be assigned to Committees; and that other meetings can be scheduled when a quorum is not present.

Mr. Muderick asked that each committee chair develop a list of goals for 2016, and asked that they be sent to him. He said he feels that it gets very easy to get lost in the projects throughout each year, and thinks that having goals will help keep the work of each committee on task.

Mr. Wegbreit asked if council could transition to paperless meeting materials this year. Mr. Muderick mentioned that Mr. West has some ambitious ideas for this year, including paperless materials.

Mr. Silio stated that the Finance and Administration committee began 2015 using a dash board approach to develop and manage goal. He said that he has that template and would like to review that at some point with Sean and Matt to see if we can use it again for 2016. He stated that it attempts to apply a project management approach to committee work, and offered to forward the template to others interested in using it in their committees.

Mr. Muderick asked about how well council has been using Sharepoint to share documents. He asked that if any council member is struggling with using it, to get in contact with Sean and/or Matt.

11:07

2. Comments from Mayor Grady

No comments for the evening, except to say "Congratulations" to all the new Council members.

00:30

3. Finance Committee (Silio- Chair, Tevlin-Moffat, Wegbreit)

Mr. Silio stated that he would like to discuss the 2016 budget with all of council, as the amount of cash and carryover from 2015 is larger than originally expected. He suggested that council consider reopening the 2016 budget, and stated that it would not include any changes to the millage rates, but would be to reallocate items within the existing budget. He stated that he discussed this matter with the borough solicitor, who advised him that the final revised budget must be voted on by council by February 15, 2016, making sure that a copy of the revised budget be posted for the public 10 days prior to the meeting. Mr. Silio informed council that the next business meeting of council will be on February 8, 2016, and that the 10 day period would occur the last week of January. He stated that he would therefore like to convene a meeting of the Finance and Administration Committee prior to that deadline so that the reallocations can be incorporated into the final revised budget.

Mr. Muderick stated for the record that the Finance and Administration Committee is planning on reopening the budget to reallocate several line items, and will not include any changes to the millage rates for 2016.

Mr. Silio stated that he would like to meet later in the month and would also like to meet prior to the monthly business meeting.

04:02

4. Public Safety Committee (Tevlin-Moffat- Chair, Diaz, Richmond)

Ms. Tevlin-Moffat stated that she would like to keep the same meeting schedule that was previously established, 30 minutes prior to the Caucus meeting, with the option of extending that to an hour, if needed.

00:44

5. Public Works Committee (Wegbreit, Chair, Richmond, Silio)

Mr. Wegbreit began by welcoming the new committee members. He announced that he would like to convene the Public Works Committee meeting at 6:30PM on the third Wednesday of every month. He then announced that he discussed with Mr. Metrick and Mr. West about extending the borough office hours into the evening once a week.

Mr. Muderick stated that he would like to assign regulatory and policy issues related to parking within the borough to the Building and Zoning Committee, while metering and enforcement will still be handled in the Public Works Committee.

Mr. Wegbreit announced that the committee would hearing from WRA at its upcoming meeting, and asked Mr. Metrick to provide some details regarding the Windsor Avenue Green Street Project. He explained that the project includes storm water management treatment, and said that the final plans and engineered drawings need to be developed soon so that the project can be put out to bid. The project is partially funded through a borough contribution as well as a grant from the National Fish and Wildlife Foundation, with the conduit for those grant monies being made available through the borough's partnership with the Lower Merion Conservancy. He stated that there is a deadline for the grant money to be released that is quickly approaching, and stated that he would like council to review the project scope and submit any comments so that it can be refined for final submission. Mr. Muderick asked if Mr. Metrick would coordinate with WRA prior to the business meeting so that action could be taken at that meeting.

10:05

6. Property Committee (Diaz, Chair, Weisbord, Silio)

Mr. Weisbord and Mr. Silio provided a brief update on the ongoing lease negotiations for borough-owned properties.

Mr. Weisbord stated that the committee is interested in conducting a facilities study on borough properties, to help identify current and future needs for building uses. Mr. Silio added that the committee is interested in engaging the parks and recreation board to better address all borough needs.

Mr. Muderick asked Mr. Metrick to provide a brief update on the agreement to hire a property management firm to manage 201 Sabine.

Mr. Muderick stated that Mr. Diaz will be providing the schedule of meeting dates for 2016.

05:11

7. Building & Zoning (Weisbord Chair, Wegbreit, Tevlin-Moffat)

Mr. Weisbord stated that he is interested in using the dashboard approach for the committee, and provided a paper copy of his vision for the upcoming year. He provided brief explanations on the upcoming goals for the committee including expected timeframes. The topics included: Noise ordinance; form based code; comprehensive parking regulations; zoning code administration; and AARP's livability index.

Mr. Weisbord stated that he would like to convene the committee on the fourth Wednesday of every month at 8:00AM.

12:47

8. Economic Development (Richmond, Chair, Diaz, Weisbord)

Ms. Richmond stated that there was nothing to report at this time.

00:12

9. Ad hoc Succession Planning (Wegbreit - Chair, Tevlin-Moffat, Muderick)

Mr. Wegbreit announced that the borough is in good shape at the moment and would like to check-in with the status in another 6 months to see where the committee stands with its goals.

Mr. Metrick added that he believes that it is very important that Council works to develop goals and objectives and evaluative processes for the borough manager. He would like the council to create a review process so that expectations and performances can be measured. He continued that this is a process that is being created, with Mr. West being the first employee to have goals and expectations. He continued by detailing his vision for personnel management. Mr. Muderick added that he would like the development of the employee handbook to be included in the goals for 2016.

Mr. Muderick stated that he would like further conversations about this subject to fall under the Finance and Administration committee.

04:22

10. Public Comment

Andy Hawkinson, 203 Wayne Avenue- Mr. Hawkinson stated that it gives him great déjà vu to hear Windsor Avenue and storm water mentioned in the same breath. He then asked for a point of clarifications: when and where are the final 2016 budget items made available? Lastly, he stated that if council moves to place limitations and or guidelines how public comments are handled in the future, he would like that process treated in a formal process, perhaps in the form of an ordinance.

Mr. Muderick stated that if any changes are made to the way the public comments are handled, that it will be done in an open manner. Mr. Metrick stated that the 2016 budget will be posted on the borough's website tomorrow.

Georgette Dubois, 111 Price Avenue – Ms. Dubois inquired about the procedures regarding adding a stop sign to an intersection.

Mr. Wegbreit responded that sign requests should be forwarded to the Public Works Committee and that the process would include insight from a traffic engineer, who would provide guidance regarding the legality and practicality of the sign. He asked if there was a particular intersection she was inquiring about. Ms. Dubois stated that she was referring to the Price and Dudley intersection. He then asked if we could move the borough's "Your Speed" signs to that area to collect speed and count data.

Ms. Dubois continued by asking whether the "aging in place" topic that was discussed during the recent campaign, falls under a specific committee.

Mr. Weisbord answered that it mainly falls under the Building and Zoning committee, but that there are other areas of the topic that would be covered by additional committees, such as Economic Development.

Mr. Wegbreit mentioned that many of the items also fall under the County's services, and suggested that the borough's office connect with the County to see how we can better coordinate.

Barbara Fortner, 415 Conway Avenue – She noted that she observed on social media that there seemed to be a great deal of confusion regarding when trash days are. She was wondering if information would be available to explain the reasons why certain things are done.

Mr. West offered his vision regarding the dissemination of information from the borough to residents and community, including ways to better engage the community.

20:33

11. Other Matters

Mr. Muderick stated that Council would meet in a brief Executive Session immediately following the Caucus Meeting to discuss a personnel matter.

- a. Consideration of Ordinance 991 to amend Chapter 57 Disorderly Conduct; Nuisances to define and regulate noise levels from certain defined activities. Ordinance was tabled at the December 30, 2015 recessed meeting of Council for future consideration and vote.

Several members of council discussed changes to the wording of the advertised Ordinance, and the motion was withdrawn. It was agreed that proposed changes to the wording of the Ordinance will be discussed at the upcoming Business Meeting, with a revised Ordinance to be considered for public advertisement.

17:10

12. Resolutions for Consideration:

Mr. Muderick stated that Council has a retirement agreement between the Borough and the former Borough Manager, Mr. Bill Martin. He stated that this agreement was previously signed by former Council President, Mr. Quinn and Mr. Martin. The agreement specifies December 31, 2015 as the last day of employment and describes the time leading up to that date. It lists a severance payment of \$50,000 would be received by Mr. Martin.

Mr. Muderick stated for the record that previous Councils had made agreements with Mr. Martin, and whether or not those agreements were legal are debatable, but that the current Council, along with Mr. Martin agreed to accept the severance agreement.

Motion: *Ms. Tevlin-Moffat moved to approve the terms and conditions of the retirement agreement between Narberth Borough and Mr. Bill Martin. Seconded by Mr. Weisbord. Motion passed with a unanimous vote.*

02:10

13. Adjournment

Mr. Weisbord moved to adjourn the meeting, seconded by Mr. Silio. Motion passed by a unanimous vote.

The meeting concluded at 9:32PM

Respectfully Submitted
Matt West, Director of Civic Technology