

# NARBERTH BOROUGH COUNCIL CAUCUS MEETING

November 2, 2016 – 7:30pm

## Minutes

1. **Call to Order** – The caucus meeting of the Narberth Borough Council was called to order in the Municipal Building, 100 Conway Avenue, Narberth, PA on Wednesday, November 2, 2016 at 7:30PM by Council Vice-President Gigi Tevlin-Moffat.

2. **Roll Call**

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

3. **Presentation of Borough Website – [www.NarberthPA.gov](http://www.NarberthPA.gov)**

*Mr. Metrick introduced Matt West, Director of Civic Technology, who delivered a presentation highlighting the newly designed official website for Narberth Borough.*

4. **Committee Reports**

- A. Finance & Administration Committee (Silio - Chair, Tevlin-Moffat, Wegbreit)**

*Mr. Silio described the committee's activities focusing on the preliminary budget. He also stated that CBIZ, the Borough's actuarial firm who provide valuation services regarding pensions, was present at the last committee meeting. He explained that the committee discussed with CBIZ the underfunded pension liabilities for Borough employees. He explained that the committee asked CBIZ to provide the committee with several scenarios for future funding, to be reviewed at the next committee meeting.*

- B. Public Safety Committee (Tevlin-Moffat- Chair, Richmond, Fortner)**

*Ms. Tevlin-Moffat provided details regarding the last committee meeting. She stated that the committee is awaiting more information from the Civil Service Commission regarding the police officer search. She explained that the committee had questions regarding the Fire Department's delay in providing a budget to the Borough office, as well as the number of proposed police officers to be hired in 2017.*

- C. Public Works Committee (Wegbreit - Chair, Richmond, Silio)**

*Mr. Wegbreit provided details about the current trash hauling bid process, and that the contract should be ready for Council's action at the upcoming Council Business Meeting. He asked that Council Members provide any questions they have regarding the contract as soon as possible. Mr. Metrick announced that the Borough's current hauler did not submit a bid.*

*Mr. Wegbreit continued by describing the Windsor Avenue Green Street project bids, and stated that the two bids received were significantly higher than what was anticipated. Mr. Metrick stated that he would prefer that the Borough's engineer for the project provide explanations for the differences at the next committee meeting.*

*Mr. Wegbreit provided an update on the Borough's Parking Study. He explained that the consultants will be conducting an open house as well as stakeholder interviews, regarding parking in the Borough. He asked Council to forward the names of any stakeholders they would like to be considered for interviews.*

*Mr. Wegbreit continued by explaining that the committee will be discussing the budget development. He asked about the SeeClickFix interface and asked about how the data is being used. He also inquired about the YourSpeed signs the Borough uses, and Mr. West explained how the signs have been used.*

*Mr. Wegbreit provided an update on the new traffic signal at Wynnewood Avenues. He then raised a concern about how dumpster permits are managed, and asked that a new policy be explored that would expedite the length of time dumpster are on the streets.*

**D. Property Committee (Fortner - Chair, Weisbord, Silio)**

*Ms. Fortner provided an update on the Recreation Board, and that there are plans to update the ordinance defining the roles of the Board. She also provided an update on Narberth Athletic Association's plans to resurface the tennis courts.*

*Ms. Fortner concluded by saying the committee will be discussing their ideas for 2017 projects to be included in the 2017 budget.*

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

*Mr. Weisbord stated that the committee heard a number of public questions and concerns over Chapter 124 of the Borough Code, and that they will be compiled and forwarded to the Borough's planning consultant for response. He also stated that the committee is interested in exploring opportunities to collaborate with the PA Historic Museum Commission to plan for architectural assessment for the Borough.*

*Mr. Weisbord and Mr. Metrick provided a brief description of budget items related to Building and Zoning.*

**F. Economic Development (Richmond - Chair, Fortner, Wegbreit)**

*Ms. Richmond stated that the committee met with an interested consultant to help the Borough with management of the commercial areas downtown, and that the consultant submitted a proposal for services to the committee. Ms. Tevlin-Moffat asked that the proposal be forwarded to all of Council. Ms. Richmond concluded by saying that the committee would like to continue the discussion of this type of service as it relates to the 2017 budget.*

*Ms. Richmond stated that the committee heard from resident Sally Anderson regarding plans for a possible pocket park to be located in the downtown area. Members of Council voiced concerns over the legality of hiring design professional without a proper process, and encourage the committee to coordinate with the office. Mr. Weisbord suggested that Station Circle be explored as a possible location, as that is property currently owned by the Borough. Ms. Richmond commented that the committee is also exploring the Gas Station property, which is privately owned.*

**G. Ad Hoc Montgomery Avenue (Richmond - Chair, Silio, Wegbreit)**

*Ms. Richmond explained that the consultant who submitted a proposal to the Economic Development Committee included work along Montgomery Avenue, and that the committee is awaiting confirmation from representatives from Lower Merion on a future meeting date.*

**5. Public Comment**

- A.** Maria Covarrubias, 519 Beechwood Avenue: *She stated that she is a long-time resident of the Borough, and that up to this point, has not had any issue. She described frustrations with the process of obtaining the required permits for work needing to be completed for damage caused by*

*a fallen tree on her property. She continued by voicing her displeasure over the handling of the portable storage unit located on their property, which is being used to store items from their garage. She stated that she was visited by the Mayor at the request of angry neighbors, that she received a letter, a call from Sgt. Yantorno, and that she was forced to remove the storage unit. She stated that she felt upset at how she was treated, and that she feels as though they were singled-out.*

- B.** Richard Scullin, 517 Beechwood Avenue: *Stated that he had an interaction with Officer Sean McCabe and that he stated that the storage unit was not a safety hazard, and that he was there to speak out in support of Ms. Covarrubias*
- C.** Al Degenarro, J.P. Mascaro & Sons: *Introduced himself and stated that he was in attendance if Council would have any questions regarding his company's trash bid submission.*

**6. Announcements**

*None.*

**7. Adjournment**

*The meeting was adjourned 9:04PM*