

# NARBERTH BOROUGH COUNCIL CAUCUS MEETING

October 5, 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, October 5, 2016 at 7:30PM by Council President Aaron Muderick.

2. **Roll Call**

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

3. **Presentation of GIS data Collection and Analysis**

*Mr. Metrick introduced interns Matt Zapson and Lauren Foltz, who delivered a presentation highlighting the GIS data collection project they completed over the summer. The work included and was not limited to collection of sign locations, parking meter locations and conditions assessment, digitization of historic storm sewer data. Mr. Zapson and Ms. Foltz also highlighted an online mapping application they developed for displaying the data within the Borough's upcoming new website.*

4. **Committee Reports**

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

*Mr. Silio stated that the committee continued to review information for the upcoming preliminary budget. He asked Mr. Metrick to provide an update on the timeline for the upcoming budget process.*

*Mr. Metrick explained that a first draft of the budget will be distributed to Council for review and discussion at the next Business Meeting, on October 17, 2016. He continued by saying that a detailed presentation and adoption of a preliminary Borough budget will occur at the Business Meeting on November 21, 2016. He explained that the budget will be open for public review starting on that date, with the opportunity for public comment at that meeting, as well as at the December Caucus and Business Meetings. Mr. Metrick concluded by saying that Council will have the opportunity to adopt the 2017 budget at the Business Meeting on December 19, 2016.*

*Mr. Silio continued by noting that the Committee will continue to discuss the preliminary budget at its next meeting.*

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

*Mr. Muderick stated that Ms. Tevlin-Moffat forwarded him the Public Safety Committee report prior to the meeting, from which he thanked Mr. Ed Ridgway for putting on the October Fest in the Borough. He also announced that there will be an inter-governmental meeting including representatives from Narberth Borough, Lower Merion Township, and Lower Merion School District. That meeting will be held on October 18, 2016 at 7PM.*

*Mr. Muderick continued by explaining that the Civil Service Commission is waiting for paperwork having to do with the current Narberth Police Department officer recruitment, and that they hope to have that information at the next Business Meeting.*

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

*No report.*

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

*Ms. Fortner stated that the Committee discussed the Facility Use Policy for 100 Conway Avenue, and how the policy could be expanded in the future to include other Borough facilities.*

*Ms. Fortner continued by stating that the Narberth Recreation Board will be meeting, and that she will be attending that meeting. She stated that she is interested in discussing with the Board how to be better integrated with the Property Committee.*

*Ms. Fortner announced that work on the roof at 100 Conway Avenue will begin in the next few weeks.*

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

*Mr. Weisbord announced that representatives from the PA Museum Commission will be presenting at the upcoming Business Meeting on October 17, 2016. He explained that they will provide details about best practices for maintaining architectural historic buildings within the Borough, and that there is a potential for future partnership with them.*

*Mr. Weisbord explained that the Committee completed a process for the on-going review of the Zoning Code. He stated that each concern that are submitted will be cataloged and will then be presented to the Planning Commission for their review and discussion, and possible action.*

*Mr. Weisbord concluded his report by announcing that Mr. Metrick has put forward a proposal for Zoning Officer services. He explained that this idea predates Mr. Metrick's tenure and that the idea is to separate the Zoning Officer role from the Borough Manager's role. He stated that the current proposal, from Yerkes Associates, will be up for a vote at the upcoming Business Meeting.*

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

*Ms. Richmond stated that there are three upcoming meetings that have been posted on the Borough's online calendar.*

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

*No report.*

**5. Public Comment**

- A. *Georgette DuBois, 111 Price Avenue: Asked about the status of deploying the Your Speed sign at the corner of Dudley and Price Avenues. She asked that the future agendas include all the members to each Committee. She then asked about the "Ask Narberth" blog, and suggested that a note be added on it stating that it is no longer active.*
- B. *Ed Ridgway: He asked that the Borough evaluate the cars parked in the lot at the Municipal Building, so that the lot is better managed.*
- C. *Katie Skeen, 227 Hampden Avenue: Asked if it would be possible to explore parking agreements with private lot owners.*
- D. *Nora DeCristofano, 302 Dudley Avenue: Stated that she is getting frustrated with the parking on her street, especially as it relates to people parking too close to her driveway. She also notified Council of a streetlight that was out.*

## 6. Announcements

*Mr. Metrick announced that the Parking Study is underway with an internal kick-off meeting scheduled for the upcoming week. He continued by saying that the first public meeting for the Parking Study will be held after the data collection phase of the project, and should occur sometime near the end of November 2016.*

*Mr. Metrick also announced that there are several appointments to various Boards and Commissions that are up for appointment, and that interested residents should prepare a letter of interest and forward that to the office for consideration by Council.*

*Mr. Muderick stated that the Council facilitation meeting that he and Ms. Fortner have been working to organize is close to becoming a reality, and that a meeting date should be forthcoming.*

*Mr. Muderick stated that he has been working with the Borough Solicitor regarding committee meeting schedules and encouraged committee chairs to think about 2017 and develop a more consistent meeting schedule.*

## 7. Adjournment

*Ms. Fortner moved to adjourn. Seconded by Ms. Richmond. Motion passed with a unanimous vote.*

*The meeting concluded at 8:37PM*

**Respectfully Submitted**  
**Matt West, Director of Civic Technology**