

**BOROUGH OF HATBORO  
COMMITTEE MEETING  
MONDAY, JULY 12, 2010**

**PRESENT** – President Reymer, Vice President Guerst, Councilpersons Fleming, LaSorsa, Ostrander, Tompkins and Zygmunt and Mayor Hawkes. Borough Manager Ryan, Chief of Police Gardner, Public Works Superintendent Thomas, Building Codes/Zoning Officer Fugate, Fire Marshal Reading and Solicitor Savona.

**ABSENT** – None.

**CALL TO ORDER** – President Reymer called this July 12, 2010 Committee Meeting to order at 7:00 p.m..

**PUBLIC SAFETY** – Councilwoman Ostrander presented the following items:

Officer Joseph Camp retirement – Chief Gardner noted Officer Joseph Camp’s retirement from the Police Department. Chief Gardner noted Officer Camp has served the community for 35 years, helping to protect Hatboro’s residents, business owners and visitors. Officer Camp will pursue a teaching career upon his exit from the Department.

Sam Gallen, Deputy Chief at the Office of the District Attorney for Montgomery County, presented a commendation to Officer Camp on behalf of Montgomery County District Attorney Risa Ferman.

Chief Gardner presented a plaque to Officer Camp in recognition of his many years of hard work and effort.

Enterprise Fire Company – expenditure list – The monthly expenditure, totaling \$13,100.52, was presented for Council review. Enterprise Fire Company Fire Chief Fred Zollers confirmed the purchase of a used vehicle for the Assistant Fire Chief.

Councilwoman Guerst motioned to approve the Enterprise Fire Company monthly expenditure list, in the amount of \$13,100.52, second by Councilman Tompkins, all ayes. Motion carried 7 – 0.

DCED grants – Borough Manager Ryan noted the Borough had received partial funding of a \$30,000 grant for the purchase of an emergency services vehicle. In specific, the Borough was awarded two grants, each in the amount of \$5,000.

Borough Manager Ryan noted the Borough did not have funds budgeted for the balance of this purchase. In addition, Borough Manager Ryan noted there was no pressing need for a new emergency services vehicle. As such, Borough Manager Ryan recommended the Borough approach the Department of Community and Economic Development to request the grant contract be amended to allow the purchase of other emergency service equipment. Council reviewed a list of potential acquisitions, which included automatic external defibrillators (AEDs), emergency radios and rifles for the Borough’s patrol cars.

General discussion was had as to the processing of grant applications. The consensus of Council was that all grant applications must be reviewed and approved by Council prior to submission.

General discussion was had as to the above-noted potential acquisitions, plus the purchase of a lightning detection system for Memorial Pool. The consensus of Council was to pursue approval for the purchase of

four AEDs, two mobile emergency radios and a lightning detection system for Memorial Pool. Borough Manager Ryan will follow-up on this matter.

There was general discussion as to the budget for capital projects. Borough Manager Ryan will forward this information to the Members. Councilman LaSorsa, Councilman Tompkins and Councilman Zygmunt recommended Council conduct a capital budget workshop prior to the expenditure of capital funds.

Councilwoman Ostrander noted the Enterprise Fire Company completed the fit-out of the recently-acquired fire engine, at a savings to the Company. Councilwoman Ostrander thanked the Enterprise Fire Company for their efforts.

Mayor Hawkes noted the Montgomery County Department of Health confirmed a rabid skunk was recently located at the 200 block of Crooked Billet Road. This information was posted to the Borough website, and Councilwoman Ostrander distributed notices in this neighborhood. Chief Gardner encouraged residents who encounter sick animals to contact the Police Department or to call 911.

**PARKS, RECREATION & PUBLIC FACILITIES** – Councilwoman Guerst presented the following items:

Tanner Park – playground equipment – John Farnen, Elm Street Hatboro, provided an overview of a proposal to install playground equipment at Tanner Park. Peter Lawler, a representative of Kompan playground equipment systems, presented a slide-show detailing the components of the playground equipment proposed at Tanner Park.

General discussion was had as to the playground equipment’s durability, maintenance, age appropriateness and accessibility for special-needs individuals.

Mr. Farnen noted Elm Street Hatboro was seeking Council support of their request to the Hatboro Borough Authority for a \$60,000 contribution for this improvement. General discussion was had regarding project finance. It was the consensus of Council to include this item on the July 26 Council Meeting agenda.

Proclamation of Appreciation for Mr. Pileggi – Councilwoman Guerst recommended Council communicate its appreciation for the contributions made by Thomas Pileggi, in the form of a proclamation or plaque. It was the consensus of Council to include this item on the July 26 Council Meeting agenda.

**ADMINISTRATION** – President Reymer presented the following items:

Union Library – library tax – David Rowland, Union Library, updated Council as to the development of a strategic plan for the library. In specific, Mr. Rowland requested Member thinking as to the library’s short and long-term objectives. Mr. Rowland stated he had telephoned Members to request said comment.

Mr. Rowland confirmed library officials are considering whether to pursue enactment of a special library tax. General discussion was had regarding the referendum process required to enact a special library tax.

Mr. Hart asked if the Borough would be required to eliminate its annual contribution to the Union Library should voters reject a referendum to enact a special library tax. Solicitor Savona confirmed a referendum to enact a special library tax would not automatically affect this annual contribution.

Rules of Decorum – President Reymer noted Rules of Decorum would help to provide structure and expectations at meetings of Council. President Reymer requested Member comment as to this policy.

Councilman Tompkins recommended adoption of Robert's Rules of Order in lieu of the Rules of Decorum as presented.

Mayor Hawkes questioned the purpose of the Rules of Decorum as presented. President Reymer noted the Rules of Decorum would facilitate meeting efficiency. Councilwoman Guent noted the Rules of Decorum would promote civility.

Councilman Zygmunt stated the Rules of Decorum as presented are heavy-handed. Councilman Zygmunt noted this policy would restrict the ability of Members to debate issues and to exchange ideas.

Councilman Tompkins believes Roberts Rules of Order, with certain amendments, would better serve Council. Solicitor Savona recommended Council not adopt Robert Rules of Order, noting this standard often proves cumbersome and problematic.

Councilman Tompkins enumerated several recommended revisions to Section I of the draft Rules of Order. It was the consensus of Council that Borough Manager Ryan will forward a copy of this document, in Word format, to Councilman Tompkins for edit. Councilman Tompkins will then forward the revised document to the Administration Committee for additional review.

Councilman Zygmunt noted he is agreeable to a Council Meeting agenda that provides for all items to be introduced by the Council President. Councilman Zygmunt stated he would not sign the draft Rules of Decorum as presented. Councilman Zygmunt expressed concern that the policy lacks an appeals process, and that the policy consolidates too much authority in the position of Council President.

It was agreed that Members will research like policies for further consideration.

Mr. Bruce Hart stated that Warminster Township's public meetings are not lengthy; he noted there is relatively little public comment at said meetings.

Mrs. Sandra Zygmunt read a statement detailing her opposition to the Rules of Decorum as presented, the management of public meetings, the preparation of meeting minutes, the retention of audio tapes of meetings, and the ability of residents to comment at public meetings. Mrs. Zygmunt requested this statement be appended to the meeting minutes. Borough Manager Ryan noted this would require the approval of Council. It was the consensus of Council to include this item on the July 26 Council Meeting agenda.

Mr. Richard Seeds encouraged Council to not adopt any policy that adversely affects an individual's ability to debate issues and to exchange ideas.

Main Street Manager grant – Borough Manager Ryan noted the status of a \$25,000 Montgomery County grant to fund the salary of a Main Street Manager. In specific, Borough Manager Ryan stated approximately \$12,500 was available to be expended prior to the grant's expiration on January 31, 2011. Borough Manager Ryan confirmed this grant could be used to offset the fee of a consultant, or the salary of a Borough employee, who performs services in this capacity. The consensus of Council was for Borough Manager Ryan to consult with Bob Johnson as to any plans and/or commitments made as to a Main Street Manager.

Borough Hall re-key – Borough Manager Ryan provided an overview of a proposal to re-key Borough Hall. Borough Manager Ryan stated a Delaware Valley Insurance Trust grant would provide for this approximate \$1,600 cost. Borough Manager Ryan confirmed this work included a re-key at the Public Works compound.

General discussion was had as to traditional and electronic lock systems. It was the consensus of Council to solicit a proposal for the purchase and installation of electronic locks at all doors, and a proposal for the

purchase and installation of electronic locks at specific primary doorways, with the balance of doors to be traditionally re-keyed.

Union Library – permit fee waiver – President Reymer noted a request received from the Union Library to waive a \$210 driveway permit fee and a \$55 sidewalk permit fee.

Borough Manager Ryan confirmed this work had been completed prior to a permit being issued. Councilman Zygmunt inquired as to the maximum amount of paving permitted at this property. Borough Manager Ryan and Zoning Officer Fugate will follow-up as to this matter.

It was the consensus of Council to consider a waiver of permit fees and any fines associated with the work being completed prior to the issuance of permits.

Code Enforcement Officer Reading commented as to the potential impact of the waiver of permit fees for non-profit organizations.

Mrs. Zygmunt inquired as to the cost incurred for the Borough Engineer to inspect these improvements. Zoning Officer Fugate confirmed the Borough Engineer does not inspect improvements of this variety, but rather the inspection was provided by Borough employees.

Councilman Tompkins asked if the fees could be paid from the matrimonial fund. Borough Manager Ryan noted there were no funds available in this fund at this time. Borough Manager Ryan will provide Members with fund information.

**FINANCE & COMMUNITY RELATIONS** – There was no report.

**ZONING, PLANNING & HISTORIC PRESERVATION** – Councilman Tompkins presented the following items:

Zoning Report – Councilman Tompkins noted the Zoning Hearing Board, at the conclusion of its July 7 hearing, granted variances, with conditions, to construct a residential garage at 30 South New Street and a pool at 262 Bonair Avenue.

SALDO – Design Criteria – Councilman Tompkins requested Council comment on an option to remove from the Subdivision and Land Development Ordinance certain design specifications – such as the species of trees and bushes and the engineering details for roads and sidewalks – and to migrate these design specifications to a Design Criteria Manual or like document, to be adopted by a resolution of Council. In this manner, the Borough would possess the ability to update design specifications without the delay and cost associated with a formal amendment of the ordinance, as mandated by the Pennsylvania Municipalities Planning Code.

General discussion was had as to next steps and the additional cost to “pull out” design specifications. Borough Solicitor Savona offered to review the ordinance so to identify specifications to include in a Design Criteria Manual, at no cost to the Borough. Council asked Solicitor Savona to proceed with his review.

Councilman Tompkins updated Council as to corrections made to the Zoning Map, and general discussion was had regarding the codification process.

Councilman Tompkins inquired as to recently-enacted law that extends building and other permits. Solicitor Savona will forward additional information on this issue to the Borough.

**PUBLIC WORKS** – Councilman LaSorsa presented the following items:

single-stream recycling – Council reviewed an analysis prepared by Councilman LaSorsa and Borough Manager Ryan as to the proposed conversion of the recycling truck to accommodate single-stream materials. This assessment showed an approximate \$13,500 cost savings during the seven years subsequent to the conversion. It was the consensus of Council to include this item on the July 26 Council Meeting agenda.

Mr. Hart inquired as to the cost to return a single-stream configured recycling truck to a co-mingled and residential fiber configured recycling truck.

Councilman Tompkins recommended the Borough aggressively promote the switch to single-stream recyclable collection.

**COMMUNITY & ECONOMIC REDEVELOPMENT** – Councilman Zygmunt had no update as to the Elm Street Hatboro designation, and he had no other items to report.

**ADJOURNMENT**

There being no further business, this Committee Meeting was adjourned at 10:15 p.m..