

**BOROUGH OF HATBORO
COMMITTEE MEETING
TUESDAY, JUNE 8, 2010**

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

ABSENT – Councilpersons LaSorsa, Tompkins and Zygmunt, and Mayor Hawkes.

CALL TO ORDER – President Reymer called this June 8, 2010 Committee Meeting to order at 7:04 p.m..

PUBLIC SAFETY – Councilwoman Ostrander presented the following items:

Enterprise Fire Company – bid – Borough Manager Ryan provided an update as to revisions made to the Enterprise Fire Company improvement project bid packet. Borough Solicitor Savona confirmed he will review this document prior to Council consideration at the June 28 Council Meeting.

Enterprise Fire Company – expenditure list – The monthly expenditure, totaling \$3,120.80, was presented for Council review.

Councilwoman Guerst motioned to approve the Enterprise Fire Company monthly expenditure list, in the amount of \$3,120.80, second by Councilwoman Fleming, all ayes. Motion carried 4 – 0.

Byrne Justice Assistance Grant – handgun bid – Chief Gardner provided an overview of federal grant funding available to the Borough for the purchase of handguns. Chief Gardner noted the Borough must purchase new holsters so to accommodate the handgun rails, and noted this purchase can be made with budgeted minor equipment funds.

Chief Gardner noted this grant program requires the Borough to establish a separate account for all grant funds received. The Borough Treasurer will be directed to establish this account.

Chief Gardner noted the recently-purchased patrol vehicle has been outfitted and marked, and was placed into service on this day.

Mr. Ron Battis inquired as to video cameras in police vehicles. Mr. Battis likewise inquired as to pedestrian crossing signage at Moreland Road, at the entrance to the Memorial Pool complex. Chief Gardner will provide for said signage.

ADMINISTRATION – President Reymer presented the following items:

Open Records Officer – President Reymer noted the proposed resolution had been revised as directed by Council. The consensus of Council was to consider this resolution at the June 28 Council Meeting.

Member e-mail accounts – Borough Manager Ryan provided an overview of Borough and Member e-mail accounts. Borough Manager Ryan noted the Borough has registered two domain names – Hatborogov.org and Hatborogov.com – and that Member e-mail addresses have been assigned to both domain names. The consensus of Council was to request that Members forward their e-mail preferences to Borough Manager Ryan.

Rules of Decorum – President Reymer requested Member review and comment on the draft Rules of Decorum presented at this evening’s meeting. The consensus of Council was to consider this policy at the June 28 Council Meeting.

2010 Road Program – Borough Manager Ryan addressed the 2010 Road Program. Borough Manager Ryan stated he had toured the segments proposed for surface treatment during the upcoming five years, and had graded each segment as to the condition of the cartway, sidewalks and curbing, if any. Based upon this inspection, Borough Manager Ryan believes all segments possess at least one year of useable life before surface treatments are required, and as such recommended no segments be resurfaced in 2010. In lieu of resurfacing, Borough Manager Ryan recommended localized areas of certain roads be repaired; this work can be provided by the Public Works Department.

Borough Manager Ryan recommended the Borough prepare a multi-year road program, so to provide the municipality with a comprehensive plan to maintain and upgrade this infrastructure. In addition, Borough Manager Ryan recommended the Borough initiate a program to seal cracks in the cartway, a preventive maintenance effort to maximize the useful life of this infrastructure. The consensus of Council was for Borough Manager Ryan and the Public Works Department to develop both programs for review at a future Council meeting.

Borough letterhead – Borough Manager Ryan recommended Council consider printing stationery in black ink only, and absent the names of elected and appointed officials, to allow the Borough to print in higher volumes and at a significantly lower per piece cost. Borough Solicitor Savona suggested the Borough create letterhead utilizing in-house printers. This issue will be considered at the June 28 Council Meeting.

Hatboro Borough Personnel Manual – Borough Manager Ryan noted he was working to update the Borough’s Personnel Manual. This draft document will be presented to Council at the July 12 Committee Meeting.

Borough Manager Ryan asked Council if they were agreeable to establishing a committee charged with the regular review of the Personnel Manual; the committee, comprised of Borough employees, would submit recommended revisions to Borough Council. Borough Manager Savona noted his experience working with a personnel manual committee, and stated he favors this arrangement. Chief Gardner likewise stated he favors establishing a personnel manual committee.

President Reymer asked if the Personnel Manual applies to all Borough employees. Borough Manager Ryan confirmed that some policies apply to all employees (i.e., the use of Borough computers), and other policies apply to less than all employees (i.e, policies addressed by standing collective bargaining agreements).

Williams Lane Improvement Project – Borough Manager Ryan noted bids were opened for this project on June 4, and the low bid of \$440,000, and the approximate \$50,000 cost to relocate utilities, was well below the project budget of \$709,000. Borough Manager Ryan noted he and the Borough Engineer are reviewing the bids. This matter will be considered at the June 28 Council Meeting.

Mrs. Lee Phillips inquired as to the appointment of an Open Records Officer. President Reymer confirmed Council appoints this position in accordance to Act 3. Borough Solicitor Savona recommended the Borough appoint the Borough Manager, the municipality’s chief administrative officer, to this post, as it is likely that he and the Open Records Officer would be required to consult on issues pertaining to potential litigation and other areas of concern.

Mrs. Judith Emig asked if a draft copy of the Rules of Decorum was available for public review. Council agreed to make said document available for public review. Borough Manager Ryan will post this document to the Borough website, and he will make the document available for inspection at Borough Hall.

Mr. Ron Battis inquired as to Council Members not in attendance at this evening's meeting. Mr. Battis inquired as to the change of meeting date, and Borough Solicitor Savona confirmed the meeting date was changed in accordance with state law.

Mrs. Barbara LaSorsa noted she has read the draft copy of the Rules of Decorum, and expressed her concern that this policy would affect freedom of speech.

Mrs. Sandra Zygmont asked if the Open Records Officer resolution would be read at time of consideration, and Councilwoman Guenst confirmed the resolution would be read at this time. Mrs. Zygmont inquired as to the 2010 Road Program, and Borough Manager Ryan confirmed the Borough Engineer had toured the applicable road segments, and concurred with his recommendation that surface treatments are not required to be done this year.

Mr. Battis inquired as to Roberts Rules of Order. Borough Solicitor Savona stated this standard must be adopted by Council, and confirmed the regulations therein pertain to Council Members only.

FINANCE & COMMUNITY RELATIONS – There was no report.

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

District Court fit-out – Borough Manager Ryan noted the low bid received for this improvement project, at approximately \$91 per square foot, was significantly higher than the \$40 per square foot cost originally estimated. Borough Manager Ryan stated he and the County are reviewing the bids and considering other options, including the sale of the unit. Borough Manager Ryan will request an extension to consider bids, so to permit action on the bids at the July 26 Council Meeting.

Hatboro YMCA pool request – Councilwoman Guenst noted the Hatboro YMCA had requested use of the Memorial Pool on June 29, July 1 and July 15. Councilwoman Guenst noted this organization had assisted the Borough as to the purchase of starter blocks, and had made available their pool facility during periods of closure due to flooding at Memorial Pool. As such, Councilwoman Guest recommended the rental fee be waived.

Councilwoman Guest noted pool hours would be affected, but confirmed there are no conflicts to scheduled activities of the Hatboro Swim Team. Councilwoman Guest will confirm that the YMCA facility will be made available to Memorial Pool members during periods of closure due to the three swim meets.

Chief Gardner will follow-up as to Fire Police coverage at the swim meets.

Mrs. Zygmont inquired as to Council voting to approve pool staff hires. Borough Solicitor Savona confirmed this earmark was included in the 2010 budget, as approved by Council.

ZONING, PLANNING & HISTORIC PRESERVATION – The following items were presented:

400 North York Road – Mr. Henry Jacqueline presented a 12-unit townhome sketch plan at this property for Council review. Mr. Jacqueline noted the property Owner and Borough has entered a Settlement Agreement to allow the construction of ten townhome units. Mr. Jacqueline cited increased tax revenues and the

creation of jobs as reasons the Borough may consider an increased density. After general discussion, it was the consensus of Council that the Owner need submit a formal land development application to the Borough if he desires to proceed with this proposal.

Zoning Report – Zoning Officer Fugate noted former Borough Solicitor Pionzio was scheduled to deliver the draft Subdivision and Land Development Ordinance revisions this week.

Southeast Pennsylvania Stormwater Consortium – Borough Manager Ryan provided Council with an invitation extended to the Borough to join the Southeast Pennsylvania Stormwater Consortium. General discussion was had regarding proposed stormwater regulations, and the potential impact on municipalities. Council requested the Borough Engineer provide additional information as to the proposed stormwater regulations. The consensus of Council was to consider this matter at the June 28 Council Meeting.

PUBLIC WORKS – The following items were presented:

single-stream recycling – Council reviewed an analysis prepared by Councilman LaSorsa as to the proposed conversion of the recycling truck to accommodate single-stream materials. The consensus of Council was to consider this matter at the June 28 Council Meeting.

Case backhoe loader – Borough Manager Ryan presented terms for a purchase lease agreement, as submitted by TD Bank, for the acquisition of this budgeted equipment. The consensus of Council was to consider this matter at the June 28 Council Meeting.

Mrs. Zygmunt inquired as to the cost to convert the recycling truck to accommodate single-stream materials. Borough Manager Ryan confirmed this cost at \$2,700.

COMMUNITY & ECONOMIC REDEVELOPMENT – There was no report.

ADJOURNMENT

There being no further business, this Committee Meeting was adjourned at 8:40 p.m..