

December 2, 2015
Curtis Hall

A regular meeting of the **PUBLIC AFFAIRS COMMITTEE** was held tonight, Commissioner Charles D. McKeown, Chair, presiding. Present were Commissioners Holland, Norris, Rappoport, Sharkey, and Simon.

Staff present were Alyson Elliott, Assistant Township Manager; Henry Sekawungu, Director of Planning and Zoning and Township Manager Bryan T. Havir. Also present was Joseph Bagley, Esq., Solicitor. A Public Attendance List is attached.

Mr. McKeown called the meeting to order at 7:45 p.m.

1. Upon motion of Mr. Holland, the Committee unanimously received the Report of the Property Supervisor for the month of November, 2015.

2. Upon motion of Mr. Holland, the Committee unanimously received the Report of the Public Information and Complaint Officer for the month of November, 2015.

3. Upon motion of Mr. Holland, the Committee unanimously received the Twinning Committee Regular Meeting Minutes dated November 4, 2015.

4. Upon motion of Mr. Holland, the Committee unanimously received the Staff Meeting Minutes dated November 10, 2015.

5. Upon motion of Mr. Holland, the Committee unanimously received the Historical Commission Regular Meeting Minutes dated November 12, 2015.

6. Upon motion of Mr. Holland, the Committee unanimously received the Economic Development Task Force Regular Meeting Minutes dated November 17, 2015.

Upon review of the above-referenced minutes, Mr. Simon questioned the increased right-of-way requirements by the Federal Highway Administration ("FHA") that will require a reduction in the scope of improvements in order to accommodate additional consultant costs for the Elkins Park West Streetscape and Traffic Calming Project. Mr. Havir reported that there will be a Change Order presented at the Public Works Committee meeting on December 9, 2015. He advised that there are additional right-of-way drawings that the FHA is requiring at a cost of \$20,000. Mr. Simon felt it was important that the Commissioners be advised what improvements needed to be cut from the program to make up for the additional \$20,000 requirements of right-of-way drawings.

7. Upon motion of Mr. Holland, the Committee unanimously received the Substance Abuse and Mental Health Committee Regular Meeting Minutes dated November 19, 2015.

8. Mr. Simon administered the employee Oath to new Park Security Guard Robert Field.

9. Mr. Havar gave an update on extending the janitorial services contract with CNS Cleaning Co., Inc. He reported that Staff has concluded that two (2) part-time employees with the necessary equipment and supplies could meet the cleaning needs of the Township's buildings with no added costs. In order to allow time to hire and train the new part-time employees, Staff is asking for a three (3) month extension of the current contract with CNS Cleaning Co., Inc. Mr. Havar reported that CNS is in agreement with the extension.

Mr. Norris questioned who would do the actual hiring of the new employees. Mr. Havar responded that the Assistant Township Manager and the Director of Human Resources would do the interviewing, screening, and hiring. In response to a question from Mr. Simon, Mr. Havar stated that it is expected that the work would be done much better by employees.

Recommendation to the Board of Commissioners: Upon motion of Mr. McKeown, it is recommended to the Board of Commissioners a three (3) month extension of the janitorial services contract with CNS Cleaning Co., Inc., effective January 1, 2016 through March 31, 2016, at a cost of \$7,210.77.

10. The Committee continued its past discussion about the reconfiguration of certain Standing Committees. Mr. Havar reviewed the feasibility of collapsing some of the Standing Committees and changing the functions of others. In this respect, Mr. Havar believed there are no obstacles.

- Merging the Parks and Recreation Committee would be merged into the Public Affairs Committee.
- The Sinking Fund Committee would be merged into the Finance Committee.
- The Building and Zoning and Public Works Committee meetings would be held on the same evening, i.e. the first Wednesday of each month.
- Both the Parks and Recreation and Sinking Fund Committees would be dissolved by Resolution.
- Incorporating the functions of the Parks and Recreation Committee into the Public Affairs Committee and incorporating the functions of the Sinking Fund Committee into the Finance Committee would require an Ordinance amendment.

Mr. Norris supported the changes. It was his opinion that the Finance Committee needed to meet more frequently than its current schedule of five (5) meetings per year. He supported the concept of the Building and Zoning Committee being limited to reviewing zoning applications of a large and/or serious nature and if there are smaller applications that are of concern to residents, that these be addressed on a case-by-case basis. According to Mr. Norris, concentrating on large issues is an efficiency move.

Mr. Bagley stated that on matters that are a concern for neighbors, most neighbors approach their Commissioners well in advance of any committee meeting.

Ms. Rappoport believed that that it was important for neighbors with significant issues about zoning applications to come before the Building and Zoning Committee since that committee reviews zoning matters. She also believed that significant and hot button issues should be considered by all of the Commissioners and not just the Ward Commissioner. She felt that for this to be accomplished for the 2016 calendar, it had to be finalized in January.

Mr. Simon supported the basic concept of what was being proposed and supported any zoning applications that needed to be reviewed by the Building and Zoning Committee since it meets prior to the Zoning Hearing Board meeting. Further, the Zoning Hearing Board is a statutory entity under the Municipalities Planning Code. He requested that Staff provide in a detailed and clear manner what specific types of zoning applications should be heard by the Building and Zoning Committee and that it is important to try to define in detail when the public does not have to come before the Building and Zoning Committee, and that specifics are needed to be conveyed to the public, including what gets listed on property postings and mailing notifications.

The Committee discussed when said meeting changes would take place. Mr. McKeown suggested that the changes become effective with the new calendar and that Staff determine what issues come before the committees. This would also give the new Commissioners taking office in 2016 time to review the matter. Mr. Norris believed they should become effective in March 2016. Mr. Havir stated that Staff has not discussed implementation. Mr. Simon suggested the following: He wanted to see the matrix for the committee meetings more complete before any decision is made; he wanted to review the actual Resolutions and Ordinances; he believed this is an intense undertaking, and there is insufficient information to make a decision this evening; he questioned if a Resolution was adequate to amend the Home Rule Charter. Mr. Bagley responded that the Home Rule Charter contemplates that the Board of Commissioners may want to eliminate Standing Committees and allow for this to be done by Resolution.

Mr. Sharkey believed that the current zoning process that involves an applicant attending several committee meetings is burdensome on applicants. He stated that the Sinking Fund Committee has only started to meet recently. He admitted that the changing of the committees is a major change and may not be done overnight, needs framework, and he did not feel that implementation was ready just now. Mr. Sharkey did feel that an extra Finance Committee meeting, if needed, could be added now. He suggested that Building and Zoning and Public Works Committees would be meet on the first Wednesday of each month and the Parks and Recreation Committee would merge into the Public Affairs Committee and meet on the second Wednesday of each month along with the Public Safety Committee. He felt any changes should be implemented in an organized fashion but with deliberate speed.

Mr. Norris recommended, and the Committee unanimously agreed, that the matter be tabled to the January 6, 2016 meeting of the Committee to enable Staff to propose a specific meeting schedule and draft the appropriate Resolutions and Ordinances.

11. Under Old Business: None.
12. Under New Business: None.
13. Under Citizens' Forum:

David Cohen, 321 Gerard Avenue, suggested that the role of the Planning Commission in the zoning process be revisited. He felt that it should assume a larger role, and its recommendations should be on the record with the Zoning Hearing Board.

Mr. Simon agreed that it would be appropriate for Staff to consider when they present their recommendations in January. It was Mr. Bagley's opinion that the means of doing this needed to be considered since currently, the Planning Commission's recommendations do not directly go to the Zoning Hearing Board but do so through the Building and Zoning Committee.

There being no further business, upon motion of Mr. Sharkey, the Committee unanimously agreed to adjourn the meeting at 8:40 p.m.



Bryan T. Havir
Township Manager

per Anna Marie Felix



PUBLIC ATTENDANCE LIST
PUBLIC SAFETY COMMITTEE – 7:30 P.M.
PUBLIC AFFAIRS COMMITTEE – 7:45 P.M.
BUILDING AND ZONING COMMITTEE – 8:00 P.M.
Wednesday, December 2, 2015
Curtis Hall

| NAME <i>(Please Print Clearly)</i> | ADDRESS <i>(Please Print Clearly)</i> | E-MAIL and/or TELEPHONE <i>(Please Print Clearly)</i> |
|----------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------|
| Paul Prorsky | | |
| Edie Cerebi | 300 Maple Ln | |
| DAVID C. CARTER | | |
| Donna Powell | | |
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