



BUILDING, ZONING, & REVITALIZATION COMMITTEE

April 15, 2013

7:30 p.m.

Minutes of the Meeting

Call to Order: Chairwoman Pancoe called the meeting to order at 8:15 p.m.

Public Comment: There was no public comment at this time.

Attendance

- **Committee members present:** Chairwoman Pancoe, Councilman Bunker, Councilman Danilak, Councilwoman Durkin, Councilman Golden, and Vice-President Marlowe.
- **Committee members absent:** Councilman Boutcher
- **Others present:** Mayor Foley, Interim Manager Locke, and Assistant Manager Bashore.

Reports

- **Jenkintown Planning Commission:** There was no report provided as the Planning Commission did not meet.
- **Design Review Board:** There was no report provided as the Design Review Board did not meet.
- **Director of Code Enforcement & Zoning:** A written report was provided in the monthly meeting materials. Chairwoman Pancoe asked about sign abandonment and when signs from closed businesses must be removed. Interim Manager Locke stated that the Zoning Ordinance states 60 days. Councilman Danilak asked about the temporary signs at 501 & 505 York Road. Interim Manager Locke stated that he will notify the property owner.

Old Business

- **Property Maintenance Initiative:** Interim Manager Locke noted that letters on sidewalk maintenance for tripping hazards have been issued.
- **Fire Inspection Program - Status:** Interim Manager Locke reported that approximately 85 commercial properties have been brought into compliance.
- **Sidewalk & Curb Maintenance Repair Program – April 9 Public Information Session:** Chairwoman Pancoe stated that the public information session on April 9 went well. Chairwoman Pancoe asked if the second notifications have been issued. Interim Manager Locke stated that they have not been issued.

Discussion turned to the budget for paving. Interim Manager Locke stated that there is \$122,100 budgeted for paving in the Liquid Fuels Fund. Interim Manager Locke noted that he believes that the budget was prepared based on the work being completed in-house and there was not an Engineer's Estimate prepared as part of the budgeting process. An Engineer's Estimate has been produced; the estimate is higher than what was budgeted for paving in 2013. Assistant Manager Bashore reported that there was a carry-over from 2012.

Interim Manager Locke recommended meeting with the Public Works Director in order to determine what money was available to put towards paving and then outline a course of action. Chairwoman Pancoe stated that she would like a copy of the rating of the Borough's streets and directed Interim Manager Locke to obtain a copy of the rating. Councilwoman Durkin asked if funds received from the RCAP grant could be used toward paving. Councilman Golden stated that he believes that the funds from the RCAP should be used towards debt service as originally intended, but it could be evaluated as part of the review.

Chairwoman Pancoe asked about the costs for engineering services. Interim Manager Locke stated that a separate letter outlining engineering services for 2013 Road Program was provided and the cost would be about \$1,000 less than in 2012.

Discussion turned to the project timeline outlined by the Borough Engineer. Councilman Golden asked if the authorization to advertise could be moved to the May meeting of Borough Council and if that would impact the Engineer's schedule. Interim Manager Locke stated that he would speak with the Borough Engineer regarding the schedule change.

The Committee directed Interim Manager Locke to arrange a meeting between the Finance Subcommittee and Public Works Department to review the budget to determine where funds may be reallocated to paving.

- **Residential Fire Alarm Program:** This matter was tabled to a future meeting.
- **108 Walnut Street - Status Update:** Interim Manager Locke stated that a citation was issued against the Executor of the Estate. Chairwoman Pancoe asked if the Executor could sell the property. Interim Manager Locke noted that the property is scheduled for Sheriff Sale. Councilman Golden asked if a search of ownership was conducted. Interim Manager Locke stated that the records of Montgomery County indicated that the property was deeded to the Estate. Interim Manager Locke stated that he has not inspected the interior of the property.

Interim Manager Locke reported that he has obtained one (1) estimate for maintaining the property and is looking to receive two (2) more estimates before making a recommendation to Council. Councilman Golden asked if the estimates only involved maintenance of the exterior. Interim Manager Locke stated that it would only involve the exterior.

New Business

- **Remaining EDU status updates:** Interim Manager Locke stated that there are 7.5 EDUs remaining in the unallocated pool and there are project applications that are being submitted for review.

Adjournment: On motion of Chairwoman Pancoe, seconded by Councilwoman Durkin, the motion to adjourn the meeting passed unanimously.

April 15, 2013

Action Items

George Locke, Interim Borough Manager	Sidewalk & Curb Program - Arrange a meeting to review budget
--	---