



PUBLIC WORKS COMMITTEE
April 10, 2013
7:30 p.m.

Minutes of Meeting

1. **Call to order:** Chairman Boutcher called the meeting to order at 7:55 p.m.
2. **Public Comment:** There was no public comment at this time.
3. **Attendance**
 - **Committee members present:** Chairman Boutcher, Councilman Bunker, Councilman Conners, Councilman Durkin, Councilwoman Farrell, and Councilwoman Soltysiak.
 - **Committee members absent:** None.
 - **Others present:** Councilwoman Pancoe, Mayor Foley, Chief DiValentino, Interim Manager Locke, Assistant Manager Bashore, and Public Works Director Micciolo. Owen Hyne, P.E., attend in place of Paul Hughes, P.E.
4. **Reports**
 - **Public Works Director:** A written report was provided in the monthly meeting materials. Public Works Director Micciolo stated that the Public Works Department is in the process of upgrading the traffic signals at the intersections of Greenwood Ave. and Washington Lane and Runnymede Ave. and Walnut St. to LEDs. All intersections in the Borough will now have LED signals. Chairman Boutcher asked about snow removal. Public Works Director Micciolo stated that he believes about 50% of the budget allotment for salt was used, but no plowing was done.
 - **Engineer:** A written report was provided in the monthly meeting materials.
5. **Old Business**
 - a. **Cedar/Walnut Stormwater Project:** Engineer Hyne reported that a pre-construction meeting will be held with the contractor, Carusone Construction, Inc., on Friday, April 12. Chairman Boutcher stated that he will attend the meeting.
 - b. **Inter-municipal Agreement with Cheltenham Township:** Assistant Manager Bashore reported that there will be a meeting between the Borough, Cheltenham Township, and Abington Township on Tuesday, April 16.

- c. **Greenwood Ave. Bridge Project - Status Update:** Assistant Manager Bashore provided a written report on the status of the Greenwood Ave. Bridge project based on the meeting of April 5, 2013.
- d. **2013 Paving:** Engineer Hyne provided an updated report on conducting an in-house paving program, noting that the work should still be inspected by a qualified inspector and that materials should be bid out. Councilman Bunker asked about the cost savings if paving were done in-house. Engineer Hyne stated that the Borough would realize savings on the contractor overhead. Public Works Director Micciolo noted that he would like to pave additional streets with the funds that would be spent on a contractor.

Public Works Director Micciolo stated that he is not going to pursue an in-house paving program for 2013 and he will work to have the program prepared for 2014, noting that he will have his employees certified for 2014. Councilman Durkin asked if the Borough Hall parking lot could be paved as a test project. Public Works Director Micciolo stated that it could be.

Councilwoman Pancoe noted concerns about staffing and other projects for the Public Works Department. Chairman Boutcher stated that the 2013 paving project would constitute approximately three (3) days of work. Councilwoman Pancoe asked if the time would be the same for a contractor. Chairman Boutcher stated that it would be. Public Works Director Micciolo noted experience with asphalt and paving work. Councilman Durkin asked how the Borough would be covered if there were an accident. Engineer Hyne stated that a contractor would be covered by their insurance, with the Borough named as an additionally insured. Public Works Director Micciolo stated that the Borough would need to replace any damaged property.

Councilwoman Pancoe asked about the schedule of roads for paving. Public Works Director Micciolo stated that there is not a direct schedule, but a three (3) year list of roads that need maintenance will be provided. Councilman Conners asked about the recommendations provided by Paul Hughes, P.E. and if Public Works Director Micciolo could address the concerns. Public Works Director Micciolo stated that he will review the recommendations. Councilman Bunker stated that he believes that the Borough should pursue the necessary training for the members of the Public Works Department.

The Committee directed the Borough Engineer to prepare a proposal for engineering services related to the 2013 Paving Program for consideration at the April Council meeting.

6. New Business

- a. **Curb & Sidewalk Maintenance Program:** Engineer Hyne provided a report from Paul Hughes, P.E., regarding the proposed curb and sidewalk maintenance program. The report outlined how to address the program. Councilwoman Pancoe noted that it still needs to be determined how work will be completed if property owners do not complete it. Mayor Foley asked if maintenance would only be required for curbs. Councilwoman Pancoe stated that property owners would still be required to repair their sidewalks, but the deadline for completion would only be enforced for curbs due to the paving schedule. Mayor Foley asked if there was a standard for non-compliance. Engineer Hyne stated that it depends on the municipality.

The Committee directed Interim Manager Locke to prepare a cost estimate for work related to curb repairs in the proposed paving project areas.

b. Parking Kiosk Status: Public Works Director Micciolo stated that a maintenance technician made repairs to both machines, including replacing corroded wiring. Public Works Director Micciolo noted that the technician applied a sealant to the kiosks that should provide added protection. It was noted that there was a server issue related to the enforcement of the parking lot due to a change in the server IP address. Public Works Director Micciolo noted that this prevents the machines from communicating with each other. The kiosks will then be re-certified.

c. Parking meters: Public Works Director Micciolo noted that he has a large number of additional meters and is looking into a buyback program for the broken parking meters. Mayor Foley asked about the installation of meters on West Ave. near the Jenkintown Train Station. Public Works Director Micciolo stated that he has counted the spots and he will mark them out prior to installing meters.

7. Adjournment: On motion of Councilman Connors, seconded by Councilwoman Soltysiak, the motion to adjourn the meeting passed unanimously.

April 10, 2013

Action Items

George Locke, Interim Borough Manager	Curbs & Sidewalk Program - Prepare cost estimate for curbing work
Mike Micciolo, Public Works Director	Parking meters - Strip spaces on West Ave. near Jenkintown Train Station
Paul Hughes, P.E., Borough Engineer	2013 Paving Program - Prepare cost estimate for engineering services for 2013 paving program