



## ADMINISTRATION & FINANCE COMMITTEE

February 11, 2013

7:30 p.m.

### MINUTES OF MEETING

**Call to Order:** Chairwoman Marlowe called the meeting to order at 7:30 p.m.

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

#### Attendance

- **Committee members present:** Chairwoman Marlowe, Councilman Danilak, Councilman Golden, and Councilwoman Pancoe
- **Committee members absent:** Councilman Boutcher, Councilwoman Durkin
- **Others present:** President Dobbs, Councilman Bunker, Manager Hanel, Assistant Manager Bashore, and Code Enforcement Officer Locke
- **Others absent:** Mayor Foley

#### Reports

- **JCA:** Manager Hanel reported that the Arts Fest Committee has begun meeting and the Sunset Run Committee continues to meet.
- **Library:** A written report was provided with the monthly meeting materials.
- **Rec. Board:** There was no report provided.
- **Borough / School District Cooperative Initiatives:** Manager Hanel reported that she is working on a grant through the Community Conservation Partnerships Program (C2P2) administered by the PA Department of Conservation and Natural Resources (DCNR) for repair and rejuvenation of the playground at the school.

#### Items of Discussion

- **Peddling and Soliciting:** A draft ordinance was prepared by the Borough Solicitor amending the Borough's peddling and soliciting regulations in the Borough Code. President Dobbs asked if the Borough would be able to send out an e-mail notification when a Solicitation Permit is issued. Manager Hanel stated that an e-mail notification could be distributed.

Discussion turned to the proposed hour limitations. Manager Hanel noted that the Borough Solicitor highlighted that the proposed 10:00 a.m. to 4:00 p.m. Monday through Friday may not be supported. Manager Hanel recommended having a cut-off hour. Councilwoman

Pancoe recommended hours of 10:00 a.m. to 6:00 p.m. Monday through Friday, with no soliciting on Saturday, Sunday, or holidays.

Discussion turned to the permit fee. Manager Hanel stated that the current ordinance has a fee of \$3.00 per day per person; a fee of \$25.00 per day per person was recommended. It was recommended that fees not be included in the ordinance and be memorialized in the Borough's fee schedule. Assistant Manager Bashore noted that the draft ordinance states that permits shall be valid for 30 days. The Committee recommended that the permits be daily, that the Borough Solicitor amend section 2(C), and ask the Solicitor to explore the issuance of a 30 day permit at \$25.00 per day.

Councilman Danilak noted that a definition of "street sales" needs to be added to the ordinance. Manager Hanel stated that the proposed ordinance includes a "No Solicitation" list that residents may be registered on.

The Committee directed Manager Hanel to have the Borough Solicitor amend the proposed ordinance accordingly for the March meeting.

- **704 Summit Ave.:** Assistant Manager Bashore reviewed the status of leasing the property at 704 Summit Ave. The Committee directed Assistant Manager Bashore to obtain recommendations for a broker to market the property.
- **Employee Handbook Update:** Assistant Manager Bashore reported that he and Manager Hanel have begun reviewing the Borough's Employee Handbook. Chairwoman Marlowe and the staff also participated in a PA State Boroughs Association webinar regarding personnel practices.

A sub-committee was appointed consisting of the following members: President Dobbs, Vice-President Marlowe, Councilwoman Durkin, Councilman Golden, Manager Hanel, and Assistant Manager Bashore. Assistant Manager Bashore stated that he will circulate possible meeting dates to the sub-committee.

**Old Business:** There were no old business items to discuss.

#### **New Business**

- **Pennsylvania WindPower Campaign:** Assistant Manager reported that he met with Jonathon Edwards of SmartPower who is working on the Pennsylvania WindPower Campaign. SmartPower is interested in having the Borough be a partner in the campaign. Manager Hanel noted that the Borough continues to purchase a percentage of its energy through solar power.

The Committee discussed the proposal and determined that they were not interested in participating in the program at this time.

- **Accounting meeting:** Chairwoman Marlowe reminded the Committee of the meeting with Cathy Seiler of Gold, Gocial, and Gerstein regarding accounting practices.

**Adjournment:** On motion of Chairwoman Marlowe, seconded by Councilman Danilak, the motion adjourning the meeting passed unanimously.

**Please see "Action Items" list on next page.**

## Action Items

**February 11, 2013**

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<b>Carolyn Hanel, Borough Manager</b>	<b>Peddling &amp; Solicitation Ordinance</b> - Provide recommended changes to Borough Solicitor
<b>Chris Bashore, Assistant Manager</b>	<b>704 Summit Ave.</b> - Seek recommendations for a broker to market the property  <b>HR Manual Update</b> - Circulate suggested dates for a first meeting