



ADMINISTRATION & FINANCE COMMITTEE

January 14, 2013

7:30 p.m.

AGENDA

Call to Order: Chairwoman Marlowe called the meeting to order at 8:45 p.m.

Attendance:

- **Committee members present:** Chairwoman Marlowe, Councilman Boutcher, Councilman Danilak, Councilwoman Durkin, and Councilwoman Pancoe
- **Committee members absent:** Councilman Golden and Councilman Marcero
- **Others present:** Chief DiValentino, Manager Hanel, Assistant Manager Bashore, and Code Enforcement Officer Locke

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

Reports

- **JCA:** There was no report provided.
- **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 Chief DiValentino has begun attending the School District's safety meetings.

Items of Discussion

- **2013 Professional Fees/Appointments:** Assistant Manager Bashore provided a memorandum outlining the 2013 fees for professional services. Councilwoman Pancoe noted the hourly increase for the engineering services provided by Remington & Vernick. Manager Hanel stated that she does not believe that the increase will adversely impact the budget.

Councilman Danilak asked about the firm selection process. Manager Hanel stated that the Borough is not required to select the lowest bidder. Councilman Boutcher stated that various firms were interviewed in 2011, noting that Remington & Vernick was not the highest and this is the first rate increase since they were appointed. Assistant Manager Bashore noted that the

proposed rates are comparable to the rates of other municipal engineers. Manager Hanel noted that the design aspect is the most significant cost and she did not envision several design projects in 2013.

ACTION: On motion of Councilwoman Pancoe, seconded by Councilman Boutcher, the motion to recommend appointment of the municipal professionals passed unanimously.

- **2013 Fee Schedule:** Assistant Manager Bashore noted that most of the fees have remained consistent with 2012, certain fees are being memorialized, and recommended increases from Code Enforcement Officer Locke have been included. Code Enforcement Officer Locke noted that fees such as those for Conditional Use reflected the approximate cost for the Borough. Councilwoman Durkin recommended adopting the fee schedule as part of the budgeting process. Councilman Boutcher noted that the new fees should not greatly impact the budget. Manager Hanel noted the difficulty in projecting fees do to their variability.

ACTION: On motion of Councilwoman Pancoe, seconded by Councilman Boutcher, the motion recommending approval of the 2013 fee schedule by full Council passed unanimously.

- **Peddling and Soliciting:** Manager Hanel stated that surrounding municipalities are revising their peddling and soliciting regulations. Manager Hanel recommended increasing the fee to \$25 per day. A copy of a proposed ordinance from Abington Township was provided to the committee. Councilwoman Durkin asked if the permit requirements would be necessary for religious soliciting. Manager Hanel stated that they would not be as the religious canvassing is protected as free speech.

The Committee asked about establishing a “No Solicitation” list with the Borough. Chief DiValentino stated that this would be provided to the applicant and the permit would be revoked if they violated the list. Manager Hanel stated that she would speak with the Solicitor to determine if registration would prevent political and religious canvassers from visiting a property. It was noted that 88 solicitation permits were issued in 2012.

The Committee directed Manager Hanel to have the Solicitor prepare a draft ordinance for discussion at the February meeting.

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

New Business:

- **Human Resources Commission:** Manager Hanel reported that the Human Resources Commission will hold an organizational meeting on January 15.

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

Please see Action Items list on next page.

Action Items

January 14, 2013

<p>Carolyn Hanel, Borough Manager</p>	<p>Professional Fees/Appointments – Place on agenda for full Council</p> <p>2013 Fee Schedule – Place on agenda for full Council</p> <p>Peddling and Soliciting – Have Solicitor prepare a draft ordinance for discussion at the February meeting</p>
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