

REGULAR MEETING  
BOROUGH COUNCIL  
MALVERN BOROUGH  
1 East First Avenue  
Malvern, PA 19355

October 17, 2017  
7:30 P.M.

PRESIDING: Council President Bramwell

INVOCATION: David B. Burton, Mayor

PLEDGE OF ALLEGIANCE TO THE FLAG

1. ROLL CALL: Council President Bramwell  
Council Vice-President Uzman  
Council Member Finkbiner  
Council Member Grossman  
Council Member Lexer  
Council Member Meisel  
Council Member Sinquett  
Mayor Burton

2. RECORDING OF MEETING:

Council President Bramwell asked in accordance with Resolution No. 714 if any member of the audience was recording the meeting.

No member of the audience identified themselves as recording the meeting.

3. APPROVAL OF MINUTES:

A motion was made by Council Member Lexer, seconded by Council Vice-President Uzman, and carried by a vote of 7-0, to approve the minutes of the meetings held on Tuesday, September 19, 2017 and October 3, 2017 as amended.

4. APPROVAL OF REPORTS:

A motion was made by Council Vice-President Uzman, seconded by Council Member Lexer and carried by a vote of 7-0 to approve the Treasurer's Report, the Committee Reports for Finance & Administration, Public Safety, Public Works and the Chief of Police Report, the Code Enforcement and Zoning Officer's Reports (Building Inspector's Report, Housing and Property Maintenance Report, and Zoning Report), the Superintendent of Public Works Report, and the Manager's Report for the month of September 2017 as submitted.

5. BOROUGH COUNCIL COMMITTEE REPORTS:

a. Finance & Administration

Borough Manager Bashore stated the Finance and Administration Committee met on September 19, 2017 and October 5, 2017. Both meetings involved a review of the proposed 2018 budget. On October 5, 2017 the Committee also reviewed a proposed update to the Borough's

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investment policy statement for the Borough's pension funds. This policy is recommended by the Borough's pension advisors, InR Advisory Services, LLC.

### b. Public Safety

Borough Manager Bashore stated the Public Safety Committee last met on September 19, 2017. The topic of discussion was that McMahon Associates has completed 98% of the traffic data collection. McMahon Associates was able to add the intersection of Roberts Lane and Channing Avenue to the study. Existing condition analyses have been run and McMahon Associates has preliminary operational analysis results.

### c. Public Works

Borough Manager Bashore stated that the Public Works Committee met on September 19, 2017 prior to the Borough Council meeting. Borough Manager anticipates receiving the second design schematic from Summer Consultants by the end of this month.

## 6. 2018 BUDGET REQUESTS – CIVIC CONTRIBUTIONS:

### a. Malvern Park & Civic Association

Frank Ortner, President, Malvern Park & Civic Association, stated the requested 2018 contribution from the Borough is \$5,000.00. The funds would be used to offset costs for the replacement of some play areas around the large playground structure and other equipment, and tennis court improvements.

### b. Upper Main Line Memorial Association

Frank Ortner, Co-Chair, Upper Main Line Memorial Association, stated the requested 2018 contribution from the Borough is \$8,000.00. The funds would be used to offset costs for the Malvern Memorial Day Parade due to the anticipated attendance, number of events, and the costs associated with marketing.

### c. Paoli Memorial Association

Frank Ortner, Vice-President, Paoli Memorial Association, stated the requested 2018 contribution from the Borough is \$20,000.00. The request is for five consecutive years, 2018-2022, for a total contribution of \$100,000.00. The funds would be used to offset costs towards the construction of a visitor's center. Mr. Ortner mentioned the Borough had undertaken a similar funding strategy for the paving of the road on the memorial grounds.

Borough Council agreed to consider and review Mr. Ortner's presentations for the civic associations' contribution requests while drafting the 2018 budget. Borough Council recommended the Paoli Memorial Association develop a business plan to address construction costs, fundraising, staffing needs, visitor interest, parking, volunteerism, and other pertinent

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matters. Council Member Uzman suggested the Paoli Memorial Association research if any grants funds are available to aid in the construction costs for a visitor center.

7. OLD BUSINESS:

No old business to discuss.

8. NEW BUSINESS:

a. Proposed Police & Non-Uniformed Pension Plan Investment Policy Statement

A motion was made by Council President Bramwell, seconded by Council Vice-President Uzman, and carried by a vote of 7-0, to adopt the Police Pension Plan Investment Policy Statement, as prepared by InR Advisory Services, LLC, to establish an asset allocation strategy of 60% equities/40% fixed income for the Police Pension Plan.

b. Discussion – Proposed 2018 Budget

Borough Manager Bashore presented an overview of the proposed 2018 Budget. The 2018 budget is comprised of five (5) funds:

**Revenue**

General Fund – \$4,641,909  
Sewer Fund – \$861,585  
Sewer Capital Res. Fund – \$1,331,280  
Capital Reserve Fund – \$5,225,428  
Highway Aid Fund – \$262,077  
**Total Revenue – \$12,322,279**

**Expenditures**

General Fund – \$4,641,909  
Sewer Fund – \$861,585  
Sewer Capital Res. Fund – \$415,000  
Capital Reserve Fund – \$2,692,560  
Highway Aid Fund – \$49,000  
**Total Expenditures – \$8,660,054**

Borough Manager Bashore stated the proposed 2018 budget for Malvern Borough strives to maintain and enhance the high-level of services that the residents of the Borough have come to expect. As proposed, the budget seeks to increase police service to the community through the hiring of an additional full-time police officer with the Malvern Police Department. Additionally, the budget proposes to begin succession planning in the administration through the hiring of an additional staff member, outlined as a multi-faceted position.

Capital investment in the community remains constant through the allocation of capital projects based on the Borough's five-year capital improvement plan, as well as the carry-over of certain projects. Finally, the budget looks to continue to increase efficiency by continuing to phase out antiquated processes.

In order to both maintain and enhance existing services, maintain the Borough's strong financial position, and continue to make capital investments in the community, the real estate tax rate should be increased to 4.92 mills (a 0.5 mill increase) in 2018. A review of the Borough's revenue indicates that the primary sources may be reaching a plateau. The overall assessment

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will be crucial to making a final determination, but does not anticipate a significant increase in the Borough's overall assessment.

Council Member Grossman asked where the sale of the potential sewer main is in the proposed budget. Borough Manager Bashore stated the funds have been included in the Sewer Capital Reserve Fund.

Council Member Grossman asked what the county and school district taxes rates will be in 2018. Borough Manager Bashore stated the county will notify the borough in November and the school district will announce its tax rate in January of 2018.

Council Member Finkbiner asked what lead to a 2% increase of the 2017 Assessment. Borough Manager Bashore stated it was due to some new construction and in-fill development.

Council President Bramwell asked how other boroughs' Earned Income Tax (EIT) and Assessments compare. Borough Manager Bashore reviewed six (6) months with comparable services.

Council Member Grossman asked why the EIT has plateaued. Borough Manager Bashore stated it appears to be a historical trend.

Council Member Grossman asked how much has been budgeted for the proposed full-time employee in Borough Administration. Borough Manager Bashore stated \$60,000.00 which includes salary and benefits.

Council Member Grossman asked for clarification of what "Document Imaging" is budgeted for in the Capital General Reserve Fund. Borough Manager Bashore stated the budget item is for an electronic permit/asset management program.

Borough Manager Bashore stated the Proposed 2018 Budget will be publicly advertised in the Daily Local and the Philadelphia Inquirer on November 7, 2017 as required in the Home Rule Charter. The Public Hearing will be held on Tuesday, December 5, 2017.

### c. Zoning Hearing Board

Borough Manager Bashore stated the Zoning Hearing Board heard two (2) applications at their meeting on September 25, 2017. These were a variance request for 328 East King Street (Renehan Building Group) and 131-133 Channing Avenue & 126 Woodland Avenue (St. Patrick's Church). A decision was issued for the application for 328 East King Street granting the requested variance. The Zoning Hearing Board took testimony from St. Patrick's Church, but did not issue a decision. A decision will be issued at their meeting scheduled for October 23, 2017.

## 9. PUBLIC FORUM:

Council President Bramwell advised citizens/taxpayers that Public Forum is the time

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to offer comments to bring any issues/concerns before Council that were not on the agenda.

a. John Buckley, 165 Church Street, stated he would like to see similar traffic devices that are located at the intersection of East King Street and Ruthland Avenue installed in other sections of the borough to mitigate traffic issues. Council Member Lexer stated the traffic engineering firm is evaluating the effectiveness of the white boulders over the coming months before any additional ones are installed.

10. ADJOURMENT:

At 9:18 p.m. Council President Bramwell stated Council will adjourn to executive session to discuss litigation matters.

Council President Bramwell reconvened the public meeting at 9:36 p.m.

All business having been discussed, a motion was made by Council Member Lexer, seconded by Council Member Meisel, and carried by a vote of 7-0 to adjourn the meeting at 9:38 p.m.

Respectfully submitted,

Neil G. Lovekin  
Assistant Secretary