

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

October 18, 2016
7:30 P.M.

PRESIDING: David G. Bramwell, President

INVOCATION: David B. Burton, Mayor

PLEDGE OF ALLEGIANCE TO THE FLAG

1. ROLL CALL: Council President Bramwell
Council Vice-President Uzman
Council Member Arena
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 audience member identified themselves as recording the meeting.

3. PUBLIC FORUM:

Council President Bramwell informed all present that copies of the agenda are available at the front entrance. Citizens/taxpayers were advised that Public Forum is the time to offer comments to bring any issues/concerns before Council that are not on the agenda.

a. John Buckley, 165 Church Avenue, stated his discontent with dog owners not picking up after their pets have defecated.

b. Council Member Lexer initiated and other Council Members followed in thanking Police Chief Marcelli and his officers for their service and professionalism during the "Walk to School" event that occurred on Wednesday, October 5, 2016.

4. APPROVAL OF MINUTES:

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 minutes of Tuesday, September 20, 2016 and Tuesday, October 4, 2016 as submitted.

5. 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

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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 2016 as submitted.

6. BOROUGH COUNCIL COMMITTEE REPORTS:

a. Finance & Administration Committee

Borough Manager Bashore provided the committee update from its October 4, 2016 meeting. Discussion included a review of the proposed 2017 operating budget, a proposal from East Whiteland Township to participate in the PA Department of Conservation & Natural Resources' Circuit Rider Program, recent updates from Municipipay regarding credit card transactions, and the proposal from the Delaware Valley Health Insurance Trust for life, accidental death and dismemberment, short-term disability, and long-term disability insurance coverages.

b. Public Safety Committee

Borough Manager Bashore stated the committee is continuing to discuss traffic calming initiatives based on discussions from the October 4th meeting of Borough Council. An update is scheduled to be provided at the November 15th Council Meeting.

c. Public Works Committee

Borough Manager Bashore stated the committee met this evening, October 18th, prior to the Borough Council meeting. Topics of discussion included a review of the energy audit of Borough Hall, prepared by Practical Energy Solutions, discussion on the next steps forward with the HVAC system in Borough Hall, and the inspection of the bridge on Bridge Street. A complete report is scheduled to be provided at the November 15th Council Meeting.

7. PRESENTATION – MALVERN PUBLIC LIBRARY:

Christina Celona, Director of the Malvern Public Library stated the Library has a collection of over 40,000 items. In 2015, about 17 percent of the items that were checked out from the library went to residents of Malvern. Malvern residents made up 18 percent of the people who requested new library cards, meaning individuals new to the Borough are coming to the public library for its resources.

Ms. Celona stated the Malvern Library holds early literacy classes for young children designed for reading readiness at age-appropriate levels. The library provides workspace for tutors to meet with students and serve as a resource for home-schooled children at-large. The library strives to modernize its collection by purchasing eBooks for patrons to download. In addition, the library participates in Willistown's Parks & Recreation's Go WilMa Program, which encourages children to get outdoors and explore local parks.

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This past summer, the library offered a summer reading program, which had 500 registered participants, who read for 110,888 minutes, with 15 percent of the readers being borough residents.

8. OLD BUSINESS:

a. Ordinance 2016-2: Issuance of Non-Electoral Debt

Council President Bramwell stated this item was tabled.

b. Delaware Valley Regional Planning Commission – Classic Towns Program

Borough Manager Bashore stated that at the September 20th meeting, Borough Council discussed participating in the Classic Towns Program. This program began in 2004 when the Delaware Valley Regional Planning Commission (DVRPC) launched the Strategies for Older Suburbs Initiative. Of the 351 communities within DVRPC's territory, only 21 communities have gained the recognition of "Classic Town." Based on what the program offers, this could create an opportunity for different community organizations, including the Malvern Business & Professional Association, the Farmer's Market, the Paoli Battlefield Preservation Fund, and the Paoli Memorial Association, to further promote their events. It may also assist in promoting Borough businesses. In reviewing their seasonal videos, they do a variety of towns through the nine-county DVRPC region. A final added benefit is that it may better assist the Borough in securing grant funding for projects. This is based discussions with have had with participating communities. At the conclusion of the discussion, Council requested an analysis and action plan of how to best utilize the benefits of this program. Borough Administration prepared a draft action plan to implement and continue to manage the Classic Town Program for the Borough.

A motion was made by Council President Bramwell, seconded by Council Member Lexer and carried by a vote of 7-0 to authorize the Borough Manager to prepare an application to participate in the Classic Towns Program, in the amount of \$5,000 for a two-year period.

c. Request for Proposal Update – Pension Management Services

Borough Manager Bashore stated the at the September 20th meeting, Borough Council authorized the issuance of a Request for Proposal (RFP) for pension management services. The legal advertisement was run in the September 23rd and September 29th editions of the Daily Local Newspaper. Responses were due by October 13th at 4:00 pm. Since the advertisement, the Borough has distributed 16 copies of the RFP documents. The responding documents will be reviewed by Borough administration to ensure compliance with the RFP. Responses will then be forwarded to the Finance & Administration Committee for review before making a recommendation to Borough Council.

9. NEW BUSINESS:

a. 2017 Budget Discussion

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Borough Manager Bashore stated the Borough administration is pleased to present the 2017 Annual Operating Budget to Borough Council. In preparing the 2017 Annual Operating Budget, Borough staff met internally on August 10, 2016 to review potential projects; the Treasurer, Assistant Manager, and I then met on August 26, 2016 to review the budget. Staff met again on September 27, 2016. In addition to internal meetings, the draft budget was reviewed by the Finance & Administration Committee on September 6, 2016 and October 4, 2016. The Capital Improvement Plan Committee met on October 11, 2016 to review the five-year Capital Improvement Plan for the Borough.

The proposed 2017 operating 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 patrol officer with the Malvern Police Department. The budget also seeks to continue the capital investment in the community through increased funding for the upgrading of the Borough's roadway network and additional capital projects outlined in the Borough's five-year Capital Improvement Plan. In order to enhance existing services, maintain the Borough's strong financial position, and continue make important capital investments in the community, it is recommended that the real estate tax rate be increase to 4.92 mills (a 0.5 mill increase) in 2017. Moving forward, Borough Council should discuss/review the following: 1) Discuss the proposed tax rate based on the information contained in this document; 2) Review and consider the contributions to various civic organizations; and 3) Review the Capital Improvement Plan prepared by the Capital Improvement Plan Committee.

Council discussion focused on not raising taxes for 2017 and to have the Borough Manager and Borough Administration review the budget by line item to further lower anticipated expenditures and review revenue projections. Borough Manager Bashore anticipates having a revised draft for review by the Finance and Administration Committee prior to the Tuesday, November 1, 2016 Borough Council Meeting.

b. Zoning Hearing Board Updates

Borough Manager Bashore provided an overview of an application pending for a property located at 203 East Broad Street. This application is for a variance from Article IX, Section 902.F. of the Zoning Ordinance, pertaining to lot coverage, in order to add a deck to an existing building and install a shed. There was missing documentation that the Board had requested. The Board is continuing the hearing to October 24, 2016 to allow the applicant to prepare the requested information, including deck design specifications.

Borough Manager Bashore stated there is one new application that will be considered by the Zoning Hearing Board. The applicant is seeking a Special Exception to conduct a major home occupation at 210 Second Avenue (One-on-one art instruction) pursuant to section 2412 of the Borough's Zoning Ordinance. This application was discussed at the September 20th meeting of Borough Council and it was determined that the Borough Solicitor would not be sent to the hearing. The hearing for this special exception will be held on Monday, October 24, 2016.

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Borough Manager Bashore provided an overview of a new application for a property located at 418 South Warren Avenue (i.e. Malvern Preparatory School). The applicant seeks a variance from section 1602.B. of the Borough's Zoning Ordinance pertaining to separation between buildings and separation between a building and a drive aisle. This is in advance of a future land development application. On August 4, 2016, the Planning Commission held a pre-application discussion with Malvern Preparatory to discuss their proposed land development in anticipation of this application. The Planning Commission reviewed the variance application at their October 6, 2016 meeting. The application was found to be complete and the Planning Commission has no planning-related concerns with the variance application. Borough Manager Bashore did not see a need to send the Borough Solicitor to the hearing for this matter. The hearing on this variance is scheduled for October 24, 2016.

Borough Council was in agreement with the Planning Commission's and Borough Manager's recommendations to not send the Borough Solicitor on behalf of the Borough for the variance request.

10. ADJOURNMENT:

At 8:38 p.m. Council President Bramwell stated Council will adjourn to Executive Session to discuss legal and personnel matters.

Council President Bramwell reconvened the public meeting at 9:14 p.m.

All business having been discussed, a motion was made by Council Vice-President Uzman, seconded by Council Member Lexer and carried by a vote of 7-0 to adjourn the meeting at 9:15 p.m.

Respectfully submitted,

Neil G. Lovekin
Assistant Secretary