

## AGENDA

REGULAR MEETING  
BOROUGH COUNCIL  
MALVERN BOROUGH

May 7, 2024  
7:30 PM

### Virtual Meeting Participation Option

This evening's meeting of Malvern Borough Council allows for a virtual meeting option via Zoom. The information on how to participate virtually via telephone or video conferencing is provided below.

**Borough Council Meeting Dial-In Information: 1-877-853-5247 (toll-free)**

**Meeting link: <https://us02web.zoom.us/j/84197019623>**

**When prompted, enter the following meeting ID, followed by the “#” symbol: 841 9701 9623. You will be placed in the waiting room and admitted by the host.**

**To unmute if using audio via telephone, please enter \*6.**

**Malvern Borough is not liable for any computer security problems that participants may experience.**

PRESIDING: Brendan Phillips, President

INVOCATION: Zeyn B. Uzman, Mayor

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL:  
Council President Phillips  
Council Vice-President Bones  
Council Member Finkbiner, Ph.D.  
Council Member Frederick  
Council Member Niemiec  
Council Member Riccetti  
Council Member Warner, Ph.D.  
Mayor Uzman

#### 1. ANNOUNCEMENTS

- a. Anyone present who is recording the meeting is asked to announce so at this time, in accordance with Resolution No. 840.
- b. Resolution No. 840 sets forth the conduct protocol for Borough Council meetings.
- c. As a courtesy, if you are participating via Zoom, please turn your camera on while speaking.
- d. The Borough Council met with its Legal Counsel in Executive Session on Monday, April 29, 2024, to discuss personnel matters.
- e. The Farmers Market is open Saturday's in Burke Park from 9AM to 1PM.
- f. Please join the Environmental Advisory Council and the Penn State Extension Master Watershed Stewards on Saturday, May 11, 2024 from 9AM to 12PM to remove invasive species at Paoli Battlefield Woods behind Quann Park.

- g. The History Center is open on Saturday, May 18, 2024, from 2PM to 4PM located at Borough/ McGuigan Hall on the Second Floor.
- h. Please join the Parks & Recreation Committee at their annual Perennial Party on Saturday, May 18, 2024 from 3PM to 5PM located in Burke Park.
- i. The Community is invited to join a dedication in honor of Ira Dutter at 6:45PM on May 21, 2024 located in the Main Lobby of Borough/ McGuigan Hall officiated by the Mayor. Light refreshments to follow located on the Second Floor.
- j. Please check out the Borough's website calendar regularly for all up and coming events located throughout the Community.
- k. Borough Council met with its Legal Counsel in Executive Session on Tuesday, May 7, 2024, to discuss personnel matters.

2. APPROVAL OF AGENDA:

- a. **MOTION:** To approve the agenda for the May 7, 2024 meeting of Borough Council as presented.

3. MINUTES & REPORTS

a. APPROVAL OF MINUTES

**MOTION:** To approve the minutes of the regular meeting held on Tuesday, April 16, 2024 as presented.

b. BOROUGH COUNCIL SUB-COMMITTEE REPORTS

- Finance & Administration
- Public Works
- Public Safety

The Finance & Administration, Public Works, and Public Safety Sub-Committee(s) have not met since the last Borough Council meeting scheduled on Tuesday, April 16, 2024.

4. SPECIAL BUSINESS

a. RESOLUTION NO. 864 – OPENING SUB-COMMITTEE MEETINGS TO THE PUBLIC

**MOTION:** To authorize Resolution No. 864 as presented.

*Resolution No. 864 establishes operating procedures for Sub-Committees of Council to open the meetings to the public unless the proper subject of an executive session.*

b. YEAR 2024 SUB-COMMITTEE MEETING SCHEDULE

**MOTION:** To authorize advertisement and adopt Year 2024's meeting schedule as presented.

*Borough Manager Loomis will review and present the Year 2024 meeting schedule.*

c. APPOINTMENT OF SUB - COMMITTEE MEMBERS

*Council will discuss the membership of each Sub-Committee including Finance & Administration, Public Safety, and Public Works. The Borough Council President may appoint members to each Sub-Committee.*

d. RESOLUTION NO. 865 – SALE OF BOROUGH OWNED VEHICLES

**MOTION:** To authorize Resolution No. 865 as presented.

*Resolution No. 865 approves the sale or disposition of Borough owned property in accordance with the Borough General Codes and Ordinances. Malvern Borough recently sold a Public Works and Police Vehicle on MuniBid as referenced in the 2024 Budget revenue line items.*

5. UNFINISHED BUSINESS

a. ZONING HEARING BOARD

*There are no new applications before the Zoning Hearing Board.*

6. NEW BUSINESS

7. PUBLIC FORUM

Citizens/taxpayers are invited to bring before Borough Council any item not on the agenda.

8. ADJOURNMENT

REGULAR MEETING

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MALVERN BOROUGH  
1 East First Avenue  
Malvern, PA 19355

April 16, 2024  
7:30 PM

PRESIDING: President Phillips

INVOCATION: Mayor Uzman

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

PRESENT

Council President Phillips  
Council Vice President Bones  
Council Member Finkbiner  
Council Member Frederick  
Council Member Niemiec  
Council Member Warner  
Zeyn B. Uzman, Mayor

ABSENT:

Council Member Riccetti

1. ANNOUNCEMENTS

Council President Phillips asked in accordance with Resolution No. 840 if any member of the audience was recording the meeting. Mr. Hugo Schmitt and Mr. Richard Breuer recorded the meeting.

Council President Phillips announced that Resolution No. 840 sets forth the conduct protocol for Borough Council meetings. Borough Solicitor Yaw explained the clock procedures that the public is to follow.

Council President Phillips requested as a courtesy, if you are participating via ZOOM, please turn on your camera while speaking.

Council President Phillips announced that the History Center is open on Saturday, April 20, 2024, from 2PM to 4PM located at Borough/ McGuigan Hall on the Second Floor.

Council President Phillips announced that Bulk trash pick-up is scheduled for Saturday, April 20, 2024. Please place your items out curbside the night before pick-up (4/19) to be picked up at 6AM the following morning.

Council President Phillips announced that the Community is invited to the Zoning Ordinance and SALDO Task Force Public Workshop scheduled for Thursday, April 25, 2024, at 7PM in the Main Meeting Room of Borough/ McGuigan Hall.

Council President Phillips announced that the Movie Night in Burke Park is scheduled for Friday, April 26, 2024, featuring "The Lorax" film.

## REGULAR MEETING

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Council President Phillips announced that the Malvern Borough Community Yard sale is scheduled for Saturday, May 4, 2024, from 9AM to 1PM throughout the Community. The rain date is scheduled for Saturday, May 11, 2024.

Council President Phillips announced that the Malvern Business Professional Association is hosting Spring on King on Saturday, May 4, 2024, from 12PM to 6PM on King Street and Burke Park.

Council President Phillips announced that the Borough Council met with its Legal Counsel in Executive Session on Tuesday, April 16, 2024, to discuss litigation matters. Council President Phillips explained that meeting protocol, litigation, and the process of how to record meeting was discussed.

### 2. APPROVAL OF AGENDA

A motion was made by Council Member Niemiec, seconded by Council Vice President Bones, carried by a vote of 6-0, to approve the agenda for the Tuesday, April 16, 2024 meeting as presented.

### 3. MINUTES & REPORTS

#### a. APPROVAL OF MINUTES

A motion was made by Council Member Warner, seconded by Council Vice President Bones, and carried by a vote of 6-0, to approve the regular meeting minutes from Tuesday, April 2, 2024 as presented.

#### b. APPROVAL OF REPORTS

A motion was made by Council Member Frederick, seconded by Council Member Niemiec, and carried by a vote of 6-0, to approve the Treasurer's Report, the Sub-Committee Reports for Finance and Administration, Public Safety, and Public Works, the Chief of Police Report, the Code Enforcement Department Reports, the Superintendent of Public Works Report, the Assistant Manager's Report, and the Manager's Report for the month of March 2024, as submitted.

#### c. BOROUGH COUNCIL SUB-COMMITTEE REPORTS

The Public Safety Sub-Committee has not met since the last Borough Council meeting hold on Tuesday, April 2, 2024.

The Finance & Administration Sub-Committee met on Thursday, April 11, 2024, and discussed the following matters:

- Comcast Lease, Antenna, and Parking Issue Discussion
- Randolph Woods/ Ruthland Avenue Easement Discussion
- Composting Program
- Training Opportunities
- Year 2024 Budget Discussion
- Public Dedications for Ira Dutter

The Public Works Sub-Committee met on Tuesday, April 16, 2024 and discussed the following matters:

- Public Works Supervisor - Comments

- Old Lincoln Highway Project
- Borough Paving Projects 2024
- Randolph Woods Nature Preserve Project
- Sanitary Sewer CCTV Evaluation
- Paoli Battlefield Malvern Prep Trail
- Dark Sky's Lighting Evaluation
- Borough Hall Handicap Walk
- Sanitary Sewer Ejector Station - Monument Avenue
- King Street Tree Planting - Phase 1B
- Monarch Butterfly Program / Malvern Parks
- North Warren Avenue Project

4. SPECIAL BUSINESS

a. HONORARY CEREMONY FOR MALVERN LIBRARY DIRECTOR MAGGIE STANTON

Council President Phillips announced that Malvern Library Director, Maggie Stanton has taken an employment opportunity elsewhere and will be departing Malvern Borough at the end of April 2024. Borough Council and the Community are honoring Mrs. Stanton's years of service and dedication to the Community. She will be deeply missed and has been a pleasure to work with over the years.

Borough Council and the Community thanked Maggie for her years of service.

b. NIGHT MARKET BY CRAFT & MERCANTILE

Council President Phillips explained that Christy Campli the owner of Growing Roots Partners, the event organizer for the Farmers Market in Burke Park. Growing Roots has developed a proven successful concept called Craft & Mercantile that held the Night Market event in September 2022 and 2023 at Burke Park for the community with resounding success. The Borough's 2024 budget allocates, \$5,550 pursuant to line item #30.454.001, to host the Night Market event.

Growing Roots Partners requested that Borough Council authorize that the Public Works Department and the Malvern Borough Police Department services be provided in-kind at no additional charge.

Mayor Uzman explained that that providing Police Detail in-kind has not been included in the Year 2024 budget.

Council Member Warner commented that there is typically money in the Police Department budget at the end of the year.

Council Member Finkbiner inquired as to the cost of the detail that would be provided by the Police Department.

Police Chief Marcelli explained that four (4) officer at \$100 an hour for 4.5 hours is approximately \$1,800. He further explained that police details had been provided in-kind previously due to COVID.

Borough Council inquired what the total in-kind cost the Borough provided with both public works and the police detail.

Christy Campli explained the structure.

Council President Phillips suggested public outreach by MBPA to raise the funds for the police detail work being requested.

Council Member Warner explained that close relationship to Town versus other events that are held throughout the year and encouraged the in-kind donation request be granted.

Mayor Uzman further explained that the budget is tight and does not know the numbers for year-end as of April.

Council Member Frederick suggested that next budget this item be discussed as part of the budget and its approval process.

Mayor Uzman commented that the Police Department will make the request work if granted.

Borough Solicitor Yaw explained the public comment procedure.

Council President Phillips explained that members of the public need to be recognized to speak.

Mr. John Buckley inquired as to why are extra Police Officers are needed for this event and commented on previous donations made by Mayor Uzman.

Mrs. Jennifer Chomko inquired if she had done anything that would warrant her removal from a previous Borough Council meeting.

Borough Solicitor Yaw responded yes.

Mrs. Jennifer Chomko commented on the preparation of the budget.

Mrs. Cathy Raymond commented and suggested a uniform practice for all events held in Malvern Borough regarding in-kind donations.

Mrs. Gail Newman is in agreement with Mrs. Cathy Raymond's comment and suggestion.

A motion was made by Council Member Warner, seconded by Council Vice President Bones, and carried by a vote of 5-1, to approve the in-kind donation request as presented. Council Member Finkbiner was in objection.

c. VALLEY FORGE SEWER AUTHORITY (VFSA) ACT 537 PLAN SPECIAL STUDY  
– RESOLUTION NO. 862

Borough Engineer Daley explained that the VFSA conducted an Act 537 Plan Special Study to address the necessity for augmented capacity within the treatment facility to accommodate the needs of member municipalities. The Study recommends the potential sale of excess capacity by Tredyffrin Township and the possibility of a plant rerate. The Borough Engineer has confirmed the information presented in the Act 537 Plan Special Study concerning Malvern Borough is accurate and recommends that the Borough Council approve the same, as submitted.

Borough Council commented on the fee structure and usage of the sewer system.

Mr. John Buckley commented on sewer rates,

A motion was made by Council Vice President Bones, seconded by Council Member Niemiec, and carried by a vote of 6-0, to authorize Resolution No. 862 as presented.

d. MALVERN PREP AND PAOLI BATTLEFIELD TRAIL CONNECTION

Borough Council discussed with the Borough Engineer options regarding the Malvern Prep and Paoli Battlefield Trail connection that is proposed and for which a grant application has been submitted.

The Borough Engineer was available to answer questions accordingly.

Council Member Niemiec inquired what the sidewalk would cost to construct.

Borough Engineer Daley approximated that a sidewalk would cost \$515K, as well as the cost of the maintenance of the trail.

Council Member Niemiec proposed a Task Force be implemented to develop a Master Plan for the Paoli Battle Field similar to the Randolph Woods Nature Preserve. The Task Force would include all the stake holders for the community. He also recommended to withdraw the grant application that has been recently submitted.

Borough Council was in agreement with this approach.

Borough Assistant Manager commented on the letters of support and how it's important to have a discussion with these entities to make sure things are handled professionally upon the grant being withdrawn.

Police Chief Marcelli commented that events are the only time when anyone is at Malvern Prep.

Mrs. Jennifer Chomko made comments regarding Borough Council making responsible choices and the amount of time spent on this matter.

Mrs. Cathy Raymond is in agreement with Mrs. Chomko and requested that Borough Council propose plans well in advance.

Council Vice President Bones suggested installing a trail without ADA accessibility.

Council Members discussed the trail timeline and to discuss this matter at the May 21, 2024 Borough Council meeting.

A motion was made by Council Vice President Bones, seconded by Council Member Warner, and carried by a vote of 6-0, to table the current plan as presented and withdraw the recent grant application submitted.

e. ARSON AWARENESS MONTH – RESOLUTION NO. 863

Council President Phillips explained Malvern Borough is committed to ensuring the safety, welfare, and security of those living in the Borough. Arson is a serious crime that affects everyone, and incidents can be reduced when citizens realize the severity of damage that arson causes. Malvern Borough is declaring the week of May 5<sup>th</sup>, 2024, through May 11<sup>th</sup>, 2024, as Arson Awareness Week.



Mr. John Buckley commented on the previous police blotter that used to be distributed to the Community.

Police Chief Marcelli commented that Mr. Buckley's comment is off topic.

A motion was made by Council Vice President Bones, seconded by Council Member Niemiec, and carried by a vote of 6-0, to authorize Resolution No. 863 as presented.

f. CHESTER VALLEY LITTLE LEAGUE LEASE AGREEMENT

Council President Phillips explained the Chester Valley Little League Addendum addresses the installation of a storage shed and concessional stand as permitted by the Borough, as well as banner signage storage and removal after each game that is held.

Borough Council discussed how this improvement is long overdue.

Mrs. Cathy Raymond inquired as to the timeline.

The Borough Solicitor and Council recently renewed the base lease and this was an addition after the fact.

A motion was made by Council Member Frederick, seconded by Council Vice President Bones, and carried by a vote of 6-0, to authorize the Chester Valley Little League lease agreement addendum as presented.

g. AUTHORIZATION OF CONSULTING SERVICES PROVIDED BY BOROUGH MANAGER

Borough Manager Loomis requested to provide consulting services outside her employment with Malvern Borough, pursuant to Section 503 of the Home Rule Charter.

Council President Phillips explained that Ms. Loomis would be using her personal computer and no Borough resources for this venture.

Council Member Niemiec explained that other salaried employees have outside employment.

Council Vice President Bones explained that Ms. Loomis had one entity previously and this is transferring to another upon her condition of employment.

Council Member Frederick is not in favor of the request.

Council Member Finkbiner read Ms. Loomis's condition of employment regarding her offer letter for the Borough Manager position. The matter came up of taking contracts in Chester County. Ms. Loomis agreed that she would not be offering services in Chester County and would agree to such if Borough Council would approve the request.

Borough Manager Loomis explained her years of business activity, community involvement, and intention and outline of the consulting services business.

Mrs. Cathy Raymond commented on struggling with the request and is not in favor.

Mrs. Jennifer Chomko commented on the Borough Manager's job performance, salary, compensatory time, and job competency.

Mrs. Gail Newman commented on conflicts of interest and is not in support of the request.

Mrs. Barbara Rutz commented on employee relations, the HR professional services group, devotion of the Borough Manager's time, and is not in favor of the request.

Mr. John Buckley thanked Borough Manager Loomis and Assistant Manager Badman for their service.

A motion was made by Council Vice President Bones, seconded by Council Member Warner, and carried by a vote of 5-1, to authorize the Borough Manager to provide consulting services outside her employment with Malvern Borough, pursuant to Section 503 of the Home Rule Charter excluding Chester County. Council Member Frederick was in objection.

h. NATIONAL THERAPY ANIMAL DAY PROCLAMATION

Mayor Uzman recognized National Therapy Animal Day. Pet Partners is a non-profit organization and national leader in demonstrating and promoting the health and wellness benefits of animal assisted therapy, activities, and education. April 30<sup>th</sup>, 2024, has been designated as National Animal Therapy Day.

5. UNFINISHED BUSINESS

a. ORDINANCE NO. 2024-03 AMENDING THE CODE OF ORDINANCES TO REPEAL CERTAIN CHAPTERS OF THE CODE THAT ARE NO LONGER NECESSARY

Council President Phillips opened the public hearing to consider Ordinance No. 2024-03. Borough Council has, since the incorporation of the Borough, enacted various ordinances for the benefit of the health, safety, and general welfare. Due to the passage of time, enactment of new ordinances and/or the enactment of legislation by the Pennsylvania General Assembly, certain chapters of the Code of Ordinances of the Borough are no longer necessary and should be repealed to avoid ambiguity or confusion and/or because they are obsolete.

There being no further questions Council President Phillips closed the hearing.

A motion was made by Council Vice President Bones, seconded by Council Member Warner, and carried by a vote of 6-0, approve and adopt Ordinance No. 2024-03, as presented.

b. GARDEN PROPOSAL FOR MONARCH BUTTERFLIES MONTH

Mayor Uzman and Council Member Warner explained that the Mayor and Environmental Advisory Council would like to expand the Monarch Butterfly gardens, for Monarch Butterflies Month celebrated in May, to potentially include all Malvern Borough Parks. The discussion entailed the following:

- Determine best placement of the garden in each park
- Tilling of the soil

- Seeds and seedling plants- Milkweed
- Mulch, fresh planting dirt as needed
- Watering
- Fencing

Mayor Uzman proposed that new gardens be established in all Borough parks.

Ms. Bobbi Tower, a Master Gardner, explained the process and history of this project. She talked about the necessity to consolidate the garden efforts in just a few places because spreading the effort among many tiny gardens would be logistically very difficult.

Mrs. Sid Baglini commented that it takes years for the gardens to cultivate and to ensure proper placement of the plants. She additionally talked about the necessity to consolidate the garden efforts in just a few places because spreading the effort among many tiny gardens would be logistically very difficult.

Council Member Warner was in agreement with both Bobbi Tower and Sid Baglini's comments.

Mr. John Buckley commented on milk weed and the location of the plants at Borough Hall.

Mrs. Gail Newman suggested planting a field of native plants in the Paoli Battlefield.

Borough Council is in support of expanding the program across the entire Borough. This should be accomplished through a manageable, phased plan that is led by the Environmental Advisory Council.

c. ZONING HEARING BOARD

Council President Phillips announced there are no new applications before the Zoning Hearing Board.

6. NEW BUSINESS

7. PUBLIC FORUM

Mr. John Buckley commented on safety of Warren Avenue, the Bridge on King Street, uneven sidewalks, water run-off, and Randolph Woods Nature Preserve.

Mr. Fred Mannis commented on recording the Borough meetings.

Mrs. Cathy Raymond commented on the letter read at the last Borough Council meeting on behalf of the Concerned Malvern Residents.

Ms. Aubrey Gruwell-Keating commented that Borough Council and the Borough Manager do not support the Borough employees.

Mrs. Jennifer Chomko commented on Ms. Gruwell-Keating's comments, Borough Council members, Mr. Joseph Lorusso, the Mayor, and HR issues.

Borough Solicitor Yaw explained that Mrs. Chomko's time has expired regarding the three (3) minute time limit.

Mr. John Buckley commented on the Malvern Borough Police Department, the Malvernian, and sexual assault awareness month.

Mr. Danny Fruchter commented on Comcast negotiations and the usage of double poles. Borough Council will look in to this matter.

8. ADJOURNMENT

All business having been discussed, a motion was made by Council Vice President Bones, seconded by Council Member Warner, and carried by a vote of 6-0, to adjourn the meeting at 10:08 PM.

Respectfully submitted,  
Tiffany M. Loomis  
Borough Manager/Secretary

DRAFT

**RESOLUTION NO. 864**

**BOROUGH OF MALVERN  
CHESTER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF MALVERN,  
CHESTER COUNTY, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING  
OPERATING PROCEDURES FOR SUBCOMMITTEES OF COUNCIL**

**WHEREAS**, the Borough of Malvern, Chester County (the “Borough”), is a municipality located within the Commonwealth of Pennsylvania organized and governed according to its Home Rule Charter, originally adopted in 2008, as subsequently amended (the “Home Rule Charter”); and

**WHEREAS**, Article I, Section 103, of the Borough’s Home Rule Charter grants the Borough any power or function not denied it by the Constitution of the Commonwealth of Pennsylvania, by the Pennsylvania General Assembly, or by its own Home Rule Charter; and

**WHEREAS**, the Pennsylvania General Assembly has granted unto boroughs certain powers as enumerated under the Pennsylvania Borough Code, 8 Pa. C. S. A. Section 101, et seq.; and

**WHEREAS**, pursuant to Article XIV, Section 1406 of the Borough’s Home Rule Charter, all departments, boards, commissions, and offices of the Borough in effect at the time of adoption of the Home Rule Charter in 2008 continued until Borough Council provides otherwise; and

**WHEREAS**, prior to the adoption of the Home Rule Charter, Borough Council established certain committees to assist Borough Council in carrying out its duties, powers, and responsibilities under the Home Rule Charter, the Pennsylvania Borough Code, and other applicable laws; and

**WHEREAS**, Borough Council continues to utilize and currently maintains the following subcommittees: (1) Finance and Administrative subcommittee; (2) Public Safety subcommittee; and (3) Public Works subcommittee (hereinafter, collectively, the “Subcommittees” and singularly, “Subcommittee”); and

**WHEREAS**, irrespective of whether the Subcommittees are considered subject to the Pennsylvania Sunshine Act as previously comprised (given that each consisted of less than a quorum of the members of Borough Council and did not take public action), Borough Council desires to implement the below policies and procedures for such meetings in an effort to expand transparency with the public; and

**WHEREAS**, the Subcommittees meet periodically with the meetings of the Subcommittees currently not being open to the public; and

**WHEREAS**, the Borough wishes to formalize the procedures for Subcommittees including setting forth requirements for meetings of the Subcommittees;

**NOW THEREFORE**, it is hereby **RESOLVED** by the Borough Council of the Borough as follows:

1. **Continuation of the Subcommittees.** The Subcommittees have been established for the proper and efficient conduct of municipal affairs and shall continue. The purpose(s) of the Subcommittees will be to perform duties of a continuing nature in specific areas as designated by Borough Council.
2. **Composition of Subcommittees.**
  - a. **Membership.** Each of the Subcommittees shall be comprised of a maximum of five (5) members who shall be appointed by the President of Borough Council. Each of the Subcommittees shall consist of three (3) members of Borough Council and two (2) employees of the Borough.
  - b. **Removal.** Any member of the Subcommittees may be removed by the President of Borough Council at any time.
3. **Officers of the Subcommittees.**
  - a. A Chairperson and Vice-Chairperson of each of the Subcommittees shall be elected by the members of each of the Subcommittees in January of each year. Each such officer shall serve a one-year term. The Chairperson or, in his/her absence, the Vice Chairperson shall preside at all meetings, decide all points of order or procedure, and perform any other duties required by the statutes of the Commonwealth of Pennsylvania or by the ordinances of the Borough.
  - b. The members of each of the Subcommittees shall elect either one of their own members or a member of the Borough administration to act as the Secretary. The Secretary shall serve a one-year term. The Secretary or his/her designee shall conduct all official correspondence of the Subcommittee; shall keep a record of each meeting or other official action of the Subcommittee; and shall perform all other duties required by the Borough's Administrative Code, by the statutes of the Commonwealth of Pennsylvania, the ordinances of the Borough, or the Borough's Home Rule Charter.
4. **Meetings of the Subcommittees.**
  - a. All meetings of the Subcommittees shall be open to the public unless the proper subject of an executive session pursuant to the Sunshine Act, as adopted in Pennsylvania.

- b. Regular meetings of the Subcommittees shall be held at least once each month on a designated, advertised day unless no matters are pending for consideration.
- c. Special meetings may be held as needed upon the call of the Chairperson or Vice Chairperson of that particular Subcommittee, provided that appropriate notice of each meeting is given to each member of the Subcommittee and the public in accordance with the statutes of the Commonwealth of Pennsylvania.
- d. A quorum shall consist of at least a majority of all members of the particular Subcommittee.
- e. The Secretary of each Subcommittee or his/her designee shall keep minutes of the Subcommittee's proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact.
- f. All official records and files of each Subcommittee shall be kept in the Borough's Municipal Building and shall be public record unless otherwise provided by law or regulation.
- g. All meetings of the Subcommittees shall be conducted in an orderly fashion and in accordance with the rules delineated in Robert's Rules of Order.
- h. The Borough Manager shall be authorized to advertise for all meetings of the Subcommittees, as required by law.

Resolved by Borough Council this 7<sup>th</sup> day of **May, 2024**.

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Brendan Phillips, President

Approved by the Mayor this 7<sup>th</sup> day of **May, 2024**.

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Zeyn B. Uzman, Mayor

Enacted this 7<sup>th</sup> day of **May, 2024**.

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Tiffany M. Loomis, Manager/Secretary

NOTICE

NOTICE IS HEREBY GIVEN – By Malvern Borough Council that the 2024 Finance and Admiration Sub-Committee MONTHLY MEETINGS will be held and will be conducted according to the following schedule:

May 9, 2024	September 26, 2024
June 13, 2024	October 10, 2024
July 11, 2024	October 24, 2024
August 8, 2024	November 14, 2024
September 12, 2024	December 12, 2024

The public is cordially invited to attend these meetings, which will be held at 9:30AM, prevailing time, at the Malvern Borough Municipal Building, 1 East First Avenue, Malvern, PA 19355. BY ORDER OF BOROUGH COUNCIL, TIFFANY M. LOOMIS, SECRETARY- MANAGER.

NOTICE IS HEREBY GIVEN – By Malvern Borough Council that the 2024 Public Works Sub-Committee MONTHLY MEETINGS will be held and will be conducted according to the following schedule:

May 21, 2024	September 17, 2024
June 18, 2024	October 15, 2024
July 16, 2024	November 19, 2024
August 20, 2024	December 17, 2024

The public is cordially invited to attend these meetings, which will be held at 9:30AM, prevailing time, at the Malvern Borough Municipal Building, 1 East First Avenue, Malvern, PA 19355. BY ORDER OF BOROUGH COUNCIL, TIFFANY M. LOOMIS, SECRETARY- MANAGER

NOTICE IS HEREBY GIVEN – By Malvern Borough Council that the 2024 Public Safety Sub-Committee MONTHLY MEETINGS will be held and will be conducted according to the following schedule:

June 3, 2024  
July 1, 2024  
August 5, 2024  
September 9, 2024  
October 7, 2024  
November 4, 2024  
December 2, 2024

The public is cordially invited to attend these meetings, which will be held at 9:30AM, prevailing time, at the Malvern Borough Municipal Building, 1 East First Avenue, Malvern, PA 19355. BY ORDER OF BOROUGH COUNCIL, TIFFANY M. LOOMIS, SECRETARY- MANAGER



**RESOLUTION NO. 865**

**A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF MALVERN,  
CHESTER COUNTY, PENNSYLVANIA, APPROVING THE SALE OR DISPOSITION  
OF CERTAIN BOROUGH OWNED VEHICLES**

WHEREAS, pursuant to Section 25-21 of the Code of Ordinances of the Borough of Malvern, Pennsylvania, the sale of unneeded, obsolete, or surplus equipment or supplies with a value of more than \$1,000.00 shall take place with the approval of the Borough Council of the Borough of Malvern, Chester County, Pennsylvania (the "Borough"), except in certain limited circumstances; and

WHEREAS, pursuant to section 1201.2 of the Pennsylvania Borough Code, 8 Pa.C.S. section 1201.2, a borough may sell and/or dispose of borough owned personal property via electronic online auction sale and competitive bidding; and

WHEREAS, on December 19, 2023, Borough Council, as part of the budget approval process, approved the sale of two surplus and unneeded Borough owned vehicles (the "Vehicles"), as more fully described in Exhibit "A" hereto; and

WHEREAS, the Vehicles subsequently were placed and advertised for sale, via electronic online auction sale, on Municibid, an electronic online auction sale website, and bids were received for the Vehicles that are equal to or in excess of fair market value; and

WHEREAS, Borough Council desires to authorize and formally approve the sales of the Vehicles to the respective winning bidders, as set forth in Exhibit "A" hereto; and

WHEREAS, the Borough intends to convey and release the Vehicles to the respective winning bidders, as set forth in Exhibit "A" hereto, for a total selling price of \$24,300.00.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by Borough Council that the sales of the Vehicles to the winning bidders, as set forth in Exhibit "A" hereto, are approved.

This 7<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Brendan Phillips, President

Approved by the Mayor,

this 7<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Zeyn B. Uzman, Mayor

Enacted,

This 7<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Tiffany M. Loomis, Secretary

Exhibit "A"

2015 Ford Explorer

VIN: 1FM5K8AR9FGC07672

Police Vehicle

Sold to: Felix Hernandez  
66 Bryn Way  
Mount Wolf, PA 17347

Winning Bid: \$4,300

2011 Ford F-350 Super Duty XL

VIN: 1FTRF3B65BEC37002

Public Works Vehicle

Sold to: Brian Clark  
Grove Drive 301  
Hegins, PA 17938

Winning Bid: \$20,000.00