

January 6, 2009  
Township Building

A regular meeting of the **PUBLIC AFFAIRS COMMITTEE** was held tonight, Chairman Morton J. Simon, Jr. presiding. Members present were Commissioners Muldawer, Portner, Sharkey, and Swavola. Also present was Ex-Officio Member Greenwald. Staff present were Bryan T. Havir, Assistant Township Manager; Ruth Littner Shaw, Main Street Manager; and David G. Kraynik, Township Manager. A Public Attendance List is attached.

Mr. Simon called the meeting to order.

1. Upon motion of Mr. Portner, and unanimously approved by the Committee, the Report of the Property Supervisor for the month of December, 2008 was received.
2. Upon motion of Mr. Portner, and unanimously approved by the Committee, the Report of the Public Information and Complaint Officer for the month of December, 2008, was received, as amended.
3. Upon motion of Mr. Portner, and unanimously approved by the Committee, the Report of the Main Street Manager for the month of December, 2008 was received.
4. Upon review of the Staff Meeting Minutes dated December 23, 2008, there was discussion regarding what types of requests for records should be given to the Open Records Officer. Discussion was held as to whether all requests had to be referred to the Open Records Officer or whether or not requests could be responded to by other employees. It was Mr. Simon's opinion that all requests should be forwarded to the Open Records Officer for review and response. Mr. Kraynik reported that it has always been the Township's policy that most records' requests were treated as public information. The Committee agreed that requests for "ordinary, everyday" records could be granted by employees who have the requested information available.

5. Upon motion of Mr. Portner, and unanimously approved by the Committee, the Staff Meeting Minutes dated November 24 and December 23, 2008, were received.

6. Upon motion of Mr. Portner, and unanimously approved by the Committee, the Economic Development Task Force Regular Meeting Minutes dated December 10, 2008, were received.

7. Upon motion of Mr. Portner, and unanimously approved by the Committee, the Historical Commission Regular Meeting Minutes dated December 11, 2008, were received.

8. Upon motion of Mr. Portner, and unanimously approved by the Committee, the Substance Abuse and Mental Health Committee Regular Meeting Minutes dated December 18, 2008, were received.

9. The Committee discussed recommendations to amend the LaMott Housing Rehabilitation Program Manual. Mr. Kraynik reported that Jeffrey Wallack, Esq. has reviewed and approved the changes. Discussion ensued regarding the effective date of mortgage documents to calculate lien dates and contractor agreements with the property owner. Mr. Havar reported that three (3) properties recently had contracts awarded under the terms of this amended manual. Mr. Simon recommended that the Ordinance be amended, and the word “owner” in some sections should be changed to “homeowner” for consistency.

10. Upon motion of Mr. Simon, and unanimously approved by the Committee, it is recommended to the Board of Commissioners the adoption of an Ordinance amending the LaMott Housing Rehabilitation Program Manual as amended (see attached).

11. Upon motion of Mr. Portner, and unanimously approved by the Committee, it is recommended to the Board of Commissioners the adoption of a Resolution authorizing the filing of Preliminary Applications for the 2009 Community Revitalization Program (see attached).

**12.** The Committee reviewed a proposed Ordinance amending post-retirement health benefits for retired Commissioners. Mr. Sharkey recused himself since he would be affected by said amendment. Mr. Kraynik reviewed current provisions, which were adopted in 1990. Mr. Swavola commented that former Commissioner Bernard Borine has been very active and helpful with the Cheltenham Art Center. Mr. Borine might consider being a liaison for the Commissioners on the Art Center's Board. Mr. Portner noted that Mr. Borine has also been a long-time member of the Township's Civil Service Commission.

**13.** Upon motion of Mr. Swavola, and approved by the Committee, with Mr. Sharkey abstaining, it is recommended to the Board of Commissioners the adoption of an Ordinance amending the post-retirement health benefits for retired Commissioners (see attached).

Upon motion of Mr. Portner, and unanimously approved by the Committee, the meeting was adjourned.

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David G. Kraynik  
Township Manager

as per Anna Marie Felix