

A regular meeting of the **PUBLIC AFFAIRS COMMITTEE** for September 2022 was held tonight via web-conference, Commissioner Ann L. Rappoport presiding. Present were Commissioners Brockington, Areman, Pransky, Holland, Zygmund-Felt and Ex-Officio member Norris.

Staff present via web-conference were: Robert A. Zienkowski, Township Manager; Alyson Elliott, Assistant Township Manager; Kelly Rebitz, Acting Director of Parks and Recreation; Lauren Walter, Special Projects Coordinator; Mike Rubin, IT Network Administrator; Allen Brown, Property Maintenance Supervisor; and Heather Samuels, Human Resources Director.

Ms. Rappoport called the meeting to order at 8:48 p.m.

1. Approval of Expenditures over \$2,500
 - a. Upon motion of Ms. Rappoport, the Committee unanimously approved a blanket purchase order for Home Depot in the amount of \$10,000 for administrative services.
2. The Committee reviewed the following reports for the month of August 2022:
 - a. Property Maintenance
 - b. Public Information – Ms. Walter explained that Advantage Print & Design was the lowest bidder for a print newsletter designed by the Township. She will bring options for printers who have an advertising model at an upcoming meeting for the Committee to consider for the spring 2023 newsletter. So far, Ms. Walter has sold \$3-4,000 worth of ads for the fall 2022 newsletter.

Recommendation to the Board of Commissioners: Upon motion of Mr. Zygmund-Felt, the Committee unanimously approved of payment to Advantage Print & Design, Inc. in the amount of \$5,394 for printing and mailing of the Township's fall newsletter, and postage costs not to exceed \$4,500.

- c. Parks and Recreation

Upon motion of Mr. Zygmund-Felt, the Committee unanimously received the above reports.

3. Receipt of Committee Meeting Minutes:
 - a. Historical Commission – No August Meeting
 - b. Twinning Committee – No August Meeting
 - c. Economic Development Task Force Meeting – No August Meeting
 - d. Substance Abuse and Mental Health (SAMH) Committee Meeting – No August Meeting
 - e. Civil Rights Task Force Meeting – August 2, 2022
 - Discussion on social media presence for Citizens Committees – Ms. Elliott said that she spoke with the Township Solicitor to confirm the Township's position on social media presences for citizens committees. She said citizens committees should promote items through the Township's website and social media platforms. They are representatives of the Township and should be represented on the Township's official media sites. There are a few committees who have spun off private social media sites, but they must be very clear that they are in no way affiliated with or represent the Township. If they do decide to create a separate community account, they can share Township information through that account.
 - Update on the Township Human Relations Commission (HRC) – Ms. Samuels said they will start scheduling quarterly meetings of the HRC to gauge interest in serving on the HRC, work on updating the ordinance, and establishing a scope for the HRC to work on.

Upon motion of Mr. Zygmund-Felt, the Committee unanimously received the Committee Meeting Minutes listed above.

3. Receipt of Staff Meeting Minutes – August 3, 2022 and August 31, 2022

Upon motion of Mr. Norris, the Committee unanimously received the Staff Meeting Minutes listed above.

4. Old Business

a. Update on the following items:

- PennDOT Traffic Study – Mr. Zienkowski said PennDOT is proceeding with the recommendations outlined in its report. He will post their schedule of improvements as soon as it is available. PennDOT is taking comments from residents; comments from the resident survey that Theresa Camerota had gathered were sent to PennDOT and a response is anticipated in the next month or so. PennDOT's response will be brought to the Commissioners for review and consideration. Mr. Zienkowski said this is a pretty good result from PennDOT and should help alleviate some of the conditions residents have concerns about. This item will be a regular agenda item on the Public Affairs agenda or another Committee, as appropriate.
- Army Corp of Engineers (ACOE) Flood Feasibility Study – Mr. Zygmund-Felt said the ACOE has said that funding to authorize the six basin project should be authorized by October. The Township has been told this in the past, but Mr. Zygmund-Felt said it seems more realistic. He said he will provide updates at a future meeting.
- Department of Environmental Protection (DEP) Flood Control Project – Ms. Elliott said DEP has engaged a consultant to develop the legal descriptions for the easements necessary for the project. It is anticipated they will be completed early 2023, at which time, the Township will be responsible for acquiring the easements. In the meantime, the Township is working to acquire the three properties that need to be acquired outright. Nothing has been solidified, but the Township has initiated this effort.
- Plastic Bag Ordinance – Ms. Elliott said she and the Township Solicitor have finalized a draft ordinance which will be presented to the Environmental Advisory Council (EAC) next week. If supported, it will be recommended to the Public Works Committee in October at the earliest.
- Township Stream Naming Project – Ms. Elliott said the EAC and Historical Commission (HC) met in August for the first time in years to discuss this project. During the discussion, it was determined that there were additional streams that should be named under this effort and that maybe they want to reconsider the recommended names. They formed a subcommittee that will re-evaluate the names and follow a public process to recommend names for the streams.
- Noise Ordinance – Mr. Lynch and/or the Township Solicitor will update at future meeting.

5. New Business

- a. Ms. Rappoport presented a Proclamation for Ronald Wesley Dasent, longtime Township resident, upon his retirement from the same employer for the last 50 years.
- b. Consideration of a Records Disposition Resolution – Ms. Rappoport asked questions regarding what documents are being held onto and how. She asked specific questions regarding accident reports and zoning hearing transcripts that Ms. Elliott said she would need to look into and provide a response to her after the meeting.

Mr. Zygmund-Felt noted that the Township is in litigation on several projects and that that information needs to be retained. Ms. Elliott said that any files required for litigation must be retained even if the retention schedule says it can be destroyed. She noted that the Township Solicitor has reviewed the proposed resolution and provided training to staff this week with respect to records retention/management concerns.

Mr. Areman asked if the Township has any plans to transition its records management to a more electronic format Ms. Elliott said this has been a topic of conversation. Staff has been moving toward filing documents electronically and recently received legal guidance that it can keep permanent records electronically. Staff will be working to develop a plan going forward.

Recommendation to the Board of Commissioners: Upon motion of Mr. Norris, the Committee unanimously recommended that the Board of Commissioners approve a Resolution authorizing the Disposition of Municipal Records for the year ending 2021 in accordance with the Pennsylvania Municipal Records Act of 1968 and the Municipal Records Manual, approved December 16, 2008, last revised March 28, 2019, subject to satisfactory response to Commissioner questions.

6. Announcements

- a. Ms. Rappoport read a Proclamation honoring Ronald Wesley Dasent, longtime Township resident, upon his retirement from Keystone Screw, Inc. after 50 years of service (see attached). The Commissioners offered their congratulations to Mr. Dasent.
- b. Tookany Creek Trail Phase III, Part I, Construction – Ms. Elliott announced that this long-awaited trail segment is finally beginning construction. This first part, funded by the Transportation Alternatives Program (TAP) will found the rough approaches to the creek from Gimbel Field and New Second Street and installation of a pre-fabricated bridge over Tookany Creek. It is anticipated to be complete by the end of March 2023. The second part, which includes finishing the trail and installing signalizations at New Second Street, is expected to be complete by the end of 2023. This part is funded by the Delaware Valley Regional Planning Commission and Pennsylvania Department of Conservation and Natural Resources. Ms. Elliott also noted that the trail will not be open until complete since there will not be pedestrian crossing signalization until completion
- c. Ms. Rappoport noted that there will be an event for Camp William Penn / Historic La Mott Day this Saturday, September 17, 2022, from 10 a.m. to 4 p.m., starting at the gates to Camp William Penn on Sycamore Ave..

7. Citizens' Forum – None.

8. There being no further business, upon motion of Ms. Rappoport the Committee unanimously agreed to adjourn the meeting at 9:27 p.m.



Robert Zienkowski
Township Manager/Secretary

Per Alyson Elliott, Assistant Township Manager