



# **Narberth Borough Council**

**March 20, 2025**

**Business  
Meeting Packet**



# Narberth Borough Council

## *Business Meeting*

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Thursday, March 20, 2025  
7:00 PM

### Zoom Access Information

Link: <https://us02web.zoom.us/j/81901010887?pwd=bVpIMjZCUVJqQVVObHlwSE94eQrZz09>

Meeting ID: 819 0101 0887

Passcode: 489696

Phone-In: 929-205-6099

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. President's Comments
5. Mayor's Report
6. Borough Manager's Report

#### 7. Public Comment

Verbal public comments are limited to 3 minutes. Time cannot be shared among multiple residents. Comments should be directed to Council. Any questions posed during public comment will be addressed during the relevant agenda item or followed up on by members of staff or Council following the meeting.

#### 8. Consent Agenda Items for Approval

- A. Schedule of Bills for the General, Sewer, Solid Waste, Capital, Highway Aid, and Green Funds Totaling \$441,538.70.
- B. Meeting minutes for February 20, 2024 Business Meeting.
- C. Confirmation of hiring Emily Pisano as the new Assistant Manager and appointment as the Borough's Open Records Officer.
- D. Reclassification of a General Fund loan as a transfer.
- E. Approval of office vestibule design.
- F. Resolution number correction.
- G. Reopening of park bathroom under Resolution 2024-03.
- H. Update to Employee Handbook.
- I. List of Volunteer Responders Eligible for Property Tax Credit.
- J. Oath of Office for Craig Stevens, Civil Service Commission.

#### 9. Presentation Items

None

#### 10. Consideration Items

- A. Approval of the striping plan pilot on the 200 block of Price Avenue.

**AGENDA CONTINUES ON THE NEXT PAGE**



# Narberth Borough Council

## *Business Meeting*

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- B. Resolution 2025-07 to approve the revisions to the Manual and Rules of Procedure and adopt the Public Comment Guidelines policy document.
- C. Approval of alcohol usage agreement for Oktoberfest event.

### **11. Discussion Items**

- A. 201 Sabine Avenue Subdivision Plans.
- B. 201 Sabine Avenue statement of factfinding.

### **12. Information Items**

- A. Monthly Reports
  - 1. Solicitor
  - 2. Engineer
  - 3. Fire
  - 4. Police
  - 5. Tax Collector
  - 6. Treasurer
  - 7. Public Works
  - 8. Permits
  - 9. Work Orders
  - 10. Planning Commission
  
- B. **Committee Reports**
  - 1. Finance and Administration
  - 2. Infrastructure
  - 3. Public Health and Safety

### **13. New Business**

### **14. Old Business**

### **15. Comments for the Good of Council**

### **16. Adjournment**

### **17. Executive Session**

- A. Disposition of Borough Real Estate
- B. Contract services



# Narberth Borough Council

## *Business Meeting*

Thursday, March 20, 2025

7:00 PM

### ROLL CALL SHEET

<u>Name</u>	<u>Present</u>	<u>Not Present</u>
Council President Fred Bush		
Council Vice President Cyndi Rickards		
Councilmember Ira Winston		
Councilmember Jean Burock		
Councilmember Jim Speer		
Councilmember Michael Gaudini		
Councilmember Mike Salmanson		
Mayor Andrea Deutsch		

# Monthly Report

## BOROUGH MANAGER

BOROUGH OF NARBERTH



**FROM:** Maggie Dobbs, Borough Manager

**REPORT DATE:** March 2025

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Our new Assistant Manager was hired and her first day is March 18, 2025! Her name is Emily Pisano, and she comes to us from Chadds Ford Township.

The Manager and Records Clerk, along with Mike Salmanson, have continued to meet with our design team from Revize to draft and review design templates and discuss site mapping for the new website.

The Manager and Director of Public Works met to review the implementation recommendations in the Master Parks Plan to identify priority projects for 2025 and 2026.

Staff held a meeting with the Montgomery County Planning Commission to receive an update on the Active Transportation Plan. MCPC staff are working with Lower Merion representatives to address outstanding comments. A draft plan will be provided to all parties at the conclusion of those discussions with LMT.

The lease termination agreement with IVFod, and the lease extension and expansion for Lavner were signed. The Manager continued to discuss necessary maintenance and repairs required for the building.

Borough staff and professional consultants met for the monthly staff meeting to discuss current matters in preparation of the Council meeting, and reviewed status updates on the ongoing land development plans within the borough.

Kathleen George was signed up last year to complete the Penn State Leadership Certificate Program. The course requires seven training days which she will complete over the course of the next two months.

The Manager attended a PSABS dinner meeting and met with other borough managers within the County. The dinner presentation was by Habitat for Humanity to discuss their work in providing housing and financial services to individuals, non-profits, and government agencies.

Staff met virtually with the project team for the N. Narberth Avenue Bridge project to discuss updates and project timeline.

Manager continues to meet monthly with Matt West of UrbanEdge Analytics for weekly financial coordination calls.

The Manager attended two ribbon cutting ceremonies for two new businesses that opened up at 650 Montgomery Avenue. Bond Vet opened on March 1 and Goodness Bowls opened up on March 8. Both events were documented and shared on the borough's social media.

The Manager, along with Council President Bush, met with our representative from eCollect to discuss the process to identify compliance and improve our coordination regarding sharing records for the Borough's Business Privilege Tax.



**BOROUGH OF NARBERTH, PA**  
**COUNCIL MOTION**

**I MOVE THAT:** Borough Council approve the consent agenda items.

- A.** Schedule of Bills for the General, Sewer, Solid Waste, Capital, Highway Aid, and Green Funds Totaling \$441,538.70.
- B.** Meeting minutes for February 20, 2024 Business Meeting.
- C.** Confirmation of hiring Emily Pisano as the new Assistant Manager and appointment as the Borough's Open Records Officer.
- D.** Reclassification of a General Fund loan as a transfer.
- E.** Resolution number correction.
- F.** Reopening of park bathroom under Resolution 2024-03.
- G.** Update to Employee Handbook.
- H.** List of Volunteer Responders Eligible for Property Tax Credit.

**Motioned by:**

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**Seconded by:**

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# MEMO

BOROUGH OF NARBERTH



**TO:** Narberth Borough Council  
**FROM:** Maggie Dobbs, Borough Manager  
**DATE:** March 14, 2025  
**SUBJECT:** 3/20/25 Business Meeting - Consent Agenda Items

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- A. Schedule of Bills for the General, Sewer, Solid Waste, Capital, Highway Aid, and Green Funds Totaling \$441,538.70.
- B. Meeting minutes for February 20, 2024 Business Meeting.
- C. Confirmation of hiring Emily Pisano as the new Assistant Manager and appointment as the Borough's Open Records Officer.  
Emily will replace Alan as the official RTK officer, and we will update her contact information on the state website once confirmed.
- D. Reclassification of a General Fund loan as a transfer.  
Last year, we transferred \$175K into the Solid Waste Fund from the General Fund to cover a cash flow shortfall. This occurs because our payments are tied to taxes, so most of our funds for the year don't get paid until late March/April which leaves us with a low balance the first quarter of the year. Last year the transfer was intended to be a loan but if we were to repay the loan back to General Fund, we would be left with a shortfall again next Q1. In order to maintain a minimum cash fund balance to cover the first three months of the year, I'm suggesting we keep this money in the Solid Waste Fund. We are projected to collect enough in trash fees to cover the contract costs for the year.
- E. Resolution number correction.  
I didn't catch that we inadvertently utilized a duplicate resolution number at the February meeting – we will renumber Resolution #2025-03 (Master Park Plan) to Resolution #2025-06. We had adopted two other resolutions that meeting for the two recent land development plans which will remain as their assigned numbering.
- F. Reopening of park bathroom under Resolution 2024-03.  
Last year's resolution approved the closure of the park restroom facilities until March 31. The weather has been nice and we feel it is appropriate to open ahead of schedule.
- G. Update to Employee Handbook.  
Alan made some suggestions for updates to the handbook to reflect how we've been administering certain policies, including removing COVID 19 vaccine requirements for employees, and updating the benefits policies to reflect the new Short Term Disability policy provided now for employees as of January 1, 2025.
- H. List of Volunteer Responders Eligible for Property Tax Credit.  
We will proceed with issuing refunds with the next check run.

8:47 AM  
 03/14/25  
 Cash Basis

## Narberth General Fund Schedule of Bills February 4 through March 3, 2025

Date	Memo	Account	Original Amo...	Paid Amount
<b>21st Century Media - Philly Cluster</b>				
02/06/2025		401.341 · Legal Advertising	-527.94	-527.94
	Total 21st Century Media - Philly Cluster			-527.94
<b>ADP Processing Fees</b>				
02/14/2025		402.310 · Payroll Service Fees	-178.81	-178.81
02/21/2025		402.310 · Payroll Service Fees	-75.00	-75.00
02/21/2025		402.310 · Payroll Service Fees	-81.15	-81.15
02/28/2025		402.310 · Payroll Service Fees	-175.44	-175.44
	Total ADP Processing Fees			-510.40
<b>American Crane &amp; Equipment</b>				
02/06/2025	inv-087553	437.374 · Equip Maint & Rprs-Public Works	-435.00	-435.00
	Total American Crane & Equipment			-435.00
<b>Aqua PA - 2401 - sprinkler 80 windsor</b>				
02/04/2025		456.360 · Utilities	-117.90	-117.90
	Total Aqua PA - 2401 - sprinkler 80 windsor			-117.90
<b>Aqua PA - 3165 - town square</b>				
02/04/2025		409.360 · Utilities - Borough Property	-21.89	-21.89
	Total Aqua PA - 3165 - town square			-21.89
<b>Aqua PA - 5632 auto 100 con sprinkler</b>				
02/04/2025		409.360 · Utilities - Borough Property	-117.90	-117.90
	Total Aqua PA - 5632 auto 100 con sprinkler			-117.90
<b>Aqua PA - 5675 - baseball fountain</b>				
02/04/2025		409.360 · Utilities - Borough Property	-21.89	-21.89
	Total Aqua PA - 5675 - baseball fountain			-21.89
<b>Aqua PA - 5679 - sabine fountain</b>				
02/04/2025		409.360 · Utilities - Borough Property	-21.89	-21.89
	Total Aqua PA - 5679 - sabine fountain			-21.89
<b>Aqua PA - 5680 - fieldhouse</b>				
02/04/2025		409.360 · Utilities - Borough Property	-21.89	-21.89
	Total Aqua PA - 5680 - fieldhouse			-21.89
<b>Aqua PA - 5684 - basketball fountain</b>				
02/06/2025		409.360 · Utilities - Borough Property	-21.89	-21.89
	Total Aqua PA - 5684 - basketball fountain			-21.89
<b>Aqua PA - 5685 - 100 conway</b>				
02/04/2025		409.360 · Utilities - Borough Property	-205.15	-205.15
02/18/2025		409.360 · Utilities - Borough Property	-341.78	-341.78
	Total Aqua PA - 5685 - 100 conway			-546.93
<b>Aqua PA - 5686 - 80 windsor</b>				
02/04/2025		456.360 · Utilities	-202.97	-202.97
	Total Aqua PA - 5686 - 80 windsor			-202.97
<b>Aqua PA - 8591 - fire hydrants</b>				
02/18/2025	Bill Dated:06/28/2024-9/30/24	419.216 · Fire Hydrant Rental	-4,528.55	-4,528.55
	Total Aqua PA - 8591 - fire hydrants			-4,528.55

8:47 AM  
 03/14/25  
 Cash Basis

## Narberth General Fund Schedule of Bills February 4 through March 3, 2025

Date	Memo	Account	Original Amo...	Paid Amount
<b>Armour &amp; Sons Electric Inc</b>				
02/06/2025		434.361 · Street Lights Electric and Rpr	-325.00	-325.00
	Total Armour & Sons Electric Inc			-325.00
<b>Bee, Bergvall &amp; Co., P.C.</b>				
02/24/2025	1/31/25 Process	402.311 · Audit and Financial Services	-3,000.00	-3,000.00
	Total Bee, Bergvall & Co., P.C.			-3,000.00
<b>Bergey Technologies, LLC</b>				
02/06/2025		403.200 · Tax Collector Expenses	-1,616.98	-1,616.98
	Total Bergey Technologies, LLC			-1,616.98
<b>Best Line Equipment</b>				
02/06/2025	INVOICE Christmas Lights invoice-R39829	459.000 · Downtown Streetscape Maint	-1,417.25	-1,417.25
	Total Best Line Equipment			-1,417.25
<b>Charles Blosenski Jr.</b>				
02/24/2025		454.000 · Parks and Open Space Maint	-220.00	-220.00
	Total Charles Blosenski Jr.			-220.00
<b>Citizens Bank</b>				
02/06/2025	Water Cooler	401.210 · Office Supplies and Equipment	-39.30	-39.30
02/06/2025	Water Cooler	410.210 · Office Supplies - Police	-53.00	-53.00
02/06/2025	Water Cooler	430.260 · Shop supplies and small tools	-53.00	-53.00
02/06/2025	Mailchimp Subscription	401.317 · Software Subscription Fees	-57.24	-57.24
02/06/2025	Zoom	401.317 · Software Subscription Fees	-31.98	-31.98
02/06/2025	Microsoft Subscription - E3	401.317 · Software Subscription Fees	-138.00	-138.00
02/06/2025	Microsoft Subscription - E3	410.317 · Software Subscription Fees	-161.00	-161.00
02/06/2025	Microsoft Subscription - E3	430.317 · Software Subscription - PW	-23.00	-23.00
02/06/2025	Microsoft Subscription - E1	401.317 · Software Subscription Fees	-120.00	-120.00
02/06/2025	Microsoft Subscription - E1	430.317 · Software Subscription - PW	-40.00	-40.00
02/06/2025	Microsoft Subscription - E1	411.317 · Software Subscription - Fire	-40.00	-40.00
02/06/2025	My FAX	401.320 · Admin Telecommunications	-12.00	-12.00
02/06/2025	My FAX	410.320 · Police Telecommunications	-12.00	-12.00
02/06/2025	Phone Subscription	401.320 · Admin Telecommunications	-301.58	-301.58
02/06/2025	Phone Subscription	410.320 · Police Telecommunications	-301.59	-301.59
02/06/2025	Phone Subscription	430.320 · Public Works Telecommunication	-67.02	-67.02
02/06/2025	Adobe Subsrption	401.317 · Software Subscription Fees	-119.95	-119.95
02/06/2025	Adobe Subscription	410.317 · Software Subscription Fees	-23.99	-23.99
02/06/2025	sling	410.317 · Software Subscription Fees	-33.92	-33.92
02/06/2025	Home Depot	409.373 · Repairs & Maintenance - 100	-39.81	-39.81
02/06/2025	CPV	437.374 · Equip Maint & Rprs-Public Works	-75.42	-75.42
02/06/2025	National Tool Warehouse	437.451 · Vehicle Maint & Rpr-Public Work	-1,365.92	-1,365.92
02/06/2025	PA one call	430.320 · Public Works Telecommunication	-3.00	-3.00
02/06/2025	Storks Plows	437.374 · Equip Maint & Rprs-Public Works	-400.00	-400.00
02/06/2025	Business Cards Maggie	401.210 · Office Supplies and Equipment	-37.98	-37.98
02/06/2025	Dell Monitors	401.210 · Office Supplies and Equipment	-279.98	-279.98
02/06/2025	PML Renewal	401.420 · Association Dues and Training	-165.00	-165.00
02/06/2025	2024 Staples	410.210 · Office Supplies - Police	-199.98	-199.98
02/06/2025	Hersey Hotel	410.331 · Asso Dues, Conferences/trave	-173.16	-173.16
02/06/2025	Adobe	401.210 · Office Supplies and Equipment	-17.03	-17.03
02/06/2025	amazon	401.210 · Office Supplies and Equipment	-13.83	-13.83
	Total Citizens Bank			-4,399.68
<b>Classic Alarm Technology</b>				
02/24/2025		409.373 · Repairs & Maintenance - 100	-75.00	-75.00
	Total Classic Alarm Technology			-75.00
<b>D.M.I. Home Supply</b>				
02/24/2025		409.373 · Repairs & Maintenance - 100	-39.06	-39.06
02/24/2025		409.373 · Repairs & Maintenance - 100	-8.98	-8.98
	Total D.M.I. Home Supply			-48.04

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 03/14/25  
 Cash Basis

## Narberth General Fund Schedule of Bills February 4 through March 3, 2025

Date	Memo	Account	Original Amo...	Paid Amount
<b>Delaware Valley Property &amp; Liability Trus</b>				
02/14/2025	2025 Contribution	401.352 · Insurance- General liability	-5,597.61	-5,597.61
02/14/2025	2025 Contribution	410.352 · Liability Insurance - Police	-5,424.94	-5,424.94
02/14/2025	2025 Contribution	411.352 · Liability Ins - Oper of Vehicle	-13,767.81	-13,767.81
02/14/2025	2025 Contribution	430.352 · Liability Ins - Public Works	-8,611.14	-8,611.14
Total Delaware Valley Property & Liability Trus				-33,401.50
<b>Delaware Valley Workers' Compensation Tru</b>				
02/14/2025	2025 Estimated Contribution	401.354 · Workers Comp Insurance - Admin	-72.42	-72.42
02/14/2025	2025 Estimated Contribution	410.354 · Workers Comp Ins - Police	-7,366.10	-7,366.10
02/14/2025	2025 Estimated Contribution	430.354 · Workers Comp Ins-Public Works	-7,088.73	-7,088.73
Total Delaware Valley Workers' Compensation Tru				-14,527.25
<b>Deluxe Business System</b>				
02/10/2025	Checks	401.210 · Office Supplies and Equipment	-823.98	-823.98
02/14/2025		401.210 · Office Supplies and Equipment	-151.05	-151.05
Total Deluxe Business System				-975.03
<b>Eckert Seamans</b>				
02/24/2025		410.314 · Police Legal Counsel	-2,242.50	-2,242.50
Total Eckert Seamans				-2,242.50
<b>Foley, Inc.</b>				
02/24/2025		437.374 · Equip Maint & Rprs-Public Works	-1,643.40	-1,643.40
Total Foley, Inc.				-1,643.40
<b>Frank Carafa</b>				
02/24/2025	MEDICARE PART B FEBRUARY	410.196 · Health Insurance - Police	-174.70	-174.70
Total Frank Carafa				-174.70
<b>Granite Telecommunications</b>				
02/24/2025		409.360 · Utilities - Borough Property	-221.12	-221.12
02/24/2025		456.360 · Utilities	-149.34	-149.34
Total Granite Telecommunications				-370.46
<b>H.O.D</b>				
02/06/2025	LB-C7F-WW	459.000 · Downtown Streetscape Maint	-162.00	-162.00
Total H.O.D				-162.00
<b>Independence Blue Cross</b>				
02/06/2025	inv-009466347955	401.196 · Health Insurance Admin	-2,153.69	-1,952.10
02/06/2025	inv-009466347955	410.196 · Health Insurance - Police	-13,016.03	-11,797.73
02/06/2025	inv-009466347955	411.196 · Health Insurance - Fire	-5,541.26	-5,022.60
02/06/2025	inv-009466347955	430.196 · Health Insurance - Public Works	-3,562.71	-3,229.24
02/17/2025	inv-009466347955	401.196 · Health Insurance Admin	-2,153.69	-22.54
02/17/2025	inv-009466347955	410.196 · Health Insurance - Police	-13,016.03	-136.21
02/17/2025	inv-009466347955	411.196 · Health Insurance - Fire	-5,541.26	-57.99
02/17/2025	inv-009466347955	430.196 · Health Insurance - Public Works	-3,562.71	-37.28
02/17/2025	Matt West	401.196 · Health Insurance Admin	-146.58	-1.53
02/17/2025	Matt West	401.196 · Health Insurance Admin	255.55	22.54
02/17/2025	Matt West	401.196 · Health Insurance Admin	255.55	136.21
02/17/2025	Matt West	401.196 · Health Insurance Admin	255.55	57.99
02/17/2025	Matt West	401.196 · Health Insurance Admin	255.55	37.28
02/17/2025	Matt West	401.196 · Health Insurance Admin	255.55	1.53
02/24/2025	invoice# 939843642294	410.196 · Health Insurance - Police	-2,160.45	-2,160.45
02/24/2025	invoice# 939842711150	410.196 · Health Insurance - Police	-2,160.45	-2,160.45
Total Independence Blue Cross				-26,322.57

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 03/14/25  
 Cash Basis

**Narberth General Fund**  
**Schedule of Bills**  
 February 4 through March 3, 2025

Date	Memo	Account	Original Amo...	Paid Amount
<b>Jani-King of Philadelphia, Inc.</b>				
02/24/2025		454.000 · Parks and Open Space Maint	-309.60	-309.60
02/24/2025		456.370 · Building Maintenance and Repair	-309.60	-309.60
Total Jani-King of Philadelphia, Inc.				-619.20
<b>Jeff Eldon</b>				
02/06/2025	Reimbursement Home Depot 1-31-25	430.250 · Parking Meter Maintenance	-222.72	-222.72
02/06/2025	Reimbursement Home Depot 1-31-25	430.260 · Shop supplies and small tools	-126.55	-126.55
Total Jeff Eldon				-349.27
<b>Kilkenny Law</b>				
02/06/2025	General	404.310 · Solicitor's Fees	-2,645.50	-2,645.50
02/06/2025	201 Sabine	404.310 · Solicitor's Fees	-55.50	-55.50
02/06/2025	650 Montgomery Ave Land Development	404.310 · Solicitor's Fees	-55.50	-55.50
02/06/2025	119 N Essex Ave	404.310 · Solicitor's Fees	-166.50	-166.50
02/06/2025	202 Dudley Ave Subdivision, 10 Sabine A...	404.310 · Solicitor's Fees	-425.50	-425.50
02/06/2025	Development	404.310 · Solicitor's Fees	-55.50	-55.50
02/06/2025	425-427 Grove Place Land Development	404.310 · Solicitor's Fees	-111.00	-111.00
Total Kilkenny Law				-3,515.00
<b>Lyons Recreation LLC</b>				
02/06/2025		454.000 · Parks and Open Space Maint	-5,421.00	-5,421.00
Total Lyons Recreation LLC				-5,421.00
<b>Maury Meade</b>				
02/06/2025	Coffee K-CUPS	401.900 · Miscellaneous - Administration	-108.01	-108.01
Total Maury Meade				-108.01
<b>Montgomery County Borough's Association</b>				
02/06/2025	2025 MCBA Dues	401.420 · Association Dues and Training	-150.00	-150.00
Total Montgomery County Borough's Association				-150.00
<b>MS NO SPOTS Cleaning</b>				
02/06/2025		409.373 · Repairs & Maintenance - 100	-320.00	-320.00
Total MS NO SPOTS Cleaning				-320.00
<b>NALCO Water</b>				
02/24/2025		409.374 · HVAC - Maintenance Contract	-210.39	-210.39
Total NALCO Water				-210.39
<b>Napa Auto Parts</b>				
02/06/2025		437.374 · Equip Maint & Rprs-Public Works	-26.58	-26.58
02/06/2025		410.451 · Vehicle Maintenance and Equip	-79.19	-79.19
02/24/2025		437.451 · Vehicle Maint & Rpr-Public Work	-39.00	-39.00
Total Napa Auto Parts				-144.77
<b>Narberth Community Library</b>				
02/24/2025	FEBRUARY 2025 PAYMENT	456.540 · Library Operating Expenses	-23,799.58	-23,799.58
Total Narberth Community Library				-23,799.58
<b>Narberth Fire Company</b>				
02/24/2025	FEBRUARY 2025	411.541 · Fire Company Operating Expenses	-6,479.16	-6,479.16
Total Narberth Fire Company				-6,479.16
<b>National Construction Rentals</b>				
02/24/2025		438.100 · Roads - Maintenance and Repairs	-212.52	-212.52
Total National Construction Rentals				-212.52

8:47 AM  
03/14/25  
Cash Basis

## Narberth General Fund Schedule of Bills February 4 through March 3, 2025

Date	Memo	Account	Original Amo...	Paid Amount
<b>Paula Meszaros</b>				
02/24/2025		414.314 · Zoning Hearing Board Fees	-672.75	-672.75
	Total Paula Meszaros			-672.75
<b>PECO - 0225316000 - Gazebo</b>				
02/12/2025		409.360 · Utilities - Borough Property	-48.03	-48.03
	Total PECO - 0225316000 - Gazebo			-48.03
<b>PECO - 0268439000 - Forrest Ave Lights</b>				
02/24/2025		434.361 · Street Lights Electric and Rpr	-428.60	-428.60
	Total PECO - 0268439000 - Forrest Ave Lights			-428.60
<b>PECO - 1964504000 - 238 Haverford</b>				
02/18/2025		409.360 · Utilities - Borough Property	-88.04	-88.04
	Total PECO - 1964504000 - 238 Haverford			-88.04
<b>PECO - 3596375000 - Scoreboard</b>				
02/26/2025		409.360 · Utilities - Borough Property	-39.22	-39.22
	Total PECO - 3596375000 - Scoreboard			-39.22
<b>PECO - 7033984000 - 80 Windsor</b>				
02/26/2025		409.360 · Utilities - Borough Property	-1,765.43	-1,765.43
	Total PECO - 7033984000 - 80 Windsor			-1,765.43
<b>PECO - 7876872000 - 100 Conway Electric</b>				
02/26/2025		409.360 · Utilities - Borough Property	-1,573.32	-1,573.32
	Total PECO - 7876872000 - 100 Conway Electric			-1,573.32
<b>PECO - 8465606000 - Field Lights</b>				
02/28/2025		409.360 · Utilities - Borough Property	-141.74	-141.74
	Total PECO - 8465606000 - Field Lights			-141.74
<b>PECO - 8525346000 - Hansen Pillars</b>				
02/18/2025		409.360 · Utilities - Borough Property	-40.86	-40.86
	Total PECO - 8525346000 - Hansen Pillars			-40.86
<b>PECO - 9278689000 - 100 Conway Heat</b>				
02/18/2025		409.360 · Utilities - Borough Property	-1,357.18	-1,357.18
	Total PECO - 9278689000 - 100 Conway Heat			-1,357.18
<b>Pennoni Associates, Inc.</b>				
02/06/2025	2024 Road Program	408.310 · Borough Engineer Service Fees	-2,240.00	-2,240.00
02/06/2025	Municipal Building Energy Audit	408.310 · Borough Engineer Service Fees	-1,092.50	-1,092.50
02/06/2025	Drainage Issues	408.310 · Borough Engineer Service Fees	-405.00	-405.00
02/06/2025	Consultation	408.310 · Borough Engineer Service Fees	-3,685.00	-3,685.00
02/06/2025	11 Narbrook Park- Denholm	408.310 · Borough Engineer Service Fees	-500.00	-500.00
02/06/2025	318 Dudley Ave- Bailey	408.310 · Borough Engineer Service Fees	-625.00	-625.00
02/06/2025	202 Dudley Ave - Sposato	408.310 · Borough Engineer Service Fees	-1,427.50	-1,427.50
02/06/2025	500 Dudley Avenue	408.310 · Borough Engineer Service Fees	-315.00	-315.00
02/06/2025	201 Sabine Avenue Building Operations	408.310 · Borough Engineer Service Fees	-335.00	-335.00
02/06/2025	201 Sabine Avenue Improvements	408.310 · Borough Engineer Service Fees	-10,877.50	-10,877.50
02/06/2025	107 Elmwood Avenue	408.310 · Borough Engineer Service Fees	-140.00	-140.00
02/06/2025	100 Forrest Avenue	408.310 · Borough Engineer Service Fees	-260.00	-260.00
02/06/2025	203 Haverford Avenue	408.310 · Borough Engineer Service Fees	-482.50	-482.50
02/06/2025	650 Montgomery Avenue	408.310 · Borough Engineer Service Fees	-752.50	-752.50
02/06/2025	146 Merion Avenue- Knight	408.310 · Borough Engineer Service Fees	-840.00	-840.00
02/06/2025	13 Elmwood Ave Rayer	408.310 · Borough Engineer Service Fees	-1,675.00	-1,675.00
02/06/2025	314 Dudley Ave- Sposato	408.310 · Borough Engineer Service Fees	-797.50	-797.50
02/06/2025	425-427 Grove Place- Pasquariello	408.310 · Borough Engineer Service Fees	-900.00	-900.00
02/24/2025	Road General	408.310 · Borough Engineer Service Fees	-1,187.50	-1,187.50
02/24/2025	Drainage Issues	408.310 · Borough Engineer Service Fees	-341.25	-341.25
02/24/2025	Consultation	408.310 · Borough Engineer Service Fees	-2,930.00	-2,930.00

8:47 AM

03/14/25

Cash Basis

## Narberth General Fund

## Schedule of Bills

February 4 through March 3, 2025

Date	Memo	Account	Original Amo...	Paid Amount
02/24/2025	202 Dudley Ave - Sposato	408.310 · Borough Engineer Service Fees	-188.75	-188.75
02/24/2025	201 Sabine Avenue BUILDING SURVEY	408.310 · Borough Engineer Service Fees	-1,848.75	-1,848.75
02/24/2025	201 Sabine Avenue Building Operations	408.310 · Borough Engineer Service Fees	-357.50	-357.50
02/24/2025	107 Elmwood Avenue	408.310 · Borough Engineer Service Fees	-72.50	-72.50
02/24/2025	100 Forrest Avenue	408.310 · Borough Engineer Service Fees	-253.75	-253.75
02/24/2025	650 Motgomery Avenue	408.310 · Borough Engineer Service Fees	-545.00	-545.00
02/24/2025	146 Merion Avenue- Knight	408.310 · Borough Engineer Service Fees	-253.75	-253.75
02/24/2025	13 Elmwood Ave Rayer	408.310 · Borough Engineer Service Fees	-247.50	-247.50
02/24/2025	10 Sabine Ave Dion	408.310 · Borough Engineer Service Fees	-752.50	-752.50
02/24/2025	Storm Water Bump out	408.310 · Borough Engineer Service Fees	-2,500.00	-2,500.00
02/24/2025	MS4	408.310 · Borough Engineer Service Fees	-145.00	-145.00
Total Pennoni Associates, Inc.				-38,973.75
<b>Pennsylvania Chiefs of Police Association</b>				
02/06/2025		410.331 · Asso Dues, Conferences/trave	-150.00	-150.00
02/06/2025		410.331 · Asso Dues, Conferences/trave	-150.00	-150.00
Total Pennsylvania Chiefs of Police Association				-300.00
<b>Pennsylvania Municipal Retirement System</b>				
02/24/2025	PMRS - New Employee Enrollment - Mag...	401.900 · Miscellaneous - Administration	-20.00	-20.00
Total Pennsylvania Municipal Retirement System				-20.00
<b>Pitney Bowes</b>				
02/10/2025	Ink...	401.215 · Postage	-133.47	-133.47
02/17/2025	inv3320183703	401.215 · Postage	-272.85	-272.85
Total Pitney Bowes				-406.32
<b>Police Chiefs' Association of Montco</b>				
02/06/2025	2025 MIRT DUES	410.331 · Asso Dues, Conferences/trave	-500.00	-500.00
Total Police Chiefs' Association of Montco				-500.00
<b>Pom Incorporated</b>				
02/24/2025		430.250 · Parking Meter Maintenance	-150.00	-150.00
Total Pom Incorporated				-150.00
<b>PSTCA</b>				
02/24/2025	DCED 22015-241326 Regina Watson	403.200 · Tax Collector Expenses	-100.00	-100.00
Total PSTCA				-100.00
<b>Revize LLC</b>				
02/06/2025	Software Hosting, Support, Mant. Fee	407.325 · Internet Hosting and Service	-4,350.00	-4,350.00
Total Revize LLC				-4,350.00
<b>Siteone Landscape Supply, LLC</b>				
02/24/2025		454.000 · Parks and Open Space Maint	-919.73	-919.73
Total Siteone Landscape Supply, LLC				-919.73
<b>State Workers Insurance Fund</b>				
02/24/2025	installment 7/10	411.354 · Workers Comp Insurance - Fire	-1,581.00	-1,581.00
Total State Workers Insurance Fund				-1,581.00
<b>T2 Systems, Inc.</b>				
02/06/2025		410.210 · Office Supplies - Police	-199.00	-199.00
Total T2 Systems, Inc.				-199.00

8:47 AM  
03/14/25  
Cash Basis

**Narberth General Fund**  
**Schedule of Bills**  
February 4 through March 3, 2025

Date	Memo	Account	Original Amo...	Paid Amount
<b>The Harrison Group, Inc.</b>				
02/28/2025	Meade IV, Maurice	430.196 · Health Insurance - Public Works	-48.70	-48.70
02/28/2025	Yantorno, Robert	410.196 · Health Insurance - Police	-450.50	-450.50
02/28/2025	Dobbs, Maggie	401.196 · Health Insurance Admin	-83.96	-83.96
02/28/2025	Reimer Kelsie	401.196 · Health Insurance Admin	-95.00	-95.00
02/28/2025	Watson Ken	411.196 · Health Insurance - Fire	-88.86	-88.86
02/28/2025	Dixon, Francis	411.196 · Health Insurance - Fire	-40.00	-40.00
02/28/2025	Kennedy, Michael	430.196 · Health Insurance - Public Works	-100.00	-100.00
02/28/2025	George, Kathleen	401.196 · Health Insurance Admin	-1.00	-1.00
Total The Harrison Group, Inc.				-908.02
<b>TK Elevator Corporation</b>				
02/24/2025		409.374 · HVAC - Maintenance Contract	-729.00	-729.00
Total TK Elevator Corporation				-729.00
<b>Treasurer, Township of Lower Merion</b>				
02/24/2025	2025 Salt Pick up	438.100 · Roads - Maintenance and Repairs	-3,443.00	-3,443.00
02/24/2025	2024 balance Salt Pick up	438.100 · Roads - Maintenance and Repairs	-1,556.16	-1,556.16
Total Treasurer, Township of Lower Merion				-4,999.16
<b>U.S. Bank Equipment Finance</b>				
02/24/2025		401.210 · Office Supplies and Equipment	-347.19	-347.19
Total U.S. Bank Equipment Finance				-347.19
<b>UGI Energy Services LLC</b>				
02/06/2025		409.360 · Utilities - Borough Property	-1,208.72	-960.08
02/24/2025		409.360 · Utilities - Borough Property	-1,520.38	-1,520.38
Total UGI Energy Services LLC				-2,480.46
<b>Uline</b>				
02/24/2025		436.000 · Storm Sewer Repairs and Maint	-230.00	-230.00
02/24/2025		430.260 · Shop supplies and small tools	-347.42	-347.42
Total Uline				-577.42
<b>Uniform Gear Inc.</b>				
02/06/2025		410.238 · Officers Uniforms and Equipment	-315.00	-315.00
Total Uniform Gear Inc.				-315.00
<b>United Concordia Insurance Co.</b>				
02/24/2025		401.196 · Health Insurance Admin	-499.10	-499.10
02/24/2025		410.196 · Health Insurance - Police	-1,894.95	-1,894.95
02/24/2025		411.196 · Health Insurance - Fire	-249.55	-249.55
02/24/2025		430.196 · Health Insurance - Public Works	-425.05	-425.05
Total United Concordia Insurance Co.				-3,068.65
<b>Urban Edge Analytica</b>				
02/06/2025		406.100 · Professional Services	-825.00	-825.00
Total Urban Edge Analytica				-825.00
<b>Verizon Wireless</b>				
02/27/2025		410.320 · Police Telecommunications	-160.00	-160.00
02/27/2025		430.320 · Public Works Telecommunication	-120.07	-120.07
Total Verizon Wireless				-280.07
<b>Watchkeep</b>				
02/24/2025		401.452 · Managed IT Service Fees	-1,688.88	-1,688.88
02/24/2025		410.452 · Managed IT Serv Fees - Police	-1,500.40	-1,500.40
02/24/2025		430.452 · Public Works Managed IT Service	-332.32	-332.32
Total Watchkeep				-3,521.60

8:47 AM  
03/14/25  
Cash Basis

**Narberth General Fund**  
**Schedule of Bills**  
February 4 through March 3, 2025

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amo...</u>	<u>Paid Amount</u>
<b>Wm. Thomas - Thomco Plumbing &amp; Heating</b>				
02/24/2025		409.360 · Utilities - Borough Property	-850.00	-850.00
	Total Wm. Thomas - Thomco Plumbing & Heating			-850.00
<b>Yerkes Associates, Inc.</b>				
02/24/2025	January 2025	413.310 · Building Inspector Fees	-20,804.50	-20,804.50
02/24/2025	January 2025	413.317 · Code Enforcement Officer Fee	-9,247.50	-9,247.50
02/24/2025	January 2025	414.317 · Zoning Officer Fees	-910.00	-910.00
02/24/2025	Fire Code Inspection	413.317 · Code Enforcement Officer Fee	-832.50	-832.50
	Total Yerkes Associates, Inc.			-31,794.50
<b>TOTAL</b>				<b>-243,698.34</b>

11:56 AM  
03/11/25  
Cash Basis

Narberth Solid Waste Fund  
Schedule of Bills  
February 4 through March 3, 2025

Date	Memo	Account	Original Amount	Paid Amount
<b>J.P. Mascaro &amp; Sons</b>				
02/06/2025	Waste Removal Feb 01/25- Feb 2...	426.450 · Collection & Transportation Fee	-105,863.00	-105,863.00
02/06/2025	Waste Removal Feb 01/25- Feb 2...	426.451 · Downtown Additional Collection	-1,020.00	-1,020.00
Total J.P. Mascaro & Sons				-106,883.00
<b>TMF Corporation</b>				
02/24/2025		426.227 · Trash Containers	-2,328.75	-2,328.75
Total TMF Corporation				-2,328.75
<b>Township of Lower Merion</b>				
02/24/2025		426.300 · Disposal Fees	-620.74	-620.74
02/24/2025		426.300 · Disposal Fees	-3,179.94	-3,179.94
Total Township of Lower Merion				-3,800.68
<b>TOTAL</b>				<b>-113,012.43</b>

3:18 PM  
03/11/25  
Cash Basis

Narberth Capital Fund  
Schedule of Bills  
February 2025

Date	Memo	Account	Original Amount	Paid Amount
<b>Pennoni</b>				
02/06/2025	Estimate #47	439.001 · Narberth Bridge - Design	-16,907.81	-16,907.81
Total Pennoni				-16,907.81
<b>VSBA</b>				
02/24/2025	inv1003.00-05	439.001 · Narberth Bridge - Design	-8,220.00	-8,220.00
Total VSBA				-8,220.00
<b>TOTAL</b>				<b>-25,127.81</b>

3:44 PM  
03/11/25  
Cash Basis

Narberth Sewer Fund  
**Schedule of Bills**  
February 2025

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Horn Plumbing &amp; Heating, Inc.</b>				
02/28/2025		429.350 · Sewer Maint & Planning	-10,110.00	-10,110.00
02/28/2025		429.350 · Sewer Maint & Planning	-10,110.00	-10,110.00
Total Horn Plumbing & Heating, Inc.				-20,220.00
<b>Pennoni</b>				
02/06/2025	INV 1258898	429.350 · Sewer Maint & Planning	-127.50	-127.50
Total Pennoni				-127.50
<b>Treasurer, Township of Lower Merion</b>				
02/24/2025	4th Quarter 2024	429.310 · Sewage Treatment Fees - LM Twp	-39,352.62	-39,352.62
Total Treasurer, Township of Lower Merion				-39,352.62
<b>TOTAL</b>				<b>-59,700.12</b>

# NARBERTH BOROUGH COUNCIL BUSINESS MEETING

February 20, 2025 – 7:00pm

Business Meeting Minutes

## Call to Order

The Business Meeting of the Narberth Borough Council was called to order in the Municipal Building, 100 Conway Avenue, Narberth, PA on February 20, 2025, at 7:00pm by President Bush.

## Roll Call

Fred Bush, President (present)  
Cyndi Rickards, Vice President (present)  
Jean Burock (present)  
Michael Gaudini (present)  
Mike Salmanson (present)  
Jim Speer (present)  
Ira Winston (present)  
Andrea Deutsch, Mayor (present)

## Staff Present

Maggie Dobbs, Manager  
John String, Chief of Police  
John Walko, Solicitor  
Jeff Eldon, Public Works

**President's Comments:** There were no comments.

**Mayor's Report:** Mayor Deutsch announced a reminder to residents that it is okay to call 911 if you need an officer. This will allow for the incident to be directed to the appropriate personnel and to keep proper records. She also announced a reminder that all residents should always lock their vehicles and to never leave their keys inside of their vehicles.

**Borough Manager's Report:** Manager Dobbs shared that there were over 20 applications for the position of assistant manager which led to four in-person interviews and two follow-up interviews. These options are being considered, and Dobbs hopes to make an offer before the end of the month. She shared that end of year 2024 preliminary reports have been completed and submitted. Dobbs also mentioned the progress with the Borough's new web design and expected timeline. She finished her report by sharing that all utility approvals have been granted and that the Borough is secured on Amtrak's funding schedule for the North Narberth Avenue Bridge Project.

## Public Comment

- CarolMarie Scanlon, 224 Sabine Ave: Inquired about conversations involving 201 Sabine Avenue. She inquired about the piece of real estate being discussed during the executive session. She also inquired about the results of the survey for 201 Sabine and if there are any subdivision plans in the works and what the appraised value is listed at.

## Presentation Items

- Presentation Items 2025 Paving Plan.  
Based off an analysis of road conditions throughout Narberth with the assistance of Pennoni, the borough identified which roads need repairs. The funds have been approved, and steps are being taken to

# NARBERTH BOROUGH COUNCIL BUSINESS MEETING

February 20, 2025 – 7:00pm

Business Meeting Minutes

determine the schedule of the plans.

- Stormwater bump-out installations.

Pennoni was tasked with coming up with a comprehensive list of 30 potential stormwater bump-out locations and narrowed down 4 locations for 2025. The primary focus is on finding locations that have the maximum amount of water drainage. This is based off a requirement from the Borough's MS4 permit issued by the State Department of Environmental Protection to reduce sediment in stormwater.

## Consent Agenda Items for Approval

- A. Schedule of Bills for the General, Sewer, Solid Waste, Capital, Highway Aid, and Green Funds Totaling \$199,603.41.
- B. Meeting minutes for January 16, 2024 Business Meeting.
- C. Appointment of Craig Stevens to the Civil Service Commission, term ending December 31, 2030.
- D. Appointment of Adam Krom to the Historic Architectural Review Board (HARB) to fulfill the Planning Commission Member role, term ending December 31, 2027.
- E. Escrow Release #3 for 100 Forrest Ave.
- F. Escrow Release #2 for 650 Montgomery Ave.

Councilmember Gaudini made a motion to approve the consent agenda items, seconded by Councilmember Rickards. The motion was approved, 7 yes, 0 no.

## Consideration Items

- A. Parks and Recreation 2025 event program.

Councilmember Burock made a motion to approve the Parks and Recreation 2025 event program, seconded by Councilmember Gaudini. The motion was approved, 7 yes, 0 no.

- The proposed events for the P&R 2025 event program include a movie night in Narberth Park, a food truck festival at Sabine Park, and environmental talks at Elm Grove Park. The budget adjustments will be on the agenda for the March council meeting.

- B. Resolution 2025-03 to approve the Narberth Master Parks Plan.

Councilmember Burock made a motion to approve Resolution 2025-03 to approve the Narberth Master Parks Plan, seconded by Councilmember Gaudini. The motion was approved, 6 yes, 1 no, with Councilmember Rickards voting against.

- The final Master Park Plan was presented by Sarah Leeper from Simone Collins who summarized revisions made since the draft Master Park Plan was last presented in December. This included revisions of parking for Station Square and revisions of the traffic patterns for Narberth Park. This plan also allows for some flexibility in the court areas of Narberth Park for adjustments to be made as the Borough sees fit. Council discussed their thoughts on the overall big picture and how they see the plan fitting into the future of the Borough. Council members thanked all participants of the study committee for their efforts and contributions toward the project.

- C. Resolution 2025-04 to approve the Preliminary/Final Subdivision Plan for 425/427 Grove Place.

# NARBERTH BOROUGH COUNCIL BUSINESS MEETING

February 20, 2025 – 7:00pm

Business Meeting Minutes

Councilmember Gaudini made a motion to approve Resolution 2025-04 to approve the Preliminary/Final Subdivision Plan for 425/427 Grove Place, seconded by Councilmember Rickards. The motion was approved, 7 yes, 0 no.

- John Walko explained that the plan proposes to subdivide the current existing property of attached twin homes back into two different detached dwellings as it was previously divided. Chris Yohn spoke on behalf of the applicant and requested a waiver to not offer the required right-of-way along the property's frontage for dedication to the borough. The waiver for the plans was unanimously approved.

#### **D. Resolution 2025-05 to approve the Lot Line Adjustment Plan for 10 Sabine Avenue/243 N Wynnewood Avenue.**

Councilmember Gaudini made a motion to approve Resolution 2025-05 to approve the Lot Line Adjustment Plan for 10 Sabine Avenue/243 N Wynnewood Avenue, seconded by Councilmember Winston. The motion was approved, 7 yes, 0 no.

- William Dion spoke on behalf of the applicants of 243 N Wynnewood and stated that they came to an agreement with 10 Sabine to sell a portion of their property to contribute to a larger backyard for 10 Sabine. Two waivers were requested; one from providing photographs of the neighborhood blocks or aerial photographs and the other to not offer for dedication the required right-of-way along the property's frontage. The waivers for the plans were unanimously approved.

#### **E. Appointment of Tom DelMonte to the Parks and Recreation Board, term ending December 31, 2027.**

Councilmember Rickards made a motion to approve the appointment of Tom DelMonte to the Parks and Recreation Board, term ending December 31, 2027, seconded by Councilmember Speer. The motion was approved, 7 yes, 0 no.

- Council Vice President Rickards moved to amend the motion to include appointing Ryan O'Donnell as an alternate and to create an additional alternate position. No formal decision was made but the discussion opened to how to move forward with additional positions like this in the future.

#### **F. Appointment of Brian Meerbott to the Environmental Advisory Council, term ending December 31, 2027.**

Councilmember Burock made a motion to approve the Appointment of Brian Meerbott to the Environmental Advisory Council, term ending December 31, 2027, seconded by Councilmember Rickards. The motion was approved, 7 yes, 0 no.

- Council Vice President Rickards and Councilmember Burock spoke on why Meerbott would be a good candidate for the Environmental Advisory Council, listing his credibility and qualifications.

#### **G. Executive Engagement Coaching Proposal.**

Councilmember Speer made a motion to approve Executive Engagement Coaching Proposal, seconded by Councilmember Gaudini. The motion was approved, 7 yes, 0 no.

- Borough Manager Dobbs explained the benefits of the Executive Engagement Coaching Proposal, for both herself and the incoming Assistant Manager, to improve communication skills and efficiency within the administration. The coaching cost will fit into the budget through funds already set aside for professional services.

# NARBERTH BOROUGH COUNCIL BUSINESS MEETING

February 20, 2025 – 7:00pm

Business Meeting Minutes

**H.** Motion to direct HARB to review list of contributing resources within the Historic District. Councilmember Rickards made a motion to direct HARB to review list of contributing resources within the Historic District, seconded by Councilmember Burock. The motion was approved, 7 yes, 0 no.

- Council President Bush discussed why it would be of benefit to review the list of contributing resources. Councilmember Gaudini and Council President Bush were requested to make revisions as discussed prior to submittal of the document to the HARB.

## Information Items

### A. Monthly Reports

1. Solicitor
2. Engineer
3. Fire
4. Police
5. Tax Collector
6. Treasurer
7. Public Works
8. Permits
9. Work Orders

### B. Committee Reports

1. Finance and Administration
  - Councilmember Speer shared that F&A is continuing their communication review and that their goal is to have a review of their final draft during their March meeting. They are continuing with Boards & Commissions reviews and are working on the Human Relations Commission and Shade Tree Commission.
2. Infrastructure
3. Public Health & Safety
  - Councilmember Burock shared that PHS did not meet in February but that they did receive plans for the 200 block of Price Avenue that they will keep in the works and discuss at their March meeting.

## New Business

- A. Councilmember Salmanson announced that in order for Mr. Stevens to begin serving on the Civil Service Commission, he will need to be sworn in.
- B. Councilmember Speer shared that the Civic Association is going to be held on Sunday, February 23<sup>rd</sup> from 5-7. He mentioned how it is a tradition that has been held for a number of years.

## Old Business

There was no old business.

## Comments for the Good of Council

There were no comments for the good of Council.

# NARBERTH BOROUGH COUNCIL BUSINESS MEETING

February 20, 2025 – 7:00pm

Business Meeting Minutes

## Executive Session

- A. Disposition of Borough Real Estate
- B. Personnel Matter

## Consideration Items

- A. 201 Sabine Avenue lease approval

Councilmember Gaudini made a motion to approve the Motion to direct HARB to review the list of contributing resources within the Historic District, seconded by Councilmember Winston. The motion was approved, 7 yes, 0 no.

## Adjournment

Councilmember made a motion to adjourn, which was seconded by Councilmember Rickards and unanimously approved by all members.

---

Maggie Dobbs, Borough Manager

**Note: As of the submission of these minutes, a video recording of this meeting is available on the Narberth Borough website.**

**NARBERTH BOROUGH**

**EMPLOYEE POLICY MANUAL**



**Adopted by Borough Council Effective**

January 1, 2023  
[Last Updated March 20, 2025](#)

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## **Section 1. Introduction**

### **1.1 Purpose of this Manual**

The purpose of this manual is to familiarize employees with the policies, rules and other aspects of employment with the Borough of Narberth. The information in this manual supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this manual is compulsory for all employees. The Borough reserves the right to interpret this manual's content and to deviate from policy when it deems necessary. Where aspects of employee benefits, pay, or other matters differ in labor contracts from the content of this manual, the labor contracts will prevail.

### **1.2 Changes of Policy**

Narberth Borough reserves the right to change this manual's content at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. Employees will receive notice of any changes to the manual and are responsible for understanding and complying with all up-to-date policies.

### **1.3 Definitions**

**Child** - means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

**Contract Employees** - Full-time Employees of the Narberth Police Department who work under the terms and conditions of labor contracts.

**Exempt / Non-exempt Employees** - Exempt and non-exempt status refers to whether one's employment is regulated by State and Federal Labor Standards (FLSA), including whether the employee is entitled to overtime pay.

**Full-time Employees** - regularly scheduled to work at least 30 hours per work week and are not defined as a Seasonal Employee.

**Parent** - means a biological, adoptive, step or foster parent, parent-in-law, or any other individual who stood in loco parentis to the employee when the employee was a child.

**Part-time Employees** - regularly scheduled to work no more than 30 hours per week and are not defined as a Seasonal Employee.

**Seasonal Employees** - Seasonal employees are employed for a length of time defined by the Borough, generally to address seasonal fluctuations in workplace needs.

**Spouse** - as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage as well as domestic partnerships. Spouse also includes a marriage that was validly entered into outside of the United States, if the marriage could have been entered into in at least one state.

## **Section 2 – Employment and Hiring Policies**

### **2.1 Accommodation for Disabled Employees**

The Borough is committed to complying with the Americans with Disabilities Act and applicable federal, state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. The Borough will endeavor to provide reasonable accommodations requested by all employees with disabilities who are otherwise able to perform the essential functions of their job.

### **2.2 Employment of Relatives**

The employment of relatives can be problematic in situations where relatives share a department or hierarchical relationship. The Borough will not hire, promote, or reassign relatives to work in any potentially conflicting situation. Persons will not be employed by the Borough in supervisory roles of related employees. An employee must inform the Borough if the employee becomes a co-worker's relative regardless of whether the employees share a department or hierarchical relationship. The Borough reserves the right to reassign an employee or ask for their resignation to remedy the situation.

### **2.3 Equal Opportunity Employment Policy**

The Borough of Narberth is an equal employment opportunity employer. The Borough is adamantly opposed to and will not tolerate any discrimination based on race, gender, color, disability, ancestry, religion, creed, age, marital status, sexual preference, citizenship or authorized alien status, veteran status, gender identity, sexual orientation, or any other basis prohibited by law. All personnel actions and decisions including, but not limited to, recruiting, hiring, compensation, benefits, training, promotion, transfer or termination will be predicated solely on job performance. All employees are expected to honor this policy in their interaction with other employees and citizens. Employees are expected to take an active role in keeping harassment and discrimination out of the workplace by bringing issues to the attention of their supervisors in a timely manner and working to eradicate this behavior.

### **~~2.4 Post Job Offer Medical Exam~~**

~~Narberth Borough requires a post-offer occupational medical exam, including an audiogram, for all employees to confirm their ability to perform their job descriptions. The occasion of the occupational medical exam will also be used to determine the new employee's need for the hepatitis B vaccination and to obtain a post-offer drug and alcohol test.~~

~~All new hires will also be required to provide proof that they are fully vaccinated for COVID-19 per the latest CDC definition of "fully vaccinated".~~

~~Audiograms, vaccine records, and the physician's opinion will be archived in the employee's confidential occupational health file.~~

### **2.5 Post Job Offer Drug and Alcohol Test**

All applicants for employment, including applicants for part-time and seasonal positions, applicants who are former employees, and those who require a CDL license, are subject to drug and alcohol testing. Applicants must pass the drug test to be considered for employment.

Please see Appendix 6.3 for more information.

**Commented [AG1]:** I do not believe this is needed for the work that we do. We also have not been following this policy. I recommend it be removed.

## **2.6 Disciplinary Process**

The Borough takes disciplinary matters very seriously. For most matters related to performance deficiencies or employee behavior, the Borough will issue a written warning to the employee, and provide the employee with the opportunity to correct the deficiency or misbehavior. However, for more severe offenses, or when a deficiency or behavior is not corrected or otherwise reoccurs any time after a written warning, the employee shall be subject to immediate termination. Any violations of this manual will result in disciplinary action.

Although a written warning may be provided to address certain performance or behavioral deficiencies, the Borough reserves the right to terminate an employee at any time and at its sole discretion. Further, immediate termination shall be expected to occur for an employee's egregious behavior or flagrant insubordination including, but not limited to, theft, embezzlement, or fraud; intentional destruction of Borough property; unauthorized use of Borough vehicles for personal business; verbal or physical abuse or assault; unauthorized use or disclosure of confidential Borough information not otherwise available to persons not working for the Borough, and/or confidential information of vendors and Borough residents; acts of discrimination or harassment; the possession or use of illegal drugs, weapons, or explosives; or any other actions identified in this manual as warranting termination.

If the employee is terminated, they will be immediately discharged from their duties and must return all Borough-provided items, uniforms, and tools to the Borough.

## **Section 3. Wages and Benefits**

### **3.1 Payment Schedule**

All employees are paid on the Friday following the end of the biweekly pay period. In the event of a holiday on that Friday, employees will be paid that Thursday. In event of a holiday that Friday and Thursday, employees will be paid that Wednesday.

### **3.2 Wages and Overtime**

Wages vary amongst employees and are based on level of skill, duties of the position, and experience. The Borough conducts annual evaluations of all employees and adjusts wages accordingly. Hours worked by Non-exempt Employees in excess of 40 hours in a work week shall be paid an overtime rate of 1.5 times the regular rate of pay. Overtime can be required of employees for specific purposes with prior authorization by their supervisor or the Borough Manager. Non-exempt Employees shall not work overtime without permission from their supervisor.

### **3.3 Deductions and Garnishment**

Federal and State law requires that the Borough deduct payments for the following purposes from every paycheck as applicable:

- Social Security and Medicare
- Income tax (federal, state, and local)
- State Disability Insurance and Family Temporary Disability Insurance
- Other deductions required by law or requested by the employee
- Deductions for employee benefits

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year to all employees. If at any time an employee wishes to adjust their income tax withholding, they should submit the designated form to the payroll administrator.

Sometimes the Borough receives legal papers that compel garnishment of an employee's paycheck. The

Borough must abide by these orders until ordered otherwise by the Court or until the debt is repaid in full.

### 3.4 Benefits for All Borough Employees

The following is an overview of the Borough's benefits package for all Borough employees.

- **Unemployment Insurance**  
Employees rendered unemployed through no fault of their own or due to circumstances described by law receive unemployment insurance. State agencies administer this insurance and determine benefit eligibility, amount (if any), and duration.
- **Workers' Compensation**  
Workers' Compensation laws require compensation for accidental injuries, death and occupational disabilities suffered during employment activities. Narberth Borough provides Workers' Compensation Insurance.
- **Social Security Benefits and Medicare**  
Both employees and the Borough contribute funds to the federal Social Security Program which provides retirees with benefit payments and medical coverage.
- **Training and Development**  
The Borough shall provide compensation for attendance and cover the costs for short-term training such as workshops, coursework, on-line tutorials, or written manuals with prior approval by the Borough Manager and demonstration of satisfactory completion.

### 3.5 Benefits for Full-time Borough Employees

The following is an overview of the Borough's benefits package for Full-time Employees. Benefits for Contract Employees may differ from those stated herein. Policy for paid time off may differ for certain employees whose schedule requires work during holidays. These changes are reflected in the job descriptions of those particular positions. The following does not contain all plan details. Complete benefits descriptions are available from Borough Administration.

- **Vacation**  
Full-time Employees shall be credited on the 1<sup>st</sup> of January (or on a pro-rated basis for employees beginning work mid-year) three weeks of vacation. Full-time Employees shall earn four weeks of vacation per calendar year the January 1 after completing ten (10) years of service (defined as the calendar period from date of hire, that is someone hired on 5/24/2021 would reach ten years of service on 5/24/2031 and receive four weeks of vacation starting 1/1/2032). Accrued and unused vacation days may be carried over from year to year. The amount of carried over vacation days may not exceed 10 days. Requests to use vacation time shall be made no less than 10 business days prior to use in writing to the Borough Manager or the employee's supervisor. The Borough Manager or supervisor has the discretion to approve or deny requests for vacation based upon staffing needs of the Borough. Upon separation from the Borough with at least ten business days of work performed from employee notice of separation to end of employment, the Borough will pay out the employee's vacation balance, not to exceed 10 days.
- **Holidays**  
13 paid holidays per year are observed by the Borough as follows: New Year's Day, Martin Luther King Day, President's Day, Primary Election Day, Memorial Day, Juneteenth, July 4<sup>th</sup>, Labor Day, General Election Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.
- **Sick Leave**  
Sick leave is to be used by the employee to recover from illness or to care for a member of the employee's immediate family (Child, Parent, or Spouse) who is ill. Employees shall be entitled to fifteen (15) days of sick leave per calendar year, credited to the employee on the 1<sup>st</sup> of January (or on a pro-rated basis for employees beginning work mid-year). Employees may carry over up to 10 unused sick

days from year to year. The Borough Manager shall have the right to require medical evidence, and the employee shall be obligated to produce it, regarding absences of greater than 3 days in a row.

- **Bereavement Leave**

In the event of the death of an immediate family member (Spouse, Child, Parent, ~~or sibling or grandparent~~), an employee may use up to ~~53~~ days or ~~4024~~ hours of paid time off. ~~In the event of the death of a non-immediate family member, friend or colleague, an employee may use 1 day or 8 hours of paid time off.~~ Bereavement days do not accrue on an annual basis and there is no limit to the frequency of use of bereavement pay herein defined during any time period.

- **Health Insurance**

Full-time Employees, and their eligible family members shall be provided comprehensive medical insurance coverage, a dental care plan, a visual care plan and prescription plan through the Borough's group plan providers with the employee responsible for 5% of the ~~premiumgross~~ cost. Terms of the plans, including cost sharing with the employees, are subject to change at the discretion of the Borough.

- **Life Insurance**

Each Full-time Employee shall be provided with term life insurance coverage by the Borough in the amount of \$50,000 with no employee cost share. Terms of the plan, including cost sharing with the employee, are subject to change at the discretion of the Borough.

- **Short Term Disability (STD) Insurance**

~~Each Full-time Employee shall be provided Short Term Disability (STD) benefits, for a 6-month coverage period through a third-party provider with no employee cost share. Terms of the plan, including cost sharing with the employee, are subject to change at the discretion of the Borough.~~

- **Supplemental Disability Insurance**

The Borough makes available supplemental disability insurance through a third-party provider. Terms and costs of the plan are subject to change at the discretion of the Borough.

- **Retirement**

A mandatory contributory Pension Plan with the Pennsylvania Municipal Retirement System is in effect for all Full-time Employees and a 5% contribution will be deducted from each paycheck. Details of the plan are available in the Borough Office and subject to change from time to time by the adoption of an Ordinance by Borough Council.

### 3.6 Benefits for Part-time and Seasonal Borough Employees

Part-time Employees and Seasonal Employees are not entitled to any benefits other than those provided for all Borough employees.

## Section 4 – Employment Policies

### 4.1 Work Week and Breaks

The work week begins and ends at ~~12am~~ 11am on Monday.

Non-exempt Employees are entitled to a paid 10-minute break for every four hours of work. In addition, Non-exempt Employees are entitled to an unpaid meal break of up to one hour in length for any shift lasting five hours or more.

### 4.2 Reporting for Work

Regular and on-time attendance is essential to efficient operations. Employees are expected to begin and end each shift at the time and on the day required by their supervisor. Employees must contact their immediate supervisor a minimum of one hour prior to scheduled starting time via phone call or text to report any absence or lateness. Employees must obtain their immediate supervisor's permission to leave early. Email is not

**Commented [AG2]:** Some sources indicate that grandparents are not immediate family and others do. A week is probably too long for grandparents unless someone is really close with their grandparent. Probably best to leave it in there, but just wanted to bring it to your attention.

**Commented [AG3]:** If an immediate family member passes, they need at least a week for coordinating services/grieving.

**Commented [AG4]:** It's good to add this in there as a courtesy. This would include aunts, uncles, cousins, friends, co-workers, etc.

acceptable for this purpose.

Excessive absenteeism and tardiness are not only inconvenient but also a costly problem. It is recognized that occasional illness or extenuating personal reasons cause unavoidable absence or tardiness from work. Employees who fail to maintain an acceptable attendance record will be subject to disciplinary measures including warnings, suspension, or termination as circumstances warrant. Absences and late arrivals will be recorded. Attendance is a factor in performance reviews and salary adjustments.

Failing to call one's supervisor to advise you will not report to work for three (3) consecutive workdays will be considered voluntary resignation, ~~and result in removal from payroll.~~

**Commented [AG5]:** Not really necessary. Goes without saying.

#### 4.3 Jury Duty

An employee who receives a summons to appear for jury duty, or is subsequently selected to serve on a jury, shall immediately notify and present proof of the requested service to the Borough Manager. Employees will continue to receive their normal pay ~~(defined as an 8 hour shift for hourly employees)~~ and benefits while performing jury duty with no reduction in paid time off.

**Commented [AG6]:** Full-time housemen work a 24 hour shift. Probably better to just remove this.

#### 4.4 Workplace Safety and Accidents

The Borough desires a safe, secure workplace. Accordingly, employees shall report all accidents and any injuries to your supervisor immediately, no matter how slight. Even if an accident occurs where no personal injury or damage results, you are required to report the accident to your supervisor immediately so that any unsafe condition can be corrected. All circumstances surrounding the accident shall be documented by the Borough Manager and the employee's supervisor.

**Property Damage.** Damage to property occurring as a result of an accident must be reported to your supervisor immediately. This will expedite repair of the damage and help to correct a possible unsafe condition.

**Borough Vehicles.** All motor vehicle accidents in Borough vehicles must be reported immediately to your supervisor. Please render assistance to others, as needed, but make no comments except to officers of the law as required, your supervisor, and the Borough Manager. All employees are required to submit to a drug and alcohol test if they are involved or contributed to an accident while operating a Borough owned vehicle that ~~seriously~~ damages a vehicle, machinery, or property or results in an injury to themselves or another employee. The employee shall provide urine specimens for drug testing as soon as possible but in no case later than thirty-two (32) hours after the accident. Employees must be tested for alcohol within two (2) hours after a motor vehicle accident. An employee may not consume alcohol until the employee has been tested. Employees must be readily available for testing even if:

**Commented [AG7]:** Should apply to all accidents, not just "serious" ones.

- They leave the site to obtain medical care.
- They leave the site to obtain assistance as a result of an accident.

~~CDL drivers and drivers of non-CDL Borough owned vehicles are subject to post accident testing if the accident results in:~~

- ~~A fatality or injury requiring medical attention away from the scene.~~
- ~~Covered driver receiving a citation under state or local law for a moving traffic violation arising from the accident.~~
- ~~Damage to any vehicle requiring the vehicle to be towed away from the scene by a tow truck or another vehicle.~~

**Commented [AG8]:** This would apply to any non-work related driving accident. I do not think this is necessary.

In the event of a workplace injury, the employee shall seek appropriate medical care for all persons injured. In

non-emergency situations, the employee shall seek care from a Panel Physician on the list provided by the Borough's worker's compensation insurance provider posted in the Borough Office. Claims forms available in the Borough office must be obtained and taken to the Panel Physician for treatment of a work-related injury. If the employee visits a physician that is not listed, the employee will be responsible for paying any costs involved with the treatment.

#### 4.5 Return to Work Policy

The goal of the return-to-work policy is to reasonably accommodate every injured or ill employee's return to work as soon as possible in accordance with applicable local, state and federal laws, unless:

- There is a direct threat to the health or safety of the injured or ill worker or others that cannot be reduced or eliminated with a reasonable accommodation.
- Reasonable accommodation would produce an undue hardship for the Borough.

Our transitional duty positions are specifically designed to assist our injured or ill employees with returning to productive work as soon as possible following an injury or illness.

On a basis that does not discriminate against employees on FMLA leave, the Borough may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

See Appendix 6.1 for details of the return-to-work policy.

#### ~~4.6 COVID-19 Policy~~

~~All Narberth Borough employees are required to provide proof that they are fully vaccinated for COVID-19 per the latest CDC definition of "fully vaccinated" except for employees hired before 3/18/2022. See Appendix 6.2 for a detailed description of the policy applying to employees hired before 3/18/2022.~~

~~Any employee experiencing COVID-19 symptoms should stay home and get tested. Employees who test positive for COVID-19 should notify the Borough Manager. Employees should also refer to the CDC guidance on quarantine and isolation.~~

~~All employee requirements for social distancing, masking, and other COVID-19 mitigation strategies are at the discretion of the Borough Manager. Not complying with these requirements will be considered defiance of Narberth Borough policy and can be subject to progressive discipline as outlined in this manual.~~

**Commented [AG9]:** This is an outdated policy. We have not been enforcing this for new hires. I recommend this be removed.

#### 4.7 Drug and Alcohol Abuse Prevention Policy

The purpose of this policy is to establish procedures to prevent the abuse of controlled substances and alcohol in the workplace and while employees are on duty. See Appendix 6.3 for a detailed description of the policy.

#### 4.8 Cell Phone Use

Personal cell phones shall be used for personal purposes only during breaks and meal periods, away from where others are working. If personal cell phone use interferes with operations in any way, the use is prohibited. The Borough strictly and explicitly prohibits the use of wireless devices such as cell phones to send, read, or write any information while operating a Borough vehicle.

Any employee who is asked to use their personal cell phone for Borough business will receive a \$25 per month payment from the Borough. No employee should use their cell phone for business purposes unless instructed to do so by their supervisor.

#### 4.9 Confidentiality

Employees of the Borough often have access to confidential financial data or other non-public confidential information, including personal information, regarding Borough activities, vendors, elected and appointed officials, and residents of the Borough. All such information is to be kept strictly confidential. It is critical to maintaining the public trust that all parties feel secure that information obtained about them by the Borough will be used only for legitimate purposes and will not, under any circumstances, be disseminated by Borough employees.

#### 4.10 Computers, Email, and Internet Use and Personal Property

Narberth Borough electronic mail, internet access, and other information systems are to be used for work-related communication only and cannot be considered private to the individual employee. Personal files should not be stored on Borough computers and may be deleted or destroyed by management at any time. Management reserves the right to review any employee's e-mail or other files for any reason and at any time. No employee should attempt to gain access to another employee's files or emails without permission from the Borough Manager.

No Borough workplace facilities should be regarded as private. If you choose to keep personal property in your desk or workspace, you should be aware that management has the right to access that area at any time for any reason, with or without notice to you. Locks may only be kept on desks or file cabinets for legitimate Borough business reasons. The Borough is not responsible for the loss or theft of personal property.

The use of computers, tablets, and phones provided by the Borough for personal purposes is strictly prohibited. Borough employees are expected to use devices for work-related purposes and no other type of activity. It is strictly prohibited to distribute, download, view, or disseminate inappropriate content such as, but not limited to: violent acts, derogatory messages, and pornography. All browser activity, messaging content, and electronic interaction are subject to discovery. The introduction of computer viruses to Borough network or devices is strictly forbidden. Violation of this policy is subject to disciplinary action up to and including termination.

#### 4.11 Social Media

Employees of the Borough may engage in social media during off hours. Employees must refrain from disclosing confidential information as described in the Confidentiality section of this Manual. Employees shall comply with any established social media policy of the Borough, and the violation of such policy or a violation of confidentiality can result in disciplinary actions up to and including termination.

#### 4.12 Harassment

The Borough of Narberth is committed to providing a work environment free of harassment. As a result, the Borough maintains a strict policy prohibiting sexual harassment and harassment against applicants and employees based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, age, pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics), political affiliation, gender identity, sexual orientation, or any other consideration protected by federal, state or local law. All such harassment is prohibited.

Sexual harassment includes unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

- Submission to such conduct is made a term or condition of employment.
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual.

Our anti-harassment policy applies to all persons involved in our operations and prohibits harassment by any employee of Narberth Borough, including nonsupervisory employees, supervisors and managers. This policy also protects employees from harassment by third parties, such as vendors, clients, or temporary seasonal workers. If harassment occurs on the job by someone not employed by Narberth Borough, the procedures in this policy should be followed.

Any employee who believes that they have been harassed or discriminated against or subject to retaliation by a co-worker, supervisor, agent, client, vendor or customer of Narberth Borough, or who is aware of the harassment, discrimination or retaliation of others, should immediately provide a written or verbal report to their supervisor and the Borough Manager.

After a report is received, a thorough and objective investigation by management will be undertaken. The investigation will be completed and a determination made and communicated to the employee as soon as practical. If a complaint of harassment or discrimination or retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

The Federal Equal Employment Opportunity Commission (EEOC) and equivalent State agencies will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. The nearest office of the EEOC and equivalent state agencies can be found in your local directory.

Retaliation is prohibited against any person by another employee or by the Borough of Narberth for using this complaint procedure, reporting harassment or discrimination, objecting to such conduct or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit. Employees should report any retaliation to their supervisor and the Borough Manager.

#### **4.13 Religion and Politics**

The distribution of literature, recruitment / proselytizing, or participation in religious or political organizations are not permitted at the workplace.

#### **4.14 Privacy of Employee Information**

Employee information is considered private and only accessed on a need-to-know basis by the Borough Manager or their designee in accordance with Federal, State, and local statutes. Employee healthcare information is confidential in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

Personnel files are confidential. If you wish to view your files, you must set up an appointment with the Borough Manager to view the documents. The Borough Manager or their designee must be present during the viewing. You may not alter or remove your personal file from the Borough office, although you may add comments to items of dispute.

#### **4.15 Family and Medical Leave Act Policy**

The purpose of this section is to provide employees with a general description of their Family and Medical Leave Act (FMLA) rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

It is recommended that employees refer to the US Department of Labor's guidance for a straightforward explanation of FMLA. Please note that the Borough is a "covered employer" under FMLA. It can be found at: <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/employeeguide.pdf>

Definitions for this section are as follows:

**Covered active duty** - duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

**Covered service member** - a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

**Next of kin** - is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

**Qualifying exigency** - short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

**Serious health condition** - an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.

**Serious injury or illness** - incurred by a covered service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of their office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

Narberth Borough complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

To be eligible for leave under this policy, employees must meet all of the following requirements:

- Have worked at least twelve (12) months for Narberth Borough;
- Have worked at least 1,250 hours for the Borough over the twelve (12) months preceding the date the leave would commence.

The twelve (12) months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a Child or placement of a Child with the employee for adoption or foster care.
- To care for a Spouse, Child or Parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of their job.

- For any qualifying exigency arising out of the fact that a Spouse, Child or Parent is a military member on covered active duty or on call to covered active duty status.
- To care for a covered service member with a serious injury or illness.

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The Borough will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Borough will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, the Borough will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible Spouses who both work for the Borough may only take a combined total of 12 weeks of leave for the birth of a Child, adoption or placement of a Child in foster care, or to care for a Parent with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each Spouse is a Parent, Spouse, Child or next of kin of the service member).

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period. ~~In all cases, paid leave must be used first, and then the employee will need to use unpaid leave.~~

**Commented [AG10]:** Redundant. This is listed further down in the section.

The Borough may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a Child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a Child, the Borough and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the Child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Borough's operations.

When the need for the leave is foreseeable, the employee must provide the Borough with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Borough's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, the Borough Manager will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other

supporting documentation as necessary.

Within five business days after the employee has submitted the required certification or other documentation, the Borough Manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

Narberth Borough will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

An employee must first use paid leave, and if additional time off is required will then use unpaid leave. While on paid leave, the Borough will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received by the payroll administrator by the 30th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The Borough will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Borough will require the employee to reimburse the Borough the amount it paid for the employee's health insurance premium during the leave period.

If the employee contributes to ~~a life insurance or a supplemental~~ disability plan, the Borough will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums, or the Borough may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the Borough will discontinue coverage during the leave. If the Borough maintains coverage, the Borough may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in the Borough's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The Borough may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of their status as a key employee.

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, when an employee takes pregnancy disability leave, such time will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee will then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use

all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the Borough's sick leave policy) prior to being eligible for unpaid leave.

#### **4.16 Vehicle Use Policy**

Borough owned vehicles are intended to be used for Borough-related business only. The use of Borough vehicles for personal business is prohibited. GPS technology will be used by the Borough to monitor vehicle location, use, speed, and other factors. Vehicles are to be operated in accordance with all local and state laws in a safe manner. Texting or speaking on a phone is prohibited while operating a vehicle.

#### **4.17 Narberth Fire Company Volunteers**

The Borough supports the Narberth Fire Company and permits employees to respond to emergency calls as volunteer firefighters when on duty under most circumstances. In circumstances where public safety would be harmed by the employee responding to a call, the employee must remain at their job. Situations of this type include, but are not limited to: snow removal operations, hazardous scene management, or flooding emergencies, etc. In situations like these, the employee is responsible for obtaining approval from their supervisor or Borough Manager prior to responding to the call.

#### **4.18 Interaction with Elected and Appointed Officials**

To ensure effective communication, requests for service, work, or information of employees by elected and appointed officials are to be referred to the employee's supervisor and the Borough Manager prior to completing those requests.

#### **4.19 Bloodborne Pathogens Post Exposure Response Protocol**

See Appendix 6.4 for a description of the procedures to follow when first responders are exposed to blood or other potentially infection material from other individuals. This policy, although specific to first responders, also applies to the Borough's Public Works employees.

Employees who have access to HIV related information regarding co-workers, members of the public or clients are required to maintain the confidentiality of that information in accordance with state and federal privacy laws. Employees who inappropriately acquire or intentionally disseminate information about an individual's health status may be subject to penalties under federal and state laws as well as disciplinary action by the Borough, up to and including termination from employment.

#### **4.20 Uniforms and Dress Code**

##### **Non-Administrative Employees**

As needed, the Borough will provide uniforms and clothing for its non-administrative employees at its own expense. Any issued clothing should be worn as instructed by your supervisor and kept in good condition. Any apparel provided should not be modified. Repeated damage of Borough issued apparel, or gross negligence will result in the employee being asked to pay for the replacement. Employees may purchase non-uniform related apparel to perform their work duties, including but not limited to boots, gloves, and other items authorized by their supervisor. Employees must submit an Expense Reimbursement Form to their supervisor to obtain a reimbursement for their purchase.

### **Administrative Employees**

All administrative employees are required to wear Business Casual Attire which includes, but is not limited to slacks, khakis, capris, golf shirts, and shirts with a finished neckline, skirts, dresses, turtlenecks, or sweaters. Clothing and shoes must be neat and clean.

Unacceptable attire includes, but is not limited to tee shirts; sweat pants, shorts, sweatshirts, or workout attire; cutoffs; beach attire; halter and spaghetti strap dresses, tank tops, miniskirts, short skirts, spandex and Lycra; dresses or skirts that are excessively short; clothes that are too tight, too small, sheer or clothing that otherwise is revealing, distracting, or provocative; and tennis shoes, flipflops, beach shoes or slippers.

Casual attire is permitted to be worn every Friday and other days at the discretion of the Borough Manager. The following are examples of clothing that are acceptable; khakis, jeans free of frays, rips, and tears, casual slacks, polo shirts or other shirts with collars. At all times, clothing and shoes must be neat and clean.

For all employees, the following items are not allowed:

- ~~Open toed shoes~~
- ~~Shorts~~
- Denim

### **4.21 Smoking Policy**

Smoking or vaping are not allowed at any time on or in Borough owned property, including vehicles. ~~As of the January 1, 2023, the Borough will not hire any individual who uses any form of nicotine product, with the exception of nicotine patches.~~

**Commented [AG11]:** This is an unenforceable mandate.

**Section 5. Receipt of Manual Acknowledgment**

All employees are required to sign and submit the following form to the office as a condition of employment with the Borough of Narberth.

**EMPLOYEE'S ACKNOWLEDGMENT OF RECEIPT OF POLICY MANUAL AND RESPONSIBILITY FOR ITS CONTENTS**

I hereby acknowledge receipt of this Employee Policy Manual ("Manual") containing the current policies and procedures of Narberth Borough as of ~~January 1, 2023~~ March 20, 2025.

I understand that these policies and procedures have been formulated to achieve order and consistency among Narberth Borough's employees.

I understand my responsibility to become aware of the contents of this Manual and that I may ask questions about any policy or procedure in this Manual which is unclear to me.

I understand that this Manual contains confidential information to be used only by employees of Narberth Borough and that I am not permitted to make copies of any portion of this Manual without the written permission of the Borough Manager.

I understand that this manual contains no promises of any kind, and that Narberth Borough can, on its own, change or discontinue any policy in this manual or other writing, or change any working conditions without having to consult anyone and without anyone's agreement.

Nothing may be considered a policy of Narberth Borough unless it is in writing and specifically authorized by Narberth Borough.

This is Narberth Borough's current policy manual, and all prior manuals are void.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



# NARBERTH FIRE COMPANY

100 Conway Avenue | PO Box 45 | Narberth, Pennsylvania 19072

January 14, 2025

To: Maggie Dobbs – Manager  
Borough of Narberth

From: Francis N. Dixon – Chief Engineer  
Narberth Fire Company

I hereby certify that the following members have qualified under the Borough of Narberth Volunteer Firefighter Tax Credit program;

William Addis  
14 Sabine Ave

Rodger Sanchez  
53 Wynnedale Road

Francis Dixon  
345 Meeting House Lane

Mark Scanlon  
224 Sabine Ave

John Flynn  
220 Dudley Ave

Thomas Talvacchia  
209 Wayne Ave

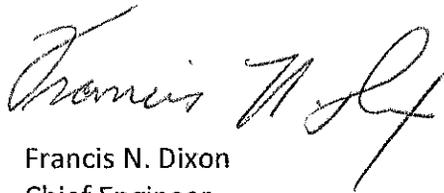
William Henderson  
503 Homewood Ave

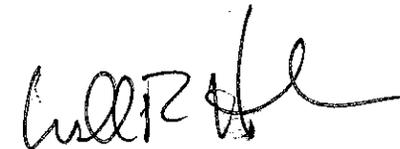
William Thomas  
220 N. Essex Ave

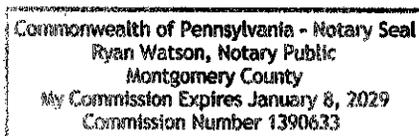
George Hofstetter  
607 N. Essex Ave

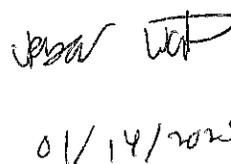
Kenneth Watson  
501 Beechwood Lane

Respectfully submitted,

  
Francis N. Dixon  
Chief Engineer

  
William R. Henderson  
Company President







# UNION FIRE ASSOCIATION

149 Montgomery Avenue  
Bala Cynwyd, PA 19004  
Phone: (610) 664-9112  
Fax: (610) 664-4752  
www.station28.org

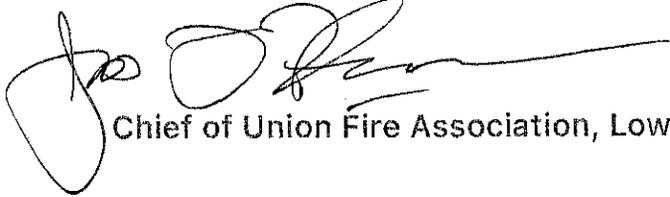
## Borough of Narberth

1/15/2025

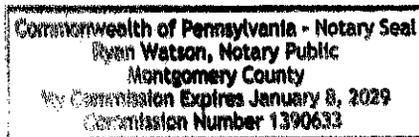
This is to certify that James F Hornung of 302 Grayling Ave. Narberth PA 19072 has met all of the requirements as outlined in the tax rebate program of the Lower Merion Township Fire Department and Borough of Narberth.

Thank you.

James F. Hornung,



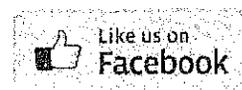
Chief of Union Fire Association, Lower Merion.



*ryan wat*  
*01/15/2025*

follow us on  
**twitter**

@UnionFireAssoc



Union-Fire-Association



# NARBERTH AMBULANCE

101 Sibley Avenue Ardmore, PA 19003

Main 610-645-7770 Fax 610-645-7957

*Serving Lower Merion, Narberth, Haverford, Conshohocken & West Conshohocken*

Incorporated in 1944

Albert F. Davey  
Executive Director

ADavey@narberthambulance.org

January 22, 2025

To: Narberth Borough  
From: Albert Davey \_ Executive Director  
Re: Tax Credit Rebate

I certify that the following member has met the qualifications for active status for Narberth Ambulance based on volunteer hours served for our organization and is qualified for the Narberth Borough Volunteer Tax credit program in for 2024/5. We are grateful for this program and we are pleased that the borough can give back to the members of our company who dedicate their time in service of the residents of municipality and its surrounding communities.

Our Qualified member for your files is:

Matthew Scanlon  
126 Conway  
Narberth PA 19072

Our only question is if you will be processing this for the County volunteer abatement program as well?

Respectfully submitted,

Albert F. Davey  
Executive Director



**Oath of Office  
Civil Service Commission**

**Borough of Narberth  
Montgomery County, PA**

I, \_\_\_\_\_, do solemnly swear (*or affirm*) that I  
(Name)

will support, obey and defend the Constitution of the United States and the Constitution of this  
Commonwealth and that I will discharge the duties of my office with fidelity.

Signature of Official: \_\_\_\_\_

Sworn and subscribed to before me this 20<sup>th</sup> day of March, 2025.

\_\_\_\_\_  
*Andrea Deutsch, Borough Mayor*

Attest: \_\_\_\_\_  
*Maggie Dobbs, Borough Secretary*



**BOROUGH OF NARBERTH, PA**  
**COUNCIL MOTION**

**I MOVE THAT:** Borough Council approve the Pilot Striping Plan on the 200 block of Price Avenue.

**Motioned by:**  
Councilmember Burock \_\_\_\_\_  
**Chair, Public Health and Safety Committee**

**Seconded by:**  
\_\_\_\_\_

# MEMO

BOROUGH OF NARBERTH



**TO:** Narberth Borough Council  
**FROM:** Maggie Dobbs, Borough Manager  
**DATE:** March 14, 2025  
**SUBJECT:** Price Avenue Restriping Pilot

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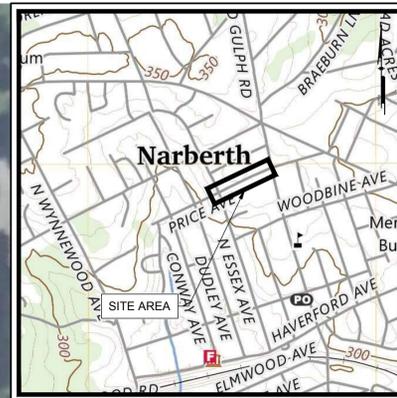
Over the past several months, residents have brought traffic safety concerns along the 200 block of Price Avenue to the attention of the Public Health & Safety Committee. Concerns include speeding, challenging sight lines for drivers pulling out of driveways, and limited space to yield to oncoming traffic. The Borough requested its engineer, Pennoni, to evaluate existing conditions and recommendations were summarized in a memo dated October 9, 2024. Pennoni recommended the Borough consider restricting parking on one side of the road where the roadway width is less than 30 feet (generally between Essex Avenue and Montgomery Court). In the alternate, they recommended the Borough consider making the roadway one-way, but this would require a much more substantial traffic impact analysis that is outside of the scope and budget at this time. In an effort to provide some relief to residents along the block, the PH&S Committee tasked Pennoni with drafting a design sketch that would implement their previous recommendation of restricting some parking while creating pull-off areas to allow vehicles to pass each other in narrow areas of the roadway. An initial design was drafted by Pennoni that resulted in the loss of up to 12 parking spaces, which was not supported by the Committee. The revised design as presented herein, results in the potential loss of about six parking spaces, but creates a no parking pull-off area at the intersection of Price and Essex per the initial recommendation, and stripes out no parking areas on either side of driveways which will both create additional pull-off areas as well as improve sight distance for vehicles exiting driveways.

The implementation of this program is proposed to be a temporary pilot program through the use of temporary paint applied by our Public Works department. One sign will need to be relocated, one new sign will need to be installed, and all other existing signs will remain in place. Staff is proposing to pilot this program for six months and engage with the residents on the block and surrounding areas to obtain feedback on the success of the striping restrictions. The Committee recommended letters be sent to residents near the end of the six month pilot for feedback. At that time, the Committee may choose to make the striping permanent, may choose to modify the striping to pilot an alternate design, or remove the temporary striping and revert the roadway back to existing conditions.

The PH&S Committee recommended approval of this pilot program at their meeting on March 14, 2025.

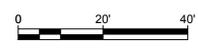


U:\Projects\NARB\16002 - Resi\_GenSpec\03300\_03\03300\_03.dwg  
 PLOTFILE: Pennoni\KCS.dwg  
 PLOTFILE: Pennoni\KCS.dwg  
 PROJECT STATUS: NOT FOR CONSTRUCTION  
 DATE: 4/20/2014 10:30 PM BY: Zaimy Perdue



**LOCATION MAP**  
Scale: 1" = 1000'

PARKING DATA	
EXISTING PARKING	29 SPACES*
PROPOSED PARKING	23 SPACES*
*ASSUMES 22' LONG SPACE	



**PENNONI ASSOCIATES INC.**  
 1900 Market Street, Suite 300  
 Philadelphia, PA, 19103  
 T 215.222.3000 F 215.222.3588

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

PRICE AVENUE  
 STRIPING EXHIBIT  
 NARBERTH, PA 19072  
 BOROUGH OF NARBERTH  
 100 CONWAY AVENUE, NARBERTH, PA 19072

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATES AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	NARB16002
DATE	2025-02-12
DRAWING SCALE	1"=20'
DRAWN BY	ZAP
APPROVED BY	ADT

**EXHIBIT**  
 SHEET 1 OF 1



**BOROUGH OF NARBERTH, PA**  
**COUNCIL MOTION**

**I MOVE THAT:** Borough Council adopt Resolution 2025-07 to approve the revisions to the Manual and Rules of Procedure and adopt the Public Comment Guidelines policy document.

**Motioned by:**  
Councilmember Speer  
**Chair, Finance and Administration Committee**

**Seconded by:**  
\_\_\_\_\_

**BOROUGH OF NARBERTH  
MONTGOMERY COUNTY, PA**

**RESOLUTION NO. 2025-07**

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**A RESOLUTION OF THE BOROUGH OF NARBERTH, MONTGOMERY  
COUNTY, PENNSYLVANIA AMENDING THE MANUAL AND RULES OF  
PROCEDURE OF THE NARBERTH BOROUGH COUNCIL AND ADOPTING  
THE PUBLIC COMMENT GUIDELINES FOR NARBERTH BOROUGH  
COUNCIL MEETINGS**

---

**WHEREAS**, Borough Council previously adopted the Manual and Rules of Procedure of the Narberth Borough Council for the conduct of business on August 8, 1994 and subsequent revisions, last amended December 15, 2021; and

**WHEREAS**, the Finance and Administration Committee has reviewed the Manual and Rules and has recommended a series of amendments to reflect the current expectations for how Council and Borough staff conduct the Borough's business and for how Council, staff, and members of the public should conduct themselves at meetings; and

**WHEREAS**, during the review process it was recommended by the Finance and Administration Committee that a set of Public Comment Guidelines be incorporated with the Manual and Rules to help ensure that members of the public may comment upon Borough matters at Council meetings in an orderly manner.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Narberth, hereby amends and adopts the attached Manual and Rules of Procedure of the Narberth Borough Council and the Public Comment Guidelines for Narberth Borough Council Meetings.

**ADOPTED** this 20<sup>th</sup> day of March 2025.

**ATTEST:**

**NARBERTH BOROUGH COUNCIL**

---

**Maggie Dobbs**, Borough Secretary

---

**Frederic Bush**, Council President

**MANUAL AND RULES OF PROCEDURE  
OF THE NARBERTH BOROUGH COUNCIL**

(Approved: August 8, 1994, as amended, October 12, 1998, further amended January 10, 2011,  
December 9, 2013, August 19, 2020, December 15, 2021, and March 20, 2025)

The following Manual and Rules of Procedure (“Manual and Rules”) is hereby adopted by Resolution of the Narberth Borough Council, with due consideration to statutory requirements, including the Borough Code, 8 Pa. C.S. § 101 et seq., as amended.

**A. GENERAL PROVISIONS**

1. **Purpose.** The Manual and Rules reflect the Narberth Borough Council’s expectations for how Council and Borough staff conduct the Borough’s business and for how Council, staff, and members of the public should conduct themselves at meetings.
2. **Effect of Rules.** The Manual and Rules establish general expectations for conduct and procedure, are not legally binding, and do not supersede or control over statutory requirements. Failure to follow the Manual and Rules does not invalidate or otherwise affect actions taken in accordance with statutory requirements.
3. **Cross-Reference to Public Comment Guidelines.** In addition to this Manual and Rules, Council has also adopted Public Comment Guidelines to guide the process by which Council receives comment from the public at Council meetings.
4. **Definitions.** For the purposes of this Manual and Rules, the following terms have the following meaning:
  - i. **“Chair”** means the individual chairing the Council meeting. (In general, the Council President will serve as Chair during Council meetings, except as provided in this Manual and Rules.)
  - ii. **“Ordinances”** are laws of general application, usually permanent in nature. Ordinances ordinarily, but not always, contain provisions for enforcement.
  - iii. **“Resolutions”** are official actions of Council. Resolutions may also consist of expressions of action, policies, opinions, or the consensus of Council. Resolutions are not laws, and typically lack enforceability provisions.

**B. ORGANIZATION OF COUNCIL.**

1. **Date of Organizational Meeting.** Narberth Borough Council shall organize on the first Monday of January of each even-numbered year by electing one Council Member as President and one Council Member as Vice President, who shall hold the offices at the pleasure of the Council. If the first Monday is a legal holiday, the meeting and organization shall take place the following day. *8 Pa. C.S. § 1001.*
2. **Presiding Officer During Organization Meeting.** The following individuals shall preside over the organizational meeting:

- i. **Mayor to Preside Until Election of President.** The Mayor shall preside over the organization of Council until Council elects a President and a Vice President, as described in subsection 3.vi. below. If the Mayor is absent from the organization meeting, Council shall vote, by a majority of Council Members who are present and holding over from the previous year, to appoint a Council Member to preside over the meeting. *8 Pa. C.S. § 1003.*
- ii. **President to Preside After Election.** The President shall preside over the meeting after Council elects a President and a Vice President, as described in subsection 3.vi. below.

3. **Order of Organization.** The meeting shall be ordered as follows:

- i. **Mayoral Oath of Office.** A Montgomery County judge, Montgomery County magisterial district judge, or a notary public shall administer the oath of office to the Mayor-elect. *8 Pa. C.S. § 10A03.*

The oath of office shall be in the following form:

“I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.”

*53 Pa. C.S. § 1141.*

- ii. **Call to Order.** When the time for organization arrives, the Mayor or the presiding Council Member shall rise and say:

“This being the day appointed by law for the organization of Council, and there being present a sufficient number of members to constitute a quorum, the chamber will come to order.”

- iii. **Roll Call of Continuing Members.** The Secretary shall call the roll of the Council Members holding over from the previous year.

- iv. **Reading of Credentials for Council Members-Elect.** The Secretary shall read the credentials of the Council Members-elect.

- v. **Council Member Oath of Office.** After the Secretary has read the credentials, the Mayor and the Council Members-elect will appear before the elected Council Members of Council. The Mayor will then administer the oath of office to each Council Member-elect. Any Montgomery County judge, Montgomery County magisterial district judge, or notary public may administer the oath of office in the Mayor’s stead. *8 Pa. C.S. § 1002.*

The oath of office shall be in the following form:

“I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.”

*53 Pa. C.S. § 1141.*

- vi. **Election and Appointment of Officers.** After administration of the oath of office to all Council Members-elect, and as led by the Mayor as described in subsection 2.i above, Council shall proceed directly to:
  - (a) Elect a Council President by a majority vote;
  - (b) Elect a Council Vice President by a majority vote; and
  - (c) Elect or appoint other officers or employees as provided for by law or ordinance or as necessary for the conduct of Borough affairs.

*8 Pa. C.S. § 1001.*

The President shall preside over the meeting after Council elects a President and a Vice President.

- vii. **Call of Attendance.** The Borough Secretary shall then call the attendance of the Council Members alphabetically, following which the Council is formally organized and the business meeting may carry on in accordance with the procedures contained herein.
4. **Rules of Procedure.** This Manual and Rules of Procedure remains in full force and effect during the organization of a newly elected Council and thereafter until Council amends or modifies them by a majority vote.
  5. **Transaction of Council Business Allowed.** Council may, at its discretion and as permitted under the Pennsylvania Sunshine Act, transact other business that may come before the meeting. *8 Pa. C.S. § 1001.*
  6. **Recording of the Names of New Council Members.** The names of the new Council Members shall be entered upon the records of the Borough. *8 Pa. C.S. § 1002.*

**Continuity of Council.** Council is a permanent body for the governance of the Borough. To that end, a newly organized Council may, at its discretion, act at its organizational meeting or at any subsequent meeting to continue or complete any actions that originated with a prior Council.

### C. PRESIDENT

1. **Election and Continuance in Role.** Council shall elect a President by a majority vote, as described in Section B.3.vi(a) of this Manual and Rules. Thereafter, the President holds the office at the pleasure of Council. *8 Pa. C.S. § 1001.*
2. **Election of President Following Vacancy.** In the event that the sitting President exits the presidency, for any reason, Council shall elect a new President as described below:
  - i. **Vacancy Due to Death, Resignation, Disability, or Other Reason.** In the event that the President, for any reason, is precluded from continuing in office, such as by death, resignation, change in residency, or permanent disability, Council shall elect a new President at its next monthly meeting.

- ii. **Removal of President.** For any reason, Council may remove the President from the office of the presidency by a majority vote. In the event that Council votes to remove the President:
  - (a) The Council Member formerly holding the presidency shall immediately cede the office, authorities, roles, and responsibilities of the presidency;
  - (b) The Vice President shall preside over the meeting and perform the duties of the President;
  - (c) If the Vice President is absent or if the vice presidency is vacant, the President Pro Tempore shall preside over the meeting and perform the duties of the President;
  - (d) If the Vice President and the President Pro Tempore are absent or if those offices are vacant, the Council Member with the longest tenure in office currently present at the meeting, other than a Council Member who Council has recently voted to remove from an officer position, shall preside over the meeting and perform the duties of the President;
  - (e) Council shall immediately elect a new President; and
  - (f) The former President shall continue to serve as a Council Member.
- 3. **Roles, Responsibilities, and Authority.** The President shall serve in the following roles and have the following authority:
  - i. **Presiding Officer.** The President shall preside over Council, including chairing and maintaining order at Council meetings.
  - ii. **Authority on Questions of Order.** The President shall rule on questions of order and meeting procedure, as provided in Section M.6. of this Manual and Rules, except that two Council Members may appeal the President's ruling to Council. In the case of an appeal, Council shall rule on the appealed question of order by a majority vote.
  - iii. **Signatory for Council Action.** Whenever any action by Council results in a specific written contract, agreement, ordinance, resolution, or other official document, the President shall sign that document. *8 Pa. C.S. § 1006.*
  - iv. **Authority to Organize and Discontinue Committees.** The President may, at their discretion:
    - (a) Organize Standing Committees of Council and Special Committees of Council;
    - (b) Appoint the membership of these Standing Committees and Special Committees, except that the President may not appoint themselves as a regular Committee Member of such committees;
    - (c) Remove, for cause, any Committee Member from a Standing Committee or Special Committee, and may appoint new members to fill vacancies; and
    - (d) Discontinue Standing Committees and Special Committees of Council.

- v. **Ex-Officio Member of Committees.** The President shall be an ex-officio, non-voting member of all committees. In this role, the President shall have the same rights and privileges as other Committee Members, except that the President may not vote.
- vi. **Authority to Call Special Meetings.** The President may call special meetings as provided in Section I.1.iii. of this Manual and Rules.

#### **D. VICE PRESIDENT**

1. **Election and Continuance in Role.** Council shall elect the Vice President by a majority vote. Thereafter, the Vice President holds the office at the pleasure of Council.
2. **Roles, Responsibilities, and Authority.** The Vice President shall perform the duties of the President in the following situations:
  - i. The Vice President shall perform the duties of the President when the President is physically absent from a meeting and the Vice President is physically present at the meeting, including if the President is participating in the meeting through a telecommunications device; and
  - ii. If a President is precluded from continuing in office, for any reason, the Vice President shall perform the duties of the President until the election of a new President.
3. **Election of Vice President Following Vacancy.** In the event that a sitting Vice President exits the vice presidency, for any reason, Council shall elect a new Vice President as described below:
  - i. **Vacancy Due to Death, Resignation, Disability, or Other Reason.** In the event that the Vice President, for any reason, is precluded from continuing in office, such as by death, resignation, change in residency, or permanent disability, Council shall elect a new Vice President at its next monthly meeting.
  - ii. **Removal of Vice President.** For any reason, Council may remove the Vice President from the office of the vice presidency by a majority vote. In the event that Council votes to remove the Vice President:
    - (a) The Council Member formerly holding the vice presidency shall immediately cede the office, authorities, roles, and responsibilities of the vice presidency;
    - (b) The President shall preside over the meeting and the President Pro Tempore shall perform the duties of the Vice President;
    - (c) If the President is absent or if the presidency is vacant, the President Pro Tempore shall preside over the meeting and perform the duties of the President, and the Council Member with the longest tenure in office currently present at the meeting, other than a Council Member who Council has recently voted to remove from an officer position, shall perform the duties of the Vice President;
    - (d) Council shall immediately elect a new Vice President; and

(e) The former Vice President shall continue to serve as a Council Member.

#### **E. PRESIDENT PRO TEMPORE**

1. **Election.** Council may, at its discretion, elect a President Pro Tempore by a majority vote. Thereafter, the President Pro Tempore holds the office at the pleasure of Council.
2. **Roles, Responsibilities, and Authority.** The President Pro Tempore shall:
  - i. Perform the duties of the Vice President if the vice presidency is vacant or if the Vice President is physically absent from a meeting, including if the Vice President is participating in the meeting through a telecommunications device;
  - ii. Perform the duties of the President if the vice presidency and the presidency are both vacant or if the Vice President and President are both physically absent from a meeting, including if they are participating in the meeting through a telecommunications device.
3. **Conclusion of Term or Removal.** The following provisions shall generally govern the President Pro Tempore's tenure in office:
  - i. **Specified Term of Office.** Council may elect a President Pro Tempore for a specified length of time or term of office, after which the Council Member serving as President Pro Tempore shall immediately cede the office, authorities, roles, and responsibilities of the President Pro Tempore.
  - ii. **Removal of President Pro Tempore.** For any reason, Council may remove the President Pro Tempore from the office of the President Pro Tempore by a majority vote. In the event that Council votes to remove the President Pro Tempore:
    - (a) The Council Member formerly serving as President Pro Tempore shall immediately cede the office, authorities, roles, and responsibilities of the President Pro Tempore;
    - (b) Council may elect a new President Pro Tempore; and
    - (c) The former President Pro Tempore shall continue to serve as a Council Member.

#### **F. MAYOR**

1. **Role at Organizational Meeting.** The Mayor shall serve in the following capacities at the organizational meeting:
  - i. **Presiding Over Organization.** The Mayor shall preside over the organization of Council until Council elects a President and a Vice President.
  - ii. **Membership for Quorum and Organizational Purposes Only.** If Council is unable to constitute a quorum at the organizational meeting, the Mayor shall be deemed to be a member of Council for the purpose of constituting a quorum, except that the Mayor may only vote if their vote is required to:

- (a) Effectuate the organization of Council; or to
- (b) Elect any officer who is required to be or may be elected at the organization meeting.

*8 Pa. C.S. § 1003.*

2. **Roles, Responsibilities, and Authority at Council Meetings.** The Mayor shall serve in the following capacities and have the following authorities at Council meetings:

i. **Participant in Deliberations.** The Mayor may attend any meeting of Council, including by telecommunications device, and may take part in deliberations of Council. In participating in these deliberations, the Mayor shall be subject to the same restrictions that this Manual and Rules and the Pennsylvania Borough Code establish for Council Members.

ii. **Deciding Tie Votes.** Whenever, by reason of a tie or split vote, Council is unable to enact or pass an ordinance, resolution or motion, declare or fill a vacancy in its membership or in any other Borough office, the Mayor may:

- (a) Cast the deciding vote; or
- (b) Request that the matter be continued to a special meeting of Council to be held not less than five (5) and not more than ten (10) days thereafter.

If the matter again results in a tie or split vote at the subsequent special meeting described in subsection (b) above, the Mayor shall cast the deciding vote. *8 Pa. C.S. § 1003*

3. **Veto Power.** The Mayor shall have the authority to veto ordinances enacted by Council according to the process described in Section K.4.viii. of this Manual and Rules.

#### **G. SECRETARY**

1. **Appointment and Eligibility.** Council shall appoint the Secretary to serve for an indefinite term, at the pleasure of Council. The Secretary shall not be a Council Member. *8 Pa. C.S. §§ 1104, 1005.*

2. **Roles and Responsibilities.** The Secretary shall serve in the following roles and have the following responsibilities:

i. **Responsibilities Related to Council Meetings.** The Secretary shall be responsible for Council records, as described below:

(a) **Calling Council Meetings.** The Secretary shall, when directed by Council or by the President, call meetings of Council by written or printed notice at least twenty-four hours prior to the time of the meeting and, in the absence of the President, call special meetings as provided in Section I.1.iii. of this Manual and Rules.

(b) **Keeping Meeting Minutes.** The Secretary shall keep minutes of Council meetings, in accordance with Section I.4. of this Manual and Rules.

- (c) **Calling Roll.** The Secretary shall, when the President takes the Chair at a Council meeting, call the names of all Council Members in alphabetical order and record the names of all Council Members present in the meeting minutes.
  - (d) **Serving as Sergeant-at-Arms.** The Secretary shall be Council's sergeant-at-arms and shall carry out all orders and instructions that the Chair gives them for the purpose of maintaining order and decorum in the meeting room.
  - (e) **Making Meeting Videos Publicly Available.** The Secretary shall make the meeting videos described in Section I.5. of this Manual and Rules available for online viewing, for an indefinite period of time.
- ii. **Council Recordkeeping.** The Secretary shall be responsible for Council records, as described below:
- (a) **Council Files and Records.** The Secretary shall be custodian of the seal of the Borough, and of all books, papers, and other such records belonging to Council. The files of Council may be inspected by any Council Member, but no records may be removed without the consent of Council.
  - (b) **Printing.** The Secretary shall carry out all Council orders to print ordinances, resolutions, reports, or other Council documents, and shall furnish all Council Members with copies.
- iii. **Responsibilities Related to Ordinances.** The Secretary shall be responsible for ordinances and related records, as described below:
- (a) **Ordinance Book.** The Secretary shall maintain an ordinance book into which are transcribed all ordinances, resolutions and other official actions of Council. *8 Pa. C.S. § 3301.4.*
  - (b) **Ordinance Publication Following Adoption.** The Secretary shall cause to be published all ordinances following their adoption by Council and prior to their final enactment by Council, as required by law.
  - (c) **Ordinance Attestation.** The Secretary shall attest all ordinances after they are signed by the President and before presentation to the Mayor. *8 Pa. C.S. § 1111.*
  - (d) **Presentation of Ordinance.** The Secretary shall transmit all enacted ordinances to the Mayor for approval and signature.
- iv. **Secretary to Council Committees.** The Secretary shall serve as Secretary to any committees of Council, and shall act for the committees as for Council.

## H. COMMITTEES

1. **Organization and Discontinuation of Committees.** In accordance with Section C.3.iv. of this Manual and Rules, the President may, at their discretion:
  - i. Organize Standing Committees of Council and Special Committees of Council;
  - ii. Appoint the membership for each Standing Committee and Special Committee; and
  - iii. Discontinue Standing Committees and Special Committees.
2. **Deadline for Committee Appointments.** The President shall announce Standing Committee and Special Committee appointments no later than the first business meeting after the organization of those committees.
3. **Standing Committees.** The President may, at their discretion, organize Standing Committees to operate on an ongoing basis, as described below:
  - i. **Purpose.** Standing Committees are intended to assist Council Members in developing policy expertise and in overseeing Borough operations, administration, and policy, on an ongoing basis, as related to the specified purpose of such committee.
  - ii. **Authority.** In carrying out the purpose stated above, committees may, among other things:
    - (a) Serve as a forum for briefings and for the exchange of information relevant to Borough matters and policy, including from the Borough Manager, boards and commissions, and other Borough staff;
    - (b) Receive public comment on topics relevant to the committee;
    - (c) Deliberate on matters related to the committee's purpose; and
    - (d) Make recommendations for Council consideration or action on matters related to the committee's purpose.
  - iii. **Membership and Committee Roles.** The President shall appoint three Council Members to each Standing Committee, and shall assign each appointed Committee Member one of the following roles:
    - (a) Committee Chair;
    - (b) Committee Vice Chair; and
    - (c) Committee Member.
  - iv. **Committee Chair.** The Committee Chair shall serve in the following roles and have the following authority:

- (a) **Presiding Officer.** The Committee Chair shall preside over committee meetings, including chairing and maintaining order. Every Committee Member must attend the call of the Committee Chair.
  - (b) **Meeting Agenda.** The Committee Chair shall produce meeting agendas with input from the Borough Manager and from the President.
  - (c) **General Reports to Council.** The Committee Chair shall provide reports to Council related to the committee.
  - (d) **Appointment of Minutes Responsibility.** The Committee Chair shall appoint a Committee Member to be responsible for producing the committee meeting minutes.
- v. **Committee Vice Chair.** The Committee Vice Chair shall perform the duties of the Committee Chair:
- (a) When the Committee Chair is physically absent from a meeting and the Committee Vice Chair is physically present at the meeting, including if the Committee Chair is participating in the meeting through a telecommunications device; and
  - (b) In the event of the death, resignation, or permanent disability of the Committee Chair, until the President appoints a new Committee Chair.
- vi. **Committee Operations.** Committee Members shall deliberate on committee business at committee meetings, though they may work between meetings to implement and administer committee activity.
- vii. **Participation By Council Members Not Serving on Committee.** The following provisions shall generally govern situations in which one or more Council Members who do not serve on a committee attend that committee's meeting:
- (a) **General Rule.** Council Members attending the meeting of a committee on which they do not serve shall have the rights and ability to participate in the meeting as a general member of the public.
  - (b) **Committee Chair's Discretion.** The Committee Chair may, at their discretion, invite or disinvite Council Members attending the meeting of a committee on which they do not serve to sit at the committee's table or participate in the committee's discussion.
- viii. **Fully Virtual Meetings Allowed.** There is no limit to the number of Committee Members who may participate in a meeting through telecommunications devices, subject to the following conditions:
- (a) The Committee Chair shall chair any meeting in which all Committee Members are participating through telecommunications devices, except that the Committee Vice Chair shall chair the meeting if the Committee Chair is absent; and
  - (b) The Secretary shall make a physical room available for members of the public who wish to attend a fully virtual committee meeting in person; and

- (c) The meeting shall otherwise comply with the requirements of the Pennsylvania Sunshine Act.
4. **Special Committees.** The President may, at their discretion, organize Special Committees to serve a defined purpose for a limited period of time.
- i. **Purpose.** Special Committees are intended to serve specific, limited roles. These roles may include, but are not limited to, studying particular issues, developing specific policy proposals, or engaging with stakeholders for a defined purpose. The President shall define a Special Committee's specific role when organizing that committee.
- ii. **Authority.** In carrying out the purpose stated above, a Special Committee may, among other things:
- (a) Serve as a forum for briefings and for the exchange of information relevant to the Special Committee's defined purpose;
- (b) Receive public comment on topics relevant to the Special Committee;
- (c) Deliberate on matters related to the Special Committee's defined purpose; and
- (d) Make recommendations for Council consideration or action on matters related to the Special Committee's defined purpose.
- iii. **Membership.** The President may, at their discretion, appoint the following individuals to serve on a Special Committee:
- (a) **Council Members.** The President shall appoint at least three Council Members to serve as Committee Member on a Special Committee.
- (b) **Other Members.** The President may, at their discretion, appoint one or more members of the public to serve as Committee Member on a Special Committee, except that such members shall not constitute a quorum of the Special Committee. This provision shall not be interpreted to require the President to appoint members of the public to a Special Committee.
- iv. **Committee Roles.** The President shall assign each appointed Committee Member one of the following roles:
- (a) Committee Chair;
- (b) Committee Vice Chair; and
- (c) Committee Member.
- v. **Committee Chair.** The Committee Chair shall serve in the following roles and have the following authority:

- (a) **Presiding Officer.** The Committee Chair shall preside over committee meetings, including chairing and maintaining order. Every Committee Member must attend the Committee Chair's call.
  - (b) **Reports to Council.** The Committee Chair shall report to Council on the Special Committee's activities when requested to do so by the President. The Committee Chair shall also present a final report to Council after the Special Committee concludes its defined purpose.
  - (c) **Appointment of Minutes Responsibility.** The Committee Chair shall appoint a Committee Member to be responsible for producing the committee meeting minutes.
- vi. **Committee Vice Chair.** The Committee Vice Chair shall perform the duties of the Committee Chair:
- (a) When the Committee Chair is physically absent from a meeting and the Committee Vice Chair is physically present at the meeting, including if the Committee Chair is participating in the meeting through a telecommunications device; and
  - (b) In the event of the death, resignation, or permanent disability of the Committee Chair, until the President appoints a new Committee Chair.
- vii. **Committee Operations.** Committee Members shall deliberate on committee business at committee meetings, though they may work between meetings to implement and administer committee activity.
- viii. **Fully Virtual Meetings Allowed.** There is no limit to the number of Committee Members who may participate in a meeting through telecommunications devices, subject to the following conditions:
- (a) The Committee Chair shall chair any meeting in which all Committee Members are participating through telecommunications devices, except that the Committee Vice Chair shall chair the meeting if the Committee Chair is absent; and
  - (b) The Secretary shall make a physical room available for members of the public who wish to attend a fully virtual committee meeting in person; and
  - (c) The meeting shall otherwise comply with the requirements of the Pennsylvania Sunshine Act.

## I. MEETINGS

1. **General Types of Meetings and Sessions.** Council generally intends to conduct its meetings as follows:
  - i. **Regular Business Meetings.** Council may convene for a monthly business meeting, open to the public, the primary purpose of which is to deliberate, take action, and generally conduct the Borough's business.
  - ii. **Regular Workshop Meetings.** Council may convene for a monthly workshop meeting, open to the public, the primary purpose of which is to review the work of all Standing Committees and any Special Committees in preparation for the monthly business meeting of Council. Nothing in these

rules shall preclude Council from conducting business, including, but not limited to, conducting votes, enacting ordinances, holding hearings, or providing approvals, at a properly noticed and advertised workshop meeting at which a quorum is present. Council may elect to combine the business and workshop meetings as needs dictate.

iii. **Special Meetings.** Special meetings may be called as follows:

(a) The President may call special meetings at any time for the consideration of specific business that they shall state in the call of the meeting; or

(b) In the President's absence or refusal, the Secretary shall call a special meeting if three Council Members request, in writing, that a special meeting be called for a specific stated reason.

iv. **Executive Sessions.** Council may enter into closed executive sessions, conferences, and working sessions only for the consideration of specific business permitted by law. *65 Pa. C.S. §§ 707, 708.*

Nothing in these rules shall preclude Council from conducting business at any properly noticed and advertised meeting at which a quorum is present, regardless of whether the meeting is described as a business meeting, workshop meeting, special meeting, or any other type of meeting.

2. **Annual Meeting Schedule.** No later than January 30th of each year, Council shall determine and announce an annual schedule of meetings.

3. **Monthly Meeting Requirement.** Council shall hold a meeting, open to the public, at least once per month. *8 Pa. C.S. § 1006.*

4. **Meeting Minutes.** The approved minutes constitute the sole official record of the meeting, including actions taken. The following rules shall govern the production and approval of meeting minutes:

i. **Content of Minutes.** At a minimum, the Secretary shall record the following information in the meeting minutes:

(a) The date, time, and place of the meeting;

(b) The names of Council Members physically present, virtually present, and absent;

(c) The names of Council Members arriving to or departing from the meeting, either physically or virtually, during the meeting, except that the Secretary is not required to record brief departures that are minor in nature, do not cause the Council to lose quorum, and do not occur during voting, such as brief departures due to technological difficulties or for restroom breaks;

(d) The substance of any official actions;

(e) Every motion, including motions that Council adopt, fails to adopt, or votes to table, motions that are withdrawn, motions that fail for lack of a second, or any other properly made motion, regardless of final status;

- (f) The names of Council Members making and seconding each motion;
  - (g) The official record of all votes;
  - (h) The names of Council Members:
    - (1) Voting in favor of a motion during a roll-call vote;
    - (2) Voting against a motion during a roll-call vote;
    - (3) Abstaining from a vote for purposes allowed by law;
    - (4) Present but not voting on a motion; and
    - (5) Absent from the meeting during a vote;
  - (i) A statement of intent made in accordance with Section M.8.iv(d) of this Manual and Rules, except that such statement shall not constitute a vote and shall not affect the official tally described in subsection (e) above;
  - (j) The names of any individuals addressing Council and the subject of their comments, as understood by the Secretary; and
  - (k) Any other information that the Manual and Rules requires the Secretary to record in the minutes.
- ii. **Distribution of Draft Minutes.** The Secretary shall intend to distribute drafts of minutes of the previous month's meeting(s) to all Council Members no later than five (5) days prior to the following month's business meeting.
- iii. **Revisions to Draft Minutes.** Any Council Member may request corrections or additions to draft minutes as follows:
- (a) **Threshold for Revisions.** Council Members shall only request, and Council shall only approve, corrections or additions that are:
    - (1) Substantive in nature, not purely stylistic; and are
    - (2) Necessary to establish a true and accurate reflection of the meeting in question.
  - (b) **Revisions Requested Prior to Meeting.** Prior to the meeting at which the minutes are scheduled for adoption, a Council Member may request corrections or additions to the Secretary. If the Secretary determines that any such request meets the threshold established in subsection (a) above, the Secretary shall make the requested revision and announce it prior to Council considering and voting on the minutes.
  - (c) **Corrections Requested at the Meeting.** A Council Member may motion at the meeting to revise the minutes in accordance with subsection (a) above.

(d) **Corrections Requested After Adoption of Minutes.** A Council Member may motion to reconsider the approval of prior meeting minutes for the purposes of requesting a revision that meets the threshold established in subsection (a) above.

5. **Meeting Video.** The Borough intends to record videos of each Council meeting and make such videos available to the public, subject to the following provisions:
- i. **Purpose.** Meeting videos are for informational purposes only and do not constitute the official record of the meeting. The minutes constitute the official record of a meeting, as described in subsection 4 above. Council shall endeavor to record all Council meetings, but failure to record a meeting shall not invalidate any actions properly taken at such meeting and properly recorded in the meeting minutes.

#### **J. ORDER OF BUSINESS**

1. **Council Agenda.** The Chair shall conduct Council meetings according to a published agenda that provides advance notice of the informational items and action items that Council may discuss or deliberate at the meeting.
2. **Agenda Posting Deadline.** The Borough Manager or their designee shall forward the proposed agenda for any meeting to all Council Members and make the agenda available to the public at least twenty-four (24) hours prior to the meeting.
3. **Amending the Agenda.** In accordance with the Pennsylvania Sunshine Act, 65 Pa. C.S. § 712.1, Council may amend a published agenda during the meeting to address a matter brought to Council's attention within the previous 24-hour period if the matter:
  - i. Relates to a real or potential emergency involving a clear and present danger to life or property;  
or
  - ii. Relates to a matter other than that described in subsection i above and:
    - (a) Is de minimis in nature;
    - (b) Does not involve the expenditure of funds; and
    - (c) Does not involve entering into a contract.
4. **Reordering the Agenda.** Council may reorder the published agenda at the meeting by unanimous consent or by a majority vote.

#### **K. OFFICIAL ACTIONS**

1. **Council Actions.** Council shall generally act by a majority vote.
2. **Council Delegation of Authority.** Council may confer routine, ministerial, and administrative powers, including the authority to make routine, ministerial, and administrative purchases, upon the Borough

Manager, officers, or committees. Such officials may exercise these delegated powers if Council has previously conferred such authority, or if Council subsequently ratifies such action. *8 Pa. C.S. § 1006.*

3. **Rules Governing Ordinances and Resolutions.** In addition to meeting all requirements of 8 Pa. C.S. § 3301.1, Council shall not consider any proposed ordinances or resolutions that do not meet the following requirements:
  - i. **Form.** Every proposed ordinance and resolution shall be introduced in writing and in the form required for adoption and shall be designated as an ordinance or resolution.
  - ii. **Title.** The ordinance or resolution's title shall express its subject matter.
  - iii. **One-Subject Rule.** No ordinance or resolution may encompass more than one subject. However, an ordinance may amend different provisions within the same chapter of the Borough's Code of Ordinances and may amend provisions in other Code chapters related to the one-subject matter of the ordinance.
  - iv. **Sponsorship Requirement.** Individual Council Members may place an ordinance, resolution, or other matter or subject on a Council meeting agenda if at least two, but no more than three, Council Members sponsor the item in question. This provision shall not preclude Borough staff or Council committees from placing such items on a Council meeting agenda.
  - v. **Solicitor and Manager Review.** The Borough Manager and Borough Solicitor, or their designees, shall review all ordinances, resolutions, and contract documents and approve them as to form prior to any Council action to adopt, enact, or otherwise approve such items.
  - vi. **Distribution.** The Council Members sponsoring a proposed ordinance shall distribute copies of that ordinance to each Council Member, the Mayor, the Secretary, the Borough Manager, and the Borough Solicitor, and may post copies in other public places designated by Council.
4. **Process for Ordinance Adoption.** Council shall consider and adopt ordinances as provided below:
  - i. **Motion to Draft an Ordinance.** Council may, by majority vote, authorize the Borough Solicitor to draft an ordinance for consideration at a future meeting.
  - ii. **Motion to Advertise Ordinance.** Council shall, at the next subsequent meeting called for such purposes after the President confirms that the ordinance meets all of the requirements of subsection 3. above, vote on a motion to advertise an ordinance.
  - iii. **Public Hearing.** When required by law, Council shall hold an advertised public hearing on an ordinance prior to adopting that ordinance.
  - iv. **Publication of Ordinances.** All ordinances to be considered for adoption by Council shall be published in accordance with 8 Pa. C.S. § 3301.2.
  - v. **Vote to Adopt and Enact Ordinances.** At the next meeting of Council which is more than seven (7) days but fewer than sixty (60) days after publication of an ordinance, and upon a motion of a

Council Member, and following a public hearing on the ordinance, if so required, Council shall vote on the adoption and enactment of the ordinance by majority vote.

- vi. **Attestation, Signature, and Presentation of Enacted Ordinance.** The Secretary shall examine and attest, and the President shall sign, each approved ordinance. Thereafter, the Secretary shall present the enacted ordinance to the Mayor for approval.
  - vii. **Recordation of Enacted Ordinance.** The Secretary shall record each enacted ordinance in the ordinance book and make it a part of the record of the meeting.
  - viii. **Mayoral Objection and Veto.** If the Mayor does not approve the ordinance, the Mayor shall:
    - (a) Return it to Council; and
    - (b) Note their objections to the ordinance at or prior to the next regular meeting of Council.
  - vii. **Recording of Mayoral Objection.** The Secretary shall enter the Mayor's stated objections in the minutes for the meeting described in subsection viii.(b) above.
  - viii. **Overriding a Mayoral Veto.** Council may enact a vetoed ordinance over the Mayor's objections in accordance with the following procedures:
    - (a) **Deadline to Override Veto.** Council may vote to override a mayoral veto at the meeting at which the vetoed ordinance was returned to Council or at a scheduled meeting not later than ten (10) days after the meeting at which the vetoed ordinance was returned to Council.
    - (b) **Voting Threshold to Override Veto.** Council may vote to reconsider and enact an ordinance over the Mayor's objections by a vote of a majority of all elected Council Members plus one.
- 8 Pa. C.S. § 3301.3.*
- ix. **Other Requirements for Specific Ordinances.** Specific types of ordinances, including zoning, subdivision and land development, tax and license fee, and budget ordinances, shall be adopted pursuant to such additional public notice and hearing requirements, as required by law.

#### L. PUBLIC PARTICIPATION AND MEETING DECORUM

1. **Process and Expectations for Public Comment.** Council shall adopt Public Comment Guidelines by resolution establishing the process, limitations, and expectations for public comment.
2. **Public Comment on Agenda Items.** The Chair shall provide members of the public the opportunity to comment on agenda items in accordance with the Public Comment Guidelines adopted by Council.
3. **General Decorum.** Members of the public attending a Council meeting shall abide by, and the Chair (and other Borough officials as specified) shall enforce, the following expectations:
  - i. **Public Comment Guidelines.** Members of the public shall abide by the expectations described in the Public Comment Guidelines adopted by Council.

- ii. **General Standards of Conduct.** Individuals attending public meetings should conduct themselves with decorum and civility and should show respect to others. While individuals have the right to make critical and harsh remarks, they should do so in a respectful and courteous manner. All individuals should refrain from abusive or profane remarks and slanderous, personal attacks. Council will not tolerate loud, disruptive behavior or other actions which interfere with the orderly conduct of the meeting.
- iii. **Enforcement of Decorum.** These standards shall be enforced as follows:
  - (a) **In-Person Violations.** If the individual is physically present in the meeting, and the individual continues to disrupt the meeting to the extent that Council cannot reasonably conduct business, the Chair shall direct them to leave the meeting. If the individual refuses to leave, and continues the disruption, the Chair shall direct any police officer present or requested to eject that individual from the meeting.
  - (b) **Virtual Violations.** If the individual is attending a meeting virtually, the Chair shall direct the Secretary or their designee to remove the individual from the meeting and to thereafter prohibit that same individual from returning to the public meeting in a virtual capacity.
  - (c) **Council Authority to Allow Return.** An individual removed from a meeting as described in subsections (a) and (b) above may thereafter not return to the same meeting unless Council grants that individual permission to do so by a majority vote.
- iv. **Attempts to Seize Audio/Video Control.** Individuals attending the meeting virtually shall not attempt to seize control of any element of the videoconferencing or telecommunications technology, including but not limited to unsolicited attempts to seize control of video-sharing features. The Secretary, or their designee, shall immediately eject any individual who violates this standard and thereafter may prohibit that same individual from returning to that meeting.

#### **M. RULES OF PROCEDURE**

1. **General Rules of Procedure.** Robert's Rules of Order, as last revised, shall govern the parliamentary procedures of Council at its meetings, unless otherwise provided for in this Manual.
2. **Majority Voting Threshold Generally.** Unless specified otherwise, the term "majority vote" means a majority of Council Members voting. A Council Member who abstains from voting shall not be counted in determining a majority but shall be counted in determining the existence of a quorum.
3. **Suspension of Rules.** The procedural rules of this section may be amended or temporarily suspended by a majority vote.
4. **Quorum.** Council must meet a quorum in order to conduct a meeting. The following provisions govern a quorum:
  - i. **Establishing Quorum.** The physical presence of a majority of the membership of Council then in office constitutes a quorum. *8 Pa. C.S. § 1001.*

- ii. **Failure to Establish Quorum.** If, upon the call of attendance, a quorum is not present, the Chair shall order a recess for a period of not more than thirty (30) minutes. If a quorum is not present after thirty (30) minutes, the Chair shall declare the meeting adjourned and the secretary shall note the names of those present in the minutes. However, Council may choose to proceed with discussion of agenda items or receive public comment at the meeting, although no votes or official actions shall be taken.
  - iii. **Maintaining Quorum.** After Council has been called to order, no Council Member may physically leave the meeting without the Chair's permission, other than for brief rest purposes.
5. **Motions.** The Chair shall enforce the following general order of process related to making, considering, and voting on motions, except that other procedural motions may be in order as set out in Robert's Rules of Order:
- i. **Making and Seconding a Motion.** The Chair shall not take up a motion for debate until that motion has been made and seconded.
  - ii. **Stating the Motion.** After a motion has been made and seconded, the Chair shall restate the motion. The Council Member making the motion shall, if requested by the Chair, or by any other Council Member, reduce the motion to writing.
  - iii. **Discussing the Motion.** After restating the motion, the Chair shall open the floor for discussion and debate.
  - iv. **Withdrawing of Motion.** The Council Member making a motion may, with the consent of the seconder, withdraw that motion at any time prior to the Chair calling for a vote on the motion.
  - v. **Tabling the Motion.** Any Council Member may motion to table discussion and action on an item that is under consideration. A motion to table requires a second and shall take precedence over all other motions. If Council votes to table an item, the Chair shall place the item aside and proceed to the next item.
  - vi. **Voting on the Motion.** The Chair shall, at their discretion, determine when discussion on a motion is concluded and then shall call for a vote on the motion.
  - vii. **Prohibition on Discussion During Voting.** The Chair shall not allow any Council Member to continue discussion of a motion after the Chair has called for a vote. Nothing in this section is intended to proscribe discussion prior to the Chair calling for a vote.
6. **Questions of Order.** No debate shall be allowed on questions of order, unless the question is referred to Council by the Chair, or is appealed to the Chair, as described in Section C.3.ii. of this Manual and Rules. On such appeal or reference, Council may debate the question of order, but no Council Member shall speak more than once unless allowed by a majority vote.
7. **Reconsideration.** A Council Member who voted on the prevailing side of a motion may move to reconsider that motion at any time prior to adjournment of the meeting at which Council voted on the motion in question. Any Council Member present may second a motion to reconsider.

For the purposes of this provision, a Council Member is considered to have voted on the prevailing side as follows:

- i. For motions that Council adopted, a Council Member is considered to have voted on the prevailing side if they voted in favor of the motion; and
  - ii. For motions that Council failed to adopt, a Council Member is considered to have voted on the prevailing side if they voted against the motion.
8. **Virtual Participation.** Council Members may virtually participate in meetings by means of telecommunication devices, in accordance with the requirements of 8 Pa. C.S. § 1001. The following rules govern virtual participation by Council Members:
- i. **Reasons for Virtual Participation.** A Council Member may participate virtually if they are physically ill or contagious, are traveling, have employment obligations that prevent them from being physically present in the Borough at the time of the meeting, or due to an unanticipated emergency situation. A Council Member who participates virtually in a meeting shall communicate the reason for their physical absence to the President and the Secretary. Council Members are generally expected to inform the President and Secretary about planned, anticipated physical absences at least seven (7) days prior to the meeting.
  - ii. **General Rights and Privileges.** A Council Member participating virtually has the same rights and privileges as Council Members physically present, except that they will not count toward a quorum unless otherwise allowed as provided in 8 Pa. C.S. § 1001.
  - iii. **General Expectations Related to Technical Difficulties.** Council Members shall operate under the general assumption that a meeting will proceed even if one or more virtual participants are experiencing technical difficulties. During such situations, the Secretary or their designee shall attempt to reestablish a stable connection with all affected virtual participants. Nothing in this section shall preclude Council from recessing the meeting, tabling items, or taking other actions in response to one or more virtual participants experiencing technical difficulties. Subsections (iv) and (v) below govern procedures during technical difficulties.
  - iv. **Technical Difficulties During Action.** The following rules govern a situation in which a Council Member participating virtually experiences technical difficulties that would prevent them from participating in any portion of a meeting in which the Chair has opened the floor for motions or has called for a vote:
    - (a) **Council Authority to Act During Technical Difficulties.** Nothing in the Manual and Rules shall be interpreted to preclude Council Members from deliberating, making motions, or otherwise taking action during a situation described in subsection iv.
    - (b) **Motion to Table.** During a situation described in subsection iv., any Council Member other than the Council Member experiencing technical difficulties may motion to table discussion and action on the item or motion currently under consideration. Such motions to table shall take precedence over all other motions. If such a motion to table is made and seconded, Council may adopt that motion by consent or by a majority vote.

(c) **Motion to Reconsider Actions Taken During Technical Difficulties.** Only a Council Member on the prevailing side of a vote taken during a situation described in subsection iv. may motion to reconsider that vote, in accordance with subsection 7 above.

(d) **Statement of Intent.** A Council Member who was prevented from voting on a motion due to a situation described in subsection iv. may take one of the following actions, prior to the conclusion of the meeting:

(1) If they are able to rejoin the meeting virtually, they may announce the manner in which they had intended to vote; or

(2) If they are unable to rejoin the meeting virtually, they may describe the manner in which they had intended to vote in writing to the Secretary.

The statement of intent described above shall only document whether a Council Member had intended to vote in the affirmative, in the negative, or to abstain. The statement shall not include any discussion or additional information. The Secretary shall include such statements of intent in the meeting minutes, except that Council may vote by a majority of Council Members voting to exclude any such statement. Such statements of intent are provided for informational purposes only and shall not be interpreted to constitute a vote.

v. **Technical Difficulties at Other Times.** The Chair may continue to conduct the meeting without interruption if a Council Member participating virtually experiences technical difficulties that prevent them from participating in any portion of a meeting other than those described in subsection iv. above.

9. **Conflicts of Interest.** A Council Member may not participate in the discussion or vote on any matter in which they have a conflict of interest as defined by law. If present, a Council Member with a conflict of interest in a matter before Council must submit a written memorandum relating to such interest, must announce the nature of such interest for the public record, must recuse themselves, and must request that they be shown abstaining from the vote. *65 Pa. C.S. § 1103.*

10. **Continuation of Meeting to Date Certain.** Council may adjourn a meeting to any date and time agreed upon, at which time Council may consider any business, exactly as if Council had been in continuous session.

## **N. CONDUCT OF COUNCIL MEMBERS**

1. **Legal Requirements.** Council Members shall comply with all laws applicable to themselves and to their offices, including, but not limited to, residency requirements, bans on holding incompatible offices, and conflict of interest rules.

2. **Conduct and Ethical Standards.** In addition to legal requirements, Council Members shall take seriously their roles as temporary stewards of the public trust, hold themselves to the highest ethical standards, and carefully consider the damaging effects that their conduct could have on their ability to serve with integrity and to enjoy the community's full confidence. Council Members shall at all times remain mindful of their primary duty to represent the interests of the entire Borough in an even-handed manner.

3. **Ethical Consultation.** The President and the Borough Solicitor shall allow any Council Member to discuss with them the ethical ramifications of a given situation without fear of reprisal.
4. **Handling of Confidential Information.** Council Members shall treat confidential information as confidential, without exception.
5. **Interactions with Borough Staff, Volunteers, and Other Officials.** Council Members shall respect the formal and informal working relationships, the organizational structures, the professionalism, and the time and schedules of all individuals serving the Borough, whether in a professional or volunteer capacity. This includes, but is not limited to, the Borough Manager, other Borough staff, the Borough Solicitor, the Mayor, police officers, and Borough boards and commissions.
6. **Partisan and Political Roles.** Council Members operate both as stewards of public trust as well as elected officials. To that end, Council Members shall give due consideration to the potential downsides to holding political committee or other partisan positions, and to participating in political processes that lead to party endorsements for Borough Council positions or to other positions in the Borough.
7. **Interpersonal Conflicts of Interest.** Council Members shall avoid all conflicts of interest and not show undue favor on any Borough-related matter to friends, relatives, coworkers, colleagues, or any individuals with whom a Council Member has a meaningful pre-existing relationship. To the extent that Borough business calls for a Council Member to act on an item that may impact an individual with which they have a meaningful pre-existing relationship, that Council Member shall:
  - i. Request the Borough Solicitor’s advice on how to proceed; and
  - ii. If appropriate, and an actual conflict of interest exists, recuse themselves from the decision and abstain from the vote; or
  - iii. Publicly disclose the nature of any such relationship prior to any decision, and if no actual conflict of interest is present, base their decision only on objective factors unrelated to their relationship with the individual in question.

The foregoing Manual and Rules of Procedure was adopted by the Narberth Borough Council on the \_\_\_\_ of \_\_\_\_\_, 2025. Any provision of this document that conflicts with any provision of the Pennsylvania Borough Code or other governing law shall be unenforceable. Such conflicting provision(s) shall be stricken, and the remainder of this Manual and Rules of Procedure shall continue in full force and effect.

Attest:

BOROUGH OF NARBERTH

\_\_\_\_\_  
Maggie Dobbs, Borough Secretary

By: \_\_\_\_\_  
Fred Bush, Council President

**From:** [Frederic Bush](#)  
**To:** [Cyndi Rickards](#); [Jim Speer](#); [Michael Gaudini](#); [Michael Salmanson](#); [Jean Burock](#); [Ira Winston](#); [Andrea Deutsch](#)  
**Cc:** [Maggie Dobbs](#)  
**Subject:** Proposed addition to rules of Council  
**Date:** Tuesday, March 18, 2025 12:54:04 PM

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Council members and Mayor:

I am proposing one change to the draft rules of Council, an additional rule to be added to section N, Conduct of Council Members, to reflect current practice. Initial discussion of this proposed change will take place at F&A.

#### Discussions with Developers

Private conversations by Council members with land developers about the development or uses of properties in the Borough may result in an appearance of impropriety or secrecy, confusion related to Borough Council's position, support, or approval related to a property or development plan, or accusations or bribery or other misconduct. While Council attention and discussion during the plan approval and construction process after a plan is submitted is useful and desirable, individual Council members should avoid speaking with a developer about a project without explicit Council approval, and allow those discussions to be handled by Borough staff, an organized committee of Borough Council, or the Planning Commission.

**PUBLIC COMMENT GUIDELINES FOR  
NARBERTH BOROUGH COUNCIL MEETINGS**  
(Approved: March 20, 2025)

The following Public Comment Guidelines are hereby adopted by Resolution of the Narberth Borough Council, with due consideration to statutory requirements, including the Borough Code, 8 Pa. C.S. § 101 et seq., as amended.

**A. GENERAL PROVISIONS**

1. **Description and Purpose.** Council generally intends to conduct the Borough’s business in a manner that upholds its values of transparency, accountability, and open communication. Council establishes these Public Comment Guidelines to further that goal and help ensure that members of the public may comment upon Borough matters at Council Meetings in an orderly manner.
2. **Effect.** The Public Comment Guidelines establish general expectations for conduct and procedure, are not legally binding, and do not supersede or control over statutory requirements. Failure to follow the Public Comment Guidelines does not invalidate or otherwise affect actions taken in accordance with statutory requirements.
3. **Definitions.** For the purposes of these Public Comment Guidelines, the following terms have the following meaning:
  - i. **“Chair”** means the individual chairing the Council meeting. (In general, the Council President will serve as Chair, except as provided in the Manual and Rules of Council.)
  - ii. **“Council Meeting”** means a business or workshop meeting of the Narberth Borough Council.
  - iii. **“Public Comment Periods”** means agenda items or other such designated periods at a Council Meeting in which the Chair offers members of the public the opportunity to speak. This includes general comment periods as well as comment periods specific to a particular topic or agenda item.
  - iv. **“Speaker”** means an individual desiring to speak during a Public Comment Period at a Council Meeting.
4. **Cross-Reference to Manual and Rules.** In addition to these Public Comment Guidelines, Council has also adopted a Manual and Rules of Procedure to guide the manner in which it conducts Council Meetings.

**B. DECORUM AND EXPECTATIONS**

1. **Purpose and Role of Public Comment.** Council intends for Public Comment Periods to generally serve the following purpose and role:
  - i. Council intends for the Public Comment Periods to provide Speakers the opportunity to inform Borough policymaking and decision-making, to generally communicate their perspective on Borough issues to Council, and to raise issues for Council consideration.

- ii. Council generally does not intend for Public Comment Periods to serve as a question-and-answer period, though the Chair may, at their discretion and to the extent allowable by statute, allow for questions to be answered at the Council Meeting. The Chair may ask Council or Borough officials to provide answers to a Speaker's questions individually to the Speaker at a later date, as appropriate under the circumstances.
2. **Conduct and Decorum.** Council generally expects all Speakers to conduct themselves in accordance with the standards described below:
- i. **Direct All Comments to the Chair.** Speakers shall address their comments to the Chair.
  - ii. **Substance of Comments.** Comments should be relevant to Borough matters, including agenda items or general matters of Borough concern.
  - iii. **Standards of Conduct.** All Speakers shall:
    - (a) Conduct themselves with decorum and civility and show respect to others;
    - (b) Refrain from interrupting the Council Meeting and limit their comments to appropriate Public Comment Periods, unless otherwise called upon by Council;
    - (c) Refrain from loud, disruptive behavior, or other actions which interfere with the orderly conduct of the Council Meeting;
    - (d) Refrain from abusive or profane remarks and slanderous, personal attacks; and
    - (e) Exercise their right to make critical and harsh remarks in a respectful and courteous manner.
3. **Public Comment is Recorded.** Council has generally provided for the Borough to record Council Meetings and make the video available online for the public to view. As a result, Speakers are advised that comments made at a Council Meeting are subject to being recorded and made viewable online as part of the meeting video.

### C. PUBLIC COMMENT PROCEDURES

- 1. **Chair's Authority.** The Chair shall generally have discretion over the conduct of Public Comment Periods, to the extent allowable by statute.
- 2. **Public Comment Period.** Except for public hearings or other items for which an individual Public Comment Period is desired or required, the Chair:
  - i. Will generally provide a general Public Comment Period during which Speakers may speak at a Council Meeting; and
  - ii. Will generally not allow Speakers to speak during individual agenda items.

Council encourages Speakers to use this general Public Comment Period to advise Council of their position on any individual agenda items.

3. **Scheduling of Public Comment Periods.** Council generally intends to schedule Public Comment Periods as described in this section. This provision is intended to provide general guidance. Failure to follow the order described in this subsection shall not be construed to invalidate Council action.
  - i. For Council Meetings at which Council is generally scheduled to vote on discussion items (generally at business meetings), Council intends to schedule a Public Comment Period prior to discussion and action.
  - ii. For Council Meetings at which Council is generally scheduled for discussion rather than for action (generally at work sessions), Council intends to schedule a Public Comment Period after Council concludes discussion, prior to the end of the Council Meeting.
4. **General Procedures for Public Comment Periods.** The Chair will generally conduct Public Comment Periods according to the following standards:
  - i. **Chair to Offer Opportunity for Provide Comment.** The Chair will offer individuals attending a Council Meeting in person or virtually the opportunity to provide public comment on agenda items and matters related to the Borough.
  - ii. **Speakers to Identify Themselves.** The Chair shall request that a Speaker specify their name and address for the record prior to providing comment. Speakers may, at their discretion and to the extent allowable by statute, provide their block number and street name instead of stating a specific address.
  - iii. **Speaker Comment Time Limit.** The Chair shall generally allot each speaker three (3) minutes to provide public comment, except as provided below.
    - (a) **Modifying Comment Time Limit.** The Chair may, at their discretion and to the extent allowable by statute, modify the time limit described in subsection iii. above by:
      - (1) Extending or waiving the time limit if the Chair determines that a Council Meeting is sparsely attended and that such time extension or waiver is warranted; or
      - (2) Reducing the time allocated per speaker if the Chair determines that such reduction is necessary to ensure timely and orderly management of a Council Meeting.
  - iv. **Speaker Status.** The Chair shall generally allow any individual to provide public comment at a Council Meeting, regardless of residency, except as provided below.
    - (a) **Limiting Speakers Based on Direct Borough Interest.** The Chair may, at their discretion and to the extent allowable by statute, limit Public Comment Periods to residents, taxpayers, and other parties with direct interests, if the Chair determines that such limitation is necessary to ensure timely and orderly management of the Council Meeting.

- v. **Record of Public Comment.** The Borough Secretary shall record public comments in the minutes for the Council Meeting, in accordance with the Manual and Rules of Procedure.
5. **Virtual Participation.** Council allows virtual participation in Council meetings in accordance with this subsection.
- i. **General Expectation.** Only in-person attendance assures the ability for individuals to view, attend, and speak at Council Meetings, in accordance with the Public Comment Guidelines and the Manual and Rules of Procedure. The inability of individuals to remotely view, attend, or participate at a Council Meeting shall not invalidate or otherwise affect any actions taken at that Council Meeting.
  - ii. **Virtual Participation Limitations.** The ability to remotely view, attend, and speak at Council Meetings is:
    - (a) A privilege that Council makes available to members of the public in order to further Council's goals of open communication and transparency; and is
    - (b) Subject to technological issues and other unforeseeable and adverse circumstances that may hinder or preclude virtual viewing, attendance, or participation.



**BOROUGH OF NARBERTH, PA**  
**COUNCIL MOTION**

**I MOVE THAT:** Borough Council approve an alcohol usage agreement for the Oktoberfest event.

**Motioned by:**

Councilmember Burock

**Chair, Public Health and Safety Committee**

**Seconded by:**

\_\_\_\_\_

**ALCOHOL USAGE AGREEMENT FOR  
BOROUGH INDEMNIFICATION**

**THIS AGREEMENT FOR BOROUGH INDEMNIFICATION** ("Agreement") is made this 20<sup>th</sup> day of March, 2025, between **NARBERTH BOROUGH** ("Borough") with a principal mailing address of 100 Conway Avenue, Narberth, Pennsylvania, 19072 and \_\_\_\_\_ ("Vendor"), with an address of \_\_\_\_\_ (collectively, "the Parties").

**WHEREAS**, the Vendor shall be responsible for the possession, sale, service and transfer of liquor and other alcoholic beverages at the location specified as Sabine Park for the period of time ranging from/to October 11, 2025 for the purpose of Oktoberfest community event ("Special Event.")

**WHEREAS**, the Special Event will be an event sponsored or otherwise approved by the Borough and will be held upon Borough property.

**WHEREAS**, in exchange for the ability to render such services at the Special Event, the Vendor is agreeing to indemnify and insure the Borough as set forth in detail below.

**AGREEMENT**

In consideration of the promises, covenants and conditions contained in this Agreement, the Parties agree as follows:

1. Vendor agrees to indemnify and hold harmless the Borough from and against any and all claims, judgments, violations, citations, and any and all loss, cost, damage or expense relating to the possession, sale, service, control, and transfer of liquor and all alcoholic beverages in, to, and from the Special Event, including, without limitation, any such claims arising from any act, omission or negligence of Vendor or Vendor's contractors, licensees, agents, employees, volunteers or invitees, or from any accident, injury, or damage whatsoever caused to any person or to the property of any person or the Borough occurring from and after the date(s) of the Special Event, if such claim arises or accident, injury or damages occurs from the possession, sale, service, control, or transfer of liquor or other alcoholic beverages at, to and from the Special Event, whether such transfer was known, unknown, or otherwise occurring on Borough property related to or arising from the possession, sale, service, control, or transfer of liquor or other alcoholic beverages at, to or from the Special Event. Vendor further agrees to indemnify and hold harmless the Borough from and against any and all claims and any and all loss, cost, damage or expense relating to any and all property damage or acts of negligence caused by or attributed to Vendor or Vendor's contractors, licensees, agents, employees, volunteers or invitees. This indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liabilities (including,

without limitation, legal fees, court costs and other reasonable disbursements) incurred or made in connection with any such claim or proceeding brought thereon, and the defense thereof, and shall survive the termination of this Agreement. It is understood that without this indemnification of the Borough by Vendor, the Borough would not enter into this Agreement and would not permit the sale of alcoholic beverages by Vendor in or on Borough property or during the Special Event, and Vendor covenants that Vendor's liability insurance referred to in this Agreement shall cover, indemnify and hold harmless Borough from all such matters and items mentioned in this indemnity.

2. Without limiting the generality of other provisions of this Agreement, for such period of time as Vendor or Vendor's contractors, licensees, agents, employees, volunteers or invitees are present on Borough property related to the Special Event, Vendor agrees to maintain with a responsible and qualified insurance company approved by the Borough: 1) a comprehensive general liability insurance policy with a minimum limit of one million dollars (\$1,000,000.00) for each occurrence of combined single limit bodily injury and property damage, and, 2) an insurance policy/policies with a minimum limit of Two Million Dollars (\$2,000,000.00) that shall cover "liquor law" liability, "Dram Shop Act", or the broadest available so-called liquor law liability insurance (sometimes also known as "dram shop" insurance) covering off-premises locations/services by Vendor, or such higher limits as the Borough may from time to time request, provided such higher limits are then customarily being carried by first-class restaurant operations or alcohol vendors in Narberth Borough selling beer, wine and other alcoholic beverages. All policies shall insure Vendor and the Borough (disclosed or undisclosed), and all those claiming by, through or under the Borough, adequately in the Borough's good-faith judgment, against any and all claims, demands or actions of negligence, including for personal and bodily injury to, or death of, one person or multiple persons in one or more accidents, and for damage to property, as well as for damages due to loss of means of support, loss of consortium, and the like, including, without limitation, any claims mentioned in above indemnity paragraph; so that at all times the Borough will be fully protected against any claims that may arise by reason of or in connection with the sale, transfer, possession, control and dispensing of liquor and alcoholic beverages in and from the Special Event and on Borough property where such Special Event is held, and all other acts of negligence or property damage caused by or attributed to Vendor or Vendor's contractors, licensees, agents, employees, volunteers or invitees. Prior to the commencement of the Special Event, a certificate of insurance will be provided to the Borough Manager showing current insurance in force; and all such policies shall name Borough as an additional insured and shall provide that such policies shall not be cancelled, or the coverage reduced, prior to the date of the Special Event without prior written notice to Borough, and such certificate shall evidence the same.

3. Vendor agrees to abide by all applicable federal, state, and Borough laws, regulations, and ordinances, and agrees to assume liability for any violations of such laws, regulations, and ordinances by Vendor or Vendor's contractors, licensees, agents, employees, volunteers or invitees. Such agreement includes, but is not limited to, covenants to:

- i. Perform cash or credit sales only to individuals over the legal drinking age, collected by the Vendor, during the function;
  - ii. Check identification cards prior to the sale of alcohol;
  - iii. Refrain from serving alcohol to minors;
  - iv. Refrain from serving individuals who appear to be intoxicated;
  - v. Maintain absolute control of all alcoholic containers present;
  - vi. Collect all remaining alcohol at the end of a function (no excess alcohol — opened or unopened — is to be given to any third party without Borough consent).
4. The Parties hereto agrees to execute and deliver any additional documents, materials, information, or writings which may reasonably be required in order to consummate this Agreement.
5. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania and venue shall be in Montgomery County, Pennsylvania.
6. The Parties hereto agree that this Agreement represents the entire understanding of the Parties with regard to this transaction and that there are no prior or contemporaneous agreements, covenants, or conditions with respect thereto. This Agreement may be amended only by a written amendment.
7. The Parties agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
8. If any provision, clause, or part of this Agreement, or any application of the same under certain circumstances, is held invalid or unenforceable by a court of competent jurisdiction, such holding shall not affect any of the other terms or provisions of this Agreement, and the same shall continue to be effective to the fullest extent permitted by law.
9. The waiver by either Party or the failure by either Party to claim breach of any provision of this Agreement shall not be deemed to constitute a waiver or estoppel with respect to any subsequent breach or with respect to any provision hereof or thereof.
10. Facsimile and scanned signatures of this Agreement shall be considered originals.
11. This Agreement shall be binding upon and inure to the benefit of the Parties hereof and their successors and assigns, provided, however, that Vendor shall not have the right to assign this Agreement or any of the rights or delegate any of the obligations hereunder without the prior written consent of the Borough.
12. Except as otherwise provided herein, all costs and expenses incurred in connection with this Agreement or related transactions shall be paid by the party incurring such cost or expense.

13. If any provisions, conditions or requirements of this Agreement shall conflict with provisions, conditions, or requirements set forth under the Narberth Borough Code, the terms of this Agreement shall control to the extent such conflict cannot be reconciled.

THE UNDERSIGNED HAS READ THIS INDEMNITY AGREEMENT, UNDERSTANDS THE EFFECT OF THIS INDEMNITY AGREEMENT, REPRESENTS THAT HE/SHE IS AUTHORIZED TO SIGN THIS INDEMNITY AGREEMENT, AND IS SIGNING THIS INDEMNITY AGREEMENT VOLUNTARILY ON BEHALF OF THE VENDOR.

**IN WITNESS WHEREOF**, and intending to be legally bound hereby, the parties hereto, have caused this Agreement to be duly executed as of the date first above written.

**NARBERTH BOROUGH**

Attest: \_\_\_\_\_

By: \_\_\_\_\_

Name: Frederic Bush

Title: Council President

**VENDOR:** \_\_\_\_\_

Attest: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_,

an authorized signatory for Vendor.



**BOROUGH OF NARBERTH, PA**  
**COUNCIL MOTION**

**I MOVE THAT:** Borough Council approve the proposed office vestibule design.

**Motioned by:**

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**Seconded by:**

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**BOROUGH OF NARBERTH, PA**  
**COUNCIL MOTION**

**I MOVE THAT:** Borough Council approve advertisement of the 2025 Road Paving Program Project.

**Motioned by:**

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**Seconded by:**

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**Narberth Borough  
100 Conway Avenue  
Narberth, PA 19072**

Sealed bids will be received by Narberth Borough electronically through PennBid™ until **11:00 AM**, prevailing time, on the **6th day of May 2025** at which time and place they will be publicly read at the Narberth Borough Hall, **100 Conway Avenue, Narberth, PA 19072**, for:

**CONTRACT NO. 2025-01**

**NARBERTH BOROUGH  
2025 ROAD PROGRAM**

All documents and solicitation details are available at no cost at PennBID™ (<https://pennbid.procureware.com>) by clicking on the “Access Projects on the Active Bidding Site” tab. The names of those who have secured plans/specifications may be obtained at PennBid™.

Each bid must be accompanied by a certified check or bid bond payable to the Owner in an amount of not less than ten percent (10%) of the bid or bids. A performance bond or certified check in the amount of 100% of the contract shall be furnished by the successful bidder within 20 days after the contract is awarded. Only bonds from companies licensed to do business in the State where the Owner is located will be accepted and the bond shall so state same.

This project involves road milling, base repair, placement of Superpave wearing course, pavement marking, speed bumps, curb ramps, and appurtenant work.

This project is subject to prevailing wage rates in accordance with Pennsylvania Department of Labor and Industry. Liquidated damages apply at the rate of \$870.00 per calendar day.

Bids must be submitted unconditionally. No bidder may withdraw bid within SIXTY (60) days after the scheduled closing time for receipt of bids.

The Owners reserve the right to waive any informalities, or to reject any or all bids.

MEMORANDUM

**TO:** Maggie Dobbs, Borough Manager  
**Narberth Borough**

**FROM:** Anthony Catalozzi, P.E.  
**PENNONI ASSOCIATES, INC.**  
Project Engineer

**DATE:** March 14, 2025

**SUBJECT:** **201 Sabine Conceptual Subdivision Plans**  
**NARBM15001**

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As requested, we have prepared 3 conceptual subdivision plans for the Borough owned 201 Sabine Ave property. The subject property has a gross area (including land in the right-of-way) of 4.05 acres, and a net area (outside of the right-of-way) of 3.3 acres which is currently developed with Sabine Park on the eastern side, a common parking lot in the center, and the commercial building complex on the western side. The property is currently zoned 3B – Mixed Residential Limited.

The 3 conceptual plans depict the subdivision of the property into 2 lots with the creation of a new 1-acre, 1.5-acre, and 2-acre property respectively on the eastern side of the property. The intent of the plans is to provide the Borough a visual presentation of what a subdivision of the property would look like as it considers future planning of the property.

At this time, conceptual layouts of development which could be accommodated on the property have not been prepared. However, to assist the Borough's evaluation of a potential use of the property, we have included building setback and parking setbacks for the 5B – Montgomery Ave District which would be consistent with the other properties which front on Montgomery Ave.

If the Borough desired to further explore conceptual layouts for development of the property, yield plans based on the current 3B zoning or 5B zoning could be developed which would explore options for building layouts, parking layouts, site access, etc.

**NOTES:**

- A FIELD SURVEY OF THE SITE WAS PERFORMED BY PENNONI ASSOCIATES INC. IN DECEMBER 2024. UNLESS SPECIFICALLY STATED OR SHOWN HEREON TO THE CONTRARY, THIS SURVEY IS MADE SUBJECT TO AND DOES NOT LOCATE OR DELINEATE:
  - RIGHTS OR INTERESTS OF THE UNITED STATES OF AMERICA OR COMMONWEALTH OF PENNSYLVANIA OVER LANDS NOW OR FORMERLY FLOWED BY TIDEWATER BUT NO LONGER VISIBLE OR PHYSICALLY EVIDENT, OR LANDS CONTAINING ANY ANIMAL, MARINE, OR BOTANICAL SPECIES REGULATED BY OR UNDER THE JURISDICTION OF ANY FEDERAL, STATE, OR LOCAL AGENCY.
  - ANY SUBSURFACE OR SUBTERRANEAN CONDITION, EASEMENTS OR RIGHTS INCLUDING BUT NOT LIMITED TO MINERAL OR MINING RIGHTS, OR THE LOCATION OF OR RIGHTS TO ANY SUBSURFACE STRUCTURES, CONTAINERS, OR FACILITIES OR ANY OTHER NATURAL OR MAN-MADE SUBSURFACE CONDITION WHICH MAY OR MAY NOT AFFECT THE USE OR DEVELOPMENT POTENTIAL OF THE SUBJECT PROPERTY.
- BOUNDARY INFORMATION SHOWN REFERENCES DOCUMENTS PER MONTGOMERY COUNTY RECORDED OF DEEDS.
- THIS PLAN WAS COMPLETED IN ACCORDANCE WITH SECTION E - STANDARDS FOR BOUNDARY SURVEYS IN THE 'STANDARDS OF PRACTICE FOR PROFESSIONAL LAND SURVEYORS IN THE COMMONWEALTH OF PENNSYLVANIA' AS ADOPTED BY THE PENNSYLVANIA SOCIETY OF LAND SURVEYORS ON NOVEMBER 19, 2021.
- THE BEARINGS SHOWN REFERENCE THE RECORDED DEED BEARING.
- THE WORD "CERTIFY" AS USED IN ITS VARIOUS FORMS HEREON, IS UNDERSTOOD TO BE AN EXPRESSION OF PROFESSIONAL OPINION BY THE SURVEYOR, WHICH IS BASED ON HIS BEST KNOWLEDGE, INFORMATION, AND BELIEF AS SUCH, IT CONSTITUTES NEITHER A GUARANTEE OR WARRANTY, EITHER EXPRESSED OR IMPLIED.
- THE HORIZONTAL DATUM FOR THE PLANIMETRIC FEATURES AND COORDINATE VALUES INDICATED ON THIS PLAN REFERENCE THE 'PENNSYLVANIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE AS REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD 83)' WITH THE 2011 ADJUSTMENT (PASPCS-S NAD83-2011) AND WAS DETERMINED FROM GNSS OBSERVATIONS ON DECEMBER 2024.
- THE VERTICAL DATUM FOR THE ELEVATIONS AND CONTOURS INDICATED ON THIS PLAN REFERENCE THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88) AND WAS DETERMINED FROM GNSS OBSERVATIONS ON DECEMBER 2024.

- PARKING SPACES SHOWN REPRESENT VISIBLE AND CLEARLY DELINEATED PAVEMENT MARKINGS AND SIGNS. THE SURVEYOR HAS NOT MEASURED INDIVIDUAL SPACES FOR CONFORMANCE WITH ZONING REGULATIONS OR ADA REGULATIONS.
- LOCATIONS OF ON AND OFF-SITE UTILITIES AS SHOWN ARE APPROXIMATE AND MAY OR MAY NOT BE COMPLETE. THE NATURE AND EXACT LOCATION OF EXISTING UTILITIES SHOULD BE VERIFIED PRIOR TO INITIATING ANY ACTIVITY THAT MAY AFFECT THEIR USE OR LOCATION.
- THE LOCATION OF THE EXISTING UNDERGROUND UTILITIES SHOWN ON THIS PLAN HAVE BEEN TAKEN FROM EXISTING UTILITY RECORDS AVAILABLE AT THE TIME THESE PLANS WERE PREPARED AND FROM SURFACE OBSERVATION OF THE SITE.
- COMPLETENESS OR ACCURACY OF LOCATION AND DEPTH OF UNDERGROUND UTILITIES AND STRUCTURES IS NOT GUARANTEED.
- IN ACCORDANCE WITH PA ACT 287 OF 1974 AS AMENDED BY PA ACT 121 OF 2008 ENTITLED "UNDERGROUND UTILITY LINE PROTECTION LAW", THE CONTRACTOR SHALL NOTIFY UTILITIES WITHIN THE WORK AREA VIA THE PENNSYLVANIA ONE CALL SYSTEM, INC. (800-242-1776) A MINIMUM OF 3 WORKING DAYS BEFORE THE START OF EXCAVATION.
- THE CONTRACTOR SHALL VERIFY LOCATIONS AND DEPTHS OF UNDERGROUND UTILITIES AND STRUCTURES BEFORE THE START OF WORK.
- ALL UNITS ARE SHOWN IN U.S. SURVEY FEET UNLESS OTHERWISE NOTED.

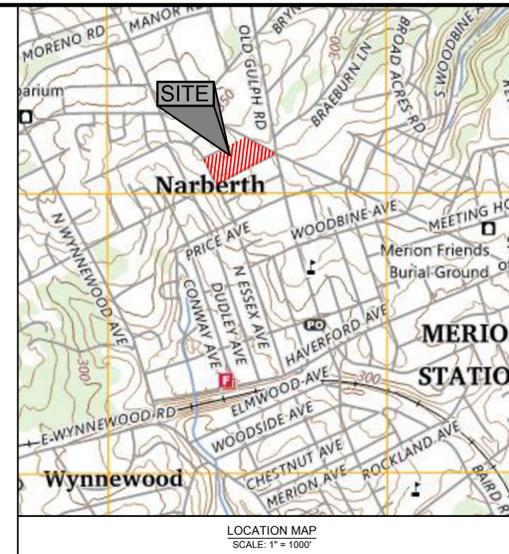
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**PLAN REFERENCES**

**LEGEND**

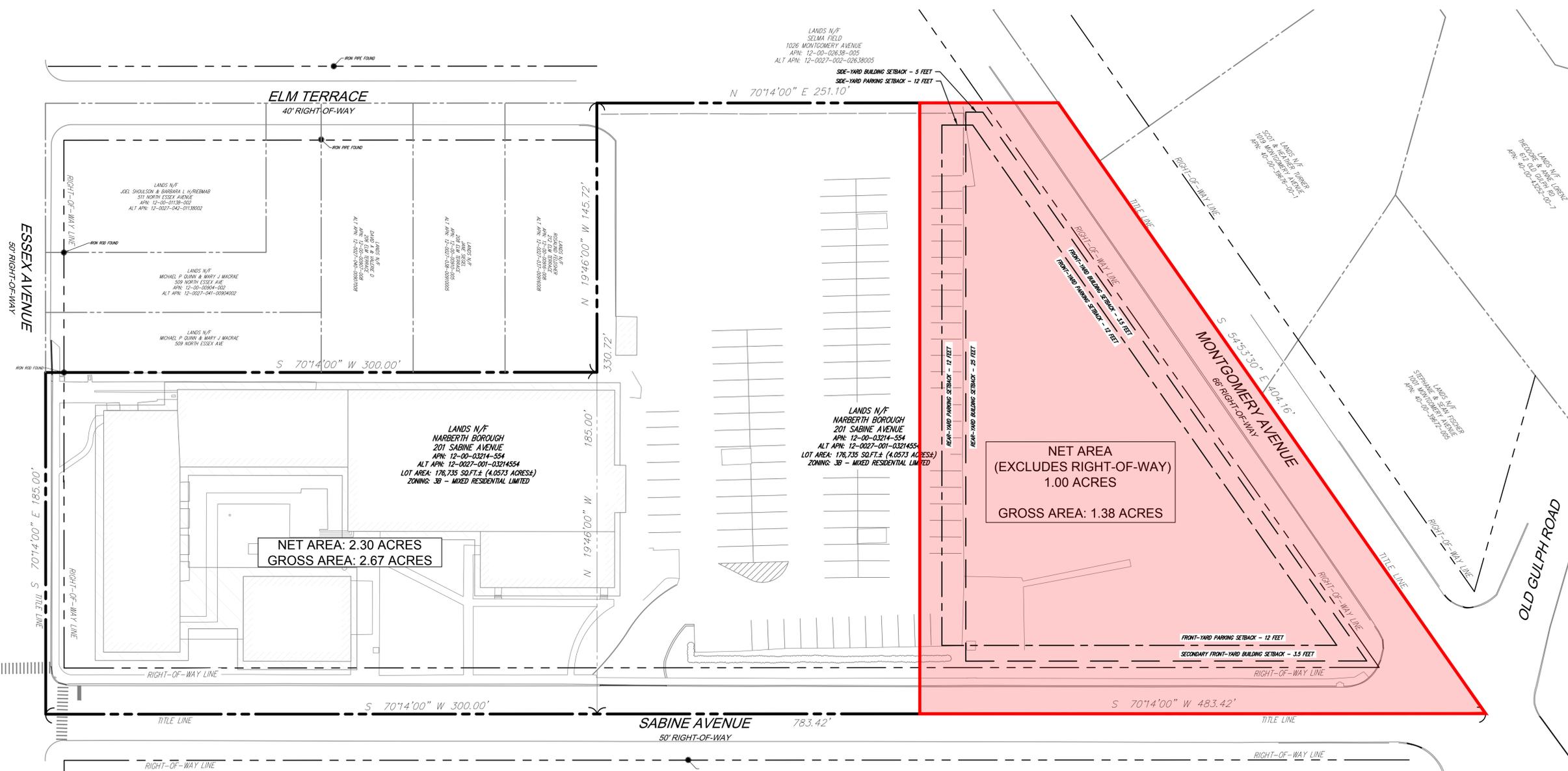
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- FENCE, METAL
- LIGHT



LOCATION MAP  
SCALE: 1" = 1000'

NOTE:  
EXISTING ZONING: 3B - MIXED RESIDENTIAL LIMITED

SETBACKS SHOWN REFLECT 5B - MONTGOMERY AVE. DISTRICT WHICH IS CONSISTENT WITH OTHER PROPERTIES THAT FRONT ON MONTGOMERY AVE.



**Pennon**

**PENNONI ASSOCIATES INC.**  
1900 Market Street, Suite 300  
Philadelphia, PA 19103  
T 215.222.3000 F 215.222.3588

THIS PLAN WAS PREPARED UNDER MY IMMEDIATE SUPERVISION

**201 SABINE AVE CONCEPTUAL SUBDIVISION**  
201 SABINE AVE  
NARBERTH BOROUGH, MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA, 19072

**1.0 ACRE PLAN**  
NARBERTH BOROUGH  
100 CONWAY AVE  
NARBERTH, PA 19072

NO.	DATE	REVISIONS	BY

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PROJECT	NARBM15001
DATE	2025-02-07
DRAWING SCALE	1"=30'
DRAWN BY	ADC
APPROVED BY	EPJ

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**NOTES:**

- A FIELD SURVEY OF THE SITE WAS PERFORMED BY PENNONI ASSOCIATES INC. IN DECEMBER 2024.
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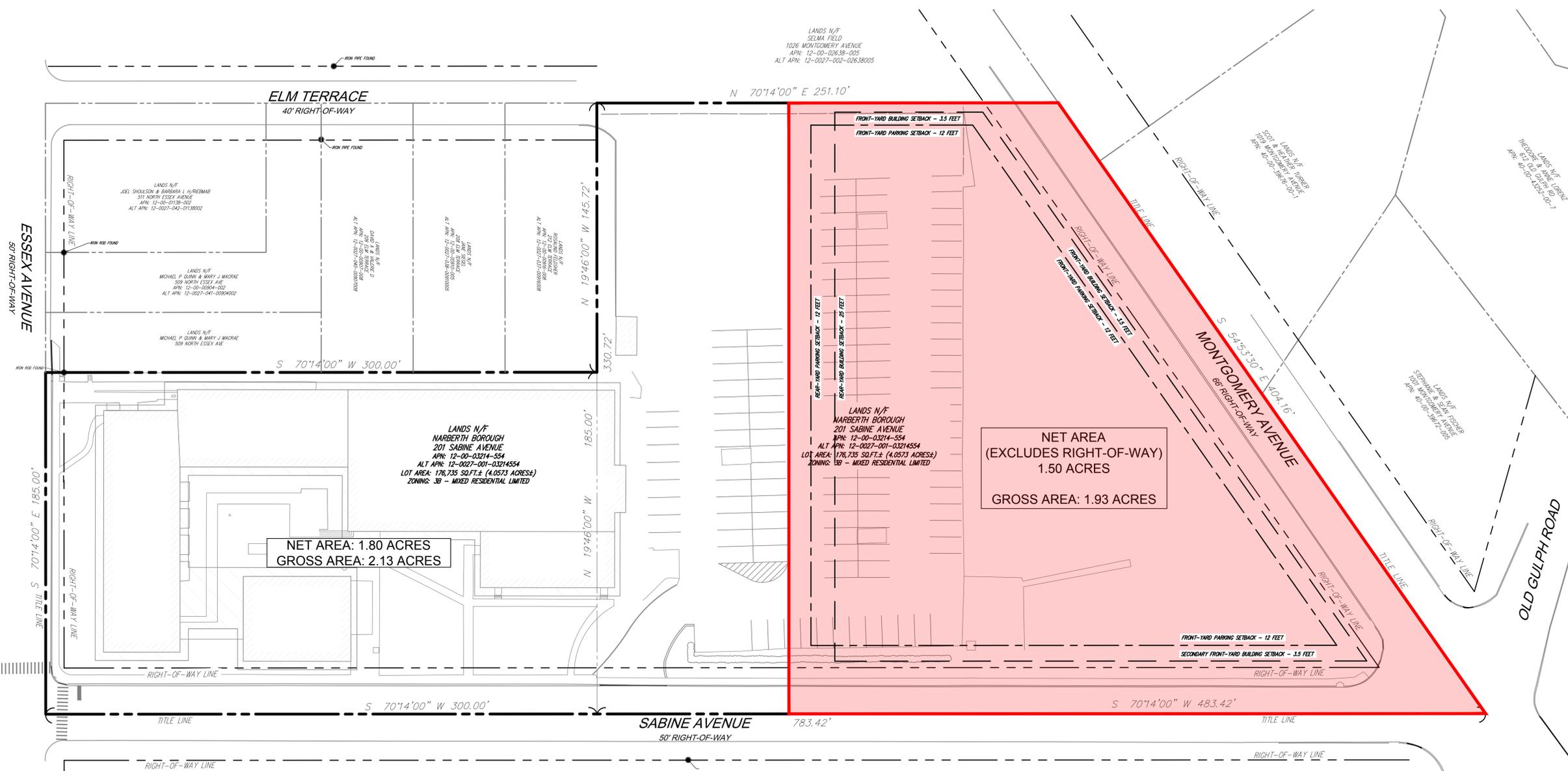
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LOCATION MAP  
SCALE: 1" = 1000'

NOTE:  
EXISTING ZONING: 3B - MIXED RESIDENTIAL LIMITED  
  
SETBACKS SHOWN REFLECT 5B - MONTGOMERY AVE. DISTRICT WHICH IS CONSISTENT WITH OTHER PROPERTIES THAT FRONT ON MONTGOMERY AVE.



**Pennonni**  
**PENNONI ASSOCIATES INC.**  
 1900 Market Street, Suite 300  
 Philadelphia, PA 19103  
 T 215.222.3000 F 215.222.3588

THIS PLAN WAS PREPARED UNDER MY IMMEDIATE SUPERVISION

**201 SABINE AVE CONCEPTUAL SUBDIVISION**  
 201 SABINE AVE  
**1.5 ACRE PLAN**  
 NARBERTH BOROUGH  
 100 CONWAY AVE  
 NARBERTH, PA 19072

NO.	DATE	REVISIONS	BY

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PROJECT: NARBM15001  
 DATE: 2025-02-07  
 DRAWING SCALE: 1"=30'  
 DRAWN BY: ADC  
 APPROVED BY: EPJ

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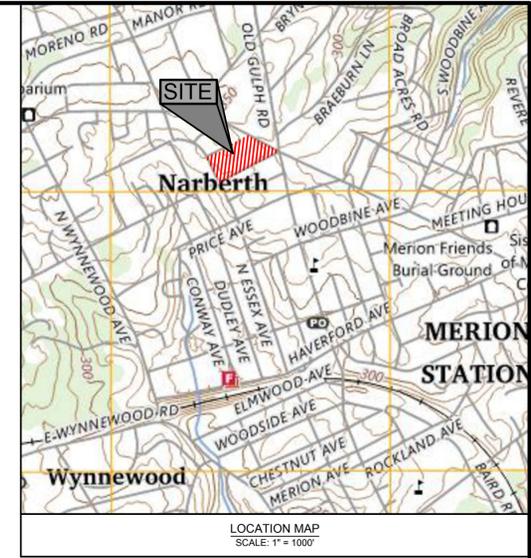
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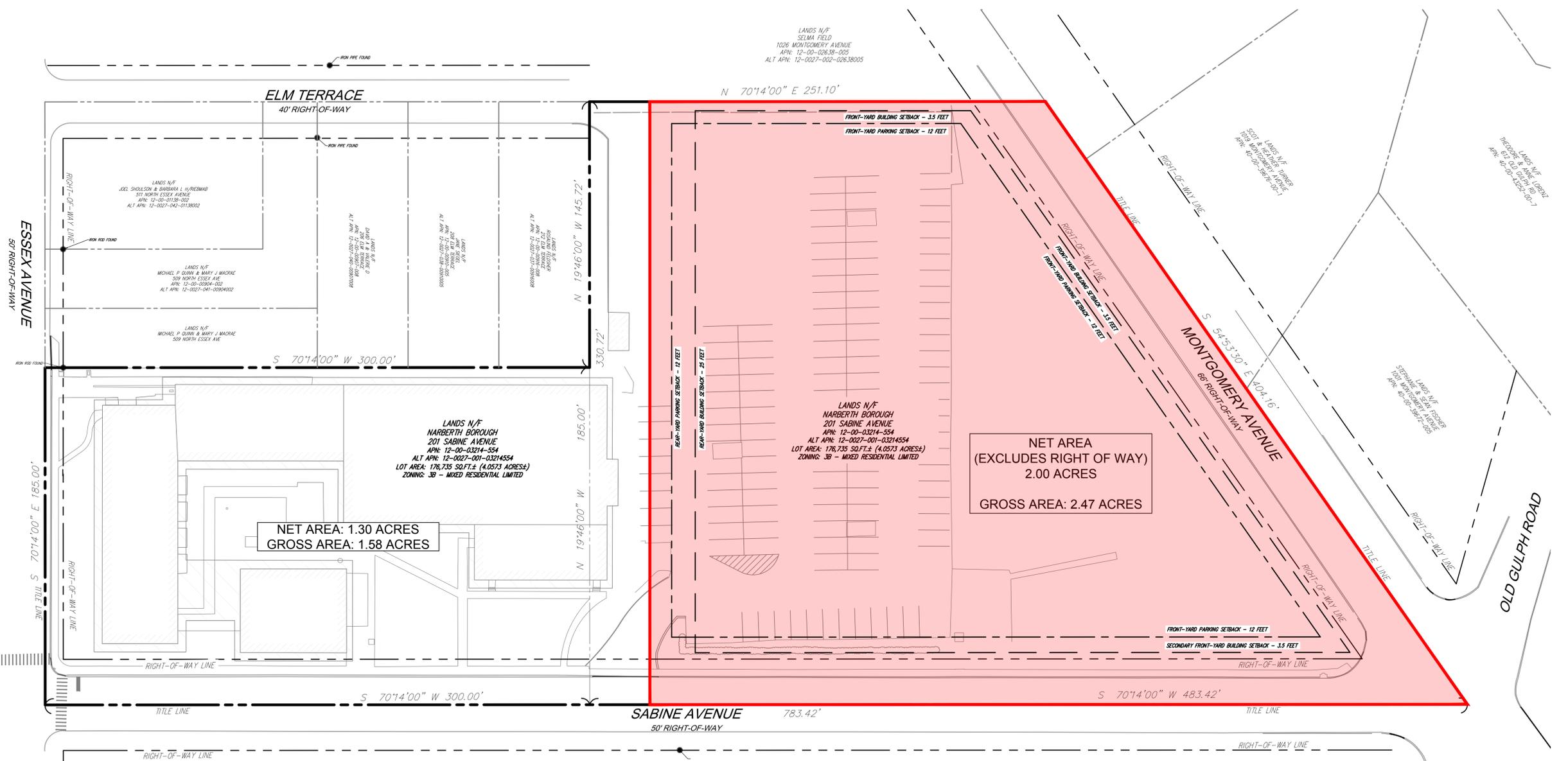
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T 215.222.3000 F 215.222.3588

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**201 SABINE AVE CONCEPTUAL SUBDIVISION**  
201 SABINE AVE  
NARBERTH BOROUGH, MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA, 19072

**2.0 ACRE PLAN**  
NARBERTH BOROUGH  
100 CONWAY AVE  
NARBERTH, PA 19072

NO.	DATE	REVISIONS	BY

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PROJECT: **NARBM15001**  
DATE: 2025-02-07  
DRAWING SCALE: 1"=30'  
DRAWN BY: ADC  
APPROVED BY: EPJ

**CM1003**  
SHEET 3 OF 3

## 201 Sabine Factfinding

**Parkland and Open Space.** Council reaffirms its commitment to providing parkland and open space at 201 Sabine Ave. that is equal to or greater than the amount of parkland provided on the site today.

**Council Factfinding.** Borough Council desires additional information to inform future Council discussion regarding the borough-owned site at 201 Sabine Ave. (roughly 3.4 acres). This discussion will necessarily consider implications for fiscal responsibility and policy goals, including balancing the desire for additional open space with consideration of potential impacts to revenues and long-term financial obligations.

To that end, Council is seeking information on the following items:

- **Property Value and Site Configuration Factfinding.** As Council President Bush announced previously, Council intends to have the land appraised according to three different subdivision scenarios (subdivisions creating a separate 1-acre lot, a 1.5-acre lot, and a 2-acre lot).
- **Adaptive Reuse Factfinding.** Council also desires to ascertain the level of interest in adaptively reusing existing buildings on the site as well as other information pertinent to the feasibility of adaptive reuse. To this end, Council will allow interested parties to schedule time to tour the building and the parking lot.

Council desires information on the adaptive reuse potential for the following principal uses: educational uses, civic and institutional uses, and/or affordable/attainable/workforce housing. As part of that factfinding, Council desires information on the potential for preserving the existing buildings, whether any portions of the existing buildings would need to be removed, whether any additions or other new construction would be required, or other information relevant to the feasibility of an adaptive reuse project.

At this time, Council has made no final decisions regarding the site's future. The above items are intended for obtaining additional information regarding the property.



519 Swede Street • Norristown, PA 19401  
(484) 679-8150

JOHN F. WALKO, ESQUIRE  
Direct Dial: (484) 212-5430  
john@skilkennylaw.com

### **NARBERTH BOROUGH SOLICITOR'S REPORT – March 2025**

The following is a summary of several matters that the Solicitor's Office has been undertaking since the prior Borough Council Business Meeting:

- 1) Proposed Ordinances and Resolutions: None
- 2) Land Developments/Projects:
  - a. 119 N. Essex – Revised and Finalized agreements with Applicant and Applicant's Bank for Improvement Security and Preparing Land Development Agreements
- 3) Follow-up with IRS regarding delay in FONGI tax-exemption status review/approval
- 4) Coordinating communications and settlement and addressing stormwater discharge runoff issue along N. Narberth Ave.
- 5) Assisted Code Enforcement and the Zoning Officer on drafting and preparing Notices of Violation throughout the Borough and related follow-up to address violations and property maintenance/nuisance issues
- 6) I continued to address numerous emails and telephone calls from Borough Staff and Borough Councilmembers regarding a variety of legal issues including property maintenance and other code enforcement issues, Right to Know Law requests, and other general, expected matters of Borough business including administrative and legal related matters and questions.
- 7) Addressing and facilitating real estate, personnel, and litigation executive session matters that have been and will be discussed in executive sessions.
- 8) Attended Borough Staff Meeting



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215-222-3000  
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MEMORANDUM

**TO:** Maggie Dobbs, Borough Manager  
**Narberth Borough**

**FROM:** Eric P. Johnson, P.E.  
**PENNONI ASSOCIATES, INC.**  
Borough Engineer

**DATE:** March 13, 2025

**SUBJECT:** **Engineer's Monthly Report**  
**NARBM00000**

---

Enclosed please find the Engineer's Monthly Report for your review and distribution. Feel free to contact me if you have any questions.

NARBERTH BOROUGH  
BOROUGH ENGINEER'S MONTHLY REPORT – MARCH 2025

Subdivision, Land Development, and Permit Reviews

1. **10 Sabine Ave / 243 N. Wynnewood Ave** – Minor Subdivision plan for the alteration of the common lot line between 10 Sabine Ave. and 243 N. Wynnewood Ave. The minor subdivision application has been reviewed for consistency with the Borough Codes and engineering practices and a review letter issued. The application was presented to Borough Council and approved at their February 20<sup>th</sup> meeting. The revised plans have been submitted by the applicant and are under review for consistency with review comments and conditions of approval. The required application for a waiver from sanitary sewer planning has also been submitted to DEP.
2. **425-427 Park Place** – Minor Subdivision plan to reinstate the common lot line between the 2 twin dwellings. There is no proposed construction within the application. The minor subdivision application has been reviewed for consistency with the Borough Codes and engineering practices and a review letter issued. The application was presented to Borough Council and approved at their February 20<sup>th</sup> meeting. The revised plans have been submitted by the applicant and are under review for consistency with review comments and conditions of approval. The applicant submitted their sewer planning module which is under review by Philadelphia Water Department for sign off.
3. **202 Dudley Ave** – The subdivision of the 202 Dudley Ave property into two lots, and the construction of a new single-family dwelling, detached garage, driveway, and related improvements. The land development application has been reviewed for consistency with the Borough Codes and engineering practices and a review letter issued. The applicant submitted their sewer planning module which was approved by Lower Merion Township and is under review by the Philadelphia Water Department. The revised plans have been reviewed and record plans can be submitted by the applicant to the Borough for signature.
4. **13 Elmwood Ave** – Minor Subdivision plan application for the alteration of the common lot line between the 13 Elmwood Ave flag lot and 99 Elmwood Ave property. The application was approved by Borough Council during the July business meeting. The revised plans have been submitted by the applicant and are under review for consistency with review comments and conditions of approval. The applicant submitted their sewer planning module which was approved by Lower Merion Township and under review by the Philadelphia Water Department. Concurrently, the applicant has submitted a grading permit for the construction of a dwelling on the property.
5. **650 Montgomery Ave** – Redevelopment of the Albrecht Nursery site located at the corner of Montgomery Avenue and Meeting House Lane with a new three-story multi-use building, pedestrian accommodations, and parking lot modifications. The public improvements including the curb, sidewalk, asphalt paving, and landscaping are substantially complete. The remaining punch list items will be completed in the coming weeks, then the project will be closed out.
6. **230 Haverford Ave** – Preliminary/Final Land Development and Conditional Use application for the redevelopment of the commercial properties along Haverford Ave and Narberth Ave. We are currently awaiting resubmission of the plans by the applicant to address review comments.
7. **119 N. Essex Ave** – Preliminary/Final Land Development application for the redevelopment of the property with a building addition, new parking lot, and related site improvements. The sanitary sewer capacity approval has been received from DEP, and the record plans have been signed. The solicitor is working with the applicant to prepare the development agreements.

8. **146 Merion Ave** – A subdivision of the property into 5 lots which will retain the existing dwelling in a relocated location, construct a set of semi-detached (twin) dwellings and two (2) cottage dwellings. Work continues with the construction of the new dwellings. Our field engineer is monitoring work on site in connection with the Borough Codes Officer.
9. **203 Haverford Ave** – Construction of a three-story mixed-use building; including retail space on the first floor and a total of 16 apartments on the 2<sup>nd</sup> & 3<sup>rd</sup> floors. The developer continues to work on the building and site improvements. The public improvements around the site frontage are substantially complete, including the curbs, sidewalks, and street amenities. The contractor is now focusing on completing the interior construction. Our field engineer is monitoring work on site in connection with the Borough Codes Officer.
10. **100 Forrest Ave** – Construction of a three-story mixed-use building; including retail space on the first floor and 8 apartments on the 2<sup>nd</sup> & 3<sup>rd</sup> floors. The project is now substantially complete. We are awaiting completion of the last remaining punch list items prior to final project closeout.
11. **Grading Permits** –
  - a. **314 Dudley Ave.** – The full rehabilitation of the existing residential property, including building addition, new porch, new driveway and apron, stormwater management, and related improvements. The grading permit has been reviewed for consistency with the Borough codes and engineering practices and approved.
  - b. **13 Elmwood Ave.** – The construction of a single-family detached dwelling with an attached garage, driveway, stormwater management, and related improvements. The resubmitted grading permit is under review for consistency with the Borough codes and engineering practices.
  - c. **318 Dudley Ave.** – The construction of two building additions, a covered porch, permeable paver driveway, and associated grading improvements. The grading permit has been reviewed for consistency with the Borough codes and engineering practices and approved. Construction is underway and our field engineer is monitoring work on site in connection with the Borough Codes Officer.
  - d. **93 Wynnedale Rd.** – The construction of a new detached garage and additional driveway paving. The grading permit has been reviewed for consistency with Borough ordinances and engineering practices and approved. Construction is underway and our field engineer is monitoring work on site in connection with the Borough Codes Officer.
  - e. **107 Elmwood Ave** – The full rehabilitation of the existing residential property, including building addition, stormwater management, and related improvements. Construction is underway and our field engineer is monitoring work on site in connection with the Borough Codes Officer.
  - f. **500 Dudley Ave** – The construction of a new garage, driveway, stormwater management, and related improvements. Construction is underway and our field engineer is monitoring work on site in connection with the Borough Codes Officer.

Capital Projects

12. **2025 Roads Program** – The roads list for inclusion in the contract has been confirmed and quantities have been measured for budgeting and coordination with Borough staff. Contract preparation is underway.
13. **Stormwater Bumpout Analysis** – Following approval by Council, we compiled a list of 30 potential stormwater bumpout locations to assist the borough in deciding which bumpouts to implement in the coming years. 4 stormwater bumpouts have been identified and locations approved by Council. A site survey of each area is complete, and the design of the project will be begin soon.
14. **201 Sabine Property** –Prepare conceptual subdivision plan for Borough Council's use. Working with Borough staff and property manager for ongoing maintenance of facilities.
15. **Price Ave Parking Plan** – Evaluation of current parking configuration along Price Ave between N. Essex Ave and N. Narberth Ave. Coordination with Borough staff to prepare and update requested parking striping plan for trial implementation by Borough.

Miscellaneous

16. **Stormwater** – Review of drainage complaints. Coordination with Borough staff. Issue a Notice of Violation at 808 Montgomery Ave for non-compliant drainage issue.
17. **Borough Sidewalk Repairs** – Prepare engineering plans for the replacement of sidewalk along Borough owned properties throughout the Borough.
18. **General Engineering Services** – Attend Council and staff meetings. Project communication and coordination with residents, Borough Staff, Solicitor, Zoning Officer, and Committees regarding projects under review; and ongoing capital project planning and grants.



Chartered 1897

# NARBERTH FIRE COMPANY

100 Conway Avenue | PO Box 45 | Narberth, Pennsylvania 19072

## REPORT OF THE FIRE CHIEF FEBRUARY 2025

The company responded to 28 alarms this month.  
There were 4 in the Borough and 24 in Lower Merion.

The company assisted Belmont Hills (1), Bryn Mawr (1), Ardmore (2), and Cynwyd (4).  
The company was assisted by Penn Wynne and Ardmore (1).

Significant calls were;

Alarm # 35 on 2-8; assisted Belmont Hills at 1420 Centennial Road for a dwelling fire that was fully involved. In service 90 minutes.

The company conducted 3 drills with 38 members receiving 6.5 hours of training.  
The training man hours were 91.5.

The company was in service for 7.57 hours.  
The man hours were 62.40.

There were no changes to the active members list.

Respectfully submitted,

Francis N. Dixon  
Chief Engineer



# Narberth Fire Department - Calls This Month

Alarm	Date	Alarm Type	Time Out	Address	Remarks
33	02/01/25	Invest/Operation	17:21	531 Kenmore Rd	Reported gas odor inside the residence. No readings found, secured the gas to the stove..
34	02/07/25	Assist, Fire	21:27	335 Righters Ferry Rd.	Assist station 28 for a dispatched building fire. E26 staged at hydrant & stand pipe connection..
35	02/08/25	Assist, Fire	1:22	1420 Centennial Rd.	Assist station 22 on a working house fire. Assisted with extra manpower..
36	02/09/25	Special Service	3:08	250 E. Wynnewood R	Roof ladder to second floor window, got in door knob was broken to bed room. Got it open in BLDG H.
37	02/09/25	Assist, Fire	19:18	260 Merion Rd.	Assist station 28 with E26 for a dispatched building fire. Staged outside until recalled per CH28.
38	02/10/25	Alarm, Faulty	14:33	150 E. Wynnewood R	Alarm set off by contractors, turned over to FM34-2 Per CH26 on location.
39	02/13/25	Alarm, Accidental	12:44	70 E. Wynnewood Rd	Water flow alarm Set off by7 contractor.
40	02/13/25	Invest/Operation	17:27	211 Elmwood Ave.	Dispatched vehicle (Train) fire, CH26 talked to train conductor stating Septa is aware of the problem. Smoke from underneath, possible brake problem..
41	02/14/25	Alarm, Faulty	3:38	228 E. Old Gulph Rd.	Faulty detector per CH26 who met Jerry Mapp on location, alarm O.O.S. for 36 hours..
42	02/14/25	Alarm, Faulty	8:28	722 Arlington Rd.	No resident at home, house checked OK from the exterior. Alarm Taken O.O.S. for 36 hours..
43	02/16/25	Assist, Fire	18:29	254 Kent Rd.	Assist station 25 with a report of a garage fire. Recalled while enroute.
44	02/16/25	Invest/Operation	18:53	375 Baird Rd.	Tree branch resting on a PECO line and the the branch is smoking. PECO notified..
45	02/16/25	Rescue	19:04	70 E. Wynnewood Rd	Remove one person from a stalled elevator. Station 25 assist..
46	02/17/25	Invest/Operation	6:55	521 Old Gulph Rd.	A tree came down and pulled the electric service cable off the house. Homeowner wanted the house checked. No sign of smoke or fire. PECO notified.
47	02/17/25	Alarm, Faulty	16:49	401 S. Woodbine Ave.	Faulty alarm, water inside the detector per CH26. Alarm taken O.O.S. for 36 hours..
48	02/17/25	Invest/Operation	19:07	919 Montgomery Ave	Odor of gas in the building, unable to locate. Incident turned over to PECO on location..
49	02/19/25	Invest/Operation	7:50	Iona & Windsor	Report of a brush fire that started from sparks from a transformer. Narberth Police on location reporting the fire out and fire can resume..
50	02/19/25	Assist, Fire	12:45	333 E. Lancaster Ave	Assist station 25 with a building Recalled enroute.
51	02/19/25	Assist, Fire	14:11	Merion & Winding W	Assist station 28 with areport of a car fire. Recalled while enroute.
54	02/19/25	Invest/Operation	19:37	150 E. Wynnewood R	Resident left the gas stove on. Ventilation needed..
52	02/21/25	Assist, Fire	13:06	719 Montgomery Ave	Assist station 28 with an odor..
53	02/21/25	Alarm, Accidental	16:06	415 Penn Rd.	Set off by cooking, recalled by Homeowner..

55	02/24/25	Alarm, Faulty	15:18	19 Narwyn Lane	Faulty Alarm Alarm placed out of service for 36 hours..
56	02/25/25	Alarm, Accidental	13:44	413 Haverford Ave	Alarm set off by the alarm tech..
57	02/26/25	Assist, Fire	9:16	723 W. Lancaster Ave.	Assist station 23 with L26 for a dispatched building fire. Wrong location, recalled in station..
58	02/26/25	Alarm, Accidental	18:03	623 Righters Mill Rd	Recalled by homeowner Set off by cooking.
59	02/27/25	Alarm, Faulty	18:37	932 Hagys Ford Rd.	From H/O, unknown reason for activation. Alarm place O.O.S. for 24 hours..
60	02/28/25	Alarm, Accidental	18:16	277 Forrest Rd	Per LMPD accidental by homeowner..



# Borough of Narberth Police Department

100 Conway Avenue Narberth, PA 19072  
Phone: 610.664.2840 Fax: 610.664.0803  
www.narberthpa.gov

## Monthly Police Report for February 2025

### Incidents:

Calls for Service – **98**

Foot Patrols – **68\***

Total – (Average of 6/per day)

\*Foot Patrols are proactive actions where officers exit their vehicles to check an area or walk through the business district or public area.

<b>Nature of Incident</b>	<b>Number of Occurrences for Month</b>
Civil Complaint	1
Crash (Vehicle)	3
Dispute	4
Domestic Violence	2
Auto Theft	2
Emotionally Disturbed Person	3
Found Property	3
Fraud	2
Vacant House Check	1
Police Information	4
Intoxicated Person	1
Medical Aid	2
Suspicious Person	1
Suspicious Vehicle	2
Traffic Hazard	2
Fall Victim	1
Borough Ordinance Violation	1
Miscellaneous Services	1
Security Alarm	3
Abandoned Vehicle	2
Stolen Property	2

### Traffic Enforcement:

Citations and Warnings – **14**

- Extra Attention was provided to all Stop signs as well as School Bus Stops.

### Extra Attention:

Focused Patrols – **23** (Traffic, Crime Deterrence, Parking)



# Borough of Narberth Police Department

100 Conway Avenue Narberth, PA 19072  
Phone: 610.664.2840 Fax: 610.664.0803  
[www.narberthpa.gov](http://www.narberthpa.gov)

Patrol Mileage:

Total Miles Driven – **1337 Miles**

Parking Enforcement:

Tickets Issued – **92 (5 for EV Parking Violations)**

Summary:

In February, the police department upgraded our records management system. One of the changes is the “classification” of reports. This new system has a streamlined classification system, which is evident on our monthly report.

Our old system had multiple classifications of vehicle crashes, which could lead to confusion when filing reports. Now, the new system has one block for “Crash (vehicle).” Likewise, the old system had 18 theft classifications, while our new system has two.

As you review our monthly reports moving forward, the list of incidents will be condensed because of this change.

Respectfully,

John String  
Chief of Police

**Tax Collector's Monthly Report to Taxing Districts**  
**For the Month of February 2025**  
**Narberth Borough - Real Estate**

	Real Estate	Interim/Other 2025	Per Capita/Other	2024 Interim
<b>A. Collections</b>				
1. Balance Collectable - Beginning of Month	\$3,034,295.67	\$ -	\$ -	\$ 1,619.34
2A. Additions: During the Month ( * )	\$ -	\$ (3,982.70)	\$ -	\$ -
2B. Deductions: Credits During the Month - <b>(from line 17)</b>	\$ -			\$ -
3. Total Collectable	\$ 3,034,295.67	\$ (3,982.70)	\$ -	\$ 1,619.34
4. Less: Face Collections for the Month	\$357,275.30	\$ 34.53	\$ -	\$ 1,597.15
5. Less: Deletions from the List ( * )		\$ -		
6. Less: Exonerations ( * )				
7. Less: Liens/Non-Lienable Installments ( * )				
8. Balance Collectable - End of Month	\$ 2,677,020.37	\$ (4,017.23)	\$ -	\$ 22.19
<b>9. Face Amount of Collections - (must agree with line 4)</b>				
	\$357,275.30	\$ 34.53	\$ -	\$ 1,597.15
10. Plus: Penalties	\$ -	\$ -	\$ -	\$ -
11. Less: Discounts	\$ 7,145.50	\$ 0.69	\$ -	\$ 31.94
12. Total Cash Collected per Column	\$ 350,129.80	\$ 33.84	\$ -	\$ 1,565.21
13. Total Cash Collected - <b>(12A + 12B + 12C + 12D)</b>				\$ 351,728.85

( \* ) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

**C Payment of Taxes**

14. Amount Remitted During the Month ( \* )

Date	Transaction #	Amount
January 31, 2025	Ck# 4505	\$ 1,565.21
February 14, 2025	Ck# 4509	\$ 159,639.16
February 21, 2025	Ck# 4514	\$ 103,475.55
February 28, 2025	Ck# 4520	\$ 87,048.93
		\$ -
		\$ -
		\$ -
		Total \$ 351,728.85

15. Amount Paid with this Report Applicable to this Reporting Month

Transaction #

16. Total Remitted This Month \$ 351,728.85

17. List, Other Credit Adjustments ( \* )

Parcel #	Name	Amount
		\$0.00
		\$0.00
		\$ -
		\$0.00
		\$0.00

18. Interest Earnings (if applicable) \$ \_\_\_\_\_

TAXING DISTRICT USE (OPTIONAL)

Carryover from Previous Month	
Amount Collected This Month	12
Ending Balance	\$ -

SJ Wat 3/4/2025  
 Tax Collector Date

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge the receipt of this report.

**Tax Collector's Monthly Report to Taxing Districts**  
**For the Month of February 2025**  
**Narberth Borough - Sewer**

	Real Estate	Interim/Other 2025	Per Capita/Other	2024 Interim
<b>A. Collections</b>				
1. Balance Collectable - Beginning of Month	\$410,862.27	\$ -	\$ -	\$ -
2A. Additions: During the Month ( * )	\$ 2,233.88	\$ -	\$ -	\$ -
2B. Deductions: Credits During the Month - (from line 17)	\$ -			\$ -
3. Total Collectable	\$ 413,096.15	\$ -	\$ -	\$ -
4. Less: Face Collections for the Month	\$48,775.59	\$ -	\$ -	\$ -
5. Less: Deletions from the List ( * )		\$ -		
6. Less: Exonerations ( * )				
7. Less: Liens/Non-Lienable Installments ( * )				
8. Balance Collectable - End of Month	\$ 364,320.56	\$ -	\$ -	\$ -
<b>9. Face Amount of Collections - (must agree with line 4)</b>				
	\$48,775.59	\$ -	\$ -	\$ -
10. Plus: Penalties	\$ -	\$ -	\$ -	\$ -
11. Less: Discounts	\$ 975.57	\$ -	\$ -	\$ -
12. Total Cash Collected per Column	\$ 47,800.02	\$ -	\$ -	\$ -
13. Total Cash Collected - (12A + 12B + 12C + 12D)				\$ 47,800.02

( \* ) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

**C. Payment of Taxes**

14. Amount Remitted During the Month ( \* )

Date	Transaction #	Amount
February 14, 2025	Ck# 4510	\$ 20,681.48
February 21, 2025	Ck# 4516	\$ 14,613.99
February 21, 2025	Ck# 4518	\$ 2,189.20
February 28, 2025	Ck# 4521	\$ 10,315.35
		\$ -
		\$ -
		\$ -
		Total \$ 47,800.02

15. Amount Paid with this Report Applicable to this Reporting Month

Transaction #

16. Total Remitted This Month \$ 47,800.02

17. List, Other Credit Adjustments ( \* )

Parcel #	Name	Amount
		\$0.00
		\$0.00
		\$ -
		\$0.00
		\$0.00

18. Interest Earnings (if applicable) \$ \_\_\_\_\_

<u>TAXING DISTRICT USE (OPTIONAL)</u>	
Carryover from Previous Month	
Amount Collected This Month	12
Ending Balance	\$ -

 3/4/2025  
 Tax Collector Date

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge the receipt of this report.

**Tax Collector's Monthly Report to Taxing Districts**  
**For the Month of February 2025**  
**Narberth Borough - Solid Waste**

	Real Estate	Interim/Other 2025	Per Capita/Other <hr/>	2024 Interim
<b>A. Collections</b>				
1. Balance Collectable - Beginning of Month	\$1,329,993.00	\$ -	\$ -	\$ -
2A. Additions: During the Month ( * )	\$ -	\$ -	\$ -	\$ -
2B. Deductions: Credits During the Month - (from line 17)	\$ -			\$ -
3. Total Collectable	\$ 1,329,993.00	\$ -	\$ -	\$ -
4. Less: Face Collections for the Month	\$158,803.00	\$ -	\$ -	\$ -
5. Less: Deletions from the List ( * )		\$ -		
6. Less: Exonerations ( * )				
7. Less: Liens/Non-Lienable Installments ( * )				
8. Balance Collectable - End of Month	\$ 1,171,190.00	\$ -	\$ -	\$ -
<b>9. Face Amount of Collections - (must agree with line 4)</b>				
	\$158,803.00	\$ -	\$ -	\$ -
10. Plus: Penalties	\$ -	\$ -	\$ -	\$ -
11. Less: Discounts	\$ 3,176.06	\$ -	\$ -	\$ -
12. Total Cash Collected per Column	\$ 155,626.94	\$ -	\$ -	\$ -
13. Total Cash Collected - (12A + 12B + 12C + 12D)				\$ 155,626.94

( \* ) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

**C. Payment of Taxes**

14. Amount Remitted During the Month ( \* )

Date	Transaction #	Amount
February 14, 2025	Ck# 4510	\$ 79,410.38
February 21, 2025	Ck# 4516	\$ 43,435.56
February 28, 2025	Ck# 4518	\$ 32,781.00
		\$ -
		\$ -
		\$ -
		\$ -
		Total \$ 155,626.94

15. Amount Paid with this Report Applicable to this Reporting Month

Transaction #

16. Total Remitted This Month \$ 155,626.94

17. List, Other Credit Adjustments ( \* )

Parcel #	Name	Amount
		\$0.00
		\$0.00
		\$ -
		\$0.00
		\$0.00

18. Interest Earnings (if applicable) \$ \_\_\_\_\_

<u>TAXING DISTRICT USE (OPTIONAL)</u>	
Carryover from Previous Month	
Amount Collected This Month	12
Ending Balance	\$ -

 3/4/2025  
 Tax Collector Date

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge the receipt of this report.

Tax Collector's Monthly Report to Taxing Districts  
 For the Month of February, 2025  
 Narberth Borough Montgomery County

	Real Estate	Interim/Other	MCCC Real Estate	MCCC Interim	MCCC Prior Year Interim	Prior Year
<b>1. Balance Collectable - Beginning of Month</b>						
1. Balance Collectable - Beginning of Month	\$ 1,714,484.00	\$ -	\$ 127,307.00	\$ -	\$ 63.00	\$ 785.00
<b>2A. Additions: During the Month ( * )</b>						
2A. Additions: During the Month ( * )	\$ -	\$ (2,121.00)		\$ (158.00)		
<b>2B. Deductions: Credits During the Month - (from line 17)</b>						
2B. Deductions: Credits During the Month - (from line 17)		\$ -		\$ -		
<b>3. Total Collectable</b>						
3. Total Collectable	\$ 1,714,484.00	\$ (2,121.00)	\$ 127,307.00	\$ (158.00)	\$ 63.00	\$ 785.00
<b>4. Less: Face Collections for the Month</b>						
4. Less: Face Collections for the Month	\$ 201,945.00	\$ 18.00	\$ 14,994.00	\$ 1.00	\$ 63.00	\$ 775.00
<b>5. Less: Deletions from the List ( * )</b>						
5. Less: Deletions from the List ( * )						
<b>6. Less: Exonerations ( * )</b>						
6. Less: Exonerations ( * )						
<b>7. Less: Liens/Non-Lienable Installments ( * )</b>						
7. Less: Liens/Non-Lienable Installments ( * )						
<b>8. Balance Collectable - End of Month</b>						
8. Balance Collectable - End of Month	\$ 1,512,539.00	\$ (2,139.00)	\$ 112,313.00	\$ (159.00)	\$ -	\$ 10.00
<b>B. Reconciliation of Cash Collected</b>						
<b>9. Face Amount of Collections - (must agree with line 4)</b>						
9. Face Amount of Collections - (must agree with line 4)	\$ 201,945.00	\$ 18.00	\$ 14,994.00	\$ 1.00	\$ 63.00	\$ 775.00
<b>10. Plus: Penalties</b>						
10. Plus: Penalties	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>11. Less: Discounts</b>						
11. Less: Discounts	\$ 4,040.00	\$ -	\$ 301.00	\$ -	\$ 2.00	\$ 15.00
<b>12. Total Cash Collected per Column</b>						
12. Total Cash Collected per Column	\$ 197,905.00	\$ 18.00	\$ 14,693.00	\$ 1.00	\$ 61.00	\$ 760.00
<b>13. Total Cash Collected - (12A + 12B + 12C + 12D)</b>						
13. Total Cash Collected - (12A + 12B + 12C + 12D)						\$ 213,438.00

( \* ) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

**C. Payment of Taxes**

	Transaction #	Amount	TOTAL ALL TAXES
January 31, 2025	Ck# 4503	\$ 760.00	
January 31, 2025	Ck# 4504	\$ 61.00	
February 14, 2025	Ck# 4507	\$ 90,582.00	
February 14, 2025	Ck# 4508	\$ 6,724.00	
February 21, 2025	Ck# 4512	\$ 58,572.00	
February 21, 2025	Ck# 4513	\$ 4,348.00	
February 28, 2025	Ck# 4519	\$ 48,769.00	
February 28, 2025	Ck# 4523	\$ 3,622.00	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
			\$ 213,438.00

15. Amount Paid with this Report Applicable to this Reporting Month Transaction #

16. Total Remitted This Month \$ 213,438.00

17. List, Other Credit Adjustments ( \* )

Parcel #	Name	Amount
		\$ -
		\$ -
		\$ -
		\$ -
	Total	\$ -

18. Interest Earnings (if applicable) \$ \_\_\_\_\_

TAXING DISTRICT USE (OPTIONAL)

Carryover from Previous Month	
Amount Collected This Month	
Less Amount Paid this Month	
Ending Balance	\$ -

 3/4/2025  
 Tax Collector Date

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Tax Collector's Monthly Report to Taxing Districts**  
**For the Month of February 2025**  
**Narberth Borough - Lower Merion School District**

	Real Estate	Interim/Other 2025	Per Capita/Other	2024 Interim
<b>A. Collections</b>				
1. Balance Collectable - Beginning of Month	\$0.00	\$ 59.34	\$ -	\$ 18,890.83
2A. Additions: During the Month ( * )	\$ -	\$ -	\$ -	\$ -
2B. Deductions: Credits During the Month - (from line 17)	\$ -			\$ -
3. Total Collectable	\$ -	\$ 59.34	\$ -	\$ 18,890.83
4. Less: Face Collections for the Month	\$0.00	\$ 59.34	\$ -	\$ 18,661.93
5. Less: Deletions from the List ( * )		\$ -		
6. Less: Exonerations ( * )				
7. Less: Liens/Non-Lienable Installments ( * )				
8. Balance Collectable - End of Month	\$ -	\$ -	\$ -	\$ 228.90
<b>9. Face Amount of Collections - (must agree with line 4)</b>				
	\$0.00	\$ 59.34	\$ -	\$ 18,661.93
10. Plus: Penalties	\$ -	\$ -	\$ -	\$ -
11. Less: Discounts	\$ -	\$ 1.19	\$ -	\$ 373.24
12. Total Cash Collected per Column	\$ -	\$ 58.15	\$ -	\$ 18,288.69
13. Total Cash Collected - (12A + 12B + 12C + 12D)				\$ 18,346.84

( \* ) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

**C. Payment of Taxes**

14. Amount Remitted During the Month ( \* )

Date	Transaction #	Amount
January 31, 2025	Ck# 4506	\$ 18,288.69
February 21, 2025	Ck# 4517	\$ 58.15
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		Total \$ 18,346.84

15. Amount Paid with this Report Applicable to this Reporting Month

Transaction #

16. Total Remitted This Month \$ 18,346.84

17. List, Other Credit Adjustments ( \* )

Parcel #	Name	Amount
		\$0.00
		\$0.00
		\$ -
		\$0.00
		\$0.00

18. Interest Earnings (if applicable) \$ \_\_\_\_\_

<u>TAXING DISTRICT USE (OPTIONAL)</u>	
Carryover from Previous Month	
Amount Collected This Month	12
Ending Balance	\$ -

*S. Wat*      3/4/2025  
 Tax Collector      Date

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge the receipt of this report.

Narberth General Fund  
**Balance Sheet**  
As of February 28, 2025

	<u>Feb 28, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100.010 · Citizens General Fund	1,195,342.13
100.011 · Citizens 201 Sabine Rent Depos	31,511.47
105.000 · Citizens HRA (Health Reimb)	3,019.47
110.000 · Petty Cash	473.70
	<hr/>
<b>Total Checking/Savings</b>	<b>1,230,346.77</b>
<b>Accounts Receivable</b>	
123.001 · Leases Receivable	915,735.59
123.000 · 201 Sabine Revenue Receivable	-408,825.04
141.010 · Deed Transfer Receivable	-84,364.17
145.010 · Retiree Health Care Receivable	-4,185.63
145.020 · Pro Review Fees Receivable	-29,735.00
145.510 · Other Receivable	-319.84
146.000 · Real Estate Taxes Receivable	-76,930.27
	<hr/>
<b>Total Accounts Receivable</b>	<b>311,375.64</b>
<b>Other Current Assets</b>	
130.080 · Due from Sewer Fund	6,318.48
130.090 · Due from Solid Waste	176,127.09
130.300 · Due from Capital Fund	2,539.42
130.350 · Due from Highway Aid	108,582.17
130.700 · Due from Green Fund	14,632.55
145.000 · Accounts Receivable - Auditor	291,044.20
148.000 · Prepaid Expense	26.04
155.010 · Prepaid Item - Hlth Prem Rebate	-4,711.02
	<hr/>
<b>Total Other Current Assets</b>	<b>594,558.93</b>
<b>Total Current Assets</b>	<b>2,136,281.34</b>
	<hr/>
<b>TOTAL ASSETS</b>	<b>2,136,281.34</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200.000 · Accounts Payable	17,368.90
	<hr/>
<b>Total Accounts Payable</b>	<b>17,368.90</b>
<b>Credit Cards</b>	
Citizen Business Credit Card	0.90
	<hr/>
<b>Total Credit Cards</b>	<b>0.90</b>

Narberth General Fund  
**Balance Sheet**  
As of February 28, 2025

	<u>Feb 28, 25</u>
<b>Other Current Liabilities</b>	
248.000 · Developer Escrow Account	5,500.00
200.001 · Accounts Payable - Auditor	100,413.61
201.900 · Payroll Clearing Account	-244.04
201.901 · Federal Withholding	64.91
201.902 · Social Security Tax Withholding	-49.73
201.903 · Medicare Tax Withholding	-15.18
201.906 · Local Withholding - Narberth	-337.51
201.907 · Local Withholding - Phila	304.07
214.197 · Non-Uniform Pension - EE WH	7,394.17
215.197 · Uniformed Pension - EE WH	8,747.37
215.198 · Uniformed Pension - EE Buy Back	954.96
218.410 · FOP Dues Withheld	1,346.04
223.100 · Supplemental Disability Ins	-117.86
224.100 · 457(b) Plan - EE WH	2,319.41
224.101 · 457(b) Plan - ER WH	-2,071.23
230.700 · Due to Green Fund	1,816.04
250.100 · 100 Conway Rent Deposit	100.00
250.101 · Use & Occupany Escrow	3,600.00
250.200 · Security Deposits - Sabine Ave	27,500.00
252.301 · Deferred Revenue - Liens	19,116.15
252.305 · Deferred Inflow Leases	868,561.18
404.311 · Legal Escrow Fees	25,589.88
<b>Total Other Current Liabilities</b>	<u>1,070,492.24</u>
<b>Total Current Liabilities</b>	<u>1,087,862.04</u>
<b>Long Term Liabilities</b>	
283.010 · SW Ctrl. BMP Ops. & Maint. Fund	6,000.00
<b>Total Long Term Liabilities</b>	<u>6,000.00</u>
<b>Total Liabilities</b>	<u>1,093,862.04</u>
<b>Equity</b>	
279.000 · Fund Balance - General Fund	303,821.56
390.000 · Retained Earnings	749,250.73
Net Income	-10,652.99
<b>Total Equity</b>	<u>1,042,419.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,136,281.34</u></u>

## Narberth General Fund Profit & Loss Budget vs. Actual

January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>Taxes</b>				
300.100 · Real Estate Taxes - Current	273,850.24	2,949,640.00	-2,675,789.76	9.3%
300.200 · Real Estate Taxes - Prior Ye	1,565.21	12,500.00	-10,934.79	12.5%
300.300 · Real Estate Taxes - Liens	0.00	1,530.00	-1,530.00	0.0%
301.100 · Real Estate Transfer Tax	29,316.75	160,000.00	-130,683.25	18.3%
310.200 · Earned Income Tax	327,611.36	1,280,000.00	-952,388.64	25.6%
310.300 · Business Privilege Tax	867.16	167,000.00	-166,132.84	0.5%
<b>Total Taxes</b>	633,210.72	4,570,670.00	-3,937,459.28	13.9%
<b>Fees &amp; Fines</b>				
321.800 · Franchise Fees	15,545.15	60,000.00	-44,454.85	25.9%
322.500 · Street Opening Permit Fees	0.00	4,000.00	-4,000.00	0.0%
331.100 · Commonwealth Fines	0.00	2,000.00	-2,000.00	0.0%
331.130 · District Justice Fines	370.86	8,000.00	-7,629.14	4.6%
331.140 · Parking Tickets	3,672.50	40,000.00	-36,327.50	9.2%
355.040 · Liquor License Fees	0.00	500.00	-500.00	0.0%
361.300 · Subdivision & Land Development	300.00	1,000.00	-700.00	30.0%
361.340 · Zoning Hearing Fees	0.00	3,000.00	-3,000.00	0.0%
362.110 · Police Service Fees	90.00	500.00	-410.00	18.0%
362.410 · Building Permit Fees	42,983.90	200,000.00	-157,016.10	21.5%
362.450 · Use & Occupancy Permit Fees	0.00	8,500.00	-8,500.00	0.0%
362.470 · Zoning Permit Fees	560.00	4,000.00	-3,440.00	14.0%
363.210 · Parking Meters Revenue	15,134.56	55,000.00	-39,865.44	27.5%
363.220 · Parking Permit Fees	9,109.52	11,000.00	-1,890.48	82.8%
<b>Total Fees &amp; Fines</b>	87,766.49	397,500.00	-309,733.51	22.1%
<b>Interest</b>				
341.010 · General Fund Interest Income	81.34	650.00	-568.66	12.5%
<b>Total Interest</b>	81.34	650.00	-568.66	12.5%
<b>Rental Revenue</b>				
342.200 · Revenue - 201 Sabine Ave	0.00	600,000.00	-600,000.00	0.0%
342.210 · Municipal Bldg Rental Income	0.00	2,500.00	-2,500.00	0.0%
342.500 · Park Rental Fees	40.00	500.00	-460.00	8.0%
<b>Total Rental Revenue</b>	40.00	603,000.00	-602,960.00	0.0%
<b>Grants &amp; Aid</b>				
355.010 · PA Public Utility Realty Tax	0.00	3,000.00	-3,000.00	0.0%
355.050 · PA State Pension Aid	0.00	135,000.00	-135,000.00	0.0%
355.070 · Volunteer Fire Relief Assn.	0.00	40,000.00	-40,000.00	0.0%
357.010 · DVIT Grants	0.00	3,000.00	-3,000.00	0.0%
358.101 · Lower Merion SD-Crossing Guard	0.00	3,600.00	-3,600.00	0.0%
<b>Total Grants &amp; Aid</b>	0.00	184,600.00	-184,600.00	0.0%
<b>Reimbursements &amp; Miscellaneous</b>				
387.600 · Retiree Health Care Reimb	2,216.25	11,820.00	-9,603.75	18.8%
387.700 · Payroll EE Health Care Contrib	1,871.32	14,190.00	-12,318.68	13.2%
389.000 · Miscellaneous Revenue	0.00	2,500.00	-2,500.00	0.0%
<b>Total Reimbursements &amp; Miscellaneous</b>	4,087.57	28,510.00	-24,422.43	14.3%
<b>Interfund Transfers - IN</b>				
392.080 · Xfer from Sewer Fund	0.00	4,500.00	-4,500.00	0.0%
392.090 · Xfer from Solid Waste Fund	0.00	4,500.00	-4,500.00	0.0%
<b>Total Interfund Transfers - IN</b>	0.00	9,000.00	-9,000.00	0.0%
<b>Total Income</b>	725,186.12	5,793,930.00	-5,068,743.88	12.5%
<b>Gross Profit</b>	725,186.12	5,793,930.00	-5,068,743.88	12.5%

## Narberth General Fund Profit & Loss Budget vs. Actual

January through February 2025

Expense	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
<b>Administration</b>				
401.112 · Salary Administration	50,401.52	380,780.00	-330,378.48	13.2%
401.192 · FICA - employer paid	3,169.96	23,610.00	-20,440.04	13.4%
401.193 · Medicare - employer paid	741.38	5,520.00	-4,778.62	13.4%
401.194 · Unemployment Insurance - Admin	480.77	2,980.00	-2,499.23	16.1%
401.196 · Health Insurance Admin	16,266.89	54,630.00	-38,363.11	29.8%
401.197 · Retirement Fund Contribution	0.00	24,090.00	-24,090.00	0.0%
401.198 · Life Insurance - Admin	692.42	2,860.00	-2,167.58	24.2%
401.199 · Deferred Comp - ER Contribution	1,000.00	6,625.00	-5,625.00	15.1%
401.210 · Office Supplies and Equipment	2,142.82	6,000.00	-3,857.18	35.7%
401.215 · Postage	406.32	2,500.00	-2,093.68	16.3%
401.260 · IT Hardware	0.00	5,000.00	-5,000.00	0.0%
401.310 · Transcription Fees - Hearing	0.00	1,000.00	-1,000.00	0.0%
401.317 · Software Subscription Fees	13,260.65	22,000.00	-8,739.35	60.3%
401.320 · Admin Telecommunications	754.10	6,000.00	-5,245.90	12.6%
401.337 · Auto Allowance	0.00			
401.341 · Legal Advertising	1,302.60	6,000.00	-4,697.40	21.7%
401.352 · Insurance- General liability	5,597.61	26,515.00	-20,917.39	21.1%
401.354 · Workers Comp Insurance - Admin	72.42	321.00	-248.58	22.6%
401.420 · Association Dues and Training	460.00	12,000.00	-11,540.00	3.8%
401.452 · Managed IT Service Fees	4,362.00	31,500.00	-27,138.00	13.8%
401.900 · Miscellaneous - Administration	442.08	1,500.00	-1,057.92	29.5%
402.310 · Payroll Service Fees	1,611.02	7,500.00	-5,888.98	21.5%
402.311 · Audit and Financial Services	3,000.00	25,000.00	-22,000.00	12.0%
402.390 · Banking Service Fees	1,028.80	6,500.00	-5,471.20	15.8%
403.105 · Tax Collector Salary	2,153.84	14,000.00	-11,846.16	15.4%
403.200 · Tax Collector Expenses	3,404.98	5,000.00	-1,595.02	68.1%
404.310 · Solicitor's Fees	3,503.64	100,000.00	-96,496.36	3.5%
406.100 · Professional Services	825.00	42,240.00	-41,415.00	2.0%
406.317 · Codification	0.00	10,000.00	-10,000.00	0.0%
407.325 · Internet Hosting and Service	4,350.00	6,000.00	-1,650.00	72.5%
408.310 · Borough Engineer Service Fees	38,985.11	125,000.00	-86,014.89	31.2%
408.313 · Traffic Engineer Services Fees	0.00	15,000.00	-15,000.00	0.0%
409.216 · Materials & Supplies - 100	73.35	5,000.00	-4,926.65	1.5%
409.360 · Utilities - Borough Property	13,546.36	45,000.00	-31,453.64	30.1%
409.373 · Repairs & Maintenance - 100	2,734.35	15,000.00	-12,265.65	18.2%
409.374 · HVAC - Maintenance Contract	1,878.78	20,000.00	-18,121.22	9.4%
413.310 · Building Inspector Fees	41,212.75	175,000.00	-133,787.25	23.6%
413.317 · Code Enforcement Officer Fee	17,432.07	75,000.00	-57,567.93	23.2%
414.310 · Planning Services	2,792.82	29,000.00	-26,207.18	9.6%
414.314 · Zoning Hearing Board Fees	672.75	3,000.00	-2,327.25	22.4%
414.317 · Zoning Officer Fees	1,235.00	8,000.00	-6,765.00	15.4%
<b>Total Administration</b>	<b>241,994.16</b>	<b>1,352,671.00</b>	<b>-1,110,676.84</b>	<b>17.9%</b>
<b>Police</b>				
410.112 · Police Personnel - Base Salary	121,317.72	803,415.00	-682,097.28	15.1%
410.115 · Crossing Guard Wages	2,120.00	34,330.00	-32,210.00	6.2%
410.172 · Patrol Officers Holiday OT	0.00	7,500.00	-7,500.00	0.0%
410.179 · Longevity Payments - Police	13,722.68	21,395.00	-7,672.32	64.1%
410.180 · Police Officers - Overtime	11,461.62	32,500.00	-21,038.38	35.3%
410.186 · Uniform Allowance - Police	2,000.00	4,000.00	-2,000.00	50.0%
410.187 · Police Officers - Shift Diff	12,670.88	26,890.00	-14,219.12	47.1%
410.192 · FICA Employer Paid	10,627.90	49,812.00	-39,184.10	21.3%
410.193 · Medicare Employer Paid	2,485.56	11,650.00	-9,164.44	21.3%
410.194 · Unemployment Ins - Police	162.00	7,150.00	-6,988.00	2.3%
410.196 · Health Insurance - Police	35,707.73	271,425.00	-235,717.27	13.2%
410.197 · Police Pension Fund Contribut	0.00	409,115.00	-409,115.00	0.0%
410.198 · Life Ins - Polic	1,033.62	5,105.00	-4,071.38	20.2%
410.210 · Office Supplies - Police	504.98	3,000.00	-2,495.02	16.8%
410.217 · Ammunition	0.00	1,500.00	-1,500.00	0.0%
410.218 · Weapons and Firearms	0.00	3,000.00	-3,000.00	0.0%
410.231 · Fuel - Police	0.00	7,000.00	-7,000.00	0.0%
410.233 · Vehicle Electric - Police	0.00	1,000.00	-1,000.00	0.0%
410.238 · Officers Uniforms and Equipment	315.00	7,000.00	-6,685.00	4.5%
410.252 · Electronic Equipment	352.98	0.00	352.98	100.0%
410.311 · Police Pension Fund Admin	0.00	30,000.00	-30,000.00	0.0%
410.314 · Police Legal Counsel	2,242.50	35,000.00	-32,757.50	6.4%
410.317 · Software Subscription Fees	437.82	15,750.00	-15,312.18	2.8%
410.318 · Police Recruitment Fees	0.00	5,000.00	-5,000.00	0.0%
410.320 · Police Telecommunications	993.34	9,000.00	-8,006.66	11.0%
410.329 · Police Radios-Montco Digital	0.00	0.00	0.00	0.0%
410.331 · Asso Dues, Conferences/trave	973.16	4,000.00	-3,026.84	24.3%
410.341 · Advertising, Promotions, events	0.00	3,500.00	-3,500.00	0.0%
410.352 · Liability Insurance - Police	5,424.94	53,910.00	-48,485.06	10.1%
410.354 · Workers Comp Ins - Police	7,366.10	32,695.00	-25,328.90	22.5%
410.420 · Training - Police	250.00	7,000.00	-6,750.00	3.6%

**Narberth General Fund**  
**Profit & Loss Budget vs. Actual**

January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
410.451 · Vehicle Maintenance and Equip	1,160.48	11,000.00	-9,839.52	10.5%
410.452 · Managed IT Serv Fees - Police	3,832.40	10,000.00	-6,167.60	38.3%
410.530 · Police Services Fee to LM Twp	0.00	128,735.00	-128,735.00	0.0%
410.900 · Miscellaneous Exp - Police	0.00	2,000.00	-2,000.00	0.0%
<b>Total Police</b>	<b>237,163.41</b>	<b>2,054,377.00</b>	<b>-1,817,213.59</b>	<b>11.5%</b>
<b>Fire and EMS</b>				
411.112 · Full time Housemen Salary	21,730.00	141,245.00	-119,515.00	15.4%
411.115 · Part time Housemen Wages	2,880.00	20,000.00	-17,120.00	14.4%
411.187 · Volunteer Service Tax Credit	0.00	19,000.00	-19,000.00	0.0%
411.192 · FICA Employer Pd - Fire	1,537.04	9,995.00	-8,457.96	15.4%
411.193 · Medicare Employer Pd - Fire	362.76	2,340.00	-1,977.24	15.5%
411.194 · Unemployment Insurance - Fire	165.60	2,980.00	-2,814.40	5.6%
411.196 · Health Insurance - Fire	12,129.91	58,890.00	-46,760.09	20.6%
411.197 · Fire Retirement Contribution	0.00	16,060.00	-16,060.00	0.0%
411.198 · Life Insurance - Fire	238.60	1,530.00	-1,291.40	15.6%
411.317 · Software Subscription - Fire	80.00	300.00	-220.00	26.7%
411.329 · Fire Co Radios-Montco Digital	0.00	0.00	0.00	0.0%
411.352 · Liability Ins - Oper of Vehicle	13,767.81	19,140.00	-5,372.19	71.9%
411.354 · Workers Comp Insurance - Fire	3,162.00	30,000.00	-26,838.00	10.5%
411.540 · Volunteer Fire Relief Assn.	0.00	40,000.00	-40,000.00	0.0%
411.541 · Fire Company Operating Expenses	12,958.32	77,750.00	-64,791.68	16.7%
411.900 · Fire Cellphone Reimb	92.32	600.00	-507.68	15.4%
412.540 · Narberth Ambulance	0.00	5,000.00	-5,000.00	0.0%
419.216 · Fire Hydrant Rental	4,870.33	22,000.00	-17,129.67	22.1%
492.301 · Fire Company Equipment Fund	0.00	40,000.00	-40,000.00	0.0%
<b>Total Fire and EMS</b>	<b>73,974.69</b>	<b>506,830.00</b>	<b>-432,855.31</b>	<b>14.6%</b>
<b>Public Works</b>				
430.112 · Full time Public Works Wages	59,115.55	383,030.00	-323,914.45	15.4%
430.180 · Overtime - Public Works	7,162.06	10,000.00	-2,837.94	71.6%
430.191 · Uniforms and PPE	179.44	2,500.00	-2,320.56	7.2%
430.192 · FICA Employer Pd - Public Works	4,076.29	24,370.00	-20,293.71	16.7%
430.193 · Medicare ER Pd - Public Works	953.30	5,700.00	-4,746.70	16.7%
430.194 · Unemployment Ins - Public Works	0.00	3,725.00	-3,725.00	0.0%
430.196 · Health Insurance - Public Works	8,287.70	94,325.00	-86,037.30	8.8%
430.197 · Public Works Retirement	0.00	40,145.00	-40,145.00	0.0%
430.198 · Life Insurance - PW	647.60	4,075.00	-3,427.40	15.9%
430.231 · Fuel - Public Works	1,370.26	8,000.00	-6,629.74	17.1%
430.250 · Parking Meter Maintenance	372.72	1,000.00	-627.28	37.3%
430.260 · Shop supplies and small tools	579.97	2,500.00	-1,920.03	23.2%
430.317 · Software Subscription - PW	126.00	1,000.00	-874.00	12.6%
430.320 · Public Works Telecommunication	565.82	3,500.00	-2,934.18	16.2%
430.352 · Liability Ins - Public Works	8,611.14	34,040.00	-25,428.86	25.3%
430.354 · Workers Comp Ins-Public Works	7,088.73	31,410.00	-24,321.27	22.6%
430.420 · Public Works Training and Dues	0.00	2,000.00	-2,000.00	0.0%
430.452 · Public Works Managed IT Service	849.46	5,000.00	-4,150.54	17.0%
430.900 · Miscellaneous Exp - Public Work	0.00	2,000.00	-2,000.00	0.0%
433.100 · Roads-Traffic Devices/Street	4,335.84	6,000.00	-1,664.16	72.3%
434.361 · Street Lights Electric and Rpr	4,496.55	50,000.00	-45,503.45	9.0%
436.000 · Storm Sewer Repairs and Maint	779.00	40,000.00	-39,221.00	1.9%
437.374 · Equip Maint & Rprs-Public Works	4,949.61	10,000.00	-5,050.39	49.5%
437.451 · Vehicle Maint & Rpr-Public Work	1,404.92	10,000.00	-8,595.08	14.0%
438.100 · Roads - Maintenance and Repairs	5,424.20	10,000.00	-4,575.80	54.2%
454.000 · Parks and Open Space Maint	8,384.84	25,000.00	-16,615.16	33.5%
455.000 · Shade Tree Maint and Planning	74.16	20,000.00	-19,925.84	0.4%
457.300 · Recreation and Special Events	895.00	70,000.00	-69,105.00	1.3%
459.000 · Downtown Streetscape Maint	1,805.20	8,000.00	-6,194.80	22.6%
<b>Total Public Works</b>	<b>132,535.36</b>	<b>907,320.00</b>	<b>-774,784.64</b>	<b>14.6%</b>
<b>Library</b>				
456.360 · Utilities	1,953.13	15,000.00	-13,046.87	13.0%
456.370 · Building Maintenance and Repair	619.20	20,000.00	-19,380.80	3.1%
456.540 · Library Operating Expenses	47,599.16	285,595.00	-237,995.84	16.7%
<b>Total Library</b>	<b>50,171.49</b>	<b>320,595.00</b>	<b>-270,423.51</b>	<b>15.6%</b>

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Cash Basis

### Narberth General Fund Profit & Loss Budget vs. Actual

January through February 2025

	<u>Jan - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>201 Sabine</b>				
463.310 · 201 Sabine Management Fees	0.00	30,000.00	-30,000.00	0.0%
463.352 · 201 Sabine Insurance	0.00	12,000.00	-12,000.00	0.0%
463.361 · 201 Sabine Electric and Gas	0.00	50,000.00	-50,000.00	0.0%
463.364 · 201 Sabine Water and Sewer	0.00	8,000.00	-8,000.00	0.0%
463.368 · 201 Sabine Security Services	0.00	500.00	-500.00	0.0%
463.373 · 201 Sabine Repairs and Maint	0.00	90,000.00	-90,000.00	0.0%
463.530 · 201 Sabine Real Estate Taxes	0.00	125,605.00	-125,605.00	0.0%
<b>Total 201 Sabine</b>	<u>0.00</u>	<u>316,105.00</u>	<u>-316,105.00</u>	<u>0.0%</u>
<b>Debt Service</b>				
471.205 · Series 2022A - Building Repairs	0.00	36,000.00	-36,000.00	0.0%
471.206 · Series 2022 - Bridge & Refi	0.00	97,000.00	-97,000.00	0.0%
471.207 · Series 2022B - Parkland Acquisi	0.00	105,000.00	-105,000.00	0.0%
472.200 · Debt Interest	0.00	87,335.00	-87,335.00	0.0%
<b>Total Debt Service</b>	<u>0.00</u>	<u>325,335.00</u>	<u>-325,335.00</u>	<u>0.0%</u>
<b>Total Expense</b>	<u>735,839.11</u>	<u>5,783,233.00</u>	<u>-5,047,393.89</u>	<u>12.7%</u>
<b>Net Income</b>	<u><b>-10,652.99</b></u>	<u><b>10,697.00</b></u>	<u><b>-21,349.99</b></u>	<u><b>-99.6%</b></u>

Narberth Capital Fund  
**Balance Sheet**  
As of February 28, 2025

	<u>Feb 28, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100.010 · Citizens Capital Operating	1,048,570.15
100.050 · Citizens Fire Equipment	715,766.83
106.020 · Citizens Bridge Account	271,642.60
3010601 · Cash - Capital Reserve (PLCIT)	710,430.98
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<b>Total Checking/Savings</b>	2,746,410.56
<b>Accounts Receivable</b>	
145.000 · Capital Fund Receivable	-464,838.99
	<hr/>
<b>Total Accounts Receivable</b>	-464,838.99
<b>Total Current Assets</b>	2,281,571.57
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<b>TOTAL ASSETS</b>	<b>2,281,571.57</b>
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<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
200.001 · Accounts Payable - Auditor	0.03
	<hr/>
<b>Total Other Current Liabilities</b>	0.03
	<hr/>
<b>Total Current Liabilities</b>	0.03
	<hr/>
<b>Total Liabilities</b>	0.03
<b>Equity</b>	
279.000 · Fund Balance - Capital Fund	1,495,746.75
32000 · Retained Earnings	811,932.91
Net Income	-26,108.12
	<hr/>
<b>Total Equity</b>	2,281,571.54
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,281,571.57</b>
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**Narberth Capital Fund**  
**Profit & Loss Budget vs. Actual**

January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
341.010 · Interest - Capital Operating	5,153.23	24,000.00	-18,846.77	21.5%
341.011 · Interest - Fire Equipment	1,805.57	10,000.00	-8,194.43	18.1%
351.031 · Reimbursement - Narberth Bridge	0.00	47,500.00	-47,500.00	0.0%
387.004 · Income - Outside Sources - FD	0.00	40,000.00	-40,000.00	0.0%
392.011 · Transfer from Gen - Fire Eqp	48,000.00	40,000.00	8,000.00	120.0%
<b>Total Income</b>	<b>54,958.80</b>	<b>161,500.00</b>	<b>-106,541.20</b>	<b>34.0%</b>
<b>Gross Profit</b>	<b>54,958.80</b>	<b>161,500.00</b>	<b>-106,541.20</b>	<b>34.0%</b>
<b>Expense</b>				
409.601 · Bldg Improvements - 100 Conway	0.00	37,500.00	-37,500.00	0.0%
436.600 · IE_StormwaterSystemImp	0.00	105,000.00	-105,000.00	0.0%
438.720 · IE_Streets_BikePed	0.00	155,000.00	-155,000.00	0.0%
439.001 · Narberth Bridge - Design	25,604.10	50,000.00	-24,395.90	51.2%
<b>Total Expense</b>	<b>81,768.10</b>	<b>347,500.00</b>	<b>-265,731.90</b>	<b>23.5%</b>
<b>Net Income</b>	<b>-26,809.30</b>	<b>-186,000.00</b>	<b>159,190.70</b>	<b>14.4%</b>

Narberth Sewer Fund  
**Balance Sheet**  
As of February 28, 2025

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	<u>Feb 28, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
100.010 · Cash - Sewer Fund (Citizens)	344,085.02
<b>Total Checking/Savings</b>	344,085.02
Accounts Receivable	
146.000 · Taxes Receivable	-2,781.40
<b>Total Accounts Receivable</b>	-2,781.40
<b>Other Current Assets</b>	
144.011 · Sewer Liens Receivable	2,788.44
166.010 · Deferred Expense - Capital Cont	40,039.00
<b>Total Other Current Assets</b>	42,827.44
<b>Total Current Assets</b>	384,131.06
<b>Fixed Assets</b>	
166.021 · Storm Sewer System	96,402.00
166.022 · Accum Depreciation - Storm Sewe	-21,782.26
166.031 · Catch Basin - Narwyn Avenue	11,118.00
166.032 · Accum Deprec - Catch Basin	-8,894.90
166.071 · Sanitary Sewer System	77,454.05
166.072 · Accum Deprec - Sani Sewer	-1,890.88
<b>Total Fixed Assets</b>	152,406.01
<b>TOTAL ASSETS</b>	<b><u>536,537.07</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
279.000 · Fund Balance - Sewer Fund	560,778.95
32000 · Retained Earnings	-2,717.01
Net Income	-21,524.87
<b>Total Equity</b>	536,537.07
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>536,537.07</u></b>

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 Cash Basis

**Narberth Sewer Fund**  
**Profit & Loss Budget vs. Actual**  
 January through February 2025

	<u>Jan - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
364.100 · Sewer Fees - Current year	38,175.25	414,150.00	-375,974.75	9.2%
364.101 · Sewer Fees - Prior year	0.00	1,500.00	-1,500.00	0.0%
<b>Total Income</b>	<b>38,175.25</b>	<b>415,650.00</b>	<b>-377,474.75</b>	<b>9.2%</b>
<b>Expense</b>				
429.300 · Tax Collector - Sewer Tax Coll	0.00	1,250.00	-1,250.00	0.0%
429.310 · Sewage Treatment Fees - LM Twp	39,352.62	175,000.00	-135,647.38	22.5%
429.340 · Sewer Fund - Capital Invest	0.00	55,000.00	-55,000.00	0.0%
429.350 · Sewer Maint & Planning	20,347.50	160,000.00	-139,652.50	12.7%
435.100 · Depreciation Exp - Sewer Fund	0.00	3,000.00	-3,000.00	0.0%
435.200 · Amortization Expense	0.00	15,000.00	-15,000.00	0.0%
492.090 · Xfer to Solid Waste Fund	0.00	0.00	0.00	0.0%
492.100 · Xfer to General Fund	0.00	4,500.00	-4,500.00	0.0%
<b>Total Expense</b>	<b>59,700.12</b>	<b>413,750.00</b>	<b>-354,049.88</b>	<b>14.4%</b>
<b>Net Income</b>	<b><u>-21,524.87</u></b>	<b><u>1,900.00</u></b>	<b><u>-23,424.87</u></b>	<b><u>-1,132.9%</u></b>

Narberth Solid Waste Fund  
**Balance Sheet**  
As of February 28, 2025

	<u>Feb 28, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
100.010 · Cash - Solid Waste (Citizens)	146,114.43
<b>Total Checking/Savings</b>	<u>146,114.43</u>
Accounts Receivable	
146.000 · Taxes Receivable	-11,854.21
<b>Total Accounts Receivable</b>	<u>-11,854.21</u>
<b>Other Current Assets</b>	
144.010 · Liens Receivable - Solid Waste	10,370.84
9130010 · Due from General Fund	-10,061.17
<b>Total Other Current Assets</b>	<u>309.67</u>
<b>Total Current Assets</b>	<u>134,569.89</u>
<b>Fixed Assets</b>	
166.010 · Fence	6,150.00
166.020 · Accum Depr - Fence	-6,150.00
166.030 · Sweeper - Solid Waste	149,994.00
166.040 · Accum Depr - Sweeper	-82,500.00
166.050 · Trash Compactors	46,243.00
166.060 · Accum Depr - Trash Compactors	-37,373.00
<b>Total Fixed Assets</b>	<u>76,364.00</u>
<b>TOTAL ASSETS</b>	<u><u>210,933.89</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
230.010 · Due to Gen Fund	175,000.00
<b>Total Other Current Liabilities</b>	<u>175,000.00</u>
<b>Total Current Liabilities</b>	<u>175,000.00</u>
<b>Total Liabilities</b>	175,000.00
<b>Equity</b>	
279.000 · Fund Balance - Solid Waste	305,471.60
320.000 · Retained Earnings	-174,894.22
Net Income	-94,643.49
<b>Total Equity</b>	<u>35,933.89</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>210,933.89</u></u>

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 Cash Basis

**Narberth Solid Waste Fund**  
**Profit & Loss Budget vs. Actual**  
 January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
354.150 · State Recycling Grant	0.00	9,500.00	-9,500.00	0.0%
364.300 · Solid Waste Fees - Current year	126,101.94	1,302,160.00	-1,176,058.06	9.7%
364.310 · Solid Waste Fees - Prior year	0.00	1,000.00	-1,000.00	0.0%
<b>Total Income</b>	126,101.94	1,312,660.00	-1,186,558.06	9.6%
<b>Expense</b>				
426.050 · Tax Collector - Tax Coll Fee	0.00	4,500.00	-4,500.00	0.0%
426.227 · Trash Containers	2,328.75	2,500.00	-171.25	93.2%
426.300 · Disposal Fees	3,800.68	10,500.00	-6,699.32	36.2%
426.317 · Maint Facilities & Equip & Plan	850.00	1,700.00	-850.00	50.0%
426.367 · Spring Clean Up	0.00	10,825.00	-10,825.00	0.0%
426.450 · Collection & Transportation Fee	211,726.00	1,270,355.00	-1,058,629.00	16.7%
426.451 · Downtown Additional Collection	2,040.00	12,250.00	-10,210.00	16.7%
<b>Total Expense</b>	220,745.43	1,312,630.00	-1,091,884.57	16.8%
<b>Net Income</b>	<b>-94,643.49</b>	<b>30.00</b>	<b>-94,673.49</b>	<b>-315,478.3%</b>

# Monthly Report

## PUBLIC WORKS DEPARTMENT

BOROUGH OF NARBERTH



**FROM:** Jeff Eldon, Public Works Manager

**REPORT DATE:** February 2025

There were 20 working days during February with one day off for Presidents' Day. Public Works used that time to handle several snow and ice events, construct window bump outs in the office, clean stormwater boxes, complete equipment maintenance for spring season, install new charging system for landscape equipment batteries, pre-build truck walkthrough for new pw truck, contract out for stormwater box rebuild and ADA ramps, and continued park maintenance.

### Downtown:

- Continued daily trash removal from public cans. This continues to be an issue as these cans are full of household trash from the business district apartments.
- Moved solar compacting trash cans to improve sightline exiting station circle.
- Storm sewer inlet cleaning.
- Stormwater bump out landscape maintenance.
- Submitted summer flower order.

### Roads/Sewers:

- Filled potholes around town.
- Performed snow and ice management operations as needed.

### Parks:

- Continued landscape maintenance of parks.
- Installed new adaptive swing at Narberth Park and replacement excavators at 201 Sabine Park.
- Inspected all playground structures.

### Buildings:

- Completed window bump outs in admin office.
- Put together price estimate for office vestibule.

### Fleet and Equipment:

- Work is ongoing for the new EV police patrol vehicle. Remaining parts are scheduled for delivery to upfit shop by March 28<sup>th</sup>.
- Work is ongoing for the new public works dump truck, and we are expecting to take delivery before end of March. This truck will not be used until our decal vendor can install the graphics, which is scheduled for April 7<sup>th</sup>.
- After each storm, it takes several days de-salt and clean our equipment and trucks. Not the most exciting task, however, it is necessary to ensure proper function of our vehicles and equipment.

### General:

- Responded to over 30 PA 1 Call tickets of varying requests. These are completed to mark borough owned infrastructure to prevent damage while any digging takes place.

### Upcoming:

Public works will be hoping that snow season is complete. Thoroughly cleaning and greasing snow equipment for storage, aerating our parks, mulching, replacing stop sign poles to PennDOT guidelines, and continued infrastructure maintenance.



# Monthly Permit Report - Council Meeting

Date Started from Projects feed: 02/01/2025 - 02/28/2025

TEMPLATE NAME	PERMIT NUMBER	PROJECT ADDRESS	STATUS (PROJECT)	DATE STARTED	PROJECT FEES PAID
Fence Permit	25-000035	200 Barrie Rd	active	02/03/2025	\$ 75.00
Facility Use Permit - Borough Hall Reservations	25-000036	100 Conway Ave	active	02/03/2025	\$ 400.00
Roof Permit (C)	25-000038	106 Forrest Ave	active	02/04/2025	\$ 200.00
Roof Permit (C)	25-000039	108 Forrest Ave	active	02/04/2025	\$ 200.00
Facility Use Permit - Borough Hall Reservations	25-000040	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000041	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000042	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000043	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000044	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000045	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000046	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000047	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000048	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000049	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000050	100 Conway Ave	complete	02/05/2025	\$ 0

TEMPLATE NAME	PERMIT NUMBER	PROJECT ADDRESS	STATUS (PROJECT)	DATE STARTED	PROJECT FEES PAID
Facility Use Permit - Borough Hall Reservations	25-000051	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000052	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000053	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000054	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000055	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000056	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000057	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000058	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000059	100 Conway Ave	complete	02/05/2025	\$ 0
Facility Use Permit - Borough Hall Reservations	25-000060	100 Conway Ave	complete	02/05/2025	\$ 0
Electrical Permit (R)	25-000061	318 Dudley Ave	active	02/05/2025	\$ 154.50
Use and Occupancy Permit	25-000062	212 Forrest Ave	active	02/07/2025	\$ 200.00
Electrical Permit (R)	25-000063	6 Langdon Ln	active	02/07/2025	\$ 0
Building Permit (R)	25-000064	217 N Wynnewood Ave	active	02/12/2025	\$ 2,232.50
Use and Occupancy Permit	25-000065	104 Shirley Rd	complete	02/14/2025	\$ 200.00
Fire Inspection	25-000067	229 Haverford Ave	request	02/14/2025	\$ 0
Roof Permit (R)	25-000068	161 Merion Ave	active	02/14/2025	\$ 100.00
Use and Occupancy Permit	25-000069	21 Hansen Ct	complete	02/14/2025	\$ 200.00

TEMPLATE NAME	PERMIT NUMBER	PROJECT ADDRESS	STATUS (PROJECT)	DATE STARTED	PROJECT FEES PAID
Mechanical Permit (R)	25-000070	413 Country Ln	active	02/14/2025	\$ 104.50
Use and Occupancy Permit	25-000071	400 N Essex Ave	active	02/18/2025	\$ 200.00
Use and Occupancy Permit	25-000072	228 Iona Ave	active	02/18/2025	\$ 200.00
Mechanical Permit (R)	25-000073	119 Windsor Ave	active	02/18/2025	\$ 104.50
Building Permit (R)	25-000074	212 Forrest Ave	active	02/18/2025	\$ 204.50
Fire Inspection	25-000075	221 Haverford Ave	active	02/19/2025	\$ 0
Facility Use Permit - Park Facility Reservations	25-000076	80 Windsor Ave	complete	02/20/2025	\$ 40.00
Electrical Permit (R)	25-000077	217 N Wynnewood Ave	active	02/20/2025	\$ 282.00
Sprinkler Permit (C)	25-000078	36 N Narberth Ave	active	02/20/2025	\$ 804.50
Facility Use Permit - Park Facility Reservations	25-000079	80 Windsor Ave	complete	02/21/2025	\$ 40.00
Plumbing Permit (R)	25-000080	314 Dudley Ave	active	02/24/2025	\$ 304.50
Sign Permit	25-000081	650 Montgomery Ave, S-2	active	02/24/2025	\$ 50.00
Roof Permit (R)	25-000082	219 N Essex Ave	active	02/24/2025	\$ 100.00
Dumpster and Storage Pod Permit	25-000083	219 N Essex Ave	complete	02/24/2025	\$ 110.00
Street Closure Permit	25-000084	146 Merion Ave	complete	02/25/2025	\$ 0
Street Opening Permit	25-000085	146 Merion Ave	complete	02/25/2025	\$ 500.00
Electrical Permit (R)	25-000086	314 Dudley Ave	active	02/25/2025	\$ 199.50
Building Permit (R)	25-000087	314 Dudley Ave	active	02/25/2025	\$ 6,354.50

TEMPLATE NAME	PERMIT NUMBER	PROJECT ADDRESS	STATUS (PROJECT)	DATE STARTED	PROJECT FEES PAID
Plumbing Permit (R)	25-000088	217 N Wynnewood Ave	active	02/26/2025	\$ 204.50
Building Permit (R)	25-000089	209 Merion Ave	active	02/28/2025	\$ 192.50
<b>TOTAL</b>					<b>53</b>



# Monthly Work Order Details - Council Meeting

Start Date from Work Order feed: 02/01/2025 - 02/28/2025

WO NUMBER	WO TITLE	WO TYPE	WO DESCRIPTION	WO ADDRESS	START DATE	WO MANAGERS	STATUS
25-000028	Recycling Container Delivery Request	Recycling Container Delivery	Our recycling bin was recently run over and damaged! We are hoping to request a new bin.	339 Dudley Ave	01/31/2025 at 7:00 PM	Kevin Kennedy	Complete
25-000029	Recycling Container Delivery Request	Recycling Container Delivery	New lid request. Thank you!	110 Elmwood Ave	02/02/2025 at 7:00 PM	Michael Kennedy	Complete
25-000030	Recycling Container Delivery Request	Recycling Container Delivery	Our current recycling can is very old and is splitting apart on the side.	123 Rockland Ave	02/02/2025 at 7:00 PM	Maury Meade	Complete
25-000031	Recycling Container Delivery Request	Recycling Container Delivery	417 Country Lane, Narberth PA 19072 We would like two new recycling bins with attached wheels and lids when they are available. Thanks!	415 Country Lane, Narberth, Pennsylvania 19072, United States	02/07/2025 at 7:00 PM	Pat Lane	Complete
25-000032	Recycling Container Delivery Request	Recycling Container Delivery	Request for a recycling container	102 Grayling Ave	02/09/2025 at 7:00 PM	Jeff Eldon	Complete
25-000033	Report Trash and Rubbish	Trash and Rubbish Complaint	Across the street from our home there is an unoccupied section of the block (it's the back of residences on grayling). There is a significant amount of trash from both caliber collision (having picked the trash before it is easy to discern which is from auto repairs) and from when the garbage truck comes and trash falls onto the street that has accumulated over time, making our block look unsightly. It is an ongoing issue. This morning, following trash pick up there were three dog poop bags lying in the street as well that I assume fell from trash cans. I can't imagine anyone will want to pick them up so I fear they will remain. Not sure whose responsibility it is to maintain the area.	325 Hampden Ave	02/10/2025 at 7:00 PM	Pat Lane	Complete

WO NUMBER	WO TITLE	WO TYPE	WO DESCRIPTION	WO ADDRESS	START DATE	WO MANAGERS	STATUS
25-000034	Recycling Container Delivery Request	Recycling Container Delivery	New can and lid to 402 N Essex Thank you!	402 N Essex Ave	02/11/2025 at 7:00 PM	Maury Meade	Complete
25-000035	Recycling Container Delivery Request	Recycling Container Delivery	New recycling bin and lid request Thank you!	229 Hampden Ave	02/12/2025 at 7:00 PM	Pat Lane	Complete
25-000036	Traffic Concern Request	Traffic Concern Request	Could a "No Parking Here to Corner" sign be added to the northwest corner of Conway Ave at Sabine Ave? See the attached pictures of a car parked extremely close to the corner earlier today. As you know, this is a somewhat blind corner when turning from Sabine into Conway when traveling eastbound on Sabine. It's very helpful to have the parking lane empty for a bit so you can make a tighter turn and avoid oncoming traffic that you can't see. (Note: I had to enter a Sabine Ave address even though the issue is really on Conway Ave.)	34 Sabine Ave	02/13/2025 at 7:00 PM	John String	Complete
25-000037	Traffic Concern Request	Traffic Concern Request	At the intersection of Sabine and Wynnewood, I've noticed is a combination of straight up speeding through and simply ignoring / rolling through the stop signs altogether. The "runway" aspect of Wynnewood coming from Montgomery is one factor that creates speed and the other is the low volume / quiet traffic pattern that creates the illusion of a lesser need to fully stop/pay attention. I've seen it all hours and days. I don't think direct enforcement would really change anything long term however subtle tools like speed humps or I'm sure there's something else in the traffic enforcement universe could be effective. I've just noticed it happen enough that it seems inevitable that a pedestrian is gonna get hit. I've almost been hit several times in the past 6 months.	1 Sabine Avenue, Narberth, Pennsylvania 19072, United States	02/18/2025 at 7:00 PM	John String	Complete
25-000038	Recycling Container Delivery Request	Recycling Container Delivery	New recycling bin and lid, please and thank you!	9 Elmwood Ave	02/19/2025 at 7:00 PM	Michael Kennedy	Complete
25-000039	Recycling Container Delivery Request	Recycling Container Delivery	Originally requested a new lid. They now need a new lid and new bin. Thank you!	419 Haverford Ave	02/19/2025 at 7:00 PM	Maury Meade	Complete
25-000040	Recycling Container Delivery Request	Recycling Container Delivery	I need a new lid for my yellow recycling bin. The lid blew into the street and a truck drove over it and it broke into pieces. Thank you.	128 Woodside Ave	02/19/2025 at 7:00 PM	Michael Kennedy	Complete

WO NUMBER	WO TITLE	WO TYPE	WO DESCRIPTION	WO ADDRESS	START DATE	WO MANAGERS	STATUS
25-000041	Recycling Container Delivery Request	Recycling Container Delivery	New recycling can and lid. Thank you!	314 Chestnut Ave	02/23/2025 at 7:00 PM	Kevin Kennedy	Complete
25-000042	Recycling Container Delivery Request	Recycling Container Delivery	New Recycling can request	305 S Narberth Ave	02/23/2025 at 7:00 PM	Michael Kennedy	Complete
25-000043	Recycling Container Delivery Request	Recycling Container Delivery	Replacement recycling can lid	200 Grayling Ave	02/26/2025 at 7:00 PM	Jeff Eldon	Complete