
Home Rule Transition Committee July 21, 2016

The Home Rule Transition Committee (HRTC) meeting was called to order at 7:00 p.m. on July 21, 2016 at the Concord Township Municipal Building. The following Home Rule Transition Committee members were present: Dominic A. Pileggi, John J. Gillespie, Josh Twersky, Robert Tribit, Tracy Gibley, Lisa Lawler and Hugh Donaghue, Esquire. Brenda L. Lamanna was absent.

The Committee's June 29, 2016 meeting minutes were approved unanimously on a motion by D. Pileggi, seconded by J. Twersky.

A draft ordinance to amend the Code of the Township of Concord, to adopt the Concord Township Home Rule Charter was distributed to the Home Rule Transition Committee members by H. Donaghue, Esquire. There was much discussion as to why the ordinance was needed. The ordinance is a preface to the Charter to segue to an orderly transition. Concord Township is still a Second Class Township until the Charter goes into effect on January 1, 2017.

- The Board of Supervisors should introduce this in November, to be passed in December per H. Donaghue's recommendation.
- The Township Manager should follow these requirements (whichever is the tougher of the two) to pass the ordinance by following the Charter advertising requirements voluntarily.
- J. Twersky motioned that the Home Rule Transition Committee make a recommendation to the Board of Supervisors to place on the agenda to authorize advertisement of the Ordinance in November, duly advertise, and enact the Ordinance in December. The motion was seconded by T. Gibley. All voted in favor of the recommendation.
- When the Council is seated on January 2, they will elect a Council President, Council Vice President, and new term limits will kick in for those running for election in 2017 and will be seated in 2018.

H. Donaghue recommended the Township Manager start incorporating the language in the Charter with respect to contracts, now, since the Township will be entering into contracts that are going to be in effect in January and February. J. Twersky distributed Bob Tribit and Josh Twersky's Report of Finding for the Committee to review. The task of the Home Rule Transition Committee is to review the Charter and the Administrative Code. The new Council will address the new Administrative Code. It was noted that the structure of the Code is similar to the other municipalities: Home Rule Charter first, Administrative Legislation, General Legislation, etc. Reference to Board of Supervisors needs to be changed to Council member(s). Other items needing substantial change effective when the Charter takes effect on January 2, 2017, no Council members should be on Boards (Park & Rec Board, Open Space Board, etc.). Jobs are not spelled out on the organizational chart which should be spelled out in detail in the Administrative Code. The Code of Ethics, the conflict of interest policy, the

competitive bidding policy, administrative structure and processes, borrowing procedures and classifications of the accounts, financial policies are not written up or in existence. The Charter has changed the tax collector position from being elected to being appointed. J. Twersky suggested HRC restrictions could be eliminated.

D. Pileggi stated the Township goes by the Pennsylvania Public Official and Employee Ethics Act. HRC Section 5.01.A&B. should be adopted by ordinance by the new Council in January. Where the Code of Ethics and Conflict of Interest are not recited in the Home Rule Charter itself, D. Pileggi will ask B. Lamanna to circulate the Pennsylvania Employees Act so the HRTC can review. The current township personnel policy needs to be updated, but will be used in the meantime. A consultant will be needed to update the policy. Procurement and competitive bidding are currently governed by the Pennsylvania Purchasing Handbook which needs to be incorporated.

The HRTC also discussed Administrative Structures and Processes:

- Job descriptions, borrowing procedures (meet with J. Demnicki and C. Leitzell, Auditor)
- Classifications of accounts, financial policy (capitalization policies) need to discuss with C. Leitzell; will need to finalize in the Code three (3) signatures needed to sign checks.
- B. Lamanna will make copies and distribute to HRTC members: the Pennsylvania Public Employees Act Officials and Employees Ethics Act and the Pennsylvania Purchasing Handbook. For the Administrative Structure and Process
- D. Pileggi will meet with B. Lamanna and J. Demnicki, Treasurer and C. Leitzell (Township Auditor (Leitzell & Economidis, PC).
- In working on the budget for next year, a full codification of the ordinances will be required. Middletown placed a "catch-all" in the Preamble "this ordinance provides an effective date and also provided that any ordinances or resolutions inconsistent or in conflict with this administration code be repealed as of 1/1/78".
- B. Lamanna to get some costs on Codification to have for the budget.

J. Twersky suggested working on Taxation. H. Donoghue believes the current set up is fine until 2018, as this tax collector won't be elected, but appointed by Council; there are no elected auditors as the township currently uses a CPA firm (Leitzell & Economidis, PC). J. Twersky noted that real estate tax collection and the responsibility for collecting Garnet Valley School taxes should be added to the Code.

B. Lamanna will check to ensure the Charter has been filed appropriately.

The next scheduled meeting is on Thursday, August 4, 2016.

ADJOURNMENT

With no additional business to conduct, J. Twersky made a motion that the July 21, meeting be adjourned at 7:48 pm.