

HAVERFORD TOWNSHIP HISTORICAL COMMISSION

AN ADVISORY COMMISSION TO THE HAVERFORD TOWNSHIP BOARD OF COMMISSIONERS

Meeting Date: Tuesday, February 16, 2010
 Meeting Number: 1
 Meeting Location: The Commissioners' Meeting Room, 2325 Darby Road, Havertown, PA 19083
 Meeting Called to Order: This meeting marks the first meeting of the newly formed HTHC. The meeting agenda and meeting formalities are to be discussed and established for future meetings.

A. Attendees

Board Members Present: Haverford Township Historical Committee (HTHC)

	Suzanna Barucco	Member
	Mary Courtney	Member
	Stacey Mattox	Member
	Chuck Reardon	Chairman
	Dick Walker	Member
	Maria Whalen	Member
	Scott Winger	Secretary

Commissioners Present:

	Mario Oliva	Commissioner 2 nd Ward
	Chris Connell Sr.	Commissioner 8 th Ward

Also Present:

	Lori Hanlon-Widdop	Building & Zoning Official, Community Development, Assistant Township Manager
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B. Agenda: See attached - this is a placeholder for future meetings.

C. Items distributed to the Haverford Township Historical Commission

1	Haverford Township Ordinance No. 2580-2009
2	See items listed under appeals received, section F.

D. General Items

Item	Description	Action by
1	<i>Review previous meeting minutes and adopt as record - this is a placeholder for future meetings.</i> This was the first meeting convened of the newly formed Haverford Township Historical Commission. As such many questions were raised as the HTHC begins to understand its duties and responsibilities. The following is a recap of some of the highlights of the meeting.	
2	Commissioner Mario Oliva introduced the township commissioners that will participate in the HTHC meetings and noted those that will be attending future meetings will include Mario Oliva, Chris Connell Sr. and Larry Holmes. The fourth Commissioner whom will participate with the HTHC will be determined at a later date.	
3	The 7 newly appointed HTHC members introduced themselves to each other.	
4	Lori Hanlon-Widdop outlined the general duties of the HTHC.	
5	Lori Hanlon-Widdop informed the HTHC of their responsibility to appoint a Chairman and Secretary. See Motions under section E.	
6	Lori indicated to the HTHC that the township administrative regulations are to be followed and the secretary is responsible to record the meetings, actions, motions etc of the HTHC. See post-meeting note for a partial listing of the Haverford Township administrative regulations.	
7	Commissioner Oliva informed the board that sunshine laws apply to the commission, which in part	

	means that all actions by the HTHC are decided in public. No more than 3 HTHC members are to congregate for discussion of HTHC items outside of the monthly meeting format.	
8	Lori indicated the board will be tasked with the following items but not limited to the following: a. Reviewing appeals to the Township Ordinance No. 2580-2009. b. Presiding over public hearings of the appeals process. c. Identify new properties / resources to be added to Ordinance 2580-2009. d. Understand the language of Ordinance 2580-2009 and assist in identifying "loop-holes".	
9	Mary Courtney informed the HTHC of the 1994 Historic Survey. Copies are available at the library and will soon be available in PDF format from the township for the HTHC. The HTHC will be tasked with reviewing the 1994 Historic Survey with the intent to: a. Determine if the properties listed are still viable listings. b. Formulate a process in which to evaluate properties / resources for inclusion in the Historical Survey. c. Recommend resources to add to the Historical Survey.	
10	Suzanne Barucco cautioned the HTHC to become familiar with standards for review and evaluation of Historic resources. Mario, Lori, Mary and Chuck informed and urged the HTHC to become familiar with Township Ordinance No. 2580-2009 as well as the NPS guidelines and documents by the National Register of Historical Places. See item H. below.	
11	Lori informed the HTHC that Havertown does not have a HARB, (Historical Architecture Review Board) or a Historic District. No plans are in place to impose such a district on the township at this time.	
12	Stacey Mattox, requested a list of properties / resources that may be at risk. Casa al Sole, 3035 Darby Road was identified as a potential, at risk resource.	

E. Motions *(this section may want to be at the end)*

Item	Description	Nom. by	Second	In favor	Opposed	Carried
1	Nomination of HTHC Chairman - Chuck Reardon	Mary C.	MariaW	All	0	yes
2	Nomination of HTHC Secretary - Scott Winger, assisting Scott will be Mary Courtney and Suzanna Barucco.	Chuck R	Mary C	All	0	yes
3	Meeting called to close - 8:50pm	Chuck R	MariaW	All	0	yes

F. Appeals received by HTHC in response to Haverford Township Ordinance No. 2580-2009

Item	Description	Date Rec'd
1	721-725 Haverford Road, Bryn Mawr, PA, 19101	1/19/10
2	22 Dartmouth Lane, Haverford (with letter noting 18 & 20 Dartmouth Lane	1/20/10
3	206 Caenorvon Lane, Haverford, PA, 19041	1/27/10
4	206 Caenorvon Lane, Haverford, PA, 19041 18 DARTMOUTH LANE.	1/27/10
5	1 - 9 East Eagle Road, Havertown, PA 19083	1/27/10
6	746 Panmure Road, Main Line Art Center	2/10/10
7	14 Claremont Blvd, Havertown, PA 19083	2/10/10
8	620 Grand Ave. Haverford	2/10/10
9	19 Maple Road, Havertown, PA 19083	2/11/10
10	307 Oxford Road, Havertown, PA 19083	2/12/10
11	2120 Bellemead Avenue, Havertown, PA 19083	2/16/10
12	419 Earlington Road, Havertown, PA 19083	
13	421 Earlington Road, Havertown, PA 19083	2/16/10

G. Appeals reviewed by the Haverford Township Historical Commission

Item	Description	Action by
	<i>This is a placeholder for future meetings.</i>	

H. Action items for the HTHC

Item	Description	Action by
1	To research and understand, "what does historical criteria mean".	HTHC
2	Review the Public Notice sent by Haverford Township to 119 properties ID'd in the Ordinance No. 2580-2009	HTHC
3	Review the appeals noted below and visit the properties on an individual basis to become familiar with the property and structures within 100 feet of the resource.	HTHC
4	Review the Haverford Township Ordinance 2580-2009.	HTHC
5	Review the following documents by the National Register of Historical Places: a. National Register Criteria for Evaluation. b. National Historic Landmarks Criteria for Evaluation. c. Standards for Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing.	HTHC

I. New Items

Item	Description	Action by
1	The HTHC chairman will create an agenda for the next meeting.	Chuck R
2	The next meeting date is to be Monday, March 15, 2010 at 7pm	

Post meeting notes:

After the meeting Lori Hanlon-Widdop provided a copy of the following administrative regulations as noted in the township code:

Division 1 General Provisions (§ 4-501 — § 4-506)

§ 4-501 Purpose.

The advisory boards and commissions specified in this code are hereby recognized for the purposes of the proper and efficient conduct of Township affairs, as well as to protect and promote the right of the citizens of Haverford Township to participate in a positive and constructive manner in the government of the Township.

§ 4-502 Establishment; authority of boards and commissions to be advisory in nature.

A. The boards and commissions herein recognized have been previously established by ordinance or resolution. Additional boards shall, from time to time, be established by ordinance as deemed necessary by the Board of Commissioners. However, no additional boards may be created until the Board of Commissioners has determined that the functions of the proposed board cannot be feasibly performed by one or more of the existing boards.

B. The boards and commissions specified as being advisory in this code are herein recognized to provide advice, guidance and recommendations to the Township Manager and the Board of Commissioners. No board designated as advisory shall perform administrative duties or have executive authority.

§ 4-503 Expenditure of public funds; staff services; contracts.

A. No advisory board or commission shall have the authority to spend Township funds, unless provided for in the budget and subsequently approved by the Township Manager. The Township Manager may assign employees of the Township to serve as liaison to and provide staff services to the boards and commissions. No advisory board or commission shall have the authority to enter into contracts on behalf of the Township.

B. The Board of Commissioners, by a majority of its total membership, shall appoint a solicitor for advisory boards and

commissions, if deemed necessary. This appointing power includes the solicitor for the Zoning Hearing Board and Civil Service Commission. All solicitors shall serve at the pleasure of the Board of Commissioners, with compensation set by the Board of Commissioners.

§ 4-504 Appointment; vacancies; compensation; removal.

- A. The Board of Commissioners shall appoint the members of advisory boards and commissions and approve the appointment of nonvoting members made by advisory committees. All appointees shall be residents of Haverford Township unless otherwise exempted because of special qualifications, skills or interests.
- B. Appointments to fill vacancies shall be only for the unexpired portion of the term.
- C. No member of any advisory board or commission shall be compensated for his duties.
- D. The Board of Commissioners may, at its discretion, remove by a majority vote of its total membership any appointment to any advisory board and/or commission if said appointed person to that advisory board and/or commission misses three meetings in a calendar year of that particular advisory board and/or commission. Said declared vacancy shall be filled by the Board of Commissioners as stipulated in other sections of the administrative code.

§ 4-505 Election of officers; terms; duties.

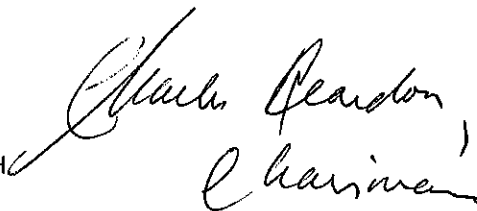
- A. Each advisory board or commission shall elect at its first regular meeting of each year from among its membership a Chairman, a Vice Chairman and a Secretary to serve a term of one year.
- B. The Chairman or, in his absence, the Vice Chairman shall preside at all meetings of an advisory board or commission and decide all points of order or procedure.
- C. The Secretary shall conduct, at the direction of the advisory board or commission, all official correspondence of the board or commission; shall keep a record of each meeting or other official action of the board or commission; and shall perform all other duties required by the board or commission or this code.

§ 4-506 Meetings; maintenance of minutes, records and reports.

- A. All meetings and hearings of advisory boards and commissions shall be open to the public.
- B. Regular meetings of advisory boards and commissions shall be held at least once each month on a designated day unless no matters are pending for consideration.
Editor's Note: This subsection is "supplemented" annually by ordinance of the Board of Commissioners to specifically designate the day of the month, time and place of regular public meetings of various boards and commissions. For current ordinance provisions on this subject, consult the office of the Township Manager.
- C. Special meetings may be held as needed upon the call of the Chairman or Vice Chairman, provided that appropriate notice of each meeting is given to each member and the public.
- D. A quorum shall consist of at least a majority of all members of the board or commission.
- E. The Secretary shall keep minutes of the board's or commission's proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact.
- F. A file of all materials and decisions relating to all official actions of the board or commission shall be kept as part of the records of each board or commission.
- G. Each of the advisory boards and commissions shall prepare an annual report as herein stipulated in this code.
- H. All official records and files of each board and commission shall be kept in the office of the Township Manager and shall be public records.

If you have any additions or corrections, please inform the secretary prior to the next meeting date otherwise the items discussed will be considered a matter of record.

Prepared by:
Scott Winger, AIA, LEED AP



Chairman

Encl: Items distributed at the meeting are listed under section F and H

Cc: All attendees.