

TOWNSHIP OF ABINGTON

(4) PUBLIC AFFAIRS COMMITTEE

February 3, 2016

7:00 P.M.

CALL TO ORDER

**ROLL CALL: SPIEGELMAN – BOWMAN – SCHREIBER – ROTHMAN –
KALINOSKI**

**Township Manager LEFEVRE
Assistant Township Manager WEHMEYER
Township Solicitor CLARKE
Director of Parks and Recreation WENDELL**

MINUTES:

**Motion to approve the minutes of the December 2, 2015 Public
Affairs Committee Meeting.**

Parks and Recreation Report – Call on Doug Wendell

**PA1. Recognition of Former State Representative Ellen Bard and
Earthright**

For Information Only

**Presentation by Paul Macht, last President of Earthright, of
organization funds to the Abington Environmental Advisory
Council in memory of Former State Representative Ellen Bard.**

PA2. Human Relations Commission Report

For Information Only

**Presentation by representatives of the Abington Human
Relations Commission on their activity of the past year.**

**PA3. Resolution No. 16-009 – Authorizing the Disposition of Certain
Parks and Recreation Office Records**

**Motion to adopt Resolution No. 16-009, authorizing the
disposition of certain Parks and Recreation Office records as set
forth in Exhibit “A”.**

BOARD ACTION REQUEST

PUBLIC AFFAIRS COMMITTEE

February 3, 2016

DATE

PA!

AGENDA ITEM NUMBER

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Administration

Recognition of Former
State Representative Ellen Bard
and Earthright

me

PREVIOUS ACTIONS

NONE

RECOMMENDED BOARD ACTION

For Information Only

Presentation by Paul Macht, last President of Earthright, of organization funds to the Abington Environmental Advisory Council in memory of Former State Representative Ellen Bard.

COMMENTS

Earthright was a local nonprofit environmental organization founded in 1988 by Former State Representative Ellen Bard.

BOARD ACTION REQUEST

PUBLIC AFFAIRS COMMITTEE

February 3, 2016
DATE

PA2
AGENDA ITEM NUMBER

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Administration

Human Relations Commission
Report



PREVIOUS ACTIONS

The Township Human Relations Commission was authorized by the Board of Commissioners on April 12, 2012 by Ordinance No. 2029.

RECOMMENDED BOARD ACTION

For Information Only

Presentation by representatives of the Abington Human Relations Commission on their activity of the past year.

COMMENTS

PUBLIC AFFAIRS COMMITTEE

BOARD ACTION REQUEST

February 11, 2016

DATE

PA3

AGENDA ITEM NUMBER

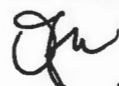
DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Parks and Recreation

Resolution No. 16-009



A Resolution of the Board of Commissioners of
The Township of Abington, Montgomery County, Pennsylvania,
Authorizing the Disposition of Certain Parks and Recreation Office Records



PREVIOUS ACTIONS

- March 9, 1989 Board adopted Ordinance No. 1652 providing for the retention and destruction or transfer of municipal records of the Township of Abington, adopting the provisions of Chapter 13 of Title 46 of the Pennsylvania Code, effective as of the date of adoption of this Ordinance, for the Township of Abington.
- March 10, 2011 Board adopted Resolution No. 11-009, declaring the Township of Abington's intention to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008.
- March 4, 2015 Board adopted Resolution No. 15-012, authorizing the disposition of certain Parks and Recreation Office records.

RECOMMENDED BOARD ACTION

Motion to adopt Resolution No. 16-009, authorizing the disposition of certain Parks and Recreation Office records as set forth in Exhibit "A".

COMMENTS

Exhibit "A" attached.

**TOWNSHIP OF ABINGTON
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION NO. 16-009

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF
ABINGTON, MONTGOMERY COUNTY, PENNSYLVANIA, AUTHORIZING THE
DISPOSITION OF CERTAIN PARKS AND RECREATION OFFICE RECORDS**

WHEREAS, by virtue of Resolution No.11-009, adopted March 10, 2011, the Township of Abington declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, and,

WHEREAS, in accordance with Act 428 of 1968 each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED this 11th day of February, 2016, that the Board of Commissioners of the Township of Abington, Montgomery County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the public records as set forth in Exhibit "A" hereto.

TOWNSHIP OF ABINGTON

Attest:

Michael LeFevre, Secretary

By:

Wayne C. Luker, President
Board of Commissioners

RESOLUTION NO. 16-009 (continued)

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EXHIBIT "A"

**DISPOSITION OF PARKS AND RECREATION OFFICE RECORDS
AS LISTED BELOW:**

2013 and Prior

Reference:

- **PR-5 Park Program Files** Retain 2 years* (Program Registration Forms, Monthly Reports)

2012 and Prior

Reference:

- **PR-7 Park Use Records** Retain 3 years* (Field Use Permits and Pool Applications)

2011 and Prior

Reference:

- **PR-8 Public Bathing Facilities** Retain 4 years* (Daily Pool Reports, Public Bathing Licenses)
- **FN-12 Daily Cash Records** Retain 3 years* (Deposit Remittances and Pool Money Reports)

2010 and Prior

Reference:

- **PR-3 Operation and Maintenance Records** Retain 5 years* (Alverthorpe Park Daily Reports)
- **PS-8 Employee Personnel Records – Employees Who Separate Without Post-Termination Benefits** Retain 5 years*

2009 and Prior

Reference:

- **FN-18 Purchase Order Files** Retain 7 years* (Purchase Order Office Copies)

*as stated in Municipal Records Manual approved December 16, 2008