TOWNSHIP OF LOWER MERION

Administrative and Human Resources Committee

Issue Briefing

Topic: Building &Planning Department Director position

Prepared By: Ernie McNeely and Robert Duncan

Date: September 13, 2017

I.   Action To Be Considered By The Board:

The Board is being asked to confirm the Township Manager's appointment of Christopher
Leswing as the Director of the Building & Planning Department, effective the end of business
day on September 22, 2017.

II.   Why This Issue Requires Board Consideration:

The Board of Commissioners is by code empowered to confirm the Township Manager's
appointment of a department head position.

III.   Current Policy Or Practice (If Applicable):

The Township Manager brings forward his appointment for any department head positions to the
Board of commissioners for confirmation.

IV.   Other Relevant Background Information:

Staff received 17 applications for this position. Most external candidates were from this region
but one was located as far away as Texas. Three of the 17 applications were internal applicants.
All three internal candidates and two external candidates were interviewed. The Manager,
Assistant Manager and Human Resources Department participated in all of the interviews.

A second interview was scheduled with one internal and one external candidate. The second
interview was held with senior staff in attendance.

V.   Impact On Township Finances:

The 2017 and 2018 budget includes this position in the budget. Since this positon was vacant
through mid-September, there was a budget savings in 2017 of approximately $80,000. If the
Board appoints the internal candidate being recommended for this position, there will be
additional budget savings in 2017 with the Assistant Director for Planning position becoming
vacant upon this appointment.

VI.   Staff Recommendation:

The recommendation to confirm the appointment of Christopher Leswing to fill the vacant Building & Planning Department Director's position.