

BOROUGH OF CONSHOHOCKEN BOROUGH COUNCIL
MINUTES OF THE PUBLIC MEETING
WEDNESDAY, March 4th, 2015

PUBLIC MEETING

PRESENT: Robert Frost, Mayor
Paul McConnell, Council President
James Griffin, Council Vice-President
Karen Tutino, Council Member
Anita Barton, Council Member
Matthew Ryan, Council Member
Robert Stokley, Council Member
Edward Phipps, Council Member

ALSO PRESENT: Richard J. Manfredi, Borough Manager
Michael Savona, Borough Solicitor
Paul Hughes, Borough Engineer

CALL TO ORDER

The Public Meeting of the Conshohocken Borough Council duly advertised, was held at Conshohocken Borough Hall, 8th Avenue & Fayette Street, Conshohocken, PA. Mr. McConnell, Council President, called the meeting to order at 7:03 pm.

1. PUBLIC COMMENT

There was no comment from the public.

2. COUNCIL PRESIDENT ANNOUNCEMENTS

There were no announcements made by the Council President.

3. PRESENTATIONS

a. Keystone Property Group - Borough Hall Construction Update

Mr. Gregory Kane, Construction Manager of Keystone Property Group presented and Mr. Richard Gottlieb, Senior Vice President of Keystone Property Group was also present. Mr. Manfredi stated that Council has been asking what is being done with respect to the project; a few questions arose regarding changes to the wall between the police station and the council chamber, the fact that there are no closets for weapons in the police offices, and that the fitness center does not have showers for other employees besides the police to utilize. Mr. Manfredi further explained that Gregory Kane and Richard Gottlieb were there to answer any questions regarding to the construction of the Borough Hall and its retail space.

Mr. McConnell asked Mr. Kane if the move-in date was revised and Mr. Kane replied that total completion is expected around early to mid-September and completion of Borough offices and the YMCA space at the end of July. Mr. McConnell asked if the September date was when the police would move in to the building and Mr. Kane replied that it was.

Mr. Stokley commented that the lockers would be a big issue since the police must be able to store and properly lockup their weapons; Mr. Kane replied that the police chief

specified to the manufacturer that he would like 2'x2' lockers with an electrical supply so that the police can charge their radios and equipment while they are stored.

Mr. Ryan asked the presenters how the YMCA felt about the current project status and Mr. Gottlieb explained that there may some delay penalties such as providing them with free rent on their lease if Keystone Property Group completes the project late.

Mr. Stokley asked for an update on the generator and also whether the generator was for the whole building. Mr. Kane replied the generator is for the whole building space used by the Borough and the police station.

Mr. Ryan asked how the retail activity was progressing. Mr. Kane explained that they are pricing a possible tenant presently. Mr. Gottlieb added that the tenant would provide mostly breakfast and lunch options. Mr. Savona asked if there were any others and Mr. Gottlieb said there were no other serious offers.

Mr. Phipps asked when the roofing work would be completed and Mr. Kane answered that it will begin when there are warmer temperatures. He added that they are very conscience about laying the roof without any moisture underneath when it is applied and that the manufacturer's representative and an inspector from Firestone roofs had been to the site.

Mr. McConnell asked Mr. Kane to describe what the final look on the outside walls would be. Mr. Kane replied that it is currently a concrete wall with a form liner and the color would be gray. Ms. Barton corrected that it would be cream.

Mr. Ryan asked Mr. Paul Hughes if the ventilation in the restaurant space was addressed. Mr. Hughes replied the concern was brought to the attention of the architect. Mr. Kane added that there is still time to develop a plan and two options were to either vent out of the side or to vent at ground level. Mr. Ryan asked if the utilities were in place for a tenant such as a restaurant and Mr. Kane replied that they are available and that the Borough's were also available.

Mr. Ryan asked about the building's signage. Mr. Manfredi replied that the signage would be as the Council has requested and it will include a digital area for messages.

Mr. McConnell asked if the Borough would be doing the fit-out of the meeting room or if Keystone would. Mr. Kane responded that they would build the space but the Borough would need to provide the furniture. Mr. Manfredi explained that he is already planning meetings with vendors for the space. Mr. Manfredi also shared plans for the video display in the council chamber.

Mr. Ryan commented that the presentation was very helpful; Mr. McConnell thanked the presenters and then introduced the next item on the agenda related to the Fire Company.

4. COUNCIL BUSINESS

a. Representatives from Conshohocken Fire No. 2 and Washington Fire Company on the future of fire service in the Borough.

Mr. McConnell asked if the representatives from Washie's could stand and introduce themselves and then representatives from No. 2 would be invited to do the same. James McCarr was present and introduced Joe Wertz, President and Sr. Trustee, and Bill Coughlin, Treasurer for Washington Fire Company Corporation. Justin Keeney, Captain

36, and Chris Savage, Lieutenant 36 were also present to represent Washington Fire Company. Present from Conshohocken Fire Company No. 2 were Jackie Pierce, President, Bill McAvoy, Trustee, John Costello, Treasurer, Dave Dietzel, Sr. Trustee, and Dan Costello, Chief Engineer.

Mr. Stokley clarified that the meeting was called to bring the departments before Council so that Council could hear about future plans for the departments. Mr. Stokley added the companies are facing similar issues with recruiting and finances so Council wanted to discuss a possible consolidation and have the companies get together to begin a discussion. Mr. Stokley also made clear that Council is in no way attempting to force them to merge.

Mr. McConnell asked if both companies could explain where they are at with this process. Mr. Bill McAvoy of No. 2 stated that their company is in good shape.

Mr. McConnell invited Washie's to speak. A representative explained that their company realizes the development happening in town and that now is an important time to decide what the best method would be to support the Borough. The representative added that they had already established an exploratory committee with their board members to look at their position, what they are providing from a fire protection standpoint, where they are and where they need to be in a 1, 5 and 10 year plan.

Mr. Savona commented that Washie's perspective on the meetings was a good way to approach discussion; they need to consider what the Borough needs for the future and then, once the model is built, it will drive a discussion of how to take the existing toolbox and make it work. Ms. Tutino asked who would facilitate the discussions. Mr. Manfredi added that once both companies have done their due diligence and have come up with solutions, that is the point when Council can be involved. The Mayor asked if it would be of any interest for the Borough to extend any counsel on these decisions. Mr. Savona replied that they need to get through the first phase of decisions and the second phase may require legal advice.

Mr. McConnell thanked the companies for coming out and introduced the next item, a continuation of the Keystone presentation in which Mr. Kane would present color scheme boards for the new Borough Hall. Mr. Kane showed the lobby finishes, borough office finishes, and the police department finishes.

b. Discussion of parking deck policy.

Mr. Ryan explained that the company he works for, Brixmor, is looking for additional parking spaces for employees and the Borough currently requires those interested in a permit to visit the Borough office to apply for one. Mr. Manfredi explained that the Borough needs to determine the number of spaces, what businesses use them, and how to should handle parking overall going forward. Mr. Ryan explained that the lot across from Borough Hall is lot his company would like to utilize and that there are vacant spaces there during the day from 8 am-5 pm, so his company has asked to buy permits for a few of those spaces and have a permit during that time period. Mr. Manfredi replied that the policy has always been first-come, first-served monthly permits for that lot. Mr. McConnell then asked how many permits the Borough sells there and Mr. Manfredi replied that the Borough has approached thirty of forty-four total spaces.

Mr. Ryan asked if employees from his office could purchase yearly permits or if the Borough might consider selling two permits per space, one for daytime use and the other for evening use. Mr. McConnell asked if there was a written parking policy in existence

and Mr. Manfredi said that there was none. Mr. Savona explained that the problem exists because the Borough inherited it from another parking authority and the Borough never developed a formal plan. Mr. Manfredi replied that he and his Assistant to the Borough Manager, Ms. Hally Ammons, would put a parking deck policy together. Mr. Griffin added that this is a problem that Conshohocken has always faced.

Mr. McConnell then introduced the consent agenda.

March 18, 2015 Consent Agenda Items:

- a.) **Consider approving _____ to serve as Voting Delegate and approving an Alternate Delegate for the Borough of Conshohocken for the purpose of electing the Officers of the Pennsylvania State Association of Boroughs and voting on proposed resolutions and policies while attending the 2015 PSAB Annual Conference and Exhibition.**

Mr. McConnell asked Council to consider whether they would like to appoint someone attending the conference as the Borough's delegate. Mr. Manfredi added that Ms. Barton had shared her interest in attending.

- b.) **Consider agreement for the administration of the Borough of Conshohocken's RACP funds.**

Mr. McConnell introduced the item. Mr. Savona explained that this is a draft amendment to the Borough's existing cooperation agreement with the Redevelopment Authority (RDA) and that the Borough will be awarded a two and a half million dollar RACP grant with the RDA's administrative assistance.

- c.) **Consider Detective Walter's request for continuing education classes at Drexel University.**

Mr. McConnell explained that requests such as this one are part of the police contract.

- d.) **Consider accepting the 2014 Planning Commission Annual Report.**

Mr. McConnell invited Mr. Manfredi to share his Manager Matters.

5. MANAGER MATTERS:

Mr. Manfredi began by sharing that he would like to add three additional items to the next consent agenda; the first item would be ratification for a Broker of Record for insurance. He explained that on April 1, 2015, the Borough's insurance policies would expire. He explained that the Broker of Record request would grant him authorization to draft a letter to allow the current insurance broker to shop the other options available.

The second additional consent agenda item that Mr. Manfredi shared is that he would like Council to ratify Thomas J. Anderson & Associates as a consultant. He shared that he had been using their services on an hourly basis and that he would like to place Thomas J. Anderson & Associates on retainer.

The final new consent agenda item that Mr. Manfredi shared is that the Borough had been receiving IT consultant proposals from various providers and that he expects to be able to make a final decision on which provider would be selected at the next meeting.

Mr. Manfredi then explained that Ms. Stephanie Cecco was present and the following discussion was intended to answer a few immediate questions related to recreation in the Borough. Mr. Manfredi then invited Ms. Cecco to present the questions he alluded to.

Ms. Cecco explained that she has a proposed mission statement for the department and read it to the Council. She then shared that another consideration is how the Fellowship House would be branded. Mr. Ryan shared that new residents or those unfamiliar with Conshohocken cannot tell that it is a community center by the name. Ms. Cecco suggested a few names intended to keep the historical significance of the name and clarify what the location is to the community to Council. Mr. Stokley and Mr. Griffin both agreed that her second option, The Conshohocken Community Center at the Fellowship House, was the most appropriate.

The third item Ms. Cecco asked Council's opinion on was related to operations at the Fellowship House. Ms. Cecco explained that she would maintain the current hours for the time being but that she needed input since certain groups use the facility outside of regular hours. This usage leads her to consider her operational budget and personnel budget for the facility. For clarification, Mr. Manfredi explained that the true question is whether we alter our hours of operation and increase cost to accommodate the hours they have had or whether we have them fit into the hours of operation that we set. Mr. Stokley and Mr. Griffin both replied that the residents need to fit our hours. After further discussion, Mr. McConnell suggested to Ms. Cecco that her policy should be that, if a group is a legacy group, she should consider opening the doors outside of regular hours, but if a group is not a legacy group, she should not allow them access outside the regular hours.

The fourth issue that Ms. Cecco shared is how to handle discount pricing because there is a set fee structure that some people have been asking for reductions to; in response, Ms. Cecco has implemented a no-discount policy. Mr. McConnell explained that there are some people in the community that want to become members to the Fellowship House but that are not in the financial state to do so; this raises the question that, if we offer discount pricing to certain individuals, how can we prove that the individual is truly in need of it. Mr. Ryan shared that he believes everyone using the facility should have to pay something because it promotes a feeling of ownership. Mr. Stokley added that a family membership could help to lower costs if it is discounted.

Ms. Cecco's final question to Council was in regards to the A-Field. Ms. Cecco shared that there are groups requesting to utilize the field in the spring under conditions set-forth in the current field-use license and agreement release; they agreed to provide the necessary fees and would provide insurance. Ms. Cecco named the three groups which were the Philadelphia Fight, a rugby team, the Philadelphia Phoenix, an ultimate Frisbee team, and the Philadelphia Firebirds, a women's tackle football team. Ms. Cecco requested Council approval there were no objections to the any of the teams utilizing the fields.

Ms. Cecco announced that the Little League Parade is scheduled for April 18, 2015 and that she had met with the organizer and notified all department heads of the event.

Ms. Cecco invited Council to ask any questions that they may have. Ms. Barton asked Ms. Cecco what the plans were for the Fellowship House equipment. Ms. Cecco replied that she is working to get a plan in place. Mr. Manfredi added that he and Ms. Cecco met with the C.O.O. of the Bucks YMCA, and that the three of them walked-through the space and discussed some ideas for the future. Mr. Manfredi also shared that he and Ms. Cecco are planning to price new gym equipment for the Fellowship House for Council to consider at a later date.

Mr. Manfredi shared with Council that Barrack Academy is a Hebrew academy that has shown interest in investing in the field at Sutcliffe Park in exchange for use of the field at exclusive times. Ms. Cecco distributed a proposed agreement between the academy and the Borough. Ms. Cecco explained that the agreement would be tiered over 25 years; it would consist of an initial ten-year agreement that had the potential for continuation in five-year increments. Ms. Cecco explained that the agreement called for shared maintenance costs that were broken into phases. Ms. Barton asked which field would be used and Mr. Stokley replied that it would be the senior field.

Mr. Manfredi added that he has a long-term friendship with Sonny Hill, Executive Advisor for the Philadelphia 76ers, and that he had reached out to Mr. Hill to see if he would be interested in hosting future clinics or camps at the Fellowship House. Mr. Manfredi asked for approval from Council and all approved.

6. SOLICITOR MATTERS:

Mr. Savona shared details about the WSA release he and Mr. Manfredi had been working on.

7. COUNCIL MEMBER MATTERS:

Mayor Frost shared that the response from Conshohocken No. 2 to an incident that occurred on Thanksgiving Day was exceptional. Mr. Costello added that he drafted letters of commendation for the responders that the Mayor would sign and the letters would be presented at No. 2's dinner on April 10, 2015. Mr. McConnell asked the other members if we should also acknowledge the responders at the April 15th council meeting and all were in agreement.

8. Public Comment:

Mr. George Harris of the Philadelphia Phoenix announced that the VFW plans to sell beer at the A-Field during the seven Philadelphia Phoenix games with Council's permission. Mr. McConnell asked Mr. Manfredi and Mr. Savona for their thoughts and both asked that the Phoenix is sure to fill out the proper permits, cover all costs, and retain liability insurance.

9. ADJOURNMENT

The meeting adjourned at 9:15 pm.

Respectfully Submitted,

Richard J. Manfredi, Secretary