

BOROUGH OF CONSHOHOCKEN BOROUGH COUNCIL  
MINUTES OF THE PUBLIC MEETING  
Wednesday, November 4th, 2015

PUBLIC MEETING

PRESENT: Paul McConnell, Council President  
James Griffin, Council Vice President  
Karen Tutino, Council Member  
Anita Barton, Council Member  
Robert Stokley, Council Member  
Rosemary Northcutt, Council Member  
Robert Frost, Mayor

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

**CALL TO ORDER**

The Public Meeting of the Conshohocken Borough Council duly advertised, was held at Conshohocken Borough Hall, 8<sup>th</sup> Avenue & Fayette Street, Conshohocken, Pa. Mr. Paul McConnell, Council President, called the meeting to order at 7:01 pm.

**COUNCIL PRESIDENT ANNOUNCEMENTS**

Mr. McConnell announced that there was an Executive Session held prior to the meeting regarding a legal matter and that a separate legal matter would be discussed in Executive Session following the meeting as well. He also commented that all candidates that ran in the election the day before should be commended regardless of whether they won or lost because they created a democracy.

**PRESENTATIONS**

**a.) Proposed land development located at 212 Wood Street: Justin Borkowski.**

Mr. McConnell invited Mr. Savona to summarize the item. Mr. Savona shared that Mr. Rob Ratoskey originally proposed the property located at 212 Wood Street for land development in 2008. Mr. Ratoskey applied for a change of zoning and was denied by Council and an appeal was taken to Court of Common Pleas. After further discussion, all involved agreed to settle the appeal by permitting the developer to develop a single apartment building with 30 units. Mr. Savona continued that, because of the recession, the property has still yet to be developed and the site is serving as a junkyard. Recently, Mr. Ty Borkowski and Mr. Justin Borkowski of Tyson Homes approached Borough staff about a new idea for the site. Mr. Savona stated that, that evening, Justin Borkowski would like Council to determine if their proposed project is one that Council would be comfortable considering on the basis of an amendment to the existing stipulated settlement. Mr. Savona then introduced Mr. Jerry Rath, counsel for Mr. Borkowski to discuss the newly proposed development.

Mr. Rath introduced Mr. Borkowski, who was present to represent the developer, and Mr. Brad Grauel, the engineer for the project. Mr. Rath shared that, because of time constraints on approvals, this new plan needs to be in process by March. He then asked Mr. Grauel to review the proposed project with sixteen owner-occupied townhouse units in four buildings. Mr. Grauel explained that the plan will improve the alley that comes off of Wood Street to a width that conforms to fire apparatus needs, provide pedestrian access over the stream to the Borough park, and provide for additional off-street parking in the area all at the developer's expense.

A male resident that lives next to the property asked what would be done about additional parking and egress if there were an issue and, if the plan were not to go through, what would be done with the property. Mr. McConnell replied that, if it did not go through, the other plan as proposed by Mr. Ratoskey would be built. Mr. Grauel also added that the new project plans to provide adequate fire access to the rear of all properties in the area. A second male resident asked about a previous plan to access on Colwell Lane and wanted to know if it is still a possibility for egress. Mr. Borkowski replied that there is a culvert there for drainage that prevents that possibility.

Mr. Savona asked whether Council was inclined to move forward with their project and, if so, he and Mr. Rath could draft a proposed amendment to the original agreement for consideration at the voting meeting. Council consented to do so and Mr. McConnell introduced Mr. Manfredi to present the 2016 Proposed Budget.

## **NEW BUSINESS**

### **a.) Proposed 2016 Borough of Conshohocken budget presentation: Richard J. Manfredi, Borough Manager.**

Mr. Manfredi began by reviewing the process and schedule for developing the FY 2016 budget. Mr. McConnell then explained the budget timeline as well highlighting the approvals by Council that would take place during meetings and the ability of the next Council to reopen the budget in January if they were so inclined.

Mr. Manfredi explained that the 2016 budget is illustrative and narratives are again included for each department; it provides the organizational structure with personnel complements, key cost centers, has no tax increases, revenues are conservative but realistic, expenses are accurate, and most wages are set by contract and the increases are planned for at three percent. Mr. Manfredi highlighted that Council's priority goals and objectives such as to install parks equipment, improve property maintenance, and to systematically improve storm water management and egress at select intersections are reflected. He also reviewed the various and mentioned that he is working with pension specialist that he would bring in for a presentation in January to discuss the possibility of an OPEB Trust for Borough retirees.

Mr. Manfredi then highlighted some of the goals from the 2015 Budget and provided an update on their status, specifically naming the website and newsletter which are scheduled to launch in December, enhanced customer service, the work order systems that are now utilized, the new Borough Hall project and community center improvements.

Mr. Manfredi listed projects and fees that were not yet incorporated into the 2016 budget such as B-Field Park improvements, Aubrey Collins Park improvements, Haines and Salvati Park, A-Field wall replacement, Sutcliffe Park, and renovations to the Community Center building, the pricing of which could vary greatly depending upon which improvements Council selects to make at this time, before introducing Mr. Jim Bogrette of Kimmel-Bogrette to detail proposed improvements to the Community Center at the Fellowship House.

Mr. Bogrette shared that his firm was previously involved with renovations to the building and stated that the current suggested upgrades to the center are all internal and programmatically driven. He presented a floor plan that detailed some of the upgrades such as painting, new flooring, lighting, improving the exercise room and replacing the current walls with glass, and increasing visibility in the reception area. Council and residents asked questions about the possibility of soundproofing the multipurpose area, adding a swimming pool, and whether the HVAC system has been evaluated to make sure it is functioning properly. Ms. Cecco, Director of Parks and Recreation Services, also answered questions on how the various rooms could be used for multiple functions to accommodate activities for all ages.

Mr. McConnell inquired if the work described in the presentation could be broken up over the next few years. In response, Mr. Manfredi suggested appropriating money for engineering and study and adding

new fitness equipment to the existing exercise room and making the other improvements to the Community Center as part of the goal-setting process for the next budget. Mr. Manfredi asked Council if they would like to incorporate any of the potential \$700,000.00 worth of improvements or if they would prefer to take his suggestion. Council consented to Mr. Manfredi's suggestion.

Mr. Dennis Beaver inquired if the improvements that were suggested might cause the fees to increase to a level that is too expensive for residents. Mr. Stokley replied that Mr. Beaver's concern would not happen. With no further comment, Mr. McConnell closed the budget discussion. Mr. Manfredi then invited Mr. Paul Hughes, Borough Engineer, to present the 5-Year Infrastructure Management Plan for 2016-2020.

Mr. Hughes shared that the goal of the plan is to present near-term planning and also have opportunity for flexibility within the 5-Year Plan. He summarized that 2016 and 2017 would address the three phases of Harry Street, liquid fuels paving and storm sewer rehab on Maple Street, 2018 would include the consolidation of storm sewer rehab and infrastructure programs and the completion of various sections of the storm sewer system on the west side and liquid fuels paving, 2019 would include consolidation of storm sewer rehab and infrastructure programs and the completion of various sections of the storm sewer system on the east side and liquid fuels paving, and 2020 would complete the resurfacing of all work areas included in 2018 and 2019 and complete the Colwell Lane Storm Sewer Diversion Project.

Following Mr. Hughes' presentation, Mr. Manfredi revisited his budget discussion and confirmed with Council that they would like to remove the \$18,000.00 cost to button-up Leeland Mansion and perform that work in 2015, add wall replacement at the A-Field in 2016, add approximately \$175,000.00 to air condition the gym at the Community Center in 2016, and to add approximately \$650,000.00 to add islands and re-green Hector Street. Mr. Griffin clarified that these changes would not be made to the portions of Hector Street in his ward. Mr. Manfredi answered questions from Council on each of the items and each was consented to. He stated that he would amend the draft proposed budget and it would be before Council again in two weeks for authorization to advertise it at that time. Before closing the budget discussion, Mr. McConnell called for public comment and there was none. He then introduced Manager Matters and invited Mr. Manfredi to share.

## **MANAGER MATTERS**

Mr. Manfredi's first discussion item was Change Order # 9 for the Borough Hall project. Mr. Kane of Keystone Property Group was present to provide details. Mr. Kane stated that the three items on Change Order # 9 were to change the meeting room desk geometry and add drawers for \$5,523.60, to purchase cell doors, frames, and hardware not specified in bid at \$11,928.00, and to purchase supports for the sally port roof drain not to exceed \$3,096.00; the total of all items on Change Order # 9 is \$20,547.60. The item would be voted upon in two weeks.

Mr. Manfredi also provided an update to Council that the police are almost moved in to the new Borough Hall and they are hoping to be completely operational by 9<sup>th</sup> or the 16<sup>th</sup> of November. He continued that the next Council meeting could potentially take place at the new Borough Hall, but Mr. McConnell expressed concerns on having the filmed meeting take place there before the audiovisual equipment was tested; Mr. McConnell reminded Council that it would be best to have a work session there first.

Mr. Manfredi informed Council that the Economic Development Corporation made a request to use meeting space at the new Borough Hall on November 13<sup>th</sup> and that he had been asked as Borough Manager to sit on the board. Mr. McConnell commented that he is also a member.

Mr. Manfredi reviewed that the items on the next consent agenda would include the October meeting minutes and the Intergovernmental Agreement of Sale for the sale of a trash truck to the City of Harrisburg. He also stated that the hearing on a petition to vacate a portion of Corson Street would take place at the next meeting. Before closing his matters, he reported that staff is still working with McGladrey and the 2014 audit should be finalized within the next two weeks, Edmunds testing on financial system has been conducted, servers are in and technology upgrades are complete, the phone systems are

functioning, and that he would be speaking at the GVFTMA 2015 Advancing Mobility Summit next week.

Mr. Manfredi shared that there were also a few requests that he would like to bring to Council's attention for consideration; the first request was for the donation of a wood carving of a Lenape Indian by Mr. William Ciavarelli of Ciavarelli Family Funeral Homes Inc. The only costs that the Borough would incur as a result of the donation would be the plaque acknowledging the donation. He stated that Council would need to determine a location as well. Mr. Stokley suggested in front of the new Borough Hall, Mr. McConnell liked the idea of the Community Center at the Fellowship House, and Ms. Barton suggested possibly Marywood Park. Council consented to accept the donation and determine a final location at a later date.

Mr. Manfredi then introduced the second request item from the Conshohocken Elementary Parent Teacher Organization and Ms. Rita Montemayor was present to explain. Ms. Montemayor stated that the PTO would be holding their second annual handbag bingo fundraiser in January and it had been at the Community Center the previous year. She added that last year's event featured ten rounds of bingo with ten designer handbags as prizes and it was very successful. Ms. Montemayor shared that it was a BYOB event the previous year and she was asked to come before Council to have them consider if they would permit the event to include alcohol this year. Mr. Savona stated that, in prior years, the Fellowship House was not under governmental control but there are consequences now if Council were to permit alcohol on the premises. Mr. McConnell asked Ms. Montemayor if she was planning to obtain a liquor license for the event and she replied that the PTO would not be but they would purchase additional insurance. Mr. McConnell suggested handling the item administratively. Ms. Northcutt asked Ms. Montemayor what the school district's policy was on permitting alcohol at school-related functions. Ms. Montemayor stated that it could not be held on school grounds but it is fine at another facility. Ms. Tutino asked about the attendance and Ms. Montemayor replied that one hundred and fifty attended the prior year. Ms. Northcutt commented that PTO could advertise in the newsletter.

Mr. Manfredi introduced Mr. Josh Leone who approached the Borough for permission to open the Community Center on Christmas Day. Mr. Leone shared that he would like to have free Christmas dinner at the center and that the last one had been held in 2013. Mr. Leone added that the event was sponsored by several local businesses and had approximately sixty volunteers help run it. He also requested that the Borough waive fees associated with the rental of the facility for this purpose and the insurance requirements because, in return, Mr. Leone hoped to offer those in need a hot meal and a place to go and those that could not make it would be able to receive the meal by delivery. He stated that the event would be from 1:00 PM to 4:00 PM. Mr. Manfredi commented that, because the event would take place on a holiday that employees were not required to work, it might not be possible to get a Borough employee to open the building for the event. In response, Mr. Stokley and Mr. Griffin offered to open the doors to the group. Mr. McConnell asked Mr. Leone when he needed a firm answer by and Mr. Leone stated that he would need to know by the following Friday in order to make public service announcements about it.

Before concluding, Mr. Manfredi shared that Council would have a draft administrative code on Friday for consideration in two weeks and that the draft of the updated human resources policy could also be before Council by December.

## **LEGAL MATTERS**

There were no legal matters to report.

## **COUNCIL MEMBER AND MAYOR MATTERS**

Mr. McConnell shared that St. Matthew Church is working to build a daycare and child center and, as a non-profit organization, they have asked for some relief of construction fees. Mr. McConnell mentioned that Mr. Manfredi suggested creating an escrow fund for the project that could be pulled from for the church and asked if Council would consent to do that. Council consented to waive the fees. Mr.

McConnell also suggested making it a standing policy to waive fees for those that give back to the community and that it could be handled administratively. Council was also in agreement with this suggestion.

As Mr. McConnell's second matter, he shared that seniors have asked for two benches and a gazebo near the riverfront facing the water. He accompanied the seniors to the riverfront and they suggested placing one bench by Cherry on Elm on the left side of the Conshohocken Rowing Center and the other bench on the right side of the center; the gazebo would go near the Conshohocken Dog Park. Mr. McConnell asked if Council was inclined to purchase the benches and gazebo in the near future and they agreed.

Ms. Barton provided an update on the Sewer Authority. She shared that they are finished with the engineering for the capping and that it would be ready for 2017. Mr. McConnell thanked her for her service on the board.

Mr. Stokley commented that several benches were recently added around Sutcliffe Park and they have been well received.

Mayor Frost provided an update on the Halloween Parade that took place the previous Saturday. The weather was beautiful and approximately 400 people showed. He thanked both fire companies for their assistance with the event.

#### **ADJOURNMENT**

The meeting was adjourned at 9:30 pm.

Respectfully Submitted,

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Richard J. Manfredi,  
Borough Secretary