

BOROUGH OF WEST CONSHOHOCKEN
REGULAR MEETING
JUNE 8, 2010
7:00 P.M.

Pursuant to the provisions of the "Open Public Meeting Agenda/Sunshine Act" public notice was provided to the Times Herald Newspaper and posted on the bulletin board in the Borough Hall as required by law.

CALL TO ORDER

Marcy Rogovin, Council President, called the meeting to order and led the Pledge of Allegiance.

ROLL CALL

Marcy Rogovin, President	Present
Joseph Pignoli, Vice President	Present
Zack Walker	Present
Bernie Couris	Present
Harry Griffiths	Present
Albert Kleinschmidt	Present
Joseph Costello	Absent
Donna Frankenfield, Mayor	Present
Caren Andrews, Manager	Present
Joe McGrory, Solicitor	Present
Khaled Hassan, Engineer	Present

Ken Anderson and Tony Manhertz from Republic Services, the Borough's current recycling vendor, spoke about the single stream recycling program in West Conshohocken. Allied Waste merged with Republic Services. Council discussed the need to improve the participation by the residents and add a recycling component for the businesses. Some of the suggestions were post card mailings, distributing new recycling cans to new residents, and public education at community events. Council asked Mr. Anderson if he kept records by residence of non-participation. Mr. Anderson said no. Mr. Couris volunteered to follow the recycling truck and gather this data. Mr. Couris also said the Borough should enforce the local law requiring residential participation. Council asked Mr. Anderson to gather the statistics on the level of non-participation in West Conshohocken Borough and compare that to the average rate of participation in other similar municipalities, design a reward program for household participation, mail a recycling brochure to every residential property, and design a continuing education program for the residents.

PUBLIC COMMENT ON THE AGENDA

Gerald Conicello, 517 Ford Street, the Borough's Tax Collector, spoke on his computer issues. Ms. Rogovin informed him the matter was on the agenda and would be addressed later in the meeting.

Pat Kelly, 300 Cedar Avenue said recycling material can be dropped off at the local churches and schools. Due to the economy some people are cashing in on the recycling and not participating in the Borough's program.

OLD BUSINESS

Ms. Rogovin announced we will be going out of order on tonight's meeting agenda because Mr. Kleinschmidt needs to leave early. Mr. Kleinschmidt provided an update on the Police Station renovations. Mr. Hassan will have the CAD drawings completed by the end of the week. Ms. Rogovin said the Council and employees favored the space plan and asked what happens now. Mr. Kleinschmidt said CAD plans showing mechanical drawings with dimensions, ceiling plans, floor details, wall details, electrical receptacles, HVAC units, computer lines, phone lines, and the like. Ms. Rogovin announced she wanted Council to be clear on project costs before going out to bid. Mr. Kleinschmidt estimated \$ 400,000. The architect, Gary Bogossian, is charging \$1,750 for architect drawings. Pennoni Associates will provide mechanical, electrical, and plumbing plans. Pennoni Associates will take the architect's drawings, convert them into CAD drawings, and develop the bid documents. The cost for the Pennoni services is \$18,000. Mr. Hassan stated when these plans are finished the Borough will have a complete bid document. Ms. Rogovin said this will be the first police station job for the architect and wants assurances that the materials and design will meet police security standards. Mr. Griffiths stated his preference was to use an architect with police station experience. Mr. Walker said the Borough will spend \$ 400,000 on the station and not address the Public Works garage. Ms. Rogovin asked if exterior improvements were incorporated into the project. Mr. Kleinschmidt said no. More discussion was held. Ms. Rogovin sought feedback from the Council, the Mayor, and the Police Chief to see if they wanted to proceed with the proposed plans as outlined by Mr. Kleinschmidt with the Public Works facility to be addressed later.

The feedback was: Bernie Couris-Yes; Zack Walker –Yes, Move forward, but include the Public Works section of the building, Joseph Pignoli-Yes, Marcy Rogovin -Yes Move forward, but include the exterior of the Police Station, Harry Griffiths-Yes, Albert Kleinschmidt –Yes, Mayor Frankenfield-Yes, Chief Sinclair-Yes.

Council agreed to do an add alternate for the exterior of the Police Station.

Ms. Andrews asked if Mr. Hassan would be coming back to Council with a complete bid construction package or probable cost estimates. Ms. Rogovin answered complete bid package. Mr. Hassan said he will have the bid documents available for the July meeting.

Ms. Rogovin requested a two part Motion. The first component is to authorize the completion of the bid construction documents and require the bid package be approved by Council prior to going out to bid. This involves using the professional services of Gary Bogossian and Pennoni Associates. The second part is to analyze if the public works garage needs to be upgraded. This evaluation can occur while the station is being renovated.

Motioned By: Bernie Couris
Seconded By: Joseph Pignoli
All in Favor, Yes.

The motion passed 6 to 0.

Mr. Kleinschmidt left at 8:27 pm and did not return.

Ms. Rogovin announced an Executive Session was held on May 24, 2010 to address personnel issues.

APPROVAL OF MINUTES

Ms. Rogovin requested a motion to accept the Regular Council Meeting Minutes of May 11, 2010.

Motioned By: Bernie Couris
Seconded By: Zack Walker
All in Favor, Yes.

The motion passed 5 to 0.

Ms. Rogovin requested a motion to accept the Special Council Meeting Minutes of May 19, 2010.

Motioned By: Zack Walker
Seconded By: Bernie Couris
All in Favor, Yes.

The motion passed 5 to 0.

APPROVAL OF BILLS

Ms. Rogovin requested a motion to approve the bills in the amount of \$216,600.10.

Motioned By: Bernie Couris
Seconded By: Zack Walker
All in Favor, Yes.

The motion passed 5 to 0.

FINANCIAL REPORT

Ms. Rogovin announced the current funds of the Borough as of June 4, 2010 \$5,863,498.62.

Mr. Couris announced we have \$1.6 million in our Operating Account. He asked what the lowest balance has been in that account. Ms. Decker answered approximately \$600,000. Mr. Griffiths said we are ahead in earned income tax collections.

BOROUGH MANAGER'S REPORT

Ms. Andrews said the insurance coverage limits in the areas of Crime and the Treasurer's Bond had not been updated in many years. After consulting with the insurance broker and auditor she is recommending both policies be improved up to a \$ 1 million dollar limit. Furthermore she asked that computer fraud and funds transfer fraud be added to the policy. In the Council packet is a memo from Ms. Andrews describing the options and costs.

Mr. Walker asked Mr. McGrory for his opinion. He answered you should have as much insurance as you can afford.

Ms. Rogovin requested a Motion to increase the limits on the Crime Policy and Treasurer's Bond to \$ 1 million and add computer fraud and funds transfer fraud to the insurance policy.

Motioned By: Zack Walker
Seconded By: Bernie Couris
All in Favor, Yes.

The motion passed 5 to 0.

Mr. Couris said the police officer killed in service benefit needed to be increased. Mr. McGrory said this is governed by a recent State law, Act 51. Ms. Andrews said we are moving to make this change under the new police contract.

Ms. Andrews said the Tax Collector's computer is unstable, oftentimes is not operational, and is antiquated. The Tax Collector collects taxes on behalf of the school district, the County, and the Borough. The school district refused to fund the replacement. The new desktop unit must be compatible with the DOS tax program. Ms. Andrews stated Mr. Conciello purchased a laptop from his personal funds, but cannot run the tax software. Mr. Walker stated a laptop is not secure because of potential theft. Tax records must be secured. Everyone agreed. Mr. Conciello, who was present in the Council chambers, was instructed to not to use his laptop for tax collection. Ms. Andrews asked Council if they would set a dollar amount for the computer hardware and IT services needed for the transfer of data and installation.

Ms. Rogovin requested a Motion to not exceed \$3,000 for the purchase of a new Tax Collector desktop computer and the IT services needed to make the unit operational.

Motioned By: Bernie Couris
Seconded By: Zack Walker
All in Favor, Yes.

The motion passed 5 to 0.

Mr. McGrory asked if the Borough wanted to audit the Tax Collector since he was recently appointed to the position. Mr. Walker said it is an unnecessary expense. That is why the Borough does a yearly audit. Mr. McGrory asked Mr. Conicello if he saw any need for an audit. He answered no. Mr. Kurish balanced his books and provided the reports to the County in a timely fashion.

Ms. Andrews reminded everyone we have temporarily outsourced the fire inspector position with Gilmore and Associates. Eric Maier, the Gilmore employee, has asked to be officially appointed.

Ms. Rogovin requested a Motion to appoint Eric Maier as the interim fire inspector, third party, under the building and code department of the Borough.

Motioned By: Bernie Couris
Seconded By: Joseph Pignoli
All in Favor, Yes.

The motion passed 5 to 0.

Ms. Andrews announced she needed an executive session after tonight's meeting.

Mr. Griffiths questioned Ms. Andrews on the status of the name the park postcard mailing. Ms. Andrews said she wanted to wait until the bid results were received to determine the costs were in line with the probable cost estimate. Bids will be open later this month.

COMMITTEE, DEPARTMENT, AND MAYOR'S REPORTS

There were no questions posed on any reports.

PROFESSIONAL REPORTS

Mr. McGrory announced draft ordinances have been prepared for peddling, stormwater, and temporary banner signs. These are being proposed to stay current with the times.

Ms. Rogovin requested a Motion to advertise the three Ordinances.

Motioned By: Zack Walker
Seconded By: Joseph Pignoli
All in Favor, Yes.

The motion passed 5 to 0.

Mr. McGrory announced you have a Resolution before you tonight that would establish fees for Peddling Licenses and Temporary Banner Permits. Ms. Andrews requested this matter be tabled until next month when the Ordinances get adopted. Everyone agreed.

Mr. McGrory announced he had several items to discuss in executive session tonight.

Mr. Hassan updated Council on the Church Street/ MacKenzie CDBG Project. He stated the contractor has begun to mobilize. The work will start after the neighbors are notified.

Mr. Hassan updated Council on the Borough Hall Parking Lot Project. There was a delay in notifying the neighbors. The new start date is June 9, 2010.

Mr. Hassan updated Council on the OTP, Front Street and Bullock Avenue Traffic Improvements. He stated it has been a long time in coming but the project is due to be completed this Friday.

NEW BUSINESS

Ms. Andrews announced she wanted to thank Robert Dronitsky, Angelo Iannuzzelli, Michael McGuire, Brian Leflar, and Joseph Leflar for working together as a team during Mr. Carey's medical leave.

PUBLIC COMMENT

Dennis Frankenfield, 513 Ford Street, questioned Mr. Hassan on what aspects of the police station renovations he would be handling. He answered mechanical, electrical, and plumbing.

Mr. Frankenfield said the George Clay Fire Company has a buyer for their ladder truck. The sale proceeds will be rolled into the new ladder truck. He stated when it gets closer he will be in contact with Ms. Andrews to schedule a meeting with the Finance Committee.

Pat Kelly, 300 Cedar Avenue announced she witnessed two times last week when the intersection at Ford and Front Streets was blocked prohibiting a fire truck from exiting. She asked for improve signage. Ms. Rogovin asked the Police Chief to have his officers enforce the do not block signage.

EXECUTIVE SESSION

Council President Rogovin called an Executive Session at 9:08 pm. to discuss personnel matters. The Council returned to the Regular Meeting at 10:20 pm.

Ms. Rogovin requested a Motion to send a letter to Jim Carpenter signed by the Council President requesting his resignation from the Municipal Authority and demanding his response in five days.

Motioned By: Bernie Couris
Seconded By: Joseph Pignoli
All in Favor, Yes.

The motion passed 5 to 0.

Ms. Rogovin requested a Motion to have Mr. McGrory process the legal paperwork with the court system to remove Jim Carpenter from the Municipal Authority if he does not resign.

Motioned By: Bernie Couris
Seconded By: Harry Griffiths
All in Favor, Yes.

The motion passed 5 to 0.

Ms. Rogovin requested a Motion to have Council pay Josette Reimer of 228 Moir Avenue \$695.36 for fence and grass damages. This would be conditioned upon her signing a general release removing the Borough from future claims. Mr. McGrory said this dollar amount is higher than what the Council believes is the cost of repairs. Council is doing this to avoid any future litigation.

Motioned By: Bernie Couris
Seconded By: Joseph Pignoli
All in Favor, Yes.

The motion passed 5 to 0.

Ms. Rogovin requested a Motion to have Ms. Andrews advertise for the 20 hours per week, part time position of fire marshal/inspector. The candidate must be certified in Fire Inspector 1 and 2.

Motioned By: Bernie Couris
Seconded By: Zack Walker
All in Favor, Yes.

The motion passed 5 to 0.

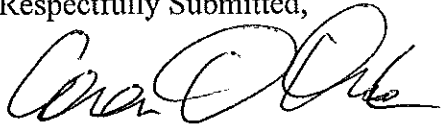
ADJOURN

Ms. Rogovin asked for a motion to adjourn the meeting at 10:23 pm.

Motioned By: Joseph Pignoli
Seconded By: Harry Griffiths
All in Favor, Yes.

The motion passed 5 to 0.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Caren D. Andrews". The signature is fluid and cursive, with the first name "Caren" being the most prominent part.

Caren D. Andrews
Borough Manager / Secretary