

**LOWER PROVIDENCE TOWNSHIP
BOARD OF SUPERVISORS WORK SESSION
SEPTEMBER 13, 2007 MEETING MINUTES**

1) Executive Session:

- a) Mr. Sassu called the executive session to order at 6:10 p.m., seconded by Mr. Brown. The following Supervisors were present: Mr. Dininny, Mr. Brown, Mr. Sassu and Mrs. Altieri. Mr. DiPaolo was absent. Also present were Township Manager Joseph Dunbar; Solicitor David Onorato and Township Engineer John Chambers. A discussion took place on legal and personnel issues. Mrs. Altieri motioned to adjourn the meeting at 7:30 p.m., seconded by Mr. Sassu.

2) Public Meeting: Call to Order

- a) Chairman Dininny called the public meeting to order at 7:30 p.m.

3) Pledge of Allegiance

4) Roll Call:

- a) The following members were present: Supervisors Altieri, Brown, Dininny, DiPaolo and Sassu.
- b) Also present were Solicitor David Onorato, Township Engineer John Chambers, Director of Public Works David Shaffer, Parks & Recreation Director Kelly Donohue, Police Chief Francis Carroll, Human Resources Coordinator Geri Golas, Accounting Manager Susan Law, Director of Special Projects and Technology William Roth, Director of Community Development Michael Siegel, and Township Manager Joseph Dunbar.

5) Chairman's Comments:

- a) Chairman Dininny reviewed the meeting format for the audience.

6) Public Participation on Agenda Items:

- a) There was no participation at this time.

7) Presentations and Commendations:

- a) Welcome back Corporal Mark Deussing:
 - i) Chief Carroll welcomed back Corporal Mark Deussing to active patrol duty this week, after 1-½ years of recuperation from a work-related motorcycle accident. Both Chairman Dininny and Mr. Dunbar lauded Corp. Deussing for his dedication and service to the Township, noting that he could have chosen to retire from active duty.
 - ii) Corp. Deussing thanked God, his wife, family, friends and Township staff for their support during his recovery. He commented that he loves his job and is happy to be back.

8) Discussions:

- a) Discussion on IT computer and peripheral replacement policy:
 - i) Mr. Roth explained that the computer and peripheral replacement policy and schedule details the procedures for replacement of IT equipment in the Township. The IT Planning Committee has reviewed and approved of the policy.
 - ii) Mr. Dunbar noted that staff concurs with the policy and recommended that it be moved to the September 20th agenda for formal consideration.
- b) Discussion on ordinance amending the Code of the Township of Lower Providence Police Pension Plan:
 - i) Mrs. Golas noted this item was also discussed at last month's Board of Supervisors (BOS) meeting. The pension plan needs to be amended to allow them to deduct a .5% contribution on a pre-tax basis. She requested that this item be moved to the September 20th agenda for formal consideration.
 - ii) Supervisor Sassu noted that one of the sections in the ordinance has a typo, listing the contribution as 5% and not .5%, which should be amended.

- iii) Mr. Onorato indicated that the wording should be “shall be no greater than .5%.” This correction will be made prior to the next meeting.
- c) Discussion on ordinance amending Chapter 130, Article II, Realty Transfer Tax by providing for the collection of interest on delinquent real estate transfer taxes:
 - i) Mr. Onorato noted that this item was discussed at last month’s BOS meeting. There have been no changes and he recommends that this be moved to the September 20th agenda for formal consideration.
- d) Accept bid for Hoy Park boat ramp and parking lot:
 - i) Ms. Donohue explained that the Township received a grant from the Fish and Boat Commission for \$40,000, requiring a \$12,500 local match, toward the Hoy Park boat ramp and parking lot. When all bids were received for the project, the lowest bid was \$114,605.
 - (1) Ms. Donohue and Mr. Chambers met with Cappezzi Construction, the lowest bidder, to identify items that could be removed from the bid and completed by the Township in an effort to reduce costs.
 - (2) Once this was done, a \$40,260 shortfall was identified to complete the project. Ms. Donohue noted that the Township had received a \$95,000 grant from DCNR, requiring a \$95,000 match, for the walking path and fishing pier. As this project will not be completed in 2007, she would like to use \$40,260 from the Township’s matching portion of those funds to complete the ramp and parking lot project in 2007.
 - ii) Mr. Dunbar noted that because of the engineering required, the pier would not be constructed until 2008. They would like to complete the boat ramp and parking lot by reallocating township money from the matching portion to the DCNR grant in 2007. The Fish and Boat Commission want to see the ramp installed prior to the pier. The ramp will cost \$30,000, with the remaining cost for the parking lot.
 - iii) Chairman Dininny questioned if the river was deep enough for motorized boats, and if the Township had previously installed a ramp at Hoy Park? Ms. Donohue indicated that small-motorized boats could use the river, and that the current access area to the river drops off and is very dangerous. The new ramp would be needed for safe access for non-motorized boats.
 - iv) Supervisor Brown explained that the old ramp was not a real ramp, but made of macadam. It was washed away in a storm.
 - v) Mr. Dininny asked if they could afford to do this? It was noted that the money for the DCNR match was already in the 2007 budget and will not be used this year. Additionally, there are liability issues relating to safe access.
 - vi) This item will be moved to the September 20th agenda for formal consideration.
- e) Authorization for re-advertisement of RFP’s for Parks & Recreation software:
 - i) Ms. Donohue would like to re-advertise the RFP’s for Park & Rec. software as last year’s submissions did not meet her requirements. They want software that will tie into the Township’s financial software, and that will be more affordable.
 - ii) This item will be moved to the September 20th agenda for formal consideration.
- f) Shoemaker House – retired asset disposal:
 - i) Ms. Donohue noted that they are in the process of renovating the Shoemaker House, and she would like permission to dispose of unnecessary items pursuant to the second-class Township code.
 - ii) This item will be moved to the September 20th agenda for formal consideration.
- g) Consideration to approve 2008 budget schedule:
 - i) Ms. Law noted that there was a schedule of all dates for 2008 in the Board’s packet.
 - ii) This item will be moved to the September 20th agenda for formal consideration.
- h) Consideration to approve RFP’s for banking requests:
 - i) Ms. Law explained that this item was discussed last month, and both she and Mr. DiPaolo have been discussing and analyzing the proposals further since that time. Ms. Law still recommends

that they go with Commerce Bank, whereas Mr. DiPaolo leans toward Sovereign Bank. The document before the BOS shows how they did the analysis and provides additional detail.

- ii) Supervisor DiPaolo indicated that he is 95% in agreement with the recommendation to use Commerce, and proceeded to walk the BOS through the RFP and matrix used to analyze the information.
 - (1) Ten categories were weighted for each of the eight respondents.
 - (2) The interest rates for Commerce and Sovereign are tied to different factors, and Mr. DiPaolo believes that Commerce's factors are more volatile. He reviewed the detail of how the interest rates were calculated and past performance, noting that Commerce provided \$6,000 less interest in the same timeframe.
 - (3) Mr. DiPaolo sees the largest disconnect in the "Obey all Laws" section of the matrix. Commerce Bank had the convictions in Philadelphia; they were forced to get rid of their Chairman, Founder and CEO by the Federal Reserve Bank last month, and have a new investigation underway against them at this time by the Office of Comptroller and Currency. No enforcement action has been taken against the other banks.
 - (4) Mr. DiPaolo noted that if you do not look at the "Obey all Laws" section, Commerce and Sovereign are tied. He would recommend a multi-banking relationship using Sovereign and Citizens Bank, which would maximize the return on investment.
- iii) Chairman Dininny noted that in the past 12 months money has been tight, and asked how the Libor rate would compare in a stronger financial market? Mr. DiPaolo could look into that but has not. He explained the rate fluctuations and factors impacting rates over time.
- iv) Mr. Onorato asked if the township had requested information regarding Libor or T Bill in the RFP? Mr. Dunbar noted that they do not typically include that, but used Upper Merion's template, which included the area of laws.
 - (1) Mr. Dunbar agrees that they need to build other relationships in the banking community. He also noted that they need to look at other items not included in the matrix such as availability of funds. Commerce funds deposited into their bank are available the same day, which may not be the case with Sovereign.
 - (2) They need to make a decision on September 20th so they can move ahead with this.
 - (3) He is not sure how they measure intangibles such as convenience, community sponsorships etc.
- v) The RFP's were extended once to October 1st, however they did not receive an extension from two of the banks, including Sovereign. Mr. DiPaolo had a discussion with the Sovereign contact indicating they were still making a decision.
- vi) Mr. Onorato asked if they could get a fixed rate with no variable from the banks? Mr. DiPaolo indicated that it was hard because most banks are tied to a 91-day T-Bill or other instruments to set their rates.
- vii) Mr. DiPaolo expressed concern that he did not want to see something like what happened with Enron, Tyco or Adelphia with a bank that the Township uses. There was a discussion of collateralization.
- viii) Mr. Dunbar will check with Sovereign to see if they have extended their RFP.
- ix) This item will be moved to the September 20th agenda for formal consideration.
- i) Discussion on 2008 Police and non-uniformed pension plans minimum municipal obligation:
 - i) Ms. Law stated that the Township's MMO for 2008 is \$435,439 for the three different plans. They will receive \$298,000 in state aid; \$137,000 is the Township's obligation.
 - ii) This item will be moved to the September 20th agenda for formal consideration.
- j) Traffic signal plan upgrade:
 - i) Mr. Dunbar noted that other Townships have lighted street signs, which are easier to read at night. In order to use Act 209 money for such a feature, the Township would need to include these requirements in the traffic signalization plan (TSP). Additionally the Township is looking at installing overhead cameras to monitor the close loop system along Ridge Pike, which would also

need to be included in the TSP and Act 209. He has been working with McMahon Associates to prepare a proposal to amend the TSP. Mr. Dunbar would like authorization to spend money to prepare the plan, not to exceed \$3,500 on the engineering services.

ii) This item will be moved to the September 20th agenda for formal consideration.

k) Grange Avenue Bridge roadway safety devices:

i) Mr. Shaffer explained that the BOS asked staff to design safety recommendations for the snake bend near the Grange Avenue Bridge. Mr. Dean Carr, head of McMahon Assoc. Fort Washington design department, is present to discuss those recommendations.

ii) Mr. Carr reviewed the items introduced to the plan to improve safety conditions. Any or all of these items could be included:

(1) A sign would be placed at the approach to the curve indicating: "SHARP CURVE AHEAD SLOW DOWN STAY IN LANE." Mr. Carr noted that the same sign is located on Allentown Road in Bucks County, near his house, for a similar situation.

(2) A radar speed sign (stalker board) would be installed to identify the speed of passing cars.

(a) Chairman Dininny asked if this would be shielded so that drivers would see it but the light would not overflow to residents? Mr. Carr can look for louvers for the sign.

(b) Mr. Dunbar noted that it would be a smaller unit than the one that the Police Department moves around the Township.

(c) Mr. Onorato asked if it could be designed to only list speeds exceeding the speed limit? Mr. Carr indicated that they would look into it. Supervisor Sassu believes this can be done.

(d) Mr. Sassu asked if it would be solar powered or hard wired? Mr. Carr would prefer solar power because of the area.

(e) Mr. Sassu asked if it would be bullet proof? Mr. Carr is not sure how you would do this.

(f) Supervisor Brown asked how much this would cost? Mr. Carr indicated that they range from \$5,000 to \$7,500.

(3) Chevron signs or reflectors would be used on each curve and on the center of the roadway to direct traffic around the curve. The reflectors on the roadway are placed into the asphalt, but would not interfere with snowplows.

(4) Flexible deflectors on posts could be used on the sharp curb areas near the edge of the pavement.

(5) On the guide rail, additional deflectors could be used.

(6) New "NARROW BRIDGE" signs would be installed.

(7) There are several trees hanging across the road that should be removed for better site distance. There was a discussion of what trees would be effected. Mr. Carr noted that they could install flexible deflectors in front of the trees that will stay.

iii) Mr. Onorato asked if all of the suggested improvements would be in the right of way? Mr. Carr indicated that they should be, however he is unsure of the location of the trees.

iv) Supervisor Altieri asked if this was a minimum or maximum amount of improvements for the area? Mr. Carr indicated that what he has suggested is on the conservative side.

v) Mr. Dininny questioned the cost for the suggested improvements. Mr. Carr indicated that it would come in around \$35,000, however that does not include paving the road. Mr. Carr does not recommend milling the current roadway to provide a textured surface because the road would probably fall apart, however if a new road was installed they could mill the new road. Mr. Carr does not recommend milling the surface regardless of paving.

vi) Mr. Dininny asked if they could install all of the improvements prior to repaving the road? Mr. Carr indicated that they could, however if they intend to widen the road that should be done first. The raised roadway reflectors should be done with repaving.

vii) Mr. Dininny asked when the road was to be repaved? Mr. Dunbar noted that they also have the culvert project at Grange Avenue and Old Baptist Road, so this should probably be done in

stages. If the BOS advances the project on September 20th, they could probably look at getting this done prior to the asphalt plants closing in November.

- viii) Mr. Brown noted that there were legal issues that needed to be revisited in Executive Session. It was decided that they would table this, address the next agenda item, and then hold an executive session to discuss those matters.
- ix) **MOTION** – Supervisor Brown made a motion to table this item. Supervisor DiPaolo seconded the motion. The motion *passed* 5-0.
- l) Application S-07-06 known as Barto minor subdivision for preliminary / final plan approval:
 - i) Mr. Siegel explained that this application was for a three lot minor subdivision in the R2 zoning district on Level Road, adjacent to Arrowhead School. The applicant is complying with the recommendations of the Planning Commission.
 - ii) Supervisor Brown questioned if the sewer easement was in place? Mr. John Hopkins of All County Associates was present to represent the applicant. Mr. Hopkins indicated that they have been dealing with the school on that and do not have any problems. The details of the sewer line were discussed.
 - iii) Mr. Brown noted that the property sloped, and asked if there were drainage issues? Mr. Hopkins indicated that there were no drainage issues. They will be installing a rain garden, and he noted that even a 100-year flood should not go over the emergency spillway.
 - iv) Mr. Onorato requested that they add a condition to the resolution stating that approval is contingent upon obtaining an easement agreement with the Sewer Authority.
 - v) Chairman Dininny requested information on waiver number 2, regarding cart way width. Mr. Hopkins noted that they are making the cart way the minimum width but they may not have 3' for the entire length of the property.
 - vi) This item will be moved to the September 20th agenda for formal consideration.
 - vii) **MOTION** – Supervisor DiPaolo made a motion to enter into executive session. Supervisor Brown seconded the motion. The motion *passed* 5-0.
 - viii) **MOTION** – Supervisor Brown made a motion to adjourn the executive session. Supervisor DiPaolo seconded the motion. The motion *passed* 5-0.
 - ix) **MOTION** – Supervisor Sassu made a motion to return to the regular order of business. Supervisor DiPaolo seconded the motion. The motion *passed* 5-0.
- m) Application S-06-12 known as Arcola Middle School for a 60-day extension:
 - i) Mr. Siegel noted that Mr. Jacobe has requested a 60-day extension, and would like this plan presented at the October business meeting.
 - ii) This item will be moved to the September 20th agenda for consideration on the extension.
- n) Authorization to advertise WaWa for a conditional use hearing on October 18, 2007:
 - i) This item pertains to the old Norristown Ford property. Chairman Dininny asked if two gas stations could be built next to each other? Mr. Dunbar indicated that he was unaware of any prohibition against it. Mr. Onorato noted that two Exxons might not be able to be constructed next to each other, however competition is permitted.
 - ii) This item will be moved to the September 20th agenda for formal consideration.
- o) Escrow release #1 in the amount of \$148,233.88 for 3458 Germantown Pike:
 - i) Mr. Siegel noted that this was for the Corbo Landscaping Plan. The applicant has completed the curb improvements on Germantown Pike. Chairman Dininny asked if all Township staff were happy with this request? Mr. Siegel indicated that they were.
 - ii) This item will be moved to the September 20th agenda for formal consideration.
- p) Application S-07-08 known as 208 Collegeville Road for a 90-day extension:
 - i) Mr. Siegel explained that this was originally the Corbone subdivision into two lots. He has been working with Mr. Onorato on the legal easement agreements to complete them prior to land development.
 - ii) This item will be moved to the September 20th agenda for formal consideration.

- q) Escrow release for Application S-06-01 for 2864 Ridge Pike development in the amount of \$5,151.85:
 - i) The applicant would like to have the money released and transferred to a new escrow account for a project on Level Road.
 - ii) This item will be moved to the September 20th agenda for formal consideration.
- r) Application S-07-10 known as Lower Providence Township lot line change for preliminary / final minor subdivision approval:
 - i) This item will be moved to the September 20th agenda for formal consideration.
- s) Application S-07-09 known as 811 S. Park Avenue, Stephen and Amy Gaus, for a 90-day extension:
 - i) Mr. Siegel is withdrawing this request. The applicants submitted a sketch plan, which does not require an extension.

9) Courtesy of Floor (not to exceed 3 minutes per person):

8) Adjournment:

- a) **MOTION** – Supervisor Altieri made a motion to adjourn the meeting. Supervisor Brown seconded the motion. The motion *passed* 5-0. The meeting adjourned at 9:17 p.m.

Respectfully submitted,

Joseph C. Dunbar, Secretary