

**LOWER PROVIDENCE TOWNSHIP
BOARD OF SUPERVISORS BUSINESS MEETING
OCTOBER 6, 2016**

Call to Order: Chairman Sorgini called the meeting to order at 7:40 p.m.

Pledge of Allegiance

Roll Call:

- a. The following members were in attendance: Chairman Sorgini, Supervisors Duffy, MacFarland and Zimmerman. Supervisor Eckman was absent.
- b. Also in attendance were: John Rice, Township Solicitor; Alison Rudolf, Interim Township Manager; William Roth, Director of Special Projects and Technology; Mike Mrozinski, Community Development Director; Karl Lukens, Director of Parks & Recreation; Timothy Woodrow, Township Engineer; John Primus, Director of Public Works; and Stanley Turtle, Chief of Police.

Chairman Sorgini announced that prior to the meeting the Board met to discuss legal, real estate and personnel matters.

1) Consent Agenda

- A) **MOTION:** Supervisor Zimmerman made a motion to approve the consent agenda items 1(a) and 1(b) including moving the meeting minutes of September 15, 2016 into the record. Supervisor Duffy seconded the motion. The motion *passed* 4-0.

2) Presentations

- A) 2017 Budget – Special Projects and Technology
 - i) Bill Roth reviewed the proposed budget for 2017. (Attached)
 - ii) Supervisor MacFarland noted there was a storage device for \$24,000 in the budget and inquired as to how the Township utilizes cloud and offsite storage. Mr. Roth stated that the budgeted item is a physical device for onsite storage but that the Township also has data stored on the cloud as back-up.
 - iii) Supervisor MacFarland stated he strongly supports the web-redesign but said he would like to see data on increased use, hits and user interfaces as a way to measure a return on the investment. He stated he would also like to see features that encourage increased information and usability to make sure there is a return on investment.
 - iv) Chairman Sorgini asked if the cost of computers had decreased enough to make it cost effective to purchase or is leasing the best option. Mr. Roth said that they had looked a leasing in the previous budget with a buyout option, stating that 4-6 years is time frame he looks for in personal devices.

3) New Business

- A) Discussion of LD-16-02 – Classic Coachworks Expansion Minor Land Development Plan at 3949 Ridge Pike
 - i) Mike Mrozinski reviewed the project.
 - ii) Keith McLennan, Esq. appeared on behalf of the client who has owned the property for over 30 years. He discussed the requested waivers.
 - (1) Mr. McLennan stated that the applicant is seeking a waiver from installing sidewalks but is willing to enter into an agreement to put in sidewalks when the area is developed noting that any sidewalk installed now would lead to nowhere and, should the road be widened, would need to be rebuilt.

- (2) Mr. McLennan said they would also like a waiver from widening the driveway, stating the cost would be excessive with little benefit.
- (3) Mr. Woodrow said that staff is supportive of some of the concepts discussed, saying he would prefer to call it a deferral of sidewalks rather than a waiver. He said that staff agrees this is appropriate. In regards to the driveway, Mr. Woodrow agreed that the driveway widening could be waived due to it's configuration. He said staff is in a position to recommend approval of the waivers.
- (4) Mr. McLennan said that an informal traffic study was done which showed a range of 17-30 cars entering and exiting in the month of September. He said the applicant is not increasing capacity but merely reworking workflow.
- iii) Supervisor MacFarland said that the requested deferral would be described so that at some point sidewalks would be installed. Mr. Woodrow said that would be his suggestion and Solicitor Rice would draft that deferral into the Resolution and it would be noted on the plan. Solicitor Rice discussed how that deferral would be defined. Mr. Woodrow didn't think holding money in escrow would be the best idea and Solicitor Rice agreed. The applicant agreed to put this deferral in a deed restriction if the Township so pleased.
- iv) Supervisor MacFarland clarified the flow of traffic into the property and confirmed that this was planned to make sure cars did not back up on Ridge Pike. He also clarified where the new construction was proposed in conjunction with existing buildings on the site.
- v) Supervisor Rice clarified the additional requested waivers:
 - (1) 123.37(c) - Raised Islands. Mr. McLennan Feels they have been addressed with regard to the sheet flow of stormwater into the bio-retention basins. He noted there was no opposition from staff for this waiver.
 - (2) 123.32 – Storm sewer and curbing. Mr. McLennan said there are no new interior streets being constructed and there is already curbing on Ridge Pike. Mr. Woodrow said that this was in his August 5 review letter. He said that per the site visit there didn't appear to be an issue and that existing curbing was sufficient so he would support a waiver request.
- vi) In response to Mr. Rice, Mr. McLennan said there wasn't anything in the Montgomery County review that needed to be addressed.
- vii) Solicitor Rice addressed the traffic impact fee noting that an adjustment could be considered upon submission traffic generation study. Applicant said they would not be undertaking a study and are not asking for a waiver from that fee or the Park & Recreation fee.
- viii) Solicitor Rice stated he would prepare a resolution to be approved at the October 20 meeting.
- B) Authorization to advertise an ordinance amending and restating the Defined Contribution Plan for full-time non-uniform employees.
 - i) Solicitor Rice reviewed the ordinance stating that this amendment had been approved by resolution several months ago. In the interim, the State Pension Auditor stated that the amendment should have been approved by Ordinance. Mr. Rice said that since it was approved, this is a matter of resolving the issue by putting it in the form of an ordinance to be re-adopted.
 - ii) **MOTION:** Supervisor Zimmerman made a motion to authorize to advertise an ordinance amending and restating the Defined Contribution Plan for full-time non-uniform employees. Supervisor MacFarland seconded the motion. The motion *passed* 4-0.
- C) Consideration of the Parks and Recreation Department 5-Year Capital Plan.
 - i) Karl Lukens reviewed the 5 year Capital Plan (attached)

- ii) MacFarland asked about the difference in the amount budgeted in 2021 for walking path/repairs. Mr. Lukens said it was a last minute change and the number is \$50, 000.
- iii) **MOTION:** Supervisor MacFarland made a motion to adopt the Parks & Recreation 5-Year Capital Plan. Supervisor Duffy seconded the motion.

(1) Supervisor MacFarland clarified that this plan is part of the Parks & Recreation Capital Plan rather than the Township's overall Capital Plan. He inquired as to why they were voting on a department's Capital Plan outside of any comprehensive plan the Township may have. Supervisor Sorgini stated that the Parks & Recreation budget is only funded in the event there is money through development. Mr. Lukens stated that it is financed through Fund 33 and stated that they only undertake projects if there is money in the bank, noting that in past years when there has not been money in the budget the projects are shifted forward.

The motion *passed* 4-0.

4) Announcements

- A) The Parks & Recreation Board meeting will be held October 11 at 7 p.m.
- B) The Sewer Authority meeting will be held on October 12 at 7:30 p.m.
- C) The Library Board meeting will be held October 17 at 7 p.m.

5) Comments

- A) Supervisor Duffy reported that the Library is holding a comedy night on Friday, October 28 at Chadwick's and that tickets could be purchased at the library.

6) Adjournment

- A) **MOTION:** Supervisor Zimmerman made a motion to adjourn the meeting. Supervisor MacFarland seconded the motion. The motion *passed* 4-0. The meeting adjourned at 8:15 p.m.

Next Business Meeting: October 20, 2016
 November 3, 2016

2017 Budget Meeting: *October 13 at 5 p.m.*



Special Projects and Technology

2017 Budget Presentation

- William C. Roth, Director of Special Projects and Technology
- Responsibilities
 - Business Development Committee Chairperson
 - Technology Support and Maintenance
 - Recording and rebroadcast of Board of Supervisor and Zoning Hearing Board meetings on Community Access Cable Channel



Special Projects and Technology

2017 Budget Presentation

- Operational Budget Requests
- Capital Budget Requests
- Capital Budget Detail on Major Items
- Questions



Special Projects and Technology

2017 Budget Presentation

2017 Operational Budget Requests

		2017 Amount	2016 Amount
01-407-220	Equipment and Supplies	\$21,171	\$18,321
01-407-250	Maintenance & Support	\$53,391	\$47,117
01-407-252	Contracted Services – System	\$18,800	\$16,595
01-407-453	Contracted Services - AV	\$10,200	\$10,200
01-407-454	Contracted Services - AV ZHB	\$3,000	\$3,000
01-463-450	Economic Development – Consultant	\$25,000	\$5,000
Total		\$131,562	\$100,233

Major differences with 2016

Consultant (Full Year)	\$25,000
Drone and Camera	\$2,500
Police System Support	\$3,095
Phone service	\$2,450
Total	\$33,045

The Drone and Camera will provide a way to highlight the Township Parks and the commercial business properties and allow for displaying on our proposed new website.



Special Projects and Technology

2017 Budget Presentation

Capital Budget Requests

<u>Item Budget</u>	<u>Item Description and Detail</u>	<u>Amount</u>	<u>Age</u>
	Website Upgrade / Redesign	\$25,000	*2004
	Computers Standard Scheduled Replacement	\$13,600	*2011/12
	Computer Server Replacement - DL380 G7 (Host 2 - Police)	\$19,500	*2011
	P4300 SAN Network Storage Device Replacement	\$24,000	*2011
	Firewall Devices (2) Update	\$2,200	*2011
	Dept. Network Printer Replacement (Codes, PW)	\$1,200	*2013
Total		\$85,500	

Special Projects and Technology

2017 Budget Presentation

Capital Budget Detail

Website Upgrade / Redesign

1. Current website was designed in 2004 with minor changes through the years.
2. Most recent update was to add Search field and Calendar

Desired New & Improved Features

- | | | |
|-------------------------------|--|---------------------------------------|
| 1. Mobile friendly | 9. Display of slideshow, photos, & video | 15. "News" and Calendar on Home Page |
| 2. Dropdown Menu Design | 10. Economic Development Webpage | 16. "How Do I" drop down |
| 3. Easy navigation | 11. Translation capability | 17. Contact info. on every page |
| 4. Clean, not busy | 12. Increase text size | 18. Staff directory with contact info |
| 5. Dynamic calendar | 13. Agendas/minutes posted together | 19. Personalization of Experience |
| 6. Integrated Social Media | 14. Shortcuts on Home Page | 20. Easily Maintained |
| 7. Site Visitor Analytics | | |
| 8. Calendar linked to Agendas | | |

Capital Budget

Website Features – Sample municipal websites

1. Dropdown Menu Design [Limerick Township](#)
2. Easy navigation [Limerick Township](#)
3. Clean, not busy [Limerick Township](#)
4. Shortcuts on Home Page [Limerick Township](#)
5. Agendas/minutes posted together [Limerick Township](#)
6. "How Do I" drop down [Limerick Township](#)
7. Contact info. on every page [Limerick Township](#)
8. Layout Slideshow [Ambler Borough](#)
9. Staff directory [Ambler Borough](#)
10. Translation Capability [Middletown TWP Bucks County](#)
11. Economic Development [Upper Merion TWP](#)
12. Mobile Friendly [Radnor TWP](#)
13. Easily Maintained

Special Projects and Technology

2017 Budget Presentation

Questions

