

**LOWER PROVIDENCE TOWNSHIP  
BOARD OF SUPERVISORS BUSINESS MEETING  
JUNE 1, 2017**

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**Call to Order:** Chairwoman Eckman called the meeting to order at 7:30 p.m.

**Pledge of Allegiance**

**Roll Call:**

- a. The following members were in attendance: Chairwoman Eckman, Supervisors Duffy, MacFarland, Sorgini and Zimmerman.
- b. Also in attendance were: John Rice, Township Solicitor; Don Delamater, Township Manager; William Roth, Director of Special Projects and Technology; Mike Mrozinski, Community Development Director; Tim Woodrow, Township Engineer; Geri Golas, Assistant Township Manager; John Primus, Director of Public Works; Stanley Turtle, Chief of Police and Jennifer Reed, Student Representative.

Chairwoman Eckman announced that prior to the meeting the Board met to discuss personnel, and legal 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 May 18, 2017 into the record. Supervisor Sorgini seconded the motion. The motion *passed* 5-0.

**2) Presentations and Commendations**

- A) Commendations to Sgt. Terry Kennedy, Detectives Reginald Nealy Charles King, and Scott Dreibelbis, and Officer Timothy Arthur.

**3) New Business**

- A) Consideration of a request for a fence waiver for 208 S. Barry Avenue
  - i) Mr. Mrozinski reviewed the waiver request to replace an existing six-foot high stockade fence along the front of his property.
  - ii) Mr. MacFarland confirmed that the applicant was replacing an existing fence with the same type of fencing. The applicant, William Butcher, said that he would also be putting the fence along the side yard but that did not require a variance.
  - iii) Supervisor Duffy asked if the existing fence was permitted. Mr. Mrozinski said he did not know if it had been. Mr. Butcher said the fence was on the property when he purchased it in the 1970's.
  - iv) Supervisor MacFarland asked if any of neighbors had any objections to the new fence. Mr. Butcher said they did not.
  - v) Supervisor Sorgini asked if there were any sight line issues. Mr. Butcher illustrated the sight lines and said there are no issues.
  - vi) **MOTION:** Supervisor Zimmerman made a motion to approve the fence waiver for 208 S. Barry Avenue. Supervisor MacFarland seconded the motion. The motion *passed* 5-0.
- B) Consideration of Deferred Retirement Option Plan (DROP) pension distribution authorization.
  - i) Ms. Geri Golas reviewed the need for the Board to approve the pension calculations per the Audit Exit Conference Memorandum. She requested that the Board approve the pension calculation/distribution information for Daniel McGuffin, a vested member of the Uniformed Defined Pension Plan, effective May 1, 2017.

(1) **MOTION:** Supervisor Sorgini made a motion to authorize the Deferred Retirement Option Plan (DROP) pension distribution. Supervisor MacFarland seconded the motion. The motion *passed* 5-0.

C) Consideration of Resolution #17-17 approving the sale of Public Works assets and the donation of audiovisual equipment.

i) Mr. John Primus reviewed the request to list for sale unused assets, including various pipes and construction materials, on the Municibid site

(1) Chairwoman Eckman asked if there was a set amount of time for the listing to be in place. Mr. Primus said the listing could be on the site for as long as the Township wished.

ii) Mr. Bill Roth reviewed the request to donate old electronic equipment. He said that he had received a request from school district that could use the items (a projector, Line Mixer and audio/visual mobile storage containers) which had not been in use at the Township for several years.

iii) **MOTION:** Supervisor Zimmerman made a motion to approve Resolution #17-17 approving the sale of Public Works assets and the donation of audiovisual equipment. Supervisor Sorgini seconded the motion. The motion *passed* 5-0.

D) Authorization to submit actuarial assumptions letter.

i) Mr. Don Delamater reviewed the proposed letter to be sent to the Actuary to make changes to assumptions to the pension plans. He explained how these changes would reflect actual circumstances of investments and retirement ages.

(1) Supervisor MacFarland confirmed how the projection rates are used to assess the amount of money that will be available in the pension fund in future years. He stated that the further that projection rate is from reality, the larger the risk of having a gap between what is needed and what is available. He confirmed that this will make the fund healthier and more realistic, even if it should require more funding from the Township in the future. Mr. Delamater agreed.

ii) **MOTION:** Supervisor MacFarland made a motion to authorize the submission of the actuarial assumptions letter. Supervisor Sorgini seconded the motion.

(1) Gary Knight, Commodore Drive, asked if the Township had calculated the increase of funding that might be necessary with the lowering of the projection rate. Mr. Delamater said that the estimate is about \$100,000 more per year for both plans combined. He noted that if this projection was not changed, when the new valuation report comes out and the Township is not meeting that investment rate, the Township will be paying that plus more. Mr. Knight asked what would be the source of that funding. Mr. Delamater said it would come out of the General Fund and will take effect during the 2018 budget and will be part of those budget discussions later this year. Mr. Knight asked what was the source of the general fund. Mr. Delamater said that there are multiple sources of funding for the General Fund and that is not a single funding stream.

The motion *passed* 5-0.

E) Consideration of recommendation for website RFP consultant.

i) Mr. Bill Roth discussed the review process for contracting a consultant for the Township website update. He said that after consideration by the review team he recommends the Township select Virtual Towns and Schools as the website update consultant at a cost of \$13,500 with an annual support cost of \$2,500 per year for years

2 and 3. Mr. Roth said the website development schedule would run between 16 and 20 weeks and will be done in 2017. He noted that Virtual Towns and Schools has experience implementing municipal websites and also provides an Economic Development Subsite should the Township wish to utilize that feature. Mr. Roth noted that this proposal is under budget and will include online training as well as offering onsite training at an extra cost that they may want to utilize at a later date

- (1) Chairwoman Eckman noted that this project was long overdue. She asked if the company will provide a template or will they generate the actual site. Mr. Roth said the company will spend a day with staff to discuss what is important and what they want to see in a website. He said they do have templates that staff will be able to pick and choose which components to use as well as components of the menus and how they are utilized.
- (2) Supervisor Duffy noted that the company is based in Boston with a satellite office in Mt. Laurel. He asked if there would be any issues with not being local for troubleshooting purposes. Mr. Roth said he did not believe there would be an issue. He said they have a large presence in New England, which was to the Township's benefit as they were able to offer a lower price to make inroads in the market in this area. He said are actively involved and attend the PA conferences and are very involved in Pennsylvania municipalities so they understand what their needs are.
- (3) Supervisor McFarland clarified what training is included in the bid. He noted that that the bid of \$13,500 was well under the \$25,000 budgeted and asked where are the gaps in service. Mr. Roth explained the methodology for selecting this company and stated he felt the cost was low because the company is trying to make inroads in the market. Supervisor MacFarland asked if the Economic Development option is independent of other website features. Mr. Roth said that it was and can be added at a later date without affecting the original site in any way. He explained how the Economic Development subsite and Enhanced Economic Development subsite would work if the Township chose that option at a later date.
- (4) Supervisor Sorgini asked if, should they choose to utilize the Enhanced Economic Development subsite would they still get the \$3,000 quoted price. Mr. Roth was not sure but will check. He said that was not in the original proposal but rather an added feature they offered should the Township would be interested.
- (5) Supervisor Duffy said that one option offered is emergency notifications for which the Township currently uses Blackboard at a cost of \$15,000 per year. He asked if that is something that could be utilized in order to save the Township that cost. Mr. Roth said that there is a cost involved with that feature but it does have a similar capability and, as it is cheaper than Blackboard, could save the Township money if we opt in at a later date
- (6) Supervisor MacFarland discussed the implantation timeline. Mr. Roth said that after an onsite visit estimated in June they would be looking at October to the middle of November. He said that it would be done this year.

ii) **MOTION:** Supervisor MacFarland made a motion to approve the recommendation to contract Virtual Towns and Schools as the Township website update consultant.

Supervisor Sorgini seconded the motion. The motion *passed* 5-0.

- (1) Mr. Knight asked what would be the estimated cost of changes after year one. Mr. Roth said the website would be updated by staff so the cost would be the staff's

