

BOROUGH OF CONSHOHOCKEN BOROUGH COUNCIL
MINUTES OF THE PUBLIC MEETING

Wednesday, February 7, 2018

PUBLIC MEETING

PRESENT: Colleen Leonard, Council President
Jane Flanagan, Council Vice-President
Robert Stokley, Senior Council Member
Anita Barton, Council Member
Tina Sokolowski, Council Member
James Griffin, Council Member
Karen Tutino, Council Member
Yaniv Aronson, Mayor

ALSO PRESENT: Stephanie Cecco, Borough Manager
Michael E. Peters, Interim Borough Solicitor

CALL TO ORDER

The Public Meeting of the Conshohocken Borough Council duly advertised, was held at the Conshohocken Borough Hall, 400 Fayette Street, Conshohocken, PA. Ms. Colleen Leonard, Council President, called the meeting to order at 7:06 PM.

COUNCIL PRESIDENT ANNOUNCEMENTS

Ms. Leonard announced that there was an Executive Session held on January 29, 2018 regarding legal matters. She added that there was also an Executive Session held immediately prior to the meeting regarding a personnel matter.

PRESENTATIONS

a.) Consider preliminary/final minor subdivision and land development approval for 120 West Eleventh Avenue: Burt Property Holdings LLC, Applicant

The applicant, Bob Burt, and the applicant's attorney, Jerry Rath, were present. Mr. Rath explained that the proposed use is to demolish the existing single-family dwelling, subdivide the property into two (2) lots and build two (2) single-family detached dwellings. Mr. Rath stated that Conditional Use approval was granted for demolition of the existing residential structure and variances for off-street parking were also granted. Mr. Rath added that the plan was reviewed and recommended for approval by the Planning Commission. Ms. Barton inquired about the paving material of the driveways. Mr. Burt replied that the driveways would be asphalt. Mr. Peters reviewed the conditions of approval per the land development resolution.

Ms. Barton made a motion to approve preliminary/final minor subdivision and land development for 120 West Eleventh Avenue, seconded by Mr. Griffin. The motion carried 7-0.

b.) Consider transitioning Police and Fire Pension Assets to PFM Mutli-Manager Funds, Bikram Chadha, Senior Managing Consultant, PFM Assets Management, LLC

Ms. Leonard introduced, Bikram Chadha, who was present to discuss transitioning Police and Fire pension assets from the current mutual fund line-up to the PFM Multi-Manager Funds. Mr. Chadha shared that PFM, which provides portfolio management for the Borough Police and Fire Pension Plan, has launched its own multi-manager mutual fund. Mr. Chadha explained that with a multi-manager structure, PFM is able to build their own funds and work directly with hired sub-advisors for each of the PFM's respective mutual funds. He added that PFM would still be looking to gain the same access to the marketplace. Mr. Chadha discussed benefits of the mutual funds, which included improved portfolio oversight and monitoring, greater control over investment guidelines and the ability to negotiate underlying manager fees. Mr. Chadha reviewed the fees associated with the enhanced solution.

Ms. Sokolowski asked about the response PFM has received from other clients regarding the multi-manager model. She also inquired about industry standard service points. Mr. Chadha responded to both questions.

Ms. Cecco informed Mr. Chadha that Council would discuss this item and a decision regarding the transition would be made at Council's February Voting Meeting.

c.) Interviews for Insurance Brokerage Services

a. Cohen Partners LLC

Barry Cohen, President, and Jason Salus, Sales Executive, were present representing Cohen Partners, LLC. Mr. Cohen provided a brief history and timeline of the relationship between the Borough and Cohen Partners. He identified the company's proactive approach to risk transfer and loss control as reasons why the Borough should reappoint Cohen Partners. Mr. Cohen reviewed key personnel and mentioned that they have been devoted participants to the success and growth of Montgomery County.

Ms. Flanagan inquired about what resources Cohen Partners could provide to the Borough to implement a Borough wide safety manual. Mr. Cohen replied that he would utilize resources from Travelers to create and implement a safety manual.

Ms. Flanagan asked about the types of training opportunities that Cohen Partners would offer the Borough. Mr. Cohen responded that Cohen Partners would conduct annual seminars with site supervisors and management regarding public liability and workers' compensation exposure and auto situations. Mr. Cohen confirmed that there would be no additional fee for those services. Mr. Cohen explained that Cohen Partners operates on a commission cost basis of the premium costs on any insurance line of business.

Ms. Sokolowski inquired about how long Cohen Partners has been in the business of brokering municipal insurance coverage plans and which local municipalities the firm currently serves. Mr. Cohen replied that Cohen Partners has brokered municipal insurance coverage for 25 years. He added that Cohen Partners currently serves the Conshohocken Sewer Authority, Whitemarsh Sewer Authority and Norristown Sewer Authority and has served Jenkintown Borough in a consulting capacity.

Ms. Sokolowski asked what Cohen Partners has provided to assist the Borough in reaching its goal of joining Delaware Valley Insurance Trust (DVIT). Mr. Cohen explained that Cohen Partners has worked to address the Borough's issue with workers' compensation by examining the history of workers' compensation claims and experience modification factors.

Ms. Sokolowski asked why the Borough should reappoint Cohen Partners. Mr. Cohen responded that Cohen Partners' diversified client base makes their firm experts in all insurance-related products.

b. Keystone Insurers Group

Kevin Fox and David Leng were present representing Keystone Insurers Group. Mr. Fox, Relationship Manager, provided a brief overview of the company, which included the firm's history, qualifications and mission. He explained that Keystone is endorsed by the Pennsylvania State Association of Boroughs (PSAB) as the preferred provider of insurance, safety consulting and risk management services. Mr. Leng, Lead Risk Management Consultant, stressed the importance of assisting the Borough with determining an appropriate insurance program. He explained how Keystone and their team of professionals would assist the Borough to identify, analyze and implement strategies to control risks in order to drive down insurance costs. Mr. Leng reviewed the Borough's PA Experience Rating Modification for 2018, published by the Pennsylvania Compensation Rating Bureau. Mr. Fox provided Keystone's risk management impact on claims and injuries for other municipalities and reviewed a transition timeline with regard to their insurance renewal strategy.

Ms. Cecco asked what Keystone would provide to the Borough, in terms of services, in order to assist the Borough with workers' compensation. Mr. Leng replied that after an initial assessment, Keystone would present a business plan, implement safety programs and provide training for employees to reduce claims.

Ms. Flanagan inquired about what resources Keystone could provide to the Borough to implement a Borough wide safety manual. Mr. Leng responded that Keystone's Risk Management Division develops all the safety programs and training for the Keystone Municipal Insurance Trusts and that Keystone could develop a customized safety manual for Conshohocken.

Ms. Sokolowski asked the location of Keystone's closest local office. Mr. Fox responded that his office in North Wales is the closest office to Conshohocken. Ms. Sokolowski also asked which local municipalities that office serves. Mr. Leng responded that the North Wales office provides brokerage services to Collegeville.

Ms. Sokolowski asked why the Borough should select Keystone as the broker to assist in negotiating new or renewing existing insurance for 2018. Mr. Leng explained that Keystone has a complete municipal program. Mr. Fox identified Keystone's expertise and experience in the insurance industry. He added that Keystone has relationships with major carriers, which provides them with the ability to provide multiple choices.

Ms. Sokolowski asked if Keystone is a vehicle for municipalities to enter into DVIT. Mr. Leng confirmed that Keystone is a vehicle for municipalities to enter into different programs. He added that Keystone works with many programs, including DVIT.

c. Brown & Brown

Paul Pugielli, Director of Municipal Services, and Tim Bacak, Account Executive of Municipal Services, were present representing Brown and Brown. Mr. Pugielli provided an overview of the firm. He identified several reasons why the Borough should select Brown and Brown, which included office proximity, experienced employees, aggressive marketing department, ability to project experience modification factors, proven claims administration process and safety committee formation and maintenance. Mr. Pugielli reviewed the insurance renewal game plan and Brown and Brown's accomplishments while serving as the Broker of Record for the Borough. Lastly, he explained that Brown and Brown would charge a flat fee.

Ms. Flanagan asked Mr. Pugielli to elaborate on the safety programs provided by Brown and Brown. Mr. Pugielli explained that Brown and Brown has a safety manual template that Conshohocken could utilize. He added that implementation of the manual would be a priority. Mr. Pugielli confirmed for Mr. Flanagan that Brown and Brown has comprehensive webinar training.

Ms. Sokolowski inquired about how long Brown and Brown has been in the business of brokering municipal insurance coverage plans. Mr. Pugielli replied that Brown and Brown has been operating since the late 1930's and he has been with the firm for over 25 years.

Ms. Sokolowski asked what services Brown and Brown could provide to assist the Borough in reaching its goal of joining Delaware Valley Insurance Trust (DVIT). Mr. Pugielli explained that Brown and Brown would implement the safety manual and work to ensure that employees are adhering to the policies and procedures. He also suggested implementing a light-duty return to work program.

i. Consider appointing Insurance Brokerage Services

Ms. Cecco provided an overview of the RFP process, detailing the timeline and processes performed by Borough staff. Ms. Cecco noted that the Borough is also working directly with DVIT to determine if the Borough can be considered as an applicant this year. Council discussed areas of the interview they found valuable, such as municipal experience, firm proximity, value added services, flat fee structure and recommendations made specific to Conshohocken.

Mr. Stokley made a motion to appoint Brown and Brown, seconded by Ms. Tutino. The motion carried 7-0.

ii. Consider authorizing the Borough Manager to execute the Broker of Record Letter to authorize the selected firm to represent the Borough in the insurance market for the Borough's 2018 insurance renewal.

Ms. Tutino made a motion to authorize the Borough Manager to execute the Broker of Record Letter, seconded by Mr. Griffin. The motion carried 7-0.

d.) 2018 Public Services and Engineering Initiatives:

a. Public Services, Director, Ray Sokolowski

Mr. Sokolowski was present to provide an overview of the 2018 initiatives for the Public Services Department. With regard to the Sanitation Division, Mr. Sokolowski proposed changing the date of recycle collection for west side from Friday to Tuesday and transitioning to semi-automated refuse pick up by providing tips cans (roll carts) to residents. Mr. Sokolowski shared the total amount of trash and recycling collected in 2017 and reviewed benefits of using tip cans, specifically a reduction of workers' compensation injuries. Ms. Cecco added that in order to be considered by DVIT, the Borough must implement an automated or semi-automated refuse pickup by providing the appropriate bins to the general public.

Mr. Sokolowski continued on with initiatives within the Parks Division. He shared that the Mary Wood Park renovations should be completed by June 2018, weather permitting. Mr. Sokolowski reviewed the park equipment, layout and fencing, and provided a rendering of the proposed pavilion.

Lastly, Mr. Sokolowski shared that the focus of the Streets Division is on general assessment of current conditions of roads and infrastructure, including stormwater management.

Ms. Cecco asked Council to consider authorizing the Borough Manager to notify DVIT that the Borough will support looking into the transition of the tip cans and support the implementation of a return to work program.

Ms. Flanagan made a motion to authorize the Borough Manager to notify DVIT that Council will support the transition to tip cans and the implementation of a return to light duty work program, seconded by Mr. Stokley. The motion carried 7-0.

b. Infrastructure Plan Project Kick-off, Borough Engineer, Karen MacNair

Karen MacNair, Borough Engineer, was present to provide an overview of the Infrastructure Management Plan. Ms. MacNair explained that the goal of the Infrastructure Management Plan is to create an actionable plan to repair infrastructure over five (5) years. She also identified specific areas of infrastructure, which would be included in the plan. Then, Ms. MacNair reviewed the scope of the analysis, which consisted of reviewing the existing infrastructure assessment, collecting field data and coordinating with stakeholders and utility companies. She also provided an overview of the schedule and timeline milestones. Lastly, Ms. MacNair shared that Geographic Information System (GIS) will be utilized to inventory and identify street signs, manholes and pavement markings, manage information and create maps. Ms. Sokolowski inquired about timeline and cost estimates. Ms. MacNair confirmed that cost estimates would be provided by July for budget discussions.

c. Traffic Initiatives Update, Borough Traffic Engineer, Brian Keaveney

Brian Keaveney, Borough Traffic Engineer, was present to discuss the traffic improvement initiatives. Mr. Keaveney reviewed several PennDOT projects. Mr. Keaveney discussed the Schuylkill Expressway (I-76) Active Traffic Management (ATM) Project, which will implement elements to the Expressway to smooth traffic, create a safer condition and provide more information to motorists. He added that PennDOT will allow use of the shoulder during congested and peak times in order to smooth traffic flow and reduce accidents and congestion. Then, Mr. Keaveney discussed the Schuylkill Expressway (I-76) Integrated Corridor Management (ICM) Project, in which PennDOT will take ownership of signalized intersections along Fayette Street, Elm Street and Harry Street. He explained those intersections will be equipped with detection devices to collect data, which PennDOT will use to access traffic conditions and refine the operation of the traffic signals. Mr. Keaveney also reviewed the Fayette Street traffic upgrades that will be implemented as part of the Federal Congestion Mitigation and Air Quality (CMAQ)

Program. Lastly, Mr. Keaveney stated that PennDOT is scheduled to pave West Elm between Fayette and Colwell in the summer of 2018. Council requested that the roadwork be completed at night. He confirmed that those improvements should help mitigate the truck noise on Elm Street.

COUNCIL BUSINESS

a.) Consider appointing applicants for Board and Commission Vacancies

Ms. Cecco stated that there is currently one (1) vacancy on the Civil Service Commission. She read the list of individuals who had applied and been interviewed by Council, which included Deborah Cieslewski, Bob Frost, Frank Perry and John Costello, and asked Council to consider appointing one (1) applicant to the Civil Service Commission.

Mr. Stokley made a motion to appoint Bob Frost to the Civil Service Commission, seconded by Mr. Griffin. The motion was denied 3-4. (Yes – Griffin, Sokolowski, Stokley; No – Tutino, Flanagan, Barton, Leonard)

Ms. Flanagan made a motion to appoint John Costello to the Civil Service Commission, seconded by Ms. Tutino. The motion carried 7-0.

MANAGER MATTERS

a.) Consider approving PennDot’s CMAQ Improvement Program Federal-Aid Reimbursement Agreement

Ms. Cecco shared that approving the CMAQ Improvement Program Federal-Aid Agreement would allow her to process the Agreement and the Borough to continue participation in the CMAQ program.

Ms. Sokolowski made a motion to approve PennDot’s CMAQ Improvement Program Federal-Aid Reimbursement Agreement, seconded by Ms. Barton. The motion carried 7-0.

b.) Consider approving Resolution 2018-03 authorizing the submittal of PennDot’s CMAQ Improvement Program Federal-Aid Reimbursement Agreement

Ms. Cecco asked Council to consider approving Resolution 2018-03, which authorizes the submittal of the CMAQ Agreement.

Ms. Sokolowski made a motion to approve Resolution 2018-03 authorizing the submittal of PennDot’s CMAQ Improvement Program Federal-Aid Reimbursement Agreement, seconded by Mr. Griffin. The motion carried 7-0.

DEPARTMENT MATTERS

There were no department matters.

LEGAL MATTERS

There were no legal matters.

COUNCIL MEMBER AND MAYOR MATTERS

a.) Consider authorizing revisions to the zoning ordinance relative to Accessory Uses (Council Member Stokley)

Mr. Stokley asked Council to consider updating the zoning ordinance to increase the size of garages. He recommended that the garage size be based on the dimension of the buildings on the property with a not to exceed of 60% of impervious structure and a not to exceed of 35% of built area. Ms. Sokolowski made the recommendation that Borough Council review the entire zoning ordinance relative to Accessory Uses to determine if there are any additional revisions that they would like to make.

Mr. Stokley also shared a sample house number sign for properties with alley access. Mr. Stokley explained that rear house numbers would be beneficial to emergency services personnel for more rapid recognition and reporting of issues and incidents at properties when viewed from alleys.

Ms. Cecco stated that she would provide Council with a copy of the zoning ordinance relative to Accessory Uses to make any additional recommendations in terms of revisions. She added that Borough Administration would discuss revisions to the zoning ordinance with the Planning Commission and the Zoning Hearing Board.

PUBLIC COMMENT

Joe Ferrigno, 412 Old Elm Street, shared the results of a survey he conducted at The Grande at Riverview regarding the proposed Haines & Salvatti Dog Park that showed residents were not in favor of the Dog Park. Mr. Ferrigno also made a recommendation to consider relocating the proposed dog park to a lot on Colwell Lane.

Chris Texter, 350 West Elm Street, shared his concerns regarding the proposed Haines & Salvatti Dog Park, which included noise, park maintenance and parking.

Mayor Aronson announced that he would be hosting "Irish Week", a week of festivities leading up to the St. Patrick's Day Parade.

Ms. Flanagan announced that February is American Heart Month. She reminded everyone to focus on their hearts and get their numbers checked.

ADJOURNMENT

The meeting was adjourned at 10:19PM.

Respectfully Submitted,

Stephanie Cecco,
Borough Secretary