

BOROUGH OF CONSHOHOCKEN BOROUGH COUNCIL  
MINUTES OF THE PUBLIC MEETING

Wednesday, November 9, 2016

PUBLIC MEETING

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

ALSO PRESENT: Richard J. Manfredi, Borough Manager

**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. Mr. James Griffin, Council President, called the meeting to order at 5:00 PM.

**PRELIMINARY PROPOSED FY 2017 BUDGET PRESENTATION: RICHARD J. MANFREDI, BOROUGH MANAGER**

Mr. Griffin requested that Council permit Mr. Manfredi to present the budget in its entirety before Council made comments. Mr. Manfredi then shared that the draft proposed budget was in front of Council and reminded Council that the budget would not be accepted as proposed and available to the public for inspection until and unless Council voted to do so at the next meeting.

He presented PowerPoint slides with information to illustrate what had changed since the prior week and shared that some additional cuts were made as a result of his requesting departmental reviews of 2016 actuals to ensure that what was submitted did indeed stand as submitted for 2017 operating revenues; Mr. Manfredi reported that no significant reductions were made to those line item budgets.

Mr. Manfredi then reviewed a summary of operating, capital and other funds and provided a summary of what remained the same from the prior meeting and what had changed for Council. He reviewed the value of a mill, how it is calculated and how it effects taxpayers as well as the Borough's four levies and the funds that are generated through them. Mr. Manfredi also reviewed a general fund operating revenue and operating expenditure recapitulation chart in detail and shared that the two largest cost centers are the police department and combined public works and streets.

Mr. Manfredi shared the full and part-time complement of the Borough and explained how they have changed due to increases and decreases in personnel and the realignment of staff and also explained that the largest increase from the previous year is due to personnel.

Mr. Manfredi also explained that he had asked Directors of the Borough's various departments to be present at the meeting to answer any specific questions that Council had about their proposed

budgets. Mr. Manfredi then introduced Ms. Stephanie Cecco, Assistant to the Borough Manager, and explained her responsibilities which primarily included human resources, insurance liability, risk management, serving as director of administrative services, and providing oversight of recreation services; Sargent Michael Connor was present representing the Police Department because he is intimately familiar with the Chief's budget; Mr. Paul Hughes, Director of Engineering, Licenses and Inspections was present to review items related to those functions as well as community development and zoning.

Mr. Manfredi continued by introducing Mr. Ray Sokolowski, Director of Public Services, and shared that he is in a transition period presently working to take over the Public Works Superintendent role as of January 2, 2017 as well as additional responsibilities and Mr. Timothy Gunning, Fire Chief and Fire Inspector as well as Mr. Robert Zinni, Fire Marshal, Fire Inspector, and Emergency Management Coordinator who would jointly review fire services budget items.

Mr. Manfredi then read through and explained items in the General Fund line item budget by department providing rationale for budgeted expenses in the Legislative Body, Office of the Borough Manager, Finance, Tax Collection, Legal Services, General Government Administration, Information Technology, and Professional Services categories. Council and the Mayor made several inquiries throughout his presentation and Ms. Cecco also provided an update on insurance costs and human resources software that she would be implementing in the 2017 fiscal year.

Following Mr. Manfredi's highlights, Mr. Manfredi introduced Mr. Sokolowski to review General Fund expenditures related to building and property, facilities, parks, public services and administration and street. Mr. Sokolowski reviewed the items in the various accounts and answered Council's questions regarding increases, decreases, and other changes to line items.

Sergeant Connor then reviewed the line items included in the Police Department accounts of the General Fund. Council inquired on the department's complement, uniform maintenance costs, overtime, compensatory time and Mr. Connor replied thoroughly to each and shared how many of their questions were effected by the Police Department's Collective Bargaining Agreement negotiations. Sergeant Connor also shared details of maintenance aspects of the Police Department's new location in the Borough Hall as well as technological needs of the Department.

After Sargent Connor's presentation, Mr. Manfredi introduced Mr. Gunning and Mr. Zinni to review the Fire Services General Fund line items. Mr. Gunning and Mr. Zinni shared that recent changes to NFPA standards have limited the lifetime and usage of fire equipment and shared the costs associated with uniforming a fire department and providing fire apparatus. Council also discussed appropriations and the possibility of an impact fee for fire service in the future. Mr. Manfredi clarified that the department representatives did not make a request for additional funds but were present to justify the expenses. Mr. Gunning added that what the department has is safe at this time and that he would compile a list of departmental needs to review with Mr. Manfredi in the future.

Mr. Manfredi then introduced Mr. Hughes, Director of Engineering, Licenses and Inspections to share and asked if Council had any questions for Mr. Hughes. Council inquired on the use of contractors and inspectors within the department and Mr. Hughes explained the rationale behind the Borough's use of both citing the differences between commercial and residential inspection requirements and the certifications held by the individuals within his department. Mr. Hughes also answered questions about the permitting process within the Borough for Council.

Mr. Manfredi then explained the Recreation Services expenditures and answered questions related to personnel, supplies, and Conshohocken Rowing Center operating expenses as well as the other line items in this budget.

Finally, Mr. Manfredi reviewed the general expenditures and interfund transfers included in the General fund and answered Council's questions regarding these line items before reviewing questions that he had outstanding for Council related to the Community Center and the purchase of fitness equipment and other needed improvement. Council discussed the Community Center and how much activity there is at the building. Council discussed that there may be a need to hire individuals to promote activities and events held there and whether that should be managed by current Borough staff or be outsourced.

To conclude the evening's discussions, Mr. Manfredi inquired about whether Council was committed to purchase the new equipment for Sutcliffe that had been previously discussed and Council gave their consent to move forward with those purchases as well as to remove the current equipment at the park. Mr. Manfredi also inquired whether Council would be comfortable with discussing the capital fund in depth at the next meeting and Council expressed their appreciation for the evening's discussion before the meeting was adjourned.

#### **ADJOURNMENT**

The meeting was adjourned at 9:01 PM.

Respectfully Submitted,

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Richard J. Manfredi,  
Borough Secretary