

BOROUGH OF CONSHOHOCKEN BOROUGH COUNCIL
MINUTES OF THE SPECIAL MEETING

Wednesday, September 22, 2021

PUBLIC MEETING

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

ALSO PRESENT: Stephanie Cecco, Borough Manager

CALL TO ORDER

The Public Meeting of the Conshohocken Borough Council duly advertised, was held remotely using the GoToMeeting platform. Colleen Leonard, Council President, called the meeting to order at 5:30 PM.

BUDGET INFORMATION AND SUMMARY

Ms. Cecco provided an overview of the budget process and timeline. She discussed forecasted revenues and expenditures for FY22 and briefly reviewed the year-to-date statement of revenues and expenditures.

DEPARTMENT PRESENTATIONS

Ms. Cecco shared that Borough Administrative Directors and Managers were present to discuss their departmental capital budget requests and operational budgets specifically focusing on line items with a greater than 2% increase.

a.) Communications/Special Events

Kate Kosmin, Communications Manager and Special Events Coordinator, presented the capital budget requests for Communications/Special Events, which included items related to media production.

Ms. Kosmin also presented the proposed operational budget for Communications/Special Events. She requested an increase in the account related to community outreach and assistance for the annual Fireworks Display, additional Borough events and food expenses for employees and volunteers during Borough events.

b.) Recreation Services

Lauren Irizarry, Director of Recreation Services, presented the capital budget requests for the Recreation Department. Capital requests for the department included facility repairs and improvements at the Community Center and the reconstruction of basketball courts at Aubrey Collins Park.

Ms. Irizarry also presented the proposed operational budget for the department. She discussed specifically her request to increase funds for recreation software.

c.) Administrative Services

Ms. Cecco, on behalf of Angela Orr, Director of Administrative Services, presented the capital budget requests for Administrative Services, which included filing cabinets for records management and IT equipment, specifically staff computers, elected officials' devices and a local network server, per the depreciation schedule.

Ms. Cecco also presented the proposed operational budget for the department which included increases for BPT and Tax Collection fees, professional development, and malware software to proactively protect the Borough from cyber-attacks.

d.) Police Department

Kelly Olkowski, on behalf of George Metz, Police Superintendent, discussed the capital budget requests for the Police Department, which included the replacement Police vehicles, per the depreciation schedule, and IT equipment, specifically computer workstations, software licensing and a network server with backup and security systems.

Ms. Olkowski also discussed the proposed operational budget for the department, which included expense increases for information services, office equipment and computer software contracts.

e.) Public Services, Emergency Services, Fire Services

Ray Sokolowski, Executive Director of Operations, presented the capital budget requests and proposed operational budgets for Public Services, Emergency Services and Fire Services.

He presented the capital budget requests for Public Services, which included roadway repair equipment, Backhoe and Ventrac attachments, and new garage doors at the 9th Avenue storage garage. Mr. Sokolowski discussed the current condition and ongoing required maintenance of the roof at the Elm Street Public Services Garage. He recommended that Council consider approving the replacement of the roof during the next budget cycle. Mr. Sokolowski presented the proposed operational budget for Public Services. He discussed line items with a greater than 2% increase in the property and building, sanitation, streets and parks divisions.

Mr. Sokolowski discussed the capital budget requests for the Fire Department, which included the replacement of uniforms. He reviewed the department's proposed operational budget, which included increases for computer software, meeting attendance and training, and vehicle repair.

Ms. Cecco explained that Administration and Emergency Management are requesting the addition of an equipment or vehicle contingency for Emergency Management.

f.) Community Development, Grants, Zoning and Recurring Capital

Ms. Cecco presented the capital budget requests for Community Development and Grant Management, which included grant matching funds and RACP Grant consulting services. She discussed recurring capital expenditures related to general engineering capital projects, transfer to Debit Service, traffic engineering capital projects and Narberth Ambulance.

Ms. Cecco discussed operational line item increases related to legal services, court reporter services for Zoning Hearing Board meetings and parking garage fees.

BUDGET HIGHLIGHTS AND ADDITIONAL FUNDS

Ms. Cecco discussed FY2021 budget highlights and trends to consider for FY2022. She reviewed insurance costs related to healthcare, property and liability and workers compensation. She also reviewed personnel costs for non-uniform and union employees.

Ms. Cecco discussed funding sources available for capital consideration in fiscal year 2022. Council discussed their long-term goals and initiatives.

Council discussed the departmental capital budget requests for FY2022 and decided to include all requests in the proposed FY2022 budget.

Ms. Cecco reviewed next steps in the budget process.

PUBLIC COMMENT

Brittany Rogers, Executive Assistant to the Borough Manager, stated that one (1) written public comment was submitted. Ms. Rogers read the comment.

Adrian Serna, 245 E Hector Street, voiced his support for the Recreation Department's capital budget request to rebuild the basketball courts at Aubrey Collins Park.

There was no public comment on the call.

ADJOURNMENT

The meeting was adjourned at 9:24 PM.

EXECUTIVE SESSION

Respectfully Submitted,

Stephanie Cecco,
Borough Secretary