

April 14, 2020

Due to COVID-19 restrictions, the regular monthly meeting of the Board of Commissioners of West Norriton Township was convened electronically via ZOOM at 7:00 PM on the above date by President Miller. Commissioners Eckles, Milazzo, Pavone and Smock were in attendance. Also, present were: Jason Bobst; Sean Kilkenny, Esquire; Kathy Frederick; A. Dale Mabry; Michael Kelly; Donna Horn; Michael Valyo; Jon Dzedzy; T.J. Figaniak; and Erik Garton.

**Minutes  
Approval**

Upon motion of Ms. Eckles, seconded by Ms. Milazzo and unanimously passed by the Board were the minutes of its work session of March 3, 2020 and its regular meeting of March 10, 2020.

**Report of Bills  
Approval of  
checks**

Ms. Horn read the Finance Committee Report and requested approval of: General Fund and Golf Club payroll checks in the amount of \$28,702.31; payroll vouchers in the amount \$324,414.19; and the Payment Approval Report in the amount of \$502,159.80.

Upon motion of Ms. Milazzo, seconded by Mr. Smock and unanimously agreed, the Report of Bills was approved.

**Committee  
Reports:  
Administration  
& Finance**

Mr. Bobst enumerated and highlighted the Agenda items under New Business as follows:

On an economic front: the \$2.5M loan closed today and the proceeds of same were deposited to the Township's bank account; on 3/30, Mr. Bobst ordered a spending freeze on Township funds due to COVID-19 with all expenses, other than operational ones, to be approved by himself or Ms. Frederick; a review of the EIT tax receipts will be made by Mr. Bobst at the end of the week; and we are in the process of investigating qualifications of funding from COVID small business programs for the golf course. Mr. Miller inquired if the spending freeze applies to the Regents Park Paving Program (assuming it passes tonight's Board vote). Mr. Bobst replied no as funds for that and other capital projects were secured in the loan.

Regarding the hiring process of the position of Deputy Chief, Mr. Miller asked that the Commissioners reconsider their request to interview the candidates prior to selection since the Township is hiring an outside firm to conduct testing, interview exercises and make recommendations. In response to an inquiry by Ms. Eckles, Mr. Bobst stated that after the recommendation come down, that he and Chief Mabry interview the selected candidate. Chief Mabry added that an "in-box/out-box" exercise is done in private with the candidates where they are questioned by the 3-person hiring Board (outside company). Mr. Miller inquired "what value would we add to the selection process after all of that". It was suggested by Ms. Milazzo that the Board send Mr. Bobst its candidate guidelines for his use in the interview process. It was noted by Mr. Miller that Deputy Chief Kelly got the Board's direction during

its interview with him and that it is his job to make sure that that vision is carried forth. The discussion continued and it was suggested by Mr. Miller that the Board "cross that bridge when we get to it".

Treasurer Horn did not present her report at the meeting; however, she has submitted her summary which shows cash balances in the various funds as follows:

	<u>February 29<sup>th</sup></u>	<u>March 31<sup>st</sup></u>
General Fund	9,075,786.95	8,713,034.23
PLGIT 10105000	58,842.94	49,107.11
PLGIT CD - SEWER	1,469,000.00	1,469,000.00
Golf Fund	(16,749.62)	(49,167.75)
Escrow Fund	516,763.24	529,464.61
Sinking Fund	6,241.51	6,247.45
Liquid Fuels	179,516.29	606,584.15
Capital Reserve PLGIT	21,297.56	21,375.70
Capital Reserve PLIGIT PLUS	29,430.72	29,458.75
Sewer Capital Acct	2,597,075.61	2,598,627.52
Vehicle Replacement Fund	579,062.07	579,403.89
Police Pension Citizens	30,929.76	30,948.03
Non-Uniform Pension Citizens	3,907.43	3,909.74
Grants, DUI	0.00	0.00
Grants, Misc.	116,524.23	132,075.83
Traffic Impact Fee	449,755.48	450,020.96

**Public Safety**

Chief Mabry highlighted the monthly public safety report and noted that the body cameras were deployed and that the videos generated therefrom are really good.

**Public Works & Planning**

The highlights of the Public Works and Building-Plumbing reports were presented by Mr. Valyo. It was mentioned by Mr. Valyo that the number of U&O's is rising, as there is an uptake in virtual sales. Also, Mr. Valyo noted that, despite COVID-19 restrictions, construction on homes at Markley Farms Phase II is allowed to continue to make the homes "weather tight".

**Recreation**

The Recreation report was prepared and highlighted by Mr. Dzedzy who announced that, although the Easter Egg Hunt was cancelled, Easter baskets filled with goodies were delivered, in a social distancing manner, to over 200 homes in the Township. The idea was "hatched" by Mr. Bobst and staff members to order, fill and deliver the baskets to households which registered online. The Easter basket program was a great success and no taxpayers' funds were used for the baskets as sponsorship money from the cancelled Easter Egg Hunt was utilized.

On a more somber note, it was announced by Mr. Dzedzy that cancellations of Township trips, Silver Circle events, WNLL opening day parade and ceremony and other programs have been cancelled due to COVID-19, although it is his hope

that WNLL will still be able to play ball with a later start to its season. The possible cancellation of Community Day was also mentioned by Mr. Dzedzy who noted that it is the Township's largest event, with over 1,000 participants, but only 20 of the usual 50 vendors have committed for this year. It was suggested and, after discussion, agreed to by the Board that the Community Day events be pushed back until the Fall Fest. According to Mr. Dzedzy, the fate of Summer Day Camp is in jeopardy if the restrictions are not lifted and if NASD is not opening its buildings, but that a decision on that will be made at a later date.

Mr. Miller expressed his thanks to all on the Easter Egg Basket distribution and stated "it meant a lot". Mr. Dzedzy replied that Mr. Bobst deserves 90% of the credit.

**Jeffersonville  
Golf Club**

Mr. Bobst presented the monthly golf report and mentioned that the numbers were down due to the closure of the course, but that a bright spot was that 80% of the month was made in the first 15 days when the course was open. It was mentioned by Mr. Bobst that that aeration of the course would be done this month while the course is closed, as opposed to doing it in May when reduced greens fees are usually in place due to the aeration. Also, the Stream Bank Restoration Project will be commenced while the course is closed per Mr. Bobst.

**Sanitary Sewer**

The highlights of the monthly Sanitary Report of Gilmore & Associates were presented by Mr. Figaniak who mentioned that the Chapter 94 Report was submitted to Norristown for its annual report.

**Engineer**

The Engineer's Report of Gilmore & Associates was prepared and highlighted by Mr. Garton who stated that he is hoping that bid numbers on our upcoming projects will be down since gas prices are down, which seems to drive costs down.

In response to an inquiry by Mr. Smock about any new, revised proposal(s) from Fishburne, Mr. Bobst noted that we are drafting new Ordinances to take away flexibility and locking them into a set design to capture as much open space as possible, as well as rezoning of the Fishburne property to B-P Business and Professional Districts. In response to an inquiry by Ms. Eckles regarding driveways, Mr. Bobst noted that the roadways and visitor parking areas would be "beefed up". Mr. Kilkeny, stated that we will look at this with staff to use as a template going forward.

Upon motion of Mr. Smock, seconded by Ms. Eckles and unanimously passed, the Department Reports were approved.

The importance of the Census 2020 was stressed by Mr. Miller who pointed out that 58.8% of West Norriton Township

**Commissioners' Comment**

residents have completed the Census vs. 49% of the residents of the Commonwealth of Pennsylvania.

Ms. Milazzo thanked the people of West Norriton for staying home and keeping their distance during this COVID-19 crisis.

**Public Comment**

There being no public comment submitted either online or via email, upon motion of Ms. Milazzo, seconded by Mr. Smock and unanimously approved, the public comment portion of the meeting was closed.

**New Business**

Upon motion of Ms. Milazzo, seconded by Ms. Eckles and unanimously agreed, the Board adopted Resolution #20-1652 Declaring a Local Disaster Emergency re: COVID-19 (copy attached).

Upon motion of Ms. Milazzo, seconded by Ms. Eckles and unanimously agreed, the Board adopted Resolution #20-1653 Extending Real Estate Discount and Face Period on Municipal Taxes re: COVID-19 (copy attached).

Upon motion of Mr. Miller, seconded by Ms. Milazzo and unanimously agreed, the Board adopted Resolution #20-1654 Ready for 100 Renewable Energy (copy attached).

Upon motion of Mr. Miller, seconded by Ms. Milazzo and unanimously agreed, the Board adopted Resolution #20-1655 Authorizing the Sale of Personal Property on Municibid, i.e., a 2015 Dodge Charger (copy attached).

Upon motion of Ms. Eckles, seconded by Mr. Smock and unanimously agreed, the Board authorized the advertising of the bid for the Regents Park Paving Project.

Upon motion of Ms. Eckles, seconded by Mr. Miller and unanimously agreed, the Board appointed Deputy Chief Michael Kelly to the position of Chief of Police upon the retirement of current Chief A. Dale Mabry, and after approval of an employment contract.

Upon motion of Ms. Milazzo, seconded by Mr. Smock and unanimously agreed, the Board authorized the hiring process for the position of Deputy Chief of Police to begin.

**Schedule of Meetings**

Mr. Bobst announced that no upcoming meetings of the Township's Boards and Commissions are scheduled for the month of April.

**Adjournment**

There being no further business, at 8:23 PM, on motion of Mr. Smock and seconded by Ms. Eckles, the public meeting was adjourned.

Kathy Frederick  
Assistant Secretary

