

NORRISTOWN MUNICIPAL WORK SESSION MINUTES
TUESDAY, DECEMBER 20, 2022

The Council Work Session of December 20, 2022 was called to order by Council President, Thomas Lepera, at 6:30 PM in the Montgomery County Intermediate Unit 23, 2 West Lafayette Street, 1st Floor, Norristown, PA 19401.

There was a **Call to Order** followed by the **Pledge of Allegiance**.

The following members were present:

Rebecca Smith	Tiffani Hendley
Hakim Jones	Dustin Queenan
Rashaad Bates	Heather Lewis
	Thomas Lepera

Also present were:

Crandall Jones, Municipal Administrator; Courtney Richardson, Esq., Office of Sean Kilkenny; Lieutenant Michael Bishop, Norristown Police Department; Richard Lockhart, Norristown Deputy Fire Chief; Kathy Pfister, Director of Finance; Thomas Odenigbo, Director of Public Works; Khal Hassan, Pennoni Engineering; Amrinder Singh, Code Manager; Erica Genuardi, Director of Parks and Recreation

APPROVAL OF MINUTES

There was a **motion by Councilwoman Smith, seconded by Councilman Queenan**, to approve the Minutes from the December 6, 2022 Council Meeting. **The motion passed unanimously.**

EXECUTIVE SESSION

Council President Lepera announced that Council met in Executive Session to discuss personnel matters.

ANNOUNCEMENTS

There's still time to donate to the "Reuniting Family Bail Fund Holiday Sharing Program."

There is an event at Presidential Caterers on December 29, 2022 at 6 pm – the Ronald Livers Made for Greatness Scholarship Fund Winter Gala. Tickets are \$65. Reach out to the Livers family if interested.

PUBLIC COMMENT

A letter from Robin Parker, Cherry Street, Founder of the Dragon Boat Club, was read by the Clerk of Council. The highlights from the letter are: Ms. Parker noted that without additional support, the DBC may not be able to continue; she highlighted the past successes of the DBC since 2011; she also noted that a 2014 severe storm swept the equipment trailer into the river; there is currently difficulty in recruiting new members.

Jim Watters, Hamilton Street – Mr. Watters commented to stop the flooding issues on Whitehall Road leading to the hospital. He provided information regarding the 1967 Comprehensive Report, Saw Mill Run, and a Flood Retention Dam. He shared that no provisions have been offered and it should be studied to rectify further damage. He also warned about Sheriff Department scams.

POLICE

Resolution 22-33: Administration of Oath of Office for Entry Level Police Officer

Judge Phillips conducted a swearing-in ceremony for Police Officer John Every, who was accompanied by his fiancée and a family Bible.

There was a **motion by Councilman Jones, seconded by Councilwoman Smith**, to approve Resolution 22-33. **The motion passed unanimously.**

PLANNING & MUNICIPAL DEVELOPMENT

Ordinance 22-08: request authorization to advertise Ordinance 22-08 for the FY2023 Community Development Block Grant (CDBG) Proposed Budget

Director Musonye provided the details of the process including presenting the projects. Ms. Musonye provided the budget breakdowns.

There was a **motion by Councilman Queenan, seconded by Councilwoman Hendley**, to advertise Ordinance 22-08 for the FY2023 Community Development Block Grant Proposed Budget. **The motion passed unanimously.**

Resolution 22-86: granting Final Land Development approval to PROSOV, LLC for the development of a multi-family residential complex that includes 325 units at 1920 Dekalb Pike, 1910 Arch Street and 220 E. Johnson Highway.

Sarah Peck, Developer, explained that “paper” Green Street will be adopted in the future.

There was a **motion by Councilwoman Smith, seconded by Councilman Jones**, to approve Resolution 22-86. **The motion passed unanimously.**

Ordinance 22-09: request authorization to advertise Ordinance 22-09 for the vacation of Green Street as part of the Kennedy-Kenrick Land Development Project.

Sarah Peck, Developer, noted they need to vacate Green Street in the correct manner. She explained that once vacated, this portion of Green Street will be split between the owner and the Developer.

There was a **motion by Councilman Bates, seconded by Council Vice President Lewis**, to approve Ordinance 22-09. **The motion passed unanimously.**

Resolution 22-87: Award of contract to Pennoni of up to \$100,000 in Delaware Valley Regional Planning Commission (DVRPC) Transportation and Community Development Initiative (TCDI) grant funds to provide professional services in conducting a study of traffic and pedestrian patterns within the Norristown Redevelopment Area.

Director Musonye explained that this will bring the traffic counts up-to-date which is needed if considering a two-way Dekalb Street. She added that there is a \$20,000 match and that there is a need for a consultant. She said that 6 bids were received with the best bid being from Pennoni.

There was a **motion by Council Vice President Lewis, seconded by Councilman Queenan**, to approve Resolution 22-87. This is in compliance with Section 7-713 of the Home Rule Charter and Section 4-35(A)(6) of the Administrative Code which states, “All contracts in excess of \$21,000 shall be in writing and shall be awarded by Municipal Council and the contract shall be executed by the Municipal Administrator.” **The motion passed unanimously.**

FINANCE

Report to Council reallocation of the 2022 Budget between departments

Director Kathy Pfister explained that this is a bookkeeping item to move Special Events from Finance to Administration to Council.

There was a **motion by Councilwoman Smith, seconded by Councilwoman Hendley**, to approve the reallocation. **The motion passed unanimously.**

PUBLIC WORKS

Approval of Resolution for surplus Municipal Property to be offered for Public Auction

Director Thomas Odenigbo explained there is equipment that is no longer in use and approval is needed to place them in a public auction.

There was **a motion by Councilwoman Smith, seconded by Councilman Jones**, to approve twenty-five surplus equipment items and vehicles with a value greater than \$2,000 to be listed for public auction on Municibid's website as required by Municipal Code 4-36. **The motion passed unanimously.**

MUNICIPAL ADMINISTRATOR

Discussion of Norristown Bigbelly Bin advertising to support the Keep Norristown Beautiful Anti-Litter Campaign which presents a revenue stream opportunity to fund the Keep Norristown Beautiful anti-litter public service messaging coming soon to our Bigbelly Bins and support additional KNB beautification programs.

Mr. Crandall Jones conducted a Power Point presentation. He explained that businesses can rent the Bin.

Council Vice President Lewis suggested considering the illegal dumping issue along with this.

Ordinance 22-10: request of Council to advertise an amendment to Chapter 133, Article I titled, "Responsible Contractors."

Courtney Richardson, Esq., provided the proposed changes which include more experience, education and training. Also, Craft personnel are required to do the work. Additionally, OSHA Worker Protection to protect against mis-classification with the amount up to \$350,000 and the fine amount between \$1,000 to \$5,000.

There was **a motion by Councilwoman Smith, seconded by Councilman Bates**, to approve the advertisement of Ordinance 22-10. **The motion passed unanimously.**

Resolution 22-84: approval of Resolution for a 3-year contract renewal with Bizlibrary totalling \$48,359.52.

Crandall Jones explained that Bizlibrary is used for training purposes so that employees can get certified after testing. He added this is a 3-year agreement contract renewal.

There was **a motion by Councilman Jones, seconded by Councilman Queenan**, to approve the contract renewal with Bizlibrary. **The motion passed unanimously.**

Resolution 22-88: request for Council approval to renew General Liability Insurance in the amount of \$1,808,225 from AIG Insurance

Pat Larkin, Broker, provided information about the insurance coverage options. He noted there is a change in the cyber insurance and he provided hand-outs to Council members.

Mr. Larkin explained the renewal process and how they arrived at the 2022-23 insurance coverage. He provided renewal options, recommending Option 4 with the low deductibles for Fire Trucks.

There was a **motion by Councilwoman Hendley, seconded by Councilman Jones**, to approve Resolution 22-88 for renewal of the Municipality's General Liability Insurance to protect all assets of the Municipality of Norristown, the Norristown Fire Department and the Norristown Police Department from risks covered under the provisions of the General Liability Insurance with the current policy expiring December 31, 2022. **The motion passed unanimously.**

Resolution 22-89: request for Council to approve the 2023 Council Meeting Schedule

Crandall Jones noted the Schedule includes "National Night Out" and 2 Wednesdays due to elections.

There was a **motion by Councilwoman Smith, seconded by Councilman Bates**, to approve Resolution 22-89: 2023 Council Meeting Schedule. **The motion passed unanimously.**

Resolution 22-90: request Council approval of Intent to Award Letter for Crawford Park Retaining Wall to the low bidder, DePaul and Company, in the amount of \$287,673.45.

Municipal Engineer, Khal Hassan, provided a Power Point showing photos of the damaged retaining wall. He recommended the addition of \$177,836.00 in ARPA funds for the repair.

There was a **motion by Councilman Bates, seconded by Councilwoman Hendley**, to approve Resolution 22-90 to issue an Intent to Award Letter to DePaul and Company for the Crawford Park Retaining Wall with the low bid of \$287,673.45. **The motion passed unanimously.**

Resolution 22-91: request Council approval of Intent to Award Letter for Sanitary Sewer Evaluations to the low bidder, Metra Industries in the amount of \$953,527.

Mr. Hassan explained that the project could be re-bid or scaled back or over \$303,000 in ARPA Funds could be allocated. He noted that the main aspect is material. He noted that future large developments will need the capacity.

There was a **motion by Councilman Jones, seconded by Councilman Bates**, to approve Resolution 22-91, to issue an Intent to Award Letter to Metra Industries and to allocate ARPA Funds in the amount of \$303,527 for the Sanitary Sewer Evaluations. **The motion passed unanimously.**

ADJOURNMENT

There was a **motion by Councilwoman Smith, seconded by Councilman Jones**, to adjourn the Council meeting. **The motion passed unanimously.**

Respectfully submitted,

Roseann M. Santangelo
Clerk of Council