

UPPER MERION TOWNSHIP BOARD OF SUPERVISORS  
JOINT MEETING  
APRIL 10, 2014

The Board of Supervisors of Upper Merion Township met for a Joint Meeting on Thursday, April 10, 2014, in the Board Room, in the Township Building in King of Prussia. The meeting was called to order at 7:07 p.m., followed by a pledge to the flag.

DISCUSSIONS:

PENSION ADVISORY BOARD

ROLL CALL:

Supervisors present were: Greg Philips, Greg Waks, and Carole Kenney. Also present were: Dave Kraynik, Township Manager; Eric Medrow, Chairperson; Tom Nolan, Police Chief; Sara Evans, Human Resources Director; Andrew Andreyko, Police Representative; Sudha Suryadevara, Non-Uniformed Employee Representative.

Mr. Eric Medrow, Chairperson, discussed the Upper Merion Township 401(a) Defined Contribution Retirement Plan for civilian employees as of December 31, 2013. Highlights as follows:

- 401(a) is similar to a 401(k) which is administered by ICMA-RC, Washington, D.C.
- Plan participation is mandatory for all civilian employees.
- Each employee contributes 3% of wages and the township contributes 6% of wages.
- The plan has tier level vesting, but requires 6 years of service to be fully vested.
- There are currently 112 active employee participants in the Plan #109382.
- Employee contributions are \$5,955,342.68 and the employer contributions are \$9,544,254.02.
- Total assets in the 401(a) Defined Contribution Plan is \$15,565,095.75.
- There are no loan provisions allowed in the 401(a) plan.
- The total outstanding loan balance (as previously allowed) is \$3,885.92\*

\*The outstanding loan balance is included in the Total Assets of the 401(a) plan

Act 600 Police Pension Defined Benefit Plan

- Unlike the 401(a) Retirement Plan, the Police Pension Plan is a “Defined Benefit Plan.”
- A Defined Benefit Plan provides employees a certain amount of benefit when he/she retires and that benefit is funded totally by the Employer/Township.
- There are 66 active employee participants.
- Custodian of funds is PNC Bank, Pittsburgh, PA
- The Fund Manager is Daniel F. Dent, Baltimore, Maryland.
- The Actuary is Thomas J. Anderson & Associates, Media, PA

Act 600 Police Pension Defined Benefit Plan as of December 31, 2013:

Cash Equivalents	\$ 1,453,409.56
Fixed Income	\$12,231,989.59
Equities	\$30,686,222.28
Total Assets:	<u>\$44,371,621.43</u>

Activity for 2013:

- Investment Income: \$ 940,543.35
- Benefits Paid: \$1,739,205.11
- Expenses: \$ 203,320.31
- Fees & Charges: \$ 39,211.45

457 Deferred Compensation/Supplemental Pension Plan:

As of 12/31/13:

- Service Provider is ICMA-RC, Washington, DC (#301437)
- Participation is mandatory for all police employees and optional for non-uniform employees.
- There are 78 active non-uniformed employees in the plan.
- There are 65 active police employees in the plan.
- Assets are: \$15,354,914.30.

Retirement Health Savings Plan (RHS)

As of 12/31/13:

- Plan is administered by ICMA-RC, Washington, DC
- Participation is open to all Township employees on a voluntary basis. However, employees must be in a defined group, and contribute a fixed percentage s agreed upon by the group.

- Currently, there are two groups defined in the RHS: Executive Group and the Police Command Staff.
- There are 16 active employees participating.
- Assets are: \$1,144,624.33

Mr. Medrow announced there is one citizen vacancy on the Pension Advisory Board and he encouraged any interested persons are encouraged to apply.

As Board Liaison to the Pension Advisory Board, Mr. Waks stated he is impressed with the work that goes into overseeing the work of the financial advisors who monitor the pension funds of the police and civilian employees. He noted the combined assets of the various funds are in excess of \$75 million which is more than two and a half times the Township's annual operating budgets.

Mrs. Kenney asked when the change occurred for the previous loan provision in the 401(a) plan. Mr. Kraynik responded the loan provision has not been allowed for at least two years. Mr. Medrow commented in the interest of good stewardship and fiduciary responsibility loans cannot be made against the pension plan. Ms. Evans commented the loan balance was originally \$28,000 and it is now down to \$3,885.92. She also noted loans are permitted for the 457 plan on the non-uniformed side because it is entirely employee contributions and not any additional monies.

Mrs. Kenney asked how much of the investment income is invested in interest bearing accounts or CD's. Mr. Medrow responded it is part of the fixed income and varies depending upon the investment counsel of DF Dent.

Mr. Waks noted one thing the raw numbers do not indicate is the health of the fund and the returns on investments have been outstanding.

Mr. Medrow stated according the actuary compared with other municipalities Upper Merion is in a unique position because we are about 90% covered on liabilities for all the police officers right up until retirement.

## SHADE TREE AND BEAUTIFICATION COMMISSION

### ROLL CALL:

Supervisors present were: Greg Philips, Greg Waks, and Carole Kenney. Also present were: Dave Kraynik, Township Manager; Ann Marchino, Chairperson; Michael Sullivan, Vice Chairman, Bill Schutter, Parks Maintenance Superintendent; Michael Sullivan.

Ms. Marchino outlined the following 2013/2014 achievements. Highlights as follows:

- The Shade Tree Commission along with Davey Tree Service and the Penn State Agricultural Extension organized volunteers to conduct an inventory of existing trees within three township parks: Heuser, the Township Building and Executive Estates. There is now a tree data base on future needs such as removal of dying trees, identifying species prone to disease and areas without adequate shade.
- The Shade Tree Commission organized a very successful tree planting day in November and planted 53 trees in three locations at Heuser Park (31 trees), Henderson Road just west of Ross Road (14 trees), and Executive Estates Park (8 trees). The trees were purchased with funds from a Pennsylvania Community Forest grant.

#### Projects Planned for Spring and Summer 2014

- Staff shared table with the Upper Merion Tree Tenders at the Township Earth Day celebration on Saturday, April 26<sup>th</sup>. Information to be offered on tree care, mulching, tree and shrub pruning and tool sharpening. There will be a sign up sheet for volunteers for the fall tree inventory. Residents will be encouraged to nominate their yards for a beautification award.
- On April 26<sup>th</sup> 14 shade and flowering trees will be planted in Executive Estates Park to commemorate the life and passing of a Gulph Mills resident. The trees are being funded from donations collected from his family and friends.
- The five members of the Shade Tree Commission are reviewing properties to nominate for the 2014 beautification awards. Five residential and two commercial properties will be selected at the May 21<sup>st</sup> meeting to receive the awards. Also selected will be a single tree to be identified as a "Distinguished Tree". The Township will contact the winners and request permission to photograph their property during the summer.
- Beginning in early May we will be checking on the health and vigor of the 53 trees planted last fall, tightening the guying and weeding the mulched beds. The grant funding for these trees will then be closed out.

#### Projects planned for the fall 2014 include:

- The tree inventory will be updated to include recently planted trees. A report of existing trees will be prepared

- Continue inventory of trees in Bob White, Sweetbriar and Tabak Parks using volunteers. Boy and Girl Scouts looking for a project are being encouraged to join in this effort.
- looking into the possibility of offering a pruning workshop for residents with a volunteer practicum on plants in Heuser Park led by the Upper Merion Tree Tenders
- Looking into revitalizing an old Township Tree Program where bare root trees would be made available to residents at a low cost. Will work with the township to identify appropriate grant funding opportunities to acquire these trees.

Mrs. Kenney asked if anything is being done proactively to deal with the Emerald Ash Borer. Ms. Marchino responded in the affirmative. She said part of the tree survey was to find out where the ash trees located and they are mostly in Executive Estates. One of the Shade Tree Commission members is an arborist who works for Davey Tree Service. He has looked over the trees and said they appear to be in good health. There are some limbs that have been damaged in storms. He recommended they should be cut clean so that the wounds can close over. Also there is a proactive treatment program that can be done for Emerald Ash Borer which involves injecting pesticide into the trunk of the tree. It will be determined which trees might need this treatment based on their health in the spring. Cost estimates of the treatment will be done since there are two different levels of insecticide that could be used. This is a program for healthy trees that would only have to be done every two years. If ash borers are found anywhere those trees would be recommended for removal since the pest must be sequestered so it does not jump from tree to tree.

Mrs. Kenney asked if the preventive maintenance of the insecticide would be done by Public Works staff or outside contractors. Mr. Schutter responded it would be done from outside since a license is required and it is necessary to know how far to drill and how much material goes into the tree. Mrs. Kenney asked about possible grants available to cover the cost of this treatment. Ms. Marchino mentioned Barley Van Clief was looking into something, but she did not have any specific information. Mrs. Kenney asked if the Assistant Township Manager would be able to look into possible grants. Mr. Kraynik responded in the affirmative.

Mrs. Kenney asked if there is any possibility that a presentation could be done to inform the residents about the Emerald Ash Borer. Ms. Marchino responded in the affirmative and also suggested an article for the newsletter.

Mrs. Kenney asked how many ash trees are located at Executive Estates. Mr. Schutter responded there are three ash trees in question, two trees are healthy and are being considered for injection.

Mrs. Kenney asked if ash trees are common in the township. Ms. Marchino responded during the tree survey the ash trees were only found at Executive Estates.

Mr. Waks stated stormwater runoff is one of the issues the township is dealing with and one of the best ways to mitigate stormwater runoff is to plant trees.

## PARK AND RECREATION BOARD

### ROLL CALL:

Supervisors present were: Greg Philips, Greg Waks, and Carole Kenney. Also present were: David Kraynik, Township Manager; Dan Russell, Parks and Recreation Director; Michael Trachtenberg, Chairperson; Neil Sardinas, Secretary; Barbara J. Schafer, Mary Ann Ahearn, Eileen Connelly, David Burns, Tina Garzillo, Vice Chairperson.

Ms. Eileen Connelly discussed the Outer Limits Program, enjoyed in Upper Merion for over 30 years, which provides recreational activities for adults and children with special needs. Partnering with Radnor and Lower Merion Townships it has been a very successful recreational program.

Mr. Neil Sardinas discussed the Valley Forge to Heuser Trail. He offered the following four points:

- agreement has been made with Norfolk Southern for private crossing of the trail.
- Piazza property is close to having an agreement with the township
- DCNR grant is delayed because there are three small parcels of land that have ambiguous ownership and has to be resolved
- project is near being marked for bid.

Ms. Tina Garzillo announced the Season 5 opening of the Farmers Market. Plans are to continue the same events as in the past for community centered events such as the Zucchini 500, Strawberry Festival, International Day, and Oktoberfest is another one that was added this past year. The Winter Market will run twice a month as in the past.

Mr. Michael Trachtenberg congratulated Dan Russell and his department for a very prestigious award from the Pennsylvania Park and Recreation Society. There were over 50 applications with nominations from across the state. The top 10 were picked which included the township's SNAP program which is a special needs adaptive program. He noted the Recreation Guide contains a great number of inclusive programs and has continued to increase over the years.

Mr. Trachtenberg outlined additional activities of the Park and Recreation Board as follows:

- Progress is being made with regard to the Community Center
- work being done on the Master Plan which will include a number of surveys which will help determine the needs in the community.
- Park and Recreation Board members are assigned a schedule of parks to visit each month and observe for areas that need improvement, particularly safety issues.
- meeting held with SEPTA to discuss their extended rail program into King of Prussia and US 202. It provided an opportunity to mention how the SEPTA project would impede some of the park grounds.

With regard to the Master Plan, Mr. Waks stated there is a lot of interest in the idea of a dog park. This is a popular feature in other municipalities. Mr. Russell responded the idea of a dog park will certainly be explored in the Master Plan. He noted the Park and Recreation Board also received a memo from the ECDC expressing their interest in a dog park.

Mr. Waks commented on the overall excitement by people of all ages in the township about the new Community Center. Interest has also been generated by sports teams, various organizations and the business community.

Mrs. Kenney had a question about the trails planned to connect the Middle School to the Community Center. She asked if the Park and Recreation Board would be involved in the design or specific planning of that trail. Mr. Russell responded the Upper Merion Transportation Authority is taking the lead on those two trails. The final design will be presented to the Park and Recreation Board. Currently there are two trails proposed for that area. One will connect the crosswalk at the Upper Merion Middle School and will bring pedestrians and bikers to the rear of the Community Center. The other trail is connecting General Armstrong up through the property and will bring bikers and pedestrians closer to the swimming pool area. Those are the two designs that are currently being reviewed.

Mrs. Kenney asked if the Park and Recreation Board would have any input into the design of the trails. Mr. Russell responded in the affirmative. As Board Liaison to the Transportation Authority, Mr. Philips noted Boles Smyth is working with both Joe Powell, of Buell Kratzer Powell as well as the Park and Recreation Department as these plans come to fruition.

Mr. Russell made the following announcements:

- At the Park and Recreation Board meeting on Tuesday night, it was indicated they are ready to come forward to the Board of Supervisors with a recommendation on the formation of a subcommittee similar to the

Community Center Subcommittee and the Open Space Committee to work on the Master Plan for the betterment of the Upper Merion community.

- Arbor Day and Earth Day Festival will be held on Saturday April 26<sup>th</sup> at 10 a.m. at the rear entrance to the Township Building.
- Upper Merion Township will be honored with its 39<sup>th</sup> consecutive Tree City USA award from the National Arbor Day Foundation
- Earth Day and Arbor Day are additional award-winning programs.

Mr. Trachtenberg noted an additional honor in that Dan Russell has been elected President of District 3 for the Pennsylvania Recreation and Parks Society which reflects great credit on Upper Merion Township.

Mr. Philips asked for an update on “Concerts under the Stars.” Mr. Russell responded “Concerts under the Stars” will be celebrating its 30<sup>th</sup> anniversary this year in Upper Merion Township.

Mr. Philips asked for additional information about some of the special entertainment. Mr. Russell responded many of the old favorites throughout the 30 years will be coming back. Admission will be free again this year and sponsors are being solicited to support this music series.

Mr. Philips emphasized since this is the 30<sup>th</sup> anniversary every effort should be made to publicize this milestone to maximize the turnout. Mr. Russell responded the website will be updated shortly as soon as the last few acts have been confirmed and he will work with the Public Information Officer on getting out appropriate press releases and other communications.

#### POLICE CITIZEN ADVISORY BOARD

Supervisors present were: Greg Philips, Greg Waks, and Carole Kenney. Also present were: Dave Kraynik, Township Manager; Tom Nolan, Chief of Police; Jennifer Schauble, Chairperson; Frank Rodrique, Vice Chairperson; Jeffrey McCabe; Judie Nuskey; Harry Nuskey; Barbara Krasner

Ms. Jennifer M. Schauble, Chairperson, highlighted a variety of ways the Police Department interacts with the citizens of the township:

- Fingerprinting of children:
  - Park and Recreation’s Science Camp August 2013 – approximately 15 children
  - October 2013, Home Depot’s Fire and Safety Event – 17 children
  - September 2013, Township Community Fair – approximately 28 children



- May 11, 2013, Police Week Display at JC Penney Court – 117 children
  - May 25, 2013, Upper Merion Farmers Market – approximately 25 children
- National Prescription Drug Take-Back Day sponsored by the Drug Enforcement Agency (DEA)
  - April 27, 2013 and October 26, 2013
  - Next scheduled event is April 26, 2014 Township Building Lobby
  - Over 123 pounds of expired, unwanted or unused pharmaceutical controlled substances and other medications were brought into the PD at the 2013 events.
  - “MedReturn Box” is available in the police lobby for disposal during the year.
- Safety Presentation in conjunction with Lafayette Ambulance
  - June 2013
  - Park and Rec summer camp counselors on June 20, 2013
- Police Week
  - National Police Week, May 11 – 17, with a Demonstration at the JC Penney Court in the King of Prussia Plaza on May 17, 2014
  - Police Memorial Day, May 15
- First Annual Cop Camp August 19-23, 2013
  - New Park and Recreation program for 2013 held at Heuser Park
  - Ages 10-12
  - Designed to educate on PD job responsibilities and activities
  - 20 cadets and multiple UMPD Officers from all divisions of the Police Department
- New Officers – Introductions to CAB
  - Dennis Carroll
  - Breanna Stemler
- Bike Patrol Unit
  - Part of Patrol Division
  - Consists of 6 officers
  - Will be used throughout the township and at township events
  - Training completed in Summer 2013
- Lock for Life
  - Allows first responders to access residents homes in the event of an emergency

- Recommended for seniors who live alone experiencing medical conditions
  - Aims to decrease response time during emergencies
  - Key box is placed on the door with a spare key inside provided by the resident
  - Program is at no cost to the resident, at this time 23 locks in service
- Chaplain Program
    - Voluntary partnership between the Clergy and UMPD
    - Currently 7 volunteers
    - Purpose is to improve the quality of life for township residents and UMPD
    - Help maintain strong community relations by exchanging vital information that will help residents to better understand police activity and procedures
    - Help UMPD officers perform their duties more efficiently

Mr. Waks commented that the Chaplain Program provides access to members of the community who might not otherwise be reached. He said this program is a particularly timely innovation since the township has become much more diverse in the last 15-20 years and will continue to do so in the future.

Mr. Philips asked for clarification about the pharmaceutical drop off box. Chief Nolan responded that the box is available to residents 24/7 and he explained the process in place for storage security.

Mrs. Kenney commented on how “citizen friendly” the Police Department is and how the various outreach programs make officers more visible and approachable.

#### ADJOURNMENT:

It was moved by Mr. Philips, seconded by Mrs. Kenney, all voting “Aye” to adjourn the joint meeting at 8:00 p.m. None opposed. Motion approved 3-0.

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DAVID G. KRAYNIK  
TOWNSHIP MANAGER

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Minutes Approved:

Minutes Entered: