

UPPER MERION TOWNSHIP BOARD OF SUPERVISORS
JOINT MEETING
APRIL 13, 2017

The Board of Supervisors of Upper Merion Township met for Joint Meetings on Thursday, April 13, 2017, in the Board Room, in the Township Building in King of Prussia. The meeting was called to order at 7:00 p.m., followed by a pledge to the flag.

CHAIRMAN'S COMMENTS:

Chairman Jenaway stated there will be five joint meetings tonight followed by two additional evenings of joint meetings in April and May.

DISCUSSIONS:

PENSION ADVISORY BOARD

ROLL CALL:

Supervisors present were: Bill Jenaway, Greg Waks, Erika Spott, and Carole Kenney. Also present were: Dave Kraynik, Township Manager; Sally Slook, Assistant Township Manager; Police Chief Tom Nolan; Eric Medrow, Chairperson; Sgt. Andy Fidler, Police Representative; Bill Daywalt, Non-Uniformed Representative. Supervisor Greg Philips was absent.

Mr. Eric Medrow, Chairperson, discussed the Upper Merion Township 401(a) Defined Contribution Retirement Plan for civilian employees as of December 31, 2016. Highlights as follows:

401(a) Defined Contribution Plan

- 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 129 active employee participants in the Plan
- Employee contributions are \$6,519,947.94 and the employer contributions are \$10,559,161.78.
- Total assets in the 401(a) Defined Contribution Plan are \$19,288,944
- There are no loan provisions allowed in 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.
- The plan is governed by the Board of Supervisors
- Custodian of funds is PNC Bank, Pittsburgh, PA
- The Fund Manager is Daniel F. Dent, Baltimore, Maryland.
- The Pension Administrator is Thomas J. Anderson & Associates, Media, PA
- The Actuary is Beyer-Barber

Act 600 Police Pension Defined Benefit Plan as of December 31, 2016:

Cash Equivalents	\$ 476,605
Fixed Income	\$13,578,865
Equities	\$30,501,223
 Total Assets:	 <u>\$44,556,693</u>

Activity for 2016:

- Net Investment Income: \$2,405,854
- Benefits Paid: \$2,787,950
- Fees & Charges: \$ 9,900
- Plan membership 112

Mr. Medrow stated the Police Pension Plan is one of the best funded Defined Benefit Plans in the Commonwealth of Pennsylvania and is funded in excess of 95% at the present time.

457 Deferred Compensation/Supplemental Pension Plan:

As of 12/31/16

- Service Provider is ICMA-RC, Washington, DC
- Participation is mandatory for all police employees and optional for non-uniform employees.
- Plan membership totals 189 participants
- Assets total: \$16,748,218

Retirement Health Savings Plan (RHS)

As of 12/31/16:

- 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 as agreed upon by the group per IRS Code.
- Currently, there are two groups defined in the RHS: Executive Group and the Police Command Staff.
- There are 38 active employees participating.
- Assets total: \$1,274,603

Final Comments:

Mr. Jenaway commented last year Upper Merion Township hosted a legislative hearing conducted by the Pennsylvania State Legislature regarding the pension funding challenges facing some local governments in the state. On behalf of the Township and Board of Supervisors, Mr. Jenaway welcomed the participants to this important meeting. He had an opportunity to make a statement that the Upper Merion Township pension plan is well funded, but his main message was we are not in favor of comingling our funds and he emphasized whatever is done to bolster failing and weak pension plans, that strong plans, like that in Upper Merion are not hurt in the process. Mr. Jenaway stated the attendees and those testifying at the hearing were amazed at the success we have had with our pension plan. He said this is an accolade for our Pension Advisory Board and the Board of Supervisors' oversight to keep this pension fund solvent.

Mr. Medrow commented the Pension Advisory Board acts as a fiduciary overlooking each of the pension plans to make sure they are properly managed. He emphasized the members of the Pension Advisory Board are trustees and are dedicated to their responsibility as fiduciaries.

As Board Liaison to the Pension Advisory Board, Mr. Waks commented immediately prior to this joint meeting the Pension Advisory Board held their regular meeting with the pension fund manager, D. F. Dent. He said Mr. Dent reports on a regular basis to the Pension Advisory Board. The discussion focuses on various equities and positions, the stock market, bond market and treasuries. Mr. Waks said it is always impressive how much D. F. Dent knows about every single equity and responds to a series of questions by members of the Pension Advisory Board.

POLICE CITIZEN ADVISORY BOARD

Supervisors present were: Bill Jenaway, Greg Waks, Erika Spott, and Carole Kenney. Also present were: Dave Kraynik, Township Manager; Sally Slook, Assistant Township Manager; Tom Nolan, Chief of Police; Judie Nuskey; Harry Nuskey, Community Relations Officer; Howard Hoffman, Media Advisory Board, and Elizabeth Jenaway, Youth Member. Supervisor Philips was absent.

Police Chief Tom Nolan highlighted a variety of ways the Police Department interacts with the citizens of the township. He said a special effort was made this year to make sure there is more of an exchange between the Police Citizen Advisory Board and the Police Department.

Chief Nolan stated the Police Department developed a document on policing objectives. When that document was in its final stages it was sent to the citizens advisory board for their review and their input was incorporated into the final document.

In January 2017, two members from the citizens advisory board attended and assisted with the successful Race for Peace event at the King of Prussia Mall. The Race for Peace is an effort to bridge the gap and help improve relations between police and all races. It is a collaboration among local law enforcement with representatives of seven police departments in the region that are committed to this goal.

Chief Nolan stated there was a national consensus policy put out by ten of the top police law enforcement agencies in the country on use of force. The Upper Merion Township Police Department has taken that national model and compared it to their use of force policy. Our Police Department is in compliance with what is considered national consensus and made some definition changes and improvements rather than drastic changes in our policy. The model and proposed changes are also under review by the citizen advisory board.

On March 16, 2017, the Board of Supervisors appointed its newest member Elizabeth Jenaway to the new position of Young Adult Member of the Police Citizens Advisory Board.

Highlights of additional activities of the Upper Merion Police Department:

- Fingerprinting of 95 children at three different events this year.
- National Prescription Take Back Day was May 2, 2016 and October 1, 2016 which resulted in over 423 pounds of expiring and unwanted medicine and controlled substances. It was noted medical return boxes are in the police lobby for disposal of medications throughout the year. The next event is April 29, 2017 at the Township Building.
- National Police Week this year is May 14 through May 20th and will feature the traditional display at J. C. Penny's. Police Memorial Day will be Monday, May 15, 2017.

- In 2016, the 4th annual Cop Camp was held from July 11 to July 15, 2016 with 28 cadets in attendance who heard about all the different aspects of the police department. This year's 5th annual camp will be scheduled June 19-23, 2017.
- Police community forums - in the past the police department has conducted the Police Citizens Academy. A different approach was provided last year to break the forums into different blocks of subject matter. Forums were presented on four consecutive Mondays in October 2016. Topics included internet crimes against children, human trafficking, domestic violence and frauds/scams.
- New program started this year – Cops for Students with after school activities for high school students.
- In January, 2017 police department joined the social media site Nextdoor which enables police to communicate online with township residents and allows residents to communicate with their neighbors.
- Upper Merion Township Police Department participating in Montgomery County naloxone program, also known as narcan, which is a substance that is administered by police in an emergency to reverse heroin or opioid overdoses. In 2016, the police department administered narcan eleven times with ten of those patients surviving. This year the police department is switching to a nasal applicator which replaces the injectable product.

Mr. Jenaway thanked the Police Department for all of the initiatives that have been implemented. He mentioned the four excellent workshops that were held in the fall are being rebroadcast on UMGA-TV and encouraged interested citizens to take the time to view the workshops.

Mr. Jenaway also commented on the benefit of having the millennial perspective with the newly appointed youth representative on the citizen advisory board.

Mr. Jenaway noted the attendance of the representative from the Media Communications Advisory Board to make sure that all the police department's social media initiatives are linked with the Media Advisory Board and their activities.

Mrs. Kenney commented the police department might be asked to have a presence at one of the Farmers Markets for a "meet and greet." Chief Nolan said the police department would be happy to participate in this way.

MEDIA COMMUNICATIONS ADVISORY BOARD

ROLL CALL:

Supervisors present were: Bill Jenaway, Greg Waks, Erika Spott and Carole Kenney. Also present were: David Kraynik, Township Manager, Sally

Sloek, Assistant Township Manager; Allison Pimm, Chief Public Information Officer; Don Herbert, TV Services Coordinator; Howard Hoffman, Chairperson; James Kravitz. Supervisor Greg Philips was absent.

Mr. Howard Hoffman, Chairperson, offered introductory remarks. The first project the board has had the opportunity to work on was helping the community center select a sign for the front of the building. It was noted last year the Media Advisory Board worked on the LED sign and message board that is now positioned on the corner of Valley Forge and Henderson Roads.

James Kravitz provided an update on the renegotiated and finalized cable franchise agreement with Comcast. In the past year the amount of income received from Comcast and Verizon was up slightly. Along with the renegotiation of the franchise fees a \$116,400 grant was provided to improve equipment for UMGA-TV, the government access TV channel. The Media Advisory Board went back to Comcast and mentioned the school district's public access Viking TV channel and was able to secure a grant for the school district for \$22,500.

Allison Pimm, Chief Public Information Officer, discussed the township's use of social media which has expanded significantly with a variety of social media channels. Highlights as follows:

- Active with Facebook and Twitter as the most prominent social media channels.
- Currently there are just under 2,800 followers on Facebook and a little over 2,100 followers on Twitter.
- Will focus more on Instagram this year and continue use of Vimeo.

Don Herbert, TV Services Coordinator, stated on the Vimeo channel UMGA-TV staff tries to upload as many shows as possible for on demand viewing. For example, the police forums previously mentioned are available for on demand viewing. Currently there are 267 videos available under 14 different channels for everyone to view.

Ms. Pimm provided an overview of the various printed and electronic publications.

- The *Township Lines* is going to three issues this year with approximately 32 pages for each issue. There will be a new printing vendor.
- The e-newsletter, a weekly publication comes out every Friday afternoon. There is a high open rate – 48% are opening on mobile devices and 52% on desktop. Since so many view the e-newsletter on their cell phones staff is working to make sure the platform used is acceptable for cell phone use. There are currently 2,694 e-newsletter subscribers.

Mr. Herbert mentioned the new information portal in the Atrium of the

Township Building outside Freedom Hall which now displays short videos and messages about township activities. It was noted the new information portal was made possible by a BCA grant.

Ms. Pimm stated there is a complete overhaul of the township website underway to make it easier to use and navigate on any device.

Mr. Herbert stated this past year for 2016 the Pennsylvania State Association of Township Supervisors (PSATS) UMGA won 2nd place for the e-Newsletter, *Township Talks* won 1st place, the *Spotlight* series won 2nd place, and the community center promotional videos won 3rd place. It was noted some competing townships hire an entity from outside, but everything UMGA-TV does is in house.

Mr. Herbert provided a compilation of videos and UMGA-TV programs aired during the past year.

As Board Liaison for the Media Advisory Board, Mr. Waks remarked about the high level of technical expertise on this board. He noted such accomplishments as the Comcast franchise agreement which took many years of negotiations and hard work.

Mr. Jenaway commented about the expertise that members of the various boards bring to the Board of Supervisors which is invaluable in making decisions and setting strategic plans for the future.

PARK AND RECREATION BOARD

ROLL CALL:

Supervisors present were: Bill Jenaway, Greg Waks, Erika Spott, and Carole Kenney. Also present were: David Kraynik, Township Manager; Sally Slook, Assistant Township Manager; Dan Russell, Director, Park and Recreation; Chairperson; Tina Garzillo, Chairperson; Rob DeFelice; Mike Trachtenberg, Vice Chairperson; Mary Ann Ahearn; Neil Sardinas, Paul Salamay, Deena Newman. Supervisor Philips was absent.

Ms. Tina Garzillo, Chairperson, offered introductory remarks and provided an overview of activities the board has been working on. Highlights as follows:

- Continued work on master plan and looking at key elements community is asking for such as connectivity with trails, dog park and attention to athletic fields. It was noted Ms. Garzillo serves on the Comprehensive Plan Steering Committee
- Monthly park evaluations are done by Park and Recreation Board members. Their reports are used to help with maintenance of the park

system.

- First Open House of the Comprehensive Plan Steering Committee will be held on April 25th in Freedom Hall.
- Mr. Trachtenberg is heading up seminars on concussions and will also be in charge of fostering better communications with sports organizations.
- Mr. DeFelice has been assigned to the Community Center Complex Advisory Board.
- Ms. Ahern is in charge of green goats and park cleanup.
- Mr. Sardinas has been working on the project at Heuser Park with the Schuylkill River West Trail and staying in touch with township staff and engineers. He is also working on the Emerald Ash Borer project.

Mary Ann Ahearn reported on the success with “Green Goats” as a solution for invasive species removal at Bob White Park. The goats were brought in from Rhinebeck, New York by Larry Chihaneck, Green Goats founder. There were 20 goats foraging from the first day of summer through the fall 2016. Volunteers made sure goats were supplied with water on a daily basis. Green Goats installed a double fence around the forested area which is about 8 or 9 acres; the fence is still in place. Ten goats are anticipated this summer to continue their work in the park.

Mr. Trachtenberg discussed the concussion presentation which is supported through the Pennsylvania Athletic Trainer Society to be held in Freedom Hall on April 27th. Mr. Jenaway suggested looking into the possibility of a video not necessarily on UMGA-TV, but for the Upper Merion High School. Mr. Trachtenberg responded that question was raised and the response was it is not encouraged since there would be no one to answer questions.

Mr. Sardinas reported on the trail project at Heuser Park to Lafayette Apartments and eventually to Betzwood Bridge. He said currently they have identified eleven drainage problems and one safety concern and these issues are being addressed.

Mr. Sardinas commented on the emerald ash borer which is coming into the township. It was noted ash trees line most of the Heuser trail.

Mr. Jenaway noted the Park and Recreation Board has been assigned a youth member to help bring the perspective of the next generation into the discussions.

As Board Liaison to the Park and Recreation Board, Mrs. Kenney remarked how many more issues are being handled by this board. She also commented on their hard-working hands-on work in the parks.

Ms. Garzillo reminded everyone of the 8th season of the Farmers Market which begins on May 20th and will run through November 18th.

SHADE TREE AND BEAUTIFICATION COMMISSION

ROLL CALL:

Supervisors present were: Bill Jenaway, Greg Waks, Erika Spott, and Carole Kenney. Also present were: Dave Kraynik, Township Manager; Sally Slook, Assistant Township Manager; Barbara (Barley) Van Clief. Supervisor Greg Philips was absent.

Ms. Barbara Van Clief reported on what has been done since the last joint meeting. Highlights as follows:

- Grant received from BCA last year which made it possible to remove two dead Norway Maple trees on the east side of the Township Building.
- Application has been made for separate grants to continue removing at risk trees.
- On November 19, 2016 there were 23 trees planted in White Gate Park by 15 volunteers
- On Earth Day 2016 12 front yard trees were distributed to residents.
- 21 trees will be distributed to residents next week
- Earth Day 2017 will feature a tree planting and mulching demonstration
- Emerald Ash Borer information will be handed out on Earth Day
- Working with UMGA-TV on a series of videos on tree care, planting and mulching.
- Shade Tree Commission will be evaluating properties for this year's beautification awards. Residents can nominate a yard (front or back) and a distinguished tree.
- Continue to review development plans and make recommendations on plantings.
- Continuing to coordinate with Park and Recreation Board because there is so much overlap on what we do.

Ms. Van Clief reported on the emerald ash borer issue at Heuser Park. She said she and others have traveled the path at the park a number of times since they first discovered there was an issue last summer. The Department of Conservation and Natural Resources was consulted and they identified there is a problem that needs to be addressed. The consulting forester is developing a management plan. The forester's findings will be presented to the Board of Supervisors at a future workshop session once he receives further information from a timber management company that is checking out the area.

Ms. Van Clief said there have also been discussions with potential funding sources for the reforestation of the area. In addition, the Park and Recreation Board has applied to BCA for some signage to explain what is happening since

the face of the area will be altered for many years and people need to understand why.

Those ash trees that have been identified as worthy of treatment will continue to be treated.

Mr. Jenaway commented the emerald ash borer is not just in the parks and could occur at anyone's property. Ms. Van Clief responded every ash tree is at risk in the state and country.

For the benefit of the viewing audience, Mr. Jenaway asked what would someone first notice if their ash tree is at risk. Ms. Van Clief responded sometimes the first clue that something is wrong is woodpecker activity. Damage starts at the crown of the tree and works its way down and at that point immediate action is necessary. Ms. Van Clief recommends everyone take action to identify their trees and decide which ones they would like to keep and then contact a certified arborist to treat them.

Referring to the Shade Tree's review of development plans, Mr. Jenaway said as Board Liaison to the Planning Commission every time there is a new development plan there is a discussion about whether the Shade Tree Commission has reviewed the plan. He emphasized how important it is to have the right kind of vegetation in place for a new development and how some developers come from other areas of the country with preconceived ideas that may not be compatible with this climate and region. Ms. Van Clief responded the Commission looks at developers' plans and sometimes find they are using outdated specifications for landscaping.

Mrs. Kenney asked about the species of trees being delivered to residents and if they have their choice of trees. Ms. Van Clief responded the species offered this time include a selection of different size and type of trees.

Mrs. Kenney emphasized the safety aspect in removing at risk ash trees. Ms. Van Clief said once an ash tree begins to die it becomes very brittle and as a result large branches and eventually the tree will fall quickly and become very dangerous.

Mrs. Kenney asked how long it takes from the first notice of woodpeckers to when it is in serious danger. Ms. Van Clief responded when you see the stippling caused by the woodpecker it is already a problem and the point of no return is 30% decline in canopy.

As Board Liaison to the Shade Tree and Beautification Commission, Mrs. Spott said she can attest to the hard-working membership on the Commission.

Mr. Jenaway stated the foregoing five boards and commissions comprise

approximately 35-40 citizen members who work as a team for the betterment of Upper Merion Township. He encouraged those who have a special interest in any of the citizen board vacancies listed on the township website to apply and become involved in their community.

ADJOURNMENT:

It was moved by Mrs. Spott, seconded by Mrs. Kenney, all voting "Aye" to adjourn the joint meeting at 9:23 p.m. None opposed. Motion approved 4-0.

DAVID G. KRAYNIK
TOWNSHIP MANAGER

rap
Minutes Approved:
Minutes Entered: