

**NORRISTOWN MUNICIPALITY**  
**COUNCIL WORKSHOP MEETING MINUTES**  
**August 21, 2018**

The Council Workshop Meeting of the Municipality of Norristown was called to order by Council President, Sonya Sanders, at 6:30 PM in the Council Chambers.

There was a Moment of Silence followed by the Pledge of Allegiance.

The following Council members were present:

Sonya Sanders, Council President  
Derrick Perry, Council Vice-President  
Olivia Brady, At-Large  
Hakim Jones, 4th District  
Heather Lewis, 2nd District  
Valerie Scott-Cooper, 3rd District  
Rebecca Smith, At-Large

Also present were:

Crandall Jones, Municipal Administrator  
Sean Kilkenny, Municipal Solicitor (left at 8:30 pm)  
Jessica Bowman, Acting Municipal Solicitor  
Chief Mark Talbot, Norristown Chief of Police  
Jayne Musonye, Director of Planning and Municipal Development  
Rochelle Rawlins, Assistant Director of Finance  
Thomas Odenigbo, Director of Public Works (left at 9:00 pm)  
Amrinder Singh, Code Manager

**APPROVAL OF MINUTES:**

Meeting Minutes from 08-08-2018

There was a motion by Derrick Perry with a second by Heather Lewis to MOTION TO APPROVE THE MINUTES FROM THE AUGUST 8, 2018 COUNCIL MEETING.. A Roll Call Vote resulted in:

Ayes: Brady, Jones, Lewis, Perry, Sanders, Scott-Cooper, Smith  
**All in favor. Motion carries.**

**EXECUTIVE SESSION ANNOUNCEMENT**

Council President Sanders announced that Council met in Executive Session prior to tonight's meeting to discuss litigation and personnel issues and a real estate matter.

## **PRESENTATIONS:**

### National Resource Network Financial Analysis Briefing

Representatives from the National Resource Network, a national program designed to work with local governments across the country to identify and implement innovative solutions to pressing issues, will be updating council on the creation of a long-term financial plan for the Municipality (Norristown won a national competition and will be receiving these services at no cost).

A representative from the National Resource Network, provided information on the process to identify and implement innovative solutions to pressing issues in the Municipality.

He noted that it is now privately funded so there needs to be a strategic long-term financial plan. He said that the deficit needs to be dealt with using economic development opportunities and other ways to deal with the challenge.

He noted he will come to next month's meeting to update Council.

### Bike Montco: The Bicycle Plan for Montgomery County

Council will hear a presentation from Matthew Edmond, Transportation Section Chief for the Montgomery County Planning Commission, on Bike Montco: *The Bicycle Plan for Montgomery County*

Matt Edmond, AICP, Section Chief, conducted a Power Point presentation which provided the details of the Bicycle Plan for Montgomery County.

The topics included, "What It Is," "The Vision," "The Heart of the Plan," "Taking Action from Visual to Reality," the "Challenges and Opportunities."

Mr. Edmond noted it is a county-wide plan and that there are 19.45 miles of bike lanes in Montgomery County. He added that Norristown has the 4th largest density in Montgomery County and that bike use is increasing daily.

He stated there is a Steering Committee of 40 people who lay out the vision of the plan. He added that Bike Montco can be implemented through new TIP projects, PennDOT resurfacings, land development, County Grant Programs and Municipal efforts. He said that education enforcement is a prime opportunity for grant money.

The website for more information is: [www.planning.montcopa.org/BikeMontco](http://www.planning.montcopa.org/BikeMontco)

## **ANNOUNCEMENTS:**

The 10th Annual Kids Fair will be held at the Elmwood Park Zoo on ? from 5:30 to 7:30 pm.

Help a Single Parent Foundation's Back to School Drive - Local 135 and the NAACP will

partner for one major book drive. Need volunteers to help look through the bags to see if they are age appropriate. Children need to have an adult with them. Sunday, August 26 from 6-8pm.

Free Admission to the Elmwood Park Zoo for Norristown residents on Sunday, September 2 from 2-5pm.

Summer Concert Series continue on August 26 at 7pm.

Riverfront Festival on September 15 from 2-6 pm. There will be kayaking on the river, beer garden, food trucks, educational activities. Park at the Intermediate Unit.

Norristown High School - 1st football game, kickoff 5 pm. Youth Football Cheer Beef and Beer at Elmwood Park Zoo from 7-11 pm.

### **PUBLIC COMMENT:**

Anthony Uhrich, 101 Rosemont Avenue - Mr. Uhrich noted that the crosswalk at Hartranft and Main could use more reflective paint and there is no light near the Yield to Pedestrian sign. He stated he almost got hit.

He noted that there is a Handicapped Sign request for Swede Street on the agenda. He noted that most of Swede has Handicapped Parking but Rosemont and Washington have none.

He added that the sidewalk has become degraded in the alley behind the upper part of Rosemont Avenue and there is pooling after it rains, creating a breeding ground for mosquitoes.

Council President Sanders advised he speak with Thomas Odenigbo after the meeting.

### **COMMUNICATION:**

There were no Communication items.

### **Items for Discussion**

#### Municipal Facilities Renovation Update

Council will hear a project status update from the Municipality's Construction Manager, Gorski Engineering, and provide feedback on the proposed renovation strategy and projected cost for Municipal facilities, including a proposed strategy for addressing Police Department operations; this is part of Norristown's Capital Improvement Plan.

Mr. Jerry Gorski, President of Gorski Engineering, the Municipality's Construction Management Company overseeing the Capital Improvement Renovation Projects, provided a Power Point update.

Mr. Gorski noted that the site and the Municipal building must be evaluated to see how they

function and to set a course forward. He noted that the current Municipal building has ample space to house all the departments.

He noted that the budget for the Municipal Hall Restoration could include architecture, demolition, engineering, design, construction, plumbing, sprinkler system, HVAC and electric. He stated that the figures in the presentation are based on other projects this size based on today's numbers.

He stated that a lot of the site is usable and it includes 3 acres of land. He added that to move to a new site would be more expensive. He said that the building can be state of the art.

Mr. Crandall Jones stated that the purpose of the presentation is to get a sense if Council is moving towards a Municipal building onsite or a new site. He said that decision could be made now or at the next Council meeting.

Council decided to allow Mr. Gorski's firm to do an environmental study before any design phase and report back to Council.

#### Norristown Student Leadership Academy

Council President Sanders will lead a discussion on the creation of a new program aimed at empowering civically-minded students and foster their ability to serve as the next generation of leaders in Norristown.

Council President Sanders explained that this program is for youngsters who want to know about government. She noted she spoke to Mrs. McGuire, a teacher from the Norristown Area High School, and she said she would have students available.

Councilwoman Sanders noted that the requirements are: must live in Norristown, must attend Norristown High School as a Junior or Senior and have a 2.5 or higher GPA, They must be able to serve for one year to coincide with the school year and attend at least 2 Council meetings and under the age of 18. It would be a 10-week course, meeting on Thursdays from 6:00 to 7:30. To receive a certificate, 80% of the course must be attended.

Assign 2 projects: a Council Meeting reflection to talk about what happened during the Council Meeting and have a debate on any specific actions that are taken.

SS completed an application for the Fall 2018 and will submit to Council for feedback and suggestions.

Council made some recommendations which included: connect the student with a Council member to be a mentor; let them see how the School Board works, get them involved in the Junior National League of Cities; the winners of an essay contest can attend the NLC; attend at least one Committee meeting; for the project portion: research an issue that is important to Norristown; have the students come up with their own issues; they can come back with what they learned at the NLC; attend Council meetings once a month; come up with issues that help make Norristown better and safer for young people.

Council President Sanders noted she will come back at a future meeting with information for an Ordinance.

## **ITEMS FOR ACTION:**

### **Consent Agenda**

#### Alcohol Waiver Request for Norristown Riverfront Festival

Council will consider a request from the Norristown Chamber of Commerce to waive a section of the Municipal Code to allow the sale and consumption of alcohol in designated areas of Riverfront Park as part of Norristown's 1st Riverfront Festival on Sept. 15, 2018.

Mr. Crandall Jones explained that these 4 agenda items have been discussed before and that the whole Consent Agenda can be approved with one vote.

#### Alcohol Waiver Request for Expressive Path's Art & Music Festival

Council will hear from Expressive Path about their upcoming Art & Music Festival at Elmwood Park on September 8, 2018 and consider their request to allow for the sale and consumption of alcohol at the park for the event.

This was voted on with the other 3 items in the Consent Agenda.

#### Submission of PennDOT New Traffic Light Application

Council will consider authorizing staff to submit an application to PennDOT for the installation of a new traffic light on Markley Street to accommodate traffic for the new Royal Farms Development.

This was voted on with the other 3 items in the Consent Agenda.

#### HARB Certificates of Appropriateness - July 2018

Council approval or disapproval of the Certificates of Appropriateness for properties that applied for and have been reviewed by Norristown's Historical Architectural Review Board (HARB) in July, 2018.

This was voted on along with the other 3 items in the Consent Agenda.

There was a motion by Hakim Jones with a second by Heather Lewis to CONSENT AGENDA:.  
A Roll Call Vote resulted in:

## **MUNICIPAL ADMINISTRATOR:**

Request for Qualifications for the Norristown Municipal Sewer System

Council will hear from Scott Shearer with PFM and consider authorizing the solicitation of Requests for Qualifications (RFQ) for the sale of the Norristown Municipal Sewer System.

Solicitor Kilkenny stated he recommended Mr. Wyatt from Dilworth Paxson be engaged as special counsel for Norristown. He is experienced with the structuring of these types of deals. Solicitor Kilkenny noted when you go ahead and approve this and the RFQ, that you include Mr. Wyatt and his firm because it will be greatly beneficial for the Municipality.

Mr. Crandall Jones noted that a document was put together for Council's consideration. Mr. Jones stated that Council can consider the presentation describing what's going on, vote on sending out an RFQ and send the Solicitor to support the process.

Scott Shearer, Managing Director of PFM Financial Advisors, LLC, explained that the roadblock with PUC has been cleared and the bidding process is back on track and the RFQs can be sent out this week for the bidders to respond within a month.

Mr. Shearer noted that the authorization to send out the RFQ is not binding but it is part of the transaction development to see who is interested in this transaction?

He added that when responses are received, he will come back to Council.

Mr. Crandall Jones commented that there has been discussion around the fact that Council has a vision including the Riverfront and the State Hospital. He added that the capacity of our utilities to accommodate makes good sense to evaluate when deciding whether to continue the current course or look into an entity that can make improvements.

There was a motion on the floor with a second to authorize the solicitation of Requests for Qualifications (RFQ) for the sale of the Norristown Municipal Sewer System and to retain Mr. Tom Wyatt and the Philadelphia-based law firm Dilworth Paxson to provide legal assistance.

There was a motion by Valerie Scott-Cooper with a second by Heather Lewis to REQUEST FOR QUALIFICATIONS FOR THE NORRISTOWN MUNICIPAL SEWER SYSTEM. A Roll Call Vote resulted in:

Ayes: Brady, Jones, Lewis, Perry, Sanders, Scott-Cooper, Smith

**All in favor. Motion carries.**

## **Recreation**

### Resolution 18-141: Fee Schedule Amendment

Council will consider an amendment to the Fee Schedule that would consolidate and amend Recreational Fees pertaining to youth programming and non-municipal field use.

Erica Genuardi, Norristown Recreation Manager spoke about the need to anticipate revenue. She said there is a need for quality fees and to bring up the standards. She noted the addition of a League Fee and a Program Fee, which would be for once a week for a set number of weeks.

The budget for the Norristown Recreation League includes staffing it, supplying it, uniforms and everything that needs to be provided.

Mr. Crandall Jones noted that the Municipality hasn't been receiving any of the fees to use the Municipal facilities. Ms. Genuardi presented the idea of revising the Fee Schedule pertaining to Recreation programs and field use.

There was a motion on the floor to approve an amendment to the Fee Schedule that would consolidate and amend Recreational Fees pertaining to youth programming and Non-Municipal field use for all Municipal parks and fields.

There was a motion by Olivia Brady with a second by Heather Lewis to RESOLUTION 18-141: FEE SCHEDULE AMENDMENT.. A Roll Call Vote resulted in:

Ayes: Brady, Jones, Lewis, Perry, Sanders, Scott-Cooper, Smith

**All in favor. Motion carries.**

## **Municipal Engineer**

### 2018 Road Milling & Paving Contract Award Letter

Municipal Council will consider authorizing the issuance of intent to award letters for the Milling & Paving and Handicap & Curb Contracts associated with the next phase of the Municipality's Road Maintenance Program, which will focus on the entirety of Swede Street and portions of Ann Street in 2018.

Mr. Crandall Jones noted that the 12 day period ended yesterday. He noted that both contractors meet the requirements of the Responsible Contractor Ordinance.

The contract went to Glasgow, Inc. and subcontractor Ramos & Associates, Inc. contingent upon their submission of required bond insurance and documentation.

There was a motion on the floor to authorize the issuance of intent to award letters for the milling and paving and handicap & curb contracts associated with the next phase of the Municipality's Road Maintenance Program, which will focus on the entirety of Swede Street and portions of Ann Street in 2018.

There was a motion by Heather Lewis with a second by Hakim Jones to 2018 ROAD MILLING & PAVING CONTRACT AWARD LETTER.. A Roll Call Vote resulted in:

## **PLANNING AND MUNICIPAL DEVELOPMENT:**

### Retail Recruiter - Quarterly Report

Quarterly Report presentation by Retail Recruiter Deborah Carey

Deborah Carey, Retail Recruiter, noted she is always trying to drum up business for Norristown. She met with committed property owners. She also hosted a 'Meet and Greet' with business owners.

She noted that negotiations with 3 properties are in the pipeline with the #1 investor and she also spoke with developers and property managers.

She stated that Breweries exist in surrounding communities and they are driven by where they live. She noted that the University of Science School has a certification program to learn about the brewery business and how to launch it.

She added that she met with the PA Downtown Center/Main Street America Manager and she met with a SEPTA representative.

She proposed the idea of a Trader Joe's on the bottom level of the development at Main and Swede Streets. She was informed that Trader Joe's business strategy is based on social media interest and was told that anyone interested in having a Trader Joe's must type on the website that they would like to have one in their area.

Ms. Carey noted it is important not to sway from the original marketing strategy.

### Second Chance Emergency First Housing and Services for Men - Karla Wormley

Council will hear a proposal for men's homeless shelter.

Karla Wormley spoke before Council regarding taking homeless men and helping them into their own accommodations. She said that she and her son have experienced this program.

Her son, Sean, said his mom told him a year ago about wanting to start this program. Ms. Wormley noted it gets them off the street and provides them with an address so they can get a job.

Councilman Jones advised her that Fair Housing is a resource. Council is going to try to connect Ms. Wormley with other alternatives.

### Zoning Ordinance Amendment - Sober Living Homes

Council will consider a request to advertise a public hearing for October 16, 2018 to consider Ordinance No. 18-06 of 2018 amending Chapter 320 Zoning of the CODE of the Municipality of Norristown establishing special exception criteria for sober living homes.

Solicitor Kilkenny explained that this amendment would refine the Zoning Ordinance concerning group homes. It needs to differentiate between sober living homes and group homes.

He noted that group homes have a different set of requirements and that sober living homes require state licensing. Fire Chief O'Donnell said that sober living homes must have a sprinkler system. He also noted that sober homes tend to be more transient so these restrictions need to be put in place. He added that other Municipalities are also asking to revise their Ordinances regarding sober living homes.

Solicitor Kilkenny noted that a notice needs to be sent to the Norristown Planning Commission, the Montgomery County Planning Commission and neighboring municipalities. A Public Hearing must also be held before the change can be made.

There was a motion on the floor to advertise a Public Hearing for October 16, 2018 to approve an amendment to Ordinance 18-06 amending Chapter 320 Zoning of the CODE of the Municipality of Norristown establishing special exception criteria for sober living homes.

There was a motion by Olivia Brady with a second by Heather Lewis to ZONING ORDINANCE AMENDMENT - SOBER LIVING HOMES.. A Roll Call Vote resulted in:

Ayes: Brady, Jones, Lewis, Perry, Sanders, Scott-Cooper, Smith

**All in favor. Motion carries.**

Comprehensive Plan Amendment - Local Hire

Council will consider authorizing the advertisement of a public hearing for September 18, 2018 to consider a proposed amendment to the Comprehensive Plan regarding *Local Hiring*.

Solicitor Kilkenny explained that after several meetings with Staff, a couple of recommendations have been made.

It is recommended for Planning to state in the Comprehensive Plan, for the sake of developers, that local hiring as well as economic development is a goal of Council and the Municipality. The Subdivision Land Development Ordinance and Zoning Ordinance need to be amended to reflect these goals.

He noted you can't have a local hiring requirement but it can be put in the Comprehensive Plan and put on record that this is a goal so when Council or Staff meet with a developer and talk about what is desired, Council or Staff can say it is in the law. He added it is not binding, but it is persuasive.

There was a motion on the floor with a second to authorize advertisement of a Public Hearing for September 18, 2018 to consider a proposed amendment to the Comprehensive Plan regarding Local Hiring.

There was a motion by Valerie Scott-Cooper with a second by Heather Lewis to COMPREHENSIVE PLAN AMENDMENT - LOCAL HIRING.. A Roll Call Vote resulted in:

Ayes: Brady, Jones, Lewis, Perry, Sanders, Scott-Cooper, Smith

**All in favor. Motion carries.**

## **DEPARTMENTAL REPORTS:**

Public Works Report

Municipal Administrator Crandall Jones provided the Public Works Report as Director Odenigbo left the meeting prior to this item.

- Councilman Jones asked how to tell residents if their alley is private or not.
- He was told they can check their house deed if they have access to it.
- Councilman Perry noted that a resident was told their alley is private when it is not.
- It was suggested to Councilman Jones to have a public meeting to inform residents about their alleys.
- Mr. Crandall Jones said he could provide the alley list.

#### Planning & Development Report

Director Musonye shared that they are moving on with the Elmwood Park Zoo parking lot expansion.

She stated that they are being monitored on the Home Grant and that LERTA is for the second part of the development. Mr. Crandall Jones suggested that Council start engaging Board members. He said that Council can give their feedback and if Council doesn't approve of it, it doesn't move forward.

Director Musonye noted that 12 homes were sold in the Arbor Knoll development.

#### Recreation Report

Erica Genuardi showed a video of the what is being planned for the future Recreation building.

She said she wants the first floor to be ready for the fall.

#### Office of the Administrator Reports

Mr. Crandall Jones gave "kudos" to Brandon Ford, Special Assistant to the Municipal Administrator and Executive Director of Keep Norristown Beautiful (KNB), for his work in obtaining grants. Just this past week KNB was selected as a recipient of Keep Pennsylvania Beautiful's Fresh Paint Days grant where Norristown will receive 20 gallons of paint for a community beautification project. KNB will be using the grant to repaint the Fire Chief Memorial Bandshell in Elmwood Park.

Mr. Ford also noted that KNB has been selected as a finalist for the Keep America Beautiful Ameri-Corps VISTA Grant. He noted that "Keep America Beautiful" is willing to pay the salary of a participant to work with the Municipality for a year.

Additionally, Mr. Ford noted they are in the process of applying to a program to acquire cameras to catch trash dumpers and inhibit dumping in certain areas of town.

#### **ADJOURNMENT:**

There was a motion by Rebecca Smith with a second by Hakim Jones to ADJOURNMENT:. A Roll Call Vote resulted in:

Ayes: Brady, Jones, Lewis, Perry, Sanders, Scott-Cooper, Smith

**All in favor. Motion carries.**

Respectfully submitted,

Roseann M. Santangelo