

MEETING MINUTES

FOLCROFT BOROUGH WORKSHOP MEETING

May 4, 2021

PRESIDENT – Joseph Papaleo: Called the Council Meeting to order at 7:00 PM

Mayor Frey was absent. Councilman Willis lead the pledge of allegiance. Councilman Willis took a moment to recognize all those who have died as a result of COVID 19, especially in India where it is an atrocity.

Roll Call (Council President Papaleo, Councilman Kyle Willis, Councilwoman Leigh Daly, Councilman Nick Waters, Councilwoman Malinda Isaac, Councilman Jason McGuigan is absent, Councilman Robert Ruskowski, Mayor Bob Frey is absent, Solicitor Alex Baumler, Secretary/Manager Andrew Hayman) were present.

Audience Participation

There was no audience participation.

Engineer's Report

Enginer Lisa Catania mentioned that the Braun property basin work has been started. An engineer is doing soil testing for compactions and plans to move forward soon. Engineer Catania said that documents still need to be signed for this to move forward. Engineer Catania said that the safestor is probably three to four months from completion. Ms. Catania said that she was expecting the final award list for the community development block grant but hadn't gotten it yet. Ms. Catania said she wanted to find out if the Borough was waiting to begin work until school gets out. Councilwoman Daly said that schools are not back in so this should not be an issue. Councilwoman Daly said that students are in for half days but the School Board voted not to return until September. Ms. Catania said that she needed to find out which streets are being done and where as milling and paving can cause complications with parking. Councilman Willis asked for a copy of the schedule for the website when it is available. Ms. Catania said she was hoping to alleviate as much headache as possible before the project starts. Ms. Catania said that she has an invoice for the Taylor Avenue inlet repair. Lastly, she said that the Delmar Drive/Hook Road Streetscaping project meeting has not yet been made.

Public Finance & Administration - Mr. Papaleo

- Council President Papaleo said that he said that he had just spoken to Donna Stilwell and that she had just finished the cash flow report for Folcroft Borough and that it seemed very positive. Council President Papaleo said that major expenses were cut at the beginning of 2020 and gave several examples. Council President Papaleo said that the Borough was expected to have over a million extra dollars on hand at the end of the year and that this was not counting COVID relief funds. Ms. Stilwell confirmed that this range was expected. Council President Papaleo said that this was the financial

information he was waiting for before allowing Council to entertain purchasing the fire truck but noted that for ethical reasons he would abstain from the vote, regardless of the results.

- Council President Papaleo discussed the time clock and noted that Shawn Payne was present for this discussion. Manager Hayman said that members had discussed this in the past and reiterated that this would be a time clock for Borough employees but didn't want to discuss the mechanism as Michael Diaz, HR consultant, can discuss this. Manager Hayman said this is about holding employees including himself accountable and not necessarily to streamline payroll. Mr. Diaz said that he had been asked to look into solutions for timeclocks several months ago as there had been discussions over the past year about the importance of increasing accountability. Mr. Diaz said that an attendance policy had been implemented since these discussions began. Mr. Diaz said he sought out formal quotes and most organizations providing these services were seeking to provide work outside of the timeclock and that this did not meet the needs of prior discussions. Mr. Diaz recommended a low-tech solution first. Donna Stilwell said that primepay has a clock-in system that integrates with payroll. Mr. Diaz said that two solutions provided have that capability and that if this exists with the vendor that should be looked at as well. Mr. Diaz said he was less concerned with the machine and more concerned with the policy surrounding it. Ms. Stilwell said that the system uses a finger print which clocks employees in and that when they leave they have to clock out. The data is then merged into the payroll system and eases payroll. Mr. Diaz said that the timelogics option also uses this system and can be merged with payroll and then asked the price. Mr. Diaz said he believed there would only be one clock in one location. Ms. Stilwell said that she could contact primepay as this wasn't expensive to do. Mr. Diaz said the options were usually about \$200 with a \$20 subscription cost and said that the first option was \$199 and wouldn't have the integration opportunities with the other device. Mr. Diaz said the second option was \$289 and a \$28 monthly subscription but with a fingerprint. Mr. Diaz said he believed there was a preference to get away from biometrics and false punches cannot be monitored. Mr. Diaz explained the pros and cons of using a biometric system versus a paper system. Lastly, Mr. Diaz listed the third option, which cost \$218 but required setup through a vendor but said that it might be worth using the current payroll system through the current vendor.

Mr. Diaz said that creating a missed punch policy would be ideal that limits mistakes as employees sometimes forget to punch in. Mr. Diaz said that after a certain number of missed punches a verbal warning could be issued. Mr. Diaz reiterated that this was for the purpose of increasing accountability and offered to field questions. Council President Papaleo asked how this system works with collective bargaining. Mr. Diaz said he understood there had been some discussion with the union rep but wanted to be sure that they weren't surprised by it so that another discussion should be had prior to installation. Council President Papaleo asked if employees could clock in or out from their phones and asked Shawn Payne if it was a pain to leave work 10 minutes prior to working to clock out, noting some difficulties. Shawn Payne said he was concerned that employees in his department would be focused on clocking in and out prior to completing given tasks throughout the day. Mr. Payne also noted that the collective bargaining agreements would all comply. Mr. Diaz said he believed that this would not pertain to the Police Department, focusing instead on the CBA attached to the Highway Department. Mr. Diaz agreed that the union should be made aware and be comfortable with the

situation prior to launching. Mr. Diaz said there was no language in the contract which prohibited time and attendance records and clarified that this was the SEIU contract. Mr. Payne asked if this would only pertain to one department as there are only three employees. Mr. Diaz said that it would be everyone outside of the Police Department. Councilwoman Daly asked if this includes the library. Mr. Diaz said that if this includes the library it should probably be two systems. Mr. Payne said employees report to the Montgomery Park Pumping Station at 6:30 am Monday through Friday. Council President Papaleo said that he did not necessarily want employees to drive to Borough Hall to clock in and then report to work somewhere else. Mr. Diaz said that there could be multiple devices which could be linked together. Mr. Diaz said there are also phone options however there is less control and that it could be linked with GPS locating. Council President Papaleo asked Shawn Payne if this would be better at the pump house. Mr. Payne said that this conversation began long before he was hired and that employees no longer clock themselves in and out nor fill out their own time sheets. Mr. Payne said any discrepancies would be his responsibility and did not feel as though Highway or the office secretary should clock in or out as it was unfair. Council President Papaleo said that he did not have any concerns about trusting the Highway department and that he trusts Mr. Payne fully.

Council President Papaleo said that he was concerned there would be allegations of misuse by any future employee who might claim that the document was faked. Mr. Payne said that there were multiple levels of review. Council President Papaleo said he had no concerns with Mr. Payne but that he was afraid about what an arbitrator might think in eventualities. Councilwoman Isaac said that she believed that time clocks should not be cell phones as employees may not have cell phones and employees could fake their clock in. Mr. Diaz said he believed that these tools had a GPS device. Councilwoman Daly said that the Ridley YMCA has this option and that she uses her phone to clock in and out of events. Councilwoman Daly said that a GPS stamp is affixed to the clock in and out so that it would be evident. Council President Papaleo asked Department heads if this is a problem. Mr. Hayman said he had employees with these issues previously and noted that while he is 100% confident in Mr. Payne's honesty, but this is about holding employees accountable in the future. Mr. Hayman said that this was not targeted at any employee or department but were this a concern, it would be best to have these measures in place. Councilman Willis asked why this would not be for every borough employee, regardless of department. Mr. Diaz said he was concerned that the FOP would not be open to this. Council President Papaleo asked if it would hurt in arbitration if this system was implemented if an attendance pattern arose later. Solicitor Alex Baumler said he could not speak in definitive but attendance issues should not be considered different by an arbitrator depending on the method of record keeping. Mr. Baumler said that choosing to purchase the timeclock or not should not hurt the Borough with an arbitrator.

Councilman Ruskowski said that if there were more employees with the Borough this might make sense and that Mr. Payne was hired with the intent of managing employees as he is outstanding. Councilman Ruskowski said that it was an impossibility with the Police Department and that it was considered years ago, giving numerous scenarios in which clocking in could not be reliable. Councilman Ruskowski said that he did not believe it was worth it. Council President Papaleo agreed but said that it was not yet a problem. Mr. Diaz said that it was reasonable to say that there is not currently a problem

but when formulating policy, all scenarios should be considered and that this policy should provide continuity for years to come. Manager Hayman noted that the Borough already has policies for issues, activities and behaviors that are not necessarily current issues, citing social media and attendance as non-issues that were addressed before becoming issues. Mr. Hayman said there may be very good reasons not to have certain departments clock in and out but that it should not be ruled out. Mr. Payne said that he spends at least half an hour typing up all time sheets for all employees, depending on who is working and what took place during the week. Council President Papaleo calculated rough transit time from employees and that he would vote against this, though he wanted to have the discussion. Councilman Willis said that as a teacher, he understood that time clocks do seem to get people upset in a way that policies do not and that he understood that the Police have reasons not to be able to use it. Councilman Willis said he was concerned about the appearance of doing this to one department and not another could rattle employees. Manager Hayman said he would be open to having a time clock exclusively for office staff, himself included even if it was only for a trial run. Manager Hayman said he did not dispute that there was lost time in doing this but that most employers already have this policy and that it does operate and that seven minutes per day would be unacceptable but this presumes that every day it would be seven minutes but that on many days this would be less, while reiterating previous comments from Council President Papaleo.

Councilwoman Daly asked if Library staff were paid employees and noted that she was concerned that this looked like targeting of the Highway department. Council President Papaleo said that he believed the Borough should trust the employees hired to do their jobs and apologized for asking Mr. Diaz to attend the meeting. Mr. Diaz said he was not offended and enjoyed listening to the meeting. Councilman Willis said that at the very least there should be more time to have a plan in place and to see how it interacts with payroll. Solicitor Baumler said that to remove this item from the agenda members would have to vote no but that tabling the issue would mean it must be voted on at the next meeting.

Council President Papaleo entertained a motion to purchase a time clock at several locations for the purpose of tracking time. Council President Papaleo asked Manager Hayman to call a roll call vote. Council President Papaleo voted no. Councilman Willis voted no. Councilwoman Daly voted no. Councilman Waters voted no. Councilwoman Isaac voted no. Councilman Ruskowski voted no. Manager Hayman noted that the no's have it. Council President Papaleo said he was grateful for the conversation.

- Consideration of Resolution 2021-6 Appointing Two Alternate Members to the Planning Commission. Manager Hayman explained that this would appoint two alternate members to the Board. Solicitor Alex Baumler said that this is an advisory body and that these members would fill in were a full-time member to be absent. Mr. Baumler said that this was board was only able to recommend. Council President Papaleo asked why only two alternates were suggested. Solicitor Alex Baumler said that only two resumes were said. Council President Papaleo said his rationale was that appointing two members to the planning commission so that a tie wouldn't be had, Council President Papaleo said that he would

Councilman Willis made a motion to approve Resolution 2021-6 appointing to members to the planning commission. Councilman Ruskowski seconded the motion. The motion passed unanimously.

Public Works Committee - *Mr. Willis*

- Councilman Willis discussed purchasing a new lawnmower. Councilman Willis asked Shawn Payne why this was needed. Mr. Payne said that at the end of 2020 he was asked to prepare a budget of needed items and that this was one of the items. Mr. Payne said the current lawnmower is over 15 years old and that there is regular maintenance needed. Mr. Payne said that the lawnmower routinely goes out of service and is greatly needed and noted that it may take 8 weeks to arrive. Mr. Payne said this was through a COSTARS vendor so it did not need to be put on bid. Councilman Willis said that having a duplicate was critical in case a tool goes down. Councilman Willis said he believed the quote from Burke's Landscaping Supply was the intended item. Mr. Payne confirmed this. Councilman Willis said the total cost was \$11,084. Council President Papaleo said he liked the idea of being able to have two staffmembers at two different sites. Councilman Ruskowski said that if it was needed it should be purchased. Mr. Payne confirmed that the old lawnmower could still be used and noted that eventually the Borough will need to cut more grass. Mr. Payne said he hoped members saw that other properties were being cut more regularly now.

A motion to approve purchasing an X Mark 0 point lawnmower for \$11,684 was made by Councilman Willis and seconded by Councilwoman Daly. The motion passed unanimously.

Lastly, Councilman Willis said he believed that the cold patch giveaway went well, which Mr. Payne confirmed. Mr. Payne said that cars were lining up at 9:00am and it was successful and said he believed that residents had asked if this giveaway could be replicated.

Public Safety Committee - *Mr. Ruskowski*

- Councilman Ruskowski had no new business.

Public Health and Literacy - *Ms. Isaac*

- Councilwoman Isaac said the Library will be doing an event in the field behind the Library with vendors on May 15th. Also, Councilwoman Isaac said that Jen Ulad, the Library Director, had given her a list of needed repairs in the Library. Manager Hayman confirmed that this list had been received.

Municipal Planning and Zoning – *Mr. Waters*

- Councilman Waters had no new business.

Public Parks and Recreation – *Ms. Daly*

Councilwoman Daly said that in the last meeting Councilmembers had discussed restoring the Montgomery Park playground. Since this meeting, she confirmed that Mr. Payne had provided certifications for all of the woodchips and weed killer to be used. She said the bid for this work was \$4,700 to prep the playground for the mulch and that that the cost of the mulch from Hollands, which was the lowest bid and is certified playground mulch approved by the Borough Engineer, should be considered. Mr. Payne said that the Haggerty's bid is for preparation and installation of the mulch.

Councilwoman Daly made a motion to accept a contract with Haggerty's in the amount of \$4,700 for Montgomery Park playground and seconded by Councilman Willis. The motion passed unanimously.

Councilwoman Daly made a motion to accept Hollands bid in the amount of \$2,000 to purchase mulch for Montgomery Park playground. Councilman Ruskowski seconded the motion. The motion passed unanimously.

- Councilwoman Daly said that next Parks and Recreation Committee meeting is Thursday, May 6th. Councilwoman Daly said that she sent the zoom link on the project and that Councilman Waters had been included to assist with Junteenth. Councilwoman Daly said that planning for the Community Day event was beginning and that the Firemarshall – Mr. Weber – had confirmed the allowance of street closures. Councilwoman Daly said the evening would conclude with an active movie night with participation from audiences.

Lastly, Councilwoman Daly asked to send a robocall letting residents know that free smoked detectors will be available at the firehouse on Tuesday evening.

Municipal Legislation – *Mr. Waters*

- Councilman Waters noted that he had missed that there was a Planning Commission meeting on May 20th and that there will be three application. Solicitor Alex Baumler said that a 7/11 project, a subdivision on Folcroft Avenue and a Vision Academy conditional use, which will come before Council on May 25th, will be on the docket. Councilman Waters confirmed these projects. Solicitor Alex Baumler said that this was just a recommendation and explained what items the planning commission will review.

New Construction Committee – Mr. Willis

- Councilman Willis said that a signed contract has been received for the project but that he understood the last few items, a steel certification and bonds. Engineer Lisa Catania said that she was unaware but that Solicitor Alex Baumler would need to review these documents. Councilman Willis said that once these are received construction can begin.

Parking Permit and Paving Committee – Mr. Willis

- Councilman Willis said that this item was not on the agenda but the parking ordinance had been sent out to members to remind them and that there will be public input at the meeting in which the ordinance is considered on May 25th. He said that the assessment values have not yet been received. Solicitor Alex Baumler said that he looked at the sample easement and it was favorable to the Borough. Councilman Willis said that once the information is received his committee can move forward. Council President Papaleo thanked all those who participated in this project.

Police Chief's Report

Chief Bair was disconnected, however Councilwoman Daly said in the prior meeting members agreed not to require attendance and reports for these.

Solicitor's Report

Mr. Baumler said there was a lot coming up but nothing was noted for this meeting.

Finance Director's Report

Ms. Stilwell said that she could hold her reports to the next meeting but wanted to get access to the Borough bank accounts. Mr. Hayman said that he still did not have the Republic Bank logins and that he dealt with them over the phone. Council President Papaleo asked if Ms. Stilwell was bonded or if there was anything needed to do this work. Ms. Stilwell said she probably didn't have authority but that she would seek access from a higher-up. Manager Hayman said that Republic Bank has been easy to work with and that he has not needed much to interact with them.

Borough Manager's Report

Manager Hayman said he would like to keep this on the agenda for now. Firstly, Manager Hayman said that he had planned to start street sweeping at the end of April but that there had been some delays. Manager Hayman said he advised that the Borough should not begin street sweeping until paving has been completed and asked to put out a robocall letting residents know of the delay. Manager Hayman explained that it would be hard to keep a regular schedule by focusing on old Folcroft and that there is a lot of gravel in the Village due to the gas line work. Manager Hayman said that there was a traffic accident this morning in front of Borough Hall in which a traffic signal was destroyed, causing chaos at Primos Ave and Elmwood Ave. Manager Hayman said that Mr. Payne was great with putting in stop signs. Mr. Payne said the signal is up and running and a new pole has been installed. Manager Hayman said that he checked out the cold patch giveaway on Saturday and that there should be another giveaway if a staffmember can be identified who can do this work. Manager Hayman also noted that there is going to be a COVID 19 vaccine clinic in the Borough gym tomorrow and asked members to help identify those who need to be vaccinated. Lastly, Manager Hayman said the tree work looks fantastic at Montgomery Park. Councilwoman Daly said this looks fantastic.

New Business

Councilwoman Daly made a motion to authorize Chief Weber to begin the building process for a new Firetruck for Folcroft Borough. Councilwoman Isaac seconded the motion. Council President Papaleo abstained. The motion passed with 5 in support and 1 abstention.

Solicitor Alex Baumler confirmed that no public comment was submitted for this meeting.

A motion to adjourn was made at 8:23pm by Councilman Ruskowski and seconded by Councilwoman Isaac. The motion passed unanimously.