

## **BUCKS COUNTY CONSORTIUM**

Thursday, January 9, 2014

### **Meeting Minutes**

#### **Call to Order:**

A meeting of the Bucks County Consortium was held at the New Britain Township building on January 9, 2014, and called to order by Consortium President Eileen Bradley.

#### **Roll Call and Instructions:**

The following Bucks County communities were represented at the meeting:

Eileen Bradley, New Britain Township  
Dan Olpere, Local Government Management Services  
Stephanie Teoli-Kuhls, Middletown Township  
Bob Pellegrino, Northampton Township  
Jamie Gwynn, Northampton Township  
John Boyle, Yardley Borough  
Tim Hagey, Warminster Municipal Authority  
Rich Manfredi, Warminster Township  
Randee Elton, Warminster Township  
Sandra Zadell, Doylestown Township  
Marianne Morano, East Rockhill Township  
Greg Lippincott, East Rockhill Township  
Joseph Golden, Upper Southampton Township  
Herb Schoell, Upper Southampton Municipal Authority  
Caroline Brinker, Doylestown Borough  
Linda McNeill, Tinicum Township  
Stephanie Mason, Doylestown Township  
Carolyn McCreary, Plumstead Township  
Dana Cozza, Buckingham Township  
Angela Benner, New Britain Township  
Susan Federsel, New Britain Township  
Dave Grady, New Britain Township

#### **Sponsors:**

Brian Jeter, Comcast  
Ted Dorand, PECO

#### **Approval of Minutes – November 7, 2013:**

The minutes were not available at this time and approval has been tabled until the next regular scheduled meeting on February 6, 2014.

#### **Treasurer's Report and Payment of Bills:**

The details of the Treasurer's Report were reviewed by Eileen Bradley.

Upon motion by Stephanie Mason, seconded by Carolyn McCreary, the Treasurer's Report was approved.

#### **Presentation:**

President Eileen Bradley introduced Stephanie Teoli-Kuhls from Middletown Township. Mrs. Teoli-Kuhls spoke about Orientating New Elected Officials. Mrs. Teoli-Kuhls presented a power point highlighting that it is

important to orientate new elected officials to help with the transition to a new official, to create a good first impression of staff, to help gain respect early on in the relationship, to help the official transition from citizen to elected official, and to help provide basic education to assist them in performing their job more effectively. Mrs. Teoli-Kuhls also reviewed her Four Components of Orientation: Meeting with manager, Orientation notebook, Meetings/presentations by department directors, and Tours of facilities. She found that when there is more than one newly elected official, to hold separate orientations for each official, helping to create that one on one relationship.

Mrs. Teoli-Kuhls then introduced Dan Olphere, with Local Government Management Services, who spoke about his experience as a Borough Manager at Perkasio Borough. Mr. Olphere stated that even though orienting newly elected official can be time consuming and require a manager to provide a large amount of information, he tries to provide them with as much information as possible, indicating what information is important to learn right away and what information is just for informational purposes. Mr. Olphere stated that he will start to provide the elected official agenda's and copies of board packets after they have been elected to help give them an idea of what is happening the municipality before they take office. Mr. Olphere presented the members with a copy of "The Council Member in Perkasio Borough", a document provided at orientation that outlines the Borough Code, Guidelines for supervisors at public meetings, functions of the Council, Enactment of Ordinances and Adoption of Resolutions, Council Member's relationship with the Borough Manager, Council Member's personal liability and political accountability, conflicts of interest, ethical standards, and any other additional information that would be useful for an Elected Official. Mr. Olphere stated that he prefers to hold orientation session with everyone at the same time. Mr. Olphere had a resolution passed at Perkasio Borough that states what the expectations are for a council member that is reviewed with a council member when they are elected. This resolution helps set a tune of what is expected of council and what their working relationship should be with other council members and staff.

Bob Pellegrino stated that he holds individual orientation sessions for his newly elected officials to help create a one on one relationship with them. Mr. Pellegrino also offers orientation to a candidate.

Carolyn McCreary asked if the way a manager holds orientation should be changed if there is contention coming off an election. Mrs. Teoli-Kuhls responded that every orientation should be adjusted to address the current situation and to tailor an orientation to best fit an individual and the community. Carolyn also added that she expresses to her elected officials that it's important to "play nice in the sandbox", otherwise an elected official could find themselves outnumbered and find it hard to make any of the changes that they have envisioned.

John Boyle stated that he goes over the Chain of Command with his Elected Officials, informing them that they should go to the Manager first. Mr. Boyle also encourages his Elected Officials to attend formal training. Mrs. Teoli-Kuhls stated that the League of Cities holds a great training for Elected Officials.

#### **Community Updates:**

Ms. Bradley updated the members that International Salt, the consortium salt provider, is open again and has started to distribute salt to each municipality. Mr. Pellegrino told the members that Northampton Township usually has a good reserve of salt and if anyone gets into a bind they can contact him.

Ms. Bradley stated that the Stone Bid Spec Sheets have been sent out to the members and that they are due by January 31, 2014. The Stone Bid will be opened on February 27, 2014.

Ms. Bradley asked the members to provide her with names of any potential sponsors and she would approach them.

Ms. Bradley asked the members if they wanted to make any changes to the annual salary survey. Mr. Pellegrino stated that the survey could be done in house at Northampton Township. Mr. Olphere stated that it is hard to compare job and salaries with the current survey. Mrs. Mason stated that Montgomery County completes their

salary survey online through DVIT. Mr. Golden stated that the number of employees should be added to the survey. Mr. Pellegrino will look into the different options for the salary survey to find the best option.

Mrs. Teoli-Kuhls stated that Middletown Township has instituted an Earned Income Tax at 0.5%.

Mrs. Teoli-Kuhls announced that APMM will be holding their winter workshop on January 24, 2014 and an executive development course on February 6<sup>th</sup> and 7<sup>th</sup>.

**TCC Update:**

Ms. Bradley announced that New Britain Township reduced their Open Space portion of the Earned Income Tax, reducing the rate for residents from 1.125% to 1.0%. Ms. Bradley reminded the members that delegate for the TCC need to fill out their ethic forms and asked members to send their resolutions indicating who their delegates are for the TCC and delegate contact information. The next TCC meeting will be held on January 24<sup>th</sup>.

**Adjournment:**

Upon motion by Mrs. Teoli-Kuhls, seconded by Mr. Hagey, the meeting was adjourned at 10:52am.

Respectfully Submitted,

Angela P. Benner  
Consortium Coordinator