

BUCKS COUNTY CONSORTIUM

Thursday, October 2, 2014

Meeting Minutes

Call to Order:

A meeting of the Bucks County Consortium was held at 9:00 a.m. at Forest Park Water, on October 2, 2014, and called to order by Consortium President Eileen M. Bradley.

Roll Call and Instructions:

The following Bucks County communities were represented at the meeting:

Eileen M. Bradley, New Britain Township
Angela P. Benner, New Britian Township
John McMenamin, Lower Southampton Township
Jamie Gwynn, Northampton Township
Caroline Brinker, Doylestown Township
Bob Pellegrino, Northampton Township
Kyle Seckinger, Warwick Township
Stephanie Mason, Doylestown Township
Sam Bryant, Doylestown Township
Linda McNeill, Tinicum Township
Vivian Bell, Warrington Township
Sandra Zadell, Chalfont Borough
Tim Hagey, Warminster Municipal Authority
Herb Schoell, Upper Southampton Municipal Authority
Gail Weniger, Warwick Township
Bob Bender, North Wales Water Authority
Marianne Morano, East Rockhill Township
Greg Lippincott, West Rockhill Township
Joseph Golden, Upper Southampton Township
Bill Cmorey, Bensalem Township
Mark Fournier, Telford Borough

Sponsors:

Chris Englebert, Beirne Wealth
Tom Hough, Hough Associates

Approval of Minutes – September 4, 2014:

Upon motion by Stephanie Mason, seconded by Bob Pellegrino, the Minutes of September 4, 2014 were approved as presented.

Treasurer's Report and Payment of Bills:

Vivian Bell reviewed the details of the Treasurer's Reports. Upon motion by Stephanie Mason, seconded by Tim Hagey, the Treasurer's Report for September 2014 was approved as presented.

Presentation:

Employee Evaluations: Ms. Bradley stated that she had asked Stephanie Mason to share her employee evaluation process with the group. Stephanie stated that Doylestown Township does employee evaluations annually for all non-uniform employees and after 6 months for new non-uniform employees, per the employee handbook. The employee evaluation assists in deciding what each employee's raise will be for the upcoming year. Doylestown Township Supervisors give Stephanie a set pool of money that she can divide and give to employees based on their performance. Doylestown Township's evaluation form, which was obtained from ICMA, focuses on Core Competencies: Abilities, Approach, Integrity and Values; on Technical Competency; and on Goals and Outcomes. Stephanie stated that she believes it is important to set goals specific goals so that you can evaluate how the employee met their goals. Stephanie is responsible as manager to sign off on all reviews.

Bob Bender stated that he believes evaluations with numerical ranking and set goals help managers and department heads to evaluate the employees. Bob stated that North Penn Water provides a 1.1% CPI raise across the board to their employees. Evaluations will help set performance incentives they receive that year. For example, this year employees could receive up to a one-time 3% performance incentive that will be paid out in one lump sum. Bob also stated that it is important to make sure evaluations are done correctly. If you have an underperforming employee, their evaluations need to reflect that. In addition, if a department head is completing the reviews, the manager should make sure to review them as well.

Gail Weniger from Warwick Township and Greg Lippincott from West Rockhill Township stated they both give a raise based on the CPI and then additional performance incentives to those who earned it. By giving a raise based on the CPI and any incentive as a one-time payment that does not increase base salary your expense stays lower.

Mark Fournier, Telford Borough, stated that 20 years ago he implemented a merit-based salary system. Unfortunately, the elected officials at the time took raises away from anyone who did not do stellar. This caused uproar with the employees and created turmoil. Eventually, raises were given back to the employees and all employees received retroactive pay at the same percentage. Mark stated that you need to make sure you have a buy-in from your elected officials before implementing any merit-based system.

Ms. Bradley stated that when across-the-board raises are always given, it creates a sense of entitlement among the employees. Jamie Gwynn, Northampton Township, stated that pay plans equal entitlement. Chris Englebert added that evaluations are a great way to document poor performances and assist managers if they have to terminate an employee.

Ms. Weniger stated that managers should spend time with their department heads going over the review process and what is expected of them as department heads. Sandra Zadell, Chalfont Borough, stated that Doylestown Township had training for Public Works line supervisors on how to document and coach.

Ms. Bradley thanked everyone for sharing information on their evaluation process and stated that the evaluation forms sent to her would be placed in the members section of the website for everyone to view.

Discussion:

PA Association of Zoning Officials: Kyle Seckinger, Warwick Township, announced that he is president of the Bucks County Chapter of the PA Association of Zoning Officials. Meetings are held the second Thursday of every other month, with speakers geared to zoning and land development. He stated that the meetings are beneficial to zoning officers and highly recommends managers sending their zoning officers to the meeting. Kyle also added that they offer a zoning certification program where an individual would be tested on the MPC, and other general information.

Training Opportunities:

Google Earth Training: Ms. Bradley stated that Mr. Gwyn had offered to hold Google Earth training. He stated that training would last about 2 hours and could be held at Northampton Township for up to 10 people. It was also suggested that the training could be held at DVIT's computer lab. Ms. Bradley stated that she would continue to work on setting up the training and would plan for a spring schedule.

APMM Membership Update: Registration for 2014/2015 membership is now available. Anyone who is not a member and would like to join, contact Stephanie Teoli Kuhls.

APMM Fall Training: Training will be held on October 31 at Upper Merion Township. Anyone not registered can do so through APMM's website.

APMM 2015 Conference: The 2015 conference will be held jointly with New Jersey May 19 through 21 at Ocean Place Resort, Long Branch, NJ. Reserve your hotel now.

Community Updates:

Hough Associates: Tom Hough announced that the the 2013 recycling performance grant applications were filed on September 29. DEP representative told Ryan that they plan to pay all the remaining 2012 grant applications before year end. Ryan attended DEP advisory board meeting earlier in September and learned that DEP will not reinstate full payment of the grants. They said payment of 60% of the award earned by the Act 101 formula is a sufficient incentive as recycling tonnage increases year over year. The recycling program is in good financial condition and is secure through 2020 before it needs reauthorization of the recycling fee. We will propose a three year agreements with our clients as there are not pending program changes. Our clients should considered taking advantage of the 902 grant program that funds 90% of the cost of recycling collection equipment, including bigger wheeled carts for single stream recycling, chippers, tub grinders and composting equipment. Hough Associates prepares 902 grants at its hourly billing rates. 902 Awards will be announced in spring of 2015. There will also be a new initiative, an experimental program, of roadside trash collection and recycling drop off facilities in rural areas.

Other Business:

Jamie Gwynn reminded everyone to complete the 2014 Consortium Salary Survey.

Bob Pellegrino stated that Bucks County Commissioner Charles Martin would be our guest speaker at the November 6 lunch. Ms. Bradley stated that the lunch would start at 11:45 at the Doylestown County Club.

Ms. Bradley informed the members that the Bucks/Montco Joint Holiday Party would be on December 5 at The Bucks Club.

Adjournment:

Upon motion by Bob Pellegrino, seconded by Gail Weniger, the meeting was adjourned at 10:45 a.m. The next meeting was scheduled for 11:45 a.m. on November 6, 2014 at Forest Park Water Treatment Plant.

Respectfully Submitted,

Angela P. Benner
Consortium Coordinator