

**MINUTES OF PUBLIC MEETING**

March 28, 2016

**KENNETH E. KROBERGER, PRESIDENT**  
**Finance/Personnel/Administration****1. CALL TO ORDER.**

The March 28, 2016, Public Meeting of the Board of Commissioners was called to order at 7:30 PM by President of the Board, Kenneth E. Kroberger. The following individuals were in attendance.

Kenneth E. Kroberger	President
M. Clare Edelmayer	Vice President
James A. Santi	Commissioner
Eugene P. Ziembra	Commissioner
Leonard T. Perrone	Township Manager
David Brill	Finance Director
David W. Duffy	Police Chief
David C. Onorato	Township Solicitor
Russ Benner	Township Engineer

**2. MOTION TO APPROVE THE MINUTES OF THE WORKSHOP MEETING HELD ON FEBRUARY 18, 2016.**

Mr. Kroberger noted that the Workshop Minutes were received with the Agenda packet. Hearing no questions or comments, upon motion of Mr. Santi, seconded by Mrs. Edelmayer, the Minutes of the February 18, 2016, Workshop Meeting were approved as presented.

**3. MOTION TO APPROVE THE MINUTES OF THE PUBLIC MEETING HELD ON FEBRUARY 22, 2016.**

Mr. Kroberger noted that the Minutes of the Public Meeting were received with the Agenda packet. Hearing no questions or comments, upon motion of Mrs. Edelmayer, seconded by Mr. Santi, the Minutes of February 22, 2016, Public Meeting were unanimously approved.

**4. MOTION TO APPROVE THE DEPARTMENTAL REPORTS FILED BY TOWNSHIP STAFF.**

Mr. Kroberger noted that the Departmental Reports were sent with the Agenda and asked for comments or questions. Hearing none, upon motion of Mrs. Edelmayer, seconded by Mr. Ziembra, the Departmental Reports were approved as submitted.

**5. PRESENTATION OF PUBLIC COMMENTS AND CONCERNS (LIMIT OF FIVE MINUTES PER INDIVIDUAL).**

Will Brown, the son of William Brown from Environmental Engineering & Management Associates, Inc., introduced himself and stated that he is a Sophomore and Journalism student at Temple University and is attending the meeting tonight on an assignment to cover a government meeting. He stated that he will be writing about the stop sign at Sumneytown Pike and Swedesford Road.

**6. RECOGNITION OF VICTORIA K. FINLEY (419 WEST PROSPECT AVENUE) FOR GIRL SCOUT GOLD AWARD.**

Mrs. Edelmayer asked Victoria K. Finley to come forward and introduced her, her mother, and her grandmother. She noted that she and her daughters were also Girl Scouts and there was no award available like the Gold Award at that time. She also noted that she is a nurse and has been in the healthcare profession for many years. She reported that the nursing field is very rewarding, and she wished Vicky the best of luck in the nursing field.

Mrs. Edelmayer read the Proclamation of the Board or Commissioners presented to Victoria K. Finley dated March 28, 2016, out loud to the audience. It noted that her Gold Award Project involved the improvement of literacy rate of children at McCall Elementary School in Philadelphia. Through research, she learned that poverty can be directly linked to an individual's educational level. To address that issue, she helped 28 students, some who did not speak English, to gain an appreciation and enthusiasm for reading and writing. She and her team helped the students write a piece of fiction and then bound each book for the "published author." Victoria received many school and community awards: Thespian Troupe 5464 Treasurer; PA State Thespian Delegate to Internationals; Thespian Honor Roll; Excellence at North Penn High School (NPHS) for Costumes and Make-up; nominated by NPHS Board of School Directors for Outstanding Achievement; George Bancroft Nursing Award. Victoria is a 2015 graduate of NPHS and is presently a Freshman at La Salle University majoring in Nursing.

The Board of Commissioners recognized Victoria K. Finley for having received her Girl Scout Gold Award and further commended her parents Patrick and Deborah along with her Scout Leader, Monica Maury, for their support in assisting Victoria in her journey towards the outstanding achievement.

The Board invited Vicky to come forward for a congratulatory handshake and noted that she will receive a copy of the Minutes of the Meeting once they have been approved.

**7. MOTION TO APPROVE RESOLUTION NO. 07-2016 DECLARING INTENT TO FOLLOW THE SCHEDULE AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008.**

Mr. Kroberger read Item No. 7 above. He reported that this indicates the rules and regulations in the Records Manual and sets the appropriate amount of time that specific Township documents need to be kept before they can be destroyed.

Mr. Kroberger read whereas a Local Government Records Committee was created by Act 428 of 1968 and made rules and regulations for records disposition; and whereas Upper Gwynedd desires to dispose of records according to statutory requirements.

Mr. Ziembra motioned to approve Resolution No. 07-2016 declaring intent to follow the schedule and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008. Seconded by Mr. Santi, this Resolution was approved.

**8. MOTION TO APPROVE RESOLUTION NO. 08-2016 CONCERNING THE DISPOSITION OF SPECIFIC TOWNSHIP RECORDS.**

Mr. Kroberger read Item No. 8 above and noted that it relates to Item No. 7 above. He noted that this Resolution specifically lists the documents that are being destroyed.

Mr. Santi motioned to approve Resolution No. 08-2016 concerning the disposition of specific Township records. Seconded by Mr. Ziembra, this Resolution was approved.

## **M. CLARE EDELMAYER, VICE PRESIDENT**

### **Public Works/Parks/Recreation**

**9. MOTION TO APPROVE THE PUBLIC WORKS DEPARTMENT'S PURCHASE OF A 2016 CHEVY PICKUP TRUCK VIA COSTARS FROM MANHEIM AUTO SALES IN THE AMOUNT OF \$39,000 WHICH IS IN THE 2016 BUDGET.**

Mrs. Edelmayer reported that a new 2016 Chevy Pickup Truck was budgeted for Public Works Department. Mrs. Edelmayer motioned to approve the Public Works Department's purchase of a 2016 Chevy Pickup Truck via COSTARS from Manheim Auto Sales in the amount of \$39,000 which is in the 2016 Budget. Seconded by Mr. Ziembra, this purchase was approved.

## **JAMES A. SANTI**

### **Zoning/Planning**

**10. MOTION TO RATIFY HEINRICH & KLEIN ASSOCIATES, INC. PROPOSAL FOR TRAFFIC ANALYSIS FOR SUMNEYTOWN PIKE OVERLAY ZONING DISTRICT.**

Mr. Santi reported that Andy Heinrich is preparing a Traffic Analysis for the intersection of Sumneytown Pike and West Point Pike & Church Road (one side is West Point Pike and one side is Church Road). He noted that it is in support of a proposed overlay district that the Township is considering. He reported that the area is very active and the Township needs to take into consideration sight distances and traffic flow. Mr. Santi stated that Mr. Heinrich's work will be done on a time and material basis with work not to exceed \$2,000. Mr. Perrone noted that Andy Heinrich did all the previous Traffic Studies in regard to the expansion of Sumneytown Pike and Church Road.

Mr. Santi motioned to ratify Heinrich & Klein Associates, Inc. Proposal for Traffic Analysis for Sumneytown Pike Overlay Zoning District. Seconded by Mr. Ziemba this motion was approved.

**11. MOTION TO ACCEPT DEED OF DEDICATION FOR PUBLIC IMPROVEMENTS FROM SWEDE PROPERTIES, LLC FOR ANGLESEY ESTATES (WAGNER COURT).**

Mr. Santi stated that the Anglesey Estates Wagner Court development is at the corner of Swedesford Road and Route 202 intersection, and it is a very nice development. He read the following conditions:

1. That the Township receives a Certificate of Title clear of liens, encumbrances, judgments, etc. for Wagner Court.
2. That a Maintenance Bond be established, per Sections 168-11B-2(c) and 168-14A of the Township Code.

He asked if anyone had any questions. There were none. Mr. Santi motioned to accept Deed of Dedication for public improvements from Swede Properties, LLC for Anglesey Estates Wagner Court with conditions. Seconded by Mr. Ziemba, this dedication was approved.

## **EUGENE P. ZIEMBA**

### **Public Safety**

**12. MOTION TO APPROVE THE 2<sup>ND</sup> ANNUAL MIRACLE MILK STROLL SCHEDULED ON MAY 14, 2016 FROM 3:00 TO 5:00 PM. THIS IS A FUNDRAISER AND INFORMATIONAL EVENT TO DRAW ATTENTION TO THE IMPORTANCE OF BREAST FEEDING. IT IS A SMALL EVENT CONSISTING OF LESS THAN 20 PARTICIPANTS. THE WALK WILL TAKE PLACE ON THE WALKING PATH WITHIN PARKSIDE PLACE AND THE PAVILION WILL BE USED. IF NEEDED, THE POLICE DEPT. WILL COORDINATE CONES OR BARRICADES WITH MR. TROXEL.**

Mr. Ziemba read Item No. 12 above. Mr. Ziemba motioned to approve the 2<sup>nd</sup> Annual Miracle Milk Stroll on May 14, 2016. Seconded by Mrs. Edelmayer, this event was approved.

**13. MOTION TO APPROVE ORDINANCE NO. 2016-010 AMENDING CHAPTER 185 OF THE CODE OF ORDINANCES TO ADD PROVISIONS FOR THE PLACEMENT OF A STOP SIGN ON THE SOUTHWEST CORNER OF SUMNEYTOWN PIKE AT THE INTERSECTION OF SWEDESFORD ROAD AND SUMNEYTOWN PIKE.**

Mr. Ziemba read Item No. 15 above. Mr. Kroberger reported that due to traffic problems in the area, Andy Heinrich did a Traffic Study for potential traffic lights at this intersection. He noted there will be no left hand turn at the intersection of Swedesford Road going onto Route 202. He further noted that there is also consideration of a left turn light at the intersection of Sumneytown Pike and Route 202. Mr. Kroberger stated that Upper and Lower Gwynedd are looking into keeping these intersections as safe as possible as they are shared intersections between the two Townships. Mr. Perrone noted that PennDOT is also involved because Route 202 is a State road.

Mr. Ziemba motioned to approve Ordinance No. 2016-10. Seconded by Mrs. Edelmayer, this Ordinance was approved.

**14. MOTION TO APPROVE RESOLUTION NO. 11-2016 ACKNOWLEDGING THE UPDATE OF THE OFFICIAL UPPER GWYNEDD TOWNSHIP EMERGENCY OPERATIONS PLAN.**

Mr. Ziemba motioned to approve Resolution No. 11-2016 acknowledging the update of the Official Upper Gwynedd Township Emergency Operations Plan. Seconded by Mr. Santi, this Resolution was approved.

**15. MOTION TO APPROVE THE EMERGENCY MANAGEMENT PLAN PROMULGATION ADOPTING THE EMERGENCY MANAGEMENT PLAN UNDER RESOLUTION NO 11-2016.**

Mr. Ziemba motioned to approve the Emergency Management Plan Promulgation adopting the Emergency Management Plan under Resolution No. 11-2016. Seconded by Mrs. Edelmayer, this Promulgation was approved.

## **THOMAS A. DUFFY**

### **Wastewater Treatment**

**16. MOTION TO APPROVE RESOLUTION NO. 09-2016 ADOPTING A FEE PURSUANT TO SECTION 155-70(A) OF THE CODE OF ORDINANCES ESTABLISHING A FEE FOR OPERATING THE TOWNSHIP'S PRE-TREATMENT PROGRAM DURING THE CALENDAR YEAR 2015.**

Mr. Kroberger read Item No. 16 above. He explained that some Commercial businesses within the Township have wastewater that has to be pretreated before it comes to the Township's Wastewater Treatment Plant, and there are costs involved in the Township overseeing the process to make sure that the quality of the water is in compliance. He noted that the fees for this service are retroactive in order for the Township to simply recuperate its costs implementing the program.

Mrs. Edelmayer motioned to approve Resolution No. 09-2016 adopting a fee pursuant to Section 155-70(A) of the Code of Ordinances establishing a fee for operating the Township's Pre-Treatment Program during the calendar year 2015. Seconded by Mr. Ziemba, this Resolution was approved.

**17. MOTION TO APPROVE CB STRUCTURES, INC. CHANGE ORDER NO. 1 IN THE AMOUNT OF \$1,037 FOR THE ADDITION OF WINDOWS IN ONE SECTION OF EACH OVERHEAD DOOR ON THE WASTEWATER TREATMENT GARAGE PROJECT. THE REVISED TOTAL CONTRACT IS \$75,436.**

Mr. Kroberger read Item No. 17 above. He noted this is just adding windows to the garage. Mrs. Edelmayer motioned to approve CB Structures, Inc. Change Order No. 1 in the amount of \$1,037 for the addition of windows in one section of each overhead door on the Wastewater Treatment Garage Project. The revised total contract is \$75,436. Seconded by Mr. Ziemba, this Change Order was approved.

**OTHER BUSINESS****18. APPROVAL OF THE MARCH, 2016, BILLS.**

Mr. Kroberger noted that the Board had received a copy of the General fund bills. Hearing no questions, upon motion by Mr. Santi, seconded by Mr. Ziemba, the General Fund bills for March were approved. Mrs. Edelmayer abstained from approving the Zoning Solicitor's bill.

Mr. Kroberger advised that the Board had also received a copy of the bills from the Sewer Fund and asked for questions or comments. Hearing none, upon motion by Mr. Ziemba, seconded by Mrs. Edelmayer, the Board unanimously approved the Sewer Fund bills.

Mr. Kroberger advised that the Board was also being asked to approve invoices from all other funds. Upon motion by Mr. Ziemba, seconded by Mrs. Edelmayer, the Board unanimously approved these invoices as well.

Mr. Kroberger advised that there were a number of invoices that had been prepaid. Upon motion by Mr. Santi, seconded by Mr. Ziemba, the Board unanimously approved the pre-paid invoices.

**19. CALL FOR ADJOURNMENT TO EXECUTIVE SESSION.**

There being no further business, upon motion by Mr. Santi, seconded by Mr. Ziemba, the meeting was adjourned to Executive Session at 8:00 PM.

Respectfully Submitted,

Leonard T. Perrone  
Secretary

/kmc

**Approved April 25, 2016**