

WORKSHOP MEETING MINUTES

May 17, 2016

The January 20, 2016, Workshop Meeting was called to order at 7:00 P.M. Those present were:

M. Clare Edelmayer	Vice President
James A. Santi	Commissioner
Thomas A. Duffy	Commissioner
Steven C. Sands	Commissioner
Leonard T. Perrone	Township Manager
Michael J. Lapinski	Assistant Township Manager
David Brill	Finance Director
David W. Duffy	Police Chief
David C. Onorato	Township Solicitor
E. Van Rieker	Zoning Officer & Planning Coordinator
Russ Benner	Township Engineer

1. **PRESENTATION OF PUBLIC COMMENTS AND CONCERNS:** (LIMIT OF FIVE MINUTES PER INDIVIDUAL)
DUE TO ITEM NOS. 2 and 3B and 3C:

Mrs. Edelmayer asked if anyone from the public wanted to make any comments. There were none.

2. **MOTION TO APPOINT JAMES J. GARRITY, ESQUIRE, AS SPECIAL COUNSEL TO REPRESENT THE TOWNSHIP REGARDING SUBDIVISION/LAND DEVELOPMENT AND ZONING HEARING BOARD APPLICATION(S) CURRENTLY ON FILE FOR THE INTERSECTION OF SUMNEYTOWN PIKE, CHURCH ROAD AND WEST POINT PIKE.**

Mrs. Edelmayer motioned to appoint James J. Garrity, Esquire, as special counsel to represent the Township regarding subdivision/land development and Zoning Hearing Board Application(s) currently on file for the intersection of Sumneytown Pike, Church Road, and West Point Pike. Seconded by Mr. Sands, this motion was approved.

3. **NORTH PENN SCHOOL DISTRICT BASIN PROJECT:**
 - A. THE TOWNSHIP RECEIVED A GROWING GREENER GRANT IN THE AMOUNT OF \$305,000.
DISCUSSION

Mr. Perrone reported that the Township received a Growing Greener Grant in the amount of \$305,000. Mr. Lapinski reported that the documents need to be submitted by June 2, 2016. Mr. Perrone reported the Township is still waiting to hear on the CFA Grant Application.

- B. **MOTION TO RATIFY THE BIDDING OF THE PECO AND TRACK BASINS AT PENNBROOK MIDDLE SCHOOL.**

Mr. Benner noted that the Triangle Basin should be added to the motion to ratify the bidding of the PECO and Track basins at Pennbrook Middle School. The Board decided that the approval of the bidding should be done at next week's Public Meeting.

C. MOTION TO APPROVE THE EASEMENT AGREEMENT BETWEEN PECO ENERGY COMPANY AND UPPER GWYNEDD TOWNSHIP.

The Board decided that the approval of the Easement Agreement should be done at next week's Public Meeting.

Mr. Santi noted that when the Township hosts the residents meeting, the residents on Hancock Place should be included.

CONSULTANTS

PLANNING/ZONING

4. Report by E. Van Rieker (Updates):

- Sumney Forge (WaWa Center)

Mr. Rieker stated that in regard to the Sumney Forge Center there is still nothing new to report other than some maintenance issues have been addressed.

- Hartford Properties (Formerly Giant) Special Exception for Sale of Gas ZHB 5/24/16

Mr. Rieker reported that in regard to both Hartford Properties items, the Applicant has filed and the property has been posed. He noted that he and Attorney Onorato are recused. Attorney Garrity and Mr. Amey will be the team working on these special exemptions. He noted that both items will be heard on May 24, 2016.

- Hartford Properties (Formerly Giant) Special Exception for Hotel ZHB 5/24/16

(See previous bullet summary.)

- ZHB 15-17 BCHW Holdings, 1830 West Point Pike. Cardinal Hollow Wines request for outside seating/limited dining and variance from requirement for additional parking. (Note: Applicant withdraws outside dining.) Approved by ZHB.

Mr. Rieker reported that the Boyd Cardinal Hollow Wines in West Point request for outside seating was withdrawn. He noted the Applicant did add 12 parking spaces and he bought the property next door. He reported that with those caveats he was permitted to build a canopy and a decorative wall behind an imaginary sidewalk on West Point Pike.

- ZHB 09-07 Appeal North Wales Water Authority, WWTP site.

Mr. Perrone reported there is nothing new in regard to this item.

- ZHB 15-22 LoPiccolo (LaCampagnola Rebuild) – Approved for Restaurant and 2nd Floor Apartment. However, they now want to propose a Mixed Use Retail Bldg.

Mr. Rieker stated that the rebuild of the LoPiccolo's restaurant was approved on a slightly smaller footprint with an apartment on the second floor with conditions. He reported that now the Applicant is proposing a single multipurpose building with undefined uses on 700 S. Broad Street. He reported that the Applicant was advised to provide a survey and a more detailed plan to the Plan Review Committee. Mrs. Edelmayer questioned the zoning. Mr. Rieker answered, "C-Commercial. He will need to come back to the Zoning Hearing Board for a special exception, a variance, or both."

- **Newbury Phase II – Zoning Classification Hearing**

Mr. Rieker reported a hearing needs to be held for a change in zoning in reference to 22 new twin homes, and the Applicant is asking that it be pushed back to July. He reminded that this is the Sanctuary Church property behind the Newbury I development.

- **Moser ZHB – 3 Movie lots off Broad Street ZHB 5/24/16**

Mr. Rieker reported that the Moser Zoning Hearing is the Applicant requesting three movie theater lots being joined together for one residential dwelling off of S. Broad Street. He noted that the Board has heard about this before because the time expired since he never applied for a Permit. Mr. Rieker stated that he will resubmit the same plan. Attorney Onorato stated that he should attend the hearing to make sure that they have all the same conditions. He noted that he attended the previous hearing. Mrs. Edelmayer questioned the location of the lots. Mr. Rieker stated they are behind the houses between Stoney Creek Village and S. Broad Street a short distance from Allentown Road. Mr. Lapinski presented the lots to the Board on the big screen. The Board was in agreement that Attorney Onorato should attend the hearing and this item should be on the Public Meeting Agenda for approval.

- **Langberg Lane ZHB – Shed ZHB 5/24/16**

Mr. Rieker reported that the Langberg Lane property is on a corner and it has two front yards. The Applicant wants to place a shed on the front yard on Swedesford Road. He noted this part of the property is landscaped with 8' tall trees and a wall.

- **778 Corrine Court (Kingsley Hall) Residential Rear Patio ZHB 5/24/16**

Mr. Rieker stated that 778 Corrine Court is in the Kingsley Hall development which is the last subdivision next to the LMG Building. He noted that this is a single family dwelling with no deck or patio. He reported that the Applicant wants to put in a 900 sq. ft. patio with steps and a knee wall, and this requires a rear yard variance.

Not on the Agenda:

Mr. Rieker reported that the Merck & Co., Inc. building on South Broad Street was sold and settlement was yesterday. He reported that they are aware of the deed restrictions and the covenants.

5. **Merck & Co., Inc.:**

Mr. Perrone reported that Merck is requesting a Waiver from Chapter 113-3 to conduct Sunday crane work on Building 36A and 38B. This involves crane work on June 4, 11, 18 and 25, July 2, 9, 16, 23, and 30, and August 6, 13, 20, and 27, 2016

6. **Merck & Co., Inc.:**

Mr. Perrone reported that Merck & Co., Inc. is requesting a Waiver from Chapter 113-1 for Building 38 to install production equipment near the center of the building. This involves Sunday crane work on June 5, 12, 19, and 26, 2016.

7. **Resolution No. 12-2016:**

Mr. Perrone stated that Resolution No. 12-2016 is for a Plan Revision for New Land Development (624 South Sumneytown Pike – Robinson Trust) Sewage Facilities Planning Module for PADEP. This Resolution supersedes Resolution 14-2015 which was previously approved on June 22, 2015, because of DEP comments. Mr. Lapinski clarified that the original Resolution was submitted to DEP prior to the County and the Board of Health approvals so it was rejected.

8. **Resolution No. 13-2016:**

Mr. Perrone stated that Resolution No. 13-2016 is for Plan Revision for New Land Development (North Penn Art located at 720 South Broad Street) Sewer Tap-Ins for PADEP supersedes Resolution 01-2016, which was previously approved January 25, 2016, because of DEP comments. Mr. Lapinski clarified that the original Resolution was submitted to DEP prior to the County and the Board of Health approvals so it was rejected.

ENGINEERING

9. **Report by T&M Associates (Updates):**

- GIS Proposal

Mr. Benner reported that T&M submitted a Proposal for developing a more robust GIS System for the Township. He explained they launch a pilot program using a large neighborhood (Sugar Valley) that has data collection points, sanitary sewer issues, stormwater issues so that they can develop a model GIS Program to see if the Township wants to use it on a larger scale. He explained that T&M broke the Proposal into four tasks. Task 1 is the GIS Assessment. He explained that they talk to Township staff and evaluate how to develop the system. Task 1A is the Asset Field Survey. This is part of the data collection as part of the sanitary sewer and storm sewer system. He reminded that the Township purchased a GPS survey grade handheld piece of equipment to collect horizontal and vertical data to locate all the manholes and inlets and information can be entered right into the GPS equipment. T&M is proposing to set up the equipment and hire a summer intern for about 10 weeks (T&M would work with the Township) and by the end of the summer, they would have all of the geodatabase assembled for the Sugar Valley area. They can then use the data for the pilot program or it can be used for the GIS mapping that the Township already has, or it can be used with a modeling system.

He reported that Tasks 2, 3, and 4 cost cannot be identified until after T&M completes Task 1. He reviewed Task 1 in the amount of \$12,000. It will set the parameters for the pilot program and the whole GIS program. It will identify the general needs for the entire Township. Task 1A is just picking up the data in Sugar Valley. Mr. Duffy questioned if this system is over and above the system that the Township currently has in place. Mr. Lapinski answered, "Yes." Mr. Duffy questioned whether or not this system will replace the system currently has in place right now. Mr. Lapinski answered, "If it is fully developed, it will replace the current system." Mrs. Edelmayer questioned, "Besides stormwater and sewer, what other options would the Township have available?" Mr. Benner stated they would manage the MS4 program, the yearly road paving program, and it can be integrated with North Wales Water Authority in regard to waterline replacement. It is managing all of the assets and having them work together. He gave the example of lining pipes, fixing manholes and aligning this with yearly roadway paving. He stated a big piece of the project is identifying what the needs are for the Township.

Mr. Duffy reminded that the Township already knows what needs to be done, and Sugar Valley should be the model area. Mr. Benner answered, "Then, do Task 1A and talk about modeling, and forget about Task 1, 2, 3, and 4." Mr. Santi questioned the price for Task 1A. Mr. Benner answered, "\$14,000." Mr. Lapinski noted that the Township budgeted \$15,000 for that project. Mr. Benner reported that T&M will need to work up a Proposal for the modeling because that price is not in the \$14,000. Hydraulic modeling was discussed, and it was agreed that the Board will approve Task 1A at the Public Meeting next week.

- Gwynedd Manor Road Curb Line Drainage Problem – Done/Ultimate cure spring 2016

Mr. Benner reported that T&M transmitted CAD drawings to Carroll Engineering which is the engineering company who is working for North Wales Water Authority preparing their bid pack. He noted they are taking T&M's drawings and including them as an alternate bid. He stated that he did clarify with Mr. Troxel that he will purchase the pipe and inlets, and then the contractor will install them.

- Revised TMDL Part 1 Strategy and Part 2 Design Details Submission (with DEP)

Mr. Benner reported that he still has not heard anything from DEP in this regard. He reminded the Board that this was submitted back in December.

FINANCE/PERSONNEL/ADMINISTRATION**10. Charles E. Staub, Jr.:**

Mr. Perrone stated that Chad Staub will be recognized for 20 years of Service to the Township at next week's Public Meeting, and he will be in attendance.

11. Canon Copy Machine:

Mr. Brill reported that the Township currently leases two copiers: One for Administration and one for the Police Department. He noted that the current Lease with Canon began in July of 2012, and this model included the ability to send FAXs which eliminated the need for a standalone facsimile machine lease. Mr. Brill reported that the current lease is coming to an end so he did some research on some new features that the Township employees would like to have. He reported that the Township can save on the black and white cost per page, there will be a separate charge for color, and it is available on Costars. He stated there are four more added benefits beyond what the Township has now: A USB thumb drive plugin, mobile device enable, an envelope feeder, and a single pass reader which makes it faster. Mr. Perrone questioned whether or not anything needed to be done to close out the lease. Mr. Brill reported Canon will take the old copier away immediately, and they will roll over the remaining lease cost into the new lease. It was noted that 15,000 is the minimum prepaid number per month and the cost of maintenance and the toner is included.

12. Resolution 15-2016:

Mr. Perrone reported that Resolution 15-2016 needs to be approved. He reported that this Resolution designates Mr. Brill as Agent for reimbursement from FEMA for the blizzard on January 16, 2016, which has now been named Snowstorm Jonas.

13. Resolution 14-2016:

- A. Primary voting delegate – Dave Brill
- B. First alternate voting delegate – Mike Lapinski
- C. Second alternate voting delegate (3rd person not necessary)

Mr. Perrone reported that Resolution 14-2016 is the Tax Collection Committee Delegate Appointment Resolution. He stated that the primary voting delegate will be Mr. Brill and the first alternate will be Mr. Lapinski. He noted there is also an opportunity to add a second alternate but it is not really necessary. Mr. Santi noted that this has been in place for about five years now and the Township has done very well with just one person so two should be enough. The Board agreed with Mr. Santi.

14. Widman's Heating & Air Conditioning, LLC:

Mr. Perrone stated that Widman's Heating & Air Conditioning, LLC HVAC Maintenance Contract for the Township Building for June 1, 2016, through May 31, 2017, in the amount of \$8,540.00 needs to be approved. Mrs. Edelmayer noted the slight increase over last year's price. Mr. Santi reminded that the price has not been increased for a number of years. Mrs. Caracausa pointed out that Mr. Widman cut the price of the air conditioning Contract at the Wastewater Treatment Plant in half this year by eliminating a service visit that has not been needed.

PUBLIC WORKS/PARKS/RECREATION

15. Needs Assessment Study:

Mr. Perrone reported that the Needs Assessment Study is complete and the Township received about 800 responses. Mrs. Edelmayer reported it is over 10% of households. Mr. Perrone stated that the statistics from that survey are being pulled together by T&M and then the Needs Assessment Committee (NAC) will deliver a presentation to the Board.

16. Parks and Recreation Sponsorship Opportunity:

The Board discussed a Memo that Mr. Kaker submitted in reference to a sponsor letter and levels of sponsorship that are available to the Parks and Recreation Board. Since there were no questions, the Board moved on to Item No. 17.

17. Formation of Non-for-Profit for Donations:

Mr. Perrone stated that when the Parks and Recreation Department was requesting donations from corporations, they found out that certain ones will only contribute to 501(c)3 organizations not tax exempt municipalities. Attorney Onorato pointed everyone's attention to a Memo from Attorney Thomas from his office dated May 9, 2016, which lays out the guide lines that need to be followed in order to incorporate a non-profit. He reported that it needs a name and a Board who would meet at least once a year to approve Minutes and to reestablish itself. Mr. Duffy questioned how the money is utilized. Attorney Onorato stated typically it is a non-profit, and it can raise funds and then contribute toward programs. He noted it can fund fixtures but not bricks and mortar. Mr. Perrone noted the best example of a free Parks and Recreation Program is the concert series. The Board agreed to approve this formation at next week's Public Meeting.

18. Pickleball Court:

Mr. Perrone reminded that the Township budgeted to build two Pickleball courts on tennis court dimensions just in case Pickleball becomes a fad. Mrs. Edelmayer reported \$60,000 was budgeted for the two courts. She noted that a park was planned on Bradford Lane and at the Hearing the residents were against it. She stated this money can now be used for a full tennis court and four Pickleball courts will now be built instead of two. Mr. Perrone stated the preparation and advertising of the Bid for these courts needs to be approved next week.

19. Nor-Gwyn Baseball:

Mr. Brill reported that Ted Gribb approached him in regard to the reimbursement for capital projects for Nor-Gwyn Baseball. He stated that this is in regard to two line items in the Budget that Nor-Gwyn Baseball executed already. One was equipment repair and the other was garage door replacement. He reported the cost on the two projects was \$2,985 and the Budget was \$2,700. Mr. Brill stated that Mr. Gribb is requesting that the \$2,700 be released and that the Board consider providing the additional funding to cover the \$285 overrun. Mr. Duffy questioned whether or not this is the only funding the Township committed to provide. Mr. Brill stated the Township committed to a total of \$12,000, and there were a total of six line items. Mr. Perrone noted Nor-Gwyn pays the vendor and the Township reimburses them. The Board agreed to approve the full amount of \$2,985.

20. Scott Building Corp. Application for Payment No. 6:

Mr. Perrone stated that Scott Building Corp. submitted Application for Payment No. 6 in the amount of \$14,900.80 for the West Point Streetscape Project. Mr. Lapinski reported that this is the next to last payment. He noted that it takes a while to pay through PennDOT's ECMS System. He noted that the Township has been reimbursed \$305,000 from the State. It was noted that the Township ordered two full fixtures and five globes for light replacements.

PUBLIC SAFETY

21. Scobee Drive at McAuliffe Lane:

Police Chief Duffy reported that the traffic Ordinance needs to be amended to add a yield sign on Scobee Drive at McAuliffe Lane. He noted that Mr. Troxel has already installed the sign. Commissioner Duffy questioned the location of McAuliffe Lane. Chief Duffy clarified across from North Penn High School. It was decided that the Board should authorize the preparation and advertising of the traffic Ordinance next week.

22. Swedesford Road & Sumneytown Pike:

Mr. Perrone reported that the new stop signs are up of at the Swedesford Road and Sumneytown Pike intersection, and he has been getting both good and bad feedback on them. He noted that the signal design is in process.

23. Elected Official Appointment:

Mr. Perrone stated that an elected official needs to be appointed to the Police Pension Board to replace Mr. Ziemba. It was a unanimous decision that Mr. Sands should fill the position so the Board should appoint him at next week's Public Meeting. Mr. Brill reported that there is an Investment Policy Statement (IPS) that sets the guidelines for the investments, and the arrangement that the Township has with PFM Advisors is that it is at their sole discretion to make the investments as long as they fall within the guidelines of the IPS. He informed Mr. Sands that he will forward him a copy of the IPS for review.

24. Dutchman Contracting, LLC Application for Payment No. 1:

Mr. Perrone stated that Dutchman Contracting, LLC submitted Application for Payment No. 1 in the amount of \$67,620.00 for the Police Department Car Port Project. It was noted that the bollards still need to be installed.

25. Upper Gwynedd Fire Department:

Mr. Brill reported that there is \$32,500 in the Fire Department Budget for capital projects. He reported the Fire Department just completed a Door Security System Project in the amount of \$15,563 which was budgeted at \$12,000, and they are requesting the release of these funds from the Fire Tax Fund. Since they are not sure whether or not they will be spending all of the \$32,500, they are asking the Board to release the full amount. It was decided that the Township will release the reimbursement in the full amount and that it is not necessary to adjust the Budget at the present time.

WASTEWATER TREATMENT

26. Widman's Heating & Air Conditioning, LLC:

Mr. Perrone stated that Widman's Heating & Air Conditioning, LLC Sewer Plant Air Conditioning Maintenance Contract from May 1, 2016, through April 31, 2017 needs to be approved in the amount of \$349.00. It was noted that this is for air conditioning only, and Mr. Widman has changed the Contract this year to one service call and reduced the price.

27. C B Structures, Inc. Application for Payment No. 1:

Mr. Perrone stated that C B Structures, Inc. submitted Application for Payment No. 1 in the amount of \$52,965.00 for the Wastewater Treatment Plant Garage Project and this needs to be approved.

28. TMA Capital Projects Fund – Vouchers for Review:

- A. Uninvest Bank and Trust Co.
Upper Gwynedd Towamencin Municipal (Statement Period 04/01/16 – 05/01/16)
Current Balance: \$337,109.98

- B. Bursich Associates
Engineering Fees: \$1,042.11

Mr. Perrone reported that Item Nos. 28A and 28B get reviewed by Mr. Interrante, and they are just FYI items for the Board.

There being no further business for public discussion, the meeting was adjourned at 8:28 to Executive Session.

Respectfully submitted,

Krista M. Caracausa
Recording Secretary